



INCOMING LIBRARY COLLECTIONS

A UNIFIED APPROACH TO NEWLY ACQUIRED MATERIAL

CARLI presentation
Tonia Grafakos
Marie A. Quinlan Director of Preservation
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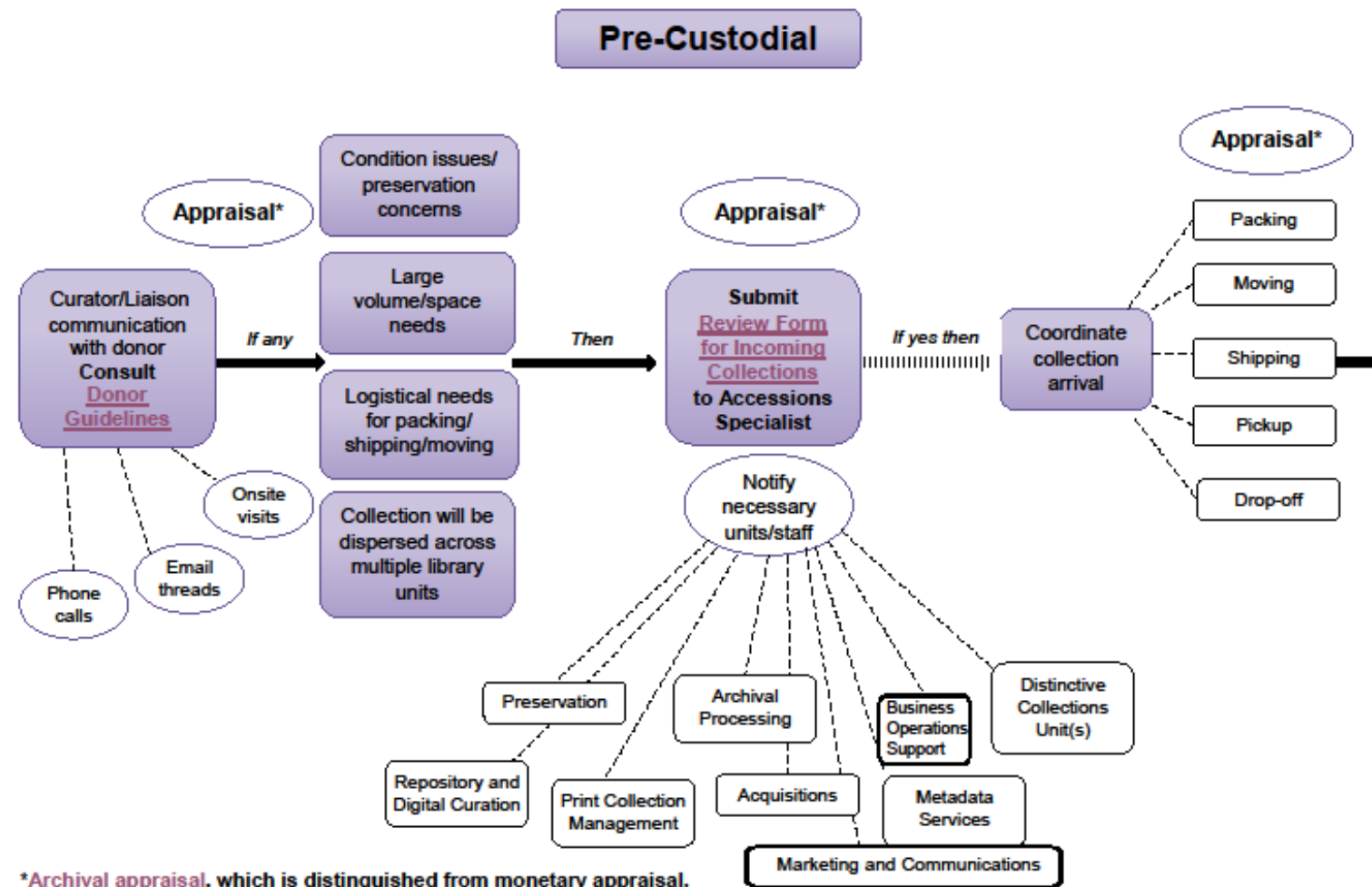




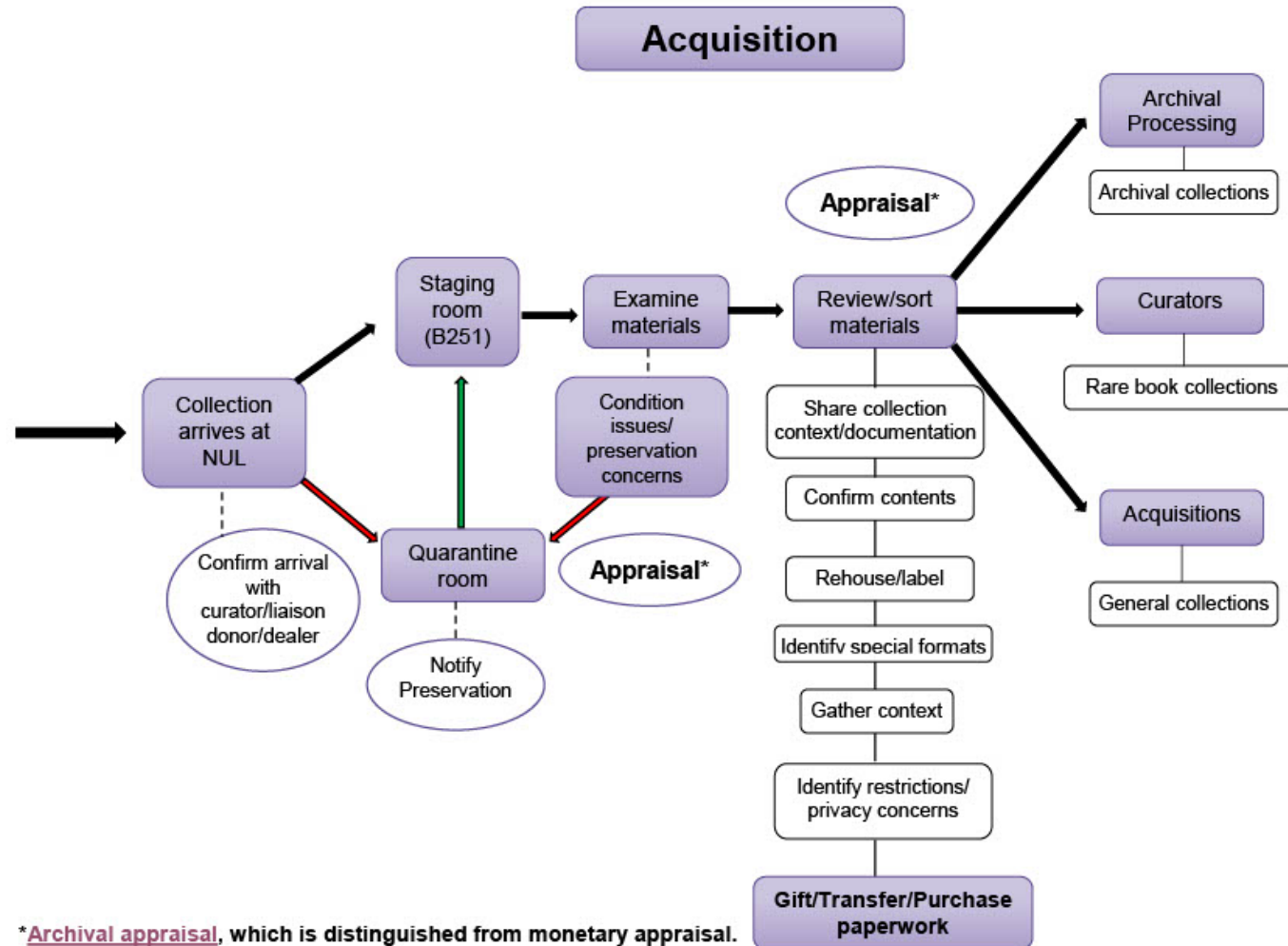
OUTLINE

- Identify stakeholders
- Identify how materials enters the collection
- Map out workflow
- Each stakeholder identifies key issues
- Preservation review of prospective collections (Prospective Collections Assessments)

Incoming Collections - Accessioning Workflow



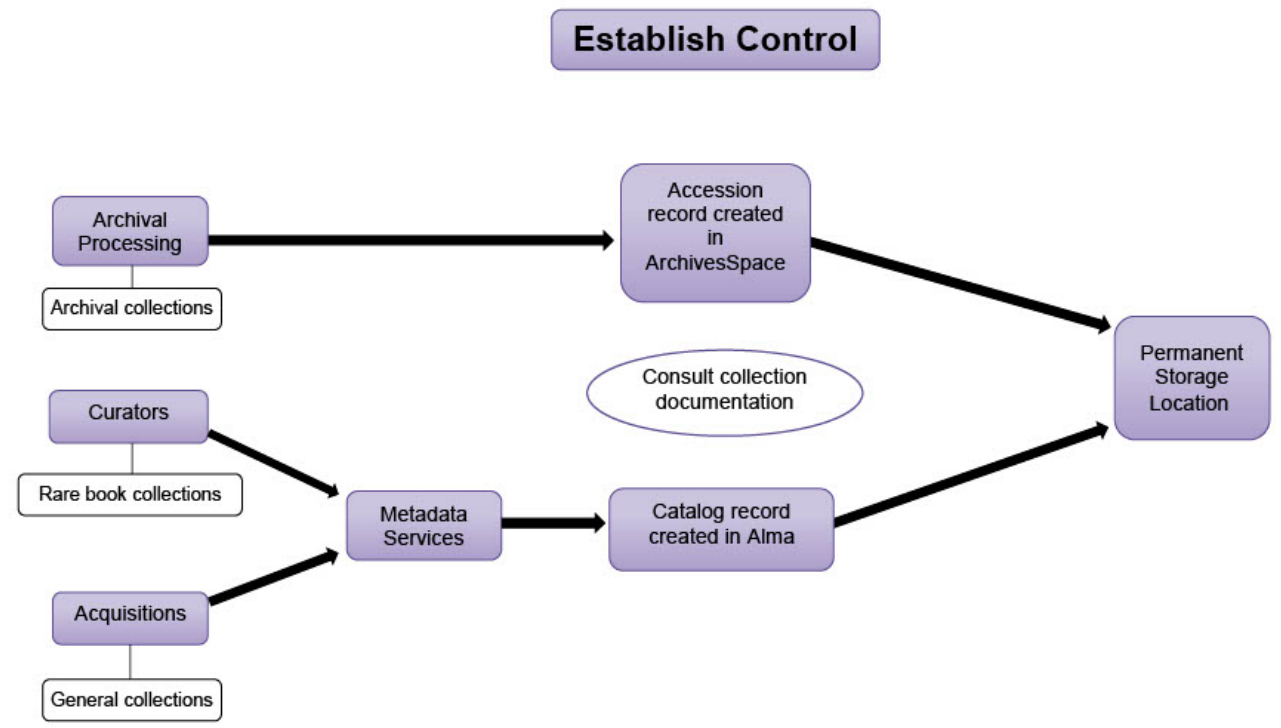
Incoming Collections - Accessioning Workflow



*Archival appraisal, which is distinguished from monetary appraisal.



Incoming Collections - Accessioning Workflow



Donor Guidelines

Preparing to donate materials

Consider the questions below and please circle YES or NO.

Is there anything you are donating that you think you will need regular or ongoing access to?	YES	NO
Do you have any additional backstory for the materials to help us understand the significance?	YES	NO
Does anyone else have an ownership claim to these materials?	YES	NO
Do you expect to move or be otherwise difficult to contact at any point in the next 12 months?	YES	NO
Do you have any deadlines by which you need to move your materials?	YES	NO
Does your donation contain any of the following: <ul style="list-style-type: none"> ▪ Newspaper clippings? ▪ Unlabeled or undated photographs, negatives, or slides? ▪ Artifacts (three-dimensional objects)? ▪ Paintings? ▪ Textiles? ▪ Books? 	YES	NO
Does your donation contain any digital materials: <ul style="list-style-type: none"> ▪ Emails ▪ Websites ▪ Digital documents ▪ Big data (If YES, please see additional questions for digital materials)	YES	NO
Do you have a list or inventory of the material you want to donate?	YES	NO
Is your donation already packed in boxes?	YES	NO
Are the materials in folders?	YES	NO
Are there any packaging materials (e.g., picture frames, binders, etc.) that could be removed before you donate the materials?	YES	NO
Have the materials ever been stored in a basement or attic, or exposed to damp conditions?	YES	NO
Have the materials ever been stored in a garage or outdoor shed, or other unheated/unair-conditioned spaces?	YES	NO

Donor Guidelines

Questions regarding born-digital acquisitions

Are there any passwords or known encryptions protecting data on this device?	YES	NO
Will you be giving us any external drives to transfer data (e.g., flash/thumb drives, media cards, external hard drives)? If so, do you want the drive(s) back? If so, do you have a hard deadline you need the drive(s) back by?	YES	NO
Do you have drives/items you are donating for which you do not have data connection/power cables? If so, list the items:	YES	NO
Please provide the approximate amount of data that will be gifted, in megabytes, gigabytes, terabytes, etc., if known.		
Did you organize the data you are donating in any particular way?	YES	NO
Did you rely on the devices to organize the data for you?	YES	NO
Are you donating an entire computer workstation, laptop, tablet, phone, etc.? If so, what do you remember about using this device?	YES	NO
Might there be deleted content you wish to have recovered, if possible, and saved with the collection?	YES	NO
Would you like us to crawl any websites that are part of this collection for web archiving, including publically-accessible social media sites?	YES	NO

Some common file formats:

Text documents	Microsoft Word, Rich text format, OpenOffice Writer, GoogleDocs, PDF, TXT, Word Perfect, etc.
Email	Google, Outlook, Yahoo!, AOL, Mozilla Thunderbird, etc.
Images (raster or vector)	JPEG, BMP, TIFF, GIF, PNG, SVG, IMG, camera RAW (DNG, NEF, CRW, etc.), etc.
Audio	AIFF, WAV, Broadcast WAV, FLAC, M4A, MP3, MP4, MP2, MIDI, etc.
Video	AVI, QuickTime, MPEG-1, MPEG-2, MPEG-4 ASP, MPEG-4 H.264, 3GP, Flash Video, RealNetworks (RV), Windows Media Video (WMV), video RAW, etc.
Presentations	Microsoft PowerPoint, Google Slides, OpenOffice Impress, PDF, PowerPoint XML, Keynote, etc.
Spreadsheets	Microsoft Excel, OpenOffice Math, Google Sheets, CSV, etc.
Websites*	HTML, CSS, PHP, etc.
Databases/big data	Microsoft Access, Oracle, Microsoft SQL Server, MySQL, SQLite, DB, NoSQL, Mongo, Cassandra, etc.



Donor Guidelines

Geospatial	Raster (ADRG, ECW, GeoTIFF, JPEG2000, etc.), Vector (AutoCAD, GM, GeoJSON, GeoMedia, KML, Shapefile, SOSI, VPF, etc.) Grid formats (USGS, DTED, SDTS, etc.), DIME, GDF, GPKG, WKT, WKB, etc.
Archived files; disk images	ZIP, TAR, WIM, ISO, gz, 7z, DMG, RAR, etc.
Software	Executable files (.EXE, etc.), source code

*note: only applies to donated web files; we can crawl publically available, active URLs separately

Have you migrated/converted any file formats yourself? (e.g., WordPerfect to Microsoft Word, JPEG to PDF) Why or why not? If so, did you save the original file formats from which you converted the files?	YES	NO
Are you aware of any third-party licensed or copyrighted data on this device (e.g., software, copies of published writings, commercially available music/videos)?	YES	NO



Review Form for Incoming Collections

Collection Information

Curator or Liaison/Department: _____ Date: _____

Collection Name/Brief Description: _____

New Collection Addition

Donor/Source: _____

Address: _____

Email: _____ Phone: _____

Gift Is a Deed of Gift or Gift in Kind needed? (Y/N): _____

Transfer Is a Transfer of Record Form needed? (Y/N): _____

Purchase Will there be a Bill of Sale or Purchase Agreement? (Y/N): _____

Describe any rights, restrictions, or privacy agreements requested by the donor: _____

Describe any digitization needs or requests: _____

Metadata and processing from (check all that apply):

Acquisitions Archival Processing Metadata Services Repository and Digital Curation

Special metadata expectations or needs (language, expectations for keeping collection together, level of detail for cataloging, etc.): _____

Size and Format

Estimated Current Size (number of boxes, items, linear feet, etc.): _____

Final Storage/Stacks location (check all that apply):

University Archives Special Collections Music Africana Transportation

Art Gov General Collection Oak Grove Other: _____

Formats (check all that apply):

Papers Books Photographs Slides Negatives A/V Artifacts

Textiles Paintings Born-digital Microformats Other: _____

Do you foresee any storage issues? (fit on shelving, etc.): _____

Condition

Has anyone visited and/or seen the collection? _____

Where is it stored? _____

How is it organized (folded, loose materials, etc.)? _____

Donor inventory exists

Are there any concerns for Preservation (signs of mold, water damage, insect/pest activity, etc.)? _____

Review Form for Incoming Collections

Packing, Shipping, and Receiving

Packing: Who? _____ When? _____

Shipping/Moving: Who? _____ When? _____

Arrival date(s): _____ Point Person for Receiving: _____

*If you need a company to pack and/or move the collection, contact Head of Print Collection Management.

Please submit this form to:



PRESERVATION ASSESSMENT OF PROSPECTIVE COLLECTIONS

- **Identifying Information**
 - Date of inspection
 - Current storage location
 - Donor/owner
 - Curator
 - Preservation Assessor



PRESERVATION ASSESSMENT OF PROSPECTIVE COLLECTIONS

- **Description of the Collection**

- Describe the content of the collection.
- What type of material is in the collection? List all material include condition and number.
- Are there AV materials? Are these candidate for digitization?







PRESERVATION ASSESSMENT OF PROSPECTIVE COLLECTIONS

- **Storage Information**

- Describe the current storage location. How long was it stored in this location?
- Describe the previous storage location(s). How long was material stored in this/these location(s)?

PROSPECTIVE COLLECTIONS





PRESERVATION ASSESSMENT OF PROSPECTIVE COLLECTIONS

- **Environmental Issues**

- Does the current storage location have temperature / humidity controls?
- Are the items stored on the floor / pallets / shelves?
- Are there visible signs of mold or pests?
- Does it smell moldy or musty?
- Are the storage boxes intact?









PRESERVATION ASSESSMENT OF PROSPECTIVE COLLECTIONS

- **Summary of collection condition and recommendations**
 - Include: vendor recommendations, any conservation work, digitization candidates, and **photos**



PRESERVATION ASSESSMENT OF PROSPECTIVE COLLECTIONS

- Sample report



THANK YOU



CARLI

Consortium of
Academic and Research
Libraries in Illinois

Northwestern

UNIVERSITY
LIBRARIES



Questions?

CONTACT INFORMATION

Tonia Grafakos

Marie A. Quinlan Director of Preservation

Northwestern University Libraries

t-grafakos@northwestern.edu

487-491-3837