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| Phase |  | **Projects** | **Practicalities** | **Partnerships** |
| From Analogue to digital | 2007-2008 | Strategic PlanEthno-Cultural Resources Inventory | * SWAT analysis; identification of digitization as an access and preservation strategy.
* NADP funding enabled equipment purchase
* Contentdm trial and skill development (metadata, file conversion, naming standards)
 | SDI, Archival ConsultantNADP, CBU Library, Memorial University Digital Archives |
| Infrastructure and skills development | 2008-2009 | MacDermaid Project | * AV holdings report + policy and procedures using recognized standards
* Skill development with metadata
 | AV Trust, Centre for Cape Breton Studies |
| 2009-2010 | MUSIC: Cape Breton’s Diversity in Unity Project | * CMS and RAID server purchased
* Digitization of textual, photographic and AV files (some outsourcing of AV)
* External web hosting of static site
 | Heritage Canada, Centre for Cape Breton Studies, The Men of the Deeps, NS Highland Village, La Societe Ste Pierre, Tradition Bearers, NS Dept. of Education |
|  Meeting goals and Objectives | 2010-2011 | Guide to the Mi’kmaq Holdings | * Legacy data entered
* M2A database used to create finding aid
 | NADP, Cape Breton University Press |
| 2011-2012 | Holy Angels  | * Cape Breton Chorale audio digitized and finding aid created
* Increased use of CMS
 | NADP, McLennan Foundation, Congregation of Notre Dame |
| 2012-2013 | Katharine McLennan Virtual Exhibit | * Digitization of multiple formats using new draft digitization policies and procedures
* Single access portal to Katharine’s documentary heritage regardless of where it resides
* Continued troubleshooting of online web delivery of content
 | SDI Funding. CBRL , Fortress of Louisbourg NHS, Heritage Canada, Enterprise Cape Breton CorpEducation Consultants/Dept. of Education |
| 2013-14 | World War I Project | * Initial project using AtoM
* Trialed the project function of AtoM
* Participation in provincial catalogue initiative - uploaded content to MemoryNS
 | PADPYoung Canada WorksCouncil of NS archives –MemoryNS |
| 2015 | Beaton Institute Digital Archives | * Digital archives web site and public interface launched
* Ability to participate in provincial (MemoryNS) and national (ArchivesCanada) catalogues
 | One-Time Emerging Culture and Heritage Initiative ProgramCouncil of NS Archives - MemoryNS |

Although born digital records and electronic records management is something we are working towards, currently the expectation from patrons, faculty and community is pushing the Beaton Institute to provide more access to digital content. We manage this content on a daily basis.

**Status: 2006** the status of the AV collection was:

1. There had been a moratorium upon acquisitions of audio-visual material to the Beaton Institute
2. The AV materials had been boxed and closed to the public for use
3. CBU had invested in Intangible Culture with new teaching faculty offering courses in Ethnomusicology, Folklore, Celtic Studies, Celtic Music, and Gaelic Language
4. Dr. Richard MacKinnon was awarded the prestigious Tier 1 Canada Research Chair in Intangible Cultural Heritage (2007)
5. Centre for Cape Breton Studies: Digitization Lab & Performance Room under development

The University Administration are convinced to hired both a Manager and an Archivist at the Beaton Institute

**2007-2008** – Planning for the Future - the ***SDI*** funded plan identified strengths and weaknesses, provided the Beaton with a new manadate and helped to identifying digitization as essential to the workflow and operation of the Beaton.

2007-2008 – The **Ethno-Cultural Resources Inventory** really tested the waters as far as digitization is concerned. Metadata creation using Dublin Core and working with Memorial University and CBU Library for assistance. Contentdm allowed us to try and at times fail at this work but it was a step forward.

2008- **MacDermaid** – Trialed AV digitization at the Beaton through funding from the ***AV Preservation Trust*** and assistance from the Centre for Cape Breton Studies. They were in the process of setting up their digitization lab so we used open source program audacity and tape players. Became familiar with file formats and storage needs-in the end we had to re-do the audio files and fix the metadata-but a lot learned from the process. The Centre has become an essential partner on any audio and video projects that we do.

2009 – The **MUSIC: Cape Breton’s Diversity in Unity** project was a large and complex project including different communities, languages, tradition bearers, heritage institutions, and music experts. We learned a great deal about partnering and collaboration. Over 340 items were digitized with the assistance of the Centre for CB Studies and also Media Preserve with over 100 tracks made available on the website. We purchased M2A through funding (***Heritage Canada: Partnerships Fund***) for this project, which is a content management system from MINISIS a Canadian company. The project provided us with improved audio digitization standards and processes and it has been a truly positive project from the perspective of access and preservation.

2010 – **The Guide to the Mi’kmaq Holdings**, with funding through ***National Archival Development Program***, really started to test data entry and report generation of the content management system. We were able to recommend a number of changes to Minisis through this process and also worked with CBU Press to create published copies for distribution in schools and other stakeholder organizations.

2011- We received funding from the ***McLennan foundation*** and the ***National Archival Development*** Program to work with the **Holy Angels Convent** records-as the convent closed we received a portion of the archival holdings. The ***Congregation de Notre Dame*** also provided support for the project. Around this time we began to start using Flickr, although we’ve been slow to use social media. We needed a way to share content online and provide quick access for requests. We are using Flickr more often and have had good feedback. This was also the tipping point year when we started to use the database M2A more for description entry and in house searching. Digitization policies and procedures started to be developed formally and storage became a high priority.

2012- The Beaton Institute archives, Ca pe Breton Regional Library – James McConnell Memorial Library and Fortress of Louisbourg, with funding support through the ***Strategic Development Initiative***, partnered to develop and launch a virtual exhibit documenting the life and accomplishments of **Katharine McLennan**. Katharine McLennan is credited with the bringing to national awareness the history and in situ cultural resource of Fortress Louisbourg. The virtual exhibit makes available to all Canadians, through archival documents, photographs and art, Katharine’s life as an artist, a World War I nurse, historian and the first Curator of Fortress Louisbourg.

2013 – **Digital Archivist** position was just been confirmed for a one year term and is still in existence. The position is instrumental in establishing a proactive digital preservation strategy, creating better organization for existing digital content, managing storage, establishing social media tools and working with the CMS. We still have a challenge with certain media types such as film. This is an area for future collaboration.

2014 – **Cape Breton During World War One,** with fundingthrough the ***Provincial Archival Development Program*** and ***Young Canada Works***, this project allowed us to trial the AtoM software. The World War I guide, using AtoM’s Project Page function, was our first attempt at using subject keyword tagging to group records together and connects them to one project. We have since used the feature for other projects including the Black Nova Scotian Holdings and Eastern European Holdings.

2015 – **Beaton Institute Digital Archives** was launch in March of 2015. Funding through the ***One Time Emerging Culture and Heritage Initiatives Program*** allowed for appropriate back-up for large files, NAS server and a site license for AtoM. Sum total of all the incremental steps and projects realized in a new, globally accessible, reference tool.

As an archive we strive to evolve the way we work in order to better live out our mandate. *Preserving Cape Breton Island’s documentary heritage*.