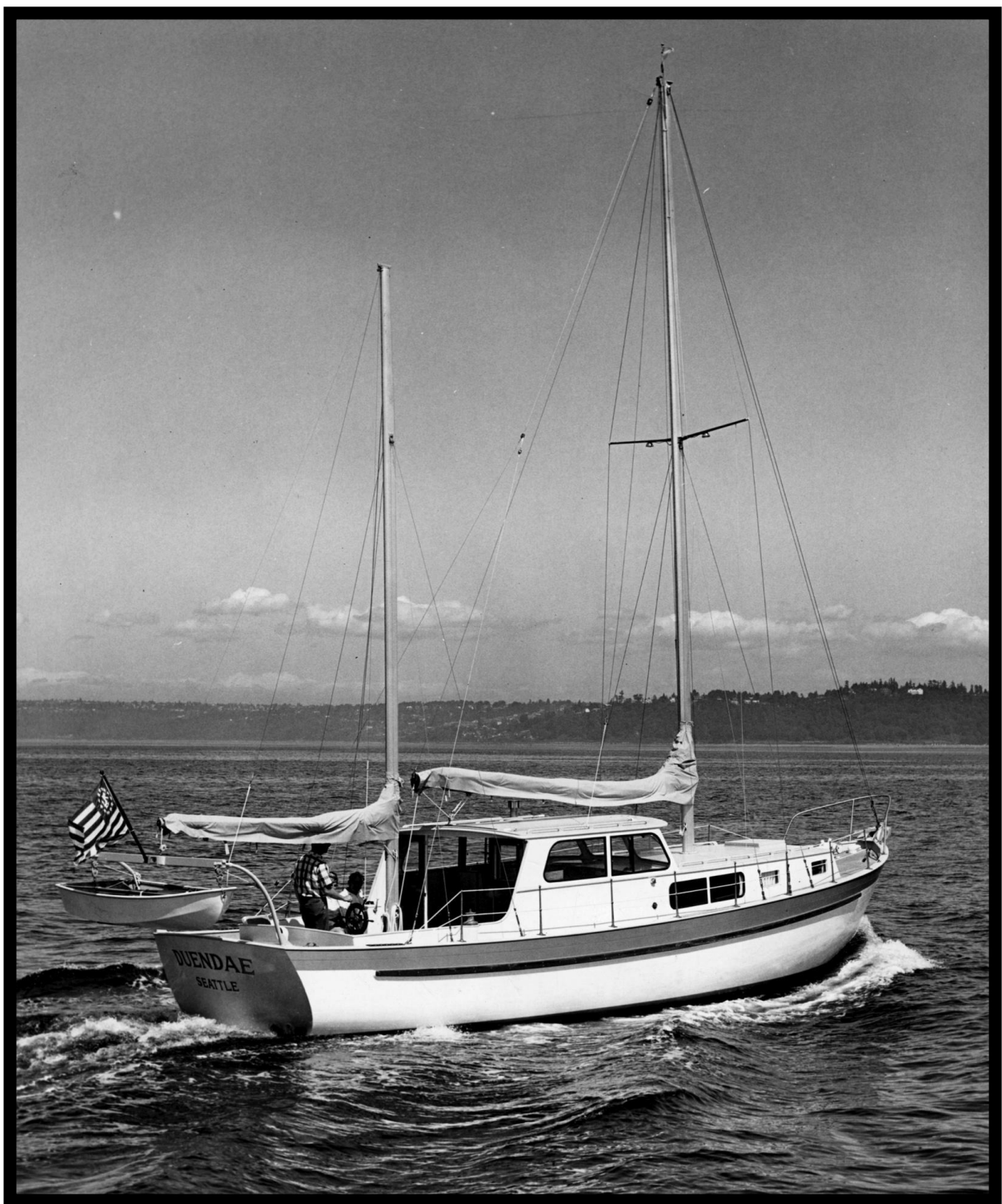
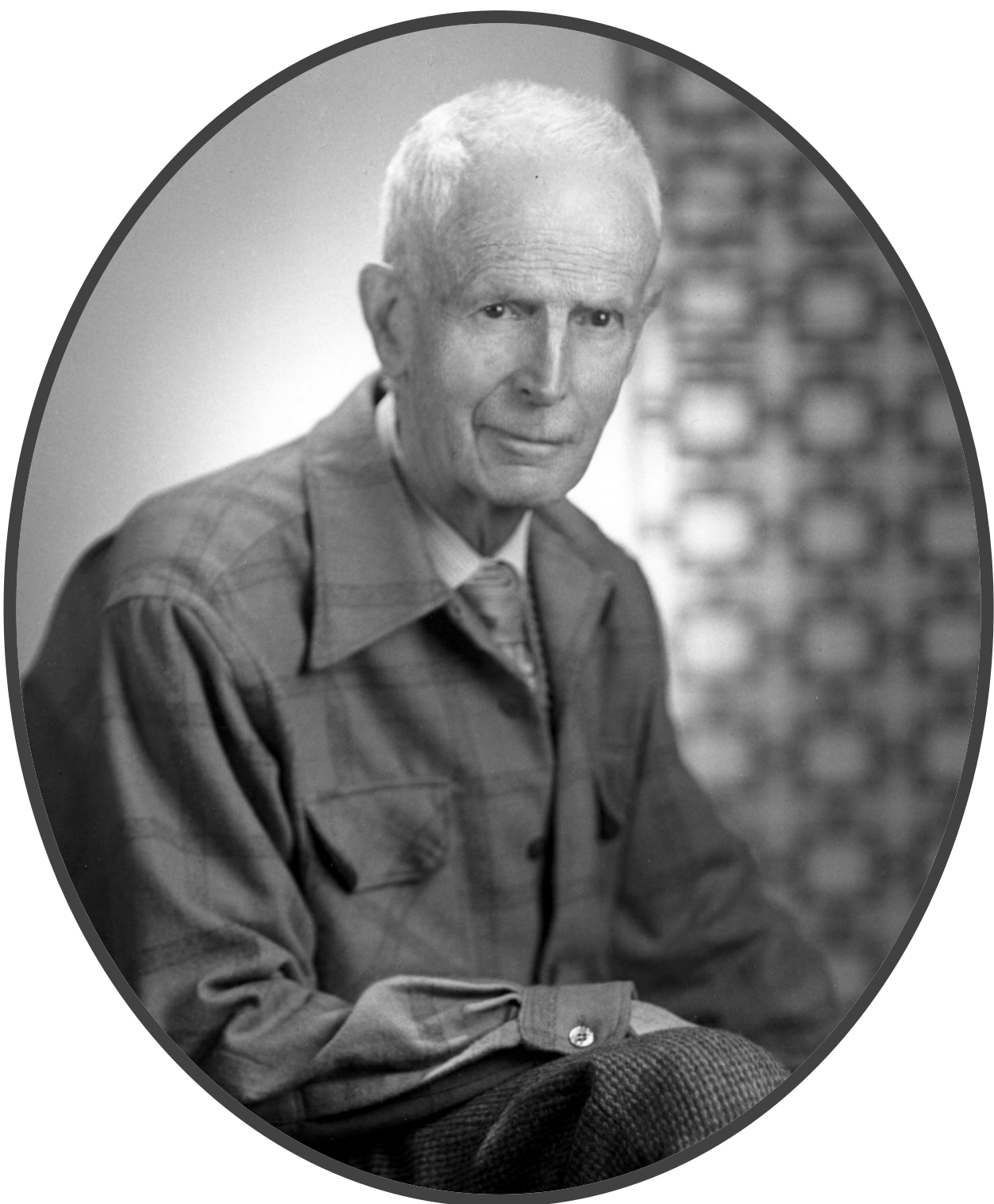


Creating an Archive Plan: Edwin Monk Sr. Collection

Background

Edwin Monk, Sr. (1894-1973) was a prolific naval architect and shipwright in the Seattle area. In his 60-year career, he designed thousands of pleasure and commercial boats, both power and sail.



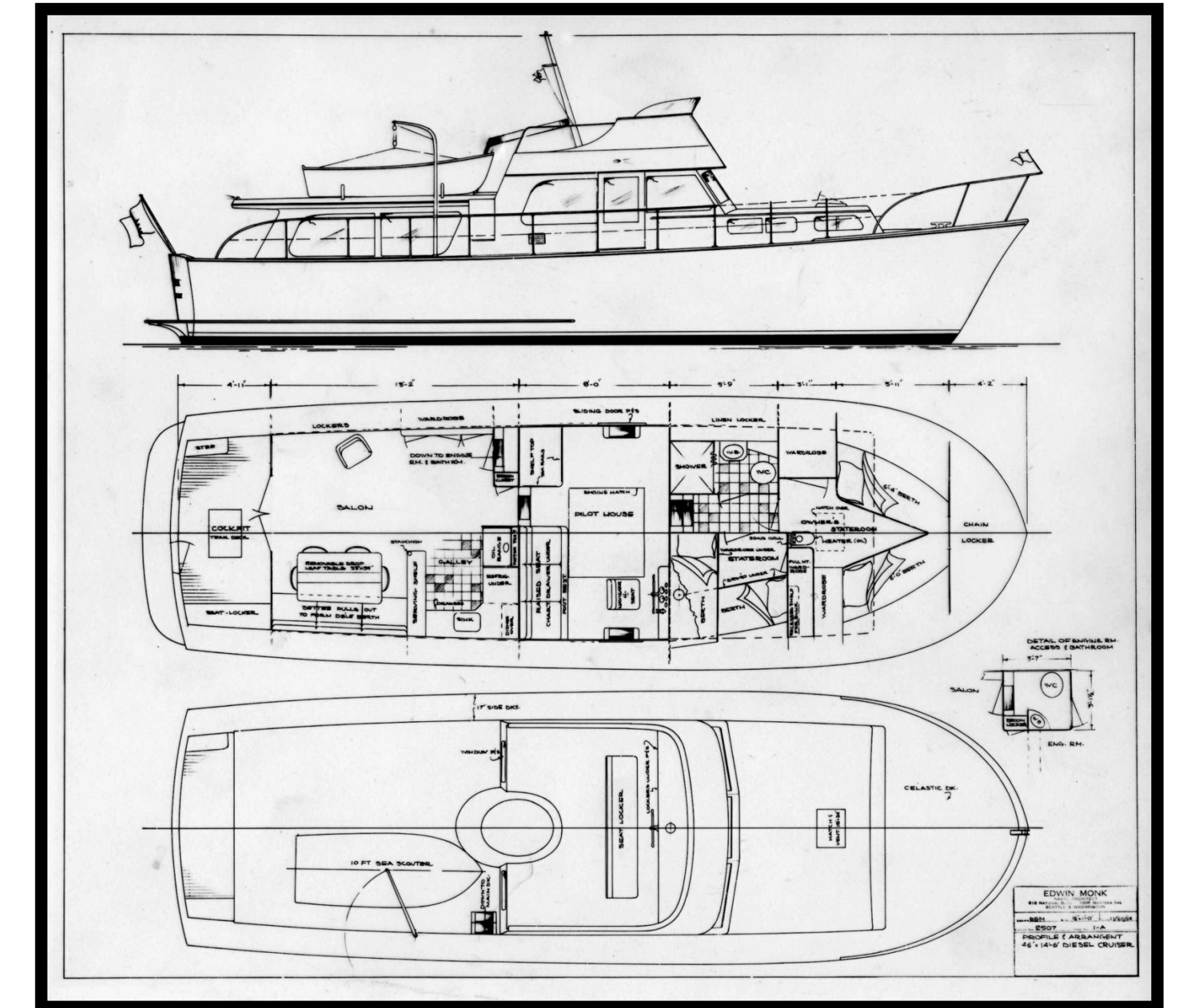
The Project



Because the preservation and cataloging work necessary to process the Monk collection is a much larger project than our timeframe would allow, our Capstone was designed to prepare PSMHS with a written processing guide, timeline, and budget. In order to achieve these goals, we accomplished the following tasks:

- Assessed the collection's preservation and cataloging needs
- Interviewed PSMHS volunteers to determine their information retrieval methods and the information behavior of the PSMHS patrons they serve
- Researched preservation methods and recommendations for diverse collection materials
- Researched cataloging methods in PastPerfect software
- Finalized procedures after performing beta testing
- Compiled written guide with a project timeline and budget

The Collection



- Over 6,000 ship plans and architectural drawings
- Over 1,000 photographs
- Wooden ship hull models
- Monk's drafting tools
- Scrapbooks of clippings and other documents
- Ledgers of calculations and design specifications
- Digital media

Outcome

PSMHS will use the following materials that we provided to apply for grant funding:

- Standardized processing guide that covers all rehousing and cataloging steps
- Processing timeline and resource estimates for supplies and work hours
- Budget proposal for grant applications