Title: Archives Program Plan

Plan Type: Program

OPR: Dean, Learning Resources

Collaborative Groups: Associate Vice President for Instruction, Vice President for Instruction, the Learning Resources Standing Committee

References: SCC College Goals

PURPOSE:

The Archivist is responsible for developing, coordinating, and carrying out a comprehensive program of archives management for the College, including the ongoing preservation and processing of materials; the arrangement, description, and creation of finding aids; descriptive cataloging for the collection; and exhibitions. Additionally, historic documents and artifacts are continually acquired either by donation or from staff, alumni and the general public, all of which must be processed and preserved by the Archivist.

CONNECTIONS TO SCC GOALS:

The Archives program is directly linked with the following SCC goals: number nine: “Deliver programs and services that demonstrate a commitment to learner-centered education and training and institutional effectiveness through continuous process improvement”; and number eight “Identify and respond to the needs of the college community that growing increasingly diverse in terms of demographics and culture.”

PROCEDURES:

Archives will achieve its purpose through

1) Developing, coordinating, and carrying out a comprehensive program of archives management for the College;
2) Continuing the ongoing preservation and processing of materials;
3) Maintaining the records in accordance with accepted standards and practices that ensure long-term preservation and the easy retrieval of documents; and
4) Opening the collection to students, faculty, scholars/researchers, and the general public

ARCHIVES ORGANIZATION:

Archives operates under the oversight of the Dean of Learning Resources, Rhonda Rios Kravitz. The Archivist works with faculty, staff, and administrators to further develop the collection. The Archivist works closely with the California State Archives, Center for Sacramento History, and the Society of California Archivists.
Archives collaborates with instructors in various disciplines, particularly journalism and communication to help identify and meet the needs of the campus. Archives also works closely with the SCC Foundation.

Journalism instructors have included Special Collections in their curriculum. For example, during the Fall 2009 semester, Jan Haag assigned 60 students a fact-finding assignment that required use of the archives by her students. The Associated Student Government officers research Special Collections for historic information on projects such as: Panther Statue, Homecoming, People’s Day and other events. College newspaper reporters research for historic information on various events and staff. College newspaper reporters have interviewed and published articles about the archivist or quoted her 11 times.

The archivist has been interviewed for 2 DVD’s that have been produced by SCC Media Productions. These DVD’s are televised at breaks during T.V. courses. The DVD “Celebrating 90 Years/History of SCC” is also currently being broadcast statewide via 3C Media Solutions multi-times per day. 3C Media Solutions is grant-funded through the CCC Chancellor’s Office.

The archivist is active in providing Flex workshops to staff and faculty re: SCC history and archives. The archivist played a key role in researching and providing materials for the 90th anniversary celebration of the campus. It is anticipated, that for the 100th anniversary, Archives will again play a significant role.

CURRENT STAFFING

The position began in 1997 as an adjunct position. It has been funded for the last 13 years at .3 FTE (27 days a semester).

ARCHIVES ADVISORY COMMITTEE

The Writing Center Advisory Committee will be composed of, the Dean of Learning Resources, and the Learning Resources Standing Committee. The Advisory Committee will meet two to three times per semester to discuss current activities and events and programs, engage in planning for the future, and develop a regular program of evaluation.

CURRENT GOALS/OBJECTIVES

1. To protect and insure the continued accessibility of the Archive holdings
2. To create findings aids for the collection
3. To perform inventories of the collection
4. To process records according to archival principles and standards
5. To coordinate outreach programs to the campus divisions

OUTCOME MEASURES FOR SERVICE AREA ONE:

1. Students’ and faculty written assessment of the value of the services provided
2. Number of items processed
3. Number of users requesting services
4. Number of items donated to Archives
ANNUAL PLAN: ACTIONS, TIMING, RESPONSIBLE PARTY AND RESOURCES REQUIRED FOR 2010/2011:

OPTION 1—0.67 faculty position, fully funded adjunct position
Archivist works 54 days a semester, operation open 3 days a week plus an additional 6 days each semester. Limited development of finding aids, students, faculty, and community members required to make appointments, limited preservation of materials, and backlog for processing materials would occur. Archivist would research options to digitize photographs and newspapers.

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<thead>
<tr>
<th>Actions</th>
<th>Timing</th>
<th>Responsible Party</th>
<th>Resources Required</th>
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<tbody>
<tr>
<td>Staff Archives with one full-time faculty position to Developing, coordinating, and carrying out a comprehensive program of archives management for the College</td>
<td>2010/11</td>
<td>Archivist;</td>
<td>Salary &amp; benefits: $48.96/hour $20,174.37/semester</td>
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<td>Create 12 finding aids for the collection</td>
<td>2010/11</td>
<td>Archivist</td>
<td>Existing resources</td>
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<td>Process/catalog 50% of materials</td>
<td>2010/11</td>
<td>Archivist</td>
<td>Existing resources</td>
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<td>Digitize 5% of the collection</td>
<td>2010/11</td>
<td>Archivist</td>
<td>Existing Resources</td>
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<td>Appointments with faculty, students &amp; staff</td>
<td>2010/11</td>
<td>Archivist</td>
<td>Existing Resources</td>
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<td><strong>TOTAL</strong></td>
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<td>$40,348.74</td>
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OPTION 2, PARTIALLY FUNDED - Minimal service .5 FTE faculty position
REDUCED SERVICES: Archivist works 44 days a semester, operation open 3 days a week. Limited development of finding aids, students, faculty, and community members required to make appointments, limited preservation of materials, and backlog for processing materials would occur.

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<tbody>
<tr>
<td>Staff Archives with .5 faculty position to Developing, coordinating, and carrying out a comprehensive program of archives management for the College</td>
<td>Fall 2010</td>
<td>Archivist</td>
<td>Salary &amp; benefits: $48.96/hour $15,055.50/semester</td>
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<td>Create 10 finding aids for the collection</td>
<td>2010/11</td>
<td>Archivist</td>
<td>Existing resources</td>
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<tr>
<td>Process/catalog 40% of materials</td>
<td>2010/11</td>
<td>Archivist</td>
<td>Existing resources</td>
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<tr>
<td>Appointments with faculty, students &amp; staff</td>
<td>2010/11</td>
<td>Archivist</td>
<td>Existing Resources</td>
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<td><strong>TOTAL</strong></td>
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<td>$30,111.00</td>
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Fall & Spring semesters
OPTION 3, PARTIALLY FUNDED – Bare bones service .3 FTE FOR 2010-2011:
REDUCED SERVICES – Archivist works 27 days a semester, operation open two days a week, appointments very limited, access to collection minimal. Materials processed and finding aids created on emergency basis only.

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<th>Resources Required</th>
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<tbody>
<tr>
<td>Staff Archives with .3 faculty position to Developing, coordinating, and carrying out a comprehensive program of archives management for the College</td>
<td>2010/11</td>
<td>Archivist</td>
<td>Salary &amp; benefits: $48.96/hour $9,033.30/semester</td>
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<td>Create 2-4 finding aids for the collection</td>
<td>2010/11</td>
<td>Archivist</td>
<td>Existing resources</td>
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<tr>
<td>Process/catalog 5% of materials</td>
<td>2010/11</td>
<td>Archivist</td>
<td>Existing resources</td>
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<td>Appointments with faculty, students &amp; staff on a very minimal level</td>
<td>2010/11</td>
<td>Archivist</td>
<td>Existing resources</td>
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<td>TOTAL</td>
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<td>$18,066.60</td>
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FULLY FUNDED – 1 FTE faculty position ($74,436)
Keeps the Archives open 5 days a week and provides students, faculty and researchers access to the collection. A comprehensive program of archives management will be carried out including the development of finding aids, ongoing preservation and processing of materials, descriptive cataloging for the collection, and exhibits. Implement plan for special projects, e.g., transcription of oral history tapes and the digitization of photographs and college newspapers. In the future, when the budget picture improves, it is anticipated that a faculty position will be requested.

LONG TERM GOALS
1. Continue and expand cataloging and acquisition of materials
2. Network with other campuses to retrieve archival materials
3. Promote faculty involvement in flex training sessions on archival topics, e.g., SCC history, building architectural styles, student activities 1916-present, evolution of vocational and academic program, SJC WWI and WWII involvement, Great Depression effects on campus.
4. Develop additional assessment measures, including faculty and student feedback on the efficacy and use of the collection
5. Digitize photographs and college newspapers
6. Transcribe oral history tapes
7. Present SCC history programs to student groups/classes
8. Request a full-time faculty position

Review Cycle: Annual

IF POSITION NOT FUNDED:

Students, staff, and faculty will have very limited, if any, access to the archives. Archival work is related to, but distinct from, librarianship and other information professions.
Historic information needed to enhance college newspaper articles, course assignments, and student and staff events will be eliminated or greatly diminished. The currency of the campus archival materials will not be maintained.

Incoming materials will not get processed and thus, not will not be accessible or preserved properly. Thus, donations will not be accepted.

Materials in the archives are irreplaceable and do not have a “street-value” and will be subject to theft or vandalism due to the lack of oversight of the materials.

Current LRC staff and faculty do not have any knowledge about the handling, and processing of archival materials. There is no one on the Learning Resources faculty and staff trained in the proper handling and preservation of historic documents.