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Faculty Publications

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2021-04-30

## Who Knew We Had this Stuff?: Collaborating to Expose Decades of Hidden Collections through Cataloging Before Processing

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### Original Publication Citation

Wiederhold, Rebecca A., Matthew Leavitt. "Who Knew We Had This Stuff?: Collaborating to Expose Hidden Collections Through Cataloging Before Processing." Presented at the annual meeting of the Conference of Inter-Mountain Archivists, virtual, April 29-30, 2021.

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### BYU ScholarsArchive Citation

Wiederhold, Rebecca A. and Leavitt, Matthew, "Who Knew We Had this Stuff?: Collaborating to Expose Decades of Hidden Collections through Cataloging Before Processing" (2021). *Faculty Publications*. 5855.  
<https://scholarsarchive.byu.edu/facpub/5855>

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# *Who knew we had this stuff?*

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Collaborating to expose decades of  
hidden collections through cataloging  
before processing

Rebecca Wiederhold, Harold B. Lee Library

Matthew Leavitt, Harold B. Lee Library

Conference of Intermountain Archivists

April 30, 2021



# Unprocessed Collections Cataloging Project



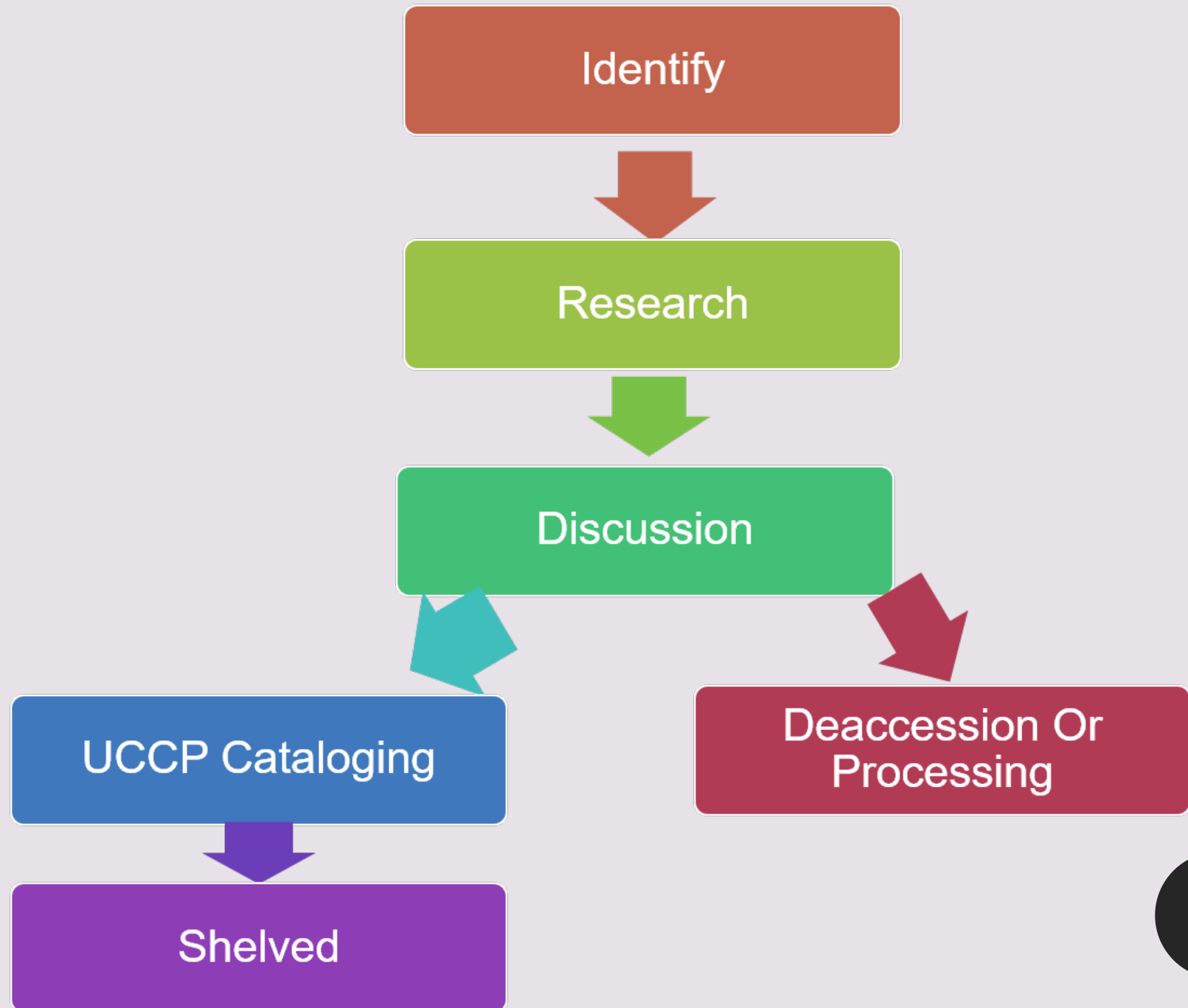
## What the literature says:

- Greene and Meissner (2005): 34% of repositories have more than half of their collections unprocessed; 60% of repositories have at least a third of their collections unprocessed."
- Maier (2011), p. 34: "...in general, **users** would prefer broader rather than deeper description, and that they **would prefer to know that a collection existed**, even if they could not be provided with more than a cursory description of its contents."
- Ibid, p. 37: "...minimal finding aids pose a **considerable challenge to even expert researchers** and place a greater burden on reference archivists."
- Ibid, p. 42: "Collection-level catalog records available online are a **great first descriptive step** but will be adequate in the long term **only for the smallest and most homogeneous** of collections."

# *UCCP task force and process*

## Task Force

- Members
- Pre-Meeting Activities
- Meetings
- Post-Meeting Activities



# *UCCP* *forms*

Unprocessed Collections Cataloging Project Worksheet	
Accession number(s):	Call number:
Title:	
Extent:	
Dates:	
Appraisal Note:	
Justification for Retention:	
Curator Signature:	

# *UCCP* *cataloging* *process*



## **Preliminary research**

- **Casefiles**
- **Accession records**
- **Inventories**

## **Survey the boxes/folders**

- **Creator (Agent) information**
- **Topical content**
- **Form/Genre**
- **Dates**
- **Condition of materials**

**Create base record in  
ArchivesSpace and in the Catalog**



# Base records

## Albert T. Smith diaries

Smith, Albert T. (Albert Thomas), 1875-1959, author.

[Click here to access online content](#)

### Bibliographic Information

**Personal Author:** [Smith, Albert T. \(Albert Thomas\), 1875-1959, author.](#)

**Title:** [Albert T. Smith diaries.](#)

**URL:** [Material specified:finding aid. http://hdl.lib.byu.edu/2294/UPB\\_MSSSC1398](http://hdl.lib.byu.edu/2294/UPB_MSSSC1398)

**Production info:** 1910-1912.

**Physical description:** 3 folders (0.15 linear ft.)

**Content type:** text

**Medium:** unmediated

**Format:** volume

**Access restriction:** Open for public research.

**General Note:** Handwritten on cover of diary: Missionary experiences of Elder Albert T. Smith, Clearfield, Utah. Written at Sparkbrook May 22nd, 1911.

**Scope and content:** Handwritten diary and missionary appointment books from Smith's mission to Birmingham, England. Also includes positive and negative microfilm copies. Dated 1910-1912.

**Cite as:** Albert T. Smith diaries; 20th Century Western and Mormon Manuscripts; L. Tom Perry Special Collections, Harold B. Lee Library, Brigham Young University.

**Terms of use/reprod:** It is the responsibility of the researcher to obtain any necessary copyright clearances. Permission to publish material from the Albert T. Smith diaries must be obtained from the Supervisor of Reference Services and/or the L. Tom Perry Special Collections Coordinating Committee.

**Custodial history:** Donated by Milan D. Smith, in 1977.

**Personal subject:** [Smith, Albert T. \(Albert Thomas\), 1875-1959--Diaries.](#)

**Corporate subject:** [Church of Jesus Christ of Latter-day Saints--Missions--Great Britain.](#)

**Subject term:** [Mormons--Great Britain--History.](#)

**Subject term:** [Mormon missionaries--Great Britain.](#)

**Genre or Form:** [Diaries.](#)

**Genre or Form:** [Appointment books.](#)

**Genre or Form:** [Microfilms.](#)

**:** [Microfilm has title: Missionary experiences of Elder Albert T. Smith](#)

### Holdings

HBLL Special Collections

	Copy	Material	Location
MSS SC 1398	1	Archival Manuscript	Manuscript Collection - 1130 HBLL

## BYU Library - Special Collections

**BYU**

[Repositories](#) [Collections](#) [Digital Materials](#) [Subjects](#) [Names](#) [Q](#)

### Albert T. Smith diaries

Collection — Multiple Containers

Identifier: MSS SC 1398



[L. Tom Perry Special Collections](#) | [Albert T. Smith diaries](#)

[Collection Overview](#) [Collection Organization](#) [Container Inventory](#)

### Scope and Contents

Handwritten diary and missionary appointment books from Smith's mission to Birmingham, England. Also includes positive and negative microfilm copies. Dated 1910-1912.

### Dates

1910-1912

### Creator

- [Smith, Albert T. \(Albert Thomas\), 1875-1959 \(Author, Person\)](#)

### Conditions Governing Access

Open for public research.

### Conditions Governing Use

It is the responsibility of the researcher to obtain any necessary copyright clearances. Permission to publish material from the Albert T. Smith diaries must be obtained from the Supervisor of Reference Services and/or the L. Tom Perry Special Collections Coordinating Committee.

### Biographical History

Albert T. Smith (1875-1959) was a farmer and businessman in Utah.

# ArchivesSpace Record

### Extent

3 folders (0.15 linear ft.)

### Language

English

[Expand All](#)

### Additional Description

### Custodial History

Donated by Milan D. Smith, in 1977.

### Immediate Source of Acquisition

Donated; Milan D. Smith; 1977.

### Appraisal

LDS cultural, family, social, intellectual, mission and religious history (19th Century Mormon and Western Manuscripts Collection Development Policy, V.b.v.1, November 2013).

### General

Handwritten on cover of diary: Missionary experiences of Elder Albert T. Smith, Clearfield, Utah. Written at Sparkbrook May 22nd, 1911.

### Subjects

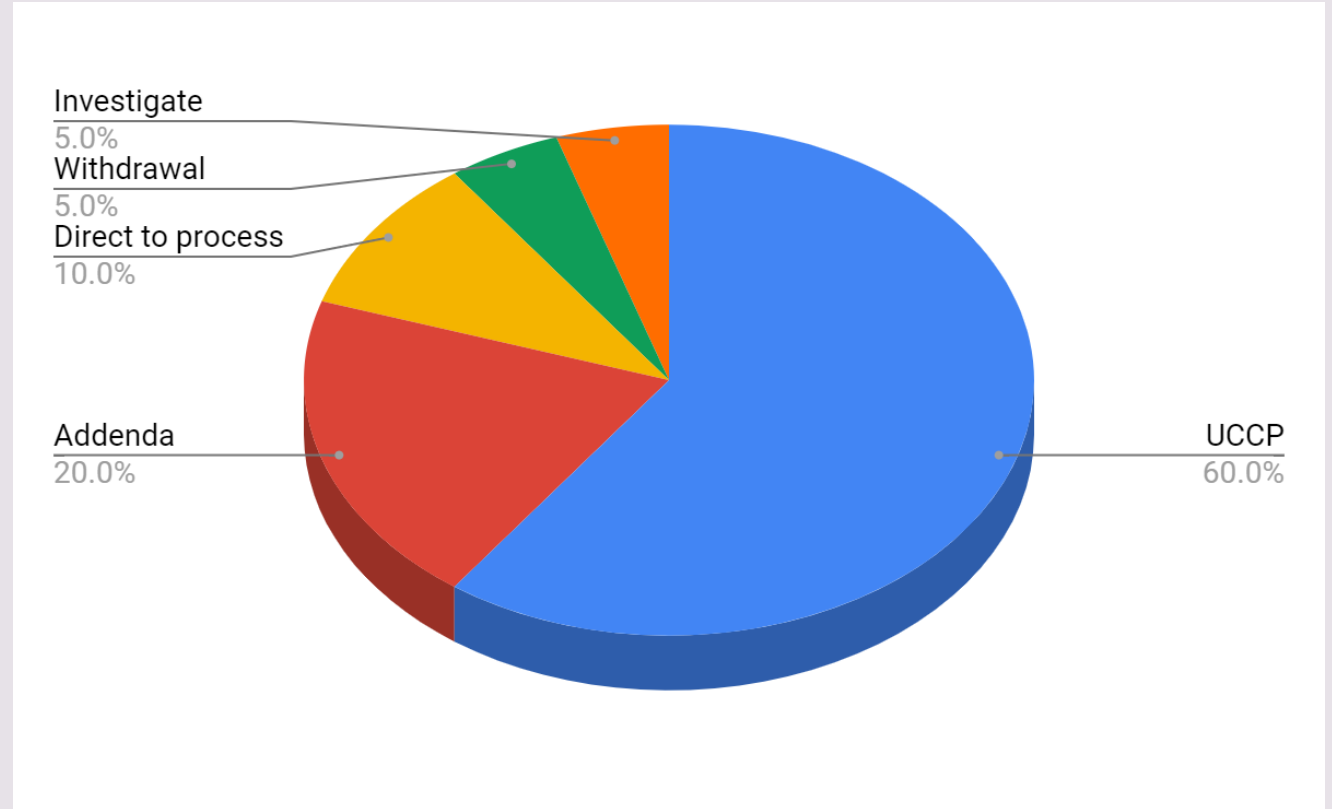
- [Appointment books](#)
- [Church of Jesus Christ of Latter-day Saints -- Missions -- Great Britain](#)
- [Diaries](#)
- [Microfilms](#)
- [Missions and Missionaries](#)
- [Mormon missionaries -- Great Britain](#)
- [Mormons -- Great Britain -- History](#)
- [Religion](#)
- [Smith, Albert T. \(Albert Thomas\), 1875-1959 -- Diaries](#)

# Catalog Record

# *UCCP pilot project results*

Last known archival activities:

- Call number or accession number assigned
- Diaries microfilmed
- Publications removed from collection and cataloged
- Register draft created
- Preliminary inventory created



35.08

average number of years held in library prior to public description



# *Lessons learned*



## **Three Key Lessons**



### 1. Collaboration



### 2. Time



### 3. Backlog

# *UCCP/ processing backlog next steps*

## UCCP collections

- Collections Management tasks
- Curatorial tasks

## Backlog processing

- Unified goal
- Distributed roles:
  - Curators** – appraisal/weeding decisions, collection surveys, and processing plan development
  - Cataloging Dept.** – support increase in processing staff allocations
  - Collections Management** – facilitate the tracking of collections and prioritize delivery of materials



# *Questions?*

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