

**Shaker Heights Public Library**  
Digital Preservation of Shaker Heights Architectural Records  
and Creation of an Online Database  
FINAL REPORT  
January 30, 2012

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**Summary of Project Activities and Accomplishments**

**April - June 2011:**

Project Manager:

- planned database conceptual design with help of volunteer programmer;
- purchased duplex pass-through scanner and external hard drives with matching funds provided by Shaker Library fundraiser and a companion grant won by the City of Shaker Heights;
- recruited and trained volunteers

**June - September 2011:**

Volunteers scanned approximately 9500 Building Index Cards as color multi-image tiffs at 300 dpi, and titled each tiff according to a titling protocol including the Parcel Number, Street Name, and Street Number.

Project Manager:

- developed scanning and titling protocols;
- supervised volunteers;
- checked and backed up scanned images both on Google docs and on external hard drives, purchased using companion funding.

Total size of scanned tiffs: approximately 138 GB.

City of Shaker Heights signed contract with Cleveland State University; they then hired database designer at Epstein Design Partners. City's companion grant was written to pay for Building Index Cards database design as well as develop content for Shaker sites on the Cleveland Historical smartphone app.

*See Appendix 1, which shows a digital image of the front of a Building Index Card. Appendix 2 & 2a, described below, show database input images using the information on this same Building Index Card.*

## **October - December 2011:**

Database designer set up online database structure for data entry, building the database on the commercially available product phpMyDirectory.

Initial database records were created by importing an Excel file of 10,400 Shaker Heights parcel numbers and addresses that was provided by the City's Building Department.

Volunteers read digitized cards and entered information into the database. Initially, all volunteers worked under direct supervision of the Project Manager at the Shaker Heights Public Library in two-hour shifts, but as the database design became more refined and flexible, volunteers began to be able to access the database from home. Currently, about half of the volunteers work at the library and half outside of the library. Volunteers complete data entry on a street-by-street basis.

### **Project Manager:**

- converted multi-image tiffs to 150 dpi jpegs and pdfs using PaperPort conversion software;
- uploaded jpegs into ShakerBuildings database using CuteFTP transfer protocol software program;
- developed data entry protocols and instructions for volunteers;
- worked with database designer to refine database design and streamline data entry;
- regularly met with database designer team & City Planning Department to coordinate work and discuss goals and process;
- supervised volunteer data entry work, including assigning streets to volunteers, keeping track of streets as they were finished, and logging and/or correcting problems as they were reported to her by volunteers.

*See Appendix 2 & 2a, showing data entry process and finished database record.*

*Appendix 2 (top half and bottom half) shows the look of the entry page showing input fields where volunteers enter data, using the image of the building index card as a guide.*

*Appendix 2a shows finished parcel page with data entered. The look and feel of this page may change considerably before the final version is launched in March.*

### **Current state of project:**

Due to administrative and design delays, we are behind schedule for our planned January 2012 launch. At this time the contents of approximately 85% of the scanned Building Index Cards have been entered into the online database. Volunteers are finishing entering data. The Project Manager is trouble-shooting data entry, locating missing cards, and reconciling records that are not matching their card images. The database designer is working on the look and functionality of the public face of the database.

Already, we are able to conduct preliminary informational searches in the database, in advance of the public launch and development of more sophisticated search tools. When the project is complete, residents will be able to go to [shakerbuildings.com](http://shakerbuildings.com) and search for information about Shaker Heights homes, the architects, builders, and original owners involved in the construction of the houses, and the materials and cost of their construction. The digitized images are already more easily accessed by the City staff and researchers who use the Building Index Cards on a regular basis.

We anticipate a March 2012 launch of the database, along with accompanying print and online publicity in conjunction with our City's 2012 Centennial celebration. This publicity will culminate in a May 2012 presentation at the Shaker Heights Public Library on this database and other online and in-person resources available to researchers looking for information on Shaker Heights homes.

### **Publicity**

"Shaker Heights Gets Grants for History Data," *cleveland.com*, June 22, 2011  
[http://www.cleveland.com/shaker-heights/index.ssf/2011/06/shaker\\_heights\\_gets\\_grants\\_for.html](http://www.cleveland.com/shaker-heights/index.ssf/2011/06/shaker_heights_gets_grants_for.html)

*Shaker Life*, June-July 2011, p. 17 (currently not online, as the City of Shaker Heights' new website is experiencing some problems)

### **Expenditures**

The OHRAB grant was completely expended before December 31, 2011. While we used companion grants for supplies and database design, the OHRAB grant was completely dedicated to paying for the time of the Project Manager, who devoted approximately 135 hours outside of her regular work time to the project.

*See Appendix 3 for Expense Report.*

Respectfully submitted by Meghan Hays, January 30, 2012

NUMBER-STREET

2890 Huntington 9<sup>th</sup> Lane R

731-19-30

SUB-LOT 127  
CP 28 PLAN FILE

BUILDING PERMIT

50

DATE

July 28-1914

PERMIT

CONTRACTOR

OWNER

Bessie M 9<sup>th</sup> Lane

OBSTRUCTION

BUILDER

W J 9<sup>th</sup> Lane

EXCAVATION

ARCHITECT

E O Lauffer

CURB

DATE COMPLETED

DRIVEWAY

O.K.

ESTIMATED COST

7000.00

SEWER

49

A. W. Stark

KIND

PLUMBING

50

DIMENSIONS

36 x 28' 3"

INCINERATOR

MATERIAL

Frame

ELECTRICAL

F. S. Ingersoll

HEATING

FIXTURES

3036 F. S. Ingersoll

INCINERATOR

HEATING

ROOF

SIDEWALK

GARAGE-DETACHED-ATTACHED

Oiling-le



- Home
- Users
- Orders
- Listings
- Billing
- Tools
- Setup

Quick Search

Navigation

Edit Listing

Images

Add Image

Documents

Add Document

Classifieds

Add Classified

Banners

Add Banner

Ratings

Add Rating

Date:\*

12/08/2011

Title:\*

p73119030

Friendly URL:\*

p731-19-030huntington2890

Description:

400

Address Line 1:

2890 Huntington Road

Location Text 1:

Shaker Heights

Location Text 2:

Ohio

Location Text 3:

US

Zip Code:

44120

Latitude:

0.0000000000

Longitude:

0.0000000000

Recalculate Coordinates:

Select Coordinates



# Administrator Area

http://shakerbuildings.com/cp/admin\_listings.php?action=edit&id=34730



Google

Google Maps

News (464)

Popular

Recalculate Coordinates:

Building Permit Date:

07/28/1914

Date Format: MM/DD/YYYY

Plan File Number:

0

Parcel ID:\*

73119030

Owner:

Glor, Bessie M.

Last, First MI.

Builder:

Glor, W. J.

Last, First MI.

Architect:

Lauffer, E. O.

Last, First MI.

Date Completed:

Date Format: MM/DD/YYYY

Estimated Cost:

7000

Numeric amount only, no dollar sign, commas or periods.

Kind:

Single, Single Residence or Dwelling

Material:

Frame

Heating:

Hot Water

Roof:

Shingles

Garage:

Comments: