

**Assessment of  
American Organ Institute Archive and Library  
(AOIAL) Goals for 2012  
American Theatre Organ Society (ATOS) Collections**

**AOIAL Goals for 2012**

**1. Create, modify, and finalize main AOIAL policies and set date for review.**

Four policies were created, modified, and are currently going through the process of administrative and legal approval - AOIAL Core Archival Policy, AOIAL Collection Policy, AOIAL Access Policy, AOIAL Duplication Policy.

**2. Implement Archon (Archival Database Software) and create separate workflows for description of archival collections, books/periodicals, and multimedia in the ATOS Collections.**

We were able to find a low-cost cloud hosting service called LibraryHost and have implemented Archon for AOIAL through LibraryHost. We have not yet created separate workflows for the different collection types, but this will be necessary due to the nature of Archon - metadata and records for books will have a separate workflow within Archon than the archival collections will. It will not be difficult, we just need to be sure to document every step of the process so that each workflow can be modified as necessary and repeated. Preliminary testing of possible workflows has begun.

**3. Survey organ studio on the usability/interface of the new archive website.**

The survey has not yet begun because our modification of the Archon interface has taken longer than initially expected. The survey will begin once the appropriate modifications to the AOIAL Archon webpage have been completed and once a few searchable ATOS collections have been described and made available through the website so that there are records on Archon for the organ studio to use and assess in the survey.

**4. Begin cataloging of ATOS archival collections, starting with broad-level descriptions as time permits.**

The first archival collection from ATOS to be arranged and described has been identified: The David L. Junchen Papers. The reason for beginning with this collection is because it is relatively small and will give us a sense of the time and effort involved in the entire process, which will be documented from beginning to end so that a proper workflow can be created for the archival collections. After this initial collection, we will prioritize the archival collections based on physical condition of materials, user requests, and significance of materials. The goal is still to describe the materials (once they have been arranged) at the broadest possible level in the beginning so that access to basic information about each collection is available online as soon as possible. Once broad-level access is completed for all ATOS archival collections, more detailed description will begin.

**5. Begin physical reorganization of ATOS Collections based on archival provenance when possible, and media format when necessary.**

This process has begun, with the reorganization of secondary materials (periodicals, books, etc.) in progress. Physical reorganization based on provenance, which will only apply to archival collections, has also begun.

## **Conditional Goals**

### **6. Provide new storage materials (acid free boxes, envelopes, etc.) as funding allows, prioritizing the most sensitive items.**

The necessity of this particular goal became clear when the Archivist and two graduate assistants from the Ballet Russes Archives came to visit us. They gave us great insight into the necessity of acid-free storage materials in the near future, especially since this is a low-cost (relative to buying or building an archivally sound vault) way to preserve our collections in the short term, which will be necessary no matter what other preservation plans we may make for the future. We have since received our first order of boxes, folders, and paper and will be able to arrange the ATOS collections within archivally sound storage materials before describing them in Archon.

### **7. Conversion of physical media on an as needed basis.**

This has not occurred because we have yet to start working with the physical media. As stated above it will be carried out on an as needed basis when materials are in dire need of conversion due to their current physical state.