Descriptive Notes

FROM THE CHAIR   Erin Lawrimore

Welcome to a new year in the world of archival description!

Our 2009 annual meeting of the Description Section in Austin was a great one. For those who were unable to attend the meeting, the meeting minutes along with reports from a number of related committees, liaisons and other groups are available on the Section website. Please look them over and think of ways that we can continue to build on our past successes.

The 2009 Description Expo is also available on the Section's website. The Expo, titled "Piecing Together the Archival Puzzle," focused on examples of innovation in conveying contextual information. Submissions were received from George Mason University Libraries Special Collections and Archives, the OhioLINK EAD FACTORy (EAD Finding Aid Creation Tool and Repository), the Archives of American Art at the Smithsonian, the University of California-Irvine Libraries Special Collections and Archives, and the Museum of Jewish Heritage. I thank everyone who participated in the 2009 Expo, and I encourage the entire Section membership to think of ways that you can participate in the 2010 Expo.

The Description Section is starting to plan for our 2010 meeting in Washington, D.C. Please let me know if you have any suggestions or ideas for our meeting agenda or program. The Research Forum will open the annual meeting on Tuesday, August 10. Abstracts for 10-minute platform presentations or poster presentations are being accepted through May 3. This is a great chance to teach and learn more about research and innovative practices in the archival profession. Submit your abstract to ResearchForum@archivists.org.

Finally, I would like to send a special "thank you" to our Section's leadership: Jerry Simmons (vice-chair), Donnelly Lancaster (secretary), Jamie Roth (past chair), Janet Carleton (web liaison), Sarah Keen (newsletter editor), Jennifer Meehan (steering committee), Christine de Catanzaro (steering committee), John Nemmers (steering committee), Claudia Thompson (steering committee), and Tom Hyry (SAA Council liaison). I also want to encourage other members to think about running for a Section leadership position for 2010-2011. It's a great opportunity to get more involved with the work of the Section and collaborate with your fellow SAA members.

Enjoy the newsletter, and I look forward to seeing everyone in D.C.!

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FROM THE VICE CHAIR   Jerry Simmons

Though we're shivering in the February freeze, it's not too early to begin thinking about the warmth of SAA's 2010 meeting. Let's face it. It's in August … in Washington, D.C., so it's bound to be hot! It's also time to start thinking about the SAA 2010 Description Expo. The Description Expo will be web-based again this year, and will gather prime examples of archival description, exhibiting the latest trends and approaches in implementation of traditional and emerging technologies. Because the 2010 meeting will combine SAA, COSA and NAGARA memberships, the possibilities appear to be endless.

SAA Description Section encourages you to share your creative description projects with the greater archives community by entering it in the SAA 2010 Description Expo. Entries will be gathered through July 31st, 2010. As we did in 2009, the Description Section will present candidate projects via the Description Section website with no display table at the annual conference in Washington, D.C. If you have a project that you would like to enter in this year's Expo, please send a brief project description to me at jerry.simmons@nara.gov.

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SAA DESCRIPTION SECTION MEETING MINUTES

Austin, Texas
August 14, 2009

I. Welcome and Section Reports
Chair James Roth opened the meeting and welcomed everyone. He expressed his gratitude to the Steering Committee for their work. He announced that the Description Section had endorsed two sessions and both were accepted.

A. Election results
The online election received 76 respondents. Here are the results:
Vice Chair: Jerry Simmons
Steering Committee: John Nemmers
Steering Committee: Christine de Catanzaro

B. Newsletter editor
Sarah Keen reported that two issues of the newsletter were published this year. The newsletters are published on a January and July schedule; the next issue is scheduled for January 2010. She welcomes any comments or suggestions.

C. Description Expo (Vice Chair)
Vice Chair Erin Lawrimore reported on the annual Description Expo, which is an online presentation. This year's Expo focused on innovation. There were five submissions from the following institutions: George Mason University Libraries Special Collections & Archives; OhioLINK EAD FACTORy (EAD Finding Aid Creation Tool & Repository); Archives of American Art, Smithsonian Institution; University of California, Irvine Libraries Special Collections and Archives; and Museum of Jewish Heritage. Lawrimore encouraged members to submit examples for next year's Expo and thanked Web Liaison Janet Carleton for her quick work in getting the Expo online.

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

A. SAA Council Representative: Tom Hyry
Hyry discussed the revision of the Standards Committee and pointed out items that might affect the Description Section. He asked that members review the new SAA Strategic Plan and asked for written comments.

B. 2009 Program Committee: Nancy McGovern
Next year's annual meeting in Washington, D.C., will be a joint meeting of SAA, CoSA, and NAGARA and will have no theme. The deadline for session proposals is September 30.

C. DACS Working Group: Bill Landis
Landis reported that the group will become a SAA subcommittee. SAA is currently offering five workshops related to DACS. He welcomes ideas for additional workshops and encourages people to develop their own. There has been a lot of recent work on content standards, including a revision of Graphic Materials, and the Association of Moving Image Archivists (AMIA) have begun work on a companion standard for DACS. DACS is now five years old. He hopes that they will have their own web site by the end of the year. The successor to AACR2, RDA, is close to release. He plans to wait until after its release and react to this new standard at that point.

D. ALA Committee on Cataloging: Description and Access (CC:DA): Lisa Carter
Carter was unable to attend the meeting but had submitted her report to James Roth, who read the report. The full report is posted on the Description Section web site.

E. ICA Section on Professional Standards and Best Practices: James Roth for Claire Sibille
Roth read Sibille's report, which is posted on the Description Section web site.

F. Technical Subcommittee on Descriptive Standards (TSDS): Michael Rush
Rush reported that the TSDS has been busy during the past year. In December they sent comments on RDA, which seem to have been ignored. They revised the charge to the EAC Working Group. In February they voted to request a revision of EAD to the EAD Working Group. The TSDS will be dissolved. All SAA-approved standards will have their own subcommittee within the Standards Committee.
Rush is also an archival appointee to the RLG Advisory Group. Their report is on the OCLC web site; he will send the link the Description Section listserv.

G. RBMA and OCLC/Research Libraries Group: Jen Schaffner
Jen Schaffner was unable to attend, but Michael Rush reported on these activities in section F of these reports.

H. OCLC: John Chapman
Chapman reported a change to subscription that affects CONTENTdm. He also reported on three major initiatives: moving databases to new platform; the move to web-based library management services; and reinvention of cataloging platform.
Send emails with comments or questions to chapmanj@oclc.org

I. OCLC Research Archives and Special Collections: Jackie Dooley
Dooley also reported for Jen Schaffner.
RBMS has been having more programs for archives and special collections.
Some current projects:
- Data mining of WorldCat to identify archival items or collections and analyzing the data
- Starting report on barriers to EAD implementation; will suggest improvements, have information on technical options, etc.
- Developing multi-study on determining collection assessments; the study looks at several tools developed by institutions and consortia

Jen Schaffner would have talked about her report, "The Metadata is the Interface: Better Description for Better Discovery of Archives and Special Collections," which was released in May 2009. The report discusses archival user studies and what they show about description and research.

J. DCRM-MSS: Diane Ducharme
A committee within RBMS was charged to create a standard, DCRM (MSS), for post-1600 manuscripts and will be a companion to DACS. The charge was originally only for MARC records, but they wanted to be more useful to the archival profession. They are trying to make suggestions for titling untitled manuscripts that are difficult to title, such as individual ledger sheets, etc.

K. Encoded Archival Context (EAC) Working Group: Kathy Wisser
The working group is releasing the final draft schema in late August 2009 and wants to release version 2009 by the end of the year. There are challenges because this is an international group. They are looking for people willing to test it. The current version differs from the original beta version. Two sessions at SAA are EAC-related.

L. EAD Working Group: Kris Kiesling
- Proceedings from *EAD at 10* are available on SAA web site under publications. Kiesling expressed thanks to SAA and RLG for their assistance with *EAD at 10*.
- EAD Tag Library is now on EAD web site as a PDF
- Working group meets Sunday at SAA
    o Discussing revision of EAD, in early stages

M. ALA Committee: Machine-Readable Bibliographic Information Committee (MARBI): Kris Kiesling
- MARBI wants to make and is working to make MARC work well with RDA
- Library of Congress wants to mashup all their authorities and thesauri and make them available for downloading

N. Archivists' Toolkit: Brad Westbrook and Scott Schwartz
- Archon 3.0 will be released by the end of 2009
- UCSD, NYU, and UIUC are submitting a Mellon Foundation grant proposal to combine Archon and Archivists' Toolkit

O. NHPRC: Lucy Barber
Barber was unable to attend. James Roth will ask for a report from Barber and put it on the web site.

III. New Business
James Roth asked for any business from the floor. There was no new business.

IV. Program Presentation
Victoria Peters of Glasgow University presented "A New International Standard for Describing Functions: ICA-ISDF." A Q&A session followed.

V. James Roth closed the meeting at 3:00 p.m.

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2009-2010 LEADERSHIP LIST

Erin Lawrimore, Chair
Jerry Simmons, Vice Chair/Chair Elect
James Roth, Immediate Past Chair
Donnelly Lancaster, Secretary
Janet Carleton, Web Liaison
Sarah Keen, Newsletter Editor

STEERING COMMITTEE

Christine de Catanzaro
Jennifer Meehan
John Nemmers
Claudia Thompson

Tom Hyry, Council Liaison

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NEWS & NOTES

New Online Catalogue for The Historic New Orleans Collection
Carol Bartels, The Historic New Orleans Collection

The Historic New Orleans Collection (THNOC) is pleased to introduce a new version of its Online Catalogue. The new catalogue offers three ways to search the institution's holdings: keyword, "Advanced Search" and "Collection Themes." The "Collection Themes" is a hierarchy of 188 topics on which THNOC is actively collecting materials developed by the staff.

Search results are divided into three categories: "Bibliographic Records," "Manuscript/Collection Records" and "Artworks/Artifacts." Results may be sorted in a variety of ways. The catalogue allows the bookmarking of items to create a temporary list of items across multiple searches. At present bookmarked items are not saved once the catalogue is closed in your browser.

There are over 17,000 images in the catalogue at present. Images may be sent into an image gallery that allows the comparison of multiple item images. The image gallery also has a zoom to full size function.

The new online catalogue is generated form the MINT Collection management system by MINISIS Inc. MINT is an integrated library, archive, and museum collections management system that THNOC helped to develop. Visit http://hnoc.minisisinc.com/thnoc/index.htm to experience The Collection's new online catalogue and to learn more about the institution and its holdings

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Finding Aid Available for the American Society for Theatre Research Archives
Cassandra Berman, Special Collections in Performing Arts, University of Maryland

The University of Maryland's Special Collections in Performing Arts is pleased to report that the American Society for Theatre Research Archives have been processed, and a finding aid is now available online (http://hdl.handle.net/1903.1/7534). The collection spans ASTR's founding in 1956 to the present, and reflects its efforts to foster theatre research both domestically and internationally through student and scholar exchanges, scholarly publications, and robust involvement with organizations such as the Council for Learned Societies and the International Federation for Theatre Research.

Newly Processed Collections at Tulane University's Louisiana Research Collection
Eira Tansey, Louisiana Research Collection, Tulane University

With the assistance of two interns, the staff at Tulane University's Louisiana Research Collection (LaRC) has processed several new collections documenting the medical, sports, and political history and culture of greater New Orleans and Louisiana.

The Cancer Crusaders records (Manuscripts Collection 965) run from 1978-1998. Cancer Crusaders, a New Orleans-based volunteer group, is a significant fundraiser for local cancer awareness and research. The records of the Louisiana Urological Society (Manuscripts Collection 1061) are from 1950-2006, and document the history of this society, which originally included Texas, Louisiana and Arkansas in its membership. Acquired in 2009, the papers of New Orleans area businessman Maurice Stern (Manuscripts Collection 999) were also processed this fall. Stern was the owner of the American Basketball Association team the New Orleans Buccaneers.

Processing of the papers of John Wyeth "Jock" Scott, II also began this autumn (Manuscripts Collection 998). Jock Scott was a member of the Louisiana House of Representatives (District 26, Rapides Parish) from 1976-1988. He also ran for Congress twice, in 1985 and in 2004. Scott, who received his BA from Tulane University, was also active in helping LSU-Alexandria become a four year degree granting school. Processing of Scott's papers is expected to be completed by the end of spring 2010. The papers run from the 1960s through the 2000s, and include personal papers and material related to Scott's political career. The already processed portions of the collection (from his first three terms as State Representative) are available to the public.

Finding aids for these collections and others can be found at specialcollections.tulane.edu/archon

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Dalhousie University Archives Creates Two Major Finding Aids with Funding from the National Archival Development Program
Creighton Barrett, Dalhousie University Archives

The Dalhousie University Archives is wrapping up an eight month project to process the papers of Oland and Son Limited, a brewing company based in Halifax, Nova Scotia. Oland and Son Limited was founded in 1867 and operated until 1971 when the company was sold to John Labatt Limited. It was Nova Scotia's largest brewing company for many years and sold beer throughout the Maritimes, Quebec, and in locations in the United States and the Caribbean. The company owned subsidiaries in Nova Scotia, New Brunswick, and Quebec, including A. Keith and Son, one of the oldest breweries in Canada. The records were donated to the Dalhousie University Archives by Bruce Oland over many years. It is now one of the largest brewing company archives in Canada. The personal papers of various members of the Oland Family were also donated. In total, over 140 meters (460 linear feet) of materials were donated.

With funding from the Canada Council of Archives' National Archival Development Program (NADP), the Dalhousie University Archives launched a project to process the collection in May 2009. Archives Assistant Creighton Barrett and Student Intern Nora Kennedy appraised, arranged, and described the collection. Non-archival materials were deaccessioned and the personal papers of the Oland Family were separated from the business papers of Oland and Son.

Arranging the business papers was a complex task that required a thorough investigation of the relationships between Oland and Son and its affiliated companies. Some of the more interesting archival materials include brewing recipe books for Oland and Son and A. Keith and Son, photographs, advertising proofs, beer labels, and materials relating to the Bluenose II, a replica of the famous "Bluenose" schooner commissioned by Oland and Son. Two finding aids were created using the Rules for Archival Description and Encoded Archival Description. Over 4,000 file level descriptions were created, providing unprecedented access to the collection. Descriptions will be made available online through the Dalhousie University Archives website and *Archway*, a regional archival holdings database maintained by the Council of Nova Scotia Archives.

To mark the completion of the project, Nora and Creighton prepared an exhibit of materials from the collection. Display cases in the Killam Memorial Library have been filled with photographs, brewing recipe books, advertising proofs, and other materials that highlight the long history of Oland and Son and the Oland Family. The exhibit will be on display through March 2010.

For more information about the collection or the Dalhousie University Archives, please visit us online at http://www.library.dal.ca/DUASC/ or visit us on Facebook at www.facebook.com/DUASC.

Indiana University Launches New EAD Site
Jenn Riley, Indiana University - Bloomington

Indiana University is pleased to announce the launch of a new EAD site that provides integrated access to the finding aids of multiple repositories, providing cross-repository discovery capability. The new site, driven by the California Digital Library's XTF software, can be found at
http://www.dlib.indiana.edu/collections/findingaids/.

The new Indiana University integrated finding aids site currently features collections from the IU Office of University Archives and Records Management, the Lilly Library (the rare books, manuscripts, and special collections library of the Indiana University Libraries, Bloomington), the Political Papers Collection at IU Bloomington, the Center for the Study of History and Memory, the Liberian Collections at IU Bloomington, the Folklore Collections at IU Bloomington, and the Workingmen's Institute in New Harmony, Indiana. For some of these repositories, this new site represents the first time full finding aids are available online. We expect to add additional repositories in the near future.

Smithsonian Institution Collections Search Center
Barbara D. Aikens, Archives of American Art, Smithsonian Institution

The Smithsonian Institution has launched a New Collections Search Center on its web site.
http://collections.si.edu/search/

This ambitious endeavor brings together over 2 million searchable records with 265,900 images, video and sound files, electronic journals and other resources from the Smithsonian's museums, archives & libraries.

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mavisWeb: Washington University Libraries' Film & Media Archive Introduces Online Search Engine
Nadia Ghasedi, Washington University

In 2002, Washington University Libraries established the Film & Media Archive, a unique repository dedicated to preserving not only historically important documentary films and media, but also the various materials that went into creating them. In addition to preserving a fascinating record of the documentary filmmaking process, such materials can serve a wide range of research purposes. They are historical documents, cultural artifacts, and primary sources of information about social and political life in America.

And now, you can find them online.

Washington University Libraries' Film & Media Archive launched mavisWeb in spring 2009, a public web interface that allows anyone to search the archive's holdings and view selected digital materials online.

The need for such a system is evident in the Archive's two biggest collections, featuring the complete works of renowned filmmakers Henry Hampton (*Eyes on the Prize*) and William Miles (*I Remember Harlem*, 1981). Largely related to African-American history, the Hampton and Miles collections came with thousands of hours of film and video footage, interview outtakes, photographs, correspondence, treatments, business records, books, CDs, and much more. Taken together, they represent an invaluable resource to the future scholarship of social justice in America.

Confronted by the complexity of organizing such a variety of materials and formats, Archive staff chose MAVIS (Merged AudioVisual Integrated System), a sophisticated media asset management system designed specifically for handling the interrelated elements gathered and generated during the filmmaking process. mavisWeb is an extension of MAVIS. Both are currently maintained and developed by Feenyx Pty. Limited, of Canberra, Australia.

Although it looks and functions like a simplified library catalog, mavisWeb tracks a wide variety of analog and digital formats (including paper, photographs, audio tape, video tape, film, and objects) and brings those formats together in a single record. For example, a record for an interview used in an episode of *Eyes on the Prize* is linked to the paper transcript, the audio recording, the original film negative, and so forth.

In addition, mavisWeb expresses relationships existing between the collection materials. For instance, a single photograph is grouped with similar photographs, leading the researcher to additional results not returned in the initial query. These features enhance the user's experience by broadening the opportunity for discovery.

mavisWeb also offers instant access to the Archive's digitized material. Still in the development stages, this feature links digital assets (text, photographs, audio and video) to their respective records, widening the collections' reach. Currently, transcripts of 115 interviews conducted for *Eyes on the Prize I* are available using this feature.

mavisWeb provides just a glimpse into the Archive's holdings. Cataloging is an ongoing process and new records, unveiling invaluable resources, are created daily. In the coming months, the Film & Media Archive will complete testing to enhance the functionality of this powerful new tool.

To access mavisWeb and get tips on searching the Archive, visit:
http://library.wustl.edu/units/spec/filmandmedia/

Articles of Interest

"Ead McTaggart: Using VBA to Automate EAD Container List Tagging"
Randall Miles
Code4Lib Journal, issue 8 (2009 Nov 23)
http://journal.code4lib.org/articles/2025

Abstract:
Faced with the prospect of converting 200-page container lists to Encoded Archival Description (EAD), the author programmed a Microsoft Access® database using Visual Basic for Applications (VBA) to automatically insert the necessary EAD tags and their attributes. Some work is still required to ensure that the container list is properly formatted before importing into the database. Once formatted, the database, named Ead McTaggart, will convert a 7,000 line Microsoft Excel® container list, where each line represents a series, sub-series, or folder title, into a properly tagged EAD container list in about five minutes. As written, Ead McTaggart will handle up to six component levels, but can be modified to handle more. Although many institutions use Archivists' Toolkit or Archon for this functionality, many libraries and archives who have not implemented those tools will find that EAD McTaggert minimizes the work of converting existing container lists to EAD finding aids with a low time investment for implementation.

"RDA Vocabularies: Process, Outcome, Use"
Diane Hillmann, Karen Coyle, Jon Phipps, and Gordon Dunsire
D-Lib Magazine, volume 16, no. 1/2 (January/February 2010)
http://www.dlib.org/dlib/january10/hillmann/01hillmann.html

Abstract:
The Resource Description and Access (RDA) standard, due to be released this coming summer, has included since May 2007 a parallel effort to build Semantic Web enabled vocabularies. This article describes that effort and the decisions made to express the vocabularies for use within the library community and in addition as a bridge to the future of library data outside the current MARC-based systems. The authors also touch on the registration activities that have made the vocabularies usable independently of the RDA textual guidance.

Designed for both human and machine users, the registered vocabularies describe the relationships between FRBR, the RDA classes and properties and the extensive value vocabularies developed for use within RDA.

"Tagging Full Text Searchable Articles: An Overview of Social Tagging Activity in Historic Australian Newspapers August 2008 — August 2009"
Rose Holley
D-Lib Magazine, volume 16, no. 1/2 (January/February 2010)
http://www.dlib.org/dlib/january10/holley/01holley.html

Abstract:
In August 2008, tagging was implemented on articles that were full text searchable within the National Library of Australia's historic Australian Newspapers service. During the first year, 500 users created over 100,000 tags, 38,000 of which were distinct. The tagging was very successful and the National Library will be extending the tagging functionality to all of its other collections before the end of 2009. In this article, the tagging activity, behaviors and outcomes are analyzed and compared with other research on image tagging.

Call for Nominations: 2010 C.F.W. Coker Award for Description

The C.F.W. Coker Award for Description subcommittee of the Society of American Archivists invites nominations of finding aids, finding aid systems, projects that involve innovative development in archival description, or descriptive tools that enable archivists to produce effective finding aids.

Individuals, institutions, or groups of individuals or institutions are eligible.

The full description of the Coker Award, nomination forms, and a list of past recipients can be found here:
http://www.archivists.org/governance/handbook/section12-coker.asp

Recent winners include:
 * 2009 NARA's *World War II: Guide to Records Relating to U.S. Military Participation*
 * 2008 The Archivists' Toolkit (AT)
 * 2007 Greg Bradsher (NARA) for his work on *Holocaust-Era Assets: A Finding Aid to Records* and the *Japanese War Crimes Finding Aid*

To submit a nomination, download a form and return it to SAA at the address below:

Co-chairs, Awards Committee
Society of American Archivists
527 S. Wells St., 5th Floor
Chicago, IL 60607-3922

The deadline for applications is February 28, 2010.

The C.F.W. Coker Award subcommittee:
Karen E. King, University of Maryland
John Nemmers, University of Florida
Brad Houston, University of Wisconsin-Milwaukee
C. Jerry Simmons, National Archives and Records Administration (NARA)
Chris Burns, University of Vermont (ex officio)

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FEATURE ARTICLE

Center for Jewish History Converted 6,723 MARC Records into EAD Finding Aids
Andrea Buchner, Center for Jewish History

The Center for Jewish History recently converted 6,723 MARC records from its OPAC into EAD finding aids. The goal of this project was to increase the online accessibility of the Center's five partners' archival collections. In addition to their accessibility via the Center's OPAC and WorldCat, as EAD finding aids, the collections can now also be found via major search engines (i.e. Google) and data harvesters such as ArchiveGrid.

The Center for Jewish History represents a unique partnership of five major Jewish research institutions, the American Sephardi Federation, the American Jewish Historical Society, the Leo Baeck Institute, the Yeshiva University Museum, and the YIVO Institute for Jewish Research. All their archival collections are represented by MARC records in the Center's OPAC. At this point, MARC records from two partner organizations have been converted: the American Jewish Historical Society (AJHS) and the Leo Baeck Institute (LBI). Conversion of MARC records from the other partners into EAD finding aids is in process. However, with the AJHS and LBI records converted, 90% of the eligible conversion work has been completed.

The project began with the export of 6,723 selected MARC records from our library catalog. The MARC records were then converted into MARCXML files using the open source software MarcEdit. In the form of MARCXML, the MARC records could be more closely analyzed and adjusted in the software Oxygen and eventually converted using this same software.

First, since the MARC records were cataloged using variant practices which needed reconciling, we corrected the disparate information. We also removed duplicate records. The next step involved a separation of collection-level MARC records from MARC records with description beyond the collection-level. The indicator for description beyond the collection-level is the MARC 505 field. A search for this field revealed that 1,309 MARC records (19%) contained it. These MARC records would yield finding aids with container lists, in contrast to the other 5,414 MARC records without a 505 field which would only yield collection-level finding aids. However, not all container lists would contain series-, box- and folder-level (= hierarchical) description. A search for the terms "series" or "box" revealed that 87% of MARC records with a 505 field did not contain any of these terms. The typical content of the 505 field was for selected materials or box lists. There are many reasons for the lack of hierarchical description: the most common are that the collection consists of only one item or it was never fully processed. The remaining 13% of the MARC records with a 505 field contained the terms "series" and/or "box," yielding hierarchically encoded container lists in the EAD finding aids.

The software that we used for the conversion of MARC records into EAD finding aids was Oxygen. However, the MARC-EAD stylesheet that was used for the conversion was based on the MARC-EAD stylesheet that is used by the open-source software MarcEdit. We adjusted this stylesheet to meet the needs of our specific MARC records. When making adjustments, we followed the MARC-EAD mapping in the EAD application guidelines. The transformation was accomplished in Oxygen, yielding collection-level finding aids and finding aids with hierarchical and "flat" container lists. After they were reviewed, they were loaded into the Center's digital asset management system DigiTool. This system also powers the Center's digital collections portal, CJH Digital Collections, through which the finding aids are accessible to the public:
http://digital.cjh.org/R/?func=collections-result&collection_id=1014

For the finding aids with "flat" container lists, the stylesheet controlling online display in CJH Digital Collections had to be adjusted to ensure that it could display container list information that is not encoded hierarchically.

The Center has seen a tangible impact in research activity as a result of these conversions, and has had increased reference requests for these particular collections. The converted EAD finding aids have also inspired us to think

of new archival processing projects. For example, the collection-level EAD finding aids from the AJHS could be enhanced by archivists with more detailed description (i.e. container lists). With the MARC-EAD conversion project, we increased the accessibility of our archival collections and we hope to achieve similar results with future projects.

If you have questions about this project, please contact:

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Stanislav Pejša
Consultant
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Center for Jewish History
15 West 16th Street
New York, NY 10011

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DERANGEMENT AND DESCRIPTION (a crazy little archives webcomic)

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