

OHRAB Interim Progress Report

“Digitizing and Sharing Rare Cincinnati-based Historical Resources”

August 14, 2017

Institution: Sisters of Charity of Cincinnati Archives

Project Director:

Veronica Buchanan, Archivist

5900 Delhi Rd.

Mount Saint Joseph, OH 45051

Phone: 513-347-5348

E-mail: veronica.buchanan@srcharitycinti.org

Project Summary:

Since receiving the grant funding in April, we worked quickly with A & L Imaging to discuss a workflow for the project and reiterate scanning requirements. Late in April, the newsletters and patient ledger were relayed to A & L for scanning. When the scans were received the following month, I compared each page to the originals and worked with our project coordinator to fix any errors that arose in the process (i.e. pages out of order, some pages missing from the scanning set, etc.). With over 1700 images scanned for this project, the quality control portion of the project took a bit more time than originally anticipated. This phase also revealed that we did not have a complete set of *Veritas* newsletters, there were two issues that were duplicated in the set, which provided a complete count upon a cursory examination of the bound volumes. Closer examination revealed these errors and the discovery that one issue was missing entirely, which was unearthed in the only other existing collection at the Harvard Library. Although their collection consists of less than a quarter of the complete run, it did include Volume One Issue Nine from October 1926; a note of the location of this extant issue is included for the previous and following digitized issues of *Veritas* in the description field in Ohio Memory.

Once the scans were verified in late June, I contacted the team at Ohio Memory to begin the process for creating a subscription to Ohio Memory and schedule the necessary training to utilize their contentDM-based system. I was also able to send the scans on an external hard drive to one of the team members, who coordinated all of the uploading into contentDM and provided a basic structural outline for the collection. All of the newsletters were processed through a robust OCR program, resulting in over 80% accuracy in the full text fields, which are keyword searchable. Once I completed the training on July 17th, I was able to finalize the required metadata fields for the collection by the following week. This project has resulted in the creation of 71 item records in Ohio Memory.

Two other major accomplishments that have taken place in this time period were the processing for and creation of an EAD finding aid for the Good Samaritan Hospital collection. Over 35 boxes were addressed in this phase of the project, resulting in nine separate series and over ten pages of metadata. In this time-frame, the EAD for the Santa Maria Institute Collection was also completed. Permanent links to both EADs are included in the respective item records in Ohio Memory.

• **Estimated percentage of project completed:**

I estimate that we are over 85% complete with this project; we are on track with the tasks outlined in the narrative for the project, all of the newsletters and the patient ledger have been scanned and uploaded to Ohio Memory with thorough metadata and links to the respective archival collection's finding aids in OhioLINK.

The last phase will be solely devoted to raising awareness of the new digital content through our community's publications and social media outlets as well as two Ohio History Connection blog posts. Usage statistics generated from Ohio Memory will allow us to gauge the overall success of the project along with some insights as to the regions and subjects that seem to generate the most traffic. This data will be analyzed and presented to our Leadership team to review the possibility of pursuing future digitization grants and/or projects.

• **Summary of expenses**

- Scanning 1732 Total Images from A & L Imaging	\$1912.37
---	-----------

Subtotal	\$1912.37
----------	------------------

Purchased with matching funds:

- Annual Subscription to Ohio Memory	\$250
--------------------------------------	-------

Subtotal	\$250
----------	--------------

Total	<u>\$2162.37</u>
-------	-------------------------

• **Amount of staff time spent on the project (matching funds)**

15% of archivist's time	\$2622.24
-------------------------	-----------

• **Is the project on track to be completed by December 31st?**

Yes, the blog articles will be posted in the Fall and we are currently working with our Communications team to coordinate announcements for the project on Facebook, Instagram, Twitter, as well as in our newsletter *Intercom*.

• **Has there been any publicity on the project so far?**

Acknowledgement of the OHRAB grant has been included in all 71 item records that were created for this project in Ohio Memory. The final phase of this project will focus solely on publicizing the project primarily online through social media. The results of this phase will be included in the final report.