

User spotlight

Dartmouth College



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Preservica



User Group



Processing Born-digital Archives and Manuscripts in Preservica

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[@preserCAITion](https://twitter.com/preserCAITion)



Dartmouth College

- Private, 4-year liberal arts college in Hanover, NH
- Member of the Ivy League
- Library staff of ~140
- Rauner Special Collections Library: 14 staff
- Preservica users since 2018
- Currently on Cloud Edition v. 6.5.1





Today's session

- “Processing” defined
- Why Dartmouth processes in Preservica
- How we process in Preservica
- Limitations and room for improvement
- Q&A



Archival processing:

Enables the discovery and use of primary source materials in archives



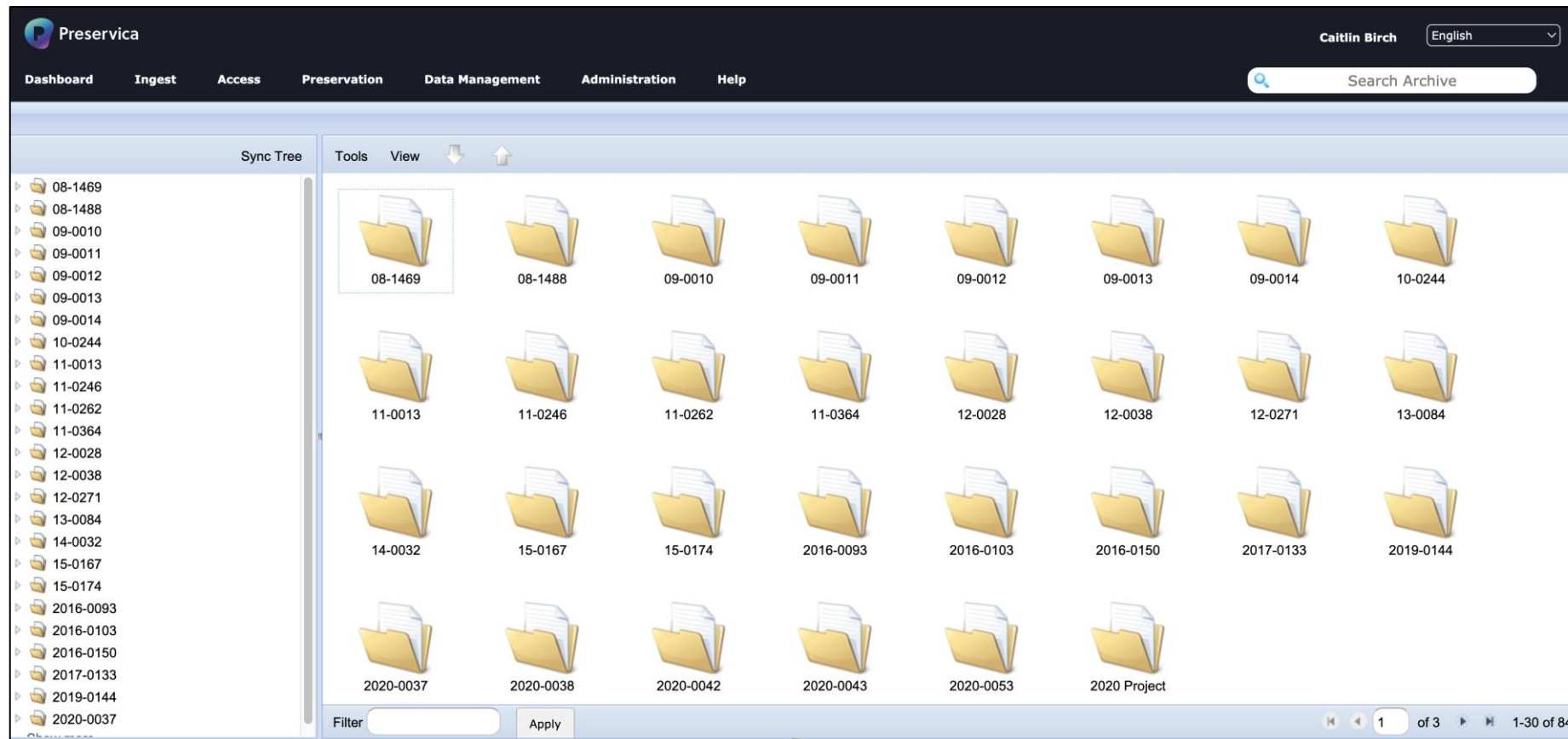


Why process in Preservica?

- Immediate preservation
- Central storage of unprocessed acquisitions
- An audit trail
- Migration functionality



Ingesting unprocessed acquisitions



Cyberduck

PUT Holding
Area

PUT Project

Preservice



Surveying the collection

The screenshot displays the Preservica web application interface. At the top, the 'Preservica' logo is on the left, and the user 'Caitlin Birch' with a language dropdown set to 'English' is on the right. A navigation bar contains links for Dashboard, Ingest, Access, Preservation, Data Management, Administration, and Help. A search bar labeled 'Search Archive' is also present.

The main interface shows a breadcrumb trail: Root > 2016-0093 > Shipler > Liberties fo... On the left, a 'Sync Tree' sidebar lists the directory structure, with 'Liberties for Dartmouth Archives' selected. The main area displays a grid of 24 document thumbnails, each with a title. The titles include:

- ACLU Hails 50...
- ACLU on Cybe...
- ACLU on Prot...
- ACTA report o...
- An Exodus Gr...
- ANN BEESON...
- A Special TRA...
- ASST US ATT...
- BOOK I
- Book II
- Book II FINAL
- Book II REVIS...
- Bush Speech ...
- CASES
- Caught in the ...
- Central Michig...
- Circuit Court O...
- Cleveland stud...
- Criminal Proce...
- Dartmouth Se...
- DAVID COLE ...
- DC Cop Black...
- DEFENSE CO...
- Denver Police ...
- Denver Police ...
- Denver Police ...
- Detroit Cops ta...
- Elden Rosenth...
- Enemy Comba...

At the bottom, there is a 'Filter' input field, an 'Apply' button, and pagination controls showing '1 of 3' and '1-30 of 70'.



Arrangement

Dartmouth Library Archives & Manuscripts

Home / Resources / H. H. Langill and Brown Dartmouth College Photograph Collection (1514)

H. H. Langill and Brown Dartmouth College Photograph Collection

Box 26, undated, 1952	Box
Administration, 1952	File
Aegis, undated	File
Alumni, undated	File
Baseball, undated	File
Basketball, undated	File
Cabin and Trail DOC, undated	File
Cheerleaders, undated	File
Coaches, 1952	File
Cross country, 1952	File
Dartmouth Christian Union, 1952	File
Departments, undated	File

Basic Information
Languages
Dates
Extents
Finding Aid Data
Notes
Assessments

Preservica

Dashboard Ingest Access Preservation Data Management Administration Help

Root > Icon1514 > Icon1514-box026

Sync Tree

- Icon1514
 - Icon1514-box026
 - Administration
 - Aegis
 - Alumni
 - Baseball
 - Basketball
 - Cabin and Trail DOC
 - Cheerleaders
 - Coaches
 - Cross country
 - Dartmouth Christian Union
 - Departments
 - Envelopes
 - Faculty
 - Football
 - Fraternities
 - Golf
 - Green Key
 - Hockey
 - Jacko
 - Lacrosse
 - Rally
 - Ski
 - Soccer
 - Students
 - Unidentified

Tools View

Administration Aegis Alumni Baseball Basketball Cabin and Tra... Cheerleaders Coaches Cross country Dartmouth Chr... Departments Envelopes Faculty Football Fraternities Golf Green Key Hockey icon1514-box0... icon1514-box0... Jacko Lacrosse Rally Ski Soccer Students Unidentified Winter Carnival

Filter Apply

1 of 1 1-28 of 28

Graphic Materials 26

Edit

Add Event Publish All Unpublish All Export More Delete

H. H. Langill and Brown Dartmouth College Photograph Collection Resource

Basic Information

Title H. H. Langill and Brown Dartmouth College Photograph Collection

Identifier 1514



Preservation and weeding

- Preservation issues:
 - Obsolescence
 - Corruption
 - Differing formats of the same content
- Weeding:
 - Out-of-scope and duplicate content moved to designated deletion folder in Preservica



Description

Notes

Scope and Contents

Persistent ID	0712e9d9cdc062c41da54d8267f1f830
Label	Scope and Content
Type	Scope and Contents
Publish?	True

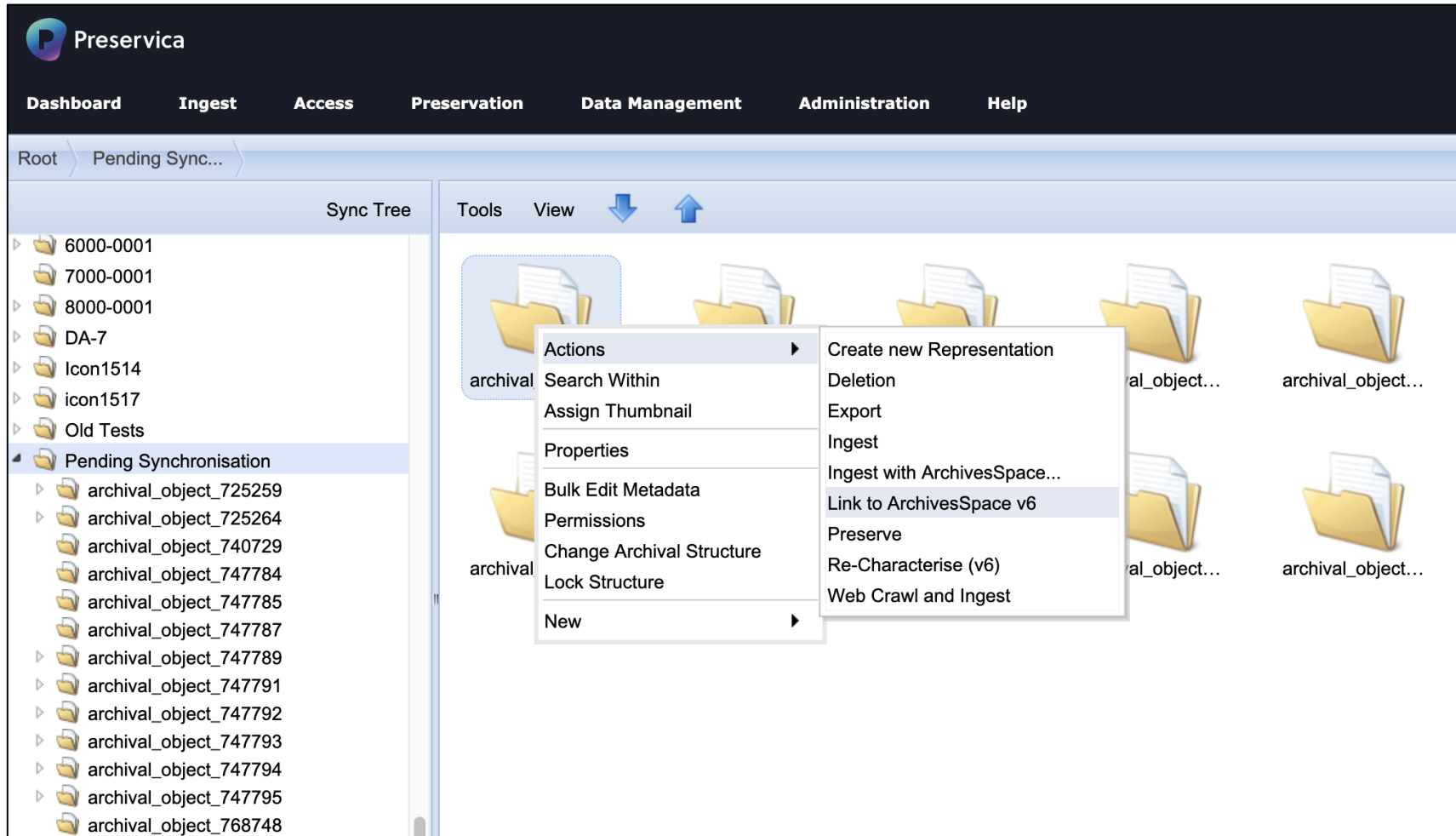
Sub Notes

Text

This collection consists of digitized versions of photographic negatives on nitrate film taken by local professional photographers hired by the College to fulfill the role of College Photographer prior to the hiring of a full time photographer for this position. The images document College sports, athletes, faculty, student life and some of the surrounding area (Hanover, Norwich and the White Mountains). Some photographs contain offensive or insensitive depictions of Indigenous cultures and people.

[Raw](#)[Formatted](#)

Linking Preservica to ArchivesSpace



The screenshot displays the Preservica web interface. The top navigation bar includes links for Dashboard, Ingest, Access, Preservation, Data Management, Administration, and Help. The main content area is titled 'Root > Pending Sync...' and features a 'Sync Tree' on the left and a 'Tools' section on the right. The 'Sync Tree' lists various folders, with 'Pending Synchronisation' selected. The 'Tools' section shows a grid of folder icons, with a context menu open over one of them. The context menu lists several actions, including 'Link to ArchivesSpace v6', which is highlighted. Other actions include 'Create new Representation', 'Deletion', 'Export', 'Ingest', 'Ingest with ArchivesSpace...', 'Preserve', 'Re-Characterise (v6)', 'Web Crawl and Ingest', 'Search Within', 'Assign Thumbnail', 'Properties', 'Bulk Edit Metadata', 'Permissions', 'Change Archival Structure', 'Lock Structure', and 'New'.

Preservica

Dashboard Ingest Access Preservation Data Management Administration Help

Root > Pending Sync...

Sync Tree

Tools View

archival_6000-0001
7000-0001
8000-0001
DA-7
Icon1514
icon1517
Old Tests
Pending Synchronisation
archival_object_725259
archival_object_725264
archival_object_740729
archival_object_747784
archival_object_747785
archival_object_747787
archival_object_747789
archival_object_747791
archival_object_747792
archival_object_747793
archival_object_747794
archival_object_747795
archival_object_768748

archival_...
al_object...
archival_object...
al_object...
archival_object...

Actions
Search Within
Assign Thumbnail
Properties
Bulk Edit Metadata
Permissions
Change Archival Structure
Lock Structure
New

Create new Representation
Deletion
Export
Ingest
Ingest with ArchivesSpace...
Link to ArchivesSpace v6
Preserve
Re-Characterise (v6)
Web Crawl and Ingest

←

SUMMARY +

OUTLINE

— Guidelines for Processing Archi...

Introduction

Accessing Preservica

Locating unprocessed acquisiti...

Surveying acquisitions

The ArchivesSpace/Preservica r...

Arranging

Identifying preservation needs

Weeding material

Describing

Connecting ArchivesSpace and...


Restricting

Providing access

Cleaning up

Guidelines for Processing Archives and Manuscripts in Preservica

Revised 13 May 2022



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Introduction

The purpose of this document is to provide the information needed to process archives and manuscripts in digital formats within Preservica, Dartmouth Library's repository for born-digital | and some digitized special collections. Library staff with processing responsibilities are the intended audience. While Preservica is the system of focus in this document, users will also find information about ArchivesSpace, Dartmouth Library's collection management system for archives and manuscripts. Preservica connects to ArchivesSpace, so information about the latter is limited to that connection. A full explanation of ArchivesSpace and its use in processing is outside the scope of this document, and staff in need of that information should contact the Assistant Archivist for Collections.

This document is practical, not theoretical, and is not intended as a guide to processing in general. It assumes that the user is familiar with standard processing activities, including surveying, arranging, identifying preservation needs, weeding, and describing. This document does not explain those activities, but instead explains how to use Preservica and its connection with ArchivesSpace to perform them. If you encounter challenges or have questions while performing any of the work described in this document, contact the Assistant Archivist for Digital Collections.

Accessing Preservica

1. In an internet browser, navigate to us.preservica.com.
2. Enter your login credentials. (If you are accessing Preservica for the first time and don't yet have credentials, contact the Assistant Archivist for Digital Collections.)



Limitations + room for improvement

- Not yet clear how to leverage BitCurator output in Preservica
- Lack of viewers and/or migration pathways for some formats
- File extensions dropped from file names
- Lack of easy navigation in Explorer for large collections





Thank you!

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