

CITY OF OAKLAND

OFFICE OF THE CITY CLERK  
2005 SEP -1 PM 12:02

Agenda Report

**TO:** Office of the City Administrator  
**ATTN:** Deborah Edgerly  
**FROM:** Library Department  
**DATE:** September 13, 2005  
**RE:** RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO APPLY FOR, ACCEPT, AND APPROPRIATE A GRANT IN THE AMOUNT OF \$6,000 FROM THE CALIFORNIA STATE LIBRARY, LIBRARY SERVICES AND CONSTRUCTION ACT (LSTA) FOR THE LOCAL HISTORY DIGITAL RESOURCES PROGRAM FOR FISCAL YEAR 2005-2006.

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SUMMARY

Staff recommends that the City Council approve a resolution authorizing the City Administrator to apply for, accept, and appropriate grant funds in the amount of \$6,000 for fiscal year 2005-2006 from the California State Library, Library Services and Construction Act (LSTA). The grant is provided under the Local History Digital Resources Program and furnishes funding to Oakland Public Library to convert into digital format up to 200 items from its significant collections of historic materials as it implements an ongoing program to develop a comprehensive digital archive of materials associated with the metropolitan East Bay. Digitized items, to include geographic history documents (maps), literary works of local authors no longer available in print, and historic photographs, will be made available to the public through the California Digital Library (CDL) Online Archive of California and on the Library website.

FISCAL IMPACT

As the California State Library provides the training and support for this project, and an additional \$6,000 to cover the costs of contract labor, supplies and publicity, there will be no fiscal impact on the General Fund. Funds received will be deposited in Fund 2148, Organization 61111, in a Project to be established. This grant was not anticipated and thus was not included in the FY 2005-07 Adopted Policy Budget.

BACKGROUND

Libraries in California collect a wide range of materials concerning the local history of their communities. Many of these items are historic photographs that illustrate the diverse nature of their citizenry and record many of the changes that have taken place in their community. In order to make these materials accessible to a wide range of users via the internet, the California State Library created the Local History Digital Resources Program (LHDRP) with federal Library Services and Technology Act (LSTA) funds.

Twenty public libraries in California will be chosen to participate in this program, and each of the libraries that receive a grant will be entitled to:

- Staff training for two persons
- Digitization of 200 items performed by a pre-selected vendor
- Direct access to technical assistance for difficult questions
- Access to a digital asset management tool, for the duration of the grant year
- A grant of \$6,000 for contract labor, supplies and publicity related to the program as well as travel expenses to training locations if needed.

The LHDRP is a starter grant that encourages public libraries to begin the process of digitizing appropriate materials in their local collections. The long term goal is to help public libraries establish the technical and procedural framework for the creation and expansion of “virtual collections” of the library’s unique and valuable holdings.

### **KEY ISSUES AND IMPACTS**

The Oakland History Room of the Oakland Public Library holds a rich collection of primary materials that include photographs and manuscripts, rare maps and other unique items, and holds a strong collection of very uncommon published materials invaluable for research and historical documentation of the development of the East Bay region. Its collections also contain literary and other written work by past residents of Oakland who have made significant contributions to the creative and cultural landscape of the state and the nation as a whole.

Few of these items are represented in the library’s public access catalog and are too often overlooked by scholars, authors and others who are unfamiliar with the holdings at the Oakland History Room. This has contributed to a diminished recognition of the significant contributions to the history of California as a whole made in Oakland and by Oaklanders, particularly by those who worked outside of the mainstream of public attention.

For this project, a selection of three types of items is proposed for digitization, with the goal of establishing the technical and procedural framework for the creation and expansion of virtual collections of each type of materials at the Oakland Public Library.

These three types of items include: 1) documents relating to the geographic history of the Oakland area, 2) secondary historical and primary literary works by authors from Oakland that were published under the aegis of the public library, never published, or published but are now difficult to obtain, and 3) photographs and other historic images. All items are in the public domain and not subject to any copyright restrictions.

One example of materials to be digitized, their importance and the issues surrounding their use:

The WPA history of Oakland is among the most comprehensive documents available on its subject, with painstaking research into the early immigrant communities in Oakland, and the establishment of organizations that continue to influence public policy, both locally and statewide. The WPA history of the parks is equally comprehensive, and represents the only general history available for a park system that would serve as a model during the early years of the twentieth century when cities across the country were addressing the need for park and recreational facilities.

Both of the WPA items chosen for this project lack an index, inhibiting their use as the ideal reference tools they could be were better access available. Digitization would provide full keyword searchability of both texts. In addition, the paper used for the history of the parks is in a serious state of decay, and the last copy still in its binding will soon be lost to deterioration. Digitizing would preserve these valuable texts.

### **PROGRAM DESCRIPTION**

The Local History Digital Resources Project (LHDRP) seeks to address the information needs of the community by providing a "solution in a box" for libraries. This package includes training, image processing services, metadata creation tools, preservation services, customizable Web pages and a small grant award for contract staff, supplies and publicity related to the program. Participants will be expected to partner with the University of California's California Digital Library (CDL) for preservation and access services to digital object collections and associated descriptions created through LSTA funding. Attendance at training events will be mandatory. Local community involvement in project development and implementation will be expected.

The CDL is a means to integrate disparate collections through its gateways and search engines. End users benefit from this by having single statewide access points to digital, preservation-quality, California-based primary resources. Participants benefit by having access to information and training to support digitization projects, an additional access point to their digital objects, persistent access to those digital objects through storage in the CDL digital preservation repository and standardized digital objects that can potentially be repurposed for local needs. Five workshops focusing on digitization projects, digital object standards and creation will be offered.

### **SUSTAINABLE OPPORTUNITIES**

Economic: no opportunities

Environmental: as users access these local history resources at home via internet, they do not expend energy resources (gasoline, transportation, parking, copying on copy machines, use of paper). Unique, aged and fragile materials can be preserved forever digitally and can be used by countless patrons all at the same time. The more that researchers, citizens, policy-makers and scholars know about the history of the East Bay, and Oakland in particular, through this access-broadening project, the more likely they are to want to sustain this community.

As this project also targets school age children, educating them about community contributions, the community becomes much more likely to be sustained.

Social Equity: no opportunities

### **DISABILITY AND SENIOR CITIZEN ACCESS**

All Oakland Public Library all facilities, programs and services are ADA accessible. OPL provides internet access to the public, and also provides computer software and hardware adaptations that make it possible for disabled users to access the internet easily.

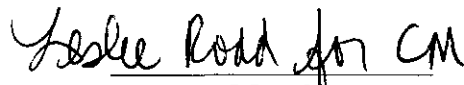
### **RECOMMENDATIONS AND RATIONALE**

Staff recommends that the City Council approve this resolution in order to encourage Oakland Public Library to begin to create digital resources and expand the public's use of its Oakland History Room treasures.

### **ACTION REQUESTED OF THE CITY COUNCIL**


That the City Council approve the resolution authorizing the City Administrator to apply for, accept and appropriate a grant in the amount of \$6,000 from the California State Library, Library Services and Construction Act, Local History Digital Resources Program for Fiscal Year 2005-2006.

Respectfully submitted,

  
**Carmen Martínez**  
**Library Director**

Prepared by:  
Leslie Rodd, Manager  
Grants and Development

APPROVED FOR FORWARDING TO THE  
LIFE ENRICHMENT COMMITTEE:

  
**OFFICE OF THE CITY ADMINISTRATOR**

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

**OAKLAND CITY COUNCIL**



2005 SEP - 1

RESOLUTION NO. \_\_\_\_\_

C. M. S.

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR, ON BEHALF OF THE CITY OF OAKLAND, TO APPLY FOR, ACCEPT, AND APPROPRIATE A GRANT IN THE AMOUNT OF \$6,000 FROM THE CALIFORNIA STATE LIBRARY, LIBRARY SERVICES AND CONSTRUCTION ACT (LSTA) FOR THE LOCAL HISTORY DIGITAL RESOURCES PROGRAM FOR FISCAL YEAR 2005-2006.**

WHEREAS, the California State Library has made available Library Services and Technology Act (LSTA) funding for the Local History Digital Resources Program (LHDRP) for fiscal year 2005-2006; and

WHEREAS, the Oakland Public Library desires to apply for and accept a grant in the amount of six thousand dollars (\$6,000) from the California State Library for fiscal year 2005-2006 to support the Local History Digital Resources Program and digitize 200 historical items from the Library's Oakland History Room; and

WHEREAS, the LHRDP will begin to make the Oakland History Room resources available to a wider population via the internet, and will kickstart the Library's development of a comprehensive digital archive of materials associated with Oakland and the metropolitan East Bay; now, therefore, be it

RESOLVED: That the City Administrator or her designee is hereby authorized and directed to apply for and accept an LSTA grant in the amount of six thousand (\$6,000) for the purpose described above; and, be it

FURTHER RESOLVED: That the City Council hereby appoints the City Administrator or her designee as agent of the City to conduct all negotiations, applications, agreements, payment requests, and related actions which may be necessary for the completion of the aforementioned project in accordance with its basic purpose; and be it

FURTHER RESOLVED: That should additional funds be received, the City Administrator or her designee is hereby authorized to appropriate same for the purposes described above.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 2005

**PASSED BY THE FOLLOWING VOTE:**

AYES – BROOKS, BRUNNER, CHANG, KERNIGHAN NADEL, QUAN, REID, AND PRESIDENT DE LA FUENTE

NOES -

ABSENT -

ASTENTION –

ATTEST: \_\_\_\_\_  
LATONDA SIMMONS  
City Clerk and Clerk of the Council  
Of the City of Oakland, California