

Uncovering Hidden Archives & Manuscript Collections

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NHPRC Project Overview

- Basic processing grant funded by National Historical Publications and Records Commission
- Runs October 2011-September 2013

Goals

- Collection level NWDA finding aids for 1,128 collections
- MARC records for 1,128 collections
- Reappraise collections resulting in a list of deaccession candidates
- Eliminate University Archives backlog
- Dramatically decrease manuscript collections backlog



Extra Benefits

- Demonstrate that collection level records can work for us & our users
- Demonstrate that different levels of processing are appropriate for different collections
- Develop detailed processing workflows and decision rationales
- Develop new workflows for gathering statistics
- Demonstrate use of Archivists' Toolkit (AT) for reference and curators' use for outreach

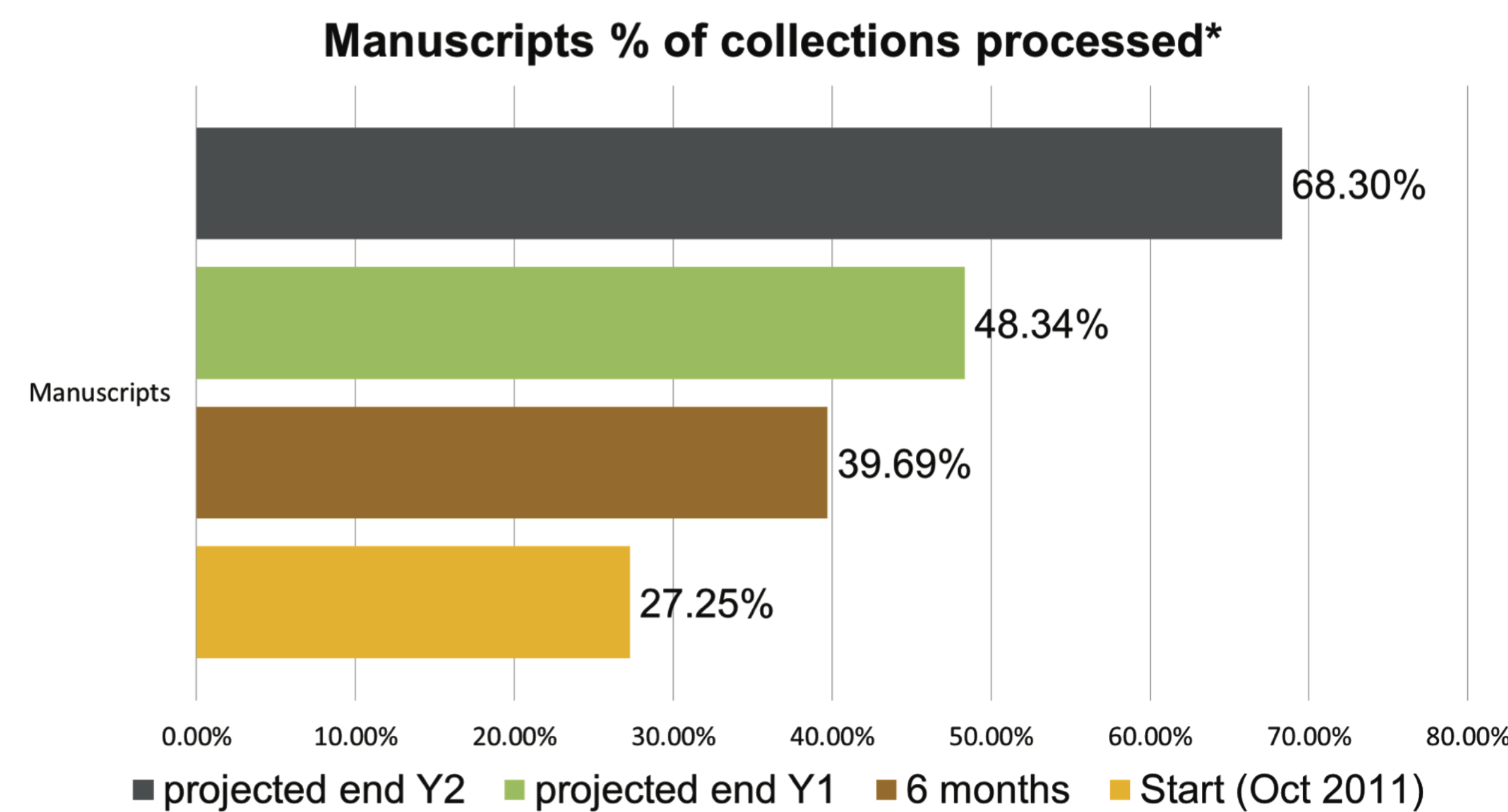
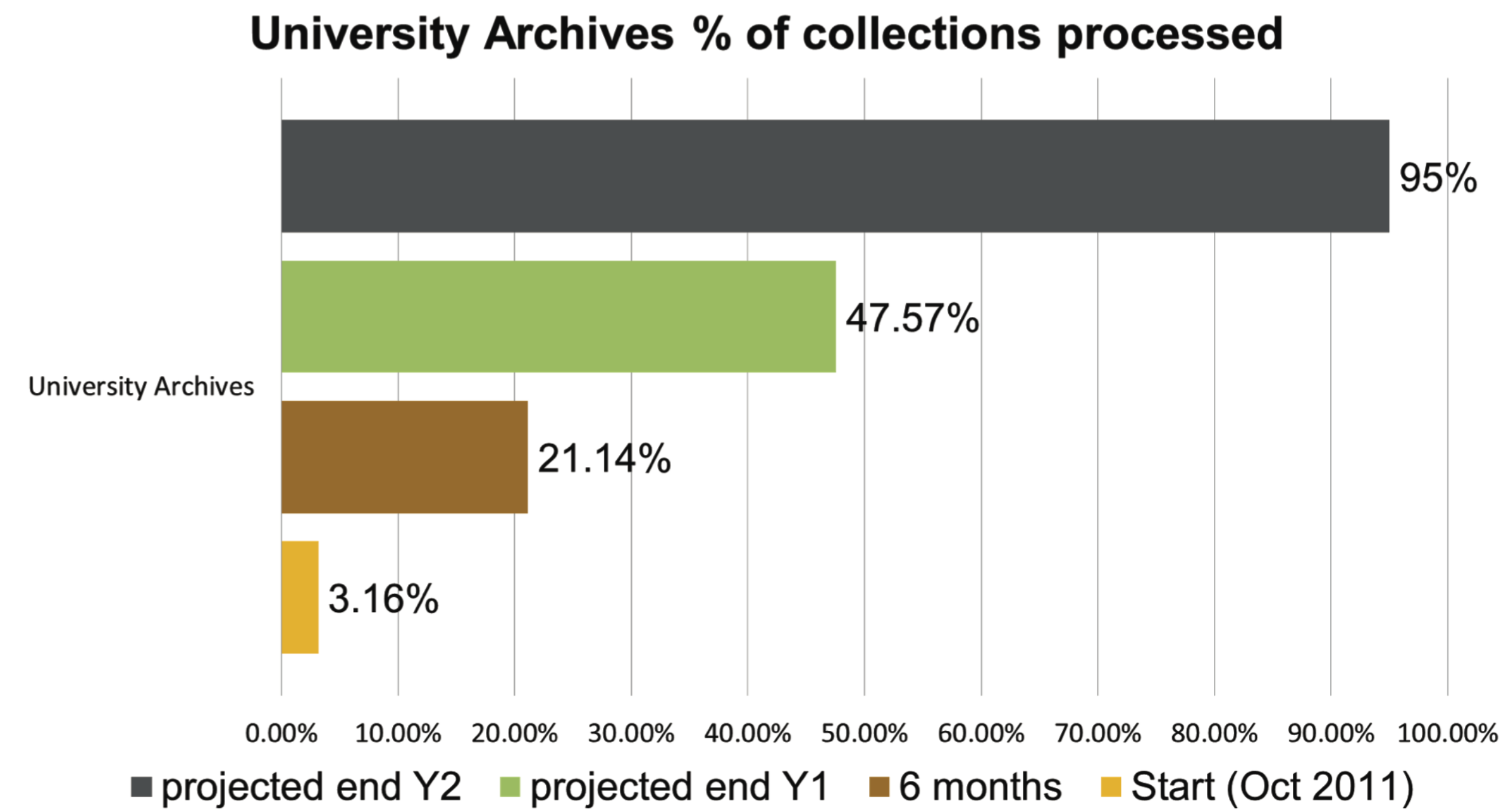
Phases of Work

- Reappraisal and prioritization of collections
- Gather and locate all collection information
- Create collection level (or series-level) record in AT
- Convert container lists to EAD if electronically available (done in limited circumstances) using Excel template & macros
- Create MARC record and upload to catalog
- Finalize and upload EAD finding aid to NWDA

Staffing

- Archivist for Collections Management (project manager) (50%)
- Project Archivist (100%)
- Head of SCUA (5%)
- University Archivist (5%; vacant thus far)
- Electronic Records Archivist/Records Manager (5%)
- Manuscripts Librarian (5%)
- 2 catalogers (12.5% combined)

Projections & Progress



*Manuscripts numbers include some non-grant work, but use the same techniques and workflow

Category	Statistics October 2011 – March 2012
Finding aids prepared	311
Linear ft. processed	3,520.7
Reappraisal average time	6 minutes / collection
Processing average time	84 minutes / collection

Tools & Automation

- Use library intranet, IRIS, to build workflow charts, rules, procedures
- Pre-populate standard AT fields
Ex: Language, Sponsor Note, Finding Aid Status
- Construct default text for finding aid notes:
Ex: Preferred Citation; Conditions Governing Access
- Construct text specifically for collection level records and various levels of physical and intellectual arrangement
Ex: Arrangement notes, Processing notes
- Use NWDA-AT finding aid converter tool
- Use Renamer software for batch file name changes

Outreach Methods

- Harvest information to facilitate and encourage outreach
- Curators use data to update and create subject guides
- Collaborate with subject specialists
- Created SCUA blog: post abstracts with link to NWDA FA

Newly available collection: Robert Blackford Duncan papers

April 5th, 2012 by Cassie Schmitt

Robert Duncan (1920-2011) served in the merchant marine and the Naval Air force, became a lawyer, and served in the Oregon State legislature and the US House of Representatives. The collection contains office and legislative files, correspondence, subject and research files, committee files, film and tape recordings, and campaign files.

Call number: Ax 535

94.5 linear feet (63 containers)

[Click here for the Guide to the Robert Blackford Duncan Papers, 1957-1980](#)

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Lessons Learned So Far

- Using AT in new and different ways to prioritize all future processing
- Rely on description techniques (instead of physical re-organization) to guide processing & accessibility
- Learning when to stop description work on a collection
- Automating key processes facilitates increased collection availability
- Skills needed: decision making, time & project management

Questions? Contact us:

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SCUA blog: News and New Collections at:

<http://libweb.uoregon.edu/tools/blogs/scua/>