Project Requestor: Ann Merryman, University Archivist; amerryman@uscupstate.edu; 864-503-5275

Statement of Purpose: For a majority of its existence, the University of South Carolina Upstate (formerly the University of South Carolina Spartanburg, and the Spartanburg Regional Campus) has not had an official University Archives, nor a dedicated full-time archivist to manage and develop collections. Over the years efforts have been made by the library to collect vital institutional records such as official minutes, committee reports, and accreditation materials, as well as invaluable institutional history such as yearbooks, photos, maps, and other ephemera related to events, groups, and organizations on campus.

As of March 2014, a full-time archivist was hired to organize the current collection, take steps to enhance and further develop archival holdings, and create a useable, inviting space for students and researchers both within and outside of the university community. The physical expansion and reorganization of the archives space was completed in January 2015, and additional tools such as ArchivesSpace (an open-source archival management software program) and a large-format book scanner have been purchased and implemented to better organize and provide access to collections. Although there is still much work to be done with regards to processing the existing collections, the University Archives as a whole are significantly more accessible and useable than they were two years ago.

The next phase of development for the University Archives focuses on the consolidation of existing institutional history that is currently held by various departments and groups across campus. Until now, these collections have likely been stored locally because there wasn’t a central Archives to transfer them into. This significantly curtails the ability of the campus community not only to access historical information, but to understand it within the larger context of the institution as a whole. By consolidating these dispersed collections the institutional memory, history, and identity of the University of South Carolina Upstate can finally be accessed in a single location, and can be used in a variety of displays and presentations to further support the mission of the University.

Project Deliverables and Beneficiaries: The desired outcome of the project is to have a more robust and complete University Archives which encompasses many more departments, schools, and groups on campus than are currently represented. Open access to all relocated collections will be through the University Archivist, and supervised use of the collections will be restricted to the Archives reading room to protect the integrity and lifespan of the materials. Beneficiaries include:

- Researchers (internal and external) will benefit from having a single location to visit when searching for materials.
Students will benefit from having a significantly larger portion of their contributions and experiences represented in the University Archives, and by being able to put them into the larger historical context of the university as a whole.

University departments and groups will benefit from knowing that their historical information is being safeguarded, and by freeing up space within their departments that may be put to more effective use.

Time Factors: With the upcoming 50th Anniversary celebration, the time is right to begin the collection and consolidation of these historically significant materials. While identification and transfer of these varied collections will take time and require partnership between the campus community and the Archives, we would like to begin the process immediately. The priority is first identification, and second relocation.

Special Provisions: Once collections are identified for consolidation and transfer to the Archives, they will be added to a transfer schedule (to be determined by the Archivist and the Library) for timely relocation. Due to the wide variety of sizes and types of materials, transfer to the Archives may not happen immediately.

Project Assumptions and Constraints:

Assumptions:

- The campus community, departments, and groups will work in partnership with the Archives to identify appropriate materials and determine a mutually agreeable time for transfer.
- The transferred collections will be open for research following posted Archives protocols; the only exception will be while the collection is being processed. Exceptions to this may be made on an as-needed basis. The collections will also be available for use by the Archives for display and educational purposes.
- Digital surrogates (scans) of archival collections will be made available upon request to the campus community as well as other researchers wherever possible; scanning may not be immediate. In some instances (e.g. oversized or very fragile materials) these requests may not be able to be accommodated. Currently there is no charge for digital scans; the archives reserves the right to amend this policy in the future.
- The University Archivist is not charged with Records Management functions, although there is crossover regarding certain materials in the Archives such as the records of the Chancellor’s office, SACS and other accreditation files,
official minutes / agendas for groups such as the Faculty Senate, and other similar collections.

Constraints:

- The University Archives, while having expanded its square footage, is still limited in the amount of space available for housing collections. (see Appendix A for a list of priority and preferred collections, as well as a list of items not sought)
- The Archivist has limited support (one staff member from Technical Services for 10 hours / week), and also performs all the functions of other full-time reference librarians in addition to archival work.

Project Expenses:

Implementation expenses: None.

Post-implementation expenses: There are ongoing expenses for the purchase of archival storage materials (boxes, folders, etc.). Additionally, depending upon materials received some specialty materials (oversize, etc.) may need to be purchased. A future expense will be the purchase of additional mass storage space to house the University’s born-digital and digitized records (Senate Minutes, etc.) Currently the archives budget line for archival supplies is included as part of the larger library budget, plus there is no budget line for additional mass digital storage space.

Project Risks: The possibility of deterioration or damage to existing collections during transfer exists but is minimal. The potential of introducing pests or environmental hazards (i.e. mold spores) into the existing archives space is also a possibility, but every attempt will be made to mitigate this.

Project Champion: Frieda Davison, Dean of the Library; fdavison@uscupstate.edu; 864-503-5610. Dean Davison’s role will be to champion the project throughout the organization in support of the University Archivist, and to intercede when necessary to overcome project impediments.

Primary Contact: Ann Merryman, University Archivist; amerryman@uscupstate.edu; 864-503-5275
Appendix A

Specific Materials Requests:

- *The Carolinian* photo archives
- The Kentucky rifle that was part of the Rifles mascot (?)
- Student Senate (Student Government Association) bylaws, minutes, Senate rosters, and agendas (as far back as exist; ongoing to be added in the same manner as the Faculty Senate)
- Staff Council bylaws, rosters, agendas, and minutes (as far back as exist; ongoing to be added in the same manner as the Faculty Senate)
- Other memorabilia generated by registered student groups and events on campus, e.g. Gospel Singers, Shoestring Players, fraternities / sororities, all athletic teams, items and events related to Homecoming, multicultural student experiences and events, non-traditional students, and leadership / community engagement programs.
- Department of Public Safety (Campus Police) Annual Reports

Examples of Other Suggested Materials:

- Photographs featuring: campus construction, locations that no longer exist (e.g. the old police station / health services building near the Burroughs), campus events, personnel, etc.
- Programs and event posters from events such as theatre productions, vocal and instrumental concerts, graduations, convocations, sporting events, etc.
- Recordings (audio and/or video) of the above.
- Artifacts such as uniforms (sports, nursing, etc.), trophies, game balls, banners, caps, mugs, etc.
- Student- or faculty-created scrapbooks or other personal remembrance items that may not hold meaning for other family members as something to be passed down

Materials Not Being Sought:

- Teaching materials and files
- Faculty personal papers and files
- Faculty personal libraries [exceptions based on subject matter; Spartanburg and 10-county Upstate regional history titles will be evaluated and considered]