OHRAB Interim Progress Report

"Digitizing the Microfilm Archive of the Sisters of Charity of Cincinnati"

October 5, 2020

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 actually began for us in March when the microfilm collection was delivered in person to the Crowley Company in Frederick Maryland, one week prior to the pandemic shutdown. This move was extremely providential as it prioritized our project for the Crowley team when employees were able to return in May, keeping us on the schedule we outlined in our project proposal.

Also remaining on schedule was the scanning review process, which was completed in June. As outlined in the procedure section of our grant application, every image on the microfiche cards were scanned at 300 DPI in grayscale and saved in the master TIFF file format for preservation. OCR was performed during the scanning process and keyword searchable PDFs were made for each microfiche card, which will serve as the access copy for the project. Each PDF formed utilized the typed heading included on nearly every single microfiche card in the collection. During this process, the Crowley Company issued us an amended invoice, bringing the cost down substantially. We had originally estimated the amount of total pages in the collection by measuring the depth of the sections in both drawers of the microfilm cabinet, providing us with an estimate around 240,000 pages. Some cards were not filled to the maximum of 60 pages and one drawer wasn't as filled as we had estimated. The total costs for the project are updated in the summary of expenses below.

During the bulk of the summer, the Ohio Memory team worked from home and were unable to upload any new content for collections. This extended closure has severely delayed our timeline to upload a portion of the collection. As of August, the team is back in the office, but are now experiencing issues with uploading the PDF access copies into their ContentDM-based system. They anticipate to have a solution to the issue in the coming weeks.

While that portion of the project was on hold, the bulk of the archivist's time on the project involved more thoroughly organizing and dating the PDF copies saved by title. In most cases, the microfiche card titles did not include dates or lacked specificity. For instance, most of the collection consisted of various meeting minutes, labeled "board minutes" or "council minutes" when they could be corporation board for sponsored ministries minutes or executive council minutes. For example, the organized executive council meeting minute set is comprised of 287 separate PDFs, all requiring the added executive council qualifier to the title as well as a date. Determining the date range required reviewing each PDF individually. This process continues with only one set remaining to be processed in this fashion.

Another discovery during this initial review yielded PDFs that contained separate file types. For example, correspondence regarding the construction of the Immaculate Conception Chapel at the Mount St. Joseph Motherhouse were housed on the same microfiche card as a portion of the necrology (a chronological listing of deceased members of the Community). At least 20 PDFs were identified with this issue and required review to determine the cut-off page as well as access to Adobe Acrobat to edit and save separate files. This portion of the project was completed in September. A list of the materials selected for inclusion on Ohio Memory and sample scans are provided in the appendix below given that we are unable to provide links at this time.

• Estimated percentage of project completed:
Despite numerous delays and setbacks, I estimate that we are nearly two-thirds complete with this project; we remained on track with the digitization and review portions of the process outlined in our proposal. However, we are still waiting to upload and finalize records in Ohio Memory. We do anticipate finishing that portion of the project by the end of November.

The remaining time of this project will focus primarily on bringing attention to the new digital content through internal and external publications and social media outlets including the ACWR (Archivists for Congregations of Women Religious) newsletter and Facebook page. The American Catholic History Association has launched a campaign to spotlight rare and unique collections through their Facebook page, including the *Santa Maria* newsletter collection digitized as a portion of our 2017 OHRAB grant; once our new Ohio Memory records are available, we will connect with the coordinator of the spotlight project to form a post about this collection. 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 114,013 Images from the Crowley Company $3,195.50

Subtotal   **$ 3,195.50**

Purchased with matching funds:
- Annual Subscription to Ohio Memory $250
- Remainder of Digitization Cost $3,655.09

Subtotal   **$3,905.09**

Total   **$ 6,850.59*[1]**

• 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, we remain on track to complete this project on time and as outlined in our application proposal.

• Has there been any publicity on the project so far?
There hasn't been any publicity yet for the project given the delay with Ohio Memory, but the archivist will be focusing primarily on publicity for the remaining term of the project.

---

[1] See the revised total invoice received from the Crowley Company May 31, 2020 in Appendix A

APPENDIX B

Name	Date modified	Type
Grave Information	9/4/2020 12:18 PM	File folder
Immaculate Conception Chapel Information	9/4/2020 12:21 PM	File folder
Motherhouse Construction	9/9/2020 12:20 PM	File folder
Necrology	9/4/2020 12:27 PM	File folder
Register Book	9/4/2020 12:22 PM	File folder
St. Vincent Academy	9/4/2020 12:18 PM	File folder
St. Vincent Orphanage	9/4/2020 12:18 PM	File folder

is PC > veronicabl (\\filesvr\users) (H:) > Microfilm Collection > Items for Ohio Memory > 2

---

2 Material selected for inclusion in Ohio Memory

APPENDIX C

NAME: FITZGERALD, S. JULIA   (ANNA)

PARENTS: THOMAS and JULIA COTTER

ENT: NOVEMBER 1,1900   age 27   from DeGRAFF, OHIO

DIED: JANUARY 29, 1932

3

Death Claims Librarian At Mt. St. Joseph College

Sister Julia Fitzgerald, librarian of St. Joseph College, died at 10:45 January 29, after an illness of two hours. Brickey with a cerebral hemorrhage during evening devotion, she retained consciousness until she had received Extreme Unction. She lapsed into a coma from which she passed into the heavenly reward to those who have left all to follow their Divine Leader.

[remainder of column illegible]

SISTER JULIA DIES

Death of College Librarian Shocks Student and Faculty

Sister Julia, the College librarian, died suddenly of a cerebral hemorrhage at the Mount, January 29. The deceased had apparently been in good health and had been at her desk in the library until after 6 o'clock Friday evening. Her death came as a shock to the Community. Many of the resident student had taken advantage of the semester week-end to visit at home and did not know of the tragedy until Monday morning.

Sister Julia had been a Sister of Charity more than thirty-one years and during that time had taught at St. Leo School, Detroit; St. Mary, Marion, Ohio; Holy Name, Cleveland; St. Mary, Hyde Park, Cincinnati, and St. Mary, Chillicothe, where she held the position of superior for four years. For more than seven years Sister was stationed at the Mount and had been College librarian since the erection of Seton Hall, nearly five years ago.

The funeral Mass was celebrated February 1, being sung by Rev. A. Grimmelsman, at 9 o'clock, after which the interment took place in the Convent cemetery. The following Reverend clergy were present: Rev. F. X. Cotter, cousin of Sister Julia; Rev. John H. Antony, Rev. James J. Conroy, Rev. William A. Conroy, Rev. James M. Kelly, Rev. H. J. Wetzel. The students of the College attended the services in cap and gown and marched to the cemetery. The senior classes of the Academy were also in attendance.

Surviving Sister Julia are her sister, Mrs. D. F. Milliette, Anna, Ohio; a nephew, Dr. Gerald Milliette, Boston, and two nieces, Agnes Milliette, '28, Martha Milliette, '32, and several cousins.

13

---

[3] Example from the Necrology series. In the rare instances where we have obituaries for Sisters in this era, they are included and will be made publicly available

APPENDIX D

	NAME	Age	ENTERED			REC'D HABIT			RELIGIOUS NAME	PARENTS NAME
			Year	Month	Day	Year	Month	Day		
				Entered at Emmitsburg						
1	Margaret George		1852	1812	– 2 – 2				Sister Margaret Cecilia	
2	Teresa Gillmeyer		1852	1825 – 2 – 23					Sister Mary Sophia	
3	Mary O'Connell		1852	1835	6 – 24				Sister Anthony	
4	Mary Ann Harvey		1852	1835 –	4 – 20				Sister Josephine	Came to
5	Elizabeth Mattingly		1852	1844 – 8 – 15					Sister Regina	
6	Ann McCaffrey		1852	1850 – 1 – 2					Sister Antonia	
7	[ANGELA] McKay		1852						Sister Angela	
8	Dougherty		1852	1851 – 1 – 2					Sister Gonzalva	
9	Zoe Shaw		1852						Sister Zoe	
10	Joanna O'Keefe	59	1852	4	2	1852	7	19	Sister Vincent	
11	Bridget Flynn	17	1852	4	12	1852	7	16	Sister Baptista	

4

---

[4] Excerpt from the Register Book of the Community, noting entrance, vow, and death dates for women entering the Sisters of Charity of Cincinnati. A portion of the book will be made publicly available in the coming months.