



The Shaker Historical Society OHRAB Interim Report

ORGANIZATION: The Shaker Historical Society
PROJECT TITLE: The Elizabeth B. Nord Library & Archives Map and Stereoview Collections Preservation and Reorganization Project
PROJECT DIRECTOR Name: Dr Ware Petznick
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NARRATIVE: Thanks to the OHRAB grant, The Shaker Historical Society has been able to dramatically improve its ability to serve researchers interested in maps and stereoviews by reorganizing, indexing and photographing all maps and stereoviews in the Elizabeth B. Nord Library & Archives. We also have had the opportunity to educate interns about the proper way to handle, organize, document and index archival collections. By funding materials, the OHRAB has enabled us to encapsulate 105 maps (repair some tears prior to encapsulation in Mylar), reorganize and index 99.8% of the maps, and photograph about 76% of them. Through this project we have also photographed and indexed all 1229 stereoview cards in the collection. Our source for archival sleeves has been out of stock, so we will complete the reorganization of the stereoviews alphabetically by publisher when we receive the archival sleeves next week.

Map Collection

Total Maps 193
Photographed to this point: 76% (about 145 images)
Repaired & encapsulated: 54% (105 maps)
Organized: 99.8%

Stereoview Collection

Total stereoviews: 1229
Photographed: 100%
Organized: Approximately 75%

SUMMARY OF PROJECT ACTIVITIES and ACCOMPLISHMENTS:

The Elizabeth B. Nord Library & Archives Map Collection

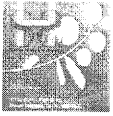
Dates: 1755– 2000

There are 12 series in this collection described by geography:

- [1] Western Reserve
- [2] Cuyahoga County & other Ohio Counties
- [3] Lake Erie
- [4] Cleveland, Ohio
- [5] Warrensville Township, Ohio
- [6] Highways of Cleveland, Ohio
- [7] The State of Ohio
- [8] Outside the State of Ohio
- [9] The Van Sweringen Co
- [10] Shaker Heights, Ohio
- [11] East Side Cleveland, Ohio
- [12] The North Union Shakers

Extent: 6.560 cubed feet (4 flat drawers 29.5" x 38.5" x 2.5") 193 Maps (plus 4 framed maps on display in the museum and at least one map printed on the back of a menu in VF011,F14.)

(11 large scale maps were scanned at the Cleveland Public Library).



The Elizabeth B. Nord Library & Archives Stereoview Collection

- Series: No series have been defined for this collection. The index has been divided by publisher.
- Dates: 1900-1910
- 1229 images digitally photographed
- 1229 images addressed by project

Copies of Catalog Entries and Finding Aids

- Guide to the Elizabeth B. Nord Library and Archives Map Collection, Draft, Attached
- Guide to the Elizabeth Nord Library and Archives Stereoview Collection, Draft, Attached

Narrative of self-assessment:

So far we are on target to achieve all objectives set out in our application. I have no criticisms so far about the map or stereoview finding aids and reorganization. We also reorganized and indexed the scrapbook collection though I am disappointed with the quality of images from the scrapbooks, and suspect that we will need to redo that process. Reorganizing and indexing the scrapbooks was not part of our remit, but as we were already embarking on the process to teach interns about writing finding aids and handling archival material, we included work on the scrapbook collection as well. We still plan on adding our collections to our website, so that they are searchable by an international audience, but given the volume of images, we will need to do some research as to how best to handle the images. PastPerfect's web software may be a way forward for us to progress beyond the work promised in our application. For now, we have added blog entries on our website and articles in our newsletter, *The Journal*.

Publications:

<http://www.shakerhistoricalsociety.org/2013/07/rare-images-china-highlights-stereoview-collection-elizabeth-nord-library-archives/>

<http://www.shakerhistoricalsociety.org/2013/08/windows-world-elizabeth-nord-stereoview-collection/>

<http://www.shakerhistoricalsociety.org/2013/08/cleveland-cartography/>

The Journal Shaker Historical Society, Summer/Fall 2013.

Expenditures (pdfs attached to email)

Document Repair tape 1" x33'	9.28
Double sided tape ½" x 36 yds x 2	25.52
Double sided tape 1" x 36 yds	17.56
Japanese Paper Tengucho	29.16
Methyl Cellulose	25.88
Brush Hake classic	19.96



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Acryloid B-72	7.00
Tying Tape	9.56
Foil backed labels	39.07
Black Acrylic fluid	7.40
White acrylic fluid	7.40
Pigma Fade resistant pen	8.86
Tissue	102.46
Archival acid free stereo sleeves (ordered Aug 29)	67.10
Box shallow lids (8) for stereoviews	108.56
Cleveland Public Library parking to scan large map	13.00
Flash drives x 3 Kingston Data Traveler 8MB	19.99 x 3
Memorex CD-R 100pk	19.99
Drop front deep lid for maps 18x30x6	43.05

\$620.78

Project Cost Match (time sheets attached to email):

Intern Neil Hoyt 18.00 x \$18.54 =	\$333.72
Intern Kati Corbitt 229.0 hours as of August 30 th , 2013	\$4245.66
<u>Senior Project Student Christina Ya Gao May 14-June 5-105.5hrs</u>	<u>\$1955.97</u>
Total Cost Match	\$6535.35

Name of individual submitting this application: Dr. Ware Petznick
 Title: Director of Education & Administration



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Guide to The Elizabeth B. Nord Library and Archives Map Collection

Date Range: (inclusive) 1755– 2000

Finding Aid created by Katherine Corbitt, 2013

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DRAFT IN PROCESS – Aug 27, 2013