

Managing Your ArchivesSpace Implementation During a Pandemic

The Power of Radical Empathy

Discussion Questions

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- Have you been navigating a similar at-home work environment while implementing AS?
- Do you have specific input related to centering humans during this process, and how you have managed to extend **radical empathy** while continuing to make progress towards goals?
- Would you like to share your own experiences of having **radical empathy** extended to you during this time?
- Anything else that you might like to share!



Radically Altering Plans for a Telecommute Environment

How One Large Academic Library
is Implementing ArchivesSpace



New Job

- Metadata and Collections Management Archivist
- First Day: February 1st, 2020



Goals & Planning Period

Implementing ArchivesSpace at the University of Oklahoma:

The First Nine Months

University of Oklahoma Special Collections

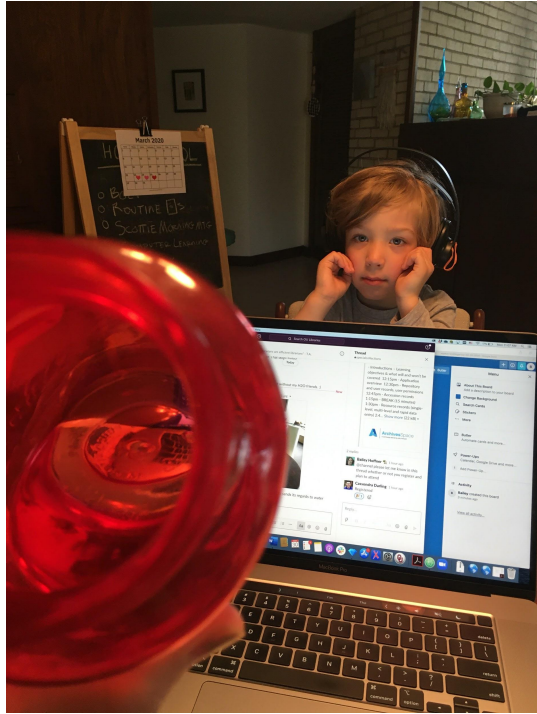
Project Manager: Bailey Hoffner, Metadata and Collections Management Archivist

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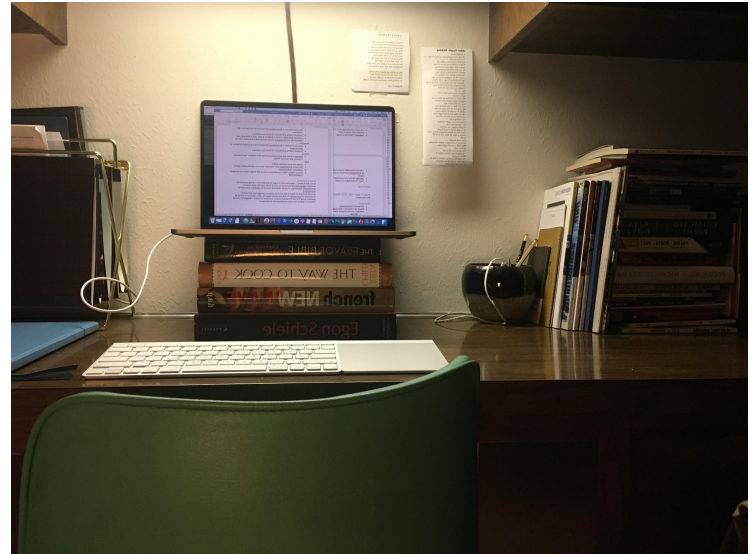
- Implement ArchivesSpace
- 9-month initial plan
- Increased discoverability and physical control

Working from Home



New Challenges

- Working from home
- How to identify goal-oriented work for a significantly increased online workforce
- Budgetary constraints
- Robust physical control no longer possible



Existing WHC Finding Aids

University of Oklahoma Libraries
Western History Collections

Wilma P. Mankiller Collection

Mankiller, Wilma Pearl (1945–2010). Papers, 1977–1995. 45 feet. Indian chief. This collection consists of official and personal correspondence, business records. Record series include personal correspondence (1993–1995) with members of the U.S. Congress and the National Congress of American Indians; Tribal Council correspondence (1990–1994), Cherokee National Historical Society correspondence (1990–1995), and general correspondence (1982–1995). Governmental and Native American Rights Fund (1989–1993), the BIA Central Office (1988–1995), the Muscogee Area Office (1989–1995), the Inter-Tribal Council of the Five Civilized Tribes (1993–1995), the National Congress of American Indians (1993–1995), the Tribal Council Meetings (1985–1994), Tribal Council Meetings (1985–1993), as well as financial records, budgets, and accounting. Business files include materials concerning the Bingo Outpost (1989–1995), Cherokee Nation Industries (1977–1995) and training records concern the Job Training Partnership Act (1993–1995), Oaks Mission School (1977–1995), Sequoyah High School (1984–1995), Job Corps (1986–1995). Files on community development deal with the Block Grant (1985–1995), the Community Loan Fund (1987–1994), the B

University of Oklahoma Libraries
Western History Collections

Angie Debo Collection

Debo, Angie Elbertha (1890–1988). Papers, 1953–1976. .66 feet.

Historian. A galley proof and original typescript for the book *Geronimo* (University of Oklahoma Press, 1976); correspondence (1967–1972) written by Debo on behalf of Alaskan Indians to regain their tribal lands; and newspaper clippings (1953–1976) from Debo's column in the *Daily Oklahoman*.

**Box D-32
Folder:**

1. Galley for *Geronimo: The Man, His Time, His Place* (part of the Civil War Series).
2. Galley for *Geronimo: The Man, His Time, His Place*.
3. Indexes for *Geronimo: The Man, His Time, His Place* (galleys).

University of Oklahoma Libraries
Western History Collections

Oklahoma Wheat Growers Association Collection

Oklahoma Wheat Growers Association Collection. Records, 1921–1933. .66 feet. Agricultural advocacy organization. Minutes (1921–1927) of the meetings of the Oklahoma Wheat Growers Association; audit reports (1931–1932); the association's articles of incorporation and bylaws (1921); and one copy of the *Wheat Grower's Advocate* (1933).

Box O-4

List of the members of the Wheat Growers Association

**Box O-6
Folder:**

Minutes of the Wheat Growers Association

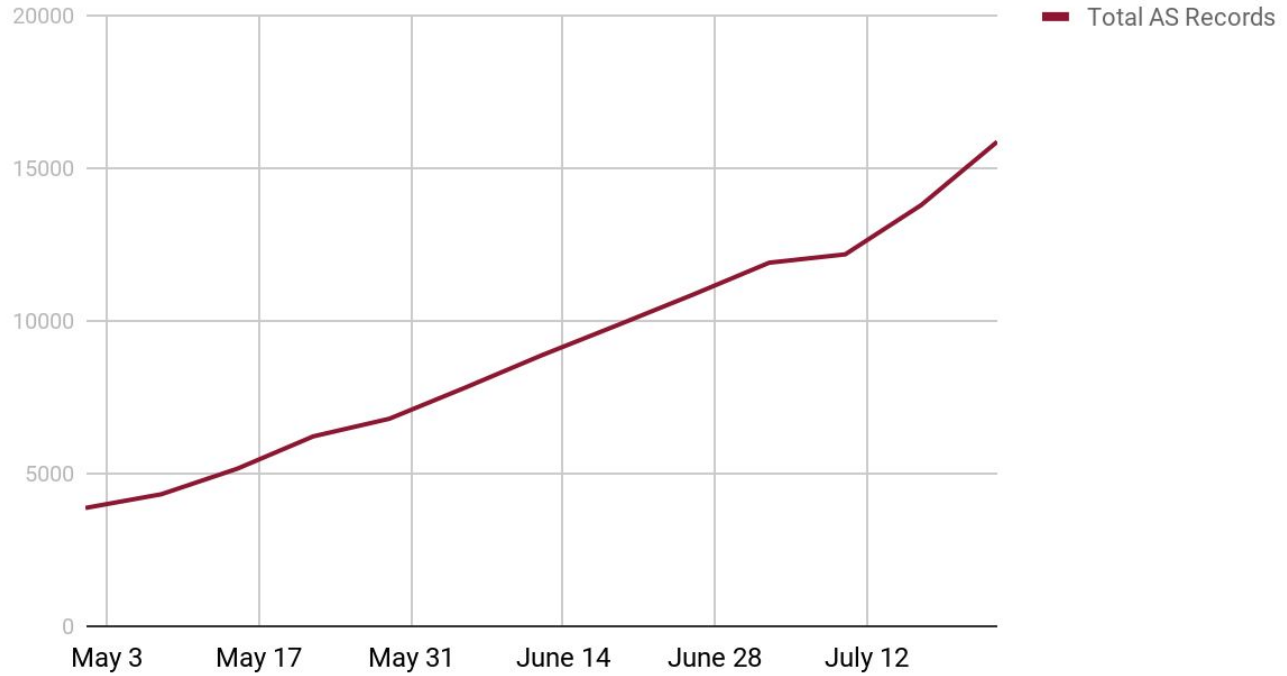
1. Certificate of Incorporation and By-Laws of the Farmers National Warehouse Corporation

ArchivesSpace Implementation Working Group

19 Team Members & Consultants

- Special Collections
- Description & Access
- Architecture Library
- Staff and Graduate Assistants

New Records in ArchivesSpace



Virtual Project Management

The screenshot displays the 'ArchivesSpace at OU' website. The header includes the University Libraries logo and navigation links: 'OU Libraries / LibGuides / ArchivesSpace at OU / Creating Component Records'. A search bar is located in the top right. A left sidebar menu contains links to 'Home', 'OU ArchivesSpace Manual', 'Creating a Resource Record', 'Creating Component Records' (highlighted in red), 'ArchivesSpace Working Group', 'Other TeleCommute Projects', and 'ArchivesSpace Training Materials'. The main content area is titled 'Creating Component Level Records' and features the heading 'Creating Component Level Records in ArchivesSpace'. Below this, it lists 'Approach 1: Direct Entry' and 'Approach 2: Rapid Data Entry'. A video player is embedded in the content, showing a screenshot of the ArchivesSpace interface with a play button overlay. The video player shows a timestamp of 0:00 / 9:53.

UNIVERSITY LIBRARIES
The UNIVERSITY of OKLAHOMA

OU Libraries / LibGuides / ArchivesSpace at OU / Creating Component Records

ArchivesSpace at OU

Home

OU ArchivesSpace Manual

Creating a Resource Record

Creating Component Records

ArchivesSpace Working Group

Other TeleCommute Projects

ArchivesSpace Training Materials

Creating Component Level Records

Creating Component Level Records in ArchivesSpace

Approach 1: Direct Entry

MUST HAVE BASIC DATA-ENTRY PERMISSIONS (+ containers) FOR THE APPROPRIATE REPOSITORY AT archives.libraries.ou.edu/staff TO COMPLETE THIS TASK.

If you've never created component records in ArchivesSpace before, please review the Functional Overview and Component Level Record training videos on the Resources page of ArchivesSpace Training Materials.

[Link to OU ArchivesSpace Manual - for step-by-step instructions](#)

Approach 2: Rapid Data Entry

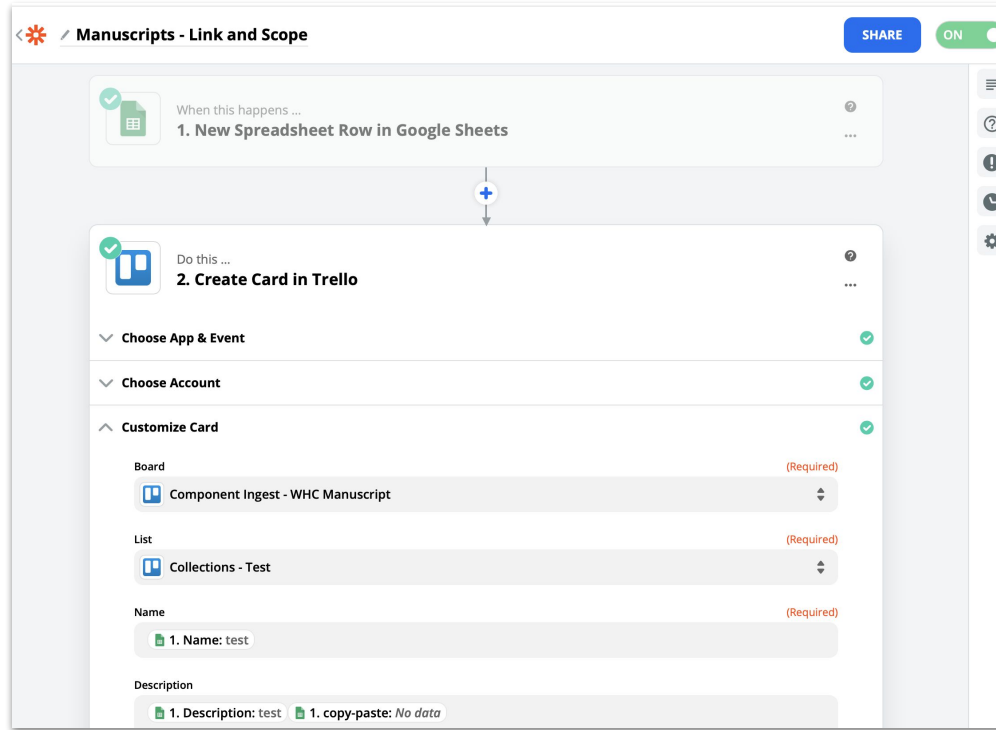
Virtual Project Management

The screenshot displays a Trello board for 'ArchivesSpace Component Ingest - WHC' at the University of Oklahoma Libraries. The board is organized into four columns representing the workflow stages:

- Data Clean-Up:** Contains a card with instructions: '1 INSTRUCTIONS: Use OpenRefine and Excel to create clean, structured data from original PDF format - attach cleaned up excel doc - send to Template on completion'. Below it are six cards for various manuscript collections, each with a '2/6' progress indicator.
- Template:** Contains a card with instructions: '1 INSTRUCTIONS: Copy & paste finding aid info from original PDF or cleaned-up spreadsheet into ingest template - Send to Ingest on Completion'. It includes an 'Add another card' button.
- Ingest:** Contains a card with instructions: '1 INSTRUCTIONS: Ingest component level records into ArchivesSpace (either direct-entry or template, depending on length of collection) ***NO MORE THAN 100 ROWS AT A TIME when using Template*** - send to Final Review on Completion'. It includes a '2 pages or less' status tag and a card for 'Map Collection #13: Boomer Maps' with a '4/6' progress indicator.
- Final Review:** Contains a card with instructions: '1 INSTRUCTIONS: Review full finding aid in ArchivesSpace - add processing note and any other information from original finding aid not already included, remove PDF Link'. It includes a '2 pages or less' status tag and several cards for manuscript collections, some with 'Issues to Revisit' tags and progress indicators.

Virtual Project Management

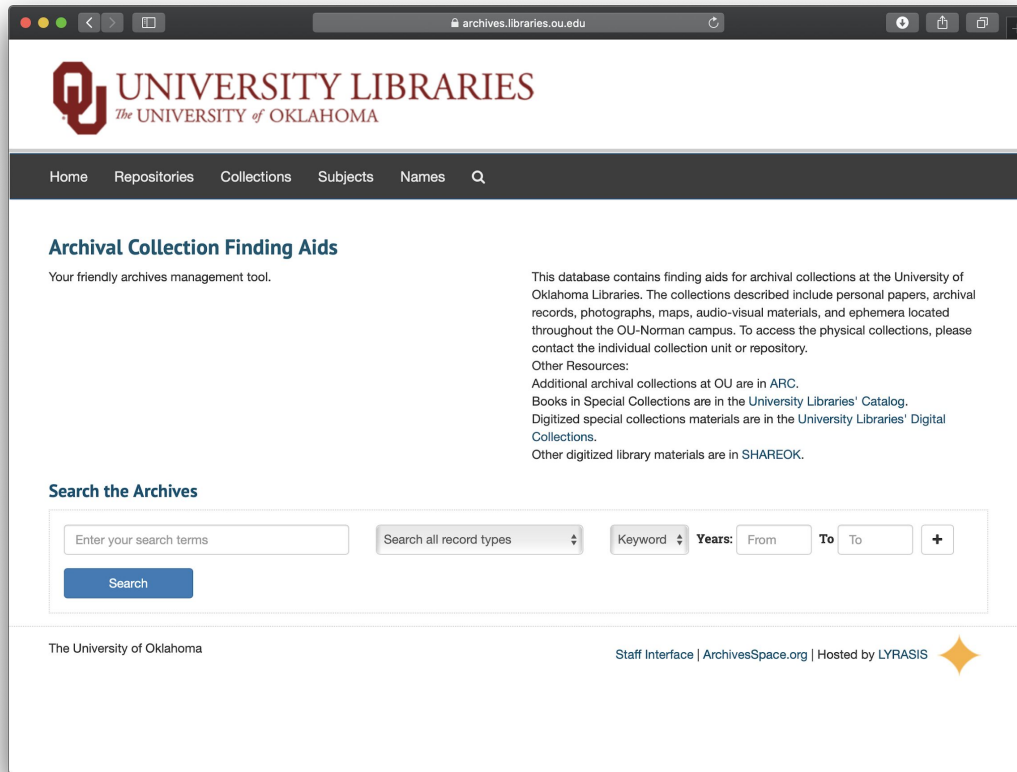
Zapier.com



Virtual Project Management



Fully Implemented



The screenshot shows a web browser window with the URL `archives.libraries.ou.edu`. The page header features the University of Oklahoma logo and the text "UNIVERSITY LIBRARIES The UNIVERSITY of OKLAHOMA". A navigation bar includes links for Home, Repositories, Collections, Subjects, and Names, along with a search icon. The main content area is titled "Archival Collection Finding Aids" and describes it as a "friendly archives management tool". It provides information about the database's contents, including personal papers, archival records, photographs, maps, audio-visual materials, and ephemera. It also lists other resources: additional archival collections at OU in ARC, books in Special Collections in the University Libraries' Catalog, digitized special collections materials in the University Libraries' Digital Collections, and other digitized library materials in SHAREOK. A search section titled "Search the Archives" includes a search input field, a dropdown for "Search all record types", a "Keyword" dropdown, a "Years" range selector (From To), and a "Search" button. The footer contains the text "The University of Oklahoma" and "Staff Interface | ArchivesSpace.org | Hosted by LYRISIS" with a yellow star icon.



Human-Centered

Barb Mc Clurkin

Jay Shorten

Shuyu Lu

Bridget Burke

Kristina Southwell

Todd Fuller

Cassandra Darling

Lauren Parker

Tom Steele

Fred Reiss

Lina Ortega

Tracy Chapman

Jackie Reese

Nathan Boyd

Xiaoyu Duan

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Rachel Johnson

Thank You

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Discussion Questions

— — —

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