

## **OHRAB Grant Final Report**

**Institution/Organization Name:** Lakeside Heritage Society

**Project Title:** Continuing the Digitization of Lakeside Chautauqua's Annual Programs and Bulletins

**Project Director:**

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Archivist and Manager of Operations

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### **Summary of Project Activities and Accomplishments**

Lakeside Heritage Society (LHS) is a non-profit 501(c)(3) organization founded in 1968 for the purpose of preserving, promoting, and advancing the history of Lakeside, the Marblehead Peninsula and the Chautauqua Movement in America. Included in LHS's archival holdings are the Lakeside Annual Programs and Bulletins Collections which chronicle the events, programs and speakers of each summer season at Lakeside Chautauqua, dating from 1877 to present day. The nature and purpose of this project was to increase public access to the Lakeside Annual Programs and Bulletins Collections by continuing to build upon the digital content available in our online collections database.

Project funds were used towards completing the digitization of each collection by having annual programs from 1966 – 2023 and bulletins from 1966 - 1988 scanned for incorporation into our publicly accessible online database. Annual programs and bulletins were given to the Bowling Green State University's Center for Archival Collections Preservation Lab in May of 2023 for scanning, film transfer and OCR services. Approximately 1,409 images were created, accounting for \$493.15 of the \$520 budgeted for scanning services. The actual scanning cost came in under the original estimated amount due to format variations in a portion of the annual programs. The remaining \$26.85 was allocated towards the purchase of archival supplies to preserve the Lakeside annual programs that will continue to be produced each year by the Lakeside Association and added to the Lakeside Heritage Society collections.

An individual catalog record for each scanned program and bulletin was created within the PastPerfect collection management software and linked with their corresponding finding-aids for public view. As part of Lakeside Heritage Society's cash match, Archivist Kaysie Harrington spent approximately fifty hours at a rate of \$24/hour preparing and transferring documents for scanning, creating individual catalog records, and adding each PDF document to the public catalog. Volunteers spent approximately 15 hours assisting with catalog record creation at a rate of \$29.95/hour. A total of 170 individual catalog records were created and added to the publicly accessible portion of the PastPerfect catalog.

Link to individual public catalog record example:  
<https://lakesideheritage.catalogaccess.com/archives/9876>

## Screenshots of PastPerfect Individual and Multi-Level Records:

### Archive Record

Query     Edit

☒ Public Access

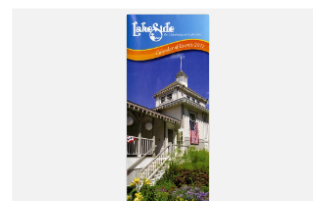
New Record Print Make Default



Collection	Lakeside Annual Programs	a	Status	Shelf	a
* Object ID	2023.13.55		Accessn/Loan	2023.13	
* Object Name	Program		Source	Lakeside Heritage Society	
Other Name		a	Catalog Date	12/08/2023	
Other No			Cataloged by	Harrington, Kaysie	a
Old No			Date	2011	
Title	Lakeside Annual Program, 2011		Year Range	2011	- 2011

Location Walnut Ave. Archives: PB-1 Box 4

Description Lakeside, the Chautauqua on Lake Erie, calendar of events for 2011.



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Image Management

### Multilevel Linking

Multilevel Linking Level of Description Collection a

#### Parent Record Information

Object ID	
Level	
Object Name	

Records in Next Lower Level

Multilevel Linking Report

Object ID	Level	Object Name	Title	Description
<a href="#">2023.13.16</a>	Item	Program	Lakeside Annual Program, 1982	Lakeside on Lake Erie program for the 109th season.
<a href="#">2023.13.17</a>	Item	Program	Lakeside Annual Program, 1983	Lakeside program of summer events, 1983.
<a href="#">1992.61.26</a>	Item	Program	Lakeside Annual Program, 1984	Lakeside program of summer events for 1984.
<a href="#">1992.14.51</a>	Item	Program	Lakeside Annual Program, 1985	Lakeside program list for 1985.
<a href="#">1992.61.27</a>	Item	Program	Lakeside Annual Program, 1986	Lakeside program of summer events for 1986.
<a href="#">1992.61.28</a>	Item	Program	Lakeside Annual Program, 1987	Lakeside program of summer events for 1987.
<a href="#">2023.13.20</a>	Item	Program	Lakeside Annual Program, 1988	Lakeside summer events brochure, 1988.
<a href="#">2023.13.21</a>	Item	Program	Lakeside Annual Program, 1989	Lakeside brochure of summer events, 1989.
<a href="#">2023.13.22</a>	Item	Program	Lakeside Annual Program, 1990	Lakeside, the Chautauqua on Lake Erie, brochure for summer events, 1990.

Object ID	Level	Object Name	Title	Description
2023.13.139	Item	Program	Lakeside Bulletin, Vol.8, No.9	The Lakeside Summer Bulletin for August 17, 1968.
2023.13.140	Item	Program	Lakeside Bulletin, Vol.8, No.10	The Lakeside Summer Bulletin for August 24, 1968.
2023.13.141	Item	Program	Lakeside Bulletin, Vol.52, No.1	The Lakeside Bulletin for February 1969.
2023.13.142	Item	Program	Lakeside Bulletin, Vol.9, No.1	The Lakeside Summer Bulletin for June 21, 1969.
2023.13.143	Item	Program	Lakeside Bulletin, Vol.9, No.3	The Lakeside Summer Bulletin for June 28, 1969.
2023.13.144	Item	Program	Lakeside Bulletin, Vol.9, No.3	The Lakeside Summer Bulletin for July 5, 1969.
2023.13.145	Item	Program	Lakeside Bulletin, Vol.9, No.4	The Lakeside Summer Bulletin for July 12, 1969.
2023.13.146	Item	Program	Lakeside Bulletin, Vol.9, No.5	The Lakeside Summer Bulletin for July 19, 1969.
2023.13.147	Item	Program	Lakeside Bulletin, Vol.9, No.6	The Lakeside Summer Bulletin for July 26, 1969.
2023.13.148	Item	Program	Lakeside Bulletin, Vol.9, No.7	The Lakeside Summer Bulletin for August 2, 1969.
2023.13.149	Item	Program	Lakeside Bulletin, Vol.9, No.8	The Lakeside Summer Bulletin for August 9, 1969.
2023.13.150	Item	Program	Lakeside Bulletin, Vol.9, No.9	The Lakeside Summer Bulletin for August 16, 1969.
2023.13.151	Item	Program	Lakeside Bulletin, Vol.9, No.10	The Lakeside Summer Bulletin for August 23, 1969.
2023.13.152	Item	Program	Lakeside Bulletin, Vol.9, No.11	The Lakeside Summer Bulletin for August 30, 1969.

### Narrative of self-assessment and evaluation

This project's goal to increase public access to the Lakeside Annual Programs and Lakeside Bulletins Collections was a success. Building from the momentum of a previous OHRAB digitization project, this project added 170 more documents to the LHS digital catalog for public research. Having this content available via the online catalog will allow LHS to connect its researchers and community members with its collections throughout the year, including during Lakeside Chautauqua's off-season. PDF/A copies of the programs and bulletins will also be stored in the LHS Google Drive, providing another level of preservation for these materials. This project was completed during Lakeside Chautauqua's sesquicentennial anniversary year, which has created greater community interest in local history. Having these materials available digitally will allow LHS to provide more resources for researchers and allow community members to connect with LHS collections remotely.

LHS will continue to build on this project by using the annual programs and bulletins collections as a model for future additions to the online digital catalog. Working on this project helped familiarize volunteers with PastPerfect and the cataloging process.

## Project Expenses

Project Expenditures	Grant Funds	Matching Funds
Harrington time, May – December (50hrs @ \$24hr)		\$1,176
Volunteer time (15hrs @ \$29.95hr)		\$449.25
CAC Microfilm/Scanning services	\$493.15	
Archival Preservation Supplies	\$26.85	

**Total Grant Funds: \$520**

**Total Matching Funds: \$1,625.25**

**Total Project Funds: \$2,145.25**

## Publicity

This digitization project was announced to the Lakeside community and membership at the LHS annual meeting in August. Announcements about the project were also mailed to local representatives. Upon completion of the project, an announcement was made to social media regarding the newly available content in the online catalog. LHS monthly newsletters will continue to feature the digitized content throughout 2024 to promote the project and the availability of the online catalog.

Lakeside Heritage Society Facebook post featuring 2023 OHRAB project, December 28, 2023:

