

## ICA Archive 2015 Spring Sojourn

S May 2	S 3	M 4	T 5	W 6	TH 7	F 8	S 9
<div style="border: 1px solid blue; border-radius: 10px; padding: 5px; width: 80%; margin: auto;">                     Basement Resettlement Workday                 </div>	Travel	<div style="border: 1px solid blue; border-radius: 10px; padding: 5px; width: 90%; margin: auto;">                     Basement Resettlement                      selection, retrieving, sorting, filing, documentation                 </div>				Reports and Celebration	Travel
		<div style="border: 1px solid blue; border-radius: 10px; padding: 5px; width: 90%; margin: auto;">                     Collections, Scanning, Access                 </div>					
		<div style="border: 1px solid blue; border-radius: 10px; padding: 5px; width: 90%; margin: auto;">                     Daily Summaries, Talks with Ted                 </div>					

**Saturday, May 2 - Friday, May 8, 2015**

### The Work of the Sojourn

#### **Workday: May 2, 9am-5pm, ICA GreenRise, Chicago**

You are invited to help with the upcoming ICA Global Archives workday on May 2nd, 2015 at the ICA GreenRise building.

Over the years many cabinets of files have been brought from the basement archive space to the 6th floor. We are now in the midst of the Archive Basement Resettlement of documents still in the basement, to make sure all of the most valuable files will be preserved. Over 18,000 documents have been logged into the archive database and work is being done to make documents available on line.

Originally there were 177 file cabinets in the basement All files and notebooks in the basement have been accessioned (we know what is in the file cabinets and notebooks and where the information is located). In January a process for selecting and bringing up the files; doing a rough sort; and putting additional files in cabinets in room 653, was tested. It worked well. All of the summer research documents are now on the 6th floor, and there are still documents to be retrieved.

We will be working from 9-5 on Saturday May 2nd.

There are two main tasks for the workday:

1. Boxing selected priority files in the basement and bringing files and file cabinets to the main archive storage room on the 6th floor..
2. Doing a rough sort of files and putting them into file cabinets.
3. Possibly selecting priority files for scanning.

Document sorting needs to be done by people familiar with the files. You are welcome to come for all or any part of the day on May 2nd.

Some sorting will continue into the 2015 Spring Sojourn Monday, May 4 - Friday, May 8.

If you are interested talking through how you might become more involved in the archives please let us know.

The ICA Global Archive Team

For information about staying at the GreenRise contact: Marge Philbrook [margephilbrook@gmail.com](mailto:margephilbrook@gmail.com)

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<p style="text-align: center;"><b>Before &amp; During the Sojourn</b></p>	<p style="text-align: center;"><b>Three working groups</b></p> <ul style="list-style-type: none"> <li>● <b>Tribal Resettlement Team:</b> Paul, Beret, Sally, Jean, Marge <ul style="list-style-type: none"> <li>&gt; All procedures and materials ready for major work at the Sojourn</li> <li>&gt; Priority scanning lists started: a) for doing while in Chicago b) for colleagues subsequently to do remotely</li> </ul> </li> <li>● <b>Tech Team:</b> Steve, Wendell, Tim, Ediger <ul style="list-style-type: none"> <li>&gt; Publish procedures for accessing the prototype database: <ul style="list-style-type: none"> <li>A. How Novice Users login and: 1) search and download files from the database 2) add (non-duplicate) personal or global ICA items to the online database c) scan locally and contribute items to the Global Archives B. How Archivist Users revise and improve current and new database records and place digital items for online access</li> </ul> </li> </ul> </li> <li>● <b>Collections Team:</b> Jack, Jim, Gordon, Frank <ul style="list-style-type: none"> <li>&gt; Common design elements for existing collections</li> <li>&gt; Go through each collection with curators and decide steps needed to make it ready for public viewing, spelling out how that gets done</li> <li>&gt; Form / launch new Order and Singing collection teams</li> <li>&gt; Create overall intro to the collections</li> </ul> </li> <li>● <b>All--in our AAC Hangouts:</b> Initial thinking about critical elements in the handover of the archive project to ICA USA <ul style="list-style-type: none"> <li>&gt; Roles of ICA staff and AAC</li> <li>&gt; Archives as income generator for ICA</li> <li>&gt; Intro to the Archives Booklet and update existing materials (Archives Volunteer Notebook)</li> <li>&gt; Transition plan between April and September Sojourns</li> </ul> </li> </ul>
<p style="text-align: center;"><b>During the Sojourn Week</b></p>	<ul style="list-style-type: none"> <li>● We spend the mornings during the week working together on Tribal Resettlement work and the afternoons in smaller team configurations on the other tasks</li> <li>● Between 4:30 to 5:00 or 5:30 have daily summaries, occasionally with wine and cheese. Anyone in the building and interested is encouraged to join the archive team.</li> <li>● We will share the how and why of the Basement Resettlement Process</li> <li>● Perhaps we will be able to include global ICA colleagues who are helping to determine priority documents for scanning.</li> <li>● We'll talk about the archives, the collections, and how to use them.</li> <li>● Demonstrate the new online search, accession, scan and submit processes</li> <li>● Talk about the future of the archives and next steps</li> <li>● Explore funding possibilities</li> </ul>

## Outcomes of the Sojourn

- Colleague network engaged in ongoing remote scanning of items for the archives
- New image of our roles in the archive effort and a plan for working with Ted and the ICA US (and perhaps other ICAs) staff during the summer transition months
- Great new recorded singing collection for income generation demo
- Major progress made on tribal resettlement
- Operational global online access to ICA archives
- Ready for prime time set of Collections
- An Order:Ecumenical collection to share and invite contributions to

## TASKS OF THE SOJOURN & BEYOND

- Testing and debugging of remote (online) access (Steve's FMP) for our target users to search the archives for something, obtain copies if available and contribute their own accessioned records and scanned items: **A clear set of steps and graphics to guide normal people through these processes that we can promote, demonstrate and use during and after the Sojourn: Wendell and Steve**
- Identifying and listing of priority items for scanning in Chicago, so we have some idea of how much of our time we want to spend on this activity during the Sojourn and what resources (time, equipment, etc.) that will require. **A needed product of the Sojourn is a plan for seriously engaging colleagues in remotely scanning items they have for our database; this will require simple procedures for first checking if we have the items in the system--and linking these.**
- Looking at alternative ways to financially support ongoing archive work that is based in Chicago--including ICA US staff leadership role: **We need to come in to the Sojourn with some thought through models to talk with Ted about and leave in May with an executable plan**
- **Preliminary guidelines for cleaning up the current collections, a review of the format we've been using for them, who's now working on doing what to which of them, and what an overall intro statement / gateway to them for the general visitor should include--and getting it started.** Let's not wait on this until May: Jim on the usage guidelines.
- A team working on that critically needed: **Description of the Order: Ecumenical** we've been talking about. Huge challenge, but we have half a dozen people interested in having a crack at this and need to get them starting to think this through together. Be great to have a first draft to roll out as part of our Sojourn and get our colleagues and the global ICAs into a conversation around it. Some descriptions in published books. Jack is pulling a team together on this.
- Seems like we are at a point where we have to begin to: **Define and describe the archive task as having two parts--those efforts that necessarily have to go on in Chicago by our local team / ICA staff and those that will be increasingly picked up now by colleagues wherever they live.**