

Jump in 3: Third Time's a Charm Report
Marquette University, Raynor Memorial Libraries Special Collections and University Archives
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2015 was the second year that the Marquette University Special Collections and University Archives participated in the Jump In initiative and it allowed us to expand upon and finish what we started during Jump in Too/Two in 2014. Before Jump In the presence of digital media in unprocessed University collections was usually noted but was never item-level inventoried. This led to uncertainty about the types of media in our unprocessed University collections and how to manage them.

The work done on this project provides a platform for us to expand the inventory to all collections with electronic materials and serves as a test bed for future management of electronic materials held in both the Special Collections and University Archives.

The Goals of our participation were the same in 2014 and 2015:

1. To get 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 get an idea of 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.

Jump in 3 was the push that we needed to finish inventorying unprocessed University materials, a process that we started during Jump in 2 in 2014. During Jump in 2 we inventoried University collections Group A: University Administration Records (1038 c.f.). After Group A was finished we focused on inventorying the unprocessed University materials in Groups B (University Activities), C (Academic Units and Faculty), and D (Special Categories). The inventory continued during the summer and fall 2014 at a slower pace. This was largely due to a collection of over 20 boxes of videotapes that had to be inventoried. Deciding it would be cruel to have to inventory tapes all day we advised that students and staff limit inventorying the tapes for a few hours at a time. During the summer and fall of 2014, 161 c.f. of material was inventoried. Jump in 3 was focused on finishing the inventory of Groups B, C, and D.

We chose to focus on 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. 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. 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 digitized. The final list of Groups B, C, and D to be inventoried during Jump in 3 (January – April, 2015) contained 332 cubic feet of material.

The Jump in 3 inventory was conducted by Katie Blank, the Electronic Records Manager, Kelly Krause, a Marquette student employee, and Treshani Perera, a MLIS student from the UW-Milwaukee, School of Information Studies who volunteered with us as part of Alternative Spring Break (ASB). ASB is a program where students in the MLIS program at the UW-Milwaukee, School of Information Studies volunteer 30 hours during the week of spring break. The Jump in 3 inventory was a perfect project for ASB and we greatly appreciate the volunteer hours that Treshani put in to help us. Katie and Kelly started the Jump in 3 survey in February and with Treshani’s help we were able to finish in March, 2015.

We kept time logs during Jump in 2 in 2014 and calculated that on average we could look through 10 cubic feet per hour. For Jump in 3 we had 12 weeks to do the inventory and had 332 cubic feet of material left to look through which meant we should devote at least 3 hours a week to the inventory ($332 \text{ c.f.} / 10 \text{ c.f. per hour} = 33.2 \text{ hours} / 12 \text{ weeks} = 2.7 \text{ hours per week}$). Learning from past experience of discovering boxes full of floppy disks or video tapes we erred on the side of caution and decided to devote at least 5 -10 hours a week to the inventory. Thankfully we came across only one box full of 3.5 inch floppy disks; the rest of the materials were scattered throughout boxes in various collections, so the inventory finished early, during the week of March 23rd.

The inclusion of audio visual materials exposed us to wide variety of formats and made the inventory quite large. A total of 312 items were inventoried during Jump in 3 and can be broken down as follows:

Born-Digital Formats only

Format	Number of Items	Storage capacity
3.5 floppy disks	103	141.84 MB
5.25 floppy disks	13	10.46 MB
CDs	27	16,800 MB
DVDs	16	23.5 GB
Total	279	40.46 GB

Audio-visual formats

Format	Number of Items	Storage capacity
Reel to reel tapes	5	7900 feet
Video (non-DVD)	72	4780 minutes
Cassette tapes	69	5470 minutes
Total	146	7900 ft. ; 10,250 minutes

Most of the materials inventoried were from the 1990s to the present. Labeling and identification of the media was overall adequate though there were some items like the floppy disk labeled “Junk” that caused raised eyebrows. The best labeled materials were the videos of athletic events and most of those will be digitized.

One of the lessons that we learned from the 2014 Jump in was that it is important to have separate categories for both storage capacity and storage capacity unit since the capability of storage increased over time – kilobytes, megabytes, gigabytes, etc. The following table shows the average storage capacity for the media discovered and how the capacity grew with each new media type.

Media Type	Average Storage Capacity	Storage Capacity Unit
5.25 floppy disk	800	KB
3.5 floppy disk	1.44	MB
CD	700	MB
DVD	4.7	GB

We have integrated the Jump in spreadsheet into our collections management database by putting a link to the spreadsheet in the record for each accession that has media.

Because we had developed a good process during Jump in 2, Jump in 3 went smoothly with a few minor challenges. 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 because we thought it better to overestimate storage space needed than underestimate. The other challenge we faced was the fact that only one of us could inventory when we came across large collections of digital or audio visual materials to ensure that changes were not simultaneously made to the inventory spreadsheet and that inventory numbers were not repeated. While one person was inventorying a second person could look through collections until they found media, then they would

have to stop so it could be added to the inventory. Besides these minor complications the process went very smoothly.

As of April 2015, after having participated in Jump in 2 and Jump in 3, we have looked through 1531 c.f. of unprocessed University materials for media and have inventoried 3,423 items. Our next step is to set up a forensic/ingest workstation. This is currently in process and we hope to begin managing the materials we've inventoried over the summer. Concurrently we are also beginning to manage our unprocessed videos and are starting with the tapes of men's basketball games since men's basketball is the most popular sport at Marquette. We are identifying duplicate games, reviewing the games to keep the best copies, and then will be digitizing the games. Additionally, we plan to inventory media in our Special Collections and possibly other areas of the University collections.

Jump in 3 provided the impetus to finish inventorying the unprocessed University materials. We have achieved our goals of inventorying media, estimating needed storage capacity, identifying hardware and software needed to manage the materials, creating a workflow for electronic materials, appraising electronic materials in the unprocessed collections, and developing accessioning practice for electronic materials across the collections. We have yet to create internal and external policy recommendations but we have ideas for how we want to craft them. Jump in has been a very successful program for us and we are thankful for all the help from students inventorying the materials and for the SAA Manuscript Repositories Section for organizing it.