



## **2023 OHRAB Grant Interim Report: Organizing a Shaker Historical Society Institutional Archive**

In April 2023, the Shaker Historical Society was awarded a grant to support the arrangement and description of an institutional archive at the museum. This grant was partly matched by a generous financial gift from a museum member. Staff recognized the importance of organizing an institutional archive to 1) protect documents, photographs, and other materials; 2) make museum-related materials accessible to staff, researchers, and the public; and 3) make space available in rooms, drawers, and files that are currently occupied by scattered institutional materials. The project focuses on identifying, organizing, and improving access to organizational records related to governance, collections, exhibitions, programs, and public history efforts.

Early in the year, staff found many institutional records in random boxes and filing cabinets throughout the museum, devoid of context and original order. The Shaker Historical Society welcomed an archives volunteer in May 2023 to assist staff with gathering these records in one location for a total of 6 hours. In June 2023, the museum hired Rachel Sykes, a current MLIS student, as our institutional archives project intern. Between June 14 through August 31, Rachel has spent approximately 16 hours per week at the museum for a total of 192 hours of grant-funded time and is on track to finish the project's 200 paid hours on September 6, 2023. She will continue to work on the project, specifically the development of a collections development policy and records retention schedule, for course credit between late September through early December 2023. Executive Director Brianna Treleven and Education and Outreach Manager Krista Albertins have spent 38 hours of matching time on onboarding, records usage discussions, appraisal, purchasing supplies, and project publicity, among other tasks.

The total volume of organizational records identified thus far is 230% larger than the estimated volume in our grant application, highlighting the need for this project to make our records findable and usable. Rachel has inventoried and processed 77% of identified institutional records (26.75 cubic feet of 34.83 cubic feet total). Processed records have been physically arranged to the series level, while photographs remain at the record sub-group level. A collection-level DACS finding aid is in the final editing stage. \$2,801.42 of grant funds has been spent on shelving, document cases, folders, labels, and a dehumidifier, all of which have arrived, and \$48.58 remains in the budget for unexpected small expenses as the project continues. We expect to complete the project by December 31, 2023.

Shaker Historical Society staff members wrote a press release about the award for local media and have shared multiple project-related updates in the museum's quarterly newsletter and on social media, examples of which are below.



## SHAKER HISTORICAL SOCIETY



### Shaker Historical Society

Published by Brianna Treleven · April 28 ·

We are excited to announce the Shaker Historical Society has received a grant from the [Ohio Historical Records Advisory Board - OHRAB](#) to organize and describe an institutional archive at the museum!

This project focuses on identifying, organizing, and improving access to institutional records to preserve, collect, and tell the story of the Shaker Historical Society. The need for an institutional archive was made apparent when our staff could not easily find or access materials related to the museum's history during our 75th anniversary in 2022. Funds will be used to hire a summer archives intern, purchase necessary archival supplies, and produce a publicly accessible finding aid.

This project is supported in part by John Barber and an award from the Ohio Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration.



### Shaker Historical Society

Published by Krista Albertins · June 16 ·

In April 2023, the Shaker Historical Society received a grant from the [Ohio Historical Records Advisory Board - OHRAB](#) to organize and describe an institutional archive at the museum. This project focuses on identifying, organizing, and improving access to institutional records to preserve, collect, and tell the story of the Shaker Historical Society.

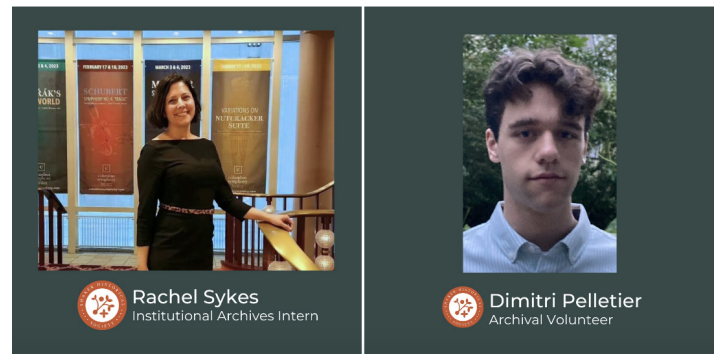
The museum welcomed Dimitri Pelletier in May as our archives volunteer to help pull together scattered institutional records found throughout the museum. Dimitri is a rising senior at [McGill University](#) in Montreal Quebec Canada, where he is working towards degrees in Political Science and Philosophy. He is also a [Shaker Heights Schools](#) 2020 Graduate and has lived in Shaker Heights since he was five years old. He is the founder of Shaker AV., a local company that digitizes vintage media into modern formats.

In June, Rachel Sykes joins SHS as our summer archives intern to appraise, arrange, and describe the boxes of materials related to the Society's history. Rachel just completed her first year of graduate study at [Drexel University's](#) College of Computing and Informatics, where she is working towards her Master of Library and Information Science (MLIS). She has a passion for information access and discovery through information organization and is a strong advocate for collaboration between libraries, archives, and museums. She currently lives outside of Columbus with her husband, two children, and a dog named Applesauce, and she enjoys reading, sewing, and hiking in her spare time. She is looking forward to working with Shaker Historical Society to create their institutional archives this summer.

Rachel's and Dimitri's work will provide organized access to a variety of museum records regarding programs, exhibitions, collections, and governance.

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#ohrab #nhprc #archives #institutionalarchives #museumarchives #shakerhistory #shakerhistoricalsociety #shakerheights #clevelandheights #localhistory #ohiohistoryconnection #cuyahogaartsandculture #ohiomuseums #northeastohio



### shakerhistory Shaker Historical Society



### shakerhistory A progress report from the archives:

Pardon our mess; we're getting organized!

July 24, our institutional archives project reached some major milestones as we completed the processing, collections review, and appraisal processes. These archival processes involved conducting an in-depth inventory of over seventy years of historical society records, identifying creating departments and their respective records, identifying and applying needed preservation treatments, and removing duplicate records and records not suited for our institutional archives. So far we have:

- 1) Processed and appraised almost 80% of identified institutional records; that's almost 900 files...or 30.25 linear feet of records for all you archives people!!
- 2) Recovered 1 box of records from the Van Sweringen Company. These invaluable records, which were previously lost to us, will be transferred to our special collections for processing and preservation treatments before they are made accessible for research.
- 3) Transferred approximately 2 boxes of records to other local archives, further supporting their preservation efforts and collections.

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