**CatDoc HackDoc: a cataloging documentation hackathon**

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### Abstract
Cataloging and metadata management staff of the University of Minnesota Twin Cities, Crookston, Duluth, and Morris campuses came together for an intensive two-day retreat with the goal of revising, formatting, and linking as much cataloging documentation as we could. The idea for CatDoc HackDoc originated with the Islandora community’s “HackDoc” model, which we adapted and refined for the University of Minnesota Libraries’ cataloging documentation.

### Agile Team-Based Process

<table>
<thead>
<tr>
<th>Content Team</th>
<th>Accessibility Team</th>
<th>Organization Team</th>
<th>Sites Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crafts, revises and works from pre-populated Drive folders containing copies of the documents</td>
<td>Proofreads, clarifies language, and applies consistent formatting based on accessibility principles to the documents</td>
<td>Copies the revised documents to their new destination in the Google Drive folder structure</td>
<td>Creates and maintains a new Google website by populating the Site with links to revised documentation</td>
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### Goals
- Create a body of accurate, consistent, and accessible documentation
- Make documentation easier to find and use
- Devise a sustainable process for new documentation and future revisions

### Outcomes
- 91% of documents updated!
- 85% event attendance
- Forged inter-campus cataloging connections
- 33 new documentation ideas identified
- 38 redirects from old documentation added
- 60 donuts consumed
- New folder structure [http://z.umn.edu/dmacatdoc](http://z.umn.edu/dmacatdoc)
- New website [http://z.umn.edu/dmacatdoc-web](http://z.umn.edu/dmacatdoc-web)

### Workflow
- For each team, we created “Incoming,” “In Progress,” and Completed” Google Drive folders
- Handoffs happened by moving edited copies of documents to the next team’s Incoming folder
- Progress monitored via physical Kanban board
- “Parking Lot”: for anything teams judged too difficult/time-consuming to revise right away

### Next steps
- Revise, format, and link documents flagged for Major Revision and Parking Lot
- Tidy up the documentation page
- Document the documentation process
- Tackle the list of Documentation Needs: prioritize, clarify needs, assign
- Plan next year’s CatDoc HackDoc!