Preserving COVID-19-Related Institutional Records at Southeastern Seminary

Jonathan Lawler, Archivist and Digital Collections Manager
Southeastern Baptist Theological Seminary
Wake Forest, NC
Introduction
SEBTS

• Founded in 1950
• Wake Forest, NC
• Southern Baptist Convention Entity
• Mission: “Southeastern Baptist Theological Seminary seeks to glorify the Lord Jesus Christ by equipping students to serve the Church and fulfill the Great Commission.”
• Programs: Associate, Bachelor, Master, Doctorate
• 5,800 students
• Building built 1958
• 200,000 books
• 460,000 e-books
• 38,000 bound journals
• 970 linear feet of archival material

• ASC’s Mission
  • “Archives and Special Collections in the Library at Southeastern exists to procure, preserve, and promote access to rare books, personal papers, institutional records, Baptist materials and church records, and other unique sources of enduring historical value that can be used to better equip Southeastern Baptist Theological Seminary students, faculty, and the broader research community to serve the Church and fulfill the Great Commission.”
Presentation Overview

1. Identify
2. Investigate
3. Implement
1. Identify
Disaster Response Team (DRT)

- **Purpose:** Support the campus community in the event of a disaster (hurricane, flood, etc.)
- Prepared pandemic response
- **Members:**
  - Director of Campus Security
  - Dean of Students
  - Director of IT
  - Director of Communications
  - Others
Coronavirus Information for the Campus

Hutchinson, Ryan

To: You forwarded this message on 2/28/2020 1:31 PM.

Dear Faculty & Staff:

As the spread of the Coronavirus (COVID-19) continues to grow and raise concerns, we want to communicate some helpful information on how we are monitoring and preparing the campus for the potential larger impact in our area and the United States.

First and foremost, we have had no reported cases of Coronavirus in or around the Southeastern campus. We have had a few families that either have been through or are in a 14-day self-quarantine period due to travel from certain countries. Neither family has exhibited or is currently exhibiting any symptoms.

Regarding official seminary travel, we are halting all travel to or through any countries that are currently under a Level 2 or higher travel advisory for Coronavirus. As of the writing of this email, those include the following countries: China, South Korea, Italy, Iran, and Japan. Until the travel advisories are lowered below Level 2 or removed entirely, please cancel any plans for travel in or through these countries.

During this period, if we have anyone that personally travels to a country with a Level 2 or higher travel advisory related to the Coronavirus, we will require a 14-day self-quarantine period. Please notify my office (ext. 2200), if this applies to you or if you are aware of someone else's travel (e.g. a student) that falls into this category. We are asking students to contact the Dean of Students Office for notification regarding travel to and from Level 2 or higher countries.

We have a resource page that you can find by clicking here with helpful general links and information that specifically applies to SEBTS.

If there are any major updates, we will email you. Any other updates, we will place on the resource page.

Blessings,
Ryan Hutchinson
Executive Vice President
Southeastern Baptist Theological Seminary
954-270-7000 | www.sebts.edu | visit.org

Southeastern Baptist Theological Seminary
COVID-19 FAQS

This page exists for the Southeastern Seminary community to stay up to date on COVID-19, also known as the Coronavirus, and how it affects our school.

If you or anyone you know has been infected with the COVID-19 we suggest you immediately contact your doctor and the NCDHHS via phone or email for further instructions. Below you will find links to relevant news, FAQs, and more.

We encourage you to bookmark this site as we will update it with any new information.

SE BTS NEWS

- SE BTS Makes Class Adjustments to Online Format
- SE BTS Library Updates
- SE BTS Magnolia Kitchen Updates
- SE BTS Health Services Updates
- Around Southeastern Updates
- Insected Events Updates
- Center for Great Commission Studies Updates
- N.C. Governor Roy Cooper declares State of Emergency

RESOURCES

- N.C. DHHS: Coronavirus Response in North Carolina
- Centers for Disease Control and Prevention Coronavirus Information Page
- Wake County Updates
- NYS's 7 Steps To Take Against the Coronavirus

CHURCH RESOURCES

- Free Resources for Your Church from Lifeway Christian Resources
- Coronavirus and Your Church by Thom Rainer
- IMB Recommends Mission Volunteers Postpone Travel
- SBC Executive Committee Issues Statement
<table>
<thead>
<tr>
<th>Q: WHAT IS COVID-19?</th>
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<tbody>
<tr>
<td>Q: WHAT ARE THE SYMPTOMS AND COMPLICATIONS THAT COVID-19 CAN CAUSE?</td>
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<td>Q: HOW DOES THE VIRUS SPREAD?</td>
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<td>Q: HOW CAN I HELP PROTECT MYSELF?</td>
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<tr>
<td>Q: I PLAN TO TRAVEL OUTSIDE THE U.S. WHAT SHOULD I DO?</td>
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<td>Q: WILL STUDENTS, FACULTY, OR STAFF ARRIVING FROM MAINLAND CHINA BE ISOLATED?</td>
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<tr>
<td>Q: WHAT WILL THE UNIVERSITY DO IF THERE IS A POSSIBLE CASE IDENTIFIED AMONG STUDENTS, FACULTY, AND STAFF?</td>
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<tr>
<td>Q: CAN THE UNIVERSITY PROVIDE MASKS?</td>
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<tr>
<td>Q: I AM ILL AND NEED TO MISS CLASS. WHAT SHOULD I DO?</td>
</tr>
<tr>
<td>Q: WHERE DO I GO FOR MORE INFORMATION?</td>
</tr>
</tbody>
</table>
GRACE FOR ANXIOUS HEARTS

April 27, 2020
Pastors Center Blog

Jason Wootenberg  COVID-19


These words dominate the conversations I’ve been having with pastor friends over the last several weeks. There is much we don’t know about COVID-19, but we are all acutely aware of how much our lives have changed.

Before this pandemic, the only time I had preached a full sermon to an empty room was early in my ministry, when I was trying to sound like John Piper. I never imagined then that I would spend several weeks in a row preparing to preach sermons to a camera in an empty auditorium.

BATTING ANXIETY

More than ever before, I am urgently battling anxiety. Thankfully, it’s not a crippling anxiety, but it has been persistent. Initially, I tried to simply shrug it off and keep working, but that only led to frustration and more anxiety. Finally, the Holy Spirit brought to mind the words of Jesus from his Sermon on the Mount. I opened my Bible and my eyes met the following words, “Therefore, I tell you, do not be anxious about your life” (Matt. 6:25).

Of course, I knew this is what Jesus desired from me. My struggle wasn’t because I lacked good information. I had preached these words of Jesus before, but now I was struggling to obey them. Instead of the giving words from the One who gave me life, they sounded like a cold and unrealistic command.
March 11-12, 2020
Social Media

NEWS: Southeastern to Make Class Adjustments Due to COVID-19.
sebts.edu/news-and-event...

COVID-19 UPDATE
ALL CLASSES (ONLINE AND ON CAMPUS) ARE CANCELLED MARCH 16-20
ALL CLASSES WILL RESUME IN AN ONLINE FORMAT MARCH 23

11:38 AM · Mar 12, 2020 · Twitter for iPhone
15 Retweets 13 Likes

We can pursue contentment — even in an unknown or unexpected situation like the #Coronavirus.

4 Biblical Truths for Your Coronavirus Fears | Intersect
A medical professional offers biblical truths to remember with the Coronavirus.
@intersectproject.org

6:15 PM · Mar 11, 2020 · Hootsuite Inc.
Campus-wide Signage

PREVENT THE SPREAD OF SICKNESS

- Wash your hands with soap and water.
- Cover your nose and mouth with a tissue when you cough or sneeze.
- Avoid touching your eyes, nose and mouth.
Campus-wide Signage
Campus-wide Signage

FACE COVERINGS ARE REQUIRED ON CAMPUS.

We appreciate your cooperation!

- WEAR a cloth covering over your nose and mouth.
- WAIT 6 feet apart.
- WASH your hands or use hand sanitizer.

#StayStrongUC
FACE COVERINGS ARE ENCOURAGED ON CAMPUS.

We appreciate your cooperation!
2. Investigate
Types of Resources

1) Staff
2) Technical
3) Financial
1) WayBack Machine
2) PDF/A
3) Traditional Acquisition
What:
- Webpages
- Social Media Accounts

Decision Process:
- Archive-It
- Webrecorder

Reasons chosen:
- Immediately able to implement
- No Cost
What: Email

Decision process:
• Print out copies
• Leave it to IT
• ePADD

Reasons chosen:
• Preservation Quality File Format
• Maintains the look of original email record
• No cost
Traditional Acquisition

Department-specific records
  • Policy Drafts
  • Internal Communication
  • Department-specific Policy and Procedure

Signage
3. Implement
1. Twice weekly web archiving via WayBack Machine
2. Email to PDF/A upon receipt
3. PDF/A upload to digital repository
4. Periodic communication with key leaders/departments
5. Regularly scheduled transfers
https://library.sebts.edu/COVID-19
https://library.sebts.edu/COVID-19
PURCHASED WAKE FOREST COLLEGE CAMPUS FOR
$1,600,000
COVID-19 Email Correspondence records

Scope and Content:
This collection consists of emails sent by administration, faculty, and staff of Southeastern Baptist Theological Seminary during the COVID-19 pandemic. These records document the Seminary's response to the pandemic beginning with the initial outbreak in February-March 2020 as well as the evolution of policy through 2021.

Arrangement:
The collection is arranged by series based on month and year. Within each series individual email records are arranged chronologically.

Processing Note:
The emails were preserved as PDF downloads (later converted into PDF/A format) from the institutional email account, utilizing Microsoft Outlook, of Jonathan Lawler, Archivist and Digital Collections Manager, Southeastern Baptist Theological Seminary.

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Good Morning.

As the coronavirus (COVID-19) continues to make headlines, we want to remind you:

1. SEBTS is continuing to monitor the news to make sure we are doing all we can to keep our campus safe. You have probably seen that there is a case of COVID-19 in Wake County. It seems inevitable that cases will arise in our area.

2. Please remember to keep up with our SEBTS response on our website linked here. Please remember that we are asking all faculty, staff, and students to self-report any concerns to John Hare by emailing jhare@sebts.edu or calling (919) 761-2306. If you are sick, please do not come to the office in person.

Other resources are available on the Centers for Disease Control website found at https://www.cdc.gov. They...
Thank you!

Contact Information:
919-761-2220
jlawler@sebts.edu