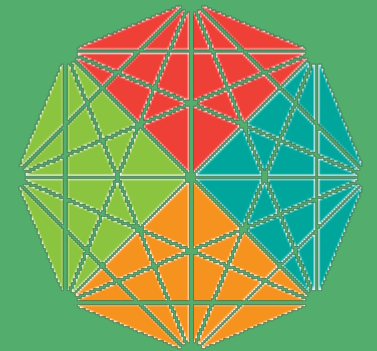


FOUND YOU!

**IDENTIFYING AND
ACCESSING HIDDEN
COLLECTIONS**

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**ALCTS
EXCHANGE**

BACKGROUND

- Fall 2010 – Graduate Library Assistant in Collection Development started collecting data through interviews
 - Archives, Rare Books, Government Documents, Digital Projects, Remote Storage, Microforms, Music Library, General Collections
 - **What hidden collections are there, why aren't they accessible, and how could we improve access?**
- Spring 2011 – Initial report created; Spring 2013 – Meeting on progress towards correcting the original report

EXAMPLE OUTCOME FROM ORIGINAL REPORT

Non-university archival collections

- 5,960 linear feet of unprocessed non-university archival collections
- Total time to process: 146,020 hours, 70.20 years
- Total cost of supplies for the backlog: \$660,606.40
- Cost of staff time for one linear foot: 24.5 hours x \$19.23/hr = \$471.14
- Cost of supplies for one linear foot: \$110.84
- Cost to process one linear foot: \$581.98

- Total cost to process backlog: \$3,468,600.80

ANOTHER EXAMPLE OUTCOME FROM ORIGINAL REPORT

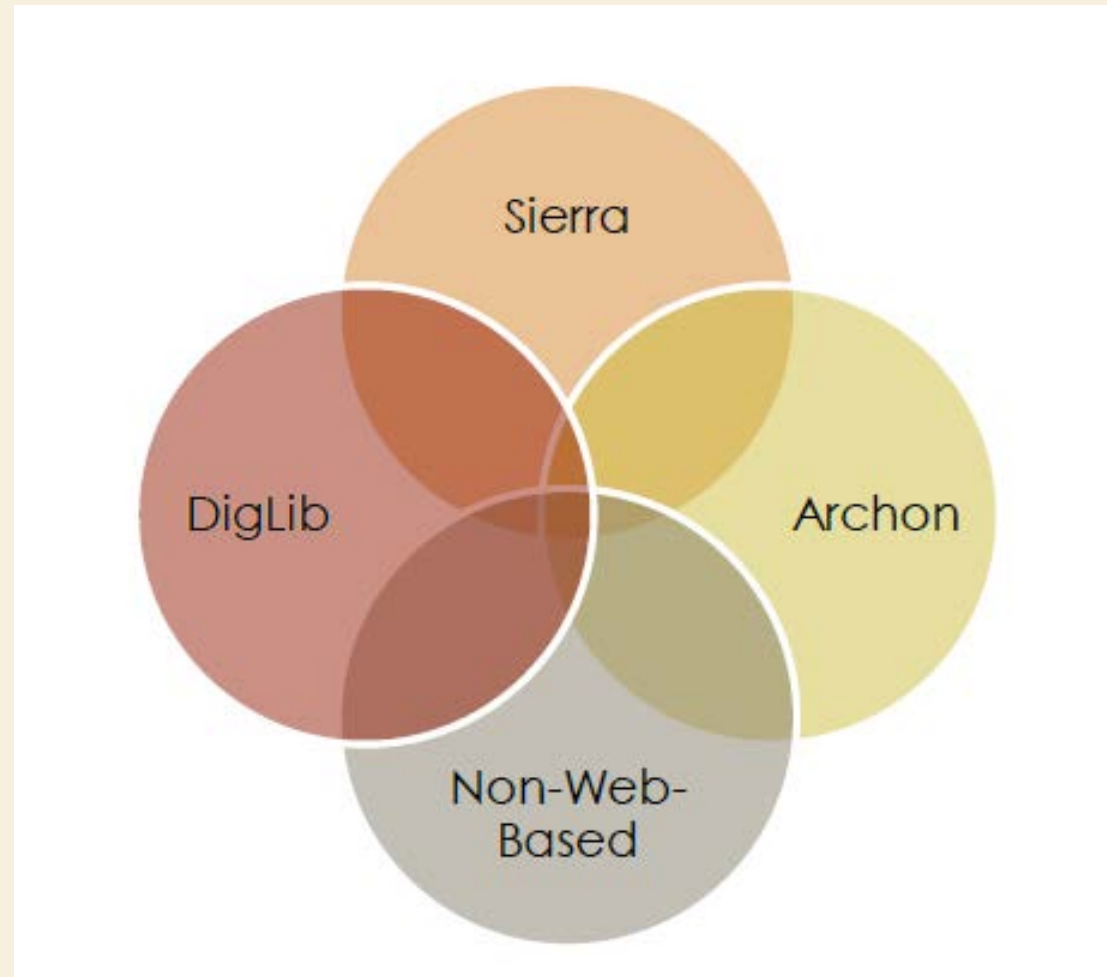
Uncataloged Items in Music Library not in a Special Collection

- Total number of LPs to be processed: 1,077,188 (15,841 In ft) There are 68 records per linear foot
- Music estimates that 4 records can be cataloged in one hour. Total number of hours to process all 78s and LPs: 269,297 hours, 129.46 years
- Music would use student assistants to complete this project, they would receive 10\$/hr pay
- All estimates above are done for “full-cataloging” of the LPs/78s, importing records from OCLC or making new ones. Any other alternative method would take less time/effort than what is considered above
- Total cost to catalog all 78s and LPs: \$2,692,970.00

WHY A NEW REPORT?

- Needed to delineate of “**hidden**” vs. “**obscured**” collections
- Needed to determine what is an “acceptable” level of access
- Opening of new remote storage facility
- Restacking of older remote storage facility
- Staffing changes: new Head of Archives, new Head of Government Documents, new Music Special Collections Librarian, departure of Rare Books Librarian, retirement of Microforms cataloger
- Implementation of Archon finding aid system
- Elimination of duplicate items in previously hidden collections (such as LPs)

MATERIALS CONTENT REPOSITORIES



HIDDEN VS. OBSCURED

- **Hidden**: no bibliographic information that would facilitate its use by a library patron
- **Obscured**: available through at least one of the content repositories, but with minimal bibliographic control
- **Level of discoverability**: minimally desired location of bibliographic information
 - GENERAL COLLECTIONS: Holdings-level availability in Sierra
 - ARCHIVES: Collection-level description in Archon
 - MEDIA: Holdings-level availability in Sierra
 - MUSIC SPECIAL COLLECTIONS: Collection-level description in Archon

THEN WHAT HAPPENED...

- Each department head went back and re-analyzed collections
- Came back with summaries of:
 - What collections were there?
 - Are they **HIDDEN**, or **OBSCURED**?
 - What is the desired minimal level of discoverability?
 - What is the estimation of time needed to bring the items to an appropriate level of discoverability?
 - What priority is given to the collection (by the department head, by the Assistant Dean, by the Dean)?

NEW SAMPLE DESCRIPTION

- *Various music special collections (obscured)*
 - 15 music special collections with minimal bibliographic control
 - Quantities vary from 10 or less boxes to over 45 boxes
 - Plan:
 - Adapt, edit, and import finding aids that exist on paper
 - Create finding aids for processed collections
 - Process unprocessed collections and improve current, basic finding aids to folder-level description
 - The estimated time frame for completion is by August 2014

ANOTHER SAMPLE DESCRIPTION

- **WWII Posters and Uncataloged Maps**
 - 2500 maps and WWII era posters only accessible through card catalog
 - Plan:
 - Develop an inventory of the collection
 - Separate posters from maps
 - Time: 3 years to completion with current staffing levels. Additional temporary staff would speed up the process
 - Priority: Posters are medium priority; maps are low

EXAMPLE SUMMARY

<u>SPECIAL COLLECTIONS</u>	Hidden or Obscured	Estimation of Time/ Scope	Prioritization by Assistant Dean	Desired Minimal Level of Discoverability
Music sound recordings	Hidden/ Obscured	Varies - will become obscured within 1 year; fully accessible within 5 years	High	Item-level in Sierra
Slide collection	Obscured	Dec. 2013	Medium	Holdings-level in Sierra
Archives incoming collection	Hidden	N/A; will process as they are acquired	High	Collection-level in Archon
Archives backlog	Hidden	Varies depending on collection	Medium – High	Collection-level in Archon
Rare Books cataloging backlog	Hidden	Complete by August 2014	Medium	Item-level in Sierra

ANOTHER EXAMPLE SUMMARY

<u>DIGITAL LIBRARIES</u>	Hidden or Obscured	Estimation of Time/ Scope	Prioritization by Assistant Dean	Desired Minimal Level of Discoverability
ArtStore	Hidden	5 years	Medium	Item-level in Digital Library
Texas Laws and Resolutions	Hidden	1/2 year	High	Item-level in Digital Library
Texas Patents	Hidden	As time permits	Low	Item-level in Digital Library
Jim Bell Texas Architecture Photos	Hidden	By end of 2015	Low	Item-level in Digital Library
CRS Documents	Hidden	By end of 2015	Medium	Item-level in Digital Library

THEN, THE RECOMMENDATIONS

Value Ranking

1. Dedicate funds to hiring one temporary archivist to enhance and transfer paper finding aids to Archon
2. Allocate funding for two undergraduate student workers to eliminate backlog of CRS Documents and Texas Laws and Resolutions
3. Dedicate funding to assist in Music Special Collections processing
4. Continue current levels of funding of Music and Facilities student workers for Music sound recordings project

Return-on-Investment Ranking

1. Allocate funding for two undergraduate student workers to eliminate backlog of CRS Documents and Texas Laws and Resolutions
2. Continue current levels of funding of Music and Facilities student workers for Music sound recordings project
3. Dedicate funding to assist Music Special Collections processing
4. Dedicate funds to hiring one temporary archivist to enhance and transfer paper finding aids to Archon

THE FULL REPORT...

- Brannon, Sian; Parks, Sue; Phillips, Mark Edward & Sears, Suzanne. **Hidden Collections Redux: Summer 2013**; digital.library.unt.edu/ark:/67531/metadc181658/, University of North Texas Libraries, Digital Library, digital.library.unt.edu