

Date: November 21, 2015

Name of Section/Roundtable: Collection Management Tools Roundtable

Officers:

Jillian Cuellar (Chair)	2014-2015
Matt Gorzalski (Vice-chair)	2014-2015
Eric Milenkiewicz (Web Liaison)	2014-2015
Nathan Tallman (Steering Committee)	2014-2015
Christine de Catanzaro (Steering Committee)	2014-2015
Gordon Daines (Steering Committee)	2014-2015
Rachel Vagts (Council Liaison)	2014-2015

Report on the SAA 2015 Annual Meeting:

Election Results

- Incoming Officers
 - Jasmine Jones (Vice-chair/Chair-elect)
 - Martha Conway (Steering Committee)
 - Daniel Weddington (Steering Committee)
 - Caitlin Wells (Steering Committee)
- Continuing Officers
 - Matt Gorzalski (Chair)
 - Eric Milenkiewicz (Web Liaison)
 - Rachel Vagts (Council Liaison)

Summary of Annual Roundtable Meeting

August 19, 2015, 3 to 4:30 pm -- Room 25 A at the Cleveland Convention Center

The Collection Management Tools Roundtable (CMTRT) hosted 4 speakers from various institutions to speak on “simple solutions” to data migration and management. The agenda, which outlines the speakers, their affiliated institutions, and a short description of their presentation, may be found in the appendix. The presentations were streamed via Google Hangouts for members who were unable to attend the annual meeting. That stream has also been made available on YouTube: <https://www.youtube.com/watch?v=mHNQ9cooST0>.

Completed Projects and Activities:

This year saw the implementation of a Collection Management Tools Documentation Portal. CMTRT leadership pursued an idea, brought forth by the CMTRT membership at the SAA 2014 Annual Meeting, to create a portal of user-generated documentation, manuals, and guides to assist users in sharing, preserving, and accessing documentation and support resources for collection management tools. The CMTRT leadership then conducted a survey of the membership to plan for the portal. This survey prompted answers for the following topics: 1) which tools are being used; 2) how long institutions plan to use these tools; 3) issues encountered

in implementing these tools, and 4) to identify most desired support documentation for specific tool functions. A summary of the survey may be found in the appendix.

In March 2014, the roundtable leadership issued a call for documentation. The CMTRT membership was invited to submit documentation to designated folders on Google Drive. The steering committee then wrote short descriptions for each submission, in order to facilitate portal browsing. Web liaison, Eric Milenkiewicz, designed and uploaded documentation to the portal on the CMTRT microsite: <http://bit.ly/CMTRT-documentation-portal>.

Ongoing Projects and Activities:

The CMTRT leadership will continue to grow the Collection Management Tools Documentation Portal. Leadership will issue a second call for submissions around March 2016. In the meantime, leadership will create guidelines for submissions with regard to file formats of documentation submitted to the portal, as well as a file-naming convention. Roundtable leadership will investigate if and how Google Analytics is used to gather data on portal usage and will move submitted documentation off of Google Drive and onto the CMTRT microsite.

New Projects and Activities:

CMTRT had, in the past, gathered repository profiles, which showcased early adopters of Archivists' Toolkit and Archon. Roundtable leadership will revamp a new iteration of this project, which will have ArchivesSpace users answering questions about tool assessment, planning, functionality, and problem-solving. Roundtable leadership will issue a call to the membership, asking for volunteers to submit a repository profile. Leadership will also contact the ArchivesSpace team about the possibility of providing a link to these profiles from the list of membership institutions: <http://www.archivesspace.org/members>.

Initiatives associated with the 2014-2018 Strategic Plan:

Goal 2: Enhancing Professional Growth

2.1: Provide content, via education and publications, that reflects the latest thinking and best practices in the field.

The Collection Management Tool (CMT) Documentation Portal provides in-house manuals, workflows, solutions, guidelines, policies, and procedures for archivists seeking to establish or improve the use of collection management tools in their institution. Besides facilitating information sharing, access to this documentation provides a method of continued support of legacy tools, such as Archon, Archivists' Toolkit, Past Perfect, and others.

2.2: Deliver information and education via methods that are accessible, affordable, and keep pace with technological change.

The CMT Documentation Portal is freely available via the roundtable microsite. The roundtable's live stream of presentations at its meeting at the 2015 annual meeting allowed for members, who were unable to attend the meeting, to participate in learning about collection management tools and migration. Accessibility of those presentations on YouTube has extended that opportunity for the roundtable membership, as well as others interested in these topics.

2.3: Support the career development of members to assist them in achieving their goals.

The roundtable's meeting at the 2015 SAA Annual Meeting provided members with an opportunity to present to their professional colleagues.

Goal 4: Meeting Member's Needs

4.1: Facilitate effective communication with and among members.

The CMT Roundtable streamed its meeting at the 2015 SAA Annual Meeting using Google's Hangouts on Air, which unlike the previous streaming service, will not expire after a determined amount of time and will, therefore, be available for the foreseeable future.

4.2: Create opportunities for members to participate fully in the association.

The CMT Documentation Portal was an idea spawned by the roundtable membership, and members submitted documentation that made the portal possible.

The roundtable meeting at the 2015 annual meeting invited roundtable members to give presentations on creative uses of collection management tools.

Questions and Concerns for Council attention:

- None.

Appendix 1

2015 Collection Management Tools Roundtable Meeting Agenda

3pm: Welcome and Announcements

3:15pm: CMTRT Documentation Portal: Purpose, Progress, and Next Steps

3:30pm: “Simple Solutions” Lightning Presentations and Q&A

Presenters:

Andra Darlington, Getty Research Institute

DAOs for Mass Digitization

At the Getty Research Institute (GRI) we have found that neither Archivists’ Toolkit nor ArchivesSpace adequately facilitates the creation of digital archival objects (DAOs) for mass digitization. I will present our workaround for programmatically adding DAOs to existing EAD finding aids.

Mark Custer, Beinecke Rare Book & Manuscript Library

Excel and EAD

I will demonstrate how you can use Microsoft Excel to create EAD container lists. The reason that I have pursued yet another method of migrating data from Excel to EAD is because I wanted a solution that would allow: 1) any combination of complex hierarchies to be migrated; 2) formatting, like italics and bold, to be retained; and 3) the whole process to be reversible. During the presentation, I will demonstrate how to convert an Excel file into EAD and back again.

Linda Sellars, Special Collections Research Center, NCSU Libraries

Steady: Spreadsheets to EAD

This talk will describe how NCSU Libraries developed and uses Steady, a Ruby on Rails application freely available on the web, to convert CSV to EAD that can be imported into ArchivesSpace. Steady eliminates the need to re-key container lists received from collection donors or lists created by staff working in areas without internet access before importing them.

Gregory Wiedeman, M.E. Grenander Department of Special Collections & Archives, University at Albany, SUNY

Managing Collections (for now) through Open XML

Hear why UAlbany is not moving to ArchivesSpace yet, and managing their collections with open XML tools. Methods for strict metadata creation, control, and automation will be discussed – including rule-based validation with Python and automating an on-demand digitization workflow.

Appendix 2

COLLECTION MANAGEMENT TOOLS ROUNDTABLE SURVEY ON NEEDS FOR A DOCUMENTATION PORTAL SUMMARY OF RESULTS FEBRUARY 2015

BACKGROUND

The Steering Committee of the Collection Management Tools Roundtable (CMTRT) plans to develop a portal to assist users in sharing, preserving, and accessing documentation and support resources for collection management tools. The portal will serve to encourage information exchanges among membership, to facilitate connections between practitioners using the same tool, and to potentially increase consistency and standardization across institutions. The Steering Committee also intends for the portal to serve as a resource for members who are using tools that are no longer formally supported, as well as those who use homegrown tools or tools with a smaller user base. The Steering Committee surveyed the roundtable membership to gather data on: 1) which tools are being used, 2) how long institutions plan to use these tools, 3) issues encountered in implementing these tools, and 4) to identify the most desired support documentation for specific tool functions.

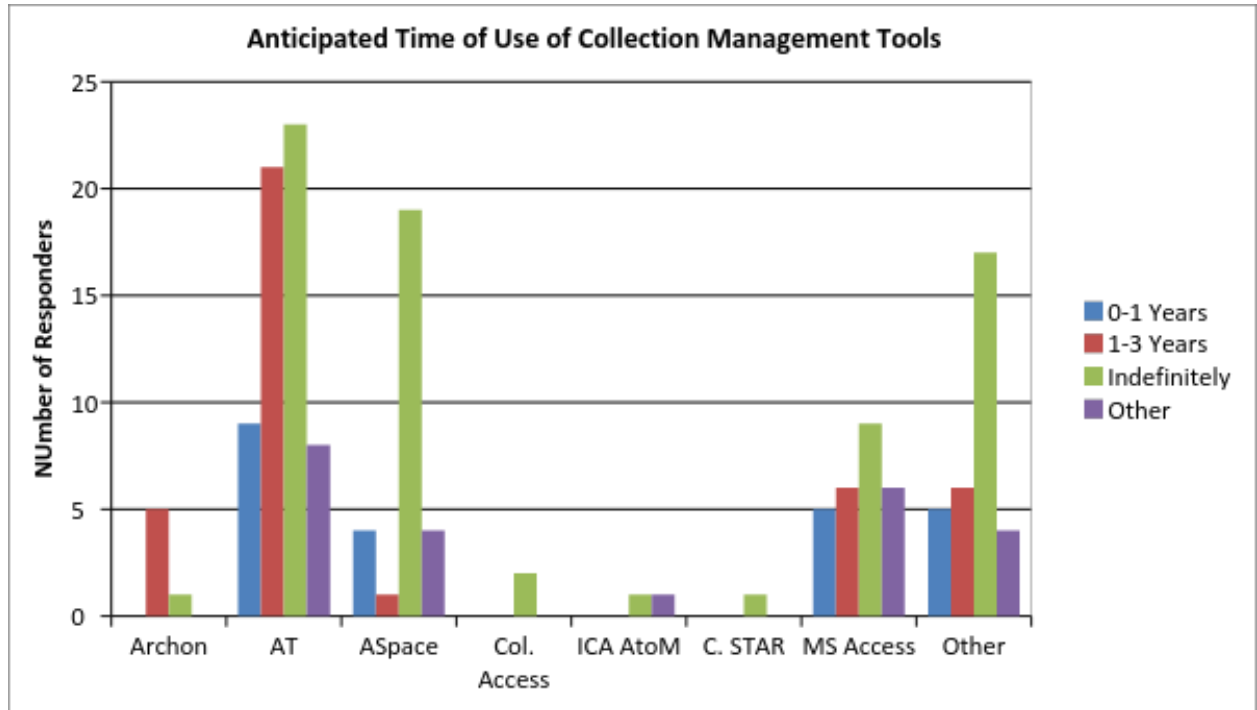
FINDINGS

Which of the following data collection tools are you currently using?

There were 108 total responses. Archivists' Toolkit was by far the most used collection management tool, selected by 61 responders. This was followed by Other (32 responses), ArchivesSpace (28 responses), Microsoft Access (26 responses), and Archon (6 responses). Collective Access and ICA AtoM each had 2 responders and Cuadra STAR had 1. Of the Other category, Past Perfect and FileMaker Pro were the most popular. Survey responders were permitted to select more than 1 tool.

How long does your institution intend on using the tool(s) identified above?

The majority of users in the most popular collection management tool categories anticipate using their existing tool indefinitely or for 1-3 more years. These categories include Archivists' Toolkit, ArchivesSpace, MS Access, and Other. Because ArchivesSpace is relatively new and many Archivists' Toolkit and Archon users are migrating into this system, the number of responders selecting "indefinitely" for ArchivesSpace was predictably high. The number of institutions who have fully implemented ArchivesSpace and made it publically available remains unclear.



Please briefly describe any specific issues that you or your institution are facing regarding the implementation or use of collection management tools.

This question generated a wide variety of responses. Several responders noted that they are interested in migrating to ArchivesSpace (or are beginning implementation) but face common challenges: lack of IT expertise and support for migration, dissatisfaction with the public and administrative interfaces, importing/exporting XML/EAD, need for additional functionality (e.g. barcoding, records management features, CSV import), and prohibitive membership fees to name a few. Some expressed interest generating or collecting documentation for ArchivesSpace users that are not members, and therefore, do not have access to member documentation.

Others elaborated on functions of legacy tools they wish to see documented in the Documentation Portal. Archivists' Toolkit users identified several areas where support documentation would be useful, including: feature customization, guidelines to encourage standardization of data entry, finding aid exporting, communication between AT and other tools like Collective Access, AT report generation, translation of AT error reports, guidelines on using and maintaining plugin features, and general strategies for migrating to another system, not necessarily ArchivesSpace. A few members wished to gain access to documentation that would aid them in implementing legacy tools from scratch.

I would like to see documentation on the portal that supports these collection management tool functions:

The survey's final section asked responders which tool functions they would like to see documented on the Documentation Portal. The most popular functions were Creating/Managing Digital Objects (87 responses), Data Migration (83 responses), and Standardizing Data Entry and Customized Reports (both with 80 responses).

Desire for Documentation on Collection Management Tool Functions		
Tool Function	Response Number	Percentage of Responses
Creating/Managing Digital Objects	87	81%
Data Migration	83	77%
Standardizing Data Entry	80	74%
Customized Reports	80	74%
Importing/Exporting EAD	78	72%
Data Cleanup	77	71%
Creating/Managing Authority Control Records	69	64%
Managing a Public Interface	61	56%
Managing Locations	60	56%
Accessioning/Deaccessioning	57	53%
Managing an Administrative Interface	56	52%
Importing/Exporting MARCXML	54	50%
Out-of-the-box Reports	49	45%
Creating/Managing Plugins	49	45%
Generating Finding Aids in HTML or PDF	48	44%
Creating EAD Files	47	44%
Other	7	6%

CONCLUSIONS

Survey results make it clear that CMTRT membership needs access to an aggregate of documentation that supports the implementation and use of collection management tools at both a basic and advanced level. In response, the Steering Committee will establish a Documentation Portal that will enable archives professionals to share and preserve any manuals or guides they may have created for in-house use at their institution. Documentation can be in support of specific tool functionalities or a tool's general use. The Portal will also collect and preserve any official documentation authored by the creators of legacy software in order to facilitate easy and sustained access to those works.