



ArchivesSpace

a community served by ✦ LYRASIS

Assessments Module: Overview & Implementation

March 2, 2018 – Webinar



ArchivesSpace

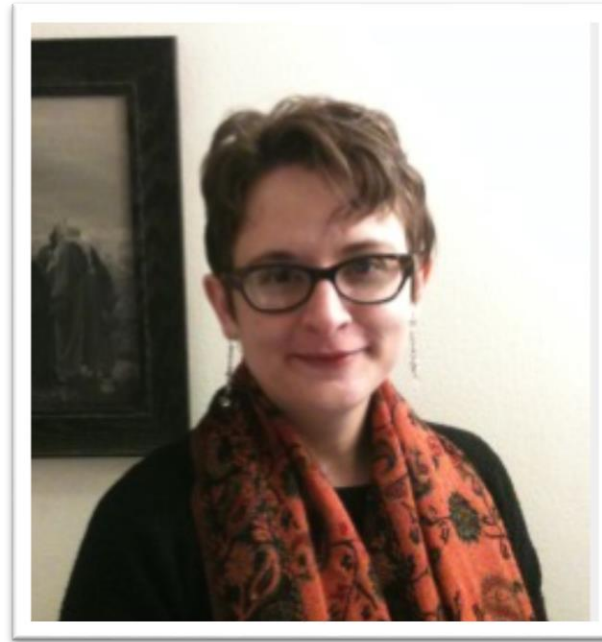
a community served by ✦ LYRASIS



Presenter



Dan Santamaria
Tufts University



Adrienne Pruitt
Tufts University



Christie Peterson
Smith College



Collection Assessment and ArchivesSpace

Dan Santamaria
Digital Collections and Archives
Tufts University
March 2, 2018

What is Collection Assessment

The systematic, purposeful gathering of information about archival collections

Archives and Special Collections knowledge about holdings tend to be very impressionistic and anecdotal – assessment is a move away from that.

Why Assessment

- Expose Hidden Collections
- Establish Priorities
 - Processing/Description
 - Digitization
 - Preservation/Conservation
- Overall more access, better collection management

Goals of Assessment

- Gain additional information on the content and condition of individual collections.
- Collect information that can be used for both collection management and intellectual access purposes.
- Use collection and assessment data to inform the development of institutional and consortial priorities and funding proposals.
- Help staff to think holistically.

The survey method

- **Steps in an Assessment Survey**
 - Prepare: determine scope, method, and data collection system.
 - Survey all collections and create assessment and descriptive data.
 - **Use descriptive data to make baseline level records available for all collections.**
 - Analyze assessment data and plan future projects.

Good candidates for surveying

- Completely unprocessed collections in just about any physical format, as long as they are managed archivally.
- Accruals to processed collections.
- Collections that are partially processed or done to an earlier standard that you no longer consider adequate (“underprocessed”).
- Collections that are partially described or done to an earlier standard that you no longer consider adequate (“underdescribed”).

Good candidates for surveying

**All of the holdings in a
repository**

Pre-ArchivesSpace Assessment Tools

- Consortial Tools: PACSCL Database
- Local Databases/Spreadsheets
- Archivists' Toolkit Assessment Module

The image displays two overlapping software windows from the 'FormForArchivesSurvey' application.

MUDD SURVEY DATA FORM

ACCESSION NUMBER: AR.2010.036 | CALL NUMBER: AC365

ORIGINATING OFFICE/CREATOR: Fields, Carl A. | RESTRICTED (Y/N):

TITLE: Carl Fields Papers | DATESPAN:

LINEAR FEET: 16.3 | NUMBER OF BOXES: 17

Location start				Location end			
FLOOR	RANGE	SECTION	SHELF	FLOOR	RANGE	SECTION	SHELF
02	040	11	01	02	040	11	05

ARRANGEMENT LEVEL: 3 | DESCRIPTION LEVEL: 4 | QUALITY OF HOUSING LEVEL: 3

PAPER_ONLY_INVENTORY | HOLLINGER BOX

ITEM LEVEL DATABASE | PAIGE/RECORD CENTER BOX

SURVEY NOTE: ITEM LEVEL MARC | TRANSFILE BOX | LOOSE VOLU

OTHER BOX | EVIL BLUE B

CONDITION NOTE:

Survey Date: 8/28/2006 | Hours: 1.25 | Surveyed by:

Needs Review By: Christine | no | Staff: no | Specialist: no

Review Note:

Assessments (Assessment # 1)

Basic Information | Survey | Special Formats & Values

Condition of Material: 2 | Quality of Housing: 2 | Physical Access: 3 | Intellectual Access: 1

Documentation Quality: 4 | PLUS Interest: 3 | EQUALS Total Research Value: 7

General Note:
This collection is an accrual to Collection 3002, and this material greatly enhances the original accession. The collection includes documents from the founding of the organization through the end of the 1960s. There is a small overlap in dates covered by the two collections. The second collection largely precedes the first accession, and it is much more comprehensive. There is a large quantity of brittle paper, and much of the material is moldy.

Conservation Note:
Volumes throughout the collection are moldy / mildewy.

Special Conservation Issues:
 Potential mold
 Recent pest damage
 Deteriorating film base

Other Conservation Issues:
 Brittle paper
 Metal fasteners
 Newspaper

Estimated processing time (EPT):
Hours per foot: 2 | Multiplied by total extent: 30
Equals Total EPT: 60 hours

Created: Sep 11, 2012 by dsantam | Modified: Sep 11, 2012 by dsantam | Record Number: 1

Why ArchivesSpace

- Moving towards system integration; away from standalone databases
- ArchivesSpace is the home of all of our canonical descriptive and collection management data
- Allows us to bundle and repurpose assessment/collection management and descriptive data

Why ArchivesSpace

- Community Standards
 - Built on archival descriptive standards
 - De facto standard for assessment ratings in HSP/PACSCCL model
 - Spec for assessment module developed by archival community circa 2013/2014
 - Contributions from Smithsonian, Harvard, NYU, University of Michigan and others

Why ArchivesSpace

- Ability to use our resources in ways that benefit the archival community beyond our own institution
- Assessment is a part of ethical, sustainable, and extensible processing programs
- ArchivesSpace is a way to make that work easier

MOVING FORWARD WITH ARCHIVESPACE & ASSESSMENTS AT SMITH COLLEGE

Christie Peterson

Head of Technical Services for Special Collections

Smith College

SMITH COLLEGE SPECIAL COLLECTIONS

College Archives

College founded 1871

College records

Personal papers

Very little standardized data

Mortimer Rare Books

First room 1937

Strongly bibliographic and mss tradition

Very few online finding aids, some only paper

Sophia Smith Collection

Founded 1942

Personal papers, organizational records, artificial collections

Legacy db's, word docs, finding aids

THREE STREAMS OF ASSESSMENT DATA

Legacy Collection Assessments

Block of text

Created in local
collections db

Now in AS Collections
Management
subrecord

Move Survey

Spreadsheet

Preservation issues
flagged in dedicated
columns

Data is about
containers

New Assessments

Access to Collections
project

Accessioning-as-
processing

Ongoing iterative
processing

LEGACY COLLECTION ASSESSMENTS

Collection Management



Processing Priority: **Low**

Processing Plan

Collection has some organizational structure. Recommendations for processing: Low priority. Try again for some more stuff. Open as is. There's only a dozen or so items in the collection. If this is all there is, clean it up, although it's not worth much time. Preservation needs: refolding, metal fasteners, staples, rubberbands, etc., newspaper clippings, photographs, photo albums, scrapbooks. Finding aid priority: Low. Preservation priority: Low. Research value: Low. Potential research interest: as is, very little; what there is has little depth. Past research interest: never heard of her before now!

Rights determined?

False

Processing Priority

Low

ASSESSMENT IS A TOOL, NOT A SOLUTION

- Assessing and prioritizing your collections will not eliminate your backlog
- Creating and migrating assessment data is work
- Assessment data needs to serve a purpose

PURPOSES FOR ASSESSMENT IN SMITH SPECIAL COLLECTIONS

- Track and report on progress
- Identify specific collection needs in an actionable way
- Identify systemic needs so they can be addressed systematically

PRINCIPLES FOR ASSESSMENT IN SMITH COLLEGE SPECIAL COLLECTIONS

- The most valuable data will be systematic
- Assessment will be integrated with other activities
- Assessment are iterative

STEP I: LOCALIZING WITH A PLUGIN

Basic Information

Records *

Type to search available records..

Existing Description

~~Accession Report~~

~~Appraisal~~

word processed

^ Box/Container List

Catalog Record (MARC)

Collection/Control File

Deed of Gift

Asteria

~~^ Finding Aid (EAD encoding)~~

~~Finding Aid (online)~~

Finding Aid (paper only)

< spreadsheet box/container list

< record transmittal form

Finding Aid (word processing document)

~~Finding Aid (spreadsheet)~~

Related EAC Record(s)

Existing
Description Notes

STEP 2: REMOVE FIELDS WE DON'T WANT USED

List of Material Types / Formats

- | | | | |
|---|--------------------------|---------------------------------|--------------------------|
| Architectural Materials | <input type="checkbox"/> | Glass | <input type="checkbox"/> |
| Art Originals | <input type="checkbox"/> | Photographs | <input type="checkbox"/> |
| Artifacts | <input type="checkbox"/> | Scrapbooks | <input type="checkbox"/> |
| Audio Materials | <input type="checkbox"/> | Technical Drawings & Schematics | <input type="checkbox"/> |
| Biological Specimens | <input type="checkbox"/> | Textiles | <input type="checkbox"/> |
| Botanical Specimens | <input type="checkbox"/> | Vellum & Parchment | <input type="checkbox"/> |
| Computer Storage Units | <input type="checkbox"/> | Video Materials | <input type="checkbox"/> |
| Film (negative, slide, or motion picture) | <input type="checkbox"/> | Other | <input type="checkbox"/> |

Special Format
Note

STEP 3: DOCUMENTATION & TRAINING

The screenshot shows a GitHub repository page for 'smith-special-collections / sc-documentation'. The 'Wiki' tab is selected, displaying a page titled 'Pseudonyms'. The page was last edited by Christie Peterson 29 days ago. The main text explains that there are circumstances where pseudonyms should be recorded and documents the most common ones. It includes a 'Scenario 1' about a public person using a pen name and an 'Example' involving Mary Smith. The 'Management' section discusses creating agent records for pseudonyms.

This repository Search Pull requests Issues Marketplace Explore

smith-special-collections / sc-documentation Unwatch 4

Code Issues 0 Pull requests 0 Projects 0 Wiki Insights Settings

Pseudonyms

Christie Peterson edited this page 29 days ago · 2 revisions

There are a few circumstances under which we should record a pseudonym. This page documents the most common of those circumstances, and how they should be managed. (A separate page with step-by-step instructions for implementing this in ArchivesSpace will be created in the future.)

Scenario 1: Public person writes something under a "pen name," which is not the name by which they are most commonly known.

Example: in the personal papers of Mary Smith, a well-known writer, is a piece she published in college under the name "M. Sommers."

Management: Two agent records, both public, linked and with a note explaining the relationship, should be associated with the resource. It may be appropriate to assign dates to the pseudonym if it



Questions?

Thank you for joining us today!



ArchivesSpace
a community served by ✦ LYRASIS