

---

# Legacy Description Under Construction: Paving the Way for ArchivesSpace Implementation

---

Lindy Smith, Reference Archivist, BGSU  
2015: An ArchivesSpace Odyssey  
MAC Annual Meeting, May 9, 2015

---

---

# BACKGROUND

---

- New employee (2012)
  - No institutional knowledge
  - Needed descriptions that was:
    - Searchable
    - Publicly available
-

---

# PHASE I

---

- Identify all possible sources of description
    - Unprocessed accessions (accession files and inventories)
      - Past Perfect database
      - Accession level descriptions interfiled with box/folder inventories
      - Word docs/spreadsheets/access databases, in folders by accession number
    - Processed collections (finding aids)
      - OhioLINK EAD
      - Paper finding aids, in binders by record group (RG)
      - Word docs/spreadsheets/access databases, in folders by RG
-

Kelly Kirkhart  
2-5483

OSU/OTTO  
1712 Neil Avenue  
Columbus, Ohio 43210

83/84  
05/78  
Box 1 of 2

OCRLA Items from OTTO

P.1

- #16 - Design and Development of Seismic Guide Wave Techniques in Coal Seams to Determine Continuity for Surface Mining
- #17 - The Ecological Effects of Coal Extraction and Storage on Communities in Streams in Southern Ohio
- VI-4 - Ecological Effects of Coal Extraction and Storage on Biological Communities in Streams in Southern Ohio
- IV.5 - Study of Potential Use of Solvent Refried Coal in Ohio
- VI.1 - Bacterial Pyrite Oxidation
- West Virginia University - Energy Research Center - Report
- Coal and Biomass - The Role of Synthetic Workshop
- Contract Memo OCRLA
- Galenkin Finite Element Analysis of Temperature Distributions on Dissolving Coal
- OCRLA Minutes - Oct. 26, 1983
- OCRLA - Correspondence
- University of Illinois - Energy Research
- Ohio's Energy Options for the future
- ARGONNE: USAID ASEAN Energy II Coal Training Programs
- State Electricity Commission of Victoria: Research

Acc. 54/1984

Student Financial Aids  
Acc. 54/1984  
RG: 9/i

Box 1

054-48-1

1. National Merit Files A-Z, 1978-79
2. Pennsylvania Higher Education Assistance Agency Files, 1982-83
3. War Orphans Files, 1982-83
4. Ohio National Guard Files, 1982-83
5. Ohio Bureau of Vocational Rehabilitation, 1982-83
6. Freshman Scholars, 1982-83
7. Resident Advisor Appointments, 1982-83
8. ROTC, 1982-83

18/96  
054-86-7, 8



Engineering Career Services  
Placement Office

199 Hitchcock Hall  
2050 Neil Avenue  
Columbus, OH 43210-1275  
Phone 614-292-6651  
FAX 614-292-4794

054-86-7  
44/14.646  
Box #1 Engineering Honorary

Texnikoi - Marianne Mueller is advisee, 1950s-1970s

- Above line - Form letters
- revised - Tapping Initiation
- Constitution
- Alumnus Information
- Committees
- Tour Guide
- Active Information

found -> Graduate Study in Electrical Engineering  
Industry Programs Annual Conference for Engineers and Architects: 1962-1962 (broken)  
Certificates (Blank), TNK emblem plates  
High School Committee 1964

- Below line as was sent by office - Assorted Duplicate Photographs Newsletters
- News Clippings
- Registration Audit
- Election of Members (1977-1980)
- Election of Members (1974-1976)
- Election of Members (1970-1973)
- Election of Members (1966-1969)
- Membership Roster Form of Graduates (1969-1970)

---

# PHASE 2

---

- Get all accession level description into a single database
    - PastPerfect
    - Student project
    - Some clean-up required
-

THIS ACCESSION IS PRESUMED PROCESSED  
OR DESTROYED AS NO OTHER INFORMATION  
EXISTS ABOUT ITS ORIGIN OR FATE.

PLEASE NOTE THAT THE ARCHIVES WAS IN A PERIOD  
OF TRANSITION AT THE TIME.

*Paul J. Ben*

23 Feb 1983

---

# PHASE 3

---

- Digitize all folder/item level description (PDFs)
    - Born digital: leave as is
    - Print: eReserves
      - Early summer (slow time)
      - Sheet fed scanners
  - File naming convention
    - ARV\_RG\_##.a-#[\_ACC\_##.YYYY]
    - Sort by RG
    - Functional in the interim
-

---

# PHASE 4

---

- Review all digital description
    - Box/folder/item level
    - 2,249 inventories and finding aids
      - Send to a vendor for EAD coding (1,704 files/7,438 pages)
      - Cleaned up in house (545 files/12,836)
  - Spreadsheet with a row for each inventory
    - Staff project
-



File name	File format	Length	Creator	Clean-up needed	Notes	Actions taken
ARV_RG_10.b_ACC_55.1981	doc	2	archives	heavy	handwritten, no location, start over	cleaned up
ARV_RG_10.b_ACC_62.1984	pdf	9	department	heavy	incorrect locations	locations corrected
ARV_RG_11.a_ACC_131.1992	pdf	1	archives	heavy	handwritten	redone
ARV_RG_11.e_ACC_100.1983	doc	1	archives	heavy	handwritten	cleaned up
ARV_RG_11.e_ACC_65.1981	doc	1	archives	heavy	handwritten	cleaned up
ARV_RG_16.a-1_ACC_131.1990	doc	2	department	heavy	handwritten	cleaned up
ARV_RG_16.f_ACC_129.1993	pdf	3	archives	heavy	handwritten	redone
ARV_RG_16.n_ACC_194.1986	doc	2	archives	heavy	handwritten, box level description	typed, folder level
ARV_RG_16.n_ACC_52.1982	doc	4	archives	heavy	handwritten	cleaned up
ARV_RG_16.n-1_ACC_108.1986	doc	1	archives	heavy	handwritten	cleaned up
ARV_RG_16.n-1_ACC_98.1986	doc	1	archives	heavy	handwritten	cleaned up
ARV_RG_17.a_ACC_80.2002	doc	1	archives	heavy	handwritten	cleaned up
ARV_RG_17.p_ACC_212.1985	doc	1	accession sheet	heavy	handwritten	cleaned up
ARV_RG_19.a-12_ACC_16.1990	doc	25	department	heavy	handwritten, permanent loan, some box level inventory	cleaned up
ARV_RG_19.a-9_ACC_84.1981	doc	1	archives	heavy	prose to box/folder, no locations	cleaned up
ARV_RG_19.k-1_ACC_56.1984	doc	2	archives	heavy	start from scratch	redone
ARV_RG_19.k-2_ACC_119.1992	doc	1	department	heavy	rewrite as box/folder list	cleaned up
ARV_RG_2.b_ACC_58.1984	doc	1	archives	heavy	handwritten, no locations	typed, locations added
ARV_RG_21.a_ACC_110.1984	doc	19	archives	heavy	handwritten	typed
ARV_RG_22.c_ACC_136.1990	doc	2	archives	heavy	handwritten	cleaned up
ARV_RG_22.l-3_ACC_166.1996	doc	1	department	heavy	needs to be redone	Redone
ARV_RG_22.n-9_ACC_110.1986	doc	2	department	heavy	handwritten	cleaned up

---

# PHASE 5

---

- Clean up inventories to be sent out
    - Machine actionable files: edit
    - PDFs: use Acrobat's redaction tool to eliminate content
-

BOX 4

141/88

PASS/NON-PASS RULE  
PHI KAPPA PHI

TASK FORCE ON RE-ENTRY  
REGIONAL CAMPUS ADVISEMENT PROGRAM  
REGIONAL CAMPUS WORKSHOP  
REPORT OF STUDENT COMMENT FORM  
ROARK, TERRY - CORRESPONDENCE

SELECTIVE ADMISSION  
STAFF DEVELOPMENT WORKSHOP  
STUDENTS' RIGHTS  
STUDENTS SCHEDULED FOR OVER-23 HOURS  
STUDENT TRAFFIC IN 024 STUDY

TEACHING AIDS LAB  
TOWN PARENTS NIGHT, 1972  
TRANSFERS TO CONTINUING EDUCATION STUDY, 1977  
TRANSFER CRITERIA TO DEGREE GRANTING UNITS

054-160-6

---

# PHASE 6

---

- Start work on projects to be handled in house
    - Identify collections that could be entirely or heavily weeded
      - Deaccessioned 50+ cu.ft.
    - Identify collections that only have box level description
      - Pull boxes
      - Reorganize/weed/consolidate as necessary
      - Create folder level inventories
        - Student project
    - Identify inventories with handwritten/confusing description
      - Pull boxes
      - Reorganize/weed/consolidate as necessary
      - Create folder level inventories
        - Student project
-



---

# PHASE 7

---

- Identify vendor
    - Backstage Library Works
  - Get quote
    - Approval from preservation/administration
  - Develop specifications
    - ArchivesSpace template
    - Container lists only
    - Be specific!
-

---

# PHASE 8

---

- ArchivesSpace!
    - Vendor EAD
      - Consolidate description by RG
      - Add collection level administrative information
      - Import
    - Unprocessed accessions
      - List at series level with accession number as series name
    - First time all description for any given RG would be aggregated into a cohesive description
-

---

# CURRENT STATUS

---

- Some vendor EADs are back
    - Approximately 500, almost 1/3
    - Load into local database
  - Example
-



---

# DO IT YOURSELF

---

- How could you do this at your institution?
    - Student workers
      - Create a template in Excel
      - Create an EAD template
      - Use rapid data entry tool in ArchivesSpace
    - Vendor
      - Cost was per line
      - Machine actionable content is less expensive
    - Combination
-

---

# QUESTIONS?

---

- Cate Putirskis, Processing Coordinator ([putirskis.l@osu.edu](mailto:putirskis.l@osu.edu))
-