Hagley Museum and Library

AVD Department

Transferring Electronic Media Found in Collections to AVD

1. When accessioning a new collection, identify any electronic media (floppy disks, CDs, DVDs, external hard drives, etc.)
2. Prior to transferring to AVD, answer these two questions about the media. If the answer to either question is YES, please discard/deaccession.
    a. Does any of the analog material in the physical collection <u>duplicate</u> what is on the electronic media?
    b. Is this a <u>commercial</u> product that is owned by other institutions/repositories?
3. Remove the electronic records and any documentation that may help to identify the content of the records
4. Fill out two removal forms for each group of records per container.
5. Place one removal form in the container from which the e-records were removed.
6. The second removal form will be transferred to the Digital Collections Department along with electronic records.
7. In the collection's AT accession record, document the removal of the e-records from the analog collection, including their location and any data that may help to place the records in context such as the subject matter of the manuscripts or visual materials within the container.
8. Send the electronic records with their corresponding removal sheets and any other documentation to the Assistant Curator of Digital Collections
9. Digital will then create their own accession record in AT for the electronic records
10. Digital will also create an advanced forensic format (AFF) disk image that will be given to the department housing the analog part of the collection. Example: digital audio/video/photographs → AVD; documents such as e-mail correspondence or reports in digital form → M&A
11. Disk images will allow the processing archivist(s) in M&A/AVD to view the data in order to add descriptions to the finding aid but will not allow them to alter the data

12. Digital will provide instruction on how to access the disk images and discuss options for providing access to the data on the electronic records