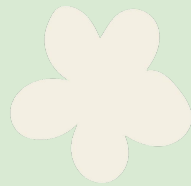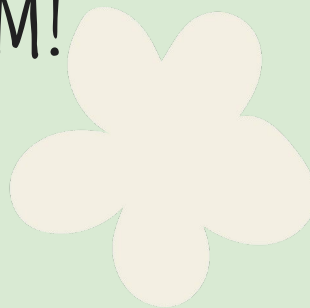# Digital Archive Enhancement Project:
Streamlining Document Management
for UW Farm

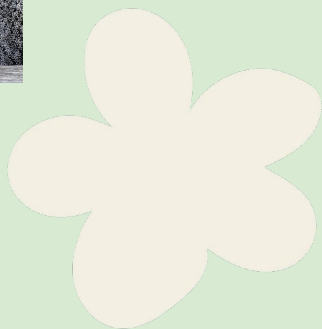Capstone 2024

Meet the Team!

Project Manager:

Madison Vernon
(they/them),

MLIS Graduate
Student

Sponsor:

Persis "Perry"
Acworth
(sher/her),

UW Farm Manager

"The UW Farm is a 1.5 acre student-powered urban farm & educational facility located on the University of Washington Seattle Campus. Our mission is to be the campus center for the practice and study of urban agriculture and sustainability, and an educational, community-oriented resource for people who want to learn about building productive and sustainable urban landscapes."

https://botanicgardens.uw.edu

Context

The UW Farm was originally created as a registered student organization (RSO) and has recently been recognized by the University of Washington as an official department.

Context

With this recognition came a UW NetID and the need to make documents more secure and accessible.

Problems

1. The UW Farm has been using an old student account for all email and document needs.

2. Miller Library is unable to archive the *Weekly Dirt* due to a lack of a stable link.

3. There is a need for making the *Weekly Dirt* newsletters more accessible.

Objectives

1. Create procedures for how to import and edit HTML files for the *Weekly Dirt*
2. Create procedures for how to migrate files from Google Drive to OneDrive
3. Migrate files from Google Drive to OneDrive
4. Create a stable link for the *Weekly Dirt*

Research Insights

Weekly Dirt Newsletters

- How can I make the *Weekly Dirt* more accessible?
  - Can I catalogue Weekly Dirt with UW Libraries Catalogue?
- How do I create a stable link and archive?
- How can I make sure my work continues?

Google to OneDrive

- How do I make OneDrive/Microsoft products more user-friendly and accessible
  - For my sponsor
  - For UW Farm staff, students, and volunteers
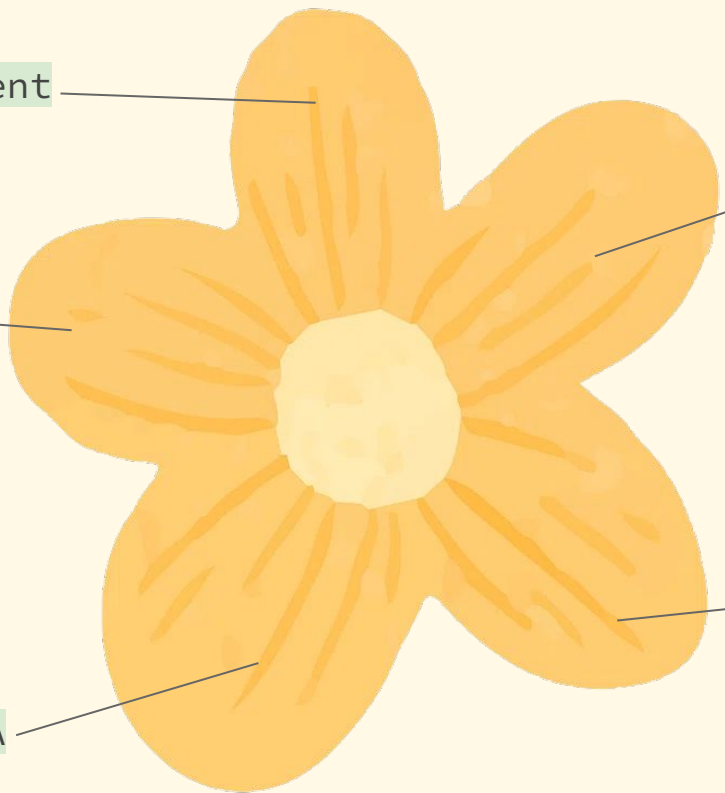- How can I make sure my work continues?

Approach Towards A Solution

Met with IT department

Contacted UW Libraries Digital Collections Department

Met with librarians from Miller Library

Multiple meetings with sponsor

Meetings with Capstone TA

Surprises Along the Way

2015 ANNUAL REPORT

Grow - Learn - Explore

- Annual Impact Reports 2018-2023
  - Financial data was lost in transition to Workday.
- Catalog *Weekly Dirt* in UW Libraries Catalog
  - Inability to catalog in UW Libraries catalog due to lack of resources/staffing.

Surprises Along the Way

Challenges

- Accessing OneDrive account
  - The password was not saved, and sponsor didn't know password for OneDrive.
- MailChimp files need to be edited in HTML
  - This was a new skill I needed to develop!
- Difficulty with MFA 2-Factor Authentication
  - Sponsor is "in the field" making it difficult to accept 2-factor authentication on-the-spot.

Perry "in the field" at UW Farms

This project required *adaptability* and *flexibility* as some original objectives needed to be removed and/or amended.

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Deliverables

1. **Documented procedures**
   a. How to import *Weekly Dirt* and edit HTML Files
   b. How to migrate documents from Google Drive to OneDrive

2. **A stable link for *Weekly Dirt* was created via UW Farms website**

   a. Allows Miller Library to link to a stable archive/digital repository of *Weekly Dirt* newsletters

3. **Migration of documents from Google Drive to OneDrive**
   a. Provides better security of UW Farm documents
   b. Moves away from reliance on student-owned GMail account

Beyond Capstone

The UW Farm has the goal of moving fully from the old Google account to the official UW Farm account by 2025.

Similarly, the UW Farm eventually hopes to have the *Weekly Dirt* newsletters catalogued and archived within the UW Libraries catalogue.

Thank you!