Arrangement and Description: Fundamentals

Day 2: Description

**9:00 Accessioning**

 **Descriptive standards**

 **Describing Archives: A Content Standard - Guiding Principles**

 **Anatomy of a finding aid**

 **Selected finding aid elements**

* Origination
* Title Statement
* Dates
* Physical Description
* Language
* Conditions Governing Access
* Conditions Governing Use
* Alternative Form Available
* Location of Originals
* Bibliography
* Related Material
* Separated Material
* Acquisition Information
* Custodial History
* Citation
* Biography/History
* Scope and Content
* Arrangement
* Other Finding Aid

 **Container lists**

 **Additions to living collections**

 **Publishing finding aids**

 **Getting feedback**

 **Reappraisal and deaccessioning**

 **Administration of Arrangement and Description**

 **Learn more about Arrangement and Description: A Bibliography**

 **Terms to Remember**

 **Questions and wrap-up**

Accessioning

Upon receipt of a collection, the first step is to establish legal, physical, and intellectual control over the materials. The establishment and documentation of these controls is known as accessioning.

# ⮚ **Legal transfer of collections**

Each collection donated to a repository should be documented by a Deed of Gift or Transfer form, which transfers physical and legal custody from the donor to the repository. If the collection was purchased, document with written purchase agreement or invoice. The documents and any associated correspondence should be filed in a permanent Collection File.

⮚ **Collection Numbers and Registers**

Because a single collection may be comprised of multiple accessions, many repositories assign a unique number to each distinct collection [e.g, MSS 1059 or Series 15].

⮚ **Accession records**

#### The first step in gaining intellectual control of the materials is the creation of an accession record. Each accession is assigned a unique accession number [e.g. yyyy-mm-# of accession within that month]. The archivist must first determine if the accession is an addition to an existing collection or if the accession is a new collection.

**New collection**

* Assign an accession number [e.g. yyyy-mm-# of accession within that month]
* Determine origination (creator). Before creating the accession record, the creator for the new collection must be established. Consult the Library of Congress Name Authority (LCNAF) <<http://authorities.loc.gov/>> to determine if the name has a name authority record. If the name is found, print out a copy for the Collection File. If not listed in LCNAF, form the name according to established rules as set forth in *Describing Archives: A Content Standard* (DACS).

#### Assign a new collection number. Because a single collection may be comprised of multiple accessions, many repositories assign a unique number to each distinct collection [e.g, MSS 1059].

**Addition to existing collection**

* Assign an accession number [e.g. yyyy-mm-##]

⮚ **Collection file**

It is important for repositories to establish a permanent Collection File for each collection. The Collection File may contain:

* accession records
* deeds of gift or transfer forms
* donor or dealer correspondence
* dealer descriptions and invoices
* biographical materials
* appraisals
* preliminary inventories
* publicity regarding the acquisition of the collection
* finding aid

These files are created by the individual who accessions the materials. These files are arranged in alphabetical order by the creator of the collection [e.g, Heaney, Seamus]. Since these are permanent/vital records of your repository, it is essential to establish a system to record the removal of any of these files.

⮚ **Shelf list**

A shelf list is used to record information regarding the location and volume of each collection. Although a shelf list is primarily used to lookup locations when a researcher requests materials, it can be used for a variety of purposes including calculating total volume by various shelving types, isolating the collections located on particular shelving units [helpful if you are moving collections], isolating particular types of shelving for inventory control.

The shelf list should be updated:

⮚ upon receipt of a collection or an addition to a collection (if necessary)

⮚ if a collection has been physically moved from one location to another

⮚ if the processing of a collection has changed the overall volume of a collection

The Notes field can be used to record:

 ⮚ when a collection is being processed

 ⮚ unusual location information

 ⮚ when a collection has been deaccessioned/transferred

Collection Register

|  |  |  |
| --- | --- | --- |
| **No.** | **Origination (creator)** | **Title Statement** |
| 1 | Candler, Asa Griggs | Asa Griggs Candler papers |
| 2 | Candler, Warren A. (Warren Akin), 1857-1941 | Warren A. Candler papers |
| 3 | Candler, Charles Howard, 1878-1957 | Charles Howard Candler papers |
| 4 | Candler family | Candler family collection |
| 5 | Harris, Joel Chandler | Joel Chandler Harris papers |
| 6 | Harris, Julian LaRose, 1874-1963 | Julian LaRose Harris papers |
| 7 | Harrold Brothers (Firm : Americus, Ga.) | Harrold Brothers records |
| 8 | Herty, Charles H. (Charles Holmes), 1867-1938 | Charles H. Herty papers |
| 9 | Palmer, Charles F. (Charles Forrest), 1892-1973 | Charles F. Palmer papers |
| 10 | Woodruff, Robert Winship | Robert Winship Woodruff papers |
| 11 | Allen, Young John, 1836-1907 | Young John Allen papers |
| 12 | Ash, John H., d. 1918 | John H. Ash papers |
| 13 | Barnsley, Godfrey, 1805-1873 | Godfrey Barnsley family papers |
| 14 | Beauregard, G. T. (Gustave Toutant), 1818-1893 | G.T. Beauregard papers |
| 15 | Great Britain. Consulate (Savannah, Ga.) | Great Britain, Consulate (Savannah, Ga.) papers |
| 16 | Brown, Joseph E. (Joseph Emerson), 1821-1894 | Joseph E. Brown papers |
| 17 | Charleston Harbor | Charleston Harbor documents |

Accession Record

|  |  |
| --- | --- |
| **Accession No.:** 2015-07-04 | **Accession Date:** 7/9/2015 |
| **Origination:** Larkin, John |
| **Title Statement:** John Larkin scrapbook |
| **Collection Type:** Manuscript | **Manuscript No:** 858 |
| **Date Received:** 7/9/2015 | **Received by:** Randall Burkett |
| **Receipt Type:** Purchase |
| **Restrictions:** None |
| **Source of Acquisition:** McCord, David |
| **Address of Source:** 2222 Two Street,Atlanta, GA 30322 | **Phone:** 222-222-2222 |
| **Provenance:** Collection was purchased from dealer, provenance unknown |
| **Extent:** 1 volume |
| **Location:** xxx |
| **Description:** Scrapbook containing newspapers clippings, broadsides, and other ephemera relating to African American vaudeville performer and screen actor, John Larkin from ca. 1914-1932. |
| **Acknowledged by:** Terry Eggplant | **Date:** 7/11/2015 |

Shelf List

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ORIGINATION** | **TITLE** | **MS#** | **LOCATION** | **L.F.** | **BOXES** | **OP** | **BV** | **OBV** | **MF** | **NOTES** |
| Abbey Theatre | Abbey Theatre collection | 244 | xxx | 4.00 | 8 |   |   |   |   |   |
| Abram, Morris B. | Morris B. Abram papers | 514 | xxx | 96.00 | 96 |   |   |   |   |  |
| Abse, Dannie | Dannie Abse collection | 999 | xxx | 0.50 | 1 |   |   |   |   |   |
| Adams, Julia | Julia Adams scrapbooks | 136 |   |   |   |   |   |   | 2 |   |
| Adams, Lawrence L. | Lawrence L. Adams collection | 963 |  |  |  |   |   |   |   | Transferred to Georgia State University Special Collections, Sept. 4, 2003 |
| Adams, Oscar W. | Oscar W. Adams papers | 931 | xxx | 4.00 | 8 |   |   |   |   | IN PROCESS: RANDY GUE and TEAM |
| Adams, W. H. | W. H. Adams reminiscences | 465 |   |   |   |   |   |   | 1 |   |
| African American cinema collection | African American cinema collection | 814 | xxx | 8.00 | 17 |   |   |   |   |  |
| African American miscellany | African American miscellany | 1032 | xxx | 0.25 | 1 |   | 1 | 2 |   |   |

Separate storage areas for: L.F.=linear feet/OP=oversized papers/BV=bound volumes/OBV=oversized bound volumes/MF=microfilm rolls

Descriptive Standards

Archival descriptive standards are guidelines, rules, and specifications that prescribe methods of producing uniform and consistent results or products for use in providing access to primary source materials.

**Data structure**

Data structure conventions **define the elements/fields** of information contained in the components of an information system.

* Finding aids

 Encoded Archival Description (EAD)

* Catalog records

 MARC21 format

**Data content**

Data content conventions **provide the rules** to apply when recording information within each element defined in the data structure standards.

* Finding aids

 *Describing Archives: A Content Standard* (DACS)

* Catalog records

 *Describing Archives: A Content Standard* (DACS)

*Resource Description and Access* (RDA)

* Specific formats

 *Archival Moving Image Materials: A Cataloging Manual*

 *Oral History Cataloging Manual*

 *Graphic Materials: Rules for Describing Original Items and Historical Collections*

**Data value**

Data value conventions **provide lists or tables** of vocabularies, terms, names, or other specific entities that are acceptable for entry in a particular data element.

* Finding aids and catalog records

 *Library of Congress Subject Headings* [for subjects and some geographical names]

 *Library of Congress Name Authority File* [for personal, corporate, and meeting names]

 *Art and Architecture Thesaurus (AAT)* [for form/genre terms]

* Specific formats

 *Thesaurus for Graphic Materials II: Genre and Physical Characteristics Terms*

Thesaurus for Use in College and University Archives

Selected and Annotated Bibliography of

Descriptive Standards, Rules, and Vocabulary

**Society of American Archivists Standards Portal:**

Standards adopted by SAA: <<http://www2.archivists.org/standards>>

Standards external to SAA: <http://www2.archivists.org/standards/external/91>

**Descriptive data structure**

*Encoded Archival Description Tag Library: Version EAD3.* SAA Encoded Archival Description Working Group and Network Development and MARC Standards Office of the Library of Congress Available at <<http://www.loc.gov/ead/index.html>>.

Complete information about all the elements in EAD3. Includes element description and usage, attributes, and examples.

*MARC21 Concise Format for Bibliographic Data.* Washington, D.C.: Cataloging Distribution Service, Library of Congress. Available at <http://www.loc.gov/marc/bibliographic/>.

Complete tagging information for all fields in USMARC for all kinds of material types. Information includes field definition and scope, guidelines for applying content designation (indicators and subfield codes), input conventions (punctuation), and examples.

**Descriptive data content**

*Describing Archives: A Content Standard,* 2nd edition. Chicago: Society of American Archivists, 2013. Available at <http://www2.archivists.org/standards/DACS>

*Describing Archives: A Content Standard*, also referred to as DACS, is designed to facilitate consistent, appropriate, and self-explanatory description of archival materials and creators of archival materials. It can be applied to all types of material at all levels of description. Although the rules can be used for any type of descriptive output, examples of the application of the rules are provided for two widely used structure standards, MARC 21 and Encoded Archival Description (EAD). The volume consists of three parts: "Describing Archival Materials," "Describing Creators," and "Forms of Names." Separate sections discuss levels of description and the importance of access points to the retrieval of descriptions. Appendices include a glossary, list of companion standards, and crosswalks to APPM, ISAD (G), ISAAR (CPF), MARC 21, and EAD.

***Resource Description and Access* (RDA), June 2010. Available at <**<http://www.rdatoolkit.org/>>.

**RDA: Resource Description and Access** is the new standard for resource description and access designed for the digital world. Built on the foundations established by AACR2, RDA provides a comprehensive set of guidelines and instructions on resource description and access covering all types of content and media.

[*Encoded Archival Context - Corporate bodies, Persons, and Families (EAC-CPF)*](http://www2.archivists.org/groups/technical-subcommittee-on-eac-cpf/encoded-archival-context-corporate-bodies-persons-and-families-eac-cpf). Available at <http://eac.staatsbibliothek-berlin.de/>.

Maintained by SAA in partnership with the Berlin State Library, the EAC-CPF Schema is a standard for encoding contextual information about persons, corporate bodies, and families related to archival materials using Extensible Markup Language (XML).

**Descriptive data value**

*Art and Architecture Thesaurus.* New York: Oxford University Press. Available at <<http://www.getty.edu/research/tools/vocabularies/aat/>>.

An ongoing project of the Getty Art History Information Program, the AAT contains hierarchies (including document types). Used mainly for formation of form/genre terms.

*Library of Congress Names Authorities.* Washington, D.C.: Library of Congress. Available at <http://authorities.loc.gov/>.

Listing of all personal, corporate, and place names established by the Library of Congress and the hundreds of libraries that participate in the Name Authority Cooperative Organization.

*Library of Congress Subject Headings.* Washington, D.C.: Library of Congress. Available at <http://authorities.loc.gov/>.

A list of subject headings created by catalogers and used in cataloging at the Library of Congress. Available on-line through the national networks (OCLC, RLIN).

*Subject Headings Manual.* Washington D.C.: Library of Congress, 2008. Updates available at < http://www.loc.gov/aba/cataloging/subject/>

Originally conceived as an in-house procedure manual, it's now used by catalogers nationwide to help standardize subject cataloging policy and promote consistency in practice. The manual contains information on the formation of subject headings, the use of subdivisions (including free-floating), the use of pattern headings, and rules for forming subject headings relating to special topics, materials, subdivisions, etc.

Thesaurus *for Graphic Materials II: Genre and Physical Characteristics Terms.* Washington, D.C.: Library of Congress. Available at <http://www.loc.gov/rr/print/tgm2/>.

A list of terms designed to provide access points for form/genre of a broad range of two-dimensional graphic materials, including prints, photographs, architectural drawings, and ephemera.

Thesaurus for Use in College and University Archives. Compiled and edited by Kate Bowers. Available at <http://www.archivists.org/publications/epubs/thesaurus.asp>.

Thesaurus for Use in College and University Archives is a set of 1,300 terms for use by any college or university archives in the United States for describing its holdings. The topical facets are academic affairs, administration, classes of persons, corporate culture, events, fields of study, history, infrastructure, sports, and student life. Included terms are generic and could apply to any college or university.

**Cataloging of specific record types**

Descriptive Cataloging of Rare Materials (Graphics) provides guidelines and instructions for descriptive cataloging of graphic materials, other than maps, receiving special treatment within a repository. Graphic materials include still images of all types, such as prints, drawings, photographs, posters, postcards, pictorial advertisements, cartoons, comic strips, portraits, landscapes, book illustrations, born-digital pictures, etc. Available at <http://rbms.info/dcrm/dcrmg/>

*Map Cataloging Manual.* Washington, D.C.: Library of Congress, 1991. Available at <http://www.itsmarc.com/crs/mergedProjects/mapcat/mapcat/contents.htm>.

Olson, Nancy B. *Cataloging Motion Pictures and Videorecordings.* 1st ed. Minnesota AACR 2 Trainers Series, No. 1. Paper, 1990. Available from Soldier Creek Press.

Olson, Nancy B. *Cataloging Audiovisual Materials: A Manual Based on AACR 2.* 3rd ed., 1991 Available from Media Marketing Group.

Weitz, Jay. *Music Coding and Tagging: MARC Content Designation for Scores and Sound Recordings,* 2001. Available from Soldier Creek Press.

*Archival Moving Image Materials: A Cataloging Manual.* 2nd edition, Washington, D.C.: Library of Congress, 2000. Updates available at <http://www.loc.gov/catdir/cpso/amimupd.html>

Describing Archives: A Content Standard [DACS]:

Guiding Principles

## **The Nature of Archival Holdings**

1: Records in archives possess unique characteristics.

**2: The principle of** respect des fonds **is the basis of archival arrangement and description.**

## **The Relationship between Arrangement and Description**

3: Arrangement involves the identification of groupings within the material.

4: Description reflects arrangement.

## **The Nature of Archival Description**

5: The rules of description apply to all archival materials, regardless of form or medium.

**6: The principles of archival description apply equally to records created by corporate bodies, individuals, or families.**

**7: Archival descriptions may be presented at varying levels of detail to produce a variety of outputs.**

7.1: Levels of description correspond to levels of arrangement.

7.2: Relationships between levels of description must be clearly indicated.

7.3: Information provided at each level of description must be appropriate to that level.

## **The Creators of Archival Material**

8: The creators of archival materials, as well as the materials themselves, must be described.

Anatomy of a Finding Aid

Finding aids are tools used by archivists to present detailed information about the content and organization of a collection. This information helps researchers navigate a collection and locate materials of interest. Description always proceeds from the general to the specific.

As a document, the finding aid itself contains a wealth of information about the life of its subject. Though they vary in size and level of detail, finding aids generally consist of the following parts:

⮚ **Descriptive Summary**

These core elements provide a basic overview of the collection.

 Origination [Creator]

 Title Statement

 Dates

 Physical Description

 Language

⮚ **Administrative Information**

These elements supply information that affect how the records have been or need to be managed by both researchers and archivists, as well as additional information that may be helpful to the researcher.

 Conditions Governing Access

 Conditions Governing Use

 Alternative Form Available

 Location of Originals

 Bibliography

Related Material

Separated Material

 Acquisition Information

 Custodial History

 Citation

⮚ **Collection Description**

These elements primarily contain information about the content and arrangement of the collection to help researchers determine if the collection contains relevant information to their research topic.

 Biography/History

 Scope and Content

 Arrangement

 Other Finding Aid

⮚ **Container List or Description of Series**

For collections with no series/subseries:

 A listing of numbered boxes and folders along with a description of their contents.

For collections with series/subseries:

 Any applicable elements listed above followed by a listing of numbered boxes and folders along with a description of their contents.

Selected Finding Aid Elements

🕮 = Reference 🖳 = Internet resource

Descriptive Summary

⮚ Origination [Creator]

MARC21: 100, 110, 111 or 130 (Origination)

EAD: <origination>

🕮 DACS: Chapter 2.6: Name of Creators, Chapter 9: Identifying Creators, Chapter 12: Form of Name for Persons and Families, and Chapter 14: Form of Names for Corporate Bodies

🖳 Library of Congress Name Authorities <http://authorities.loc.gov/>

A heading is established for a collection to identify the origination or creator of the collection and provide a primary access point by which the collection may be searched. The name of the person, family, government agency, business, organization, conference, or meeting that is primarily responsible for the creation and use of the records is selected as the origination or creator. The three most commonly used creators are:

* Personal name

 *Johnson, Herschel V. (Herschel Vespasian), 1812-1880.* [added fuller form of name and birth and death dates]

 *Perceval, John, Earl, 1683-1748.* [added title or terms of address]

 *Williams, Sherman, Mrs.* [added title or terms of address]

 *Smith, George Leon, 1912-1973, collector.* [added relator term]

* Corporate name

 *United States. Congress. Senate.*

 *South Dakota. Board of Dental Examiners.*

 *Alpine County School Board (Calif.)*

 *Confederate States of America. Army. Kentucky Infantry Regiment, 5th.*

 *J. J. Smith and Company (Watkinsville, Wyo.)*

 *Saint Stephens Church (Pennsauken, N.J.)*

 *Sons of the American Revolution. Massachusetts Society.*

 *WSB (Radio station : Atlanta, Ga.)*

* Meeting name

Conference: *Conference on Aging (2nd : 1990 : Washington, D.C.)*

Congress: *World Aviation Congress (1996 : Los Angeles, Calif.)*

Meeting: *Cotton States Exposition (1895 : Atlanta, Ga.)*

Each collection usually has only one creator. The name of the creator corresponds to the provenance or office of origin. The chain of custody, involving who held, received, or transferred the records, should not be confused with the original provenance when determining the creator.

Creator is not a required element. There are some instances where a collection has no creator and therefore the collection is described by the title. [See Creator vs. Title Statement below].

**Guidelines for multiple creators:**

For personal papers where there are two or more creators, choose the heading of the individual who is considered more prominent, or whose papers predominate.

For organizational records, if there are multiple creators, the heading is the most recent creator. Multiple creators occur when an organization is reorganized or has a name change; and the records of the previous organization are included with the records of the existing organization.

# ⮚ **Title Statement**

MARC21: 245 (Title Statement)

EAD: <unittitle>

🕮 DACS: Chapter 2.3

Create a **title** that best describes the material in terms of the creator, type of materials, and subject. When the name of the person, family, or organization predominantly associated with the materials is clearly given as the creator, you may repeat that information in the title.

Try to standardize titles as much as possible avoiding ambiguous names. If an organization is documented by only one collection that contains all the records created by that organization then use the title "records." If a collection contains a variety of materials belonging to one individual use the title "papers," but if it documents several generations of one family use the title "family papers." If the collection relates to multiple families use the title "families papers." If the collection has been artificially created by or around an individual or subject, use the title "collection."

Other than proper names, only the first word in the title statement is capitalized.

 *Sidney Lanier papers* [individual]

 *John and Lugenia Burns Hope papers* [papers of two individuals]

 *Hawaii Historical Society records* [organization]

 *Division of Fisheries administrative records* [governmental]

 *John J. Oglethorpe family papers* [single family]

 *Gregory, Walker, and Bonifay families papers* [multiple families]

 *W.B. Yeats collection* [artificially created collection]

 *Civil War collection* [artificially created collection]

Titles may also be more descriptive if needed (e.g. the collection consists of a single homogeneous record type, etc.).

 *John Stone Killens World War II diary*

 *Ringling family photograph albums*

 *South Carolina Society of Bird Watchers minutes*

 *Civil rights oral history interviews*

**⮚ Origination [Creator] vs. Title**

**Enter origination under personal name:**

* the personal papers of an individual

 *Creator: Pinckney, Charles, 1757-1824.*

 *Title statement: Charles Pinckney papers*

* the personal papers of two or more individuals, where one of the persons can be considered more prominent, or one person's papers predominate

 *Creator: Hope, John, 1868-1936.*

 *Title statement: John and Lugenia Burns Hope papers*

* family papers formed around or generated by members of one family

 *Creator: Ward, John Elliot, 1814-1902.*

 *Title statement: John Elliot Ward family papers*

* artificial collections assembled by an individual (in which case the term "collector" is added to the heading

 *Creator: Fink, Gary M., collector.*

 *Title statement: South Carolina Governors collection*

* an individual manuscript, letter, diary, etc.

 *Creator: Cobb, Howell, 1795-1864.*

 *Title statement: Letter to Thomas Reade Rootes Cobb, 1821 October 13*

**Enter origination under a corporate body:**

* the corporate records of a single corporate body

 *Creator: Charleston Bible Society.*

 *Title statement: Charleston Bible Society records*

**Enter under title statement only:**

* artificial collections that are known by a particular name

 *Creator: none [blank]*

  *Title statement: Coca-Cola collection*

* personal papers of two or more individuals where no one person is more prominent or predominant

 *Creator: none [blank]*

 *Title statement: John and Joan Smith papers*

* papers of multiple families

 *Creator: none [blank]*

 *Title statement: Cobb, Lamar, and Rutherford families papers*

# ⮚ **Dates**

MARC21: 245$f (Title statement, inclusive dates) and 245$g (Title statement, bulk dates)

EAD: <unitdate>

🕮 DACS: Chapter 2.4

The **date span** reflects the time period in which the collection was created.

For inclusive dates use the years only (e.g. 1845-1945); for single dates use the year alone (e.g. 1864) or for single letters use the year followed by the month and day (1845 December 12).

If the exact date is unknown, record approximate date span (e.g. circa 1942-1945) <See DACS Chapter 2.4.15 for examples of how to handle approximate dates.>

If a collection has large concentrations of materials during a particular time period, use bulk dates (e.g. bulk 1902-1903).

For undated material, do not use the abbreviation n.d. or "no date," rather record "undated."

 *Colorado Historical Society membership applications, 1888-1900* [inclusive dates]

 *Cobb's Legion muster roll, 1863 October 14* [single date]

 *Friendship Baptist Church (Kansas City, Mo.) records, circa 1846-1920* [approximate dates]

 *Charles L. Gowan family papers, 1846-1966, bulk 1954-1966* [inclusive plus bulk dates]

 *Hattie Reef diary, undated*

⮚ Physical description

MARC21: 300 (Physical description)

EAD: <physdesc>

🕮 DACS: Chapter 2.5

Physical description element denotes the type(s) of extent associated with the collection. If the repository holds both the original and a microform copy of the material, the extent is expressed in two separate statements: the extent of the originals and the extent of the copy.

 *.25 linear feet (1 box)*

 *30 linear feet (43 boxes)*

 *1 item ; 14 x 23 cm.*

 *2 bound volumes*

 *1 microfilm reel ; 35mm.*

⮚ **Language**

MARC21: 546 (Language)

EAD: <langmaterial>

🕮 DACS: Chapter 4.5

This element is used to describe the language(s) of the materials being described.

*Entire collection in English.*

*Majority in English, some materials in German and French.*

*Journals in Italian.*

*Majority in English, some correspondence in French.*

Administrative Information

⮚ **Conditions Governing Access**

MARC21: 506 (Restrictions on Access Note)

EAD: <accessrestrict> or <legalstatus>

🕮 DACS: Chapter 4.1

This element identifies legal or procedural restrictions imposed on individuals wishing to see the collection. If restricted by donor, identify the terms and length of the restriction. If restricted by law, identify the applicable statue, law, etc.

 *Unrestricted access.*

 *Series 12 is closed to researchers until the death of the donor.*

Diaries are restricted by donor until May 1, 2021.

 Collection is stored off-site. Forty-eight hours advance notice required to access collection.

 Use copies have not been made for all of the audiovisual series at this time. Researchers must contact repository in advance for access to these materials.

 Access to student records is governed by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g

⮚ **Conditions Governing Use**

MARC21: 540 (Terms Governing Use and Reproduction Note)

EAD: <userestrict>

🕮 DACS: Chapter 4.4

This element contains information about terms governing the use of materials after access has been provided. It includes, but is not limited to, preservation concerns regarding the use of the original form, copyright, film rights, donor-imposed restrictions, etc.

 *Due to preservation concerns, researchers are required to use the [microfilm copy/photocopy].*

 *Volumes may not be photocopied.*

 *Letters and manuscripts by [name] may not be reproduced without the written permission of [name].*

####  ⮚ Alternative Form Available

MARC21: 530 (Additional Physical Form Available Note)

EAD: <altformavail>

🕮 DACS: Chapter 6.2

This element is used when the repository possesses **both** the original records and an additional copy of the records in a different physical format. <If the collection has been microfilmed, add an additional Physical Description element reflecting the microfilm copy>

*Also available on microfiche.*

 *Minutes also available on microfilm.*

 *Typewritten transcripts available in repository.*

⮚ **Location of Originals**

MARC21: 535 (Location of Originals/Duplicates Note)

EAD: <originalsloc>

🕮 DACS: Chapter 6.1

This element is used **only** when the original records are not held by the repository. If the originals are held by another repository, give the name and location of that repository.

 *Originals at the University of Vermont, Special Collections Department, Burlington, Vt.*

 *Originals in possession of donor.*

 *Original diaries in possession of donor, 1989.*

⮚ **Bibliography**

MARC21: 581 (Publications about Described Materials Note)

EAD: <bibliography>

🕮 DACS: Chapter 6.4

This element contains information about publications by authors who have made **major** use of the materials described. List the title, author, publisher, and date in the note.

 *Dolly Lunt Burge diary published in: A Women's War-Time Journal / with introduction and notes by Julian Street. J.W. Burke Co., 1927.*

 *Photographs published in: Vanishing Georgia / by Georgia Dept. of Archives and History. Athens : University of Georgia Press, c. 1982.*

⮚ **Related Material**

MARC21: 544 (Location of Other Archival Materials Note)

EAD: <relatedmaterial>

🕮 DACS: Chapter 6.3

This element may contain the location of related materials held in other repositories and identifies specific collections which are related to the materials being described. Do not confuse with <separatedmaterial>, which provides information about materials that have been separated or physically removed from the described materials but that are related to them by provenance.

 *Madison Tucker papers, Filson Historical Society, Louisville, Kentucky.*

 *John Kunkel Small collection, Smithsonian Institution, Washington, D.C. and Small family papers, New York Botanical Garden, New York, N.Y.*

⮚ **Separated Material**

MARC21: 544 (Location of Other Archival Materials Note)

EAD: <separatedmaterial>

🕮 DACS: Chapter 6.3

This element identifies materials that are associated by provenance to the described materials that have been physically separated or removed.

 *Emory University also holds the private library of Ted Hughes. These items have been cataloged individually. Search for them using the heading Hughes, Ted, former owner.*

 *Photographs contained in this collection have been transferred to the University Photographic Collection.*

⮚ **Acquisition information**

MARC21: 541 (Immediate Source of Acquisition Note)

EAD: <acqinfo>

🕮 DACS: Chapter 5.2

This element identifies the immediate source from which the described materials were acquired by the repository. Can include the date(s) and method(s) of acquisition, along with any non-confidential information deemed useful by the repository.

 *Gift, 1967.*

 *Purchase, 1998, with subsequent additions.*

 *Loaned for microfilming, 1976.*

⮚ **Custodial History**

MARC21: 561 (Ownership and Custodial History)

EAD: <custodhist>

🕮 DACS: Chapter 5.1

This element can be used to indicate any unusual conditions or developments in the history of the collection.

 *Originally received as part of the Raoul family papers.*

 *Originally collected by Nathan Brown, then purchased by James Kaplin at auction and donated to the Coastal Historical Society.*

⮚ **Citation**

MARC21: 524 (Preferred Citation of Described Materials Note)

EAD: <prefercite>

🕮 DACS: Chapter 7.1.5

This element contains the format for the citation of the described materials that is preferred by the custodian of the record. <The preferred citation is usually formed from the Title Statement.>

 *[identification of item], Julia Child papers, Schlesinger Library, Radcliffe Institute, Harvard University, Cambridge, Mass.*

Collection Description

⮚ **Biography/History**

MARC21: 545 (Biographical or Historical Data)

EAD: <bioghist>

🕮 DACS: Chapter 2.7

The Biography or History element contains **brief and concise** biographical information about an individual or historical information about an organization, institution, or event that has been used as the creator.

The **biographical** note is designed as a brief history of the person or family the collection relates to. Information can be abbreviated if researchers can be referred to other sources. A biographical sketch of an individual can include:

* full name, married name, pseudonyms
* place and date of birth and death
* formal education
* place and length of residence
* marriage and names of children
* occupations or life work
* significant accomplishments and achievements
* important relationships with other people or organizations
* family relationships, if multi-generational

*Mildred Hicks (1880-1961), Socialist reformer of Thomasville, North Carolina. She and her sister, Mary Hicks (1875-1966) a retired teacher, became Socialists in 1915. During the Depression they began work in a movement to limit the size of fortunes and inheritances developing the "Five Day Plan" (1931) and its revision the "Work-for-All Plan" (1933).*

*Jesse Mercer (1769-1841), Baptist clergyman, served intermittently as clerk of the Georgia Baptist Association (1795-1816) and as its moderator (1816-1839), editor of the Christian Index (1833-1839), helped to establish Mercer University, resided in Washington, Georgia.*

The **historical** note contains a brief overview of the evolution of a business/organization and can include:

* the official name of the organization
* organizational name changes
* location of the organization
* when it was established and dissolved (if applicable)
* primary functions
* names of the people involved with the organization (if significant)
* divisions of the organization (if necessary)

*The American Jewish Welfare Federation was formed in 1967, the result of a merger of the Jewish Community Council, Jewish Welfare Fund, and the Federation of Jewish Charities. In 1978, its name was changed to the American Jewish Federation. The Federation and its predecessors addressed charitable, social, educational, and community relations issues among the Jewish Americans.*

The Muscogee Manufacturing Co. (Tupelo, Miss.), a textile firm, was established in 1867 by Colonel George Parker Swift. In 1963, the Company merged with Elementcrest Mills, Inc.

⮚ Scope and Content

MARC21: 520 (Summary, etc.)

EAD: <scopecontent> <abstract>

🕮 DACS: Chapter 3.1

The scope and content element summarizes, in narrative form, the contents of the entire collection. This element may include an introductory sentence followed by information on types of records, subjects covered, functions documented, major correspondents, and significant people, events, and places discussed. It also reflects any weaknesses in the collection including date gaps.

# **General introductory sentence**

 *The collection consists of the papers of William Todd from 1862-1864.*

 *The collection consists of a microfilm copy of the diaries of Tim Baker from 1812-1814.*

 *The collection consists of materials relating to the War of 1812 collected by John Check.*

 *The collection consists of the records of the Colorado Springs Chapter of the National Audubon Society from 1956-2003.*

 *The collection consists of the records of the Society of Florida Bird Watchers, and its predecessors, the Florida Birders, and Birders of Florida, from 1964-2000.*

* **Types of records included**

 *The papers include correspondence, diaries, printed material, and photographs.*

 *The records include administrative files, minutes, committee records, publicity files, and audiovisual materials.*

* **General content**

 *The collection documents Todd's service in Company B of the 12th Texas Infantry Regiment during the Civil War.*

 *The records reflect the organization's activities relating to the civil rights movement in Arkansas.*

* **More specific information regarding the contents of particular types of records, both strengths and weaknesses.**

 *The correspondence includes letters from family members, business associates, and publishing companies.*

 *The diaries reflect the hardships of war including food shortages and camp life, but contain little information regarding specific battles.*

 *The diaries document his travels from Washington, D.C. to Atlanta, Georgia and describe in detail stays in the cities of Petersburg, Virginia; Charlotte, North Carolina; and Greenville, South Carolina.*

 *The writings include both poetry and prose, but do not include any of his short story works.*

#  *Major correspondents include Ciaran Carson, Ted Hughes, Derek Mahon, Medbh McGuckian, and James Simmons.*

# **Cross references to other parts of the collection**

 *Correspondence relating to Ward's involvement in the National Labor Relations Board can be found in Series 4.*

**Example of Scope and Content for organizational records**

*The collection consists of the record book of the Frances E.W. Harper Literary and Social Circle of Baltimore, Maryland from 1915-1929. The record book contains the minutes for each meeting, recorded by the secretary of the organization; financial records concerning payment of dues and costs for outings; and occasional committee reports. Of particular interest are the reports of the Anniversary Committee, which contain the budget for the yearly occasion in detail. The outing was not held in 1928 due to a shortage of cash and the closing of the banks in Baltimore.*

**Example of Scope and Content for personal papers**

The collection consists of papers of Jesse Mercer from 1813-1841. The papers consist entirely of correspondence to and from Mercer discussing the business of the Georgia Baptist Association, Baptist education, the establishment of the Hickory Log School in the Cherokee Nation for the education of Indians, Columbian College, and Mercer Institute at Penfield (Ga.). Correspondents include David Benedict, Lucius Bolles, Thomas Curtis, Wilson Lumpkin, Basil Manley, Littleton Meeks, Henry J. Ripley, Billington M. Sanders, and Adiel Sherwood.

## ⮚ **Arrangement**

MARC21: 351 (Organization and Arrangement of Materials)

EAD: <arrangement>

🕮 DACS: Chapter 3.2

This element describes the manner in which a collection has been subdivided into smaller units such as a collection divided into series.

*Organized into three series: (1) Writings by Dell, (2) Diaries, and (3) Correspondence.*

*Organized into three subseries: (1.1) Poems, (1.2) Prose, and (1.3) Scripts.*

Describes the pattern of arrangement within the collection being described (e.g. alphabetical, by record type, unarranged).

 *Arranged by record type.*

 *Arranged in chronological order.*

 *Arranged in numerical order by case number.*

 *Arranged alphabetically by military unit, and then chronologically.*

⮚ **Other Finding Aids**

MARC21: 555 (Cumulative Index/Finding Aids Note)

EAD: <otherfindaid>

🕮 DACS: Chapter 4.6

This element is used to describe any other finding aids to the materials being described.

 *Name index to selected correspondents available.*

 *Calendar of correspondence available in repository.*

Additions to Living Collections

⮚ For a small amount of material, interfile additions into existing folders, adding additional folders if necessary. You can renumber the folders or add a supplemental folder and give it an alphabetical designation.

**Box Folder Contents**

7 10 Correspondence to Betty, 1944

*7 10a Correspondence to Betty, 1945*

7 11 Correspondence to Betty, February - September 1946

⮚ For larger amounts of additional material, physically interfile material by adding a supplemental box and giving it an alphabetical designation.

**Correspondence, 1940-1947**

**Box Folder Contents**

7 9 Correspondence to Betty, 1940-1943

7 10 Correspondence to Betty, 1944

7 11 Correspondence to Betty, February - September 1945

*7a 1 Correspondence to Betty, October - December 1945*

*7a 2 Correspondence to Betty, January - March 1946*

*7a 3 Correspondence to Betty, April - June 1946*

*7a 4 Correspondence to Betty, July - December 1946*

⮚ For larger amounts of additional material, physically add box to end of collection and interfile it intellectually in the container list.

**Correspondence, 1940-1947**

**Box Folder Contents**

7 9 Correspondence to Betty, 1940-1943

7 10 Correspondence to Betty, 1944

7 11 Correspondence to Betty, February - September 1945

*21 1 Correspondence to Betty, October - December 1945*

*21 2 Correspondence to Betty, January - March 1946*

*21 3 Correspondence to Betty, April - June 1946*

*21 4 Correspondence to Betty, July - December 1946*

⮚ For unprocessed additions in large collections with series, consider creating an "Unprocessed additions" series

Series 12 Additions

 Box 21-22

**Box Contents**

21 Unprocessed additions

22 Unprocessed additions

Publishing Finding Aids

**In-House**

* Paper-based finding aids [usually filed in binders - alpha order by creator]
* Subject guides

**Internet**

* HTML/PDFs
* National Union Catalog of Manuscript Collections [NUCMC] <http://www.loc.gov/coll/nucmc/index.html>

A free-of-charge cooperative cataloging program operated by the Library of Congress. NUCMC catalogers will produce bibliographic records in OCLC WorldCat and associated authority records for collections, based on data sheets that you provide to them.

Eligibility requirements:

located in the United States or its territories

open on a regular basis to researchers

unable to contribute national-level cataloging to OCLC WorldCat

* Content Management Systems for Archives

Open source full archival management systems capable of providing a means of publishing finding aids, or may serve as an additional distribution channel for collection descriptions. Many have tools to aid in EAD creation, provide instruction opportunities, and have developed best practice guidelines. Examples include ARCHON, Archivists’ Toolkit, ArchivesSpace, Cuadra STAR/Archives (commercial), and Eloquent (commercial). For detailed information on these and other commercial tools, refer to Lisa Spiro’s 2009 report for CLIR, Archival Management Software at <http://clir.org/pubs/ reports/spiro2009.html>, or to the associated wiki at <http://archivalsoftware.pbwiki. com/>.

* ArchivesGrid <http://archivegrid.org/web/index.jsp>

A discovery system, managed by OCLC, focused on archival materials, ArchiveGrid provides online access to nearly a million descriptions of archival collections held by thousands of libraries, museums, historical societies and archives worldwide.

Getting Feedback

**For visiting researchers:**

Finding Aid Revision Form

❒ Correction(s) to a finding aid

❒ Issue(s) with materials in collection

**MSS Number:** \_\_\_\_\_\_\_\_\_\_

**Collection Name:**

**Box #** \_\_\_\_\_\_\_\_\_\_ **Folder #** \_\_\_\_\_\_\_\_\_\_ **Other** \_\_\_\_\_\_\_\_\_\_

**Description of item:**

**Please explain correction needed/problem found:**

OPTIONAL: If we have questions, may we contact you?

Submitted by:

Email address:

**For remote researchers:**



Reappraisal and Deaccessioning

In 2012, the Society of American Archivists released new *Guidelines for Reappraisal and Deaccessioning*. The Guidelines include guiding principles, definitions, step-by-step process for reappraisal and deaccessioning, checklists and forms, and a bibliography. Available at <http://www2.archivists.org/sites/all/files/GuidelinesForReappraisalAndDeaccessioning-May2012.pdf>

Archives and manuscript collection repositories should be encouraged to consider reappraisal and deaccessioning as part of good collections management practices. Deaccessioning does not always mean destruction.

Deaccessioning could be used to achieve the following objectives:

* To make split collections whole
* To correct faulty appraisal at the time of acquisition
* To comply with law (replevin)
* To assess collecting strengths and collecting focus
* To implement a change in a repository's mission
* To better balance research potential of collections with the necessary allocation of resources for their care and preservation

Some of the guiding principles include:

* The process should be systematic.
* The process should be transparent.
* Each step needs to be thoroughly documented.
* Reappraisal and deaccessioning can be implemented across the full range of an institution's holdings or applied only to individual collections as the institution's circumstances warrant.
* The guidelines are applicable to an entire collection or a portion of a collection.
* There are legal and ethical considerations.
* Plan for the future now.

Arrangement & Description

Procedures manual

[Source: Manuscripts, Archives, and Rare Books Library, Emory University]

**I. Accessioning**

 A. Legal transfer of collections

 B. Physical transfer of collections

C. Storage of newly accessioned materials

 D. Accession record

 E. Gift acknowledgement form

 F. Collection files

 G. Shelf list

 H. Accessioned only sheets in finding aid books

 I. Monthly accession report

**II. Arrangement**

A. Principles of arrangement

 1. Provenance

 2. Respect des fonds (Original order)

3. Holmes' level of arrangement

 B. Preparing for arrangement

 1. Preliminary research

 2. Arrangement and description work plan

 3. Notification of processing

C. Processing/Physical arrangement

 1. Determining series/subseries

2. Sorting

 3. Collecting descriptive notes during processing

 4. Separation form

 5. Weeding

 6. Preservation during processing

7. Special considerations

 8. Restricted material

 9. Photocopies of manuscript material in other repositories

10. Additions to collections

 11. Storage of collections

**III. Description**

 A. Descriptive standards

 B. Finding aids

 1. Cover sheet/front matter

 2. Collection description

 3. Container lists

 4. Name indexes

 C. MARC cataloging procedures

 D. EUCLID catalog records

 E. Encoded Archival Description (EAD) record

**IV. Deaccessioning**

 A. Justification for deaccessioning

 B. Manuscript collection deaccessioning and transfer

 C. Processing discards and weeded materials

**V. Administrative Requirements**

 A. Reporting procedures

 B. Archival supplies

 C. Arrangement and Description Manual

**VI. Exhibits**

 A. Planning and development

 B. Document selection

 C. Graphics

 D. Exhibit preparation

 E. Publicity

 F. Preservation monitoring

 G. Exhibit removal

Processing manuals

# Archives of American Art. *Guidelines for Processing Collections with Audiovisual Material,* 2015. <http://www.aaa.si.edu/files/documentation/2015-aaa-av-processing-guidelines.pdf>

Beinecke Rare Book and Manuscript Library. *Processing Manual*, 2015.

<http://beinecke.library.yale.edu/processing-manual>

Philadelphia Area Consortium of Special Collection Libraries (PACSCL). *Surveying and Minimal Processing Manual*, 2010.

<[clir.pacscl.org/wp-content](http://clir.pascsl.org/wp-content)/uploads/2009/07/Survey\_and\_Processing-Manual.pdf>

University of California. *Guidelines for Efficient Archival Processing*, 2012.

<http://libraries.universityofcalifornia.edu/groups/files/hosc/docs/\_Efficient\_Archival\_Processing\_Guidelines\_v3-1.pdf>

University of North Carolina Chapel Hill’s wiki, *How to Proceed: A Procedures Manual for the Southern Historical Collection and General Manuscripts*, 2012.

<http://www2.lib.unc.edu/wikis/archproc/index.php/How\_to\_Proceed:\_Introduction>

University of Texas Arlington. *Archives and Manuscripts Processing Manual*, 2011.

 <http://library.uta.edu/sites/default/files/processing-manual.pdf>

Arrangement and Description Quarterly Report

August-October 2015

Accessions

⮚ New collections [complete list]

**Origination: Moore, Undine S. MSS1155**

**Title Statement: Undine Smith Moore papers**

Linear ft.: 47 Volumes: Items:

Description: Papers of African American composer Undine Smith Moore, including correspondence, manuscript scores of her compositions, subject files, writings, notebooks, photographs, sheet music, and other printed material.

**Origination: Penn, Robert E., 1916-1976 MSS1152**

**Title Statement: Robert E. and Lois H. Penn papers**

Linear ft.: 6 Volumes: Items:

Description: Addition to the papers of African American minister Robert E. Penn and his wife, Lois, including photographs, correspondence, and Reverend Penn's sermons, notes and other papers related to First Baptist Church of Gary, Indiana. The addition also includes African American sheet music and film recordings.

⮚ Additions [selections]

**Origination: African American miscellany MSS1032**

**Title Statement: African American miscellany**

Linear ft.: Volumes: Items: 10

Description: Correspondence from and printed material about Hale Woodruff, African American artist. The correspondence is addressed to a Princeton University professor and discuss Woodruff's interest in the Alain Locke Society, a Black Arts group.

**Origination: African American photograph collection MSS958**

**Title Statement: African American photograph collection**

Linear ft.: Volumes: Items: 5

Description: Five photographs of African American individuals, including three of the National Baptist Publishing Board in Nashville, Tennessee.

**Origination: Andrews, Benny, 1930-2006 MSS845**

**Title Statement: Benny Andrews papers**

Linear ft.: 25 Volumes: Items:

Description: Additions to the papers including correspondence, subject files, printed material, writings by Benny and Raymond Andrews, material related to the Benny Andrews Foundation, and notebooks of clippings and photographs.

**Origination: Coker, Gylbert MSS1042**

**Title Statement: Gylbert Coker papers**

Linear ft.: 1.5 Volumes: Items:

Description: Addition to the papers of Gylbert Coker, including material relating to the Art Across the Park projects, and other correspondence, writings, printed material, and audiovisual material.

**Origination: Harrison, Paul Carter, 1936- MSS1149**

**Title Statement: Paul Carter Harrison papers**

Linear ft.: 6 Volumes: Items:

Description: Addition to the papers of African American playwright Paul Carter Harrison, including printed material, audiovisual material, and writings.

**Origination: Ku Klux Klan. MSS885**

**Title Statement: Ku Klux Klan collection**

Linear ft.: Volumes: Items: 2

Description: 1 blank membership card for the National Knights of the Ku Klux Klan in Stone Mountain, Georgia (circa 1976) and one flyer entitled "Praise God for Aids," distributed by the Crusade Against Corruption, circa 1987.

Processing completed

**Willis, Deborah, 1948- MSS1157**

**Carl Van Vechten: American Portraitist exhibit materials**

.25 linear ft.

Collections currently in process

|  |  |  |
| --- | --- | --- |
| **Collection** | **Processor** | **Projected opening/completion** |
| Ed Bullins papers | Laura and team |  |
| Sally Fitzgerald papers | Susan and team | November 2015 |
| John A. Sibley papers | Randy and team | December 2016 |
| Southern Christian Leadership Conference records | Sarah and team | January 2017 |
| Leon Sullivan papers | Elizabeth and team | October 2015 |
| Robert W. Woodruff papers: Blueprints and plat maps | Randy and team | Ongoing |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Arrangement & Description: Yearly Processing Plan |   |   |   |   |   |   |   |   |   |   |   |   |
|  |  |  | **FY2015** |  |  |   |   |   |   |   |   |   |   |  |
|  |  |  | **Q1** |  |  | **Q2** |  |  | **Q3** |  |  | **Q4** |  |  |
|   | **Objectives, Tasks, and Milestones** | **Staff** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul**  | **Aug** |
|  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **4.2** | **Process manuscript collections** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2.3 | Southern Christian Leadership Conference records | CO/SQ | > | > | > | > | > | > | > | > | > | > | > | > |
| 4.2.4 | Sally Fitzgerald papers  | SPM/KH | X |   |   |   |   |   |   |   |   |   |   |   |
| 4.2.5 | Leon Sullivan papers  | ER | > | > | > | X |   |   |   |   |   |   |   |   |
| 4.2.6 | John A. Sibley papers (CF grant) | RG | S | > | > | > | > | > | > | > | > | > | > | > |
| 4.2.7 | Harry Duncan papers  | LC | S | X |   |   |   |   |   |   |   |   |   |   |
| 4.2.8 | Eliza Paschall papers (additions) | LC |   |   | S | > | > | > | > | X |   |   |   |   |
| 4.2.8 | John O. Killens papers (additions) | ER |   |   |   |   | S | > | > | > | > | > | X |   |
| 4.2.9 | Father Divine papers | SPM |   | S | X |   |   |   |   |   |   |   |   |   |
| 4.2.10 | Paul Muldoon papers (additions) | LC |   |   |   |   |   |   |   |   | S | > | X |   |
| 4.2.11 | Ed Bullins papers | ER |   |   |   |   |   |   |   |   |   |   |   | S |

Processing Report

2014-2015

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| MSS | Origination | Title statement | L.F. | BV | OBV | OP | Items | Processor | Notes |
| 963 | Adams, Lawrence L. | Lawrence L. Adams papers | 0.50 |  |  |  |  | ER |  |
| 845 | Andrews, Benny | Benny Andrews papers |  |  |  |  |  | Eliz. S | Ongoing |
| 715 | Bottoms, David | David Bottoms papers |  |  |  |  |  | SK | Ongoing |
| 901 | Brodsky, Joseph | Joseph Brodsky collection | 0.25 |  |  |  |  | ER |  |
| 927 |  | Camille Billops and James V. Hatch Archives at Emory University |  |  |  |  | 86 | SPM/ER |  |
| 1 | Candler, Asa Griggs | Asa Griggs Candler papers |  |  |  |  | 2 | ER |  |
| 3 | Candler, Charles Howard | Charles Howard Candler papers | 6.00 |  |  |  |  | SPM |  |
| 826 | Churchwell, Robert | Robert Churchwell Papers | 0.25 |  |  |  |  | ER |  |
| 232 | Cuala Press | Cuala Press collection |  |  |  |  | 1 | ER |  |
| 923 | Delilah Jackson | Delilah Jackson papers |  |  |  |  |  | SS | Ongoing |
| 281 |  | Documents, Georgia |  |  |  |  | 4 | ER |  |
| 896 | Ellis, James Nimmo, 1863-1931 | James Nimmo Ellis papers | 0.25 |  |  |  |  | ER |  |
| 906 | Ellison, Alice Roberta Parks | Alice Roberta Parks Ellison papers | 0.5 |  |  |  |  | ER |  |
| 1008 | Fisher, Rudolph, 1897-1934 | Rudolph Fisher collection | 0.25 |  |  |  |  | ER |  |

Separate storage areas for: L.F.=linear feet/ /BV=bound volumes/OBV=oversized bound volumes/ OP=oversized papers

Collection Use Statistics 2011-2015

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SCRC UNIT/ Collection No.** | **Title Statement** | **2014-2015** | **2013-2014** | **2012-2013** | **2011-2012** | **Totals** |
|  |  |  |  |  |  |  |
| **POLITICAL PAPERS** |  |  |  |  |  |  |
| PP 02 | Carbondale Peace Center records | 0 | 2 | 7 | 1 | **10** |
| PP 03 | Peace Coalition of Southern Illinois records | 0 | 2 | 0 | 1 | **3** |
| PP 05 | Paul Simon papers | 25 | 3 | 2 | 20 | **50** |
| PP 06 | Clarence Harmon papers | 30 | 12 | 0 | 0 | **42** |
| PP 11 | Stanley Harris collection of Carbondale Planning Commission | 0 | 0 | 1 | 4 | **5** |
| PP 12 | League of Women Voters Jackson County (Ill.) records | 2 | 12 | 0 | 3 | **17** |
| PP 13 | Richard Whitney papers | 0 | 4 | 0 | 0 | **4** |
| PP 17 | Southern Illinois Citizens for Peace records | 0 | 1 | 0 | 1 | **2** |
| PP 19 | Elbert Waller papers | 0 | 2 | 0 | 0 | **2** |
| PP 20 | Victoria Woodhull-Martin papers | 10 | 1 | 10 | 4 | **25** |
| PP 21 | Gordon Stein collection of Robert Green Ingersoll | 0 | 0 | 0 | 1 | **1** |
| PP 23 | Honor Our Men's Efforts (HOME) records | 0 | 1 | 0 | 2 | **3** |
| PP 26 | David Ibata collection of Cairo racial strife  | 9 | 1 | 2 | 7 | **19** |
| PP 27 | Beatrice Stegeman collection on Civil Rights in Southern Illinois | 1 | 0 | 0 | 5 | **6** |
| PP 28 | Carbondale Foundation for Better Environment records | 0 | 0 | 0 | 1 | **1** |
| PP 29 | CW Runt Bishop papers | 0 | 0 | 0 | 6 | **6** |
| PP 30 | Sierra Club, Shawnee Group records | 0 | 1 | 0 | 0 | **1** |
| PP 32 | Women’s Club of Carbondale records | 2 | 0 | 0 | 0 | **2** |

Learn More About Arrangement & Description:

A Selected Bibliography

Listed are general readings relating to arrangement and description. These are not related to specific materials.

Carmicheal, David W. Organizing Archival Records: A Practical Method of Arrangement and Description for Small Archives, 3nd edition. (Walnut Creek, CA: AltaMira Press, 2012).

Desnoyers, Megan, "When is it Processed?" In Maygene F. Daniels and Timothy Walch, eds. *A Modern Archives Reader* (Washington, D.C.: National Archives Trust Fund Board, 1984): 309-325. (Originally published in *Midwestern Archivist* VII: 2 (1982): 5-23).

Greene, Mark A. and Dennis Meissner, "More Product, Less Process: Revamping Traditional Archival Processing," *American Archivist* 68/2 (Fall/Winter 2005): 208-263.

Hackbart-Dean, Pam and Slomba, Elizabeth, *How to Manage Processing in Archives and Special Collections.* (Chicago: Society of American Archivists, 2012)

Holmes, Oliver W. "Archival Arrangement—Five Different Options at Five Different Levels." In Maygene F. Daniels and Timothy Walch, eds. *A Modern Archives Reader* (Washington, D.C.: National Archives Trust Fund Board, 1984): 162-180. (Originally published in *American Archivist* 27 (January 1964): 21-41)

Meissner, Dennis and Mark A. Greene, "More Application while Less Appreciation: The Adopters and Antagonists of MPLP," *Journal of Archival Organization* 8:2 (2010): 174-226.

Prom, Chris and Thomas Frusciano, ed. *Trends in Archives Practice: Archival Arrangement and Description* (Chicago: Society of American Archivists, 2013)

Roe, Kathleen D. *Arranging & Describing Archives & Manuscripts* (Chicago: Society of American Archivists, 2005).

Schellenberg, T. R., "Archival Principals of Arrangement," *A Modern Archives Reader* (Washington, DC: National Archives Trust Fund Board, 1984): 149-161.

Society of American Archivists, Technical Subcommittee on Reappraisal and Deaccessioning, "Guidelines for Reappraisal and Deaccessioning," 2012. Available at: <<http://www2.archivists.org/sites/all/files/> GuidelinesForReappraisalAndDeaccessioning-May2012.pdf>

Terms to Remember

**Accession:** To take legal and physical custody of a group of records or other materials and to formally document their receipt.

**Appraisal:** Appraisal is the process of determining whether records and other materials have permanent (archival) value. Appraisal may be done at the collection, creator, series, file, or item level. Appraisal can take place prior to donation and prior to physical transfer, at or after accessioning

**Arrangement:** The process of organizing materials with respect to their provenance and original order, to protect their context, and to achieve physical and intellectual control over the materials.

**DACS:** is an acronym for *Describing Archives: A Content Standards*. DACS is a set of rules for describing [archives](http://en.wikipedia.org/wiki/Archives), personal papers, and [manuscript collections](http://en.wikipedia.org/wiki/Manuscripts). The descriptive standard can be utilized for all types of archival material. In 2004, DACS was adopted by the [Society of American Archivists](http://en.wikipedia.org/wiki/Society_of_American_Archivists) as an official SAA standard.

**Description:** The process of analyzing, organizing, and recording details about the formal elements of a record or collection of records, such as creator, title, dates, extent, and contents, to facilitate the work's identification, management, and understanding

**EAD:** is an acronym for Encoded ArchivalDescription**,** an [XML](http://en.wikipedia.org/wiki/XML) standard for encoding archival [finding aids](http://en.wikipedia.org/wiki/Finding_aid), maintained by the [Library of Congress](http://en.wikipedia.org/wiki/Library_of_Congress) in partnership with the [Society of American Archivists](http://en.wikipedia.org/wiki/Society_of_American_Archivists).

**Finding aid:** a description of records that gives the repository physical and intellectual control over the materials and that assists users to gain access to and understand the materials.

**MARC:** is an acronym, used in the field of [library science](http://en.wikipedia.org/wiki/Library_science) that stands for [MAchine-Readable](http://en.wikipedia.org/wiki/Machine_readable) [Cataloging](http://en.wikipedia.org/wiki/Cataloging). The MARC standards consist of the MARC formats, which are standards for the [representation](http://en.wikipedia.org/wiki/Representation) and [communication](http://en.wikipedia.org/wiki/Communication) of bibliographic and related information in machine-readable form, and related documentation. It defines a [bibliographic](http://en.wikipedia.org/wiki/Bibliography) [data](http://en.wikipedia.org/wiki/Data) format that was developed by the [Library of Congress](http://en.wikipedia.org/wiki/Library_of_Congress) beginning in the 1960s. It provides the [protocol](http://en.wikipedia.org/wiki/Communications_protocol) by which [computers](http://en.wikipedia.org/wiki/Computers) exchange, use, and interpret bibliographic information. Its [data elements](http://en.wikipedia.org/wiki/Data_element) make up the foundation of most [library catalogs](http://en.wikipedia.org/wiki/Library_catalog) used today.

**Processing:** The arrangement, description, and housing of archival materials for storage and use by patrons.

**Reappraisal:** The process of identifying materials that no longer merit preservation and that are candidates for deaccessioning.

**Records:** Used for the official, active papers of an organization or institution or individual in pursuance of legal obligations or in the transaction of business. This is all recorded information, regardless of media, made or received by the organization/institution in the transaction of its business.

**Sampling:** The process of selecting items from a collection to stand for the collection as a whole. In appraisal, sampling may be used to select a representative portion of records for preservation from a large series that will not be preserved in its entirety.

**Sorting:** The process of organizing things into different groupings or in a particular order.

**Weeding:** The process of identifying and removing unwanted materials from a larger body of materials.

Adapted from *Describing Archives: A Content Standard* (Society of American Archivists, 2004) and *Glossary of Archival and Records Terminology* (Society of American Archivists, 2005) <http://www.archivists.org/glossary/>