**East Carolina University Libraries ArchivesSpace Migration  
Project Definition**

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| Document Version | Date | Author | Notes |
| 01 | 2018-07-17 | Kelly Spring | First Draft |
| 02 | 2018-07-25 | Kelly Spring | Include peer website evaluation and front-end development in scope |
| 03 | 2018-08-13 | Kelly Spring | Include MARC records in scope |
| 04 | 2019-10-10 | Kelly Spring | Include in-house request system in scope |

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# Purpose

This document provides a brief overview of the East Carolina University Libraries ArchivesSpace Migration project and promotes a shared understanding of the project. This shared understanding is essential before the Working Group can review and further develop a detailed Project Plan and Timeline.

# Problem/Opportunity

The information contained within ECU’s Collection Guides (aka archival finding aids) is currently stored across four separate databases. The Joyner Library Manuscript Collections' top-level descriptive information lies within Archivists’ Toolkit, container lists are scripted from Excel spreadsheets to a SQL database, name and subject authorities reside in a third database accessed via an online user interface, and digital object metadata is stored alongside the digital objects in their own repository. A .NET Web Application compiles data from each of these resources and renders the final product on the library website.

ECU’s University Archives Records, Laupus Health Sciences History Collections, and the Country Doctor Museum Collections follow a similar structure, except for the container lists which lie in Archivists’ Toolkit.

While this method has served the East Carolina University Libraries well, it is not viable to continue based on the following factors.

* Archivists’ Toolkit is no longer supported. The web-based archival management system ArchivesSpace superseded Archivists' Toolkit in 2013.
* Poorly structured data and fluctuating local requirements informed the development of the .NET Web Application. Because of its highly interdependent nature, the code is not easily broken down into component pieces, making potential repairs or enhancements difficult to execute without causing changes in overall functionality.
* Creating, posting, and maintaining ECU’s Collection Guides online is complex and inefficient. At times, staff must perform double data entry.
* Encoded Archival Description (EAD) exports from the current system are not compatible with archival industry standards.

# Project Goal

Migrating ECU’s Collection Guides from dispersed databases into ArchivesSpace will structure our data, unify our data, and streamline the workflow for posting guides online.

# Project Objectives

To achieve our goal, we must complete an inventory of all data sources, evaluate and prepare the data for migration, conduct test migrations, create local policy documentation, train staff on the ArchivesSpace application, develop the front-end system to accommodate the new data, and conduct a final migration ending in system implementation.

# Project Scope

The major priority is to unify the Manuscript Collection’s top-level descriptions with their respective container lists and to bring together the Manuscript Collections, Archival Records, Laupus History Collections and Country Doctor Collections in one system. Additionally, the project will restructure existing data to meet industry standards, will rectify errors in name and subject authorities and existing MARC records, will update and modify the front-end user interface, will develop an in-house request system for archival material and rare books, and will define and put in place best practices for authorities as well as digital object metadata.

Activities deemed out of scope are the enhancement of records, correcting grammatical errors (excepting authorities), physically re-processing collections, and scanning or digitizing material. Because ideas will arise during the project, the working group will maintain a someday/maybe list for future projects.

# Key Stakeholders

Jan Lewis, Director of Joyner Library

Marlena Barber, Assistant Director of Collections and Historical Services

Layne Carpenter, Archivist

Alston Cobourn, University Archivist

Patricia Dragon, Head of Special Collections Cataloging

Martha Elmore, Manuscript Archivist

John Lawrence, Assistant Director for Special Collections

Amanda McLellan, Head of Service, Application & Digital Services

Michael Reece, Lead Developer

Dale Sauter, Head of Manuscripts & Rare Books- Manuscript Curator

Kelly Spring (Project Manager), Access Archivist

Amanda Vinogradov, Metadata Technician

# Outcomes/Success Criteria

To consider the project successful, all archival collection descriptions, container lists, and authorities will be stored in ArchivesSpace, the data will meet the standards agreed upon by the ArchivesSpace Migration Working Group, and staff will be trained and comfortable using ArchivesSpace. Container lists will no longer require scripting to the database and structured EADs will be available for export through ArchivesSpace. As a result, the workflow for creating, posting, and maintaining online collection guides will improve.

# Assumptions and Constraints

This section lists what we can assume to be true in the future as well as limitations imposed on the project.

## Assumptions

* All working group members will be available to work on the project.
* All staff assigned to the project have the necessary skills and knowledge.
* The timeline and deliverables are achievable.
* Hardware and software needed for the project will be available.
* Support from the ArchivesSpace community will be available.

## Constraints

* Data volume and complexity

# Risks

The following are uncertain events or conditions that, if occur, will influence the project.

* Scope is ill-defined
* Time estimates are inaccurate
* Stakeholders or users have inaccurate expectations
* Staff turnover
* Learning curves
* The project requires more staff time
* Resource performance issues
* Global warming
* ArchivesSpace major code change

# Estimated Duration

The project will begin in July 2018 and conclude in April 2020. Data sampling, data testing, conversations with stakeholders, and a workflow analysis of current procedures informed this estimate. Please see the ECU Libraries AS Migration – Project Outline, Project Timeline, and Three Point Analysis for more details.