Developing an Online Digital Repository for a Campus Archives

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SAN JOAQUIN DELTA COLLEGE

Collection & Project Overview

Spring 2016 to Present

Established in 1935, San Joaquin Delta College possesses a rich variety of documents that are in the process of being digitized and made available through the publicly accessible and searchable digital repository. College yearbooks, sabbatical reports, board meeting minutes, course catalogs, and scrapbooks, are now freely available through the repository's online platform: http://deltacollegelibrary.pastperfectonline.com/

This poster illustrates a project overview of the following: setting up the archives information structure & workflows, choosing a repository platform, implementation, repository maintenance & digital archive preservation, outreach efforts, & future enhancements.
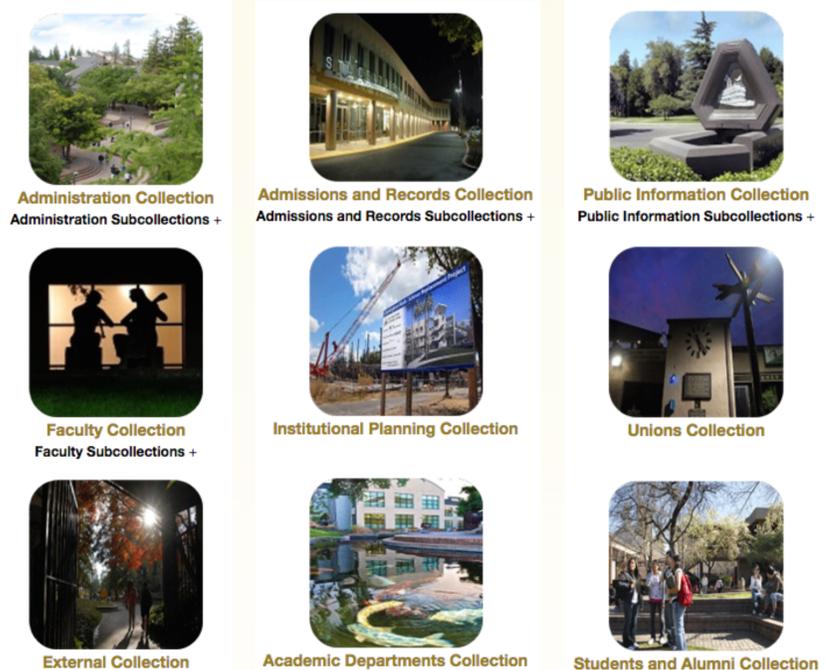
Digitized Records from the Collection

Course Catalogs Series

Image above from campus broadcast featuring Holocaust survivor, Elane Norych Geller (converted from VHS to MP4)

Yearbooks Series

Collection Arrangement

Begins Spring 2016

Developing Repository Collections & Sub Collections:

- Administration Collection — Administration Subcollections +
- Admissions and Records Collection — Admissions and Records Subcollections +
- Public Information Collection — Public Information Subcollections +
- Faculty Collection — Faculty Subcollections +
- Institutional Planning Collection
- Unions Collection
- External Collection
- Academic Departments Collection
- Students and Alumni Collection

Creating Object IDs based on Collection > Sub Collection > Record Group or Item

Object ID "Recipe:"
- Resource ID = Collection
- Reference ID = Sub Collection
- Record Group or Item ID

Sample Object ID:
003.001.003

↑ Collection
↑ Sub Collection
↑ Record Group or Item ID

Repository Platform Selection

Summer 2016

3 Platforms Considered:
- BLUEcloud (enhancement to Library's current ILS, Sirsi)
- CONTENTdm
- PastPerfect

Main Criteria:
- Cost
- Metadata Control & Flexibility
- Alignment with the Institutional Mission

BLUEcloud   CONTENTdm®   PAST PERFECT MUSEUM SOFTWARE

Final Scorecard	BlueCloud	ContentDM	PastPerfect
Cost Conforms to Budget	✓	✓	✓
Metadata Control & Flexibility	✓	✓	✓
Alignment with Mission	✓	✓	✓

Implementation Schedule

Summer 2016 to Fall 2016

A PastPerfect implementation project schedule was created, including milestone dates for records ingestion, staff training, and public access to the repository.

Processing Workflows

Summer 2016 to Current

To process both existing backlogs and incoming records, the following workflows and associated forms needed to be established:
- **Accessioning** form for incoming records
- Records spreadsheets with required metadata fields for cataloging **backlogs**
- Records spreadsheet **ingestion process into repository database**, PastPerfect

Digitization Program

Summer 2016 to Current

Prioritize Collections & Sub Collections for Digitization

Prioritization Criteria:
- Retention rules (items with retention of "perpetuity" digitized first)
- Historical legacy value (supports advocacy and donor efforts)
- Campus stakeholders (institutional need for records)

Digitization & Digital Curation Staff Workflows
- Analog document preparation, both pre digitization & post digitization
- Adobe Professional tools (cropping, OCR, digital bookmarking)
- Naming conventions (see example below)
- Upload digital objects to server & embed associated link in PastPerfect

Sample Naming Convention:

BOT_Agenda_20131003

Creator/Agent	Item/Record Group	Date: yyyymmdd
BOT	Agenda	20131003

Underscores to link naming elements

Repository Maintenance & Archives Preservation

Ongoing...

- Repository backups are completed as new records are added, including to database computer hard drive, removable drive, and campus networked drive. Networked drive storage for maintaining all digitized archive records was negotiated with campus IT.
- The original physical records from which the digital facsimiles originate are always maintained in the physical archive.
- The original physical records' location within the archive is maintained in the repository metadata.

Advocacy & Outreach

Ongoing...

- The Archive room (shown below) is opened during Library outreach events.
- Archive records are incorporated into information literacy classes to demonstrate how to search for and use primary sources in research assignments.
- The PastPerfect digital repository is featured on the Library's homepage.

Campus Archive Room

Shown above: Archive room during community event, "Stockton is Magnificent." Activities included historical postcard craft & opportunities for the public to access archival documents.

Future Enhancements

- Digital record backups to online storage will be negotiated with campus IT to enhance digital preservation.
- Most special collection records, cataloged before repository implementation, are only available on the Library OPAC. These will be ingested into PastPerfect so that all special collection & archive records may be searched on one platform.

Summary

As of Spring 2016, 936 records have been ingested into the repository. Before repository implementation, approximately 282 archive & special collection records were searchable, though not downloadable, through the Library's OPAC. Thanks to repository implementation & digitization efforts, currently 422 additional records are searchable and, most importantly, immediately accessible through download.