

OHRAB Interim Progress Report

Warren County Historical Society
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As of September 2014 we are well into our efforts to preserve and digitize our oversized and delicate/endangered collections. The recent OHRAB Grant for \$1042 has allowed us to continue this project by providing funds toward our new digital camera and archival supplies. As outlined in our application, our three critical needs were:

1) replacement of the body of our digital camera, 2) purchase of book trays to make better use of our vault book stage space and 3) purchase archival boxes and folders for the safe storage of valuable documents.

We have purchased all of these as described with the exception of the camera body. After further researching refurbished cameras it was decided that WCHS would contribute the additional funds needed to purchase a new digital camera instead. The Grant funds contributed to the purchase of:

- 1 EOS 60D Canon Digital Camera Body, card, case, bag from B&H Photo for \$699
- Gaylord Miscellaneous archival supplies plus shipping total \$451.86
 1. 25 8x8.5x8.5 book trays @ \$6.08 each
 2. 208x10.25x10.25 book trays @ \$6.63 each
 3. 2 boxes of legal size archival folders @32.43 each
 4. 20 15.25x10.25 document boxes @ \$5.12 each

Total=\$1150.86

These items are already being put to great use. The book trays are all assembled, and volunteers are reshelving books in our climate controlled vault using these trays. Although less than half have been incorporated so far, we are already seeing the positive impact we had hoped for. The book trays are freeing shelf space, allowing us to store more books and archival collections in this closely controlled environment.

The archival boxes and folders are impacting various projects, but primarily the National Normal University (NNU) and *Western Star Newspaper* Collections. Both the folders and boxes provide much needed organizational storage for documents and photographs that were in need of arrangement and preservation measures. Several dedicated volunteers, overseen and trained by staff members, work one day each a week on these projects.

The new camera is crucial to our digitizing efforts. Without it we would be unable to photograph large documents and photographs, or use images to catalogue our collections. Although we have a large bed scanner, many items in our collections are too large or fragile to be scanned. The camera has allowed us to make digital copies of our most delicate documents, and our largest as well.

For the remainder of the project we will continue to arrange the NNU and *Western Star* Collections and place both into archival boxes and folders. We will also continue digitizing and indexing our archival collections, and communicating the contents of these collections with the public. We thank you again for us helping to fund this project, and allowing us the opportunity to preserve our County's rich history.