


Managing Your ArchivesSpace Implementation During a Pandemic

The Power of Radical Empathy

Discussion Questions

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- Have you been navigating a similar at-home work environment while implementing AS?
- Do you have specific input related to centering humans during this process, and how you have managed to extend **radical empathy** while continuing to make progress towards goals?
- Would you like to share your own experiences of having **radical empathy** extended to you during this time?
- Anything else that you might like to share!



Radically Altering Plans for a Telecommute Environment

How One Large Academic Library
is Implementing ArchivesSpace



New Job

- Metadata and Collections Management Archivist
- First Day: February 1st, 2020



Goals & Planning Period

Implementing ArchivesSpace at the University of Oklahoma:

The First Nine Months

University of Oklahoma Special Collections

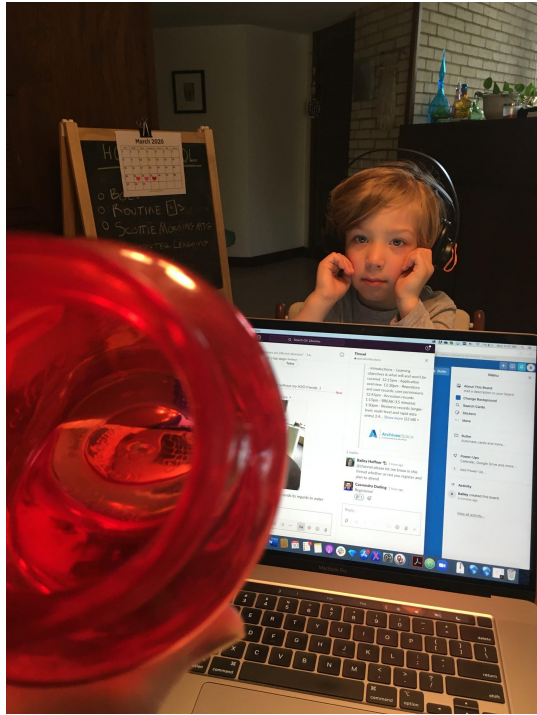
Project Manager: Bailey Hoffner, Metadata and Collections Management Archivist

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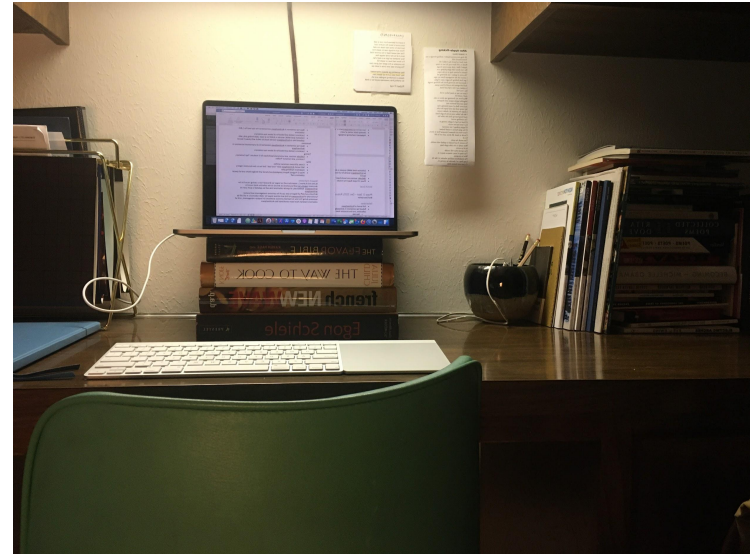
- Implement ArchivesSpace
- 9-month initial plan
- Increased discoverability and physical control

Working from Home



New Challenges

- Working from home
- How to identify goal-oriented work for a significantly increased online workforce
- Budgetary constraints
- Robust physical control no longer possible



Existing WHC Finding Aids

University of Oklahoma Libraries
Western History Collections

Wilma P. Mankiller Collection

Mankiller, Wilma Pearl (1945–2010). Papers, 1977–1995. 45 feet. Indian chief. This collection consists of official and personal correspondence, business records. Record series include personal correspondence (1993–1995) with members of the U.S. Congress and the National Congress of American Indians; Tribal Council correspondence (1990–1994), Cherokee National Historical Society correspondence (1990–1995), and general correspondence (1982–1995). Governmental and Native American Rights Fund (1989–1993), the BIA Central Office (1988–1995), the Muscogee Area Office (1989–1995), the Inter-Tribal Council of the Five Civilized Tribes (1993–1995), the National Congress of American Indians (1993–1995), the Tribal Council Meetings (1985–1993), as well as financial records, budgets, and accounting. Business files include materials concerning the Bingo Outpost (1989–1995), Cherokee Nation Industries (1977–1995) and training records concern the Job Training Partnership Act (1993–1995), Oaks Mission School (1977–1995), Sequoyah High School (1984–1995), Job Corps (1986–1995). Files on community development deal with the Block Grant (1985–1995), the Community Loan Fund (1987–1994), the B

University of Oklahoma Libraries
Western History Collections

Angie Debo Collection

Debo, Angie Elbertha (1890–1988). Papers, 1953–1976. .66 feet.

Historian. A galley proof and original typescript for the book *Geronimo* (University of Oklahoma Press, 1976); correspondence (1967–1972) written by Debo on behalf of Alaskan Indians to regain their tribal lands; and newspaper clippings (1953–1976) from Debo's column in the *Daily Oklahoman*.

**Box D-32
Folder:**

1. Galley for *Geronimo: The Man, His Time, His Place* (part of the Civil War Series).
2. Galley for *Geronimo: The Man, His Time, His Place*.
3. Indexes for *Geronimo: The Man, His Time, His Place* (galleys).

University of Oklahoma Libraries
Western History Collections

Oklahoma Wheat Growers Association Collection

Oklahoma Wheat Growers Association Collection. Records, 1921–1933. .66 feet. Agricultural advocacy organization. Minutes (1921–1927) of the meetings of the Oklahoma Wheat Growers Association; audit reports (1931–1932); the association's articles of incorporation and bylaws (1921); and one copy of the *Wheat Grower's Advocate* (1933).

Box O-4

List of the members of the Wheat Growers Association

**Box O-6
Folder:**

Minutes of the Wheat Growers Association

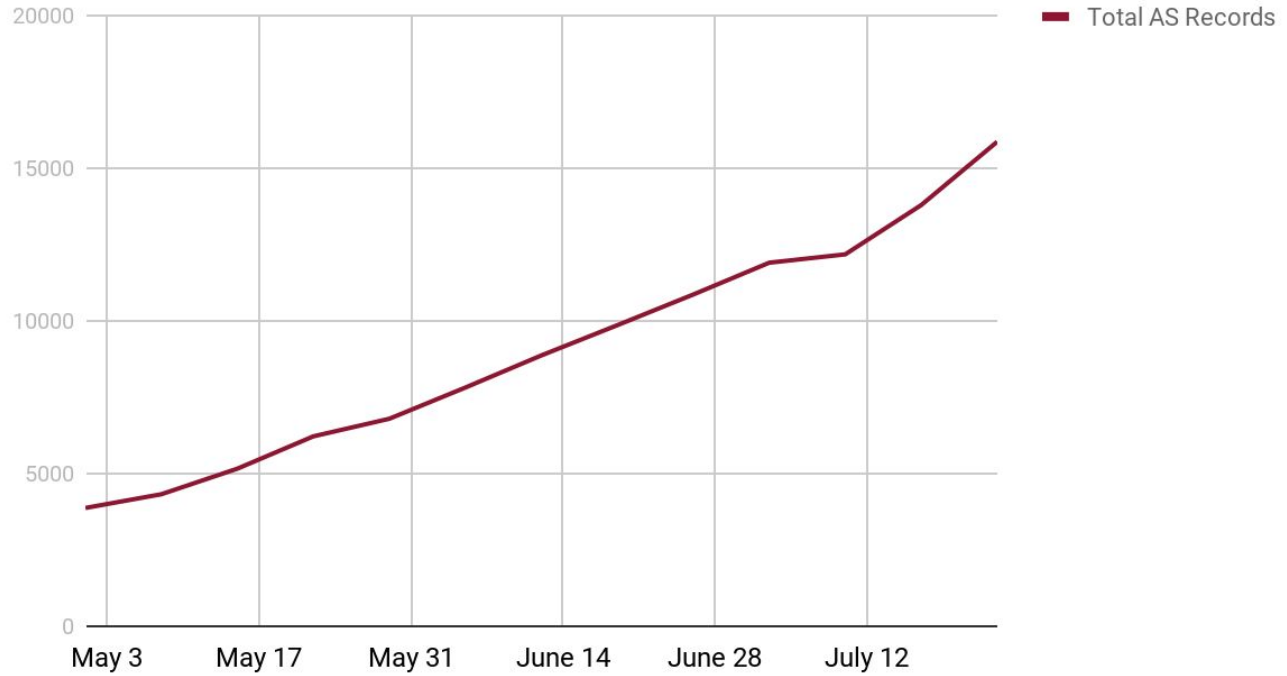
1. Certificate of Incorporation and By-Laws of the Farmers National Warehouse Corporation

ArchivesSpace Implementation Working Group

19 Team Members & Consultants

- Special Collections
- Description & Access
- Architecture Library
- Staff and Graduate Assistants

New Records in ArchivesSpace



Virtual Project Management

The screenshot displays the ArchivesSpace at OU website. At the top, the University Libraries logo is visible. Below it, a breadcrumb trail reads: OU Libraries / LibGuides / ArchivesSpace at OU / Creating Component Records. A search bar is located on the right. On the left, a navigation menu includes: Home, OU ArchivesSpace Manual, Creating a Resource Record, Creating Component Records (highlighted), ArchivesSpace Working Group, Other TeleCommute Projects, and ArchivesSpace Training Materials. The main content area is titled "Creating Component Level Records" and features the heading "Creating Component Level Records in ArchivesSpace". Underneath, it lists "Approach 1: Direct Entry" and includes a warning: "MUST HAVE BASIC DATA-ENTRY PERMISSIONS (+ containers) FOR THE APPROPRIATE REPOSITORY AT archives.libraries.ou.edu/staff TO COMPLETE THIS TASK." It also provides a link to training materials. A video player is embedded, showing a screenshot of the ArchivesSpace interface with a play button overlay. Below the video, "Approach 2: Rapid Data Entry" is partially visible.

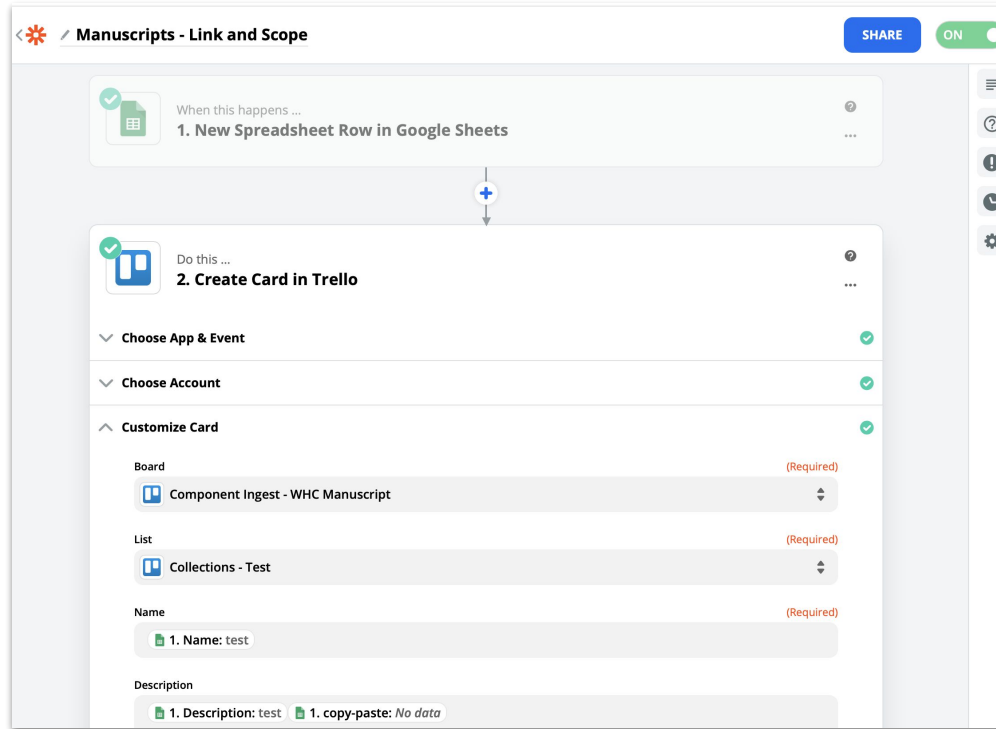
Virtual Project Management

The screenshot displays a Trello board for 'ArchivesSpace Component Ingest - WHC' at the University of Oklahoma Libraries. The board is organized into four columns representing the workflow stages:

- Data Clean-Up:** Contains a card with instructions: '1 INSTRUCTIONS: Use OpenRefine and Excel to create clean, structured data from original PDF format - attach cleaned up excel doc - send to Template on completion'. Below it are six cards for various manuscript collections, each with a progress indicator (e.g., '1/2/6').
- Template:** Contains a card with instructions: '1 INSTRUCTIONS: Copy & paste finding aid info from original PDF or cleaned-up spreadsheet into ingest template - Send to Ingest on Completion'. It includes an 'Add another card' button.
- Ingest:** Contains a card with instructions: '1 INSTRUCTIONS: Ingest component level records into ArchivesSpace (either direct-entry or template, depending on length of collection) ***NO MORE THAN 100 ROWS AT A TIME when using Template*** - send to Final Review on Completion'. It includes a '2 pages or less' status tag and a card for 'Map Collection #13: Boomer Maps'.
- Final Review:** Contains a card with instructions: '1 INSTRUCTIONS: Review full finding aid in ArchivesSpace - add processing note and any other information from original finding aid not already included, remove PDF Link'. It includes several cards for manuscript collections, some with 'Issues to Revisit' tags.

Virtual Project Management

Zapier.com



Virtual Project Management



Fully Implemented

The screenshot shows a web browser window with the URL `archives.libraries.ou.edu`. The page header features the University of Oklahoma logo and the text "UNIVERSITY LIBRARIES The UNIVERSITY of OKLAHOMA". A navigation bar includes links for Home, Repositories, Collections, Subjects, and Names, along with a search icon. The main content area is titled "Archival Collection Finding Aids" and describes it as a "friendly archives management tool". It provides a detailed description of the database's contents, including personal papers, archival records, photographs, maps, audio-visual materials, and ephemera. It also lists "Other Resources" such as additional archival collections at OU, books in Special Collections, digitized special collections materials, and digitized library materials in SHAREOK. Below the text is a search interface titled "Search the Archives" with a text input field, a dropdown menu for "Search all record types", a "Keyword" dropdown, a "Years" range selector (From To), and a "Search" button. The footer contains the text "The University of Oklahoma" and "Staff Interface | ArchivesSpace.org | Hosted by LYRISIS" with a small orange star icon.



Human-Centered

Barb Mc Clurkin

Bridget Burke

Cassondra Darling

Fred Reiss

Jackie Reese

Jamie Dye

Jamison Clair

Jay Shorten

Kristina Southwell

Lauren Parker

Lina Ortega

Nathan Boyd

Rachael Lester

Rachel Johnson

Shuyu Lu

Todd Fuller

Tom Steele

Tracy Chapman

Xiaoyu Duan

Thank You

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Discussion Questions

— — —

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- Do you have specific input related to centering humans during this process, and how you have managed to extend **radical empathy** while continuing to make progress towards goals?
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