

November 14, 2016

South Central Regional Library Council
Mary-Carol Lindbloom
108 N. Cayuga St.
Ithaca, NY 14850

Dear Ms. Lindbloom,

New York Chiropractic College has successfully fulfilled all of the obligations and terms of our RBDB grant. With this grant we were able to purchase a new hi-tech scanner and hired a temporary intern to aid us in the preservation of NYCC Cultural Heritage.

The intern began working with us in July and concluded her duties at the end of August. In that time she was able to digitize 398 collages of photographs (4 or less pictures of an event) for NYCC. Furthermore, she provided metadata for each collage and researched the photographs' significance to the College and to the chiropractic profession. Moreover, the intern proposed accession numbers for the photographs based on the NYCC Cultural Heritage and Management Committee's cataloging system and was able to create a policies and procedures manual for the duties and tasks that went into the project.

With the partial funding that we received, we were able to accomplish all of the above. As was indicated on our application, the entire amount given to us by RBDB was used to purchase the scanner and to pay the intern. Now that those funds have been depleted, this project has come to a standstill, having made some progress but with such a long way yet to go. We hope to reapply for an RBDB grant in the very near future in order to pick up and continue this project moving into the future.

Thank you,
Suellen Christopoulos- Nutting