

**Accessible Archives**

# **Double** **check**

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## Our Scope

We aim to approach designing archival systems with accessibility at the forefront for both archivists as well as researchers.

We hope to create an integrated system that adds the most end value to all people irrespective of their disabilities but with access and disabilities always in mind.

**“The only way to fix it is to fix every record by hand...manually fix 5000 records”**

from Design Workshop Participant



## **Our Scenario**

To understand how an archivist would deal with digitization of items and how they receive requests, we've interviewed an archivist to map out general scenario to gain insights and opportunities.



## Request

### Image Description

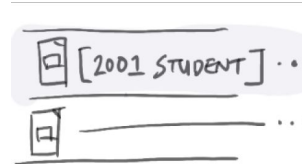
An "archive request" message bubble sent from an ArtCenter Alumnus



## Scan

### Image Description

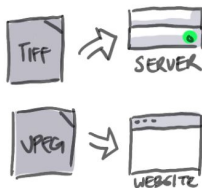
Archivist is holding onto the scanner lid to scan an item



## Name Files

### Image Description

An interface view of a file explorer containing file names of scanned items



## Preserve

### Image Description

A TIFF file is pointed at ArtCenter server icon with an arrow and a JPEG file is pointed at a website icon with an arrow



## Add Metadata

### Image Description

A computer with a mouse and a keyboard and has ArtCenter archives management portal open



## Finalize Upload

### Image Description

An upload button with a mouse pointer pointed to it

A large, solid orange circle is positioned on the left side of the slide. Inside the circle, the words "Our" and "Prototype" are written in white, bold, sans-serif font. "Our" is on the top line and "Prototype" is on the bottom line.

## **Our Prototype**

Our insights from interviews helped us conclude that archivists need a portal to manage submissions and requests, and the researchers need ways to submit requests.

**How might we design an archive system that ensures accessibility from beginning to end?**



**01**

## **Archivist Portal**

Submissions

Accessibility Checker

**02**

## **Request Item**

Search Item

Multiple Requests

**03**

## **Request Information**

Direct Select

Direct Message

# Archivist Portal

**Most archivists are using MS Access, or Excel to manage the digitization process.**

Insight from Design Workshop Participants

Archive

Robert Gird

Search

CATEGORIES

Submissions

Reports

Archive

Submissions

+ New

Sort

1 Filter

Uncategorized Backlog

Aug 15, 2022

Priority

Art Center 1978 Product design competition finalist items

3 0 0

Model of a green and yellow toy train on a purple track by Daniela Glaesel (PROD 1994) for the Carrera sponsored project.

0 0 0

Aug 19, 2022

Priority

Three models of scissors including one shaped like a bird by Thomas Küchler (PROD 1995).

1 0 0

Model of toy cars on a red track and bridge by Ian Kaenel (PROD 1994) for the Carrera sponsored project.

0 0 0

+ Add New Submission

To-do

0:36

2:49

Nov 02, 2022

Allen Stross audio

1 0 0

Aug 15, 2022

Priority

A student making his bed while his roommate reads the paper and pets his cat.

3 0 0

+ Add New Submission

In Progress

Priority

A student pouring milk into a glass in front of an open refrigerator with a sign that says, "Chuck, call Betty 'pronto'".

3 0 0

Missing Info

Priority

PUB10 Review

3 0 0

Aug 07, 2022

Priority

Letter to Former Classmates, 1943

0 0 0

+ Add New Submission

Completed

Aug 07, 2022

Priority

PUB09 Review

6 0 2hr

Feb 12, 2022

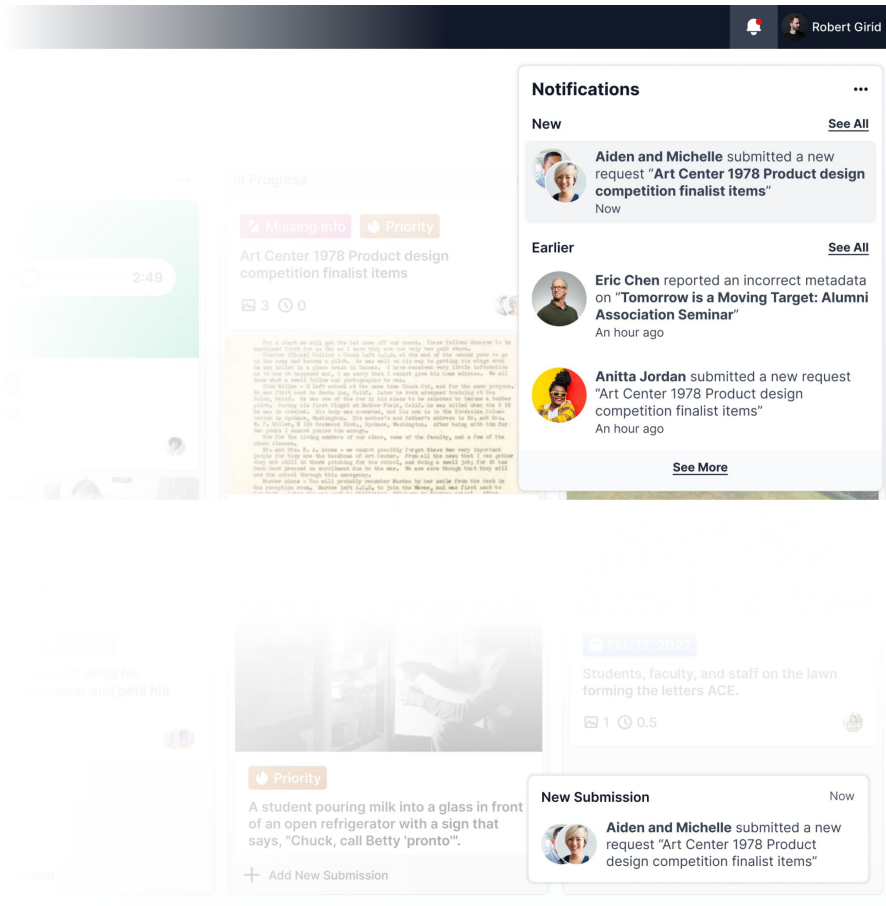
Students, faculty, and staff on the lawn forming the letters ACE.

1 0 0.5

+ Add New Submission

A screen showing an archivist portal's management view of submissions.

Submissions are categorized with, "uncategorized backlog", "To-do", "In Progress", and "Completed" in Kan-Ban board style.

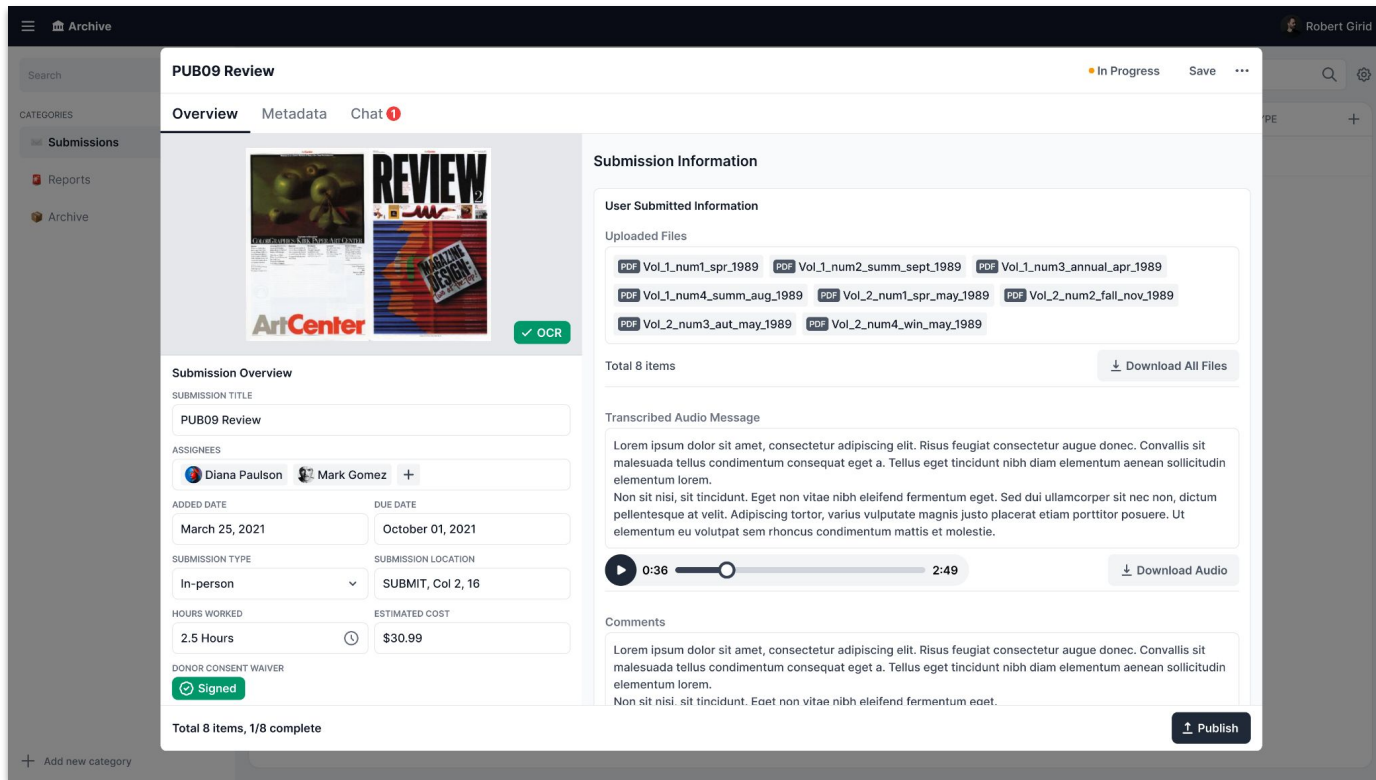


(top) A popup showing notifications an archivist receives from requests and new submissions

(bottom) A live notification bubble to notify an archivist that there's new submission.

**“Saves the archivist ... time if the donor fills the info”**

from Design Workshop Participant



A modal with a tab “Overview” selected.

This tab shows general overview of submission.

Left sidebar displays general information such as due date, title, assignees, etc.

On the right, donor’s uploaded files, audio message, and comments are displayed.

Archive

Search

CATEGORIES

Submissions


Reports

Archive

PUB09 Review

In Progress Save ...

Overview Metadata Chat 1



✓ OCR

Review, Volume 1, Number 2, Summer Issue, May 1989

Accessibility Checker In Progress

Metadata

Auto Fill

Identity elements

TITLE

Review, Volume 1, Number 2, Summer Issue, September 1987

ALT TEXT

A magazine of student artwork from Summer term 1987

REFERENCE CODE

PUB09-2

NAME AND LOCATION OF REPOSITORY

ACCD Archives and Special Collections

LEVEL OF DESCRIPTION

PUB09-2

DATE(S)

1987 (Creation)

Extent

v. : col. ill.; 43cm.

+ Add data field

Conditions of access and use elements

CONDITIONS GOVERNING PRODUCTION

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Digitized Files

Batch Rename Upload

TYPE	TITLE	STATUS
PDF	Review, Volume 1, Number 1, Spring Issue, 1987	●
PDF	Review, Volume 1, Number 2, Summer Issue, Sept 1987	●
PDF	Review, Volume 1, Number 3, Annual Issue, April 1988	●
PDF	Review, Volume 1, Number 4, Summer Issue, August 1988	●
PDF	Review, Volume 2, Number 1, Spring Issue, May 1989	●

Total 8 items, 1/8 complete

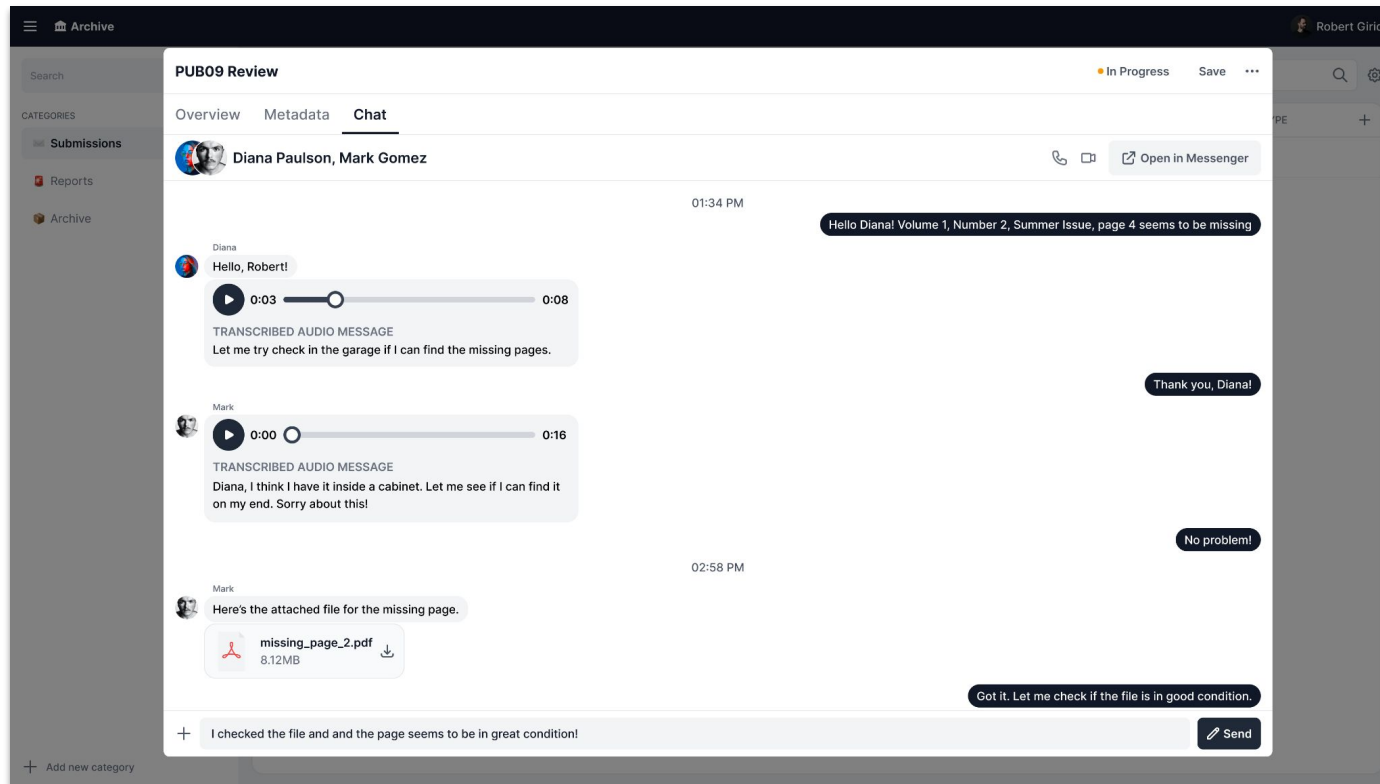
↑ Publish

A modal with a tab “Metadata” selected.

Left sidebar displays a list of digitized files and displays type and title of the file and it’s status of completion.

On the right side, it shows metadata form fields for archivists to input the data.





A modal with a tab “Chat” selected.

Shows message bubbles of Assignees and an archivist communicating about a missing page in the submission.

# **There are no specific process done for making items more accessible**

Insight from Design Workshop Participants

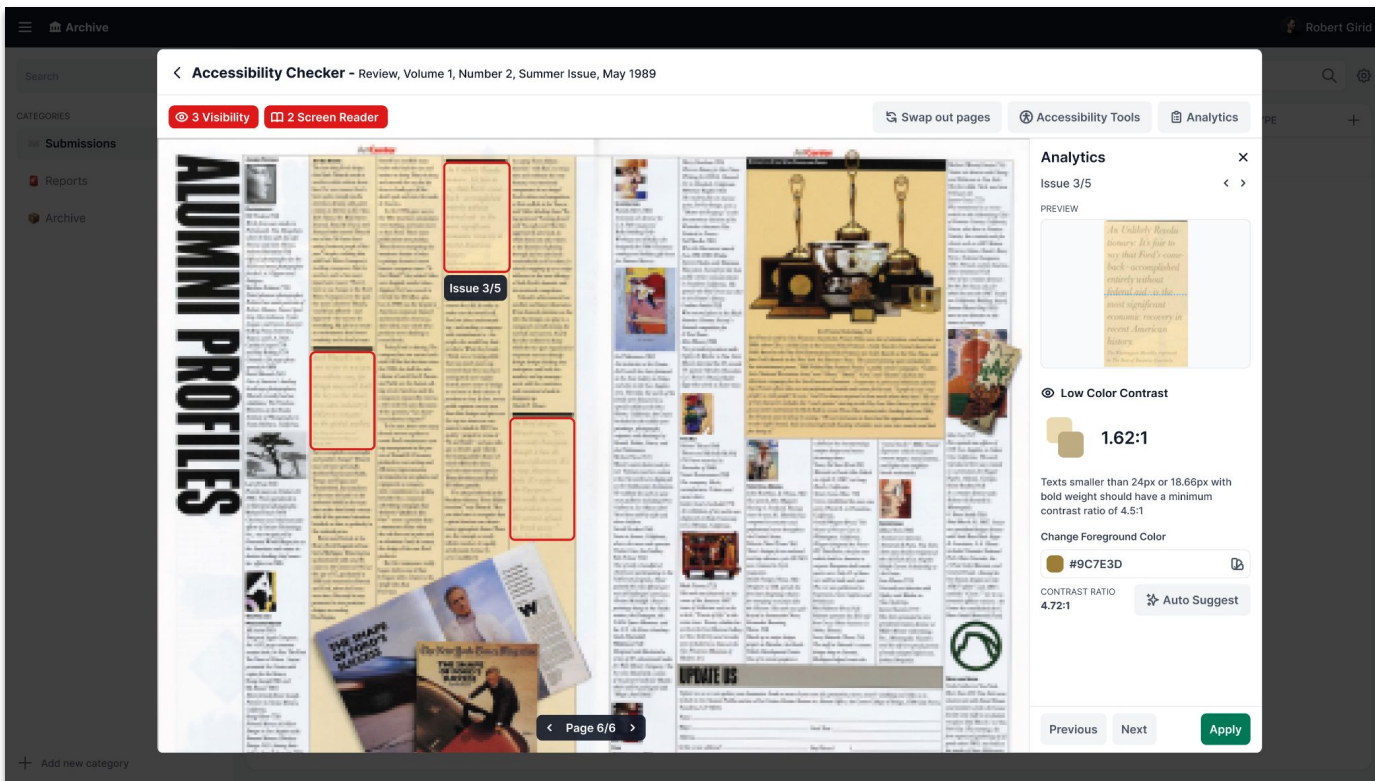
**“We don’t currently make items more accessible for people with disabilities and we only run OCR on pdfs ... we also never tested on screen readers.”**

from Design Workshop Participant

Add  
Metadata

# Accessibility Checker

Upload

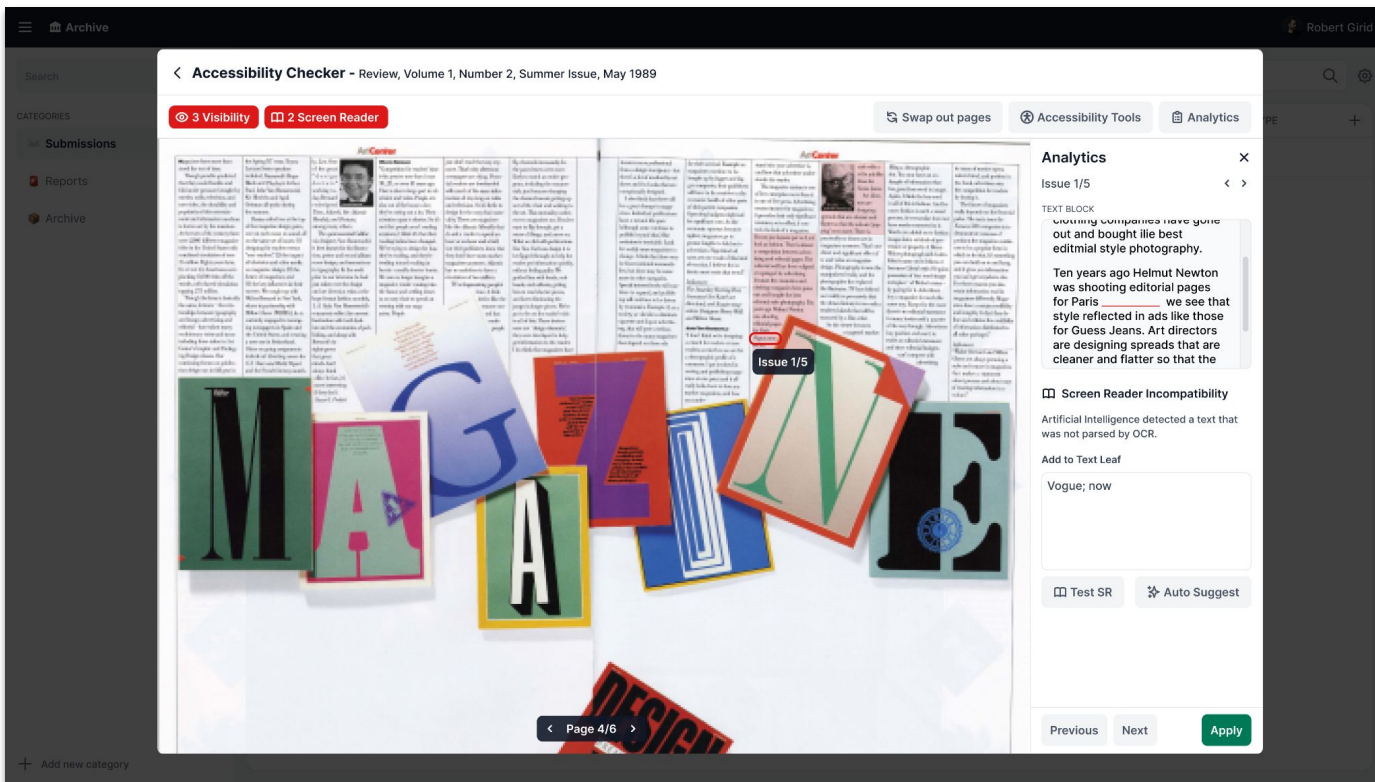


A modal of Accessibility Checker.

On the Left, it shows a page of PDF with 3 issues emphasized with red boxes.

Right panel displays analytics of a selected issue in the case of low color contrast.

On the bottom of the right panel has buttons to view previous/next issue or to apply changes.

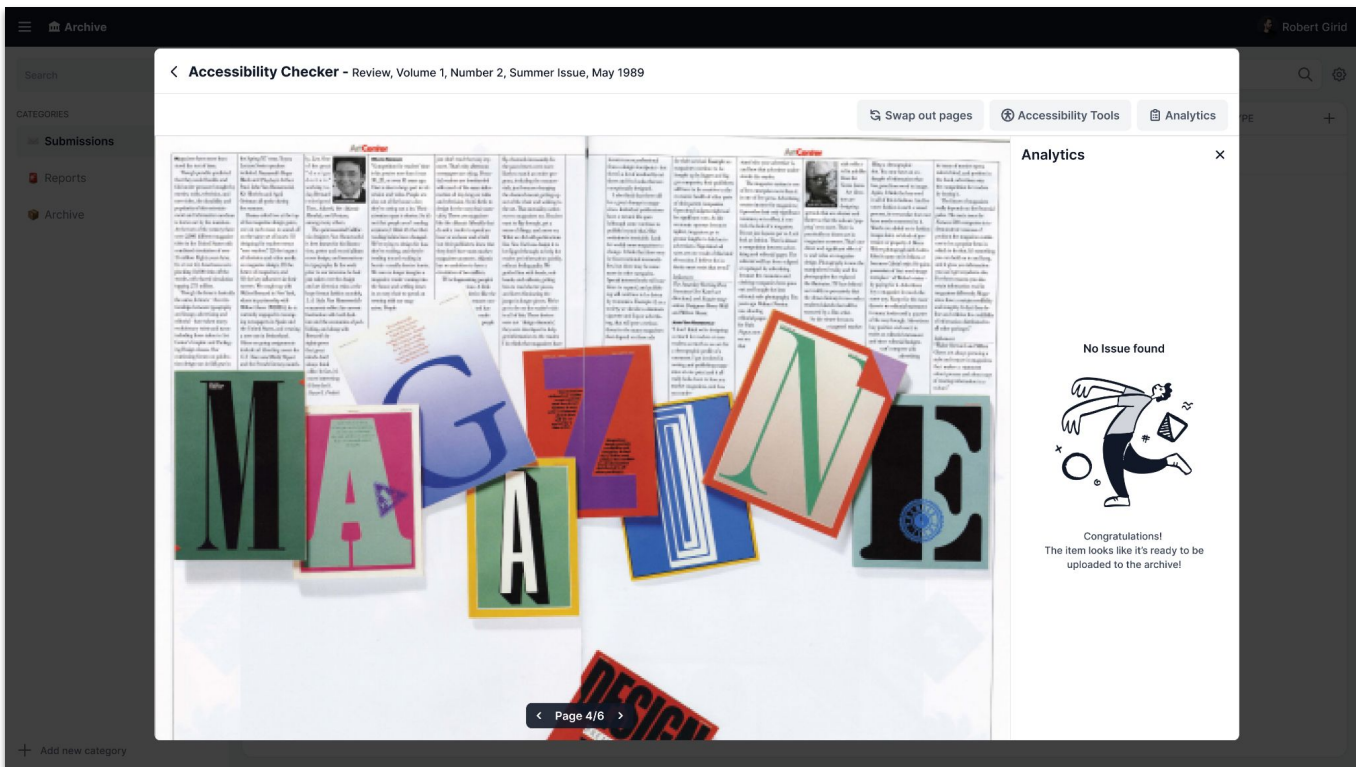


A modal of Accessibility Checker.

On the Left, it shows a page of PDF with an issue block emphasized with red box.

Right panel displays analytics of a selected issue in the case of screen reader incompatibility

On the bottom of the right panel has buttons to view previous/next issue or to apply changes.



A modal of Accessibility Checker.

On the Left, it shows a page of PDF without highlighted issues.

The right panel shows empty state of an analytics.

# Request an Item



**“Is there a way to keep adding to your cart when requesting several items to prevent spams from the same person?”**

from Design Workshop Participant

Archive

ansel adams

Callie Benardo

Narrow your results by

Publication Date61

Topics52

Publisher21

Collection7

Digitizing Sponsor1

Contributor1

Language1

Volume1

Added Date1

Bookplateleaf1

Camera1

Coverleaf1

Foldoutcount1

Identifier1

Identifier-ark1

Showing 75 Results

20 results with digital objects [Show digitized only](#)

Sort By

Direction

A reception held for Ansel Adams. Ansel Adams.


2003.26.2684 - Item - 1976 February

Part of [Event photographs](#)

A Photography student talking with Ansel Adams.

2004.21.2681 - Item - 1988 March

Part of [Event photographs](#)



Ansel Adams at the chalkboard.

2004.20.2681 - Item - 1977 March

Part of [Event photographs](#)

Students gathered around Ansel Adams.


2001.26.2683 - Item - 1973 February

Part of [Event photographs](#)

Ansel Adams with his camera on a field trip to Yosemite.

2004.26.2610 - Item - 1979 May

Part of [Outdoor photographs](#)



Ansel Adams teaching a photography class.

2004.26.2611 - Item - 1977 February

Part of [Teaching photographs](#)

A screen showing results of a search for 'Ansel Adams' in the ArtCenter Archives. Cursor is selecting a plus button next to the first two results.

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Showing 75 Results

20 results with digital objects [Show digitized only](#)

Sort By

Direction

Publication Date	61
Topics	52
Publisher	21
Collection	7
Digitizing Sponsor	1
Contributor	1
Language	1
Volume	1
Added Date	1
Bookplateleaf	1
Camera	1
Coverleaf	1
Foldoutcount	1
Identifier	1
Identifier-ark	1

A reception held for Ansel Adams. Ansel Adams.

2003.26.2684 - Item - 1976 February

Part of [Event photographs](#)



A Photography student talking with Ansel Adams.

2004.21.2681 - Item - 1988 March

Part of [Event photographs](#)



Ansel Adams at the chalkboard.

2004.20.2681 - Item - 1977 March

Part of [Event photographs](#)



Students gathered around Ansel Adams.

2001.26.2683 - Item - 1973 February

Part of [Event photographs](#)



Ansel Adams with his camera on a field trip to Yosemite.

2004.26.2610 - Item - 1979 May

Part of [Outdoor photographs](#)



Ansel Adams teaching a photography class.

2004.26.2611 - Item - 1977 February

Part of [Teaching photographs](#)

A screen showing results of a search for 'Ansel Adams' in the ArtCenter Archives. A shopping cart with two items in it and a cursor over it.

## Your cart

2 results

A reception held for Ansel Adams. Ansel Adams.

2003.26.2684 - Item - 1976 February

Part of [Event photographs](#)



A Photography student talking with Ansel Adams.

2004.21.2681 - Item - 1988 March

Part of [Event photographs](#)



Add any additional information

Call us at [\(626\) 396-2200](tel:626-396-2200)

Request Digitization

A final shopping cart screen showing the option to request digitization for two items.

Archive

Search

CATEGORIES

Submissions

Reports

Archive

+ Add new category

Ansel Adams Digitization Request

In Progress Save ...

Overview Metadata Chat 1

Submission Overview

SUBMISSION TITLE

Ansel Adams Digitization Request

ASSIGNEES

Diana Paulson +

ADDED DATE

March 25, 2021

DUE DATE

October 01, 2021

SUBMISSION TYPE

Online

SUBMISSION LOCATION

SUBMIT, Col 2, 16

HOURS WORKED

2.5 Hours

ESTIMATED COST

\$30.99

DONOR CONSENT WAIVER

Signed

Submission Information

User Submitted Information

Requested items

A reception held for Ansel Adams. Ansel Adams.  
2003.26.2684 - Item - 1976 February  
Part of [Event photographs](#)

A Photography student talking with Ansel Adams.  
2004.21.2681 - Item - 1988 March  
Part of [Event photographs](#)

Total 2 items

Upload Files

Comments

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Risus feugiat consectetur augue donec. Convallis sit malesuada tellus condimentum consequat eget a. Tellus eget tincidunt nibh diam elementum aenean sollicitudin elementum lorem.

Non sit nisi, sit tincidunt. Eget non vitae nibh eleifend fermentum eget.

Total 2 items, 0/2 complete

Publish

A screen showing how a digitization request appears for an Archivist.

# Request for More Information

# Understaffed and Underfunded

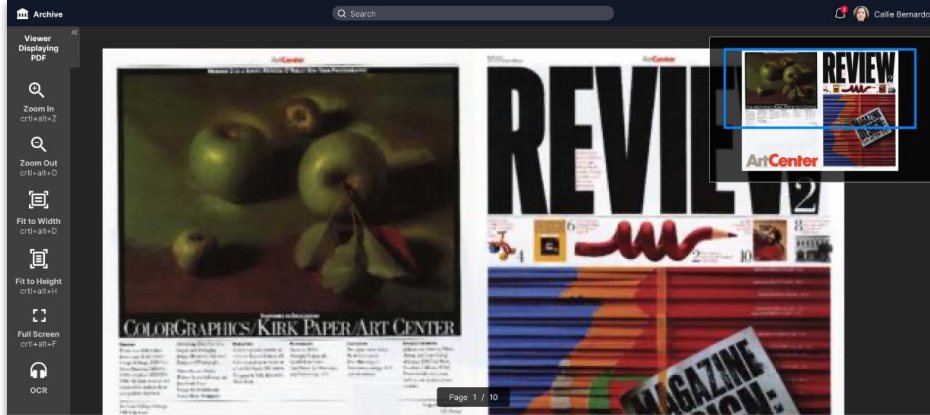
**Primary goal is to get item digitized,  
catalogued, and published into archive**

**Small details addressed later**

Insight from Design Workshop Participant

**Needed to identify the archivist's  
main areas of focus**





(Left) A screen showing a single archived item. There is a viewer displaying the digitized item with a tool panel on the left that includes magnifying functions, screen size, and OCR. Below the viewer is a column of metadata, download options panel, and an information request panel.

(Right) A zoomed in view of the information request panel, showing instructions, and two buttons.

## Review, Volume 1, Number 2, Summer Issue, September 1987

### Identity Elements

Publication Date	September 1987
Topics	Graphic Design
Publisher	Art Center College of Design
Collection	ACCD Archives and Special Collections
Digitizing Sponsor	Not Available
Contributor	Not Available
Language	English
Volume	1
Added Date	2021-08-10 18:55:41
Bookplateleaf	Not Available
Camera	Not Available
Coverleaf	Not Available
Foldoutcount	Not Available
Identifier	Not Available
Identifier-ark	Not Available
Ocr	ABEYY FineReader 8.0
Page-progression	Ir
Pages	10
Ppi	400
Scan Date	2021-07-12

### Conditions of Access and Use Elements

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### Digital Object Metadata

File Size	1.6 MB
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### Download Options

ABBY G2	ITEM TILE
B/W PDF	KINDLE
DAISY	PDF
For print-disabled users	SINGLE PAGE ORIGINAL JP2 TAR
EPLUB	SINGLE PAGE PROCESSED JP2 ZIP
FULL TEXT	TORRENT

### Information Requests

Need more information about this item? Submit a request and we will get back to you soon.

[Direct Click](#) [Leave a Message](#)

## Information Requests

Need more information about this item? Submit a request and we will get back to you soon.

[Direct Click](#)

[Leave a Message](#)

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## Direct Select

Viewer  
Displaying  
PDF

Zoom In  
ctrl+alt+Z

Zoom Out  
ctrl+alt+O

Fit to Width  
ctrl+alt+W

Fit to Height  
ctrl+alt+H

Full Screen  
ctrl+alt+F

OCR

Request Selection(s)  
Click on media to request for more information

(0)

Review, Volume 1, Number 2, Summer Issue,  
September 1987

Identity Elements

Publication Date	September 1987
Topics	Graphic Design
Publisher	Art Center College of Design
Collection	ACCD Archives and Special Collections
Digitizing Sponsor	Not Available
Contributor	Not Available
Language	English
Volume	1
Added Date	2021-08-10 18:55:41
Bookplateleaf	Not Available
Camera	Not Available
Coverleaf	Not Available
Endpaper	Not Available

Download Options

ABBY GZ	ITEM TILE
B/W PDF	KINDLE
DAISY	PDF
For print-disabled users	SINGLE PAGE ORIGINAL JP2 TAR
EPUB	SINGLE PAGE PROCESSED JP2 ZIP
FULL TEXT	TORRENT

Information Requests

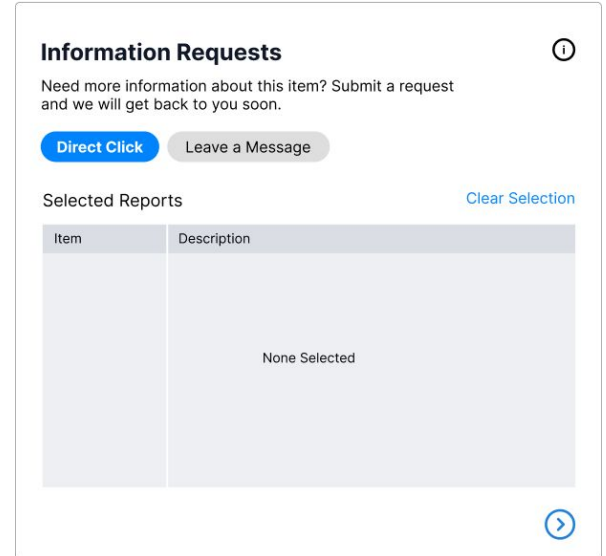
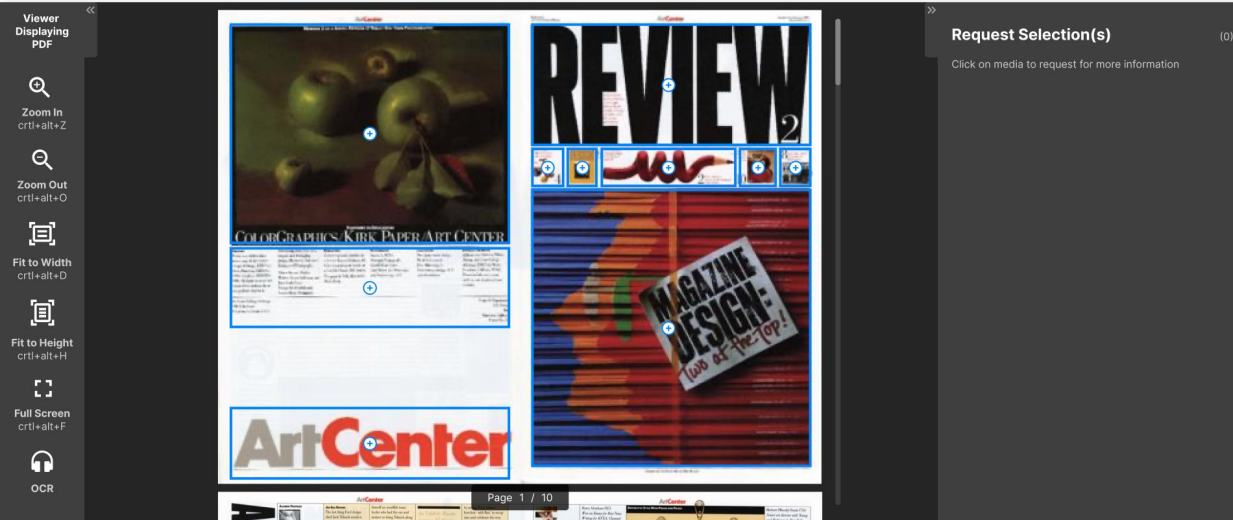
Need more information about this item? Submit a request and we will get back to you soon.

[Direct Click](#) [Leave a Message](#)

## Direct Select

(Left) A screen showing the viewer displaying the digitized item with a tool panel on the left that includes magnifying functions, screen size, and OCR. The right panel shows an empty request selections panel.

(Right) A zoomed in view of the information request panel, showing Direct Click selected and an empty list of selected reports.



## Direct Select

Identity Elements		
Publication Date	September 1987	
Topics	Graphic Design	
Publisher	Art Center College of Design	
Collection	ACCD Archives and Special Collections	
+ Digitizing Sponsor	Not Available	
+ Contributor	Not Available	
Language	English	
Volume	1	
Added Date	2021-08-10 18:55:41	
+ Bookplateleaf	Not Available	
+ Camera	Not Available	
+ Coverleaf	Not Available	
+ Foldoutcount	Not Available	
+ Identifier	Not Available	
+ Identifier-ark	Not Available	
Ocr	ABBYY FineReader 8.0	
Page-progression	lr	
Pages	10	
Ppi	400	
Scan Date	2021-07-12	

(Left) A screen showing a close up of the archive item's metadata. Plus buttons are added to indicate the ability to select a field.

(Right) A zoomed in view of the information request panel, showing Direct Click selected and an empty list of selected reports.

### Information Requests

Need more information about this item? Submit a request and we will get back to you soon.

**Direct Click** Leave a Message

Selected Reports [Clear Selection](#)

Item	Description
None Selected	

## Direct Select

(Left) A screen showing a close up of the archive item's metadata. Plus buttons are added to indicate the ability to select a field.

(Right) A zoomed in view of the information request panel, showing Direct Click selected and a list of selected reports.



### Information Requests

Need more information about this item? Submit a request and we will get back to you soon.

Direct Click

Leave a Message

Selected Requests

[Clear Selection](#)

Item	Description	
Element	Need Contributor	✕
Image	Need Alt Text	✕
Text	Low Resolution; Screen Reader Errors	✕

## Direct Select

Identity Elements	
Publication Date	September 1987
Topics	Graphic Design
Publisher	Art Center College of Design
Collection	ACCD Archives and Special Collections
+ Digitizing Sponsor	Not Available
● Contributor	Not Available
Language	English
Volume	1
Added Date	2021-08-10 18:55:41
+ Bookplateleaf	Not Available
+ Camera	Not Available
+ Coverleaf	Not Available
+ Foldoutcount	Not Available
+ Identifier	Not Available
+ Identifier-ark	Not Available
Ocr	ABBYY FineReader 8.0
Page-progression	lr
Pages	10
Ppi	400
Scan Date	2021-07-12

(Left) A screen showing the viewer displaying the digitized item with a tool panel on the left that includes magnifying functions, screen size, and OCR. The right panel shows the request selections panel with two selections.

(Right) A zoomed in view of the information request panel, showing Direct Click selected and a list of selected reports.

### Information Requests

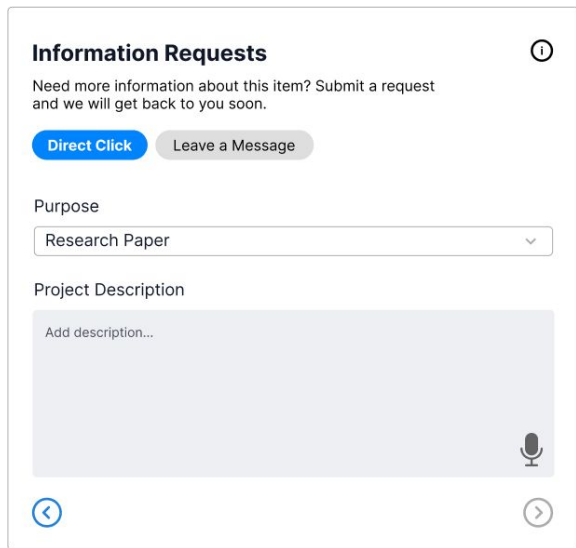
Need more information about this item? Submit a request and we will get back to you soon.

**Direct Click** Leave a Message

Selected Requests [Clear Selection](#)

Item	Description
Element	Need Contributor
Image	Need Alt Text
Text	Low Resolution; Screen Reader Errors

## Direct Select



**Information Requests** ⓘ

Need more information about this item? Submit a request and we will get back to you soon.

**Direct Click** Leave a Message

Purpose

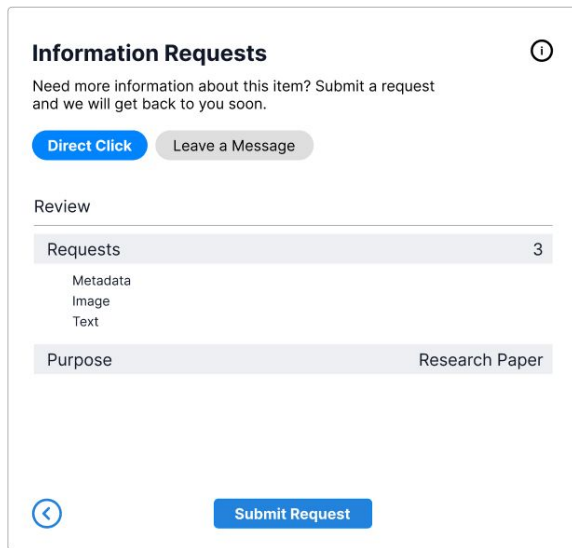
Research Paper ▾

Project Description

Add description...

⏪ ⏩

(Left) A close up of the information request panel. Direct click button is selected. It provides a drop down menu for the user to state purpose of request. Below is a project description text field with a button for speech-to-text input.



**Information Requests** ⓘ

Need more information about this item? Submit a request and we will get back to you soon.

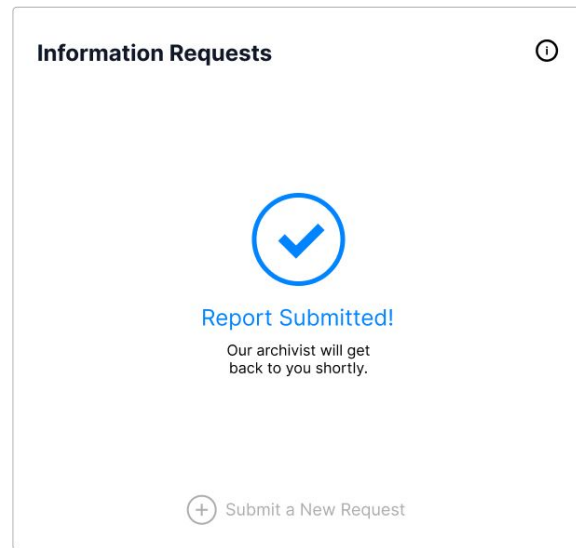
**Direct Click** Leave a Message

Review


Requests	3
Metadata	
Image	
Text	
Purpose	Research Paper

⏪ **Submit Request**

(Center) A close up of the information request panel. Direct click button is selected. A summary of request is shown. Submit request button found on bottom of screen.




**Information Requests** ⓘ



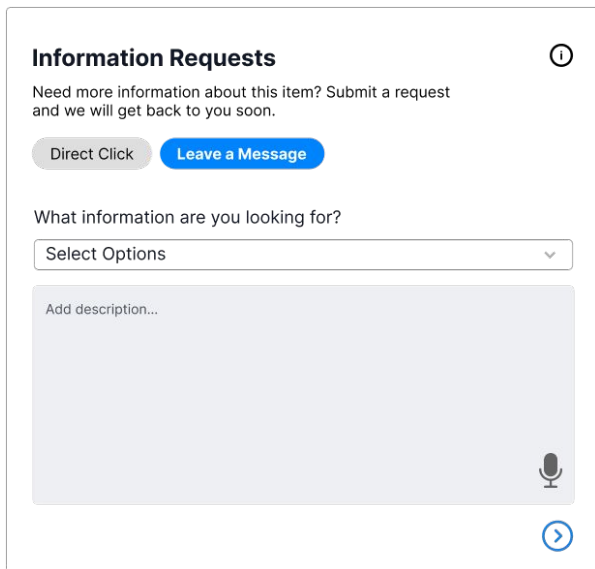
**Report Submitted!**

Our archivist will get back to you shortly.

 Submit a New Request

(Right) A close up of the information request panel. A check inside a circle is in the center of panel confirming the submission. The bottom button with a plus sign shows ability to submit a new report.

# Direct Message



**Information Requests** ⓘ

Need more information about this item? Submit a request and we will get back to you soon.

Direct Click **Leave a Message**

What information are you looking for?

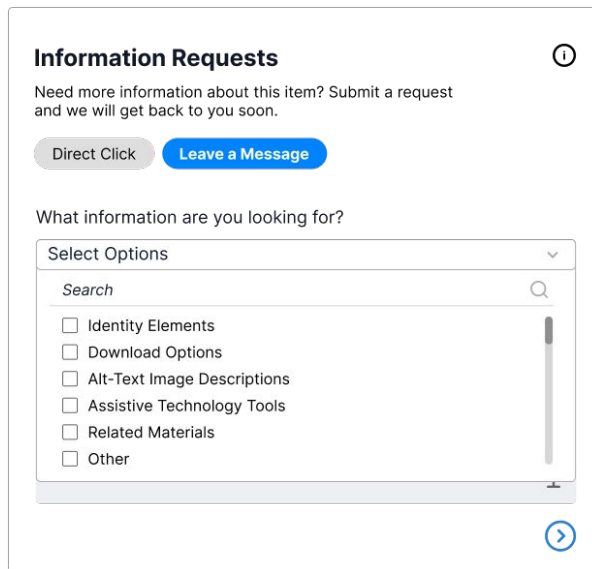
Select Options ▾

Add description...

🎤

➤

(Left) A close up of the information request panel. Leave a message button is selected. It provides a drop down menu for the user to state what they are looking for. Below is a description text field with a button for speech-to-text input.



**Information Requests** ⓘ

Need more information about this item? Submit a request and we will get back to you soon.

Direct Click **Leave a Message**

What information are you looking for?

Select Options ▾

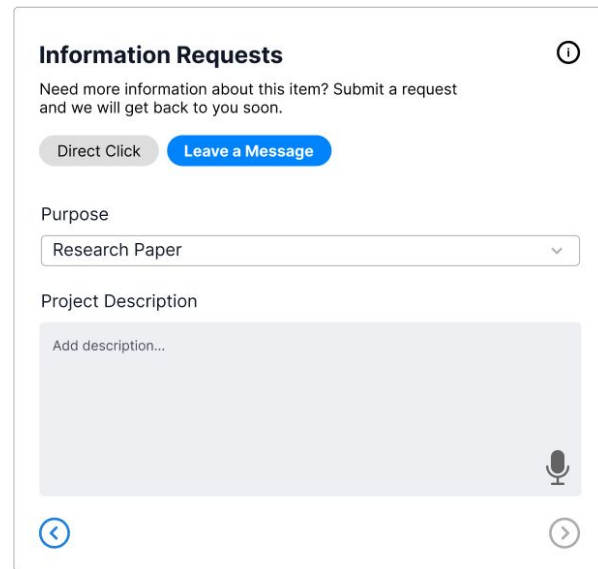
Search 🔍

- ☐ Identity Elements
- ☐ Download Options
- ☐ Alt-Text Image Descriptions
- ☐ Assistive Technology Tools
- ☐ Related Materials
- ☐ Other

🎤

➤

(Center) A close up of the information request panel. Leave a message button is selected. A dropdown menu of request options is shown.



**Information Requests** ⓘ

Need more information about this item? Submit a request and we will get back to you soon.

Direct Click **Leave a Message**

Purpose

Research Paper ▾

Project Description

Add description...

🎤

➤

(Right) A close up of the information request panel. Direct click button is selected. It provides a drop down menu for the user to state purpose of request. Below is a project description text field with a button for speech-to-text input.



A large orange circle containing the text "Our Takeaways".

## Our Takeaways

Communication between archivist and archive user helps identify which area in the digitization process needs most focus

Accessibility checking needs to be at the forefront of the process, not an afterthought

**Our current systems treat accessibility like a cost and time burden. That needs to change.**

**Thank You**

**Q&A**