Developing an Online Digital Repository for a Campus Archives

Mary Weppler - Public Services Librarian
San Joaquin Delta College Library - Stockton, CA

Collection & Project Overview
Spring 2016 to Present

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

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

Final Scorecard
Cost Conforms to Budget: PastPerfect
Metadata Control & Flexibility: PastPerfect
Alignment with Mission: PastPerfect

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

Digitized Records from the Collection
Spring 2016 to Present

Record Group or Item ID
- Student Academic Records
- Faculty Records
- Course Catalogs
- Public Information Collection
- Special Collections

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.

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.

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.

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.

Ongoing...

Collection Arrangement
Begins Spring 2016

Developing Repository Collections & Sub Collections:
- Administration Collection
- Administration Subcollections
- Admission and Records Collection
- Admissions and Records Subcollections
- Public Information Collection
- Public Information Subcollections
- Institutional Planning Collection
- Institutional Planning Subcollections
- External Collection
- Academic Departments Collection
- Student 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

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