

Kylie McKenna, Processing Archivist at the Rakow Research Library: I received an MLIS from Syracuse University in 2023 and began working at the Rakow in July 2023.

Joe Schill, Senior Archivist at the Rakow Research Library: I received an MSILS from the University at Buffalo (SUNY) in 2019 and began working at the Rakow in June 2019.

## Kylie

The Rakow Research Library at the Corning Museum of Glass is located in Corning, NY. The Rakow seeks to support the museum's mission to *inspire people to see glass in a new light* by providing access to information that contributes to an understanding of the art, history, science, and technology of glass. The bulk of the archival collections are composed of artist papers and gallery records, glass industry business and labor records, and the museum's institutional records. Our collections include a wide variety of design drawings, works of art on paper, and other visual materials.

In 2001, the Rakow acquired a collection of mid-20<sup>th</sup> century design drawings by Czech glass artists from the Steinberg Foundation in Vaduz, Liechtenstein. The collection includes approximately 3,000 drawings by 21 different artists. Part of the significance of these drawings is that they were created during a period in which artistic expression was limited by Czechoslovakia's communist government.

## Joe

The drawings were digitized shortly after they were acquired; however, improvements in digital technology over the last 20 years made it possible to vastly improve the quality of those scans. In the Summer of 2023, the Rakow began a large-scale digitization project to get better quality scans of the drawings, address the poor housing quality (such as overstuffed folders), and add an item-level finding aid for the collection in ArchivesSpace.

The first step was for the library collections assistant to make a list of the drawings by artist and create labels. Then the access services coordinator pulled the drawings from the flat files. After that, the archivists measured the drawings to determine the appropriate size folders and boxes. The drawings were then relocated from our secured stacks to the digitization lab. Next, the digitization assistant scanned the drawings and edited the digital files. Following that, the volunteers rehoused the drawings into new folders and added new labels to each, which had been created by the library collections assistant in advance. Volunteers then delivered the drawings to the processing archivist (Kylie). Kylie found new locations for the drawings in either flat files or boxes, depending on their size, and entered the information into a spreadsheet shared with the lead cataloger. The lead cataloger

updated the bibliographic record for each drawing. The drawings were then added to the Rakow Library's Digital Collections in Alma-D. In the final step, Kylie will create an item-level finding aid in ArchivesSpace

Kylie

Although the library has undertaken many digitization projects over the years, this project involved more people than in the past and was the first in which the Archives & Special Collections department played a significant role. As a result, it was necessary to create a clear workflow and establish open communications to ensure the project went smoothly. The scale, both in the number of drawings and number of people involved, proved challenging but manageable. Establishing a clearly-defined workflow at the beginning of the project helped us address problems as they came up by clarifying the responsibilities of everyone involved. When an issue arose, we knew how to handle it. There were several instances where we had to move back one or more steps to address mistakes, such as mislabeling, or find solutions to space or supplies issues. In each case, we were able to adapt to the circumstances and move forward. Overall, we found that this workflow was effective for our library and we plan to use it for future projects. We hope that sharing our experience provides a helpful framework for other libraries and archives planning their own digitization projects.