



# Camano City Schoolhouse Archive

# Team

Kate Hovda

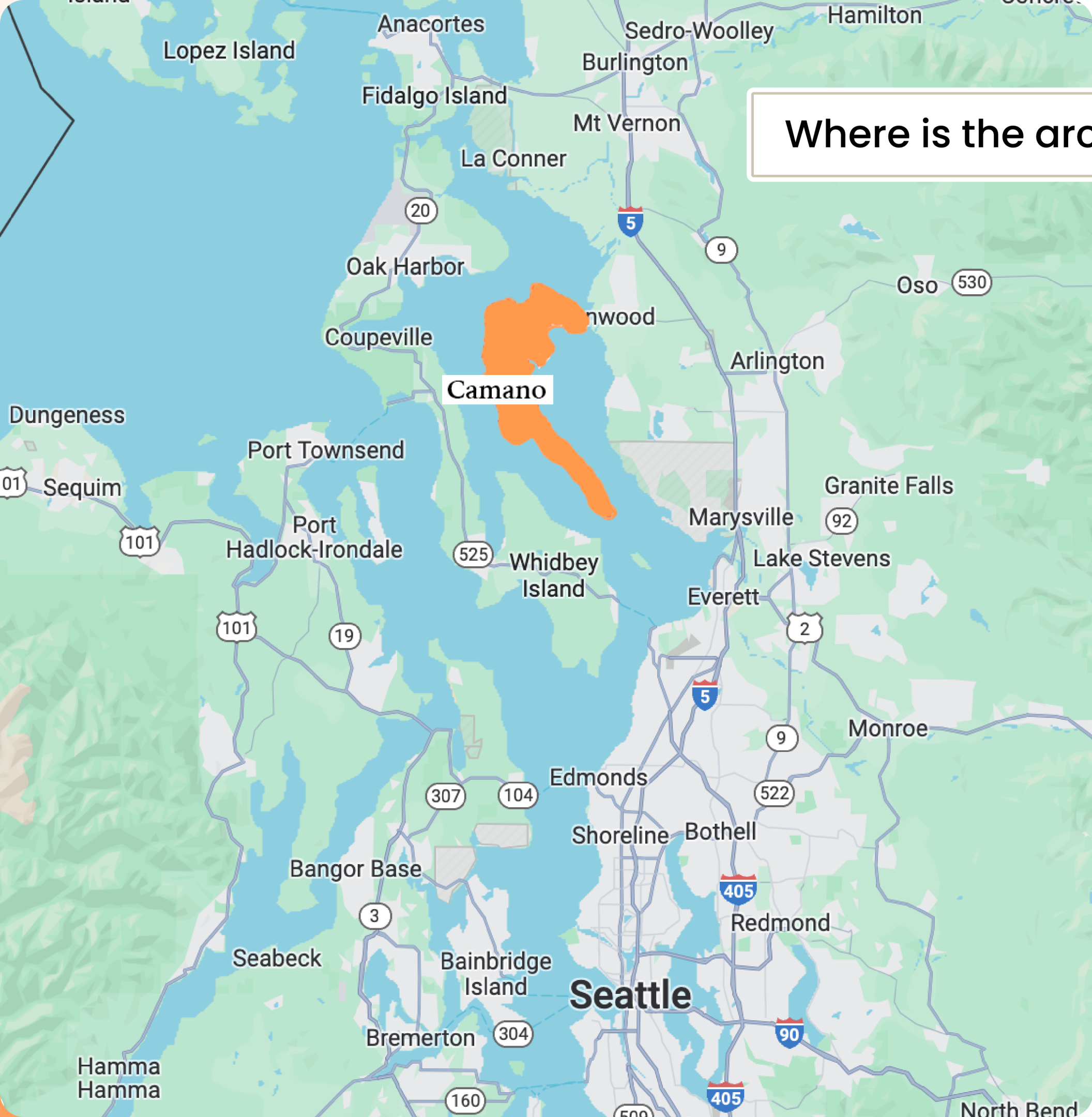


# Sponsor

Camano City Schoolhouse  
Foundation







Where is the archive?



Camano City  
(and Schoolhouse)

CAMANO ISLAND WASHINGTON





# Project Objectives

Establish a history archive specific to Camano Island and its people in the lower level of a restored 1906 schoolhouse. Organize existing collections, write mission statement, and set up procedures for digitization, metadata creation, and accepting donations.



Where we started



Now we're organized!





# Unexpected Hurdles

- Collection too large + not enough time to spend on digitizing it all
  - Pivoted to establishing procedures and standards, and training volunteers
- Not as many new volunteers in the last two months as we'd initially hoped for



# Insights Gained

- Community volunteers are incredibly useful and should be trained and given projects!
- Archives collections are always going to contain surprises - no organization method or metadata standard is going to work for every collection
- An archive focusing on local history should be built with present-day and future users in mind
- Flexibility is key

# Key Features

- Digital catalog available to everyone online
- Collection organization standards in place
- Standard Operating Procedures for:
  - Digitization via scanner and mounted camera
  - Digital file storage/organization
  - Donation acceptance and processing
  - Uploading digital items to Catalogit
- Volunteers trained in various procedures





# Digital Archive via CatalogIt



## Undercut of a 12ft Washington Douglas Fir Tree

Ellis photograph of two men laying foot to foot across the cut of a 12 ft diameter fir tree on Camano.



## Logging Photos

Photograph

[Camano City Schoolhouse Archive](#)

Entry/Object ID

2023\_001\_I\_B

Create Date

10/04/2023

Update Date

03/06/2024

Collection

Lacktrup Collection

Made/Created

Date made

circa 1865 - circa 1910

ALL

AGRICULTURE

LOGGING

RESORTS

SCHOOLS

SNOW GOOSE FESTIVAL

VOLUNTEER FIREFIGHTERS



# Project Evaluation

We're built for success! The mission statement, donation forms, etc. are written and approved. The procedures for accepting and organizing donated materials, digitizing multiple ways, and entering an item in our digital archive, are all written, finalized, and a minimum of one regular volunteer is trained on each. The archive is prepared to be a research hub for the island for years to come.



# Next Steps

- Send monthly “newsletter” write-up to The Stanwood News (maybe featuring something from the archive) to keep publicity up
  - Keep regular hours so volunteers and researchers know how to access the archive
  - Train new volunteers with our procedures
  - Continue to digitize existing collections
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