DEPARTMENT ACCOMPLISHMENTS:

- The Archives acquired 109 collections (920.7 linear feet of records and photographs and 24.48 cubic feet of architectural drawings)
- The Archives acquired the Murray Mill records and drawings and the College of Architecture’s Heffernan Design Archives
- The archivists and student assistants completed processing of 17 manuscript collections (95.6 linear feet); 3 architectural drawing collections (141.04 cubic feet); 8 photograph collections (over 500 photographs)
- The archivists beta tested the Archivists’ Toolkit (AT) August-November 2006; partially implemented AT in Winter 2007 with the help from the Systems department
- Aardvark, a dark digital repository, was established to manage the Archives’ digital assets
- Aardvark contains 641 gigabytes of items and over two thousand item records
- Full-text scanning project of The Blueprint, Georgia Tech’s annual, got underway
- Sponsored research database was migrated to a MySQL database to be shared by Digital Initiatives and Information Control and Management
- Started scanning CEE related sponsored research reports that are accessibly via SMARTech
- 1503 Technique files entered into TPUB database

STAFF ACCOMPLISHMENTS AND GOALS:

Christine de Catanzaro, Access Archivist

1: **Processing**: I plan to continue to make steady progress in processing collections through processing myself, and through continuing to train student assistants in processing. With the help of student assistants and interns, I plan to make several significant collections available to researchers by the end of 2007.

We are making excellent progress in the processing of manuscript collections. During the 2006-2007 fiscal year, the department’s staff and student assistants processed 17 manuscript collections (95.6 linear feet), 3 architectural drawings collections (141.04 cubic feet), and 8 photograph collections (over 500 photographs). Among the manuscript collections were significant collections such as the Lyman Hall Correspondence (UA309), the Board of Trustees Minutes (UA315), the Facilities Department Records (UA316) and the Faculty Minutes (UA317). The architectural drawings collections included the Facilities Department Drawings (VUAD316) and the Olympic Aquatic Center Drawings (VAD300). The processing of the Facilities Department Photographs (VAUA316) also represents a significant addition. Staff and students were also able to complete a preliminary inventory of the College of Architecture Records (2006.030), a
collection comprising 105 linear feet, to facilitate the use of the collection by architecture students.

Totals
- 17 manuscript collections (95.6 linear feet)
- 3 architectural drawings collections (141.04 cubic feet)
- 8 photograph collections (over 500 photos)
- Approximately 55 OCLC/MARC records
- Corrections to about 200 OCLC/MARC records
- Additions to 6 existing collections, with revisions to finding aids
- Preliminary inventories for 2 collections (ca. 105 linear feet)

2: **Description and Management:** In 2007, I plan to continue to explore the possibility of generating EAD and MARC documents using the Archivists’ Toolkit. By the end of the year, we plan to have been successful in implementing the program and adapting it to departmental needs. I will focus particularly on the successful import and export of EAD and MARC records, and I will work with my colleagues to help implement other functions, such as the import and export of accession records and the establishment of authority files.

I have been testing the import and export functions of EAD in Archivists’ Toolkit, and I have reported problems to the Archivists’ Toolkit developers. With the support of the new Systems Analyst, I hope to help facilitate the successful import and export of EAD documents.

3: **Outreach:** In 2007, I would like to continue to work with the other archivists to reach out to campus constituencies by identifying collections that may be of interest to schools such as Architecture, LCC, and HTS, to serve their needs by making available collections of significance in their fields. I also hope to remain active in committee work in archival organizations, and I plan to continue to seek opportunities to take on leadership roles at Georgia Tech.

Together with the other archivists in the department, I am continuing to work with several campus constituencies. In 2006-2007, the department archivists worked with schools and colleges such as Architecture, Mechanical Engineering and LCC.

Instructional presentations this fiscal year include the following:

**Instructional Presentations**
Lecture/discussion of Rare Books, artifacts at Tech -- Presidential Scholars (Class of 2010) Ferst Room, September 14, 2006 (with Jody Thompson)

Introduction to Archives class -- LCC4100 class, September 14, 2006 (with Jody Thompson)
Specific leadership roles on campus and in archival organizations that I have taken on this fiscal year include the following:

**Committees-Library**
- CAPCR Committee (elected as non-voting member), Georgia Tech Library (2006-2007)
- Digital Media Group Committee member (2006)
- Strategic Plan Working Group Committee member (3-4/2007)

**Committees-Archival Associations**
- Co-chair, Georgia Archives Week Committee (2006)
  - Award for Advocacy from the Georgia Historical Records Advisory Board, October 2006
- Chair, Society of Georgia Archivists Education Committee (2006, 2007)
- Board member, Society of Georgia Archivists (2006, 2007)

**Digital Projects:** I plan to continue collaborating with the other archivists in the department to assist in the creation of new digital collections.

I am continuing to work with the other archivists to assist with digital projects such as the analog-to-digital conversion of the audiovisual materials in our collections.

**Research and Writing:** In 2007, I hope to continue to make presentations on archival issues, and I plan to develop at least one of the papers I have written into a publishable article.

During the 2006-2007 fiscal year, I presented and published as follows:

**Presentations and Papers**
- "Conversion to EAD Version 2002" Panel Chair, Participant SAA EAD Roundtable-SAA Annual Meeting Washington DC 8/3/06
- "Describing Archives: A Content Standard" Georgia Tech Library Council Library 8/23/06
"Encoded Archival Description in Action at Georgia Tech"  
USC Class: SLIS J794A - guest lecturer  
Columbia SC  11/10/06

“The Archivists’ Toolkit: Issues in Implementation”  
(Session participant with Jody Thompson, Kent Woynowski)  
GUGM Fort Valley University GA  5/17/07

Archivists’ Toolkit Workshop  
(with Jody Thompson, Kent Woynowski)  
Atlanta University Center  
Atlanta GA  6/14/07

Publications  
Review of Elizabeth H. Dow, *Creating EAD-Compatible Finding Aids on Paper*  


6: *TRS Core Values: In the coming year, I plan to continue to incorporate the TRS Core Values into my daily goals.*

I am continuing to strive to incorporate the TRS Core Values into my daily goals.

I plan to continue to make progress toward these goals during the 2007-2008 fiscal year.

Kirk Henderson, Records Manager

**Records Management**

Coordinate the relocation of roughly 8,000 cubic feet of records management material to a new storage facility.

Continue to develop outreach efforts to the campus community, promoting the Library’s records management services.

Develop a better Customer Relationship Management database to facilitate record-keeping on campus contacts, and to facilitate additional promotional mailings.

Research and evaluate the Library’s potential role in administering records management services as related to campus-generated electronic records.

**Sponsored research**
Have successfully migrated sponsored research to a new MySQL based database intended to function as a shared resource. This will facilitate the coordination of continued scanning of sponsored research material as well as the creation of catalog records for reports.

Successfully facilitated the initiation of the electronic transfer of some sponsored research materials. Continue to facilitate the transition to a digitally based system for the collection of sponsored research material.

Inventory review of sponsored research material continues and will be facilitated by implementation of new database.

Finish scanning of CEE related sponsored research reports, extend the scanning process to include the remaining sponsored research that currently only available through pointer records in the Library’s catalog.

**Artifact collection**

We will be re-housing the Julian Harris collection materials in archival containers. I expect that we will create fuller catalog entries for each item as we re-house material, possibly even photographing several pieces as well.

Facilitated the appraisal of a large portion of the Library’s fine art, artifacts, and rare book material. Created modules within the artifacts database to contain appraisal information on fine art and artifacts.

Continue the reorganization of artifact material in the closed stacks as well as the 7th floor storage area.

**Exhibits**

Have collaborated to install several mini-exhibit installations in the Library East Commons area featuring aspects of the Archives’ collections. I expect to continue and build this relationship so that additional archival collections material can be featured in the Library’s public areas.

**Training and Professional Development**

Attended the 2006 ARMA national conference in San Antonio.

Institute of Certified Records Managers: Have, as of this date, passed four of six sections in preparation for certification. I expect to continue testing in the coming year and anticipate taking the final, sixth part of the exam in November 2007.

Currently engaged in Electronic Records Management certificate coursework through AIIM (Enterprise Content Management Association).

Pursue CDIA (Certified Document Imaging Architect) certification.
Mandie Mitchell, Records Coordinator II

**Sponsored Research**

- Continue the inventory of sponsored research boxes in order to resolve inventory location issues and facilitate database clean-up.

- Implement the new SQL database for Sponsored Research materials and troubleshoot and report data inaccuracies or programming issues.

- Continue working with Digital Initiatives to facilitate scanning of Sponsored Research projects.

**Records Management**

- Continue handling of record transfer requests to and from Ethel Street location while maintaining customer service expectations.

- Reassess the destruction due dates of older records based on the current Board of Regents guidelines. Update the database with accurate retention codes and destruction dates.

- Expedite purging of records with expired retentions as a space management measure.

**Artifact Collection**

- Continue the reorganization of artifact storage areas and re-housing of artifacts in archival boxes, specifically, the Julian Harris Collection.

- Expand descriptions in the artifact database to include more information about each artifact where possible.

**Training and Professional Development**

- Attend Spring and Fall Georgia Records Association Conferences.

Germaine Schanzmeyer, Library Assistant II

**2006-07 Statistics**

- New files entered into TPUB database by indexing The Technique = 1,503
- Subject and Personality updates to Vertical Files = 212
- Fulfilled external Research Requests = 17
- Inventories of Gift Book collections = 7
- Georgia Tech Web-based Event announcements to vertical files = 138
• Campus Announcements/Brochures to vertical files = 92

2006-07 Success of Goals

• Indexing The Technique from 1933-1936 updated the TPUB database, thus providing new information for researchers.
• Updates to the vertical files and processing gift book collections enriched Archives’ holdings, providing new materials for researchers.
• Quality customer service was given to external patrons when answering their research questions.

2007-08 Goals

• Continue indexing The Technique for TPUB entries.
• Continue maintaining Archives’ vertical files.
• Assist with processing gift book collections.
• Provide reference services for Georgia Tech researchers and external patrons.

Jody Thompson, Department Head

Library & Campus Accomplishments:

• Worked with faculty members and students on instruction and research through archival collections relating to the GT curriculum (along with other archivists).
  o College of Architecture
  o President’s Scholars Program
  o School of Literature, Communication, and Culture
  o School of History, Technology, & Science
• Participated in the beta testing of the Archivists’ Toolkit in August 2006. This data management system was designed to perform such function as streamline archival workflows, standardize archival information and ingest and export EAD documents. During testing, the archivists and I reported on our first-hand experiences. In November, we completed the testing, and by December, the Archivists Toolkit Working Group released Version 1.0. The archivists and I are working with the Systems department to implement the remaining functions.
• Met with Interim Dean Doug Allen (CoA) to discuss the acquisition of the Heffernan Design Archives.
• Visited and toured the Murray Mill complex in Atlanta in early fall. The Archives acquired the mill’s records and drawings dating back to the early 1930s. Throughout the year, the archivist and I boxed and transferred the records and drawings to the Archives. The transfer was completed in July 2007.
• Hired new Records Coordinator II in January 2007.
• Participated in the Library’s Strategic Planning Working Group
• Worked on an IMLS collaborative digital collection grant proposal. The group, Metropolitan Atlanta Collaborative Digitization Consortium (MACD), will be made up of libraries and archives. The research and demonstration proposal will
focus on how collaborative efforts by a group of diverse institutions within close proximity of one another facilitate efficient and high-quality digital production, digital preservation, and dissemination of relevant content. If awarded, the group will spend three years researching and experimenting with digital collection development, share repository structures, metadata production and aggregation, preservation, and digital publication of the collaborative-produced digital collections.

Professional Accomplishments

- Presented: The Archivists’ Toolkit: An Introduction,” with Christine de Catanzaro and Kent Woynowski, Atlanta University Center, June 2007
- Presented: Archivists’ Toolkit workshop to librarians and archivists at UGA’s Special Collections departments and Digital Library of Georgia, February 2007
- Honored with the Award for Advocacy from the Georgia Historical Records Advisory Board for my commitment to the Georgia Archives Week Planning Committee, October 2006
- Subscriptions Manager, Society of Georgia Archivists

Goals, 2007-2008

- Continue to develop the policies and procedures of the Archives and Records Management programs and manage library faculty, staff, and student assistants.
- Continue to assist and advise university officers in managing their records through all phases of the records’ life cycle.
- Continue to promote research and instruction through archival collections relating to the Georgia Institute of Technology academic curriculum
- Continue to identify, collect, and appraise records and papers of the Georgia Institute of Technology and its faculty, staff, students, and alumni for permanent retention in the Archives
- Continue to work closely with the Library’s Digital Initiatives, Systems, and Information Control and Management Departments in addressing preservation and access of digital archival materials.
- Continue to oversee the Records Management program.
- Continue to solicit collections from alumni, faculty, deans, and students.

Kent Woynowski, Digital Collections Archivist

Goals Status Report

- Work with Systems to develop and implement Aardvark, the Archives' electronic dark archive for digital archival materials, using DSpace software.
Aardvark contains 641 gigabytes of items in 12,500 bitstreams (files) and over two thousand item records.

- **Work with Systems to develop ArchiTech, a system for creating digital exhibits of archival material, using Greenstone software.**
  - Revised goal, now focusing on providing public access to selected materials based on Manakin and DSpace. Postponed until new developer is hired.

- **Complete an inventory of the Archives' Georgia Tech Publications Collection, removing second copies for secure storage and identifying publications for digitization.**
  - Inventory is on-going as new publications are found in the Archives' collections. Work has begun on creating a finding aid for the entire collection.

- **Continue to develop digital projects designed to support teaching and learning at Georgia Tech.**
  - Full-text scanning project of The Blueprint, Georgia Tech's yearbook began this year.
  - Entire archival collection of President Wayne Clough's speeches has been digitized and made publicly available.
  - Aardvark, a dark digital repository, was established to manage the Archives' digital assets.
  - CDs donated by the Music Department were converted to digital format.

**2006-2007 Accomplishments**

- **Aardvark** – Working with Systems and Digital Initiatives, I created Aardvark, a dark digital repository for digital and digitized archival materials. Aardvark will form the backbone of the Archives digital asset management and presentation system.

- **Member Strategic Planning Task Force** – Over the course of more than nine months, the SPTF produced the Library Strategic Plan for the next five years.

- **Beta testing of the Archivists' Toolkit** – The Archives participated in the beta test of the Archivists' Toolkit, an open-source software system designed to manage archival workflows from acquisition to description.

- **Implementation of the Archivists’ Toolkit** – After the public release of the Toolkit, the Archives moved its existing management system to the Archivists' Toolkit. Working with Monika Mevenkamp, I converted our existing accessions database into a format that could be imported into the AT. Monika and I developed a system which eliminated an early problem with the AT’s import process, and released it to the AT community for other institutions to use.

- **Murray Mill** – The Archives acquired the records of the Murray Mill, a nearby cotton gin manufacturer in 2006-2007. Over the course of the year, we collected more than 700 linear feet of records from the Mill.

- **Supervised a Graduate Student Assistant for the MetaArchive Project, Roshan Menon.** He assisted me establishing Aardvark, converting out-dated digital collections to a modern metadata scheme, and submitting them to the dark digital repository.
• Member, Digital Media Group – Committee was established to develop a policy for the selection, storage, and preservation of the Library's digital media collections.

• Continued work on a survey and inventory of the existing publications collection in the Archives' holdings, removing unnecessary copies and identifying gaps in the collection. Second copies of publications have been removed to separate, secure storage for preservation purposes.

• Gave several presentations of archival materials to students, faculty, and staff over the course of the year including: the Library's rare book collection to the President's Scholars students, the Ellesmere Chaucer manuscript to LCC professor Mary Behrman's ENG1102 class, Isaac Newton's *Principia* to students, faculty, and staff of the School of Mechanical Engineering, and the Bud Foote Science Fiction Collection to the Girls' Night Out Program.

• Presented a paper at the International Conference on Open Repositories with Julie Griffin and Susan Wells Parham on our services-oriented approach to institutional repository development.

• Presented at the Gil Users Group Meeting with Jody Thompson and Christine de Catanzaro on the GT Archives' experiences with the Archivists' Toolkit.

• Gave a presentation to the Woodruff Library staff working on the Martin Luther King, Jr. Papers, as well as the staff of the Morehouse Archives, Spellman Archives, and the Atlanta University Center with Jody Thompson and Christine de Catanzaro on the Archivists' Toolkit.

• Established a scanning program at the Georgia Tech Alumni Association that is producing full-text searchable PDF files of the *Blueprint*, the Georgia Tech yearbook. These files are submitted by the Alumni Association into SMARTech.

• Released a digital exhibit of speeches given by President Wayne Clough in SMARTech.

• Published article in the SGA Newsletter with Jody Thompson and Christine de Catanzaro on the Archivists' Toolkit.

• Participated in the early stages of the IRLC architectural programming.

• Continued acquiring and submitting new Georgia Tech electronic publications to SMARTech. This year 26 new publications were added to SMARTech.

• Worked with the Georgia Archives Institute to host an archives intern, working with digital archival materials.

• As a member of the Society of Georgia Archivists Education Committee, I assisted in the organization of two professional workshops, the first on oral histories for the SGA Annual Meeting, and the other on Describing Archives: A Content Standard (DACS), which was hosted at Georgia Tech.

**Training**

• Society of American Archivists Annual Meeting, August 2006, Washington, DC

• LITA National Forum, October 2006, Nashville, Tennessee

• Society of Georgia Archivists Annual Meeting, November 2006, Atlanta, Georgia

• International Conference on Open Repositories, January 2007, San Antonio, Texas

• GIL Users Group Meeting, May 2007, Fort Valley, Georgia
2007-2008 Goals

- Move current digital exhibits master files and reference files to Aardvark.
- Work with Systems to develop a reliable, extensible, and customizable system for creating public digital exhibits of archival material.
- Expand the Archives' Georgia Tech Publications Collection, both as a physical collection and electronically in SMARTech.
- Continue to develop digital projects designed to support teaching and learning at Georgia Tech.
- Continue to serve as an expert source on the implementation, use, and customization of the Archivists' Toolkit for the archives community in Georgia.
Archival Materials & Reading Room Statistics
FY 2006-2007

Catalogued Archival Materials added:

**Monographs:**
Titles: 1097
Size: 42.48 linear feet

**Serials:**
Titles: 43
Volumes: 123
Size: 5.63 linear feet

**SMARTech:**
Communities created: 9
Digital collections added: 26
Individual new digital items added: 549

**Aardvark (Archives’ dark archive)**
Communities created: 10
Digital collections added: 30
Individual new digital items added: 626 (641 gigabytes)

Catalogued/processed materials added:
17 manuscript collections (95.6 linear feet)
3 architectural drawings collections (141.04 cubic feet)
8 photograph collections (over 500 photos)

Uncatalogued materials added:
Accessioned collections: 109 collections
  920.7 linear feet (records)
  24.48 cubic feet (architectural drawings)
Vertical files: 215 (2.15 linear feet)
Total linear feet: 922.85
Total cubic feet: 24.48

Reference Services/Used materials:
Registered researchers
Students: 641
Faculty: 24
Others: 56
Total researchers: 721
Research requested answered by archives staff:
Georgia Tech users: 55
Non-Georgia Tech users: 64
Total research requests: 119

Types of materials used:

In-house circulation:
Monographs: 16
Serials: 1
Sponsored research: 2

Type of collections used in Reading Room:
Architectural drawings: 60
Artifacts: 3
Facilities campus plans database: 18
Manuscripts: 152
Monographs (Archives-general collection & rare books): 281
Photographs: 35
Serials: 478
Sponsored research: 24
Vertical files: 107

Miscellaneous statistics:
Number of copies made: 2711
Number of scans produced: 234
Number of prints created: 12

Number of virtual users:
Virtual collections (total page hits):
Finding aids 55,727
Fulton Bag and Cotton Mills 15,961
Georgia Tech Advertisements 9,154
Georgia Tech Photograph Collection N/A
Georgia Tech: Telling It Like It Was 10,460
Griffin Photograph Collection N/A
Illustrations & Mensuration of Solid Geometry 16,185
National Security for the 21st Century 5,171
Photographic Atlas of Selected Regions of the Milky Way 15,637
Photographs of the Historic American Building Survey—Georgia 26,465
Splendid Growth: Architectural Drawings of the A. French Textile Building 11,983
Thousand Wheels Are Set in Motion 21,273
Witness to the Holocaust 56,201
Total 244,217
Records Management Records Center Operations

Accessions:
Boxes: 1387
Accessioned set: 228

Destructions:
Boxes: 856
Accessioned set: 88

Retrievals: 250

Web site hits: 6567

Sponsored research reports:
Received: 197
Processing to DI → ICM: 139