Small Archival Projects Conference

Friday, April 7, 2017
Loras College
9:45am - 3:15pm

Sponsored by DALINC
(Dubuque Area Library Information Consortium)

9:15 – 9:45 am **Alumni Campus Center**	**Registration and Continental Breakfast**
9:45 – 10:00 am **Ballroom**	**Welcome**

Arizona Room   Preserving Legacies Through Community Partnership: Chicago State University Archive and International Society of Sons & Daughters of Slave Ancestry Digital Collaboration

Presenters   Raquel Flores-Clemons, University Archivist, Chicago State University, Chicago, IL
Gayle Porter, Special Formats Catalog Librarian, Chicago State University, Chicago, IL
Patricia Bearden, Family Historian and President of American Family History Institute & International Society of Sons and Daughters of Slave Ancestry, International Society of Sons and Daughters of Slave Ancestry, Chicago, IL

Brief Description   This session will focus on the collaboration between Chicago State University Archives & Special Collections and the International Society of Sons & Daughters of Slave Ancestry (ISDSA) to digitize ISDSA's photograph collection of approximately 400 images of formerly enslaved African Americans. Accompanied by compelling stories of life during the period of enslavement through Emancipation as told by former slaves, the collection preserves slave genealogy and African-American family history as passed on by survivors. It serves as a permanent record to inform scholars and family historians in their quest to interpret the slave experience and understand the effects of its aftermath. Speaking to partnerships between larger institutions and smaller community organizations to better highlight unknown histories, this session will discuss how these digital collaborations can help fill in gaps in historical narratives of underrepresented populations. In addition it will address how metadata elements were used to include and highlight data that does not always fit into metadata schemas such as Dublin Core and facilitate discovery, accessibility, and participation.

Abstract   This session will focus on the collaboration between Chicago State University Archives & Special Collections and the International Society of Sons & Daughters of Slave Ancestry (ISDSA) to digitize ISDSA's photograph collection of formerly enslaved African Americans. Speaking to partnerships between larger institutions and smaller community organizations to better highlight unknown histories, this session will discuss how these digital collaborations can help fill in gaps in historical narratives of underrepresented populations often found in our collective memories. Accompanied by compelling stories of life during the period of enslavement through Emancipation as told by former slaves, the Collection preserves slave genealogy and African-American family history as passed on by survivors. It serves as a permanent record to inform scholars and family historians in their quest to interpret the slave experience and understand the effects of its aftermath. The photo collection is the result of a successful grassroots effort, launched by ISDSA in 1999 with a grant from the state of Illinois. The collection includes approximately 400 slave images, along with oral histories submitted by living descendants. Through Chicago State University, the digitized images will be incorporated into the Digital Public Library of America (DPLA). In addition to discussing how institutions can

partner with community organizations to highlight lesser known, yet important, histories, this session will also address how metadata elements were used to include and highlight data that does not always fit into metadata schemas such as Dublin Core. Discussion will include creating metadata that is important for access and discoverability, and also for motivating collection viewers to allow their ancestors' photographs to be digitized and become a part of this ongoing collection. The intended audience is metadata librarians, digital projects librarians and archivists, as well as educators -- all of whom might have opportunities to partner with community organizations to help make collections of community organizations more accessible to the public. Also, attendees could be said professionals who might need to think creatively and collaboratively to acquire, describe, and/or showcase unique collections, especially those from underrepresented populations.

Mary Alexis Room	**Grinnell-in-China: Bringing Students, Staff, and Faculty together in the Archives**
Presenter	Christopher Jones, Special Collections Librarian and Archivist of the College, Grinnell College, Grinnell, IA
Brief Description	Special Collections and Archives at Grinnell College has been collaborating with students, staff, and faculty to digitize a collection of missionary material. Learn what couldn't have gone better, what could have gone better, and get some tips to start a project like this in your archive.
Abstract	In the fall of 2015, Grinnell College Special Collections and Archives and a history professor jointly received an Innovation Fund grant from the College to digitize several disparate groups of missionary material, collectively referred to as the Grinnell-in-China collection. This material was chosen because it allowed Special Collections to showcase material that is unique to the college. It also provides a local perspective on a national phenomenon at the turn of the twentieth century of recent college undergraduates, mostly from liberal arts colleges, committing to a year of missionary work before entering the workforce. Grinnell College faculty recently passed a resolution to provide all students with an opportunity to conduct research during their time at Grinnell. In that vein, the grant was to fund a two year project, which will be wrapping up this year, and sought to give students a real-life research experience while also contributing to the access of this group of material. The three major components of the project were hiring and training the students, collecting metadata, and digitization. Over the course of the last two years, the Special Collections staff have gained some valuable insights which we would like to share with you.

Arizona Room	**Internal DAMnation**
Presenter	Susan Vossberg, Technical Services Librarian, Northwestern Health Sciences University, Bloomington
Brief Description	Our institution uses our DAM (Razuna) for internal uses only at this point. I would share why we do that, how I work with other departments, selection criteria, and share projects.
Abstract	Northwestern Health Sciences University recently implemented the digital asset management system Razuna for institutional use only. Library staff were tasked with the management of the project and were given no specific direction on how to proceed. Our primary aim was to determine who the University's stakeholders would be, what items we had throughout the University, and what items would best be digitized for access by stakeholders. We began the process using photos, both print and born-digital. Based on upcoming projects and events of shareholders, photos were selected, digitized, cataloged using Dublin Core metadata, and put in collections that were easily accessible by the users. Photos were accessed and used for university-wide projects and events, and users assisted in selecting more items to be digitized based on their specific project needs. Adding to the collections is an ongoing process, as is determining ways to identify more shareholders across the community to make the collection richer and accessed more, and getting buy-in from our administration to ensure that the project can live and grow.

Mary Alexis Room	**St. Ambrose University Archives: The P's of Digitizing Collections**
Presenter	Onnica Marquez, Archivist, St. Ambrose University, Davenport, IA
Brief Description	The hardest part of digitizing a collection is getting started. There are many things to consider before digitizing a collection. St. Ambrose University Archives shares their digitization process including picking projects, planning the procedures and predicting problems.
Abstract	St. Ambrose University Archive has started digitizing their collections. Admittedly, we are behind the times even though we recognize the importance of digital collections. St. Ambrose is not the only institution that has not embarked on digitizing their collections. Why have we delayed when the world around us has gone digital? Because the hardest part of digitizing a collection is getting started. There are many things to consider before digitizing a collection. You cannot digitize everything all at once. Identify several projects and discuss the benefits or expectations with digitizing the materials. This will help you prioritize your projects. After you have identified candidates for digitization, you must plan the procedures that will be used to execute the project. Procedures

specify who will complete the project and how it will be done, ensuring consistency through the duration of the project. Unfortunately, projects do not always go according to plan. Predicting potential problems before starting a project can reduce the amount of frustration and hardships encountered. Problems include but are not limited to copyrighted material, software capabilities and struggles from the user's end. This presentation will explore St. Ambrose University Archives' experience of digitizing our collections.

Ballroom	*Lunch Noon - 12:50pm*

	Concurrent Sessions - 1:00 - 1:50pm

Arizona Room	**Maximizing Institutional Archives with Limited Resources: A Case Study**
Presenter	Beth Arjona, Librarian, Emmaus Bible College, Dubuque, IA
Brief Description	This practice-oriented presentation will share how one small institution on a tight budget without an official archivist leveraged existing resources to maximize institutional archives for a milestone alumni reunion. Part-time archivists or those who are beginning archival management will gain an approach to tackling projects and creating professional results.
Abstract	Are you new to archives? Is archival management one of many areas of responsibility in your workplace? Does the idea of somehow getting your archival material from physical or digital filing cabinets to the outside world seem overwhelming? This practice-oriented presentation will share how one small institution on a tight budget without a full-time archivist leveraged existing resources (human, technological, and physical) to maximize 75 years' worth of institutional archives for a recent milestone alumni reunion. Projects included drafting an institutional history, interviewing long-time members of the institution, organizing photos for display, and providing alumni with access to yearbooks. Special attention will be given to the process of creating a 20-minute institutional history video, which premiered at an alumni banquet and was shared with other constituents electronically. There will also be a focus on collaborating with coworkers in other departments and project management. Part-time archivists or those who are beginning archival management will gain an approach to tackling projects and creating professional results.

Mary Alexis Room	**Collaboration and Public Connection: The Keith/Albee Vaudeville Theater Project**
Presenter	Justin Baumgartner, Digital Project Librarian, University of Iowa, Iowa City, IA
Brief Description	In 2014, the University of Iowa Libraries began a grant-funded project to conserve, digitize, and make available publicly a large and important collection of vaudeville theater-related materials. This project's workflows were made possible through the close collaboration of a number of library departments.
Abstract	In 2014, the University of Iowa Libraries was awarded a $300,000 grant from the National Endowment for Humanities to conserve, digitize, and make available publicly the Keith/Albee Vaudeville Theater Collection, one of the largest vaudeville theater-related collections in the country. This heavily-used collection, mostly consisting of 150 oversized scrapbooks from a vaudeville theater in New England, was in danger of permanent restriction of public usage due to its poor condition and deteriorating state. The steps the Keith/Albee project has taken from the beginning to its full realization will be covered in this presentation. The work on this three-year project, still in progress, has centered on a number of goals, including primarily the conservation treatment and full public accessibility of the digitized collection online via the Iowa Digital Library. Another significant goal is to create a fully searchable text of the entire collection, including performers' names. Currently this collection does not have an index of performers' names available for researchers. This searchable text will be attainable through the University of Iowa's DIY History website, which encourages the public to engage with the materials through crowdsourcing transcriptions. Outreach activities and events have also been planned to further the public's interest in and engagement with this collection. The workflows for this project were created through the participation of a number of library departments, and are applicable to digital archival projects both great and small in this setting. The goals of this ambitious project necessitated the collaboration of the Preservation department, Conservation Lab, the Digital Scholarship & Publishing Studio, the Cataloging/Metadata department, and eventually Humanities professors for potential use in classroom instruction. The organization of this project was made easier through the usage of free web-based management applications accessible to all of the project team's members. This collaboration has solved many issues along the way, including the digital presentation of complex, layered scrapbooks as well as resolving simple errors made along the way. Links: DIY History: https://diyhistory.lib.uiowa.edu/keithalbee Keith/Albee Digital Collection: http://digital.lib.uiowa.edu/cdm/search/collection/keithalbee NEH grant announcement: http://blog.lib.uiowa.edu/preservation/2014/03/28/ui-libraries-receives-neh-300000-three-year-grant/

Arizona Room

Ten Years of Digitization at the OSA

Presenter

Teresa Rucker, Archivist
Office of the State Archaeologist, University of Iowa, Iowa City, IA

Brief Description

A journey through the last 10 years of collections that we have digitized here at the Office of the State Archaeologist, University of Iowa.. How we decided what would be digitized first, funding, challenges and successes.

Abstract

Are you running out of space? Are your rare documents in danger of being lost or destroyed with the wear and tear of time? Do multiple users need access to the same materials? Afraid your archives will be lost? These were our concerns 10 years ago and we decided to do something about it. We began efforts with our photograph collection, as the slides and negatives do not hold up well over time and we did not want to lose these images. We are currently digitizing two additional paper collections. Presented here are details on the funding sources we identified and the ideas we pitched in our applications. Also discussed are the equipment used; training involved; and examples of our successes, failures and the process of deciding what to digitize first and how to continue our efforts. The benefits and challenges of having a collection completely digitized will be discussed, along with thoughts on what the future may bring in terms of changes to procedures, conventions and formats of digitization as time and technology advance.

Mary Alexis Room

Rush Time Capsules: Opportunities in a Corporate Environment

Presenter

Nathalie Wheaton, Archivist, Rush University Medical Center, Chicago IL

Brief Description

The opening of four time capsules, dating from 1888 to 1924, on the Rush University Medical Center campus, has led to many opportunities for the Rush Archives. The excitement surrounding these items has renewed interest in Rush history. What is the best way to present these time capsules and their stories online? How will these online time capsule collections fit in with our existing digital collections? This presentation will also feature an overview of our experience working with the Internet Archive to digitize and upload hundreds of items.

Abstract

The opening of four time capsules, dating from 1888 to 1924, on the Rush University Medical Center campus, has led to many opportunities for the Rush Archives. The excitement surrounding these time capsules has renewed interest in Rush's history, which dates back to the founding of Rush Medical College in 1837, two days before the city of Chicago received its charter. The demolition of four historic buildings on the Rush campus produced four time capsules in the buildings' cornerstones. In preparation for the demolition, the archivist

collaborated with our Capital Projects, Marketing, and Philanthropy departments to make decisions regarding the salvage of historically unique or architecturally interesting pieces from the buildings. This group also coordinated a Time Capsule Event to share the stories of the buildings and their time capsules with Rush and with Chicago. Moving forward, what is the best way to present these time capsules and their stories online? How will these online time capsule collections fit in with our existing digital collections, particularly those on the Internet Archive? How do we capitalize on the existing interest in the time capsules to increase outreach for the Rush Archives? This presentation will also feature an overview of our experiences working with the Internet Archive to digitize and upload hundreds of items. Since 2011, the Rush Archives has had all of our annual reports and newsletters from our current medical center and predecessor hospitals, dating back to the 1860s, digitized and made available online. Our Internet Archive collections also include the annual announcements of Rush Medical College and all of the yearbooks or our predecessor nursing schools and Rush University. These items are now keyword searchable and downloadable in a variety of formats. Making these digital collections available on the Internet Archive has streamlined our abilities to aid our researchers and have also introduced potential researchers to the Rush Archives.

Ballroom   *Closing and Networking   3:00*