



**STATE LIBRARY
VICTORIA**

Documentation at SLV

Developing procedures for processing incoming
digital acquisitions

Carey Garvie, 28 September 2023

Context

- Change over from Digital Asset Management (DAM) system to Digital Preservation System (DPS)
- Large backlog of digital original collection material sitting on physical carriers and network drives requiring ingest into DPS
- Restructure splitting up collecting teams from thematic (pictures/manuscripts) to function (acquisitions/description)
- Recent addition of Digital Archivist in Description team and Digital Preservation Specialist in Systems team

Define the Problem

Current State

- Draft procedure for processing Picture collection material only

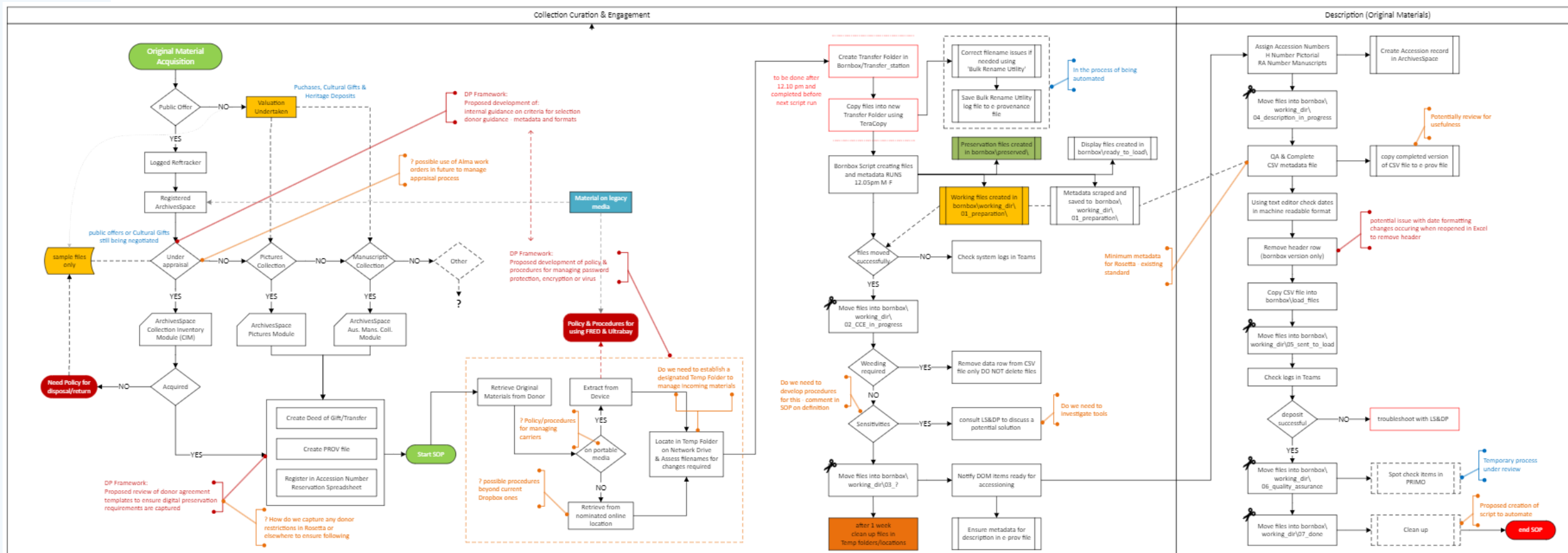
Desired State

- Uniform process for all collecting streams (pictures, manuscripts, rare materials etc.)
- Automate as much as possible using approved tools and systems



Accession No : P.40/NO.157: The great criminal problem seeing through a woman [picture]
[United States] : s. n. [ca. 1920-1930] <http://handle.slv.vic.gov.au/10381/175579>

Current State Mapping



Working Group Review

- Formation of a working group involving key staff from process areas to:
 - Confirm pain points
 - Identify and implement solutions
 - Document workflow
 - Undertake testing
 - Refine and improve



Accession No : H2012.273/3: Empire Works Social Club Committee [picture] / Edwin G. Adamson.1922
<http://handle.slv.vic.gov.au/10381/210665>

SOP Templates

Two versions

- Excel
- Word

Key Components

- Purpose (what documenting)
- Scope/Responsibilities (what/who procedure applies to)
- Process steps
- Supporting Tools and processes
- Creator & Approver
- Review dates



Standard Operating Procedure:
X Process Name

Purpose:

Created by:

Date approved:

Approved by:

Review date:

No.	Process Step	Action Step Description	Responsibility	Tools and Supporting Links
1	First process step	Bullet point description	Team or Position	
2				
3				
4				



Standard Operating Procedure
(Write process name here)

Purpose

This procedure documents how State Library Victoria (SLV) ...

Scope

This procedure applies to ...

Definitions

Procedure

Author: (your name)

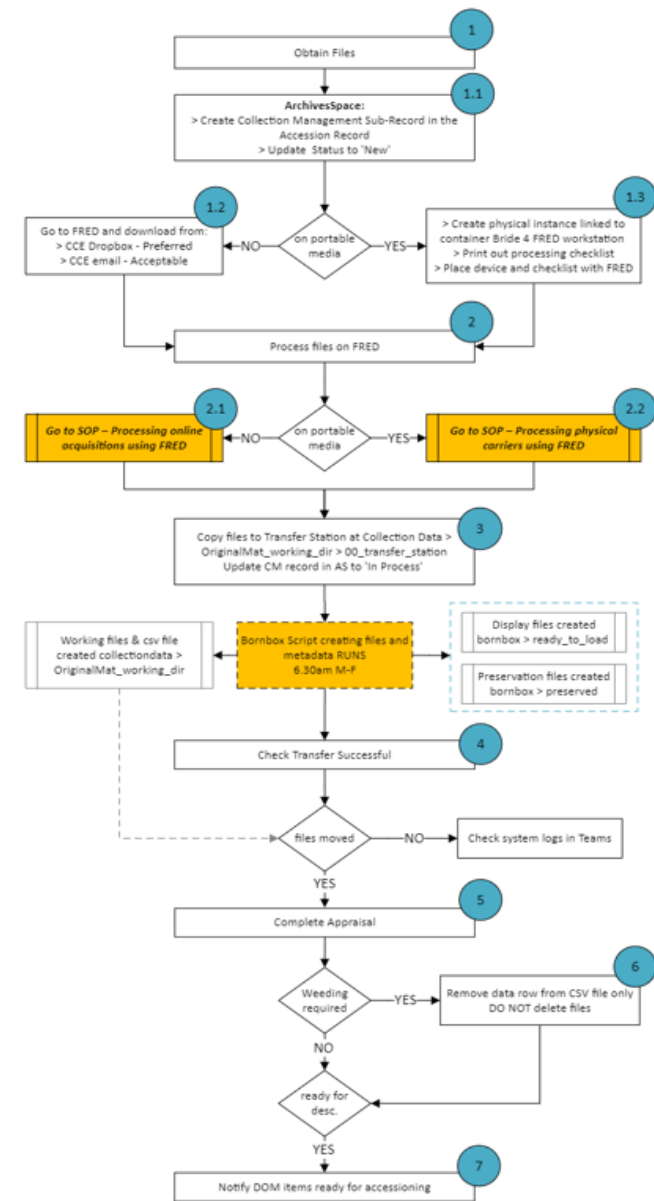
Process Owner: (manager's name, role accountable for this process and who has approved this SOP for publication)

Last reviewed: 26/09/2023

Review due: 26/01/24

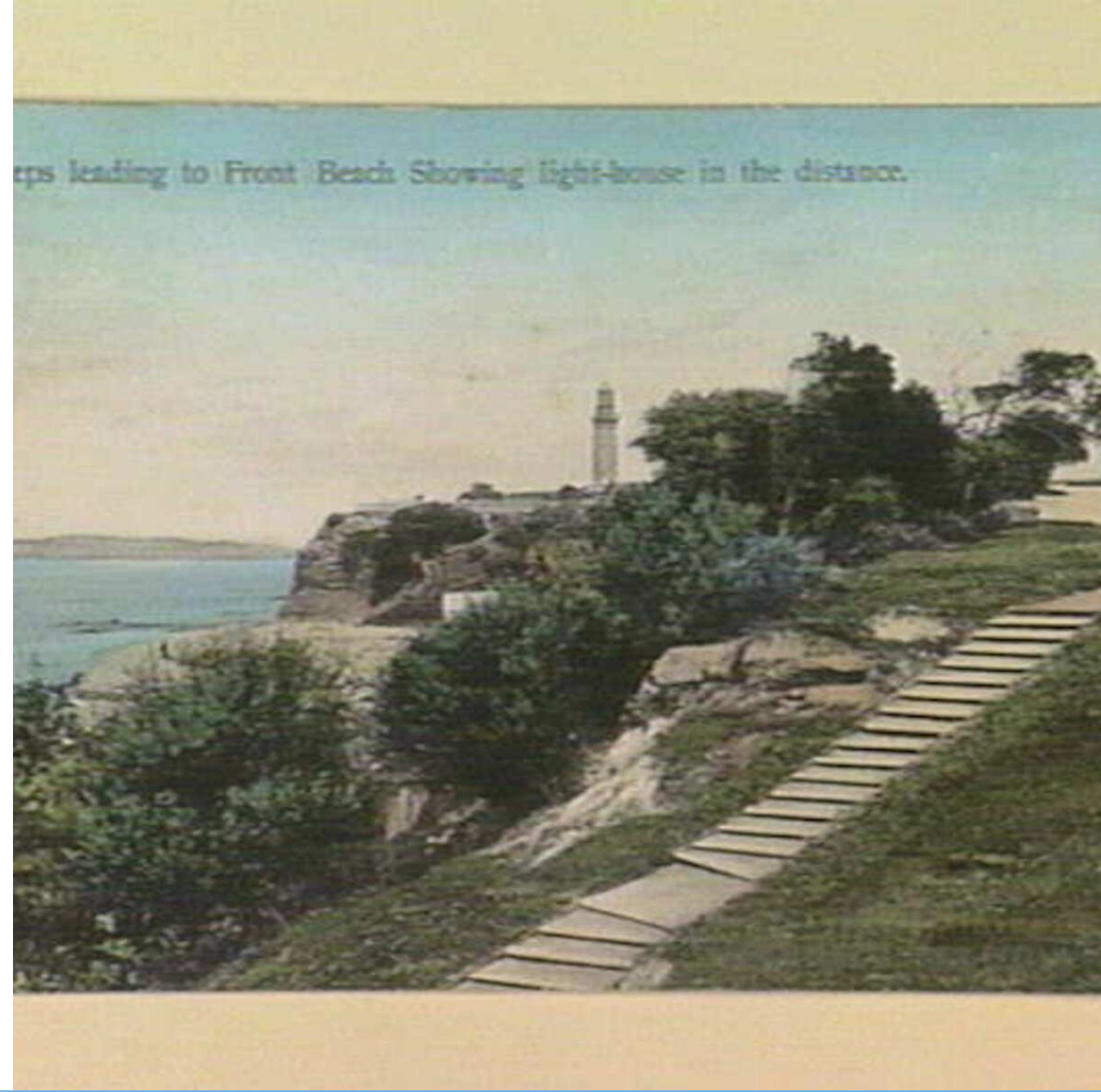
Final Procedure

- Broken up into key parts – Acquisition, Description & Ingest
- Changed from an excel version to Word version with
 - Clearly defined steps (numbered sections)
 - Links to supporting policies, procedures and tool instructions
 - Checklist
 - Workflow diagram



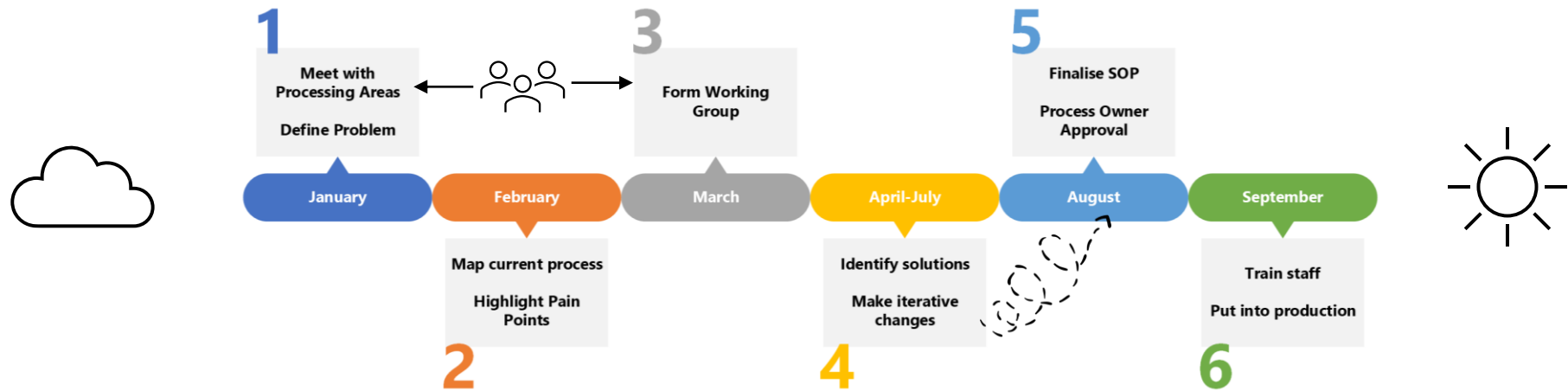
Next Steps

- Approvals
 - Working Group sign off
 - Process Owner sign off
- Training
 - Team champions
 - Real world examples
- Finalising parts 2 & 3
(Description & Ingest)
- Continual Improvements



Accession No : H90.160/1169: Steps leading to Front Beach Showing light-house in the distance. [picture]
[ca. 1910] <http://handle.slv.vic.gov.au/10381/4243197>

Challenges & Lessons Learnt



Challenges:

- Version control – when/how
- Location – intranet/SharePoint
- Communication – Staff

Lessons Learnt:

- Small working group – key staff
- Communication – Process owners
- Foundational – continuous improvement

Thank you



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Contact details

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