

Curating, mapping and presenting modern hybrid collections

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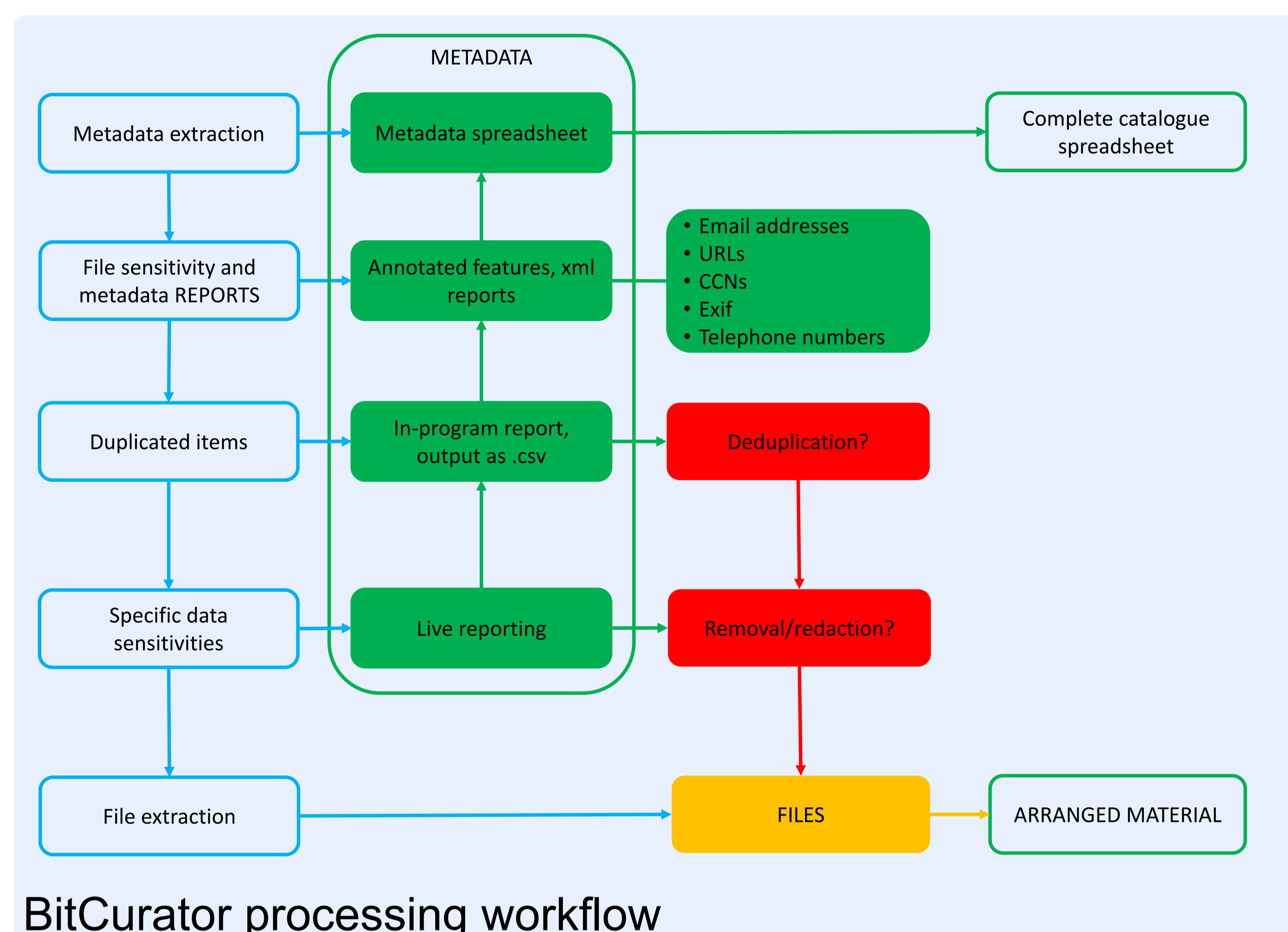
Tackling hybrid collections

Hybrid paper and digital collections:

- Can be more complex than solely paper archives
- Question the adequacy of traditional cataloguing
- Produce more granular records but can reduce context

To fast-track our work with hybrid collections this fellowship investigated three such hybrids, developing:

Workflows, Policies and Procedures



BitCurator processing workflow

Collections targeted

British Society of History of Science

- Issues**
- Structural issues in accruals
 - Duplication
- Solutions?**
- A challenge to develop guidance
 - Standardisation and regulation

Simon Armitage collection

- Issues**
- Convoluted arrangement
 - Duplication and drafts
- Solutions?**
- Indexing sensitive data
 - Linking paper and digital

Zygmunt Bauman collection

- Issues**
- Obsolete formats
 - Impermanent arrangements
- Solutions?**
- Processing workflows
 - New cataloguing guidelines

Collection specific outcomes

British Society for the History of Science

- Guidance documents on file naming, file types, and data sensitivity
- Standardised and regulated outline, structure and manifest for future accruals

Armitage

- Flagging inter-medial duplication, data sensitivities and versioning of documents
- Implementation of (and affect on) cataloguing rules and guidelines

Bauman

- Metadata discrepancies encouraged multiple metadata extractions
- Varying levels of metadata led to definition of minimum acceptable levels
- USB structure and ephemerality impacted on arrangement and cataloguing rules

General outcomes

- Standardising workflows and processes
- Documentation for depositors and staff
- Establishment of digital cataloguing guidelines
- Introduction of processing manifest document to record progress
- Development of an *expanded metadata* master document
- Piloting of expanded metadata download



Example of documentation for donors

Professional Fellowship Scheme

RLUK Research Libraries UK

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