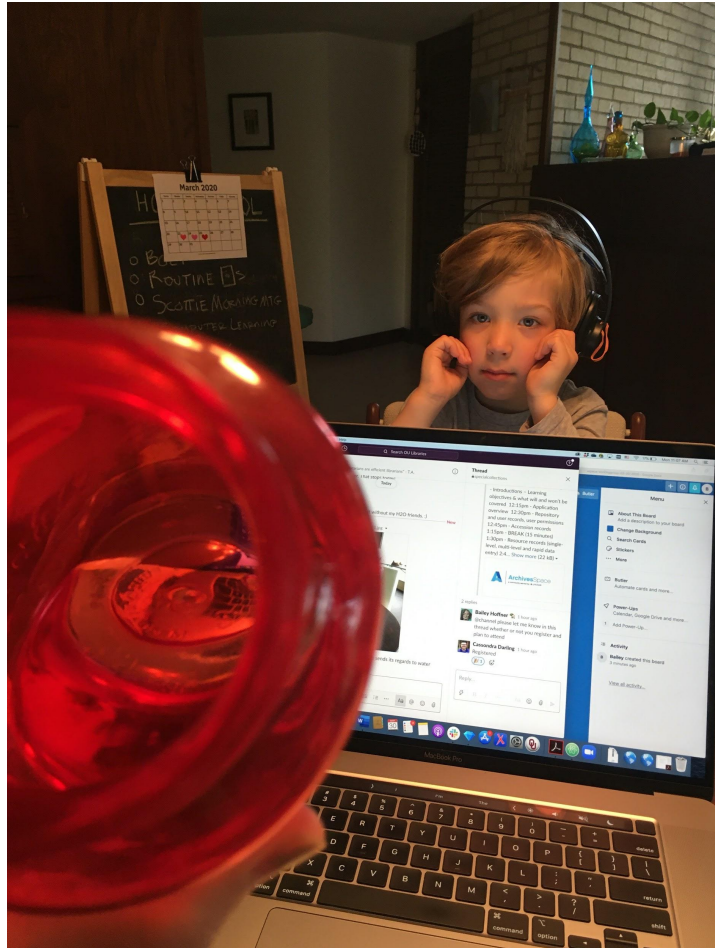




# Radically Altering Plans for a Telecommute Environment

How One Large Academic Library  
is Implementing ArchivesSpace

# Working from Home



# Overview

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## The Project

- Implementing ArchivesSpace
- Goal-Oriented
- Human-Centered

## Useful Tools

- Virtual Project Management
- Data Cleanup
- Data Ingest

# New Job

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- 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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Research Implications .....	3
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- Implement ArchivesSpace
- 9-month initial plan
- Increased discoverability and physical control

# OU Libraries Special Collections

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- Chinese Literature Translation Archive
- Harry W. Bass Collection in Business History
- History of Science Collections
- John and Mary Nichols Rare Books and Special Collections
- Western History Collections (WHC)

# 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 (1985–1994), 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 Community 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* (Univ. 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 and the American Indian 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

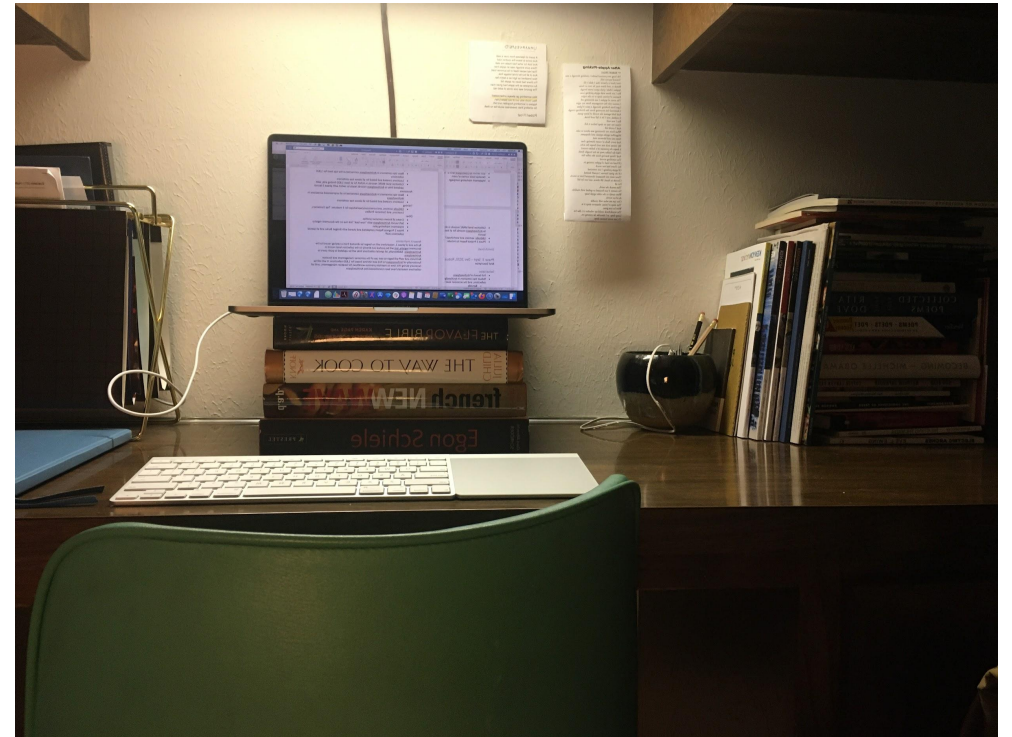
#### Box O-6 Folder:

Minutes of the Wheat Growers Association

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

# New Challenges

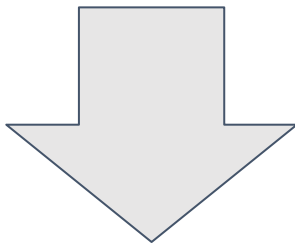
- Working from home
- How to identify goal-oriented work for a significantly increased online workforce
- Budgetary constraints
- Robust physical control no longer possible





# Increased Discoverability

1,820 Finding Aids in Document Registry



ArchivesSpace

UNIVERSITY LIBRARIES  
The UNIVERSITY of OKLAHOMA

Document Registry

Login

HOME

**FINDING AIDS**

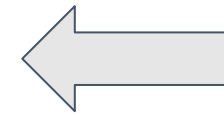
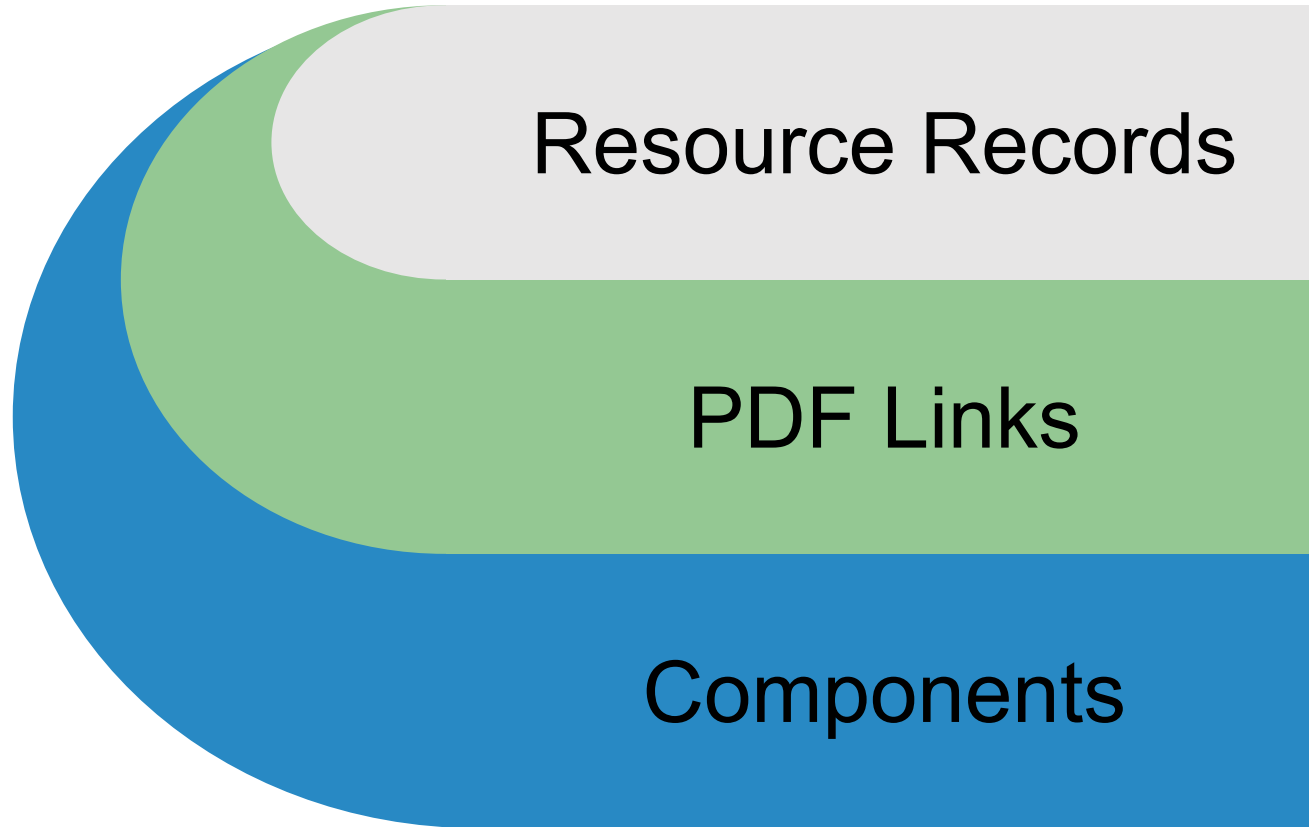
+ Add New Finding Aid

Search by Title  Description

Title ^	Updated Last
<a href="#">Abbott, J. H. Manuscript Collection</a>	Feb 1 2016 - 21:47
<a href="#">Abrams, Abner W. Manuscript Collection</a>	Apr 23 2018 - 20:06
<a href="#">Adams, Arthur Barto Manuscript Collection</a>	Feb 1 2016 - 21:56
<a href="#">Adams, Joseph Quincy Manuscript Collection</a>	Feb 1 2016 - 21:56
<a href="#">Adams, Ramon Frederick Manuscript Collection</a>	Feb 1 2016 - 21:57

# Dynamic Approach

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temporary  
workaround

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# ArchivesSpace Implementation Working Group

## 19 Team Members & Consultants

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

# PDF Linking Workaround



Home Repositories Collections Subjects Names Q

## Angie Elbertha Debo Collection

 **Collection** Identifier: WHC-M-967



Western History Collections | Angie Elbertha Debo Collection

Collection Overview Collection Organization Container Inventory

### Scope and Contents

FULL FINDING AID (PDF)

Historian. A galley proof and the original typescript for Debo's book "Geronimo" published by the University of Oklahoma Press in 1966; correspondence (1967-1972) written by Debo on behalf of Alaskan Indians to regain their tribal lands, and newspaper clippings (1953-1954) of Debo's column in the Daily Oklahoman. Also included in this collection is one file of correspondence (1939-1972) between Debo and officials of the Princeton University Press regarding the publication of her controversial book "And Still the Waters Run."

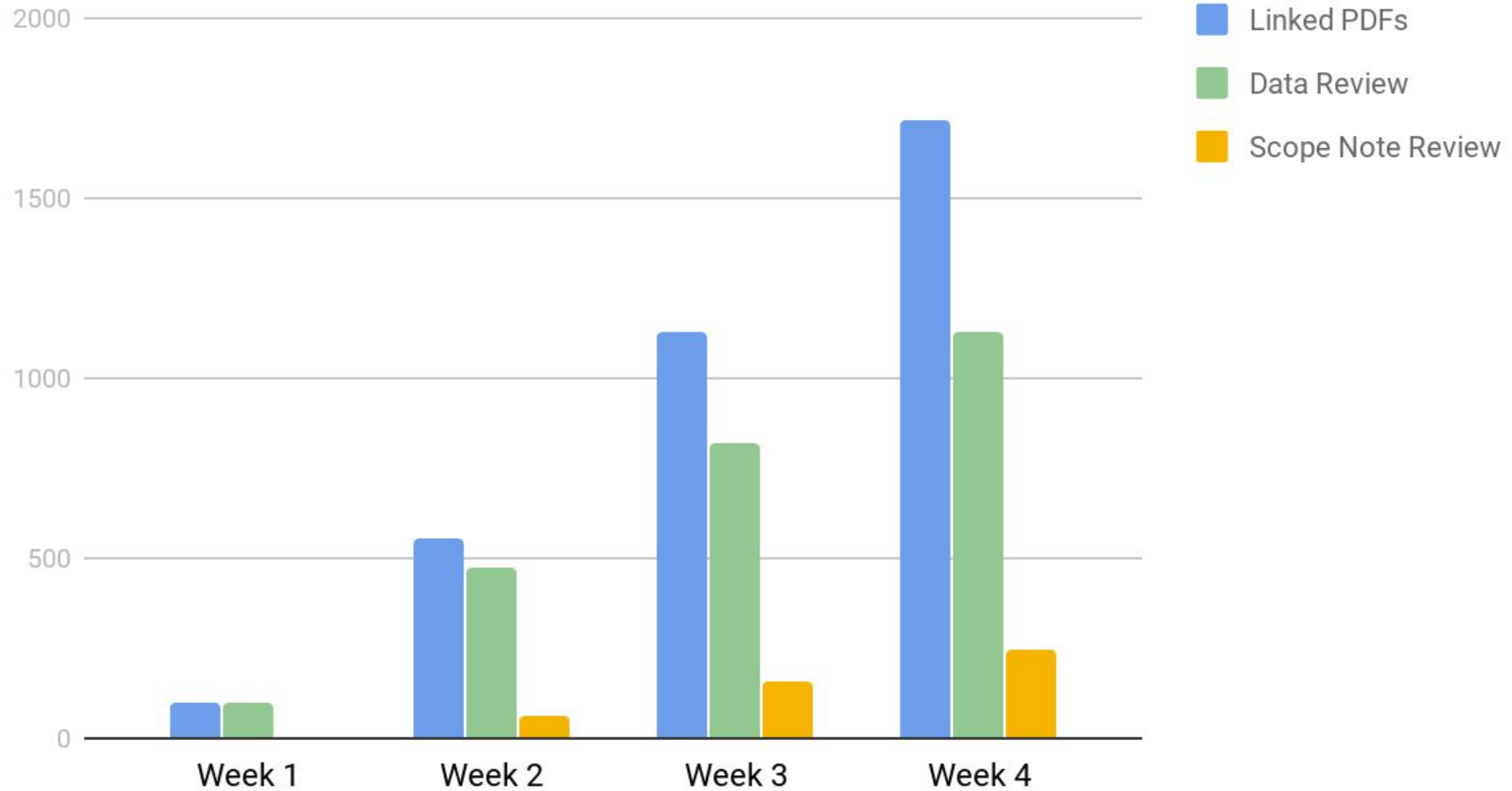
### Dates

1939-1976

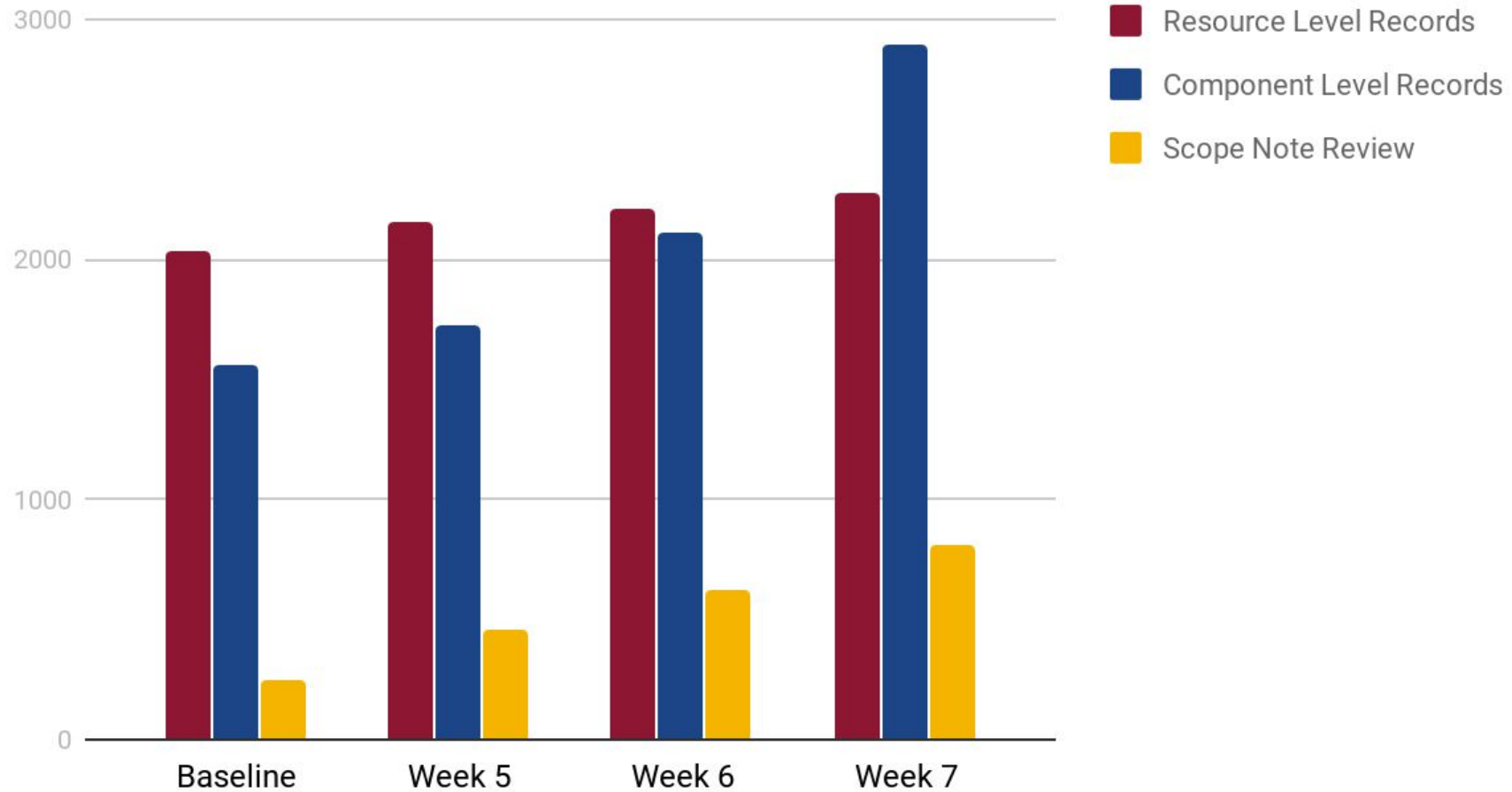


*What will you do at the intellectual crossroads of the University of Oklahoma?*

## Linking PDFs and Data Review



## New Records in ArchivesSpace



# Virtual Project Management

The screenshot displays the 'ArchivesSpace at OU' guide page. The header includes the University of Oklahoma logo and 'UNIVERSITY LIBRARIES The UNIVERSITY of OKLAHOMA'. The breadcrumb trail reads 'OU Libraries / LibGuides / ArchivesSpace at OU / Creating Component Records'. A search bar is located in the top right. A left-hand navigation menu contains buttons for '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 sub-heading 'Creating Component Level Records in ArchivesSpace'. Below this, it lists 'Approach 1: Direct Entry' and 'Approach 2: Rapid Data Entry'. A prominent warning states: 'MUST HAVE BASIC DATA-ENTRY PERMISSIONS (+ containers) FOR THE APPROPRIATE REPOSITORY AT archives.libraries.ou.edu/staff TO COMPLETE THIS TASK.' The text advises users to review training materials if they are new to the system and provides a link to the manual. Two video thumbnails are shown, one for 'Approach 1: Direct Entry' and another for 'Approach 2: Rapid Data Entry', both featuring a play button and a 'High M. Ayer Collection' label.

# 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, Template, Ingest, and Final Review. Each column contains a list of cards representing individual manuscript collections. The 'Data Clean-Up' column lists seven collections, each with a card containing instructions and progress indicators (e.g., 1/2, 2/6). The 'Template' column has one card with instructions and an 'Add another card' button. The 'Ingest' column lists five collections, each with a card indicating '2 pages or less' and 'Issues to Revisit', along with progress indicators. The 'Final Review' column lists five collections, each with a card containing instructions and progress indicators. The board interface includes a top navigation bar with 'Boards', search, and user avatars, and a background image of bookshelves.



# Virtual Project Management

The screenshot shows a Zapier workflow configuration interface. At the top, it says "Manuscripts - Link and Scope" with a "SHARE" button and a toggle switch set to "ON". The workflow consists of two steps:

- 1. New Spreadsheet Row in Google Sheets** (Trigger)
- 2. Create Card in Trello** (Action)

Below the second step, there are three sections for configuration, each with a green checkmark:

- Choose App & Event**: Checked.
- Choose Account**: Checked.
- Customize Card**: Checked.

The "Customize Card" section includes the following fields:

- Board** (Required): A dropdown menu with "Component Ingest - WHC Manuscript" selected.
- List** (Required): A dropdown menu with "Collections - Test" selected.
- Name** (Required): A text input field containing "1. Name: test".
- Description**: A text input field containing "1. Description: test" and "1. copy-paste: No data".

On the right side of the interface, there is a vertical toolbar with icons for help, notifications, and settings.

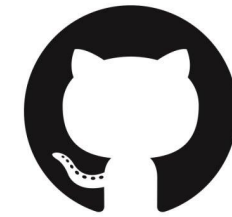
# Virtual Project Management



# Flexibility is Key



## OpenRefine



## GitHub

<https://github.com/fordmadox/Excel-to-DSC>

<https://github.com/harvard-library/aspace-import-excel>

# Component Level Ingest

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# Minimally Viable Record

Manuscripts
Title
(Ref ID - auto-generated)
---
Level of Description
Date/s
Container Info (if/when possible)

Edit

**Box 1** Top Container

Indicator 1

Container Type box

Exported to ILS Not exported

**Active Restrictions**

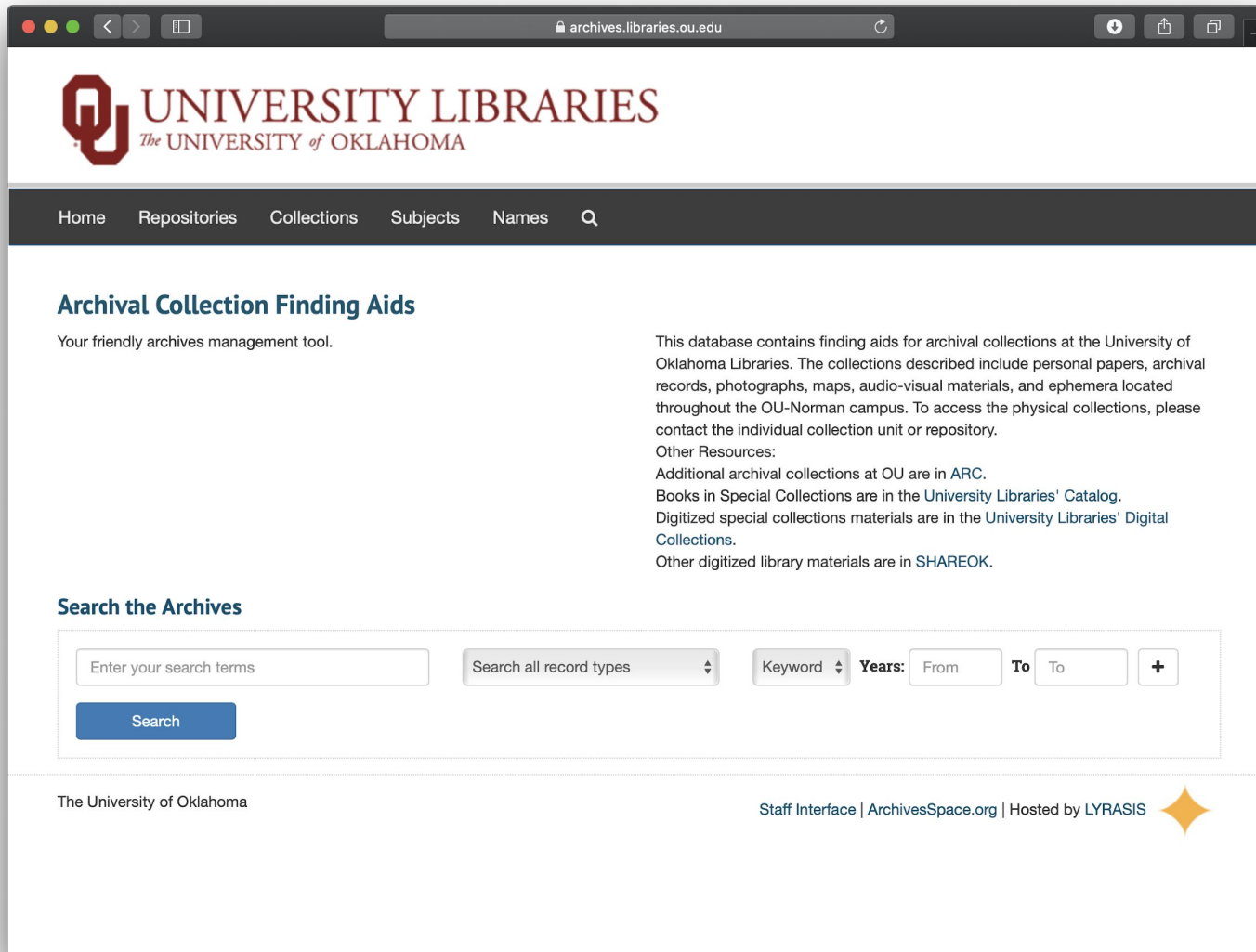
No Active Restrictions

**Linked Records**

Showing 1 - 30 of 64 Results, Sort by:

Record Type	Title	Identifier
Archival Object	Vietnam, test material, 1989	

# Beta Phase Launch



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 the database as a "friendly archives management tool". It lists various collection types and provides links to other resources like ARC, the University Libraries' Catalog, Digital Collections, and SHAREOK. A search section titled "Search the Archives" contains a search box, a dropdown for "Search all record types", a "Keyword" dropdown, and "Years" fields for "From" and "To" with a "+" button. The footer includes "The University of Oklahoma", "Staff Interface | ArchivesSpace.org | Hosted by LYRASIS", and a yellow star icon.



# Human-Centered

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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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