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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