



**Tufts**  
UNIVERSITY

**Digital Collections and Archives**

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**TAPER**  
**TUFTS ACCESSIONING PROGRAM FOR ELECTRONIC RECORDS**

**Sixth Interim Narrative Report**  
Project Activities July 1, 2010 – December 31, 2010

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## **INTRODUCTION**

The Digital Collections and Archives (DCA) at Tufts University is undertaking a National Historical Publications and Records Commission (NHPRC) Program Expansion Grant project to design, develop, and implement machine-readable submission agreements and records creator records. Work for this project started on January 1, 2008. The NHPRC recently granted Tufts a six-month no-cost extension. The project is now scheduled to end on June 30, 2011.

## **SUBMISSION AGREEMENT SCHEMA AND BUILDER TOOL**

The DCA has completed work on developing its XML schema for submission agreements. There are two different types of submission agreements, regular submission agreements and standing submission agreements. The DCA has developed three schemas for the two agreement types: separate schemas for the regular and standing agreements, and one schema that governs the elements shared by the two types. A standing submission agreement covers a recurring accession (typically the same office transferring the same type of records to an archives year after year) while a regular submission agreement covers a single accession instance of that recurring accession. All three of the schemas are located at <http://dca.lib.tufts.edu/schema/er/>.

The DCA has essentially completed its work on the Submission Agreement Builder Tool (SABT). The SABT became a production service for the DCA in April 2010. The DCA considers the tool's code to be in version 0.9. Since April, the DCA has been actively using the tool. It expects to make refinements to the tool during the no-cost extension period in 2011 as it learns the best way to use the tool. By the end of June 2011, the DCA expects to address all bugs and feature requests and stabilize the code to a 1.0 version. The SABT code is currently available at <http://tutaper.svn.sourceforge.net/viewvc/tutaper/>. The user interface of the SABT is at <https://dca.lib.tufts.edu/taper/auth/login>. One cannot use this interface without a Tufts UTLN account. The DCA plans to develop a presentation that will allow people outside of Tufts to see the features of the interface.

During this early production implementation of the SABT, the DCA continues work on finding the most effective way to implement the tool. The DCA's early use of the SABT has indicated that the tool works best for regular accessions from Tufts offices. The SABT does not work as well for one-off accessions, such as an alumni giving the DCA assorted Tufts memorabilia, because the overhead of creating a standing and regular submission agreement outweighs the benefit of carefully documenting a non-recurring accession.



The SABT has turned out an adaptable set of code. The DCA used the SABT code as the basis for developing a submission form for faculty and student scholarly work. The form is in production use at <https://dca.lib.tufts.edu/submissions/auth/login/>. The DCA has also been talking with another institution about adopting the SABT code for managing manuscript accessions.

### **RECORD CONTEXT RECORDS**

Because the DCA is likely to create RCRs of entities that do not create records, it has changed its project terminology from Records Creator Records to Records Context Records (RCR) to more accurately reflect the broader range of entities that it will describe. By the end of December 2010, the DCA produced 705 minimum-level RCRs and 11 full-level RCRs.

The DCA has adopted EAC-CFP for its RCR XML schema. It has also developed a workflow to export RCRs out of its collections management database through a EAC-CFP template to generate EAC records that the DCA can then ingest into its Fedora Commons-based digital library for users to access.

### **CHANGE IN COLLECTIONS MANAGEMENT TOOL**

The DCA is in the process of moving from its current commercial collections management tool to an internally designed open-source solution. The DCA is designing the new collections management tool to link archival description and RCRs (stored in the collections management tool) with submission agreement data (stored in the SABT). The new collections management tool will be able to manage these links much more strongly and flexibly than the DCA's current collections management tool. This will help the DCA fully integrate submission agreement data into its management of its archival collections. The DCA will make the code of the collection management tool freely available to the public. Members of the archival community will be able to see how the DCA integrates its submission agreement data with its RCRs and collection description.

### **CHANGE IN STAFF**

Krista Ferrante left her position as Project Archivist in October 2010. The Project Director is planning to hire graduate student assistants (likely to be students from the Graduate School of Library and Information Science, Simmons College) to complete the work of writing records context records.

### **SAA SESSION**

Krista Ferrante, Project Archivist, gave a presentation about the SABT tool at the 2010 Society of American Archivists annual conference in Washington D.C. in a session entitled "Tools and Processes for



Trustworthy and Scalable Electronic Accessioning.” The panel also featured Mark Myers, Kentucky Department for Libraries and Archives and Leslie Johnston, Library of Congress.

#### **WEBSITE**

The DCA posted the following items to the TAPER Project website, which is at

<http://dca.tufts.edu/?pid=49>:

- Project Documentation <http://dca.tufts.edu/?pid=136>  
This includes project application material, interim reports to the NHPRC, and some working documents.
- Deliverables <http://dca.tufts.edu/?pid=137>  
Project deliverables are on this page.
- Announcements, Presentations, Articles <http://dca.tufts.edu/?pid=138>  
Project announcements, presentations, and articles are on this page.
- Project Personnel <http://dca.tufts.edu/?pid=135>.