



2021 OHRAB Grant Interim Report:
Organizing, Preserving, and Improving Access to the
Social and Historical Muskingum University Archives

In May 2021, the Muskingum University Smith Library was awarded a grant to support the re-organization and preservation of the Social and Historical Muskingum University Archives to improve access to those archives.

The overall goal of this project is to identify, organize, and provide access to the archival collection, while also ensuring proper long-term preservation. This project will necessitate the purchase of archival quality storage materials and equipment. The whole collection will benefit from being reorganized and safely stored in new archival quality storage containers.

As of mid-July 2021, all ordered materials were received, including, but not limited to:

- 300 5 x 15-1/4 x 10-1/4 document cases
- 50 2-1/2 x 12-1/4 x 10-1/4 document cases
- 20 2-1/2 x 15-1/4 x 10-1/4 document cases
- 15 5 x 12-1/4 x 10-1/4 document cases
- A data logger
- Reinforced legal- and letter-sized file folders
- Oversized Folders
- Long-side opening envelopes
- 11 Glass plate negative storage boxes
- Four-flap negative enclosures
- 2 Lantern slide envelopes and storage boxes

The library's summer student intern spent approximately 15 hours per week, and the Director spent approximately 8 hours per week, working on the archives toward the grant work. Because the archival materials did not all arrive at the same time (for instance, the legal-sized folders arrived two months before the legal-sized document cases), the student intern focused on small collections, including the Agnes Moorehead '23 Collection, which was previously stored in non-archival banker's boxes. The 16-box collection is now organized, labeled, and included in the Finding Aid.

When it was clear the materials would not arrive in the order most efficient to our initial plan, the Director and summer student intern worked to triage the archives so that once the materials arrived, work could proceed in an organized and timely manner. Now that all

materials have been received, the preliminary work allows the new student intern to follow the plan devised this summer. We expect to complete the project within the projected timeframe of the end of December 2021.

Muskingum University's Strategic Marketing & Communications department has written an article about the OHRAB Grant and the work completed this summer for distribution to local media. We have also shared information about the grant on social media, an example of which is below.

