

## Ohio Historical Records Advisory Board

### Midterm Grant Report

#### Improving Access to Sinclair Community College Archives Historical Records

After a job description was submitted and approved by Human Resources, three Wright State University Public History students were interviewed April 27-28 for the archives assistant position that would be responsible for the indexing and data entry of photographic materials. Misti Spillman was selected and hired. Misti's first day of work and thus the beginning date for work on our grant was June 1<sup>st</sup>.

After an orientation that included a detailed tour of the archives and records center and introduction to library staff, Misti and I discussed the goals of the project and developed a plan of work. This plan included two primary goals: improve access to our photograph collection and if time allowed, transfer archival materials to proper storage containers. Her first assignment was to identify the boxes of photographs that weren't already indexed and entered into our ACCESS database. Upon completion of that task, she began the process of the data entry of folder labels of each of the photographs in the selected boxes. This process also included checking the folder labels for accuracy, making sure the folders were of archival quality, and adding any information that might be pertinent.

As of July 28, 2011 Misti has completed approximately 96 hours of work which is just over on half of the estimated number of hours allowed for grant funding. Nearly 1,000 folders/photographs have been processed, checked for accuracy, and entered into the Access database. The significance and importance of this work can be demonstrated with following example. Before this project began, the President's office requested information on a former SCC foundation board member. At that time I found four or five entries in our database. Doing that same search today, I found eleven entries for that same person – more than doubling the database entries! Clearly, access to our historical holdings has already improved significantly.

The primary task of the plan of work for the remainder of the grant remains the same: processing and database entry of previously selected boxes of photographs. If that important task can be completed and funds still are available, the process of re -foldering and re-boxing will begin.

Robert Smith, Project Director

August 4, 2011