

Effective Management of the Solo Shop

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Imagine yourself here – a well-adjusted archivist!

Image Credit of the Barbara Brandy Collection of the
Indiana University South Bend Archives.

Time Management

Managing time in for your core operations; charges.

Management of time to develop yourself to be the best professional that you can be to serve your repository and constituents the best that you can.

Using any spare (!) moments of down-time to develop, get caught up on big projects that could be unmanageable during your busiest times.



Working It Out!

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Time Management

- Management of Reference Requests
- Management of Outreach and Inreach Needs
Promote the use of your materials via events, presentations whether out in the community and/or “in house” to your inner constituents. The very key point of developing interest, support among advocates, associated institutions, partners, potential donors.



Image Credit of the Photograph Collection of the
Indiana University South Bend Archives.

Managing People in the Lone Arranger/Small Shop

- Managing People in the Lone Arranger/Small Shop
 - Seeing them as assets: letting go of some of the control to empower people to do the work necessary. This can be allowing your volunteers, interns, student workers to create some of their own terminology in naming files, etc. and labeling materials.
- Empowering the donors to your repository: Letting them fill out paperwork and name files and other materials: trusting them to know their own materials.



- **Image Credit of the Photograph Collection of the Indiana University South Bend Archives.**

Repurposing Past Projects For Future Projects

- Using past reference requests to develop outreach efforts or articles of various kinds or classes to be taught.



- Image Credit of the Photograph Collection of the Indiana University South Bend Archives.

Collaboration With Other Institutions

– Collaborating with other institutions can be a terrific thing – but arguably even better for small shops! Some really stellar initiatives can grow from these collaborations – and allow the small shop to make materials available they may not have been able to otherwise. A good example is digitization efforts. I have received an Indiana Memory Digitization grant administered by the Library Services and Technology Act partnering with the St. Joseph County Public Library to digitize our local African American historical collections. Between our small – and stretched – institutions we'd probably not have been able to manage such a project on our own. Now our local history is online – available to the world!



- Image Credit of the Civil Rights Heritage Center Collection of the Indiana University South Bend Archives.

MPLP as a Management Strategy

- Realizing the “perfect” is unattainable.
 - Getting materials processed and available – even if not with the most golden or perfect metadata, etc. is better than having the work to get there in limbo while you get interrupted a million times (as all lone arrangers inevitably do get interrupted!).
 - Empowering donors to their own paperwork – or at least begin it. This saves you a tremendous amount of time. Again – “perfect” is unattainable. Further, this strategy can garner much good will toward the archives.



- Image Credit of the Photograph Collection of the Indiana University South Bend Archives.

Contact Information:

Thanks for your participation!!

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Let's all discuss from here!

- What are some of the time management strategies that you practice in your solo/small shop?
 - Are there successes in managing patrons, donors, volunteers/other workers that you can share with us?
 - Do you have any suggestions for repurposing past projects to create new projects/initiatives?
 - Are there any collaborative projects that you've been involved with? Any do or don't advice on this front?
 - Do you use MPLP broadly speaking to get work done? Has that been successful? How so?
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