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**Jump In, Too/Two**

The LSU School of Veterinary Medicine celebrated its 40 year anniversary in 2013, and except for a very brief time, had no archivist on staff until I began in March of this year. Prior to this, material deemed to have enduring value was collected and stored in various places in the library. There is no apparent original order to any of the material except for the first dean’s and some faculty papers, which are stored separately. Nor, is there any other evidence of intellectual control, such as accession numbers, etc.

Fortunately, I volunteered at the library prior to my hiring and conducted a preliminary survey of the holdings at that time. I had, therefore, a general idea of where the digital media were and approximately how much material we had. Also, I had previously purchased appropriate storage for the large amount of mini digital videocassettes in the collection, due to the fact that they had been loosely and carelessly placed in large manila envelopes and tossed on a shelf. Since the overall amount of material seemed manageable, I decided to survey everything we have.

The survey process took approximately 14 hours. This included time researching miscellaneous things such as how to tell a CD from a DVD when it’s not stated on the label, and way too much time trying to determine whether or not digital videocassettes fit the born digital criteria set forth in the guidelines. I decided they did. The data was recorded in an Excel spreadsheet and included the suggested categories from the sample inventory template.

The summary information is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Container | Media Type | Quantity | Maximum Capacity in MB | Est. Max Storage in MB |
|  | CD | 19 | 700 | 13,300 |
|  | DVD | $$15$$ | 8.5 | 130,560 |
|  | $$Mini DV$$ | $$133$$ | 13,312 | 1,770,496 |
|  | $$5.25" Disk$$ | $$45$$ | 1.2 | 54 |
|  | 3.5”Disk | 5 | 1.44 | 7.2 |

Date range: 1998 - 2009

One challenge I encountered involved the sample template. It includes a category for inventory and container numbers – which makes perfect sense – but, as alluded to earlier, no such numbers yet exist for us. I decided to include the categories, but leave them blank as a stark reminder that this information is missing.

The next steps for me involve a lot of research and planning. I will use the publication, *Walk This Way: Detailed Steps for Transferring Born-Digital Content from Media You Can Read In-house* as my go-to resource and will consult the additional sources of information it suggests. I am especially grateful for the inclusion of the *Preserving (Digital) Objects with Restricted Resources (POWRR)* website, as our resources (financial and human) are indeed limited.

I’m so glad I participated in this initiative. The steps were thoughtfully structured in a way that made execution both feasible and logical. It almost guaranteed the initial success all of us entrusted with digital material so desperately need!