NAAUG: ACCOMMODATING ARCHIVAL RECORDS IN ALEPH
TUESDAY 6/15 1:45-2:45
Presenters: Robert Sink (RS) and Laura Leone (LL), Center for Jewish History

1:45-1:50 Introductions – Maggie Horn, SUNY

1:50-2:05 Center for Jewish History

Background: LL, 2-3 minutes

The Center is made up of five major institutions of
Jewish scholarship, history and art: American Jewish
Historical Society, American Sephardi Federation, Leo
Baeck Institute, Yeshiva University Museum and the
YIVO Institute for Jewish Research.

AJHS documents the American Jewish experience; ASF
documents the Sephardic Jewish experience; LBI focuses
on the history of German-speaking Jewry; Yeshiva
University Museum focuses on Jewish artifacts dating
back to the Bronze Age; and YIVO documents Eastern
European Jewish communal life.

It is the largest repository documenting the Jewish
experience outside of Israel.

The Center has combined holdings of approximately 100
million archival documents, in addition to a half
million books, and thousands of photographs,
artifacts, paintings, sound recordings, and textiles,
215,000 of which will have records in Aleph when we go
live with the system.

Retrospective conversion – we had to convert and
migrate data from a wide array of sources and legacy
systems: card catalogs, RLIN, and proprietary
databases. We even had to migrate data from one legacy
db into another legacy db before we could migrate it
to Aleph, so it has been a challenging road for us.

RFP: RS, 2-3 minutes

Projected: ICMAS schematic (p 2 of handouts doc)

The non-monographic nature of archival and manuscript materials
often presents a challenge for professionals wanting to include
such materials in integrated library systems. The Center's RFP
issued in 2003 incorporated both library and archival

functionality. We have spent the past year defining how to include bibliographic records for archival material in ALEPH and how to handle the different administrative data that archivists collect. Specific issues that have been addressed include the linking of parent/child records, creation of item records to circulate archival boxes, the hierarchical relationships found in archival materials, reconciling terminology such as the prevalence of donors over vendors in archival administrative data, and accessioning workflow used by archivists.

Descriptive Elements: LL, 4.5 minutes

Projected: MARC/Finding aid hierarchy (p 3 of handouts doc)

In our ILS, we required:

MARC AMC records – insistence on MARC21 compliancy and adherence to current MARC standards for monographic and non-monographic, mixed materials. Our legacy data had a variety of compliancy – some systems were MARC-based but not strictly MARC-compliant, and others were up to MARC standards.

Parent-Child linkage functionality – Archival materials have a hierarchical structure that is generally more complex than that of monographic materials. MARC calls such components 'host items' and 'constituent items;' many archivists call these parts 'parents' and 'children.' (downlink and uplink functionality shown).

Finding Aids – We wanted the system to provide a way to link to EAD finding aids. Encoded Archival Description (EAD) is the current archival standard for the mounting of finding aids on the web.

856 – We will provide this access to related resources via a hyperlink in the bib record to the external resource; it can be a path to a website, to an image server, or to any related source residing at a certain address. (856 link functionality shown)

DigiTool 3 – We will be implementing this digital assets management tool; we will use this as a repository for our finding aids, so that they will be searchable.

Collection Management Elements: RS, 4.5 minutes

Differences with Book Acquisitions
Book acquisition process is finite
    (serials excepted)
Archival acquisitions is a more
    iterative Process
    Date Received
    Date Accessioned
    Letter of Acknowledgment Sent
    Deed of Gift Sent
    Deed of Gift received
Donations not purchases
Items
    System built to manage monographs
Archival accessioning is a brief
    process to establish legal,
    physical and intellectual control
    over a new collection.

2:05-2:30 ALEPH's ARCHIVAL GUI

Accessioning Process: LL and RS, 25 minutes

One way EXL accommodated our request for archival functionality was by creating an artificial language, a counterpart to the .eng language used in the regular GUI. (Point out key at bottom to show languages, arc and eng)

An advantage to having this extra language is that you can set different forms and drop-down menus using the .arc tables, while maintaining your original .eng tables for the library workflow. A disadvantage, of course, is that this doubles the table configuration work, because for almost every .eng, there is an .arc.

EXL distributed this to us as one client. A user is expected to switch back and forth between the Archival and regular GUI modes.

The archival GUI was built on the existing Acquisitions module functionality; in some cases, only terminology was changed, and in other cases, other components were changed considerably, according to archival workflow. For example, note that Claims was modified to print Deeds of Gift, the Order letter was changed to Acknowledgement letter, and the Arrival functionality was disabled entirely.

Projected: See Accession Type box (p 4 of handouts doc)

Accessioning Module (3 tabs)

TAB #1 – Accession Information

Projected: See p. 5 of handouts doc

> **Accession Number** – system-generated; Partner prefixes can be set
>
> **Accession status** – change in process; some system-generated, others manual
>
> **Material Type** – adjusted to reflect the diverse nature of archival materials – because there is an .arc counterpart to the .eng, there can be different drop-downs for the ARC GUI than the ones in the .eng language GUI.
>
> **Acquisition Method** – defaults to Gift
>
> **Description of Materials** – We have been trying to stress to EXL about the importance of this field; 200 characters is less than ideal for this category, since we need more room to describe accessioned materials

TAB #2 – Donor

Projected: See p. 6 of handouts doc

> **Donor Code** – Goes to the Vendor list, where donor names will reside. The way we will distinguish between vendors and donors has been fabricated by EXL – for donors, we will set the default currency to '***' and thereby will be able to retrieve a list of donors exclusively.

Deed of Gift Printed – added to this screen

TAB #3 – Quantity and Price

Projected: See p. 7 of handouts doc

    Price/Appraisal Note

    Internal Note – a user can use this to continue from Description of Materials in Tab #1

    Create Item records – automatic creation if desired

In addition:

    Projected: See Navigation Map (p 8-9 of handouts doc)

    Navigation Map – terminology has been changed to reflect accessioning process

    Accession Log – Records each accession activity as it occurs

    EXL has come up with a Fix routine to move accession info to the 541 field in the bib record automatically – info such as Donor Name, Accession #, and Date – but we have yet to see this functionality work.

    Upgradeable, Supportable & Reproducible – Chicago staff person sent to our ARC GUI training; GUI will be part of the v. 17 training database; new documentation forthcoming (written by EXL).

2:30-2:45 QUESTIONS