

Rollins College Archives and Special Collections

Four-Year Strategic Plan (January 2017 - December 2020)

Mission Statement: The Department of Archives and Special Collections acquires, preserves, and makes accessible unique and rare materials documenting the history of Rollins College and the Central Florida community. Our holdings include physical and digital collections. We welcome all members of the Rollins community and the general public.

About this Document: This document is intended to help us think constructively and strategically about our work, specifically with regard to implementing a sustainable digital records management program, in light of the library's broader [strategic focus](#) and rooted in the College's institutional [mission](#). It provides a basic road map (with critical dates) for departmental efforts and is organized by order of priority. This document has been revised by and officially approved by the Archives department as of October 2016. The department agrees to review these goals and their progress annually and to re-evaluate and change course whenever necessary.

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I. Strengthen our organizational and technical infrastructure

A. **Adopt a widely used and well supported sharing tools/portals** both within the department and with various campus and community partners.

August 2017

1. Establish guidelines for properly using any and all of the several shared digital storage spaces we have access to (R-Share, Olin Library shared server, rescue repository, RSO, etc.), in an effort to ensure responsible and dependable housing and sharing of collected content from the archives.
2. Determine which common pathways, procedures, and portals are preferable in the transfer of digital records. For example, within the Rollins community RShare, Banner, and other campus platforms, while Google Drive or Dropbox may be more appropriate for community members. Email and/or physical drop off of files on electronic media should be considered as well and consent forms should be developed to support such transfers.

B. **Create and provide transparent documentation** for all records collecting and processing practices, with the aim of both internal use as well as community use.

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1. Internally
 - a. Formalize, standardize, and document our procedures for processing, describing and providing access to our archival materials (digital and otherwise) in consideration of our recent migration to ArchivesSpace.
 - b. In light of the above, and with the support of both staff and student assistants, create (and then follow) a comprehensive Archives Manual for these procedures and update the Manual when needed.
 - c. Develop a top-to-bottom plan and policy for collecting, archiving, and providing access to Email records.

2. Externally
 - a. Review, update, finalize, and provide access to the broader Records Management Policy and the General Records Retention Schedule, which now exist in only draft form. Critical action items for this will require:
 - i. Convening and presenting these documents to the Rollins College Electronic Record Management Planning Group -- and potentially the *ad hoc* Data Stewardship and Analytics (strategic planning) Taskforce as well -- to allow for expert and professional feedback, and appropriately revise the documents.
 - ii. Should the document be considered an official College Policy, work with the campus-wide Planning and Budget Group to get approval.
 - iii. Formally releasing the approved and finalized documents to the campus community in an announcement and through the Archive webpage
 - b. Document transfer procedures in a more detailed and user-friendly Records Transfer Procedures document to replace the existing one now on the Archives webpage.
 - c. Create an annual, date-specific calendar for records collection and transfer events, based on annual campus event information and ingest deadlines, to ensure that content is captured at/ near the time of creation and substantial backlogs are avoided.
 - d. Develop a flexible and durable Digital Preservation Policy that can be accessed and utilized by the broader campus community.

II. Successfully manage and grow our collections

- A. **Expand and strengthen connections on campus** with critical departments. Meet and communicate with these departments in order to select official campus records of interest for ongoing records transfers. Then, work with each to schedule, coordinate, and complete the records transfer in a timely way.
 1. Existing connections to be strengthened:

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- a. Deans Office
 - b. Marketing
 - c. Athletics
 - d. Sandspur and WPRK
 - e. SGA
 - f. Honors and Masters Programs
 - g. Individual Academic Departments
 - h. Holt School
 - i. IT and IDT
 - j. Annie Russell Theatre
2. New connections still to be made:
 - a. President's Office
 - b. Academic Affairs/Provost Office
 - c. Institutional Research
 - d. Human Resources
 - e. Crummer School of Business
 - f. Finance & Accounting
 - g. Cornell Fine Arts Museum
 - h. Office of Community Engagement
 - i. Office of Student Life
 - j. Winter Park Institute

[Note*: These departments are listed in order by priority. However, this list is by no means comprehensive and only represents a general roadmap. As such, it is open to additions and changes at any time.]

- B. **Conduct an inventory of the current digital holdings and audiovisual holdings** eligible for digitization in the archive. Prioritize these items for digitization and/or digital processing according to best practice and available resources. December 2017
 1. (Born-)digital holdings will be added to an existing spreadsheet by student assistants, library interns, or an hourly contract worker. This will serve as the foundation of an actively updated and frequently consulted digital processing backlog.
 2. Audiovisual holdings will be inventoried through the online AV Compass tool with the help of student assistants, library interns, or an hourly contract worker. A final report will be created from this tool, allowing recommendations and estimates for future digitization projects.
- C. **Actively collect and process born-digital collections** using standard procedures, established workflows, and widely supported tools. August 2018
 1. Update and enhance procedural documentation for the accession and ingest of born-digital material so that this kind of work can be delegated to capable student workers in the future.

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2. Automate content capture for as many records and departments as possible using any and all of the following tools: R-Share, Banner, records@rollins.edu, ArchivesSocial, and Archive-It.
3. Propose purchase of a full-scale preservation system like Preservica or ArchivesDirect to support sustainable, rigorous, and efficient born-digital processing.

III. Enhance access to collections and provide excellent service to our users

- A. **Continue to arrange and describe collections** (both digital and analog alike) in online finding aids. Rearrange and re-describe collections when needed. To provide the best possible access for our users, perform these activities using ArchivesSpace and any other tools deemed appropriate for the task.
- B. **Continue to provide direct service to our primary users** by hosting and making materials available to classes, responding to reference questions, and providing digitization-on-demand to researchers and the like in our reading room.
- C. **Promote our resources and services through outreach** activities across campus and the broader community. For example, by hosting open houses, tours, meetings, talks, workshops, and other appropriate events. In this same vein, continue to support and maintain social media efforts from multiple platforms.
- D. **Improve the online user experience** by rethinking and renovating our online portals, including our website homepage. In this process, consider ways to consolidate collection access to as few portals as possible and avoid overly disparate collections that could cause user searching fatigue or failure.
- E. **Seek out future opportunities for large-scale digitization** of highly used physical collections and/or those most valued by our patrons. This effort will increase access to our collections and lead to more use of the materials from our large and diverse repository.

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IV. Prepare to evaluate our progress

- A. **Collect data** for and monitor born-digital collection goals according to established retention schedule benchmarks in order to gauge relative success and growth annually.
- B. **Make plans for regular and thorough quality assurance checks** for all collections.
 1. Build into this plan regular content checks, through either systematic or random sampling, to ensure document integrity and security between transfer events and over long periods of time.
 2. Provide evidence of quality assurance checks whenever possible, according to best practice. In the case of digital files, this would include check sums, virus scan reporting, and other fixity data.
- C. **Monitor the size** of the Archive's digital holdings and evaluate digital storage levels, on an annual basis, keeping in mind both historic use of storage space and the future needs

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of the archive. Upon making a decision to increase or maintain digital storage levels, the archives should communicate as needed with IT.

- D. **Consider scheduling an external assessment** by a trusted organization such as the Northeast Document Conservation Center before articulating another strategic plan for the Archives.

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