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

K-STATE FIRST

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

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- 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.
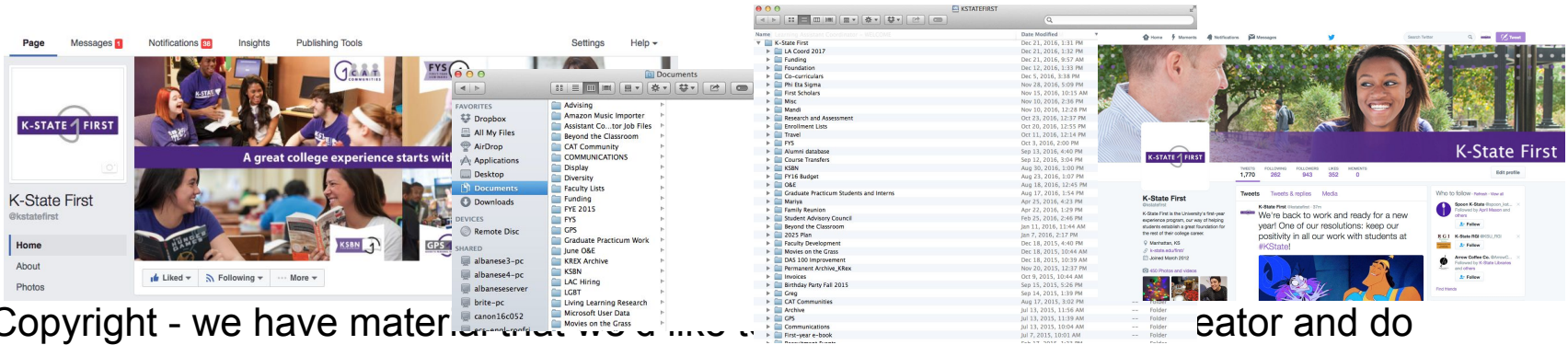
Copyright - we have material that we'd like to use but are not the creator and do not own the copyright (articles from Alumni Magazines, newspapers, journals, etc).

Process – Metadata & Files Workflow

Basic Workflow Overview

Select material $\longrightarrow$ Scan or reformat $\longrightarrow$ Rename Files

Assign metadata tags $\longrightarrow$ Quality control metadata $\longrightarrow$

Upload to institutional repository

Process – Metadata Examples

Filename	KSUL0026KSFCATBL2_faculty_guide_ catcommunity_2013.pdf	Abstract	A guide for faculty and staff members...
Title	CAT Community Program Faculty Guide 2013	Keywords	Guide; CAT Communities; Faculty development; First-year experience program; Learning assistants; Living-learning communities
Author/Creator	K-State First	Type of Material	Brochures
Program	CAT Communities	Program	CAT Communities
Date	2013	Citation	APA
Publisher	Kansas State University. K-State First.	Broad Material Type	Text

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
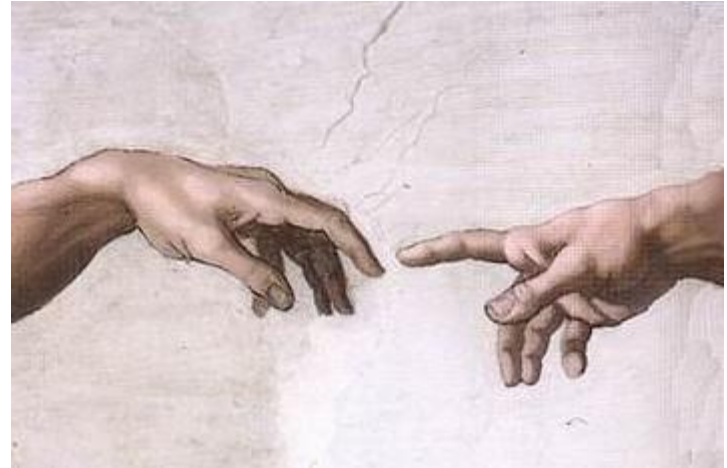
Recommendations: Insights

- 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

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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