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## Midpoint Progress Report for Grant Project for the Worthington Historical Society

### Ingesting Images and Content to the *Worthington Memory* Database

Megan M. Stypinski

This project involves uploading digital images of letters, receipts, ephemera, etc. accompanied by descriptive data from the Johnson-Sessions Family File archived at the Worthington Historical Society to the *Worthington Memory* database created and maintained by the Worthington Libraries. The Johnson Family was one of the early families of Worthington, Ohio. Orange Johnson and his family were very influential in the success of the city, and their reach went beyond Worthington to surrounding cities and towns. Mary, the daughter of Orange and Achsa Johnson, became a person of merit in her own right. She and her husband, Francis Sessions, were avid art collectors and worked to build up the art community in the Columbus, Ohio area. Their dedication resulted in the creation of the Columbus Museum of Art, and their personal collection of artwork served as the start of the museum's collection. The Johnson Sessions Collection was accessioned by the Worthington Historical Society in 2012. The papers range from personal correspondence that provides a glimpse of 19<sup>th</sup> century life—particularly daily life in Worthington, Ohio—to business receipts documenting the Johnson's involvement in the development of the Worthington area, to purchase orders for art and labor for the construction of a gallery that would grow into a prosperous art community for Ohio. The addition of these records to the *Worthington Memory* database will allow access to researchers both local and farther afield who wish to study life in early Worthington.

Since May, I have been going through the Johnson-Sessions Collection file and gathering information to upload to the *Worthington Memory* database. Each entry requires attaching an image of the document that can be viewed by the public as well as detailed information about the document such as a summary of the content, the creator, the recipient, and the date of creation. Additionally, each entry must have a PDF transcript to allow patrons a readable copy of each item which is particularly helpful with items that are written in cursive and/or have faded over time. This is where the majority of my time has been spent thus far. I have created approximately 12 new scrapbook entries to be published on the database through completion.

For approximately a month and a half, the Worthington Library's *Worthington Memory database* was experiencing some problems that made it impossible to continue creating scrapbook entries. This was not a result of anything related to the files used in this project. While I was unable to create scrapbook entries, I was able to create the transcription files for the documents that will eventually have scrapbook entries. This is a tedious but important process, as the transcriptions must retain the integrity of the original work as best as possible. For example, I started with the letters because they had already been transcribed and saved as a Word document by another volunteer at the Historical Society for the archive's own documentation purposes. My job is to copy and paste these transcriptions into the official *Worthington Memory* transcript document with proper headers and footers. I must record whether the document was handwritten or printed and whether it is in script. I

must describe any borders, seals, doodles, etc. on the papers. Also, if possible, I must try to keep the same format as the original with margins and spacing.

I have finished the transcripts for all of the letters as well as two report cards and some receipts. The database was fixed mid-July, and the Worthington Historical Society has been cleared to resume the ingestion process. I have created a new scrapbook item for a letter that was written in August 23, 1847 that will be featured on the Worthington Historical Society's Facebook page on August 23<sup>rd</sup>. The Facebook post will serve to direct viewers to the letter on the *Worthington Memory* database via the unique URL assigned during the ingestion process. It will also serve to share that this project is being made possible by the OHRAB grant.

I have dedicated 48 hours of time to the project so far. Some of that has been going back and editing previously created scrapbook entries to ensure that these items maintain a level of consistency with other *Worthington Memory* entries. Meredith Southard, the archival librarian for Worthington Libraries, is the point person for the *Worthington Memory* project. She has dedicated about 6 hours of her time training us on how to ingest different materials and create *Worthington Memory* transcripts, proofreading scrapbook entries, and publishing completed scrapbook entries.

As I go through the Johnson-Sessions Collection, I am determining which items fit the scope of the *Worthington Memory* Project. All of the letters from this collection will be uploaded because they provide historical reference into daily life in Worthington. Only a fraction of the receipts and purchase orders will be uploaded because of the repetitiveness of the content. Additional items such as ephemera will be uploaded on a case by case basis if time permits and it adds to the story of Worthington.