Ohio Archives Grant Program
Providing Access to the Kent State Shootings Audio Archive: Interim Report
Submitted by Cara Gilgenbach, Kent State University Libraries, August 4, 2015

Summary of Progress
Our *Providing Access to the Kent State Shootings Audio Archive* project is well underway. This project involves digitizing audio footage on reel-to-reel audio recordings in the May 4 Collection, and making this audio publicly accessible online. In our estimation, approximately 33% of the work is completed at this time. The following project tasks have been completed.

- 10-reel pilot digitization has been completed with our vendor George Blood Audio (GBA). This included pulling all reels to be digitized, preparation of all of the metadata by Kent State University (KSU) staff before reels were shipped for digital capture, and careful packing of the reels for shipment to GBA.
- KSU staff completed quality assurance review of the files produced for the 10-reel pilot project. All files were found to be sound and all promised content was delivered by GBA.
- KSU staff completed all metadata for the balance of reels to be digitized (97 reels), and those reels were packaged and shipped to GBA on July 28. The reels are currently being checked in by GBA staff, and digitization will begin shortly.
- KSU staff is testing various options for making the audio content and its associated metadata available online via our [May 4 Digital Archive](). We already have audio content on our Kent State Shootings Oral History project site, so it should not be difficult to add this new content to our digital platform.

Expenses
Project expenses to date are comprised of three shipment charges (two shipments for the 10-reel pilot and a third shipment to send the balance of the reels to GBA). We were also invoiced for the completion of the initial 10 reels by GBA. Costs thus far break down as follows.

Shipment of 10-reel pilot to GBA from KSU:	$ 6.14
Return shipment of pilot from GBA to KSU:	$ 6.11
Shipment of balance of reels (97 items) to GBA from KSU:	$ 46.55
Invoice from GBA for completion of 10-reel pilot:	$442.50
TOTAL:	$501.30

Timeline
We are confident that the project is on track for completion as anticipated by December 31, 2015. Our vendor estimates that the remaining reels will be digitized by early/mid September. We will then need to complete quality assurance on the files returned. All of the intellectual work of describing audio content has been finished in advance, and this metadata will simply need to be uploaded onto our digital archive site. We may have to introduce some edits for items that had incomplete labeling and uncertain content, but that was a small minority of items. We will also need to upload the actual audio files both to the public site and the master files to our digital records storage system.

Publicity
We produced an in-house [press release]() shortly after the grant award was announced. We also put a posting on our [facebook]() site (April 29 posting). We have not publicized the project beyond that at this time, but will engage in a more active publicity campaign once the audio content is available for public access.