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

Rebecca A. Wiederhold  
*Brigham Young University - Provo*, rebecca_wiederhold@byu.edu

Matthew Leavitt  
*Brigham Young University - Provo*, matthew_leavitt@byu.edu

Follow this and additional works at: [https://scholarsarchive.byu.edu/facpub](https://scholarsarchive.byu.edu/facpub)

Part of the [Cataloging and Metadata Commons](https://scholarsarchive.byu.edu/facpub)

**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.

**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](https://scholarsarchive.byu.edu/facpub/5855)

This Presentation is brought to you for free and open access by BYU ScholarsArchive. It has been accepted for inclusion in Faculty Publications by an authorized administrator of BYU ScholarsArchive. For more information, please contact ellen_amatangelo@byu.edu.
Who knew we had this stuff?

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
<table>
<thead>
<tr>
<th>Unprocessed Collections Cataloging Project Worksheet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accession number(s):</strong></td>
</tr>
<tr>
<td><strong>Title:</strong></td>
</tr>
<tr>
<td><strong>Extent:</strong></td>
</tr>
<tr>
<td><strong>Dates:</strong></td>
</tr>
<tr>
<td><strong>Appraisal Note:</strong></td>
</tr>
<tr>
<td><strong>Justification for Retention:</strong></td>
</tr>
<tr>
<td><strong>Curator Signature:</strong></td>
</tr>
</tbody>
</table>
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
Albert T. Smith diaries


1878-1889, author.

Date here to access online content

Bibliographic Information

Personal Author:


Title:

Albert T. Smith diaries.

URL:


Production Info:

1910-1912

Physical Description:

3 folders (0.15 linear ft.)

Content Type:

Text

Medium:

Unbound

Format:

Microfilm

Access:

Open for public research

Institution:

General Note:

Handwritten on cover of diary. Missionary experiences of Elder Albert T. Smith, Clearfield, Utah. Written at Salt Lake City on 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 copy. Dated 1910-1912.

Date:

1910-1912

Creator:

Smith, Albert T. (Albert Thomas), 1875-1959 (Author, Painter)

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 these Albert T. Smith diaries must be obtained from the Supervisor of Reference Services and the L. Tom Perry Special Collections Coordination Committee.

Custodial History:

Donated by Milan D. Smith, in 1977.

Immediate Source of Acquisition:


Appraisal

LCD cultural, family, social, intellectual, mission and religious history (19th Century Mormon and Western Manifesto Collections Development Policy, V 2.0 1 November 2013)

General:

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

Subjects:

- Appointment books
- Church of Jesus Christ of Latter-day Saints — Missions — Great Britain
- Diaries
- Microfilm
- Missions and missionaries
- Mormon missionaries — Great Britain
- Mormons — Great Britain — History
- Religion
- Smith, Albert T. (Albert Thomas), 1875-1959 — Diaries

Extent:

3 folders (0.15 linear ft.)

Language:

English

Additional Description:

Church of Jesus Christ of Latter-day Saints — Missions — Great Britain

Biographical History:

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

rebecca_wiederhold@byu.edu
matthew_leavitt@byu.edu