



## 2015 OHRAB Interim Grant Report

Date: 29 August 2014

Institution Name: Rodman Public Library

Title of Project: Preserving and Sharing Alliance's Historical Documents

From: Karen Perone, Project Director – kperone@rodmanlibrary.com

To: Fred Previts – fprevits@ohiohistory.org

### **Summary of Activities:**

At the beginning of the project, acid-free enclosures and boxes for the storage and preservation of slides, student newspapers, prints, documents, historic books, and scrapbooks were purchased. An Epson flatbed scanner was purchased to be used for scanning the slide collection. Items identified for preservation were sorted by type of material and matched with the type of enclosure or box that would be used to house it.

The *Red and Blue* Alliance High School student newspapers were sorted by date and placed in archival folders and then into archival storage boxes. All newspapers are in the process of being scanned using the library's large format Book Eye scanner. The individual page images are being stored on an external hard drive as 300 dpi TIFF files. The hard drive is backed up to another hard drive which is stored off-site for archival purposes. Approximately 164 newspapers consisting of 656 pages have been scanned to date which is approximately 80% of the collection. At this time, a sample of the newspapers has been added to Alliance Memory as text-enabled PDF files. We are currently evaluating whether to load all the newspaper images into our Alliance Memory installation or to load them on Ohio Memory. Some, if not all, of the newspapers will be loaded into one of these sites by the end of the project.

The historic books and scrapbooks have been placed in archival boxes with archival tissue to protect them and prevent them from shifting in the boxes. Scanning and cataloging of the scrapbooks has not yet begun. Historic prints have been placed in mylar sleeves and interleaved with tissue. This portion of the project is about 33% completed.

The collection of 1,148 library slides has been removed from the carousels and placed into archival slide storage boxes. They have been sorted according to date and subject. People and events on the majority of slides have been identified by long-time employees of the library. The next step for this project will be to identify which slides will be digitized and then add them to

the Library Collection on Alliance Memory. This portion of the project is expected to be completed by the end of the year.

Five Rodman Library staff members have spent approximately 68.5 hours on the project thus far for a matching total of \$1,036. Supplies cost less than initially expected due to vendor discounts and special pricing allowing us to purchase a few more items that were not anticipated. The total grant funds spent to date is \$1,391.

The project is on schedule and is expected to be completed by the end of the project period.

Respectfully submitted,

Karen Perone

Head of Technology and Technical Service

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	Spent	Remaining
Supervisor (30 hours @ \$27.88) [8 hours]		\$836	\$223	\$613
Reference Staff (36 hrs. @ \$13.26) [10 hours]		\$477	\$133	\$345
Systems Staff (30 hrs. @ \$20.85) [10 hours]		\$626	\$209	\$417
Processing Staff (100 hrs. @ \$11.66) [40.5 hours]		\$1,166	\$472	\$694
<b>Subtotals: Salaries and Wages</b>	<b>\$0</b>	<b>\$3,105</b>	<b>\$1,036</b>	<b>\$2,069</b>
Supplies	Grant Funds	Matching Funds	Spent	Remaining
1 Modular slide file storage system kit	\$47		42	\$5
3 Newspaper preservation kits	\$93		84	\$9
1 Drop front archival print box (14 1/2x18 1/2x3)	\$16		15	\$1
5 3-mil Archival polyester L-sleeves (11x14; 10 per pkg.)	\$99		89	\$10
1 Standard archival print box (10 1/4x12 1/4x1 1/2)	\$14		13	\$1
2 Drop front archival print box (9 1/2x12 1/2x3)	\$26		24	\$2
1 Acid-free buffered tissue (11x14; 100 per pkg.)	\$24		21	\$3
1 Drop front archival print box (11 1/2x15x3)	\$16		15	\$1
2 Archival clamshell rare book box (6 3/4x10 1/4x 2)	\$22		\$20	\$2
2 Newspaper preservation kits (25x19x2 1/2)			\$65	-\$65
<b>Subtotals: Supplies</b>	<b>\$357</b>	<b>\$0</b>	<b>\$386</b>	<b>-\$29</b>
Equipment	Grant Funds	Matching Funds	Spent	Remaining
1 Epson Perfection V750-M Pro Scanner	\$950		\$900	\$50
1 Peak 10x Loupe	\$25		\$22	\$3
1 Slide Viewer and Sorter	\$62		\$56	\$6
<b>Subtotals: Equipments</b>	<b>\$1,037</b>	<b>\$0</b>	<b>\$978</b>	<b>\$59</b>
Contracted Services	Grant Funds	Matching Funds	Spent	Remaining
				\$0
<b>Subtotals: Contracted Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Other Eligible Expenses	Grant Funds	Matching Funds	Spent	Remaining
Shipping			\$13	-\$13
Shipping			\$13	-\$13
<b>Subtotals: Other Eligible Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$27</b>	<b>-\$27</b>
Summary Budget	Grant Funds	Matching Funds	Spent - Grant	Spent - Match
<b>Salaries and Wages</b>	<b>\$0</b>	<b>\$3,105</b>	<b>\$0</b>	<b>\$1,036</b>
<b>Supplies</b>	<b>\$357</b>	<b>\$0</b>	<b>\$386</b>	<b>\$0</b>
<b>Equipment</b>	<b>\$1,037</b>	<b>\$0</b>	<b>\$978</b>	<b>\$0</b>
<b>Contracted Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Other Eligible Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$27</b>	<b>\$0</b>
<b>Total Project Budget</b>	<b>\$1,394</b>	<b>\$3,105</b>	<b>\$1,391</b>	
<b>Remaining</b>	<b>\$3</b>	<b>\$2,069</b>		