MISSION STATEMENT

The Bosler College Archive collects, preserves, organizes and makes available for research original materials relating to Bosler College and its environs and provides free and easy access to information, ideas, books and technology that enrich, educate and empower every individual both in our university and the outside world.

GOALS AND OBJECTIVES

To achieve its mission, Bosler College Archives has four primary objectives: gain physical and intellectual control over archive materials, develop a collection policy regarding current holdings and future acquisitions, improve access and finding aids, and increase usage.

CURRENT COLLECTION

The first order of business is to discover just what we currently have in our archives. Since two-hundred-fifty feet of the total three hundred feet of the manuscript collection is mostly unprocessed, using the Boles appraisal model: value of information, cost of retention and political considerations, a plan can be devised to fix this situation.

We already have some scattered records from admissions with a few yearbooks but no other student records, and some correspondence from former presidents, as well as sixty different small collections including family papers, manuscripts of a local author, two ladies clubs, records of a local daily paper that ceased publication in 1970, and some railroad photographs. The most complete records are from the last five years of promotion and tenure of the faculty.

Valuable originals should be described at the item level and placed in their own folders, these items should be placed on microfilm and have complete Finding Aids recorded in both paper form and e-text.
A single letterhead should be designed to replace the different letterheads currently in use. Also the six different subject centers that have limited research value should be integrated with other records.

To build on the current collection, official letters should be sent to prior college presidents explaining how much it would be an honor for our university to be a repository for their correspondence especially those that pertain to their tenure.

Letters could also be sent to local historical societies or important families as well as other local newspapers. It is important that the local community is aware of our archives and what we can offer them if they so decide to donate their collections to us. Since we already hold the records of two local ladies clubs, we could invite current organizations to donate their materials to us to add to our current holdings. We could also appeal to other local now defunct newspapers.

Since we plan on developing our collection, a new donation policy should be implemented to include a standardized internal appraisal form and a Deed of Gift agreement to replace the current model of creating a box / folder list when the materials are acquired. If we spend time during the initial donation, we will be more aware of just what we have in our archives. We will also need a standardized purchase agreement.

Since money is tight, the collection should initially focus on local history and the college itself.

STORAGE

It would be a good idea if we could have our own space within the current library that is just specifically for our archival materials. To begin with, a room would be adequate but as our collection grows and it gains more usage, we could acquire more space.

The collection should be stored in a climate-controlled facility paying special attention to temperature and humidity. The collection should also be insured especially if there is anything of great value.

EQUIPMENT & SUPPLIES

Since we have a backlog of unprocessed materials, it would be advisable to invest in technology with up-to-date equipment including computer hardware and software, as a means of reproducing records including photocopies and digital copies of materials.

Also, since we have a photography collection, it would be advantageous to invest in a color printer to make high-resolution reproductions of these materials.

We also need a means of reading microfilm, viewing films, videotapes and listening to audiotapes.
It would also be a bonus to provide free wireless internet and access to databases to enhance research. If there’s no money to pay for new equipment, perhaps the college has unused equipment in other departments that could be donated to the archives.

**GENERAL BUDGET NEEDS**

Since most of our financial needs will come from outside sources, it would be prudent to spend time on fundraising including applying for grants from federal agencies and foundations. We could engage a volunteer whose sole job would be to locate funds.

It would also be a good idea to start an endowment and reach out to past alumni to educate them on the need to preserve these archival materials. To do this, it is important to work with, rather than against, our parent organization, Bosler College, in identifying if money for scholarships could be utilized to fund one new student position that could be beneficial to the archive and the college. This sort of outreach could create advocates and lead to donations or capital.

**STAFFING**

Currently the library has two full-time staff members: an archivist, an assistant archivist and a work / study student who works part-time. Since the majority of the manuscript collection is unprocessed or poorly processed without finding aids, and the budget is limited, it would seem prudent to spend time on training and development of current employees in new technology including digitization of materials.

It would also be a wise idea to create student opportunities. They could be hired for specific tasks and gain college credit for completing projects, perhaps some of these could be work / study students or those interested in archives.

Additionally, student internships from different disciplines could be trained on specific tasks.

Also, volunteers from both the college and surrounding areas could be recruited to help.

**ACCESS & OUTREACH GOALS**

To engage an audience with our archives, the first place to start is the college itself to educate the faculty and students on just what materials we have and how they can be utilized.

We could offer an orientation class at the beginning of each term to encourage students to use the archives for papers and projects. We could host tours and hold important receptions in our facility or even lecture series or seminars, for example, relating to the college or even the author whose manuscripts we hold.
We could hold an exhibit of the railroad photographs that would be a great way to reach out to the local population and introduce them to our archives. It could be advertised locally and perhaps, a rudimentary brochure produced to accompany it.

We could set up an internship or college credit apprenticeship to build a website. The railroad photographs could be digitized and placed online and the website could link to other archives. We could also set up a Facebook page as well as an Instagram account and utilize other social media. Whatever we decide to do, it is imperative to get the word out that we exist and welcome researchers to peruse our collections.

It would also be advisable to requisition a space that could be converted to a reading room to encourage scholarly work. Somewhere that is quiet with good lighting, comfortable seats and wide tables. It would also be a great use of space to provide study rooms or even a conference room.