

SURVEYS, STUDENTS, AND SCAFFOLDING

PUTTING A PRIORITIZED PROCESSING PROGRAM INTO USE

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PART 1: BACKGROUND



ISSUE #1

Lack of essential policies and procedures

ISSUE #2

Stuff was EVERYWHERE

ISSUE #3

Data loss





PART 2: COLLECTION SURVEY



COLLECTION SURVEY PURPOSE

OVERVIEW

Critically assess current state of manuscript collections

ADMINISTRATION

Identify and collate documentation

PRIORITIES

Obtain data to employ evidence-based practice

RESOURCES

Advocate for resources needed to implement efficient processing program



Resources Used



Assessment
Guidelines



Assessment
Measures



ArchivesSpace
Assessment Tool

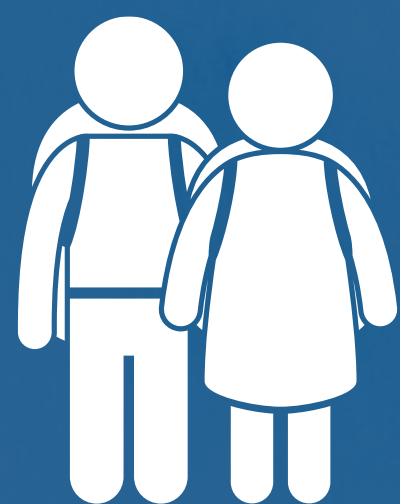


Collection Survey
Spreadsheet



Survey Process





PART 3: CASE STUDY

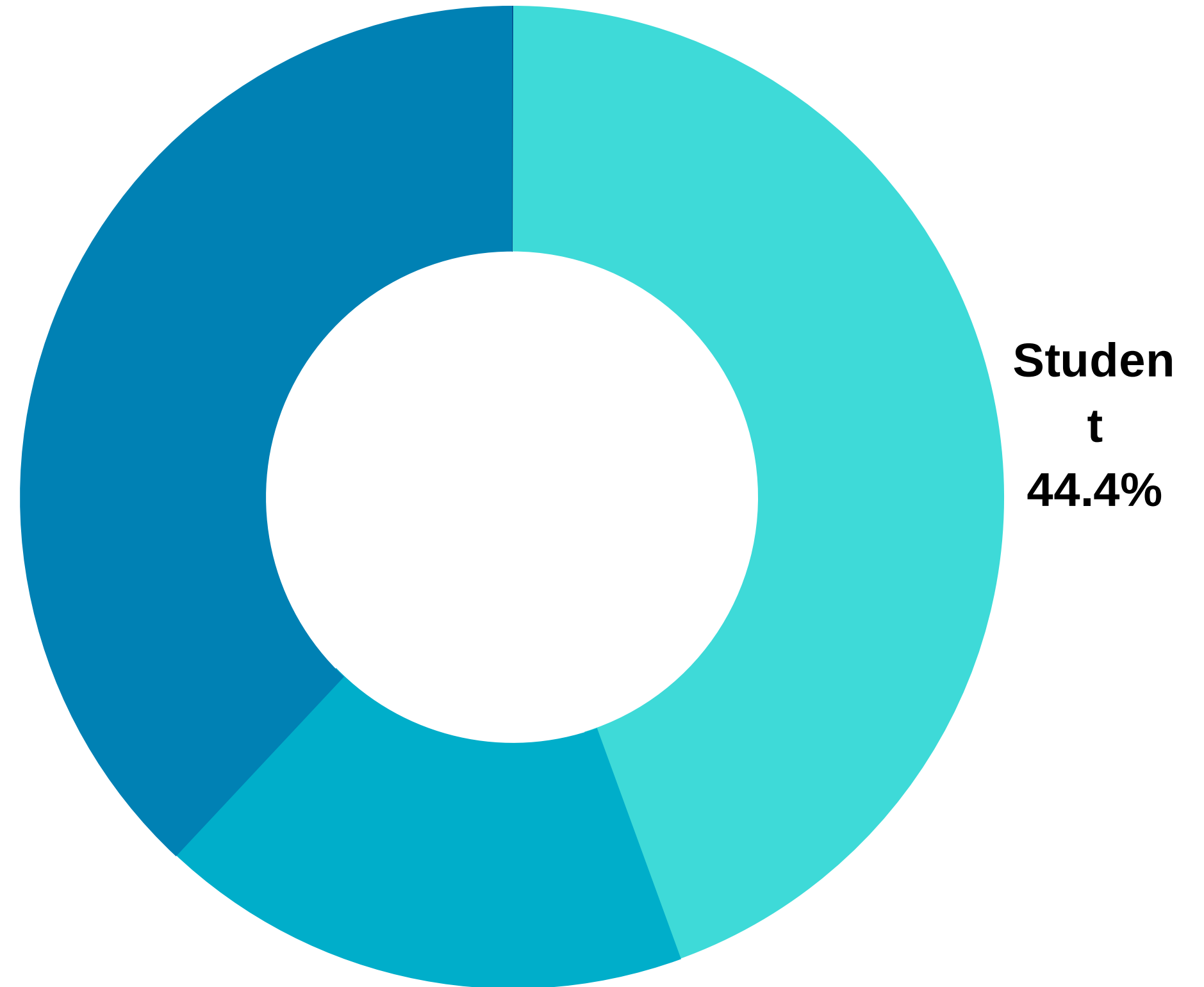


Processor

Who can process what?

- STUDENT - 117
- ADVANCED STUDENT - 46
- STAFF ONLY - 100

Staff Only
38%



Student
44.4%

Advanced Student
17.5%

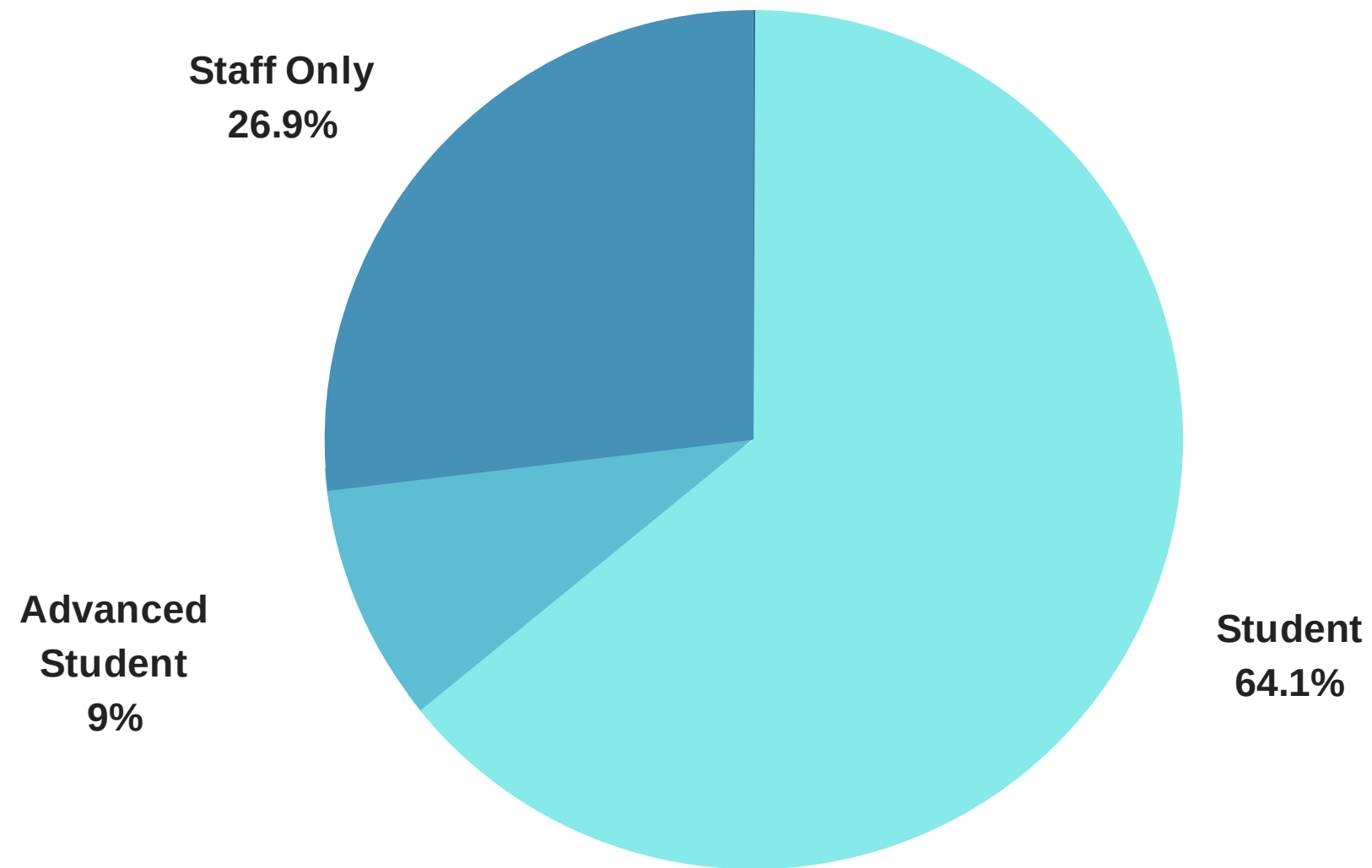
*This data does not include processed collections



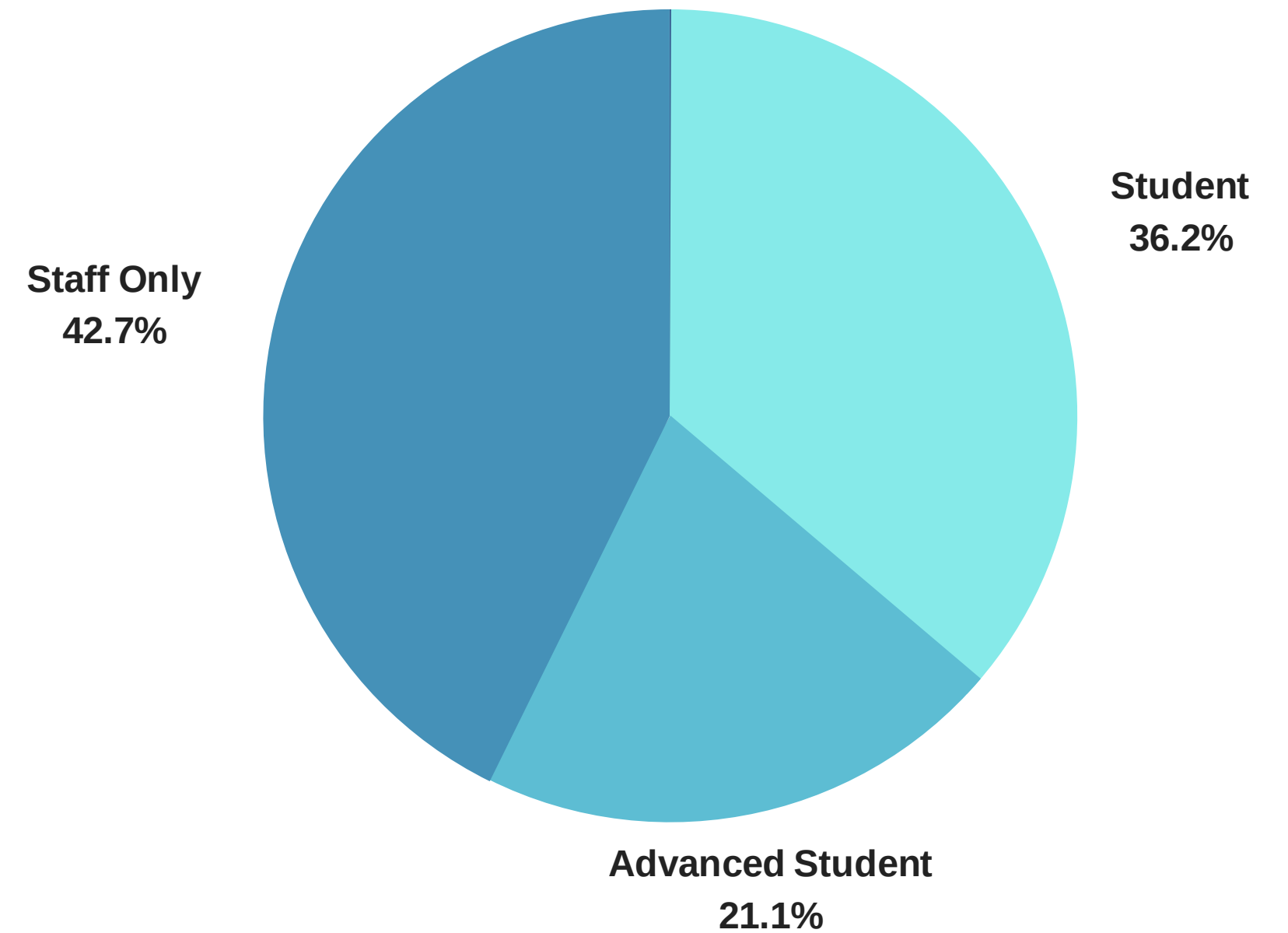
Research Value Score

Processor breakdown

Scores 2-5



Scores 6-10



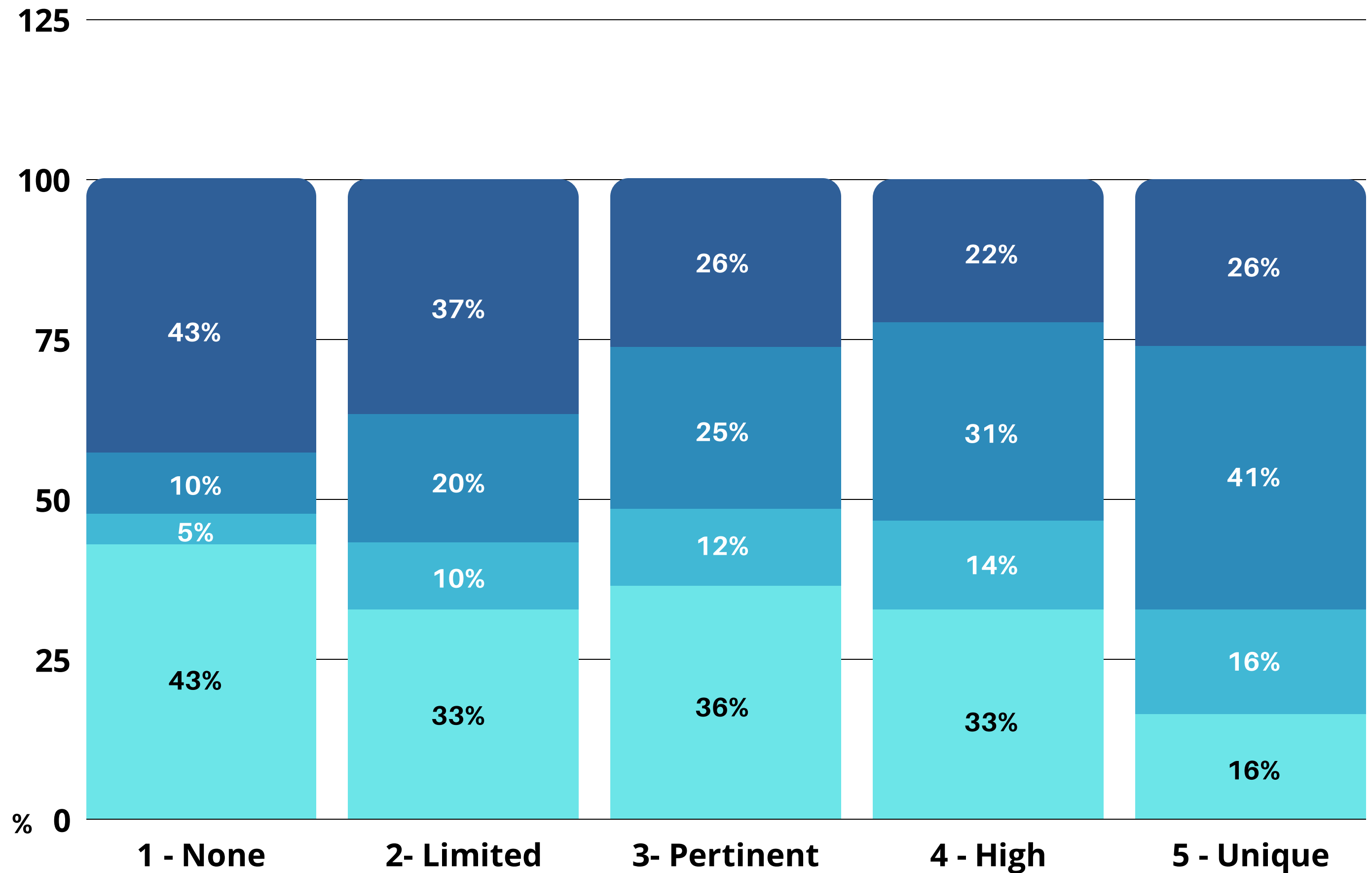
- STAFF ONLY
- ADVANCED STUDENT
- STUDENT

*This data does not include processed collections 

Local Value Score

Processor breakdown

- PROCESSED
- STAFF ONLY
- ADVANCED STUDENT
- STUDENT



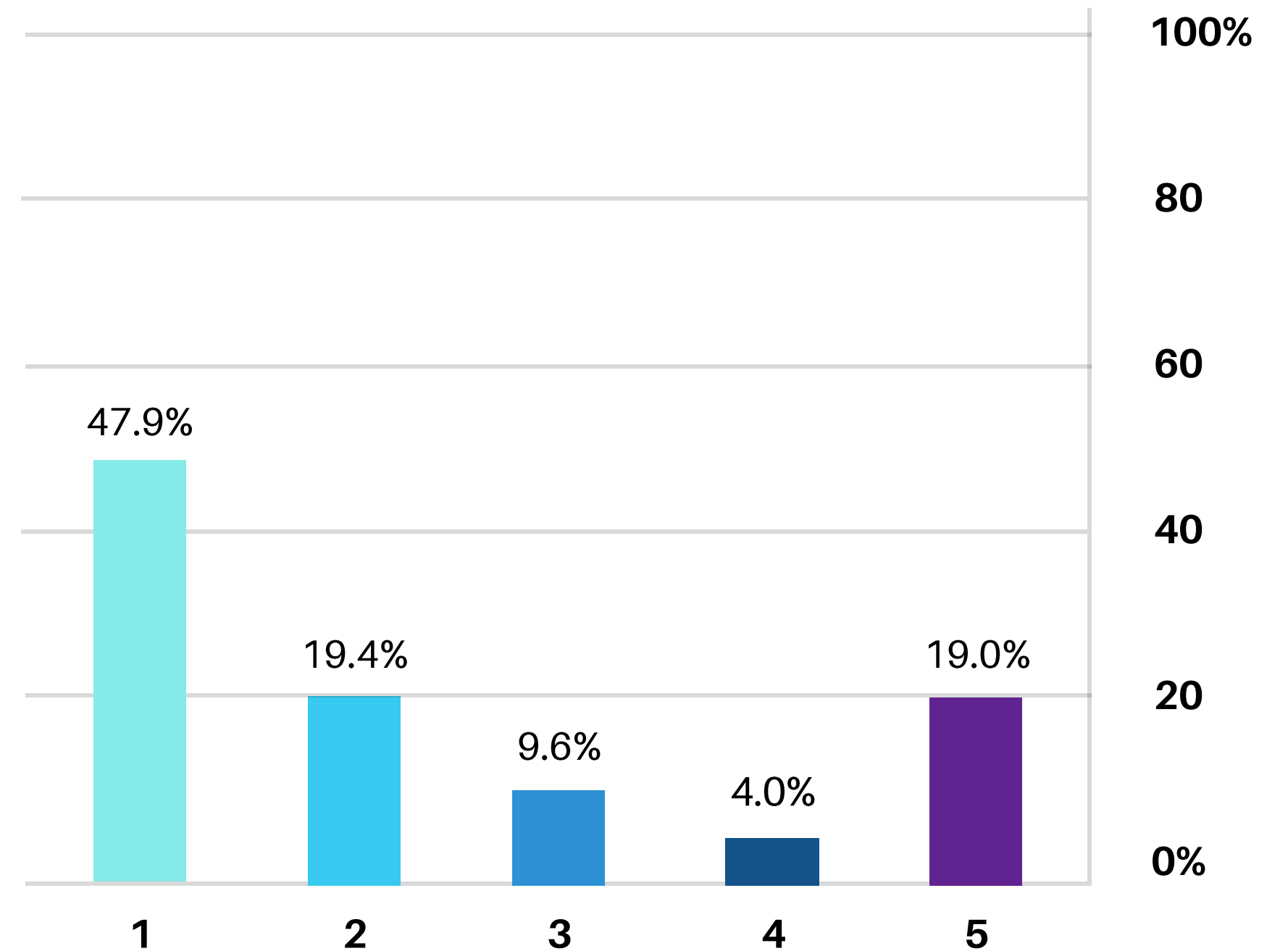
* Percentages have been rounded for illustration purposes and may not total 100



Collection Size Score

Based on number of document or bankers boxes

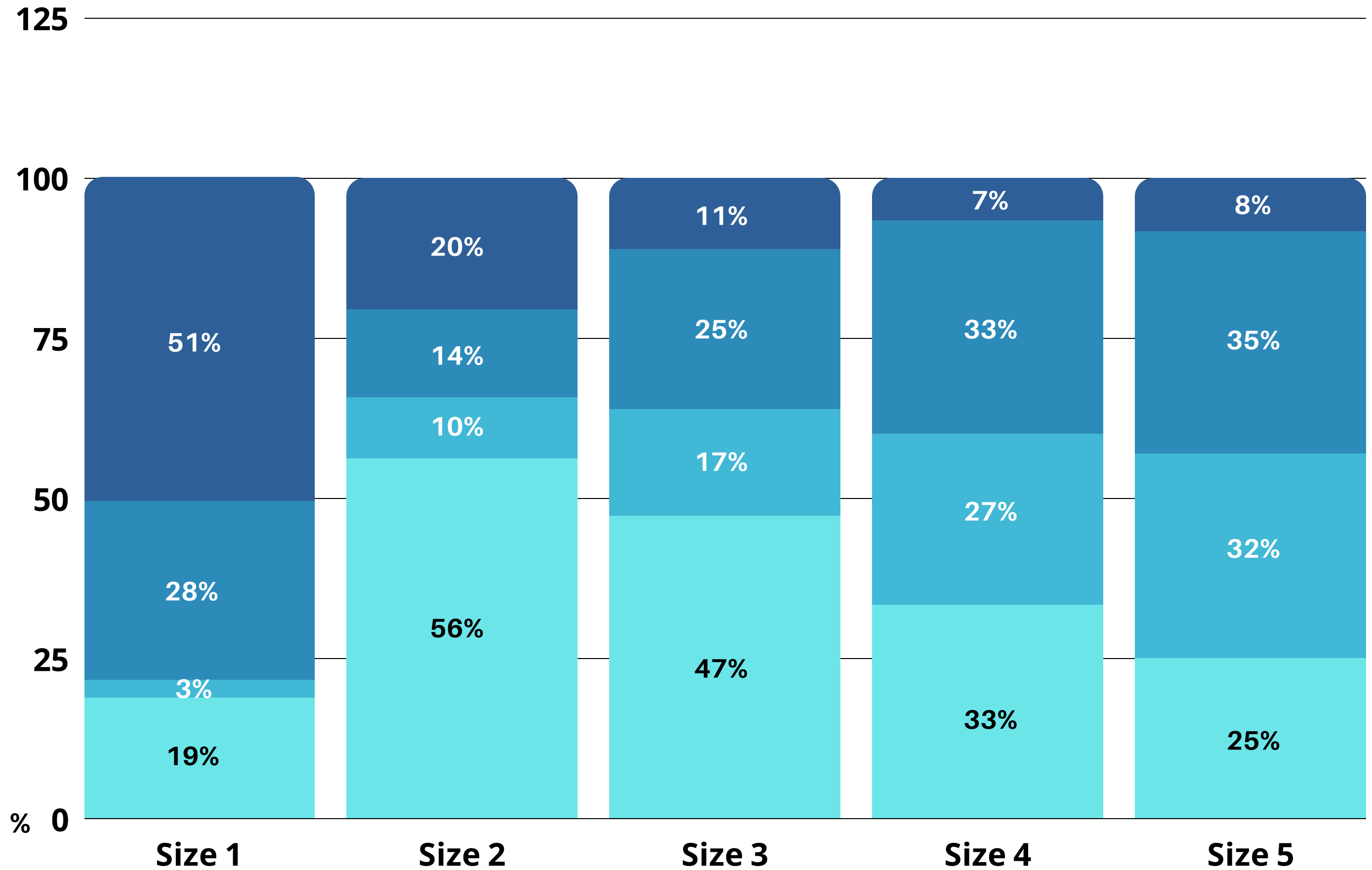
- 1** **Size 1 -- 180 collections**
1-2+ document boxes
- 2** **Size 2 -- 73 collections**
3-6+ document boxes; 1-2+ bankers boxes
- 3** **Size 3 -- 36 collections**
7-12+ document boxes; 3-4+ bankers boxes
- 4** **Size 4 -- 15 collections**
13-20+ document boxes; 5-7+ bankers boxes
- 5** **Size 5 -- 72 collections**
21+ document boxes; 8+ bankers boxes



Collection Size Score

Processor breakdown

- PROCESSED
- STAFF ONLY
- ADVANCED STUDENT
- STUDENT



* Percentages have been rounded for illustration purposes and may not total 100



SCAFFOLDING COLLECTIONS

Size 1



Size 2



Size 1



Size 2



Size 3



Size 3



Olivia

+ Add task

MS 274 Joseph A. Moore Jr. World War II Papers
6 4/4

MS 301 Hester Donnelly Prints
3 3/3

MS 198 Wilmington Art Association Records
5 4/4

MS 213 Fritz Huber Papers
6 4/4

MS 221 Gayle Tustin Papers
1 0/4

MS 349 St. John's Art Gallery Records
1 0/4

MS 221 Gayle Tustin Papers
Last changed 3 hours ago by Fario, Olivia Claire

Assign
Add label

Bucket: Olivia
Progress: In progress
Priority: Medium

Start date: Start anytime
Due date: Due anytime

Notes
 Show on card
See rebecca for Source of Acquisition information - numerous additions and a copyright restriction that need to be addressed when you start working on the finding aid.
Old finding aid: <https://library.uncw.edu/web/collections/manuscript/ms221.html>
Oral history interview: <https://digitalcollections.uncw.edu/digital/collection/oralhistory/id/18/rec/1>

Checklist 0 / 4
 Survey/Processing Plan
 Aspace Template
 Aspace Finding Aid
 Processing Checklist
 Add an item

Attachments
Add attachment



INTERNSHIP STRUCTURE

RIGOROUS INTERVIEW PROCESS	FALL & SPRING COMMITMENT	LEARNING CONTRACT	ASSIGNED WEEKLY READINGS	SELF-EVALUATION AND REFLECTION
<p>Resume and cover letter required</p> <p>Skills assessment</p> <p>Formal interview</p>	<p>Willingness to commit to a full academic year</p> <p>Interest in seeking credit in major or participating in Certified Internship Program</p>	<p>Collaborative development of learning objectives and personal goals with supervisor</p> <p>Assessment of current skills based on NACE competencies</p>	<p>Includes a selection of practical articles pertinent to archival practice</p> <p>Interns reflect on readings through weekly discussion questions</p>	<p>Individual assessment of strengths, weaknesses, experience and skills</p> <p>Reflection essay</p>





PART 4: SUSTAINING MOMENTUM



MOVING FORWARD

LESSONS LEARNED

It's working!

Assigned collections
match student skill level

Implemented a more
programmatic approach
to collection processing

PAIN POINTS

Will run out of collections
students can process

Continually have to
update steps, forms, and
checklists

ADDITIONAL USE CASES

Revised accessioning
procedures

Oversize storage
reorganization

Informed deaccessioning



Randall Library Special Collections

Staff



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Resources

Randall Library Special Collections Internship Forms and Templates

https://lib.uncw.edu/spc_internship_documentation

Society of North Carolina Archivists Conference Internship Presentation

<https://lib.uncw.edu/SNCA-2021>

Collection Survey Comprehensive Presentation

<https://lib.uncw.edu/SPC-staff-2021>

The Role of Processing Priorities in Collection Management: Balancing Expectations with Reality

Jessica Geiser, Collections Management Librarian, UC Riverside
Society of American Archivists Annual Meeting, Washington D.C. 2018

*Inspiration for our comprehensive collection survey

