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## We're Bringing Spacers Back: Secondary Processing at Utah State University Archives

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# We're Bringing Spacers Back: Secondary Processing at Utah State University Archives

May 11, 2023

Paul Daybell, Heather Housley,  
Kelly Rovegno & Becky Skeen



University Libraries  
UtahStateUniversity



# Presenters

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# Presentation Outline

University Archives Remediation Project Outline

EAD and MARC Creation

Secondary Processing

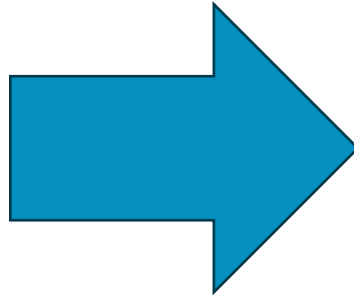
Examples

Questions



# University Archives Remediation

- Prior to 2018, approximately 25-33% of University Archives material available electronically (mostly published works cataloged in Sierra, 2% of collections had electronic finding aids)
- Most description in paper finding aids or hard copy card catalog
- Main access to collection was through University Archivist.



## UA Remediation Project Goals:

- Create inventory of entire University Archives Collection
- Allow for easier tracking of materials and usage statistics
- Create electronic finding aids for collections as needed
- Create catalog records for UA material



### Phase 1

- Inventory Collections

### Phase 2

- Quality Control and Cleanup

### Phase 3

- EAD creation and ArchivesSpace Ingestion

### Phase 4

- MARC record creation and catalog (Sierra) Ingestion

- QC Under University Archivist & Special Projects Technician began in October 2021
- During quality control process, concerns regarding description, collection structure, and physical condition were found





**UNIVERSITY ARCHIVES**  
Utah State University

Series Group Number: 3.1/10-3a      Box Number: 15  
I

Dairy Chase

Description:  
Personal Papers  
Cards + \*\*\*\*  
Putman.



BEFORE

**19.2 Conference and Institute Division (for LDS Institute, see 24.1)**

- :38a Outreach - Newsletters
- :47 Annual Reports
- :54 Proceedings
- :69 Class Schedules
- :87 Calendars
- /1 Life Span Learning
  - :36 Misc.
- 1 Extension Class Division
  - :38 Regional campus newsletters, general information
  - :47 Annual Reports
  - :55 Graduation programs
  - :63 Special Reports
  - :69 Class Schedules (SEE ALSO 19.341-1:69)
- 2 Independent Study Division (Correspondence) / Distance Online
  - :17 Letters of correspondence
  - :77 Enrollment Comparison report
  - :89 Class Outlines
- 3 Uintah Basin Center for Continuing Educ. ) Regional Campuses
- 4 Southeastern Utah Center (Moab)
- 5 Bridgerland Area Vocational Center
  - :35 Board Meeting Minutes
  - :63 Special Reports
- 6 Extension Safety Education Services
- 7 Evening School
- /2 Continuing Education Center
  - 1 University Inn
  - 2 Eccles Conference Center
  - 3 Bear Lake Training Center
- /3 Quality of Rural Life
  - :36 Program pamphlets
  - :47 Annual reports
  - :59 Proposals
- /4 Travel Study Program
- /5 USU-CEU (empty - no items)



K.C. Green "This Is Fine" Gunshow Comic #648



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# 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



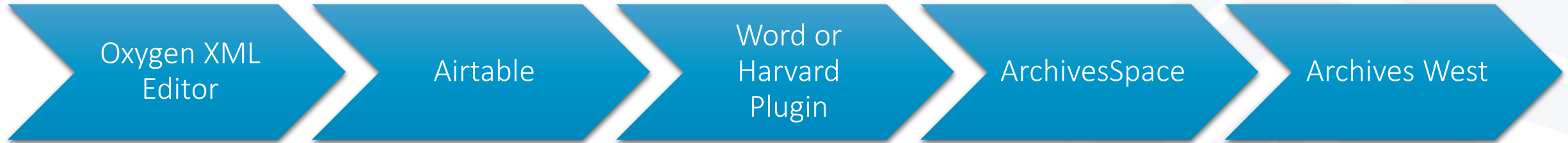


# Phase 2: Quality Control

- 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



# PHASE 3: EAD CREATION & ARCHIVESPACE INGEST

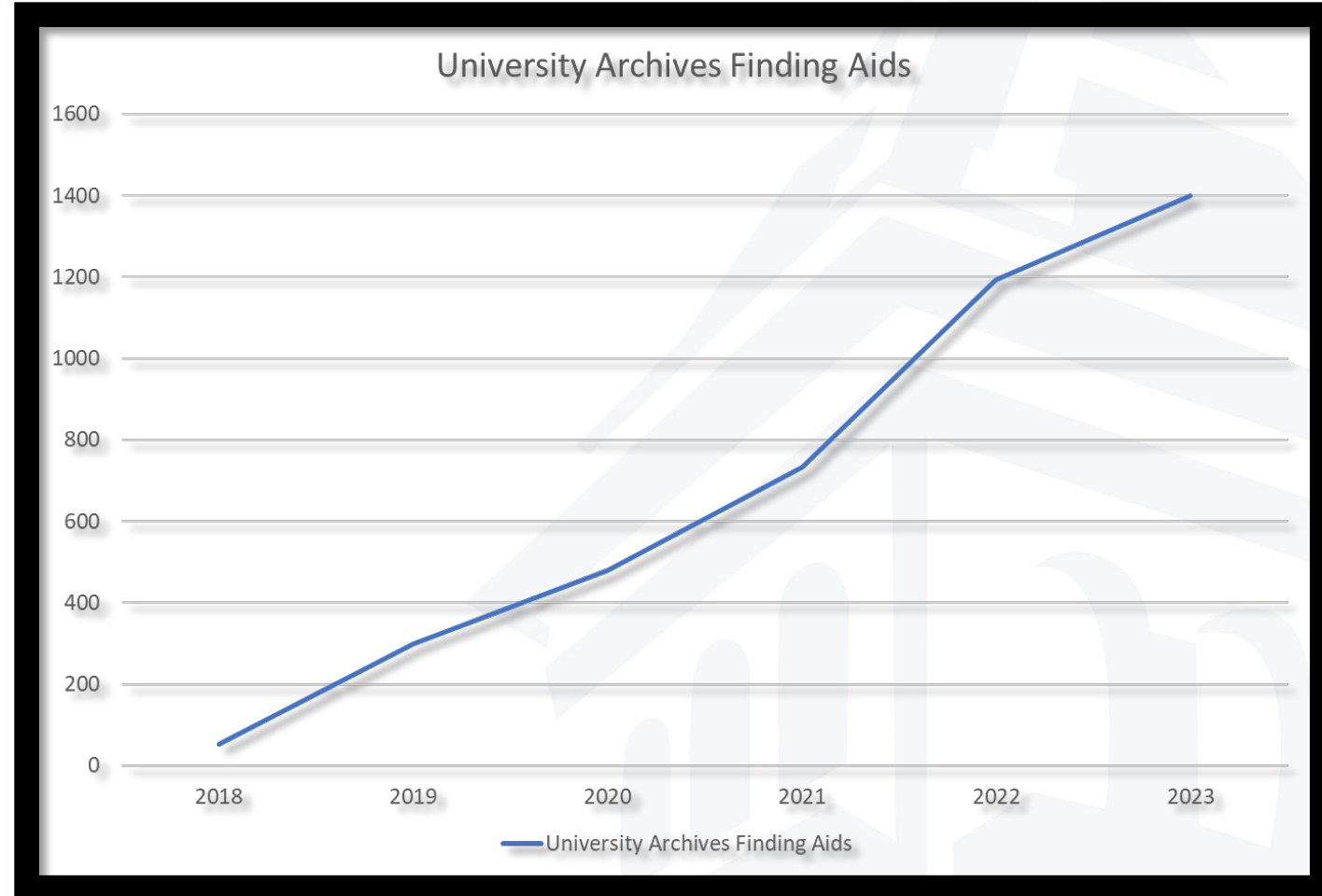


- Create frontmatter in University Archives XML template
- Export collection inventory as a CVS file
- Use a mail merge to convert inventory into XML
- Upload inventory via spreadsheet in ArchivesSpace
- Upload collection to ArchivesSpace
- Upload to Archives West database



# EAD Finding Aid Creation

- Pre-2018, only 2% of University Archives collections had online finding aids.
- 52% of collections now have online finding aids (1,398 total collections to date)
- Future implementation of similar process focusing on MARC catalog records.





# PHASE 4: MARC Record Creation and Catalog (Sierra) Ingestion



**Currently Under Construction...**

# What is Secondary Processing

- **Secondary Processing:** Extension of UA remediation project. Goal is not to re-process all of University Archives but address intellectual and physical control issues to ensure Preservation and maintenance of University Archives.

## Second Processing Components

- Reorganize portions of the archive to increase accessibility and discoverability.
- Adding description to collections to clarify content & context
- Adding folders and spacers
- Identifying and treating items with immediate conservation needs, such as mold and rust



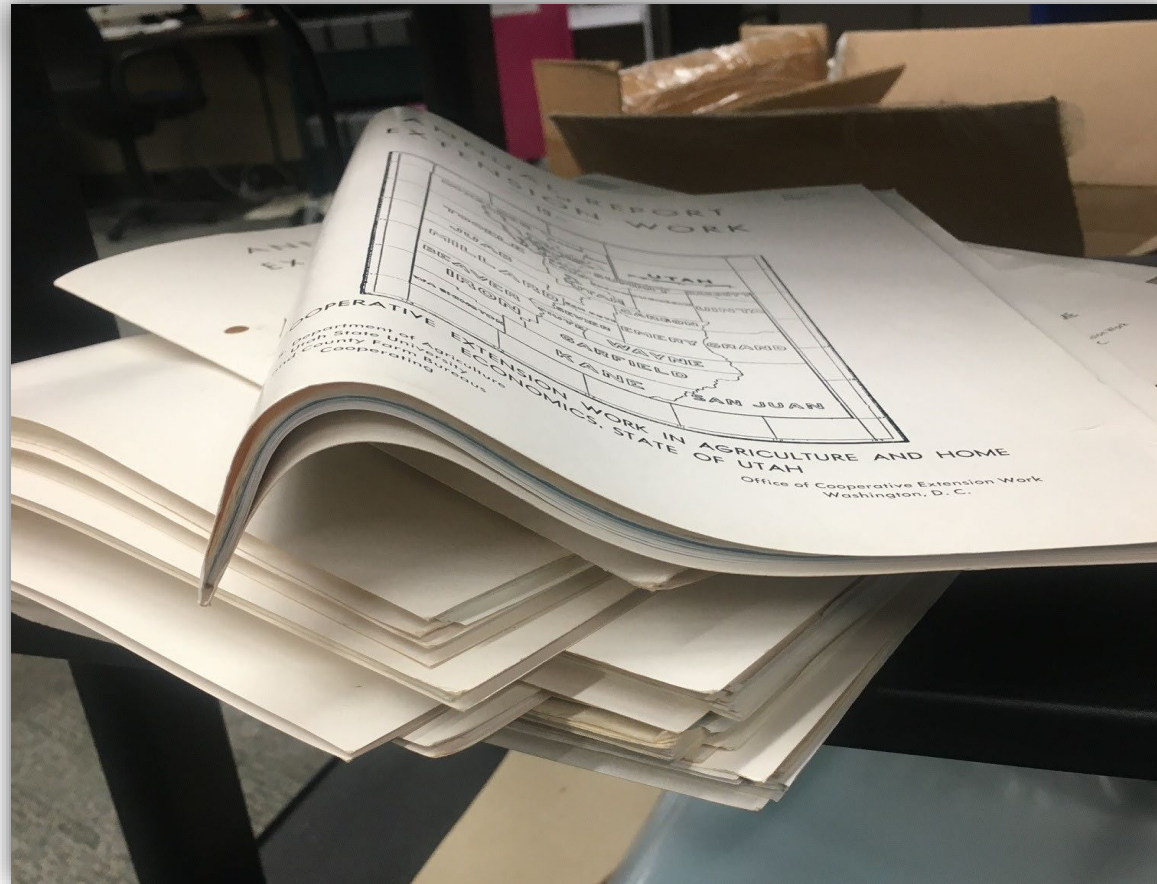
# Secondary Processing Benefits

- Already pulling material for QC. Avoids having to do work again in the ~ future ~
- Simplify archival hierarchy, collections are not split in Archives West
- Correct preservation issues
- Update description to match current best practices



# Secondary Processing Disadvantages

- Resource and time intensive. (~1400 hours as of 4/23) This step as added an additional workflow to an already large project
- Requires more in-depth knowledge of archival work. Hired staff member with MLIS background
- Can be disruptive to access depending on scale and work being done



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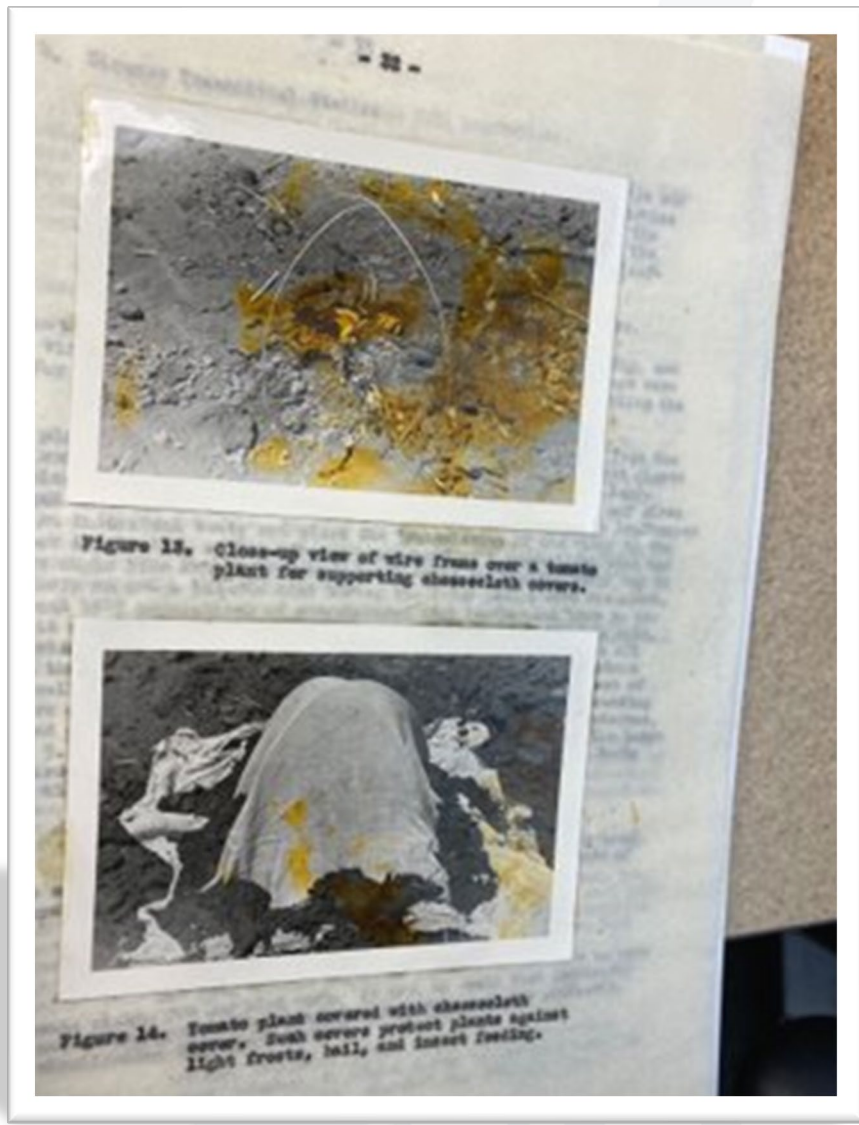
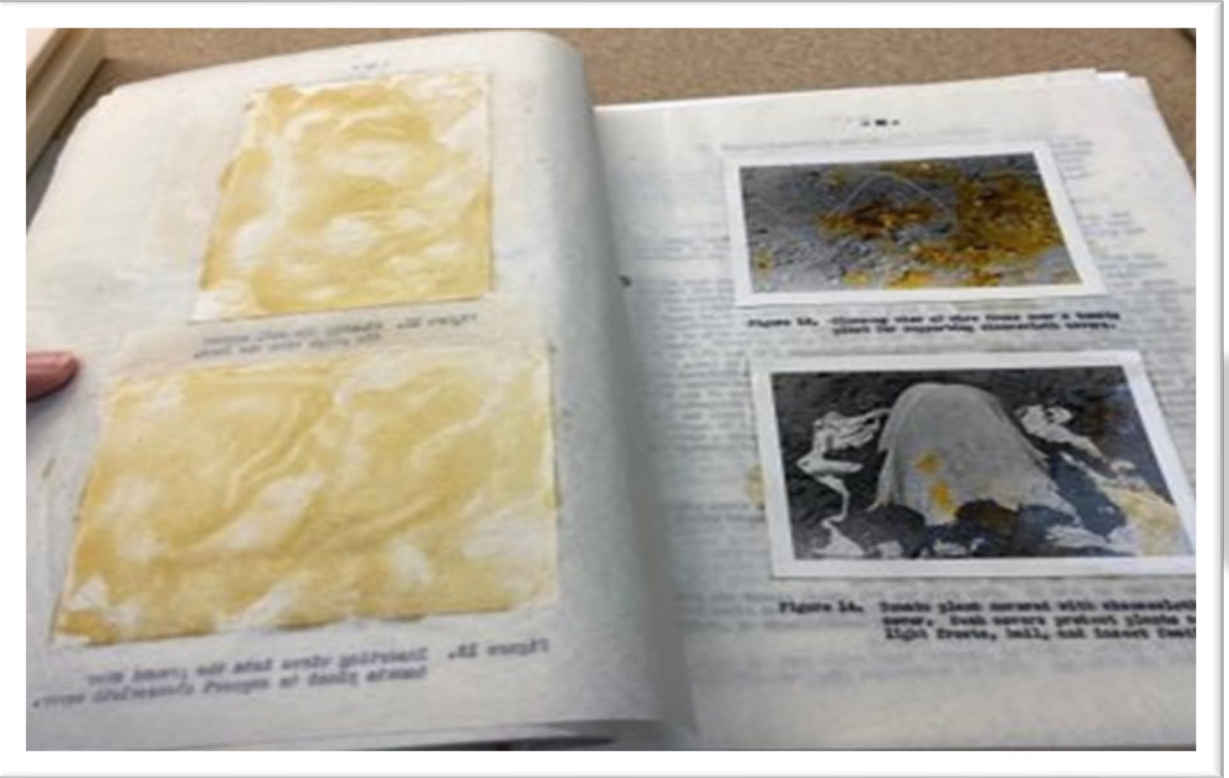


Figure 13. Close-up view of wire frame over a tomato plant for supporting cheesecloth covers.



Figure 14. Tomato plant covered with cheesecloth cover. Such covers protect plants against light frosts, hail, and insect feeding.



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10/1

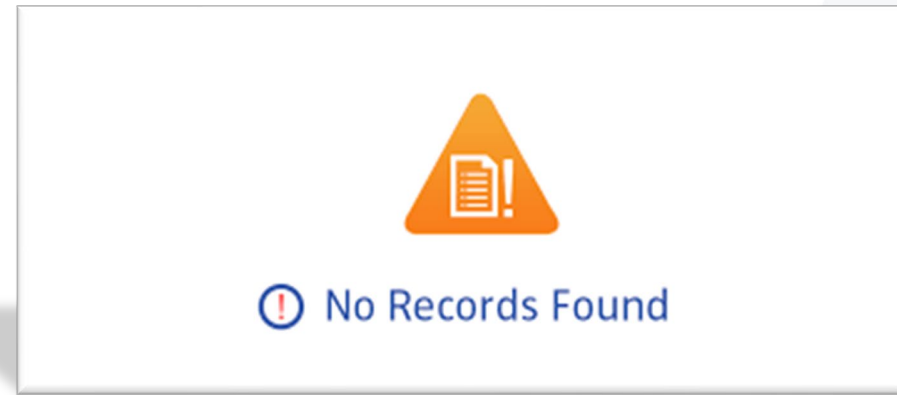


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Photo courtesy of WMG Writers Guide/Kristine Kathryn Rusch

Which is less helpful?



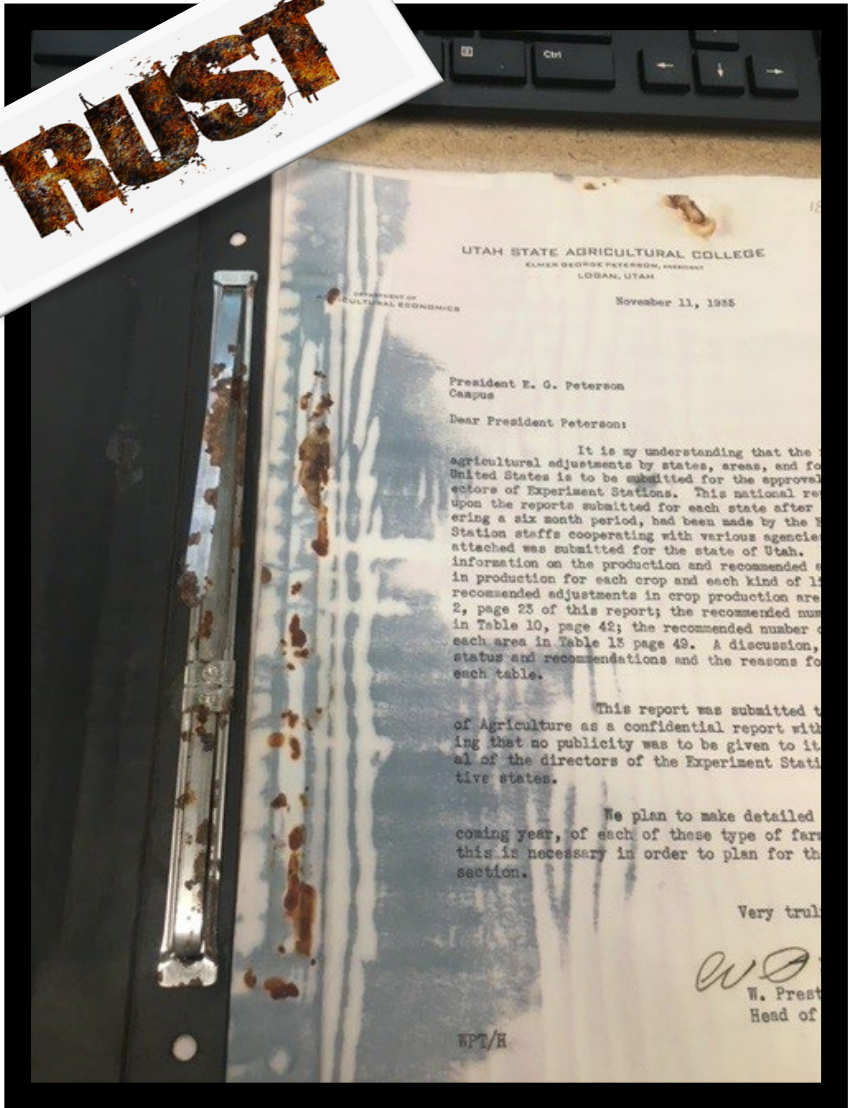
-OR-

Language	eng English	Cat. Date	. .	Bib Code 3	
Skip	0	Bib Level	m Monograph	Country	xx Unknown or unde
Location	i Merrill-Cazier Special Collections and Archives	Material Type	- ---		
MARC Leader	##### n a m 2 2 ##### a 4 5 0 0				
Misc.	049	<input type="checkbox"/>	UUSD		
Call No.	099	<input type="checkbox"/>	22.11:53a		
Title	245	1 0	Policies and procedures : ;c by ...		
Publication Info.	264	1	[Place of publication not included] ;b [Publisher not included]. ;c[1967-1970]		
Description	300	<input type="checkbox"/>	10 loose leaves ;billustrations ;c27 cm		
Note	590	<input type="checkbox"/>	Brief record for SCA Barcode Project fast-add.		



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**RUST**



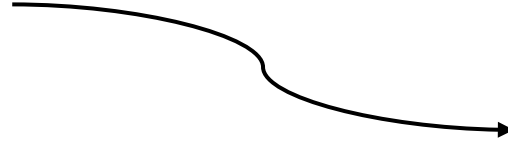
**MOLD**



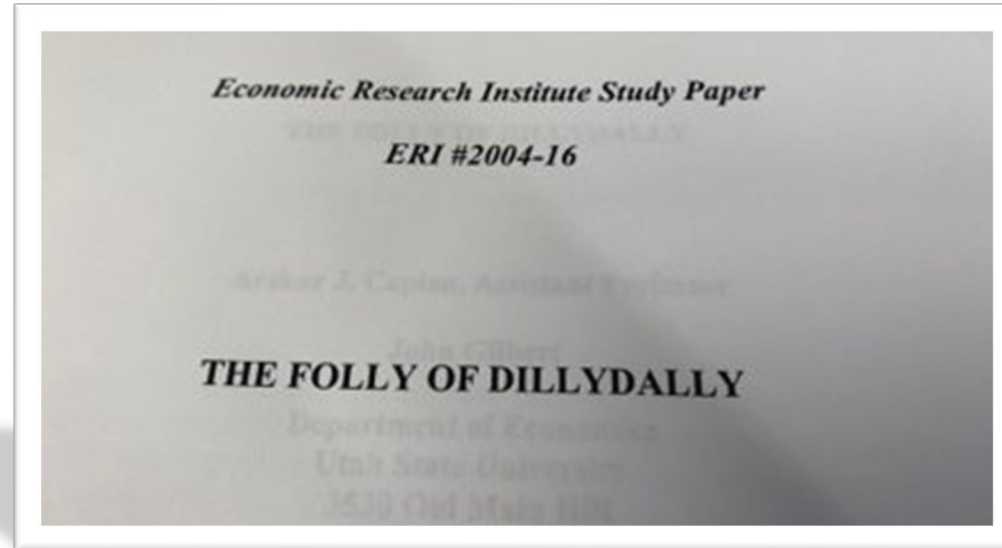
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# MPLP



# MPLMP



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