

UNIVERSITY of HOUSTON

"Next Steps: Archiving, Digitization, and Preservation Basics at UH Special Collections"

TEXAS LIBRARY ASSOCIATION
ANNUAL CONFERENCE
APRIL 19, 2016

What is Processing (Archiving)?

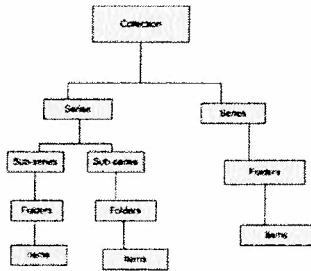
- ▶ Processing is the arrangement, description, and preservation of a collection.
- ▶ These three functions are ordinarily carried out more or less concurrently and are necessary to establish administrative, intellectual, and physical control over the holdings of the archives, and to provide access to the materials.

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Working Definitions

- ▶ Arrangement=organizing materials in original order to protect context and achieve intellectual and physical control over the materials
- ▶ Arranging a collection consists of researching the creator of the collection, surveying the materials, writing a processing plan, physically arranging and re-housing the materials, performing basic preservation, and labeling file folders and boxes.
- ▶ Description is the process of analyzing, organizing, and recording information that identifies archival material and explains the context that produced it.
- ▶ Preservation is the process of protecting materials from deterioration and damage.

A Typical Archival Arrangement



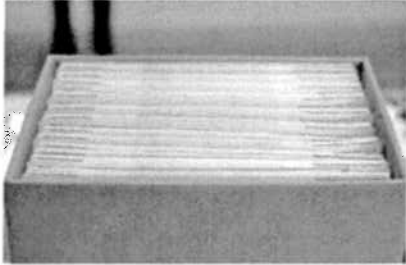
What level of processing?

- ▶ It depends.....
- ▶ It is virtually impossible to make a general statement on how a collection should be arranged because each collection is unique, and each one has to be evaluated on its own characteristics.
- ▶ There is an emerging trend for More Product Less Processing (MPLP)
- ▶ the primary objective should be to arrange the material in the most user-friendly manner possible. Material should be arranged logically, so the researcher can quickly find needed information.

Processing goes from getting this



To making it this



What do I need for processing

- ▶ Processing Manual (sets standards and policies)
- ▶ Archival supplies (Folders, boxes)
- ▶ Ample Workspace/tables
- ▶ Pencils

Believe it or not

- ▶ When you process a collection you are performing basic preservation to the materials in many ways
- ▶ How???

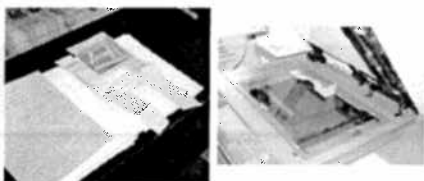
Removing fasteners



Flattening



Reformatting Newsclippings

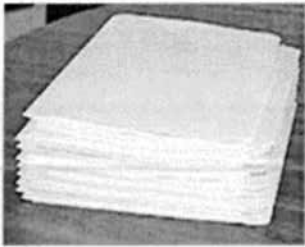


Boxes

Document Boxes Record Center Carton/Boxes



Archival Folders



Encapsulation

- ▶ fragile documents with a long tear(s) in them
- ▶ Photographs
- ▶ Certificates
- ▶ Handbills
- ▶ Broadside




Photo Sleeves



Storage Environment



Preservation Basics

- ▶ Flattening
- ▶ Paper Clips/Fasteners/staples
- ▶ Newscippings
- ▶ Archival boxes
- ▶ Archival folders
- ▶ Mylar encapsulation
- ▶ Photo sleeves
- ▶ Storage environment

Digitization

- ▶ Occurs after processing is complete
- ▶ Makes materials widely available
- ▶ Materials of interest and in demand
- ▶ Materials in demand
- ▶ Preservation considerations

Digitization Criteria (UH Special Collections)

- ▶ Local or national significance
- ▶ Digitization of material is supported by external funding
- ▶ Publication of materials supports a library exhibit or conference
- ▶ Supports teaching and research needs of UH faculty, staff, or students
- ▶ Material to be digitized is unique or rare
- ▶ Demand for original material is high or use of digital surrogates is anticipated to be high
- ▶ Not available elsewhere online at comparable quality
- ▶ Publication of material is not high risk from a copyright standpoint, or a plan is in place for material perceived as high risk
- ▶ Material is stable enough for digitization, or a plan is in place to address risk

Digital Projects Meeting

- ▶ To propose candidates
- ▶ To discuss the significance/background of materials
- ▶ To discuss criteria: Local or national significance, support teaching/instruction, rare/unique materials
- ▶ Is there \$\$\$ to support digitization
- ▶ Discuss Copyright
- ▶ Also to play devils advocate
- ▶ To prioritize digital projects throughout the year

UH Digital Projects

UH Digital Projects

Project Overview

Project Goals

Project Objectives

Project Scope

Project Timeline

Project Budget

Project Risks

Project Stakeholders

Project Communication

Project Reporting

Project Evaluation

Project Conclusion

Digitization Prioritization

- ▶ [UH Digitization Prioritization Form](#)
- ▶ Used to prepare for digitization meeting with Metadata and Digitization Services (MDS)
- ▶ Overview of quantity to be scanned
- ▶ Formats
- ▶ Special Needs or considerations
- ▶ Copyright
- ▶ Metadata Fields provided
- ▶ Timeline for deliverables

UH Digital Library

- ▶ [UH Digital Library](#)
- ▶ Examples of materials selected and how metadata is laid out

Thank you!
Questions?

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