Synchronizing Efforts: Creating a Controlled Vocabulary

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Margaret Hughes
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Origins
Methodology
Results
Future plans
Origins
Workflows

- Opaque workflows
- Passive communication
- Multitude of information locations
- Siloed information
Standards & authorities

- Internal processing manual
- Describing Archives: A Content Standard
- AAT, LSCSH, LCNAF, ULAN, etc.
Workflow changes

- Single “owner” of description
- Aggregate project information
- Increase transparency
- Enable workflow tracking
- Improve reporting and feedback
Peer review

- Increases consistency
- Brings up areas of debate for discussion and decision
- Deeper and more consistent engagement with standards
- Benefit from the myriad of staff members’ strengths
V. Vale (the collection that started it all)

- 9 pallets worth of material on arrival
- Multiple processors and contributors to finding aid
- 141 boxes containing some form of AV or digital material
- Variations on terms (ex. audio cassettes, audiocassettes, tapes, cassettes, cassette tapes, etc.)
Contributors

- Shira Peltzman, Digital Archivist
- Maggie Hughes, Collections Data Archivist
- Kelly Kress, Processing Archivist
- Courtney Dean, Processing Archivist

With assistance from Patricia Ciccone, Sabrina Ponce, Jessica Tai, and Kuhelika Ghosh
Methodology
Outreach

We conducted an informal survey among our colleagues asking if they used:

1. An in-house controlled vocabulary
2. A standardized controlled vocabulary
3. Nothing
Using a controlled vocabulary?

- Yes: 30.4%
- No: 65.2%
- "Working on it": 4.3%
Controlled vocabulary/ies used?

- AAT: 5
- AACR2: 2
- RDA: 5
- PBCore: 1
- In-house: 4
- Other: 21

Number of institutions using each vocabulary
Additional feedback received

- Controlled vocabularies in use weren’t adequate or comprehensive
- ...and were not always used consistently by staff
- Many requests across the board to see the results of our work
Existing vocabularies

- AAT
- PBCore
- AACR2/RDA
# Crosswalks

<table>
<thead>
<tr>
<th>Common AV/Digital term</th>
<th>PBCore term</th>
<th>AAT term</th>
<th>336 MARC field (content)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 mm film</td>
<td>Film: 8mm</td>
<td>8mm (photographic film size)</td>
<td>two-dimensional moving image</td>
</tr>
<tr>
<td>16 mm film</td>
<td>Film: 16mm</td>
<td>16mm (photographic film size)</td>
<td>two-dimensional moving image</td>
</tr>
<tr>
<td>35 mm film</td>
<td>Film: 35mm</td>
<td>35mm (photographic film size)</td>
<td>two-dimensional moving image</td>
</tr>
<tr>
<td>Super 8 film</td>
<td>Film: Super 8mm</td>
<td>Super 8</td>
<td>two-dimensional moving image</td>
</tr>
<tr>
<td>1/2 inch open reel audio tape</td>
<td>1/2 inch audio tape</td>
<td>audiotapes</td>
<td>[see note]</td>
</tr>
<tr>
<td>1/4 inch open reel audio tape</td>
<td>1/4 inch audio tape</td>
<td>audiotapes</td>
<td>[see note]</td>
</tr>
<tr>
<td>Audiocassette</td>
<td>Audio cassette</td>
<td>audiocassettes</td>
<td>[see note]</td>
</tr>
</tbody>
</table>
Decision making

- Usability needs of end users
- Specificity
- Proprietary names
- Formatting issues
- Flexibility
Joining forces with the ‘UC Guidelines’

- Final version should be publicly accessible
- UC Guidelines lacked a controlled vocabulary
- It became clear that the two projects could be combined and leveraged
Outcomes
Immediate uses

- Included in UC Guidelines for Born-Digital Archival Description
- Adopted by LSC Archivists and student workers
- Included in the appendix of our Processing Manual on Confluence
- Github repository with links
**Controlled Vocabularies for Archival Description**

**Film**

Created by Kuhelica Ghosh, last modified by Courtney Dean just a moment ago

<table>
<thead>
<tr>
<th>Term</th>
<th>Use for</th>
<th>Source (ROA, AAT, PBCore, local)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>film</td>
<td>acetate film (AAT), cellulose nitrate film (AAT), polyester film (AAT), stencil film (AAT), filmstrip, filmstrip</td>
<td>PBCore</td>
<td>A general term for unknown moving image celluloid formats. If more specific format information is known, please use the appropriate term from the list.</td>
</tr>
<tr>
<td>8mm film</td>
<td>8mm (AAT)</td>
<td>PBCore</td>
<td></td>
</tr>
<tr>
<td>9.5mm film</td>
<td>PBCore</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Super 8 film</td>
<td>Super 8 (AAT), Super 8</td>
<td>PBCore</td>
<td></td>
</tr>
</tbody>
</table>

**Controlled Vocabulary for Born-Digital Source Media**

<table>
<thead>
<tr>
<th>Term</th>
<th>Use for</th>
<th>Source</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5 inch floppy disk(s)</td>
<td>3.5&quot;, 3.5&quot;, three and a half inch, 3 1/2</td>
<td>local</td>
<td></td>
</tr>
<tr>
<td>5.25 inch floppy disk(s)</td>
<td>5.25&quot;, 5.25&quot;, five and one quarter, 5 1/4</td>
<td>local</td>
<td></td>
</tr>
<tr>
<td>8 inch floppy disk(s)</td>
<td>8&quot;, eight inch</td>
<td>local</td>
<td></td>
</tr>
<tr>
<td>Betacam SX(s)</td>
<td></td>
<td>local</td>
<td></td>
</tr>
<tr>
<td>CD(s)</td>
<td>cd, compact disc(s), cd-r, CD-R, cd-rom, CD-ROM, cdr-rom, CDR, data disk, cd-rom, CD-RW, cdr, CDR, cdr-rom, CDRW</td>
<td>AAT</td>
<td>Use for any type of compact disc. Optionally, include information about the specific type of compact disc in parentheses after the term, such as CD-ROM, data disk, CD-R, CD-RW, CD-W. Example: Collection contains 15 CDs (4 CD-ROMs, 9 CD-Rs).</td>
</tr>
<tr>
<td>cellular telephone(s)</td>
<td>cell phone</td>
<td>AAT</td>
<td></td>
</tr>
<tr>
<td>computer(s)</td>
<td>computer tower, pc, PC, Mac, Macintosh, Apple computer</td>
<td>AAT</td>
<td></td>
</tr>
</tbody>
</table>
Future work

- Expand in-house controlled vocabularies into other mediums
- Incorporate born-digital terms into canonical vocabularies
- Continue to add new media
- Continue to update terms
Thank you!