

DIGITIZATION AND EAD AT THE JFK: A MARRIAGE OF OPPORTUNITY

How systematic digitization inspired and enabled the creation of EAD finding aids, and how the conversion of all finding aids to EAD will inspire and enable future digitization

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Our starting point

Archival description at the JFK Library prior to the digitization initiative

A Solid Foundation

Codified
processing
procedures

Standardized
finding aid
content and
formatting based
on DACS

Most finding aids
available online

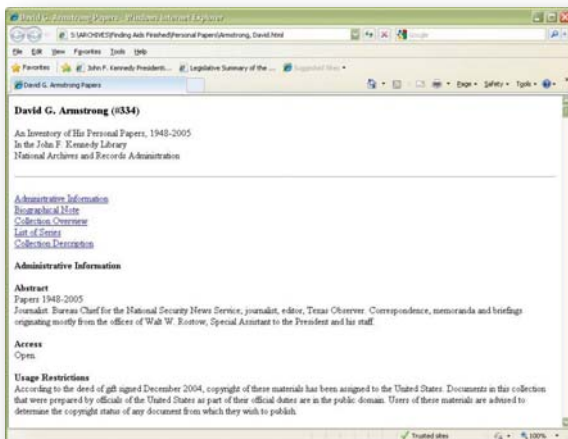
GUIDELINES AND PROCEDURES FOR THE PROCESSING OF PAPERS



A Procedures Manual for the
John F. Kennedy Library
National Archives and Records Administration

Existing finding aids: multiple formats

HTML

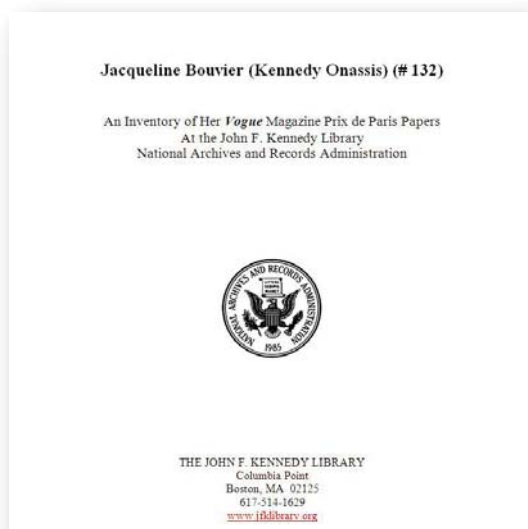


PDF



Existing finding aids: multiple formats

Word



Paper



ARC – the National Archives catalog

Records for JFK Library collections and series are available in ARC

Detailed metadata requirements :

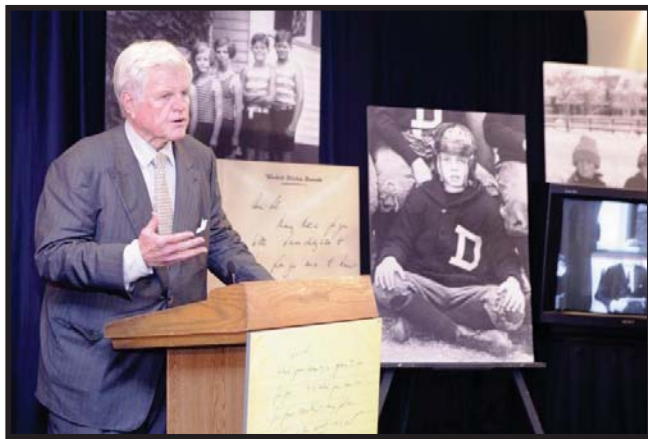
<http://www.archives.gov/research/arc/life-cycle-data-requirements.pdf>



Digitization: a new frontier

Large scale digitization leads to new descriptive standards and practices

Digitization (DAMS) Begins



The groundbreaking initiative we are announcing today is the first of its kind in the nation...Because of this historical initiative, millions of documents, miles of film, and hundreds of thousands of photographs from President Kennedy's administration will be scanned, digitized, indexed and permanently preserved. More importantly, they will be available to all citizens of the world – not just the scholars and researchers who make the journey to Boston.

- Senator Edward M. Kennedy

June 2006

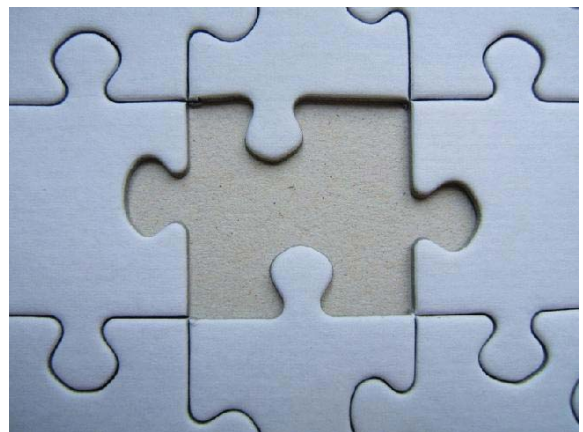
DAMS Basic Principles



- Digitize entire collections or series, not just highlights
- Different levels of description for different material
- File naming convention should generally mirror physical arrangement (ex. JFKPOF-001-001-p0001)
- Metadata based on accepted standards
- Maintain data dictionaries to ensure descriptive consistency

Limitations to the initial system

- Files were extremely large
- No way to distinguish between different types of content
- Metadata capture occurred in several places
- No real plans for a web portal; truly a dark archive



Documentum: a new era for JFK digitization

2009: New system led to rethink on metadata

More local control over available fields, object types, and user interface

Easily navigable system file structure

Lower resolution, web-ready jpegs automatically generated

Fortuitous decision to enable system to export completed metadata as Dublin Core XML records



Plans for web portal take shape, Spring 2010









A fateful decision leads to collection-level records for all collections

Cabinets

Cabinets

Page 1 of 1+

Name	Version
 AFLCIO. Records	1
 Alfson, Fritz. Personal Papers	1
 Amory, Robert. Personal Papers	1
 Armstrong, David. Personal Papers	1
 Armstrong, Winifred. Personal Papers	1
 Auchincloss, Hugh D. Personal Papers	1

Allowing for potential uses of this information

JOHN F. KENNEDY
PRESIDENTIAL LIBRARY AND MUSEUM

News and Press | Donate Now | Host an Event | Online Museum Store

Type Search Text Here SEARCH

Advanced Search

HOME JFK VISIT EXHIBITS RESEARCH EDUCATION EVENTS & AWARDS ABOUT US

Back Email Print Twitter Facebook

Ernest Hemingway Personal Papers

OVERVIEW FINDING AID



Abstract: Papers 1880-1961. Author, journalist. Manuscript materials including novels, short stories, fragments, and journal articles. The collection also includes correspondence, photographs, news clippings (1916-1966), books and other printed material. The finding aid provides a detailed index of the collection.

Extent: 107 feet.

Status: Open.

RELATED RECORDS

-  Ernest Hemingway Foundation and Society Records
-  Hemingway Miscellaneous Accessions Collection
-  Hemingway Reference Collection
-  Mary Hemingway Personal Papers
-  Museum Ernest Hemingway Collection

Hey, let's adopt EAD!

- Created crosswalk from Documentum fields to EAD
- Provides direct link from finding aids to digitized content using <dao> tag
- Used digitized collections as test cases





How it works

How we use Documentum to generate EAD finding aids linked to digitized content

Collection level metadata: Identifying Information

Properties: Info

Identifying Information | Descriptive Information | Browsing Terms | Notes and Disclaimers | Administrative Information | Permissions | History

 [Replace](#)  Kennedy, John F. Presidential Papers. President's Office Files

Type: jfk_collection
Format:

Collection Abbreviation:

Digital Identifier:

Documentum Name:

Collection Title:

Collection Number:

Reference Unit: John F. Kennedy Library (NLJFK), Columbia Point, Boston, MA 02125-3398 Phone: 617-514-1600, Fax: 617-514-1652, Email: kennedy.library@nara.gov

Publisher: John F. Kennedy Library (Boston, MA)

Collection level metadata: Descriptive Information

Properties: Info

Identifying Information | **Descriptive Information** | Browsing Terms | Notes and Disclaimers | Administrative Information | Permissions | History

Creator: [Edit](#)
President (1961-1963 : Kennedy). Office of the Personal Secretary. , 1961 - 1963

Creator Type:

Contributor: [Edit](#)

General Records Type:

Description Type:

Abstract:

Collection Overview:

Biographical Note:

Extent:




Collection Contains: [Edit](#) Photographs, Sound recordings, Textual folders

Associated Records:
[Edit](#)

Collection level metadata: Browsing Terms

Properties: Info

Identifying Information | Descriptive Information | **Browsing Terms** | Notes and Disclaimers | Administrative Information | Permissions | History

 [Replace](#)  **Kennedy, John F. Presidential Papers. President's Office Files** 

Type: jfk_collection
Format:

[Edit](#)
Advice and counsel to the President
United States government departments and agencies

Subject Terms: Space
Trade
Treaties
Presidential appointments

[Edit](#)
Personal Name Terms: Lincoln, Evelyn (Evelyn Norton), 1909-1995
Kennedy, John F. (John Fitzgerald), 1917-1963




[Edit](#)
Organizational Terms:

[Edit](#)
Geographic Terms:

Collection level metadata: Notes and Disclaimers

Properties: Info

Identifying Information | Descriptive Information | Browsing Terms | **Notes and Disclaimers** | Administrative Information | Permissions | History

 [Replace](#)  **Kennedy, John F. Presidential Papers. President's Office Files** 

Type: jfk_collection
Format:

Status:

Copy Status:

Copyright Notice:
The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excesses of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Use Restriction Status:

Use Restriction Note:
According to the letter of transfer 1965, copyright of these materials has been assigned to the United States. Documents in this collection that were prepared by officials of the United States as part of their official duties are in the public domain. Users of these materials are advised to determine the copyright status of any document from which they wish to publish.

Specific Use Restriction: [Edit](#)

Access Restriction Status:

Access Restriction Note:
Selected files may contain withdrawal sheets where documents containing national security classified information were removed from this collection. Documents which, if published, would result in unwarranted invasion of personal privacy have been removed and placed under seal. Document withdrawal sheets have been inserted in the file where items have been removed. The Library will review this closed material upon request for the purpose of opening items which no longer require restriction.

Specific Access Restriction: [Edit](#)

Security Classification:

Collection level metadata: Administrative Information

Properties: Info

Identifying Information | Descriptive Information | Browsing Terms | Notes and Disclaimers | Administrative Information | Permissions | History

Kennedy, John F. Presidential Papers. President's Office Files

Type: JFK_collection
Format:

Record Reviewed: Yes

Record Complete: Yes

Date Complete: Date

Is Publishable?: Ready to be Published

Catalogers: [Edit](#)
Erica Boudreau

Processed By: Processed by William W. Moss, Senior Archivist; Francis Harrington, Supervisory Archivist; Megan Floyd ~~Desnoyers~~, Archivist; and Brenda A. Beasley, Archives Technician.

Date Opened: Opened to research in December 1973-January 1974.

Personal Donor: [Edit](#)

Organization Donor: [Edit](#)

Provenance: The President's Office Files were donated to the Kennedy Library in 1965 as a part of the papers of John F. Kennedy.

Collection level metadata: Creator and Series

Digital Asset Manager

Search

FILE EDIT VIEW COLLECTION TOOLS

Cabinets/Kennedy, John F. Presidential Papers. President's Office Files/Authorities

Authorities

Name
Creator
Series 01. General Correspondence
Series 02. Special Correspondence
Series 03. Speech Files

112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
999
Authorities
MTG
TPH

Collection level metadata: Series details

Properties: Info

Info Permissions History

Name: Series 01. General Correspondence

Collection Abbreviation: JFKPOF

Collection: Papers of John F. Kennedy, Presidential Papers, President's Office Files.

Collection Number: 3

Parent Series Name:

Parent Series Number:

Series Name: General Correspondence.

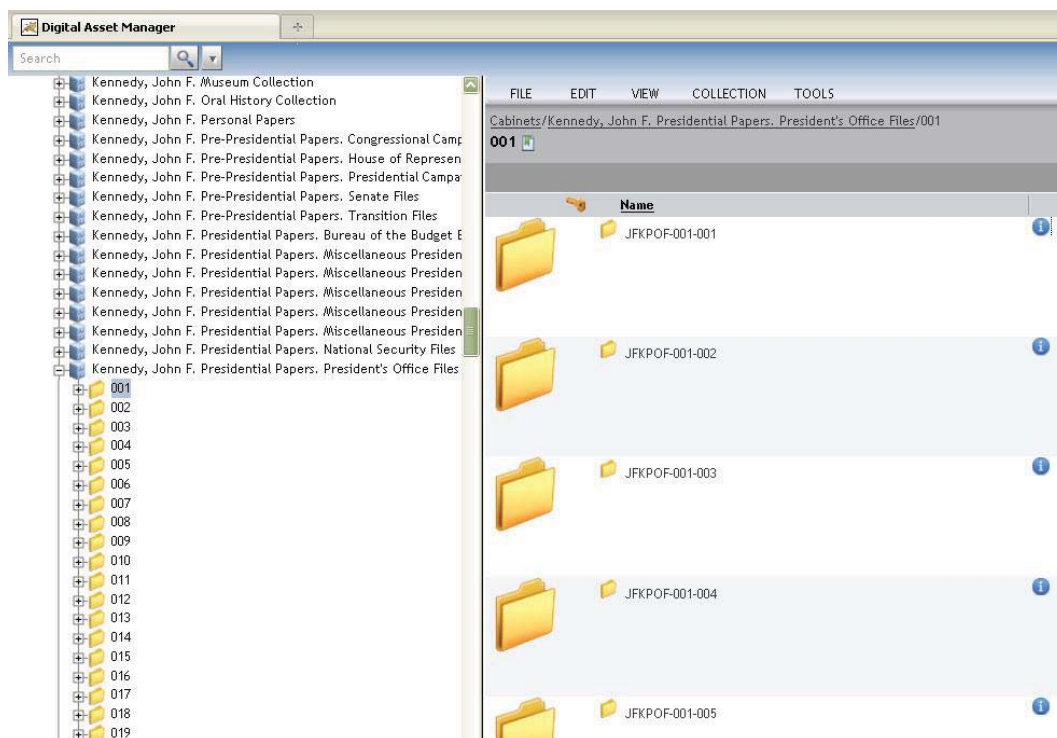
Series Number: 01.

Extent: 13.104 cubic feet; 11 linear feet, 4 linear inc

Arrangement: Chronological by year, alphabetical by correspondent thereunder.

Series Description: The series consists chiefly of incoming letters and telegrams of a general nature, most of which are from the public and people not known by the President. Some items, however, are from friends, relations and people in public life. The series was formed around an original nucleus of "General Correspondence" files (letters from the public and routine social correspondence such as greeting cards) to which were added two boxes of cables received during the meeting with Nikita Khrushchev in Vienna, one box of formal Fourth of July and birthday greetings; two boxes of requests for autographs and photographs, and some correspondence concerning gifts to the President. The bulk of the series is divided by year and then arranged alphabetically by name of correspondent. Most items are for the years 1961 to 1963, although there are a few letters of both earlier and later dates. Unfortunately, the original filing was inconsistent, and correspondence from a given individual may be found filed under either his name or under his business or institution's title. The remainder of the series consists of the five small subseries: Birthday Greetings; Fourth of July Greetings; USS THRESHER (condolences); Gifts, Photographs, Autographs; and Vienna Meeting. These



Folder level metadata: Box/folder structure



Folder level metadata: Folder detail

Properties: Info

Identifying Information Descriptive Information Browsing Terms Notes and Disclaimers Administrative Information Permissions History

 [Replace](#) JFKPOF-001-001 
Type: jfk_textual_folder
Format:

Collection Abbreviation: JFKPOF

Digital Identifier:

Collection: Papers of John F. Kennedy. Presidential Papers. President's Office Files.

Collection Number: 3

Series Name:

Series Number:

Subseries Name:

Subseries Number:



Series Description: The series consists chiefly of incoming letters and telegrams of a general nature, most of which are from the public and people not known by the President. Some items, however, are from friends, relations and people in public life. The series was formed around an original nucleus of "General Correspondence" files (letters from the public and routine social correspondence such as greeting cards) to which were added two boxes of cables received during the meeting with Nikita Khrushchev in Vienna, one box of formal Fourth of July and birthday greetings, two boxes of requests for autographs and photographs, and some correspondence concerning gifts to the President. The bulk of the series is divided by year and then arranged alphabetically by name of correspondent. Most items are for the years 1961 to 1963, although there are a few letters of both earlier and later dates. Unfortunately, the original filing was inconsistent, and correspondence from a given individual may be found filed under either his name or under his business or institution's title. The remainder of the series consists of the five small subseries: Birthday Greetings; Fourth of July Greetings; USS THRESHER (condolences); Gifts, Photographs, Autographs; and Vienna Meeting. These are also arranged alphabetically, by correspondent or by topic. See also Series 2. Special Correspondence, Series 6. Staff Memoranda, and the White House Name Files.

Title:

Folder level metadata: trigger for <dao>


Properties: Info

Identifying Information Descriptive Information Browsing Terms Notes and Disclaimers Administrative Information Permissions History

 [Replace](#) JFKPOF-001-001 
Type: jfk_textual_folder
Format:


Record Reviewed:

Record Complete:

Date Complete: 

Cataloger: [Edit](#)
Kristy Pasquariello

Scanned By: [Edit](#)
Kristy Sharpe

Scan Date: 

Pages Withdrawn: [Edit](#)

Is Publishable?:

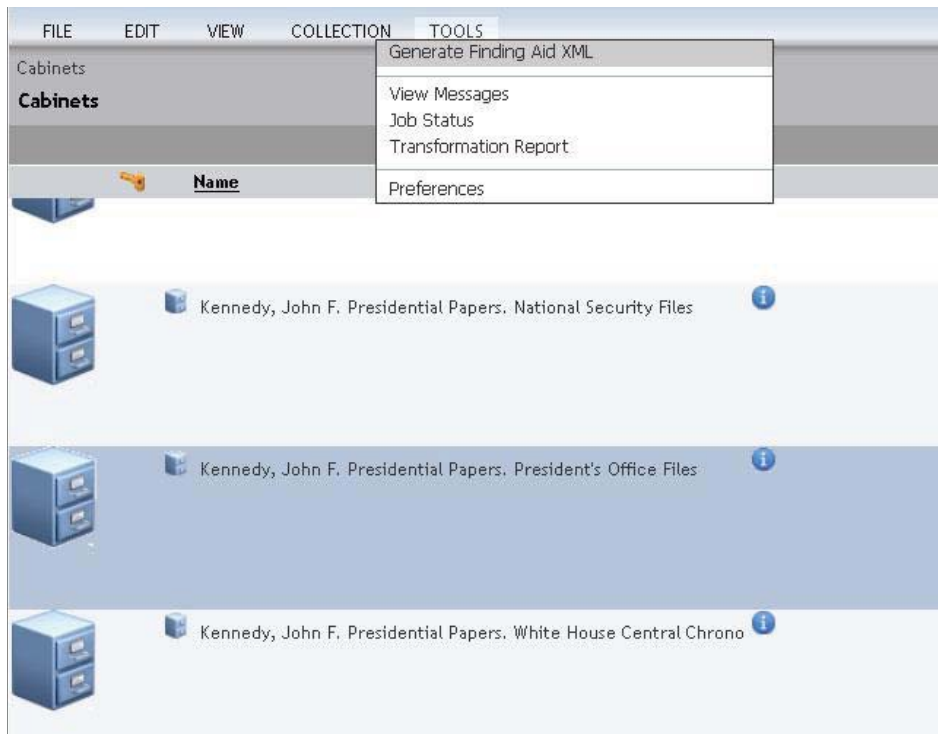
Personal Donor:
Work in Progress
LowRes Rendition to be Published

Organization Donor:
Nothing can be Published

Migrated?:

Version Label: 1.0, CURRENT, Unrestricted

Generate EAD finding aid



EAD XML generated by Documentum

```
<dsc type="combined">
  <c01 level="series">
    <did>
      <unitid>Series 01.</unitid>
      <unittitle>General Correspondence.</unittitle>
      <physdesc>
        <extent>13.104 cubic feet; 11 linear feet, 4 linear inches.</extent>
      </physdesc>
    </did>
    <arrangement>
      <p>Chronological by year, alphabetical by correspondent thereunder.</p>
    </arrangement>
    <scopecontent>
      <p>The series consists chiefly of incoming letters and telegrams of a general nature, most of which are from the public and people not known by the President. Some items, however, are from friends, relations and people in public life. The series was formed around an original nucleus of "General Correspondence" files (letters from the public and routine social correspondence such as greeting cards) to which were added two boxes of cables received during the meeting with Mikita Khrushchev in Vienna, one box of formal Fourth of July and birthday greetings, two boxes of requests for autographs and photographs, and some correspondence concerning gifts to the President. The bulk of the series is divided by year and then arranged alphabetically by name of correspondent. Most items are for the years 1961 to 1963, although there are a few letters of both earlier and later dates. Unfortunately, the original filing was inconsistent, and correspondence from a given individual may be found filed under either his name or under his business or institution's title. The remainder of the series consists of the five small subseries: Birthday Greetings; Fourth of July Greetings; USS THRESHES (condolences); Gifts, Photographs, Autographs; and Vienna Meeting. These are also arranged alphabetically, by correspondent or by topic. See also Series 2. Special Correspondence, Series 6. Staff Memoranda, and the White House Name Files.</p>
    </scopecontent>
  </c01 level="series">
  <c03 level="otherlevel">
    <did>
      <unittitle>001</unittitle>
    </did>
    <c04 level="file">
      <did>
        <unittitle>1961: AB-AN</unittitle>
        <unitdate>1961</unitdate>
        <dao href="JFKPOF-001-001" linktype=""/>
      </did>
      <scopecontent>
        <p>This folder consists of correspondence between the office of President John F. Kennedy's secretary, Evelyn Lincoln, and individuals and organizations both known and unknown to the President. Materials are mainly expressions of and responses to public opinion. Of note are materials relating to physical fitness and nutrition, including a brochure on "Where Foods Fail," sent by John H. Adam.</p>
      </scopecontent>
    </c04>
  </c03>
</dsc>
```

EAD finding aid with applied XSLT

Series 01. General Correspondence.

Extent: 13.104 cubic feet, 11 linear feet, 4 linear inches.

Arrangement: Chronological by year, alphabetical by correspondent thereunder.

The series consists chiefly of incoming letters and telegrams of a general nature, most of which are from the public and people not known by the President. Some items, however, are from friends, relations and people in public life. The series was formed around an original nucleus of "General Correspondence" files (letters from the public and routine social correspondence such as greeting cards) to which were added two boxes of cables received during the meeting with Nikita Khrushchev in Vienna, one box of formal Fourth of July and birthday greetings, two boxes of requests for autographs and photographs, and some correspondence concerning gifts to the President. The bulk of the series is divided by year and then arranged alphabetically by name of correspondent. Most items are for the years 1961 to 1963, although there are a few letters of both earlier and later dates. Unfortunately, the original filing was inconsistent, and correspondence from a given individual may be found filed under either his name or under his business or institution's title. The remainder of the series consists of the five small subseries: Birthday Greetings; Fourth of July Greetings; USS THRESHER (condolences); Gifts, Photographs, Autographs; and Vienna Meeting. These are also arranged alphabetically, by correspondent or by topic. See also Series 2. Special Correspondence, Series 6. Staff Memoranda, and the White House Name Files.

Box 001

[1961: AB-AN](#)

This folder consists of correspondence between the office of President John F. Kennedy's secretary, Evelyn Lincoln, and individuals and organizations both known and unknown to the President. Materials are mainly expressions of and responses to public opinion. Of note are materials relating to physical fitness and nutrition, including a brochure on "Where Foods Fail," sent by John H. Adam.

[1961: American](#)

[1961: AR-AX](#)

[1961: BA-BE](#)

[1961: BI-BO](#)

[1961: BR](#)

[1961: BU-BY](#)

Finding aid links directly to digitized content

The screenshot shows the website for the John F. Kennedy Presidential Library and Museum. At the top, there is a navigation bar with links for "News and Press", "Donate Now", "Host an Event", and "Online Museum Store". Below this is the museum's name and a search bar. A main navigation menu includes "HOME", "JFK", "VISIT", "EXHIBITS", "RESEARCH", "EDUCATION", "EVENTS & AWARDS", and "ABOUT US".

The main content area displays the finding aid for folder "1961: AB-AN". It features a "Back" button, a search bar for "Search Folder Pages", and a "SEARCH" button. Below the search bar are three thumbnail images of document pages. To the right of the thumbnails is an "ABOUT FOLDER" section with the following details:

- Title:** 1961: AB-AN
- Date(s) of Materials:** 1961
- Extent:** 126 digital pages
- Description:** This folder consists of correspondence between the office of President John F. Kennedy's secretary, Evelyn Lincoln, and individuals and organizations both known and unknown to the President. Materials are mainly expressions of and responses to public opinion. Of note are materials relating to physical fitness and nutrition, including a brochure on "Where Foods Fail," sent by John H. Adam.
- Series Name:** General Correspondence.
- Collection:** Papers of John F. Kennedy, Presidential Papers, President's Office Files.
- Contributor:** Lincoln, Evelyn (Evelyn Norton), 1909-1995
- Subject(s):** Public opinion and polling
- Digital Identifier:** JFKPOF-001-001

At the bottom of the page, there is a link to "View parent collection and finding aid".

Looking ahead

How should we use this tool going forward?

Full scale adoption of EAD?

`<ead>` Encoded Archival Description

- Could generate EAD finding aids as we digitize
- Could use existing container lists to pre-populate folder structure of collections in Documentum, then generate EAD finding aids for each

Digitization on demand: an argument for more EAD

As an agency NARA is exploring idea of digitization on demand

JFK Library considering pilot project based on National Archives of Australia model



Conversion of legacy finding aids

```
C:\Documentum\product\6.6\bin\idql32.exe
-----
09020ea5801ef6ee
<1 row affected>
1> create jfk_textual_folder object
2> link '/Museum Ernest Hemingway Collection/Series 1.1. Ernest Hemingway: Manuscripts'
3> set object_name = 'Book Manuscripts: Islands in the Stream',
4> set jfk_collection_abbr = 'MEHC',
5> set jfk_collection = 'Museum Ernest Hemingway Collection',
6> set jfk_collection_num = '357',
7> set jfk_series_num = '1.1.',
8> set jfk_series_name = 'Ernest Hemingway: Manuscripts.',
9> set jfk_title = 'Book Manuscripts: Islands in the Stream'
10> Go _
```

Challenges facing us today



- How does this change existing processing practices?
- What is the record copy of a finding aid?
- Can Documentum capture everything we want in a finding aid?

Questions?



THANK YOU FOR YOUR TIME

Contact Information:

Erica Boudreau, Digital Archivist
John F. Kennedy Presidential Library
617-514-1561

erica.boudreau@nara.gov

Digital Archives URL:

www.jfklibrary.org/Research/Search-the-Digital-Archives.aspx