



Stanislaus
State

SPECIAL COLLECTIONS & UNIVERSITY ARCHIVES

A Strategic Approach



Archives as Community



University Archives

- University's history and records
- Student life and culture
- Faculty research



Special Collections

- Rare and unique published monographs
- Manuscript collections
- Historical periodicals
- Ephemera & artifacts

Primary source
research adventures.
Expect the unexpected.



How to stay resourceful while remaining
open to the unexpected? Strategic Planning!



Developing a Strategic Plan:

- Best practices informed by Academy of Certified Archivists along with available sample plans such as NARA's strategic plans.
- Plan structure:
 1. Institutional overview, including mission and vision, and SWOT analysis.
 2. Research services & accessibility
 3. Community outreach
 4. Preservation & sustainability
 5. Summary timeline

Institutional Overview

- **Overview of CSU Stanislaus, including the Mission, Vision, and a S.W.O.T. analysis of the Special Collections and University Archives (SCUA).**



SWOT analysis

Strengths

- New building with state-of-the-art technology and modernized spaces.
- Experienced staff.
- Some well-processed and well-established collections.

Weaknesses

- 2-year closure and recent renovation requiring robust outreach to bring awareness about the program to campus and community.
- Backlog of materials.
- Copyright issues with collections making it difficult to provide access to users.

Opportunities

- Less bureaucratic "red tape" in creating streamlined workflows for research, instruction, digitization, preservation, sustainability and outreach.
- Highlights include quick implementation of digital repository workflow and digitization program.

Threats

- Small staff with large-scale programming and projects, hence the threat of becoming overextended.*

* That's why we created this plan!

Research Services & Accessibility

Strategic Goal 1: Develop and maintain research services based on user needs

- Online Tutorials, e.g., how to use finding aids, what are primary sources, etc.
- Assessment, including reading room statistics, digital exhibit statistics, & digital repository statistics.
- Bi-Annual Open House/Outreach Event (with primary source learning outcomes)
 - Example: [SCUA Grand Opening](#)

Strategic Goal 2: Creating accessible collections

- Digital repository workflows.
- Collection-level finding aids, including archival objects and digital objects.
- Cataloging goals.
 - Example: [ArchivesSpace repository view](#)





Community Outreach

Strategic Goal 3: Instruction and Workshop programming

- Primary Source workshops
- Treasure Hunts with primary source learning outcomes

Strategic Goal 4: Exhibition programming

- New physical exhibit each semester
- New digital exhibit each semester

Strategic Goal 5: Annual Report

- Publish SCUA Annual Report July 1st of each year addressing assessment statistics of fiscal year.

Preservation & Sustainability

Strategic Goal 6: Digitization Program

- Digitization plan from 2022-2027 addressing 7 collections over 5-year period.

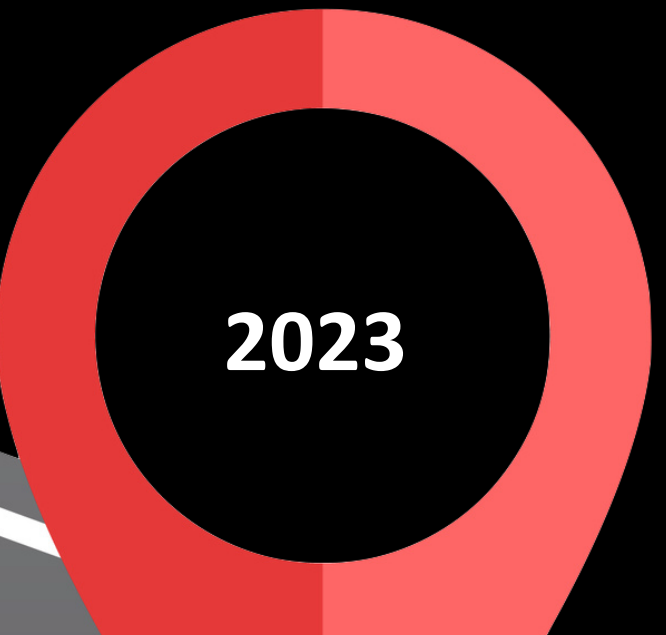
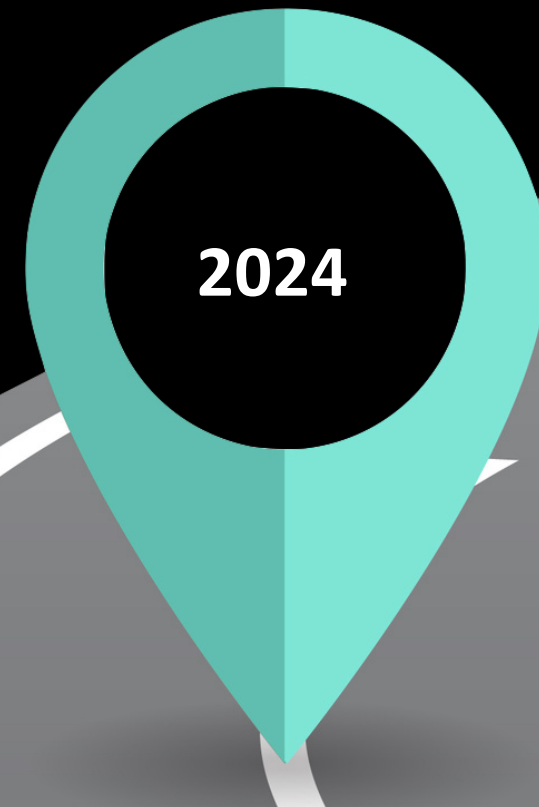
Strategic Goal 7: Sustainability Program

- Environmental monitoring
- Periodic scheduled cleaning
- Assessment and rehousing of materials during digitization projects.

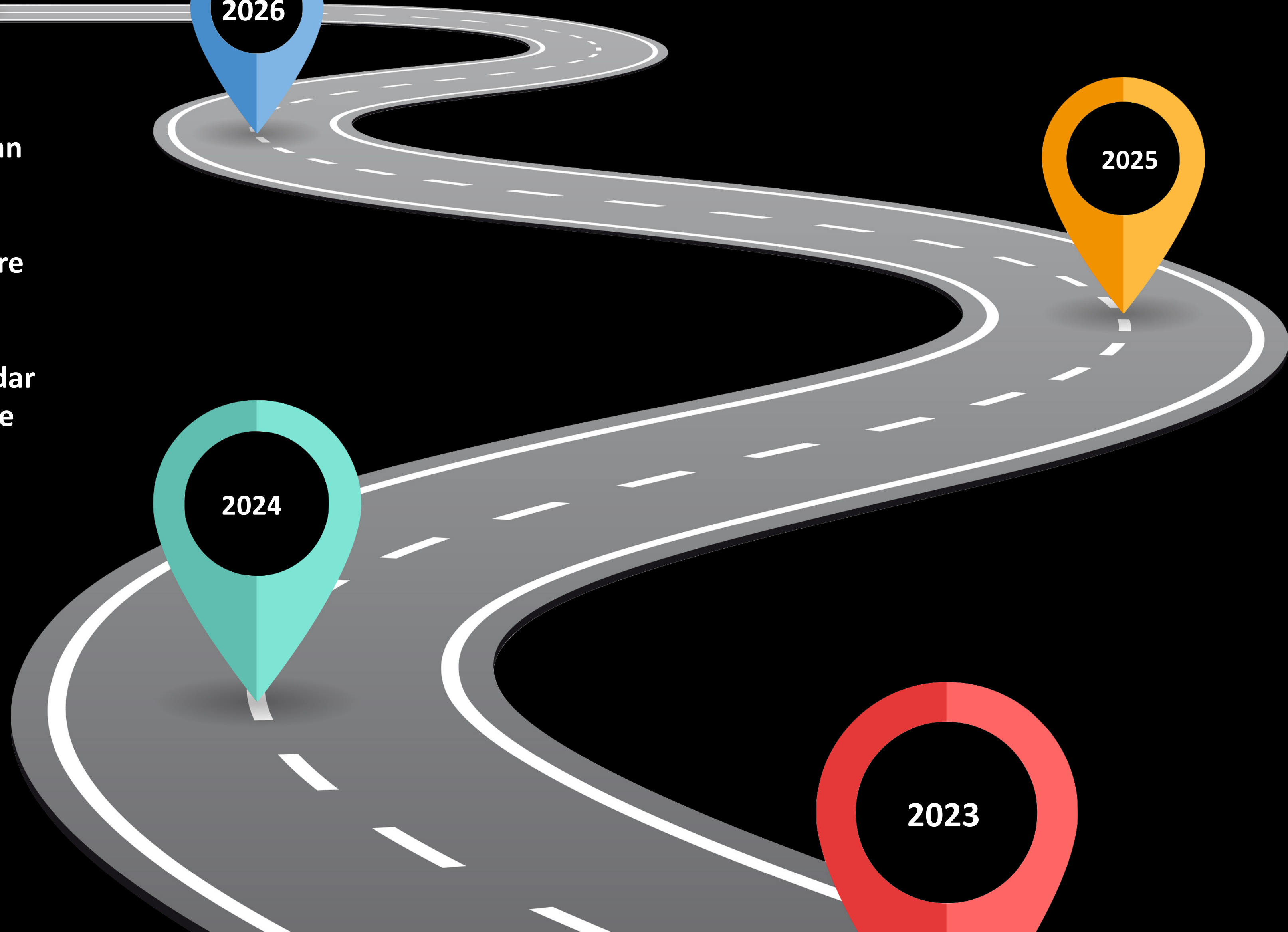
Overlap exists throughout the plan, as many activities, such as digitization and preservation, may be included in a single project. The overall plan at times serves as an “ecosystem.”



Five-Year Summary Timeline



All action items in the plan are assigned due dates. Furthermore, these scheduled action items are placed in the SCUA unit calendar over a five-year period, generating calendar reminders throughout the duration of the plan.





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Thank You!

SCUA: <https://library.csustan.edu/specialcollections>

