Survey Results
& Analysis

for

Next Generation Technical Services: Special Collections/Archives

Executive Summary

This report contains a detailed statistical analysis of the results to the survey titled *Next Generation Technical Services: Special Collections/Archives* . The results analysis includes answers from all respondents who took the survey in the 21 day period from Tuesday, October 06, 2009 to Monday, October 26, 2009. 16 completed responses were received to the survey during this time.

Survey Results & Analysis

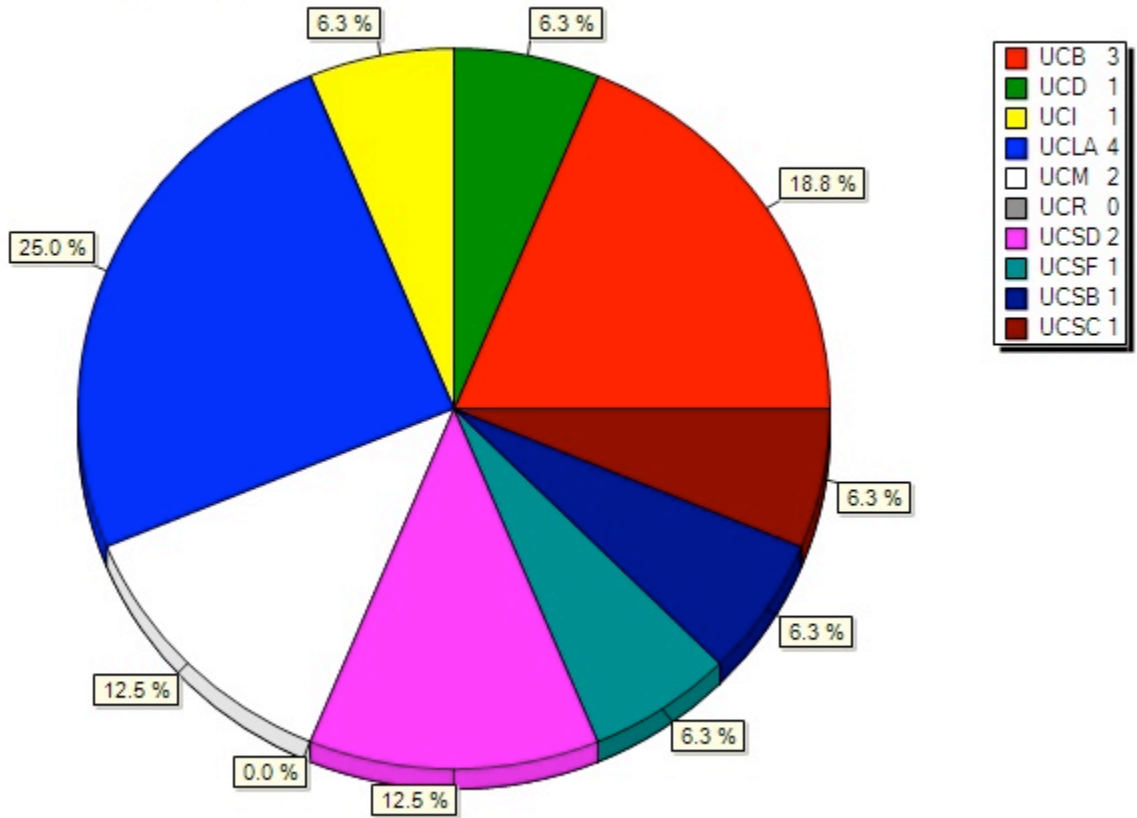**Survey:** Next Generation Technical Services: Special Collections/Archives
Author: NGTS Unique Collections Team
Filter:
Responses Received: 16

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1) Please select your campus:

1) Please select your campus:

Legend:
- UCB 3
- UCD 1
- UCI 1
- UCLA 4
- UCM 2
- UCR 0
- UCSD 2
- UCSF 1
- UCSB 1
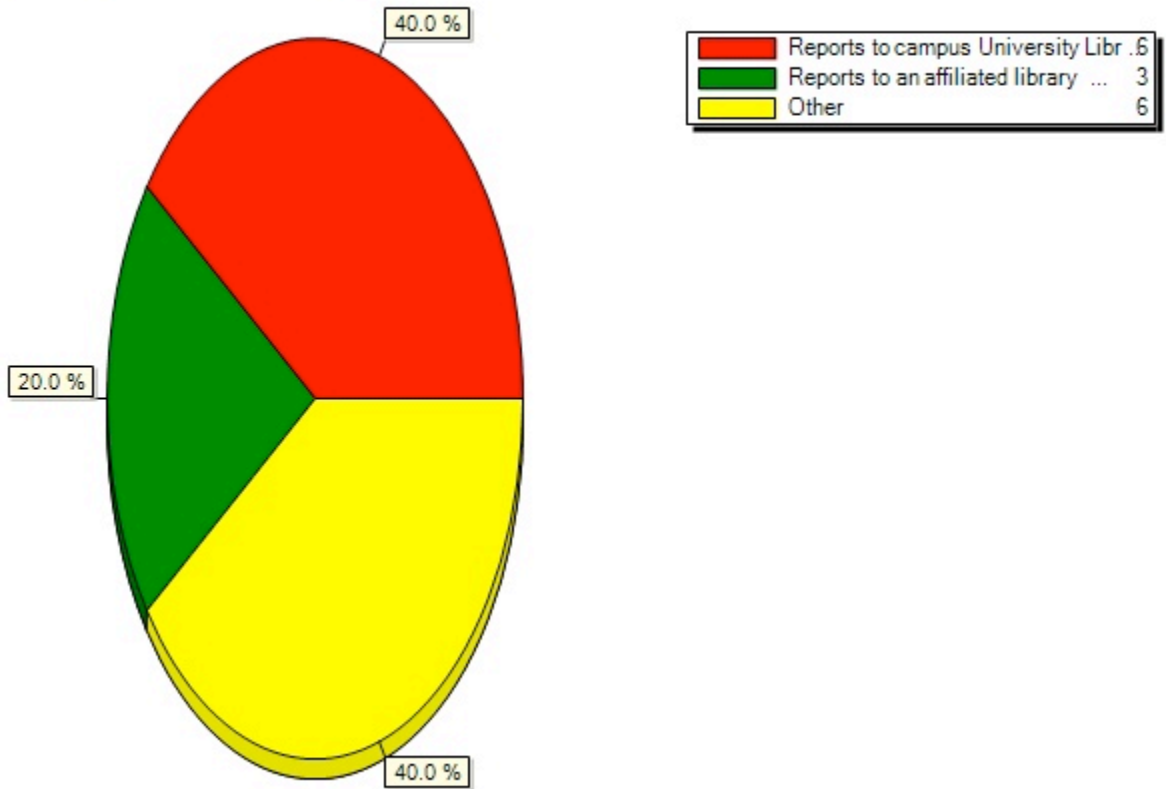- UCSC 1

2) What is the name of your department?

3) What is your administrative reporting structure?
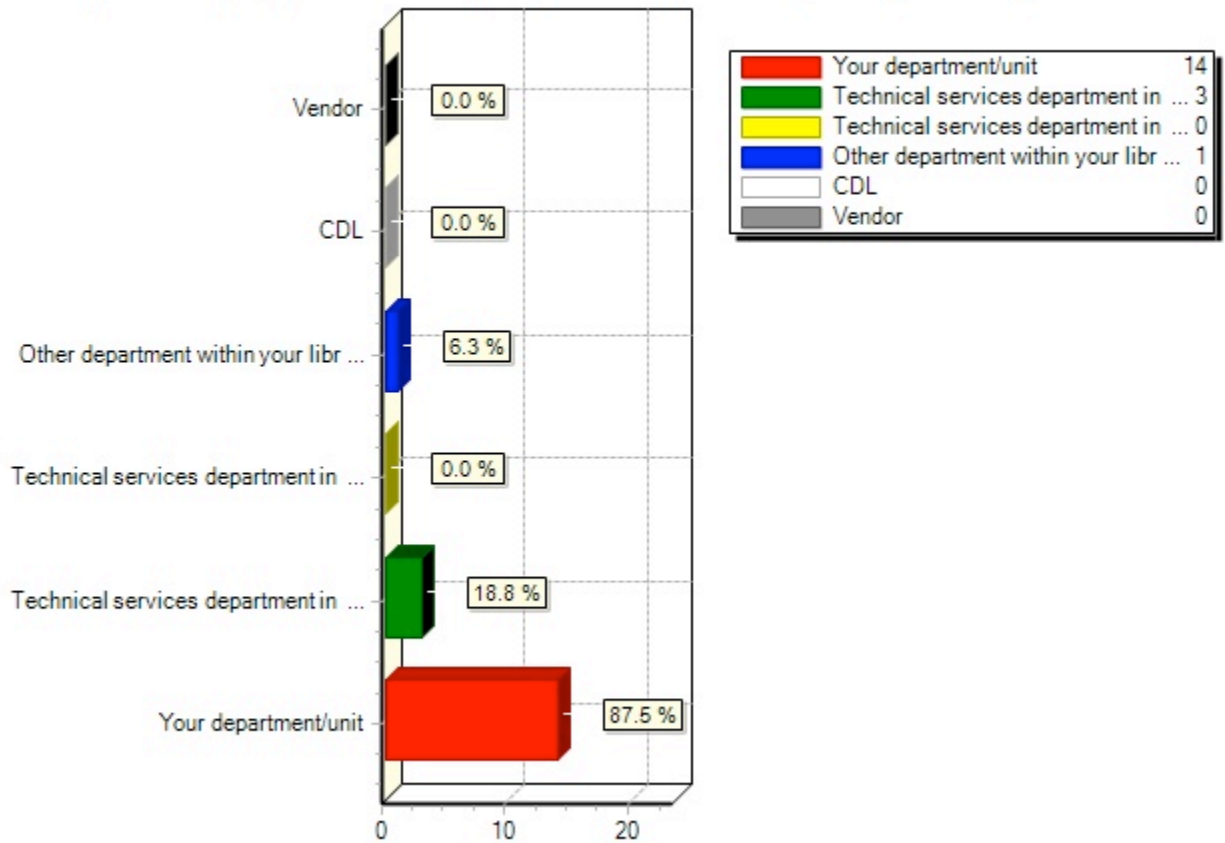
3) What is your administrative reporting structure?

🟥	Reports to campus University Libr	.6
🟩	Reports to an affiliated library ...	3
🟨	Other	6

40.0 %

20.0 %

40.0 %

4.1) Location of activity

4.1) Location of activity
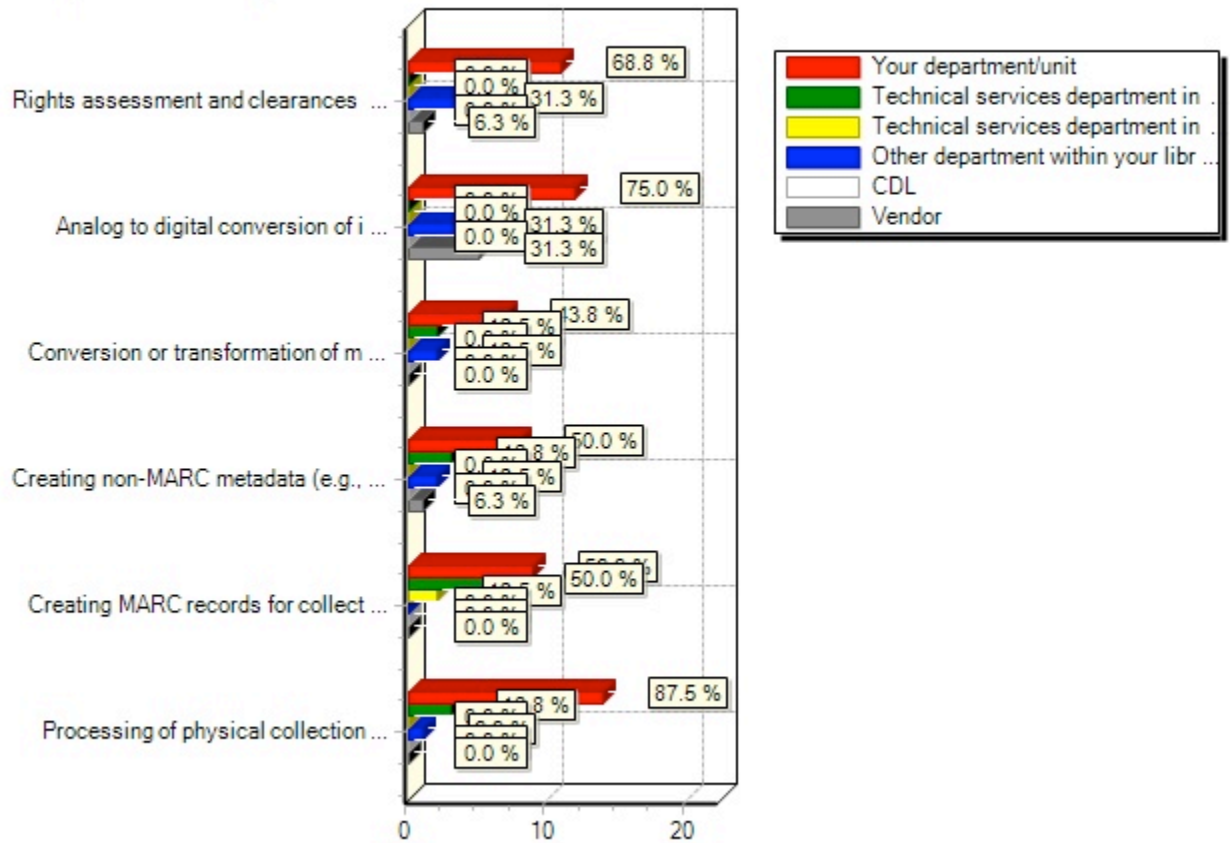
Legend:
- ■ Your department/unit
- ■ Technical services department in ...
- ■ Technical services department in ...
- ■ Other department within your libr ...
- □ CDL
- ■ Vendor

Rights assessment and clearances ...
- 68.8 %
- 0.0 %
- 31.3 %
- 6.3 %

Analog to digital conversion of i ...
- 75.0 %
- 0.0 %
- 31.3 %
- 0.0 %
- 31.3 %

Conversion or transformation of m ...
- 43.8 %
- %
- 0.0 % %
- 0.0 %

Creating non-MARC metadata (e.g., ...
- 50.0 %
- 8 %
- 0.0 % %
- 6.3 %

Creating MARC records for collect ...
- 50.0 %
- %
- 0.0 %

Processing of physical collection ...
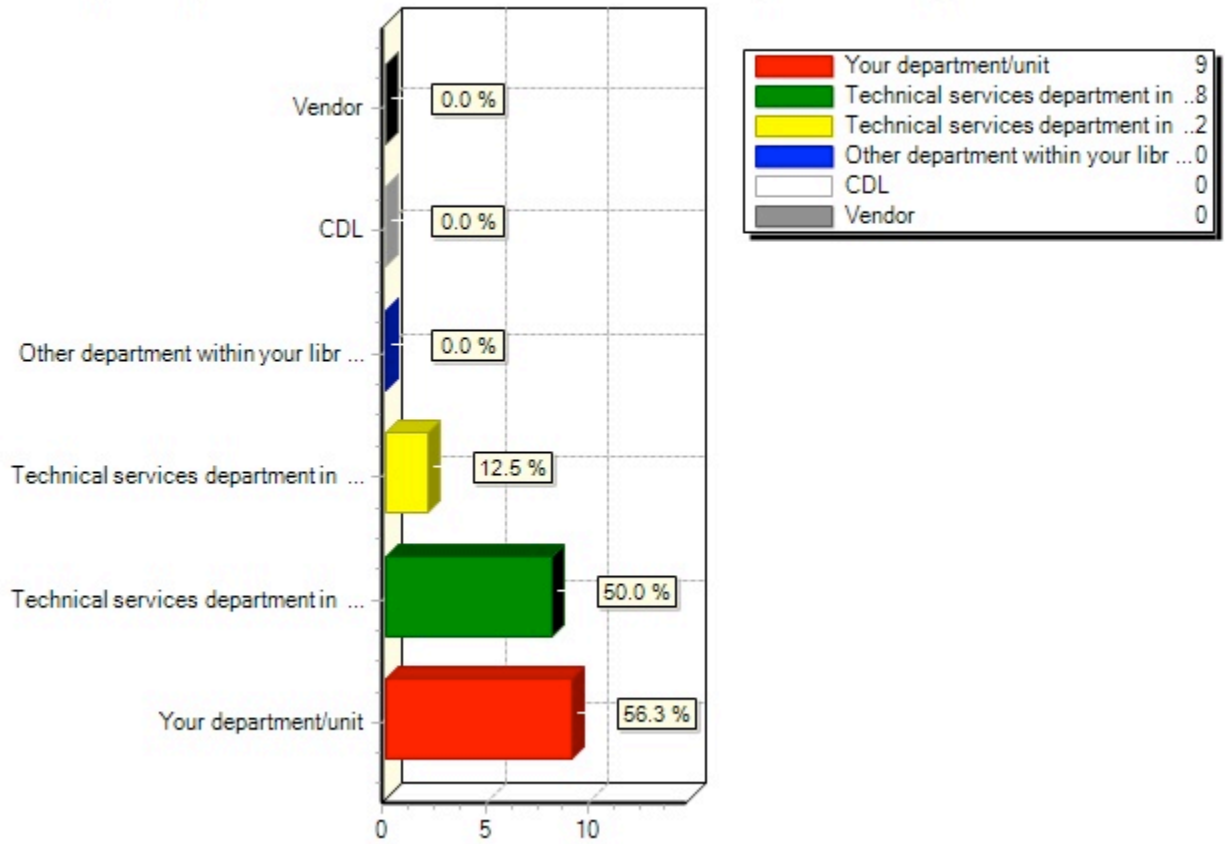- 87.5 %
- 8 %
- 0.0 %

Axis: 0, 10, 20

4.1.1) Processing of physical collections (arrangement, description, housing, labeling, determining use/access restrictions, etc.) (Location of activity)

4.1.1) Processing of physical collections (arrangement, description, housing, labeling, determining use/ac
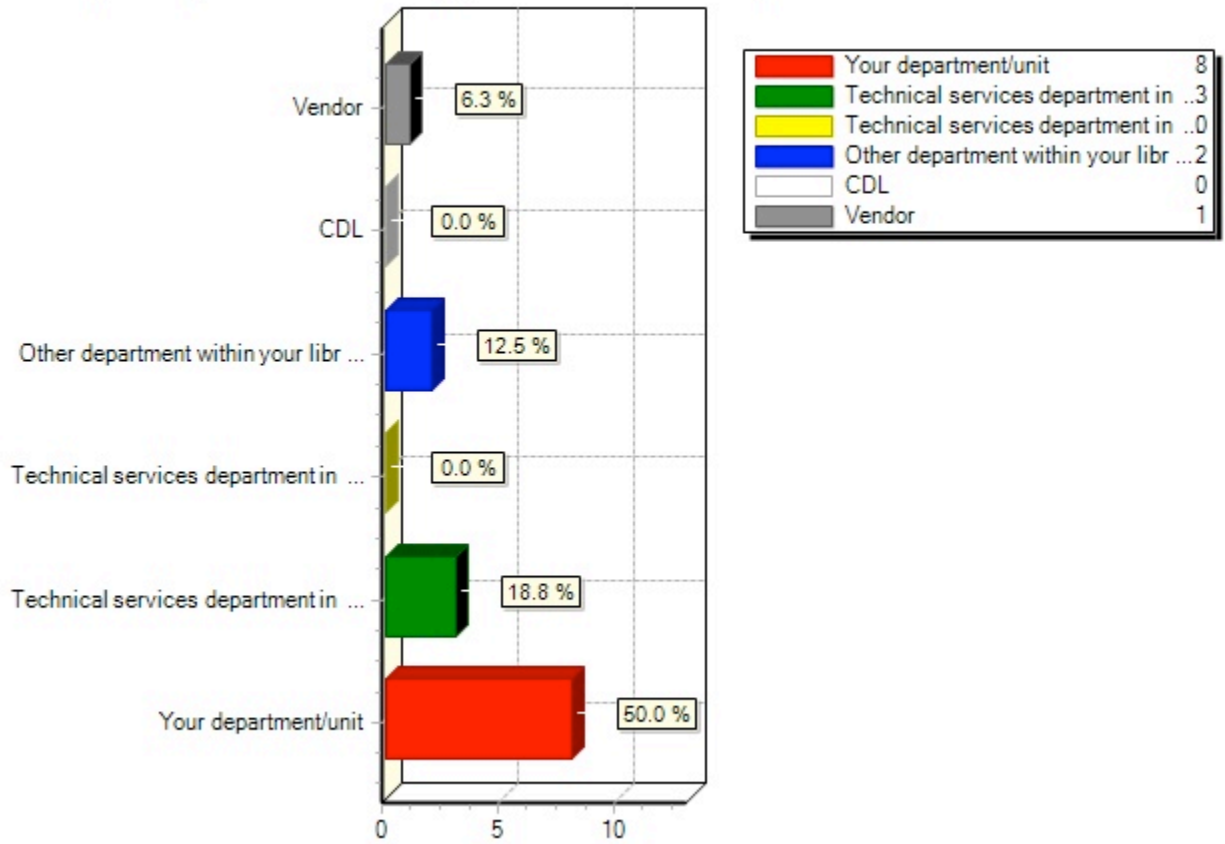
Your department/unit	14
Technical services department in ...	3
Technical services department in ...	0
Other department within your libr ...	1
CDL	0
Vendor	0

Vendor — 0.0 %

CDL — 0.0 %

Other department within your libr ... — 6.3 %

Technical services department in ... — 0.0 %

Technical services department in ... — 18.8 %

Your department/unit — 87.5 %

0   10   20

4.1.2) Creating MARC records for collections and individual resources (Location of activity)

4.1.2) Creating MARC records for collections and individual resources(Location of activity)

Your department/unit	9
Technical services department in ..8
Technical services department in ..2
Other department within your libr ...0
CDL	0
Vendor	0

Vendor — 0.0 %

CDL — 0.0 %

Other department within your libr ... — 0.0 %

Technical services department in ... — 12.5 %

Technical services department in ... — 50.0 %
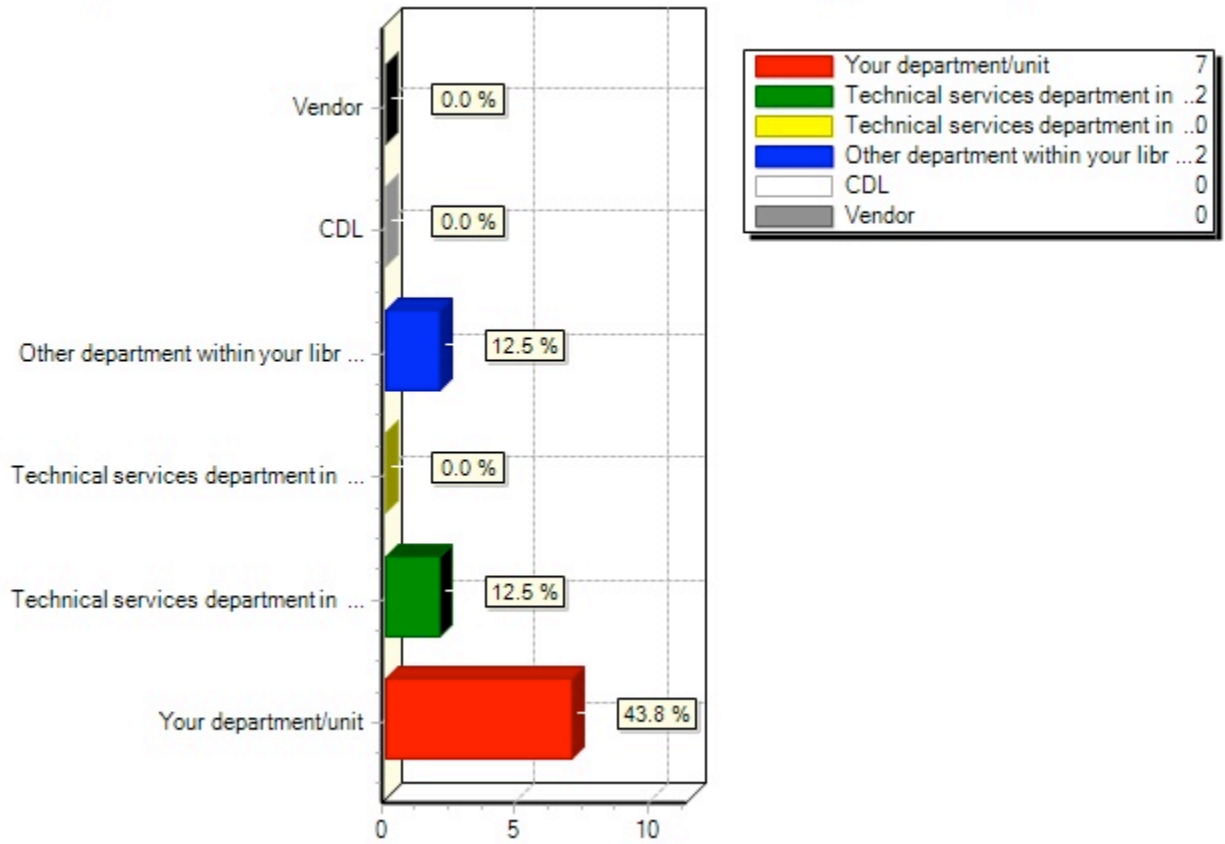
Your department/unit — 56.3 %

0   5   10

4.1.3) Creating non-MARC metadata (e.g., METS, MODS, Dublin Core) for collections and individual resources (Location of activity)

4.1.3) Creating non-MARC metadata (e.g., METS, MODS, Dublin Core) for collections and individual resources
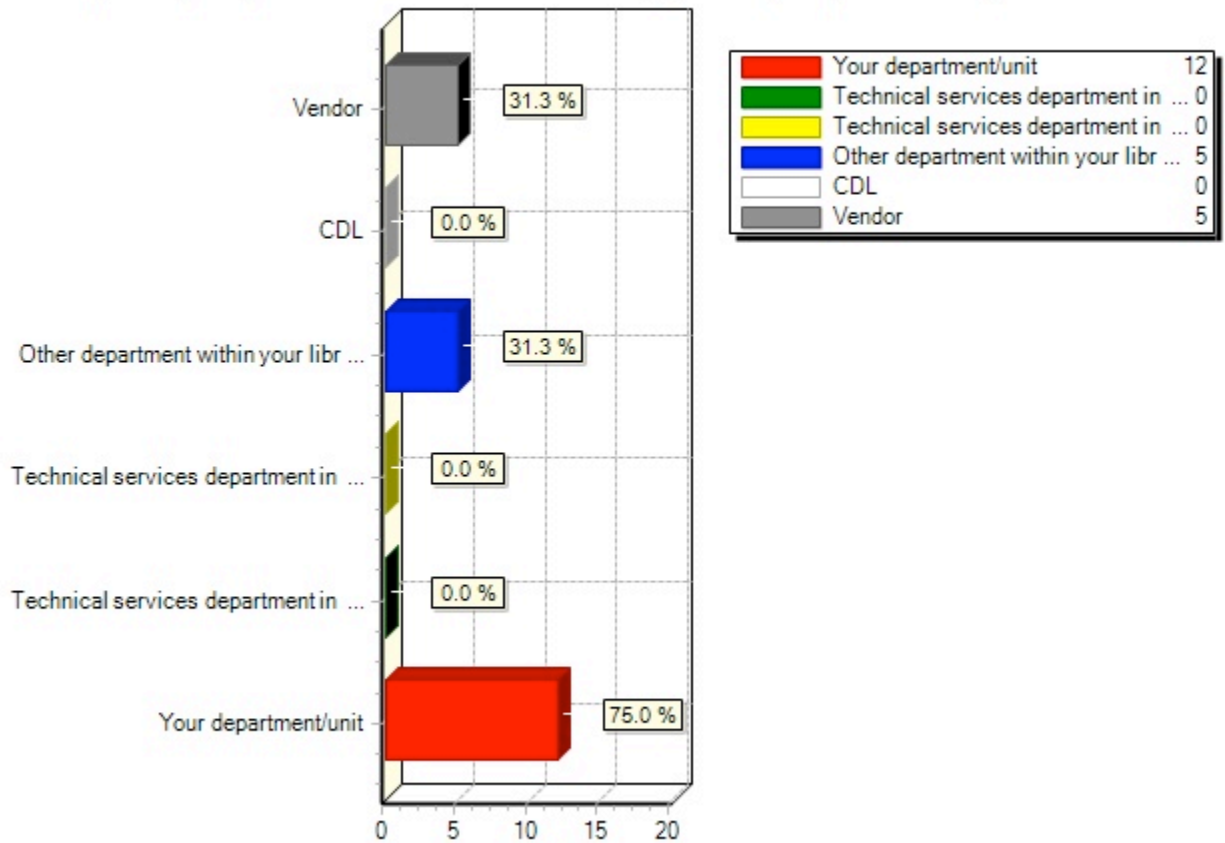
Your department/unit	8
Technical services department in ..	3
Technical services department in ..	0
Other department within your libr ...	2
CDL	0
Vendor	1

Vendor — 6.3 %

CDL — 0.0 %

Other department within your libr ... — 12.5 %

Technical services department in ... — 0.0 %

Technical services department in ... — 18.8 %

Your department/unit — 50.0 %

4.1.4) Conversion or transformation of metadata from one format to another (e.g., EAD to MARC) (Location of activity)

4.1.4) Conversion or transformation of metadata from one format to another (e.g., EAD to MARC)(Location of

■ Your department/unit	7
■ Technical services department in ..	2
□ Technical services department in ..	0
■ Other department within your libr ...	2
□ CDL	0
■ Vendor	0

Vendor — 0.0 %
CDL — 0.0 %
Other department within your libr ... — 12.5 %
Technical services department in ... — 0.0 %
Technical services department in ... — 12.5 %
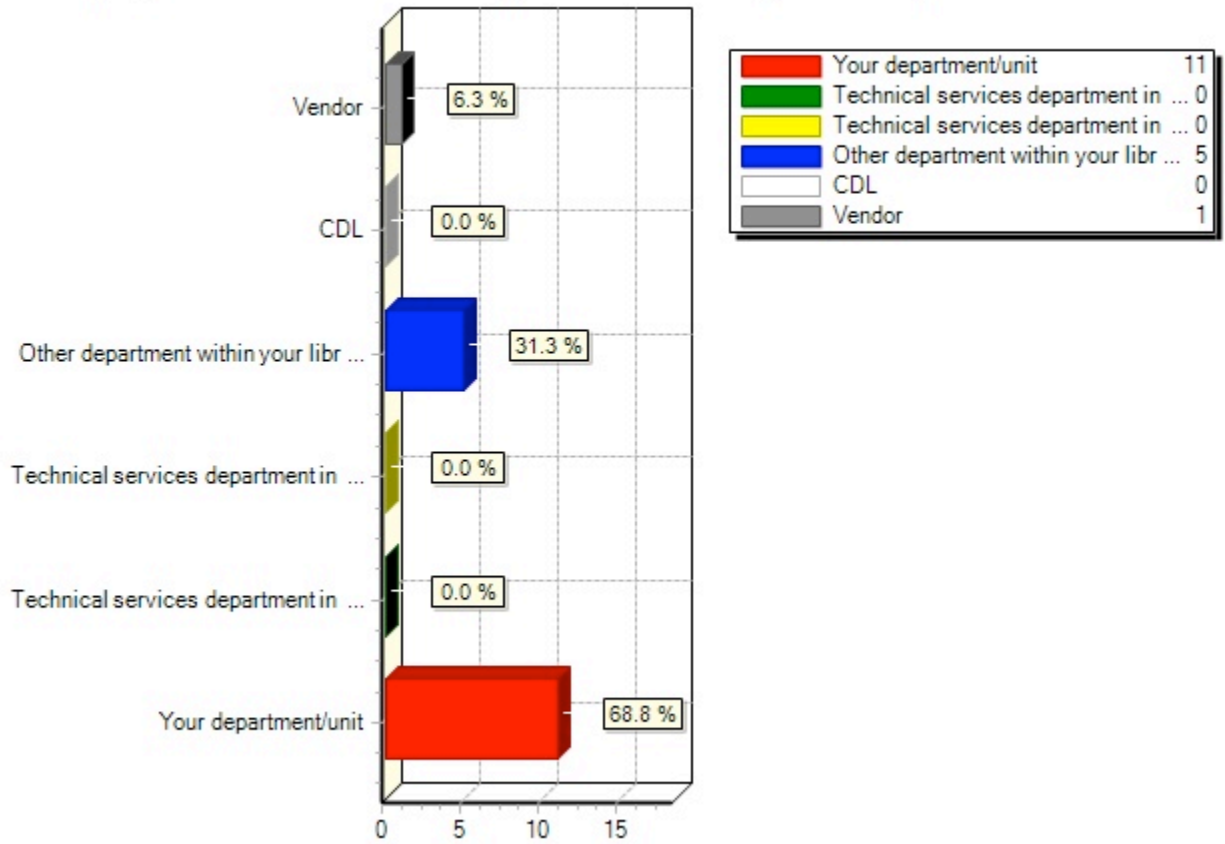Your department/unit — 43.8 %

4.1.5) Analog to digital conversion of individual resources (e.g., scanning or digitization of images, texts, A/V formats) (Location of activity)

4.1.5) Analog to digital conversion of individual resources (e.g., scanning or digitization of images, tex
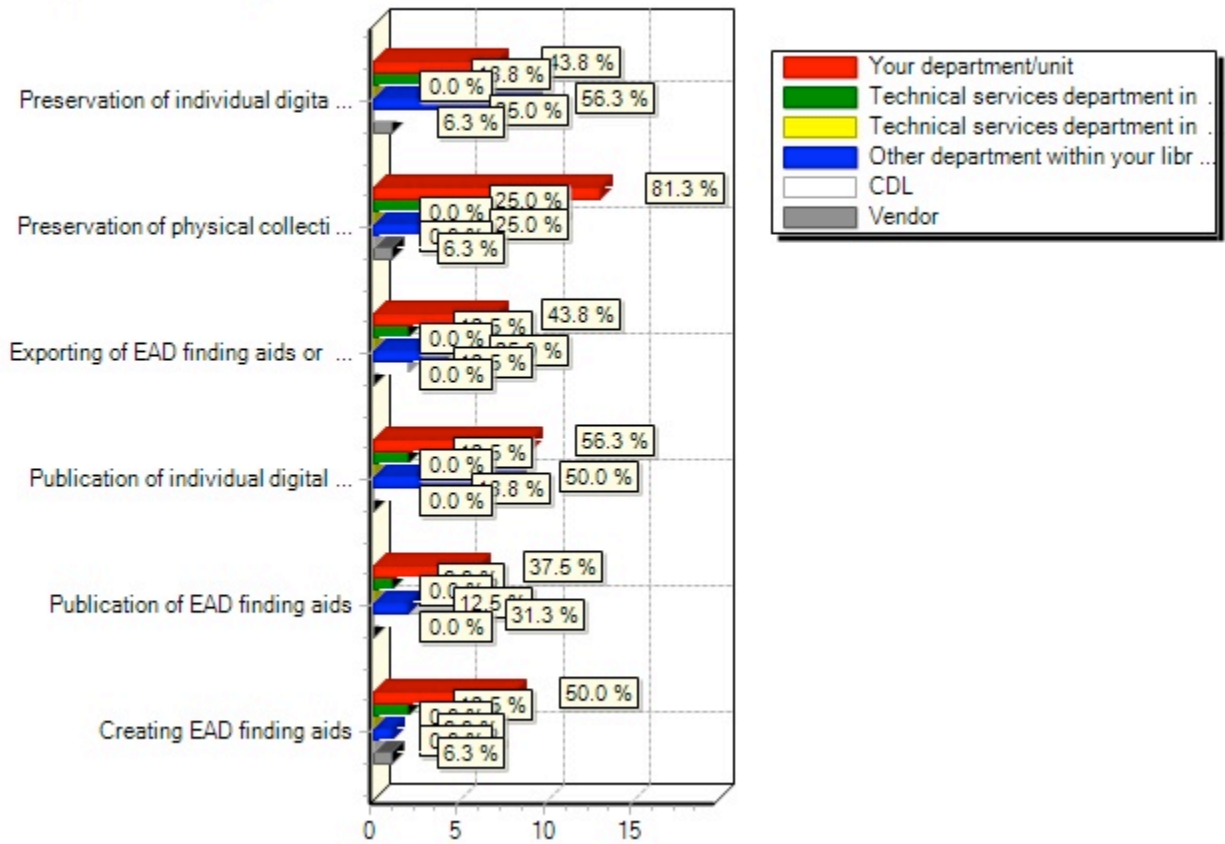
Your department/unit	12
Technical services department in ...	0
Technical services department in ...	0
Other department within your libr ...	5
CDL	0
Vendor	5

Vendor — 31.3 %

CDL — 0.0 %

Other department within your libr ... — 31.3 %

Technical services department in ... — 0.0 %

Technical services department in ... — 0.0 %

Your department/unit — 75.0 %

0   5   10   15   20

4.1.6) Rights assessment and clearances for publication of individual digital resources (Location of activity)

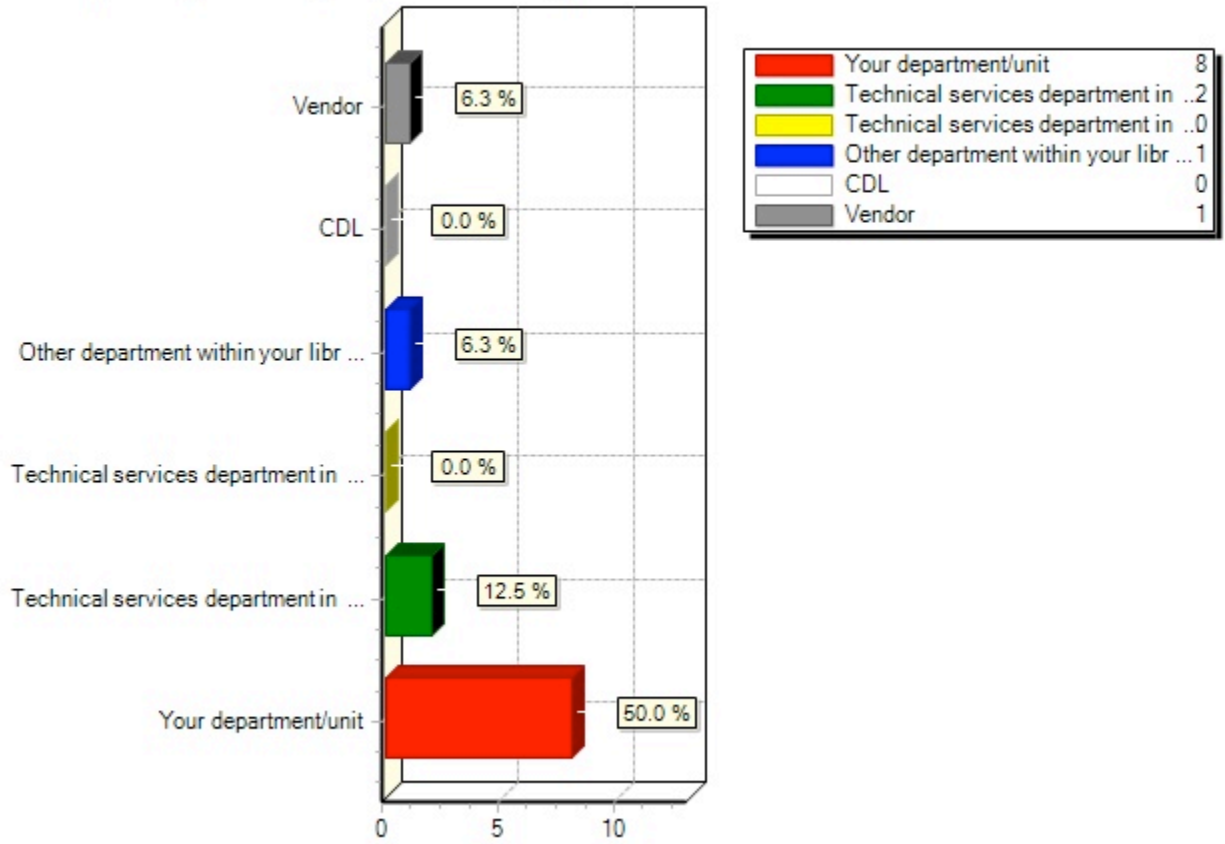**4.1.6) Rights assessment and clearances for publication of individual digital resources(Location of activi**

Your department/unit		11
Technical services department in ...		0
Technical services department in ...		0
Other department within your libr ...		5
CDL		0
Vendor		1

Vendor — 6.3 %

CDL — 0.0 %

Other department within your libr ... — 31.3 %

Technical services department in ... — 0.0 %

Technical services department in ... — 0.0 %

Your department/unit — 68.8 %

0   5   10   15

5.1) Location of activity

5.1) Location of activity

Legend:
- Your department/unit
- Technical services department in ...
- Technical services department in ...
- Other department within your libr ...
- CDL
- Vendor

Preservation of individual digita ...
- 43.8 %
- 3.8 %
- 0.0 %
- 56.3 %
- 6.3 %
- 5.0 %

Preservation of physical collecti ...
- 81.3 %
- 25.0 %
- 0.0 %
- 25.0 %
- 6.3 %

Exporting of EAD finding aids or ...
- 43.8 %
- 0.0 %
- %
- %
- 0.0 %

Publication of individual digital ...
- 56.3 %
- 0.0 %
- %
- 50.0 %
- 3.8 %
- 0.0 %

Publication of EAD finding aids
- 37.5 %
- 0.0 %
- 12.5 %
- 31.3 %
- 0.0 %

Creating EAD finding aids
- 50.0 %
- %
- 6.3 %

X-axis: 0, 5, 10, 15

5.1.1) Creating EAD finding aids (Location of activity)

5.1.1) Creating EAD finding aids(Location of activity)

Your department/unit	8
Technical services department in ..	2
Technical services department in ..	0
Other department within your libr ...	1
CDL	0
Vendor	1

Vendor — 6.3 %

CDL — 0.0 %

Other department within your libr ... — 6.3 %

Technical services department in ... — 0.0 %

Technical services department in ... — 12.5 %

Your department/unit — 50.0 %

0   5   10

5.1.2) Publication of EAD finding aids (Location of activity)

5.1.2) Publication of EAD finding aids(Location of activity)
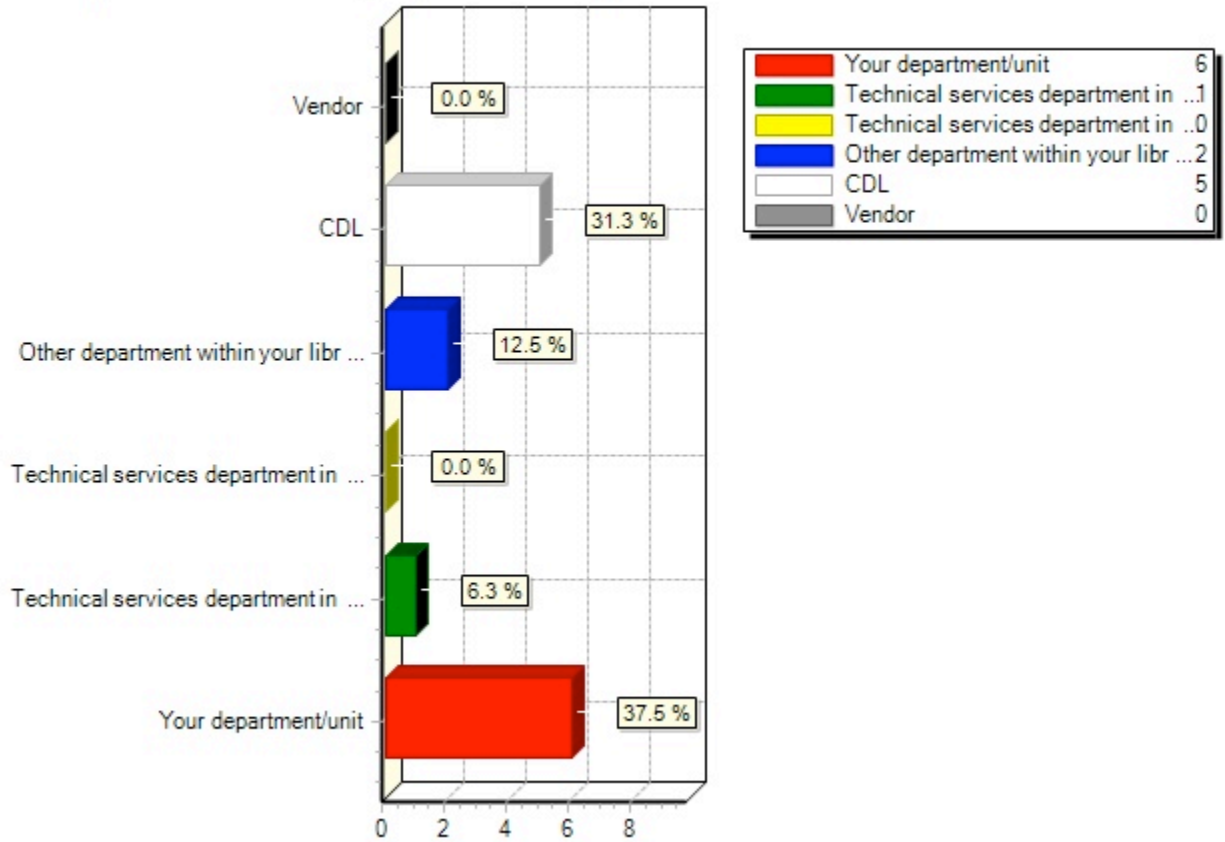
Your department/unit	6
Technical services department in ...	1
Technical services department in ...	0
Other department within your libr ...	2
CDL	5
Vendor	0

- Vendor — 0.0 %
- CDL — 31.3 %
- Other department within your libr ... — 12.5 %
- Technical services department in ... — 0.0 %
- Technical services department in ... — 6.3 %
- Your department/unit — 37.5 %

5.1.3) Publication of individual digital resources via local websites (e.g., images, texts, A/V) (Location of activity)

5.1.3) Publication of individual digital resources via local websites (e.g., images, texts, A/V)(Location

■	Your department/unit	9
■	Technical services department in ..2	
□	Technical services department in ..0	
■	Other department within your libr ...8	
□	CDL	3
■	Vendor	0

Vendor — 0.0 %

CDL — 18.8 %

Other department within your libr ... — 50.0 %

Technical services department in ... — 0.0 %

Technical services department in ... — 12.5 %

Your department/unit — 56.3 %

0   5   10
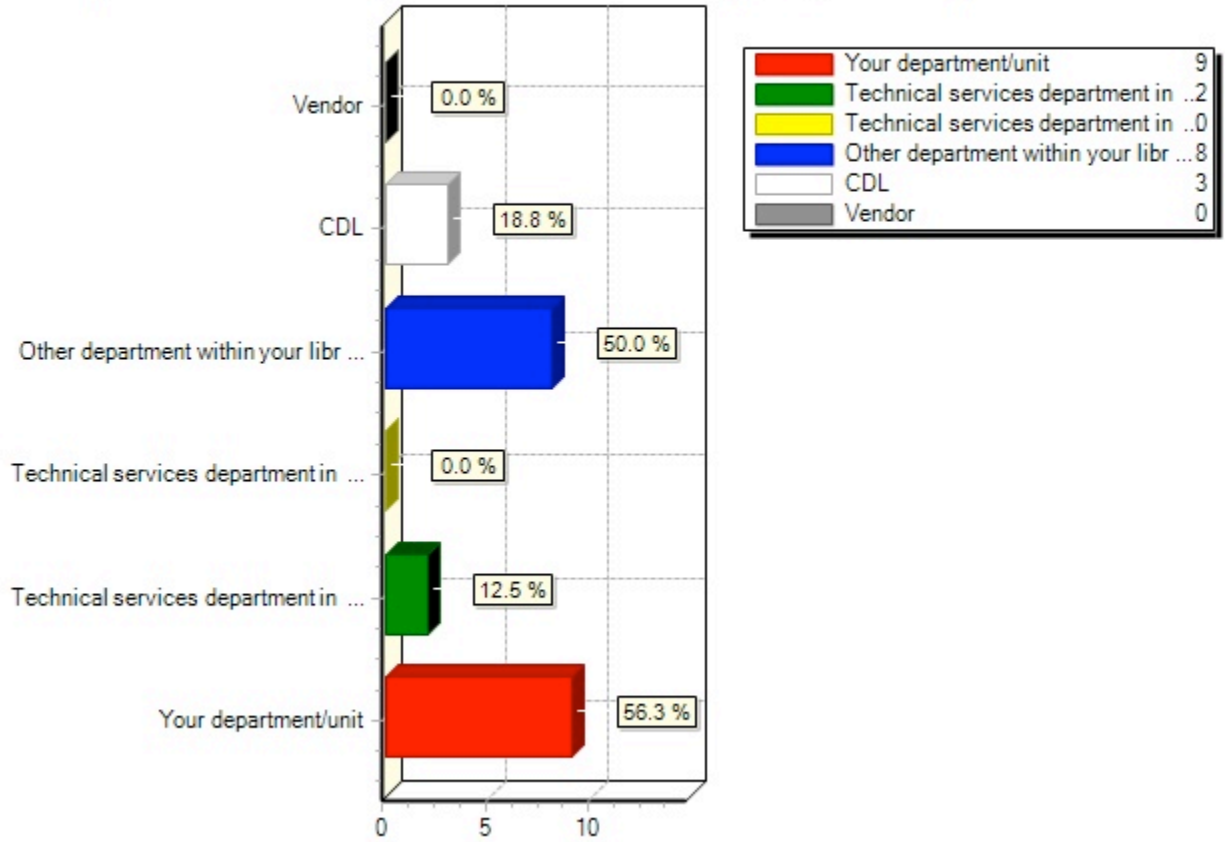
5.1.4) Exporting of EAD finding aids or digital resources to external organizations/service providers, for online publication (e.g., OCLC WorldCat, OCLC ArchiveGrid, OAC, etc.) (Location of activity)

5.1.4) Exporting of EAD finding aids or digital resources to external organizations/service providers, for

Legend		Value
■ (red)	Your department/unit	7
■ (green)	Technical services department in ..2	2
■ (yellow)	Technical services department in ..0	0
■ (blue)	Other department within your libr ...4	4
□ (white)	CDL	2
■ (gray)	Vendor	0

Vendor — 0.0 %
CDL — 12.5 %
Other department within your libr ... — 25.0 %
Technical services department in ... — 0.0 %
Technical services department in ... — 12.5 %
Your department/unit — 43.8 %

0   5   10
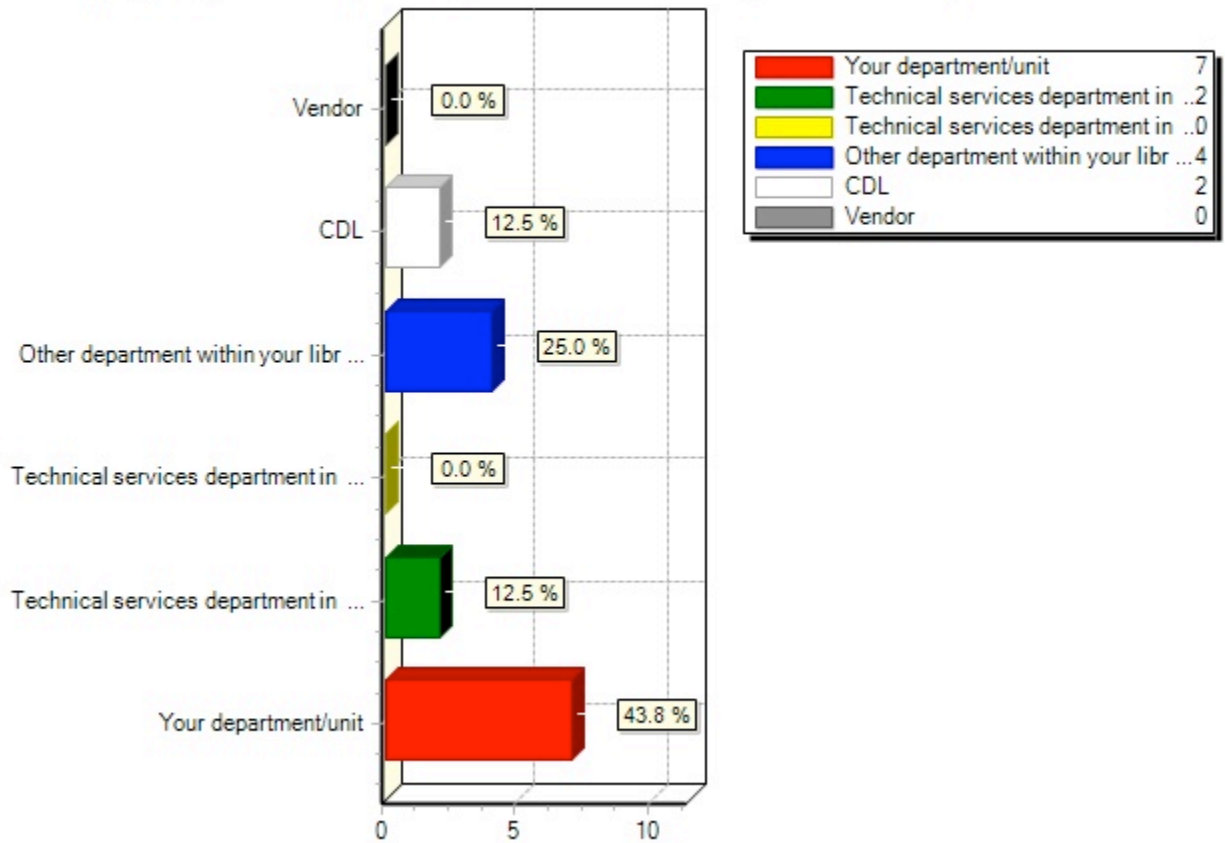
5.1.5) Preservation of physical collections and individual resources (Location of activity)

5.1.5) Preservation of physical collections and individual resources(Location of activity)

■ Your department/unit	13
■ Technical services department in ...	4
□ Technical services department in ...	0
■ Other department within your libr ...	4
□ CDL	0
■ Vendor	1

Vendor — 6.3 %

CDL — 0.0 %

Other department within your libr ... — 25.0 %

Technical services department in ... — 0.0 %

Technical services department in ... — 25.0 %

Your department/unit — 81.3 %

0   5   10   15   20
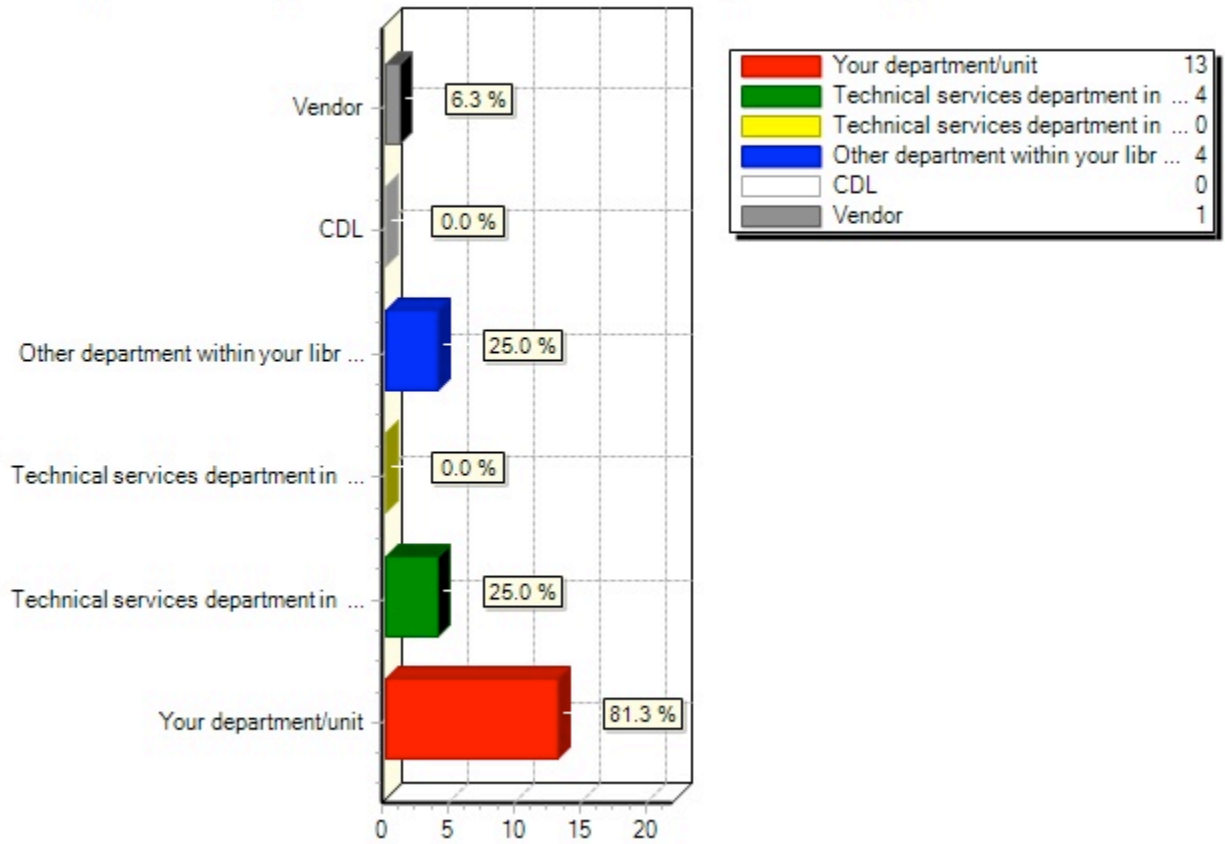
5.1.6) Preservation of individual digital resources (Location of activity)

5.1.6) Preservation of individual digital resources(Location of activity)

Your department/unit	7
Technical services department in ..3	
Technical services department in ..0	
Other department within your libr ...9	
CDL	4
Vendor	1

Vendor — 6.3 %

CDL — 25.0 %

Other department within your libr ... — 56.3 %

Technical services department in ... — 0.0 %

Technical services department in ... — 18.8 %

Your department/unit — 43.8 %

0   5   10
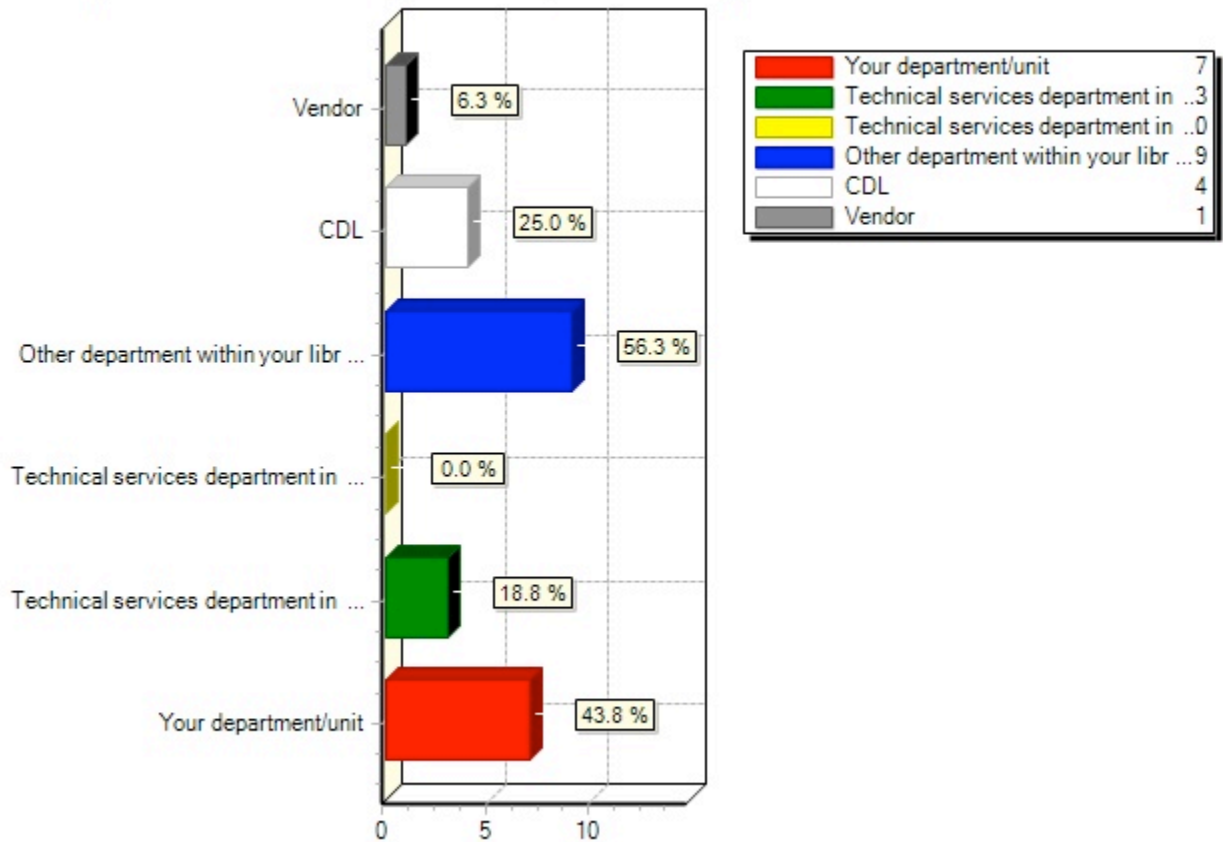
6) Please briefly characterize any significant techniques, tools, or strategies that you are utilizing to more efficiently tackle any of the activities outlined above -- in particular, to address backlogs. Examples: Use of "more product, less process" techniques to arrange and describe archival collections Creating minimal-level MARC records for individual printed monographs Creating collection-level MARC records for aggregations of printed monographs (by theme, provenance, etc.) Utilizing an archival management system to both manage collections and generate EAD finding aids Implementing a tool to convert EAD records into MARC, for loading into local OPACs

and Melvyl

Please briefly characterize any significant techniques, tools, or strategies that you are utilizing to more efficiently tackle any of the activities outlined above -- in particular, to address backlogs. Examples: Use of "more product, less process" techniques to arrange and describe archival collections Creating minimal-level MARC records for individual printed monographs Creating collection-level MARC records for aggregations of printed monographs (by theme, provenance, etc.) Utilizing an archival management system to both manage collections and generate EAD finding aids Implementing a tool to convert EAD records into MARC, for loading into local OPACs and Melvyl
Implementing "more product, less process" techniques. Planning to create minimal-level MARC records for each archive and manuscript collection. We are just beginning to use Archivist's Toolkit, and are planning to use it to manage collections and generate EAD finding aids.
* Use of "more product, less process" techniques to arrange, preserve, and describe archival collections (e.g., various levels of processing for different collections or within collections based on an assessment of their value, condition, potential for use, and available resources; working at series, box, or folder levels, rather than reviewing individual items; not refoldering all collections anymore; not sleeving all photographs anymore) * Creating minimal-level finding aids and MARC records for unprocessed collections so that they won't be hidden anymore * Reducing the amount of information that goes into original cataloging. In particular, we are reducing the number of genre terms we identify and apply. * Allowing more and more unprocessed archival collections to be used, so long as they don't have restriction issues or they won't be harmed during use. * Unprocessed university archives collections are now open to use, but some boxes are flagged for restriction review on demand. In other words, instead of separating out restricted materials from every University Archives accession as we process or accession materials, we are waiting to see what people want, then reviewing the materials for problems on demand. * Creating minimal-level MARC records for individual printed monographs and serials. * Creating collection-level MARC records for aggregations of printed monographs and serials * Utilizing an archival management system to both manage collections and generate EAD finding aids * Implementing a tool to convert EAD records into MARC, for loading into local OPACs and Melvyl * Partnering with Technical Services in the Library to send non-fragile monographs valued at less than $500 to their department to have a variety of catalogers perform copy cataloging (or simple original cataloging) in their specializations for Special Collections. * Stopped performing authority work for manuscript collections.

mplp; treating pamphlet, ephemera, and broadside collections as manuscript collections, with container lists, rather than cataloging individually.
For some collections when appropriate we apply "more product, less process" techniques.
Creating minimal-level MARC records for individual motion pictures and television programs. Creating collection'level MARC records for aggregations of moving image, such as home movies, outtakes from a particular film, etc.
We use all the tools you cited above.
- utilize an inhouse EAD template, SCREAD, to create draft finding aids - based on appraisal, have always employed various levels of archival description for processing archival materials (more product, less process) - whenever possible, preliminarily process incoming collections on-site (office, residence, etc.) prior to transfer to archives: discard duplicates, eliminate unwanted files, i.d. content covered by 'privacy,' i.d. content in poor physical condition, etc.; often these preliminarily processed collections can go directly to SRLF and are available to researchers.
All of the above (except an archival management system at this time). All of our manuscript collections have an entry on the Department's web guide, MARC record to go into storage, and a minimal level box list to identify contents for retrieval.
use of "more product, less process" techniques would like to implement a tool to convert EAD into MARC

7) Are there particular techniques, tools, or strategies that you're using that other UC campuses might find useful, and could potentially be adopted UC-wide? If so, please briefly describe.

Are there particular techniques, tools, or strategies that you're using that other UC campuses might find useful, and could potentially be adopted UC-wide? If so, please briefly describe.
* We could share processing manuals and cataloging documentation so we can see how other campuses are responding to the "More Product, Less Process" craze, or the call to expose hidden collections, or even the newer DACS and DCRM standards. This review and sharing could lead to more common practices among our institutions, but each will probably have to still have local variations. * Due to the loss of our Special Collections cataloger, we are trying to get more Library technical services staff involved in cataloging Special Collections materials. This fits into some of the Next Gen rhetoric for having Tech Services staff focus more on unique materials and less on commonly held materials. Some

at UCI call it "main-streaming Special Collections" but I'd rather think of it as a way to get more staffing resources dedicated to Special Collections materials.
See no. 6. Other campuses probably already implementing.
We're fortunate to have long-term staff who are intimately familiar with the types of materials we collect & how we process. But I realize that's a quality unique to us.
Other than box lists as described in 6 above, no.
i don't think so

8) Approximately how many FTE are involved in accessioning and processing archival records and manuscript collections? (FTE of 1.0 represents full-time; a FTE of 0.5 represents half-time).

Your department staff: professional FTE	Your department staff: paraprofessional FTE	Other library staff: professional FTE	Other library staff: paraprofessional FTE
.7			
0.2	0.8		
5.0	5.0	2.0	2.0
	2.5		
2	3		
0.05	0.75		
1.0			
13.5	3.5		
1	1	5	3
0	0	0	0
1	2		
0.01	0	0	0

8.1) Your department staff: professional FTE(Approximately how many FTE are involved in accessioning and processing archival records and manuscript collections? (FTE of 1.0 represents full-time; a FTE of 0.5 represents half-time).)

Your department staff: professional FTE
.7
0.2
5.0
2
0.05
1.0
13.5
1
0
1
0.01

8.2) Your department staff: paraprofessional FTE(Approximately how many FTE are involved in accessioning and processing archival records and manuscript collections? (FTE of 1.0 represents full-time; a FTE of 0.5 represents half-time).)

Your department staff: paraprofessional FTE
0.8
5.0
2.5
3
0.75
3.5
1
0
2

0

8.3) Other library staff: professional FTE(Approximately how many FTE are involved in accessioning and processing archival records and manuscript collections? (FTE of 1.0 represents full-time; a FTE of 0.5 represents half-time).)

Other library staff: professional FTE
2.0
5
0
0

8.4) Other library staff: paraprofessional FTE(Approximately how many FTE are involved in accessioning and processing archival records and manuscript collections? (FTE of 1.0 represents full-time; a FTE of 0.5 represents half-time).)

Other library staff: paraprofessional FTE
2.0
3
0
0

9) Approximately how many linear feet of archival materials does your department acquire in an average year?

9) Approximately how many linear feet of archival materials does your department acquire in an averag

Mean = 504.09
Min = 5.00, Max = 3,000.00
Median = 200.00

	Range	Count
	0.00 thru 199,999.99	11
	200,000.00 thru 399,999.99	0
	400,000.00 thru 599,999.99	0
	600,000.00 thru 799,999.99	0
	800,000.00 thru 999,999.99	0
	1,000,000.00 thru 1,199,999.99	0
	1,200,000.00 thru 1,399,999.99	0
	1,400,000.00 thru 1,599,999.99	0
	1,600,000.00 thru 1,799,999.99	0
	1,800,000.00 thru 1,999,999.99	0
	2,000,000.00 thru 2,199,999.99	0
	2,200,000.00 thru 2,399,999.99	0
	2,400,000.00 thru 2,599,999.99	0
	2,600,000.00 thru 2,799,999.99	0
	2,800,000.00 thru 2,999,999.99	0
	3,000,000.00 thru 3,199,999.99	0
	3,200,000.00 thru 3,399,999.99	0
	3,400,000.00 thru 3,599,999.99	0
	3,600,000.00 thru 3,799,999.99	0
	3,800,000.00 thru 3,999,999.99	0
	4,000,000.00 thru 4,199,999.99	0
	4,200,000.00 thru 4,399,999.99	0
	4,400,000.00 thru 4,599,999.99	0
	4,600,000.00 thru 4,799,999.99	0
	4,800,000.00 thru 4,999,999.99	0
	5,000,000.00 thru 5,199,999.99	0

100.0 %

0.0 % 0.0 % 0.0 % 0.0 % 0.0 % 0.0 % 0.0 % 0.0 % 0.0 %

1.00 thru 199,999.99   4,600,000.00 thru 4,799,999.99

10) Approximately how many linear feet of archival materials does your unit have processed in an average year?

10) Approximately how many linear feet of archival materials does your unit have processed in an average y

Mean = 416.89
Min = 2.00, Max = 1,200.00
Median = 400.00

	Range	Count
	0.00 thru 1,999,999.99	9
	2,000,000.00 thru 3,999,999.99	0
	4,000,000.00 thru 5,999,999.99	0
	6,000,000.00 thru 7,999,999.99	0
	8,000,000.00 thru 9,999,999.99	0
	10,000,000.00 thru 11,999,999.99	0
	12,000,000.00 thru 13,999,999.99	0
	14,000,000.00 thru 15,999,999.99	0
	16,000,000.00 thru 17,999,999.99	0
	18,000,000.00 thru 19,999,999.99	0
	20,000,000.00 thru 21,999,999.99	0
	22,000,000.00 thru 23,999,999.99	0
	24,000,000.00 thru 25,999,999.99	0
	26,000,000.00 thru 27,999,999.99	0
	28,000,000.00 thru 29,999,999.99	0
	30,000,000.00 thru 31,999,999.99	0
	32,000,000.00 thru 33,999,999.99	0
	34,000,000.00 thru 35,999,999.99	0
	36,000,000.00 thru 37,999,999.99	0
	38,000,000.00 thru 39,999,999.99	0
	40,000,000.00 thru 41,999,999.99	0
	42,000,000.00 thru 43,999,999.99	0
	44,000,000.00 thru 45,999,999.99	0
	46,000,000.00 thru 47,999,999.99	0
	48,000,000.00 thru 49,999,999.99	0
	50,000,000.00 thru 51,999,999.99	0

100.0 %

0.0 % 0.0 % 0.0 % 0.0 % 0.0 % 0.0 % 0.0 % 0.0 % 0.0 %

0 thru 1,999,999.99   48,000,000.00 thru 49,999,999.99

11) On average, how many hours does it take to process one linear foot of your archival materials? (Multiple answers for different kinds of collections are OK).

On average, how many hours does it take to process one linear foot of your archival materials? (Multiple answers for different kinds of collections are OK).
8 hours
4 hrs/lf for larger uniform collections, to 15-20 hrs/lf for more finely processed art-related collections
Two to five hours depending on type and amount of research needed, physical condition. If we are scanning or doing digital conversion along with metadata construction at same time, this slows down process.
It depends on the collection and whether it comes to use in a well-organized fashion or not.
.5 to 8, depending on the nature of the material
6
2 hrs. for standard UC office files; 3 hrs. for faculty papers
Not applicable at this time.
Unable to say, the standard 24 hours per one l.f.
varies widely between records and realia

12) Approximately how much archival material is unprocessed in your holdings?

Linear feet	Percentage of holdings
	54%
2335	52%
1500	8%
15,000	70% unprocessed (this is an estimate.)
250	5%
27,000	45%

1,400	13%
0	0
18,650	90
20	75
195	

12.1) Linear feet(Approximately how much archival material is unprocessed in your holdings?)

Linear feet
2335
1500
15,000
250
27,000
1,400
0
18,650
20
195

12.2) Percentage of holdings(Approximately how much archival material is unprocessed in your holdings?)

Percentage of holdings
54%
52%
8%
70% unprocessed (this is an estimate.)
5%
45%
13%

0
90
75

13) Are you currently managing born-digital archival materials or electronic records in your holdings?

13) Are you currently managing born-digital archival materials or electronic records in your holdings?

■ Yes	6
■ No	5
□ Other	2

46.2 %

15.4 %

38.5 %

14) If you answered "Yes" to Question #13, how are your storing and maintaining the materials?

If you answered "Yes" to Question #13, how are your storing and maintaining the materials?
Some in original media as donated (e.g. a DVD w/ the contents of a scientist's hard drive). Some in dedicated folders on the Library server.
Some files are on a server with routine back ups. Other files are on floppy disks, CDs, or hard drives in boxes within collections. We are currently investigating moving some of these into a digital asset management system we just purchased, Canto Cumulus. We are also going to use DSpace for one collection and transfer files from floppy disks. We are using DSpace to create a "virtual reading room"; due to the terms of the gift agreement, we can't freely publish the materials on the web, but we can provide access according to our standard procedures, which essentially involves filling out and signing an application and agreeing to our terms for use.
On a series of servers, regularly refreshed and backed up - IT would know details.
Local DAMS and CDL's DPR
locally to date on mirrored hard disk; they will go into a centralized storage server when process and system is available
local server and CDL DPR
UCLA Library server designated as preservation backup; there currently is no 'auditing' of the e-files for bit loss; oldest born e-file: 1996 'snapshot' of first UCLA Library webpages.

15) If you answered "Yes" to Question #13, are you creating metadata for and providing access to them?

If you answered "Yes" to Question #13, are you creating metadata for and providing access to them?
Not yet.
We are only creating metadata for born- digital items as they come up in our long processing queue. For the Dspace project mentioned above, we are about to create metadata for the items, but the metadata will be very minimal (author, title, date, rights statement, collection statement for each object)...there are 1190 objects and we only have volunteer graduate students to do the bulk of the

description.
Yes, Metadata librarian (not in Special) handles.
Yes
we provide public display and have metadata for some of them
No.
yes.

16) Approximately how many FTE are involved in processing and cataloging unique or rare published materials? (FTE of 1.0 represents full-time; a FTE of 0.5 represents half-time).
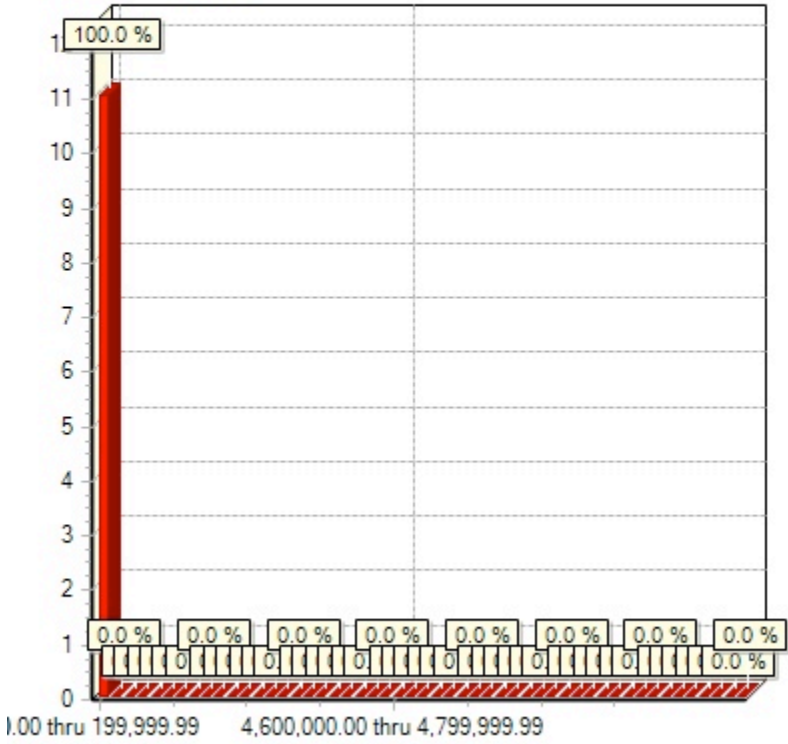
Your department staff: professional FTE	Your department staff: paraprofessional FTE	Other library staff: professional FTE	Other library staff: paraprofessional FTE
.2			.5
	0.2		0.2
1.0		1.0	2.0
	1.0		
1.4	1		
3	1.8		Students: 4 FTE
1.0			
3	1		
0	0	3	2
1.0	0	0	0
0.5		1.65	2.0
0	0	0	0
	1.0		

16.1) Your department staff: professional FTE(Approximately how many FTE are involved in processing and cataloging unique or rare published materials? (FTE of 1.0 represents full-time; a FTE of 0.5 represents half-time).)

Your department staff: professional FTE
.2
1.0
1.4
3
1.0
3
0
1.0
0.5
0

16.2) Your department staff: paraprofessional FTE(Approximately how many FTE are involved in processing and cataloging unique or rare published materials? (FTE of 1.0 represents full-time; a FTE of 0.5 represents half-time).)

Your department staff: paraprofessional FTE
0.2
1.0
1
1.8
1
0
0
0
1.0

16.3) Other library staff: professional FTE(Approximately how many FTE are involved in processing and cataloging unique or rare published materials? (FTE of 1.0 represents full-time; a FTE of 0.5 represents half-time).)

Other library staff: professional FTE
1.0
3
0
1.65
0

16.4) Other library staff: paraprofessional FTE(Approximately how many FTE are involved in processing and cataloging unique or rare published materials? (FTE of 1.0 represents full-time; a FTE of 0.5 represents half-time).)

Other library staff: paraprofessional FTE
.5
0.2
2.0
Students: 4 FTE
2
0
2.0
0

17) Approximately how many volumes are cataloged for your unit (i.e., complete copy cataloging and original cataloging) in one year?

17) Approximately how many volumes are cataloged for your unit (i.e., complete copy cataloging and origina

Mean = 2,016.00
Min = 1.00, Max = 7,600.00
Median = 1,500.00

Range	Count
0.00 thru 199,999.99	11
200,000.00 thru 399,999.99	0
400,000.00 thru 599,999.99	0
600,000.00 thru 799,999.99	0
800,000.00 thru 999,999.99	0
1,000,000.00 thru 1,199,999.99	0
1,200,000.00 thru 1,399,999.99	0
1,400,000.00 thru 1,599,999.99	0
1,600,000.00 thru 1,799,999.99	0
1,800,000.00 thru 1,999,999.99	0
2,000,000.00 thru 2,199,999.99	0
2,200,000.00 thru 2,399,999.99	0
2,400,000.00 thru 2,599,999.99	0
2,600,000.00 thru 2,799,999.99	0
2,800,000.00 thru 2,999,999.99	0
3,000,000.00 thru 3,199,999.99	0
3,200,000.00 thru 3,399,999.99	0
3,400,000.00 thru 3,599,999.99	0
3,600,000.00 thru 3,799,999.99	0
3,800,000.00 thru 3,999,999.99	0
4,000,000.00 thru 4,199,999.99	0
4,200,000.00 thru 4,399,999.99	0
4,400,000.00 thru 4,599,999.99	0
4,600,000.00 thru 4,799,999.99	0
4,800,000.00 thru 4,999,999.99	0
5,000,000.00 thru 5,199,999.99	0

100.0 %

0.0 % 0.0 % 0.0 % 0.0 % 0.0 % 0.0 % 0.0 % 0.0 % 0.0 %

0.00 thru 199,999.99   4,600,000.00 thru 4,799,999.99

18) Approximately how many volumes does your unit acquire in an average year?

18) Approximately how many volumes does your unit acquire in an average year?

Mean = 1,754.60
Min = 1.00, Max = 8,500.00
Median = 425.00
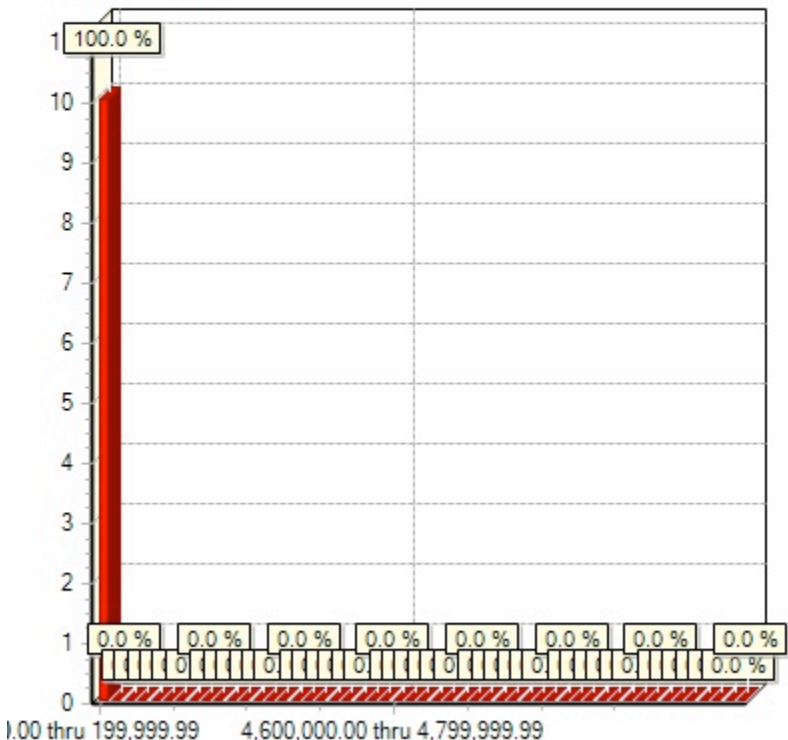
0.00 thru 199,999.99	10
200,000.00 thru 399,999.99	0
400,000.00 thru 599,999.99	0
600,000.00 thru 799,999.99	0
800,000.00 thru 999,999.99	0
1,000,000.00 thru 1,199,999.99	0
1,200,000.00 thru 1,399,999.99	0
1,400,000.00 thru 1,599,999.99	0
1,600,000.00 thru 1,799,999.99	0
1,800,000.00 thru 1,999,999.99	0
2,000,000.00 thru 2,199,999.99	0
2,200,000.00 thru 2,399,999.99	0
2,400,000.00 thru 2,599,999.99	0
2,600,000.00 thru 2,799,999.99	0
2,800,000.00 thru 2,999,999.99	0
3,000,000.00 thru 3,199,999.99	0
3,200,000.00 thru 3,399,999.99	0
3,400,000.00 thru 3,599,999.99	0
3,600,000.00 thru 3,799,999.99	0
3,800,000.00 thru 3,999,999.99	0
4,000,000.00 thru 4,199,999.99	0
4,200,000.00 thru 4,399,999.99	0
4,400,000.00 thru 4,599,999.99	0
4,600,000.00 thru 4,799,999.99	0
4,800,000.00 thru 4,999,999.99	0
5,000,000.00 thru 5,199,999.99	0

100.0 %

0.0 % 0.0 % 0.0 % 0.0 % 0.0 % 0.0 % 0.0 % 0.0 % 0.0 %

).00 thru 199,999.99   4,600,000.00 thru 4,799,999.99

19) On average, how long does it take to do original cataloging for an individual item in your holdings?

20) Any clarifying comments that you'd like to add?

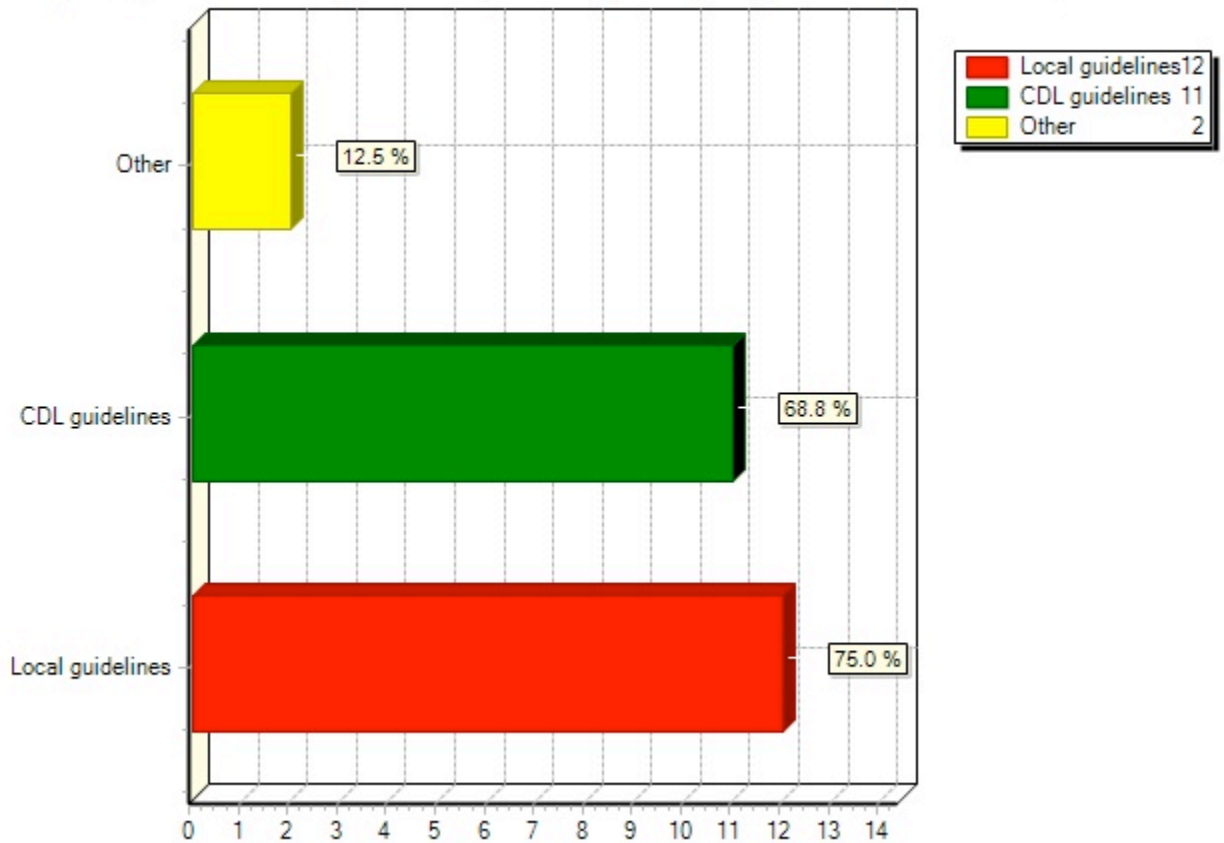| Any clarifying comments that you'd like to add? |
|---|
| In FY07-08 we did a clean-up project to retrospectively catalog previously uncatalogued rare books. The .5 FTE were dedicated to that. We rarely acquire rare books because there is no rare book acquisition budget. |
| * For our printed materials backlog, we have approximately 2,150 items requiring original cataloging but which have brief, local bibliographic records; 8,350 bibliographic records requiring some sort of review of the copy cataloging; and approximately 7,000 items with no bibliographic control whatsoever. * Due to budget cuts and the hiring freeze, in the past year we permanantly lost 1 FTE paraprofessional archival collections assistant, 1 FTE professional Special Collections cataloger, and a professional archivist/librarian who spent 0.25 FTE on technical services. We will also lose another 1 FTE professional archivist in February 2010, as the person currently in the position is a temporary appointment. The numbers I reported above are based on what staffing we will have from February 2010 and onwards. + All Special Collections staff spend 6-10 hours a week doing reference, so the FTE above has been adjusted to represent the amount of time spent on technical services tasks. |
| FTE counts may be misleading, since individual librarians and staff have multiple duties and may get counted more than once. Bulk of cataloging is not print materials but sound recordings, which are included as volumes above, not all original cataloging. With budget cuts, output is being severely curtailed. |
| Print monographs are easy to catalog unless in a foreign language, artist books and fine printing and realia are more complex than print monos, unpublished media is complex and usually requires some research, campus print publications take longer than commercial publications. |
| Could not answer questions 18-19 |
| My unit does not process/catalog published materials. |
| Any cataloging, original or copy is done by the UCLA Library Cataloging and Metadata Center. I always suggest copy if it is available and they take it from there. |
| Much of our cataloging is unique pamphlets. |
| we do not have such collections; answers to 17-17 should be 0 |

21) What guidelines or "best practices" are you following when creating metadata for individual digital resources (whether digitized, or born-digital)? (Check all that apply).

21) What guidelines or "best practices" are you following when creating metadata for individual digital re
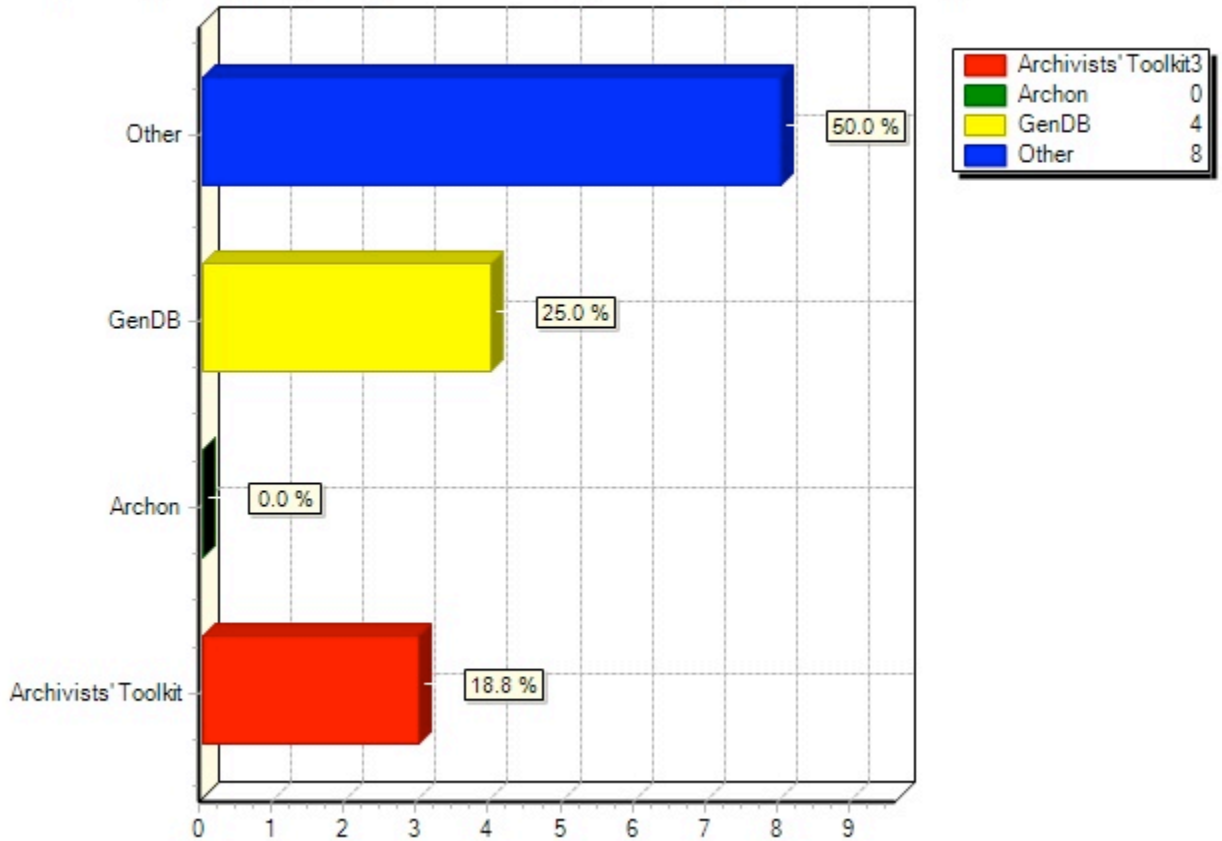
Legend:
- Local guidelines 13
- CDL guidelines 11
- Other 4

- Other: 25.0 %
- CDL guidelines: 68.8 %
- Local guidelines: 81.3 %
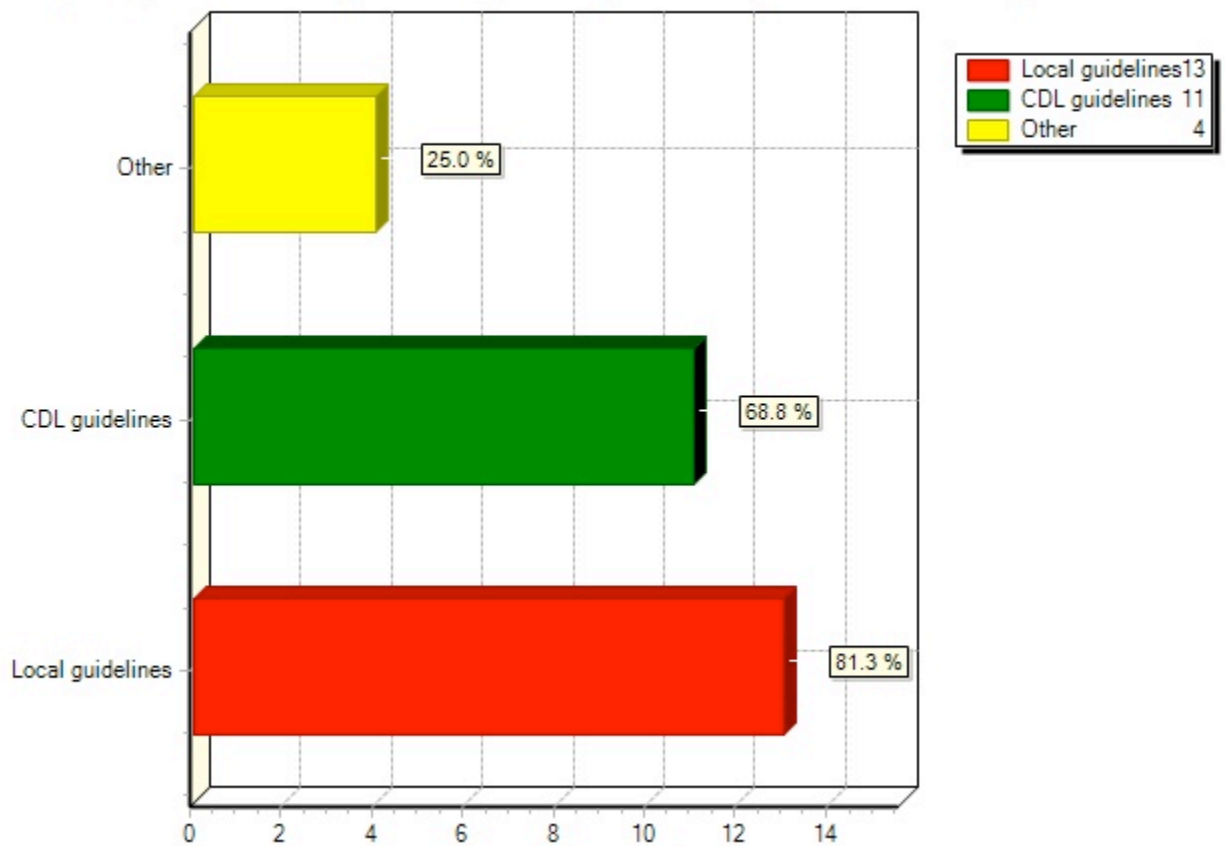
22) What guidelines or "best practices" are you following when digitizing individual digital resources (e.g., creating digital files, such as images, texts, etc.)? (Check all that apply).

22) What guidelines or "best practices" are you following when digitizing individual digital resources (e.

Local guidelines	12
CDL guidelines	11
Other	2

Other — 12.5 %

CDL guidelines — 68.8 %

Local guidelines — 75.0 %

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14

23) What system(s) are you using to create and manage individual digital resources within your archival or manuscript collections? (Check all that apply).

23) What system(s) are you using to create and manage individual digital resources within your archival or

■	Archivists' Toolkit	3
■	Archon	0
■	GenDB	4
■	Other	8

Other — 50.0 %

GenDB — 25.0 %

Archon — 0.0 %

Archivists' Toolkit — 18.8 %

0 1 2 3 4 5 6 7 8 9

24) What system(s) are you using to create and manage descriptions (e.g., finding aids, inventories, etc.) of your archival collections? (Check all that apply).

24) What system(s) are you using to create and manage descriptions (e.g., finding aids, inventories, etc.)

Archivists' Toolkit	3
Archon	0
XML authoring tools (e.g., oXygen ...	5
Other	7

Other — 43.8 %

XML authoring tools (e.g., oXygen ... — 31.3 %

Archon — 0.0 %

Archivists' Toolkit — 18.8 %
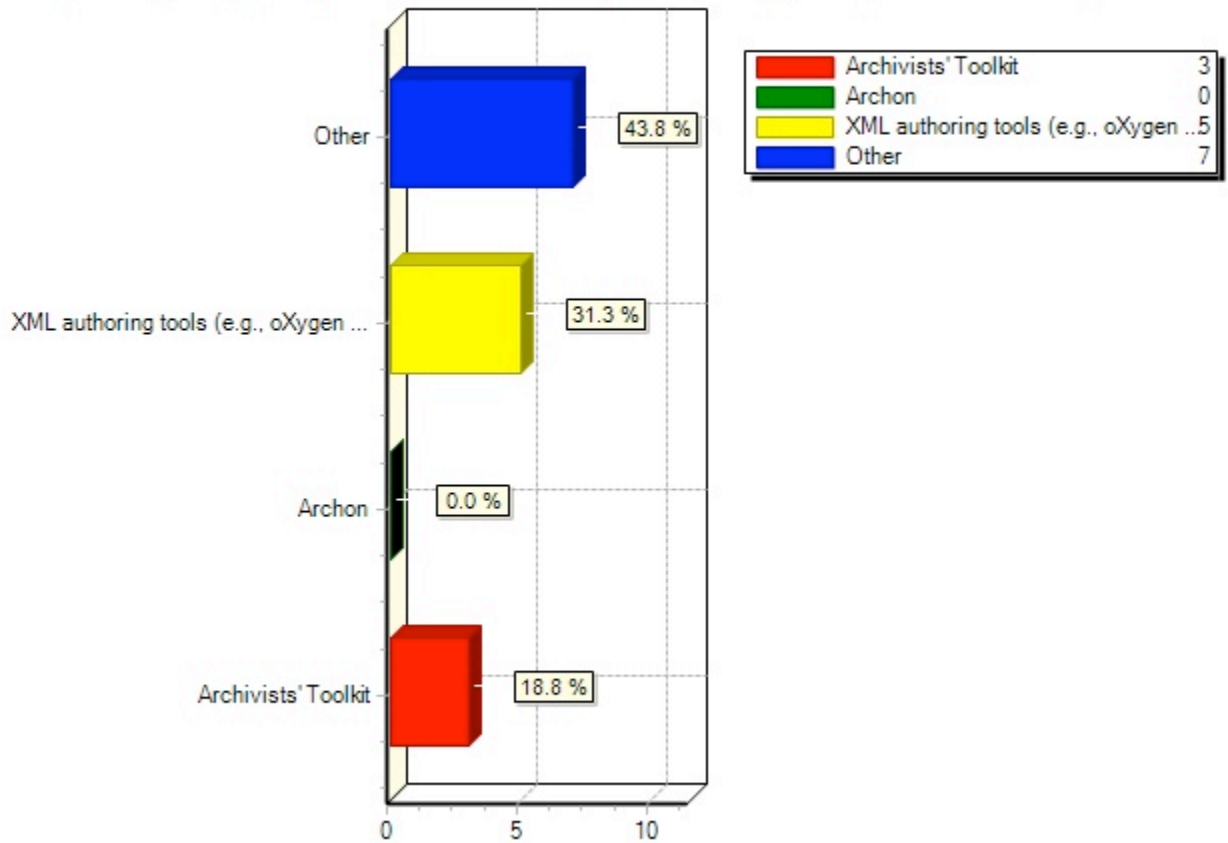
25) Is there a particular collection management system that you're not using now -- but are very interested in implementing?

Is there a particular collection management system that you're not using now -- but are very interested in implementing?
We are about to begin using Archivists' Toolkit, but haven't started yet.
Interested in seeing how merged AT and Archon shakes out.
We are just starting with Archivists' Toolkit and Archon, want to implement. We have received grant to implement Omeka plug in with ContentDM.
Archon or Archivists' Toolkit
We're looking at CollectionSpace being developed by UCB IS&T with Mellon Foundation funding.
no
Content DM, Archivists Toolkit
Fedora ContentDM - possibly CollectionSpace

26) What one or two things would make technical service operations more efficient in your department/unit?

What one or two things would make technical service operations more efficient in your department/unit?
Moving creation of the MARC record closer to the beginning of the archival processing workflow -- i.e., soon after accession.
+ Support for adequate, permanent staffing. Within 2 years, our staff has been cut by almost half, and this staff spent a majority of time on technical services. As of February 2010, we will lose a professional archivist position who is responsible for supervising archival processing. We need a professional archivist on staff who can supervise students and paraprofessionals to accession and process materials, and be ready to supervise any temporary staff who are hired on soft money. Having a permanent archivist who can lead archival operations is key to consistency, flexibility, and efficiency. If we have to rely only on temporary staff when money is available, then we spend too much time getting that person oriented and up to speed on our methods and practices. At our current levels of staffing, our backlogs will only continue to grow. + Make technical services for Special Collections an organizational priority for the Libraries. We are just starting to work with Technical Services to catalog our printed materials. We are currently developing procedures to move materials to different locations and utilize multiple staff to catalog these materials. While I have hope that this will significantly reduce our backlog once implemented, the process of implementation is slow because staffing resources are tight and the shift in practice isn't a top organizational priority.
More trained staff and more space to process collections.
More IT help from campus.Better coordination of publishing tools and admin. management tools. Server storage for archival files.
More staff.
More staff learning to use Voyager Cataloging Client to input their records directly
More staff
1) Implementing records management scheduling so we don't accession what's not permanent from University Archives and Organizations. This would require an FTE position. 2) apply an enterprise-wide e-records management system. 3) create a collection management system applicable to general needs of a special collections library.
establish a centralized processing unit for all UCLA special collections (now being

planned)
Having some student help might be nice. I haven't had any for 8 years.
Content Management system, additional staff, additional funds for archival supplies. Advice on how to economically handle very large collections with a small staff.
Ready solutions for collection management, description, publication, preservation (instead of having to solve technology questions independently).
the most basic: time and staff to process collections

27) Is there anything that CDL might do to support your technical services operations?

Is there anything that CDL might do to support your technical services operations?
Best Practices guidelines for Archivists' Toolkit.
+ Currently, we do not have the means to manage born-digital assets. By manage, I mean support born-digital assets throughout their entire life cycle, from ingest to use. In particular, we lack a way to ingest materials so we can guarantee their authenticity and integrity, manipulate them in batch ways (e.g., for updating their metadata or migrating them to new formats in the future), or restrict access to them subject to specific terms. Currently available tools only manage part of the life-cycle, emphasizing, for example, description or public web access. It would be great if CDL could support the efficient management of large volumes of born-digital records throughout their life-cycle without prohibitive blocks, such as requiring METS wrappers at the point of ingest or any initial review of objects at the item level. Perhaps CDL could coordinate the purchase of a robust digital asset management system for all campuses to use, or develop a customized solution based on Duraspace? + Perhaps CDL could sponsor training for all campuses, for example, cataloging for rare books, or processing materials efficiently? + Perhaps CDL could also look into recent trends in digitizing large volumes of manuscript material and rethink its extensive requirements for digital objects. Perhaps look at the digital objects requirements with Erway and Schaffner's "Shifting Gears" article in mind. How can we reconcile the call to make mass quantities of material available (with minimal staff), while requiring so much effort for each individual object? We simply don't have the staff to create all the metadata necessary to submit individual digital objects to OAC. + Continue to serve as the driving force behind collaborative processing grants, such as the recent CLIR effort. + Perhaps CDL could hire someone who is responsible for creating MARC records for Melvyl and/or

Worldcat for any submitted OAC finding aid. Granted, we can generate MARC from the Archivists' Toolkit, but it needs some clean-up and editing, and the subject and names headings should be reviewed by a trained cataloger (rather than an archivist or archival assistant).
Resolve issue of digital storage of theses and dissertations at a UC systemwide level.
Classes on Archivists' Toolkit for processing staff, and IT support over phone like had for EAD until bugs worked out. Better communication about future of DPR (methods to get files there e.g., 7 Train, METS.) Support implementation of Archivists' Toolkit and ContentDM together- this would help in coordination.
No
We are willing to exchange ideas.
Provide server space for collection lists linked to collection-level cataloging records
Submit (write) grants supporting processing of archival collections located at the UC libraries to federal and state agencies.
Offer a 'no frills,' easily understood/intuitive template for creating EAD-compliant finding aids which can be published directly to the OAC and/or local websites. This template would be: 1) maintained by CDL, 2) accessible to all types of small UC repositories that are not part of a UC library (think UC organizational research units that have archival holdings), community archival repostories, public libraries, small historical societies, individuals/family historians and 3) simple to use with minimal training. Once trained in basic archival processing, it should not be "rocket science" to use a finding aid creation template. Bsed on my understanding of Archivists' Toolkit and Archon, they are not appropriate for the type of archival repositories I've listed. If CDL offered this, WOW, what wonderful service to provide!! If I had a nickel for every time I said to someone, "I wish I could have you use UCLA's SCREAD..."
I don't think so.
Provide photo digital management system such as Content DM at the system level.
Provide ready solutions for the above--serve as technical advisors with more proactive communication.
systemwide licensing of tool such as Archivists Toolkit
Provide support for retrospective conversion from card catalog to MARC records.

28) Would collaborating with other UC campuses help your technical services operations? If so, how?

Would collaborating with other UC campuses help your technical services operations? If so, how?
If WebGenDB could be made available to all UC campuses for creating digital objects (and not just on a per-project basis), it would result in more digital objects in OAC and Calisphere. We have had success in the past with outsourcing EAD encoding to both UCSC and UCB.
+ We have Special Collections materials in foreign languages and no one with enough familiarity to process or catalog them. Perhaps we could collaborate (e.g., work out an exchange?) to process or catalog foreign-language materials? + Maybe outsource processing of University Archives materials to another campus? + Although I once laughed at how outrageous this suggestion seemed, I am contemplating more the prospect of creating two regional archival processing centers that might specialize in processing really large collections (e.g., more than 100 feet) or based on some other characteristic. I find that we never get to processing large collections, because we have so few staff and their time is fragmented among many responsibilities. They accession and process several collections a month, rather than focusing on a large collection that could take them years to process a little bit a week. If we had regional processing centers, perhaps each campus could get a share of their time or we could pay for the services somehow? + Maybe outsource authority work to another campus? + Although someone on our campus is now taking classes on rare books in order catalog our materials, I wonder if there could be specialized rare book catalogers at a few campuses, and other campuses might send their materials there for cataloging. + If another campus has a robust digital asset management system, or a solution for acquiring born-digital University Archives records, perhaps we could join?
Cataloging of language, subject, or format specific collections, where individual campuses lack expertise in those areas.
Since each UC Spec. Coll. holds unique material it would be impossible to share descriptive metadata construction, but collaboration on use & licensing of ContentDM would be good. Could we share a cataloger to do METS wrapping, help position/prepare material for entry to DPR?
If there were a central facility, with centralized processing for the majority of UC faculty papers/archival collections, that might be extremely useful to the system. Also, with collections that come in with hard drive components, a central facility that could evaluate and process would be helpful.
Perhaps.

This seems unlikely in our situation.
Consolidation of archival processing staff resources at the RLFs may assist in getting more collections out to our users and should be explored.
Absolutely: subject expertise, language expertise, foster collaborative collection development, scalable, I could go on and on...
Not really.
I can envision it, but the logistics of the size of collections and knowledge base could be interesting-- a roving band of processors?
Yes, sharing expertise on handling specific formats, in particular possibly distributing cataloging/description based on format or media expertise.
help with EAD creation help with developing tool to create MARC records from EAD

29) Please describe or list any significant collaborative projects or initiatives that your department is involved in, both within and outside of the UC.

Please describe or list any significant collaborative projects or initiatives that your department is involved in, both within and outside of the UC.
+ Applied for the CLIR grant with CDL and other California institutions to process a collection relating to environmental history.
Upcoming project with LC to digitize, store files, describe, and mount early 78 rpm sound recordings on the web.
We participate in UC image contributions to ARTstor, we are beta testing Archivists' Toolkit & Archon with UC Digital Collections. We will share info on our implementation of Omeka for use with one of our collections with OCLC and with IMLS.
New Writing Series with UCSD Literature Dept; Spanish Civil War Memory Project with UCSD Literature Dept; inSite Archives with UCSD Arts Library & UCSD Digital Library Program; UCSD 50th anniversary history with various UCSD depts.
Finding Aids on OAC. Chicano Database
MARC records created in Voyager being batch-loaded to OCLC
Though not a formal initiative, the acquisition of rare materials is "collaborative," in that we do not generally acquire books already held in other local libraries (local = Los Angeles County, more or less).

Mainly digital projects. Too many to list here.
CLIR grant (pending) to coordinate the acquisition and processing of archival holdings located at nine (9) academic civil rights research centers, including centers at UCLA and UC-B. Processing includes preservation of email. In 2001 the UC Archivist Council proposed a UC-wide electronic records management task force to coordinate the acquisition and preservation of official univ. e-records (born-digital) having archival value. See report on 'SOPAG Task Groups' webpage.
None at this time--previously Cal Cultures.
Collaboration with Lee Institute for Japanese Art at the Clark Center for digitization of art collection.
none
Collaborative subscription to CONTENTdm and the OCLC Digital Archive, with three other UCB affiliated libraries. Using CONTENTdm to collect and preserve local government documents.

30) Any final comments?

Any final comments?
+ Our lack of resources to perform technical services for special collections and archives materials is unfortunately now impacting our ability to collect materials. We have somewhat of a responsibility to document the Southeast Asian American Community, aspects of Orange County history, and UCI history, but we increasingly have to "no" to relevant materials because we don't have the staff to process the materials. We are also passing up opportunities to develop our most famous strength, the Critical Theory Archive, because we don't have the staffing to acquire and process the materials. We have already streamlined our processing operations so that we mostly perform only what is minimally necessary to ready materials for use. However, even by cutting a number of processing corners, we don't have enough staff to support the responsible development of our collections at past levels. In order to continue to develop strong, relevant collections, we need to figure out a way increase the number of staff who perform technical services work for special collections and archives so can solve backlogs rather than build them. + The recent white paper from CDC, "The University of California Library Collection: Content for the 21st Century and Beyond" emphasized that "The Libraries expect to decrease the collections' total physical footprint by reducing duplication, and to expand its digital footprint by creating and capturing more unique content in all formats." It argued that we must have curatorial involvement in the entire life cyle of digital content: "The content life cycle includes creation, ingestion or acquisition, documentation,

organization, migration, protection, access, and disposition." In order to do this for archival records, we must start to build the digital infrastucture to support this.
How will survey information be shared?
We've had a focus on arranging, describing, digitizing text and image for some time, I'd like to see us also focus on audio and video files, and how best to handle oral histories, especially as these all get "published" on the web via systems like ContentDM and we have to manage digital files. While many Spec. Coll. departments focus on processing of linear feet, we work more along line of processing collections often with mixed media (audio,photos,etc.) Focus on linear feet is not really representative of good way to measure work productivity and potential for efficiency. (As inquired about in question 11- hard to answer.)
Sorry for incomplete answers. Other staff have more answers, but I didn't have time to consult with them before the deadline.
Why haven't you asked about the photographic and visual archival collections?!?
I'm sure there's more I can come up with(!) I found the survey to be thoughtful and well-worded.
It might be useful for you to know that I am a one person operation here. No student help. Cooperation with the UCLA Library Cataloging and Metadata Center makes it possible for records for this collection to be available locally, and thereby to the system and beyond.
University Archives is a completely unfunded mandate. Until that changes, it will be very difficult to make progress.
A large part of the IGS collection is only accessible via card catalog records. This collection contains many unique items.

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