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Sent: Thursday, November 29, 2012 11:10 AM
To: Peter Wosh; Teresa Brinati
Cc: Pam Hackbart-Dean (phdean@lib.siu.edu)
Subject: Publication idea: Adventures in Processing

Hello Peter and Teresa,

Back when Pam and I first submitted the prospectus for what turned out to be How to Manage Processing, the Publications Committee asked us if we were interested in doing an electronic publication spin-off of the project. We are interested.

We've attached a prospectus for an online project. This would be similar to Campus Case Studies, etc.

We're very interested in pursuing this project and are interested in your feedback concerning this,

Best,
Pam and Elizabeth

Online Publication Prospectus

Adventures in Processing: Case Studies from the Field

Pam Hackbart-Dean and Elizabeth Slomba

Processing sessions are very popular at conferences, especially if the session promises discussion of how archivists accomplished specific projects. Based on the interest in and reaction to More Product and Less Processing, the reconsideration of many aspects of processing as well as interest in adopting new technologies in processing, we believe that an online publication similar to Campus Case Studies and the Internet Archivist would meet with interest and support from the archival community. This publication will feature case studies of various aspects of processing from implementing processing priorities to assessment of processing work we do, from developing processing priorities to evaluating and assessing processing programs; from managing workflow to training staff, students, and volunteers; from arrangement and preservation to description and developing better access methods.

We anticipate that this online publication would supplement the current literature on processing with articles on practical application of theories and best practices. This publication will promote best practices in processing and the management of processing. The online publication would be related to and follow the structure of the recent *How to Manage Processing in Special Collections and Archives*.

We as the editors of this online publication would solicit, review and edit submitted processing case studies. We would develop criteria and a template for authors to use in writing their cases studies. Since the publication of *How to Manage Processing*, we have received a number of processing stories and have heard how archivists are using what is in the current literature and what they have heard in conferences in their processing work and management. This online publication would be a forum for these archivists to explain how they did it at their institution, not as war stories but as examples of innovation and archival practice.

The online publication would be divided into categories, similar to the structure of *How to Manage Processing* (such as Assessment, Staffing, Managing Processing, Standards, and so on).

Examples of potential case studies:

- The Smithsonian Institute large scale digitization program where they digitize entire collections and used the EAD finding aid created by the processing archivists as the sole descriptive metadata and online navigation tool; this way, digitization is fully integrated into processing workflows. The archivists prepare the collection for digitization – full processing – and are responsible for final quality control and approval before it goes online.
- Implementation of MPLP for backlog and all new accessions.
- Smithsonian Institute also has created guidelines for processing and describing AV collections that are more in line with other archival processing methodologies where archivists prefer not to take an item level approach. They are recording processing tasks unique to AV collections and tracking hours spent on those tasks.

- Collections assessment can facilitate planning for inventory control and for setting priorities for description, processing, preservation, and managing born-digital records. The OCLC Research report, *Taking Stock and Making Hay: Archival Collections Assessment* (2011), defines assessment components and identifies adaptable methodologies. The Mellon Survey Tool (Columbia University developed) is more than just a backlog survey because it combines good reporting features with the ability to assist in tracking and reporting on long term progress.
- The *Augmented Processing Table* is an application for archival processing of digital objects on a multi-touch surface. It is currently being developed by the Interaction Group Lab at the School of Information, The University of Texas at Austin.

It is anticipated that the publication will take approximately a year to 18 months to launch. This time frame includes the foundational work done by Pam and Elizabeth to create the structure of the publication and the supporting materials. We would need to solicit authors for case studies and then review and edit case studies for publication.