



Sacramento City College
Strategic Planning System
Cross-Divisional Program Plan

Planning year: 2019-20

Plan Type: Program Plan Annual Resource Request

Title: Archives Program Plan

OPR: Learning Resource Division

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Date: November, 2018

REVIEW CYCLE: ANNUAL FOR RESOURCE REQUESTS

As part of our review of the College Strategic Plan in Spring 2016-17 it was decided that the Program Plans don't have to be fully updated every year. They are now 3 year plans with annual budget requests. A fully revised Program Plan is not required each year. However, if you have made major changes to the structure of your program, you will want to update the full plan. In that case, contact the PRIE Office.

ANNUAL PROCEDURES AND RESOURCE REQUESTS FOR THE 2018-19 PLANNING YEAR:

Section A: Brief review of last year's resource use:

Briefly explain how resources were used last year to support the work of the plan.

Last year's resources were used to provide to the college's archivist, Caroline Harker, with time to continue the work of preservation of archival materials, along with providing support for guests to the Special Collection Room.

Last year we collaborated with UC Berkeley on the California Revealed project on digitizing the Pioneer yearbooks from 1920's to 1980's.

Section B: Procedures and resource requests:

Include the following information:

Procedures: Explain the overall procedures that the program uses to fill its purpose and implement its objectives. List the timeline and responsible persons for procedures.

Resource needs for the coming planning year.: State the resources (human, financial, facilities, and IT) needed to implement program objectives.

Funding sources: State the sources of funds that are applicable to your program. If your program is externally funded (by grants, categorical funds, CCCCCO allocations, etc.) include information on how your program can be institutionalized if the external funding source ends. If your program is internally funded by district or college funding, include information on any plans to seek external funding in the future.

Goals:

- Create a "virtual" special collections that facilitates new ways to access the collection and promotes scholarly investigation into SCC's archival materials using California Digital Newspapers, California Digital Library, and Internet Archive
- Continue and expand the cataloging and acquisition of materials
- Digitize all photographs, slides, negatives, catalogs, and yearbooks
- Contribute to the development of new technology, services, and outreach utilizing California Digital Library
- Continue to acquire SCC historical materials, making the materials available to the public, and preserving the integrity of the materials for future generations of students, instructors, alumni and researchers
- Continue inventory and providing finding aids using ArchivesSpace

Resources:

Procedure	Timeline	Responsible persons	Resource Requirements	Funding Source(s)
<p>1. Hire .4 FTE faculty adjunct position (AUO 1)</p>	<p>Archivist works 30 days a semester, keeping Special Collections open 2 days a week. Limited development of finding aids and appointments for students, faculty, and community members Limited preservation of materials, and processing backlog of materials</p>	<p>Caroline Harker and Dean</p>	<p>\$27,418.00 Total for Fall & Spring semesters</p>	<p>Campus: salaries and benefits</p>
<p>2. Digitize photos, slides, negatives, Procedure 2 (AUO 1)</p>	<p>Create a “virtual” special collections that facilitates new ways to access the collection and promotes scholarly investigation into SCC’s archival materials using California Digital Newspapers, California Digital Library, and Internet Archive Digitize over 700 photographs and over 1000 negatives and slides.</p>	<p>Caroline Harker</p>	<p>The Epson Expression 12000XL photo scanner (Amazon \$3,736) upgraded capabilities with professional large-format scanning - accommodates reflective media up to 12.2" x 17.2", plus slides, negatives and transparency strips. Current scanner is over ten years old and does not have capability to scan negatives or slides.</p>	
<p>3. Contribute to the Online Archive of California (OAC)</p>	<p>Utilize ArchivesSpace to create digital object records for contribution to the Online Archive of California (OAC)</p>	<p>Caroline Harker</p>	<p>\$0.00</p>	<p>N/A</p>
			<p>Total Cost: \$31,154</p>	