

# FINAL GRANT REPORT FOR OHIO HISTORICAL RECORDS ADVISORY BOARD

## PROTECTING, DIGITIZING, AND PROVIDING ACCESS TO THE HURON COUNTY COMMUNITY LIBRARY'S HISTORICAL IMAGES

**Organization Name:** Huron County Community Library

**Project Title:** Protecting, digitizing, and providing access to the Huron County Community Library's historical images

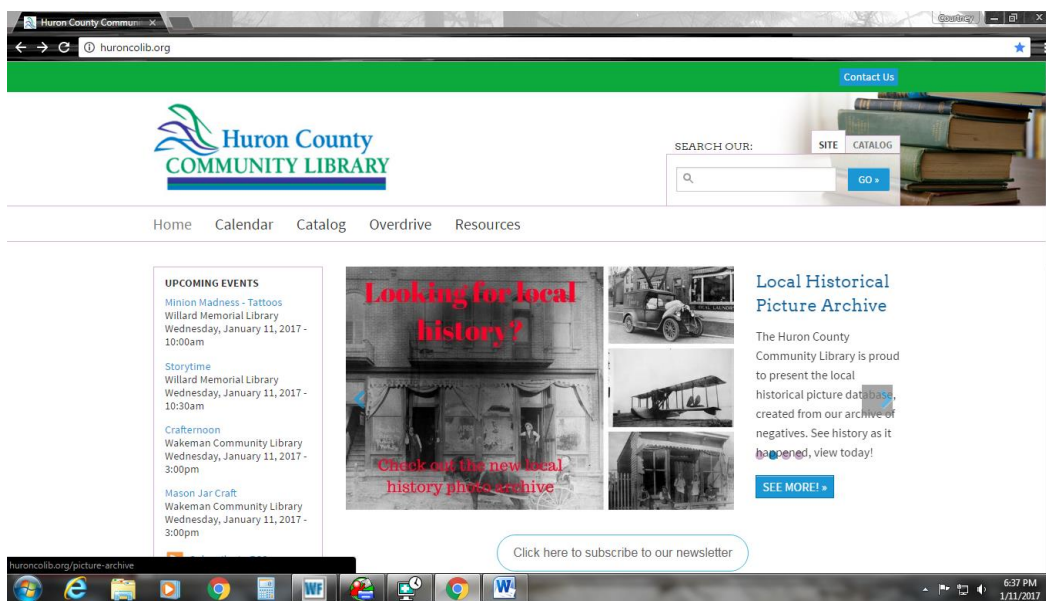
**Project Director:** Laura Lee Wilson, 419-933-2544, llwilson@huroncolib.org

The Huron County Community Library (HCCL) with the assistance of volunteers and staff have completed the *Protecting, digitizing, and providing access to the Huron County Community Library's historical images* project, supported in part by an award from the Ohio Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration.

The image collection consisting of historical pictures, photos on film and negatives, measuring nearly 20 cubic feet was originally donated to the Willard Memorial Library, one of four Huron County Community Library locations, by William and Rachel Daniels. The collection covers local historical scenes; from the 19<sup>th</sup> and 20<sup>th</sup> century and exceeds 200 prints with film and slides to match or over 1500 items in total.

Thirty-five subject headings were assigned to the collection holdings. The subject headings were configured to be searched by one or multiple subject headings.

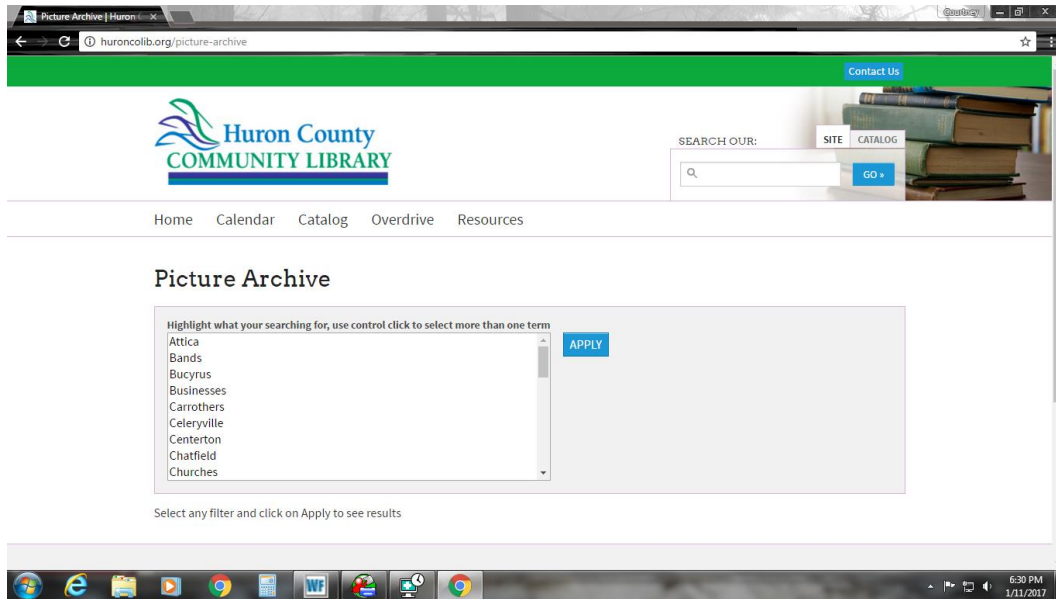
Below are screenshots for accessing the digitized photos which are stored on the HCCL server and backed up on an external hard drive.



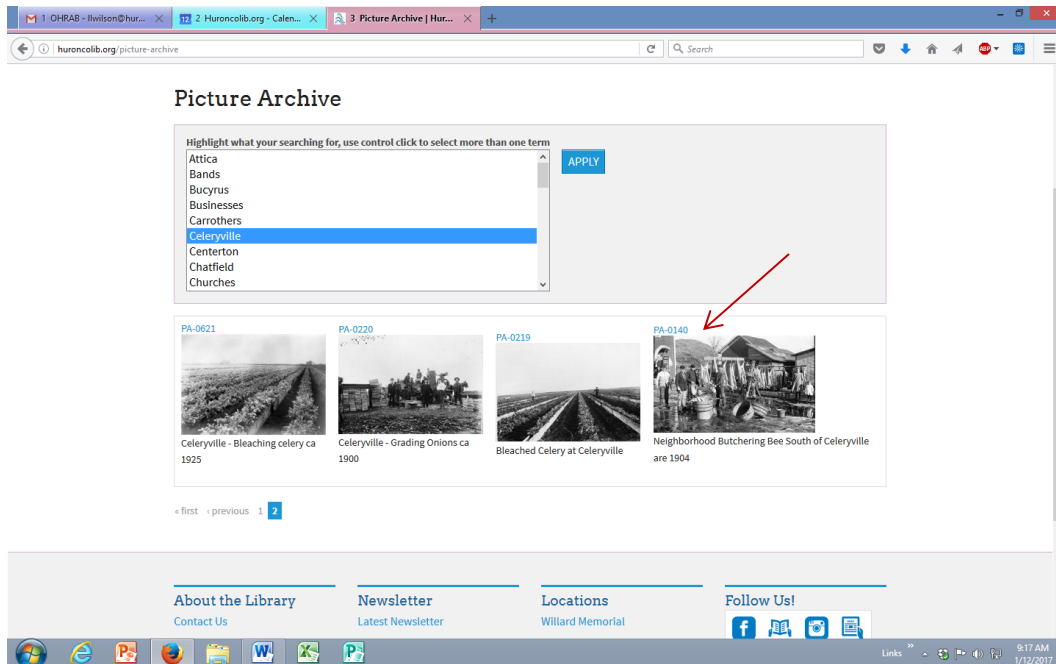
[www.huroncolib.org](http://www.huroncolib.org) Above: Promotion of the Local Historical Picture Archive on the HCCL webpage.

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<http://huroncolib.org/picture-archive> Above: Search page for Picture Archive can be used to search multiple search terms.



Above: Results of a search for “Celeryville.” Red arrow indicates hyperlink to enlarge image.

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Above: Example of clicking on the hyperlink above the photo allows users to view a larger image.

The objective of the project was to use \$1,870.00 in OHRAB Regrant funds to preserve the original photographs, digitize them in house, and improve access by placing them online. And provide proper archival storage for the original prints, negatives and slides.

The project was completed by placing interleaving paper between the original prints, inserting them in acid-free folders, and filing the folders in acid-free boxes. After the negatives and slides were scanned, they were also placed in archival negative and print sleeves and stored in acid-free boxes.

Additionally the digitized photos are stored on the HCCL server, with backup storage on an external hard drive and the CLOUD.

The collection is now available online through the Huron County Community Library website [www.huroncolib.org](http://www.huroncolib.org) and in the HCCL Local History and Genealogy Room. The library is delighted to finally be able to offer this collection to anyone with an Internet connection. This project has brought the library's historic photograph collection out of storage and to the eyes of people across the world through the use of technology.

The project took approximately 800 staff hours and 80 volunteer hours.

Templeman	510 hrs.
Warren	200 hrs.
Campbell	90 hrs.
Gallion (volunteer)	30 hrs.
Wilson (volunteer)	50 hrs.

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OHRAB Regrant funds were used to purchase the following items:

Epson Perfection 1200 photo flatbed scanner with 2 EU-33 film adapters	\$137.97
Seagate Expansion 1TB portable external hard drive	\$54.99
Buffered interleaving 16x20 paper (6 pkg @ \$20.80)	\$124.80
Buffered interleaving 8x10 paper (3 pkg @ \$12.40)	\$37.20
Disposable cotton gloves (12 pairs)	\$13.50
Archival full 1" tab letter size file folders (1 pkg)	\$41.75
2 mil Archival polyester 4x5 negative print sleeves (13 pkg @ \$63.99)	\$831.87
Barrier board flip top archival negative box (30 @ \$14.50)	\$435.00
Ultimate half size legal record storage carton (8 @ \$10.99)	\$87.92
Shipping and handling for purchases	69.92

**TOTAL OHRAB FUNDS \$1,834.92**

An in-kind cost match of \$10,713.60 in labor for the project and \$291.85 towards a dedicated computer for the Local History and Genealogy Room to access the digital historic photograph collection brought the total project cost match to \$11,005.45

Components to build a computer include:			
• Rosewill FBM-01 (Computer case)		\$22.99	
• MSI 760GMA-P34 (FX) (Motherboard)		\$54.74	
• AMD FX-4300 (Processor)		\$82.98	
• 1 x 4GB Critical Ballistics (RAM Module)		\$31.99	
• WD Blue 1TB (Hard Drive)		\$49.99	
• Corsair CX430 (Power Supply)		\$49.16	
Templeman	510 hrs.	\$9.98	\$5089.80
Warren	200 hrs.	\$15.45	\$3090.00
Campbell	90 hrs.	\$9.14	\$822.60
Gallion (volunteer)	30 hrs.	\$21.40	\$642.00
Wilson (volunteer)	50 hrs.	\$21.40	\$1070.00

**TOTAL MATCHING FUNDS \$11,005.45**

**CUMULATIVE TOTAL \$12,840.37**

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Now that the project is complete, the library would like to go back and place watermarks on the digitized photographs. This is a project we will assign a volunteer in the future.

The Huron County Community Library administration, staff and Board of Trustees are grateful for the Ohio Historical Records Advisory Board Regrant for partially funding this project to preserve the original photographs, negatives and slides by providing archival quality storage and purchasing the equipment necessary to digitize the collection so that it can be easily accessed online.