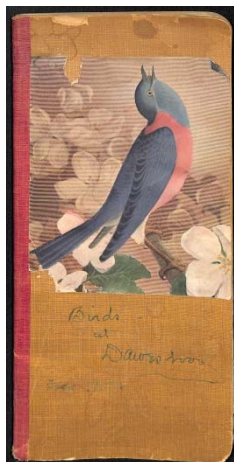


Institution/Organization Name: The Dawes Arboretum
Project Title: The Dawes Arboretum Journal Scanning Project
Project Director: Sarah Aisenbrey, Archivist
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Summary of Project Activities and Accomplishments

In late 2016, The Dawes Arboretum History Department began to prepare for the digitization of



**Bertie Dawes's
 Birdwatching
 Journal, ca. 1928**

its entire archival collection, which encompasses 197 cubic feet of manuscripts; diaries, journals, and scrapbooks; oversize items; ephemera; digital media; and negatives and slides (the photographs were already completed, giving a framework for file naming and organization for the rest of the project). The starting point of the archival digitization project would be to digitize Arboretum co-founder Bertie Dawes's journals. These range from 1892 to 1953 and include subjects integral to The Arboretum's history, as well as the local community.

Because The Arboretum did not have the correct equipment to efficiently and safely digitize these journals, the History Department applied for funding from OHRAB to purchase a book scanner, which was generously granted in March 2017.

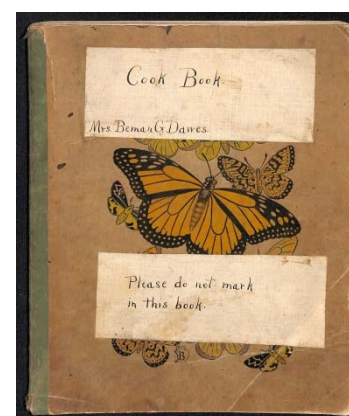
Upon receipt of the scanner and scanning pad in April 2017, the project followed the original plan set out in the application. The Archivist developed a project guide consisting of best digitization practices; a scanner usage guide; a quality control guide; and handling methods. In mid-May 2017, the History Intern, Tyler Osborne, started work on the project.

After training Tyler, it became apparent that the project timeline would speed up significantly. This is because Tyler decided to devote larger chunks of time towards scanning at the beginning of the project. Her workflow was extremely efficient, and she was able to scan 49 journals

instead of the originally planned 32. Tyler completed scanning the journals from mid-May to the end of July, which constituted this 40% of her internship.

The scanning process went as follows: First, the journal would be scanned with the book scanner. Second, The Arboretum's established file-naming system for digital objects would be used to name the files. Finally, the files would be converted into three different file types (JPEG and PDF for access and TIFF for an archival master), and stored on The Arboretum's server (JPEG and PDF only), in The Arboretum's cloud storage (JPEG only), and on a 1TB external hard drive (JPEG and TIFF only).

The physical scanning of the journals sometimes presented a challenge, as they were different shapes, sizes, and in different states of preservation. Tyler utilized archival weights or scalpels to hold down pages if necessary; she also utilized large books or cassette tapes to support the journals during scanning (archival book mounts were too large to fit under the scanner). Many of Bertie's journals included loose notes or newspaper articles, which were scanned in the order they were found between the journal pages and numbered accordingly.



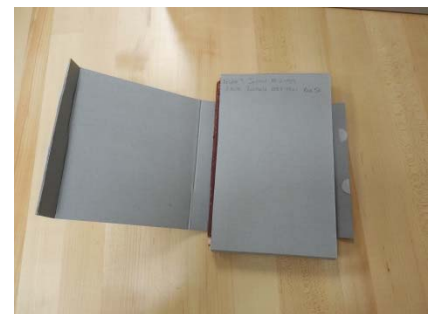
Bertie Dawes's Cookbook, ca. 1940

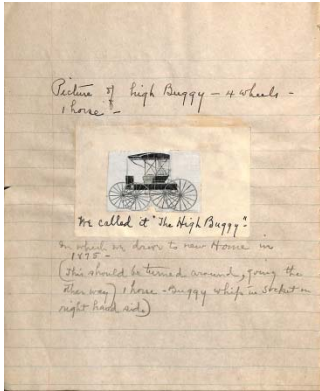
Several challenges presented themselves throughout this project. First, the paper quality became an issue for the scanner's ability to pick up the writing, especially if in pencil. If the paper was heavy and shiny, the scanner would have a harder time picking up the image. In the end, it was decided to photograph some of the journal pages with a digital camera to obtain clearer images. Second, decisions had to be made about Bertie's writing style. For example, she would write as far into the gutter of the journal as possible, making it extremely difficult to see the writing on the scan; the archival weights and scalpels were used in these instances. Finally, PageManager 9

was used to convert photos from JPEG to PDF and TIFF at the beginning of the project, which was very time-consuming; towards the end of the project an open-source editing software (FastStone Image Viewer) was utilized to make this process more streamlined and efficient. Originally, The Arboretum History Department was going to upload a non-encoded Finding Aid onto The Arboretum's website to provide access of the journals to staff, researchers and members of the public; however, this became unnecessary because The Arboretum partnered with the Columbus Metropolitan Library (CMH) to upload the images online. Early in the project, The Arboretum joined CMH's MyHistory website, which hosts local history collections from historical organizations throughout the Columbus metropolitan area. After scanning and quality checking, all journals were uploaded to the MyHistory site with their associated metadata. Access to the collection is provided here:

<http://cdm16802.contentdm.oclc.org/cdm/landingpage/collection/p16802coll44>. This partnership gave The Arboretum an easy way to publicize the collection and gave The History Department a platform to make future digital collections accessible.

During the project, The Archivist was also able to perform preservation work on five of the journals that had specific preservation needs. Five journals received custom archival boxes; see photos below.





Bertie Dawes's Journal on Her Horses, ca. 1930

Publicity for the collection included a mention in the “Institutional News” section of the Society of Ohio Archivists Fall 2017 issue of *The Ohio Archivist* (attached), and an article in the winter 2017 issue of *The Nutshell*, The Dawes Arboretum’s member newsletter that goes out to hundreds of members quarterly. Even these two publications have had an impact on the accessibility of the collection. After the mention in *The Ohio Archivist*, for example, the views on the MyHistory site went from 43 in August to 415 in

September.

All parts of this project added up to over 180 hours of Archivist time and 210 hours of intern time, which is the equivalent of 10 40-hour weeks.

Expenses and Cost Match

The Arboretum received \$860 from OHRAB for the ScanSnap SV600, which was purchased as planned. From the time the grant proposal was submitted to the time the scanner was purchased, 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 five of the journals with specific preservation needs for \$49.56 (invoices attached).

The cost match for this project was provided by Tyler’s internship hours. Her internship took place over 16 40-hour weeks at \$10 an hour; she utilized 40% of this time specifically on the grant project, which equals \$2,560.00 in cost match.