

BARTON

LIBRARY

Archive 3-year Plan

Barton's historical collection will be known as the "Archive" collection. It is noted this collection is not an official archive collection according to the standards and practices of the archive field. Barton Library will implement standards and practices as it moves forward with the project of organizing content to ensure the following goals:

- Preservation, sustainability and research (ease of access).
- Establish the collection as an actual "archive" collection in the future.

The project will require a financial/time investment of the college, library, and other departments. This will require changes to current practices throughout the institution.

Total Cost (estimated):

Year One: \$15,800.00 *Does not include PR Blue Binder Digitization Project

Year Two: \$12,400.00

Year Three: \$8,250.00

Total Cost: \$36450.00

Year One: July 1, 2018 - June 30, 2019

Education:

Cost: \$0.00

Director of Library & College Archives: Self-Education, used free resources and created resource list

President's Vault Proposal:

Cost: \$1,300.00

Discuss with archive committee **completed**

Implement steps 1-4

Archive Projects:

Campus Findings: continue

Cost: \$0.00

Prep Station: located in L-104, **completed**

Cost: \$0.00

Filing Cabinets: switch out – **completed**

Cost: \$0.00

Blue Binder Wall: met with Athletic Director, VP of Instruction, and PR Director **completed**

Cost: Unknown

Removal of blue binders to make space for Archived boxes on finding aid

PR Negative digitization project – *in progress*

Elimination Project: deciding what to keep for Archives/most valuable to Barton's history

Chelsea – Lead, Brandon – second, ReGina – Third

Gaylord Archival: order start up supplies

Cost: \$1500.00

Foundation Office: \$974.99

Library: \$525.01

Digitization of Yearbooks

Cost: \$700.00

Internet Archives: create library account to upload digitized yearbooks **completed**

Create proposal for external digitization **completed (approved 10-19-18)**

Digitize yearbooks and upload to library catalog/Internet Archive account

Technology:

Cost: \$1300.00 (unless one is already available)

Laptop for archive prep station: location – L108/Library workroom

Archive Room: IS evaluation of computers: access issue, need to rebuild, connect to library printer

Need for Wi-Fi or network update: Michelle Kaiser

Update 10-19-18: Library will submit tech form week of October 21, 2018

50th Anniversary:

Meet with PR Director to discuss archives as a part of 50th celebration

Promotion of digitized yearbooks by PR

Archive Open House: September 2019 (Hosted by Barton Library)

Finding Aid:

Cost: \$0.00

Create template and proceed with adding content as preservation and organization begins

Archive Operations:

Cost: \$0.00

Create policy and procedures

Room usage guidelines

Website:

Cost: \$0.00

Create archive webpage under library

Upload digitized yearbooks

Other Project: PR Digitizing Media

Cost: \$11,000.00

Step 1: Classroom basement (various film mediums)

Update 10-18-19: find new vendor/quote to replace Wolf (\$11,000.00) and proceed

Year Two: July 1, 2019 – June 30, 2020

Education:

Cost: \$1,200.00

Attend archive webinars, conference sessions

Continue with self-education

President's Vault Proposal

Cost: \$1,000.00

Implement step 5

Archive Projects:**Cost: \$7,500.00**

- Campus Findings - continue
- Preservation (\$1,300)
- Create proposal for digitized newspaper/news releases (\$6,200.00)
- Include funding source

Technology:**Cost: \$2,200.00**

- Installation of new computer with microreader software
- Salina Blue Print: install updated software for microreader

50th Anniversary**Cost: \$500.00**

- Archive Reception and Seminar: September 2019

Finding Aid:**Cost: \$0.00**

- Maintain
- Promote at reception and seminar

Archive Operations:**Cost: \$0.00**

- Create archive guide

Website:**Cost: \$0.00**

- Upload finding aid and other archive documentation

Year Three: July 1, 2020 – June 30, 2021**Education:****Cost: \$5,250.00**

- Maintain self-education and/or attend Emporia SLIM archive certificate

President's Vault Proposal**Cost: \$0.00**

- Implement step 6

Archive Projects:**Cost: \$2,000.00**

- Preservation

Technology:**Cost: \$1,000.00**

- Maintain equipment

Finding Aid:**Cost: \$0.00**

- Maintain and publish on archive webpage

Archive Operations:**Cost: \$0.00**

Develop necessary archive documents

Website:**Cost: \$0.00**

Maintain content

10/21/18 RC

BARTON

LIBRARY

ARCHIVES

President's Vault Proposal

"Finding Aid" Definition:

According to Society of American Archivists, a finding aid is a description of records in a collection that assists users with access and understanding of information.

Note: the finding aid will be updated as items are preserved or added to the archive collection.

Needs List:

Total Cost (estimated): \$1,300.00 (does not include cost related to facilities or employee time)

- Communication with departments who have items store in the vault; provide project timeline
- New key to door: limit access (archive practice)
- Facility work order to address temperature: archive has to be 69 degrees for preservation of documents
- Metal shelving: may be able to use old library shelving in LRC basement
 - Cost: \$0.00
- Installation of sensor to monitor temperature
 - Cost: \$300.00

Step 1:

- Communication with departments that have storage items in the vault
 - October 2018
- Provide timeline of project and relocation of storage items (see dates in each step)
 - October 2018
- Removal of storage items from vault
 - December 2018

Step 2:

- Facilities Work Orders
 - Change lock on door, give keys only to A.S. and R.C.
 - January 2019
 - Heat issue
 - March 2019
 - Install archive temperature monitor
 - April 2019

Step 3:

- Removal of current shelving
 - March 2019

Step 4:

- Facilities Work Order
 - Add old metal library shelving
 - May 2019

Step 5:

- Organize content: update finding aid (time to complete: 2-3 months)
 - October 2019
 - Purchase needed archival storage containers
 - October 2019
 - Cost: \$1,000.00
- Relocate content to vault
 - December 2020
 - Minimum: every 3 months move content and update finding aid
 - Each transfer will take 2 weeks: to move, organize and update finding aid

Step 6:

- Continue with relocation of content to vault and update finding aid
 - March 2021