Project outline:
The University of San Francisco Archives contains a variety of materials pertaining to the history of the University. Access to collection materials or information regarding collection content is available only during the Archivist’s 17.5-hour weekly schedule. Currently there are no printed finding aids and access to collection content is facilitated through the memory and knowledge of the University Archivist, Fa. Michael Kotlanger.

I propose to work with Fa. Kotlanger, to begin the process for making the records and archival collections of the University of San Francisco more available to library staff, the University community, and outside researchers. Relying on one individual for access to archival collections is not practical, nor is it productive – access is limited to that individual’s availability and collection processing is never achieved due to the individual spending all of his or her time answering inquiries and assisting researchers. Therefore, there is a pressing need to initiate the work necessary for providing written documentation of collection materials, with the ultimate goal being printed finding aids that can then be catalogued in the Gleeson Library online catalog.

A 7-week project does not provide enough time to accomplish all of the steps required for reaching the ultimate goal of catalogued finding aids. In order to achieve this final goal, it will be necessary to implement a 2-step process. In other words, this first project, proposed for Summer 2002, will be the first step, the second being more in-depth processing of the archival collections. This is known in the archival field as “progressive refinement of control.” More detailed collection processing and preparation of finding aids will need to carry over into a second professional development leave in either Winter Intercession 2002 or Summer 2003 (application to be submitted September 2002).

Project goals:

1. Review accessioning procedures and legal documents for transfer of university records and donated gifts. Make recommendations or revisions as appropriate.
2. Survey collection to determine content and condition; assess needs for archival housing (e.g. acid free folders; documents boxes, flat storage, etc.)
3. Create preliminary inventory of collection; determine processing needs and devise very basic processing plan;
4. Draft processing procedures manual; include weeding protocols, accessions criteria for gifts.
5. Discuss needs for a documentation strategy for the University and its various affiliated groups and communities.
**Time schedule:**

Week 1: Review legal documents & accessioning procedures; orientation to archives procedures already in place.
Week 2-4: Survey collection and assess needs for archival housing. Draft preliminary inventory.
Week 5: Determine processing needs and devise basic processing plan.
Week 6-7: Draft processing procedures manual. Discuss and possibly draft documentation strategy.

**Funding needs:**
Most supplies will be purchased using the regular Archives budget allocation.

**Project's contribution to my professional development and professional effectiveness:**
As a librarian holding an MLIS with Archives Administration emphasis I am interested in this project as a way to maintain and use my professional knowledge to provide a service which will benefit Gleeson Library, the Archives, USF, the community at large and my profession. It will give me the opportunity to use my specialized skills and experience to help make the USF Archives more available by providing documentation of collection materials and assisting the University Archivist with maintaining the collection. Additionally, I will gain knowledge about the collection itself, which will enable me to assist with access issues as well as provide staff training regarding collection use. Once processing procedures are in place, this will enable the fulfillment of a goal to utilize graduate school interns or student workers to carry out ongoing collection processing under the supervision of myself or Fa. Kotlanger. An additional potential long-term outcome will be to make some finding aids available on the Archives web page.