

University of Maine

From the Selected Works of Kimberly J. Sawtelle

April 13, 2016

Guy Kendall Collection in Digital Commons

Kimberly J. Sawtelle, *University of Maine*



Available at: https://works.bepress.com/kimberly_sawtelle/30/



Photo Detail: Vergery Carson (front) driving Gilded Braden to a first place in the first race of the Oxford County Fair, Norway and South Paris, Maine on Wednesday, July 22, 1936. Guy Kendall Collection. Fogler Library Special Collections, University of Maine. MS_1465_b002_1936b_img_00809.

Guy Kendall Collection in Digital Commons

Table of Contents

Abstract.....	1
Kendall Collection Overview.....	1
Historical Significance.....	2
Collection Metadata.....	3
Kendall History.....	8
Kendall Digitization.....	10
Project Worksheets.....	12
Narrative Descriptions.....	16
Digital Collection Impact.....	19
Appendix A: Plan of Work.....	21
Appendix B: Kendall Work Log.....	22
Appendix C: Kendall Work Flow.....	40
Appendix D: Kendall Collection Exhibit Structure.....	42
Appendix E: National Personnel Records Center.....	48
Appendix F: Guy Kendall Biographic Information.....	51
Appendix G: Scanning Black & White or Color Photographs.....	55
Appendix H: Scanning Special Collections Documents.....	57
Appendix I: Digital Commons—Kendall Collection.....	59
Resources.....	66

Abstract

The following report details the planning, digitization, and creation of an online exhibit featuring the Guy Kendall collection of photographs and harness racing memorabilia in New England, from the early-to-mid 20th Century. The physical materials are housed in Fogler Library Special Collections at the University of Maine and the online exhibit is now part of the university's institutional repository at http://digitalcommons.library.umaine.edu/kendall_collection/. This project began development in 2013 and uploads to the repository will be ongoing until all contents are digitized and available online.

Kendall Collection Overview

Between 1924 and 1961, photographer Guy Kendall, documented the course of harness racing in New England, from the height of its popularity in the post-World War I era to its eventual decline during the post-World War II period. Though he was known as a portrait photographer in Portland, Maine, Kendall supplemented his income by combining his skills as a photographer with his interest in the sport of harness racing. Starting in 1924, Kendall attended race events at tracks around Maine and New England, taking portraits of harness racing horses and drivers. By 1927, Kendall began documenting race finishes. As he gained experience on the track, Kendall's skills as a sports photographer improved and by 1936, he started to transform the composition of his finish-line photos by incorporating more sophisticated angles.

As a businessman, Kendall kept meticulous track of the photographs he shot at race tracks, mounting mostly low-grade or proof-quality copies in the pages of photo albums organized chronologically. In addition to providing handwritten captions for each print, Kendall included copies of race programs that document the events he attended, the race

performance of the horses he photographed, the names and location of owners, and finally, the pedigree of the horses. One can only imagine that his negative collection was similarly organized by date and location, in order to provide quick access to print copies of images ordered by horse owners.

In the early-1980s, Roger and Mindy Smith, Wilbur Hammond, and Jean Bryer, approached Kendall with a proposal to purchase his collection of photo albums. In 2005, the entire collection, including an inventory of the images, was donated by Wilbur Hammond, Jr. to Fogler Library Special Collections. While a frequently quoted estimate of the collection cites over 3,000 photographs and pieces of race track ephemera contained in 130 albums, a recent tally of the original inventory accompanying the collection exceeds 11,200 pieces.

Historical Significance

Kendall's career as a race track photographer extended through the peak of the sport's popularity in New England, including documenting the first pari-mutuel races to run in New Hampshire in 1933 and Maine in 1936, after the formation of a racing commission in each of those states. Through his photography, Kendall documented the careers of harness race drivers and horses who would go on to be recognized by the Harness Racing Hall of Fame in Goshen, N.Y. Kendall also captured moments from the careers of long-forgotten drivers including Frank P. Fox who, at the age of 82, was once the oldest harness racing driver in the United States and Vergery Carson, one of New England's first female harness racing drivers.

With the arrival of World War II, though the popularity of harness racing began to wane as young drivers began serving in the military, the 1940s mark Kendall's most prolific work as a race track photographer. In addition to horses and racing action, Kendall began capturing photos and portraits of the people involved in Maine harness racing including John H. Reed, who would go on to become the 67th governor of Maine.

Following the end of World War II, as attention turned to the construction of an Interstate Highway system, interest moved away from harness racing to automobiles. The highway system and the advent of independent automobile travel devastated the railroad industry that had supported harness racing throughout New England and the Canadian Maritimes by providing inexpensive transport for horses, drivers, and spectators. As audience interest in the spectacle of harness racing declined and agrarian life-ways waned in the post-war years, the industry as a whole entered a period of decline that saw all but two major race tracks disappear from the Maine landscape.

Collection Metadata

In early 2013, Fogler Library Dean, Joyce Rumery proposed the Kendall Collection be the first, large-scale digitization project for primary source material in the holdings of Special Collections. In March 2013, the project was presented to Kimberly Sawtelle, who worked in Technical Services and was involved in the recruitment of content to DigitalCommons@UMaine, the library's institutional repository established in January 2012. The project was not organized around a formal work plan but evolved organically with the involvement of Sawtelle; Sharon Fitzgerald, head of Technical Services; Desiree Nagy-Butterfield, Special Collections Archivist; and support staff at bepress, the California

vendor of Digital Commons. Sawtelle has re-created a Plan of Work using detailed notes from her Outlook Express work calendar (Appendix A and B). Additional information regarding the specific project workflow currently in place is detailed in Appendix C.

Initial review of the collection was undertaken by Sawtelle between March 25 and 27, 2013. This review included examination of collections-related documents pertaining to the original donation as well as an assessment of a selection of photo albums from the holdings to determine the types of metadata that would be appropriate to capture in the project. During this three-day period, Sawtelle conducted considerable online research to identify harness racing terminology and interpretation of abbreviations utilized in race programs. She also assessed the prevalence of information about horses, pedigree, races, and race drivers available online at the *United States Harness Racing* website (<https://racing.ustrotting.com/>); the *Harness Racing Museum and Hall of Fame* (<http://www.harnessmuseum.com/>); *Standardbred Canada* (<http://www.standardbredcanada.ca/>); and *Pedigree Online All Breed Database* (<http://www.allbreedpedigree.com/>) among others.

On March 27, 2013, Sawtelle presented a proposal for metadata to capture in the project as well as a design for the organization of the online, digital presentation. Sawtelle proposed standard terminology for pulldown menus as well as rationale for textual content. The following charts show the initially proposed metadata fields and the final metadata fields being collected as part of the project.

Program/Score Card Metadata Proposed	Program/Score Card Metadata Accepted
Document type: [pulldown]	Document type: (Race program, Score card, Article) [pulldown]
Title: [text field]	Event Title: Enter race name & location printed on race program, score card.
Author: [text field]	Author: Name of the race association, publisher of the race program, score card.
Park: [text field]	Park: Name of park where event was held
Date of Race: [date field]	Date of Race: [date field]
Park Location: [text field]	Park Location: [text field]
	Geolocate this event: Google map plug-in
Class: [pulldown]	Event Type: (Circuit, Claimer, Classic, Futurity, Sire Stakes, Parimutuel) [pulldown]
Meet: [pulldown]	Race: [text field]
	Gait: (Trot, Pace, Trot and Pace) [pulldown]
	Identifier: Digital file name
	Level of Description: (Item, Album)
	Extent of Description: (no. of pages)
Abstract: [extended text block]	Abstract: Narrative description of the item. [extended text block]
	Keywords: [text field]
Race Day Photos: [linking field]	Race Day Photos: [linking field]
Comments: [extended text block]	Comments: Transcription to link horse names to photos taken on that date.
	Disciplines: History, Agricultural Economics
Copyright statement: [text field]	(Repository citation generated on cover page)
Additional files: [attachment]	Additional files: [attachment]

Photograph Metadata Proposed	Photograph Metadata Accepted
Title: [text field]	Title: Photo album caption written by Kendall
Photographer: [text field]	Creator: Guy Kendall
Identifier: [text field]	Identifier: Digital file name
Creation date: [date field]	Creation date: (from date of related program)
Sex of horse: [pulldown]	Sex of horse: (Colt, Filly, Gelding, Stallion, Mare, Ridgling)
Sire: [text field]	Sire: [text field]
Dam: [text field]	Dam: [text field]
Breeder/Owner: [text field]	Stable/Owner: [text field]
Breeder/Owner Location: [text field]	Stable/Owner Location: [text field]
Driver Name: [text field]	Driver Name: [text field]
Keywords: [text field]	Keywords:
Format: [constant]	
	Race: [text field]
	Disciplines:

	Description: [text block]
	Geolocate: [Google map plug-in]
Source: [constant]	
Relation: [linking field]	
Type: [constant]	Type: Photograph
	Level of Description: (Item, Album)
	Extent of Description: (1 photograph)

Initially, there was disagreement regarding the degree of granularity proposed for the metadata captured for photographs. Archivists felt such granularity was extraneous and would slow the rate at which the project was completed. The argument was that the collection of photographs—a majority of which capture unknown or long-forgotten horses—had little historical value in terms of Standardbred pedigrees or horse breeders, in general. Sawtelle argued that the race track ephemera provided an opportunity to restore a margin of lost or forgotten information that may be valued by genealogists and historians. Beyond that, Sawtelle reasoned that since the exact content of the Kendall collection was unknown, capturing more metadata during the project would forestall the potential need to conduct a later, retrospective project to fill in potentially important blanks.

In addition to cataloging race programs in DigitalCommons@UMaine, Sawtelle proposed that the race line ups for each program be transcribed in the Comments field, in order to provide an opportunity to link horses' names directly to the photos taken by Kendall on the day of the race. This structure allows visitors an opportunity to reconstruct Kendall's day at the races. As the project progressed, this design allowed Sawtelle to link Kendall's finish line photos directly to the races recorded in the programs.

With the support of the archival staff, Sawtelle and Fitzgerald undertook communication with customer service staff at bepress to determine the best approach for

configuring the Kendall Collection in Digital Commons. This process included a series of conference calls and email exchanges. In order to maintain as much of the physical context of the collection as possible, it was determined that the most successful approach would be to collect all images into a central “bucket gallery” that could then be filtered into smaller galleries by decade. In this way, visitors to the site can follow the imagery as it progresses from the 1920s through the 1960s, a decade at a time.

By re-purposing the Conference module of Digital Commons, it became possible to upload each race program as a separate “track” within each “theme” or photo album (Appendix D). In this way, it is possible for visitors to obtain a quick overview of which race events Kendall attended each season. By linking photos to the transcribed text within each “track,” visitors can access a day at the harness races as seen through the eyes of Guy Kendall. Working from this model, bepress personnel set up a test run of the exhibit design in the Digital Commons sandbox, allowing Sawtelle to fully test whether or not the proposed structure would function. This testing took place over an eight day period in April 2013, ultimately receiving approval of archival staff before being launched in the live repository.

The ability to fully represent each album as a flip-book with all photographs and programs *in situ* was also explored in 2013. While Digital Commons was unable to directly provide a flip-book option, the service could deliver flip-book content as an embedded link. Sawtelle ran a test in the free, flip-book resource, issuu.com, one of the two programs supported by Digital Commons in 2013. The final product was slow to load, resulting in animation that required occasional buffering, once embedded in a test page. Though

preserving the original, visual context of the photo album, the test sample (available online at https://issuu.com/foglerlibrary/docs/1926_full_kendall_album) failed to contribute any additional interpretation of the albums. The free ISSUU subscription allows users to zoom in for a closer look at photos but it is impossible to rotate pages, resulting in landscape-oriented photographs viewable in vertical orientation only. While paid subscription services promised improved functionality, it was ultimately determined not to incur an ongoing fee for a service that offered content that was not substantive.

Kendall History

To provide additional context for the online exhibit, in May 2013, Sawtelle was asked to research and write a biography for the photographer. Sawtelle began this process by searching for Guy Kendall on *Ancestry.com*. Through this resource, she learned he served in World War I and that he had married twice. Research through newspaper microfilms revealed information about the death of his first wife and Kendall's eventual re-marriage. Contact with the National Archives National Personnel Records Center revealed that all records pertaining to Kendall's military service were damaged in a fire at a storage facility (Appendix E). While remnants of the records survive, the cost to pursue copies of the information was prohibitive in light of the relatively low-value of information that may remain legible.

As part of her research into Kendall, Sawtelle met with Clark P. Thompson of Bangor. Thompson and his cousin, Stephen Thompson, actively research and document the history of harness racing in Maine. Both men were involved in an effort to establish a

harness racing museum in Maine, which currently exists only as a virtual museum known as the Lost Trotting Parks Heritage Center, <http://losttrottingparks.com/>.

Though Clark Thompson never personally met Kendall, he spent considerable time researching the content of the Kendall collection dating from the late 1930s through the 1940s, following the donation of the material to Special Collections. During a personal interview with Sawtelle, Thompson provided information about the collection content he considered of greatest value, namely Kendall's photograph of Hall of Fame horse Grayhound, setting a record pace at the Kite Track at Old Orchard Beach. [An overview of Greyhound's racing history can be found online at [https://en.wikipedia.org/wiki/Greyhound_\(horse\)](https://en.wikipedia.org/wiki/Greyhound_(horse)).] In addition to providing his insights, Thompson loaned Sawtelle a binder containing all his personal research into the content of the Kendall collection. Among items in the album was the name and address for Kendall's only surviving relative, his niece Anne Kendall Holmbom who, once contacted by mail, agreed to a telephone interview.

Though the Kendall biography was completed by mid-June 2013, it took an additional two months for the content to be reviewed and approved by the director of Special Collections, Richard Hollinger (Appendix F). Once approved, the biographical information was divided as introductory text for the various levels of the online exhibit including the Collection Overview: http://digitalcommons.library.umaine.edu/kendall_collection/; the Biography of Guy Kendall: http://digitalcommons.library.umaine.edu/kendall_albums/; and Guy Kendall's photography: http://digitalcommons.library.umaine.edu/kendall_images/. At the request

of Clark Thompson, a self-portrait of Kendall originally given to Thompson by Holmbom, was donated to Special Collections and added to the online exhibit.

Kendall Digitization

Simultaneous with the development of a metadata schema and exhibit design, Sawtelle sought out approved digitization standards utilized by Special Collections. A brief meeting with Hollinger yielded that the library employed the same standards developed by Maine Historical Society for the *Maine Memory Network*. At the time, however, Fogler Library had no formal, procedural documentation for digitization beyond a printout provided by Special Collections, summarizing scanning procedures.

Following established protocols for procedure documentation, Sawtelle converted the printed handout to html documents made available online through Technical Services. Final approval of the HTML pages was received in September 2013. Procedures for digitizing photographs is available online at

http://development.library.umaine.edu/techserv/scan_ospc_pix.htm (Appendix G).

Digitizing procedures for Special Collections Documents is available online at

http://development.library.umaine.edu/techserv/scan_ospc_docs.htm (Appendix H).

Sawtelle also documented the multi-step process of scanning, documenting and uploading Kendall Collection content for Digital Commons and archival digital records available online at <http://development.library.umaine.edu/techserv/digitalcommons.htm> (Appendix I).

Identifiers, or catalog numbers, for each of the digital files created during the course of the Kendall project, follow a numbering protocol established by Special Collections. Specifically, the identifier begins with reference to the specific manuscript number for the Kendall collection—MS_1465. This number is followed by the number of the archival storage box containing the specific album being digitized, abbreviated as b00”#”. The next identifier in the sequence is the year of the album containing the original content—for this example, 1936b. The final combination identifies the document type—either an image (img) or a document (doc)—followed by a sequentially generated number. In this example, then, the identifier becomes: MS_1465_b002_1936b_img_00817. With this reference structure in place, archivists will be able to provide requesting patrons access to original documents with relative ease.

When scanning of the first Kendall photo albums began, Sawtelle was required to utilize the library’s public multi-media lab, located on the first floor of the library. This meant working around the needs of library patrons using the same equipment. The cramped, public work space also made it somewhat difficult to take the photo albums apart in a careful and controlled manner that maintained the order and physical integrity of all the pages and photographs. Because the lab was open to the public, Sawtelle was required to remain in the lab at all times Special Collections material was present.

Another difficulty to overcome during these initial stages of the scanning project was the lack of access from the multi-media lab to the Share drive. This necessitated saving digital files to the public drive on the lab workstation, then transferring the files via a personal thumb drive to Sawtelle’s own workstation. The original files remained on the

public workstation only until it was confirmed that copies were successfully transferred to the second workstation. It was during this period of constant interruptions and predictable displacement that Sawtelle developed a set of Excel spreadsheets for documenting album content and tracking which pages, photographs, and programs had been scanned and in which formats.

The later establishment of a dedicated Digital Media Lab for employee use only with access to Share Drive resources, significantly eased the burden related to scanning album content. The door of this facility can be locked, allowing a secure environment for Special Collections material when breaks are required. Availability of a new Epson 11000 large-format bed scanner also facilitates greater physical safety for albums when certain content requires scanning *in situ*. Access to the Share Drive ensures that original scan files can be saved directly to the Share Drive that is accessible to Sawtelle from her workstation as well as staff in Special Collections. This eliminates the need to physically transfer data via a thumb drive, risking potential loss due to disc corruption.

Project Worksheets

Prior to scanning, Sawtelle documents every horse listed in programs contained in each photo album (Figure 1). This master “Horse List” provides a central data bank of information about horses, pedigrees, owners, and locations. Given that not all pedigree information is printed on the programs and score cards issued by every track association, the “Horse List” allows Sawtelle to retrieve documentation from other primary sources contained in the Kendall albums. In other cases, she is able to use available information to track down additional pedigree information from the *Pedigree Online All Breed Database*.

As individual horses are documented from year-to-year—identified by “Album Year” in the list—it is possible to track at least a partial history of ownership for each horse. Working

Horse	Color	Sex	Owner	Location	Sire	Dam	Driver	Album Year
Barney Sunshine	bay	gelding			Peter Vonio	Berta Bellini by Bellini	H. Lovell	1927b
Barney Eagle	black	stallion	T.R. Hayden	Lewiston, Me.				1924
Baron Lee	bay	colt	H. Stacy Smith	Newark, N.J.	Lee Tide	Baby Wilkes by Lee Axworthy	W. Crozier	1931a
Baron Worthy	roan	gelding	H. Corbin		Worthy McKinney	Baroness Sybill by Baron Wilkes		1926
Baron Worthy	roan	gelding	A. W. Walker	Haverhill, Mass.	Worthy McKinney	Baroness Sybill by Baron Wilkes	Walker	1927b
Beautiful Peter	chestnut	gelding	F. C. Niles	Kansas City, Mo.	Chestnut Peter	Mignon Axworthy by Axworthy	W. Breitenfeld	1927a
Beauty Cochato	bay	gelding	L. Parker	Lovell, Mass				1927a

Figure 1: The Horse List provides an accumulated data bank of information about horses, pedigrees, owners, and stable locations.

from the “Horse List,” metadata can be quickly copied and pasted into the “photoEntryBox(x)” worksheet into which Sawtelle compiles all metadata pertaining to photographs uploaded in Digital Commons.

Number	Identifier	Doc Type (program, score card)	Title	PDF	JPG	BMP
811	MS_1465_b002_1936b_img_00811	1936b_pg47	Dayspring wins 3rd Race	pdf	jpg	bmp
812	MS_1465_b002_1936b_img_00812	1936b_pg48	Calumet Brady wins 5th Race	pdf	jpg	bmp
813	MS_1465_b002_1936b_doc_00813	program	Race Program--Oxford County Fair--	pdf		
814	MS_1465_b002_1936b_img_00814	1936b_pg51	Czar Bingen wins 1st Race/Mr. Abb	pdf	jpg	bmp
815	MS_1465_b002_1936b_img_00815	photo	Czar Bingen wins 1st Race		jpg	bmp
816	MS_1465_b002_1936b_img_00816	photo	Mr. Abbedale		jpg	bmp
817	MS_1465_b002_1936b_img_00817	photo	Czar Bingen wins 4th Race		jpg	bmp
818	MS_1465_b002_1936b_img_00818	1936b_pg52	Czar Bingen--Carpenter up	pdf	jpg	bmp
819	MS_1465_b002_1936b_doc_00819	program	Race Program--Oxford County Fair--	pdf		
820	MS_1465_b002_1936b_img_00820	1936b_pg55	Volunteer/Estelle D./Tartar	pdf	jpg	bmp
821	MS_1465_b002_1936b_img_00821	photo	Volunteer		jpg	bmp
822	MS_1465_b002_1936b_img_00822	photo	Estelle D.		jpg	bmp
823	MS_1465_b002_1936b_img_00823	photo	Tartar		jpg	bmp

Figure 2: In this excerpt from the Scan Sheet created by Kimberly Sawtelle, one can see the sequential listing of each digital file’s identifying number, an indication of the document type, the scan title, and the format of digital files created as original scans.

As progress is made scanning the contents of each archival box, identifying and documenting information is recorded in a “Scan Sheet” (Figure 2). In the sample provided,

it is possible to tell at a glance, the progress of scanning through any given photo album. This information is recorded during the scanning process, ensuring that each digital file receives not only a unique identifying catalog number, but that descriptive information provides a clear index to all digital files. During early stages of the project, when Sawtelle worked alone to scan, OCR, document, and upload content to Digital Commons, the working spreadsheets provided a way to stay on track, and ensure no information was lost during the project. With the addition of Katherine Crosby in June 2015, to conduct the scanning portion of the project, the spreadsheets became a tool to confirm that there is no duplication of efforts.

Working from the Scan Sheet, Sawtelle copies content and pastes it into the appropriate columns on the “photoEntryBox(x)” worksheet. Initially, this worksheet provided a way for Sawtelle to work on segments of metadata without recording content directly into the online, Digital Commons interface. Though some may consider the effort duplicative, Sawtelle chose to utilize this option because, first—it provides a searchable reference copy of all metadata and photograph descriptions uploaded to Digital Commons; second—it allows for quick copy and pasting of repetitive data to document multiple portraits of the same horse; and third—it is easier to start and stop working on the project when need requires Sawtelle to turn her attention to other job duties.

Originally, Sawtelle uploaded scanned images individually into Digital Commons by copying and pasting metadata from the spreadsheet to the online interface. Once she was confident that the metadata schema was indeed providing all the information necessary to researchers accessing content, Sawtelle began using the photoEntry worksheet to organize

information in preparation for batch loading photographs to Digital Commons. Utilizing the .xls batch load feature in Digital Commons, Sawtelle is able to batch load as many as 50 photographs at a time, though her preference is for smaller batches of approximately 25 images. Once uploaded in a batch, Sawtelle spot checks the metadata to confirm that fields mapped appropriately and make any necessary corrections. The photos are then posted to the live site.

Unlike the image files, race programs and score cards continue to be uploaded individually to the repository. As part of her work on this portion of the project, Sawtelle is responsible for undertaking OCR work on the original scans and creating public access copies to be uploaded to Digital Commons. In addition to authoring descriptions of the programs, Sawtelle copies the OCR'd content from the public access file and washes it through a text pad file for formatting purposes before uploading the transcription to the Comments field in the Digital Commons interface. With the text in place, Sawtelle then refers back to the original photo album to identify the specific images Kendall shot during each race event. Utilizing the Google search function in Digital Commons, Sawtelle finds the previously uploaded image file and creates a link to the appropriate text in the Comments field. Though somewhat labor intensive, Sawtelle remains confident that this approach provides the end-user the best access to interpretation of the Kendall collection context without physical access to the albums.

Because of the nature of the re-purposed Digital Commons Conference structure, each race program and score card, once uploaded, must be individually assigned to the appropriate album or "theme." When a specific year of photo albums is complete, Sawtelle

closes the themes and tracks, allowing the content to become visible within the Kendall exhibit in Digital Commons. Due to the complexity of the programming driving Digital Commons, Fogler staff have been strongly reminded to not close tracks and themes prematurely, as re-opening the content is an onerous task that can be completed only by technicians at bepress. As a result, Sawtelle errs on the side of caution, making certain all content is complete and correct before undertaking the closing procedure.

As documentation of each Kendall photo album is completed, archival and public access files are transferred to the X:drive in Special Collections. Sawtelle undertakes this process on a routine basis, allowing original files to remain on the Share drive until she is able to confirm the successful transfer of copies to the X:drive where they are available to Special Collections staff to access in response to any patron requests. Archival files include .bmp files of every artifact contained in the albums, including intact album pages. Archival .pdf and .jpg files are also saved. Separate copies of the .pdf and .jpg files are placed in the public access folder. These are the files from which library staff will work, when necessary, leaving archival files for preservation purposes.

Narrative Descriptions

Unlike a traditional exhibit, where a curator is selective of the content included for display, the Guy Kendall exhibit in Digital Commons incorporates every item mounted in the 130 photo album/scrap books that comprise the physical collection. In addition to recording the established set of metadata for each item, Sawtelle is responsible for authoring descriptive summaries for each item in the collection. In a traditional gallery setting, these descriptions would be considered label text. In many cases, a narrative

description of a photograph is limited to the name of the horse and driver, the date, and the location at which the photo was taken. One such example follows:

Black and white photo of bay mare Alice Oakwood, Morgan up after the first race of the West Oxford Agricultural Society Race at Fryeburg, Maine, Wednesday, October 2, 1935. (Source: http://digitalcommons.library.umaine.edu/kendall_images/1436/)

These descriptions provide both a narrative interpretation of the photograph available to screen readers and a brief temporal context that is indexed as part of the Search Engine Optimization feature of Digital Commons.

Being responsible for cataloging, describing, and uploading each photograph and race program in the collection, Sawtelle has become intimately familiar with the names of the horses, drivers, and owners and has undertaken research to provide additional context when available and appropriate. Examples of such context includes information recorded contemporaneously by Kendall on the race cards as well as descriptions of background details captured in photos, such as radio trucks with loud speaker systems that appeared on the sidelines in the early 1930s, only to soon be replaced by speaker systems mounted on the judges' stands.

Finish line action photo of The Great Virginian dropping one of two heats of the 2.12 Class trot from Peter Patch, July 3, 1931 at the Bay State Circuit, Sage Park, Windsor, Connecticut. The Great Virginian was driven by A. Kline. Peter Patch was driven by W. Hodson. The photo shows the vantage point of judges in the judges' stand watching the finish line. The viewing grandstand and a radio truck with large speaker horns can be seen in the background. (Source: http://digitalcommons.library.umaine.edu/kendall_images/560/)

While Kendall consistently captured information about the timed finishes and winners of each heat in the programs he mounted in his photo albums, Sawtelle did not take for granted the information was indeed accurate. During the initial phase of the

project, Sawtelle sought out newspaper reports about the races Kendall documented. Though an effort was made to select the races at random, the research was dictated by available newspaper reports. Her findings were that Kendall's notes were so identical to newspaper reports, it raised the question of whether or not the photographer was actually providing information to regional newspapers about harness racing events. Though that question has yet to be answered, the research proved that Kendall's notes could be relied upon for interpretation of events recorded in the photographs.

After uploading nearly 10 years-worth of content, Sawtelle is able to identify significant names and harness racing events based on the knowledge she has gained working on the project. One such example is the discovery that Kendall captured photographs of one of New England's first female harness racing drivers, 19-year-old Vergery L. Carson from Lewis, N.Y. As a driver, Carson's name was recorded in 1935 race programs as Miss Carson. While a number of women, mostly the wives or daughters of horsemen, were often listed as horse owners, Carson's name was the first to be noted on a race program as both an owner and driver of three notable horses, Lady Patch, Dillon Direct, and Gilded Braden, who she entered in the Pine Tree Circuit races staged throughout New England.

Though Kendall, himself, made no specific notation of the fact Carson was a young, female driver, discovery of her name appearing on race programs for the first time during the 1935 season, spurred Sawtelle to conduct research through digitized, contemporary newspapers, as well as books published on the topic of women in harness racing. Sawtelle also reached out to the Harness Racing Museum and Hall of Fame and the American

Trotting Association only to learn those institutions had no information about Carson in their archives. Fortunately, Sawtelle found a brief mention of Carson in a local history of Lewis, N.Y., which led to a search of digitized newspapers from that region of New York State. Within hours, Sawtelle was able to reconstruct the brief career of Vergie Carson and was able to share the digitized, primary source materials with both the Hall of Fame and the Trotting Association. By documenting Kendall's work, Sawtelle was able to restore life to the forgotten career of a successful, record-setting female driver.

Black and white photograph of bay mare, Lady Patch, owner/driver Vergery Luella Carson, age 19, of Lewis, Essex County, New York up. Carson drove Lady Patch to a win in two of the three heats of the 2.22 Pace on October 8, 1935 at Topsham Fair, Topsham, Maine. Carson was notably among the first female harness drivers to race in the Northeast. Vergery Carson began driving in the early 1930s and held track records in four states before her death of typhoid on October 3, 1936. (Source: http://digitalcommons.library.umaine.edu/kendall_images/1440/)

Digital Exhibit Impact

One of the leading arguments for the creation of free, Open Access repositories is that they provide significantly greater academic impact for researchers publishing to such a repository. Similarly, free online access to digitized primary resources provides a significant boon to researchers located in diverse geographic areas who may not otherwise have the means or ability to access physical collections.

While it cannot be said that researchers have set the world on fire in their haste to access the 1,922 items currently available in the digitized Kendall Collection, since the first material was made available online in April 2013, as of 20 March 2016, the collection experienced a total of 5,343 downloads, over 4,550 of which took place between 2015 and

2016. Much of this interest appears to be located across the United States, but researchers in China, India, and Montenegro have also downloaded content. Though arguably small numbers in relation to some of the other content currently delivered in DigitalCommons@UMaine, the online exhibit has provided access to at least 5,300 more people in the past year than the previous 13 years that the physical material was housed in Special Collections storage.

Appendix A

Plan of Work—Guy Kendall Collection				
Task	Responsible	Start	End	Duration (work days)
Initial Review of the Collection	Kim (boxes from SpecCol)	3/25/2013	3/27/2013	3
Establish scanning standards & procedures	Kim	3/26/2013	3/27/2013	1
Metadata proposal for Digital Commons	Kim (Sharon & Desiree to approve)	3/27/2013	4/10/2013	11
Propose Digital Commons exhibit structure	Kim	3/27/2013	4/10/2013	11
Set up & Testing of structure in DC Sandbox	Kim & Liza (DC)	4/10/2013	4/18/2013	8
Scanning & Processing Kendall content	Kim	4/11/2013	4/15/2015	524
Scanning Kendall content (1935 on)	Kathy	4/15/2015		Ongoing
Metadata & description for each image	Kim	4/11/2013		Ongoing
Uploading Kendall Content to DC	Kim	4/19/2013		Ongoing
Research & Write, Post Kendall Biography	Kim (Richard to approve)	5/7/2013	8/26/2013	80
Meeting with donor for background info.	Kim	5/7/2013	5/7/2013	1
Research & Write, Post Collection Impact	Kim (Richard to approve)	6/11/2013	8/26/2013	54
Write Olive Tree article	Kim (Desiree to approve)	8/12/2013	8/12/2013	1
Create Work flow documents for Tech Serv	Kim	8/21/2013	9/6/2013	12
Transfer & Testing of structure on live DC	Kim & Liza (DC)	4/18/2013	4/23/2013	3

Appendix B

Kimberly Sawtelle—Kendall Work Log 2013-2016		
Subject	Start	End
Kendall Collection	Mon 3/25/2013 8:30 AM	Mon 3/25/2013 12:00 PM
Kendall Collection	Tue 3/26/2013 8:00 AM	Tue 3/26/2013 11:30 AM
Kendall Collection	Wed 3/27/2013 8:00 AM	Wed 3/27/2013 10:00 AM
Kendall Collection Metadata	Wed 3/27/2013 3:15 PM	Wed 3/27/2013 4:30 PM
Kendall Collection	Thu 3/28/2013 8:00 AM	Thu 3/28/2013 4:30 PM
Kendall Collection	Fri 3/29/2013 9:30 AM	Fri 3/29/2013 4:00 PM
Finalized Kendall Work Documents	Wed 4/10/2013 8:30 AM	Wed 4/10/2013 9:15 AM
Kendall Scanning	Thu 4/11/2013 8:30 AM	Thu 4/11/2013 10:00 AM
Kendall Cataloging	Thu 4/11/2013 10:30 AM	Thu 4/11/2013 12:00 PM
Kendall Scanning	Fri 4/12/2013 8:00 AM	Fri 4/12/2013 10:00 AM
Kendall Cataloging	Fri 4/12/2013 10:30 AM	Fri 4/12/2013 12:00 PM
Kendall Image management	Fri 4/12/2013 12:30 PM	Fri 4/12/2013 2:30 PM
Kendall Upload Images	Tue 4/16/2013 9:30 AM	Tue 4/16/2013 10:00 AM
Kendall Upload Images	Tue 4/16/2013 10:30 AM	Tue 4/16/2013 12:00 PM
Kendall Upload Images	Tue 4/16/2013 12:30 PM	Tue 4/16/2013 1:00 PM
Kendall Scanning	Wed 4/17/2013 8:00 AM	Wed 4/17/2013 11:00 AM
Kendall Scanning	Wed 4/17/2013 12:30 PM	Wed 4/17/2013 2:30 PM
Kendall OCR	Thu 4/18/2013 10:30 AM	Thu 4/18/2013 12:00 PM
Kendall OCR	Thu 4/18/2013 12:30 PM	Thu 4/18/2013 2:30 PM
Kendall DigitalCommons Entry	Fri 4/19/2013 9:00 AM	Fri 4/19/2013 10:00 AM
Kendall DigitalCommons Entry	Fri 4/19/2013 10:30 AM	Fri 4/19/2013 12:00 PM
OCR--Kendall	Tue 4/23/2013 10:30 AM	Tue 4/23/2013 12:00 PM
OCR--Kendall	Tue 4/23/2013 12:30 PM	Tue 4/23/2013 1:00 PM
Kendall Data Entry	Tue 4/23/2013 1:00 PM	Tue 4/23/2013 2:30 PM
Kendall Data Entry	Tue 4/23/2013 3:00 PM	Tue 4/23/2013 4:00 PM
Kendall Data Entry	Thu 4/25/2013 2:30 PM	Thu 4/25/2013 3:30 PM
Kendall Data Entry	Fri 4/26/2013 8:00 AM	Fri 4/26/2013 9:00 AM
Kendall Project	Fri 4/26/2013 9:00 AM	Fri 4/26/2013 10:00 AM
Kendall Project	Fri 4/26/2013 10:30 AM	Fri 4/26/2013 12:00 PM
Kendall Project	Fri 4/26/2013 12:30 PM	Fri 4/26/2013 1:30 PM
Kendall Data Entry	Fri 4/26/2013 1:30 PM	Fri 4/26/2013 2:30 PM
Kendall Data Entry	Mon 4/29/2013 9:00 AM	Mon 4/29/2013 10:00 AM
Kendall Data Entry	Mon 4/29/2013 10:30 AM	Mon 4/29/2013 12:00 PM
Kendall Collection Organization in DC	Mon 4/29/2013 1:30 PM	Mon 4/29/2013 2:30 PM
Kendall Collection Organization in DC	Mon 4/29/2013 3:00 PM	Mon 4/29/2013 4:30 PM
Scanning Kendall	Tue 4/30/2013 8:00 AM	Tue 4/30/2013 10:00 AM

Kendall File Prep	Tue 4/30/2013 10:30 AM	Tue 4/30/2013 12:00 PM
Kendall OCR	Tue 4/30/2013 3:00 PM	Tue 4/30/2013 3:45 PM
Kendall Data Entry	Tue 4/30/2013 3:50 PM	Tue 4/30/2013 4:30 PM
Kendall Scanning	Wed 5/1/2013 8:00 AM	Wed 5/1/2013 10:30 AM
Kendall Scanning	Thu 5/2/2013 8:00 AM	Thu 5/2/2013 9:30 AM
Organizing digital files	Thu 5/2/2013 9:30 AM	Thu 5/2/2013 10:00 AM
Email to Joyce Kendall project overview	Thu 5/2/2013 10:30 AM	Thu 5/2/2013 11:00 AM
Organizing digital files	Thu 5/2/2013 11:00 AM	Thu 5/2/2013 12:00 PM
Kendall Cataloging	Thu 5/2/2013 1:00 PM	Thu 5/2/2013 2:30 PM
Kendall OCR	Fri 5/3/2013 9:00 AM	Fri 5/3/2013 10:00 AM
Kendall OCR	Fri 5/3/2013 10:15 AM	Fri 5/3/2013 11:00 AM
Kendall Cataloging	Fri 5/3/2013 11:00 AM	Fri 5/3/2013 12:00 PM
Clark Thompson meeting	Mon 5/6/2013 9:00 AM	Mon 5/6/2013 10:30 AM
Kendall cataloging	Tue 5/7/2013 10:30 AM	Tue 5/7/2013 12:00 PM
Kendall collection structure conversation with Sharon	Tue 5/7/2013 1:30 PM	Tue 5/7/2013 2:30 PM
Kendall cataloging	Tue 5/7/2013 3:00 PM	Tue 5/7/2013 5:00 PM
Kendall DC data entry	Wed 5/8/2013 8:15 AM	Wed 5/8/2013 10:00 AM
Kendall DC Data Entry	Wed 5/8/2013 11:00 AM	Wed 5/8/2013 12:00 PM
Kendall DC Data Entry	Wed 5/8/2013 12:30 PM	Wed 5/8/2013 2:30 PM
Kendall DC Data Entry	Thu 5/9/2013 9:00 AM	Thu 5/9/2013 10:00 AM
Kendall DC Data Entry	Thu 5/9/2013 10:30 AM	Thu 5/9/2013 12:00 PM
Kendall DC Data Entry	Thu 5/9/2013 12:30 PM	Thu 5/9/2013 4:30 PM
Transferring files to X drive	Thu 5/9/2013 4:30 PM	Thu 5/9/2013 5:00 PM
Kendall Scanning	Fri 5/10/2013 8:00 AM	Fri 5/10/2013 10:00 AM
Kendall File Transfers	Fri 5/10/2013 10:30 AM	Fri 5/10/2013 11:00 AM
Kendall OCR	Fri 5/10/2013 11:00 AM	Fri 5/10/2013 11:30 AM
Kendall Data Prep	Fri 5/10/2013 11:30 AM	Fri 5/10/2013 12:00 PM
Kendall Data Collection	Mon 5/13/2013 1:30 PM	Mon 5/13/2013 2:30 PM
Kendall DC Data Entry	Mon 5/13/2013 3:00 PM	Mon 5/13/2013 4:30 PM
Kendall DC Data Entry	Tue 5/14/2013 8:30 AM	Tue 5/14/2013 10:00 AM
Kendall DC Data Entry	Tue 5/14/2013 10:30 AM	Tue 5/14/2013 12:00 PM
Kendall Background Research	Tue 5/14/2013 12:30 PM	Tue 5/14/2013 1:30 PM
Kendall DC update	Wed 5/15/2013 9:30 AM	Wed 5/15/2013 10:00 AM
Kendall scanning	Thu 5/16/2013 8:30 AM	Thu 5/16/2013 10:00 AM
Kendall data organization	Thu 5/16/2013 10:30 AM	Thu 5/16/2013 11:30 AM
Kendall data prep	Mon 5/20/2013 12:30 PM	Mon 5/20/2013 2:30 PM
Kendall OCR program	Mon 5/20/2013 3:00 PM	Mon 5/20/2013 4:00 PM
Kendall--DC photo upload	Mon 5/20/2013 4:00 PM	Mon 5/20/2013 5:00 PM
Kendall scanning	Tue 5/21/2013 8:00 AM	Tue 5/21/2013 10:30 AM
Kendall organizing digital files	Tue 5/21/2013 10:30 AM	Tue 5/21/2013 12:00 PM

Kendall organizing digital files	Tue 5/21/2013 3:00 PM	Tue 5/21/2013 4:30 PM
Kendall scanning	Wed 5/22/2013 8:00 AM	Wed 5/22/2013 10:00 AM
Kendall file transfers	Wed 5/22/2013 12:30 PM	Wed 5/22/2013 1:00 PM
Kendall OCR	Fri 5/24/2013 9:00 AM	Fri 5/24/2013 12:00 PM
Kendall OCR	Fri 5/24/2013 12:30 PM	Fri 5/24/2013 1:00 PM
Kendall 1924 Album PDF	Fri 5/24/2013 1:00 PM	Fri 5/24/2013 2:00 PM
Kendall Data Prep	Fri 5/24/2013 2:00 PM	Fri 5/24/2013 4:30 PM
Kendall data prep for DC	Tue 5/28/2013 8:30 AM	Tue 5/28/2013 10:00 AM
Kendall data prep for DC	Tue 5/28/2013 10:30 AM	Tue 5/28/2013 12:00 PM
Kendall data prep for DC	Tue 5/28/2013 12:30 PM	Tue 5/28/2013 2:00 PM
Kendall data prep for DC	Tue 5/28/2013 4:00 PM	Tue 5/28/2013 4:30 PM
Kendall data prep for DC	Wed 5/29/2013 8:00 AM	Wed 5/29/2013 9:00 AM
Kendall DC photo upload	Wed 5/29/2013 9:00 AM	Wed 5/29/2013 10:00 AM
Kendall DC photo upload	Wed 5/29/2013 10:30 AM	Wed 5/29/2013 12:00 PM
Kendall DC photo upload	Wed 5/29/2013 12:30 PM	Wed 5/29/2013 2:00 PM
Kendall research	Thu 5/30/2013 8:30 AM	Thu 5/30/2013 10:00 AM
Kendall research	Thu 5/30/2013 10:30 AM	Thu 5/30/2013 11:00 AM
Kendall research	Thu 5/30/2013 11:30 AM	Thu 5/30/2013 12:00 PM
Kendall DC photo upload	Thu 5/30/2013 12:30 PM	Thu 5/30/2013 2:00 PM
Kendall DC photo upload	Fri 5/31/2013 9:00 AM	Fri 5/31/2013 10:00 AM
Kendall Data Entry DC	Mon 6/3/2013 11:00 AM	Mon 6/3/2013 12:00 PM
Kendall Data Entry DC	Mon 6/3/2013 12:30 PM	Mon 6/3/2013 2:30 PM
Kendall Data Entry DC	Mon 6/3/2013 3:30 PM	Mon 6/3/2013 4:30 PM
Kendall OCR--1926 album	Tue 6/4/2013 8:00 AM	Tue 6/4/2013 10:00 AM
Kendall OCR--1926 album	Tue 6/4/2013 10:30 AM	Tue 6/4/2013 12:00 PM
Kendall Scanning	Wed 6/5/2013 8:00 AM	Wed 6/5/2013 9:15 AM
Kendall Data collection	Wed 6/5/2013 9:25 AM	Wed 6/5/2013 10:00 AM
Kendall Data collection	Wed 6/5/2013 10:30 AM	Wed 6/5/2013 11:15 AM
Kendall Data collection	Wed 6/5/2013 12:30 PM	Wed 6/5/2013 2:30 PM
Kendall Data Entry DC	Thu 6/6/2013 8:00 AM	Thu 6/6/2013 10:00 AM
Kendall OCR	Thu 6/6/2013 10:30 AM	Thu 6/6/2013 11:30 AM
Kendall Data collection	Thu 6/6/2013 11:30 AM	Thu 6/6/2013 12:00 PM
Kendall Data entry	Thu 6/6/2013 12:30 PM	Thu 6/6/2013 2:30 PM
Kendall Data entry	Thu 6/6/2013 3:00 PM	Thu 6/6/2013 4:30 PM
Kendall 1924 Album OCR	Tue 6/11/2013 8:30 AM	Tue 6/11/2013 10:00 AM
Drafted language for Kendall DC cover page & emailed Richard	Tue 6/11/2013 10:30 AM	Tue 6/11/2013 11:00 AM
Kendall 1926 Album flipbook	Wed 6/12/2013 8:00 AM	Wed 6/12/2013 8:30 AM
Research pricing for flipbooks	Thu 6/13/2013 10:30 AM	Thu 6/13/2013 11:00 AM
Photocopy Report on Harness Racing	Thu 6/13/2013 1:30 PM	Thu 6/13/2013 2:00 PM
Kendall Scanning	Wed 6/19/2013 8:00 AM	Wed 6/19/2013 10:00 AM

Kendall file transfers	Fri 6/21/2013 10:30 AM	Fri 6/21/2013 12:00 PM
Kendall data gathering	Fri 6/21/2013 12:30 PM	Fri 6/21/2013 2:30 PM
Kendall data gathering	Fri 6/21/2013 3:00 PM	Fri 6/21/2013 4:30 PM
Kendall Scanning	Mon 6/24/2013 8:30 AM	Mon 6/24/2013 11:00 AM
Kendall--File Trans	Tue 6/25/2013 8:00 AM	Tue 6/25/2013 8:30 AM
Kendall--Reviewed flipbook stuff again	Tue 6/25/2013 8:30 AM	Tue 6/25/2013 9:00 AM
Kendall data collection	Tue 6/25/2013 12:30 PM	Tue 6/25/2013 1:30 PM
Kendall Data Collection	Wed 6/26/2013 10:30 AM	Wed 6/26/2013 12:00 PM
Kendall data collection	Wed 6/26/2013 12:30 PM	Wed 6/26/2013 2:00 PM
Kendall Data Collection	Fri 6/28/2013 10:30 AM	Fri 6/28/2013 11:30 AM
Kendall data collection	Tue 7/2/2013 11:00 AM	Tue 7/2/2013 12:00 PM
Kendall data collection	Tue 7/2/2013 12:30 PM	Tue 7/2/2013 2:30 PM
Kendall upload photos	Tue 7/2/2013 3:00 PM	Tue 7/2/2013 4:30 PM
Kendall Data Entry	Wed 7/10/2013 4:00 PM	Wed 7/10/2013 4:30 PM
Kendall Data Entry	Thu 7/11/2013 8:00 AM	Thu 7/11/2013 9:30 AM
Kendall-OCR	Thu 7/11/2013 9:30 AM	Thu 7/11/2013 10:00 AM
Kendall OCR	Thu 7/11/2013 10:30 AM	Thu 7/11/2013 12:00 PM
Kendall OCR	Thu 7/11/2013 12:30 PM	Thu 7/11/2013 1:00 PM
Kendall OCR	Fri 7/12/2013 8:00 AM	Fri 7/12/2013 10:00 AM
Kendall OCR	Fri 7/12/2013 10:30 AM	Fri 7/12/2013 12:00 PM
Kendall OCR	Fri 7/12/2013 12:30 PM	Fri 7/12/2013 2:30 PM
Kendall Upload Doc.	Fri 7/12/2013 3:00 PM	Fri 7/12/2013 4:30 PM
Kendall Data Entry	Tue 7/16/2013 9:30 AM	Tue 7/16/2013 10:00 AM
Kendall Data Entry	Tue 7/16/2013 10:30 AM	Tue 7/16/2013 11:00 AM
Kendall Data Prep	Tue 7/16/2013 11:30 AM	Tue 7/16/2013 12:00 PM
Kendall Data Prep	Tue 7/16/2013 12:30 PM	Tue 7/16/2013 2:30 PM
Kendall Prep	Tue 7/16/2013 3:00 PM	Tue 7/16/2013 3:30 PM
Kendall Prep & Data Entry	Tue 7/16/2013 4:00 PM	Tue 7/16/2013 4:30 PM
Kendall Data Entry	Wed 7/17/2013 8:00 AM	Wed 7/17/2013 10:00 AM
Kendall-Harness Racing Economic Impact research	Wed 7/31/2013 8:00 AM	Wed 7/31/2013 8:30 AM
Kendall scanning	Wed 7/31/2013 8:30 AM	Wed 7/31/2013 11:00 AM
Kendall-File Transfer & Organization	Wed 7/31/2013 11:00 AM	Wed 7/31/2013 12:00 PM
Kendall--OCR	Wed 7/31/2013 12:30 PM	Wed 7/31/2013 2:30 PM
Kendall--OCR	Wed 7/31/2013 3:00 PM	Wed 7/31/2013 3:30 PM
Kendall--Biography Research	Wed 7/31/2013 3:30 PM	Wed 7/31/2013 4:30 PM
Kendall--Scanning	Thu 8/1/2013 10:30 AM	Thu 8/1/2013 12:00 PM
Kendall--Research in microfilm	Thu 8/1/2013 1:30 PM	Thu 8/1/2013 3:00 PM
Kendall research online	Thu 8/1/2013 3:00 PM	Thu 8/1/2013 4:30 PM
Kendall Biography	Mon 8/5/2013 8:30 AM	Mon 8/5/2013 10:00 AM
Kendall Biography	Mon 8/5/2013 10:30 AM	Mon 8/5/2013 12:00 PM
Kendall Biography	Mon 8/5/2013 12:30 PM	Mon 8/5/2013 2:30 PM

Kendall Data Processing	Mon 8/5/2013 3:00 PM	Mon 8/5/2013 4:30 PM
Kendall Data processing	Tue 8/6/2013 8:00 AM	Tue 8/6/2013 10:00 AM
Kendall Data processing	Tue 8/6/2013 10:30 AM	Tue 8/6/2013 12:00 PM
Kendall Data processing	Tue 8/6/2013 12:30 PM	Tue 8/6/2013 2:30 PM
Kendall Data processing	Tue 8/6/2013 3:00 PM	Tue 8/6/2013 4:30 PM
Kendall Bio edit	Wed 8/7/2013 8:00 AM	Wed 8/7/2013 8:30 AM
Kendall--Wrote Olive Tree Article	Mon 8/12/2013 8:00 AM	Mon 8/12/2013 9:00 AM
Kendall--Scanned photos for Olive Tree	Mon 8/12/2013 9:00 AM	Mon 8/12/2013 10:30 AM
Researching intro text for Kendall Collection	Mon 8/12/2013 11:30 AM	Mon 8/12/2013 12:00 PM
Researching intro text for Kendall collection	Mon 8/12/2013 12:30 PM	Mon 8/12/2013 1:00 PM
Kendall photo data	Tue 8/13/2013 8:00 AM	Tue 8/13/2013 10:00 AM
Kendall photo data	Tue 8/13/2013 10:30 AM	Tue 8/13/2013 12:00 PM
Kendall OCR	Tue 8/13/2013 12:30 PM	Tue 8/13/2013 2:30 PM
Kendall OCR	Tue 8/13/2013 3:00 PM	Tue 8/13/2013 4:30 PM
Kendall OCR	Wed 8/14/2013 9:00 AM	Wed 8/14/2013 10:00 AM
Kendall OCR	Wed 8/14/2013 1:30 PM	Wed 8/14/2013 2:00 PM
Kendall--Data entry in DC	Thu 8/15/2013 11:30 AM	Thu 8/15/2013 12:00 PM
Kendall--Data Entry DC	Thu 8/15/2013 12:30 PM	Thu 8/15/2013 2:30 PM
Kendall--Data Entry DC	Thu 8/15/2013 3:00 PM	Thu 8/15/2013 3:30 PM
Kendall Bio & introductory text	Wed 8/21/2013 10:30 AM	Wed 8/21/2013 12:00 PM
Kendall Bio & Intro	Wed 8/21/2013 12:30 PM	Wed 8/21/2013 2:30 PM
Kendall TechServ instructions	Wed 8/21/2013 3:30 PM	Wed 8/21/2013 4:00 PM
Kendall TechServ Instructions	Thu 8/22/2013 8:30 AM	Thu 8/22/2013 10:00 AM
Kendall TechServe Webpage	Thu 8/22/2013 10:30 AM	Thu 8/22/2013 12:00 PM
Posted intro text to Kendall DC pages	Mon 8/26/2013 8:30 AM	Mon 8/26/2013 10:00 AM
Kendall scanning	Mon 8/26/2013 10:30 AM	Mon 8/26/2013 12:00 PM
Kendall File Transfer to X drive & OCR	Mon 8/26/2013 12:30 PM	Mon 8/26/2013 2:30 PM
Kendall File Transfer & OCR	Mon 8/26/2013 3:00 PM	Mon 8/26/2013 3:30 PM
Kendall data collection	Mon 8/26/2013 3:30 PM	Mon 8/26/2013 4:30 PM
Kendall scanning	Tue 8/27/2013 8:00 AM	Tue 8/27/2013 10:00 AM
Kendall updating DC biography per Sharon's edits	Tue 8/27/2013 10:30 AM	Tue 8/27/2013 11:00 AM
Kendall file transfer	Tue 8/27/2013 11:00 AM	Tue 8/27/2013 12:00 PM
Kendall data preparation	Tue 8/27/2013 1:00 PM	Tue 8/27/2013 2:30 PM
Kendall OCR	Wed 8/28/2013 3:00 PM	Wed 8/28/2013 4:30 PM
Kendall data preparation	Thu 8/29/2013 8:00 AM	Thu 8/29/2013 10:00 AM
Kendall data preparation	Thu 8/29/2013 10:30 AM	Thu 8/29/2013 12:00 PM
Kendall data preparation	Thu 8/29/2013 12:30 PM	Thu 8/29/2013 2:30 PM
Kendall data preparation	Thu 8/29/2013 3:00 PM	Thu 8/29/2013 4:30 PM
Kendall OCR	Fri 8/30/2013 8:00 AM	Fri 8/30/2013 10:00 AM
Kendall upload images	Fri 8/30/2013 10:30 AM	Fri 8/30/2013 12:00 PM

Kendall upload images	Fri 8/30/2013 12:30 PM	Fri 8/30/2013 1:30 PM
Kendall upload	Tue 9/3/2013 11:30 AM	Tue 9/3/2013 12:00 PM
Kendall upload	Tue 9/3/2013 12:30 PM	Tue 9/3/2013 2:30 PM
Kendall upload	Tue 9/3/2013 3:00 PM	Tue 9/3/2013 4:30 PM
Kendall upload	Wed 9/4/2013 8:00 AM	Wed 9/4/2013 10:00 AM
Kendall upload	Wed 9/4/2013 10:30 AM	Wed 9/4/2013 12:00 PM
Kendall site updates	Wed 9/4/2013 12:30 PM	Wed 9/4/2013 1:30 PM
Writing Kendall techserv document	Fri 9/6/2013 11:30 AM	Fri 9/6/2013 12:00 PM
Writing Kendall techserv	Fri 9/6/2013 1:30 PM	Fri 9/6/2013 2:30 PM
Writing Kendall techserv doc	Fri 9/6/2013 3:00 PM	Fri 9/6/2013 4:30 PM
Kendall Albums, updating horse links	Mon 9/9/2013 2:00 PM	Mon 9/9/2013 2:30 PM
Scanning in room	Fri 9/13/2013 8:30 AM	Fri 9/13/2013 10:00 AM
Kendall 1927b album	Fri 9/13/2013 10:30 AM	Fri 9/13/2013 12:00 PM
Kendall File Transfer	Mon 9/16/2013 9:00 AM	Mon 9/16/2013 10:00 AM
Kendall OCR	Tue 9/17/2013 8:30 AM	Tue 9/17/2013 10:00 AM
Kendall OCR	Tue 9/17/2013 10:30 AM	Tue 9/17/2013 12:00 PM
Kendall OCR	Tue 9/17/2013 12:30 PM	Tue 9/17/2013 1:30 PM
Kendall OCR	Wed 9/18/2013 8:30 AM	Wed 9/18/2013 10:00 AM
Kendall Scanning Reservation	Wed 9/18/2013 10:30 AM	Wed 9/18/2013 12:00 PM
Kendall Scanning Reservation	Wed 9/18/2013 12:30 PM	Wed 9/18/2013 1:30 PM
Kendall OCR	Thu 9/19/2013 8:00 AM	Thu 9/19/2013 10:00 AM
Kendall OCR	Thu 9/19/2013 10:30 AM	Thu 9/19/2013 11:00 AM
Kendall Data Prep for upload	Thu 9/19/2013 11:00 AM	Thu 9/19/2013 12:00 PM
Mobile First webdesign webinar & Kendall data prep	Mon 9/23/2013 10:30 AM	Mon 9/23/2013 12:00 PM
Inuitive Web Design webinar & Kendall data prep	Mon 9/23/2013 12:30 PM	Mon 9/23/2013 2:30 PM
Tech serv pg on Kendall collection	Tue 9/24/2013 8:00 AM	Tue 9/24/2013 9:00 AM
Tech Serv pgs on DC Kendall Collection	Tue 9/24/2013 12:30 PM	Tue 9/24/2013 2:30 PM
Tech Serv pgs on DC Kendall Collection	Tue 9/24/2013 3:00 PM	Tue 9/24/2013 4:30 PM
Kendall Piece for Olive Tree DUE!	Wed 9/25/2013 12:00 AM	Thu 9/26/2013 12:00 AM
Tech Serv pgs on DC Kendall Collection	Wed 9/25/2013 3:30 PM	Wed 9/25/2013 4:30 PM
Tech Serv pg on DC Kendall Collection	Thu 9/26/2013 9:00 AM	Thu 9/26/2013 9:30 AM
Kendall Data prep	Thu 9/26/2013 9:30 AM	Thu 9/26/2013 10:00 AM
Kendall Data prep	Thu 9/26/2013 12:30 PM	Thu 9/26/2013 1:00 PM
Kendall closing tracks to go live & emailing hall of fame for help identifying equipment	Fri 9/27/2013 8:00 AM	Fri 9/27/2013 9:00 AM
Kendall data prep	Fri 9/27/2013 9:00 AM	Fri 9/27/2013 10:00 AM
Kendall Data prep	Fri 9/27/2013 10:30 AM	Fri 9/27/2013 12:00 PM
Kendall data prep	Mon 9/30/2013 10:30 AM	Mon 9/30/2013 12:00 PM
Kendall data prep	Mon 9/30/2013 12:30 PM	Mon 9/30/2013 2:00 PM

Re-did OCR for program that was out of order	Mon 9/30/2013 2:00 PM	Mon 9/30/2013 2:30 PM
Finished OCR for program out of order	Mon 9/30/2013 3:00 PM	Mon 9/30/2013 3:30 PM
Kendall data prep	Mon 9/30/2013 3:30 PM	Mon 9/30/2013 4:30 PM
Kendall Data processing	Tue 10/1/2013 8:30 AM	Tue 10/1/2013 10:00 AM
Kendall Data prep	Tue 10/1/2013 10:30 AM	Tue 10/1/2013 12:00 PM
Kendall data prep	Tue 10/1/2013 12:30 PM	Tue 10/1/2013 1:00 PM
Kendall data prep	Tue 10/1/2013 2:00 PM	Tue 10/1/2013 2:30 PM
Kendall data load	Tue 10/1/2013 3:00 PM	Tue 10/1/2013 3:30 PM
Conversation w/Mr. Thompson re: knee spreader & writing up description for DC	Wed 10/2/2013 4:00 PM	Wed 10/2/2013 4:30 PM
Arranged Thompson donation of Kendall portrait	Fri 10/11/2013 11:30 AM	Fri 10/11/2013 12:00 PM
Kendall Collection data upload	Fri 10/11/2013 12:30 PM	Fri 10/11/2013 2:30 PM
Kendall photo upload (39 total)	Fri 10/11/2013 3:00 PM	Fri 10/11/2013 4:30 PM
Scheduled Scanning Room	Tue 10/15/2013 8:30 AM	Tue 10/15/2013 12:00 PM
Kendell data prep	Tue 10/15/2013 3:30 PM	Tue 10/15/2013 4:30 PM
Kendall data prep	Wed 10/16/2013 12:30 PM	Wed 10/16/2013 1:00 PM
Kendall data prep	Wed 10/16/2013 1:30 PM	Wed 10/16/2013 2:30 PM
Kendall data prep	Wed 10/16/2013 3:00 PM	Wed 10/16/2013 4:30 PM
Kendall data prep	Thu 10/17/2013 8:00 AM	Thu 10/17/2013 12:00 PM
Kendall OCR	Thu 10/17/2013 12:30 PM	Thu 10/17/2013 2:30 PM
Kendall data entry	Thu 10/17/2013 3:00 PM	Thu 10/17/2013 3:30 PM
Kendall data entry	Fri 10/18/2013 8:00 AM	Fri 10/18/2013 10:00 AM
Kendall data entry	Fri 10/18/2013 10:30 AM	Fri 10/18/2013 12:00 PM
Kendall Data Entry	Fri 10/18/2013 12:30 PM	Fri 10/18/2013 1:30 PM
Kendall data entry	Fri 10/18/2013 2:00 PM	Fri 10/18/2013 3:00 PM
Kendall data load	Mon 10/21/2013 8:00 AM	Mon 10/21/2013 10:00 AM
Kendall data load	Mon 10/21/2013 10:30 AM	Mon 10/21/2013 12:00 PM
Kendall data load	Mon 10/21/2013 12:30 PM	Mon 10/21/2013 1:00 PM
Kendall-Closing Track & notes for TechServ	Mon 10/21/2013 1:00 PM	Mon 10/21/2013 1:30 PM
TechServ dc_kendall_upload	Mon 10/21/2013 1:30 PM	Mon 10/21/2013 3:00 PM
Scheduled to Scan Kendal 1930	Fri 10/25/2013 1:00 PM	Fri 10/25/2013 2:30 PM
Schedule to scan Kendall 1930	Fri 10/25/2013 3:00 PM	Fri 10/25/2013 4:30 PM
Transferring archive files to X drive	Mon 10/28/2013 8:50 AM	Mon 10/28/2013 10:00 AM
Kendall data prep	Mon 10/28/2013 8:50 AM	Mon 10/28/2013 10:00 AM

Transferring archive files to X drive	Mon 10/28/2013 10:30 AM	Mon 10/28/2013 12:00 PM
Kendall data prep	Mon 10/28/2013 10:30 AM	Mon 10/28/2013 12:00 PM
Kendall data prep	Mon 10/28/2013 12:30 PM	Mon 10/28/2013 2:30 PM
Kendall data prep	Mon 10/28/2013 3:00 PM	Mon 10/28/2013 4:30 PM
Kendall data entry	Wed 10/30/2013 10:30 AM	Wed 10/30/2013 12:00 PM
Kendall data entry	Wed 10/30/2013 12:30 PM	Wed 10/30/2013 1:00 PM
Kendall Scanning	Wed 10/30/2013 1:00 PM	Wed 10/30/2013 4:00 PM
Kendall data load	Thu 10/31/2013 12:30 PM	Thu 10/31/2013 2:30 PM
Kendall data load	Thu 10/31/2013 3:00 PM	Thu 10/31/2013 4:30 PM
Finished Kendall score card links	Fri 11/1/2013 2:30 PM	Fri 11/1/2013 3:00 PM
Kendall scanning/Email	Mon 11/4/2013 12:30 PM	Mon 11/4/2013 3:00 PM
Kendall scanning	Mon 11/4/2013 3:30 PM	Mon 11/4/2013 4:00 PM
Kendall scanning	Tue 11/5/2013 12:30 PM	Tue 11/5/2013 2:30 PM
File transfers & data prep	Tue 11/5/2013 2:30 PM	Tue 11/5/2013 3:00 PM
Kendall Data prep	Wed 11/6/2013 8:30 AM	Wed 11/6/2013 9:00 AM
Kendall data prep	Wed 11/6/2013 9:30 AM	Wed 11/6/2013 9:45 AM
Kendall data prep	Wed 11/6/2013 12:30 PM	Wed 11/6/2013 2:30 PM
Kendall OCR	Wed 11/6/2013 2:30 PM	Wed 11/6/2013 3:00 PM
Kendall OCR	Wed 11/6/2013 3:30 PM	Wed 11/6/2013 4:30 PM
Kendall OCR	Thu 11/7/2013 8:00 AM	Thu 11/7/2013 9:00 AM
Kendall OCR	Thu 11/7/2013 9:30 AM	Thu 11/7/2013 11:30 AM
Kendall data prep	Thu 11/7/2013 11:30 AM	Thu 11/7/2013 12:00 PM
Kendall data prep	Thu 11/7/2013 12:30 PM	Thu 11/7/2013 3:00 PM
Kendall Aug. 11, 1933 racecard	Fri 12/5/2014 12:30 PM	Fri 12/5/2014 2:30 PM
Kendall Program upload	Mon 12/8/2014 8:30 AM	Mon 12/8/2014 9:00 AM
Kendall program	Mon 12/8/2014 9:30 AM	Mon 12/8/2014 10:30 AM
Backing Kendall files to Special Collections Server	Tue 12/9/2014 8:00 AM	Tue 12/9/2014 4:00 PM
Kendall: Transcribing horse listings	Mon 12/15/2014 10:00 AM	Mon 12/15/2014 12:00 PM
Kendall trans	Mon 12/15/2014 12:30 PM	Mon 12/15/2014 1:00 PM
Kendall trans	Mon 12/15/2014 2:00 PM	Mon 12/15/2014 3:00 PM
Kendall trans	Mon 12/15/2014 3:30 PM	Mon 12/15/2014 4:00 PM
Kendall horse listings finished	Tue 12/16/2014 11:00 AM	Tue 12/16/2014 11:45 AM
Kendall Scanning	Thu 1/22/2015 11:00 AM	Thu 1/22/2015 12:00 PM
Kendall scanning	Fri 1/23/2015 8:30 AM	Fri 1/23/2015 12:00 PM
Kendall scanning	Mon 1/26/2015 1:30 PM	Mon 1/26/2015 4:00 PM
Kendall scanning 1933b	Thu 1/29/2015 12:30 PM	Thu 1/29/2015 4:00 PM

Tranferring Kendall files	Fri 2/6/2015 2:30 PM	Fri 2/6/2015 3:00 PM
Transferring Kendall files	Fri 2/6/2015 3:30 PM	Fri 2/6/2015 4:30 PM
OCR Race cards 1933b	Thu 2/12/2015 3:30 PM	Thu 2/12/2015 4:30 PM
OCR Kendall Race Cards 1933b	Fri 2/13/2015 1:30 PM	Fri 2/13/2015 3:00 PM
OCR Kendall Race Cards 1933b	Fri 2/13/2015 3:30 PM	Fri 2/13/2015 4:30 PM
OCR Kendall	Mon 2/16/2015 1:30 PM	Mon 2/16/2015 2:30 PM
OCR Kendall	Mon 2/16/2015 4:00 PM	Mon 2/16/2015 4:30 PM
OCR Kendall	Tue 2/17/2015 12:30 PM	Tue 2/17/2015 1:30 PM
OCR Kendall	Tue 2/17/2015 2:30 PM	Tue 2/17/2015 3:00 PM
Scan Kendall 1933b	Thu 2/26/2015 1:00 PM	Thu 2/26/2015 3:30 PM
Kendall transfer images	Fri 2/27/2015 10:30 AM	Fri 2/27/2015 11:00 AM
Kendall OCR	Fri 2/27/2015 3:30 PM	Fri 2/27/2015 4:30 PM
Tranfer Kendall bmp files to X drive	Mon 3/2/2015 11:30 AM	Mon 3/2/2015 12:00 PM
Prepping Images for upload	Mon 3/2/2015 2:00 PM	Mon 3/2/2015 3:00 PM
Kendall images	Tue 3/3/2015 2:00 PM	Tue 3/3/2015 3:00 PM
Kendall images	Tue 3/3/2015 3:30 PM	Tue 3/3/2015 4:30 PM
Kendall images	Wed 3/4/2015 12:30 PM	Wed 3/4/2015 2:45 PM
Kendall images	Thu 3/5/2015 8:30 AM	Thu 3/5/2015 9:00 AM
Kendall images	Thu 3/5/2015 10:00 AM	Thu 3/5/2015 12:00 PM
Kendall images	Thu 3/5/2015 12:30 PM	Thu 3/5/2015 1:00 PM
OCR Kendall score cards	Thu 3/5/2015 2:30 PM	Thu 3/5/2015 3:00 PM
OCR Kendall	Thu 3/5/2015 3:30 PM	Thu 3/5/2015 4:00 PM
Kendall images upload to DC	Fri 3/6/2015 10:00 AM	Fri 3/6/2015 11:30 AM
Kendall images upload to DC	Fri 3/6/2015 1:30 PM	Fri 3/6/2015 3:00 PM
Responding to Pankaj Agrawal re Digital Commons	Wed 3/11/2015 11:00 AM	Wed 3/11/2015 11:30 AM
Kendall score cards uploaded	Thu 3/19/2015 2:00 PM	Thu 3/19/2015 3:00 PM
Kendall score cards uploaded	Thu 3/19/2015 3:30 PM	Thu 3/19/2015 4:30 PM
Kendall photo descriptions	Fri 3/20/2015 9:30 AM	Fri 3/20/2015 11:00 AM
OCR program skipped in first round	Fri 3/20/2015 11:00 AM	Fri 3/20/2015 12:00 PM
Kendall photo descriptions	Fri 3/20/2015 12:30 PM	Fri 3/20/2015 3:00 PM
Kendall photo descriptions	Fri 3/20/2015 3:30 PM	Fri 3/20/2015 4:30 PM
Kendall photo processing	Mon 3/23/2015 8:30 AM	Mon 3/23/2015 9:00 AM
Kendall photo processing	Mon 3/23/2015 9:30 AM	Mon 3/23/2015 10:00 AM
Kendall photo processing	Mon 3/23/2015 12:30 PM	Mon 3/23/2015 3:00 PM
Cropping Kendall photos	Mon 3/23/2015 4:00 PM	Mon 3/23/2015 4:30 PM
Kendall photo processing	Tue 3/24/2015 9:30 AM	Tue 3/24/2015 11:30 AM
Kendall photo processing	Tue 3/24/2015 12:30 PM	Tue 3/24/2015 2:30 PM
Kendall photo processing	Tue 3/24/2015 3:30 PM	Tue 3/24/2015 4:30 PM
Kendall photo processing	Wed 3/25/2015 8:00 AM	Wed 3/25/2015 9:00 AM
Kendall photo processing	Wed 3/25/2015 10:00 AM	Wed 3/25/2015 12:00 PM
Kendall Photos	Wed 3/25/2015 12:30 PM	Wed 3/25/2015 1:30 PM

Kendall photos upload	Wed 3/25/2015 2:30 PM	Wed 3/25/2015 3:00 PM
Kendall photos upload	Wed 3/25/2015 3:30 PM	Wed 3/25/2015 4:30 PM
Email re Kathy starting scanning Kendall	Thu 3/26/2015 8:00 AM	Thu 3/26/2015 8:30 AM
Kendall photos upload	Thu 3/26/2015 9:30 AM	Thu 3/26/2015 12:00 PM
Kendall photo upload	Fri 3/27/2015 8:30 AM	Fri 3/27/2015 9:00 AM
Kendall photos upload	Fri 3/27/2015 10:30 AM	Fri 3/27/2015 11:30 AM
Kendall score cards upload	Fri 3/27/2015 12:30 PM	Fri 3/27/2015 3:00 PM
Kendall score cards uploads	Fri 3/27/2015 3:30 PM	Fri 3/27/2015 4:30 PM
Kendall score card uploads	Thu 4/2/2015 12:30 PM	Thu 4/2/2015 3:00 PM
Kendall score cards uploads	Thu 4/2/2015 3:30 PM	Thu 4/2/2015 4:30 PM
OCR Kendall Race card	Fri 4/3/2015 8:00 AM	Fri 4/3/2015 9:00 AM
Last of Kendall score card uploaded	Fri 4/3/2015 10:00 AM	Fri 4/3/2015 10:30 AM
Got new Kendall box	Fri 4/3/2015 1:00 PM	Fri 4/3/2015 3:00 PM
Processing Kendall score cards	Fri 4/3/2015 3:30 PM	Fri 4/3/2015 4:30 PM
Kendall score cards transcription	Mon 4/13/2015 9:30 AM	Mon 4/13/2015 10:30 AM
Kendall Score cards	Mon 4/13/2015 11:00 AM	Mon 4/13/2015 12:00 PM
Kendall Score cards	Mon 4/13/2015 12:30 PM	Mon 4/13/2015 3:00 PM
Kendall Score cards	Mon 4/13/2015 3:30 PM	Mon 4/13/2015 4:30 PM
Kendall Score cards	Tue 4/14/2015 10:00 AM	Tue 4/14/2015 11:00 AM
Kendall scanning notes for Kathy	Tue 4/14/2015 12:30 PM	Tue 4/14/2015 1:00 PM
Email to Carmedy West re: questions raised during meeting	Tue 4/14/2015 1:00 PM	Tue 4/14/2015 1:30 PM
Figure out canned scoped search email "beAlert"	Tue 4/14/2015 2:30 PM	Tue 4/14/2015 3:00 PM
Kathy re: Kendall scanning	Wed 4/15/2015 1:30 PM	Wed 4/15/2015 3:00 PM
OCR Kendall Programs	Thu 4/30/2015 3:30 PM	Thu 4/30/2015 4:30 PM
OSR Kendall	Wed 5/6/2015 8:00 AM	Wed 5/6/2015 9:00 AM
OSR Kendall	Wed 5/6/2015 9:30 AM	Wed 5/6/2015 11:00 AM
OCR Kendall scorecard	Mon 5/11/2015 8:00 AM	Mon 5/11/2015 9:00 AM
ABBY Crashed, lost work, started over	Mon 5/11/2015 9:30 AM	Mon 5/11/2015 10:00 AM
ABBY	Mon 5/11/2015 10:00 AM	Mon 5/11/2015 11:00 AM
Abbyy	Wed 5/13/2015 8:00 AM	Wed 5/13/2015 9:00 AM
Abbyy	Wed 5/13/2015 9:30 AM	Wed 5/13/2015 10:30 AM
ABBY score cards	Thu 5/14/2015 1:00 PM	Thu 5/14/2015 2:00 PM
Kendall programs documentation	Mon 5/18/2015 8:00 AM	Mon 5/18/2015 9:00 AM
Kendall programs documentation	Mon 5/18/2015 9:30 AM	Mon 5/18/2015 10:30 AM
Kendall 1935b programs documentation	Tue 5/19/2015 2:30 PM	Tue 5/19/2015 3:00 PM
Kendall 1935b documentation	Tue 5/19/2015 3:30 PM	Tue 5/19/2015 4:00 PM
Kendall OSR	Wed 5/20/2015 8:00 AM	Wed 5/20/2015 9:00 AM
Kendall OSR	Wed 5/20/2015 1:00 PM	Wed 5/20/2015 2:00 PM

Kendall OSR	Wed 5/20/2015 2:30 PM	Wed 5/20/2015 3:00 PM
Kendall OSR	Wed 5/20/2015 3:30 PM	Wed 5/20/2015 4:00 PM
Kendall score cards uploaded	Thu 5/21/2015 8:00 AM	Thu 5/21/2015 9:00 AM
Kendall score cards uploaded	Thu 5/21/2015 9:30 AM	Thu 5/21/2015 12:00 PM
Kendall score card upload	Thu 5/21/2015 3:30 PM	Thu 5/21/2015 4:00 PM
Kendall score cards	Tue 5/26/2015 10:00 AM	Tue 5/26/2015 12:00 PM
Kendall score cards	Tue 5/26/2015 12:30 PM	Tue 5/26/2015 3:00 PM
Kendall score cards	Tue 5/26/2015 3:30 PM	Tue 5/26/2015 4:00 PM
Kendall score cards	Wed 5/27/2015 7:30 AM	Wed 5/27/2015 9:00 AM
Kendall score cards	Wed 5/27/2015 9:30 AM	Wed 5/27/2015 10:30 AM
Kendall score cards	Wed 5/27/2015 11:00 AM	Wed 5/27/2015 12:00 PM
Transferring files to X drive	Fri 5/29/2015 9:30 AM	Fri 5/29/2015 11:00 AM
Kendall photo prep for upload	Tue 6/2/2015 12:30 PM	Tue 6/2/2015 3:00 PM
Kendall photo metadata	Wed 6/3/2015 9:30 AM	Wed 6/3/2015 12:00 PM
Kendall photo metadata	Wed 6/3/2015 12:30 PM	Wed 6/3/2015 3:00 PM
Kendall photo upload	Thu 6/4/2015 8:00 AM	Thu 6/4/2015 8:30 AM
Kendall pictures	Fri 6/5/2015 12:30 PM	Fri 6/5/2015 3:00 PM
Kendall image uploads	Mon 6/8/2015 12:30 PM	Mon 6/8/2015 3:00 PM
Kendall image uploads	Mon 6/8/2015 3:30 PM	Mon 6/8/2015 4:00 PM
Kendall photos	Wed 6/10/2015 3:30 PM	Wed 6/10/2015 4:00 PM
Kendall photo descriptions	Mon 6/22/2015 3:30 PM	Mon 6/22/2015 4:00 PM
Kendall photo upload	Thu 6/25/2015 11:30 AM	Thu 6/25/2015 12:00 PM
Kendall photo upload	Thu 6/25/2015 12:30 PM	Thu 6/25/2015 2:00 PM
Kendall photos upload	Fri 6/26/2015 10:30 AM	Fri 6/26/2015 12:00 PM
Kendall photos upload	Fri 6/26/2015 12:30 PM	Fri 6/26/2015 3:00 PM
Kendall photos upload	Fri 6/26/2015 3:30 PM	Fri 6/26/2015 4:00 PM
Kendall photo prep for upload	Mon 6/29/2015 11:30 AM	Mon 6/29/2015 12:00 PM
Kendall photo prep for upload	Mon 6/29/2015 12:30 PM	Mon 6/29/2015 3:00 PM
Kendall photo upload	Mon 6/29/2015 3:30 PM	Mon 6/29/2015 4:00 PM
Kendall photo prep	Tue 6/30/2015 10:30 AM	Tue 6/30/2015 12:00 PM
Kendall photo uploads	Thu 7/2/2015 2:30 PM	Thu 7/2/2015 3:00 PM
Kendall photo uploads	Thu 7/2/2015 3:30 PM	Thu 7/2/2015 4:00 PM
Kendall photos upload	Tue 7/14/2015 2:00 PM	Tue 7/14/2015 2:30 PM
Kendall photo uploads	Tue 7/14/2015 2:30 PM	Tue 7/14/2015 3:00 PM
Kendall photo uploads	Tue 7/14/2015 3:30 PM	Tue 7/14/2015 4:00 PM
Kendall image upload count for FY 15 Report	Tue 7/14/2015 3:30 PM	Tue 7/14/2015 4:00 PM
Prepping Kendall photo batch load spreadsheet	Wed 7/15/2015 7:30 AM	Wed 7/15/2015 8:00 AM
Attempting Kendall photo batch load	Wed 7/15/2015 8:00 AM	Wed 7/15/2015 8:30 AM

Attempted first Kendall image batch load	Wed 7/15/2015 8:30 AM	Wed 7/15/2015 9:00 AM
Check on Kendall batch upload	Wed 7/15/2015 10:30 AM	Wed 7/15/2015 11:00 AM
Fixed Kendall batch load 13 images	Wed 7/15/2015 12:30 PM	Wed 7/15/2015 1:00 PM
Writing descriptions for Kendall images	Fri 7/17/2015 7:30 AM	Fri 7/17/2015 9:00 AM
18 Kendall images batch upload	Fri 7/17/2015 9:30 AM	Fri 7/17/2015 10:30 AM
Kendall photo descriptions	Tue 7/21/2015 2:00 PM	Tue 7/21/2015 3:00 PM
Transferring Kendall 1934a file again	Wed 7/22/2015 8:00 AM	Wed 7/22/2015 9:00 AM
Prep Kendall batch load	Wed 7/22/2015 8:00 AM	Wed 7/22/2015 8:30 AM
Kendall batch upload	Wed 7/22/2015 8:30 AM	Wed 7/22/2015 9:00 AM
Transferring Kendall 1934b files	Wed 7/22/2015 9:30 AM	Wed 7/22/2015 12:00 PM
Kendall batch load & check	Wed 7/22/2015 12:30 PM	Wed 7/22/2015 1:00 PM
OCR last programs from Kendall 1934a	Wed 7/22/2015 1:00 PM	Wed 7/22/2015 3:00 PM
OCR last programs from Kendall 1934a	Wed 7/22/2015 3:30 PM	Wed 7/22/2015 4:00 PM
Kendall photo descriptions	Thu 7/23/2015 10:00 AM	Thu 7/23/2015 12:00 PM
Kendall batch load & edits	Thu 7/23/2015 12:30 PM	Thu 7/23/2015 2:00 PM
Kendall uploading last two score cards for 1934a	Thu 7/23/2015 2:00 PM	Thu 7/23/2015 3:00 PM
Linking horses to uploaded score cards	Thu 7/23/2015 3:30 PM	Thu 7/23/2015 4:00 PM
Kendall: photo links in score cards	Fri 7/24/2015 7:30 AM	Fri 7/24/2015 10:00 AM
OCR Kendall 1934b score cards	Fri 7/24/2015 12:30 PM	Fri 7/24/2015 3:00 PM
OCR Kendall Score Cards	Fri 7/24/2015 3:30 PM	Fri 7/24/2015 4:00 PM
OCR 2 Kendall Score Cards	Mon 7/27/2015 3:30 PM	Mon 7/27/2015 4:00 PM
OCR 1 Kendall Score Card	Tue 7/28/2015 10:30 AM	Tue 7/28/2015 11:30 AM
3 OCR Kendall Score Card	Wed 7/29/2015 10:00 AM	Wed 7/29/2015 12:00 PM
1 OCR Kendall Score Card	Wed 7/29/2015 3:30 PM	Wed 7/29/2015 4:00 PM
3 OCR Kendall Score Cards	Thu 7/30/2015 11:30 AM	Thu 7/30/2015 12:00 PM
OCR Kendall Score Cards	Thu 7/30/2015 12:30 PM	Thu 7/30/2015 1:00 PM
Kendall 1934b photo descriptions	Fri 7/31/2015 8:00 AM	Fri 7/31/2015 9:00 AM
Kendall 1934b photo descriptions	Fri 7/31/2015 9:30 AM	Fri 7/31/2015 10:30 AM
Kendall 1934b photo descriptions	Fri 7/31/2015 11:30 AM	Fri 7/31/2015 12:00 PM
Kendall 1934b photo upload/programs upload	Fri 7/31/2015 12:30 PM	Fri 7/31/2015 2:00 PM
Linked horses to scorecards	Mon 8/3/2015 12:30 PM	Mon 8/3/2015 1:00 PM
Horse descriptions	Mon 8/3/2015 1:00 PM	Mon 8/3/2015 3:00 PM
Prep batch load of horse descriptions	Mon 8/3/2015 3:30 PM	Mon 8/3/2015 4:00 PM
12 Kendall photo batch upload	Tue 8/4/2015 9:30 AM	Tue 8/4/2015 10:00 AM
Checking Kendall photo upload	Tue 8/4/2015 11:00 AM	Tue 8/4/2015 11:30 AM
Kendall score card transcriptions	Thu 8/6/2015 11:00 AM	Thu 8/6/2015 12:00 PM
Kendall score card transcription	Thu 8/6/2015 3:30 PM	Thu 8/6/2015 4:00 PM

Finished Kendall score card transcription	Fri 8/7/2015 11:30 AM	Fri 8/7/2015 12:00 PM
Linked horses in Kendall score card	Fri 8/7/2015 12:30 PM	Fri 8/7/2015 1:00 PM
Kendall horse descriptions	Fri 8/7/2015 1:30 PM	Fri 8/7/2015 3:00 PM
Kendall horse descriptions	Fri 8/7/2015 3:30 PM	Fri 8/7/2015 4:00 PM
Kendall photo descriptions	Tue 8/11/2015 10:00 AM	Tue 8/11/2015 12:00 PM
Kendall Batch load prep & upload	Tue 8/11/2015 12:30 PM	Tue 8/11/2015 1:00 PM
Transcribing Kendall score card	Tue 8/11/2015 1:00 PM	Tue 8/11/2015 1:30 PM
Kendall Transcribing Score Cards	Tue 8/11/2015 3:30 PM	Tue 8/11/2015 4:30 PM
Kendall photo captioning	Thu 8/13/2015 11:30 AM	Thu 8/13/2015 12:00 PM
Kendall photos	Thu 8/13/2015 12:30 PM	Thu 8/13/2015 1:00 PM
2 Kendall transcribing score cards	Thu 8/13/2015 1:00 PM	Thu 8/13/2015 2:30 PM
Kendall photo descriptions	Thu 8/20/2015 9:30 AM	Thu 8/20/2015 12:00 PM
Kendall photo descriptions	Thu 8/20/2015 12:30 PM	Thu 8/20/2015 2:00 PM
Kendall photo descriptions	Thu 8/20/2015 3:30 PM	Thu 8/20/2015 4:00 PM
Kendall prep batch load	Fri 8/21/2015 8:00 AM	Fri 8/21/2015 9:00 AM
25 Kendall photo upload	Fri 8/21/2015 9:30 AM	Fri 8/21/2015 10:00 AM
3 Kendall score cards upload	Fri 8/21/2015 10:00 AM	Fri 8/21/2015 12:00 PM
Finished entering Kendall 1934b!	Fri 8/21/2015 12:30 PM	Fri 8/21/2015 2:30 PM
Adding SpC MS numbers to finding aids	Fri 8/21/2015 2:30 PM	Fri 8/21/2015 3:00 PM
Kendall Digital File shifting	Mon 8/24/2015 10:00 AM	Mon 8/24/2015 12:00 PM
Kendall Image shifting	Mon 8/24/2015 1:00 PM	Mon 8/24/2015 3:00 PM
Transferring Kendall 1935a photos to workspace	Mon 8/24/2015 3:30 PM	Mon 8/24/2015 4:00 PM
Started to OCR Kendall score cards	Thu 8/27/2015 1:00 PM	Thu 8/27/2015 1:30 PM
2 OCR Kendall score cards	Thu 8/27/2015 1:30 PM	Thu 8/27/2015 3:00 PM
OCR Kendall Score cards	Thu 8/27/2015 3:30 PM	Thu 8/27/2015 4:00 PM
OCRed Kendall score cards	Mon 8/31/2015 10:30 AM	Mon 8/31/2015 12:00 PM
OCR Kendall score cards	Mon 8/31/2015 12:30 PM	Mon 8/31/2015 3:00 PM
Prep Kendall spreadsheet to collect metadata for 1935a	Tue 9/1/2015 4:00 PM	Tue 9/1/2015 4:30 PM
Kendall photos	Wed 9/2/2015 1:00 PM	Wed 9/2/2015 3:00 PM
Kendall photos	Wed 9/2/2015 3:30 PM	Wed 9/2/2015 4:30 PM
Kendall photos	Thu 9/3/2015 1:00 PM	Thu 9/3/2015 3:00 PM
Kendall photos batch upload prep	Thu 9/3/2015 3:30 PM	Thu 9/3/2015 4:00 PM
19 Kendall images uploaded	Thu 9/3/2015 4:00 PM	Thu 9/3/2015 4:30 PM
19 Kendall image descriptions	Fri 9/11/2015 12:30 PM	Fri 9/11/2015 3:00 PM
Prep Kendall batch load	Fri 9/11/2015 3:30 PM	Fri 9/11/2015 4:30 PM
Ran Kendall batch load from Friday	Mon 9/14/2015 8:45 AM	Mon 9/14/2015 9:00 AM
Kendall score card	Mon 9/14/2015 12:30 PM	Mon 9/14/2015 3:00 PM
Kendall score card	Mon 9/14/2015 3:30 PM	Mon 9/14/2015 4:30 PM

Prep for Score Card upload	Tue 9/15/2015 12:30 PM	Tue 9/15/2015 1:00 PM
Kendall score card upload	Tue 9/15/2015 2:00 PM	Tue 9/15/2015 3:00 PM
Kendall score card upload	Tue 9/15/2015 3:30 PM	Tue 9/15/2015 4:30 PM
Kendall Photo prep	Fri 9/18/2015 8:00 AM	Fri 9/18/2015 9:00 AM
Kendall Photos	Fri 9/18/2015 9:30 AM	Fri 9/18/2015 12:00 PM
Kendall photos	Fri 9/18/2015 12:30 PM	Fri 9/18/2015 3:00 PM
Kendall photos	Fri 9/18/2015 3:30 PM	Fri 9/18/2015 4:30 PM
Kendall Batch Load	Mon 9/21/2015 10:30 AM	Mon 9/21/2015 11:00 AM
Kendall batch load	Mon 9/21/2015 11:30 AM	Mon 9/21/2015 12:00 PM
Checking Kendall Batch upload	Tue 9/22/2015 10:00 AM	Tue 9/22/2015 10:30 AM
Kendall race card upload	Tue 9/22/2015 11:30 AM	Tue 9/22/2015 12:00 PM
Kendall race card upload	Tue 9/22/2015 12:30 PM	Tue 9/22/2015 1:00 PM
Kendall image descriptions	Fri 10/2/2015 8:30 AM	Fri 10/2/2015 9:00 AM
Kendall images batch load prep	Fri 10/2/2015 9:30 AM	Fri 10/2/2015 12:00 PM
Kendall batch prep	Fri 10/2/2015 12:30 PM	Fri 10/2/2015 3:00 PM
Kendall batch prep	Fri 10/2/2015 3:30 PM	Fri 10/2/2015 4:30 PM
Kendall Batch Load	Mon 10/5/2015 8:00 AM	Mon 10/5/2015 9:00 AM
Kendall batch load follow up	Tue 10/6/2015 2:30 PM	Tue 10/6/2015 3:00 PM
Kendall score card upload	Tue 10/6/2015 3:30 PM	Tue 10/6/2015 4:30 PM
Uploading Kendall score card	Thu 10/8/2015 2:00 PM	Thu 10/8/2015 3:00 PM
Kendall score card upload	Thu 10/8/2015 3:30 PM	Thu 10/8/2015 4:00 PM
Prepping Kendall 1935b	Thu 10/8/2015 4:00 PM	Thu 10/8/2015 4:30 PM
OCR Kendall Score Cards	Thu 10/15/2015 3:30 PM	Thu 10/15/2015 4:30 PM
OCR Kendall score cards	Fri 10/16/2015 11:30 AM	Fri 10/16/2015 12:00 PM
OCR Kendall score cards	Fri 10/16/2015 12:30 PM	Fri 10/16/2015 1:30 PM
Documenting Kendall/horses 1936a & 1936b	Fri 10/16/2015 1:30 PM	Fri 10/16/2015 3:00 PM
Documenting Kendall/horses 1936a & 1936b	Fri 10/16/2015 3:30 PM	Fri 10/16/2015 4:30 PM
Kendall documenting horses	Mon 10/19/2015 8:30 AM	Mon 10/19/2015 9:00 AM
Kendall documenting horses	Mon 10/19/2015 9:30 AM	Mon 10/19/2015 1:30 PM
OCR Kendall Score Cards	Wed 11/18/2015 12:30 PM	Wed 11/18/2015 3:00 PM
OCR Kendall Score Cards	Wed 11/18/2015 3:30 PM	Wed 11/18/2015 4:30 PM
OCR Kendall Score Cards	Thu 11/19/2015 12:30 PM	Thu 11/19/2015 2:30 PM
OCR Kendall	Tue 11/24/2015 2:30 PM	Tue 11/24/2015 3:00 PM
OCR Kendall	Tue 11/24/2015 3:30 PM	Tue 11/24/2015 4:30 PM
Kendall OCR	Wed 12/2/2015 10:00 AM	Wed 12/2/2015 11:00 AM
Kendall photo descriptions	Wed 12/2/2015 11:30 AM	Wed 12/2/2015 12:00 PM
Kendall photo descriptions	Wed 12/2/2015 12:30 PM	Wed 12/2/2015 2:30 PM
Kendall photo prep/editing	Wed 12/2/2015 2:30 PM	Wed 12/2/2015 3:00 PM

Kendall photo edits/prep	Wed 12/2/2015 3:30 PM	Wed 12/2/2015 4:30 PM
Kendall photo descriptions	Thu 12/3/2015 3:30 PM	Thu 12/3/2015 4:30 PM
Kendall photo descriptions	Fri 12/4/2015 8:30 AM	Fri 12/4/2015 9:00 AM
Kendall photo descriptions	Fri 12/4/2015 9:30 AM	Fri 12/4/2015 11:30 AM
Prep Kendall Batch load	Fri 12/4/2015 2:00 PM	Fri 12/4/2015 3:00 PM
Posted batch load 35 photos	Fri 12/4/2015 3:30 PM	Fri 12/4/2015 4:00 PM
Kendall photos review	Fri 12/4/2015 4:00 PM	Fri 12/4/2015 4:30 PM
Kendall photo descriptions	Mon 12/7/2015 8:00 AM	Mon 12/7/2015 8:45 AM
Uploading Kendall programs	Mon 12/7/2015 9:30 AM	Mon 12/7/2015 11:30 AM
Uploading Kendall program	Mon 12/7/2015 12:30 PM	Mon 12/7/2015 2:00 PM
Kendall program transcriptions & upload	Mon 12/7/2015 2:30 PM	Mon 12/7/2015 3:00 PM
Kendall program transcriptions	Mon 12/7/2015 3:30 PM	Mon 12/7/2015 4:30 PM
Kendall program transcription, upload & linking	Wed 12/9/2015 8:30 AM	Wed 12/9/2015 9:00 AM
Kendall program transcription, upload & linking	Wed 12/9/2015 9:30 AM	Wed 12/9/2015 10:00 AM
Kendall program transcription, upload & linking	Wed 12/9/2015 11:00 AM	Wed 12/9/2015 12:00 PM
Kendall program transcription, upload & linking	Wed 12/9/2015 12:30 PM	Wed 12/9/2015 3:00 PM
Kendall photo descriptions	Wed 12/9/2015 3:30 PM	Wed 12/9/2015 4:30 PM
Kendall photo descriptions	Thu 12/10/2015 10:30 AM	Thu 12/10/2015 12:00 PM
Kendall photo descriptions	Thu 12/10/2015 12:30 PM	Thu 12/10/2015 3:00 PM
Kendall photo descriptions	Thu 12/10/2015 3:30 PM	Thu 12/10/2015 4:30 PM
Kendall photo descriptions	Fri 12/11/2015 8:00 AM	Fri 12/11/2015 9:00 AM
Kendall photo descriptions	Fri 12/11/2015 9:30 AM	Fri 12/11/2015 12:00 PM
Kendall program upload	Mon 12/14/2015 9:30 AM	Mon 12/14/2015 10:30 AM
Kendall program upload	Mon 12/14/2015 12:30 PM	Mon 12/14/2015 2:30 PM
Kendall program upload	Mon 12/14/2015 3:30 PM	Mon 12/14/2015 4:00 PM
Transcribing Kendall programs	Tue 12/15/2015 9:30 AM	Tue 12/15/2015 12:00 PM
Transcribing Kendall programs	Tue 12/15/2015 12:30 PM	Tue 12/15/2015 2:00 PM
Transcribing Kendall programs	Tue 12/15/2015 2:30 PM	Tue 12/15/2015 3:00 PM
Transcribing Kendall programs	Tue 12/15/2015 3:30 PM	Tue 12/15/2015 4:00 PM
Uploading Kendall	Tue 12/15/2015 4:00 PM	Tue 12/15/2015 4:30 PM
Uploading Kendall	Wed 12/16/2015 8:00 AM	Wed 12/16/2015 8:30 AM
Uploading Kendall	Wed 12/16/2015 9:30 AM	Wed 12/16/2015 10:00 AM

Transferring Kendall archive files to X drive	Wed 12/16/2015 10:30 AM	Wed 12/16/2015 12:00 PM
Transferring Kendall files to X drive	Wed 12/16/2015 12:30 PM	Wed 12/16/2015 3:00 PM
Transcribing programs in 1936c	Thu 12/17/2015 3:30 PM	Thu 12/17/2015 4:30 PM
Transcribing programs in 1936c	Fri 12/18/2015 8:00 AM	Fri 12/18/2015 9:00 AM
Transcribing programs in 1936c	Fri 12/18/2015 9:30 AM	Fri 12/18/2015 12:00 PM
Transcribing programs in 1936c	Fri 12/18/2015 12:30 PM	Fri 12/18/2015 3:00 PM
Transcribing programs in 1936c	Fri 12/18/2015 3:30 PM	Fri 12/18/2015 4:30 PM
OCR	Tue 12/22/2015 2:30 PM	Tue 12/22/2015 3:00 PM
Kendall OCR	Tue 12/22/2015 3:30 PM	Tue 12/22/2015 4:30 PM
Kendall OCR	Wed 12/23/2015 8:30 AM	Wed 12/23/2015 9:00 AM
Kendall OCR	Wed 12/23/2015 9:30 AM	Wed 12/23/2015 12:00 PM
Kendall OCR	Wed 12/23/2015 12:30 PM	Wed 12/23/2015 3:00 PM
Kendall OCR	Wed 12/23/2015 3:30 PM	Wed 12/23/2015 4:30 PM
OCR Kendall Score Cards	Wed 1/6/2016 11:00 AM	Wed 1/6/2016 12:00 PM
OCR Kendall Score Cards	Wed 1/6/2016 12:30 PM	Wed 1/6/2016 3:00 PM
OCR Kendall Score Cards	Wed 1/6/2016 3:30 PM	Wed 1/6/2016 4:30 PM
Kendall photos	Thu 1/7/2016 12:30 PM	Thu 1/7/2016 2:30 PM
Kendall photos	Thu 1/7/2016 3:30 PM	Thu 1/7/2016 4:30 PM
Kendall photo descriptions	Thu 1/21/2016 10:30 AM	Thu 1/21/2016 11:00 AM
Kendall photo descriptions	Thu 1/21/2016 11:00 AM	Thu 1/21/2016 12:00 PM
Kendall photo descriptions	Thu 1/21/2016 1:00 PM	Thu 1/21/2016 3:00 PM
Kendall photo descriptions	Fri 1/22/2016 8:30 AM	Fri 1/22/2016 9:00 AM
Kendall photo descriptions	Fri 1/22/2016 9:30 AM	Fri 1/22/2016 12:00 PM
Kendall photo captions	Mon 1/25/2016 11:30 AM	Mon 1/25/2016 12:00 PM
Kendall photo captions	Mon 1/25/2016 12:30 PM	Mon 1/25/2016 3:00 PM
Kendall photo captions	Mon 1/25/2016 3:30 PM	Mon 1/25/2016 4:30 PM
Kendall photo descriptions	Tue 1/26/2016 11:30 AM	Tue 1/26/2016 12:00 PM
Kendall photo descriptions	Tue 1/26/2016 12:30 PM	Tue 1/26/2016 1:00 PM
Kendall photo descriptions	Tue 1/26/2016 1:00 PM	Tue 1/26/2016 1:30 PM
Kendall photo descriptions	Tue 1/26/2016 2:00 PM	Tue 1/26/2016 3:00 PM
Kendall photo descriptions	Tue 1/26/2016 3:30 PM	Tue 1/26/2016 4:30 PM
Kendall photo descriptions	Wed 1/27/2016 9:30 AM	Wed 1/27/2016 11:30 AM
Prepping Kendall batch load	Wed 1/27/2016 12:30 PM	Wed 1/27/2016 1:30 PM
Spot checking Kendall batch load	Wed 1/27/2016 4:00 PM	Wed 1/27/2016 4:30 PM
Kendall race cards upload	Mon 2/1/2016 11:30 AM	Mon 2/1/2016 12:00 PM
Kendall race cards upload	Mon 2/1/2016 12:30 PM	Mon 2/1/2016 3:00 PM
Kendall race cards upload	Mon 2/1/2016 3:30 PM	Mon 2/1/2016 4:30 PM
Kendall (finish uploading race card from yesterday)	Tue 2/2/2016 10:00 AM	Tue 2/2/2016 10:30 AM

Kendall photo descriptions	Tue 2/2/2016 10:30 AM	Tue 2/2/2016 12:00 PM
Kendall photo descriptions	Tue 2/2/2016 12:30 PM	Tue 2/2/2016 1:30 PM
Kendall photo descriptions	Tue 2/2/2016 3:30 PM	Tue 2/2/2016 4:30 PM
Inserted Clark Thompson's info about Raymond Overcheck to DC description	Wed 2/3/2016 8:30 AM	Wed 2/3/2016 9:00 AM
Kendall photo descriptions	Wed 2/3/2016 11:00 AM	Wed 2/3/2016 12:00 PM
Kendall photo descriptions	Wed 2/3/2016 12:30 PM	Wed 2/3/2016 2:00 PM
Kendall photo descriptions	Wed 2/3/2016 3:30 PM	Wed 2/3/2016 4:30 PM
Kendall batch load	Thu 2/4/2016 8:30 AM	Thu 2/4/2016 9:00 AM
Kendall uploading score cards	Thu 2/4/2016 9:30 AM	Thu 2/4/2016 12:00 PM
Kendall uploading score cards	Thu 2/4/2016 12:30 PM	Thu 2/4/2016 3:00 PM
Kendall uploading score cards	Thu 2/4/2016 3:30 PM	Thu 2/4/2016 4:30 PM
Kendall last 1935c program uploaded	Fri 2/5/2016 8:00 AM	Fri 2/5/2016 8:30 AM
Posted Kendall programs to 1935c	Fri 2/5/2016 8:30 AM	Fri 2/5/2016 9:00 AM
Began file transfer for 1935c to X drive	Fri 2/5/2016 8:30 AM	Fri 2/5/2016 9:00 AM
Continued file transfer for 1935c to X drive	Fri 2/5/2016 9:30 AM	Fri 2/5/2016 10:00 AM
Continued file transfer for 1935c to X drive	Fri 2/5/2016 10:00 AM	Fri 2/5/2016 10:30 AM
Prepping 1936a photos	Fri 2/5/2016 10:30 AM	Fri 2/5/2016 12:00 PM
Edited photos in prep for Kendall	Fri 2/5/2016 12:30 PM	Fri 2/5/2016 1:30 PM
OCR Kendall Programs	Fri 2/5/2016 1:30 PM	Fri 2/5/2016 3:00 PM
OCR Kendall Program	Mon 2/8/2016 4:00 PM	Mon 2/8/2016 4:30 PM
OCR Kendall Program	Tue 2/9/2016 8:30 AM	Tue 2/9/2016 9:00 AM
OCR Kendall Program	Tue 2/9/2016 9:30 AM	Tue 2/9/2016 12:00 PM
OCR Kendall Program	Wed 2/10/2016 8:00 AM	Wed 2/10/2016 8:30 AM
OCR Kendall Program	Wed 2/10/2016 8:30 AM	Wed 2/10/2016 9:00 AM
OCR Kendall Program	Wed 2/10/2016 9:30 AM	Wed 2/10/2016 11:00 AM
Kendall photos descriptions 1936a	Wed 2/10/2016 11:00 AM	Wed 2/10/2016 12:00 PM
Kendall photos descriptions 1936a	Wed 2/10/2016 12:30 PM	Wed 2/10/2016 2:30 PM
Prepped Kendall image batch load	Thu 2/11/2016 8:00 AM	Thu 2/11/2016 9:00 AM
Reviewed Kendall photo batch load, updated the dates	Fri 2/12/2016 8:00 AM	Fri 2/12/2016 8:30 AM
Kendall photo description	Tue 2/16/2016 9:30 AM	Tue 2/16/2016 12:00 PM
Kendall photo description	Tue 2/16/2016 12:30 PM	Tue 2/16/2016 1:30 PM
Kendall photo description	Tue 2/16/2016 2:30 PM	Tue 2/16/2016 3:00 PM
Kendall batch load	Wed 2/17/2016 8:30 AM	Wed 2/17/2016 9:00 AM
Kendall recording horses	Thu 2/18/2016 8:00 AM	Thu 2/18/2016 8:30 AM
Kendall recording horses	Thu 2/18/2016 9:30 AM	Thu 2/18/2016 12:00 PM
Kendall recording horses	Thu 2/18/2016 12:30 PM	Thu 2/18/2016 3:00 PM
Kendall recording horses	Thu 2/18/2016 3:30 PM	Thu 2/18/2016 4:00 PM

Kendall Score Card uploads to DC	Fri 2/19/2016 8:00 AM	Fri 2/19/2016 9:00 AM
Kendall Score Card uploads to DC	Fri 2/19/2016 9:30 AM	Fri 2/19/2016 10:30 AM
Kendall photo descriptions	Mon 2/22/2016 1:30 PM	Mon 2/22/2016 3:00 PM
Kendall photo descriptions	Mon 2/22/2016 3:30 PM	Mon 2/22/2016 4:30 PM
Kendall photo descriptions	Tue 2/23/2016 9:30 AM	Tue 2/23/2016 12:00 PM
Kendall score card transcription	Tue 2/23/2016 12:30 PM	Tue 2/23/2016 1:30 PM
Kendall score card transcription	Tue 2/23/2016 2:30 PM	Tue 2/23/2016 3:00 PM
Kendall score card transcription	Tue 2/23/2016 3:30 PM	Tue 2/23/2016 4:30 PM
Uploading Kendall race programs	Wed 2/24/2016 8:00 AM	Wed 2/24/2016 9:00 AM
Uploading Kendall race programs	Wed 2/24/2016 9:30 AM	Wed 2/24/2016 11:00 AM
Kendall photo links	Thu 2/25/2016 8:00 AM	Thu 2/25/2016 8:30 AM
Kendall programs upload	Fri 2/26/2016 8:00 AM	Fri 2/26/2016 9:00 AM
Kendall programs upload	Fri 2/26/2016 9:30 AM	Fri 2/26/2016 10:30 AM
Prepping 1936b content for processing	Fri 2/26/2016 10:30 AM	Fri 2/26/2016 11:00 AM
Editing skewed photos for DC	Fri 2/26/2016 1:30 PM	Fri 2/26/2016 3:00 PM
OCR Programs	Fri 2/26/2016 3:30 PM	Fri 2/26/2016 4:00 PM

Appendix C

Kendall Work Flow	
1. Kim	Review each album prior to scanning. Record the names of all the horses; sires & dams; owners; locations; and drivers noted in the race programs as metadata preparation. This data is recorded in the Excel worksheet entitled “HorseList” in the working Excel workbook on Kim’s workstation.
2. Kathy	Pick up each photo album from Kim and scan contents according to guidelines recorded at http://development.library.umaine.edu/techserv/dc_kendall.htm
3. Kim	When Kathy completes scanning and returns photo albums, transfer scan files from Share > DigitalCommons > Kendall Collection > [Album Year] to work station; sort files to retrieve .jpps & .pdf files into working folders.
4. Kim	Copy scan log into working Excel workbook on work station. Workbook contains spreadsheets entitled Scan Sheet (which duplicates the scan sheet on the Share drive); Horse List (which records all available metadata from race programs); and “photoEntry” worksheets that break metadata down by the contents of each archival box (i.e. photoEntryBox1; photoEntryBox2...)
5. Kim	OCR .pdf files for uploads as .pdf/a files to Digital Commons; use OCRd programed for reference in recording appropriate metadata and descriptions for each scanned image.
6. Kim	Edit working photographs, as necessary, to rotate for import and upload to DigitalCommons. <i>This process does not impact either the access or archive files to be moved to the X: drive.</i>
7. Kim	Use working spreadsheet to record metadata related to each photograph. Copy and paste appropriate content from the “HorseList” spreadsheet into the appropriate, corresponding fields in the “photoEntryBoxX” spreadsheet. Working from digital images and OCRd .pdf/a files on workstation, write descriptions for each image that both describe the photograph and place it within the context of race program with which it is associated based on Kendall’s handwritten notations. If no context is available, record a basic description identifying the horse and any people in the photograph as best as possible based on available information. General information about metadata collection and upload to Digital Commons is recorded at http://development.library.umaine.edu/techserv/dc_kendall_upload.htm
8. Kim	Prepare Kendall images for batch upload by moving them to the public web server in the “dc” [Digital Commons] folder used by all staff for batch uploads. Prepared images are placed in the kendall-images subfolder.
9. Kim	Prepare a Kendall image batch load spreadsheet (retrieved from Digital Commons) by copying and pasting information from the working Excel spreadsheet to a separate upload file. Full text urls for images are authored and tested for accuracy prior to the batch load.
10. Kim	Once metadata is prepared and checked, conduct a batch upload to Digital Commons. Double-check all pending images once uploaded, to confirm the accuracy of content, then post to the public in Digital Commons.
11. Kim	Prepare OCRd programs and race cards for upload by copying out text and pasting in a text file. Format text for upload to the Comments field in the Digital Commons interface. Upload each program or race card individually. Using the photo album as reference, match photographs to horses and specific races, when possible, and create cross-referencing links in the html edit mode in the Comments field.

12. Kim	Once the entire contents of a photo album are uploaded to Digital Commons, access and archive files for that album may be moved to the X: drive. This is a slow, time-consuming process so must be done when the demand on the work station are low. BMP files in particular are very slow to process and can take several hours.
13. Kim	On occasion, Kendall mixes photos from subsequent dates into earlier photo albums. Maintain awareness of this as the instances arise to avoid closing a photo album track prematurely in Digital Commons. Re-opening a closed track is cumbersome and must be done by bepress staff, so efforts should be made to avoid the possibility. Once it is certain the content from each photo album is complete, the tracks may be closed according to the steps recorded at http://development.library.umaine.edu/techserv/dc_kendall_upload.htm#postingprograms
14. Kim	<p>Prior to starting the next decade of photo albums, create filters that pull photographic content from the Kendall Images "bucket gallery" into the appropriate album by decade. For example, within the collection management area of Digital Commons, create filters using the following formula (see illustration below):</p> <p>Within publication: All Kendall Collection Images (kendall_images)</p> <p>Matching all parameters: Keyword is 1930a album The keyword is comprised of the album year and letter, as marked on the album binding, followed by a space and the word "album." This combination is the last piece of metadata entered under the Keyword field for each photograph in the collection.</p>

Edit filter *Gather 1930a album for Images 1930-1939*

Within publication:

All Kendall Collection Images (kendall_images) ▼

Matching all parameters.

Keyword ▼ is ▼ 1930a album +

View

Appendix D

Kendall Collection Digital Commons Exhibit Structure

URLs for permanent site:

ir_community: kendall_collection
ir_event_community: kendall_albums
ir_gallery: kendall_images
 kendall_1920s
 kendall_1930s
 kendall_1940s
 kendall_1950s
 kendall_1960s

Kendall Collection: Description of the overall collection with slide show from the bucket gallery.

The ir_community (“kendall_collection”) provides links to the ir_event_community [themes] and ir_gallery.

Community

http://demo.umaine.bepress.com/kendall_collection

[Home](#) > [KENDALL COLLECTION](#)

KENDALL COLLECTION



Image

Description

[Visit site](#)



IR-Event Community

http://demo.umaine.bepress.com/kendall_demo

CONTENTS OF THIS IR_EVENT_COMMUNITY

theme 1924 1926 1930s

(kendall_albums)

On this page (once enabled) will be a "Create theme" link that will allow me to define each of the communities. The recommendation is to go by decade.

KENDALL COLLECTION (EVENT COMMUNITY DEMO)



Sample

[Visit site](#)



This is a demo of the Kendall Collection in Event Community format.

Browse the contents of Kendall Collection (Event Community demo):

[Albums from 1930-1940](#)

[Albums from 1926](#)

[Albums from 1924](#)

Create Albums

http://demo.umaine.bepress.com/kendall_demo/1924

CONTENTS OF THIS THEME

[track](#) [portland_album](#) [programs](#)

(theme—see: 1924)

On this page (once enabled) will be a “Create Track” button which will allow me to define each of the individual programs.

Creates this page:

[Home](#) > [KENDALL DEMO](#) > [1924](#)

ALBUMS FROM

This is a “theme.” Each album is a “track” within this theme. The programs are posted as individual submissions within each album.

Browse the contents of Albums from 1924:

[Another Sample Album for 1924](#)

I’m imagining that 1924 has multiple albums associated with it. If so, this is how the hierarchy would look.

[Portland, Norway-South Paris, Waterville, Lewiston and more](#)

This is an album of programs

Create Individual Programs

http://demo.umaine.bepress.com/kendall_demo/1924/portland_album

CONTENTS OF THIS TRACK

[event](#) [event.1](#) [event.2](#) [event.3](#)

(tracks)

Album

1924

Sunday, May 18th

[Test](#)

Kendall
12:00 AM
TEst

Tuesday, July 1st

[Program, Monday, July 3, 1924](#)

Kendall
Portland
12:00 AM
Test

1930

Sunday, March 16th

[Race Name, Location](#)

Author Name
Park Location
12:00 AM
Abstract

These links will to the individual programs.

As photos are catalog, include standard metadata that will allow images to be filtered into the decade galleries & allow for targeted search link on each program page.

Event Configuration

http://demo.umaine.bepress.com/kendall_demo/1924/programs/1

EVENT CONFIGURATION

Event Title:	<input type="text" value="Program, Tuesday, July 4, 1924"/>
Publication Date (Format: MM/DD/YYYY):	<input type="text" value="07/04/1924"/>
Exclude from featured lists	
Prevent this event from appearing under Top 10 Downloads, Recent Additions, and Paper of the Day.	<input type="checkbox"/>
Hide this event so that it's not displayed on the site.	<input type="checkbox"/>
This event is peer-reviewed?	<input type="checkbox"/>

Document type

Event

[Download](#)

Program, Tuesday, July 4, 1924

St

[Kendall](#)



Park

Berkeley, CA



Date of Race

7-4-1924

Sage Park

Abstract

Test

Metadata display in thumbnail image gallery (see below):

- title,
- creation date,
- race, and
- description.

Metadata Display for individual image pages: We would like to expand the metadata displayed on the individual image pages to include the key elements users will be seeking:

- title
- photographer
- creation date
- sex of horse
- sire
- dam
- stable/owner
- stable location
- driver
- description

As of 04/10/2013: **Provenance constant will be removed from the metadata for both the image and program submission forms.**

Appendix E

NATIONAL PERSONNEL RECORDS CENTER

1 ARCHIVES DRIVE ST LOUIS, MO 63138-1002
www.archives.gov



September 13, 2013

KIMBERLY SAWTELLE
UNIVERSITY OF MAINE
5729 FOGLER LIBRARY
ORONO, ME 04469-5729

RE: Veteran's Name: KENDALL, Guy Thomas
SSN/SN: ***589**
Request Number: 2-11555799081

Dear Sir or Madam:

The record needed to answer your inquiry was in the area that suffered the most damage in the July 1973 fire at the National Personnel Records Center. Although the Official Military Personnel File (OMPF) was recovered, it was badly damaged in the fire and the quality of the documents is poor. The OMPF is a record in the legal custody of the National Archives and Records Administration. Access to this record will be granted by providing a copy of the file.

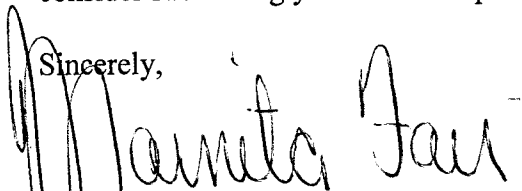
The charge for reproducing this OMPF is shown on the attached ***'Order for Archival Reproduction Services'*** form. Please return this form with your payment within 30 days. Once payment is received, the photocopies will be mailed to you. If payment is not received within this period, we will assume that you no longer desire a copy of this OMPF and your request will be closed automatically without further notice.

As an alternative to purchasing copies of the record, you may view the OMPF in our archival research room located at the National Personnel Records Center, (Military Personnel Records), 1 Archives Drive, St. Louis, MO 63138. Preservation treatment will be required before the record can be released to our archival research room. Treatment may take several weeks, depending on how badly the record is damaged. If the record is in such fragile condition that handling of original documents cannot be permitted, a photocopy of the OMPF will be provided for you to view.

Please contact our archival research room at 314-801-0850 if you are interested in viewing the OMPF at our facility. We will notify our Preservation staff to begin treatment of this record. When treatment is completed, we will contact you to set up an appointment for your visit to view the OMPF.

If you have questions or comments regarding this response, you may contact us at 314-801-0800 or by mail at the address shown in the letterhead above. If you contact us, please reference the Request Number listed above. If you are a veteran, or a deceased veteran's next of kin, please consider submitting your future requests online by visiting us at <http://vetrecs.archives.gov>.

Sincerely,



MARNITA R. FAIR
Archives Technician (2A)



**We Value Our
Veterans' Privacy**

*Let us know if we have
failed to protect it.*

Enclosure(s)

ORDER FOR ARCHIVAL RECORD REPRODUCTION SERVICES

Request Information

Veteran's Name : Kendall, Guy T
Veteran's Service Number : 1 723 986

Photocopy Information

Total Cost: \$70.00

Payment Information

- ☐ Personal Check
- ☐ Cashier's Check
- ☐ Money Order
- ☐ Credit Card

Checks and money orders should be made payable to NPRC Archival Programs.

If paying by credit card, please provide the following information:

Type of Credit Card: ☐ MasterCard ☐ Visa ☐ Discover ☐ American Express

Name on Credit Card: _____

Credit Card Number: _____ - _____ - _____ - _____

Expiration Date: ____ / ____

Signature: _____

Credit Card Billing
Address: _____

City/State/ZIP: _____

Phone: _____ - _____ - _____
Day Evening

Requester's E-Mail
Address: _____

Address Information

Ship To Address

Copies will be shipped to the address below. If this is not the address to which your copies should be sent, please provide the correct address.

KIMBERLY SAWTELLE
UNIVERSITY OF MAINE
5729 FOGLER LIBRARY
ORONO, ME 04469-5729

Payment Address

Return this form with the total payment required to the address below.

National Archives and Records Administration
National Archives at St. Louis
Attn: RL-SL
P.O. Box 38961
Saint Louis, MO 63138

NPRC Test Form 2012-01A (10/12)

PLEASE NOTE:

This form is for payment purposes only. Information or documents received with payment will not be forwarded.



2-11555799081

Appendix F

Guy Kendall Biographic Information

Collection Overview

Guy Kendall's career as a race track photographer followed the course of Maine harness racing from 1924 to the formation of the Maine State Racing Commission in 1936, through the peak of the sport's popularity in the early 1940s. With the arrival of World War II, the popularity of harness racing started to wane. Post-war construction of the Interstate Highway system shifted public interest away from state fairs and harness racing to a burgeoning American car culture. The advent of independent automobile travel devastated the railroad industry that supported harness racing throughout New England, Maine, and the Canadian Maritimes. Due to the loss of rail service to quickly and cheaply transport horses and spectators to race events, harness race tracks rapidly disappeared from the landscape.

Historical Significance

The Guy Kendall Collection is of historical significance for several reasons. It records a period in Maine's history when horsemen and animals thrived economically and competitively. The collection documents the early careers of a number of drivers and horses inducted into the *Immortals Hall of Fame* at the [Harness Racing Museum and Hall of Fame](#), Goshen, N.Y.

Finally, the archive meticulously documented by Kendall, captures race track ephemera otherwise lost to time. Score cards and race programs document lineage for horses long-forgotten by all but the families who once owned them. Kendall's handwritten notes of race results coupled with his photographs replicate, as much as anything can, a day at the harness racing track in early 20th century Maine.

Provenance

The Guy Kendall Collection of over 3,000 photographs and pieces of race track memorabilia was

purchased from the photographer in the mid-1990s by Roger and Mindy Smith, Wilbur Hammond, and Jean Bryer, with an eye toward preserving the items for future generations. The collection was donated to Fogler Library Special Collections in 2005 by Wilbur Hammond, Jr.

Biography of Guy Kendall

Flipping through the pages of the Kendall photo collection, the viewer sees the world of early 20th century Maine and New England harness racing through the eyes of Portland, Maine photographer Guy Kendall. For nearly five decades, Kendall visited race tracks in Maine and New England supplementing his income as a portrait photographer by photographing standard bred horses for owners.

World War I

Guy Kendall was no stranger to death and tragedy. He was born February 7, 1893 in Mechanic Falls, Maine, to William F. Kendall, a brick mason, and Alberta E. Whitney Kendall. He reported himself being of medium height and slender build with brown eyes and hair on his World War I enlistment papers in August 1917. Already a professional photographer when he enlisted, Private First Class Kendall trained with a medical unit at Camp Upton, Long Island, N.Y. He was stationed at Meuse-Argonne, France, 1918-1919, where he served throughout One Hundred Days Offensive—the deadliest period of WWI for American soldiers. Kendall played witness to only a portion of the over 1 million casualties on the Western front. He also doubtlessly saw the destruction of countless U.S. cavalry horses but, according to his niece, Anne Kendall Holmbom, Kendall never discussed his war experiences with family.

Photography Career

After the war, Kendall returned to Portland where he lived with his aunt Mary B. Kendall, worked as a photographer, and studied. He eventually owned his own portrait studio on Congress Street. The visual record of his career as a race track photographer begins July 4, 1924 at Portland Fair Grounds. Photo albums from 1924 through 1927 show Kendall's development as a photographer with his first finish-line photo captured at Rochester, late summer 1927.

First Marriage

On the 10th anniversary of the Armistice, Kendall married Ruth B. Bennett Buck, a Portland widow

who worked as a dental assistant. Tragically, within five years, Kendall's bride was dead. Stricken with multiple fractures of the jaw in a car accident, Ruth succumbed to a bacterial infection of the heart four months later, in July 1933. A month following her death, Kendall returned to the race track and threw himself into his work. The number of photos taken at each event increased by several fold as Kendall shot and painstakingly documented thousands of photos over the next 15 years.

Late Life

In 1948, Kendall married a second time to Elizabeth Reed Robie of Gorham. It was a first marriage for the 49-year-old nurse and granddaughter of Maine Governor Frederick Robie, MD. Following this marriage, Kendall relocated to Gorham to take up residence in what is known as the Isaac E. Dyer Estate, near the close-knit Robie family. While living in Gorham, Kendall exercised his talents as an avid gardener, breeding irises and daylilies and tending his flock of banty hens named after all the ladies in the neighborhood, according to Holmbom.

Kendall continued to pursue race track photography until 1961 when, at age 68, his organized collection of photo albums ended. Kendall died in May 1983 at Togus Veterans' Hospital after a long illness.

Guy Kendall's Photography

Exploring Guy Kendall's photographic work starting in 1924, the viewer watches the progression from posed still shots of horses with their trainer/drivers to action shots which capture the excitement of races at the finish line. Through the albums, one is able to watch the growth of relationships between Kendall and the horsemen and women of the southern Maine fair circuit as remote, documentary snaps of horses and drivers become intimate portraits both at the race track and on area farms.

Kendall's career at the track was put on pause in 1928 as he courted and then married Ruth B. Bennett. Kendall's work resumed in the album labeled 1930a, where it is possible to see a quantum leap in the quality of his composition from images that were simply a matter of record to those with genuine artistic flair.

According to his niece, Anne Kendall Holmbom, Kendall used a Graflex box camera and glass negatives to capture many of his early photographs. He developed, printed, and re-touched all his photographs personally in his studio located on Congress Street in Portland, Maine.

Appendix G



Apply to UMaine | Give Now

Emergency

Scanning Black & White or Color Photographs

Purpose: Instructions for scanning black and white or color photographs for preservation-quality scans and images to upload to Special Collections Digital Commons.

Scanning Preservation File

1. Turn on flatbed EPSON scanner.
2. Double-click the EPSON scan shortcut icon on the desktop.
3. Select the regular scanner, EPSON GT-2500
4. Prepare scanner settings as follows to capture preservation-quality scans:
 - a. Set EPSON Scan window to "Professional Mode"
 - b. Set Document type to "Reflective"
 - c. Set Document source as "Document table"
 - d. Select auto exposure type "Photo"
 - e. Select "Best" scanning quality, if the option is available
 - f. Set scanning image quality to "24-bit color"
5. Use the following chart to set the appropriate scan resolution (use the image size closest the the size of the image in-hand).
NOTE: Preservation copies are always bmp. Access files are typically jpg.

Image Size	bmp	jpg	pdf
3.5x 5 inches	800 dpi	300 dpi	400 dpi
5x7 inches	600 dpi	300 dpi	400 dpi
8x10 inches	400 dpi	300 dpi	400 dpi

6. Click the "Preview" button in the EPSON Scan window. This action will quickly scan the document an allow the selection to be refined.
7. Use the EPSON crosshair tool to create a selection box around the image, cropping as appropriate. Include all edges of the image. If the photograph is mounted in a mat or photo album that includes information, printing, or handwriting, include it in the scan to maintain context. Prior to scanning, it may be helpful to review the cropping examples on page 23 of the Maine Historical Society's [Contributing Partner's Manual to the Maine Memory Network](#) for guidance on this topic.
8. Click on the "Scan" button.
9. Select "Other" for the "scan to" location and browse, if necessary, to navigate to your working file on the desktop.
10. Use the collection number, box number, folder number and image number to create the name the file. Example: MS_0081 (collection number); b001 (box number); f009 (folder number); 00 (image number). Adjust the default start number so it becomes the final three digits of the image number. The resulting file number will appear: MS_0081_b001_f009_00--
11. Set the Image Format by selecting the desired format (bmp) from the drop down menu.
12. Click on the "OK" button and wait for the scanner to finish.

Scanning Access File

1. Leave the item in the same position on the scanner bed, change scanner resolution to 300 dpi.
2. Confirm the 'scan to' location.

3. Set Image Format by selecting the desired format (jpg) from the drop down menu.
4. Click on the "OK" button and wait for the scanner to finish.

Saving Files to Special Collections Server

1. Identify the location of your working file. Navigate from your desktop to the Special Collections X-drive (speccoll\\library11). You will need to be granted special permissions to access the X-drive. Work with your supervisor to receive approval from Special Collections to access the drive.
2. Special Collections will designate the folder to which you will load your files. Follow the path: Computer > speccoll > Digital Collection files.

Created by: Library Staff | Revised: 09/24/2013

[Contact Us](#) | [Search](#) | [Resources](#) | [Services](#) | [Help](#) | [Site Map](#)

5729 Fogler Library

University of Maine
Orono, ME 04469-5729
Phone: 207-581-1661 | Fax: 207-581-1653
© Copyright 2000-2013

The University of Maine

Orono, Maine 04469
207-581-1110

Appendix H

Apply to UMaine | Give Now

Emergency

Scanning Special Collections Documents

Purpose: Instructions for scanning documents for preservation-quality scans and images to upload to Special Collections Digital Commons.

Scanning Preservation File

1. Turn on flatbed EPSON scanner.
2. Double-click the EPSON scan shortcut icon on the desktop.
3. Select the regular scanner, EPSON GT-2500
4. Prepare scanner settings as follows to capture preservation-quality scans:
 - a. Set EPSON Scan window to "Professional Mode"
 - b. Set Document type to "Reflective"
 - c. Set Document source as "Document table"
 - d. Select auto exposure type "Document"
 - e. Select "Best" scanning quality, if the option is available
 - f. Set scanning image quality to "16-bit grayscale" for black and white documents
 - g. Set scanning image quality to "24-bit color" for color documents or documents when paper color or when color within the document communicates information.
5. Use the following chart to set the appropriate scan resolution. Access and preservation pdf files are both scanned at 300 dots per inch. When a document is to be OCR'd, resolution may be increased to 400 dots per inch. For more accurate OCR results, it is acceptable to scan at 600 dots per inch.

Image Size	pdf min.	pdf OCR	pdf OCR
3.5x 5 inches	300 dpi	400 dpi	600 dpi
5x7 inches	300 dpi	400 dpi	600 dpi
8x10 inches	300 dpi	400 dpi	600 dpi

6. Place the document on the scanner bed. If document overhangs scanner bed, a thumb can be used to prop up the scanner cover to prevent any pressure from damaging the portion of document not supported on the scanner bed.
7. Click the "Preview" button in the EPSON Scan window. This action will quickly scan the document and allow the selection to be refined.
8. Use the EPSON crosshair tool to create a selection box around the image, cropping as appropriate. Include all edges of the document. If the document is mounted in a mat or photo album that includes information, printing, or handwriting, include it in the scan to maintain context. Prior to scanning, it may be helpful to review the cropping examples on page 23 of the Maine Historical Society's [Contributing Partner's Manual to the Maine Memory Network](#) for guidance on this topic.
9. When creating a pdf file for a "flip book," ensure that all scanned documents that constitute pages in the flip book are consistent in dimension.
10. Click on the "Scan" button.
11. Select "Other" for the "scan to" location and browse, if necessary, to navigate to your working file on the desktop.
12. Use the collection number, box number, folder number and image number to create the name the file. Example: MS_0081 (collection number); b001 (box number); f009 (folder number); 00 (image number). Adjust the default start number so it becomes the final three digits of the image number. The resulting file number will appear: MS_0081_b001_f009_00—

13. Set the Image Format by selecting the desired format (pdf) from the drop down menu.
14. Click on the "OK" button and wait for the scanner to finish.
15. Depending on the location of the workstation, you will want to save your scanned files to the Share drive or to a thumb drive to transport back to your workstation.

Saving Files to Special Collections Server

1. Identify the location of your working file. Navigate from your desktop to the Special Collections X-drive (speccoll(\library11). You will need to be granted special permissions to access the X-drive. Work with your supervisor to receive approval from Special Collections to access the drive.
2. Special Collections will designate the folder to which you will load your files. Follow the path: Computer > speccoll > Digital Collection files.

Created by: Library Staff | Revised: 09/24/2013

[Contact Us](#) | [Search](#) | [Resources](#) | [Services](#) | [Help](#) | [Site Map](#)

5729 Fogler Library

University of Maine
Orono, ME 04469-5729
Phone: 207-581-1661 | Fax: 207-581-1653
© Copyright 2000-2013

The University of Maine

Orono, Maine 04469
207-581-1110

Appendix I



Apply to UMaine | Give Now

Emergency

Digital Commons—Kendall Collection

[Kendall log](#)[Scanning](#)[Backing up files](#)[Processing images for upload](#)[Processing programs for upload](#)[Uploading to Digital Commons](#)

Purpose: Instructions for the multi-step process of scanning, documenting, and OCR'ing documents from the Kendall collection, then uploading digital files to DigitalCommons@UMaine (http://digitalcommons.library.umaine.edu/kendall_collection/).

Access: Access to albums in the Kendall collection is arranged through Special Collections. Coordinate with the Archivist/Special Collections Librarian to obtain as well as return boxes of material to scan. Keep materials protected in a dry location away from direct sunlight.

Kendall Log: To accurately assign sequential identifier numbers and track which album pages and images are scanned, keep a running record in an Excel file.

Number	Identifier	Doc Type (program, score card)	Title	PDF	JPG	BMP
395	MS_1465_b001_1927a_img_00395	page50_1927a	Henry C	pdf	jpg	bmp
396	MS_1465_b001_1927a_doc_00396	page51_1927a	Kennebunk Fair score card	pdf	jpg	bmp
397	MS_1465_b001_1927a_doc_00397	score card	Kennebunk Fair score card	pdf		
398	MS_1465_b001_1927a_img_00398	page52_1927a	Direct Powers	pdf	jpg	bmp
399	MS_1465_b001_1927a_img_00399	page53_1927a	The Highbinder	pdf	jpg	bmp
400	MS_1465_b001_1927a_img_00400	page54_1927a	Neptune Boy/Douglass Watts/Bonn	pdf	jpg	bmp
401	MS_1465_b001_1927a_img_00401	photo	page54 Neptune Boy		jpg	bmp
402	MS_1465_b001_1927a_img_00402	photo	page54 Douglass Watts		jpg	bmp

Excerpt from Kendall Scan Sheet as example.

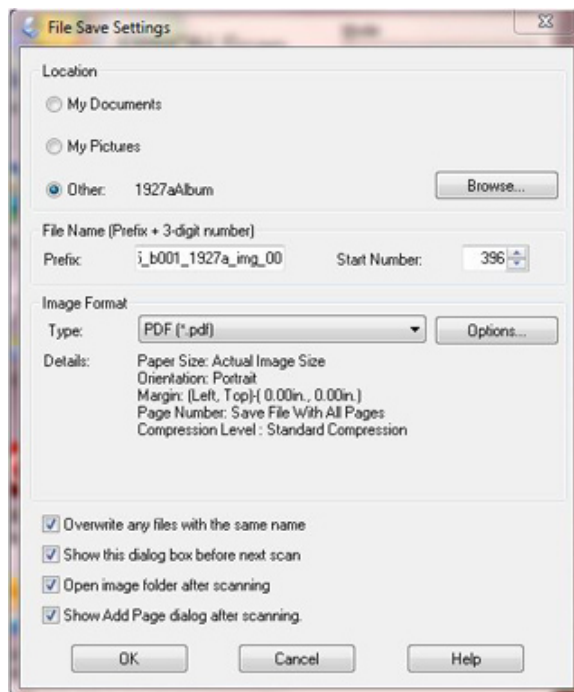
1. A copy of the file KendallLog.xlsx is available at Share > DigitalCommons > Kendall Collection. This log includes the Scan Sheet (see image above) where unique identifiers are assigned; the photo entry log; and a sheet containing information about the horses listed on race score cards and programs.
2. Protocol for Kendall Collection digital file identifiers is to use the Special Collections manuscript number (MS_1465) followed by the box number (b001) and album year rather than folder number (1927a), then img or doc designating whether the scan is of a photograph of print document and finally a unique, sequentially generated number. Example: MS_1465_b001_1927a_img_00401.
3. Due to the sheer volume of digital files generated in this project it is important to provide cross-referencing for digital scans to stay organized, reduce potential duplication, and avoid skipping images:
 - a. When scanning full pages record the album page and album year (example: page 55_1927a) in the Doc Type column. Record Kendall's handwritten caption in the Title column for each image or race document in the Title column. (Neptune Boy/Douglass Watts/Bonnie Watts)
 - b. When scanning individual images record the type of document, such as "photo" or "score card," in the Doc Type column then include the page number and record either the document title or Kendall's handwritten caption for the image in the title column.
 - c. For each document scanned, record the digital file type(s) appropriate to the scans captured (pdf, jpg, bmp). Digital file names will match up with the identifier generated in this log. This will ensure you can later match, one-for-one, the files you need to archive and process for upload in Digital Commons.



MS_1465_b001_1927a_img_00412.jpg (Gold Quartz)

Scanning: To minimize handling of photographs and reduce risk of damage from being removed from and replaced in photograph album mounts, scan Kendall album pages intact using the processes outlined in Scanning Photographs and Scanning Documents. To set up to scan:

1. Make certain to have extremely clean, dry hands while handling archival materials. Never directly touch the surface of photographs with your fingers.
2. Place photo album on a flat surface near the scanning station where the album is fully supported when open.
3. Gently open the binder rings and remove only the pages that you will be scanning.
 - a. If you must scan the inside of the front and back covers, very carefully remove all the album pages, a few at a time, taking care to keep the pages in correct order. Place the album pages on a clean, dry surface where they are fully supported until being replaced in the album.
 - b. When you are done scanning the inside of the front and back covers, carefully replace a few album pages at a time, taking care to keep the pages in correct order.



- e. **For [cropped] images only**, create digital files in bmp and jpg formats.
- f. Score cards may be carefully removed from corner mounts in order to capture print information on the reverse sides. **For print documents** removed from the album, create digital files in pdf format only and scan all pages of the documents to a single pdf file. **DO NOT** remove documents originally glued into the album by Kendall.
- g. When possible, scan both sides of score cards but do not transcribe any handwritten notes from the backs of score cards.

SCANNING TIP: Check the option to "Open image folder after scanning" so it is possible to immediately check file names and make corrections, as necessary.

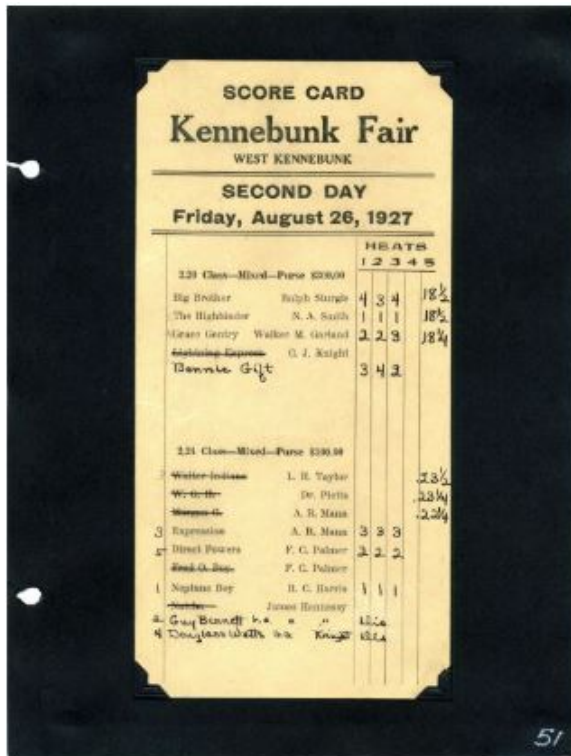
Backing Up Digital Files: Due to the complexity and number of files being generated, it is advisable to process digital files as soon as possible after scanning.

1. Sort digital files by file type.
2. **Preservation** files (bmp and pdf) should be backed up to the appropriate file within Computer > speccoll (\\library11) (X:) > Digital Collection files > Kendall Guy preservation copies. Preservation files will be access for duplication purposes only.

4. Follow scanning instructions provided in [Scanning Black & White or Color Photographs](#) or [Scanning Special Collections Documents](#), as appropriate. Scan all full album pages at 8.10 in. x 10.72 in. to maintain consistency from album to album.

- a. Enter the first portion of the identifier number in the "Prefix" box of the EPSON File Save Settings dialog box.
 - i. Example: MS_1465_b001_1927a_img_00. Set the "Start number" to match the sequential number that matches the scan log (see above). When creating scans in multiple formats, it will be necessary to reset the "Start number" with each scan.
 - ii. Example: MS_1465_b001_1927a_img_00396 will have three associated file formats because you are generating both preservation and access files simultaneously to minimize handling.
 - MS_1465_b001_1927a_img_00396.pdf;
 - MS_1465_b001_1927a_img_00396.jpg; and
 - MS_1465_b001_1927a_img_00396.bmp

- b. Scan each complete album page to provide context for the images and documents.
- c. To reduce handling, do not remove photos from corner mounts. Permission has been granted by Special Collections to crop scans to highlight specific images but include Kendall's handwritten captions.
- d. For full album pages, create digital files in bmp, jpg, and pdf formats.



MS_1465_b001_1927a_img_00396.jpg

3. **Access** files (pdf and jpg) should be backed up to the appropriate file Computer > speccoll (\\library11) (X:) > Digital Collection files > Kendall Guy access copies.

Processing Digital Images for Upload: Uploading files to DigitalCommons@UMaine is faster when files are prepared in batches in advance of data entry. By recording information in the Excel spreadsheet, facts can be easily proof-read and corrected before information is copied and pasted into the Digital Commons data entry interface.

1. Sort images by file type (pdf and jpg) into working files on your workspace desktop.
2. Review jpg files using Adobe Photoshop to rotate images into proper viewing orientation prior to upload.
3. Open KendallLog.xlsx to the "HorseList" page of the workbook. This page is used to document each of the horses listed in each of the score cards and programs in the Kendall albums to help ensure consistency in the entry of data in Digital Commons.
4. In order to reduce handling of the original documents, use the pdf files of score cards and programs to make additional entries to the "HorseList" page of the KendallLog.xlsx workbook, as appropriate, to record the names of new owners or update missing breeding information. This information is used to confirm that Digital Commons records are as complete and accurate as possible.
5. Use the pdf scans and information from the "HorseList" page of the workbook to compile information for DigitalCommons data entry in the "photoEntry" page of the KendallLog.xlsx workbook.
 - i. **Keywords will include:** Standardbred horses, American Standardbred racehorses, Maine harness racing, Maine horse racing, Sulky racing, Trotting races
 - ii. The final keyword will be the album identifier, such as 1927b album, which is used as the designator to filter images into the correct decade within the Kendall Collection on Digital Commons. This final keyword **MUST** be consistently accurate for the filter operation to function properly.
6. View the jpgs and scans of score cards/programs to write a brief, descriptive abstract for each image. Include the race name and event location whenever possible as this provides additional discovery points for patrons. It is appropriate to also record information about race results, as documented by Kendall. **Example (see image above):** *Black and white action photo of chestnut gelding, pacer Gold Quartz at the first day of the Gorham Fair, Gorham, Maine, September 1927. Gold Quartz placed second in the 2.12 Pace.*
7. Once documentation is complete, begin [uploading images to DigitalCommons@UMaine](#).

Processing Programs & Score Cards: Uploading programs and score cards to Digital Commons is faster when files are prepared in advance by OCRing the documents using ABBYY Fine Reader. In this way, text for the line up of horses can be copied directly from the OCRed document to add to the comments field in the Digital Commons data entry form. See [Uploading Programs & Score Cards](#).



Apply to UMaine | Give Now **Emergency**

Digital Commons—Uploading to the Kendall Collection

[Create a new theme](#)

[Create a new track](#)

[Managing image filters](#)

[Uploading images](#)

[Uploading programs & score cards](#)

[Posting programs to tracks](#)

[Closing a track](#)

[Return to Scanning Process](#)

In order to accomplish desired navigation options, the Kendall Collection is set up like an Event in DigitalCommons@UMaine. As a result, the structure and uploads operate slightly differently than a standard gallery or series.

[ir_community: kendall_collection](#)

This is the top level page in the Kendall Collections on [DigitalCommons@UMaine](#). From this page, it is possible to navigate to the "bucket gallery" containing all Kendall Collection images, to one of the smaller sets of images by decade or to the index of Kendall photo albums.

[ir_event_community: kendall_albums](#)

From the front end, this page delivers an index to Guy Kendall photo albums. From the back end, this is where "themes" are created. Each "theme" is a designated decade. (See [Managing Albums: Create a New Theme](#)) Within each "theme" it is possible to generate tracks. A new "track" is created for each album. Closing an event track makes the content publicly available. Once a track is closed no content may be edited. Opening a track again requires intervention by bePress customer support so every effort must be made to confirm all links and content are accurate and complete prior to closing a track. (See [Managing Albums: Create a New Track](#))

[ir_gallery: kendall_images](#) (the bucket gallery)

All images uploaded to the Kendall collection are automatically placed in the kendall_images bucket gallery. Utilizing designated keyword dates, images will be filtered into the appropriate sub-gallery according to decade. Images taken in the 1920s are coded by album date (such as 1927b album) to be filtered into the kendall_1920s gallery. (See [Managing Image Filters](#))

Managing Albums: Create a New Theme

The Kendall Collection categorizes each album according to the decade in which it was created. Within the kendall_albums event community **each decade is identified as a "theme."** For example 1920s, 1930s, etc. To avoid excess empty themes, add only one decade at a time.

1. Go to digitalcommons.library.umaine.edu configuration > kendall_albums configuration
2. Beside the label "Create New" click the "theme" link
3. Add the new theme label using the established convention (i.e., 1940s)
4. Click the "Add theme" button.
5. Click the "Update site" link in the left text menu.
6. Continue clicking the "update site" option at each level of the repository until reaching the top page

Managing Albums: Create a New Track

Within each decade event "theme" **individual years are identified as "tracks."** To avoid excess empty tracks, add only two or three years at a time.

1. Go to digitalcommons.library.umaine.edu configuration > kendall_albums configuration
2. Click on the appropriate decade under the list of available themes. For example: 1930s.
3. Beside the label "Create New" click the "track" link
4. Type the track label in the text box provided using the established convention. For example: 1930a
5. Click the "Add track" button.

6. Click the "Update site" link in the left text menu.
7. Continue clicking the "update site" option at each level of the repository until reaching the top page

Managing Image Filters

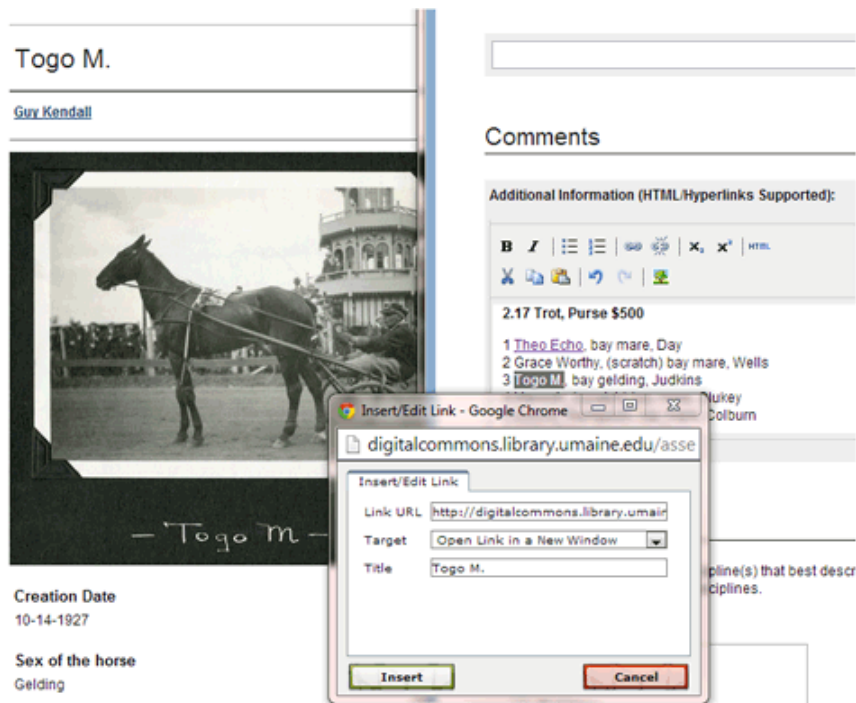
1. To create a filter go to `ir_gallery > kendall_1930s` (or other group, as appropriate)
2. Click "Collection" at the top of the left text menu
3. Click the Create New Filter button
4. Enter a label for your filter. For example: 1930a album
5. Under "Within publication," select "All Kendall Collection Images (kendall_images)" from the drop down menu
6. Select "Keyword" from the matching parameters drop down menu
7. Select "is" from the statement drop down menu.
8. Enter the text or numerical parameter in the text field. For example: 1930a
9. Delete any extraneous fields by clicking the "minus" icon.
10. Click the "View" button. This will execute the filter.
11. Click "Save."
12. Repeat this process for each album in the Kendall Collection, as necessary.

Uploading Images

UPLOAD TIP: In order to accurately link available images to race programs and score cards in Digital Commons, it is easiest to upload the images before uploading associated score cards or race programs.

1. To upload images to the Kendall Collection in DigitalCommons@UMaine log-in
2. Select "All Kendall Collection Images" from the drop down menu
3. Click the "Upload" button.
4. Transfer data collected in the [Kendall Log](#) spreadsheet to the corresponding field in the Digital Commons data entry form. This can largely be accomplished by copying and pasting the information.
5. Confirm the accuracy of information, identifier, and spelling during the data entry process.
6. Confirm the decade filter code accurately appears at the end of the list of keywords. For example: 1930a
7. Upload the appropriate image file.
8. Allow uploaded images to queue and batch upload all images at the end of the data entry session.
9. Images provided with accurate filter keywords will automatically be added to the related image collections.

Uploading Programs & Score Cards



Linking images in the Kendall Collection to programs and score cards

UPLOAD TIP: It is easiest to upload images before uploading associated score cards or race programs.

1. Indicate the document type, as appropriate, using the drop down menu.
2. Enter the Event Title as the race name or event as printed on the program or score card or as recorded by Guy Kendall in his album.
3. Indicate the author as being the race sponsor or event organizers. For example: Oxford County Agricultural Association. Be

certain to check the "corporate" box before entering the organization name.

4. Identify the park name as best as possible. Sometimes this information is included on the race form. Other times, it will be necessary to do research in advance of data entry.
5. If not printed on the race form, the race date was more often than not recorded by Guy Kendall in the photo album.
6. The park location is most often recorded on the race program or score card; if not Guy Kendall likely recorded the location in the photo album.
7. Geolocate the event location by entering the name of the town followed by "Maine." For example: Greenville, Maine.
8. The event type will most often be recorded on the score card or program.
9. Record the name of the race as indicated on the score card or program.
10. Record the gait of the race as indicated on the score card or program.
11. Record the unique file identifier as described in the [Kendall Log](#).
12. The Level of Description is "Item."
13. The Extent of the Unit of Description reflects the number of pages in the pdf scan.
14. Record a brief physical description of the program or score card, such as: "Score card for the Bridgton Agricultural Association Fair Races containing Guy Kendall's handwritten notes on the races and finishes. Back of the card includes ads by race and fair sponsors in the Bridgton area."
15. Ignore the Race Day Photos field.
16. In the Comments field, record the race information including sponsors, race event, purse, and horses in the field. Note when a horse is a scratch and when a horse is a write-in. (See "Linking images" illustration, above.) View the following example: [Bridgton Agricultural Association Fair Races](#).
 - a. Open two browser windows side-by-side and navigate to [All Kendall Collection Images](#).
 - b. One at a time, highlight each horse name in the program or score card and click the "link" icon.
 - c. In the second browser, search the horse's name and link image results as appropriate. First priority is to link to photos take at the race/event being recorded; second priority is given to the most recent, available image of the horse in Digital Commons.
 - d. Set "Target" to "Open Link in a New Window."
 - e. Enter the title of the image being linked.
 - f. Click "Insert."
 - g. Repeat this process for each horse listed in the comments section of the record being entered.
17. Enter the same keyword set for the program as used for the images but without the image filter keyword. The image filter cannot process pdf files. If you fail to remove the date key, the entire system will bog down and bePress support be required to correct the issue.
18. Upload the appropriate pdf file.

Posting Programs to Digital Commons

Unlike the "scholarship" collections, programs uploaded to Kendall Albums will not appear in a front-end queue. To make edits and to post programs to the appropriate album, you will need to access the bePress backroom.

ID	Presenter	Title	Last Event	Date of Last Event	Waiting for Administrator	Type	Locked by Administrator	Submitted	Track
1073	Sagadahoc Agricultural Society	1927 Topsham Fair Races (Third...	Initial submission	Mon Oct 21 2013	•	Score Card		2013-10-21	Assign
1072	Sagadahoc Agricultural Society	1927 Topsham Fair Races (Secon...	Initial submission	Mon Oct 21 2013	•	Score Card		2013-10-21	Assign
1071	Sagadahoc Agricultural Society	1927 Topsham Fair Races (First...	Revision uploaded	Mon Oct 21 2013	•	Score Card		2013-10-21	Assign
1070	Oxford Agricultural Society	Fryeburg Fair, Oct. 4, 5, 6, 1...	Initial submission	Mon Oct 21 2013	•	Score Card		2013-10-21	Assign
1069	Trott Brothers, Boston, MA.	52nd Annual Rochester Fair	Initial submission	Mon Oct 21 2013	•	Score Card		2013-10-21	Assign
1068	Franklin County Agricultural Society	88th Annual Franklin County Ca...	Revision uploaded	Fri Oct 18 2013	•	Score Card		2013-10-18	Assign
1067	Essex Agricultural Society	Essex County Fair Score Card	Revision uploaded	Fri Oct 18 2013	•	Score Card		2013-10-18	Assign
1066	Oxford County Agricultural Association	Oxford County Fair Races	Revision uploaded	Thu Oct 17 2013	•	Score Card		2013-10-17	Assign
1065	Oxford County Agricultural Association	Oxford County Fair Races	Revision uploaded	Thu Oct 17 2013	•	Score Card		2013-10-17	Assign
1064	Maine State Fair	3 Yrs. and Under, Trot and Pace	Revision uploaded	Thu Oct 17 2013	•	Score Card		2013-10-17	Assign

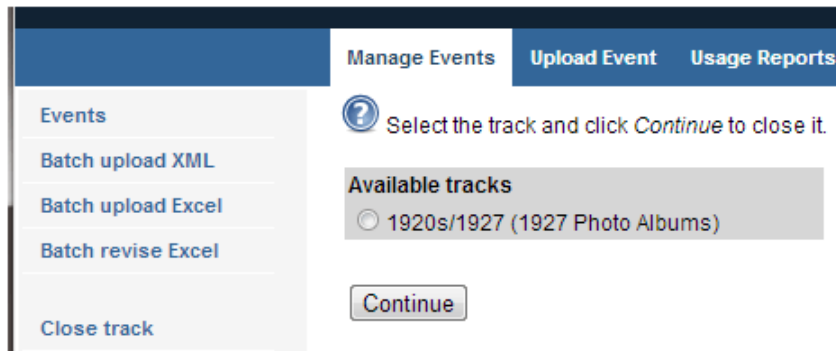
List of race cards to be assigned to a "track"

1. Log in to "My Account"
2. Go to "Site Administration Tools" > digitalcommons.library.umaine.edu
3. Go to [ir_event_community](#) > [kendall_albums](#)
4. Click the "Manage Events" tab
5. Set the "State" pull down list to "Not yet posted" (See image above)
6. Starting with the earliest entered document, click the "Assign" text link located in the far right column
7. Confirm you are assigning to the appropriate album by reviewing the "Issue" on the resulting page
8. Click the "Post" text link in the left links menu
9. Click continue
10. Click the update button

11. The repository must be updated at each level in order for the changes to appear. Click "update" on the Manage Events page
12. Click "update" on the kendall_albums page of the ir_event_community page
13. Back out to the digitalcommons.library.umaine.edu page and click "update"

Closing a Track

It is important to confirm that all photos and programs for a specific album year (or track) have been uploaded completely and accurately before closing a track. BePress warns that closing a track is an action is "not reversible." While this is somewhat of an overstatement, the fact is that re-opening a closed track is a complex programming process that must be undertaken by BePress personnel. Therefore, it is advisable to confirm that all information is accurate in race programs and score cards, and all links to photographs and references are functioning prior to closing a track.



Confirm that all information recorded during data entry is accurate and that links are functioning prior to closing a track.

1. Log in to "My Account"
2. Go to "Site Administration Tools" > digitalcommons.library.umaine.edu
3. Go to ir_event_community > kendall_albums
4. Click on the appropriate "theme" decade, for example 1920s
5. Click the appropriate "track" or album year, for example 1927
6. Click the "Manage Events" tab
7. Click the "Close track" text link in the menu on the left of the screen
8. Select the radio button next to the available track you wish to close (See image above)
9. Click "Continue"
10. The following confirmation page will show a list of all tracks (or documents) posted to the track. Review this list to confirm that it is complete prior to finalizing this action. This will be your last opportunity to make any edits or changes to the documents listed.
11. Click the "Close track" button at the bottom of the list.
12. Click the update button
13. The repository must be updated at each level in order for the changes to appear. Click "update" on the Manage Events page
14. Click "update" on the kendall_albums page of the ir_event_community page
15. Back out to the digitalcommons.library.umaine.edu page and click "update"

Created by: Library Staff | Revised: 10/21/2013

[Contact Us](#) | [Search](#) | [Resources](#) | [Services](#) | [Help](#) | [Site Map](#)

5729 Fogler Library
 University of Maine
 Orono, ME 04469-5729
 Phone: 207-581-1661 | Fax: 207-581-1653
 © Copyright 2000-2013

The University of Maine
 Orono, Maine 04469
 207-581-1865

Resources

- Adam nets \$17,000 at horse auction: Fasted trotting colt of the year goes to Kinston farm after close bidding. (1926 Dec. 2). *New York Times*, pp. 1.
- Andrew, M. D., Barberino, D., Bowden, C., MacColl, E., Connell, P., Cushing, M., & McFarland, W. (1936). *Report of the committee on the future of harness racing in Maine*. Augusta, ME: Maine Standardbred Breeders and Owners Association Board of Directors.
- bepress. (2011). Events: How to display conference material and related records in digital commons. *Digital Commons Reference Material and User Guides*. Paper 23.
- bepress. (2011). Image galleries: How to post and display images in digital commons. *Digital Commons Reference Material and User Guides*. Paper 25.
- Betting receipts at Topsham Fair past \$85,000 mark: racing season at the fair ground ends Saturday. (1935 Oct. 17). *The Bath Independent*, pp. 2.
- Clarke, J. B. (1879). *The trotting stallion Mambrino Wilkes combining the trotting blood of the Hambletonians, Clays, Mambrinos, Gray Eagles, and the Caudle and Wallace mares*. Manchester, N.H.: Mirror Steam Printing Press.
- Complete list of sales made on opening day in annual old glory auction. (1931, Nov. 25). *New York Times*, pp. 29-38, 45.
- Complete list of sales made on the opening day in annual old glory auction. (1930, Nov. 26). *New York Times*, pp. 30-32, 39.
- The economic impact of the equine industry in Maine for the Maine harness racing promotion board and the Maine farm bureau horse council*. (2007 Sept. 12). (Technical Report). South Portland, ME: Planning Decisions, Inc.
- Floyd J. Ford horseman's Memorial: Short stories and recollections of horsemen and others of days and years gone by. (2005). Retrieved from <http://www.mi-harness.net/SBreds/Memorial.htm>
- Former Gov. John Reed, a republican, set example other leaders should follow. (2012). Retrieved from <http://bangordailynews.com/2012/11/04/opinion/former-gov-john-reed-a-republican-set-example-other-leaders-should-follow/>
- Former Maine Gov. John Reed dead at 91. (2012). Retrieved from <http://bangordailynews.com/2012/11/02/news/augusta/former-maine-governor-john-reed-dead-at-91/>
- Fox celebrates "old home" day at Cornish fair. 72-year-old veteran up behind two winners in hard battle. (1926 Aug. 20). *Portland Evening Express & Advertiser*, pp. 16.

Gabe, T. (July 2007). *Effects of Hollywood slots on Bangor-area restaurant and lodging sales*. (SOE Staff Paper No. 568). Orono, ME: University of Maine, School of Economics.

Gabe, T. (Sept. 2007). *Market potential for a proposed racino in Calais, Maine*. (SOE Staff Paper No. 103). Orono, ME: University of Maine, School of Economics, Center for Tourism Research and Outreach.

Girl injured when struck by car. (1936 May 26). *Plattsburgh Daily Press*, pp. 3.

Google news archive. (n.d.). Retrieved from <https://news.google.com/newspapers>

Grandy, L. (2013). "Yankees" and "Bluenosers" at the races: Harness racing, group identity, and the creation of a Maine-New Brunswick sporting region, 1870-1930. *Maine History*, 47(1), 95-110.

Handsome daughter of Hedgewood boy brings fame to Maine by year's record pacing mile. (1926 July 13). *Portland Evening Express & Advertiser*, pp. 16.

The harness horse magazine. (n.d.). Retrieved from <http://www.mi-harness.net/publct/hrnshors.html>

Harness Racing Museum & Hall of Fame. (2014). The Hall of Immortals. Retrieved from <http://www.harnessmuseum.com/pages/hall-of-fame/Immortals/immortals1.htm>

Harness Racing Museum & Hall of Fame. (2015). Hall of Horse Immortals. Retrieved from <http://www.harnessmuseum.com/pages/hall-of-fame/Immortals/horseimmortals1.htm>

Harness Racing Museum & Hall of Fame. (2015). Horses in the Living Hall of Fame. Retrieved from <http://www.harnessmuseum.com/pages/hall-of-fame/LHHOF/horsesinhof2.htm>

Harness racing standardbred community: Harness racing information for longtime participants and harness racing enthusiasts. (n.d.). Retrieved from <http://www.mi-harness.net/>

Harness racing terms. (2015). Retrieved from <http://www.harnessracing.ws/Harness-Racing-Glossary.htm>

Hawley, J. (1987 July 17). Walter Dale & Henry Clukey—Canadian history makers: The legend and legacy of Walter Dale. *Atlantic Post Calls*, pp. 27-28, 29, 30, 33.

Hawley, J. (2002, Year End). Harness racing flashback: Pacer Roy Volo, driver Bert Lint unsung heros of Fredericton raceway. *Atlantic Post Calls*, pp. 32-33a, 36a.

- Hawley, J. (2004 Feb.16). Historic hoof prints: Henry Clukey, "the old fox" of maine-N.B.; Peterkin's five-heat record at Fredericton. *Atlantic Post Calls*, pp. 20-21.
- Hoffman, D. A. (2001). *Quest for excellence: Hanover Shoe Farms the first 75 years*. Neenah, WI: The Russell Meerdink Co., Ltd.
- Hoffman, D. A. (2012). *Harness racing in New York State: A history of trotters, tracks and horsemen*. Charleston, SC: The History Press.
- The Horse Review*, XXXII(1), (1905 July 4). Chicago, IL: John C. Bauer
- Kraft, N. & Rucker, K. (n.d.). *Harness racing 101: An educational primer*. United State Trotting Association.
- Larsen, E. A. (2015). *Gender, work, and harness racing: Horses and strong women in southwestern Pennsylvania*. Lanham, MD: Lexington Books.
- Lewis. Miss Carson broke track record. (1935 Sept. 26). *The Adirondack Record-Elizabethtown Post*, pp. 7.
- Lewis. Vergery Carson died Saturday afternoon in the Physicians hospital at Plattsburg. (1936 Oct. 8). *The Adirondack Record-Elizabethtown Post*, pp. 6.
- Lewis. Vergery Carson is reported better at the Physicians hospital. (24 Sept. 1936). *The Adirondack Record-Elizabethtown Post*, pp. 7.
- Matthews, B. & Cross, M. (2005). *Whispering mountains: A history of Lewis, N.Y.* Lulu.com.
- Miss Vergery Carson injured in Maine racetrack spill. (1935 Oct. 25). *The Essex County Republican*, pp. 1.
- Miss Vergery Carson of Lewis dead. (1936 Oct. 8). *The Adirondack Record-Elizabethtown Post*, pp. 1.
- More dates listed in harness racing: Bay state, Mohawk and Grand Circuit officials map their plans for 1932. (1931 Nov. 29). *New York Times*, pp. S9.
- New England's lost trotting parks. (2014). Retrieved from <http://losttrottingparksne.blogspot.com/>
- NYS Historic Newspapers Project. (2016 March 24). NYS historic newspapers. Retrieved from <http://nyshistoricnewspapers.org/>
- Obituary: Elizabeth R. Kendall. (1987 Sept. 2). *Portland Press Herald*, pp. 10.
- Obituary: Guy T. Kendall. (1983 May 8). *Maine Sunday Telegram*, pp. 8A.

- Pedigree online: All breed database. (2016). Retrieved from <http://www.allbreedpedigree.com/>
- Pedigree online: Thoroughbred database. (2016). Retrieved from <http://www.pedigreequery.com/sitemap.php?GRA>
- Perrigo, G. H. & Hervey, J. L. (1919). *The horse review harness racing guide for 1918*. Chicago, IL: The Horse Review Company.
- R. F. Carson when hit by car: former Lewis supervisor hit by car operated by Neil Bond of Keeseville. (1936 Dec. 16). *Plattsburgh Daily Press*, pp. 3.
- Record crowd attracted to annual fair. (1936 Aug. 20). *Ogdensburg Journal*, pp. 9.
- Record of death. Ruth B. Kendall* (1933). Filed 5 Aug. 1932. State of Maine Department of Vital Records.
- Record of marriage: Guy T. Kendall and Ruth B. Bennett* (1928). Filed 10 Nov. 1928. Portland, ME: City Clerk Office.
- Sales made on opening day in annual old glory auction. (1929 Nov. 27). *New York Times*, pp. 29-36, 41.
- Scenes snapped at the Topsham fair. (1935 Oct.17). *The Bath Independent*, pp. 1.
- Should be big money winner this season. (1925 Aug. 17). *Portland Evening Express & Advertiser*, pp. 14.
- Sixteen year old girl expert at racing horses. (1933 March 3). *Essex County Republican*, pp. 8.
- Social Science Research Institute. (1975 April 9). *What the harness racing industry means to the State of Maine*. (No. 13A). Orono, ME: University of Maine.
- Standardbred Canada. (n.d.). Trainer equipment guide. Retrieved from <http://www.standardbredcanada.ca/files/sc-trainer-guide-equipment.pdf>
- Standardbred harness horse tracks of "days gone by" driving park(s) and trotting park(s). (n.d.). Retrieved from <http://www.mi-harness.net/trks/drvngprk.html>
- Temple, R. (2010). *The history of harness racing in New England*. Bloomington, IN: Xlibris Corporation.
- Thompson, C. P. (2009). *Maine's trotting horse heritage trail*. Bangor, Maine: Maine Standardbred Breeders & Owners Association.

Thompson, S. D. (2013 April 16). In Sawtelle K. J. (Ed.), *Seeking names of Maine race tracks*. Personal communication.

Thompson, S. D. (2016). Lost trotting parks heritage center. Retrieved from <http://losttrottingparks.com/>

Track record at the fair was broken. (1936 Aug. 21). *The Advance News*, pp. 2.

The trotter and pacer magazine. (n.d.). Retrieved from <http://www.mi-harness.net/publct/tpr/index.html>

Vergery Carson. (1936 October 8). *The Adirondack Record-Elizabethtown Post*, pp. 8.

Vergery Carson badly injured in horse race. (1935 Oct. 17). *The Adirondack Record-Elizabethtown Post*, pp. 1.

Vergery Carson died in Plattsburg Sat.: Rossie Carson of Lewis--was an accomplished horsewoman. (1936 October 9). *The Essex County Republican*, pp. 1.

Vergery Carson, girl driver dies Saturday: Known here in racing events on Mirror Lake. (1936 October 9). *Lake Placid News*, pp. 2.

Wallace, J. H. (1882). *Wallace's American trotting register, containing the pedigrees of more than five thousand standard bred trotters, and a large collection of non-standard animals, besides a series of tables showing the comparative value of the different strains of blood as exemplified by performances*. New York: The National Association of Trotting Horse Breeders.

Wallace's year-book of trotting and pacing in 1894 (1895). Chicago, IL: American Trotting Association.

Wallace's year-book of trotting and pacing in 1911 (1912). Chicago, IL: American Trotting Register Association.

Wallace's year-book of trotting and pacing in 1921 (1922). Chicago, IL: American Trotting Register Association.

Weston, E. W., & Steele, C. H. & Hancock, M. S. (1936). *First annual report of the Maine state racing commission*. (No. 1). Augusta, ME: Maine State Racing Commission.

What the harness racing industry means to the State of Maine. (1975 April 9). (No. 13A). Orono, Maine: Social Science Research Institute, University of Maine.

Young girl expert driver. (1933 March 8). *Courier Freeman*, pp. 1.