ARCHIVAL COLLECTION PROJECT

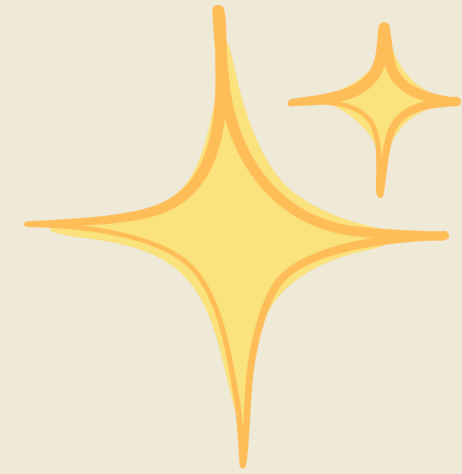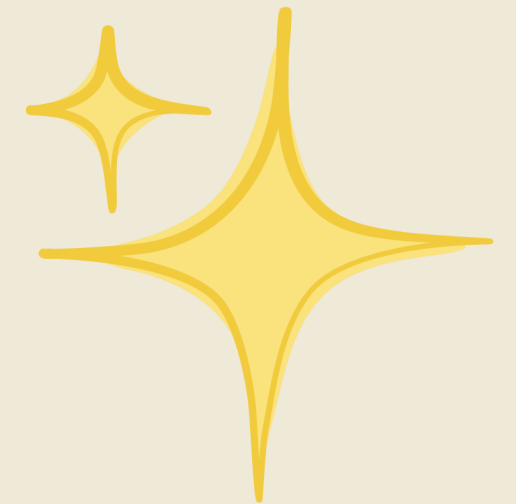**Skagit Valley College**

Skagit Valley College (SVC) has been collecting historical materials for decades but has never had the chance or the resources to properly organize and house them...
And that's where we come in!

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- Skagit Valley College (SVC) has accumulated a significant collection of historical materials over many decades.

- SVC has faced challenges in organizing and housing archival materials properly, leading to the loss of crucial context as long-term staff retire or pass away.

- This project created the groundwork for an archive, offering access to materials for the upcoming centennial anniversary in 2026 and beyond.

- Our project sets the foundation for a lasting resource that safeguards the institutional memory of Skagit Valley College for future generations.
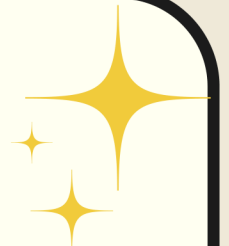
PRIMARY GOAL:

Create a foundation for SVC to organize, archive, and make accessible the diverse array of historical materials in time for the centennial celebrations.

OBJECTIVE 01

Establish the process for cataloging materials into Alma.

OBJECTIVE 02

Provide recommendations for a suitable digital preservation platform for digitized items.
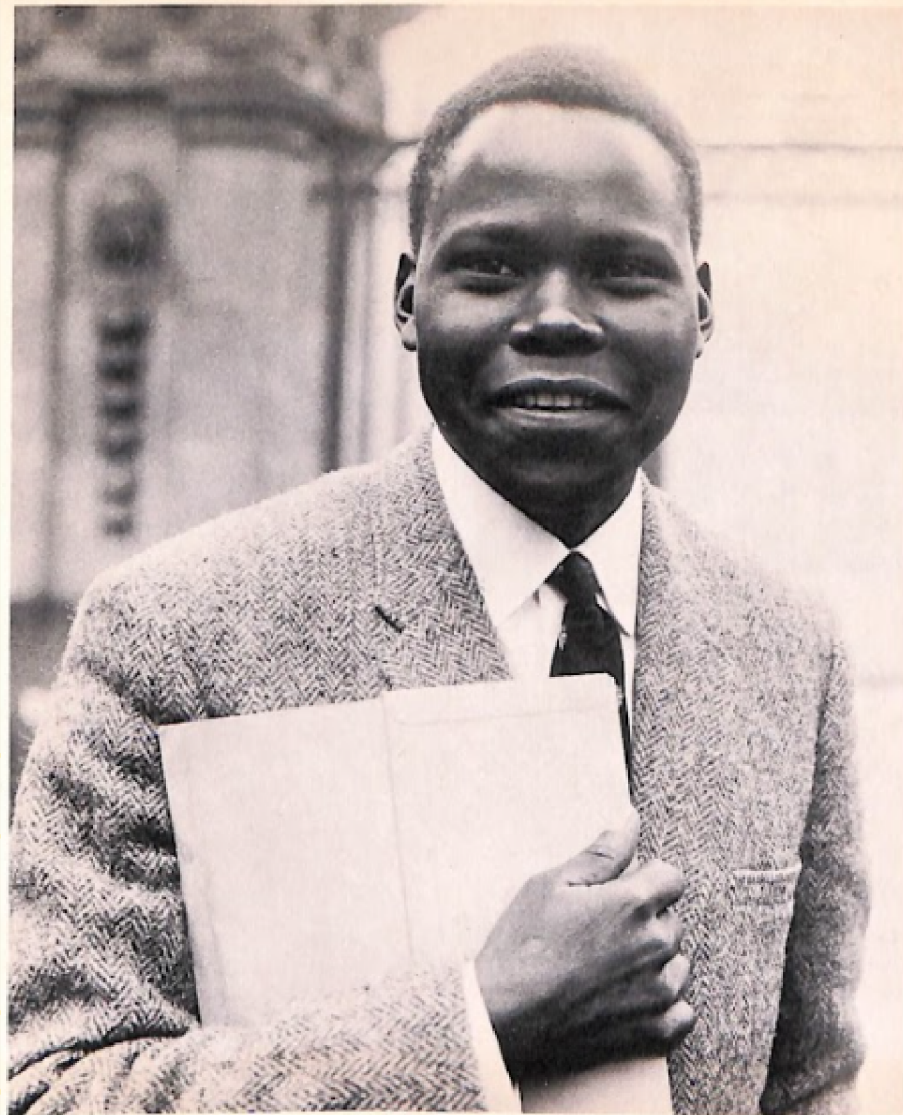
OBJECTIVE 03

Create a digital preservation policy framework for the archive.

OBJECTIVE 04

Identify and design a metadata schema for the collection.

PHOTOGRAPH COURTESY OF COMMONWEALTH TODAY

Legson Kayira

- While the sponsor was aware that materials intended for archival preservation had been collected over time, no one knew the extent of the materials, their content, or the state they were in.

- The thought process behind the arrangement of the materials was not documented.

- We were surprised to find records featuring notable figures in the collection.
  - Including: Legson Kayira, Eleanor Roosevelt, Dixie Lee Ray, and Robert F. Kennedy Jr.

- The limited options for digital preservation platforms catering to smaller institutions and collections were unanticipated.

- Archival Collection Inventory & Finding Aid
- Archival Procedure
- Taxonomy
- Metadata Consultant Report
  - Including: metadata schema recommendation, user & collection analysis, controlled vocabulary selection, and potential workflow.
- Digital Preservation Policy Framework
- Digital Preservation Platform Recommendations
- Guide for Using the Digital Film Scanner
- Created test catalog records for archival items in Alma. These test records can be used as examples for future archival cataloging.

Skagit Valley College

The entire project was a learning process, and we had to make changes as we went. Flexibility with changes can be a blessing in disguise.

Establishing an archive is challenging but rewarding. We had creative control over the procedures we hoped to implement, but the decision-making process can be difficult to navigate.

We learned that effective communication with vendors ensures all parties understand the project needs.

With time and resource constraints, we were pushed to think outside the box for solutions. Best practices may not always be the most practical for the college.

Setting up the archive was uncharted territory for both the sponsor and our team, motivating us to learn on the spot and navigate ambiguity at each turn of the project.

We developed interpersonal and technical skills for collaborating as a team, balancing work & life, and being open to various creative approaches.

BEYOND CAPSTONE

Dean Hodson and Eleanor Roosevelt, 1956

Recommendations for Our Sponsor

- Hire additional staff to support ongoing maintenance and preservation of the collection, including a Records Manager and IT Administrator.
- Collaborate with SVC stakeholders to allocate adequate resources for maintenance and preservation.
- Establish a dedicated space for the archival collection that meets industry standards.
- Complete the inventory of existing materials.
- Continue the assessment and appraisal of historical materials, especially to prepare for the centennial event.
- Update and revise the documents we provided as the needs of their stakeholders change and technology advances.

THANK YOU

Dr. James Ford & Dixie Lee Ray at SVC's TEXPO, 1981.

Special thanks to Elena Bianco for her support throughout this Capstone Project. Her 2023 sabbatical report highlighted the need for the project. We are grateful for the opportunity to provide a foundation for the archive and help make the materials accessible to the community.

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