

OHRAB Grant Final Report

Institution/Organization Name: Lakeside Heritage Society

Project Title: Describing and Digitizing the Lakeside Chautauqua's Seasonal Programming Records

Project Director:

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Summary of Project Activities and Accomplishments

Lakeside Heritage Society (LHS) is a non-profit 501(c)(3) organization founded in 1968 for the purpose of preserving, promoting and advancing the history of Lakeside, the Marblehead Peninsula and the Chautauqua Movement in America. Included in LHS's archival holdings are the annual programs and bulletins that chronicle the events, programs and speakers of each summer season at Lakeside Chautauqua, dating from 1877 to present day. This project aimed to increase public access to these materials through the development of online accessible finding aids and the digitization of a portion of the material. Our project goals also addressed the physical preservation of these materials, by storing them in archival quality containers at a new climate-controlled facility.

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

The annual programs and bulletins were arranged into two collections; PB-1, Lakeside Annual Programs, and PB-2, The Lakeside Bulletin. Each collection was arranged chronologically by year of publication and volume number. Materials were transferred from various storage containers into archival quality boxes and folders. A total of 5.2 cubic feet of archival material was rehoused.

The oldest portions of the collection were sent to Bowling Green State University's Preservation Lab for scanning and film transfer. A total of 1,852 pages were scanned. Text searchable PDF and PDF/A versions were created for each program and bulletin, totaling 466 PDF files. Created as access copies, the PDF versions were uploaded to PastPerfect for cataloging. In addition to the PDF files, PDF/A files were uploaded as preservation copies to our institution's Google Drive. Two 16mm microfilm reels were also created by the lab. The negative reel will be stored with Bowling Green State University, a silver positive reel will be retained and stored by LHS.

Summary:

5.2 cubic feet of material rehoused
1,852 pages scanned
466 PDF files created (one PDF and PDF/A per volume)
2 16mm microfilm reels created

Copies of catalog entries and other finding aids

See attached screen shots of individual and collection level catalog records in PastPerfect (Images 4-7).

Narrative of Self-Assessment

This project's goal to address the physical preservation of the programs and bulletins was a success. All materials have been successfully rehoused in Hollinger Metal Edge boxes and arranged for findability within buffered, acid free folders. Materials have also been moved to LHS's new climate controlled archives facility and placed on metal shelving units. We have approximately 10 boxes remaining, which will be utilized for rehousing other archival materials in our collections, including the miscellaneous materials found during the rehousing process of the programs and bulletins. Preservation needs were also addressed by having a significant portion of the programs and bulletins scanned to PDF. The availability of the PDF scans will limit physical handling of the oldest portions of these collections.

The Center for Archival Collections Preservation Lab at BGSU was able to successfully scan the programs and bulletins dating from 1877 to 1947 by August of 2021. Due to modifications to page layout and incorporation of OCR in the initial scanning process, we were able to scan approximately 499 more pages than originally anticipated in our budget. This development allowed us to scan programs and bulletins up to the year 1965.

The conversion to PastPerfect Web Edition was successfully completed by early September 2021. As indicated in our interim report, our initial project goal to have the materials available on our website for access by the end of the grant period was temporarily postponed. PastPerfect was on a wait list for the public access, however, we are excited to report that we have now begun working with PastPerfect to develop the public access interface. The launch of the public access catalog is now scheduled for the spring 2022.

All individual catalog records for each program and bulletin, including the collection level finding aids, have been created in PastPerfect. Collection level finding aids meet the DACS requirements for multilevel minimum descriptions. Each finding aid includes a container list and links to the subsequent child level catalog records for each individual program and bulletin volume. All catalog records have been added to a list for instant publication once public access is activated. A total of 235 catalog records will be available for public view. As outlined in our interim report, an announcement of the future public catalog has been made via a page on our website. The page includes a preview of the program and bulletin scans that will be available upon launch: <https://www.lakesideheritagesociety.org/online-collections.html>

In keeping with our project's goal to increase public access to these materials, the digital scans have also been uploaded to our public computer research stations in the Archives. An announcement was made via Facebook of the scans' availability, with information about hours of operation (see Image 3).

An evaluation of the project's impact

The availability of these scans has already made a positive impact upon our local community. As preparations begin for Lakeside's sesquicentennial in 2023, multiple researchers have already begun to make use of the digital copies to find information for programming and publications featuring the history of Lakeside. The scans are also being used by volunteers to compile other useful information for researchers, such as a complete list of the preachers who have visited Lakeside, as well as an index of Executive Directors and Presidents throughout our community's history.

Additional initiatives

LHS will continue to build upon the success of this project by continuing to pursue other digitization projects that will allow us to provide more material in digital format to researchers via the PastPerfect public access catalog. This project has allowed us to explore the potential of the online cataloging system, and has served as a model for the ongoing creation of finding aids for our other collections. In addition to the programs and bulletins, we have also begun adding portions of our photograph collections to the public access list in PastPerfect.

Coverage and Publicity

This project was featured in our community newspaper, *The Lakesider*, and in an additional posts made to our organization's Facebook page (see Images 1-3). The grant award was also announced at our annual membership meeting on August 15, 2021. Written announcements of the project were sent to Ottawa County Representatives. An announcement of the upcoming public access catalog launch will also be released in our January membership Mail Chimp newsletter.

Project Expenses

From May to September 8, 2021, staff member Kaysie Harrington spent 102 hours on work related to this project as part of LHS's matching funds (\$17/hr for a total of \$1,734 cash match). Work included moving materials to the new facility, finding aid preparations, and preparing for the final conversion to the Web Edition of PastPerfect.

Grant funds totaling \$3,366 were used from September 9 – December 31, 2021 to extend Ms. Harrington's paid work with the project. During this period Ms. Harrington worked approximately 238 hours on the project, 40 hours more than originally estimated due to the need to create catalog records for the additional scans (198 hours at \$17/hr paid with a total of \$3,366 in grant funds, the 40 additional hours at \$17/hr added as \$680 cash match). The majority of Ms. Harrington's time on this portion of the project was spent working in PastPerfect to create collection level finding aids and individual catalog records for each annual program and bulletin scanned.

Volunteers dedicated 80 hours to the project helping to prepare materials for scanning, rehousing materials and creating the container lists for the finding aids in PastPerfect (volunteer rate of \$25.43/hr for a total of \$2,034 cash match).

Archival boxes and folders ordered from Hollinger Metal Edge totaling \$381 (\$318 paid with grant funds, \$63 cash match)

PastPerfect Web Edition Upgrade and Annual Hosting fee paid by LHS for a total of \$996 in cash match.

BGSU's Center for Archival Collections scanning and microfilm services paid with grant funds totaling \$650.

Project Expenditures	Grant Funds	Matching Funds
Harrington time, May - September 8 (102 hours @ \$17/hr)		\$1,734
Volunteer time @ 25.43/hr (80 hours @25.43/hr)		\$2,034
Harrington time, September 9 - December 31 (198 hours @ \$17/hr)	\$3,366	
Harrington time, September 9 - December 31 (40 additional hours @ \$17/hr)		\$680
Hollinger Metal Edge Supplies (25 Hollinger Boxes and 3 packs of Full Tab File Folders)	\$318	\$63
CAC Microfilm/Scanning services - 1,852 pages scanned @ .35 per scan	\$650	
Past Perfect Web Edition		\$996

Total Grant Funds: \$4,334

Total Matching Funds: \$5,507

Total Project Cost: \$9,841

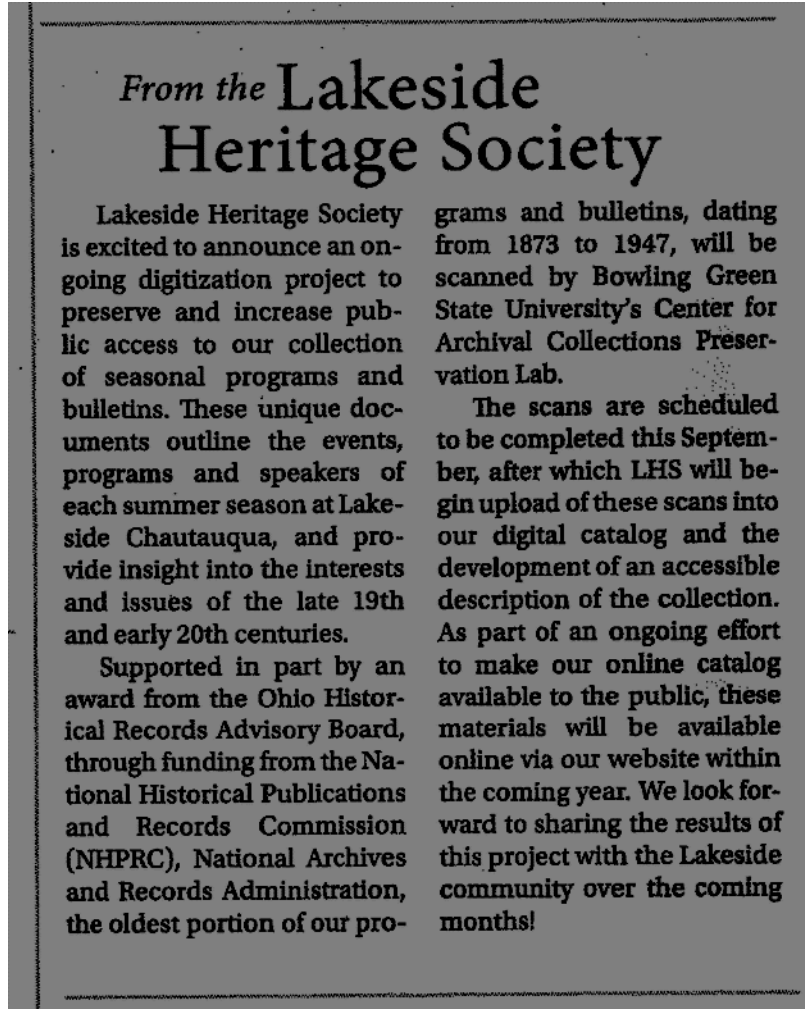


Image 1: Article featuring project in local newspaper publication, *The Lakesider* published August 2021.



Image 2: Post made to LHS Facebook page promoting the project, August 2021.



Image 3: Post made to LHS Facebook page announcing availability of scans at our research stations, December 2021.

Edit Archive Record

Save Cancel

Change Catalog Deaccession Delete

Collection	Lakeside Annual Programs	Status	Shelf
* Object ID	PB-1	Accession/Loan	
* Object Name	Collection	Source	
Other Name		Catalog Date	12/06/2021
Other No		Cataloged by	Harrington, Kaysie
Old No		Date	1877 - 2020
Title	Lakeside Annual Programs	Year Range	1877 - 2020
Location	Walnut Ave. Archives: PB - Publications		



Description
 Lakeside was established in 1873 as a resort where Christian families could gather in the summer for relaxation, recreation and education along the Lake Erie shoreline. This collection consists of the annual announcement programs published as the schedules of summer programs, events and speakers offered at Lakeside dating from 1877 to 2020.

The earliest programs were distributed by Lakeside's founding bodies, the Lakeside Company and Lakeside Camp Meeting Association. These materials consist primarily of information regarding weekly lectures and speakers, Camp Meeting and Lakeside Sunday School Encampment schedules, listings of temperance movement meetings and speakers, as well Civil War Reunion and Women's Foreign Missionary Society schedules. Gaps in this early portion of the collection for which no programs exist in our records include 1902, 1905, 1907, 1908 and 1909.

Show / Hide Tabs Panel

Archive (selected) | Map | Music | Oral History | Custom | Default View

Identity Statement & Context

Name of Creator	Lakeside Association	Reference Code	
Other Creators	Lakeside Company Lakeside Camp Meeting Association	Extent and Medium of the Unit of Description	Approximately 1.72 cubic feet of material, 4 legal size Hollinger boxes

Image 4: PastPerfect Web Edition collection level catalog view of PB-1, Lakeside Annual Programs

Query [K] [←] [→] [X] [Edit] is part of this collection. A note was made indicating the relationship between P&P1 and P&P2 in the Related Units of Description Field and a link to PB-2 was included in the Related Items field Details of Descriptions PB-1, Collection

Container List

Location	Container	Folder	Title	Description	Date
Archives	PB-1 Box 1	1	Lakeside Annual Program	The Lakeside Meetings, 1877	1877
Archives	PB-1 Box 1	2	Lakeside Annual Program	Lakeside Camp Meeting Annual, August 13-21, 1878	1878
Archives	PB-1 Box 1	3	Lakeside Annual Program	Lakeside Programme for 1881	1881
Archives	PB-1 Box 1	4	Lakeside Annual Program	The Lakeside Annual for 1882, Programme of Summer Meetings, Decennial Season	1882
Archives	PB-1 Box 1	5	Lakeside Annual Program	Lakeside News Supplement, Lakeside Program Season of 1883 (photocopy)	1883
Archives	PB-1 Box 1	6	Lakeside Annual Program	Lakeside Sunday School for 1885 Programme Encampment	1885
Archives	PB-1 Box 1	7	Lakeside Annual Program	Segment from Sandusky Daily Register (photocopy) Lakeside Program of Summer Meetings, Lakeside Sunday School Encampment for 1886	1886
Archives	PB-1 Box 1	8	Lakeside Annual Program	Lakeside Summer Resort Assembly Season of 1888, also includes photocopy segment of Lakeside Advocate Lakeside Encampment Thirtieth Annual Session 1888	1888
Archives	PB-1 Box 1	9	Lakeside Annual Program	Cleveland's Summer Resort Lakeside Assembly and Summer Resort 1892	1892
Archives	PB-1 Box 1	10	Lakeside Annual Program	Lakeside Summer Resort and Assembly Program for 1893	1893
Archives	PB-1 Box 1	11	Lakeside Annual Program	Lakeside Summer Resort and Assembly Encampment Program for 1894	1894
Archives	PB-1 Box 1	12	Lakeside Annual Program	Lakeside Summer Resort and Assembly Program for 1895, envelope of 2 partial programs, 2-sided card with schedule	1895
Archives	PB-1 Box 1	13	Lakeside Annual Program	Lakeside assembly School of Music Season 1896, Lakeside Summer Resort and Assembly Season 1896 Squares, Regular Annual Season of Lakeside Summer Schools for 1896	1896
Archives	PB-1 Box 1	14	Lakeside Annual Program	Lakeside 1897	1897
Archives	PB-1 Box 1	15	Lakeside Annual Program	Lakeside 1898, Lakeside Normal School	1898
Archives	PB-1 Box 1	16	Lakeside Annual Program	Lakeside Summer Resort and Assembly Program for 1899	1899
Archives	PB-1 Box 1	17	Lakeside Annual Program	Lakeside Summer Resort Chautauqua Assembly and Camp Meeting Program for 1900	1900
Archives	PB-1 Box 1	18	Lakeside Annual Program	Lakeside Summer Resort and Chautauqua Assembly Program for 1901	1901
Archives	PB-1 Box 1	19	Lakeside Annual Program	Lakeside Summer Resort and Chautauqua Assembly Program for 1902	1902
Archives	PB-1 Box 1	20	Lakeside Annual Program	Lakeside Programme for the 30th Annual Assembly and Camp Meetings 1903	1903
Archives	PB-1 Box 1	21	Lakeside Annual Program	Lakeside Summer Resort and Assembly Grounds Program for Season 1904	1904
Archives	PB-1 Box 1	22	Lakeside Annual Program	Lakeside Summer Resort The Ohio Chautauqua Program for Season 1905	1905
Archives	PB-1 Box 1	23	Lakeside Annual Program	Lakeside Summer Resort The Ohio Chautauqua Program for Season 1906	1906

Image 5: PastPerfect Web Edition container list view for Collection PB-1, Lakeside Annual Programs

Conditions of Access

Conditions Governing Access: No known access restrictions

Conditions Governing Reproduction Copyright: Researchers using these materials assume full responsibility for conforming to the laws of libel, privacy, and copyright, and are responsible for securing permissions

Language: English

Physical Characteristics & Technical Requirements

Finding Aids

Allied Materials & Description Control

Container List

Search

Location	Container	Folder	Title	Description	Date
Archives	PB-2 Box 1	12	Lakeside Bulletin, Vol 4, No.2	The Lakeside Bible Conference and Schools of Missions Season 1921	1921 May

Showing 1-1 of 1 Page size: 50

[Collapse All](#)

Appraisal

Attachments & URLs

Attachments

Date	User	File Name	Description
10/28/2021	Kaysie Harrington	Lakeside_Bulletin_1921-05.pdf	

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Image 6: PastPerfect Web Edition page view of individual Lakeside Bulletin volume catalog record. Includes conditions of access, container view and attachment of pdf.

Query [H] [←] [→] [N] [Edit] PB-2, Collection

▼ Lists

▼ Location ●

— Multilevel Linking ●

Multilevel Linking Level of Description:

Parent Record Information

Object ID:

Level:

Object Name:

Records in Next Lower Level

Object ID	Level	Object Name	Title	Description
1978.159.1	Item	Program	Lakeside Bulletin, Vol 1, No 1	Preliminary Announcements Season 1918
1978.159.2	Item	Program	Lakeside Bulletin, Vol 1, No 2	Bible Conference Number
1978.159.3	Item	Program	Lakeside Bulletin, Vol 1, No 3	Lakeside Epworth League Institute Number
1978.159.4	Item	Program	Lakeside Bulletin, Vol 1, No 4	Winter Number
1978.159.5	Item	Program	Lakeside Bulletin, Vol 2, No 1	Preliminary Announcements Season 1919
1978.159.6	Item	Program	Lakeside Bulletin, Vol 2, No 2	Bible Conference Number
1978.159.7	Item	Program	Lakeside Bulletin, Vol 2, No 3	Winter Number
1978.159.8	Item	Program	Lakeside Bulletin, Vol 3, No 2	Bible Conference Number
1978.159.9	Item	Program	Lakeside Bulletin, Vol 3, No 3	Epworth League Institute Number
1978.159.11	Item	Program	Lakeside Bulletin, Vol 4, No 1	Preliminary Announcements Season 1921
1978.159.12	Item	Program	Lakeside Bulletin, Vol 4, No 2	The Lakeside Bible Conference and Schools of Missions Season 1921
1978.159.13	Item	Program	Lakeside Bulletin, Vol 4, No 3	Epworth League Institute and Americanization Institution and Conference
1978.159.16	Item	Program	Lakeside Bulletin, Vol 5, No 2	The Lakeside Bible Conference and Schools of Missions
1978.159.17	Item	Program	Lakeside Bulletin, Vol 5, No 3	Eighth Annual Epworth League Institute
1978.159.21	Item	Program	Lakeside Bulletin, Vol 6, No 2	Bible Conference and Schools of Missions

Image 7: PastPerfect Web Edition page view of individual catalog records linked to collection level catalog record for PB-2, The Lakeside Bulletin.