



# Together in the Archive

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Building Collaborative Relationships  
Between Archivists & Librarians



# Courtenay McLeland

Head of Digital Projects and Preservation, University of North Florida

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We manage the institutional repository, including ingest of born-digital materials, and digitizing new content for upload.

We collaborate regularly with Special Collections and University Archives to meet donor and administrative expectations related to the digitization and upload of materials.

During a span of time in which we did not have a Head of Special Collections & University Archives, we became involved with archival processing, as several significant new gifts were accepted.

# Katy Parker

Research and Instruction Librarian, Savannah College of Art and Design

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My Role at the Jen Library:

Provide information literacy and/or special collections instruction upon request, provide research services, collaborate with the schools of Digital Media and Entertainment Arts for collection development and subject-specific support.

My goals for 2019 include improving the way in which we present our collections as archival objects in order to guide students in how they interact with the material.

# Stefanie Hilles

Arts and Humanities Librarian, Wertz Art and Architecture Library, Miami University

-- Liaison and instruction librarian for Studio Art, Art History, Art Education, Communication Design, Architecture, and Theater

--Previously was the Library and Archives Manager at the Akron Art Museum

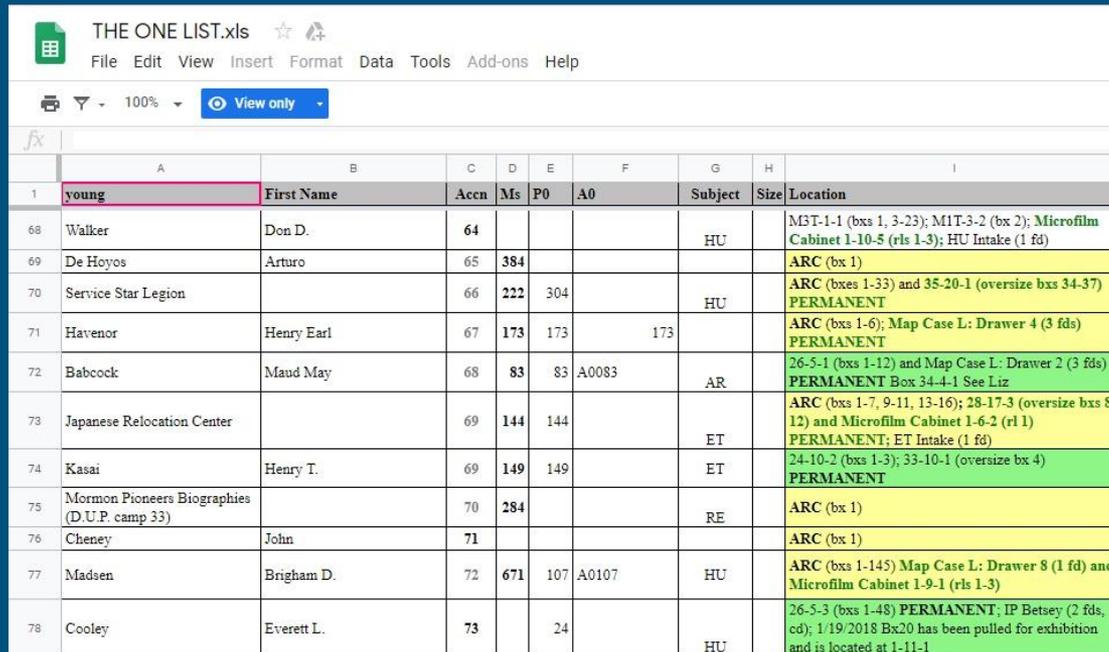
--Worked with Digital Collections Librarian to create an updated metadata schema reflecting the needs of art historians for a popular Victorian Trading Card Collection

--Also working with the Digital Collections Librarian to archive our student zine collection

# Allison McCormack

Original Cataloger for Special Collections, Marriott Library, University of Utah

Problem: how to keep track of relationships between archival donations that were separated by format and processed as distinct collections?



THE ONE LIST.xls

File Edit View Insert Format Data Tools Add-ons Help

100% View only

	A	B	C	D	E	F	G	H	I
1	young	First Name	Accn	Ms	P0	A0	Subject	Size	Location
68	Walker	Don D.	64				HU		M3T-1-1 (bxs 1, 3-23); MIT-3-2 (bx 2); Microfilm Cabinet 1-10-5 (rls 1-3); HU Intake (1 fd)
69	De Hoyos	Arturo	65	384					ARC (bx 1)
70	Service Star Legion		66	222	304		HU		ARC (bxes 1-33) and 35-20-1 (oversize bxs 34-37) PERMANENT
71	Havenor	Henry Earl	67	173	173	173			ARC (bxs 1-6); Map Case L; Drawer 4 (3 fds) PERMANENT
72	Babcock	Maud May	68	83	83	A0083	AR		26-5-1 (bxs 1-12) and Map Case L; Drawer 2 (3 fds) PERMANENT Box 34-4-1 See Liz
73	Japanese Relocation Center		69	144	144		ET		ARC (bxs 1-7, 9-11, 13-16); 28-17-3 (oversize bxs 8, 12) and Microfilm Cabinet 1-6-2 (rl 1) PERMANENT; ET Intake (1 fd)
74	Kasai	Henry T.	69	149	149		ET		24-10-2 (bxs 1-3); 33-10-1 (oversize bx 4) PERMANENT
75	Mormon Pioneers Biographies (D.U.P. camp 33)		70	284			RE		ARC (bx 1)
76	Cheney	John	71						ARC (bx 1)
77	Madsen	Brigham D.	72	671	107	A0107	HU		ARC (bxs 1-145) Map Case L; Drawer 8 (1 fd) and Microfilm Cabinet 1-9-1 (rls 1-3)
78	Cooley	Everett L.	73		24		HU		26-5-3 (bxs 1-48) PERMANENT; IP Betsey (2 fds, 1 cd); 1/19/2018 Bx20 has been pulled for exhibition and is located at 1-11-1

# Allison McCormack

Original Cataloger for Special Collections, Marriott Library, University of Utah

## Solution: “master” collection-level records in our ILS

The screenshot shows the Alma ILS Record View interface. The top navigation bar is red with the Alma logo and various utility icons. The main content area displays a list of records with the following details:

245	00	a Utah theater collections,  f 1882-1981.
300	_	a 6 linear feet, 598 photographs, 225 slides.
351	_	a Organized into 2 separate collections;  b Arranged by form of material.
520	2_	a The Utah theater collections consist of a manuscript collection and a photographic collection. _  a The theater collection (1882-1991) consists of the papers of several men and women who were prominent in Utah theater during the twentieth century. Nearly all were peers, many working together periodically, either under the direction of Maud May Babcock or as members of the Moroni Olson Players during the 1920s. Each collection of papers has been treated as a separate collection. These collections contain theses, biographies, programs, news clippings, correspondence, and other related materials.
520	_	a The Theater photograph collection contains portraits and publicity stills of various prominent theatrical performers in Salt Lake City, particularly those connected with the Moroni Olsen Players.
544	_	3 Manuscript collection:  d Theater collection, 1882-1991;  n Ms0147
544	_	3 Photograph collection:  d Theater photograph collection, 1920-1978;  n P0147
650	_0	a Theatrical companies  z Utah  v Records and correspondence.
650	_0	a Theater  z Utah  y 20th century  v Sources.
650	_0	a Actors  z Utah  v Sources.
610	20	a Moroni Olsen Players.
600	10	a Olsen, Moroni,  d 1889-1954.
600	10	a Babcock, Maud May,  d 1867-1954.
600	10	a Williams, Joseph,  d 1882-1957  v Archives.
600	10	a Rasmussen, Frank,  d 1886-  v Archives.

The screenshot shows the Alma ILS Record View interface for a different record. The top navigation bar is red with the Alma logo and various utility icons. The main content area displays a list of records with the following details:

600	10	a Farnsworth, Stanley,  d 1906-1976  v Archives.
600	10	a Russon, Stanley  v Archives.
655	_7	a Personal correspondence.  2  c  gft
655	_0	a Clippings (Books, newspapers, etc.)
655	_7	a Albums (Books)  2  c  gft
655	_7	a Programs (Publications)  2  c  gft
655	_7	a Drama  2  c  gft
655	_7	a Photographs.  2  c  gft
655	_7	a Slides (Photographs)  2  a at
655	_7	a Portraits.  2  c  gft
655	_7	a Promotional materials.  2  c  gft
700	1_	a Williams, Joseph,  d 1882-1957.
700	1_	a Rasmussen, Frank,  d 1886-
700	1_	a Callis, Ethel Baker.
700	1_	a Thatcher, Leora,  d 1894-
700	1_	a Farnsworth, Stanley,  d 1906-1976.
700	1_	a Russon, Stanley.
856	4_	z View manuscripts finding aid:  u <a href="http://archiveswest.orbiscascade.org/ark:/80444/xv17868/op=fstyle.aspx?t=k&amp;q=theater+collection&amp;f_repo=US-uuml">http://archiveswest.orbiscascade.org/ark:/80444/xv17868/op=fstyle.aspx?t=k&amp;q=theater+collection&amp;f_repo=US-uuml</a>
856	4_	z View photographs finding aid:  u <a href="http://archiveswest.orbiscascade.org/ark:/80444/xv23278/op=fstyle.aspx?t=k&amp;q=theater+collection&amp;f_repo=US-uuml">http://archiveswest.orbiscascade.org/ark:/80444/xv23278/op=fstyle.aspx?t=k&amp;q=theater+collection&amp;f_repo=US-uuml</a>

# Jennifer Martinez Wormser

Director, Ella Strong Denison Library, Scripps College

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- Specialized in archival administration and manuscript librarianship before becoming a library director
- Currently oversee a library of non-circulating special collections
- Launched a college archives program at Laguna College of Art + Design
- Celebrate the rising cultural awareness and value of archival materials, yet recognize the need for continued education, outreach and advocacy
- Believe a library director should lead, encourage and help library staff to do their jobs well to support the institution's goals

# Resource List

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- Bastian, J. A., Sniffin-Marinoff, M., and Webber, D. (2018). *Archives in libraries: what librarians and archivists need to know to work together*. Chicago: Society of American Archivists.
- Nichols, M. F. (2011). "The cataloger and the archivist should be friends: or, herding vs. milking special collections." *RBM* 12(1), 25-33.
- Wisser, K. M. (2011). "Archival cataloging and the archival sensibility." *RBM* 12(1), 34-40.

# Thank you!

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Jennifer Martin Wormser ·