General Information

<table>
<thead>
<tr>
<th>*Project Title</th>
<th>Digitizing High Value Content: San Francisco Public Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Grant Award Number</td>
<td>40-8563</td>
</tr>
<tr>
<td>*Choose grant project start date</td>
<td>2015-07-01</td>
</tr>
<tr>
<td>*Choose grant project end date</td>
<td>2016-06-30</td>
</tr>
</tbody>
</table>

Project Abstract

Use past tense and write for a general audience by avoiding jargon, acronyms, and abbreviations. Also avoid highly technical project details, numerical lists of project goals, and bullets. If possible, state the "who, what, and why" of the project in the first sentence or two. High-level results can be included, but specific outcomes are more appropriate to Outcomes section below. Ideal length is 90-160 words.

| *Project Abstract | The California public needs and demands access to its historical and cultural heritage as found in the State's libraries and cultural institutions. The San Francisco Public Library is home to a significant number of unique, relevant, high-value library materials that do not enjoy broad usage because they do not circulate because of rarity and fragility, and for the same reason do not yet have digital surrogates. This project addressed this problem by deploying a stand-alone digitization system operated within the Library by staff from the Internet Archive (a nonprofit digital library proving permanent storage for, and free public access to, collections of digitized materials). The project was to scan around 900 items; some 2030 items were actually scanned and made available online. |

CSL LSTA Goal

Please choose one goal in the California State Library LSTA Five Year Plan 2013 - 2017 that best describes the project.

| *CSL LSTA Goal | Goal 4: Content Creation/Preservation |
## Project Director

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Director First Name</td>
<td>Paula</td>
</tr>
<tr>
<td>Project Director Last Name</td>
<td>MacKinnon</td>
</tr>
<tr>
<td>Project Director Title</td>
<td>Interim Director</td>
</tr>
<tr>
<td>Library/Institution</td>
<td>Califa Group</td>
</tr>
<tr>
<td>Street Address</td>
<td>2471 Flores Street</td>
</tr>
<tr>
<td>City</td>
<td>San Mateo</td>
</tr>
<tr>
<td>State</td>
<td>California</td>
</tr>
<tr>
<td>Zip Code</td>
<td>94403</td>
</tr>
<tr>
<td>Project Director Phone Number</td>
<td>(650) 349-5538</td>
</tr>
<tr>
<td>Project Director Email Address</td>
<td><a href="mailto:pmackinnon@califa.org">pmackinnon@califa.org</a></td>
</tr>
</tbody>
</table>

## Grant Monitor

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Grant Monitor Name</td>
<td>Janet Coles</td>
</tr>
<tr>
<td>Grant Monitor Email Address</td>
<td><a href="mailto:janet.coles@library.ca.gov">janet.coles@library.ca.gov</a></td>
</tr>
</tbody>
</table>

## Library/Institution Grantee

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Library/Institution</td>
<td>Califa Group</td>
</tr>
<tr>
<td>Director First Name</td>
<td>Paula</td>
</tr>
<tr>
<td>Director Last Name</td>
<td>MacKinnon</td>
</tr>
<tr>
<td>Title</td>
<td>Interim Director</td>
</tr>
<tr>
<td>Street Address</td>
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<tr>
<td>City</td>
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</tr>
<tr>
<td>State</td>
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<tr>
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</tr>
<tr>
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<td>(650) 349-5538</td>
</tr>
<tr>
<td>Director Email Address</td>
<td><a href="mailto:pmackinnon@califa.org">pmackinnon@califa.org</a></td>
</tr>
<tr>
<td>Choose the library/organization type</td>
<td>Other</td>
</tr>
<tr>
<td>Other, please describe</td>
<td>Not for profit membership cooperative serving libraries in California.</td>
</tr>
</tbody>
</table>
### Additional Materials
You can attach to this report any supporting documents relating to outcomes, outputs or other information that you believe will add to the report.

| Additional Materials (attach supporting documents) | SanFranciscoDownload.xlsx|SFPL Selection Criteria 2015 update LSTA.docx |
|----------------------------------------------------|--------------------------|

### Websites
If you have any websites that will provide pertinent information about your project or that were created as part of the project, please provide the links below.

<table>
<thead>
<tr>
<th>URL</th>
<th>URL</th>
<th>URL</th>
<th>URL</th>
<th>URL</th>
</tr>
</thead>
</table>

### Financial Data

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Amount of Grant Award</td>
<td>$74,327</td>
</tr>
<tr>
<td>*Amount of Grant Expended</td>
<td>$74,257</td>
</tr>
<tr>
<td>*Amount of Local Match Cash Contribution Expended</td>
<td></td>
</tr>
<tr>
<td>*Amount of In-Kind Expended</td>
<td>$58,240</td>
</tr>
<tr>
<td>*Total Grant Expenditure</td>
<td>$132,497</td>
</tr>
</tbody>
</table>

### IMLS Project Intent
Please choose only ONE selection for the Project Intent that best describes the project.

| *Project Intent | Information Access - Improve users ability to obtain information resources |

### Subject of Intent
Select no more than TWO subjects.

<table>
<thead>
<tr>
<th>*Subject of Intent</th>
<th>General (only for electronic databases or other data sources)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject of Intent</td>
<td></td>
</tr>
</tbody>
</table>


Project Activities
Activities are actions through which the intent or objective of the project is accomplished. There are four activity types (Instruction, Content, Planning & Evaluation, Procurement), each with select methods which describe how you carried out the activity. For this report, please choose all activities/methods that have made a significant commitment to the project (representing 10% of more of project resources.)

Each project must have at least one activity/method associated with it and may have multiple activities/methods. There are 13 possible choices for activities/methods:

Instruction - Program
Instruction - Presentation/Performance
Instruction - Consultation/Drop In/Referral
Instruction - Other
Content - Acquisition
Content - Creation
Content - Preservation
Content - Description
Content - Lending
Content - Other
Planning & Evaluation - Prospective
Planning & Evaluation - Retrospective
Procurement

On the sections following, select the radio button indicating whether you will or will not be reporting on each specific Activity. If you select Yes, you will be directed to a series of questions about that Activity. If you select No, you will be directed to the next Activity.

Instruction - Programs
A type of instruction mode involving formal interaction and active user engagement.

Do you have an Instruction-Program Activity to report on?  No

Instructions - Presentation/Performance

Do you have an Instruction - Presentation/Performance Activity to report on?  No

Instructions - Consultation/Drop In/Referral

Do you have an Instruction - Consultation/Drop In/Referral Activity to report on?  No
### Instruction - Other

Do you have an Instruction - Other to report on?  No

### Content - Acquisitions

Do you have a Content-Acquisition Activity to report on?  No

### Content - Creation

<table>
<thead>
<tr>
<th>Activity Title</th>
<th>Digitization of high value content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief Activity Abstract</td>
<td>2030 items that were designated as high-value content based on SFPL’s selection criteria for digital collections were digitized, reviewed for quality control, and then uploaded with metadata to the Internet Archive.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Delivery format</th>
<th>Digital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of items digitized</td>
<td>2,030</td>
</tr>
<tr>
<td>Number of items digitized and made available to the public</td>
<td></td>
</tr>
<tr>
<td>Number of physical items</td>
<td></td>
</tr>
<tr>
<td>Number of open-source applications/software/systems</td>
<td></td>
</tr>
<tr>
<td>Number of proprietary applications/software/systems</td>
<td></td>
</tr>
<tr>
<td>Number of learning resources (e.g. toolkits, guides)</td>
<td></td>
</tr>
<tr>
<td>Number of plans/frameworks</td>
<td></td>
</tr>
</tbody>
</table>

### What type of partner organizations were involved with this activity?

Select all that apply.

<table>
<thead>
<tr>
<th>Libraries</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Historical Societies or Organizations</td>
<td></td>
</tr>
<tr>
<td>Museums</td>
<td></td>
</tr>
<tr>
<td>Archives</td>
<td></td>
</tr>
<tr>
<td>Cultural Heritage Organizations (multi-type)</td>
<td></td>
</tr>
<tr>
<td>Preschools</td>
<td></td>
</tr>
<tr>
<td>Schools</td>
<td></td>
</tr>
<tr>
<td>Adult Education</td>
<td></td>
</tr>
<tr>
<td>Human Services Organizations</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>


### What was the legal structure of the partner organization?
Select all that apply.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal government</td>
<td></td>
</tr>
<tr>
<td>State government</td>
<td></td>
</tr>
<tr>
<td>Local government (excludes school districts)</td>
<td>Yes</td>
</tr>
<tr>
<td>School district</td>
<td></td>
</tr>
<tr>
<td>Non profit</td>
<td></td>
</tr>
<tr>
<td>Private sector</td>
<td></td>
</tr>
<tr>
<td>Tribe</td>
<td></td>
</tr>
</tbody>
</table>

### Is the activity directed at?
<table>
<thead>
<tr>
<th>General or targeted population</th>
</tr>
</thead>
</table>

### Geographic community of the targeted group
Choose as many as apply.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Urban</td>
<td>Yes</td>
</tr>
<tr>
<td>Suburban</td>
<td>Yes</td>
</tr>
<tr>
<td>Rural</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Target Age Group
Select all that apply.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>All ages</td>
<td>Yes</td>
</tr>
<tr>
<td>0-5 years</td>
<td></td>
</tr>
<tr>
<td>6-12 years</td>
<td></td>
</tr>
<tr>
<td>13-17 years</td>
<td></td>
</tr>
<tr>
<td>18-25 years</td>
<td></td>
</tr>
<tr>
<td>26-49 years</td>
<td></td>
</tr>
<tr>
<td>50-59 years</td>
<td></td>
</tr>
<tr>
<td>60-69 years</td>
<td></td>
</tr>
<tr>
<td>70+ years</td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Is this activity targeted at specific economic situations?</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Is this activity targeted at specific ethnic or minority populations?</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Is this activity directed at families?</td>
<td>No</td>
</tr>
<tr>
<td>Is the activity directed at inter-generational groups?</td>
<td>No</td>
</tr>
<tr>
<td>Is the activity directed at immigrants/refugees?</td>
<td>No</td>
</tr>
<tr>
<td>Is the activity directed at those with disabilities?</td>
<td>No</td>
</tr>
<tr>
<td>Is the activity directed at those with limited functional literacy or information skills?</td>
<td>No</td>
</tr>
<tr>
<td>Is the activity directed at groups that fall into a category not already captured? If yes, please provide brief detail.</td>
<td>No</td>
</tr>
<tr>
<td>Is this activity statewide?</td>
<td>No</td>
</tr>
<tr>
<td>Can you identify the specific locations in which the activity was offered?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Locations**

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Francisco Public Library</td>
<td>100 Larkin Street</td>
<td>San Francisco</td>
<td>California</td>
<td>94102</td>
</tr>
</tbody>
</table>

**Where did the activities take place?**

For each type of institution, list number of locations.

<table>
<thead>
<tr>
<th>Institution Type</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public libraries</td>
<td>1</td>
</tr>
<tr>
<td>Academic libraries</td>
<td></td>
</tr>
<tr>
<td>State Library</td>
<td></td>
</tr>
<tr>
<td>Consortia</td>
<td></td>
</tr>
<tr>
<td>Special libraries</td>
<td></td>
</tr>
<tr>
<td>School libraries</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

**Content - Preservation**

Do you have a Content-Preservation Activity to report on? No
**Content - Description**

| Do you have a Content-Description Activity to report on? | No |

**Content - Lending**

| Do you have a Content-Lending Activity to report on? | No |

**Content - Other**

| Do you have a Content-Other Activity to report on? | No |

**Planning & Evaluation - Prospective**

| Do you have a Planning & Evaluation - Prospective Activity to report on? | No |

**Planning & Evaluation - Retrospective**

| Do you have a Planning & Evaluation - Retrospective Activity to report on? | No |

**Procurement**

| Do you have a Procurement Activity to report on? | No |

**Project Outcomes**

| List any important outcomes or findings from your project. What changes occurred in your target audience's skills, knowledge, behavior, attitude, and/or status/life condition? | This is not an outcomes based project. However, the data reported from the Internet Archive show that the items digitized through this project have already been downloaded over 25,000 times, demonstrating significant public demand for these resources. |
| Briefly describe the importance of the outcomes or findings (Ideal length is 90-160 words.) | |

This is not an outcomes based project. However, the data reported from the Internet Archive show that the items digitized through this project have already been downloaded over 25,000 times, demonstrating significant public demand for these resources.
What methods were used to determine your outcomes or findings. Choose all that apply.

<table>
<thead>
<tr>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey</td>
</tr>
<tr>
<td>Review of Administrative Data</td>
</tr>
<tr>
<td>Interview/Focus Group</td>
</tr>
<tr>
<td>Participant Observation</td>
</tr>
<tr>
<td>Tests</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

Based on outputs, outcomes and/or other results, explain any significant lessons learned from these findings for either the State Library or others in the library field.

Project Sustainability

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Do you anticipate continuing this project after the current reporting period ends?</td>
<td>No</td>
</tr>
<tr>
<td>Please describe why (Ideal length is 90-160 words.)</td>
<td>The San Francisco Public Library will continue on its own, working with the Internet Archive to digitize high value content from its collections and make it publicly available online.</td>
</tr>
<tr>
<td>*Do you anticipate any changes in the level of effort?</td>
<td>No</td>
</tr>
<tr>
<td>Please briefly describe any changes in the level of effort. Include information as to whether you intend to use LSTA, local or in-kind funds. (Ideal length is 90-160 words.)</td>
<td></td>
</tr>
<tr>
<td>*Do you anticipate any changes in the project's scope?</td>
<td>No</td>
</tr>
<tr>
<td>Please briefly describe the changes in the project's scope (Ideal length is 90-160 words.)</td>
<td></td>
</tr>
<tr>
<td>*Do you anticipate any other changes in the project?</td>
<td>No</td>
</tr>
<tr>
<td>Please briefly describe the changes in the project (Ideal length is 90-160 words.)</td>
<td></td>
</tr>
</tbody>
</table>

Exemplary Project

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Is this an exemplary project?</td>
<td>No</td>
</tr>
</tbody>
</table>
### Submittal Instructions

**Instructions**

1. After you have completed your report and checked your work, click the SUBMIT/LOCK button to send an email confirmation to the State Library. You will receive an immediate acknowledgement of the submittal as well as a confirmation email. You can work on another report in progress by selecting the form from the drop-down menu located below the Submit/Lock button or adding a new form by selecting the Add option.

2. Once the confirmation email is received, log back into the online reporting system and print a copy of the PDF report and have the Library Director sign it (in the box to the right of the certification statement on the form) in blue ink and send the original and one copy as noted below: The print option is located in the top right corner of the screen.

   **By Mail:**
   California State Library  
P.O. Box 942837  
Sacramento, CA 94237-0001  
Attention: Fiscal Office LSTA

   **By Non USPS Delivery:**
   California State Library  
900 N Street  
Sacramento, CA 95814  
Attention: Fiscal Office LSTA

---

**Comments**

<table>
<thead>
<tr>
<th>Project Tags (Enter 3 words separated by commas)</th>
<th>digitization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Comments</td>
<td></td>
</tr>
<tr>
<td>Final Grant Report Comments</td>
<td></td>
</tr>
</tbody>
</table>
**Submittal Information**
Complete the section below with information about the individual filling out the online report.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Submitter First Name</td>
<td>Paula</td>
</tr>
<tr>
<td>*Submitter Last Name</td>
<td>MacKinnon</td>
</tr>
<tr>
<td>*Submitter Phone Number</td>
<td>(650) 356-2128</td>
</tr>
<tr>
<td>*Submitter Email Address</td>
<td><a href="mailto:pmackinnon@califa.org">pmackinnon@califa.org</a></td>
</tr>
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</table>

**Certification**

<table>
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<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>*Library/Institution Director Name</td>
<td>Paula MacKinnon</td>
</tr>
<tr>
<td>*Library/Institution Director Title</td>
<td>Interim Director</td>
</tr>
<tr>
<td>*Date</td>
<td>2016-08-01</td>
</tr>
<tr>
<td>*Do you certify that all the information provided herein is accurate to the best of your knowledge?</td>
<td>Yes</td>
</tr>
</tbody>
</table>