**Jump In Too/Two Initiative Report**

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I was very glad for the opportunity to participate in this round of the Manuscript Repositories Section’s Jump In initiative. Our situation at the Lawrence University Archives is not unique: I am the sole staff member, supervising a few student assistants and balancing diverse responsibilities. Our collection is relatively small but it does contain born-digital media. The Archives is charged with collecting, preserving, and making accessible the records that document our institution, which are being produced in an increasingly complicated digital environment. We have begun to intentionally collect materials digitally, storing them on restricted-access networked storage, but these efforts need to be formalized and expanded. Despite my frequent fretting about our non-existent electronic records program, floppy disks in the stacks, and so on, I have managed to do little on this front. In short, the Jump In initiative provided a much needed and effective prompt.

I chose to survey three collections within our holdings which I knew included relatively large sets of born-digital media. The LU Archives contains about 2,000 linear feet of collections. A sizable percentage of these collections are still unprocessed, but after more than three years in this position, I know them fairly well. There should not be any major surprises lurking in unprocessed materials, and for any items that might surface later, we now have a procedure in place. Like some other participants, I defined born-digital media as any storage devices containing computer-generated material, excluding audiovisual content and content for which a physical surrogate (i.e.: printout) exists. (In practice, it was difficult to rule out the latter, given that the surveyed materials came from larger unprocessed record groups.)

I completed the survey on my own, which took approximately 8 hours. The survey ultimately yielded 208 3.5” floppy disks, 23 CD-Rs, and 14 DVDs, for a total maximum capacity of about 95 GB. These items came from three different collections that represent the diversity of our collections fairly well in terms of origin, format, and subject matter:

* One set of floppy disks is part of a faculty member’s donated papers. The labels on these disks, when legible, suggest that they contain research and teaching materials, as well as some personal materials that might be out of scope.
* A second set of floppy disks comes from our Office of the Provost and Dean of the Faculty. I retrieved these disks from a closet in their office two years ago, thinking that they probably only contained the digital copies of materials already maintained in paper files. Having now inventoried these disks, I think they are much more critical to retain than I did initially. A comprehensive set seems to contain the Dean’s correspondence and subject files from the early to mid-1990s, a time period for which we have little other documentation. When we move forward with transferring content off of the media, this will be the collection to start with.
* The third set of material is a group of CDs and DVDs from our Public Affairs (now Communications) Office, containing photographs and other visual materials dating from about 1993 to 2003. It’s quite likely that we already have physical copies of some or most of these materials, but we will need to access the files to determine that.

The completion of this survey has been a very useful first step for us. After some additional exploration into how we might improve our current storage of digital materials, I plan to use the steps recommended in OCLC’s “Walk This Way” report to transfer the content off of the external media identified in the survey. Another priority will be to apply a similar survey and transfer procedure to the many audiovisual recordings we currently have on cassettes, CDs, and DVDs in the Archives. Concurrently we need to develop a plan for systematically accessioning born-digital permanent records from individuals and offices on campus. Having now taken at least one concrete action towards these goals, I am hopeful that we can build on this progress.