



**2024 OHRAB Grant Final Report:
Improving the Preservation and Accessibility of Shaker Historical Society
Photograph Collection**

Organization Name: Shaker Historical Society

Project Title: Improving the Preservation and Accessibility of Shaker Historical Society
Photograph Collection

Project Director: Brianna Treleven, 216-921-1201, director@shakerhistory.org

Summary of Project Activities and Accomplishments

In 2024, the Shaker Historical Society was awarded an OHRAB grant to establish a subject-based photograph archive accompanied by a comprehensive finding aid. The project aimed to preserve and improve access to our photograph collection, addressing decades of scattered materials and inconsistent filing. With photographs being our most requested archival materials, this effort was essential to meet public and research demands effectively. Our project goals were accomplished in the following ways:

- Total of 1,997 photographs, negatives, and slides inventoried (300% larger than the estimated volume in our grant application)
 - 4.25 linear feet (373 photographs and glass plate negatives) rehoused in archival sleeves and boxes, comparable to our original estimate of 300-500 photographs
 - 252 photographs and glass plate negatives were assigned accession numbers during arrangement for more accurate identification and cataloging
- Project intern Makialani Kanewa-Mariano chose to continue the project in a volunteer capacity from late August through mid November 2024 to focus on completing the inventory and rehousing photographs.
- Glass plate negatives, previously stored loosely stacked in boxes, are now individually housed in four-flap envelopes and organized in dedicated glass negative boxes, with space allocated for future donations and acquisitions.
- Shaker Historical Society Photograph Archives Inventory
(<https://docs.google.com/spreadsheets/d/1zjGE3AnU9SFNKPzD-UDwRzHv2C3vu1J78d3GzFGAe4A/edit?usp=sharing>)
 - Developed with multiple fields, including location, accession number, subject, and description, to allow for more accurate searches
 - Allows us to identify possible materials for transfer to the institutional archives or to other repositories
 - Available on our website: <https://www.shakerhistory.org/preserve/collections>



(Left) Photograph Archives Boxes 1-7 containing 373 rehousing photographs; **(Right)** One of four boxes for glass plate negatives and tintypes, each stored upright in an archival envelope.

The project had an immediate positive impact on both the archives and museum operations. Rehousing nearly 400 photographs and glass plate negatives created additional space in the archives for storing other materials. Museum staff have extensively utilized the photograph inventory for research requests, exhibit preparation, and exhibit display. Additionally, the inventory has highlighted gaps in our photograph collection, which will inform future collection development and acquisitions.

On December 18, project intern Makialani Kanewa-Mariano and project director Brianna Treleven hosted a public open house, inviting community members to learn about the progress of the photograph archives and plans for future work.

The project's final scope exceeded initial estimates, so the work completed in 2024 is considered Phase I of the Photograph Archives initiative. Phase II, planned for 2025, involves hiring an intern to continue rehousing photographs and updating the inventory. Phase III, scheduled for 2026, will focus on digitizing the archives.

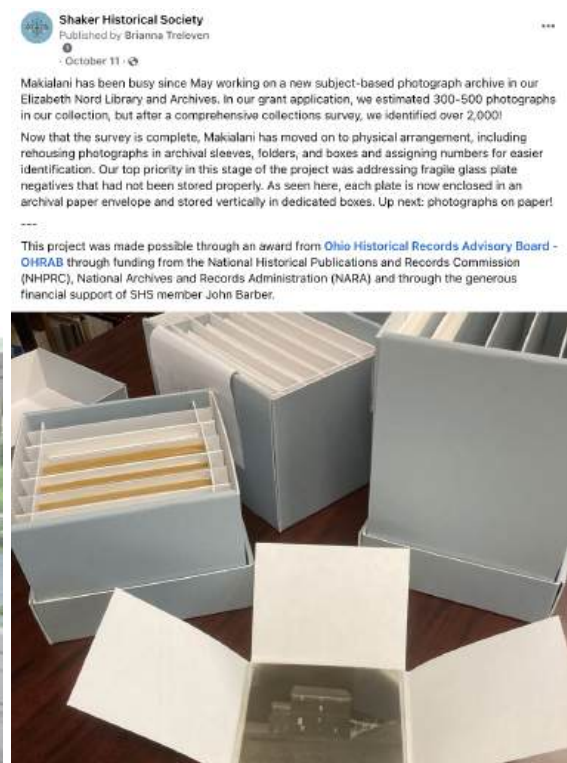


(Left) Archives Open House in December 2024; **(Right)** School tour of winter exhibition featuring photographs found through the project inventory.

Brianna Treleven has shared project-related updates on the Shaker Historical Society's social media, examples of which are below. During our July benefit, Makialani provided updates on the project to guests and highlighted photographs from our collection discovered through this project. She also shared her internship experience in a blog post for the Cleveland State University History Department, available at <https://csuhistoryinterns.clevelandhistory.org/the-photo-archives-at-the-shaker-historical-society-museum/>



[Posted August 22, 2024](#)



[Posted October 11, 2024](#)

Project Expenses

Shaker Historical Society OHRAB Grant 2024 - Photograph Archives				SHAKER HISTORICAL SOCIETY
Salaries and Wages		Grant Funds	Matching Funds	Total
Brianna Treleven, Executive Director, 55 hours x \$25.24/hr			\$1,388.00	\$1,388.00
Archives Project Intern, 180 paid hours x \$17.00/hr		\$1,060.00	\$2,000.00	\$3,060.00
Archives Project Intern, 180 volunteer hours x \$33.49/hr			\$6,028.20	\$6,028.20
Subtotals: Salaries and Wages		\$1,060.00	\$9,416.20	\$10,476.20
Order Date	Supplies	Grant Funds	Matching Funds	Total
10-1-2024	Talas File Folders - Letter Size - 100/Pk x 2	\$76.80		\$76.80
10-1-2024	Talas Laser Label (2/3" x 3.5") x 67	\$90.45		\$90.45
10-1-2024	Talas Heritage Glass Negative Storage Box (11.5" x 6" x 8.75") x 1	\$28.80		\$28.80
10-1-2024	Talas Heritage Glass Negative Storage Box (8.5" x 6" x 5.75") x 2	\$42.00		\$42.00
10-1-2024	Talas Heritage Glass Negative Storage Box (6.5" x 6" x 4.75") x 1	\$18.55		\$18.55
10-1-2024	Talas Four Flap Negative Enclosure (8" x 10" x 1/8") x 10	\$21.00		\$21.00
10-1-2024	Talas Four Flap Negative Enclosure (5" x 7" x 1/8") x 30	\$36.60		\$36.60
10-1-2024	Talas Four Flap Negative Enclosure (4" x 5" x 1/8") x 16	\$11.20		\$11.20
10-1-2024	Talas Mylar Envelope-L Sealed (5" x 7") x 100	\$90.00		\$90.00
10-1-2024	Talas Mylar Envelope-L Sealed (8" x 10") x 200	\$56.60	\$183.40	\$240.00
10-1-2024	Talas Shipping		\$34.31	\$34.31
10-11-2024	Talas Mylar Envelope-L Sealed (8.5" x 11") x 100		\$120.00	\$120.00
10-11-2024	Talas Shipping		\$16.00	
12-10-2024	Talas Document Box (17 x 12 x 5) x 4		\$94.00	\$94.00
12-10-2024	Talas Shipping		\$27.95	\$27.95
Subtotals: Supplies		\$472.00	\$475.66	\$931.66
Order Date	Equipment	Grant Funds	Matching Funds	Total
Subtotals: Equipment		\$0.00	\$0.00	\$0.00
Contracted Services		Grant Funds	Matching Funds	Total
				\$0.00
Subtotals: Contracted Services		\$0.00	\$0.00	\$0.00
Other Eligible Expenses		Grant Funds	Matching Funds	Total
				\$0.00
Subtotals: Other Eligible Expenses		\$0.00	\$0.00	\$0.00
Summary Budget		Grant Funds	Matching Funds	Total
Salaries and Wages		\$1,060.00	\$9,416.20	\$10,476.20
Supplies		\$472.00	\$475.66	\$947.66
Equipment		\$0.00	\$0.00	\$0.00
Contracted Services		\$0.00	\$0.00	\$0.00
Other Eligible Expenses		\$0.00	\$0.00	\$0.00
Total Project Budget		\$1,532.00	\$9,891.86	\$11,423.86

*Volunteer rate based on [Independent Sector's 2024 Estimated National Value](#)