

# Synchronizing Efforts: Creating a Controlled Vocabulary

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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

Create Issue Configure Fields

Project\* Library Special Collections (...)

Issue Type\* Peer Review: Finding Aid an...

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Assignee Automatic  
[Assign to me](#)

Component/s **None**

Summary\*

Collection Title\*

Collection Number\*

Please see LSC's [Peer Review documentation](#) for more information.

Peer Review File\*   
Name

Peer Review File\*   
Location

Review Initiated

1st Reviewing\*    
Archivist  
Start typing to get a list of possible matches.

2nd Reviewing\*    
Archivist  
Start typing to get a list of possible matches.

3rd Reviewing\*    
Archivist  
Start typing to get a list of possible matches.

4th Reviewing\*    
Archivist  
Start typing to get a list of possible matches.

Cataloger\*    
Start typing to get a list of possible matches.

Description Style B I U A 2A link list list image + - ↔

Create another Create Cancel



## 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. )

### Chusid, Irwin 1988-1990

#### Scope and Content

Contains two **audiocassettes**: "Irwin Chusid #1 8-10-89" "Irwin Chusid #2 8-10-89"

#### Physical Characteristics and Technical Requirements

COLLECTION CONTAINS AUDIOVISUAL MATERIALS: Audiovisual materials in this collection will require assessment and possible digitization for safe access. All requests to access special collections material must be made in advance using the request button located on this page.

### Turman, Robert 1979-1991

#### Scope and Content

Contains two **audio cassettes**: THRT, Live Rhythm 30, June 1985 Robert Turman, "Interview, 8/6/90"

#### Physical Characteristics and Technical Requirements

COLLECTION CONTAINS AUDIOVISUAL MATERIALS: Audiovisual materials in this collection will require assessment and possible digitization for safe access. All requests to access special collections material must be made in advance using the request button located on this page.





# 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?

"Working on it"

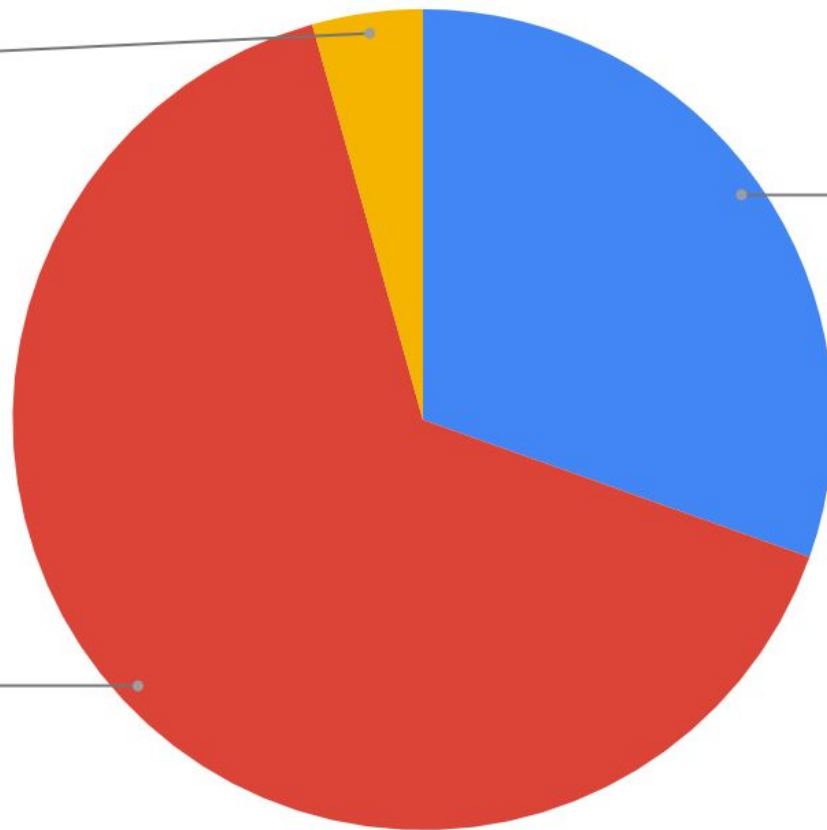
4.3%

Yes

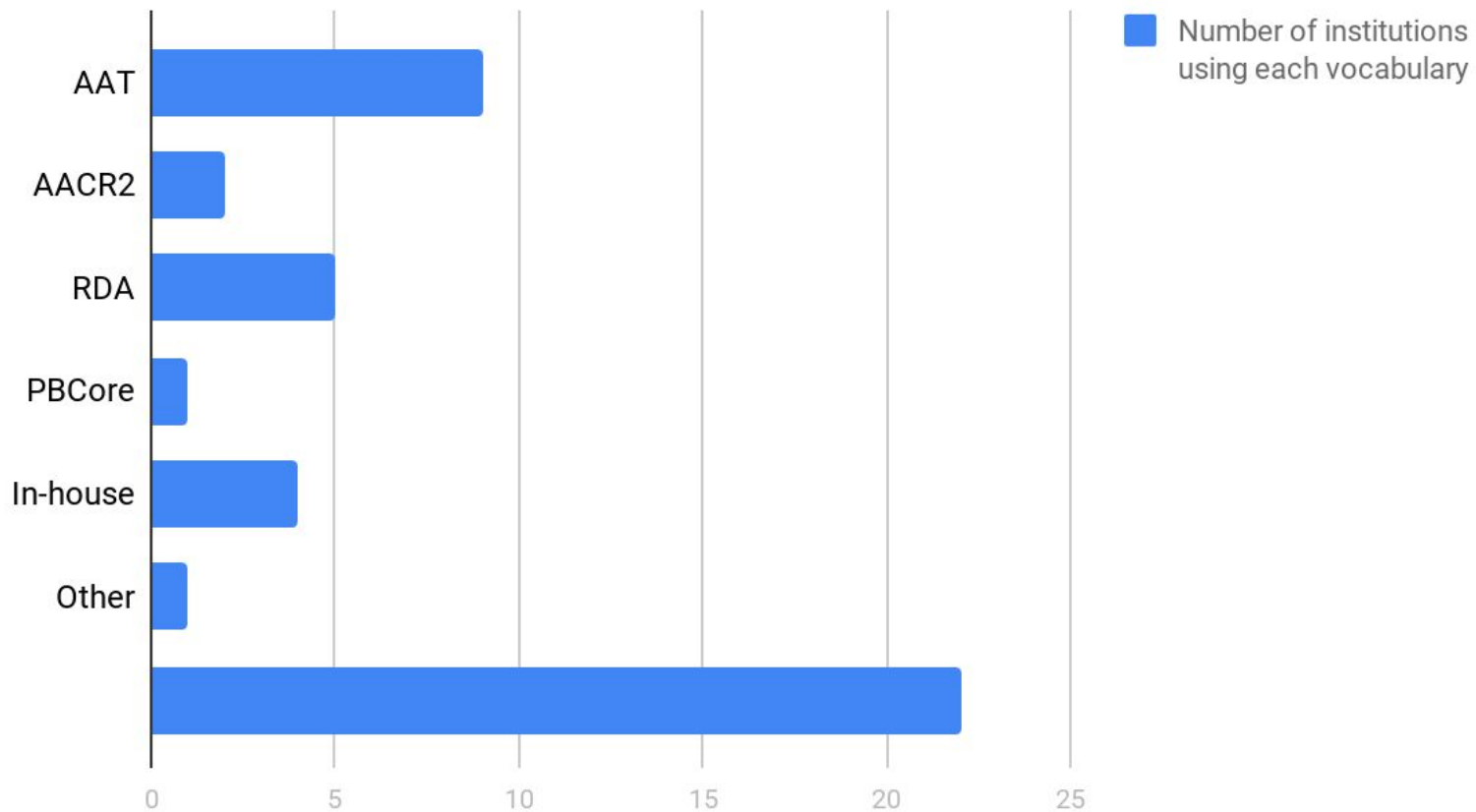
30.4%

No

65.2%



## Controlled vocabulary/ies used?





## 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

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





# 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

# Film

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

Term	Use for	Source (RDA, AAT, PBCore, local)	Notes
film	acetate film (AAT), cellulose nitrate film (AAT), polyester film (AAT), stencil film (AAT), filmstrip, filmstrip	PBCore	A general term for unknown moving image celluloid formats. If more specific format information is known, please use the appropriate term from the list.
8mm film	8mm (AAT)	PBCore	
9.5mm film		PBCore	
Super 8mm film	Super 8 (AAT), Super-8	PBCore	

## Controlled Vocabulary for Born-Digital Source Media

Term	Use for	Source	Notes
3.5 inch floppy disk(s)	3.5", 3.5', three and a half inch, 3 1/2	local	
5.25 inch floppy disk(s)	5.25", 5.25', five and one quarter, 5 1/4	local	
8 inch floppy disk(s)	8", eight inch	local	
Betacam SX(s)		local	
CD(s)	cd, compact disc(s), cd-r, CD-R, cd-rom, CD-ROM, cdrom, CDROM, data disk, cd-rw, CD-RW, cdr, CDR, cdrw, CDRW	AAT	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).
cellular telephone(s)	cell phone	AAT	
computer(s)	computer tower, pc, PC, Mac, Macintosh, Apple computer	AAT	

Controlled vocabularies in Confluence and GitHub



# 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

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[https://github.com/ucla-lsc/Controlled\\_Vocabularies](https://github.com/ucla-lsc/Controlled_Vocabularies)

**Thank you!**

