

Technical Services and Special Collections Partners in Processing

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Abstract: This poster presentation describes in a case study format how the Technical Services Team at the University of Arizona Library is incorporating archival processing into its ongoing work responsibilities. Members of the Technical Services Team, under the direction of the Special Collections Processing Archivist and Digital Archivist, are doing arrangement and description as well as creating and encoding finding aids. This presentation will cover how this partnership between Technical Services and Special Collections came about and the practical steps involved in establishing a sustainable working relationship. Areas covered include: training technical services staff, competencies development, setting up a processing workspace, establishing a workflow, prioritization and assignment of collections to be processed, establishing communication and reporting structures, documenting and tracking progress, and development of quality standards. The presentation will also include lessons learned and future plans for continuing and expanding the partnership. The presentation will provide attendees with examples of the opportunities and challenges associated with creating an intra-institutional partnership as a means for sustaining archival processing activities.

About the author:

Michele Saunders is a Metadata Librarian working on the Technical Services Team at the University of Arizona. Ms. Saunders areas of interest include metadata and quality control for digital initiatives, usability and user experience, information architecture, archival processing and the creation and management of metadata for archival collections.