

**Institution/Organization Name:** Sinclair Community College

**Project Title:** Large Format Materials Digitization and Accessibility Project

**Project Director:** Shelby Beatty, Archivist & Records Manager, 937-512-2319, shelby.beatty1@sinclair.edu

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

In our application for the 2025 OHRAB Regrant program, the goal of this project was to expand the scope of Sinclair's archival digital collections and properly preserve large-format historic materials. This goal was achieved in the following ways:

- Purchased a high-quality camera and supportive supplies with grant funds to construct an in-house, large format digitization station in Sinclair's Records Center.
- Photographed 252 oversized items selected for the grant project, including:
  - 62 Athletics posters and programs
  - 40 college advertising posters and maps
  - 34 Theater performance posters
  - 19 Diversity Office event posters
  - 5 college information booklets
  - 5 framed photographs hanging in the Archives reading room
- Edited all photographed items using Adobe Photoshop.
- Worked with Ohio History Connection Digital Services staff to upload 165 images to [Sinclair's Ohio Memory webpage](#). Additional batches will be uploaded in 2026.
- Wrote descriptive metadata for the first batch of images on Ohio Memory.

### **Examples of grant-related content on Ohio Memory**

Sinclair Theater posters:

- [Twelfth Night poster, 1978](#)
- [Hamlet poster, 1979](#)

Framed oversized photographs:

- [Downtown Dayton aerial framed photograph, ca. 1940s-1950s](#)
- [Dayton Campus framed aerial photograph, ca. 1980s-1990s](#)

Diversity Office event posters:

- [An Evening with Wil Haygood event poster, March 3, 2016](#)
- [Dr. Temple Grandin event poster, March 21, 2019](#)

Athletics Collection posters:

- [Women's Basketball Dream Season poster, 1985-1986](#)
- [Men's Basketball Season poster, 2019-2020](#)

College large-format booklets and posters:

- [The Dayton YMCA College booklet](#)
- [Sinclair Community College Open This Fall poster, 1972](#)

## Narrative of self-assessment

This project focused on the creation of a large format camera station and digitization of oversized archival content to access through Sinclair's Ohio Memory webpage. A Wright State University (WSU) graduate student interned at the Sinclair Community College Library in 2024-25 and drafted the grant application narrative as part of their Capstone project. They were awarded the WSU Kyle Pitzer Capstone Project Award for their excellent work. Their project helped the Archives afford a much-needed camera station for long-term preservation, as well as provide meaningful work for archive interns.

Supplies for the camera station were ordered promptly and set up by the Archivist, former graduate intern that drafted the grant narrative, and current graduate intern. The station allowed for the professional staging and photography of historic, oversized materials. Given the varying sizes of materials, a flexible scanning solution was essential to capturing and sharing large format archival content. This station will promote the digitization, preservation, and accessible research of oversized materials for years to come.



*Archives camera station for large format digitization*

College Archives staff were able to digitize a variety of oversized materials thanks to this OHRAB regrant. Large, historic posters and booklets that document early college programs and significant moments in time, like the 1972 opening of the Dayton campus, are now available on-demand. Highly requested posters from the now defunct athletics program are accessible and preserved for future research. Early theater posters, which represent one of the Dayton campus' longest running departments, are now convenient to research and share with both the college and larger community. The Office of College and Community Connections, formerly known as the Diversity Office, produces dozens of event posters annually and these posters are forever preserved thanks to appropriate digitization equipment. Massive, aerial photographs of campus currently framed in the Archives Reading Room are fascinating to all that visit and are now available to anyone online, regardless of their ability to come to the Dayton Campus.

The project continually aligned with its original goals to increase accessibility of Sinclair's large format historic content and create a space designated for digitizing oversized materials. All content initially selected for the grant was digitized and most is available via OhioMemory.org. In addition to

providing necessary equipment and supplies for a camera station, the grant supported student interns in gaining practical, modern archival experiences. The Archives employed one intern throughout this grant period and enhanced their understanding and comfort digitizing content and writing metadata.

### **Project Impact**

Overall, the project has made research and delivery of large format materials more convenient. Many of the posters digitized are damaged from water, light exposure, and inappropriate storage. The camera station promotes the digitization of impaired items to keep their memory alive, possibly long after the physical materials deteriorate beyond retention.

Like most of the Archive's grant projects, students were critical to the project's success. The current graduate intern from Wright State University's Public History program took on a leadership role and digitized most of the content the original grant application proposed to digitize. Their focus and determination resulted in early success and allowed for additional digitization beyond what was originally proposed in the grant application. Additional students were trained to use the camera and write metadata. Due to unforeseen Library budgeting issues, other students were not able to contribute as much time as predicted to this project. The graduate intern worked hard to meet initial grant timeline expectations and exceed project digitization goals. This project would not have been successful without their great work.

### **Additional Initiatives**

The Archives will continue to build on project success by continuing to digitize large format content and making it accessible online. There are currently five map cabinets in the Archives holding content appropriate for digitization. Project equipment will allow the Archives to partner with college departments, digitize oversized materials, and properly preserve institutional history. The camera station will continue to serve as a space to train students of all backgrounds in modern digitization techniques.

## Publicity

 **Sinclair Community College Library**  
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Here are just three of over 250 items digitized during a recent Archives grant project. Archives staff used a new camera and supporting equipment to capture and preserve items too large for a traditional scanner. Additional digitized content is available to view through the Sinclair Community College Digital Collection on Ohio Memory at <https://ohiomemory.org/digital/collection/p16007coll116>.

The Archives was supported in part by an award from the Ohio Historical Records Advisory Board (OHRAB), through funding from the National Historical Publication and Records Commission (NHPRC), National Archives and Records Administration. Thanks OHRAB for making this project and future digitization efforts possible!



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Facebook post, Sinclair Community College Library, December 10, 2025

## Project Expenses

From June to November 2025, Archives staff spent 267 hours working on grant-related projects. The Project Director dedicated 5% of their time to grant projects. One Archives intern worked the full grant period primarily on grant projects. Another Archives intern started in October and assisted with grant completion through November. Supplies were ordered throughout the grant period to assist in grant-related projects. Supplies and equipment were ordered through B&H Foto and Amazon.com.

<b>Project Expenditures</b>	<b>Grant Funds</b>	<b>Match Funds</b>
Project Director time (43 hours - 5% of full time hours)		\$1,952.13
Wright State graduate intern time (204 hours @ \$20.00/hour)		\$4,080.00
Sinclair student intern time (20 hours @ \$16.00/hour)		\$320.00
Fringe Benefits @ 15.45%		\$981.40
B&H Foto Equipment: <ul style="list-style-type: none"> <li>• Nikon D850 DSLR Camera</li> <li>• Nikon AF-S NIKKOR 50mm f/1.8G Len</li> <li>• Nikon EN-EL15c Lithium-Ion Battery</li> <li>• SanDisk 128GB Extreme PRO CFexpress Type B Memory Card</li> <li>• ProGrade Digital CFexpress Type b &amp; UHS-II SDXC Dual-Slot USB 3.2 Gen 2 Card Reader</li> <li>• Sensei Deluxe Optics Care &amp; Cleaning Kit</li> </ul>	\$2,254.77	\$224.16
Amazon.com Equipment & Supplies: <ul style="list-style-type: none"> <li>• Folding Conference Table</li> <li>• HMTFoto Background Solid Black Backdrop</li> <li>• EMART Backdrop Stand (ordered w/ Library supplies that were charged to a separate account)</li> <li>• Cool Area Sun Sade Sail</li> <li>• NEEWER 79 inch Camera Tripod</li> <li>• Torjim Softbox Photography Lighting</li> <li>• MT-88 Overhead Camera Mount Desk Stand</li> </ul>	\$498.04	
<b>TOTAL</b>	<b>\$2,752.81</b>	<b>\$7,557.69</b>