

Final Report
2013

Ashland University Archives
401 College Avenue
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Vermillion Institute Minute Book Preservation Project

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Vermillion Institute Minute Book Preservation Project summary of activities completed.

Microfilming and conservation treatment-on May 8, 2012 the eight minute books were taken to the microfilming lab at Bowling Green State University, Bowling Green, Ohio for microfilming. While the books were at the microfilming lab they were also examined by the document conservator at this facility for any potential treatment. As part of this treatment rare book covers were custom made for the various books. Once completed the books and microfilm were returned to Ashland University Archives.

Digitization of microfilm-In mid-September 2012 the microfilm was shipped off to be digitized at the vendor Creekside Digital of Glen Arm, Maryland. Once this work was completed the microfilm with a portable hard drive, which contained the digital images were returned to the Ashland University Archives.

Sorting and coding of the digital images. Beginning in mid-October the numerous images were sorted and placed into virtual folders for later coding. Beginning in February 2013 the digital images for the minutes books were uploaded to the Internet Archive.org. This website provides free access to many items including the minute books.

Final budget-

Creekside Digital-\$298.00 (note: to obtain a price break the vendor also digitized nine other rolls of microfilm.)

BGSU microfilming-\$492.10

BGSU conservation treatment-\$328.38

Total costs=\$1118.48