

**Institution/Organization:** *Cuyahoga Community College*

**Project Title:** *Preservation of Tri-C Marketing Photographs*

**Project Director:** *Angela Manella  
216.987.4447  
Angela.Manella@tri-c.edu*

**Summary of Project Activities and Accomplishments:**

The Tri-C Marketing Department photograph collection is a complete and one of a kind visual history of the College from its foundation in 1962 to 2003, when the Marketing Department made a full transition to digital photography. The collection includes 176.5 cubic feet of negatives, contact sheets, slides, prints, and miscellaneous supplies. The transition of these materials from the Marketing Department's storage area to the College Records Center marked the first major collections development action undertaken by the College Archives.

After weeding non-photographic materials, the collection today consists of approximately 81 linear feet of black and white negatives, contact sheets, and prints, in addition to 8 linear feet of color negatives and prints. Most of the film is 35mm, with some 2.25" and 4.25" film.

**Inventory:** *See attached*

**Self Assessment:**

The goal of this project was to preserve and to create an inventory of the photographic materials maintained by the Tri-C Marketing Department. In April 2011, with the benefit of the SNAP funds, the College purchased all of the necessary preservation and re-housing supplies, including folders and film sleeves. Between May and October, Records Specialist Sheri Oliver conducted a complete inventory of all items and began the process of re-housing the collection.

Originally, the College had expected to complete the entire re-housing of the collection during the year of the SNAP grant. However, after beginning the project, it became clear that we had underestimated both the amount of time necessary to perform the re-housing and the high demand for use of the photographs to be re-housed. In addition, in December 2011, the College remodeled the Records Center. As a result of the preparation for and execution of this much-needed project, it was difficult and/or inadvisable for staff to work with the photographic collection during the affected period.

As of today, the College has re-housed approximately one eighth of the entire collection. We expect to complete the re-housing for the entire collection within the next six months.

**Itemized list of expenditures:** *See attached*

**Project Cost Match:** *See attached*

