OKLAHOMA BOARD PROGRAMMING GRANT

Grant Number NAR16-RC-10265-16
Grant period: January 1, 2016 – December 31, 2017

FINAL REPORT – January 1, 2016 – December 31, 2017

The Oklahoma Department of Libraries was awarded an $80,000 grant to fund activities of the Oklahoma Historical Records Advisory Board for a two-year period.

During this period, January 1, 2016 – December 31, 2017, the following activities took place:

Performance Objective 1: Reports

This report includes information about grant activities for January 1, 2016 through December 31, 2017. Additional information is included regarding the status of various upcoming activities.

Performance Objective 2: Acknowledge NHPRC in print and electronic products.

During this period, two Oklahoma Archives Month posters were developed and printed. In addition, several workshops were presented. The posters and workshop agendas acknowledged the support of NHPRC. Announcements were made at each event acknowledging NHPRC support for the activity and materials provided.

Performance Objective 3: Cost sharing information.

Kristi Howes, the business manager for the Oklahoma Department of Libraries, maintains and has provided required financial information for the grant, including cost share amounts.

Performance Objective 4: Meetings of the Board

The Oklahoma Historical Records Advisory Board did not meet in person during 2016. However, several meetings were held between individual members of the Board to discuss various activities such as workshops, conference sessions, and the Archives Month poster. These included:

A review of the 2016 Archives Month poster via email. (February 25, 2016)

Meetings related to Oklahoma's development of a Digital Public Libraries of America hub. Jan Davis, Chad Williams, and Mary Larson (June 29, 2016, September 24, 2016, November 14, 2016)

Meetings between Chad Williams and Jan Davis to discuss training sessions for public librarians for the Eastern Oklahoma Library System in September, school librarians in Oklahoma City in December, and the Oklahoma Library Association workshop in Spring 2017. (July 13, 2016 and December 9, 2016)

The Oklahoma Historical Records Advisory Board met on February 24, 2017 and July 28, 2017. At the

July meeting, members evaluated the applications for the Improving Access to Collections Re-grant Program sponsored by the Board.

OHRAB members have continued to participate in a variety of activities. These included:

- Board Member Mary Larson accepted the CoSA-NHPRC SHRAB Award of Merit at the Society of American Archivists' annual conference in Atlanta in August 2016. The award was presented to the Board for "its work in strengthening the condition of or access to documents and records within its state."
- Mary presented a session titled "Discoverability 101 (Or 6 Ways to Help People Find Stuff)" at the Images of Oklahoma Summit in August 2016. This session provided ideas that support providing access to historical records found in archival collections, as well as in digital form online.
- Mary also participated in a Council of State Archivists' webinar in September 2016 to talk about the Board's activities.
- Jennifer Day was actively involved in the organization of the Oklahoma Archivists Association and the first Oklahoma Archives Bazaar, which was held in Oklahoma City in October 2017.
- Daniel Gibbs, Board member and Director of the Ardmore Public Library, opened the library's meeting space for two workshops in August 2017. One workshop provided an introduction to grant writing, while the second focused on preparing for institutional emergencies.
- One grant application from an Oklahoma institution was received by the NHPRC for its Access to Historical Records: Archival Projects grant program. Dan Stokes, our grant officer, requested that we submit two names of Board members who might serve as reviewers for grant applications for this program. Mary Larson and Jennifer Day served as panelists and reviewers for this grant program.

The Board continues to receive support from partner organizations, including the Oklahoma Historical Society and the Oklahoma Museums Association. Chad Williams, with the Oklahoma Historical Society, provided information and OHS resources for workshop participants in August 2016 at the Oklahoma Summit for the Images of Oklahoma project sponsored by the Oklahoma Department of Libraries. The Oklahoma Museums Association promoted various workshops, Archives Month, and the Digitization Boot-Camp Pre-Conference session held at the Oklahoma Museums Association Annual Conference in September 2016.

Jan Davis is in discussions with Helen Clements, and other members of the Oklahoma Library Association Tribal Libraries Committee, to present a pre-conference workshop co-sponsored by the Board at the Oklahoma Library Association annual conference in April 2018. She is also working with Rebecca Elder on 2 sessions that Rebecca will present on preservation assessment grants at the September 2018 meeting of the Oklahoma Museums Association.

Performance Objective 5: Archives Month Programs

In late September 2016, at the request of the Eastern Oklahoma Library System, Chad Williams and Jan

Davis presented a three hour, hands-on session for library staff on using digital resources, including Oklahoma primary sources found on Digital Prairie and the Gateway to Oklahoma History. Digital Prairie is the online location for Oklahoma Department of Libraries' digital collections. Gateway to Oklahoma History is the online location for the collections of the Oklahoma Historical Society. Attendees received information on Archives Month, personal digital archiving, and a variety of printed maps and photographs. One of the goals of the session was to encourage the librarian participants to consider becoming involved in these types of digital projects by applying for funds to digitize items related to local community history.

Jan Davis and Janet Bass, an elementary school librarian for Oklahoma Christian School, presented one session at the Oklahoma Technology Association annual conference in October 2016. The session, "E-Books, Songs, and Blogs, Oh My! What's New from the Library of Congress," focused on new digital content to be found in digital collections, including the Library of Congress, and Oklahoma Digital Prairie. The 56 participants received the Archives Month poster, along with information about personal digital archiving, and tips for using primary sources in the classroom.

Board member Chad Williams, the Director of Research for the Oklahoma Historical Society, presented a session titled "The Gateway puts the "Share" in Collect, Preserve, and Share" at the Oklahoma Technology Association/Encyclo-Media conference in October 2016. The session focused on the digital collections of the Oklahoma Historical Society, including photographs from Oklahoma's largest daily newspaper, *The Oklahoman*. Sessions like these are designed to encourage librarians to work with teachers to build primary sources into the curriculum.

Board member Jennifer Day, the Archivist for the City of Oklahoma City, presented a session titled "Mining for Records: File It and Find It Again" at the annual conference of the Oklahoma Municipal Clerks, Treasurers and Finance Officials Association in late October 2016 which included about 45 attendees. Archives Month posters were provided for attendees.

Archives Month posters were also available to the 300 attendees of the Oklahoma Historical Society's Homeschool Day on October 10, 2016. We also provided information on personal digital archiving at our exhibit booth.

Two sessions of records management training were conducted for state agency employees in October 2016. This provided an opportunity to promote Electronic Records Day, October 10, 2016, using the resources provided by the Council of State Archivists for government e-records. At both sessions, participants were provided information about the fragile nature of digital files, along with resources for protecting them. These resources included the *2016 Personal E-Records Tips*, found at the Council of State Archivists' website, and the 8 page brochure, *Preserving Your Digital Memories*, from the Library of Congress Digital Preservation Site.

Board member Jennifer Day, the Archivist for the City of Oklahoma City, worked with Chad Williams, Board member and Director of Research of the Oklahoma Historical Society, to organize the first Oklahoma Archives Bazaar which was held October 28, 2017 at the Oklahoma Historical Society. The purpose of the event, which was co-sponsored by the Board, was to introduce members of the public to multiple archival collections held around the state, including their digital collections. This event was the

first sponsored by the newly-formed Oklahoma Archivists Association.

Patricia Jones, Special Collections Librarian and Technical Services Manager for the Oklahoma Historical Society, taught a class titled, "Preservation 101" at the Oklahoma Archives Bazaar. The five attendees received information about preservation procedures they could do at home to protect and preserve paper-based items, without using special tools or materials. Participants were given a small number of acid-free folders and a brochure about personal digital archiving.

Jan Davis and Janet Bass, an elementary school librarian for Oklahoma Christian School, provided two sessions at the annual Oklahoma Technology Association/EncycloMedia conference held in downtown Oklahoma City. The first session, Books as Hooks, was held on October 3, 2017 and included 45 attendees. The second session, Petticoats and Primary Sources: A Parade of Suffragettes, was held on October 4, 2017 and included 30 attendees. Both sessions encouraged the use of primary sources in the classroom. Sharif Tucker and Brian Keith, Oklahoma Department of Libraries staff members, worked in the Exhibit Hall to distribute more than 600 Archives Month posters to teachers participating in the conference.

On October 25, 2017, Jan Davis presented two records management workshops to state agency records coordinators. The first workshop, "How to Amend a Records Schedule," included 12 participants. The second workshop, "Basic Records Management," included 64 participants. The workshops were held in the new training room at the Oklahoma Historical Society in Oklahoma City. Both workshops included information about the Oklahoma Archives Bazaar, which was held on October 28, 2017 at the Oklahoma History Center. Also, participants at both workshops received Archives Month posters, as well as information and posters about electronic records that were produced for Electronic Records Day. Workshop packets also included bookmarks from the Images of Oklahoma project. The two workshops were repeated a week later on November 7, 2017 at ODL. There were 10 attendees for the Basic Records Management workshop, and two attendees for the How to Amend a Records Schedule workshop.

Performance Objective 6: Archives Month Poster Distribution

Jan Davis, OHRAB coordinator, worked with the Mannford Museum and Bill Struby, the graphic designer for the Oklahoma Department of Libraries, to develop the 2016 Archives Month poster. The poster featured an image chosen because of Oklahoma's strong connection to the oil and gas industry and its impact on our economy. The following is the caption to the photograph:

> Clarence McCracken and his son standing in front of their gas station and home at the west end of Old Mannford, 1941. Part Indian Territory and part Oklahoma Territory, the Mannford area has deep historical significance. The old town of Mannford was located at the crossroads of the Cimarron and Arkansas Rivers. In 1962, with the building of Keystone Dam, the town of Mannford was moved to its current location, and neighboring communities such as Keystone were swallowed by the waters. The Mannford Museum houses Indian artifacts, and pioneer collections from the Keystone Crossroads lake area, including Creek, Pawnee, Osage, and Tulsa counties.

Bill Struby designed the 2017 Images of Oklahoma Archives Month poster, which featured a photograph from the collection of the Oklahoma Historical Society. In the 1914 photo, Governor Lee Cruce is on his

way to groundbreaking ceremonies for the capitol building. On June 30, 2017, we celebrated the centennial of the completion of the capitol building. As part of the celebration of the State Capitol, which is under renovation, a time capsule was commissioned to be installed once the renovations are completed. State agencies were contacted to submit items for inclusion in the capsule. The 2017 Archives Month Poster is one of the items included in the capsule.

Bill Struby also designed two posters designed to support care of electronic records and personal digital archiving. The second poster emphasized the importance of caring for family history, including those kept as electronic records.

The posters, which were printed each spring, were distributed at numerous events, including the annual conferences of the Oklahoma Library Association in 2016 and 2017 and other Oklahoma Library Association workshops. Oklahoma Archives Month posters were distributed to about 150 teachers participating in the annual Back to School Bash on August 30, 2016 at the Oklahoma Historical Society and again at the Oklahoma Science Museum on August 24, 2017. About 30 Oklahoma museums and cultural organizations provided information and resources to the participants.

Posters were also distributed at the Oklahoma Museum's Association annual conferences in September 2016 and 2017, as well as the Oklahoma Technology Association annual conferences in October 2016 and 2017, which are attended by teachers and school librarians.

We continue to distribute one of last year's posters which encouraged backing up electronic devices.

Performance Objective 7: Workshops in Collaboration with Oklahoma Museums Association and Oklahoma Library Association

The Oklahoma Museums Association Annual Conference was held in Bartlesville on September 21-23, 2016. A full day pre-conference workshop, *Digitization Bootcamp*, was sponsored by the Board and held on September 21st. There were 11 participants, representing 10 organizations, for the workshop. The Board provided funds for scholarships for seven attendees. Gina Minks, former Imaging and Preservation Service Manager for Amigos Library Services, provided the training. The following is the description of the program:

> Looking for ways to enhance access and improve preservation for your collections? If so, embracing digitization may allow you to provide information about your collection anywhere at any time, while limiting possible damage to fragile items. In this overview, participants will consider the benefits of digitization, including how to identify collections to digitize, as well as what resources and information are necessary to conduct a successful project. Several examples of successful digital projects will be presented.

On August 24 – 26, 2016, the Oklahoma Department of Libraries hosted three workshops, supported in part by the Board and NHPRC funding. The first day of programming introduced staff members from 10 Oklahoma libraries, archives, and museums to the basics of digitization as part of the Images of Oklahoma project sponsored by the Oklahoma Department of Libraries, with primary support from the Institute of Museum and Library Services (IMLS) Library Service Technology Act (LSTA) funds. During the following year, several staff members of the Oklahoma Department of Libraries worked with the

individual organizations to digitize materials, create metadata, and provide access to the information via the agency's website or the websites of the individual organizations.

Gina Minks provided a day-long basic grant writing workshop on August 25, 2016. Many of the examples offered during the session related to preparing applications for digital projects. Chad Williams, an OHRAB Board member and Director of Research at the Oklahoma Historical Society, provided attendees at all three workshops with information on the digitization services provided by the Oklahoma Historical Society. Chad also presented a session about the Gateway to Oklahoma History, the online digital collection for the Oklahoma Historical Society, on the third day at the Images of Oklahoma Summit.

Chad Williams provided attendees at all three workshops with information on the digitization services that the Oklahoma Historical Society can provide. Chad also presented a session about the Gateway to Oklahoma History, the online digital collection for the Oklahoma Historical Society, at the Images of Oklahoma Summit.

Mary Larson, one of our newer Board members, presented a session titled "*Discoverability 101 (Or 6 Ways to Help People Find Stuff)*" at the Summit. Sarah Milligan, an Associate Professor at the Oklahoma State University Library and Head of the Oklahoma Oral History Research Program, presented a session on the Digital Public Library of America (DPLA). During the session she outlined Oklahoma's plans to participate in DPLA the next two years. As the Board and members work with organizations on digital projects and training, we will encourage developing content and metadata that can be shared via the Digital Public Library of America.

The Oklahoma Library Association Annual Conference was held in Norman in April 2017. Jan Davis, Board Coordinator, submitted two pre-conference workshop program proposals and one hour long session proposal for review by the Program Committee which met in October 2016.

Jan Davis worked with Helen Clements, a member of the Oklahoma Library Association's Tribal Libraries Committee, to develop a day long pre-conference workshop exploring digital collections from Oklahoma repositories related to Oklahoma and American history. Initially, consideration was given to hosting the workshop as a pre-conference to the Association's annual conference, but Helen indicated that due to the large number of submissions she recommended a stand-alone workshop a month before the conference. The Tribal Libraries Committee sponsored the workshop on March 24, 2017 in Oklahoma City at the Patience S. Latting Northwest Library, a branch of the Oklahoma City Metropolitan Library System.

The workshop supported digitization and access efforts in two ways. First, attendees, including presenters from several Oklahoma institutions, learned more about Oklahoma digital collections, which should result in increased awareness and usage of the materials online, which ultimately encourages further efforts by organizations to provide online access. In addition, attendees and presenters had the opportunity to discuss their organization's upcoming digital projects, priorities, and needs. It is hoped that over time, one possible result will be the development of new digital collections or partnerships for projects involving specific subjects. Workshop presenters included Board members Chad Williams and Jan Davis.   Scholarship funds were used to reduce registration costs for each of the 28 attendees.

Board member Jennifer Day, along with two other Oklahoma librarians, presented a pre-conference at the Oklahoma Library Association's 2017 annual meeting related to describing and accessing materials in

special collections. Participants had the opportunity to take a small collection and consider how they would arrange and describe the information. Scholarship funds were used to support registration costs for the attendees.

Performance Objective 8: Re-Grant Program

Jan Davis reviewed and revised applications, forms, and other information from previous Board re-grant projects. The Board reviewed the documents and suggested corrections and changes. The re-grant program was announced via email to Oklahoma libraries, archives, and museums by the Oklahoma Department of Libraries, the Oklahoma Museums Association, and the Oklahoma Archives Association.

The Oklahoma Historical Records Advisory Board met on July 28, 2017 to review and consider 18 applications for funding. While $50,000 was available for re-granting purposes, the requested amount from the applications totaled $85,070. The Board approved $49,069 in funding for projects submitted by the following organizations:

> American Organ Institute Archives and Library, University of Oklahoma
> Broken Arrow Historical Society-The Museum Broken Arrow
> Carl Albert Center, University of Oklahoma
> Delaware Nation
> Drumright Historical Museum
> Gilcrease Museum
> Julian P. Kanter Political Commercial Archive, University of Oklahoma
> Laboratory of History Museum, University of Central Oklahoma
> McFarlin Library, University of Tulsa
> Oklahoma City National Memorial and Museum
> Oklahoma State University Library
> Oklahoma Territorial Museum
> Philbrook Museum of Art
> Plains Indians and Pioneers Museum
> Pryor Public Library
> Stephens County Historical Museum
> USAO Nash Library Archives

The application from the Archives and Special Collections at the University of Central Oklahoma was deemed ineligible by the Board. The records in question were federal records, which cannot be funded through this grant per the regulations of the National Archives and Records Administration.

Projects were to be completed by December 31, 2017. Information regarding individual projects is included at the end of this report.

Performance Objective 9: Scholarships

Scholarships were provided participants to cover registration and travel expenses for various conferences and workshops during the grant period. Scholarships were offered in conjunction with workshops and conferences sponsored by the Oklahoma Library Association and the Oklahoma Museums Association, the two key partners for this grant. For example, scholarship support was provided for several attendees for the *Digital Bootcamp*, a one-day pre-conference scheduled for

September 21, 2016 at the annual conference of the Oklahoma Museums Association. The conference was held in Bartlesville, Oklahoma, which is located in the northeast corner of the state. Funding supported registration, lodging and travel expenses. For an Oklahoma Library Association workshop, "Explore the American Experience Online," which was held on March 24, 2017, 26 scholarships were provided, totaling $900.00. At the "Making Local Useful" preconference Oklahoma Library Association workshop, 12 scholarships, totaling $600.00 were provided to attendees.

Most recently, scholarship funds supported travel expenses for 34 attendees to participate in two December 2017 workshops in Oklahoma City. One workshop, "Fundamentals of Project Management for Archivists," was presented by the Society of American Archivists. The second, sponsored in part by OHRAB, was "Preparing for Institutional Emergencies." At this workshop, grant funds were used to also provide participants with a small tub of emergency supplies, including caution tape, safety glasses, tarps, clipboards, and utility knives. A list of recipients is included at the end of this report.

Performance Objective 10: Preservation Plan and Access Development Program

One of the Oklahoma Historical Records Advisory Board's most important projects is to offer an opportunity for small historical records organizations (budgets of $50,000 or less) to apply for a visit from a conservator. The conservator visits the site, views collections, and meets with staff. Following the meeting, the conservator provides a report that prioritizes collection care needs that the organization can use as a plan for moving towards best practices for their unique collections.

Organizations often use these reports to support requests for funding from other sources. Seven applications were submitted for the project. The Board reviewed the applications and approved site visits for each of the organizations. Rebecca Elder, a conservator from Texas who has worked with the Board during previous projects, conducted seven site visits in June 2017 for the following organizations:

Hominy Heritage Association	Hominy, Oklahoma	Monday, June 19, 2017
Oklahoma Sports Museum	Guthrie, Oklahoma	Tuesday, June 20, 2017
Ntu Art Association	Oklahoma City, Oklahoma	Tuesday, June 20, 2017
Old Greer County Historical Society	Mangum, Oklahoma	Wednesday, June 21, 2017
Stephens County Historical Society	Duncan, Oklahoma	Thursday, June 22, 2017
Foreman Prairie House	Duncan, Oklahoma	Thursday, June 22, 2017
Eufaula Area Museum	Eufaula, Oklahoma	Monday, June 26, 2017

Rebecca provided each organization a report outlining several short term and long term goals. She also provided copies of the reports to Jan Davis. Jan Davis attended three of the site visits, including those in Duncan and Eufaula. Staff members from these organizations were encouraged to participate in training activities offered by the Board later in the year. Cova Williams (Stephens County Historical Society) and Stephen Dock (Old Greer County Historical Society) attended workshops and the Oklahoma Museums Association conference in the following months.

Joyce Jackson, from the Ntu Art Association, in thanking Rebecca, noted, "We so enjoyed your visit and interest in our collections. You made us aware of so many things that we needed to have insight about."

In November 2017, Stephen Dock, from the Old Greer County Historical Society, reported that the Old Greer County Historical Society had made significant progress on several of the recommendations, including removing carpets, hiring a part-time contractor to clean and dust, and adding more shelving so large books can lay down instead of standing up.

Other activities:

On July 7, 2016, Jan Davis and Kitty Pittman, Administrative Librarian for the Oklahoma Department of Libraries, attended a workshop in San Antonio, Texas at Trinity University. The workshop, *From Theory to Action: A Pragmatic Approach to Digital Preservation Tools and Strategies,* was sponsored and presented by the POWRR (Preserving Digital Objects With Restricted Resources) Project. The workshop was created as a result of an IMLS-funded study on identifying practical digital preservation solutions for small and mid-sized libraries. The workshop provided hands-on, practical experience which allowed us to test several digital preservation tools.

As part of the workshop, we also were assigned the task of creating a plan with three goals related to digital preservation to be completed in the three months following the workshop. One element of our plan involved meeting with the Office of Management and Enterprise Services (OMES) to discuss how our agency's permanent digital records are backed up. On July 13, 2016, we were able to attend a monthly meeting of our agency administrators and OMES staff to discuss digital preservation information.

During the week of July 18, 2016, Jan Davis participated in a Teaching With Primary Sources Summer Institute at the Library of Congress in Washington, DC. As part of the program, she worked with Janet Bass, an Edmond school librarian who also attended the workshop, to prepare a lesson plan using Library of Congress digital resources. The lesson plan also include images from Oklahoma historical records repositories.

Jennifer Day, Board member, and Sarah Milligan, an archivist and faculty member at Oklahoma State University (OSU), met in August 2016 to discuss the creation of a formal organization for Oklahoma archivists. For several years, the archivists in the Oklahoma City area have gathered informally as the Central Oklahoma Archivists League (COAL). Following the meeting, Jennifer and Jan discussed how the Board could work with the new organization to present training, such as a *Basics of Archives* class and a *Processing Collections With Digitization in Mind* class.

Jan Davis presented information on Electronic Records Day at the Central Oklahoma Archivists League meeting held on October 11, 2016 in Oklahoma City. At the meeting, Sarah Milligan (OSU Libraries) and Jennifer Day (OHRAB member and archivist for the City of Oklahoma City), presented information on forming a non-profit group for Oklahoma archivists. With a more formal organization, the group would be able to apply for grant funds for training and other activities.

Kitty Pittman, the Administrative Librarian for the Oklahoma Department of Libraries, is the primary staff member who uploaded digital images to the Oklahoma Department of Libraries' website for all projects. Both Kitty and Jan Davis met the requirements for the Digital Archives Specialist certificate offered by the Society of American Archivists by attending webinars and in-person courses funded by the State Electronic Records Initiative (SERI) which is sponsored by the Councils of State Archivists. They took the certification exam in November 2016, and received notice that they passed in December 2016.

Board members Jennifer Holt and Jennifer Day agreed to serve as grant reviewers, if asked, for the application of the Iowa Tribe of Oklahoma for the NHPRC Access to Historical Records: Archival Projects grant program.

At the request of Lori Gossen, a school librarian in Yukon, Jan Davis presented a professional development session on January 12, 2017, along with Board member Chad Williams, Director of Research for the Oklahoma Historical Society. About a dozen school librarians participated in activities related to using primary sources in the classroom. Participants were provided posters, maps, and bookmarks. Several participants indicated interest in having similar presentations for teachers at their schools.

On January 20, 2017, the Oklahoma Department of Libraries hosted the COAL (Central Oklahoma Archivists League, now the Oklahoma Archivists Association) meeting, with 24 area archivists attending. Sarah Milligan, Head of the Oral History Department at Oklahoma State University Library, provided information on the plans for the Oklahoma Hub for the Digital Public Library of America. Board member Jennifer Day and Sarah Milligan provided information on moving the group to a more formal organization, so that the group would be eligible to apply for grants to fund training and other projects. Following the general meeting, we hosted a Society of American Archivists webinar from the Digital Archives Specialist curriculum, "Archival Collections Management Systems." This webinar was sponsored by scholarship funds received from the Council of State Archivists. Twenty people stayed to attend the hour and a half long webinar.

On February 10, 2017, Jan Davis and Kitty Pittman, Administrative Librarian for the Oklahoma Department of Libraries, met at the new Girl Scouts building in Tulsa with Stacy Reaves, the volunteer working with the organization's archival collection. We scanned photographs, looked at previously scanned images, and discussed metadata requirements for the images. In addition, Jan and Stacy looked at the two areas set aside for the collections and discussed what steps could be taken to process and protect the items in the collection with grant funds recently made available to the archives.   The collection includes photographs, scrapbooks, newsletters, business records, badges, tee-shirts, and other memorabilia. Many items representing the history of the organization have been included in a small museum area at the entrance of the building.

In March 2017, the Oklahoma State Senate recognized the Drumright Historical Society, a past recipient of funding from the Board's previous regrant projects, for the work of Emma Akin. Ms. Akin was a teacher in Drumright in the 1930s. After she was assigned to the segregated Dunbar School, she created a series of four textbooks, called the *Negro American Series*, which included photographs of the faculty, students, and families of the Dunbar School. Her books were used for many years in schools across the country. All four books are now part of the collection of the new National Museum of African American History and Culture in Washington, D.C.

On March 28, 2017, Jan Davis presented a session on Oklahoma digital resources for 14 teachers at the Sayre campus of the Southwestern Oklahoma State University.

Kathy Blick O'Donnell, the Oklahoma Department of Libraries' computer lab instructor, developed a two day workshop to support efforts of organizations with historical records as they look for ways to make their photographs available online. The first class, *"Crash Course in Photoshop Elements: Get your Historypin Pic Ready to Go Online,"* was taught by Kathy. The second class, *"*Hands-On *Historypin*: *Digital*

Time Machine for Your Library, Community and Family Archives," was taught by Marie Reist, the Circulation/Acquisitions librarian with the Pryor Public Library. The Pryor Public Library was approved to receive regrant funding as part of the Improving Access to Collections project.

The workshops were held April 3 and 4, 2017. The workshops were at capacity with 10 people in each class. The workshops were repeated during the week of April 10, with full capacity for those as well. Several of the participants brought photographs to be scanned the day of class. Brian Keith, Administrative Assistant for the Oklahoma Department of Libraries, scanned and edited the photographs so they could be used during the *Historypin* class.

Jan Davis presented a session at the Society of Southwest Archivists' annual meeting in Fayetteville, Arkansas on Friday, May 26, 2017. The session, *Teaching with Archival Documents*, included speakers from Florida, Arkansas, and Texas. There were 28 attendees.

On June 3, 2017, the Oklahoma Department of Libraries hosted the Oklahoma Archivists Association (formerly COAL, Central Oklahoma Archivists League) meeting, with 16 area archivists attending. Holly Hasenfratz and Kera Newby, archivists from the National Cowboy and Western Heritage Museum Dickinson Research Center, spoke about their experience with a flood in the basement of their building. Attendees received the Heritage Preservation salvage wheel through funding provided by the National Historical Publications and Records Commission. Following the presentation, Sarah Milligan and Jennifer Day led a discussion about the plans to form the Oklahoma Archivists Association, replacing COAL.

On June 7, 2017 Chad Williams, an OHRAB Board member and Director of Research at the Oklahoma Historical Society, provided attendees at *Enid Books as Hooks: Teaching With Primary Sources Program* with information about the Gateway to Oklahoma History website. There were 30 attendees.

In coordination with the Oklahoma Department of Library's Images of Oklahoma project, the Board co-sponsored 2 workshops, which were each held in two locations, in August 2017. In order to encourage participation from staff members who are not able to travel long distances, the workshops were held in Ponca City, which is in the north part of the state, and Ardmore, which is in the south part of the state. Gina Minks served as the instructor for the workshops. *Preparing for Institutional Emergencies* was held in Ponca City on August 15, 2017 and in Ardmore on August 18, 2017. *Introduction to Grant Proposals* was held in Ponca City on August 14, 2017 and again in Ardmore on August 17, 2017. Brenda Granger, Executive Director of the Oklahoma Museums Association, arranged for the Ponca City workshops to be held at the Marland Mansion. Daniel Gibbs, Board member and Director of the Ardmore Public Library, offered space at the Ardmore Public Library. Stacy O'Daniel, with the Oklahoma Museums Association managed the registration process for all of the workshops.

Jan Davis attended the annual conference of the Oklahoma Museums Association, which was held September 20 – 22, 2017, in Lawton. Archives Month posters were available to participants at the Oklahoma Department of Libraries exhibit space.

On October 9, 2017, Brian Keith, Administrative Assistant for the Oklahoma Department of Libraries, provided Archives Month posters to students attending the Homeschool Day at the Oklahoma Historical Society.

On October 6-7, 2017, several Oklahoma City area archivists (including Board Member Jennifer Day) and others met at the Drumright Historical Museum for a two day "angel" project to process and digitize

certain records for the Museum as part of a volunteer project sponsored the Oklahoma Archivists Association, with funding through a regrant to the Museum by the Board. Brian Keith and Jan Davis both participated in this project. Kitty Pittman, our former Administrative Librarian, is currently working with the Drumright images to prepare metadata and upload the images to the Digital Prairie Images of Oklahoma site.

ODL hosted two workshops in December 2017 for Oklahoma archivists. The first, *Fundamentals of Project Management for Archives*, was held December 5, 2017. The workshop was also sponsored by the Society of American Archivists. Gina Minks served as the instructor for the 20 participants. The second, *Preparing for Institutional Emergencies*, was held on December 6, 2017, and also taught by Gina Minks. There were 32 participants from Oklahoma libraries and museums.

The following items are attached to this report:

-Small versions of the 2016 and 2017 Archives Month posters and 2017 Digital Preservation poster.
-Information from the Plains Indians and Pioneers Museum's website recognizing funding received from NHPRC for the OHRAB Regrant Images of Oklahoma Project
- Announcement for the Preparing for Institutional Emergencies Workshop sent out by the Oklahoma Museums Association recognizing funding support of NHPRC
-A list of scholarships funded by this grant.

Grant funds were spent in the following budgeted categories:

Professional Services	$8,518.22	Instructors for workshops
Travel	$1,325.07	Board member travel for meetings, travel for grant recipients to attend workshops
Printing	$3,428.73	Archives Month posters, workshop materials
Memberships	$5,000.00	Annual dues for Council of State Archivists membership
Supplies	$3,198.41	Supplies for workshops, including emergency preparedness kits
Grants/Scholarships	$58,529.57	Grants for Improving Access to Collections re-grant program, Preservation Assessment Plan program, and scholarships for professional development programs
Total	$80,000	

Respectfully submitted,

Jan Davis
Administrative Archivist/OHRAB Coordinator
Oklahoma Department of Libraries

Oklahoma Historical Records Advisory Board
2017 Regrant Projects

The following is a summary of each of the regrant projects funded in 2017.

American Organ Institute Archives and Library, University of Oklahoma

  Amount Awarded: $1,600   **Cost Share:** $1,600

Project Description:

This project supported the standards-based reprocessing of two key collections within the AOIAL. This included the creation of consistent, standards-based EAD finding aids through a process called round-tripping. Round-tripping allowed for a much more efficient intellectual reorganization and the rapid creation and application of unique identifiers at every level of description. The collections were also assessed for physical housing issues (slouching, etc.) and re-labeled based on the newly implemented unique identifiers. Finally, planning and creation of workflows for the project provided a consistent framework for all future processing and reprocessing efforts.

The Mildred Andrews Collection and The Kilgen Organ Company Photographs were successfully reprocessed with the ARC online finding aids reflecting these changes. The reprocessing included improvements in both the physical and digital organization, including the addition of unique identifiers, the renaming of folders and descriptions to bring more specificity to the contents, the rearranging of folders to appropriately reflect the intellectual arrangement, and updates to the finding aids in ARC to streamline them and make them more user-friendly. The Reprocessing Workflow was completed as well, describing the process from the initial assessment phase to the final upload into ARC.

Number of Finding Aids Created or Revised and Now Accessible Online As a Result of This Project:

2 Finding Aids and 195 collection descriptions revised or created.

Links:

Mildred Andrews Collection: https://arc.ou.edu/repositories/4/resources/204
Kilgen Organ Company Photographs: https://arc.ou.edu/repositories/4/resources/209

Broken Arrow Historical Society-The Museum Broken Arrow

  Amount Awarded: $750   **Cost Share:** $750

Our project focused on early photographs related to the history of Broken Arrow. We have gone from a cotton, coal, and agriculture town to the fourth largest city in the state. For this project, we digitized a portion of our collection that tells the story of our city's early history. We also rehoused the photographs into acid free folders. This will assist us with preservation and sharing this information. Digital images with quality metadata will allow us to open this information to the world. It also will open doors with researchers and others who need these collections for their research. We hope this will also entice our younger generations to learn more about our history.

Link: http://www.brokenarrowmuseum.org/historical-photo-archive.html

Carl Albert Center, University of Oklahoma

      Amount Awarded: $5,999   **Cost Share:** $2,315.36

Project Description:

The goals for this project were to complete vital digital forensics work and description of the materials on the hard drive containing electronic records from the office of Congressman John Sullivan. Doing so will ensure the objects are made available to the public, while also laying important groundwork for processing future digital collections related to the political history of Oklahoma. Specifically, the grant funded the purchase of a Forensic Recovery of Evidence Device (FRED). This machine allowed us to perform faster and more accurate digital forensic work and enable us to quickly provide access to born-digital material. The deliverables from this project will be a fully described and accessible group of digital objects from the John Sullivan Collection, and an accompanying finding aid.
The results of the project fall into two main categories: 1) infrastructure 2) processing.

Infrastructure
The creation of new infrastructure for processing of electronic records centered around the purchase of a FRED station, a platform designed specifically for forensic work with storage media, like the hard drive from the Sullivan office. We purchased our FRED in early October 2017 and completed its initial testing by October 20, 2017. The station now serves as the key tool used by the archives staff to capture forensic disk images in our electronic-records processing workflow. We have been pleased with the power and stability of the system, which allows us to easily image disks as large as 1TB, like the one acquired from the Sullivan office.

Processing
Using our new infrastructure and electronic-records processing workflow, the Carl Albert Center staff successfully extracted forensic copies of the materials on Congressman Sullivan's 1TB hard drive. Examination of these materials revealed that its contents came from the office's server, OK1. Using forensic tools, we determined that the server itself structured around 7 subdirectories: COMMON, DCSHARE, $Extend, DOBKUP, Fireside, HOME, and System Volume Information.

Based on initial appraisal of these subdirectories, we identified COMMON and DCSHARE as priorities for processing. Using the data-driven description and automated scripts, staff and student archivists have processed the 51,010 items contained in these directories. These items occupy some 36 GB of disk space. Each subdirectory was described at least two levels down, ensuring that patrons would have a better idea of the contents of each folder on the drive.

Using data collected while preparing these records for preservation, the staff then crafted a finding aid, adhering to both the DACS and EAD standards. This finding aid markup was then uploaded into ARC, the ArchivesSpace instance used by the Carl Albert Center. Upon completion of the project, the finding aid will be made available to the public.

Number of Items Processed: 51,010 items

Number of Digital Items Now Accessible Online As a Result of This Project:
3,444 files from the Media subdirectory of the COMMON directory from the Sullivan Office Server will now be available in our reading room.
Number of Finding Aids Created or Revised and Now Accessible Online As a Result of This Project:
A finding aid describing 51,010 items (36 GB) of electronic records from the Sullivan office is now available to patrons as a result of this project.
Links: Finding Aid ARC: https://arc.ou.edu/repositories/3/archival_objects/577402

Delaware Nation

Amount Awarded: $1,750   **Cost Share:** $11,839

Project Description:

The purpose of the Delaware Nation project was to establish a starting inventory of photographic items held in trust by the Archives department and second, to begin the process of instituting an accessible/searchable database of our holdings, and to begin the process of preserving the original materials according to archival standards. The staff identified about 400 photographs (about 100 being old Polaroid images) in immediate need of scanning, digital cataloging and proper archival storage. Some are loose and others are in non-archival quality photo albums. The photographs and documents are associated with family gatherings, social activities, area tribal interactions, and archeological sites in our 17 state areas of interest. Many of the identified photographs are the only known copies associated with many of these activities, events and sites. We have a designated computer with *PastPerfect* software that will serve as the collection database for these materials.

Our finance office did not let us draw funds until after October 1, 2017, the start of our fiscal budget. We did not realize this would be a concern until after we were awarded the funds.   We received the requested scanner on Wednesday, December 13 and installed later that week.
We will continue to scan the designated photographs and documents, catalog them, and place them in archival storage until the process is complete.

Drumright Historical Museum

Amount Awarded: $1,800   **Cost Share:** $1,391

Project Description:

The primary purpose of the project is to digitize and describe 150 photographs and documents related to the early years of Drumright, some dating to 1912. Drumright is a small rural community about 45 miles west of Tulsa, with a population of 3,000. The discovery of the Wheeler Well No. 1, drilled in March of 1912, opened up the historic Drumright/Cushing Oilfield. This historic well, listed since 1983 on the National Register of Historic Places, is still in operation. Many experts believe it to be the oldest continually producing oil well in the world, still producing 7 barrels a day. The Museum's collections include many panoramic photographs.

Funds were used to support travel expenses for area archivists to visit the Museum for a two-day session in October 2017 where they worked alongside Museum staff and volunteers on several projects. Board member Jennifer Day and Mallory Covington (Manuscript Archivist for the Oklahoma Historical

Society) worked to process a collection of school records. Mallory also built a simple humidification chamber which was used to relax several tightly rolled panoramic photographs. Some of the photographs had never been seen by the Museum staff. Other participants worked to photograph artifacts, as well as framed posters and photographs so that Museum staff could begin a thorough inventory. One archivist brought her husband and his carpentry tools, so that he could work with a volunteer on some basic repairs for the Museum. Archival supplies were purchased to rehouse photographs and a few scrapbooks.

Number of Items Processed: 20 cubic feet of records (school records). The finding aid has been drafted but is not in final form.

Number of Digital Items Now Accessible Online As a Result of This Project: 125 photographs related to Drumright history.

Link:
http://digitalprairie.ok.gov/cdm/search/searchterm/Drumright%20Historical%20Society%20Museum%20Collection,%20Drumright,%20Oklahoma/mode/exact

Gilcrease Museum

Amount Awarded: $6,000   **Cost Share:** $6,025.00

Project Description:

Gilcrease Museum now has an online representation for 89.4% of the 1,627 items in the collection of 18th and 19th-century Oklahoma Native American photographs ready for researchers. The process for providing this access required performing many steps of cataloguing, including data and image reconciliation, edits of Finding Aid data in Excel, upload of data from Excel into The Museum System (TMS), further edits and new data entry of information found on the photos.

Overseen by Gilcrease Museum Digital Curation staff and Librarian Renee' Harvey, two University of Tulsa Museum Science and Management graduate students created 1,627 catalogue records in The Museum System (TMS) collections management database and processed 3,995 existing digital images using Photoshop. In addition, the students learned about the intricacies of uploading and managing images in the Piction Digital Asset Management System (DAMS).

This repository of images has already greatly enhanced the Gilcrease Museum Online Collections experience. For example, search on the word "Choctaw" for an outcome that includes paintings, anthropological items, letters and now photographs. This search result makes for a rich exploration by someone who is not expert in the field. For the scholar or archivist, the addition of an aggregated Finding Aid display format supports a more methodical type of research.

Number of Items Processed and Converted to Digital Format: A total of 1,627 items and 3,995 images have been processed. Finding Aid data was converted from Word to create digital catalogue records in TMS which were integrated with images in the Piction DAMS.

Number of Digital Items Now Accessible Online As a Result of This Project: 1,456 records with 3,995 images are in the Online Collections site and search utility.

Finding Aid: https://collections.gilcrease.org/finding-aid/oklahoma-native-american-photographs-collection
Library/Archive page: https://collections.gilcrease.org/anthology-articles-browses-archivelibrary-collection

Julian P. Kanter Political Commercial Archive, University of Oklahoma

Amount Awarded: $1,500.00   **Cost Share:** $1,500

Project Description:

The Archive received funding to process the recently acquired Carrier Collection, which includes Oklahoma political campaign material from 1996 to 2005. Student workers were hired to transfer and encode audio/video files, as well as create metadata on an Excel spreadsheet for upload to the catalog. Materials were transferred from 3.5" floppy disks and VHS tapes to jpegs and mpegs. The catalog metadata will be uploaded to the new arc.ou.edu website when we move our catalog currently located at pcc.ou.edu. The digitized material is available for viewing at the archive or by request at pcc@ou.edu. Some items were not converted due to equipment. We can't convert the 2" or DVC Pro material but there are plans to make a DVC Pro workstation available next year at OU through a different grant and material will be transferred at that point. One of the more troubling occurrences was having a tape eaten by our player. Sadly, it is still in there but a duplicate was found and the item was replaced. I was also unaware of how easy it was to transfer material from a 3.5" floppy disc. I found an inexpensive plug and play unit which worked great for under $20.

Number of Items Processed: Catalog metadata recorded for 475 items
Number of Items Converted to Digital Format: 210 items were converted to digital format
Number of Digital Items Now Accessible Online As a Result of This Project:
https://pcc.ou.edu/content/search-catalog
Number of Finding Aids Created or Revised and Now Accessible Online As a Result of This Project:
Finding aids were created for the entire collection of 475 items but only 210 of those with digitized material will be accessible in the catalog.

Laboratory of History Museum, University of Central Oklahoma

Amount Awarded: $2,000   **Cost Share:** $1,302

Project Description:

The Central Men and Women in Service project involved the digitization of documents and other materials that were collected during World War II by University of Central Oklahoma history professor, Lucy Jeston Hampton. These documents consist of lists of men and women from the University of Central Oklahoma (students, staff, and faculty) who were serving during the war, forms that were completed by those men and women, newspaper clippings, propaganda leaflets, and correspondence. The 326 digitized items were prepared for upload to a program that will enable us to place the collection online.

Due to the designated student being unable to work on the project, another student had to be found which delayed the start of the project. Also, the student was not able to work the last few weeks of December, which has put us behind on the project's completion. To date, 326 items have been digitized and prepared for upload. The 5.0 PastPerfect update and Virtual Exhibit module have been purchased, but the digitized items have not been uploaded yet. As soon as they are uploaded into the program, our web designer will place the module on our website. Funds for hiring a student worker for the museum to finish the project have been located, and we hope to have the project completed by the end of June.

Some good outcomes were that we became much more familiar with the collection and also found information about individuals to whom other items in our collection belonged. We also became much more familiar with the overall spirit and attitude on campus regarding the war and the roles that students, staff, and faculty played.

Number of Items Processed: 326
Number of Items Converted to Digital Format: 326
Number of Digital Items Now Accessible Online As a Result of This Project (Please provide a link.)
None, but will be by June 2018.
Number of Finding Aids Created or Revised and Now Accessible Online As a Result of This Project:
None, but will be by June 2018.

McFarlin Library, University of Tulsa

      Amount Awarded: $2,000   **Cost Share:** $1001

Project Description:

This project focused on reprocessing and fully organizing and describing the Indians of North America Collection (IONA), which is owned and housed by the Department of Special Collections at The University of Tulsa.

IONA is an artificial collection of Native American materials that were acquired over several decades. It began as a grouping of miscellaneous acquisitions and bequests focusing on historical documents, but over time, the collection scope naturally broadened to include other materials such as photographs, lithographs, correspondence, and ephemera. Many of the documents are original legal materials or of particular interest, such as documents signed by Theodore Roosevelt and other notable historical figures. The materials are accessed frequently, in particular by patrons interested in genealogy and researchers writing books or articles. As the collection grew larger, the original processing scheme was never updated to reflect such substantial changes, and the finding aid became unwieldy and difficult for patrons to search.

In the mid-2010s, a student worker was assigned to reprocess the collection and update the finding aid, as some materials had been pulled from IONA and reintegrated into their originating collections. This was because archival standards had evolved, and artificial collections were no longer considered to be best practice. Originally, the IONA finding aid was divided into series by tribe. Some tribes had significant amounts of materials, while others would have only a brief mention or a single document, and this system was decided by the head of the department to be a barrier to access for patrons. He preferred that the finding aid be serialized based on object *type*, and then further divided into tribes. The student

assigned to this project graduated before the reprocessing and finding aid work could be completed, and the project sat half-finished.

Further attempts to assign new students to the project proved difficult, as the learning curve for all the steps necessary to complete the IONA project were steep, and many students and graduate assistants have a limited amount of time with the department. We wanted one person to complete the project to minimize discrepancies in processing method and finding aid language. Therefore, we considered it essential that Special Collections hire an MLIS student with specific interest in archives and prior experience in archival processing.

Avery Welden was selected for the position, as she was in the Library and Information Studies program at the University of Oklahoma, had a course schedule focusing on archival practices, and was also working to process collections with another organization.

Avery's workflow over the semester consisted of familiarizing herself with the organizational patterns of the student who had originally taken on the collection, assessing the current state of IONA, checking individual materials against the old finding aid to determine precisely what materials had been removed and if they had been correctly documented, reorganizing the collection, and describing the collection at the item level.

Number of items processed: Just under 2,200 items.
Number of items converted to digital format: Avery brought items to the digitization librarian when she came across something of particular interest. Seven of these were selected for uploading to ContentDM (http://cdm15887.contentdm.oclc.org/cdm/landingpage/collection/p15887coll9) based on the notoriety of their subjects or of the contents of the document. Additional documents were not uploaded not only due to our software switch to ArchivesSpace, but also because digitization was not a focal point of our proposal, and is work to be continued after the grant period has concluded. However, the grant will allow us to do that work more easily, efficiently, and quickly now that the entire collection is properly organized.
Number of finding aids created and now accessible online as the result of this project: Only one finding aid has been changed during the course of this project, but it contains more than 3,000 individual item records, which have been put into a consistent and easily searchable order.

Oklahoma City National Memorial and Museum

Amount Awarded: $6,000   **Cost Share:** $6,025.00

Project Description:

The Oklahoma City National Memorial has completed the goals of the International Design Competition Project funded by the 2017 Improving Access to Collections grant. The first goal of this project was to sort the International Design Competition documents by application forms, entry forms and general documents. The documents were sorted and rehoused in acid-free folders and properly labeled. All of the documents were completely inventoried and the entries in Museum's PastPerfect database have been updated.

The second goal was to digitize all of the documents, slides and photographs related to the International Design Competition. All of the photographs from the International Design Competition, Ferguson-

Watkins and OKCNM Photograph Collections were scanned at 300 dpi. The slides and photos have also been numbered and rehoused. The digital files created from these scans are permanently stored on the Museum's dedicated server. In addition, the related entries in Museum's PastPerfect database were updated.

The third goal was to create a finding aid for the documents, slides, architectural models and images and to make it available to the public on the Oklahoma City National Memorial webpage. The finding aid is complete and available to view and research via a link on the Oklahoma City National Memorial's website.

The collections work this grant funded is invaluable to the Memorial's mission. It allowed us to hire a part time staff person and the supplies necessary to complete the project. In addition, it has made it possible for another venue outside of the Museum to tell the story of how the Oklahoma City community came together to create the Memorial and Museum. By fully processing these collections and making them available online, the public has the opportunity to understand the particular elements the people of Oklahoma City thought were important and should be included the final memorial design. This finding aid provides researchers the opportunity to read the descriptions of the design entries, the documentation about the initial selection process, the selection of the top five designs and ultimately the winner of the design competition. Finally, the heart of the Oklahoma City National Memorial & Museum's mission is to educate about the impact of violence and the creation of the Outdoor Symbolic Memorial is a testament to this mission.

Number of finding aids created and now accessible online as the result of this project: One finding aid was created. This link is for the online exhibit, International Design Competition: https://oklahomacitynationalmemorial.org/international-design-competition-2/

Oklahoma State University Library

      Amount Awarded: $6,000   **Cost Share:** $3,771

Project Description:

The focus of this project is to provide public access to digitized material from the Chilocco National Alumni Association memorabilia collection. More than 17,000 Native American students from Oklahoma and all over the country attended the Chilocco Native American Boarding School, located near Newkirk, OK. This collection details these residential student lives over the course of 100 years, highlighting the Oklahoma landscape in this chapter of a national story. The grant supported hiring archival student workers to focus on the item-level processing and metadata creation of this series of scanned items and meeting with Chilocco's historian for assistance in filling in specialized knowledge gaps in the metadata and to continue digitization of this collection. The final activity is providing public, online access to the collection on the Oklahoma State University (OSU) Library's digital collections website and preservation for the digital surrogates in the OSU archival collections.

Through targeted support of this project, we were able to focus time and resources to provide almost immediate public access to this digital collection. In this swift action towards processing and public access for this project, we are able to continue to build our relationship with the Chilocco National Alumni Association by returning processed material back to the organization in a reasonable timeframe and showing good faith for our stewardship of this collection and providing public access for the Alumni

Association membership. We appreciate being able to build this collection in almost real time, based on our current communication and expectations with this organization.

Number of Items Processed: 965 pages
Number of Items Converted to Digital Format: 1,175
Number of Digital Items Now Accessible Online As a Result of This Project: 1,175
Link: https://cdm17279.contentdm.oclc.org/digital/collection/p17279coll5/search

Oklahoma Territorial Museum

Members of the Board approved a $500.00 grant for the Oklahoma Territorial Museum to create a finding aid of a collection of ledgers related to the City of Guthrie and Logan County. The staff of the Museum declined the grant.

Philbrook Museum of Art

Amount Awarded: $4,000   **Cost Share:** $8,760

Project Description:

Philbrook Museum of Art received funding to assess, digitize, and catalog primary source materials in the form of architectural drawings and blueprints of the historic Villa Philbrook and Philbrook Gardens, as well as the early years of the Museum, in preparation for making these materials accessible online. This collection was captured digitally and described with detailed metadata according to national standards. The project and finding aid has been publicized through Philbrook social media platforms. The digitization has helped to preserve the collection by reducing handling and creating documentation of the original source material, and it will make the content accessible to both interested public and scholars in a broad range of fields.

Links: A finding aid of the materials is available through the Philbrook website under the Resources tab http://philbrook.org/learn/resources

Number of Items Processed: 186
Number of Items Converted to Digital Format: 186
Number of Items Rehoused: Over 200
Number of Items Conserved or Stabilized: 40
Number of Digital Items Now Accessible Online As a Result of This Project:
One (finding aid for the collection) at http://philbrook.org/learn/resources
A future version of the Museum website, expected later in 2018, will include direct access to the digitized plans.
Number of Finding Aids Created or Revised and Now Accessible Online As a Result of This Project:
One finding aid; four flat-file drawers of large-format architectural and landscape plans; 38.8 GB of electronic records

Plains Indians and Pioneers Museum

        Amount Awarded: $1,099.62   **Cost Share:** $8,539

Project Description:

For this project, we scanned and uploaded online 1,000 images from the McDonald Collection (45,000 prints/slides/negatives in total collection) that had been previously catalogued. These include Woodward High School senior photos from the classes of 1967 and 1968; a number of post-World War II family and individual portraits; a handful of weddings; and a few folks who just wanted a portrait made for whatever reason. The images were made accessible through a finding guide available on the Museum's website. With the equipment provided under the 2017 Improving Access to Collections Grants, the Museum expects to continue moving digitized images from the McDonald Collection online.

Number of Items Processed: 695 prints; 6 35mm slides; and, 309 negatives.
Number of Items Converted to Digital Format: 1,010
Number of Digital Items Now Accessible Online As a Result of This Project: 1,186
(This includes a number of McDonald Studio photographs that were processed several years ago).
Link to photo archive: http://plpm.pastperfectonline.com/
Number of Finding Aids Created or Revised and Now Accessible Online As a Result of
This Project: There are 2 finding aids available for searching the McDonald Collection online:
The first of these is a PDF finding guide located on the Museum's website at
http://www.nwok-pipm.org/the-mcdonald-collection/ . The PDF opens a spreadsheet that viewers can search by name, along with link URLs to the storage site at http://pipm.pastperfectonline.com/ .
Secondly, on the storage site itself, there is a robust search feature that allows viewers to search for photos by name, a date range, or keyword.

Thomas J. Harrison Pryor Public Library

        Amount Awarded: $3,500 (used $3,233)   **Cost Share:** $2,590

Project Description:

The purpose of this project is to preserve and establish digital access to the collections of the library's local history materials for the general public. The collections that are of focus: Thomas J. Harrison, William Alexander Graham, Pryor Tornado Photographs, Whitaker State Orphan Home, Oklahoma Ordnance Works (now known as Grand River Dam Authority) Collections. Each of these collections are popular with the community of Pryor, and are frequently viewed by library visitors. Scanners, an external hard drive, and archival supplies were purchased in order to digitize and save images, as well as rehouse them.

The project is making great progress. Five findings aids have been established, items have been identified and relocated into folders and archival boxes. Metadata content is being completed in full for each collection. Items from the collections need to be digitized. The last steps to be completed are placing the digital images onto Oklahoma's Digital Prairie online database website, as well as the Library's website, which will occur as staff has time available.

One bump along the way was that volunteers were not able to come in until late into the project. Some were only able to help for one day, or only one day a week. The process of completing tasks, namely metadata, slowed down tremendously as a result. However, when volunteers were able to help, the work completed by them was exceptional. They greatly contributed to object description for the metadata content. A wonderful surprise within the collection of William A. Graham (W.A. Graham), was a photo album that consisted of photographs taken for Graham's 100th birthday celebration in 1951. Originally, it was not a part of his collection. However, once the photos and documents were identified, it revealed a story that pieces together almost all of the items found in his collection. It was a rigorous process to manually and carefully remove each photograph from the older photo album (a sticky residue was used to glue the photos onto paper). But, by including those additional 50 photographs and documents, it really helped to enrich his entire collection.

Once every item from the selected collections is digitized, it will ensure that the physical copies will no longer be handled by the public. This physical interaction was contributing to the rapid deterioration of several delicate paper-based documents and photographs. The most important improvement is that content has been safely stored away in our special collections mobile shelving units, and will become easily accessible by the public online. Many patrons with personal connections to events, historical figures, and organizations ask to view such materials on a regular basis. However, the majority of library users with no close ties to the subjects in our collections may not know anything about the historical content that we have. By digitizing the materials from these five collections and placing them online, it will open a new world of possibilities for the public, will assist those looking for additional research, and more.

Number of Items Processed: 257
Number of Items Converted to Digital Format: 22, to date.
Number of Digital Items Now Accessible Online As a Result of This Project: 0, to date, but as staff time allows, these will be available on the Library's website.
Number of Finding Aids Created or Revised and Now Accessible Online As a Result of This Project
Five finding aids were created for each collection and will be accessible to the public online through the library's catalog. The measure of the collection consists of three shelves that are approximately 3 feet in length.
154 Photographs are included in these five collections.
103 paper-based documents include: correspondence, booklets, programs, manuscripts, magazines, maps, inventory lists, resolutions, corporation reports, biographies, eulogies, and historical postcards.

Stephens County Historical Museum

      Amount Awarded: $1,800   **Cost Share:** $2,124

Project Description:

We intend to locate, scan, protect, and place on our website all the information we have on the Halliburton "Cementers" sandlot/semiprofessional baseball team, as well as make that information available to the Oklahoma Department of Libraries for inclusion on the agency's Oklahoma Digital Prairie website. During the project, photographs were located and scanned by staff and volunteers. A local individual was hired to complete several technical tasks related to preparing the photographs for the website and to include them on an external hard drive for preservation purposes. Acid free supplies

were purchased and used to rehouse materials. My favorite part of the grant was getting the Epson scanner from Office Depot. It was used extensively for this project and lots of projects as well and I can see us using this a lot in the future.

Link: 73 photos are now accessible on our website: http://stcomuseum.com/cementers_archive

USAO Nash Library Archives

> **Amount Awarded:** $2,348   **Cost Share:** $600

Project Description:

The Nash Archives project was to process our entire Te Ata collection and create a website in order to make it more accessible. We were to process .75 cubic feet of photographs and slides, 1.88 cubic feet of performance programs and newspaper articles, and .55 cubic feet of letters, postcards, and notes. We were also to scan the covers of 20 books from Te Ata's personal collection, and then create a finding aid using the Oxygen XML Editor and the website using WordPress.

We processed all materials successfully. The Te Ata collection is now fully separated into acid-free folders, described, and accessioned. We also created a finding aid following Encoded Archival Description guidelines through the Oxygen XML Editor. As a result, the collection is now accessible to students through appointment and will be available to students through various history courses.

We processed all of the materials, which were .75 cubic feet of photographs and slides, 1.88 cubic feet of performance programs and newspaper articles, and .55 cubic feet of letters, postcards, and notes, as well as the covers of 20 books. All items were converted to digital format, accessioned, and described using the archiving program PastPerfect. After this we created an online finding aid of the collection that links to 43 select items, 25 of which are photographs. The remaining 18 are a sample of newspaper articles, letters, and brochures that did not pose any copyright issues.

Finding Aid Link: https://library.usao.edu/home/content/te-ata-bearer-morning-1.

Comments from Grant Recipients

University of Tulsa Department of Special Collections: We are pleased with the outcome of this project, and thank the Oklahoma Department of Libraries for their generosity and attention to a collection that is very important to Native American history as well as that of our state. We found just the right student for the job, and she has received valuable and extensive work experience in her area of specialization. In spite of the initial bumps regarding proper university channels for the funding, this was a good experience for us, and we hope for ODL as well.

Philbrook Museum of Art is grateful to both the Oklahoma Department of Libraries and the National Historical Publications and Records Commission for its support of an initiative to improve access to archives and for the support distributed to Philbrook for this project. The Museum was able to achieve an extraordinary amount of work in a relatively brief period thanks to this opportunity.

Oklahoma State University Library: We are grateful for the opportunity to steward these grant funds by providing access to this valuable collection of archival records. We are confident we can leverage the work from these grant funds into continued relationship building with our partnering organization and continue to build public access to future archival records on this nationally important period of our state's history.

Plains Indians and Pioneers Museum: The Museum ensured that credit for the grant funding, as specified in the Grant Agreement, was added to any information about the project made available to the public. The Museum's Facebook page carried an announcement in late-August that the McDonald Collection would be available online before the start of 2018. Local print media, The Woodward News, printed an article with photos on September 27, which also mentioned credit for the grant funds. That article was reprinted with the acknowledgement in the Enid News & Eagle two weeks later. There is also an acknowledgement of funding source on the Museum's McDonald Collection web page. Finally, the Museum posted a number of Facebook teasers just prior to the collection becoming publicly available.

In a small institution with limited resources such as the Plains Indians & Pioneers Museum, it is often difficult to focus on a project as daunting as the McDonald Collection. The Museum, its staff, and board of directors is deeply grateful for the financial support provided by the Oklahoma Historical Records Advisory Board and the Oklahoma Department of Libraries through funding from the National Historical Publications and Records Commission of the National Archives and Records Administration. The funding the Museum received, along with public acclaim for the first 1,000 images moved online have made the McDonald Collection something of a priority for this institution. Without the generous funding and support the Museum received, the McDonald Collection may never have seen the light of day.

Stephens County Historical Museum: My favorite part of the grant was getting the Epson scanner from Office Depot. It was used extensively for this project and lots of projects as well and I can see us using this a lot in the future.