Descriptive metadata for scrapbooks: Interdepartmental collaboration to support efficiency and discovery

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Introduction
About the project
Starting the project
The collection

- 244 scrapbooks housed in the University Archives
- Most are commercially made scrapbooks/albums
- Created by students and staff
- Institutional focus (not created for individual students)
- Years ranging from 1906 – 2002
- Sizes ranging from 6” x 4 ¾ to 25” x 19 ¾
- Page count between 10 and 50 – two sided
- Collection was unprocessed, some were cataloged
Scrapbook origins

The scrapbooks were created for:

- Academic associations
- Academic departments
- Campus events and activities
- Dormitories
- Individual classes
- Student organizations
Condition

- Most in fragile condition
- In various states of disrepair
  - poor paper quality
  - discolored pages
  - holes, rips, etc.
  - detached items
  - flora and fauna
- Items attached to the pages by glue, tape, photo corners, and other adhesives
- Folded papers, disassembled binding, etc.
Varied & unique content

- Programs and posters
- Photographs
- Correspondence
- Dance cards and invitations
- Clippings
- Ephemera
- Class songs and poems
- Information regarding special campus events
Academic associations


Delta Pi Epsilon (1974-1977)
Academic departments

Physical Education, Junior Majors Camp (1953)

Theatre Department (1979-1981)
Campus events and activities
Dormitories

1960s

The Canterbunny Tales or: Bailey Hall Ballads
1968-69
Individual classes

Class of 1917

Peanut in Alice Blue Gown
Student organizations

War Service League (1943-1944)
Student organizations

Y.W.C.A.

Student Nurses Association (1969)
Significance

Glimpse of history through the students’ eyes
Significance

- Comprehensive information about unique campus events and traditions
Significance

- Candid photographs
- Distinctive art and ephemera
Significance

Class songs and poems
Correspondence
Planning and digitization
Planning challenges

- Digital project proposal
- Digital Projects Priorities Team
- Annual review process
- Permits assignment of resources

Digital Project Proposals, New

Your name: ____________________

Subject or brief title of project: ____________________

1. In a sentence, summarize your proposed project.

2. Describe the materials/collection that will constitute the digital project. What are the primary format(s), content/subject matter, and number of items?

3. Are the materials or the project concept rare or unique? In what way? Please state if the project content is found in other published forms or if there are similar digital projects online.

4. Does the project enhance institutional curriculum, departmental mission, or library goals? In what way?

5. Do the materials/project have significant historic or research value? What is it?

6. If appropriate, describe the physical control and condition of the collection. How is it currently stored, preserved?

7. Describe the current intellectual control of the collection/project content. Is it cataloged? Are the contents indexed, listed in a spreadsheet? Will additional indexing enhance existing intellectual control and the content’s/project’s use?

8. Does UNCG own copyright and other rights to the materials, or are they in the public domain? If yes, how do we know that? If not, how difficult do you think it will be to secure appropriate permissions?

9. What do you think can be accomplished on this project next semester? What personnel (who/ hours/wrk) and other resources can you commit to the project?

10. Can you suggest any potential external funding sources?
Planning challenges

- Creating the project team
  - Special Collections & University Archives
  - Cataloging
  - Electronic Resources & Information Technology
Planning challenges

Tracking issues: Google Drive vs. paper form
Digitization challenges

Physical and intellectual control
Digitization challenges

- Physical challenges
  - Condition and size
  - Fragility
  - Foldouts and attached items
Digitization challenges

- Digital presentation & hierarchy
- File structure
- CONTENTdm display
Digitization challenges

- Terminology
  - File? Folder? Record?
  - Standardized vs. unique titles
  - Universal translator?
Metadata creation
Metadata overview

- Dublin Core Scheme
  - History of local use
  - Facilitation of cross-collection searching in CONTENTdm
  - Future data harvesting via WorldCat Digital Collection Gateway

Controlled vocabularies

LCSH
- Used for broad, over-arching headings
- Set headings applied to all items
- Examples: Scrapbooks; University of North Carolina at Greensboro—Students

Local
- Used to describe specific item types
- Individualized by scrapbook

<table>
<thead>
<tr>
<th>Content terms for scrapbook materials</th>
<th>Source</th>
</tr>
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<tbody>
<tr>
<td>advertisements</td>
<td>AAT, TGM</td>
</tr>
<tr>
<td>blueprints</td>
<td>TGM</td>
</tr>
<tr>
<td>brochures</td>
<td>AAT</td>
</tr>
<tr>
<td>Class Day programs</td>
<td>local</td>
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<tr>
<td>Christmas programs</td>
<td>local</td>
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<tr>
<td>commencement programs</td>
<td>local</td>
</tr>
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<td>committee reports</td>
<td>local</td>
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<tr>
<td>correspondence</td>
<td>AAT, TGM</td>
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<tr>
<td>dance cards</td>
<td>AAT, TGM</td>
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<tr>
<td>doodles</td>
<td>AAT</td>
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<tr>
<td>drawings</td>
<td>TGM</td>
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<tr>
<td>dried flowers</td>
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<td>ephemera</td>
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<td>essays</td>
<td>AAT</td>
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<tr>
<td>fliers</td>
<td>AAT, TGM</td>
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<tr>
<td>greeting cards</td>
<td>AAT, TGM</td>
</tr>
<tr>
<td>Gym Meet programs</td>
<td>local</td>
</tr>
</tbody>
</table>
Metadata overview

Optical character recognition
Metadata workflow

Original
 Online data capture
 Digital Projects: capture and record basic info
 Archivists: capture and enter standardized descriptive data
 Catalogers: set standards, provide quality control and training

Revamped
 Hybrid paper and online data capture
 Digital Projects: capture and record basic info
 Archivists: capture and record free-form descriptive data
 Catalogers: set standards, standardize and enter descriptive data, provide quality control and training
Conclusion(s)
Lessons learned

- Collaboration
  - Learning opportunities
  - Expectations and assumptions
- Communication
  - Physical separation and status updates
- Workflow
  - Organic hybrid
Was it worth it?

Yes! And here’s why:
- Value of the collection
- Collaborative approach
- Future applications
- Back to the archives
Questions?
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