

30 January 2019

Cleveland Metroparks Archives Slide Digitization Project
Ohio Historical Records Advisory Board Grant
Final 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.

Between January and November of 2018 four volunteers, under the supervision of Cleveland Metroparks Historian/Archivist, Judy MacKeigan, sorted, identified and catalogued slides in preparation for digitization. These four volunteers donated a combined total of 308.08 hours (\$24.14/hour = \$7,437.05) to the project.

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 were 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. By the end of November, 5740 slides had been sorted, identified and packed to be shipped for digitization

Slides were 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, exact date if noted, approximate year if no date was available, and 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.

Several vendors were considered to process the digitization of the slides. Cleveland Metroparks, as a governmental agency must, by regulation, collect three bids for any expense over \$1000.00. We compared three companies and chose Memory Fortress in Duluth, Georgia to digitize the slides. They not only had the best price, but their location was one of the closest to our office, which gave some peace of mind when shipping these irreplaceable items to and from the digitization site. The services of Memory Fortress included cleaning and color correction of slides, creation of TIFs loaded onto a flash drive and return shipment of original slides. Invoice attached.

The sorted slides were shipped to Memory Fortress on 30 November 2018 and the digitization process was completed 25 January 2019.

Next steps

Beginning in March we will be partnering with Cleveland State University (CSU) and their Cleveland

Memory Project, under the direction of William Barrow, Head of Special Collections at the Michael Schwartz Library to host our digitized images on their website, <http://www.clevelandmemory.org>

This partnership with CSU will allow us to provide access to our digitized images for employees, scholars, and the public with a long-standing and successful platform, while retaining control and rights to our materials.

We will continue to sort, identify and digitize slides, albeit in smaller batches as we move towards complete digitization of our slide collection.

We appreciate the generosity of the Ohio Historical Records Advisory Board in providing the \$2,000 grant which helped to get this project off and running. We also received \$7,500.00 in matching funds from two local foundations which will allow the project to continue to preserve and present our past as a part of the larger history of Ohio.

Judy MacKeigan
Cleveland Metropark Historian/Archivist

**Ohio Historical Records Advisory Board
National Historical Records & Publications (NHPRC)
State and National Archival Partnership (SNAP) Grants Regrant Program**

Salaries and Wages	Grant Funds	Matching Funds	Total
Volunteers (308.08 hours x \$24.14/hour)		\$7,437.05	\$7,437.05
			\$0.00
			\$0.00
			\$0.00
Subtotals: Salaries and Wages	\$0.00	\$7,437.05	\$7,437.05
Supplies	Grant Funds	Matching Funds	Total
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Subtotals: Supplies	\$0.00	\$0.00	\$0.00
Equipment	Grant Funds	Matching Funds	Total
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Subtotals: Equipments	\$0.00	\$0.00	\$0.00
Contracted Services	Grant Funds	Matching Funds	Total
Slide digitization	\$2,000.00	\$146.81	\$2,146.81
			\$0.00
			\$0.00
			\$0.00
Subtotals: Contracted Services	\$2,000.00	\$146.81	\$2,146.81
Other Eligible Expenses	Grant Funds	Matching Funds	Total
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Subtotals: Other Eligible Expenses	\$0.00	\$0.00	\$0.00
Summary Budget	Grant Funds	Matching Funds	Total
<i>Salaries and Wages</i>	\$0.00	\$7,437.05	\$7,437.05
<i>Supplies</i>	\$0.00	\$0.00	\$0.00
<i>Equipment</i>	\$0.00	\$0.00	\$0.00
<i>Contracted Services</i>	\$2,000.00	\$146.81	\$2,146.81
<i>Other Eligible Expenses</i>	\$0.00	\$0.00	\$0.00
Total Project Budget	\$2,000.00	\$7,583.86	\$9,583.86

Yes No

If you do not receive full funding, will you accept partial funding and still complete the project as outlined in the application?

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