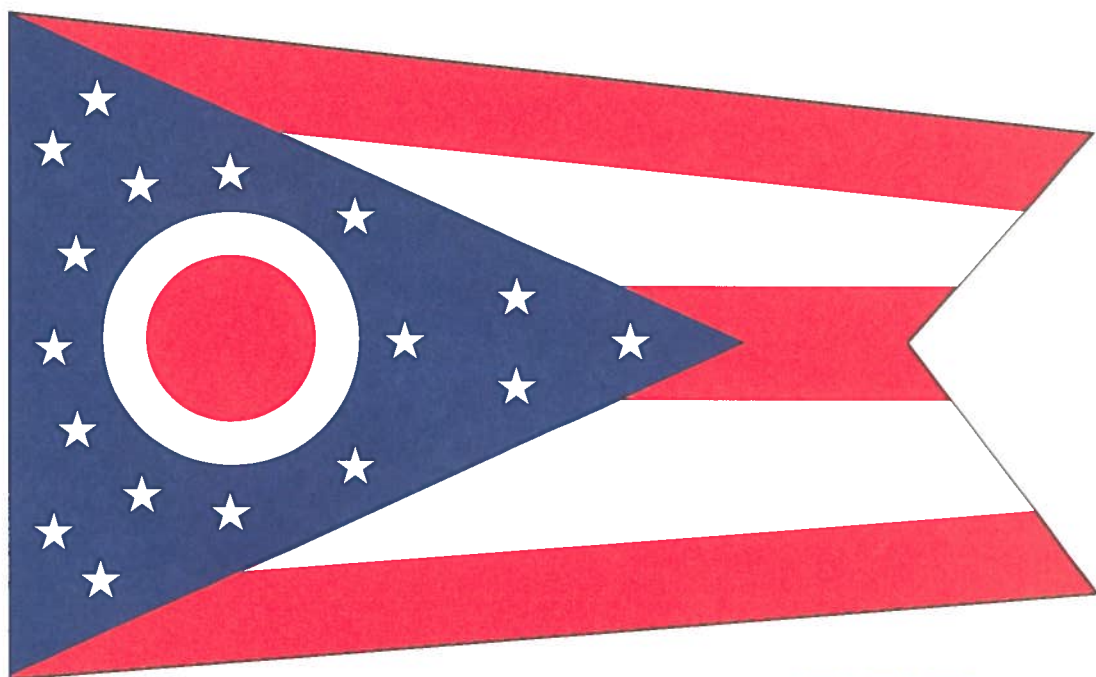


THE OHIO 2003 PLAN

A Statement
of Priorities
and Preferred
Approaches
for Historical
Records
Programs
in Ohio



AND

TO OUTWIT TIME

Preserving Materials
in Ohio's Libraries
and Archives

The Ohio Historical Society
The State Library of Ohio
March 1995

"It is no small thing to outwit time."
—A. Bartlett Giamatti,
former president of Yale University
on the occasion of the 150th anniversary
of the Yale University Art Gallery, October 30, 1982.

These plans and this publication are the result of two concurrent planning efforts funded by the National Historical Publications and Records Commission (NHPRC) and the National Endowment for the Humanities (NEH).

The Ohio Historical Society, the State Library of Ohio, the Ohio Historical Records Advisory Board, and the Statewide Preservation Planning Committee thank the NHPRC and the NEH for their generous support.



Ohio Historical Center, Columbus

March 1, 1995

To the Citizens of Ohio:

Ohio will celebrate its two hundredth anniversary of statehood in 2003. This momentous occasion provides a welcome opportunity to commemorate the spirit of all who have lived in this exceptional place. The historical records held in Ohio's libraries and archives document this spirit and tell the story of Ohio from prehistory to modern times. Recorded history is a legacy left to us by previous generations of Ohioans that deserves to be carefully tended and handed down to posterity like a treasured heirloom.

I commend to all Ohioans the Ohio Historical Records Advisory Board's *The Ohio 2003 Plan* and the Statewide Preservation Planning Committee's *To Outwit Time: Preserving Materials in Ohio's Libraries and Archives*. These plans, directed and published jointly by the Ohio Historical Society and the State Library of Ohio, represent a coordinated approach to improving historical records programs that will encourage preservation and efficient use of resources.

I urge you to join in this worthwhile effort to preserve and enrich Ohio's documentary heritage. With hard work and support from all parts of the state, historical records will endure as a lasting reminder for future generations of the events and people that shaped Ohio's growth.

Sincerely,

Gary C. Ness
Director
Ohio Historical Society

THE OHIO HISTORICAL RECORDS ADVISORY BOARD

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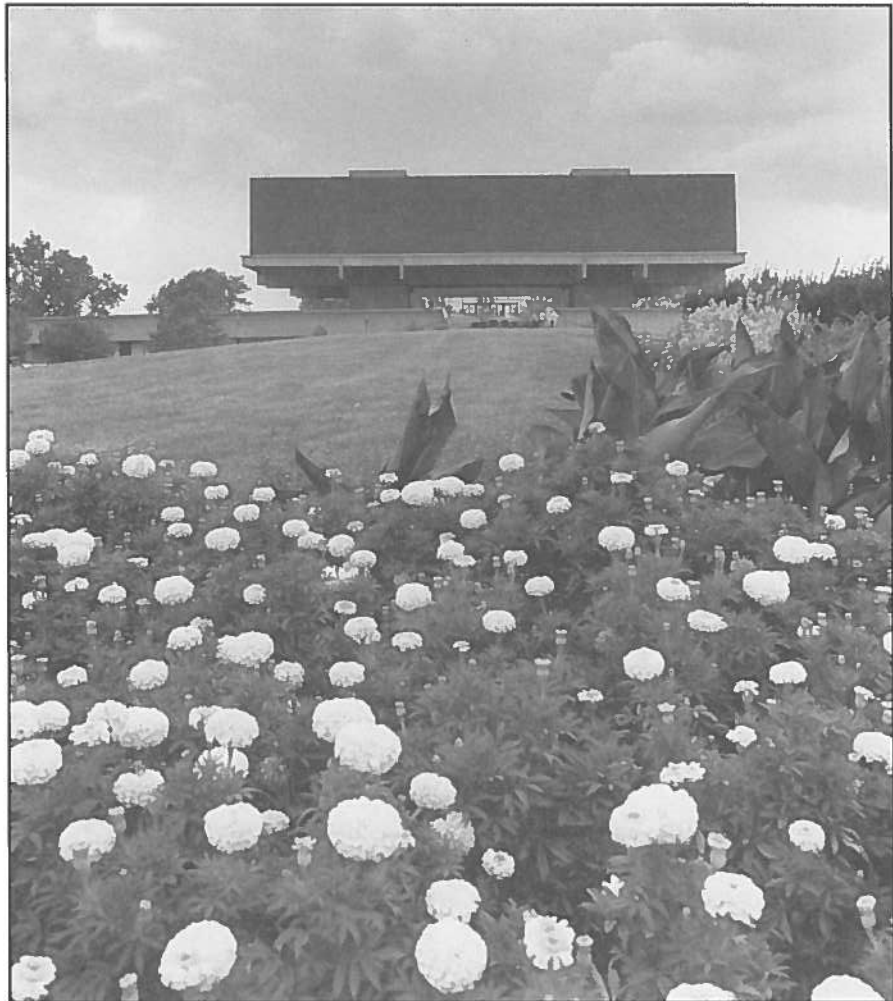
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Ohio Historical Center, Columbus



State Library of Ohio, Columbus

SUMMARY

The Ohio Historical Records Advisory Board is the central body for historical records planning in the state. Board members are appointed by the governor to three-year, staggered, renewable terms. They represent Ohio's public and private archives, records offices, and research institutions. Administrative responsibility for the board rests with the Ohio Historical Society's Archives/Library Division.

The board also acts as the state-level review body for grant proposals submitted to the National Historical Publications and Records Commission (NHPRC), in accordance with that commission's guidelines. Established by Congress in 1934, the Commission is a fifteen-member body authorized to undertake a wide range of activities to preserve, publish, and encourage the use of documentary sources relating to the history of the United States.

In December 1993, the board received a grant from the NHPRC to develop *The Ohio 2003 Draft Plan*, the board's statement of priorities and preferred approaches for historical records programs in Ohio. During the first year of the grant period, the board shared the draft with interested groups throughout the state, refined its goals and objectives, and devised an implementation schedule. The board approved final revisions of the draft in December 1994, and the document became *The Ohio 2003 Plan*.

The plan will guide the board's actions through 2003, the year in which Ohio celebrates its bicentennial of statehood. It consists of four goals and thirteen objectives. While the goals are of equal importance, the objectives under each are in priority order. A proposed method of achievement follows each objective, some of which are already being implemented.



Eric Honneffer, Conservator at the Center for Archival Collections, Bowling Green State University, Bowling Green

MISSION STATEMENT

The Ohio Historical Records Advisory Board believes that Ohio's historical documents represent a priceless legacy for future generations. These documents chronicle important historical developments and provide valuable insight into our state and national cultures. In its efforts to identify, preserve, and utilize the irreplaceable documentary resources of our state and nation, the board will work with interested national, regional, state, and local institutions, organizations, governmental units, and individuals.

BOARD POLICIES

Grant proposals submitted to the board must relate to the current goals and objectives of the NHPRC and to those outlined in this plan. The board particularly encourages projects to identify, preserve, increase accessibility to, and promote the use of historical records and

documentary sources. The board favors proposals that: address unmet needs across the state; demonstrate collaborative efforts or aim at collaborative products; incorporate matching funds and financial support from government, institutions, civic organizations, or other groups; demonstrate new or innovative methods and techniques; and are in accord with current mandated and state-supported local government records programs.

Applicants should submit to the state coordinator a written outline of the proposed project at least sixty (60) days in advance of the pertinent deadline listed in NHPRC's Program Guidelines and reproduced in this booklet.

Board members review applications in terms of their technical merit and their relationship to the established priorities of the state and the NHPRC. The board's evaluations and recommendations are confidential. Only non-identifying copies of the reviews will be shared with applicants.

THE STATE OF OHIO: GOALS AND OBJECTIVES

GOAL A:

To assure the preservation of Ohio's documentary heritage through collaborative efforts.

1. **Level-One Objective:** To strengthen the efforts of records programs in Ohio by creating and updating the state's strategic plan for meeting records needs, based on ongoing state assessments, and encompassing both documentary preservation and publication. To strengthen the ability of the board and the efforts of the Ohio records coordinator to carry out the mission of the board.

Method of Achievement:

- a. Establish an Ohio 2003 History Fund to safeguard historical records throughout the state and encourage their use.
- b. Assure preservation of and public access to government records.
- c. Review the state's strategic plan at the end of each odd-numbered year.
- d. Publicize board meetings and distribute an annual report to increase awareness of board activities.
- e. Meet once each year at a location outside of Columbus.

2. **Level-Two Objective:** To help organizations in Ohio preserve records and make them accessible by securing funds to establish and administer a program of regrant.

Method of Achievement:

- a. Identify organizations and foundations that might support a regrant program or provide matching funds.
- b. Initiate five regrant projects:
 - 1) 1995—"Homefront and Battlefront: Ohioans Serve the Nation." Improve access to important archives, manuscript, and audiovisual collections documenting the patriotic experiences of Ohioans during times of war.
 - 2) 1997—The Ohio Local Government Records Program. Restructure the delivery of services to meet the needs of local governments.
 - 3) 1999—Private College Archives Program. Enlist the support of the Society of Ohio Archivists and colleges with successful programs to serve as mentors.
 - 4) 2001—Ohio Urban Records Initiative. Assure accessible documentation of ethnicity, religious and cultural life, indus-

trial development, and government in Ohio's cities.

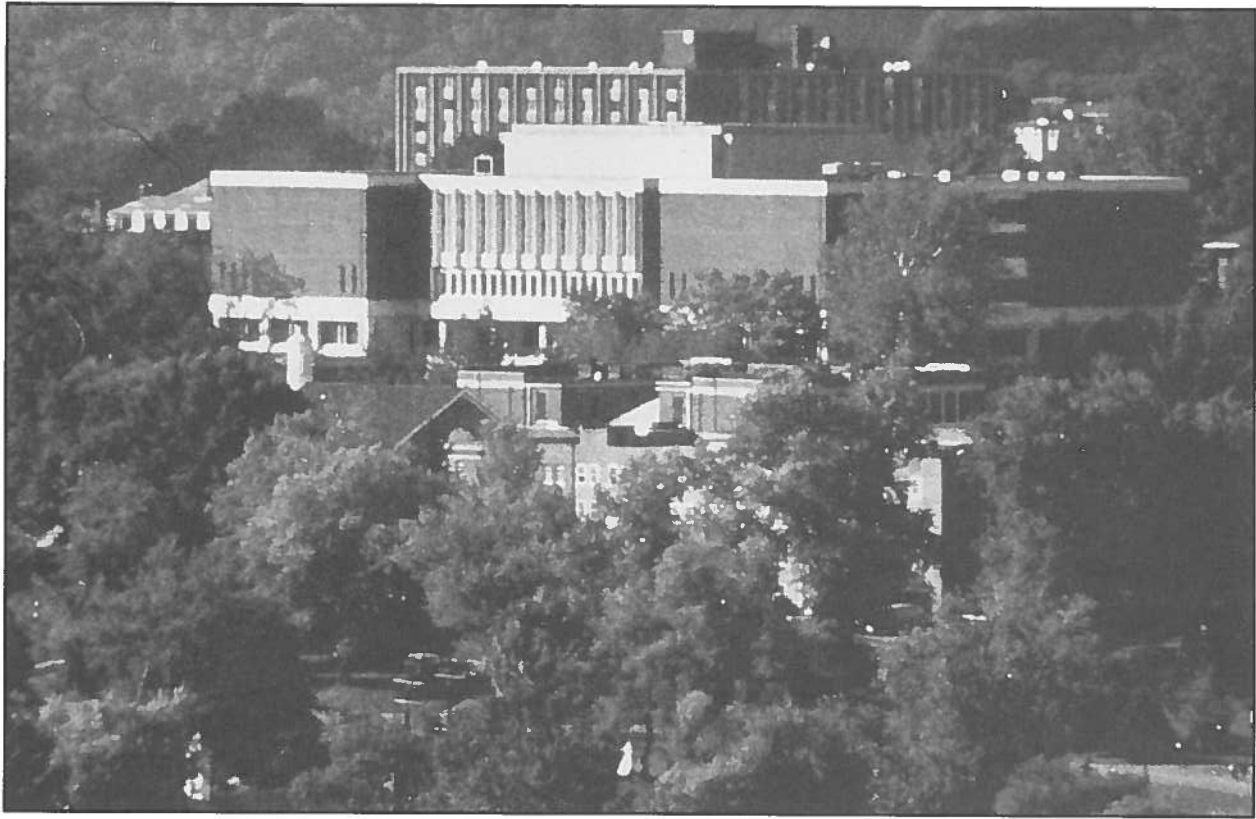
- 5) 2003—Celebrating Two Hundred Years of Statehood. Commemorate Ohio's bicentennial by making fundamental documents and other vital records accessible through online networks and other appropriate electronic formats.

3. **Level-Three Objective:** To collaborate with the Society of Ohio Archivists (SOA) and others to assess statewide needs and expand upon continuing education programs to ensure development of skills needed by the staff of Ohio repositories to effectively preserve modern records.

Method of Achievement:

- a. Encourage SOA to continue with and expand upon its Archives 101 workshop.
- b. Coordinate themes of SOA's annual Archives Week program with board activities.
- c. Work with the Inter-University Council, the Ohio College Association, and the two-year and community college groups on electronic records management and, in conjunction with OCLC or OhioLINK, on archival description efforts.
- d. Work with the Ohio Historical Society's Local History Office and the affiliated Ohio Association of Historical Societies and Museums, the State Library of Ohio, the Ohio Genealogical Society, Ohio chapters of the Association of Records Managers and Administrators and of the American Society for Information Science, the Ohio Academy of History, the Ohio Library Council, the Academic Library Association of Ohio, and the Ohio Preservation Council to determine unmet archival educational needs.
- e. Promote expanded offerings for archival, library science, and public history courses that meet newer educational standards and expectations, and encourage the development of at least one Master of Archival Studies program in Ohio.
- f. Encourage training for users of archival materials by supporting research methodology workshops at archival facilities around the state.

4. **Level-Four Objective:** To collaborate with the Ohio Network of American History Research Centers and other interested parties to promote archival and records management programming by and among state and local governments.



Alden Library, Ohio University, Athens

Method of Achievement:

- a. Promote the unification of the State Archives and Records Management program.
- b. Encourage the development of new guidelines for storage of and access to public records in non-network repositories.
- c. Make archival and records management handbooks and manuals available online.

GOAL B:

To assure citizens of Ohio an accessible documentation of both common and diverse elements of their historical experience.

1. **Level-One Objective:** To encourage projects which document the formation and development of the state, and other historical subjects of both statewide and national significance.

Method of Achievement:

- a. Support projects related to the bicentennial of Ohio statehood.
- b. Work with interested parties to develop projects focusing on topics including, but not limited to, Ohio women, minority groups, agriculture, and 20th-century social history—particularly records of Ohioans' involvement in the civil rights movement, World Wars I and II, the Korean War, and the Vietnam Conflict.

2. **Level-Two Objective:** To work with interested parties to ensure the preservation of electronic records and to identify and reformat important government records.

Method of Achievement:

- a. Support the Ohio Historical Society's Ohio Electronic Government Records Initiative, which will produce an electronic records strategy for state agencies and local governments.
- b. Endorse the Ohio Historical Society's Access Through Automation project, which will catalog 4,000 State Archives records series and make them accessible to the public through OhioLINK and other appropriate electronic networks by September 1999.
- c. Support initiatives like "A Cooperative Approach to Electronic Records and Information Management at Colleges and Universities in Ohio," submitted by Raimund Goerler of the Ohio State University and funded by NHPRC. The project will result in a practical guide to electronic records at colleges and universities.

3. **Level-Three Objective:** To assist documentary projects on Ohio history that will improve history education and help researchers pursue significant lines of inquiry. To encourage teachers,

students, scholars, and the public to use historical documents.

Method of Achievement:

- a. Collaborate with the Ohio Board of Education, the State Library of Ohio, and major historical societies in Ohio to produce CD-ROM and facsimile editions of Ohio history materials.
- b. Encourage scholars, textbook authors and documentary editors to address feminism, abolitionism, labor reform, minority groups, the Civil War, and statehood, and especially encourage inclusion of facsimile or CD-ROM packages of photographs, documents, and related materials.
- c. Scan *Timeline* magazine for distribution to schools on CD-ROM.
- d. Support the Ohio Historical Society's Civil War Guide Project, which aims to increase accessibility to historical collections related to the Civil War.
- e. Through the Ohio Historical Society's Local History Office, the Society of Ohio Archivists and other organizations, encourage NHPRC grant applications from historical organizations, colleges and universities throughout the state.
- f. Collaborate with History Day organizers and the Ohio-based National Council for History Education to promote awareness and use of historical documents.

GOAL C:

To achieve progress in the preservation and use of original source material in Ohio.

1. **Level-One Objective:** Through OhioLINK, or similar online networks, improve access to historical records in Ohio.

Method of Achievement:

- a. Create a broad-based working group of representatives from the State Library of Ohio, the Ohio Library Council, the Academic Library Association of Ohio, the Society of Ohio Archivists, the Ohio Association of Historical Societies and Museums, and other appropriate organizations to develop a list of priority collections.
- b. Support the Cincinnati Historical Society's project to electronically link the catalogs of the Cincinnati Historical Society, the Ohio Historical Society, and the Western Reserve Historical Society.
- c. Support the Ohio Historical Society's Access Through Automation project, which will replace the Archives/Library's printed material card catalog with an online system acces-

sible to visiting researchers and remote location patrons through OhioLINK and other appropriate networks.

- d. Enhance the bibliographic records for historical records with content notes.

2. **Level-Two Objective:** To implement *To Outwit Time: Preserving Materials in Ohio's Libraries and Archives*.

Method of Achievement:

- a. Concentrate on the first four suggested actions:

Action #1:

Establish a source of funds to be used specifically to address preservation needs of Ohio repositories.

Action #2:

Establish an office to plan, implement and coordinate a statewide preservation action agenda.

Action #3:

Identify collections contained in Ohio repositories that are of extreme importance and that raise preservation concerns.

Action #4:

Create and maintain a directory of technical skills, services, personnel resources, physical structures, and technologies available to ensure proper care of collections in Ohio. Based on this data, identify areas where new resources are required to implement this agenda.

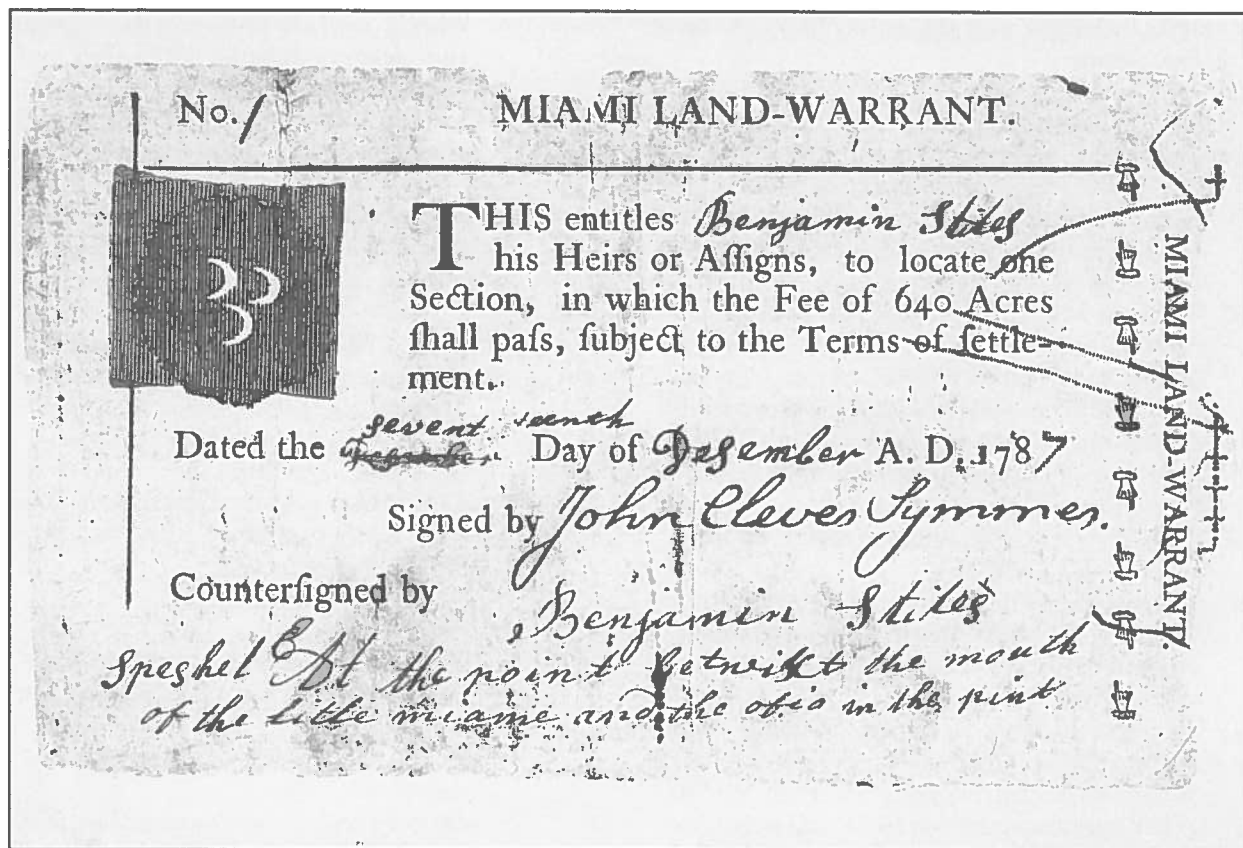
GOAL D:

To generate public support for an accessible historical record.

1. **Level-One Objective:** To prepare and distribute a biennial "State of the Ohio Record" report to identify needs, establish priorities, and gauge progress.

Method of Achievement:

- a. Model this report after the "State of the American Record" report published by the NHPRC, which addresses potential public concerns about whether those responsible for historical records are preserving endangered records; processing, describing and making historical records available to users; and encouraging records use by researchers, teachers and students.
- b. Suggest areas where improvement is possible.
- c. Distribute this report widely.



Miami Land Warrant No. 1. Issued by John Cleves Symmes to Benjamin Stites, December 17, 1787 (Cincinnati Historical Society)

2. **Level-Two Objective:** To increase financial support for documentary preservation and publication from private foundations, corporate donors, host institutions, state and local governments, and other organizations that might be persuaded by the availability of NHPRC funds to contribute more of their own.

Method of Achievement:

- Foster contacts between archivists and foundations.
 - Urge applicants to provide matching funds for NHPRC grants.
 - Secure support for archives in conjunction with the bicentennial.
 - Encourage the Society of Ohio Archivists to develop a "response team" to assist organizations interested in establishing an archives.
3. **Level-Three Objective:** To increase support for records work from a broad community of beneficiary parties—archivists, documentary editors, historians, patriotic organizations, state and local government officials, lawyers, jurists, educators, journalists, genealogists, local historians, historic preservationists, museum curators, and others with the responsibility for historical records or with the need to use them.

Method of Achievement:

- Identify major beneficiary groups in Ohio, such as:
 - Daughters of the American Revolution
 - Sons of the American Revolution
 - Society of the War of 1812 in the State of Ohio
 - Daughters of Union Veterans of the Civil War
 - Sons of Union Veterans of the Civil War
 - Ohio Valley Civil War Round Table
 - Cuyahoga Valley Civil War Round Table
 - Veterans of World War I of the U.S.A.
 - Veterans of World War II
 - Vietnam Veterans of America
 - Veterans of Foreign Wars
 - American Legion
 - Ohio Newspaper Association
 - Common Cause of Ohio
 - Ohio Bar Association
 - Ohio Township Association
 - Ohio Clerk of Courts Association
 - County Commissioners Association of Ohio
 - Ohio chapters of the Association of Records Managers and Administrators
 - Ohio chapters of the American Society for Information Science

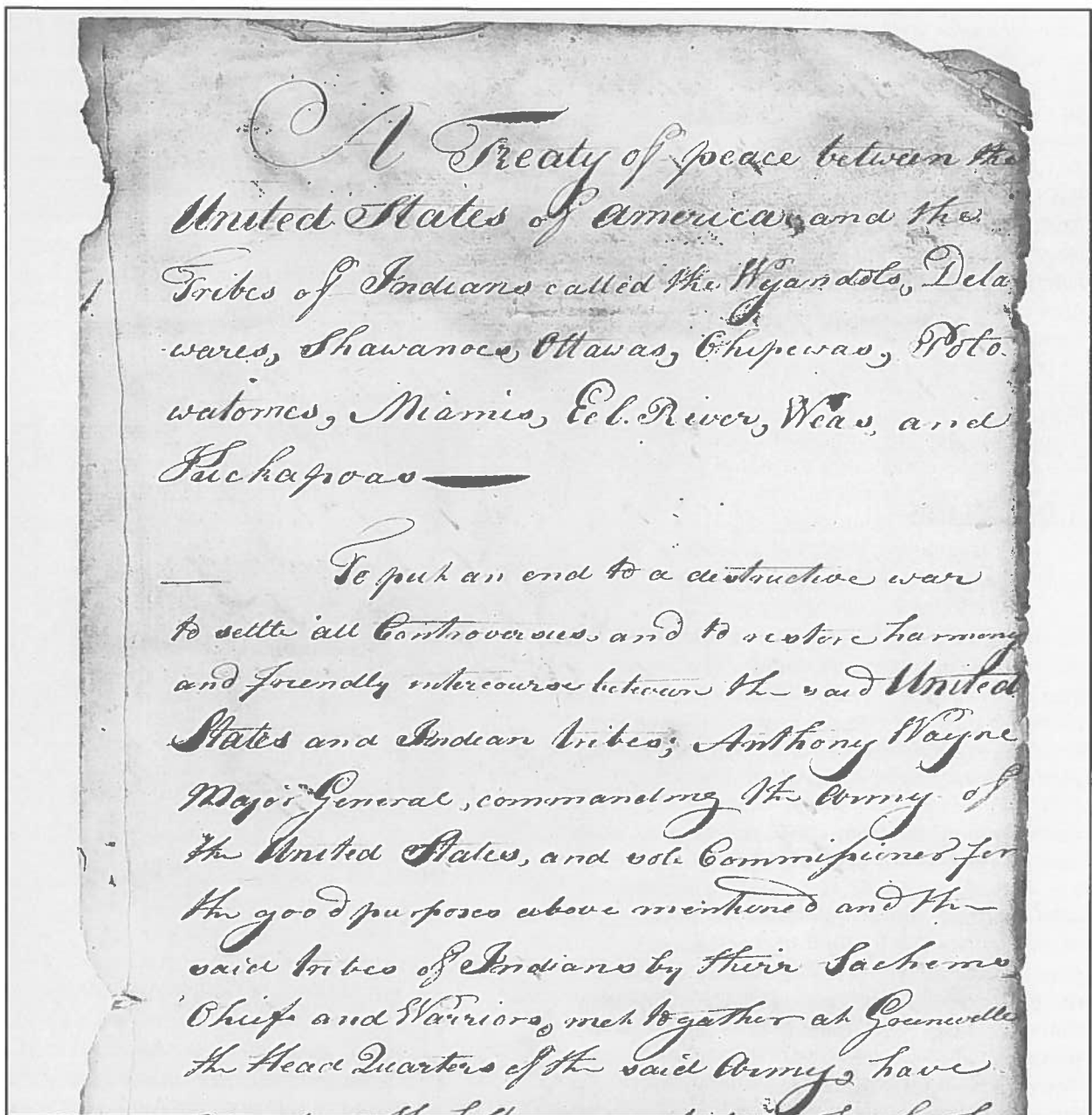
- Ohio Association of Historical Societies and Museums
- Ohio Historic Preservation Office
- Academic Library Association of Ohio
- Ohio Library Council
- Ohio Arts Council
- Ohio Council for the Social Studies
- Ohio Humanities Council
- Ohio Preservation Council
- Society of Ohio Archivists
- Ohio Academy of History
- National History Day, Ohio Chapter
- Ohio Genealogical Society
- Inter-University Council
- Ohio College Association

- b. Create suitable reports, video tapes, or other materials with which to approach these organizations.

4. **Level-Four Objective:** To increase even more broadly the attention of the general public to the benefits of historical documentation through Archives Week and other public awareness activities.

Method of Achievement:

- a. Encourage the Society of Ohio Archivists to perpetuate the Archives Week program.
- b. Identify public relations opportunities such as travelling exhibits, commemorations, and talk shows.



Treaty of Greene Ville, August 3, 1795 (Cincinnati Historical Society)

NHPRC DEADLINES FOR APPLICATIONS

All applicants are encouraged to discuss their proposal ideas with the state coordinator or advisory board prior to developing a formal application, and to submit for review to the state coordinator a written outline of the proposed project at least sixty (60) days in advance of the pertinent national deadline:

FEBRUARY 1 DEADLINE

Proposals addressing the following objectives:

- To collaborate with the states to promote archival and records management by and among state and local governments.
- To assist new documentary projects, in various forms of publication, that help teachers improve history education and that help researchers pursue significant lines of inquiry in historical scholarship.
- To increase document use by teachers, students, scholars, and the public.
- To help carry out agendas for archival progress put forward by the Society of American Archivists and the National Association of Government Archives and Records Administrators, particularly to meet needs for preservation, planning training, and institutional self-evaluation.
- To continue the current cooperative agreement whereby the Council of State Historical Records Coordinators informs the Commission on needs and progress nationally.

JUNE 1 DEADLINE

Proposals addressing the following objectives:

- To strengthen the efforts of state historical records coordinators and boards by offering grants for creating and updating state strategic plans for meeting records needs, based on the previous state assessments, and encompassing both documentary preservation and publication.
- To bring to completion within the next 20 years nine present projects that document the formation of basic American political institutions—editions of the papers of Adams, Franklin, Jefferson, Madison, and Washington, and papers on the ratification of the Constitution, the First Federal Congress, the early Supreme Court, and the beginnings of U.S. foreign relations.
- Through matching grant offers and other means, to develop consortia and centers to edit documents, deal with documentation problems,

raise funds for projects, share equipment and staff, and provide training as well as editing.

- To carry out the recommendations in the report of the Working Meeting on Research Issues in Electronic Records.

OCTOBER 1 DEADLINE

Proposals addressing the following objectives:

- To help local organizations preserve records and make them accessible by providing grants to state historical records coordinators and boards for state regrants.
- To bring to completion within the next 20 years 36 present, Commission-funded projects that help document a range of historical subjects including the history of American women, the history of minority groups, and historical developments during and after the founding era.
- In collaboration with the Association for Documentary Editing, to help editors resolve issues and improve techniques, tools, media, training, and standards for documentary editing.
- To increase access to and use of records, based on recommendations in the reports of the Historical Documents Study and the Society of American Archivists' Task Force on Goals and Priorities.



W. Barker's map of the Northwest Territory, 1801 (Toledo-Lucas County Public Library)

TO OUTWIT TIME

Preserving Materials In Ohio's Libraries and Archives

"It is no small thing to outwit time."

—A. Bartlett Giamatti,
former president of Yale University
on the occasion of the 150th anniversary
of the Yale University Art Gallery, October 30, 1982.

SUMMARY

Ohio's many cultural institutions, libraries, archives, and historical organizations hold a treasure trove of historical records. Many of these books, manuscripts, archives, newspapers, periodicals, maps, photographs, audio recordings, films, video tapes, and computer disks are at risk for deterioration or loss due to the use of non-stable or non-durable materials, improper storage conditions, careless handling, or technical obsolescence. Preserving them is a vital task and an ongoing challenge. All of Ohio's repositories will benefit from preservation planning efforts coordinated on a statewide basis, which will encourage more effective sharing of knowledge, experience, and resources. The state and its citizens will reap benefits as well, since important historical documents will be safeguarded and made more accessible.

George Parkinson, Archives/Library Division Chief of the Ohio Historical Society, and William Crowley, Deputy State Librarian, served as project co-directors for this project funded by the National Endowment for the Humanities in January of 1993. In January of 1994, Michael Lucas replaced Crowley as Deputy State Librarian and as project co-director. The project staff also included three library/archives professionals, a facilitation trainer, and a project consultant. The Statewide Preservation Planning Committee, a group of nine people representing institutions responsible for the care of humanities resources throughout the state, pro-

vided a highly focused forum to review and debate project data and goals. In addition, the project staff met with the Ohio Preservation Council, an active preservation interest group representing a broad spectrum of Ohio repositories. This group brought to the effort many years of direct experience dealing with preservation concerns.

Project activities undertaken during the grant period included fifteen interviews with selected professionals and government leaders and five regional town meetings. The interviews contributed insight on how institutional and governmental leaders believe the state could assist the work of their institutions. Town meetings allowed citizens and those working at the local level to voice their concerns and suggestions. The project produced a model interview guide, transcripts of the fifteen interviews, and this action agenda.

To Outwit Time considers how to address the preservation needs of Ohio institutions. It lists nine actions in priority order:

Action #1:

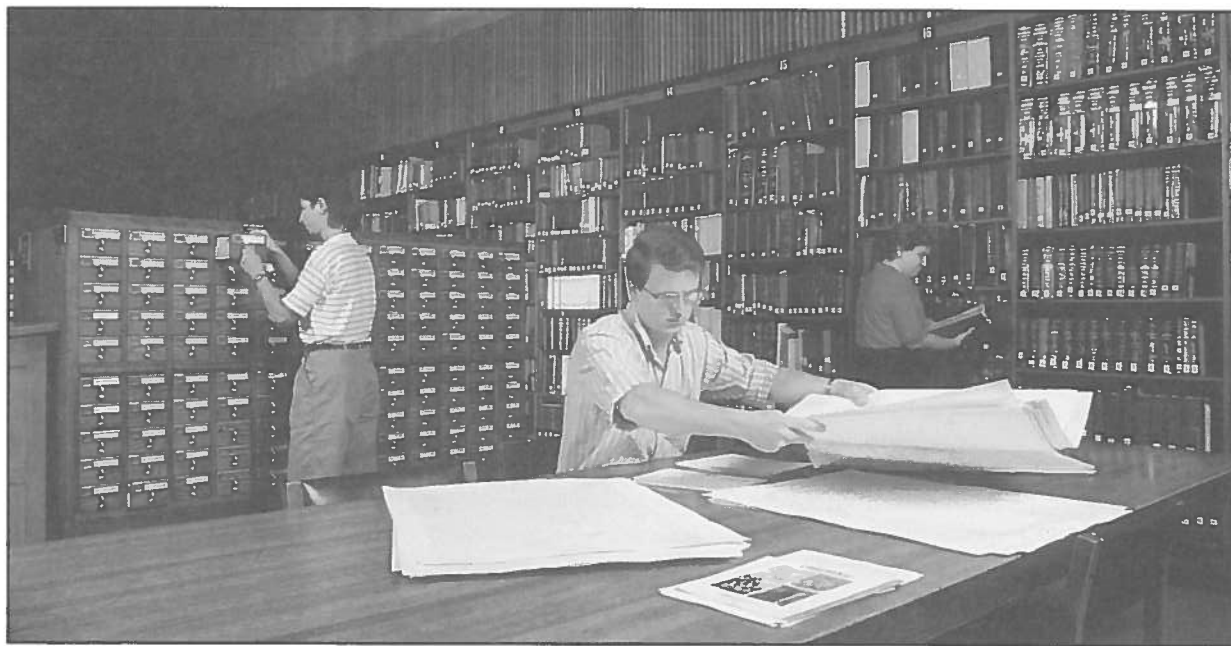
Establish a source of funds to be used specifically to address preservation needs of Ohio repositories.

Action #2:

Establish an office to plan, implement and coordinate an Ohio statewide preservation action agenda.

Action #3:

Identify collections contained in Ohio repositories that are of extreme importance and that raise preservation concerns.



Reading room at the Ohio Historical Center Archives/Library.

Action #4:

Create and maintain a directory of technical skills, services, personnel resources, physical structures, and technologies available to ensure proper care of collections in Ohio. Based on this data, identify areas where new resources are required to implement this agenda.

Action #5:

Identify specific preservation management issues that the boards of directors, executive directors and staff of Ohio repositories would like the statewide preservation office to address.

Action #6:

Alert the public, foundations, and lawmakers of the preservation needs of Ohio repositories.

Action #7:

Support and build on Ohio's previous and current cooperative preservation activities.

Action #8:

Implement cooperative preservation projects that will serve as models and be used as tools to accomplish the goals of the preservation action agenda for Ohio.

Action #9:

Establish a process to anticipate and meet the future preservation needs of Ohio repositories.

This document suggests that an adequately funded statewide preservation office can accomplish the goal of outwitting time by establishing priorities, disseminating information and providing technical advice or referrals, encouraging Ohio repositories to work together to solve common problems, and planning for the future. The Ohio Historical Records Advisory Board (OHRAB) will assume responsibility for implementing these actions. The board is the central body for historical records planning in the state, appointed by the governor and representative of public and private archives, records offices, and research institutions. OHRAB will provide leadership and coordination until the statewide preservation office is established and will remain involved afterward.

INTRODUCTION

The goal of *To Outwit Time*, the preservation action agenda for Ohio, is to suggest a strategy to address preservation issues on a statewide basis. An agenda such as this must consider two facts: first, that the recorded history of the state of Ohio resides on the shelves of its libraries, archives, historical societies, and county records offices; and second, that every manuscript, book, periodical, photograph, audiotape, computer tape, and motion picture contained in Ohio repositories is subject to deterioration and loss.

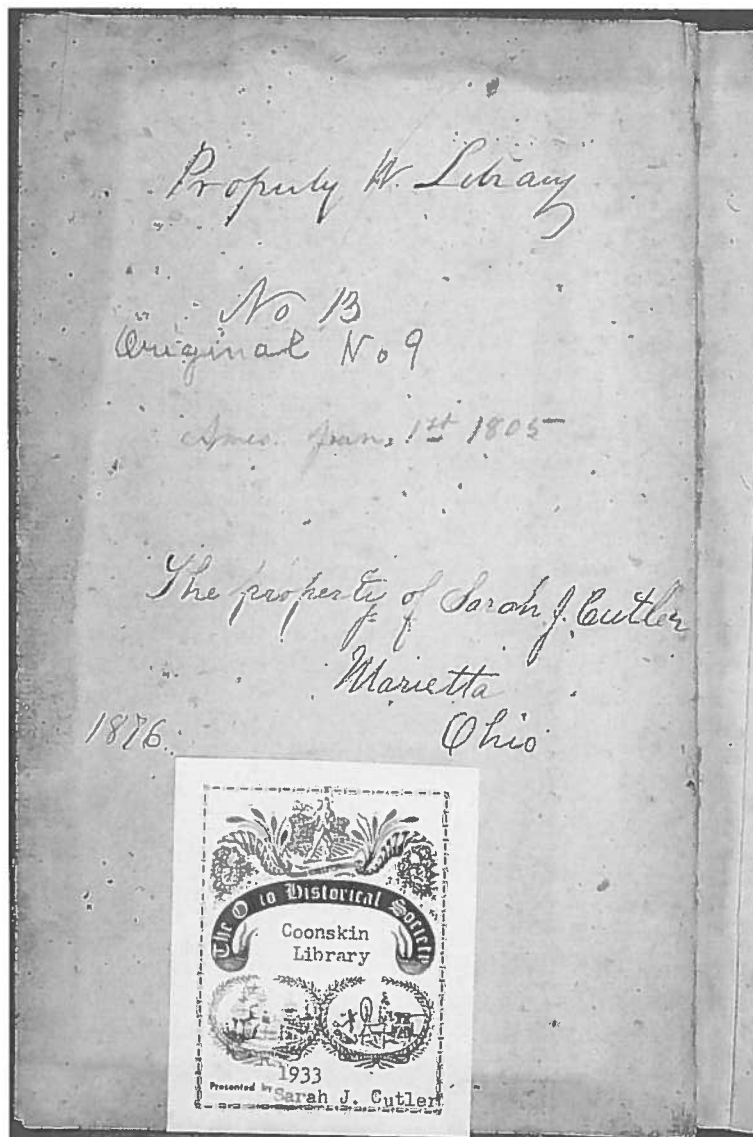
Ohio's recorded history undeniably represents a valuable resource to students and researchers of all ages. It



Cincinnati Museum Center for Natural and Cultural History and Science

is also critical to the daily functioning of city and county governments, colleges, universities, churches, businesses, and citizens. Ohio repositories take their responsibility to make this vital information available very seriously. As Luren Dickinson, Director of the Findlay Hancock Public Library, explained, the mission of his institution is "to provide print and non-print materials, facilities, services and programs to serve the information, recreation, and education needs of citizens of all ages and backgrounds residing in the cities and villages of Hancock County." Historical records must be properly preserved to ensure that they will be accessible now and in the future.

All historical materials contained in Ohio repositories are subject to deterioration. Historians, researchers, librarians, archivists, and conservators regularly see the damage done to books or manuscripts by acid-induced deterioration; by adhesive tape used to mend tears; by sun or artificial light while material is on exhibit; by insects or mold as they feed on leather, adhesive and paper; or by the same pollution that threatens our natural resources. The results of a 1991-1992 study by the Ohio State University Libraries and OCLC (the Online Computer Library Center) indicate the pervasiveness of the problem facing Ohio's libraries. The study examined a random sample of books held in 98 Ohio libraries published between 1851 and 1939, during which time particularly poor-quality paper was used, and found that 12% were lost, 3% were extremely deteriorated (with portions missing), 14% were brittle and at risk of loss, 49% were in poor condition and required repair, and 22% were in good condition not requiring repair. Because there are about 2,086,000 books from this publishing era held by Ohio libraries, the total number of books in need of preservation is considerable; nearly 1.4



A book from the Coonskin Library, one of Ohio's first libraries (Ohio Historical Society)

million books from this period alone need preservation work.¹ This is only one aspect of the preservation challenge facing Ohio, and the problem grows daily as more records are created and new technologies are developed.

However, despite statistics like these, most surveys indicate that users of archival and library collections are satisfied with services provided by these repositories. Preservation managers need to educate the public about the negative consequences resulting from the gradual disappearance of Ohio's collective cultural memory. Perhaps they can take their cues from the advocates of environmental conservation who have so successfully attracted public attention to their cause.

CREATING AN ACTION AGENDA

This action agenda reflects the preservation concerns of many Ohioans. The project staff coordinated two major

information-gathering efforts: the interviews with fifteen archives and library administrators and state legislators, and the five town meetings. Project consultant Robert J. Strauss² incorporated information obtained through these efforts into the action agenda, which he then refined with the help of the project staff and the Statewide Preservation Planning Committee.

¹ O'Neill, Edward T. and Wesley L. Boomgaarden, "A Study of the Magnitude and Characteristics of Book Deterioration in Ohio Libraries." Project Number III-5-A-91. Library Services and Construction Act, administered by the State Library of Ohio. Final narrative report submitted October 1992.

² Mr. Strauss is a nationally recognized preservation consultant. He began his career as administrator in charge of the bindery at the University of Minnesota, and later served as Vice President of Library Binding Services in Des Moines, Iowa, and as Executive Director of the Conservation Center for Art and Historical Artifacts in Philadelphia. Since starting his own consulting firm in 1990, he has helped to create preservation plans for universities, museums, libraries, and state historical societies.

The interview phase of the project began in late June of 1993. Designed to be limited in number, but thorough and comprehensive, the interviews were anecdotal rather than statistical, since statistical information had been documented in previous studies. Interested library and archives professionals volunteered to serve as interviewers and attended a day-long training session led by interview specialist Bill Huebsch on 15 October 1993 at the Ohio Historical Center. By 1 January 1994, all interviews were completed and transcribed.

The completion of the interview phase allowed the project staff to direct attention to the town meetings that took place between 22 April and 20 May 1994 in Athens, Cleveland, Bowling Green, Blue Ash, and Westerville. David L. Boggs, the head of Adult Education in the Department of Educational Studies at the Ohio State University's College of Education, instructed the twenty-five facilitators in town meeting techniques.

More than 125 people attended the five town meetings to respond to the first draft of the preservation action agenda and to voice their opinions about preservation issues. Participants especially emphasized the need for new funds to:

- Establish an office to coordinate statewide preservation activity;
- Establish education and training programs;
- Provide preservation expertise on a consulting basis to those institutions who cannot afford a preservation specialist;
- Fund cooperative preservation projects on a competitive basis;
- Ensure continuity and a stable source of funds for future preservation activities.

Many participants expressed interest in a general preservation reference service that would provide guidance about in-house repairs, when and how to seek external preservation expertise, reformatting from paper to microfilm, digital, or other formats, suitability and standards for mass deacidification, library binding standards and contracts, and preservation of photographs and non-print materials.

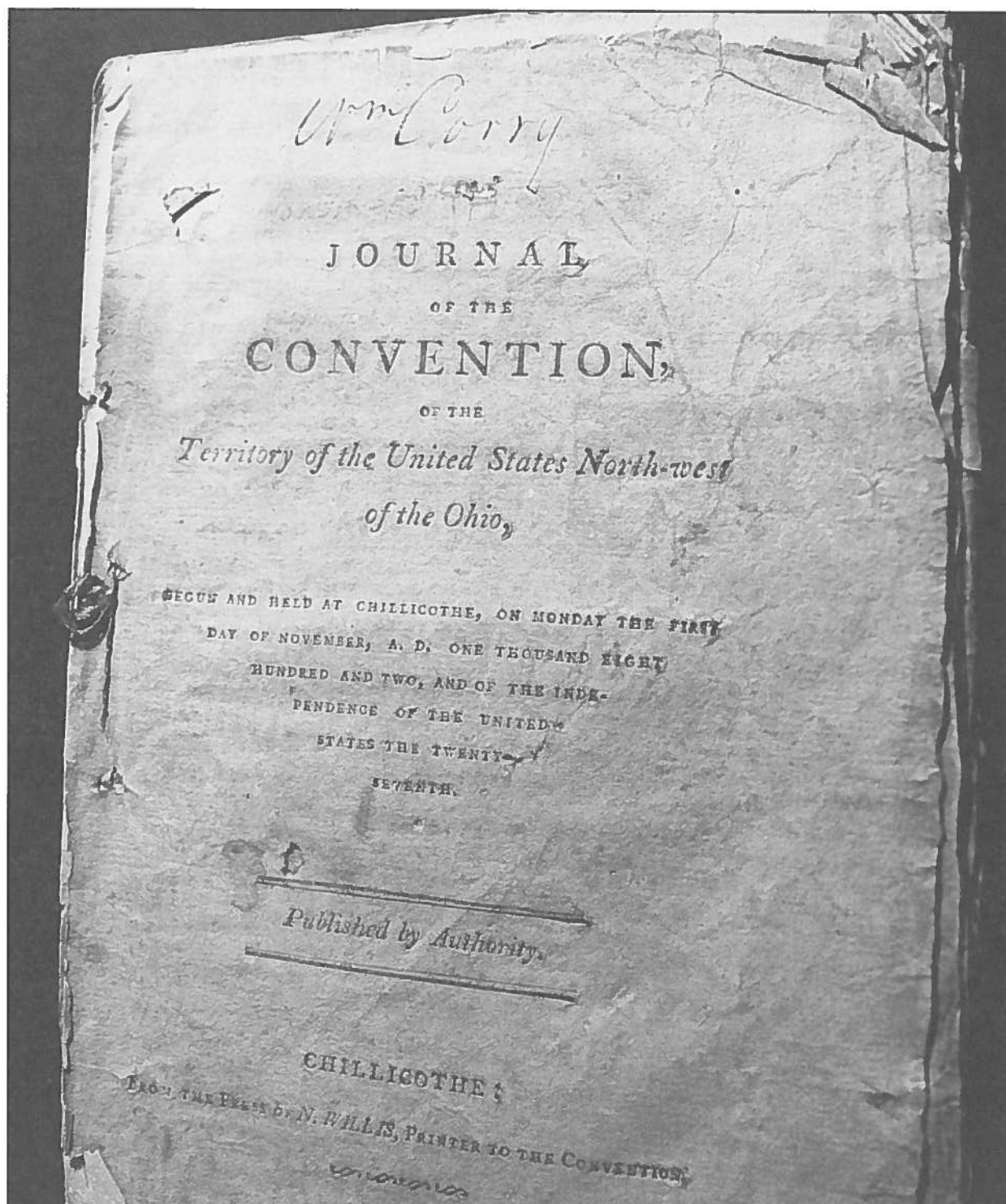
Another topic of discussion at the meetings was the current standards of practice or state of the art in preservation. Participants generally felt that although preservation professionals keep up-to-date with accepted professional practices, the field of preservation is so broad and so rapidly changing that it is difficult for those not directly involved in the profession to follow developments.

Above all else, town meeting participants stressed the need to ensure continued access to library and archival materials. They expressed a real desire to work together to preserve Ohio's humanities resources.

BACKGROUND AND HISTORY

In the last twenty years, Ohioans accomplished a great deal in their efforts to preserve library and archival materials, individually and by way of cooperative projects. These efforts serve as the starting point for this preservation action agenda.

- The Ohio Historical Society led the way in preservation activities in the state by establishing its conservation and microfilming laboratories in the early 1970s. These laboratories are among most sophisticated facilities in Ohio. The Archives/ Library's Preservation Department maintains equipment to treat the full range of archival materials including books, manuscripts, large format paper, photographic materials, sound recordings and other audiovisual media. The micrographics section produces archival quality microfilm that meets or exceeds standards prescribed by the National Endowment for the Humanities. The lab is currently involved in phase three of the Ohio Newspaper Project funded by the NEH.
- In the early 1970s, the Archives/Library Conservation Department developed and administered the Ohio Conservation Consortium, which provided preservation information, training and services to interested institutions. The consortium successfully stimulated activity and aided a core of major Ohio institutions in preservation activity, most of which continue today with their own programs. Unfortunately, state support became insufficient to permit continuation of the consortium. Nevertheless, the Ohio Historical Society continues to be actively involved in preservation efforts by providing seminars, workshops, information, and advice as resources permit and by co-sponsoring this planning effort.
- Cooperative preservation efforts owe a debt of gratitude to Mr. Walter Brahm, who was State Librarian of Ohio from 1942 to 1963, State Librarian of Connecticut from 1964 to 1975, and Director of Development, Ohio Library Foundation, from 1976 to 1989. Brahm became concerned with preservation issues in 1970 while State Librarian of Connecticut and worked with other state libraries in New England and the Council on Library Resources to establish the New England Document Conservation Center, which was later renamed the Northeast Document Conservation Center, in 1972. During his tenure at the Ohio Library Foundation, Brahm secured grant support from the State Library of Ohio and the National Endowment for the Humanities to study preservation needs in the Midwest. The Ohio Library Foundation



*"Journal of the Convention of the Territory of the United States North-west of the Ohio," 1802.
(Public Library of Cincinnati and Hamilton County)*

invited some twenty institutional directors in the state to serve as an ad hoc Ohio Conservation Committee (which later became the Ohio Preservation Council) to execute these studies. The studies recommended the establishment of a conservation office to provide information about preservation concerns and a nonprofit laboratory that would be owned and managed by

the institutions it served. The conservation office now resides in the State Library of Ohio, but the laboratory was not established.

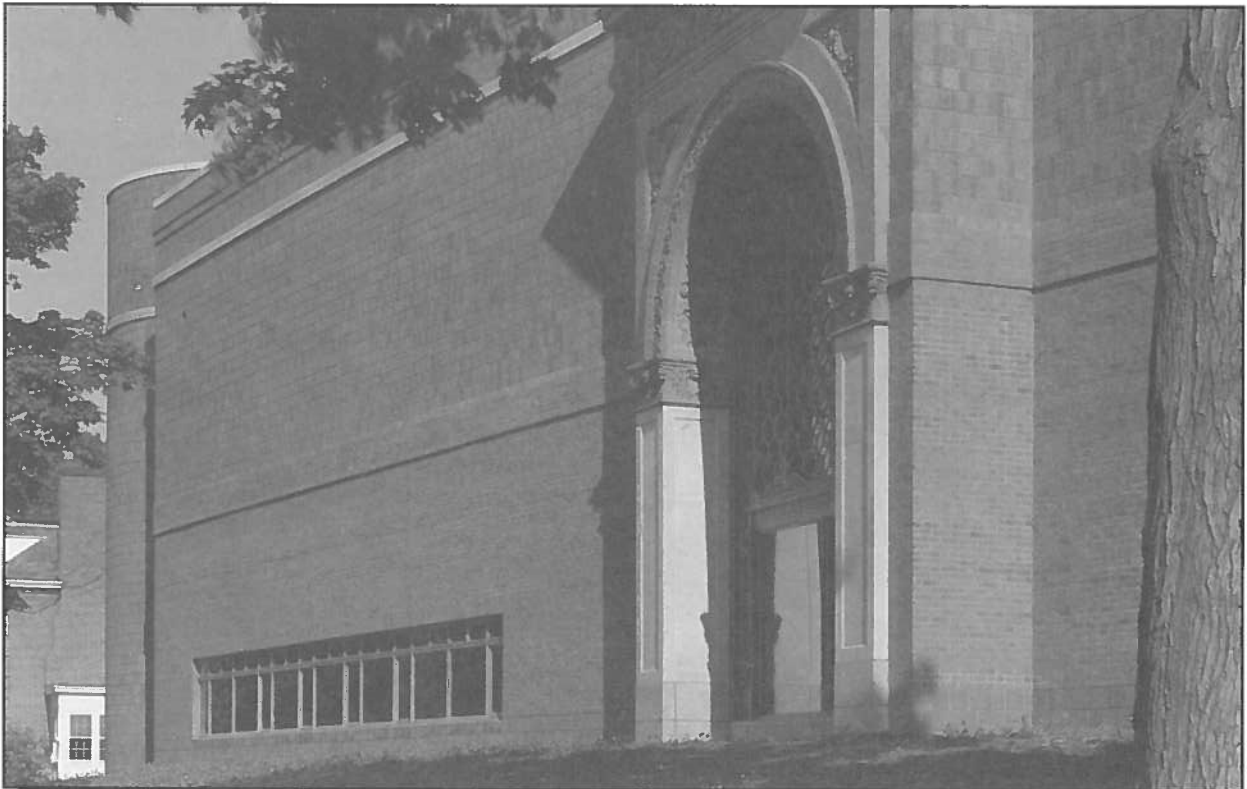
- The Ohio Preservation Council (OPC) strives to address preservation needs through education and outreach. In late 1983, the Council secured Library Service Construction Act (LSCA) grant

support from the State Library of Ohio to create the Ohio Cooperative Conservation Information Office, which provided workshops, seminars, a newsletter, and general preservation information through 1987, at which time LSCA funding was depleted and institutional support was not available. In 1989, the State Library of Ohio resurrected this effort and hired a Preservation Consultant to staff the Preservation/Rare Books Section. The consultant provides information about preservation concerns to libraries and private citizens, conducts workshops on basic preservation techniques, serves ex officio on the Ohio Preservation Council and facilitates OPC-sponsored workshops. The State Library, in cooperation with the OPC, publishes the widely-distributed quarterly newsletter, "Preservation Issues."

- The State Library of Ohio has sponsored or initiated over the last twenty years several surveys to determine what preservation services are available or needed. Recent surveys include one undertaken with the OPC in 1989 to determine levels of preservation awareness, activities, and needs at public, academic, and special libraries and historical societies. As mentioned, the State Library directed federal funds to a joint research project which was conducted by the Ohio State University Libraries and OCLC to survey at-risk books in Ohio collections in 1991. Recently, the

library surveyed the feasibility of a central freeze-dry salvage facility.

- For the past three years, the State Library has provided funding through a federal program to the Dayton and Montgomery County Public Library to preserve its rare and valuable materials collection. This effort will preserve and allow access to early records of Dayton for its bicentennial in 1996 and the 100th anniversary of flight in 2003.
- In January 1995, the State Library published *Managing Preservation: A Guidebook*, written by members of the Ohio Preservation Council. This handbook, which covers the full range of preservation topics, represents an effort to share expert knowledge with the libraries and historical societies in need of this information.
- Several Ohio college and university libraries manage noteworthy preservation activities. The University of Cincinnati Libraries established a preservation department in 1979. This department has not only cared for its collections, but also trained personnel who are now working in the collections of other libraries. The Ohio State University Libraries established a preservation office in 1984, becoming one of the first Big 10 universities to do so. Since that time, OSU has



Western Reserve Historical Society, Cleveland

- The Cincinnati Historical Society established an in-house microfilming operation in 1979 and a Conservation Division in 1984. In 1992, the Conservation Division began offering preservation microfilming services to the metropolitan Cincinnati community to raise revenue to help offset the cost of its preservation program, and has done contract microfilming for area colleges, libraries, clubs, community organizations, and businesses.

- Cleveland Public Library's Preservation Office has a staff of seven full-time employees. It is housed in a spacious facility and is equipped to perform a wide range of preservation treatments. The office has preserved rare and unique research materials, including Cleveland and Ohio Woman Suffrage materials; Ohio and local history materials; Cleveland newspapers; and thousands of volumes from the library's general, special, and rare book collections. It also participated in the Great Collections Microfilming Project IV, a project sponsored by the NEH to preserve research collections, including the library's collection of chapbooks. In addition, the Cleveland Public Library operates an in-house project to put the library's photographs onto optical discs. More than 150,000 photographs have been captured to date. Among public libraries, Dayton and Montgomery County Public Library and Toledo-Lucas County Public Library also have preservation staff.
- Several nationally respected fine arts conservation programs exist in Ohio, including the Intermuseum Conservation Laboratory in Oberlin (the first regional conservation laboratory in the United States), and those at the Cleveland Museum of Art and the Cincinnati Museum of Art.

- The Ohio Network of American History Research Centers (ONAHRC) offers an excellent example of the cooperation and coordination that is possible among Ohio's archival repositories. The Ohio Historical Society was instrumental in establishing the Network in 1970 to aid in the collection, preservation, and accessibility of research materials related to Ohio history. The Network is composed of five state universities, the Ohio Historical Society, the Western Reserve Historical Society and the Youngstown Historical Center of Industry and Labor. Its organization has served as a model for several other state programs. The Network allows records to be maintained and preserved under proper storage conditions in the areas of their origin and greatest use. This cooperative approach aids all aspects of archival operation including efficient administration, preservation and microfilming decisions, and development of grant projects, such as the Ohio Newspaper Project, an microfilming endeavor funded by the National Endowment for the Humanities, and the Ohio Labor History Project (1975-1984), a cooperative venture undertaken to identify, acquire, and process records of Ohio's workers and unions funded with federal and state grant support. The work of the project culminated in the publication of *No Strength Without Union*.

Drafts of the lands belonging to the Connecticut land
 company in the Connecticut Western Resurveying Exp
 the River Congress made in the year of Our Lord
 thousand seven hundred & sixty eight.

Proprietors Names	Balance standing	Amount of Acres				
1 st John & Daniel Adams	1,632					
Oliver Cleveland	1,983					
Joseph Hilditch	3,693.50	15,243			1	44
William & Williams	357					
Joseph Aswelland	1,755.50					
	2,053.2					
2 nd Samiel L ^o Andrews	1,400					
Gold & Hunter	961.50					
James & Williams Headworth	10,000					
Hub Stocking	3,205	10,301			10	6
Oliver Strudley	1,700	2,915			3	10
Samuel Wadsworth & Sons	1,500					
Charles Hall	175					
Isaiah Milles	405.77					
3 rd Caleb Atwater	13,702.25	12,899			1	2
		2,983			2	5
4 th	72,093.50	12,500			11	2
	1,000	2,790			1	12
	15,446.44					
5 th Stephen & Daniel Huntington						
for Mrs. Elizabeth Smith	10,000.00					
for Abner Hall						

*Drafts of land belonging to the
Connecticut Land Company in the
Connecticut Western Reserve, 1778-1808.
(Western Reserve Historical Society)*



Cleveland Public Library

*An Illustrated History of Ohio Workers,
1803–1980.*

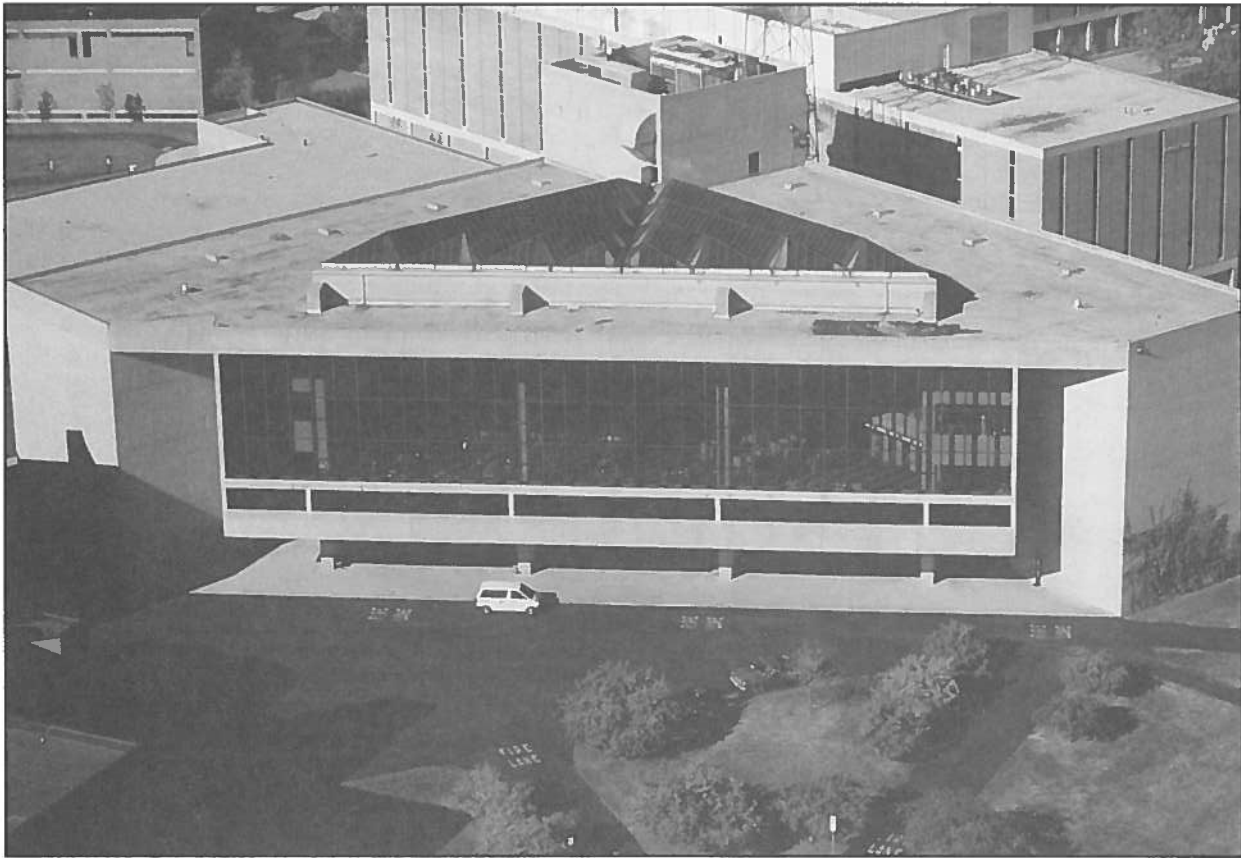
- Closely linked with ONAHRC is the Local Government Records Program. Field representatives of the Ohio Historical Society, working at the Network centers, aid local government agencies in establishing and administering comprehensive records management and archives programs. They assist in conducting inventories and provide the necessary appraisal criteria to identify historically important records. The field representatives also act as liaisons between local officials and network centers in determining the best plan for the preservation of government records. During the town meetings, it became apparent that the program has been a popular and particularly effective method of addressing Ohio's local needs. Participants frequently commended the aid and expertise they received from the government records specialists.
- The success of the Ohio-based OCLC exemplifies the cooperation possible among libraries in the state. Through its Regional OCLC Networks Directors Advisory Committee (RONDAC), it has undertaken a preservation survey and planning initiative of libraries in the regions served by RONDAC members. OCLC is also the parent

organization of Preservation Resources, a leading preservation microfilmer in the United States.

- The Society of Ohio Archivists (SOA), founded 1 July 1968, was one of the first formally organized state archival organizations in the country. SOA provides opportunities for the exchange of information and the improvement of professional competence among individuals employed in archives and manuscript repositories in the state. The society promotes the collection, preservation, and availability of manuscript and archival resources, and it encourages cooperation with professionals in related fields. Current membership numbers more than two hundred individuals and forty organizations.

A national survey identified four criteria essential to successful statewide preservation program development: a sufficient preservation knowledge base, a history of institutional cooperation, a lead organization ready to take the initiative, and access to the legislature.³ It is apparent that Ohio meets the first two criteria. It also has in the Ohio Historical Records Advisory Board, a

³ Carolyn Morrow, "History and current status of statewide preservation efforts," National Conference on the Development of Statewide Preservation Programs, 1989.



Paul Laurence Dunbar Library, Wright State University, Dayton

lead institution that can approach the legislature. Appointed by the governor, administered by the Ohio Historical Society and affiliated with the National Historical Publications and Records Commission (NHPRC), the board is dedicated to the principle that Ohio's historical documents are a priceless legacy for an understanding of our state and national cultures. In December 1993, the NHPRC awarded a grant to the board to develop and distribute the draft version of The Ohio 2003 Plan, the board's statement of priorities and preferred approaches for historical records programs in the state. The plan includes four goals and thirteen objectives, one of which is to implement the actions suggested in this document.

THE SUGGESTED ACTIONS

Action #1:

Establish a source of funds to be used specifically to address preservation needs of Ohio repositories.

An ongoing source of funds must be established that will be used to address the preservation needs of Ohio institutions. Without new revenues it will be difficult for Ohio repositories to maintain current levels of preservation activity or to initiate new projects. Kathleen List, Director of Beeghly Library at Ohio

Wesleyan University, emphasized the need for additional funding this way: "Well, if there is no funding, then we are just talking to ourselves once again." William Studer, Director of the Ohio State University Libraries agreed that new funding is important, and acknowledged that more effort must be expended in preservation activities.

The federal government, through agencies such as the National Endowment for the Humanities, can address only part of the problem. The state can be very effective if it develops programs to address the preservation needs of small to mid-sized institutions that play key roles in their local communities, but struggle just to maintain their current operations and have had little opportunity to engage in any preservation activity. Many of Ohio's larger institutions have established preservation programs and could help smaller organizations deal with preservation issues.

Other states have also been searching for solutions to statewide preservation problems. New York State supports a successful model program that distributes monies in three ways. First, eleven research libraries in the state receive funds on an annual basis. Each institution received approximately \$110,000 in 1993-94. Second, the program funds cooperative projects such as reformatting, map conservation, and environmental improvements. Third, the office offers competitive grants to fund preservation projects. These grants are made on the basis of

merit similar to the National Endowment for the Humanities/National Endowment for the Arts federal model. At this time, New York is the only state that has funded a program of this size and with this level of financial support.

Reallocation of existing funding will likely be necessary as an important demonstration of commitment. The most practical approach to securing monetary support would be a combination of new funding and a commitment to earmark or restrict some portion of current resources to preservation-oriented actions. Most important, the approach to funding should not be restricted to a single path.

Action #2:

Establish an office to plan, implement and coordinate a statewide preservation action agenda.

In the interviews and town meetings, Ohio library and archives professionals expressed a desire for a statewide preservation office. Professionals would also like the state to take a grass-roots approach in which groups coalesce around local or regional needs such as disaster avoidance and recovery planning, brittle books, environmental control and security, access to collections, and general preservation education training. The State

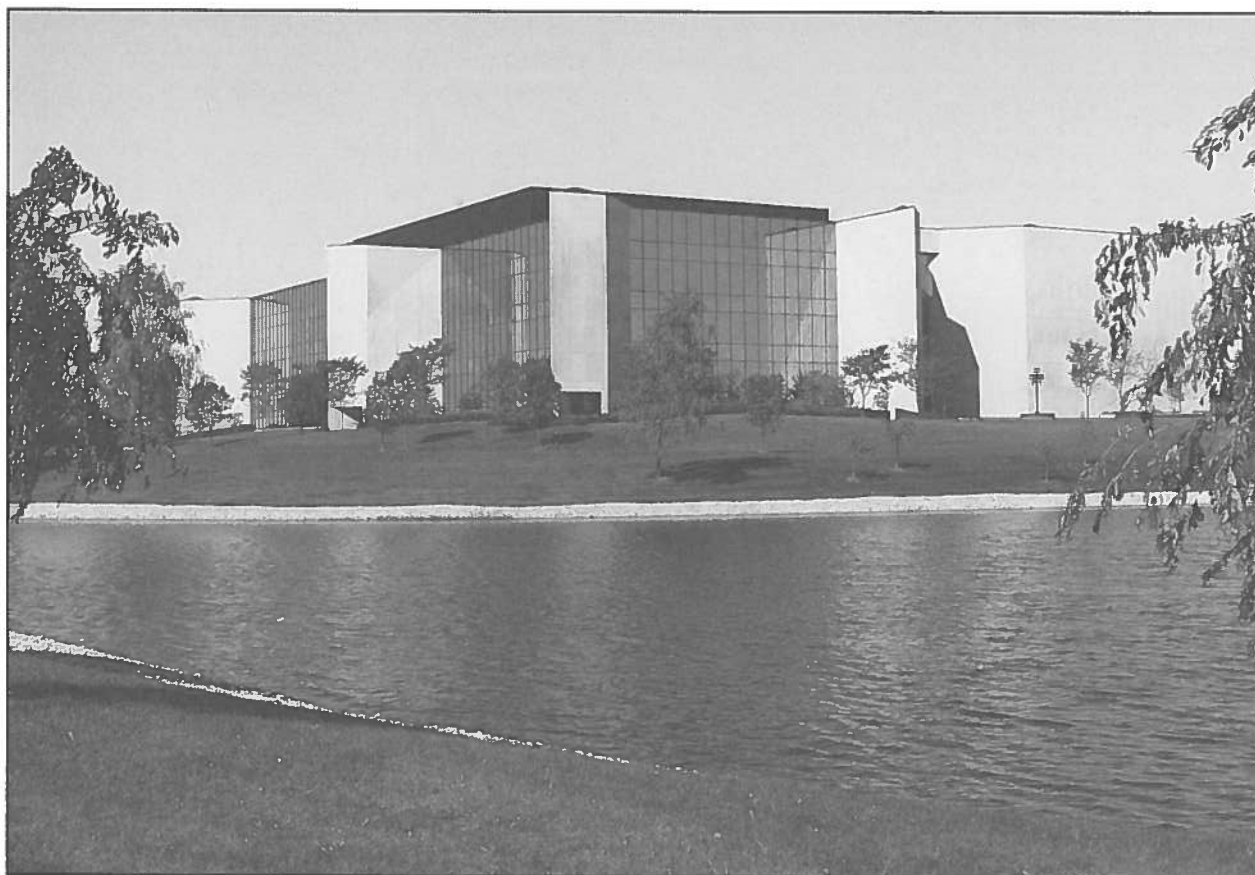
Library of Ohio, the Ohio Historical Society, and OHIONET are among potential sites for such an office.

Arnold Hirshon, University Librarian of Wright State University, described what he hopes this office can accomplish: "In terms of cooperative programs . . . a central office could do some of the grant writing for the state, identifying what the total needs are and then identifying funding sources." A statewide preservation office should also monitor the preservation activities currently taking place in Ohio, disseminate information, promote continuing education opportunities, and encourage collaborative activities. A critical goal of this office will be to insure that all institutions, whatever size or location, can participate in programs designed to help them care for their collections.

Action #3:

Identify collections contained in Ohio repositories that are of extreme importance and that raise preservation concerns.

Evaluating collections held in Ohio repositories to determine which require immediate attention because of their historical value or their high risk for damage or loss will help to determine preservation priorities. Eric Anderson, Director of Ohio Valley Area Libraries (OVAL), identified in his interview his top priority: "I think there are, in every one of my member collections . . .



OCLC (Online Computer Library Center), Dublin

unique things; there is only one library that holds this, there is only one library that's ever owned this. And, to me, those are the things that need to be preserved." As a logical first step, holding institutions should identify their most important collections.

Determining priorities for the state will be a difficult process. The Ohio Historical Records Advisory Board, because it is an established, continuing entity with members representing the Ohio Historical Society, the State Library, university archives and libraries, as well as small libraries and historical societies, will oversee the identification process. The statewide preservation office, once established, will reevaluate priorities regularly.

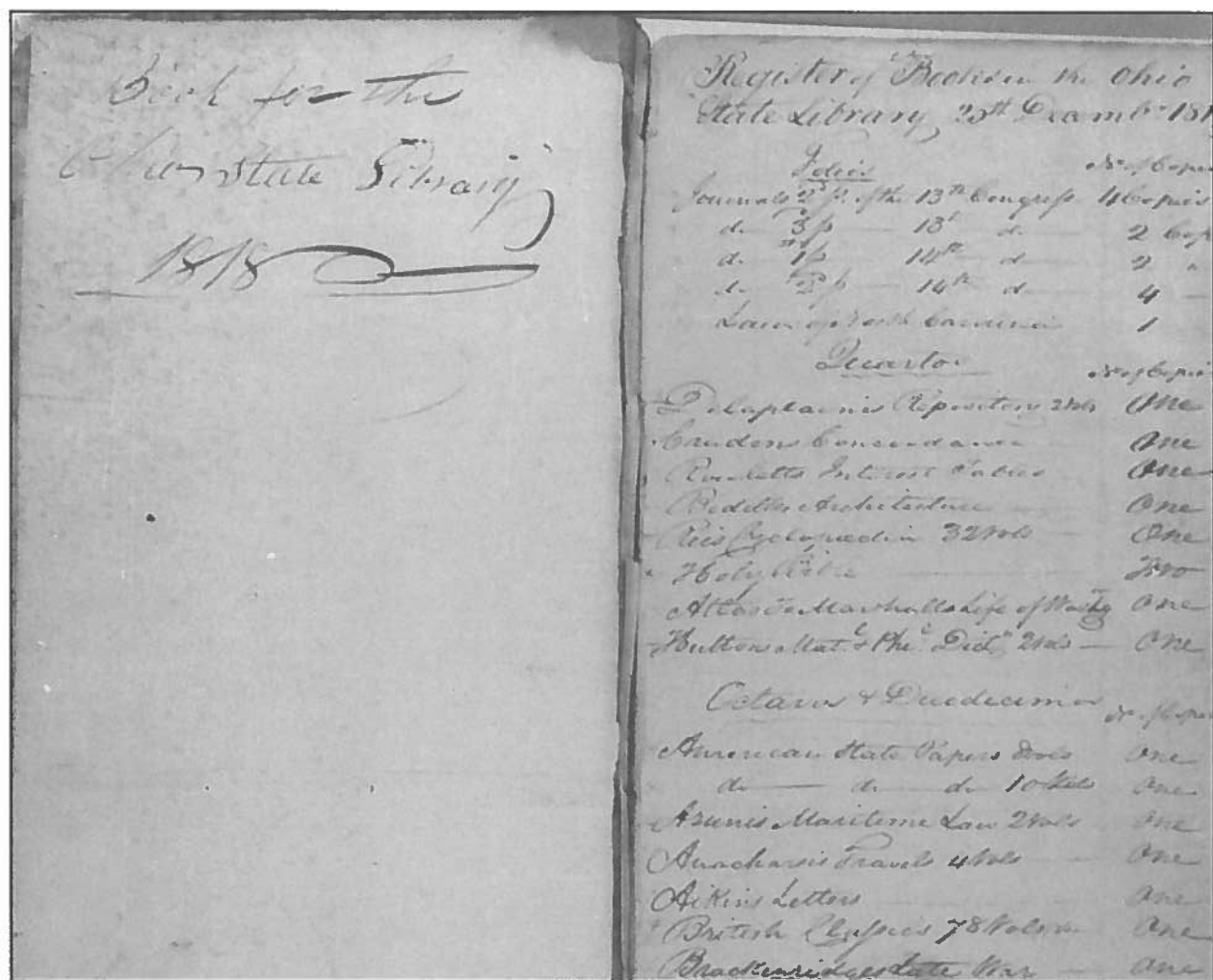
Massachusetts is involved in similar work. As part of its preservation action agenda the Commonwealth of Massachusetts Board of Library Commissioners developed three questionnaires to identify critical collections, assess the buildings that house the collections, and determine the preservation needs of each collection. At the time of this report, these questionnaires have not yet been used, but Ohio would benefit from sharing the experiences of Massachusetts as it carries out its preservation agenda.

Action #4:

Create and maintain a directory of the technical skills, services, personnel resources, physical structures, and technologies available for proper care of collections in Ohio. Based on this data, identify areas where new resources are required to implement this agenda.

Town meeting participants identified a pressing need guidance about preservation concerns. As Ray Schuck, Director of the Allen County Historical Society, suggested, the statewide preservation office could be "very useful in providing guidelines especially to smaller historical societies, so that they have a sense of direction on knowing what to preserve, how to preserve it, and where they can go to get something preserved."

A comprehensive directory of preservation resources will be useful not only as a reference guide, but also as a measure of strengths and weaknesses. This information will help the preservation office determine priorities and devise cooperative projects. Distributing the directory in print and through electronic communications (such as the Internet) will greatly enhance local preservation efforts.



Register of Books in the Ohio State Library, 25 December 1817 (State Library of Ohio)

The Ohio Historical Records Advisory Board will begin this task, and should accomplish it in cooperation with preservation constituencies in Ohio. Once the statewide preservation office is established, it will assume responsibility for developing and maintaining the directory.

Action #5:

Identify specific preservation management issues that the boards of directors, executive directors, and staff of Ohio repositories would like the statewide preservation office to address.

To understand the full scope of preservation needs in Ohio, the office must remain aware of the preservation management challenges that face the boards of directors, executive directors, and staff of Ohio repositories. Some challenges are unique to particular institutions, but others, such as securing adequate funding, making the best use of available resources, and keeping pace with technology pose problems to all Ohio repositories. A mechanism, such as a meeting or position papers, should be developed to reach a consensus among administrators of Ohio libraries, archives, and repositories about which common preservation challenges could be alleviated through cooperative action.

Action #6:

Alert the public, foundations, and lawmakers to the preservation needs of Ohio repositories.

The preceding three actions will result in a clearly-defined picture of the preservation needs of Ohio repositories that can be presented to the public, foundations, and state lawmakers. Because they will influence the amount of funding made available to support this action agenda, these critical constituencies must be informed about the preservation needs of Ohio libraries, archives, and historical societies. This step is usually the first priority of any preservation plan. While not the first step in this report, it remains a key ingredient in this action agenda.

The Honorable Senator Richard H. Finan remarked on the importance of informing the legislature about documentary preservation needs: "I think that it's easier to sell preservation of a building than it is of a book to the public and to spend money on it. But I think the two go hand-in-hand. I think more people today are interested in their own family history, their own background, and therefore they are more interested in documents and books that produce a historical picture." The statewide preservation office must capitalize on the public's growing interest in family history, and also the interest generated by Ohio's bicentennial of statehood in 2003 to increase support for documentary preservation activities.

Action #7:

Support and build on Ohio's previous and current cooperative preservation activities.

Ohio has much experience with cooperative preservation efforts, some of which were more successful than other historical societies. The statewide preservation office will call on these groups to participate in new cooperative projects and to reach out to those repositories with less preservation experience and more limited resources.

Action #8:

Implement cooperative preservation projects that will serve as models and be used as tools to accomplish the goals of the preservation action agenda for Ohio.

The library and archives administrators interviewed agreed that the statewide preservation office should develop models of cooperative preservation projects. Kermit Pike, a founder of the Society of Ohio Archivists and the Ohio Network of American History Research Centers, and current Library Director for the Western Reserve Historical Society, suggested that the statewide preservation office should implement projects that address identified priorities. Alan Hall, Director of the Public Library of Steubenville and Jefferson County, would like a model project to help libraries preserve audiovisual materials, especially color photographs and video tapes. Tess Midkiff, Director of the Shawnee State University Library, expressed enthusiastic interest in statewide training sessions to make sure "that we and our staff . . . are mending and binding and doing these things properly."

The statewide preservation office should explore the most effective means of cooperation and study examples of successful cooperative programs such as OCLC and OHIONET. In some state models, local institutions must participate in specific programmatic activities to obtain preservation support. This requirement can benefit the host institutions by expanding the impact and direction of their programs beyond the traditional offerings of workshops and training seminars. A portion of the funding recommended in Action #1 might be applied to this aim. It could be divided among lead institutions with specific expectations of use toward the development of program activities.

Action #9:

Establish a process to anticipate and meet future preservation needs of Ohio repositories.

Preservation activities must continue as long as new records are being created and older records remain at risk. The statewide preservation office must anticipate the future needs of Ohio institutions, especially the ways in which the much discussed "information super-highway," the "electronic library," and the "virtual library" will transform the traditional repository of paper-based material. The statewide preservation office can help repositories make informed decisions about how to preserve information in electronic formats and

how to use these technologies to address Ohio's preservation problems.

In his essay, "Implications of Electronic Formats for Preservation Administrators," published by the Commission on Preservation and Access in 1993, Peter Jermann suggests that the solution to the problem of how to preserve information in electronic formats is "awareness of and support for standards that define the meaning of digital information. We need to know who creates standards and how we can influence their development." The statewide preservation office must follow technological developments, participate in the creation of standards, and work with others to ensure long-term access to electronic records.

Michael Butler, Executive Director of OHIONET, believes that the electronic library will create a new preservation problem:

What happens to the physical document? Do we lose sight of that and potentially just let it deteriorate based on the fact that we have the actual material in some type of photographic equipment? I think it would be a travesty, if that happened. So I think the larger question is that as we develop the technology, how do we protect the physical document?

Libraries, archives and historical societies must spend the majority of resources to meet the needs of their current users. A statewide preservation office will pro-

vide a vehicle to envision the future preservation needs of many institutions. As Ohio repositories experiment with new methods of access and preservation, the preservation office can help to share information learned through experience throughout the state. These developments represent an opportunity for communication and cooperation between Ohio repositories on a greater scale than ever before possible, and the statewide preservation office can provide needed leadership and coordination.

CONCLUSION

Ohio will benefit from the implementation of these suggested actions in many ways. The establishment of a statewide preservation office ensures that the preservation needs of all Ohio repositories will be addressed on a continuing basis and in a coordinated manner. The office will listen to the needs of local institutions, evaluate areas of strength and weakness, inform the public and lawmakers of problems and possible solutions, and develop programs to use existing and newly acquired resources. It will also keep pace with technological progress to ensure that Ohio repositories merge smoothly onto the "information superhighway" of the future. While it is not easy to outwit time, neither is it impossible. *To Outwit Time* is the first step in a continuing effort to address Ohio's preservation needs on a statewide basis.

A TIMELINE OF PRESERVATION ACTIVITY IN OHIO

- 1970** The Ohio Historical Society planned its Conservation Lab and established the Ohio Network of American History Research Centers.
- 1973–78** The Ohio Historical Society operated the Ohio Conservation Consortium.
- Case Western Reserve University received a LSCA Title III grant from the State Library of Ohio to produce *An Appraisal of the Need for Conservation Facilities and Services By Ohio Libraries* with Walter Brahm as project director.
- 1979** The University of Cincinnati established a Preservation Department.
- The Cincinnati Historical Society established an in-house preservation microfilming operation.
- 1981** Bowling Green State University established a Paper and Microfilm Preservation Laboratory.
- 1981–82** Walter Brahm of the Ohio Library Foundation received funding from the National Endowment for the Humanities to undertake *A Regional Study for Materials Conservation in Indiana, Kentucky, Michigan, Ohio, Pennsylvania, West Virginia*.
- The Ohio Conservation Committee formed (later became the Ohio Preservation Council).
- 1984** The State Library of Ohio with LSCA funding established the Ohio Cooperative Conservation Information Office (OCCIO).
- The Ohio State University established a Preservation Office.
- The Cincinnati Historical Society established a Preservation Division.
- 1988–89** Ohio University established a Preservation Department.
- The State Library established a Preservation Office.
- 1991** The State Library of Ohio directed federal funds to a joint research project with the Ohio State University Libraries and OCLC to survey at-risk books in Ohio collections. The State Library also provided federal grant funding to the Dayton and Montgomery County Public Library to preserve rare and valuable materials.
- 1993** The State Library of Ohio and the Ohio Historical Society submitted a received a grant from the National Endowment for the Humanities to develop a preservation action agenda for Ohio.
- The Ohio Historical Records Advisory board received a grant from the NHPRC to develop the draft version of *The Ohio 2003 Plan*.
- 1995** The State Library and the Ohio Preservation Council published *Managing Preservation: A Guidebook*.
- The Ohio Historical Records Advisory Board, the Ohio Historical Society and the State Library of Ohio publish *The Ohio 2003 Plan and To Outwit Time: Preserving Materials in Ohio's Libraries and Archives*.

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