

Collections Assessment: Your Competitive Advantage

Futures! RBMS 2012 Preconference
Work It, Baby! The Power of Collections Assessment
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UNIVERSITY LIBRARIES

Context: OSU Libraries 2011



History of collection building



New space and remote storage



New administrative team

University needs



OSU's Strategic Plan

Excellence to Eminence

Core Goals

- Teaching and Learning
- Research and Innovation
- Outreach and Engagement
- Resource Stewardship

Discovery Themes

- Health and Wellness
- Food Production and Security
- Energy and Environment

Gee's Guiding Principles

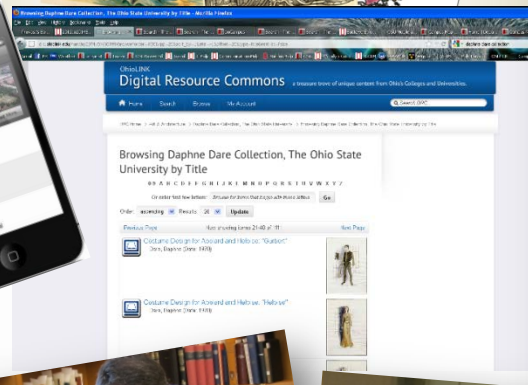
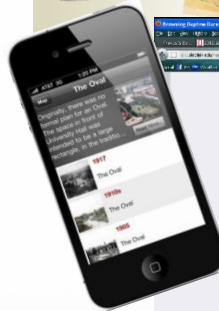
- One University;
- Putting students first with excellence and access;
- Enhancing faculty and staff talent and culture;
- Research prominence;
- Outreach and collaboration;
- Operating with financial soundness and simplicity.

OSU Libraries' Strategic Plan

- **Collections:** Digital collections, shared collections, access, and distinctiveness
- **Service:** Engagement, impact, user focused and use driven
- **Intellectual Crossroads:** alignment, distinctiveness, digital
- **Innovative Leadership:** partnerships, new ideas that produce high value for users
- **Infrastructure:** talent management, assessment, technical infrastructure and facilities

Special Collections and the Strategic Plan

- Distinctive Collections
 - Digital
 - Accessible
- Distinctive Services
 - User focused
 - Engagement
 - Self-sufficiency
- Alignment
 - Research prominence
 - Collaboration
 - Impact
 - Efficiency



Why did we do a collections survey?

- The backlog is huge
- Prioritize for
 - Distinctive services
 - Engagement
 - Digitization
- Resource allocation
 - Data-driven decision making
 - Available but limited resources
 - Future of the research library



What did we do?

- ✓ Hired a project archivist
- ✓ Used PACSCL's database
- ✓ Allocated curators' time
- ✓ Gave the project archivist authority
- ✓ Forced ranking and prioritization
- ✓ Focused on accessibility and alignment

The screenshot shows a web-based interface for managing a collection. At the top, there are navigation tabs: 'Collection Info' (selected), 'Survey', 'Access', 'Special Formats', 'Abstract', and 'Subjects'. The main form contains the following fields:

- Collection Name:** Players Theatre
- Special Collection:** Lawrence and Lee Theatre Research Institute
- Location:** THOMPSON SPECIAL COLLECTION
- Additional Location Information:** Special Collections Map Case L.5 - L.10
- Status:** A list of radio buttons with the following options:
 - completely unprocessed
 - completely underprocessed
 - mostly unprocessed
 - mostly underprocessed
 - has unprocessed items
- Processing Notes:** Most of this collection is processed. Only the flat files are not catalogued. There is a detailed inventory of each of the drawers containing the flat files (see Special Formats Tab).
- Accession Numbers:** [Empty text box]
- Date of Acquisition:** [Empty text box]
- Source of Acquisition:** [Empty text box]

Collection Info

Survey

Access

Special Formats

Abstract

Subjects

Condition of Material Quality of Housing Physical Access Intellectual Access

Documentation Quality PLUS Interest Ranking EQUALS Research Value

General Note

The Flat Files are not in the records; nor are they in PAST PERFECT

Conservation Notes

Special Conservation Issues

- Potential mold or mold damage
- Recent pest damage
- Deteriorating film base
- Boxed Collection
- Improperly stored tapes

Other Conservation Issues

- Brittle paper
- Tape
- Metal fasteners
- Thermofax paper
- Newspaper

Survey Date 1/19/2012 Hours Surveyed by TKG

Needs Review By: Nena Couch

Review Note

Survey:

Note pull down menus for:

- Intellectual access
- Documentation quality
- Interest ranking

And a ratings box for:

- Research value

Collection Info

Survey

Access

Special Formats

Abstract

Subjects

Descriptive Tools Available (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> None | <input type="checkbox"/> Paper finding aid |
| <input type="checkbox"/> Accession record | <input type="checkbox"/> Online finding aid |
| <input type="checkbox"/> Donor or control file | <input type="checkbox"/> Media Manager |
| <input type="checkbox"/> Printed card catalog record | <input type="checkbox"/> Knowledge Bank |
| <input checked="" type="checkbox"/> OPAC catalog record | <input checked="" type="checkbox"/> Past Perfect |
| <input type="checkbox"/> Union catalog record (RLIN, OCLC, etc.) | <input type="checkbox"/> Digital Resource Commons |
| <input checked="" type="checkbox"/> Inclusion in print or online guide to collections | <input type="checkbox"/> Other... |
| <input checked="" type="checkbox"/> Box or folder-level inventory | |

Comments on Descriptive Tools

Finding Aid URL
(if available)

Access Restrictions

Related Material

Related Collection Name(s) below:

POST-SURVEY FOLLOWUP

Collection Processed?

Comments on Processing

Access:

Opportunity to record the current level of access with check boxes for critical access points.

Check all that apply

- | | | |
|--|---|---|
| <input type="checkbox"/> Architectural materials | <input checked="" type="checkbox"/> Film (negative, slide, or motion picture) | <input type="checkbox"/> Video materials |
| <input type="checkbox"/> Art originals | <input type="checkbox"/> Glass | <input checked="" type="checkbox"/> Other |
| <input type="checkbox"/> Artifacts | <input checked="" type="checkbox"/> Photographs | |
| <input type="checkbox"/> Audio materials | <input checked="" type="checkbox"/> Scrapbooks | |
| <input type="checkbox"/> Biological specimens | <input checked="" type="checkbox"/> Technical drawings and schematics | |
| <input type="checkbox"/> Botanical specimens | <input type="checkbox"/> Textiles | |
| <input type="checkbox"/> Computer storage units | <input type="checkbox"/> Vellum and parchment | |

Special Format Notes

These are the uncatalogued materials that are stored in the Flat Files in Thompson:

Misc. mounted photos and playboards, "Come Back to the 5 and Dime, Jimmy Dean", "Precious Memories", "The Foreigner", "Woman in Mind", "A Country Christmas Carol", "Sophisticated Ladies", "Frankie and Jonny in the Clare de Lune", Alfred Stieglitz Loves O'Keefe", article "Costuming the Players", 2 mounted photos: The Playhouse, Agnes Jeffrey Shedd, poster: "Mornings at Seven", set design: "Abelard and Heloise", "Cat on a Hot Tin Roof", posters: "Driving Miss Daisy", "Shakin the Mess Outta Misery", "A Country Christmas Carol", "Dames at Sea", "The Mousetrap", "Tales from Beatrix Potter", "Cole", autographed apron, misc. prop & costume items, transparency of Riffe Theatre, costume design for a Native American and a wolf, blueprint for "Who's Afraid of Virginia Wolfe", "Disciples of James Dean" cloth patch, transparencies, misc. framed photos and posters, Newspapers from 1987 and 1989 (formerly items 175.3, 176.1 & 176.2), mounted photos: Lona Blocker from "The Corn is Green", Al Converse from "Teahouse of the August Moon", Lona Blocker as Madame Arcara, Man holding file, retouched photo of man, company photo, Columbus Sunday Dispatch Dudley Fischer Jr. comics, Myron Dixin Comics, artwork entitled "First Scene for Mistress of the Inn" Nov. 1926 by Hod Hess, Sketch by Bill Arter of exterior of the Players Club, mounted photos, production photos from 1923 production of "The Crow's Nest", mounted 1960 newspaper article "Players Club Season Has Begun" from Citizen Journal, misc. signs, synopsis for "Evita", 1985 Columbus Dispatch review of "Deathtrap", poster for "Pump Boys and Dinettes", 1984 poster for "Red Riding Hood: A 50's Musical", Founder snad

Special Formats:

Check boxes for
difficult formats

[Add or Edit Bio/History](#)[Add or Edit Scope Note](#)

Players Theatre Columbus was a professional resident theatre company based in Columbus, Ohio. Founded as the Players Club by Agnes Jeffrey Shedd in 1923, the company originated as a private club for local theatre enthusiasts. Over the course of seventy years, the organization evolved into a public community theatre, and finally into a professional resident theatre under contract to Actors' Equity. In 1989, the company moved its operations into the Vern Riffe Center for Government and the Arts, having formerly occupied the Davis Discovery Center on Franklin Avenue.

Players Theatre abruptly folded on 1993-09-11, just days before they were to open their 70th season. At the time, Players was the only professional theatre company in Columbus, as well as the city's oldest non-profit arts institution in continuous operation. An official report cited a range of systemic problems within the organization including "mismanagement, inaccurate and incomplete internal reports, continuing cash-flow crises, lack of cost and auditing controls, and unrealistic budgets and income projections.

Among Players' most acclaimed productions, in its final decade, were the first central Ohio performances of musicals like Sweeney Todd and Evita. Players originated only a few new works, most notably several other plays by Graczyk. But Players did stage Da before it went to Broadway in the 1970s.

186 boxes of organizational records from its early history as a club and community theatre through its move to an Equity Theatre and its closure in 1993.

Players Theatre collection, 1928-1978.

Business records (budget reports, board minutes); programs (66 titles); scripts (133 titles); miscellaneous (season brochures, photo).

Business records (budget reports 1968-1980, incomplete; board minutes 1971-1978, incomplete); season brochures (1950-1955); photo (Merrily we roll along, 1935); Ohio Senate resolution, May 1975 commending Players Theatre for participation in Irish Drama Festival; programs (66 titles, 1928-1971); scripts (133 titles); clippings, photos, personal items collected by writer/director Beulah Brown relating to early Players Theatre productions; the Callboard (1935

Abstract:

Material from or for
the EAD

Relevance to TIE Theme:

- | | |
|--|--|
| <input type="checkbox"/> Climate, Water and Carbon Program | <input type="checkbox"/> Population Health Initiative |
| <input type="checkbox"/> Mathematical Biosciences Institute | <input type="checkbox"/> Public Health Preparedness Program |
| <input type="checkbox"/> Advanced Materials Initiative | <input type="checkbox"/> Translational Plant Sciences Initiative |
| <input type="checkbox"/> Center for Cosmology and Astro-Particle Physics | |
| <input type="checkbox"/> Micro-RNA Project | |
| <input checked="" type="checkbox"/> Music, Media and Enterprise | |

Relevant to Area Studies:

-
- Chinese and Korean
-
-
- Eastern European and Slavic
-
-
- Japanese
-
-
- Jewish
-
-
- Latin American
-
-
- Middle Eastern

Additional Subject Information:

Subjects:

Alignment with strengths on campus

Should Link to Discovery Themes

- Health and Wellness
- Food Production and Security
- Energy and Environment

What are we going to do?

- Hire a special collections cataloging workflow manager
- Hire a special collections processing coordinator
- Articulate solutions to discovery challenges
- Digitize like crazy
- Talk to faculty to identify priorities
- Write grants
- (possibly) Deaccession



It's in the Strategic Plan!

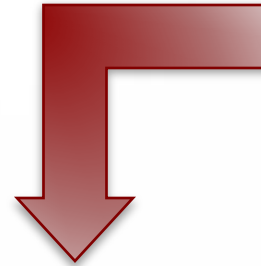
Strategic Theme: Collections

Manage the evolution of the Libraries' information resources to match the needs and behaviors of users, and to reflect the changing technologies and practices in publishing, research, and teaching

| Strategic Theme | Strategy | Description of Tactic | Sub Tactic (If Applicable) | Key Milestone or Goal | Start Date | Target Completion Date | Executive Sponsor | Responsible | Status |
|--|--|--|--|--|--------------------|------------------------|--------------------|---|--------|
| CL: Collections | CL.2 Develop and implement appropriate local print storage practices and engage with regional and national initiatives as they evolve. | CL.2.A. Develop strategies, priorities, and policies to shape OSU's stewardship of its existing print collections that position OSUL to contribute to and benefit from emerging collaborative strategies for housing and delivering print collections. | CL.2.A.i. Develop a plan for ongoing management of print collections that accounts for needed acquisitions of new print content and aligns existing spaces with appropriate print collections based on stewardship requirements and user demand. | TBD | Underway | 2012 Q2 | Strieb | Head, Collection Development | |
| | | | CL.2.A.ii. Implement strategies for bringing print collections into balance with existing space that reduce duplication and provide space for growth | TBD | 2012 Q3 | Ongoing | Strieb | Head, Collection Development | |
| | | CL.2.B. Develop a leading role in shaping the CIC Shared Print Repository Initiative | CL.2.B.i. Participate in planning and policy development for the SPR | TBD | Underway | Ongoing | Diedrichs & Strieb | TBD | |
| | | | CL.2.B.ii. Contribute materials to the SPR as opportunity allows | TBD | 2012 Q2 | Ongoing | Strieb | TBD | |
| | | | CL.2.B.iii. Seek a lead role in building out new locations for the shared collection | TBD | 2012 Q1 | Ongoing | Diedrichs & Strieb | TBD | |
| CL.2.C. Continue engagement with OhioLINK as it develops strategies to optimize collection storage, preservation, and access | N/A | TBD | Ongoing | Ongoing | Diedrichs & Strieb | TBD | | | |
| CL: Collections | CL.3 Highlight and improve access to and engagement with distinctive collections | CL.3.A. Develop and implement processes for identifying high value distinctive collections and acting to expedite their processing and/or digitization. | CL.3.A.i. Based on findings of survey of unprocessed and under-processed special collections identify and allocate needed resources and develop strategies to remove backlogs and bring processing into alignment with ongoing acquisitions of special collections | Phase 1 should be complete by Q3 2012, ongoing process | 2012 Q1 | Ongoing | Carter & Strieb | Curators, Area Studies Librarians, Subject Librarians, Boyd | |
| | | | CL.2.A.ii. Develop and implement innovative approaches to increasing access to and use of processed special collections through streamlined processing | Phase 1 should be complete by Q3 2012, ongoing process | 2012 Q1 | Ongoing | Carter & Strieb | Boyd, El Sherbini, Curators | |
| | | | CL.2.A.iii. Experiment with innovative new strategies to increase access and use of distinctive OSUL collections | At least one new strategy tested per year | 2012 Q1 | Ongoing | Carter & Strieb | Boyd, Sherbini, Curators, Area Studies and Subject Librarians | |
| | | CL.3.B. Ramp up digitization of OSU-held collections by developing and expanding digitization infrastructure and increasing the resources available for outsourced digitization | CL.3.B.i. Prioritize content and rationalize resources devoted to digitizing high value, distinctive content in OSUL collections | TBD | 2012 Q1 | 2012 Q3 | Carter & Strieb | Boomgaarden | |
| | | | CL.3.B.ii. Develop innovative new strategies that increase the volume of digitization | At least one new strategy tested per year | 2012 Q3 | Ongoing | Carter & Strieb | Boomgaarden | |

What should you do?

- Decide why you want to do a collection assessment
 - strategic plan
 - resource allocation
- Consider your driving forces
 - strategic plan
 - resource allocation
- Engage stakeholders
 - resource allocators
 - staff
- Use available tools
 - **Read the Report:**
Taking Stock and Making Hay!





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