

An Academic and Hospital Library Archival Collaboration

A Digitization, Preservation and Access Initiative

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1. Project Overview

Project At a Glance

- A collaboration between the Hospital, Library and University Archives to secure funds and protect vulnerable historical Hospital documents dating from creation in 1980 to 2006
- The goal was to organize, preserve and make accessible to the public 3.8 metres of textual and photographic documents of the Seven Oaks General Hospital (SOGH), dating from pre-creation in 1970 to 2006.

2. Project Inception

Project Need

- SOGH is one of Winnipeg's youngest hospitals consistent efforts were made to keep historical documents orderly and somewhat protected.
- SOGH has experienced numerous changes in a relatively short time: six major additions, innumerable interior renovations, governance changes.
- Documents demonstrating a history of growth, decline, change, and institutional decision-making have not been systematically retained and preserved.
- Documents are under threat of disposal due to lack of space and improper storage.

Project Objectives

- To process and describe historical documents
- To digitize and provide access through the digital asset management system (DAMS)
- To preserve the collection using archival storage materials and following Policy 610: Faculty of Medicine Archives Acquisitions Policy, University of Manitoba.
- To maintain hospital and community access to the collection

3. Project Planning

Logic Model

A logic model framework was used to guide the development of the project.

Identified Needs	Desired Results	Activities	Resources
Assets <ul style="list-style-type: none">Winnipeg Foundation Grant - \$3500Manitoba Heritage Grant - \$3822LibrarianMedical ArchivistStudent ArchivistMedical Archives (Facility)Website infrastructure (XAMPP, WordPress, DAMS, Manitoba Archival Information Network)Processing Equipment & Software (scanners, external hard drives, Access to Memory, SAN server)Storage materials (boxes, folders)	Short Term <ul style="list-style-type: none">Archival material preserved for future use by Hospital and healthcare communityArchival material accessible online to healthcare community and general publicDemonstration of successful collaboration b/w archivists and librarians Long Term <ul style="list-style-type: none">Recognition by stakeholders of the role of archivists in preserving Hospital documentary heritage	<ul style="list-style-type: none">AppraisalIntellectual arrangementPhysical arrangementData migrationDigitizationArchival descriptionWebsite developmentDigital and physical storage	<ul style="list-style-type: none">Hollinger boxesAcid-free foldersFlatbed scannersExternal hard drivesSAN serverApple MacWebsite infrastructureAccess to Memory (AtoM) software2 academic staff2 support staff1 hospital staff



4. Collection

Collection Overview

The SOGH archives were donated to the Faculty of Medicine Archives in January 2014 and consist of 15 Hollinger boxes and 8 archival shoeboxes of material relating to the history of SOGH history from the 1970s to the 2000s. In addition to 6550 photographs, the collection includes textual records, video recordings, and electronic media.



5. Archival Processing

Description

The Archives were described according to the Canadian Rules for Archival Description (RAD) standard. Access to Memory (AtoM) software was used to describe the nine series in the collection. The description was uploaded to the Manitoba Archival Information Network; an online searchable database of descriptions of archival material held by Manitoba's archival institutions. This collection was described to the file level according to the 2008 revision of RAD.

Storage

- Physical textual and photographic materials are stored in acid-free folders and Hollinger boxes in the Faculty of Medicine Archives vault.
- Digitized master files are stored on an internal University of Manitoba server.

Digitization and Online Access

At present, only the photographs within the SOGH Archives have been digitized. Access copies (JPEG) were generated from master copies (TIFF images) using Apple's Automater application. Digitized images were then uploaded to a website built with XAMPP and WordPress. The website is hosted by the University of Manitoba Libraries.



6. Project Completion

Collection Promotion

- Promotional giveaways (post-its & pens)
- Grand Opening celebration in fall 2014
- Internal publications and newsletters
- External publication submissions

Project Assessment

The SOGH Archives did not take an inordinate amount of time to process but a significant amount of front-end work was required to secure funding. Acquiring grants and fulfilling grant requirements was labour intensive.

Lessons Learned

Scanning photographs as 600 dpi TIFF files was problematic for image transfer, storage, and conversion. The Archives is exploring the use of smaller JPEG2000 file sizes moving forward.

Future Considerations

Tracking collection usage beyond in-person and website visits will be considered.

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