OHRAB Interim Progress Report

"Digitizing Rare Published Resources from the

College of Mount St. Joseph and the Good Samaritan Hospital School of Nursing"

August 19, 2019

Institution: Sisters of Charity of Cincinnati Archives

Project Director:
Veronica Buchanan, Archivist
5900 Delhi Rd.
Mount Saint Joseph, OH 45051
Phone: 513-347-5348
E-mail: veronica.buchanan@srcharitycinti.org

Project Summary:

This grant project began with researching and sourcing the Epson Fastfoto scanner. Despite getting a quote from our Staples account manager just two months prior to the start of the grant, we quickly found that Staples would not honor the quoted price and could not even source the exact model we had specified because they were out of stock. After many calls back and forth with Staples, we were able to secure the newest model Fastfoto scanner (680W) for $461.99; the cost difference was absorbed by the SC archives budget.

Once the scanner was installed on our student / archives volunteer computer terminal in late April, we quickly began answering photo-based research requests much more quickly and efficiently. The automation of the process greatly increased the quality of the scans we can provide to researchers and scholars as well as to Sisters and Associates. The greatest examples of digital projects completed by our DePaul Cristo Rey High School work study students utilizing the scanner are now available to view through Ohio Memory. They include photographs of graduates from the Mount St. Joseph Academy and an extensive set of images for the groundbreaking, construction, and dedication of the Sister Jean Patrice Harrington Student Center at the College of Mount St. Joseph. With two students returning from DePaul in September, we anticipate scanning and uploading many more photographs from both the Academy and College.

Following the receipt of the grant, we worked quickly with A & L Imaging to discuss a workflow for the project and reiterate scanning requirements. Given our past experience, this portion of the process was a breeze, but, due to their previous commitments to other scanning projects for Mount St. Joseph University, the publications and newsletters were relayed to A & L in early June. When the scans were received the following month, each page was compared to the original and the project coordinator was apprised of any errors that arose in the process (i.e. blurred scans, pages out of order, etc.). With over 1900 images scanned for this project, the quality control portion of the project took a bit more time than originally anticipated. The final scanning process also revealed that there were an additional 173 pages included in the set (primarily in the yearbooks) that were not accounted for in the initial invoice. Due to this being an error in our initial page estimates, the SC archives budget paid the difference.

Once the scans were verified in late July, a workflow was established with our Ohio Memory collections coordinator, Kristen Newby. The scans were sent up to Columbus to be uploaded into the Ohio Memory system at that time. However, the organization placed a moratorium on creating new content in the system until Mid-August due to some system restructuring. So this caused yet another delay in the process. However, despite all these setbacks, 33 records were created in the Ohio Memory system for this project prior to the interim grant deadline.

• Estimated percentage of project completed:
Despite numerous delays and setbacks, 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 publications have been scanned and uploaded to Ohio Memory with thorough metadata and links to the respective archival collection's finding aids in OhioLINK. Our DePaul students were able to scan approximately 200 photographs from the Academy and College in May, all were uploaded to Ohio Memory with thorough collection records.

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 one Ohio History Connection blog post. Usage statistics generated from Ohio Memory will allow us to gauge the overall success of the project along with some insights as to the regions and subjects that seem to generate the most traffic.

• Summary of expenses
- Scanning 1732 Total Images from A & L Imaging	$1,868.26
- Purchase of the Epson FastFoto Scanner	$430.00
Subtotal	**$ 2,298.26**

Purchased with matching funds:
- Annual Subscription to Ohio Memory	$250
- Remainder of Scanning Cost	$188.57
- Remainder of Scanner Purchase	$31.99
Subtotal	**$470.56**

Total   **$ 2,768.82**

• 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 blog article will be posted 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 of the item records that were created for this project in Ohio Memory. The Academy graduate photograph collection was shared through the Delhi Historical Society's Facebook page in June, resulting in over 100 individual page views. 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.