

Business Process Management and Archival Content Management Systems

J. Gordon Daines III

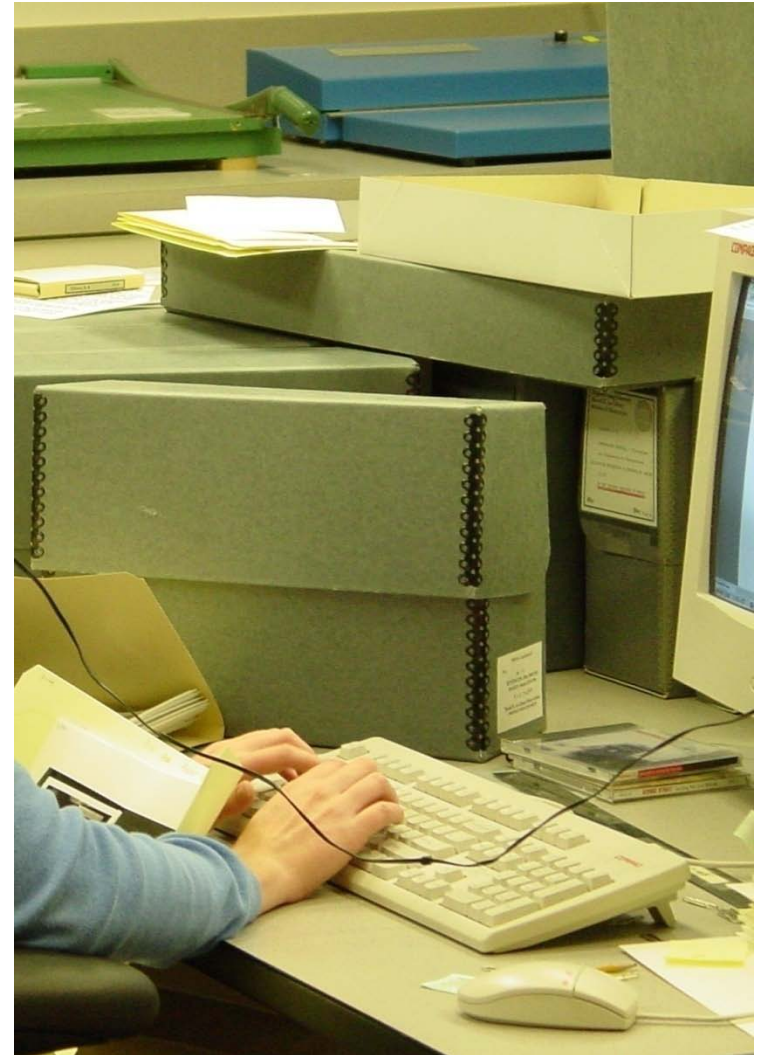
Cory L. Nimer

Discovering Hidden Collections




Archival Processing

- Includes:
 - Accessioning
 - Arrangement
 - Description
 - Collection management
 - Conservation
 - Micrographics
 - And others...



Archival Data Management

- Case files
- Checklists
- Processing manuals



Processing Guide for Archives and Manuscripts

Processing Guide

L. Tom Perry Special Collections
Harold B. Lee Library
Brigham Young University
Provo, UT 84602
Tel: (801) 422-3514
(801) 422-3175

Fall 2002
Revised Spring 2004

L. Tom Perry Special Collections
Processing Case File Checklist

☐ Primary Checklist
☐ Supplement / add.

Call Number _____

Accession Number(s) _____

Creator (include birth and death dates): _____

Title: _____

Date: _____

Pre-Processing

Initial	Date	
		Depth record search conducted
		Box in DDC accession log
		Inventory of gift and/or purchase and correspondence
		Transfer letter is reviewed and in files

Other Media Consultation (photographs, film, electronic media, etc.)

Initial	Date	
		Processing plan is reviewed

Physical Processing of Collection (Preliminary or Final)

Initial	Date	
		Inventory reviewed, corrected, preliminary or complete
		Finding aid created in BLS/BC
		10" microfilm (positive) - checked
		16" microfilm (positive) - checked
		10" microfilm (negative) - checked
		16" microfilm (negative) - checked
		Finding aid not on through - reviewed - http://search.bls.org/checked
		Originals removed from BLS/BC
		Items to go to trash (check, description of items to be sent to the trash)

Workflow

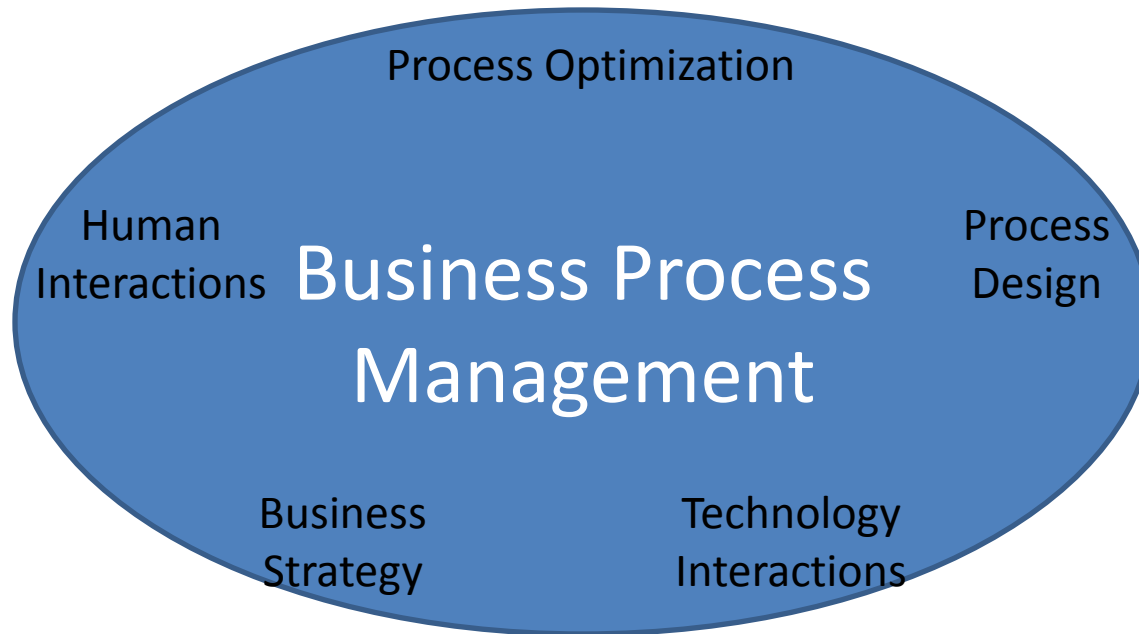
Initial	Date	
		Case file returned and collection picked up by Workflow
		DACS completed
		CCSLA RAD RPS completed

Cataloging

Initial	Date	
		Final edit and catalog record entered into online catalog by manuscript cataloger
		SEST Number: _____
		Box Finding Aid

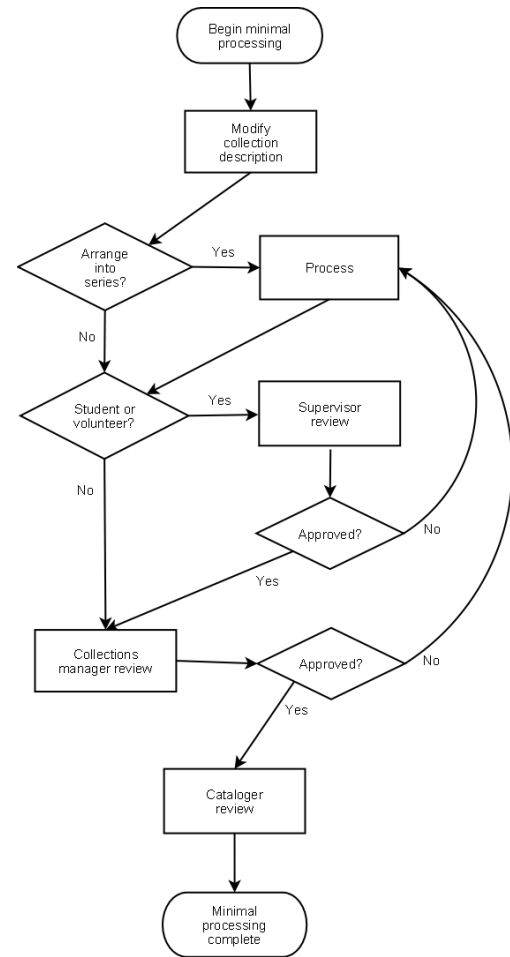
Form Number SP-1 - Revised June 2005

Business Process Management



Business Process Modeling

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



Workflow Management Systems

ProcessMaker[®]
Workflow Simplified

Log out

USERS CASES PROCESSES REPORTS SETUP DASHBOARD

STEPS INFORMATION ACTIONS

Case #: 8 Title: #8

Next Step

Preload Metadata Form

Collection title	<input type="text" value="Franklin S. Harris Brigham Young University president"/>
Call number	<input type="text" value="UA 1089"/>
Box/Folder number	<input type="text" value="Box 8 Folder 2"/>
* Type of materials	<input type="text" value="Manuscripts"/>
Condition issues	<input type="text"/>
* Bound materials?	<input type="text" value="NO"/>
Photograph scanning DPI	<input type="text"/>
* Metadata spreadsheet location	<input type="text"/>

Submit

* Required Field

- Pre-1995 – Personal "understandings"
- 1995 – Checklist introduced
- 2003 – Revised checklist

Form Number WFS-1 Revised June 2000

eWorkflows (2004-2005)

eWorkflow System - L. Tom Perry Special Collections - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://128.187.110.210/eworkflow/processinglog.php?step=start>

L. TOM PERRY
SPECIAL
COLLECTIONS

eWorkflow System

WELCOME LOCATION GUIDE **PROCESSING LOG** PATRON SERVICES DIGITIZATION CONSERVATION USER ADMIN ROUTE

nick | LOG OUT

Processing Log

Create a New Installment

Creating an Accession entry normally begins with a search of the accession logs. If you have not yet done this, please click on the "Processing Log" tab above, and select "Search Processing Log" from the options on the left to start your departmental records search.

I verify that I have performed the needed departmental records search.

Call Number

☐ New collection

☐ Installment of an existing collection (use previous call number)

Accession Number

An accession number will, by default, automatically be assigned to your new installment. If you need to use an accession number belonging to a previous year, [click here](#).

Special Collections

- Department Calendar
- HBLL Calendar
- Personnel Directory
- Forms
- Policies
- Meeting Minutes

BYU Resources

- BYU Magazine
- KBYU-TV & Radio
- NewsNet

Archival Resources

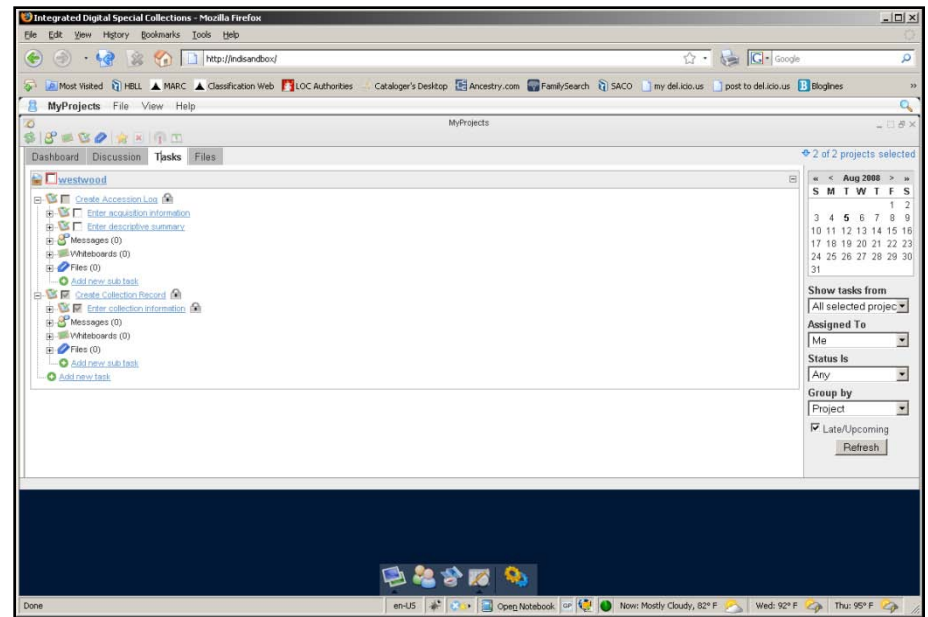
- SAA Glossary of Archival Terms
- EAD Specification
- Directory of Special Collections

Computer Resources

- eWorkflow Documentation (PDF)
- Submit a Bug
- Bug Central (Admin)
- Windows Update
- Microsoft Office Update

Integrated Digital Special Collections (INDI) (2005-2009)

- Web-based application for:
 - Accessioning
 - Arrangement and description
 - Collection management
 - Digitization



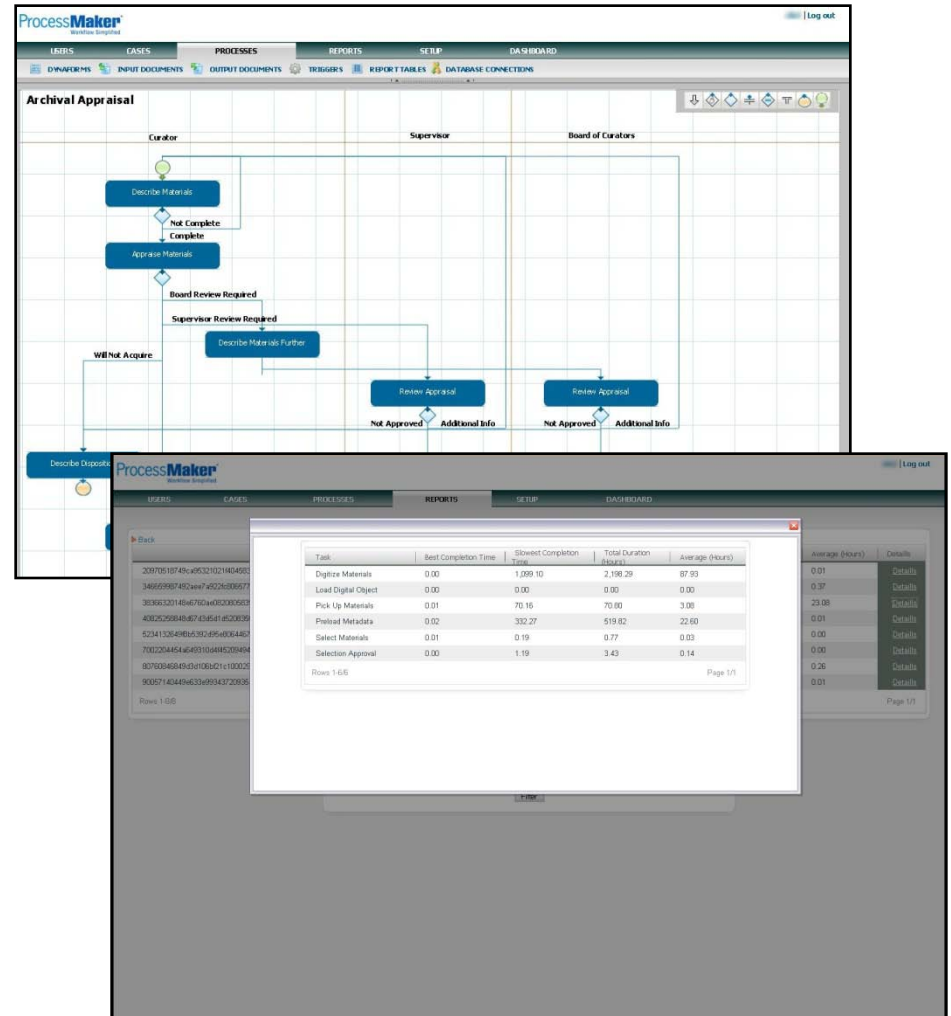
Two-System Solution



ProcessMaker®
Workflow Simplified

Lessons Learned

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



Importance of Integration

