

FY 2010 NGGDPP Final Report

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Name of the State Geological Survey: Indiana Geological Survey

Project Title: Indiana Data Preservation Program 2010

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Abstract

The Indiana Geological Survey (IGS) proposes during the performance year, July 1, 2010, to June 30, 2011, to continue a multifaceted effort to create metadata for many of its data sets, some of which were previously begun under the U.S. Geological Survey National Geological and Geophysical Data Preservation Program (NGGDPP) financial assistance program last year (FY2009).

In 2010, the IGS will complete the crushed materials collections inventory; inventory the paper, film, and linen geologic maps, illustrations, and figures in its Cartographic office; and implement the inventory tracking system. These efforts involve working closely with staff members in the Geochemistry, and Graphics and Cartographic Sections of the IGS. We will inventory and catalog collections and corresponding data in the Materials Testing Building and the IGS Main Building. These efforts will produce inventory records which will be entered into the USGS National Digital Catalog and internal inventories of the IGS data collections to provide greater access to and an enhanced understanding of the materials held in the collections.

The project priorities for the creation of metadata for individual items in those data collections follow:

1. Crushed materials collections in the IGS Main Building basement and Materials Testing Facility (Inventory collection)
2. Cartographic geologic maps, illustrations, and figures inventory (Inventory collection)
3. Implement inventory tracking system (Inventory collection)

Data Preservation

Task 1) Finalize the Inventory Database and include a tracking system

The Indiana Geological Survey (IGS) Material Flow Process Procedure is in draft form and is being tested. This system includes inventory and tracking for all geologic materials that come into the possession of the IGS. Descriptive information for each collection will be entered into the Material Flow Process System. A Material Flow Process design team, comprised of representatives from each section within the IGS as well as the IU Geology Librarian, was assembled. Karen Like coordinated the efforts between the team and the developer Paul Rohwer. All items in the geologic materials collections will be stored in standard sized containers. Each container will have a unique QR Code barcode tracking identification number adhered to it. This number will be store in the Material Flow Process database as well as located on the container in human readable form. The QR Code can be read by a portable device that will link via the internet directly to the Material Flow Process database so the user can check for content, location, condition, evaluation period, photographic image, owner, etc. The Material Flow Process system will also read "location QR codes" that will locate each item within a building, room, and storage unit row and shelf. The Material Flow Process system will greatly assist the IGS staff in tracking the material usage, movement of the materials within the IGS, material evaluation periods for periodic check on condition, and material de-accession. The Data Archivist, Karen Like, and Material Testing

Facility Coordinator, Drew Packman, will manage the Material Flow Process Assets. Tracking materials such as standard storage containers; labels, code printer, and mobile code reader were purchased from this grant. Paul Rohwer developed Material Flow Process System using Microsoft SharePoint.

Task 2) Inventory IGS collections in the Materials Testing Building and main Office Building

The IGS Testing Facility and main building were evaluated for major geologic collections that take up a large amount of physical space, that are actively being used by the staff, or are accessed by the public and/or industry. A preliminary metadata record was made for these collections totaling 32 records. The status of these collections is active.

Two geochemical collections, that take a large amount of storage space, were inventoried in detail. Choices are being made on an individual sample as to which materials are to be kept or discarded. Approximately 57,500 samples were logged. A staff geochemist is currently evaluating the data and looking for corresponding metadata for these materials to determine their significance.

The IGS digital archive was also inventoried on a preliminary level. A total of 1,200 CDs, DVDs, and Blu-Ray disks were recorded by title, date, and general content. This inventory will assist us in the future to determine what physical records should be kept vs. digital copies of those records. The age of the media will also be assessed to determine if the media needs to be replaced. This effort will continue into the next grant period when a more thorough inventory of the content of each disk will be made.

Task 3) Finalize and implement the IGS Data Preservation Long-Range Plan

This past year, progress has been made in fulfilling many of the goals of the Indiana Geological Survey's Long-Range Data Preservation Plan as follows:

- The inventory process has allowed us to determine whether physical samples were adequately documented to warrant preservation and further processing for incorporation into IGS collections, or to consign them for educational purposes, or for disposal.
- Inventory of digital data has allowed us to prioritize which are documented sufficiently to migrate forward into a more contemporary format, or for disposal. Some of that migration has begun.
- Space consolidation activities, wherein samples are carefully subsampled and/or placed in smaller containers, have won us considerable new physical space, thereby forestalling the necessity of renting additional collections space.
- Progress with the university to gain a permanent and consolidated space for all physical collections was mixed: Funds do not exist for such a facility, nor are they a university priority; however, a meeting with the university foundation is scheduled early in 2011 to explore private fund-raising.