

OHRAB Interim Progress Report

“Lifting the Veil: Tracing the Expansion of the Sisters of Charity of Cincinnati through Story and Picture”

August 2022

Institution: Sisters of Charity of Cincinnati Archives

Project Director:

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Project Summary:

This grant project actually began for us in June following the receipt of the grant funding on May 25th, which set us back on our proposed schedule about a month. In early June, we began to work with the Crowley Company to schedule a time to deliver over 40 boxes of photographs and manuscripts for the project. All of the boxes were delivered in person to the Crowley Company in Frederick Maryland on June 23rd.

In June and early July, we also worked with our Crowley project coordinator to review and establish procedures for the scanning process. This step needed to follow delivery so that the Crowley team was able to tangibly see how the collections were organized and whether manuscripts were double-sided or bound. The photographs and manuscripts now have a specific scanning and naming procedure to follow. As outlined in the procedure section of our grant application, photographs will be scanned at 600 dpi per image and manuscripts will be scanned in color at 400 dpi per image. The final output will be a TIFF image to insure sustainability for the project long-term, allowing for easy conversion to newer or more prevalent file formats in the future. An access PDF version that is keyword searchable will be generated by Crowley for all of the manuscripts outlined in the project. Access JPEG files will be generated by Ohio Memory’s ContentDM system for photographs digitized in this project once they are uploaded.

Due to a tremendous backlog in existing projects at Crowley, our collections weren’t put into production until mid-August, which means we have only been able to review samples of each content type mentioned above for quality and naming accuracy. The team hopes to have the collection completed by September so we should be able to meet our remaining project objectives by the end of the year despite the delayed start date for both the grant term and the scanning production.

• **Estimated percentage of project completed:**

With the abovementioned delays and setbacks, we have currently only met two of the six proposed objectives outline in the project timeline. As soon as we receive the scans from Crowley in September, we should be able to quickly meet the next two objectives of reviewing the scans and uploading the collections into Ohio Memory. I anticipate completing those objectives by October, which would still leave time for the remaining two objectives of project promotion and culling usage statistics from Ohio Memory.

Project promotion will involve writing articles about some of the discoveries made through this process and how the photographs and manuscripts will shed new light on the work of Catholic Women Religious in the state of Ohio and beyond. This will be achieved by writing articles in internal and external publications and social media outlets including the ACWR (Archivists for Congregations of Women Religious) newsletter and Facebook page. The American Catholic History Association has launched a campaign to spotlight rare and unique collections through their [Facebook page](#), including the *Santa Maria* newsletter collection digitized as a portion of our 2017 OHRAB grant; once our new Ohio Memory records are available, we will connect with the coordinator of the spotlight project to form a post about this collection. The final objective of garnering usage statistics of the completed records in Ohio Memory will allow us to gauge the overall success of the project along with some insights as to the regions and subjects that seem to generate the most traffic.

• **Summary of expenses**

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| - Scanning 8,146 photos and 1,342 manuscript pages
With the Crowley Company | \$4,809.48 |
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Subtotal	\$ 4,809.48
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Purchased with matching funds:

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| - Annual Subscription to Ohio Memory | \$250 |
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Subtotal	\$250
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Total	\$ <u>5,059.48</u>
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• **Amount of staff time spent on the project (matching funds)**

20% of archivist's time	\$3,386.06
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Is the project on track to be completed by December 31st?

Yes, we remain on track to complete this project on time and as outlined in our application proposal.

• **Has there been any publicity on the project so far?**

There hasn't been any publicity yet for the project given the delay with Crowley, but the archivist will be focusing primarily on publicity in the final two months of the project.