

Project summary:

The University Archivist, Kieth A. Peppers, will oversee the implementation, training, and monitoring of disaster preparedness and environmental control initiatives. The grant will support the purchase and installation of monitoring equipment for humidity, temperature, leaks, and pests, enabling better management of environmental fluctuations and incidents that could damage archival materials. Staff will report on the performance of these systems and responses to issues. Monitoring will be integrated into daily routines, and information will be publicly shared through the library's website. The long-term goal is to safeguard the archives while advancing digitization efforts and expanding access to primary documents. Publicity will be handled through university channels, and future funding will support ongoing preservation efforts.

The following document includes the questions to be included in the Interim report as well as my responses.

1. Estimated percentage of the project completed and number of images scanned or collections or cubic feet processed, etc.

- At present, I estimate that 50% of the project is completed. Supplies were ordered and received. Disaster preparedness kits were unpacked and contents were confirmed by myself and my student assistants. The two large tubs of supplies were then placed in their intended storage location. Signage that came with the kits was posted on the entrance and exit to the Archive, indicating where supplies can be found should library staff need them. Pest monitoring traps were deployed around the perimeter of the University Archive. Water alert sensors were also placed along the perimeter.

The Testo temperature and humidity WiFi data logger was set up and mounted in the Archive. Technical issues with network security and access to the network have hindered my ability to set up automatic alerts. The device is tracking and gathering information through a rather convoluted method involving my cell phone acting as a mobile hotspot, requiring me to be near the device. Discussions are being conducted by University IT staff to propose a more permanent option. A dedicated wireless router located in the University Archive would provide a suitable and permanent workaround for the networking issues.

2. Examples of publicity on the project. This could be copies of press releases issued by the organization, links to local media coverage, or screenshots of social media posts.

- There hasn't been a great deal of publicity surrounding this project yet. Typically, the University Library tends to wait until projects are nearing completion and ready to be unveiled before they're publicized. The grant was, however, announced internally to the University community in April, as part of the Library newsletter. A copy of the newsletter is attached.

3. Amount of staff and volunteer time spent on the project (including both grant-funded time and matching time)

- All staff time associated with this project falls under matching time. As the University Archivist, I have contributed approximately five hours since receiving the purchased supplies. The Library Director contributed an hour. IT staff contributed about two hours. My student assistant contributed about an hour. **Total: 9 hours**

4. Summary of expenses (have all of the supplies been ordered and arrived, has the software been ordered, etc.).

- All supplies were ordered.
- Expenses
 - Gaylord Archival Order (1):
 - Pest monitoring kit: \$126.47
 - Test 2-H1 WiFi Temp & Humid Data Logger: \$454.15
 - Shipping: \$19.61
 - Gaylord Archival Order (2):
 - Water Alert Sensing System: \$637.48
 - Shipping: \$16.25
 - Gaylord Archival Order (3):
 - Water Alert Sensing System: \$318.74
 - Shipping: \$14.20
 - University Products Companies Order:
 - Just in Case Disaster Kit: \$916.75
 - Shipping: \$192.52
 - Total: **\$2,696.17**
 - Costs above the grant-funded amount were covered by the University

5. Is the project on track to be completed by December 31st? If not, what were the delays and what is the estimated end date?

- The project is on target to meet all of the goals outlined in my narrative by the December 31st deadline. I have no concerns in this regard. All of the environmental monitoring and disaster preparedness supplies and equipment were purchased immediately upon confirmation that grant funding was available. Unfortunately, purchasing was delayed considerably. At the end of May, I reached out to the State Archivist to inquire about the funds, as we had not received them. The archivist assured us that he'd check into the issue and had a check cut and mailed out. When I left for summer break in mid-June, the funds hadn't arrived yet. I returned to work in mid-July to find the funds still missing. The check had been sent to campus without indicating who it was intended for or for what purpose. Upon clearing up this minor inconvenience, supplies were purchased with the funding.

Interim report completed by:

Kieth A. Peppers (University Archivist & Historian)

Kieth Peppers

From: mailer@bw.edu on behalf of Laurie Willis <mailer@bw.edu>
Sent: Monday, April 29, 2024 2:44 PM
To: Kieth Peppers
Subject: Ritter Library Early Summer Newsletter



BALDWIN WALLACE UNIVERSITY RITTER LIBRARY

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Ritter Summer Hours May 6 - August 23

Please check the [library website](#) for the most up-to-date [hours](#). The building and library staff adopt the university summer hours 8:00am – 4:30pm M-Th; Fri 8:00am – 12:00pm. Contact us before you visit to ensure the person you wish to see will be available.

Be prepared with your BW ID or mobile credentials to enter the building and be aware that 24/7 access suspends in the summer.

Faculty Fees beginning July 1

Faculty requesting returnable items (books or DVDs) unavailable through the OhioLINK consortium, must agree to pay \$5.00 to help cover the postage Ritter pays to return the item. Faculty will also have to pay any fees charged by the lending library.

Faculty will be charged for billed items. These are books or other returnable items that have been checked out and not returned. Anyone billed for an item will have received via email: two overdue notices, a billing notice, and a personal note from Access Services Librarian Laura D'Amato. If the item(s) are not returned, we will send the bill to the bursar.

Questions: [Ritter Library Interlibrary Loan](#) or [Ritter Library Policies](#) or email us library@bw.edu or call 440-826-2206.

Preparing for Fall classes this summer?

Contact [Reference liaison librarians](#) to arrange for class visits as soon as possible. Our schedules fill quickly, but we will do our best to accommodate your schedules.

This fall, due to staffing changes, Reference librarians will not be scheduled to work evenings or weekends. We will adjust our schedules to be available for evening classes or reference appointments, and students or faculty can always communicate with us via email, chat, or phone numbers found on the [library home page](#). We will respond as quickly as possible.

Library Spotlight

Access Services Librarian, Laura D'Amato, has worked with statewide agencies, our OhioNET systems support staff, and Ritter Library staff to simplify and streamline procedures for requesting copies of items unavailable through our subscriptions or our consortial memberships (*this process is also known as Interlibrary Loan*). Average turnaround time has been reduced to 24-36 hours. Thank you for your work on our behalf!

University Archivist, Kieth Peppers, received notice last week that he was awarded an OHRAB (Ohio Historical Records Advisory Board) grant for \$5200.00 this summer for an Archival Disaster Response and Environmental Monitoring initiative. He will be purchasing and setting up various instruments to monitor the BW Archives for moisture, temperature, and other threats to the fragile materials held in the archives. Congratulations to Kieth and thank you for your work preserving BW history.

Library Services Platform Migration

Work continues this summer on migrating our 30 year old service platform and catalog to a new 21st century product that will better serve faculty, students, and library staff. Look for an entirely new library experience in Summer 2025!

Libraries

Baldwin Wallace University

Email sent by Laurie Willis <lwillis@bw.edu> to kpeppers@bw.edu

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