

University of San Diego

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Digital Initiatives Symposium

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The More You Know: Designing and Implementing a Digital Materials Survey in UCLA Library Special Collections

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The More You Know: Designing and Implementing a Digital Materials Survey in UCLA Library Special Collections

Presenter 1 Title

Digital Archivist

Presenter 2 Title

Digital Archives Program Scholar

Presenter 3 Title

Digital Archives Program Scholar

Presenter 4 Title

Student

Session Type

45-minute concurrent session

Abstract

In 2016, UCLA Library Special Collections embarked on a project to implement a comprehensive digital archives program. Because the overall goal is a program that enables us to programmatically and sustainably managing our born-digital material, a major focus during the first phase of this project has been on training and outreach to LSC staff. This is has been especially important with regard to our curators: the unique concerns associated with stewarding born-digital require the collection of specific contextual and technical information during the acquisitions process. To meet this need, LSC created an easy-to-use survey that would allow curators to systematically record this information about the digital material they acquire.

The Digital Materials Survey asks questions designed to help processors accurately assess the scope, content, and condition of the materials being acquired, and enables LSC to identify any privacy or preservation concerns. Since its implementation in the fall of 2016, the survey has dramatically improved both the quality and quantity of information about the digital materials LSC acquires.

Presenters will cover the survey's impetus, describe its role in acquisition and collection management at LSC, discuss how it has contributed to the digital archive program's overall sustainability, and share lessons learned during its creation and implementation. Particular emphasis will be placed on the collaborative nature of this endeavor--both in terms of the survey's origins as a graduate student project in LSC's Center for Primary Research and Training (CFPRT), and the coordination required to successfully incorporate the survey into standard curatorial practice.

Location

KIPJ Room G

Keywords

Digital forensics, digital archives, born-digital, acquisitions, sustainability, curatorial practice

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The More You Know: Designing & Implementing a Digital Materials Survey in UCLA LSC



@pcccne
@hey_tortellini
@shirapeltzman
@vector_ctrl

—

Unprocessed DIGITAL MATERIALS found in our collections



AGENDA:

- I. CFPRT
 - II. Digital Archives Program
 - III. Digital Materials Survey
 - IV. Outreach & Survey Presentation
 - V. Outcomes
 - VI. Takeaways etc.
-

UCLA

Library Special Collections

Center for Primary Research and Training (CFPRT)

- Innovative fellowship program within UCLA Library Special Collections Created in 2004.
- Goal is to familiarize graduate students from various academic fields with special collections materials.
- Promotes the library and provides archival research skills to students.

Digital Archives Program

- The DAP is a program that enables LSC to systematically image, process, and provide access to the digital material in its care.
- DAP scholars gather information and create documentation about digital materials.

Digital Materials Survey

PROCESS & CONCERNS

PROCESS:

Finding literature on the subject.

Reviewing UCLA's practices and workflow.

Determining how to incorporate survey into the larger acquisition process.

PROCESS & CONCERNS

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Finding literature on the subject.

Reviewing UCLA's practices and workflow.

Determining how to incorporate survey into the larger acquisition process.

CONCERNS:

Flexibility of the survey.

Is it broad enough to encompass different collection contexts?

Creating connections and working collaboratively with the curators.

QUESTIONS:

- What questions do we want curators to ask donors about born-digital materials?
 - What's the bare minimum we'd need to know in order to adequately process, preserve, and provide access to born-digital materials?
 - What would be nice to know if we can?
-

The Digital Materials Survey
helps us resolve some
processing problems before
they arise.

Outreach & Survey Presentation

IMPLEMENTATION

PROVIDING THE
NECESSARY TOOLS AND
RESOURCES TO
CURATORS →

- ▼ LSC Digital Archives Program
 - › Accessing Born-Digital Material
- ▼ Acquiring Born-Digital Material
 - Digital Archives Glossary
- ▼ Part I: Curators and Donors
 - (A) Digital Materials Survey: Overview & Guidelines
 - **(B) Digital Materials Survey**
 - (C) Guide for Donors of Born-Digital Materials
 - › (D) Preparing and Transferring Born-Digital Material for Donation
 - (E) Providing Donors with Copies of Donated Material
- ▼ Part II: Curators and Digital Archivist
 - (A) Accessioning Born-Digital Material
 - › (B) Processing Born-Digital and Audiovisual Material
 - (C) Accessing Born-Digital Material
- Forensic Lab Specs

IMPLEMENTATION

UC Value Score System is a metric to help processors systematically assess collections using a point scale.

*Guidelines for Efficient Archival Processing in the University of California Libraries.
(2012) Version 3.2. Developed by Next Generation Technical Services POT 3
Lightning Team 2. With contributions from Lightning Team 2b*

IMPLEMENTATION

UC VALUE SCORE SYSTEM:

- User Interest
- Research Value
- Institutional Value
- Object Value

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IMPLEMENTATION

UC VALUE SCORE SYSTEM:

- User Interest
- Research Value
- Institutional Value
- Object Value
- Quality of Documentation 

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IMPLEMENTATION

UC VALUE SCORE SYSTEM:

1. **Transparent, consistent**, and **clear** method of prioritizing collections
2. **Added incentive** (!) for the curators to fill out the Digital Materials Survey

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IMPLEMENTATION

THE SURVEY IS ***NOT*** PERFECT!

EXHIBIT A:



***In what operating system/disk formats were the files created, and roughly what date range (years, months, days) do the files span?*

IMPLEMENTATION

THE SURVEY IS **NOT** PERFECT!

EXHIBIT A:



***In what operating system/disk formats were the files created, and roughly what date range (years, months, days) do the files span?*

EXHIBIT B:



***What is the primary purpose of the files/hardware intended for deposit (work, personal)? If both, are these files organized separately? What file types/programs are represented here?*

Outcomes

HEATHER BRISTON: University Archivist



Problems encountered:

Extracting emails from a secure departmental server requires:

- Approval from different University councils.
- Supervision and help from IT.
- New digital preservation tools.

Building trust with the donor of digital materials requires:

- Flexible survey.
- Listening to donor's privacy concerns.
- Prioritizing questions.
- Understanding donor's insecurities about potential lack of digital knowledge.

HEATHER BRISTON: University Archivist



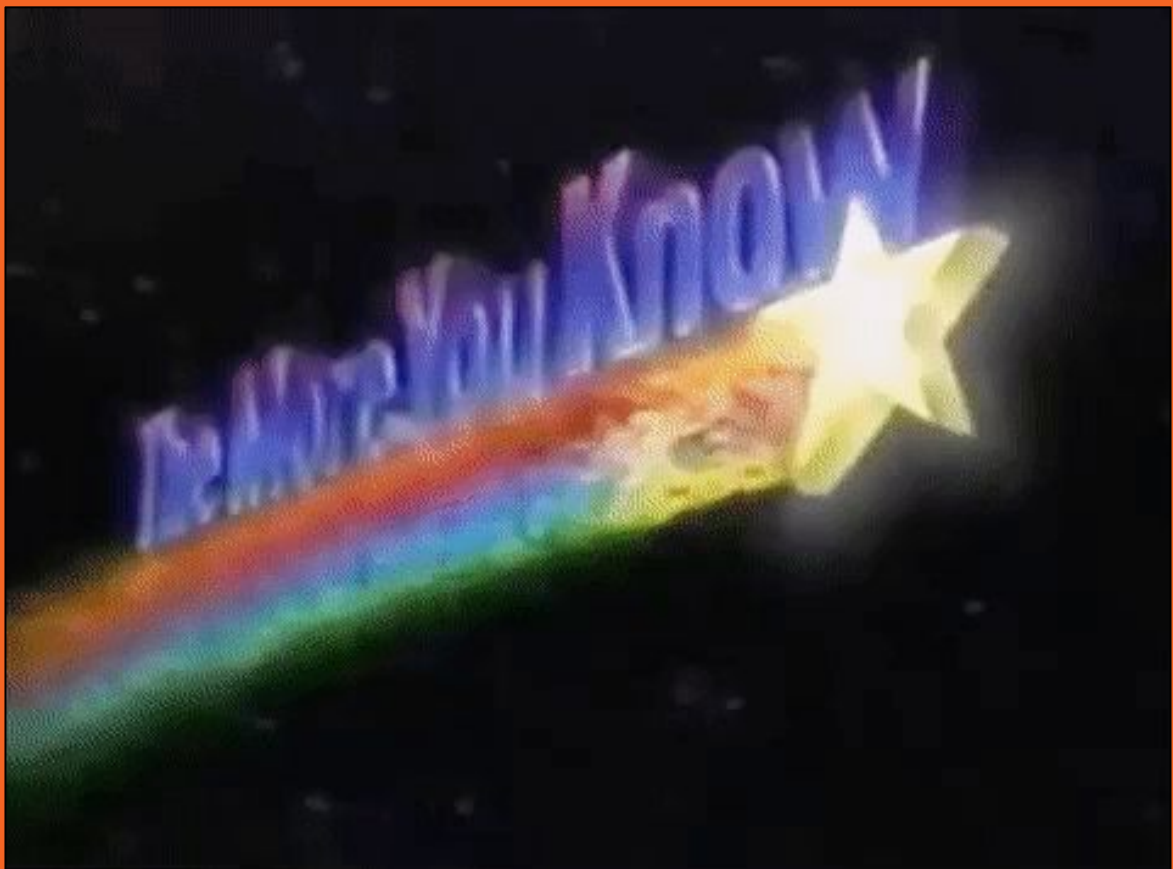
For Briston, the most helpful aspect of the Survey is that it could allow her to agitate for better management of archival records, since it outlines the information needed to preserve born-digital materials.

Takeaways & Further Research

Feedback

Please help us make
this survey better by
sending feedback to:

speltzman@library.ucla.edu



Thanks!



Patricia Ciccone
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Shira Peltzman
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