ALLIANCE HISTORICAL SOCIETY
Celebrating Three Quarters of a Century of Alliance History

Subject:	2014 OHRAB Interim Grant Report
Date:	29 August 2014
Institution Name:	Alliance Historical Society
Title of Project:	Organization and Preservation of Historic Materials in the Archives of the Alliance Historical Society
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Summary of Activities:

The archival boxes, supplies, and HEPA vacuum have been ordered and received. We took advantage of a Preservation Week sale from Gaylord and saved 20% on our order, so we will be able to purchase some additional Mylar and supplies before the end of the project.

Utilizing the expanded archives space provided by the Library, and newly donated shelving units and two lovely map cabinets, we began sorting and separating the collection materials. This process was much slower than anticipated, partly because of limited space to lay out the items, many of which are oversized or heavy, and partly because of the sheer volume of unsorted items.

- Oversize photos and newspapers have been removed from substandard cardboard boxes and plastic bins and placed in the new archival boxes.
- We have been working to slowly relax some of the rolled panoramic photos into a flat state.
- Newspapers have been separated and sorted and relocated to file folders within the new archival newspaper kit boxes.
- Ledgers and scrapbooks were culled from various places (many from old cardboard boxes, some formerly stored in the museum attic); they have been placed together in flat storage on some of the new shelving, in anticipation of cleaning with the HEPA vacuum.
- Maps and blueprints have been unrolled and transferred to the map cases.
- The process of removing some old maps from their frames and preserving them in Mylar is underway.
- Framed items have been grouped together on the new shelving, and only a few of these items remain on the floor.

The Past Perfect software has been installed on the Society's computer, and we have added a backup drive to the workstation. We have been learning how to use the software so we can begin the process of adding catalog records.

The Project Director and the Society's President are generally familiar with library cataloging procedures, but we realized that in order to devise a cataloging plan and procedure that we could build upon and continue with after the initial grant project, we needed to learn much more about museum registration procedures. As such, we have been studying catalog records, procedures, and policies from other collections. Reibel's book *Registration Methods for the Small Museum* has been very helpful in the decision-making process, but it has taken more time than expected.

We have identified 10 volunteers, most with minimal museum experience, who are helping us with the cataloging/registration process. To date, 7 of these volunteers have received training. We developed a training document which gives basic information on the grant project and general museum practices, and also outlines a step-by-step process for handling items, marking them, and collecting data. We decided that we could make the best use of our volunteers' time by developing cataloging worksheets for them to use. After reviewing worksheet samples from other museums and the Past Perfect screens, we have developed separate worksheets for collecting data from maps, newspapers, ledgers, and photographs. The data from completed worksheets will then be entered into Past Perfect by a smaller subset of volunteers.

With a number of volunteers now trained, we are starting to catalog maps and oversize photos. The items will be interleaved with tissue as they are replaced in their boxes or cabinets. Cataloging of newspapers and ledgers will follow. As items are handled for cataloging, they will be marked with registration numbers and photographed.

We have accomplished a great deal in the last few months, and the archives area is already greatly transformed. However, there is still much to do in the next four months to stay on track with our goal of cataloging 200 items and cleaning 123 ledgers.

Expenditure Report through 24 August 2014:

OHRAB Grant Budget Expenditure Form			

Salaries and Wages (list items)	Grant Funds	Cash Match	TOTAL
80 hours volunteer work @ $18.54 (proposed)			
55.25 hours volunteer work to 8/20/2014 @ $18.54		$1,024	
Subtotals	$-	$1,024	$1,024

Supplies (list items)	Grant Funds	Cash Match	TOTAL
Drop-Front Flip-Top Print Boxes			$-
6 - 9.5x12.5x3 Blue-Grey FB-BG1293 @ $14.25	$74.05		
7 - 16.5x20.5x3 Blue-Grey FB-BG20163 @ $17.35	$112.54		
8 - 20.5x24.5x1.5 Print Box FB-ACPB24201 @ $18.90	$120.96		
Newspaper Boxes			$-
3 - 19x25x2.5 FB-NB19252 @ $23.60	$56.64		
Newspaper Preservation Kit			
5 - 22.75x30.875x1.875 @ $50.58	$207.64		
Poster Boxes (for panoramic photos)			$-
1 - 15x37x2 Insert Sheet FB-MV1436 @ $25.16	$22.85		
Acid-Free Buffered Tissue			$-
1 - 8.5x11 FB-BT8511 @ $11.15	$9.34		

1 - 15x20 FB-BT1520 @ $39.95	$33.90	
1 - 14x18 FB-BT1418 @ $25.65	$21.25	
1 - 16x20 FB-BT1620 @ $39.95	$31.96	
Archival Polyester L-Sleeves		$-
1 - 16x20 FB-ESM1620L @ $34.85	$29.29	
3M 415 Double-Sided Tape		$-
1 roll .25" FB-6265A @ $9.85	$18.83	
All-Stabilo White Pencils		$-
2 pencils FB-57110 @ $4.05	$6.48	
All-Stabilo Black Pencils		$-
6 pencils FB-57111 @ $3.75	$18.00	

	Subtotals	$763.73	$-	$763.73

Equipment (list items)	Grant Funds	Cash Match	TOTAL
NilFisk HipVac Vacuum Cleaner with HEPA Filter	$-	$575.60	
Subtotals	$-	$575.60	$575.60

Contracted Services (list items)	Grant Funds	Cash Match	TOTAL
Subtotals	$-	$-	$-

Other Eligible Expenses (list items)	Grant Funds	Cash Match	TOTAL
Past Perfect 5.0 software	$884.00	$-	
Subtotals	$884.00	$-	$884.00

Summary Budget	Grant Funds	Cash Match	TOTAL
Salaries & Wages	$-	$1,024.34	$1,024.34
Supplies	$763.73	$-	$763.73
Equipment	$-	$575.60	$575.60
Contracted Services	$-	$-	$-
Other Eligible Expenses	$884.00	$-	$884.00

Total Project Costs	$1,647.73	$1,599.94	$3,247.67

Remaining balance grant funds	$(121.27)	$(583.07)	$(704.34)

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29Aug2014