

srma

# *The Rocky Mountain* **Archivist**

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## **Ready... Set....Go! Are you Ready to Participate in the DPLA?**

**Leigh Jeremias**

**Digital Collections Coordinator, Colorado State Library**

Earlier this month the Plains to Peaks Collective (PPC) went live with its first collection in the Digital Public Library of America. The DPLA website (dp.la) is a free portal that allows visitors to discover over 21 million unique items from across the United States and then go directly to the digital collections held at the home institution. You can read about the PPC inaugural collections here. We know that there may be potential partners in Colorado and Wyoming that are eager to participate but are unsure if they are ready. Good news! We are here to help you determine that. We created a checklist to help you determine if your institution is ready to contribute metadata records to DPLA through the PPC.

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## Hello SRMA members!

After a “come to Jesus” kind of year as SRMA Vice-President (2017-2018) I am pleased to be writing my first official column for the newsletter as your incoming President – and hoping for a much smoother 2018-2019! Many non-profits are tested by financial instability, fraud, and other forms of financial shenanigans, and this past year, SRMA was among those numbers. I’m proud that, thanks in large part to the leadership of our immediate Past President Jamie Seemiller and Treasurer Laura Uglean Jackson, SRMA has responded in ways that will safeguard the membership dues, program fees, and donations you’ve entrusted us, your SRMA board, with. With continued work, I know we’ll emerge stronger and better as an organization.

As Jamie mentioned in our Winter 2017 newsletter, the SRMA Board convened a task force (President, VP, and Treasurer), which reviewed 3 proposals from accounting consultants to review our existing financial practices, recommending to the Board that we go with the organization Management Partners. The board agreed, and since then, Management Partners has drafted financial policies and put into place practices to mitigate the kinds of risks that made us as an organization vulnerable to fraud. We’ll be voting on the final version of our new policies at our next board meeting. It may not be sexy (unless you’re a CPA), but this is the kind of work and reporting-out to membership that you should expect to see as we rebuild. As always, if you have any specific questions, do not hesitate to contact me or any member of the board.

Re: programming and events - in light of the Education and Events survey that our Continuing Education Coordinator and Outreach Coordinator sent out in September of 2017, and the feedback from the fall and spring 2018 meetings, we’re also thinking about the structure of our regular programming and events going forward. Of the 27 responses we received for the Education and Events Survey, 59.3% of respondents said they would approve of changing from a 2-meetings-a-year (fall and spring) schedule, to having one annual conference in the spring and one outreach event in the fall. We’ve decided we’d like to explore this possibility for 2019-2020 and beyond, especially since 2020 is the year of Western Roundup, which will be held in San Francisco, California. For this year (2018-2019), we are still planning to have two meetings – our fall meeting is November 2nd 2018, on audiovisual archives), and our spring meeting, date TBD, will focus on teaching with archives. Look for a survey from us in the near future to help us determine the optimal format for programming and events in SRMA’s future.

We hope to see you at our November 2nd fall meeting – Snowden Becker, manager of the graduate degree program in audiovisual archiving and preservation at UCLA, will be our keynote, and we’re excited to get as hands-on with a/v as we can! Snowden will also be emceeding the second annual Archives as Muse program, which will, this year, be presented as part of the Denver Film Festival in the McNichols Building on Sunday, November 4th. That program looks to be low (possibly no) cost, so we hope those of you who join SRMA on Friday can join ArtHyve/the DFF on Sunday!

Kate Crowe

From the President

# Feature Project

## Archives on the Air

Leslie Waggener  
Archivist, American Heritage Center

Archives on the Air is a new program on Wyoming Public Radio that offers listeners one-minute glimpses into the rich archives of the University of Wyoming's American Heritage Center. And it's not just about Wyoming! All of the AHC's collecting areas are represented, including environment and conservation, the mining and petroleum industries, air and rail transportation, popular entertainment (particularly radio, television, film, and popular music), journalism, US military history, and book history.



The series was the brainchild of the AHC's marketing committee: archivists Molly Marcusse and Leslie Waggener and Senior Office Associate Matt Troyanek. The committee worked closely with WPR's Micah Schweizer to implement the series. Close to 100 scripts have been written thus far, with the help of interns Alex Vernon, London Homer-Wambeam, and Conor McCracken-Flesher. Molly is our voice for the series.

WPR airs the fascinating tidbits daily. They have also developed a website to host the clips as podcasts with accompanying images. Check it out at:

<http://wyomingpublicmedia.org/programs/archives-air#stream>.

## From the Archives

Coming at you from 1993!



*Continued from pg. 1*

## **Ready... Set....Go! Are you Ready to Participate in the DPLA?**

1. Do you have digital collections that are publicly available? If not, see our Digital Toolkit for digitization project planning and implementation.
2. Is your institution able and willing to sign the PPC Service Hub Participation Agreement agreeing to contribute your metadata to the DPLA under a CC0 license? Here is the PPC Service Hub Participation Agreement Template.
3. Are your digital collections (images, texts, audio, video, etc.) available on a publicly accessible collections management system?
4. Do the digital collections that you wish to share meet the DPLA's current Collection Development Guidelines? The DPLA currently does not accept the following:
  1. Most Scholarly material (i.e. electronic thesis and dissertations, journal articles). See Collection Development Guidelines for more information.
  2. Finding aids or archival collection guides (e.i. EAD files)
  3. Items that do not resolve to a publicly accessible URL (i.e. embargoed, hidden or restricted files.)
  4. Datasets
5. Does your Content Management System (CMS) have a way of sharing your collection metadata, for example through an OAI-PMH feed, API, xml export or CSV file? [If you are unsure please contact us.]
6. Do each of the records in your collection include a unique title field and a valid rights statement? See the PPC Metadata Guidelines for further information on the DPLA requirements.
7. Does your system store preview/thumbnail images of the objects in your collection?
8. Are you able to provide, in each of your records, a link back to the record on your local site? [This link allows the DPLA portal to point back to each object in its local context.]
9. Do you have a staff member who can work with PPC staff to address any issues related to sharing your collection metadata with the DPLA?

During each year there will be four opportunities to share your collections with the DPLA: October, January, April and July. Collections will go live in the DPLA the last week of each of those months. But if you are interested in participating we would like to hear from you at any time. Ideally, if you are a new partner, we would begin discussing your collection 2 months prior to sharing it with the DPLA.

If you have any questions about the above considerations and/or are unsure if you meet the requirements for contributing to the PPC and the DPLA, please contact us. We are very willing to work with potential partners to fulfill the requirements listed above. If you would like to learn more about the PPC visit our site, [ppc.cvlisites.org](http://ppc.cvlisites.org) or contact me, Leigh Jeremias, at [ljeremias@coloradovirtuallibrary.org](mailto:ljeremias@coloradovirtuallibrary.org)



# Preserving and Cataloging the Charles F. Snow Photograph Collection

By Helen Baer and Jennifer C. Sanchez

It is wonderful when a significant collection like the Snow Studio of Photography, which was in business for over 55 years, survives. What is even more amazing is that the information linking sitters with their images has also survived. The owner, Charles F. Snow (1886-1964), was a notable portrait photographer, earning accolades from around the nation and across the pond. Snow was known to push the artistic boundaries of photography within his business.



Throughout his early career, Snow considered himself to be the informal photographer of the University of Colorado. Before his death, Snow sold the portion of his collection dealing with the University of Colorado Boulder to the Library. A few years after his death his son sold the business to Hans Hink. In 1972, and again later in 1984, Hink donated the rest of Snow's negatives he had in his possession. Each donation has been handled differently by library staff. Therefore, the Charles Snow Photograph collection has had multiple organizational schemes imposed on it over the years.

## **PRESERVATION**

The biggest problem within the collection is the numbered nitrate negatives. These have serious preservation issues that have forced Jen Sanchez, the Photographic Archivist, to physically separate the numbers while maintaining intellectual control. In simple terms the nitrate film is deteriorating quickly because the environmental conditions have not been perfect. Sanchez has had to dispose of large chunks of negatives while others teeter on the point of deaccession.

From 2013 to 2017, Sanchez conducted a preservation survey and determined that out of the approximately 64,000 images in the collection, 27,000 were cellulose nitrate. Research indicated it was best to separate damaged negatives in order to avoid accelerating the deterioration of good negatives. In 2017 the Library's Digital Libraries Management Group (DLMG) approved Sanchez's proposal to digitize the part of the collection that held the nitrate. Digitization would provide needed access to a highly used collection. At this point, Sanchez compiled data about the sitter's name, sitting number, box number, condition rating, material type and size into a spreadsheet.

As Sanchez began physically processing the collection in 2017, it became apparent that one person could not hope to rehouse and provide necessary metadata for this project within a reasonable length of time. Therefore, student help was enlisted. At one time we had about 10 students, working 6-10 hours a week, on the project. With so many people on the project, there were many revisions to the initial plan. These included changing from an Excel spreadsheet to a Google spreadsheet, reducing the amount of information in the spreadsheet, reducing the information placed on the envelopes, and changing workflow

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patterns. Ultimately, a type of assembly line was produced. Even with all these workers it took four months to complete.

### **METADATA**

Cataloging and digitization were underway even before the collection was rehoused. The first batch of digital content was published in September 2017 in LUNA, the digital collections platform used by the University of Colorado Boulder Libraries. This batch had been digitized by a vendor and cataloged at the item level by a graduate student (a University Libraries Provost's Fellow) under the direction of staff

from the Metadata Services Department. The metadata was prepared according to the Visual Resources Association's VRA Core metadata standard. Going forward, images are created by the Digitization Lab at CU Boulder's Norlin Library and cataloged by Metadata Services staff using the Photo Archivist's spreadsheet as a starting point.

Currently, cataloging is completed by three discrete teams under the direction of project manager Helen Baer: 1) one cataloger and his supervisor enter sitting numbers in a spreadsheet for each box of newly digitized index (invoicing) cards, 2) two other catalogers create metadata for the negatives, and 3) Baer renames the index card images with the actual sitting numbers, supervises a student assistant's cataloging of the index cards, and maintains the master list of sittings. There are no strict deadlines, and all project personnel (five staff members and one student) complete their work as time permits.

One unexpected challenge was the collection's organization by sitting number, which works well except when the numbers are used more than once. To avoid accidentally assuming that two sittings with the same number are for the same person, we maintain a master list of all sitting numbers already "in use" so that we can de-duplicate the numbers as we work through the project. The other challenge is that student assistants have a hard time reading the handwriting on the negatives and the invoicing cards, and their work must be checked by a cataloger.

### **CURRENT STATUS AND FUTURE WORK**

As of July 2018, we have published 5,912 records/6,416 images in LUNA (roughly  $\frac{3}{4}$  index cards and  $\frac{1}{4}$  negatives), and recorded sitting numbers for an additional 16,203 index cards. To enable collaboration by the different teams of catalogers, metadata for work in progress is stored in Google Sheets.

Unfortunately we have reached the limits of Sheets' functionality: calculating functions has become extremely slow, and the dynamic linking between the master list of sittings and other spreadsheets had to be removed because it failed regularly. In the coming months, in partnership with our colleagues in the Libraries Information Technology Department, we hope to replace the sitting number spreadsheet with a database. We will also explore options for moving the item-level metadata to a collection management system (CMS).

In a follow-up article, we will describe the results of our efforts to replace Google Sheets with a database, and possibly implement an enterprise CMS for the Libraries.

**ArchivesSpace:** <https://archives.colorado.edu/repositories/2/resources/99>

**LUNA:** <https://cudl.colorado.edu/luna/servlet/CUB~2~2>

# Upcoming Programs



Join us for our Fall SRMA Meeting!

## Taking the Gloves off Getting Down and Dirty with Audiovisual Archives

Fall SRMA Meeting  
Friday November 2, 2018  
Denver Public Library

Film and audio bring an added dimension to our archives—but how to manage these challenging formats? Tentative topics include: Media as outreach; hands-on advice; and preservation on a budget.

Keynote Speaker: Snowden Becker, Program Manager of the Moving Image Archive Studies, UCLA, <https://snowdenbecker.com/about-me/>.

If you'd like to share your ideas about the Fall Meeting's theme, please contact Lisa Dunn (Program Director, [ldunn@mines.edu](mailto:ldunn@mines.edu)) or Emily Kintigh (Member-at-Large, [emilydkintigh@gmail.com](mailto:emilydkintigh@gmail.com)).



# HOLLINGER METAL EDGE

Archival Storage Materials

## The Choice for Archival Storage Solutions

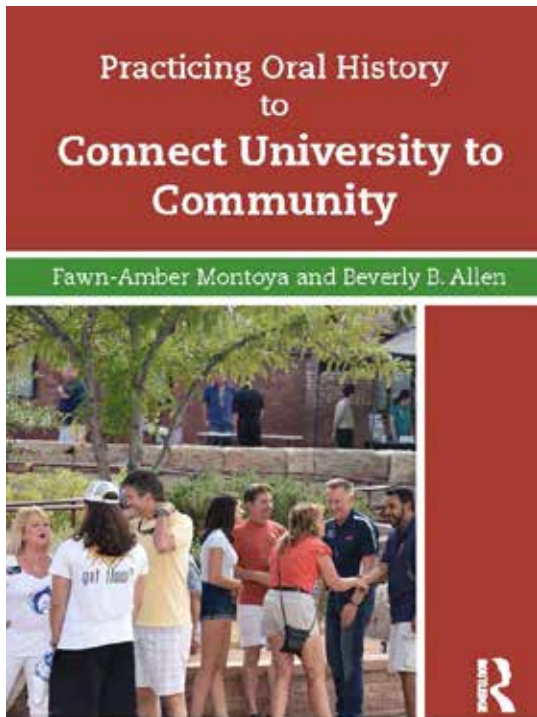


[hollingermetaledge.com](http://hollingermetaledge.com)  
1•800•862•2228 or 1•800•634•0491

# Community Book Stop

## Practicing Oral History to Connect University to Community

**Fawn-Amber Montoya and Beverly B. Allen**  
Series: Practicing Oral History



Practicing Oral History to Connect University to Community illustrates best practices for using oral histories to foster a closer relationship between institutions of higher learning and the communities in which they are located. The book describes how to plan and execute an oral history project that can help break down walls to bring together university and community and offers advice on funding, disseminating information and the preservation of oral histories. Supported by case studies, sample forms and online resources, it is an important resource both for oral historians and those working to improve relationships between university institutions and their neighboring communities.

PRACTICING ORAL HISTORY SERIES

[www.routledge.com/9781138605480](http://www.routledge.com/9781138605480)

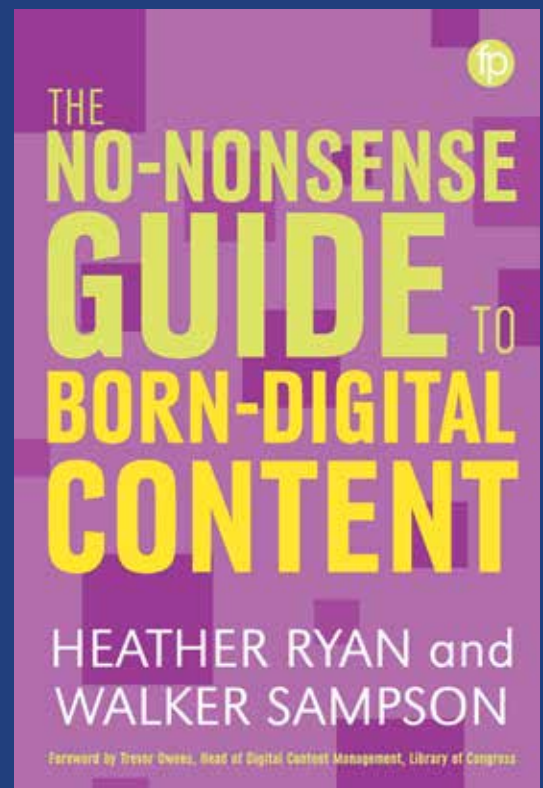
## The No-Nonsense Guide to Born-Digital Content

**Heather Ryan and Walker Sampson**

This book offers a comprehensive, entry-level guide for librarians and archivists who have found themselves managing or are planning to manage born-digital content.

Libraries and archives of all sizes are collecting and managing an increasing proportion of digital content. Within this body of digital content is a growing pool of 'born-digital' content: content that has been created and has often existed solely in digital form. The No-nonsense Guide to Born-digital Content explains step by step processes for developing and implementing born-digital content workflows in library and archive settings of all sizes and includes a range of case studies collected from small, medium and large institutions internationally.

<http://www.facetpublishing.co.uk/title.php?id=301959#.W2IwOS-ZP-Z>







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**Need to renew your  
membership?**  
  
Contact Mary Elizabeth Ruwell  
mary.ruwell@usafa.edu

**Do you have any interesting projects  
or collections to feature in the next  
issue of *Rocky Mountain Archivist*?**  
  
Contact Nathalie Proulx at  
nathalie.proulx@du.edu