

Appendix D: Institutional Summaries and Collection Descriptions

I. The University of Hull, University Archives at Hull History Centre

Hull University Archives is part of the Research and Learning Resources Group (RLR) within the Directorate of Library and Learning Innovation (LLI). The remit of LLI includes all library services (acquisition, management and circulation) and also includes strategic management and development of the University's digital repository.

The University Archives and associated staff are based off-campus within Hull History Centre. This is a joint service, in partnership with Hull City Council, encompassing local studies library material and archives. The Centre itself has no independent legal identity, so ownership and custodianship of archives remain separate within each partner organization. However, all services, including access, remote enquiries, outreach and conservation are jointly operated.

The core University Archives team consists of three full-time posts:

- University Archivist
- Senior Archivist
- Archives Assistant (currently 0.5% FTE)
- Within the larger Hull History Centre team there are currently 15.5 FTEs, including 6 archivists and a conservator

The University has collected manuscripts and archives since the establishment of Hull University College in 1928 and holdings now run to around 2800 linear metres (c. 9200 linear feet), including 120 larger and over 300 smaller collections. The documents date from the late 11th to the early 21st centuries. Collecting specialisms in pressure groups and politics, and in modern literature and drama were established during the 1960s, under the influence respectively of Professor John Saville and the University Librarian, Philip Larkin. In addition to these two areas, and the archives of the University itself, the acquisition policy now also encompasses archives relating to maritime history.

The University's rare book collections remain on campus, managed and accessed within the Brynmor Jones Library, the sole library at the Hull campus. There is also a smaller library on the University's Scarborough campus.

At the outset of the AIMS project the University of Hull Archives only had isolated digital media amongst its collections, accessioned as physical objects only and not as digital material. This legacy material has been reviewed during the AIMS project and much has now been fully accessioned, enabling us to develop workflow and processes. As a result of participation in the AIMS Project and discussion with project partners the archives have now established a forensic workstation including an offline PC for virus checks and other accessioning processes with two Tableau write-blockers for use with a range of hard drives from PCs and laptops. We have also created supporting documentation, workflow and procedural guidelines to enable the archives to receive born-digital content from a range of media formats.

The main collections management tool is Axiell's DS CALM. This includes linked information about depositors/donors and accessions as well as hierarchical catalogue entries, at collection, series, in some cases sub-series, and item level. The location register, conservation logs and some legacy collections management data remain in MS Word and Excel files and in paper form.

For Hull History Centre users, a web-based version of the University's CALM catalogue, merged with CALM databases covering the City Archives and the Local Studies collections provides the main discovery route. It includes collection-level and item-level information. There is currently no direct integration with the University's library catalogue, although there is increasing integration within web-based source guides and associated information skills sessions for students. LLI is investigating the use of Blacklight as a common interface to internally held catalogues and collections, including collections held in the University's digital repository. (Both the repository and the use of Blacklight are described in more detail below.) Digital archive files (both born-digital and digitized) will be stored within the repository once processed and will be linked to the relevant catalogue information in CALM. Therefore the use of Blacklight offers the potential to provide a discovery and access route for both library and archive resources, both paper-based and digital, in one on-line location.

Alongside the library system and online catalogue LLI operates the institutional digital repository service, launched in 2008 and based on the Fedora digital repository system, which holds a variety of open and restricted access digital collections. These encompass teaching (e.g., open educational resources, exam papers), research (e.g., publications, datasets), and administration (e.g., committee papers, HR documents). The repository has also implemented the Hydra repository interface system to facilitate the presentation and management of different content types. The public face of the repository is provided via Blacklight (used as part of Hydra), and repository collections are also a component of the potential further use of Blacklight.

I. Papers of Stephen Gallagher.

Stephen Gallagher, Hull alumnus, is a novelist, screenwriter and director specializing in contemporary suspense. 42 boxes (7 linear metres, 23 linear feet) of paper records relating to his early works including *Doctor Who*, *Bugs* and *Chimera* were deposited in 2005. As part of his participation in the AIMS project he transferred some born-digital

records (14,320 files, 13.6GB) via an external hard drive. The born-digital material includes more recent work including *Eleventh Hour* and *Crusoe*, a previous version of his website and content from his blog (<http://brooligan.blogspot.com>). There was also a large number of saved webpages that reflect an element of his research process and some of his on-going work, including his latest novel *The Suicide Hour* (prior to publication) and a number of pilots sold to USTV networks in 2010.

The material is significant in the context of UK and US television drama of the past 20 years, and it also reflects and demonstrates the creative, promotional, and production processes associated with novel and screen writing, from concept to broadcast in the paper and then the born-digital environment.

The particular issues faced with this collection include the presence of 39 Amstrad disks and about 300 files created using specialist screenwriting software *FinalDraft*. The presence of over 80 webpages saved from the web with their associated files (1226 files, 14.5MB in total) also brought with it copyright and presentational issues.

The collection has been processed with a view to creating a single integrated catalogue to both the paper and born-digital components and once completed this will be made available via the History Centre online catalogue at <http://www.hullhistorycentre.org.uk/catalogue>.

In arranging the collection particular care was given to reflect the donor's methods of working (see *Arrangement and Description Case Study: The Papers of Stephen Gallagher*) whilst at the same time enabling easy discovery and access. We are currently liaising with the depositor about possible access restrictions to his most recent and currently unpublished work. Access to the born-digital material is likely to be via a locked-down PC in the Hull History Centre searchroom in the first instance. We are hoping to move towards a model of online access for some of the material in the next 2-3 years as part of the University's work using Hydra and Blacklight.

2. Socialist Health Association Papers

The Socialist Health Association (SHA) is a UK-based membership organization, affiliated with the Labour Party, which promotes health and well-being and the eradication of inequalities. A significant volume of paper (7 linear metres, 23 linear feet) material including minutes, reports, correspondence, circulars press releases, financial records, and photographs, dating back to 1930 had already been deposited with the archives. A tranche of born-digital material (2558 files, 670MB) was deposited by Martin Rathfelder, the Director of the SHA, as part of the AIMS project.

The particular issues faced with this collection were the possible integration of born-digital material into a pre-existing archival structure. Due to the way previous accessions had been catalogued discretely and not into a single system of arrangement complete integration was not possible so a distinct series has been created and it is hoped that this will be flexible enough to accommodate subsequent accruals of born-digital material.

There were no issues surrounding legacy media and the main content issues surround the presence of an Access database, the SHA website (1180 files in 51 folders, 86.4MB) and the 90 or so SHA e-mail newsletters that have been issued in the last two years. These three aspects all contain processing and presentational issues that need

further consideration before proceeding. By far the biggest concern is that relating to copyright, with a large number of presentations and other content having been produced by third-parties (e.g., Conferences folder contains 444 files in 21 sub-folders): it is presumed that online access is not appropriate for this material. There is also a need to appraise the material to remove blank forms and un-related material.

The collection has been processed and once completed this will be made available via the History Centre online catalogue at <http://www.hullhistorycentre.org.uk/catalogue>. Access to the born-digital material is likely to be via a locked-down PC in the Hull History Centre searchroom in the first instance. We are hoping to move towards a model of online access for some of the material in the next 2-3 years as part of the University's work using Hydra and Blacklight.

2. Stanford University, Stanford University Libraries & Academic Information Resources

The Digital Forensics Program at Stanford began as a collaboration between two units: the Digital Libraries Systems & Services Department (DLSS) and the Department of Special Collections & University Archives, Manuscripts (SPEC). For over 15 years the Manuscripts Division in SPEC has been recording gross extents of computer media in their accessions. This legacy media in our backlog reached 25,000 items in the winter of 2009 and initiated our build out of a forensic recovery lab and our subsequent involvement in the AIMS grant project.

At this stage, the Department of Special Collections & University Archives currently holds over 50,000 linear feet of materials (or over 80 million pages). The Manuscripts Division comprises 75% of the holdings and takes in an average of 1,800 linear feet per year. These holdings include over 28,000 items of computer media, 13,680 audiotapes, 10,416 videotapes/film and over 296,000 still images.

As we began the AIMS project in the fall of 2009, our project team consisted of Michael Olson, a project manager from the DLSS group, and Glynn Edwards, head of the Manuscripts Unit in SPEC. Tom Cramer, head of DLSS was Stanford's site manager. Three months into the project we hired Peter Chan as our Digital Archivist. Prior to the start of the AIMS project, we received our forensic equipment and began setting up our first forensic recovery lab. It was largely built around a Forensic Recovery Evidence Device - or FRED. That fall, staff from DLSS, University Archives, the Manuscripts Unit and our curatorial group attended training at Digital Intelligence; in February 2010, Peter attended more in-depth training in forensic toolkit software (FTK) used in working on case files. The following two years have been an intensive period of testing - both capture from legacy media and processing of born-digital materials using forensic tools.

Currently the Digital Forensics Program Working Group consists of Michael Olson (DLSS), Glynn Edwards (SPEC), Peter Chan (reporting jointly to DLSS/Spec) and Henry Lowood (Curator for the History of Science and Technology). Our program also began a series of open meetings with library staff from other departments and repositories on campus in the fall of 2011.

Our Digital Archivist, Peter Chan, runs the Digital Forensic Lab and assists curators and donors with any issues arising with new accessions. This is a base-funded position that reports to both managers – DLSS and SPEC. Peter also works closely with developers in DLSS in scripting out digital objects and metadata from new tools – like Forensic Toolkit and PhotoMechanic.

Staffing in the Manuscripts Unit – which co-manages the Digital Forensic Lab - is relatively light consisting of two full-time employees, including the head of the division, and 2 half-time employees. Our division uses Archivists Toolkit for both collections management and the creation of finding guides. These are exported to the Online Archive of California – a regional site – and aggregated on Archive Grid. Our collection-level catalog records are created using Sirsi Dynix and exported to OCLC.

Special Collections and the Digital Forensics Program will be conducting a pilot project in 2012 delivering processed collections of email – specifically from the Robert Creeley and Peter Koch collections (AIMS project) and possibly Stephen Schneider (processed by University Archives staff) – via our reading room. We are planning to present the email archives with an interface created by Sudheendra Hangal, a graduate student in Stanford's Computer Science Department, to facilitate browsing and conduct user tests to help direct future development.

I. Stephen Jay Gould Collection

Influential American paleontologist, evolutionary biologist and historian of science, Stephen Jay Gould began his career at Harvard University in 1967 where he worked until his death in 2002. One of the most popular science writers of our time, he is the author of 22 books, 479 peer-reviewed scholarly papers, 300 essays and 101 reviews.

At the time of the AIMS grant, the Gould collection consisted of eight accessions acquired between 2004 and 2010. Totalling over 500 linear feet of material, the collection contains writings, correspondence, research, juvenilia, specimens and legacy computer media. The papers and specimens were processed concurrently with the AIMS project.

Media enumerated initially consisted of: 60 5.25-inch floppy diskettes, 81 3.5-inch floppy diskettes, two cartons of computer punch cards and 3 computer tapes. The diskettes contain bibliographic databases and working drafts of many of Gould's publications. The punch cards and the data tapes appear to contain datasets used in his evolutionary biology research. Since the beginning of the AIMS project, we have uncovered more computer media (21 more sets of computer punch cards) in a later accession and odds and ends scattered within folders throughout the accessions.

Gould was the first collection we worked with and thus underwent several trial efforts both in capture and processing. The first attempts at capture created disk images using ImageTool™ and a Catweasel in FRED.¹ However, ImageTool™ did not generate either an audit log file to confirm successful imaging or a file listing of the disk contents. The second attempt was more successful and utilized an old personal computer with on-board

¹ A Catweasel is just an interface card for computer that does not have a floppy interface in the motherboard. Write-blocking is enabled by putting a tape at the "write-protect" area in a 5.25 inch floppy disk. FRED = Forensic Recovery Evidence Device.

floppy disk controller was used to image the diskettes using free software called FTK Imager™. Outputs from FTK Imager™ include: disk images, audit log files to confirm successful imaging and file listings of the diskette contents. Unreadable media – primarily a result of physical damage before transfer to SULAIR – was slightly over 6%.

The first efforts in processing – before we settled on FTK™ – used Windows Explorer to arrange the files and Quickview Plus™ to view their content. Folders were created that mirrored “series” and “subseries” in the concurrent processing project and files were moved from their original media folder into this new hierarchy. But this changed the original metadata associated with the files – such as original file path, etc. By this time, Peter had tested Forensic Toolkit (FTK). FTK extracted the technical metadata (file size, creation, last modification and last accessed dates, file format, checksum, etc.) of the files in the disk images loaded. “File Category” provided a summary of how many files are in different file formats. The interface to hide the duplicate files was activated so that users are working on unique files (FTK uses the checksums of the files to identify duplicate files).

Restricted content such as credit cards, social security number, student grades, etc. were identified using the pattern & full-text searches functions. The files identified were flagged as “Privileged” and will not be delivered to the public. Although the search may not find all the restricted contents, it allowed us to perform a good faith effort to do so that will be scalable moving forward.

Bookmarks were created with keywords that mirrored series and subseries titles in EAD for the papers. The embedded viewer (reads over 200 file formats) was used to view files during processing with obsolete file formats. Files were then assigned to bookmarks according to intellectual contents individually or in batches. The “Label” functionality in FTK was used to represent other crucial metadata, such as: access restrictions, document types, computer media type, and subject headings. Reports in XML/HTML format are generated to export files to access repository (Hypatia). The files carried the bookmarks, labels, privileged flag, and technical metadata with them.

All the material in the Gould collection will be described in the online finding aid, although the digital files will be described at the series level only. Notes regarding processing and capture methodology will be included here. There will be links in the final guide and the collection level catalog record to the digital contents in Hypatia. The files will be full-text searchable and delivered via the web, open to all (except those flagged as privileged).

2. The Papers of Robert Creeley

Robert Creeley is an American poet, novelist, short story writer, editor and essayist. Author of more than 60 books, Creeley taught at Black Mountain College (BMC) in the 1950s and was one of the Black Mountain poets, an avant-garde group of poets centered on BMC.

The Creeley collection comprises over 450 linear feet of materials with the last 100 feet of accessions received still unprocessed. The processed papers feature Creeley's own working manuscripts for his poems and critical writing, both published and unpublished. These appear in a variety of formats: notebooks, filled with autograph drafts of poems; typescripts, often annotated in holograph; frequent pieces written on random scraps of papers, as well as

over 50 items of legacy media containing files for individual poems and works of prose as well as email backups. The material on the 53 3.5" floppy diskettes, 5 Zip Disks, and 3 CD-ROMs was never captured and remained closed to researchers until included in the AIMS project.

After discussions with curatorial staff who stated that Creeley deleted files before transfer to Stanford on purpose, we decided to capture logical images rather than disk images in this instance. We used a floppy drive capture station, designed and built by Peter Chan, and AccessData's Imager software. There were some issues that hampered our efforts. The first were backup files and proprietary software on the Zip disks. Five of the six disks contained backup files unrecognizable by Forensic Toolkit (FTK) – the software we decided to use for processing these materials. These backup files on two of the disks were possibly created using the proprietary backup software originating from Iomega (the company which made the Zip disks); the files on one recognizable and were likely copied using Windows Explorer.

Another issue was that the number of files gave us a bit of a challenge in ascertaining how many files there actually were! First, some files were zipped on the computer before copying to floppy diskettes and CDs. And, some emails were copied as one file per email and others in the "MBOX" format which contained thousands of emails in one MBOX file. After processing, it appeared that there were approximately 50,000 original emails rather than the initial estimate of 80,000.

Our intent is to describe the digital content at the series level and incorporate it into the existing finding aid online. The digital content will be delivered in two ways. Creeley's writings will be delivered via Hypatia (end of October release) while email, because of the multiple recipients and senders, will be delivered via a stand-alone computer in the Reading Room. In order to extract some useful information from the emails for indexing purposes, we tested the use of network diagrams.

The header information ("to", "from", "subject" and "date" fields) for 50,000 unique emails were output as a *.csv file using a utility in FTK. A Digital Humanities expert at Stanford University Libraries, Elijah Meeks, opened the file in Gephi², open-source software for visualizing and analyzing large networks graphs, to create network diagrams. These diagrams show the names of correspondents as well as the movement of correspondence between authors and recipients.³

To conclude, in 2011 we received another 25 feet of Creeley material, which has not been processed as part of the project. It contained the following computer media: 7 computers (Compaq Presario CQ60 Notebook PC with Windows 7 [owned by the dealer]; SONY PCG-321A Notebook PC with Windows ME; SHARP Actius MM20 Notebook PC with Windows XP; Gateway Solo Notebook PC; Dell MTC2 Desktop PC; Midwest Micro Desktop PC; Racer Desktop PC); 3 zip drives; 121 optical discs; 422 3.5-inch floppy diskettes; 1 Olympus Camedia CF/

² <http://gephi.org/>

³ Elijah published an article on the Digital Humanities site at SULAIR - <https://dhs.stanford.edu/visualization/robert-creeley-e-mail-correspondence-network/>

SmartMedia Reader; 1 Zip 250 USB Drive; 1 Olympus C-4000 Camedia Digital Camera; 1 8-megabyte Olympus SmartMedia Flash memory card; 1 128-megabyte SanDisk SmartMedia Flash memory card; 1 20-gigabyte iPod.

The dealer informed us that he had transferred contents of all of Creeley's computers, Zip disks, and CD-ROMs as well as some of the floppies to the new Compaq laptop computer. He also mentioned that some media contained files that appeared corrupt or were unable to be copied.

3. Peter Koch Collection

Contains one hard drive with correspondence and graphic arts files. Black Stone Press ephemera, 1974-1995. Peter Koch got his start in printing in Missoula, Montana when he founded the Black Stone Press, a publishing imprint and letterpress printing office, in tandem with artist Shelley Hoyt, in 1974. Four years later, the press relocated to San Francisco. Koch has operated his own design and printing studio continuously for almost thirty years. A creative force and personality in Bay Area fine press book design, printing, and publishing, Koch's work has earned an international reputation. His works include editions of ancient Greek philosophers, the musings of maverick poets, and the images of world-renowned wood engravers and photographers. Koch specializes in publishing limited edition livres d'artistes, broadsides, portfolios, and what Koch describes as —text transmission objects. Koch is the co-founder of the CODEX Foundation, a non-profit organization devoted to promoting and preserving the arts of the book. The image files (RAW, TIFF, JPEG, etc.) in this collection will be searchable and normalized for delivery out of the Hydra client and/or Stanford's digital collections delivery portal (<http://collections.stanford.edu>). The original Quark (design files) will be delivered via download in their original binary format to interested researchers. Overall description of projects and files on the hard drive would be listed as a separate series, echoing the existing arrangement to some degree of the physical collection (currently in Archivists' Toolkit). The collection also includes email that will need to be vetted with the donor for accessibility.

4. Xanadu Project collection.

Contains 6 hard drives with papers relating to the Xanadu Project, XOC, and Eric Drexler. The Xanadu Project was founded in 1960 by Ted Nelson, and was the first hypertext project, widely regarded as a conceptual antecedent of today's World Wide Web. The contents of the hard drives in this collection will be described in Archivists' Toolkit and linked to from the finding aid. Selected files of interest will be made directly accessible via the Hydra client and/or Stanford's digital collections portal; disk images of the entire hard drive will also be made for preservation purposes, and may be made accessible (based on the judgment of the archivist).

3. The University of Virginia, Albert and Shirley Small Special Collections Library

The Albert and Shirley Small Special Collections Library administers over 13 million manuscripts, 3.6 million items in the University archives, and 325,000 rare books, as well as approximately 3,000 maps, over 4,000 broadsides; more than 250,000 photographs and small prints; over 8,000 reels of microfilm; and substantial holdings of audio recordings, motion picture films, printed ephemera, and a growing number of born-digital resources which, to date, arrive chiefly as components of contemporary archival and manuscript collections. The Library occupies a new building on the University's historic Grounds, which features state-of-the-art climate control and security for the University's special collections, a new reading room, a seminar classroom and auditorium, and permanent and changing exhibitions in two galleries.

The Library is perhaps best known for its extensive collections, both printed and manuscript, related to American history and literature. Highlights include Virginia; papers relating to Thomas Jefferson, his family and descendants; the *Albert H. Small Declaration of Independence Collection*; rare books and maps related to early European voyages of discovery and exploration, especially in North America, in the *Tracy W. McGregor Library of American History*; and sources, both printed and manuscript, relating to African-American history, particularly in Virginia and the South. The *Clifton Waller Barrett Library of American Literature* forms the cornerstone of the American literature collections, supplemented by other substantial literary holdings. Other collection highlights include the *Joseph M. Brucoli Great War Collection*, the *Douglas H. Gordon Collection* of early French books and fine bindings, the *Paul Victorius Evolution Collection*, the *Marion duPont Scott Sporting Collection*, the *McGehee Miniature Book Collection*, special topics in British literature, including the *Sadler-Black Gothic Novel Collection*, holdings from the Paul Mellon library; extensive collections of American and European sheet music and scores; the *Martin Jules Hertz Collection of Classical Pamphlets*; the *Franz Kafka Collection*; the *Wilbur Cortez Abbott Collection of Seventeenth-Century English History and Literature*; and the *Jorge Luis Borges Collection*. The Library also holds noteworthy material and collections in the history of books, typography, and printing, spanning the period from the very earliest printers' manuals to those of the present day, and including the productions of fine private presses and contemporary artists' books.

The Small Library also houses the University of Virginia Archives, documenting the history of the University since its founding by Thomas Jefferson, including many of Jefferson's original architectural drawings and notes for his "Academical Village", which is now a UNESCO World Heritage Site.

The Small Library employs 18 FTE, including 4 staff whose activities are devoted largely, but not exclusively, to management of the Library's archival and manuscript collections.

The UVa Library employs several teams to support the management of its digital assets. In total, there are 14 staff directly related to such activities, though the number is far greater for all the stages involved in the stewardship of born digital materials. For our technology stack, we employ the Hydra Stack (see <https://wiki.duraspace.org/display/>

[hydra/The+Hydra+Project](#)). We also have Quantum's StorNext HSM software for the backup and preservation of our archival masters (http://en.wikipedia.org/wiki/StorNext_File_System).

The Library is actively engaged in efforts to scan its most rare and unique out of copyright holdings, to make them web-accessible, worldwide. As a result of the AIMS project, a full-time Digital Archivist has joined the staff and is developing workflows for the accession, processing, discovery, and management of born-digital materials. A Forensic Recovery of Evidence Device (FRED) (see <http://www.digitalintelligence.com/products/fred/index.php>) has been purchased along with accompanying drives for various hardware formats.

1. Alan Cheuse papers, 1976-2009.

The files of author, book critic, and NPR's "voice of books" Alan Cheuse whose collection includes electronic drafts of novels and short stories as well as correspondence files and book reviews on close to 100 disks. Cheuse has made numerous deposits to his collection over the past two decades, with an increasing amount of born-digital content in recent years. As an interim solution, the Albert and Shirley Small Library in past years printed and interfiled the content of these electronic files while maintaining the original disks for the day when the creator's original electronic records could be likewise preserved and accessible.

As part of the AIMS project, the digital archivist was able to process collection disks using the Forensic Toolkit software and to create an EAD finding aid for the entire collection by combining multiple existing MARC records and EAD finding aids at the accession level. The individual files from the disks will be accessible through the *Hypatia* repository.

2. John Warner Papers

The vast political papers of former Senator John Warner of Virginia consist of his career as United States Senator from Virginia and Administrator to the Bicentennial from 1972-2009. Warner's collection offers an interesting insight into the composition of contemporary political collections and the intersection of born-digital assets and digitized content. Beginning in 2002, Warner's staff systematically scanned and discarded all paper-based constituent correspondence, conveying 54 CDs of what would have been hundreds of linear feet of correspondence records to the Albert and Shirley Small Library. Includes CDs containing the Senator's website.

Digital material in the Warner constituent correspondence cannot be made publicly accessible due to significant intellectual property and privacy issues. There is simply no way to obtain permissions from the hundreds of authors represented in these files. However, the disks were imaged and the content will be stored on the university's secure storage network, reducing potential preservation risks. Also, a finding aid was created for the entire collection, making both paper and digital more accessible than they were previously.

4. Yale University

Beinecke Rare Book and Manuscript Library

The Beinecke Rare Book & Manuscript Library is Yale University's principal repository for literary papers and for early manuscripts and rare books in the fields of literature, theology, history, and the natural sciences. In addition to its general collection of rare books and manuscripts, the library houses the Yale Collection of American Literature, the Yale Collection of German Literature, the Yale Collection of Western Americana, and the Osborn Collection. The Beinecke collections afford opportunities for interdisciplinary research in such fields as medieval, Renaissance, and eighteenth-century studies, art history, photography, American studies, the history of printing, and modernism in art and literature.

Manuscripts and Archives, Yale University Library

Manuscripts and Archives collects broadly in the areas of public policy and administration; diplomacy and international affairs; political and social thought and commentary; science, medicine, and the environment; legal and judicial history; the visual and performing arts; urban planning and architecture; environmental policy and affairs; psychology and psychiatry; and lesbian, gay, bisexual, transgender history and culture. In addition, the department has extensive holdings on New Haven, Connecticut, and New England history. Manuscripts and Archives also has responsibility for the Yale University Archives, the official repository for all records of the university that have enduring historical, administrative, or community significance. In addition, the department serves as the home for the Fortunoff Video Archive for Holocaust Testimonies, which currently holds more than 4,300 testimonies of willing individuals with first-hand experience of the Nazi persecutions, including those in hiding, survivors, bystanders, resisters, and liberators.

1. New Haven Oral History Project (Manuscripts and Archives)

The collection consists of digitally created audio recordings and text transcripts of oral histories conducted by the New Haven Oral History Project staff with New Haven, CT citizens. The interviews touch on a number of themes, but often focus on issues of race, class, government, education and immigration. Still growing, the collection includes more than 150 digital oral histories transferred to the archives via network transfer (no disks). Collection materials were accessioned, stored, processed, and described in an EAD record. Since this is an active collection, work will continue with the creators and through pre-custodial intervention.

2. Pelli Clarke Pelli Architects Records (Manuscripts and Archives)

A recipient of the AIA Gold Medal, Cesar Pelli and his firm have designed many of the most prominent buildings of the 20th century skyline, including the World Financial Center in New York and the Petronas Towers in Kuala Lumpur. While the complete collection exceeds 5 terabytes, initial focus will be on earlier CAD projects like the World Financial Center and the Frances Lehman Loeb Art Center at Vassar College. Just as many traditional manuscript collections that describe the evolution of a project, a book, a political career, or a scientific formula,

architectural records provide documentation of and evidence about the process of designing discrete, quantifiable objects – buildings. Born-digital architectural records provide similar insights to the design process of buildings that traditional manuscript collections provide: evidence of an initial idea, the evolution of and research into that idea, suggested modifications by editors and peers (e.g., clients), various drafts and changes as building progresses, and the publicity and marketing surrounding the final product. Preserving the various iterations – rather than just the final product – preserves an important part of our country's architectural evolution. Yale will accession, store in appropriate archival storage, and describe two architectural projects from this collection: the World Financial Center in New York City and the Frances Lehman Loeb Art Center at Vassar College. The Pelli Clarke Pelli Architects records are active collections and will continue to grow over time. Work was done during the grant period on an undescribed accession to the collection to extract metadata and prepare it for storage and access. Staff also received additional accessions of material from the firm and held two in-person records creator surveys.

3. James Tobin Papers (Manuscripts and Archives)

Correspondence, subject files, and writings documenting the professional career of the Nobel laureate and long time economics professor at Yale. A highly regarded Keynesian economist, Tobin served in both the Kennedy and Clinton Council's of Economic Advisors. Although primarily paper, the collection includes 25 3.5" computer disks. Yale will accession, store in appropriate archival storage, and describe this collection. Processing will be fully completed for the Tobin papers. The disks were imaged and technical metadata was extracted. References to the disks were added to the EAD record and were uploaded into the Hypatia application.

4. Henry Ashby Turner Jr. Papers (Beinecke Rare Book and Manuscript Library)

A long time professor at Yale, Turner is a noted historian and scholar of modern Europe, particularly Germany. The collection includes various professional writings and correspondence, including historical research data in digital form, compiled as part of a project which Turner directed to document the dealings of General Motors with Nazi Germany as GM attempted to seek evidence to counter class action lawsuits filed on behalf of victims of forced labor. The project resulted in a collection of documents (Yale's General Motors documents relating to World War II corporate activities in Europe) and a book (General Motors and the Nazis). The born-digital research data includes documentation of foreign workers at the Adam Opel AG plant in Russelsheim, Germany during the 1930s in the form of two databases (Microsoft Access and Filemaker Pro). During the grant period, the Turner papers were processed and the EAD guide was updated to include a reference to this database and both were uploaded to the Hypatia application.

5. James Welch Papers (Manuscripts and Archives)

The James Welch Papers contain manuscripts, correspondence, and personal papers documenting the life and work of author James Welch. James Welch is well known for his fiction dealing with the histories and experiences of Native Americans, and the drafts of novels and other works, together with correspondence and secondary literature, make the Welch papers a valuable resource for research in literary, American, and Native American studies. The collection spans the years 1889 to 2006, with the bulk of the collection dating from the early 1960s to

2003. This collection includes drafts of writings in digital form. The Welch papers have been previously arranged and described. The EAD guide was uploaded to the Hypatia application

6. Love Makes a Family Foundation (Manuscripts and Archives)

The Love Makes a Family (LMF) records consist of email correspondence, bylaws, reports, meeting minutes, research data, publications, Web pages, social media account files, topical files, interviews and testimonies, photographs, audiovisual recordings, and newspaper clippings documenting the history, structure, and activities of LMF, Inc. and its related organizations, the LMF Political Action Committee (PAC) and the LMF Foundation. LMF's principal goals were to pass a second-parent adoption law; support efforts to pass a domestic partnership package for state employees; defeat Defense of Marriage Amendments (DOMAs) both to the state statute and the state constitution; and pass a marriage equality law for same-sex couples in Connecticut. As the first three goals were reached by 2000, the records primarily document LMF's efforts on behalf of marriage equality. This collection includes both paper and digital records that were accessioned and processed during the AIMS grant period. The digital records consist of approximately 36 gigabytes in a variety of formats, including email correspondence, topical files, audiovisual material, photographs, websites, and social media content. An EAD guide was created and was uploaded to the Hypatia application.