

The Brownhelm Historical Association has been making great headway with the processing of our genealogical collections. The first step we had to take was to simply locate and consolidate all the various genealogical material within our holdings. This material was then moved to a more suitable work space, sorted by family group, and further consolidated. The bulk of our progress so far has been in creating inventories for each family collection. This has served a two-fold purpose: to provide a more precise understanding of the types of documents and artifacts within the collection and to assess the supply needs for the collection. From this inventory, we were able to ascertain approximately how many archival folders, photograph sleeves, and other supplies we needed to purchase in order to properly rehouse the collection once the cataloging is complete.

We have also been busy setting up the equipment and programs we need to properly catalog this collection. We have purchased the laptop, scanner/copier, and PastPerfect software. All software has been installed and we are currently making sure PastPerfect is set up appropriately before we begin entering catalog information into the database. We have also purchased start up marking supplies for the physical cataloging of the items, as many of them lack being labeled with object numbers.

We have no doubt that we will have this project completed by the end of 2018. Our next steps are to sort each collection by item type or subject matter, physically mark items appropriately, then scan and document the artifacts into PastPerfect. Once we have our collections cataloged, we will develop finding aids for each collection which will then be shared on a new section of our Brownhelm Historical Association website.

One additional note - we are a host location for the Ohio History Connection's Open Doors event. We will be highlighting many of our genealogical collections at our Brownhelm Family Histories event on September 8th. We hope that by participating in this statewide event, it will help generate interest and advertise to local historians that we will be making these collections available for research thanks to the funding from this grant.

Thank you again, so much, for providing us the means and opportunity to process these collections. We are thrilled to be making progress on this project and are excited to finally provide access to interested parties and researchers.

Sincerely,

Kate Rivet  
Brownhelm Historical Association