

Documenting a Pandemic from Your Living Room: Preserving and Making Accessible the Born Digital Records of the University of San Francisco COVID-19 Response Collection While Sheltering in Place

ANNIE REID

Abstract: Starting in March 2020, while sheltering-in-place, The Special Collections & University Archives department at the University of San Francisco's Gleeson Library began to capture, track, and catalog born digital records that tell the story of the USF community reaction to the Coronavirus pandemic. The *USF COVID-19 Response Collection* documents the developing response by USF administration, faculty, staff, and students to this unprecedented situation.

The collection, a collaboration between Special Collections & University Archives, Digital Collections, and the Scholarship Repository departments includes official administration communications, news items, faculty panel discussions, student-created media, web pages and social media posts. Our main goal is to preserve and make accessible an enduring resource for educators, researchers, students, and the public. Since March, we have developed completely new workflows for processing and describing born digital materials and have created accessible, interlinked collection records using CONTENTdm.

All the while, we continue to build the collection as new content is being generated, informing our program on feasible electronic records management practices. Future goals include keeping an eye towards capturing diverse perspectives and reactions, configuring a user submission process, and designing digital humanities projects with educators that utilize the collection. There is great potential to create collaborative research projects with other institutions on best practices for preserving websites and social media. Our project is currently included in the International Internet Preservation Consortium's *Novel Coronavirus (COVID-19) Collection* in Archive-it, listed in the SAA Web Archiving Section's project inventory, and recorded in Documenting the Now's *Documenting COVID-19* project list.

About the author:

Annie Reid (she/her/hers) is the University Archivist at the University of San Francisco. Annie is responsible for the policy development, acquisition, arrangement, description, preservation, digital projects, reference, and outreach of the University Archives as part of the Special Collections & University Archives department at Gleeson Library | Geschke Center. She holds a MLIS from San Jose State University and has been a Certified Archivist since 2008.