



Part of the unprocessed collections, July 2019

From Boxes to Showtime: Founding the Ringling College Archives

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90 Years in the Ringling College Archives exhibition

Setting the Stage

Founded in June 2019, the Ringling College Archives were originally comprised of an unofficial collection of historic materials accumulated by previous staff in the Library. The Institution reclassified a staff position into an Archivist/Librarian position with faculty status to steward the collections and provide support for Special Collections. This poster will outline the process undertaken by the solo Archivist to establish, formalize, and spread the word about the Ringling College Archives.

Act 1 - Laying the Groundwork

The first steps taken were intended to formalize the Archives as an entity, create an infrastructure for growth, and understand the collections as a whole.

- Evaluated policies, finding aids, and holdings of archives at art and design institutions and smaller Florida institutions
- Created a mission, scope, collection development policy, and standards for arrangement and description
- Established workflows for donations and transfers of materials to the Archives
- Researched origins of current holdings and relevant holdings in other repositories



Conducting the inventory, July 2019

Act 2 - Intellectual Control

To establish intellectual control, the materials were unpacked, inventoried, and organized based on creators or originating campus departments.

- Original order of Found In Collections (FIC) items mostly lost or unknown
- Created full inventory of items based on original boxes before new arrangement
- Created an internal campus history timeline for ongoing reference
- Collections rehoused for box-level description, folder-level description ongoing
- Created Archives LibGuide with Ringling College history-related resources and general archives resources

Interlude - COVID-19

The collections were physically inaccessible from April-June 2020 and intermittently accessible through the Fall 2020 semester

- Created finding aids remotely using photographs of boxes and folders, cataloged them in MARC format
- ILS Migration: Member of the Library's Alma/PrimoVE implementation team and became a Certified Administrator for both platforms, adopted Alma Digital
- Provided remote course instruction on archival research and general library reference support



Art Walk event, March 2022

Act 3 - Processing & Outreach

After adjusting to COVID-19 protocols, processing workflows steadied and opportunities for outreach arose

- Built relationships with campus offices and staff through consultations, donations, and transfers of materials
- Remote course instruction sessions continued
- Participated in the Library's Teaching and Learning Lab (TALL) workshop series: presented workshops on ACRL's Primary Source Literacy Competencies and Personal Digital Archiving
- Participated in campus events and created *90 Years in the Ringling College Archives* exhibition

Dénouement + Beyond

After two years, the Ringling College Archives are established and ready for growth

- **9** processed and discoverable collections, **8** collections in process, **1** hybrid collection
- **6** departmental transfers of materials and **2** donations from former Ringling College staff
- **5** archives-related instructions/workshops
- **1** exhibition and **3** exhibition-based events
- Establishing workflow for regular deposits from select campus offices