

Utah State University

DigitalCommons@USU

Library Faculty & Staff Presentations

Libraries

5-19-2022

University Treasure – Collections of Secrets: How Utah State University Libraries Modernized Their University Archives

Paul Daybell
Utah State University

Quinn Gerber
Utah State University

Heather Housley
Utah State University

Kelly Rovegno
Utah State University

Becky Skeen
Utah State University

Liz Woolcott
Utah State University

Follow this and additional works at: https://digitalcommons.usu.edu/lib_present

 Part of the [Library and Information Science Commons](#)

Recommended Citation

Daybell, P., Skeen, B., Woolcott, L., Rovegno, K., Housley, H., Gerber, Q. (2022). University Treasure – Collections of Secrets: How Utah State University Libraries Modernized the University Archives. Presented at the Utah Library Association (ULA) Conference, May 19, 2022.

This Presentation is brought to you for free and open access by the Libraries at DigitalCommons@USU. It has been accepted for inclusion in Library Faculty & Staff Presentations by an authorized administrator of DigitalCommons@USU. For more information, please contact digitalcommons@usu.edu.





UNIVERSITY TREASURE – COLLECTIONS OF SECRETS

How Utah State University Libraries
Modernized Their University Archives

PRESENTERS

PAUL DAYBELL

Archival Cataloging
Librarian
paul.daybell@usu.edu

QUINN GERBER

Cataloging Student
Technician

HEATHER HOUSLEY

University Archives Special
Projects Technician
heather.housley@usu.edu

KELLY ROVEGNO

University Archivist
kelly.rovegno@usu.edu

BECKY SKEEN

Special Collections
Cataloging Librarian
becky.skeen@usu.edu

LIZ WOOLCOTT

Head of Cataloging and
Metadata Services
liz.woolcott@usu.edu

OUTLINE

01

Background & Timeline

- Legacy University Archives
- Barcoding project

02

Methodology

- Project phases
- Tools

03

Lessons Learned

- Successes
- Stumbles

04

Moving Forward

- MARC record creation
- Secondary processing
- Timeline



Background & Timeline

University Archives and Discoverability

Before 2018:

- Approximately 25-33% of University Archives material available electronically (mostly published works cataloged in Sierra, 2% of collections had electronic finding aids)
- Rest of materials (67-75%) only discoverable through paper finding aids and the physical card catalog in the Special Collections' Tanner Reading Room
- University Archivist was the main gatekeeper for the collection



Why this project?

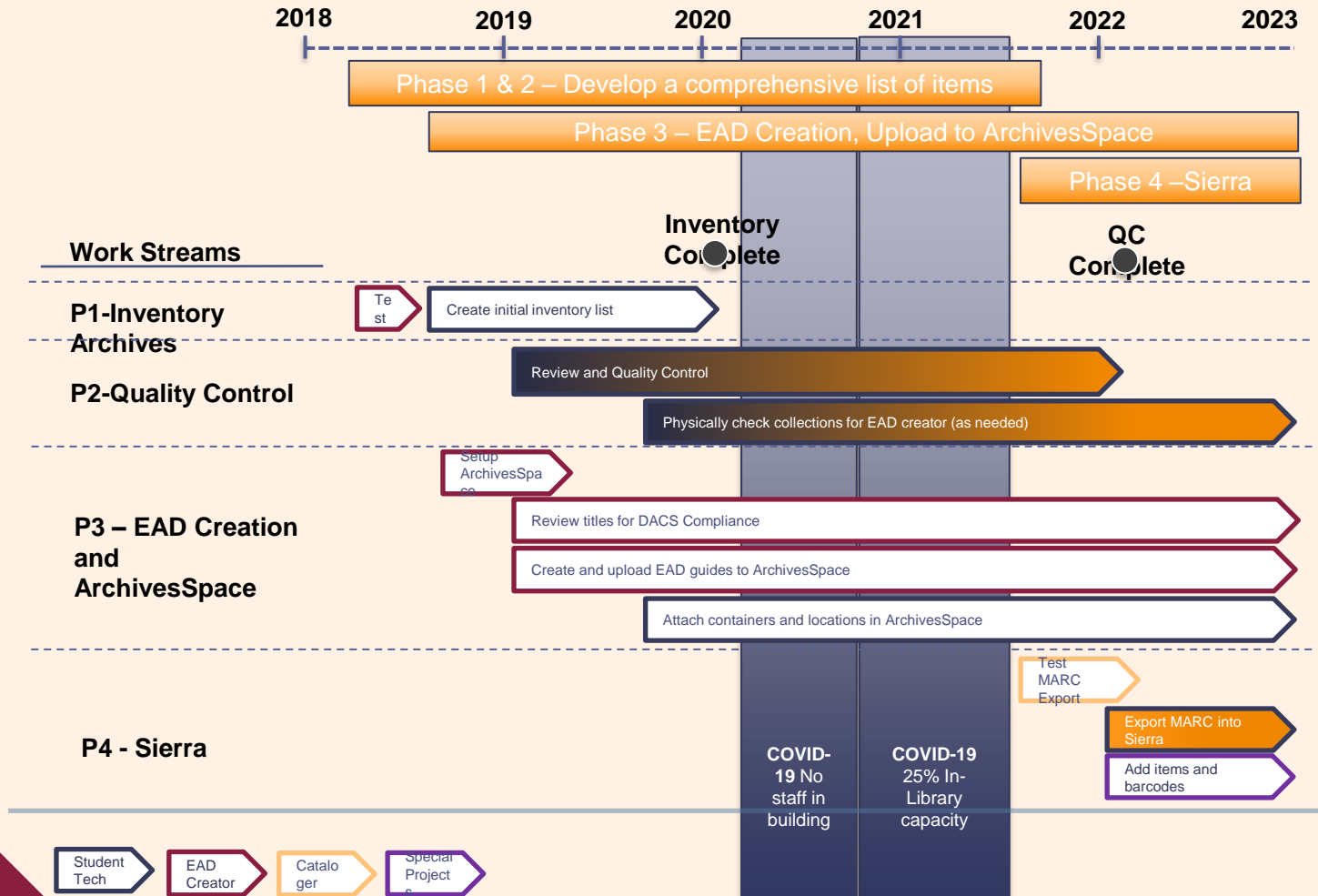
Problem

- University Archivist retiring
- Lack of inventory control
- Limited discoverability
- Implementation of ArchivesSpace

Solution

- UA Remediation Project to:
- ❑ Create inventory of entire University Archives Collection
 - ❑ Allow for easier tracking of materials and usage statistics
 - ❑ Create electronic finding aids for record groups as needed
 - ❑ Create cataloging records for UA material

University Archives Inventory and Record Creation



Methodology



Project Phases



Inventory Collections



Quality Control and
Cleanup



EAD creation and
ArchivesSpace
Ingestion



MARC record
creation and catalog
(Sierra) Ingestion

Project Phases



Inventory Collections



Quality Control and
Cleanup



EAD creation and
ArchivesSpace
Ingestion



MARC record
creation and catalog
(Sierra) Ingestion

Phase 1: University Archives Inventory Process

Full procedures: <https://usulibrary.atlassian.net/l/c/o1uyv1Lh>

Pull items

Every item pulled and
physically checked

Enter data

Pertinent information
recorded in Airtable;
Item searched in Sierra

Barcode

Items barcoded according
to format and recorded in
Airtable and, if
cataloged, Sierra

Return items

Items returned to the
stacks after processing

University Archives Inventory Entries (Airtable)

<input type="checkbox"/>	<i>f</i> Barcoded item	A Record Gr...	A Bc	A Fol...	A Series (Title)	A Box Title Transcrib...
1	6.1 Box 1	6.1	1		University Planning	Space Utilization
2	6.1:22 Box 1	6.1:22	1		University Planning	Space Utilization Manual
3	6.1:47 Box 1	6.1:47	1		Space Management	Reports #1
4	6.1/1 Box 1	6.1/1	1		Space Management Committee	A-B 1975-1980
5	6.1/1 Box 2	6.1/1	2		Space Management Committee	C-E 1975-1980
6	6.1/1 Box 3	6.1/1	3		Space Management Committee	F-L 1975-1980
7	6.1/1 Box 4	6.1/1	4		Space Management Committee	M-P 1975-1980
8	6.1/1 Box 5	6.1/1	5		Space Management Committee	Q- Space Management-Tel...
9	6.1/1 Box 6	6.1/1	6		Space Management Committee	Space Management Report...
10	6.2 Box 1	6.2	1		University Planning	Campus Planning, General
11	6.2:33 Box 1	6.2:33	1		Campus Planning	General Memoranda
12	6.2:43 Box 1	6.2:43	1		Campus Planning	Preliminary Report on Long...

Project Phases



Inventory Collections



Quality Control and
Cleanup



EAD creation and
ArchivesSpace
Ingestion



MARC record
creation and catalog
(Sierra) Ingestion

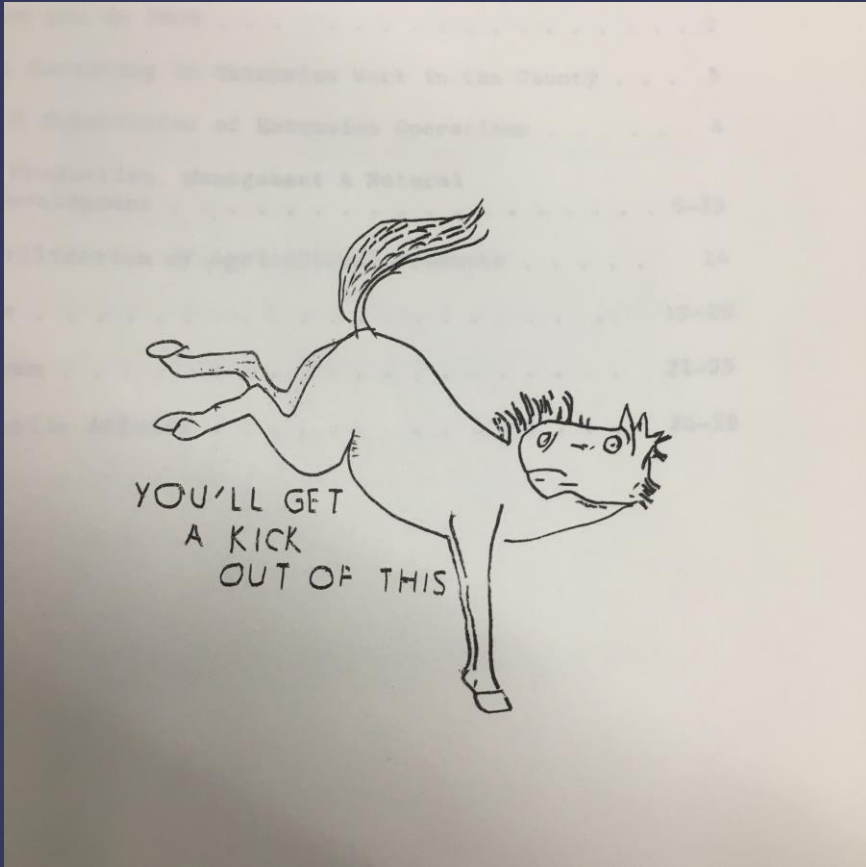
Quality Control

Record Group: 1 17 22 25

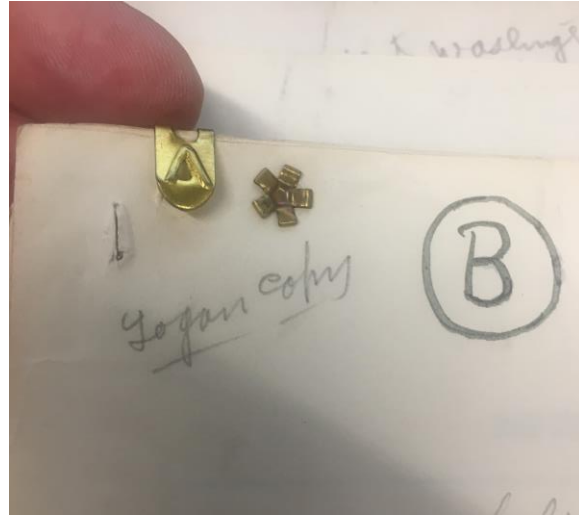
- Verify barcode
- Provide date range
- Basic description of item-level material
- Access restrictions
- Location (main vs. OV)
- Container type, dimensions
- Sub-series sharing box
- Sierra record
- Note field
- Create DACS-compliant box title because...

miscellaneous, potpourri, and ...

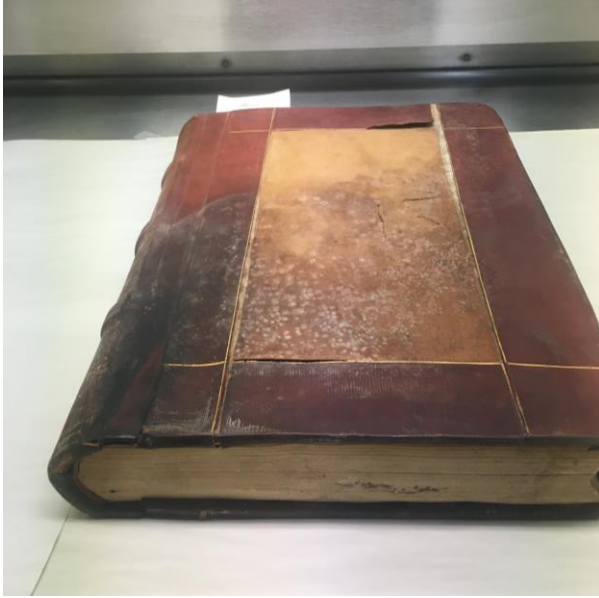
UNIVERSITY ARCHIVES Utah State University	
Board Group Number 3.1/10-3a	Box Number 15 I
Series Daily Chase	
Description: Personal Papers Cards + shit potpourri	



Secondary Processing



So. Many. Paperclips.
AKA "superfluous fastening"



Active mold



Name Orange Frederick Peel,
Residence Mt. Pleasant, Utah.
Birth November 18, 1886.
Parent or Guardian
Residence

AGRICULTURAL COLLEGE
Commercial Course.
AGRICULTURAL COURSE. 1910-
Husb.

18.2
no.5

Utah Agricultural College
EXPERIMENT STATION

CIRCULAR No. 5

EXTENSION DIVISION

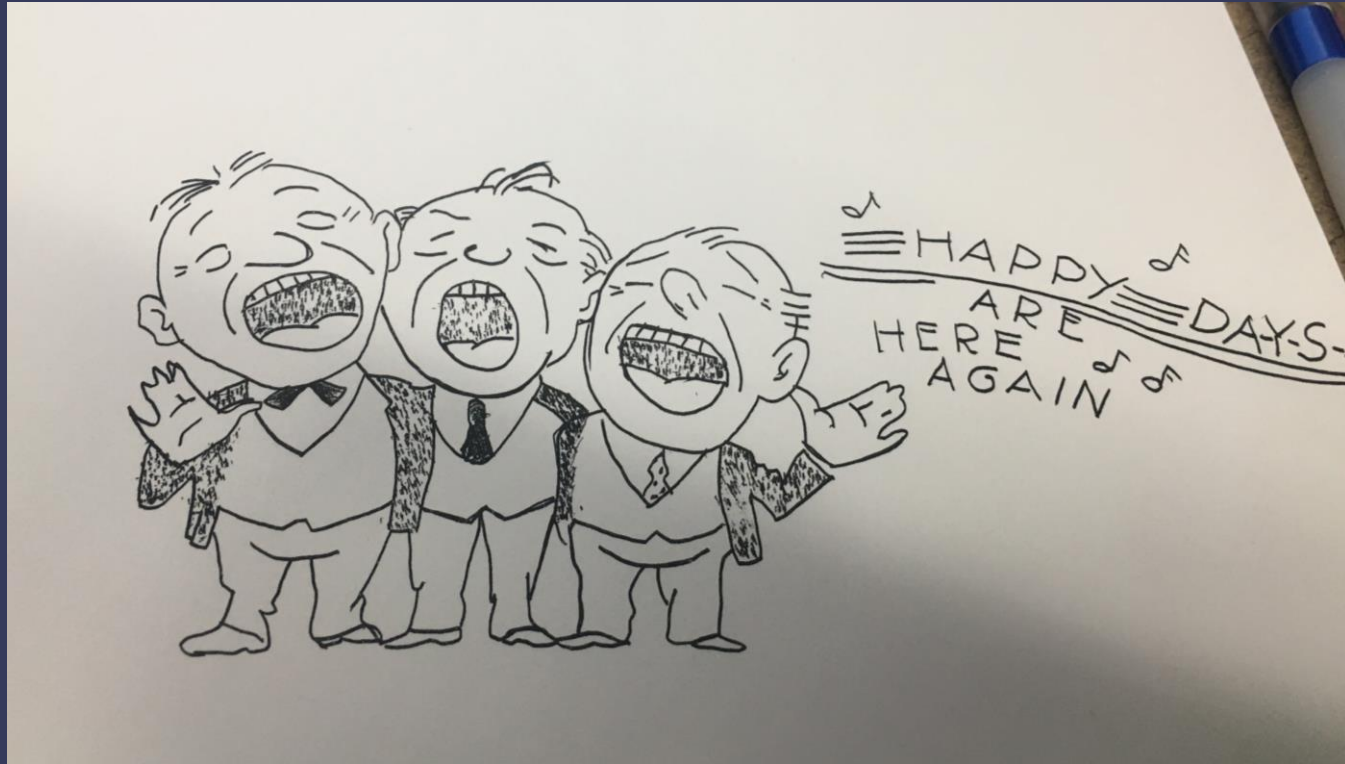
Boys' Potato Clubs
How to Grow the Crop and
Organization

BY
J. C. HOGENSON, M. S. A.
Agronomist, Extension Division.

FEBRUARY, 1912

Treasures

Leaving things better than I found them



Project Phases



Inventory Collections



Quality Control and
Cleanup



EAD creation and
ArchivesSpace
Ingestion



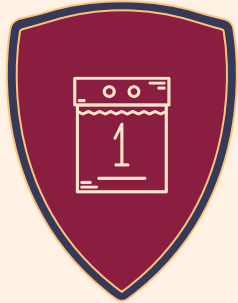
MARC record
creation and catalog
(Sierra) Ingestion

Phase 3 Process: EAD Creation & ArchivesSpace Ingest



Oxygen XML Editor

- Create frontmatter in University Archives XML template



Airtable

- Export collection inventory as a CVS file



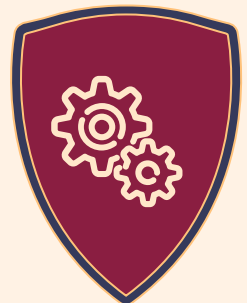
Word or Harvard Plugin

- Use a mail merge to convert inventory into XML
- Upload inventory via spreadsheet in ArchivesSpace



ArchivesSpace

- Upload collection to ArchivesSpace
- Queue for Containers and Location records



Archives West

- Upload to Archives West database

Container Linking

Airtable

All record information & tracking ability

ArchivesSpace

Uploading, Connecting, & Editing Archival Objects

Physical Archive

When information conflicted, physical archive material clarified

Mentors

Guidance on procedure for new problems (see next)

Problem

Not everything is so straightforward...

7.2/2-2:38h Box 2 v. 14 no. 1

7.2/2-2:38h Box 2 v. 14 no. 1 c. 2

7.2/2-2:38h Box 2 v. 14 no. 2

7.2/2-2:38h Box 2 v. 14 no. 2 c. 2

7.2/2-2:38h Box 2 v. 14 no. 3

7.2/2-2:38h Box 2 v. 14 no. 3 c. 2

Solution

Book: v. 14 no. 1 [39060

Book: v. 14 no. 1 c. 2 [39

Book: v. 14 no. 2 [39060

Book: v. 14 no. 2 c. 2 [39

Book: v. 14 no

Book: v. 14 no

Edit

Book v. 14 no. 1: [Barcode: 39

Container Profile **B_book_FullLetter**

Container Type Book

Indicator v. 14 no. 1

Barcode 39060019559854

ILS Holding ID UA_7.2/2-2:38h

Project Phases



Inventory Collections



Quality Control and
Cleanup



EAD creation and
ArchivesSpace
Ingestion



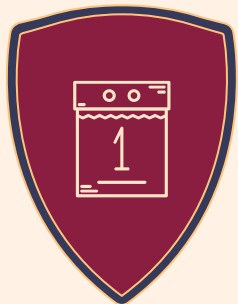
MARC record
creation and catalog
(Sierra) Ingestion

Phase 4 (MARC) Process



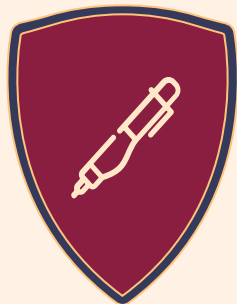
Airtable

- Track collections
- Create 949 (item) field



ArchivesSpace

- Verify subject assignment
- Generate MARCXML file



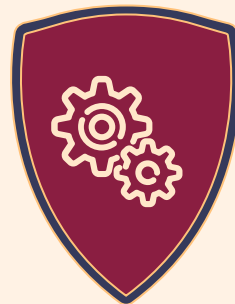
MarcEdit

- Convert to mrk
- Edit fields
- Convert to mrc



Connexion

- Upload
- Edits
- Add 949s
- Check/Validate
- Produce



Sierra

- Upload
- Global Update
- Quality Control

Tools Used

Airtable

Allows multiple users, individualized views, commenting, notifications, versioning

MarcEdit

Converts MARCXML into editable format, allows for quick edits/analysis of records, macros and routines

ArchivesSpace

Consolidates all guides, archival objects, accessioning records, etc. into one space

oXygen

Used to create EAD guides prior to ingestion in ArchivesSpace

Connexion

Contribute records to the global pool of information

Sierra

Serves as the system of record for the library, provides tracking for collection usage

Techniques and Resources Used

Mail Merge

Converts spreadsheets exported from Airtable into container lists for EAD guide

Harvard Plugin

Converts spreadsheets exported from Airtable (or created directly) into Archival Objects in ArchivesSpace

University Archivist

Past and present, makes all decisions on arrangement, description, and figures out the many, many oddities

Confluence

Records all of the procedures for each phase of the project

- Phase 1 (Inventory): <https://usulibrary.atlassian.net/l/c/o1uyv1Lh>
- Phase 2 (QC): <https://usulibrary.atlassian.net/l/c/shCqfy8w>
- Phase 3
(ArchivesSpace/EAD): <https://usulibrary.atlassian.net/l/c/oJcdmuwj>
- Phase 4 (MARC): <https://usulibrary.atlassian.net/l/c/6rTdRnrn>



Lessons Learned

Successes

UA Discoverability

- Demonstrated need to have functional and precise description of University Archives
- Ability to internally search University Archives effectively
- Document knowledge about collection

Ongoing Processing

- Completing secondary processing, addressing description issues and preservation concerns
- Finding uses for processing materials as we describe it

Project Integration

- Barcodes allow systemic tracking of box location and use
- Integration of University Archives into ILS and Archival CMS

Stumbles

Staffing

- Change in major stakeholders mid-project. Changes wants and goals from the project
- Student workers time intensive to train and retain. Some work required a more in-depth knowledge of archival work

COVID-19

- Major disruptions to staffing and workflows. Hard to work on physical collections from home
- Budget and resource uncertainty

Project Integration

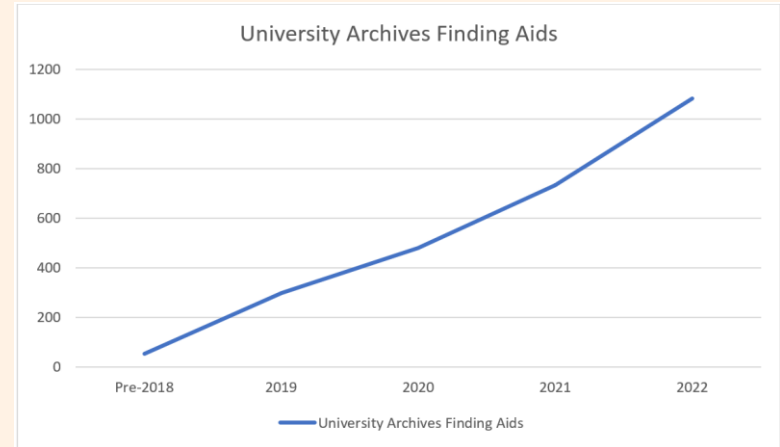
- Communicate goals and needs of projects, such as barcodes to wider SCA and library staff
- Create new work culture and workflows for using barcodes



MOVING FORWARD

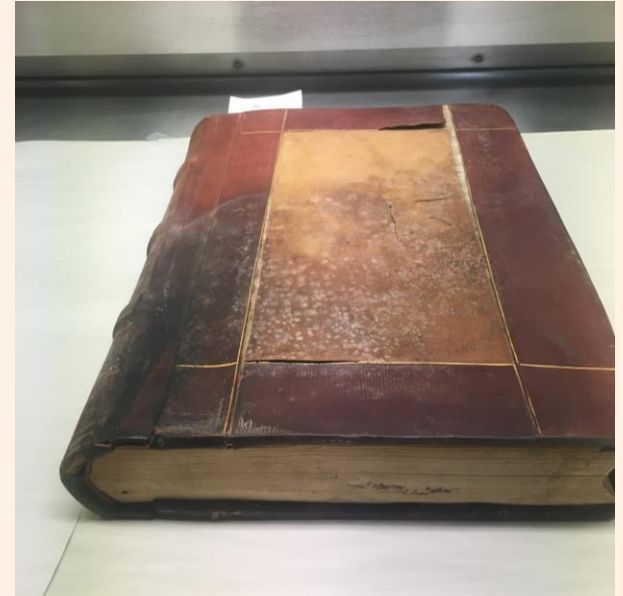
EAD Finding Aid and MARC creation

- Pre-2018, only 2% of University Archives collection had online finding aids.
- 39% of collections now have online finding aids (1083 total collections to date)
- Future implementation of similar process focusing on MARC catalog records



Secondary Processing

- Continue to secondary process in the QA phase and identify areas of future work
- Re-processing other parts of University Archives will target description. Physical processing will be evaluated on immediate needs.



Timeline

- Original timeline affected by COVID, staff changes. Need to be flexible as people and project scope are challenged.
- Continue on QC work, extends timeline but improves quality while we're here.

Project Team – Many Thanks!

- Josee Butler
- Paul Daybell
- Maddie Gardner
- Quinn Gerber
- Alisha Grant
- Heather Housley
- Bryn Larsen
- Sabrina Leatham
- Rachel Olsen
- Bob Parson
- Abby Rodabough
- MaKayla Roundy
- Kelly Rovegno
- Becky Skeen
- Sara Skindelien
- Seth Westenburg
- Liz Woolcott

Thanks!

Do you have any
questions?

