Preservation Selection at SCPA

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Special Collections in Performing Arts or “SCPA”

- Over a mile in linear feet of manuscript collections, including:
  - 50,000 scores
  - 30,000 audio, video, and film recordings
  - 20,000 photographic items
  - 30+ official records for performing arts organizations collections
  - Print collection of over 15,000 titles
  - Born digital collections
  - UMD performing arts faculty papers
  - University performance recordings
  - Collections pertaining to ensembles or companies in residence
Collecting Strengths for SCPA

• American Performing Arts Manuscripts
• Band History Collections
• Contemporary American Concert Music Collections
• Dance Collections
• Music Education Collections
• Popular Music & Punk Collections
• Performing Arts Scholars Papers
• Official Records of Performing Arts Organizations
• Score Collections
• Theatre Collections
• UMD Performing Arts Faculty Papers
Regular collections assessments

• By collection area

Assessing for:
• level of description
• preservation concerns (carrier degradation, mold, pests, rust, etc.)
• unmet donor commitments
• inefficient or non-standard housing
• confirming material locations match our shelf list
### Prioritization

<table>
<thead>
<tr>
<th>EFFORT</th>
<th>Easy</th>
<th>Moderate</th>
<th>Difficult</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>1</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Medium</td>
<td>3</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>Minor</td>
<td>6</td>
<td>8</td>
<td>9</td>
</tr>
</tbody>
</table>

- **I** - Impact Level
- **M** - Major
- **P** - Medium
- **A** - Minor
- **C** - EFFORT Level

**Legend:**
- **Easy**
- **Moderate**
- **Difficult**
### Effort defined by: Estimated Processing Time

<table>
<thead>
<tr>
<th>RATE</th>
<th>ESTIMATE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>40 hours per lf</td>
<td>Used for collections that have to be described at the item level or virtually at the item level</td>
</tr>
<tr>
<td>B</td>
<td>30 hours per lf</td>
<td>Used for collections that have little or no arrangement and order</td>
</tr>
<tr>
<td>C</td>
<td>20 hours per lf</td>
<td>Used for collections that have an average number of problems</td>
</tr>
<tr>
<td>D</td>
<td>10 hours per lf</td>
<td>Used for collections that have no significant organizational problems</td>
</tr>
</tbody>
</table>

Estimate of hours $\times$ linear feet $\times$ average hourly rate $=$ budgeting figure

Effort defined by: Technical demand

- size and scope
- preservation concerns
- complexity of materials or content
- the severity and complexity of preservation concerns and requisite actions inform this
Impact defined by...

- demand for collection
- urgency of preservation concerns and requisite actions
- meeting commitments made to a funding source (donor, granting institution)
- consistency with institutional mission
Impact defined by “Research Value Score”

<table>
<thead>
<tr>
<th>Documentation Interest</th>
<th>Documentation Quality</th>
</tr>
</thead>
<tbody>
<tr>
<td>very high – 5</td>
<td>very rich – 5</td>
</tr>
<tr>
<td>high – 4</td>
<td>rich – 4</td>
</tr>
<tr>
<td>moderate – 3</td>
<td>moderately rich – 3</td>
</tr>
<tr>
<td>slight – 2</td>
<td>incidentally rich – 2</td>
</tr>
<tr>
<td>negligible or none – 1</td>
<td>slight – 1</td>
</tr>
</tbody>
</table>

obligatory Trello board slide
Priorities do shift

• New opportunities:
  • donor-based
  • interpretive
  • anniversaries
  • campus scholarship
• Demand for material
• Conservation action events:
  • mold outbreaks
  • evidence of accelerated degradation in media
UMD’s Preservation/Conservation Department

- Remediating mold
- Encapsulating materials
- Flattening large-scale rolled items
- Exterminating pests (Zapp-Bug Oven 2)
- Freezing wet materials
- Special housing
  - 3-D objects
  - rare and unstable print materials
In-house preservation actions

- Routine archival processing and re-housing
- Housing for stable rare print collections (adjustable boxing products)
- Cleaning open reel tape (due to experience)
- Establishing our own priorities for preservation action
Digitization towards preservation – in-house

- Small to medium-sized collection projects
  - At risk photographs
  - At risk print materials
  - Includes metadata creation and uploading to Digital Collections server
Digitization towards preservation – DCMR

- Digital Conversion and Media Reformatting department
  - Tracked through Aeon
  - Larger patron requests
  - Work must not constitute a major project or programmatic shift
Digitization towards preservation – DCMR

• Digital Initiative Committee proposal process
  • Make the case for the project – priority, risks, stakeholders
  • Identify funding source
  • Actual first step may be a grant application
  • Yay! Bureaucracy to the rescue!
What about preservation of born digital?

- Just beginning to formalize and centralize this work
- By the end of the calendar year
Thanks!

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www.lib.umd.edu/scpa