The Society of Ohio Archivists Annual Meeting: Keeping History Alive

How to Merge with Sustainability
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SOA Annual Conference

- Miami University: Archives & Special Collections - 200 years of separation; a little background
- Sustainability
- Collaborating
- Opportunities, Opportunities, Opportunities
University Archives

• Miami University Archives served as a stand alone facility until its merger with Special Collections.
• It had been in three different locations.
• Materials suffered from locations that did not have proper environmental conditions and preservation.
University Archives

- Preservation Requirements.
- 65-68 F - degrees temperature.
- Windowless Space.
- Stand alone space for Media Storage.
University Archives

- Negatives and Film had suffered damage due to insufficient facilities.
- Prior to merger Archivist met with Preservation Librarian to formulate plan.
- Requested HVAC in newly merged facility.
- Requested proper storage of Negatives and Film to prevent off site storage.
University Archives

- 4,586 square feet
- 3,700 boxes and ephemera
- > 20,000 photographs
- > 30,000 negatives
- Film
Special Collections and University Archives

- Serving over 16,000 undergraduate students and 2500 graduate students. Over 1200 faculty.
- Over 180,000 rare volumes, manuscripts, archival collections, > 500,000 postcards and other unique items.
- 8600 sq. ft. no room for growth – now increased to 12,000 sq. ft. (not counting new Archives space).
- Large unprocessed materials area.
- Materials in a general area (unsecured).
Sustainability & Collaborations

- What is your definition?
- Cross Training;
- Weeding, Shifting;
- Space Alignment/Design – work spaces;
- Cold Storage - was it possible;
- Archive collections in SpC – different processing methods – one system Archives Space;
- One “big” department/staff.
Planning, Planning, & More Planning

- POR, Environment;
- Wish List;
- Moving, Packing;
- Communication/Public Relations;
- Security, Safety, Protection;
- Preservation needs;
- Future Sustainability.
Moving the Materials
Existing Space
New Space
Some Suggested Sources


• National Archives and Records Administration: 2016 Strategic Sustainability Performance Plan June 27, 2016 [https://www.archives.gov/about/plans-reports/sustainability](https://www.archives.gov/about/plans-reports/sustainability)

THANK YOU!!

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Special Collections & University Archives
http://spec.lib.miamioh.edu/home/

Comments, Suggestions & Questions are Welcome!