POT 3 Charge

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Charge:

Accelerate the processing of archival and manuscript collections through:

1. Systemwide deployment of the Archivists' Toolkit (NM2);
2. Systemwide use of MPLP principles and practices (NM1).

Members:
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Summary and Background:

According to the final report of the NGTS New Modes for Organizing and Providing Access to Special Collections, Archive, and Digital Formats, "UC special collections and archives units have over 71,605 linear feet of unprocessed manuscript collections, archival records, and university archives... At the current rates of processing ... the time it would take to eliminate backlogs on campuses range from 0.2 to 23.6 years (depending on campus). Of the reported 46,662 individual collections maintained across the campuses, 41,806 have collection-level records. Hence, 4856 lack description and are, for all practical purposes, invisible and inaccessible to end users."

As the above mentioned report observed "It is simply not sustainable to continue arranging and describing these unique collections across all campuses, using current methods and the current processing rates."

Expected Coordination:

Work with POT 2 to define a "good enough" record standard for all UC original cataloging that includes archives and manuscript collections.

Work with POT 1 to integrate deployment of Archivists' Toolkit into overall technological infrastructure for digital collections.

Expected Deliverables:
Near-Term within 6-12 months:

1. Archivists' Toolkit
   a. Assess infrastructural options for the systemwide deployment of the Archivists' Toolkit
   b. Develop implementation plan for the systemwide adoption of the Archivists' Toolkit
   c. Identify initial and ongoing support costs for the systemwide adoption of the Archivists' Toolkit
   d. Develop and implement training plan and documentation for the rapid adoption of the Archivists' Toolkit
2. MPLP principles and practices
   a. Identify and select key MPLP principles and practices that will accelerate the processing of UC archival and manuscript collections
   b. Define best practices for inclusion of MARC and EAD records in system-wide delivery systems (such as Melvyl, OAC, and Calisphere) as well as other aggregation services such as OAIster and ArchiveGrid.
   c. Develop plan(s) for the rapid system-wide implementation of MPLP best practices and guidelines.
   d. Increased rates of processing to make primary source materials available sooner.
   e. Published collection descriptions and any available discovery tools, such as box lists or inventories in unstructured formats, made available as early as possible.
   f. Implementation of an iterative approach to the refinement of collection description, reserving more detailed standards when warranted and when time allows for generating better structured data.
   g. Identify costs required for the implementation, if any
   h. Develop assessment plan for testing the effectiveness of MPLP-based processing methods

Longer Term:

1. Archivists' Toolkit
   a. Conduct an assessment of deployment options for the integrated AT/Archon software, to determine optimal system-wide implementation for the software
   b. Prepare and implement recommendation for deployment based on assessment.
2. MPLP principles and practices
   a. Implement a project at each campus to create MARC and EAD-encoded collection-level records for each archival record group and manuscript collection in the holdings, using the standards developed by POT 2.
   b. Provide system-wide training on MPLP principles.
   c. Enhance the OAC to support indexing and display of box lists or inventories that are in unstructured data formats.
   d. Pursue funding to subsidize mass conversion of all remaining legacy print finding aids, box lists, and inventories into PDF format with OCR'd text. The PDF inventories could subsequently be tied to EAD collection-level records.
   e. Conduct an assessment of MPLP-based approaches to establish revised benchmarks (vis-à-vis

processing rates prior to implementing these approaches), and evaluate the effectiveness of the approaches (how many collections are now available). Assess the degree to which additional staff could be redirected to processing efforts.

Suggested Resources:

Project Management Work Group (PMWG)

Heads of Special Collections (HOSC)

UC Archivists Council (*UCAC*)

Archivists' Toolkit application development team - see http://www.archiviststoolkit.org/

OAC Archivists' Toolkit pilot staff - see http://www.cdlib.org/services/dsc/contribute/at-archon.html

Guidelines on using the Lightning Team structure and Project Management Working Group:
POTs may find the creation and charging of lightning teams useful in completing the deliverables outlined above. Lightning teams may be formed by the POTs as short-term groups charged with conducting pilot projects or other tasks with quick turnaround times. Membership of the teams should reflect the scope of the charge.

The POTs may also engage the Project Management Working Group for help in implementing these recommendations.

Questions involving policy-level issues should be referred to the NGTS Implementation Management Team.

Reporting:

Submit monthly status reports by posting to the NGTS wiki, include citing any obstacles. See Status Report template.

Recommendation/Decision process:

The POT, having solicited appropriate input and consulted as indicated, makes routine operational decisions including the appointing of Lightning Teams. Recommendations from the Lightning Teams and pilot projects on services to be implemented, staffing models, system-wide policies and standards will be sent to CoUL via SOPAG and NGTSMT for final decision and approval.

Decisions on broad policy issues or issues that are determined to be outside the scope of the POT charge will be referred to SOPAG via NGTSMT for discussion and resolution.

Timeline:

Submit a proposed task list with milestones (delivery dates) and proposed use of Lightning teams by Sept. 2. Include how work connects with other interdependent POTs. Include delivery dates. Include proposed definition of success criteria; should be specific, measurable and achievable.

References:

New Modes for Organizing and Providing Access to Special Collections, Archives, and Digital Formats
<http://libraries.universityofcalifornia.edu/about/uls/ngts/docs/NGTS2_New_Modes_FinalReport.pdf>

MPLP: It's Not Just for Processing Anymore (Mark A. Greene) <http://yalearchivalreadinggroup.pbworks.com/f/Greene.pdf>