

# Scope of Services

## Northfield Historical Society Mid-year Report, 2020

<b>Contractual Services</b>	<b>NHS Progress January - August</b>	<b>Plans: September - December 2020</b>
1. Provide proper care for the objects and records held by CONSULTANT, including those provided by CITY.	<p>A. Architectural plans relating to the hospital and general building permits have been cataloged and accounted for.</p> <p>B. Steve Edwins' Heritage Preservation Commission files containing information on a number of City buildings has been cataloged.</p> <p>C. Philip Spensley's files documenting the beginnings of the Arts and Culture Commission have been cataloged.</p>	B. Documents from the Edwins collection that could prove to be most useful to researchers will be digitized.
2. Provide proper storage facilities for the objects and records held by CONSULTANT, including those provided by CITY.	A. A large external hard drive was purchased to be used as the storage location for the master copies of the digitized versions of the City collection. Transcription and metadata for the City Council books and digitized council meetings are stored on it.	As the final City Council book and planning commission book are finished, they will be uploaded onto the drive.
3. Expand the accessibility of CITY collection through digitization of audio/ visual materials.	<p>A. Transcription of the final two City Council minute books is complete! One book was recently uploaded to MDL and the other is just beginning the transfer of metadata onto the official data sheet before we can send it to MDL to complete the collection.</p> <p>B. The Planning Commission minute book is in the process of being transcribed.</p>	A. Work will begin shortly on the City Charter books. COVID temporarily suspended the digitization of books/documents at MDL . NHS will be applying for digitization of the City Charter books by the end of August.

**Scope of Services**  
**Northfield Historical Society Mid-year Report, 2020**

<p>4. Provide digital copies and links to other websites of all CITY Collection materials.</p>	<p>A. The Northfield History Collaborative is in the process of changing its business model and name. It will be known as the Northfield-Rice County Digital History Collection and will remain online. Digitized books will also continue to remain online with the Minnesota Digital Library.</p>	<p>B. It will be an ongoing intern project to produce metadata keywords for each City Council tape to make them searchable as well as linked to the council minutes.</p>
<p>5. Respond to research requests and provide information on the history of the Northfield area for City of Northfield residents, staff and elected and appointed officials.</p>	<p>A. In spite of several quiet months during the quarantine, research requests are beginning to pick up again as are requests for in-person visits. We have responded to 15 requests this year so far.</p>	<p>A. Continue providing research assistance via email to the general public. We will cautiously allow in-person research visits as time and space allow.</p>
<p>6. Continue to provide the community with engaging programs and exhibits that serves the local population and encourages a broader appreciation of the town and its history.</p>	<p>A. The new raid exhibit officially opened in June after the March-May delay for a water leak and COVID.          B. The League of Women Voters' traveling exhibit will be hosted at NHS during the month of September. We tried multiple times to extend its run in Northfield, but it is a popular exhibit on a tight schedule.          C. The lecture series scheduled for the year was unfortunately interrupted (topics included the story of Nicholaus Gustafson and Millersberg, the history of the local League of Women Voters' group, and the history of the Civil Air Patrol and Stanton Airport.)</p>	<p>NHS staff is going to focus efforts on aiding homeschooling parents by offering tours and resources for them.</p>