

OHRAB Grant Interim Report

Lakeside Heritage Society Describing and Digitizing the Lakeside Chautauqua's Seasonal Programming Records Project

Lakeside Heritage Society staff and volunteers have begun implementing our project to describe and digitize our collection of seasonal programs and bulletins. To date, the entire collection has been moved over to our new temperature controlled archives facility and placed on metal shelving units. All storage containers and folders to rehouse the collection have been ordered for a total cost of \$381.15, of which \$318 was grant funds.

Scanning of the oldest portion of the collection, programs and bulletins dating from 1873 to 1947, has been completed. BGSU's Center for Archival Collections Preservation Lab has scanned 1,357 pages of material to date. Due to modifications to page layout and incorporation of OCR in the initial scanning process, we have approximately \$175 out of our budgeted \$650 left for scanning. The next portion of programs and bulletins, dating from 1948 to 1966 have been dropped off at the lab. BGSU has agreed to continue scanning until the \$650 budget has been reached. The remaining scans are currently on schedule to be finished by the end of September.

Staff member Kaysie Harrington has worked approximately 96 hours on work related to the project as part of LHS' matching funds (\$17/hr for a total of \$1,632 cash match), including moving materials to the new facility, finding aid preparations, and preparing for the final conversion to the Web Edition of PastPerfect. Volunteers have worked 4 hours to date on the project as part of LHS' matching funds (volunteer rate of \$25.43/hr for a total of \$101.72 cash match). The remainder of volunteer time as matching funds will be dedicated to rehousing materials when they return from digitization and the upload of scans into PastPerfect.

We are on track to complete the digitization and description elements of our project. The final conversion to the Web Edition of PastPerfect is scheduled for Thursday, September 9th. Our project indicates that we will have the materials available on our website for public access by the end of the grant period in December. PastPerfect is on a wait list for the public access portion, and while it is possible we could have our material live by December, it could also be postponed until January or February. To address this concern, we will have the digitized programs and bulletins on a catalog list for instant publication once the public access is available. In addition, we can preview scanned material and the online catalog via a page on our website.

Our project has been featured via an article in our community newspaper, *The Lakesider*, and in a post on our organization's Facebook page (copies featured on page 2 and 3). The grant award was also announced at our annual membership meeting on August 15, 2021. We will continue to release updates about the project via Facebook as we begin uploading content into our digital catalog.

Publicity Examples:

← Lakeside Heritage Society 🔍

 **Lakeside Heritage Society** ⋮
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Our dedicated volunteer Pollie Miller is hard at work organizing Lakeside seasonal programs and bulletins! Supported in part by an award from the Ohio Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission (NHPRC), these materials are being sent to BGSU's Preservation Lab for scanning. Stay tuned - over the next year we'll be adding the digitized programs and bulletins to our online catalog to make them more accessible for researchers. Thank you, OHRAB!!



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From the Lakeside Heritage Society

Lakeside Heritage Society is excited to announce an ongoing digitization project to preserve and increase public access to our collection of seasonal programs and bulletins. These unique documents outline the events, programs and speakers of each summer season at Lakeside Chautauqua, and provide insight into the interests and issues of the late 19th and early 20th centuries.

Supported in part by an award from the Ohio Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration, the oldest portion of our pro-

grams and bulletins, dating from 1873 to 1947, will be scanned by Bowling Green State University's Center for Archival Collections Preservation Lab.

The scans are scheduled to be completed this September, after which LHS will begin upload of these scans into our digital catalog and the development of an accessible description of the collection. As part of an ongoing effort to make our online catalog available to the public, these materials will be available online via our website within the coming year. We look forward to sharing the results of this project with the Lakeside community over the coming months!