Special Collections & Archives

PROCESSING MANUAL

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university libraries
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Introduction

A. Mission

Special Collections & Archives (SC&A) collects, preserves, and provides access to primary sources that document the history of aviation and the legacy of the Wright Brothers for which the university is named, the local and regional history of the Miami Valley, and the history of medicine, local medical history and aerospace medicine. Special Collections & Archives encourages and promotes the use of these materials for teaching, learning, research and public service.

Processors play a vital role in the department's mission. Logical arrangement and clear description directly affects patron and staff access to collections and the materials within. In addition, attention to preservation concerns during processing, such as inherent and contagious deterioration, and proper orientation and supportive housing of materials, is vital to the long term preservation of all the collections in the archives.

B. Purpose of This Manual

This processing manual is a training guide for graduate students and assistants working in SC&A, and also serves as a general reference manual for all staff working on archival processing. It reflects the archives' current practices and standards for arranging and describing archival collections in accordance with generally accepted archival principles. This manual should be used in conjunction with *Describing Archives: A Content Standard (DACS)*, available online at http://www2.archivists.org/standards/DACS . Please note that SC&A is implementing ArchivesSpace in conjunction with this publication. Procedural documentation for ArchivesSpace is being developed, and should be used with this manual upon completion.

This manual was originally written in 2004 by Toni Vanden Bos, Preservation and Cataloging Archivist, using the processing manuals of Rice University, Yale University (http://www.library.yale.edu/beinecke/manuscript/process/), and University of California Libraries (http://libraries.universityofcalifornia.edu/groups/files/hosc/docs/_Efficient_Archival_Processing_Guidelines_v3-1.pdf) as guides. This is the 6th revision of this processing manual. The current edition includes a new finding aid template for small collections, a processing plan template, more guidance on digital and magnetic media, and determining extents. The manual briefly addresses upcoming implementation of ArchivesSpace.

I. Basic Principles of Processing & Getting Started

Processing involves both arranging and describing a collection to help researchers successfully find materials. The two basic principles of provenance and original order are foundational to this work. *Provenance* means records from one creator or one donor should never be intermingled with records from another creator or donor, even if the subject matter is the same. The principle of *original order* requires materials in a collection be kept in their original order whenever possible. The original order of records can potentially provide helpful insights into the creator of the collection, the way documents were used, and the relationship between files.

Arranging a collection consists of researching the creator of the collection, surveying the materials, writing a processing plan, physically arranging and re-housing the materials, performing basic preservation, and labeling file folders and boxes. Once a collection has been arranged, a finding aid is written to help researchers understand and navigate through the collection. The finding aid contains collection level information including the collection number, title, dates, creator, summary/abstract, quantity/physical description, language, repository, restrictions on access and use, name of processor, arrangement, controlled subject terms, biographical or historical note, and scope and content note. In most cases, the finding aid also includes a box and folder inventory. A MARC record is then created for the catalog, and the finding aid is converted to a PDF and posted on the SC&A website. The finding aid is also contributed to the OhioLINK statewide Finding Aid Repository via EAD.

A. Types of Collections

1. Papers

   "Papers" is used to refer to a collection of family materials, or materials from an individual. (i.e. Alice Carr Papers, Wallace Family Papers). See Chapter 2.3 of *Describing Archives: A Content Standard* for rules on naming of collections.

2. Records

   The term "Records" refers to a collection of documents, which may be in various formats, generated by a business, organization, or institution (i.e. Dayton YMCA Records)

3. Artificial Collections

   Encompasses materials acquired from various sources (i.e. Aviation Ephemera Collection), which have been grouped together by an outside collector or by the archival staff according to artificial criteria (perhaps person, subject, form, or physical characteristic).

   Conventions for naming a collector's collection have varied, and may be influenced by a collector's wishes. As a general rule, use the form "[Donor's name Collection]," (i.e. Richard Fullerton Collection). If the subject of the collection is important to its identity, the title can take the form of the donor's name followed by the subject. (i.e. Carry William's Dayton, Ohio Authors Collection).

Note: Collections consisting of entirely one type of document, can be titled more specifically by the document type. For instance, a span of diaries written by Harold Hanson could be specifically titled Harold Hanson Diaries, as opposed to Harold Hanson Papers.

B. Processing Levels

Collections may be processed to provide one of several levels of physical and intellectual control. The level of processing depending on local practice, resources available, projected level of use, and donor agreements. This manual is written to facilitate processing to the level of *full* physical and intellectual control. However, this does not mean every collection must be processed to this level. For very large collections, for instance, MPLP (More Product, Less Process) is a viable option. For an example of a MPLP finding aid, see MS-419 Congressman David Hobson Papers (http://www.libraries.wright.edu/special/collection_guides/guide_files/ms419.pdf).

On the other end of the spectrum, Special Collections & Archives rarely processes to the item level. Item level processing is reserved for high use collections with greater security risks, and which often come with financial support. Small collections with just a few items are also candidates for item level processing, due to the minimal time investment required.

Processing Levels:

1. Accession Level Control

   Accession level control is usually established when a collection is acquired. At this level, *only information about the collection as a whole is accessible*: Creator, title, approximate size, rough date span, general contents (including formats), and possibly names of prominent correspondents and significant subjects.

2. Box Level Control

   At the box level, papers may be *roughly sorted into categories by series or formats (correspondence, writings, personal papers, photographs, etc.), and listed at the box level*. The box listing is only done after the basic collection information is documented in the accession level above.

3. Folder Level Control

   Building upon the accession level and box levels above, folder level control takes processing one step further. Papers are *arranged in series order and are properly foldered*, but not sorted *within* folders. Papers are listed at the folder level.

4. Full Physical and Intellectual Control

   Papers are sorted and arranged by series and subseries. The collection is completely boxed and foldered according to archival preservation standards, papers within folders are properly arranged, and the collection is described at the box and folder level in a completed finding aid. A catalog record is completed, and all necessary preservation measures are undertaken or documented for future action.

5. Item Level Control

   At this level, each item in the collection is listed. This level should only be used in the rare cases where a collection requires extreme security (i.e. Wright Brothers Collection) and/or a high degree of access and retrieval, such as a high use photographic collection.

C. Overview of Processing Stages at WSU

1. **Supervising archivist assigns the collection to be processed.**
   If the collection has not been assigned a manuscript number, the supervisor will open K:\speccoll\Collection Management\Manuscript Number Assignments\Manuscript Collection Additions.docx and type the collection name by the next available MS#. The title should be consistent with the Deed of Gift. Small Collection number assignments are located in K:\speccoll\Collection Management\Small Collections Number Assignments.

2. **Gather background documentation.**
   This includes documentation about the collection, information on the subject of the collection, and related collections in-house or at other archives. Sources to check include the collection file, credible published sources, official web sites, and aggregate websites for related archival materials (See Chapter 1, sections D.1 and D.2. below). This information provides context for understanding the records, and will be helpful when writing the finding aid.

3. **Survey the collection as a whole.**
   Be sure to locate all accessions. See Chapter 1, section D.3. below for tips on surveying a collection.

4. **Write a processing plan**.
   See Chapter 1, section E. below for specific guidelines when writing the plan. Meet with a supervisor to discuss the plan. This is a good time to go over any challenging issues and formats (such as electronic media), and potential alternative strategies for organizing and arranging the material. Revise the draft processing plan as needed.

5. **Process the collection** (see Chapters 2-4).
   While processing, housing, and drafting the collection inventory, schedule regular discussions with the supervisor to monitor overall progress of the project and resolve any questions or problems that arise. *Significant changes in processing strategy should be discussed* ***before*** *they are implemented*. Notify the supervisor of any particularly important or unusual materials discovered during processing.

6. **Schedule a preliminary review and discussion.**
   Submit the collection inventory to the supervisor for preliminary review and discussion. Revision continues until the finding aid receives final approval from the supervisor.

7. **Complete housing and labeling.**
   Tasks that may wait until the end include final housing for oversize and other non-standard materials, and preservation photocopying. ***Assigning box and folder numbers should be the last step, and should only be done after the finding aid has been***

discussed with the supervisor. Thoroughly clean your work area to make sure that all steps are completed and nothing has been overlooked.

8. **Save the finding aid to the K drive.**
Once the folders and boxes have been labeled, save the finding aid to K:\speccoll\MS Finding Aids-completed. For consistency, name the file the MS# followed by the collection name (i.e. MS-169 Cooperative Dayton). **Note**: Only staff and authorized student assistants should have access to the K drive. Volunteers and processing students should email their work to the supervisor or submit it on a USB device.

9. **Route the *Processing Checklist*.**
Once the collection is processed, print the *Processing Checklist* (Appendix G) and date and initial the lines completed. Give the form to the supervisor. Next, the collection is shelved. Separations are documented and appropriately located. The electronic finding aid is converted to a PDF, which is posted to the website. Paper copies are placed in the Reading Room binders and the collection file. A MARC catalog record for the collection is either created or updated. Finally, the finding aid is submitted to the OhioLINK Finding Aid Repository (see Chapter 5).

D. Surveying Collection

1. Review Existing Documentation

- ***First***, retrieve the collection file. The files are arranged by collection number. The collection file contains all internal documentation regarding the status of a collection. Photocopy the necessary documents in the file that contain helpful information about the collection and its context. All photocopies should be clearly labeled "COPY". ***Promptly return* the original collection file to the file cabinet.**

  The collection file may contain:
  - a signed deed of gift
  - correspondence concerning the donor and/or collection
  - copy of the accession record
  - background information on the donor or topic
  - documentation on the processing of the collection (i.e. processing plan, notes, completed finding aid)
  - documentation of preservation treatment performed on the collection

- ***Second,*** verify that a signed deed of gift exists. If one does not exist, notify the Collections Manager before proceeding.

- ***Third***, determine whether any restrictions exist on accessing or using the collection. Restrictions are usually on the deed of gift, but also peruse the collection file. Note whether there are special instructions from the donor or archivist on issues such as disposal of material in the collection (i.e. duplicates may need to be returned to the donor instead of discarded).

- ***Next***, consult the collection folder, accession database, oversize database, and e-media database to get the locations of materials from all accessions received from the donor or creator. Students and volunteers will need a staff person to do this.

    - Accession records will be in ArchivesSpace in the near future. Until then, the database is at K:\speccoll\Collection Management\Accession.mdb.

    - Oversize materials can be checked by searching K:\speccoll\Databases\Oversize\Oversize Collection Update 2011.mdb.

    - Electronic media in the E-Archives is checked by opening N:\e-archives\DATABASE\E-Media Database.accdb and using the “Which Enumbers Used by Collection” query. Databases are located in K:\speccoll\Databases. Ask the E-Archivists to provide a working copy of digital files on a USB device.

- ***Finally***, Move physical materials from the storage area to the processing area. Verify that you have all accessions for the collection.

2. Research

In addition to information found in the collection file, some basic research is needed to become familiar with the topic of the collection and major events and dates in its history. This information will be extremely helpful in writing the biographical or historical note, as well as determining subject terms.

- For personal papers, try to obtain a biography or obituary of the person. Find out important events and dates in the person's life, and determine his or her noteworthy activities. Use the library’s holdings, credible websites, and/or related collections.

- For organizational or business records, check the libraries’ holdings or check an official website for a history of the organization.

- Check Worldcat (http://www.worldcat.org), Archivegrid (www.archivegrid.org) and NUCMC (http://www.loc.gov/coll/nucmc/index.html) to locate any related material held elsewhere (especially for local chapter records of national organizations, such as the Red Cross). Viewing catalog records for similar or related collections can be helpful in providing context for the collection, and offering insights into typical record types, possible arrangements, and relevant subject terms. Related materials can be cited in the finding aid.

- Information may be obtained from the collection itself. Resumes, obituaries, annual reports, and charters are particularly helpful for this purpose.

- Take notes and be sure to cite the source. Include particularly pertinent and reliable sources in the finding aid.

3. View the Collection

It is now time to survey the original order, content, and preservation needs of the collection. The first task is to obtain an overview of the collection. This can be done by setting the boxes on a table, opening each box, and quickly examining the contents of each box WITHOUT rearranging the material within. Before handling any boxes, always make sure your hands are clean**.** The work area should be free of food and drink, and pencil only should be used to take notes.

- Identify a logical original order or lack of, and any distinct record groups or series. See Chapter 2, section A. for a definition of series.

- Constantly *ask questions, be observant, and take notes*. Jot down information you may need later when describing the collection, such as important subjects covered by the documents, major events, and well-known people. This is a step that should continue throughout processing.

- Consider the following list of questions when determining original order, series, and preservation tasks:

  - Are file folders neatly arranged, poorly arranged, or are there no file folders?

  - Do the folders have labels? Are certain folders or labels different colors to indicate a filing system? Do folder titles actually reflect the contents?

  - Can you discern a filing scheme (original order), such as alphabetical, chronological, by function, by format, etc.

  - Are there any special formats, such as newspaper clippings, films, photographs, or fragile documents that will require special attention?

  - Is there any evidence of water or fire damage, mildew or mold, insect or rodent damage, or excessive dirt? If mold, mildew, insect/rodent damage, or deteriorated nitrate film (noxious smell), or acetate film (vinegar smell) is evident, contact the preservation archivist immediately. These can be detrimental to nearby materials.

  - Are there oversize documents, digital media, government documents, books, or other materials in the collection that may have to be handled separately or transferred to other areas of the archives and/or library?

  - Are there numerous duplicate items, publications, etc. that are not within the scope of the collection development policy and may be removed from the collection?

E. Writing the Processing Plan

The processing plan is informal, but a helpful guide for processing a collection. See Chapter 2 Arrangement, for guidance on proposing an arrangement for the collection. **Appendix A contains a processing plan template**.

Include the following information in the processing plan:

- About the Collection:
  - Title
  - Creator
  - Brief history/biography of the creator
  - Brief description of the content, include date spans of materials

- Appraisal:
  - Research Value of the Collection
  - Formats and quantity of materials
  - Proposed separations or discards (out of scope materials, duplicates, etc.)

- Restrictions on Access or Use

- Arrangement:
  - Current arrangement, if it exists
  - Proposed arrangement, include outline of proposed series
  - Potential arrangement issues

- Related Collections (both in-house and at other archives)

- Preservation Issues and Concerns

- List of special or voluminous archival supplies needed (include dimensions)

Give a copy of the plan to the supervisor for review and discussion. Place a copy of the plan in the collection file.

Note: It is almost certain that unforeseen arrangement and preservation issues will arise during actual processing. Significant changes should be discussed with your supervisor, and resulting decisions should be documented in processing notes. Include processing notes in the collection file.

II. Arrangement

A. Definitions of Subgroups, Series, and Subseries

Subgroups

Subgroups designate a subset of papers with a distinct provenance within a larger collection. They may be appropriate when dealing with a particularly large or complex collection. For instance, Westminster Presbyterian Church was formed from the merger of First Presbyterian Church and Third Street Presbyterian Church. The collection contains records distinctly generated from each of the three churches. The records are therefore divided into three subgroups: First Presbyterian Church, Third Street Presbyterian Church, and Westminster Presbyterian Church.

Series and Subseries

A **Series** is defined as "documents arranged in accordance with a filing system or maintained **as a unit** because they result from the same accumulation or filing process, the same function, or the same activity; have a particular form or subject; or because of some other relationship arising out of their creation, receipt, or use." [Describing Archives: A Content Standard]

Series constitute the main intellectual "groupings" of archival processing. To get familiar with the concept of series, it is helpful to look at several finding aids across archives, paying particular attention to the arrangement of the collections.

As a general rule, a collection is arranged from general to specific. For instance, an organization may have administrative records and committee records. Administrative apply to the whole organization and would come first, while the committee records are a more specific part of the organization, and would follow. Similarly, series are often arranged in descending order of importance. The most important series is placed first and the least important is placed last. However, series can also be arranged chronologically or alphabetically.

Some series may be format-driven (e.g., photographs, or artifacts). Creating series by format facilitates special housing and handling, which cannot always be provided for if special formats are mixed in with paper-based files. However, take caution that format-driven series may require researchers to look in multiple series to find relevant materials by topic.

Series should only be established when there is a sufficient quantity of material to make meaningful series (usually 1.0 linear foot or more). For example, a collection consisting of five folders does not require series. Patrons can easily navigate and understand a list of five folder headings.

Materials within a series may be further categorized into subseries. For instance, a series titled "Professional Activities" may have a subseries for each professional organization in which the creator was active. The nature of the material itself ultimately determines whether or not to use subseries, and what titles should be assigned to them. If using subseries within a series, all material *within that series* should be brought under some form of subseries. However, if one series contains subseries, it does not mandate that the other series must have subseries.

B. Arrangement Schemes

The primary task of the processor is to discover the creator's *original order* and to retain that order or alter it as little as possible. Records from an organization or institution often arrive in an order that should be maintained. However, collections of personal papers often do not arrive in good order or sometimes they have no order at all. In these instances, the archivist has to impose order on the materials to make them more easily accessible to the researcher. When processing, it is important to view the collection through the eyes of a researcher. Be aware of the types of information researchers will likely search for in the collection, and how the arrangement can best facilitate researchers in locating information efficiently.

Five Main Arrangement Schemes for arranging collections are:

1) **Document Type:**
This is a common arrangement scheme for personal papers. The collection is arranged by document type, such as
- Correspondence
- Diaries
- Financial documents
- Legal documents
- Literary manuscripts
- Maps
- Minutes
- Photographic materials
- Audiovisual (films, sound recordings, videotapes)
- Printed or published materials
- Scrapbooks

Oversize Material: Oversized material should not be made its own series unless the documents were originally maintained as a group, or unless they relate to each other in function, activity or subject. The goal is to facilitate the researcher in efficiently locating material in a logical way. If material is separated to an oversize series merely because of size, a researcher will always have to check the oversize series to make sure pertinent information on his or her research topic is not missed. For more details on how to handle oversize, see “Oversize Materials” in Section F. of this chapter.

2) **Chronological:**
Usually, when the record series and the folder arrangement of an organization’s records are left in original order, the contents of the folders are arranged

chronologically. Chronological arrangement is often used with an individual's papers and is generally appreciated by biographers and historians interested in the individual's life. However, researchers wanting to find correspondence with specific individuals will find this arrangement more difficult to use than an alphabetical arrangement.

Guidelines for using a chronological scheme:

- Items are filed by date with the earliest date first and the most recent date last.
- Dates are written in the form Year Month Day.
- When more than one letter exists for a given date, the letters are placed in alphabetical order.
- Place any undated material at the end of the dated material.
- Items dated with a year and a month, or a year only can be placed at the end of that year or month.
- Circa dates are filed after the closest known date.
- See also Chapter 2, section G. of this manual for guidance on writing date spans.
- When using this scheme, it is important to highlight significant dates in the individual's or institution's history in the Biography/History section of the finding aid.

3) **Alphabetical**
This arrangement is useful for autograph collections and large collections of correspondence where the primary interest of the scholar will be in one or more of the various correspondents in a collection, rather than in the person who received the letters. It is found in the files of many organizations where items are filed under subject headings in alphabetical order. It is also useful for some legal papers and for series of undated articles and speeches.

4) **Topical**
In this case, groups of records are arranged according to certain designated topics: subject or geographic area by state, county, township, etc. For example, an organization's subject files may be arranged topically. In a collection of personal papers, non-correspondence may be grouped by selected topics.

5) **Functional**
This is based on the activities of the creator and is most often used for organizational and business records. Try to maintain organization by function wherever possible. For example, the papers of an individual might require individual series for personal records, business records, and political records. The records of an organization might be divided into its different functions, such as administrative, events, publicity.

It is virtually impossible to make a general statement on how a collection should be arranged. Each collection is unique and each one has to be evaluated on its own characteristics. <u>After the basic principles of provenance and original order have been taken into consideration, the primary objective should be to arrange the material in the</u>

most user-friendly manner possible. Material should be arranged logically so that the researcher can quickly find needed information.

C. First Steps to Arrangement

- Begin sorting the collection into series. Place materials in boxes according to series. Physically separate series to gain control, starting with the largest series first.

- Clearly mark boxes with the series or type(s) of material they contain. Other staff should be able to generally locate material, should it be needed for reference.

- There can be subseries within a series, just as there can be subgroups within a group. When physically arranging materials, arrange from broad to specific. Begin with the series level and then the subseries level.

- Do not worry about foldering yet.

- Discard multiple copies. Keep two of important documents.

- Do *not* read all materials. Skimming about 20% of the collection will provide you with enough information to group the records into series.

- After the above steps, you are ready to arrange at the file level. Decide the order of file folders within each series. This is usually alphabetical or chronological. Begin with the most important or revealing series. If practical, sort directly into new archival folders. At this stage, don't spend a lot of time attempting to identify or classify individual items. Tackle the problematic pieces once the series and subseries arrangement is complete. In the meantime, set problematic items aside or make a "best guess" and tentatively file it in the collection with a flag for follow-up review.

- Continually take notes on the subject content of the collection. Note significant individuals and subjects of historical interest, notable correspondents, obvious gaps and strengths in documentation. Your notes will provide much of the substance for the biography/history, scope and content note, and subjects.

D. Student Tasks

Make the most efficient use of your time by assigning simple routine tasks to student assistants (e.g., removing rusty staples, preservation photocopying, flattening folded material, handling simple chronological or alphabetical sorting or arrangement, removing quantities of letters from envelopes). However, you are responsible for their work and will have to review all of it. But don't use your time doing mass sorting or other routine jobs that student employees can easily handle.

E. Duplicates

In general, retain no more than two copies of any item in the collection. Additional copies should be put aside until the collection is completely processed. Then discard or return them as specified by the donor.

F. Challenging Formats

- **Enclosures (materials accompanying correspondence)**

  Enclosures should be placed immediately following the letter with which they were sent. Each enclosure should be labeled in the upper corner [enclosed in Smith to Jones, 1872 Mar 8]. If an enclosure has importance of its own or closely relates to other sections of the collection, consider making a copy of it and filing it in the appropriate place as a separate item. If an enclosure is too large or bulky to be included with the correspondence, remove the item to appropriate housing and pencil a note on the letter [enclosure removed: see box__, file__], and on the enclosure item [removed from letter Smith to Jones, 1872 Mar 8].

- **Envelopes**

  - Remove all letters from envelopes and unfold. Retain any envelopes with written messages, postscripts or other notes and place them immediately preceding the enclosed item. If necessary, secure the envelope to its contents in order to prevent separation.

  - Be sure that all pertinent information on the envelope (names, dates, etc.) is also written on the enclosed item(s). If pertinent information is missing from the enclosed items, pencil in the appropriate data in brackets to indicate they are supplied by the archivist. Place dates in the upper right corner of the item, and names immediately below or in the place of the signature. *Use pencil only*, marking lightly on the paper with letters about ¼ inch high.

  - Re-check the envelope to make sure it is empty. Place empty envelopes at the end of the correspondence in the collection, discard, or return them to the donor.

- **Oversize Material**

  Oversize documents and other items that will not fit into a legal-size document box when unfolded or encapsulated, should be stored in flat boxes or in an oversize map case drawer.

  Oversize material should be *intellectually* arranged within the collection scheme, but *physically* housed in an oversize location.

  If one or more items are removed from a folder to be housed in a larger box or in an oversize location:

- Fill out a “Document Removed Form” (see Appendix E).
- Place the form in the folder from which the oversize materials are being removed.
- Include the oversize location in the box and folder inventory.
- Note: If all items in a folder are oversize, the oversize location can be entered in the inventory’s “Box” field, and the appropriate folder number in the “File” field. For example:

Box	File	Description	Date
4	1	Photographs	1917
4	2	Photographs	1918
4	3	Photographs (See also Oversize Location 70, Folder 2 for one 16” x 20” photograph)	1919
OS 70	3	Photographs	1920

- When separating oversize material, include the information in the “Separated Material” field of the finding aid. For example, “One 16” x 20” photograph from Series I: Photographs, was separated to Oversize Location 70, Folder 2.”
- All oversize items housed in the map drawers should be entered into the Access database for oversize items at K:\SPECCOLL\Databases\Oversize\Oversize Collection Update 2011. Only staff should enter information in any database unless otherwise approved. Students should give the information to a supervisor for entry.

- **Periodicals and Newspapers**

Single issues of magazines, journals, or newspapers collected by creators may contain writings by or information about the creators, or material concerning subjects of interest to them. These items have direct relevance to the collection and should be retained. It may be appropriate to photocopy an article out of a periodical and then discard the original after transferring title and date information from the publication to the photocopy. This is often done for acidic newspaper clippings**. If the original is acidic, but has exhibit or intrinsic value, keep it in a separate folder following the photocopy.**

Periodicals or newspapers that are not relevant to the collection should be removed. If the periodical is relevant to Special Collections & Archives’ collecting areas, it should be given to the Cataloging Archivist who will have it cataloged for SC&A. In the “Separated Materials” field of the finding aid, include a note with the title(s) of the separated periodicals, and inform the researcher of their availability in the reading room.

If the periodical is not relevant to Special Collections & Archives’ collecting areas, check the library catalog to see if the library owns the title and particular issue. If not, check with the appropriate subject librarian to see if the titles are wanted for the general library collection. A list of subject librarians is at http://www.libraries.wright.edu/help/staff/subject_lib.php . If the periodicals will be added to the general collection, include a note in the "Separated Materials" field of the finding aid with the title(s) and their availability on the 3rd floor.

If the titles are not appropriate for the general collection, discard or return them as specified by the donor.

- **Published Books**

Books by or about the creator, and books relevant to Special Collections & Archives' collecting areas should be removed from the collection and given to the Cataloging Archivist who will have them cataloged for SC&A (be sure to instruct Technical Services to use an acid-free call slip, include a bookplate with the creator's name, and a 590 local note with the collection title in the MARC record). In the "Separated Materials" field of the finding aid, include a note with the book title(s) and their availability in the reading room.

Books with handwritten annotations inside, should be evaluated on a case by case basis as to whether they will remain with the collection, or be cataloged separately and shelved in the reading room. In determining the book's disposition, consider how extensive and meaningful the markings and notations are to the collection. Books with significant notes and markings may be better housed with the collection. Books with a few underlined passages or notes, are better candidates for the reading room.

Published books not directly relevant to Special Collections & Archives should be checked against the library catalog, and if not already owned by the library, offered to the appropriate subject librarian for the general library collection (for the subject librarian list see (http://www.libraries.wright.edu/help/staff/?general=subject_lib). Again, include a note in the "Separated Materials" field of the finding aid with the titles and location of the books.

If the titles are not appropriate for the general collection, give to the Cataloging Archivist for Better World Books or return them to the donor, according to the donor's wishes.

- **Postcards and Greeting Cards**

Manuscript collections contain two kinds of postcards: those sent through the mail and those collected. Postcards sent to a recipient, even those containing extremely short messages, should be filed with correspondence. Collected postcards, on the other hand, should be placed in a Photographs series. Similarly, greeting cards with significant messages should be included with correspondence; while those with little or no content can either be put in a section called greeting cards or discarded.

- **Photograph Albums and Scrapbooks**

  Items mounted on acidic album or scrapbook pages are problematic. Often the best solution is to interleave the pages with buffered acid-free paper and keep it in intact. Each album and its contents must be evaluated individually. Smaller bound volumes can be stored in an acid-free folder or envelope, and placed spine down in document boxes. Larger volumes should be stored flat in a fitted box.

  As a last resort, items in an album or scrapbook may need to be removed, or the album disbanded. In this case, it is ideal to scan or photocopy each page of the album to document the original arrangement and description on the pages. Individual items can then be removed and stored in separate folders or envelopes.

- **Photographs and Negatives**

  - *Photographs 8" x10" and under* ideally should be individually sleeved in paper or plastic sleeves. Use plastic sleeves for high use collections in good condition to minimize handling. If using paper enclosures, make sure the emulsion side is facing away from the seam of the envelope. Photographs stored vertically must be stored in full boxes or use a spacer to prevent slumping. When possible, photographs should be housed with like size photographs for support. Fragile photographs should be sleeved and supported with 2 or 4-ply matte board placed directly behind the photo within the sleeve.

  - *Photographs over 8" x 10"* should be stored in flat boxes or in map case drawers.

  - *Rolled photographs* may be stored rolled around the *outside* of an archival quality tube if necessary, or in some cases may be humidified and flattened for storage.

  - *Negatives* and photographs should not be stored in the same envelope, sleeve, or folder. Ideally, if no print exists for the negative, order a reference print from Digital Services. Add an “Access Restrictions” note in the finding aid explaining that researchers should use only the reference prints and not the original negatives for research.

    Negatives should be housed in *paper* sleeves designed for the individual size and format. If the negatives are nitrate or cellulose acetate (safety), separate them from the collection, determine the level of deterioration, and notify the supervisor. A decision will be made on whether to order high resolution digital scans and reference prints of the originals. If originals are retained, seek cold storage for them. Add an “Access Restrictions” note in the finding aid explaining that researchers are to use reference prints only (if available), and/or that originals are in cold storage and researchers must contact an archivist for more information.

    Note: The Department of Environmental Health and Safety on campus (http://www.wright.edu/admin/ehs/ or x4275) must be contacted to dispose of nitrate negatives or nitrate film.

- *Glass negatives:*
  - Ideally, if there are glass plates, order a reference print of each negative. Add the reference prints to the collection. Include an "Access Restrictions" note in the finding aid explaining that researchers should use only the reference prints and not the original glass negatives for research.

  - If a negative is deteriorating, order a high resolution digital scan and print. Place the print in the collection. Again, include an "Access Restrictions" note in the finding aid explaining that researchers should use only the reference print and not the original glass negative for research, due to preservation concerns.

  - Glass plates should be housed in 4-flap enclosures. Alternatively, a paper negative envelope can be used. BEFORE placing the negative inside, label the outside of the enclosure with the MS#, box and file/item number, and description. Score the fold lines of the 4-flap enclosure before placing the negative inside.

    Each plate should be placed perfectly vertical with the long side down, in archival card boxes or glass plate negative boxes. Provide a rigid, acid-free mat board support after every 5-7 negatives. Label the outside of the box in LARGE red letters with the words "**FRAGILE! GLASS**."

- *Cased photographs*, such as tintypes, daguerreotypes, and ambrotypes, can be closed and wrapped in tissue paper or housed in acid-free paper envelopes and placed face down in flat storage boxes one layer deep. Custom containers can also be made or purchased. Microfilm boxes are also an option for smaller cased photographs. Label the outside of the enclosure with the MS#, Box and File/Item #, and description. Consider ordering reference prints of each photo to be used in place of the originals.

- *Large Volumes of Photographs*: When housing a large collection of photographs, put no more than ten photographs or approximately a quarter inch in each folder. This is a general rule of thumb. Interleaving the prints with acid-free paper is optional. However, if the prints are on acidic board, have clippings attached to the verso, or if any kind of transferable marker or ink was used by the original owners to write identifications, acid-free paper or individual sleeves should be used to protect adjacent prints. Fragile prints should be stored in sleeves and filed individually in folders. Very fragile unmounted prints should be stored flat inside a plastic enclosure with a piece of supporting mat board behind the photo. Consider the value and expected level of use of the material.

- *Labeling Photographs*: Never affix a gummed label on the front or back of a photo. This includes post-it notes. The *enclosure* in which the photograph is stored should be labeled with pencil, or a photo pen in the case of plastic enclosures. Always label the enclosure BEFORE placing the photograph inside. If necessary, information about a photo can be printed lightly in pencil on its verso and only along its border. If the back of a photograph is difficult to write on, information can be written on a piece of interleaving paper placed behind the photo, or directly on the back of the photo with a blue pencil. Excessive photocopying of photographic prints of any kind should be avoided. Provide reference prints of frequently accessed photographs to prevent damage to the originals.

- **Restricted Materials**

  All restriction issues should be discussed with the supervisor. Potentially restricted materials include personnel files, letters of recommendation, medical and psychiatric records, and legal and social services case files. While the deed of gift will indicate any donor-imposed restrictions, the processor should take care to protect the privacy rights of individuals represented in the collection. Documents with social security numbers of living persons should be shredded, or the social security number should be blacked out, and then photocopied before placing the **copy** in the collection. The original should be shredded or sent back to the donor. Public disclosures of embarrassing private facts about a living individual should be carefully considered for restrictions or returning to the donor.

  If items are to be retained as restricted, house them separately and note their place in the collection with a "Document Removed" form (Appendix E). Place the restricted materials in a separate box labeled with a red RESTRICTED stamp.

- **Reels of Film**

  - Wear gloves when working with film. Make sure your area is clean, and well ventilated.

  - Each film should be listed in the finding aid inventory. Take the information from the enclosure, reel, and/or notes inside the film. If no information is obvious, look at the leader of the film for identification, and the first frames for title and date information. You will need a loupe.

  - When describing the film in the finding aid, include the gauge of the film (8mm, 16mm, 35 mm), if it is black & white or color, if it is silent or has sound (silent if there are sprocket holes on both sides), and the approximate length in feet and/or minutes.

  - If any of the 35mm film is nitrate (nitrate was only used for 35mm and can have a noxious odor), or if any of the film, regardless of gauge, smells like vinegar (deteriorating cellulose acetate a.k.a. safety), it must be isolated. Notify the supervisor immediately.

  - If the film can is rusty, dented or in otherwise poor condition, the can should be replaced with an archival can. Label the outside using a CD/DVD pen, and include the collection ID, reel number, title, and date of the film.

  - All film on cores should be stored flat like a pancake.

- Large amounts of film in a manuscript collection should be physically separated and stored with the film collection. However, if there are just a few reels, it is fine to store them with the other materials in the collection.
- For more information, see *The Film Preservation Guide*: http://www.filmpreservation.org/preservation-basics/the-film-preservation-guide

- **Magnetic Audiotapes and Videotapes**
  (U-Matic, VHS, videotape, reel to reel sound, audiocassettes, etc.)

  - A/V materials are notorious for being fragile and requiring obsolete playback equipment to access content. They are also expensive to reformat. It is our policy to not reformat these materials unless requested and funded by the donor or a researcher. However, if there are apparent preservation issues, or if the label or the collection topic warrants, this may be reconsidered.
  - Original A/V should not be used by patrons in the reading room, as it could be the last time the tape or reel will play. Rather, the original **must be digitized upon request** at the expense of the patron. The finding aid needs to include this information using the **"Access Restrictions"** note. For example:

    "Due to preservation concerns, original audio and video materials cannot be accessed in the reading room. Patrons have access to reference copies. Items without reference copies can be digitized at the request of a patron for the cost of creating a digital copy. The turn-around time is 5-7 days."
  - When analog A/V is digitized, the digital files must be ingested into the E-Archives and the finding aid updated with the E-numbers.
  - When processing A/V materials, it is important to **focus on capturing the existing descriptions on the format or container itself.** Item level description provides the best control over each copy.
  - Be sure your area is clean and free of magnetic fields nearby when working with magnetic media. Wear gloves when working with reels.
  - Identify the general format (U-Matic tape cassette, magnetic video reel, VHS, etc.), but do not spend time determining minute details about the specific format. It is more important to describe the *contents* of each item using whatever information can be determined from physical examination of the materials or accompanying documentation (i.e. title information, dates). For help in identifying formats, see the Preservation Self-Assessment Program Format Identification Guide at https://psap.library.illinois.edu/format-id-guide .
  - If there is a large quantity of A/V material, treat it as a separate series (with necessary cross-references to related paper files). If there are only a few A/V items, they can be interfiled in appropriate series.

- *Mass produced* VHS and other video formats that are not unique or relevant to the collection, should be separated. If the mass produced format is on a topic within the archives' scope, consider giving it to the Cataloging Archivist to have cataloged for the reading room.

- House any materials lacking protective boxes in appropriate archival enclosures. Magnetic media sometimes comes in cardboard enclosures. These can be used for their storage when in good condition. However, if they are dirty or damaged, rehouse the media. If discarding a deteriorated case, first photocopy information on the case. **Do NOT photocopy the case with the film or tape inside:** remove the media, and then copy.

- Videotape Cassettes should be stored upright on their edge with the bulk of the tape on the bottom. Some video cassettes have a tab for save mode and record mode. Slide the tab to save mode. VHS have a tab that can be broken off to prevent accidental overwriting. Break off the plastic tab.

Slide to Save

Pop off plastic tab

- Tape Reels should be stored vertically.

- For more information, see the Texas Commission on the Arts' Videotape Identification and Assessment Guide at http://www.arts.texas.gov/wp-content/uploads/2012/04/video.pdf .

- **Digital Media (floppy disks, CDs, DVDs, memory cards, USB drives, etc.)**

  - If electronic files were removed to the E-Archives when surveying the collection (see Chapter 1, section D.1.), ask the supervisor to contact the Archivist for Digital Initiatives and Outreach (ADIO) or Preservation and Cataloging Archivist to put working copies of the files on a USB device for processing. If no additional digital media is found while processing, skip to the bullet below starting with "**Processors will.**"

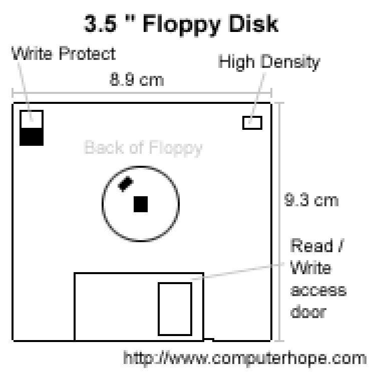
  - If digital media is found during processing, **DO NOT OPEN THE MEDIA ON A COMPUTER**.

- Fill out a Media Removed Form (Appendix E). Place the form in the location of the original media, and remove the original media from the collection. One form can be used for several items located next to each other.

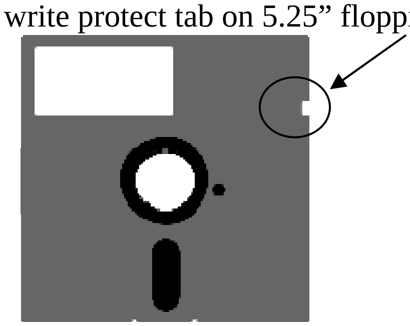
- Type a Word document with the MS#, collection title, and number of digital media items. Provide as much information as possible about the context of the electronic media, and how it relates to other records in the collection. For example, was a disk in a folder with reports, indicating that they are possibly electronic files of the printouts? If nothing is known, that is okay.

- **Give an electronic copy of the Word document you created along with the original media to your supervisor, Archivist for Digital Initiatives and Outreach, or Preservation and Cataloging Archivist. They will take the following steps (processors can skip to page 22 to continue):**

  - Write Protect Floppies:
    - Flip write protect tabs up on 3.5” disks (results in an open hole).



    - Cover write protect tab on 5.25” floppies with sticker.



  - Assign *each item* a unique sequential e-number using the following directions. Open the E-Media Database at N:\e-archives\DATABASE\ E-Media Database.accdb. Open the query named “Which Enumbers Used by Collection” and type MS-# to find the next available e-number. If no results are returned, use ms#_e0001 and number subsequent items sequentially.

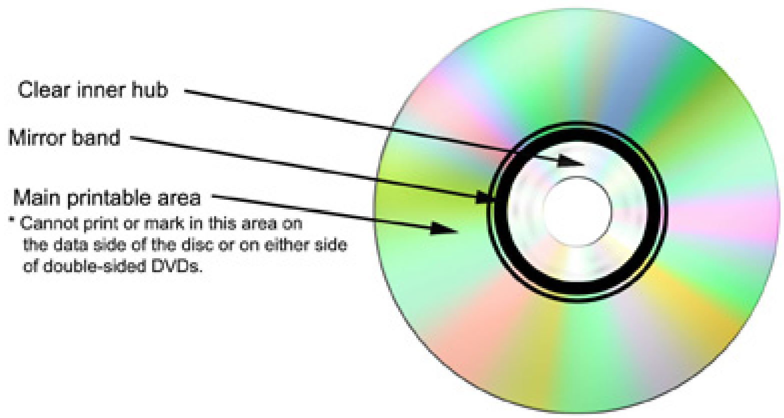
- This number should take the form of ms#_e0001. For example, the first digital media item in MS-533 would be ms533_e0001. ***Make sure to use the leading zeros!***

- If there are two or more copies of the same item, use "_a" and "_b" at the end. For example, ms533_e0001_a is the first of two of the same items.

- If part I and part II, etc. are on different disks, each disk still gets its own number.

- Use a CD/DVD pen to write the number on the enclosure *and* on the media itself.

  - CD/DVD: Do not write on the main part, but instead write small around the inner hub of the disk.



http://www.clir.org/pubs/reports/pub121/sec5.html

  -
  - Floppies: Write directly on the plastic media itself, and not on the labels, which can eventually fall off.

- Update E-Media Database at N:\e-archives\DATABASE\ E-Media Database.accdb. Fill in appropriate fields in the form named "eItems Form".

- Create a disk image of each piece of media, and save files to Preservation Masters Locked folder on server. (see K:\speccoll\E-Archives Planning\Ingest Procedures)

- Generate a manifest and checksums using Karen's Directory Printer or FTK Imager.

- Export the files from the disk image, and create a working copy of the files for processing.

- **Processors will** receive back from the E-Archivists, a USB device such as a flash drive containing: a working copy of the exported files from any/all e-items (whether from media or a batch upload to the E-Archives), a Karen's Directory Printer or FTK Imager report for each e-number (contains file paths and names, and file sizes), and an Excel file to track name changes on a flash drive. Keep in mind, a single e# will usually contain several files.

  - You can re-name, delete, and move files on the USB device as long as you document the changes in the Excel template provided (and also available at K:\speccoll\E-Archives Planning\Processing\ enumber_filenamechanges.xlsx). The Excel file has columns for the e#, original file path and name, new file path and name, and deleted file name. Save the Excel file as e# file name changes (i.e. ms498_e0001_filenamechanges.xlsx).

  - Arrange the electronic files on the flash drive as you would paper files as long as you keep track of the changes using the Excel template explained in the above bullet. Feel free to create new folders, if needed.

  - Once you have finished processing the electronic files, return the flash drive to the E-Archivists so that the processed version can be added to the E-Archive. The processed files will be added to the server as a master processed version, and a use version will be available for reference on the E-Archives server at N:\e-archives\Access Copies\Special Collections.

  - Finding Aid Inventory Options for Electronic Records:

    1. Create an individual series just for electronic files. This option works well when electronic files do not warrant a lot of time to arrange, or have no relevance to any other series in the collection.

       Simply copy the file names from the manifest and paste into the inventory. Instead of typing a Box and File, merge the two cells in the finding aid and type the e-number.

Series II: Electronic Records		
Item	Description	Date
ms492_e0001	Kettering-Oakwood Times Columns	2011-2012
	Column for KOT 12-5-11.doc	2011 Dec 11
	Column for KOTimes 1-19-12.doc	2012 Jan 19
	Column for KOTimes 1-26-12.doc	2012 Jan 26
ms492_e0002	Images of Wild Family	2013

2. List the electronic files by file name in the appropriate intellectual arrangement in the finding aid using the e-number in place of the Box/Folder. This option works well when electronic files logically make sense within the arrangement of other formats and are not duplicated in other formats.

Box	File	Description	Date
2	1	Annual reports	2011-2012
ms600_e0001		Treasurer's reports	2011-2012
2	2	Yearbooks	2011-2012

3. Follow the folder title with (see also e# for electronic files). This option makes the most sense when the electronic files duplicate content in other formats (electronic versions of paper files, digital files of photographs and film). In EAD this would be entered as "Existence and Location of Copies" or "Alternate Form Available". For example, in EAD the folder level could include an alternate form available that reads "Electronic files from which the hard copies were made, are available in the E-Archives ms492_e0001."

Box	File	Description	Date
2	7	Kettering-Oakwood Times (see also ms492_e0001 for electronic versions)	2011-2012

- Mandatory fields in the finding aid to use for electronic records, if applicable:

  - **Extent**: Record a numerical quantity followed by a unit of measure, e.g. 200 files, 30 gigabytes for the **processed** files. Multiple extent statements can be given, and qualifiers can be used to highlight materials of special interest, 'e.g. 20 gigabytes including 3 mpeg videos.' If a single item is being described, record the file type (e.g. pdf, 88 kilobytes).

    Restrictions on Access: Include the statement "Electronic records in the collection are not accessible until they are fully processed." Even if the electronic files are arranged and described in the finding aid, they must be thoroughly reviewed for personal identifying information and privacy *before* being accessible to the public. List any other restrictions based on policy, legal, or donor requirements.

  - **Restrictions on Use:** Use the standard copyright statement. Add any details that apply.

- Value Added Fields to use in the finding aid for electronic records:

    - **Existence and Location of Originals**: If the materials being described are copies of records available elsewhere, note the original source. For example, in case of materials harvested from a website, the original URL could be listed (e.g. Electronic files in ms432_e0001 are copies from the server hosting the Inland Children's Chorus website at www.inlandchorus.com).

    - **Existence and Location of Copies:** This field is also known as "Alternate form available". Note here if copies of the electronic files are available elsewhere (for example, if the electronic records are available in our campus online repository, CORE Scholar).

    - **Notes**: Use to record any other notes useful in interpreting or using the materials.

    - **Processing Information:** For example, processing notes describing actions undertaken to rearrange or migrate records, should be placed here (if file names were renamed or grouped into new folders).

    - **Physical Characteristics and Technical Requirements:** Example- "Electronic records exist in this collection and require Photoshop to view."

    - **Access Points**: For material types, consider using file extensions, to definitively identify specific formats of materials. Once ingested into the E-Archives, it is not necessary to include terms to describe the media on which the files originated.

G. Foldering and Date Spans

Folder Size
Do not mix legal and letter size folders within a box. When using legal size boxes, use all legal size folders.

Arrangement within Folders
Arrange the contents of each folder in numerical, alphabetical or chronological order as appropriate. If material is arranged in chronological order, place oldest material in front and continue with the most recent material toward the back (e.g. 1941 then 1942 then 1943…). Circa dates should follow the nearest specific date. For example, 1939, 1940, circa 1940, 1945, circa 1940s, 1951, 1953). Undated material should be placed after dated material. Then transfer the contents of the folders to acid-free folders and label each folder.

Thickness of the Folders
Folders are designed to house from one to fifty or more items. The number of documents stored in a folder is a matter of judgment and depends on their age and importance. It is a

good idea to place no more material in a folder than can be reasonably handled by a researcher without disturbing the original order. Folders will accommodate up to one-half inch of material comfortably. *More than a half-inch of documents is unwieldy and possibly damaging* to the contents of the folder over time. If a folder has more than a half inch of material, place it in two folders and label them the same, but with sequential folder numbers.

Square the bottom of each folder along the proper scoring line to fit the contents so that the folder stands flat in the box. A folder with only a few items does not need to be creased. Use your judgment.

Folder Labels
Folder descriptions should be meaningful, accurate and clear to persons unfamiliar with the collection. Consistency in how the description is written on the folder is important. Starting in the upper left corner of the folder, **neatly print** in pencil the Box and File number, the MS# and collection name, folder title, and span dates.

Box # File #	MS-#	Collection Name	Folder Title	Span Dates
Box 1 File 1	MS-276	Westminster Presbyterian Church	Annual Reports,	1940-1950

Writing Dates

- Record the date(s) of the unit being described as a **single date, series of dates, or date span**. *(DACS 2.4.6)*

    1974
    1999, 2002
    1932-1933

- Abbreviate months as follows: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

- If the date is a **single year**, record that year, or a more specific date within that year. *(DACS 2.4.13)*

  1974
  1974 Mar-Apr
  1974 Aug

- **Exact single dates** preferably expressed as year-month-day. *(DACS 2.4.14)*

  1903 Dec 17

- For materials that **span to the present**, use the current year as the end date. *(DACS 2.4.8)*

  1974-2016
  Not 1974-present
  Not 1974-ongoing

- Add **bulk dates** if the inclusive date span is misleading when most materials date to a more specific time period. *(DACS 2.4.10)*

  1923-2005, bulk 1940-1980

- If there is a **significant gap in the chronological sequence** of the documents, where bulk dates would be misleading, record the anomalous date(s) separated by commas. Explain the gaps in the Scope and Content Note. *(DACS 2.4.11)*

  1974-1980, 1999 (no materials in the folder dated between 1981 and 1998)

- **<u>If an item or the contents of a folder is undated</u>**, estimate the date from the context of the collection if possible (see below for estimating dates). However, if a date cannot be determined and/or it would be misleading to estimate, use ***undated***. (DACS 2.4.16) If there are several papers in the folder without dates and some with dates, write the dates followed by a comma and the word "undated". For example: 1974-1975, undated. Place the undated papers last in the folder.

- When **<u>estimating the earliest or latest dates</u>**, do not use abbreviations. *(DACS 2.4.12)*

  approximately 1963
  circa 1976
  Not ca. 1976

- **<u>When no date can be found</u>**, try to estimate the nearest year, decade, century, or other interval as precisely as possible. Record estimated dates in a consistent fashion. Do not use abbreviations. A document with a day of the week and a partial date can often be completely dated by using an online perpetual calendar (http://www.timeanddate.com/calendar/). *(DACS 2.4.15)*

Probably 1867
Approximately 1925
Before 1867
After 1867 Jan 5
1892 or 1893
1890s

- **Determining Which Date to Use**
  The date of a legal paper is the day on which it was written, not the date it was witnessed, copied or filed. If only one of the latter dates appears, it may be used.

  - The date of a copy of a document is the date of the original from which it was copied and not the date of certification.

  - The date of a bill of purchase (invoice) is the date the bill was rendered.

  - The date of a set of entries that were put down over a period of time as they occurred is the earliest date, not the latest one.

  - For a monthly statement (or longer period) which has no date of issue, use the date of the last item on the receipt, the theory being that the entire statement was made out at this time. However, do not forget the earlier dates if they are the earliest dates in the collection, and therefore pertinent to your inclusive dates for the collection.

- **Bound volumes** may include broken dates or more than one set of entries. Check through each volume closely and in its entirety before assigning dates to it. This same caution should be extended when determining the type of information in a volume. For example, a volume of minutes may also include a section of annual reports, and a constitution. Bound volumes will often contain extraneous clippings or manuscript material placed between pages or at the back of the volume. Be alert for these and remove them from the volumes to be placed in the appropriate section of the collection or in an appropriate file next to the volume.

H. Boxes

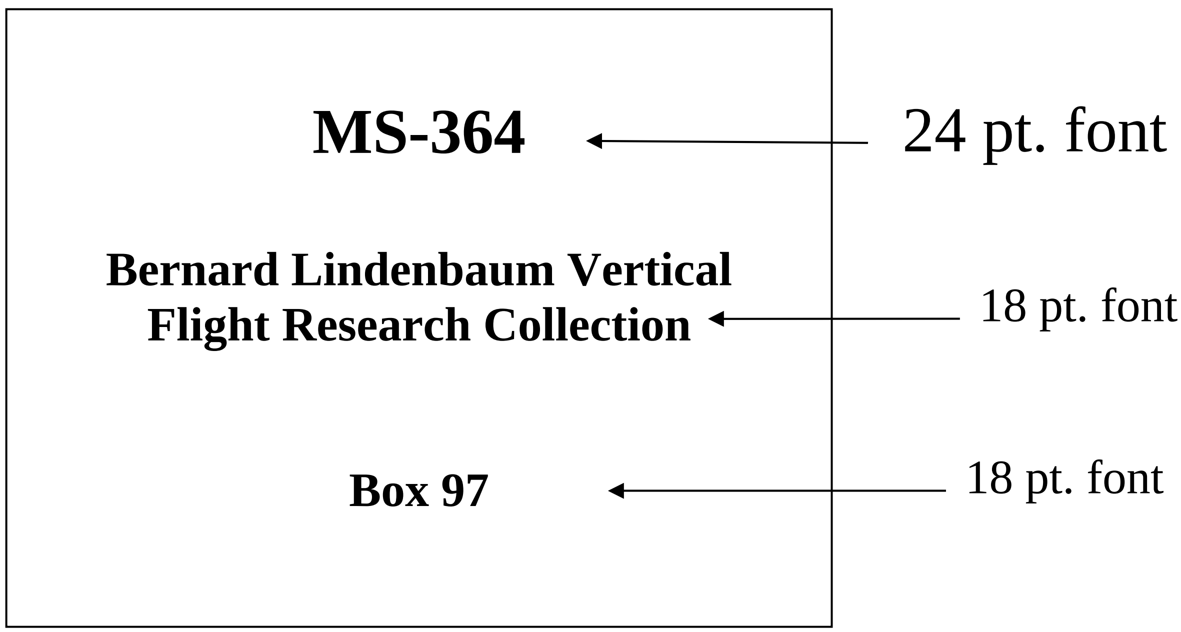
Do not overfill a document box, which will cause it to bulge and make it difficult to remove folders. The box lid should close easily. It is just as important not to under-fill a box, which can cause contents to slump. Use a half-size document box for small collections or for housing materials less than two and a half inches in bulk at the end of a collection. If a full size document box must be under-filled, crease and insert an acid-free spacer behind the folders to fill up the extra space.

When adding materials to a large and already processed collection, it is fine to add a Box A and Box B, etc. to the box numbering scheme. For instance, if additional materials were processed and do not fit in Box 100, the materials can be placed in a new box and labeled Box 100A.

Temporary labels can be clipped to each manuscript box and its contents until processing is complete and the finding aid written. Permanent labels should be printed and affixed to each box only after the collection is fully processed and the supervisor has approved.

Place the label on the top portion of the document box, on the side with the flap opening to the left. These labels should include the collection number, collection name, and box number.

Follow this template for box labels:



Correct label placement

I. Determining Extent

To determine the extent of a collection, the following chart should be helpful:

1 Record Center box = 1.0 linear foot

1 document box = .5 linear feet

1 Half size document box = .25 linear feet

1 oversize folder = .65 linear feet

Extents for other size boxes can be determined by how many of the same size box fit onto a 3 foot shelf.

$$\text{Extent of 1 box in linear feet} = \frac{\text{3 linear feet}}{\text{number of boxes that fit on one shelf}}$$

III. Preservation Tasks

Preservation is an ongoing activity that begins at the time a collection arrives and continues even after processing is completed. Preservation tasks aim to stop, prevent, or slow deterioration of archival materials, as well as to improve the condition of the item. Preservation may involve transferring information to a different format to preserve the intellectual content.

Do not attempt elaborate preservation work beyond your skill level, or perform any preservation work that is not reversible. Damaged or vulnerable papers of substantial monetary and/or research value should be flagged for treatment by professional conservators, and brought to the attention of the supervisor to help determine appropriate action. Less important items or those in better overall condition usually can be handled in-house during the course of processing. Anything with an immediate risk of text or image loss is an automatic candidate for action and/or digitization.

Preservation is very time consuming. Routine preservation tasks such as photocopying and removing damaging fasteners can be done by a volunteer or student employee, and checked by the processor for completeness.

Before handling any collection, always make sure your hands are clean. The work area should be free of food and drink.

- ***Cleaning and Repair***
  - Soft cloths or brushes can be used to wipe excessive dust and dirt from individual items. Be sure to brush dirt into a box, and wear a mask if necessary. For sturdier volumes, a hepa-filtered variable suction control vacuum is available. For a refresher on surface dusting, see Appendix D-1 of *Preserving Archives and Manuscripts*, 2nd edition, by Mary Lynn Ritzenthaler (available in the reading room Z110.C7 R58 2010).
  - Do not use pressure sensitive tape to repair documents. Consider placing the item in a polyester L sleeve or give to the Preservation Manager for possible mending.
  - Encapsulation is especially useful for fragile oversize items that will lay flat. For a refresher on encapsulation, see Appendix D-4 of *Preserving Archives and Manuscripts*, 2nd edition, by Mary Lynn Ritzenthaler (available in the reading room Z110.C7 R58 2010).
  - Never do anything to a document that is not reversible.
  - Curling or rolled documents and photographs may be considered for humidification and flattening. For a refresher on humidification and flattening, see Appendix D-3 of Ritzenthaler's *Preserving Archives and Manuscripts* for instructions.

- An archivist should consult a conservator if unsure about how to treat an item. A guide to finding a conservator is available at http://www.conservation-us.org/membership/find-a-conservator#.VnBshr_ENEI.

- **Remove *Rubber bands, ribbon, twine, plastic folders, and vinyl binders***

  - ***Metal fasteners***
    Metal fasteners of any type should be removed. Two exceptions to this rule are staples in good condition and certain rivet or grommet fasteners that can result in damage to the paper if removed. In these cases, leave the fastener alone.

    To remove staples use a micro spatula or flat (non-clawed) staple remover. Slide a small strip of polyester under the prongs of the staple on the back and carefully bend each prong up with the spatula. Then turn the document back over and lift the staple out from the front with the micro spatula. Metal fasteners may be replaced with stainless steel paperclips over a strip of alkaline paper. For groups of thicker items, use a sheet of Permalife paper folded into a subfolder or large envelopes to keep sets of material together within a folder. You may also indicate a relationship between papers by numbering them with pencil. For example, the cover letter of a four page document would be numbered 1 of 4 and the sheets following would be numbered 2 of 4, 3 of 4, and 4 of 4.

  - ***Notebooks***
    If necessary, remove metal or plastic spirals from notebooks. If notebook covers are acidic, photocopy covers first if they contain information, and then discard the covers. Put notebook contents in a folder and discard blank pages.

  - ***Adhesives***
    Adhesives such as cellophane tape, masking tape, and rubber cement or glue cause great damage to documents. They discolor with age and leave permanent stains. Removing adhesives from documents is difficult and time consuming and in most cases, should not be attempted by a staff member without consultation with a conservator. If the document is especially valuable, it might be worthwhile to attempt tape removal through a conservator. Otherwise it is best to leave the item alone, isolate it, photocopy it, or construct custom housing for it to avoid causing more damage. If adhesive is migrating through the item, place a sheet of bond paper on either side to protect adjacent items from staining.

  - ***Post-it notes***
    Post-it notes should not be used on any item of known permanent value. Aging tests indicate that the note's color tends to transfer to the sheets on which the notes are fixed. Adhesive residue from the note may remain on the sheet after the note is removed, and can cause staining. Attempts to rub off the residue will do more harm than good, as the adhesive becomes more embedded in the material to which it has been attached. The adhesive can also lift fragile emulsions on photographs. Use of self-stick notes should be limited to non-valuable, non-archival materials. Strips of acid-free paper may be used in place of post-it notes for most archival processing needs.

- ***Acidic Paper***
  Newsprint, manila paper, and construction paper are extremely acidic. They darken with age, become brittle, and stain papers with which they come in contact. Documents printed or written on thermal fax paper fade over time. More examples of acidic paper include telegrams, carbons, and school writing tablets.

  Text on highly acidic paper should be photocopied onto acid-free paper. If there are great quantities of photocopying to do, give it to a student assistant to work on over time. Be sure that all of the material is relevant to the collection BEFORE making preservation photocopies.

  When photocopying articles, be sure to transfer the name of the periodical, date and page number of the article onto the photocopy in square brackets. Also be sure that the *entire* article is copied, and no words are inadvertently cut off during copying. Discard the original item unless it has value as an artifact or exhibition, or is handwritten. If keeping the original, it can be placed in a polyester sleeve with a sheet of acid-free paper as a neutralizing backing, or simply interleave with acid-free paper and place in its own folder behind the preservation copy.

- ***Folded and Rolled Documents***
  Carefully unfold and flatten folded documents. If there is great resistance to unfolding an item, do NOT force it open. Consider humidification. If a document is too large for a legal-size folder and too valuable to remain folded, transfer it to a map case drawer. See instructions for oversize materials in Chapter 2, section F. Be sure to enter the item into the Oversize database in K:\SPECCOLL\Databases\Oversize Update 2011. Only professional staff should enter information into the database, unless otherwise approved. Students should give the information to a supervisor for database entry.

- ***Photographs***
  When possible, place photographs in polyester or polypropylene sleeves. Place negatives in acid-free paper envelopes. Interleave albums and scrapbooks with acid-free paper when necessary. Also see section on photographs in Chapter 2, section F.

- ***Fragile Items***
  Place fragile items in polyester sleeves or encapsulate when necessary. For added support, place a piece of acid-free mat board behind the item. Items that should **not** be placed in plastic sleeves or encapsulated: works of art (drawings, charcoal, etc.), film negatives, friable media (such as flaking tintypes).

Note: Any preservation concern that needs to be addressed in the future should be recorded in a Collection-Level Preservation Assessment form found on the K drive at K:\speccoll\Preservation\Collection Condition Surveys\2015 FORM for Collection Preservation Assessments. See Appendix F for the form. When complete, save the form to the K drive at K:\SPECCOLL\Preservation\Preservation Assessments and place a hard copy in the collection file. In the future, this data may be recorded in ArchivesSpace.

IV. Description

Purpose
Description should explain the context and records systems that produced the materials in the collection, reflect the hierarchy of the materials, and accurately identify the materials. The finding aid serves the researcher seeking information about a person, family, or corporate body; serves the staff in locating desired materials; and serves the donor as a record of material deposited.

Rules for Description
The profession's standard for archival description is ***Describing Archives: A Content Standard (DACS)***. The 2nd edition of *DACS* is available on the Society of American Archivists web site at http://www2.archivists.org/standards/DACS .

DACS outlines several principles for description, one of which is that information provided at each level of description must be appropriate to that level. This means that it is inappropriate to provide detailed information about the contents of files in a description of a higher level, such as the collection level scope and content note. Similarly, it is undesirable to *repeat* information recorded at higher levels of description, at lower levels. Information that is *common* to the component parts should be provided at the highest appropriate level.

The finding aid should be written in clear, concise language, and in a tone free of value judgments, personal bias, or professional jargon.

Writing the Finding Aid
Refer to **Appendix B: *Finding Aid Content Guide and Template for Manuscript Collections*** for content, order of information, and format of the finding aid. Small collections have their own template and guide in **Appendix C: *Finding Aid Content Guide and Template for Small Collections***. Blank Word document templates from which to work are located at:

- K\Speccoll\ Finding Aid Template.dotx (Manuscript Collections)
- K\Speccoll\ Finding Aid Template for SC.dotx (Small Collections)

Until ArchivesSpace is in production, continue to use the Word document template to write finding aids.

- When using Word documents as the primary finding aid format, consistency in formatting is important. Type the finding aid in a Microsoft Word document, using 12 point Times New Roman font.

- The collection inventory must be in a table.

- The guide references DACS rule numbers for further help. Not all elements on the finding aid template are required, however, **all elements with an asterisk are required**.

- Be sure to delete all asterisks, unused fields, and "required"/ "optional" text from the finding aid when finished.

- Include a footer in the finding aid with the MS# and Collection Title in the bottom right corner.

General rules to follow as prescribed in DACS:
- Internal consistency should be maintained.
- Square brackets are not required in the finding aid to indicate information supplied from other sources.
- Abbreviations should not be used.
- Acronyms should be spelled out at least once.

Additions to Large Collections
When adding even a small amount of materials to a processed collection, be sure:

☐ The finding aid reflects the addition.
  - For example, span dates, extent, the scope and content note, and subject terms often need updating after additions are processed into a collection.

☐ The top of the Processing Checklist indicates the accession number of the addition and a brief description of what was added or changed.

VI. Review and Final Steps

Review

An electronic copy of the finding aid should be given to the supervisor for review. The purpose of the review process is to maintain conformity to standards, catch typing errors, factual errors, and omissions. Style is generally a matter of individual preference and should be determined by the finding aid compiler. Revise the finding aid and submit for final approval.

When approved, print the final finding aid and a copy of the final Processing Checklist (found on the K drive at Speccoll/Collection Management/Final Processing Checklist – tables.docx and in Appendix G). Staple the checklist on top of the finding aid, check and initial your steps as processor, and then give to your supervisor. It will be circulated among the Archives Staff to complete the following final steps.

Internal Documentation

After the finding aid has been reviewed and revised, a paper copy should be placed in the finding aid binders in the Reading Room and a second copy in the collection file. The supervisor may need a third copy to send to the donor. Save the finding aid to the K Drive under K:/Speccoll/MS Finding Aids-completed. Name the file using the following format: MS-# name of collection (e.g. MS-169 Dayton Cooperative). Professional staff should place the completed collection on the shelves. Professional staff should also update the shelf list located on the moveable shelving, and the Collections Tracking spreadsheet on the K drive at K:/Speccoll/Collection Management/Collections Tracking.

Preparation for the Web Site

The Archivist for Digital Initiatives and Outreach will convert the finding aid to a PDF, as well as facilitate its posting to the website at www.libraries.wright.edu/special and the appropriate subject guides.

MARC Record

The Cataloging Archivist will prepare a catalog record for the collection using the finding aid, enter it into Sierra, and revise existing OCLC records. The record will contain a link to the online finding aid.

EAD Record

Since the winter of 2008, new finding aids were entered into the OhioLINK EAD Creation Tool and submitted to the statewide OhioLINK Finding Aid Repository. **As of December, 2015**, **we are no longer creating EAD finding aids using the OhioLINK FACTORy.** All of the finding aids in OhioLINK are being migrated into ArchivesSpace. When ArchivesSpace is implemented, the EAD will be generated in ArchivesSpace, **and then contributed to OhioLINK's EAD Finding Aid Repository**.

Chapter 5: Review and Final Steps

Please note, during the transition to ArchivesSpace, this edition of the processing manual still contains WSU's guide to entering a finding aid into OhioLINK's web based EAD template (Appendix D). An online tutorial can be accessed at www.ead.library.kent.edu/ (in a Firefox browser). The log in user name and password is "guest". The tutorial is on the left navigation bar under "Help", then "Tutorials". To use the template, you must be set up with a user account and receive basic training from the Cataloging Archivist/EAD Administrator.

<u>APPENDIX A</u>

PROCESSING PLAN OUTLINE

&

ESTIMATED PROCESSING TIME

PROCESSING PLAN

Collection ID:
Title:
Creator:

Brief History/Biography of Creator:

Brief Description of the Content: (no more than a paragraph, include date span of materials)

Research Value of the Collection:

Extent: (size of collection in linear feet)

Material Types and Quantities:

Proposed Separations and/or Discards:

Restrictions on Access or Use:

Current Arrangement:

Proposed Arrangement:
(Include outline of proposed series)

Related Collections:

Preservation Concerns:

List of Special or Voluminous Archival Supplies Needed (include dimensions):

ESTIMATED PROCESSING TIME:

Rate	Estimate	Description
A	40 hours per linear foot	Used for collections described at the item level, such as autograph collections.
B	30 hours per linear foot	Used for collections that have little or no arrangement and order. Different kinds of materials are mixed together, correspondence is unsorted or stored in original envelopes, some papers and correspondents are unidentified, and extensive preservation work may be required.
C	20 hours per linear foot	Used for collections that have an average number of problems. Papers may have some order and sections of the collection may be properly sorted, although significant portions will have to be arranged and a good deal of interfiling work will have to be done. Most collections can be processed at this rate.
D	10 hours per linear foot	Used for collections that have no significant organizational problems. A minimum amount of interfiling and reorganization is needed. The major portion of staff time will be expended on the basic work required for all collections: reboxing, refoldering, listing, and describing the contents of the papers. Records of organizations and collections that consist primarily of manuscripts of published works often fall into the D category.

When degree of processing difficulty falls between two categories:

Rate	**Estimate**
A/B	35 hours per linear foot
B/C	25 hours per linear foot
C/D	15 hours per linear foot

Total processing time is determined by:

Total Linear Feet (multiplied by)	**Processing rate (equals)**	**Total no. of hours needed**
Example: 40 linear feet x	20 hours per foot =	800 hours
Linear feet x	Hours per foot =	hours

Source: Tables used with permission from the Stuart A. Rose Manuscript, Archives & Rare Book Library at Emory University. The tables are also printed in *How to Manage Processing in Archives and Special Collections* by Pam Hackbart-Dean and Elizabeth Slomba (Society of American Archivists, 2012).

APPENDIX B

FINDING AID CONTENT GUIDE

&

TEMPLATE

for

MANUSCRIPT COLLECTIONS

- Blank Word document template is at:
  - K\Speccoll\ Finding Aid Template.dotx (Manuscript Collections)
  - K\Speccoll\ Finding Aid Template for SC.dotx (Small Collections)

- Delete any unused fields, asterisks, and “required”/ “optional” text when writing a finding aid for publication.

- Include a footer in the finding aid with the MS# and Collection Title in the bottom right corner.

Collection #, Collection Title

***Collection Number (Required): (DACS 2.1)**

A unique designation which identifies the unit being described.

Example: MS-201, SC-22

***Title: (Required) (DACS 2.3)**

Authorized title as supplied on the Deed of Gift. Be consistent across documentation. For guidance on devising a title, see DACS 2.3, which provides rules for numerous scenarios including multiple creators, forms, variations of a name (YMCA vs. Young Men's Christian Association), and artificial collections.

Example: Dave Gold Parachute Collection

***Dates: (Required) (DACS 2.4)**

Time period for the accumulation, creation, assembly, and/or use and maintenance of the described materials. Record all dates as a range of dates or a single date. Also, provide the inclusive dates of the bulk of the material, if applicable. Do not use circa or approximate dates in the overall date span.

Example: 1926-2010 (bulk 1980-2000)

***Creator: (Required) (DACS 2.6, Chapter 10)**

The individual, family, or organization responsible for creating, assembling, or maintaining the collection before its deposit in the archives. Use the authorized form of the name as found in the Library of Congress Authorities at http://authorities.loc.gov/. If not found, check the Wright State University Libraries catalog for local practice www.libraries.wright.edu. If not established, then see DACS Chapter 10 for guidance on establishing the form of the name.

If more than one person is a creator (names of family members, for example), choose the dominant person for the collection level creator, and then record each of the other creators' names (in authorized form) in the Biography/History of the finding aid. Also record the authorized forms of the names of all the creators in the Subject Terms field.

Example: Haskell, Katharine Wright, 1874-1929.

***Summary/Abstract: (Required)**

A brief summary of the materials being described that may include information about the creator(s), scope, and content.

***Quantity/Physical Description: (Required) (DACS 2.5)**

Quantity and expression of space occupied by the collection. Provides the exact or approximate number of measuring units (e.g. linear feet, boxes, etc.) for the entire collection. May also include the type of material in the collection (i.e. photographs, posters, drawings, etc). Do **not** use abbreviations.

Example: 25 linear feet.

***Language(s): (Required) (DACS 4.5)**

Language(s) of the materials in the collection. In ArchivesSpace, only the predominate language can be entered at the collection level. However, another language can be entered at the file or item level in the inventory.

Example: Collection is predominantly in English; materials in German are indicated at the file level.

***Repository: (Required)**

Special Collections and Archives, University Libraries, Wright State University, Dayton, OH 45435-0001, (937) 775-2092.

***Restrictions on Access: (Required, if applicable) (DACS 4.1)**

Conditions affecting access to the collection due to the nature of the information in the materials, and/or restrictions imposed by the donor. If copies *must* be used instead of originals for preservation reasons, record this information here (DACS 4.2, 6.2.1). **Note**: Do not confuse this element with Restrictions on Use which is described below.

Examples:

"There are no restrictions on accessing material in this collection."

"This collection (or parts of the collection) is/are stored off site. Please provide us at least two days advance notice if you would like to research this collection. Call 937-775-2092 or e-mail us at archive@www.libraries.wright.edu.

The original negatives are located in cold storage. Researchers must use digital prints available in box 10 in place of the original negatives.

Due to the fragility of the original scrapbooks, patrons must use microfilm copies of the scrapbooks in place of the originals. The microfilm is available in the reading room.

The original U-Matic videotapes are not available for viewing. Please use CORE SCHOLAR to view the collection at http://corescholar.libraries.wright.edu/special_ms296/ .

***Restrictions on Use: (Required) (DACS 4.4)**

Terms and restrictions for how the material may be used once accessed. For example, it may contain procedures or restrictions for quoting or reproducing the materials due to copyright or donor imposed restrictions.

Example:
If no restrictions on use exist, state "Copyright restrictions may apply. Unpublished manuscripts are protected by copyright. Permission to publish, quote or reproduce must be secured from the repository and the copyright holder."

***Preferred Citation: (Required) (DACS 7.1.5)**
Preferred style or format for a citation of the unit being described in a list of sources used, bibliography, reference list, footnotes, etc.

Example: [Description of item, Date], MS-xxx, Collection Title, Special Collections and Archives, University Libraries, Wright State University, Dayton, Ohio.

Acquisition: (Optional) (DACS 5.2)
How/where the materials being described came into the possession of the Archives, whether by purchase, donation, transfer, etc.

Sponsor: (Optional)
Recognition of a granting agency or financial donor who provided funds for the acquisition or processing of the collection.

Example: Basic processing of the Dayton Daily News Archive was made possible through a generous two year grant from The National Historical Publications and Records Commission (NHPRC) awarded in 2010

Accruals: (Optional) (DACS 5.4)
Expectation of additional material being added to the collection in the future. Frequency and size of additions or a statement that no additional material is expected is appropriate for this element.

Examples:
No further accruals are expected.
Further accruals are expected annually.

Custodial History: (Optional) (DACS 5.1)
Information regarding the history of ownership of the items being described. This is used to establish the authenticity of a collection and can refer to both physical as well as intellectual ownership of the material. It is also used to establish the chain of custody for either the entire collection or a portion of the collection.

Existence and Location of Copies: (Optional) (**DACS 6.2**)
Existence, location, and availability of copies or other reproductions of the material being described when they are available for use *within* an institution, for loan or purchase, or available electronically. This field is also known as "Alternate Form Available." **Note**: If patrons MUST use copies instead of

originals for preservation reasons, record this information in the *Access Restrictions* above. It should not be recorded here.
Example: Digital images of the Wright Brothers photographs are available online in CORE Scholar Digital Repository at http://corescholar.libraries.wright.edu/special_ms1_photo_comm/ .

Existence and Location of Originals: (Optional) (DACS 6.1)

Use this element in cases when the ***materials being described are copies***. Provide the location of the original(s) if they are available (within the institution or elsewhere). A statement can be made within this element if the original(s) no longer exists or if the location is unknown. **Note**: Do not confuse this element with ***Related Material (DACS 6.3)*** below.

Separated Material: (Optional) (DACS 6.3)

Material of the same provenance that has been physically separated or removed from the rest of the collection. There are many reasons for which items may be separated – the most common being the separation of special formats, such as film, so that those items can be stored in a manner appropriate to the format. This element can also refer to cases where items of the same collection are dispersed among different repositories.

Do not confuse this item with ***Related Material (DACS 6.3)*** below, which is used to describe materials that are not of the same provenance as the material described in the finding aid.

Other Finding Aid: (Optional) (DACS 4.6)

Description of additional or alternative guides to the material, such as card files, databases, or lists generated by the creator or compiler of the materials. If shortening a lengthy finding aid for inclusion in OhioLINK, this is where to add the URL to the full finding aid on the SC&A website as follows: "A complete box and folder inventory for this collection is available on the Special Collections and Archives web site at [insert direct URL]."

The finding aid is available on the Special Collections & Archives, Wright State University Libraries web site at http://www.libraries.wright.edu/special/collection_guides/guide_files/ms250.pdf. It is also available in the OhioLINK Finding Aid Repository at http://ead.ohiolink.edu/xtf-ead/ .

Physical Characteristics and Technical Requirements: (Optional) (DACS 4.3)

Access restrictions due to any technical requirements that restrict or otherwise affect access to the materials, such as equipment or specific hardware/software required for use. **Example**: Membership files are in an Access database.

Related Material: (Optional) (DACS 6.3)

Existence and location of archival materials that are closely related to the material being described by provenance, sphere of activity, or subject matter; either in the same repository, in other repositories, or elsewhere. **Note**: Do not confuse this element with “Alternate Form Available” (DACS 6.2), for availability of copies. Do not confuse with “Location of Originals (DACS 6.1) above.

Publication Note: (Optional) (DACS 6.4)

Citations to published work that are about, or based on the use, study, or analysis of the materials being described. Provide sufficient information to indicate the relationship between the publication and the unit being described. This includes annotated editions. This can be a simple citation, or provide a link to the work if it was published electronically.

Example: Arctic field notebooks cited in: Day, Harold. “Statistical Methods for Population Transport estimation.” *Journal of Ecological Studies* 7 (1974) : 187.

Notes: (Optional) (DACS Chapter 7)

An optional element to provide useful information to researchers and repository staff which is *not already accommodated* in any of the defined elements of the description. May be used to record miscellaneous notes, as well as more specialized notes about conservation treatments applied to the collection, details of data migration or reformatting for electronic formats, and important numbers present on the unit being described (e.g. ISSN, ISBN, other publication numbers, etc.).

Example: Album pages were detached from their original bindings, encapsulated in Mylar, and re-bound, 1988.

Example 2: Computer files migrated by the National Archives of Canada from original word-processing software (MICOM) to WordPerfect version 4.2 to maintain readability of data. Technical specifications of the migration are filed with the printed documentation.

Processing Information: (Optional) (DACS 7.1.8)

Information about actions of the archivist, custodians, or creators of the records, or conventions in the finding aid that may have an impact on a researcher’s interpretation of the records or understanding of the information provided in the finding aid. This may include reconstructing provenance, maintenance, reconstruction or alteration of original order, devising titles for materials, weeding, and maintenance or provision of control numbers or container numbers. See DACS 7.1.8 for a number of examples.

***Processed by: (Required) (DACS 8.1.4 and 8.1.5)**

This element documents the *creation and revision* of the finding aid, including the sources used, rules or standards on which it is based (DACS), the name of the processor, date prepared, and revision dates.

Example: Finding aid written according to DACS standards by Dan Smith, 1998. Revised by Violet Jones on 18 December 2002.

***Arrangement: (Required) (DACS 3.2)**

A statement that provides an explanation of the logical and/or physical arrangement of the materials, naming and describing the divisions (e.g. into series and subseries) that the archivist has established in the collection. This should help researchers locate specific groups or types of materials, can take the form of a one-sentence statement, an explanatory paragraph, a simple list of series and subseries, or some combination of the above. Include span dates for each grouping.

Example: The collection is arranged into 3 series:

Series I: Administrative Records, 1925-1938
Series II: Publicity, 1930-1938
Series III: Photographs, 1932-1938

***Biographical/Historical Note: (Required) (DACS 2.7)**

Biographical information about an individual or family or the history of a company, institution, or other corporate body responsible for the creation of the collection. This element may comprise either a series of paragraphs or a chronological list or both.

The purpose is to give the researcher a brief, general introduction to the person or organization that created the collection. Highlight major events in the person or organization's life, primarily during the period represented by the collection. The description may include limited background data. If more than one person or organization is significant to the collection, include a brief biography or history of each in this section. Write your text in clear, concise language including accurate data. The history may be as short as a paragraph, but no longer than two pages. If using a published source for information, cite it at the end of the historical narrative.

Record the full name, title(s), married name(s), alias(es), pseudonym(s), and common or popular name(s) of persons. These will assist researchers with discovering the collection.

***Scope and Content: (Required) (DACS 3.1)**

Information about the nature of the materials and activities reflected in the collection, helpful for users in determining the relevance of the collection for their research needs.

The Scope and Content may include any or all of the following:

- Functions and activities, etc. that generated the materials being described.
- Documentary forms (e.g. minutes, diaries, reports, etc.)
- Time periods covered
- Geographic areas and places to which the records pertain
- Subject matter to which the records pertain (topics, events, people, and organizations)
- Other information that informs the user to determine relevance (completeness, etc.)

Describe these major elements in the order in which the materials are physically arranged. Significant aspects of a person or organization's past mentioned in the Biography/History, should relate to the description of the papers or records in the Scope and Content Note. All controlled vocabulary subject terms should appear in the Scope and Content Note.

If there are unexpected gaps in the records, include that information in this section.

If there is a uniform set of documents, such as subject files, or marriage certificates, indicate the type of information recorded within those documents. (DACS 3.1.6)

One or two pages are usually a sufficient length for the Scope and Content Note of a large collection.

***Subject Terms (Minimum of One Required)**

List of standardized subject terms which serve as key access points to the described materials. Subject terms indicate a subject with a major representation in the described materials. The terms should be reflected in the Creator, Title, Biography/History, and Scope and Content Note. Not all of the types of subject terms below need to be used, however, the finding aid must include at least one term.

Use the Library of Congress Subject Headings (LCSH) which can be searched online at http://authorities.loc.gov/. For more guidance on creating compound terms, see the Library of Congress Subject Headings Manual on the 2nd floor in Dunbar Documents (LC 26.8/4). Consult *Art & Architecture Thesaurus* at http://www.getty.edu/research/tools/vocabularies/aat/ for controlled terms of material types.

Persons/Families

Organizations/Corporate Names

Places

Subjects (General)

Material Types: Consult *Art & Architecture Thesaurus* at http://www.getty.edu/research/tools/vocabularies/aat/ for controlled terms.

Occupations-Not used to list the occupations of the creators of the described materials, *unless* those occupations are significantly reflected in the materials themselves or bear some relationship to the materials. Consult the *Library of Congress Authorities* and *Dictionary of Occupational Titles* at http://www.oalj.dol.gov/libdot.htm for terms.

Collection Inventory (in table format)

Series I			
Box	File	Description	Date
1			
1			
1			
Box	File	Description	Date
2			
2			
2			
		Subseries IB:	
Box	File	Description	Date
3			
3			
3			
Series II			
Box	File	Description	Date
4			

APPENDIX C

FINDING AID CONTENT GUIDE

&

TEMPLATE

for

SMALL COLLECTIONS

- Blank Word document template is at: K\Speccoll\ Finding Aid Template for SC.dotx
- Delete any unused fields, asterisks, and “required”/ “optional” text when writing a finding aid for publication.
- Include a footer in the finding aid with the SC# and Collection Title in the bottom right corner.

SC-#, Collection Title
(* Indicates Mandatory Entries)

***Collection Number: (Required): (DACS 2.1)** SC-
A unique designation which identifies the unit being described.
Example: SC-22

***Title: (Required) (DACS 2.3)**
Authorized title as supplied on the Deed of Gift. Be consistent across documentation. For guidance on devising a title, see DACS 2.3, which provides rules for numerous scenarios including multiple creators, forms, variations of a name (YMCA vs. Young Men's Christian Association), and artificial collections.

Example: Katharine Wright Letters

***Dates: (Required) (DACS 2.4)**
Time period for the accumulation, creation, assembly, and/or use and maintenance of the described materials. Record all dates as a range of dates or a single date. Also, provide the inclusive dates of the bulk of the material, if applicable. Do not use circa or approximate dates in the overall date span.

Example: 1926-2010 (bulk 1980-2000)

***Creator (*if known*): (Required) (DACS 2.6, Chapter 10)**
The individual, family, or organization responsible for creating, assembling, or maintaining the collection before its deposit in the archives. Use the authorized form of the name as found in the Library of Congress Authorities at http://authorities.loc.gov/. If not found, check the Wright State University Libraries catalog for local practice www.libraries.wright.edu. If not established, then see DACS Chapter 10 for guidance on establishing the form of the name.

If more than one person is a creator (names of family members, for example), choose the dominant person for the collection level creator, and then record each of the other creators' names (in authorized form) in the Biography/History of the finding aid. Also record the authorized forms of the names of all the creators in the Subject Terms field.

Example: Haskell, Katharine Wright, 1874-1929.

Summary/Abstract: (Optional)
A brief summary of the materials being described that may include information about the creator(s), scope, and content.

***Quantity/Physical Description: (Required) (DACS 2.5)**
Quantity and expression of space occupied by the collection. Provides the exact or approximate number of measuring units (e.g. linear feet, boxes, etc.) for the

entire collection. May also include the type of material in the collection (i.e. photographs, posters, drawings, etc). Do **not** use abbreviations.

Example: 25 linear feet.

***Language(s): (Required) (DACS 4.5)**

Language(s) of the materials in the collection. In ArchivesSpace, only the predominate language can be entered at the collection level. However, another language can be entered at the file or item level in the inventory.

Example: Collection is predominantly in English; materials in German are indicated at the file level.

***Repository: (Required)**

Special Collections and Archives, Paul Laurence Dunbar Library, Wright State University, Dayton, OH 45435-0001, (937) 775-2092.

***Restrictions on Access: (Required, if applicable) (DACS 4.1)**

Conditions affecting access to the collection due to the nature of the information in the materials, and/or restrictions imposed by the donor. If copies *must* be used instead of originals for preservation reasons, record this information here (DACS 4.2, 6.2.1). **Note**: Do not confuse this element with Restrictions on Use which is described below.

Examples:

"There are no restrictions on accessing material in this collection."

"This collection (or parts of the collection) is/are stored off site. Please provide us at least two days advance notice if you would like to research this collection. Call 937-775-2092 or e-mail us at archive@www.libraries.wright.edu.

The original negatives are located in cold storage. Researchers must use digital prints available in box 10 in place of the original negatives.

Due to the fragility of the original scrapbooks, patrons must use microfilm copies of the scrapbooks in place of the originals. The microfilm is available in the reading room.

The original U-Matic videotapes are not available for viewing. Please use CORE SCHOLAR to view the collection at http://corescholar.libraries.wright.edu/special_ms296/ .

***Restrictions on Use: (Required) (DACS 4.4)**

Terms and restrictions for how the material may be used once accessed. For example, it may contain procedures or restrictions for quoting or reproducing the materials due to copyright or donor imposed restrictions.

Example:
If no restrictions on use exist, state "Copyright restrictions may apply. Unpublished manuscripts are protected by copyright. Permission to publish, quote or reproduce must be secured from the repository and the copyright holder."

***Preferred Citation: (Required) (DACS 7.1.5)**

Preferred style or format for a citation of the unit being described in a list of sources used, bibliography, reference list, footnotes, etc.

Example: [Description of item, Date], SC-xxx, Collection Title, Special Collections and Archives, University Libraries, Wright State University, Dayton, Ohio.

Acquisition: (Optional) (DACS 5.2)

How/where the materials being described came into the possession of the Archives, whether by purchase, donation, transfer, etc.

Accruals: (Optional) (DACS 5.4)

Expectation of additional material being added to the collection in the future. Frequency and size of additions or a statement that no additional material is expected is appropriate for this element.

Examples:
No further accruals are expected.
Further accruals are expected annually.

Custodial History: (Optional) (DACS 5.1)

Information regarding the history of ownership of the items being described. This is used to establish the authenticity of a collection and can refer to both physical as well as intellectual ownership of the material. It is also used to establish the chain of custody for either the entire collection or a portion of the collection.

Existence and Location of Copies: (Optional) (**DACS 6.2**)

Existence, location, and availability of copies or other reproductions of the material being described when they are available for use *within* an institution, for loan or purchase, or available electronically. **Note**: If patrons MUST use copies instead of originals for preservation reasons, record this information in the *Access Restrictions* above. It should not be recorded here.

Example: Images of the McCarthy Family Photo Album are available online in the CORE Scholar Digital Repository at http://corescholar.libraries.wright.edu/special_sc63/ .

Existence and Location of Originals: (Optional) (DACS 6.1)

Use this element in cases when the ***materials being described consist of copies***. Provide the location of the original(s) if they are available (within the institution or elsewhere). A statement can be made within this element if the original(s) no longer exists or if the location is unknown. **Note**: Do not confuse this element with ***Related Material (DACS 6.3)*** below.

Separated Material: (Optional) (DACS 6.3)

Material of the same provenance that has been physically separated or removed from the rest of the collection. There are many reasons for which items may be separated – the most common being the separation of special formats, such as film, so that those items can be stored in a manner appropriate to the format. This element can also refer to cases where items of the same collection are dispersed among different repositories.

Do not confuse this item with ***Related Material (DACS 6.3)*** below, which is used to describe materials that are not of the same provenance as the material described in the finding aid.

Other Finding Aid: (Optional) (DACS 4.6)

Description of additional or alternative guides to the material, such as card files, databases, or lists generated by the creator or compiler of the materials.

The finding aid is available on the Special Collections & Archives, Wright State University Libraries web site at http://www.libraries.wright.edu/special/collection_guides/guide_files/sc25.pdf. It is also available in the OhioLINK Finding Aid Repository at http://ead.ohiolink.edu/xtf-ead/ .

Physical Characteristics and Technical Requirements: (Optional) (DACS 4.3)

Access restrictions due to any technical requirements that restrict or otherwise affect access to the materials, such as equipment or specific hardware/software required for use. **Example**: Electronic files require Photoshop to view.

Related Material: (Optional) (DACS 6.3)

Existence and location of archival materials that are closely related to the material being described by provenance, sphere of activity, or subject matter; either in the same repository, in other repositories, or elsewhere. **Note**: Do not confuse this element with "Alternate Form Available" (DACS 6.2), for availability of copies. Do not confuse with "Location of Originals (DACS 6.1) above.

Publication Note: (Optional) (DACS 6.4)

Citations to published work that are about, or based on the use, study, or analysis of the materials being described. Provide sufficient information to indicate the relationship between the publication and the unit being described. This includes annotated editions. This can be a simple citation, or provide a link to the work if it was published electronically.

Example: Arctic field notebooks cited in: Day, Harold. "Statistical Methods for Population Transport estimation." *Journal of Ecological Studies* 7 (1974) : 187.

Notes: (Optional) ([DACS Chapter 7])

An optional element to provide useful information to researchers and repository staff which is *not already accommodated* in any of the defined elements of the description. May be used to record miscellaneous notes, as well as more specialized notes about conservation treatments applied to the collection, details of data migration or reformatting for electronic formats, and important numbers present on the unit being described (e.g. ISSN, ISBN, other publication numbers, etc.).

Example: Album pages were detached from their original bindings, encapsulated in Mylar, and re-bound, 1988.

Example 2: Computer files migrated by the National Archives of Canada from original word-processing software (MICOM) to WordPerfect version 4.2 to maintain readability of data. Technical specifications of the migration are filed with the printed documentation.

***Processed by: (Required) ([DACS 8.1.4 and 8.1.5])**

This element documents the *creation and revision* of the finding aid, including the sources used, rules or standards on which it is based (DACS), the name of the processor, date prepared, and revision dates.

Example: Finding aid written according to DACS standards by Dan Smith, 1998. Revised by Violet Jones on 18 December 2002.

Arrangement: (Optional) ([DACS 3.2])

A statement that provides an explanation of the logical and/or physical arrangement of the materials. This can be as simple as alphabetical, chronological, by topic, etc.

Example: Arranged alphabetically by last name of correspondent.

Biographical/Historical Note: (Optional) ([DACS 2.7])

Biographical information about an individual or family or the history of a company, institution, or other corporate body responsible for the creation of the collection. This element may comprise either a series of paragraphs or a chronological list or both.

The purpose is to give the researcher a brief, general introduction to the person or organization that created the collection. Highlight major events in the person or organization's life, primarily during the period represented by the collection. The description may include limited background data. If more than one person or organization is significant to the collection, include a brief biography or history of each in this section. Write your text in clear, concise language including accurate data. The history may be as short as a paragraph, but no longer than two pages. If using a published source for information, cite it at the end of the historical narrative.

Record the full name, title(s), married name(s), alias(es), pseudonym(s), and common or popular name(s) of persons. These will assist researchers with discovering the collection.

***Scope and Content: (Required) (DACS 3.1)**

Information about the nature of the materials and activities reflected in the collection, helpful for users in determining the relevance of the collection for their research needs.

The Scope and Content may include any or all of the following:

- Functions and activities, etc. that generated the materials being described.
- Documentary forms (e.g. minutes, diaries, reports, etc.)
- Time periods covered
- Geographic areas and places to which the records pertain
- Subject matter to which the records pertain (topics, events, people, and organizations)
- Other information that informs the user to determine relevance (completeness, etc.)

Describe these major elements in the order in which the materials are physically arranged. Significant aspects of a person or organization's past mentioned in the Biography/History, should relate to the description of the papers or records in the Scope and Content Note. This information will be used to form the controlled vocabulary subject terms below.

If there are unexpected gaps in the records, include that information in this section.

If there is a uniform set of documents, such as subject files, or marriage certificates, indicate the type of information recorded within those documents. (DACS 3.1.6)

One or two pages are usually a sufficient length for the Scope and Content Note of a large collection.

***Subject Terms (Minimum of One Required)**

List of standardized subject terms which serve as key access points to the described materials. Subject terms indicate a subject with a major representation in the described materials. The terms should be reflected in the Creator, Title, Biography/History, and Scope and Content Note. Not all of the types of subject terms below need to be used, however, the finding aid must include at least one term.

Use the Library of Congress Subject Headings (LCSH) which can be searched online at http://authorities.loc.gov/. For more guidance on creating compound terms, see the Library of Congress Subject Headings Manual on the 2nd floor in Dunbar Documents (LC 26.8/4). Consult *Art & Architecture Thesaurus* at http://www.getty.edu/research/tools/vocabularies/aat/ for controlled terms of material types.

Persons/Families

Organizations/Corporate Names

Places

Subjects (General)

Material Types: Consult *Art & Architecture Thesaurus* at http://www.getty.edu/research/tools/vocabularies/aat/ for controlled terms.

Occupations-Not used to list the occupations of the creators of the described materials, *unless* those occupations are significantly reflected in the materials themselves or bear some relationship to the materials. Consult the *Library of Congress Authorities* and *Dictionary of Occupational Titles* at http://www.oalj.dol.gov/libdot.htm for terms.

Collection Inventory

File	Description	Date
1		
2		
3		
4		
5		

APPENDIX D

WSU GUIDE to USING
OhioLINK EAD FACTORy

(Finding Aid Creation Tool and Repository)

WSU Guide to Using the OhioLINK EAD FACTORy

(Finding Aid Creation Tool and Repository)

EAD Creation Tool: **ead.library.kent.edu**

OhioLINK Finding Aid Repository (where finding aids are publicly accessible and searchable): **http://ead.ohiolink.edu.**

EAD Starter Packet and Content Guidelines:
https://sites.google.com/site/ohioead/s

The Finding Aid Creation Tool (https://ead.library.kent.edu/) is a web-based application to facilitate the generation of EAD-compliant XML-based finding aids. No software to install; it can be used on any computer with Internet access. The finding aids can then be downloaded to the user's computer and submitted to the Repository for viewing by the general public. A binary MARC record can also be automatically generated which can then be imported into your catalog.

The OhioLINK Finding Aid Repository (http://ead.ohiolink.edu/) is designed to showcase the rich collections housed in archives, libraries, and other institutions throughout the state of Ohio. The Repository provides access to collections on a broad scale, increasing the visibility of these unique and valuable resources for research. The Repository contains descriptions of archival collections from contributing institutions across Ohio. Collection descriptions are fully searchable. Researchers can view brief summaries of collections, or the entire text of finding aids, with search keywords highlighted. The browse, search, and advanced search options allow users to browse the entire repository, do a focused search for specific topics, or limit search results to a specified institution.

READ THIS BEFORE STARTING:

- Use Firefox instead of Internet Explorer. Firefox can be downloaded from the Tool's homepage (may need to install when working at reference desk)

- You can cut and paste text from an HTML or Word document into the Tool. Please be aware that copying and pasting text from another source (i.e. Microsoft Word, etc.) may result in validation errors due to invisible formatting characters.

- When cutting and pasting text, you may need to retype symbols such as ', & to display correctly. Check the preview carefully.

- You can start entering a finding aid, save changes and return to complete it later.

- Navigate through the Tool by working your way down the left side bar.

- To run Spell Check, simply click the 'ABC' icon in any of the Rich Text Format fields.

- *Asterisks indicate required fields.

- ALWAYS click on "SAVE CHANGES" at the bottom of each screen before exiting the tool.

- When entering dates, separate years with a semicolon. Ex. 1932; 1974

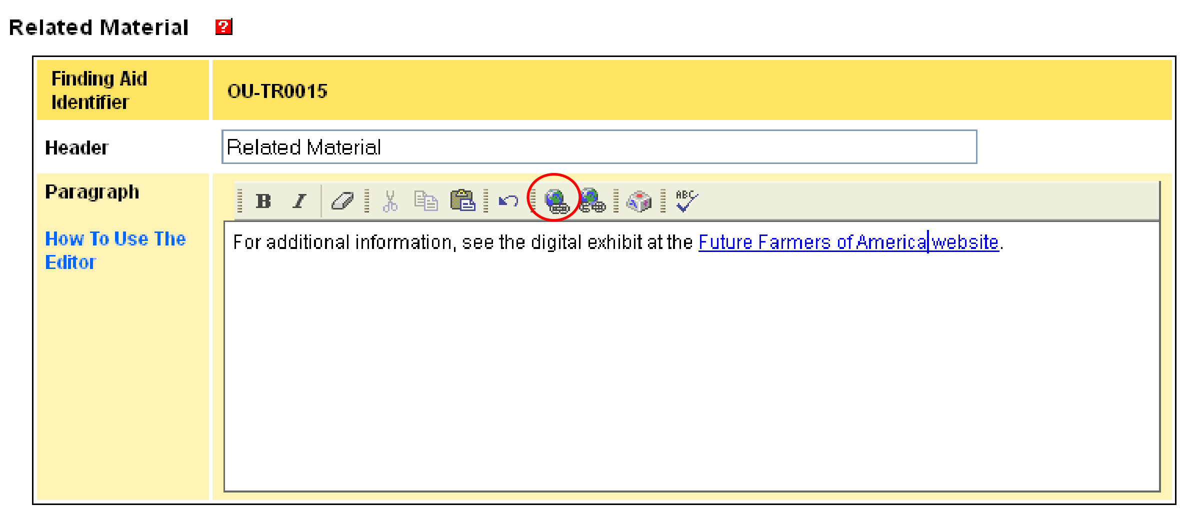
- Symbols:
  - = Delete
  - =Edit mode
  - = Help page
  - * = Required field

- An online tutorial is available by logging into the EAD template (https://ead.library.kent.edu/login.php) using "guest" for a username and password. Then on the left hand navigation pane, click "Help", and "Tutorials."

➢ Linking to external web sites, blogs, container lists/inventories

There are several places in a finding aid where links to external resources can be made. The links can be to any type of resource. Use of this link type varies widely; some examples are given on the next page. Some commonly used areas of the finding aid are:

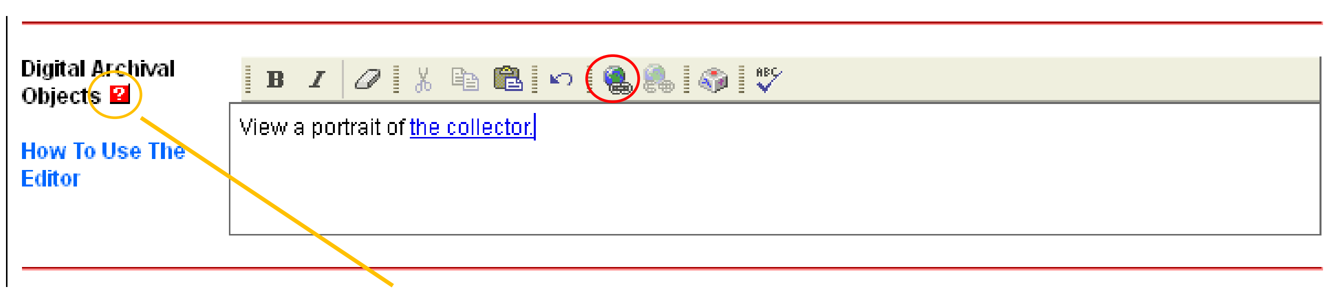
- Abstract
- Biography/History
- Scope and Content
- Related Material
- Other Finding Aid
- Restrictions
- Component Level—Introductory Paragraph



➢ Digital archival objects

The Digital Archival Object link, by contrast, is meant for only one type of resource: a digital image of something from the collection. This link is available in:

- Summary of the Collection
- Biography/History
- Scope and Content
- All Component levels (Series, Subseries, File, Item, etc.)



For further information, click the **?** help link provided in the Finding Aid Encoding Tool.

Examples of links:

➢ General external resource links

Component Level: Series

Link to an external digital collection

http://ead.ohiolink.edu/xtf-ead/view?docId=ead/OClW-L0009.xml;chunk.id=c01_1C;brand=default;query=united%20kingdom%20connections

Related Material

Link to a related archival collection

http://ead.ohiolink.edu/xtf-ead/view?docId=ead/OhKeUSC0103.xml;chunk.id=relatedmatlink;brand=default

Scope and Content

Links to additional resources about the collection

http://ead.ohiolink.edu/xtf-ead/view?docId=ead/OCl0008.xml;chunk.id=scopecontent_1;brand=default

Other Finding Aid

Link to a 296-page, illustrated inventory of the collection

http://ead.ohiolink.edu/xtf-ead/view?docId=ead/ODaWU0095.xml;chunk.id=otherfindaid_1;brand=default

Restrictions on Use

Link to the institution's copyright statement

http://ead.ohiolink.edu/xtf-ead/view?docId=ead/OClU0039.xml;chunk.id=restrictlink;brand=default

➢ Digital Archival Object links

Summary of the Collection: Sample Image

Link to a portrait from the collection

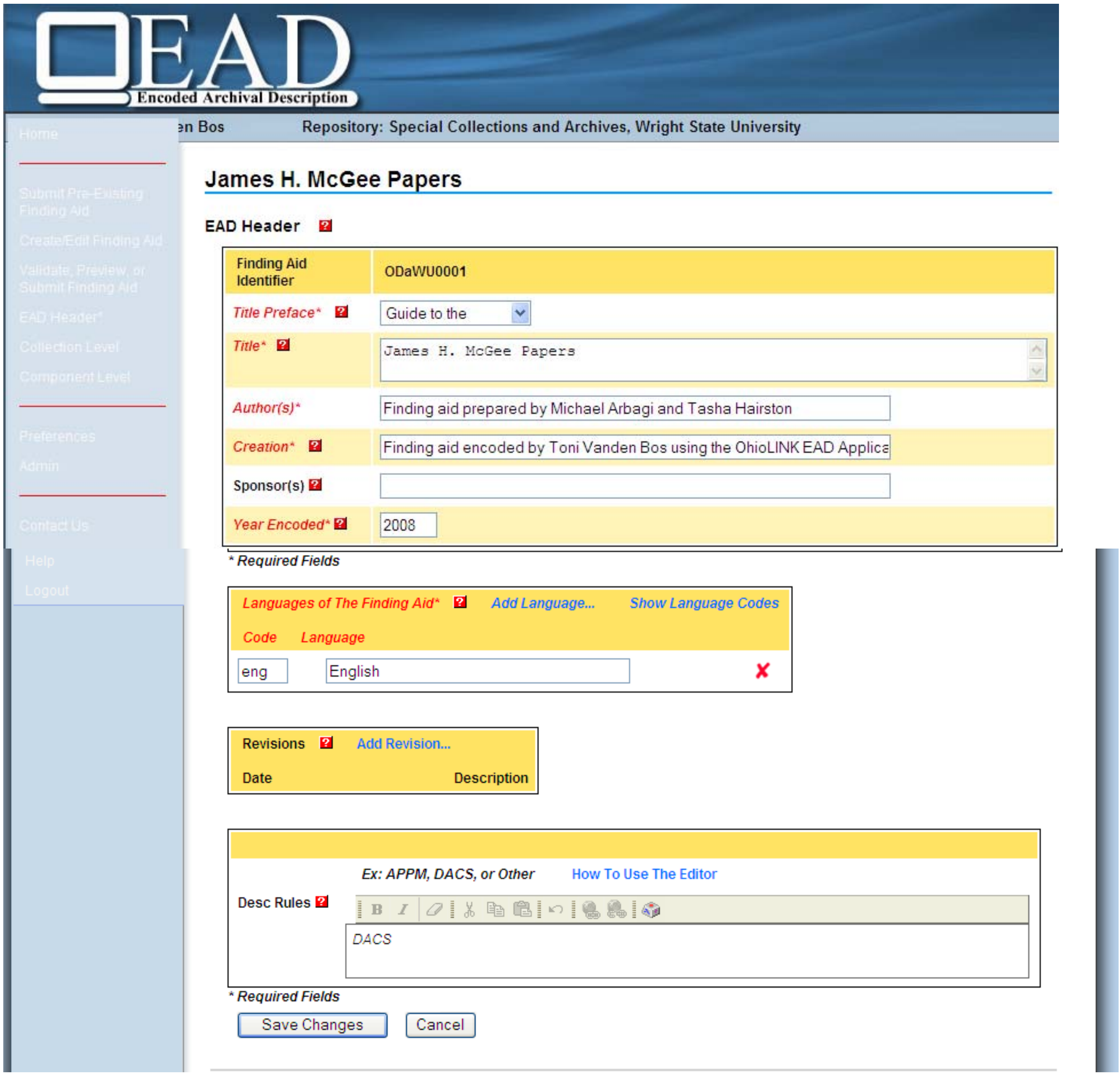
http://ead.ohiolink.edu/xtf-ead/view?docId=ead/OhCoUA0001.xml;chunk.id=0;toc.depth=1;brand=default

Component Level: File

Links to images of objects from collection

http://ead.ohiolink.edu/xtf-ead/view?docId=ead/xOhCoUCR0001.xml;chunk.id=Beginwith_A;brand=default

EAD Header:



When initially naming the finding, use the MS#. Ex. MS-408 Woman's Literary Club Records. Do this only once when first creating the EAD document. It will sort the files by MS number in the list of finding aids being worked on.

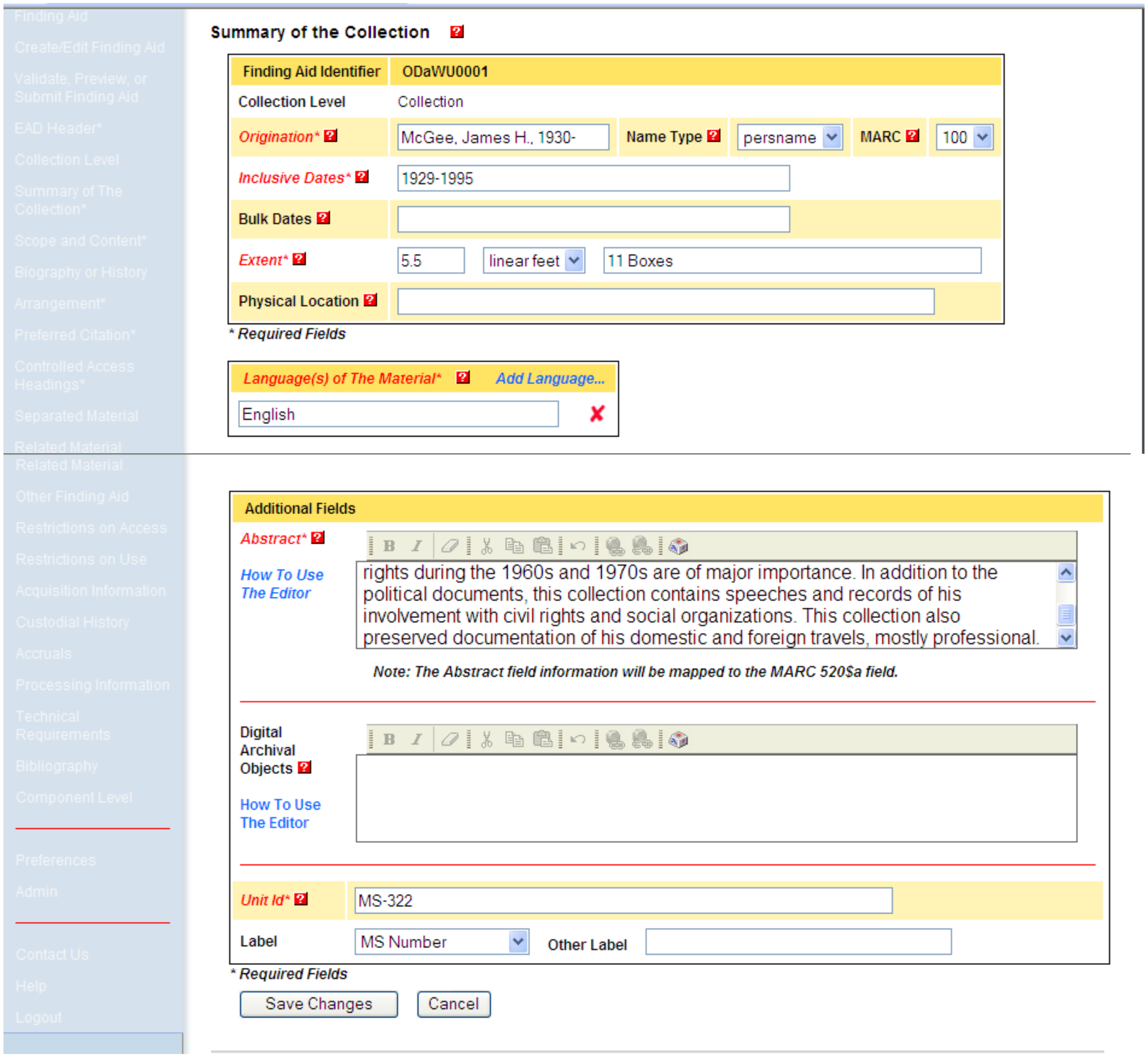
***Title Preface:** Choose "**Guide to the"** from the drop down menu.

***Author(s)** of the finding aid. On legacy finding aids this is found on the Title Page. If unknown, use "Special Collections and Archives Staff".

Revisions in this section refers to revisions made to the *EAD encoding* of the finding aid.

Descriptive Standards: Use *DACS* or leave blank.

<u>Collection Level -</u> Summary of the Collection



***Origination** is the creator. Use the authorized form of the name, which for a personal name is often last name first, followed by a comma and the first name, middle initial or name, then a comma and the birth-death dates. For a living person, use the birth date followed by a hypen.
Example: Kivist, Ima R., 1930 –
This field maps to MARC 100 (for person or family), 110 (for organization or business).

***Inclusive Dates:** This is the date span of all the materials in the collection. In legacy finding aids, the date span is usually found in the Introduction (you may need to look in the container list and determine the date span). Do not use circa or approximations for the inclusive dates.

Bulk Dates: When entering bulk dates, which are the dates in which most of the materials in the collection fall, do NOT enter parenthesis in the box. They will appear in the preview mode.

***Extent** is the number of linear feet that the collection occupies on the shelf. In legacy finding aids, the extent is usually found in the Introduction (you can also look in the catalog record). Enter the number of boxes in the blank box to the right.

Physical Location: Do not enter information in this field, unless the collection is off-site. For example: Collection is housed at SWORD.

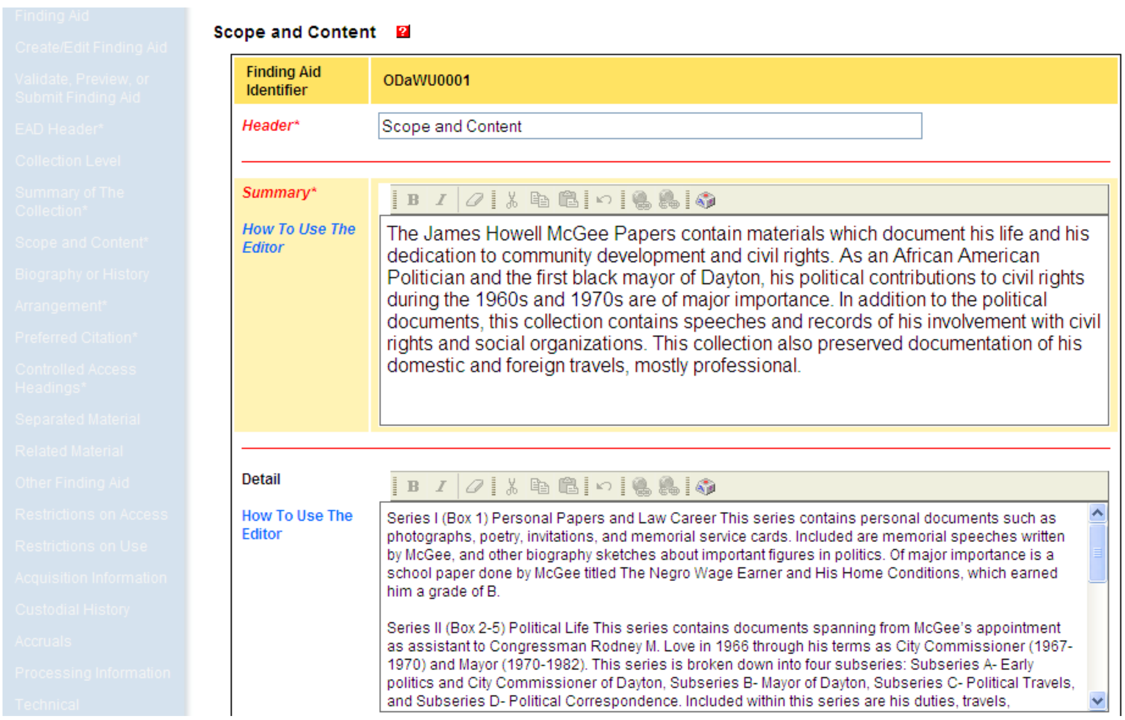
***Language:** Enter the language of the material in the collection. If more than one language is present, click “Add Language” and follow the directions.

***Abstract** is a very brief summary of the type of records and what they document. In legacy finding aids, the abstract is usually in the Introduction. The paragraph description on the SC&A website can also be used or modified for the abstract. This field links to the 520 in the catalog record. Keep short.

***Unit ID:** Type in MS-#. Example: MS-299. Choose “MS Number” from drop down.

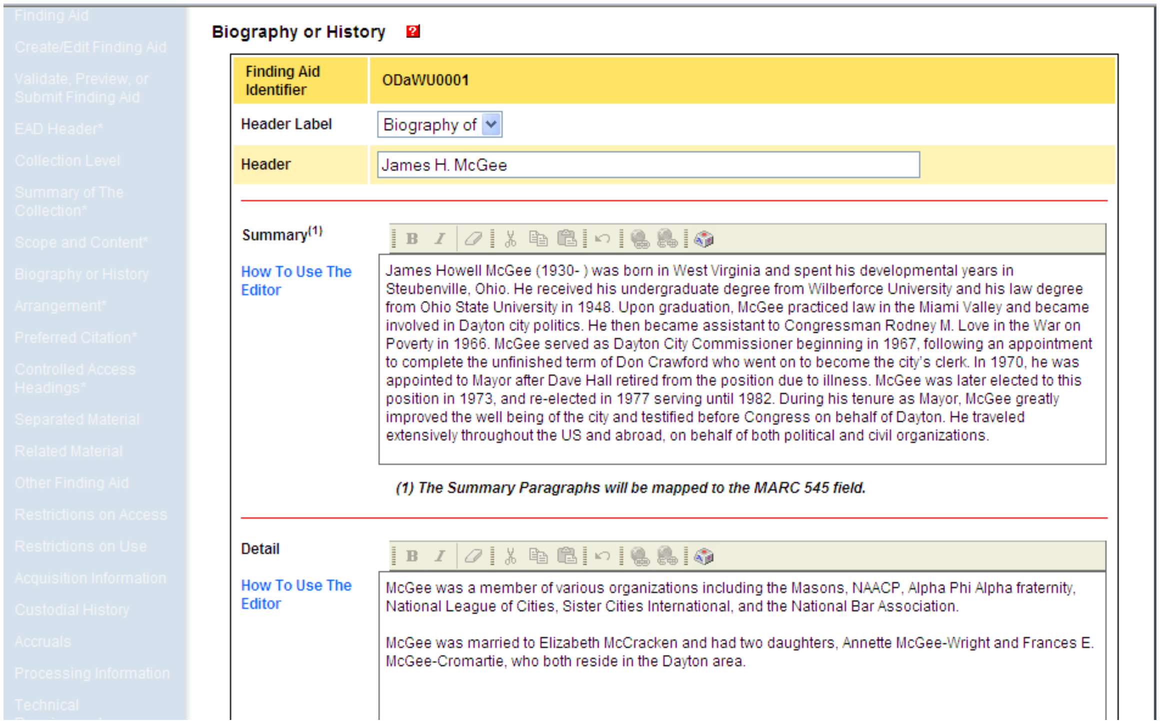
Digital Archival Object: This allows links to a single image or to a single digital representation of an item in the collection. It is *not* used to link to the finding aid.

Collection Level - Scope and Content



***Scope and Content:**
First paragraph is designed to be a summary, with detail following.
When cutting and pasting a scope and content from a Word document into the template, it may be necessary to press return three times at the end of each paragraph after pasting it into the template, otherwise spaces may not appear between paragraphs in the preview.

<u>Collection Level -</u> Biography or History



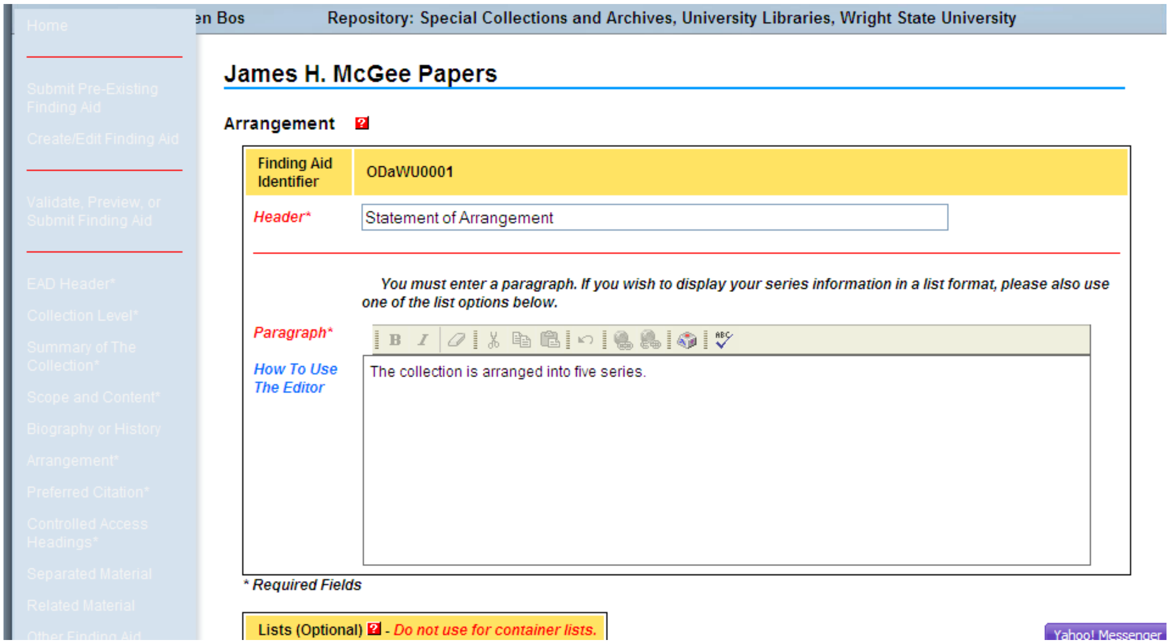
Biography:
Under “Header Label”, select “Biography of” for a person, or “History of” for an organization. Type the name in the “Header” field.

First paragraph is designed to be a summary, with detail following.

Make sure spaces occur between paragraphs.

In the “Digital Archival Object” field, you have the option of linking to a single electronic representation (image, audio, video, or text file) of the described material. The Digital Archival Object element is *only* for objects which are a part of the collection.

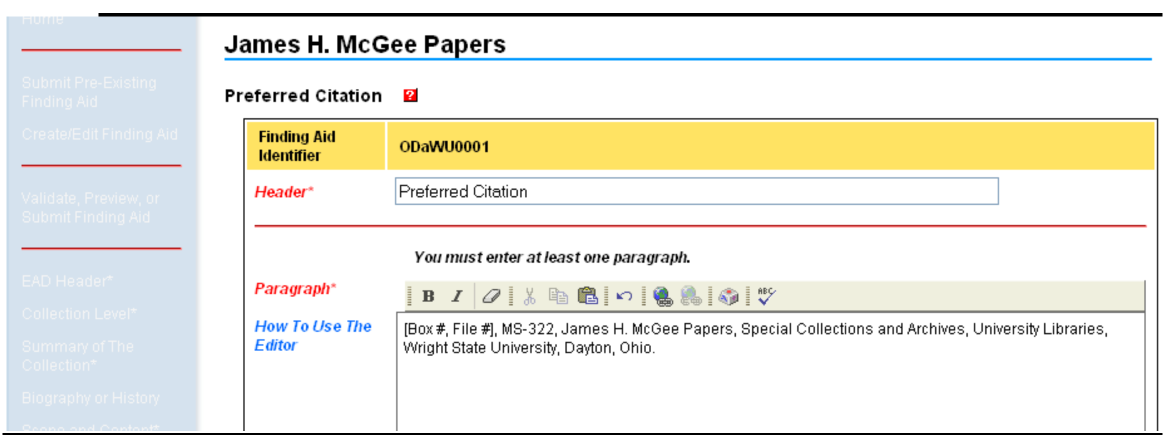
Collection Level - Arrangement



***Arrangement: Do not** enter a container list in the list option. The only list in this section should be a list of the series.

- Use the paragraph box for a sentence such as "The collection is arranged into five series:"
- Click on "Create, modify Simple, Ordered, or Marked List."
- Then click on "Create New List"
- Next click "Add List Item" for each line in your list.
- When finished, click "Save Changes" and then "Close This Window".

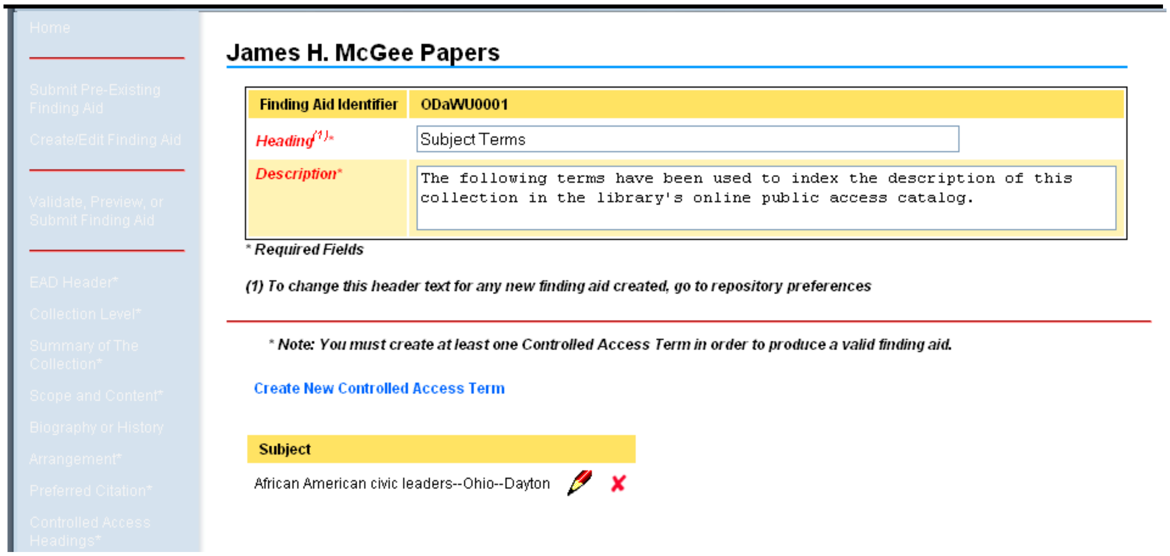
Collection Level - Preferred Citation



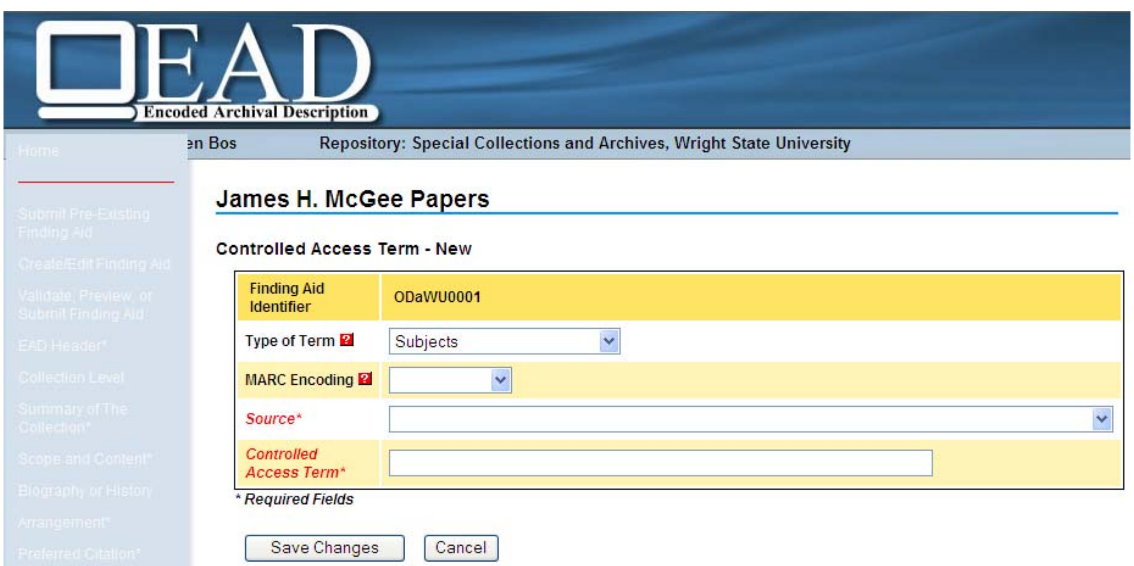
***Preferred Citation:**
This is automated. Supply collection name and MS#.
“MS-322, James H. McGee Papers, Special Collections and Archives, University Libraries, Wright State University, Dayton, Ohio.”

<u>Collection Level -</u> Controlled Access Headings

(Must have at least one):



Click “Create New Controlled Access Term (in blue):



- May use subject heading terms from our catalog record. Make certain the terms describe what the collection is about versus all the subjects found within the collection. Use hyphens between phrases to indicate subfields (ex. Aeronautics -- African American Aviators -- Homebuilt Aircraft). Type personal names using the last name followed by first name (i.e. Loving, Neal V., 1916-). If the collection does not have a catalog record, search the Library of Congress Authorities at http://authorities.loc.gov.

- Select the type of term from drop down menu.

- Select MARC Encoding: Subject (what the collection is about), Added Entry (a secondary creator)

- Select source from drop down menu (i.e. Library of Congress Subject Headings)

Other Finding Aid: (Optional) If shortening a lengthy finding aid for inclusion in OhioLINK, this is where to add the URL to the full finding aid on the SC&A website. Use the words “A complete box and folder inventory for this collection is available on the Special Collections and Archives web site at [insert direct URL].” If there are other finding aids to the collection, such as a card index, state that information here.

Restrictions on Access
May state “There are no restrictions on accessing this collection.”

Restrictions on Use:
If there are no restrictions on use, state “Copyright restrictions may apply. Unpublished manuscripts are protected by copyright. Permission to publish, quote or reproduce must be secured from the repository and the copyright holder.”

Acquisition Information: Add, if it is in the finding aid. In legacy finding aids, this information would be in the Introduction.

Custodial History: Not required.

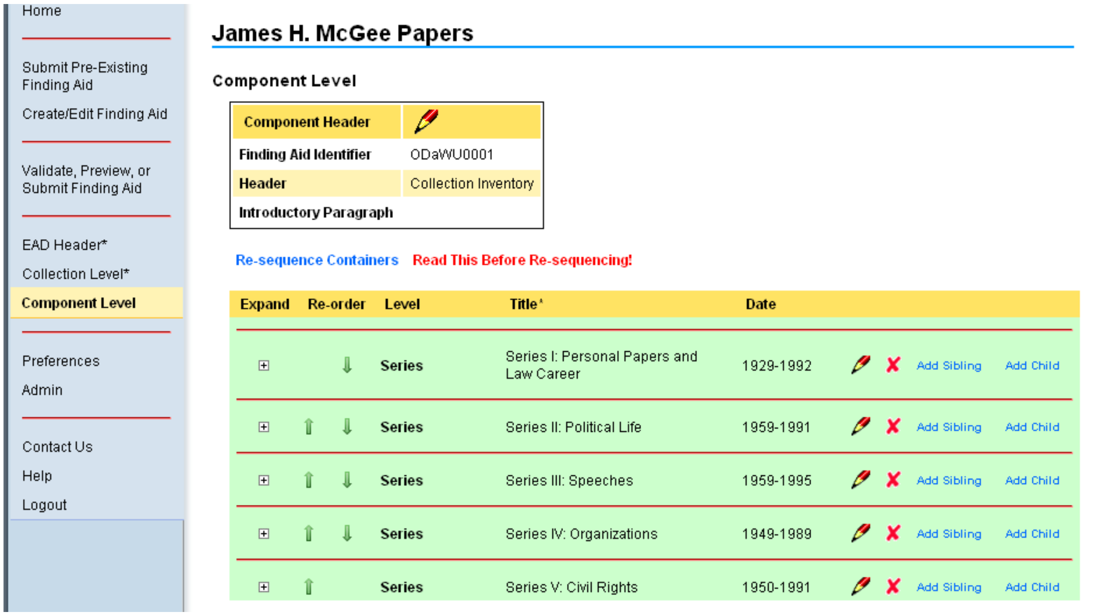
Accruals: If known, you can enter what accruals are expected and when. In legacy finding aids, this information would be in the Introduction.

Technical Requirements: Enter equipment needed to view any of the material (i.e. slide table or tape recorder)

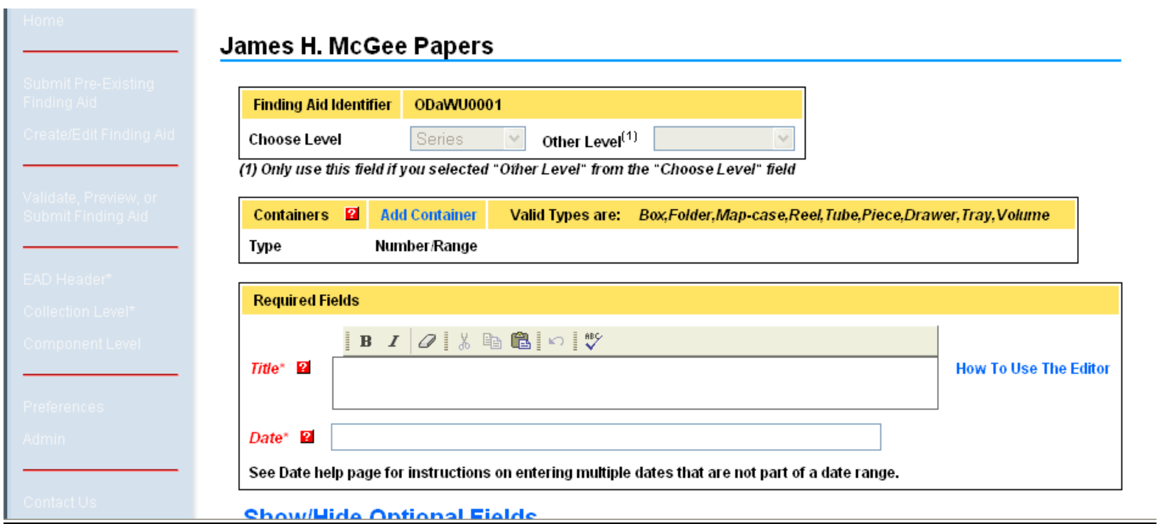
Component Level

General Help:

- Set up series and subseries first (may need to look at folders for date span)
- Use “undated” instead of n.d.
- Sibling refers to the same level (i.e. a series is a sibling of a series, a file is a sibling of a file)
- Child relationship refers to the level beneath (i.e. a subseries is a child of a series. A file can be a child of a series)
- Green arrows move series up and down the sequence
- If re-sequencing, be sure to read the link “Read This Before Re-Sequencing” and be aware there is no undo for re-sequencing.



Choose "Add Sibling" or "Add Child" on the right side



Steps:

1) Choose level (series, subseries, file, item)
2) If at file or item level, choose **Containers**.
    a. If using both Box and Folder, you will need 2 containers.
    b. Use the word FOLDER, not FILE
3) Cut and paste, or type in "Title" and "Date"
4) Click blue link "**Show/Hide Optional Fields**" to add more detail.
5) Choose "Save Changes and Add Another" to add another at the same level (i.e. if you entered a series, you would be adding another series) OR choose "Save Changes" to get back to the summary screen and add a different level.

When done, preview and validate, but do NOT upload finding aids. Let an archivist know when you have completed a finding aid in the template.

<u>APPENDIX E</u>

DOCUMENT REMOVED FORM

and

MEDIA REMOVED FORMS

DOCUMENT REMOVED

Removed From: Collection #___________________ Box_________ Folder__________

Description of Document(s) removed from this location:

Current location of document(s):

Date:

MEDIA REMOVED

Removed From: Collection #_________________________ Box___________ Folder________________

Media Type (circle one): Film Video Audio Floppy Disk (3.5”, 5.25”, zip) CD/DVD

Hard Drive Other:___________________________________

Quantity: ___________________

Content Inferred from Label:

____

____

____

Original Media is Located (circle one): Film Storage E-Archives Other:______________________

Identifier Numbers:

____

____

Access Copy Location, if available:

____

To access the content, please contact an archivist.

APPENDIX F

PRESERVATION ASSESSMENT FORM

Collection Preservation Assessment Form

Special Collections and Archives
Wright State University Libraries

<table>
<tr><th>Collection #</th><th colspan="5">Collection Title</th></tr>
<tr><td></td><td colspan="5"></td></tr>
<tr><th>Date Processed</th><th colspan="5">Size of Collection</th></tr>
<tr><td></td><td>½ letter size document case____
letter size document case ____
½ legal size document case ____
legal size document case ____</td><td colspan="2">Ring binder boxes ____
Oversize boxes ____
Other ____
RC boxes ____
Map folders____</td><td colspan="2">Total Linear Feet ______</td></tr>
<tr><th colspan="2">Collection Type</th><th colspan="4">Storage Location
(Include shelf # and oversize loc. where appropriate)</th></tr>
<tr><td colspan="2">Manuscript _____
Small Collection _____
Local Government Record _____
University Record _____
Audio Visual Collection______
Pamphlet/Vertical Files ______</td><td colspan="4">Dunbar Compact Shelving _______
Alternate Storage Facility (MedSci) __________________
Unprocessed (Med Sci or Dunbar) _______
Oversize – Map Cases _______
Room 415 (University Archives) _______
Room 416 (Wright Bros. Room) _______
Safe _______</td></tr>
<tr><th colspan="2">Date of Survey</th><th colspan="2">Total Hours</th><th colspan="2">Person Conducting Survey</th></tr>
<tr><td colspan="2">Start - End -</td><td colspan="2"></td><td colspan="2"></td></tr>
</table>

PH Testing: Boxes (inside) : Acidic Not Acidic # of boxes to replace_________
Folders: Acidic Not Acidic # of folders to replace________

Box Labels (Circle all that apply): Create Replace Need accurate box numbers

Folder Labels - Type: Adhesive labels Pencil, but need relabeling Pen, need replaced

Folder Labeling - Information Missing (Circle all that apply): Corrections Needed?: Y N
Box/Folder # MS# Collection Title Folder Title Dates

Preservation Problems and Recommendations:
(Select from the list below; *include sizes and quantities* needed. List is not exhaustive.)

Replace boxes due to condition or acidity
Replace folders due to condition or acidity
Overstuffed
Photocopies needed
Spacers needed
Oversize –re-house or transfer to map cases
Surface Dirt – Needs Cleaning
Mold (Active or Dormant) – isolate and clean
Enclosures needed for support (sleeves, envelopes, boxes)

Conservator Evaluation Needed
Electronic and/or magnetic media formats
Nitrate film or safety film
Rusty film cases need replacing
Fasteners
Flattening/Humidification needed
Encapsulation needed
Evidence of Insects– isolate and/or clean

Box	Folder	Preservation Recommendation	Completed by and date

Additional Notes:

APPENDIX G

PROCESSING CHECKLIST

PROCESSING CHECKLIST

Collection Name	
Collection Number	
Processor	
Date Processing Completed	
Brief Description of Processing Tasks (circle & note)	☐ New collection ☐ Additions (describe) ☐ Finding Aid revision only **Notes:**
Accession #	

All of the following files should be checked and updated appropriately, as needed. Use date of action to "check" the item off the list; use N/A if the action doesn't apply in a particular case.

Once all work has been completed, this sheet should be filed in the collection file.

Task	**Person Responsible**	**Date**	**Initials**
Collection Shelved	**Processor**		
Catalog Record	**Toni**		
Created in Sierra	Toni		
Updated in OCLC (if applicable)	Toni		
Finding Aid Distributed – Paper Copies	**Processor**		
Reading Room binder – Add new	Processor		
Reading Room binder – Remove old	Processor		
Collection file – Add new	Processor		
Collection file – Remove old	Processor		
Sent to donor (if applicable)	Processor		
Other (specify):	Processor		
Finding Aid Distributed – Electronic Copies			
K:\SPECCOLL\Finding Aids-Completed – Add new	Archivist		
K:\SPECCOLL\Finding Aids-Completed – Remove old	Archivist		
EAD generated	Toni		
Submitted to OhioLINK Finding Aid Repository	Toni		
Web site : PDF files added/updated on web server	Lisa		
Web site : DB additions/revisions added to Lee's list	Lisa		
Web site : DB additions/revisions completed	Lee		
Web site : Add to "new collections available" blog post	Lisa		
Databases Updated			
Oversize Database (if applicable)			
Film Database (if applicable)			

Task	**Person Responsible**	**Date**	**Initials**
Accession Database	Gino		
Unprocessed Collections List	Gino		
Electronic Records			
Check E-Archive for Unprocessed E-Items	Processor & Toni/Lisa		
Records ingested to E-Archive	Toni/Lisa		
E-Archive Database Updated Post-Processing	Toni/Lisa		
Items Transferred or Flagged			
Printed items for cataloging transferred to Technical Services (Provide instructions for acid free call slips and gift plates if appropriate)			
Separated items documented and shelved			
Discards transferred to donor OR discarded			
Supervisor review; notify donor (if applicable)	Dawne		
Processing notes filed in Collection File	**Processor**		