

Ohio Historic Record Advisory Board - Historical Records Grant 2017

Preservation, Organization and Storage of Historic Newspapers of Portsmouth, OH

**Clark Memorial Library
Shawnee State University
940 Second Street Portsmouth, OH 45662**

Interim Report – August 31st, 2017

Clark Memorial Library was awarded \$4,000.00 to purchase archival boxes/supplies for the historic Portsmouth Daily Times newspapers. In addition, Clark Memorial Library pledged to provide the \$4,000.00 match for this project. The Portsmouth Daily Times donated bound volumes of the newspaper dating back to the mid 1950s to Shawnee State University. This was in recognition of Professor Andrew Feight's work focusing on the history of Portsmouth and the lower Scioto Valley. Dr. Feight serves as a partner with the library to actively preserve the Portsmouth Daily Times volumes.

The library initially purchased 144 archival boxes on June 6th, 2017 from the vendor Demco. We expended \$3,977.48 of the grant funds with the initial order. We received these boxes at the end of August. The delay in shipping was unexpected, but was likely due to the large quantity purchased. On August 28th we placed another order for 115 archival boxes and 256 desiccant packets using funds from library's budget as a match for the grant. We anticipate delivery of this shipment mid-September, but realize this may be delayed.

Library staff cleared a room in the library to serve as a workroom for this project. The room houses the boxes and work tables. We plan to move volumes of the newspaper from storage to the workroom next week. In addition, we will move the volumes that are stored in Dr. Feight's office at the same time. We will unbind the volumes prior to placing them in the archival boxes. This work

will be completed by student employees and will be trained by Suzanne Johnson-Varney, Dr. Andrew Feight, and Janet Stewart. Each box will hold one or two volumes of the newspaper, a desiccant packet, and will be labelled. This will facilitate identifying volumes for a later digitization project.

We experienced considerable delays at the front end of the grant. The university initiated a new purchasing system which resulted in a delay in placing the first order for the archival boxes. These were ordered in late June and shipment was delayed until late August. But, we expect the project to move forward since the archival boxes have arrived and we have access to a dedicated work space. In addition, we have student employees that are eager to work on this project. Staff time to date has been dedicated to working with the campus business office to receive the grant award and establish an account for grant expenditures; selecting and ordering the archival supplies; and establishing the work space. In addition, training of student employees will commence after the Labor Day holiday.

We plan to create a display of photographs documenting this work. We also plan to photograph pages that are deemed significant or interesting to include in the display. It is our hope that this will generate additional community interest in supporting this project from preservation to digitization and access.