

ELMIRA COLLEGE SUFFRAGE GRANT  
FINAL REPORT

FUNDING REPORT:

Following the interim report, the suffrage project resumed January 10<sup>th</sup> at the start of Term II. The project resumed quickly and appeared to be on pace to finish in early February; however, student hours decreased as class commitments became more burdensome for the student worker. A new student was hired in March to complete the remaining 11.6 hours.

There are differences in personnel costs from the final report compared to the interim report as a result of funding allocation issues from September that withdrew funds to pay personnel from the wrong account; this difference of roughly 10 hours was caught early in February when final numbers were being prepared. The numbers below reflect accurate project totals.

The largest oversight concerns the in-kind personnel contributions. We planned on matching 60 student hours and an additional 40 hours of my time, as the project manager, to see the project through to completion. Final numbers indicate that we contributed 75.5 student hours and roughly 100 hours of my time for the project. This oversight was a result of the amount of research time needed, the time to appraise the records found by the students, and the time required to catalog the identified items. I decided to veer from some of the suggestions of New York Heritage and cataloged these materials using the cataloging standard: Descriptive Cataloging of Rare Materials (DCRM(b) and DCRM(g)) for possible future transfer to an in-house digital repository.

As noted in the interim report, the wand scanner lacked the quality and the ability to scan pages in bound documents. We used our remaining funds to purchase a flatbed scanner. This gives the archives additional flexibility and capacity for managing digital projects with high quality scanners at both work stations. We used a camera for reproducing materials that could not be placed on the flatbed.

In the grant application we mistakenly asked for and received \$280 which was the total cost of the scanners proposed in the budget. With the purchase of the flatbed scanner we almost met our contribution of \$84, spending a difference of \$76.78 to acquire the flatbed and purchase additional warranties on the products we purchased. See totals for equipment budget below.

PERSONNEL:

September : 18 hrs @ \$9.00 = \$162

October : 32.50 hrs @ \$9.00 = \$292.50

November : 32.50 hrs @ \$9.00 = \$292.50

January : 36 hrs @ \$9.70 = \$349.20

February : 14.50 hrs @ \$9.70 = \$140.65

March : 11.66 hrs @ 9.70 = \$112.52

**Personnel Total : \$1349.37**

EQUIPMENT:

Wand Scanner as indicated in report (included docking station and 8GB memory card) = \$124.99

EPSON V600 flatbed scanner = \$199.50

Warranties for products: \$32.29

**Equipment Total: \$356.78 (\$280 grant allotment + \$76.78 Elmira College Contribution and Warranty Purchases).**

OUTCOMES:

We have added 60 digital records to our digital repository of 237, a 25% increase for a total of 297 items in New York Heritage. We expect to add more records in the following weeks/months as we have expanded our target materials from suffrage specific to documents that illustrate the general rights of women and the ideology and viewpoints of student, faculty and administration towards women's rights/suffrage issues from the 1850's to the 1920's.

Our records do not currently satisfy the 30% increase that we were looking to achieve; however, we have added an additional 134 items to our New York Heritage page since the start of the grant. The addition of these records at the time when the grant was written would have increased our collection by 54%. We have effectively increased our digital collections by 177% since the start of the grant, adding 194 items to the collection of 103, as of last summer.

We have not been able to collect the data to fulfill the final outcome as stated in the grant application: to increase use of Elmira College digital collections by 20%. We simply did not have sufficient time to monitor use after uploading the items. Items were uploaded on Tuesday the 28<sup>th</sup> of March, just before the deadline of the project. We had expected to have these items posted by February, but as stated above, the lack of student commitment, led to the hiring of another student to finish the remaining hours in March. 100+ records were identified in the interim report; however, many of these were not unique records. This required greater research effort on my part to yield a greater number of appropriate documents. The research time required and the additional time to catalog the materials put the project behind schedule.

Elmira College has met the goals as stated in the grant application. We now can provide digital access to our records related to women's rights and the suffrage movement. We have contributed to greater regional understanding of Chemung County's involvement, particularly Elmira College's involvement, in the suffrage movement through creating digital access and providing presentations on the collection. One presentation took place during Women's History Month on the Elmira College Campus; another will take place as part of the programming for Alumni Weekend this summer.

Interest in the collection has been far-reaching and will undoubtedly increase use and visibility over time. Interest from the Campus community, local news organizations and the alumni has added tremendously to exposure for the Elmira College Archives, providing new opportunities for education and outreach.

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