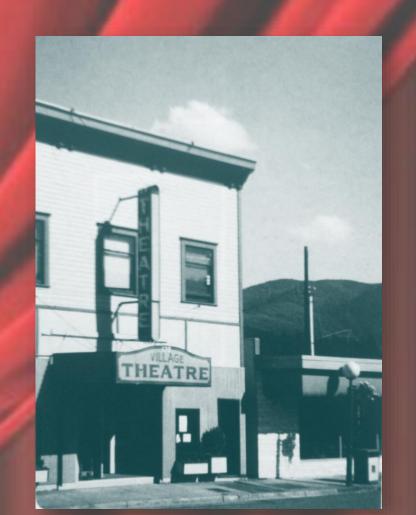
# Village Theatre MainStage Physical Archive Collection: 1979 - 2017



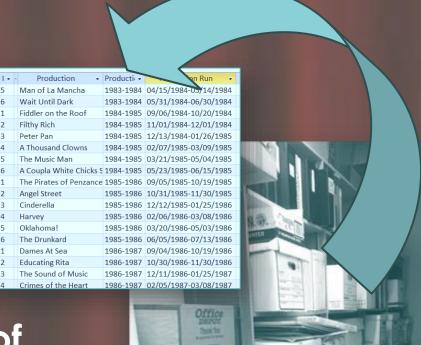
### PROJECT OVERVIEW



 37 years worth of production and organizational history comprised of playbills, marketing materials, photographic materials, VHS tapes, posters, reviews, and other historical items, minimally organized and located at two Puget Sound locations. 2

#### **INVENTORY**

 Systematic cataloging of materials – over 600 entries covering all aspects of Village Theatre's 37 year production history in an Excel database.





### ARRANGEMENT

- Created a systematic set of record groups based on the differing branches of the organization.
- Chronological arrangement based on production year.



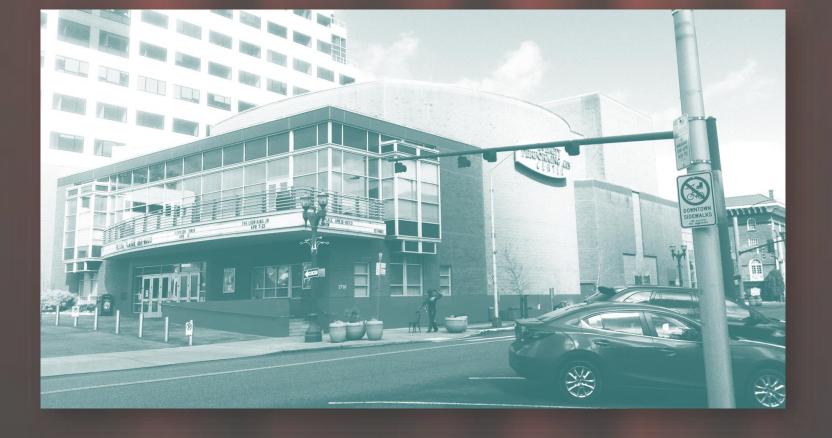


#### WEEDING & PROCESSING

- Duplicates removed, fragile items encased or copied, folders sequentially organized.
- Collection refoldered, document order standardized, and materials ready for document boxes.







#### RECOMMENDATIONS & INSTRUCTIONS

- Converted Excel inventory to Access database with input tables and instructions for accruals to promote ease of maintenance.
- Due to constraints in the scope of the project, made a list of suggested improvements to enhance the accessibility and life of the collection.



## **NEXT STEPS**

- Ingest materials from remaining sectors of Village Theatre organization.
- Digitization of photographs and performance recordings.
- Creation of an online repository using Omeka or another Artsfriendly archival tool.
- Recommend a trusted digital repository, such as the UW, for long term digital asset management.



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