



BUILDING CAPACITY THROUGH  
ASSESSMENT  
2/14/2019

FRANCES HARRELL

# NEH GRANT - NEDCC & LYRASIS (2017-2018)



**ANNIE PETERSON IS A ROCK STAR!!!**





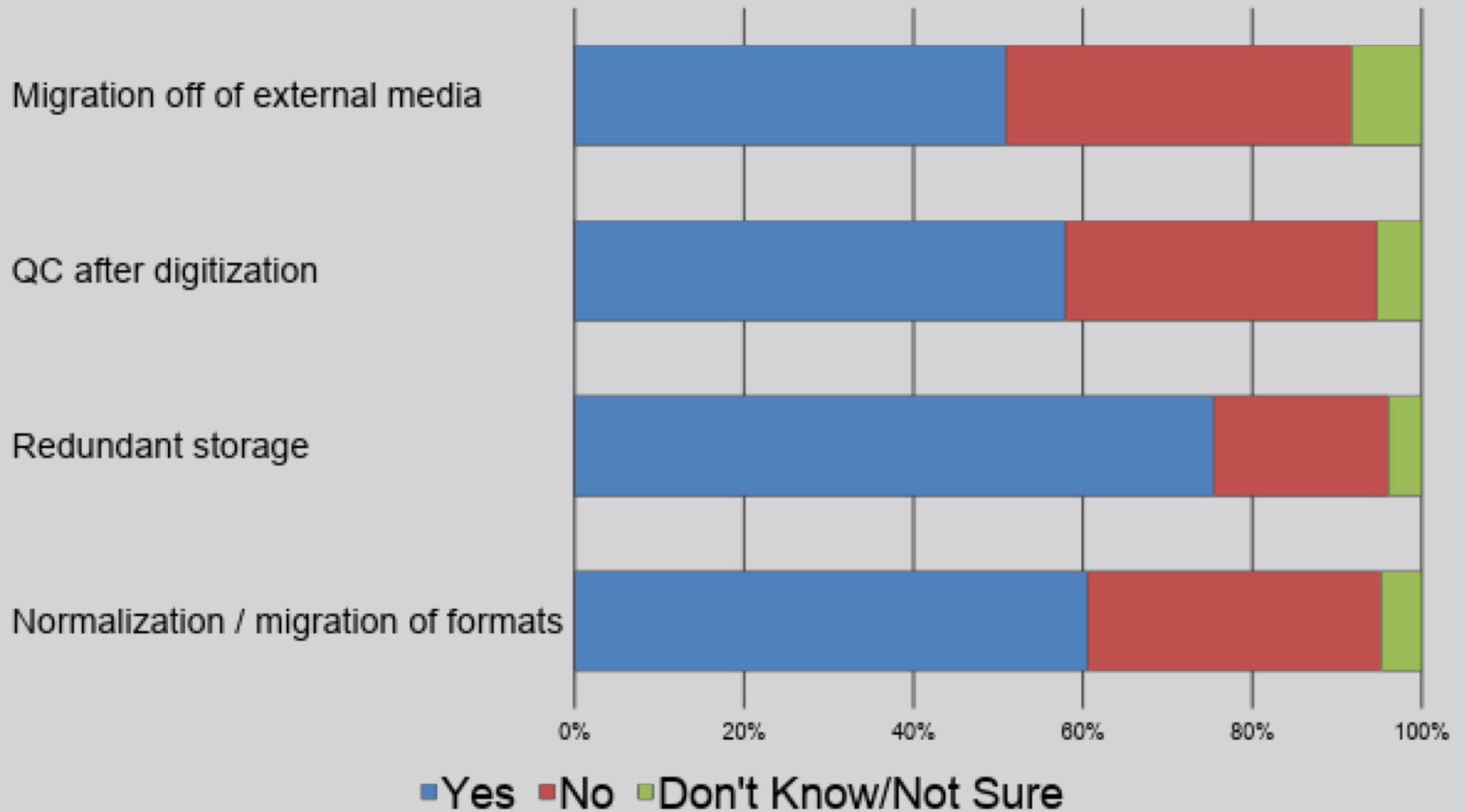
[HTTPS://TINYURL.COM/NEHDAT2018](https://tinyurl.com/NEHDAT2018)

Back the Beginning:  
Let's do a survey!

# The Survey

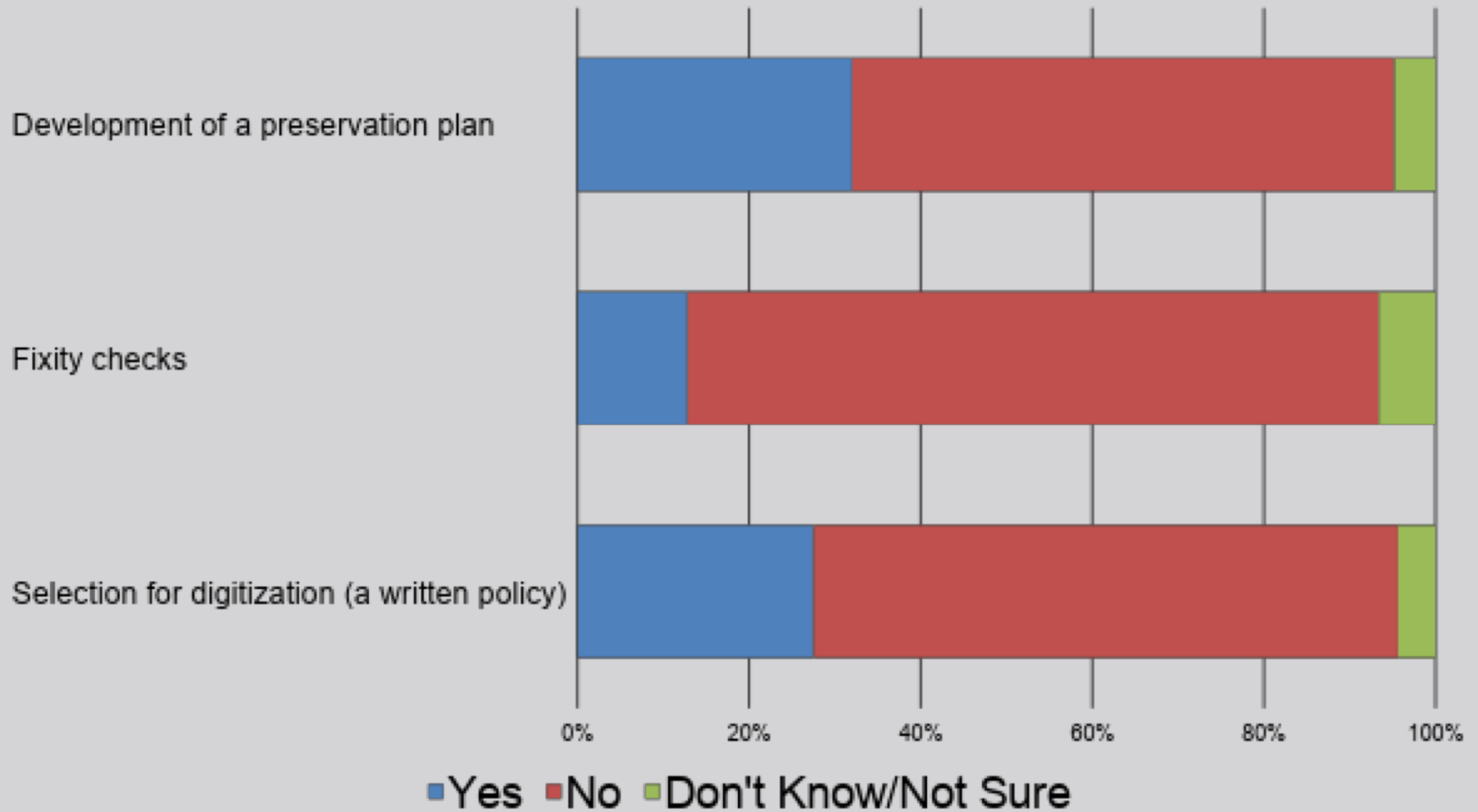
- *GOALS:*
  - TAKE A SNAPSHOT OF DIGITIZATION AND DIGITAL PRESERVATION PRACTICES OCCURRING IN THE FIELD
  - IDENTIFY PROFESSIONAL DEVELOPMENT NEEDS
  - DISCOVER BROAD AREAS OF NEED THAT FUNDERS AND SERVICE PROVIDERS CAN HELP ADDRESS
- *TARGET AUDIENCE:*
  - “SMALL AND MID-SIZE INSTITUTIONS,” AS IN THE NEH PRESERVATION ASSISTANCE GRANTS ELIGIBILITY GUIDELINES
  - SELF-IDENTIFIED, BUT TARGETED THROUGH NEDCC’S PRE-EXISTING CLIENT BASE AND
- *TIMELINE:*
  - DECEMBER 2015 – INITIAL PROJECT DESIGN
  - SUMMER 2016 – SURVEY DESIGN & REVIEW
  - SEPTEMBER 22 – OPENED SURVEY

# What's goin' on?

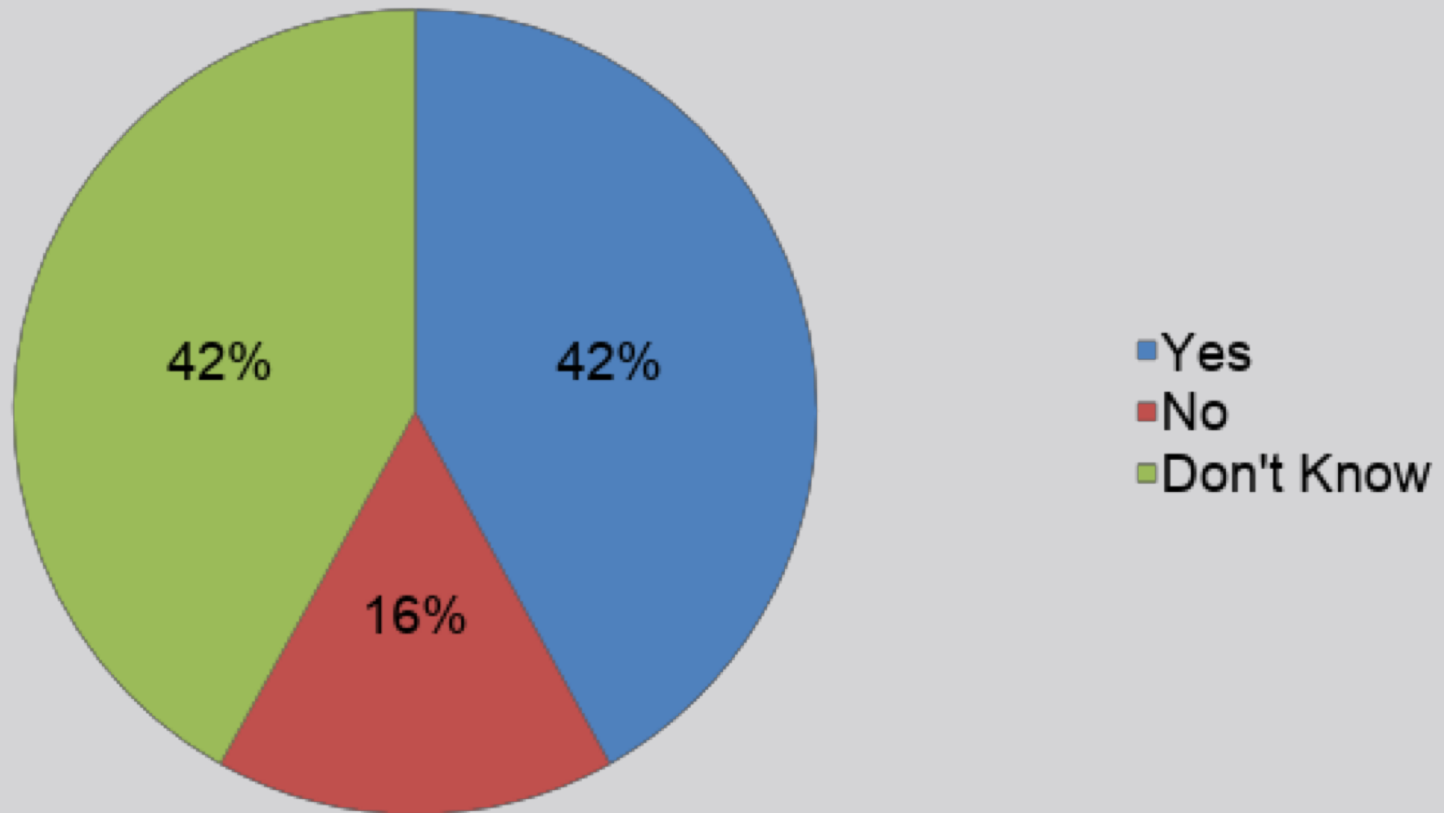




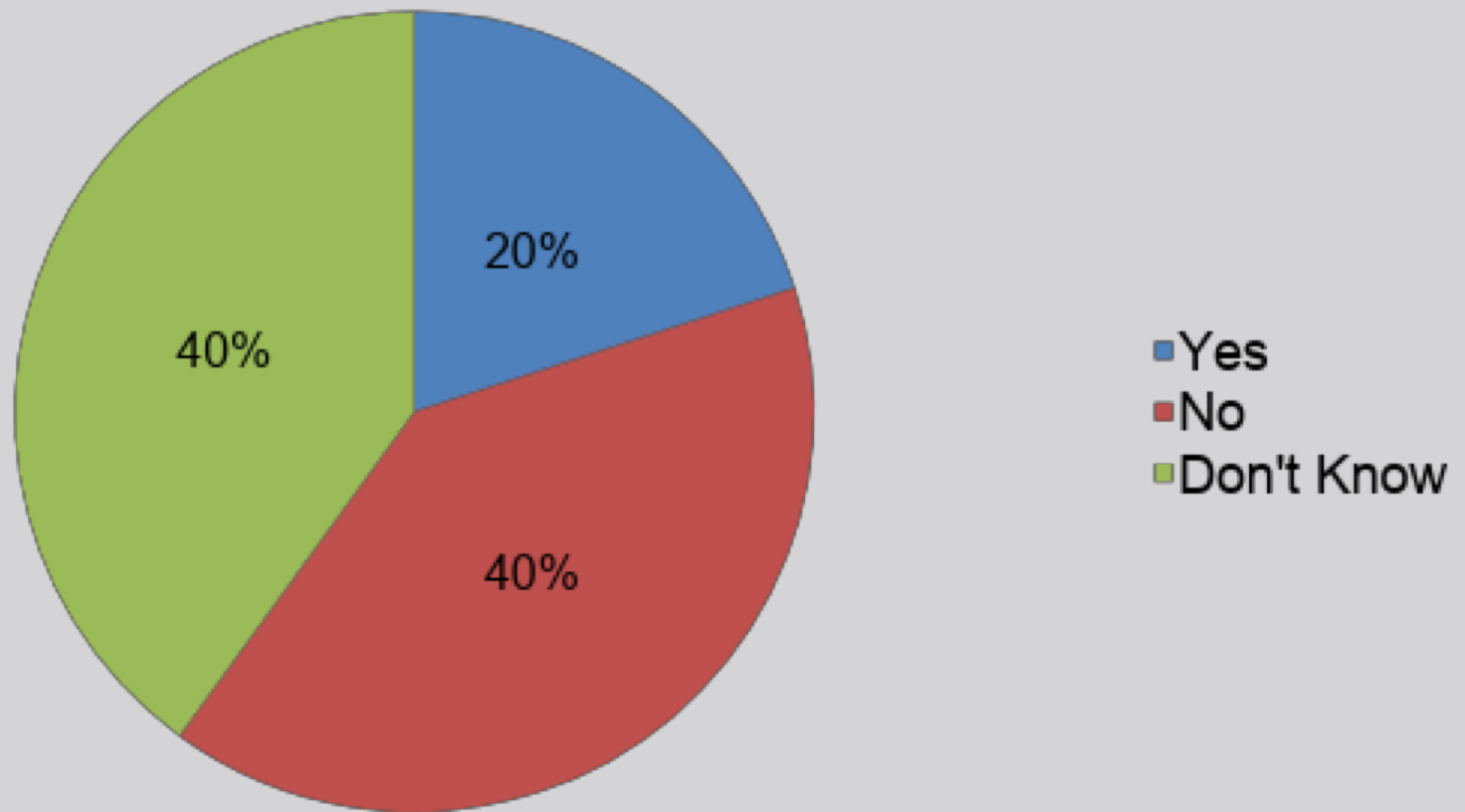
# What's NOT goin' on?



## Group Without Digital Collections: Do you plan on beginning a digitization project in the next three years?



## **Group Without Digital Collections:** Are you likely to begin collection born-digital objects from donors in the next three years?



# The Assessments



# April 2017 - Task Force Meeting

- Nick Connizzo - VT State Archives, Digital Archivist
- George Coulbourne - LoC, Exec Program Officer OSI
- Dyani Feige - CCAHA, Director of Pres Services
- Frances Harrell, NEDCC
- Jenny Mullins - Dartmouth, Digital Preservation Librarian
- Annie Peterson, LYRASIS
- Tom Clareson, LYRASIS
- Leigh Grinstead - LYRASIS
- Jaime Schumacher - POWRR
- Nichole Shea - BPL, Statewide Metadata Coordinator
- Lance Stuchell - Digital Preservation Librarian, Univ of Michigan
- Sam Meister - Educopia, Preservation Communities Manager
- Caitlin Christian-Lamb, Davidson College, Associate Archivist

# April 2017 - Task Force Meeting

How deep do we dig?  
when to stop assessing?

Should the self assessment  
require peers?

Should the self assessment  
require peers? <sup>mutual</sup>

Self assessment as <sup>internal</sup> exercise

Self assessment as <sup>internal</sup> exercise

Questionnaire - open-ended vs multiple choice

Questionnaire - open-ended vs multiple choice  
"I don't understand"

# Round 1 Case Study Assessments

## LYRASIS

- Denver Water Authority
- J.C. Smith University

## NEDCC

- Chicago History Museum
- Grolier Book Club

GEOGRAPHIC DIVERSITY

[NYC, CHICAGO, NC, CO]

SIZE DIVERSITY

[1 STAFF - >10 STAFF]

INSTITUTION DIVERSITY

[PRIVATE LIBRARY, ACADEMIC  
LIBRARY, HISTORY MUSEUM, MUNICIPAL  
AGENCY]

# RAP Debrief Meeting - Oct 2017

- Dyani Feige, CCAHA
- Frances Harrell, NEDCC
- Danielle Spalenka, NEDCC
- Ann Marie Willer, NEDCC
- Annie Peterson, LYRASIS
- Leigh Grinstead, LYRASIS



# Round 2 Case Study Assessments

GEOGRAPHIC DIVERSITY

[AK, NE, PHILLY, MA]

SIZE DIVERSITY

[ALL VOLUNTEER - >10 STAFF]

INSTITUTION DIVERSITY

[ART MUSEUM, PUBLIC LIBRARY,  
TRIBAL HERITAGE ORG, HISTORICAL  
SOCIETY]

LYRASIS

- Huna Heritage Foundation
- Nebraska Historical Society

NEDCC

- Free Library of Philadelphia
- Peabody Essex Museum/Philips Library

# Assessment Facets

1. THE ORGANIZATION
2. STAFF AND RESOURCES
3. POLICY INFRASTRUCTURE
4. PROCESSES AND WORKFLOWS
5. TECHNOLOGICAL RESOURCES

# First task: Risk Assessment

## FACET:

1. ROLES AND RESPONSIBILITIES

1. DESIGNATED COMMUNITY

## RISK ASSESSMENT

1. IT MANAGER IS DETERMINING STORAGE AND REDUNDANCY APPROACHES WITHOUT HELP FROM COLLECTIONS STAFF

1. LIBRARY HAS A STATEMENT DEFINING THE TARGET USERS

# Observations & Recommendations

## OBSERVATION:

IDENTIFIES THE RISK OR  
GOOD PRACTICE

- THE MISSION OF THE ORGANIZATION DOES NOT INCLUDE MENTION OF COLLECTIONS OR THEIR PRESERVATION

## RECOMMENDATION:

IDENTIFIES A STRATEGY  
TO REDUCE RISK OR  
ENHANCE GOOD  
PRACTICE

- INCLUDE PRESERVATION, AND SPECIFICALLY DIGITAL PRESERVATION, IN MISSION



# The Report

## I. The Institution

### A. Organizational Structure

Creating and caring for digital materials and collections over time poses significant challenges and requires a commitment across departments and in all levels of the organization. Having an organizational home for strategic direction is a key first step towards responsible stewardship of digital materials.

An authoritative body that can prioritize and achieve short and medium term goals is important for any organization-wide program; however, the special challenges posed by digital preservation make having a centralized decision making group even more important. The inherent interdisciplinary approach required -- involving input from every group of stakeholders, from IT services to end-users -- and the multi-level decision making that underpins launching and managing a new program makes isolated efforts unsustainable.

### Observations & Recommendations

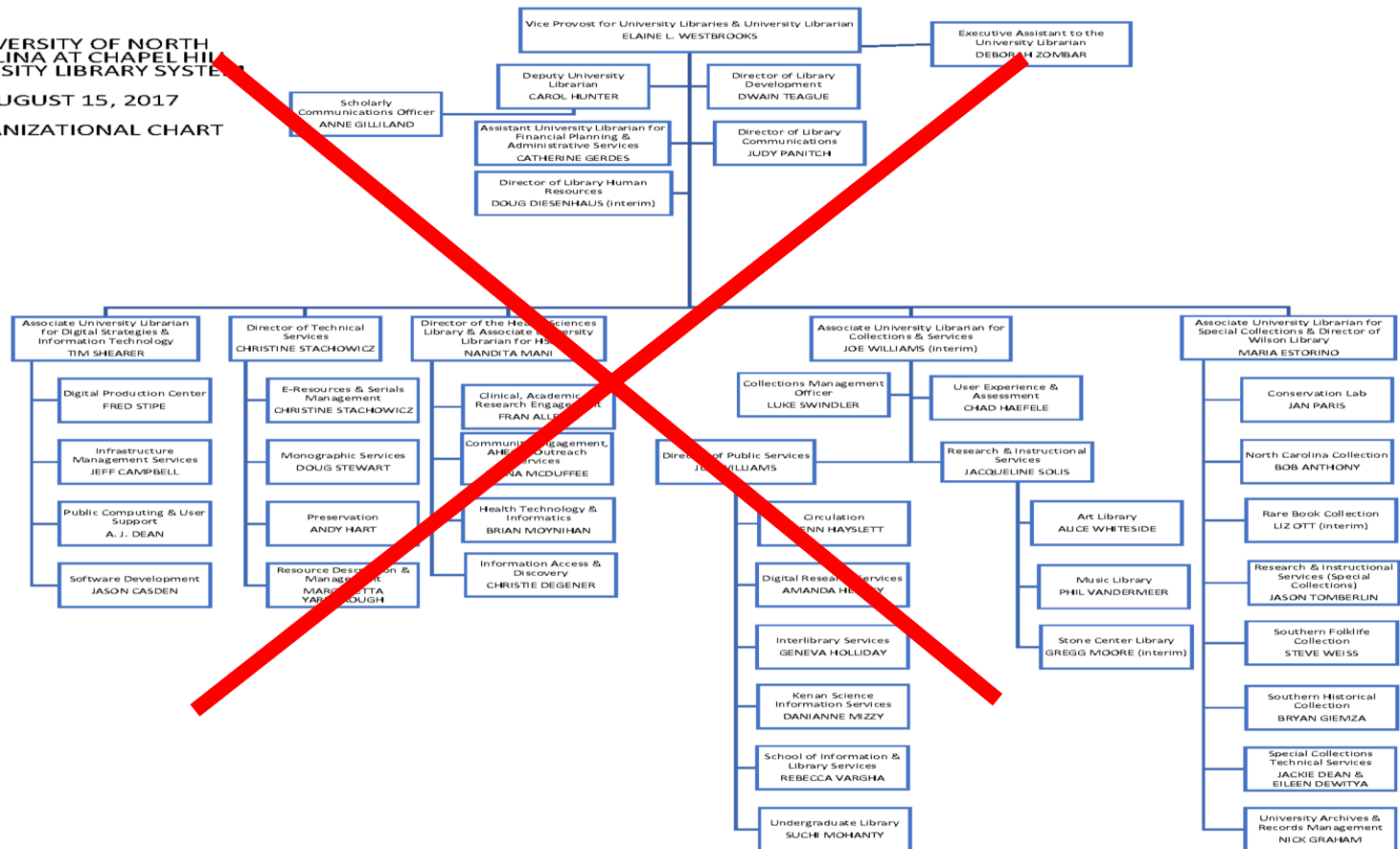
Some Anecdota...

# What's the hold up?

## UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL UNIVERSITY LIBRARY SYSTEM

AUGUST 15, 2017

### ORGANIZATIONAL CHART



What's the hold up?



What's the hold up?





What's the hold up?



# The Training

# July 2018 - DAT Institute





# Round 3 Case Study Assessments

## The Cohort:

- Curtis School of Music Library and Archives [PA]
- Henry Sheldon Museum [VT]
- Denver Public Library [CO]
- Oklahoma Department of Libraries [OK]
- Colorado College [CO]
- Historic Newton [MA]
- Farnsworth Museum and Library [MA]
- Lincoln Center [NY]
- VT Queer Archives at Pride Center [VT]
- Ripon College [WI]

Didn't You Say Peer  
Assessment?

# The Peer Assessment Framework

## Digital Preservation Peer Assessment

### Introduction

What is a digital preservation peer a...

How to assess with peers or in peer...

Topical Questions

Idea Bank

When to peer assess

### Peer Assessment Framework

#### The Organization

Collections

Discussion prompts

Organizational Structure

Discussion prompts

Idea bank

Strategic Planning for Digital Preser...

## Organizational Structure

Digital preservation efforts often need support through every level of an organization. Most importantly they need a decision making body with the proper authority and expertise to plan and execute a multi-disciplinary digital preservation program. Understanding the overall context of an institution and its relationships with a larger institution, corporation, or other organization is helpful in determining audiences for digital preservation advocacy. Staffing is further explored in the Staff and Resources section of this framework.

### Discussion prompts

- Is there a Board of Directors or similar governing organization? Is the organization a part of a larger institution? How do these groups influence planning and implementation of digital preservation?
- Which parts of the organization have responsibility and/or authority for planning for digital collections and digital preservation? (avoid details covered in the Staff and Resources section, below)
- Is there a decision-making structure or project management approach in use elsewhere in the organization that could be adapted or applied to improve digital preservation planning and implementation?
- Which stakeholders are involved in long-term planning for digital preservation? Are there stakeholders who should be involved but are not?

### Idea bank

1. Create a cross-functional decision making structure that can devise short, medium, and long-term plans for the digital preservation program
2. Create responsibilities in job descriptions to fill gaps in the organizational chart
3. Change reporting structures to more accurately reflect digital preservation workflows and goals
4. Add non-staff stakeholders to decision making processes/groups

# The Peer Assessment Workshops 2018

## LYRASIS

- Huna Heritage Foundation - Juneau, Alaska
- Nebraska Historical Society - Omaha, Nebraska

## NEDCC

- Philadelphia Historical Society - Philadelphia, PA
- NEDCC - Andover, MA

Almost Published...

# Published resources to come:

## THE ASSESSMENT HANDBOOK

- FRAMEWORK DOCUMENT
- GLOSSARY OF TERMS
- “ONE-PAGER” FOR CLIENT’S INTERNAL USE
- CLIENT QUESTIONNAIRE
- REPORT TEMPLATE

## THE PEER ASSESSMENT

- FRAMEWORK DOCUMENT
- GLOSSARY
- WORKSHOP CURRICULUM

Thank You!!!

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