

OHRAB Mid-Project Report August 2016

Institution/Organization Name: Clark County Historical Society

Project Title: Springfield News-Sun Processing Project

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Summary of Project Activities and Accomplishments:

In June 2013 the Clark County Historical Society received the vast holdings of the *Springfield News-Sun* newspaper, which included nearly 2,000 reels of microfilm from 1894-2014 and 165 record boxes of materials from the newspaper's "clippings morgue," which contains thousands of original articles, photographs, complete special newspaper sections, scrapbooks, and more. Since the collection was moved to the Historical Society three years ago, we have had little manpower or funding to work on processing the collection. We receive regular requests from the newspaper and other researchers, and we frequently need to access the collection for our own use for outreach, regular newspaper photo submissions, and exhibits. Even when the "morgue" clipping files were at the Springfield News-Sun offices, they never had an inventory, so for years after we got the collections, whenever we would need to access the files, we would go to where the boxes were stored and cross our fingers that we might find what we needed. In 2015 we started compiling a box inventory using an Access database and began slowing processing the subject file boxes using our own funds. The project stalled because with the size of the collection, we were simply going through files too quickly and could not afford to continue pulling from our regular supply budget.

We were very happy to receive funding from the OHRAB regrant program this year to allow us to purchase 3,000 file folders to finish processing the subject files, the remaining 22 out of 36 boxes within the collection. After receiving notification of funding in mid-March, I started bringing up the subject file boxes from the basement storage area so that we could continue with compiling a database inventory of the files. Once an inventory list for each box is completed, we print the database spreadsheet for that box so that those processing can make notes of the file contents on the printout. I had one volunteer start working on processing the files, a gentleman named Jim who comes in every Thursday and Friday for 2-3 hours. For the spring semester we had four Wittenberg students working with us to complete their community service requirement. We were fortunate to have them available to work on processing towards the end of April. With their help, we were able to move forward quickly with the project. When they finished their hours in early May, we were already through 28 of the 36 boxes that we need to process. Since May, Jim has continued processing on his own and as of August 26 is on the last of the subject file boxes.

With the help of the Wittenberg students and four other regular volunteers, we completed the typed box database inventory in late June. The completed subject file database now contains 4,250 file names. We will continue to follow up, updating the database with notes about the contents of each processed file. As of now, we have only added notes on a little over 400 of the over 4,000 files, so I plan to have several volunteers work on updating the database. I also plan to have the complete inventory list online soon. Since it appears we will finish with processing sooner than expected, I hope to continue onward and work with volunteers to prep and inventory the next part of the collection, the surname files, for future processing.