



Archive Overview

An archive is made up of various collections (topics) in print format that together tell a specific story for an institution (example: History of Barton Community College).

- It is accessible but with a purpose.
- It provides content for research of primary and secondary documents.
- Archives are not Offices of Records.
 - An Office of Record would be the President's Office which would contain HLC and KBOR reports or Nursing Department retaining reports for their accreditation.
 - These items would not be in an archive collection unless the office turns them over to the archive.
 - **Question:** who are the offices of records for Barton Community College?

Contents of:

- Contents of an archive contains description of items, is arranged for ease of access by users, and is sustainable for the future.
 - Based upon this definition Barton has a collection of college history, not an actual archive collection.
 - Barton Library will need to create a form that would allow for the description of a record or archive item.
 - Can view schedule (KS Historical Society) or KS statute regarding what needs to be kept and how long.
- Artifacts such as a Frisbee or ruler are not normally a part of archives. However, an archive can create a collection of marketing items to help tell the story of Barton.
- Contents are not checked out; room is secured at all times to protect collection.
- Contents can be located in more than one location, but the archivist is in control of it and decides what goes where.
 - If space is limited, a deep storage (area on campus designated just for archives) can be created.

Digitization and Archives:

- Archives are made up of original documents (files) – the originals have value.
- Digitization is not an archival practice because of the fast changes in technology and more importantly there is no agreed form of technology to use (example: file type).
- Possible resources:
 - Digitizing Yearbooks... Database - Archive Space (Lyrasis), \$400 initial, \$100 per year.
 - Internet Archive (Cloud Storage) – there is no cost after initial upload.
- If digitization, think of what would be most commonly asked for by users (example: yearbooks).
 - View Butler library website regarding digitization of yearbooks.

News Releases:

- Can be a part of archives in print format if it (as a collection) is organized and helps tell the story of Barton.
- It can be removed (deleted) or condensed by reviewing a sample (10%) of the collection.
 - It can be removed if the archive contains a collection of Great Bend Tribune microfilm or fiche which would contain these news releases.
- Note: The library will be comparing the news releases to the microfilm that it currently has.



- Additional microfilm can be purchased from the KS Historical Society to make the collection complete and accessible to users.

Archivist/Library Director:

- Has control and authority to solicit items for archives which is granted by the President and/or Board.
- Suggestion: Classes (KS Historical Society) and conferences (Brick and Click Conference) to obtain education on archival procedures and practices.
- Suggestion: go to other academic archives such as FHSU to view their collection for ideas and to ask questions.