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MARAC Spring Meeting 2014

UN-HIDING AV IN MANUSCRIPT COLLECTIONS

Project goals

- ⦿ Processing guidelines
 - Instructions for housing/seating in boxes
 - Descriptive guidelines
 - Guidelines for intellectual arrangement
- ⦿ Benchmarks/metrics for planning
 - Estimate processing times
 - Estimate storage space needed

Processing Guidelines

1. Documenting what data goes where, keeping the code clean in terms of EAD tag libraries
2. Related to this: creating a controlled vocab for format
3. Defining what's required at a minimum, and what the options are for enhanced description when desirable
4. Related to this: requiring that unlabeled media be played by processing archivists to be described adequately (exempting MLP)
5. Related to this: having the capacity and defining procedures for playing media during processing, or for film, looking at the media on re-winds
6. A general no-no: don't create an AV ghetto

Benchmarks & Metrics

Non-AV collections:

Full processing: 19.8 hrs/lf

Minimal processing: 8.2 hrs/lf

CLIR project collections:

Full processing: 12.4 hrs/lf

Processing time for AV portion: 10.8 hrs/lf

Benchmarks & Metrics

Characteristics that factor into processing time:

- is the material well-labeled?
- Is there paper documentation to help us describe the media?
- Does the AV need re-housing?
- Is the content homogenous?
- are there complex arrangement problems?
- Is the material digitized already?

Benchmarks & Metrics

Extent of storage space needed for AV
tends to increase with processing

- Actual increase: 5%-300%
- Average increase: 68%
- Median increase: 27%

Biggest increase with smallest objects

Other aspects of AV management

Upon accession:

1. Assessment/inventory of all AV media
2. Description of AV component in collection record

Upon digitization:

1. Item-level descriptive records
2. Records for each digital file containing structural and preservation metadata

More information

Project overview:

<http://www.aaa.si.edu/collections/projects/clir>

EAD guidelines:

<http://goo.gl/NmnhXh>

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