

## **Special Collections FY2015**

### **General statistics**

- In FY2015, 2 new manuscript collections was added to special collections, for a total of 24 manuscript collections.
- 33 non-manuscript items were added to special collections.
- 0 items were discarded from special collections due to duplicate status or materials not complying with the Special Collections mission statement.
- In FY2015, no manuscript collections were accessed.

### **Collection development**

- Per the collection policy, Special Collections retains only materials that fall into the following categories: University collection; State of Maine collection; Aroostook County collection; and rare materials.

#### **John L. Martin collection**

- Approximately 135 boxes were processed in FY2015.
- Phase I: Inventory. January 2010-August 2012.
- Phase II: Initial Processing (re-folding and re-boxing, discard of non-retained materials). August 2012-present
- Phase III: End/Final Processing (permanent ordering of boxes, labeling of folders and boxes). TBD
- Phase IV: Discovery (finding aid, guide, Archon record, CampusGuide). TBD
- For details on collection progress within each phase refer to Appendix P.

#### **University of Maine at Fort Kent student newspapers**

- In FY2013, Special Collections began the project of indexing and digitizing all UMFK newspapers. This project, primarily created by a work-study student, will result in a searchable index with digitized images of the newspapers. The department believes this will be both useful and enjoyable for all of the UMFK community, including alumni.
  - This project continued through FY2015 and will continue into FY2016.

### **Collection access and discovery**

- CampusGuide (formerly referred to as LibGuide)
  - [Link to the guide](#)
- Archon
  - [Link to Blake Library's Archon database.](#)

**Special Collections  
FY2015**

**Goals and continuing processes:**

- Complete initial processing of John L. Martin collection by Fall 2015.
- Complete training session(s) in preparation for phases III and IV by Spring 2016.

**Supporting Cultural Development:**

- Special Collections will continue to support its mission and the university's strategic plan of strengthening cultural heritage through the collection and maintenance of materials pertaining to the university's history and the history of Fort Kent, along with the greater regions of Aroostook County and the state of Maine. This includes:
  - Establish way to track usage statistics for Special Collections Archon and Maine Memory Network sites
  - Digitizing UMFK legacy videos
  - Digitizing all UMFK images in Special Collections
  - Complete processing of John L. Martin collection
  - Continue UMFK newspapers digitization project