

Bookmaking as Collaboration:

Archiving the Broken Moon Press Collection



Gabrielle Sara Garcia

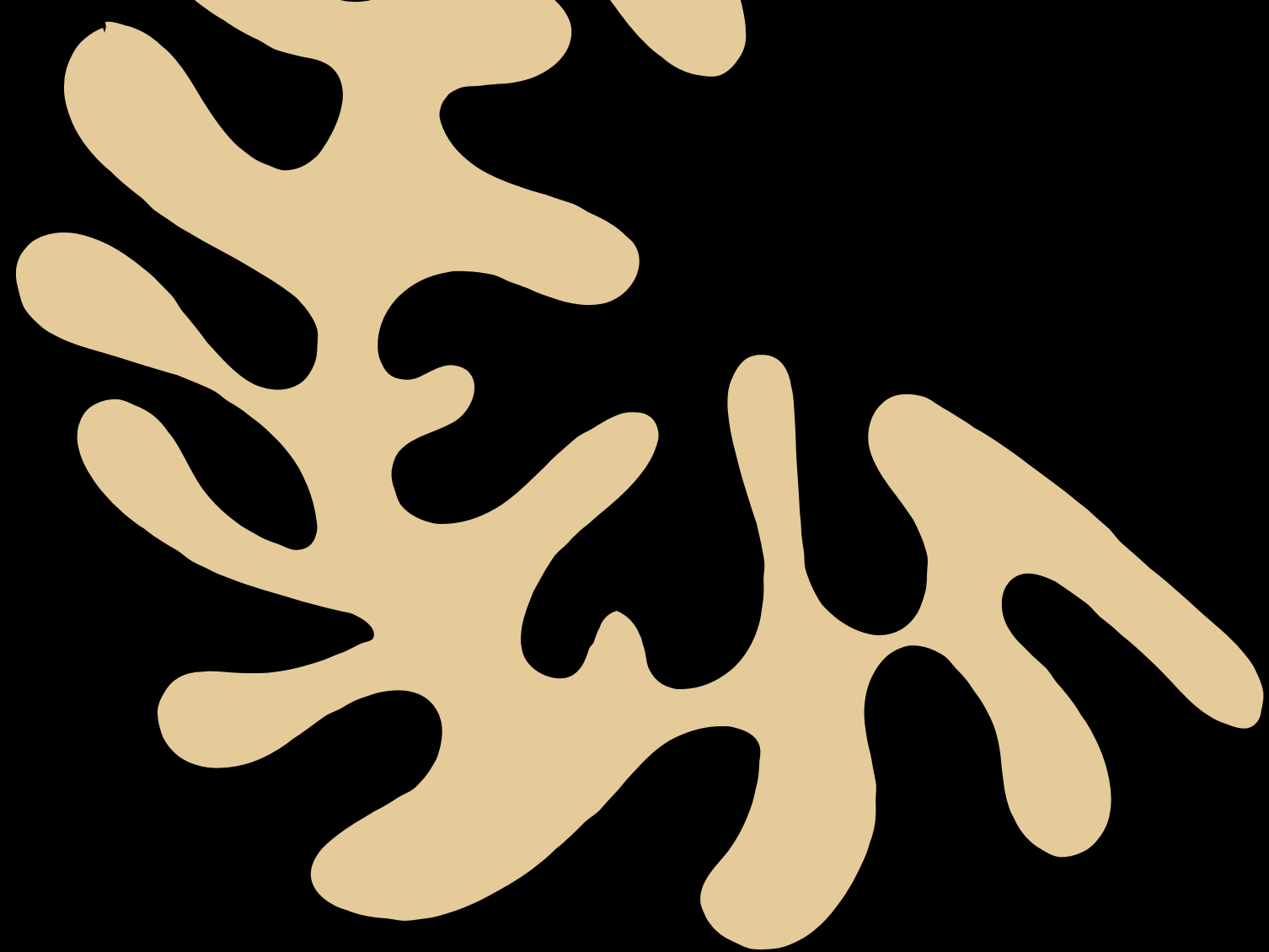
Master of Library and Information Science '24



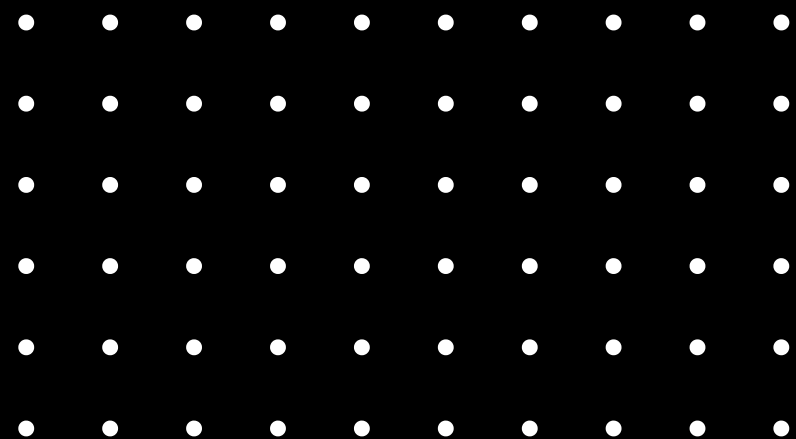
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Introduction



Project Lead

I

Gabrielle Sara Garcia
they/he/she

University of Washington, Master of
Library and Information Science '24

Scripps College, Bachelor of Art,
Media Studies '19

Aspiring archivist with non-profit
community, university, and private
archive experience

Sponsor

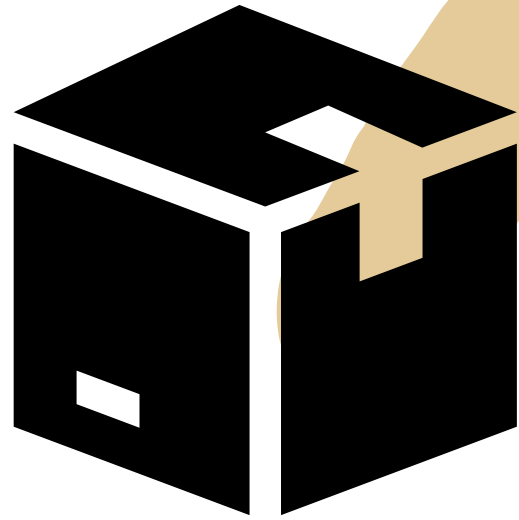
University of Washington Libraries
Special Collections

Sandra Kroupa, *Book Arts & Rare
Books Curator*

Elaine Speer, *Accessioning Archivist*

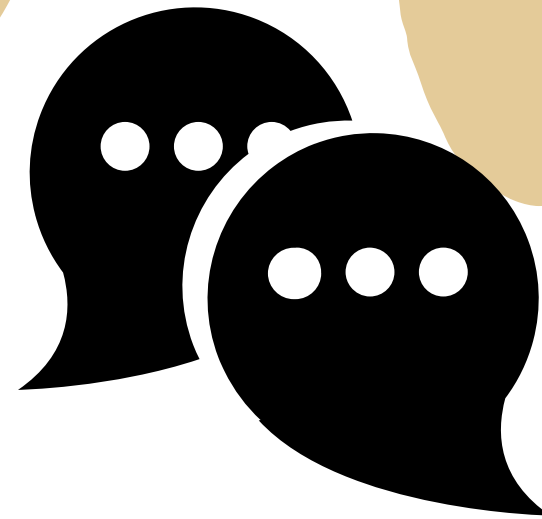


Context



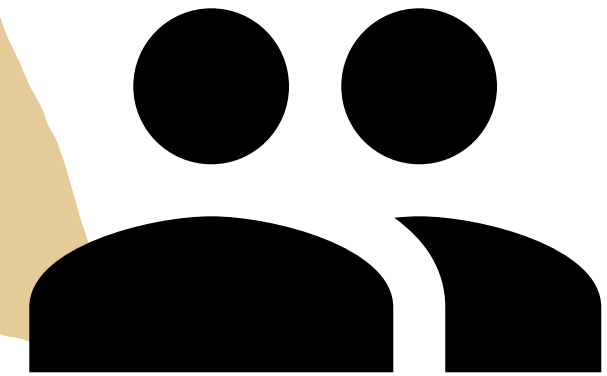
Accumulating Collections

For years, Kroupa has been **amassing archival materials** from individuals and organizations pertaining to book and literary arts without opportunity to have them added to the archives due to **staff changes and discrepancies**.



Conversations with UW Special Collections Staff

During my time as a **student accessioning assistant** in UW Special Collections, I became involved in conversations with Kroupa and Speer to **begin working on accessioning** the first of these collections.



John Ellison and Lesley Link

The Broken Moon Press collection, **donated by its co-owners**, John Ellison and Lesley Link, was selected as a pilot for future accessioning due to its **larger size** and **availability of its donors** to establish a deed of gift for a complete transfer of materials.

Project *Objectives*

- Execute **rehousing, arrangement, separating** published book materials for cataloging or dispossession, relevant **preservation** activities, and physical **labeling** for the Broken Moon Press collection.
- Create a **finding aid** (guide to the collection), **inventory, MARC record**, and internal **ArchivesSpace** and **Ex Libris Alma records** to facilitate access to and understanding of the materials.
- Support **donor interactions** to complete **deed of gift** and enhance description used in deliverables.
- Time permitting, create an **exhibit proposal** for how the materials in the Broken Moon Press collection can be displayed for a public audience, which can be used at a future time.



Project *Actions*

Physical arrangement and care

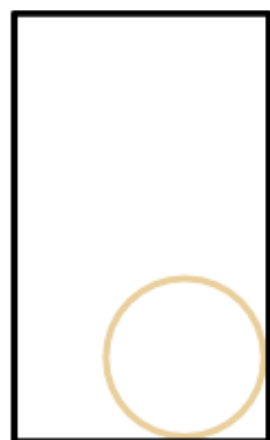
45 boxes (47.3 linear feet)
accessioned into the archives

Including:

- **30** bankers boxes
- **9** 5-in wide cartons
- **6** flat oversized boxes

7 boxes of books separated

5 boxes of materials weeded



Description, records, stewardship

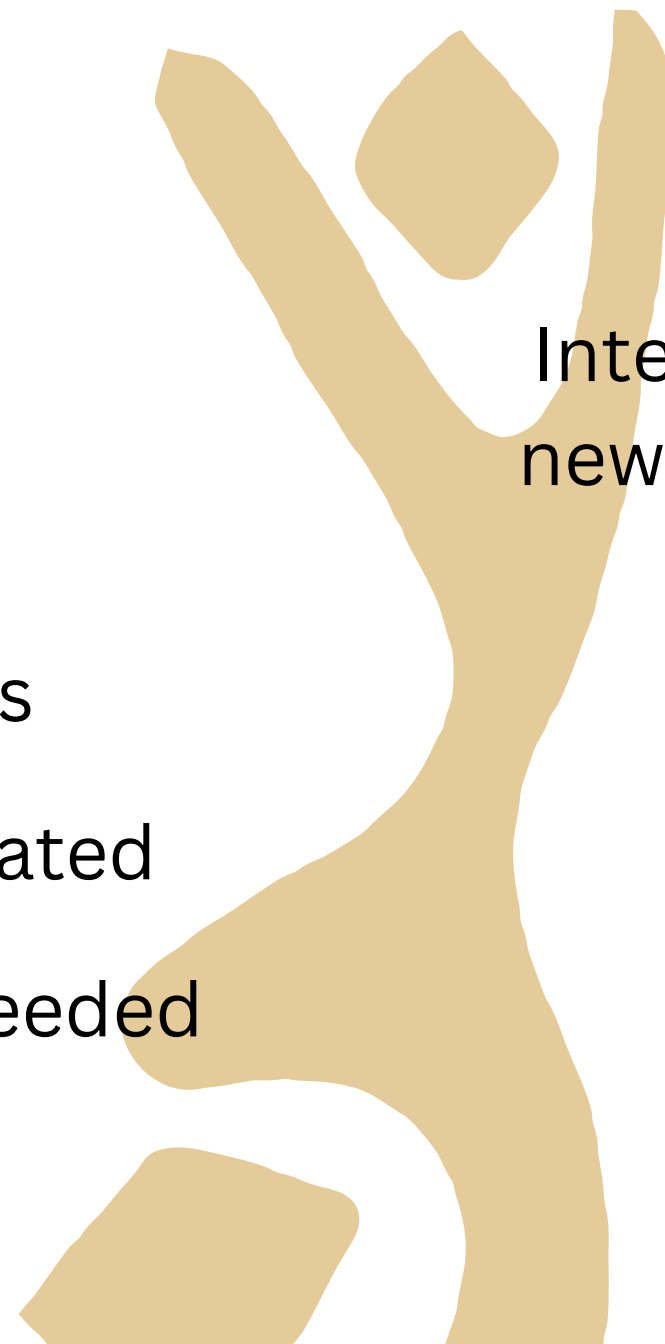
465-row Excel inventory
and **finding aid** created

Internal **ArchivesSpace record** created with
new **authority record** for Broken Moon Press

MARC record created via OCLC
Connexion and integrated into **WorldCat**

Internal **Ex Libris Alma box records**
created for **location finding**

Deed of gift received from donors



Initial Reorganization

Early stages of selective inventorying and a first pass through organizing the materials and grouping them by topic.

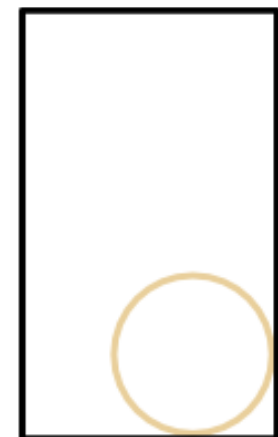


Limited Workspace

For the majority of my work and considering the size of the collection, I had a modest sized workspace for physical arranging and labeling boxes. I could only have so many boxes in the space at once, which required that I prioritize the final intellectual arrangement of the materials in my inventory over perfectly aligning the physical arrangement.

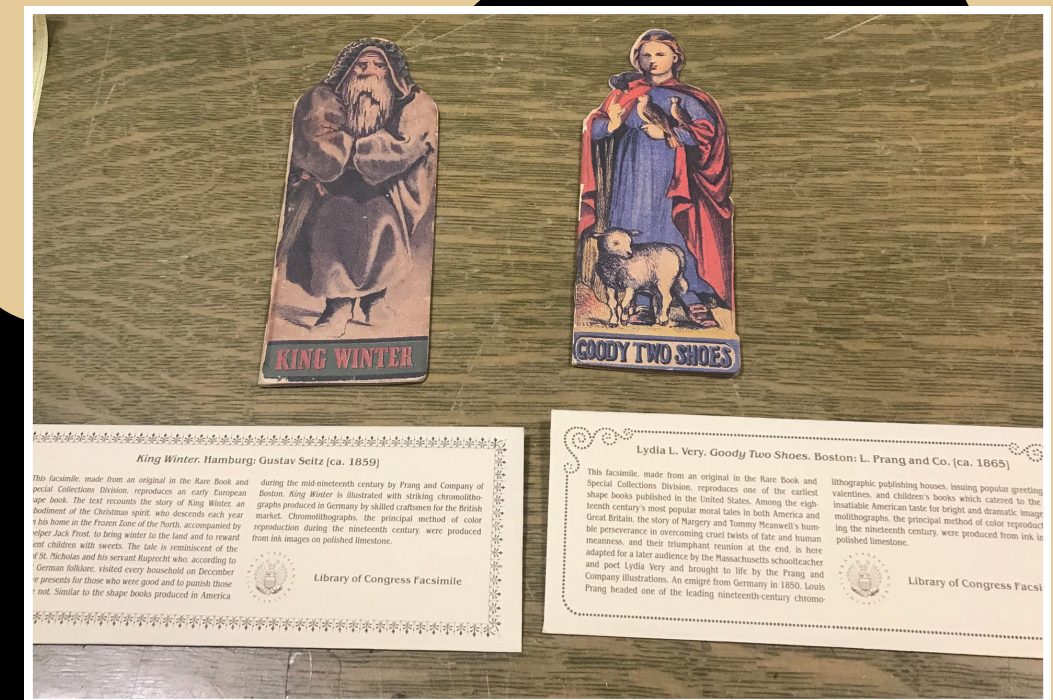
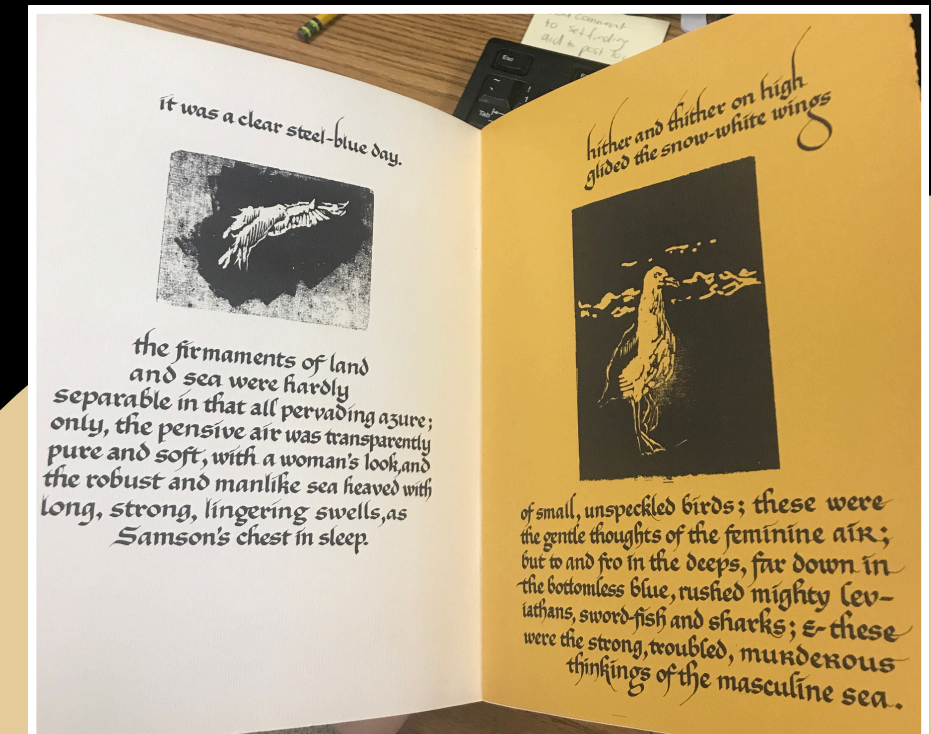
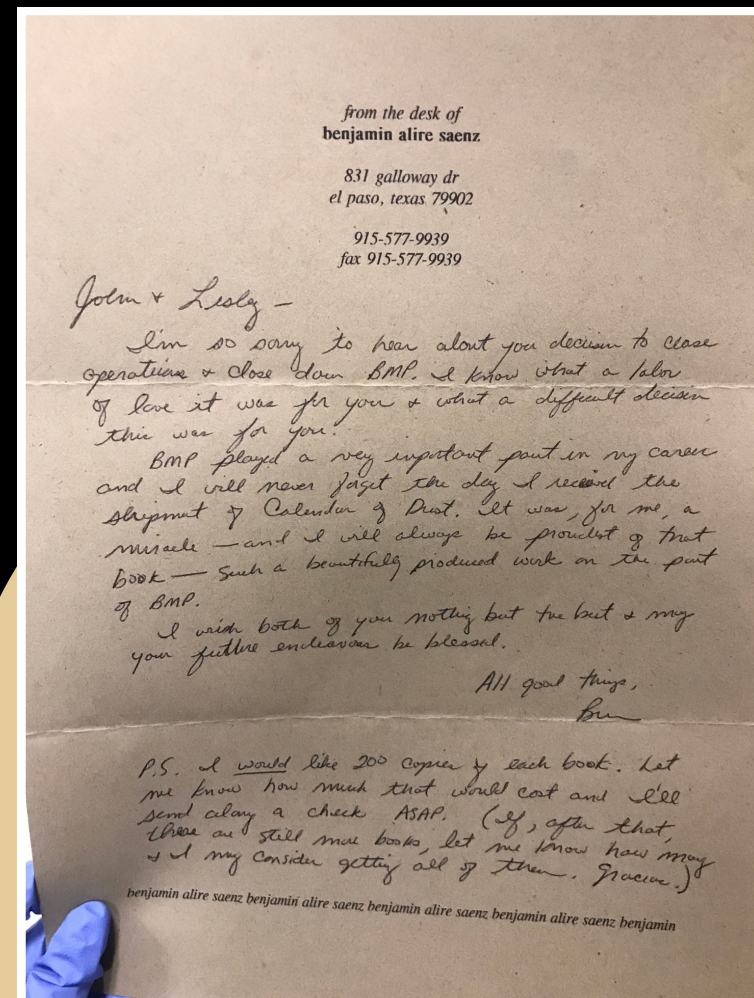
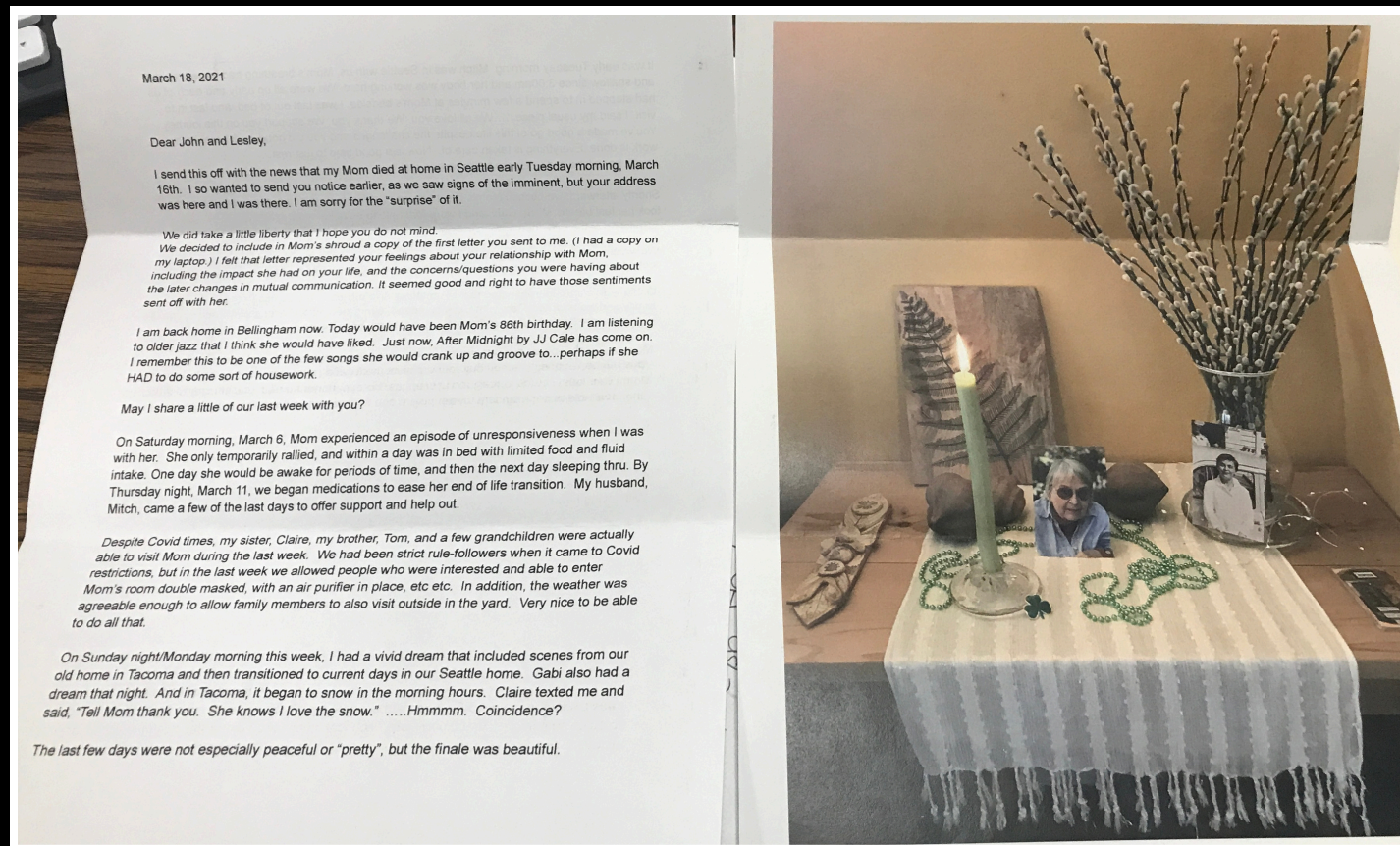


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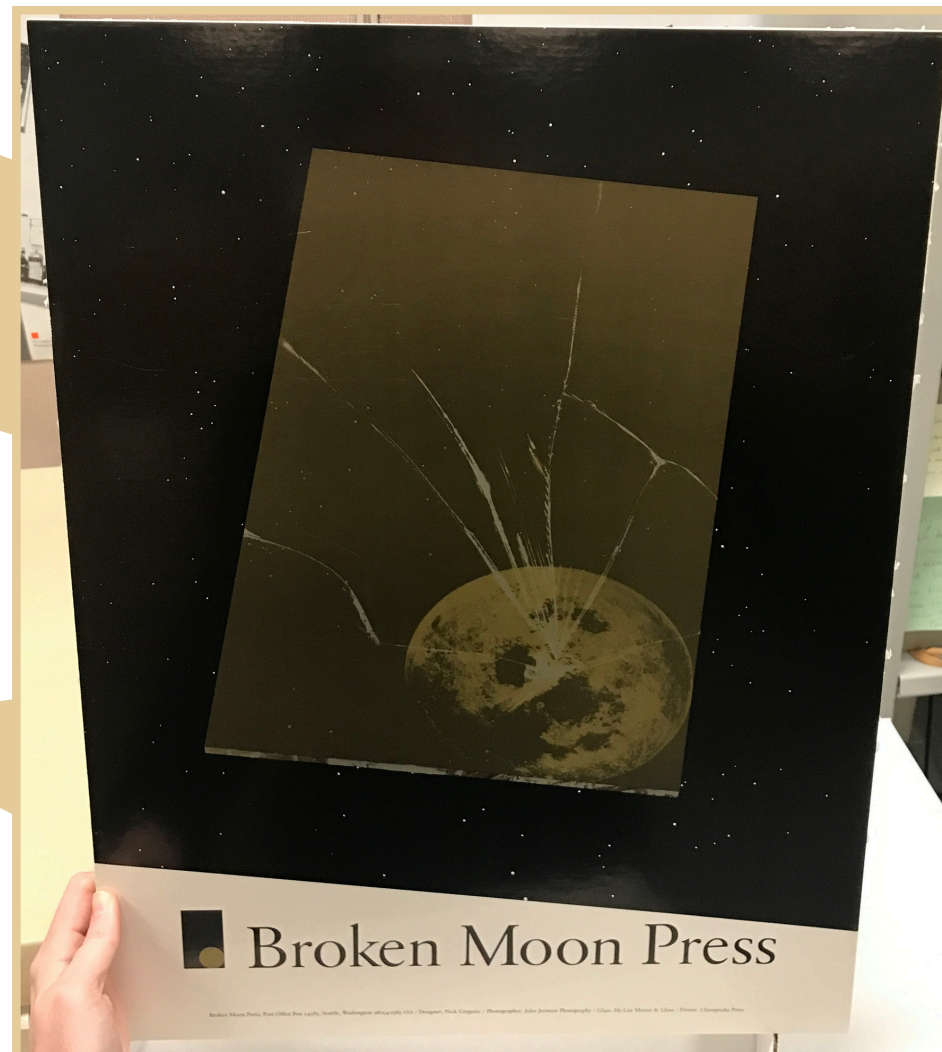
Collection Highlights

A selection of standout materials found within the collection, including publications from other presses, materials from Benjamin Alire Sáenz, and heart wrenching correspondence and memorial materials with creators they had worked with but have since passed away.



Press Materials

A variety of materials from branding and marketing items, newspaper excerpts, and self-written information provided context for Broken Moon Press and the work that they pursued, which were incorporated into the finding aid.



Broken Moon Press

Introducing Broken Moon Press

Broken Moon Press is a private literary press devoted to publishing international poetry, fiction, letters, long-poems, interviews, and essays. We support both new and established writers. We are interested in publishing anthologies concerned with international themes, and are particularly interested in bilingual works. We also expect to publish at least one title each year for children. We are currently working with writers and artists from the United States, Japan, Estonia, France, Italy, and Canada.

We work with designers, painters, weavers, sculptors, paper makers, illustrators, as well as authors, to create beautiful books that highlight the talents of each participant. We work to involve each contributor in the various phases of the publishing process.

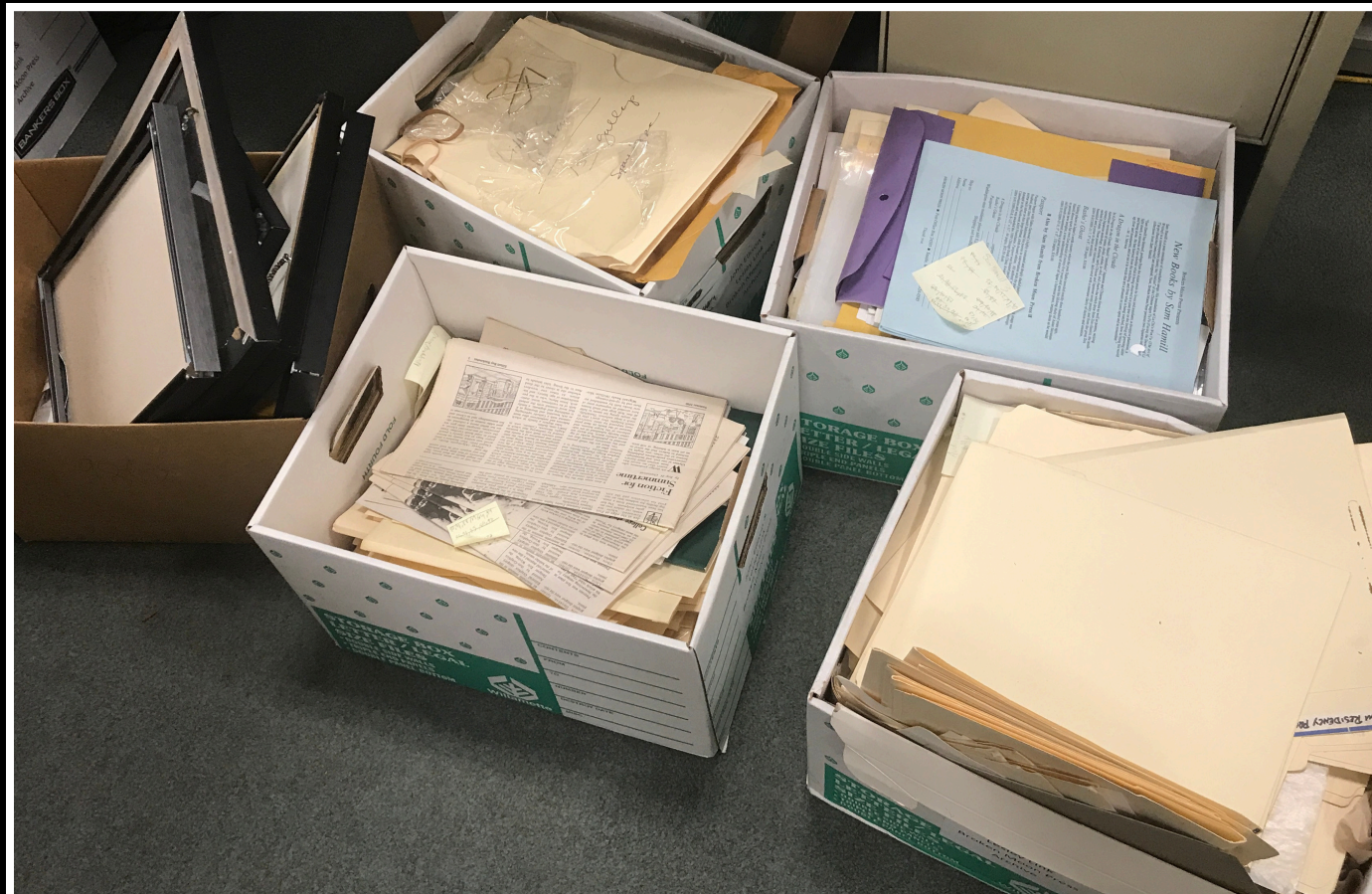
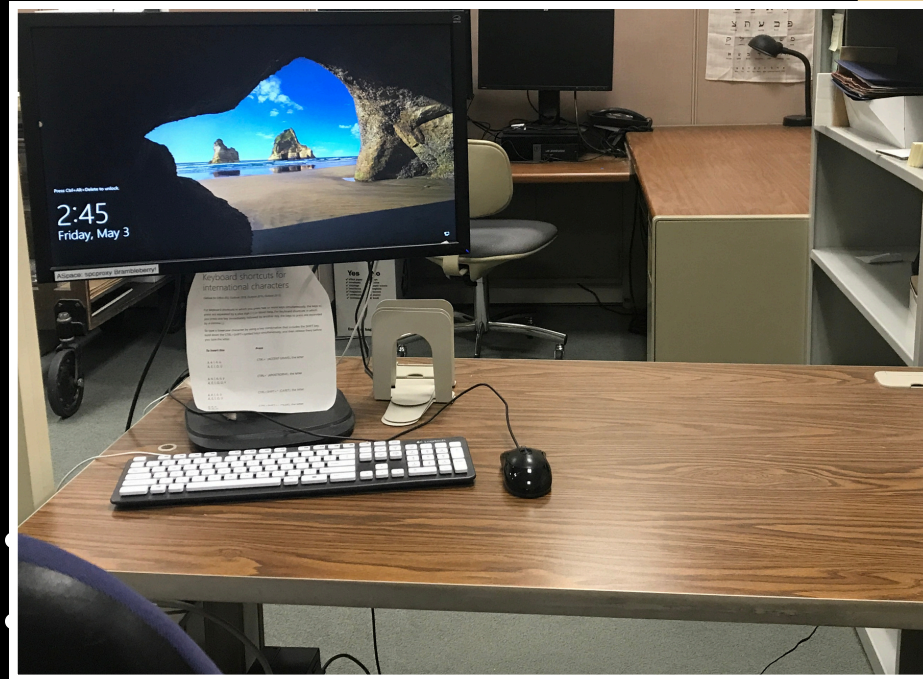
We plan to publish books that will make a contribution to social awareness. We will work to preserve cultural integrity by publishing bilingual works and Native American literature and poetry. Copies of all our books will be donated to prisons. All books will be made available in Braille and on tape for libraries for the blind. In addition, each author and artist will be invited to designate a charity of his/her choice to which a percentage of the income from each book will be donated.

For each children's book, we will present an art-show evening at a local gallery, showing the creative processes involved in bookmaking; the artwork from the book will be displayed and children will be invited to talk with the author and artist, and to see how the book was created.

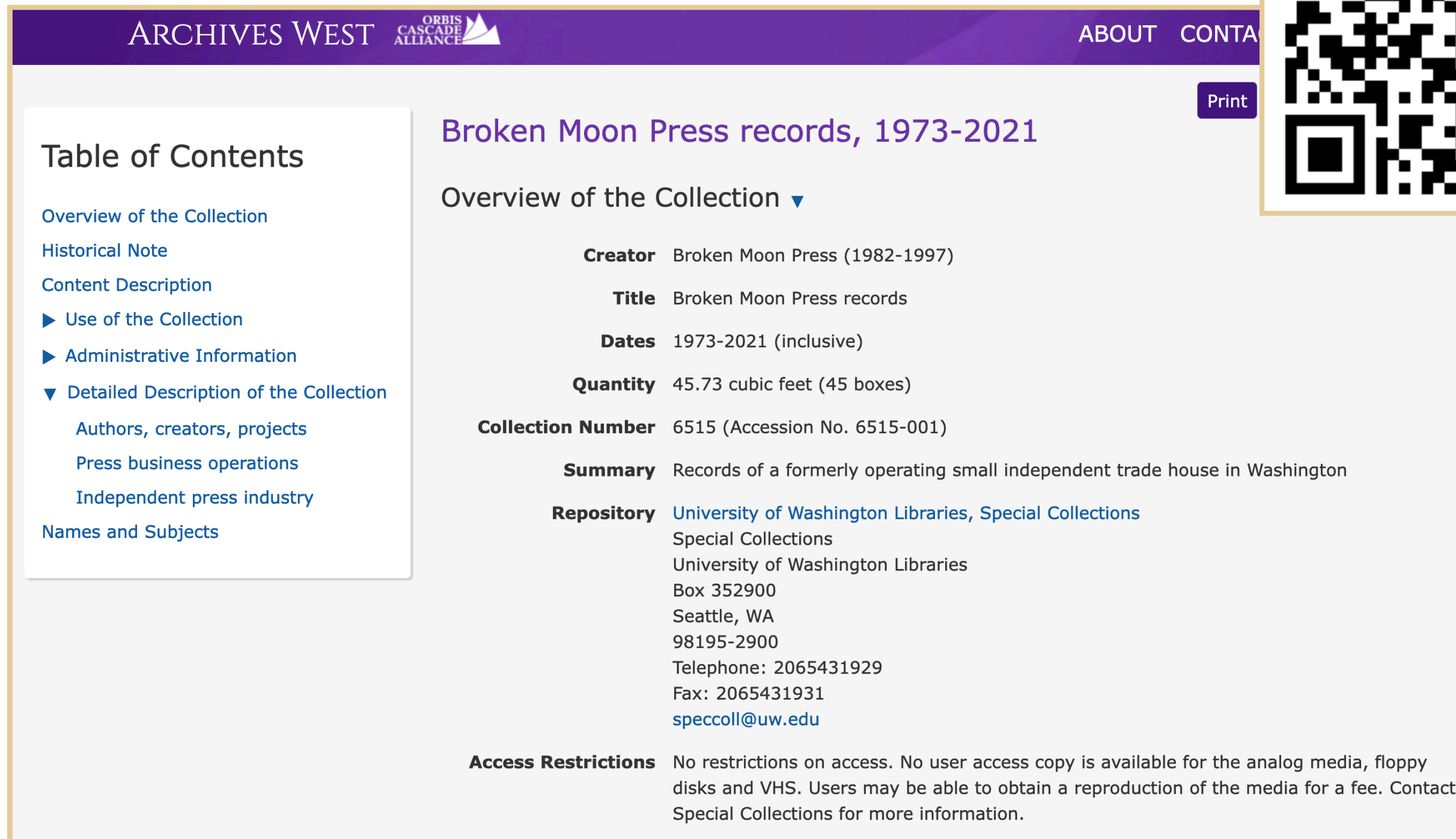
Broken Moon Press is owned and operated as a general partnership by John Ellison and Lesley Link at 619 Western Avenue, Box 10, Seattle, Washington 98104.

Final Stages

A selection of photos featuring the final box and folder labeling, storage placement, five boxes of weeded items, and clean up in the concluding stage of the project.



Finding Aid Online



ARCHIVES WEST ORBIS CASCADE ALLIANCE

ABOUT CONTACT

Print

Broken Moon Press records, 1973-2021

Overview of the Collection ▼

Creator Broken Moon Press (1982-1997)

Title Broken Moon Press records

Dates 1973-2021 (inclusive)

Quantity 45.73 cubic feet (45 boxes)

Collection Number 6515 (Accession No. 6515-001)

Summary Records of a formerly operating small independent trade house in Washington

Repository [University of Washington Libraries, Special Collections](#)
Special Collections
University of Washington Libraries
Box 352900
Seattle, WA
98195-2900
Telephone: 2065431929
Fax: 2065431931
speccoll@uw.edu

Access Restrictions No restrictions on access. No user access copy is available for the analog media, floppy disks and VHS. Users may be able to obtain a reproduction of the media for a fee. Contact Special Collections for more information.

Table of Contents

- Overview of the Collection
- Historical Note
- Content Description
 - ▶ Use of the Collection
 - ▶ Administrative Information
 - ▼ Detailed Description of the Collection
 - Authors, creators, projects
 - Press business operations
 - Independent press industry
 - Names and Subjects



Project *Insights*

- Having **donors review materials thoroughly** before donation and **availability to contact** during accessioning or processing activities can greatly **improve efficiency and accuracy** of arrangement and description.
- Initial **selective inventorying** can help get an overall sense of collection materials, but an archivist must still be **adaptable**.
- **Teamwork** and getting help is crucial for **handling boxes** with heavier materials in order to avoid injury, strain, and collection damage.
- Addressing larger collections within a smaller workspace and time limit requires **strategic project management** in which the **physical arrangement** of materials in boxes **may not match** the **intellectual arrangement** of the inventory in the finding aid.



Evaluation & *Reflection*



Overall, the project was a **success** and I was able to **complete the accessioning** process for the collection.

I was able to **overcome challenges** with time, physical strain, and sheer volume of materials. I **made adjustments** to my original ideas for topically structuring the intellectual order.



However, I underestimated how much time and labor this accessioning would involve that I **wasn't able to execute an exhibition plan** for the collection.

I wasn't able to complete more thorough preservation activities or detailed topical divisions and description due to time constraints.



Next Steps & Benefits

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Final Check In

A concluding meeting with Speer occurred to **finalize & document the work done** to the collection.



Finding Aid Online

The completed **finding aid was posted online** through ArchivesWest and collection is now **available for users to access** via the reading room.



Completed Pilot

Now that the accessioning process is complete for the collection and a **precedent is set**, Kroupa's **other archival collections with a deed of gift** prepared can **also be accessioned**.



Books Assessment

The separated **7 boxes of books** can be **assessed for relevance** and whether they are already held by Special Collections or the larger UW Library for future ingest or donation.

Acknowledgments

I want to extend a huge thank you to **Sandra Kroupa, Elaine Speer, John Ellison, and Lesley Link** for trusting me and providing me the opportunity to archive this rich collection and allowing the legacy of Broken Moon Press to continue on for years to come.

I'd also like to give sincere appreciation to **Carrington Powell, Sam Minzer, and Carly Stewart** for helping me physically maneuver and store the boxes that hold this collection.



Thank you to my **friends, colleagues, and family** who supported me throughout this capstone process.

