
Toni Morrison Reading Room

Finding Aid

30th March 2016

OVERVIEW

This project covers the design and implementation of a stand-alone HTML-based Finding Aid that will allow researchers to view digitized content (PDFs) in the **Toni Morrison Papers** collection (C1491) on two laptops in the RBSC Reading Room. No duplication or transfer of content from these computers is allowed (i.e., all output devices must be locked).

The contents will be arranged as a single page Contents List that follows the structure of the **EAD data supplied by RBSC Technical Services**. Content will be continue to be added as digitization and processing continues beyond the release date. The data used for the stand-alone system will need to work in the public Finding Aids site so that researchers can request the use of the laptop to browse contents in the Reading Room.

Stakeholders will meet weekly to ensure progress is on track in the run up to the release.

GOALS

1. Allow users to request laptops to be delivered to the RBSC Reading Room via the public Finding Aids website
2. Restrict users from viewing any content on the public Finding Aids Website
3. Allow users to browse and view Toni Morrison Papers content on two laptops in the RBSC Reading Room
4. Restrict transfer of any content from Toni Morrison Papers laptops
5. Create a workflow for adding content to the laptops as more of the collection is digitized and processed

ROLES

1. **Product Owner** - Don Skemer?
 - a. Responsible for the success of the project
 - b. Responsible for Meeting Agendas
 - c. Signs off on use cases

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2. **Technical Lead** - Jon Stroop?
 - a. Responsible for coordinating the technical implementation
 3. **Web Developer** - Shaun Ellis
 4. **Stakeholders** -
 - a. Allison Hughes (Primary Archivist)
 - b. Gabriel Swift (RBSC/Firestone Public Services Librarian)
 - c. Roel Munoz (Digital Studio Content Provider)
 - d. Don Thornbury (RBSC Tech Services Director)
 - e. Kevin Reiss (Shaun's manager)
 - f. Tracy Hall (L-support Manager)

Assumptions

- **RBSC Technical Services** will deliver sample EAD document with stable Component IDs by April 4th, with the full EAD by the first week of May
- **RBSC Technical Services** will supply <dao> elements with relative (no root specified) paths will be used in EAD to point to local content. These will likely be auto-generated as the relevant content file is formatted as {component-id}.pdf
- **RBSC Technical Services** will ensure that the EAD supplied conforms to the requirements for rendering, sans content, in the existing Finding Aids website
- **Digital Studios** will provide a subset of PDF content (files named according to component ID) in a single directory by April 4th, with the full content by the first week of May
- **L-support** will be responsible for ordering laptops
- **L-support** will be responsible for developing and implementing a strategy for restricting public access to network and devices/ports (ethernet, usb, etc, drives) but allowing software, content, and data updates from staff. All files must be read-only for the public user.
- **Systems** will update Public Finding Aids site to ignore relative <dao> paths.
- **Systems** will generate a static, single-page Finding Aid from the supplied EAD. Navigation will mimic the Finding Aids Site's Single Page View (simple, high-level ToC)
- **Systems** will not implement search. Browser search feature (Ctrl-F) will serve this purpose.
- **Systems** will not generate JP2 derivatives or PDFs for use on the Image Server. Access to digital content, even to staff, will only be available via the laptops and the Isilon TIFF archive.
- **Public Services** understands that a request for any component in the Toni Morrison collection will be mapped to the circulation of the laptop to and from the reading room.

USE CASES / SPECIFICATIONS

Users of the system include **Patrons** and **Staff**. Use cases are available as [GitHub Repository Issues](#). Some assumptions will be repeated in the use cases.

MILESTONES

Sample Data - April 4th

RBSC Technical Services will deliver sample EAD document with stable Component IDs and Digital Studios will provide a subset of content in PDF format, naming files by Component ID.

Prototype - May 1, 2016

Prototype of Finding Aid must be completed, allowing for the browse and viewing of digital content.

Deadline/Release - June 1, 2016

All goals outlined in this document must be met by this date.