

Workflows, Management Methods & Deliverables

The Data Dream Team



A presentation by Patricia Dragon, Amanda McLellan & Kelly Spring

Project Overview

Data Migration

Archival collection data from Archivists' Toolkit, spreadsheets, and homegrown databases to ArchivesSpace

- 5928 subjects
- 2541 names
- 5894 accessions
- 2664 collection records



Unify and Structure



East Carolina Manuscripts

4-step process



University Archives

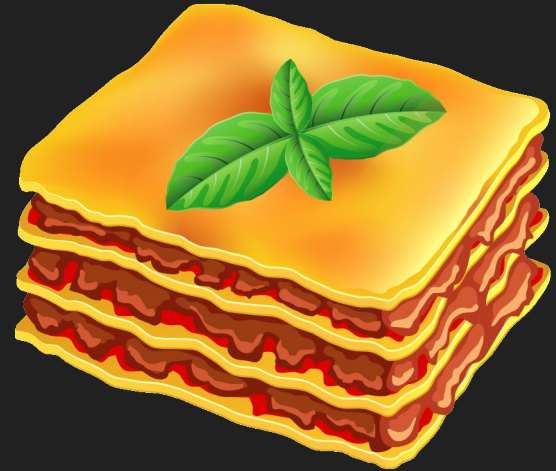
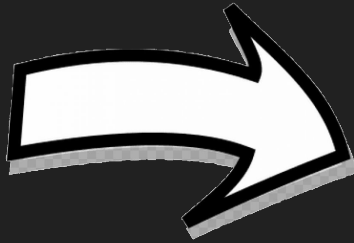
Visual display based on identifiers



Medical History Collections

Lone arranger

Frontend Development



Authorities Database

Many names and subjects are shared among these resources and this would keep them more...



... in synch.

Names Workflow

1

Manuscripts staff
adds name in
ArchivesSpace

2

Cataloger runs
report to find
added names,
corrects name or
adds name to
authority database
if not there

3

Assigns name to
appropriate
collection in
authority database
(makes link to
ArchivesSpace)

4

Republishes the
guide if changes
were made

What the Authorities Database Looks Like

Edit > Sparrow, Thomas, 1819-1884

[Assign Authority](#)

Full Authoritative Label *

Sparrow, Thomas, 1819-1884

Name Type *

Personal

Single value

Enter the external authority URI

<http://id.loc.gov/authorities/names/no2011132763>

Compound value

Create a list of labels and external authority URIs

+ Term URI

ArchivesSpace URI

http://archivesspace.ecu.edu/agents/agent_person/194

Assign > Sparrow, Thomas, 1819-1884

[Edit Authority](#)

Assign to Digital Collections resource

Assign to ArchivesSpace resource

PID *

Search guide title...

[Creator](#) [Source](#)

LCSH Relator URI

<http://id.loc.gov/vocabulary/relators/###>

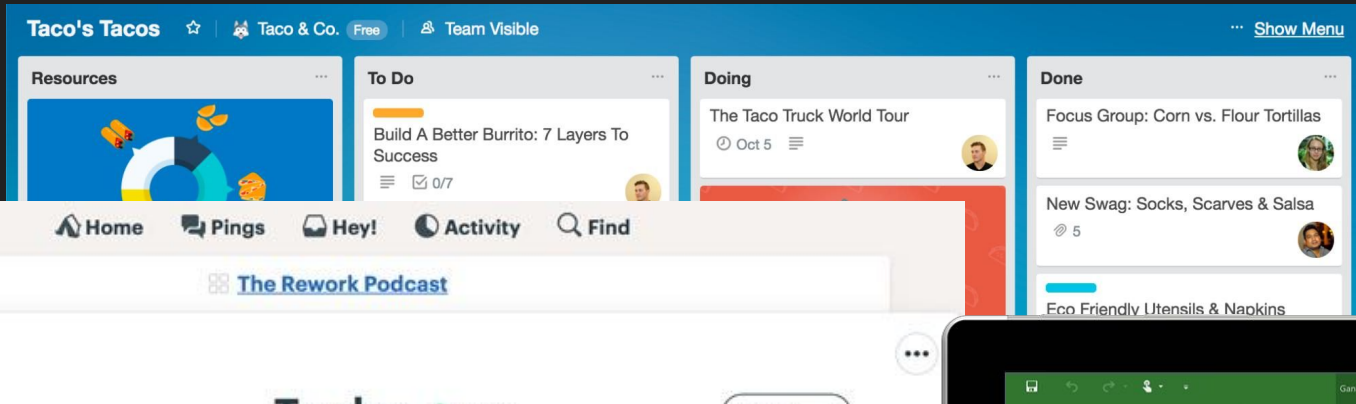
<http://id.loc.gov/vocabulary/relators.html>

LCSH Relator Value

[Creator](#) [Contributor](#)

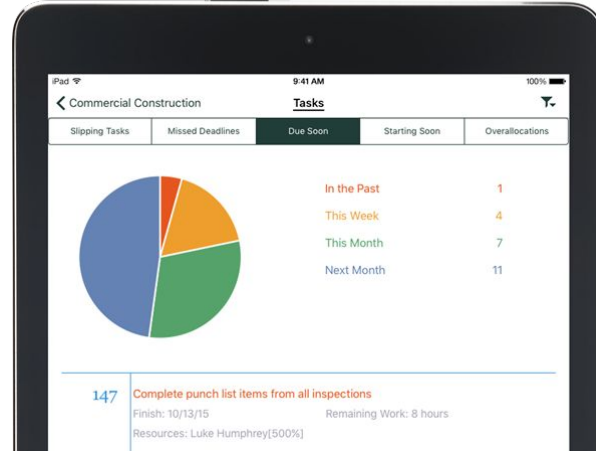
Existing assignments

[Thomas Sparrow Papers \(0001\)](#) [creator](#)

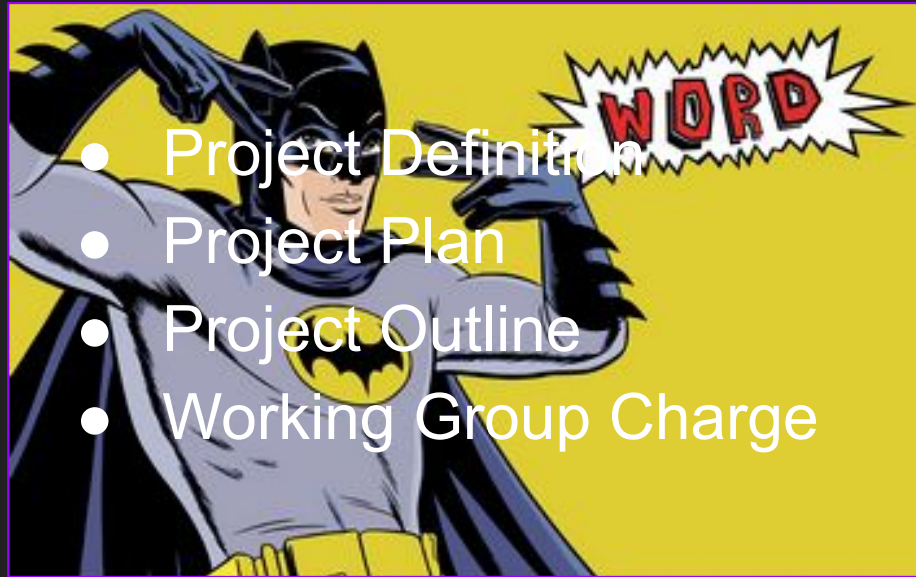


Management Tools

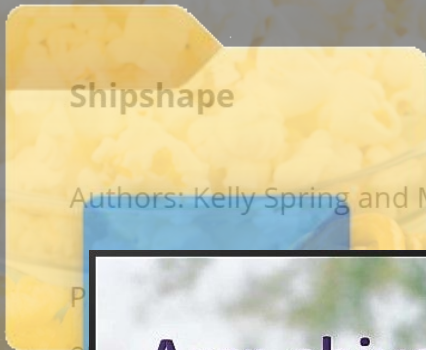
- Jason reads Friedisms
- DHH reads mean tweets about himself
-
- Wailin interviewing David Simas and Dean Carter @ Culturati (1/29/18) - tentative
- Jason @ Industry - 10/31/17
- [Episode ideas](#) 2/2 completed - [Now archive it!](#)
-
- Zingerman's Bakehouse
- Ask A Manager (new book released in May 2018)



Start	Finish	Predecessors	Sep	Oct
Tue 2/2/16	Fri 5/26/17			
Tue 2/2/16	Wed 2/24/16			
Tue 2/2/16	Thu 2/4/16			
Fri 2/5/16	Mon 2/8/16	2		
Tue 2/9/16	Wed 2/10/16	3		
Thu 2/11/16	Fri 2/12/16	4		
Fri 2/5/16	Wed 2/10/16	2		
Thu 2/11/16	Wed 2/24/16	6		
Fri 2/5/16	Fri 2/5/16	2		



- Project Definition
- Project Plan
- Project Outline
- Working Group Charge



Arrr-chivesSpace Migration



Your meeting is a high
priority if there's free food.



someecards

Blog post

<https://archivespace.org/archives/3135>

Initially, the team wasn't sure if authorities would migrate to ArchivesSpace, and, if so, which would be the best way to do it. Instead of raising a red flag on our own crew. Instead, we decided to create one central repository for authorities that will service both the digital objects in Fedora and the archival collections in

Management Processes



Assessment

Scenario		Impact
1	Test migration.	<ul style="list-style-type: none"> • Time = Low (4 - 6 weeks) • Staff = Medium (Few staff > 50% time)
2	Run checkers over XML files.	<ul style="list-style-type: none"> • Time = Medium (10 - 12 weeks) • Staff = Medium (Several staff)
3	Test import of Manuscript XML files to check for container list errors.	<ul style="list-style-type: none"> • Time = High (20 weeks) • Staff = Medium (Several staff)
4	Subject database ingest to Archivists' Toolkit database. Migrate to ArchivesSpace.	<ul style="list-style-type: none"> • Time = Low (4-6 weeks) • Staff = Medium (Few staff > 50% time)
5	Name authorities evaluated by node export. Run report showing all names and what fields they are mapped to.	<ul style="list-style-type: none"> • Time = Low (4-6 weeks) • Staff = Medium (Few staff > 50% time)

Scenario building



User stories

As a user, I want search results highlighted.

As a cataloger, I want changes to be interconnected so that everyone is on the same page.

As an archivist, I want to manage location codes in ArchivesSpace.

As a staff person, I want Aeon to integrate better with ArchivesSpace.

Someday/Maybe List for Projects:

Idea	Description	Does Not Include	Who Would it Involve
Fetch handoff feature	<ul style="list-style-type: none"> • Provide a way for conservation (and other locations?) to confirm receipt of items 		<ul style="list-style-type: none"> ❖ Lead Developer ❖ Conservation ❖ Access Archivist
Fetch – Digitization system integration	<ul style="list-style-type: none"> • Identify functional requirements for integration • Program Fetch and Digitization according to functional requirements • Update workflow documentation • Update user manuals • Training 		<ul style="list-style-type: none"> ❖ Digital Team ❖ Special Collections ❖ HC Archivists
Fetch – Symphony integration	<ul style="list-style-type: none"> • When things are in use in Fetch, indicate in Symphony 		<ul style="list-style-type: none"> ❖
Restricted material in finding aids	<ul style="list-style-type: none"> • Identify restricted material in finding aids by looking at <ul style="list-style-type: none"> ○ Resource note fields ○ Container list entries • Standardize language for restricted materials at each level • Program the PUI to restrict from being able to request anything at the file-level that has the restricted language 	Re-processing material	<ul style="list-style-type: none"> ❖ Archivists ❖ Curators ❖ Access Archivist ❖ HC Archivists ❖ Lead Developer
Format faceting in the PUI	<ul style="list-style-type: none"> • Survey the finding aids for format clues <ul style="list-style-type: none"> ○ Most likely in the notes fields • Assign formats to the finding aids <ul style="list-style-type: none"> ○ Top 3 relevant only • Program the PUI to facet for formats • Update cataloging workflow and/or processing manual 		<ul style="list-style-type: none"> ❖ SpColl Catalogers ❖ Archivists ❖ Curators ❖ Access Archivist ❖ HC Archivists ❖ Lead Developer

Someday/maybe

Ok... but why the “Dream Team?”

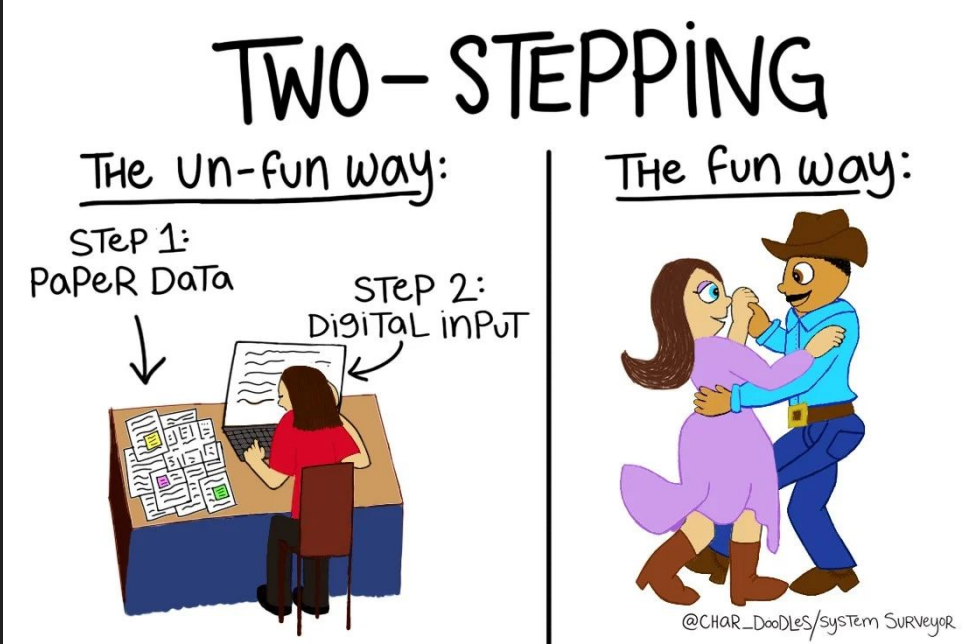
Offcourt Skills

- Support
- Open environment
- Creativity
- Commitment
- Communication

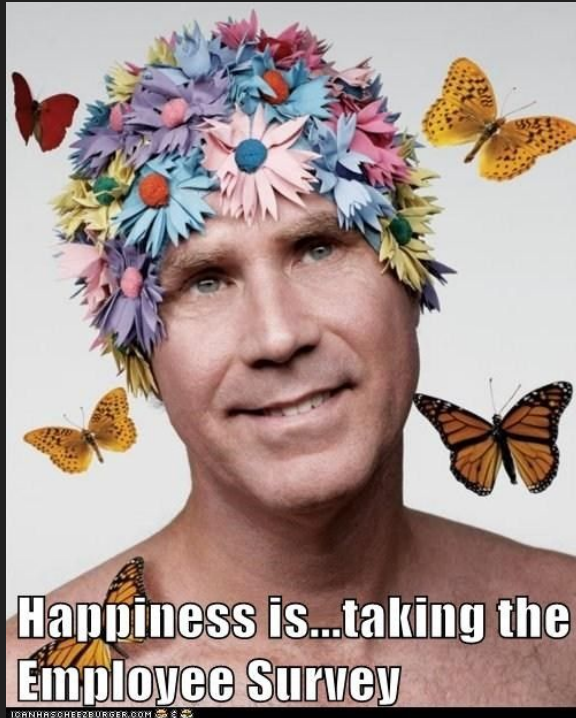


Outcomes

Improved Workflows



Lessons learned



- Good buy-in from departments
- Plenty of training available to all
- Unsure of final display
- More lessons learned, please

Evaluating success

- Product sa
- Streamline
- Improved r
- External fe



Tasty takeaways

- Project docs
 - <https://github.com/ECULibraries/archivesspace>
- Frontend code
 - <https://github.com/ECULibraries/ead-frontend>
- Container builder
 - <https://github.com/ECULibraries/ContainerBuilder>
- Authorities code
 - <https://github.com/ECULibraries/authority-couch>

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Curious about the data?
Want more details about our workflows?

Ask us!



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