

## **PROJECT SUMMARY**

### **PURPOSES AND GOALS OF THE PROJECT**

The University of Maryland, Baltimore County (UMBC), seeks funding from the National Historical Publications and Records Commission (NHPRC) through the grant opportunity Documenting Democracy: Access to Historical Records Projects. Through this project, “Implementation of an EAD compliant work flow at the University of Maryland, Baltimore County,” UMBC intends to make descriptive records of the archival collection holdings accessible to the national research community through multiple discovery tool platforms including the local Special Collections collection management software PastPerfect; the University System of Maryland and Affiliated Institutions consortium library catalog; OCLC’s WorldCat and ArchiveGrid services; as EAD XML compliant finding aids through CONTENTdm; and through the continued participation in several union catalogs. While the primary work plan for this project focuses on descriptive work and the creation of records, the true goal is to increase access to UMBC’s unique and value rich archival collections; by increasing access we hope to reach researchers, scholars, students and community members that are seeking the materials under our care.

### **METHODS**

UMBC will repurpose collection level data to increase the number of access points available to researchers. Initial collection level records created in PastPerfect, the collection management software used by UMBC’s Special Collections department, will be exported as an XML record and then, through an automated process using XSLT style sheets, transformed into MARC and EAD records. Advanced graduate and undergraduate students with specialized knowledge or

interest in the transformation of archival descriptive metadata, XML, XSLT, or EAD will be trained and employed. All students work will be monitored for quality control.

#### PERFORMANCE OBJECTIVES AND WORK PLAN

Staff from the Albin O. Kuhn Library's Special Collections and Bibliographic and Metadata

Services departments will work together to plan and execute an improved workflow for creating EAD compliant collection level records and finding aids. Staff will transform XML data using XSLT style sheets to produce MARC and EAD records.

1. Collection level records for 28 previously undescribed records will be created; the records will be accessible to researchers through PastPerfect-Online, as MARC records in the Library catalog, and as EAD records in CONTENTdm.
2. Conversion of approximately 93 existing PastPerfect collection level records; the records will be accessible to researchers through PastPerfect-Online, as MARC records in the Library catalog, and as EAD records in CONTENTdm.
3. Conversion of approximately 19 collection level records that are currently available to researchers through PastPerfect-Online and as MARC records in the Library catalog; the EAD records will be created and made available in CONTENTdm.
4. Approximately 31 finding aids will be converted from Word documents to EAD-compliant finding aids; the EAD finding aids will be available to researchers in CONTENTdm.
5. An EAD-compliant workflow will be implemented to mitigate a backlog.
6. An online interface will be created in CONTENTdm for the display, searching and sharing of EAD finding aids and collection level records

## PRODUCTS TO BE COMPLETED DURING THE GRANT PERIOD

Collection level records for 28 previously undescribed records will be created in PastPerfect; these records, in addition to the 112 existing collection level records, will be accessible to researchers through PastPerfect-Online, as a MARC record in the Library catalog, and as an EAD record in CONTENTdm. Approximately 31 finding aids will be converted from Word documents to EAD-compliant finding aids and the EAD finding aids will be available to researchers in CONTENTdm.

## KEY PERSONNEL

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