

SOUTH CENTRAL REGIONAL LIBRARY COUNCIL

2017 Regional Bibliographic Data Bases and Interlibrary Resources Sharing (RBDB) Program Project Report

Include this cover sheet with your application.

Part A – General Information

[For projects involving multiple libraries/systems, provide information for the lead agency].

Name of Institution: Edith B. Ford Memorial Library

Address: 7169 N. Main Street, PO Box 410 _____
_____ Ovid, NY 14521 _____

Telephone: 607-869-3031 _____ Email: ovidlib@rochester.rr.com

Name of Project Director: Monica Wilkinson Kelly _____ Title: Archivist _____

Library Director or Authorized Person: Shannon O'Connor Title: Director

Today's Date: February 17, 2017 **\$ Amount Applied For:** \$3,150

Title of Proposed Project:

Ford Memorial Library Digitization Project

Type of Project (select one or more categories, if appropriate):

Digitization Metadata Resourcing Sharing Equipment/Software

Information Technologies Workshop Retrospective Conversion

Is this a collaborative project with other organizations? Yes No

Is this the first time you have applied for RBDB grant funding? Yes No

If answering "No," when did your library/library system last receive RBDB funding? _____

Part B -- Project Report

Goals:

The archivist requires training in scanning procedures, equipment use, and image editing. Also requested is training in hardware usage and procedures in order to contribute accurately to New York Heritage. The goal is to digitize parts of our collection which are historically significant and to adhere to the training protocols which meet the current standards in the uniform and consistent with New York Heritage and South Central Regional Library Council.

- Monica received training from SCRLC in scanning procedures, equipment use and image editing.
- The Ford Library provided additional training in scanning procedures, equipment use and image editing.

Outcomes:

- Successfully digitize the Willard Scrapbook
 - Digitized Willard Scrapbook B with 170 pages photographed and edited.
 - Completed metadata for each item in Excel
 - Willard Scrapbook A was formerly digitized; rescanned the cover and one insert
 - Completed metadata for 98 pages of Willard Scrapbook A. (Out of 161. These will be completed on library time by the end of April.)
- Successfully digitize our collection of 61 black and white photographs of the Willard Psychiatric Center
 - Digitized 58 images (3 photos of patients were eliminated).
 - Completed metadata for each of the 58 images. Images and metadata have been delivered to SCRLC.
- Successfully digitize *New Directions*
 - Scanned 91 double-sided issues.
 - Completed metadata for each issue. Images and metadata have been delivered to SCRLC.
 - Provided SCRLC list of photos to be edited to remove names and images of patients.
- If time permits, begin to digitize the *Ovid Bee*
 - There was no time to address the *Ovid Bee*.
- Digitized *Rules and Regulations of Willard Asylum for the Insane, 1869, revised 1886*. A 68 page document.

Evaluation:

- Ford Memorial Library Archivist will learn to digitize materials to work independently.
 - This was achieved.
- Digitized materials will be available for the public via *New York Heritage*
 - SCRLC will upload the information to *New York Heritage*.

Part C – Budget Summary

1. **Summary:** Provide a budget summary indicating your RBDB program request and your library's proposed contribution in each of the following categories. Your contribution must match the amount requested, and it can be any combination of in-kind and/or cash contributions.

Category	RBDB Request (\$)	RBDB Spent (\$)
Personnel	\$3,150	\$3,150
Supplies		
Equipment		
Contracts		
Other Employee Benefits:		
TOTAL	\$3,150	\$3,150 (200 hours of grant funded work)

In addition to paid work hours through the library, the library purchased an Epson Perfection V-600 Photo scanner, a Dell laptop, Adobe Photoshop for photo editing, and a hard-drive.