

Scope of Services
Northfield Historical Society Mid-year Report, 2019

Contractual Services	NHS Progress January - September	Plans: October - December 2019
1. Provide proper care for the objects and records held by CONSULTANT, including those provided by CITY.	A. Acid-free boxes have been purchased for the DVDs containing the master digitization files. B. A total of 508 items have been cataloged and inventoried.	Ongoing
2. Provide proper storage facilities for the objects and records held by CONSULTANT, including those provided by CITY.	A. Digitized versions of the City minute books are stored safely on a NHS server. DVDs of digital files are numbered and stored in the Archives Room in case of file corruption on the server. B. An upgraded fire and security system has been installed in the Scriver Building to continue providing safe and secure storage for all of the items being cared for. C. NHS provided safe storage space for historical and archival materials belonging to the Northfield Area Fire and Rescue Service during their building renovation.	Ongoing
3. Expand the accessibility of CITY collection through digitization of audio/ visual materials.	A. All nine City Council books have been scanned by the MN Digital Library. B. 240 VHS tapes containing City Council meetings, work sessions, and special meetings have been digitized. Each tape is 1 to 2 GB of data. C. NHS has been working to digitize the archival records and images saved by the Northfield Area Fire and Rescue Service and provide access to them via the Northfield History Collaborative website.	A. Ongoing transcription and metadata entry is taking place for the City Council minute books. Staff is averaging transcription at 15 pages every two hours. Our contract transcriptionist is averaging 12 pages every two hours. Two 600 page books have been completed this year so far. It would be fair to say that it will take about 900 hours to transcribe all 9 books accounted for in the 3 year plan.

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<p>4. Provide digital copies and links to other websites of all CITY Collection materials.</p>	<p>A. All City Council VHS tapes have been digitized and the process of uploading them to the Northfield History Collaborative website has begun. Transcriptions and images of early City Council minute books are being uploaded to the NHC site as well. The images and transcriptions will appear on the Minnesota Digital Library website as the transcriptions and metadata are completed.</p>	<p>A. Create link listing for the City B. Secure an intern to produce metadata keywords for each tape to make them searchable as well as linked to the council minutes. C. Provide the NAFRS with USB drives and links to digital copies of their archival materials.</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 2019 so far, there have been roughly 42 research requests answered.</p>	<p>A. Continue providing research assistance via email as well as in person to the general public.</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 Malt-O-Meal Centennial exhibit was installed in January 2019 featuring items donated by the Campbell family as well as those from former employees. B. NHS partnered with the Cannon River Watershed Partnership to bring the "We Are Water" exhibit to Northfield as well as hosting small community events relating to water throughout the year. C. NHS brought in a nationally-known Teddy Roosevelt impersonator for a day-long family event in August. D. NHS completed an oral history project with the Latino population in a targeted effort to diversity the histories preserved in the town's holdings.</p>	<p>A. NHS staff will be installing a new exhibit on the 1876 robbery beginning in December. The exhibit re-tells the story of the raid through the eyes of every-day Northfielders and will dig deeper into the history of the land, town, and industry prior to 1876.</p>