

Minimizing Compromises: Enhancing Access to Large-Scale Digitized Collections

Archivally Inspired Description

Problem

For the project *Cultivating a Revolution*, the project staff at the NCSU SCRC wanted to scan more materials than we have on previous projects. Selection was done at the folder level, rather than at the item level, which presented a conundrum about what should be described in the metadata: each individual item or the folder as an aggregate?

Accessibility vs. Discoverability

Selection at the folder level meant that project staff scanned everything in each folder, increasing the level of production, and thus increasing access to our materials. Each individual item was no longer described, so there was more time to scan more materials. The lack of individual descriptions meant that the materials were less discoverable on the web even if more of the collection was accessible.

Solution

After meeting several times with a group composed of the project staff, technical service archivists, and metadata librarians, a workflow and set of metadata guidelines was put in place.

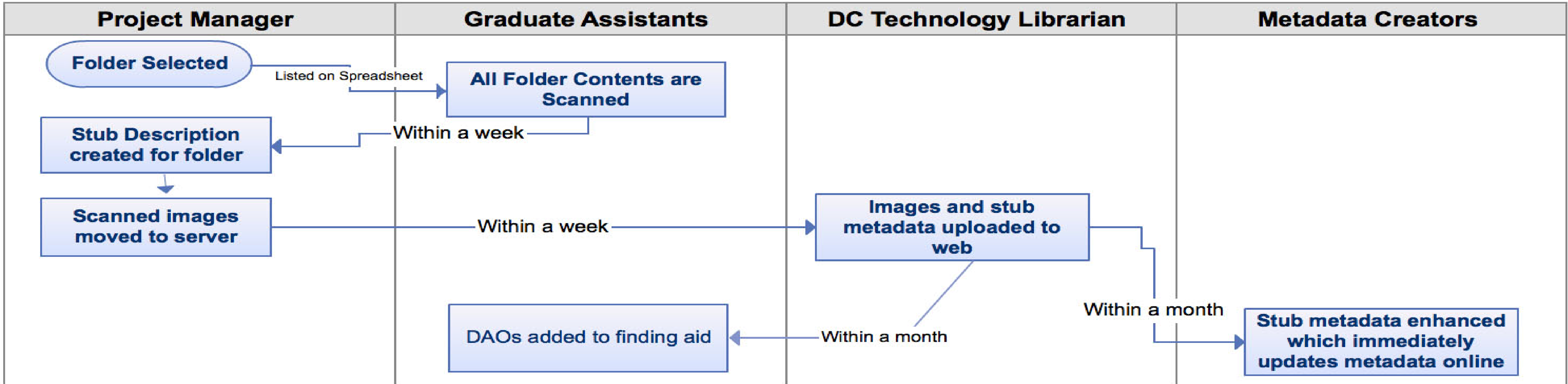
*Scan at an accelerated pace

*Using a tool to reuse existing archival description from the collection guide, brief or “stub” metadata records are created for each folder. These descriptions provide basic information about the folder (title, collection information) and allow them to be online quickly

*After being uploaded online, DAOs are added to the appropriate collection guide

*Within a month of materials being online, metadata and cataloging staff who have processing experience enhance the descriptions of the folders much as an archivist would describe a collection; with subject headings, name authorities, and folder scope and content notes, to increase the discoverability of the materials via the web

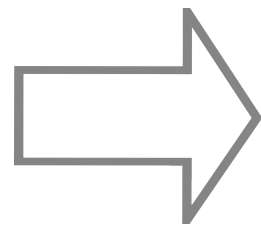
Workflow



Brief ("Stub") Record

Folder information

Title: Diagram (Envelope 41115) :: Negatives :: Physical Characteristics and Properties
Item identifier: mc00033-002-bx0009-002-000
Digital Project: [Cultivating a Revolution](#)



Enhanced Record

Folder information

Title: Imperial Tobacco Co., 1970-1971
Subjects: [Agricultural engineering](#)
[Tobacco -- Research](#)
[Freeze-drying](#)
Item identifier: mc00062-007-bx0041-001-000
Coverage Date: 1970 to 1971
Description: Contains correspondence between Professor W. H. Johnson and researchers from Imperial Tobacco Group regarding evaluation on tobacco samples from Johnson's study titled, BAE 136: Influence of variety and leaf position on filling capacity increase by freeze drying.
Genre: [Correspondence](#)
Names: [Johnson, William H. \(09/14/1932-\)](#) ⓘ
[North Carolina State University -- Research](#) ⓘ
[Imperial Tobacco Group](#) ⓘ
[NCSU Dept. of Biological and Agricultural Engineering](#) ⓘ
Digital Project: [Cultivating a Revolution](#)

Links in Collection Guides to Digital Content

Harvesting, 1914 - 1969 (MC 00033 Series 1) (3 archival boxes)

This series is composed primarily of reference material Suggs used in conjunction with his research, but also contains data Suggs collected while in the field, and photographs from some of the studies he performed.

Data	
Composition of Tobacco Varieties, undated Online content, undated ⓘ	[Box 2, Folder 6]
Curing: Bin-type, Bulk, 1960 Online content, 1960 ⓘ	[Box 2, Folder 7]
Data and Equations on the Operating Parameters of the Tobacco Harvester, William E. Splinter, undated Online content, undated ⓘ	[Box 2, Folder 8]
Defoliator Characteristics Data and Analysis, undated	[Oversize Box 42, Folder 1]
Defoliator Characteristics Drawing, 1953 Online content, 1953 ⓘ	[Box 2, Folder 9]
Force and Energy to Remove Leaves, undated Online content, undated ⓘ	[Box 2, Folder 10]

Links to Physical Collection in Digital Interface

Source information

Repository: [Special Collections Research Center at NCSU Libraries](#)
Collection: [Charles W. Suggs Papers, 1914 - 1995 \(mc00033\)](#) ⓘ held by [Special Collections Research Center at NCSU Libraries](#) ⓘ
Note field: Not all materials from the physical collection may have been scanned.
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Scanned folders from the same box

- [Dusting and Spraying Correspondence \(Folder 1 of 3\), 1951 - 1962](#)
Series 1, Box 2, Folder 6
- [Dusting and Spraying Correspondence \(Folder 2 of 3\), 1962-1965, Series 1, Box 2, Folder 7 \(Current Folder\)](#)
- [Dusting and Spraying Correspondence \(Folder 3 of 3\), 1965-1967](#)
Series 1, Box 2, Folder 8
- [Equipment on Loan Correspondence, 1955-1967](#)
Series 1, Box 2, Folder 9



<http://www.lib.ncsu.edu/specialcollections/projects/cultivating-a-revolution.html>

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