

Selecting Content Considerations

Process for Selection:

- 1.) Explore finding aid to get a better idea of content, scope, and available biographical information.
- 2.) Go through letters to get a better idea of broader themes and how they might relate to the outlined values.
- 3.) Go through photographs and think about how photographs align with research and educational value because photographs can be difficult to contextualize in an archival collection especially if there is not much information about/within them.

List of Themes:

- 1.) Religion/faith and how that is shaped by missionary work
- 2.) Perceptions of regions she worked in- how does she describe them?
- 3.) Experiences while doing missionary work during the years 1948-1951
 - daily life
 - culture
 - teaching
 - radio broadcast work
- 4.) Familial relations - how much do these letters reveal about Killgrove's relationship with her parents and her brother, the recipients of the letters?
- 5.) Socio-political change as experienced by Killgrove
 - creation of the state of Israel
 - The Coup of 1948 (Yemen)
 - Operation Magic Carpet
 - increasing tension in the Arab world and Africa as the result of a push against colonization (<http://scua.library.umass.edu/ead/mums866#scopecontent>)

Summary of the selection process

Stage	Tasks Involved	Tools and Techniques	Staff Involved
Select material	Develop criteria Select materials Prepare materials	Local selection criteria Best Practices Guidelines	Special collection Archives Subject Librarians

(Gourley and Zhang, pp. 9)

Tools and Techniques

We will be drawing upon the collection development policy of UMass Amherst, as well as its “Criteria for Evaluating Proposals to Produce, Curate, or Preserve Digital Content.”

Project Title:	Ethel A. Killgrove Papers
Submitted By:	LIS 462 Spring 2016 class
Collaborator(s):	Special Collections and University Archives at the University of Massachusetts, Amherst, Simmons College
Fit with Library/University	<ul style="list-style-type: none">● “Fits into the mission and strategic goals of the Libraries and University.● Aligns with the Libraries’ Collection Development Policy.● Increases library visibility on the UMass campus.● Increases national or international visibility for UMass.
Significance of the Project	<ul style="list-style-type: none">● Project has product of academic value or community significance.

	<ul style="list-style-type: none"> ● Collecting and preserving the material will enhance the intellectual value of the material. ● Complements existing collection strengths or fills gap in existing virtual collection. ● Contributes to the development of critical subject mass of digital materials in areas of strong demand. ● Content is unique, rare, or difficult to access. ● Results in a reduction in handling of fragile material, or protects materials at high risk of theft or mutilation, or addresses material that is deteriorating. ● Incorporates value-added services that enhance usability (e.g., through new search capabilities, integration of formats, links to other materials, the ability to manipulate images and texts, or study materials in new ways). ● Reduces costs and/or generates efficiencies (e.g., by eliminating the need to acquire resources, freeing up staff time, etc.). ● The Libraries participation contributes to compliance with funder requirements. ● Enhances access to materials previously unavailable to the public.
Source Materials and Metadata	<ul style="list-style-type: none"> ● The Libraries have access to all the source materials required to execute the project. ● The project has been organized and processed. ● Is there existing metadata? - No ● Is there a finding aid? - Yes

	<ul style="list-style-type: none"> ● Structured content and/or value standards were used to create the metadata. ● The source materials will produce good quality digital output.
Resources and Technical Considerations	<ul style="list-style-type: none"> ● The Libraries have the technical infrastructure to support the project. ● The Libraries have the knowledge and skills necessary to accomplish the project alone or with a partner, or capacity to develop them. ● There are other librarians, archivists and/or faculty who would be willing to partner on the project.”

(<https://www.library.umass.edu/about-the-libraries/policies/criteria-for-evaluating-proposals-to-produce-curate-or-preserve-digital-content/>)

Criteria for Selection

It is our intent to digitize the *Ethel A. Killgrove Collection* as a dual mission of access and preservation. Digitization will allow for more people to access the collection, and will preserve the physical collection from damage due to repeated handling. We will draw upon Ghourley and Zang’s considerations for content selection, which include value, target audience, and stakes such as access restrictions or intellectual property and copyright (Gourley and Zhang, pp. 19-30).

Primary target audience of digital collection

- Students,
- Teachers,
- Researchers
- Interested members of the public

Content Value

-Values we can ascribe to collection:

- 1.) Research value
- 2.) Educational value
- 3.) Socio-religious value

This collection is “valuable,” as previously stated, for research, socio-religious, and educational purposes. However, it is necessary to ask, as does the NDCC, “does the content of the material merit the expenditure of effort and resources? Specific definitions of value and importance vary from institution to institution but cluster around intellectual, historic, and physical characteristics.

- How do the materials relate to the institution’s collecting policy and to its other digital resources?
- Are they rare or unique?
- Do they provide accurate information in their subject area or contribute to broader or deeper coverage? Do they relate to areas poorly documented online?
- Is there a legal need to preserve the materials and make them widely accessible?
- Are they important for the functioning of the institution?
- Do they support current or new high-priority activities?
- Are they aesthetically appealing? Will they display well on-screen?” (Gertz).

The majority of this collection addresses these questions affirmatively. They are unique and rare, digitization would reduce handling, therefore preserving the physical collection, and they have scholarly value in terms of Killgrove’s well-detailed personal account of her experience in a socially and politically rich environment and time. Each part of the collection - the photographs, ephemera, and letters - help to illustrate this time in history and Killgrove’s experience.

However, there are a number of photographs that are exceptions, and will not be included within the digitized collection. These photographs are 29 in number, and include unidentified and/or blurred images. According to our content value guidelines, blurred, indescribable images are not “aesthetically appealing,” and will not “display well on-screen.” Both blurred and unidentified images do not “provide accurate information in their subject area or contribute to broader or deeper coverage.” In short, their lack of research, socio-religious, or educational “value” does not merit the work required to digitize them.

Adapted from the Northeast Document Conservation Center

Restrictions on Access

There are no restrictions; this collection is open for research according to the finding aid, so we do not need to worry about violating access restrictions.

Intellectual Property Rights/Copyright and Use

The copyright of these materials belongs to Special Collections and University Archives at the University of Massachusetts, Amherst. At the time of acquisition, a deed of gift was generated in which the intellectual property rights and copyright were signed over to Special Collections (hereafter, SCUA), and thus, SCUA maintains copyright to the materials in the Ethel A. Killgrove Papers. This permission statement describes the copyright compliance policy outlined by SCUA: <http://scua.library.umass.edu/umarmot/services-at-scua/permissions/>.

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Cite as: Ethel A. Killgrove Papers (MS 866). Special Collections and University Archives, University of Massachusetts Amherst Libraries.

Fair Use

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Resources

Gertz, Janet. "6.6 Preservation and Selection for Digitization." *Northeast Document Conservation Center*. Northeast Document Conservation Center, n.d. Web. 13 Mar. 2016.