

OHRAB Interim Report for the Peace Resource Center at Wilmington College (08/15/17)

1. Estimated percentage of project completed and number of images scanned or collections or cubic feet processed, etc.

Thus far we have completed 30% total of the project, including archival supply procurement, environmental monitoring, UV film installation, processing workflow. We have begun to process according to the workflow, but this is taking place in stages according to the following workflow:

- a. -Search for Correct Content
- b. -Contents in Correct Order
- c. -Staples/Other Clips Removed (and replaced with clip over paper strip.)
- d. -Plastic/Wire Bindings Removed
- e. -Newspaper Clippings Copied and Thrown
- f. -Oversized Materials Thrown

For example, Cabinet 1 (of 6 total cabinets), Drawer 1 is 66% complete: we have completed steps a., b., c., and d. but steps e. and f. still remain. Cabinet 1, Drawer 2-4 are 16% complete in that all staples/rusted and plastic paper clips have been removed and replaced. We have not yet begun processing the remaining cabinets.

2. Summary of expenses (have all of the supplies been ordered and arrived, has the software been ordered, etc.).

- Archival Supplies: \$1,376.43 from grant funds. We purchased 95% of our archival supplies according to the revised budget (please see attached revised budget.) In addition, given the age of our windows and intricacy of the installation work we chose to work with a UV film vendor (Solar Technology) for UV film installation. Based upon our environmental monitoring results, we increased the area of coverage from the archives area, to our reading rooms and rare books collections. We made up for the cost of this expanded installation with funds from the PRC's gift fund account.
- UV Film Installation: Total Cost: 1,171.53. 479.12 paid from grant funds. 692.41 paid from PRC gift account (matching funds).

3. Amount of staff and volunteer time spent on the project (include both grant funded time and matching time)

- Project Director (Tanya Maus): 50/300 grant hours=\$450.00 (16% of matching funds budget used)
- Archive Expertise (Victoria Chadborne): 80 volunteer hours @21.4=1712 in matching funds + first stipend payment of 500.00 from grant funds (39 hours worked.)
- Archive Intern (Ellyse Herr): 125 hours@8.5/hr=1062.5 in matching funds.

4. Is the project on track to be completed by December 31st? If not, what were the delays and what is the estimated end date?

We are not currently on track to completion. Several factors have contributed to delays.

- a. We received the OHRAB grant check on or around 5/1/17 and it was deposited into our account on 5/5/17.

- b. From mid-May through the end of June, our archives expert took a leave of absence for health reasons which meant that workflow took longer to create. In the interim, our archive intern worked to remove staples, clips, and chronologically order all documents in drawers 1-4 of cabinet 1.
- c. In August our archives expert encountered additional health concerns and we are without archives expertise during the month of August during their recovery.
- d. Wilmington College underwent a series of layoffs on 7/26/17 which led the Project Director to assume the administration of the Quaker Heritage Center at the college in addition to her duties as director of the Peace Resource Center.

We hope that with a clear workflow and the return of archives expert, our archives assistant, and an additional work study student this fall that we will be able to make up some of the lost time. Realistically, we estimate that processing will take until June 2018.

5. Has there been any publicity on the project so far? If so please include examples. Also, has there been any increased interest in the collections from researchers?

Upon receipt of the OHRAB award, Wilmington College Public Relations crafted a news release which was featured on our college website (<https://www.wilmington.edu/news/peace-resource-center-receives-grant-preserving-archives/>) as well as in the Wilmington News Journal on April 13, 2017. I have attached a copy of the newspaper article for your reference. During this time period, we have also created a thorough Collections Management Policy, which is in the final stages of formatting. The PRC released a new mission and vision in July which became the foundation of our Collections Scope in the CMP. We are rebuilding our Finding Aid as well. Additionally, we have joined AASLH's StEPs program to implement best practices throughout our organization. It is our hope to leverage the OHRAB grant alongside the new mission statement, the new Collections Management Policy, and Finding Aid to attract researchers to our archives through widespread publicity and outreach in October and November 2017.