

A Menu for Menus: Organizing a Menu Collection: An Ongoing Process

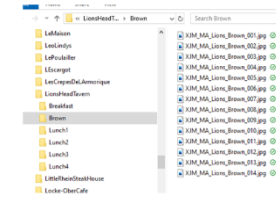
Problem

An unorganized, unprocessed collection of over 500 print menus and other associated papers was placed into six storage boxes when the archives were relocated a few years ago. I decided that lacking context, organization, or descriptions, to process the collection both physically and digitally simultaneously using CONTENTdm from the New York Heritage Digital Collections where other collections had been uploaded and stored.



Step 1

The menus were sorted physically by state or country into temporary folders. Those that had no identifying information were researched to see if an address, city, state, or country could be located.



Step 2

all menus that fit on a standard multipurpose copier were scanned as JPEGs at 400 DPI in color and emailed to a personal email. These scans were then altered to face the correct direction, renamed according to a naming convention (institution code, state or country code, shortened restaurant name, and additional descriptors as needed to differentiate among menus.

Top of the Tower	London	Greater London	England	XUM_GB_Butlins
Sealink Marine Catering			England	XUM_GB_Sealink
The Tasty Bite			England	XUM_GB_Tasty
Bahia Mar Room Service Menu	Fort Lauderdale	Broward County	FL	XUM_FL_Bahia

Step 3

These files were then organized into folders according to the restaurant names. The images also needed to be converted from JPEG (the option available on the scanner) to JPG, the file type that works with ContentDM. This code, along with the restaurant's name, street address, city, state, zip code, country (if not the United States or Canada), phone number, and if there was a date on the menu were recorded on a spreadsheet. Later on, it was determined to adhere to subject heading guidelines, the county was needed as well so this column was added and filled in with research.



Step 4

Once access to and training in CONTENTdm was completed, the digital files began being uploaded as compound objects, one compound object for each menu. This is still ongoing as the metadata is being created and sometimes double-checked before final uploading. The collection in progress can be seen at <https://nyheritage.org/collections/suny-schenectady-county-community-college-menu-collection>



Step 5

as approximately half of the collection has been uploaded, it has been determined to also spend time working with the physical collection to ensure it is organized for ease of location in case someone wants to view something that is available in the digital collection. This is being started in the beginning of July and will take place concurrently with the continued uploading of those items already digitized.

Future Steps

- A flatbed scanner needs to be located to digitize those menus too large to scan on the multifunction machine as the flatbed scanner previously used in the archive is no longer compatible with the computers used on campus. These files will then be processed and uploaded, along with being integrated into the physical collection as appropriate.
- A print finding aid will be created and included with a link to the collection on the library's site.

Contact

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Step 6

as approximately half of the collection has been uploaded, it has also been determined to create the landing page for the collection, which will be updated as the collection is finished, so that the collection can begin to be shared.