



Sacramento City College
Strategic Planning System

Title (include date of plan): Archives Program Plan – December / 2019

Plan Type: Program Plan

OPR: Kevin Flash Dean, Learning Resources Division

Reference documents:

SCC College Goals

LRC Mission Statement

Preservation Needs Assessment of the Sacramento City College Archives (May 21, 2014)

Planning year: 2020/21

SECTION I: Overview & Strategic Information

A. PROGRAM DESCRIPTION & PURPOSE

Briefly describe your program and state the overall purpose or mission of the program and its role(s) across the college. Indicate the purpose of the program in terms of the general activities and time period that these activities span.

Purpose and Description:

The Archivist is responsible for developing, coordinating, and carrying out a comprehensive program of archives management for the College. Additionally, historic documents and artifacts are continually acquired either by donation or from staff, alumni and the general public, all of which must be processed and preserved by the Archivist.

Mission statement:

The archives program collects records of the college, materials related to local history, and other collections documenting the history of the college and surrounding area. The materials are made available for use by students, the academic community, and external researchers. The archive program stores, preserves, and arranges these collections according to standard archival practices, and provides users with access to original materials in the Special Collection Room and through scanning of photographs, the development of finding aids, and the creation of exhibits.

Future Direction:

In the future, the archives program will continue conducting the digitization and access of its student newspapers, yearbooks, photographs, and catalogs. The archives program will also assist students, researchers, and professors with their research projects. The archives program supports the mission of the college, research, scholarship, and learning on campus and throughout the community.

The primary goals of the Archives are:

1. To be the cultural and historical memory of the institution
2. To manage designated official records being generated on campus and at the outreach centers
3. To protect and insure the continued accessibility of the Archive holdings
4. To create findings aids for the collection
5. To perform inventories of the collection
6. To process records according to archival principles and standards
7. To coordinate outreach programs to the campus divisions
8. To coordinate outreach programs to the external Sacramento community
9. To promote available resources to students, faculty, alumni, and the local community
10. To create reliable preservation strategies for print and electronic records
11. To promote the Archives collections through publicity, outreach, and service

Long-term Objectives (A1, A3, B3, C1, C5):

1. Create a “virtual” special collections that facilitates new ways to access the collection and promotes scholarly investigation into SCC’s archival materials
2. To migrate and preserve electronic files without sacrificing the authenticity and integrity of the record
3. Continue and expand the cataloging and acquisition of materials
4. Digitize photographs, catalogs, yearbooks, and college newspapers
5. Network with other campuses to retrieve archival materials
6. Promote faculty involvement in flex training sessions on archival topics, e.g., SCC history, Hughes Stadium history, Performing Arts Center (PAC) History, building architectural styles, student activities 1916-present, evolution of vocational and academic program, SJC WWI and WWII involvement, Great Depression effects on campus.
7. Develop additional assessment measures, including faculty and student feedback on the efficacy and use of the collection
8. Contribute to the development of new technology, services, and outreach

B. ENVIRONMENTAL SCAN

Provide an overview of the major factors affecting the work of the Program. You may choose to describe the internal (within the college) and external (e.g. outside of the college) environment as they affect the program. Alternatively, you may organize the information by discussing the Program’s strengths, weaknesses, opportunities, and challenges.

Strengths:

This area is responsible for documenting and preserving the history of the college through both official and unofficial records. Through the projected digitization of the student newspapers, photographs, The Pioneer yearbooks, and catalogs students will more easily be able to discover the value of original primary materials and at the same time learn critical analysis and interpretive skills. The archives program will set up a new SCC historical archive site to provide access to the materials and photographs in the department. The archives program supports both the mission of the academic library and the college. The development of the Program Plan has enabled the archives program to share its vision with supporters, colleagues, and other in the SCC academic community. The sharing of its vision has created positive energy, publicity, and support for the program as evidenced in the requests of other local academic archives staff to visit the area.

Challenges/Opportunities:

One of the biggest challenges is adequately funding the Archives faculty position, providing access, hour's open, locating space for materials, and supporting services. With a position normally funded for only .3 FTE it is very difficult for the Archivist to complete the responsibilities of this area which includes collecting, arranging, describing, and providing access to the archival materials. It is also difficult for the Archivist to find time to measure the effectiveness of the collections, services, and programs. The Archivist would like to utilize feedback surveys to measure its effectiveness. However, limited FTE for the archivist has made this responsibility nearly impossible. Another challenge is remaining on the cutting edge of technology in order to enable the Archives resources to be available to larger audiences on a 24/7 basis.

Technological advances provide both challenges and opportunities for the archives program. The archives program now needs to consider how to classify and preserve digital materials. The Archivist will also need to consider how and if they should take responsibility for identifying and collecting unofficial electronic records that document the history of the collection. On the opportunity side, the archivist will play an important role in in the curation of unique digital resources (e.g., student newspapers, photographs, The Pioneer yearbooks) created for faculty, students, and staff. The SCC Archives Collection, like many other small academic libraries, is evolving from a print-based collection to an online digital collection. The digitization of the materials and photographs will enable the archives program to create strong relationships with the teaching faculty, students, administrators, researchers, donors, and the nearby community.

C. MULTI-YEAR DIRECTIONS OR STRATEGIES

Describe the general directions in which you see the Program moving over the next 3 years. Include any multi-year initiatives your program plans. Describe how these directions and initiatives align with the College Goals. This information will be considered by the CSPC when they review the College Goals & Strategies each year and may lead to the development of new or revised college strategies.

On May 17, 2013, a consultant from the California Preservation Program (CPP) conducted a preservation needs assessment of the archives collection and storage area in the Special Collections unit of the Learning Resources Center to assess risks to the long-term survival of the collection and to

recommend actions for their mitigation or elimination. He helped us to develop multi-year strategies for the next three (3) years.

1. Digitize photographs, yearbooks, and catalogs to increase their discoverability and online search ability (ongoing project). Currently, the photographs and yearbooks are being digitized and saved on the shared “s” and external drive. The project of digitizing the over fifty year books and catalogs is an on-going project in the archives room.
2. Digitize all analog audiovisual recordings that need to be maintained in the collection. (The ongoing project of converting of the analog audiovisual recordings has begun and is about one fourth completed).
The analog recording and early digital recording are at risk of loss either through the deterioration of the formats or obsolescence of the hardware and software needed to play them.
3. Catalog the collection: (ongoing project)
This collection is largely a collection of gifts and deposits from academic and administrative units. The collection is housed on shelves, in drawers, and in boxes. Cataloging has been started and needs to be continued on an ongoing basis to make the materials more accessible.
4. Temperature controlled environment : (work with Operations)
Sensitive archival materials need to be kept in a temperature controlled environment. The lack of a controlled environment shortens the service life of sensitive materials. The purchase of \$374 data logger monitoring equipment will help to address the problem of the elevated temperatures in the Archives Department.
5. Continuing Education: (ongoing effort)
Basic archival skills on copyright, preservation, arrangement and description, digitization, disaster planning, and managing repositories are constantly being updated and are critical for all archivists. To remain relevant, archivists must be connected to trends in higher education, technology, academic libraries, and archives. Changes in standards also make it imperative that archivist seek new training.
6. Grants: (ongoing project)
The Archivist will work with the Dean to seek a grants from institutions such as the National Endowment for the Humanities Preservation Assistance.

SECTION II: Operational Review and Plan

A: REVIEW OF ACCOMPLISHMENT OF THE PREVIOUS YEAR'S WORK

Briefly state the objectives you worked on last year and the progress you have made on those objectives. Include a brief statement of progress on multi-year initiatives. You may wish to use a table like that below:

Objective	Expected Outcome	Results/Progress
Develop, coordinate, and carry out a comprehensive program of archives management for SCC	Process materials and pictures including the arrangement, description, and creation of finding aids; descriptive cataloging	Ongoing projects
Collect, process and preserve the history of SCC	Process and preserve donations from staff, alumni and the general public	Ongoing project
Continue the ongoing preservation and processing of materials in the archives	Continue and expand cataloging and acquisition of materials. Continue detailed creation of finding aids. Perform detailed inventories of the collection.	Ongoing project
Receives, organizes, and catalogs donations	Display donations for all staff, alumni and general public to access and appreciate.	Ongoing
Maintain the records in accordance with accepted standards and practices that ensure long-term preservation and the easy retrieval of documents.	Expand cataloging and acquisition of materials and photos using web based software to catalog and manage the archival collection. Safe and effective back up of the collection using hosted server such as Amazon Glacier, DVD's, and external hard drive.	Ongoing project
Provides access to students, faculty, scholars/researches, and the general public	Create archival web site using ArchivesSpace and OAC; LibGuide; lobby displays; historical videos using Camtasia software.	Ongoing projects

Objective	Expected Outcome	Results/Progress
Develops and maintains a repository of the institution's cultural artifacts, spreading awareness and interest in the history and heritage of the campus.	Staff, alumni and general public consultations; Sacramento Archive Crawl; historical brochure	Ongoing
Transfer archival cassette and VHS tapes to DVD. Transcribe the tapes.	Preservation of the cassette and VHS tapes	Ongoing project
Continue to recruit volunteers and interns	The SCC Special Collections Volunteer Program is designed to expand and enhance public service to the community. Volunteers provide support services to paid staff or work on special projects.	Ongoing

B. PROGRAM OBJECTIVES AND OUTCOMES/ MEASURES OF MERIT FOR THE PLANNING YEAR

Note: The planning year is the year you are currently planning for (i.e. the coming academic year). Provide information on the program objectives for the planning year. These objectives should align with and support the College Goals. Each objective should have one or more expected outcomes (aka measures of merit). The outcomes are specific indicators or data that let us know that an outcome has been accomplished. You may wish to use the format below:

Funding the objectives listed below is extremely limited by the normal .3 FTE allocated for the adjunct librarian. The Archives area and collections critically needs to take appropriate actions to ensure the protection of its assets. This action is in the best interest of the College and the community it serves. Some of the actions described in Section B are accomplished with few resources; others require significant resource commitments.

Objective 1:

Develops, coordinates, and carries out a comprehensive program of archives management for the College

- Expected Outcomes/Measure of Merits: Process materials and pictures including the arrangement, description, and creation of finding aids; descriptive cataloging; and ultimately providing access OAC.

Objective 2:

Collects the history of the College

- Expected Outcomes/Measure of Merits: Process and preserve donations from staff, alumni and the general public

Objective 3:

Continues the ongoing preservation and processing of materials

- Expected Outcomes/Measure of Merits: Continue and expand cataloging and acquisition of materials. Continue detailed creation of finding aids. Perform detailed inventories of the collection. It is recommended by IT department to use a back-up long term storage for the photographs

Objective 4:

Receives, organizes, and catalogs donations

- Expected Outcomes/Measure of Merits: Display donations for all staff, alumni and general public to access and appreciate.

Objective 5:

Maintains the records in accordance with accepted standards and practices that ensure long-term preservation and the easy retrieval of documents

- Expected Outcomes/Measure of Merits: Expand cataloging and acquisition of materials and photos using web based software to catalog, manage, and public the archival collection.

Objective 6:

Provides access to students, faculty, scholars/researchers, and the general public

- Expected Outcomes/Measure of Merits: Create archival web site using; LibGuide; lobby displays; historical videos using Camtasia software.

Objective 7:

Systematically develops and maintains a repository of the institution's cultural artifacts, spreading awareness and interest in the history and heritage of the campus

- Expected Outcomes/Measure of Merits: Staff, alumni and general public consultations; Sacramento Archive Crawl; historical brochure.

Objective 8:

Continue to recruit volunteers

- Expected Outcomes/Measure of Merits: The Sacramento City College (SCC) Special Collections Volunteer Program is designed to expand and enhance public service to the community. Volunteers provide support services to paid staff or work on special projects.

Objective 10:

Provide access to the photographs, The Pioneer yearbooks, and catalogs in the Special Collections room. The Digital Project will make the photographs, The Pioneer yearbooks, and catalogs available and searchable online using OAC (California Digital Library-Online Archive of California). Efforts will be made to apply appropriate informational pointers (metadata) allowing users to browse the collections effectively, and a community effort will add to this information via social tagging.

Expected Outcomes/Measure of Merits: Providing Web access to the digital collection may require software such as ArchivesSpace. OAC will ultimately host the information at no additional cost.

Terminology Note: Objectives are specific, measurable actions; procedures are the detailed tasks that are conducted as part of achieving the objective. (For example if an objective for next year was to take a car trip to San Diego, the procedures could include packing, taking the car in for a tune up, finding someone to take care of the dog, etc.)

C. PROCEDURES AND RESOURCE REQUIRMENTS FOR THE PLANNING YEAR:

Provide information about the procedures that you will use to accomplish your objectives and the resource requirements needed for those procedures. Include information about the funding sources available to your program.

- **Procedures:** *Explain the overall procedures that the program uses to fill its purpose and implement its objectives. In some cases, a given procedure may support more than one objective.*
- **Resource requirements:** *State the resources (financial, facilities, and IT) that are needed to implement program objectives.*
- **Funding sources:** *State the sources of funds that are applicable to your program.*

You may wish to use a table to present this information; two suggested table formats are shown on the next page.

Examples of ways to use tables for the information for section C are shown below:

Special Collections/Archives				
A table like this works well when a given procedure is used for more than one objective				
Procedure	Timeline	Responsible persons	Resource Requirements IT, Staff, Faculties, etc. Show total cost for each item	Funding Source(s)
Increase to .5 FTE faculty adjunct position (minimal service) (priority 1)	Archivist works 44 days (352 hours) a semester, operation open 3 days a week. Limited development of finding aids, limited preservation of materials, and students, faculty, and community members required to make appointments	Caroline Harker and Dean	\$45,642.00 Fall & Spring semesters	Campus: salaries and benefits
Maintain .3 FTE faculty adjunct position (Bare bones) (Priority 2)	Archivist works 27 days (216 hours) a semester, operation open two days a week, appointments very limited, access to collection minimal. Materials processed and finding aids created on emergency basis only.	Caroline Harker and Dean	\$28,002.00 Fall & Spring semesters	Campus: salaries and benefits
Purchase data logger monitoring equipment which will help to address the problem of the elevated temperatures in the Special Collections room.	Fall 2020	Caroline Harker and Dean	\$450.00 Sensitive archival materials need to be kept in a controlled environment in the Special Collections room. The cost of data logger monitoring equipment is about \$450 (see appendix B)	LRC Capital Campaign / Program Plan

APPENDICES:

Include appendices as needed. Some possible appendices are suggested below:

- Appendix A: Preservation Needs Assessment of the Sacramento City College Archives (May 21, 2013)
- Appendix B: PEM2 Datalogger

DATE:

Plan updated : November 2019

Original plan: November 2009

REVIEW CYCLE: Annual

**Appendix B: Preservation Needs Assessment of the Sacramento City College
Archives (May 21, 2013)**

**Preservation Needs Assessment of the
Sacramento City College Archives**

**Barclay Ogden
California Preservation Program**

May 21, 2013

This assessment was supported in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian. The opinions expressed herein do not necessarily reflect the position or policy of the U.S. Institute of Museum and Library Services or the California State Library, and no official endorsement by the U.S. Institute of Museum and Library Services or the California State Library should be inferred.

On May 17, 2013, a consultant from the California Preservation Program (CPP) conducted a preservation needs assessment of the archives collection and storage area in the Special Collections unit of the Learning Resources Center at Sacramento City College (SCC) to assess risks to the long-term survival of the collection and to recommend actions for their mitigation or elimination.

This assessment was occasioned by Special Collections' participation in the CPP's California Preservation Assessment Project to address its concern that it is taking appropriate actions to preserve its collection, and to ensure that these materials continue to be able to be used by current and future researchers. The collection has materials documenting the history of SCC (e.g., college records and events) in multiple formats (e.g. paper, film, photographs, analog audio tapes and video cassettes, scrap books, newspapers, and posters). In light of opportunities to showcase the SCC in the upcoming centennial celebration, to provide administration with a record of policy decisions, and to create a sense of unique history and place for fundraising purposes, taking appropriate actions to ensure the protection of these information assets is a business interest of the College and the community it serves.

The process used for the preservation needs assessment consisted of three activities: an inspection of materials on shelves and in cabinets to get a sense of the scope and scale of preservation needs; an interview with the archivist and staff to identify needs not able to be identified by an inspection; and an assessment of the storage area to review the building's ability to protect the collections from damage. Major findings and recommendations to optimize preservation of the collection for long-term access are itemized below.

Findings and Recommendations

Findings and recommendations, with justifications, are informed by the principle of maximizing benefits for the collection while minimizing costs, thus ensuring the greatest possible protection of College assets with available resources. Some recommended actions can be accomplished with few resources; others require significant resource commitments. The next logical step, a review of the feasibility of taking the recommended actions, could lead to implementing first those recommendations requiring only resources currently available from the College, and to leave to special funding opportunities those recommended actions requiring additional resources.

- 1. Finding: In the event of a collection disaster, Special Collections is not prepared to salvage collections.** Disaster response plans help protect collections because they prepare the staff to respond effectively and efficiently; if significant portions of the collection were to get wet, the guidance of a concise and current written disaster response and salvage plan for the collection, plus training to implement it, would allow the Archives and Library staff to make optimal use of the short time before water and mold cause irreversible collection damage. Three days is a normal window for salvage operations, but this time may be longer or shorter depending on the prevailing environment.

Recommendations:

1a. Consider adopting a simple and compact disaster response plan format, such as the fill-in-the-blanks “Pocket Response Plan for Collections” at the California Preservation Program website, http://calpreservation.org/information_resources/emergency-prep-and-response/pocket-response-plan-for-collections/. Following a disaster, it is very difficult to remain calm and rational; the plan should be kept very short and very directive with regard to key actions. Experience teaches that simple instructions limited to major needs lead to greater overall success than longer, comprehensive instructions that address all possible collection needs. Further, the time and cost to keep a short plan current are much reduced. Review documents on collection response and salvage at the above-mentioned web site for essential information to complement the “pocket” plan.

1b. Assign maintenance of the plan to a staff member and include it in the staff member's performance evaluations. Plans quickly go out of date; contact information goes first and location of salvage priorities (because collections are shifted) follows quickly thereafter. Unless the plan is current, it offers only a false sense of protection for the Library.

1c. Mount staff education and training events on disaster preparedness and response like those offered by the California Preservation Program. See the CPP’s webpage (<http://calpreservation.org/disasters/exercise.html>) for an example of a staff education and training event. Prepare a combination of drills (evacuation, fire extinguisher, disaster) and tabletop exercises to train Library staff (not just Special Collections staff) to respond to the most likely emergencies.

1d. Purchase a small cache of emergency supplies. Essential to the cache is sheet plastic to cover stacks to protect collections from overhead leaks, plus paper towels, sponges, mops, and even a wet/dry vacuum cleaner along with a GFCI (ground fault circuit interrupter) extension cord, if possible. See “A8: Disaster Supplies and Equipment” at http://westpas.org/course_docs.html for a more comprehensive list.

1e. Investigate pre-registration agreements with commercial disaster response and collection salvage companies. Companies with good track records for salvage of archives collections include BELFOR and Polygon. Some companies, e.g., BELFOR, offer no-cost pre-registration agreements to ensure the Library gets priority attention should a region-wide disaster make multiple simultaneous claims on local resources.

1f. Ensure that the SCC’s property insurance policy includes coverage for post-disaster salvage of documents in the Archives’ collection.

Justification for recommendations 1a-f: These recommendations provide the greatest protection for the collection at the lowest possible cost. If these actions are undertaken with other Library staff, all staff become sensitized to potential problems before they become disasters. Insurance companies reduce rates for collections' insurance if a library has a written plan; since the SCC self-insures its collections, risking potentially large out-of-pocket

costs, being prepared to respond to disaster by maintaining a disaster response and salvage plan for the collections is even further justified.

2. **Finding: Most of the materials have not been curated or processed/cataloged.** The collection largely is an accumulation of gifts and deposits from academic and administrative units. The collection is housed on shelves, in drawers, and in boxes. Cataloging has been started without the benefit of a policy to guide appraisal of the collection to determine what is within scope and what should be discarded rather than accessioned. The archives is served by .3FTE professional staff with occasional staff and volunteer assistance.

Recommendation:

2a. Develop a collection development policy to guide appraisal, processing, and preservation (of particular import for this assessment), to ensure the collections are discoverable and serviceable for use by faculty, students, and staff. In addition to its current functions, the archives program could include investigation of 1) additional needs of academic and administrative units for a college archives function; 2) opportunities to integrate students into the life and history of the college through class assignments that make use of archives; and 3) opportunities to deploy archival collections materials to lend distinctiveness to SCC for development purposes.

2b. Consider creating a position for a full-time archivist to build out the archives program. Several years of concerted effort will be needed to develop a full-functioning archival service and to enable it to help prepare for the SCC's centennial celebration. The archivist should attend no-cost preservation training available through workshops sponsored by the California Preservation Program listed on its website, calpreservation.org.

Justification for recommendations 2a-b: The College does not have a full-functioning centralized archives to maintain access to its vital records, but needs one to manage materials already in hand, as well as future deposits. Additionally, the three other campuses in the Los Rios District may need similar services that could be centralized at one location for maximum cost efficiency. Further, the SCC libraries, like many other small academic libraries, is evolving from a print-based collection to an online digital collection; as the physical evidence of learning--the books and documents the College creates--disappears, the Library and the College will be challenged to inspire students with distinctiveness of place and purpose. Donors could be attracted to the College in part by SCC "branding" itself with its own archives collections to help emphasize its distinctive character.

3. **Finding: collection security is relatively lax.** The collection currently is housed in a locked room, but all regular staff members have keys, and the room, which is very handsome, frequently is used for meetings not related to archival functions and not under the supervision of the archivist. As the collection becomes better known, collection security may become an issue. As the collection of record for the SCC, the collection needs to be reliably secure to

prevent theft or modification of its documents. Digital versions of archives documents currently are widely accessible to staff and easily can be modified. No provision has been made for preservation of the growing digital collection.

Recommendations:

3a. Re-key the archives storage room and distribute keys only to staff members who need access to the collection. Risk of losses will grow with a broader appreciation of the existence and importance of the archival collections. Since very few staff members need access to the Archives, there is no reason to increase the risk of loss by providing all staff with access.

3b. Move records of permanent value to a more secure space. Following appraisal, the essential records in the collection may be able to be accommodated in much less space than currently is required to maintain duplicates and out-of-scope materials as well as essential records. A former office space on the 1st floor may be available to become an archives storage room, offering much improved security.

3c. Consider installing an intrusion detection system in the archives storage room wired in to the central station alarm system monitored by campus security.

3d. As materials are digitized and become the defacto documents of record, ensure that the digital files cannot be altered by moving them to a protected partition of the S-drive or to a separate, protected server. Equally important, ensure that the digital files are covered by a digital preservation plan to prevent their corruption or loss.

Justification for recommendation 3a-d: Since most of the materials in the archives are irreplaceable, losses usually are unrecoverable. As more of the collections are processed and their records contributed to the online catalog, they will become better known and possibly targets for theft. A digital preservation program for the digital documents will include procedures to improve their security and ensure their integrity.

- 4. Finding: Environmental conditions in the current archives room are not optimal for long-term preservation of the collection.** Appropriately, the temperature is set for the comfort of staff working in the space, with an unintended consequence of shortening the service life of the collection. Visible and ultraviolet light levels on the surfaces of bindings of materials in the collection are relatively low, even with the blinds open, with the exception of the case of *Pony Express* volumes in the standing case on the wall directly across from the windows.

Recommendations:

4a. Install “data loggers” to create a continuous record of temperature and relative humidity to assist facilities’ staff manage the HVAC system. Two data loggers can be recommended, the “PEM”

(<https://www.imagepermanenceinstitute.org/environmental/pem2-datalogger>) and the “Hobo” (<http://www.onsetcomp.com/products/data-loggers/u14-001>). The data from these machines can be uploaded via a personal computer to a website (<https://www.eclimatenotebook.com/>) that provides analytical and graphing services to make the data easily accessible and useful for managing HVAC systems. Graphs are the handiest way to detect trends or to spot repeating problems, and they provide much needed assistance to facilities staff to properly manage the storage environment.

4b. As part of the relocation of essential documents to the proposed archives storage room on the 1st floor, consider specifying that storage conditions be as close to optimal as possible extend the service life of the collection. Use online tools to estimate the increased service life from controlled environments to justify attention to optimizing storage conditions. The Image Permanence Institute has a good basic tool: <https://www.imagepermanenceinstitute.org/resources/calculators>. Preservation experts currently recommend that paper-based collections be maintained at temperatures as cool as possible (often down to 60 degrees F. as a practical lower limit) for storage given that the materials will be used in warmer reading room environments. See <http://librisdesign.org/docs/CollectionPreservation.pdf> for a broader discussion of the impact of temperature (and relative humidity) on the service life of the collection.

4c. If staff would like to have the blinds open when the room is in use, either move the standing case with the *Pony Express* or install a curtain to protect the spines of the volumes from light damage.

Justification for recommendations 4a-c: Achieving desirable environmental conditions maximizes the service life of the collection in its original form and minimizes the long-term cost of access by amortizing the eventual replacement costs (from deterioration) over a greatly increased service life. The opportunity to use environmental data to assist facilities staff take an economical approach to optimizing conditions for the collections, while saving energy, also will contribute to a reduction in long-term collection maintenance costs. Installing a makeshift curtain will protect the *Pony Express* volumes from light damage and avoid costly rebinding.

5. Finding: The storage facility is well maintained with no evidence of insect activity.

Recommendation

5. Ask the facilities staff to place insect traps in the archives as an “early warning” system should insects begin to infest the collection.

Justification for recommendation 5: The cost of placing traps to provide early evidence of insect activity is negligible and the opportunity to avoid the costs of whole collection extermination treatments is very significant.

6. Finding: Overall, the collection is in excellent condition, allowing preservation attention to be sharply focused on narrow areas of need. The newsprint volumes, scrapbooks, and

clippings files among the printed materials have suffered the most damage and deterioration, and the analog audiovisual recordings in the collection are at risk of becoming unplayable, mostly due to obsolescence of the formats. Yearbooks are candidates for digitization, but are not as much at risk of loss as the other materials identified above, enabling the staff to set preservation priorities for digitization projects.

Recommendations

6a. Digitize all analog audiovisual recordings that need to be maintained in the collections. Analog recordings, and even early digital recordings, are at risk of loss either through deterioration of the formats or the obsolescence of the hardware and software needed to play them. The California Preservation Program's California Audiovisual Preservation Project (<http://calpreservation.org/projects/audiovisual-preservation/>) coordinator, Pamela Vadakan, is a good source of information for best practices and reformatting services.

6b. Digitize the newsprint-based materials to increase their discoverability and online searchability as well as to preserve the information content. Evaluate costs for digitization options; if labor is volunteer, purchase or lease of equipment may be economically desirable. If not, one company known to do excellent preservation reformatting work at reasonable cost is Backstage Library Works (<http://www.bslw.com/digitization/>). The Internet Archive offers a digitization service that could be investigated.

6c. Purchase a supply of archivally sound enclosures for long term storage of high use documents and photographs. Archivally sound clear plastic sleeves, paper folders, and envelopes will increase dramatically the service life of high use materials in the collection, but often will not be necessary for digitized materials that will be retained primarily for preservation rather than for continued access.

Justification for recommendations 6a-c: Though the collection is in very good condition overall, some materials are very fragile and vulnerable to damage. Digitization of the newsprint and audiovisual materials has multiple access as well as preservation benefits to justify an investment in a digitization project. Individual protective enclosures for documents and photographs, and boxes for fragile volumes, will protect records from damage, facilitate handling, and lower the cost of maintaining the collection.

- 7. Finding: The collection is protected by a fire detection system, but does not have an automatic fire suppression system.** My understanding is that this situation applies to the entire Learning Resource Center building.

Recommendation

7. If an opportunity presents itself, consider installing an automatic fire suppression system to complement the automatic fire detection system. "Wet pipe" fire suppression systems (the pipes are fully charged with water at all times) are the least

expensive among automatic suppression systems to maintain as well as the most reliable when needed. A second possibility, at higher cost, would be installation of a non-aqueous system to avoid wetting down the collection in the event of fire.

Justification for recommendation 7: Automatic suppression systems protect occupants in the building as well as collections, buying time for personnel to escape and the fire department to respond. Since document collections are a highly combustible fuel source, automatic fire suppression systems are recommended for library and archives facilities. Damage to collections from water is an issue with water-based suppression systems; however, wet materials can be salvaged, whereas burned materials generally cannot.

The key risks to which the Sacramento City College archives are exposed, and the benefits of actions to eliminate or reduce the risks, are clear. In addition to Library and College resources, funds with which to address some of these recommendations may be available through local foundation grants because the collection materials by their historical nature are recognized to be held in trust for the benefit of the larger Sacramento community. The California Preservation Program stands ready to offer further information and assistance with implementation of key recommendations when the Archives wishes to proceed, and to assist it identify future actions following completion of higher priority actions addressed in this report.

I wish to thank SCC Archivist Caroline Harker, staff member Barbara Morgan Izzo, and Learning Resource Center Director Rhonda Rios Kravitz for making this assessment possible; they were enormously helpful and generous with their time and counsel.

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Appendix B: PEM2 Environmental Control Datalogger

The purchase of the environmental monitoring equipment for the Sacramento City College Special Collections/Archives department will assist in the preservation of the historical collection dating back to the inception of the College in 1916. The collection contains eleven steel cabinets of historical pictures, memos, memorabilia, budgets, letters, and letters. The Special Collections/Archives Department also contains sculptures, oral history audio recordings, slides, catalogs, artifacts, yearbooks, and 120 bound college newspapers.

A very serious preservation challenge in the department is the elevated temperature of the room causing the materials to deteriorate rapidly in the Archives Department. The temperature of the entire library is maintained by a centralized Los Rios College Central District) LRCCD HVAC Department in Sacramento, California. The Special Collections/Archives Department is not separated from the main library and thus shares the same temperature and 70-74 degrees F. The Special Collections Archives Department is located on the third floor of the library where the heat tends to rise. The Special Collections Department tends to get very warm when the two large window blinds are open and especially hot during the summer months. The LRCCD HVAC Department maintains the library temperature at 70-74 range for public comfort. The LRCCD HVAC Department has informed me that they do not know what the interior relative humidity range is in the library. The temperature or relative humidity in the library or Special Collections Department is not monitored with a data logger or hygrothermograph. The data logger will provide accurate and reliable temperature and humidity measuring instruments to show the LRCCD HVAC Department. The data logger will provide data to the LRCCD HVAC Department and maintain a 60-65 degree F range to preserve the materials and photographs in the Archives Department.

The materials and photographs date back to the college's inception in 1916. The Special Collections/Archives Department contains:

- Eleven cabinets of analog manuscripts, twenty scrap books, 4 linear feet of photographic prints, 2000 slides, 66 audio recordings, 168 VHS recordings, memos, letters, annual reports, administrative bulletins, budgets, program evaluations, research reports, student profiles, curriculum, and dedications.
- 120 bound volumes of the College newspaper entitled, "The Express"
- Pioneer yearbooks dating from 1920 to 1980
- Catalogs dating from 1922 to present day

The collections that are the focus of the project are very significant to the history of Sacramento City College. The collections contain VHS recordings of the Art Balls and original marketing art for the Art Balls. For 22 years, from 1927 to 1948, art students astonished the city and College with their annual fund raising productions. Locally, Sacramentans became so enthralled with these events that as many as 5000 people would crowd into the Memorial Auditorium to dance and watch the elaborate pageantry unfold. French courts, underwater dramas, a journey into outer space by rocket ship to a planet

called Kohmar, these were just a few of the fanciful themes. Each year art students faced the task of designing and producing their own Art Ball. Weeks of assembling stage sets, costumes, music, and choreography culminated in an hour long stage production. The Art Ball was famous not only for its spectacle, but for the bold pioneering of such innovations as dry ice for drifting mists, fireworks to simulate volcanic action, colored lighting projected on foil strips, and black lights focused on fluorescent prints. The Art Ball raised unprecedented sums for the Art Scholarship Fund. It united art, drama, music, Sacramento community, and even athletic departments, bringing faculty and students together in a close working community of mutual respect.

The Special Collections Department contains year books dating from 1920 to 1980 which highlights the faculty, students, SCC government, council, Art Ball, theatre, orchestra, band, athletics, clubs, styles, and graduates. We have students, alumni, researchers all asking for information from the year books.

We also have historical pictures dating back to 1916 including the first administration and women's gym on the Campus. The pictures are significant because the first buildings were torn down because they were not earthquake proof. We are approaching our 100 anniversary in 2016 and we have newspaper columnists, researchers, students, alumni all asking for additional historical information about the College.

The materials and photographs in the Special Collections Department document the growth and development of the institution and the students', faculty, and administrators associated with it. We rely upon the transfer of records from the college's academic and administrative departments and the direct donation of archival materials from alumni, faculty, and other private donors to build the collection.

The SCC Special Collections Department is an integral part of the educational programs of the college. Its primary mission is to support the classroom work, cultural pursuits and personal development of our students, faculty, and staff. The collections are utilized by e-mails, phone calls, and walk-ins by students, faculty, and researchers across the United States. We even had an inquiry about Bill Mahan (SCC retired Professor) from CBS-Radio Canada. We recently had a reporter from The Express newspaper researching information about Belle Coolege, the first woman president of the College. The following are additional examples of students, faculty, and researchers who have used the SCC Special Collections Department:

- Independent researcher came from New York to research the history of junior college's music departments.
- Historian/librarian from National College of Baseball Hall of Fame contacted the Archive Department for a list of former SCC baseball coaches dating back to 1916.
- Reporters such as the Valley Community Newspaper called the Archive Department requesting verification of historical dates such as the first Art Ball festival.

- A researcher sought a specific Vietnam-era March 15, 1973 article from the college newspaper about the experience of an SCC student entitled, “Dead Man Wanders Campus.”
- Journalism instructors include Special Collections in their curriculum. During the academic year students are required to include the Archives/Special Collections area in their research to complete their fact-checking assignment. The Archives Department provides information for students to succeed in their coursework.

The Sacramento City College Learning Resource Center is an integral part of the educational programs of the college. Its primary mission is to support the classroom work, cultural pursuits and personal development of our students, faculty, and staff. The library supports the educational goals of the college by:

- Providing a balance, up-to-date collection of print, non-print, and electronic resources
- Helping students become efficient and effective consumers of information, able to find, evaluate, analyze, use and communicate data
- Teaching critical thinking and information seeking skills

College archives are housed within the Learning Resource Center. Its program includes ongoing preservation and processing of materials; the arrangement, description, and creation of finding aids; descriptive cataloging for the collection; and exhibitions. Additionally, historic documents and artifacts are continually acquired either by donation or from staff, alumni and the general public, all of which must be processed and preserved by the Archivist.

The SCC Library Archives Department normally has a yearly budget of \$18,067, which funds a single part-time faculty member who oversees the archives, working at 0.3 FTE schedule during the fall and spring semesters. The department is funded according to a yearly plan and no materials are included in the budget. The part-time archivist oversees one intern in the department.

The Archivist is responsible for developing, coordinating, and carrying out a comprehensive program of archives management for the College, including the ongoing preservation and processing of materials; the arrangement, description, and creation of finding aids; descriptive cataloging for the collections; and exhibitions. Additionally, historic documents and artifacts are continually acquired either by donation or from staff, alumni and the general public, all of which must be processed and preserved by the Archivist.

The primary goals of the Archives are as follows:

- To be the cultural memory of the institution
- To protect and insure the continued accessibility of the Archive holdings
- To create finding aids for the collection
- To perform inventories of the collection
- To process records according to archival principles and standards
- To coordinate outreach programs to the campus divisions
- To coordinate outreach programs to the external Sacramento Community

SCC Special Collections/Archives Department had a Preservation Needs Assessment completed by California Preservation Program by Barclay Ogden on May 21, 2013. The finding and recommendation of the assessment recommended, “Environmental conditions in the current archives room are not optimal for long-term preservation of the collection. Appropriately, the temperature is set for the comfort of staff working in the space, with an unintended consequence of shortening the service life of the collection. “ The assessment report goes on to recommend, “install “data loggers” to create a continuous record of temperature and relative humidity to assist facilities’ staff manage the HVAC system. Two data loggers were recommended, the “PEM” and the “Hobo”. The data from these machines can be uploaded via a personal computer to a website that provides analytical and graphing services to make the data easily accessible and useful for managing HVAC systems. Graphs are the handiest way to detect trends or to spot repeating problems, and they provide much needed assistance to facilities staff to properly manage the storage environment.”

The importance of this project to SCC Special Collections:

The installation of the data logger in the Special Collections/Archives Department is very important to the preservation of the materials and photographs that contain historical value to the students, faculty, staff, and researchers at SCC. The benefits of the data logger will give us the ability to accurately collect temperature and humidity data in the Special Collections Department on a 24 hour basis. Upon activation, the data logger will measure and record temperature and humidity information for the duration of the monitoring period. This will allow for a comprehensive, accurate temperature and humidity data of the environmental conditions in the Special Collections Department. The data will be used to communicate with the LRCCD HVAC Department to maintain the Special Collections Department at 60 degrees F. to preserve the materials and pictures. According to the 2004 article entitled, “Collection Preservation in Library Building Design” by Barclay Ogden, <<http://www.librisdesign.org/docs/CollectionPreservation.pdf>> “Heat degrades all organic materials, including paper, photographic film and prints, and analog and digital media. More heat speeds up the chemical reactions responsible for degradation of materials, shortening their service lives. So colder is better, down to reasonable tolerance limits for staff and patrons who need to work in the stacks.”

The following steps outline the project:

1. Purchase of Data Logger
2. Install and Monitor Data Logger

Home » Store » PEM2 Datalogger

PEM2 Datalogger

This compact, highly accurate monitor is the easiest-to-use device of its kind on the market. Your data can be downloaded instantly as a text file to any USB flash drive. No user setup or user-installed software is required. The PEM2 is compatible with IPI's [eClimateNotebook®](#) website and Microsoft® Excel®. A USB flash drive allows you, through simple command files, to control the display and temperature scale, include logger location information in the text file, and clear data. More than ten (10) years of data storage and +/- five (5) years of battery life. Certified NIST-traceable calibration. Monitor measures 3.75" x 2.375" x 1.5". Works with both PC and Mac.

Specifications:

Environmental

Enclosure material: ABS plastic

Dimensions (h x w x d): 7.3 cm (2.875") x 9.5 cm (3.75") x 3.8 cm (1.5")

Mounting: Shelf or wall mount; secure mounting possible

Weight

200g (7 oz.)

Display

Outputs temperature and humidity alternating in a 15-second cycle

Operating Range

-40C to 65C (-40F to 150F)

Temperature

Sensor type: Texas Instruments TMP123 Digital Temperature Sensor

Accuracy: 0.5C (1F) across operating range

Resolution: 0.1C (0.1F)

Humidity

Sensor type: Thin film polymer capacitance sensor, Sensirion SHT75

Operating range: 0% to 100% RH, non-condensing

Accuracy: 2% RH (10% to 90%), 3.5% RH (0% to 10% and 90% to 100%) across operating temperature range

Calibration

Certificate of NIST-traceable calibration provided from Thunder Scientific Model 2500 Humidity Generator

Memory

Holds more than 10 years of data at a fixed sample rate of 30 minutes (each 30-minute data point is an average of 6 readings taken at 5-minute intervals)

Data Retrieval

Via standard USB flash drive (USB 2.0 supported; USB flash drive not supplied)

Data written as text file readable in PC or Mac

Battery

Uses AA lithium (supplied) or alkaline batteries

Battery life +/- 5 years

Certifications

CE, FCC

RoHS compliance (reduction of hazardous substances)



(click to enlarge)

Warranty

The PEM2® is guaranteed against defects in manufacturing for a period of three (3) years from date of purchase. Units that fail under reasonable conditions of use during that time will be repaired or replaced free of charge. A fee will apply to repairs made after the three (3) year warranty period.

Recalibration

Recalibration for temperature and RH accuracy is recommended every three years. **Recalibration service** includes sensor recalibration or replacement, battery replacement, firmware upgrade if applicable, and issuance of a new certificate of calibration.

Quantity Discount: \$349 each for 1-9 units, \$299 each for 10+ units.

Price: \$349.00

ADD TO CART

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