

# Providing Access to Large Literary Archives in a Digital Medium

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*The Palladium Project – appraisal, access and use of Carcanet Press email archive.*

Email Archiving Symposium, The University of Illinois, 15<sup>th</sup> June 2023

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# Carcenet Press Email Archive

- ❖ Accessions 1 & 2 – 300, 000 items (email and attachments)
- ❖ Accession 3 – approx. 482,000 items (email and attachments)

Current total figures from ePADD:

- Messages: **447,848**
- Attachments: **270,414**
- Images: **174,999**
- Documents: **88,167**
- Others: **7,248**

## Preservation



## Access



# Project Outputs

- End-to-end workflows and tools for the ingest of email archives
- Introduce digital tools for providing mediated access to the email archives, including ePADD, and integration with digital scholarship tools
- Guidelines for archivists and curators on managing and facilitating access to email archives
- Guidance for writers and small publishers on managing and preserving their emails
- Workshops to seek input from colleagues in other institutions involved in managing born-digital archives
- Creative responses to the email archive

## Palladium Project team:

Paul Carlyle, project archivist

Jessica Smith, project manager

Ian Gifford, head of Digital Development

Jochen Farwer & Shiu hung Au yeung, developers

# Appraisal

## Funnel approach

- Employment/HR
- Office Administration
- Financial
- Facilities
- Student Records
- Personal
- Ephemera

## Appraisal Rubric (sample section)

Records which will be retained	Records which will not be retained
<b>Publishing/Literary</b> 1. Correspondence with authors (a) Editorial (b) Readings (c) Marketing (d) Design (e) Contracts/agreements 1. Design 2. Royalties 3. Permissions 4. PN Review	
<b>Employment/HR</b> 1. Employees' handbook	<b>Employment/HR</b> 1. Personal Development Reviews (PDR) 2. Recruitment 3. References (includes requests submitted to Carcanet from individuals or on their behalf) 4. Work experience 5. Apprenticeships 6. Volunteers/Interns 7. Pensions 8. Payroll 9. Employment contracts 10. Grievance/disciplinary proceedings
	<b>Office Administration</b> 1. Office hours 2. Leave/holiday 3. Lottery syndicate 4. Automatic replies/out-of-office replies

# Appraisal: Capstone approach

## Collaborative appraisal

Alison Brackenbury	504
John Gallas	725
Rory Waterman	705

**Total:** 1374 email

Project archivist appraisal – Elaine Feinstein

Email: 1526 email

Number restricted: 231

Number cleared for transfer: 1295

Dates: 2002 - 2019

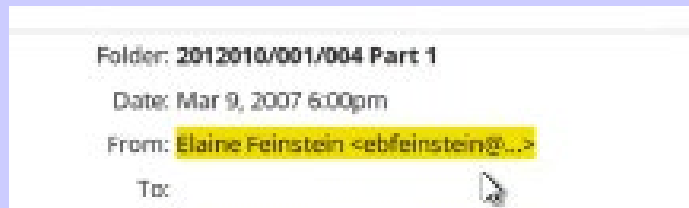
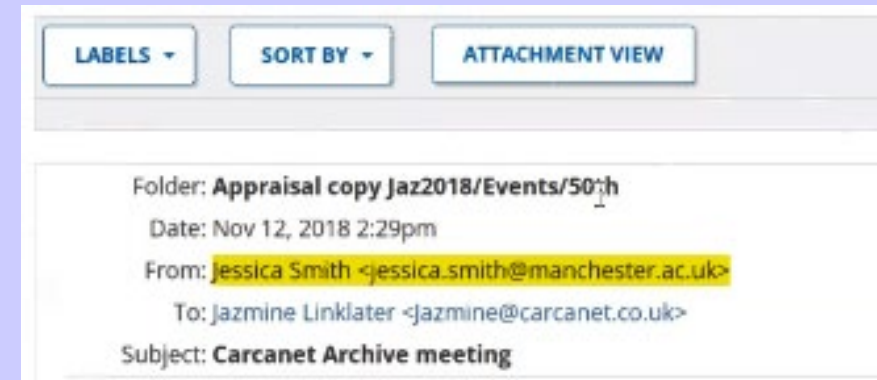
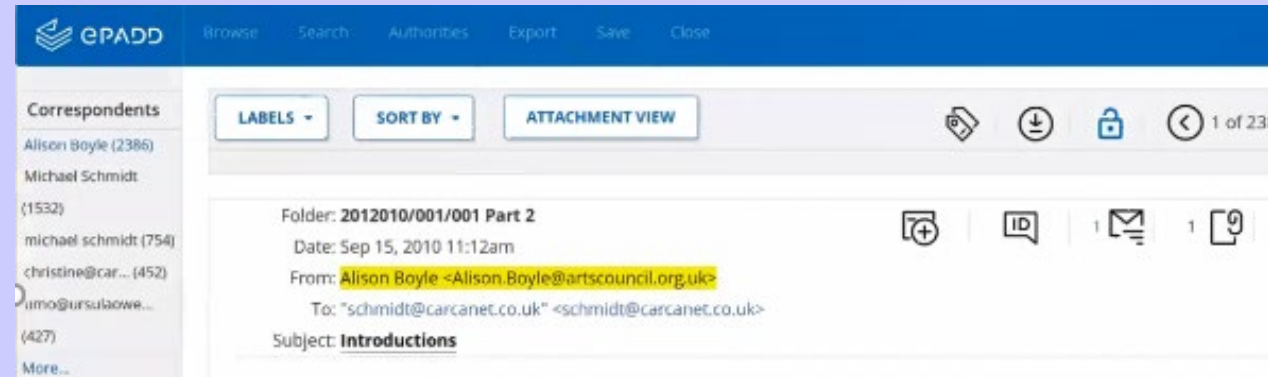
Time taken: estimated 2 weeks

Categories identified for restriction:

- Medical information
- Information about family members
- Personal information about individuals still living
- Contact information for individuals still living
- Private or group discussions of the judging panels of poetry competitions

# ePADD Development Work

- .csv download
- Visible folder structure
- Correspondent editing
- Transfer of selected messages to Delivery module
- Delivery module display
- Redaction of email text



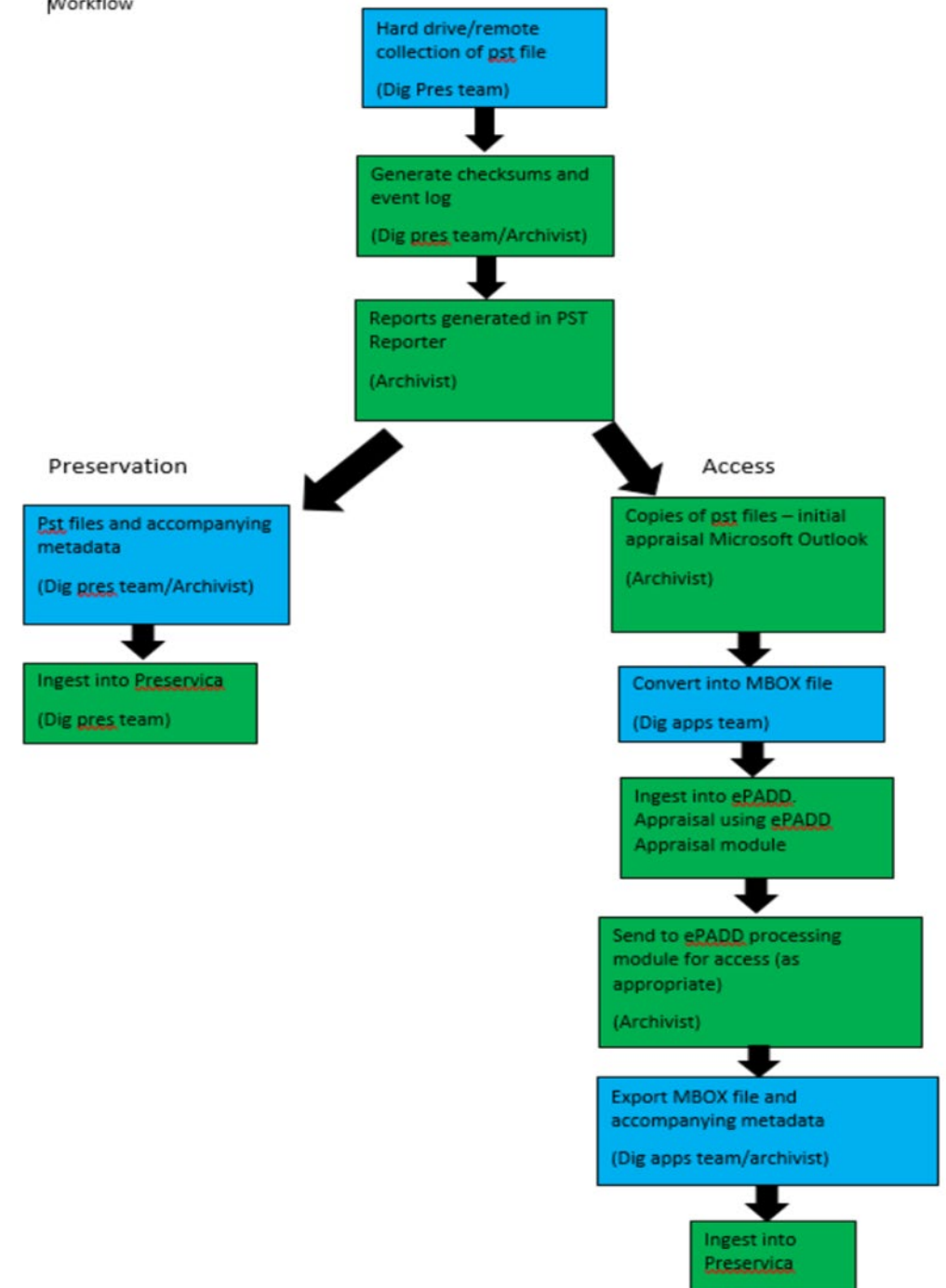
# New redaction functionality in ePADD



# Project Outputs - Documentation

- ❖ Workflow
- ❖ Project Report
- ❖ Guide for archivists and ePADD users
- ❖ Guide for collection donors and writers
- ❖ Project promotion

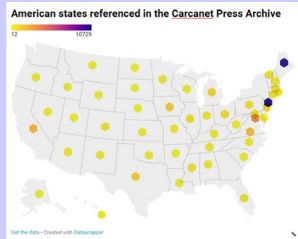
## Workflow



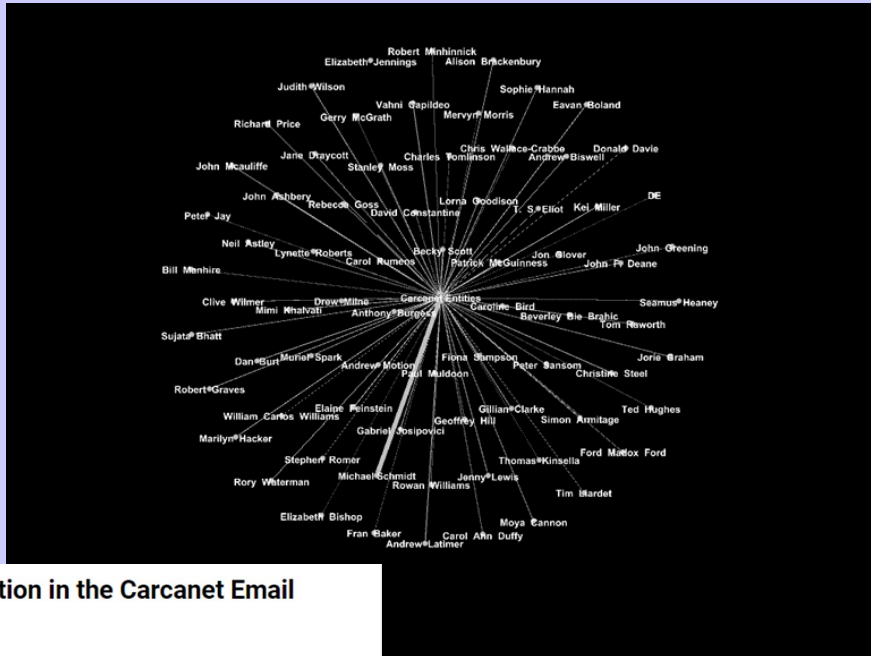


# Data Visualisations

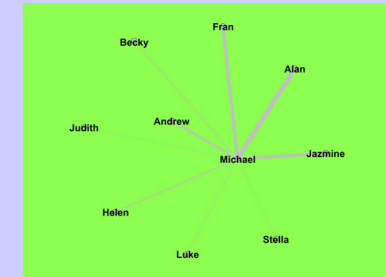
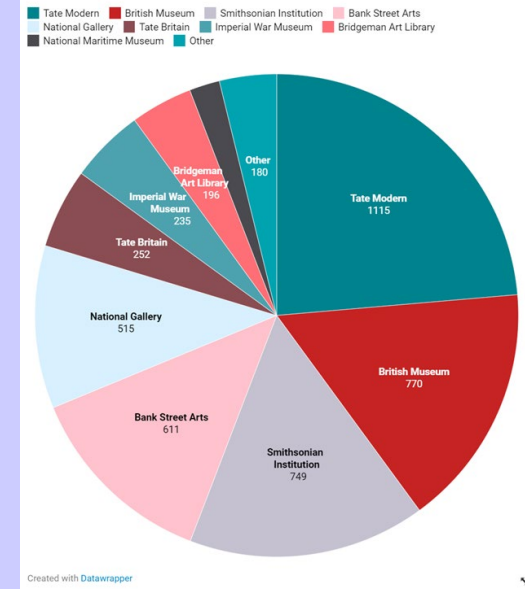
Created in Gephi & Datawrapper, data manually edited



Correspondents in the Carcanet Email Archive



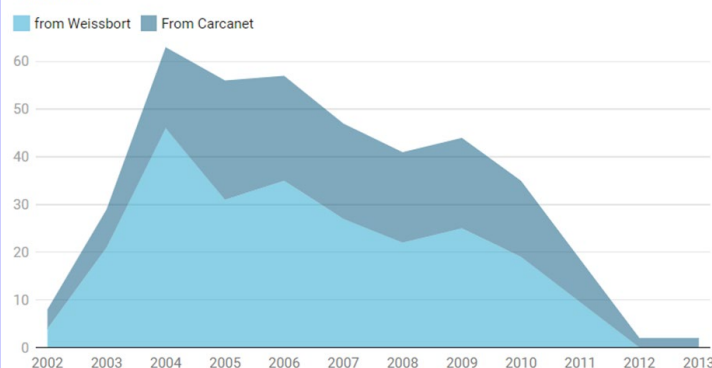
Museums and Galleries in the Carcanet Press Email Archive



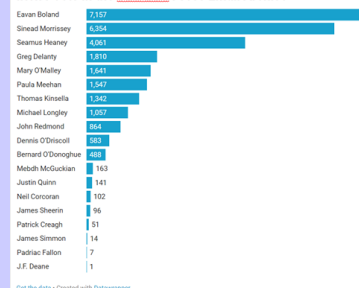
Geographical distribution of poets published by Carcanet 1969 - 2019



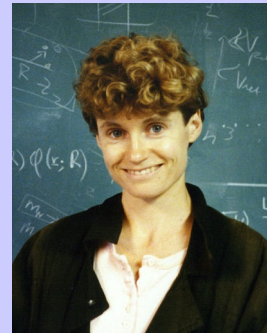
Daniel Weissbord and translation in the Carcanet Email Archive



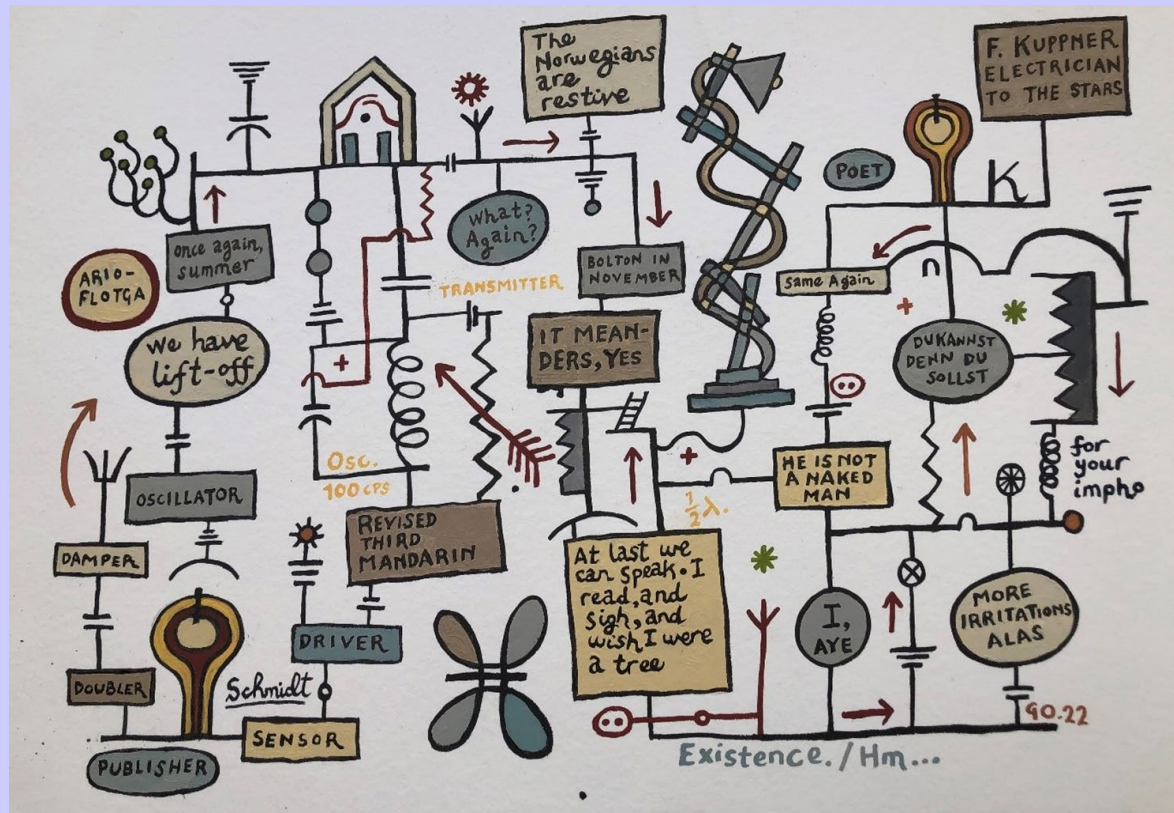
Irish Poets in the Carcanet Press Email Archive



# Creative Responses



Rebecca Elson

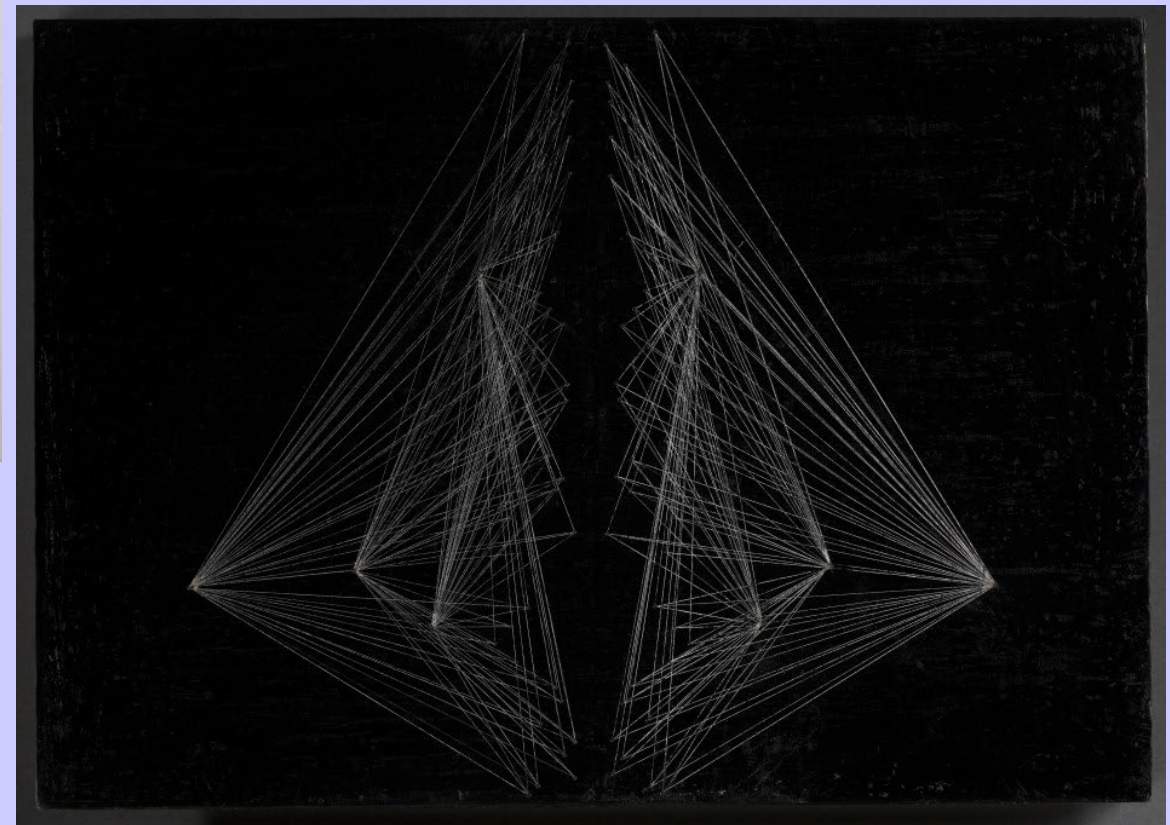


A circuit diagram for Frank Kuppner and Michael Schmidt, Gregory O'Brien

Frank Kuppner



For this we go out dark nights, Mary Griffiths



# Conclusions

## Appraisal

- A more stringent appraisal rubric
- Bulk appraisal
- Transferring fewer email from the donor
- Improvement of Artificial Intelligence appraisal tools
- New digital records appraisal policy
- Revised access permissions in donation agreements
- Collaborative appraisal

Collaboration is crucial!

Thank you!

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Rylands Blog - <https://rylandscollections.com/>