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

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
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
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
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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