

NDSR Boston 2014/15 Project Description

<p><b>Host and Project Title</b></p>	 <p>Northeastern University Archives and Special Collections - <b>Channeling streams of Archival records: Northeastern University</b></p>
<p><b>Project Summary</b></p>	<p>Northeastern University’s University Archives and Special Collections seeks a National Digital Stewardship Resident to assist Archives and Information Technology staff with managing the ingest and accessioning of digital assets into the Libraries’ Digital Repository Service (DRS). This Resident will develop workflows for the three main categories of material offered to UASC: recently born-digital, legacy born-digital, and digitized.</p> <p>The Resident will first learn about the hardware/software used by Northeastern University Library’s technology department that provides the structure of the DRS. They will research and document the state of the preservation environment for archival material stored in this system. The Resident will then benchmark best practices of area Repositories and identify ways in which Northeastern’s policies and procedures for ingest/accessioning could be improved for security/preservation purposes. They will then suggest ingest and accessioning policies and procedures for archival materials. The Resident will then use written/altered procedures to work through the three identified collections and test for accuracy/security.</p>
<p><b>Goals</b></p>	<p>Areas of engagement for this residency will include:</p> <p>Migrate 8,428 digitized items from La Alianza Hispana and Inquilinos Boricuas en Acción collections from Omeka to the DRS</p> <ul style="list-style-type: none"> <li>• Recommend appropriate additional metadata; either item- or folder-level</li> <li>• Map Dublin Core to MODS fields</li> <li>• Work with Library IT staff to script transfer metadata and attached items from one system to another</li> <li>• Research and suggest bulk display for collections based on metadata categories.</li> <li>• Evaluate and make plan for ingesting born digital objects from the (now defunct) Hispanic Office of Planning and Evaluation. Collection includes xx floppies, xx cds, etc., and will be migrated to the DRS.</li> <li>• Research discovery procedures for out-of-date removable media</li> <li>• Conduct a limited peer survey on best practices for born digital acquisitions, accessioning, and ingestion procedures</li> <li>• Write Northeastern-specific recommendations for accessioning born-digital material</li> <li>• Research and provide a roadmap for the transfer of digital objects, including all their attached rights and copyrights, from Northeastern’s digital humanities project “Our Marathon, the Boston Bombing Digital Archive”</li> </ul>

	<ul style="list-style-type: none"> <li>• Meet with Project Leads to identify various filetypes, total storage needed, and accessibility needed for the project over time</li> <li>• Analyze metadata attached to items; identify gaps and/or inaccuracies</li> <li>• Research and recommend transfer/timeline for capture, accessioning, ingest, and scheduled migration of each filetype.</li> </ul>
<b>Timeframe &amp; Deliverables</b>	<p>September-October 2014: Immersion/education</p> <p>November 2014: Written baseline description of Northeastern systems, policies and procedures for Archival material stored in the DRS. Develop processes for ingesting born-digital collections</p> <p>December-January 2014: Prepare and ingest IBA/LAH collections</p> <p>February-March 2014: Develop procedures for transfer of electronic files and related corollary material from Our Marathon</p> <p>April-May 2014: Analyze legacy HOPE collection and prepare for ingest.</p> <p>Project deliverable: The Resident will develop and implement policies and procedures for ingesting/accessioning born-digital collections.</p>
<b>Required Resources</b>	<p>1 Primary mentor (Mecagni)</p> <p>3 Additional mentors (Yott, Sweeney, Flanders)</p> <p>1 Resident</p> <p>Access to additional departmental staff including archives, IT, and Digital Services group.</p> <p>Laptop, cubicle</p>
<b>Context</b>	<p>Founded in 1898, Northeastern is a global, experiential, research university built on a tradition of engagement with the world, creating a distinctive approach to education and research. The university offers a comprehensive range of undergraduate and graduate programs leading to degrees through the doctorate in nine colleges and schools, and select advanced degrees at graduate campuses in Charlotte, North Carolina, and Seattle.</p> <p>The Northeastern University Library is at the hub of campus intellectual life. The Snell Library building welcomes 1.5 million visitors a year on the Boston campus and the library's web site serves users around the world. The library provides award-winning research and instructional services, a growing focus on networked information, and extensive special collections that document social justice efforts in the Greater Boston area. The library has an ambitious vision to expand its digital initiatives by developing its digital repository, digitizing unique collections, constructing integrated collaborative spaces, and fostering the adoption of digital media and the creation of new knowledge. The Northeastern University Library leads the way in redefining library service in the 21st century.</p> <p>The Archives and Special Collections Department plays an important role in preserving Northeastern's rich past and the history of Boston's under-represented African American, Asian American, Latino, and GLBTQ communities. Collections include the records of Stull and Lee, Inc., an African American Boston-based architectural and urban planning firm, and</p>

	Northeastern's Oral History Office records, a diverse collection of oral histories documenting the American China Mission, Cambridge School Crisis, Immigrant Voyages, New England Fishermen, Town Histories, Vietnam War, World War I, and World War II.
<b>Required Knowledge and Skills for Resident</b>	Unafraid to experiment. Strong working knowledge of metadata structures including EAD and MODS. Ability to work with (or learn) XML and XSLT with the Oxygen editing suite, as well as proficiency with Excel and/or other desktop database products. Understanding of the purpose and power of structured language and metadata.
<b>Preferred Knowledge or Experience</b>	Archives, computer science, or digital humanities background.

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