

## **2022 OHRAB Grant - Interim Report**

### **Processing and Describing Sinclair's Archival Collections**

In May 2022, the Sinclair College Archives was awarded an OHRAB grant to properly house, preserve, and better describe archival collections to improve overall access. To date, about 50% of materials selected for this project have been reprocessed. Part of the core history collection and President's papers have been refoldered and housed in Hollinger boxes. All scrapbooks in the collection have been carefully disassembled, digitized, and rehoused in appropriate archival boxes. 749 of 947 glass plate negatives have been rehoused in proper envelopes and boxes. Digitization of select slides is currently underway.

All supplies needed for this project were ordered in May 2022 and arrived in June 2022:

- CZUR ET16-P Professional Book & Document Camera Scanner
- 103 5 x 12 ¼ x 10 ¼ document cases
- 10 5 x 15 ¼ x 10 ¼ document cases
- 8 2 ½ x 12 ¼ x 10 ¼ document cases
- 5 2 ½ 15 ¼ x 10 ¼ document cases
- 10 shallow lid boxes
- 5 boxes and envelopes for glass plate negatives
- Reinforced legal and letter sized file folders
- Oversized folders
- Micron pens
- Magic Rub erasers
- Micro spatulas
- Weights to aid in scanning

All staff time spent on this project contribute to grant matching funds. The Archives Intern has spent 20 hours per week reprocessing the core history collection since May 3, 2022. They recently started to work on the inventory for the collection finding aid. The Archives secured another student worker on May 24, 2022, funded by Sinclair's Library, for 10 hours per week to process grant related materials. This student already processed scrapbooks and is currently working through President's papers. Another student, sponsored by YouthWorks of Montgomery County, spent 28 hours this summer scanning processed scrapbooks using our new overhead scanner. The Archivist started reprocessing and scanning delicate glass plate negatives ahead of schedule. We are on track to complete all grant projects by December 31, 2022.

At this time, we have not yet taken action to publicize grant work. We look forward to adding digitized materials and finding aids to our Ohio Memory webpage soon. We also plan to share digitized content with our Marketing Department to promote the project through social media.