

Stepping Stones

APPROACHING AN OHRAB GRANT
AS A MODEL FOR FUTURE GROWTH
IN A COMMUNITY ARCHIVE

Kaysie Harrington, Lakeside
Heritage Society



Non-profit museum and archive on the grounds of Lakeside Chautauqua, a gated historic community on the shores of Lake Erie.

Lakeside Heritage Society



The Caldwell House - previous home of the LHS Archives



A Fresh Start - The New Heritage Archives



LHS opened this climate-controlled facility to the public in May 2021

Community Expectations - Embracing a New Role

Maintaining a standard of collections care and preservation.

Responding to a higher volume of research requests.

Providing an online catalog and digital content.

Facilitating off-season access and services.



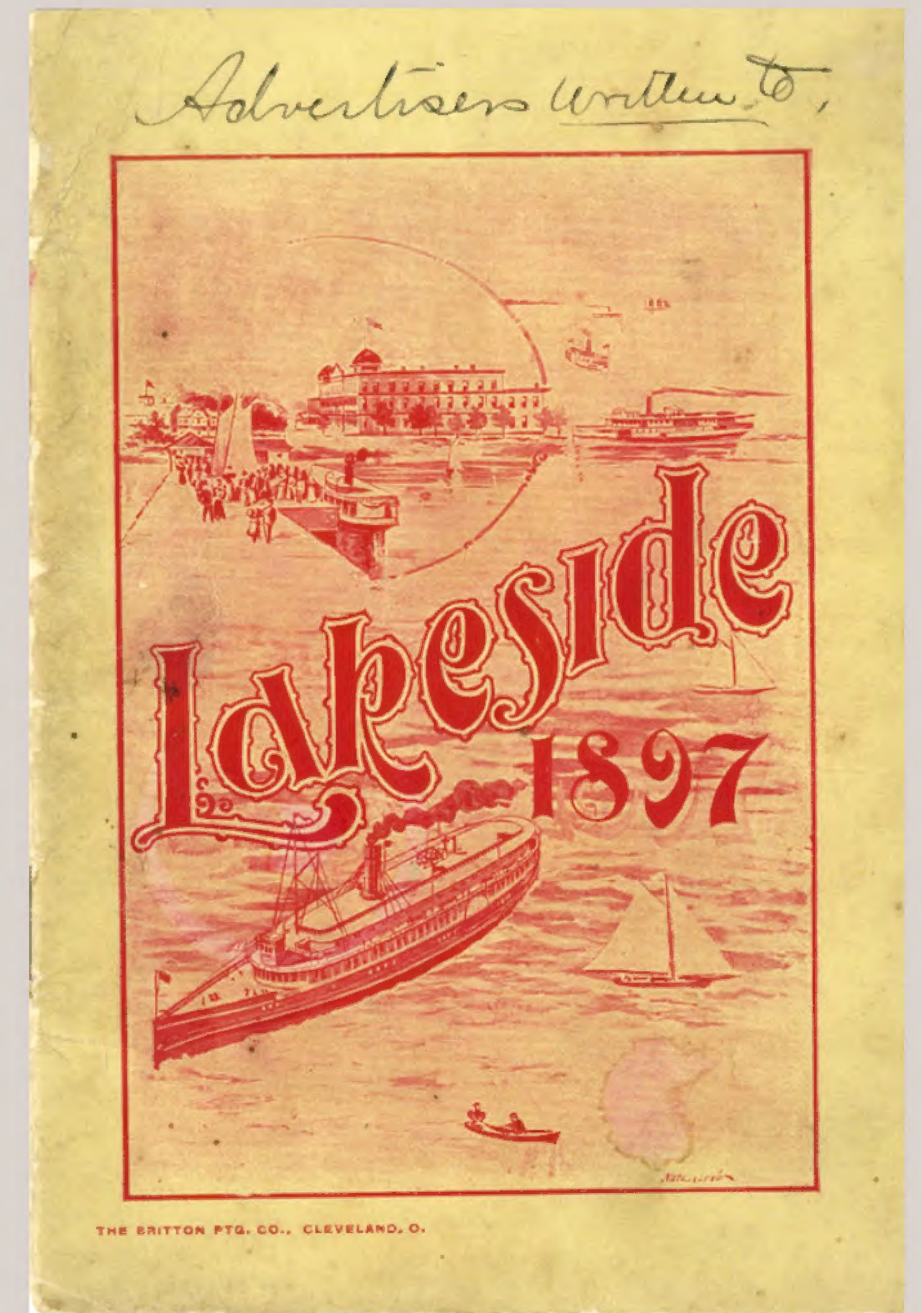
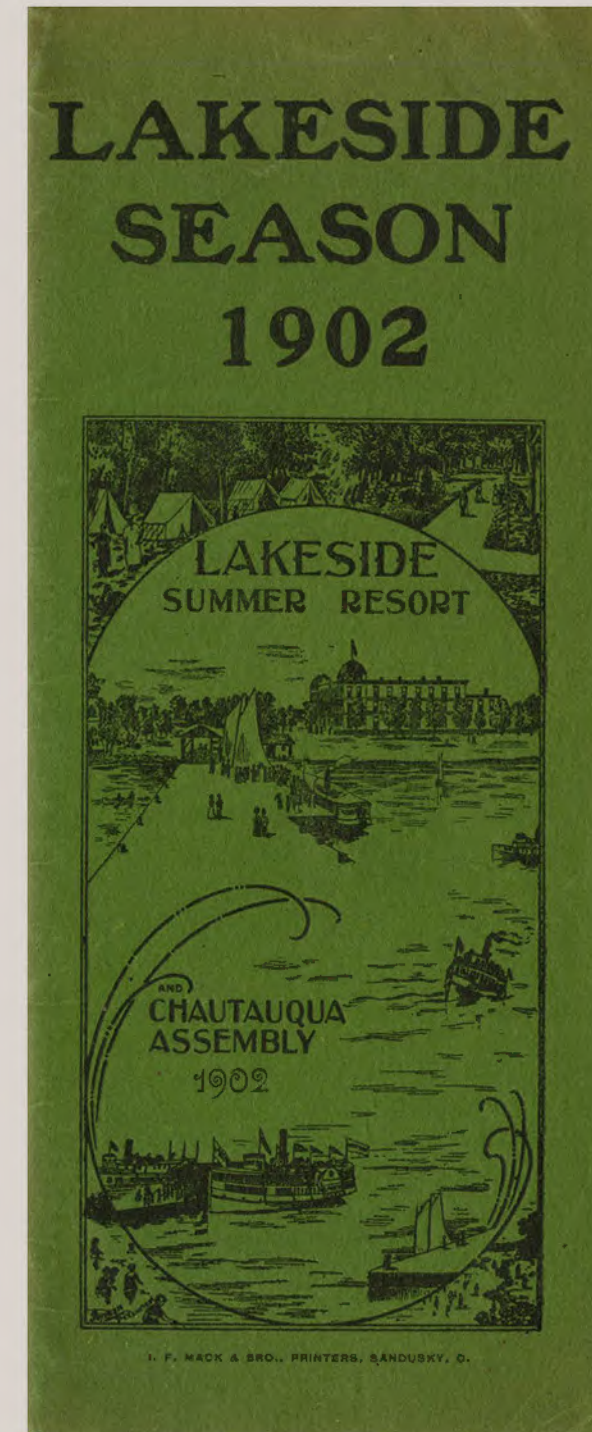
Research stations at the new Heritage Archives

OHRAB Grant Project, 2021

LHS received funding from the Ohio Historical Records Advisory Board to digitize and develop finding aids for annual programs and bulletins.

Compact collection of publications unique to Lakeside that chronicle each summer season from 1877 to present.

The materials document guest speakers, performances, conference topics, community events and leadership changes.



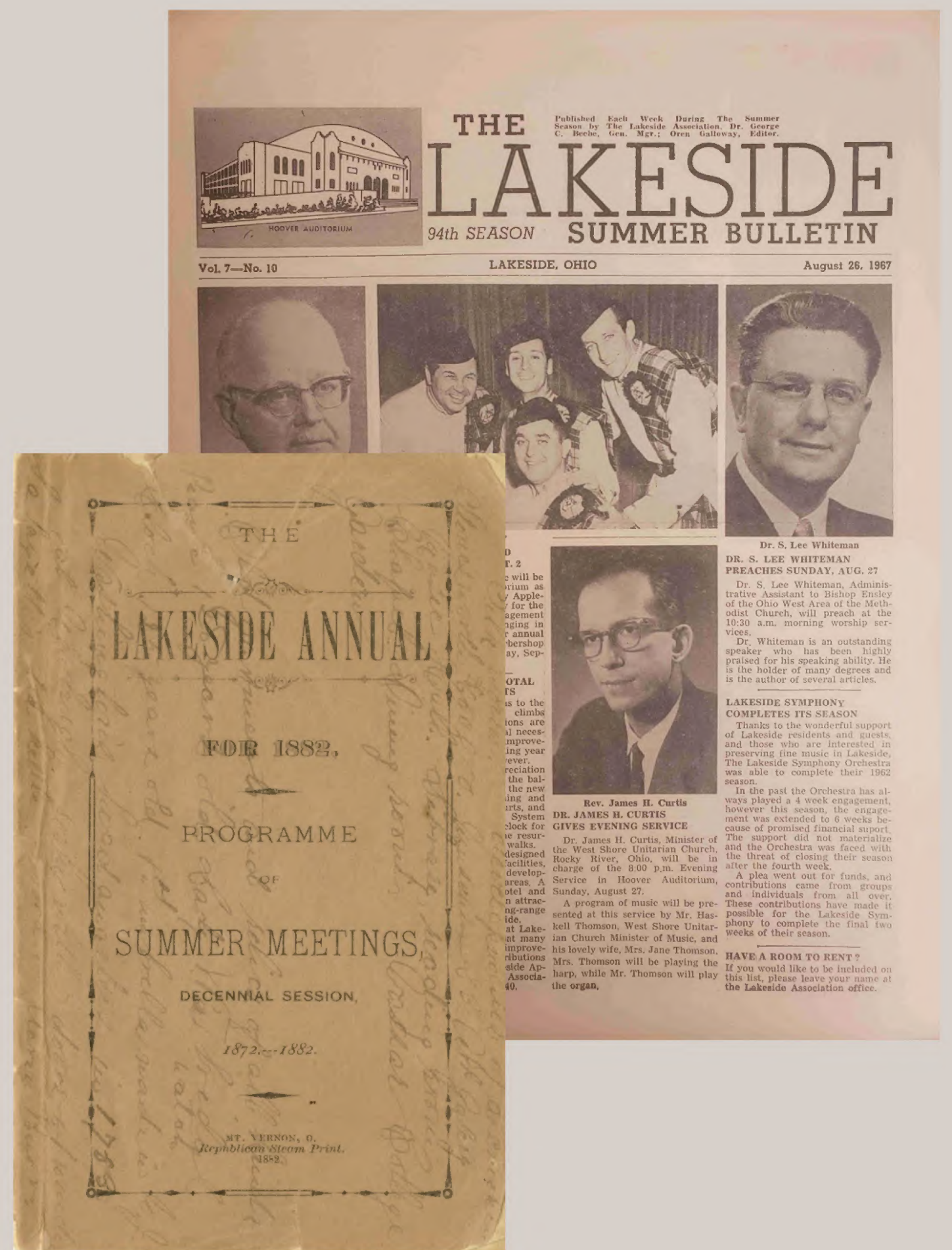
Programs and bulletins from 1877 to 1965 sent to the BGSU Center for Archival Collections Preservation Lab for scanning.

- 1,852 pages scanned

- 466 text-searchable PDF files created

OHRAB provided funds for the purchase of archival quality containers and folders.

- Entire collection of annual programs and bulletins rehoused (approximately 5 cubic feet).



Conversion to PastPerfect Web Edition

As part of LHS' matching funds we converted to the cloud-based version of PastPerfect, which offers a public access option for digital content.

- Created collection level finding aids for the programs and bulletins, in addition to 233 individual catalog entries for each that include the PDF scans.

[Collection Level Record](#)

[Individual Entry](#)



Collection PB-1, Lakeside Annual Programs rehoused in archival boxes purchased with OHRAB grant funds.

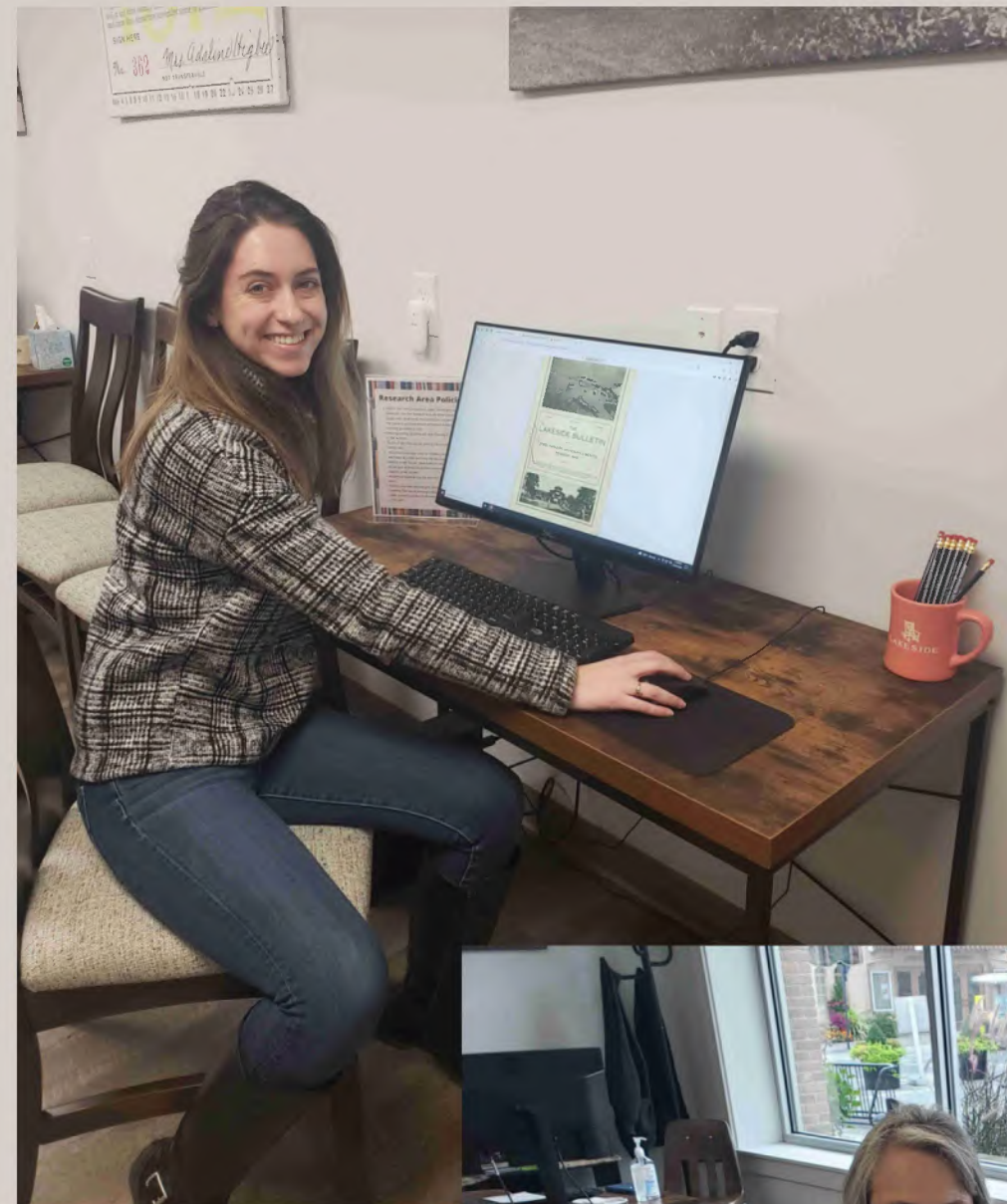
Learning Opportunities

PastPerfect - how can we utilize this software to meet our needs for this grant and for future projects?

- Public access analytics
- Adjusting to community needs and archival literacy levels

Opportunities for volunteer engagement and training.

- consistent data entry
- arrangement and rehousing best practices



Left: PDF scans of annual programs and bulletins are now available at our Heritage Archives research stations.

Below: LHS volunteer Pollie Miller helping to prepare material for transfer to CAC Preservation Lab.



Moving Forward...

The OHRAB project opened the door for productive conversations with membership and the LHS Board about archival needs and goals:

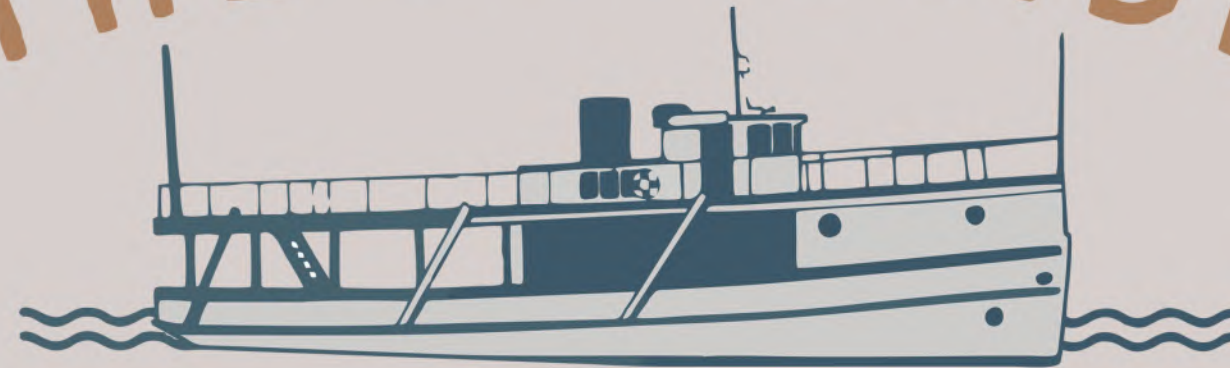
- provided clear examples of rehousing outcomes and the importance of physical preservation and intellectual control.
- demonstrated the value in approaching digitization thoughtfully and strategically.



Building from our OHRAB project experience, LHS received a 2022 Ohio History Fund grant to rehouse three other historically significant collections.

Photograph courtesy of the Ohio History Connection

THE LAKESIDE



HERITAGE

EST SOCIETY 1968

Thank you!