

Archives Off-Site: Adapting to Serve our Communities During the Pandemic and Beyond

MARAC Spring 2022 Harrisonburg, VA
Session 14 | March 26, 2022

Moderator/Speaker: Kristin Conlin

Speakers:

Laura Bell

Angela Koukoui

Christine Lutz

Louise LoBello

Brianna Gormly

Migrating Legacy Finding Aids as a *Work-From-Home* Project

Brianna Gormly and Louise LoBello



About Us



Entrance to Franklin & Marshall
Archives and Special Collections

1858 image of Old Main, Diagonal
Hall, and Goethean Hall

Background

- Manuscripts finding aids migration
- Digital collections metadata remediation
- Pandemic circumstances



Home Repositories Collections Subjects Names

Archives and Special Collections

Discover unique and rare materials held by Franklin and Marshall College Archives and Special Collections. College Archives record groups consist of administrative records created throughout the history of the College, College publications, and more! Special collections include the records of local organizations, personal papers, and collections of unique material assembled by donors. Search across all records or explore by [Repository](#), [Collection](#), [Subject](#), and [Name](#).

For information on accessing Archives and Special Collections material, see [Visiting the Archives](#). Researchers also are welcome to request scans and copies following our [reproduction policy](#). Some material may be restricted by law or College policy.

Looking for our digital collections? Find them in [Scholars Square](#). Looking for rare books? Search the collection on our [website](#). Other questions? Email us at archives@fandm.edu.

Search Archives and Special Collections

Enter your search terms	Limit by record type	Search field	From year	To year	Add row
<input type="text" value="Enter your search terms"/>	<input type="text" value="Search all record types"/>	<input type="text" value="Keyword"/>	<input type="text" value="From"/>	<input type="text" value="To"/>	<input type="button" value="+"/>
<input type="button" value="Search"/>					

Issues Transforming Legacy Finding Aids

College Archives Record Groups

Record Group/Subgroup/Series Number	Record Group/Subgroup/Series Name	
06/06/01	College Collections/Subject file	
Box/Carton/Drawer	Location	Extent
02	Vault	
Date Deposited	Deposited by	Access Restrictions

Contents

Exhibits:

"Art in Pennsylvania from F&M..." 1983 Mar - Apr.

Subjects: Peart, Caroline

Fail, Carol

Eichholtz, Jacob

West, Benjamin

Mifflin, Lloyd

"Caroline Peart", 1986-1987

Art in Pennsylvania 1987

"The College collects: selections from the Franklin and Marshall College Art Collection." 1979 Aug 26 - Sep 22.

Subjects: Franklin and Marshall College. Art Collection.

Falshman, Betsy

Hopf, Richard H.

Cunningham, Linda and James Peterson 1978 Oct 3-31.

"Fraktur and samplers"... 1982-83.

(College Collections)Memoranda

Phillips Museum of Art

exhibit announcements- exhibit catalogs, etc.

includes: Frank Bowling:4 decades with color; Dancing on Embers: Cultural Heritage in

Contemporary Bulgarian Art 2005; Worlds of Jacob Eichholtz; Cleve Gray: a Considered Life

Oct. 2-Dec 21, 2008.

Rothman Gallery

dedication program, October 23, 1992

Exhibit announcements and catalogs 2001-

Nissley Gallery

see 08/03/01 Phillips Museum rededication event 2011.

Developing a Distributed Workflow

Step 1: Export and map finding aids from
Filemaker Pro (Digital Initiatives Librarian)

Step 2: Clean up file lists (Library staff)

Step 3: Upload to ASpace and QC (Digital Initiatives
Librarian)

Step 4: Review (Associate Librarian for Archives
and Special Collections)

Iterating on the Workflow

Step 1: Export and map finding aids from
Filemaker Pro (Digital Initiatives Librarian)

Step 2: Clean up file lists (Library staff)

Step 2a: Review and address questions
(A&SC staff)

Step 4: Review (Associate Librarian for Archives
and Special Collections)

Step 3: Upload to ASpace and QC (Digital Initiatives
Librarian)

Step 3a: Address location information
onsite

Process: Remote cleanup

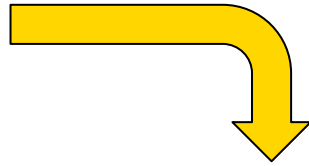
Title
Board of Trustees
News clippings
Newspaper clippings. Subjects: Budget; Dedication of F&M cornerstone laying, ca 1853; Franklin & Marshall College--History; Derecognition of Greeks; Fackenthal, B.F.; North, Serena Mayer Estate; Ford Foundation; Sarnoff, Robert; McElhinny, Wilson D.; Mezey, Robert; Tuition; Kline, Susan (Mrs. Leonard Klehr) (F&M 1973); Nunan, Caroline Steinman.
Annual Reports
Finance Committee. undated, 1878-1887, 1911, 1923.
Brochures
Board of Trustees (Membership photo directory list of members) 1967-1968; 2003-2004- to 2007-2008
Subject Files
Agendas, 1946, 1967, 1970-1972
Agendas. 1973 Apr - 1978 Oct
Agendas. 1979 Oct - 1984 Oct
Agendas. 1985 Apr - 1988 Oct

- Had to prioritize areas of archival description with access being a main goal.
- Team-generated FAQ helped multiple areas of the library communicate in a shared document



Spreadsheet before metadata cleanup

After metadata cleanup:



Title	Component Unique Identifier	Hierarchical Relationship	Description Level	Date(1) Label	Date(1) Begin	Date(1) end	Date(1) Type	Date(1) expression	Extent portion
Board of Trustees	RG_04_01	1	Sub-Group						
News clippings	RG_04_01_00_00	2	Series				single	undated	
Newspaper clippings	RG_04_01_00_00	3	File				single	undated	
Annual Reports	RG_04_01_00_01	2	Series		1878	1923	inclusive	undated, 1878-1887, 1911, 1912	
Finance Committee	RG_04_01_00_01	3	File		1878	1923	inclusive	undated, 1878-1887, 1911, 1912	
Brochures	RG_04_01_00_03	2	Series				single	undated	
Board of Trustees (Membership photo directory list of members)	RG_04_01_00_03	3	File						
Subject Files	RG_04_01_01	2	Series		1852	2008	inclusive		
Agendas	RG_04_01_01	3	File		1946	1972	inclusive	1946, 1967, 1970-1972	
Agendas	RG_04_01_01	3	File		1973	1978	inclusive	1973 Apr - 1978 Oct	
Agendas	RG_04_01_01	3	File		1979	1984	inclusive	1979 Oct - 1984 Oct	
Agendas	RG_04_01_01	3	File		1985	1988	inclusive	1985 Apr - 1988 Oct	
Agendas	RG_04_01_01	3	File		1989	1992	inclusive	1989 Apr- 1992 Apr	

F&M Archives today

**IN-PERSON RESEARCH BY
APPOINTMENT
ONLY**

**F&M STUDENTS,
FACULTY, AND STAFF
ONLY PERMITTED
CONTACT
ARCHIVES@FANDM.EDU
FOR RESEARCH
ASSISTANCE OR TO MAKE
AN APPOINTMENT**



- Reading room continues to remain open by appointment only.
- Both manuscript and archives collections are launched on ArchivesSpace.

F&M Archives today

- Previously trained staff have joined as part-time help with archives projects, including ArchivesSpace enhancements.
- We are continuing to build relationships between Archives & Special Collections and other library staff who might have an interest in archival work.

Thank you.

Special thanks to:

Diana Daigle

Anna Boutin Cooper

Theresa Stevenson

F&M Library Staff members

Louise LoBello
llobello@fandm.edu

Brianna Gormly bg2760@columbia.edu

Resources Referenced

Franklin and Marshall College Archives and Special Collections finding aids <https://archives.fandm.edu/>

ArchivesSpace <https://archivesspace.org/>

Describing Archives: A Content Standard (DACS) <https://saa-ts-dacs.github.io/>

ArchivesSpace Excel import tool <https://github.com/harvard-library/inspace-import-excel>

OpenRefine <https://openrefine.org/>

Other Helpful Resources

Hardesty, William W. “Linear to Granular: Preparing Descriptions for an ArchivesSpace Migration.” *Archival Issues* 39, no. 2 (July 2019): 46–61. <https://doi.org/10.31274/archivalissues.11074>

Mayo, Dave and Kate Bowers. “The Devil’s Shoehorn: A case study of EAD to ArchivesSpace Migration at a large university.” *Code4lib Journal* 35 (January 2017). <https://journal.code4lib.org/articles/12239>

Orbis Cascade Alliance. ArchivesSpace Documentation.

<https://www.orbiscascade.org/programs/ulc/archives-and-manuscripts-collections/archivesspace/>

“MISSION IMPOSSIBLE”: ADAPTING ONLINE TO SERVE THE COMMUNITY

MARAC Spring, March 26, 2022
Laura Bell, Kristin Conlin, and Angela Koukoui



**UNIVERSITY OF
BALTIMORE**

Robert L. Bogomolny Library

ONLINE REFERENCE IN A PANDEMIC



Chat Live

Welcome to LibChat!

Name

Your Question

Start Chat

I'm researching the history of my neighborhood. Can you help me find records from the late '60's through the 80's?

I want to know more about Highlandtown and the cool people who lived here before I was born.

Asked By

Reply from Admin Special Collections (Mar 05 2021, 04:24pm):

Hi Kristin,

Thanks for your question! [UB Special Collections & Archives](#) has a number of collections documenting neighborhood histories.

Can you share a bit more about the kinds of materials you would like to find? For example: documents, photographs, oral histories, etc.

You can also search our [collections database here](#).

Additionally, here are a few [collections that reference the Highlandtown neighborhood](#).

And I am going to also forward your question to one of archivists who has worked with Baltimore history collections to assist you further!

Thanks again for your question. We look forward to helping you further.

Best,
UB Special Collections & Archives.

Emailed to: "

Note from Admin Special Collections (Mar 05 2021, 04:25pm):

Hi Laura,

I am assigning you to this Ticket to further help the patron.

Thanks

[Ownership assigned to

View Transactions: Special Collections & Archives

Question/Answer Internal Note

Interaction Type Patron Location

Building Access None selected

Limit by

- Select all
- No Value
- Quick Reference (10 min or less)
- Research (10 min+)
- Appointment Request
- Digitization Request
- Instruction Session
- Scheduled Consultation (collection/topic expert)
- Exhibit
- Other

View Transactions [Date/Time](#)

Showing records 1 to 50 (129 total)

Page 1 [Next >](#) [Last >>](#)

ID (Ticket ID)	Date/Time	Interaction Type	Question/Answer	Patron Location
o34770146 (6960738)	Mar 08 2021, 08:07am		Q: I'm researching the history from the late '60's through the	
			Note: BRSA	

Special Collections & Archives Reference

SCA Workflow

Special Collections & Archives
LibAnswers Reference Workflow

Working with Reference Tickets

Check out this link for more information about tickets and how the system works:

<https://ask.springshare.com/libanswers/faq/1677>

01

Question

Question comes through the main contact point / the widget on the website, then questions will appear in the Dashboard

02

Assign

The monitor assigns questions to Special Collections and others or reference will also assign questions to Special Collections

04

Transfer

Transfer ticket ownership to other staff members when appropriate

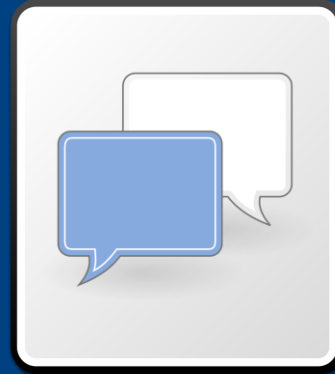
03

Update Status

When replying to patrons (orange tab) we will 'submit as closed' the ticket, unless we expect further contact from the patron then use 'submit as pending'

WORKFLOW TUTORIAL

- Reference staff and archives staff had different workflows: LibChat vs Tickets
- Solution: tutorial including patron personas and scenarios that showed how to conduct a hand-off to archives LibAnswers admin



VS

Contact Us

Special Researcher Access Notice (updated January 2022): Beginning February 1, 2022, Special Collections & Archives will be open to researchers by appointment only, Mondays through Thursdays.

Need further assistance? Fill out the form below to submit a question or request an appointment:

Ask a Research Question or Request a Virtual Appointment

Ask your question here or schedule an appointment

Question

More Detail/Explanation

'SCAN-ON-DEMAND' with LIBANSWERS

- Limited Campus Access for Archives staff until Summer 2021
- No Research Room Access for Archives Users March 2020-Summer 2021
- Staff members working from home



Workflow

- Research Request
- ↓
- Campus Access
- ↓
- Scanning
- ↓
- Document Delivery to Patrons
- ↓
- Document Processing for Online Access and Backup

ADAPTING TO A HYBRID ENVIRONMENT

- Research Room opened in-person by appointment only with COVID safety protocols
- Changing roles and balancing projects
- Increase in requests for vendor options for oversize scan requests
- Internal and external FAQs



THANK YOU!

library.ubalt.edu
library.ubalt.edu/special-collections/

Teaching Through the Pandemic

Christie Lutz

Special Collections and University Archives
Rutgers University Libraries

Mid-Atlantic Regional Archives Conference
Harrisonburg, VA

March 26, 2022

Instruction in the before times...



Pandemic Teaching: Opportunities and forced change

Mission statement

We have a robust instructional program that supports undergraduate, graduate, and K-12 learning. We believe engaging with rare and unique materials to enables people to make profound connections between the past and the present. While we primarily provide instruction that supports the Rutgers undergraduate curriculum, we are happy to work with faculty and students from other colleges and universities as well. SC/UA faculty and staff have individual expertise and can provide sessions tailored to instructor needs, from the basics of navigating and conducting research in SC/UA to sessions grounded in hands-on, active learning in a specific subject area.

Highlight and promote expertise

SC/UA faculty are highly engaged and experienced in teaching and learning at Rutgers-New Brunswick. In addition to teaching within SC/UA, our faculty teach full-semester courses within departments and schools at Rutgers, and in the Byrne First-Year Seminar program.

Teach with SC/UA—remotely!

Our instructional offerings include, but are not limited to:

- Primary source literacy using documents, audio/visual materials, and objects
- General introductions to navigating and using SC/UA and archives/special collections generally
- Single or multiple class visits, or semester-long liaison services
- Focused sessions for specialized programs
- Workshops for National History Day students and teachers

Teaching faculty questionnaire

- What course(s) are you teaching in the spring, and/or what special project or academic initiative can we assist with?
- What type of instruction/support can SC/UA provide? (Check all that apply): General intro to Special Collections and/or University Archives; General intro with focus on specific collections/materials; Instruction session not needed, just need digital resources
- What specific collections, subjects, or types of materials will support your instruction/project(s)? (e.g., NJ Political and Social Activism Collection, Rutgers Office of the President Records, Native American history, urban planning, newspapers, maps, photos)



TEA & TEACHING

with Jenevieve DeLosSantos

201: Research in the Disciplines



Challenges: Conveying physicality and participation in active learning






Tools: Padlet

Gallery + 5 @ 2h

Fieldtrip Photo Contest

Write your name and the category: interaction, symbols, architecture, a special interest.

Dongyoo	Lily	Bianca
Special interest	Special interest	Special interests
	 <p><input checked="" type="checkbox"/> 8/10 (786) GRADE</p>	
	Architecture	

Special Collections & University Archives Primary Source Highlights

Featured Item

VIEW OF NEW BRUNSWICK
LOOKING NORTH WEST (1919)
[NEW BRUNSWICK--ALBANY ST.]



Featured Collection

NJ POSTCARD COLLECTION--ATLANTIC COUNTY--ATLANTIC CITY--
BOARDWALK



Recently Added Items

KP 16.05.02 - AN OPERATION ROOM

 "IX. C. An Operation Room"

Digital Resources LibGuide: One-stop-shop

<https://libguides.rutgers.edu/scuadigital>

The screenshot shows a web browser displaying the Rutgers University Libraries Digital Resources LibGuide. The browser's address bar shows the URL <https://libguides.rutgers.edu/scuadigital>. The page features the Rutgers University Libraries logo at the top. Below the logo, a navigation breadcrumb reads "Library / Research Guides / Special Collections and University Archives Digital Resources / Home". The main heading is "Special Collections and University Archives Digital Resources", with a search box to its right. A left sidebar contains a menu with the following items: Home, Digital Exhibits, Special Collections, University Archives, Sites Featuring SC/UA Material, and Related Digital Resources. The main content area includes a "Welcome" section with a paragraph about the guide's purpose and a "New Resource for Digitized Images!" section with a link to <https://blogs.libraries.rutgers.edu/speccol/>. At the bottom, there is a section for "RUCore: Rutgers University Digital Repository" with text about digitizing collections and a link to "Digital Collections search". A small profile box on the left identifies the "New Jersey Regional Studies Librarian and Head of Public Services" with a photo of a woman.

Library / Research Guides / Special Collections and University Archives Digital Resources / Home

Special Collections and University Archives Digital Resources

Search this Guide Search

Home

- Digital Exhibits
- Special Collections
- University Archives
- Sites Featuring SC/UA Material
- Related Digital Resources

New Jersey Regional Studies Librarian and Head of Public Services

Welcome

This guide brings together all currently available Special Collections and University Archives (SC/UA) digital resources, as well as digital resources outside of Rutgers that are related to our work and that we frequently use.

This guide will be updated and annotated as we make more digital resources available.

We hope you find the guide helpful to your research, teaching, and projects.

New Resource for Digitized Images!

Special Collections and University Archives Primary Source Highlights: <https://blogs.libraries.rutgers.edu/speccol/>

RUCore: Rutgers University Digital Repository

SC/UA has been digitizing selected collections and items for online use through Rutgers Libraries' RUCore portal. Within RUCore, you can explore SC/UA holdings through the [Digital Collections search](#).

Several of our most frequently used collections, in part or in whole, are discoverable in RUCore, and are linked directly



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Frank R. Lautenberg Papers at Rutgers University

432 views • 4 years ago

Archivist Sheridan Sayles introduces the Frank R. Lautenberg Papers project. The Lautenberg Papers are hosted by Rutgers University Libraries and will be available to researchers starting June 30, 2018.

Subject Guides



Literature and the arts



Local history



Military history



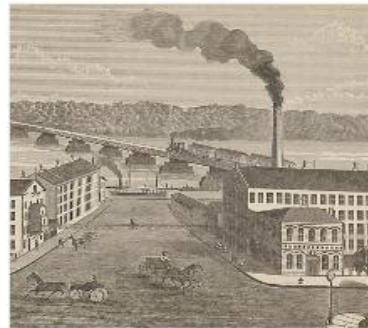
Popular culture



Rutgers University



Reform and countercultural movements



Science, technology, and transportation



Women's history



Archives Through the Lens of Popular Culture

Seminar Description

Students will learn about what archives and special collections are and how they can be used for research. We will examine popular culture collections in Rutgers' Special Collections and University Archives and elsewhere that document a wide range of topics such as the New Brunswick music scene, video games, cookbooks and restaurant menus from around the Garden State, zines representing a variety of subcultures, Women's March and other protest movement posters, and Jersey Shore memorabilia. Hands-on engagement with archival materials in each class will enable students to better understand the world around them.

In-person version:

Document/Image/Object Analysis

Observation: Inspect the photo, front and back. Note its approximate size and weight and what it is made of. Describe any marks you notice. Transcribe any writing on it.

Describe what you see in the photograph:

People, Objects, Activities

Inference: Based on what you have observed above list things you might infer from this photograph. In addition to the subject of the image, think about how and why it was made, e.g. Who took the photo? Who was the intended audience? What do you think the photographer wanted to capture?

Questions: What questions does this document raise in your mind? Where could you find the answers to these?

Fun and Games

<https://www.jigsawplanet.com/RutgersSCUA>



Old Queens Postcard



Winants Hall



<https://www.buzzfeed.com/rutgerslibraries>

Online version of the SC/UA Memory Game

What item does SC/UA have in their collection that relates to President Barack Obama?

A birthday card

A photograph

A folding chair

A water bottle

Hurricane Ida September 2021



Thank you!

Christie Lutz

New Jersey Regional Studies Librarian and
Head of Public Services

Special Collections and University Archives, Rutgers University Libraries
New Brunswick, NJ

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Questions?

Thank you for joining us!

