

## THE ARCHIVES IS TESTING A NEW WEBSITE

As part of the overall library website transition, the Archives now has a new website! The new website is currently in the testing phase, and will not be officially launched until later this summer. We hope that the new website will be more intuitive and easier for all users to navigate.

We are actively collecting feedback about how we can better tailor the website to our researchers' information needs. Please **visit our new website** and let us know what we can do to improve it. UWSP Libraries staff have developed **a form** you can use for submitting feedback. Feel free to send website feedback to our email address (**[archives@uwsp.edu](mailto:archives@uwsp.edu)**) as well.

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**Follow this QR  
Code to explore  
our new website!**

#### Research Hours:

Monday - Friday  
10 a.m. - Noon & 1 - 4:30 p.m.

#### Reading Room:

Trainer Natural Resources  
Building, Room 110

#### Research Appointments:

The Archives is currently open  
by appointment only.

Please email us at  
**[archives@uwsp.edu](mailto:archives@uwsp.edu)**  
to schedule an appointment.

#### CONTACT INFORMATION

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## Remembering the First Earth Day at UW-Stevens Point

Environmentalism and sustainability are important to UW-Stevens Point students, faculty, and staff today, and the university community has a long history of advocacy for these causes. In April 1970, students in the UW-Stevens Point Environmental Council and other student groups organized a three day teach-in to coincide with the first-ever Earth Day events happening across the country.

As shown in the event schedule, the teach-in (named "Project Survival") featured several speakers, films, and events over the course of three days. Several UW-Stevens Point faculty led presentations and lectures, including J. Baird Callicott, George Becker, and Kent Hall. The events also drew interest from across the state: two Wisconsin gubernatorial candidates spoke at the teach-in about environmental problems, and representatives from the Wisconsin Department of Natural Resources presented lectures as well.



## The Importance of Disposing Scheduled Records on Time

One might think that retaining records for longer than defined in the applicable records schedule might not be much of a problem. In fact, wouldn't it seem better to retain records longer just in case they need to be referenced later? However, there are many issues that can occur when records are kept for longer than necessary. First, both physical and digital records take up storage space. Retaining records for longer than their defined retention time can lead to a cluttered workspace and costs for additional storage locations.

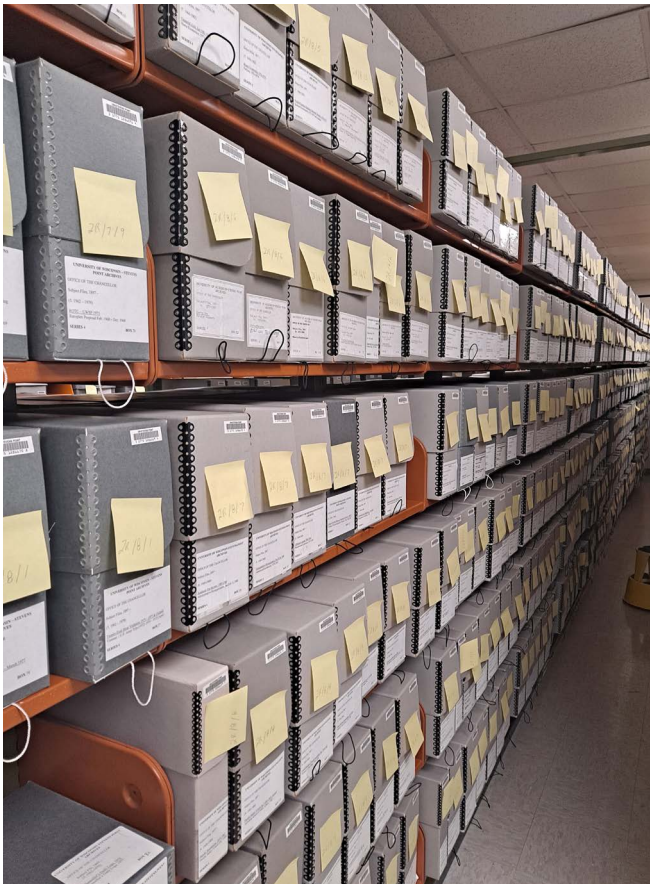
In addition, many records contain personally-identifiable information or other sensitive data. Retaining records for longer than required increases the risk of this data being lost or compromised which can have serious consequences. It's always best to follow the records schedules as written and dispose of records in a timely manner. If you have any questions about how to read a records schedule or how to implement records management in your office, please contact University Records Officer **Brad Casselberry**. Archives staff are happy to assist all UW-Stevens Point employees with their records management questions.



# Moving Updates: How Do You Move an Archives?

With the continued progress on the construction of the new Library and Student Resource Center, Archives staff are starting to plan for the move into the new building. The Archives' reading room, offices, and collections storage area will take up about half of the fourth floor space in the new building. However, those spaces and collections are currently divided between five different rooms in two different buildings! Careful planning and preparation is essential to ensure that collections from several widespread storage locations are properly integrated into one centralized storage area in the new space.

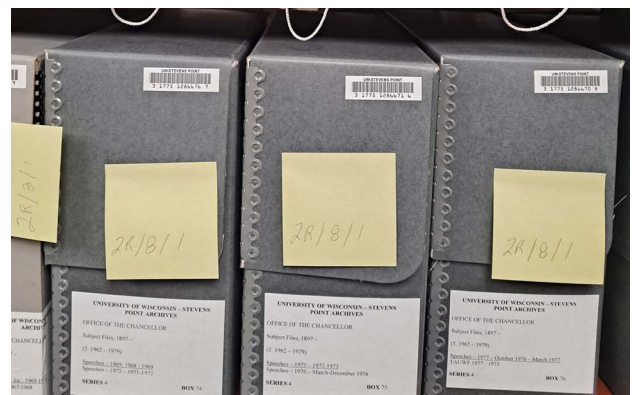
In preparation for the move, University Archivist Brad Casselberry has mapped each box of each University, Portage County Historical Society, and Area Research Center collection to a specific shelf and range location in the Archives' new compact shelving unit. The mapping allows room for growth in the Archives' collections - including both additions to existing collections and new collections or record series. Over the last few months, Archives staff have attached removable labels to each box in the collection that include the box's shelf and range information for the new space. This labeling system should make the move into the new building simpler and minimize filing mistakes that will need to be corrected later. While the move and reintegration of over 13,000 linear feet of archival collections will certainly be a big challenge, we are looking forward to the benefits of the new space and how it will help us improve instruction, reference services, and document preservation.



Each box in the collection gets its own label.

# 7772

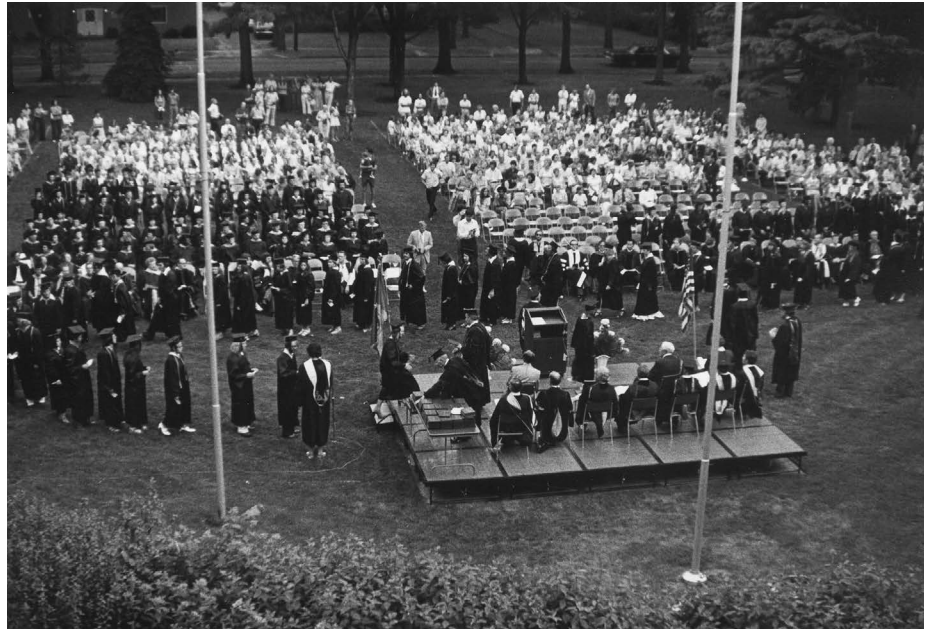
**Number of Individual Archives Boxes  
Labeled With a New Shelf Location  
for the Move**



Each box label lists the specific aisle, range, and shelf location for the box in the Archives' new compact shelving.

# Looking Back at Commencement: Fifty Years Ago

As the spring semester nears its conclusion, the university is once again planning commencement ceremonies to celebrate our most recent graduates here at UW-Stevens Point. This photograph from 1975 shows the summer commencement ceremony that took place on the front lawn of Old Main. For many years, spring and summer commencement ceremonies were held outdoors near Old Main or on the Sundial in front of the former Albertson Hall. Today, commencement ceremonies are held in the Skyward Fieldhouse inside the Marshfield Clinic Champions Hall building.



## Archives Joke

**Q: What does an archivist call a fallen tree behind their house?**

**A: Backlog**

In archives terminology, backlog refers to materials in accessions that have not yet been processed and made ready for research use. Almost every archives has an extensive backlog of unprocessed materials, and this is certainly the case here at the UWSP Archives. Archives staff are responsible for instruction, reference, preservation, and records management, so there are limits to how much time we can spend processing new collections. When making decisions about what to process next, we prioritize collections that are likely to have broad research use for students, faculty, and the public and those that have immediate preservation concerns.



This photograph shows just part of the Archives' backlog. Every accession we accept is assigned a unique number and a detailed accession form to ensure that the context of the records is recorded and available when they are processed months or years later.