



# INDIANA UNIVERSITY LIBRARY

## KOKOMO

## Indiana University Kokomo Archives Digitization and Preservation Plan

### IU Kokomo Library Mission Statement

This mission of the Library is to provide the collections, services, and environments to support and strengthen the teaching, learning, and research mission of Indiana University Kokomo.

### IU Kokomo Archives: General Statement of Purpose

The mission of the IU Kokomo Archives is to collect, organize, preserve, and provide access to resources created by or about the campus in support of administration, teaching, research, and service. To this end, the IU Kokomo Archives:

- Provides information services which support University and campus administrators in the performance of their duties;
- Supports research and teaching by making available and encouraging the use of its collections by the IU Kokomo community and the public;
- Promotes knowledge and understanding of the history, programs, and people of Indiana University Kokomo;
- Works with partners in University Archives to develop and implement a records management strategy for IU Kokomo offices, schools, and departments and for campus offices that contribute to system-wide responsibilities.

### Digitization and Preservation: General Statement of Purpose

To ensure that archival records, photographs, and audiovisual materials are accessible and usable over time, the IU Kokomo Archives creates, stores, and preserves both born-digital and digital reproductions of physical materials. Digital files are collected by the IU Kokomo Archives in a variety of ways:

- Digitization: production of digital surrogates of physical materials already owned by the Archives;
- Donation: receipt of born digital files or digital surrogates;
- Creation: origination of digital files, such as conducting oral histories, writing transcripts, or taking photographs of campus events.<sup>1</sup>

The IU Kokomo Archives follows best practices for storage and preservation as established by Indiana University Libraries, University Archives, Digital Collections Services, and University Information Technology Services.

### Digitization Schedule

The following schedule indicates the order in which the IU Kokomo Archives will digitize, or produce digital surrogates of physical materials already owned by the Archives. While University, campus, or community initiatives and requests may at times supersede regular digitization activities, this schedule provides guidance for the consistent digitization of the IU Kokomo Archives collections.

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<sup>1</sup> Center for Digital Scholarship and Curation, "Digital Preservation Plan," Sustainable Heritage Network, accessed May 2, 2019. [https://sustainableheritagenetwork.org/system/files/atoms/file/3.27\\_DigitalPreservationPlan.pdf](https://sustainableheritagenetwork.org/system/files/atoms/file/3.27_DigitalPreservationPlan.pdf)



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### Factors influencing prioritization

The IU Kokomo Archives considers the following factors when prioritizing archival materials for digitization:

- Condition: materials that are especially old, fragile, or otherwise likely to be damaged if frequently handled;
- Application: materials that have the potential to be used and valued by many individuals and units of the campus and University community for many applications;
- Uniqueness: materials that are unique in the context of University, campus, or community collections;
- Diversity: materials that document the lives and works of underrepresented peoples and groups;
- Demand: materials that are requested by users for administrative, research, or teaching purposes.

### Documents

1. Kokomo Junior College  
*Collection: Kokomo Junior College*
  - a. Bulletins
  - b. Diplomas
  - c. Commencement programs
  - d. Administrative records
  - e. Correspondence
  - f. Student Newspaper – *The Mirror*
2. Campus Buildings  
*Collection: Services & Operations*
  - a. Dedication programs
  - b. Studies
  - c. Correspondence – Planning and construction
3. Commencement Programs  
*Collection: Events*
4. Schedules of Classes  
*Collection: Academics*
5. Campus publications – Historical  
*Collections: Monographs, Press and Publications*
  - a. Indiana University Extension: Its origins, pitfalls, progress, and personalities
  - b. Going to College at Home: Forty years of higher education in Kokomo
  - c. Coming of Age: 50 years of higher education in Kokomo
6. Campus publications – Administrative  
*Collections: Administration, Press and Publications*
  - a. Chancellor's Annual Reports
  - b. Alumni publications
  - c. Campus newsletters
  - d. News releases
7. Campus publications – Student Life  
*Collection: Student Affairs*
  - a. Yearbooks



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- b. Writing publications (Chanticleer, Vision, Field)
  - c. Student Newspapers<sup>2</sup>
8. Campus governance and policy documents  
*Collections: Administration, Academics*
    - a. Administrative Council
    - b. Academic (later Deans) Council
    - c. Faculty Senate
    - d. Accreditation
  9. Correspondence – Select  
*Collections: Administration, Name Files*
    - a. Chancellors
    - b. Related to significant events
    - c. Related to significant community partners and organizations
  10. Student organizations  
*Collection: Student Affairs*
    - a. Governance documents
    - b. Publications
    - c. Student Senate
    - d. Athletics
  11. Academics  
*Collections: Academics, Press and Publications*
    - a. Bulletins
    - b. Schools and Divisions
  12. Campus Events  
*Collection: Events*
    - a. Honors Day
    - b. Oral history transcripts
    - c. Convocations
    - d. Special events
  13. Select Name Files  
*Collection: Name Files*
    - a. Faculty
    - b. Administration
    - c. Staff
  14. Community engagement activities  
*Collection: Community Engagement*
    - a. Project Outreach
    - b. K12 initiatives
    - c. Events

## Images

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<sup>2</sup> Student newspapers from regional campuses will be digitized by a third-party vendor as part of the IU Bicentennial Student Newspaper Digitization Initiative, underway 2019-2020.



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1. Print photographs, 1945-1992
2. Slides
3. Negatives, select
4. Print photographs, 1993-2011, select

## Media<sup>3</sup>

1. VHS
2. Audiocassette
3. U-Matic
4. Open reel
5. CD-R
6. MiniDV
7. DVD-R
8. Film

## Special Collections

1. Midwest Migrant Farm Worker Collection
  - a. Photographs
2. Robert Coughlan Papers
  - a. Photographs
3. Performing Arts
  - a. Photographs
  - b. Programs
  - c. Scripts
  - d. Clippings
4. Midwest Migrant Farm Worker Collection
  - a. Paper records
  - b. Objects
5. Robert Coughlan Papers
  - a. Paper records
  - b. Notebooks
  - c. Ephemera
  - d. Clippings

## Preservation Plan

### Responsible party

The Information Services Librarian & Archivist at Indiana University Kokomo is responsible for the storage and backup of digital files. The archivist will consult relevant faculty and staff in the Indiana University Libraries,

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<sup>3</sup> Digitization of physical media to be completed as part of the Media Digitization and Preservation Initiative (MDPI.) The Information Services Librarian & Archivist will complete and/or oversee completion of metadata creation, copyright evaluation, and publication to Media Collections Online. For more information, see About Media Digitization and Preservation Initiative, accessed December 10, 2019. <https://mdpi.iu.edu/about/index.php>



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University Archives, Digital Collections Services, and University Information Technology Services on best practices, tools, and methods available at Indiana University.

### Long-term storage

Indiana University's Scholarly Data Archive<sup>4</sup> is the primary storage method for long-term preservation of digitized archival materials.

### Active storage

Box at IU<sup>5</sup> is the primary storage method for short-term access to ongoing digitization and access activities.

### Backup schedule

On a quarterly schedule (March, June, September, December), the archivist will ensure that access versions have been created of all recently digitized materials in Box at IU and move preservation masters to the Scholarly Data Archive for long-term storage.

### Campus web content

Archive-It is the primary storage and access platform for campus web content.<sup>6</sup>

### Technical support

Scholarly Data Archives and Box at IU are administered by University Information Technology Services.

### File versions

The following file types will be created and stored for digitized materials:

- Preservation files
  - Backed up to Scholarly Data Archives*
    - Documents: single-page TIFF
    - Images: single-page TIFF
- Access versions and derivatives
  - Stored in Box at IU*
    - Documents: searchable PDF
    - Images: JPEG

### Accessing Digitized Materials

Digitized materials are accessed on a variety of platforms based on file type and metadata, intended audience, and functionality.

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<sup>4</sup> About the Scholarly Data Archive (SDA) at Indiana University, accessed December 2, 2019. <https://kb.iu.edu/d/aiyi>

<sup>5</sup> About Box at IU, accessed December 2, 2019. <https://kb.iu.edu/d/bbox>

<sup>6</sup> Archive-It implementation across IU regional campuses is scheduled for spring 2020. This plan will be updated with more details following implementation and establishment of best practices.



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### Documents

- Archives Online (via Fedora)
- Pages Online
- Omeka: IU Kokomo Archives
- Box at IU

### Images

- Image Collections Online
- Flickr: IU Kokomo Archives Flickr
- Omeka: IU Kokomo Archives

### Media

- Media Collections Online

### Exhibits

- Omeka: IU Kokomo Archives

### Web content

- Archive-It

### Reviews & Revisions

This digitization and preservation plan will be reviewed and revised by the Information Services Librarian & Archivist and Dean of the IU Kokomo Library on an annual and as-needed basis.

#### Date last reviewed

December 10, 2019  
Meg Galasso, Information Services Librarian & Archivist

#### Date last revised

December 10, 2019  
Meg Galasso, Information Services Librarian & Archivist