

31 August 2018

Cleveland Metroparks Archives Slide Digitization Project
Ohio Historical Records Advisory Board Grant
Interim Project Report

Established in 1917, Cleveland Metroparks is a ring of park reservations and parkways in the greater Cleveland area containing over 23,000 acres in 18 reservations. Park employees and others have been recording the activities, places and people of Cleveland Metroparks with photographic images since the early days of its existence. From about 1990 through the early 2000s many of these images were captured as 35mm slides, a technology that is no longer useful for sharing images with employees and/or visitors.

Since January of 2018 four volunteers, under the supervision of Cleveland Metroparks Historian/Archivist, Judy MacKeigan, have been sorting, identifying and cataloguing slides in preparation for digitization. While an exact count is not available, approximately 20,000-40,000 slides have been accumulated by Cleveland Metroparks over the years. Many of these slides have been discarded as part of the process for the following reasons: general nature images, not specific to our parks or our mission, duplicate images, unclear and blurry images.

As of 30 August 2018, 4144 slides have been selected as candidates for digitization. These slides have been given unique identifying numbers and entered by hand onto custom designed forms that include the ID number, title of the slide, whether color or black and white, a brief description, location, time period, or exact date if noted, donor of slide, if applicable. These hand-written forms will be used to create the metadata for the digitized images as they are uploaded. A copy of this form is attached.

As of 30 August 2018, four volunteers have worked a combined total of 217.67 hours on this project.

Several vendors have been considered to process the digitization of the slides, but no decision has been made as to which vendor will ultimately be hired for the project.

Judy MacKeigan
Cleveland Metropark Historian/Archivist

