

**California State Library
Library Services and Technology Act**

**Quarterly Narrative Report (LSTA Form 7)
Instructions**

1. Calendar. Reports are required *every three months* during the project term, unless otherwise stipulated in the award letter. Reports are due at the State Library Budget Office 30 days after the close of the quarterly period as follows:

July 1 to September 30	Due October 31
October 1 to December 31	Due January 31
January 1 to March 31	Due April 30
*April 1 to June 30	Due July 31

*Note: Use LSTA Form 9 (Final Narrative Report) to cover narrative activities for this quarter and to summarize the achievements of the entire grant year, do not use LSTA Form 7 (Quarterly Narrative Report) for the fourth quarter.

The grant award is effective on the date of signature by the State Librarian. Any expenditures or activities that are incurred between the date of signature and prior to July 1 should be included in the first quarterly report.

We must have your cooperation in submitting reports on time. The federal government requires reporting by the California State Library before future LSTA funds are made available, therefore our reports depend on yours being timely.

2. This report is a public document. It should honestly report your successes and failures, so that others may benefit from your experience. Be concise and specific, but provide sufficient detail to inform the reader who may not otherwise know your project goals. For example:
- Summarize goals, objectives and activities undertaken.
 - Note where you are on project timetable, ahead or behind schedule, and why.
 - Comment on any constraints that may have hampered implementation of a project objective and how they were dealt with.
 - Describe any impact the project has had on the target client group.
 - If a project advisory committee is called for, describe how they have been involved and their advice sought.
 - Note what means have been used to assure that the staff of the project, the host library or institution, and the library system are aware of and understand the project's goals.
 - Note what has been done to seek local financial support for the project after the LSTA funded period is over.
 - Attach quarterly statistics, examples of publications and significant publicity about the project, as appropriate.
3. Send quarterly reports in three copies (one with original signature) to:

California State Library
Budget Office - LSTA
P.O. Box 942837
Sacramento, CA 94237-0001

When sending via FEDEX, UPS, or other delivery service, send to California State Library, 900 N Street, Sacramento, CA 95814. Attention: Budget Office – LSTA. Packages can be received Monday - Friday, 8 a.m. – 4 p.m. Packages cannot be received after hours or on weekends and holidays.