Leaving Legacies:
The *Protocols*, Archival Redescription, and ArchivesSpace

Presented by Sam(antha) Meier
Archivist for Discovery, Northern Arizona University
April 14, 2021
ArchivesSpace Webinar
San Francisco Peaks, Flagstaff, Arizona, 2-2-48; Fronske Studio Collection; NAU.PH.85.3.231.273.
Meeting of the First Archivist Circle held at NAU in 2006
Cline/SCA endorsed the Protocols shortly thereafter
Embedded in SCA’s (draft) Collections Development, Collections Management, Arrangement & Description, Preservation, Access & Use policies, draft procedures
Recognize that previous acquisition and collections management practices may not adhere to community rights or laws, federal laws

Evaluate holdings; consider transfer out-of-scope Native American materials to community or other institution

Repatriate materials obtained through theft, deception; without “right of possession”

Seek active consultation regarding culturally affiliated collections, need for access and use restrictions, repatriation, other outcomes

Respect a community’s request to restrict access to and use of materials that represent esoteric, ceremonial, religious knowledge

Inform Native communities about collections of relevant materials & explain the nature of materials

Inform researchers (at community request) of potentially offensive language or remove/contextualize such language

Promote enhancement of description to include contemporary, culturally responsive language
Current Partnerships
Consultation with Partners

- Develop access or use protocols
- Deaccession or transfer of materials
- Digitization projects
- Consult on cultural care
- Correcting or enriching context
Arrangement & Description

Policy Goal(s)

- Outlines SCA’s effort to make archival materials available for research use as soon as feasible
- Delineates SCA’s levels of processing; mandatory minimum arrangement, description, and preservation actions or elements
- Explains reappraisal, redescription, and rearrangement

Protocols Implementation

- Seeks to identify Native American archival material as soon as possible during processing
- Expresses SCA’s desire to consult & provide appropriate context for Native American materials
- Notes that existing description or arrangement may be revisited in light of the Protocols
“Acts of maintenance sustain and repair people and things, and include the many actions, large and small, that keep our sociotechnical world going...as well as the interfaces we design to function between and among information systems.

**Maintenance is not the opposite of change**, however, and its primary value is not to uphold stasis...traditionally, organizations overseeing complex technologies have used moments of maintenance and repair not just to sustain, but to upgrade and re-imagine their systems.”

From “Information Maintenance as a Practice of Care” (2019), page 14.
Stuart M. Young Collection, 1909-1966

Overview of the Collection

Creator: Young, Stuart M.
Title: Stuart M. Young Collection.
Inclusive Dates: 1909-1966
Quantity: 0.25 linear feet textual material, 7 three-dimensional objects (camera, planting stick, water jug, Indian pot, rope, metal object), 572 photographic images (prints, minature copy negatives)
Abstract: Stuart Malcolm Young (1870-1972) served as photographer on the 1909 Utah Archaeological Expedition to Rainbow Bridge, as well as the 1912 Expedition with Dr. Byron Cummings. These materials predominantly document Young’s travels on these two expeditions, as well as a few photos taken in his later life.
Identification: NAU MS.207, NAU PH.643

Language: Material in English
Repository: Cline Library, Special Collections and Archives Department, Northern Arizona University
Box 8022
Flagstaff, AZ 86011-8022
Phone: 928-523-5331
Fax: 928-523-3770
Email: specialcollections@nau.edu

Biographical Note
Stuart Malcolm Young, grandson of Bingham Young, was born in 1890. He served as the photographer for the 1909 Utah Archaeological Expedition to Rainbow Bridge. The expedition, led by Dr. Byron Cummings, documented and explored Bat Cave, Bighorn Man, Kayenta, and Anasazi villages in northern Arizona.

Scope and Content
Collection consists of textual documents (magazine and newspaper clippings on Stuart Young from 1910-1966), 7 three-dimensional objects (all used in 1909), and 572 photographic images (prints, minature copy negatives) that are mostly found in six unique photo albums (1909-1964). The photographic portion of the collection has three main parts: the 1909 Utah Archaeological Expedition to Rainbow Bridge; Byron Cummings’ 1912 archaeological trip to Tsegi Canyon; the Hopi peoples, and the Kayenta area; and mining activities in Bingham, Utah by the Utah Copper Company and the United States Smelting, Refining, and Mining Company.
# Updating with ArchivesSpace

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## Strips

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<th>Strip 19: Japanese visitors [from Poston?]</th>
<th>File</th>
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<td>[George?], Misao, [Hisak?], Iwao, Sugino, Toshi</td>
<td>Item</td>
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<tr>
<td>Geo., Scotty, Misao, [Hisak?], Sugino, J. Sato, Flo, Toshi</td>
<td>Item</td>
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<td>J. Sato, Sugino, Tom S [Sasaki], Gene, Geo., Scotty, Misao, Hisako, Toshi [at Window Rock, Ariz...</td>
<td>Item</td>
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<td>Sugino, Tom S [Sasaki], Gene, Geo., Scotty, Misao, Hisako, Iwao, J. Sato, Flo, Toshi, [in the window...</td>
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<td>NAU PH 83.442: [Framed by sandstone], Window Rock (Ariz.), Leighton, Dorothea C. and Alex...</td>
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Internship as “pilot project”

Archival Description Internship (Remote)
NAU Cline Library

- Flagstaff, Arizona, United States
- Higher Education
- Seasonal Part-Time Internship (1/13/21 - 5/5/21)
- No company size
- $13.00 per hour
- No on-campus interviews
Further Reading

Planning and getting started

Cindy Summers
Assistant Manager, Special Collections & Archives, Cline Library
Project Goals:

- Identify collections containing culturally sensitive material
- Bring our finding guides into DACS compliance
- Correct any encoding errors
- Enhance description and accessibility for researchers
- Ingest into ArchivesSpace
- Eventually Convert to EAD 3

- Create workflows
- Develop training for others
- Test both while offering a learning opportunity to a future archivist
Getting started

Due to ever-changing technology, along with staff turnover, documents often exist in multiple locations (both physical and virtual).

- Paper copies in boxes with their collection
- Paper copies in binders
- Shared department drive on a campus server
- Google Drive
- Catalog records (ExLibris, Alma/Primo)
- Guides in our statewide finding aid network (AAO)
- Individual items in our digital collections (CONTENTdm)
Preliminary work:

Survey holdings, gathering all documentation for each of our manuscript collections in one virtual location.

- Donor files
- Any past processing plans
- Current finding aids
- Former finding aids
- Past projects related to the collection
- Digital items
- Catalog records
Preliminary work:

- Create a spreadsheet to document and link all the material

<table>
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<tr>
<th>Collection number (BARCode)</th>
<th>Collection name</th>
<th>Associated electronic numbers (DAOH, BAOY, BAKY)</th>
<th>Link to current AAOQ guide</th>
<th>ISCA - MK2/AAD version (file name)</th>
<th>ISCA - Peter’s EAD version (file name)</th>
<th>Versions in donor file (AAP)</th>
<th>Versions in Processing file (AAC)</th>
<th>Versions in ArchivalDesc (ReposRecord)</th>
<th>Cataloging record in CONTENTdm</th>
<th>Cataloging record linked to CONTENTdm</th>
<th>Hard copy in with physical collections material in ECA storage?</th>
<th>On shelf?</th>
<th>Extent (linear feet, linear metres, etc.)?</th>
<th>Notes</th>
<th>Physical shelf check</th>
<th>Flag for protocol review</th>
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<td>None</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Identifying info

Locations of electronic records related to the collection w/ links

Flag for protocol review

Notes
Strange Finds:

Collections without any discovery method
  May not have been transferred when we updated technology
  May have had sensitive material that caused someone to take the guide down

Collections with different titles (Catalog vs. AAO)
  Papers, records, journals, vs collection
  Donor vs. Collection creator

Transferred collections, that still have live catalog records

Others....
Next Steps

Take a deeper look at each collection and ask:

- Does it contain sensitive materials?
- Does it have a finding aid in AAO?
- Is it in the library’s catalog?
- Is the title the same in both locations?
- Are there encoding errors to correct?
- Are there other formats finding aids to be incorporated (photos, films, oral histories)?
- How can we improve description and accessibility?

● Are there additional corrections to be made before ingesting in ArchivesSpace?

Now it’s time to ingest

Let’s do this
Common ArchivesSpace Ingest Errors

- Empty tags
  - Missing `<unittitle>` or `<unitdate>` in any `<c>` tag
  - Missing `<extent>` within the `<physdesc>` tag
  - Empty container tags

- Max length is 50 characters - often in the `<unitid>` tag
- Multiple formats with multiple call numbers
Archival Description 
Internship

Elizabeth Garcia, MLIS
University of Arizona
April 14, 2021
ArchivesSpace Webinar
“The Archival Description Intern will engage in a structured practicum focused on Special Collection and Archives’ long-term project to update its legacy archival description, particularly finding aids, to better adhere to the guidance provided by the Protocols for Native American Archival Material (2006)”

• First half
  • Applying archival theory

• Second half
  • Review and ingest

**Week 11: Editing, ingest & troubleshooting**
(Mon. 3/22/21 - Fri. 3/26/21)

**Scheduled Activities:**
- Sam demo ingest of EAD into ArchivesSpace with EAD finding aid produced during Week 7 (Normal School); discuss and carry out edits for Stuart M. Young finding aid; attempt ingest of Stuart M. Young finding aid; log errors, troubleshoot etc.– scheduled for Monday, 3/22, from 9 - 10:30 AM.
- Sam demo Reorder mode, re-assigning levels, etc. utilizing U.S.G.S. Old Timers finding aid - scheduled for Wednesday, 3/24 from 9:30-10:30 AM.

**Independent Activities:**
- Review the Stuart M. Young collection edits document.
- Read biographical information on Stuart M. Young found in the Stuart M. Young materials > Manuscripts > Folder scans (check through folders/ask Sam).
- Read previous processing documentation for Stuart M. Young Collection.
- Work on draft slides for ArchivesSpace webinar.
- As time allows, begin work on structural corrections to Stuart M. Young collection EAD in ArchivesSpace, as detailed in the collection edits document.

**Assignments:**
- Wrapped into Monday meeting with Sam and Cindy.
Why this Internship?

• Cultural Competence
  • Knowledge River
  • Protocols

• Remote
  • Gain valuable work experience ... without leaving home

• Project Management
  • Specific outcome
  • Planning
  • Supervision
Resource Records

Donald A. Tedrick photographs [John Tedrick] (2020.38)

Basic Information

<table>
<thead>
<tr>
<th>Title</th>
<th>Donald A. Tedrick photographs [John Tedrick] (2020.38)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identifier</td>
<td>2020.38</td>
</tr>
<tr>
<td>Accession Date</td>
<td>2020-04-10</td>
</tr>
<tr>
<td>Content Description</td>
<td>75 digital reproductions of 35mm slides capturing a Tedrick family canoe trip down the Colorado River through Glen Canyon during the summer of 1962.</td>
</tr>
<tr>
<td>Condition Description</td>
<td>Good; low-res. JPEGs</td>
</tr>
<tr>
<td>Disposition</td>
<td>To become Donald A Tedrick photographs (N4U.PH.2020.38)</td>
</tr>
<tr>
<td>Provenance</td>
<td>Donated by John Tedrick 1/8/05 and transferred via Dropbox.</td>
</tr>
<tr>
<td>Acquisition Type</td>
<td>Gift</td>
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<td>Resource Type</td>
<td>Papers</td>
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<td>Public?</td>
<td>False</td>
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<tr>
<td>Access Restrictions?</td>
<td>False</td>
</tr>
<tr>
<td>Use Restrictions?</td>
<td>False</td>
</tr>
</tbody>
</table>


Dates

- Creation: 1962

Donna L. Tedrick

Please note that the collection is restricted. Contact us for more information.

This finding aid was produced using ArchivesSpace on April 14, 2021.

Description is written in English.

Describing Archiver: A Content Standard
### Import Job [306] - Background Job

#### Job Status
- **Status**: Completed
- **Time Submitted**: 2021-03-22 16:52:46 +0000
- **Time Started**: 2021-03-22 16:52:47 +0000
- **Time Completed**: 2021-03-22 16:53:02 +0000

#### Basic Information
- **Repository**: CPA
- **Owner**: eg724
- **Files**: young_stuart.xml

**Created by eg724 2021-03-22 16:52:46 +0000 | Last Modified by eg724 2021-03-22 16:52:46 +0000 | URL: repositories/3/jobs/306**

---

**Log**

```
1. STARTED: Reading JSON records
2. DONE: Reading JSON records
3. STARTED: Validating records and checking links
4. DONE: Validating records and checking links
5. STARTED: Evaluating record relationships
6. DONE: Evaluating record relationships
7. STARTED: Looking for cyclic relationships
8. DONE: Looking for cyclic relationships
9. STARTED: Reading records, cycle 1
```
Artifacts from the Stuart M. Young collection identified in 1980 by Isabella Burgess as “small Indian pot” (far left), which Young tagged as being “found near Marsh Pass Navajo Ind Res Arizona August 1909”; “piece of rope” or “necklace”; and “round Indian pot.”

Cover and inside front page of Stuart M. Young’s original diary/field journal, which he kept during the 1909 expedition to Rainbow Bridge; entries date from June 8, 1909 to August 12, 1909. Stuart M. Young collection [manuscripts], NAU.MS.207, Box 1.

Hoskininnie Begay, Ida Wetherill [original title], 1909. Stuart M. Young collection [photographs], Album 1, NAU.PH.643.1.27.
Stuart M. Young Collection

- Structural edits
  - General information
    - `<unittitle> → <unitid>`
  - File hierarchies
    - Re-order mode to move items to appropriate level
  - Top containers
    - Adding box and folder numbers
Stuart M. Young Collection

- Content edits
  - Collection level
    - Extent information
    - Enrich notes
  - Record Group level
    - Extent information
    - Enrich notes
Stuart M. Young Collection

- Content edits
  - File level
    - Add titles
    - Adding files
- Next steps
  - exporting EAD from ArchivesSpace and merging with AAO-compliant versions
Internship Reflections

What I’ve Learned

- Applying archival theory
  - Arrangement
  - Description
  - Collections management
- Technical skills
  - ArchivesSpace
  - EADs and XML editors
  - Arizona Archives Online
- Different points of view

For Project Managers

- Communication
  - Emails, meetings
- Scheduling and time management
  - Well-defined project plan
- Flexibility
- Feedback
- Mentoring
- Opportunities to do meaningful work
Questions? Comments?

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