

Next-Generation Technical Services (NGTS)

POT 3

Accelerate the processing of archival and manuscript collections.

Lightning Team # 2

Charge:

Develop More Product Less Process (MPLP) implementation manual that will guide UC Special Collections in implementing MPLP. The manual should explain the MPLP philosophy and approach, and provide campuses with guidance for how to:

- change existing practices
- make processing practices more efficient
- define base-line processing standards
- make collections available for research as quickly as possible after acquisition
- publish basic description about all collections
- implement "iterative" processing approaches
- evaluate various collections' processing needs
- set target processing rates for various situations or kinds of collections
- assess processing productivity.

Membership:

- Kelley Bachli (UCLA)
- James Eason (UCB)
- David Gartrell (UCSB)
- Michelle Light (UCI) (POT 3 Liaison)
- Kelly Mcannaney (UCSD)
- Daryl Morrison (UCD)

Target Completion Date:

8/27/2012

Tasks:

- Evaluate needs assessment results
- Evaluate relevant processing practices currently in place at UCs, e.g., processing practices used for recent CLIR grant
- Create documentation describing MPLP principles and approaches
- Create best practice guidelines for system-wide implementation of MPLP
- Create tools for assessing various collections' processing requirements and target processing rates
- Compile documentation into an implementation manual
- Discuss draft recommendations with HOSC and other key stakeholders and incorporate feedback
- Disseminate manual