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Subject: OHRAB Interim 2013 Grant Report  
Date: August 31, 2013  
From: Susan Logan, Interim Librarian,  
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In 2012, the Delaware County Historical Society realized that there were many archives in our facility about which there was no record of what was in the collection. The purpose of our project is to identify those collections, analyze them so that we can create metadata records which describe the content of each collection, catalog each collection in the PastPerfect system, re-house each collection in an acid neutral environment, and make the record for each collection available via the internet.

As of August 30th, we have accomplished the following:

- Purchased 60 archival boxes, acid neutral file folders, and archival polyester envelopes,
- Discovered an additional 3 drawer file packed with collections stored in acid expanding files. This file was not included in our original estimate of collections to be processed.
- Re-boxed 12 collections using 18 boxes, half of the polyester envelopes and some of the manila folders
- Cataloged 10 collections and 11 individual items into the PastPerfect museum software,
- Six volunteers have been involved in various ways to support the project.
- Developed a procedure to record what is in the collection, as well as the volunteer working on the collection, the date started and completed, the number of hours invested in the specific collection.
- Identified 5 additional volunteers to work on the project
- Submitted a draft article to the editor of the Society newsletter *Delaware Historian* for inclusion in the Autumn issue
- Agreed to host a 2-1/2 hour class for Ohio Wesleyan University History 250: Historical Inquiry in October to examine one or more of the archive collections

Our current emphasis is to analyze the collections, catalog the collections and re-box the collections in a consistent manner so that they can be located when requested. It is our plan to submit the completed records to PastPerfect-Online near the middle of December. Our submissions to PastPerfect-Online are indexed by Google. The submission to the Library of Congress Manuscript Division will be made when the great majority of the collections have been completed.

When analyzing and creating the collection and creating the record, we are entering the individual and corporate/ government names found in the materials, the extent of the collection, i.e. early and late dates, the size in inches or boxes, and scanning least one item from the collection which illustrates the nature of the collection. The item scanned may be a newsletter, a program cover, a letter, etc. In some collections several items have been scanned..

The volunteers who receive research questions have successfully search the local installation of PastPerfect and located collections that have been processed as part of this project. We wish the record creation had been done years ago.