

Society of California Archivists Annual General Meeting
Yosemite, California

Session 4, April 12, 2018

Processing “Already-Processed” Collections: A
Conversation with the Ghosts of Past Archivists and Their
Methods

Presentation 2

Taking it to the next level:
Lessons in extensible archival processing
Cyndi Shein, UNLV University Libraries



UNLV University Libraries

Special Collections & Archives


**Taking it to the next level:
Lessons in extensible archival processing**

Cyndi Shein · April, 2018





To improve the research experience, we may reprocess materials or extend existing arrangement and description—taking it to the next level.



*When previous processing actions have been performed, which of those actions **helped** the next stage of processing?*

*Which actions **hindered** the next stage of processing?*

Taking processing to the next level was helped by...

Taking processing to the next level was hindered by...



Presentation outline

*What early processing actions supported extensible processing?
How can we minimize re-doing work in the future?*

- I. Project background
- II. Extensible processing
- III. Processing scenarios
- IV. Lessons learned

I. Project background

America's Great Gamble

A Project to Promote the Discovery of Sources About the Expansion of Legalized Gambling Across the United States



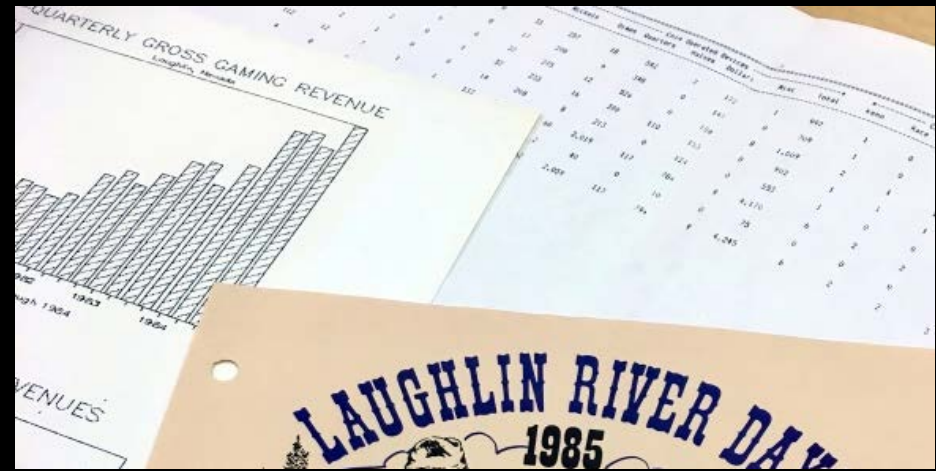
NATIONAL
ARCHIVES

NATIONAL HISTORICAL
PUBLICATIONS
& RECORDS COMMISSION

- NHPRC award: \$129,000
- 18-month project (2016-2017)
- Process, promote, and make available over 400 linear ft. of inaccessible archival materials
- 3 manuscript collections and 1 corporate archives
- Documenting the history of gambling in the United States

19th century card games...

20th century datasets...

A screenshot of a Microsoft Excel spreadsheet. The spreadsheet contains a large table of data with multiple columns and rows. The columns are labeled with years and categories, such as "1982", "1983", "1984", "1985", "1986", "1987", "1988", "1989", "1990", "1991", "1992", "1993", "1994", "1995", "1996", "1997", "1998", "1999", "2000", "2001", "2002", "2003", "2004", "2005", "2006", "2007", "2008", "2009", "2010", "2011", "2012", "2013", "2014", "2015", "2016", "2017", "2018", "2019", "2020", "2021", "2022", "2023", "2024", "2025", "2026", "2027", "2028", "2029", "2030". The rows contain numerical data, likely representing revenue or other financial metrics. The spreadsheet is displayed in a window with a standard Windows interface.

21st century resources...

unprocessed

1

- Online collection summary
- No arrangement
- No documentation
- **Process**

Christiansen

minimally
processed

2

- Online box-level finding aid (DACs)
 - Complete disarray
 - Barriers to access
- Extend processing**

Spilde

partially
processed

3

- Online collection summary
 - Original order lost
 - Some description
- Re-process**

Royer

partially
processed

4

- Online collection summary
 - Accurate inventory
 - Roughly arranged
- Extend and/or reprocess**

Harrah's

Processing scenarios
4 collections (400+ linear feet)

II. Extensible processing



Principles of extensible processing

- Create a baseline level of access to all collections material.
- Create standardized, structured description.
- Manage archival materials in the aggregate.
- Do no harm: limit physical handling and processing.
- Iterate by conducting further processing in a systematic, but flexible way.
- Approach processing holistically.

Quoted from:

Daniel A. Santamaria, *Extensible Processing for Archives and Special Collections: Reducing Processing Backlogs*. Chicago: ALA: Neal-Schuman, 2015 (p. 16)



Minimally process during accessioning and recommend future actions



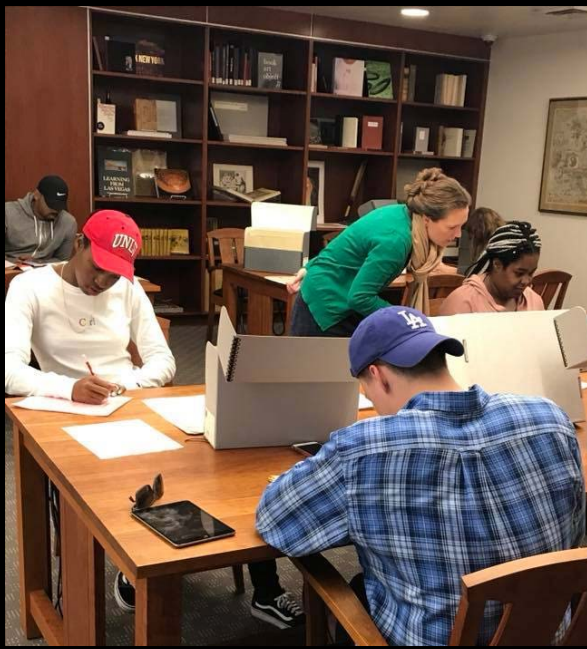
Search anything / Everything  ADVANCED S

  BACK TO RESULTS LIST

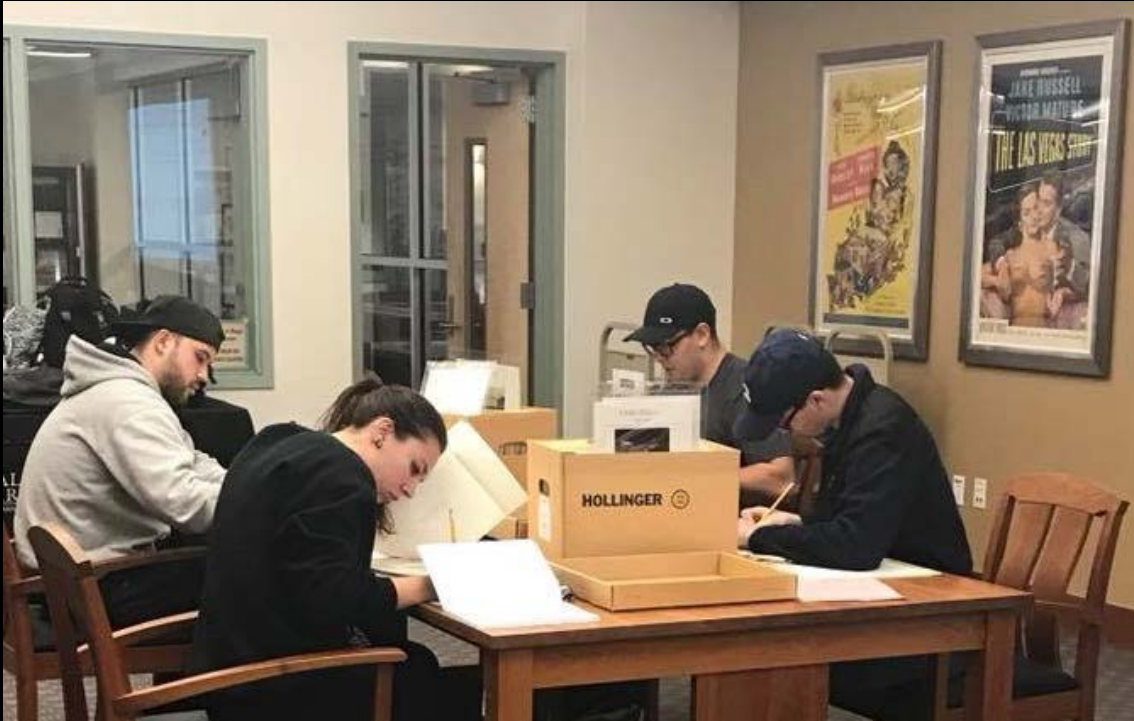
Details

Title	Southern Nevada Association of Women Attorneys records
Author	Southern Nevada Association of Women Attorneys, creator, compiler. >
Subjects	Southern Nevada Association of Women Attorneys -- Records and correspondence > Women lawyers -- Nevada -- Clark County > Women -- Nevada -- Clark County -- Societies and clubs >
Description	<p>The collection is comprised of records created by the Southern Nevada Association of Women Attorneys (SNAWA), a non-profit organization that provides networking opportunities and personal and professional development for women attorneys. Records in this collection span from 1979 to 2016. The collection contents include administrative files from past SNAWA presidents, secretaries, and treasurers and materials pertaining to continuing legal education (CLE) events organized by SNAWA for attorneys in Southern Nevada. Records in this collection also include correspondence, financial records, information on SNAWA bylaws, and membership files. CLE-related materials include attendee lists, registration forms, and seminar evaluation forms</p>
Creation Date	1979-2016
Format	5.7 cubic feet (5 boxes).; 929 digital files (4 DVDs, 0.823 GB).
Language	English
Notes	<p>BIO/HISTORICAL DATA: The Southern Nevada Association of Women Attorneys (SNAWA) is a nonprofit organization established in 1979 to offer support, networking opportunities, and guidance for personal and professional development to women attorneys in Southern Nevada. SNAWA hosts various social events throughout the year for the legal community in addition to regular monthly luncheons. SNAWA also organizes continuing legal education (CLE) events and seminars. Proceeds from CLE seminars are used to fund a scholarship that is awarded annually to a female law student attending the William S. Boyd School of Law at the University of Nevada, Las Vegas</p> <p>Text is in English</p>

Make it discoverable online ASAP



Evaluate
reference
analytics and
user surveys





UNLV UNIVERSITY LIBRARIES LIBRARY SEARCH JOURNALS A-Z FIND BY CITATION ...

Search anything Everything ADVANCED SEARCH

BACK TO RESULTS LIST

TOP

Details

Author

Subjects

Description

Creation Date

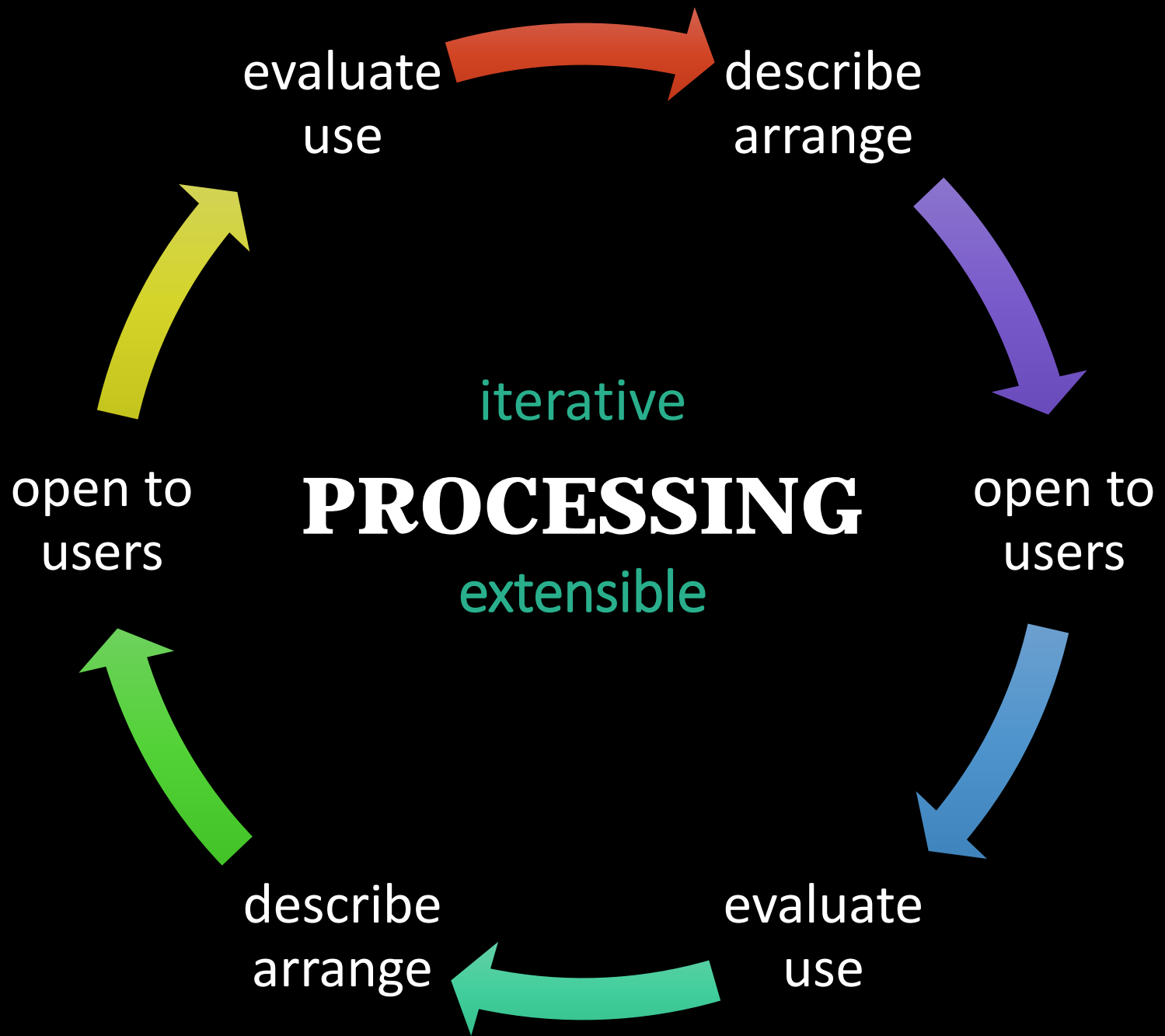
Format


Southern Nevada Association of Women Attorneys records
Southern Nevada Association of Women Attorneys, creator, compiler. >
Southern Nevada Association of Women Attorneys -- Records and correspondence >
Women lawyers -- Nevada -- Clark County >
Women -- Nevada -- Clark County -- Societies and clubs >


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1979-2016
5.7 cubic feet (5 boxes); 929 digital files (4 DVDs, 0.823 GB).





 Level of Effort	Level of Control	Description	Arrangement	Preservation	Appraisal
1 Minimal	Collection Level	Collection-level record in MARC or EAD (at least DACS single level minimum) possibly with a brief box listing	As is	Rebox if unserviceable in current housing.	Weeding not appropriate at this level. For collections with privacy concerns throughout, restrict entire collection from users and review for use on demand.
2 Low	Series or Subseries Level	Brief finding aid or detailed MARC notes (arrangement and scope & content) with series/subseries descriptions and/or box listings.	Put series and/or boxes into rough order.	Replace damaged boxes. House loose items. Replace folders, binders, or envelopes only if unserviceable.	Appraise series, subseries, or large, discernible chunks, but avoid finer levels of weeding. For series with privacy concerns throughout, restrict entire series from users and review for use on demand

 Level of Effort	Level of Control	Description	Arrangement	Preservation	Appraisal
3 Moderate	File Level (expedited)	Succinct finding aid with abbreviated folder lists or simple inventories. Existing description repurposed.	Put folders in rough order. Preserve original order when usable. Perform rough sort of loose items.	Replace boxes. Retain existing folders and labels when in good shape.	Appraise at the folder level; avoid finer levels of weeding. Segregate folders with privacy concerns.
4 Intensive	Folder Level (traditional)	Finding aid includes detailed folder lists, scope and content notes, and/or historical notes. Folder titles are refined and standardized.	Put folders in order. Impose new organizational scheme or make significant improvements. Sort loose items into folders.	Replace boxes and folders. Selectively perform preservation actions for fragile or valuable items.	Appraise at the folder level; avoid finer levels of weeding. Segregate folders with privacy concerns.

III. Processing scenarios

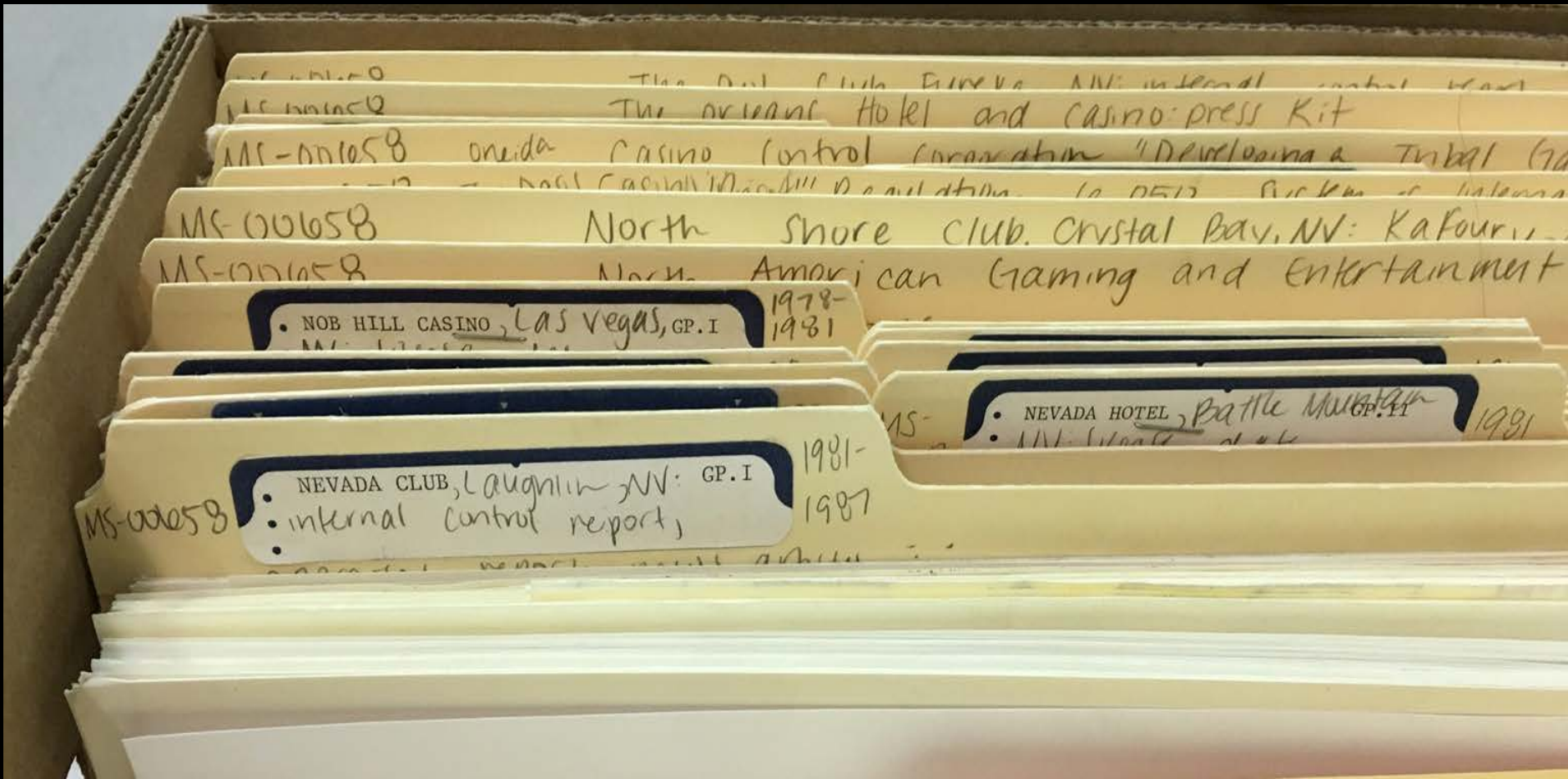


Eugene Martin Christiansen Papers, 1948-2017 (bulk 1975-2005)

Prior to grant work:

- *Extent*
 - Approximately 155 linear ft
 - 91 boxes and 11 filing cabinets
- *Physical access*
 - Unprocessed, donor kept 50% in alpha order
 - Inaccessible, stored on wrapped pallets off-site
- *Intellectual access*
 - Brief abstract on UNLV Libraries' website





Moderate processing (level 3-ish)

- Preserved original order when discernable
- Retained existing folders and labels when possible





Christiansen papers

Processing was helped by:

- n/a

Processing was hindered by:

- n/a

No prior work had been performed.



Katherine A. Spilde Papers on Native American Gaming, 1970-2015

Prior to grant work:

- *Extent*
 - 54 linear ft
 - 49 boxes and 1 OS flat file
- *Physical access*
 - Unprocessed, no order, misleading folder titles
 - Stored on site, frequently used
- *Intellectual access*
 - Box-level finding aid online
 - Collection-level MARC records online



Series I. Regional subject files, 1859, 1908, 1970-2016

- Alaska
- California
- Columbia Plateau
- Great Basin
- Great Lakes
- Hawai'i
- Northeast
- Northwest Coast
- Plains
- Southeast
- Southwest
- United States
- International

Series II. Professional activities files, 1980-2015


- National Gambling Impact Study Commission (NGISC)
- National Indian Gaming Association (NIGA) and the National Congress of American Indians (NCAI) Joint Task Force
- Harvard Project on American Indian Economic Development...

Series III. General subject files, 1789...1971-2014

- Economic
- Gaming
- Regulatory...



Highly intensive, item-level arrangement (level 5) of subject files

 Level of Effort	Level of Control	Description	Arrangement	Preservation	Appraisal
4 Intensive	Folder Level (traditional)	Finding aid includes detailed folder lists, scope and content notes, and/or historical notes. Folder titles are refined and standardized.	Put folders in order. Impose new organizational scheme or make significant improvements. Sort loose items into folders.	Replace boxes and folders. Selectively perform preservation actions for fragile or valuable items.	Appraise at the folder level; avoid finer levels of weeding. Segregate folders with privacy concerns.
5 Highly Intensive	Item Level	Detailed finding aid includes item lists, or folder lists with explanatory notes.	Items are placed in order in boxes and folders.	Replace boxes and folders. Comprehensively address housing or preservation needs for fragile items. Reformat audio-visual material.	Item-level weeding appropriate. Segregate items with privacy concerns.

Excerpt from 2014 finding aid, box-level description

	Box description
Box 04	Includes subject files related to Native American tribal gaming in California, Idaho, Oregon, Arizona, Louisiana, Colorado , The Ute Mountain Tribe and The State of Colorado Gaming Impact, articles on reservations as an idea, article on Indian Identify Impact Studies in Idaho, Iowa, Kansas, Washington, New Mexico, California, Arizona, Louisiana , and Louisiana Tribes (1979-2002).
Box 07	Includes subject files related to Native American tribal gaming in California, Florida, Louisiana, Mississippi , reports on economic effects, Studies, Surveys, articles on gaming in Mississippi , legal cases (civil Actions between state and tribes), Impact statements, journals articles, reports, case study (Mississippi), journal articles, Law Review article, Supreme Court decisions, NGISC testimony, NGIS Final Rulings, Statistics on economic Impact of Indian Gaming, General Accounting Office (D.C.) on Indian Gaming Activities, Tribal – State Compact List (1997), legislation, legal cases, rulings (1989-2006).
Box 09	Materials include impact studies for Nevada, Nebraska, North Dakota, South Dakota, Colorado, Georgia, Texas, Montana, Delaware (1988-2001), Havasupai Tribal Litigation (California) packet, Tribal State Compact between the Choctaw of Oklahoma and the State of Oklahoma, Tasin Survey, Tribal State Compact between the Tonkawa Tribe of Oklahoma and the State of Oklahoma...

Excerpt from 2016 finding aid, Series I.B. California files

Folder title	
National Indian Gaming Association (NIGA) draft resolution on internet gaming, California Assembly Bill number 1614 summary, and newspaper article, 1998, undated	Box 01
Reports, email correspondence, state-tribal collaborative bill proposition draft, and California Common Cause, "Gambling Industry Emerges as Top Campaign Contributor in California" report, 1999, 2000, 2001, 2009	Box 01
Newspaper articles about joint enterprises involving the Agua Caliente ?ivitem (Agua Caliente Band of Cahuilla Indians of the Agua Caliente Indian Reservation), Iviatim and Maarenga'yam (Morongo Band of Mission Indians), Cabazon ?ivitem (Cabazon Band of Mission Indians), Yuhaviatam (San Manuel Band of Mission Indians), Viejas Kumeyaay (Viejas [Baron Long] Group of Capitan Grande Band of Mission Indians of the Viejas Reservation), 2000-2003	Box 02
California Council on Problem Gambling materials including agendas, mission statement, correspondence, applications, contract, fundraising data, teen education project fliers, Spilde's notes, and resignation letter in support of Spilde, 2000, 2003-2004	Box 02



User feedback now indicates a high level of satisfaction with the collection description and physical arrangement



Spilde papers

Processing was helped by:

- Collection level description and biographical note
- Accessioner's notes in collection file: documentation of conversations with creator and users, and suggested arrangement

Processing was hindered by:

- n/a

The minimal processing left a lot to be desired, but it did not hinder the next stage of processing in any way.



Gary W. Royer Collection on Gaming, 1950-2009 (bulk 1970-1995)

Prior to grant work:

- *Extent*
 - 112 linear ft
 - 139 boxes
- *Physical access*
 - 50 feet in archival boxes on site
 - The rest inaccessible, stored on pallets off site
- *Intellectual access*
 - Brief collection summary on UNLV Libraries' website
 - Donor's description provided context, but did not align with physical materials



UNLV William F. Harrah's College of Hospitality

Ranked the world's best college for hospitality and leisure management in 2017

<https://www.topuniversities.com/university-rankings/university-subject-rankings/2017/hospitality-leisure-management>

- The Royer collection was the cornerstone of its gaming resource library
- Transferred to the University Libraries Special Collections & Archives in 1995



Arrangement prior
to transfer



LIBRARY - Gaming Resource Center

Page 2 of 7

GAMBLING LIBRARY ORGANIZATION

As depicted in Exhibit A, there are five sections to the library with subsections to each section for the organization of materials of various jurisdictions or areas covered by the section. This facilitates a clearer breakdown of materials so that it can be easily accessible by the firm personnel. The five sections are:

- I. Gambling Law and Annual Publications
- II. Vendors to Gambling Interests -
Manufacturers/Distributors
- III. Casinos, Race Tracks, and Sports
- IV. Management and Control - Gambling
- V. Gambling - General

New arrangement

- I. Legislative and regulatory files, 1950-2009
- II. Gaming management and operational control files, 1965-2009
- III. Gaming industry vendor files, 1974-2000
- IV. Gaming research files, 1960-2008



**SECTION V: GAMBLING - GENERAL
TABLE OF CONTENTS**

<u>AREA</u>	<u>TITLE</u>
V-A	History, Psychology, & Sociology
V-B	Oral History, Biography, & Auto-Biography
V-C	Card Control, Cheating, Magic, & Con Games
V-D	Mathematics & Probability - Odds Of The Game
V-E	Games - Other (Bridge, Backgammon, Etc.)
V-F	General Casino Gaming Guides & Systems
V-G	Gaming: Management & Administration
V-H	(OPEN)
V-I	(OPEN)
V-J	Card Games: Poker & Panguingue
V-K	Counter Games: Bingo & Keno
V-L	Baccarat - Table Games
V-M	Blackjack - "21" - Table Games
V-Mc	Craps - Table Games
V-N	Roulette - Table Games
	Other - Table Games (i.e., Fan Tan)
	and Devices

**Subseries
established
by former
custodian**



Rehoused 50 feet of binders before surveying entire collection

Royer collection

Processing was helped by:

- Legacy collection description provided background, context, and research value
- Legacy series description informed arrangement

Gave us an understanding of relationships between materials and a starting point for the processing plan

Processing was hindered by:

- Inventory did not match what was in boxes
- Collection file was not up to date
- Materials from binders had to be re-processed

We wasted time looking for materials that were not there and misjudged the extent of the collection



Harrah's Entertainment Corporate Archives, 1811-2004 (bulk 1940-2000)

Prior to grant work:

- *Extent*
 - 80 linear feet
 - 72 boxes and 122 binders
- *Physical access*
 - Documents foldered and roughly arranged; oversized documents, objects, and items in binders needed rehousing; legacy description was accurate and helpful
 - Stored on site
- *Intellectual access*
 - Brief abstract on UNLV Libraries' website
 - Rough inventory (not online), no dates



LASR 4:4:4



LASR 4:4:5



LASR 4:4:6



The 2002 finding aid was incomplete, but contained very helpful front matter

Organizational History

Note was three pages long and helped processors understand the context and importance of the materials.

Collection Scope and Contents Note

“The Harrah’s Entertainment, Inc. Collection was consciously created and developed as a corporate archives by Harrah’s corporate communications department and includes extensive promotional, entertainment and financial publications and files, and hundreds of photographs documenting the history and growth of the company, the construction and openings of its resort complexes, it’s operations, and the people who worked and performed at Harrah’s...”

Separation Note

“A portion of the loose photographs were separated and processed as the Harrah’s Photograph Collection (PH-00331), which has an item level inventory.

Corporate publications listed in the inventory are shelved separately with within UNLV Special Collections periodicals...”

Rearranged groups of files, enhanced folder descriptions, and added dates

2002 Inventory Box 1

Folder# and title

- 1 Bill Harrah – biographical articles**
- 2 Bill Harrah and his business – clippings
- 3 Bill Harrah's houses**
- 4 Bill Harrah – surgery**
- 5 Bill Harrah – obituaries
- 6 Bill Harrah – obituaries
- 7 Bill Harrah's estate
- 8 Bill Harrah – memorial publications
- 9 Bill Harrah – memorials, testimonials, Hall of Fame Dinner
- 10 Bill Harrah's successors
- 11 "Out of the Past" – notes and drafts for *Harrah-scope* articles
- 12 Harrah's first public stock offering, 1971
- 13 Press Releases 1972-75
- 14 Harrah's 40th Anniversary - clippings**
- 15 Harrah's 40th Anniversary – clippings**

2017 Folder Descriptions from Series III

Harrah family photographs and personal files, 1958-1990

Bill Harrah biography material: interviews, news articles, and quotes, 1964-1982 (box 125)

News articles on Harrah's 40th anniversary and Australia expansion, 1977 (box 125)

News articles about Harrah's 40th anniversary, 1970s-1980s (box 126)

Bill Harrah's house: exterior elevation drawings of Harrah home in Lake Tahoe by architect William C. Wagner, brochures about Harrah's Middle Fork Lodge, and construction photographs, 1962, 1988 (box 126)

Press releases and news articles about Bill Harrah's aneurysm surgery, 1978 box (126)



2002 description of the playing cards:

“Historic playing card collection (21 boxes)”



2017 description of historic card games

Series II. Card games, 1811-1993 (bulk 1890-1950)

Physical Description: 3.84 Cubic Feet (27 boxes)

Scope and Contents Note: Materials contain playing cards and card games collected by Bill Harrah (1811-1993, bulk 1890-1950). Card decks include standard playing cards and various card games such as divination cards, educational card games, and other novelty cards.

Excerpts from item-level description:

Japan

- Yamayo and Company Perfection playing card company, undated (box 109)
- Tanaka and Company Great Tajmahal, undated (box 109)
- Star Playing Cards, approximately 1922 (box 109)
- Marufuku Nintendo Card Company Round Corners No.1, approximately 1889-1965 (box 110)

Germany

- Unknown publisher, brown gingham pattern, approximately 1930s-1947 (box 110)
- Bridge Romme-Whist Nr. 7-55 Karietr Ruckseite, undated (box 110)
- C.L. Wust Frankfurt no. 123, approximately 1811-1927 (box 110)
- Unknown publisher, blue and black gingham pattern, undated (box 110)
- B. Dondorf Frankfurt Whist, undated (box 110)



Material processed at the folder level (2002) were reprocessed (2017). Processing was easily extended for material that had been originally processed at the box level or series level (level 2).



Harrah's archives

Processing was helped by:

- Legacy scope & contents and historical notes informed arrangement
- Inventory was imperfect, but accurate
- Inventory noted materials that had been removed from collection

Processing was hindered by:

- Few dates in description
- Folder numbers written on folders

Looking through folders to find dates and erasing folder numbers slowed us down.



IV. Lessons learned

...ways to do your future self a favor



Actions in
support of
extensible
processing


*During a survey, accessioning,
and/or minimal processing:*


Document your actions and
knowledge of collection

Recommend actions/plans
for future processing

Ensure description aligns
with physical materials

Limit physical work to
stabilizing material &
restoring original order

 Level of Effort	Level of Control	Description	Arrangement	Preservation	Appraisal
1 Minimal	Collection Level	Collection-level record in MARC or EAD (at least DACS single level minimum) possibly with a brief box listing	As is	Rebox if unserviceable in current housing.	Weeding not appropriate at this level. For collections with privacy concerns throughout, restrict entire collection from users and review for use on demand.
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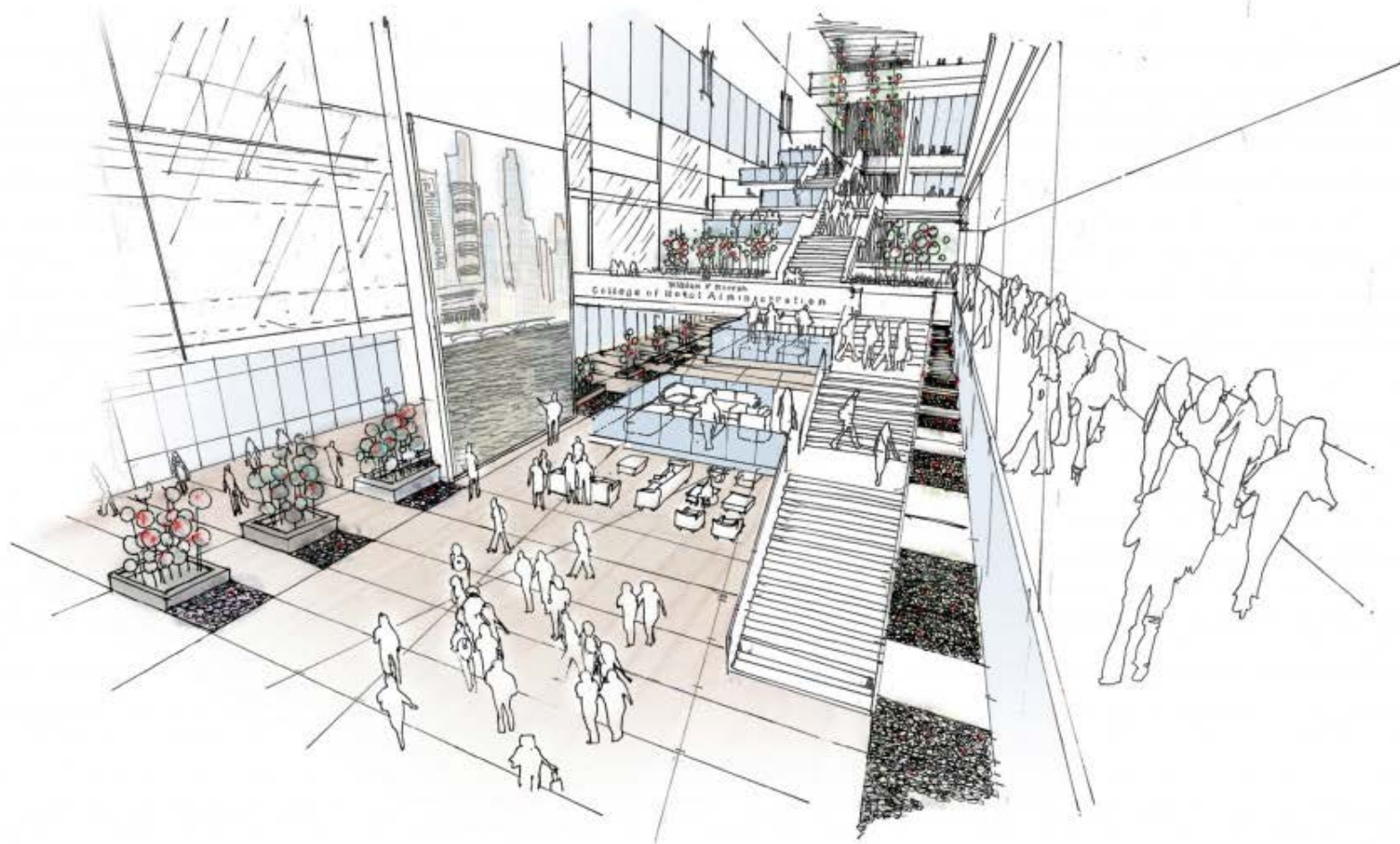
 Level of Effort	Level of Control	Description	Arrangement	Preservation	Appraisal
<p style="text-align: center;">3 Moderate</p>	<p style="text-align: center;">File Level (expedited)</p>	<p>Succinct finding aid with abbreviated folder lists or simple inventories. Existing description repurposed.</p>	<p>Put folders in rough order. Preserve original order when usable. Perform rough sort of loose items.</p>	<p>Replace boxes. Retain existing folders and labels when in good shape.</p>	<p>Appraise at the folder level; avoid finer levels of weeding. Segregate folders with privacy concerns.</p>
<p style="text-align: center;">4 Intensive</p>	<p style="text-align: center;">Folder Level (traditional)</p>	<p>Finding aid includes detailed folder lists, scope and content notes, and/or historical notes. Folder titles are refined and standardized.</p>	<p>Put folders in order. Impose new organizational scheme or make significant improvements. Sort loose items into folders.</p>	<p>Replace boxes and folders. Selectively perform preservation actions for fragile or valuable items.</p>	<p>Appraise at the folder level; avoid finer levels of weeding. Segregate folders with privacy concerns.</p>



Lay a solid foundation:
surveys, inventories,
accessioning, and/or
minimal processing

Build a framework for
future arrangement
and description:
processing plan

Iterative, extensible processing



CARPENTER SELLERS DEL GATTO ARCHITECTS

CONCEPTUAL SKETCH - INTERIOR ATRIUM

UNIVERSITY OF NEVADA, LAS VEGAS WILLIAM F. HARRAH COLLEGE OF HOTEL ADMINISTRATION

UNLV

SHEET 03

07.20.2012















HOSPITALITY HALL
The New Home of the
Harrah Hotel College
univ.edu/hotel
UNIV

UNIV

enjoy







UNLV University Libraries

Special Collections & Archives

America's Great Gamble project website:

<https://sites.google.com/unlv.edu/americas-great-gamble-nhprc/home>

QUESTIONS?

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Society of California Archivists Annual General Meeting · Yosemite

