CLIR
"Milestones in 20th Century American Children's
Literature at the Free Library of Philadelphia"

ARCHIVISTS' TOOLKIT MANUAL

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SECTION I: BASIC ARCHIVISTS' TOOLKIT PROCESSING INSTRUCTIONS
Step 1. Entering Collection Level Information into the Archivists' Toolkit:

- **BASIC DESCRIPTION INFORMATION**:
  1. Open the Archivists' Toolkit and log in.
  2. Click on Resources on the left-hand navigation bar.
  3. Click on New Record on the top navigation bar which will open a new form. You will automatically be in the "Basic Description" tab.
  4. In the form, click on Level and select "Collection."
  5. In the Title box, type the DACS-compliant title (DACS 2.3).
  6. In the Date Expression box, type the DACS-compliant date (DACS 2.4)
  7. Select the appropriate Language (DACS 4.5) from drop-down menu. Always select the most prevalent language. If more than one language is present, you may record this in the "Notes" tab, later.
  8. Resource Identifier: composed of 3 parts -1. Parent institution (FLP) 2. Repository (CLRC or RBD) 3. Shortened form of collection name. Example: FLP.CLRC.NESS. **Note:** This may be revised as repositories refine local practice.
  9. Extent (DACS 2.5) should be added in linear feet.
  10. Click Save.

- **ADDING ACCESS POINTS** by clicking on "Names and Subjects" at the top of the form.
  1. ADDING NAMES:
  a. Click "add link." Does the name you want appear on the list?
     i. If so, click on the "Function" drop-down menu and select: creator, source or subject. For most collections, only one person will truly be the creator; other people represented in the collection will most likely be subjects.
     ii. If you are adding a source or subject, two drop-down menus will open. Select a role from the drop-down list (types of creator such as curator, artist, etc) and form subdivision (this allows you to link a role to a specific part of the collection and may not be applicable).
     iii. Double click on the name to add it.
     iv. Click Save.
  b. OR, if your name is not already in the list, you can add a new name by clicking "Create Name."
     i. You will be prompted to select the type of name you want to create (person, corporate body, or family). Use the drop-down menu to make your selection.
     ii. Once you make your selection, a new data entry box will pop up with the "Details" tab highlighted.
     iii. Fill out primary name, rest of name, and dates as well as any other applicable options such as prefix, title, suffix, number, qualifier or fuller form. *Note: Primary name is surname*.
     iv. Fill out the rules and source boxes. Your source will most often be NACO. Your rules are DACS.
     v. If there are useful biographical details in the authority you are consulting, add them under "Description Note" and choose "Description Type" = "Biography." In the citation field, enter the name of the authority or website from which the information was derived, and the date it was accessed. Example: LCNA, accessed 2010 July 26.
     vi. Click OK. This should put you into "Name Lookup" box.
     vii. Click on "Function" drop-down menu and select creator, source or subject. You may add role.

viii. Click "Link" and the name will be added to your collection.

2. ADDING SUBJECTS:

a. Click on "Add Subject Link," which will open a "Subject Term Lookup" box.

b. Check to see if the subject you want to add is already in the list.

 i. If it is, double click on the subject.

 ii. The subject should be added to your collection.

c. OR, if your subject is not already in the list, you can add a new subject.

 i. Click on "Create Subject."

 ii. Copy and paste the subject term from the authority you are using.

 iii. Determine the type of subject.

 iv. The source may be Library of Congress Authorities (for geographical or topical terms); Art and Architecture Thesaurus (for genre/form); Thesaurus of Graphic Materials II (for genre/form); Rare Books genre terms (for genre/form); etc.

 v. If the authority gives a scope note, copy and paste it into the scope note field. If there are specific local restrictions on the term, enter those as well.

 vi. Click OK.

 vii. Double click on the subject you just created to link it to your collection.

- **ADDING NOTES**:

  1. Click on "Notes Etc. and Deaccessions," at the top of the form and then on the "Add Note etc." drop-down menu to select the applicable note.

  2. When you are finished typing the note, click okay.

  3. Click Save.

   o You must write notes for:

    ▪ Abstract
    ▪ Arrangement
    ▪ Biographical/Historical note
    ▪ Conditions Governing Access
    ▪ Conditions Governing Use
    ▪ Custodial History (if the information is available)
    ▪ Language of Materials (If more than one language is in a collection, make that statement here. Otherwise, AT does not allow you to add multiple languages in the "Basic Description" form)
    ▪ Preferred Citation
    ▪ Processing (include sponsor note and notes on processing level, if applicable)
    ▪ Related Archival Material (if related material exists)
    ▪ Scope and Content note
    ▪ Separated Material (if separated material exists)

   SEE APPENDIX A FOR MORE INFORMATION ON NOTES.

- **ADDING FINDING AID INFORMATION**.

  1. Click on "Finding Aid Data," at the top of the form.

  2. Type in an EAD FA Unique Identifier. For collections in the Children's Literature Collection, this will be clrc.00001. clrc.00002, etc., as they are finished.

  3. EAD FA Location will be left blank: we will fill this out when the finding aids are made available on the web.

4. Finding Aid Title: Construct a title according to DACS 2.3. This will most likely be the same as the title you entered at the "Basic Description" level.
5. Finding Aid Subtitle: Probably left blank.
6. Finding Aid Filing Title: The title in indirect filing order. For example, The John Smith papers would be entered as: Smith, John (papers).
7. Finding Aid Date: The date you finished working with the Finding Aid (Year, Month, Day: xxxx.xx.xx) ONLY if you are the last person working with the collection and all work is completely finished.
8. Author: Your name ONLY if you are the last person working with the collection and all work is completely finished.
9. Description Rules: DACS.
10. Language of the Finding Aid: Enter the predominant language of the collection in natural language. Do not use the MARC codes. For example: English. NOT: eng.
11. Sponsor Note: Enter sponsorship information (should be the same as in the "Processing Information" note under the "Notes Etc. & Deaccessions" tab).
12. Edition Statement: Leave blank.
13.   Series: Leave blank.
14. Revision Date: Leave blank. These collections have not previously been processed, so this is not a revised finding aid.
15. Revision Description: Leave blank (see above).
16. Finding Aid Status: Click on drop-down menu and select "In Process." This will be changed to "Completed" or "Under revision" as necessary.
17. Finding Aid Note: Leave blank, generally speaking, unless there is something critical that needs to be addressed.
18. Click Save.

Step 2: Adding Container Lists in the Archivists' Toolkit:

- Click on the Basic Description Tab:
- To **ADD SERIES**, follow these steps:
1. Click "Add Child" button and a new "Basic Description" data entry screen will pop up.
2. Click on the "Level" drop-down menu and select "Series."
3. In the "Title" field, type in the title of your series.
4. In the "Date" field, type your date in the most appropriate of the following:
   a. "Date Expression" is a free text field and is used for a phrase, such as "circa 2005" or 1935 June 31 (remember that DACS prefers the year-month-day format: see 2.4.14).
   b. "Date_Date Begin___Date End___" is for inclusive dates. This is probably the most common format for series dates.
   c. Bulk dates may be used, if relevant.
5. In the "Language Code," drop down menu, select the language that is most prevalent within the series. (If the entire collection is in one language, you need not enter this field at every series level.)
   a. These collections are generally in English.
   b. In order to avoid scrolling down through the list of languages, you can type "eng" and English will pop up.
6. In the "Extent" field, add the linear feet of the specific series, if this can be easily calculated. For very small collections, you need not enter "Extent" at the series level.
7. "Instances": Leave blank—this function will be used later.
8. Click Save.

- To **ADD ANOTHER SERIES**, click "Add Sibling" and follow steps 2-8. Continue this process until all of your series are added.
- To **ADD SUBSERIES**, you will be following the same steps as above. Simply apply them to the series level rather than the collection level:
   1. Click on the series to which you want to add a subseries.
   2. Click on "Add Child" button and a new "Basic Information" screen will pop up.
   3. Follow the "Adding Series" instructions 2-8 and substitute "Subseries" for "Series."
- To **ADD FILES**, you will again be following the same basic steps. Files may be added at any level, even the collection level, if the collection is very simple.
   o If you add files to the collection level, follow instruction for "Adding Series," but substitute "File" for "Series."
   o If you add files to the series level, follow instructions for "Adding Subseries," but substitute "File" for "Subseries."
- **ADDING INSTANCES:** This allows you to add the physical location of materials. This can be done at any level of the collection.
- You will usually be adding instances at the file level.
- The following instructions can be applied to series, subseries or files. If you wish to add instances to series or subseries, simply substitute "series" or "subseries" for "files."
   1. Click on the file to which you would like to add an instance. On the right side of the "Basic Description" form, you will see a box titled "Instances."
   2. Click on "Add Instance."
   3. A box will pop up that asks, "What type of Instance would you like to create?"
      a. Click on the drop-down menu and select the type of material contained within your series (typically graphic materials or text).
      b. Click OK.
   4. A new data entry box will automatically pop up called "Analog Instance."

a. Container 1 Type: Select how the material is housed (In boxes, drawers, map cases, etc.)

b. Container 1 Indicator: This will be a number OR numbers, identifying the box, drawer or map case).

c. Container 2 Type: Select how the material is housed WITHIN Container 1 Type (most commonly, in folders).

d. Container 2 Indicator: This is a number OR numbers, identifying the folder, etc.)

e. At this stage, we can envision no further subdivision of materials that would require you to use Container 3. Leave it blank. Ditto the barcode: items are not currently barcoded.

f. Click OK.

g. Continue until all of your intellectual material is connected to a physical location.

h. Click Save.

- Not every folder has to be listed in the finding aid. Sometimes the location of the material may be described more broadly:
  - Series 1. Correspondence, 1991; Boxes 1-2
    Series 2. Correspondence, 1992; Boxes 3-4
  - Series 1. Correspondence, 1991; Box 1, Folders 1-10
    Series 2. Correspondence, 1992, Box 1, Folders 11-25
- If you are describing at the folder level, your finding aid might include this information:
  - Series 1. Correspondence, 1991
    Box 1, Folder 1: January 1991
    Box 1, Folder 2: February 1991, etc.
- You can add multiple instances to one intellectual level:
  - Series 1. Correspondence, 1991
    Boxes 1-2; Box 3, Folders 1-10

- **USING RAPID DATA ENTRY (RDE)**: This is an extremely handy and efficient way to add bulk amounts of information, especially if you are entering folder lists. RDE lets you record both the level, title, etc. AND the instance at the same time.

  1. On the left navigation bar, decide where you want to add information (collection, series, or subseries).

  2. Click on the drop down menu entitled "Select an RDE" located next to the "Add Sibling" button.

  3. Select the PACSCL and determine the level applicable to your data entry.

  a. The project team has created an RDE for you at each repository: "PACSCL." You can select series, subseries or file in the "level" drop down.

  4. Decide what information is a constant and then make that/or those field(s) "sticky" (the information you type in "sticky" fields will remain when you move to the next item) by pressing control and clicking on the title of the field you want to remain constant.

  5. Type your descriptive information into the text boxes.

  6. Click +1.

  7. You will be able to add the next series, subseries or file with your constant material remaining in the fields.

  8. Click OK when you are finished adding all of the series, subseries or files.

  - As you are adding the series, subseries, or files, you will be able to see the hierarchy building on the left navigation bar and you can determine if the items are appearing in the correct place.

- **ADD ADDITIONAL NOTES**: You can add notes at any point and to any intellectual level (series, subseries/file) level you create.
  - Generally speaking, you will only add "scope and content" or "related material" notes to the series, subseries or file level. Most other notes are more appropriate at the collection level.
- Complete the **FINDING AID INFORMATION**: At this point, all of your series, subseries and files (the intellectual arrangement) should be entered into the Archivists' Toolkit and that information should be connected to a physical location (the instances).
  - Fill in the following data:
  1. Finding Aid Date: The date you completed the finding aid.
  2. Author: Your initials.
  3. Series: List all series names and dates, if applicable.
  4. Finding Aid Status: Click on drop-down menu and select "In Process."
  5. Finding Aid Note will be left blank, unless you think there is a need to describe/explain a portion of the finding aid. If you do, discuss with the Special Collections Archivist.

Step 3: Proofreading Your Work:
- We are working at an extremely rapid rate and we are all bound to make mistakes. Please take the time to proof your finding aid and look at the Processing Manual for tips on what to look for when reviewing.
  1. Click on "Reports," located at the bottom of the "Basic Description" form at the collection level.
  2. Select Report: Finding Aid.
  3. Select Output: PDF file.
  4. Click Save.
  a. In SAVE AS, type the document name and save to the desktop (this is not a permanent document and it will be deleted after you are finished working with the collection).
  5. Open the PDF file, select all (the entire finding aid), and copy and paste into a Word Document.
  6. Run Spell Check.
  7. Make all your corrections in the Archivists' Toolkit: DO NOT make corrections in the Word Document.
  8. Look at the Processing Manual for what to look for when proofing your work.

SECTION II: BELLS AND WHISTLES
1. ACCESSIONING COLLECTIONS
When you receive a new collection, accessioning it in Archivists' Toolkit will ensure that you have basic physical and intellectual control over the new materials. Each accession record documents only one receipt of material; a collection may have multiple accessions over time.

> **BASIC ACCESSION INFORMATION:**
> 1. To create an accession record, select "Accessions" from the left-hand navigation bar. Select "New Record" from the top navigation bar, which will open a new form. You will automatically be in the "Basic Information" tab.
> 2. Enter the accession number, which can have up to four parts. For now, formulate the accession numbers as follows: Collection – CLRC ; Year – XXXX ; Number of accession for the year (first, second, etc.) – 0001 ; Name of collection or donor, abbreviated – UNGE.
>   **Example**: **CLRC.2007.0003.UNGE** would indicate that the collection was accessioned in 2007 as the third collection of the year, and was donated by Tomi Ungerer.
> 3. Enter the accession date in the format yyyy/mm/dd.
>   a. **Note:** This is not necessarily the same date as the date you create the accession record. You may receive the collection on May 23, 2011, and not have a chance to create the accession record until a week later, on May 30, 2011. The accession date is the date you actually received the material, May 23, 2011.
> 4. These are the only two **required** fields, and you may hit "Save" at this point.
> 5. Resource type: choose collection (for subject collections), papers (for personal papers), or records (for institutional or organizational records). See DACS 2.3.18 for more guidance.
> 6. In the Title box, type a title. If this is to be the title of a new collection as well, make sure it is DACS-compliant (DACS 2.3).
> 7. Extent (DACS 2.5) should be added in linear feet.
> 8. Add a container summary.
>   **Example:** 5 cartons, 3 boxes, 1 flat box
> 9. In the Date boxes, enter the DACS-compliant date (DACS 2.4)
> 10. Change repository if necessary to ensure that the accession is being made to the appropriate repository. This option is available only to users with class 5 permissions.
> 11. Add location(s), if necessary. See Section II. 4, Locations, for further instructions.
>
> **ADDING LINKS TO RESOURCES:**
> 1. Each accession may be linked to more than one resource, if, for example, the accession includes materials that properly belong in two or more different collections. For the most part, though, accessions will link to one resource.
> 2. Click "Link Resource," to see if a collection has already been created to which this accession is being added. If there is already a collection on the list, double-click on it to add this new accession.
> 3. If there is NOT already a collection, and you wish to create one using this accession as the basis of the new collection, click "Create Resource."
> 4. A new resource record will appear. Some fields in this record will already be populated with information from the accession record from which it originated. For example, the title, extent, container summary, dates, and repository will all be copied from the accession record.
> 5. You must give the new resource a unique reference identifier to be able to save it. See Section I.1, Entering Collection Level Information, for instructions on how to create the remainder of the collection record, if you wish to do so now. Otherwise, simply enter a unique resource id and click Save.

ADDING NOTES:
1. Click on "Accession Notes" tab at the top of the form.
2. Enter the acquisition type – deposit, gift, purchase, or transfer.
3. If there are any retention rules governing how long the materials must be kept, enter them in the "Retention Rule" field.
4. In the "Description" field, enter a preliminary scope and content note, including types of materials and subjects covered.
   Example: Contains correspondence and financial records for Smith's clothing business, as well as personal diaries.
5. In the "Condition" field, enter the physical condition of the materials, including any desirable preservation treatments.
   Example: Rolled drawings in tubes 10-17 are brittle and in need of humidification.
6. In the "Inventory" field, you may type a preliminary boxlist, or, if a more extensive inventory is already available elsewhere, provide the file path to the inventory.
   Example: c:/transfers/provost/20061213contentslist.doc
7. In the "Disposition" field, note the disposition of the accession – if materials were weeded, returned to the donor, separated from the collection, etc.
8. In the "External Document" field, you may link to pertinent documents such as a deed of gift, transfer, or inventories. Click "Add Document."
   - Enter the title of the document, such as Deed of Gift.
   - Enter the file path or URI for the document.

ADDING ACCESS POINTS
Click on "Names and Subjects" at the top of the form.
ADDING NAMES:
1. Click "add link." Does the name you want appear on the list?
   - If so, click on the "Function" drop-down menu and select: creator, source or subject. For most collections, only one person will truly be the creator; other people represented in the collection will most likely be subjects.
   - If you are adding a source or subject, two dropdown menus will open. Select a role from the drop-down list (types of creator such as curator, artist, etc) and form subdivision (this allows you to link a role to a specific part of the collection and may not be applicable).
   - Double click on the name to add it.
   - Click Save.
2. OR, if your name is not already in the list, you can add a new name by clicking "Create Name."
   - You will be prompted to select the type of name you want to create (person, corporate body, or family). Use the drop-down menu to make your selection.
   - Once you make your selection, a new data entry box will pop up with the "Details" tab highlighted.
   - Fill out primary name, rest of name, and dates as well as any other applicable options such as prefix, title, suffix, number, qualifier or fuller form. *Note: Primary name is surname*.
   - Fill out the rules and source boxes. Your source will most often be NACO. Your rules are DACS.
   - If there are useful biographical details in the authority you are consulting, add them under "Description Note" and choose "Description Type" = "Biography." In the citation field, enter the name of the authority or website from which the

information was derived, and the date it was accessed. Example: LCNA, accessed 2010 July 26.
- Click OK. This should put you into "Name Lookup" box.
- Click on "Function" drop-down menu and select creator, source or subject. You may add role.
- Click "Link" and the name will be added to your collection.

ADDING SUBJECTS:
1. Click on "Add Subject Link," which will open a "Subject Term Lookup" box.
   - Check to see if the subject you want to add is already in the list.
   - If it is, double click on the subject.
   - The subject should be added to your collection.
2. OR, if your subject is not already in the list, you can add a new subject.
   - Click on "Create Subject."
   - Copy and paste the subject term from the authority you are using.
   - Determine the type of subject.
   - The Source may be Library of Congress Authorities (for geographical or topical terms); Art and Architecture Thesaurus (for genre/form); Thesaurus of Graphic Materials II (for genre/form); Rare Books genre terms (for genre/form); etc.
   - If the authority gives a scope note, copy and paste it into the scope note field. If there are specific local restrictions on the term, enter those as well.
   - Click OK
   - Double click on the subject you just created to link it to your collection.

ACKNOWLEDGEMENTS, RESTRICTIONS, & PROCESSING TASKS
1. Click on the "Acknowledgements. . ." tab at the top of the form.
2. Check the appropriate boxes to indicate that acknowledgements, agreements, and rights transfers have been sent and received, and the associated date, in yyyy/mm/dd form.
3. Enter any notes about the intellectual rights transferred in the rights transferred field. If rights have been transferred for only part of the collection, or none of the collection, note that.
4. If there are restrictions on access, check the appropriate box and enter them in the "Access Restrictions" field.
5. If there are restrictions on use, check the appropriate box and enter them in the "Use Restrictions" field.
6. Enter the processing priority – high, medium, or low.
7. Enter the names of any potential processors – or leave blank if unknown.
8. If a processing plan exists, you may cut and paste it here, or you may enter the file path to the external file.
9. If processing and/or cataloguing have been started, you may enter that information by checking the appropriate boxes and entering the dates in yyyy/mm/dd form.
10. Click "Save."

2. ASSESSMENTS
1. Under "Tools," select "Assessment Records."
2. Choose "Add Record."
    a. A new form will pop up, and you will automatically be in the "Basic Information" tab.
    b. You may link this assessment record to an accession, a resource, or a digital object. Each assessment record may be linked to multiple accessions, resources, and objects.
    c. Choose "Link Resource" and choose the collection you are describing. Double-click on the name and click "Close Window."
    d. Enter your name in "Surveyed by."
    e. Record the time it took you to complete the survey.
    f. Does someone else need to look over your review? If so, check off the "Review needed" box and enter the reviewer's name.
3. Click on the "Survey" tab.
    a. Enter your assessment of the condition of material using the guidelines below.
    Condition of Material. A rating from 1 to 5 intended to describe the overall condition of the materials in a collection; items or groups of materials of particular concern will be indicated in the conservation note.
    5: *Excellent:* Little damage with no further deterioration expected, based on the high quality of the material.
    4: *Very good:* Little damage with some further deterioration possible, due to the mixed quality of the material.
    3: *Good:* Expected deterioration with some further deterioration possible.
    2: *Fair:* Somewhat worse than expected deterioration with some further deterioration possible.
    1: *Poor:* Significant damage/deterioration that makes collection difficult to use.

    Quality of Housing. A rating from 1 to 5 intended to describe the overall quality of housing of the materials in a collection; items or groups of materials within a collection may be in better or poorer housing than what the overall rating indicates.
    5: *Collection housed completely in acid‐free boxes and folders in good condition.* Boxes and folders have reasonable amount of material in them. Boxes and folders are correct size and type for the materials they house. For bound volumes, binding is in excellent condition.
    4: *Collection housed partially in acid‐free boxes and folders in good condition.* Most boxes and folders have reasonable amount of material in them. Most boxes and folders are correct size and type for the materials they house. For bound volumes, binding is in very good condition (expected wear).
    3: *Collection housed in non‐archival boxes and folders but they are in good condition.* Most boxes and folders have reasonable amount of material in them. Most boxes and folders are correct size and type for the materials they house. For bound volumes, binding is in good condition (somewhat the worse for wear yet intact).
    2: *Collection housed in non‐archival boxes and folders.* Significant number of boxes and folders might have unreasonable amount of material in them or are not the correct size and type for the materials they house. For bound volumes, binding is in fair condition (boards might be detached).
    1: *Collection housed in non‐archival boxes, might have items loose on the shelf.* Majority of material is not in folders and/or boxes are overstuffed or understuffed. For bound volumes, binding is in poor condition, lacking boards or otherwise compromising the text block.

Physical Access. A rating from 1 to 5 that applies to a collection's physical arrangement, taking into account the complexity and size of collection. For example, a small, relatively homogenous collection in rough order is generally more physically accessible than a large, heterogeneous collection in rough order, and the ratings will reflect that fact. (Note that arrangement to the item level may not be desirable for many collections; a rating of 4 may be the top rating that is desirable for a collection.)

5: *Full arrangement to item level in series and, as appropriate, subseries.* Single volumes are orderly and indexed (i.e. chronological accounts with a name index).

4: *Arrangement in series to file level.* There is generally good order within the files. Single volumes are orderly (i.e. an account book in alphabetical order or a neat scrapbook in thematic order).

3: *Rough arrangement* by date, document type, function, source, or other characteristic; papers not thoroughly screened, but have been unfolded and flattened; series not fully established; files not fully established; researchers often must work through voluminous extraneous material to locate pertinent items. Single volumes might have had more than one use, or have items pasted in or otherwise be somewhat disorganized.

2: *Partial or superficial arrangement* and/or non‑standard housing and labeling discourage use except with special staff assistance.

1: *Totally unarranged*; many, sometimes most, documents not yet removed from envelopes, unfolded, and flattened. Completely inaccessible to researcher.

Intellectual Access. A rating from 1 to 5.

5: *Researcher has excellent access to collection:* There is a good online finding aid (EAD, HTML, PDF, or other format). There is a collection‑level MARC record for the collection in the institution's OPAC and/or in a national bibliographic utility such as OCLC. The collection may also be described in other online or offline sources that are available to researchers (such as a printed or online guide to collections).

4: *Researcher has good access to collection:* There is a good finding aid, but it is not available online. There is a collection‑level MARC record for the collection in the institution's OPAC and/or in a national bibliographic utility such as OCLC. There is a good finding aid, online or offline, but there is no collection‑level MARC record for the collection in the institution's OPAC and/or in a national bibliographic utility such as OCLC. Given the quality of the finding aid, the finding aid alone provides good access. In both cases, the collection may also be described in other online or offline sources that are available to researchers.

3: *Researcher has fair access to collection:* The finding aid is substandard or there is no finding aid. There is a collection‑level MARC record for the collection in the institution's OPAC and/or in a national bibliographic utility such as OCLC. In the absence of a full MARC record, there is another type of online collection‑level description. The collection‑level description in online or offline sources available to researchers provides sufficient access because it is a small or straightforward collection.

2: *Researcher has poor access to collection:* Collection has no finding aid or a substandard finding aid. The collection has a MARC record in the OPAC or national bibliographic utility, but that does not provide sufficient access because it is a large or complex collection. In either case, the collection may be described in other online or offline sources available to researchers, but because of the complexity of the collection or the inadequacy of the sources, this provides insufficient access.

1: *Researcher has no access to collection:* Internal documentation such as a donor/control file or brief or inaccessible accession record serves as the only description of the collection. While such internal documentation may vary in quantity and quality, by its nature it is inaccessible to researchers.

Documentation Quality. A rating from 1 to 5.
5: Very rich
4: Rich
3: Moderately rich
2: Incidentally valuable
1: Slight

Interest. A rating from 1 to 5.
5: Very high
4: High
3: Moderate
2: Slight
1: Negligible

Research Value (auto‑filled). This value is automatically calculated by adding the value in the **Documentation Quality** field with the value in the **Interest** field.

b. Enter any special conservation issues, such as mold, pests, or deteriorating film base, by checking off the appropriate boxes.
c. Note other conservation issues, such as brittle paper, metal fasteners, newspaper, tape, thermofax paper, etc., by checking off the appropriate boxes.
d. Enter more extensive conservation notes in the free text field provided.
> **Example:** Acetate color separations suffer from vinegar syndrome. Illustrations were created using a wide variety of materials, some of which are very fragile, such as tissue paper. Adhesives may cause pages to stick to one another, or they may have degraded so that items are no longer adhered.
e. If you feel comfortable doing so, you may estimate the processing time needed.
2. Click on the "Special Formats and Values" tab.
   a. Check off any special formats that are present in the collection: Artwork, Film, Glass, Scrapbooks, etc.
   b. Enter more detailed information about special formats in the free text field provided.
   > **Example:** Collage, crayons, pastels, graphite, pen and ink, watercolor, screentone, relief printing, and other artistic processes are evident.
   o Enter information about potential exhibit value in the free text field provided.
   > **Example:** The artwork is colorful and engaging and would be useful in an exhibit of Ness's work, or of Lloyd Alexander's books. They may also be of interest to students of illustration for children or historians of children's literature. Dummies are particularly attractive.
   o Record the monetary value if desirable, in consultation with the Curator or head of the department.

3. DIGITAL OBJECTS

There are two ways to create digital objects: from within a resource, and in the Digital Objects module. The latter is preferable, because it will let you see and search for digital objects independent of the resource.

BASIC DIGITAL OBJECTS DESCRIPTION:

1. To create an accession record, select "Digital Objects" from the left-hand navigation bar. Select "New Record" from the top navigation bar, which will open a new form. You will automatically be in the "Basic Description" tab.
2. Enter the title of the digital object. This may differ slightly from the title of the object in the collection. For example, in the series "The Black Cauldron" an object is described as "Preliminary artwork for book jacket." However, the digital object may be viewed out of the hierarchical context, so the item title may be "Preliminary artwork for The Black Cauldron book jacket."
3. Enter the begin and end dates.
4. If restrictions apply, check the appropriate box.
5. Object type: what does the digital object depict? Text? A still image? Select the appropriate entry.
6. The digital object ID is a unique identifying number that can only be attached to one digital object. If the digital object is also in the Digital Collections database, use that number (example: ness00001). If it is not, create a number according to local conventions (usually the collection name and image or item number).
7. EAD Dao acutate: choose "onRequest."
8. EAD Dao show: choose "new."
9. Language code: choose the appropriate language.
10. Click "Save."

COMPONENT RECORDS

At this point, you have a decision to make. Does your digital object include more than one page? If not, skip this part and go straight to "Adding File Versions." But if it does, you must create component records.

1. Click on the "Add Child" button.
2. If the title of your component differs from the title of object as a whole ("Page 1," for example) enter it in the title field.
3. Enter a begin and end date, even if it's the same as the object as a whole.
4. Component identifier: Enter a unique identifier.
5. Language code: choose the appropriate language.
6. Click "Save."

ADDING ACCESS POINTS

Click on "Names and Subjects" at the top of the form.

ADDING NAMES:

1. Click "add link." Does the name you want appear on the list?
   - If so, click on the "Function" drop-down menu and select: creator, source or subject. For most collections, only one person will truly be the creator; other people represented in the collection will most likely be subjects.
   - If you are adding a source or subject, two drop-down menus will open. Select a role from the drop-down list (types of creator such as curator, artist, etc) and form subdivision (this allows you to link a role to a specific part of the collection and may not be applicable).
   - Double click on the name to add it.
   - Click Save.

2. OR, if your name is not already in the list, you can add a new name by clicking "Create Name."
   - ▪ You will be prompted to select the type of name you want to create (person, corporate body, or family). Use the drop-down menu to make your selection.
   - ▪ Once you make your selection, a new data entry box will pop up with the "Details" tab highlighted.
   - ▪ Fill out primary name, rest of name, and dates as well as any other applicable options such as prefix, title, suffix, number, qualifier or fuller form. *Note: Primary name is surname*.
   - ▪ Fill out the rules and source boxes. Your source will most often be NACO. Your rules are DACS.
   - ▪ If there are useful biographical details in the authority you are consulting, add them under "Description Note" and choose "Description Type" = "Biography." In the citation field, enter the name of the authority or website from which the information was derived, and the date it was accessed. Example: LCNA, accessed 2010 July 26.
   - ▪ Click OK. This should put you into "Name Lookup" box.
   - ▪ Click on "Function" drop-down menu and select creator, source or subject. You may add role.
   - ▪ Click "Link" and the name will be added to your collection.

   ADDING SUBJECTS:
3. Click on "Add Subject Link," which will open a "Subject Term Lookup" box.
   - ▪ Check to see if the subject you want to add is already in the list.
   - ▪ If it is, double click on the subject.
   - ▪ The subject should be added to your collection.
4. OR, if your subject is not already in the list, you can add a new subject.
   - ▪ Click on "Create Subject."
   - ▪ Copy and paste the subject term from the authority you are using.
   - ▪ Determine the type of subject.
   - ▪ The Source may be Library of Congress Authorities (for geographical or topical terms); Art and Architecture Thesaurus (for genre/form); Thesaurus of Graphic Materials II (for genre/form); Rare Books genre terms (for genre/form); etc.
   - ▪ If the authority gives a scope note, copy and paste it into the scope note field. If there are specific local restrictions on the term, enter those as well.
   - ▪ Click OK
   - ▪ Double click on the subject you just created to link it to your collection.

   ADDING NOTES:
1. Click on "Notes," at the top of the form and then on the "Add Note etc." drop-down menu to select the applicable note.
2. When you are finished typing the note, click okay.
3. Click Save.
   - o In this module, you will most likely be writing notes for :
     - ▪ Dimensions
     - ▪ General Physical Description
     - ▪ Physical Characteristics and Technical Requirements

   SEE APPENDIX A FOR MORE INFORMATION ON NOTES.

ADDING FILE VERSIONS
1. From the "Basic Description" tab of either the digital object record (for one-page items) or the digital object component record (for multi-page items), click on "Add File Version."
2. Enter the URI for the digital content file.

3. Select the appropriate Use Statement from the drop-down list: usually Image-Master.
4. EAD Dao acutate: choose "onRequest."
5. EAD Dao show: choose "new."
6. Click "OK."

LINKING TO RESOURCES
1. Find the resource, and the item or folder, to which you would like to add a digital object. From within this record, click "Select Instance."
2. Choose "Digital Object link."
3. This will bring up a link of all digital objects that have been created. Select the one you want, and click "Link."
4. **Note:** Each digital object may be linked to only one resource. Each resource, however, may be linked to multiple digital objects.

4. LOCATIONS

Locations refer to shelf locations, not box or folder numbers. Locations may be assigned to accession records and resource records, and multiple locations may be assigned to each record. Locations are intended to refer to permanent locations. While locations can be changed if collections are permanently moved to a new home, this module does NOT record the temporary movement of items to and from conservation, exhibitions, or the reading room.

CREATING A LOCATION RECORD

1. Select "Tools" from the top navigation bar. Select "Locations." This will open a new form, called "Location Management."
2. Click the "Add Record" button.
3. Enter the building, floor, room, and area, as appropriate.
   Example: Building   1901 Vine St.
                   Floor   Ground
                   Room   21
                   Area   Oversize storage area
4. Enter the coordinates. The label refers to the type of place (Range, Bay, Shelf, Bin, Drawer, Flat File, etc.) and the indicator is either numeric or alphanumeric.
   Example: Coordinate 1 Label   Range
                   Coordinate 1 Numeric Indicator   1
                   Coordinate 1 Alphanumeric Indicator   [blank]
                   Coordinate 2 Label   Shelf
                   Coordinate 2 Numeric Indicator   [blank]
                   Coordinate 2 Alphanumeric Indicator   3A
5. Click "OK" or "OK+1" to add another record.

USING BATCH ADD

1. Select "Tools" from the top navigation bar. Select "Locations." This will open a new form, called "Location Management."
2. Click the "Batch Add" button.
3. Enter the building, floor, room, and area, as appropriate.
4. Enter the label for coordinate 1 (Range, Bay, Shelf, Bin, Drawer, Flat File, etc.) and the start and end values for the series of locations you wish to create. Repeat with coordinates 2 and 3 as needed.
   Example: Coordinate 1   Range   1-5
                          Coordinate 2   Shelf   1- 12
5. Press the "Generate" button. The example above would automatically create 60 location records, for Range 1, Shelves 1-12, Range 2, shelves 1-12, etc.
   Note: Start and end values must be either numeric **OR** alphabetical. Alphanumeric indicators must be entered individually. If your locations are Range 1-5, Shelves 1A-1E, you must enter each location separately.

ASSIGNING LOCATIONS

1. Assigning locations to an accession
   a. Open the accession record to which you would like to assign a location.
   b. From the "Basic Information" tab, click "Add Location."
   c. The "Location Lookup" form will appear. Choose the location you want.
   d. If necessary, in the "Note/Container" field, enter the specific containers that are going to that location. This is helpful if the accession has been put in multiple locations.
   e. Click "Link."
   f. Repeat as necessary until all locations have been assigned.

      g.   If the location you need has not yet been created, you may create it at this point by clicking "Create Location" and following the directions above.

      h.   When complete, click "Close Window."

2.   Assigning locations to a resource

      a.   Open the resource record to which you would like to assign a location.

      b.   Click "Manage Locations."

      c.   The "Assign Locations" form will appear, listing both containers and locations.

      d.   Select the container(s) to which you would like to assign a location. Choose more than 1 at a time by holding down the "control" key as you highlight them.

      e.   Select the location you want.

      f.   Click "Assign Location."

      g.   If the location you need has not yet been created, you may create it at this point by clicking "Create Location" and following the directions above.

      h.   When complete, click "Done."

REMOVING LOCATIONS

1.   Removing the location link from an accession or resource record

      a.   Open the accession record, and from the "Basic Information" tab, click "Remove location."

      b.   Open the resource record, click "Manage Locations." Highlight the container(s) whose locations you wish to remove or change, and click "Remove Location Link."

2.   Removing the location itself

      a.   Select "Tools" from the top navigation bar. Select "Locations." This will open a new form, called "Location Management."

      b.   Select the location you wish to delete, and click "Remove Record."
         Note: You may not delete locations that are currently linked to accessions or containers. You must change or remove the locations from the accessions or containers before you can delete the location itself.

Abstract: A brief description of the context and content of the materials.
DACS Reference: 3.1
EAD Tag:

Arrangement: Description of organization or arrangement of materials.
DACS Reference: 3.2
EAD Tag: <arrangement>

Bibliography: Information related to publications **about or based on** the materials. The bibliography is output in EAD as <bibref> tags, and therefore the note content for a bibliography consists of multiple items rather than a single large text field. To enter items in a bibliography, press **Add Item** and enter the data for that item.
DACS Reference: 6.4
EAD Tag:

Biographical/Historical note: Note for information about creator(s) of materials.
DACS Reference: 10
EAD Tag: <bioghist>

> **Note:** If your biographical/historical note was written using outside sources, and you wish to cite them, enter them at the end of this note and NOT in the "Bibliography" note. The "Bibliography" note is for items about or based on the *collection*, not about the creator. Wrap the sections of text in the necessary tags.

> **Example:**
> <emph render="bold">Bibliography</emph>
>
> <emph render="italic">Something About the Author</emph>, vol. 26, 49.
>
> <emph render="italic">Something About the Author Autobiography Series</emph>, vol. 1.
>
> <emph render="italic">Children's Literature Review</emph>, vol. 6.
>
> Wikipedia contributors, "Evaline Ness," <emph render="italic">Wikipedia, The Free Encyclopedia</emph>, http://en.wikipedia.org/w/index.php?title=Plagiarism&oldid=5139350 (accessed May 12, 2010).

Conditions Governing Access: Field for indicating restrictions on the material due to repository policy, donor specifications, legal requirements, etc.
DACS Reference: 4.1
EAD Tag: <accessrestrict>

> **Note:** All collections should have the following in the "Conditions Governing Access" field:

> This collection is open to researchers by appointment. Please contact the Curator for information on access.

Conditions Governing Use: Restrictions on use of the materials (for example, reproduction or publication) that apply after access has been granted.
DACS Reference: 4.4
EAD Tag: <userestrict>

> **Note:** All collections should have the following in the "Conditions Governing Use" field:
>
> The right of access to material does not imply the right of publication. Permission for reprinting, reproduction, or extensive quotation from the rare books, manuscripts, prints or drawings must be obtained through written application, stating the use to be made of the material. The reader bears the responsibility for any possible infringement of copyright laws in the publication of such material. A reproduction fee will be charged if the material is to be reproduced in a commercial publication.
>
> **If appropriate, add:**
>
> Some of the materials in this collection may be too fragile for use without the Curator's supervision.

Custodial History: History of ownership and custody of the materials.
DACS Reference: 5.1
EAD Tag: <custodhist>

Dimensions: Numerical data about the size of material being described.
DACS Reference: 2.5
EAD Tag: <dimensions>

General Note: Any information that does not fit in a more specifically defined note.
DACS Reference: 7.1
Chapter 9
113
EAD Tag: <odd>

> **Example**:
> Drawings humidified, flattened, and repaired.

General Physical Description Note: General information about the physical characteristics of the materials that cannot be accommodated in other fields or notes that capture physical description information.
EAD Tag: <physdesc>

> **Examples**:
> Videocassettes in this series are recorded in Hi-8 format.

Immediate Source of Acquisition Note: Information about the direct source from which the materials were acquired. This could also include date, means of acquisition, and other information relevant to an acquisition.
DACS Reference: 5.2
EAD Tag: <acqinfo>
> **Example**:
> Donated by the estate of Lloyd Alexander.

Language of Materials: Indicate all languages represented in the materials.
DACS Reference: 4.5
EAD Tag: <langmaterial>
> **Example**:
> Materials primarily in English, with some materials in French.

Location Note: Natural language expression of location, particularly in cases where location affects access to the materials.
DACS Reference: 4.2
EAD Tag: <physloc>
> **Example**:
> Materials stored off-site. Advance notice required for use.

Other Finding Aids Note: Additional/external finding aids available to facilitate access to the materials.
DACS Reference: 4.6
EAD Tag: <otherfindaid>
> **Example:**
> Item-level index of drawings available in the repository.

Physical Characteristics and Technical Requirements Note: Physical conditions or characteristics, or technical requirements that affect access to the materials.
DACS Reference: 4.2, 4.3
EAD Tag: <phystech>
> **Examples**:
> Letterpress books are nearly illegible.
> System requirements: 48K RAM; Apple Disk II with controller; color monitor required to view this file.

Preferred Citation: Suggested format for citing the materials.
DACS Reference: 7.1.5
EAD Tag: <prefercite>

> **Note:** Format the "Preferred Citation" field as follows:
> [Description and date of item], [Box and folder number], Evaline Ness papers, 1964-1972, Free Library of Philadelphia, Children's Literature Research Collection.

Processing Information Note: Information about the arrangement, description, and preservation actions related to the materials.
DACS Reference: 8.1.5
EAD Tag: <processinfo>

> **Example**:
> Collection arranged and described by Declan MacManus, 1979.
>
> **Note**: All items catalogued as part of the CLIR Hidden Collections grant should include the following text in the "Processing Information" note:
> The processing of this collection was made possible through generous funding from The Andrew W. Mellon Foundation, administered through the Council on Library and Information Resources' "Cataloging Hidden Special Collections and Archives" Project.

Related Archival Materials Note: Information about related collections, either within or outside the repository.
DACS Reference: 6.3
EAD Tag: <relatedmaterial>
> **Note:** Format the "Related Archival Materials" field as follows:
> Free Library of Philadelphia: Lloyd Alexander papers.
>
> University of Minnesota: Evaline Ness papers.
>
> University of Southern Mississippi: Evaline Ness papers.

Scope and Contents Note: Information about the materials, such as record types, dates covered, topics and persons represented, etc., or even more general notes.
DACS Reference: 3.1
EAD Tag: <scopecontent>

> **Example (file level):** The original working title for this book was <emph render="italic">The Mellops Have Xmas</emph>.
>
> **Example (sub-subseries level)**: The majority of the black pen and ink illustrations in this sub-subseries are accompanied by printed text pasted in.

Separated Materials Note. Information about materials related by provenance that have been physically separated or removed.
DACS Reference: 6.3
EAD Tag: <separatedmaterial>
> **Example**:
> Photographs have been transferred to the Pictorial Collections of The Bancroft Library.

APPENDIX B: CITATION FORMATS

Follow the *Chicago Manual of Style* format for footnotes when formulating citations.

Books:
Gary Shteyngart, *Super Sad True Love Story* (New York: Random House, 2010).

Periodicals:

Popular magazines:
Daphne Merkin, "A House of One's Own," *Time*, July 2010, 123-125.

Academic journals:
Noel Robertson, "The Dorian Migration," *Classical Philology* 75 (1980): 17, 19-20.

Newspapers:
Tyler Marshall, "200th Birthday of Grimms Celebrated," *Los Angeles Times*, 15 March 1985, sec. 1A, p. 3.

Reference works:
Dictionary of American Biography, 4th ed., s.v. "Wadsworth, Jeremiah."

Online works:
"Evaline Ness," <emph render="italic">Wikipedia</emph>, accessed May 12, 2010, http://en.wikipedia.org/wiki/Evaline_Ness.

APPENDIX C: FURTHER RESOURCES

Archivists' Toolkit Support, including user manuals, http://archiviststoolkit.org/support
Archivists' Toolkit Forum, http://archiviststoolkit.org/forum
Archivists' Toolkit Users Group list-serv archives, https://mailman.ucsd.edu/pipermail/atug-l/
Archivists' Toolkit Roundtable, http://www2.archivists.org/groups/archivists-toolkit-roundtable
ArchivesSpace, http://archivesspace.org/

Helpful blogs:
AT@Yale, http://atatyale.blogspot.com/
PACSCL Project Blog, http://clir.pacscl.org/blog/