

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

EFFORT

Easy

Moderate

Difficult

Major

1

2

4

I
M
P
A
C
T

Medium

3

5

7

Minor

6

8

9



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Effort defined by: Estimated Processing Time

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

Estimate of hours x linear feet x average hourly rate = budgeting figure

Hackbart-Dean, Pam and Elizabeth Slomba. *How to Manage Processing in Archives and Special Collections*. Chicago, IL: Society of American Archivists, 2012, 130.



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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”

Documentation Interest	Documentation Quality
very high – 5	very rich – 5
high – 4	rich – 4
moderate – 3	moderately rich – 3
slight – 2	incidentally rich – 2
negligible or none – 1	slight – 1

O’Hara, Martha and Merrilee Proffitt. “The Practice, Power, and Promise of Archival Collections Assessment.” *RBM: A Journal for Rare Books, Manuscripts, and Cultural Heritage*. Fall 2012.



obligatory Trello board slide

Boards 🔍 Trello + Vincent Novara

Projects SCPA ☆ Team Visible

- Active Projects**
 - Keesing books 3/6 RA
 - SCPA Performance Programs 3/4 JB
 - Jackson Bryer Interviews description 4
 - KCA/Denise Bacon Papers 1 3/5 **Jul 6** MT
 - MLA Official Records 1 5/8 MW
 - The Clarice official records 2 3/5
 - Irmgard Bartenief papers
- Project Queue**
 - Salvatore Minichini Music Collection
 - Midwest Clinic update **Jul 29** JB
 - MSICPA Archives 1 0/10
 - Reprocess Al Wright papers 1 MT
 - Irma H. Collins papers 0/5
 - Huglo & Haggh-Huglo Collection 1 0/4
 - Ronald Richards Collection of Music for Oboe
- Dream Projects**
 - Databases Visibility Project 8/12
 - SCPA Scores DB Upgrades 1 2/15
 - MENC/NAfME Overhaul 0/1
 - SCPA Recordings Revamp 0/4
 - SCPA Photos Revamp 1 0/1
 - Stokowski Digitization
- Day to Day Projects**
 - ACA 5
 - SCPA Serials
 - Busywork/Brain Relief List 0/8

Add a card...



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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