Collaborative Stewardship of Cultural Heritage Collections: The Theodore Stern Project

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Society of American Archivists
Session 603
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Who is Theodore Stern?
Confederated Tribes of the Umatilla Indian Reservation

3 Tribes: Umatilla, Cayuse, Walla Walla

Dark Red=The Umatilla reservation

Light Red=Land ceded to the United States

Dark Tan: The Columbia Basin

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Ted Stern Publications

CHIEFS & CHIEF TRADERS
Indian Relations at Fort Nez Percés, 1818-1855
Volume 1
Theodore Stern

CHIEFS & CHANGE in the OREGON COUNTRY
Indian Relations at Fort Nez Percés, 1818-1855
Volume 2
Theodore Stern
Collaborative Stewardship Project

- Malissa Minthorn, Library and Research Manager
- Katie Barry, Archives/Library Technician

- Jennifer O’Neal, University Historian and Archivist
- James Fox, Head, Special Collections and University Archives
Project Phases: Umatilla Series

• Phase One → Processing
  – re-housing, organization, preservation, inventory, description

• Phase Two → Digitization
  – Content descriptions by CTUIR

• Phase Three → Outreach and Symposium
  – At TCI with Stern family, tribal community, and researchers
Processing Plan

- Detailed tasks with specific instructions
- Set timelines/due dates
- Individuals assigned

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
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<tbody>
<tr>
<td>1. Complete Initial Inventory (13 boxes)</td>
<td>Completed in PastPerfect (by medium, category, description)</td>
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<tr>
<td>2. Determine series and sub-series for CTUIR materials</td>
<td>See proposed series’ below (review via conference call January 30, 2013)</td>
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<tr>
<td>3. Organize folders/items into series and sub-series</td>
<td>Actually physically move the folders into each series and organize them by date or alphabetically (normally this is going to be by date)</td>
</tr>
<tr>
<td>4. Rehouse folders/items; Write new folder labels (Occurs simultaneously)</td>
<td>Rehouse old folders/items, etc. into new acid free folders (use legal size). Follow guidelines and format as noted in the UOSCUA processing manual.</td>
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<tr>
<td>5. Rebox</td>
<td>Put folders in new acid free archival boxes (legal size)</td>
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<tr>
<td>6. Enter/copy folder/series information from PastPerfect into UOSCUA Spreadsheet</td>
<td>Follow guidelines and format as noted in the UOSCUA processing manual</td>
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<tr>
<td>7. Write front matter for the finding aid</td>
<td>This is for the final finding aid and for ingest into Archivists’ Toolkit (the UOSCUA internal collections database)</td>
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<tr>
<td>8. Send all documentation (box list, series descriptions, scope and content note, etc.) to UOSCUA for review</td>
<td>Scope and content note, bio/hist note, series descriptions</td>
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Reviewed by UOSCUA for formatting and details
Processing Assistance/Site Visits

• Fall 2012
  – Initial Kick-off Meeting

• Spring 2013
  – Hands-on Processing training
Current Status

• Phase One → 65% complete
• Conduct additional Site Visit
Privacy Issues: Informant Surveys

1. What is your middle name? 
   
2. Female where were you born? 
   
3. Male do you have any children? Yes / No
   
4. Are you now living with your wife (husband)? 
   
5. If head only—no spouse—answer for husband if female head only, answer for wife.

6. Marriage: 
   
7. Where was your father born? 
   
8. Where does he live now? (Yes/No)
   
9. Where does she live now? (Yes/No)

10. Relationship: 

11. Job: 
   
12. Pay: 
   
13.婚和州: 
   
14. 費用: 
   
15. 何者: 
   
16. 何者: 
   
17. 何者: 
   
18. 何者: 

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Lessons Learned

Consultations and Communication
Lessons Learned

Don’t be afraid of a challenge
→ Find a Solution!
Lessons Learned

Use collaboration in other ways

→ Be a mentor
→ Provide basic practical hands-on training
Thank you!

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