

Ohio Historical Records Advisory Board 2015 Grant: Final Report

Institution Name: Kent State University

Project Title: Providing Access to the Kent State Shootings Audio Archive

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Summary of Project Activities and Accomplishments

In accordance with the original proposal, 119 reel-to-reel audio recordings were transferred into digital format by an external vendor (George Blood Audio). The grant staff (Gilgenbach, Dressler, and Hughes-Watkins) prepared a basic metadata spreadsheet for the vendor, to which was added highly detailed technical metadata at the time of digital capture. The vendor then provided high quality master audio files and use/reference files for each recording. It should be noted that some event recordings were comprised of several reels. Therefore, the number of unique recordings included in the project is 80. For example, the recordings of the Scranton Commission hearings took place over several days and were comprised of fifteen reels.

Following creation of digital files, all recordings were reviewed for quality assurance, which involved spot-checking every single recording to ensure that audio was complete and audible. Next, the files and basic metadata were imported into the digital archive repository. Each metadata record was carefully reviewed for accuracy, completeness, and value-added data, such as subject keywords and author/contributor names, were added as appropriate. Testing was also conducted on how each item displayed in the public repository. Finally, a basic [Digital Feature Exhibit](#) was created to help us promote this specific group of digital items to the public.

Our final stage of the project is still being executed as we enact our publicity plans for promoting this new resource to local, state, and national communities of potential users. This effort will be ongoing, but our initial publicity efforts include press releases and posts to traditional and social media outlets. Along with Kent State University venues, we plan to send news items to library/archives newsletters at the state and national levels (e.g., Society of Ohio Archivists, Society of American Archivists, and others).

We met all of our project goals, except for full promotion of the project, which is currently underway and will continue throughout winter/spring 2016. We were able to publicly upload all of the recordings on our digital repository in December 2015, which was our most intensive deadline for the project.

Sample Descriptive Tools

Metadata records were created for all recordings and loaded into our Omeka-based digital archive repository. When audio recordings were also associated with a published finding aid, links from the finding aid to the digital object were also created. This will help to ensure that these materials are accessible via multiple entry points. Below are sample digital repository records and one finding aid link example.

Sample Digital Repository Record

The screenshot shows a digital repository record for an audio item. At the top, the title is 'PRESIDENT WHITE ADDRESSES THE KSU STUDENT BODY' under the heading 'KENT STATE SHOOTINGS: DIGITAL ARCHIVE'. Below the title is a breadcrumb trail: 'HOME / SPECIAL COLLECTIONS AND ARCHIVES / DIGITAL COLLECTIONS / KENT STATE SHOOTINGS: DIGITAL ARCHIVE / PRESIDENT WHITE ADDRESSES THE KSU STUDENT BODY'. A blue button labeled 'BACK TO SEARCH RESULTS' is positioned below the breadcrumb. The main content area features a video player interface with a play button, a progress bar showing '00:00:00' to '00:16:17', and a volume icon. To the right of the player is a 'Citation' section with the text: "President White Addresses the KSU Student Body," *Kent State University Libraries. Special Collections and Archives*, accessed January 6, 2016, <http://omeka.library.kent.edu/special-collections/items/show/2329>. Below the citation is a grey button labeled 'Brief Record Display'. The metadata is presented in a table format with the following fields:

Description	Audio from a television program in which KSU President Robert I. White addresses the KSU student body.
Author/Photographer	White, Robert I.
Date	1970-10-21
Subject(s)	Audio recording Kent State University. Administrators Kent State University. Black United Students Speeches, Lectures, Forums
Format of Original	reel-to-reel
Subcollection	John C. Weiser papers
Institution	Kent State University
Repository	Special Collections and Archives
Access Rights	This digital object is owned by Kent State University. Please include proper citation and credit for use of this item. Use in publications or productions is prohibited without written permission from Kent State University. Please contact the Department of Special Collections and Archives for more information.

At the bottom of the record, there are navigation links: '← Previous Item' and 'Next Item →'.

Screenshot of audio item in the *Kent State Shootings: Digital Archive*

This item displays streaming option for audio content at the top of the screen, with adjoining metadata below.

<http://omeka.library.kent.edu/special-collections/items/show/2329>

Sample Digital Repository Record

KENT STATE SHOOTINGS: DIGITAL ARCHIVE

OHIO STATE LEGISLATIVE HEARINGS ON CAMPUS UNREST

HOME / SPECIAL COLLECTIONS AND ARCHIVES / DIGITAL COLLECTIONS / KENT STATE SHOOTINGS: DIGITAL ARCHIVE / OHIO STATE LEGISLATIVE HEARINGS ON CAMPUS UNREST

[BACK TO SEARCH RESULTS](#)

Reel 1
▶ 00:00:00 01:37:01

Reel 2
▶ 00:00:00 01:38:52

Reel 3
▶ 00:00:00 01:24:33

Reel 4
▶ 00:00:00 00:57:08

Reel 5
▶ 00:00:00 00:13:01

Citation
"Ohio State Legislative Hearings on Campus Unrest," *Kent State University Libraries. Special Collections and Archives*, accessed January 6, 2016, <http://omeka.library.kent.edu/special-collections/items/show/2362>.

[Brief Record Display](#)

Description Includes four reels of hearings and final reel is a press conference. Five reels included. Reel Four includes: This segment includes speakers: Mr [Marez], Bruce Landis, Robert Morehouse (Farmer, Medina County), Wendy Anderson (Kent State student), Mark Harris (Kent State student), Judith Ambrose (Kent State student), Delores Noll (Assistant Professor of English, Commission for Non-Violence), David Schaffer (Kent State student). Includes discussion on: liquor control, government assistance, University unrest, Weathermen SDS, Hoover, War, Academic freedom, intellectual dishonesty, government violence, financial freezes at university, anti-war movement, peace marshalls, administration insensitivity, M1 rifle usage, National Guard crowd control procedure

Date 1970-07

Subject(s) Audio recording

Screenshot of audio item in the Kent State Shootings: Digital Archive

This screenshot displays streaming option for audio with multiple reels, and the adjoining metadata.

<http://omeka.library.kent.edu/special-collections/items/show/2362>

Sample Finding Aid with Links to Digitized Recordings

MAY 4 COLLECTION -- BOX 199

SERIES 5: AUDIO-VISUAL MATERIALS

Folder -- Contents

1. Audio Cassette and Transcription of Governor Rhodes Speech on Campus Disorder, May 3, 1970.
2. [Reel-to-Reel, Recorded Statement, Dickerson, Pat & Hale, Mike, June 1, 1970.](#)
3. [Reel-to-Reel, Recorded Statement, Haenle, Tom, June 13, 1970.](#)
4. [Reel-to-Reel, Recorded Statement, Howard, Walter; Runyon, Elizabeth; Shaw, Greg; Thacker, Russel, June 4, 1970.](#)
5. [Reel-to-Reel, Recorded Statement, Iwas, Richard, June 6, 1970.](#)

Links in finding aid open in a new window or tab to item in the digital archive repository.

<http://www.library.kent.edu/193#series5>

Project Publicity

When the grant was first received, some modest publicity was completed to announce the project via a Web-based press release. A new press release has just been produced to publicize the completed project and availability of the recordings.

Press releases: <http://www.library.kent.edu/news>

Additional publicity that will be completed starting in January 2016 includes the following:

- Send press releases to local newspapers outlets (e.g., *Record Courier*, *Akron Beacon Journal*, *Cleveland Plain Dealer*).
- Send news items for publication in various Kent State University outlets (students newspaper, University Library publications, alumni publication).
- Provide a press release to key local and national organizations within the archival community (e.g., Midwest Archives Conference, American Library Association of Ohio, Society of American Archivists).
- Publicize the newly digitized recordings on all of the department's social media platforms. Highlight 1-2 recordings each month for four months.
- Re-publicize recordings the week of the 46th anniversary of the Kent State Shootings on all of the department's social networking sites (May 2016).
- Update the content for our department's May 4 Information Packets to include newly digitized audio recordings.
- Create a carousel "ad" on the Kent State University Libraries homepage to link to the recordings.

Expenditures and Project Cost Match Budget

A detailed inventory of all project expenditures and cost match budget report are attached under separate cover to this final report. (See *KentState2015_FinalBudgetRpt.pdf*). This documentation includes all information relating to shipping and audio capture costs for the project throughout the year.

The original quote from George Blood was initially under the total \$4,000 project cost, however with the unknown variables of running time, condition, and playback which exist in analog audio, the final project total did exceed the quote. The Kent State University Libraries was able to address the extra costs of the project, as reflected in the charts below. Our project team is very satisfied with the professional capture of the reel-to-reel tapes by the company, and therefore the exceeded project amounts are acceptable.

Below is a chart of all of these expenses by date, which also displays the portions paid for using grant monies and the other portion that Kent State University Libraries made payment.

Date	Description of Service	Vendor	Grant Funded (\$)	Cost Share (\$)
5/12/2015	Shipping of pilot materials	FedEx	3.07	3.07
5/27/2015	Pilot audio capture (Test sample)	George Blood (As billed through Lyrasis)	221.25	221.25
5/29/2015	Return shipment of hard drive with digital pilot content	FedEx	3.07	3.07
6/25/2015	Return shipment of pilot material	FedEx	3.05	3.05
8/12/2015	Shipping of remaining audio content	FedEx	23.28	23.27
9/16/2015	Return shipment of hard drive with digital audio content	FedEx	3.32	3.33
10/1/2015	Remaining audio capture	George Blood (As billed through Lyrasis)	1,742.96	2,394.54
10/19/2015	Return shipment of remaining audio reels	FedEx		32.44
		TOTALS	\$2,000.00	\$2,684.03

Below is a chart of the breakdown of the type of service and corresponding charges, as well as the total for each portion as related to OHRAB funded or paid for by Kent State University Libraries.

Summary by Type of Service

Description of Service	Vendor	Grant Funded (OHRAB)	Cost Share (Kent State)
Audio digitization	George Blood (As billed through Lyrasis)	1,964.21	2,615.76
Shipping	FedEx	35.79	68.24
	TOTALS	\$2,000.00	\$2,684.03