

MEETING NOTICE
TOWN OF SANDWICH, MA
Sandwich Historical Commission

Location: MacKnight Room (Town Archives),
Sandwich Public Library, 142 Main St,
Sandwich, MA

Date: July 11, 2012

Time: 6:00 PM

AGENDA

- 1. Review & Approval of Minutes (Vote)**
- 2. Correspondence / Statements / Announcements / Follow Up**
- 3. Public Forum**
- 4. Staff Meeting**

Carolyn Crowell - Historical interpretation of Upper Pond dam and factory sites. Discussion and action.

Bill Daley – Historic Marker application for 63 Spring Hill Rd, asset #61, to be known as the Wing Fort House built in 1641.

Bill Daley – Seeking the official involvement of the SHC because of the language in our Mission Statement "to preserve, protect and promote the historic assets of the town". In this manner, SHC members may be an official part of the many committees that are dedicated to the 375th Sandwich anniversary as well as the 100th Cape Cod Canal anniversary. Presently, Don and Bill are interested parties at these meeting, but don't formally represent the SHC.

The SHC may also consider donating a portion of its annual budget to either one or both of these 2014 events.

Don Bayley - For Discussion: Archive Digitization Project goals, requirements and costs.

5. Old Business.

6. New Business.

7. Public Forum.

Signed: *Terry Blake*

Name: Terry Blake, Chair

Date: July 06, 2012

TOWN CLERK
TOWN OF SANDWICH

JUL 06 2012

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RECEIVED & RECORDED

Attachment to Sandwich Historical Commission Agenda of July 11, 2012

For Discussion: Archive Digitization Project

Background/Goal:

The collections of the Sandwich Town Archives are open to anyone interested in the history of Sandwich and the families who live here.

However the hours are limited (Tuesday, Wednesday and Thursday from 9:30am to 12:30pm, and 1:30pm to 4:30pm).

Our incredibly knowledgeable and experienced archivist Barbara Gill may be retiring soon and it will be very hard, if not impossible, to replace her. Furthermore, funds to hire a new archivist are extremely limited.

Therefore the goal of this project is to digitize the collections to

- preserve assets in their original form (after a document is digitized it no longer has to be individually handled)
- make them easily available anytime, anywhere to anyone with a computer
- create a "finder" catalog system to facilitate research by compiling a record (meta data) for each asset
- extend the Town Archives' usefulness and accessibility to the community and researchers world-wide.

Requirements:

--A scanner which can handle documents up to 12" x 17"

(ideally an "18" x 24" flatbed scanner would help with maps and other very large docs but the price for this is prohibitive (around \$8500))

Cost example for 12" x 17": Plustek OpticPro A320 Flatbed Scanner 1600DPI \$500

--Software and web hosting (see DSpace/Longsight info below)

Cost estimate: TBD

--Volunteers, interns, or paid staffers to scan each asset and prepare meta data record sheets

DSpace/Longsight

DSpace is the application of choice for digital repositories. Developed by MIT and Hewlett-Packard and now sustained by the DuraSpace Foundation and a global community of developers and users, DSpace allows you to manage, access, share and preserve digital content of virtually any format - texts, images, audio, digital video, data sets and more.

DSpace is used by more than 1,200 institutions worldwide because it is distributed without a licensing fee, reliable, customizable and flexible.

Longsight will host, customize and maintain DSpace so you can catalog and archive any format of digital content and make it appropriately searchable and accessible. Our hosting and support services are comprehensive:

- Hosting on our highly redundant systems that provide world-class reliability and performance
- Provisioned with resources to ensure performance even as your repository grows
- DSpace mapped to your domain as you choose
- Including hardware maintenance and replacement; operating system updates and security
- Including DSpace upgrades according to your schedule
- Data mirroring as well as nightly backups between geographically separated data centers
- Continuous monitoring and alerts on all services
- An annual allocation of technical support to ensure that all your needs are met
- Training for DSpace administration and end-users