

# CoSA & Preservica Practical Digital Preservation 2016



## New Ways of Providing Public Access To Your Digital Archive

April 26 2016

# Practical Digital Preservation 2015/16

- **Welcome!**

- PDP “Hot Topic” Webinars**

- (Tuesdays 2-3pm Eastern)

- Achieving ISO Standards for your digital archive Oct 28 2015
    - Ingesting records from multiple sources and systems Dec 08 2015
    - Automating email archiving and preservation Feb 23 2016
    - **New ways of providing public access to your archive Apr 26 2016**
    - Real-world digital preservation and program/resources round-up Jun 21 2016



**Sarah Grimm**  
Electronic Records Archivist  
Wisconsin Historical  
Society

- **PDP Online Workshops - with focus on records and email**

- (Tuesdays 2-4pm Eastern)

- Nov 10 2015 : Part 1
    - Nov 17 2015: Part 2
  
    - Mar 08 2016: Part 1
    - Mar 15 2016: Part 2
  
    - **May 10 2016: Part 1**
    - **May 17 2016: Part 2**

<http://rc.statearchivists.org/Content/Electronic-Records/Education-Training/CoSA-Preservica-Practical-Digital-Preservation.aspx>

# Agenda

- Introduction and welcome
- Online Public Access at Utah
- Online Public Access at Massachusetts
- Other examples and considerations
- Next Steps & Questions



**Michael Hope**  
Preservica

**Elizabeth Perkes**  
Utah State Archives



**Veronica Martzahl**  
Massachusetts Archives

# What is “Access”?

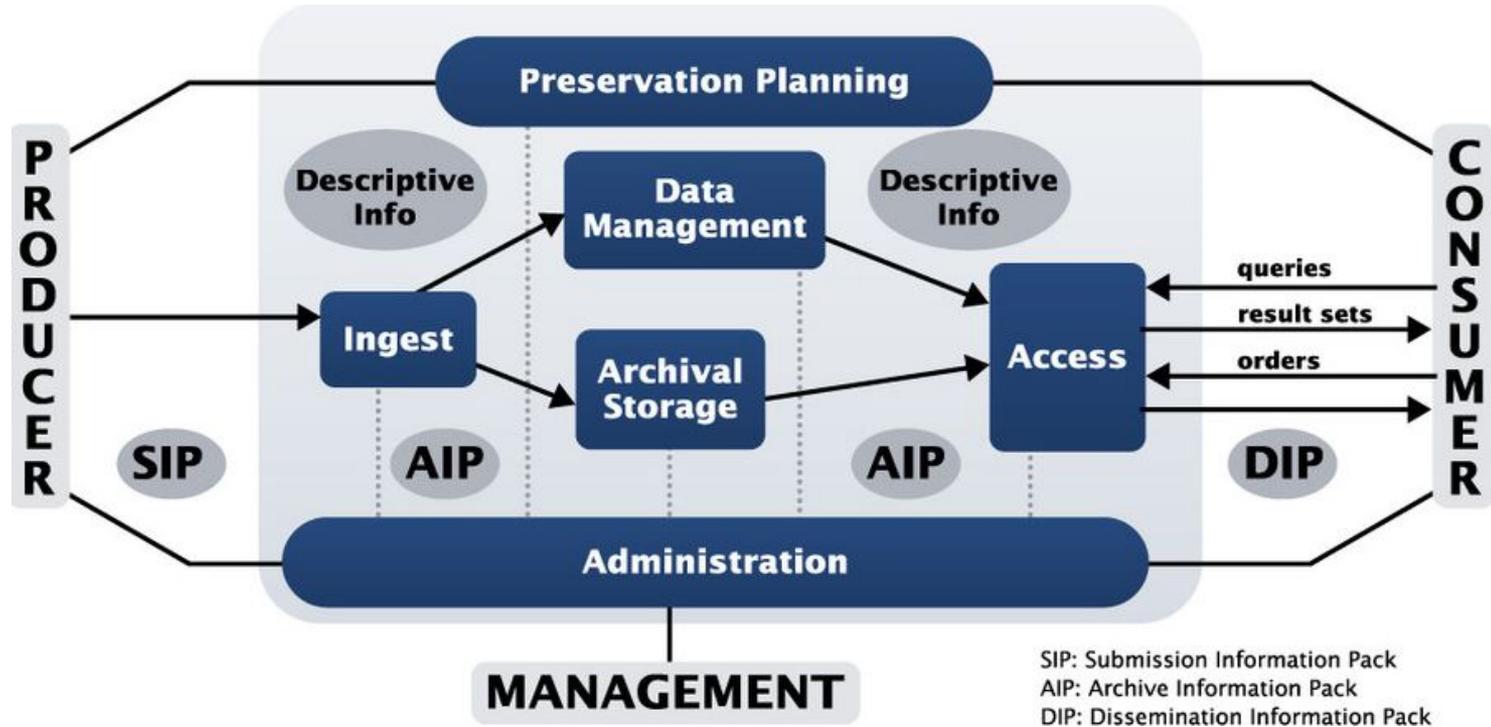
- Ensuring content is accessible and readable into the future

But also....

- Showcasing your archive or collection
  - Fulfilling a legal mandate e.g. greater transparency
  - Enhancing your brand/organisation reputation
  - Building a sustainable future (pay-per-view or subscription)
- 
- All of the above



# Access for “Designated Communities” is also a core function of OAIS



# Utah's Access Points

Elizabeth Perkes

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April 26, 2016

# One System—Multiple Output

- AXAEM stores record descriptions, output as:
  - Finding aids
  - MARC catalog
  - Metadata for digital collections in CONTENTdm
  - Metadata for electronic records preserved in AXAEM

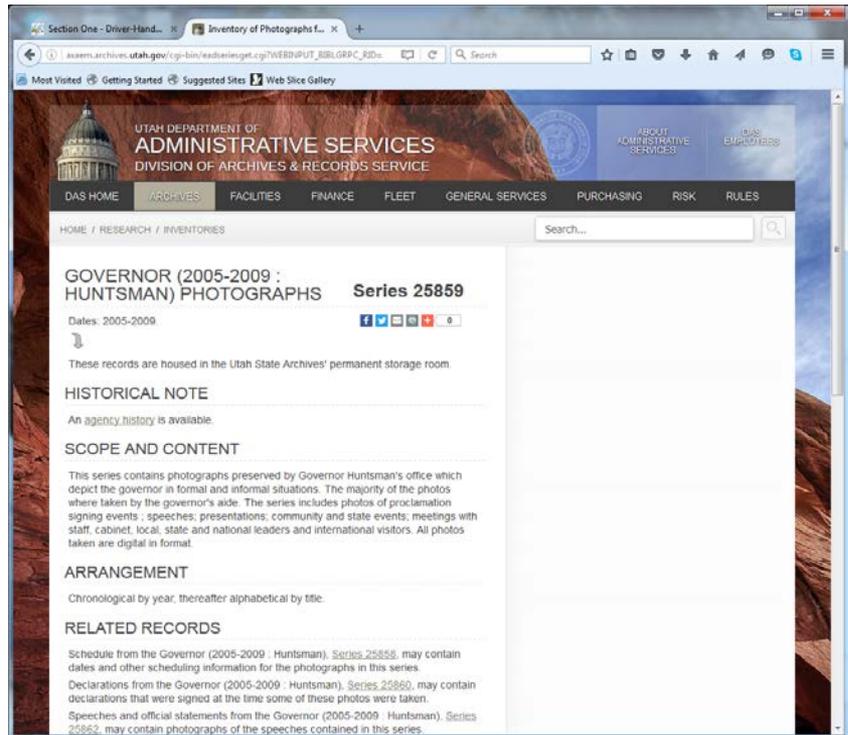
The screenshot displays the 'Bibliographic Records: Identity Elements' form in a web browser. The form is organized into several sections:

- Identification:** Includes fields for Level (set to 'series'), Level ID (9802), Repository (Utah Archives), Local ID, Class Code, Top Level? (Yes), and Status (Active).
- Title:** Includes Title (Case files) and Concise Title (Case files).
- Primary Creator:** Includes Creator ID (275) and the name District Court (Third District).
- Period:** Includes Date Expression (1851-1896) and Date Range (CCYY-MM-DD thru CCYY-MM-DD closed).
- Extent:** Includes Estimated Extent and Actual Extent (216.00 Cubic Feet 531.00 Microfilm Reels).

At the bottom of the form, there are buttons for 'View Parent', 'View Children', 'Change Parent', 'Add a Sibling', 'Add a Child', 'Extent Info', 'Related Entities', and 'Related Functions'. A 'Test Record?' checkbox is also present. The status bar at the bottom shows 'ARCHIVAL CUSTODY (Microfilm)' and 'EP DEV BIB 01 Inq'.

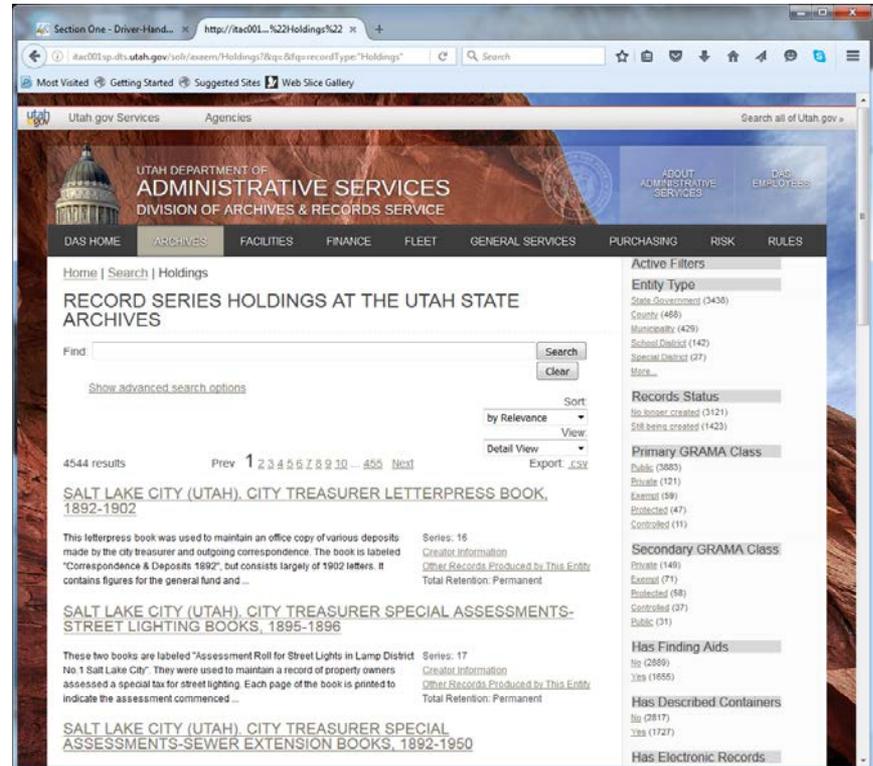
# Finding Aids

- Generated two ways:
  - static (exported and posted)
  - dynamic (live link to database)
- AXAEM can keep track of versions
- Accessible online in XML or HTML
- Linked to Solr search engine
- Auto tracks and links related records



# Catalog

- AXAEM's MARC output has been uploaded to Symphony and WorldCat
- We are transitioning to use Solr instead
- Solr is directly connected to AXAEM, provides keyword searching, faceting, and other robust search capabilities
- Changes in AXAEM auto-update in Solr



# Digital Collections

- Most digital collections are contained within CONTENTdm.
- Series and container metadata from AXAEM are reused in CONTENTdm.
- Name indexes, including birth and death records, are stored in AXAEM, and searchable through AXAEM and Solr.
- Public can search either source, and name index hits will link to CONTENTdm images if contained there, so the two are somewhat integrated.

The image displays two overlapping screenshots of the Utah State Archives website. The left screenshot shows the 'NAME INDEXES' page, which includes a search box for 'surname, firstname middlename', a link to 'Advanced Death Certificates', and a list of indexes such as 'State and Territory | Local | Courts | ...'. The right screenshot shows the 'UTAH STATE DIGITAL ARCHIVES' page, which features a search box, a list of digital collections including 'BOARD OF PARDONS', 'CEDAR CITY', and 'COMMISSIONER OF INDIAN WAR RECORDS', and a 'Browse All' link.

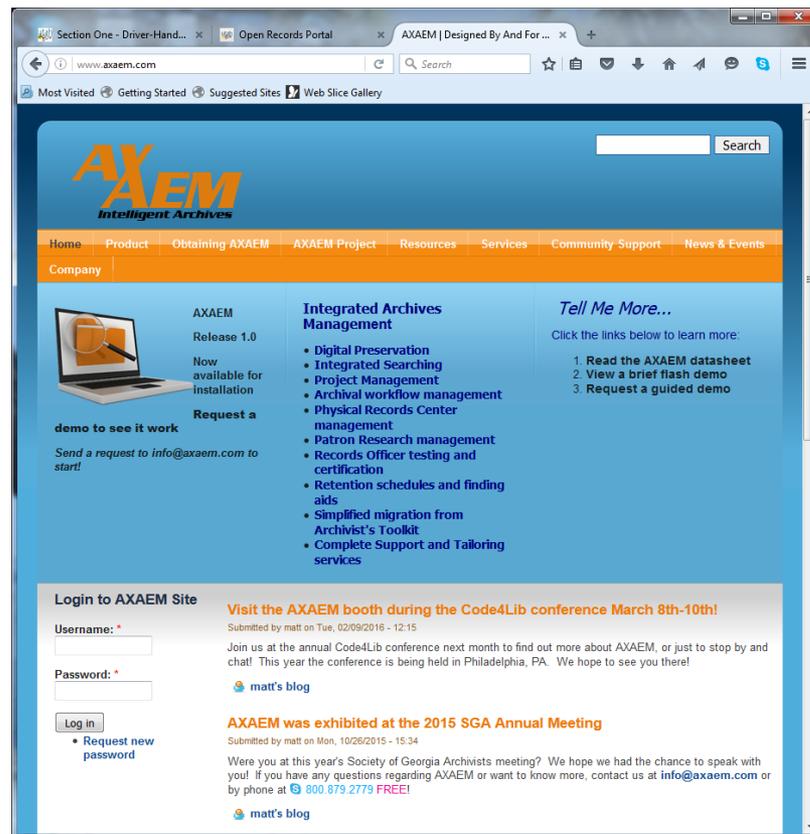
# Electronic Records

- Ingested into AXAEM's preservation module. DIP auto-created/formatted based on preservation rules.
- Metadata is extracted from files during ingest.
- Inherits series and folder descriptive metadata.
- Files available to Solr search engine for access and download
  - Will be incorporated into catalog.
- Open Records Portal a source for agencies to transfer records to us.



# AXAEM's Technology

- Supports multiple types of databases, and instances
- Multiple instances of application can talk to each other (distributed)
- Onsite or cloud hosted
- Is a rapid application development tool, so adding fields is easy
- Open source, but vendor supported
  - Institutions can have as much or little control over tech and interface as desired
- Can be used as a backend to Drupal, etc.
- Connects to external tools and treats them as one integrated workflow



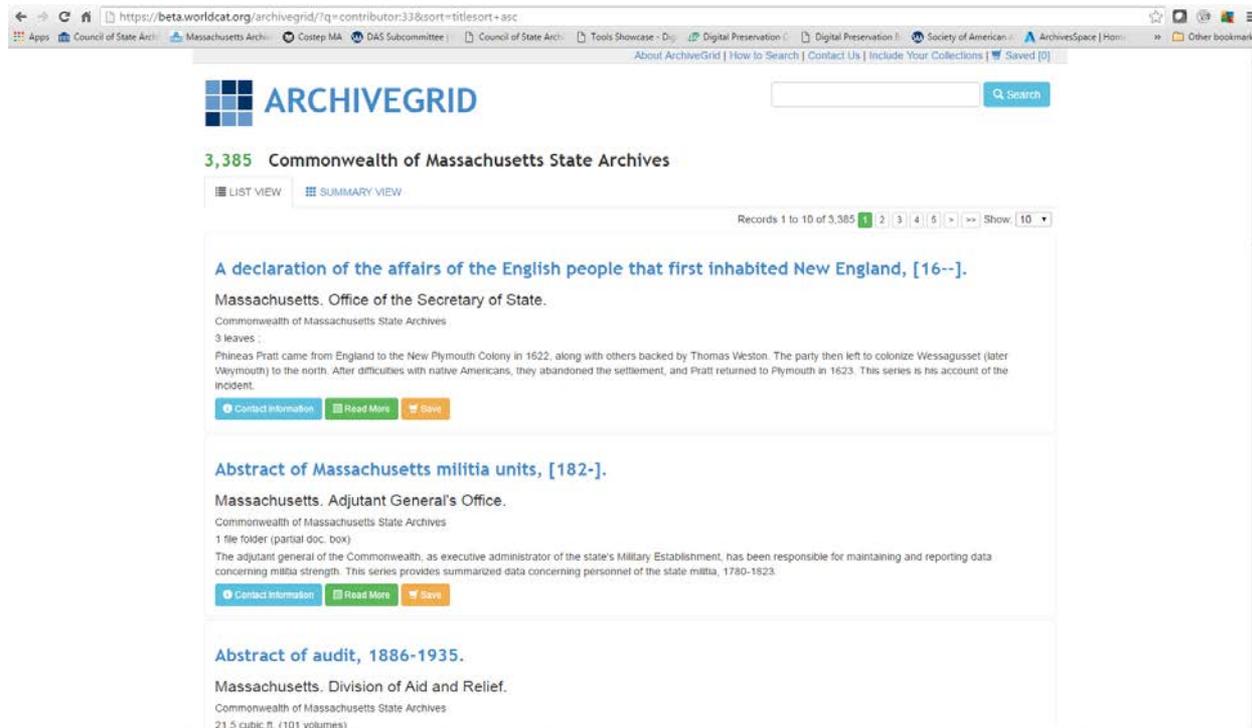
# Providing Online Access

A Look at the Massachusetts Archives

Veronica Martzahl

# Looking Back

- In August 2013
  - Most Record Group and Series information managed through MARC records accessible through WorldCat and ArchiveGrid



The screenshot shows a web browser displaying the ArchiveGrid interface. The URL in the address bar is <https://beta.worldcat.org/archivegrid/?q=contributor:33&sort=titlesort+asc>. The page features the ArchiveGrid logo and a search bar. Below the logo, it indicates "3,385 Commonwealth of Massachusetts State Archives" records. There are tabs for "LIST VIEW" and "SUMMARY VIEW", and a pagination control showing "Records 1 to 10 of 3,385". Three record entries are visible:

- A declaration of the affairs of the English people that first inhabited New England, [16--].**  
Massachusetts. Office of the Secretary of State.  
Commonwealth of Massachusetts State Archives.  
3 leaves.  
Phineas Pratt came from England to the New Plymouth Colony in 1622, along with others backed by Thomas Weston. The party then left to colonize Wessagusset (later Wymouth) to the north. After difficulties with native Americans, they abandoned the settlement, and Pratt returned to Plymouth in 1623. This series is his account of the incident.  
Buttons: Contact Information, Read More, Save
- Abstract of Massachusetts militia units, [182-].**  
Massachusetts. Adjutant General's Office.  
Commonwealth of Massachusetts State Archives.  
1 file folder (partial doc. box)  
The adjutant general of the Commonwealth, as executive administrator of the state's Military Establishment, has been responsible for maintaining and reporting data concerning militia strength. This series provides summarized data concerning personnel of the state militia, 1780-1823.  
Buttons: Contact Information, Read More, Save
- Abstract of audit, 1886-1935.**  
Massachusetts. Division of Aid and Relief.  
Commonwealth of Massachusetts State Archives.  
21.5 cubic ft. (101 volumes)

# Looking Back

- In August 2013
  - All accession and box level description managed in ACCESS database – no online component available
  - Series of 20+ binders at Reference Desk



# Looking Back

- In August 2013
  - Textual synopsis of holdings on Archives website
  - A few online indices

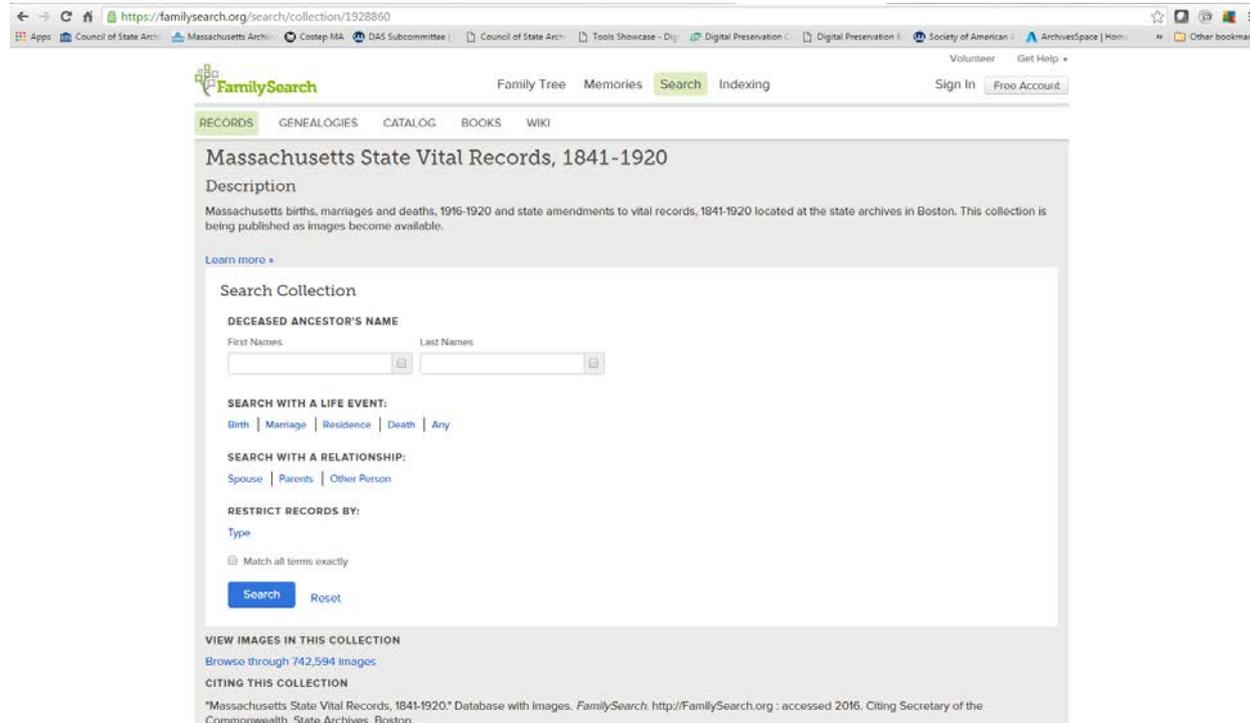
The screenshot shows the homepage of the Massachusetts Archives website. At the top, there is a header with a photo of William Francis Galvin, Secretary of the Commonwealth of Massachusetts, and the state seal. Below the header is a navigation bar with links for HOME, DIRECTIONS, and CONTACT US, and a search box labeled "Search the Secretary's website". The main content area is divided into several sections: "Citizen Information Service" (with sub-links for Commonwealth Museum, Corporations, Elections and Voting, and Lobbyist), "Archives" (with sub-links for About Us, Reference, Collections, Records Management, State Historic Records Advisory Board (SHRAB), and Online Exhibits and Digital Collections), "Massachusetts Historical Commission", "Public Records", "Publications and Regulations / Bookstore", "Registry of Deeds", "Securities", "State House Tours", "Records Center", and "Regional Offices" (with a link for Address Confidentiality). The "Collections" section is highlighted, featuring a "Synopsis of Holdings" and "Records reflecting the structure of state government". The "Synopsis of Holdings" section includes a link for a PDF "Full text copy for printing Summary Guide of Holdings (PDF)". The "Records reflecting the structure of state government" section is further divided into "Foundation documents", "Legislative records", "State secretary records", and "Executive records". The "Executive records" section lists various departments and their records, including Governor (1802-present), Council, Administration and Finance, Consumer Affairs and Business Regulation, Economic Development and Manpower Affairs/Labor, Education, Environmental Affairs, Health and Human Services, Public Safety/Adjutant General, Transportation and Construction, and Treasurer records (State loans, bonds, bounties, veterans' bonuses, military accounts, Troy and Greenfield and other railroad financial records).

arc/arcsrch/SearchWelcome.html

The screenshot shows the search page of the Massachusetts Archives website. At the top, there is a header with a photo of William Francis Galvin, Secretary of the Commonwealth of Massachusetts, and the state seal. Below the header is a navigation bar with links for HOME, DIRECTIONS, and CONTACT US, and a search box labeled "Search the Secretary's website". The main content area is divided into two columns. The left column contains a sidebar with links for "Citizen Information Service" (Commonwealth Museum, Corporations, Elections and Voting, Lobbyist), "Archives" (About Us), and "Regional Offices". The right column is titled "Searchable Collections" and contains three links: "Massachusetts Archives Collection Database (1629-1799)", "Index to Passenger Manifests (1848-1891)", and "Index to Vital Records (1841-1910)".

# Looking Back

- In August 2013
  - FamilySearch – only direct access to digital objects



The screenshot displays the FamilySearch website interface for the collection "Massachusetts State Vital Records, 1841-1920". The page includes a navigation bar with "FamilySearch" logo and links for "Family Tree", "Memories", "Search", and "Indexing". Below the navigation bar, there are tabs for "RECORDS", "GENEALOGIES", "CATALOG", "BOOKS", and "WIKI". The main content area features a "Description" section with a paragraph about the collection's contents. Below the description is a "Search Collection" form with fields for "DECEASED ANCESTOR'S NAME" (First Names and Last Names) and options for "SEARCH WITH A LIFE EVENT" (Birth, Marriage, Residence, Death, Any) and "SEARCH WITH A RELATIONSHIP" (Spouse, Parents, Other Person). There is also a "RESTRICT RECORDS BY:" section with a "Type" dropdown and a "Match all terms exactly" checkbox. A "Search" button and a "Reset" link are at the bottom of the form. Below the search form, there is a section for "VIEW IMAGES IN THIS COLLECTION" with a link to "Browse through 742,594 images" and a "CITING THIS COLLECTION" section with a citation: "\*Massachusetts State Vital Records, 1841-1920.\* Database with images. FamilySearch. http://FamilySearch.org : accessed 2016. Citing Secretary of the Commonwealth, State Archives, Boston."

# Basic Needs

- Provide access to Record Group and Series information in a more user-friendly, integrated way
- Provide access to born-digital records – particularly those of the out-going gubernatorial administration

# Approaching Access

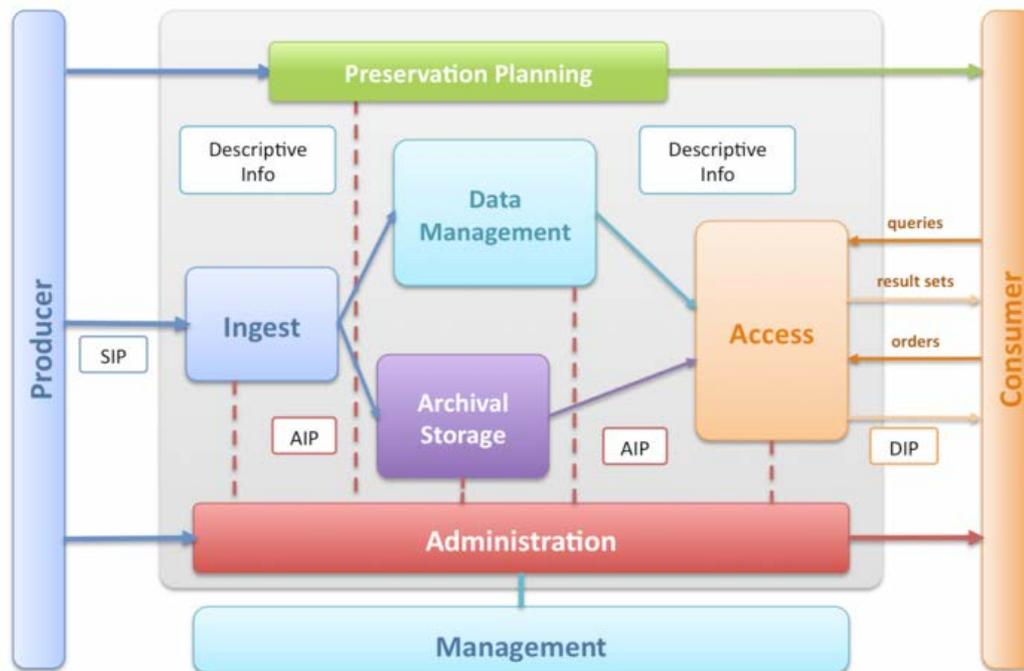
- Utilization of Archival Collection Management System to create finding aids – in progress
- Partnership with regional collaborative – Digital Commonwealth – to provide access to selected, digitized materials



A screenshot of the Massachusetts Archives website. The browser address bar shows the URL: https://www.digitalcommonwealth.org/institutions/commonwealthk35698213. The page title is "Massachusetts Archives" with a breadcrumb trail: "Massachusetts &gt; Suffolk (county) &gt; Boston &gt; Dorchester". There is a search bar with the text "Search this institution's collections" and a "View all Items" button. Below the search bar is a paragraph of text describing the Archives' mission and history. A "Browse by:" sidebar on the right lists "Topic", "Place", "Date", and "Format" with right-pointing arrows. At the bottom, there are two thumbnail images: one titled "Massachusetts Metropolitan Water Works Photograph Collection, 1870-1930 (bulk: 1890-1924)" and another titled "Franklins from Birds of Massachusetts and other New England states".

# Approaching Access

- But it did not meet our need for providing access to, let alone providing a secure trustworthy repository environment for born-digital records



# TDR: Limited Options

- FEDORA / Hydra
- Dspace
- ArchivesDirect
- Preservica
  - Requirements around support and technical infrastructure made Preservica the right choice for us – for preservation AND for access

# Universal Access

- Customization to match look and feel of Secretary's websites – minimal tech skills needed

The screenshot shows a web browser window displaying the Massachusetts Archives Digital Repository. The browser's address bar shows the URL `preservica-web.sec.state.ma.us`. The page features a dark blue header with a portrait of William Francis Galvin, Secretary of the Commonwealth of Massachusetts, and the state seal. Below the header, the text reads "Archives Division Digital Repository" and "Welcome to the Massachusetts Archives Digital Repository. This site is your access point to the permanent digital record in the custody of the Massachusetts Archives." A search bar with a "search" button and a "browse the digital records" button are prominently displayed. At the bottom, a "FEATURED" section highlights "Governor Correspondence Files - Deval Patrick (Record Group GO.5 / Series 972)".

preservica-web.sec.state.ma.us

Apps Council of State Archi Massachusetts Archi Costep MA DAS Subcommittee Council of State Archi Tools Showcase - Dig Digital Preservation C Digital Preservation B Society of American A ArchivesSpace | Home Other bookmarks

Massachusetts Archives Digital Repositor... Howdy, admin

 **William Francis Galvin**  
Secretary of the Commonwealth of Massachusetts



Archives Division  
Digital Repository

SEC Website Archives Home Search Help FAQ

Welcome to the Massachusetts Archives Digital Repository. This site is your access point to the permanent digital record in the custody of the Massachusetts Archives.

Search the Digital Records

search

browse the digital records

FEATURED

 Governor Correspondence Files - Deval Patrick (Record Group GO.5 / Series 972)

This series contains records created by the Constituent Services Office of the Deval Patrick Administration. Records included scanned copies of letters requesting responses or

# Universal Access

- Inclusion of customized metadata to highlight regroup and series information – needed tech support for this

Archives Division  
Digital Repository

SEC Website Archives Home Search Help FAQ

Home > 2012 Event Photographs > 2012\_08\_03 Summer Literacy Tour 2.jpg

Search the Digital Records  record 🔍

RECORD  
2012 Event Photographs

2012\_08\_03 Summer Literacy Tour 2.jpg

download

Object Type: Image  
In Record: 2012 Event Photographs

2012\_08\_03 Summer Literacy Tour 2.jpg

Records

Files

2012\_08\_03 Summer Literacy Tour 2.jpg

**Properties**

Proficio Metadata  
record Group: ED6  
series: 2637  
file Unit: 0001  
item: 00002



The photograph shows a man in a suit sitting on a chair, reading a book to a group of young children sitting on the floor in a circle. The classroom background features educational posters, including one titled 'Our Classroom Rules' with a list of four rules: 1. Listening Ears, 2. Walking Feet, 3. Inside voice, 4. Hands to ourselves. Below the rules is the phrase 'Respect Everything and Everyone'. There are also alphabet cards and a 'Policy' poster visible on the wall.

# Universal Access – Next Steps

- Enhancements to metadata
  - MODS?
  - Dublin Core?
- Title customization
- Different tiers of access
- Utilize code customization from Texas

# Thank you

Veronica Martzahl

Electronic Records Archivist

Massachusetts Archives

Veronica.martzahl@sec.state.ma.us

# Simplifying & Improving Access



[https://en.wikipedia.org/wiki/Content\\_Management\\_Interoperability\\_Services](https://en.wikipedia.org/wiki/Content_Management_Interoperability_Services)

# UA – Vanilla Installation

Search Our Collection



FEATURED

## Durdle Door

Durdle Door, Dorset. On the Jurassic Coast, Durdle Door is the name of the limestone arch between St Oswald's Bay and Man O'War Cove

Object Type: File

[details](#)

Other items of interest



# UA – UK Meteorological Office

The screenshot shows the homepage of the Met Office Digital Library and Archive. At the top left is the Met Office logo and the text "Met Office Digital Library and Archive". On the top right is a yellow button labeled "browse archive". Below the header is a dark blue navigation bar with "Home > Root" on the left and a search bar on the right. The main content area features five green-tinted cards, each with an image and a title: "Corporate publications" (image of two hands shaking), "Meteorological publications" (image of a thermometer), "Observations" (image of a weather instrument), "Met Office science" (image of Earth from space), and "Archive treasures" (image of bookshelves). Each card has a "details" link below the title. At the bottom of the page is a footer with navigation links: "Met Office | National Meteorological Library and Archive | About our digital archive | Online catalogue | Current publications" and "Provided by the National Meteorological Library and Archive - open to everyone". On the right side of the footer is the "Powered by Preservica" logo.

<https://digital.nmla.metoffice.gov.uk/>

# UA – Texas State Archives



TEXAS STATE LIBRARY  
AND  
ARCHIVES COMMISSION

TEXAS DIGITAL ARCHIVE

browse archive    

[Home](#) > [Root](#)

Search Archive



Texas State Agencies  
[description](#)



Texas Judicial Branch  
[description](#)



Prints and Photographs  
[description](#)



Texas Governor Rick Perry  
[description](#)

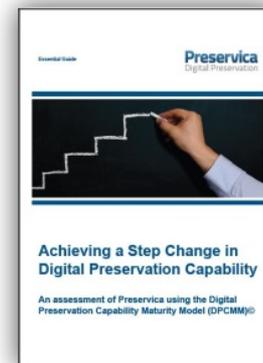
<https://www.tsl.texas.gov/texasdigitalarchive>

# New Ways of Providing Access: Considerations

	OAIS Digital Preservation and Access in one system
	Simple and secure
	Easy to customise
	Easy to find and search
	Server-side rendering for multi-device support and minimise downloads
	Easy to share
	Tools to Track and monitor

# Next Steps...

- **Next LIVE Demo** of Preservica v5.6 – April 28, 2016
  - Register at [www.preservica.com](http://www.preservica.com)
- PDP Online Workshops
  - May 10 : Module 1
  - May 17 : Module 2
- Preservica Universal Access
  - <http://preservica.com/public-access-discovery/>
- Safeguarding your vital long-term electronic records
  - <http://preservica.com/resource/electronic-records-preservation/>
- Achieving a Step Change in Digital Preservation Capability
  - <http://preservica.com/resource/essential-guide-achieving-step-change-digital-preservation-capability/>



# Questions ?



# Thank you!

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@preservica

@dPreservation

[www.statearchivists.org/](http://www.statearchivists.org/)