Jump in Too/Two Initiative Report

Marquette University, Raynor Memorial Libraries Special Collections and University Archives
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The Marquette University Raynor Memorial Libraries Special Collection and University Archives has been collecting digital content for a number of years, but there has never been a consistent way to document it. Sometimes the presence of digital content was noted in the inventory, while other times it was not. Additionally, technical details like the make of the storage medium and the amount of space on it have not been noted. Lack of consistent control over digital storage mediums has been a known issue.   Since the Special Collections' newly created position of Electronic Records Manager was filled in November 2013, the Jump in Too/Two announcements in December provided a good opportunity to begin the process of gathering data about our digital materials. Jump in Too/Two allowed us to document electronic materials in unprocessed University collections, testing ways to manage the materials. The work done in this project provides a platform for us to expand this to all collections with electronic materials held in the Special Collections and University Archives. The project serves as a test bed for future management of electronic records.

The Goals of our participation were:
1. To create an inventory of electronic materials in our unprocessed University collections.
2. To gain an idea of the storage capacity needed going forward.
3. To gain an idea of needed software going forward.
4. To gain an idea of hardware capacity going forward.
5. To develop an ongoing workflow for electronic materials.
6. To create internal policy recommendations regarding electronic materials.
7. To begin appraisal for the electronic materials in the unprocessed collections.
8. To develop accessioning practice for electronic materials across the Special Collections and Archives.
9. To create external policy recommendations regarding electronic materials.

Michelle Sweetser, University Archivist, Katie Blank, Electronic Records Manager, and Amy Cooper Cary, Head of Special Collections and University Archives, began the planning process to decide what to inventory. We chose to start with our unprocessed University collections because we are receiving more electronic materials and want to get an accurate inventory of what we currently hold as well as create a workflow for electronic materials received going forward. Though we plan to survey all of the University Archives materials, in order to finish our inventory for the May 1st deadline, we decided to look at a subset of the University collections, Group A: University Administration Records. We further

narrowed our inventory by removing any collections that did not contain materials from 1970 – present, as well as collections that clearly had no media (ex. a baseball bat). We decided to expand the scope of the inventory beyond born digital materials to audio-visual materials because some of the AV materials, like athletic events, will most likely be candidates for digitization. The final list contained approximately 1038 cubic feet of material to be inventoried. After the completion of Group A we will continue to survey the rest of the University collections (Record Groups B, C, and D), and eventually move on to surveying selected manuscript collections.

Katie Blank, the Electronic Records Manager, along with MLIS fieldwork student, Lindsay Frey, from the University of Wisconsin-Milwaukee, conducted the survey from January 22 – April 22, 2014. During the week of March 16th, the MLIS Alternative Spring Break student from the University of Wisconsin-Milwaukee, Jasmine Burns, helped as well.

Katie began the survey process alone to get an estimate of the time it would take to go through the collections, so that a minimum number of weekly hours to survey the materials could be set to reach the May 1st deadline. We kept a log of hours spent surveying and the amount of feet surveyed throughout the whole project. This not only helped us adjust when we needed to increase hours, but will also help us plan the survey process for the other collections going forward. It took a total of 122 hours to survey the materials. Out of the 122 hours, Katie worked together with either Lindsay or Jasmine, the MLIS students, for 34.5 hours. The remaining hours Katie, Lindsay, or Jasmine worked alone inventorying items. There were some large collections that were made up entirely of media, so it was necessary to inventory the materials while working alone.

The inclusion of audio visual materials exposed us to wide variety of formats and made the inventory quite large. A total of 2,327 items were inventoried and can be broken down as follows:

Born-Digital Formats only

Format	Number of Items	Storage capacity
3.5 floppy disks	93	134.62 MB
5.25 floppy disks	39	30.47 MB
CD's	75	52,450 MB
DVD's	71	335.1 GB
Flash drive	1	8 GB
Total	**279**	**394.48 GB**

Audio-visual formats

Format	Number of Items	Storage capacity
Reel to reel tapes	16	18,600 feet
Video (non-DVD)	1,850	185,889 minutes
Cassette tapes	176	12,462 minutes

The majority of the materials inventoried were from the 1990s – to the present, though we did find some items like reel to reel and cassette tapes, that were from the 1970s – 1980s. Labels and identification varied. It was rare for an item not to have some sort of identification. The items that were overall labeled the best were the videos, especially the athletic events. Some of these audio visual materials will most likely be scheduled for digitization.

Overall the process went smoothly, but there were a few challenges. Ease of access to the materials was one of the challenges we encountered during the survey. Some media were hidden within binders or folders and some of the collections were packed very tightly in boxes, slowing down our survey process. The storage capacity of some materials was difficult to determine when a format was void of any identification. When this happened we chose the largest storage capacity known. The final challenge we faced was the fact that only one of us could inventory when we came across large collections full of digital and audio visual materials to ensure that changes were not simultaneously made to the inventory spreadsheet and that inventory numbers were not repeated.

In January this whole process was daunting, but with the concrete steps laid out in the "You've Got to Walk Before You Can Run" report by Ricky Erway,[1] and the encouragement of the Manuscripts Repositories Section, we have the tools and confidence to continue surveying and our digital media. Our next steps will be to review the survey and prioritize collections for migration and preservation. We hope to acquire a "clean" computer to begin the technical steps for reading the media.

This project gave us the boost we needed to begin the process of managing our electronic and audio visual materials on physical media. It was especially helpful in beginning to create a workflow for identifying physical media. It provides a template for managing our current holdings as well as future electronic record accessions. Knowing what we hold gives us confidence to move forward and actively manage our media.

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[1] Erway, Ricky. *You've Got to Walk Before You Can Run: First Steps for Managing Born-Digital Content Received on Physical Media*. OCLC, 2012, https://www.oclc.org/content/dam/research/publications/library/2012/2012-06.pdf.