

# making it happen

Archival access victories and lessons learned in hybrid collections processing

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# who we are and what we do

**VISION** “to bring national recognition to the university for distinctive research collections documenting the diverse histories and development of San Antonio and South Texas.”

## **COLLECTING PRIORITIES**

- History of the African-American and LGBTQ communities in our region
- History of women and gender in Texas
- Mexican-American history
- Activism
- Tex-Mex food industry
- Urban planning
- UTSA’s University Archives

# who we are and what we do

**VISION** “to bring national recognition to the university for distinctive research collections documenting the diverse histories and development of San Antonio and South Texas.”

## **QUICK FACTS**

- Archival collection building began 1974
- First formal archival collecting strategy developed 2012
- Collected materials with born-digital content for decades
- Currently 11 team members
  - 9 members joined post-2013
  - Digital Archivist position created 2013

# in the past...

MPLP minimum processing for many collections

Removable media in hybrid collections described as media

- Usually in an Electronic Records series

Selected acquisition of born-digital directly from donors

- Copied to network
- (Often) minimal contextual information
- (Often) not yet described in finding aid
- Access considered on-demand

## **MOVING FORWARD**

- 2014 Jump In (SAA) participants
- Actively codifying workflows and policies for digital preservation and b-d access

# dealing with the right-now projects

What do you do when you get:

- A request from a local political action coalition to **make their materials available to the public ASAP**, as they engage with the community about time-sensitive political issues?
- Notice from the University Photographer that he's ready to transfer the **collection of born-digital photographs** he's managed for 16 years on a **legacy Mac** using a **licensed database**?
- A promise made of your department's behalf by the President of UTSA to "**showcase and preserve**" **course material** during the courses' end-of-semester exhibit?

# dealing with the right-now projects

Acquisitions that are high priority and time sensitive

Access is desired immediately

Requires:

- Quick action
- Flexibility
- A good deal of problem solving
- A willingness to find a good enough solution because you do not have unlimited time and unlimited resources

# community alliance for a united san antonio

## HOW IT STARTED

CAUSA formed to promote non-discrimination laws and policies in San Antonio and Bexar county

Campaigned for city-wide non-discrimination ordinance passed September 2013

Donation discussions began late 2014 as a priority collecting area

Request from donors:

- host their electronic files for public use
- have these available by September 2015

# community alliance for a united san antonio

## WHAT WE GOT

Acquisition led by Assistant Archivist Melissa Gohlke

- Received 1.5 linear feet and one flash drive initially
- Donors told us about shared files in Dropbox & Google Drive

Follow-ups requesting info about the nature of b-d files

- Attempted to administer the AIMS (2011) Donor Survey
- Asked about context as we could reach donors

Settled on receiving guest links to cloud share folders

Files were common office formats (PDF, DOCX, JPG)



# community alliance for a united san antonio

## WHAT WE ENCOUNTERED

### Donor arrangement

- Donors had assembled their own content and assigned ownership in a meta-folder with each donor's name in Dropbox/Google Drive
- Flash drive was attributed to a single creator
- No apparent file organization or file naming system
- We decided to keep this arrangement for b-d

### Privacy concerns

- Used Identity Finder to search for PII
- Sensitivity and risk

# community alliance for a united san antonio

## ACCESS PLAN

Donors wanted all material accessible by the public

CONTENTdm (CDM) would have to be our platform

- Kept directory structure and mimicked on finding aid
  - Made the <dao> of each <c02> into a zip file
- Created a compound object in CDM
  - PDF directory print of the folder with file list and metadata
  - ZIP file with the folder (and the directory print .txt file)

## Detailed Description of the Collection

### Electronic Records

The Electronic Records series constitutes the bulk of the collection and contains records assembled by core individuals of CAUSA: Andrea Figueroa, Dan Graney, and Aurelio Montemayor. Files were delivered to the repository via file sharing websites and one flash drive.

Records have been assembled into a folder hierarchy to demonstrate each donor's original order. Original order, folder and file names have been maintained. For online access, each folder has been bundled into the ZIP archive file format (see links below). Each downloadable ZIP file contains its corresponding package of files and a PDF file list.

#### **Dan Graney,2013-2014**

[View Electronic Records](#)

100 files (13.7 MB)

Dan Graney, an LGBTQ political activist for many years, was the co-chair of CAUSA leading up to the passage of the Non-Discrimination Ordinance by the San Antonio City Council on September 5, 2013. He was involved in the early efforts to amend San Antonio's non-discrimination ordinances to include protections based on sexual orientation, gender identity, and gender expression. Files in this folder were assembled by Dan Graney, many of which are duplicates of files in the CAUSA Basecamp folder.

#### **Andrea Figueroa,2013-2015**

Andrea Figueroa began serving as co-chair of CAUSA in the months following the passage of San Antonio's Non-Discrimination Ordinance on September 5, 2013. Figueroa holds a Master's degree in Public Administration and a national certification in non-profit management. She has advocated for equality and empowerment for LGBTQ rights and communities of color. The following nineteen files were assembled by Andrea Figueroa.

#### **CAUSA,2014**

[View Electronic Records](#)

13 files (243 KB)

Documents related to the appointment of an interim mayor.

#### **CAUSA Basecamp,2013-2014**

[View Electronic Records](#)

246 files (89.3 MB)

Most comprehensive set of files compiled by the Alliance. Included are FAQs, meeting notes, strategic planning materials, support and opposition information, talking points for public hearings, images, and other key documents.

#### **CAUSA meetings and handouts,2013**

[View Electronic Records](#)

17 files (675 KB)

# Detailed Description of the Collection

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Records have been assembled into a folder hierarchy to demonstrate each donor's original order. Original order folders and file names are preserved. (see links)

Home » Manuscript Collections in Bulk » Andrea Figueroa - CAUSA Basecamp

Reference URL

Share

## ANDREA FIGUEROA - CAUSA BASECAMP

### Andrea Figueroa - CAUSA Basecamp...

1 of 2

Next ▶

View Description

Link

Text

Text Search...



Zipped File

14844.zip [82.18 MB]

Link will provide options to open or save document.

File Format: Zip file - zip

### Object Description

<b>Title</b>	Andrea Figueroa - CAUSA Basecamp
<b>Description</b>	Electronic Records related to MS 434, Community Alliance for A United San Antonio (CAUSA). The CAUSA\Andrea Figueroa\CAUSA Basecamp folder contains FAQs, meeting notes, strategic planning materials, support and opposition information, talking points for public hearings, images, and other key documents.
<b>Collection</b>	Community Alliance for a United San Antonio Records (CAUSA)
<b>Date-Original</b>	2013; 2014
<b>Local Subject</b>	San Antonio History. Lesbian, Gay, Bisexual, Transgender Resources. Politics/Politicians.

Thumbnails

Content

Andrea Figueroa - CAUSA Basecamp

Andrea Figueroa - CAUSA Basecamp [zip file]

File List CAUSA - Andrea Figueroa - CAUSA Basecamp

### Electronic Records

The Electronic Records series constitute the bulk of CAUSA: Andrea Figueroa, Dan Graney, and Aurelio Montemayor. Files were delivered to the repository via file sharing websites and one flash drive. Original order and file names have been maintained.

Records have been assembled into folders and file names have been maintained (see links below).

## ANDREA FIGUEROA - CAUSA BASECAMP

### Andrea Figueroa

View Description



#### Object Description

Title	Andrea Figueroa - CAUSA Basecamp
Description	Electronic Records related to MS 434, Community Alliance for a United San Antonio (CAUSA). The CAUSA\Andrea Figueroa\CAUSA Basecamp folder contains FAQs, meeting notes, strategic planning materials, support and opposition information, talking points for public hearings, images, and other key documents.
Collection	Community Alliance for a United San Antonio (CAUSA), 1998, 2011-2015 (bulk 2012-2013), MS 434, University of Texas at San Antonio Libraries Special Collections.
Date-Original	2013; 2014
Local Subject	San Antonio History; Lesbian, Gay, Bisexual, and Transgender Politics/Political Action

## ANDREA FIGUEROA - CAUSA BASECAMP

### File List CAUSA - Andrea Figueroa...

View Description

File List CAUSA - Andrea Figueroa - CAUSA Basecamp

**ABOUT THIS FILE:**  
This is a file list of the folder CAUSA\Andrea Figueroa\CAUSA Basecamp (contents in the zip file associated with this item).

This folder is part of the collection Community Alliance for a United San Antonio Records (CAUSA), 1998, 2011-2015 (bulk 2012-2013), MS 434, University of Texas at San Antonio Libraries Special Collections.

The Electronic Records series constitutes the bulk of the collection and contains records assembled by core individuals of CAUSA: Andrea Figueroa, Dan Graney, and Aurelio Montemayor. Files were delivered to the repository via file sharing websites and one flash drive. Original order and file names have been maintained.

**CONTENTS OF THIS ZIP FILE:**  
245 files in the 'CAUSA Basecamp' folder.

Lines beginning with "FOLDER" contain information about a single Folder.  
Information found in those lines:  
Folder Name <TAB> Number of Files <TAB> Number of Sub-Folders

Lines beginning with "FILE" contain information about a single File.  
Information found in those lines:  
File Name <TAB> File Size

```

FOLDER CAUSA Basecamp 245 0
FILE 1174641_623153391063411_320030188_n.jpg 18,243
FILE 2013 Explanation of Scoring.pdf 517,193
FILE 2013 San Antonio Non-Discrimination Survey Report.pdf 402,660
FILE 20131109_140722.jpg 3,000,022
FILE 20131109_140722.jpg 2,629,667
  
```

#### Object Description

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Description	Electronic Records related to MS 434, Community Alliance for a United San Antonio (CAUSA). The CAUSA\Andrea Figueroa\CAUSA Basecamp folder contains FAQs, meeting notes, strategic planning materials, support and opposition information, talking points for public hearings, images, and other key documents.

#### Andrea Figueroa - CAUSA Basecamp

- Andrea Figueroa - CAUSA Basecamp [zip file]
- File List CAUSA - Andrea Figueroa - CAUSA Basecamp

# community alliance for a united san antonio

## SOME LESSONS LEARNED

### Donor communication

- Need a more robust donor survey for context

### Ingest methods

- Issues with Google Drive converting files and stripping metadata

### Processing & arrangement workflow

- Need more collaboration between processing archivist and digital archivist for arrangement (break out of format siloes)

### Access questions & more thought about future b-d user needs

# university communications photographs

## HOW IT STARTED

Special Collections administers the University Archives and had previously received University Communications photos 1972-2001

- Negatives sleeved by photographers
- Contact sheets made from negative in sleeves

We knew the University Photographers had switched to b-d c. 2001

- Transfer discussions years before with previous staff

Transfer in 2016:

- 1 legacy MacPro used to store 1.5 TB of content
- 1 legacy iMac with 4 MediaPro databases, jumped to MacPro

# university communications photographs

## WHAT WE GOT

Transfer in 2016 led by University Archivist Kristin Law

- 1 legacy MacPro used to store 1.5 TB of content
- 1 legacy iMac with 4 MediaPro databases

Photographer Mark McClendon gave an overview of how to navigate MediaPro to find images and showed some sample directories

He wished for us to be the new access enablers (rather than him)



# university communications photographs

## WHAT WE ENCOUNTERED

Digital photography is complex...

- Images in multiple formats: Nikon raw, JPG, PSD, TIF...is there a “negative”?

Photographers worked in a Mac environment since late 90s...

- Illegal characters, diacritics, missing file extensions problematic for Windows environments

MediaPro as DAMS

- License-based & no longer actively supported by non-original owners
- Limited ability to search and lacking cohesive metadata practices from donors
- File names not unique, can be problematic for exporting search results

Apparent we needed a b-d photography specialist

- Helen Stevens-Martin, a graduate intern with years of digital photography experience

# university communications photographs

## ACCESS PLAN (?)

Immediately began receiving access requests from UTSA affiliates

Currently: Can't make it fully open to the public

- Navigating & understanding directories is not easy
- Descriptive metadata is in the directories paths, as well as embedded keywords
- Tacit knowledge about campus, especially locations & abbreviations

Patrons contact the University Archivist and she searches for them

- Time-intensive
- Considering training some patrons and staff

Overlap between physical photography and born-digital

# university communications photographs

## SOME LESSONS LEARNED

Bring in a specialist when you can

- Helen conducted extremely helpful research and led a donor interview with the photographer that gave us a trove of information

Understand that b-d photography is knotty

- Especially when dealing with 16 years of content
- And dealing with a complex digital asset management database

Right now, have to focus on making sure **\*we\*** can maintain access to these photos and DAMS

# #blacklivesmatter: critical perspectives

## HOW IT STARTED

#BlackLivesMatter: Critical Perspectives a seminar taught by Dr. Sonja Lanehart in Spring 2016

UTSA President announced publically that UTSA Libraries “showcase and preserve” course material

We had to figure out what that meant, and how to deliver

# #blacklivesmatter: critical perspectives

## HOW WE RESPONDED

We met with the professor to understand context

Transfer was led by University Archivist Kristin Law

- We realized intense collaboration was needed between us

We found a subject specialist

- We hired Keila Taylor, a graduate student in sociology studying similar themes
- This gave us a bridge to the class' subject matter and students

We acquired the course content through Blackboard

- Had to negotiate access through Online Learning
- Methodically downloaded all course content designated important by Dr. Lanehart
- We created PDFs to help us capture look and feel of discussion boards

# #blacklivesmatter: critical perspectives

## WHAT WE DID

University Archivist had to solicit consent from students

- Locating and contacting students after the semester ended was not easy
- We did not take graded work, only originals submitted by the students

Discussion board

- Dr. Lanehart wanted us to preserve the look and feel of this
- Threaded conversations were not easy to export from Blackboard
- Kristin migrated text from .dat files into an Excel table, then made a PDF that captured most content (text, web links, images)

# #blacklivesmatter: critical perspectives

## WHAT WE ENCOUNTERED

Understanding context of creation

Understanding complex course themes and students' intent

- Keila contacted students, could speak to them and understand concepts

Problems with time-based content

- Prezis and PPT with A/V embedded

Hybrid content

- Collages and 3-D artwork had to be photographed

# #blacklivesmatter: critical perspectives

## ACCESS PLAN

Chose an access platform: Scalar

- Hosted, didn't require OIT support, and good for media-rich content and narrative structure

Arrangement decisions

- Mimicked the syllabus and sections on Blackboard
- Made access copies of student projects
- Hosted A/V content externally (on UTSA's media servers)
- Migrated discussion board

Creating narrative with tags

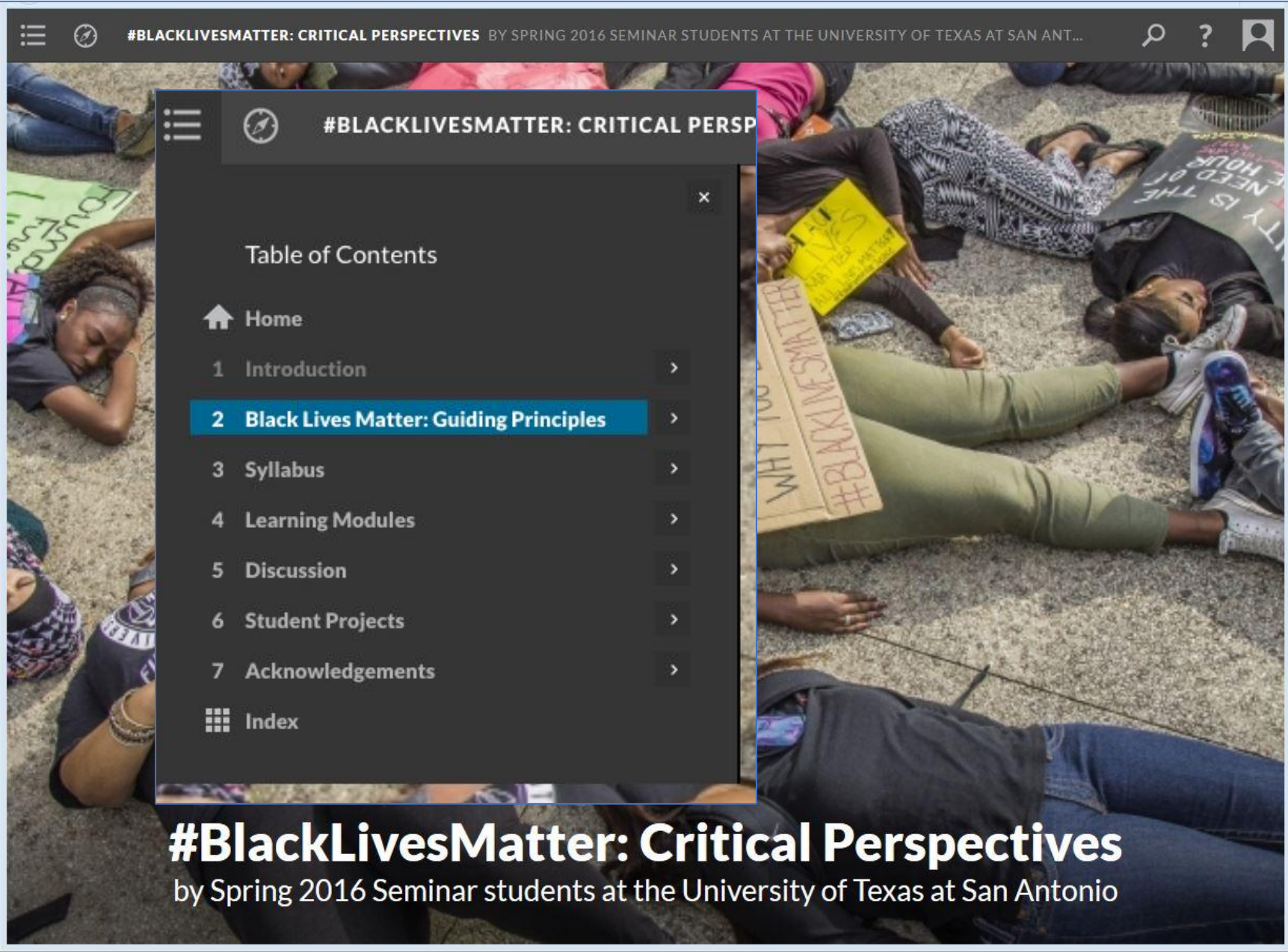
- Used the 13 guiding principles of the Black Lives Matter movement as tags





# #BlackLivesMatter: Critical Perspectives

by Spring 2016 Seminar students at the University of Texas at San Antonio



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by Spring 2016 Seminar students at the University of Texas at San Antonio



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#BlackLivesM  
by Spring 2016 Seminar

# Black Girl Magic in Science

In her project, ReAnna Roby examines the representation and experiences of Black women in STEM. She utilizes two of the guiding principles of the #BlackLivesMatter movement, Unapologetically Black and Black Women, to connect the diversity and equity (or lack thereof) in science to the goals of BLM.

## This page is tagged by:

Black Women | Unapologetically Black

## This page is a tag of:

- Student Projects

## Contents

1. Morgan Jones/Alliana Persuad/Reanna Roby/Paula Johnson: Research Question
2. Reanna Roby: Final Research Project/Instructive Video
3. ReAnna Roby: Final Celebration of Knowledge
4. ReAnna Roby: Final Celebration of Knowledge Paper
5. ReAnna Roby: Final Reference List

Begin with "Morgan Jones/Alliana Persuad/Reanna Roby/Paula Johnson: Research Question"

# #blacklivesmatter: critical perspectives

## LESSONS LEARNED

Be proactive (if you can) - get student consent earlier

Gather more information and better context

Manage expectations between stakeholders (students, professors)

Give students opportunity to describe their own work

Content is publicly accessible

- Spring 2017 students can access content
- Outside researchers can read and re-use material

# thank you

- Thank you to our donors for entrusting us with their material and enabling us to make it accessible to countless others
- Thank you to all Special Collections team members who approach the everyday demands of our work with a positive attitude and a sense of humor!
- A special thank you to our amazing graduate student assistants Helen Stevens-Martin & Keila Taylor for their superb curatorial work on these projects
- Thank you to University Archivist Kristin Law for editorial comments. Slide content about #BlackLivesMatter @ UTSA project was borrowed heavily from our DLF 2017 presentation

