Applying “More Product, Less Process” to Digital Collections

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Applying MPLP to Digital Collections

Presidential Papers Digitization Project

- Background
- Beginnings
- Breakthrough
Background

- Unsolicited funding from donor
- Access restricted to on-site Archives users
- Correspondence of first president completed
  - Selection and metadata not done by archivists
  - Primarily individual letters or short exchanges
  - Not very user friendly
Presidential Papers Digitization Project

BEGINNINGS — CONSIDERATIONS

- Remove access restrictions

- Description
  - Letters described primarily collectively
  - Speeches, reports, etc. described primarily at item level

- Process collections in conjunction with digitization
Beginnings — Challenges

- Need to show progress to funder
- Online collections structured by document type, not by president
- Correspondence presented collectively, but still described individually
- Disconnect between processing and digitization
BREAKTHROUGH — ARRANGEMENT

- Digital selection easier if collection already processed
- Match physical and online arrangement
  - One folder —> one digital object
  - Provide context through linking
- Use structure of online object for usability of large groups of documents

Correspondence
- Correspondence with students and alumnae from the time can be found in the records of the Registrar.
- Presidential: General : 1937-1944 : 2 folders
  - View documents
- Presidential: Employees : 1938-1944 : RESTRICTED
  - View documents
- Presidential: National Catholic Education Association
  - View documents
- Presidential: Transfer of Property : 1938
  - View documents
- Professional: General : 1935-1943
  - View documents
Correspondence: collective approach

- Single letters not usually meaningful
- Folder-level collections place individual letters in context

Structure of compound object provides overall snapshot and enhances navigation
  - Chronological arrangement: easy to decipher; doesn't impose interpretation
Presidential Papers Digitization Project

**BREAKTHROUGH — DOCUMENT TYPES**

Speeches and reports: mixed approach

- Detailed descriptions not necessary
- **Individual approach**
  - Major papers or lectures that stand on their own
  - Reports with many appendices
- **Collective approach**
  - Repeat occasions
  - Created collections
  - Cohesive theme
Breakthrough — Description

- Full-text searching decreases need for metadata

- Metadata primarily at object level
  - Enter minimal number of fields manually
  - Include only general topics and notable people/places
  - Detailed physical description not critical

- Item-level metadata only for title and date
Presidential Papers Digitization Project

**BREAKTHROUGH — METADATA WORKFLOW**

- Arrangement based on physical collection enhances workflow
  - Streamlines metadata creation
  - Enables reuse of information from finding aid

- Minimal processing encourages consistency by narrowing the focus of description
Antonius Kennelly Papers

HTTP://CONTENTDM.STKATE.EDU/CDM/LANDINGPAGE/COLLECTION/P16770COLL2

HTTP://LIBRARY.STKATE.EDU/ARCHIVES/PRES-SAKFA
Digitization requires more thorough processing

- Arrange correspondence in chronological order

- Exclusion of sensitive documents
  - Need to separate professional & personal correspondence
  - Personnel-related correspondence not digitized
  - Personal correspondence not digitized
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