

## **Bridgeport History Center - Monthly Report – March 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]
- batch ingests of digital surrogates of selected archival material into CTDA – Meg Rinn
- grants - CSL/ConsvConn– digital capture project, finishing up – video editing software still needed
- collections processing and finding aid writing – Meg Rinn – esp. YWCA
- 7<sup>th</sup> floor office cage – evaluation and removal of materials
- Assessments and inventories of materials for deaccession
- Library Assistants – newspaper clippings project indexing; BHC staff
- acquisitions: received or negotiated several collections -ongoing
- Zoom mtg, Supervisors’ meetings ; Webinars on OPAC system at BPL
- New England Archivists Conference – several sessions attended by both archivists; Meg Rinn conducted a session on 03/27/2021: [4.3 Radical Empathy in the Archives in the Time of COVID-19](#)
- **Both archivists spent substantial time on the 2<sup>nd</sup> floor helping with the IS book management for the planned reconfiguration.**

## **Bridgeport History Center Stats Report --March 2021**

**Prepared by:** Meg Rinn, Assistant archivist

Data comes from remote reference log

### **Remote Reference**

Remote reference herein defined as reference queries received either via mail, phone, or e-mail.

*# of Requests Completed: 39; # of Requests received via mail: 0; # of Requests received via phone: 2;*

*# of Requests received via email: 37; # of requested undefined: 0; Average turnaround time for requests: 8 days*

Donations: 10.3% ; Local History: 20.5%; Genealogy: 15.4%; Image Requests: 5.1%; Obituaries: 25.6%; General: 23.1%

### **Additional comments**

--Average turnaround time is down from last month’s 17 day queue, but still higher than average. This is due to the completion of several long term requests sent in February, more complex requests received that demanded more time, and the fact that BHC staff were reassigned to the second floor renovation project and as such limited in how much time could be devoted to offering a quick turnaround on simple reference (such as obituaries, the most popular topic this month.)  
--At the end of the month, BHC encountered an issue with providing access to Ancestry for remote users. --Higher number of donation offers this month. --No mail reference received this month.  
--Given that we’re a year into the pandemic and since the start of FY 2020/2021, BHC has had a steady average of 30 odd queries per month. This should hold steady for some time.