

Institution/Organization Name: Sinclair Community College

Project Title: Processing and Describing Sinclair's Archival Collections

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Summary of Project Activities and Accomplishments

In our original application for the OHRAB Regrant, the overall goal of this project was to properly house, preserve, and document a large breadth of historic materials in the College Archives at Sinclair. This goal has been achieved in the following ways:

- 91 cubic feet of processed historic materials, now arranged for research and housed in new archival folders and boxes.
- Reprocessed the following individual collections:
 - CA-001: Sinclair College Core History Collection, 1886-2022
 - CA-006: Scrapbook Collection, 1935 – 1985
 - CA-008: W.D. Chamberlin's Glass Plate Negative Collection, 1898
 - CA-009: Sinclair College 1983 Flood Collection, 1983-1997
 - CA-010: Sinclair College Office of the President Records, Series I: General Correspondence, 1966-1993
 - CA-011: Sinclair College Alumni Association Papers, 1954-2006
 - CA-012: Sinclair College Public Relations Office Records, Series I: Photographs, 1987-2006
 - CA-013: Sinclair College Centennial Collection, 1974-1987
 - CA-014: Sinclair College Athletics/Physical Activities Center (PAC) Collection, 1956-2019
 - CA-015: Sinclair College Information Technology Division Records, 1987-2018
 - CA-016: Sinclair College Fine & Performing Arts Records, 1973-2006
- Over 2,000 records documented in finding aids with improved organization and descriptions. Completed finding aids are available on OhioMemory.org (see links below for examples).
- Assessed and refoldered 60 oversized flat files that span 17 map cabinet drawers.
- Digitized 4 full scrapbooks and 13 oversized photographs using the grant-funded overhead document camera. Select images are currently available on OhioMemory.org (see links below for examples).

Copies of catalog entries and other finding aids *(includes examples of digitized content on OhioMemory.org)*

Select collection finding aids available on Ohio Memory:

[CA-009: Sinclair College 1983 Flood Collection](#)

[CA-013: Sinclair College Centennial Collection](#)

Select materials digitized using overhead document camera:

[Class of 1948 Composite photograph](#)

[Class of 1952 Composite photograph](#)

[Lambda's Lantern, Iota Tau Lambda Quarterly, July 1938](#)

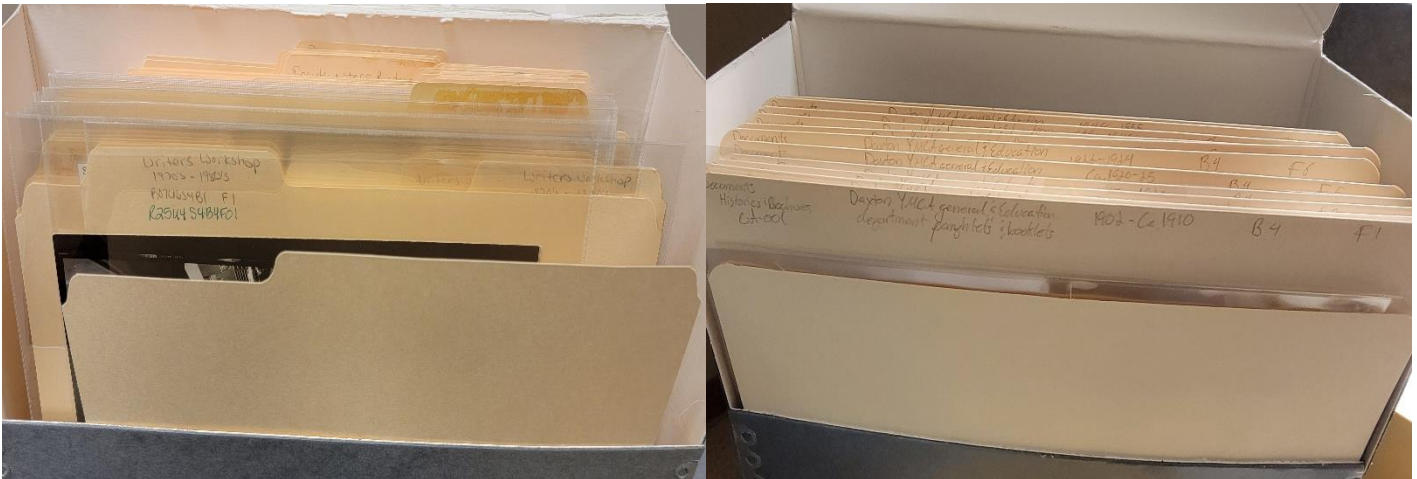
[Iota Tau Lambda International Sorority By-Laws and Zeta Chapter Installation program, June 8, 1946](#)

Narrative of self-assessment

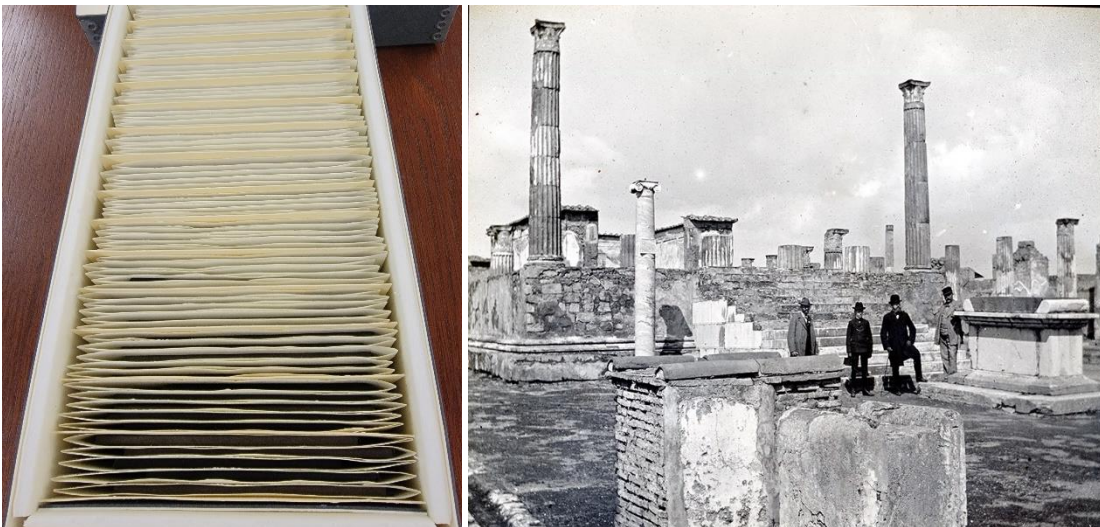
The project focused on appraising and arranging collections with preservation in mind, digitizing sensitive items with the requested overhead document camera, and creating collection finding aids to enhance discoverability. Some of the most requested materials, including photographs documenting the early days of the college, have been successfully rehoused

in Hollinger boxes and arranged in acid-free folders with detailed descriptions. Preservation needs were addressed using our new grant-funded overhead document camera to digitize fragile scrapbooks and water-damaged composite photographs. The scans will limit handling of physical materials and allow for incorporation of materials into our Ohio Memory digital collection. We have one 10 pack of 20 x 24 size folders that will be used to reprocess remaining oversized materials this year. Many collection finding aids still need to be completed and will be priority projects for staff to work on throughout Spring semester 2023.

The College Archives staff was able to physically reprocess ten collections successfully. Reprocessing efforts allowed us to incorporate unprocessed materials into related collections, arrange for findability, and include materials into the archives Access database and select finding aids. The Sinclair College Photograph Collection (CA-001), Scrapbook Collection (CA-006), W.D. Chamberlin's Glass Plate Negative Collection (CA-008), 1983 Flood Collection (CA-009), Office of the President Records, Series I (CA-010), Alumni Association Papers (CA-011), and Centennial Collection (CA-013) (excluding oversized banners) were reprocessed using grant-funded supplies. These materials were organized largely alphabetically or chronologically within collections for consistency and findability. Prior to reprocessing, most materials were improperly supported, under-processed within Bankers boxes, and scattered across the Archives. Now, materials are safely housed, better organized, and described for access and future scanning projects.



CA-001 box example before and after. Contents were reprocessed into 13 boxes chronologically, allowing us to gather all historic images with limited provenience and accession data into one, well organized collection with accurate descriptions.



CA-008 box after processing with a digitized plate example. The collection documents the 1898 overseas excursion of Chamberlin, local photographer and college Board of Trustee, and David Sinclair, college founder and namesake, from Gibraltar to Jerusalem. The collection is now housed in proper sleeves and boxes that limit movement and enhance overall safety of incredibly delicate materials. Select plates were digitized at 2400 dpi during the grant period to limit handling of originals.

Oversized materials were housed without proper enclosures in over-filled map cabinets prior to the grant period. Thanks to large format folders of various sizes, Archives staff was able to properly inventory, arrange, and house historic posters, marketing materials, and composite photographs. Composite photographs 1948-1990 were successfully digitized using the grant-funded overhead scanner.

This project continuously aligned with original goals to process, digitize, and describe collections through finding aids to enhance research opportunities. Some content digitized is already available via OhioMemory.org and more will be added this year to make archival materials accessible to the campus community and public. In addition to providing essential processing supplies, the grant supported student interns and employees in gaining practical archival experiences. The Archives employed students over the course of the grant period with different backgrounds and levels of archival understanding. All students involved are now comfortable handling archival materials, digitizing delicate items, and planning processing projects.

Project's Impact

This project has already made research quicker and easier for Archives staff when materials are requested by College students and staff. It's also made research of delicate, now digitized materials and high-use collections more convenient for the campus community to find through Ohio Memory. We've recently fulfilled requests for materials for use at retirement and staff anniversary events. These items were located in a timely fashion for duplication to support campus celebrations. Most finding aids have been incorporated into our Access database, which helps speed up content requests significantly. This project has set the tone for future processing standards at Sinclair and lessons learned will ease the processing of newly accrued materials.

The project has also demonstrated the importance of hands-on, practical experiences for students interested in archival work. Throughout the grant-period, the Archives employed a Wright State University Public History graduate student interested in archives administration post-grad. This student took on a leadership role and helped guide other students through their processing projects. We also hired a Sinclair Tartan TOPS student, a program that provides an educational/career pathway for students with intellectual disabilities. This student successfully completed the program, processed two archival collections, and is now enrolled in Sinclair's Associates of History degree program. A high school student, sponsored by YouthWorks of Montgomery County, spent 28 hours this summer scanning processed scrapbooks using the overhead camera. A computer science associates degree student interested in digitization was also employed during the grant period. They became an expert in understanding how to use our overhead camera to duplicate processed materials. With proper guidance and access to appropriate supplies, these students were able to increase their understanding of archival practice and enhance understanding prior to entering the field professionally. College student employees plan to continue their work in the Archives throughout their educational journeys. The grant was essential to providing a positive, pragmatic experience for them.

Additional Initiatives

The College Archives will continue to build on project success by keeping up with processing, digitization, and access efforts. We hope this project and outcomes will lead to a budget increase so the department can purchase more supplies to enhance the collection, research capabilities, and student experiences. This project has allowed us to prepare for a potential institutional repository and new exhibitions across campus.

Region 7

Auglaize, Champaign, Clark, Darke, Greene, Logan, Mercer, Miami, Montgomery, Preble, and Shelby Counties

In May 2022, **Sinclair Community College** received an OHRAB re-grant to properly house, preserve, and document College history, 1887 to present. The project is focused on appraising and arranging collections with preservation in mind, digitizing sensitive items with a new overhead scanner, and creating collection finding aids to enhance research opportunities. The grant is not only providing essential supplies to preserve Sinclair's institutional history, but also helping student interns gain practical processing experiences. Since May, Sinclair's Archivist and two interns have reprocessed half of the College's archival collection and are working to complete the project by December, 2022.

The Local Historian (Ohio Local History Alliance), page 16, September/October 2022



Facebook post, Sinclair Community College Library, 10/31/2022

Project Expenses

From May to December 2022, Archives staff spent 1,171 hours working on grant-related projects. The Project Director dedicated 10% of their time to grant projects. Two Archive Interns worked the full grant period on solely grant projects. The Student Employee started in October and assisted with grant completion through December. Supplies were promptly ordered in May and delivered to the Archives in June 2022. All archival supplies were ordered through Gaylord at the beginning of the grant period in one shipment. The Library contributed \$1,039.91 to order additional supplies.

Project Expenditures	Grant Funds	Match Funds
Project Director time (10% of hours over grant period)		\$6,559.75
Fringe Benefits – Project Director (@15.6%)		\$1,023.32
Wright State Student Intern time (652 hours @ \$12.00/hour)		\$7,824.00
Fringe Benefits – Student Intern (@15.45%)		\$1,208.81
Tartan TOPS Student Intern time (279 hours @ \$10.00/hour)		\$2,790.00
Fringe Benefits – Student Intern (@15.45%)		\$431.06
Sinclair Student Employee time (72 hours @ \$9.30/hour)		\$669.60
Fringe Benefits – Student Employee (@15.45%)		\$103.45
YouthWorks Student volunteer (28 hours @ \$28.54/hour)		\$799.12
Library contribution: <ul style="list-style-type: none"> Shipping and processing Select Gaylord supplies: <ul style="list-style-type: none"> 5 Reinforced 1" Tab Unbuff Letter File Folders Pkg 100 1 Reinforced 1" Tab Unbuff Legal File Folders Pkg 100 3 FlipTop Doc Case 2 1/2W x 12 1/4L x 10 1/4H 4 FlipTop Doc Case 5W x 15 1/4L x 10 1/4H 28 FlipTop Doc Case 5W x 12 1/4L x 10 1/4H 6 8" Stainless Steel Spatula Straight End 2 Benchmark 5" Steel Shot Filled Bag Weight Magic Rub Erasers Pkg 12 Sakura Pigma Micron Pens Black Pkg 6 		\$1,039.91
Grant-funded Gaylord supplies: <ul style="list-style-type: none"> 10 Unbuffered 10 pt Oversize Folders 16 x 20" Pkg 10 10 Unbuffered 10 pt Oversize Folders 11 x 17" Pkg 10 10 80# Text Unbuff Neg Print Envelopes 4 7/8W x 5 3/8H Pkg 100 2 Reinforced 1" Tab Unbuff Legal File Folders Pkg 100 7 Reinforced 1" Tab Unbuff Letter File Folders Pkg 100 2 Unbuffered 10 pt Oversize Folders 20 x 24" Pkg 10 1 Unbuffered 10 pt Oversize Folders 23 x 31" Pkg 10 2 Unbuffered 10 pt Oversize Folders 30 x 40" Pkg 10 5 BarerBrd Arcvl Glass Ngtrv Strg Systm Hndl 4x5 5 Shallow Lid Box 16 1/2W x 20 1/2L x 3 1/2"H 5 Shallow Lid Box 11 1/2W x 17 1/2L x 3 1/2"H 5 FlipTop Doc Case 2 1/2W x 15 1/4L x 10 1/4H 5 FlipTop Doc Case 2 1/2W x 12 1/4L x 10 1/4H 6 FlipTop Doc Case 5W x 15 1/4L x 10 1/4H 75 FlipTop Doc Case 5W x 12 1/4L x 10 1/4H 	\$2,580.00	
Amazon.com - CZUR ET16-P Professional Book & Document Camera Scanner	\$420.00	
Total	\$3,000	\$22,449.02