

Summerlee Project Report, Year 2 TARO New Member Initiative

Summary

This report outlines project workflow progress; funds spent to-date; and project goals for next year. We continue to add new project participants and fine-tune our workflow. Project work continued during the closures due to the health pandemic but we continue to experience lag time at different times in the review process.

In July, we held a community call via Zoom to give project participants an opportunity to get to know each other and to ask questions. The community call was well received and there is interest in continuing to have meeting opportunities like this one in addition to receiving general project updates via email.

The week of December 7, we completed final review and added to the TARO website 60 finding aids from 7 different repositories. Repositories included: Catholic Archives [12 finding aids], Dallas Historical Society [9 finding aids], Fort Worth Jewish Archives (FWJA) [7 finding aids], Lamar University [2 finding aids], Menil Collection [4 finding aids], Museum of Fine Arts, Houston (MFAH) [6 finding aids], and Panhandle-Plains Historical Museum Research Center (PPHMRC) [20 finding aids].

The goal for next year is to finish processing finding aids that are in progress, including: 31 XML files, over 50 Word finding aids entered in our project tracking spreadsheet, and to start work on the other finding aids that participating repositories are planning to submit.

List of members to date

A total of 15 Participating Repositories (PRs) have joined TARO in 2018-2020 and will participate in the Summerlee project. All have signed the project agreement.

2018 Participating Repositories (PRs)

1. Harris County Archives
2. Menil Collection Archives
3. Fort Worth Jewish Archives
4. Panhandle-Plains Historical Museum Research Center
5. Catholic Archives of Texas
6. Lamar University

2019 Participating Repositories (PRs)

1. Harlingen Public Library
2. Dallas Historical Society
3. The Museum of Fine Arts, Houston (MFAH)
4. University of Houston Clear Lake (UHCL)
5. Texas/Dallas History & Archives, Dallas Public Library

2020 Participating Repositories (PRs)

1. African American Museum
2. C.L. Sonnichsen Special Collections Department, University of Texas El Paso
3. Moore Memorial Public Library
4. St. Mary's University

All 2018-2019 participating repositories have submitted finding aids. The process was completed and online finding aids are available for the following repositories: Harris County Archives, Menil Collection, Fort Worth Jewish Archives, Panhandle-Plains Historical Museum Research Center, Catholic Archives of Texas, Lamar University, Dallas Historical Society, and Museum of Fine Arts, Houston.

The participants that joined in 2020 are in the process of preparing finding aids to submit. The Special Collections Department of UT El Paso has submitted 34 Word finding aids to be encoded via the project. The UTEP finding aids are part of the backlog of Word finding aids to review starting next year.

Overall, we have finding aids in process for the following repositories: 31 XML finding aids that are half-way through the process and over 50 Word finding aids that still need to go through the whole process.

XML finding aids from:

- Harlingen Public Library
- Panhandle-Plains Historical Museum Research Center (PPHMRC)

Word finding aids from:

- Dallas Public Library
- Panhandle-Plains Historical Museum Research Center (PPHMRC)
- University of Houston Clear Lake
- University of Texas at El Paso

Money spent to date

Information about XML deliveries from Digital Divide Data (DDD) vendor. A total of \$807.51 has been spent to date.

- Delivery # 1 (29 files) on 07/25/2019
 - Total Documents: 29
 - Total Characters: 231489
 - Rate per 1000 characters \$0.44
 - Cost: \$101.86
 - *Payment issued on: 11/14/19*
- Delivery #2 (60 files) on 06/25/2020
 - Total Documents: 60
 - Total Characters: 1265307
 - Rate per 1000 characters \$0.44

- Cost: \$556.74
- *Payment issued on: 06/30/20*
- Delivery #3 (31 files) on 10/15/2020
 - Total Documents: 31
 - Total Characters: 338438
 - Rate per 1000 characters: \$0.44
 - Cost: \$148.91
 - *Payment issued on: 10/19/20*

Project Events and Dates

April 2020	finished review of Word finding aids leftover from last year
April 27, 2020	QA subcommittee meeting
May 2020	sent to vendor 60 finding aids ready for encoding
late April/early May 2020	prepped set of 31 Word files for review teams
June 2020	QA chair sent a general email update to participating repositories and offered option to have a community call
June 25, 2020	received Delivery #2 (60 files) from vendor
June 30, 2020	QA subcommittee meeting
July 23, 2020	held community call via Zoom with participating repositories
August 2020	completed review of 31 Word finding aids
August 2020	assigned 60 XML files to review teams
September 30, 2020	sent 31 Word finding aids to vendor for encoding
October 15, 2020	received Delivery #3 (31 files) from vendor
December 7, 2020	60 finding aids from 7 repositories uploaded to TARO website
December 10-11, 2020	general project update sent to participating repositories; individual emails to several repositories to update them on the status of their finding aids

Filename	Page Count	No. of Characters	No. of Elements	Total Characters	Ave. Char/Page	Calculations by TARO	
ca-00004.xml	211	262063	26810	288873	1369	Total Documents	60
ca-00005.xml	3	3954	144	4098	1366	Total Characters	1265307
ca-00009.xml	34	40444	6107	46551	1369	Rate per 1000 characte	\$0.44
ca-00010.xml	5	5585	310	5895	1179	Cost Estimate	\$556.74
ca-00014.xml	5	6691	673	7364	1473		
ca-00015.xml	7	9967	1045	11012	1573		
ca-00016.xml	44	52447	10101	62548	1422		
ca-00017.xml	13	13796	1655	15451	1189		
ca-00043.xml	3	4255	205	4460	1487		
ca-00062.xml	3	3723	173	3896	1299		
ca-00063.xml	3	3426	135	3561	1187		
ca-00066.xml	5	7565	378	7943	1589		
dhs-00001.xml	7	10872	461	11333	1619		
dhs-00002.xml	7	11207	519	11726	1675		
dhs-00003.xml	9	18115	2058	20173	2241		
dhs-00004.xml	5	9405	232	9637	1927		
dhs-00005.xml	8	11521	602	12123	1515		
dhs-00006.xml	11	20965	975	21940	1995		
dhs-00007.xml	20	34992	4088	39080	1954		
dhs-00008.xml	12	19369	1624	20993	1749		
dhs-00009.xml	14	25113	1463	26576	1898		
fwja-00001.xml	22	50582	2189	52771	2399		
fwja-00002.xml	11	26680	869	27549	2504		
fwja-00003.xml	10	16714	1412	18126	1813		
fwja-00004.xml	23	57440	1756	59196	2574		
fwja-00005.xml	11	20163	2291	22454	2041		
fwja-00006.xml	4	8429	277	8706	2177		
fwja-00007.xml	6	12828	395	13223	2204		
lu-00011.xml	6	11515	1211	12726	2121		
lu-00012.xml	19	40518	4521	45039	2370		
menil-00001.xml	8	19506	1790	21296	2662		

Filename	Page Count	No. of Characters	No. of Elements	Total Characters	Ave. Char/Page	Calculations by TARO
menil-00002.xml	4	6952	167	7119	1780	
menil-00003.xml	5	8828	651	9479	1896	
menil-00004.xml	14	24245	656	24901	1779	
mfah-00001.xml	5	7105	429	7534	1507	
mfah-00002.xml	7	12233	812	13045	1864	
mfah-00003.xml	5	7348	366	7714	1543	
mfah-00004.xml	24	42714	6560	49274	2053	
mfah-00005.xml	11	19509	2459	21968	1997	
mfah-00006.xml	21	37920	5424	43344	2064	
pphm-00006.xml	3	3244	124	3368	1123	
pphm-00029.xml	4	4946	265	5211	1303	
pphm-00034.xml	16	23593	4760	28353	1772	
pphm-00055.xml	4	4473	208	4681	1170	
pphm-00064.xml	6	8400	492	8892	1482	
pphm-00068.xml	5	5430	482	5912	1182	
pphm-00075.xml	4	4554	198	4752	1188	
pphm-00088.xml	4	5048	222	5270	1318	
pphm-00108.xml	8	9734	697	10431	1304	
pphm-00116.xml	5	8147	351	8498	1700	
pphm-00120.xml	5	5404	320	5724	1145	
pphm-00169.xml	4	4875	205	5080	1270	
pphm-00173.xml	9	11929	1493	13422	1491	
pphm-00179.xml	8	9480	1252	10732	1342	
pphm-00181.xml	4	4364	189	4553	1138	
pphm-00197.xml	4	5219	321	5540	1385	
pphm-00221.xml	6	7038	744	7782	1297	
pphm-00229.xml	6	7799	411	8210	1368	
pphm-00235.xml	5	6105	323	6428	1286	
pphm-00484.xml	9	10556	1215	11771	1308	
Total	764	1157042	108265	1265307	1656	

Filename	Page Count	No. of Characters	No. of Elements	Total Characters	Ave. Char/Page	Calculations by TARO	
hpl-00001.xml	37	93411	11539	104950	2836	Total Documents	31
pphm-00012.xml	4	5136	239	5375	1344	Total Characters	338438
pphm-00105.xml	3	3903	144	4047	1349	Rate per 1000 charact	\$0.44
pphm-00109.xml	4	6322	273	6595	1649	Cost Estimate	\$148.91
pphm-00123.xml	5	6096	219	6315	1263		
pphm-00124.xml	5	7554	436	7990	1598		
pphm-00140.xml	9	14210	1105	15315	1702		
pphm-00154.xml	4	5042	212	5254	1314		
pphm-00183.xml	5	6359	282	6641	1328		
pphm-00188.xml	4	4317	173	4490	1123		
pphm-00222.xml	5	6867	339	7206	1441		
pphm-00250.xml	7	11866	676	12542	1792		
pphm-00293.xml	4	5168	192	5360	1340		
pphm-00302.xml	7	9747	614	10361	1480		
pphm-00356.xml	11	14117	1990	16107	1464		
pphm-00363.xml	7	10269	611	10880	1554		
pphm-00371.xml	4	4882	176	5058	1265		
pphm-00381.xml	8	10468	524	10992	1374		
pphm-00387.xml	5	6923	291	7214	1443		
pphm-00394.xml	8	12517	832	13349	1669		
pphm-00403.xml	4	4677	191	4868	1217		
pphm-00422.xml	4	4340	187	4527	1132		
pphm-00426.xml	4	4680	255	4935	1234		
pphm-00435.xml	4	5025	214	5239	1310		
pphm-00437.xml	4	4393	202	4595	1149		
pphm-00455.xml	6	8186	389	8575	1429		
pphm-00477.xml	5	5920	300	6220	1244		
pphm-00479.xml	6	10446	662	11108	1851		
pphm-00492.xml	5	5963	318	6281	1256		
pphm-00493.xml	5	6873	398	7271	1454		
pphm-00494.xml	5	8240	538	8778	1756		

Filename	Page Count	No. of Characters	No. of Elements	Total Characters	Ave. Char/Page	Calculations by TARO	
Total	198	313917	24521	338438	1709		