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Title

Holistic Decision-Making Frameworks: Accountability, Transparency, and Communication

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[et al.](#)

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Holistic Decision-Making Frameworks: Accountability, Transparency, and Communication

SCA AGM 2021

Kate Dundon

Retrospective Born-Digital Accessioning at UC Santa Cruz

Maggie Hughes

*Creating a Processing Prioritization Framework at The Huntington
Library*

Jasmine Jones

Strategizing for Interdependence

Christine Kim

User Discovery, Interpretation, & Responsible Access

Sarah Jones

Examining Internal Policies through a Diversity & Inclusion Framework

Retrospective Born-Digital Accessioning at UC Santa Cruz

Society of California Archivists Annual General Meeting 2021

Kate Dundon
Supervisory Archivist
University of California, Santa Cruz

Project Background

2016-2017: Surveyed finding aids, identified 470 digital media carriers within 17 collections

2017-2019: Developed born-digital accessioning procedures and processing capacity

2018: Initiated retrospective accessioning project

Today: Project is $\frac{2}{3}$ complete



Lauritzen, Erik M. *Fusion Embrace*. 2005. Digital collage.

Courtesy Special Collections, University Library, University of California Santa

Cruz. Erik M. Lauritzen photographs.

Steps 1-3: Appraise, Transfer, Appraise

Step 1: Appraise

- Pull carriers
- Appraise based on labels
- Deaccessioned 190 carriers

Step 2: Transfer

- Inventory carriers
- Transfer files

Step 3: Appraise (again)

- Appraise files at high level
- Deaccessioned 125 carrier-level directories



Van Dyke, Tom. *Angela Davis speaking at UCSC Islam forum. 2001.* Courtesy Special Collections, University Library, University of California Santa Cruz. Public Information Office records: photographs.

Step 4: Prioritize, Accession, Process

— — —

1. Gain administrative control

- Create digital object record in ArchivesSpace

3. Process

- Weed PII, duplicates, out of scope
- Document processing interventions

4. Update finding aid

- Record extent in GB and number of files
- Update narrative notes

5. Wrap up

- Package for long-term preservation
- Deposit in digital preservation repository

Project Status

Accessioned 125 GB in 5,500 files across 11 collections

→ 30% of which is processed and discoverable



Crown College staff retreat. 2004. Courtesy Special Collections, University Library, University of California Santa Cruz. Crown College records.

Project Metrics

Appraise pre-transfer	13	hours
Pull, inventory, transfer (student)	63	hours
Transfer (staff)	9	hours
Appraise post-transfer	29	hours
Other accessioning tasks	2	hours
Process	16	hours
Describe	15	hours
Other	16	hours
Total	163	hours

Project Metrics

Appraise pre-transfer	13	hours
Pull, inventory, transfer (student)	63	hours
Transfer (staff)	9	hours
Appraise post-transfer	29	hours
Other accessioning tasks	2	hours
Process	16	hours
Describe	15	hours
Other	16	hours
Total	163	hours

Baseline Steps for Born-Digital Accessioning:

— — —

1. Assign unique ID
2. Transfer files to server
3. Perform cursory review for PII
4. Appraise at high-level
5. Describe in collection-level record
6. Generate hash values
7. Package for preservation storage

***Guidelines for Efficient
Archival Processing in the
University of California
Libraries*** Version 4 (2020)
see page 29

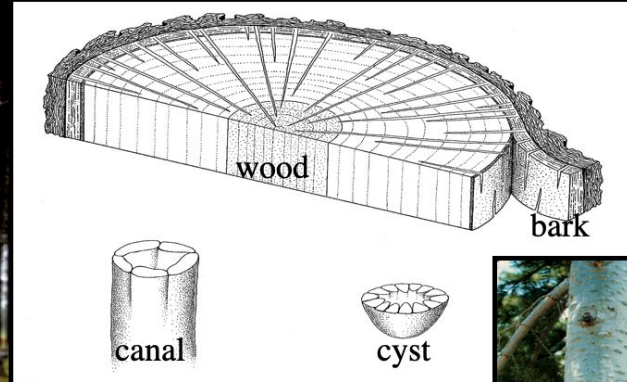
bit.ly/UC-Guidelines

We need to adjust our expectations around accessioning to create space for born-digital care

INTERNAL SECRETORY STRUCTURES



Pine



Fir

Langenheim, Jean. H. Slide from "Why Are Plant Resins So Interesting." 2003. Courtesy Special Collections, University Library, University of California Santa Cruz. Jean H. Langenheim papers.

Operational Impacts of Born-Digital Accessioning Backlogs

Increased preservation costs

Increased level of processing effort

Decreased efficiencies in planning and collection management

Impaired capacity to advocate for resources



Lauritzen, Erik M. *Tires*. 2005. Digital photograph. Courtesy Special Collections, University Library, University of California Santa Cruz. Erik M. Lauritzen photographs.



**Creating a processing
prioritization framework
at The Huntington
Library**

Maggie Hughes, SCA AGM 2021



Wider profession

- ◉ Same issues regarding prioritizing large backlogs, efficient processing, surveying, MPLP, exposing hidden collections
- ◉ Communities of practice developing frameworks
- ◉ OCLC report “Taking Stock and Making Hay: Archival Collections Assessment” and “UC Guidelines for Efficient Processing”
- ◉ Building into archival information management software applications

Enter: Committee!

- ◉ Dorothy Auyong, Early Books & Codices Cataloging Manager
- ◉ Peter Blodgett, Curator of Western American History
- ◉ Livia Hirsch-Shell, Acquisitions Librarian
- ◉ Suzanne Oatey, Visual Materials Archivist
- ◉ Read professional literature
- ◉ Met 1-2x per month
- ◉ Adapted existing rubrics
- ◉ Discussed, debated, tested



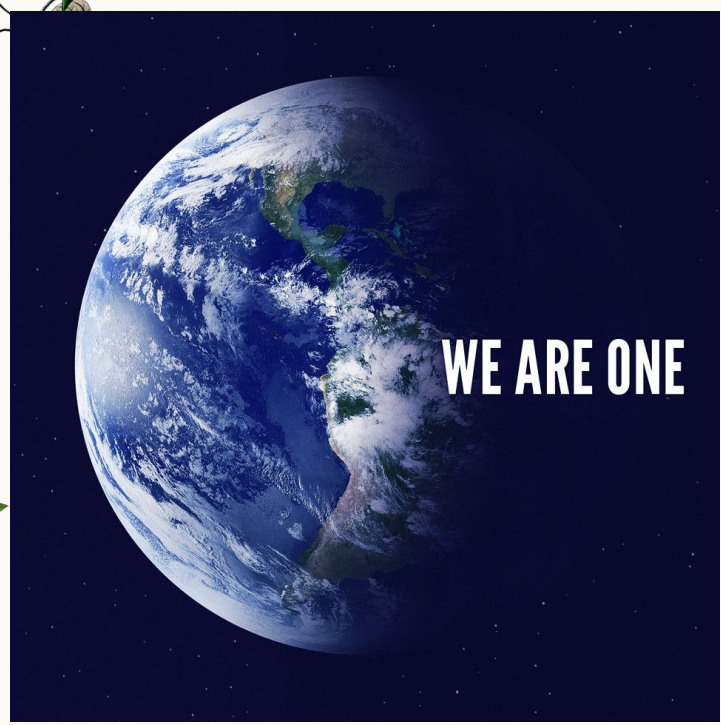
Why a **framework** with rubric?

Circumstances

- ◉ Many stakeholders, 15 curators
- ◉ 100 years of backlog
- ◉ Complexity and variation of collections
- ◉ Collection needs change over time

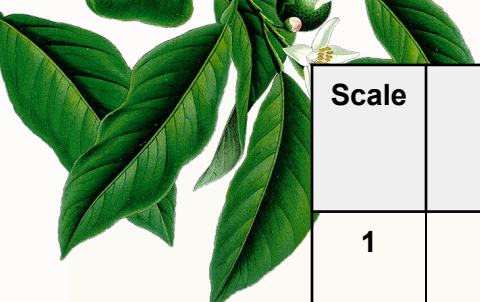
Affordances of a framework

- ◉ Ensuring underrepresented stakeholders are included
- ◉ Consolidating feedback
- ◉ Centralized for resource allocation and planning
- ◉ Standardizing for efficiency
- ◉ Built-in flexibility
- ◉ Inclusive of formats, collecting areas
- ◉ Transparency for managing expectations and planning
- ◉ Accountability to mission and ethics

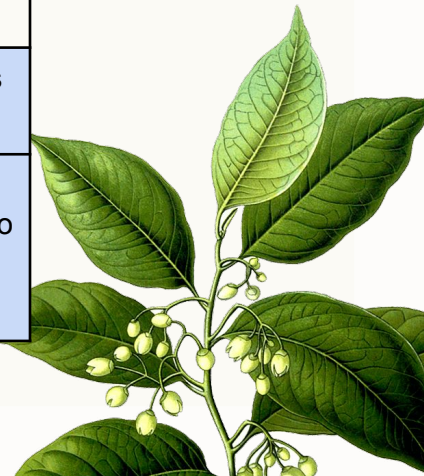


...backlog





Scale	Research Value & Interest	Institutional Value	Object Value	Collection Development	Accessibility
1	Slight	Slight	Negligible	Negligible	Cannot be processed or accessed as is
2	Limited	Slight	Slight	Slight	Has significant barriers to accessibility
3	Pertinent, average	Moderate	Moderate	Moderate	Moderate barriers to access
4	Important, extensive	High	High	High	Few barriers to access
5	Unique, very rich	Very high	Very high	Very high	Ready to be processed, no intervention needed



Approach

New acquisitions

- ◉ As they come in, get added to backlog
- ◉ Baseline score by curator after acquisition
- ◉ Via form

Past acquisitions

- ◉ Prioritizing the Backlog Committee
 - ◎ Rotating membership
 - ◎ Curators and archivists
- ◉ Standing monthly meeting
 - ◎ Collections assigned and scored ahead of time
 - ◎ Meeting for discussion and decision

Curator(s) *

Your answer

Collection title *

Your answer

What type of collection is this? *

- Archival collection (mixed materials)
- Printed collection (i.e., a collection of books)
- Other: _____

Linear feet *

The Yale Lineage Footage calculator: <https://beinecke.library.yale.edu/research-teaching/digital-beinecke/linear-footage-calculator>

Your answer

Container summary *

For archival collections, please list the number and types of boxes. Example: 23 cartons, 2 printed collections, please list the number of volumes.

Your answer

Research Value & Interest *

1 2 3 4 5
Slight Unique, very rich

Please provide a brief justification for the Research Value & Interest score. 1-2 sentences.

Your answer

Institutional Value *

1 2 3 4 5
Slight Very high

Please provide a brief justification for the Institutional Value score. 1-2 sentences.

Your answer

Object Value *

1 2 3 4 5
Negligible Very high

Please provide a brief justification for the Object Value score. 1-2 sentences.

Your answer

Collection Development *

1 2 3 4 5
Negligible Very high

Please provide a brief justification for the Collection Development score. 1-2 sentences.

Your answer

Accessibility *

1 2 3 4 5
Cannot be processed as is Ready to be processed, no intervention needed

Please provide a brief justification for the Accessibility score. 1-2 sentences.

Your answer

Is this material an obviously strong candidate for the following:

Please check all that apply.

- Digitization
- Minimal processing (e.g., it has a detailed inventory, good physical and intellectual control, and/or no restrictions)

Submit



Revisiting priorities

Annual meeting to reevaluate existing scored collections and priorities

- ◉ Re-processing, user interest/circulation, exhibition planning, user requests
- ◉ Include representatives from Reader Services, Curatorial, Preservation, ACMe, Digital Projects



Communication framework

Rolling timeline, as collections come in	Acquiring curators give initial score
Monthly	Prioritizing the Backlog Committee meets and gives initial scores to backlogged collections
Annually	Larger meeting to revisit scores, trends, user demand, to determine top priorities for the year

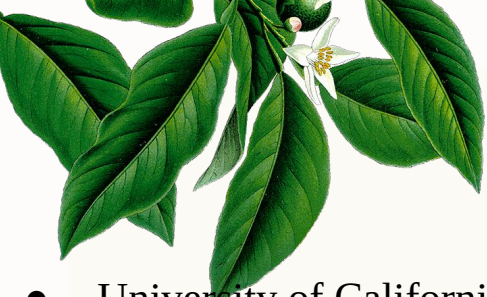




Implementation progress

- ◉ **Nov 2019-Jan 2020:** Introduced to colleagues
- ◉ **Feb 2020:** Began using rubric to score new acquisitions
- ◉ **Dec 2020:** Prioritizing the Backlog Committee's first meeting
- ◉ **Jan 2021:** First backlogged collections scored
- ◉ **~Summer 2021:** Anticipated first annual prioritization meeting





Sources and inspiration

- University of California Systemwide Libraries. (2012). Guidelines for Efficient Archival Processing in the University of California Libraries (Version 3.2). *UC Office of the President: University of California Systemwide Libraries*. Retrieved from <https://escholarship.org/uc/item/1sw157j3>
- Dundon, K., McPhee, L., Arroyo-Ramirez, E., Beiser, J., Dean, C., Eagle Yun, A., et al. (2020). Guidelines for Efficient Archival Processing in the University of California Libraries (Version 4). UC Office of the President: University of California Systemwide Libraries. Retrieved from <https://escholarship.org/uc/item/4b81g01z>
- Jasmine Jones's processing prioritization work at UCLA Library Special Collections
- Development Prioritization sub-team, ArchivesSpace Councils
- Ziegler, S . L., Jennifer V. Mitchell. "This Wasn't for You Yesterday, but It Will Be Tomorrow—Digitization Policy to Counteract Histories of Exclusion." October 1, 2020. <https://www.oclc.org/research/events/2020/100120-digitization-policy-counteract-histories-of-exclusion.html>



Strategizing for Interdependence

Jasmine Jones

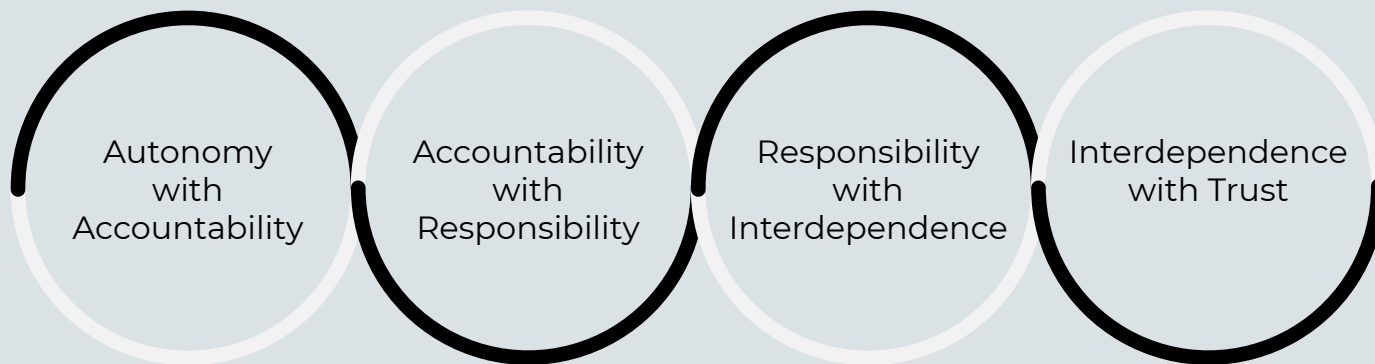
Head of Collection Management, UCLA Library Special Collections (LSC)

jjones@library.ucla.edu

SCA Annual General Meeting

2021 April 30

LSC FRAMEWORK FOR COLLECTIVE WORK



We understand that to be collegial and respectful, we recognize that we all have *autonomy* in our work and *trust* in one another across our units. We all acknowledge the ways we have to be *accountable*, *responsible*, and *interdependent* in the individual work we do, as our efforts impact one another.

Be **inclusive** in our interactions with **all** who enter our physical and online spaces;

balance the collecting of materials in **transparent** ways through donations and purchases that **advance diversity in voices and representation** and support scholarship;

embark on **mutually meaningful and respectful partnerships** with communities on campus and in our region;

perform **ethical** description of our collections;

and, have **authentic and respectful interactions** with communities whose histories can be found in our holdings and with whom we seek new *or renewed* partnerships.

LSC
VISION

ASSESSING COLLECTIONS STEWARDSHIP



RELATIONSHIP WITH CURATORIAL UNIT

Designing tools,
documentation, and
workflows to build towards
interdependence



FRAMEWORKS & PRACTICES

Expanding beyond
processing
Centering fundamental
principles



RESOURCES

Contextualizing impact of
acquisitions and services in
relation to relationships,
staffing, capacity, space

DEVELOPING APPROACH TO PROCESSING PRIORITIZATION

Key collaborators: Shira Peltzman, Processing
 Prioritization Team (Courtney Dean, Lizeth Ramirez, Shira)

Context to process and criteria
 Relationship to other processes
 Reframing discovery and access needs

Prioritization Criteria

Criteria Rubric

Criteria	Definition	Responsible unit to provide information	Data to use in assessment	Alignment with collecting priorities	How closely does this collection align with our current collecting priorities? Will providing better access to this collection attract additional collections that document similar topics, functions, or activities? Will it expand the representation of diverse populations or historical marginalized communities/subjects? Do these records indicate that there are collections that do not yet exist that should?	Collection does not adhere to LSC's current collecting priorities nor does it document the history, society, and culture of UCLA, Los Angeles, and Southern California. Collection duplicates the collection strengths of other institution(s) or separates collections related by provenance.			Collection adheres to LSC's current collecting priorities by adding to the strengths of or filling the gaps in our existing collections; or fulfills mandated collecting responsibilities as specified by the UC System Records Retention Schedule and the UC Records management policies.
User interest	Does this have potential to be a high use collection due to its connection to LA, UCLA, current events, etc.? How significant is the material to scholarship on this topic? How unusual, extensive, or detailed is the material? Does it offer great research potential or a unique perspective on a subject of high user interest?	Curators	Curatorial proposal form, as well as subject-related instruction requests, circulation data; prospective programming and user needs; information from OCE regarding use and instruction statistics		Do these records indicate that there are collections that do not yet exist that should? Does the collection fulfill or advance the mission, vision, and principles of UCLA or the Library?				Collection adheres to LSC's current collecting priorities by adding to the strengths of or filling the gaps in our existing collections; or fulfills mandated collecting responsibilities as specified by the UC System Records Retention Schedule and the UC Records management policies.
Alignment with collecting priorities	How closely does this collection align with our current collecting priorities? Will providing better access to this collection attract additional collections that document similar topics, functions, or activities? Will it expand the representation of diverse populations or historical marginalized communities/subjects? Do these records indicate that there are collections that do not yet exist that	Curators	Curatorial proposal form; collecting priorities					Additionally, collection facilitates UCLA's core mission, principles of community, and values:	<ul style="list-style-type: none"> • discovery and innovation • creative and collaborative achievements • debate and critical

DESIGNING MECHANISMS FOR HOLISTIC STEWARDSHIP

Key collaborators: Heather Briston, Jasmine Larkin, and Shira Peltzman

Curatorial Proposal Form

ACQUISITION DECISIONS	
Rationale	Provide the rationale for acquiring these materials. How are the materials highly significant to the collecting goals of the UCLA Library and UCLA Library Distinctive Collections? Why are they important? What are they specifically? Do they have a local, national, or international impact? Why are they the best example? Provide all questions.
Fit with Instructional Mission and Programming	How do these materials fit with the instructional mission and programming of UCLA?
Appraisal	Assess the collection using the appraisal criteria. Document your responses to these criteria in order to determine the proposed acquisition (whole or portion) should be acquired by LSC. Also use the criteria to determine whether any of the materials recommended for acquisition and appraised should not be acquired.
Custodial History	Provide information on the history of ownership or custody of the materials, such as transfers between different donors/sellers. This is particularly important if the immediate source of materials is not the creator of the materials. If not, how were the materials acquired? Confirm that the donor/seller has transferred the materials to us. If the materials were purchased from a third party, provide the contact information.
Retention Schedule	For University Archives – if acquired to adhere to the University's records retention schedule, indicated by the records code, e.g. 0002A*. For external organization records, indicate if there is a records retention schedule/policies that guide staff creation, use, and retention of records, e.g. file management guidelines, email retention file-naming and saving procedures.
Acquired Collections	How much has your curatorial area acquired in the past 12 months? This may be expressed in linear feet and collections, e.g. Three collections (85.4 linear feet).

CONTEXTUAL INFORMATION		ACCESS, RIGHTS, AND RESTRICTIONS	
Title of Collection	Enter the title of the collection(s) to which this acquisition belongs.	Conditions Governing Access	Are there restrictions on access? <input type="checkbox"/> Yes <input type="checkbox"/> No
Creator(s)	Enter the name(s) of the creator(s) of the materials.		

Library Special Collections / LSC-1623

Josie Bruin acquisition

Edit Comment Assign More Transfer Place On Hold

Details

Type: Acquisition, Transfer, Accessioning Status: ACQUISITION (View Workflow)

Priority: Medium Resolution: Unresolved

Labels: None

Details Acquisition Tasks Transfer Tasks Accessioning Tasks Reappraisal Tasks

Description

ToDo Lists

Acquisition Tasks: 5 / 16 resolved

- Obtain signed deed of gift or addendum (if an accrual)
- Obtain exhibit A:
- Obtain statement of value:
- Obtain invoice, when purchase.
- Obtain appraisal, when applicable.
- Obtain 82-83 tax form, when applicable.
- Complete curatorial proposal form and affiliated forms:

People

Assignee: Jasmine

Reporter: Jasmine

Collection St: Jasmine Jones

Votes: 0

Watchers: 1 Stop watch

Dates

Created: Now

Updated: In 2 minutes

Date of First: 09/Mar/21

Projected Ac: 14/Apr/21

ATA Jira Ticket

Pre-custodial documentation and workflows

Stewardship tracking tools

Digital Materials Survey

Creation of Digital Materials		Access and Preservation	
Account credentials	[Please list all relevant account credentials, including any relevant passwords or encryption, for digital material being collected. This includes user profile login details for computers/laptops; Apple ID credentials for any Apple product; username and passwords for any relevant linked cloud services (Dropbox, Google Doc, iCloud, etc.), email accounts, or software.]	Preservation and access of log and system files and other similar data	Does the Library have preserve and provide files, system files, and other data that document the computers or systems received with the materials? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other: _____
Dates	[Can you provide date ranges for when the files/accounts/computers were in use, created, and/or active? Example: 1998-2015; Gmail account: 2010-2019; Research files: 2010- onwards, Mac Desktop: 2010-2012, MacBook Air 2012-2020.]	Preservation of deleted files or file fragments	Does the Library have preserve any deleted fragments recovered? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other: _____
Workstation	Are the materials being captured from a shared workstation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are there separate log-in identities or the same one? <input type="checkbox"/> One identity <input type="checkbox"/> Separate identities If there is a one, shared log-in identity, how many users have access to it?	Private, Confidential, or Sensitive Materials Please indicate below the types of private, confidential, sensitive materials the files may include.	
		Types of private, confidential, sensitive information	What kinds of files contain this information?
		<input type="checkbox"/> Social Security numbers	

Operational Impact Assessment

Assessment

[Based on the curatorial proposal form and data generated in this form, outline assumptions about the collection that acquisition stewardship and access, as well as expected resources and needs. This may include: expectations about condition of the material; processing level of effort to be undertaken; amount and condition of media; whether packaging be done by an external vendor; onsite and offsite storage needs; staff considerations; internal and external consultation information about operational impact of the collection, given its size, scope, cost, and time allotted to making it access current staff capacity? How does the acquisition of this collection impact other new acquisitions? And how does it impact processing of other collections?]

Access Needs	
Appraisal	
Arrangement and Description	
Condition of Materials and Conservation and Preservation Interventions	
Restrictions	
Staffing	
Storage	
Supplies	
Transfer	

Post-acquisition estimated costs

Time for post-acquisition

REFOCUSING COLLECTIONS STEWARDSHIP STRATEGY

Key collaborators: Reappraisal Project Team
(Courtney Dean, Genie Guerard, Dalena Hunter,
Lizeth Ramirez, and Shira Peltzman), Appraisal Study
Group (Kelly Besser, Dalena, Jasmine Larkin, Lizeth)

Context and overview of Reappraisal Project

Developed process for reappraisal, as well as
led to Appraisal Study Group

Central framing for backlog strategy and
holistic stewardship practice

Appraisal Criteria

Reappraisal Form

Guiding Principles

Guiding principles encompass values that inform stewardship of LSC collections amidst changing goals, strategies, media, and staff. Criteria in this section aim to align appraisal and reappraisal decisions with social justice scholarship and the principles of Open Access, Service, Collaboration, Education and Innovation stated on the public facing webpage. These principles provide a frame that connects the analysis sections to each other and to the rationale for appraisal and reappraisal.

The following questions must be addressed when making appraisal and reappraisal decisions:

- How do the rights support the free exchange of information and ensure the materials in in the collection can be discovered, used, and reach the widest audience as possible?
- How will these materials help teach others the significance of our cultural heritage and the importance of primary research skills and ensure our holdings are incorporated into all levels of the UCLA curriculum?
- Who is left out of archives generally and the records collected by LSC more specifically? If we are to acquire this particular collection, who is left out? What is our

REAPPRAISAL DECISIONS

Rationale	<p>If known, provide the rationale for acquiring these materials at the time of the original accession. Does the rationale justify our long-term and continued stewardship of the materials?</p> <p>Additionally, provide information about the collection in relation to LSC's current collecting priorities and criteria.</p> <ul style="list-style-type: none">• Describe how these materials fit do or do not fit within the scope of LSC's current collecting priorities and criteria. How are the materials highly significant or not to the collecting mission and goals of the UCLA Library and UCLA Library Distinctive Collections?• Are they important, and, if so, how and why are they important? What is the creator or organization known for, specifically? Do they have a local, national, or international impact?• How do these materials represent LSC's collecting principles?
Appraisal: Content analysis	<p>Assess the collection using the appraisal criteria in the content analysis section. Document your responses to these criteria in order to make an informed decision about the collection.</p> <ul style="list-style-type: none">• How well does the collection reflect significant or seminal aspects of a person or organization?• Does the collection help fill gaps in our collecting priorities? If so, how?• How do the records seek to recuperate non-dominant forms of knowledge?• Do these particular records under consideration give us the perspectives of those who are oppressed?<ul style="list-style-type: none">• Do they give the perspective of those groups who are even further marginalized within an oppressed community?• Does it duplicate other material in our holdings? Other material that is widely available?

ELEVATING DISCOVERY AND ACCESS TO COLLECTIONS

Key collaborators and participants: All LSC staff



WHERE WE STARTED

Assessment | development and documentation of practices and workflows | implementation of tools/systems



LAYING THE GROUNDWORK (REMOTE)

Archival data remediation project -- Kelly Besser, Courtney Dean, Jasmine Larkin, and Shira Peltzman

Survey of description in legacy formats -- Alex Adame, Caroline Cube, Tess Livesley-O'Neill

Description study group -- CM team, led by Kelly Besser and Shira Peltzman



LAYING THE GROUNDWORK (ONSITE)

Putting things back where they belong (PIBWIB) + triage -- all staff
Completing onsite backlog survey for physical collection control -- Curators & Collections team

Rehousing and ASpace container and location entry project -- CM team

Collection file cleanup project -- all staff, led by LSC Collection File Systems Committee



BASELINE DISCOVERY

Begin retrospective accessioning -- CM team, led by Jasmine Larkin

Prepping for reappraisal -- CM team

ELEVATING DISCOVERY AND ACCESS TO COLLECTIONS

Key collaborators and participants: All LSC staff



REAPPRAISAL

Reappraisal analysis and documentation -- Curators & Collections team

Operational impact analyses -- Head of Collection Management



ENHANCED BASELINE DISCOVERY & ACCESS

Leveraging info gathered during reappraisal for enhanced description -- CM team

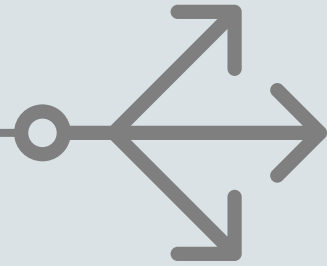
Accessioning for access or queueing for processing prioritization -- CM team



PRIORITIZATION AND PROCESSING

Processing prioritization -- Processing Prioritization team

Assigning queued, prioritized collections based on criteria assessment -- Head of Collection Management, Head of CFPRT



ASPIRATIONS FOR LONG-TERM IMPACT

- Centering of relationships and collective community
- Equity in stewardship commitments
- Culture for continual critical reflection and interrogation of practice
- High-levels of transparency and accountability in decision-making
- Broad understanding of the impact of our decisions across all functions
- Holistic approach to acquisition, stewardship, and community engagement

NEAR-TERM IMPACT

- More transparency and communication about decisions internally and externally
- Moves LSC closer to holistic and proactive stewardship
- Elevate the extent of labor, capacity, and time that goes into stewardship
- Building in layers for advocacy and protection against those afforded more agency and power in decision making
- Building healthy boundaries to move into more equitable partnerships and collaborations

User Discovery, Interpretation, & Responsible Access

**Strategies to surface archival & historical context
in digital collections**

Christine Kim
California Digital Library
christine.kim@ucop.edu

Society of California Archivists
2021 April 30

Introduction & Context

A case study on Calisphere

The screenshot shows the Calisphere website homepage. At the top left is the Calisphere logo with the text "CALISPHERE UNIVERSITY OF CALIFORNIA". At the top right is a link to "Watch a brief introductory video" with a play button icon. Below the logo is a teal navigation bar with links for "Contributing Institutions", "Collections", "Exhibitions", and "About". The main banner features a large illustration of a brown bear with its mouth open, showing its teeth. Overlaid on the bear is a search bar with the text "Search over one million items" and a magnifying glass icon. Below the search bar is a teal text box that reads: "Calisphere is your gateway to digital collections from California's great libraries, archives, and museums. Discover over 1,975,000 images, texts, and recordings. Watch an [introductory video](#) to learn more." Below this text box are two smaller images: on the left, a black and white photo of a basketball team from 1911 with "Banning" written on their jerseys; on the right, a historical map of Humboldt County.

CALISPHERE
UNIVERSITY OF CALIFORNIA

Watch a brief
introductory video

Contributing Institutions | Collections | Exhibitions | About

The deeper you look, the more you discover.

Search over one million items

Nucleus Bear Brand fruit crate label / The Bancroft Library, UC Berkeley

Calisphere is your gateway to digital collections from California's great libraries, archives, and museums. Discover over 1,975,000 images, texts, and recordings. Watch an [introductory video](#) to learn more.

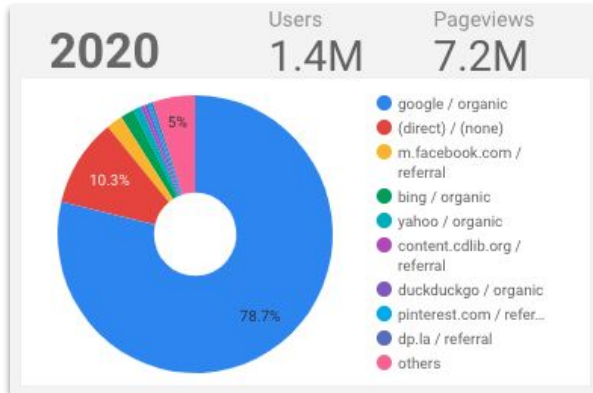
Banning High School girls' basketball team, 1911 / Banning Library District

Atlas of Humboldt County / Humboldt State University

User Referrals & Discovery

How do users find Calisphere?

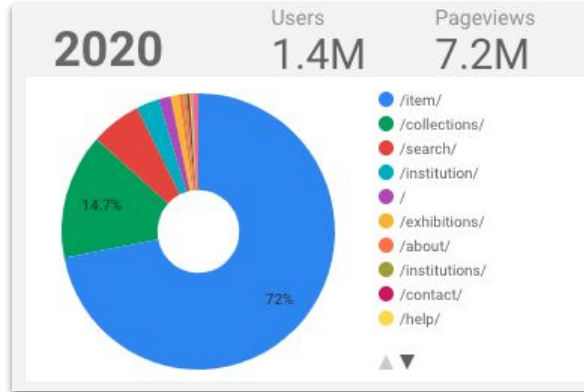
Link referrals:



- Method: Count “**users**”
- **78.7%** of users via Google

What’s the first page (type) users see in Calisphere?

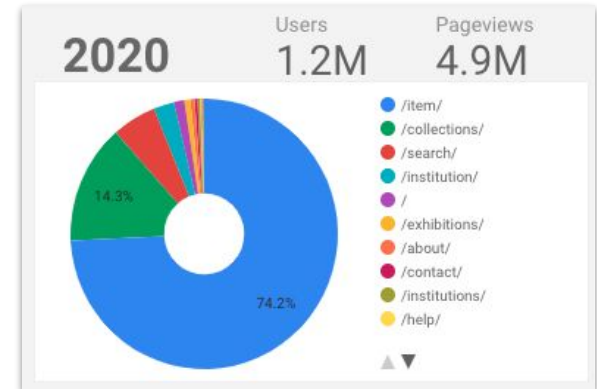
Landing pages:



- Method: Count “**landing pages**”
- **72%** of the **first page viewed** are “**item**” pages

What do “Googlers” see first?

Landing pages via Search Engines:



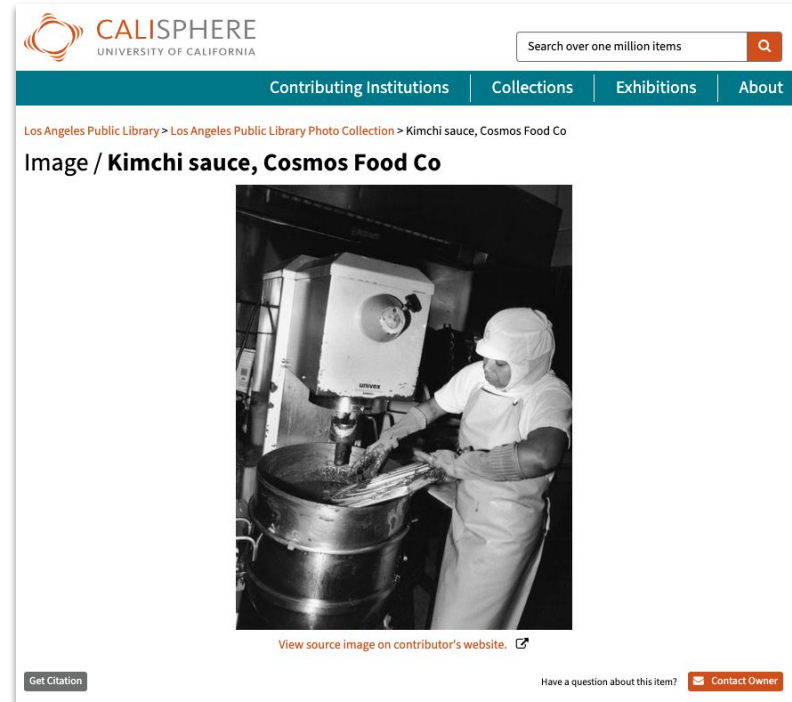
- Method: Count “**landing pages,**” filtered by “**organic**” (meaning search engines)
- **74.2%** of **search engine referrals** point to “**item**” as the first page viewed.

Note: These data visualizations were created on **Google Data Studio** with data gathered via **Google Analytics**. If anyone is interested in seeing this data evolve over time, feel free to email me.

User Interpretation: Inquiries & Information

Examples of user-submitted comments:

- **Rights & permissions to use**
- **Requests to purchase/order an item**
 - (Real example: “Kimchi sauce, Cosmos Food Co”)
- **Offering metadata identification**
 - Name or place identification
 - Corrections (e.g., spelling)
- **Requests to remediate metadata**
 - E.g., Use of biased/derogatory language.
- **Requests to remove (restrict) content**
 - Protocols for Native American Archival Materials
 - Personal privacy of private citizens (e.g., high school photos)




The screenshot shows the CALISPHERE website interface. At the top left is the CALISPHERE logo with the text 'UNIVERSITY OF CALIFORNIA'. To the right is a search bar with the text 'Search over one million items' and a magnifying glass icon. Below the search bar is a navigation menu with links for 'Contributing Institutions', 'Collections', 'Exhibitions', and 'About'. The main content area shows a breadcrumb trail: 'Los Angeles Public Library > Los Angeles Public Library Photo Collection > Kimchi sauce, Cosmos Food Co'. Below this is the title 'Image / Kimchi sauce, Cosmos Food Co'. The central image is a black and white photograph of a person in a white protective suit and hood operating a large industrial food processor. Below the image is a caption: 'View source image on contributor's website.' with an external link icon. At the bottom left of the image area is a 'Get Citation' button, and at the bottom right is a 'Have a question about this item?' link with a 'Contact Owner' button.

“Kimchi sauce, Cosmos Food Co,” 2009.

Courtesy of the Los Angeles Public Library.

<https://calisphere.org/item/665a242aa15a4815bd2a27c403144651/>

dictionary.archivists.org/entry/context.html



Search

Categories

- Appraisal
- Theory and Principles

Cross-referenced terms

Related Terms

- archival bond
- content
- Encoded Archival Context
- original order
- provenance
- structure

context

n.

1. The organizational, functional, and operational circumstances surrounding materials' creation, receipt, storage, or use, and its relationship to other materials.
2. The circumstances that a user may bring to a document that influences that user's understanding of the document.

Notes

Along with content and structure, context is one of the three fundamental aspects of a record.

“context.” <https://dictionary.archivists.org/entry/context.html>

User-centered opportunities:

Enhancing context for digital collections.

- Creating new instructional resources for users
- Offering transparency about how (and why) historical materials are shared on the open web
- Committing to support reparative description and ethical access
- Mediating clear communication pathways
- Developing tools to better understand and analyze metadata
- ...and more!

Supporting primary source literacy

The screenshot shows the Calisphere website interface. At the top, there is a search bar with the text "Search over one million items" and a magnifying glass icon. Below the search bar, there are navigation tabs for "Contributing Institutions", "Collections", "Exhibitions", and "About". The main content area features a large video player with the text "The deeper you look, the more you discover." and a search bar. The video player has a play button, a progress bar showing "04:45", and icons for volume, closed captions, and settings. The background shows the Calisphere website interface with navigation menus and search bars.

“Calisphere: The deeper you look, the more you discover” video. <https://calisphere.org/about/>
FYI: It’s embeddable!

Context: How/Why is this online?

About the collections in Calisphere

Calisphere provides free access to more than 2,000 collections contributed by more than 300 cultural heritage organizations (libraries, archives, museums, and historical societies) in California. Each of these organizations has specific collection emphases, which may be informed by local history, activities, research interests, or other topics significant to its communities.

Learn more [about the collections in Calisphere](#), including how primary source records are described; how shared community values and standards guide access to historical materials; how we strive to provide responsible access to digital primary sources--and how you can help!

“About the Collections in Calisphere.”

<https://calisphere.org/overview/>

Key sections:

- Providing access to primary source records for documentary evidence of past events
- Understanding metadata, its use, and its challenges
- Supporting best practices and community values regarding access to historical materials
- Recognizing historic and ongoing biases in primary sources
- Our commitment to providing responsible access to digital primary sources--and how you can help!

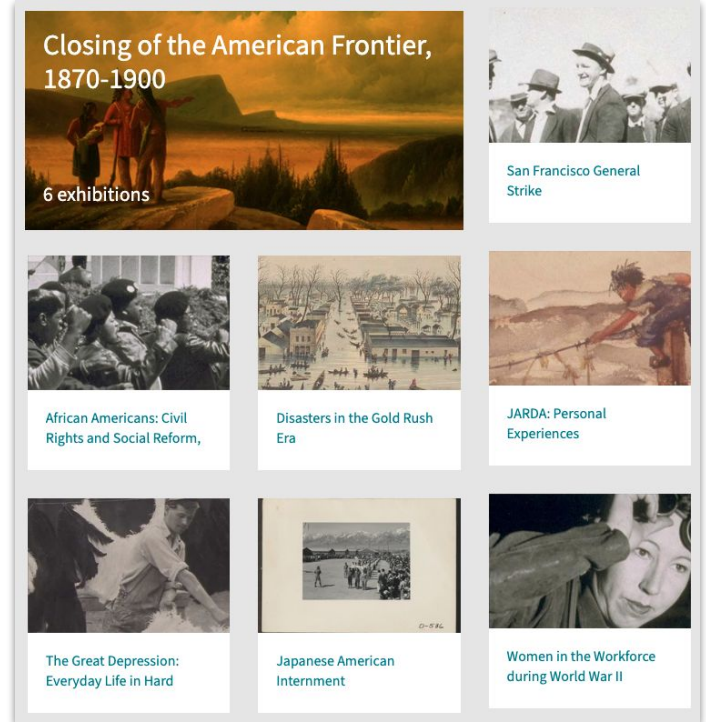
Acknowledging biases & committing to reparative re-description.

Understanding metadata, its use, and its challenges

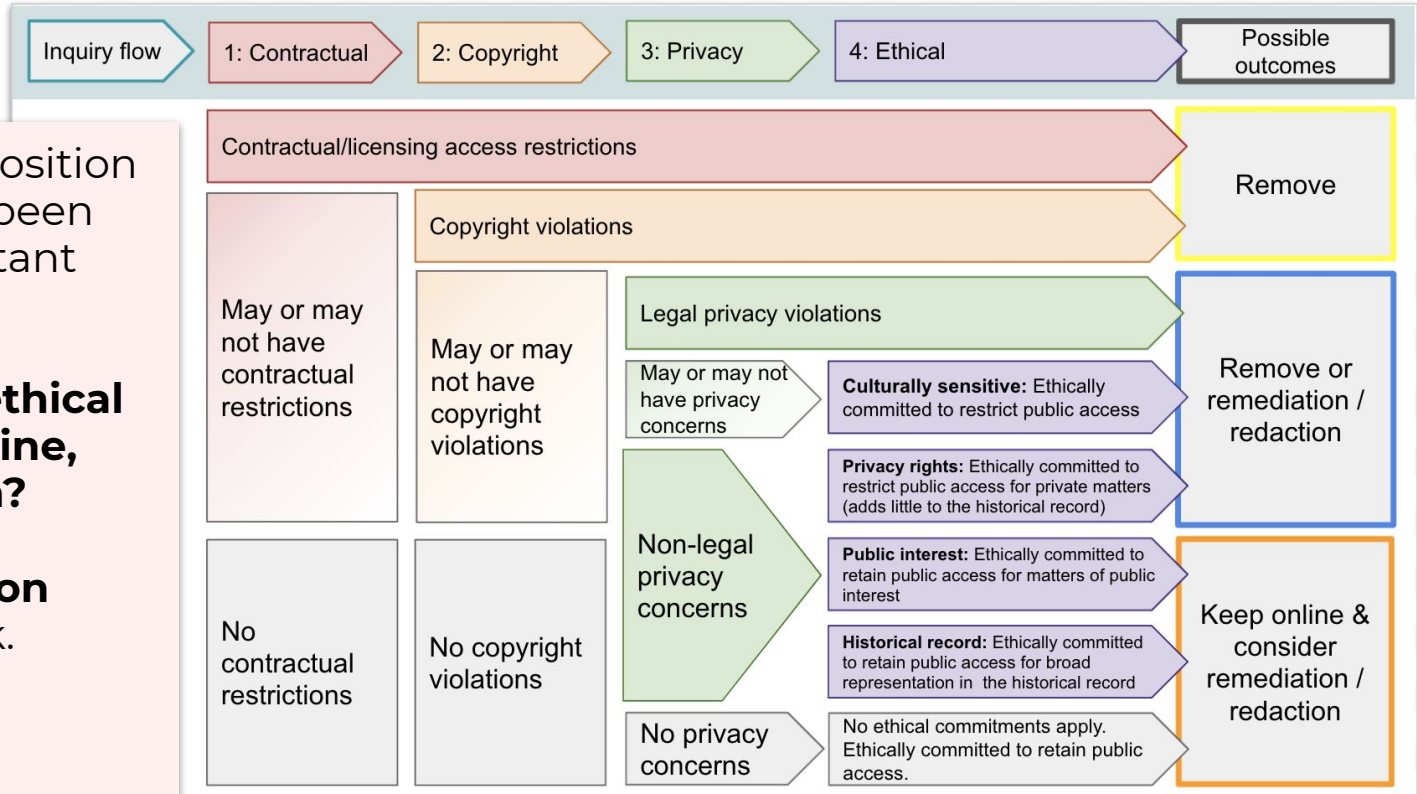
“

The California Digital Library acknowledges the necessity of efforts to evaluate and contextualize metadata, including how it is sourced, created, described, or catalogued so that there is historical context as you explore these primary sources. We are engaging with contributing partners and colleagues to identify and implement reparative cataloging and descriptive practices that not only address existing metadata records, but also inform the creation of new records.

”



Responsible & ethical access: “...should this be online?”



Starting from the position that all items have been identified as important historical materials.

The question: **Is it ethical for the item be online, without restriction?**

This is a **conversation guiding** framework.

This is **NOT** a decision-making framework.

Communication framework: Let's work together.

Our commitment to providing responsible access to digital primary sources--and how you can help!

“

We welcome additional information about the digital primary sources in Calisphere. The California Digital Library and contributing partner organizations invite users and researchers to share any relevant information that will help us better understand and describe the primary sources and historical records in Calisphere. As you explore the collections in Calisphere, please **contact us** if you are able to:



Upon receipt of such feedback, we will review and address any issues raised or new information provided in consultation with the contributing organization and respond to your feedback accordingly.

”

Sharing User Inquiries and Feedback with Contributors

1. Once a user submits an inquiry or feedback through the “Contact” form on Calisphere or OAC:

- i. CDL will acknowledge receipt of the message.
- ii. CDL will forward the message to the contributor.
- iii. CDL and the contributor will confer on this information and:
 - Formulate a strategy: to update the item record/description, remove the item record and description, or leave the item record/description published as is.
 - Determine who will provide an update to the user.

Communication: Empowering users to share information.

Know something we don't?

We welcome additional information about the digital primary sources in Calisphere. The California Digital Library and contributing partner organizations invite users and researchers to share any relevant information that will help us better understand and describe the primary sources and historical records in Calisphere.

Learn more about our commitment to providing responsible access to digital primary sources--and how you can help--below!

Search Results for "untitled"

35,511 items found in 124 collections

☰ Thumbnails ☰ List View 24 Relevance 469 of 1480



[Untitled]



[Untitled]



[Untitled]



[Untitled]



[Untitled]



[Untitled]



[Untitled]



[Untitled]

Search results:

<https://calisphere.org/search/?q=untitled&start=11232>

Tools: Reports to support metadata analysis

Collection: **Dunya Ramicova costume design collection**
Owning Institution: **UC Merced, Library and Special Collections**

Metadata Summary

1,993 records in this collection

field	% records with field	% unique values in field
title	100.0	83.24
alternative_title	0.13	66.67
contributor	99.55	11.79
coverage	0.0	
creator	100.0	0.05
date	0.0	
extent	99.95	8.43
format	99.6	13.1
genre	100.0	0.05
identifier	100.0	100
language	99.95	0.05
location	98.85	3.65
publisher	0.0	
relation	100.0	4.62
rights	100.0	0.1
rights_holder	0.0	

Collection: **Dunya Ramicova costume design collection**
Owning Institution: **UC Merced, Library and Special Collections**
Unique / Total: 1,577 / 1,993 = 0.7912694430506774

title values from Dunya Ramicova costume design collection

- Theseus (12)
- Female Minister (Female Chorus) -- Act 1/Scene 1 (11)
- Princess of France and her Ladies in Waiting: Rosaline, Maria, and Katherine (11)
- Mortal (10)
- Scientist (10)
- Child (8)
- Emissaries (7)
- Female "Natives" -- Act 1 (7)
- Birthday Guests (6)**
- Fairy (6)
- Man #6 (6)
- Woman #1 (6)
- Alexandra (5)
- Ariadne (5)
- Courtiers (5)
- Crusader (5)
- Dejanira (5)
- Henry (Mortal) (5)
- Man #9 (5)

birthday guests x

6 items found in this collection of 1993 items

Thumbnail List View 48 Oldest First (End Date) 1 of 1

Birthday Guests Birthday Guests Birthday Guests Birthday Guests

Birthday Guests Birthday Guests

Append **"/metadata"** to any collection page URL.

Example: <https://calisphere.org/collections/#####/metadata>

What's next?

- Centering on inclusive practices to support discovery, access, and interpretation.
- Continued commitment to support users, community-centered practices, and contributing partners.
- Let's work together.

References and resources to share

Archives for Black Lives in Philadelphia. “Anti-Racist Description Resources.” October 2019, https://archivesforblacklives.files.wordpress.com/2019/10/ardr_final.pdf.

First Archivist Circle. “Protocols for Native American Archival Materials.” April 2007, <https://www2.nau.edu/libnap-p/protocols.html>.

Tennant, Elaine; Hanff, Peter; Miller, Kevin; Eagle Yun, Audra; Jackson, Athena N; Lin, Emily S; Williams, Cherry; Corey Claassen, Lynda; Ilieva, Polina E; Moon, Danelle; Mora, Teresa. “Statement on Inclusion and Equity in Special Collections, Archives, and Distinctive Collections in the University of California Libraries.” January 2021, <https://escholarship.org/uc/item/4mq1461d>.

University of California, Berkeley Library. “Responsible Access Workflows.” May 2020, <https://news.lib.berkeley.edu/responsible-access>.

SAA Dictionary. “context.” <https://dictionary.archivists.org/entry/context.html>.

Society of American Archivists. “SAA Core Values Statement and Code of Ethics.” August 2020, <https://www2.archivists.org/statements/saa-core-values-statement-and-code-of-ethics>.

Examining Internal Policies through a Diversity & Inclusion Framework

**Sarah Jones, Interim Head of Technical Services
University of Nevada, Las Vegas Special Collections and Archives
Society of California Archivists 2021 Annual Meeting**

UNLV Libraries Special Collections & Archives (UNLV SCA)



- 3 departments
 - Technical Services, Public Services, & Digital Collections
- 2 research centers
 - Oral History Research Center and Center for Gaming Research
- Vacancies/interim positions since 2019



Context for UNLV SCA Diversity and Inclusion Interest Group (DIIG) formation

- Acknowledge that systemic racism is harmful, and that **strengthening diversity, equity, and inclusion (DEI) in UNLV SCA is valuable, important, and a priority**
 - A timely and urgent response to the national Black Lives Matter movement and a political atmosphere that puts DEI values and marginalized communities at increased risk
 - Need for **transparency, communication, and accountability** within UNLV SCA
-

Existing DEI work at UNLV Libraries



Ongoing, long-term work that builds on, acknowledges, and honors prior work, including:

- DEI, anti-racism, and social justice scholars and activists
 - Past UNLV SCA collecting efforts and grant projects
 - UNLV Libraries Inclusion and Equity Committee (IEC)
 - [UNLV Libraries diversity and inclusion statement](#)
 - Individual expertise, research agendas, service commitments, and personal commitments of staff members
-

Our responsibility as archivists



This work of this group is supported by the following:

- Responsibility of the archives profession as articulated in the **SAA Core Values Statement and Code of Ethics** and the **SAA Council Statement on Black Lives and Archives**
- Responsibility of UNLV SCA to represent inclusive history of Southern Nevada & UNLV, as articulated in the 2019 draft SCA mission, vision, and values statement:

“We celebrate the diversity of our collections, communities, staff, and researchers. We strive to represent diverse voices, perspectives, and communities in our collections. Our goal is to treat all people with respect and dignity.”



Beginning stages of DIIG:

a call to learning &
action



Tasks and responsibilities include:

- Explore the practice of librarianship and archives with a DEI-lens
 - **Investigate standards and best practices**
 - Compile and share resources
 - **Provide input to leadership** to help inform priorities
 - **Implement recommendations** that reach a consensus of support in the division
 - **Coordinate efforts** with other aligned groups and across project teams
-

First actions for DIIG

re-examine goals and
mission statement



- **Evaluate SCA’s “Mission, Vision, and Values”** and strategic goals
 - Determine new priorities for collecting, (re)processing, and digitization across the division with a DEI lens/focus
 - Share resources (webinars, workshops, readings, etc.) and host group discussions of relevant literature
-

Think “big picture”



Needed to step back and work on broader changes before specific projects could begin. Broke off into smaller groups:

- Formed a Student Supervisor subgroup
- Formed a Harmful/Inclusive Description subgroup
- Diversity Fellow planning (in progress)
- Community network/"Friends group" idea for UNLV SCA



Currently: DIIG subgroups



- Formed a **Student Supervisor** subgroup
- Formed a **Harmful/Inclusive Description** subgroup
- **Diversity Fellow** planning in progress
- **Community network/"Friends group"** idea



What we've learned so far



- A lot of our work already aligns with the values of this group or can be directed towards this work
 - Grant applications will **allow valuable collections to be (re)processed or digitized**
 - **This work takes time!** Everyone has other work that we cannot stop doing (grants, faculty service, scholarship, etc.)
-

What we have to remind ourselves



- A lot of **people were already doing this work.**
 - **Everyone is at a different level** (knowledge, education, comfort, lived experience) in this type of work. Be mindful of that.
 - This work is ongoing and in order to be sustained, we have to be deliberate and thoughtful about the group's trajectory and **plan for the work to continue.**
-

In conclusion



- **Increased participation and communication** in the Division
- **Receiving support** from the Dean and others in the Library
- Plan to keep this group moving forward and **pushing for more support** for this extremely important work



Holistic Decision-Making Frameworks: Accountability, Transparency, and Communication

SCA AGM 2021

Kate Dundon [dundon@ucsc.edu]

Retrospective Born-Digital Accessioning at UC Santa Cruz

Maggie Hughes [mhughes@huntington.org]

*Creating a Processing Prioritization Framework at The Huntington
Library*

Jasmine Jones [jjones@library.ucla.edu]

Strategizing for Interdependence

Christine Kim [christine.kim@ucop.edu]

User Discovery, Interpretation, & Responsible Access

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Examining Internal Policies through a Diversity & Inclusion Framework