

OHRAB Project April 1- December 31, 2013
Delaware County Historical Society
Final Report (February 15, 2014)

Project Title: Provide access to Delaware County, Ohio, manuscripts

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Summary of Project Activities:

The goal of our project was to catalog and safely store the archive material held at the Delaware County Historical Society. Our proposal was to process all of the stored archive. The OHRAB grant provided the desired impetus to the Society volunteers to start processing the Society archives; however, we did not meet the goal to process all of the archive.

Between April 2013 and December 31, 2013, we reviewed 75 cubic feet of the estimated 150 cubic feet of archive materials which are owned by the Delaware County Historical Society. Thus we believe that we are 50% complete in our project to provide access to the Delaware County Historical Society's archives. Fifty seven collections were re-housed in acid neutral folders and boxes and cataloged. In addition, 71 ledgers and 39 family Bibles, wrapped in acid neutral paper, were cataloged. Two lists are attached to this report: 1) "Collections processed on the 1913 grant", and 2) "Ledgers cataloged in OHRAH project".

We created 165 metadata records in the PastPerfect archive catalog, and 44 records in the PastPerfect photograph catalog. (When originally stored, the photographs had been housed with the papers from the donor.) The 209 records for the archive and photograph items have been loaded to PastPerfect-Online catalog (<http://delawareohio.pastperfect.com>) and will be indexed by Google on Google's schedule for indexing web sources. In addition the record and digital copy of the 1899 Delaware Board of Trade newspaper supplement has also been posted in Delaware County Memory (delawarecountymemory.org) These records still need to be reviewed for quality and consistency; however, the information in the records will provide access via keyword search in the local catalog and on the web.

During the project period, fifteen volunteers contributed 439 hours to this project. Three volunteers contributed the majority of the hours. The other volunteers spent only one or two

sessions on the project; their natural skills were not a good fit for this type of work or their available hours were so dispersed that a less complex task was a better assignment.

Of the \$720 received from the OHRAB grant, we initially spent \$717 to purchase 60 acid neutral boxes, 100 legal acid neutral file folders, 200 letter sized acid neutral file folders, and 200 letter sized polyester pockets. We exhausted the supply of polyester pockets very quickly and discovered that there was a need for a legal sized polyester pocket as well. The additional supplies were ordered to continue the project. The \$2.34 remaining from the OHRAB grant was used in the payment for the second order. Of the original purchase, we have used 31 of the acid neutral boxes and approximately 50% of the legal and letter sized file folders.

Accomplishments:

1. We can locate 209 items or collections which formerly were not known to the Society volunteers nor to the public. Some items in the processed collection have been used to answer reference questions; specifically, the Parker, Condit letters surfaced in the project all most to the day that information about the letters was requested and the Leibold Family Bible was found in our catalog a few days after a question about that family was asked.
2. With our new understanding of our collection we provided a laboratory environment for 9 students in the Ohio Wesleyan University History 250 research methods seminar in October; a second class from the University will visit in April. Both of these classes are using collections in the cataloged archives.
3. An article about the project was included in the Society Autumn 2013 *Delaware County Historian*. A copy of the article is attached.
4. We developed policies and procedures for processing the archives materials.

Next Steps:

1. Continue the cataloging and re-housing of the as yet untouched archives.
2. Review the metadata records for consistency and quality.
3. Submit the records to the Library of Congress Manuscript Division