



2019 Technology and Digitization Grant Final Report

The Wells College Library, in collaboration with The Howland Stone Store Museum, received \$5,045 to digitize and make searchable on OCLC (WorldCat) an extensive private research and archival material collection donated to the Howland Stone Store Museum, called the Elsie Gutchess Great Women of History Collection. This work also included rehousing the materials in archival-quality storage boxes and folders to ensure their safety and accessibility once they were returned to the museum, and using rare book ID strips to label each item in the archival book collection.

The award included funding for an external hard drive for storage of the digital files, funding for the archival storage materials, and funding for 2 student interns (with the college providing matching funds for 1 student worker and a library staff member to oversee the project).

The library received the first shipment of materials in mid-February 2019. The archival book collection was catalogued by a library staff member in order to make the collection searchable on OCLC. The archival materials were processed and rehoused by student workers, who also identified materials for digitization based on their condition and quality. Materials chosen for digitization were scanned by student workers using our Zeutschel Zeta (purchased by the library in part through a previous RBDB grant) and a flatbed printer depending on the quality of the scan needed. Metadata for digitized items was done initially by student interns, and then by the project supervisor once the quality of the metadata completed by the student interns was found to be lacking.

The student interns completed their work before the end of the academic semester in December 2019. Library staff completed their work cleaning up the metadata and digital files for final submission to SCRLC for uploading to NY Heritage in January 2020. The materials remained at the library until Spring 2020 due to space issues at the museum. They were returned to the museum in new archival-quality boxes and folders, with a copy of the digital files provided on a USB drive.

A total of 325 items were digitized and uploaded to NY Heritage from the Elsie Gutchess Great Women of the USA Collection. A total of 8 cubic feet of records were rehoused. Cataloging of the archival book collection remains ongoing, with a total of 433 books completed as of the writing of this report.