DEVELOPING THE FRAMEWORK FOR A PERMANENT ARCHIVAL PROGRAM AT SEATTLE PREPARATORY SCHOOL
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PROJECT DESCRIPTION

Seattle Prep will celebrate its 125th anniversary next school year. Establishing an archives fulfills a need for a program dedicated to the collection, organization, and preservation of items that document the history of Seattle Preparatory School. The archives will connect the present Seattle Prep community with the past, by making these materials accessible, and promoting their use for publications, exhibits, and research.

PROCESS

Discuss Archival Program with Seattle Prep’s President, Director of Development, Alumni Director, Communication Director, and faculty

Survey the current situation of historical items on campus

Gain physical control over items in storage area

Use the inventory to develop a prioritized list for processing

Use the inventory to develop archival supply ‘wish list’

Draft Mission Statement, Acquisition Policy, and Access Policy

Develop a Long Range Plan

Research and recommend archival management tools

OUTCOMES

This capstone project creates the foundation from which Seattle Prep can build a lasting archival program. Meetings with stakeholders in the Seattle Prep community confirmed the need for an archives, and garnered support for a program that not only preserves school history, but makes it accessible.

An archival repository is now designated in the school’s storage area. A preliminary inventory of over 50 boxes of historical materials outlines items the school has kept in storage. This inventory serves as a guide for ordering archival supplies, and prioritizing processing efforts. Policies have been drafted to ensure the care of these items, to focus future acquisitions, and to give appropriate access to archival holdings. Finally, a Long Term Plan provides direction for the archival work ahead.

MOVING FORWARD

GOAL 1: PROCESS COLLECTIONS

GOAL 2: DEVELOP A COMMUNITY PRESENCE

GOAL 3: IMPROVE STORAGE FACILITY

GOAL 4: INCORPORATE BORN DIGITAL CONTENT INTO ARCHIVES

GOAL 5: INCREASE STUDENT INVOLVEMENT/EXPOSURE

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