

To: Mary Carol Lindbloom, Executive Director, South Central Regional Library Council

From: Andy Perry, Head of Library Technologies, SUNY Oneonta

Date: 3/27/2015

Subject: Final report for SCRLC Digitization grant (67849) due on 3/31/15.

This report is the final summary for the digitization grant that concludes as of March 31, 2015.

The grant was designed as a pilot project to test collaborative digitization involving three organizations and resulting in building a digital presence in New York Heritage for both the Greater Oneonta Historical Society and the Delaware County Historical Association. Both of these local societies had significant primary source collections that they were interested in promoting through digitization. Both joined the Council in support of potential future digitization projects.

Following an initial period to organize and prioritize, work began in early June. The first step was to be set up the grant with the SUNY Research Foundation to administer the funds. We also hired SUNY Geneseo student Samantha Misa shortly afterward to assist with the grant at the DCHA. She scanned the entire DCHA Sherwood collection, consisting of about 600 individual pages, in TIFF format using the DCHA's Microtek 9800 Scanner during summer 2014 and created a master list of all the documents scanned including their physical description. She worked 91 hours on the project during the summer. We are selecting the most suitable documents from the collection rather than digitizing the collection in its entirety due to reasons such as lack of context and unsuitable format (e.g. oversized out-of-state newspapers). Samatha scanned more items in early January 2015. We were able to complete 767 items comprising 163 documents.

Deb Bruce, the consultant librarian with metadata experience, has transcribed documents from both the DCHA and GOHS collections, including much of a 200 page Oneonta city directory from 1901. In addition, she has done scanning. She has worked over 50 hours on the project as of 12/19/2014 but this turned out to be most of what she did on the project. We added Ray LeFever from DCHA as a second consultant.

SUNY Oneonta student Christie Dourlaris transcribed many of the Jessie Jenks letters and diaries. In addition, she has done scanning and computer work regarding the editing of images and creation of derivative JPEG images. She has worked 63 hours on the project as of 12/19/2014 and subsequently worked additional hours January-March 2015.

Samantha and Christie both were able to work on the project in early 2015 and they collectively worked an additional 92 hours.

Andy Perry and Nancy Cannon have created most of the metadata and loaded the DCHA and GOHS collections into ContentDM. Deb Bruce and Ray LaFever have been given an overview on how to create metadata and load items into ContentDM. An abbreviated draft New York Heritage metadata template has been created for use by both DCHA and GOHS to aid in simplifying the procedure for creation of New York Heritage content. By January, 2015 it became apparent that Deb Bruce would not be able to

work more on the project. Ray LeFever accepted our offer to do project work as a consultant and was able to work 130 hours as of early March, 2015.

**Delaware County Historical Association collection:**

At the completion of the project a total of 767 items were transcribed and added to the New York Heritage website using ContentDM. This can be broken down into 163 manuscripts from the DCHA Sherwood Collection (primarily dating from the early to mid-19<sup>th</sup> century). The Sherwood Collection is mainly comprised of letters to and from Samuel Sherwood (1779-1862), his second wife Laura Bostwick Sherwood (1790-1863), and members of their family. From 1813-1815 Sherwood served one term as a Federalist in the U.S. House of Representatives. Samuel Sherwood practiced law in Delhi New York from 1800 to 1830, when he moved to New York City. In addition to personal letters, the collection includes legal documents, business letters, and part of Laura Sherwood's travel diary kept during a trip through upstate New York in 1823. In addition, 73 photographs from the Farrington Photograph Collection (dating from the early to mid 20<sup>th</sup> century) were added to the New York Heritage website. These photographs come from the Farrington family of Delhi, New York. Maurice Farrington (1837-1914) was a Delhi, NY business man and photographer. His son Frank (1872-1955) ran Farrington's Drug Store in Delhi and later became the author of several publications and numerous articles related to business practices. Some of the photographs in the collection may have been taken by Maurice, particularly the glass plate negatives, but the bulk likely were created after Maurice's death in 1914. The images include a number of street views and houses in Delhi, New York. Also included are a number of images of the Frank Farrington home on Elm Street, with pictures of his family.

The screenshot shows the CONTENTdm Administration interface. At the top, there is a navigation bar with 'admin home', 'server', and 'collections' buttons. Below this is a secondary navigation bar with links for 'profile', 'fields', 'website', 'reports', and 'export'. The 'Current collection' is set to 'Delaware County Historical Association' with a 'change' button. Below the navigation is a 'View' section with links for 'Item Pageviews', 'Item Types', and 'Catcher Transaction Activity'. The main content area displays a table with the following data:

Total number of items	767	<a href="#">view index history</a>
Compound Objects	150	
JP2	614	
JPG	3	

At the bottom of the interface, there is a footer that reads: 'powered by CONTENTdm® | ©2001-2015 OCLC. All rights reserved.'

*A few highlights from the Sherwood Collection:*

1823 Travel diary of Laura Sherwood through upstate New York:

Laura Sherwood, husband Samuel, and two of their children, Ann Eliza and Samuel Augustus left their home in Delhi, NY in September 1823 for a lengthy tour of upstate New York using various means of transportation including horseback, stage, and boat. The diary describes people, scenery, accommodations, villages, the State Prison in Auburn, and the opening of a canal aqueduct in Rochester:

<http://cdm16694.contentdm.oclc.org/cdm/ref/collection/p16694coll7/id/163>

1848-07-25 Letter from Robert Sherwood to Mary Sherwood and John Sherwood

Robert Sherwood writes from New York City to his sister Mary and brother John. He describes life in the city to his sister, including an incident with a wild cat, while discussing legal business with his brother:

<http://cdm16694.contentdm.oclc.org/cdm/ref/collection/p16694coll7/id/505>

1849-09-01 Letter from Robert Sherwood to Mary Sherwood

Robert Sherwood writes from Paris, France to Miss Sherwood, likely his sister Mary, reporting on his impressions of the city, including the people, food, theatre and other things:

<http://cdm16694.contentdm.oclc.org/cdm/ref/collection/p16694coll7/id/509>

*A few highlights from the Farrington Photograph Collection:*

Edgerton Hotel on Main Street in Delhi, New York, decorated with American flag themed bunting, ca. 1905-1915:

<http://cdm16694.contentdm.oclc.org/cdm/ref/collection/p16694coll7/id/759>

Nine men in uniform at Camp Whitman, Town of Beekman, Dutchess County, New York with tents in background. 1916.

<http://cdm16694.contentdm.oclc.org/cdm/ref/collection/p16694coll7/id/793>

**Greater Oneonta Historical Society collection:**

At the completion of the project, 737 individual items (26 compound objects) were transcribed and added to the New York Heritage website using ContentDM. Two collections were added:

*Greater Oneonta Historical Society Papers of Jessie Jenks*

The Jenks family papers include letters written to Willard S. Jenks and his wife, Rhoda, from their daughter, Jessie Elvira Jenks. In addition to the letters and three journals Jessie kept, the collection includes teaching contracts, report cards, recommendations, resumes, newspaper clippings, and stacks of letters from 1892 to 1894 and 1930. In addition to 24 letters, two Jessie Jenks diaries were added to the New York Heritage website: a 112-page diary from 1885-1888 and a 119-page diary from 1889. The

Jenks collection is of interest as Jessie began writing at age 12 as a home-schooled Oneonta farm girl and she continues writing as she travels to Boston to attend the New England Conservatory.

A few highlights:

1889 diary of Jessie Jenks who describes daily life on her family farm near Oneonta: <http://cdm16694.contentdm.oclc.org/cdm/ref/collection/p16694coll27/id/487>

1930 Letter from Jessie Jenks to Kevin Streeter describing a car trip through Scotland: <http://cdm16694.contentdm.oclc.org/cdm/ref/collection/p16694coll27/id/660>

*Hayne's Oneonta Directory, 1901-1902*

Includes a classified business directory and an improved householder's street directory together with a compendium of the village government, institutions, incorporated companies, societies, miscellaneous organizations, etc. 212 pages were transcribed and added to the New York Heritage website.

<http://cdm16694.contentdm.oclc.org/cdm/ref/collection/p16694coll27/id/259>

admin home server  
:: profile : fields : website : r  
Current collection: Greater Oneonta Historical Society change

**View:** [Item Pageviews](#) | [Item Types](#) | [Catcher Transaction Activity](#)

Total number of items	737
Compound Objects	26
JPG	468
JP2	243

**Accounting:**

This report shows the expenditure of funds except for an outstanding amount of \$179 for 3 terabyte external drives that have not been received yet. Receipt is expected prior to March 31, 2015.

**The Research Foundation of SUNY**

**RF Award Summary Inquiry** As Of: 03/26/2015 02:27:52

Award:67849      Start Date: 23 APR 2014      End Date: 31 MAR 2015      Username: 102895  
 Project:1117213      Start Date: 23 APR 2014      End Date: 31 MAR 2015      DateTime: 03/26/2015 14:31:26  
 Task:1      Start Date: 23 APR 2014      End Date: 31 MAR 2015      Page: 1      of 1

Budgetary Controls- Award:Absolute      Task:Absolute      Resource Group:None      Resource:None

Principal Investigator: Perry, Mr. Andrew

Expenditure Category	Budget	Actual	Encumbered	Available
Salaries and Wages Undergra	3,000.00	2,460.00	0.00	540.00
<b>Total Salaries and Wages</b>	3,000.00	2,460.00	0.00	540.00
Fringe Benefits Undergrad	150.00	123.03	0.00	26.97
<b>Total Fringe Benefits</b>	150.00	123.03	0.00	26.97
Supplies	340.00	0.00	0.00	340.00
General Services	5,000.00	3,940.00	0.00	1,060.00
<b>Total Other</b>	5,340.00	3,940.00	0.00	1,400.00
<b>TOTAL Direct Costs</b>	8,490.00	6,523.03	0.00	1,966.97
-- Total --	8,490.00	6,523.03	0.00	1,966.97
-- GMS Balances --				1,966.97

**Lessons learned:**

- We had more trouble with scanning than we expected. We initially started the work with the loan of a scanner from SCRLC. This unit, a Microtek 9800, used software that seemed to adjust colors for some of the faint originals that was problematic, making them look green in some cases. We ended up using the BookScanPlus scanner at Milne Library for most of the work.
- \$5,000 had been budgeted for Deb Bruce, the librarian consultant. She was not been able to spend as much time as we had hoped as of this report. We were successfully able to add Ray LeFever as a second consultant who was able to learn ContentDM quickly and make substantial progress on the DCHA collections. Ray's prior experience in archives was invaluable in his being able to come up to speed with ContentDM so quickly.
- Our student assistants were great but their time was limited. Christie had other campus jobs and wasn't able to work more hours on the project during intersession as we had hoped. Samantha had to return to Geneseo after a short intersession and there was no practical way to add another student at DCHA.
- Transcribing the early 19<sup>th</sup> century handwritten letters can be tedious, challenging, and time-consuming, especially for student workers. It also requires research to establish the context that helps explain the letter content.
- Christie Dourlaris did an excellent job with Photoshop and in otherwise preparing the images for ContentDM. But she made less progress with the early 19<sup>th</sup> century Sherwood Collection materials than she had with the Papers of Jessie Jenks. Adding more students would have

been difficult for Nancy and I to sustain administratively so despite best efforts, we were not able to expend all the funds awarded.

We believe that we have made substantial progress over the year and have met our goals and deliverables. It is evident from our experience that there is a wealth of interesting, historical materials at the smaller historical associations in our region. But they lack the expertise to get started with the technical work of digitization, metadata creation, and mastering ContentDM. For the inexperienced, ContentDM may seem a complex, less-than-intuitive system to learn. The metadata standards are completely unfamiliar to staff and local volunteers that support the regional historical societies. We believe that this project has successfully demonstrated that it is possible to leverage technical expertise collaboratively to assist these local organizations. The addition of the wealth of these unknown primary sources to New York heritage and the DPLA are worth the effort.

DCHA has the original archival scanning done of all of the collections that were processed as part of the grant. We have the TIFF files for both GOHS and DCHA on computers at Milne Library. Once we get the terabyte external drives we ordered, we will copy all the archival images to the external devices and give the copies to the respective organizations.

As our grant ends, we feel gratified to know that Ray LeFever at DCHA is now up and running with ContentDM and fully intends to continue to add more content to NYH. There is a lot more material at DCHA to add from its other collections. Also, Shelly Wallace from GOHS had done some initial work on a new grant application that would be collaborative with a local school district. She was unable to get her application ready in time but plans to submit an application next year.