Collections Chaos:
Understanding What We Have,
Where it Lives,
How People Find It, and
Making It All Better

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Why Can't I Find What We Have?
A Brief Timeline of Confusion & Frustration

Discovery

- December 2011-January 2012
  - New AD Arrives.
  - The State Auditor has some questions for you.
  - New AD attempts to Browse Manuscripts & Archives to learn about collections.
  - New AD discovers there is different information in different systems and is not sure where to go to find out about collections.
  - Discussions with staff about state of information, begin learning about legacy projects.

Exploration

- February – May 2012
  - Understanding Legacy Archon Project
  - Understanding Early EAD
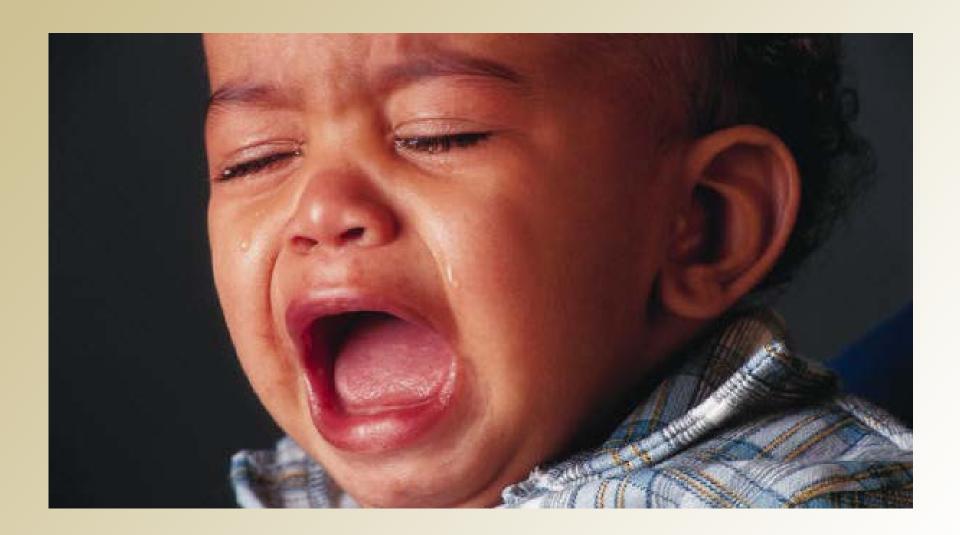 - Understanding Archives Florida / PALMM

Surprises

- April-May 2012
  - What do you mean everything was on the old website but it's gone?
  - What do you mean there is only a paper finding aid? Discovering the notebooks.
  - What is the most accurate record of our collections?

If I Can't Find It, Who Can?

Don't Panic, Make a Plan

Identify

- What is our ultimate goal?
- What are our issues?
- What do we know? What don't we know?
- What has been done before?
- Can we use that work?
- What is our most accurate, most comprehensive record?

Inventory

- Starting at the source – using the Accessions book & spreadsheet to create an inventory list
- Including Strozier, Pepper, and Heritage Protocol Collections
- Listing Processed & Unprocessed Collections
- Creating columns for all possible locations of information

Action

- Phase 1 -Compiling the spreadsheet
- Phase 2 – Working with the spreadsheet
- Phase 2 – Compiling Information
- Phase 2 – Analyzing the data
- Defining future phases

Ultimate Goal

- For Manuscript and Archives Collections to
  - Complete online access
  - Fully searchable (at least at the collection level)
  - Coordinated representation in multiple access points

Project – Phase 1

- Key Goals
  - Build a comprehensive list of all manuscript and archives collections across all areas
  - Identify access & description points (or lack there of)
  - Understand what currently has basic access points & description, what has full finding aid information, and what has no access points
  - Identify across areas processed & unprocessed materials
  - Use the information gathered to identify key problems of access & description & then create plan(s) to address & correct issues

Meanwhile, Back at the Farm…

- Staffing changes
  - June 2012 – Major Library Reorganization
    - Special Collections & Archives Division
      - Strozier Special Collections (7 FTE, 2 PTE, 2 Grad Assistants)
      - Heritage Protocol (1 FTE)
      - Pepper Library (1 FTE, 1 PTE)
      - Cataloging & Description (10 FTE)
        - Cataloging
        - Authorities Control & Bibliographic Maintenance
  - August 2012 – Digital Archivist Begins Work
  - September 2012 – Minor Library Reorganization
    - Addition of Digital Library Center (2 FTE) to Division

We Have a List.
It's a Long List.
It's Not a Pretty List.
We Have a Lot of People.

We Can Do This.

Getting Started

- Removing the "problem collections" for the experts
- Training those who would be doing the information gathering
- Creating a tracking spreadsheet

Collection title	Indexing Title	Collection (MSS / HP / Pepper)	Collection #	Accession Record	Processed	Paper Finding Aid	Catalog Record	Link in Catalog Record	PALMM Basic Record	PALMM Finding Aid	FSU DigiTool Basic Record	FSU DigiTool Finding Aid	Archon Basic Record	Archon Full Finding Aid
Louise Clark Fain Papers	Fain, Louise Clark, papers	MSS	2004-10	yes		no	no	no	no	no	no	no	no	no
Louise Lee Floethe typescript	Floethe, Lousie Lee, typescript	MSS	0-323	yes		yes, manuscripts	no	no	no	no	no	no	yes	no
Love-Scarborough Papers	Love-Scarborough Papers	MSS	0-179	yes		yes, manuscripts	yes	yes	yes	yes	no	no	yes	no

Library Catalog
(Mango)

Archon

Paper Finding
Aids

FSU DigiTool
Instance

Archives Florida
(PALMM)

A Good Sign

Initial Results

Besides the Numbers…

- 1-item collections abound

- Logistics of training, tracking and completing the first phase in 30 days with 25 people

- Knowing our own jargon, rules, workflows and history

- Consistency is the biggest issue to face/clean up/fix moving forward

Breaking It Down into Work

- Paper Finding Aid Conversion
- Cataloging
- Collections
- Managing the pieces we can't see yet

Tackling the Paper Finding Aids

- Good news – ONLY 21 COLLECTIONS on the list

- Engaged Graduate Assistants to review, double check, and devise plan for paper finding aids

Thinking about Cataloging/MARC Work

- Collections that have NO access points

- Catalog collections with access points in another system

  - What information can we use from basic records & finding aids in PALMM & Archon?

  - Can we automate this, all of it or part of it?

- Unprocessed Collections

- Correct or remove broken links in existing catalog records

Thinking about Collections Work

- Reclassification
  - Some MSS collections will be classified as UA/HP
  - Creating University Archives, Faculty Papers, Manuscript Collections definitions and structures
  - Review/Revision/Correction of collection & accessioning numbering
- Reprocessing
- Finding Aid Production

Questions We Know We Still Have

- Should we have or do we need all of the collections in our possession?
- What should we do with so many individual item collections?
- How will we make a functional distinction between University Archives, Faculty Papers, and Manuscript Collections?
- What suggestions (requirements) will the Auditor General have for inventory control of archival collections?
- There are new questions with every step in the process

Which Will Get Us To

- Setting Phase 3 Goals
  - Breaking the down the steps
  - Determining Deadlines
  - Assigning tasks
- Defining next steps or new problems as we go
- Communicating success, new access points
- Communicating expected completion times for more complicated aspects of project

Closer to Our Ultimate Goal

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  - Complete online access
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Questions?