

University of Miami Libraries Electronic Resources Survey Report

SAA Manuscript Repositories Section – Jump In Too/Two Project

UM LIBRARIES WEB ARCHIVING AND E-RECORDS PILOT GROUP

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Submitted by Béatrice Skokan on behalf of María Estorino, Laura Capell, Koichi Tasa, Natalie Bauer, Allison Jai O'Dell, and Meiyolet Mendez

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The Cuban Heritage Collection (CHC) and Special Collections repositories at the University of Miami (UM) Libraries have completed electronic records surveys as part of the Society of American Archivists, Manuscripts Sections' *Jump In, Too/Two* initiative. The inventory of the electronic records is the latest step towards curating the electronic records from the library's archival and manuscript collections. The timeline for this process is outlined below.

2010 - Formation of the Electronic Records and Web Archiving Working Group

The group is composed of archivists, digital, metadata and subject librarians charged with researching best practices and technologies pertinent to the curation of electronic records and web content associated with in-house manuscripts and archival collections.

2011- Final Report

The Electronic Records and Web Archiving Working Group submitted a final report with recommendations for both electronic records in manuscript and archival collections and web archiving. The recommendations for the electronic records were as follows¹:

- The forensic capture of digital files from digital media in collections accessioned into UM special collections areas
- The extraction of forensic metadata about these files
- The long-term digital archival storage of forensic disk images and metadata
- The application of digital preservation measures to copies of files from the original forensic capture

¹ ELECTRONIC RECORDS AND WEB ARCHIVING WORKING GROUP - Final Report, August 2011
Submitted by María R. Estorino (Chair), Beata Bergen, Hong Ma, Meiyolet Méndez, Shilpa Rele, Kyle Rimkus, Béatrice Skokan, and Koichi Tasa.

- The long term digital archival storage of digital preservation packages of files and metadata
- The conversion of archival files to common access file formats
- The sharing of access copies of electronic records with patrons

July 2012 – Senator Mel Martinez Papers Test Case

Laura Capell (Head of Digital Production) and Béatrice Skokan (Manuscripts Librarian) started working on an electronic records test case with the Senator Mel Martinez Papers. Staff from Special Collections completed a basic inventory of the 300 DVDs and 2 external hard drives from the collection. Ms. Capell established the following workflow for the first phase of the project to create disk images to preserve the contents of the media²:

- Assign ID# to media
- Create object directory in staging area on workstation
- Photograph media
- Connect media to workstation (w/write blocker if needed)
- Run virus scan
- Create disk image with FTK Imager
- Export list of checksums for all files on image
- Log media & disk image in project spreadsheet
- Disconnect media
- Quality control of disk image
- Upload disk image to archive server for preservation

The next phase of the project is to arrange and describe the records to facilitate access. Ms. Capell and Ms. Skokan have created a processing plan that includes strategies to best provide access to the different types of content found in the collection.

² Electronic Records at the University of Miami: A Case Study by Laura Capell

September 2013 - *Electronic Records Donation Checklist*

The Head of Digital Production, Laura Capell developed an *Electronic Records Donation Checklist* in consultation with the group to serve as a guide to curators during the acquisition of archival collections.

September to December 2013 - *UM Libraries Electronic Records Survey*

Natalie Baur (CHC Archivist) and Béatrice Skokan (Manuscripts Librarian) coordinated the *Survey of Electronic Records* for the Cuban Heritage Collection and Special Collections. Information gathered by two student assistants on the excel worksheets include : location, format, labels/description as well as capacity to determine the types of media present in the collections, and storage needs to help develop processing and preservation priorities. The bulk of the electronic records are clustered in a few collections dating from the 1990s to 2000s. Most of the floppy disks have no dates.³

Formats and Numbers in the Cuban Heritage Collection

- 827 CDs – 221 from the Norberto Fuentes Papers, 198 from the CD Collection
- 213 DVDs – 69 from the Theatre Video Collection, 63 from Teatro 8 Records, 31 from the Grandes Leyendas Melo Collection.
- 807 Floppy Disks – 767 are from the Norberto Fuentes Papers
- 1 Hard Drive – Cuban Law Chinese Collection
- 2 Flash Drives

Formats and Numbers in the Special Collections

- 244 CDs – from the Senator Mel Martinez Papers, Bob Simms Collection, Diaspora Vibe Gallery Records and Erick Lyle Papers.
- 499 DVDs – 300 are from the Senator Mel Martinez Papers
- 2 Hard Drives – from the Mel Martinez Papers
- 5 Floppy Disks

³ Please see attached worksheets from the Cuban Heritage Collection and Special Collections.

The Electronic Survey Team



From left to right, Natalie Baur (Cuban Heritage Collection Archivist), Sean Driscoll (Student Assistant) and Béatrice Skokan (Special Collections Manuscripts Librarian).

And objects from the survey...

