

Documenting & Archiving the College's History Process Management Committee Update September 26, 2008

The Documenting & Archiving the College's History Process Management Committee requests to be retired reserving the right to recall the committee once the college supports the recommendations. The following ideas for improvement have been implemented or are on hold at the present time:

Administration is in favor of a Central Archive to preserve, maintain, and assure access to artifacts, however, our committee is at a stalemate due to lack of funding for a Digital Archivist/Metadata Librarian and space necessary to house the College Archive.

An Institutional Depository account was established with OhioLINK in September, 2007. This allows us to create a digital archive of images and documents. One image (Michael J. Owens) was submitted as required by OhioLINK to show our intention in developing a digital project. Our collection is currently being held in "development mode" and is not visible to the public. As we submit additional images and data, we will determine which material will be public and which will be private.

Tom Sink attended Metadata training at Ohionet in December, 2007. Metadata is the descriptive information format for each item stored in the archive.

A job description has been written by the Library Dean and the job placed on the open positions list in Human Resources on April 11, 2008 for the Archives Librarian. The position was presented to Academic Services in May, 2008 where it was deferred for future consideration.

Tom was elected to a three-year term (2007-2009) on the OhioLINK Digital Resources Management Committee. This committee serves as an advisory board for OhioLINK depository services and develops recommendations on uniform standards for data submission.

The Archives Department will be operated as a separate cost center under the broader spectrum of Library Services (similar to Audiovisual Services). The Archivist will manage this service and have budgetary authority. An advisory committee (internal only) will be created to help with collecting items for the depository, creating a name for the collection, provide feedback on Archive development, and develop a college-wide promotional campaign in conjunction with the college's 50th anniversary.

The committee has been successful in encouraging faculty and staff to contribute items of historical significance to a permanent collection.

We are sure that the College would support and encourage exhibits of archival materials as well.