

# OSS ArcFlow

## Digital Dossier

By Dorothy Waugh

The Stuart A. Rose Manuscript, Archives, and Rare Books Library  
Emory University

### OVERVIEW

Almost everyone at the Rose Library interacts with our digital assets in some capacity, whether they process born-digital materials, process digitization requests for patrons or exhibits, or assist researchers with accessing digital materials in the reading room. In particular, our processing and accessioning archivists work with born-digital collections as and when they are acquired and processed.

The following positions have a percentage of time allocated to digital curation work:

- Digital archivist: Manages our born-digital collections (100%)
- Digital archivist and metadata specialist: Manages metadata and the systems that provide access to digitized objects (100%)
- Head of Collection Services: Administrative role in planning for digital collections and systems (currently 20% because we are in the process of planning a new digital repository for Emory Libraries, usually this percentage would be slightly smaller)
- Processing archivist: Co-ordinating the digitization of AV collections (20%)
- University Archivist: Administrative role in planning for digital collections and systems (15%)
- Associate Director: Administrative role in planning for digital programs and projects (currently 20% because we are in the process of planning a new digital repository for Emory Libraries, usually this percentage would be slightly smaller)

- Records Manager: Managing electronic records created by the university (5%)

Information technology support for digital curation activities at the Rose Library varies by program. The born-digital program, which manages born-digital collections coming to the library as part of our manuscript collections, is supported by one of Emory Libraries' Desktop Consultants. His position typically focuses on providing desktop support to library employees, but is always willing to help us as we require support for tools and processes specific to our born- digital workflows. The challenges that we encounter often force our Desktop Consultant outside of his comfort zone somewhat and we often end up pitching in to solve problems together!

The development and maintenance of our current repository is supported by one software engineer who has time allocated in his position for this purpose. We also receive limited support from 1-2 system administrators as and when problems occur. Much of the digitization of Rose Library still images and AV materials is conducted in-house by Emory Libraries' Digitization and Digital Curation team. In this capacity, staff from this team might also offer information technology support as and when it is required.

The Rose Library uses several discovery systems:

- Our finding aids are stored and managed within a homegrown system, Emory Finding Aids. This system is managed by the Rose Library, but stores finding aids for all of Emory's special collection libraries.
- Copies of our digitized books are accessible through Primo. Our current digital repository, which we call the Keep, provides access to our processed digitized and born-digital AV materials, although researcher access to this content is limited to the reading room. Preservation copies of our AV materials and born-digital materials are also stored in the Keep. Access to preservation copies is restricted to specific library staff members.

- We provide access to digitized still images through Luna. For the most part, these materials are not openly available online. Instead, access levels have been applied using IP authentication
- Archivelt is used to harvest Web content.

The Rose Library has roughly 10,000 audio and 3,000 video objects stored in the Keep (each object includes both a preservation copy and an access copy of the file). The Keep also currently holds preservation copies of approximately 500 disk images and 6,500 individual born-digital files. In total, we have between 50-60 terabytes of data stored in the Keep. Our digital assets management system, in which we keep both preservation and access copies of digitized still images, contains about 157,000 files. Files are not accessed via this system. In addition to these materials, the Rose Library also has a backlog of born-digital and audiovisual materials stored on a variety of media and awaiting further processing.

## **DIGITAL CURATION ACTIVITIES**

The Rose Library uses the following tools and environments to support various digital curation workflows:

- Born-digital workflow: The BitCurator suite of tools, Forensic Toolkit (FTK), FTK Imager, KryoFlux, FC5025, Isobuster, Quick View Plus, BagIt
- Audiovisual workflow: Final Cut Pro for capture and codec creator, MPEG Streamclip, BagIt
- Digitized still images: Silverfast
- Digitized books, serials, newspapers, etc.: Kirtas
- Some digitization work is outsourced, including all film

## GOALS FOR DIGITAL CURATION

- Continued development and implementation of a new digital repository. We are currently in the early planning stages of development for a new Samvera-based repository that will act as a common repository for all Emory Libraries content, including Rose Library content.
- Establishing shared policies and framework to guide repository development and subsequent workflows.
- Improving access and discovery tools. Establishing strategies and methods that are more robust, more sustainable, and better support research using our digital assets.