



OHRAB Grant Mid-Project Report  
August 15, 2012

Organization: Historical Society of Greenfield, Ohio

Project Title: Accessioning, Organizing, and Preserving Our Historical Collections

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Summary of Activities and Accomplishments:

The Historical Society of Greenfield, Ohio has been in existence since 1949. Many photographs have been donated to the society as pieces of history. These photographs have been stored in many places throughout the library and the display areas.

On March 22, 2012, we received the grant of \$1,835 from OHRAB. By the end of April, all orders were received including PastPerfect software, archival photo sleeves, file folders, and a file cabinet. A total of \$2,227 was spent on materials. An additional order was placed in June for more photo sleeves for \$126.

We have become familiar with Past Perfect. Harold Schmidt has learned to give accession numbers and to enter all important data for each photograph. He is learning to do reports also. Harold also had to use the program to find a picture for a visitor to the society in May.

Judy Schmidt has spent the time locating the photographs throughout the library. She is over halfway through the files and drawers. She has found over 500 photographs so far. We have 310 accessioned and in the files as of August 15th. We have worked a total of 92 hours from April 1 through August 15.

We are pleased how easy it is to find our photographs and look forward to finishing accessioning and filing the rest of our collection. Thank you for the grant to allow this project to happen. It will really make our photos more accessible to the public now.