

Migrating into the Roarin’ 20s

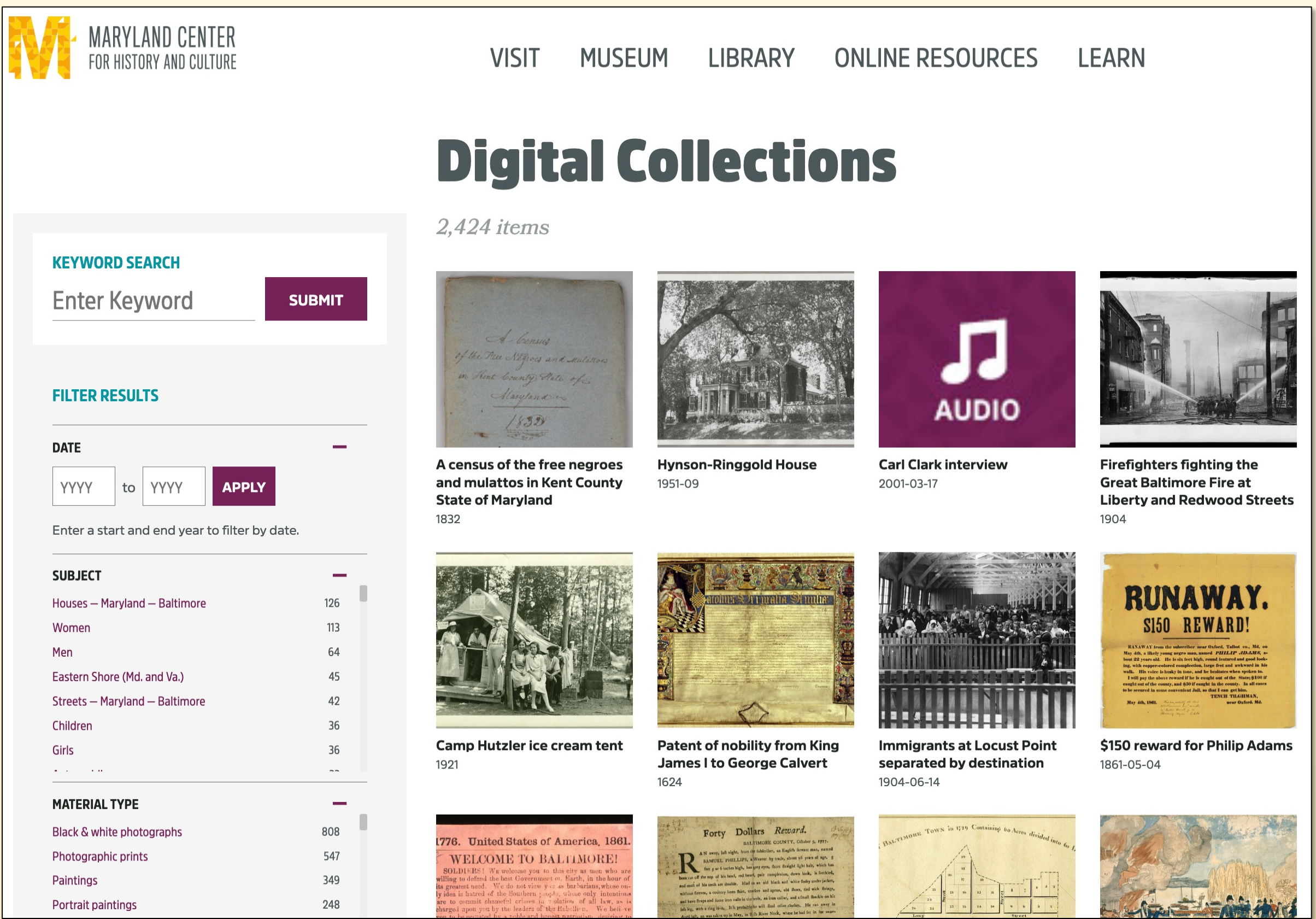
Modernizing collection accessibility, management, and preservation

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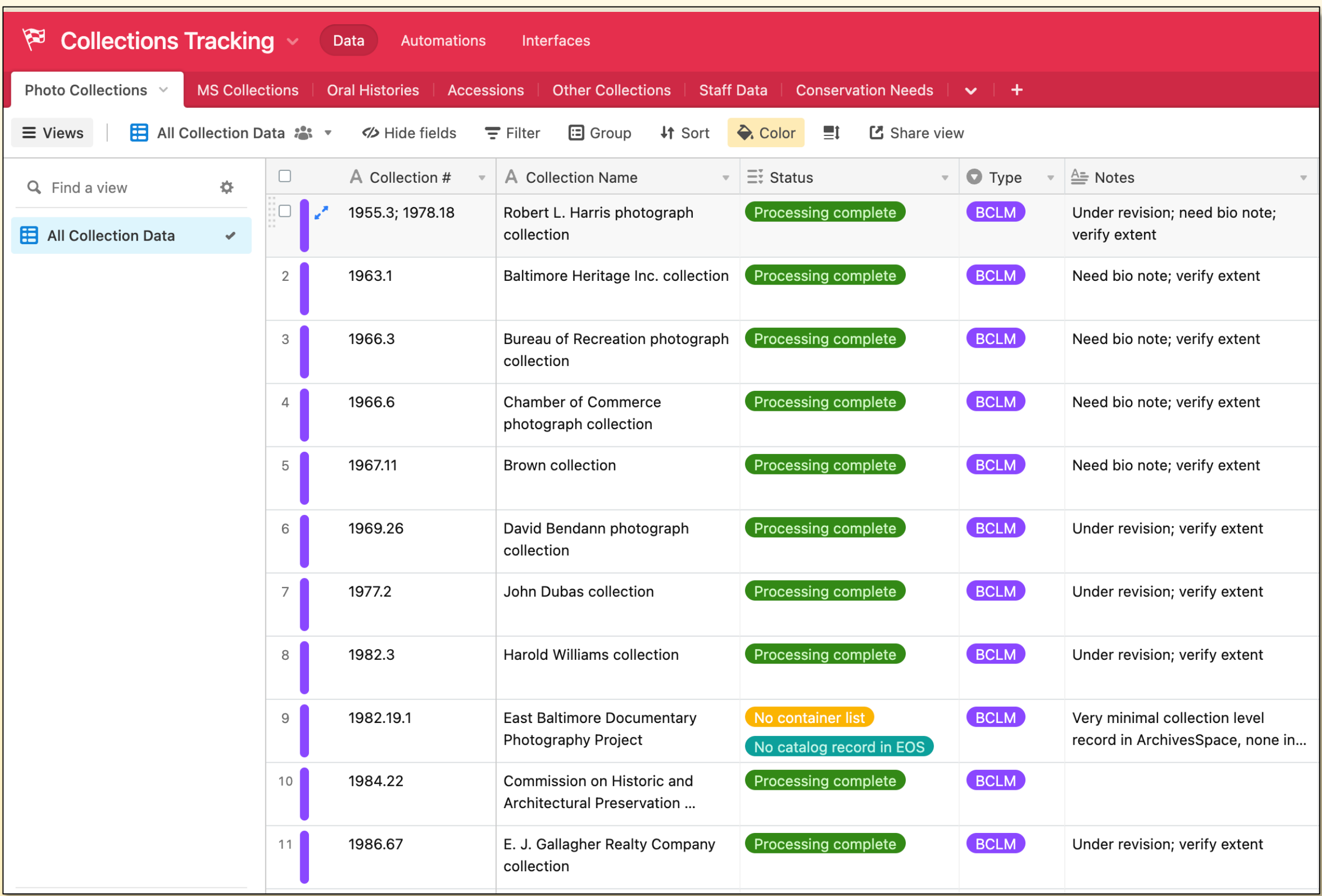
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Scan to visit the Finding Aids database



Scan to visit the Digital Collections portal



Migration Tasks

- ~ 1,200 Finding aids → ArchivesSpace
 - Normalize and cleanup collection descriptions and container lists stored in variety of formats
- Digital collections materials → DAMS/RAID storage
 - Consolidate materials from outdated hard drives and multiple server locations
- Update OPAC records
 - Export, update/edit, and reimport
- Library section of website → New WordPress site
- Library WordPress blog → New WordPress site
- Collections tracking data → Airtable

Other Goals

- Select and implement a DAMS
- Develop Digital Collections front-end for public access to DAMS materials
- Develop policies, procedures, and documentation for all new systems
- Develop workflows for internal and external requests
 - Digitization, resource usage, etc.
- Track collection management activities in Airtable
- Capture and track Library statistics

New/Updated Systems and Software

Digital Asset Management System (DAMS)



ResourceSpace

Archival Collections Management System (ACMS)



ArchivesSpace

Online Public Access Catalog (OPAC)

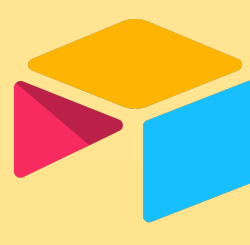


Website



WORDPRESS

Project/Collection Management and Tracking System



Airtable

Obstacles

- **Formatting of legacy description and unstandardized metadata**
 - Many finding aids and container lists required pre-processing as they only existed as plain text, Word document, PDF, or physical documents
 - Legacy metadata followed no standards or controlled vocabularies
- **Hard deadline and simultaneous projects**
 - Timeline dictated by planned launch date of new MCHC website
- **Size of Library staff**
 - Only three full-time members of the staff able to work on the project
- **COVID-19/pandemic protocols**
 - Team had to work 100% remotely, and staffing restrictions limited access to certain materials

Ongoing Work and Next Steps

- Refining and improving Digital Collections interface
- Migrating legacy digitized content into DAMS and cleaning up and enhancing imported metadata
- Standardizing and cleaning up container lists in ArchivesSpace
- Migrating accession records into ArchivesSpace
- Consolidating metadata between all systems
- Harnessing APIs of both systems to do more systematic metadata cleanup, quality assurance, and reporting
- Implementing reparative description policies and procedures

