

Special Collections and Archives (SC&A)
FOLIO Project Working Group (WG)
Charge and timeline

Background

Special Collections and Archives (SC&A) departments have unique materials and unique requirements for the materials under their stewardship. Items tend to be one-of-a-kind and to require customized descriptions. These descriptions may involve complex hierarchical relationships (e.g. analog to digital, digital to other digital derivatives and/or formats, and other parent-child relationships). Furthermore, SC&A departments deal with a wide variety of items, ranging from manuscripts and photographs, to legacy media (e.g. film stock, reel-to-reel tapes, cassette tapes, and obsolete removable storage media), to textiles, art works, and other 3D objects. Physical items may have associated records (e.g. conservation treatments) as well as digital surrogates. Finally, SC&A departments are increasingly assuming responsibility for electronic records, digital video, and other born-digital content. Given their unique collections and responsibilities, SC&A departments have access policies that are fundamentally different from circulating collections.

The unique nature of SC&A collections and requirements implies specialized software applications and/or complex integration with other systems. To some degree, these requirements are reflected in a number of extant open-source and commercial software applications that are specifically designed for use in SC&A departments. Examples include [ArchivesSpace](#) (and its precursors [Archivists' Toolkit](#) and [Archon](#)), [AtoM](#), [ArcLight](#), [Aeon](#), and [Redmine](#)-based tools. The variety of applications suggests, however, that there may still be room for a comprehensive software solution that addresses more or different aspects of the SC&A workflow. The FOLIO Project seems like a good venue in which to explore this possibility.

Purpose

The FOLIO SC&A Working Group is an exploratory pre-SIG. Its purpose is fourfold:

1. To identify unique needs of SC&A departments that are within the scope of the FOLIO Project and/or relevant to FOLIO SIGs (e.g. the Metadata Management SIG).
2. To determine the degree to which these needs are being met by existing open-source SC&A software applications.
3. To explore whether existing SC&A software can be adapted, modified, and/or incorporated into the FOLIO code base.
4. To report back to the FOLIO PC on its findings, with recommendations.

Timeline

The FOLIO SC&A WG intends to conclude its work and submit its report to the PC by May 1, 2018.

Project Resources

At this stage, space on Discuss, Wiki, OLE-Lists, Google Docs, and Zoom.

Convener

Aaron Trehub, Auburn University (if available)

Interested Participants (tentative)

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