Accessioning Evolution

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Duke University Archives

2007

- Note in Aleph record
- Complete Separation Sheets
- Copy Data to Server
- Create DOS directory listing
- Annotate directory listing

Duke University Rare Book, Manuscript, and Special Collections Library

Digital Media/ Electronic Records Action Guidelines

The following guidelines have been drafted to provide guidance to Duke University Rare Book, Manuscript, and Special Collections Library staff on the workflow procedures for handling digital media items (such as word processor and computer diskettes, tapes, CD-ROMs, etc.) found in manuscript collections acquired by the library. The procedures described are intended to facilitate the prompt action required for preserving the information carried on short-lived magnetic and optical media, and present the various options for doing so. The guidelines are based on contributions from members of the several RBMSCL departments, and their successful implementation requires similar ongoing cooperation. While each section title lists the staff members most directly involved with the subsequent series of operations, the various steps of the described process may require a collaborative cross-departmental effort.

1.0 Acquisition: Collection Development Staff
    1.1 Discover Information About Digital Media Items Within Collection
    1.2 Record Information About Digital Media Items Within Collection in RBMSCL Database

2.0 Accessioning: Technical Services Staff Accessioner/ Processing Archivist
    2.1 Find Digital Media Items Within Collection and Remove
    2.2 Record Information about Removed Digital Media Items in Container List and RBMSCL Database
    2.3 Migrate information from original physical item to Special Collections server.
    2.4 Create a Disk Directories log.
    2.5 Determine if the number of disks and files warrants further processing.
    2.6 Change access permissions.

3.0 Accessioning: Reformat word processing digital items into Rich Text and Text formats and create a Digital Files Locator Form
    3.1 Reformat the digital items into Rich Text and Text formats.
    3.2 Create a Digital Files Locator Form.
    3.3 Change access permissions

4.0 Accessioning: Disposition of Original Digital Media Items: Technical Services Staff Accessioner/ Processing Archivist
    4.1 Discard or Retain Original Digital Media Items
    4.2 Relocate, Indicate Location of, and Impose Restrictions on Retained Items

5.0 Full Processing: Create a Digital Files Locator Form and reformat word processing digital items into Rich Text and Text formats
    5.1 Create a Digital Files Locator Form.
    5.2 Change access permissions.
    5.3 Reformat the word processing digital items into Rich Text and Text formats.
    5.4 Change access permissions.

6.0 Processing: Providing User Access Points to Migrated Digital Files: Technical Services Staff Processing Archivist
    6.1 Place Separation Sheets in Appropriate Locations During Processing
    6.2 Note the Presence of Digital Files in Finding Aid
    6.3 Encode the finding aid.

Directions for migrating digital media items from 3.5" floppies and CDs to the Special Collections Server

1. Open a My Computer window.
2. Navigate to S:\Accessioned.
3. Create a new folder using the last name, first name of the accession and the accession number.
4. Within that folder, create new sub-folders for each disk in the accession (Disk 001, Disk 002, Disk 003, etc.)
5. Open a second My Computer window.
6. Put Disk 001 in the a:\ or e:\ drive.
7. In the second My Computer window, navigate to the disk in the a:\ or e:\ drive.
8. Copy the contents from the a:\ or e:\ drive to the Disk 001 folder in the first My Computer window.
9. Repeat steps 6-8 for all remaining disks. Use View→Refresh to change the contents of the My Computer window when you've inserted a new disk into the a:\ or e:\ drive.
10. Any MacIntosh format, 5" floppy disks, zip disks, or other formats will require different procedures.

Directions for creating a disk directories log for any newly migrated digital media accession

Copying the disk directory into a text document:
1. In a My Computer window, navigate to S:\Logs.
2. Create a new folder using the last name, first name of the accession and the accession number. The name should be the same as the folder you created in S:\Accessioned.
3. Open a command window.
4. At the c: prompt, use these commands to navigate to the disk directory in S:\Accessioned you wish to log:

```
s:
cd accessioned
cd [name of accession]
```

5. Once you have reached the accession you want to log, use this command to copy the entire directory (the contents of the accession) to a newly created document.

```
dir /s>s:\logs\[last name of accession.txt]
example:  dir /s>s:\logs\shor.txt
[the ">" means "copy to" and then you define the file path]
```

If you need to, you may also append or edit the document you've just created by using this command:

```
dir [of whatever disk]>>s:\Logs\[name of accession]\[last name of
accession.txt]
[the ">>" means "append output to" and then you define the file
path]
```

6. Other commands you might need are:
    a. cd ..\ takes you one level higher in the directory hierarchy

SEPARATION SHEET

for

Digital Media Items
(Diskettes, CD-ROMs, etc.)

Item Number:_____

        (Example: "Disk 003")

Item Name:_____

        (From Item Label)

Digital Files Locator Form for Digital Media Items in Manuscript Collections

<u>COLLECTION</u>
Main Entry _____
Accession Number _____

<u>DIGITAL ITEMS: copy and paste this section for each additional digital item</u>

ITEM ATTRIBUTES
New Item Name, and Location Path (<specoll/Archived Disks/COLLECTION FOLDER/ ITEM FOLDER>)
specoll/Archived Disks/_____
Item Label (if any)_____
Hardware Type (PC, Macintosh, Stand-alone Word Processor [i.e., Brother], etc.) _____
Media Type (3.5" Diskette, 5.25" Floppy Disk, CD-ROM, etc.) _____
Access Restrictions (Indicate "See Individual File" if only on particular files) _____
_____

Physical Item Retained? No _____Yes _____ Location: _____
        Note: If retained, the original digital media item is closed to use by researchers.
ITEM CONTENT
General Description (Correspondence, Email, Drafts of . . ., etc.) _____
_____

FILES
File Name_____
File Content Description if not Evident from File Name _____
Original File Format (WP program, etc.)_____
New File Formats: (X all conversion methods that apply): .txt _____ .rtf _____
Original File Date/ Data Migration Date_____/_____
Access Attempt Notes (Problems, etc.)_____

File Name_____
File Content Description if not Evident from File Name _____
Original File Format (WP program, etc.)_____
New File Formats: (X all conversion methods that apply): .txt _____ .rtf _____
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File Name_____
File Content Description if not Evident from File Name _____
Original File Format (WP program, etc.)_____
New File Formats: (X all conversion methods that apply): .txt _____ .rtf _____
Original File Date/ Data Migration Date_____/_____
Access Attempt Notes (Problems, etc.)_____

```
Bogart, Leo.   Leo Bogart papers
2006-0087

NOTE: Some diskettes were not formatted.   Disk 042 contained a virus and was not migrated.


 Volume in drive S is DMM
 Volume Serial Number is 9803-EEE6

 Directory of S:\Accessioned\Bogart, Leo 2006-0087

04/24/2007  03:20 PM    <DIR>          .
04/24/2007  03:20 PM    <DIR>          ..
04/24/2007  03:20 PM    <DIR>          Disk 001
04/24/2007  03:20 PM    <DIR>          Disk 002
04/24/2007  03:20 PM    <DIR>          Disk 003
04/24/2007  03:20 PM    <DIR>          Disk 004
04/24/2007  03:20 PM    <DIR>          Disk 005
04/24/2007  03:20 PM    <DIR>          Disk 006
04/24/2007  03:20 PM    <DIR>          Disk 007
04/24/2007  03:20 PM    <DIR>          Disk 008
04/24/2007  03:20 PM    <DIR>          Disk 009
04/24/2007  03:20 PM    <DIR>          Disk 010
04/24/2007  03:20 PM    <DIR>          Disk 011
04/24/2007  03:20 PM    <DIR>          Disk 012
04/24/2007  03:20 PM    <DIR>          Disk 013
04/24/2007  03:20 PM    <DIR>          Disk 014
04/24/2007  03:20 PM    <DIR>          Disk 015
04/24/2007  03:20 PM    <DIR>          Disk 016
04/24/2007  03:20 PM    <DIR>          Disk 017
04/24/2007  03:20 PM    <DIR>          Disk 018
04/24/2007  03:20 PM    <DIR>          Disk 019
04/24/2007  03:20 PM    <DIR>          Disk 020
04/24/2007  03:20 PM    <DIR>          Disk 021
04/24/2007  03:20 PM    <DIR>          Disk 022
04/24/2007  03:20 PM    <DIR>          Disk 023
04/24/2007  03:23 PM    <DIR>          Disk 024
04/24/2007  03:23 PM    <DIR>          Disk 025
04/24/2007  03:23 PM    <DIR>          Disk 026
04/24/2007  03:23 PM    <DIR>          Disk 027
04/24/2007  03:23 PM    <DIR>          Disk 028
04/24/2007  03:23 PM    <DIR>          Disk 029
04/24/2007  03:23 PM    <DIR>          Disk 030
04/24/2007  03:23 PM    <DIR>          Disk 031
04/24/2007  03:23 PM    <DIR>          Disk 032
04/24/2007  03:23 PM    <DIR>          Disk 033
04/24/2007  03:23 PM    <DIR>          Disk 034
04/24/2007  03:23 PM    <DIR>          Disk 035
04/24/2007  03:23 PM    <DIR>          Disk 036
04/24/2007  03:23 PM    <DIR>          Disk 037
04/24/2007  03:23 PM    <DIR>          Disk 038
04/24/2007  03:23 PM    <DIR>          Disk 039
04/24/2007  03:23 PM    <DIR>          Disk 040
04/24/2007  03:23 PM    <DIR>          Disk 041
04/24/2007  03:23 PM    <DIR>          Disk 042
04/24/2007  03:23 PM    <DIR>          Disk 043
04/24/2007  03:23 PM    <DIR>          Disk 044
04/24/2007  04:59 PM    <DIR>          Disk 045
04/24/2007  04:59 PM    <DIR>          Disk 046
04/24/2007  04:59 PM    <DIR>          Disk 047
04/24/2007  04:59 PM    <DIR>          Disk 048
04/24/2007  04:59 PM    <DIR>          Disk 049
04/24/2007  04:59 PM    <DIR>          Disk 050
04/24/2007  04:59 PM    <DIR>          Disk 051
04/24/2007  04:59 PM    <DIR>          Disk 052
04/24/2007  04:59 PM    <DIR>          Disk 053
04/24/2007  04:59 PM    <DIR>          Disk 054
04/24/2007  04:59 PM    <DIR>          Disk 055
04/24/2007  04:59 PM    <DIR>          Disk 056
04/24/2007  04:59 PM    <DIR>          Disk 057
04/24/2007  04:59 PM    <DIR>          Disk 058
04/24/2007  04:59 PM    <DIR>          Disk 059
04/25/2007  08:55 AM    <DIR>          Disk 060
04/25/2007  08:55 AM    <DIR>          Disk 061
```

```
 Directory of S:\Accessioned\Bogart, Leo 2006-0087\Disk 001

Item Label:
infohwy
premises
preface (new 5/94)
intervus
foreign
strategy 2/27/94
strat
bogota
sfstate
letters
presstim
10/28/93
4/11/94
Hardware Type: PC
3.5" Diskette
Document Type: Microsoft word documents


04/24/2007  03:20 PM    <DIR>          .
04/24/2007  03:20 PM    <DIR>          ..
04/03/1994  06:17 PM            56,479 BOGOTA.DOC
01/22/1994  12:59 PM            73,459 FOREIGN.DOC
11/29/1993  03:00 PM            38,098 INFOHWY.DOC
12/09/1993  05:59 PM            66,037 INTERVUS.DOC
05/23/1994  02:20 PM           171,648 LETTERS.DOC
12/27/1993  03:16 PM           146,617 PREFACE.DOC
10/28/1993  03:32 PM            63,498 PREMISES.DOC
04/28/1994  12:08 PM            27,399 PRESSTIM.DOC
04/21/1994  02:25 PM            41,018 SFSTATE.DOC
02/28/1994  10:49 AM             8,071 STRAT.DOC
03/02/1994  04:16 PM           132,402 STRATEGY.DOC
              11 File(s)        824,726 bytes

 Directory of S:\Accessioned\Bogart, Leo 2006-0087\Disk 002

Item Label: Commentaries
Hardware Type: PC
3.5" Diskette
Document Type: Microsoft word document

04/24/2007  03:20 PM    <DIR>          .
04/24/2007  03:20 PM    <DIR>          ..
10/22/2004  11:42 AM           987,136 commentaries3.doc
               1 File(s)        987,136 bytes

 Directory of S:\Accessioned\Bogart, Leo 2006-0087\Disk 003

NOTE: Diskette not formatted

Item Label: contact
fictious
intervus
intro
otto
research
residue
times
(several illegible)
Hardware Type: PC
3.5" Diskette
Document Type: Microsoft word documents

04/24/2007  03:20 PM    <DIR>          .
04/24/2007  03:20 PM    <DIR>          ..
04/24/2007  03:29 PM                18 DISK NOT FORMATTED.txt
               1 File(s)             18 bytes

 Directory of S:\Accessioned\Bogart, Leo 2006-0087\Disk 004
```

2008

- Note in Aleph record

- Complete Separation Sheets (if appropriate)

- Run DataAccessioner

Duke Data Accessioner

File   Adapters   Metadata Managers   Help

Your Name   Seth Shaw

Accession #   2008-0121

Collection Title

[Accession Directory]   G:\

Display: Size Last Modified

- Disk 004
  - !CSNFALL.PM5
  - Desktop
  - FILEID.DAT
  - FINDER.DAT
  - RESOURCE.FRK
  - Rec Guide Take three.rtf
  - TheVolumeSettingsFolder
  - Trash
  - artofthesaber.mov
  - rec guide take two.rtf

Source Data Metadata

Disk Name

Disk 004   [Recommend Disk Name]

Disk Label | Additional Notes

This is text transcribed from the disk label.

[Migrate]   [Cancel]   [Clear Disk Information]   [Clear All]

Duke University *Data Accessioner*

1. To start the Data Accessioner find the directory "SPECOLL\Technical Services Department\Electronic Records Tools\DataAccessioner"

2. On a Windows computer: double-click the file called "start.bat".

   > This will open a terminal window which can be ignored.
   > Please be patient while it starts, which may take a while if you have not used another Java application recently.
   > Do not close the terminal window or it will stop the DataAccessioner.

3. Under the "Adapters" menu make sure all the available adapters are selected.

4. Under the "Metadata Managers" menu make sure "Duke Premis" is selected.

5. Enter your name, the accession number assigned to the data being migrated, and (if known) the collection title.

6. Click the button labeled "Accession Directory" and select the accessions directory.

   > For Special Collections this is the "Accessioned" folder on the network drive called DMM.
   > For University Archives this is the "Accessioned" folder on the network drive called Uarchives.
   > The network drive letter can vary from computer to computer. Do not rely on it.

7. Insert the disk into the computer.

   > You may wish to perform step 9 before you insert the disk and then return to this step. In most cases you cannot read the disk label without ejecting the disk.

8. Click the disk button 🖴 and select the disk or folder you wish to migrate.

   > Occasionally a disk has one folder that contains everything else. Feel free to select that folder rather than the disk itself.

9. A directory tree will appear above in the space above the icon. You may expand or contract directories by double-clicking them.

   a. To indicate that a file or directory should not be migrated highlight it and click the ⊗ button. Files and directories that are excluded will have this icon in the directory tree.

   b. To indicate that an excluded file or directory should be migrated highlight it and click the ☐ button. Including a file or directory will also include their parent directories.

   c. Clicking the two "Display" buttons: size and last modified will toggle the display of the file's size and last modified date next to the file in the directory tree.

10. Ensure there is a text entered in the Disk Name text box. The program will, by default, enter the system's folder or disk display name if it exists.

    > If, when you try to migrate the disk, you are told that the name is already used or contains illegal characters you may click the "Recommend Disk Name" button. This button will go to the indicated accessions directory and find the next available name that conforms to the pattern Disk000 where "000" is the next greatest number to the highest in use.

11. Click the "Disk Label" tab. Transcribe any appropriate label text into this box.

    > You need not include any manufacture specific information such as the format, capacity, etc.

12. Click on the "Additional Notes" tab. Enter any pertinent information a processor might need to know about this disk or data. Examples include known restrictions, context, applications used to view files, etc.)

    > The "Reset Disk/Directory" button will clear the directory explorer, disk name, disk label, and additional notes.
    >
    > The "Reset All" will reset your name, accession number, collection title, accession directory, directory explorer, disk name, disk label, and additional notes.

13. Click the "Migrate" button. The application will then check for common problems such as invalid disk names before continuing the migration.

    a. A status message and progress bar will be displayed at the bottom of the window.

    b. If you need to cancel a migration click the "Cancel" button. You will be asked if you want to keep the files already move to the accessions directory.

2011

- Record in Archivist's Toolkit
- Create separation sheets (if appropriate)
- Assign Barcode (double barcodes for separation sheets)
- Photograph media
- Acquire local copy (disk image or "authentic" copy)
- Scan content for SEI* & Viruses
- Move content to Dark Storage
- Securely erase local copy

Tracked in Media DB

Sensitive Electronic Information

media

Accession #   2011-0114

Collection   New York Radical Feminists

Barcode/UUID   D04376027T
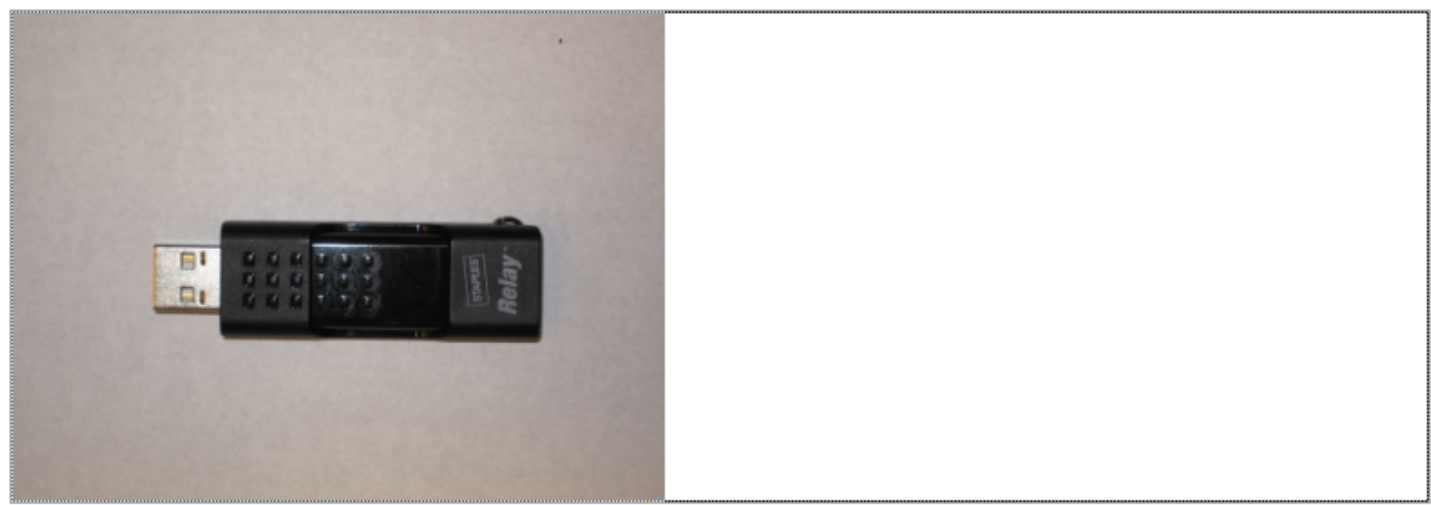
Media Location   Box 13

Acquired   ☑   Data location   C:\new_acquisitions\D04376027T.aff

PII Check? ☑   Virus Check? ☑

Ready for Store ☑   Stored ☑

Photographs

exception	resolution	resolved

Save   Del

Record: ◄ ◄ 1 of 1 ► ►► ►* No Filter   Search ◄   IIII   ►

Record: ◄ ◄ 16 of 21 ► ►► ►* No Filter   Search

Num Lock