OHRAB Interim Progress Report

"Digitizing and Sharing Rare Cincinnati-based Historical Resources"

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Institution: Sisters of Charity of Cincinnati Archives

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Project Summary:

Since receiving the grant funding in April, we worked quickly with Scenesavers to discuss a workflow for the project and reiterate file format standards and video resolutions by film type. Late in April, films were relayed to Scenesavers for conversion. When the digitized master AVI and access MP4 copies were received the following month, I reviewed each film to insure that there wasn't any data loss or file corruption that occurred in the transfer. In this stage of the process, we found that one film was damaged beyond repair and the resulting file conversion was completely unusable. The access copies were then sent to Sister Joyce Brehm, our in-house digitization expert and long-time archives volunteer, who utilized video editing software to enhance the resolution and brightness of the films. Although many are significantly dark, this stage in the process helped to brighten up many of the significant scenes in each film. These edited access copies were then shown to a group of former Vincentian Sisters to insure that they would be appropriate to share publicly. All of the remaining 40 films were approved to share online.

Once the access copies were edited and approved in late May, I contacted the team at Ohio Memory to begin the process for creating records that would contain embedded players from Vimeo. They looked into the issue and began to establish a workflow for the project. In the interim, I met with our Communications team to coordinate the uploads to Vimeo. At this juncture, I found that the project was too substantial for the existing community account and would consume the remainder of their storage space. Therefore, I created a series of Vimeo accounts for the Sisters of Charity of Cincinnati archives and linked them together through channels, tags, and shared profile statements. The separated series would be collated into one cohesive collection in the Ohio Memory interface. Each video was uploaded with a bevy of metadata describing the history of the Vincentian Sisters of Charity, the significance of the specific film in question, and a statement formally acknowledging OHRAB's role in preserving the entire collection.

Once a workflow was established with Ohio Memory, each film was uploaded again into their system using the same title and description fields, adding appropriate LOC subject headings along with required fields outlining specific date, place, and file format information that feed into the multi-faceted search interface. A link to the Villa San Bernardo collection's OhioLINK EAD finding aid was also included with each film.

On July 26, a "film premiere" event was held at Mother Margaret Hall, the community's nursing home, offering both Sisters of Charity as well as former Vincentians the opportunity to see excerpts from the collection on a 70" flat screen. A handout was produced with screenshots denoting each clip that provided additional Sisters the opportunity to write about their memories or identifications of Sisters depicted in the respective clip.

• Estimated percentage of project completed:
I estimate that we are over 85% complete with this project; we are on track with the tasks outlined in the narrative for the project, all of the films have been converted and uploaded to both Vimeo and Ohio Memory with thorough metadata and links included in the item record.

The last phase will be solely devoted to raising awareness of the new digital content through our community's publications and social media outlets as well as an article in the upcoming ACWR Fall newsletter. Usage statistics generated from Ohio Memory will allow us to gauge the overall success of the project along with some insights as to the subjects or specific films that seem to generate the most traffic. This data will be analyzed and presented to our Leadership team to review the possibility of pursuing future digitization grants and/or projects.

• Summary of expenses
- Digitally converting 10 16 mm films and 31 8 mm films $1876

| | Subtotal | **$1876** |

Purchased with matching funds:
- Annual Subscription to Ohio Memory $250

| | Subtotal | **$250** |
| | Total | **$2126** |

• Amount of staff time spent on the project (matching funds)

15% of archivist's time $2622.24

Is the project on track to be completed by December 31st?
Yes, the ACWR article will be published in the Fall and we are currently working with our Communications team to coordinate announcements for the project on Facebook, Instagram, Twitter, as well as in our newsletter *Intercom*.

Has there been any publicity on the project so far?
Acknowledgement of the OHRAB grant has been included in all 41 item records that were created for this project in Ohio Memory. The final phase of this project will focus solely on publicizing the project primarily online through social media. The results of this phase will be included in the final report.