Mainstreaming University Publications: Designing Collaboration Across Library Units for Discovery and Access

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Mainstreaming University Publications: Designing Collaboration Across Library Units For Discovery And Access

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The Agriculture Information (AIC) requested that the Kentucky Agricultural Experiment Station annual reports and other publications be digitized and added to Explore UK (digital library for UK Libraries digitized content—mainly from Special Collections—and for archival finding aids).

After this project was finished, it became clear that holdings of College of Ag publications in University Archives are more complete than those in the Ag Information Center and could have been included. But, no one outside of those familiar with University Archives (that is, about 3 people) knew of the existence of the publications, because they aren’t listed in the OPAC. (This project took place before Ruth was hired.)
Publications held in University Archives are not discoverable through traditional or bibliographic Library catalogs, because up to now, they have been acquired and managed for traditionally archival reasons:

1. UK is a public institution with a public records law and publications are permanent records as outlined in the state model university records retention schedule
2. As evidence of University functions, activities, and history: described by provenance, that is, privileging the unit as the creator of the publications (rather than by title or author)
Introduction: What triggered this project?

- A collecting initiative
- Agriculture Information Center staff worked with
- COA Communications and
- Library Digital Scholarship staff
- To submit currently produced (digital) publications
- To UKnowledge

COA = College of Agriculture, now called the College of Agriculture, Food, and Environment (CAFE)

A second event solidified Ruth’s interest in finding a different or additional procedures for making University publications more discoverable by others outside the Archives. This collecting initiative is centered on acquiring and accessing University publications as individual UK faculty and staff scholarship and to build the holdings of the Library’s open access institutional repository of UK scholarly work. Publications can be browsed by provenance, as well as searched by title and author. Publications are also discoverable on the open Web, at least by title. Publications are generally born-digital or are already scanned by the COA Communications staff and are also findable through the COA Publications Website.

However, there is no link to earlier or other publications created by the same unit that might be held either in University Archives or in other branch libraries or divisions. Also, the submissions to UKnowledge other than theses and dissertations are not cataloged in the UK OPAC. If a researcher was doing research on an agriculture/COA-related topic longitudinally, over time, they would miss a large number of possible sources if they relied on the open Web and on UKnowledge.
Here is an example of an accession record in ArchivesSpace, the Special Collections archival collection management system, that demonstrates the minimal information Archives staff have routinely gathered about publications collected by unit. There is usually no description by published title.

Typically stored in folders in boxes. Boxes are labeled by unit. Folders may be organized by type of publication and filled in order of receipt. Born digital publications also stored in folder by accession number. Many times, there are mixed publications (i.e. serials) and other printed records that were printed (like pamphlets, brochures, invitations, programs) that don’t have formal titles. There may sometimes be an inventory (perhaps not complete) in Excel or in Word. For the COA publications, there was an inventory partially by published title or published series title.

The Ag Information Center/UKnowledge collecting initiative also pointed out to Ruth how difficult it is with the current descriptive process by University unit to keep track of and describe which individual publications for a particular University unit are currently received through the records management program, (separate from the problem of providing access to legacy publications that are no longer being published). Yet, the acquisition of individual publications by the Records Manager because they are permanent records is a major activity.
Most university publications may not be indexed so browsing may be the only form of discovery for these issues.

Issues may remain loose on the shelf or may be bound, either in-house or by a commercial binder.

They may also be moved to long-term or remote storage, or maybe discarded.
Typical Library Processing

- Issue/Material received by Serials Check-In unit
- Checked-In, Labeled, Barcoded, Stripped
  - Bibliographic record for serial
  - Online or Manual check-in
  - Adhesive labels, hand-written call number
  - Adhesive barcodes
  - Security strips
  - Routed to library location
- Receipt confirmed
- Shelved
- Removed from shelves
- Bound
- Re-shelved
- Storage/Discard

Issues are received at the library and delivered to a serials check-in unit. Issues are checked in to record receipt and to verify identification information. Issue may receive a barcode, security strip and call number. In the online catalog, an item record may be created, holdings may be updated. Issues are then routed for shelving. Once shelved the issues are available for use by patrons.
Statement of problem

University publications are:
• Acquired by various library units for a variety of reasons
• Held in multiple library locations (in print and digital formats) but total holdings are not known
• Described differently depending on which library unit is managing them
• A key resource for a variety of research topics
• A HIDDEN COLLECTION

Actually well-managed from a minimal description/traditional archives perspective, but outside of the Archives, even within the broader Library, these publications effectively don’t exist.

Providing enhanced access to University publications should start in the Archives, in particular, because the largest number of publications are held in the Archives.
Goals

• Within University Archives: Establish enhanced archival description and accessioning procedures
  • to enable better intellectual and physical control by title, while also maintaining discovery by creating unit.
  • to enable more efficient check in of publications acquired through the records management program.

• Across the Library system: Establish a procedure for discovery of all holdings of University publications
Strategy: Mainstream and Collaborate

- Use the ILS as the connector: Provide enhanced description and access to University publications, a key and underused resource.
- Cataloging and University Archives work together: similar missions; complimentary areas of expertise

So, the strategy we’re using to approach our goal is to mainstream archival material and to collaborate

Influenced by case studies in Research Library Issues, no. 283 (2013): “Special Issue on Mainstreaming Special Collections,” especially the case study from University of Massachusetts at Amherst on working with library staff to enhance metadata for a set of University digital photographs.
Our expected outcomes are to provide more opportunities to discover the content of these publications through more detailed archival accession records and through bibliographic records for titles within the ILS with access by author, title, series, subject, college and department.

Our second outcome is to provide a higher level of inventory control using online systems and documentation.

Our third and fourth outcomes are to continue using relevant standards and procedures for Archives and Libraries.
We'll now go through some of our objectives, or the measurable steps we’re taking to carry out our strategy in order to reach our goal.

These screen shots come from ArchivesSpace, the collection management system we use for archival collections.

Extent statements may be in parts for print and digital holdings.

"Instances" are what ArchivesSpace calls the fields where information about containers (both analog and electronic) is entered.

As publications are received, description, date range, extent, locations/instances would be updated.
Inventory will be superseded and probably deleted once title is cataloged, because catalog record will then be the inventory.
Extent and instances may include print and electronic record sizes/amounts and locations.

Overall date range, extent, and instances/locations would be updated as new issues are received. If publication title changes, would make new accession record.
Archives Objective: Enhanced accessioning

Create inventory/Resource Record for each unit

- List of each publication title with extended accession number
- Instances (storage locations listed in both AR and RR)
- Record Group level description
- Link from accession record to resource record

Resource Record is linked from main accession record
College of Agriculture has both publications accessioned/cataloged by individual title, as well as accessioned by series name. As far as Ruth knows, COA is only unit to have this situation.
College of Agriculture has about 4500 titles in 74 cubic foot boxes (most of these are legacy publications, although they include some publications either in series or titles that are still being received). First step was re-processing, summer 2015. Student Assistant Kathryn Harris worked full time using the existing COA spreadsheet for 4 months to locate, intellectually reorganize by title or by series, and in some cases, physically reorganize pubs.
Archives Objective: Enhanced accessioning

Then put similar titles into individual tabs

And, physically reprocess by series, title, and date
With the legacy collections of publications, the entire holdings of a title is processed at the same time. The issues are reviewed to determine the best possible access for the issues. Is a serial record for the title appropriate or should each issue be cataloged?

In the two major groups of COA publications that have been processed, we decided to provide issue level access and use/create bibliographic records for each title. The issues in both groups had significant unique information within each issue. The online catalog also contains a bibliographic record for the series.

OCLC was searched to locate existing bibliographic records; when none were found, original cataloging was performed.

Graduate student assistant performed most of the work and copy cataloging with the cataloger performing original cataloging and problem solving.
Issues were arranged by their publication number, with each number in an archival folder.

The folders are labeled with the accession number, series number, box and folder number, and a barcode.

The Ag Experiment Station bulletins were approximately 600+ titles with a small amount requiring original cataloging. The second project, Ag Extension publications of Forestry Department series totaled over 100 titles but required 80% original cataloging.
The University of Kentucky uses ALMA/PRIMO as their integrated library system.

In the ALMA, item records were created for each folder. The items contain a barcode (attached to the folder), the number of items in the folder, and the UK College of Agriculture was added to the provenance field of the item record. The title has a holdings record with the location of University Archives. The accession number and series number were used as the call number to facilitate locating the titles, because the actual storage location is found by accession number in the locations fields in ArchivesSpace.
Currently received issues are handled a little differently since they are received periodically throughout the year.

The University Archivist receives the issue and records the receipt in ArchivesSpace—very easy if there is an already established accession record for the publication title.

The issue is then passed to the cataloger who records the receipt and edits the information in the online catalog.

The issues are then returned to University Archives for permanent storage.
This slide shows some of the College of Agriculture Forestry Department publications, in the FOR Series on the left and the bibliographic record for the series on the right.

As you can see, providing monographic records for this series provides more in-depth discoverability of this series. For example, the series covers issues of pest management, wood-lot management, and several repeated titles about Christmas Tree farm management and about growing Shitake mushrooms. None of these would be typically discovered with only the record for the series.
This slide shows the additional or enhanced fields for a typical bibliographic record in the local online catalog. We ensured that access points were added for each author, series access, college and department access, and a 561 note stating the materials are from the College of Agriculture Publications Collection.
Even though we added the extra fields to the records, some of them currently do not display and may not be searchable to due to the configuration of Primo. We will be migrating to the new discovery interface and hope that these fields will be included in the display.

The library system migrated from Voyager to Alma/Primo during this project. Several bibliographic fields that displayed in the Voyager OPAC do not currently display in Primo.
Final steps for handling University publications in the Archives once the titles and/or series are cataloged:

On the left: screen shot from the user defined section of the Kentucky Kernel (student newspaper), accession record. Shows our user defined field for “Bibliographic Record” with the permalink for the catalog record. Screen shot on right shows the cataloged event record for the Kentucky Kernel, showing URIs for associated catalog records for the Kernel and earlier student newspapers.
In most cases, for print format material, each title/accession will have its own box 1, box 2, etc. (that is starting from 1 for each title). In these screen shots from the College of Agriculture publications Resource Record, the extended accession number for each title is listed both in the <unittitle> as well as in the <uniqueid> fields. The AS “top container” record that is linked to each container or instance record uses the <uniqueid> field to indicate which box 1 for which accession.
1. Statistics:

Total COA titles: 4516
2015 Initial Archives student assistant reprocessing work: 4 months at 37.5 hours/week = 600 hours
--8 minutes per title

2016-2017 COA Experiment Station Bulletins project (mainly copy cataloging): 617 records
--Cataloging GA time = 10.45 minutes/title
--Librarian time = 5 minutes/title

2016-2017 COA Cooperative Extension circulars and newsletters/FOR series (mainly original cataloging)
--Archives student assistant time = 3 minutes/title to further reprocess
--Librarian time = 15 minutes/title
--128 records

2. Planning to process more College of Ag publications with graduate assistant for 2017-2018

3. Work this summer (2017) with UA Management intern to finish enhancing accession records for all college publications, current and legacy (although perhaps not copy 2's
that are currently not accessioned and are held off-site)
Work to get more fields to display and indexed in the public online catalog for greater discoverability.

Add more publications to digital repositories, especially ExploreUK

Ensure that the digital publications are linked to the discovery system through the bibliographic records in the integrated library system.
These resources provide information about other approaches to handling and providing greater discoverability of agricultural publications, as well as efforts to collaborate between archives and library technical services.
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