

Archivists, Education, and Information Technology



Shawn Rounds and Jennifer Johnson
Minnesota Historical Society

Presentation Overview

- Project background
- Progress to present
- Future work
- Presentation Part II:
 - Partner Perspective (Ohio)

Project Foundation

- **Goal:** To help archivists and their partners learn to communicate effectively about each other's practical needs when it comes to the creation, preservation, and use of electronic records.
- **Focus:** Metadata and XML

Project Partners

- Minnesota Historical Society
- Delaware Public Archives
- Indiana University Archives
- State of Kentucky
- Ohio Historical Society
- Smithsonian Institution Archives
- San Diego Supercomputer Center

March 2001 Meeting

Project kick-off in Minnesota for partners

- What each was doing with respect to metadata and XML
- Common points of need
- Structure of workshops
- Next steps

Project Deliverables

- Workshops on metadata and eXtensible Markup Language (XML)
 - Aimed at archivists
 - Field-tested at partner institutions
 - Pre-course, workshop, and post-course materials online at project conclusion for customization and use by others

General Project Work

- Listserv for project partners
- Project web site
- Research and distillation
 - Metadata
 - XML
- Adult education training
- Workshop development and testing

Learning to be Trainers

- Education: Advanced Strategies, Inc. (ASI)
 - Course story
 - Our main message
 - Content versus presentation
 - Spiral approach
 - Revisiting and expanding on a theme

Metadata Content Overview

- The world has changed
- Defining metadata
- Using metadata with electronic records
- Learning more about metadata and its applications
- Recordkeeping and access metadata
- Putting it all together

Sustainable Electronic Records Program

- Resources
- Tools (e.g., metadata, XML)
- Standards/methodologies
- Education
- Technology
- Partners

Development Process

- Pre-course
 - Invitation
 - Recommended readings
 - Online materials
 - Self-evaluation
- Course
- Post-course

Metadata Exercises and Examples

- Discovery, Description, Evaluation, and Management
- Paper records:
 - Card in a library card catalog, acquisition report, records retention schedule
- Electronic records:
 - E-mail, web page, word processing document

Metadata Beta Test

- 18 September 2001
 - State Archives Department
 - Full day workshop condensed to three hours
 - Revisions based on comments

17 October 2001 Meeting

- Partners
- Purpose
 - To present metadata workshop draft
 - To plan next steps
- What was done

Future Plans

- XML workshop
- Spring-Summer 2002
 - Tests at partners' sites
- Continual refinement
- Workshop materials available online
 - December 2002

For More Information

Project-related items online at:

[http://www.mnhs.org/preserve/records/
edarchivists.html](http://www.mnhs.org/preserve/records/edarchivists.html)

State Archives Department
Minnesota Historical Society
651-297-4502

shawn.rounds@mnhs.org

jennifer.johnson@mnhs.org