

## OHRAB Grant Final Report

Warren County Historical Society

105 S. Broadway

Lebanon, OH 45036

### **Project Director**

Lynley Dunham- Cole, Archivist/Exhibits Curator

[ldunham@wchsmuseum.org](mailto:ldunham@wchsmuseum.org)

### **Authorizing Official**

Victoria Van Harlingen, Executive Director

[vtappy@wchsmuseum.org](mailto:vtappy@wchsmuseum.org)

The Warren County Historical Society (WCHS) is concluding its 2014 efforts to preserve and digitize our oversized and delicate/endangered collections. The OHRAB Grant for \$1042 allowed us to continue this project by providing funds for our new digital camera and archival supplies. As outlined in our application, our three critical needs were: 1) replacement of the body of our digital camera, 2) purchase of book trays to make better use of our climate controlled vault and 3) purchase archival boxes and folders for the safe storage of documents and photographs. We have purchased all of these as described with the exception of the camera body. After further researching refurbished cameras it was decided that WCHS would contribute the additional funds needed to purchase a new digital camera instead. The Grant funds contributed to the purchase of:

- 1 EOS 60D Canon Digital Camera Body, card, case, bag from B&H Photo for \$699
- Gaylord Miscellaneous archival supplies plus shipping total \$451.86
- 25 8x8.5x8.5 book trays @ \$6.08 each
- 208x10.25x10.25 book trays @ \$6.63 each
- 2 boxes of legal size archival folders @ \$32.43 each
- 20 15.25x10.25 document boxes @ \$5.12 each

Total=\$1150.86

The cash match from WCHS was in way of salary & wages and archival supplies:

- Lynley Dunham-Cole 500 hours @ \$15 = \$7500.00
- Victoria Van Harlingen 50 hours @ \$25= \$1250.00
- Gaylord Supplies and shipping- \$108.86

Total Cash Match=\$8,858.86

As we conclude our Digitization project we believe that the objectives of the project were met and we are satisfied with the results. The camera purchase made it possible for us to continue cataloging larger items in our collection, such as maps, newspapers, large photographs, large documents and other oversized items. Photographing these items allows us to share this information with patrons more freely, while reducing handling and deterioration of the original materials. To date, we have used this camera to photograph over 200 items in

our collection. Because of this grant we were able to buy book trays, allowing us to store books more efficiently in our climate controlled vault. Staff and volunteers worked for weeks to implement these trays, and the end result is the gain of several shelves to store additional books and archival collections in the vault. Approximately 450 books are now stored using these book trays. The purchase of archival folders and boxes has furthered the processing of significant Warren County collections. *The Western Star* newspaper was Ohio's longest running newspaper (1807-2012), and WCHS acquired its archive in 2012. The archival boxes and folders afforded to us by this grant have allowed us to catalogue the photograph collection from this archive. WCHS also has a large National Normal University (NNU) collection that was in need of acid-free boxes and folders. Weekly volunteers Hope and Paul Schneider identified, scanned and cataloged NNU photographs and documents, and were able to transfer these items from non-archival boxes to acid-free folders and document boxes. These boxes and folders now store eight linear feet of transferred documents and photographs. We are very grateful to the OHRAB committee for awarding us the grant which made the continuation of this project possible.