Swenson Swedish Immigration Research Center

Jump In, Too/Two Report

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# BACKGROUND

The Swenson Center’s original collecting scope focuses on materials surrounding the Swedish mass migration period (about 1850 – 1930) of immigration to North America. Thus, the bulk of our collection does not contain digital media. However, has our collection has grown, and our scope has come to incorporate records of Swedish-American individuals and organizations (with dates increasing to encompass organizations still around today), the existence of media in our collections has gradually increased. Collecting digital media has never been done intentionally, and previously it was not given any special attention, nor even specifically noted in accession records or finding aids.

In my second year as a lone arranger, I’ve decided to tackle the preservation of digital media in our collections with the ultimate goal of migrating that media and establishing policies/procedures for maintaining and acquiring future collection media. To do so, I first need to know what types and amount of media we have.

Simultaneously, we are embarking on a comprehensive collection survey (to reconcile spotty paperwork and get an accurate measurement of collections), so I decided now would be prime time to tackle both projects together.

# SURVEY

The Swenson Center has the benefit of being located on a college campus (Augustana College in Rock Island, IL) and employs keenly conscientious and technologically savvy students. One of my student workers, Catherine Cross (left in photograph), did much of the legwork for this collection inventory.

While some organizations may be tracking solely born-digital media (which indeed is the scope of this initiative), we had an additional goal with this survey. Given that we have never had a collection-wide inventory and do not know the size and scope of any of the media in our collections, I instructed my student worker to take note of not only born-digital materials, but any item that would need additional equipment to view/read/listen. Thus, our survey also contains some more traditional media, but it was decided this information was important to include for our overall inventory project.

Total Amount of Data of Born-Digital Materials

|  |  |  |  |
| --- | --- | --- | --- |
| Born-digital media Type | **Number of Items** | Max Storage Capacity | Total |
| 3.5" floppy | 7 | 1.44 MB | 10.08 MB |
| 5.25" floppy | 5 | 1.2 MB | 6 MB |
| CD | 3 | 700 MB | 2100 MB |
| DVD | 6 | 8.5 GB | 51 GB |
|  | | | 54340.08 MB  or about  53.066 GB |

# NEXT STEPS

# Moving forward with our goals, we will take the following steps:

1. Prioritize collections for media migration
2. Migrate media to a useable format (and format acceptable for preservation)
3. Back up data on a removable storage drive
4. Store the original media

An additional outcome of this survey was recognition of our need to manage our external storage drives. We use four removable storage drives to back up our digital materials and digitization projects. I labeled each one with a number and created a chart that indicates what data is on each storage drive. This was a simple enough step to complete, but one that had not been done before. I have also indicated in individual collection notes which external storage drive the collection’s digital materials and digitization projects are stored.

I would also like eventually to store an additional copy of these materials on a hard drive located offsite. Perhaps we can do an external storage drive exchange with another organization participating in Jump In.