**EMACT Archives Plan**

**Submitted by: Jenny Fielding**

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**Background**

For some time, various members of EMACT have collected programs, ephemera, photos, and other physical items related to EMACT’s history, operations, and participation in festivals. In addition, a number of digital records have been collected from earlier versions of Marshall Cannell’s website.

**The Collection**

The physical collection consists mainly of two (2) large scrapbooks with many different types of items pasted within: newsletters, photos, newspaper articles, festival programs, and the like.

In addition, there are also:

* One (1) binder with copies of newsletters dating between 1992-1999
* Two (2) envelopes of photos from Galas (unlabeled)
* Three (3) CD-ROMs labeled “2005,” “2006,” and “2007” (likely DASH photos, but contents presently unknown without access to a CD-ROM drive)
* Miscellaneous newspaper articles clipped from various publications (not all dated, 1980s-90s)
* NETC/EMACT Festival Programs (’92, ’95, ’97, ’98, ’99, ’06, ’07, ’09)
* Miscellaneous items (Membership Directories, Gala Program, Member Brochure etc.) – please note: there are not many of these items (under 10 total) and none are in contiguous time order

The digital collection consists almost entirely of festival information dating back to 1954. Early entries include only dates, location, sponsor, judges, and winners. In the late 60s all participants begin to be added, and cover images and program image snippets listing the actors and director are linked. Later, entries include more complete production information and (sometimes) photos.

There are also digital items related to the Wellesley Players, and Wellesley Schools, which are not content-specific to EMACT and so not included in this plan.

**Recommendations**

***Physical Items: Creation of a Finding Aid***

A finding aid is an archival term for an inventory of the contents of an archival collection. They give short descriptions of items or groups of items so that individuals or researchers can request access or copies of relevant items.

Since many items in the physical collection are in the form of scrapbooks and binders, there is a risk of damage to items should they be disassembled to scan to digital files. There is also relevant marginalia in the scrapbooks detailing names, dates, and other information that would be best accessed in context with the items.

Digital Items: Create naming convention and metadata for images and files, and save items to a searchable platform (such as Collective Access or Omeka). Link to EMACT website.

**Timeline**

July 2020 Selection of online archive software

Aug-Oct 2020 Files added to online searchable platform

Nov 2020 Finding Aids and indices created

Dec 2020 Archives live on EMACT website