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Archivists' Toolkit Collaboration

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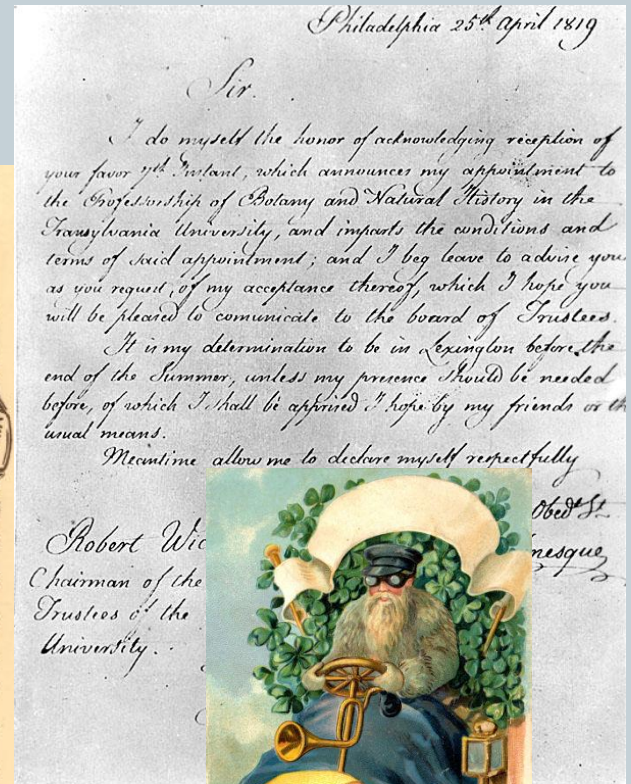
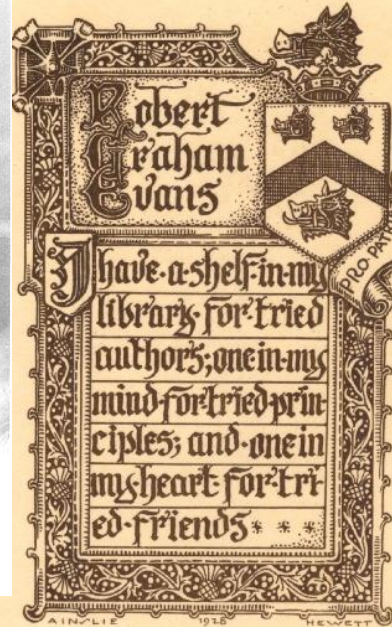
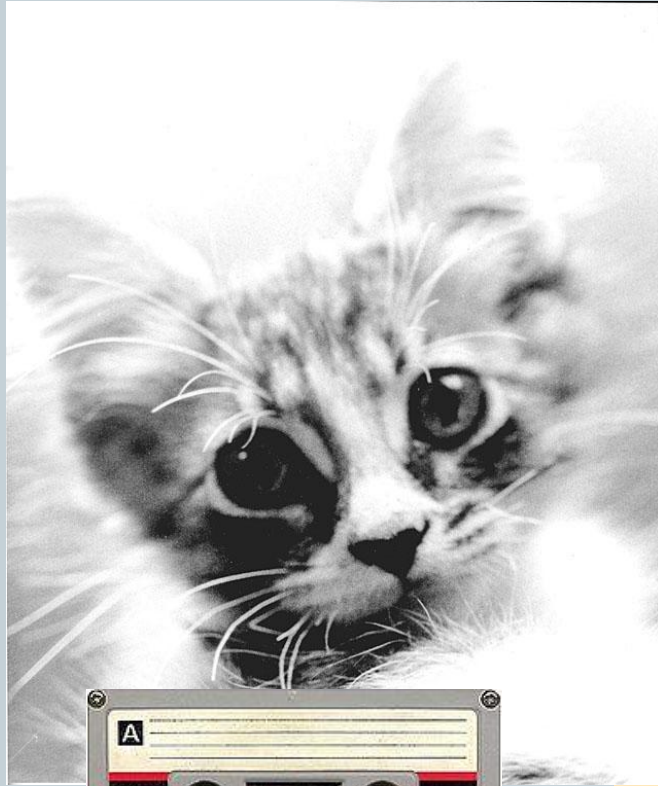
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Archivists' Toolkit Collaboration



KATHRYN LYBARGER
DECEMBER 1, 2010

Archival Collections at UK



University Archives and Records Center, University of Louisville

Goals: Provide access



- **Public access to detailed collection information**
- Access alongside other library materials
- Centralized access for UK archivists/librarians

Specific goal: Finding aid in KDL



[search](#) | [browse](#)

Owen (Newton P.) postcard collection, 1890-1980

[search terms in context](#) | [full text](#) *File Size: 14 K bytes* |

[Click here to search this finding aid:](#)

[Title Page](#)

[Summary Information](#)

[Access and Use](#)

[Subject Terms](#)

[Collection Scope and Content Note](#)

[Arrangement](#)

[Related Material](#)

[Contents List](#)

[Travel scenes/sites](#)

[Greeting cards](#)

Summary Information

Title: Owen (Newton P.) postcard collection,

Creator: Owen, Newton P.

Inclusive dates: 1890-1980

Extent: .5 linear feet (781 items)

Online items 579 online items

Call number: 2006-003

Language: The materials are in English.

Repository: University Archives and Records Center, Louisville, KY 40292.

Goals: Provide access



- Public access to detailed collection information
- **Access alongside other library materials**
- Centralized access for UK archivists/librarians

Specific goal: Catalog (Infokat) access



- 1  **Stereoscope** "Gems of Kentucky Scenery" by Carpenter and Mullen Collection, undated.
Carpenter & Mullen.
uuuu
2010av006
no item information, Spec Coll Library - University Archives Records Program
- 2  **Stereoscope** [microform] : its history, theory, and construction : with its application to the fine and useful arts and to education / by David Brewster.
Brewster, David, Sir, 1781-1868.
1971
B -3
no item information, Storage Microprint - Please use online Retrieval Form
- 3  **Stereoscope**, prism-mirror (model S547A) [microform] : supply support procedure.

1994
D 101.15:9-201
no item information, Young Library - Periodicals Desk -- U.S. Government Fiche

Catalog record



Stereoscope "Gems of Kentucky Scenery" by Carpenter and Mullen Collection,

Title: Stereoscope "Gems of Kentucky Scenery" by Carpenter and Mullen Collection, undated.

Author: [Carpenter & Mullen.](#)

Description: 0.07 cu. ft. 1 box, 21 items.

Format: Mixed Material

Subjects: [Mullen, James, 19th cent. photographer.](#)
[Landscape photography--Kentucky.](#)
[Kentucky--Photographs.](#)

Internet Access: [Finding aid online](#)

Notes:

Collection is open to researchers by appointment.

Collection consists of twenty-one albumen process stereograph cards of various landscape scenes of Kentucky. Scenes are identified on the verso in handwriting along with an identifying number. Numbers are non-contiguous in a series of unknown length.

The physical rights to the materials in this collection are held by the University of Kentucky Special Collections.

James Mullen was born February 4, 1834 in Cincinnati, Ohio. At eighteen years of age, he began working and studying in the daguerreotype gallery of E.C. Hawkins in Cincinnati, Ohio. Over the next several years, Mullen operated galleries in Cincinnati and New York and was a photographer for Eaton & Webber until 1862. In late 1862, Mullen was a photographer in the Engineer Corps under General Rosecrans. He relocated to Lexington, Kentucky and conducted a successful photographic business in both portrait and landscapes. Mullen was also employed by the State Geological Survey and the Engineers of the Cincinnati Southern Railroad, and maintained a gallery on the second and third floors of a building on Main Street in Lexington.

Goals: Provide access



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- **Centralized access for UK archivists/librarians**

Archivists' Toolkit



- Archival data management system
- Free, open-source
- “for archivists by archivists”

Output from Archivists' Toolkit



Archivists'
Toolkit

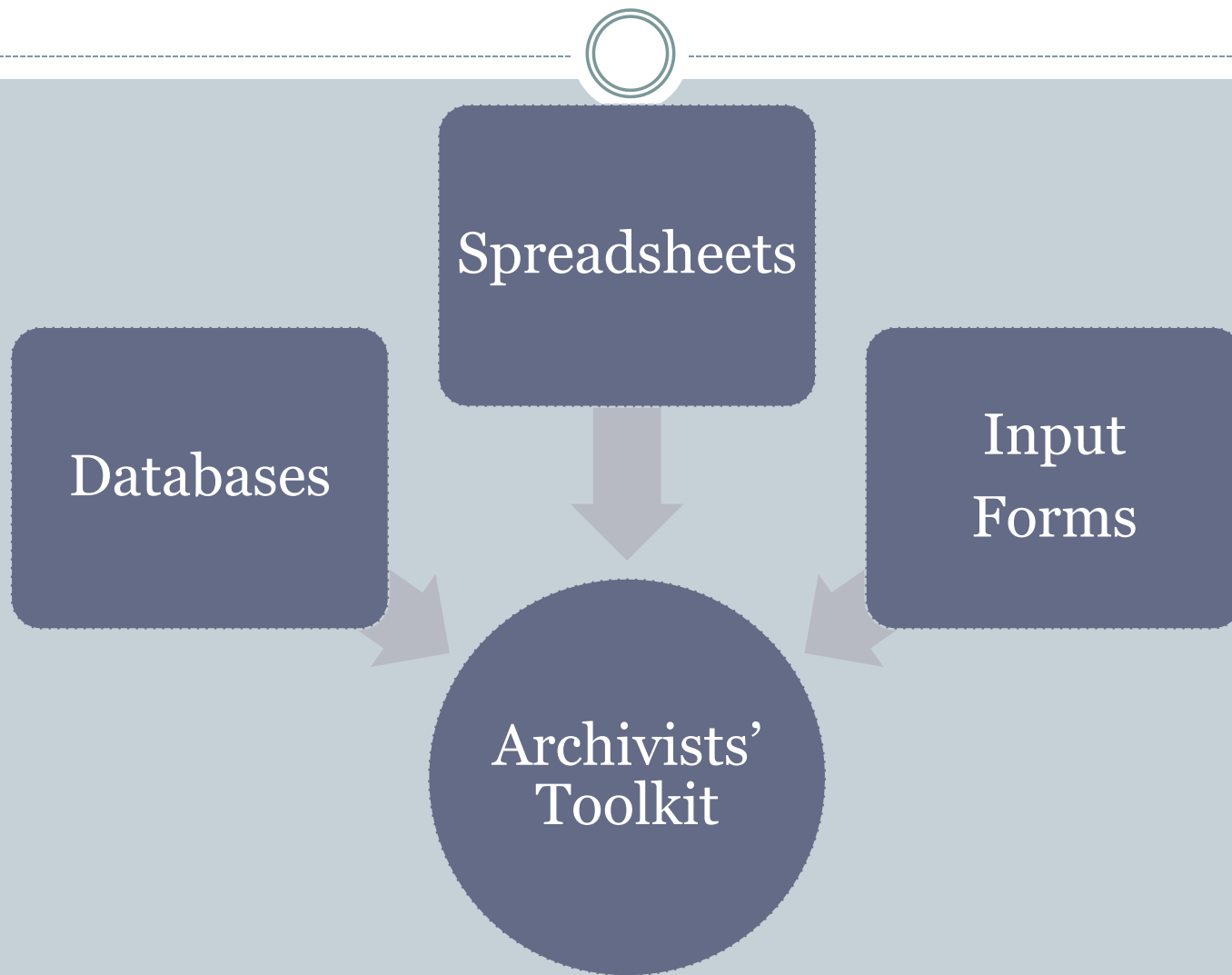


MARC

EAD

Reports

Input to Archivists' Toolkit



Resources

Title: **Thomas D. Clark Collection**

Resource Identifier: 1997UA009

- 1997UA009: Thomas D. Clark Collection
- University of Kentucky
- Indiana University
- Publications
- Special Subjects
- Correspondence
- Historical
- Photographic
- Miscellaneous

Basic Description | Names & Subjects | Notes Etc. & Deaccessions | Finding Aid Data

Level: collection

Other Level:

Title: **Thomas D. Clark Collection**

Wrap in tag...

Date Expression: 1903-

Inclusive Dates: Begin End

Bulk Dates: Begin End

Language: English (eng)

Repository Processing Note:

Repository: UK SC

Resource Identifier: 1997UA

Accessions linked to this Resource ID:

Accession Number	Accession Title
1997UA009	Arts and Sciences C...

Extent

Extent Number: 0.1

Container Summary: Cubic f...

Instances

Instance Type	Instance Label

Restrictions Apply

Names headings



Allison, Jim	Person
Allison, John	Person
Allison, William	Person
Allison, Young Ewing, 1853-1932.	Person
Almond, Gabriel	Person
Almond, J. Lindsay, Jr.	Person
Almy, Marion	Person
Alspaugh, James W.	Person
Alumbaugh, Edward Carlos	Person
Alvey, Harry E.	Person
Alvey, Tom	Person
Alwell, Ralph	Person
Amburgey, Jesse	Person
American Association of Colleges of Pharmacy	Corporate Body
American Association of Nurse-Midwives.	Corporate Body
American Association of University Women.	Corporate Body
American Bar Association.	Corporate Body
American Can Company.	Corporate Body
American Chemical Society. Division of the History o...	Corporate Body
American College of Nurse-Midwives.	Corporate Body

Name heading



Donovan, William J., (William Joseph), 1883-1959

Details Non-Preferred Forms, Accessions & Resources

Name Identity Record: Person

Prefix

Primary Name

Rest of Name

Title

Suffix

Number

Dates

Qualifier

Fuller Form

Source

Rules

Direct Order

Sort Name

Create Sort Name Automatically

Standards



- **Describing Archives: A Content Standard (DACCS)**
 - Archival description
 - Name headings
- **Library of Congress Subject Headings (LCSH)**
 - Subject headings



Authority Control



- Use one unique term per specific subject
- Completeness – find all material on one subject
- Disambiguate – find **ONLY** material on that subject

Subject heading list



Carroll County (Ky.)	Geographic Name (651)	Library of Congress Subject Headings
Carroll County (Ky.)--Church history.	Geographic Name (651)	Library of Congress Subject Headings
Carroll County (Ky.)--History.	Geographic Name (651)	Library of Congress Subject Headings
Carroll County (Ky.)--Voting registers.	Geographic Name (651)	Library of Congress Subject Headings
Carrollton (Ky.)	Geographic Name (651)	Library of Congress Subject Headings
Carrollton (Ky.)--History.	Geographic Name (651)	Library of Congress Subject Headings
Carter County (Ky.)	Geographic Name (651)	Library of Congress Subject Headings
Carter County (Ky.)--History.	Geographic Name (651)	Library of Congress Subject Headings
Cartoonists.	Topical Term (650)	Library of Congress Subject Headings
Casablanca	Topical Term (650)	ingest
Case files.	Topical Term (650)	ingest
Case histories.	Topical Term (650)	Library of Congress Subject Headings
Casey County (Ky.)	Geographic Name (651)	Library of Congress Subject Headings
Casey County (Ky.)--History.	Geographic Name (651)	Library of Congress Subject Headings
Cashbooks.	Topical Term (650)	ingest
Cassino	Topical Term (650)	ingest
Cast-iron.	Topical Term (650)	Library of Congress Subject Headings
Castleton (Ky.)	Geographic Name (651)	Library of Congress Subject Headings
Catalogs	Topical Term (650)	ingest
Catalogs, Booksellers'.	Topical Term (650)	ingest

Differences in formatting



- **Lexington (Ky.)**
 - Lexington, Kentucky
 - Lexington, KY
- **Picky spacing and punctuation:**
 - How many hyphens?
 - Spaces between hyphens and words?
 - Ending with punctuation?



Typos



Coal miner's spouses

should be

Coal miners' spouses

Improper LCSH



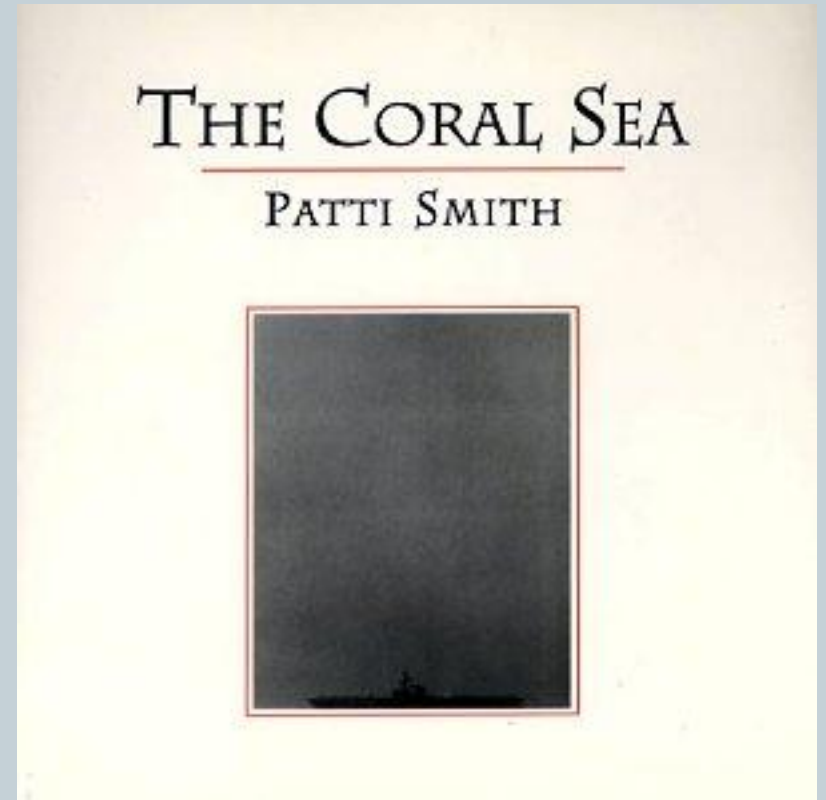
- History—Kentucky → Kentucky—History
- Agriculture—Social conditions →
Agriculture—Social aspects
- Voyages and travels—Kentucky →
Kentucky—Description and travel



Ambiguous heading: Coral Sea



- Coral Sea ? (the sea)
- Coral Sea (Aircraft carrier) ?
- Coral Sea, Battle of the, 1942. ?



Ambiguous headings: Casablanca



- Casablanca (Aircraft carrier) ?
- Casablanca (Chile) ?
- Casablanca (Morocco) ?
- Casablanca (Motion picture) ?
- ...



Sometimes LCSH is not appropriate



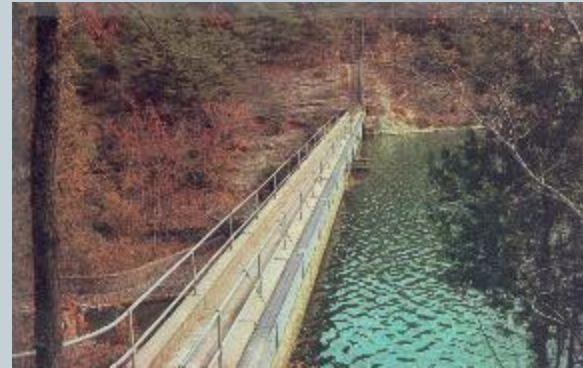
- Cyanotypes → Blueprints?
- Court day →
Festivals—Kentucky—
Mount Sterling ?
- Combat fatigue →
 - Post-traumatic stress disorder ?
 - War neuroses ?



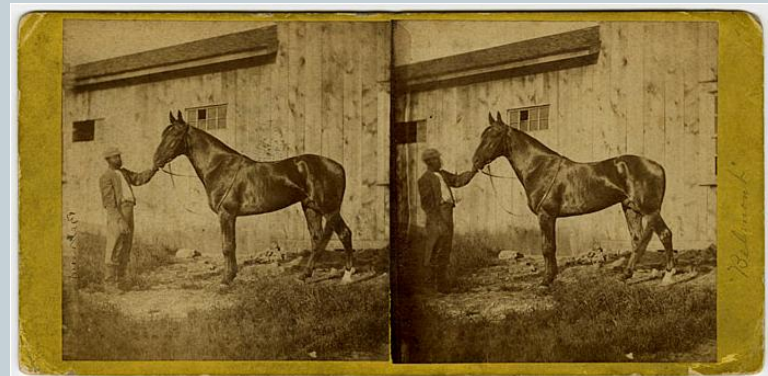
Status



- 1400 collections
- 15000 names/subject headings
- **2** collections exported, now in OCLC and Voyager



[Postcard collection](#)



[Gems of Kentucky Scenery](#)