A Case Study
You want to get what done when?
Digitizing the Phog Allen Papers

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American Association of State & Local History 2018 annual meeting
Thursday, September 27, 2018, 3:15 p.m.
Agenda

I. Project Background
II. Process
III. Challenges
IV. Lessons Learned
V. Q & A
I. Project Background

The main campus of the University of Kansas (KU) is located in Lawrence, Kansas. There are currently 28,447 students enrolled at the University.
I. Project Background

The Kenneth Spencer Research Library (one of seven libraries on campus) houses the University Archives, Kansas Collection, and Special Collections.

Left: from University Archives, 2018
I. Project Background - Phog Allen

- Forrest “Phog” Allen (1885-1974)
- Played for James Naismith, inventor of basketball
- Coached Dean Smith and Clyde Lovellette
- Recruited Wilt Chamberlain
- 590 wins in 39 years as head coach
- Department of Physical Education
- Athletic Director and basketball coach at KU

Right: from University Archives, ca. 1930
I. Project Background - Institutional Context

- Two-year project digitizing 20,827 basketball photographs
- DeBruce Center & the Rules of Basketball (Spring 2016)
- Institutional priorities – Libraries’ Office of Communication and Advancement (OCA) & KU Endowment
- No financial support from KU Athletics

Right: from University Archives, 1939
I. Project Background - Crowdfunding

- https://www.launchku.org/project/1716
I. Project Background - Crowdfunding

- Launched in February 2016
- Campaign ran February-April
- 10 of 99 donors were current employees of KU Libraries (contributed $2,050)
- Incentives to donate: $10 enters you into basketball tickets raffle
- Can no longer contribute via the crowdfunding page, but KUEA will still accept funds for this project
- 40% of goal for $50,000 met
I. Project Background - Vendor

- Backstage Library Works (Utah) quoted .77¢ per page in 2014
- Scanning America (Kansas) quoted .44¢ per page in 2016
- Both quotes included image capture, post-processing, detailed file naming, image review, derivative file creation, and shipping costs.
- Shipping costs, level of image review, and vendor market share account for cost disparity.
I. Project Background - Vendor

- Close location made box recall possible
- $5,000 donation from Scanning America
- Previous relationship + close location + donation = contract awarded
- Points for keeping private funds in state
- Site visit and sample images
I. Project Background - Project team

Project team members, first meeting October 2016

- (2) library administration
- (1) conservation
- (2) university archives
- (1) project manager
- (1) metadata
- (1) digitization
- (2) processing and description
- (9) student employees

Right: from University Archives, 1930s
I. Project Background - State of the records

Physical and intellectual state of “collection” at beginning of project

• Two records series, Basketball Coach’s records (24 boxes) and Athletic Director’s files (10 boxes)
• Folder inventories in database/spreadsheet format; no published finding aid for top level record group RG 66, Athletic Department
• Large amounts of material in each folder; some boxes overfull, other boxes emptier
## 1. Project Background - State of the records

<table>
<thead>
<tr>
<th>Box No.</th>
<th>Folder Label/Contents</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>1937/38</td>
</tr>
<tr>
<td>1</td>
<td>A</td>
<td>1938/39</td>
</tr>
<tr>
<td>1</td>
<td>A</td>
<td>1939/40</td>
</tr>
<tr>
<td>1</td>
<td>A</td>
<td>1940/41</td>
</tr>
<tr>
<td>1</td>
<td>A</td>
<td>1941/42</td>
</tr>
<tr>
<td>1</td>
<td>A</td>
<td>1942/43</td>
</tr>
<tr>
<td>1</td>
<td>A</td>
<td>1943/44</td>
</tr>
<tr>
<td>1</td>
<td>A</td>
<td>1944/45</td>
</tr>
<tr>
<td>1</td>
<td>A</td>
<td>1945/46</td>
</tr>
<tr>
<td>1</td>
<td>Allen Scholarship</td>
<td>ND</td>
</tr>
<tr>
<td>1</td>
<td>Allphin</td>
<td>1938/39</td>
</tr>
<tr>
<td>1</td>
<td>All-Star Basketball Game</td>
<td>1941/42</td>
</tr>
<tr>
<td>1</td>
<td>American Assoc. Health, P.E. &amp; Rec. San Francisco, folder 1</td>
<td>1938/39</td>
</tr>
<tr>
<td>1</td>
<td>Applications</td>
<td>1933/34</td>
</tr>
<tr>
<td>1</td>
<td>Applications</td>
<td>1938/40</td>
</tr>
<tr>
<td>1</td>
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<td>1940/41</td>
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<tr>
<td>1</td>
<td>Applications</td>
<td>1941/42</td>
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<tr>
<td>1</td>
<td>Appointment Blanks</td>
<td>ND</td>
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<tr>
<td>1</td>
<td>Archery</td>
<td>1938/39</td>
</tr>
<tr>
<td>1</td>
<td>A.S.T. Program</td>
<td>1943/44</td>
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<tr>
<td>1</td>
<td>A.S.T. Program</td>
<td>1943/44</td>
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<tr>
<td>1</td>
<td>Athletic Board</td>
<td>ND</td>
</tr>
<tr>
<td>1</td>
<td>Athletic Journal</td>
<td>1941</td>
</tr>
<tr>
<td>1</td>
<td>Athletic Office</td>
<td>1939/41</td>
</tr>
</tbody>
</table>
II. Process - Conservation

- Surveyed over 80,000 pieces of paper over course of 5 months
- Treated 5,335 items to repair damage and create best scanning copy:
  - Minimal mending where tears affected content
  - Minimal dry cleaning and accretion removal (RUBBER BANDS)
  - Ironing creases and folds
II. Process - Conservation
II. Process - Conservation

education for the benefit of his
make good use of this extra time
ouse, playing pool, cards, listener
session as some of our present
physical education staff at this
s that the curriculum committee s
II. Process - Processing

• Staple removal
• Reducing number of items in each folder - roughly 25 pages/folder
• Better labeling of folders
• Removal of oversize materials
• Weeding criteria and consulting with curator
• Reduced number of boxes
• Description in collections management tool ArchivesSpace
• Physical processing not as intense for AD’s files
II. Process - Processing

Processing and rehousing reminders:

- **ALWAYS** use pencil; **NEVER** use pen.
- **DON'T** write directly on manuscript materials with which you’re working. Be sure to clear a space on your table if you’re writing on a folder or taking notes.
- Carefully remove all staples, paper clips, rubber bands, etc. Leave items loose and **IN ORDER** in each folder. If items are out of order when you are looking through a file and you can quickly determine which items belong together (such as through page numbers, etc.), go ahead and put those items back together.
- If folders are bulky (more than 25 pages), break up into multiple folders. Write on folders after folder title (1 of 2), (2 of 3), etc. Keep a letter and any accompanying items together, rather than splitting between folders.
- Make sure all items are facing forward when you open a folder.
- Verify folders are in alphabetical and chronological order within box before writing in folder number information; if not in order, put in alphabetical and chronological order (ONLY at file level), not at individual item level within folder)
- Tidy up items within folders, align papers with top of folder when work is complete
- Re-house folders in new acid-free boxes. Feel free to remove spacers and consolidate folders into fewer boxes. Label new boxes following convention found on existing box labels.

Labeling folders:

- Add to existing labels "66/13/3" or "66/11/4" on **left-hand** side and box/folder information on **right-hand** side [create custom stamp for box/folder information]

Example:

```
66/13/3   A   1939-1940   Box 1 Folder 1
```
II. Process - Processing

- Finding aid for Basketball Coach’s series available at: 
  http://hdl.handle.net/10407/0273037559

- Also available through local catalog and WorldCat: 
  http://www.worldcat.org/oclc/1001957503

- (Athletic Director’s series finding aid not published yet)
II. Process - Publication

Guide to the Phog Allen Papers in the Basketball Coach Records

COLLECTION SUMMARY

Creator: Allen, Forrest C., 1885-1974, University of Kansas, Athletics Department
Title: Basketball Coach's records
Dates: 1933-1965
Quantity: 21 linear feet (21 boxes + 2 oversize boxes)
Abstract: This series, from the Athletics Department record group at the University of Kansas, consists of correspondence and related materials from the basketball coach's office when Forrest C. "Phog" Allen held the position. It also contains records from Allen's position as head of the Department of Physical Education, a position he held concurrently for several years. Topics include but are not limited to basketball conferences and tournaments, coaching schools; committees with which Allen worked; interactions with other offices, colleges, and schools at KU; the National Association of Basketball Coaches and the National Collegiate Athletic Association (NCAA); physical education curriculum; how World War II affected KU recruitment for KU's athletics; and correspondence with and regarding notable athletes. The records are organized alphabetically by topic or correspondent's family name.

Language: English
Call Number: RG 66/13/3
Repository: University of Kansas

BIOGRAPHY of Forrest C. Allen

Forrest Clara "Phog" Allen, was born November 18, 1885 in Jamestown, Missouri. Allen matriculated at the University of Kansas in 1905 but only attended for one year because of financial reasons. While still a student at KU he was invited to coach the Baker University basketball team and did so from 1905-1908. He briefly coached the KU basketball team from 1907-1909 and the Haskell Indian Institute basketball team from 1908-1909.

INDEX TERMS

Organizations:

University of Kansas – Basketball

Subjects:

Basketball
Basketball – Kansas – Lawrence

Administrative Information

Preferred Citation
Phog Allen papers in the Basketball Coach's records series, RG 66/13/3, Kenneth Spencer Research Library, University of Kansas

COLLECTION DESCRIPTION

Correspondence under A

Box 1 Folder 1-3 A 1937-1938
Box 1 Folder 4-4 A 1938-1939
Box 1 Folder 7-10 A 1939-1940
Box 1 Folder 11-13 A 1940-1941
Box 1 Folder 14-16 A 1941-1942
Box 1 Folder 17-21 A 1942-1943
Box 1 Folder 22-25 A 1943-1944
Box 1 Folder 26-32 A 1944-1945
Box 1 Folder 33-35 A 1945-1946
Box 1 Folder 36 A 1946-1947
Box 1 Folder 37-38 Herbert G. Alphin 1938-1939
Box 1 Folder 39 All-Star basketball game 1941-1942
II. Process - Publication

[Image of a webpage with a search bar and a detailed entry for a book titled "Basketball coach's records"]

[Details of the book entry: Author - Forrest C. Allen; University of Kansas Athletics Department; Publisher - 1933-1966; Material Type - Manuscript; Archival Material; Document Type - Book; All Authors/Contributors - Forrest C. Allen: University of Kansas Athletics Department; OCLC Number - 1001967503; Notes - Title devised by cataloger: This collection consists of correspondence and related materials from the basketball coach's office of the Athletics Department at the University of Kansas when Forrest C. "Phog" Allen held the position. It also contains records from Allen's position as head of the Department of Physical Education, a position he held concurrently for several years. Topics include basketball conferences and tournaments, coaching schools, committees with which Allen worked, interactions with other offices, colleges, and schools at KU, the National Association of Basketball Coaches and the National Collegiate Athletic Association, physical education curriculum, how World War II affected KU, recruitment for KU athletics, and correspondence with and regarding notable athletes.]

[Find a copy in the library details: Finding aids; Material Type: Manuscript; Archival Material; Document Type: Book; All Authors/Contributors: Forrest C. Allen: University of Kansas Athletics Department; OCLC Number: 1001967503; Notes: Title devised by cataloger: This collection consists of correspondence and related materials from the basketball coach's office of the Athletics Department at the University of Kansas when Forrest C. "Phog" Allen held the position. It also contains records from Allen's position as head of the Department of Physical Education, a position he held concurrently for several years. Topics include basketball conferences and tournaments, coaching schools, committees with which Allen worked, interactions with other offices, colleges, and schools at KU, the National Association of Basketball Coaches and the National Collegiate Athletic Association, physical education curriculum, how World War II affected KU, recruitment for KU athletics, and correspondence with and regarding notable athletes.]

[More information: 21 linear ft. [Finding aid]]
II. Process - Digitization

- Technical standards: 400 ppi, 24-bit, RGB, uncompressed TIF
- Plustek OpticBook A300 flatbed scanner
- Requested overscan, backsides with content except newspaper clippings, retained scans of physical duplicates, and skipped removal notices
- Searchable PDF derivative with uncorrected OCR
- Delivery via external hard drives
- Initial time estimates
- Vendor picked up all 21 boxes from KU Libraries on November 27, 2017
- KU Libraries scheduled to receive the last box from vendor in December 2018
II. Process - Digitization

- Oversize in-house
- Phase One camera
- Match white background
- Quality Assurance
  - Reviewed 100% of scans
  - Average of 2,800 scans per box
  - <2% error rate
  - Tonal inconsistencies, crop and deskew and orientation errors, missing pages, etc.

Right: from University Archives, 1939
II. Process – Digital Repository

- LUNA → Islandora
- Long-term preservation
- User-friendly
- [https://digital.lib.ku.edu](https://digital.lib.ku.edu)
- 3 TB of Phog papers
- In addition to future Omeka site to showcase items of interest
BASK-O-LITE GOALS will do for you what they are doing for hundreds of schools and public gymnasiums... INCREASE ATTENDANCE

Provide a way for your spectators to get new thrills and new excitement from the game and you have a logical way to INCREASE ATTENDANCE. It is proven that Bask-O-Lite Goals will accomplish that purpose.

LEGALIZED... nr AN OFFICIAL BASKET

The 1935-36 National Basketball Rule No. 30 of the National Basketball Officials Certification says: "The basket does not prohibit the use of the flat double ring type basket that creates a light in back."

MODERNIZE NOW... "Down with the old—Up with the new"

Basketball authorities claim it—"the game's outstanding improvement!"—by so many is it not a new sport that interests the spectator. Remove the Bask-O-Lite, because it is a rigid type goal. It is easier to hit the basket in the same position. The left hand that throws the ball in on what a goal it made may be termed "aimed" for the player who has missed.

New Practice Basket

Semi to Bask-O-Lite without the electric mechanism. There is a rigid basket for practice use.

Sold by leading sporting goods distributors. Ask them or write—

THE BASK-O-LITE CO.

314 N. Albemarle St., Newark, Indiana

High School Basketball (Cont.)

ROY MITCHELL, Hutchinson—Did not look so hot at the tournament, but apparently was playing considerably below par. Is about 6'1", I believe, and his brother is around the same height. The Mitchell boys had practically the same point average in Ark Valley play, so Roy must have just been off. He did not appear to be as aggressive as Guy, however, and played in the back line part of the time. Hutchinson's favorite setup was a double post with the Mitchell boys playing them, but they did not use this all of the time. A junior.

DANNY SIDEBER, Ark City—This boy made the Capitol's at guard.
III. Challenges - Crowdfunding

- Know your platform options
  - ScaleFunder
  - GoFundMe
  - Kickstarter
  - Indiegogo
  - Reveal Digital
  - GiveCampus
- Do you get the money even if you don’t meet your goal?
- Are there service fees? Other possible hidden costs?
III. Challenges - Crowdfunding

- Will you offer incentives (perks/gifts) for donors?
- How do you provide project updates?
- Do you have a social media presence to promote the project?
- How do you build donor interest and maintain a donor base?
III. Challenges - Actual process

Projected time spent on project
- Project admin: 74 hours
- Meetings: 85.5 hours
- Testing: 8.5 hours
- Conservation: 111.75 hours
- Processing: 484.5 hours
- QA: 173 hours
- Digitization: 56 hours
- Communications: 3 hours

TOTAL STAFF TIME: APPROXIMATELY 1,000 HOURS
III. Challenges - Actual process

Processing hours breakdown:

- Staple removal: 159 hours
- Basketball coach processing: 218 hours
- Athletic Director’s processing: 107 hours
- Approximately 484 hours
III. Challenges - Actual process
III. Challenges - Actual process

Digitization hours breakdown:

- Vendor contact: 9.5 hours
- In-house: 14 hours
- QA: 172 hours
- Corrections: 42 hours
- Approximately 237.5 hours
In sum:

- 1,000 hours staff time
- 1,500 hours vendor time
- Project not completely funded by crowd-funding
- Crowd-funding only covered external vendor costs for 1 records series
- Went forward anyway
IV. Lessons Learned - Communications

- Early identification and involvement of all internal players
- Expectations management - internal
- Expectations management - external
- Internal communications
- Communications with vendor
IV. Lessons Learned - Project Management

- Have a specific amount of money in hand, so you don’t waste time coming up with possible scenarios for ‘x’ or ‘y’ or ‘z’ amount of money.

- Existing processes can be modified to meet project needs--don’t reinvent the wheel.

- More thoughtful selection of future (crowd-, grant-funded) projects. Use assessments, examine resources involved, etc.
Do you need to outsource?

- Do you have staff trained in conservation and/or digitization?
- How challenging or complex is the material format?
- What physical state is it in?
- Do you have the proper equipment?
- Do you have the administrative time and resources?
- Do you have students/volunteers, or will you hire short-term project staff?
- Will you have concurrent projects?
- Do private funds mean you have to use a private company?
- Can you subsidize the work involved?
IV. Lessons Learned - Vendor Relations

• Formal Request for Proposal (RFP) process encourages competition

• Don’t take glowing vendor reviews at face value

• Specify FADGI 4-star compliance in vendor contract
Questions?

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Right: from University Archives, 1955