

Illustrated Archives and Special Collections Survey Report with Prioritized Recommendations



All photographs provided in this report were created by Deb Schiff, Archives Librarian, in 2020.

Introduction

In early 2020, an archivist (official title: Archives Librarian) was hired on a part-time basis to bring intellectual and physical control to the TCNJ Archives and Special Collections. Additionally, that professional is charged with preserving, describing, and making accessible to researchers the materials in the collections. The first steps toward accomplishing those goals are to take a survey of the collection and to perform a detailed preservation needs assessment. This document is the fruits of those labors.

This illustrated collections survey report provides a roadmap for the work of the Archives in the coming years. Its foundation is based upon the archivist's background and experience as a professional in the field, most importantly, her role providing preservation needs assessments at institutions and organizations throughout New Jersey on behalf of the Mid-Atlantic Regional Archives Conference. At the end of the document are all of the recommendations found throughout the report listed in prioritized order.

Note: For the sake of convenience, the TCNJ Archives and Special Collections will be referred to in this document as the Archives.

Policies and Procedures

At present, there is a set of Archives and Special Collections Use Policies here: <https://library.tcnj.edu/about-the-library/policies/archives-and-special-collections-use-policies/>. It is a good start for a Use Policy. Recently, the Archives Librarian created (with guidance from Taras Pavlovsky) a set of **Basic Instructions for Working in the Archives** specifically for the Librarians handling Archives requests. These will be distributed as soon as they have been finalized.

There are other policies and procedures that are required for an archive to function properly. Specific policies and forms should all be approved by TCNJ's corporate counsel prior to distribution (being made available on the web site). These include any Terms or Conditions documents, documents noting fees, and the Deed of Gift.

Recommendation: It is recommended that standard archives policies, procedures, and required forms be created and made accessible on the web site. These documents are listed below:

1. **Mission Statement** -- Directly supports the missions of the College and Library in describing the mission of the Archives. Describes at a high level the purpose of the Archives.
2. **Collecting Policy** -- Explicitly states what the Archives collects (types of materials, subjects/people/places covered, and from whom) and what it does not (items related to

other schools, etc.). Refers to the Deed of Gift and Terms Regarding Acceptance of Gifts. Specifically details what are Archives and what are Special Collections.

Recommendation: It is recommended that the department should determine precisely which items should be included in the Archives and which items should be Special Collections. For example, Special Collections could mirror TCNJ's majors: Early Childhood Education; Secondary Education; Art, Art Education, and Art History; and English and Creative Writing, to name a few.

The Collecting Policy also states that the Archives will not appraise donations for tax purposes, even though the donation itself may be tax deductible. In the Collection Development Policy (here:

<https://library.tcnj.edu/wp-content/uploads/sites/226/2019/12/Collection-Development-Policy-revised-October-2019.pdf>), there is a section for the Archives that provides a start for a Collecting Policy.

3. **Retention and Deaccession Policy** -- States that donated items may be deaccessioned and/or disposed of according to the needs of the College. Refers to the Collecting Policy and Mission. Details conditions for deaccessioning.
4. **Terms Regarding Acceptance of Gifts** -- Accompanies the Deed of Gift and describes the legal agreement between the donor and the college once they donate their materials. Details the responsibilities of the donor and the College.
5. **Access Restrictions Policy** -- Acknowledges that some donors may elect to close a collection for a given period of time (e.g., until 20 years after their death). Contains language regarding how access is given (by whom, at what times, and how) and refers to the Access Form (please see the listing below).
6. **Reproduction Use Policy** -- Details the limits of reproductions of Archives materials, permissions granted, and copyrights. Refers to the Reproduction Use Form and Reproduction Fee Schedule.
7. **Conditions for Incoming and Outgoing Loans and Loan Agreements** -- State how the Library will care for materials temporarily under its care (limited to exhibits) and the reverse for external loans; transportation and packing; length of loan, insurance, liability, and access and use; and returns of loaned material. Loan Agreements specify the purpose, credits/copyrights, borrower contact information, lender information, exact nature of items in the loan (description, number/extent, condition), dates of loan, all the conditions not covered in the Conditions document, and a section for signatures for the loan and the return of the loan.
8. **Deed of Gift** -- Documents the legal chain of custody from the donor to the College. Details the items donated, condition, quantity, general dates, and any conditions imposed by the donor (e.g., sections closed until 20 years after their death). Details the donor(s)'s preferences should the College elect to deaccession portions of the collection (this does not include the customary disposal of items that happens during processing, e.g., duplicates numbering more than 3, non-archival folders, etc.). States the donor's preference whether to have their name used in publicity for the collection. Both the College and the donor receive copies of this document.

9. **Access Form** -- States the rules regarding the use of materials in the Archives. Refers to associated fees (photocopies/scans) and the Reproduction Use Form. Contains signature, printed name, and date lines indicating that the user has read and agrees to abide by the regulations on the printed form.
10. **Reproduction Use Form** -- States the contact information for the person requesting reproduction of archival materials. Details the intended use of the materials and associated fees. Also includes a copy of the Reproduction Use Policy.
11. **Research Services Form** -- If extensive research services are required by a user, fees may be involved. Hourly fees, project fees, postage and handling fees, as well as photocopying fees are listed. This form also serves as a way to document research requests.
12. **Interview Release Form** -- Specific to life or personal history interviews (previously referred to as oral histories, can be audio and/or video), provides permission for any recordings and/or photographs made during the project to be used by researchers and the public for educational purposes, including distribution via the Internet, publications, exhibitions, and presentations. The interview subject retains their copyright, unless they wish to surrender it to the College.

Other Documentation

Other important documentation in an archive includes an Accessions Record or Register. There are a handful of digital files that appear to be Accessions Records. However, there are no Deeds of Gift to cross reference materials in the collection against these accessions documents.

Recommendation: It is recommended that a new Accessions Register be created, and older accessions records be added to it, adding as much information as possible for traceability purposes.

Environment

Ideally, the Archives should be separated from the research and processing areas, and the office. However, for the time being, they are colocated. Paper and paper-based items, such as printed film images, experience increased rates of deterioration at higher temperatures and humidity (especially film). Paper will break down and photographs curl and crack. Curling can be seen on most of the unprocessed photos (as well as some processed items) viewed during random box checks. The checks also revealed a high amount of acidic documents with crumbling edges. Audio and video records also suffer greatly not only at higher temperatures, but during temperature swings (more details on that are provided later in this document).

The temperature should be maintained at 68 degrees Fahrenheit, plus or minus 2 degrees, and the humidity should be at 50%, plus or minus 5%, 24 hours a day. The temperature in this space, while at a comfortable temperature for humans, is too warm for an archive, especially

one so heavy in photographs, films, and audio/visual recordings as this one is. (Please see the photo below for a recent temperature reading in the archive.)



Additionally, the Archives Librarian and other Librarians have experienced smelling cigarette smoke and other fumes in the archive. It appears as if people are smoking outside the HVAC intake for the building and this outdoor air is being released via vents in the Archives. External pollutants such as cigarette smoke have a degrading effect on archival materials over time. The Archives Librarian has requested air filters for the vents, however, this request was refused by Facilities. Instead, the Archives Librarian has ordered 2 air purifiers for the Archives space. This effort is a temporary measure for a situation requiring a permanent fix.

Some rare books in the collection are bound in vellum, which is animal skin that has not been tanned and made into leather. Additionally, there are vellum documents, such as diplomas in the collection. Vellum is extremely susceptible to heat and shifts in environmental conditions. Some items in the collection exhibit the disfigurement and warping that result from exposure to changes in environmental conditions. (Please see the images below.)



Recommendations: Ultimately, either the space should have its own HVAC system or the materials should be relocated to a new space where the conditions can be more tightly controlled to prevent as much deterioration as possible. In the interim, it is recommended that the recently purchased thermometer and hygrometer unit be used to download and track environmental data over time. This data will be useful in applying for grant funding for capital archives projects.

It also is recommended that the Smoke Free Air Act be enforced on the TCNJ campus, especially around the Library:

<https://www.njgasp.org/legislation-litigation/new-jersey-smokefree-air-act-nj-sfaa/nj-smokefree-air-act-nj-sfaa-and-dhss-regulations-that-restrict-outdoor-smoking/>.

Security

The Archives are located in a locked, enclosed space. However, many facilities staff and librarians have access via their ID/key cards. Facilities staff have access due to the existence of a utility room within the Archives space (please see photo below). The Archives Librarian has experienced finding personal audio items in the archives space after a weekend, indicating that people use the space for other purposes. Additionally, the Archives Librarian experienced a facilities staff member entering the archives space who should not have access.



Reference librarians have been accessing the space to obtain materials in response to reference requests, in absence of an Archives Librarian.

It is unclear the exact number of people who have access to the space. There is evidence of materials being removed from folders and not being replaced in original containers. This situation causes issues in terms of future findability, inefficiency, and potential damage. This situation also tends to create losses in collections, as well as misfiling. For example, the Archives is missing Box 2 of the Lantern Slides, which belong to the earliest materials in the collections..

Importantly, there are many copies of first edition, rare books in the Archives that range in auction price from \$5000 to more than \$300,000 each.

Recommendations: Due to security and other concerns listed above, it is recommended that the number of people who have key access to the space be limited to no more than eight: Library Dean, Head of Technical Services, Emerging Technologies and Digital Projects Librarian, two designated Reference Librarians, Archives Librarian, and two facilities personnel. It is recommended that research inquiries be forwarded to the Archives Librarian after she has become familiar with the collections and their locations. It is recommended that patrons are

given a reasonable time estimate for materials to be retrieved (maximum 3 business days). It is recommended that Reference Librarians work directly with the Archives Librarian to locate materials during her ramp up time. The Archives Librarian's calendar/office hours have been shared with the Reference Department staff.

It is strongly recommended that a wireless security camera be used to focus on the door and entryway to record the visitors to the Archives. An additional camera may be trained on the rear of the archives, as well, because that has been the area where personal items have been located. (An example of a wireless security camera is available here: https://www.bhphotovideo.com/c/product/1163183-REG/nest_nc1102es_cam_black_indoor_security.html).

Use of Space and Archival Appraisal

Use of Space

It has been explained to the Archives Librarian that some staff and librarians have been using the Archives as storage for materials categorized as Limited Access. In some cases, rare and fragile books should be housed in the Archives. In others, it may not be appropriate. There are some opportunities to repatriate books back into the general collections. The Archives Librarian is working with Cataloging to move select items back into circulation and reference.

Areas of the Archives have unused spaces that could be put to better use. For example, upon entry to the space, items have been stored in the left side of the entryway for future accession, processing, preservation, and housing (please see photo below).



It is the Archives Librarian's intention to make a permanent space to hold new accessions once it is clear which items will remain in the Archives and which will be deaccessioned or moved back into general collections or reference.

There are hanging items that are stored on the floor (please see photo below). This storage is not recommended for the safety and preservation of framed items. It can be seen that damage has occurred to some of these items. The Archives Librarian has begun removing some items from frames that are no longer providing safe storage to the certificates/diplomas and photographs within the frames. These materials have been stored properly in oversized boxes, separated by unbuffered, acid-free tissue or by using oversized polyester photo sleeves, in the case of photographs.



Recommendations: It is recommended that the wall to the left of the entryway be used for hanging art and other framed materials in the collection. It is recommended that a hanging rack specifically designed for this use be installed on that wall space. (An example of a rack suitable for this use:

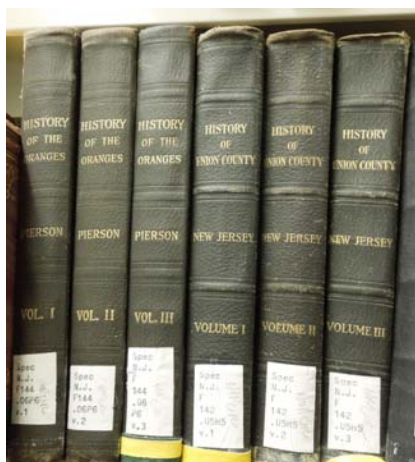
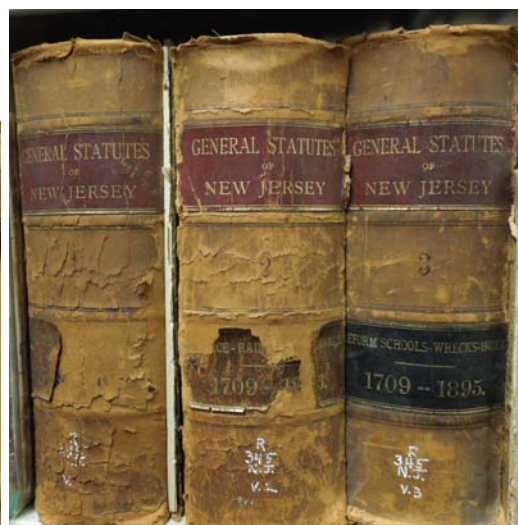
<https://www.storemorestore.com/Wire-Mesh-Gallery-Picture-Display-Panels-p/sms-73-arswm54.htm>) These items will require coverings (black, thick cotton cloth may be draped over the frame) due to the safety lights that are perpetually lit. It also is recommended that whenever possible, items that can be safely removed from their frames be housed in oversized archival folders/sleeves, within properly sized archival boxes.

Appraisal

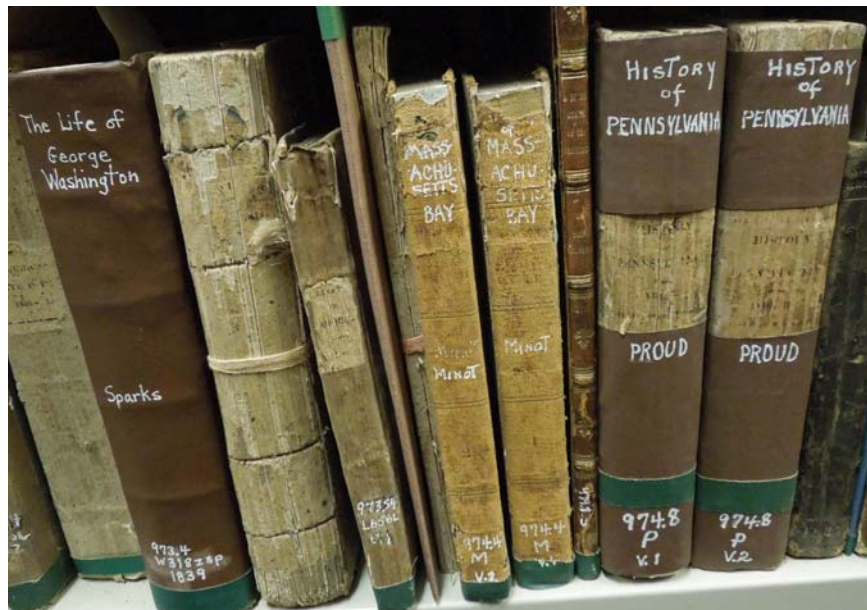
In archives, “appraisal” means deciding what should be saved and what should be discarded. That decision is based on three different kinds of future value to researchers: evidential, informational, and aesthetic. Evidential value documents an event, an individual, or how an organization functions. Informational value considers facts contained in the materials that might be useful to researchers. Aesthetic value presents the sensory appeal (and is the least important of the three). Appraisal methodology is rooted in the Collecting Policy, as well as archival standards.

Applying appraisal from a surveying point of view, there appear to be many books in the collection that may not be appropriate to remain in the Archives. In some cases, the materials have already been made available in digital incarnations, such as via the Hathi Trust or the Internet Archive. Additionally, the condition of a book, as well as the cost required to archivally

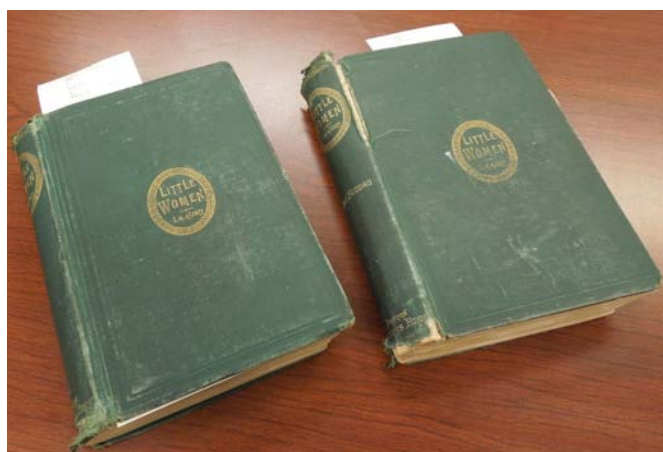
house and keep that item in the collection are considered carefully when there are many fragile books in a collection. (Please see photos below.)







On the other hand, there also are rare books of great economic value. Please see the photos below of the first edition *Little Women* two-volume set, as an example:





Recommendations: It is recommended that all of the books in the Archives be examined for

1. Adherence to the collecting policy,
2. Usefulness to the College and its researchers,
3. Aesthetic value, and
4. Ability to be sold or donated to another repository, if they are to be deaccessioned.

It also is recommended to relocate items of high monetary value to the vault/locked archives closet. Additionally, as it has been mentioned earlier, some books may be reintroduced back into the greater Library collections.

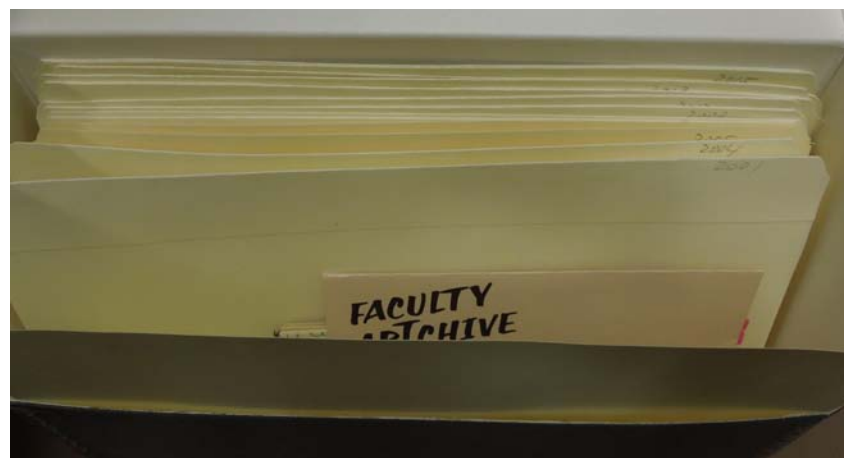
The Vault/Locked Archives Closet

Within the vault, there are a variety of items, nearly all unprocessed. It is unclear why the majority of the items are located within the vault, with the exception of the first edition of Whitman's *Leaves of Grass*, and the oversized, limited-edition, 2-volume set of *Une Centaine de Peintres*. There are 5 cartons of unprocessed photographs, 1 small carton of *State Signal* newspapers, several boxes of papers from the office of former President Eickoff, and a non-archival oversized carton of architectural drawings. There is no accompanying documentation mandating the sealing of the Eickoff papers. (Please see photos below.)

reformat the microcassette tape for digital access. It is recommended that silver trophy be boxed appropriately to prevent further harm (it is already damaged in the body and the handle sections). Because this is valuable real estate in the Archives, it is recommended that after the books in the rest of the Archives have been evaluated, those books with high monetary value be transferred to the vault (until deaccessioning, in some cases).

Rehousing, Reprocessing, and Description (Finding Aids)

During random box openings of discrete collections within the Archives, it was determined that rehousing and reprocessing will be required in many cases. In most boxes, there is minimal folder labeling (e.g., no date or subject listed, even “undated”). Also, folders are not adequately supported, causing damage to the records within, or items are not foldered or foldered incorrectly (too many items in a folder or gussets of a folder not being used, causing damage), or oversized items are folded into folders instead of being stored flat in a larger box. (Please see photos below.)





To help guide Librarians and researchers, box lists and intuitive box labeling will be needed in many cases. Finding aids that are available in the Archives and online are inconsistent in format and degree of information provided, which is confusing to researchers.

There are at least 81 boxes of textiles in the Banners and Pennants Subseries of the Memorabilia Series (it is likely the names will change to conform with standard archival practice). During the moving of these items to accommodate larger shelving, it was seen that most of these very oversized items require special care, more support, and different containers to prevent further damage. A project to rehouse all the textiles could be a good opportunity to engage a student worker with the school's history and teach the student archival textiles handling techniques, a skill not possessed by many archivists and volunteer historians who care for collections at historic homes and other small museums.

In many instances, rare books will require custom housing, whether within a box or a different type of custom enclosure to protect the book (such as a 4-flap enclosure solution seen here: <https://archival.com/adjustable-four-flap.html>). In other instances, when an item or multiple items are within an archival box, the housing does not adequately protect the item(s) within. For an example, please see the photo below.



In the image above, two ledgers are stored tightly within a flat, oversized box. Each of these items requires its own enclosure with space no less than 1 in. around each edge and from the top of the box. In this situation, the items do not have the space to be adequately protected from further damage. Small friction is still friction, and adds up to destruction of records over time.

Recommendations: It is recommended that each discrete collection within the Archives be assessed to determine rehousing and/or reprocessing needs. After that work has been completed, a project plan and budget for each collection's needs can be created. Finding aids should be created for all collections that do not have one. Additionally, existing finding aids should be updated and standardized to provide the same degree of information, as well as to meet Society of American Archivists standards. It is recommended that the online finding aids be re-created in a much easier-to-use interface that encourages easier findability in Google searches.

It also is recommended that an individual printer be purchased for the archive to accommodate for printing on the fly: box lists, individual box labels, finding aids for each collection, as well as guides to the archives, guides to handling archives materials, policies and procedures, future exhibits, flyers and pamphlets, and other printed materials.

Photographs and Other Film-Based Visual Materials

There are a wide variety of photographs and films in the collections. They span from the early days of photography in lantern slides (starting in 1857) through modern color prints of the present. There are many different formats, from the glass slides to 35 mm color slides to panoramas to negatives of all sizes to very-large format images to motion picture film. In many cases, these items are ill-housed, some to the point of damaging the photographs. Please see the images below with their accompanying explanations and recommendations.



In the image above, panoramic photographs (very wide photographs of large groups of people) are tightly rolled and stored in a single box. These photographs require humidifying over time, and very gentle flattening before sleeving and boxing in an appropriate size box. Due to the very low humidity (19% RH at last check in early March 2020) in the Archives space, this effort will need to be accomplished elsewhere.

Recommendation: It is recommended that tightly rolled photographs in the Archives be sent to a professional photograph conservator who will humidify, flatten, and correctly house them. It may also be an option to have that conservator create digital facsimiles of these materials. If that is an option, it should be considered. NEDCC would be one option:

<https://www.nedcc.org/photograph-conservation-at-nedcc/about>.



In the above progression of photographs, what can be seen is an example of over-filling a box, as well as over-filling folders, and housing items of different sizes together. By over-filling the box, the container creates pressure on the items, causing bending and curling around other items. In the open folder, there are smaller items stored on top of larger ones. There had been a folder on top of this one, wherein larger folders were stored on top of the smaller ones below, and bending and curling had occurred.

Recommendation: It is recommended to rehouse smaller photographs in photo sleeves that are specifically made for photo binders. An example of such is shown here: <https://www.universityproducts.com/preservation-box-album.html>. The smaller photo boxes can

be used to focus on a specific series, and can stack well. The larger photographs can remain in the same box, if they have at least an inch leeway on every side.



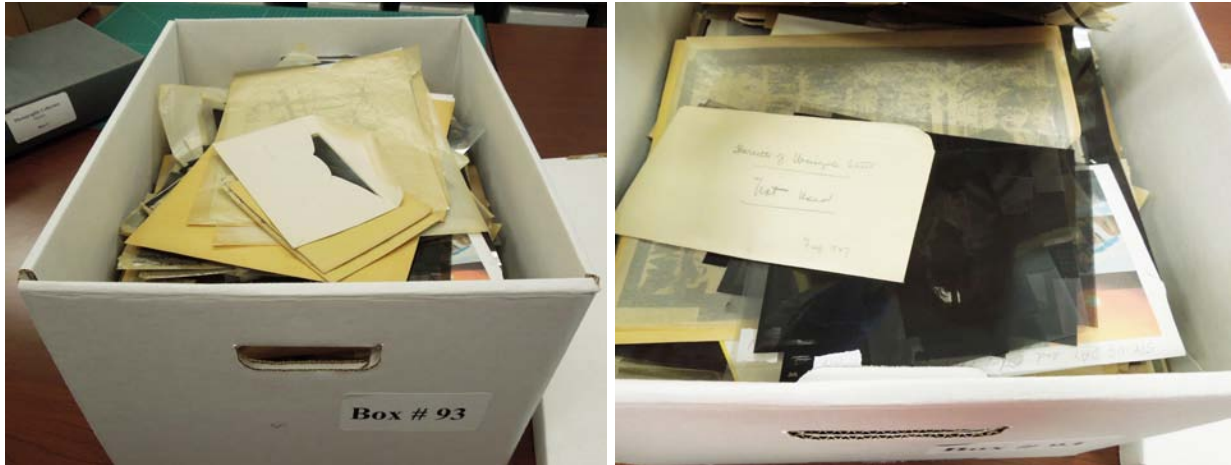
In some cases, the container is much too large for the photograph, as seen in the image above.

Recommendation: It is recommended that appropriately sized archival containers be purchased and used to hold photographs.



In the above series of photographs, what happens over time to boxes holding materials too large for their capacity is seen. In the top image, the back of the box is bowed from the pressure of the reinforced archival folders pressing up against it. This situation results in the box losing its ability to provide a microclimate for materials within, and, as can be seen in the third image, results in curling the oversized photographs within. When photographs are curled, they become more liable to flake off their gelatin coating, which results in content losses.

Recommendation: It is recommended that appropriately sized archival containers and polyester sleeves be purchased and used to hold all photographs.



In the photos above are differently sized negatives. This box has not yet been processed. Storing negatives unsleeved results in scratches and losses of content. Storing piles of negatives in this way also can cause bending, tears, and loss of content.

Recommendations: It is recommended that negative-specific archival housing be purchased and used to re-house these materials. It also is recommended that accessions records be reviewed to confirm the formal accession of these negatives.



Also in the collection are photogravure items. Storing these blocks with chemical engraved copper plates in the manner shown above likely will have caused damage to the images on the plates.

Recommendation: It is recommended to re-house the blocks within size-specific housing for each item. This can be accomplished using artifact storage such as the technique shown here: <https://www.universityproducts.com/b-flute-artifact-storage-tray-system.html>.



Within the collection also exist moving picture films. The ones shown above (not accessioned yet) are releasing fumes that smell like vinegar. That odor indicates a condition called “acetate film-based degradation,” more commonly known as vinegar syndrome. Film afflicted with the syndrome shrinks, becomes brittle, and releases its gelatin emulsion, leading to image loss. Unfortunately, once it starts, it becomes exponentially worse quickly, and reformatting will become impossible.

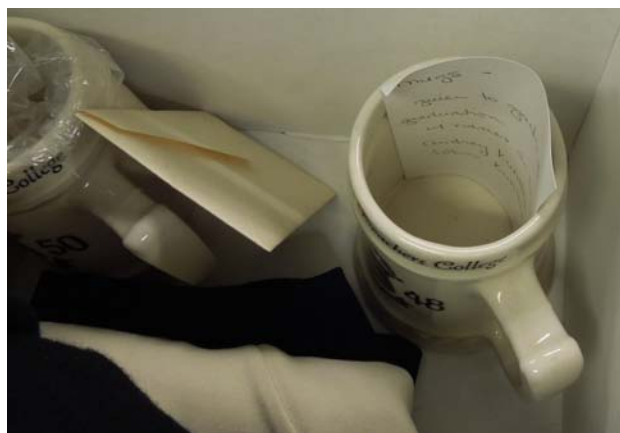
Recommendation: It is recommended to send these materials to a professional film conservator to have the materials reformatted and treated. It also is recommended to have a cold storage space for films, videos, audio tapes, and photographs.

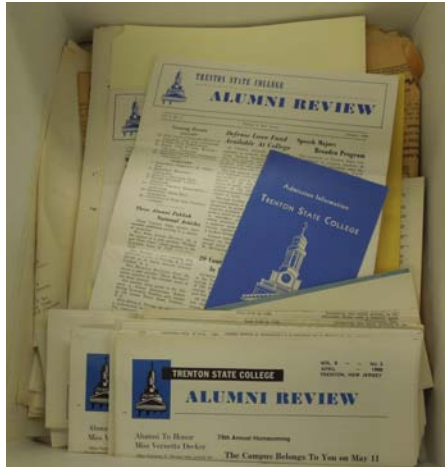
Unprocessed Materials

The majority of the materials in the Archives are unprocessed. Approximately 181 cartons require proper accessioning of materials into the collections, as well as processing, preservation, and description. Of those, approximately 133 of those cartons are in the “Accessions” section of the Archives, in the rear section of the space. There are many different types of materials within these cartons, including meeting minutes, scrapbooks, research folders, organizational records, photographs, recorded materials, realia, ephemera, newsletters, textiles, books, pamphlets, reports, and much more. There is a significant collection of standalone photo exhibits in a number of topics including sports and clubs.

To help preserve these materials, some custom housings will be required for some of the more fragile scrapbooks and other items.

Regarding the assignment of box numbers to unprocessed items, this is not a practice this archivist has seen previously because as materials are processed, the quantity of containers required to house them increases. These numbers will lose their meaning as materials are processed and new collection-level box numbers and finding aids are created. (Please see photos below for a small sampling.)







There are sparse accession records for these materials. Upon opening the boxes one at a time, it is unclear how many originate with campus offices and how many were created by alumni and/or faculty. It will take significant time and detective work to determine these important facts.

Additionally, 45 unprocessed and not-yet-accessioned cartons of materials have been colocated within the stacks. Six oversized cartons also remain in the entryway, due to a lack of appropriate space for such large boxes (please see photos below.)



Moreover, 6 oversized cartons are located within the vault. The oversized cartons include the tall box holding architectural drawings. (Please see photos below.)



Recommendations: It is recommended that accession records for the 133 cartons in the “Accessions” section of the archive be added to a new Accessions Register to be created in the Google Drive. It is recommended that the other containers of unprocessed materials be sorted into discrete collections (in some cases, this may be more straightforward than others due to the detective work required to determine the creator and/or donor), for accessioning, processing, preservation, and description. It is recommended that individual project plans be created for each collection.

Oversized Items

There are many oversized items in the collection. Librarians and other visitors to the Archives quickly experience the tightness between some rows due to oversized items. Not only does this cause some discomfort, it also challenges the Archives’ ability to remain ADA accessible. The Americans with Disabilities Act mandates that “the minimum clear width for single wheelchair passage shall be 32 inches (815 mm) at a point for a maximum length of 24 inches and 36 inches (915 mm) continuously.” Currently, the Archives does not meet that condition in the shelving rows with oversized items. (Please see the images below).





In the case of the Memorabilia Series, Banners and Pennants Subseries, a temporary workaround has been achieved, and larger shelves were located in the mechanical room. These shelves were large enough to accommodate the very oversized items on those shelves. Below are the before (left) and after (right) photographs.



Unfortunately, those were the only larger shelves that did not have a lip on the back. Additional shelves with lips on the back will be installed in the alcove areas and the vault to accommodate oversized boxes.

Other oversized items, such as architectural drawings and scrapbooks, are currently improperly housed or unhoused (and require appropriate housing) throughout the Archives. (Please see photos below.)

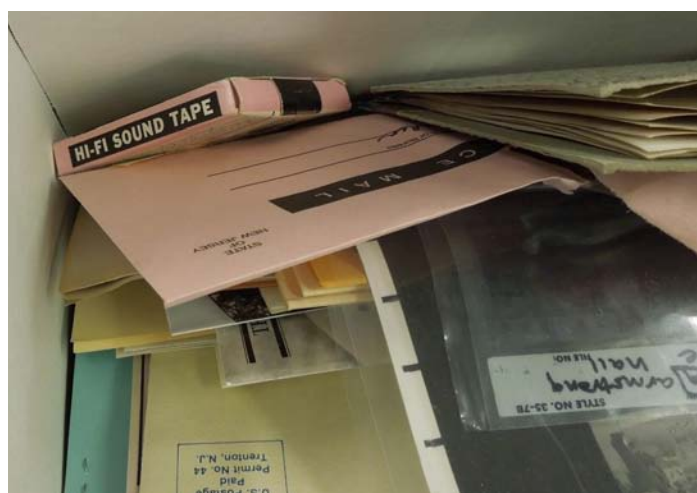




Additionally, in the vault/locked closet, there is a non-archival, vertical box holding architectural drawings in a rolled state. While holding architectural drawings and maps in rolled states is acceptable if done correctly, when there is suitable space, these items should be housed flat. Vertical storage of maps and architectural drawings causes crushing of the lower end of the rolled item, leading to tears and loss of content area over time. (Please see the photo below.)



Recommendations: Because the shelving in the Archives is not deep enough to adequately support many of the oversized items, it is recommended to replace the shelving with 18-in. or deeper shelves to accommodate these materials. Additionally, it is recommended to relocate the largest items to the rear alcove area rather than in the stacks shelving to keep to the ADA requirements. For the largest, paper-based items that remain in very oversized boxes that overhang their shelves or are in housing that speeds up the deterioration process, it is recommended to rehouse these materials within map cases/flat files. For the rolled items, it also is recommended that these items be flattened for a period of no less than three weeks prior to



Recommendations: It is recommended that these items be reformatted to digital files and reviewed for any loss. For the box with the microfilm, it is recommended to see if these have already been duplicated for use in the microfilm collections in Media Services before adding them to those collections.

Vertical and Flat Files for Research Files and Exhibits

During random box openings, it was discovered that there are research files and exhibits located within archival collections. Archival practice does not co-locate these materials for good reason. Often, the materials used to create exhibits and research files can cause damage to archival materials. For example, adhesive used in exhibits will eventually migrate and spread. Papers and folders used in research files contain lignan, which becomes acidic over time, and will cause archival materials to degrade faster, becoming acidic and brittle, as well.

Recommendations: It is recommended that the archival materials be separated from the research files and exhibits. The research files may be located in filing cabinets. The exhibit materials are sometimes oversized and will require storage separately. In order to minimize confusion among archival and exhibit facsimiles, it is recommended to move larger exhibits to a separate set of flat files (see link to example of flat files in the section titled **Oversized Materials**.)

Budget

At present, the funding for supplies for the Archives is being pulled from the general supply budget for the Library. The start-up requirements will be much larger during the first 2-3 years. Afterward, the costs will level off and likely be limited to archival boxes, papers, tissue, folders, and other typical supplies.

Recommendations: It is recommended that a separate Archives and Special Collections supplies budget line be added to the 2021 Library budget to be continued annually.

Conclusion

While the depth and breadth of the work required to bring the TCNJ Archives into compliance with archival preservation and organizational standards may seem overwhelming to the reader, it is clear that Library leadership, faculty, and staff are highly invested in and supportive of the success of this work. With such champions, as well as a healthy supply budget, a great deal can be accomplished over time. Although not a formal recommendation and not included in the list below, expanding the Archives Librarian position to full time would go a long way toward completing individual projects in a timely manner. Additionally, student workers can be trained to perform some archival tasks for individual projects to help decrease the length of a project.

Below are all of the recommendations listed in this document. They have been prioritized according to importance.

Prioritized Recommendations

1. Ultimately, either the space should have its own HVAC system or the materials should be relocated to a new space where the conditions can be more tightly controlled to prevent as much deterioration as possible. In the interim, it is recommended that the recently purchased thermometer and hygrometer unit be used to download and track environmental data over time. This data will be useful in applying for grant funding for capital archives projects.
2. It also is recommended that the Smoke Free Air Act be enforced on the TCNJ campus, especially around the Library:
<https://www.njgasp.org/legislation-litigation/new-jersey-smokefree-air-act-nj-sfaa/nj-smokefree-air-act-nj-sfaa-and-dhss-regulations-that-restrict-outdoor-smoking/>.
3. Due to security and other concerns listed above, it is recommended that the number of people who have key access to the space be limited to no more than eight: Library Dean, Head of Technical Services, Emerging Technologies and Digital Projects Librarian, two designated Reference Librarians, Archives Librarian, and two facilities personnel. It is recommended that research inquiries be forwarded to the Archives Librarian after she has become familiar with the collections and their locations. It is recommended that patrons are given a reasonable time estimate for materials to be retrieved (maximum 3 business days). It is recommended that Reference Librarians work directly with the Archives Librarian to locate materials during her ramp up time. It is strongly recommended that a wireless security camera be used to focus on the door and entryway to record the visitors to the Archives (an example of a wireless security camera is available here:
https://www.bhphotovideo.com/c/product/1163183-REG/nest_nc1102es_cam_black_indoor_security.html). An additional camera may be trained on the rear of the archives, as well, because that has been the area where personal items have been located.
4. It is recommended that the department should determine precisely which items should be included in the Archives and which items should be Special Collections. For example, Special Collections could mirror TCNJ's majors: Early Childhood Education; Secondary Education; Art, Art Education, and Art History; and English and Creative Writing, to name a few.
5. It is recommended that standard archives policies, procedures, and required forms be created and made accessible on the web site. They are listed on pages 2 and 3 of this document.
6. It is recommended that a separate Archives and Special Collections supplies budget line be added to the 2021 Library budget to be continued annually.
7. It is recommended that a new Accessions Register be created, and older accessions records be added to it, adding as much information as possible for traceability purposes.

8. It is recommended that accession records for the 133 cartons in the "Accessions" section of the archive be added to a new Accessions Register to be created in the Google Drive. It is recommended that the other containers of unprocessed materials be sorted into discrete collections (in some cases, this may be more straightforward than others due to the detective work required to determine the creator and/or donor), for accessioning, processing, preservation, and description. It is recommended that individual project plans be created for each collection.
9. It also is recommended that an individual printer be purchased for the archive to accommodate for printing on the fly: box lists, individual box labels, finding aids for each collection, and facsimiles for patron requests, as well as guides to the archives, guides to handling archives materials, policies and procedures, future exhibits, flyers and pamphlets, and other printed materials.
10. It is recommended that appropriately sized archival containers and polyester sleeves be purchased and used to hold all photographs. It is recommended to rehouse smaller photographs in photo sleeves that are specifically made for photo binders.
11. It is recommended that audio and video recordings be reformatted to digital files and reviewed for any loss. For the box with the microfilm, it is recommended to see if these have already been duplicated for use in the microfilm collections in Media Services before adding them to those collections.
12. It is recommended that all of the books in the Archives be examined for: Adherence to the collecting policy, Usefulness to the College and its researchers, Aesthetic value, and Ability to be sold or donated to another repository, if they are to be deaccessioned. It also is recommended to relocate items of high monetary value to the vault/locked archives closet. Additionally, as it has been mentioned earlier, some books may be reintroduced back into the greater Library collections.
13. Because the shelving in the Archives is not deep enough to adequately support many of the oversized items, it is recommended to replace the shelving with 18-in. or deeper shelves to accommodate these materials. Additionally, it is recommended to relocate the largest items to the rear alcove area rather than in the stacks shelving to keep to the ADA requirements. For the largest, paper-based items that remain in very oversized boxes that overhang their shelves or are in housing that speeds up the deterioration process, it is recommended to rehouse these materials within map cases/flat files. For the rolled items, it also is recommended that these items be flattened for a period of no less than three weeks prior to being moved to flat files.
14. It is recommended to send film materials to a professional film conservator to have the materials reformatted and treated. It also is recommended to have a cold storage space for films, videos, audio tapes, and photographs.
15. It is recommended to re-house the photogravure blocks within size-specific housing for each item. This can be accomplished using artifact storage such as the technique shown here: <https://www.universityproducts.com/b-flute-artifact-storage-tray-system.html>.
16. It is recommended that negative-specific archival housing be purchased and used to re-house these materials. It also is recommended that accessions records be reviewed to confirm the formal accession of these negatives.

17. It is recommended that tightly rolled photographs in the Archives be sent to a professional photograph conservator who will humidify, flatten, and correctly house them. It may also be an option to have that conservator create digital facsimiles of these materials. If that is an option, it should be considered.
18. It is recommended that each discrete collection within the Archives be assessed to determine rehousing and/or reprocessing needs. After that work has been completed, a project plan and budget for each collection's needs can be created. Finding aids should be created for all collections that do not have one. Additionally, existing finding aids should be updated and standardized to provide the same degree of information, as well as to meet Society of American Archivists standards. It is recommended that the online finding aids be re-created in a much easier-to-use interface that encourages easier findability in Google searches.
19. It is recommended that the Eickoff papers be processed, preserved, and described with a finding aid. It is recommended that all of the different film formats be processed, preserved, and digitized according to current standards, with the aid of the Emerging Technologies and Digital Projects Librarian. It is recommended that the microfilm be duplicated for use in the general microfilm collection, if a copy does not already exist. It is recommended to reformat the microcassette tape for digital access. It is recommended that silver trophy be boxed appropriately to prevent further harm (it is already damaged in the body and the handle sections). Because this is valuable real estate in the Archives, it is recommended that after the books in the rest of the Archives have been evaluated, those books with high monetary value be transferred to the vault (until deaccessioning, in some cases).
20. It is recommended that the wall to the left of the entryway be used for hanging art and other framed materials in the collection. It is recommended that a hanging rack specifically designed for this use be installed on that wall space. (An example of a rack suitable for this use: <https://www.storemorestore.com/Wire-Mesh-Gallery-Picture-Display-Panels-p/sms-73-ar-swm54.htm>) These items will require coverings (black, thick cotton cloth may be draped over the frame) due to the safety lights that are perpetually lit. It also is recommended that whenever possible, items that can be safely removed from their frames be housed in oversized archival folders/sleeves, within properly sized archival boxes.
21. It is recommended that the archival materials be separated from the research files and exhibits. The research files may be located in filing cabinets. The exhibit materials are sometimes oversized and will require storage separately. In order to minimize confusion among archival and exhibit facsimiles, it is recommended to move larger exhibits to a separate set of flat files (see link to example of flat files in the section titled **Oversized Materials**.)