Business Process Management and Archival Content Management Systems

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Discovering Hidden Collections
Archival Processing

• Includes:
  – Accessioning
  – Arrangement
  – Description
  – Collection management
  – Conservation
  – Micrographics
  – And others...
Archival Data Creation
Archival Data Management

• Case files

• Checklists

• Processing manuals
Business Process Management

- Process Optimization
- Process Design
- Business Strategy
- Technology Interactions
- Human Interactions
Business Process Modeling

Method for describing the flow of control and data between activities and resources
Workflow Management Systems

ProcessMaker Workflow Simplified

Case #: 8  Title: #8

Preload Metadata Form

- Collection title: Franklin S. Harris Brigham Young University president
- Call number: UA 1089
- Box/Folder number: Box 6 Folder 2
- Type of materials: Manuscripts

Condition issues:

- Bound materials?: NO
- Photograph scanning DPI:
- Metadata spreadsheet location:

Submit

* Required Field
Processing at LTPSC

• Pre-1995 – Personal "understandings"
• 1995 – Checklist introduced
• 2003 – Revised checklist
eWorkflows (2004-2005)
Integrated Digital Special Collections (INDI) (2005-2009)

• Web-based application for:
  – Accessioning
  – Arrangement and description
  – Collection management
  – Digitization
Two-System Solution
Lessons Learned

- Process modeling for mapping and streamlining processes
- Workflow management for control and analysis
Importance of Integration