Archiving (for) the Future: Creating First-Year Experience Programs Digital Archives

Tara Coleman, Gregory Eiselein, and Mariya Vaughan
Introduction
Process – Partnerships

The archive was possible because of a partnership between K-State First and K-State Libraries
Process – Roles

- Selection and collection of material
- Rights and permission
- Creating metadata
- Promotion
- Design

- Developed workflow and standards
- Metadata training & quality control
- Digitization & IT support
- Provide 10 GB space in the K-State Research Exchange (K-REx)
- Frequently push to Amazon Glacier for digital archiving
Process – Material Selection

Getting material - this is a bit of a challenge because nothing was saved in one singular location. Instead it was on our shared program drive, individual computers, facebook, physical copies only, etc.

Copyright - we have material that we'd like to add, but were not the creator and do not own the copyright (articles from Alumni Magazines, newspapers, journals, etc).
Process – Metadata & Files Workflow

Basic Workflow Overview

Select material → Scan or reformat → Rename Files
Assign metadata tags → Quality control metadata →
Upload to institutional repository
# Process – Metadata Examples

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<thead>
<tr>
<th>Filename</th>
<th>Abstract</th>
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<tbody>
<tr>
<td>KSUL0026KSFCATBL2_faculty_guide_catcommunity_2013.pdf</td>
<td>A guide for faculty and staff members...</td>
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<th>Title</th>
<th>Keywords</th>
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<tr>
<td>CAT Community Program Faculty Guide 2013</td>
<td>Guide; CAT Communities; Faculty development; First-year experience program; Learning assistants; Living-learning communities</td>
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<table>
<thead>
<tr>
<th>Author/Creator</th>
<th>Type of Material</th>
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<tr>
<td>K-State First</td>
<td>Brochures</td>
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<table>
<thead>
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<th>Program</th>
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<td>CAT Communities</td>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Citation</th>
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<tbody>
<tr>
<td>2013</td>
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<table>
<thead>
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<th>Publisher</th>
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<td>Kansas State University. K-State First.</td>
<td>Text</td>
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Process – Funding

“Free like a puppy.”
Process – Funding

• We’re using existing resources
  • Institutional repository (K-REx)
  • Current staff

• It takes a significant amount of time to learn the process and train (and retain) student staff

• Finding old files and resources takes time, and you must work around the availability, flexibility, and interest of others
Recommendations: Creation

• If possible get help from library school or archivist students to develop metadata

• Ask permission to archive press items right away

• Have the content owner develop metadata and write abstracts
Recommendations: Insights

• Learning through the process:
  • Create a common goal
  • Define selection process/criteria
  • Time management
  • Potholes/pitfalls
Digital Archives: Significance & Uses

- Administrative uses
- Assessment and transparency
- Public sharing and our Land Grant mission
- Sharing information and data with our colleagues
- Selling our program, by making it searchable
- Program pride
- Historical record
Thank you!

Questions and Discussion
Visit Us or Contact Us

K-State First [www.ksu.edu/first]

Our Digital Archive [http://tinyurl.com/kstate-first]

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Tara Coleman <tcole2@ksu.edu>
Gregory Eiselein <eiselei@ksu.edu>
Mariya Vaughan <mbjv@ksu.edu>

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