

Institution/Organization Name: Cleveland Police Historical Society and Museum

Project Title: Historic Cleveland Police Photograph Digitization Project

Project Director name, telephone number, and e-mail address:

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Summary of Project Activities and Accomplishments

The goal of the Cleveland Police Photograph Digitization Project was to establish a digitization system for the museum's historic photographs and to upload the images to a public, online platform, The Cleveland Memory Project of the Special Collections of the Michael Schwartz Library at Cleveland State University. The project provided a means to digitize the photographs, improve the storage system, update the collections management records and increase the ability of the public to access the collection.

Images were scanned and saved as archival master 600 dpi TIFF files as well as display 72 dpi JPEGs (600 pixels at largest dimension). The reverse of each photograph was scanned and saved as a 150 dpi TIFF file. The JPEGs were uploaded to CONTENTdm through the web administration page and uploaded to the museum's collections management software. Dublin Core metadata was created following best practices and the standards of the Cleveland Memory Project, using appropriate controlled vocabularies. All scans were saved on a dedicated external hard drive as well as the museum's shared drive.

• Titles, series titles, dates and cubic footage/number of images scanned, of records addressed by your project.

A total of 497 photographs, equaling 0.5 linear feet, were scanned during the grant period. The photograph dates ranged from 1868 to 1977. A total of 1,491 digital images were created. All 1,491 were saved to an external hard drive. Historic photographs were returned to storage, filed by accession number in archival sleeves and folders. Minor filing mistakes from previous use were corrected during this process.

Summary:

- 497 photographs processed
- 0.5 linear feet of photographs
- 1,491 digital images created
- 116 images uploaded to The Cleveland Memory Project

• Copies of catalog entries and other finding aids (these might include screen shots, links, and before and after photos), if applicable.

Collections management software screen shot attached.

- **Narrative of self-assessment about how the project met the objectives submitted in your application.**

As with so many projects in 2020, the implementation of the Historic Cleveland Police Photograph Digitization Project had to adapt to changes related to Covid-19. The museum itself has been closed to the public since mid-March 2020 and because of safety protocols, we could not hire an intern to implement much of the work. Staff adjusted, with the Executive Director undertaking the scanning process. Our curator collected and inputted the metadata for each image into a shared spreadsheet. A volunteer uploaded low resolution images to our collection management software program.

The museum also opted to transfer funding originally designated for parking fees for the intern towards purchasing a new scanner.

Meeting implementation goals also proved difficult due to staffing issues at both the museum and Cleveland State University. Unfortunately, the images could not be uploaded to The Cleveland Memory Project before the end of the grant term. Museum staff continued work and uploaded 116 images and metadata into CONTENTdm by January 31, 2021, where they await final approval by Cleveland State University Staff before being published. Museum staff is committed to continuing the project as time and funding allow, particularly with uploading images scanned during this project.

Given the circumstances, the museum staff feels that the number of images scanned and uploaded is adequate. Staff have learned to better identify which photographs are most appropriate for uploading to The Cleveland Memory Project, which means that in the future we can streamline the number of images we collect metadata for.

- **An evaluation of the project's impact (such as increased researcher demand for the records or actions the organization will take to sustain the results of the project).**

The overall goal of the project was to make the photographs more accessible to the public. Already, the images have been used in social media posts, on the museum's website, and for research requests from the public. Once the images are published on The Cleveland Memory Project, they will be easily available to the general public.

While the number scanned is a small percentage the museum's total photograph collection, the project created an excellent foundation for further work. Staff have acquired the skills and developed the processes necessary to continue the project over the next few years. Staff has learned which images are best for uploading to The Cleveland Memory Project, which means that we can now be selective on the metadata that is collected while still digitize the complete collection.

- **Quotes from local press coverage and also copies of articles cited.**

The museum plans to send out press releases when the images are published on The Cleveland Memory Project. Staffing issues have delayed that date. The museum posted a variety of images on

our Facebook and Instagram pages starting in September 2020. Each post included an attribution to the grant funding.

Copies of social media posts attached.

Project Expenses

Include an itemized list of expenditures. Also, provide details about in-kind cost match, including the cumulative total, and the amount of cash match on the project. Cost matches greater than one-to-one are encouraged, but not required.

The project expenses entailed equipment and staff time. The CPHS purchased an Epson Perfection V600 Photo Scanner at a total cost of \$230 (paid with matching funds).

The CPHS staff participating in the grant were the Curator and the Executive Director. The curator worked 51 hours at \$13 per hour for a total of \$666 (\$633 funded through the grant, \$30 funded through the match). The Executive Director worked 53.5 hours at \$20 per hour for a total of \$1,070 (\$117 funded through the grant, \$953 funded through the match). In addition, one volunteer gave 10 hours.

Total funding for the project was \$1,963 (\$750 funded through the match, \$1213 funded through the match).

Budget report is attached.

Copies of invoices, checks and/or receipts should also be sent as a separate attachment.

Receipt for the Epson scanner is attached.

