University of Kentucky

From the SelectedWorks of Ruth E. Bryan

March 16, 2009

PastPerfect and the RMF Archives

Ruth Bryan



Available at: https://works.bepress.com/ruthbryan/5/

PASTPERFECT AND THE RMF ARCHIVES

March 16, 2009

HI 589: Automation and Public History, NCSU

STRUCTURE FOR THE EVENING

- Introduction
- Class and individual exercises on EAD and PastPerfect
- Break
- How to create an encoded finding aid from PastPerfect
- About the RMF Archives
- Other ways the RMF Archives uses PastPerfect

HELLO, MY NAME IS RUTH





HANDS-ON EXERCISES: PHOTOGRAPH ALBUM SUBGROUP



GROUP EXERCISE: EAD REVIEW

• For any <c0x> level, what are the required tags, as stated by NCEAD Best Practice Guidelines?

• For any <c0x> level, what are some other tags that will most likely be included in a <c0x>?

• How do the <c0x>s nest inside each other and inside the <dsc>?

INDIVIDUAL AND GROUP EXERCISE: TAG ID IN FINDING AID

• In the Photograph Albums subgroup, identify what categories of data are wrapped by which tags.

• Also identify which units of description are <c01>s and which are <c02>s.

• How do the <c01>s and <c02>s nest together?

INDIVIDUAL AND GROUP EXERCISE: CROSSWALK PASTPERFECT FIELDS TO EAD

- What PastPerfect fields would you crosswalk to the EAD tags you plan to use?
- Hint: There are some EAD tags you won't crosswalk to. (These will be taken care of during the reporting step of producing the finding aid.)
- Hint: There are a lot of PastPerfect fields you won't be using for this exercise.

INDIVIDUAL DATA ENTRY

• Enter ObjectID, Collection, Date, Date range, Title, and container.

• Use data entry sheets.

REPORTS: GENERATE AN EAD FINDING AID

- Use Reports→Report Maker
- In this case, we'll create a report using the Photos database
- Set criteria
- Output into Excel/HTML
- Important Note: Be sure to save as plain Excel
- In Excel spreadsheet, add punctuation, including <title> and <emph>
- In second Excel spreadsheet, add EAD tags and nest <c0x>s as needed
- Copy and paste into XML authoring software

RMF ARCHIVES IN CONTEXT















RMF ARCHIVES COLLECTIONS

- Ruth Mott Foundation Records (2000-present)
 - Ca. 1 million items
- Oral History Collection (1950, 1978-present)
 - Ca. 150 items
- Ruth Mott Fund Records (1979-1998)
 - Ca. 130,000 items
- Mott Family Collection (1800s-1999)
 - Ca. 650,000 items

RUTH MOTT FOUNDATION RECORDS

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RUTH MOTT FUND GRANT FILES



CHARLES STEWART MOTT (1875-1973)





RUTH RAWLINGS MOTT (1901-1999)





C.S. MOTT DIARIES



MOTT FAMILY PHOTOGRAPHS



MOTT FAMILY AUDIOVISUAL



MOTT FAMILY 3-D OBJECTS







RMF COLLECTIONS' ENDURING VALUE

- Helps maintain the Foundation's mission and values over time
- Serves as a legal and administrative record of the Foundation's activities
- Provides evidence of the daily life, activities, contributions, and legacy of C.S. and Ruth Mott
- Source of information on Flint, General Motors, other organizations and individuals

RMF ARCHIVES USE OF PASTPERFECT

- Searching
- Description
- Reports
- Acquisitioning
- Tracking use of material
- Administration

DESCRIPTION: MULTIPLE PHYSICAL FORMATS IN ONE COLLECTION



SEARCHING

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Ruth Mott Foundation Archives



SEARCHING: RESEARCH

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Object ID MFC.0.2007.02.215A Objname Gown, Wedding	Year Range 1934 thru 1934
Other# Category 3: Personal Artifacts	Catalog date 11/15/2007
Old# Sub-category Clothing Outerwear	Cataloged by Burton, Michelle
Accessn# MFC.0.2007.02 Other Name	Status date 11/15/2007
Source Mott, Ruth Rawlings	Status by Burton, Michelle
Credit Line 11/05/2007 Accession	Status 034/MFC0200702215A.JPG
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Description	Dimensions C in/oz C cm/gr C Mbs Dimension Details
Champaign colored satin wedding dress worn by Ruth Rawlings Mott on her wedding in 1934.	Height 0.000 Width 0.000
Consists of a sleeves body, empire waist with semi-fitted skirt and an extremely long train with no bustle. Sleeves are detachable (MEC O 2007 02 215B). Also worn with a matching slin	Length 0.000 Depth 0.000
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Old#	1992 0001 0907 Sub-category Documentary Artifact	Cataloged by Leonard, Shanna
Accesso#	1992.0001	Status date 07/03/2007
Source	C.S. Mott & Ruth Mott Collection 04/04/1992	Status by Leonard, Shanna
Credit Line	Accession	Status OK 0241199200010907-48.JPG
Home Location	Gatehouse 2N:A:3:F1215PA8	Setup Multimedia links 🛛 🚽 Image Management (1 of 47)
Description		Print Size 10 1/4"X13 1/2"X1" Dimension Details
PHOTOGRAP	PH ALBUM WITH BLACK AND WHITE PHOTOS OF HARDING AND C.S. MOTT IN	Film Size
MOTT, C.S. M	MOTT'S BIRD (BELIEVED CALLED PETER THE PARROT - OR BARNEY), AND	
GLENWOOD	CEMETERY, BLACK COVER, WHITE TAG ON COVER: "HARDING (MOTT) AND	Side#
western trip J	WESTERN NANTOCKET - FLORIDA - MAUSOLEOM." Most photos taken during JanApr. 1932.	
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ACQUISITIONING

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Ruth Mott Foundation Archives



Objects



Archives

Sites & Localities



Photos

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People Biographies

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Address	4416 Jena L	City: Flint State M	I 7in 48507	dd∕View additional donors
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Web site		Foundation Archives, a department of the Ruth Mott	Foundation. I do hereby irrevocably and	h 1/7/2008. Acquired to
Credit Line		unconditionally give and transfer to the Ruth Mott Fo	undation Archives all right, title, and interest,	Satun Multimedia links
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		Brown, deige, and red Hariman wardrooe case stamped		Accessioned 02/21/2008
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TRACKING USE



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My Contact info



Ruth Bryan, CA

Archives Program Manager

Ruth Mott Foundation

Applewood 1400 E. Kearsley St. Flint, MI 48503

810-767-4997 rbryan@rmfdn.org