

## **Bridgeport History Center - Monthly Report – September 2021**

- extensive communications and planning between archivists; especially on storage, re-housing, re-processing and donations issues
- reference: email, BPL and BHC accounts - reference and image requests [see statistics below]; In person reference by appointment
- Pick-up of Gildea papers from Brown Univ.- appraisal and processing-Meg Rinn
- collections processing and finding aid writing, including Herman Steinkraus – Meg Rinn
- Rinn has also uploaded substantial collection data to CAO and CTDA
- Virtual tour of BHC collection highlights by Meg Rinn for CT archivists group
- Extensive communication w/repositories or dealers for deaccessions-now deaccessioned: Hertz postcards; Jap. Postcards/calendar; Hertz stereo cards; various theater programs; dollhouse furniture; fan collection. Agreement for deaccession w/Stfd H.S.-Ambler-Shelton
- weeding of some secondary sources for BHC general collection, coordinating with Tech Svs., ongoing
- Microfilm vendors + newspaper evaluation in preparation for *Telegram* filming – ongoing
- Meetings, webinars; professional development

## **Bridgeport History Center Stats Report –September 2021**

**Prepared by:** Meg Rinn, assistant archivist; Data comes from visitor sign in sheet and remote reference log

**Types of Research:** General history: 72.7%; Local: 9.1%; Genealogy: 18.2%

**Types of materials used:** Special collections: 23.1%; Databases: 15.4%; Clippings: 7.1%; Microfilm: 61.5%

### **In Person Visits**

*Total Number of Visitors 11; Total number of minutes spent by visitors at BHC: 1130 minutes or 18.8 hours; Average duration of visit: 102 minutes; Number of repeat visitors\*: 2; Cancelations: 2*  
Other reasons for visitors this month: donations

### **Remote Reference**

Remote reference herein defined as reference queries received either via mail, phone, or e-mail.  
*# of Requests Completed: 16; # of Requests received via mail: 0; # of Requests received via phone: 7; # of Requests received via email: 9; # of requested undefined: 0; # of requests turned into in-person visits: 0; Average turnaround time for requests: 3 days*

### **Additional comments:**

BHC continued to have a low number of remote reference requests this month as well as in person visits. There were two appointment cancelations.

**Due to limited staff availability, high demand, and effort required, remote reference demands more time.**

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