

WRANGLING THE SEATTLE TIMES JOURNALIST FILES

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INTRODUCTION

The Seattle Times Journalist Files are a collection of documents that journalists at the Seattle Times collected while researching and writing news and opinion pieces. These documents were held in a large filing machine called the Lektreiver. When the Seattle Times moved to a smaller building in 2012, the University of Washington Libraries acquired the entire news clippings file collection as well as some bound volumes of the Seattle Times. The journalist files are a part of the news clippings file and have been sitting on shelves located in the basement of Suzzallo Library since their acquisition.



THE PROJECT

I began processing the documents in the first few folders to acquaint myself with the documents. After processing about six folders, I was ready to begin writing the processing guidelines. These guidelines, as well as the database itself, are the primary deliverables of this project. A secondary deliverable is a LibGuide page that describes the collection and helps to make it more visible and accessible to the users of the library.



NEXT STEPS

This project is ongoing. There are far too many files for one person to catalog. Student workers in the Government Publications, Maps, Microforms, and Newspapers department will continue work on this project. Eventually these documents will be more easily accessible to students, staff, and faculty at the University of Washington as well as the general public.



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