

WISCONSIN RECORDS ASSESSMENT PROJECT ONLINE DIRECTORY

A Plan for a Wisconsin Historical Records Repository Directory

The data we collect from the Wisconsin historical records repositories survey will be used to create the first phase of a web-based directory of state repositories. The primary purpose of the directory is to help the Wisconsin Historical Records Advisory Board (WHRAB) and the participating repositories plan activities in a future statewide cooperative collecting effort. A second purpose of the directory is to help users of archives identify repositories holding collections related to their needs. The directory will contain information about each repository which completed the survey including, location, hours, services, and descriptions of their Wisconsin manuscript holdings. While the project archivist and Wisconsin Historical Society (WHS) staff will create the initial version of the directory, repositories will be responsible for future updates. Beyond the end of the project, WHRAB staff will prompt repositories for their submissions and will monitor them to ensure reasonable consistency in the directory.

Presently we plan to build the directory around a small number of information points:

- Name of parent institution
- Name of repository or collection (if different)
- Mail, e-mail, and web addresses
- Phone number
- Schedule of public hours
- Access requirements
- Description of user services
- Holdings information including, description by topic categories, inclusive date span, formats and total volume of materials

The directory should allow searches by parent institution name, repository name, topical categories of collections, and collection formats. This search capability will also increase the directory's value for planning future statewide collecting activities.