

NHPRC Award No: RB-50059-09

“Coming to the Surface: Revealing Hidden Collections in Michigan’s Copper Country”
Michigan Technological University
Erik Nordberg, Project Director

Final Narrative Report

December 7, 2011

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Please note: additional documents relating to this project are publicly available on the Michigan Tech Archives’ blog at <http://blogs.mtu.edu/archives/>.

Search Instructions for Re:discovery Proficio

Open Re:discovery Proficio

Double-click on screen icon, sign in:

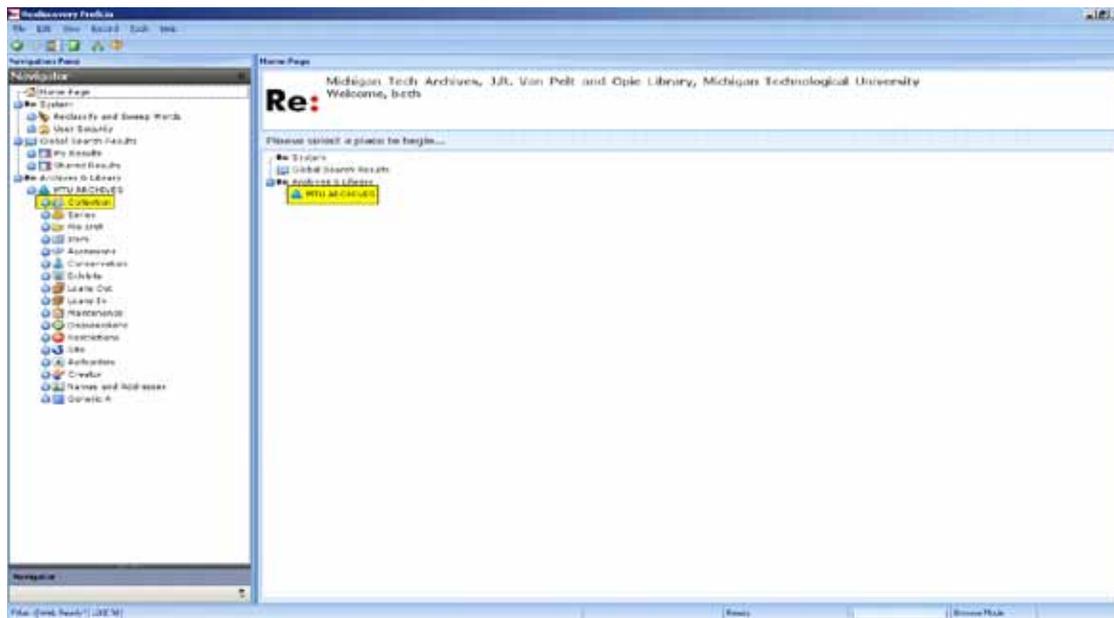
Reference desk user id - Studen

Reference desk password - new_user



This is the opening screen, over on the left, click on Collection OR double click on MTU Archives in center screen and then double click on Collection, under Collections:

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Appendix 1: Proficio quick reference guide.

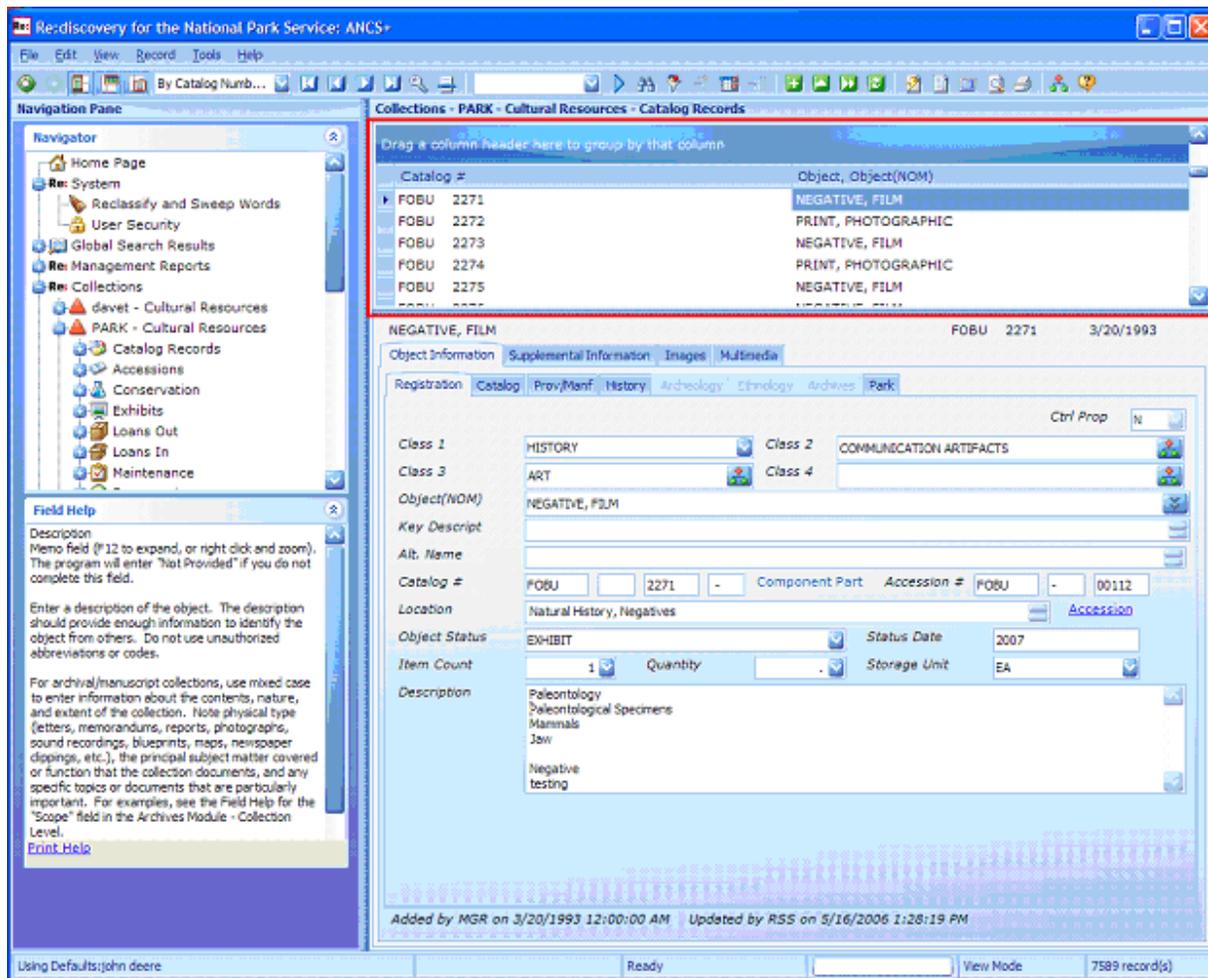


Display

This will bring up all the collections - the main part of the screen will show you the information for the collection currently being viewed. You can select specific collections by scrolling through the top part of the screen, known as the List Pane (red line around):

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Appendix 1: Proficio quick reference guide.



There are different ways to display information in the List Pane which can be customized. In terms of reference, it is usually most helpful to have collection number, collection title, shelf location, and finding aid information. (Or, you can go to the pull-down menu under View, and choose Update My List View. This will bring up a menu where you can add or remove any fields you want from the Main Information screen). Any of the fields you see on the main information can be added to the List Pane, and you can sort on any of the columns in the List Pane (alphabetically or numerically).

In the lower part of the screen, due to space limitations not all the information in a field may be displayed on the screen. To expand any field to show entire contents, place your cursor in that field and use the F-12 key or click on the icon in the far right of the field.

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Appendix 1: Proficio quick reference guide.

Search

To do a keyword search, type the word in the search box at the top. The records matching your search will appear in the List Pane. In each of the records, the field name in which your search term appears is highlighted in blue lettering. The asterisk (*) is the wild card.

Clear Search

After a keyword search, to see the entire collection again in the List Pane, unclick the icon (to the right of the search bar that looks like a box with a bar extending to the left):



Finding aids/ Inventories

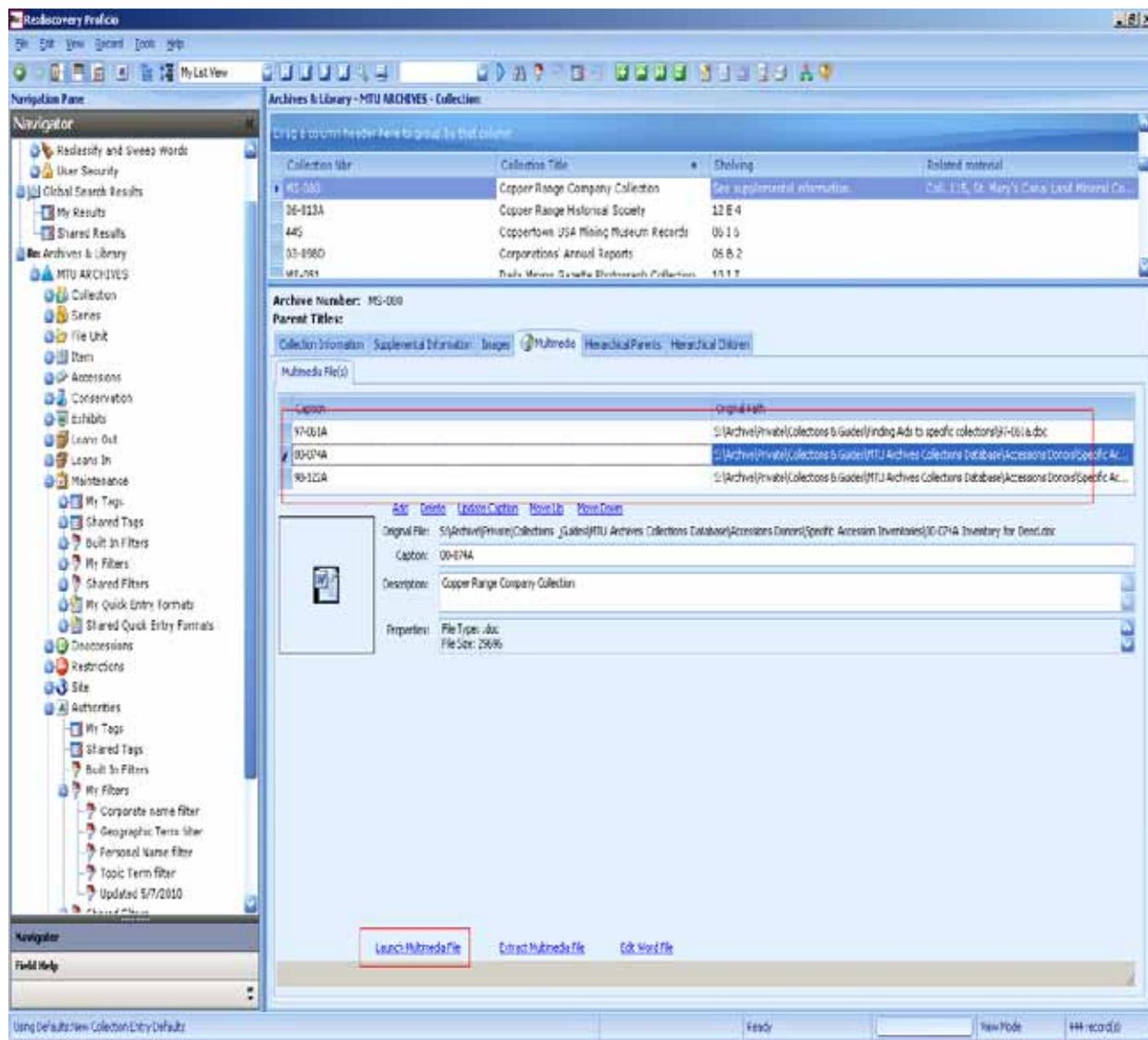
If there are documents available electronically, you will see the Multi-Media tab has an icon (looks like a musical note) on it that indicates something is attached - usually an inventory or finding aid:

The screenshot shows the Redcovery Proficio software interface. The main window displays a collection entry for 'Hason Family Collection' (Collection Abbr: 00-126A). The 'Multi-Media' tab is highlighted with a red box, indicating that there are attached files or documents. The interface includes a navigation pane on the left, a list pane at the top, and a detailed view of the collection entry in the center. The 'Multi-Media' tab is located in the 'Main Information' section, alongside other tabs like 'Subject Access', 'Extended Information', and 'Historical Information'. The 'Multi-Media' tab has a musical note icon next to it, which typically signifies attached audio or video files.

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Appendix 1: Proficio quick reference guide.

Click on this Multimedia tab, and you can see what has been attached. You can highlight your choice in the list, and then choose Launch Multimedia File from the bottom of the screen. This will display the document as a separate file.



To return to main information page - click Collection Information tab, then Main Information tab (if it isn't already chosen).

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Appendix 2. Sample of completed collection survey form.

Collection Survey
 Worksheet A

Accession or collection number	Date Range
MTV-013 (includes: 06-024A)	1939-2002

Collection name

John MacInnes Papers

Sources checked	Data exists Y/N	Initials	Date
Physical collection	👍	CL	10/27/09
Access database	yes	LAV	5-5-10
Donor files	yes	LAV	5-5-10
Vertical/Photo/Bio Files	yes	LAV	5-5-10
Archives S:\ drive	yes	LAV	5-5-10
Collection binders			
Staff	J/B	LAV	5-5-10

PHYSICAL SURVEY

Item appears in correct location Yes No Location: 18/H/1

Extent:

Number of enclosures	27
Type of enclosures	(24) Mss (3) Flat LA & Mss
Cubic feet	12.38

Non-archival enclosure(s)

Notes, Damage, Recommendations-ect.

NOTE: Bx 23 - Binders contain correspondence in plastic sleeves - these could be removed to Archival Folders + placed in Mss box to improve space use

Bx 24 - Binder contains Docs, Newsclippings + Photos in plastic sleeves - sleeves are deteriorating. Scrapbooks embrittling, some not held together

Finding aid/inventory in box Yes No

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Appendix 2. Sample of completed collection survey form.

For each enclosure/unit

Box number	Enclosure	Contents		
	Condition/rating	Types of material	Contents foldered or loose	Condition/rating
1	5	Docs; Newsprint; Photos; Artifact	F	5
2	5	Photo; Docs; Newsprint; Newspapers; Magazines	F	5
3	"	"	"	"
4	"	Newsprint; Docs; Bnd Docs	"	"
5	"	Newsprint; Docs; Bnd Docs; Photo	"	"
6	"	"	"	"
7	"	"	"	"
8	"	Newspapers; bnd docs	"	"
9	"	"	"	"
10	"	Newspapers; Doc; Bnd Docs	"	"
11	"	Photo; Newsprint; Bnd Docs; Docs	"	"
12	"	Newsprint; Bnd Docs; Doc/Mensc	"	"
13	"	Doc/Mensc; Newsprint; Photo; Elec. Media; Bnd Doc	"	"
14	"	Books	L	4
15	"	Doc/Mensc	F	5
16	"	Doc/Mensc; Bnd Docs	"	"
17	"	Doc/Mensc	"	"
18	"	"	"	"
19	"	"	"	"
20	"	"	"	"
21	"	"	"	"
22	"	" ; Newsprint	"	"
23	"	Doc/Mensc; Binders	"	4

Preservation Planning Report and Notes from Collection Survey

May 1, 2010

Michigan Tech Archives

Notes from Box-Level Preservation Survey

The preservation survey work began October 5, 2009, using a shelf list generated from an existing Microsoft Access database which provided collection/accession numbers, collection names, location and extent in cubic feet. Information captured during the survey included, accession/collection number, collection name, location, type of enclosures, number of enclosures, extent in cubic feet, evaluation of enclosure and contents based on condition and preservation concerns. The condition of enclosures and contents was rated on a scale of 1=poor to 5=excellent on the bases of archival/non-archival enclosures, preservation status and concerns and existing damage. Notations on preservation issues, damage, storage conditions and recommendations were also included on the survey form to provide further data for prioritizing future preservation work. The survey undertaken was approached with the goal of completion within six months, thus the survey was approached for the purpose of gathering information rather than implementing improvements. Occasional on-the-fly preservation action was taken, including removing rusted paperclips, rubber bands and squaring documents within folders. Serious preservation concerns or collections requiring reprocessing were immediately brought to the attention of the full-time archival staff for determination of any immediate action.

A total of 1,052 survey forms were completed. These included information for 993 separately-accessioned and -shelved manuscript collections including state records housed at the Michigan Tech Archives. A variety of media is found throughout the holdings including manuscript materials, books, ledgers, audio visual, photos, negatives including celluloid and glass plate, oversize blueprints, maps, architectural drawings and various artifacts. In addition, surveys of 59 collections were completed within the oversize/flat file storage area: these records include maps, blueprints, oversize photos and architectural drawings. Of particular note were records relating to the Copper Range Mining Company, an unprocessed collection consisting of 32 separate accessions, each of which was surveyed separately for the purpose of this project. In some cases, oversize flat file collections surveyed also comprise components of manuscript collections previously surveyed; for the purpose of the project these collections were approached separately and surveyed with forms modified to reflect the flat file storage and arrangement.

Survey Metrics

On a day-to-day production basis, completion of the survey depended on collection variables including size, materials, condition, and storage methods. The highest number

of surveys completed occurred on October 9 with 142 completed survey forms covering 41.4 total cubic feet (the largest collection of 2 cubic feet, smallest less than 0.01 cf, and an average of 0.29 cf). Over a three day period October 8-12 a total of 346 collections were surveyed. The average collection size over the three days was approximately half a cubic foot and these smaller collections reflect the greatest density of collections within the storage area. Smaller collections with fewer container encouraged quicker completion of survey paperwork; larger collections, though requiring gathering of less background information, still required examination and description of each container.

Survey and Preservation Notes Specific to Mining Collections

The Calumet and Hecla and Quincy Collections are similar in the type of material found, the state of accessibility and inherent preservation issues. The difference between the two collections is in the size, and timescale for surveying the material. The Calumet and Hecla collection was surveyed early on in the project, the approach used for this collection during the physical survey entailed working through the collection during two hours in the morning before the archive was open to researchers, as the Calumet and Hecla collection is a widely used resource for researchers. The rest of the day was spent surveying materials located in a different storage area. The Calumet and Hecla collection consists of 672 cubic feet of Paige boxes, manuscript boxes, shelved bound volumes and foldered oversize documents. Each box was opened and each ledger whether boxed or shelved was individually inspected; this was done to assess the preservation condition within the enclosure, state of the records and inspect for the existence of mold. Although the nature and size of the collection slowed the survey process it was still completed within approximately two-three weeks. The Quincy Mine company records consisting of approximately 435 cubic feet of Paige boxes, manuscript boxes, ledgers and foldered oversize documents was surveyed during a timeline of approximately 24 hours. The Quincy collection was surveyed in the same manner as the Calumet and Hecla collection: each box was opened to assess condition of the materials and each ledger was individually opened and inspected for signs of damage and mold. The Copper Range Collection consisting of approximately 623 cubic feet represents the time required to survey a large unprocessed collection with clear preservation concerns, this survey was completed over a two week period following a similar approach as used with the previous two mining collections. Ledgers in the Copper Range collection housed on the shelving units showed visible preservation concerns and needs, not every ledger or book was pulled from the shelf and opened, if the material showed signs of mold from a visual exterior appraisal then pulling the item from the shelf was unnecessary.

Preservation issues within the three mining company collections reflect the challenges inherent with 19th century industrial records. Within both the Calumet and Hecla and Quincy Mine collections acidification has created brittle conditions. Early 20th century records still housed in original folders are brittle and showing signs of acid migration from the folders discoloring the adjacent documents. The original folders are also brittle and creating a loss of information as the titled tabs break off the folders. Evidence of

moisture exposure is present in the collections through the presence of rust, red rot, water damage and mold. Ledgers within the collections show various signs of damage and deterioration including red rot, loose pages, covers separated from the text block, damaged spines, and mold. The presence of mold in these collections primarily occurs within the ledgers and books. Both boxed and shelved items are affected. Time books within the Calumet and Hecla collections appear seriously affected by mold, while these records are properly housed in archival folders within archival boxes the mold has damaged the spines creating a brittle and fragile condition and affecting the covers. During this survey the mold did not appear active, however it is of primary concern for future preservation as the collection is widely used by researchers. A primary preservation need with these collections include cleaning, mold remediation and evaluation for accessible and proper housing. While mold is present in these collections the records are also simply dirty.

While both the Quincy and Calumet and Hecla collections are processed, areas of the Calumet and Hecla collection require further attention to improve storage and folder use practices. Areas of the collection housed in archival folders are overfilled, and the expansion folds are not used or improperly used, of significant concern is a series of 19th century correspondence in the Calumet and Hecla collection. Overfilling of the folders has created situations where the folders and documents are curling under adjacent folders creating damaging storage situations and hindering safe access to the documents, these areas require reprocessing to improve the storage and preservation of the records. The issue of improper folder use is not limited to the Calumet and Hecla collection, this problem exists throughout the repository's holdings. At times during the survey an effort was made to improve these conditions through use of the folders expansion folds. For both the Quincy and the Calumet and Hecla collections problems are found in the storage of ledgers and letter books. Letter books and ledgers are stored within page boxes without the use of folders and has created situations where boxes are heavy and books are difficult to remove from the box. Several factors have created storage situations which threaten the continued preservation of the books, the books are primarily stored spine up, counter to best practice for book storage. Furthermore, tight storage of books without the use of folders creates damaging situations when simply attempting to remove the book from the box as there is no easy method for pulling the book out without damaging the spine.

The Victoria Mining Company Collection is a fourth mining company collection. Smaller than the three collections mentioned above, the Victoria collection consists of 50 Paige boxes and approximately 17 cubic feet of oversize bound volumes. The Victoria Mine collection is partially processed, and re-housed in archival folders, however, there is evidence of water damage to this collection and mold on documents within the folders. This collection may require an item level survey to identify areas with water damage and complete cleaning.

Survey and Preservation Notes Specific to Photographic Collections

Photographs and negatives, both celluloid and glass plate are found throughout the holdings, as individual photographic collections and portions of larger collections. The Scott Turner collection is a larger collection which includes an extensive collection of photographs and celluloid negatives dating from the early 20th century. The negatives in the collection present a serious preservation concern; negatives within the collection are deteriorating completely or physically curling through either chemical breakdown or temperature and humidity fluctuations, also photographs throughout the repository show signs of humidity exposure through curling and cockling.

Glass plate negatives are also found within the repository, these include a numbered negative collection, the Reeder Photograph Collection, the Calumet and Hecla Photograph Collection and a collection of Quincy negatives. Overall the condition of the glass plate negatives is good, a few plates are broken and deterioration is visible in various parts of the collections including separation of the film from the glass.

Survey and Preservation Notes Specific to Flat File Storage

Records stored in the flat file area include maps, blueprints, oversize photos and architectural drawings. The overall condition of this area is good; areas which need continued preservation work and improvement primarily involve proper folder practices, for example: not overfilling oversize folders, using appropriate size folders and overfilled drawers.

A primary area requiring preservation action includes blueprint collections. Parts of these collections are foldered “on the fly” as they are pulled for researchers; the main concern with these drawings lies in overfilled drawers. Overfilled drawers and folders make accessing materials difficult and result in damaged documents.

Preservation Planning

Findings from the survey and preservation notes have been integrated into the Archives' general preservation planning activity and documentation. The project has helped to highlight the important role of simple preservation activities such as cleaning and the proper use of folders and boxes. Improvement to accessioning and processing workflows in the department are likely to address and improve some of these discoveries. More significant issues of mold remediation, stabilization of red rot and the spines of bound volumes will likely require project-based (and grant-funded) solutions beyond the current capacity of the department.

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 Appendix 4. Sample screen shot of accession record in Proficio.

The screenshot displays the Proficio software interface for managing archival accessions. On the left is a 'Navigator' pane with a tree view of system components, including 'MTU ARCHIVES' and 'Accessions'. The main window is titled 'Archives & Library - MTU ARCHIVES - Accessions' and features a table of accessions. The selected record, 06-024A, is detailed in a form below the table. The form includes fields for 'Accession #', 'Acq Method', 'Source', 'Acq Price', 'Acq Value', 'Extent', 'Credit Line', 'Description', 'Copyright', 'Directory', 'Location', 'Acq'd by', 'Acq'd Date', 'Rev Date', 'Letter Sent', 'Letter Sent Date', and 'Action Req'd'. The status of the accession is 'Complete' and the acquisition date is '10/4/2006'. The description notes that the material is related to John MacInnes's coaching career and includes commemorative poetry and loose correspondence.

Accession #	Source	Credit Line
06-024A	MacInnes, Jerry	Michigan Technological University Archives & Copper Count...
06-047A	MacInnes, Jerry	Michigan Technological University Archives & Copper Count...
06-125A	MacInnes, Jerry	Michigan Technological University Archives & Copper Count...
07-032A	MacInnes, Jerry	Michigan Technological University Archives & Copper Count...
07-060D	MacInnes, Jerry	Michigan Technological University Archives & Copper Count...
08-056A	MacInnes, Jerry	Michigan Technological University Archives & Copper Count...

Accession Information | **Accession Objects**

Main Information | **Extended Information**

Accession #: 06-024A | Acq Status: Complete | Acq Date: 10/4/2006

Acq Method: Gift | Title Status: Transferred | Return Date:

Source: MacInnes, Jerry

Acq Price: \$0.00 | Acq Value: \$0.00 | Extent: [Extent]0.3 [Unit]rd

Credit Line: Michigan Technological University Archives & Copper Country Historical Collections, John MacInnes Papers

Description: Material related to John MacInnes's coaching career: --Commemorative poetry honoring John MacInnes's years as an MTU hockey coach written by former members of his team; --2 looseleaf binders containing congratulatory correspondence relating to honors achieved throughout his career; --Loose correspondence related to his professional career.

Copyright: Various copying restrictions apply. Guidelines are available from Michigan Technological University Archives & Copper Country Historical Collections.

Directory: MTUCCHC

Location: Michigan Technological University Archives & Copper Country Historical Collections

Acq'd by: Blair, Jd | Acq'd Date: 10/4/2006 | Rev Date:

Letter Sent: Yes | Letter Sent Date: | Level:

Action Req'd: Complete

Added by beth on 5/5/2010 11:27:59 AM Updated by beth on 5/5/2010 11:27:59 AM

Using Defaults: NHPRC Accession defaults | Tag My Last Word Search | Ready | View Mode | 16 record(s)

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Appendix 5. Sample screen shots of authority records in Proficio.

Authority records - Authority Entry

The screenshot displays the Proficio Authority Entry interface. The window title is "MTU ARCHIVES - Authorities - MacInnes, John J.--1925-1983". The interface includes a menu bar (File, Edit, View, Record, Tools, Help) and a toolbar. A "Field Help" pane on the left provides instructions for the "Personal name" field, including details on locked authority tables, selection methods, and the purpose of Term Type and Indicators.

Archives & Library - MTU ARCHIVES - Authorities

Term: MacInnes, John J.--1925-1983 Personal name

Authorities Information [View Modify/Delete Warning](#)

Authority Entry [Reference Information](#) [MARC Information](#)

Term Type: AMARC Flag:

Browse Term: MacInnes, John J.--1925-1983

Personal Name: MacInnes, John J. _1925-1983 _____ Surname _Source specified in Term Source _local

Indicators: 100 _1 _# ||600 _1 _? ||700 _1 _#

Added by beth on 5/4/2010 1:55:29 PM Updated by beth on 5/7/2010 2:54:31 PM

Ready View Mode

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Appendix 5. Sample screen shots of authority records in Proficio.

Authority Entry - Personal Name

Personal Name - Formatted Memo	
Personal Name	MacInnes, John J.
Dates	1925-1983
Fuller Form	
Numeration	
Title	
Misc Info	
General Subdiv \$x	
Chrono Subdiv \$y	
Geogr Subdiv \$z	
User 1 MARC	
User 2 MARC	
User 3 MARC	
User 4 MARC	
Pers Name Type	Surname
Thesaurus	Source specified in Term Source
Term Source	local

Save and Close [Close](#)

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Appendix 5. Sample screen shots of authority records in Proficio.

Authority Entry - MARC Information

MTU ARCHIVES - Authorities - MacInnes, John J.--1925-1983

File Edit View Record Tools Help

Archives & Library - MTU ARCHIVES - Authorities

Term: MacInnes, John J.--1925-1983 Personal name

Authorities Information [View Modify/Delete Warning](#)

Authority Entry Reference Information MARC Information

[Red --> MARC](#) [MARC --> Red](#) [Change Order](#) [Print](#) [View](#) [Add](#) [Edit](#) [Delete](#)

Tag	Indicators	Data
005		20110126102827.2
100	17	\$aMacInnes, John J.\$d1925-1983\$2local.

Added by beth on 5/4/2010 1:55:29 PM Updated by beth on 5/7/2010 2:34:31 PM

Ready View Mode

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 Appendix 6. Sample screen shots of collection records in Proficio.

Main Information page

The screenshot displays the Rediscovery Proficio application window. On the left is a 'Navigator' pane with a tree view containing categories like 'System', 'Global Search Results', and 'Archives & Library'. The main area is titled 'Archives & Library - MTU ARCHIVES - Collection'. At the top, there is a table listing collections:

Collection Nbr	Collection Title	Record Status
MTU-010	Michigan Tech Lode Binding Collection	COMPLETE
MTU-011	Michigan Technological University Archives' Audiovisual Coll...	COMPLETE
MTU-012	Michigan Technological University Mining Engineering Photo...	PENDING REVIEW
MTU-013	John MacInnes Papers	EXPORTED
MTU-014	Ernest Townsend Collection	COMPLETE
MTU-015	"Trailertown" Collection	EXPORTED

Below the table, the 'Main Information' tab is selected for the 'John MacInnes Papers' collection (MTU-013). The form contains the following fields:

- Collection Nbr:** MTU-013
- Collection Title:** John MacInnes Papers
- Inclusive Dates:** 1939-2007
- Location:** Michigan Technological University Archives & Copper Country Historical Collections
- Extent:** [Extent]12.30 [Unit]cubic feet
- Creator:** MacInnes, John J.--1925-1983
- Creator Role:** Creator
- Uniform Title:** [Empty]
- Bio/Org History:** John MacInnes, the "winningest coach in college hockey," was Michigan Tech's head hockey coach from 1956 to 1982. During that period, the Hockey Huskies brought home three NCAA championships...
- Scope-Content:** Papers, 1939-2002, of John MacInnes, head coach of the Michigan Tech Hockey Huskies from 1956 to 1982 and one-time "winningest coach in college hockey." Includes class rosters, team data, and...
- Notes:** [Empty]
- Added Entry:** MacInnes, Jerry
- Proc By:** Elisabeth Russell __5/5/2010
- Language:** English__eng
- Record Status:** EXPORTED
- Item Status:** STORAGE
- Web Ready?:** Y

At the bottom of the form, it says: 'Added by beth on 5/4/2010 1:47:20 PM Updated by beth on 9/27/2011 11:29:52 AM'. The status bar at the very bottom shows 'Using Defaults:New Collection Entry Defaults', 'Ready', 'View Mode', and '753 record(s)'.

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Appendix 6. Sample screen shots of collection records in Proficio.

Subject Access page

The screenshot displays the Rediscovery Proficio application window. On the left is a Navigator pane with a tree view containing categories like System, Global Search Results, and Archives & Library. The main area is titled 'Archives & Library - MTU ARCHIVES - Collection'. It features a table of collections with columns for Collection Number, Collection Title, and Record Status. The record for MTU-013, 'John MacInnes Papers', is selected. Below the table, the 'Parent Titles' section is active, showing a 'Subject Access' tab. This tab displays a list of subject terms for the collection, such as 'MacInnes, John J.--1925-1903', 'Michigan Technological University--Athletics', and 'Houghton (Mich.)'. At the bottom, the 'Control Fields' section shows a MARC date field with the value '[not applicable]'. The status bar at the bottom indicates 'Ready' and '753 record(s)'.

Collection Number	Collection Title	Record Status
MTU-010	Michigan Tech Lode Binding Collection	COMPLETE
MTU-011	Michigan Technological University Archives' Audiovisual Coll...	COMPLETE
MTU-012	Michigan Technological University Mining Engineering Photo...	PENDING REVIEW
MTU-013	John MacInnes Papers	EXPORTED
MTU-014	Ernest Townsend Collection	COMPLETE
MTU-015	"Trailertown" Collection	EXPORTED

Archive Number: MTU-013

Parent Titles:

Collection Information | Supplemental Information | Images | Multimedia | Hierarchical Parents | Hierarchical Children

Main Information | Subject Access | Extended Information | MARC Information

Pers/Fam Name: MacInnes, John J.--1925-1903

Corp Name: Michigan Technological University--Athletics--Michigan Technological University--Sports

Topic Term: Hockey--Michigan--Houghton--Hockey--Coaching--Hockey--History--Hockey--Rules

Geogr Name: Houghton (Mich.)

Genre/Form: Correspondence--Rosters--Awards--Clippings (Information artifacts)--Scrapbooks--Photographs

Occupations: [empty]

Functions/Mot.: [empty]

Meeting Name: [empty]

Other Terms: [empty]

Control Fields: | 1__1939__2007__n_p_s_a_h_a__xxv__eng__#_d__#_a

Marc Date: [not applicable]

Added by beth on 5/4/2010 1:47:20 PM Updated by beth on 9/27/2011 11:29:52 AM

Using Defaults: New Collection Entry Defaults | Ready | View Mode | 753 record(s)

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Appendix 6. Sample screen shots of collection records in Proficio.

Extended Information page

The screenshot displays the Rediscovery Proficio application window. The title bar reads "Rediscovery Proficio". The interface is divided into several sections:

- Navigator:** A tree view on the left side showing the system structure, including "Home Page", "System", "Global Search Results", and "Archives & Library". Under "Archives & Library", "MTU ARCHIVES" is expanded to show "Collection", "Series", "File Unit", "Item", "Accessions", "Conservation", "Exhibits", "Loans Out", "Loans In", "Maintenance", "Deaccessions", "Restrictions", "Site", "Authorities", "Creator", "Names and Addresses", "Generic A", "DEACCESSION PARTIAL", and "Authority Tables".
- Archives & Library - MTU ARCHIVES - Collection:** The main content area at the top, containing a table of collection records. The table has columns for "Collection Nbr", "Collection Title", and "Record Status".
- Table Data:**

Collection Nbr	Collection Title	Record Status
MTU-010	Michigan Tech Lode Binding Collection	COMPLETE
MTU-011	Michigan Technological University Archives' Audiovisual Coll...	COMPLETE
MTU-012	Michigan Technological University Mining Engineering Photo...	PENDING REVIEW
MTU-013	John MacInnes Papers	EXPORTED
MTU-014	Ernest Townsend Collection	COMPLETE
MTU-015	"Trailertown" Collection	EXPORTED

Below the table, the "Archive Number" is set to "MTU-013". The "Parent Titles" section includes tabs for "Collection Information", "Supplemental Information", "Images", "Multimedia", "Hierarchical Parents", and "Hierarchical Children". The "Main Information" tab is active, showing fields for "Resources available", "Shelving", "Review notes", "Related material", and "User 5".

Resources available: No file. Also no in finding aid. Vertical files on hockey. Electronic resources available (Finding aid: <http://www.lib.mtu.edu/mtuarchives/findingaid/mtu013.pdf>) and (S:\Archive\Private)\collections & Guides\Finding Aids to specific collections). Donor file provides brief descriptions, some inventories. Access database provides location and extent.

Shelving: 18 H 1

Review notes: ok 10/1/2010 b

Related material:

User 5:

At the bottom of the window, a status bar shows "Using Defaults: New Collection Entry Defaults", "Ready", "View Mode", and "753 record(s)". A timestamp at the bottom indicates "Added by beth on 5/4/2010 1:47:20 PM Updated by beth on 9/27/2011 11:29:52 AM".

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Appendix 6. Sample screen shots of collection records in Proficio.

MARC Information page

The screenshot displays the Rediscovry Proficio application window. The title bar reads "Rediscovry Proficio". The interface is divided into several sections:

- Navigator (Left):** A tree view showing the system structure, including "Home Page", "System", "Global Search Results", and "Archives & Library". Under "Archives & Library", "MTU ARCHIVES" is expanded to show "Collection", "Series", "File Unit", and "Item".
- Archives & Library - MTU ARCHIVES - Collection (Top):** A table listing collections with columns for "Collection Nbr", "Collection Title", and "Record Status".
- Collection Table:**

Collection Nbr	Collection Title	Record Status
MTU-010	Michigan Tech Logo Binding Collection	COMPLETE
MTU-011	Michigan Technological University Archives' Audiovisual Coll...	COMPLETE
MTU-012	Michigan Technological University Mining Engineering Photo...	PENDING REVIEW
MTU-013	John MacInnes Papers	EXPORTED
MTU-014	Ernest Townsend Collection	COMPLETE
MTU-015	"Trailertown" Collection	EXPORTED
- Archive Number: MTU-013 (Middle):** A section for the selected collection, including "Parent Titles" and tabs for "Collection Information", "Supplemental Information", "Images", "Multimedia", "Hierarchical Parents", and "Hierarchical Children".
- MARC Information (Bottom):** A detailed view of the MARC record for MTU-013, showing a table of tags and indicators.

Tag	Indicators	Data
000		ppca42 - la 4508
001		argro000452
003		EZT
005		20110603102838.9
008		10082019292007sou eng d
040		\$aEZT
041		\$aeng
099		\$aMTU-013
100	1	\$aMacInnes, John J.\$d1925-1983
245	0	\$aJohn MacInnes Papers, 1929-2007.
300		\$a12.38 cubic feet;\$b27 boxes.
351		\$cGroup
506		\$aSome restrictions exist, see Archivist.
506		\$aSome restrictions exist, see Archivist.
520	2	\$aPapers, 1929-2002, of John MacInnes, head coach of the Michigan Tech Hockey Huskies from 1956 to 1982 and one-time...
540		\$aSome restrictions exist, see Archivist.
540		\$aSome restrictions exist, see Archivist.
545	0	\$aJohn MacInnes, the "winningest coach in college hockey," was Michigan Tech's head hockey coach from 1956 to 1982. Du...
546		\$aEnglish
555	0	\$aOnline finding aid is available. Contact the staff at the Michigan Technological University Archives & Copper Country Histo...
600	17	\$aMacInnes, John J.\$d1925-1983\$2local.

At the bottom of the window, there is a status bar with the text: "Using Defaults: New Collection Entry Defaults", "Ready", "View Mode", and "753 record(s)".

NHPRC Award No: RB-50059-09

Appendix 6. Sample screen shots of collection records in Proficio.

Multi media page

The screenshot displays the Rediscovery Proficio application window. The title bar reads "Rediscovery Proficio". The interface is divided into several sections:

- Navigator:** A tree view on the left side showing the application's structure, including "System", "Global Search Results", and "Archives & Library". Under "Archives & Library", "MTU ARCHIVES" is expanded to show "Collection", "Series", "File Unit", and "Item".
- Archives & Library - MTU ARCHIVES - Collection:** The main content area at the top, displaying a table of collection records. The table has columns for "Collection Nbr", "Collection Title", and "Record Status".
- Table Data:**

Collection Nbr	Collection Title	Record Status
MTU-010	Michigan Tech Lode Binding Collection	COMPLETE
MTU-011	Michigan Technological University Archives' Audiovisual Coll...	COMPLETE
MTU-012	Michigan Technological University Mining Engineering Photo...	PENDING REVIEW
MTU-013	John MacInnes Papers	EXPORTED
MTU-014	Ernest Townsend Collection	COMPLETE
MTU-015	"Trailertown" Collection	EXPORTED
- Archive Number:** MTU-013
- Parent Titles:** A set of tabs including "Collection Information", "Supplemental Information", "Images", "Multimedia", "Hierarchical Parents", and "Hierarchical Children". The "Multimedia" tab is active.
- Multimedia File(s):** A table listing multimedia files with columns for "Caption" and "Original Path".

Caption	Original Path
MTU-012	S:\Archive\Private\Collections & Guides\Finding Aids to Specific Collections\MTU-013 John MacInnes Papers...
MTU-013	S:\Archive\Private\Collections & Guides\Finding Aids to Specific Collections\MTU-013 John MacInnes Papers...
- File Details:** A section for the selected file (MTU-013) showing:
 - Original File: S:\Archive\Private\Collections _Guides\Finding Aids to Specific Collections\MTU-013 John MacInnes Papers\mtu013 MacInnes Papers.doc
 - Caption: MTU-013
 - Description: Finding Aid
 - Properties: File Type: .doc, File Size: 66048
- Buttons:** "Launch Multimedia", "Extract Multimedia", and "Edit Word File" are located at the bottom of the main content area.
- Status Bar:** At the bottom of the window, it shows "Using Defaults: New Collection Entry Defaults", "Ready", "View Mode", and "753 record(s)".

NHPRC Award No: RB-50059-09

Appendix 6. Sample screen shots of collection records in Proficio.

Supplemental Information - Accessions

The screenshot displays the Rediscovry Proficio application window. The main area shows a list of collections for 'Archives & Library - MTU ARCHIVES - Collection'. The 'John MacInnes Papers' collection (MTU-013) is selected, and its 'Accessions' tab is active. The 'Accessions' table lists individual items with their accession numbers, dates, acquisition methods, and sources.

Collection Nbr	Collection Title	Record Status
MTU-010	Michigan Tech Lode Binding Collection	COMPLETE
MTU-011	Michigan Technological University Archives' Audiovisual Coll...	COMPLETE
MTU-012	Michigan Technological University Mining Engineering Photo...	PENDING REVIEW
MTU-013	John MacInnes Papers	EXPORTED
MTU-014	Ernest Townsend Collection	COMPLETE
MTU-015	"Trailertown" Collection	EXPORTED

Accession Nbr	Date Dep(MARC)	Acq Method	Acq Date	Source
07-0600		GR	5/23/2006	MacInnes, Jerry _____ Private
07-002A		GR	7/13/2007	MacInnes, Jerry _____ Private
08-056A		GR	6/6/2007	MacInnes, Jerry _____ Private
06-125A		GR	6/6/2007	MacInnes, Jerry _____ Private
06-024A		GR	10/4/2006	MacInnes, Jerry _____ Private
06-047A		GR	10/4/2006	MacInnes, Jerry _____ Private
44-002785		GR	8/27/1985	MacInnes, Jerry _____ Private
44-082084		GR	8/20/1984	MacInnes, Jerry _____ Private
44-062084		GR	6/20/1984	MacInnes, Jerry _____ Private
44-022884		GR	2/20/1984	MacInnes, Jerry _____ Private
44-012084		GR	1/20/1984	MacInnes, Jerry _____ Private
44-01061983		GR	1/6/1983	MacInnes, John _____ Private
44-040202		GR	4/2/1982	WLUC TV6 and FOX LP _____ Private
44-03031982		GR	3/3/1982	WML 920 Radio _____ Private
44-042880		GR	4/28/1980	WLUC TV6 and FOX LP _____ Private
44-041480		Purchase	4/14/1980	Michigan Technological University E...

NHPRC Award No: RB-50059-09
Appendix 6. Sample screen shots of collection records in Proficio.

Supplemental Information - Arch Status

The screenshot displays the Resdisccovery Proficio application window. The main area shows a list of collections under 'Archives & Library - MTU ARCHIVES - Collection'. Below this, the 'Parent Titles' section is active, showing a table of 'ARCH STATUS' for collection MTU-013.

Collection Abr	Collection Title	Record Status
MTU-010	Michigan Tech Lode Binding Collection	COMPLETE
MTU-011	Michigan Technological University Archives' Audiovisual Coll...	COMPLETE
MTU-012	Michigan Technological University Mining Engineering Photo...	PENDING REVIEW
MTU-013	John MacInnes Papers	EXPORTED
MTU-014	Ernest Townsend Collection	COMPLETE
MTU-015	"Trailertown" Collection	EXPORTED

Status	Reason	Authorized by	Status Yr	Start Date	End Date	Notes
STORAGE	STATUS CHANGE	Beth		5/4/2010		

NHPRC Award No: RB-50059-09
Appendix 6. Sample screen shots of collection records in Proficio.

Supplemental Information - Condition History

The screenshot displays the Rediscovry Proficio application window. The main area shows a collection record for MTU-013, "John Macdonnes Papers". Below the collection details, the "CONDITION HISTORY" section is active, showing a table with one entry.

Condition	Report By	Reason	Date	Details
+	Laudman, Crystal	NHPRC Survey	5/5/2010	Note: box 23 - binders contain cont...

The interface also includes a left-hand "Navigator" pane with a tree view of system functions and a bottom status bar indicating "Using Defaults: New Collection Entry Defaults", "Ready", "View Mode", and "753 record(s)".

NHPRC Award No: RB-50059-09
Appendix 6. Sample screen shots of collection records in Proficio.

Supplemental Information - Location

The screenshot shows the Rediscovery Proficio application window. The left sidebar contains a 'Navigator' with a tree view of system and collection-related options. The main window displays the 'Archives & Library - MTU ARCHIVES - Collection' page. A table lists several collections, with 'MTU-013' selected. Below this, the 'Supplemental Information' tab is active, showing a 'LOCATION' table.

Reason	Authorized By	Start Date	End Date	Location
Shelving		5/5/2010		10 H 1
Storage	beth	5/4/2010		Michigan Technological University A...

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Appendix 6. Sample screen shots of collection records in Proficio.

Supplemental Information - Maintenance

Re: MTU ARCHIVES - Maintenance - MTU-013

File Edit View Record Tools Help

Archives & Library - MTU ARCHIVES - Maintenance

MTU-013

Main Information Images

Maintenance Information Extended Information

Catalog # MTU-013 Due Date

Collection Title: John MacInnes Papers
Inclusive Dates: 1939-2007
Creator: MacInnes, John J.--1925-1983

Purpose Protect fragile material.

Task Correspondence can be removed from plastic sleeves and foldered, put into mss box to improve space use (boxes 23, 24). Scrapbooks are brittle and falling

Frequency

Equip/Suppl

Procedure

Caution

Auth By Auth Title

Auth Date Assigned To

Compl By Compl Title

Comp Date

Print Help

Field Help

Added by beth on 5/5/2010 11:35:18 AM Updated by beth on 9/7/2010 10:48:40 AM

Ready View Mode

NHPRC Award No: RB-50059-09
Appendix 6. Sample screen shots of collection records in Proficio.

Supplemental Information - Restrictions

MTU ARCHIVES - Restrictions - 06-125A

File Edit View Record Tools Help

Archives & Library - MTU ARCHIVES - Restrictions 06-125A

Restriction Information Restriction Items

Main Information Extended Information

Restr Nbr 06-125A *Restr Type* Privacy

Expir. Date 5/1/2011 *Expir. Note* To be reviewed in May 2011.

Disp as Restr Y *Restr Authority* Donor

Display Note Some restrictions exist, see Archivist.

Directory MTUCCHC

Access Some restrictions exist, see Archivist.

Duplication

Copyright

Pub/Exhib

Donor

Privacy Some restrictions exist, see Archivist.

Sensitivity

Libel

Other

Added by beth on 5/5/2010 11:16:25 AM Updated by beth on 5/5/2010 11:16:25 AM

Ready View Mode

NHPRC Award No: RB-50059-09

Appendix 7. Sample screen shots of MARC view of record in OCLC Connexion.

MARC view in OCLC Connexion

OCLC 728660520 Held by EZT - no other holdings

Type	p	ELVI	K	Site	d	Ctrl	a	Lang	eng
BLVL	c	Form				MRec		Chr	xxx
Desc	a			Dist		Date	1939		2007

040		EZT #; EZT
041	0	eng MICHIGAN TECH UNIV
090		#b
049		EZTT
100	1	MacInnes, John J. #d 1925-1982
245	0 0	John MacInnes Papers, # 1939-2007.
300		12.38 cubic feet, #b 27 boxes.
351		#c Group
506		Some restrictions exist, see Archivist.
520	2	Papers, 1939-2002, of John MacInnes, head coach of the Michigan Tech Hockey Huskies from 1956 to 1982 and one-time "winningest coach in college hockey." Includes class rosters, team data, and correspondence related to the work of coach program at Michigan Technological University in Houghton, Michigan. Also included are college hockey league policies and regulations, documenting some of the changes in college league activity in the 1960s and 70s. Scrapbooks and clippings Michigan Tech hockey team and of MacInnes' professional accomplishments as well as the many awards and achievements accorded to MacInnes. Memorials, testimonies, and an outpouring of heartfelt sympathy cards written to John's wife Jen included. MacInnes also collected the rulebooks and regulations of the various amateur and professional organizations he was involved with. Finally there is material on the history of hockey that MacInnes collected as well as photographs, ephemera.
540		Some restrictions exist, see Archivist.
545	0	John MacInnes, the "winningest coach in college hockey," was Michigan Tech's head hockey coach from 1956 to 1982. During that period, the Hockey Huskies brought home three NCAA championships (1962, 1965, 1975) and seven Western C championships (1962, 1965, 1966, 1969, 1971, 1974, and 1976). Twenty-three of his 26 seasons were winning ones. He was named coach of the year by the American Hockey Coaches Association twice, in 1970 and 1976. The WCHA named MacInnes as its Coach of the Year in 1976. MacInnes was interviewed for the position of coach for the 1980 American Olympic hockey "Dream Team," but withdrew his name from consideration to continue with the Michigan Tech team. He was inducted into the Upper Peninsula Sports Hall of Fame in 2007. MacInnes was born in Toronto, Canada in 1925. He came to the US to play college hockey as a goalie for the University of Michigan. He played with the Boston Bruins, the Detroit Red Wings, and the International Hockey League with the Michigan Tech in 1956.
546		English
555	0	Online finding aid is available. Contact the staff at the Michigan Technological University Archives & Copper County Historical Collections for further assistance. #u http://www.lib.mtu.edu/archives/findingaids/mfu013.pdf
600	1 7	MacInnes, John J. #d 1925-1982 #2 local
610	0	Michigan Technological University #h #b #c #d

Delete Holdings: Export Label F Produce Submit Replace Report Error Update Holdings Validate

Workflow-In Process Inst-EZT IN5 38 07

NHPRC Award No: RB-50059-09

Appendix 7. Sample screen shots of MARC view of record in OCLC Connexion.

2nd screen of MARC view in OCLC Connexion

OCLC Connexion - [Online WorldCat: John MacInnes Papers 1939-2007.]

File Cataloging Authorities Edit Action Batch View Tools Window Help

728660520 Held by EZT - no other holdings

245	0 0	John MacInnes Papers, # 1939-2007.
300		12.28 cubic feet, #b 27 boxes.
351		#c Group
506		Some restrictions exist, see Archivist.
520	2	Papers, 1939-2002, of John MacInnes, head coach of the Michigan Tech Hockey Huskies from 1956 to 1992 and one-time "winningest coach in college hockey." Includes class rosters, team data, and correspondence related to the work of coach program at Michigan Technological University in Houghton, Michigan. Also included are college hockey league policies and regulations, documenting some of the changes in college league activity in the 1960s and 70s. Scrapbooks and clippings of Michigan Tech hockey team and of MacInnes' professional accomplishments as well as the many awards and achievements accorded to MacInnes. Memorials, testimonies, and an outpouring of heartfelt sympathy cards written to John's wife Jen are included. MacInnes also collected the rulebooks and regulations of the various amateur and professional organizations he was involved with. Finally there is material on the history of hockey that MacInnes collected as well as photographs, ephemera, and other items.
540		Some restrictions exist, see Archivist.
545	0	John MacInnes, the "winningest coach in college hockey," was Michigan Tech's head hockey coach from 1956 to 1992. During that period, the Hockey Huskies brought home three NCAA championships (1962, 1965, 1975) and seven Western C championships (1962, 1966, 1966, 1969, 1971, 1974, and 1975). Twenty-three of his 26 seasons were winning ones. He was named coach of the year by the American Hockey Coaches Association twice, in 1970 and 1976. The WCHA named MacInnes as coach of the year for the 1990 American Olympic hockey "Dream Team," but withdrew his name from consideration to continue with the Michigan Tech team. He was inducted into the Upper Peninsula Sports Hall of Fame in 2007. MacInnes was born in Toronto, Canada in 1925. He came to the US to play college hockey as a goalie for the University of Michigan. He played with the Boston Bruins, the Detroit Red Wings, and the International Hockey League in 1956.
546		English
555	0	Online finding aid is available. Contact the staff at the Michigan Technological University Archives & Copper Country Historical Collections for further assistance. #u http://www.lib.mtu.edu/mtuarchives/findingaids/mtu013.pdf
600	1 7	MacInnes, John J. #d 1925-1983 #2 local
610	2 0	Michigan Technological University #b Athletics
610	2 0	Michigan Technological University #s Sports
650	0	Hockey #2 Michigan #2 Houghton
650	0	Hockey #c Coaching
650	0	Hockey #c History
650	0	Hockey #c Rules
651	0	Houghton (Mich.)
655	7	Correspondence #2 aaf
655	7	Rosters #2 aaf
655	7	Awards #2 aaf

Delete Holdings: Export Label F Produce Submit Replace Report Error Update Holdings Validate

Workflow-in Process Inst-EZT IN\$ 36:10

NHPRC Award No: RB-50059-09

Appendix 8. Sample screen shots of records in OCLC WorldCat.

WorldCat search

The screenshot shows a web browser window displaying a search result on the WorldCat website. The browser's address bar shows the URL: http://www.worldcat.org/titles/john-macines-papers-1939-2007/oclc728665200/eferr=brief_results. The page title is "John MacInnes Papers, 1939-2007. [Archival material, 1939] [WorldCat.org] - Mozilla Firefox".

The main content area displays the following information:

- Title:** John MacInnes Papers, 1939-2007.
- Author:** John J. MacInnes; Jerry MacInnes
- Editor/format:** Archival material; English
- Summary:** Papers, 1939-2002, of John MacInnes, head coach of the Michigan Tech Hockey Huskies from 1956 to 1982 and one-time "winningest coach in college hockey." Includes class rosters, team data, and correspondence related to the work of coaching and managing the hockey program at Michigan Technological University in Houghton, Michigan. Also included are college hockey league policies and regulations, documenting some of [readings](#).
- Rating:** 0 stars (out of 5) (not yet rated) | [Add reviews - Be the first.](#)

On the right side, there is a "More like this" section with the following links:

- Subjects: [MacInnes, John J. - 1924-1983](#), [Michigan Technological University -- Archives](#), [Michigan Technological University -- Sports](#)
- [View all subjects](#)
- [User lists](#)
- [Similar items](#)

Below the main record, there is a section titled "Find a copy in the library" with a search bar containing "49931" and a "Find libraries" button. It displays "Displaying libraries 1-1 out of 1".

Library	Hold formats	Distance	
1. Michigan Technological University J.R. Van Pelt & Opie Library; Michigan Tech Houghton, MI 49931 United States	Archival Material	< 1 mile View it	Library info Add a location Add to favorites

The footer of the page shows the URL: <http://www.worldcat.org/>

NHPRC Award No: RB-50059-09 Appendix 8. Sample screen shots of records in OCLC WorldCat.

2nd half of WorldCat search screen

The screenshot shows a web browser window displaying the OCLC WorldCat record for "John MacInnes Papers, 1939-2007". The browser's address bar shows the URL: http://www.worldcat.org/title/john-macines-papers-1939-2007/oclc/728660520?referer=brief_results. The page content includes:

- Abstract:** Papers, 1939-2002, of John MacInnes, head coach of the Michigan Tech Hockey Huskies from 1956 to 1962 and one-time "winningest coach in college hockey." Includes class rosters, team data, and correspondence related to the work of coaching and managing the hockey program at Michigan Technological University in Houghton, Michigan. Also included are college hockey league policies and regulations, documenting some of the changes in college league activity in the 1960s and 70s. Scrapbooks and clipping files reflect media coverage of the Michigan Tech hockey team and of MacInnes' professional accomplishments as well as the many awards and achievements accorded to MacInnes. Memorials, testimonies, and an outpouring of heartfelt sympathy cards written to John's wife Jerry at the time of his death are included. MacInnes also collected the rulebooks and regulations of the various amateur and professional organizations he was involved with. Finally there is material on the history of hockey that MacInnes collected as well as photographs, ephemera and miscellaneous documents.
- Reviews:** A section titled "User-contributed reviews" with a button that says "Add a review and share your thoughts with other readers."
- Tags:** A section titled "Add tags for 'John MacInnes Papers, 1939-2007.'" with a button that says "Go to the top."
- Similar Items:** A section titled "Related Subjects: (8)" with a list of links: [MacInnes, John J. — 1925-1982](#), [Michigan Technological University — Athletics](#), [Michigan Technological University — Sports](#), [Hockey — Michigan — Houghton](#), [Hockey — Coaching](#), [Hockey — History](#), [Hockey — Rules](#), and [Houghton \(Mich.\)](#).
- User lists with this item:** A section titled "User lists with this item (1)" with a "Done" button below it.

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Appendix 8. Sample screen shots of records in OCLC WorldCat.

WorldCat search through FirstSearch interface

The screenshot shows a web browser window displaying a WorldCat record. The browser's address bar shows the URL: <http://firstsearch.oclc.org/web2/PSQ/KEY?format=HTML&records.html&id=HML&records.html&numrecs=10&sessionid=faapp0-60802-gu1kuy-439&wrthypagenum=5.0&searchtype=advanced>. The browser's title bar reads "FirstSearch WorldCat Detailed Record - Mozilla Firefox".

The page header includes the "FirstSearch" logo and the text "J. R. Van Pelt and Opie Library". On the right side of the header is the "Michigan Tech" logo with the text "Michigan Technological University" and links for "Library Home", "Catalog", and "E-Resources".

The main content area is titled "WorldCat Detailed Record" and includes a sub-header: "Click on a checkbox to mark a record to be e-mailed or printed in Marked Records." Below this are navigation tabs: "Home", "Databases", "Search", and "Results". The "Results" tab is active, showing a sub-tab "List of Records" and a "Go to page" dropdown menu.

The record details are as follows:

- Title:** John MacInnes Papers,
- Author(s):** John J. MacInnes, Jerry MacInnes
- Year:** 1939-2007
- Description:** English Archival Material 12.38 cubic feet; 27 boxes.
- Abstract:** Papers, 1939-2002, of John MacInnes, head coach of the Michigan Tech Hockey Huskies from 1956 to 1982 and one-time "winningest coach in college hockey" includes class rosters, team data, and correspondence related to the work of coaching and managing the hockey program at Michigan Technological University in Houghton, Michigan. Also included are college hockey league policies and regulations, documenting some of the changes in college league activity in the 1960s and 70s...

Additional information includes:

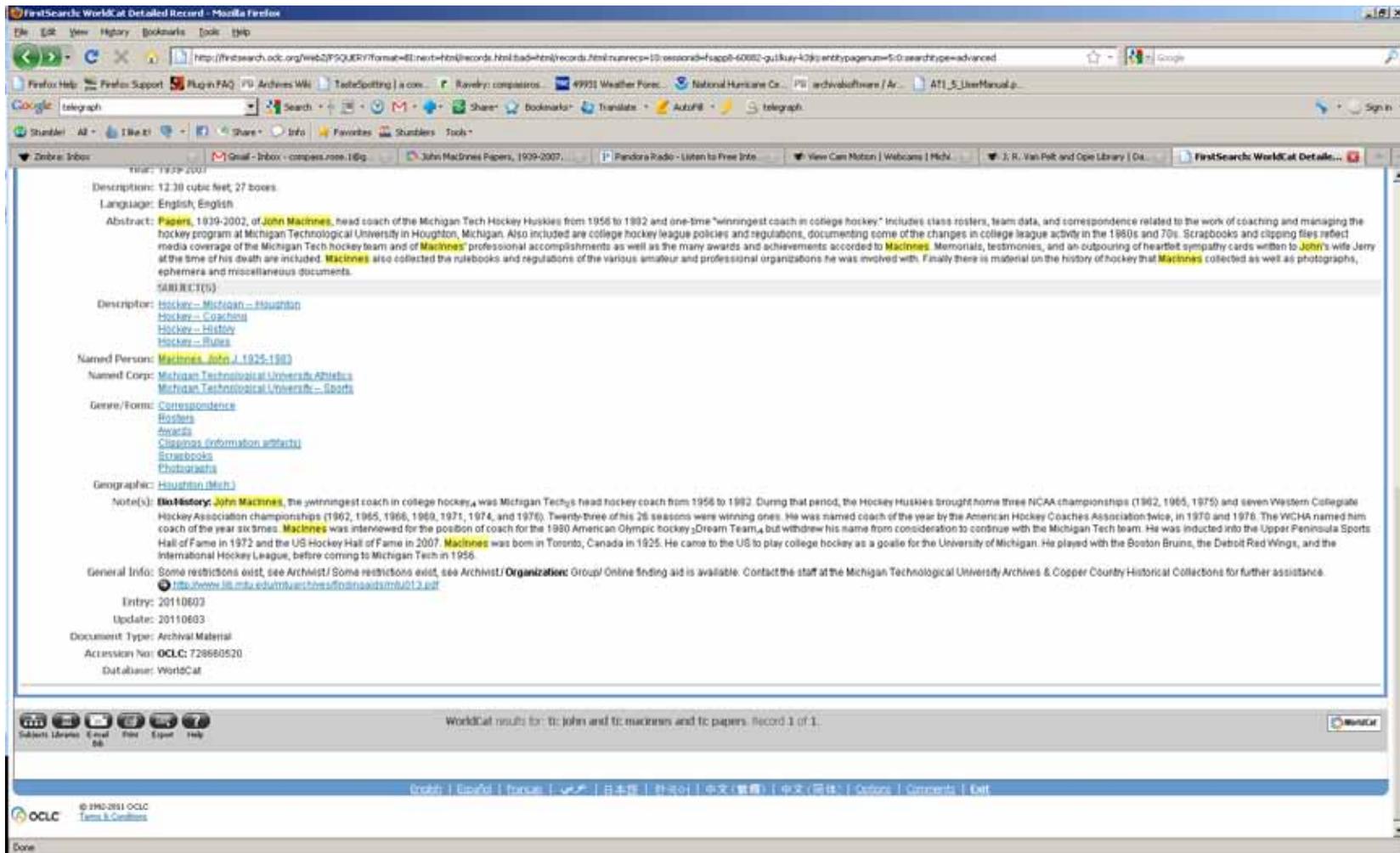
- Availability:** FirstSearch indicates your institution owns the item. Links to "Library workshole that own item: 1" (MICHIGAN TECH LIB) and "Search the catalog at J Robert Van Pelt and Opie Library".
- External Resources:** "Fetch" and "Go To This Item" buttons.
- More Like This:** Search for versions with same title and author | Advanced options
- Find Items About:** MacInnes, John J. (max 1)

At the bottom of the record, there are buttons for "Detailed Record" and "Add New Comments".

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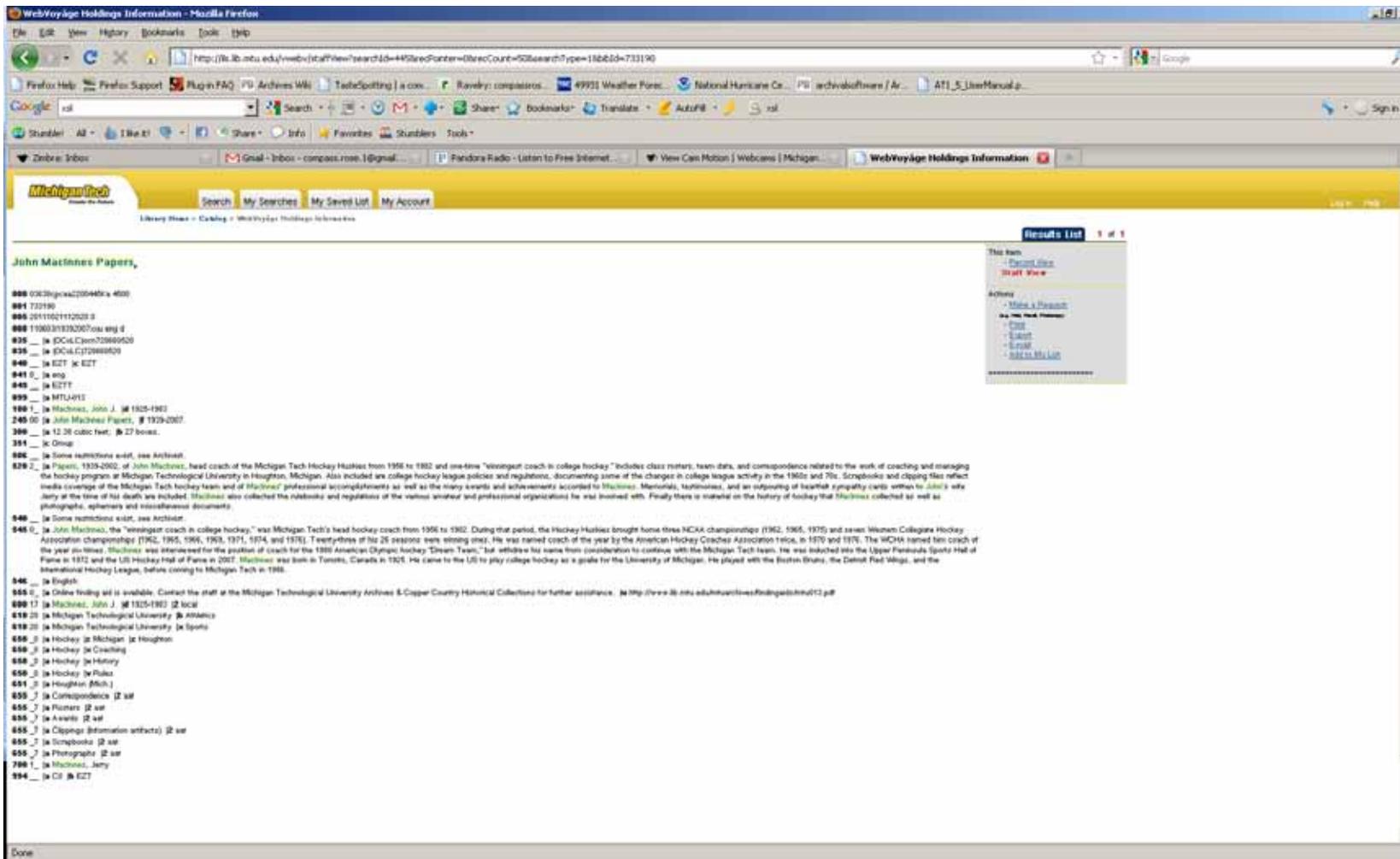
Appendix 8. Sample screen shots of records in OCLC WorldCat.

2nd half WorldCat search result through FirstSearch interface



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Appendix 9. Sample screen shots of records in Van Pelt and Opie Library Voyager opac.



NHPRC Award No: RB-50059-09

Appendix 10. Media releases relating to this project.

FOR IMMEDIATE RELEASE

July 8, 2009

Michigan Tech Archives Receives \$116,000 Grant to Reveal Hidden Collections

The Michigan Technological University Archives and Copper Country Historical Collections has received a federal grant to support a two-year project to improve the description of its historical collections and share more of this information across the web. The grant has been awarded by the National Historical Records and Publications Commission (NHPRC), the grantmaking arm of the National Archives. The outright grant of \$116,500 is for 47 percent of the budgeted project cost of \$250,342.

“This is a huge step forward for our program,” said Erik Nordberg, University Archivist at Michigan Tech. “Monies from this federal grant program are intended to “reveal hidden collections” at mid-sized institutions, particularly those which are geographically remote like ours here in Houghton. Because we’re a bit farther off the beaten path, we need to find ways to reach potential researchers.”

The project, entitled “Coming to the Surface: Revealing Hidden Collections in Michigan’s Copper Country,” will include a shelf survey of the collections, assessment of basic conservation needs, review of donor case files, the migration of existing collection-level data, and the output of MARC catalog records to the university’s online public access catalog and also to Worldcat, the international bibliographic catalog of the Online Computer Library Center (OCLC).

Grant-funded activities will help to reveal these otherwise hidden collections to potential researchers worldwide. Although the project will not undertake any significant arrangement or processing of collections, the grant-funded creation of collection-level entries in a new collection management system will be a critical step in allowing Michigan Tech to improve its future capacities for the arrangement and description of its manuscript resources.

As part of the project, the Archives will be hiring two fixed-term positions. A full-time, two year project cataloging archivist will create collection-level catalog records for over 900 manuscript collections, following minimal processing practice and applying professional descriptive standards. This person will work with the MTU catalog librarian to output data in standard MARC format, insert these records into MTU’s existing OPAC, and share these records to Worldcat. In addition, the project cataloging archivist will document production output, workflows and production rates; assist with the development of a brief preservation planning report; prepare project reports and final cataloging report; and assist with promotion of project, including project updates on department website, postings to professional lists, and presentations.

A six month, full-time, graduate student intern will participate in the initial physical collection survey in preparation for the cataloging project. Survey goals include shelf

NHPRC Award No: RB-50059-09

Appendix 10. Media releases relating to this project.

reading, assessing preservation needs at the box level, reviewing case files and finding aids, and completing survey forms to be used as sources of metadata for the project.

Grant dollars will allow Michigan Tech to purchase and implement Proficio, a specialized collection management software program created for archives and museums by Re:discovery Software, Inc. Proficio is the commercial version of software used by the National Park Service and other federal agencies under the name ANCS+. Proficio's archives module provides a framework to catalog and manage archival materials, and will allow the Michigan Tech Archives to create and export standard MARC records as part of the project's goals.

"Not only will this push information out about our collections to researchers around the world," Nordberg said, "but it will also lay a foundation to gather and organize even more detail about our collections after the grant project is completed. Proficio supports a wide range of collection management activities, including export of EAD finding aids in XML format."

A regional history manuscript collection, the Michigan Tech Archives collects information on the history of the Keweenaw Peninsula in Michigan's Western Upper Peninsula, including its historic copper mining industry. The collections to be described include a wide variety of format and content, including personal papers and diaries, business and industrial records, photographs, maps, and wide format items.

As part of the project, updates and progress reports will be posted to the Michigan Tech Archives blog at <http://blogs.mtu.edu/library/category/archives-blog/>

For further information contact the MTU Archives at (906) 487-2505 or via e-mail at copper@mtu.edu The Archives reading room is located on the ground floor of the Van Pelt and Opie Library, in the heart of the Michigan Tech Campus.

Additional links:

Michigan Tech Archives

<http://www.lib.mtu.edu/mtuarchives/>

NHPRC Grant Announcement

<http://www.archives.gov/press/press-releases/2009/nr09-92.html>

Proficio by Re:discovery

<http://www.rediscoverysoftware.com/>

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Appendix 10. Media releases relating to this project.

FOR IMMEDIATE RELEASE

November 2, 2011

Event Highlights Collections of the Michigan Tech Archives

The public is invited to an open house at the Michigan Tech Archives at 6:00 p.m. on Monday, November 7, 2011. The event will mark the completion of a two-year project to improve description of the Archives' extensive holdings of regional manuscript material. The initiative was funded through a \$167,600 grant from the National Historical Records and Publications Commission, a division of the National Archives and Records Administration.

During the project, Archives' staff conducted a box-by-box survey of its entire collection, totaling more than 7,000 cubic feet and including personal papers, diaries, organizational records, business materials, mining company records, maps, newspapers, and other historical documents. Conservation and preservation assessments were made and some donations merged together into larger, single collections.

The project identified more than 700 discrete collections and created standardized descriptions providing information about the size, content, and dates of coverage for each collection. These descriptions are now accessible to researchers through the Archives' web site, the online catalog of the J. Robert Van Pelt and John and Ruanne Opie Library, and OCLC WorldCat, an international online resource for printed materials. Through this work, the holdings of the Michigan Tech Archives have been revealed to potential researchers throughout the world.

The November 7 event is open to the general public and refreshments will be served. A small display will highlight interesting materials discovered and described during the project. These include the June 1853 journal of civil engineer L.L. Nichols describing construction of the ship canal and locks at Sault Ste. Marie, a 1915 beer delivery log book from the Bosch Brewing Company, coded telegrams from the Calumet & Hecla Mining Company, illustrated weekly reports showing military-mining courses at the Michigan College of Mines during World War I, printing samples from the Keweenaw Printing Company, and original fieldnote books from the ongoing wolf-moose ecological study on Isle Royale.

The event will also introduce Elizabeth Russell, recently hired as a full-time archivist at the Michigan Tech Archives. Russell was the primary cataloger on the two-year grant project and has accepted a regular position with the Archives.

For further information, contact the Michigan Tech Archives at 906-487-2505 or at copper@mtu.edu

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Appendix 10. Media releases relating to this project.

FOR IMMEDIATE RELEASE

December 5, 2011

Historical Collections Now Searchable at Michigan Tech Archives

A group of new online search tools has enhanced the search and discovery of historical records in the collections of the Michigan Technological University Archives and Copper Country Historical Collections in Houghton, Michigan. The improved access is the result of a two-year project to improve description of the Archives' extensive holdings of regional manuscript material. The initiative was funded through a \$167,600 grant from the National Historical Records and Publications Commission, a division of the National Archives and Records Administration.

During the project, Archives' staff conducted a box-by-box survey of its entire collection, totaling more than 7,000 cubic feet and including personal papers, diaries, organizational records, business materials, mining company records, maps, newspapers, and other historical documents. The project identified more than 700 discrete collections and created standardized descriptions providing information about the size, content, and dates of coverage for each collection.

These descriptions have been revealed to potential researchers throughout the world via a number of online tools. A full listing of the collections, including collection number, title, and brief description, is now available on the Michigan Tech Archives blog: <http://blogs.mtu.edu/archives/nhprc-cataloging-project/collection-registers/>.

Catalog records for each collection are also available on the Voyager catalog at Michigan Tech's Van Pelt and Opie Library: <http://ils.lib.mtu.edu/vwebv/searchAdvanced>. Visitors may limit their searches by the location "Archives Manuscript Collection." These records allow searches of collection names, keywords in their brief descriptions and histories, and also using standardized subject headings.

Versions of these catalog records are also searchable through WorldCat, an international bibliographic database maintained by the Online Computer Library Center (OCLC), a global cooperative of libraries, archives, and museums. The general public can search the main WorldCat catalog: <http://www.worldcat.org/>. Participating OCLC member institutions may also search these records through the FirstSearch version of WorldCat which allows researchers to limit type to "Archival Materials" and limit availability to library code "EZT" for Michigan Tech archival collection records.

For further information, contact the Michigan Tech Archives at 906-487-2505 or at copper@mtu.edu

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“Coming to the Surface: Revealing Hidden Collections in Michigan’s Copper Country”
Michigan Technological University
Erik Nordberg, Project Director

Final Narrative Report

December 7, 2011

This project has met or exceeded all of the performance objectives. It has transformed the ways in which information about the manuscript collections of Michigan Technological University may be found by researchers and has encouraged the institution to continue to improve its arrangement and description activities.

In overview, the project completed several large initiatives relating to the manuscript collections of the Michigan Technological Archives and Copper Country Historical Collections (“Michigan Tech Archives”), a department of Michigan Tech’s Van Pelt and Opie Library. One involved a survey of the collections to confirm location and extent of individual collections and to record box-level preservation observations. The project also created collection-level descriptions for each of these collections in Proficio, a commercial archival collection management software program produced by Re:discovery. Standardized collection-level catalog records were output to the Van Pelt and Opie Library online public access catalog (OPAC) and to WorldCat, a national bibliographic utility which comingles information from libraries and archives around the world. In addition, brief summary descriptions have been posted to the Michigan Tech Archives’ blog (<http://blogs.mtu.edu/archives/>).

These descriptions have been revealed to potential researchers throughout the world via a number of online tools. A full listing of the collections, including collection number, title, and brief description, is now available on the Michigan Tech Archives blog: <http://blogs.mtu.edu/archives/nhprc-cataloging-project/collection-registers/>.

Catalog records for each collection are also available on the Voyager catalog at Michigan Tech’s Van Pelt and Opie Library: <http://ils.lib.mtu.edu/vwebv/searchAdvanced>. Visitors may limit their searches by the location “Archives Manuscript Collection.” These records allow searches of collection names, keywords in their brief descriptions and histories, and also using standardized subject headings. Where applicable, the catalog records also include links to digital resources, such as digitized copies of photographs held in our Keweenaw Digital Archives (publicly available at <http://digarch.lib.mtu.edu>).

Versions of these catalog records are also searchable through WorldCat, an international bibliographic database maintained by the Online Computer Library Center (OCLC), a global cooperative of libraries, archives, and museums. The general public can search the main WorldCat catalog: <http://www.worldcat.org/>. Participating OCLC member institutions may also search these records through the FirstSearch version of

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WorldCat which allows researchers to limit type to “Archival Materials” and limit availability to library code “EZT” for Michigan Tech archival collection records.

Researchers, both local and distant, have already made significant use of the online content developed through the funded work. It has become routine for individuals to contact staff via e-mail or phone about specific collections discovered through WorldCat, the library’s OPAC, and via web crawlers such as Google and Yahoo which index collection information posted to the Archives blog. In addition, on-site patrons may now be instructed in using these same digital resources to explore their research topics and many arrive at the Archives reading room with print-outs asking for specific holdings. Finally, yet perhaps most importantly, Archives’ staff and student assistants now routinely use these tools to assist visitors and are able to use Proficio for various operations including locating/paging collections, reviewing accessions/donor information, and tracking preservation and processing needs.

Work on this project ultimately proved inadequacies in the collection management software implemented for this project. Although Proficio presented some functionality as a general archival collection management tool, deficiencies in MARC and EAD output preclude its long-term viability for the Michigan Tech Archives. As a result, our institution determined to change collection management software from Proficio to Archivists’ Toolkit.

The NHPRC-funded collection-level descriptive work in the current project has provided a firm foundation from which staff can add detailed folder-level descriptions of the manuscript collections. Outside of the funded work, initiatives have been undertaken to migrate data to the Archivists’ Toolkit platform, utilize this software to add folder-level description to selected collection records, and export EAD-compliant finding aids. These activities reflect our institution’s commitment to ongoing improvement in the description of our collections.

The Michigan Tech Archives was very pleased to receive word of a separate grant through the NHPRC “detailed” program which will arrange, describe, and create EAD-compliant finding aids for more than 90 of our premier collections. This new project will begin in January 2012 and continue through December 2013.

NHPRC Basic Project Performance Objectives

As to the specific performance objectives defined in the award letter:

- 1. Submit complete reports by the deadlines in the Grant Award Summary. The final report must include three copies of grant products.*

All reports have been submitted according to the grant award summary. In addition, copies of the narrative reports, including this final report and its appendices, have been posted to the Archives’ blog site (<http://blogs.mtu.edu/archives/>).

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- 2. Train 3 staff members to use new collections management software and develop a brief quick reference guide on the basic functionality of that software.*

A quick reference guide was developed to assist Archives' staff and student assistants in the use of Proficio (see Appendix 1). This guide provides step-by-step instructions in opening the collection management software, locating the collections description module, searching for different types of information, displaying and printing information, and accessing documents which are linked to collection records such as finding aids and inventories. Training has included 4 different staff members, 6 student assistants, and a summer archives intern. In addition to this guide and basic training, full-time professional archival staff have shared training in the higher end functionality of the system, including use of the accessions and donor address module and a review and approval workflow used for quality control of new entries.

With approval of the NHPRC program officer, funds originally budgeted for additional training by Re:discovery Proficio staff were redirected to support training for EAD-compliant description and the use of XML authoring tools. The "Encoded Archival Description and Stylesheet Workshop" was held in Houghton, Michigan, September 8-10, 2011, and was taught by Michael Fox, recently retired from the Minnesota Historical Society and regular EAD workshop presenter for the Society of American Archivists. Because the cost of his visit was paid from our NHPRC grant funds, no fees were charged to participants. The workshop was advertised to other professionals in the region and staff of the Michigan Tech Archives were joined by librarians and technologists from the Van Pelt and Opie Library, a metadata librarian from Northern Michigan University, and a doctoral student from Michigan Tech for the training workshop.

- 3. Complete a collections survey and create a brief preservation planning report.*

A box-level preservation survey was completed by staff and grant-funded graduate student intern. A total of 1,052 collections were surveyed and assessed at the container level. A sample of one of the completed survey forms is attached (see Appendix 2).

Data on the condition of archival enclosures and an overall assessment of container contents were collected. Each collection was assigned a preservation rating, and priority issues were identified. Preservation maintenance actions were suggested. Data on processing rates were also collected. A brief preservation planning report was completed (see Appendix 3) and information derived from the survey will be incorporated into the Archives' existing preservation program.

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4. Using basic processing guidelines describe approximately 7000 cubic feet (931 collections) of unprocessed archival material at the collection level.

The project cataloging archivist input data to the accessions module of the collection management system for 1,980 separate accessions (a sample screen shot of a record from the accessions module is included as Appendix 4). These represent a complete record of all manuscript material owned by the Michigan Tech Archives, which exceeds 7,300 cubic feet in total. This work was informed by survey forms completed during the box-level collections survey, as well as existing print accessions information, donor case files, an extant accessions database, existing indexes and finding aids, and interaction with Archives' staff about specific collections. Descriptive work was not duplicated for manuscript materials on deposit from the State Archives of Michigan as collection records, finding aids, and catalog entries are maintained by that agency.

In support of consistent, comprehensive, and standardized descriptive data, the project cataloging archivist was particularly attentive to developing and implementing a professional system of authority control in the descriptive work. This work included creation of 2,952 authority records for individuals, corporations, and organizations (three sample screen shots of authority records are included as Appendix 5). Many of these involved creation of wholly new entries for local entities not included in international authority control thesauri. The Archives is working with other manuscript repositories in the region to share and continue to develop these local authority thesauri. The authority work completed during this project cannot be undervalued and will prove critical to the Archives' future descriptive activity.

As a result of this work, a total of 753 records were created in Proficio for the collections. Although fewer than the original 931 expected, the project still completed collection-level records for all of the manuscript material originally defined in our project scope. The reduced numeric figure is the result of institutional decisions to deaccession some material – and to combine some materials. During the project, numerous organizations and businesses (particularly mining corporations) were discovered to be represented by multiple discrete accessions, often from unconnected donors. In some cases, provenance dictated maintaining the separation of some materials, but in many cases the grant project team opted to merge related (but previously separate) accessions into single collections under a single collection number and title. In these cases the maintenance of separate collections was confirmed to reflect no useful original order or provenance. This work was closely documented so that future archives staff (and researchers) will be able to recover and understand the source of all donated material.

Staff feels strongly that the combining of separate accessions has improved the quality of description and ease with which researchers will discover relevant material on any particular topic.

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From this work with accessions data, authority data, and collections data, the Proficio collection management software has become a tool which comprehensively describes the manuscript holdings of the Michigan Tech Archives. A series of screen shots from Proficio (included as Appendix 6) show samples of the main information, subject access, and many supplemental information sections created for each collection.

5. *Create MARC records for each collection based on nationally accepted descriptive standards and submit them to local and national union catalogs.*

The project cataloging archivist, project team members, and the Michigan Tech catalog librarian developed workflows to output data from Proficio compliant to the MARC format. These records were batch loaded via the OCLC Connexion client to WorldCat. See sample OCLC Connexion record included as Appendix 7 and samples of records as they may be reviewed by researchers in WorldCat in Appendix 8. Records were then copy-cataloged back to the local library OPAC (see sample records from the library OPAC, called Voyager, included as Appendix 9).

A total of 725 collection records were exported using these methods to WorldCat and the library OPAC. Staff determined that a number of collections would not be represented with records in these online sources. These included records for reading room collections of newspaper clipping files, umbrella records for oversize flat file and microfilm holdings, and a limited number of collections which are currently closed to researchers in accordance with donor stipulations.

6. *Promote the use of the project's method by posting the preservation planning, interim narrative and other relevant reports and updates on the MTU's Archives web site.*

A variety of records pertaining to this project, including each of the documents specified above, have been posted to the Archives' blog site (<http://blogs.mtu.edu/archives/>).

Archives' staff have interacted with a number of other institutions requesting information about our project, grant application, and outcomes. The availability of documents on our blog site has encouraged easy access to this information. At least one of these interactions, with Rachel Vagts at Luther College in Iowa, helped to encourage an application and funded project through NHPRC.

7. *Promote the use of the collections through an announcement on the MTU Archives web site, at least two presentations made to a local community organizations, professional groups, or schools, and messages posted to at least three listservs.*

Project activities, documents, and other information have been shared through updates to the Michigan Tech Archives blog site. This included periodic updates to a collection register, which gave researchers the opportunity to monitor the addition of

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new collection records and to use the "search this blog" feature to locate key words in collection descriptions.

Presentations were made to staff of the Van Pelt Library on December 22, 2009, and November 10, 2010, to share updates on the project. For the latter, the project team created a PowerPoint presentation which included a general overview of the project, details of the preservation components of the work, description of the description workflows for producing MARC records from the Proficio software to WorldCat and Voyager, a summary of some lessons learned, and the remaining work to be completed.

Members of the project team also highlighted the project at two professional conferences. Assistant archivist Julie Blair delivered a paper at the May 2010 Midwest Archives Conference in Chicago, discussing our repository's grant-writing activity, preservation work, and successful efforts to make information on collections more widely available through the public web. Blair and project cataloging archivist Beth Russell presented a session entitled "Kicking and Screaming Into the 21st Century: Transforming Legacy Data" at the Society of Indiana Archivists annual meeting held in April 2010 in Indianapolis. Although none of the costs associated with these professional conferences were paid from the NHPRC grant, these activities drew attention to the project and to the important support received from the Commission.

Information and slides for these presentations are posted to the Michigan Tech Archives blog at <http://blogs.mtu.edu/archives/nhprc-cataloging-project/presentations/>.

Two general media releases also drew attention to the project. An initial July 2009 release announced the award and outlined the project plan to local, regional, and professional audiences. Following the conclusion of the grant, a November 7, 2011 open house event held in the reading room of the Michigan Tech Archives highlighted collections 'revealed' during the project. A final media release of December 5, 2011 announced the conclusion of the project and encouraged use of the resources created through shared internet links to collection registers, the local library OPAC, and WorldCat. Copies of these media releases are included as Appendix 10.

Other Comments and Observations

The project team developed an internal wiki to document project activity, to share resources, and to provide a virtual platform for editing of project documents. Project staff utilized the wiki to record policy decisions on authority control, descriptive workflows, and other cataloging issues. The project team also used the wiki for establishing agendas for meetings, managing other documents, and communicating about project-related issues.

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NHPRC funding for this project proved to be a catalyst for several staffing-related opportunities for the Michigan Tech Archives. Based upon the excellent work of the graduate student intern employed for the box-level preservation survey funded by project collars, the Archives was able to secure additional funding from the Van Pelt and Opie Library to extend the student intern's employment for an additional six months. The intern completed several projects outside the scope of the NHPRC grant, including arrangement and description of unprocessed collections discovered during the survey.

More significantly, the Archives was able to continue the employment of project cataloging archivist Beth Russell following the conclusion of the grant-funded activity. Although not a wholly new salary line (Russell was hired to replace Julia Blair, who moved on to a new position elsewhere in the Van Pelt and Opie Library), this allowed the Archives to retain Russell's expert description and cataloging skills and capitalize on the detailed localized knowledge she had developed about our collections. These assets will prove critical to the Archives' ongoing descriptive activities.

This NHPRC-funded project has transformed the manner in which our institution manages, describes, and shares information about our manuscript holdings. Beyond simply a matter of manpower to execute a box-level inventory and implement an archival collection management system, the project added a suite of expertise and skills embodied in a project cataloging archivist that simply did not exist previous to this funding. Retention of this person in a permanent line – and funding for a second 'detailed' grant to develop and implement EAD-compliant descriptive systems – are significant changes for our institution. It is difficult to imagine this transformation having occurred without support from NHPRC.