University Treasure – Collections of Secrets: How Utah State University Libraries Modernized Their University Archives

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UNIVERSITY TREASURE – COLLECTIONS OF SECRETS

How Utah State University Libraries Modernized Their University Archives
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OUTLINE

01 Background & Timeline
- Legacy University Archives
- Barcoding project

02 Methodology
- Project phases
- Tools

03 Lessons Learned
- Successes
- Stumbles

04 Moving Forward
- MARC record creation
- Secondary processing
- Timeline
Background & Timeline
Before 2018:

- Approximately 25-33% of University Archives material available electronically (mostly published works cataloged in Sierra, 2% of collections had electronic finding aids)
- Rest of materials (67-75%) only discoverable through paper finding aids and the physical card catalog in the Special Collections’ Tanner Reading Room
- University Archivist was the main gatekeeper for the collection
Why this project?

Problem

➢ University Archivist retiring
➢ Lack of inventory control
➢ Limited discoverability
➢ Implementation of ArchivesSpace

Solution

UA Remediation Project to:

❑ Create inventory of entire University Archives Collection
❑ Allow for easier tracking of materials and usage statistics
❑ Create electronic finding aids for record groups as needed
❑ Create cataloging records for UA material
University Archives Inventory and Record Creation

2018

2019

2020

2021

2022

2023

Phase 1 & 2 – Develop a comprehensive list of items

Phase 3 – EAD Creation, Upload to ArchivesSpace

Phase 4 – Sierra

Work Streams

P1-Inventory Archives

Create initial inventory list

P2-Quality Control

Review and Quality Control

Physically check collections for EAD creator (as needed)

P3 – EAD Creation and ArchivesSpace

Review titles for DACS Compliance

Create and upload EAD guides to ArchivesSpace

Attach containers and locations in ArchivesSpace

P4 - Sierra

COVID-19 No staff in building

COVID-19 25% In-Library capacity

Student Tech

EAD Creator

Cataloguer

Specials Project

Test MARC Export

Export MARC into Sierra

Add items and barcodes

University Archives Inventory and Record Creation

COVID-19

25% In-Library capacity

Student Tech

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Cataloguer

Specials Project

Test MARC Export

Export MARC into Sierra

Add items and barcodes
Methodology
Project Phases

01. Inventory Collections
02. Quality Control and Cleanup
03. EAD creation and ArchivesSpace Ingestion
04. MARC record creation and catalog (Sierra) Ingestion
Project Phases

01 Inventory Collections
02 Quality Control and Cleanup
03 EAD creation and ArchivesSpace Ingestion
04 MARC record creation and catalog (Sierra) Ingestion
Phase 1: University Archives Inventory Process

Full procedures: https://usulibrary.atlassian.net/l/c/o1uyv1Lh

- **Pull items**: Every item pulled and physically checked
- **Barcode**: Items barcoded according to format and recorded in Airtable and, if cataloged, Sierra
- **Enter data**: Pertinent information recorded in Airtable; Item searched in Sierra
- **Return items**: Items returned to the stacks after processing
<table>
<thead>
<tr>
<th>#</th>
<th>Barcoded item</th>
<th>Record Group</th>
<th>Box</th>
<th>Folder</th>
<th>Series (Title)</th>
<th>Box Title Transcription</th>
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<td>6.1</td>
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<td>M-P 1975-1980</td>
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<td>1</td>
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<td>Q- Space Management-Tel...</td>
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<td>1</td>
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<td>Campus Planning, General</td>
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<td>General Memoranda</td>
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<td>1</td>
<td>Campus Planning</td>
<td>Preliminary Report on Long...</td>
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Project Phases

01. Inventory Collections
02. Quality Control and Cleanup
03. EAD creation and ArchivesSpace Ingestion
04. MARC record creation and catalog (Sierra) Ingestion
Quality Control

Record Group: 1 ............................................... 17 .......................... 22 ....................... 25

- Verify barcode
- Provide date range
- Basic description of item-level material
- Access restrictions
- Location (main vs. OV)

- Container type, dimensions
- Sub-series sharing box
- Sierra record
- Note field
- Create DACS-compliant box title because...
<table>
<thead>
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<th>Daily Chase</th>
<th>Description</th>
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<td></td>
<td></td>
<td>Personal Papers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cards + shift</td>
</tr>
</tbody>
</table>
Secondary Processing

YOU'LL GET A KICK OUT OF THIS
So. Many. Paperclips.
AKA "superfluous fastening"
Active mold
Spacers

Photographs
Utah Agricultural College
EXPERIMENT STATION

CIRCULAR No. 5
EXTENSION DIVISION

Boys’ Potato Clubs
How to Grow the Crop and
Organization

BY
J. C. BOGENSON, M. S. A.
Agronomist, Extension Division.

FEBRUARY, 1912
Leaving things better than I found them
Project Phases

01 Inventory Collections
02 Quality Control and Cleanup
03 EAD creation and ArchivesSpace Ingestion
04 MARC record creation and catalog (Sierra) Ingestion
Phase 3 Process:
EAD Creation & ArchivesSpace Ingest

Oxygen XML Editor
- Create frontmatter in University Archives XML template

Airtable
- Export collection inventory as a CVS file

Word or Harvard Plugin
- Use a mail merge to convert inventory into XML
- Upload inventory via spreadsheet in ArchivesSpace

ArchivesSpace
- Upload collection to ArchivesSpace
- Queue for Containers and Location records

Archives West
- Upload to Archives West database
Container Linking

**Airtable**
All record information & tracking ability

**ArchivesSpace**
Uploading, Connecting, & Editing Archival Objects

**Physical Archive**
When information conflicted, physical archive material clarified

**Mentors**
Guidance on procedure for new problems (see next)
Problem

Not everything is so straightforward...

Solution

- Book: v. 14 no. 1 [39060]
- Book: v. 14 no. 1 c. 2 [39]
- Book: v. 14 no. 2 [39060]
- Book: v. 14 no. 2 c. 2 [39]
- Book: v. 14 no. 3 [39]
Project Phases

01  Inventory Collections
02  Quality Control and Cleanup
03  EAD creation and ArchivesSpace Ingestion
04  MARC record creation and catalog (Sierra) Ingestion
Phase 4 (MARC) Process

**Airtable**
- Track collections
- Create 949 (item) field

**ArchivesSpace**
- Verify subject assignment
- Generate MARCXML file

**MarcEdit**
- Convert to mrk
- Edit fields
- Convert to mrc

**Connexion**
- Upload
- Edits
- Add 949s
- Check/Validate
- Produce

**Sierra**
- Upload
- Global Update
- Quality Control
Tools Used

**Airtable**
Allows multiple users, individualized views, commenting, notifications, versioning

**ArchivesSpace**
Consolidates all guides, archival objects, accessioning records, etc. into one space

**Connexion**
Contribute records to the global pool of information

**MarcEdit**
Converts MARCXML into editable format, allows for quick edits/analysis of records, macros and routines

**oXygen**
Used to create EAD guides prior to ingestion in ArchivesSpace

**Sierra**
Serves as the system of record for the library, provides tracking for collection usage
Techniques and Resources Used

Mail Merge
Converts spreadsheets exported from Airtable into container lists for EAD guide

Harvard Plugin
Converts spreadsheets exported from Airtable (or created directly) into Archival Objects in ArchivesSpace

University Archivist
Past and present, makes all decisions on arrangement, description, and figures out the many, many oddities

Confluence
Records all of the procedures for each phase of the project

- Phase 1 (Inventory): https://usulibrary.atlassian.net/l/c/o1uyv1Lh
- Phase 2 (QC): https://usulibrary.atlassian.net/l/c/shCqfy8w
- Phase 3 (ArchivesSpace/EAD): https://usulibrary.atlassian.net/l/c/oJcdmuwj
- Phase 4 (MARC): https://usulibrary.atlassian.net/l/c/6rTdRnrn
Lessons Learned
Successes

**UA Discoverability**
- Demonstrated need to have functional and precise description of University Archives
- Ability to internally search University Archives effectively
- Document knowledge about collection

**Ongoing Processing**
- Completing secondary processing, addressing description issues and preservation concerns
- Finding uses for processing materials as we describe it

**Project Integration**
- Barcodes allow systemic tracking of box location and use
- Integration of University Archives into ILS and Archival CMS
Stumbles

**Staffing**
- Change in major stakeholders mid-project. Changes wants and goals from the project.
- Student workers time intensive to train and retain. Some work required a more in-depth knowledge of archival work.

**COVID-19**
- Major disruptions to staffing and workflows. Hard to work on physical collections from home.
- Budget and resource uncertainty.

**Project Integration**
- Communicate goals and needs of projects, such as barcodes to wider SCA and library staff.
- Create new work culture and workflows for using barcodes.
MOVING FORWARD
EAD Finding Aid and MARC creation

- Pre-2018, only 2% of University Archives collection had online finding aids.
- 39% of collections now have online finding aids (1083 total collections to date)
- Future implementation of similar process focusing on MARC catalog records
Secondary Processing

- Continue to secondary process in the QA phase and identify areas of future work
- Re-processing other parts of University Archives will target description. Physical processing will be evaluated on immediate needs.
Timeline

- Original timeline affected by COVID, staff changes. Need to be flexible as people and project scope are challenged.
- Continue on QC work, extends timeline but improves quality while we're here.
Project Team – Many Thanks!

- Josee Butler
- Paul Daybell
- Maddie Gardner
- Quinn Gerber
- Alisha Grant
- Heather Housley
- Bryn Larsen
- Sabrina Leatham
- Rachel Olsen

- Bob Parson
- Abby Rodabough
- MaKayla Roundy
- Kelly Rovegno
- Becky Skeen
- Sara Skindelien
- Seth Westenburg
- Liz Woolcott
Thanks!

Do you have any questions?