

**Institution Name:**

Hudson Library & Historical Society

**Project Title:**

Preserving and Improving Access to Hudson, Ohio, Historic Photographs

**Project Director:**

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**Summary of Project Activities:**

The Hudson Library & Historical Society's 2013 OHRAB Archives grant project has been progressing nicely. All supplies originally budgeted for the project have been ordered and received. The installation of the oversized storage shelf ended up costing less than the archival supply company originally quoted so we have approximately \$150.00 in funds still to spend. We plan to purchase additional polypropylene sleeves for the photographs and archival trays to better store daguerreotypes.

A full draft of a photograph cataloging manual is complete. We will revisit the manual as the cataloging portion of the project continues and adjust it as we encounter tips that may be useful to include.

The cataloging has proven to be the most time-intensive part of the project. I anticipated that the cataloging would make up a bulk of the work so I began cataloging as soon as the grant period started. The Library purchased a network license for PastPerfect so that the cataloging software could be accessed from multiple computers. We did have to wait for PastPerfect to be sent and installed so I started cataloging in Microsoft Excel. I found that Excel actually turned out to be a quicker cataloging platform. I have completed most of the cataloging for the project with over 2700 photographs cataloged. Approximately 50% of the data has been entered in PastPerfect.

In early June, we sent over 100 images to SummitMemory to be digitized. We were informed in July that SummitMemory encountered a problem with their server. This server problem will delay work on their end for a few weeks while they set up a new server, transfer data and switch over to a new version of ContentDM. I have not slated metadata work on our end until September, so I do not anticipate that this setback will delay our progress too much. When the first batch of 100 images is digitized we will send another batch of 100 images.

With the assistance of a volunteer, the most fragile images have been placed into plastic sleeves. Our volunteer is currently in the process of refolding the images. Most of the oversized photographs have been located, removed from frames, and placed into the oversized flat file storage shelf.

Already, we are pleased with the progress and the outcomes. During the project, we received several research requests for images. We have been able to easily locate and retrieve those items, a process that was once very time-consuming.