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Jumpstarting a project through internal collaboration: improving access to library collections

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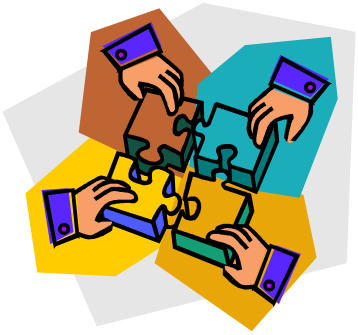
Through **internal collaboration**, we successfully **completed a project** and helped **establish an ongoing program**.



Need: ***Improve access to archive and manuscript collections for on-campus and remote library users***

Solution: ***Collaborate with stakeholders***
- ***develop new ways of working***
- ***expose hidden collections***

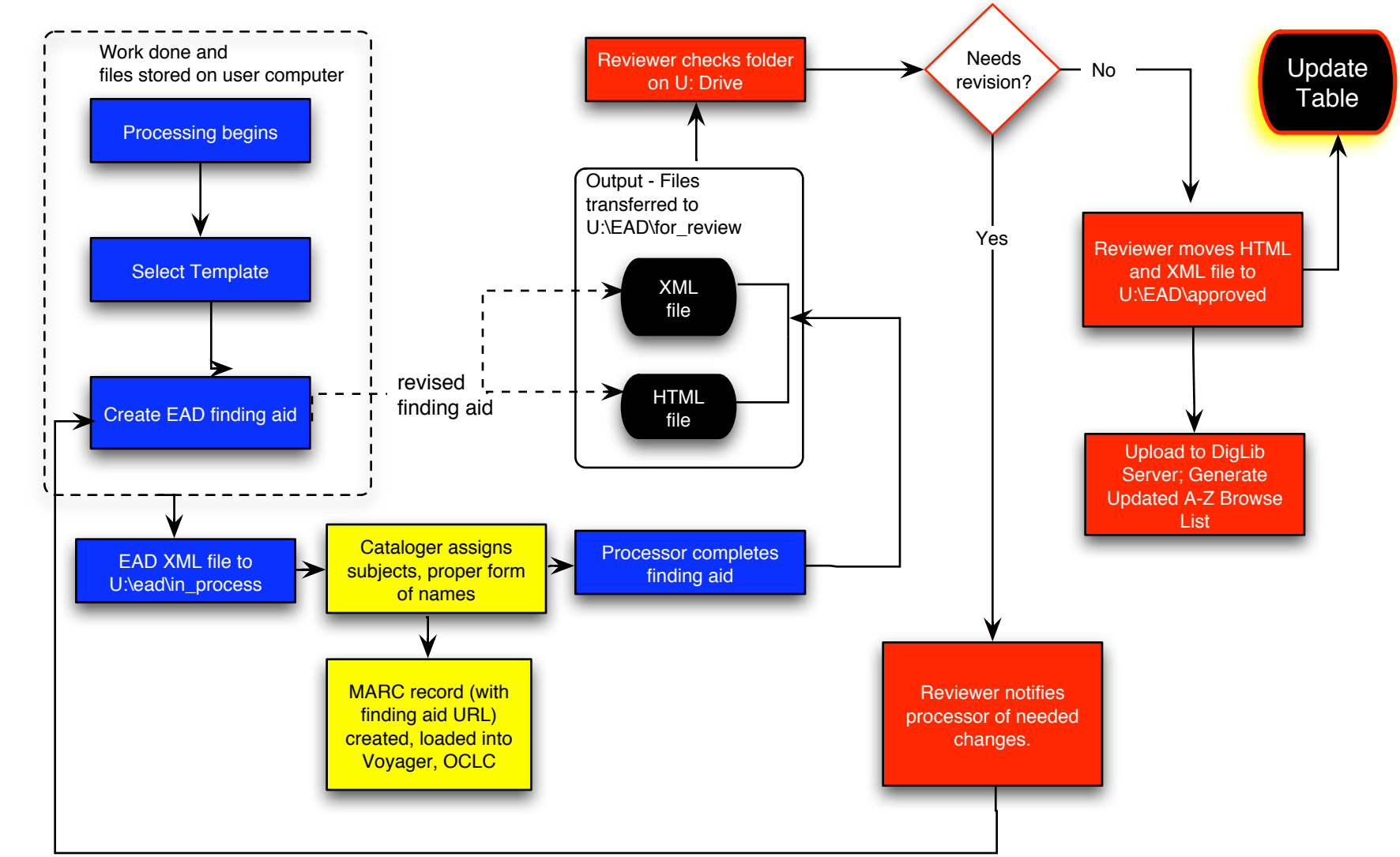
Key Elements (what Digital Initiatives did):
- Conversion (analog to digital, word processor to XML) of existing finding aids
- Project management
- Storage and delivery
- Customized finding aid display (XSL style sheet)
- Tools to do the work (software recommendation and configuration)
- Workflow for creating new finding aids
- Training program
- Manual of procedures
- Workshops/ training opportunities
- Ongoing consultation

Outcomes:
- 1500 finding aids initially converted; over 2000 to date
- "Instant" access to a critical mass
- Processors (eventually) enthusiastically adopted technology
- EAD work integrating into KSRL processes and work
- Staff embraced a new way of working
- DI occasional consultants; no hand in daily operations
- New position in special collections/archives
- EAD project to EAD Program

Additional Information:
University of Kansas Digital Initiatives Program http://kudiglib.ku.edu
Finding Aids for Archival and Manuscript Collections at KU http://ead.diglib.ku.edu/
ARL Exposing Hidden Collections http://www.arl.org/rtl/speccoll/hidden/index.shtml

KU INFORMATION SERVICES
The University of Kansas

digital initiatives



Processing Workflow

September 23, 2004

Color Codes:

- Work performed by processors
- Work performed by reviewer (Schulte)
- Work performed by cataloger