

Bridgeport History Center - Monthly Report – February 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
- *batch ingests of digital surrogates of selected archival material into CTDA – Meg Rinn
- grants - CSL/Conservation Connection – digital capture project, ongoing
- collections processing and finding aid writing – Meg Rinn – large volume ; of particular note: the Katya Gildden papers, a local author
- replenishment of standard BHC supplies necessitated: acid free folders; document boxes of various sizes; acid free paper; labels
- 6th floor cage: continued work on shifting and creating shelf plan
- 7th floor office cage – evaluation and removal of materials
- Appraisals and assessments of selected BHC archival collections to create processing plans by Meg Rinn
- Assessments and inventories of materials for deaccession
- Library Assistants – newspaper clippings project indexing; BHC staff
- PastPerfect collections management database – entering of metadata for ARC collection; entering data on manuscripts collections-M. Rinn
- acquisitions: received or negotiated several collections -ongoing
- Zoom mtg, Supervisors’ meetings ; Webinars on OPAC system at BPL
- Once again, the BHC continued much of its important work in collections management this past month. It should be noted that Archivist Meg Rinn completed a tremendous volume of work in significant areas: collection processing; finding aid writing; and creating and uploading BHC digital content to the CT Digital Archive for far reaching access to department materials.
- Continued activities with New England Archivists and CLHO
- Both archivists spent time on the 2nd floor helping with the IS reconfiguration; they expect to spend extensive time on the 2nd floor

February was similar to January in the type of work and tasks that the BHC archivists completed. Meg Rinn has uploaded a large number of items to the CTDA, widening the BHC’s presence online and greatly increasing remote access to BHC materials.