



The Hun School Archives

Innovative Document Imaging (IDI) has contracted with The Hun School to digitize all of its files dating back to the early 1900's. The Hun School is a private, coeducational secondary boarding school located in Princeton, NJ. It was founded in 1914 by Dr. John Gale Hun, who was a professor at Princeton University.

In 2006 Mary Ann Fox, Archivist/Librarian, contacted IDI for help in preserving the school's archives which at the time existed only as aging papers stored for many decades in old boxes in the basement of Russell Hall, the administration building. The material included the school newspapers, yearbooks, and numerous academic files all of great importance to the school.

IDI digitized their records and also installed Digi-Find-It, software program which enables keyword search throughout the digitized data. Any faculty member or student can easily search the digitized archive for any information they may need. IDI also created a website for the school which displays all the archival information, and is complementary to the school's official website.

According to Ms. Fox, "At first I was worried as I saw my only copy of a 1927 yearbook, quite wrinkled and crumbling, get picked up by the IDI driver. To my great relief, though, I discovered that all of our files were treated with great care."

IDI is currently in the process of digitizing the school's videos and audio recordings, and adding them to the searchable database.

Fox also commented, "Over the years I continue to send our documents and videos to IDI on a regular basis so that each year of our school's activities is documented and preserved. They perform their work with the highest technical ability, and with the utmost integrity. IDI's services are of great importance to an archivist who has the responsibility for the preservation of The Hun School's history."