



Institution: Milan-Berlin Library District

Project Title: *Preserving and Providing Access to the Milan-Berlin Library District's Photograph Collection*

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Project Summary: The OHRAB grant award funded the processing and preservation of the Local History Department's photograph collection. The project has two main goals: preservation of the photograph collection and making it accessible to our patrons. Funds were used to purchase archival supplies such as polyethylene photograph enclosures, acid-free folders, and other preservation tools.

Current Progress:

Estimated percentage of project completed:

The *Preserving and Providing Access to the Milan-Berlin Library District's Photograph Collection* project began immediately after receiving notice of the award. Approximately 50% of the project has been completed and is on track to be completed by December 31st. Local History Librarian, Jessica Maiberger, continues to sort, organize, and inventory the photograph collection and remove inadequate enclosures. In the remaining months, she will further process the collection by placing the photographs in acid-free boxes and folders and proper enclosures. She will finish the project by creating finding aids for the collection.

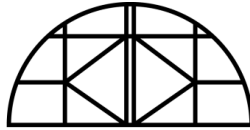
Summer intern, Jeni Giele, worked at the library from May 22 until July 10. She spent one-hundred and fifty hours organizing, preserving, and inventorying the Velma Pusateri Photograph Collection. The collection was a large component of the Milan-Berlin Library District's photograph collection. After processing was finished, Jeni created a small display located in the library's Adult Department utilizing the photographs from the Pusateri collection. The display corresponded with the "Every Hero Has a Story" Summer Reading Program.

Publicity on the project:

The Local History Department hosted a Grand Reopening event in April 2015. In preparation for the event, a weeklong countdown appeared on the library's Facebook page and featured the OHRAB grant award on April 22. Signage describing the grant-funded project and the OHRAB logo was displayed on the research table during the reopening event. Approximately thirty people attended the grand reopening on April 28th. Lastly, the display created by Jeni included signage describing the OHRAB grant program and project goals.

Increased interest from researchers?

The number of researchers accessing the collection has not yet increased. However, many patrons, researchers, and other historical institutions express excitement when hearing of the project and look forward to having the collection organized and preserved. The OHRAB grant has also provided the Local History Department the opportunity to educate patrons and researchers about preservation and acquire a number of donations for the Local History Department especially the photograph collection.



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Summary of expenses:

All supplies have been ordered and received. We received an 18% discount and free shipping which allowed us to purchase additional folders and photograph enclosures.

Expenditure Report through August 27, 2015:

Ohio Historical Records Advisory Board National Historical Records & Publications (NHPRC) State and National Archival Partnership (SNAP) Grants Regrant Program	
Supplies	Total
Gaylord® Full Tab Letter Size Vertical File Folders, 10-Pack Item # J810 - 4 packs @ \$28.78 each	\$115
Gaylord® Full Tab Legal Size Vertical File Folders, 10-Pack Item # J1410 - 4 packs @ \$30.95 each	\$124
Gaylord® Reinforced Full 1" Tab Letter Size File Folders , 100-Pack Item # RF9111 - 2 packs @ @ \$26.20 each	\$52
Gaylord® Reinforced Full 1" Tab Legal Size File Folders , 100-Pack Item # RF9114- 2 oacks @ \$28.35 each	\$57
Gaylord®, All-Stabilo Pencil, White Item # 57110 - 1 pencil @ \$4.15 each	\$4
Gaylord®, 2 mil Polyethylene Short Side Opening Print Envelopes 4x5, 100-Pack Item # PNP45 - 3 packs @ \$8.65 each	\$26
Gaylord®, 2 mil Polyethylene Short Side Opening Print Envelopes 4x6, 100-Pack Item # PNP46 - 3 packs @ \$11.55 each	\$35
Gaylord®, 2 mil Polyethylene Short Side Opening Print Envelopes 5x7, 100-Pack Item # PNP57 - 4 packs @ \$12.25 each	\$49
Gaylord®, 2 mil Polyethylene Short Side Opening Print Envelopes 8x10, 100-Pack Item # PNP810 - 3 packs @ \$21.70 each	\$65
Gaylord®, E-flute Spacers, 5-Pack Item # EFCB821 - 1 pack @ \$7.58 each	\$8
	\$534