

Descriptive Notes



The Newsletter of the Description Section of the Society of American Archivists

Summer 2006

FROM THE CHAIR

Katherine M. Wisser

While summer has only just officially started, the hurricane season has been underway for two weeks already. The onset of the season serves as a reminder of the destruction of Katrina and her sister storm Rita, both of which had such a devastating effect on the lives of residents of New Orleans and the Gulf States as well as on their archival materials. From a purely descriptive perspective, however, these natural challenges reassure us that the work that we do every day impacts our ability to administrate and control our collections effectively in the midst of adversity.

I chaired this section during a somewhat unconventional year. The normal business of sectional governance includes the review and endorsement of sessions at the upcoming annual meeting. Given the structure of the joint meeting with NAGARA and CoSA, the section leadership (including the chair, vice-chair, and steering committee members) was relieved of that responsibility along with all of the other SAA sections and roundtables. This left the section leadership open to a world of possibilities.

The World Wide Web has affected almost every aspect of our jobs, but the need for a forum to exchange real life experience, application, and understanding persists. We haven't moved into the sci-fi world of isolated, incubated environments proposed by Hollywood for the 21st century, and it's a relief! Our first discussions focused on the Finding Aids Fair, and as detailed in the winter *Descriptive Notes*, the Description Section is recasting the traditional fair as a "Description Expo" in response to the changing needs of the membership. Jane Rosario (vice-chair of the section) has worked hard on this year's Expo, and I hope everyone will stop by and see the results during the exhibit hours (Friday, August 4, 9:00 AM – 4:00 PM, Booth #319).

Other work of the section leadership this year primarily focused on the progress of the RDA (*Resource Description and Access*), which was previously known as AACR3. Partially due to feedback from the archival community to a proposed draft of AACR3, the Joint Steering Committee for the Revision of *Anglo-American Cataloging Rules* re-evaluated the fundamental issues at stake. It is clear that the archival community was heard. This year has included a general review of RDA's new approach. Much gratitude is owed to Mary Lacy of the Library of Congress, who served as liaison between the Joint Steering Committee working on RDA and the Description Section. Mary has been a long-time member of the Description Section, serving as vice-chair and chair, and currently she serves on the steering committee. She provided drafts and politely reminded us of deadlines for comments for the RDA committee. We've been able and encouraged to contribute to the process of standards establishment in a larger arena than we've ever had access to before.

Of course the entire Description Section steering committee deserves gratitude from me: I leaned on them for their advice and opinion for the issues facing the section. Steering committee members include: Chris Burns, Diane Ducharme (web liaison), Mary Lacy, Michelle Light (newsletter editor), Jane Rosario (vice-chair), Kelcy Shepherd, Jerry Simmons, and Claudia Thompson. I particularly want to thank Kelcy for providing much needed advice on the role of section leader and support throughout the year. I hope that the section continues to encourage the past year's chair to serve on the steering committee for one year to help smooth the transition.

Finally, our experiment with an intern was a productive one, and one that I hope the section will continue. While the demands on Jesse Brown's time were limited to the Description Expo and a few fact-finding tasks from me, I hope that he gained exposure to the leadership milieu of SAA. I was particularly impressed by his creative approach to getting things done. For the Description Expo, Jesse is currently spearheading an effort to reconcile *Describing Archives: A Content Standard* (DACS) with a North Carolina consortium looking into the Encoded Archival Content (EAC) standard. I hope he continues to seek out leadership roles in SAA now that he has graduated from University of North Carolina at Chapel Hill's School of Information and Library Science and enters the professional workforce.

I hope to see everyone at the Description Section meeting in Washington, D.C.!



SECTION MEETING AGENDA

August 4, 2006, 12:15-2:15 PM

I. Welcome

II. Section Reports

III. Reports from SAA Committees, Liaisons, and Related Groups

IV. New Business (including election of new vice-chair)

V. Program: Elizabeth Yakel, Associate Professor, School of Information, University of Michigan

Usability Testing as a Tool for Evaluation of Online Archival Access Tools

Understanding our users is key to creating effective web sites and archival access tools. In this presentation, Beth Yakel will discuss usability research and its impact on archival description, and she will present her own findings. She will also provide suggestions for conducting scalable usability testing and for evaluating all or parts of an archives' online presence. Such testing does not have to be done on a grand scale; small scale samples, targeted testing, and off-line exercises can be used to solicit constructive feedback from users that can be implemented.



SELECT SESSIONS & EVENTS RELATED TO DESCRIPTION AT THE UPCOMING JOINT MEETING

Metadata and Digital Object Roundtable

Wednesday, August 2: 5:00-7:00 PM

[109. "More Product" in the Image Archives: Applying Minimal Processing Guidelines to Visual Materials Collections](#)

Thursday, August 3, 2006: 9:30-11:00 AM

[305. Extended Archival Description: Context and Specificity for Digital Objects](#)

Thursday, August 3, 2006: 2:45-4:15 PM

Encoded Archival Description Roundtable

Thursday, August 3, 2006: 4:30-6:00 PM

Visual Materials Cataloging and Access Roundtable

Thursday, August 3, 2006: 4:30-6:00 PM

Description Expo: "What's Up DACS? Focusing on DACS-Compliant Description" in the [Capital Idea! Exhibit Hall](#)

Friday, August 4, 2006: 9:00 AM – 4:00 PM, Booth #319

Description Section Meeting

Friday, August 4, 2006: 12:15-2:15 PM

[403. Developing an Open-Source and Standards-Compliant Descriptive Tool for Lone Arrangers](#)

Friday, August 4, 2006: 2:30-3:30 PM

[507. Ethnographic Collections: Description and Access](#)

Friday, August 4, 2006: 4:00-5:30 PM

[604. Finding Aids: The Next Generation](#)

Saturday, August 5, 2006: 9:30-11:00 AM

[704. Marriage of Convenience or Shotgun Wedding? Applying DACS to Finding Aids](#)

Saturday, August 5, 2006: 12:30-2:00 PM



FROM THE VICE CHAIR

Jane Rosario

Responding to an idea from our esteemed chair, Katherine Wisser, on May 1, 2006, I sent out the following (rather infelicitously worded) message to the Archives and Description Section listservs:

The SAA Description Section is trying to determine (in an informal way) how many archival institutions have formally adopted Describing Archives: A Content Standard (DACS). If you have done so (or plan to do so), please respond to me off-list: jrosario@library.berkeley.edu.

I regret that I did not word my message more clearly as to what constitutes "formal adoption," but thank you all for your responses and comments; they are very interesting, and certainly sketch a picture of how and why DACS is being adopted and used across the United States.

I received 94 responses. Some responses came from within the same repository, so after eliminating duplicates, I heard from about 86 repositories. Respondents included educators, consultants, lone arrangers, managers, seasoned professionals, and folks just beginning their careers. I received responses from repositories in 27 states, including Alabama, Arizona, California, Connecticut, Georgia, Illinois, Kansas, Kentucky, Louisiana, Massachusetts, Maryland, Michigan, Minnesota, North Carolina, New Jersey, New Mexico, New York, Ohio, Oregon, Pennsylvania, Rhode Island, Tennessee, Texas, Utah, Washington, D.C., Washington, and Wyoming. Repository types included state and federal government agencies, public and private universities and colleges, historical societies, museum archives, corporations, and private collections. Respondents varied and included people who had been involved in the development of DACS and had closely followed its progress, managers at large repositories whose staff was trained in DACS, and archivists who planned to attend DACS training in the future.

The majority of responses came from repositories within universities and colleges. Of those, 52 replied that they had adopted DACS or were intending to adopt DACS in the near future. One repository was considering it; one had decided not to adopt DACS.

Ten responses came from government agencies; all stated that they had adopted DACS.

Seven responses came from historical societies; six had adopted DACS and one was considering adopting DACS.

Fifteen responses from museums, corporate archives, private foundations, and other institutions stated that they had adopted DACS.

Three archival educators responded that they promoted DACS in their teaching.

Some respondents addressed the prospect of retrospectively converting older finding aids and catalog records, but more respondents remarked that they would be applying DACS to new projects only, as they did not have the resources to address retrospective conversion of older description. Here are samples of some of the comments received (expurgated here for privacy):

. . . As a result of becoming familiar with this new standard, I have recommended that the other archivists here . . . familiarize themselves with DACS. We are planning to have discussions about revising our finding aids and MARC records in light of the new standards . . .

. . . We have no formal finding aid template as of now and will be creating one based on DACS in the near future . . .

. . . While I would not say that we are in 100% compliance at all times, we are certainly operating in the spirit of DACS and using it as our standard as we prepare our processing manual and other internal documents relating to archival description . . .

. . . I try to follow DACS when I create finding aids and our library cataloger refers to it when creating bibliographic records for collections. I am the only staff member in the archives, so it has never occurred to me to "formally adopt" DACS. . . .

. . . I will be attending the DACS class . . . but it is my intention to adopt it. I have a lot of work to do here and I am still pretty new, but that is my intention. Should I take the class and change my mind, I will certainly let you know . . .

. . . We are in the process of writing and reviewing our collection-level MARC manual using DACS. So far we have finished reviewing to field 524 and hope to be finished writing/reviewing this in the fall. At that time we will rewrite our finding aid standards, also with DACS in mind. So, yes, we are in the process of implementing DACS, but have not yet switched over. We want the procedures manuals written first, then we will begin. . . . We also do single-item manuscript cataloging in a MARC environment in our OPAC . . . Up to now we have used a combination of APPM and AACR2 chapter 4 for our single-item MARC cataloging manual. We have had meetings to discuss implementing DACS into that manual as well, but it has been terribly problematic and so far has been put on hold . . .

. . . It is arguable that we adopted DACS before there was DACS (i.e., we adopted ISAD(G) and adapted notions in RAD and MAD 7-8 years ago.) DACS, which is neither terribly prescriptive nor proscriptive, is therefore technically "being followed" when we in fact preceded it. More information at the DACS session at SAA in DC . . .

. . . [We] incorporated DACS practices and principles from the first, making it an integral part of our own local processing and descriptive practices . . .

. . . I do use the DACS format for all of our current acquisitions. I have not had the time to convert our legacy finding aids. Having an easy format to follow has been a great boon to the descriptive process . . .

. . . I recently completed the DACS workshop and am ready to implement DACS. I am folding it into our new processing manual at this time . . .

. . . [Institution X] has adopted DACS for describing new collections, and is doing some re-engineering of legacy finding aids as they are encoded in EAD to conform to DACS when at all feasible, particularly in the construction of the collection title. We also plan to change the collection title in the OPAC catalog entry, to the new DACS-constructed titles as collections being described in finding aids on our EAD website . . .

. . . The interesting thing is that DACS has really forced us to change our arrangement practices and processing workflows; in other words, DACS has been a good excuse for me to rewrite our processing manual and make all of our practices, and not just our descriptive practices, more in line with national standards . . .

Once again, thanks to all who participated in this very informal survey. I look forward to seeing you all at the joint meeting in D.C., where we can continue the conversation about DACS at the Description Expo (booth #319) at the 2006 International Archives & Information Technology Exposition, on Friday, August 4th.



2006 LEADERSHIP LIST

Katherine Wisser, Chair
 Jane Rosario, Vice-Chair/Chair-Elect
 Diane Ducharme, Web Liaison
 Michelle Light, Newsletter Editor

STEERING COMMITTEE/MEMBERS AT LARGE

Christopher Burns
 Mary Lacy
 Jerry Simmons
 Claudia Thompson



NEWS

RLG and OCLC combine forces

Merrilee Proffitt, RLG Programs, OCLC Office of Research

On May 3, 2006, RLG and OCLC announced their intentions to combine the two organizations. Perhaps the "best kept secret" of the library world, the announcement came after a year of negotiations that were initiated by the RLG Board of Directors and the OCLC Board of Trustees. On June 9, RLG's membership voted to approve the combination. Now we move forward into the future.

And what does that future hold? At this writing (late June), there are still many unknowns, but I'll share with you what I do know. RLG Programs, the part of RLG that has worked with RLG's membership, and which has collaborated most closely with communities of professionals across libraries, archives, and museums, will become a new division within OCLC's Office of Research. RLG services, such as the RLG Union Catalog, ArchiveGrid, and RLG Cultural Materials will be migrated to OCLC. The details on how the transfer of data will be done has yet to be worked out, but subscribers can expect to have access to the resources in their current form until the migration is complete. Readers of this newsletter will be pleased to know that OCLC has no immediate plans to make any changes to the look, feel, or functionality of ArchiveGrid, and will continue to add new content from contributors.

RLG Programs has plans to continue work we've already planned with RLG Members (now called RLG Partners). For RLG Partners we will be offering a forum titled "More, Better, Faster, Cheaper: The Economics of Descriptive Practice." This event is located in Washington, D.C., and conveniently follows SAA. For more information, and to register, please visit our web page at: http://www.rlg.org/en/page.php?Page_ID=20862. Of interest to the archival community, we will be doing work on web archiving, advancing the work done by regional archival information networks (such as the Online Archive of California, North Carolina ECHO, and the Northwest Digital Archives), and exploring the future and feasibility of Encoded Archival Context (EAC).

If you have questions about RLG Programs, or the future of RLG services, please stop by the RLG/OCLC booth at SAA. Additionally, RLG will hold a roundtable on web archiving and other topics, so this will be another occasion for gathering information. Finally, Anne Van Camp and I will be making the usual rounds at sections and roundtables to give additional information or updates. We look forward to seeing you, speaking with you, and hearing your ideas.

Emory University Expands the Irish Literary Collections Portal

Susan Potts McDonald, Emory University

The Manuscript, Archives, and Rare Book Library at Emory University, in partnership with University of Delaware, the Harry Ransom Humanities Research Center at University of Texas at Austin, Washington University in St. Louis, and Wake Forest University, has received a grant from the Gladys Kriebel Delmas Foundation to support the second phase of the Irish Literary Collections Portal.

During the first phase of the project and with the support of the Delmas Foundation, Emory and Boston College worked together to provide access to a fully searchable array of EAD encoded finding aids for Irish literary manuscript collections. These finding aids have helped scholars locate materials and discover connections among collections in different institutions. The portal created in phase 1 has greatly increased access to these distinctive collections and has generated a high volume of visits from researchers who, for the first time, can search for relevant research materials across widely scattered collections.

During the second phase, Emory will expand the portal with its partner institutions. We will also conduct a survey to identify related Irish literary manuscript collections at other repositories. If your institution has such collections and you would like to participate in the portal, please contact the project assistant, Jenni Brady (jlbrady@emory.edu), or Susan Potts McDonald (libspm@emory.edu). For more information, please see <http://irishliterature.library.emory.edu/doc-home>.

Resource Description and Access (RDA) Update; Part II Constituency Review Comments Due by August 10

Mary Lacy, SAA liaison to ALA's Committee on Cataloging: Description and Access (CC:DA)

The Joint Steering Committee for the Revision of AACR (JSC) met in April 2006 to discuss comments received from the constituency review of part I (Resource Description) and other aspects of RDA. The outcome of the meeting is available at <http://www.collectionscanada.ca/jsc/0604out.html>. RDA will now be structured in two parts: part A, which incorporates former part I (resource description) and part II (relationships), and part B (access point control), which covers elements traditionally recorded in authority records. This change will align RDA with other resource description communities where "description" encompasses resource discovery as well as identification. The introduction and general guidelines of part A will integrate those written for parts I and II. Full details of the new structure are outlined in a revised prospectus, which was issued in mid-June 2006 in conjunction with the release of part A-II (former part II) for constituency review June 20. It is available at <http://www.collectionscanada.ca/jsc/rdadraftch6-7.html>.

Comments on the RDA draft should be received by the SAA liaison to CC:DA (mlac@loc.gov) no later than **August 10**. Archivists should pay special attention to provisions in the part II draft for providing access points for family names; JSC is interested in whether or not to attempt to differentiate family names, and particularly how family names are handled in other international standards for archival material.

JSC has decided to make additional documents available to the public that previously could be viewed only by JSC constituencies. These documents provide useful background to the RDA drafts. For instance, the American Library Association's (ALA) response to the RDA part I draft can now be seen at <http://www.libraries.psu.edu/tas/jca/ccda/ann0604.html#rda-ala>, where other CC:DA announcements and reports regarding RDA at ALA are available.

Other JSC decisions of note are to provide a mapping of RDA elements to MARC21; to create high-level elements (e.g., "title" and "publication information"); to clarify relationships among repeatable elements; to provide additional levels of numbering to paragraphs in the guidelines; to label rule options better; and to indicate clearly whether each element is required, required if applicable, or optional.

Library of Congress Report Assesses Future of Library Catalogs

The Library of Congress recently issued a report that challenges assumptions about the traditional library catalog and proposes new directions for the research library catalog in the digital era. Commissioned by the Library and prepared by Associate University Librarian Karen Calhoun of Cornell University, the report assesses the impact of Internet on the traditional online public access catalog and concludes that library patrons want easy-to-use catalogs that are accessible on the Web.

The report proposes that libraries define the communities they aim to serve; choose a strategic option for their catalogs; allow users to access full electronic content from the catalog; reduce the costs of producing catalogs; enrich the catalog for users by including book reviews, images of book jackets and related information; and offer troubleshooting services and rush delivery of library materials. The report also presents a concrete planning process to help libraries make good decisions, market their services, introduce change in their organizations and obtain funding.

“The Changing Nature of the Catalog and Its Integration with Other Discovery Tools” is available free of charge at www.loc.gov/catdir/calhoun-report-final.pdf.

Family Names Used as Subject Headings in MARC Catalog Records

Marsha Maguire and Adam L. Schiff, University of Washington Libraries

Those who describe archival materials in DACS-compliant MARC catalog records that are included in bibliographic utilities and/or a local integrated library system (ILS) may wish to code family name headings used as subject access points with the source code “dacs.” The code was recently approved by the Library of Congress Network Development and MARC Standards Office for use in MARC field 600, subfield ‡2, the MARC field that is used for family name headings used as subject access points. (Anyone may begin using the code in field 600 after July 26, 2006.) To code a family name based on DACS rules in the MARC 600 field, enter the heading as shown in the following example:

600 37 Addams family. ‡2 dacs

The “3” used as the first indicator code following the 600 tag signifies that the heading is for a family name (rather than a personal name); “7” as the second indicator code means that the heading was taken from a source whose code appears in subfield ‡2; “dacs” in subfield ‡2 indicates that the family name is based on DACS rules (specifically, DACS 12.29B). Enter a period (full stop) following the family name but preceding “‡2.” No period is given following “dacs.”

Stating that the family heading is based on DACS can prevent integrated library systems and authority vendors from automatically changing (or “flipping”) that heading to the Library of Congress subject heading (LCSH) for that family. Because LC family-name subject headings are based on rules that conflict with DACS, it’s important to protect the DACS-based heading from being flipped to the LCSH version, which might be spelled or formulated differently. The LCSH version of the heading above, for example, is “Adams family.” It’s also a good idea to make sure that your ILS system indexes MARC 600 when “dacs” is entered in subfield ‡2.

For a more detailed explanation of the DACS-LCSH family name conflict and the problems it can cause in DACS-compliant MARC catalog records, see the complete version of this article at <http://faculty.washington.edu/mmaguire/>.

NASA’s EAD Template and Toolbox Available

April Gage, NASA Ames Research Center History Office

The NASA Ames Research Center History Office recently developed a template and toolbox to streamline the process of encoding archival finding aids for digital access. Designed to accommodate a range of skill sets, the templates have been used to mark up finding aids by archivists with and without experience coding in EAD or XML. The templates are compliant with best practice guidelines of the Online Archive of California (OAC), map to MARC 21 fields, and reflect the processing policies of the NASA Ames History Office.

Annotated content insertion points for descriptive content are placed throughout the XML template so that users can see exactly where each part of a finding aid must be placed in the XML document. Also, instructions and URLs to specific EAD resources, such as Library of Congress tag library definitions and OAC best practice guidelines, are embedded as comments throughout the document, providing users with context-sensitive directions for clarification and reference.

The toolbox outlines two different description styles, the “analytic overview” and “combined description,” and provides building block templates for the components of these styles as applied by the History Office. The building blocks can be pasted into the main template for quick and easy construction of lengthy series descriptions and container lists. In addition, the toolbox includes instructions for encoding detailed finding aids, glossaries of terminology, and pointers to reference materials available from other institutions.

Because the templates are versatile, the NASA Ames History Office plans to use them to convert guides to Ames-related records at NARA repositories into EAD. Please contact April Gage (agage@mail.arc.nasa.gov) if you would like to try out the template and toolbox.

Bancroft Implementation of DACS for MARC

Alison E. Bridger, University of California at Berkeley

With the arrival of *Describing Archives: A Content Standard* (DACS) in 2004, the team of processing archivists and catalogers at the Bancroft Library set out to review and implement this new standard. Bancroft applied DACS for EAD finding aids in late 2004, but implementation for MARC records did not occur until early 2006 with the creation of a MARC template for archival and manuscript collection records. The delay was for practical reasons; the library moved in the summer of 2005. However, the delay can also be attributed to reluctance to implement some of the changes from *Archives, Personal Papers and Manuscripts* (APPM).

Some departures from APPM had already been implemented at Bancroft, such as including the creator's name(s) in the 245 title field. Other changes were brand new and some went against AACR2, the established cataloging standard under which all other MARC records are created. Some of the problematic changes include the directives not to use abbreviations, square brackets, or the term "ongoing."

The first change implemented at Bancroft was the discontinuation of the term "ongoing" in the date area of the title field (245 \$f). The inclusive range of dates is recorded based on the extent of the collection on hand. As additions are received, the dates are changed to reflect any changes to the span. This adds a little extra work, but gives the user a better idea of the scope of the collection. The information that a collection is "ongoing" can be noted in more appropriate MARC fields, such as the note for accumulation and frequency of use (584).

At Bancroft, abbreviations are still used in the case of the state following the city, and acronyms are used after the term has been defined, but no longer used are "n.d." for undated materials and other similar abbreviations.

The discontinued use of square brackets has been the hardest to accomplish. There have been extensive discussions on the Archives Listserv about the use of brackets to indicate cataloger-supplied information. The problem is that users rarely pay attention to brackets and probably do not even know what they mean. If the cataloger is unsure of a date or a name, then this needs to be stated.

Remembering that MARC records are for potential users and that not everyone understands library terminology made it much easier to implement DACS for cataloging. While Bancroft will not be doing a retrospective record conversion, old records that need to be worked on will be updated to DACS.

MODS 3.2 Released

The Library of Congress announced a new version of the Metadata Object Description Schema (MODS) in June 2006. It is at <http://www.loc.gov/mods/v3/mods-3-2.xsd>. The main MODS page is at: <http://www.loc.gov/mods>. A number of changes have been included that were requested for the Digital Library Federation's (DLF) Aquifer initiative, growing out of the work on DLF MODS Implementation Guidelines for Cultural Heritage Materials and recent discussion about asset action packages.

MODS is intended to carry selected data from existing MARC 21 records as well as to enable the creation of original resource description records. It includes a subset of MARC fields and uses language-based tags rather than numeric ones, in some cases regrouping elements from the MARC 21 bibliographic format. MODS is expressed using the XML schema language.

EMC Corporation and National Archives Partner to Make JFK's Presidential Papers Accessible Worldwide through the Web

James Roth, John F. Kennedy Presidential Library & Museum

On June 9, 2006, Edward M. Kennedy announced a major and unprecedented effort by NARA to build a new library – a digital one consisting of the entire collection of papers, documents, photographs and audio recordings of President John F. Kennedy, eventually making them accessible to citizens throughout the world via the Kennedy Presidential Library and Museum's website – www.jfklibrary.org. Included among the millions of historical papers, documents and images that will be permanently preserved are precious and irreplaceable records of the nation's struggle for civil rights; its conflict with the Soviet Union during the height of the Cold War; its efforts to land a man on the moon and return him safely to earth by the end of the decade; its commitment to public service through the creation of the Peace Corps; its prevention of a nuclear holocaust during the Cuban missile crisis; and its embrace of American art and culture under the guidance of first lady Jacqueline Kennedy.

The ground breaking initiative has been made possible by EMC, the Hopkinton, Massachusetts-based world leader in information management and storage, whose in-kind donation in software, hardware and technical support and services is expected to exceed \$1 million for the total project.

Working with Kennedy Library archivists, EMC has built an information infrastructure based on a variety of EMC software and systems to digitize, index and archive the Library's information. Using EMC Documentum® software technologies, the Library can scan volumes of paper documents, instantly making them available electronically. Additionally, EMC Documentum® software extracts and manages the metadata needed to index this information – enabling search, categorization and web publishing for public access. EMC DiskXtender® software moves and stores this information onto an EMC CLARiiON® system and then archives the information to an EMC Centera™ system. EMC NetWorker™ software is used to backup this information remotely to ensure it is available in the event of disaster.

The signature Centera™ and Documentum™ products that have been donated to the Kennedy Library Foundation offer a variety of tools including databases, search engines, and other tools to annotate and add descriptive information to any digital asset, and programs for presenting and printing the digital data. Because EMC will also provide unlimited storage, the Library will not have to be concerned about asset integrity and the size of files. The EMC Documentum™ software will enable the Kennedy Presidential Library to create a catalog of all digitized holdings that will be stored permanently and securely on Centera.™ It will also allow complete control over what documents or items within the Library's holdings and collections are made accessible to the public.

“A large-scale digitizing initiative, such as that initiated by the Kennedy Presidential Library, is a complex undertaking,” said Allen Weinstein, Archivist of the United States. “The task of digitizing this important and treasured archive will require a dedicated staff and will take years to complete. I have utmost confidence in our ability to undertake this task. We are indebted to EMC for providing us with both the resources and technical expertise to launch this historic initiative.”

Working Group to Establish Description Guidelines for Music Materials

Matt Snyder, New York Public Library

A few music archivists in the Music Library Association (MLA) and I have initiated a working group within MLA to establish description guidelines for music materials, particularly scores, that will hopefully supplement DACS and be published in some form by MLA. We began our discussions in March and will be continuing them until a final report is due to the MLA board in fall 2007. A few of us are also on the Performing Arts Roundtable of SAA and we'd like to get the input of others on that roundtable as well (contact Matt Snyder at msnyder@nypl.org). Institutions represented by the working group participants include Harvard, Yale, UCLA, NYPL and New England Conservatory, among others.

An Ear for Description

Stasia Karel, New York Public Library

The following is a brief analysis of how I described the *Ear* Magazine records. *Ear* Magazine reported on the new music scene from the 1970s through the early 1990s. As a small press, its support came primarily from volunteers, donations, and government grants. In spite of their lack of staff and other operating issues, *Ear*'s records provide a lot of information if you know where to look.

My scope and content note shows that the collection is as much about *Ear*'s subject and its readers as it is about their office files. I focused on the chronological run of *Ear*, and pointed out the strengths and weaknesses found in different years. I also mentioned interoffice correspondence, which one might expect to find, but very little exists. Instead of formal memoranda, *Ear* staff documented their activities in notes taken at meetings and informal sessions.

Each paragraph in *Ear*'s historical note is directly related to either a series or set of files, but the style of writing differs from that in the series descriptions. This note tells the *Ear*'s story from staff's perspective, identifying some of the key names that researchers will encounter in the collection, and concludes with the events that led to the magazine's demise.

I felt that some of the series needed descriptions that would encourage use, as a way to justify the time I spent processing. This was particularly true with the subscription series, the bulk of which was paper slips from subscribers. I first drew attention to this series in my scope note, and then explained the combined alphabetical and chronological arrangement in the series description. To read the *Ear* Magazine Records finding aid, go to http://digilib.nypl.org/dynaweb/wilson/musear/@Generic_BookView.

Rhode Island EAD Finding Aid Collaboration Forum

Sarah Shaw, Brown University Library

Brown University Library's Center for Digital Initiatives (CDI) hosted an all-day forum on March 28, 2006 entitled "Envisioning a Rhode Island EAD Finding Aid Collaboration." To open this dialogue, Brown invited 20 participants representing a cross-section of Rhode Island universities, public libraries, historical societies, and state-level agencies/consortiums/networks to discuss the feasibility of forming a Rhode Island consortium to create a union database of guides to archival and manuscript collections throughout the state. The finding aids would be encoded in EAD (Encoded Archival Description), a data structure standard endorsed by the Society of American Archivists and the Library of Congress, which allows searching across collections and institutions, and retains the hierarchical nature of each collection.

In the morning, CDI staff at Brown (Sarah Shaw, Jennifer Betts, and Patrick Yott) demonstrated consortial finding aid sites developed for other states and regions, and gave an overview of EAD. Kelcy Shepherd (Five College Project Archivist) was invited to speak on "Working within an EAD Consortium & an Update on the Archivists' Toolkit." This was followed by demonstrations of three existing Rhode Island finding aid websites at the Rhode Island Historical Society, Naval War College, and University of Rhode Island.

After lunch, the group discussed opportunities for collaboration and how a plan for effective collaboration might be developed. A smaller group was formed to carry the work forward: to develop and seek funding for a pilot project to encode a sample of 30 finding aids contributed from six Rhode Island institutions, to be posted on a consortial website entitled "Rhode Island Archival & Manuscript Collections Online." The RIAMCO Pilot Project Group will be comprised of representatives from Brown University, Redwood Library and Athenaeum, Rhode Island Historical Society, Rhode Island State Archives, University of Rhode Island, and Westerly Public Library. Sarah Shaw (Digital Initiatives Librarian, Brown University) will facilitate meetings of the pilot project group.

CopyrightMD

CDLINFO Newsletter, May 25, 2006, Vol. 9, No. 9

The California Digital Library (CDL) is making available the first draft of its XML schema for copyright metadata, CopyrightMD. This schema grew out of work at the CDL to address the integration of rights information into the digital library workflow. During the course of this work, the CDL identified a minimum set of data elements needed to support current and future assessments of the copyright status of a work. These data elements have been expressed in a simple prototype XML schema (copyrightMD.xsd), which can be found with documentation and examples at:

<http://www.cdlib.org/inside/projects/rights/schema/>.

Although this schema was developed for the University of California's digital library, we recognize that it may be of use to other members of the digital library community. The CDL invites members of that community, and any other cultural heritage organizations that are working with digital resources, to comment on the schema design, the data elements, and any other aspects of this work. The web page contains an email address for those comments. We consider this to be the "proof of concept" stage and are interested in collaborating on further enhancements with other interested projects and organizations.

Standard Series for Architecture and Landscape Design Records in Stock Again

Waverly Lowell, University of California at Berkeley

The *Standard Series for Architecture and Landscape Design Records: A Tool for the Arrangement and Description of Archival Collections* is available for purchase. Copies are \$15.00; contact Waverly Lowell for details at

wlowell@berkeley.edu.

New Finding Platform and Digital Collections at the Getty Research Institute

Jocelyn Gibbs, The Getty Research Institute

The Getty Research Institute migrated their finding aids to a DLXS platform in May 2006. DLXS enables more powerful searching and clearer results for 125 finding aids for the papers of artists, critics, and dealers, and collections of photographs and prints. To see the finding aids, go to http://www.getty.edu/research/conducting_research/special_collections/ and click on "selected finding aids."

We have added two more collections to our digitized library collections: *Mexico: from Empire to Revolution* (ca. 600 images and records) and *19th Century Photography of Ancient Greece* (ca. 500 images and records). These are accessible from http://www.getty.edu/research/conducting_research/digitized_collections/. The digitized library collections comprise images and related records, published through the ENCompass module of our Endeavor system. The DTD for the XML records is a simplified blend of VRA (Visual Resources Association) Core and MODS (Metadata Object Description Schema) elements.

Finding Aid for the Concord Antiquarian Society Collection Now Available

Leslie Perrin Wilson, Concord Free Public Library

The Concord (Mass.) Free Public Library's William Munroe Special Collections has recently completed the extensive finding aid for the rich Concord Antiquarian Society Collection, which has a long and interesting history. The finding aid may be viewed at: http://www.concordnet.org/library/scollect/Fin_Aids/CAS.htm.

Henry M. (“Scoop”) Jackson Finding Available with a New “Context” Viewer

Michelle Light and Mark Carlson, University of Washington Libraries

Assisted by a grant from the Henry M. Jackson Foundation, the University of Washington Libraries has made available online the extensive finding aid for the Henry M. Jackson papers: <http://www.lib.washington.edu/specialcoll/findaids/docs/papersrecords/JacksonHenry3560.xml>. (It takes a long time to load, so be patient.) Henry M. Jackson was a Democratic Congressman and Senator from Washington State between 1940 and 1983, and was an acknowledged authority on national security, energy, and environmental issues. His papers comprise 1,235 cubic feet and date from 1912 to 1987, with the bulk of material from 1940-1983. The papers document Jackson's career as a small-town attorney, member of Congress, United States Senator, and presidential candidate. Donated to the Libraries after his death in 1983, the papers were processed in the mid 1980s.

The grant paid for ArchProteus to scan, OCR, and encode the finding aid in EAD. After we received the finding aid back from the encoder, we discovered that a finding aid of this size presented a number of navigational challenges. It was easy to lose your place in the hierarchical description as you scrolled through the finding aid's inventory section. When we used the “find in page” function, it was almost impossible to tell where you were in the finding aid if you retrieved a keyword. Our solution was to create a “context viewer” that reveals the hierarchy of the description when you place your mouse over any title. The context appears in a window at the bottom of the screen. At the top of the finding aid, there is a “show/hide context” button to allow users to choose whether to display this feature (the feature is turned “off” by default). The context viewer is now available on all of our finding aids and will help prevent staff and researchers alike from getting lost when using our finding aids.

Finding Aid for the Roxbury Multi-Service Center Records Now Available Online

Joan D. Krizack, Northeastern University Libraries

Northeastern University Libraries is pleased to announce that the processing of the historical records of the Roxbury Multi-Service Center (RMSC) has been completed. The collection was processed with funding from the National Historical Publications and Records Commission, and it contributes to the University Archives and Special Collection Department’s collecting focus on records of private, non-profit, community-based organizations that are concerned with social justice issues. For a list of these collections, see: <http://www.lib.neu.edu/archives/collect/mcoll.htm>.

RMSC is a “one stop” social service agency that was modeled after 19th century settlement houses where all client services were located under one roof. The programs documented in this collection include psychological assessment and counseling, youth development, housing and community development, sexual assault awareness and prevention, crime prevention, academic enrichment, urban beautification, gang prevention, career development, and employment counseling and training.

The 29 cubic feet of material dates from 1965 to 2002 and documents RMSC’s efforts to make Roxbury an economically viable community and to provide social and mental health programs and services to neighborhood residents. The collection also documents RMSC’s community and political activism and its role in creating the Task Force on Children Out of School, monitoring school desegregation, and developing La Alianza Hispana. Included in the collection are the records of executive directors and the board of directors; correspondence, reports, and meeting minutes; grant proposals and contracts; newsletters; program descriptions, reports, and statistics; and photographs, audio cassettes, and memorabilia. The finding aid is available at: <http://www.lib.neu.edu/archives/collect/findaids/m109find.htm>.

Survey and Processing Projects Undertaken at Historic Batsto Village

Ken O'Brien, Historic Batsto Village

Historic Batsto Village is located in Wharton State Park, New Jersey. The site includes a village, farm buildings, and mansion, and is interpreted in the year 1882. The last owner of Batsto was Joseph Wharton, founder of the Wharton School. Since December 2005, the new historian Dan Campbell and volunteers have been accessioning previously unaccessioned artifacts; so far over 1,000 items have been cataloged. Also, the chief archivist, volunteer Ken O'Brien, has been conducting a survey of the archival holdings (both the museum archives and historic materials), and will begin to arrange and describe these materials. These materials include land survey and transfer papers from the 1950s (when the state acquired Batsto), deeds (one dating from the 1790s from nearby Martha's Furnace), and various museum artifacts. New materials are still being discovered. A finding aid will be developed for staff and researchers use.

Women's Health Collections Open for Research

The Center for the History of Medicine at Harvard Medical School's Countway Library is pleased to announce that the records of two Boston-area organizations devoted to women's health issues, Boston Association for Childbirth Education (BACE) and the Women's Community Health Center, were recently processed and opened to research. The BACE was incorporated in 1958 with the goal of reforming obstetrical and maternity care and disseminating information about natural childbirth. The organization sponsored studies, held workshops and classes, published newsletters, and collaborated with the International Childbirth Education Association. In addition to bylaws and correspondence, the collection includes questionnaires filled out by BACE class members regarding their birth experience, providing a unique glimpse into childbirth during the 1960s and 1970s. The Women's Community Health Center of Cambridge, Massachusetts, opened in 1974 as a women-owned and women-controlled health center. While the center initially offered self-help programs and gynecological services, by May 1975 staff members were performing first trimester abortions. Through material such as committee meeting notes, workshop and program material, and patient evaluations and questionnaires, the collection documents the health concerns and experiences of women in the post-*Roe v. Wade* era.

These collections join the records of the Boston Women's Health Book Collective, which were processed under a grant from the National Endowment for Humanities and opened to research in January 2005. The records of the BWHBC were recently supplemented by a donation of letters regarding lesbian health issues from the Women's Educational Center. Finding aids for these processed collections can be viewed through [OASIS, Harvard University's Online Archival Search Information System](#).

Columbia University Libraries Launches *Notable New Yorkers* Oral History Web Site

The Columbia University Libraries Oral History Research Office and the Libraries' Digital Program Division have launched *Notable New Yorkers*, an innovative web site with new and unpublished source material on ten key figures in publishing, politics, philanthropy, and the cultural life of New York City.

Notable New Yorkers (available at <http://www.columbia.edu/cu/lweb/digital/collections/nny/>) offers digital audio recordings and transcripts of interviews drawn from the rich collections of the Libraries' Oral History Research Office. These interviews, conducted by the Office between 1955 and 2001, open an imaginative window onto twentieth-century New York City and the ways in which it has deeply affected the culture and history of the United States and the world beyond. With three background essays and a briefer methodological introduction for each oral history, this site also provides a revealing look at the art of the biographical interview – a methodology developed by the Office over its four and a half decades of existence – in which individuals who have shaped history reflect upon their lives and accomplishments.

Vietnam Archive at Texas Tech University Awarded NHPRC Grant

The National Historical Publications and Records Commission has awarded the Vietnam Archive at Texas Tech University a grant for \$48,565 to process the records of the Families of Vietnamese Political Prisoners Association (FVPPA). The Vietnamese American Heritage Foundation donated the 135 linear foot collection in June 2005. The grant will fund the hiring of a project archivist and one student assistant for one year. The project archivist and assistant will arrange the records, re-house the records and perform basic preservation care, and prepare a comprehensive finding aid for the collection. The Vietnam Archive will also provide conservation treatment for 15 feet of mold-damaged material.

The FVPPA was founded in 1977 in Arlington, Virginia. The organization worked toward the release of reeducation camp detainees in Vietnam and assisted applicants for the Orderly Departure Program, a program created to stem illegal and dangerous departures from Vietnam. The FVPPA also provided resettlement support for recent Vietnamese immigrants to the U.S., and lobbied Congress and corresponded with other government officials on behalf of Vietnamese immigrants and refugees. For twenty years the FVPPA assisted and kept detailed paper records on at least 10,000 Vietnamese in their immigration and resettlement in the U.S. By organizing, cataloging, and making the records available to researchers, this project will significantly advance the study of the Vietnamese immigration experience.

Cleveland Public Library to Process Important Architecture Collections

Ryan Moore, Cleveland Public Library

The Cleveland Public Library is pleased to announce that it has received the professional paper collections of two important Cleveland-based architects. Robert C. Gaede and Robert A. Little significantly influenced the built environment of Northeast Ohio. Processing and cataloging of these papers are underway, and the Library will soon make the materials available through its Special Collections Department.

Robert C. Gaede (1920-), architect, lecturer, founder of the Cleveland Landmarks Commission in 1973, and an advocate of community planning, worked tirelessly to preserve Ohio's architectural legacy. Mr. Gaede donated correspondence, meeting minutes, personal notes, books, and other items that pertained to his work in architecture and preservation. Sizeable portions of the materials are from the Cleveland Landmarks Commission and the Cleveland chapter of the American Institute of Architects. Robert A. Little (1916-2005) designed hundreds of Cleveland-area buildings, including homes, schools, offices, department stores, and the locally famed *Musicarnival* tent theater. He was known as a leader of contemporary design. A descendent of Paul Revere, he was married to Ann Halle of the famed Halle Department store. Little also supported minority architects and hired many into his offices. The donated materials include correspondence, blue prints, and architectural models.

Kent State University School of Library and Information Science interns Mark Genszler and Nick Fagan are assisting Special Collections staff in processing the materials. Ryan Moore, Project Manager, is responsible for oversight.

Alone in the Archives

Linda Clark Benedict, Hobart and William Smith Colleges

I have started a blog at <http://lcb48.wordpress.com> on being a lone arranger in a small college. One main focus is implementing EAD using the EAD Cookbook. Since readers can comment, I am trying to open a dialogue on problems and questions. Please take a look and let me know if it is helpful, or if I'm making any errors. I'm self taught so I don't make any guarantees. See you on the web.

Submissions to *Descriptive Notes* are welcome at any time. Send news to mslight@u.washington.edu.