

**He Was Too Busy Saving
the World to File
Anything:
Using MPLP to Process the
F. Sherwood Rowland
Papers**

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F. Sherwood Rowland (1927-)

- Atmospheric scientist
- Recipient of the Nobel Prize for Chemistry (1995)
- Co-discoverer of the link between chlorofluorocarbons and the depletion of the ozone layer
- Public educator and environmental advocate
- NAS official (1994-2002)
- The brilliant, disorganized type

F. Sherwood Rowland and Mario Molina, circa 1974



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F. Sherwood Rowland papers

- Professional activities materials
- Correspondence
- Manuscripts of writings (scientific and popular), speeches, and lectures
- Ephemera
- Notes
- Data/laboratory files
- Research materials (scientific articles, gray literature, clippings)
- Meeting materials, travel files
- Clippings
- Visual materials (transparencies, slides, photographs, videotapes, DVDs)



Extent

150 linear feet of
paper materials



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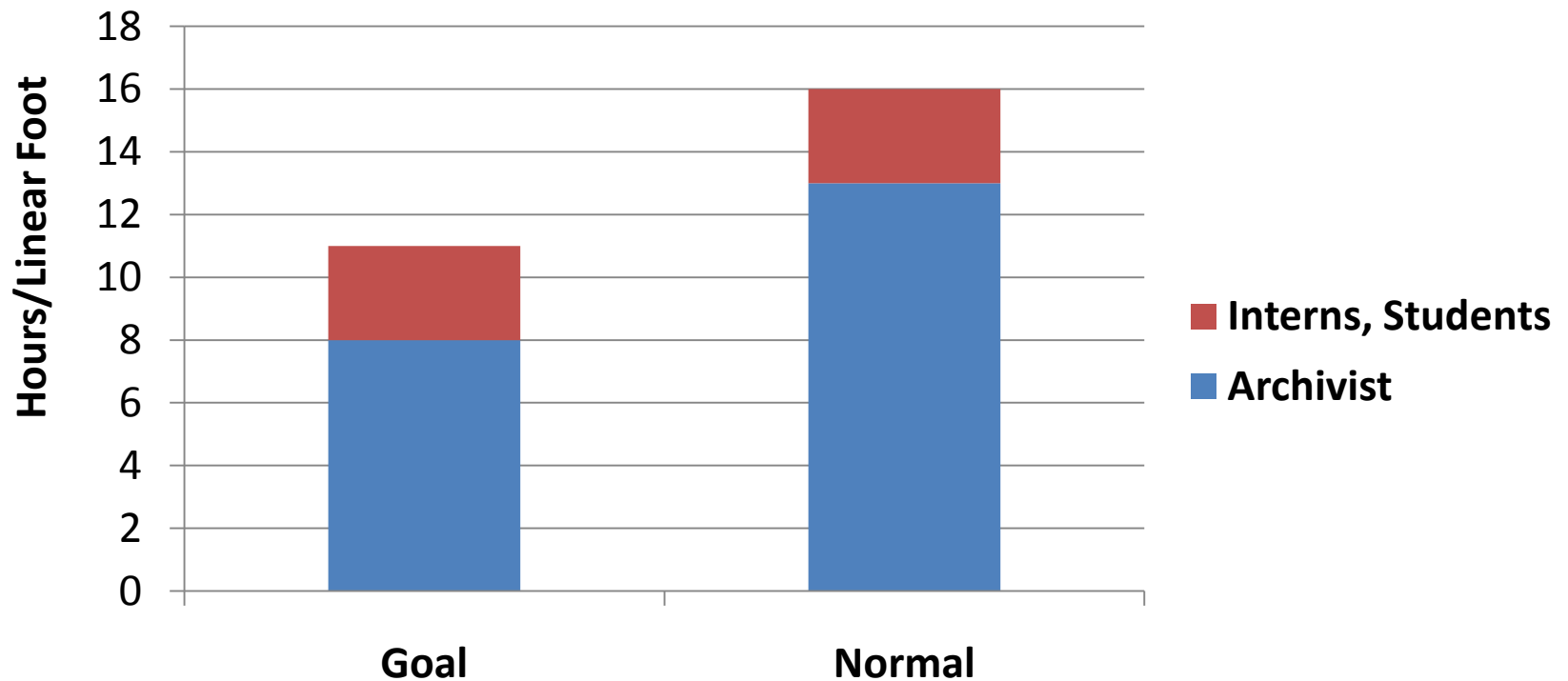
Biggest challenge: lack of order

- Bulk is loose, unfiled
- Wide range of activities worked on simultaneously



Project goal:

Shave 31% off normal processing labor hours



Solutions:

- MPLP-influenced approach
- Tiered workflow
- Organization!

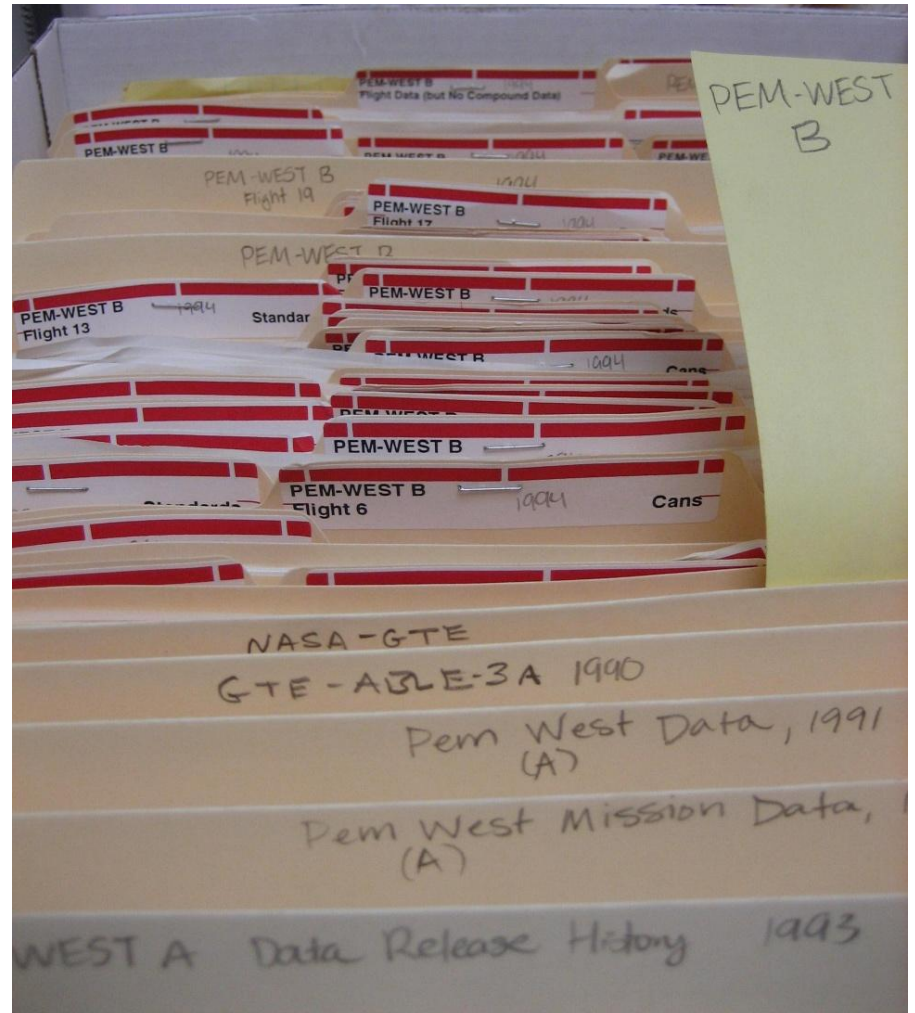


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Solution: MPLP-influenced approach

- Original files (when possible)
- Little to no preservation actions
- Varying levels of arrangement and description



Solution:

Tiered workflow

- Archivist
- Interns
- Student workers



Kimberly Gallon, project intern



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Solution: Organization

Data tracking to expedite final arrangement

BOX #	ORG.	ORIGINAL CONTENTS	DATES	SORTED (SEMI-ORG)	SORTED (UNORG)	INITIAL SORT DATE	NOTES	NEW CONTENTS	DOC BOXES NEEDED
↓↑	▼		▼	▼	▼	▼	▼	▼	? ▼
1	NONE	Publications, conferences, committees	1999-2001		1.00	2/19/2010		Subject files [active box]	
2	NONE	Ozone trends panel, ozone topics, UCI correspondence	1987-1989		1.00	2/22/2010		Correspondence	2.5
3	NONE	Misc. loose papers, committee materials	1997-1999		1.00	2/25/2010		Manuscripts	2.5
4	NONE	NSA, correspondence, ozone related, Nobel celebrations	1999-2001		1.00	3/1/2010	Some items have been refoldered, others are in original folders w/ labels.	Conferences	NO
5	NONE	Publications, articles, misc.	1999		1.00	3/9/2010		Professional activities: NAS/NRC	2.5
6	NONE	Clippings, conferences, articles on climate change, photographs	1995-1999		1.00	3/11/2010		Professional activities: NAS/NRC	2.5
7	NONE	Conferences, National Academy of Sciences (NAS) meetings, correspondence, clippings etc. on climate change	1999-2000		1.00	3/17/2010		Professional activities: other	2.5



Solution: Organization

Using the Archivists' Toolkit to continually refine arrangement and work on description

The screenshot displays the Archivists' Toolkit interface for a resource titled "F. Sherwood Rowland papers". The left sidebar shows a hierarchical folder structure under "MS.F.029: F. Sherwood Rowland papers". The right pane shows a table with columns for "Type", "Title", and "Description".

Type	Title	Description
Scope and Contents note	Scope and Content Summary	Comprises primarily
Biographical/Historical note	Historical Background	Rowland was electe



Preliminary results:

- 68% of grant funds expended
- 86% sorted, foldered, and largely described



Lessons learned:

- Seek out the help of records creator and staff, when possible
- Don't assume unfiled personal papers will be in semi-coherent "chunks"
- Sorting is tiring – break it up with other tasks



Anticipated problem:

Potential conflict with reading room policies

When conducting research using archival collections, please observe the following:

- Use only one archival box at a time.
- Remove only one folder at a time from the box.
- Use this flag as a placeholder in the box for the folder or item you are examining.
- Pens are not allowed in the reading room. Take notes with pencil or a computer. Pencils are available at the reference desk.
- Never write or make marks on, or place note-taking paper on top of any collection materials.
- Use cotton gloves to handle any photographs; ask the reference librarian for gloves if you come across photographs.
- Retain existing order and arrangement of all collection materials; notify the reference librarian if an item appears out of order, but do not make the correct yourself.
- Consult with the reference librarian if you have any questions or comments regarding collection materials.



Final thoughts

- Don't be daunted
- Think of the big picture
- Don't worry about perfection, but try to anticipate problems

