

Libraries Michigan State University

Background

In 2019, the Libraries purchased a collection of about 500 leftist political posters. These posters mostly originated from Europe, but the collection has an international scope. We set up a workflow that started with the Conservation department unrolling and flattening the posters, me cataloging them, and lastly, the digitization team creating images for our digital repository. As the only graphics cataloger, the original plan was for me to catalog these by myself and have batches of posters scanned by our digital imaging team as I completed cataloging. However, COVID-related workfrom-home orders changed how this could be done.

Creating a workflow

As with many campus libraries, the MSU Libraries staff were sent home in March of 2020. The Head of Cataloging needed remote cataloging projects for our team. My supervisor and I identified posters as a good option for remote cataloging work. Posters typically only require one image (as opposed to books, which require a number of pages be scaned). Additionally, only two fields are required that cannot be assessed from a digital image easily - dimensions and form of production - two things that can be recorded as they are photographed.

We decided to start with the leftist political posters because they are a high priority collection. We also have a staff member who is knowledgable in German, so we could leverage her language expertise through this project. Additionally, the vendor had created an inventory that included dimensions as well as distinguishing characteristics about the poster. I modified this spreadsheet by adding columns for catalogers to claim an item for cataloging by entering their initials, and locked the descriptive fields. I also wrote out my procedures for cataloging and created a constant data template, paying special attention to details needed for this specific collection.

Conservation continues to flatten and label posters and bring them to the cataloging flat files. From there, I take photographs using my iPad. Once home, I rename the files to their call numbers and upload them to a shared drive. Having dual monitors is extremely helpful in accomplishing this work. This way, cataloging software can be on the main screen, and the image of the poster can be on the other.

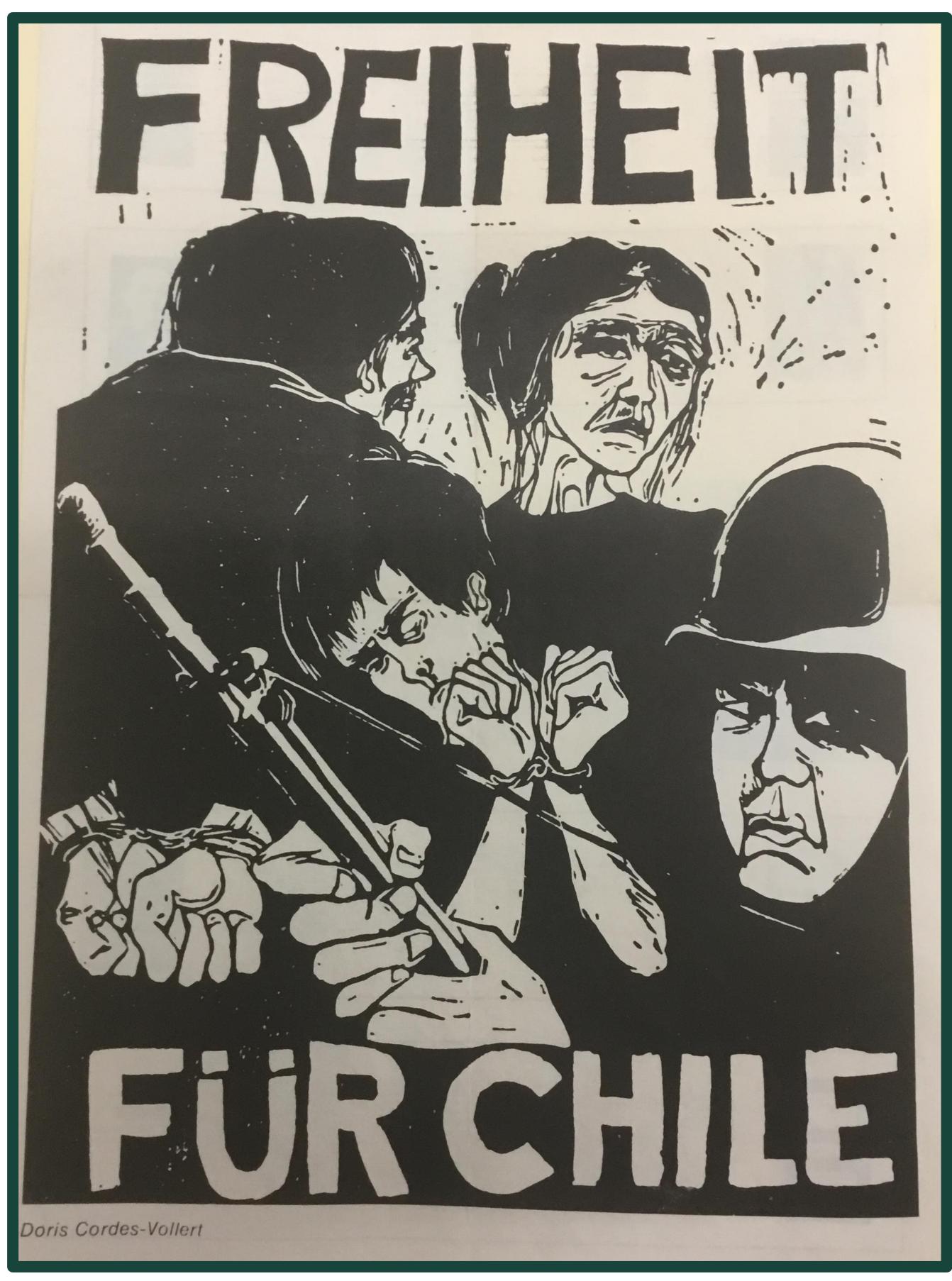
Results

To date, we have cataloged roughly 90 posters through this pilot. Given that the scope is 500, we are on track to complete cataloging by this year. Our goal is to have them all cataloged by the time the digitization team returns to working onsite (exact date TBD).

When photographing for cataloging, we learned it's important to not only take a picture of the entire piece, but also close up pictures of small font. Because these photographs aren't high resolution, zooming in can only accomplish so much.

We also plan to use this as a template for further remote work. I am currently photographing posters from other collections to create a backlog for the upcoming year when we'll likely continue to work from home.

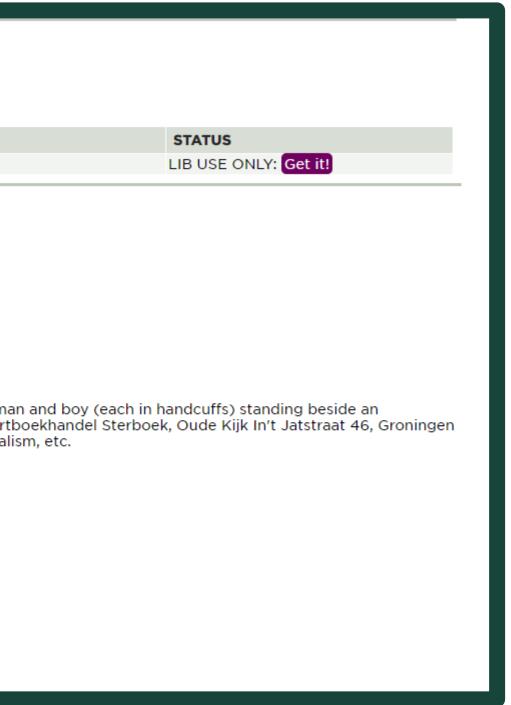
Clearing Out Backlogs From Home: Remote Cataloging of Posters



Example digitized poster

Author	Cordes-Vollert, Doris, 1943- a	<u>irtist.</u>
Title	Freiheit für Chile.	
Publisher		[publisher not identified], [1970 to 1979?]
Citation	Cite this item (from WorldCa	<u>t)</u>
LOCATION		CALL #
MSU SPECIAL COLLEC	CTIONS Map It	MSS 719-012
Description	1 poster ; 42 x 30 cm	
Format		
	text	
	unmediated	
	sheet	
Description	paper ink	
	double sided	
Series	Leftist political posters collect	<u>stion.</u>
	Radicalism posters collection	<u>).</u>
Note	Title from poster recto.	
	"Doris Cordes-Vollert"botto	om left.
Summary		r in helmet armed with a rifle. He is guarding a ma
		'erso of poster lists some titles offered by "import 9" on Marxist-Leninist philosophy, fascism, capital
Subject		
Subject	Chile Politics and governm	
	Chile History, Military Po	
	Posters, Dutch.	
	1970-1988	
Genre		
	Political posters.	
	Posters.	
	Political posters.	
Added Author	Sterboek (Groningen, Nether	<u>lands), issuing body.</u>
Permanent record link 🕜): http://catalog.lib.msu.edu/re	ecord=b13526449~S39a

Example record



🗶 Confluence Home Spaces 🗸 Apps 🗸 Create			Q Search	⊘ →
MSUL-TS Pandemic Op MSUL-TS Pandemic Operations / /	Projects			© ☆ ···
PAGES HOME Working from home Projects	Catalog Leftist political posters collection Created by Nicole Smeltekop Last updated Jul 22, 2020 • 3 min read Email your supervisor to sign up for this project! • Staff needed for project: variable	(MSS 719)		
 Catalog Le Children's I Communit 	Staff currently working on project: Nicole, Kate Software and/or materials required	 Original cataloging 		
Digitized E Ebook cop ETD Catalo ROVI Indir	SierraConnexionInternet browser	Project lead Nicole Smeltekop		
 ROVI Nam ROVI Ambi Typos - Hi 	Project summary/background This is a project to catalog posters from MSS 719: Leftist political posters collection.	nicole@msu.edu Please contact this person(s) with questions about project instructions.		
URLS Repo COMPLETED Taking home Scanning for c Self-guided le	 Pre-work: Open Connexion and download the shared poster constant data to your local constant data (Cataloging>Search>Online constant data>Posters) 	 Project status Ongoing as of 4/16/2020 		

Rec stat i Type k	n Enter ELvII	ed 20191003 Srce d	Replaced Audn
BLvI m	Form	GPub*	Time
Desci	TMat i	Tech n	DtSt ■
007	k ‡b k ‡d		
040		ng ‡e rda ‡c	EEM
041	[LANG] ‡a		
043		PHIC AREA CO	DEJ
050 4 099	[LC Call #] MSS 719-#		
099	EEMJ		
100], ‡e [RELATI	
245		b [SUBTITLE] /	
264 1		PUBLICATION	
300		b color; ‡c [H	
336	still image	‡b sti ‡2 rdao	ontent
336	text <i>‡b</i> txt	#2 rdacontent	
337	unmediated	l ‡b n ‡2 rdar	nedia
338		nb ‡2 rdacarrie	r
340		nk ‡2 rdamat	
340		ided #2 rdalay	
500		POSTER RECT	02]
520		vs [CONTENT]	
500		AL NOTES]	
500 500		ALINOILO	
500		IFI ·	
500 546	LANG NO	-	Posters
500	[LANG NO [TOPIC] ‡z	[PLACE] ‡v	Posters.
500 546 650 0	[LANG NO [TOPIC] ‡z [PLACE] ‡	v [PLACE] ‡v I v Posters.	
500 546 650 0 651 0 650 0	[LANG NO] [TOPIC] ‡z [PLACE] ‡ Posters, [N	[PLACE] ‡v	
500 546 650 0 651 0 650 0	[LANG NO] [TOPIC] ‡z [PLACE] ‡ Posters, [N/ Political pos [PERSONA	z [PLACE] ‡v I v Posters. ATIONALITY]. (OR Political po RELATIONS

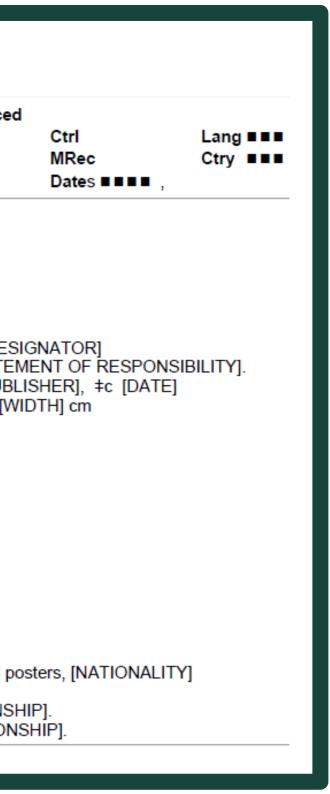
Shared constant data template



Screenshot of shared spreadsheet

Nicole Smeltekop Special Materials Catalog Librarian nicole@msu.edu

MSU Libraries TS procedures for cataloging posters.



- 1	= + + + 1:	N + 🏹 + GD 🖽 🖬	▼ - ⁷ -							
+	= • - • •		1 * 2 *							
	н	I.	L	к	L	М	N	0	P	
F	ate	Movement	General Title or Text	Height	Width	Other	Condition Issues	Text on verso?	Additional notes	
	Circa 1988?	CCC (Cellules Commun	Gemeinsam Kämpfen, Gemeinsam Siegen	22.75	16.25	Communist organization, solidarity wit	h imprisoned comrades.			
	1973	Komitees gegen die Fo	Aufruf.	24	16.75	Against torture to political prisoners in	the BRD			
C	irca 1985	RAF	Widerstand Heisst Leben!	23.75	16.25	Solidarity with Ingrid Barabass and Ma	Notations in pen on verso			
0	irca 1989	RAF?	Die Lügen der Baw Werden Immer Offensichtlicher	23.25	16.25		-			
	1987		Kämpft mit uns Proletariscche Aktion	23	16.25	hunger strike, solidarity				
C	irca 1976		RAF - quotes from George Jackson and Daniel Vigli	23		photos of two others on poster				
C	irca 1996		Solidaritat heißt Widerstand.	23		Against Article 129a, related to formati	ion of a terrorist organization			
	1990		Veranstaltung Gegen S129a	23		Against Article 129a, related to formati	-			
	1981	Im Kampf Für Befreiur		19.5		Calling for abolition of solitary confine	_			
1	981?	-	Bärlin ab 25-8-81 - infinity	17.25		Image of rioting/protest	Staining along edges from sticky tack			
ny			CISNU - Der Kampf Geht Weiter	19.25			Small tear and minor soiling along top edge			
-	970s	Sterboek (Groningen)	-	16.5		Designed by Doris Cordes-Vollert, solid				
	1996		2.10 - Demo Agitprop Aktion	24.5	16.75		Small tear along bottom edge			
		PKK/ERNK (Kurdistan		24	16.25	Solidarity with Kurdistan, call for freed				
1			Unterstützt den Freiheitskampf in Irland	23.75		Solidarity with freedom fighters in Irel				
	irca 1980s or		Das Letzte Wort Wird Nicht Im Gerichtssaal Gespro			Anti-imperialist				
C	irca 1983		Freiheit für Micha und Benny	21.25		•	er and Benedickt Härlin, two German journa	lists arrested in 19	983	
	1972		Politischer Profiltest (PPT)	20		Elaborate cartoon/schematic to test w			2 sided	
	1979		Wer sich nicht wehren will - muss fühlen!	19			Small tear to right-hand margin, two spots o	f staining from pa		1
			Solidarität mit dem kampf der gefangen	18.25		Hunger strike	creasing/crumpling along one edge	5		
			Krieg dem Imperialistischen Krieg, Wir Chaoten hal	17.625		Multiple groups together, sharing one				
C	irca 1980s?		RAF	11.75	16.13		Tear at lower left and center right edge, tap	e residue at upper	corners	
			Wir grüssen das Kommando Pierre Overney	11.625			rney was a Maoist and member of the Proleta			
			Irland: Der Kampf Geht Weiten Frauenarmee der I.		24					
Ť		Karl Marx Haus	Stammbaum des Modernen Sozialismus	24.75			y print Maitag des Proletariats. "Family tree"	of Socialism		
1	980s?		Gronings Politiek Muziekteater - Mania	17.75		For a music magazine or something sir				
			Durf te strijden, durf te winnen	23	15		Crease along bottom, minor scuffing			
			Portugal Moordt met NATO-Wapens in Afrika	22.625		Sympathy for Angola in Portuguese Co				
			Diskussie Vrouwenhuis	19.5	13.75		Tape residue/staining, and minor losses to o	corners		
	1980		Big Tricks	18.5		Anti-monarchy, Anti-Beatrix				
			Stem Niet, Laat Van Je Horen	18		Vote "No" in the election. Signed and d	Tape residue at corners		silkscreen	
C			Stem Lokaal.	17		Political cartoon of voters being silence	-			
f			Druk Uw Eigen Illegale Krant.	13.625		Exhibition of illegal newspapers	Creased			
1:0		-	Leve Het Verzet. Solidariteitsbijeenkomsten. F.R.A.P.			Solidarity meetings held in Amsterdam			silkscreen	
Ť		Kraakbeweging/Squat		24	17		•••			
C		Communistische Partij		23.5	15.5		some stsaining, repaired tears aond bottom	quadrant		
		Kraakbeweging/Squat		23.25	16.5					
C			Vietnambeweging Delft	22.75		Solidarity for Vietnamese	Hole-punched along left-hand side, small nic	k to right side.		
t			Argentina '78 - Libertad.	22.25		Solidarity with Argentina.	Trimmed along bottom edge, minor losses a	-	at upper corners	s. Som
			Stemmen Helpt Niet Meer	24		Anti-Parliament				
C			Geef Om Angola - Steun de MPLA	22.5	16		losses to upper and lower left corners, tear	s from staples		
f			Je bent dom en je wilt wat!	7.75	24					
2	000s		Nieuwe Communistiche Partij - NCPN	5.75		Campaign poster				
		•	René Dammen/Tinneke Veltman	4.325		Campaign poster				
14	0005		Hans Helffer/Marianne De Ridder	3.825		Campaign poster				