



2015 OHRAB Final Grant Report

Institution Name: Rodman Public Library
Title of Project: Preserving and Sharing Alliance's Historical Documents
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Summary of Activities:

Rodman Public Library's project was designed to place historic and unique items in the library's local history collections into archival, acid-free enclosures and boxes to protect the items and preserve them for the future. Items would be cataloged and included in the library's Sierra ILS for better findability by both staff and public researchers. Fragile and unique items were to be digitized and added to Alliance Memory, allowing unlimited use by anyone via the Internet. Additionally, the collection policies and guidelines for the library's Alliance Room special collection materials were to be updated and written.

Rehousing of Materials:

Acid-free archival boxes, tissue, and archival polyester to rehouse 4 scrapbooks, 2 bound volumes of city directories, 76 art prints, miscellaneous documents, 209 newspapers, and 767 slides identified for preservation were purchased. All items are now housed in archival boxes and protective coverings, including acid-free folders or encapsulated in archival polyester film. The slide collection, depicting library history from 1959-1988, were removed from 13 slide carousels, identified, sorted, labeled, and placed in acid-free slide storage boxes.

Cataloging of Materials:

Brief existing catalog records for the Turkle and Morgan scrapbooks were enhanced to include subject headings, descriptive information, and summary statements. Original cataloging for the Junior Red Cross and Hartzell Centennial scrapbooks, *Red and Blue* newspapers, and Hoiles prints collection were created. The Gertrude Kay prints and other miscellaneous letters, posters, and documents have not been cataloged yet, but will be cataloged as one unit in a single archival box. The contents will be identified through the use of analytics in the cataloging record.

The slide collection is being cataloged through CONTENTdm and the use of meta data for identification of the images. Each CONTENTdm record includes a “call number” matching the file name of the slide which is written on each slide, and a Source Location field to identify the physical location of the slide.

Digitization of Materials:

Altogether, Rodman Public Library staff members digitized 1,987 pages from 4 scrapbooks, 2 city directories (1868 and 1897-98), 209 newspapers, 2 art print collections, and other miscellaneous documents. Other items digitized include 767 slides of Rodman Public Library building projects, library events, and parade participation.

The scanning process was new to all staff members involved with the project and involved a learning period as the staff got comfortable with the equipment. As a result, many of the slide images had to be rescanned before they could be added to Alliance Memory. The project supervisor was the ultimate decision-maker for quality control of the images.

The *Red and Blue* newspaper was originally planned to reside on Alliance Memory. As the papers were prepared for entry, it was decided that they would be more beneficial if stored on Ohio Memory alongside the library’s pilot project database of *The Alliance Review*. Rodman Public Library does not own the OCR plug-in for CONTENTdm and would have to manually run each page through OCR software and add the text to each page as it was loaded. The Ohio History Connection was able to quickly load all newspapers with full text. An added bonus with the built-in OCR highlights the searched text on the displayed page so results can be found quickly. Library holdings include October 1925-June 1928, February 1930-May 1931, May 1940-June 1944, March 1952-April 1952, May 1957, May 1959, and September 1965-May 1968.

The city directories are in the process of being added to Alliance Memory with the assistance of Ohio History Connection to incorporate best practices for offering directories online.

Two of the four scrapbooks included in the project have been added to Alliance Memory, complete with full text searching. The texts for both scrapbooks were of a manageable size and were added manually. The Turkle scrapbook contains many news articles and will involve some time to convert. The Morgan condolence scrapbook contains primarily handwritten notes and will not be transcribed at this time.

Collection Guidelines:

The collection development guidelines and the public access policy for the Alliance Room collections had not been updated in nearly 20 years. These guidelines and policy have been updated to reflect the standards of the library and its commitment to preserving these rare and unique local history articles.

Publicity:

A press release on the project has been prepared and sent out to area newspapers in January 2016. Blog postings on the Alliance Centennial Celebration and *Red and Blue* Online have appeared on the Alliance History blog. A Facebook posting on the *Red and Blue* online elicited several shares and comments from Alliance High School alumni.

Karen Perone, as supervisor of the project and manager of Alliance Memory, appeared on Alliance High School's community cable channel in an interview for Rodman Public Library's monthly program, Rodman Library Presents. The interview aired the week of January 19, 2016. During the interview, samples of items preserved during the project were displayed and the process of preserving and digitizing archival materials was discussed.

Summary of Project Accomplishments:

During the grant project, the following tasks were accomplished:

Tasks to be completed	Completed	Comments
Rehousing Alliance Room materials		
Morgan scrapbook	yes	interleaved, boxed
Hartzell Centennial scrapbook	yes	interleaved, boxed
Junior Red Cross scrapbook	yes	interleaved, boxed
Turkle scrapbook	yes	interleaved, boxed
City Directories	yes	boxed
Red and Blue newspapers	yes	acid-free folders, boxed
McKinley newspaper	yes	interleaved, boxed
Gertrude Kay prints	yes	encased in archival polyester, boxed
Hoiles prints	yes	interleaved, boxed
Library slides	yes	removed from carousels, boxed
Miscellaneous letters, posters, documents	yes	encased in archival polyester, boxed
Cataloging Alliance Room materials		
Morgan scrapbook	yes	enhanced
Junior Red Cross scrapbook	yes	original
Hartzell Centennial scrapbook	yes	original
City Directories	yes	existing
Red and Blue newspapers	yes	original
- McKinley newspaper	yes	existing
Turkle scrapbook	yes	enhanced
Gertrude Kay prints	no	
Hoiles prints	yes	original
Miscellaneous letters, posters, documents	no	
Digitizing materials		
Morgan scrapbook	yes	324 pages
Hartzell Centennial scrapbook	yes	70 pages
Junior Red Cross scrapbook	yes	44 pages
Turkle scrapbook	yes	102 pages
City Directories	yes	413 pages
Red and Blue newspapers	yes	209 issues ; 916 pages
Library slides	yes	767 slides
Gertrude Kay prints	yes	8 pages
Hoiles prints	yes	68 pages
Miscellaneous letters, posters, documents	yes	42 pages

Additions to CONTENTdm		
Red and Blue newspapers	yes	Posted to Ohio Memory ; http://www.ohiomemory.org/cdm/search/collection/p16007coll48
Library slides	52% complete	425 Posted to Alliance Memory ; http://www.alliancememory.org/cdm/search/collection/p15190coll1
Junior Red Cross scrapbook	yes	Posted to Alliance Memory ; http://www.alliancememory.org/cdm/ref/collection/p15190coll1/id/327
Hartzell Centennial scrapbook	yes	Posted to Alliance Memory ; http://www.alliancememory.org/cdm/ref/collection/p15190coll1/id/509
-Morgan Scrapbook	no	Preparation begun. Contains many handwritten notes of condolence. Transcription of notes will be time-consuming.
-Turkle Scrapbook	no	Preparation begun
Miscellaneous letters, posters, documents	no	Concern for personal data, copyright clearance
City Directories	in process	Consultation with Ohio History Connection ; in process of adding to Alliance Memory

Ohio Historical Records Advisory Board			
National Historical Records & Publications (NHPRC)			
State and National Archival Partnership (SNAP) Grants Regrant Program			
Salaries and Wages	Grant Funds	Matching Funds	Total
Supervisor (30 hours @ \$27.88) [70.5 hours]		\$1,966	\$1,966
Reference Staff (36 hrs. @ \$13.26) [38 hours]		\$504	\$504
Systems Staff (30 hrs. @ \$20.85) [10 hours]		\$209	\$209
Processing Staff (100 hrs. @ \$11.66) [63.5 hours]		\$740	\$740
Subtotals: Salaries and Wages	\$-	\$3,418	\$3,418
Supplies	Grant Funds	Matching Funds	Total
1 Modular slide file storage system kit	\$42		\$42
3 Newspaper preservation kits	\$84		\$84
1 Drop front archival print box (14 1/2x18 1/2x3)	\$15		\$15
5 3-mil Archival polyester L-sleeves (11x14; 10 per pkg.)	\$89		\$89
1 Standard archival print box (10 1/4x12 1/4x1 1/2)	\$13		\$13
2 Drop front archival print box (9 1/2x12 1/2x3)	\$24		\$24
1 Acid-free buffered tissue (11x14; 100 per pkg.)	\$21		\$21
1 Drop front archival print box (11 1/2x15x3)	\$15		\$15
2 Archival clamshell rare book box (6 3/4x10 1/4x 2)	\$20		\$20
2 Newspaper preservation kits (25x19x2 1/2)	\$65		\$65
1 Double-sided tape	\$3	\$6	\$ 9
Subtotals: Supplies	\$389	\$ 6	\$395
Equipment	Grant Funds	Matching Funds	Total
1 Epson Perfection V750-M Pro Scanner	\$900		\$900
1 Peak 10x Loupe	\$22		\$22
1 Slide Viewer and Sorter	\$56		\$56
Subtotals: Equipments	\$978	\$-	\$978
Contracted Services	Grant Funds	Matching Funds	Total
			\$ -
Subtotals: Contracted Services	\$-	\$-	\$ -
Other Eligible Expenses	Grant Funds	Matching Funds	Total
Shipping	\$ 13		\$13
Shipping	\$ 13		\$13
Subtotals: Other Eligible Expenses	\$27	\$-	\$ 27
Summary Budget	Grant Funds	Matching Funds	Total
Salaries and Wages	\$-	\$ 3,418	\$ 3,418
Supplies	\$ 389	\$ 6	\$ 395
Equipment	\$ 978	\$-	\$ 978
Contracted Services	\$-	\$-	\$ -
Other Eligible Expenses	\$27	\$-	\$27
Total Spent	\$ 1,394	\$ 3,424	\$ 4,818
Total Project Budget	\$ 1,394	\$ 3,105	\$ 4,499
Remaining	\$ (0)	\$ (319)	

PRESS RELEASE

RODMAN PUBLIC LIBRARY ADDS LIBRARY PHOTOS, HIGH SCHOOL NEWSPAPERS TO ONLINE COLLECTIONS

Alliance High School's student newspaper, *Red and Blue*, is now available through the Ohio History Connection's website OhioMemory.org. During 2015, Rodman Public Library gathered together its holdings of *Red and Blue* in preparation for the digitization project. Altogether 209 issues of the newspapers were available in the library's collection covering 1925-1931, 1940-1944, and 1965-1968. In addition, a few issues from 1952, 1957, and 1959 are also included.

The newspapers were scanned using the library's Book Eye large format scanner. The images were then sent to the Ohio History Connection for inclusion in their Ohio Memory collection of Ohio newspapers. All newspapers are completely indexed and the words searched are highlighted on the pages where the words are found. Articles can be "clipped" from the papers for printing and saving to a file for future use.

Approximately 800 slides of events from the library's history from 1960 to the 1980s have been uncovered and digitally preserved through another scanning project. Using a flatbed scanner equipped with lights and a frame to accommodate twelve slides at a time, the slides were scanned and saved as archival high-resolution image files. While many document the annual Community Christmas Tree programs and the participation of the Bookmobile in the Carnation Festival Parades, slides also document the original Rodman Library groundbreaking ceremonies and building, the addition of the Children's Room in 1972, and various programs offered through the years. While the scanning is complete, only about half of the slides have been cataloged and added to Alliance Memory. Work is continuing on this preservation project.

Rodman Public Library's Alliance Room has many hidden treasures that have been digitized as well. These include a Junior Red Cross scrapbook put together by students at Alliance High School in 1935 with many pictures and facts about Alliance, a Centennial scrapbook put together by Mabel Hartzell, a scrapbook of condolence letters on the occasions of the deaths of T.R. Morgan and his wife, and city directories from 1868 and 1897-98. Images for these are in the process of being added to Alliance Memory.

Rodman Public Library is committed to preserving these historic documents and images both digitally and physically. A grant from the Ohio Historical Records Advisory Board (OHRAB) was received in April 2015 to fund this project. With monies received, archival storage boxes and supplies were purchased to protect the items from environmental conditions that would damage the items. Approximately 280 hours of staff time was used as the required matching funds for the grant.

All materials scanned during the grant period are currently, or in process of, being made available online, either through AllianceMemory.org or OhioMemory.org. This preservation project is supported in part by an award from the Ohio Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration. If anyone has issues of *Red and Blue* that are not part of Rodman Library's collection, they may be donated to the library at any time. Call 330-821-2665 for further information.