

Committee Final Report

Type of report being submitted: final report

Date: July 21, 2016

Committee Name: NMRT Archives Committee

Supervising Board Member: Karen Doster-Greenleaf (kdoster009@gmail.com)

Chair, Co-Chairs, Assistant Chairs: Virginia Pierce (Chair)

Committee members:

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|----------------|----------------------------------------------------------------------------|
| Michele Lefler | archivingmichele@gmail.com |
| Robert Wilson | wilsonxrobert@gmail.com |
| Sunghae Ress | sress@fau.edu |
| Lois Wilkins | lois.wilkins@gmail.com |
| Theresa Ward | tward3820@gmail.com |

Goals, Objectives, Projects completed (including, but not limited to, any procedures, tip sheets, checklists, etc. created during the reporting year):

- a) As chair, I have communicated over the past couple of years with Damon Campbell, the NMRT Archives Migration committee chair, who has been wonderful in communicating to me updates on the lengthy migration progress over the last 1½ years. I also periodically communicated with archives committee members and passed on any info that Damon shared with me so they felt in the loop with the migration to dSpace.
- b) Since the summer of 2014...as NMRT reports were submitted to ALA Connect, I downloaded and maintained organizational control of reports files of all planning, progress, and final reports submitted by NMRT committee chairs and board members since the summer of 2014. These added up to 175+ backlogged reports.
- c) The Archives Database migration was completed in June 2016. Since I had maintained organization of the committee chair and board reports, I was ready to go when Damon and others informed us we could resume our archives committees' duties June 2, 2016.
- d) At that time, I reached out to NMRT Archives committee members to see who, if any, of the committee members were still interested in helping with the nearly dormant Archives committee (since we have been unable to collaborate at all in 2015-2016 while waiting for the migration to be completed). Two committee members, Michelle Lefler and Robert Wilson, went far above and beyond what anyone would expect, and they eagerly began to tackle the 175 plus backlogged reports with me. I truly appreciate that Michelle and Robert dove right in to work and only with the huge amount of time and energy they gave in June and July, were the three of us able to completely catch up on all backlogged reports! Thank you so much Michelle and Robert!
- e) In addition to our completing the upload of backlogged reports into the new system, I reviewed all reports dating back to 2010 to make sure they were in the new archival database system. This was 400 or so reports and it took me quite a lot of time to ensure everything, I had been given access to by my predecessor a few years ago, was accounted for in ALA IR. I also did this because I was not sure what reports we had inputted in 2013-2014 were migrated over or if they had been cut off/rolled back when the old Archives database data was exported. Damon had mentioned something about the possibility of a rollback at that time. So that is one reason why I spent so much time the last six weeks checking on this.
- f) By the way, the new archiving system is now part of the whole ALA archive and is called ALA Institutional Repository or ALA IR, <https://alair.ala.org/>. It is on a dSpace platform and is much

easier to upload reports and create metadata in this new system. So a great improvement over the old system. It is also nice that it is now part of the larger ALA organization.

- g) Damon and Cara shared some documentation with me on how to upload reports to ALAIR which I used to create new directions for Archives members to follow. This documentation is in the dropbox files I will share with the incoming chair. See dropbox file, *depositing-items-to-alair*.
- h) I organized the old NMRT files my predecessor shared with me and maintained organization over the files created during my time as chair of the committee which I will also share with the incoming chair. I have everything in dropbox and will hand that over to them when they contact me. I think everything is as organized as I can make it.
- i) I reviewed ALAIR, the new database, and figured out the process of uploading reports and inputting metadata and rewrote the directions to upload and add metadata to the new archives database. See dropbox file, *Directions for submitting ALA NMRT Archives reports to ALAIR*. The next chair is welcome to improve upon these directions but it was adequate enough for us to get a handle on the new system and to accomplish uploading the backlogged reports.
- j) That is all I can think of for now. I am sure the incoming chair will have questions and he/she is welcome to contact me anytime at the email contact below. I am glad to answer any questions he/she may have.

Action Items/Issues To Be Resolved – What plans/projects remain which will be carried over or postponed until next year? Have there been any substantial changes in plans requiring a reconsideration or cancellation of projects? Information regarding such will be helpful for future chairs and planners.

- a) With the enormous backlog now complete (finished it this evening!!! :)), I wanted to leave the incoming chair in good shape to proceed and make sure he/she was not overwhelmed coming in. From here on out, it should be quite easy to maintain organizational control and to keep up with archiving the reports in ALAIR.
- b) The incoming Archives chair will be responsible for downloading the most recent 2016 summer final reports by committee chairs and board members. They can go here to access the committee chair files, <http://connect.ala.org/node/255522> and can contact their supervising board member to get help in accessing the board member reports. It makes it more difficult for the Archives chair, but he/she does not have access to the Board members page in ALA Connect. Maybe someone can work on that.
- c) Also, we were given a missing and extra files report file that occurred with the migration. I tried to get a handle on it and it seems most cannot be resolved but the next chair may wish to work with Damon Campbell (damcam1182@gmail.com) and Cara Bertram-Setsu (cbertra@illinois.edu) to see if any of these files can be fixed. See dropbox file titled *Missing and Extra Files_NMRT Archives Migration_2016*.

Financial Report Section:

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| Your budget appropriation (see budget) | a. n/a |
| Amount which you have spent this year | b. n/a |
| Difference between budgeted amount and amount spent (a-b) | c. n/a |

Report submitted by: Virginia Pierce, chair
 Email address: vpierce@fmarion.edu