Migration as motivation: upgrading legacy finding aids in preparation for ArchivesSpace

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Introduction

The University of Houston Libraries Special Collections is migrating finding aids from Archon to ArchivesSpace. In addition, a cross-departmental team is working to migrate content from the CONTENTdm—based UH Digital Library to a Hyku repository. Envisioning our finding aids within a new digital curation ecosystem, it quickly became apparent this migration project was also a data quality project. Focusing on data migration, systems integration, and standards-adherence, we undertook upgrading approximately 260 finding aids and creating DACS-compliant minimal records for 100 "stub" records.

Standards & Input Guidelines

Problem: Many finding aids pre-dated DACS or EAD, and description was inconsistent.

Solutions:

- Review finding aids to ensure compliance with current industry standards.
- Devise and apply new Field Guidelines for Resource Records and Archival Objects.
- Align item-level input guidelines with the metadata application profile for the new DAMS to facilitate metadata exchange and reuse.

Minimal Records

Problem: Many unprocessed collections had only "stub" records, often including only Title, Identifier, and Extent. "As-is" these records were not worth migrating.

Solutions:

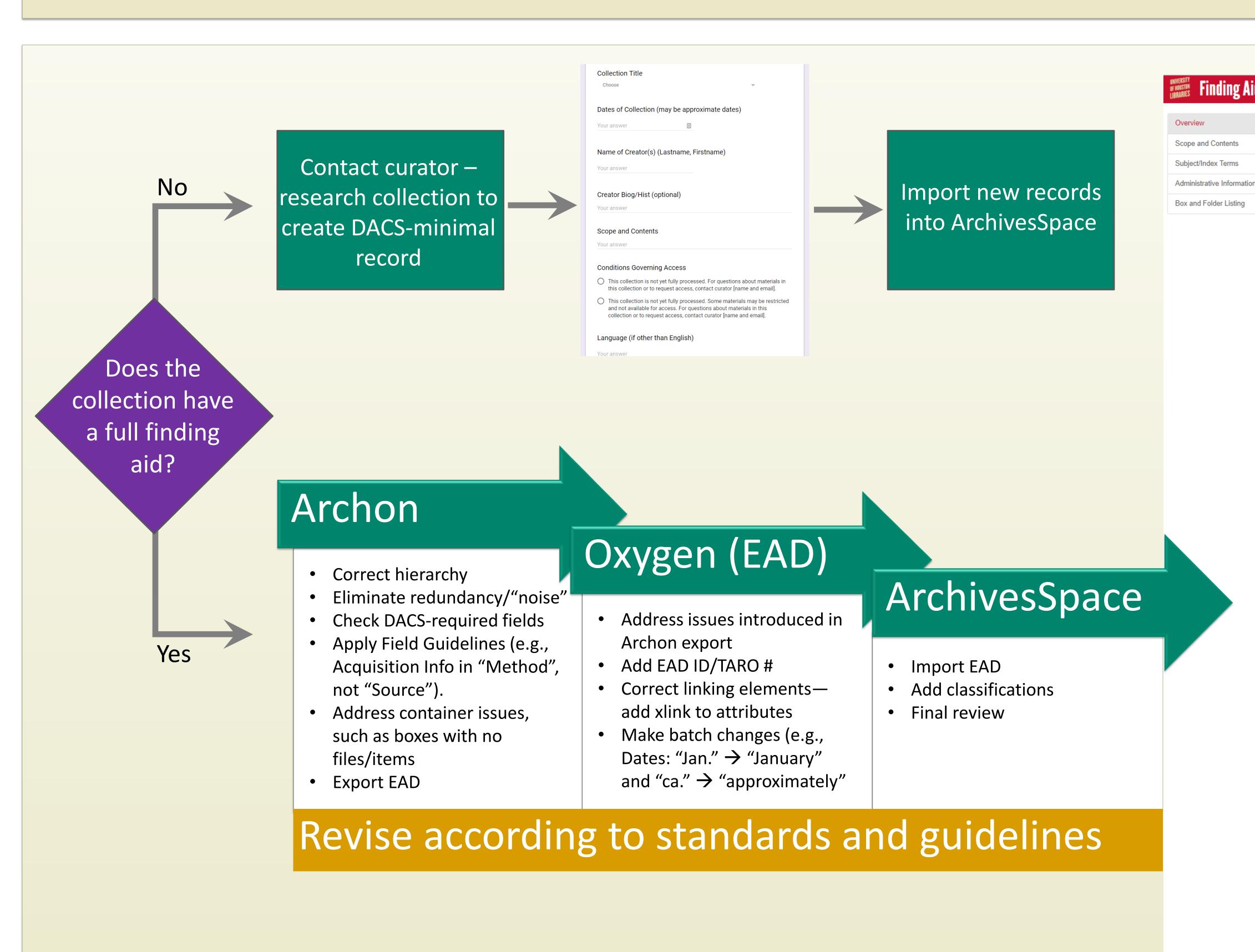
- Work with curators to research these under-described collections.
- Provide a Google Form to help facilitate the gathering of information.
- Use the data to generate new DACS-compliant records in ArchivesSpace.

Migration

Problem: Attempts to use the Archon migration tool exposed the messiness of existing data.

Solutions:

- To start fresh in the new system, migrate one finding aid at a time.
- Export EAD from Archon, edit in Oxygen, and import into ArchivesSpace (and TARO).



Marjorie Randal National Women's Conference Collection, 1974-1982 Title: Marjorie Randal National Women's Conference Collection ID: 1996-007 Primary Creator: Randal, Marjorie Extent: 2.00 Linear Feet Subjects: "Feminism -- United States", "Randal, Marjorie" Forms of Material: Brochures, Clippings (information artifacts), Correspondence, Fliers (printed matter), Newsletters, Publications (document genre) Languages: English Scope and Contents This collection, donated by Marjorie Randal, documents the National Women's Conference held in Houston in November 1977. The collection includes clippings, brochures, flyers, newsletters, invitations, correspondence, and publications. Materials in the collection date from 1974-1982, with the bulk of the collection dated 1977. The collection was originally in two large binders labeled Events and Opinions. The materials in those binders have been removed to facilitate handling of the items and placed in folders and boxes. Subject/Index Terms Feminism -- United State Randal, Marjorie Administrative Information Repository: University of Houston Libraries Special Collections Conditions Governing Access:: Open for research Conditions Governing Use:: Special Collections owns the physical items in our collections, but copyright normally belongs to the creator of the materials or their heirs. The researcher has full responsibility for determining copyright status, obtaining permission to publish from copyright holders, and abiding by current copyright laws when publishing or displaying copies of Special Collections material in print or electronic form. For more information, consult the appropriate librarian. Reproduction decisions will be made by Special Collections staff on a case-by-case basis. Acquisition Method: Donation by Marjorie Randal, 1996 Preferred Citation: Marjorie Randal National Women's Conference Collection. Special Collections, University of Houston Libraries. To cite a specific item from this collection, please consult the most recent edition of your style manual for the proper formatting. See the Citing Special Collections Materials page for more information. Processing Information: Andrea Bean Hough, 1996 Box and Folder Listing Expand/Collapse All This series contains twenty folders, the bulk of which are dated 1977. Items are sorted by type of material, with the exception of the Texas Women's Meeting informational packet, which included several kinds of materials. This series contains seven folders, the majority of which date from 1977. The largest number of items are clippings, most of which come from the Houston Chronicle and Houston Post. Materials are sorted alphabetically by folder heading. Within each folder, materials have been kept in their original order. □ Box 1 Folder 22: Clippings, 1977 ☐ Folder 24: Fliers, 1977 Item 1: Seven Year Extension Campaign Postcard Instruction Sheet, 1977 Item 2: International Women's Year poem, 1977 Item 3: Georgia Women: A Celebration flier, undated Item 4: National Woman's Party, Alice Paul jail jewelry flier, 1977 Item 5: South-Side Welfare Rights Organization letter, 1978 Item 6: "To the General Public" flier, 1977 Item 7: Women's Rights in Peril flier, January 18, 1977 There are eighteen folders in this series. These publications were produced for the most part by the U.S. State Department, which sponsored the National Women's Conference. Included are guides to producing workshops, as well as final reports on the conference and related meetings. Materials are arranged alphabetically by the title of the publication. This series contains one folder of material that does not relate to the National Women's Conference. The materials are personal papers of Marjorie Randal, and include speeches, a newspaper article, correspondence, and invitations.

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The series also contains a souvenir journal from the National Organization for Women's "You Can't Stop NOW" Seventh National Conference in 1974.