

# Scope of Services

Mid-year Report, 2018

<b>Contractual Services</b>	<b>NHS Progress January - August</b>	<b>Plans: September - December 2018</b>
1. Provide proper care for the objects and records held by CONSULTANT, including those provided by CITY.	<p>A. All ledger books have been wrapped in archival-grade Tyvek envelopes and placed in acid-free clamshell boxes.</p> <p>B. The original city charter has been interleaved with acid-free tissue paper.</p> <p>C. All items have been thoroughly cataloged.</p>	Ongoing
2. Provide proper storage facilities for the objects and records held by CONSULTANT, including those provided by CITY.	<p>A. Digitized versions of these books are stored safely on a NHS server. USB drives with digital versions are numbered and stored in the Archives Room in case of file corruption on the server.</p> <p>B. Two additional dehumidifiers have been purchased to continue to keep the environment as stable as possible in the storage rooms.</p>	Ongoing
3. Expand the accessibility of CITY collection through digitization of audio/ visual materials.	<p>A. NHS was granted permission by the MN Digital Library to submit (3) City Council minute books for digitization.</p> <p>B. In 2018, 57 tapes have been digitized so far with another box of 45 currently in process. Digital files are currently housed on NHS' server in MP4 format.</p>	<p>A. Once digitization is finished, begin transcription with the help of a contractor.</p> <p>B. Rip the digital files from DVD to store on NHS' server in MP4 format as second copy.</p>
4. Provide digital copies and links to other websites of all CITY Collection materials.		<p>A. Create link listing for the City</p> <p>B. Secure an intern to produce metadata keywords for each tape to make them searchable as well as linked to the council minutes.</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>A. In 2018 so far, there have been roughly 66 research requests answered and help provided to 11 on-site researchers.</p> <p>B. NHS is currently cataloging and organizing the collection of HPC records donated by Steve Edwins to make it more easily searchable for researchers.</p>	A. Continue providing research assistance via email as well as in person to the general public.

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<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 second World War I exhibit was installed featuring stories of service by local men and women in their own words. B. NHS hosted three walking tours in May featuring downtown businesses as well as homes on the East side. C. In June and July, NHS participated in First Friday Art Nights with two pop-up exhibits. D. NHS has initiated an oral history project with the Latino population in an effort to encourage diversity in the town's holdings.</p>	<p>A. The conclusion of the WWI exhibit will be installed this Fall after the Malt-O-Meal exhibit is taken down. B. Cemetery Stories will be held on September 22. C. NHS will participate in at least one more Friday Night Art Night in 2018.</p>