

Digital San Juan Bautista Project

Major Goals

1. Update existing policies and procedures to reflect current technology related to the preservation of and access to historical resources
2. Catalog and preserve the existing collection of historical resources
3. Increase access to the collection of historical resources
4. Identify, acquire, and produce new materials.
5. Increase the active participation of volunteers/members
6. Collaborate with local and regional organizations having similar goals

Major Goals with Objectives

Goal 1: Update existing policies and procedures to reflect current technology related to the preservation of and access to historical resources

- A. Update existing policies and procedures for acquiring materials of historical significance
- B. Establish and implement policies and procedures for cataloging and preserving materials in the collection using information technology
- C. Update existing policies and procedures for accessing materials in the collection using information technology

Goal 2: Preserve the existing collection using information technology

- A. Purchase computer hardware and software for use in the digitization of historical resources
- B. Describe and catalog the historical collection using information technology
- C. Digitize existing audio and videotape recordings.
- D. Digitize existing documents and photographs
- E. Photograph existing material objects

Goal 3: Increase access to the collection of historical resources

- A. Design, create, and maintain a website/database providing access to the collection
- B. Format existing digital media for distribution on DVDs and over the Internet
- C. Produce new digital media documenting the history of San Juan Bautista for distribution in DVD format, over the Internet, and on Smartphones.

Goal 4: Identify and acquire new materials.

- A. Prioritize individuals as subjects for videotaped interviews
- B. Conduct interviews with identified individuals using audio and video equipment
- C. Prioritize collections of historical significance known to be in the possession of community members.
- D. Acquire rights and permissions required for the acquisition and use of these materials.
- E. Accept physical materials
- F. Create digital copies of newly acquired materials
- G. Describe, catalog, and archive newly acquired resources as appropriate following established procedures.

Goal 5: Increase the active participation of volunteers

- A. Actively recruit new volunteers/members
- B. Provide individuals and/or groups with training and support in the cataloging and archiving of historical materials
- C. Provide individuals and/or groups with training and support in the use of computer technology to preserve historical materials
- D. Provide individuals and/or groups with written resource materials outlining policies and procedures for cataloging and digitizing historical materials.

Goal 6: Collaborate with local and regional organizations having similar goals

- A. Share resources and services as appropriate with regional historical associations
- B. Share resources and services as appropriate with Mission San Juan Bautista and San Juan State Historic Park.