

# OHRAB Final Report

## *“Digitizing and Sharing Rare Cincinnati-based Historical Resources”*

January 5, 2018

**Institution:** Sisters of Charity of Cincinnati Archives

**Project Director:**

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### Summary of Project Activities and Accomplishments

This project has resulted in the creation of 1,707 grayscale images for the *Veritas* and *Santa Maria* newsletters and 25 color images of the St. John Hospital Civil War patient ledger excerpts, totaling 71 individual item records in Ohio Memory digital repository. Visual examples of the final product of this project for both the *Veritas* newsletter and St. John’s Hospital patient ledger can be viewed in Appendix B.

The landing page for the entire collection in Ohio Memory can be accessed in the link below:

<http://www.ohiomemory.org/cdm/landingpage/collection/p16007coll72>

A direct link to the Civil War ledger excerpts from St. John Hospital is available at the link below:

<http://www.ohiomemory.org/cdm/compoundobject/collection/p16007coll72/id/65/rec/2>

A tailored link to the entire collection of *Veritas* and *Santa Maria* newsletters in date order is provided below:

<http://www.ohiomemory.org/cdm/search/searchterm/santa%20maria%20newsletter/field/all/mode/all/conn/and/order/date>

Two other major accomplishments that have taken place in the span of the grant were the processing for and creation of an EAD finding aid for the [Good Samaritan Hospital collection](#), spanning the years 1852 to 2016. Over 35 linear feet were addressed in this phase of the project, resulting in 9 separate series and over 10 pages of metadata. In this time-frame, the EAD for the [Santa Maria Institute Collection](#) was also completed, spanning the years 1896 to 2016. Permanent links to both EADs have also been included in the respective item records in Ohio Memory. Conversely, links to the digitized content in Ohio Memory are included on the item level in the respective collection EADs. Through OhioLINK’s EAD creation tool and repository, the finding aids for both collections are available through nearly every major search engine, enhancing access to both the collection and the material that has been digitally preserved through this grant.

After examining the project narrative outlined in the original application, nearly every benchmark outlined was met in the time frame provided. The primary deviations stemmed from circumstances outside of the archivist's control. The review process for the scans received from A & L imaging took much longer than originally anticipated due to some issues in the way the TIFF images were formatted and ordered in the respective issue set. All of the issues found were quickly resolved by Nick Taylor, the liaison designated for the project, and the archivist was ready to begin the training needed to upload the scans into the Ohio Memory digital repository by June.

This phase also revealed that the Sisters of Charity of Cincinnati archives 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.

In contrast, the uploading and metadata creation process for the records took much less time and effort than originally anticipated. The team from Ohio Memory handled the initial record creation as well as the uploading process into ContentDM. The only outstanding item that needed to be completed by the archivist was the furnishing of metadata for each of the 71 item records created. 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. This feature also reduced the need for an extensive set of controlled access headings to be supplemented into the record for 71 of the 72 records.

For the handwritten excerpts of the St. John's Hospital patient ledger, Sister Joyce Brehm, a faithful volunteer in the archives department, transcribed over 80% of the excerpts into a TXT document, which was included in the content note for the respective page. With the inclusion of antique medical jargon and abbreviations, the task took well over two weeks to complete. This effort provided the record with nearly the same keyword searchability as the typed *Veritas* and *Santa Maria* newsletters.

The additional metadata provided followed the guidelines outlined for connecting with Ohio Memory's existent search parameters, summarized the history of the respective institutions, included the abovementioned EAD links, and a statement to denote the funding of the project from the OHRAB grant.

The final phase of the project centered on promotion. The Sisters of Charity of Cincinnati Communications team were notified of the project and shared the links with Sisters and Associates late in the summer. Brochures for Ohio Memory were also distributed throughout the Motherhouse to acquaint Sisters with the digital platform and the types of records it contains beyond the Sisters of Charity of Cincinnati collection. On September 20<sup>th</sup>, a demonstration of how to access and search the collection was held for Sisters primarily volunteering in archives. For the Fall 2017 Newsletter of the national organization Archivists for Congregations of Women Religious (ACWR), a notice about the project was included in the ACWR News section (see Appendix C).

Finally, the last major deviation from the application project narrative was the blog-creation process. Originally, we had intended Associate Vicki Welsh and Sister Judith Metz to write articles on the Santa Maria Institute and the Sisters' service in the Civil War respectively. Late in the year, both were unable to contribute to the project for a variety of reasons, all outside of their control. In November, the archivist provided Ohio Memory with two blog articles that outlined the potential uses of the records while providing context on the respective institutions from which the material emanated. Due to the delays in the production of the blogs and existing commitments from other submissions for the Ohio Memory blog, one article was published on December 15<sup>th</sup> and the other will be published on January 26<sup>th</sup>, 2018. The first article on the *Veritas* and *Santa Maria* newsletter collection can be viewed in Appendix C.

In early January, Jillian Ramage, our primary contact for the Ohio Memory digital repository, provided a data set of statistics generated from the Sisters of Charity of Cincinnati collection since its inception in July. In that timeframe, we received over 800 page views for the collection, with 8 percent of the total views generated from unique user visits. The most visited individual item record in the collection was the St. John's Hospital Civil War Patient Ledger excerpts by a considerable margin.

In the final quarter of the year (October 1-December 31), analytics revealed referrals from the Ohio History blog as well as the EAD finding aids through OhioLINK for the respective collection, affirming the benefits of our supplemental efforts on this project. The analytics also demonstrated the breadth of interest in the collection nationally, with visitors noted from California, New Mexico, and New York.

Given that the project was primarily promoted internally within the Sisters of Charity of Cincinnati community, it's surprising to see a strong showing of unique users to the collection in the past six months. By increasing awareness of both the archives and the institutions represented in the digital collection and the ease of use generated by the digital preservation of these rare and valuable resources, both the archives department and the Leadership team agreed that this project was an overall success based on the goals we had collectively outlined. In the Fall of this year, conversations have formed with our sponsored ministry Mount Saint Joseph University to pursue a collaborative grant to digitize a portion of their archive as well as our collection on the College of Mount Saint Joseph, its earlier incarnation, in anticipation of the institution's centennial celebration in 2020. Therefore, we hope to use and expand the model outlined for this grant in future initiatives beginning in 2018.



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| Date     | Invoice # |
| 6/8/2017 | 21094     |

# Invoice

**REMIT PAYMENT TO:**  
 A&L Imaging  
 9933 Alliance Road  
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| Item                         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Qty       | Rate     | Amount     |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|------------|
| Imaging Flatbed              | PROJECT DETAILS:<br>- Documents to be scanned at A&L Office in Blue Ash, OH- Full service includes: document preparation, document imaging, image quality check, page crop & file indexing<br>- Single page TIFF images to be delivered<br>- Scan at 600dpi<br>- Delivery via discs & hard drive<br><br>Imaging of Santa Maria Institute Newsletters<br>-Grayscale, 8-bit scan<br>-via flatbed/bookeye scanner<br>-single-page imaging (one page = one image)<br>- File indexing uses a three (3) field<br>*"Volume_Date_Issue"<br>-1,707 Total Images<br><br>Imaging of St. John's Hospital patient ledger<br>-Full Color, 24-bit scan<br>-via flatbed/bookeye scanner<br>-single page imaging (one page = one image) | 1         | 1,852.62 | 1,852.62   |
| Imaging Flatbed              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 25        | 2.39     | 59.75      |
| Proof of Delivery Signature: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Subtotal  |          | \$1,912.37 |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Sales Tax |          | \$0.00     |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Total     |          | \$1,912.37 |

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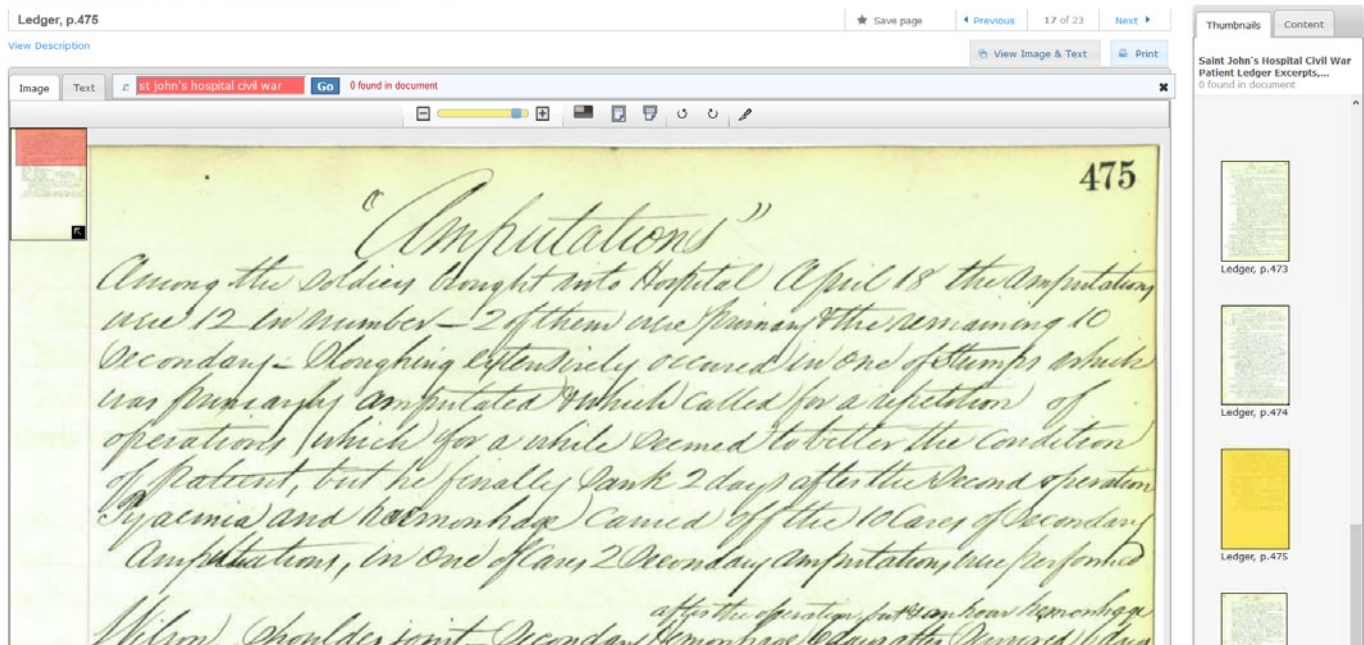
# APPENDIX B

1)



2)

## Saint John's Hospital Civil War Patient Ledger Excerpts, 1862



- 1) [Veritas newsletter \(October 1929\)](#)
- 2) [Saint John's Hospital Civil War Patient Ledger Excerpts, 1862](#)

# APPENDIX C

1)

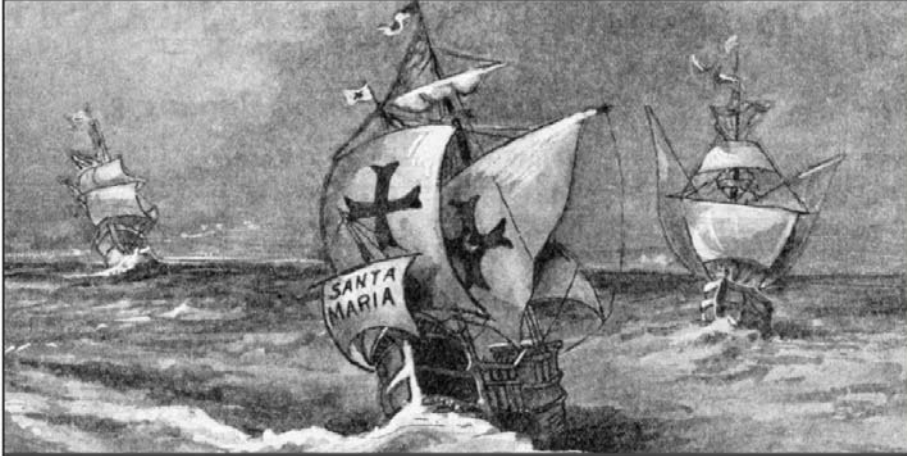


Search Ohio Memory

Restrict Search to:   Exclude full text sources

Sister Blandina and the Santa Maria Institute

August 22, 1897, "Sister," said Mother Mary Blanche, one day while several Sisters were standing around waiting an opportunity to consult her, "I have been wanting to ask you something for some time, and I'll do it now lest I forget it. I have been wondering if you ... [more](#)



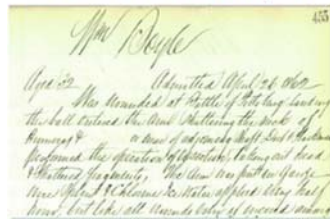
2)

## ACWR MEMBER NEWS

- ACWR Member Veronica Buchanan received a grant from the Ohio Records Advisory Board to digitize excerpts from a Civil War-era patient ledger and a collection of newsletters from the Santa Maria Institute, which document the ministerial works of Servant of God Sister Blandina Segale.

To view the collection, click [here](#).

Below: Description of a soldier treated at St. John's Hospital



- 1) [Ohio History Blog Article](#) on the *Veritas* and *Santa Maria* Newsletters (published December 15, 2017)
- 2) ACWR Newsletter excerpt (published November 2017 and circulated through the list-serve for the group)

## Project Cost

- **Summary of Expenses**

- Scanning 1732 Total Images from A & L Imaging (See Appendix A) \$1912.37

Subtotal **\$1912.37**

Purchased with matching funds:

- Annual Subscription to Ohio Memory \$250

Subtotal **\$250**

In-Kind Cost Match:

- Amount of staff time spent on the project

15% of archivist's time \$5244.48

Subtotal **\$5244.48**

**TOTAL: \$7406.85**