

**CALIFORNIA STATE LIBRARY  
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)**

**Final Program Narrative Report  
(LSTA Form 9)**

**Grant Information**

Library Jurisdiction	Contra Costa County Library
Project Title	Remember & Go
Grant Award #	40-8277
Grant Period	August 1 2013-August 31, 2014
Amount of Grant Award	\$49,000
Amount of Grant Expended	\$45,496
Local Match	
In-Kind	\$77,972
Total Amount of Project (amount expended + match + in-kind)	\$123,468
Number of Persons Served (should not include total population of service area or potential population to be reached)	2,657 website visitors since launch in 4/14

**Project Director**

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This report is due on the date listed in the LSTA Grant Guide for this project. Follow this link to view the Grant Guide. <http://www.library.ca.gov/grants/lsta/manage.html>

Email this report in "word format" to [lsta@library.ca.gov](mailto:lsta@library.ca.gov) then mail ORIGINAL and 2 copies to:

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

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Please sign in blue ink)

## Project Final Report

A final narrative report is required on the use of federal Library Services and Technology Act (LSTA) funds following the completion of a project during each project year. The information you report will be used to complete the California State Library report of how funds were expended. Excerpts from this report may be submitted to the Federal government in their evaluation, or may be published by the State Library or shared with other institutions. Please answer all of the questions thoroughly. Please attach any reproduction copies of photographs of project activities or media produced for the project.

### Project Purpose

Include your program purpose statement here

Contra Costa County Library will create the Remember & Go database to provide the technical infrastructure needed to give County residents 24/7 access to online historical images and other archival collections. Through the database, anyone with online access will be able to view artifacts and objects such as the 24 bronze sculptures donated by Dean Leshner, a prominent local businessman and avid collector of Western Art. The expected benefit of Remember & Go will be increased awareness and access to local historical information within a single database.

### Project Activities and Methods

How did you accomplish the project? What were the steps involved? How did you engage the target audience?

- 1) Inventoried the art/artifact collections of our 26 libraries and, when necessary, obtained permission to display the images online.
- 2) Established partnerships with the The Bay Area Newsgroup, The Contra Costa County Historical Society, The Lafayette Historical Society, The El Sobrante Historical Society, and the Moraga Historical Society, and obtained permission to include 55 objects from their collections in the initial phase of the Project. These groups have expressed an interest in contributing more content in the future.
- 3) Purchased and installed server, scanner, CONTENTdm, Photoshop software, and photography equipment.
- 4) Created a cataloging/scanning workstation in the Library's Technical Services Department and trained volunteers and staff to digitize materials.
- 5) Trained cataloging staff to add items to the database.
- 6) Tested database and created sample collection.
- 7) Hired a professional photographer who took photos in our 26 library locations and in the 4 partnering historical societies.
- 8) Public Awareness Efforts
  - a. Created press release, resulting in an article appearing in The Valley Sentinel, August 8, 2013. Rousset, Denise. "Contra Costa County Library's Digitizing History."
  - b. Feature story added to the Library's website.
  - c. Outreach through the library's Memories of a Lifetime Facebook page to build interest in the library's historical collections.
  - d. Created and distributed marketing materials, including bookmarks, poster, and notepads.
  - e. Project team members presented to the Library Commission, the Library's Administration and Managers Group, the Tri-Valley Historical Society, the Contra Costa County Historical Society, and the attendees of a Californians Connecting to Collections Workshop, "Protecting Cultural Collections."
  - f. A launch party has been scheduled for Friday, September 19 to showcase and promote the project and solicit additional partners.

**Project Outputs**

What was created for the project and how much? (For instance three promotional brochures were created and 75 copies distributed; or three training classes were designed; two sessions of each were held, and 80 people were trained)

The Remember & Go database was created using the CONTENTdm platform ([rememberandgo.ccclib.org](http://rememberandgo.ccclib.org)), and four staff members were trained and made administrators of the site.

Training documents were created for cataloging procedures and use of equipment associated with the project; two volunteers were trained to perform digitization and transcription work.

To date, 75 objects, 89 photographs, 130 documents, 89 maps, and 25 newspaper articles have been uploaded. Since the soft launch date in April, 2, 657 users generated 12,494 page views.

40,000 promotional bookmarks, posters, and notepads were created and are being distributed to our 26 libraries, partner organizations, and local school districts.

**Project Outcomes (if applicable)**

Please state the outcomes and the results of your evaluation.

n/a

**Additional Project Outcomes**

Please state any additional intended or unintended outcomes and what data sources you used.

n/a

**Anecdotal Information**

Tell us a story. Give two or more examples of how the project has helped an individual or group in your community.

As part of our efforts to introduce the project to potential partners, we hosted a disaster preparedness workshop for our local history community. Afterwards, we received positive feedback and thanks from many attendees, who told us that they had increased their fire protection and building security measures and felt that their collections were safer and better organized than ever. One group was able to present their plan to their funding organization and City, resulting in additional insurance coverage being provided at no cost to them. These groups have agreed to become Remember & Go partners in the next phase.

Through marketing our Remember & Go collections via our Memories of a Lifetime Facebook page, we have generated a great deal of interest, not only in our collections but also in local history on a more personal level. Community members have begun to use it as a platform to share family histories and even curate their own photography/realia collections, particularly of historic homes and favorite hangouts.

Our first round of partners included several of the County's smallest local history organizations,

including the El Sobrante Historical Society, which does not currently have a physical location. By including highlights from their collections in the database, we hope to assist them in their efforts to gain funding and community support.

**Exemplary Project**

If you feel your project was exemplary and others could learn from it and replicate it, please tell us why.

The heart of this project is creating partnerships with the community. By showcasing the holdings of the local history organizations in our community, we help preserve and sustain their work, strengthen the library's position in the eyes of stakeholders, and swell the ranks of library supporters. The database is a terrific resource for the educational community as well, providing access to primary source materials and other rich resources that were previously unknown or overlooked.

From an internal standpoint, the project has been invaluable not only as a means of preserving and providing access to our holdings, but also as a training opportunity for staff on the depth and breadth of the library's collections. It functions as a unique collection development tool that has helped us reassess what is most valuable to the community, allocate resources more effectively, redefine the focus of our local history, genealogy, and government documents collections, and reorganize our spaces.

**FEEDBACK FOR THE CALIFORNIA STATE LIBRARY ON THE GRANT PROCESS**

We want to learn and improve our grant processes. Please let us know what worked and what we could do differently to make it a better experience. Thank you!

We appreciated that our grant monitor was so accessible and responsive to our questions.