

Legacy Finding Aid Project at the Louisiana Research Collection

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Assessment

In 2009, we audited roughly 1,000 LaRC paper finding aids, classifying them as:

- ·"Ready to go"
- ·Minor or major work needed
- ·No finding aid

Phase One: Quick and Dirty

Too understaffed to fully rekey legacy finding aids for the web, and inspired by William and Mary's approach in the "Archon Ultimatum," we implemented the following shortcut method in Archon:

- Create a basic collection record
- Attach PDF of the legacy finding aid
- Assign subject headings
- Create a MARC catalog record

Phase Two: Full Migration

In late 2010, LaRC chose Library
Associates Companies (LAC)
Group to rekey and update
descriptions and subject headings
for almost 500 "ready to go" legacy
finding aids in Archon. We sent LAC
DACS-compliant templates for data
entry. Since the vendor worked
offsite, LaRC staff reviewed each
finding aid for accuracy before
sending it to the company.

Student workers reviewed finding aids against shelf contents and marked any discrepancies. We then emailed PDFs of the marked-up finding aids to LAC Group for data entry. With our current workflow (shown below), we anticipate project completion by fall 2011.

Marked up legacy finding aid

Folder 1. (A list of early sembers of the society and a circular severtising for subscriptions to the Compte-Bendum, 1885.)

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Folder 5. Two Letters to J.O. New from the Becariase and an Larue of "to Grende Stennistics."

Folder 6. Distriction memorrhots, including essays on Dyspepsia, the Pydrology of the Massiasippi River, the Miloscopy of Coler Seat, Alimentery Dubatances, the Telephone, Tassenian Insectivorous Fants, etc.

Folder 7: T. Guyot letter en ette barometer,

Archon version of finding aid

Box 1: Early organizational history, correspondence, manuscripts to

Folder 1: Membership list, 1885

A list of early members of the society and a circular advertising for subscriptions to the Corrote-Rendus, 1885.

Folder 2: Projects pertaining to the University of Louisiana and the Athénée 3

Folder 3: Correspondence, 1876-1907@

Included are the letters pertaining to the resignation of Armand Mercler, 1880-1881. Of interest are a letter from loseph Jones to General Beouregard concerning Dr. Augustus de Plongeon, an explorer, 1884, and a long letter from a young woman who signs herself as Margoton du Cypre Wort and calls herself uneducated, 1882.

Folder 4: Letter from Pierre Latour, 1834

Latour, of Plaquemines Parish, to the unnamed author of a recent history of the state, complaining that the use of verses of Casimir Delavigne, French poet, were inappropriate for a Louisiana history, and giving some suggestions for improvement. Fragile.

Folder 5: Two letters to J.G. Hava from Charles Bacarisse and an issue of "Le Grande Stenographe". 1880 (9)

Folder 6: Scientific manuscripts @

Including essays on Dyspepsia, the Hydrology of the Mississippi River, the Philosophy of Solar Heat, Alimentary Substances, the Telephone, Tasmanian Insectivorous Plants, etc.

Folder 7: T. Guyot letter on the barometer, 1877@

Challenges

- Created over six decades, LaRC finding aids encompass a wide variety of standards.
- LaRC is a small department with limited resources.
- LaRC could only devote one fulltime staff member and several students to the migration.

Benefits

- •500 DACS-compliant, web-based finding aids in less than one year
- Google search results
- Increased use of previously hidden collections
- The massive review of our holdings helped us identify larger collection development priorities.

Identify finding aids for student worker to review. Student checks finding aid at the level the collection is arranged. Student worker marks finding aid, and flags issues. These may include arrangement problems, missing items, fragile or sensitive material, etc.

LaRC staff reviews finding aid, checks any flagged issues, attaches instructions to finding aid, sends to LAC Group and documents status.

LaRC staff meets weekly with LAC Group, LaRC receives periodic updates on data entry. LaRC staff reviews vendor's work, and releases finding aid to public. Alerts cataloging staff and supervisor of public releases.

Phase Two legacy finding aid migration workflow

For more information visit eiratansey.com/projects