



EMORY
LIBRARIES &
INFORMATION
TECHNOLOGY

Measure for Measure

Tracking Effort in Born Digital
Processing

FY2014 Metrics Gathering

- Three Digital Archives staff members processing born digital collections
- Established categories for measuring effort
 - Obtain Data (Obtain Data, Virus Check)
 - Ingest
 - Appraisal and Processing Plan (Appraisal, Develop Processing Plan)
 - Collection Processing (Arrangement & Description, Privacy & Restrictions)
 - Prepare for Access (Prepare for Access and Wrap Up)
- Redbooth (free version)

Redbooth: DA Processing Template

The screenshot displays the Redbooth web application interface. The browser address bar shows the URL <https://redbooth.com/a/#1/projects/703629/tasks>. The page title is "MARBL Digital Archives Processing". The interface includes a sidebar with navigation options such as "Dashboard", "Tasks", "Time tracking", "HD Meetings", "Reporting", and "Upgrade". The main content area shows a list of tasks under the heading "DA Processing Project (8)". The tasks are organized into three columns, each with a "Add a task" button and a list of items with checkboxes and due dates.

Task	Due Date	Status
Develop Processing Plan	Dec 30	Not Started
Obtain Data		Not Started
Appraisal		Not Started
Privacy and restrictions		Not Started
Arrangement and description		Not Started
Upload individual files to repository		Not Started
Prepare for access		Not Started
Wrap Up	Dec 30	Not Started

Task	Due Date	Status
Privacy and restrictions		Not Started
Upload individual files to repository		Not Started
Develop Processing Plan	Dec 17	Completed
Wrap Up	Dec 17	Completed
Prepare for access		Completed
Appraisal		Completed
Arrangement and description		Completed
Virus check		Completed

Task	Due Date	Status
Develop Process		Not Started
Obtain Data		Not Started
Appraisal		Not Started
Privacy and restrictions		Not Started
Arrangement and description		Not Started
Upload individual files to repository		Not Started
Prepare for access		Not Started
Wrap Up		Not Started

Redbooth: Tracking Effort

The screenshot displays the Redbooth web interface. The browser address bar shows the URL <https://redbooth.com/a/#/projects/703629/tasks/7263181>. The page title is "MARBL Digital Archives Processing". A modal window is open, showing details for a task titled "Arrangement and description". The task is currently "Unassigned" and has "No due date". The task description reads: "First sort into documents, still images, and email correspondence. Created a deleted? folder, with duplicate, no value?, possibly duplicate and not working folders. There is a chunk of files below the sort folder that are problematic technically and need further work." The task was created by Erika Farr on August 29th, with a time spent of 1h 45m. The interface includes a sidebar with navigation options like Dashboard, Tasks, and Time tracking, and a main content area with task lists and a "Add a task list..." button.

Arrangement and description

MARBL Digital Archives Processing » Mildred Thompson Processing

Unassigned No due date

Describe this task...

Add a subtask...

Write a comment...

Attach files Time spent Comment

Erika Farr
1h 45m - Aug 29

First sort into documents, still images, and email correspondence. Created a deleted? folder, with duplicate, no value?, possibly duplicate and not working folders. There is a chunk of files below the sort folder that are problematic technically and need further work.

Aug 29th

Erika Farr

Redbooth: Exporting Reports

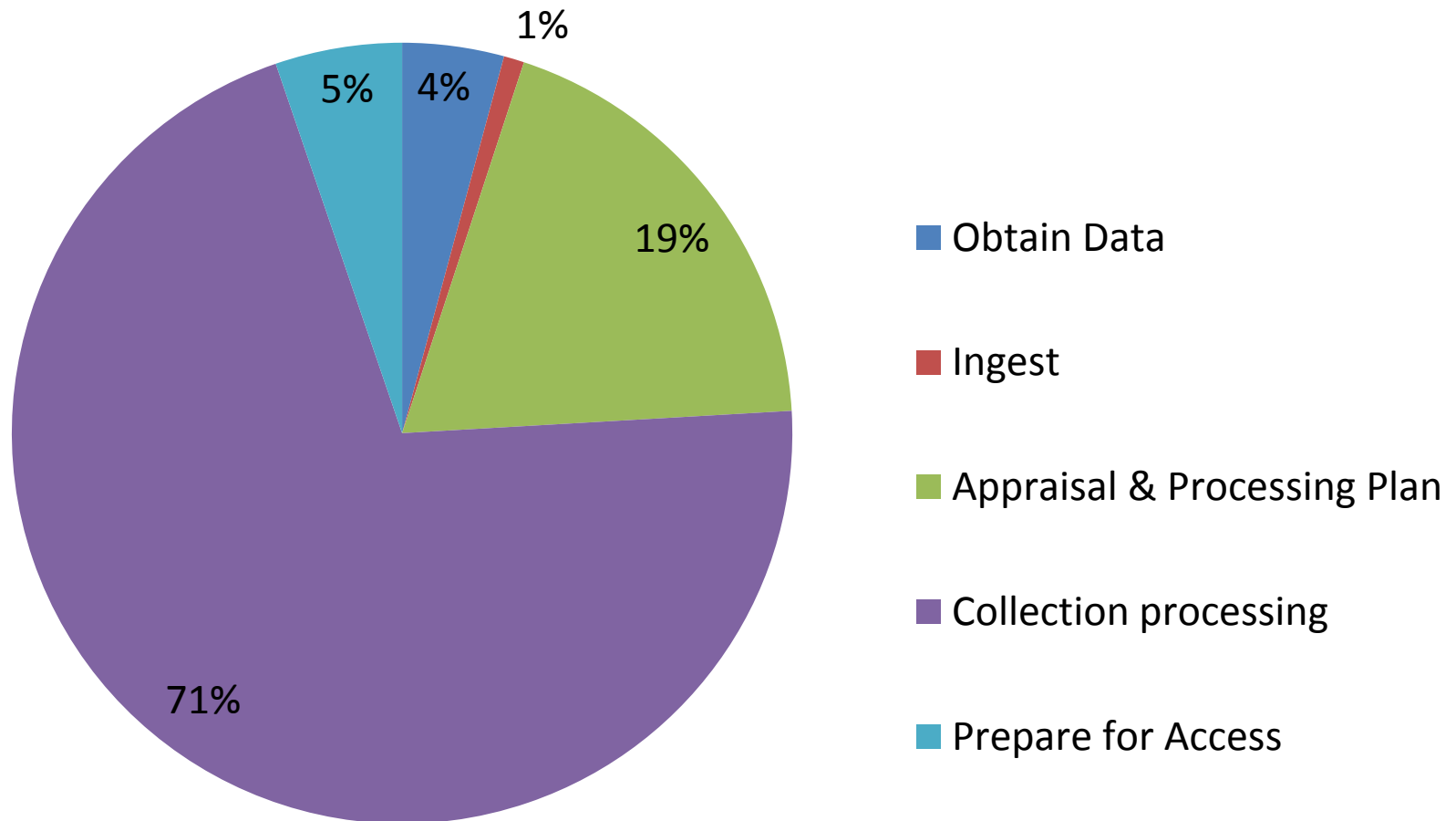
The screenshot shows the Redbooth Time tracking interface. The browser address bar displays <https://redbooth.com/a/#!/time-tracking>. The interface includes a sidebar with navigation options: Dashboard, Tasks, Time tracking (selected), HD Meetings (PRO), Reporting, and Upgrade. Below the sidebar is a 'Filter projects' section listing: MARBL DA Extra-Curricular, MARBL DAM and Digital Preservation Planning, MARBL Digital Access Planning, MARBL Digital Archives Processing, and MARBL Digitization. The main area is titled 'Time tracking' and shows a calendar for December 2014. The calendar is filtered to 'All projects' and 'All users'. A 'View by task' dropdown and an 'Export' dropdown are visible. The 'Export' dropdown is open, showing options for 'Download CSV report' and 'Download XLSX report'. The calendar cells contain task entries with durations, such as 'Arrangement and description: 1h' and 'Virus check: 0h 30m'. A 'Weekly totals' column is also present on the right.

November, Sun 30	December, Mon 1	Tue 2	Wed 3	Thu 4	Thu 5	Thu 6	Weekly totals
	Arrangement and description: 1h	Arrangement and description: 1h Virus check: 0h 30m	Arrangement and description: 0h 30m		Arrangement and description: 1h 30m		Arrangement and description: 4h Virus check: 0h 30m
7	8	9	10	11	12	13	Arrangement and description: 14h Develop Processing Plan: 0h 40m Obtain Data: 2h 40m Virus check: 0h 40m
14	15	16	17	18	19	20	Arrangement and description: 6h 30m Prepare for access: 3h Wrap Up: 0h 30m

Processing Metrics in FY2014

- Processed born-digital material in 5 collections
 - Lucille Clifton
 - Turner Cassity
 - Alice Walker
 - Matt Schaffer
 - Salman Rushdie
 - Mildred Thompson
- Processed over 2 GB worth of data, over 4100 files
- 388 hours of effort
 - On average: over 5MB per hour, 18 files per hour

Digital Archives Effort by Task



Metrics and what to do with them

- How much data needed to be useful?
- Modifying workflow and informing tools (selection and use)
- Business planning
 - Staffing
 - Budgeting
 - Staging work
- Informing acquisition, prioritization and processing decisions
 - Post-acquisition costs of collections