

OHRAB Interim Report, August 2017

The Dawes Arboretum

Project Director: Sarah M. Aisenbrey, Archivist

Project: The Dawes Arboretum Journal Scanning Project

Project Summary

The Dawes Arboretum received \$860 from OHRAB to digitize and make available to the public the journals of Arboretum co-founder Bertie Dawes. These journals are historically significant to the local community and to The Dawes Arboretum; digitization will ensure their accessibility to all interested patrons and staff.

Progress

Originally, we set out to digitize 32 of Bertie's journals, which we estimated would take until November 2017. With the dedicated assistance of a full-time intern, we scanned 49 journals, the equivalent of 2,958 pages, from May to July. The quick turnaround is due to several factors including:

- The ScanSnap scanner was user-friendly and had a relatively small learning curve; our intern was also experienced with scanning historic documents.
- Instead of spreading scanning out over the entire grant period, our intern preferred to complete the scanning in one time period, which enabled her to maintain a consistent and efficient workflow.

As we are now ahead of schedule, we have partnered with the Columbus Library in their digitization effort called MyHistory. This will take place at no cost to The Arboretum and will enable us to make all the journals available online in a dedicated website to The Arboretum's digital collections rather than our original plan to have a few blog posts dedicated to the project on The Arboretum's social media. We will be uploading all journals and associated metadata to The Arboretum's MyHistory website with ContentDM software by the end of the grant period in December. The Arboretum's website can be found here: <http://cdm16802.contentdm.oclc.org/cdm/landingpage/collection/p16802coll44>.

The project is on track and set to be completed by December 31.

Expenses

We received \$860 for the ScanSnap SV600 scanner, which we purchased as planned. From the time we submitted the grant proposal to the time we purchased the scanner, the price reduced from \$860.00 to \$769.99. This allowed us to maximize the impact of the grant funding by purchasing a scanning pad for \$40.45 and archival boxes for several journals with specific preservation needs for \$49.56.

Staff Time

The Archivist spent between 2 and 4 hours per week during this first half of the project; our intern (whose salary was used for matching in the grant budget) spent close to 30 hours per week for 7 weeks. The Archivist will be switching to 20 hours a week on this project after our intern completes her hours in mid-August.

Publicity

The MyHistory website, a short update on the project in the upcoming Society of Ohio Archivists Newsletter *Ohio Archivist* (Fall 2017) and an upcoming article in The Arboretum's member newsletter *The Nutshell* (Winter 2017/2018) are the project's current forms of publicity.