

MUSKINGUM

U N I V E R S I T Y

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

Institution/Organization Name: Muskingum University Smith Library

Project Title: Organizing, Preserving, and Improving Access to the Social and Historical
Muskingum University Archives

Project Director: Nainsí J. Houston, 740.826.8260, nhouston@muskingum.edu

Performance Period: May 3, 2021-June 30, 2022

Summary of Project Activities and Accomplishments

In the original application for the OHRAB Grant, the overall goal of the project was to “identify, organize, and provide access to the archival collection, while also ensuring proper long-term preservation.” These goals have been met in the following ways:

- Over 140 cubic feet of processed archival material now housed in new archival boxes
- Almost 4,000 records in the Finding Aid, with improved descriptions, allowing for more accurate and specific searches than the previous Finding Aid
(https://www.muskingum.edu/sites/default/files/media/library/Social%20and%20Historical%20Muskingum%20University%20Archives_June_2022.pdf)
- Delineation of the following representative collections:
 - Agnes Moorehead Collection
 - John Glenn Collection
 - Haile Selassie Collection
 - Charles R. Layton Papers
 - William Rainey Harper Collection
 - Bell and Young Family History
 - Kunz Oldham Family History
 - Presbyterian History, especially in Ohio
- Examination of some boxes led us to contact local entities (Muskingum County Genealogical Society, St. Nicholas Catholic Church, Muskingum County History), national entities (Association of Presbyterian Colleges & Universities), and international entities (Niagara-on-the-Lake Museum and the Cornwall Family History Society) to place items with their organizations so that the items would be available in more logical places than our archives, in the hopes that they will be accessed.
- The physical space of the archives was essentially an empty room. Prior to the start of the grant, we had acquired shelving from Heidelberg University’s library, so the following pictures reflect the work done over the course of this grant to identify, organize, and preserve archival materials that were housed in a temporary space.



The impact of the work completed with the OHRAB grant has already been evidenced in on-campus use of the Finding Aid to start student research, but also for offices, like the Advancement Office, to start searches for items donated or referencing alumni. We have also been able to assist researchers from Ohio and further afield, who are able to start their research by using our Finding Aid. In one case, the project director was able to scan and send information to a student in Florida who used the Finding Aid in his research, and in another case, a faculty member from another Ohio university requested access to certain boxes and folders based on the Finding Aid.

Because of the state of the archives before this project, the Archives course utilized digital archives, but in Spring 2023, the class will include extensive use of the Muskingum University Social and Historical Archives because they are now organized and accessible.

Work on the archives will continue through the work of the Director and a student internship opportunity every semester.

Press Coverage:

Muskingum University News articles about the archive:

<https://www.muskingum.edu/news/04-29-22/students-help-expand-access-university-archives>

05/02/2022

Students Help Expand Access to University Archives



Student interns are working to expand access to the Social and Historical Muskingum University Archives under the guidance of Dr. Nainsí Houston, Director of the Library.

“This is a wonderful educational opportunity for our students, which will also benefit the broader Muskingum community,” Dr. Houston said. “The interns are learning every aspect of archiving, including organization, recording, and preservation skills. The scope of the project ranges from re-housing items into new archival storage containers to updating our finding aid so that the entire archives will become more searchable and more accurate.”

History majors Spencer Jarrett '23 and Bre Benda '23 and history and political science major Lorene Kelley '22 have served as interns. Internship opportunities will continue to be available in the 2022-2023 academic year.

During the summer of 2022, Bre will be a Muskie Fellow for the project, extending the ongoing effort to digitize Muskingum yearbooks and make them available online. The Muskie Fellows program provides support for student-faculty collaborative projects in the summer months.

The archives accessibility project began with a grant from the Ohio Historical Records Advisory Board. Elita Jones '19 co-authored the grant proposal with Dr. Houston, while completing her Master of Library Science degree from Kent State University.

The archives contain University history, local history, and Presbyterian Church history, as well as items gifted by alumni. "We have some wonderful items from Agnes Moorehead, Class of 1923, for example, including scripts, photos, letters, and her Emmy and Golden Globe awards," Dr. Houston said.

The archive finding aid will be updated periodically as the project continues and can be viewed by visiting <https://www.muskingum.edu/library>. Access to archive materials is by appointment only; for further information contact nhouston@muskingum.edu.

<https://www.muskingum.edu/news/09-15-21/muskingum-university-received-ohio-historical-records-advisory-board-grant>

09/15/2021

Muskingum University Received Ohio Historical Records Advisory Board Grant



Roberta A. Smith University Library staff and student workers were busy this past summer working on a special archives project made possible with an Ohio Historical Records Advisory Board grant.

The library houses Muskingum University's official archives, and the grant provided funding to organize, preserve and improve access to the social and historical archives.

"Preservation of the archives requires the right materials and equipment," Director of the Library Nainsi Houston said. "The project necessitated the purchase of archival quality storage materials and equipment, which ensures proper long-term preservation."

Elita Jones, a 2019 graduate of Muskingum University majoring in History and English, co-wrote the grant with Houston helping secure

the funds for the project. Jones also is a 2021 graduate of Kent State University's MLIS (Master's in Library Science) program and currently the Branch Manager of the Perry County District Library, Somerset Branch. Lorene Kelly, a senior History and Political Science major, worked on the project over the summer as a student intern.

Many of the University archives, which include those of alumni John Glenn and Agnes Moorehead, were not easily accessible by the public. Receiving the grant allows for the preservation, organization and increased accessibility of important items and documents of Ohio history.

University archives serve as the institutional memory of the University by identifying, acquiring, and maintaining records of enduring value that chronicle the development of the institution and ensure its continued existence.

Project Expenses

Muskingum University OHRAB Grant						MUSKINGUM UNIVERSITY					
OHRAB Grant						Matching Grant					
Invoice Date	Order number	Vendor	Subtotal	Shipping	Total	Invoice Date	Order Number	Vendor	Subtotal	Shipping	Total
5/12/2021	2708464	Gaylord	\$453.53	\$67.36	\$520.89						
5/14/2021	2708918	Gaylord	529.84	51.32	581.16	5/14/2021	2708918	Gaylord	\$355.50	\$0.00	\$355.50
5/22/2021	2710104	Gaylord	126.00	8.23	134.23	6/4/2021	2711589	Gaylord (return)	-355.50	0.00	-355.50
5/4/2021	13-1586938-6005060	Amazon	26.93	0.00	26.93						
6/3/2021	26714493	Gaylord	67.92	12.88	80.80						
5/26/2021	26714493	Gaylord	86.25	10.45	96.70						
7/2/2021	26714493	Gaylord	2,085.00	68.76	2,153.76	7/2/2021	26714493	Gaylord		178.29	178.29
7/15/2021	26736234	Gaylord	123.39		123.39	7/15/2021	26736234	Gaylord		38.80	38.80
7/9/2021	3513	Hollinger Metal Edge	717.00		717.00	7/9/2021	3513	Hollinger Metal Edge		112.00	112.00
8/6/2021	2722995	Gaylord	0.44		0.44	8/6/2021	2722995	Gaylord	384.81	20.92	405.73
						8/30/2021	2727409	Gaylord	100.07	27.92	127.99
		TOTAL spent	\$4,216.30	\$219.00	\$4,435.30			TOTAL Spent	\$484.88	\$377.93	\$862.81
		Amounts from Grant Budget	\$4,216.30	\$219.00	\$4,435.30			Amounts from Grant Budget	\$355.50	\$364.00	\$720.00
						5/3/21-12/31-2	Project Director Salary	\$35.67/hour @ 120 hour	\$4,280.00		
								Amount from Grant Budget	\$4,280.00		
		Indicated Invoice Included OHRAB and Matching Grant Items									