



**ArchivesSpace**

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# Assessments Module: Overview & Implementation

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# Presenter



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# Collection Assessment and ArchivesSpace

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## 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. The background window is the 'MUDD SURVEY DATA FORM', which contains various input fields for survey data. The foreground window is the 'Assessments' panel, which provides a summary of the survey results and includes a 'General Note' and 'Conservation Note'.

**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

ITEM LEVEL MARC |  TRANSFILE BOX |  LOOSE VOLUME

OTHER BOX |  EVIL BLUE BOX

CONSERVATION NOTE:

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

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

Review Note:

**Assessments**

Survey | Access | Special Formats | Abstract | Subjects | GIS | Local: A-L | Local: M-Z

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 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/PACSCL 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

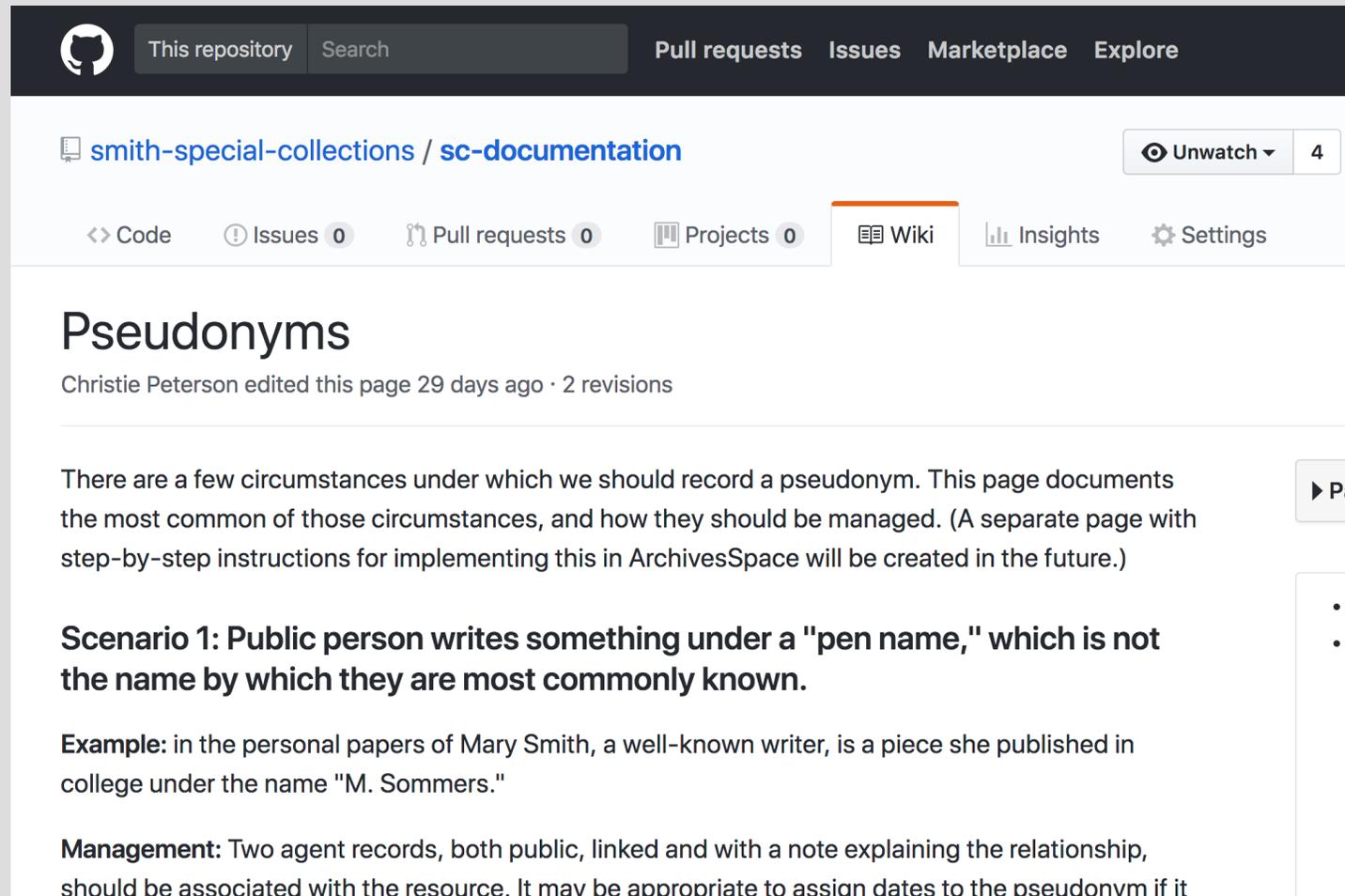
## STEP 2: REMOVE FIELDS WE DON'T WANT USED

### 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 content includes an introductory paragraph, a scenario description, an example, and a management instruction.

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!



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