

## INTRIM REPORT

**Institution:** Baldwin Wallace University

**Project Title:** Baldwin Wallace College (University) Photograph Organization and Preservation

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### Summary of Project and Accomplishments:

The Baldwin Wallace University (the transition from College to University took place on July 1<sup>st</sup>) Photograph Organization and Preservation is proceeding on time. The grant narrative noted that between March and June of 2012 that supplies would be purchased.

All of the supplies were purchased. The oversized drawers were on a back order and a delay resulted, however this did not impede the processing and preservation process. Also purchased were: Double sided tape, Cabinet Card boxes and sleeves, Carte De Vistie Boxes and sleeves, oversized folders, a record storage rack, barrier board, and self locking photo sleeves.

The current bulk of the photography collection is now foldered, boxed, and on the record storage rack. One small delay resulted with the refoldering of some photographs. Temporary archive folders that had seen better days were used until the new budget cycle began and new file folders were purchased as part of BW Archive's Supplies Budget for 2012-13. The folders are currently being numbered.

Many photographs have been sleeved, encapsulated, or flattened when needed. The barrier board has been used to place inside of boxes to keep photos from curling. Many of the panoramic photos are currently being flattened, however this aspect of the project might take a while.

Many oversized photographs have been foldered and placed in the oversized drawers for temporary storage until they can be arranged. The organization of the oversized photos will be included in the next process of the project.

The project has been recognized in the press. The local community newspaper, The Sun News, ran an article discussing the project and work that I have been doing. The article also appeared on the front page section of Cleveland.com (The Cleveland Plain Dealer's website, viewable by thousands), and was shared on the BW Archivist Facebook page. The article stated: "Feador, 26, became an archival buff while working on the Adams Street Cemetery restoration project as a B-W student. He recently received an Ohio Historic Records Advisory Board grant to process and preserve B-W's photo collection."

([http://www.cleveland.com/berea/index.ssf/2012/06/baldwin-wallace\\_college\\_histor.html](http://www.cleveland.com/berea/index.ssf/2012/06/baldwin-wallace_college_histor.html))

A wordpress blog has been created that displays photographs from the collection and tells the history behind the pictures. The blog can be found here:

<http://bwarchive.blogspot.com/>

The archivist has been working at a minimum of 10 hours a week in order to meet the deadlines. During the next few months, the organization of the oversized items will begin to take shape and a more permanent feel to the organization will materialize. Any supplies that I believe I may need to complete the project to everyone's mutual satisfaction will be purchased through the BW Archive's 2012-13 budget.

Please feel free to contact me with any questions, comments, concerns.

Respectfully Submitted,

Jeremy Feador  
University Archivist