



Summary Guide to Kennebec Valley Community College Archive

The Kennebec Valley Community College Archive contains thousands of records that are divided into nine major collections. Some of these collections are themselves broken down into subsections, referred to as series.

These Collections are:

Maine School of Practical Nursing
Correspondences
Publications
Accreditation
Photographic
Campus Life
Maine Community College System
Kennebec Valley Community College Archive
Oral History

*At present, not all collections are available for use.

Overall size of the processed collection is comprised of 446 files in 33 boxes on 72 linear feet of shelving. There is an additional 60 linear feet of accessions and materials undergoing processing.

Collections

Maine School of Practical Nursing, 1958 – 1985

Box 1

In 1951 the Governor appointed a committee to survey and assess the nursing needs and resources that existed in the State. As a result the Maine School of Practical Nursing was established at Presque Isle in 1954. The school expanded to a second campus at Waterville in 1958. In 1980 the MSPN was merged in its entirety into Kennebec Valley Vocational Technical Institute. The name of the MSPN continued to be used for a few years after its official end date. The archival collection is composed predominantly of photographs. It also includes accreditation certificates, surveys, and reports.

1 Box 25 files

Finding aid: Box list

Series:

Certificates and Accreditation

Reports

Proposals

Photographs

History

Correspondences, 1972 – Present

Box 2A & Box 2B

Most of the correspondences within the collection were either authored or received by the institute's Director/President indicated by the series. However, there are also a number of correspondences that came into the possession of each individual due to the role they played at Kennebec Valley Community College. Since these letters and memos were of significance to the individuals they have been retained within this collection.

2 Boxes 23 files

Finding aids: Box list, Subject index, Name index, Year index

Series:

Correspondences of Bernard A. King, 1972 – 1984

*Correspondences of Barbara W. Woodlee, 1984 – Present
Currently unavailable

Publications, 1970 – Present

Box 3A & Box 3B

This collection encompasses all those materials that are or were officially published by the college or by a specific agency of the college. The series within the collection reflect the types of publications issued.

3 Boxes 28 files

Finding aids: Box list, Index, Publications List

Series:

Yearbooks

Commencement Programs

Catalogs

Handbooks

Newsletters

Reports

Promotional

Accreditation, 1973 – Present

Box 4A (F 1-9), Box 4A (F 10-14), Box 4B, Box 4C, Box 4D, & Box 4E

The bulk of the accreditation collection consists of Self-evaluation and evaluation reports from Kennebec Valley Community College and the accrediting body respectively. These reports cover the institution as a whole and the individual programs of the college.

6 Boxes 79 files

Finding aids: Box list, Accreditation List, Alphabetical Box list (forth coming)

Currently unavailable

Series:

College

Program

Photographic, 1972 – Present

Box 5A, Box 5B, Box 5C, Box 5D, & Box 5E

There are a wide variety of photographic materials within the archive. Currently, print photographs are being inventoried and processed. These photos include both black and white and color, as well as, 3" x 5", 4" x 6", 5" x 7", and 8" x 10"s. Digital photos will be inventoried and made available in the future.

5 Boxes 14 files (each file = an album)

Finding aids: Inventory (in progress), Index (forth coming)

Series:

Buildings, Departments, & Offices

2 Albums (5A F 1 & 5A F 2) 315 Photos

Programs

1 Album (5B F 1) 155 Photos

Faculty/Staff

3 Albums (5C F 1, 5C F 2, & 5C F 3) 264 Photos

Events

4 Albums (5D F 1, 5D F 2, 5D F 3, & 5D F 4) 758 Photos

Students

4 Albums (5E F 1, 5E F 2, 5E F 3, & 5E F 4) 486 Photos

Campus Life, 1970 - Present

Box 6A, Box 6B, Box 6C, Box 6D, Box 6E, Box 6F, Box 7A, Box 7B, & Box 7C

As the title of this collection implies it is very broad and consists of a wide variety of materials. The most commonly found records are correspondences, articles, and unofficial or irregular publications. There are also reports, statistical data, minutes, schematics, notices, notes, and much more.

9 Boxes 213 files

Finding aid: Box list

Series:

Student Life

Faculty & Staff

Programs & Courses

Campus & Facilities

Administration & Governance

Maine Community College System, 1970 – Present

Box 8A, 8B & 8C

Kennebec Valley Community College is one of seven community colleges within the state of Maine. This collection is intended to help keep perspective regarding the institutions place within the wider system. Materials within the collection are predominantly publications and governing documents such as system wide correspondences and policy and procedure manuals.

3 Boxes 37 files

Finding aid: Box list, MCCS Publications List

Series:

Governance

Publications

State Agencies and Organizations

Kennebec Valley Community College Archive, 1986 – Present

Box 9

This collection was established mainly to provide context and insight into the nature of the archive as a whole. It reflects the history and operation of the Kennebec Valley Community College Archive. The series reflects both the nature and type of material contained within this collection.

1 Box 9 files

Finding aid: Box list

Policy and Procedure

Forms

Finding Aids

Correspondence

Reports

Grants

Oral History

Box 10A, Box 10B, Box 10C

The purpose of the Oral History collection is to document the institutions history through the personal narratives of the men and women who were and continue to be involved in shaping the activities, events, and atmosphere of the College. It has been designed to reduce and wherever possible eliminate gaps in the records that relate to the school's history.

3 Boxes 18 files

Finding aid: Box list, Index

Background Research

Transcripts

Audio-files

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