

Applying “More Product, Less Process” to Digital Collections

Deborah Kloiber and Laura Hulscher
St. Catherine University

Library Technology Conference
March 19, 2014

Applying MPLP to Digital Collections

PRESIDENTIAL PAPERS DIGITIZATION PROJECT

❖ Background

❖ Beginnings


❖ Breakthrough

ST. CATHERINE UNIVERSITY *Digital*

Home Browse All


Search

University History



Photograph Collection
Administrative Annual Reports
Phi Beta Kappa

St. Kate's Presidents



Antonia McHugh Papers (Dean 1914-1929, Correspondence (login required), Speeches)
Eucharista Galvin Papers (1937-1943)
Antonius Kennelly Papers (1943-1949)

Presidential Papers Digitization Project

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

Presidential Papers Digitization Project

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

Presidential Papers Digitization Project

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

Presidential: National Catholic Education Association and

[View documents](#)

Presidential: Transfer of Property : 1938

[View documents](#)

Professional: General : 1935-1943

[View documents](#)

Presidential Papers Digitization Project

BREAKTHROUGH — DOCUMENT TYPES

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

Presidential Papers Digitization Project

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

Presidential Papers Digitization Project

ANTONIUS KENNELLY PAPERS

[HTTP://CONTENTDM.STKATE.EDU/CDM/
LANDINGPAGE/COLLECTION/P16770COLL2](http://CONTENTDM.STKATE.EDU/CDM/LANDINGPAGE/COLLECTION/P16770COLL2)

[HTTP://LIBRARY.STKATE.EDU/ARCHIVES/PRES-
SAKFA](http://LIBRARY.STKATE.EDU/ARCHIVES/PRES-SAKFA)

Presidential Papers Digitization Project

PROCESSING IMPLICATIONS

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

Applying “More Product, Less Process” to Digital Collections

Deborah Kloiber and Laura Hulscher
St. Catherine University

Library Technology Conference
March 19, 2014