

Responsibilities of Historian(s)

Willamette University Institute for Continued Learning

The ICL Historians collect and submit to the Willamette University Archives, those materials that are pertinent to retaining the history of ICL membership and activities.

The Historians consult with the ICL Information Services Director to see that digital material is stored in the Archive.

An Archives and Special Collections Deposit Slip must be used to deposit any materials or to direct Archive personnel to download items from the ICL web site.

The Historians' responsibilities:

1. One hard copy of the ICL Membership Directory must be delivered to the Archives by ICL Historians at the beginning of each academic year.
2. A copy of the ICL Curriculum, including the Seminars, the monthly Board Meeting Minutes and Treasurer's report, will be automatically downloaded by the University Archivist at the end of each semester.
3. Analogue photos listing event, date, and members' names must be penciled on the back, before delivering to the Archives by ICL Historians. DVDs or USB flash drives must be labeled with event, date, and names on a separate spreadsheet, and with instructions for their return.
4. Digital photos must be forwarded by ICL Historians to the Archives via online Dropbox, accompanied by a spreadsheet stating the event, date, and members' names. Select about five photos per event. Include key participants and those responsible for the event. Faces are important, so avoid large groups and choose photos with a variety of people.
5. Any memorabilia of ICL events must be delivered to the Archives by ICL Historians.
6. From 2015 onwards, all University websites, including ICL's will be downloaded to the Archives by the University Archivist.
7. ICL Historians are responsible for submitting an annual report of their activities to the Board. They are also responsible for directing ICL members to the Archives where ICL History can be reviewed and researched. See below to access Online ICL Archives.

ONLINE ICL ARCHIVES: <http://libmedia.willamette.edu/commons/collections/2#top>
Scroll down to ICL and click on View Finding Aid.

Willamette University Archives and Special Collections
900 State Street, Salem, Oregon 97301
Phone: [503-370-6147](tel:503-370-6147) Fax: [503-370-6141](tel:503-370-6141)

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