



UNIVERSITY OF GEORGIA

Chartered by the state of Georgia in 1785, the University of Georgia is the birthplace of public higher education in America — launching our nation's great tradition of world-class public education. What began as a commitment to inspire the next generation grows stronger today through global research, hands-on learning and extensive outreach. A top value in public higher education, Georgia's flagship university thrives in a community that combines a culture-rich college town with a strong economic center.

Big Data

Managing Large-Scale Metadata Projects in a Teleworked Environment

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UNIVERSITY OF
GEORGIA

Big Data: Background

Who We Are

University of Georgia Libraries

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Special Collections Libraries

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Brown Media Archives

The only public archive in Georgia devoted solely to the preservation of audiovisual materials.

- Four full-time Librarians
- Four full-time support staff
- 8-10 student workers

Typical Work

- Processing analog collections
- Answering reference questions
- Bibliographic instruction for archives-centered classes
- Community engagement through screenings & outreach
- Digitizing analog media for access and preservation
- **Creating descriptive and technical metadata**



Plans

Reality

Spring 2020

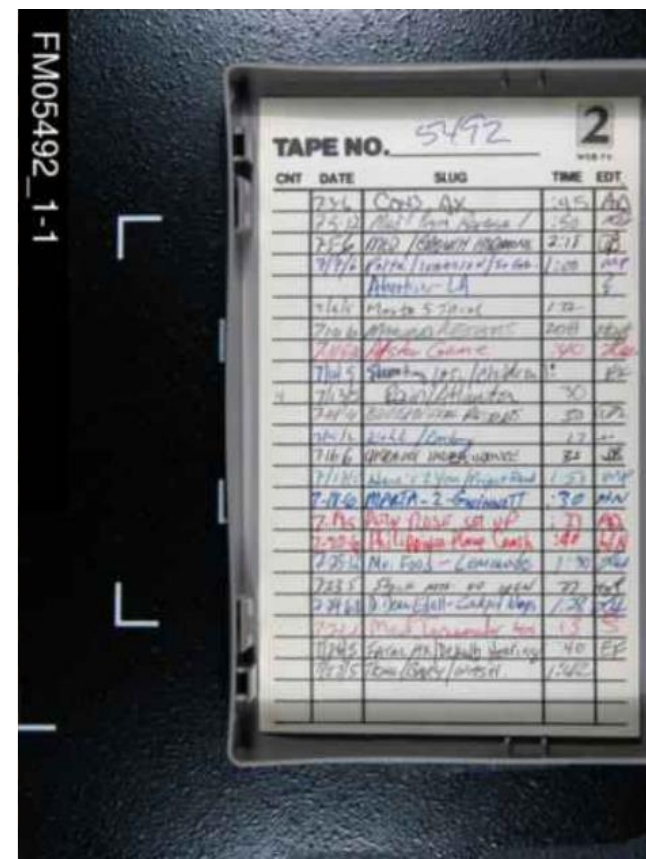
Based on 50 minutes classes (MWF), 75 minutes classes (TTH), 15 weeks of classes + Exams

Orientation / Advisement	Jan. 2 - 3	Thursday - Friday
Registration	Jan. 6	Monday
Classes Begin	Jan. 7	Tuesday
Drop / Add	Jan. 7 - 13	Tuesday - Monday
Holiday: Martin Luther King Jr. Day	Jan. 20	Monday
Midterm	Feb. 28	Friday
Last Day of Classes prior to Spring Break	Mar. 6	Friday
Spring Break - No Classes	Mar. 9 - 13	Monday - Friday
Classes Resume	Mar. 16	Monday



Our Experience

- Projects:
 - **Typing Peabody summaries**
 - Least technical, no internet
 - **Transcribing shot logs**
 - Largest project



Our Experience

- Projects:
 - **Describing news footage**
 - More time consuming
 - **Peabody program transcript correction & summaries**
 - Grant project in partnership with AAPB



American Archive

OF PUBLIC BROADCASTING

a collaboration between the Library of Congress and WGBH



Our Experience

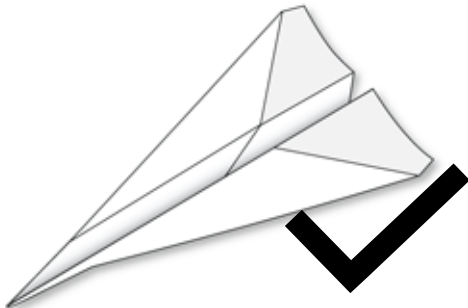
- Wide variety of people on project:
 - 125 people, 19 departments
 - Classifications:
 - Students
 - Staff
 - Faculty
 - Volunteers / Interns



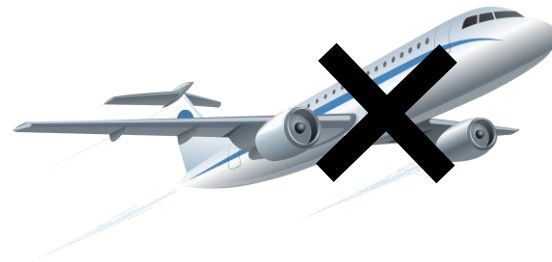
Big Data: What We Learned

The ideal project

- Already in progress
- Learned quickly
- Worked on intermittently
- Tangible output



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More people on fewer projects

Match people to projects based on:

- Technological factors
 - Internet connectivity and bandwidth
- Number of hours available
 - Fewer hours- easier projects
- Skills and knowledge- match to project but:
 - Expect everyone to take a while to get up to speed
 - Don't underestimate your workforce potential



Human Resources

Human Resources is your new BFF

- Get institutional buy-in
 - Be sure everyone in the organization agrees with the allocation of resources
- Follow/establish procedures
- Develop clear lines of responsibility
 - Are you the supervisor now?
 - What if there are problems?
 - How to track hours



Setting all other duties aside



Streamline Communication

Smarter not harder: make a Form Letter

- Edit / customize template as needed



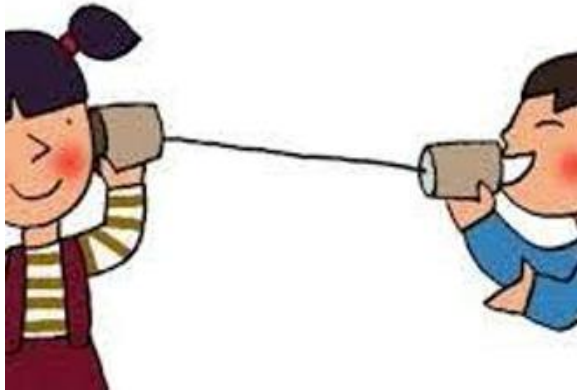
Instruction Documents

- Limited by remote communication
- As detailed as possible:
 - Screenshots
 - Step-by-step documentation of workflow
 - FAQ section or similar can allow you to adapt instruction document as needed



Communication

Clear, consistent, frequent



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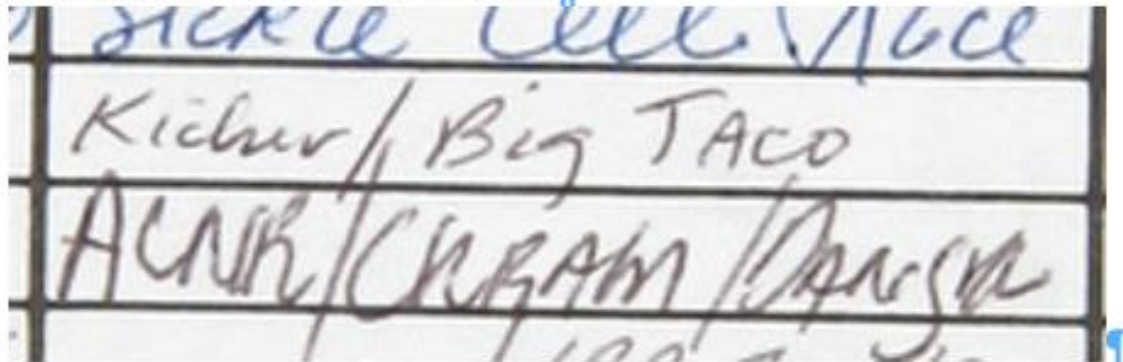


Feedback

Give feedback as quickly as possible, especially early, and track the feedback you give

In the title (but not after the clips) use 4 digits for the year
FM06676 (04-03-1992 -- 04-29-9192)

In the first line, the first word is Kicker, which is like a news teaser:
The second line is Acne Cream Danger. This person's e looks like an R,
and their r looks like an n



Promote your best workers



[This Photo](#)

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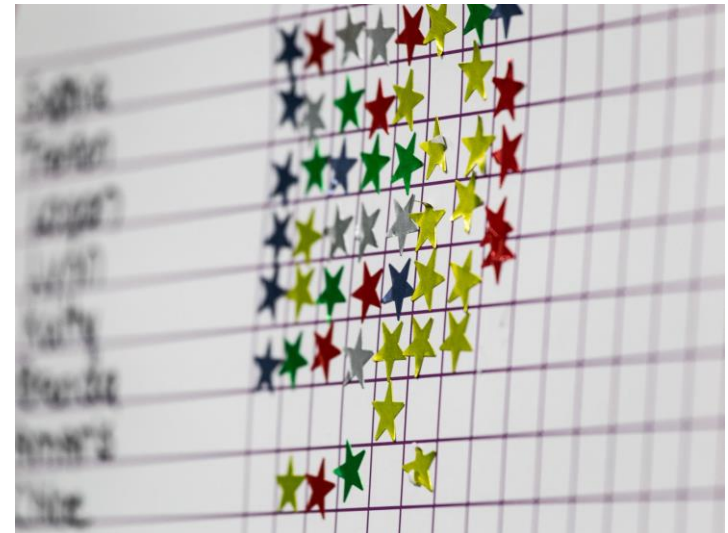
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Continued Feedback : Positive Message

Avoid "squeaky wheel" mentality

- Regular check-in emails with positive reinforcement, encouragement



Foster Positive Environment

Create sense of belonging to a team with a purpose

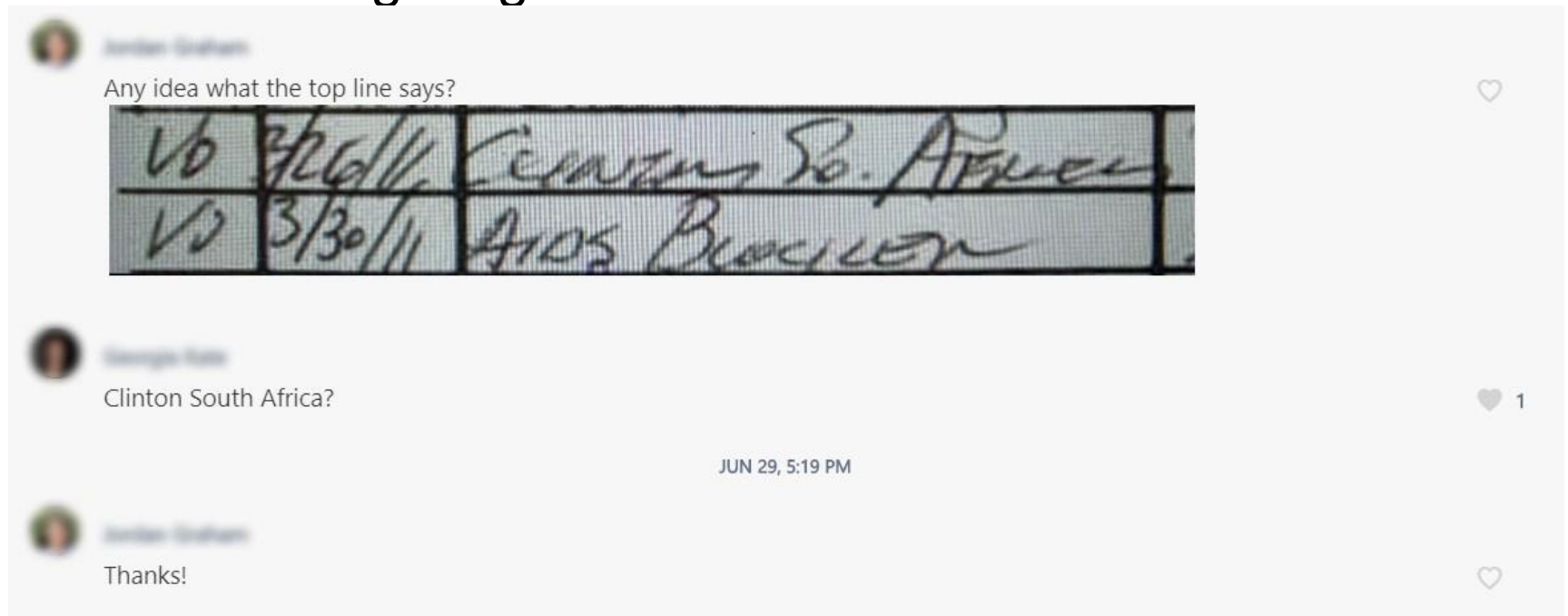
- Emails
- Zoom guest speakers
 - More insight into importance of projects / Bigger Picture



Sense of Agency

Promote a sense of agency when possible and appropriate

- Feedback both ways
 - GroupMe
- Self-assign logs to transcribe



Special issues: Volunteers / Interns

Same or different projects?

Ethics of unpaid work



Conn Family Home Movies

Guatemala/ Costa Rica 3/3

PHYSICAL OBJECT

IDENTIFIER:

hm-conn_0104

MEDIA TYPE:

Moving Image

FORMAT:

16mm

DATE:

Created: 1973

OBJECT CITATION (BETA):

hm-conn_0104. Conn Family Home Movies. Walter J. Brown Media Archives and Peabody Awards Collection, The University of Georgia Libraries.

RELATED WORK

[hm-conn_0104](#)



Special issues: Scheduling

Monday	1	2	3	4	5	6	7	8
12:00 AM								
1:00 AM								
2:00 AM								
3:00 AM								
4:00 AM								
5:00 AM								
6:00 AM								
7:00 AM								
8:00 AM	George Kelle					Stephen Queen		
9:00 AM	Kell		George Kelle		Sara Small	Stephen Queen		
10:00 AM	Kell		George Kelle		Sara Small	Anna Silva		Jane Juchica
11:00 AM	Cassidy		Jay Washington		Teresa Nagel	Anna Silva	Wagen Wright	Jane Juchica
12:00 PM	Cassidy		Jay Washington		Teresa Nagel	Anna Silva	Wagen Wright	Jane Juchica
1:00 PM			Lillian Brantley		Teresa Nagel	Anna Silva	Wagen Wright	
2:00 PM	Kell		Chapman Adams		Brandi Jo Hoffmann			
3:00 PM	Kell		Chapman Adams		Thomas Way			
4:00 PM			Chapman Adams					
5:00 PM								



Thank you for your time.

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