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Head of Archives and Special Collections
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Laying the Tracks for Electronic Records

An NHPRC funded start up electronic records
project at Mount Holyoke College

+ Part 1: Mount Holyoke College

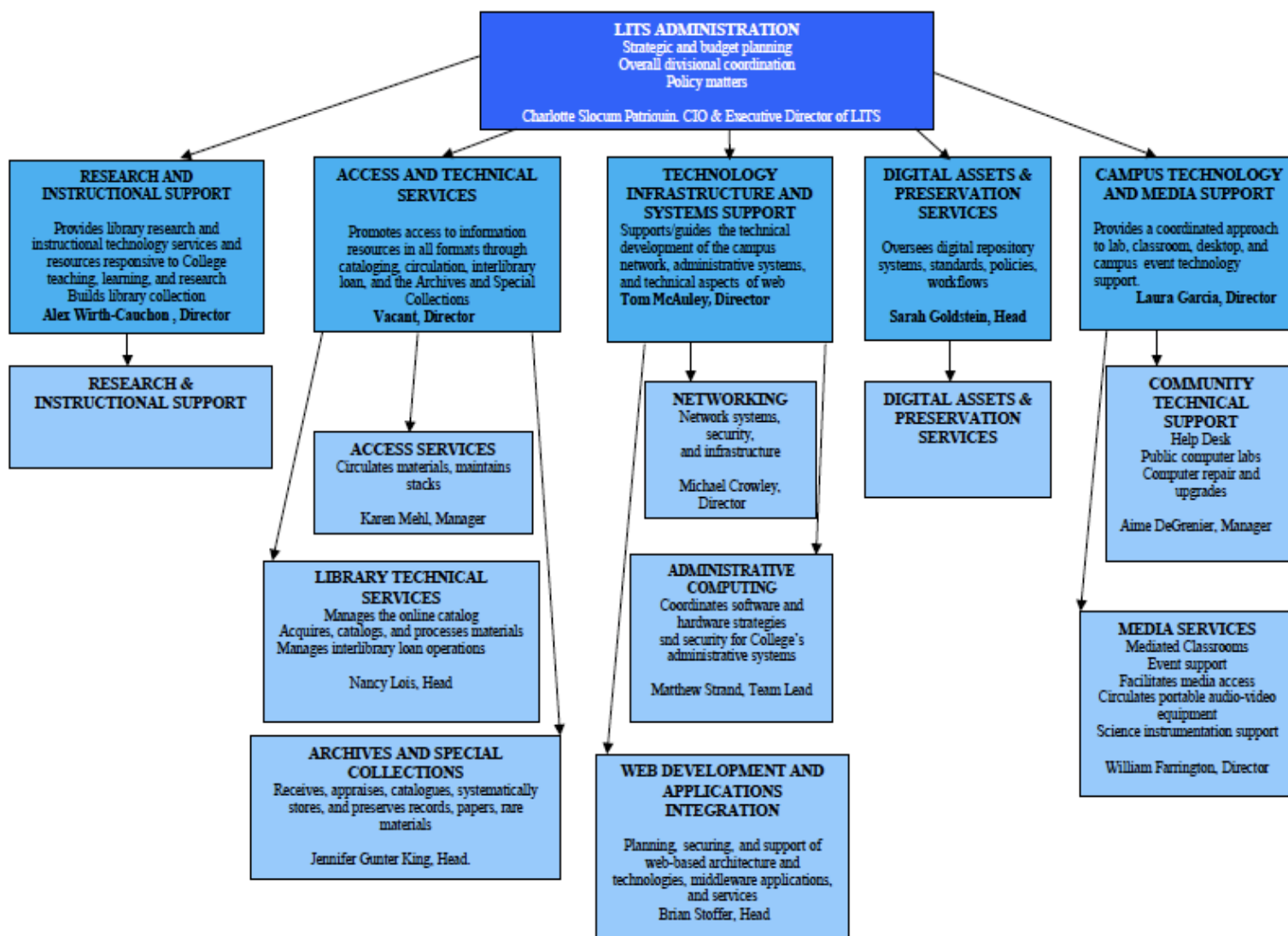




+ Library, Information and Technology Services (LITS)

- LITS facilitates the creative use of information and technology for Mount Holyoke College community. It supports the educational priorities of the College by providing instruction, materials, staff expertise and equipment to sustain learning, teaching, research and the College's administrative functions.

LITS Functional Organization Chart June 2011



+ Records Retention Policy, updated on Jan. 1, 2007

- Records retention policies and regulations are ***identical regardless of the form*** in which records exist – ***paper or electronic***. There are two important categories of material that must be retained and disposed of with particular care – records deemed to have historic value and records governed by regulation.

+ Part 2: Establishing the Project



+ An archivist is hired



Leslie Fields, NHPRC Electronic Records Archivist

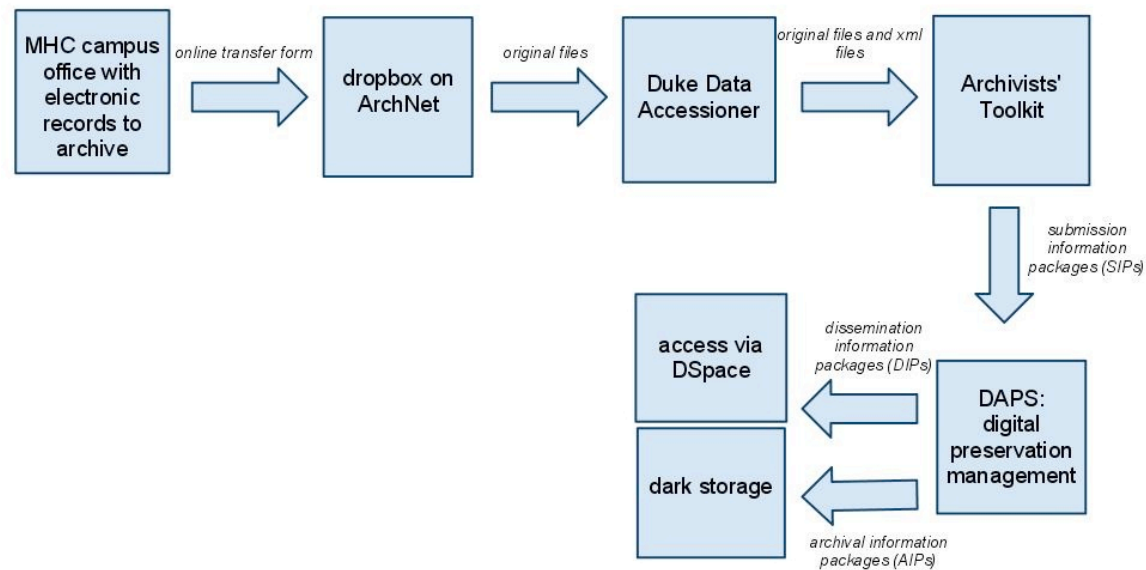
+ Homework and networking

10

+ New workflow for electronic records

Mount Holyoke College
Semi-Annual Narrative Report to the
NHPRC
Grant # NAR10-10026-10
January 2011 - June 2011

Mount Holyoke College Archives and Special Collections Electronic Records Workflow



+ Tufts Accessioning (TAPER) Project

<https://dca.lib.tufts.edu/taper/>

TAPER Home

TAPER links


TAPER tools homepage

Submission Agreement Builder

DCA TAPER tools

Logout

Welcome, rmatic.



Create an RSA

How have the records been prepared for transfer? (Check all that apply)

Labelled Box

Labelled Folders

Burned or Copied to Media

Created Inventory

Transfer notes: Please provide a narrative describing the records, the records creator, and any special considerations for these records

Board of Trustees Records: Board Books, 2010.

Extents

Number of units

File / Directory

Format of the records (Check all that apply)

Paper

Photographic Prints

Artifacts

Analog Media (tapes, video, etc.)

Digital

Date spans of the records

Beginning year Ending year

Format of the records (Check all that apply)

Paper

Photographic Prints

Artifacts

Analog Media (tapes, video, etc.)

Digital

Date spans of the records

Beginning year Ending year

Arrangement, organizational and/or naming system

Current or previous storage system(s) for the records

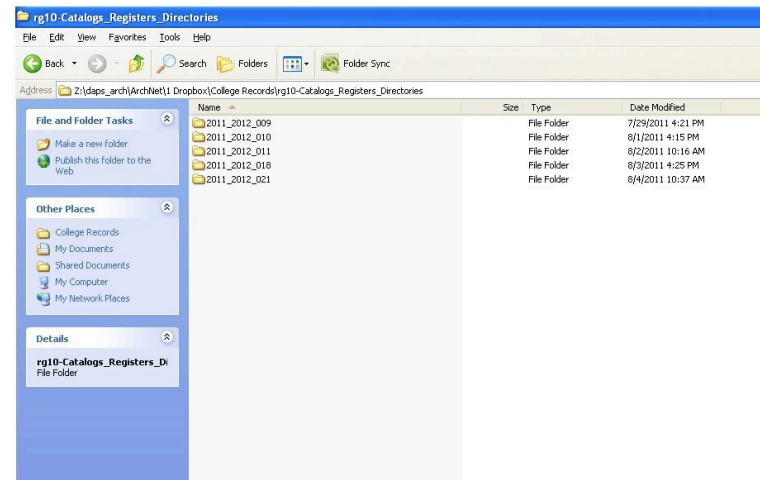
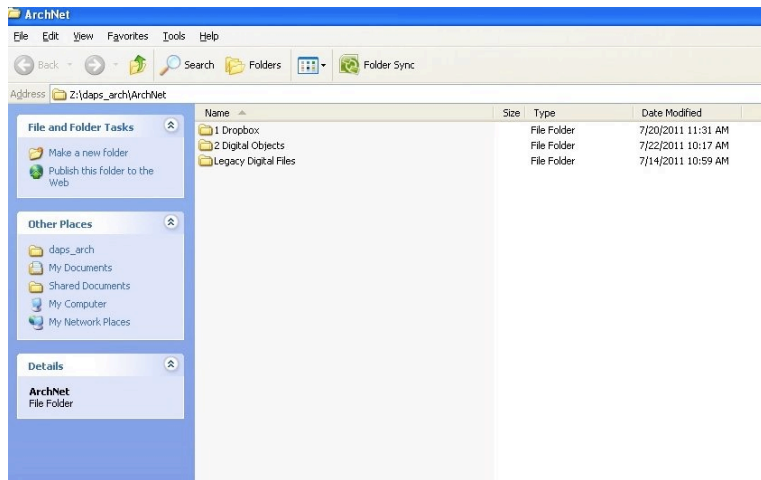
SSA information

The following information will be automatically added to this document, inherited from its SSA.

Activation date for the Standing Submission Agreement	2011-06-01
Document(s) that give the archive the authority to accession, manage, and preserve the records	Mount Holyoke College Records Retention Schedule records
Creator(s) of the records	Name: Board of Trustees Office ID: 54321 Email: trustees@mtholyoke.edu
Person or group authorized to transfer the records to the archives	Name: ID: rmatic Email:
Type of records	College electronic records
Copyright and licensing agreement(s)	Mount Holyoke College
Access restrictions	Records restricted to use by office/department of origin for 25 years from date of record creation.
Retention period(s)	Permanent

Tufts | InsideTufts | Feedback | Directions | Find People | Contact Us

+ Files stored in drop box



+ AT Accession Record

Accessions Record 3302 of 3309

Title: Mount Holyoke College Bulletin and Course Catalogue, 2010-2011 Accession #: 2011.2012.021

Basic Information | Accession Notes | User defined fields | Names & Subjects | Acknowledgements, Restrictions & Processing Tasks

Accession Number 2011 2012 021
 Accession Date 2011-8-4

Date Expression 2010-2011
 Date
 Begin 2010 End 2011
 Bulk Dates
 Begin End

Resources Linked to this accession

Resource Identifier	Resource Title

Link Resource Remove Link

Resource Type Records
 Title
 Mount Holyoke College Bulletin and Course Catalogue, 2010-2011

Extent
 Extent Number 1 item
 Container Summary
 This item is one file making up one digital object. It is a 2,447 KB PDF.

Repository MHC ASC

Deaccessions

Deaccession Date	Extent	Extent Measurement

Add Deaccession Remove Deaccession

Locations

Location	Note
daps_arch network space daps_arch...	ArchNetV2 Digital Objects\College Re...

Add Location Remove Location

General Accession Note
 This accession contains an electronic record transferred to the Archives via a downloaded PDF from the Registrar's website on 3 August 2011 by Leslie Fields. The original file name was "2010_11.pdf".

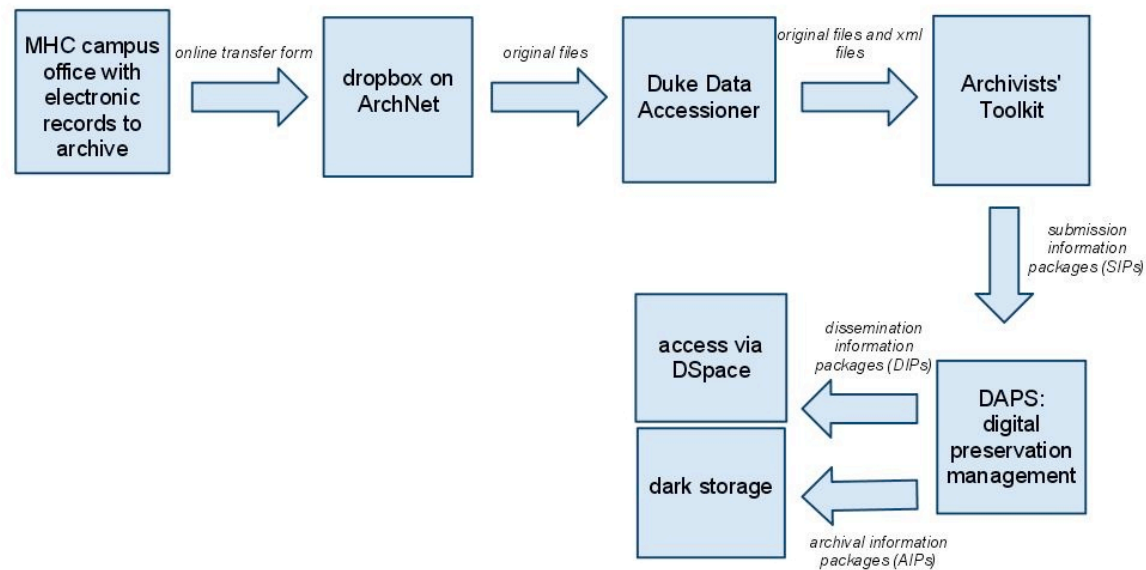
First Previous Next Last Reports Close Save

Created: Aug 4, 2011 by lfields | Modified: Aug 4, 2011 by lfields | Record Number: 3330

+ Run Duke Data Accessioner

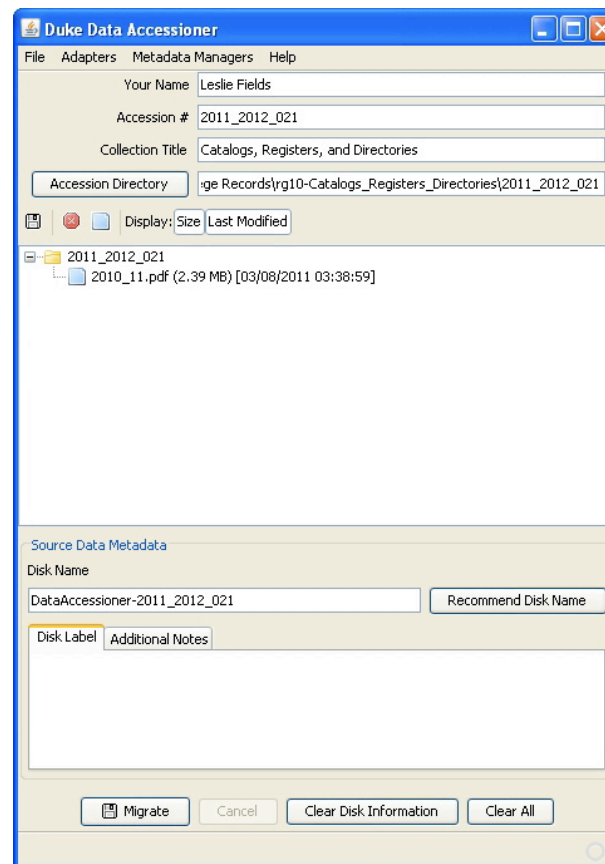
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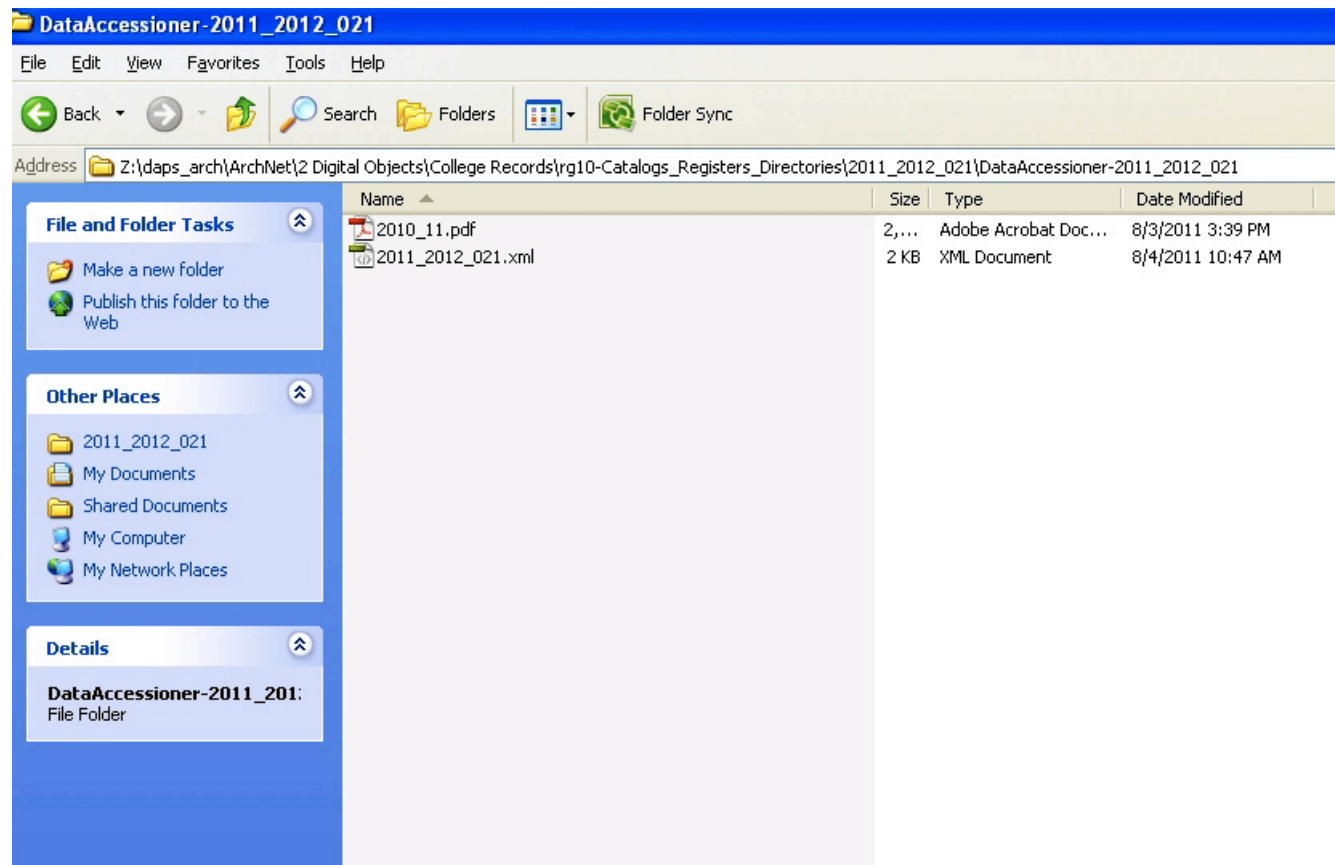


+ Data Accessioner

<http://library.duke.edu/uarchives/about/tools/data-accessioner.html>



+ Data Accessioner output



+ XML metadata

The screenshot shows the Adobe Dreamweaver interface with the Code view selected. The main window displays XML metadata for a file named '2010_11.pdf'. The code is as follows:

```

1 <?xml version="1.0" encoding="UTF-8"?>
2 <collection name=""><accession number="2011_2012_021"><folder name="DataAccessioner-2011_2012_021"><note>DataAccessioner-2011_2012_021
transferred by Leslie Fields on Thu Aug 04 10:53:47 EDT 2011</note><title qualifier="collection">Catalogs, Registers, and Directories</
title><file name="2010_11.pdf" last_modified="2011-08-03 15:38:59.0" size="2504953" MD5="a9dbbc6da23bec52daa50fc5f9b5de2c"><pl:object
xmlns:pl="http://www.loc.gov/standards/premis/v1/"><pl:originalName>2010_11.pdf</pl:originalName><pl:significantProperties>
<pl:dateLastModified source="DataAccessioner">2011-08-03 15:38:59.0</pl:dateLastModified><pl:significantProperties><pl:fixity source=
"DataAccessioner"><pl:messageDigestAlgorithm>MD5</pl:messageDigestAlgorithm><pl:messageDigest>a9dbbc6da23bec52daa50fc5f9b5de2c</
pl:messageDigest><pl:messageDigestOriginator>DataAccessioner</pl:messageDigestOriginator><pl:fixity><pl:format><pl:formatDesignation
source="DROID"><pl:notes>DROID Version: V3.0. Signature File Version: 13</pl:notes><pl:formatName>Portable Document Format</
pl:formatName><pl:formatVersion>1.6</pl:formatVersion><pl:formatRecognitionStatus>Positive (Specific Format)</
pl:formatRecognitionStatus><pl:formatType>application/pdf</pl:formatType></pl:formatDesignation><pl:formatDesignation source="JHOVE">
<pl:formatName>PDF</pl:formatName><pl:formatVersion>1.6</pl:formatVersion><pl:formatRecognitionStatus>Well-Formed and valid</
pl:formatRecognitionStatus><pl:formatType>application/pdf</pl:formatType></pl:formatDesignation></pl:format></pl:object></file></folder
></accession></collection>
3

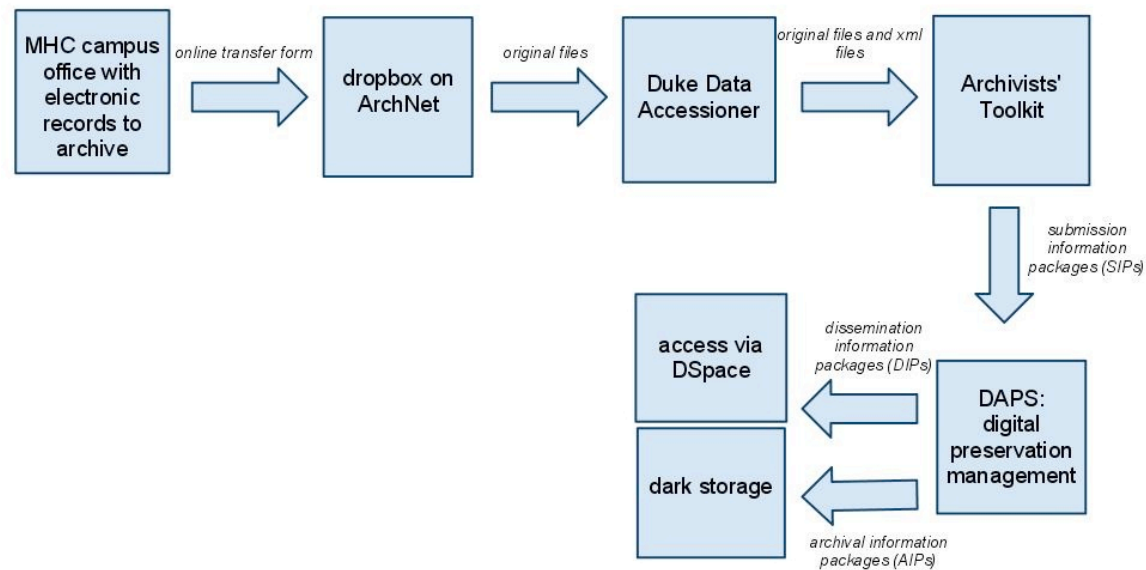
```

The interface also shows the 'INSERT' panel on the right with various elements like Hyperlink, Email Link, etc., and the 'LOCAL FILES' panel at the bottom right showing the file system structure.

+ Step 3: Accession in Archivists Toolkit

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Mount Holyoke College Archives and Special Collections Electronic Records Workflow



+ AT Accession Record

Accessions Record 3302 of 3309

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Accession Number 2011 2012 021

Accession Date 2011-8-4

Date Expression 2010-2011

Date Begin 2010 End 2011

Bulk Dates Begin End

Resources Linked to this accession

Resource Identifier	Resource Title

Link Resource Remove Link

Resource Type Records

Title Mount Holyoke College Bulletin and Course Catalogue, 2010-2011

Extent Extent Number 1 item

Container Summary This item is one file making up one digital object. It is a 2,447 KB PDF.

Repository MHC ASC

Deaccessions

Deaccession Date	Extent	Extent Measurement

Add Deaccession Remove Deaccession

Locations

Location	Note
daps_arch network space daps_arch...	ArchNetV2 Digital Objects\College Re...

Add Location Remove Location

General Accession Note This accession contains an electronic record transferred to the Archives via a downloaded PDF from the Registrar's website on 3 August 2011 by Leslie Fields. The original file name was "2010_11.pdf".

First Previous Next Last Reports Close Save

Created: Aug 4, 2011 by lfields | Modified: Aug 4, 2011 by lfields | Record Number: 3330

+ Create Digital Object Record

The screenshot displays the 'Digital Objects' interface for a specific record. The window title is 'Digital Objects' and it shows 'Record 11 of 24'. The record title is 'Mount Holyoke College Course Bulletin and Catalogue, 2010-2011'. The interface includes several sections:

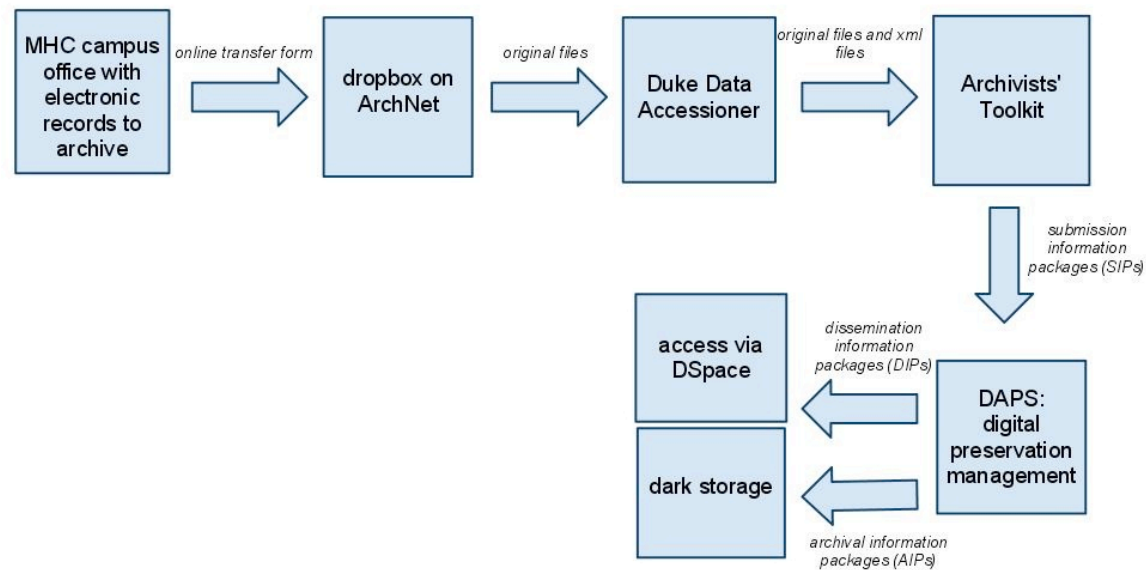
- Basic Description:** Contains fields for Label, Title (Mount Holyoke College Course Bulletin and Catalogue, 2010-2011), and Dates (Date Expression: 2010-2011, Date Begin: 2010, End: 2011).
- Restrictions:** A checkbox for 'Restrictions Apply' is checked. The Object Type is set to 'text' and the Digital Object ID is 'rg10-acc2010_2011_021-1'.
- EAD Dao:** Fields for 'EAD Dao Acutate' (set to 'onRequest') and 'EAD Dao Show' (set to 'new').
- Resource Linked to this Digital Object:** A table with columns for Resource Identifier and Resource Title.
- Language Code:** Set to 'English (eng)'. A 'Change Repository' button is present.
- File Versions:** A table with columns for Use Statement and URI.

At the bottom, there are buttons for 'Add File Version' and 'Remove File Version'. A toolbar includes icons for 'Add Child', 'Add Sibling', 'Delete Node', and export options for METS, MARC, MODS, and Dublin Core. Navigation buttons for 'First', 'Previous', 'Next', 'Last', 'Reports', 'Close', and 'Save' are also present. The footer text reads: 'Created: Aug 4, 2011 by lfields | Modified: Aug 4, 2011 by lfields | Record Number: 40'.

+ Export SIP to DAPS

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+ Digital Assets and Preservation Services (DAPS)

- Digital Preservation System
 - Rubymatica
 - Archivemata
- Delivery
 - DSpace



Archivematica

http://archivematica.org/wiki/index.php?title=Main_Page



Ingest Archival storage Preservation planning

Submission Information Package	UUID	Ingest start time	
Special_projects	db720a77-657f-4272-8121-f3311bc7a48d	2011-06-16 14:23	
Micro-Service: Appraise SIP for submission [?]		Requires approval	
Micro-Service: Set file permissions		Completed successfully	
Micro-Service: Create Dublin Core template		Completed successfully	
Micro-Service: Remove thumbs.db files		Completed successfully	
Micro-Service: Verify metadata directory checksums		Completed successfully	
Micro-Service: Assign file UUIDs and checksums		Completed successfully	
Micro-Service: Verify SIP compliance		Completed successfully	
Micro-Service: Create SIP backup		Completed successfully	
Planning_Projects-jul-dec-94	23c49801-bf57-43e1-9110-2aa0d32ec03d	2011-06-16 13:55	
Planning Projects-Jan-Jun-94	11c3ebd8-b2d3-49b7-a393-9c7bd8009cc7	2011-06-16 13:50	
Zoning hearings	cf7aa7a2-b0be-413f-8900-66c7259abb85	2011-06-16 13:49	

+ Archivematica

9. Store AIP and upload DIP

9.1 After normalization has been approved, the SIP continues to move through micro-services until it reaches two further approval steps: Upload DIP and Store AIP. The SIP will again appear with bell icons next to it when these micro-services are ready for approval.

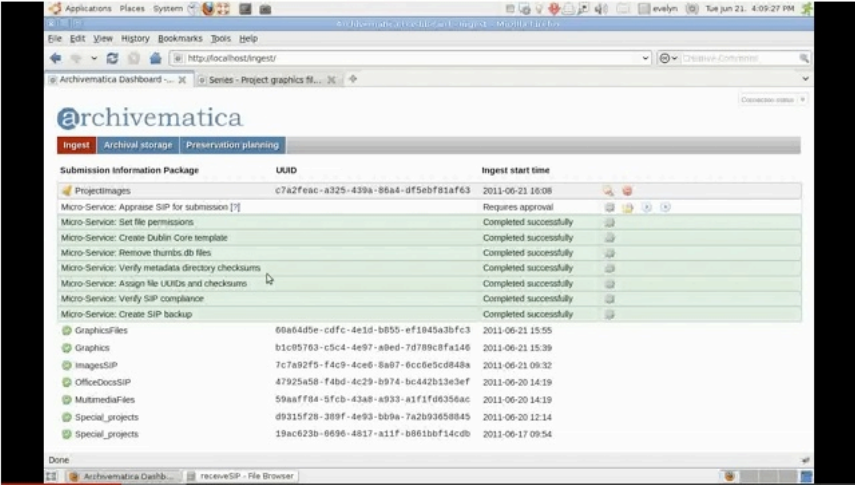
Ingest			Archival storage	Preservation planning
Submission Information Package	UUID	Ingest start time		
ImagesSIP	fa41763c-8c83-48f1-a71a-bf365ec4c283	2011-06-22 16:02		
Micro-Service: Store AIP [?]		Requires approval		
Micro-Service: Upload DIP [?]		Requires approval		
Micro-Service: Prepare AIP		Completed successfully		
Micro-Service: Set file permissions		Completed successfully		
Micro-Service: Generate DIP		Completed successfully		
Micro-Service: Copy METS to DIP directory		Completed successfully		
Micro-Service: Add Dublin Core to METS		Completed successfully		
Micro-Service: Compile METS		Completed successfully		
Micro-Service: Verify checksums generated on ingest		Completed successfully		
Micro-Service: Remove files without PREMIS		Completed successfully		
Micro-Service: Normalize submission documentation		Completed successfully		
Micro-Service: Characterize and extract metadata in submission documentation		Completed successfully		
Micro-Service: Scan for viruses in submission documentation		Completed successfully		
Micro-Service: Sanitize file and directory names in submission documentation		Completed successfully		
Micro-Service: Extract packages in submission documentation		Completed successfully		
Micro-Service: Assign file UUIDs and checksums to submission documentation		Completed successfully		
Micro-Service: Move Submission Documentation into objects directory		Completed successfully		
Micro-Service: Check for submission documentation		Completed successfully		

+ <http://www.youtube.com/watch?v=dFPtDA4nAPY&feature=youtu.be>

You Tube [Browse](#) [Movies](#)

archivemata071.avi

ArtefactualSystems 4 videos



The screenshot shows the Archivemata dashboard with the following data:

Submission Information Package	UUID	Ingest start time
ProjectImags	c742feac-a325-439a-86a4-df5ebf81af63	2011-06-21 16:08
Micro-Service: Appraise SIP for submission [?]		Requires approval
Micro-Service: Set file permissions		Completed successfully
Micro-Service: Create Dublin Core template		Completed successfully
Micro-Service: Remove thumbs.db files		Completed successfully
Micro-Service: Verify metadata directory checksums		Completed successfully
Micro-Service: Assign file UUIDs and checksums		Completed successfully
Micro-Service: Verify SIP compliance		Completed successfully
Micro-Service: Create SIP backup		Completed successfully
GraphicsFiles	66a84d5e-cdfc-4e1d-b855-ef1845a3bfc3	2011-06-21 15:55
Graphics	b1c95763-c5c4-4e97-abed-7d789c8fa146	2011-06-21 15:39
ImagesSIP	7c7a92f5-f4c9-4ce6-8a97-6cc65cd848a	2011-06-21 09:32
OfficeDocsSIP	47925a58-fabd-4c29-b974-bc442b13e3ef	2011-06-20 14:19
MultimediaFiles	59aaf704-9fcb-43a8-a933-a1f1f06356ac	2011-06-20 14:19
Special_projects	d9315f28-389f-4e93-bb9a-7a2b93658845	2011-06-20 12:14
Special_projects	19ac623b-8696-4817-a11f-b861bbf14c6b	2011-06-17 09:54

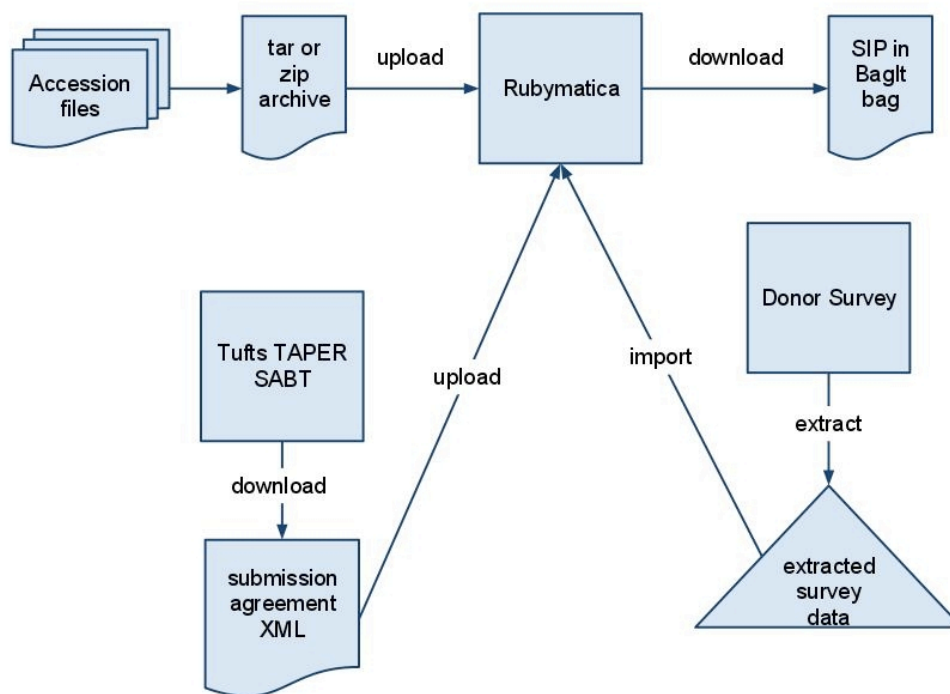
Like **238** views

Uploaded by [ArtefactualSystems](#) on Jun 22, 2011

A demonstration of how to process a SIP from ingest to access using 4 likes, 0 dislikes

All Comments (0) Reactions (0)

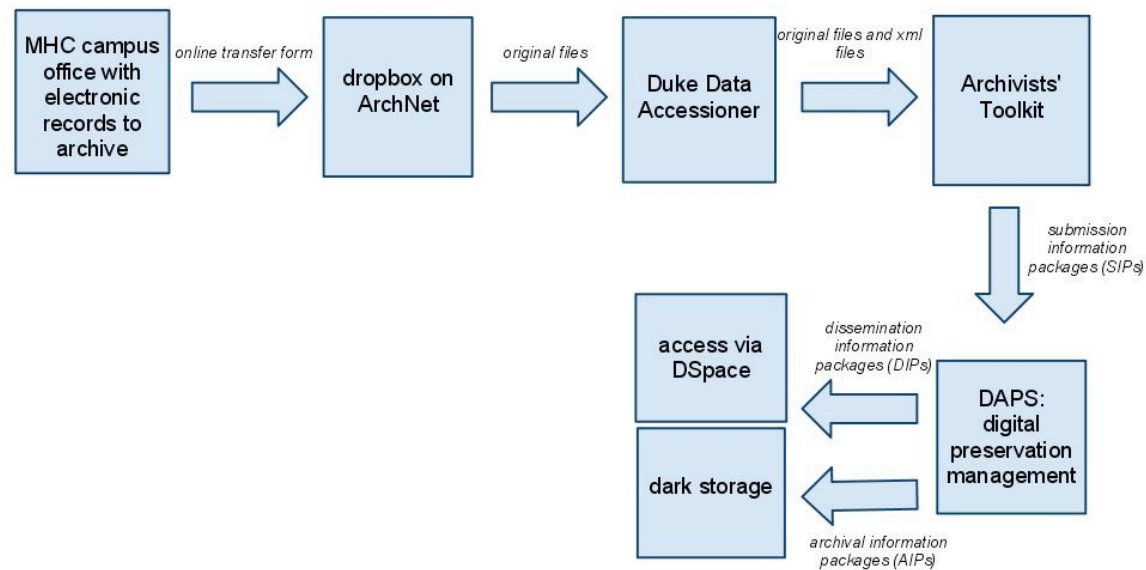
+ Rubymatica



+ Back to the workflow

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+ Link finding aid to DIP, via AT

The screenshot displays the ArchivesSpace interface for a resource record. The window title is "Resources" and it shows "Record 1 of 5". The resource identifier is "RG 10".

Title: Catalogs, Registers, and Directories

Resource Identifier: RG 10

Basic Description | Names & Subjects | Notes Etc.

Level: series | Persistent ID: ref27

Other Level: [Empty]

Title: Annual Catalogues (1837-2011)

Wrap in tag... [Dropdown]

Date Expression: 1837-2011

Date: [Empty] | Date End: [Empty]

Bulk Dates: [Empty] | Bulk Date End: [Empty]

Language Code: [Dropdown]

Repository Processing Note: [Text Area]

Component Unique Identifier: [Text Field]

Extent: Extent Number [Dropdown] | Container Summary [Text Area]

Instances:

Instance Type	Instance Label
Digital Object	Mount Holyoke Coll...

Buttons: Add Instance, Remove Instance

Internal Only Restrictions Apply

Footer: Created: Aug 2, 2011 by efahy | Modified: Aug 3, 2011 by lfields | Record Number: 391



Catalogs, Registers, and Directories, 1837-2010

280 volumes, 3 boxes, 3 folders (37.285 linear ft.)

Collection number: RG 10 (LD 7088)

Abstract:

Mount Holyoke College Catalogs, Registers, and Directories are comprised of annual and supplementary catalogues, courses of instruction booklets, handbooks for advisers and new students, summer session catalogues, course evaluations, class schedules, calendars, registers of teachers and students, and directories. These materials describe academic requirements and the curriculum, document events at the school, and provide information about students, faculty, and administrators.

Terms of Access and Use:

Restrictions on access:
Unrestricted.

Restrictions on use:
Unrestricted.

Mount Holyoke College Archives and Special Collections
South Hadley, MA

Historical Note

The first official publication of Mount Holyoke Female Seminary was a catalogue issued in 1837 containing information about trustees, teachers, terms of admission, the course of study, the schedule for the year, "Family Accommodations," and the "Moral and Religious Influence" at the school. Subsequent catalogues (with periodic updates) trace the growth of the institution and provide detailed information about the academic program and residential life for students at the College. These publications have been supplemented by courses of instruction booklets, catalogues for summer sessions held during World War II, course evaluations, and handbooks providing guidance for new students as well as teachers and administrators serving as academic advisers. Class schedules were first issued in 1893




MOUNT HOLYOKE

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MHC Institutional Digital Archives >

Digital Research Repository
This digital repository contains research data produced by the students and faculty of Mount Holyoke College.

Search
Enter some text in the box below to search IDA.

Communities in IDA
Choose a community to browse its collections.
[Academic Research, Data, and Papers](#)
[Archives and Special Collections](#)
[Support for Teaching and Learning](#)
[Theses](#)

Mount Holyoke College Institutional Digital Archives (IDA)
IDA is an implementation of the DSpace digital repository. DSpace is a digital service that collects, preserves, and distributes digital material. Repositories are important tools for preserving an organization's legacy; they facilitate digital preservation and scholarly communication.

RSS FEEDS

[DSpace Software](#) Copyright © 2002-2010 [Duraspace](#) - [Feedback](#)

+ Resources

- Archivists Toolkit
 - <http://archiviststoolkit.org/>

- Tufts Accessioning (TAPER) Project
 - <https://dca.lib.tufts.edu/taper/>

- Duke Data Accessioner
 - <http://library.duke.edu/uarchives/about/tools/data-accessioner.html>

- Rubymatica
 - <http://www2.lib.virginia.edu/aims/>

- Archivemataca
 - http://archivemataca.org/wiki/index.php?title=Main_Page

+ Special thanks to:

- NHPRC
 - National Historical Records and Publications Commission
- Tufts University Digital Collections Archives
 - Eliot Wilzcek
- Rockefeller Center Archives
 - Marisa Hudspeth
- University of Virginia
 - Tom Laudeman, AIMS project staff and the Andrew W. Mellon Foundation
- Duke University
 - Seth Shaw, Duke Data Accessioner