2015-2016 Action Plan

# Goal #1

By April 2016, I will, as an innovative goal, expedite the ingest, description and overall curation of digital archives by facilitating the creation and reuse of descriptive and administrative metadata among Archivematica, ArchiveSpace and DSpace, streamlining the deposit of fully processed content into a digital preservation repository. By contributing to the Mellon-funded Archivematica-ArchivesSpace-DSpace Workflow Integration project, I will not only be curating, promoting, and preserving the essential histories of the University of Michigan and the state of Michigan, but also helping to ensure that the Bentley Historical Library (Bentley) is among the leaders and best in the digital curation community by representing the Bentley in discussions of this project with peer institutions online or at local, regional, national and/or international professional meetings.

## Action Plan

I will achieve this goal by:

* contributing to Mellon reports;
* writing and refining user stories;
* participating in weekly telecons;
* providing Artefactual with test or “fixture” data;
* testing and evaluating Appraisal and Arrangement tab prototypes and Archivematica in general;
* providing feedback on issues or bugs in Appraisal and Arrangement tab prototypes or Archivematica in general;
* creating Appraisal and Arrangement tab documentation; and
* representing the Bentley in discussions of this project with peer institutions online.

## Measurements and/or Milestones

By the annual meeting of the Society of American Archivists in August 2015, I will, with colleagues at the Bentley and Artefactual Systems, Inc., demonstrates a prototype of the Archivematica Appraisal and Arrangement tab.

In November 2015, Mike Shallcross and I will, with colleagues at LYRASIS, Artefactual Systems, Inc., Educopia and BitCurator, present a workshop on using open sources tools for archival workflows. If accepted, Mike Shallcross and I will present a poster on the Archivematica-ArchivesSpace-DSpace Workflow Integration project.

In January 2016, I will assist with the assessing progress and remaining work. All major functionality should be under development and improvement of features should be underway.

In April 2016 the grant will come to a close. A fully functioning system should be in place that will permit us to accession, arrange, describe, ingest, and deposit digital archives into a preservation repository. Documentation of new ingest and processing procedures will be drafted.

The measurements used will be a working prototype of the Appraisal and Arrangement tab by the annual meeting of the Society of American Archivists in August, ArchivesSpace integration by the iPRES 2015 conference in November, and DSpace integration and Mellon final report by the close of the Grant in April 2016.

# Goal #2

By April 2016, I will, as an innovative goal, help to implement the ArchivesSpace archival management system to replace current resources and procedures, increase efficiency, and join peer institutions in establishing archival best practices for the 21st century. In addition to my role in ensuring that legacy Encoded Archival Description (EAD) and accession records are imported from current resources by that time, I will engage with the archival and digital curation communities to inform best practices for the use of this resource.

## Action Plan

I will achieve this goal by:

* guiding the migration of legacy EADs and accession records into ASpace;
* working closely with project archivists and interns; and
* reaching out to the ArchivesSpace and wider archival communities, as necessary;
* serving on the ArchivesSpace Technical Advisory Committee, which will:
  + Provide overall technical guidance and review external contributions to the code base.
  + Review functional enhancements and priorities identified by the Users’ Advisory Council.
  + Work with LYRASIS to communicate development needs to the community development forum
  + Designate code committers based on nominations from the community and evidence of quality code.
  + Develop guidelines for review and testing of all external code contributions before the code is added to the software code base.
* assisting with development of data entry guidelines and conventions.

## Measurements and/or Milestones

The measurements used will be the number of EAD (2846+) and accession (19241+) records that are successfully migrated into ArchivesSpace and otherwise enhanced.

In September 2015, the “A-Team” (Mike, Olga, Dallas and I) will test import of all EADs into ArchivesSpace.

In January 2016, the “A-Team” will test import all accession records into ArchivesSpace.

By March 2016, all relevant data will be migrated to a MLibrary-hosted version of ASpace (if not sooner).

By April 2016, the “A-Team” will have a fully implemented workflow for the arrangement and description of digital archives and completed draft of data entry conventions for ASpace.

By May 2016, the Bentley Historical Library will be fully-live with ArchivesSpace for all new accessions as well as the creation and revision of EAD finding aids.

# Goal #3

By July 2016, I will, as a maintenance and problem-solving goal, assume a leadership role in Curation at the Bentley by documenting and updating local procedures and workflows related to the ingest and processing of born-digital archives with Archivematica, ArchivesSpace, and/or other tools as necessary, ensuring that local practices reflect professional standards and are appropriate to Bentley resources, and by training project archivists, interns and other staff in procedures and resources for the ingest, processing, and description of digital archives.

## Action Plan

I will achieve this goal by:

* continuing to familiarize myself with digital process procedures and tools at the Bentley;
* continuing to familiarize myself with emerging metadata standards such as EAD3 and PREMIS Version 3.0;
* updating the processing manual after Archivematica and ArchivesSpace are implemented; and
* training project archivists interns on their use.

## Measurements and/or Milestones

The measurements used will be a processing manual that reflects workflow changes after Archivematica and ArchivesSpace are implemented, the number of students and project archivists successfully processing digital collections and the number and size of digital collections processed.

By April 2016, a fully functioning system should be in place that will permit us to accession, arrange, describe, ingest, and deposit digital archives into a preservation repository. Documentation of new ingest and processing procedures will be drafted.

# Goal #4

By July 2016, I will, as a development goal, improve my technical skills as they relate to cleaning up legacy metadata, processing born-digital archives, and working with open source systems like Archivematica and ArchivesSpace.

## Action Plan

I will achieve this goal by:

* further developing my use of Python and/or other programming languages;
* participating in Curation hackathons; and
* seeking out professional development opportunities in this area, including but not limited to:
  + Code4Lib 2016 in Philadelphia or Code4Lib Midwest 2016
  + Exploring opportunities such as MIT Open Courseware, edX or Coursera

## Measurements and/or Milestones

The measurements used will be scripts and tools developed to clean up or enhancement of legacy metadata, as well as to automate or enhance Archivematica and ArchivesSpace.