

# California Local History Digital Resources Program

## ***PROJECT EVALUATION: Second & Third Quarter 2010-2011***

**Prepared by the Califa Group  
April 2010**

*A project supported by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian*

# *Executive Summary*

This report contains a detailed statistical analysis of the results to the survey titled *LHDRP 2010-2011: Project Evaluation Survey (Second & Third Quarter)* . The results analysis includes answers from all respondents who took the survey in the 30 day period from Tuesday, March 1<sup>st</sup> 2011, to Tuesday, March 30<sup>th</sup> 2011. 9 completed responses were received from the survey during this time.

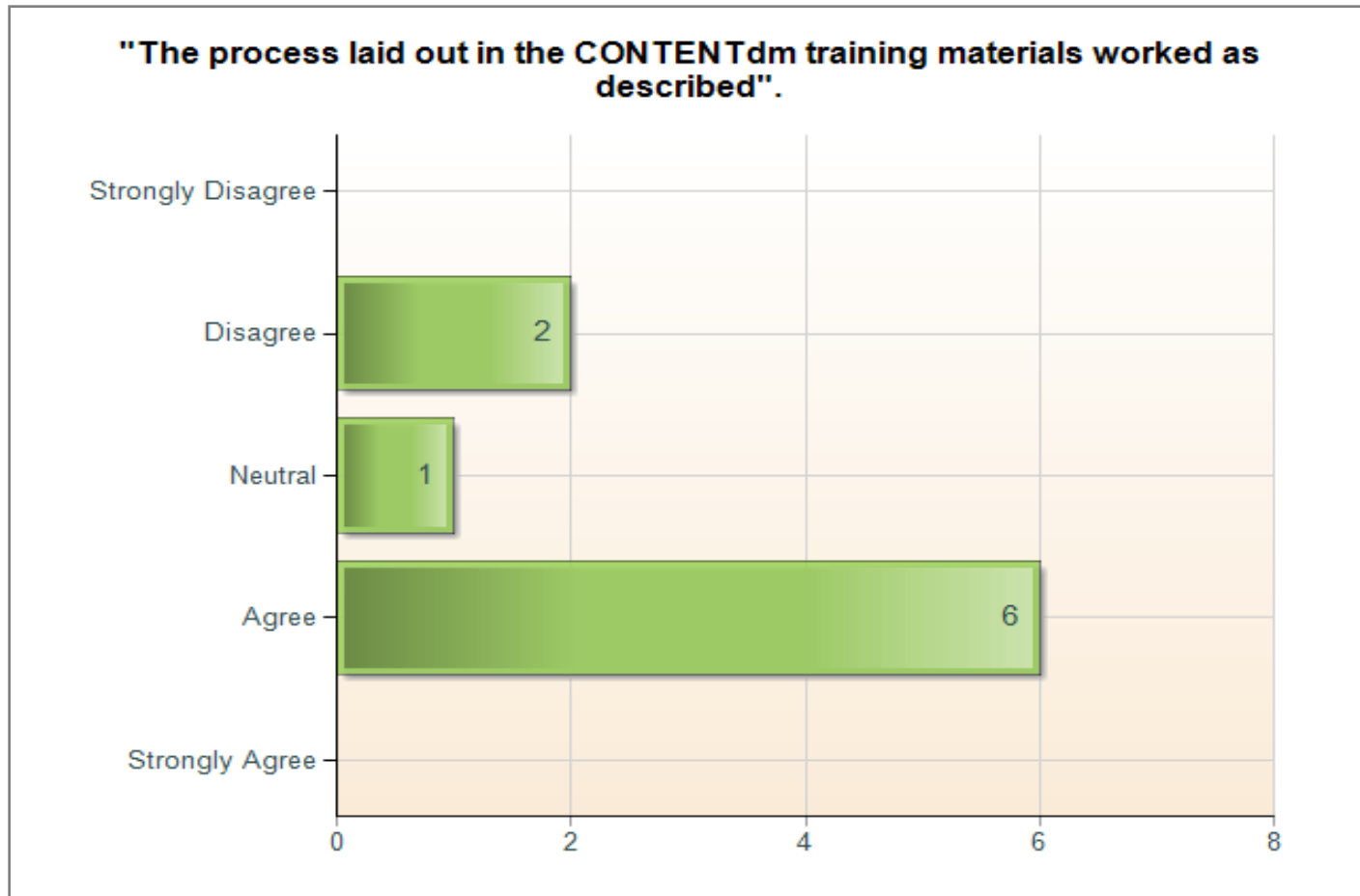
## ***1.) What additional education, if any, could have been provided that would have made your project-related work more successful?***

- 1.) The training was great, but given the number of objects, I think it should be stressed more to schedule the process, and have more milestones required.
- 2.) We mentioned in the conference call -- a chance to work with a small sample of our own images during the CONTENTdm training. I would also prefer the manual be all on PBWorks as pages rather than as PDFs -- I have found that frustrating on many occasions since my browser keeps trying (unsuccessfully) to open them in Google Docs (I realize this is a setting rather than an inherent problem)
- 3.) More hands on with our own items on how to use OCLC. Possibly some training on evaluating images that could be problematic for scanning (i.e. slides, blurred or deteriorated images).
- 4.) It may have been beneficial to have taken the copyright workshop nearer to preparing Batch #1. I kept forgetting all the copyright information, so I had to re-review all the materials every time I prepared a batch for mailing.
- 5.) I think that we all struggled a bit getting our data and photos to upload. The workshop used hypothetical pictures and situations, and I think in our case we would have been better served by bringing or using one of our own samples to upload at the workshop.
- 6.) More training on ContentDM
- 7.) More CONTENTdm training tied to actual project information
- 8.) More specific training on CONTENTdm

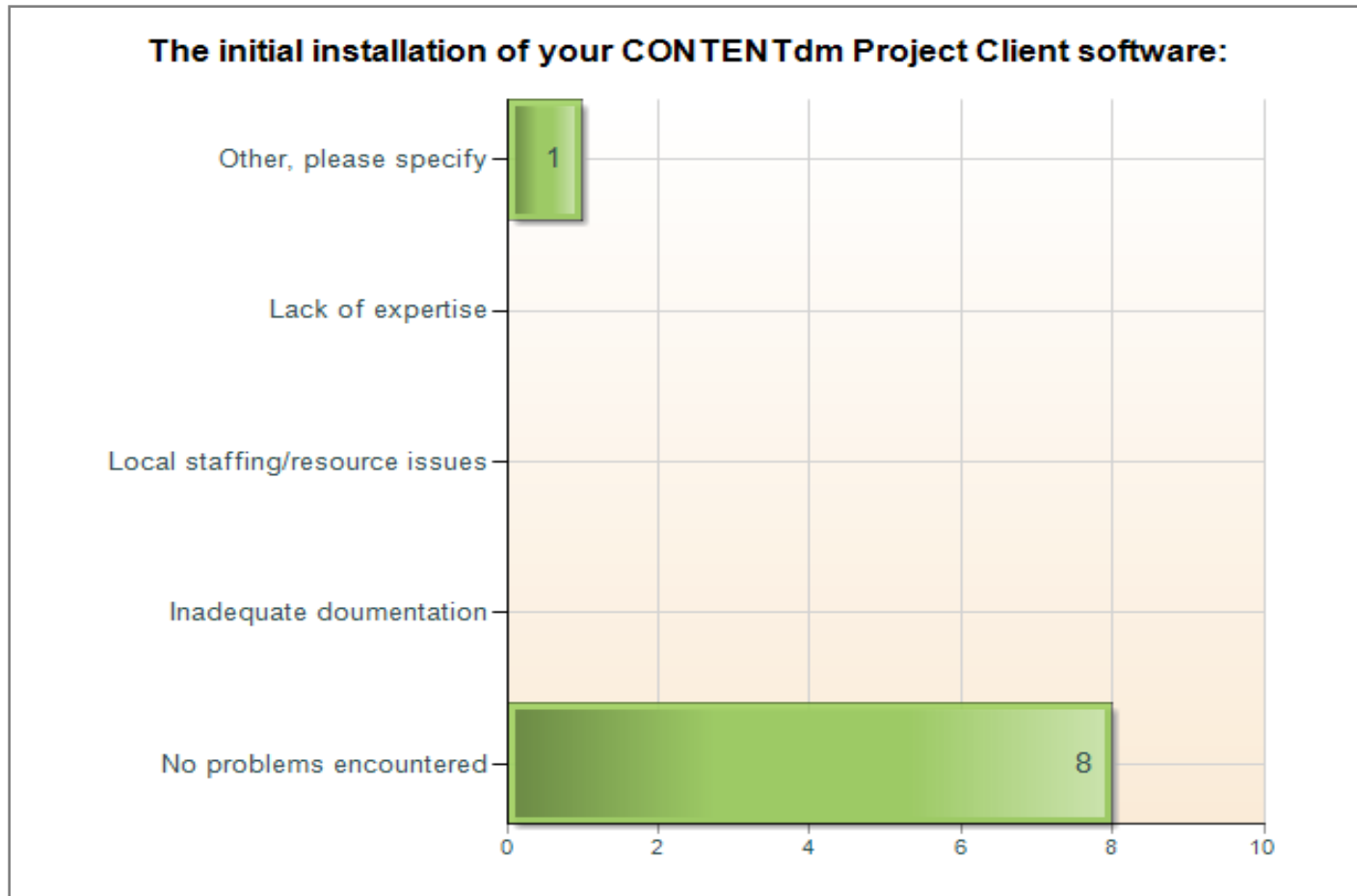
## 2.) *What advice would you give to others that are applying to participate in the LHDRP?*

- 1.) Start selecting your images as soon as you apply for the grant. That is the single most time-consuming part of the process!
- 2.) Don't delay in any aspect of the project -- stay on top of timelines as much as possible!
- 3.) It is a great opportunity to learn about how to evaluate and digitize items and use metadata and Content DM tools.
- 4.) I would encourage them to give it a try! I have learned things I might never have learned unless I took part in LHDRP.
- 5.) Be prepared for a lot of work! We have really enjoyed working on this project, but if we didn't have one employee (Bill) who was really concentrating on the project, it would be difficult to get everything done.
- 6.) Have staff available to help input data, shipping, etc
- 7.) Everything takes longer than you expect, but working on your project with an LHDRP grant provides a great incentive to move forward.
- 8.) Make sure you will have enough staff time to accomplish the project

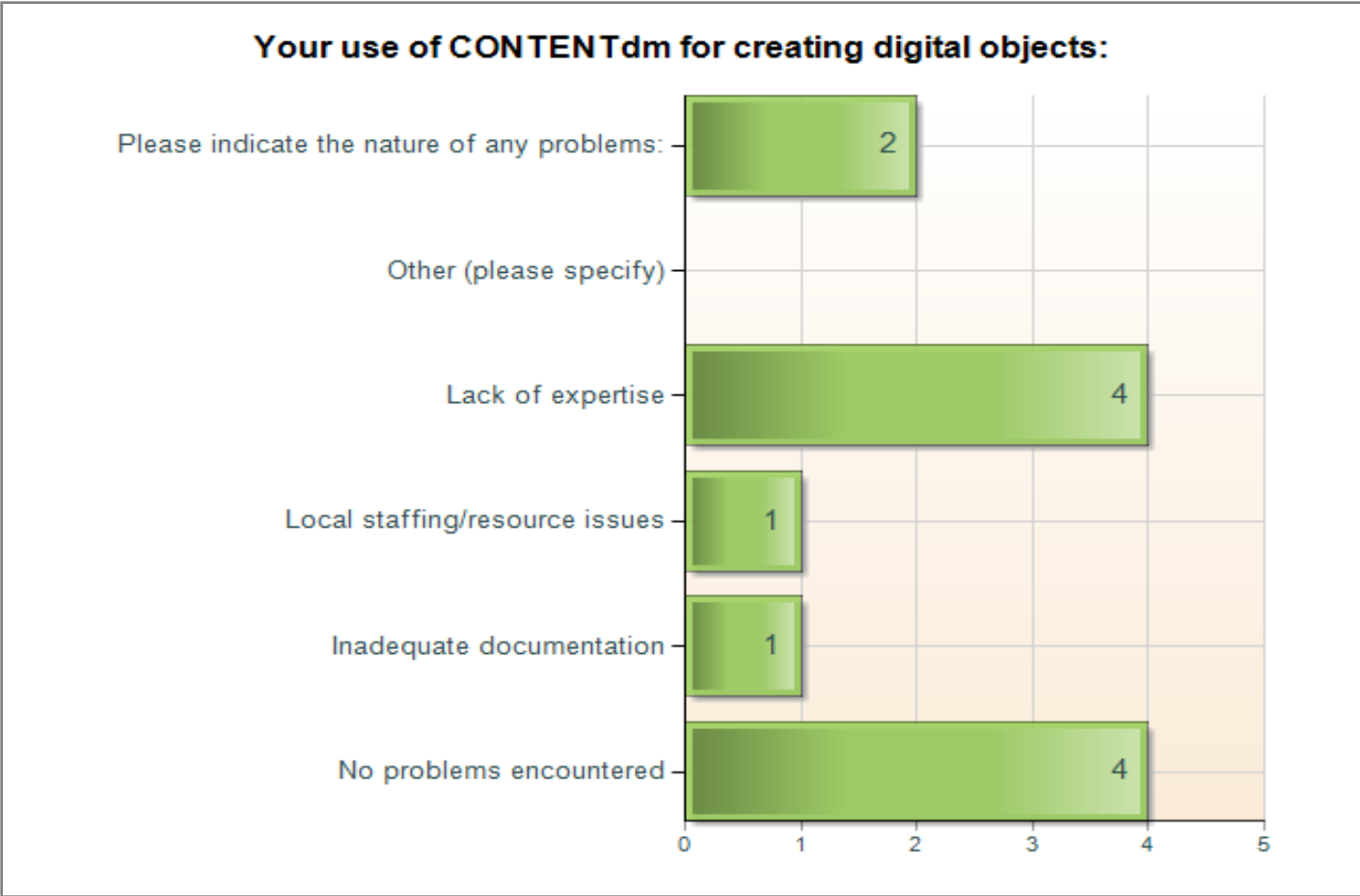
### 3.) The process laid out in the CONTENTdm training materials worked as described.



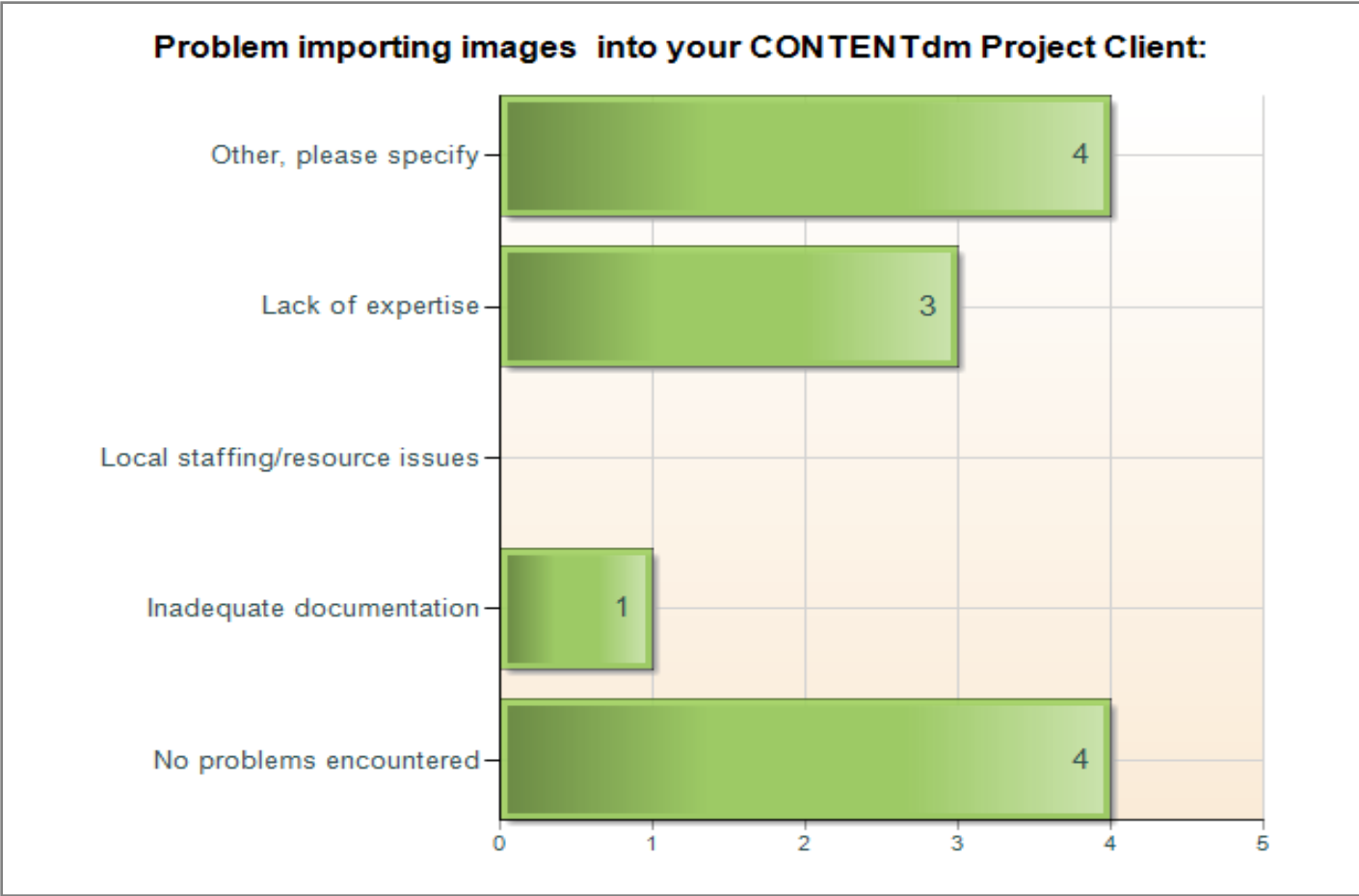
## 4.) The initial installation of your CONTENTdm Project Client software:



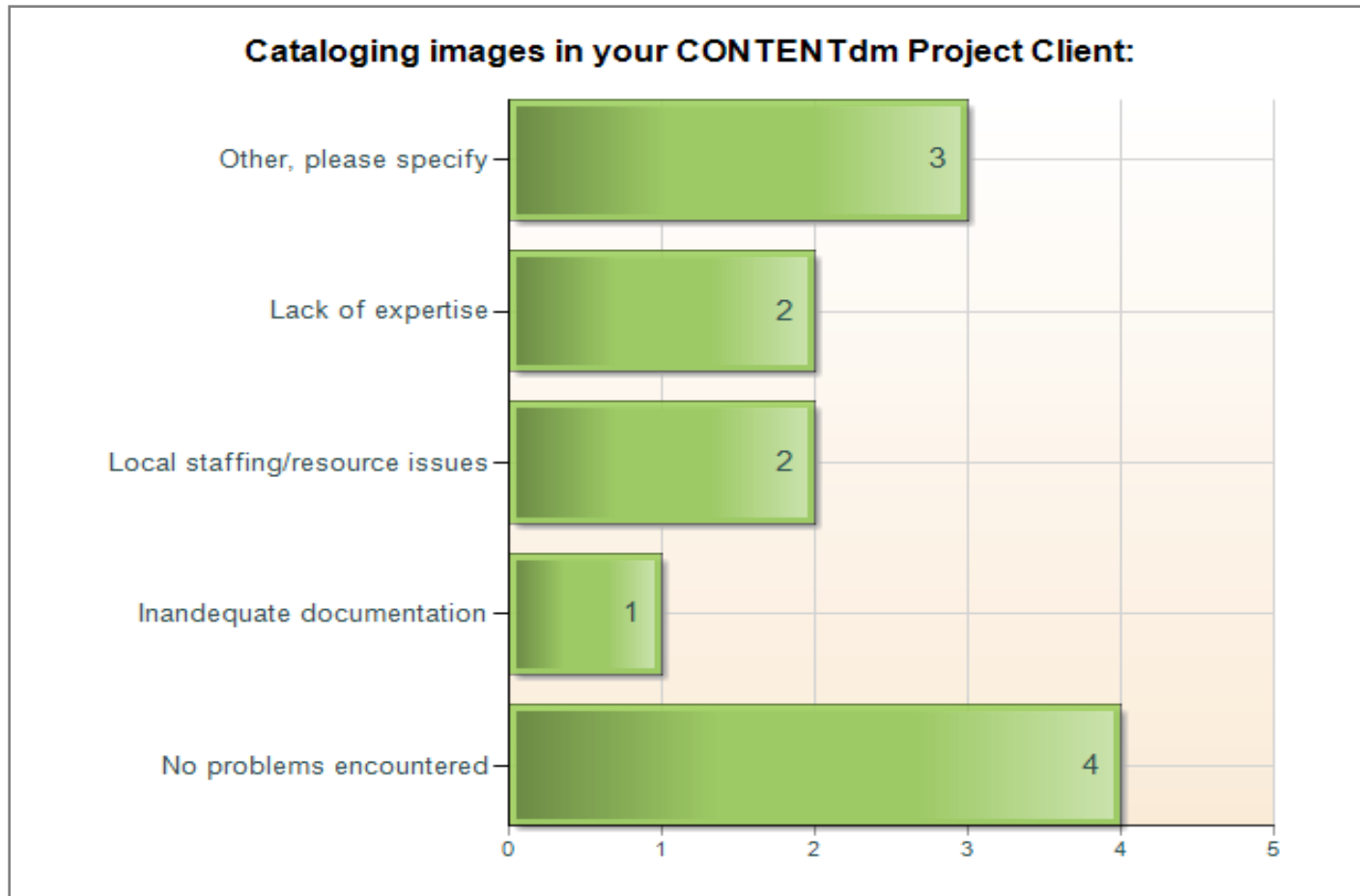
5.) Your use of CONTENTdm for creating digital objects:



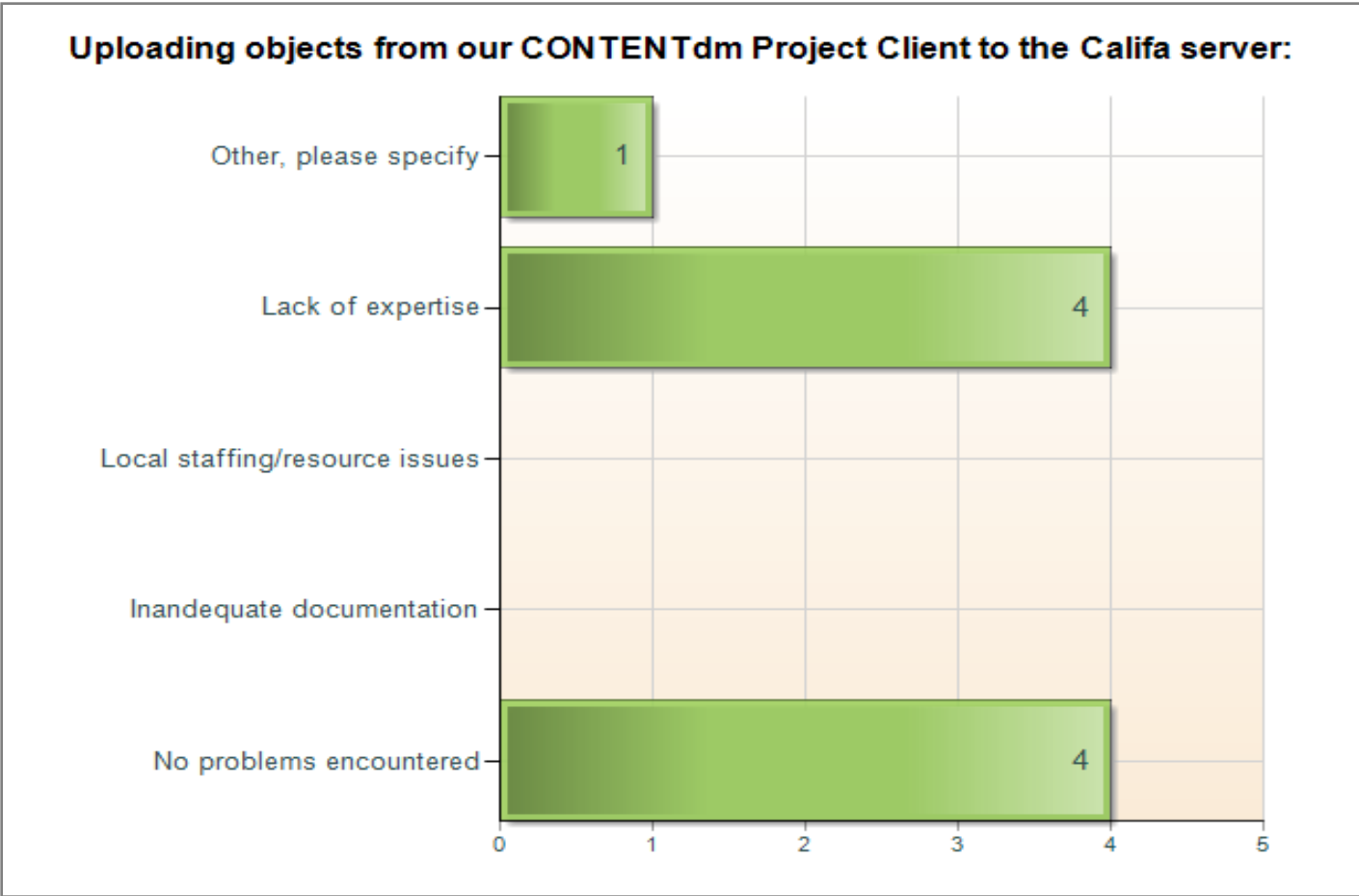
6.) Problem importing images into your CONTENTdm Project Client:



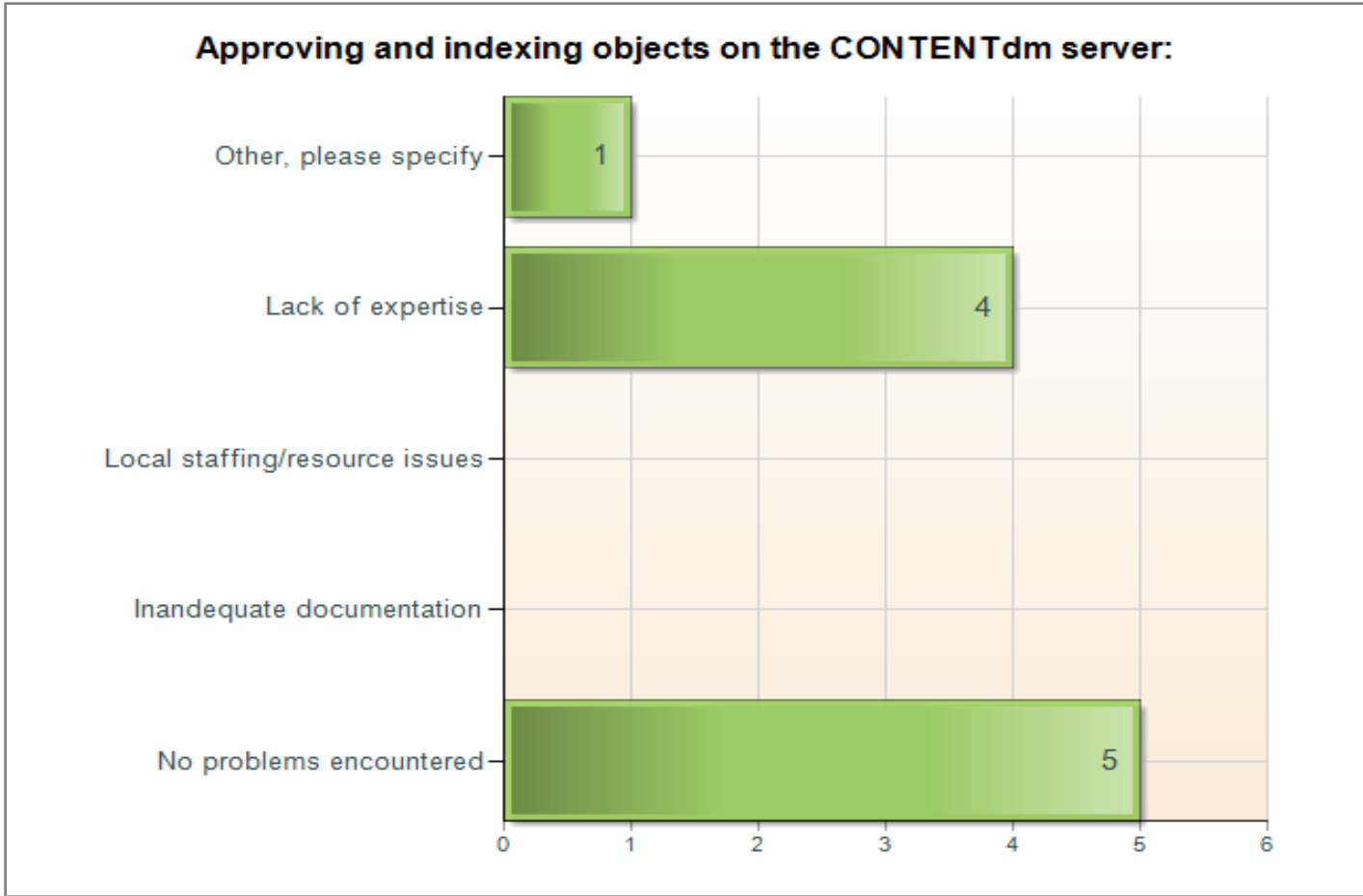
## 7.) Cataloging images in your CONTENTdm Project Client:



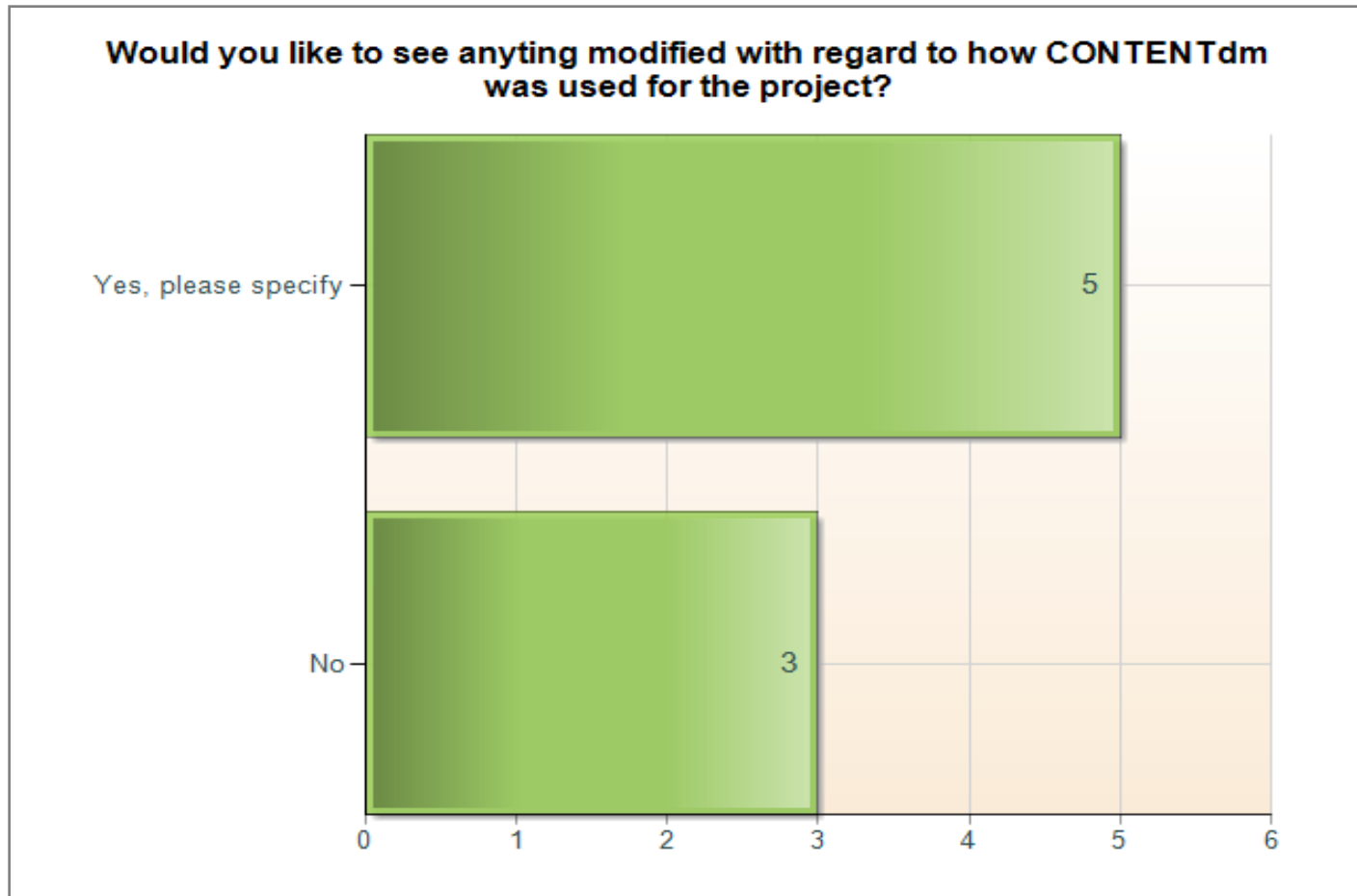
# 8.) Uploading objects from our CONTENTdm Project Client to the Califa server:



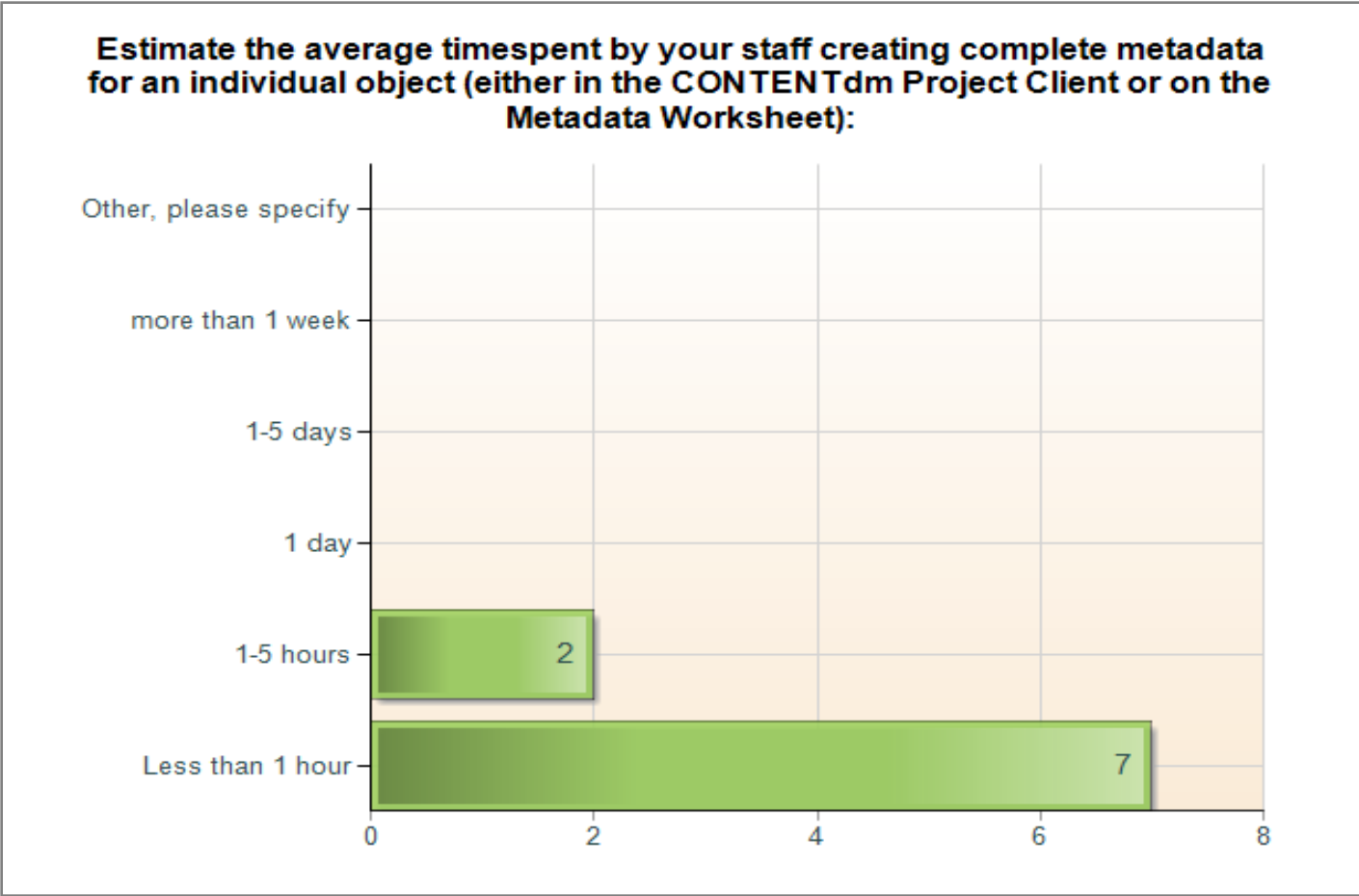
### 9.) Approving and indexing objects on the CONTENTdm server:



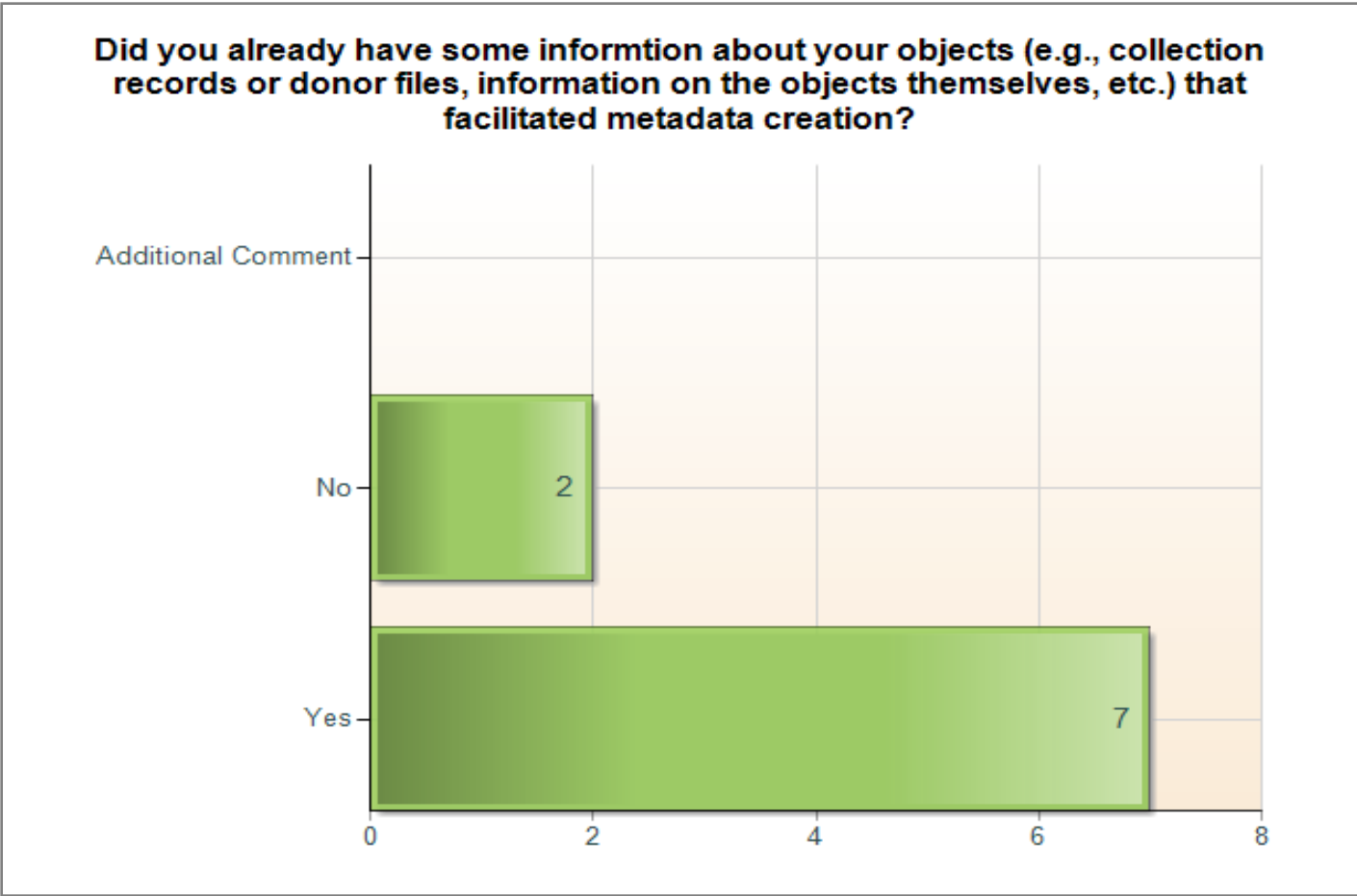
# 10.) Would you like to see anything modified with regard to how CONTENTdm was used for the project?



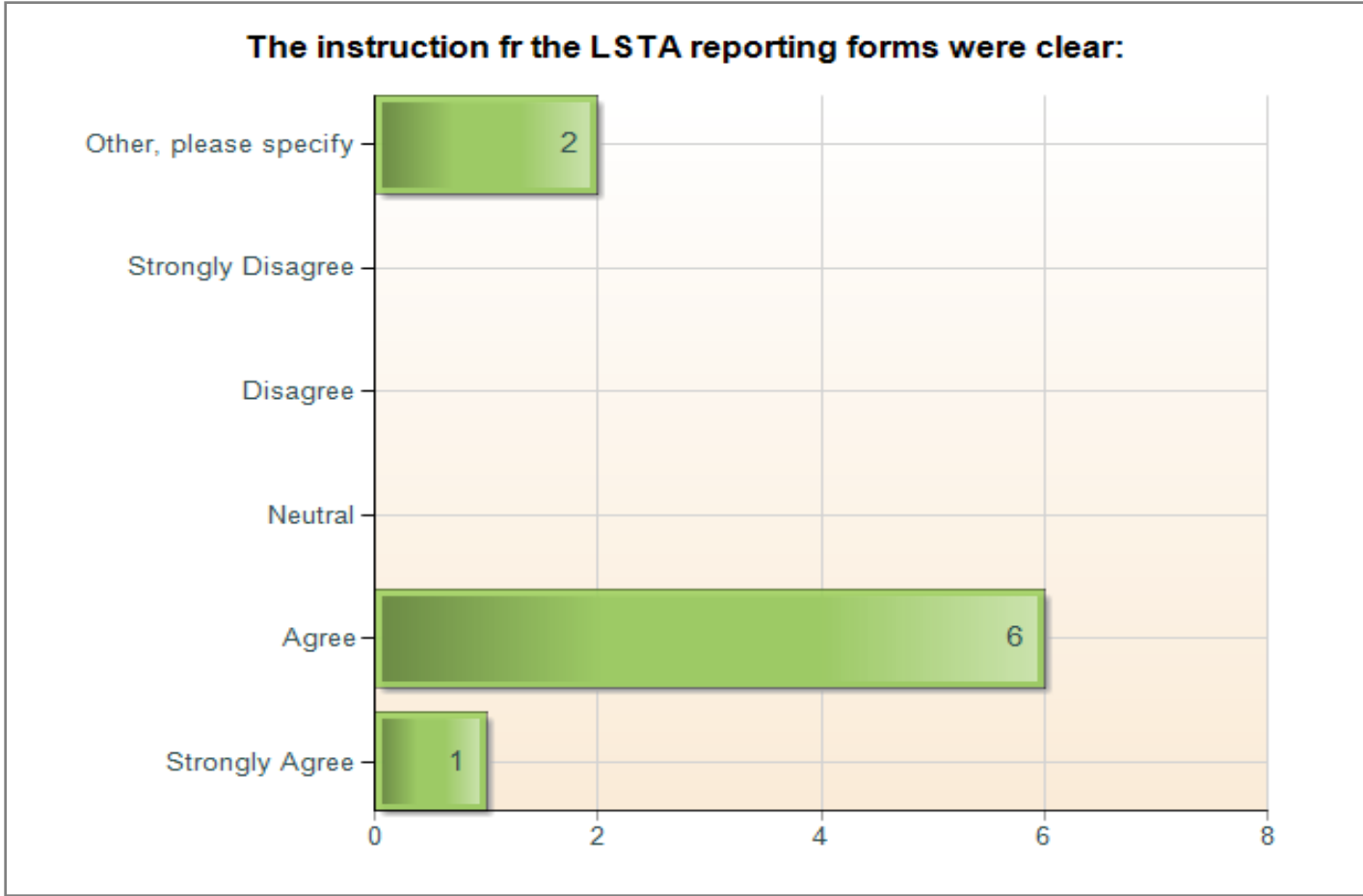
**11.) Estimate the average timespent by your staff creating complete metadata for an individual object (either in the CONTENTdm Project Client or on the Metadata Worksheet):**



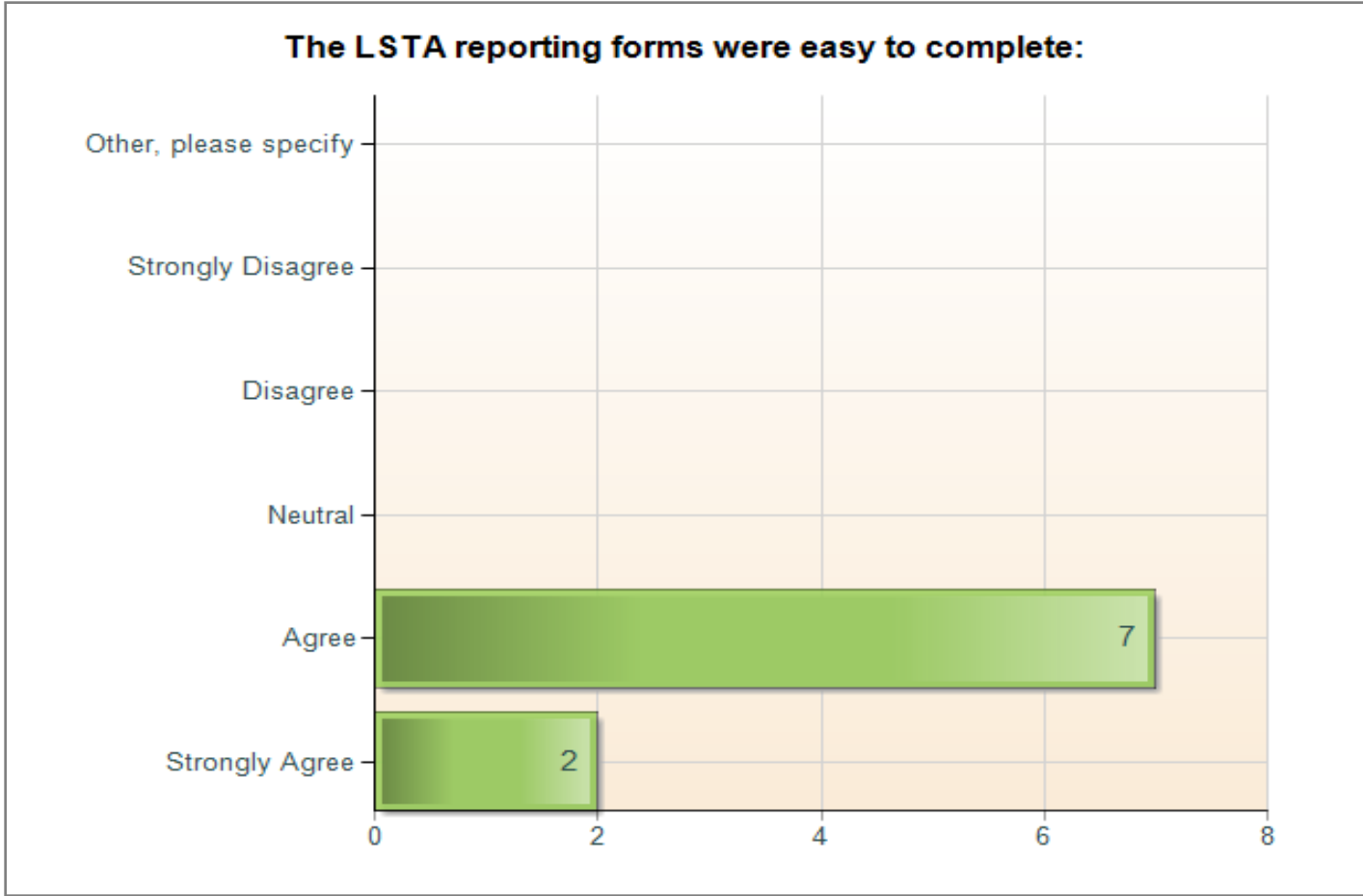
**12.) Did you already have some information about your objects (e.g., collection records or donor files, information on the objects themselves, etc.) that facilitated metadata creation?**



13.) The instruction fr the LSTA reporting forms were clear:



14.) The LSTA reporting forms were easy to complete:



## 15.) Any additional comments or suggestions?

- 1.) No problems, the reporting process was very straightforward.
- 2.) Because we are working with a collection that will be integrated with a legacy collection using LCSH, I felt it was necessary to assign LCSH rather than use AAT; it would have been simpler to work with the provided controlled vocabularies!
- 3.) I made a slight error on our 2nd Quarter Financial report and Colette Moody was very helpful when I needed to resubmit.