

SEMLA Archive Collection Management Policy

I. Types of materials collected and organization of those materials:

A. Governance

1. Constitution and bylaws
2. Officer's handbooks

B. Business

1. Annual reports to MLA
2. Schedules/calendars
3. Elections
4. Business meeting minutes
5. Treasurer's reports
6. "Dues paid" lists
7. Miscellaneous chairperson correspondence
8. SEMLA-L

C. Publications

1. Website
2. *Breve Notes*
3. Membership directories
4. Directory of Music Collections

D. Meetings

1. Websites
2. Programs
3. Meeting registration lists
4. Attendee lists
5. Miscellaneous

E. Historical

1. Scrap books
2. Artifacts
3. Photos
4. Miscellaneous historical materials

F. Miscellaneous

II. Description of the archive

A. The archive consists of two parts—a physical collection and a digital collection. The physical collection contains hard-copy documents and artifacts (i.e., anything tangible). The digital

collection contains digitized versions of all materials in the physical collection and born-digital materials.

III. Physical collection

A. The physical collection contains the following:

1. Items not created digitally (e.g., documents created prior to modern word processing, artifacts, photos)
2. Items which, though created digitally, were only submitted to the archivist in hard-copy form
3. Hard copies of born-digital documents that contain an important signature(s)
4. No A-V data storage units (e.g., audio cassettes, CD-ROMs, 3 ½-inch floppy discs) – In order to conserve physical space and eliminate continual migration from outmoded data storage units, the contents of A-V data storage units are converted to the appropriate preferred digital format as needed and saved to the digital portion of the archive(see IV. B.4.). With the exception of A-V data storage units that have value as artifacts (e.g., a commercially-produced DVD promoting SEMLA that features disc/insert art with commemorative value) all such units are discarded.
5. Only one copy of each item

B. Items in the physical collection are subject to the following preservation measures:

1. Only archival storage materials are used.
2. Artifacts are carefully stored in the archival storage materials best-suited to their long-term preservation.
3. All documents are loosely packed in order to allow them to breath and make handling easier, thus reducing the chance for damage to individual documents.
4. All fasteners (e.g., staples, paper clips, rubber bands, etc.) are removed from multi-page documents and each document is surrounded by a single folded 11 x 17-inch sheet of acid-free paper with the creased end facing up.

IV. Digital collection

A. The digital collection contains the following:

1. Born-digital documents – In the case of born-digital documents that are printed and signed without changes to the document, only the scanned signed version is retained in the digital collection. The signed hard copy is retained in the physical collection (see III.A.3.).
2. Scans or photographs of all items in the hard-copy collection
3. A-V items, whether born-digital or converted from analog

B. Items in the digital collection are subject to the following authentication and preservation measures:

1. With the exception of emails, born-digital documents are handled as follows:

- a. Must be submitted in the most authentic form (i.e., created, edited, and submitted by the originator) – Documents that have been frequently emailed among people can become corrupted, and unofficially altered versions can be submitted as official versions.
- b. Must contain the name of the person submitting the document, and the date on which it was submitted – This is important because the file properties do not record the submission date, and do not always clearly indicate the originator, pieces of information that may be helpful if questions arise in the future.
- c. Are saved as PDF files by the archivist to ensure future authenticity and access

2. Emails must be sent to the archivist as attachments to a cover email from the submitter. The archivist then converts them to PDF files. Special software is available for conversion, but if the archivist lacks access to such software, s/he first saves each email as an html document, and then saves that document as a PDF file.

3. Hard-copy documents are scanned, and the scanned images are converted to searchable texts via Optical Character Recognition (OCR) and saved as PDF files.

4. The following are the preferred digital formats for image, audio, and video materials respectively:

- a. High resolution (300 to 600 ppi) uncompressed TIFF
- b. Uncompressed WAV
- c. MOV

Born-digital items are stored in the format in which they are submitted as long as that format is non-proprietary. If the format is proprietary, the items are converted to the appropriate preferred format via flat transfer (i.e., unaltered). Similarly, all hard-copy images and analog audio and video recordings are converted to the preferred format via flat transfer. This collection of unnormalized (i.e., mixed open format) copies serves as the master file from which copies are made and manipulated as needed for the purpose of carrying out SEMLA business.

5. One back-up copy of the entire digital collection is maintained in an off-site location (such as a separate server or a data-storage service), so as to ensure long-term preservation of the collection. The Archivist consults and obtains approval from the Executive Board for all arrangements that pertain to the back-up copy. Costs are covered from the chapter's funds. Additional back-up copies may be maintained at the discretion of the Archivist and Board.