

March 27, 2018

Ms. Mary-Carol Lindbloom
Executive Director
South Central Regional Library Council
Clinton Hall, 108 North Cayuga Street
Ithaca, NY 14850

Re: 2017 Regional Bibliographic Data Bases and Interlibrary Resource Sharing (RBDB)
Final Report

Dear Ms. Lindbloom:

I am pleased to report that the College Archives at the Willard J. Houghton Library have successfully completed the Genesee Valley Town & Country digitization project. As per the Digital Plan Outline, the goals and outcomes of the project were as follows:

Goals

- Increase the accessibility and use of significant historic archival images by the college, researchers, and public
- Implement a pilot project as a means of developing momentum for an ongoing digitization program for the Houghton College Archives

Outcomes

- Digitization personnel will add a projected minimum of 210 images to *New York Heritage*.
- The Archives will have firmly in place developed procedures and workflow for scanning and cataloging photographic images.
- The Archives will have available quality equipment and software for digitization projects.

All goals and outcomes have been successfully met. The most beneficial, perhaps, are the second goal and second outcome. That is, the Archives is positioned to continue digitizing significant resources and making them available by way of the *New York Heritage* site.

Budget

The library was awarded \$2,860 for the purchase of an Epson Expression 12000XL Graphic Arts Scanner. As the final price was \$232 less than anticipated, we requested and were granted permission by SCRLC (12/2017) to apply the remainder toward an accessory transparency unit. The college made up the difference in cost (total price \$592) and purchased the unit, which staff have been using to digitize lantern slides for the project.

While with 2 professional librarians, 4 paraprofessionals, and 1 student worker engaged in the project the exact count of library hours invested in *Town & Country* has been lost, they have greatly exceeded those projected for the library's in-kind contribution. It is fair to say that each step of the process has been more time consuming than anticipated—selecting and configuring scanning hardware, software, and data storage; identifying photographs to scan; researching item information; cataloging the selections.

At the library we are very pleased now to have an active digitization program. The Archivist already has identified a likely next project to add to *New York Heritage* in the fall—a recently received collection of postcards that contains content appropriate to include in the recently uploaded collection.

Our thanks to SCRLC for making this grant available, and for Julia Corrice's training, advice and hard work.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'D. Stevick', with a large, stylized flourish at the end.

David Stevick
Director of Libraries & Information Resources