



TULANE UNIVERSITY SPECIAL COLLECTIONS ACCESSIONING AND PROCESSING MANUAL

A guide to acquiring and processing archival
collections

TUSC Collection Management Team
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1	INTRODUCTION	2
2	TULANE UNIVERSITY SPECIAL COLLECTIONS: VISION, MISSION, AND VALUES	3
3	THE COLLECTIONS AT TUSC	5
4	COLLECTION CARE OVERVIEW	6
5	APPROACH TO PROCESSING	7
5.1	STAGES OF ACQUISITION AND PROCESSING	8
5.1.1	<i>Baseline control</i>	9
5.2	LEVEL OF EFFORT FOR EFFICIENT PROCESSING	9
6	PRE-PROCESSING ACTIONS	10
6.1	ACQUISITION	11
6.2	INTAKE	11
6.3	ACCESSIONING	12
6.3.1	<i>Accessioning LaRC, SEAA, or HJA New Acquisitions</i>	13
6.3.2	<i>Accessioning Additions</i>	14
7	PROCESSING	15
7.1	PROCESSING PROPOSAL	16
7.2	ARRANGEMENT	17
7.3	PRESERVATION AND CONSERVATION	20
7.3.1	<i>Preservation</i>	20
7.3.2	<i>Conservation</i>	21
7.4	ENCLOSURES AND OTHER HOUSING DECISIONS	21
7.4.1	<i>Housing Photographs</i>	22
7.4.2	<i>Housing Oversized Materials</i>	22
7.4.3	<i>Housing Audiovisual and Electronic Media</i>	22
7.4.4	<i>Custom Housing</i>	23
7.4.5	<i>Housing Separated Materials</i>	24
7.4.6	<i>Labeling Enclosures and Other Housing</i>	24
7.4.7	<i>Housing Reprocessed Collections</i>	30
7.5	PROCESSING AN ADDITION TO A COLLECTION	30
8	DESCRIPTION AND PUBLIC ACCESS POINTS	31
8.1	LEVELS OF DESCRIPTION	32
8.1.1	<i>Single-Level Description</i>	32
8.1.2	<i>Multi-Level Description</i>	33
8.2	ELEMENTS OF DESCRIPTION	34
8.2.1	<i>Required Elements</i>	35
8.2.2	<i>Optional Elements</i>	49
8.3	APPROVAL OF FINDING AIDS	55
9	ARCHIVESSPACE RECORD CREATION GUIDE	56
9.1	GENERAL SETUP	57
9.2	ACCESSION RECORDS	57
9.2.1	<i>Creating an Accession Record</i>	57
9.2.2	<i>Accession Record Fields</i>	58
9.3	RESOURCE RECORDS	65
9.3.1	<i>Creating Resource Records</i>	65
9.3.2	<i>Resource Record Fields</i>	66

9.4	AGENT RECORDS.....	74
9.4.1	<i>Creating Agent Records</i>	75
9.4.2	<i>Adding Agent Links to an accession or resource record</i>	80
9.5	SUBJECT RECORDS.....	80
9.5.1	<i>Creating Subject Records</i>	82
9.5.2	<i>Adding Subject Records to an accession or resource record</i>	84
9.6	TOP CONTAINER AND LOCATION.....	84
9.7	RAPID DATA ENTRY.....	85
9.8	EVENTS.....	86
10	POST-PROCESSING.....	87
10.1	POST-PROCESSING DOCUMENTATION.....	87
10.2	UPDATING A FINDING AID.....	88
10.3	ACCOUNTING FOR MISSING ITEMS.....	88
11	REVIEW FOR HARMFUL AND NON-INCLUSIVE DESCRIPTION.....	89
12	DEACCESSION PROCEDURES.....	89
13	CONCLUSION.....	90

1 Introduction

This manual is a guide to the acquisition and processing of archival collections at Tulane University Special Collections (TUSC). It includes local practices drawn from professional standards and best practices that instruct staff, students, and interns in accessioning, arranging, describing, and preserving archival materials in all formats to ensure long-term access to TUSC collections. Its creation aligns with the mission, vision, and values of TUSC (see Section 2 below) and originates from a mandate from the department’s leadership to create a robust user-centered archival processing program by the Collection Management Team (CMT). To achieve the goal set forth in the mandate, the Collection Management unit relies on a holistic view of acquiring and maintaining archives that allow for a flexible application of efficient and iterative processing techniques in all aspects of management. By remaining flexible and applying efficient and iterative techniques, CMT implements standardized practices and procedures to establish **baseline control**¹ of collections across all collecting repositories in TUSC.

Tulane University Special Collections unified its collecting repositories—the Louisiana Research Collection (LaRC), Hogan Archives of New Orleans Music and New Orleans Jazz (HJA), Southeast Architecture Archives (SEAA), Tulane University Archives (UA), and Rare Books—into one department in 2018 with a shared services model for collection management and access. See Section 3 below for more information about each collecting repository.² Prior to 2018, the level of collection control and access to collections, including required documentation for acquisition, standards for description and physical long-term management of archival material, differed for all repositories. The variations in level of control required different solutions for each repository to bring all collections to a baseline level of control.³ Such solutions included collection assessments, shelf surveys, and other data collection projects designed to

¹ See Section 5 for more on the meaning of baseline control in this context.

² University Archives workflows can be found in the UA Transfer and Processing Guidelines [temp title]. The Rare Books collection is not currently under CMT oversight for accessioning and processing.

³ At the time of writing this version of the manual, TUSC does not have a baseline level of control of all its holdings. Data projects, surveys, and assessments are on-going to work towards this goal.

collate missing information and allow for further decision-making, prioritization, and processing activity on a collection possible.

Since 2018, in coordination with the TUSC curatorial unit, we established standardized acquisition and accession procedures that ensure the capture of administrative and descriptive information, which is maintained in our shared online network and in our collection management database. The requirement for all collections to have baseline control also allows CMT staff to quickly diagnose the needs of a collection lacking specific information; the capture of this information allows decisions to be made about a collection with transparency and clear justification. We can also justify prioritization and application of efficient and iterative actions to provide **baseline access**.⁴ These guidelines document those procedures and workflows.

These guidelines are the result of collaboration with colleagues, research of professional standards, and consultation of manuals and guidelines created at other institutions. This manual should be used in tandem with the [Tulane University Libraries' Guide to Creating Inclusive and Reparative Archival Description](#) and the [TUSC ArchivesSpace Reference Manual](#) when creating a finding aid. For a list of resources used in the creation of this manual, see Appendix A.

Several appendices have been created for quick reference at the end of this manual. See Appendix B for a list of forms and other documents used while processing. See Appendix C for a glossary of acronyms used throughout this manual.

This manual will continue to evolve with our own personal and professional growth as an extension of our commitment to ongoing learning and reflection. Revisions are managed by the Head of Collection Management and the Collections Management Team.

This guide was created by current and past members of the Collections Management Team. The current version was drafted in 2021 and finalized in 2024.

2 Tulane University Special Collections: Vision, Mission, and Values

Vision

Tulane University Special Collections (TUSC) inspires actions that transform our world by creating pathways to evolving understandings of the past and present.

Mission

In service to Tulanians, New Orleanians, and our global community, our staff works together to facilitate the broadest possible access to the resources in our care. Guided by professional best practices, standards, and ethics, we use our expertise to:

- Select and acquire unique or rare materials essential to the study of New Orleans and its surrounding areas, including books archives, university records, architectural drawings, audio and visual recordings, and ephemera.
- Provide care to our holdings through preservation, description, digitization, and management.

⁴ Baseline access in this context refers to both internal access and external access. See Section 5 for more on the meaning of baseline access in this context.

- Investigate and employ technology to increase accessibility and facilitate use.
- Engage with the Tulane community, as well as the larger research community, through reference, instruction, workshops, and one-on-one consultations.
- Curate and design physical and digital exhibitions, develop public programming, and create digital content to promote our resources.
- Collaborate with our local, national, and international colleagues and partners to increase awareness of how archives and special collections, and the professionals that care for them, are integral to education in all its forms.
- Create space for critical inquiry, creativity, interdisciplinary conversation, and communal discovery.

Values

Celebrating New Orleans and its residents: We are passionate about promoting the distinct vibrancy of our city. We promote awareness of the significant contributions New Orleanians have made to local, national, and international culture and society. We honor the diverse communities and cultures embedded here, and concurrently strive to learn from our global counterparts. We encourage conversations that promote a sustainable future for New Orleans and its inhabitants.

Prioritizing access and use: Users are at the center of our work and are considered at every stage of collections care. We employ flexible practices that enable efficient access to our holdings, and continually investigate new methodologies and technologies that support increased access. We are strategic in promoting collections use, seeking cross-disciplinary and collaborative partnerships that connect us to new audiences. We believe access and use are fundamental to responsible stewardship, and that this honors our commitment to the people who trust us with their histories.

Growing our staff and leading our profession: We are committed to developing leaders on our campus and in our field. Our staff is encouraged to be curious, embrace new challenges, and not be afraid of failure. Our ambitions are nurtured, and our accomplishments are celebrated. We believe that cultivating a highly skilled staff who is empowered to act with confidence makes us better learners, teachers, and collaborators.

Upholding responsible stewardship: We select, acquire, care for, and promote our collections as an intentional and thoughtful endeavor. Strategic planning, resource allocation, project development, and priority setting are informed by qualitative and quantitative data and are undertaken collaboratively. We promote transparent practice by ensuring policies, procedures, and information about our holdings are documented, easy to find and understand, and available for both staff and our community. These activities help make our staff's labor visible and foster a culture of accountability.

Embracing transformative care: Patriarchal white supremacy permeates our profession, our institution, and our culture, and it oppresses our staff and our community. To confront this, we begin by reflecting on our practices and actions, and then seek to reimagine them as tools for promoting anti-racism, diversity, equity, and inclusion. We are committed to learning and developing new ways of operating that demonstrate sensitivity and humility, so that we can begin to establish trust among ourselves and with the communities we serve. We strive to elevate the expertise and lived experiences of the creators and communities documented in our collections. We aim to honor the complexities of their stories, and we respect their right to self-identify and self-describe. We care for the collections, but people are always our priority.

3 The Collections at TUSC

Tulane University Special Collections (TUSC), a part of Tulane University Libraries, includes five collecting areas (or units):

- University Archives (UA)
- Hogan Archive of New Orleans Music and New Orleans Jazz (HJA)
- Southeastern Architectural Archive (SEAA)
- Louisiana Research Collection (LaRC)
- Rare Books Collection (RB)

More information on what is collected in each unit can be found in the [Collection Development Policy](#).

Each collecting area is managed by a curator who is an expert in their field. Units comprise of an array of unprocessed, semi-processed, and processed collections, many of which are available to researchers via [HTML's online search portal](#), [Tulane Library's Special Collections Search](#), and as part of the [Tulane University Digital library](#). Collections are primarily housed in Jones Hall and at offsite storage at the Annex on Norman C. Francis Blvd. Rare Books are stored on the 6th floor of Howard Tilton Memorial Library.

CMT oversees collection management for HJA, LaRC, SEAA, and University Archives. The policies and procedures in this manual apply to HJA, LaRC, and SEAA collections. Separate policies and procedures for the UA unit are currently in draft. At this time, CMT is not responsible for accessioning and/or processing print collections, such as those in the Rare Books collection or print material acquired by LaRC.

Researchers are given access to archival materials by appointment in the TUSC Reading Room located in Jones Hall, room 202. For more information on researcher and reading room policies, see [Visitor Information](#) on the TUSC webpage.

TUSC collections contain a variety of formats that span several centuries and include, but are not limited to:

Book and paper

- Blueprints
- Bound volumes (binders, ledgers, notebooks, pamphlets, scrapbooks)
- Drawings
- Glass plate negatives
- Manuscripts (handwritten, typed)
- Maps
- Newsprint
- Photographs
- Watercolors

Magnetic, optical, and electronic media

- Audio cassettes
- Betacam
- CD/DVDs
- Digital audio tape (DAT)

- Film
- Floppy disks
- Lacquer records
- MiniDVs
- Open reel ¼ inch tapes (reel-to-reel)
- Shellac 78s
- U-matic cassettes
- VHS cassettes
- Vinyl records
- Zip drives

When processing a collection, it is important to understand how to handle, store, and describe these types of materials to ensure long-term preservation and facilitate access. This manual covers how our archival processing program facilitates long-term access through preservation. See Section 4 for more information on collection handling and care, and Appendix A for further resources on the subject.

4 Collection Care Overview

Collection storage practices at TUSC historically varied by repository. We acknowledge that these differences inhibit safe access and do not always follow best practices for long-term storage of rare and unique material. Safe access requires effective protective enclosures and visible identification on every enclosure to ensure users (both staff and patrons) can safely access the collection and return it to its known location for long-term storage. Former collection storage practices may have resulted in situations that make access difficult: heavy boxes that are unsafe for paging from a shelf; boxes that have been damaged over time and no longer protect the material housed within; enclosures and labels that have fallen off or have lost buffering and become acidic over time. Much of this endangers our ability to safely steward collections and creates a risk of damage and disassociation of an item, folder, or box from its collection. We include these issues in our assessments when considering processing and reprocessing to ensure baseline control and access are met.

The cornerstone of collections care involves the mitigation of risk to our accessioned collections to ensure long-term access by staff and patrons. Collections work requires understanding how to mitigate risk facing the safety and long-term health of collections. These risks are defined as the Agents of Deterioration.⁵ Many materials also contain inherent vice,⁶ which hastens deterioration of the object and requires specialized supports and enclosures to safely store and handle them. All collections are at risk of theft, loss, and disassociation from their parent collection if not properly identified, labeled, and located in our collection management system. All staff working with unique cultural heritage material must understand the risks facing collections stored within a repository. There are steps you can take daily while using collections at all stages of collections work that reduce such risks.

⁵ Physical forces, thieves and vandals, fire, water, light, pests, pollutants, temperature, humidity, and disassociation. For more on the Agents of Deterioration, see <https://www.canada.ca/en/conservation-institute/services/agents-deterioration.html>.

⁶ Inherent vice, n. 1. the tendency of material to deteriorate due to the essential instability or interaction among components. *SAA Dictionary of Archives Terminology*, <https://dictionary.archivists.org/entry/inherent-vice.html>. Accessed 8 February 2024.

For extensive instruction on handling specific types of formats, see the [TUSC Handling and Care Guidelines](#) and the [Safe Handling of Library and Archival Materials Tutorial](#). For emergency response procedures related to mold discovery, see the [Mold Emergency Info Action Sheet](#).

General guidelines for handling collections include:

- Handle collection materials with clean, washed hands. Avoid lotions and other scented items before handling materials.
- Work on surfaces clear of dirt and debris. Clean your work surface afterwards with a damp cloth (water only, no chemical cleaning solutions) if collections leave dust or debris after use.
- **Only use pencils** in collection storage and processing areas.
- Ensure all material fits safely on the table; do not stack folders or papers that may slide off or let overhang your workspace.
- Never lean on or write on top of collection items or folders.
- Do not leave collection material exposed for extended periods of time. Return items to folders and boxes when leaving your work area.
- Always use acid-free paper flags or signage to identify boxes and material in-process. **Never use sticky notes on collection items or boxes.** Commercial adhesives are highly acidic and damaging.
- Always use nitrile gloves to handle photographs, film, and metal objects.
- Never consume food or beverages in workspaces where collection work is being done or collection storage areas. Use containers with **secure, spill-proof lids** at your desk and stored on the floor at your feet.
- Never use rubber bands, paper clips, Plastiklips, binder clips, or fasteners of any kind on collection materials, as these can be highly damaging.
- If you find evidence of mold, pests, leaks, or other damaging situations, let someone in Collection Management know immediately.

When in doubt, ask Collection Management staff for help.

Designated areas for assessment, evaluation, processing, and handling collections are available in the Riverside Room, the Lakeside Room, and in Rooms 300 and 310 of Jones Hall. The Riverside room, Lakeside room, and Room 310 provide ample table space for collections work and appropriate shelving for collections in process. Room 300 of Jones Hall is designated as a staging area for exhibits and loans, whether to preview material during the selection process or to prepare material for display.

5 Approach to Processing

The goal of archival processing is to ensure long-term preservation of collections and prepare collections for use. At TUSC, we are committed to ethical stewardship of our collections and have incorporated recent thinking about extensible, efficient, and iterative processing methods developed by our colleagues in the archives field to eliminate accessioning and processing backlogs.⁷ This manual also explains how we incorporate practical, efficient workflows that will increase access to collections and transparency of our processes. Many decisions are made throughout processing a collection and it is our responsibility to each other, our donors, collection creators, our researchers, and our repository to adhere to practices that promote respect, care, and transparency.

⁷ See Appendix A for a list of articles and books that have influenced our thinking around this topic.

Extensible processing is a method of processing that establishes a benchmark or baseline to be met for access to collections to 1) alleviate processing backlogs, and 2) put collections into the hands of researchers faster.⁸ This allows archivists to share materials quickly while collecting enough information for possible reassessments and reprocessing down the line, as use or other needs arise. *Our approach to processing includes the concepts of extensible processing while acknowledging that we are working with two backlogs, one for accessioning and one for processing; the extent of both backlogs is unknown.* It is paramount that we work towards gaining a better understanding of the extent of our backlogs and the scope of the collections in them while also incorporating efficient techniques in processing that provide a pathway to safely access the material.

5.1 Stages of Acquisition and Processing

Archival processing encompasses several stages, all of which support access and use. The following four stages and each of their phases are discussed in-depth in this manual:

Pre-processing

- Acquisition
- Intake survey
- Accessioning

Processing

- Processing plan
- Physical and intellectual organization of materials (arrangement)
- Preservation and conservation interventions
- Description of collection in finding aid

Post-processing

- Online publication of the finding aid
- Promotion of the collection
- Use by staff and public
- Iterative review of finding aid, collection storage, and preservation needs

Reprocessing/Additional processing

- Assess current state of collection, including housing, arrangement, and documentation
- Reprocessing plan
- Finding aid revision

By engaging in pre-custodial and intake interventions (which is described in more detail in Section 6) we can do our best to responsibly maintain baseline control of the collection and prepare a collection for access. The steps we take during pre-processing help to put the collection into a processing queue that best suits its needs and allows for access based on the curatorial priority and other factors involved in addressing those needs. What, then, is baseline control? See the next section.

⁸ See Dan Santamaria's influential book, *Extensible Processing for Archives and Special Collections: Reducing Processing Backlog*.

5.1.1 Baseline control

Baseline control at TUSC means that we have enough data about a collection to identify the who, what, and when about a collection.⁹ This must be documented before any action can be taken on a collection. In the context of archival work at TUSC, the following situations must be established for **baseline control**:

- Appropriate documentation establishing transfer of legal rights and stipulations for the collection has been secured;
- The collection has been formally accessioned according to current local and professional standards, and has been included in our online collection management system;
- There is information about extent, condition and other barriers to access, and known locations of all parts of the collection.

For incoming and newly acquired collections, the pre-processing stages ensure that this information is gathered and recorded in the appropriate places. Once baseline control is established for any collection in the accessioning and processing queue, we can determine the level of processing, reprocessing, and prioritization iteratively. From here, access can be granted to all or parts of the materials without compromising the integrity of the collection.

For collections in the accessioning and processing backlog, the collection may go through a variation of the pre-processing stages to establish baseline control to collect the required data for taking action on a collection. What does this mean for collections in the accessioning and processing backlogs, which include legacy collections? Access should be considered in relation to whether or not we have baseline control.

The minimal data required for **baseline control** is:

- Donor information
- Donor agreement or deed with legal transfer, duly executed
- Rights and restriction information known
- Extent (linear feet and/or container summary)
- Shelf location assigned in stacks
- Condition and other barriers to access known

When we have the above information about a collection, we can confidently prioritize and make decisions about a collection. While TUSC does not provide access to unprocessed collections, a curator may grant access to a collection in special cases. For this workflow, it's critical we have at least the above information to ethically provide access and understand limitations to access and use depending on the collection's status.

5.2 Level of Effort for Efficient Processing

The intake procedures and assessments we perform during acquisition give us the opportunity to collect the above information, which, in turn, allows us to determine the level of effort needed to prepare the collection for access and use. For processing or reprocessing, after we obtain baseline control of a

⁹ Concept borrowed from Chapter 2 of Audra Eagle Yun's *Archival Accessioning*.

collection, CMT can determine how much time and effort a processing archivist should spend processing a collection. We do this by assigning a value to determine the *level of effort*¹⁰ going into processing. This value is based on:

- Curatorial priority
- Condition/physical needs
- Extent

A rubric to determine the level of effort for processing a collection will be used for both legacy and newly acquired collections. No matter the level of effort, when a collection is prioritized for processing or reprocessing, the work will *always include steps to ensure*:

- The collection has, at minimum, DACS single-level required description
- Review and remediation of harmful or non-inclusive language
- Labeling on all enclosures with collection title and identifier
- Shelf locations assigned in stacks

Outside of the three required steps above, processing decisions, whether for newly acquired collections or backlog collections, will be documented in a processing proposal and follow the levels of processing tied to the level of effort rubric. Whether a collection is minimally processed and made immediately available, or if it requires more steps to make it accessible, additional notes will be made in the post-processing review section of the processing proposal to identify actions taken (or not taken) while the collection is being processed and/or reprocessed. See Section 7.3 for more information on processing proposals and Section 10 for more information on accession and resource records.

6 Pre-Processing Actions

The pre-processing stage encompasses actions taken from the time a collection is considered for acquisition by a curator to the collection being on-site and formally transferred to TUSC's legal holding. Pre-processing actions include acquisition, intake, and accessioning. Acquisition is the process in which curators bring collections into TUSC control: this phase is when legal documentation and other stipulations about rights and use are obtained *AND* curatorial priority is assigned. The intake phase of accessioning is conducted in collaboration between curators and CMT: this phase includes the first physical assessment to identify potential barriers to access and other issues. Accessioning is the responsibility of the Collection Management Archivist (CMA): this phase includes adding the collection to our database and assigning it a collection identifier.

Intake and accessioning are the first steps in collection processing.¹¹ Even before a collection arrives, we begin the work of processing by gathering essential information about the incoming materials, their provenance, contents, and condition. The more we know up front, the better we will be able to care for and provide access to our collections.

¹⁰ At the time of writing this manual, CMT is piloting a rubric that will determine level of effort and what each level means.

¹¹ See Chapter 2 of Audra Eagle Yun's *Accessioning as Processing* where she further defines the necessity of *baseline control* as engaging in pre-custodial and intake interventions to identify any barriers for use in the early stages of acquiring a collection.

The three phases of pre-processing are broken down into more detail in the following sections.

6.1 Acquisition

For information about what materials are considered for acquisition and why, refer to the [TUSC Collection Development Policy](#).

Prior to intake of a collection:

1. Curator asks donor about condition of material, custodial history, existing inventories, formats, and size of collection.
2. Curator notifies CMT of incoming accession (new collection or additions) as soon as possible and creates a corresponding file in the appropriate collecting unit folder in the [Accessions folder in the TUSC Box drive](#) to contain all acquisition forms and documentation. This becomes the Accession folder (or control file) for the collection.
 - a. File must be titled as [Donor Last Name], [Donor First Name] or [Donor Organization Name] if the donor is a business.
3. CMA adds collection title and donor name to the accession log on appropriate tab for the collecting unit.
4. Acquisition form is completed by curator and saved with deed of gift and any supplemental information gathered during the acquisition (inventory, photos) in the Accession folder for the collection.
5. Curator communicates expected arrival date of materials with CMT.
6. CMA identifies location for intake and temporary storage then adds this to the accession log.

6.2 Intake

This phase of pre-processing brings the collection into TUSC's custody. Our goal is to gather information about the collection's physical attributes, identify preservation concerns, stabilize it, and record its temporary location in our stacks. Doing this type of assessment will help gather information that aids in determining the needs of collections for preservation and access. Depending on the condition and existing arrangement of the collection, intake procedures can also assist in minimal processing that allows immediate access to the collection after accessioning.¹²

Intake can be performed by any member of CMT and should be conducted within 24 hours of receiving a collection (or as soon as possible if there are unavoidable scheduling conflicts) to ensure all materials have been received and there are no immediate hazards present, including mold or pests along with other damaging factors described in other sections.

If mold, pests, and/or other hazards are present in the materials, notify the Head of Collection Management **immediately**. Quarantine materials by tying them off in sealed plastic bags and label them with unit and collection ID (or donor name if no ID has been assigned). If mold is present, complete the Conservation Treatment Request form (found via the [Conservation & Preservation Resources libguide](#))

¹² CMT is working towards implementing an "accessioning as processing" style of intake for LaRC and HJA newly acquired collections and will include those procedures as they are developed.

and send to the Conservation Librarian for remediation. For other hazards, discuss the best course of action with Head of Collection Management.

If no mold and/or pests are in the collection, the collection should go through a general assessment and a box-level intake condition survey. During this process, assess the collection for the following things:

- Is all the documentation there? This includes a deed of gift/purchase receipt and inventory. If not, will that documentation need to be created by TUSC?
- Did TUSC receive all the expected materials (as discussed with the donor/seller)?
- What can be weeded at this time? (Magazines, newspapers, etc.?) What can be easily unframed or disbound (such as a 3-ring binder)?
- What condition is the housing in? Does the collection need to be rehoused immediately or will its current enclosure be sufficient until processing?
- What preservation concerns are visible? Should they be addressed immediately, or will the collection be relatively stable until processing?
- Are there any known restrictions on the materials? Do any materials fall under restricted categories such as FERPA, HIPAA, etc.?
- Are there any materials that may contain harmful, outdated, and/or offensive language and content?

The person doing the intake has two tools to use to record information about the acquisition. The first is required and, if time allows (and the collection is small), do both of the following:

- 1) The [General Assessment](#) (Airtable form) provides an overview of the collection at the time of acquisition and begins the ranking process based on condition and other barriers to access.
- 2) The [Intake Box Level Condition Survey](#) is a spreadsheet to collect box-level information about the contents and condition and can greatly assist in quickly locating AV formats and other issues. This survey could also form the basis for a box level inventory for a minimally processed collection.
 - a. Save this form in the collection's Accession folder in Box (mentioned above).

After intake is complete, the CMA will use the data collected to complete the Processing Effort Rubric.¹³ This rubric will be used to determine the level of effort required to process a collection, based on the housing and materials of the collection, curatorial priority, researcher needs, and staff availability.

6.3 Accessioning

Once a collection has been reviewed for hazards and has gone through the intake process, it is ready for accessioning. Accession records are administrative records that provide staff with intellectual and physical control of what we hold in our repository. Accessioning creates an official record for incoming collections by assigning them a unique identifier, preparing them for further processing and description, and incorporating them into TUSC's collection management system and physical holdings.

¹³ As mentioned earlier, this rubric is still in development at the time of writing this manual.

The CMA is responsible for recording all new accessions (new collections and additions to existing collections) in ArchivesSpace, the collection management system used by TUSC. Staff have control over what is published and what isn't; **accession records are NOT published**.

TUSC follows three separate accessioning workflows: one for acquisitions, one for additions, and another for University Archives accessions, transfers, and accruals. The workflow for accessioning UA materials is currently documented in a separate manual.¹⁴

6.3.1 Accessioning LaRC, SEAA, or HJA New Acquisitions

1. Create an entry for the collection in the [CMT accession log](#). Include all known information about the collection, including the processing priority and the approximate extent of the collection. Assign a Collection ID at this time, using the next available number. See the table below for more information.
2. Create an accession record on ArchivesSpace. See Section 9.2 for more information on creating accession records in ArchivesSpace.
 - a. Spawn a resource record from the completed accession record. This record will serve as a placeholder that will be updated and revised by the processing archivist.
3. Update the CMT accession log with the accession number and date from ArchivesSpace.

CMT Accession Log

The following fields are required in the [CMT accession log](#). These fields may be edited over the course of processing as more information is discovered about the collection or the collection is moved.

Note: The information required may be arranged in a different order in the CMT accession log, depending on which repository the collection belongs to.

Collection title	The title assigned to the collection (usually by the curator).
Donor	The entity that donated or sold the collection to TUSC.
Accession number	The number assigned to the accession record for the collection in ArchivesSpace. Will be [Unit]-[Date Accessioned]-[Order Accessioned]. Example: LaRC-20231129-01
Accession date	The date the collection was accessioned. For new collections, this date will correspond between the CMT accession log and the ArchivesSpace accession record. For legacy collections, this will be the date of the ArchivesSpace accession record.
Has resource record?	YES if the base resource record has been spawned in ArchivesSpace. ADDN if the addition has been connected to the parent collection. NO if there is no resource record.
Collection ID	The identifier for the collection. Will be [Unit]-XXXX. Find the next available number on the 'Available Collection ID#s' tab in the spreadsheet. Notate if an identifier is used on that tab as well.
Intake date	The date the collection arrived on site. Legacy collections: UNKNOWN if there is no record of when the collection arrived.
Approx. size	Approximate linear footage (if known); number and type of boxes.

¹⁴ At the time of writing this manual, the UA Manual is still in draft form.

Intake/shelf location	Location of the collection. May change over course of processing.
Processing priority	Assigned by curator in acquisition form. Options are HIGH, MEDIUM, or LOW.
Notes	Notate any related discovery projects, housing concerns, or other issues.

6.3.2 Accessioning Additions

All additions are recorded with a new accession record and linked to the related resource record and/or the collection's original accession record. In many cases, there will not be an 'original' accession record for a collection. Most of TUSC's collections do not have an accession record in ArchivesSpace for the initial donation or purchase, so information will need to be collected from the curator. However, collections that were accessioned after the initial migration of data into ArchivesSpace may have an accession record (meaning, any record where creation date is 2016-01-06T18:13:58Z or after).

For any work to be completed on a collection (processing, reprocessing, updates, additions) the curator will be required to complete an Acquisition form, scan any existing acquisition documentation, and create an electronic donor file as though it were newly acquired.

For additions to collections (processed or unprocessed) that have been accessioned post-2020:

1. Collections accessioned post-2020 should have an accession record and spawned resource record.
2. Curator completes an [Addition Acquisition Form](#) and saves it in the collection's accession folder in Box.
3. Curator secures addendum to deed of gift acknowledging addition.
4. Curator communicates to CMT that documentation is complete and the expected intake date (when known).

For additions being made to a collection (processed or unprocessed) that has a resource record but does not have an accession record in ArchivesSpace:

1. Curator creates electronic Accession folder in TUSC Box drive if one does not already exist and adds the Addition Acquisition Form.
2. Curator secures a deed of gift or an addendum to the original. If the original deed of gift exists in hardcopy, Curator scans and adds to electronic Accession folder.
3. Curator communicates to CMT that documentation is complete and the expected intake date (when known).

Once the above information has been communicated to CMT, the following steps should happen:

1. CMA adds addition information to the CMT accession log.
2. CMA creates accession record for addition in ArchivesSpace and links it to the parent collection resource record as a related accession.

See Section 9.2 for steps specific to the creation of accession records in ArchivesSpace. See the [ArchivesSpace Reference Manual](#) for rules and guidelines on formatting elements in an accession record.

7 Processing

Collection processing at TUSC is managed by the Collections Management Team (CMT), a unit within TUSC. CMT works collaboratively with curators from an early stage of collection acquisition to ensure safe transfer of new materials into our care. Once a collection has been physically and legally transferred to TUSC, CMT develops a plan to make the collection available to researchers and for its ongoing care.

Physical processing begins as soon as a collection arrives and throughout the intake and accessioning procedures, which collects essential information about a collection's condition, provenance, and existing arrangement (or lack thereof). Sometimes items are weeded at this stage and by the time a collection is assigned to a processing archivist, it will have already been at least minimally assessed to form a basic understanding of the collection's contents and needs. This information will be factored into the processing plan and will inform decisions made while processing.

The bulk of the physical processing activities will occur after the processing proposal has been approved and a plan is in place. Physical processing can include:

- Rehousing materials in archival folders and boxes
- Putting photographs into protective mylar sleeves
- Assessing formats and/or fragile items for custom housing or conservation needs
- Weeding duplicates, blank pages, trash, and other materials determined to be unwanted¹⁵
- Reordering and/or grouping materials

There are four phases to processing: creating a processing proposal, arrangement, preservation, and description. Arrangement of a collection may include a physical arrangement or rearrangement of materials, or an intellectual arrangement may be created to describe the materials in a manner conducive for research without physically rearranging the materials. Preservation steps include housing decisions, such as choosing the type of protective enclosures, finding housing solutions for material with special needs, and other activities to protect material and remove hazards. Preservation interventions may be performed by processing archivists, and conservation intervention is performed by a Conservation Librarian, depending on the severity of the issue. Description of a collection is primarily made available through the creation of a finding aid. Finding aids for TUSC are created and published via ArchivesSpace.

The four phases of processing are described in more detail in the following sections. Additionally, specific steps for processing additions to a collection are detailed as well. See Section 13 for a summarized reference list of the processing steps. While processing a collection, questions may arise that are not covered in this manual. In such cases, always discuss your question with the Head of CMT and/or the CMA.

¹⁵ Always flag materials or put aside before discarding and consult with Head of Collections Management or the Collection Management Archivist.

7.1 Processing Proposal

The processing archivist will create a [Processing Proposal](#) to be saved in the processing folder with all other working documents. While the proposal is not absolute, it should provide a framework for processing – whether the collection is processed immediately or years from its accessioning. For older, unprocessed collections that have been assigned to a processing archivist, a new processing proposal should be created prior to working with the collection. These proposals should be submitted to the CMA if created by processing archivists or to the Head of CM if created by the CMA.

Before completing the proposal:

- Consult the documentation in the TUSC Box Accession folder (arranged by donor last name).
- If there is not an intake survey, conduct a physical survey of the collection after reading existing documentation. There may already be a [General Assessment](#) in Airtable to provide an overview of the collection where it was assigned its ranking. Be sure to ask your supervisor if you do not have access to it.
- If box inventories exist, review and compare with materials, noting differences. If inventories don't exist, take time to familiarize yourself with the collection's contents and create a general inventory using a format (Word, Excel, etc.) to be saved in the processing folder. Use the box-level [Intake Box Level Condition Survey](#) as needed (consider the size of a collection before embarking on a condition survey).
- Take notes about potential series and the specific formats included in the collection.
- Determine if there will be different levels of processing for specific series.
- Assess preservation needs and note any changes since the intake survey.

To complete the proposal, consult documentation saved in the Accession folder and the Accession and Resource records from ArchivesSpace. Create a folder in the CMT Box [Processing folder](#) with the collection identifier and name as the title of the folder. This is where all processing documentation will be stored.

Processing Proposal Form

The processing proposal should contain the following information:

Name of Processing Archivist	CMT team member(s) who will work on processing the collection.
Date of Proposal	Date the proposal is being created.
Collection Identifier	Find in either CMT accession log or ArchivesSpace Resource record.
Collection Title	Descriptive title, unless otherwise specified by donor. Do not capitalize material type (i.e., Anne Rice papers).
Date range	Date(s) the materials were created. This may be updated after processing.
Abstract	Copy from curator acquisition form. If no form is available, write a brief description of the materials, including material type, amount, and creator (if known).
Collection status	Choose from: unprocessed, partially processed, needs reprocessing.
Imposed deadline by grant or donor?	Note any requirements due to donor or grant funding here.
Proposed or predetermined level of processing	How detailed will this processing be and why? Include justification for degree of processing. Note if that level of processing will be

	consistent throughout the collection or if specific series/subseries/etc. will need more in-depth processing.
Total number of boxes	Number and type of boxes the collection is currently housed in.
Approximate linear feet	Round to two decimal points. This number may change after processing.
Processing hours estimate	(Rate of processing metrics are currently in draft.)
Begin processing date	Date the processing archivist starts this project.
Complete processing date	Date the collection is processed and the finding aid published.
Shelf location	Final shelf location of processed collection.
Material types	Identify types of materials represented in the collection, i.e., photographs, Betamax, documents, correspondence, etc.
Current order/arrangement	How is the collection arranged prior to processing? Note if there are any patterns or order to the arrangement that could be maintained during processing.
Existing description and inventories	Copy text from curator acquisition form (if available). Link any inventories from Box.
Proposed arrangement	How the collection should be physically and/or intellectually arranged. Included justification for any major rearrangement.
Additional considerations	Include notes about preservation and conservation concerns. Also include any restrictions on the materials or materials that might be sensitive or harmful.
Supplies needed	List of supplies needed for physically processing. Exact amounts are not needed, just a list of supply types (i.e., Mylar sleeves, half-size document box, legal folders).

There is a section at the end of the document for a post-processing review. That section will be explained in further detail in Section 10.1. Leave that section blank until the collection is processed.

Once the processing plan has been completed, save the file as ‘CollectionIDProcessingProposal’ (i.e., LaRC353ProcessingProposal) in the collection’s Processing folder. The proposal is then submitted to the CMA if created by processing archivists or to the Head of CM if created by the CMA for review and approval.

7.2 Arrangement

Arrangement encompasses the activities required to organize collection materials in a manner that facilitates use. This phase of processing considers the collection’s provenance and existing order (or lack thereof) to preserve context and structure or impose structure when none exists. Without arrangement, description isn’t possible.

A proposed arrangement for the collection should be outlined in the Processing Proposal form; this is the organizational plan for the collection that will be described in the finding aid. It is subject to change as processing activities are carried out.

Arrangement is done to the level of processing determined by the score given by the Processing Effort Rubric (in draft). The granularity of the arrangement – that is, if the collection is processed at a box level, down to a folder level, or somewhere in between – will depend on the level of effort processing will

require. Granularity of arrangement can be consistent throughout a collection, or parts of the collection can be arranged and described in more detail. Additionally, iterative processing allows for more detailed arrangement description during re-processing if researcher or collection needs warrant it.

How the collection is organized, both physically and intellectually, impacts how the materials are accessed. Archival collections are described in the aggregate, meaning records are stored and categorized in groupings based on several factors such as theme, purpose of record, and format type.

For smaller collections, often a collection-level record will suffice to provide access, and minimal arrangement, if any, needs to happen. For larger collections or record groups, an organizational schema (a plan for arrangement) should be developed as a way to represent the collection's contents for researchers.

Since archival collections are arranged in the aggregate, it is up to the processing archivist to determine which organizational arrangement will be most useful to a researcher. There is no one-size-fits-all instruction for how a collection should be arranged, but there are some standard groupings that can help when deciding how a collection should be arranged. These groupings might include:

- Format-specific groupings, such as photographs or sound recordings
- Creator-specific groupings, such as various presidents over the span of an organization
- Chronological groupings, such as decades
- Subject groupings, such as research topics in an author's papers

These organizational categories often become series in the finding aid but are subject to change after work on the collection begins.

A note on arrangement of unidentified materials:

If unidentifiable materials exist, either in a series or as a grouping/series, they should always be arranged at the end of the run. For example:

- A series arranged chronologically would have the undated materials at the end of a series.
- Photographs grouped by subject would have unidentified subjects at the end.
- Miscellaneous materials that do not fit into established series could be grouped together as a final series of 'Unidentified Materials.'

When creating a plan for arrangement, archivists traditionally adhere to the principles of *provenance* and *original order*.

Provenance: a fundamental principle of archives, referring to the individual, family, or organization that created or received the items in a collection. The principle of provenance or the *respect des fonds* dictates that records of different origins (provenance) be kept separate to preserve their context.¹⁶ For example, photographs from one collection should not be removed and refiled within another collection even if the subject matter is the same, nor any other materials, as this destroys the contextual integrity of the collection.

¹⁶ SAA Dictionary of Archives Terminology. Provenance. <https://dictionary.archivists.org/entry/provenance.html>. Accessed 8 February 2024.

Original order: the organization and sequence of records established by the creator of the records.¹⁷ This principle is most applicable when processing institutional or corporate records where there is a clear sequence imposed by record creators and groups of records are arranged by function.

However, records are not always received in pristine “original order.” Personal papers and individuals’ collections might come to the archives in various states of disorder and require archivists to impose order to aid arrangement, description, and access. Additionally, when materials are clearly misfiled, they should be reunited with records from the same creator/origin. If there is no discernible original order, or if the original order of a collection prohibits access, the processing archivist should:

- Impose an order by creating a clear plan for arrangement that addresses physical and intellectual order.
- Adjust arrangement within series to better facilitate research within the materials. For example, correspondence might be arranged chronologically, while production files might be arranged alphabetically by title.

Intellectual arrangement applies to the information contained in an archival collection. It can provide an understanding of the intellectual relationship(s) between many disparate items in a collection.

Intellectual arrangement can exist either in concert with or separate from the physical arrangement of a collection. For example, a large collection of mixed materials could be physically arranged by format type, with A/V materials stored in box 1, photographs in box 2, papers in box 3, and so forth. It could then be described with an intellectual arrangement in the finding aid, where all materials related to event A from each box are grouped in series 1, and all events from event B are grouped in series 2.

Physical Arrangement

Box 1	VHS tapes (1990-1995)
Box 2	Prints, negatives (1990-1995)
Box 3	Flyers, promotional materials, vendor contracts, receipts, press kits

Intellectual Arrangement

Series 1: 1990 Festival		
	VHS tapes	Box 1, Object 1-2
	Prints, negatives	Box 2, Folder 1-3
	Promotional materials	Box 3, Folder 1-3
Series 2: 1991 Festival		
	VHS tapes	Box 1, Object 3-4
	Prints, negatives	Box 2, Folder 4-7
	Promotional materials	Box 3, Folder 4-9

A note on original order with harmful or outdated terminology:

Sometimes, the language used at the time of creation will be harmful and/or outdated. In many cases, this language is maintained and incorporated into the finding aid in order to provide context around

¹⁷ SAA Dictionary of Archives Terminology. Original order. <https://dictionary.archivists.org/entry/original-order.html>. Accessed 8 February 2024.

materials' creation and/or creator. This language in finding aids is meant to be an accurate reflection of the materials it describes and is not intended to be endorsed by TUSC, Tulane University Libraries, or Tulane University. See [Tulane University Libraries' Guide to Creating Inclusive and Reparative Archival Description](#) for more information.

7.3 Preservation and Conservation

Preservation actions are tasks that an archivist can confidently perform to maintain the health and longevity of the records in an archival collection. Conservation treatment is the work done by the Conservation Librarian in the laboratory that requires specialized training, skills, and equipment. Items that do not need conservation can be handled by the archivist. Such actions generally include cleaning, removing (some) damaging hazards, and providing protective enclosures. By following a deliberate approach, archivists can strategically take preservation actions facing large collections of various formats while identifying conservation issues to be discussed with conservation staff.

7.3.1 Preservation

[Preservation Techniques for Collections Work](#) contains further information about a variety of formats and the preservation actions that an archivist can take to ensure longevity of the collection. The [TUSC Handling and Care Guidelines](#) provide instructions on safely accessing a collection and how housing decisions impact use and longevity. You can also find instructions on how to use a pH pen, how to take documentation photographs, along with reference images of various preservation issues in those guidelines. Finally, see the [TUSC Preservation Glossary](#) for standardized and commonly used terms (many of which come from our colleagues in the conservation field) that describe condition and deterioration for the formats we handle.

The sections below highlight common preservation issues found when working with TUSC collections.

Fasteners

When a fastener has deteriorated to the point where it is damaging the item and/or adjacent items in a box or folder, or if it is obstructing access to information, remove it. There may be situations where you override this rule, but that will be determined by the level of effort applied to the project. This includes metal, plastic, and other kinds of fasteners such as:

- Rubber bands
- Paper clips
- Plastiklips (these are not archival—do not use)
- Binders
- Binder clips
- Metal pins
- Ties that restrict or reshape materials
- Staples

Encapsulation

- Enclose items prone to breakage or small and loose items in an acid-free envelope to prevent items from shifting around and falling out of folders.
- To facilitate safe removal of fragile items from an envelope, consider putting a sling around the item. A sling is a strip of acid-free paper folded around the item which serves as a pull tab.

- Use polyester sleeves for documents prone to breakage or that have content on both sides of the document. Sleeves should be an L-sleeve (sealed only on two sides like an “L”) unless otherwise advised. If the item is fragile, an acid-free backing should also be used.

Rolled/Folded Items

- If paper is strong enough to unroll with two people, select a flat, safe area to place and carefully unroll. Place weights and board to flatten the center; wait a couple of days to continue unrolling.
- If further breakage occurs, do not unroll. Set aside for conservation treatment.

7.3.2 Conservation

In some cases, collection materials will require attention from a conservator before it can be made available to researchers. Processing archivists should consult with the Head of CM or the CMA for guidance on whether conservation treatment will be necessary.

If conservation treatment will be required, the following steps should be taken:

1. Take photographs of the item(s) that clearly show how and where damage exists.
2. Rehouse damaged material(s) safely in clean (but can be previously used) archival box(es) for transport.
3. Complete a [Separation for Conservation form](#) and place in box where appropriate.
4. Complete a [Conservation Treatment Request](#) form.
5. Fill out information in the [CMT conservation tracking spreadsheet](#).
6. Contact Conservation Librarian about treatment and pickup.
7. Add an Event record in ArchivesSpace about materials in the collection that received treatment. See steps in Section 9.8 below for more information on creating an Event record.

7.4 Enclosures and other Housing Decisions

To help ensure long-term access to our collections, we perform a variety of preservation actions that attempt to mitigate inherent vice and external forces that promote deterioration. In cases where we need to repair damaged materials, we work with conservators, and during processing we track preservation concerns that might require specialized or custom housing (such as oversize bound volumes, audiovisual material, or digital media).

The level of intervention depends on the priority of the collection being processed. Discussion with your supervisor and information provided in the accession and collection file will determine the priority for the collection.

TUSC keeps pristine and reusable supplies on shelves in the Riverside and Lakeside processing rooms in Jones Hall. Archival housing that was once used but remains clean (void of dust and debris) can be reused as temporary housing for transporting material to conservation, an office, or any other place the material may be needed for use prior to being returned to their permanent storage location.

The following list is a basic guideline for rehousing:

- Use pencils and acid-free flags to 'label' boxes or divide records into sections. **Do not use Post-its or any other kind of adhesive or fasteners** on archival folders and boxes that are used to rehouse collections.
- Always add acid-free paper flags to new boxes with at minimum Collection ID and box number so there are no unlabeled mystery boxes left on the processing table or work area shelves.
- Avoid overstuffed and understuffed boxes. Over time if a box is understuffed, all material will slump and damage materials by adding curvature to the paper. Overstuffed boxes will potentially damage paper when removing it from the box.
 - Rigid supports and box fillers are available in Riverside and can be cut or folded down to an appropriate size.
- If some materials are too large and need to be separated out to oversized boxes and/or flat file drawers, notate their physical separation within the parent box.
 - See Section 7.3.6 for more information on housing separated materials.

Certain formats may require specialty housing and/or handling. The following sections detail TUSC policies and procedures for specific formats of materials and ordering custom housing.

7.4.1 Housing Photographs

- Wear gloves when handling photographs.
- Handle on clean, clear workstations.
- Ideally, house only 5-10 photographs per folder.
- Use inert polyethylene photo album sleeves for all prints that are 8x10 or smaller.
- Decisions about providing sleeves depends on volume of photographs and stability, per collection. Discuss the necessity of sleeves for photographs with your supervisor and/or the Head of CMT.
- Some photographs may require single mylar sleeves, such as mounted photographs with crumbling corners or photographs removed from a scrapbook that have corners or other ephemera still attached. Discuss the necessity of sleeves for photographs with your supervisor and/or the Head of CMT.

7.4.2 Housing Oversized Materials

Oversized materials that do not fit in standard archival containers may require custom housing to best support the materials.

- A general rule to follow when housing material is to keep $\frac{1}{4}$ to $\frac{1}{2}$ inch margin between the item and the edge of the sleeve or box. Be sure the box is not too big or too small but maintains a safe margin from the item.
- If there is significant empty space around materials in an oversized box, use spacers to fill the empty space and prevent sliding of the materials.
- Consult the Head of CMT or the CMA about housing decisions to determine the best approach.

7.4.3 Housing Audiovisual and Electronic Media

Due to the nature of audiovisual material, AV is separated from other formats and stored separately. Not every cassette or reel will be rehoused in the process, but it must be in protective storage. Depending on

the collection and the amount of audiovisual material, each item will be rehoused and labeled with the collection identifier and box number. Decision about how to handle AV will be dependent on the nature of the collection. How to handle AV in a collection can be addressed in the Processing Proposal.

A separation sheet should be used when moving AV from one part of the collection to another, *if original order is present*. Meaning, if a letter or photo album has a floppy disk or CD attached to it, then the disk or CD should be housed separately. Note with a separation sheet in which box the AV can be found.

If no original order is present, there is no need for a separation sheet.

Audiovisual materials are not available for playback until transferred off the carrier into a digital format. This conversion must be done by an outside vendor.¹⁸

7.4.4 Custom Housing

Custom housing refers to a specialized storage container that is created for a specific item or items.¹⁹ At Tulane Libraries, custom housing can be created two ways:

1. Using a vendor (HF Group preferred)
 - a. Measure item(s) leaving ¼ inch (or a few millimeters) around all edges. See these [Box Measuring](#) instructions. If the item is taller in some places than others (meaning, the boards are warped or the pages are thicker in one area than the other), be sure to measure at the highest point for width.
 - b. Fill out [order form](#).
 - i. Select e- or b-flute clamshell or telescoping lid KASEBoxes <https://archival-boxes.com/products/kaseboxes/>.
 - ii. Avoid using the phase box (adhesive Velcro fails over time).
 - iii. At minimum collection ID and name with box number should be stamped on to spine.
 - iv. Specialized support can be added to boxes if needed.
 - c. Send HF Group order form via email. Consult with them if special instructions are needed, such as specialized supports.
 - d. When custom housing is delivered, open all shipping containers to confirm delivery of entire order and nothing was damaged during shipping.
2. Using Conservation Lab
 - a. Ask the Conservation Librarian for a consultation about custom housing. They will more than likely ask to meet in person to see the item(s).
 - i. For good precedent to follow with housing solutions, ask your supervisor or the Head of CMT for examples.
 - b. When a solution is agreed to, follow instructions set up by Conservation Librarian for requesting custom housing.

¹⁸ At the time of writing, TUSC and TUL does not have an audio lab for inhouse reformatting.

¹⁹ See LaRC-1120, Anne Rice collection for good examples of custom housing created for non-standard sized materials by TUL's Conservation Librarian and for bound material created by a vendor.

7.4.5 Housing Separated Materials

If materials are separated from the body of a collection (due to size, format, or other issues), complete the following steps:

- Fill out the [TUSC Separation Sheet](#) and save it in the collection's processing folder.
- Print a copy of the form on acid-free bond paper and file in a folder at the end of the collection labeled 'Separated Materials.'
- In ArchivesSpace, add descriptive text to the Scope and Content note and an Arrangement note about the existence of separated materials.
- In ArchivesSpace, add instance(s) for separated materials and attach location(s) to each as needed.

7.4.6 Labeling Enclosures and Other Housing

Labeling must follow the formatting detailed below to prevent folders, sleeves, or other enclosures from being disassociated from the intellectual and physical arrangement of their parent collection. These are some general rules to follow:

- Information on a folder may go down to the subseries level.
- The series and subseries are always represented by a letter and number. Do not add the title of a series or subseries.
- Box labels only have collection title, collection ID, and box number.
- Folder labels will always contain the collection ID and the box/folder numbers.
- RESTRICTED label must be added to the folder if it contains restricted material.
- Do not add dates. Dates are not necessary unless required for disambiguation.

All folders and boxes should have printed labels. A guide to creating and printing various options for labels can be found in the [CMT policies manuals guidelines > Final > Labels](#) folder.

Labels for Document Boxes

Labels for boxes should be placed on the side of the box that will face the aisle. On document boxes, that side will be the side with a pull loop on the bottom seam. Labels should be placed roughly one inch above the bottom of the box. See the image below for an example. Boxes should be labeled using the following template (*replace X with the appropriate number and portions in brackets [] with appropriate text or number*):

Tulane University Special Collections (template with logo)
[Collection Name]
[Collection Identifier]

Box X



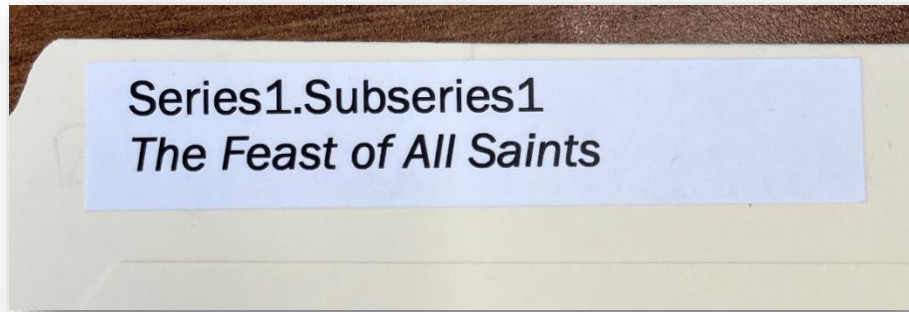
Labels for Flat Boxes

Labels for flat boxes use the same label as above but will be placed on the left edge of the long-side AND the left edge of the short side. This is to allow for storage either side with a label facing out.

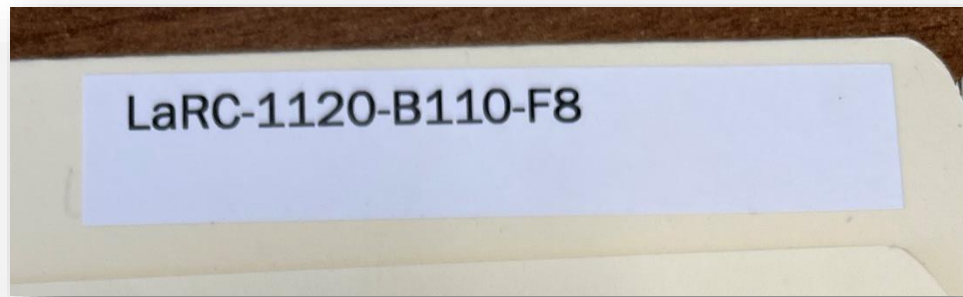


Labels for Folders

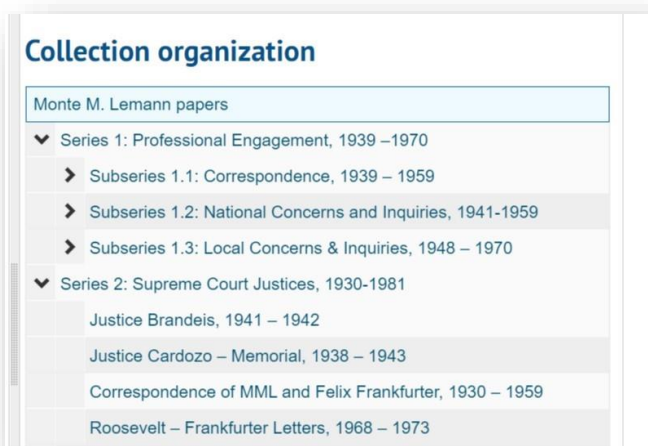
For folders, the **left side** of the folder should be labeled down to the most granular level it is processed to. For example, the Anne Rice collection is processed to a subseries level, so the folders are labeled as “SeriesX.SubseriesX,” with X being replaced by the appropriate number.



The **right side** of the folder should be labeled with the collection identifier, the box number, and the folder number, in the format [Collecting Unit]-[ID#]-BX-FX, with X being replaced by the appropriate number.



Instructions and templates for creating folder labels can be found [here](#).



Using the LaRC-1124, Monte M. Lemann papers, as an example, see the collection organization screenshot below and the folder title examples that follow. The Lemann papers has multiple series, but only one of those series has subseries.

Folder labels at subseries level (using screenshot above, see Subseries 1.1, and 1.2)

Series#.Subseries# Folder title	CollectionID-Box#-Folder#
Series1.Subseries1 Correspondence	LaRC-1124-B1-F1
Series1.Subseries1 Correspondence	LaRC-1124-B1-F2
Series1.Subseries1 Correspondence	LaRC-1124-B1-F3
Series1.Subseries1 Correspondence	LaRC-1124-B1-F4
Series1.Subseries1 Correspondence	LaRC-1124-B1-F5
Series1.Subseries1 Correspondence	LaRC-1124-B1-F6
Series1.Subseries1 Correspondence	LaRC-1124-B1-F7
Series1.Subseries2 National Concerns and Inquiries	LaRC-1124-B2-F1
Series1.Subseries2 National Concerns and Inquiries	LaRC-1124-B2-F2

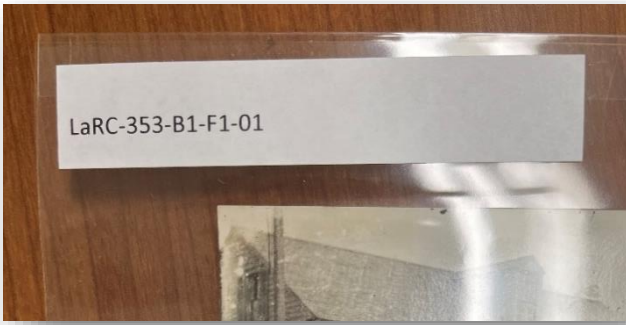
Folder labels at series level (using screenshot above, see Series 2)

Series# Folder title	CollectionID-Box#-Folder#
Series2 Supreme Court Justices	LaRC-1124-B6-F6
Series2 Supreme Court Justices	LaRC-1124-B7-F1
Series2 Supreme Court Justices	LaRC-1124-B7-F2

Labeling Mylar Sleeves

If objects within folders have been individually sleeved in mylar, those sleeves should be labeled as well. The label for mylar sleeves goes on the upper left corner of the sleeve. If the sleeve has an overlapping flap to close it, that flap should be on the back of the sleeve, opposite the label. Mylar sleeve labels should be formatted as [Collecting Unit]-[ID#]-BX-FX-XX, with X being replaced by the appropriate

number. The last X should be numbered sequentially for the number of objects in the folder. (See LaRC-353 for an example of mylar labeling.)



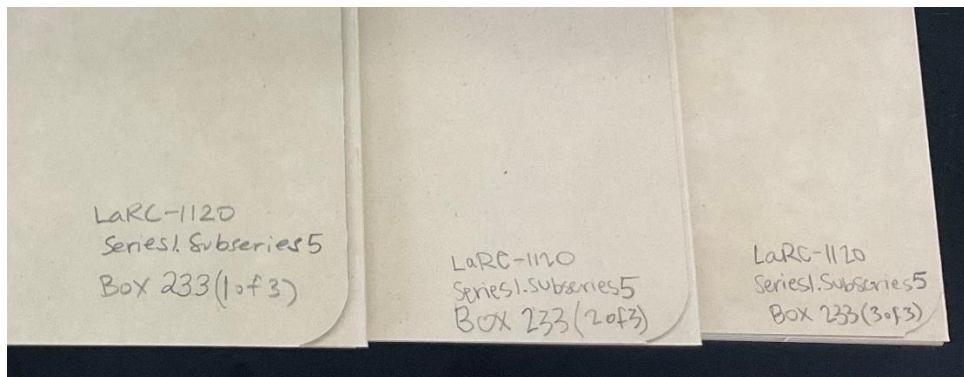
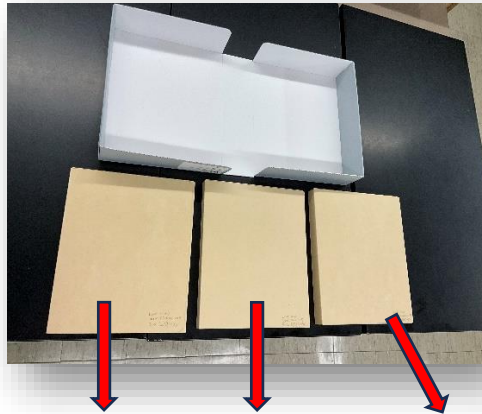
Labels on Four-Flap enclosures or other enclosures inside a box

We may also place a grouping, notebooks, or other items in custom-four flaps inside the custom boxes for extra protection. Multiple four-flaps should be placed inside the box with the following labelling on the right-hand corner.

Collection ID

SeriesX.SubseriesX (or represent only with series and subseries #, ex: 1.1)

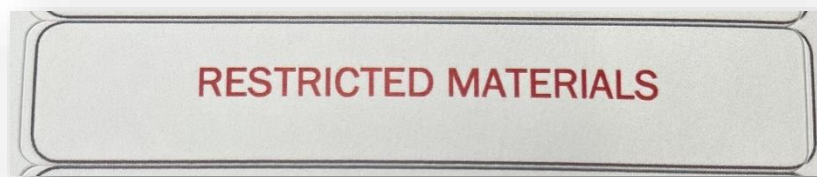
Box X ([current four-flap] of [total])



Labels for Restricted Materials

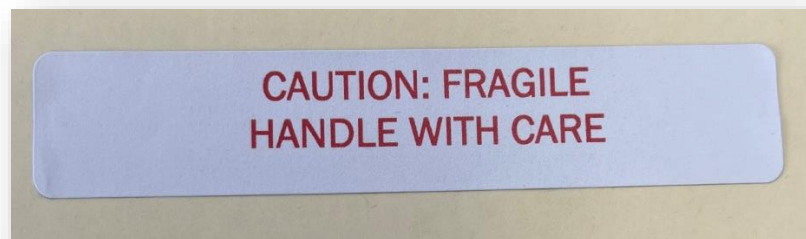
If a collection contains restricted materials, both the box and the folder those materials are contained in should be labeled with an acid-free adhesive label. Folder-sized restricted labels have been pre-printed for use. The template to print another sheet can be found [here](#).

If the item or material is in a custom box with other material, add a RESTRICTED label to the outside of the box and a RESTRICTED paper flag printed on bond paper on top of the item. Templates for RESTRICTED labels and flags can be found in the 'CMT policies manuals guidelines > Final' folder [here](#). Additionally, there are folder-level restricted labels pre-printed and available in Lakeside. The template can be found [here](#).



Labels for Fragile Materials

If a collection contains materials that should be handled carefully and/or minimally due to their fragile state, the box and folder containing those materials should be labeled. Folder-sized careful handling labels have been pre-printed for use and can be found in Lakeside. The template to print another sheet can be found [here](#).

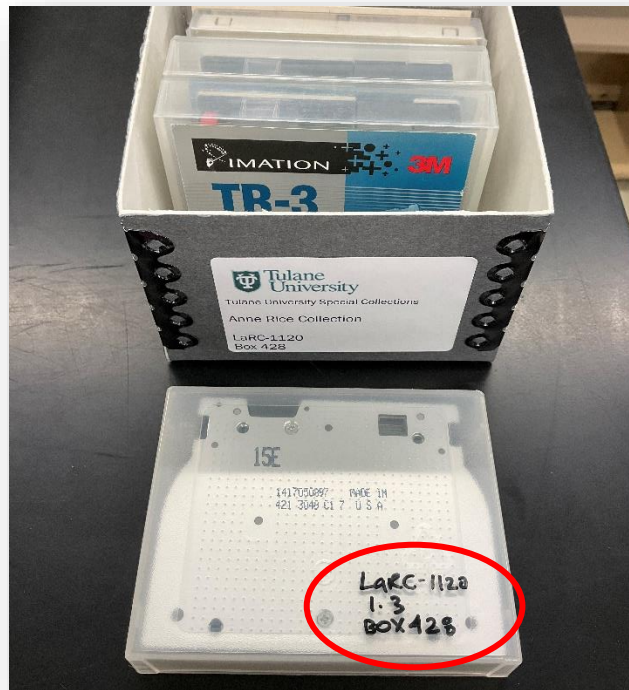


Labels for Audiovisual Enclosures

Use a PAT (Photographic Activity Test)²⁰ marker to write a label on carriers that cannot fit a label. Include:

- Collection Identifier
- Series # or Series.Subseries # (if applicable)
- Box #

²⁰ For more on the PAT, see <https://www.imagepermanenceinstitute.org/tests/pat.html>.



7.4.7 Housing Reprocessed Collections

- If folders are in good condition and do not need to be replaced, but have handwritten labels, they do not need to be relabeled.
- When rehousing collections, document any existing box and/or folder labels prior to rehousing to keep track of old box numbers to new box numbers (this information will remain in the processing folder in Box).
- When discarding old boxes and folder, strikethrough with a marker any previously existing labels before putting in trash bin.

7.5 Processing an Addition to a Collection

Depending on the size and contents of the addition, a Processing Proposal may or may not be necessary. If a collection has been processed, the addition will be added as a new series unless there is good reason to integrate the addition with existing series.

To process an addition:

1. Review documentation for addition in the collection's Accession folder or consult with the appropriate curator if one does not exist.
2. Add additions to already-processed collections at the series level. Additions will receive unique accession records and will be linked to the existing resource record and added as a series with a title that indicates that it is an addition and when it was added to the collection.
 - a. March 2022 addition
 - b. Metairie Women's Club 2022 addition

3. Add the following information at the series level in ArchivesSpace (as applicable):
 - a. Scope and Content
 - b. Access Restriction
 - c. Processing Notes
4. The following information for unprocessed additions should be added at the collection level in ArchivesSpace:
 - a. Date should reflect the new collection dates.
 - b. Extent (both linear feet and container summary) should reflect the new total size of the collection.
 - c. Conditions Governing Access note indicating the new series is unprocessed and subject to staff review prior to providing access.
 - d. Arrangement note should be updated to include the new series.
 - e. Processing information should include notes about what is/isn't processed.
 - i. Boxes x-x are unprocessed.
 - ii. Series X is partially processed.
 - f. Scope and Content note is updated to include information about the addition.
5. In many cases, additions can be rehoused in archival carton boxes or document boxes, labeled, and placed in the stacks next to the collection.
 - a. When this is possible, create printed box labels per instructions in this manual as you would when shelving processed collection boxes. See Section 7.3.6 for more information on making labels.

8 Description and Public Access Points

Description is an essential part of archival processing and required to make a collection discoverable and usable by researchers, staff, and other archivists. These guidelines will assist in the creation of a finding aid, which is the online public access point and guide to a collection that is created in ArchivesSpace (<https://archives.tulane.edu/>) and published via Tulane Library's integrated web search platform (<https://library.tulane.edu/>). Finding aids include information about collections that will help researchers understand the context, content, and availability of collection materials. This section contains TUSC local practices for description, while Section 9 will further detail how to use ArchivesSpace and the TUSC practices therein.

TUSC adheres to description standards outlined by [Describing Archives: A Content Standard \(DACS\)](#), which is a professionally administered and reviewed standard for creating format-agnostic finding aids that include a set of prescribed elements.

TUSC also adheres to [Encoded Archival Description](#), an XML markup language which is a professionally administered and reviewed standard for encoding metadata that describes primary sources, such as archives and records.

Archival collection materials are described in the aggregate, allowing for various levels of specificity ranging from the general to more granular levels of description for collections and the materials they contain.

8.1 Levels of Description

Basic description is created and added to the ArchivesSpace accession record during the accessioning process. Some of this description comes from the curator at the time of acquisition (via the TUSC Acquisition Form) and some is created by the Collection Management Archivist. After the accession record is complete, the final step is to spawn a placeholder resource record in ArchivesSpace, which serves as the beginning point for creating a finding aid. For some collections, the only information required for the finding aid to be published is the single-level DACS compliant required elements described below. For larger or other prioritized collections, an arrangement schema will have been established and documented in the processing plan by the processing archivist and their supervisor. The processing archivist may then continue processing the collection and create a multi-level description in the resource record.

Required elements are fields that all finding aids must include to be considered “complete.” When reviewing your finding aid, be sure that each of these elements are included; in many cases, you will add more than the required elements. See the [DACS online manual](#) for definitions, examples, and further information. See the Elements of Description in Section 8.2 below for information about local applications of these required and optional fields.

8.1.1 Single-Level Description

According to DACS, [Single-Level Required](#) elements describe archival material *at any level*. This can be an entire collection at one level with no applied hierarchical structure or it can describe a series, subseries, or file/item-level description. Regardless of the level, single-level description with the minimum number of DACS elements includes:

- Reference code (2.1)
- Name and Location of Repository (2.2)
- Title (2.3)
- Date(s) (2.4)
- Extent (2.5)
- Creator(s) (3.1)
- Scope and Content (3.1)
- Conditions Governing Access (4.1)
- Conditions Governing Use and Reproduction (4.4)
- Languages(s) and Scripts of the Material (4.5)
- Rights Statements for Archival Description (8.2)

If single-level description is at a collection level, TUSC requires the addition of the following:

- Immediate Source of Acquisition (5.2)

According to DACS, [Single-level Optimum](#) elements describe the whole collection at one level as required above, plus the following:

- Administrative/Biographical History Element (2.7)
- Access points, including one or more of the following:

- Names
- Places
- Subjects
- Documentary forms
- Occupations
- Functions

According to DACS, Single-level Added Value required elements describe the whole collection as Single-level Optimum required, plus any other relevant elements the repository wishes to include.

8.1.2 Multi-Level Description

When processing a collection to a more granular level, description may be added at the series, subseries, folder, or item level. At a minimum, a series will be given a Title, Scope and Content, and Date or Date Range. If a collection is minimally processed, the Scope and Content note should be explicit and give researchers and staff contextual information to help inform their use of the collection.

Series

Minimum required:

- Title
- Date(s)
- Scope and Content
- Extent

Additional:

- System of Arrangement
- Conditions Governing Access
- Physical/Technical Requirements
- Content Warning
- Notes

Subseries

Minimum required:

- Title
- Date(s)

Additional:

- Scope and Content
- System of Arrangement
- Content Warning
- Notes
- Extent

File or Item level

Minimum required:

- Title
- Date
- Extent (only required for AV or digital media)

Additional:

- Extent
- Scope and Content
- Content Warning
- Notes

8.2 Elements of Description

There are various elements of description at each level within a finding aid that describe the explicit circumstances affecting collections or specific series within a collection. The following section presents TUSC’s standards of description along with their correlating DACS, EAD, and ArchivesSpace equivalencies. Each subsection is written under the assumption that the user of this manual will be creating description in ArchivesSpace, and therefore includes publication rules that reference specific ArchivesSpace fields and lists each element by their field title in ArchivesSpace.

NOTE: For each descriptive element in ArchivesSpace, especially within the various Notes, do **not** use the sub-note field within the element.

Additionally, while these guidelines serve to present the standards for description for TUSC, the archivist, in consultation with the Head of CM or the CMA, may choose to deviate from the guidelines for description below the collection level to most efficiently utilize descriptions provided by the creators or donors of certain collections.

Rules pertaining to capitalization, formatting, and preferred vocabulary for naming and describing collections have not always been standardized at TUSC. Moving forward, TUSC will strive to use the National Archives and Records Administration (NARA)’s [Writing Style Guide](#) as a guideline for capitalization, punctuation, and grammar.

Within finding aids, use APA formatting to cite sources if you have quoted directly from another source. If the source is a finding aid from another institution, use the finding aid’s preferred citation format and include “Citation:”.²¹ If the source is a TUSC finding aid, repurpose the description but do not include a citation. Be sure to review the source to ensure it follows [Tulane University Libraries’ Guide to Creating Inclusive and Reparative Archival Description](#).

A note on background research:

It is also helpful to conduct general background research as you begin to process a collection; this work can be done through the project and will help when you write the collection description. Often, a simple search online is a good place to begin, along with library catalogs and databases that will direct you to resources that will provide you with a deeper understanding of the people and places documented in the collection. To create accurate, respectful, inclusive description when writing the finding aid, it’s important to seek out information beyond your existing base of knowledge. In most cases, there will be some background information about the collection created by the curator, who is a helpful source of historical and contextual information about the collection’s subjects, donor, and relation to other collections in our holdings. Depending on the size and complexity of the project, this kind of work will be more or less in-depth.

²¹ For example, see La Villebeuvre Family Papers, LaRC-437 (<https://archives.tulane.edu/repositories/3/resources/3842>).

8.2.1 Required Elements

Title

This element provides a phrase by which the collection being described is known or can be identified. Titles can be created by the archivist and/or curator or provided by the donor.

DACS	2.3
EAD	<unittitle>
ArchivesSpace	Title

Rules

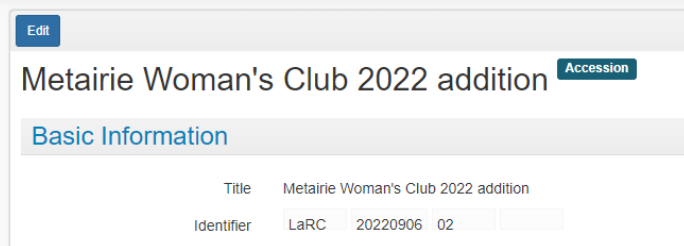
In keeping with DACS and common professional practice, TUSC will no longer capitalize the segment of the title that indicates the nature of the archival materials, such as “papers,” “collection,” or “records.” Instead, only capitalize the proper names of individual(s) and organizations, unless that word is at the beginning of the title. Titles for previously-processed and/or legacy collections may not follow this standard.

In ArchivesSpace, the title will be spawned when a resource record is spawned from the collection’s accession record.

Special cases and exceptions

For an addition to a collection:

- Indicate an addition by including the collection title and year it was accessioned in the title of both the addition’s accession record and the series added to the parent resource record.
- If there is more than one addition in a year, add the month before the year in the title and update the previous addition with the month it was received.



Example of accession record title



Example of component record title in the resource record

For AV and digital media:

- “Digital Media,” “Audio Recordings,” or “Video Recordings” are used in the title on the series, subseries, or file-level.

Series level title example:

Subseries 6: Audio Recordings: Interviews Conducted By Stan Rice, 1988-2003

Sub-Series

Tulane University Special Collections | Anne Rice collection (LaRC-1120) | Series 2: Stan Rice | Subseries 6: Audio Recordings: Interviews Conducted By Stan Rice, 1988-2003

Scope and Contents

This subseries includes fifty-one undigitized audiocassette tapes and one floppy disk featuring Stan Rice interviewing various subjects, including his wife Anne Rice, Lew Thomas (fine arts printer and color coordinator for Rice's Paintings), friends and colleagues from San Francisco State University, family and personal staff members, and other poets.

Dates

Creation: 1988-2003

Repository Details

Part of the Tulane University Special Collections Repository

Contact:
Jones Hall Room 202
6801 Freret Street
New Orleans 70118 US
✉ specialcollections@tulane.edu

Collection organization

Anne Rice collection

- Series 1: Anne Rice
- Series 2: Stan Rice
 - Subseries 1: Published Works, 1970-2006
 - Subseries 2: "Workbooks", 1971-1989
 - Subseries 3: Professional Records, 1964-1989
 - Subseries 4: Subject Files by Michael Riley, 1962-2004
 - Subseries 5: Artwork, 1964-2004
 - Subseries 6: Audio Recordings: Interviews Conducted By Stan Rice, 1988-2003**
 - Interview with [Andrew] Brumer
 - Interview with Cathy Colman
 - Interview with Dr. D'Souza
 - Interview with Dahlen
 - Interview with Allen Daviau
 - Interview with Fraser

File level title example:

Audio and Video Recordings: Personal Recordings from Karen O'Brien, 2004

Series

Tulane University Special Collections | Anne Rice collection (LaRC-1120) | Series 1: Anne Rice | Subseries 5: Personal Records | Audio and Video Recordings: Personal Recordings from Karen O'Brien, 2004

Dates

Creation: 2004

Extent

8 Cassettes
1 DVD

Repository Details

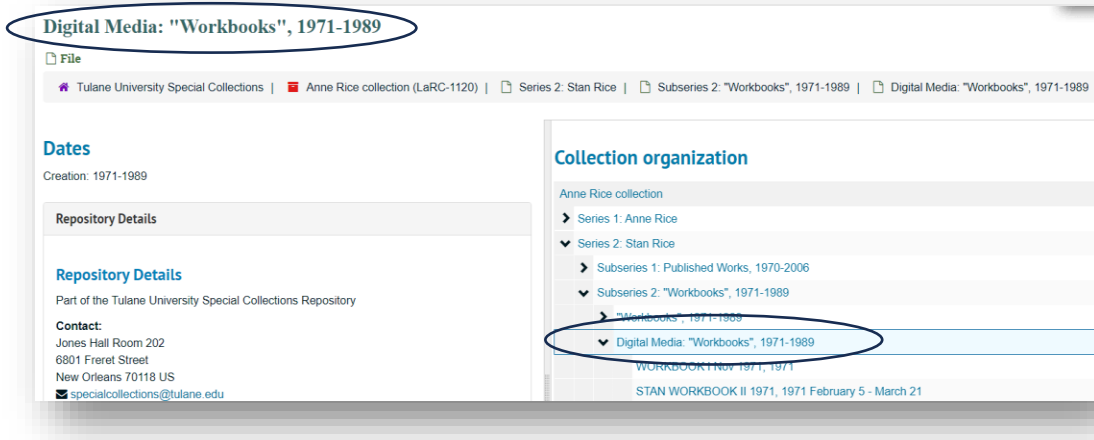
Part of the Tulane University Special Collections Repository

Contact:
Jones Hall Room 202
6801 Freret Street
New Orleans 70118 US
✉ specialcollections@tulane.edu

Collection organization

Anne Rice collection

- Series 1: Anne Rice
 - Subseries 1: Novels, Adaptations, and Biographies
 - Subseries 2: Early Works and Concepts
 - Subseries 3: Publishing and Personal Correspondence
 - Subseries 4: Diaries
 - Subseries 5: Personal Records
 - Elementary Through High School Records, 1942-1959
 - College Papers and Records, 1960-1972
 - Post-Graduate Records, 1939-2006
 - Howard J. O'Brien Records, 1930-1979
 - Stan Rice Records and Papers, 1962-1974
 - Edward P. Curry Ordination Records
 - Audio and Video Recordings: Personal Recordings from Karen O'Brien, 2004**
 - The O'Brien Family
 - Nuttin' Reel By Christopher Rice



[Identifier/Component Unique Identifier](#)

This element provides a unique identifier for the collection being described. In ArchivesSpace, the identifier will be provided in the resource record when it is spawned during accessioning by the CMA.

DACS	2.1
EAD	<unitid>
ArchivesSpace	Identifier (at collection level) Component unique identifier (at the series level or below)

Rules

At the collection level:

- Devised sequentially by collecting unit with next available number for that unit. See CMT accession log for more information.

Format: [collecting unit]-XXX. If below 100, add a 0 before the number (LaRC and HJA).

Example: LaRC-1120; HJA-093

At the series, subseries:

- Do not use the Component Unique Identifier at the series or subseries level.

At the file/item level:

- Only use the Component Unique Identifier for including a file name for digitized media at the item level. Currently TUSC does not link digital archival objects to resource records so if the item is in TUDL or has been digitized, file names can be tracked between TUDL and ArchivesSpace in two ways.

Preferred Method

- In Basic Information section of the resource record, add file name/identifier assigned during digitization process to Component Unique Identifier field at item level in ArchivesSpace.
 - This information is searchable in the PUI and will display as breadcrumbs at the top of the item level record.

2. Add “Component unique identifier is digitized file name.” in Repository Processing Note.


See component record example in ArchivesSpace backend:

Interview: Joe Schneider, 2005-01-23 Archival Object



Basic Information

Title *	Interview: Joe Schneider
Ref ID	940b61c4a03d3204eed61520a0616dc3
Component Unique Identifier	HJA093_1
Level of Description *	Item
Publish?	<input checked="" type="checkbox"/>
Restrictions Apply?	<input type="checkbox"/>
Repository Processing Note	Component unique identifier is digitized file name.

And below, a view of component record in the PUI:

 Tulane University Libraries

Home Repositories Collections Digital Materials Subjects Names Classifications

Interview: Joe Schneider, 2005-01-23  

Item Identifier: HJA093_1

Tulane University Special Collections | The Legend of the Dew Drop Inn documentary interviews by Julia Dorn (HJA-093) | Interview: Joe Schneider, 2005-01-23

Scope and Contents

Joe Schneider, a patron of the original Dew Drop Inn, is interviewed in his home, and is filmed showing and discussing personal photographs with Dew Drop Inn musicians and a portion of his collection of 78 RPM and 45 RPM records.

Dates

Creation: 2005-01-23

Collection organization

- The Legend of the Dew Drop Inn documentary interviews b...
- Interview: Joe Schneider, 2005-01-23
- Interview: Joe Schneider; Other footage: Dew Drop Inn i...
- Interview: Kenneth Jackson

Optional Method

1. To display the file name/identifier assigned during digitization process in the finding aid, add part or whole identifier to Title at the item level to match the title in Tulane University Digital Library.

See example Series 3 of Laurraine Goreau collection, HJA-059 in ArchivesSpace:

Collection organization

Laurraine Goreau collection

- Series 1: Interview transcripts, notes, and related audio for 'Just Mahalia, Baby'
- Series 2: Scrapbooks and ephemera of Mahalia Jackson
- ▼ Series 3: Audio recordings and interviews for 'Just Mahalia, Baby'
 - LG001 Interviews: Sallie Martin; Robert Anderson, 1972-11-04
 - LG002 Interview: J. Robert Bradley, 1973-09-29
 - LG003 Interview: Elliot Beal, 1972-04-02
 - LG004 Interview: Evelyn Gay, 1972-07-28
 - LG005 Interview: Fannie Gay, 1973-08-05

Notice file titles are identical in TUDL for this digital collection:

LG001 Interviews: Sallie Martin; Robert Anderson

LG002 Interview: J. Robert Bradley

LG003 Interview: Elliot Beal

LG004 Interview: Evelyn Gay

LG005 Interview: Fannie Gay

LG006 Interview: Audrey P. Franklyn

LG007 Interviews: Ernestine Washington; Alice Stamps Lawson

LG008 Interviews: Louis "Studs" Terkel; Mildred Falls; Albertina Walker

Language(s)

This element identifies the language(s), scripts, and symbol systems represented in the materials.

DACS	4.5
EAD	<langmaterial>
ArchivesSpace	Languages

Rules

If multiple languages are represented within a collection, each language should be identified in its own subrecord. The Latin alphabet is used with most European languages. Other commonly used alphabets are Cyrillic (Russian, Bulgarian, Ukrainian) and Greek (Greek). Refer to the TUSC [ArchivesSpace Reference Manual](#) for more information about adding languages.

The screenshot shows the 'Languages' section of the ArchivesSpace interface. It contains two language entries. The first entry is for 'French' with the 'Script' set to 'Latin'. The second entry is for 'English' with the 'Script' set to 'Latin'. Each entry has a delete button (X) next to it. At the top right, there are buttons for 'Add Language' and 'Add Language Note'.

Date(s)

This element identifies and records the date(s) that pertain to the creation, assembly, accumulation, and/or maintenance and use of the materials being described.

DACS	2.4
EAD	<unitdate>
ArchivesSpace	Dates

Rules

ArchivesSpace requires dates to be input as YYYY-MM-DD.²² If a more narrative date is required, use the Expression field and refer to NARA's [Writing Style Guide](#) for formatting language when writing the date as a narrative. See TUSC [ArchivesSpace Reference Manual](#) for more information on which fields are required in the date element.

The screenshot shows the 'Dates' section of the ArchivesSpace interface. It contains one date entry. The 'Label' field is set to 'Creation'. The 'Expression' field contains the text '1877-1895, not dated'. The 'Type' field is set to 'Inclusive Dates'. The 'Begin' field is set to '1877' and the 'End' field is set to '1895'. Each field has a delete button (X) next to it.

Extents

²² Following ISO 8601 international date standard. See https://en.wikipedia.org/wiki/ISO_8601 for more information.

This element describes the extent and the physical format of the materials being described. This is described in two parts: a number (quantity) and an expression of the extent or material type.

DACS	2.5
EAD	<physdesc><extent>
ArchivesSpace	Extents

Rules

The extent of TUSC collections is described in linear feet with additional description of the number of boxes and/or volumes in the Container Summary. Both linear feet and a container summary are required. Use the [UNLV Rebel Archives Calculator](#) to calculate linear footage of processed collections. The UNLV calculator will calculate standard size archival boxes and has fields to enter measurements (LxW) for non-standard sizes. See TUSC [ArchivesSpace Reference Manual](#) for how to format each subrecord in the Extent element.

- For small collections that share a box, always use **folder(s)** to describe the container(s) in Container Summary.
- If the collection has more than **archival containers**, add total count for **volumes, folders, oversize folders, and oversize boxes**. Use this standard vocabulary in the Container Summary.

Special cases and exceptions

For AV and digital media:

At the collection level, calculate linear feet of storage container(s) with audiovisual and digital media and enter as a separate extent (the top container, not individual enclosure for each item). That means, if the collection is mixed, there will be two extents at the collection level, one describing linear feet of paper-based portion and one describing the AV portion. See LaRC-1120, Anne Rice Collection <https://archives.tulane.edu/repositories/3/resources/3604> as an example.

At the item level, add extent to describe media type and quantity:

The screenshot shows the Tulane University Libraries website interface. At the top, there is a navigation bar with links for Home, Repositories, Collections, Digital Materials, Subjects, Names, and Classifications. Below this, the main content area displays the title 'STAN WORKBOOK II 1971, 1971 February 5 - March 21'. To the right of the title are icons for 'Citation' and 'Staff Only'. Below the title, there is a breadcrumb trail: 'Tulane University Special Collections | Anne Rice collection (LaRC-1120) | Series 2: Stan Rice | Subseries 2: "Workbooks", 1971-1989 | Digital Media: "Workbooks", 1971-1989 | STAN WORKBOOK II 1971, 1971 February 5 - March 21'. The 'Dates' section indicates 'Creation: 1971 February 5 - March 21'. The 'Extent' section shows '1 CD-Rom'. On the right side, there is a 'Collection organization' section with a dropdown menu showing 'Digital Media: "Workbooks", 1971-1989' and a list of items including 'WORKBOOK I Nov 1971, 1971' and 'STAN WORKBOOK II 1971, 1971 ...'.

For specific digitization projects with a high level of description for each item, the Extent field can be used to describe whole runtimes or other time-stamped portions of the recording as needed. See Series 3 of HJA-059, Laurainne Goreau collection https://archives.tulane.edu/repositories/3/archival_objects/290910 or Series 2 of HJA-092, Lynn Abbott collection https://archives.tulane.edu/repositories/3/archival_objects/296863 for describing extent for the carrier and extent of the recording itself. Note how hand-written notations on the carrier were also recorded in a Physical Description note. How notations or other inserts are described for audiovisual and digital carriers is collection or project dependent.

Creator(s)

This element identifies the individual, family, or organization responsible for the creation, accumulation, assembly, and/or maintenance of the materials being described.

DACS	2.6
EAD	<origination>
ArchivesSpace	Agent - Creator

Rules

Search the available Agents within ArchivesSpace before creating a new agent record. See Section 9.3 for how to create a new Agent record.

Scope and Content

This element provides information about the nature and content of the materials in a collection to enable users to judge their potential relevance.

DACS	3.1
EAD	<scopecontent>
ArchivesSpace	Notes – Scope and Content

Rules

Scope and Content notes should describe the materials in the aggregate using natural language descriptions following [NARA's Writing Style Guide](#) and [Tulane University Libraries' Guide to Creating Inclusive and Reparative Archival Description](#). It is TUSC procedure to emphasize descriptive notes, especially Scope and Contents and Biographical/Historical notes because it allows for more equitable access than subject headings alone. In ArchivesSpace's keyword search functions, natural language text in descriptive notes can be searched alongside subject headings from established controlled vocabularies such as the Library of Congress Subject Headings and the Getty's Art and Architecture Thesaurus. Natural language in the Scope and Content note can also be used to describe complexities in the collection and/or singular topics that may not be largely represented within the collection but contain items of note for researchers. It is TUSC preference to include more natural language description rather than an overload of subject headings that may or may not describe the collection or be outdated and harmful to the subjects.

For smaller collections that do not necessitate a series-level arrangement, the Scope and Content note should also be used to describe the order of materials within a collection. For collections where the number of objects are known, state that information in the note. For example:

This collection is comprised of 801 photographs.

If the collection contains some AV but is not mostly or all AV, include at least a form/genre term or the general material designation (i.e. video recordings, sound recordings, motion picture film) in the scope and contents note, among the other types of material found in the collection rather than specific format terms (e.g. sound cassette, or videocassette (VHS)), which should only be used in the physical description at the file/item level of description. For example:

This collection contains audio and video recordings.

If citations are needed for a Scope and Content note, they should be written in APA format and added at the end of the note with a paragraph separation.

When to add boilerplate language in the Scope and Content note:

Currently TUSC does not link digital archival objects to resource records. Therefore, indication of digitized materials occurs in several ways to let the user know there are other means of access.

For digitized materials, add the following statement at the end of the collection level Scope and Content note:

This collection/portions of this collection have been digitized. See Additional Description below for more information.

If the finding aid includes a linked inventory via an external document, add the following statement at the end of the Scope and Content Note:

See External Documents below for a published inventory.

If the collection is small and in a shared box, add the following statement at the end of the Scope and Content note:

This collection shares a box with other collections.

Conditions Governing Access

This element provides information about restrictions to access (if any) to materials, such as restrictions imposed by the donor, by the repository (such as issues related to condition), or by federal/legal requirements.

In the case of a repository restriction due to condition, in tandem with adding this element, the processing archivist will also:

- Add an acid-free adhesive label to the enclosure at the level where the restricted material is arranged in the collection,²³

²³ When adding restrictions for the above reasons, add a RESTRICTED label to the outside of the box and to the folder. If the item or material is in a custom box with other material, add a RESTRICTED label to the outside of the

- Add a note in the Physical Characteristics and Technical Requirement element describing the physical condition of the restricted item.

Restrictions based on format not related to condition or stability, such as audiovisual or born digital materials, should be documented in the Physical Characteristics and Technical Requirement element. Restrictions on what a user can do with the material should be documented in the Conditions Governing Use element.

DACS	4.1
EAD	<accessrestrict>
ArchivesSpace	Notes – Conditions Governing Access

Rules

Use the following boilerplate statements as applicable.

No restrictions regarding legal/donor stipulations or condition issues:

This collection is open for research.

No access restrictions, some material is fragile and requires special physical handling:

This collection is open for research. Some materials are fragile and will require careful handling.

Some portions restricted (adapt as needed):

This collection is open to researchers with the following exceptions:

1. All medical records are subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA)'s restrictions of fifty years from the creator's death date.
2. This [collection or item] is unavailable due to condition.

Example: The Louis Prima collection is open to researchers with the following exceptions:

1. Material in Series 5 is restricted due to condition but access copies are available.

Restrictions Apply?

Check this box in Basic Information section ONLY for the following cases:

- Condition
- Donor-imposed
- Legal/federal law

box and a RESTRICTED paper flag printed on bond paper on top of the item. See Section 7.2.6 for more information on box and folder labels.

Basic Information


Title *

Identifier *

Level of Description *

Resource Type

Publish?

Restrictions Apply? 

Repository Processing Note

For collections stored OFFSITE,²⁴ create an Access Restrictions note where Label = OFFSITE LOCATION with the following boilerplate statement:

This collection is stored offsite. Researchers must contact specialcollections@tulane.edu at least two business days (48 business hours) in advance for access to these materials.

See screenshots below of OFFSITE note in the backend and in the PUI:

Conditions Governing Access

Persistent ID 314d0a69a8bc7ab5c2e38a1fd17c61cb

Label OFFSITE LOCATION

Type Conditions Governing Access

Publish? True

Local Access Restriction Type

Sub Notes

Text

The collection is stored offsite. Researchers must contact specialcollections@tulane.edu at least two business days (48 business hours) in advance for access to these materials.

Raw Formatted

²⁴ The reasoning for including offsite information in an Access Restriction note is to ensure OFFSITE is visible in the matter of the finding aid for researchers and TUSC staff in the PUI. Until another solution is implemented, create a second Access Restriction note to indicate materials are offsite.

Scope and Contents

David C. Treen was the first Republican Governor of Louisiana (1980-1984) since Reconstruction and the first Republican in recent years to represent Louisiana in the House of Representatives (1973-1980). The collection consists of materials from his time as both congressman and governor. The congressional files consist of federal agency, project, legislative, subject, correspondence, veterans affairs, and House committee files. The gubernatorial...

[See more >](#)

Dates

Creation: 1966-1984 (bulk: 1973-1984)

Creator

- Treen, David C., 1928-2009. (David Conner Treen) (Person)

OFFSITE LOCATION

The collection is stored offsite. Researchers must contact specialcollections@tulane.edu at least two business days (48 business hours) in advance for access to these materials.

Conditions Governing Access

Collection is open to the public. No known restrictions.

Conditions Governing Use

This element describes any restrictions on reproduction of materials, such as copyright or donor stipulation. It also describes restrictions on further use of the materials, such as publication, after access has been provided.

DACS	4.4
EAD	<userrestrict>
ArchivesSpace	Notes – Conditions Governing Use

Rules

The use rights should be marked on the acquisition form for the collection by the curator, which can be found in the collection's accession folder. Use the appropriate boilerplate language below to describe the conditions governing use of the collection.

TUSC holds intellectual property rights:

Physical and intellectual property rights have been transferred to Tulane University Special Collections. For permission to publish, please contact Research Services at specialcollections@tulane.edu.

TUSC does not hold intellectual property rights:

This collection is the physical property of Tulane University Special Collections. Copyright belongs to the creators or their legal heirs and assigns. It is the responsibility of the researcher to determine who holds the copyright and pursue the copyright owner or their heir for permission to publish where Tulane University Special Collections does not hold the copyright. For further information, please contact Research Services at specialcollections@tulane.edu.

TUSC holds some but not all intellectual property rights:

Copyright to portions of this collection has been transferred to Tulane University Special Collections. Tulane University can grant permission to publish for materials to which it holds the copyright. It is the responsibility of the researcher to determine who holds the copyright and pursue the copyright owner or their heir for permission to publish where Tulane University Special Collections does not hold the

copyright. For permission to publish collections material to which TUSC holds intellectual property rights, please contact Research Services at specialcollections@tulane.edu.

Immediate Source of Acquisition

This element describes the source from which the repository directly acquired the collection, as well as the date of acquisition, the method of acquisition, and other relevant information.

DACS	5.2
EAD	<acqinfo>
ArchivesSpace	Notes – Immediate Source of Acquisition

Rules

Replace the sections in brackets with the appropriate information.

If the donor is known:

This collection was [donated/purchased] [to/by] Tulane University Special Collections in [year] [from/by] [donor name].

If the donor wishes to remain anonymous:

This collection was donated to Tulane University Special Collections in [year].

If the donor information is unknown, but the year of donation is known:

This collection was donated to Tulane University Special Collections in [year].

If no provenance information is known:

The provenance of this collection is unknown.

Preferred Citation

This element provides standard text to users for how to cite collection materials.

DACS	6.4
EAD	<odd><p>, <note><p>, <prefercite>
ArchivesSpace	Notes – Preferred Citation

Rules

Use the boilerplate below. Replace brackets with appropriate text.

[Item description], [collection name], [collection identifier], Tulane University Special Collections, Howard-Tilton Memorial Library, Tulane University, New Orleans, LA.

Processing Information

This element documents activities and decisions surrounding the processing of a collection. This information has a significant impact on how a user will understand the context and contents of a collection. This includes instances where archivists have substantially rearranged collections, compiled various accessions of collections together, or used altered description elements in substantial ways, such translation or re-titling. Currently TUSC does not link digital archival objects to resource records.

Therefore, indication of digitized materials occurs in several ways, including the Processing Information note, to let the user know there are other means of access.

DACS	8
EAD	<processinfo>
ArchivesSpace	Notes – Processing Information

Rules

All collections:

This collection was processed by [NAME/S] in [YEAR].

If the collection was processed as part of a discovery project, use the following statement:

This collection was processed by [NAME/S] in [YEAR] as part of the [Project Name] project.

If the collection has digitized materials that were processed by TUDL, add:

[This collection/portions of this collection] were digitized by Tulane University Digital Libraries (TUDL) in [YYYY].

If digitized by vendor/grant-funded project, add:

[This collection/portions of this collection] were digitized by [VENDOR] with funding from [FUNDING AGENT] in [YYYY].

If the collection has been reprocessed, add:

This collection was reprocessed by [NAME] in [YEAR] and the finding aid was revised to reflect [add reason: additions made to the collection since it was originally processed in [YEAR], or other reasons such as revision of harmful or non-inclusive language]. To view previous versions of the finding aid, contact specialcollections@tulane.edu for assistance.

Arrangement

This element identifies the next lowest level of multilevel descriptions (i.e., at the collection level it identifies the organization (such as folder in chronological order, by format, or series, into which the collection is arranged).

DACS	3.2
EAD	<arrangement>
ArchivesSpace	Notes – Arrangement

Rules

Describe how materials are arranged and the context of how arrangement was chosen (i.e. original order from donor, previously processed, order imposed by processing archivist, etc.). If materials are stored separately from the body of a collection due to size, format, or other issues, include descriptive text to the Arrangement note about the existence of separated materials. For example,

The Anne Rice Collection is arranged into three series, based on each creator, and then further divided by material type. Born-digital and audiovisual materials remain listed in the appropriate subseries but have been housed separately because of format.

You can also draw attention to the location of specific material within a collection. For example:

The photographs in this collection are grouped by subject, with unidentified persons and subjects at the end of the collection. The groupings were assigned prior to processing, possibly by the seller (Symphony Book Fair).

[Metadata Rights Declaration](#)

This element identifies the conditions under which the archival description itself is available for use and reuse.

DACS	8.2
EAD	<rightsdeclaration>
ArchivesSpace	Metadata Rights Declarations

Rules

See Section 9.3 and the [ArchivesSpace Reference Manual](#) for how to format the subfields in this note. All collections contain the following boilerplate language:

Under this Creative Commons license (CC BY-ND 4.0), the metadata created by archivists to describe this collection can be copied and redistributed in any medium or format for any purpose, even commercially. In doing so you cannot remix or transform the metadata and you must provide appropriate credit.

8.2.2 Optional Elements

[Accruals](#)

This element informs the user of anticipated additions to the collection. An accrual is an acquisition of archival materials additional to that already in the custody of the repository.

DACS	5.4
EAD	<accruals>
ArchivesSpace	Notes – Accruals

Rules

TUSC standards use the word ‘additions’ to describe additional materials added to a LaRC, HJA, or SEAA collection. ‘Accruals’ is only used to describe additional materials to UA record groups. Only use this note in LaRC, HJA, or SEAA collections when additions are expected or known. Use the appropriate boilerplate below to describe them.

Special cases and exceptions

If additions are expected but have not yet joined the TUSC repository.

Further additions to this collection are expected.

If additions have arrived and been accessioned. Add as many dates as needed. If multiple additions are made in a year, add the month in front of the year:

Addition(s) to this collection were made in [YYYY] and [YYYY].

[Biographical/Historical](#)

Description providing context about how the materials were created, assembled, accumulated, and/or maintained. Provides additional narrative information about the creator(s) and/or the time of the use or record keeping function of the materials.

DACS	2.7, 2.10
EAD	<bioghist>
ArchivesSpace	Notes – Biographical/Historical

Rules

TUSC employs minimal use of subject headings and emphasizes descriptive notes, especially Scope and Contents and Biographical/Historical notes so searching is not reliant on subject headings (which can be outdated, harmful, or do not use sourced-community language to describe subjects). If providing biographical context to a creator and/or subject, focus on the period of their life that coincides with the materials represented in the collection.

Refer to the [Tulane University Libraries’ Guide to Creating Inclusive and Reparative Archival Description](#) when writing Biographical/Historical notes for guidelines for avoiding biased, aggrandizing, or misleading statements.

If a biographical note has been used for a person in another TUSC finding aid, that information can be copied without a citation to the other finding aid.

If information in the biographical/historical note is obtained from other sources, cite the source in APA format. See Bio note for LaRC-437, La Villebeuvre Family papers <https://archives.tulane.edu/repositories/3/resources/3842>:

Eulalie Aspasia La Villebeuvre (1826-1893) married Samuel Jarvis Peters, Jr. (1823-1863) and referred to herself in writing as “A. E. Peters.” She was commonly referred to as “Aspasie,” and that name was often placed before “Eulalie” when referencing her.

Marie Stéphanie Joséphine Farault La Villebeuvre (born 1832) married (1850) Victor Jean Forstall (about 1828-1872), son of Edmond Jean Forstall and Clara Durel, Stéphanie La Villebeuvre and Victor Forstall’s daughter Eugénie Forstall married Fernand Choppin. Suzanne Eugénie La Villebeuvre (1834-1912) first married Benjamin Toledano (1822-1877) and later Oscar Jean DuPeire.(1837-1895).

Citation:

Louisiana State University Libraries. 2021. LA VILLEBEUVRE (JEAN URSIN AND FAMILY) PAPERS Mss. 812, 1208, Finding Aid. Hill Memorial Library, Special Collections. Louisiana State University. Louisiana and Lower Mississippi Valley Collections. Hill Memorial Library, Special Collections. Louisiana State University. <https://lib.lsu.edu/sites/default/files/sc/findaid/0812m.pdf>

[See less](#)

[Physical Characteristics and Technical Requirements](#)

These elements provide information about access restrictions due to physical characteristics or technical needs for viewing that limit, restrict, delay, or otherwise affect physical access to the materials being described.

This element can be added at the collection level and/or at the lowest level of description if an item requires special handling. The use of this element will be decided on a case by case basis in collections.

DACS	Physical Access: 4.2 Technical Access: 4.3
EAD	Physical Access: <accessrestrict> Technical Access: <phystech>
ArchivesSpace	Notes – Physical Characteristics and Technical Requirements

Rules

Use the appropriate boilerplate:

For materials with handling concerns due to condition, add the following in addition to adding the boilerplate statement to the Conditions Governing Access note. If necessary, describe which series/folder/etc. has fragile materials:

Some materials are fragile and will require careful handling.²⁵

For AV and digital media, adapting as necessary for the material types in the collection:

Born-digital media and audiovisual assets are not available for playback. All media formats require assessment and migration to an accessible format for safe access.

Audiovisual assets are not available for playback. All media formats require assessment and migration to an accessible format for safe access.

[Existence and Location of Copies](#)

This element indicates the existence, location, and availability of copies or other reproductions of the materials.

DACS	6.2
EAD	<altformavail>
ArchivesSpace	Notes – Existence and Location of Copies

Rules

Currently TUSC does not link digital archival objects to resource records. Therefore, for staff and researchers, notification that digitized materials are available occurs in several ways, including adding an Existence and Location of Copies note, to let the user know there are other means of access.

Be sure to add the boilerplate statement at the end of the Scope and Contents note to notify the user about digitization (see Scope and Contents note section above.)

Use the boilerplate below as conditions apply. Replace the text in brackets as needed.

²⁵ When adding restrictions for the above reasons, add a RESTRICTED label to the outside of the box and to the folder. If the item or material is in a custom box with other material, add a RESTRICTED label to the outside of the box and a RESTRICTED paper flag printed on bond paper on top of the item. See Section 7.2.6 for more information on box and folder labels.

For materials that have been digitized and displayed in TUDL:

Digitized copies of items in [this collection/series/subseries X] can be accessed remotely by visiting the [name of digital collection] at <https://digitallibrary.tulane.edu/>Tulane University Digital Library

General Notes

This element is used for description of the materials that does not fall under any other descriptive elements. There are several types of optional notes that can be input under a general note.

DACS	7.1.2
EAD	<odd>
ArchivesSpace	Notes - General

Rules

Use the following statements if the conditions are met.

*If a collection requires a content warning, change the Label to **Content Warning**:*

This collection may contain language and materials that are offensive, outdated, or harmful. See Tulane University Special Collections' [Statement on Harmful and Non-Inclusive Language in Archival Description](https://library.tulane.edu/locations/tusc/find-archival-collections#statement-on-harmful-and-non-inclusive-language-in-archival-description) for more information about our current practices and commitment to inclusive and reparative action in the archives, which includes ongoing efforts to remediate or contextualize ableist, euphemistic, homophobic, racist, sexist and other forms of oppressive language found within our finding aids and collection materials. If you have concerns about language used in this finding aid, please contact us at specialcollections@tulane.edu.

Multipart Note [Collapse] [X]

Persistent ID: b0c7aeced8176d2bc51ff6859c0645ed

Label: Content Warning

Type: General

Publish?

Sub Notes [Add Sub Note]

Text [X]

Content: This collection may contain language and materials that are offensive, outdated or harmful. See Tulane University Special Collections' [Statement on Harmful and Non-Inclusive Language in Archival Description](https://library.tulane.edu/locations/tusc/find-archival-collections#statement-on-harmful-and-non-inclusive-language-in-archival-description) for more information about our current practices and commitment to inclusive and reparative action in the archives, which includes ongoing efforts to remediate or contextualize ableist, euphemistic, homophobic, racist, sexist and other forms of oppressive language found within our finding aids and collection materials. If you have concerns about language used in this finding aid, please contact us at specialcollections@tulane.edu.

External Documents

This element identifies associated documents that provide contextual information to materials that may not be described within the finding aid. It is most often used for inventories in TUSC collections.

DACS	N/A
EAD	N/A
ArchivesSpace	External Documents

Rules

There are a few steps to creating an external document and making it available. Be sure to add the boilerplate language mentioning the inventory in the Scope and Contents note. See Section 8.2.1. above for language. To create the inventory, follow these steps:

- Create inventory and save in Box folder: [CMT>External Documents](#).
- Save file with the following file naming convention: collection identifier, collection title (abbreviated if needed), and level at which inventory applies to. **Always put the collection identifier at beginning of file name.** For example:
 - SEAA-080 Inventory for Series 1 of Richard Koch Papers and Photographs
 - HJA-055 Inventory for Vernon “Dr. Daddy-O” Winslow collection
- Add TULANE UNIVERSITY SPECIAL COLLECTIONS - NOT FOR DISTRIBUTION to header of inventory.
- Save a copy as PDF.
- Change permission of PDF to “Anyone with link can download”.

[Related Materials](#)

DACS	6.3
EAD	
ArchivesSpace	Related Materials

Rules

Use this note if there are closely related materials located in another repository, in TUSC, or another Tulane University Library repository.

[Subject and Name Authority Records](#)

Authority records are controlled vocabulary that contain descriptive terms used as access points in finding aids or other online digital resources. Authority records are “[c]ompliant with international standards for structured and controlled vocabularies, they provide authoritative information for catalogers, researchers, and data providers.”²⁶ Several sources for standardized vocabularies for subject records exist, including the Getty Art & Architecture Thesaurus (AAT), the Library of Congress Name Authority File (LCNAF) and Library of Congress Subject Headings (LCSH).²⁷

Rules

Use subject headings that describe at least 20 percent of the resource. Marginally applicable descriptions can be expanded on in the Scope and Contents note. It is TUSC preference to record more descriptive information about a collection in the notes fields, especially Scope and Contents and Biographical/Historical notes. Useful information can be more easily conveyed to researchers directly through notes in the finding aid, which allows for more nuance and detail about the collection’s subjects

²⁶ Getty Vocabularies, <https://www.getty.edu/research/tools/vocabularies/>. Accessed 12/4/2023.

²⁷ For in depth training on how to create the Library of Congress Subject Headings, refer to their [Online Training](#).

and contents. ArchivesSpace has keyword search capabilities, so even if descriptive elements are in natural language of a note they can still be found via search.

Aim for roughly 3-5 subject headings for a collection. Try to use previously created subjects whenever possible. If necessary, import name authority and authorized subject headings from the source, such as the Getty's Art & Architecture Thesaurus or the [Library of Congress Name Authority](#) (LCNAF). If the subject is not in the LCNAF, construct a local subject. See Section 9 for more information on how to import and/or create a new authority file in ArchivesSpace.

Avoid creating complex subject headings with subdivisions. Instead of creating a string with subdivisions like "Gospel music--nineteen seventies," create the subject headings for "Gospel music" and "nineteen seventies" and add each one individually.

Use the geographical subjects New Orleans (LA) and Louisiana **only** for resources that depict local/regional history and activities. Since so many of our collections relate in some way to New Orleans and Louisiana, we want to avoid overuse of these geographical subjects as not to render them useless.

DO NOT use New Orleans (LA) or Louisiana for resources like academic and departmental records, and alumni and faculty papers, even if those resources, due to our location, originated or relate to events in those locations.

For now, due to their limitations and the profession's ongoing discussions about them, we will make case-by-case decisions in using Library of Congress Subject Headings that refer to racial, ethnic, and gender identities. Write full, nuanced, and contextualized descriptions of racial, ethnic, gender, and various other identities in the appropriate descriptive notes. Refer to the [Tulane University Libraries' Guide to Creating Inclusive and Reparative Archival Description](#) for more information.

Search ArchivesSpace to see if the name authority file already exists. If the name is not in the LCNAF or other authority databases, construct a local name. Local authority files are created in ArchivesSpace with basic information about the subject or person. To create well-formed authority or subject files in ArchivesSpace, follow these rules:

- Source is always DACS
- Term must not be discoverable in another database, such as the LOC:
<https://id.loc.gov/authorities/subjects.html> or <https://id.loc.gov/authorities/subjects.html>

If an authority file is found in an authority database, import it via the LCNAF plugin.

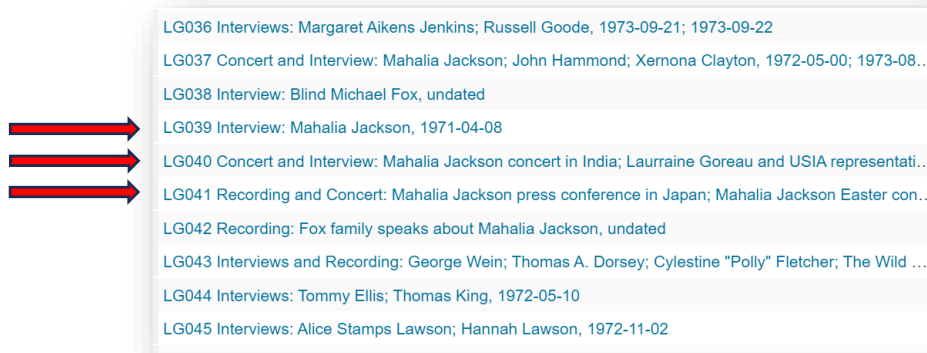
Subjects as Persons, Families, and/or Corporate Entities

When a person, family, or corporate entity is a subject of the collection and not its creator, the record will always be added as an Agent record in ArchivesSpace. If an Agent is the subject of the collection, choose Agent -> Subject when adding the record to an ArchivesSpace record. Refer to Section 9.3 for more information on the use of Agent records as subject records.

Refer to the [Tulane University Libraries' Guide to Creating Inclusive and Reparative Archival Description](#) for more information on creating ethical and inclusive agent records.

Item Level Description

Recordings that have been digitized and are entered into ArchivesSpace at the item level should be cataloged indicating the type of recording if known. For example, see screenshot below from the HJA-059 Laurraine Goreau collection where each cassette tape contains multiple types of recordings:



Vinyl Records

If describing vinyl recordings in a finding aid, use the following format to include information from the album cover. Format= vinyl LP, vinyl EP, vinyl 45

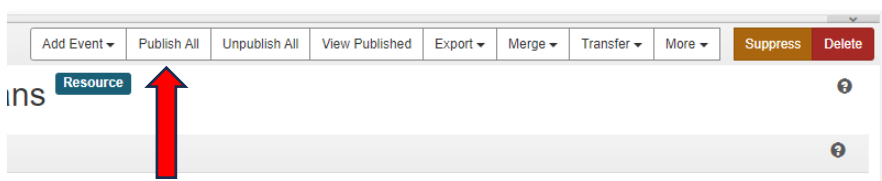
Band Name [or LastName, FirstName of Performer]. Album title. Record Label, place of distribution, record number. Year, format.

8.3 Approval of Finding Aids

As a collection is processed, description is added to the finding aid. When collection processing is complete and the finding aid includes all required elements, additional optional elements, and any inventories or external documents have been included, share the unpublished resource record with the Collection Management Archivist for review.

Temporarily publish the resource record for review by the Curator of the collecting unit and inform them of a deadline for review (for example, inform them via email with link to finding aid they have one week for review).

Once reviewed and approved, the resource record will be published, which makes it viewable in the Public User Interface (PUI) of ArchivesSpace. To publish all parts of a resource record at once, use the 'Publish All' button on the Edit view of a resource record. Click 'Publish All' on the dialog box that appears.



If you have notes that should remain unpublished, you must go back into the Resource record to manually unpublish the record and sub-record by unchecking BOTH boxes.

The screenshot displays the ArchivesSpace interface for creating a note. At the top, the 'Note Type' is set to 'General'. The main section is titled 'Multipart Note' and contains the following fields: 'Persistent ID' (empty), 'Label' (filled with 'Conservation Treatment'), and 'Type' (set to 'General'). Below these fields are two 'Publish?' checkboxes, both of which are unchecked and highlighted with red arrows. The bottom section is titled 'Sub Notes' and contains a 'Text' sub-note. The 'Content' field for this sub-note is filled with the text 'Items in this collection were treated for mold remediation in 2021.' and its 'Publish?' checkbox is also unchecked and highlighted with a red arrow.

Once the resource record is published, send a link to the published version to the CMA for monthly reporting. On the first of every month, the CMA will send an email out to TUSC staff with a list of newly processed collections and links to their published resource records in ArchivesSpace.

9 ArchivesSpace Record Creation Guide

ArchivesSpace is the collection management system used by TUSC to create archival description, publish finding aids, document accessions, and manage collection locations in our stacks. ArchivesSpace and any data published from the database form the record of record for the acquisition and the collection. All collections receive an accession record and baseline resource record during the accessioning process.

TUSC's instance of ArchivesSpace is hosted by Lyris. It is accessed at: <https://archives.tulane.edu>. Tulane's ArchivesSpace Instance is shared with Newcomb Institute Archives and the Latin American Library. Be sure that you access and are working in the TUSC Repository.

Ensure you can access ArchivesSpace Confluence to have access to the ArchivesSpace User Manual and Training Modules. The information below refers to TUSC local practice. Actual training and practice with ArchivesSpace should be accomplished via Confluence and Lyris's [ArchivesSpace YouTube page](#).

Always practice creating, editing, and publishing a record in the Test instance of ArchivesSpace prior to working in Production. The Test Instance is accessed at <https://test-archives.tulane.edu/staff/> with the same login information.

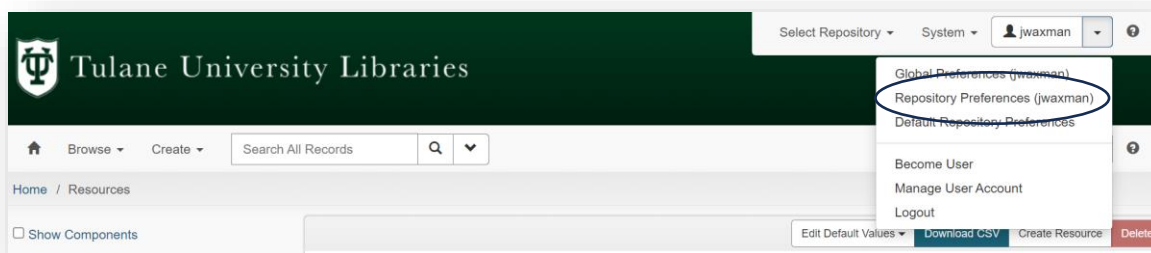
Note that when you are logged into ArchivesSpace, you can hover over the title of each field to view a popup window with the field's definitions and DACS element that applies.

General note about using ArchivesSpace: sessions expire without notice after a period of inactivity. Save your work often!

For various reasons related to different record keeping practices by Hogan Archive, LaRC, and SEAA, you will not find accession records for most of the collections that have a published resource record. For any collection that has neither accession record nor resource record in ArchivesSpace and is prioritized for archival work, the Curator is required to complete a TUSC Acquisition form and move through the accessioning process as described in Section 6.3 to include the collection in ArchivesSpace.

9.1 General Setup

Once you have logged in to ArchivesSpace, go to Repository Preferences in the top right drop down to set up preferences for the list views for Browse and Search features. This will ensure that you can see columns of data most important to you for the records you create and work with in ArchivesSpace. Talk to your CMT colleagues and go to the [ArchivesSpace Basic section](#) of the User Manual in Confluence to learn more about setting your Repository Preferences.



9.2 Accession Records

An accession record documents an acquisition of archival material and stores information about the receipt of material. The accession record is a resource for all TUSC staff to have a clear understanding of the material after acquisition, and the conditions governing our stewardship.

Accession records contain confidential information such as donor information, curatorial processing priority, and condition concerns, and therefore are **not** published and therefore not viewable to the public.

For a collection to be worked on by CMT, an accession record must exist to move the collection forward. This includes legacy and newly acquired collections. The only exception is for additions to collections with published finding aids.

9.2.1 Creating an Accession Record

To create an accession record in ArchivesSpace:

1. Under the Create menu, click Accession.
2. Using the [TUSC ArchivesSpace Reference Manual](#), fill in the required fields with the appropriate information about the collection from the TUSC Acquisition Form and the CMT Accession Log.
3. DO NOT PUBLISH.
4. Save the Accession record.

9.2.2 Accession Record Fields

The following section is a step-by-step guide to creating an accession record in ArchivesSpace, with a review of what fields are required, optional, or not included in a TUSC accession record. The fields are listed in the order they appear in ArchivesSpace.

For a quick reference to the information below, refer to the [TUSC ArchivesSpace Reference Manual](#).

Basic Information Sub-Record

Title (Required)

- Do not capitalize type: collections, records, papers, etc.
- Indicate if this is an addition by including the year it was accessioned. If there is more than one addition in a year, add the month before year in the title and update previous addition(s) with the month it was received.

Identifier (Required)

- Use format [Collecting Unit]-YYYYMMDD-XX, with each section going into a separate box in the field.
 - The abbreviations for the collecting units are HJA, LaRC, or SEAA.
- The last digit (XX) is the order the collection was accessioned on that day (01, 02, etc.), regardless of which collecting unit it is in.

Accession Date (Required)

- This field will automatically populate with the day's date when creating a new record.
- If backdating the record for a legacy collection, use ArchivesSpace formatting: YYYY-MM-DD.

Content Description (Required)

- Use the curator-written description from the acquisition form.
- If no description has been written on the acquisition form, perform a cursory overview, and write a brief description.
- This will become the Scope and Content note in the baseline resource record.
 - **NOTE: You must change the label of the Content Description note in a spawned resource record to "Scope and Content".**

Condition Description (Required)

- Use the curator-written description from the acquisition form.
 - **NOTE: You must delete this from the resource record if the record was spawned from the accession record.**
- Use CMT Condition Rating Scale: Poor, Fair, Good, Excellent to describe the condition.

Housing Rating

0 No Housing

1 Poor: non-archival enclosures OR no housing OR damaged/inappropriate archival enclosures, not stable, needs immediate rehousing

2 Fair: archival and/or non-archival enclosures, mostly stable, some rehousing needed

3 Good: archival enclosures, stable at present

4 Excellent: archival enclosures in like-new condition, no action needed

Material Rating

Material Rating

1 Poor: immediate concerns, most items unstable, loss of data/information occurring, cannot be handled

2 Fair: mixed conditions, some items (less than half) require stabilization due to levels deterioration, may be damaged with further handling

3 Good: material stable, may be minor damages or deterioration

4 Excellent: all material pristine, no action needed

- If the rating is Poor or Fair, you must include information about immediate and long-term preservation concerns and a description of issues.
- If no condition has been noted on the acquisition form, perform a cursory overview, and write a brief description.

Disposition

- **DO NOT USE.**

Inventory (Required)

- Link to the collection's Accession Folder in Box.

Provenance (Required)

- Use the curator-written description from the acquisition form. Format into a full sentence if necessary.
- If no provenance is known, write 'The provenance of this collection is unknown.'

Retention Rule

- **DO NOT USE.**

General Note

- Note if the collection was found as part of a discovery project.

- Add the location of the collection using the TUSC formatting for location codes. For example, L5-R64-A2 – L5-R64-B4.

Acquisition Type (Required)

- Choose from the list:
 - Gift (collection donated to TUSC)
 - Deposit (TUSC physically holds the collection but does not own it)
 - Purchase (TUSC exchanged funds for the collection)
 - Transfer (collection was owned by another repository but ownership was moved to TUSC)
- If the provenance is unknown, choose 'Gift.'

Resource Type (Required)

- Choose from the list. ONLY USE THE FOLLOWING OPTIONS:
 - Collection (intentionally assembled material)
 - Papers (documents created by a person or family)
 - Records (documents created by agency, organization, or corporate entity)

Language of Description (Required)

- Always choose **English**.

Script of Description (Required)

- Always choose **Latin**.

Restrictions Apply?

- **DO NOT USE. Only use these check boxes in resource records.**

Access Restrictions?

- **DO NOT USE. Only use these check boxes in resource records.**

Access Restrictions Note (Required)

- Use the curator-written description from the acquisition form.
- If no information is given, write 'This collection is open for research.'

Use Restrictions?

- Check **ONLY** if there are restrictions to use of the materials, such as copyright restrictions.

Use Restrictions Note

- Use the curator-written description from the acquisition form. The text will be one of three boilerplate statements.

Languages Sub-Record

Language (Required)

- Search for the language within the text box.
- If multiple languages are represented in the collection, each language should have a separate entry in the sub-record.

- There are two buttons that can be used to add a separate entry: one at the top left of the sub-record, and another that appears on the bottom right of the sub-record when hovering over the bar.

Script (Required)

- The Latin alphabet is used with most European languages. Other commonly used alphabets are Cyrillic (Russian, Bulgarian, Ukrainian) and Greek (Greek).

Dates Sub-Record

Label (Required)

- Will always be **Creation**.

Expression

- Use to express the date in a more narrative format, i.e. February 2, 1904.

Type (Required)

- Choose from the list. Options:
 - Inclusive Dates
 - Single
- **DO NOT USE** Bulk Dates.

Begin (Required)

- Enter the date, using the format YYYY-MM-DD.
 - If only the year is known, use YYYY.
 - If only the month is known, use YYYY-MM.

End (Required)

- Required with Inclusive Dates.
- Use the same format as Begin (YYYY-MM-DD).

Certainty

- **DO NOT USE.**

Era

- **DO NOT USE.**

Calendar

- **DO NOT USE.**

Extents Sub-Record

For intake and accessioning, you can create more than one extent sub-record to represent different formats.

Portion (Required)

- Choose from the list. Options:
 - Part (if representing different formats in more than one extent subrecord)
 - Whole (if representing entire collection)

- Use multiple extents if needed to describe varying materials within the collection at the time of intake and accessioning.

Number (Required)

- Use the number that best describes the Type (see below) of extent that you are describing.

Type (Required)

- Choose the best descriptor from the list for the portion of the collection you are describing at the time of accessioning/intake, such as “linear” feet for record cartons and “items” for audiovisual formats.

Container Summary (Required)

- Narratively describe the containers that the collection is housed in pre-processing once on the shelves.

Physical Details

- **DO NOT USE.**

Dimensions

- **DO NOT USE.**

Agent Links Sub-Record

Role (Required)

- Choose from the list. Options:
 - Creator
 - Source
 - Subject
- For accession records, only use **Creator** or **Source** if known.
 - Creator: person/entity that created the materials within the collection.
 - Source: person that donated or facilitated donation of material

Relator

- **DO NOT USE.**

Agents

- Search for existing agent records before creating a new agent record.
- See Section 9.3.1 for more information on creating a new agent record.

Related Resources Sub-Record

Resource (Required)

- Link to the resource record(s) related to this accession.
- This field will automatically populate when a resource record is spawned from a new accession.

Component Links Sub-Record

DO NOT USE.

Related Accessions Sub-Record

Relationship Type

- Only use this field with additions where the parent collection and/or other additions to the collection have accession records in ArchivesSpace.
- Choose from the list. Options:
 - “Part of” Relationship (the addition is part of a larger collection)
 - Sibling Relationship (linking multiple additions to a collection)

Subjects Sub-Record

DO NOT USE.

External Documents Sub-Record

Title

- Write ‘Accession Folder for [Collection ID].’
 - Use the collection identifier assigned to the collection in the CMT Accession Log. (i.e., Accession Folder for HJA-099; Accession Folder for LaRC-1135)

Location

- Copy and paste the link to the accession folder in Box.

Publish?

- **DO NOT CHECK.**

Rights Statements Sub-Record

DO NOT USE.

Metadata Rights Declarations Sub-Record

DO NOT USE. This only applies to the resource record.

Instances Sub-Record

DO NOT USE. No top containers are created for accession records and shelf locations are added to the General Note instead.

Deaccessions Sub-Record

DO NOT USE.

Collection Management Sub-Record

Processing Priority (Required)

- Choose from the list. This information comes from the TUSC Acquisition Form added by curator. Options:
 - High
 - Low
 - Medium
 - Completed

Rights determined?

DO NOT CHECK.

Processing Plan

DO NOT USE.

Processors

DO NOT USE.

Processing hrs/unit Estimate

DO NOT USE.

Processing Total Extent

DO NOT USE.

Extent Type

- Automatically populates with **Linear Feet**.
- **DO NOT USE** or edit.

Total Processing Hours

DO NOT USE.

Funding Source

- Only use if processing and/or digitization of the collection has been funded by an outside source, such as a grant or donor gift.
- Describe the source of the funds in the field.

Processing Status

DO NOT USE. Use Finding Aid Status in the Finding Aid Data section of the resource record only.

Classifications Sub-Record

Classifications

- Search for available classifications in the text box. TUSC uses:
 - HJA Hogan Archive of New Orleans Music and New Orleans Jazz
 - LaRC Louisiana Research Collection
 - SEAA Southeast Architecture Archives

User Defined Sub-Record

DO NOT USE.

9.3 Resource Records

The terms ‘resource record’ and ‘finding aid’ are often used interchangeably to describe the public access point for a collection. For the purposes of this manual, the term ‘resource record’ will be used in to align with the terminology used by ArchivesSpace.

In the Finding Aid Data section of a resource record, Finding Aid Status is always changed to UNPROCESSED for all newly spawned resource records. This allows staff users to see the unprocessed queue in ArchivesSpace when sorting by Finding Aid Status. TUSC resource records are only published once the collection is processed and the resource record is approved. At this time the Finding Aid Status will be changed to COMPLETE.

Refer to Section 8.2 for more information about how to draft descriptive elements of a resource record. Remember to also refer to the [Tulane University Libraries’ Guide to Creating Inclusive and Reparative Archival Description](#) when creating resource records.

9.3.1 Creating Resource Records

To create a resource record in ArchivesSpace via **Create Menu**:

1. Under the Create menu, click **Resource**. Using the [TUSC ArchivesSpace Reference Manual](#), fill in the required fields with the appropriate information about the collection. See Section 9.2.2 below for further detail about formatting required fields. Refer to the collection’s entry in the CMT Accession Log and refer to the collection’s TUSC Acquisition Form if unsure of correct information.
2. Save the resource record.

To spawn a resource record from an accession record:

1. In the accession record for the collection, click the **Spawn** dropdown menu then click **Resource**.

2. A spawned resource record will automatically populate the following fields from the accession record:

Accession record fields/sub-records	Spawned Resource fields/sub-records
Basic Information <ul style="list-style-type: none"> • Title • Resource type • Publish status (true/false) 	Basic Information <ul style="list-style-type: none"> • Title • Resource type • Publish status (true/false)
Content Description	Note Type="Scope and contents"
Condition Description	Note Type="Physical description"
Dates	Dates
Extents	Extents
Right Statements	Right Statements
Metadata Rights Declarations	Metadata Rights Declarations
Classifications	Classifications
External IDs	External IDs
Linked records: <ul style="list-style-type: none"> • Subjects • Agents 	Linked records: <ul style="list-style-type: none"> • Subjects • Agents

3. **NOTE: you must manually change the Label from "Content Description" to "Scope and Contents."**
4. **NOTE: you must manually delete "Physical Description – Condition Description" note type.**
5. **NOTE: you must manually set the Processing Status in Finding Aid Data to Unprocessed.**
6. Add any required information to the resource record that is not transferred during spawning. (See Section 9.3.2 for further detail about the required fields for a resource record.)
7. Be sure the resource record remains unpublished until the collection is processed.
8. Save the resource record.

9.3.2 Resource Record Fields

The following section is a step-by-step guide to creating a resource record in ArchivesSpace, with a review of what fields are required, optional, or not included in a TUSC resource record. The fields are listed in the order they appear in ArchivesSpace.

For a quick reference to the information below, refer to the [TUSC ArchivesSpace Reference Manual](#).

Basic Information Sub-Record

Title (Required)

- Type, do not capitalize:
 - collections
 - records
 - papers
- Indicate if this is an addition by including the year it was accessioned. If there is more than one addition in a year, add the month before year in the title and update previous addition(s) with the month it was received.

Identifier (Required)

- Use format [Collecting Unit]-XXX, with each section going into a separate box in the field.
 - The abbreviations for the collecting units are HJA, LaRC, or SEAA.
 - For collections whose identifier is less than three digits, insert a zero at the beginning (i.e. HJA-099).
- The last digit (XX) is assigned to the collection at the time of accessioning. Refer to the CMT Accession Log for a record of this number.

Level of Description (Required)

- Choose from the list.
- Always choose **Collection**.

Resource Type (Required)

- Choose from the list. CHOOSE ONLY ONE OF THE FOLLOWING OPTIONS:
 - Collection
 - Papers
 - Records
- **Collection, Papers, or Records**
 - Collection: mixed materials, or materials from disparate sources/creators
 - Papers: materials sourced from a single individual
 - Records: materials sourced from a singular corporate entity

Publish?

- Only check if the collection has been processed, the resource record updated to reflect the collection's processed status, and the description has been approved by the curator, Head of CM or the CMA.

Restrictions Apply?

- Only check if there are restrictions to access and/or use that apply to the collection and are documented in the Conditions Governing Access and/or Conditions Governing Use note.

Repository Processing Note

- Use this note to include information about a collection that is relevant to staff and should not be published.
 - For example, if there are materials known to be missing from the collection, those can be identified for staff in the Repository Processing Note. See LaRC-241 for an example.
 - This note can also be used for indicating what the Component Unique Identifier field was used for. See Identifier/Component Unique Identifier above.

Languages Sub-Record

Language (Required)

- Search for the language within the text box.
- If multiple languages are represented in the collection, each language should have a separate entry in the sub-record.
 - There are two buttons that can be used to add a separate entry: one at the top left of the sub-record, and another that appears on the bottom right of the sub-record when hovering over the bar.

The screenshot displays the 'Languages' sub-record interface. At the top, there is a header with the text '* Languages' and two buttons: 'Add Language' and 'Add Language Note'. Below the header, there are two input fields: 'Language *' and 'Script'. The 'Add Language' button is circled in red. The interface also includes a search icon and a close button (X) next to the 'Language *' field.

Script (Required)

- The Latin alphabet is used with most European languages. Other commonly used alphabets are Cyrillic (Russian, Bulgarian, Ukrainian) and Greek (Greek).

Dates Sub-Record

Label (Required)

- Will automatically populate with **Creation**. Leave this label unless otherwise instructed by the CMA or the Head of CM.

Expression

- Use to express the date in a more narrative format, i.e. February 2, 1904.

Type (Required)

- Choose from the list. Options:
 - Inclusive Dates
 - Single

- **DO NOT USE** Bulk Dates.

Begin (Required)

- Enter the date, using the format YYYY-MM-DD.
 - If only the year is known, use YYYY.
 - If only the month is known, use YYYY-MM.

End (Required)

- Required with Inclusive Dates.
- Use the same format as Begin (YYYY-MM-DD).

Certainty

- **DO NOT USE.**

Era

- **DO NOT USE.**

Calendar

- **DO NOT USE.**

Extents Sub-Record

Portion (Required)

- Choose from the list. Options:
 - Part
 - Whole
- For collections that have AV/digital materials, choose **Part** and create an entry for AV and an entry for everything else.
 - This should be two separate entries under the Extents sub-record.

Number (Required)

- Enter the measurement of the linear footage of the collection **ONLY IF** it is in archival containers.
 - Use half inch increments (0.5, 1.0, 1.5, etc.).
- Calculate linear footage of archival containers using the [UNLV Rebel Archives Calculator](#).

Type (Required)

- Choose from the list.
 - Use **Linear Feet** for paper-based materials.
 - Use the appropriate descriptor from the dropdown list to describe AV materials. If a descriptor is not there, it can be added.

Container Summary (Required)

- List the number of archival containers, non-archival containers, volumes, and oversize folders.
- List the number of AV formats.

Physical Details

- **DO NOT USE.**

Dimensions

- **DO NOT USE.**

Finding Aid Data

EAD ID

- Auto-populates when exporting or importing an EAD file. Can be left blank until importing or exporting.

EAD Location

- **DO NOT USE.**

Finding Aid Title (Required)

- Use the name of the collection.
- Follow the same formatting rules as for Title.

Finding Aid Subtitle

- **DO NOT USE.**

Finding Aid Filing Title

- **DO NOT USE.**

Finding Aid Date (Required)

- Natural expression of the date of publication of the resource record.
- Always write out the month.

Finding Aid Author (Required)

- List the names of authors with multiple individuals separated by comma.
- Arrange names alphabetically by last name.

Description Rules (Required)

- Choose from the list.
- Always choose **DACS**.

Language of Description (Required)

- Choose from the list.
- Always choose **English**.

Script of Description (Required)

- Choose from the list.
- Always choose **Latin**.

Language of Description Note

- **DO NOT USE.**

Sponsor

- **DO NOT USE.**

Edition Statement

- **DO NOT USE.**

Series Statement

- **DO NOT USE.**

Finding Aid Status (Required)

- Choose from the list. Options:
 - Completed (for collections that are processed and ready to be published)
 - In Progress (for collections that have a processor actively working on them)
 - Under Revision (for collections undergoing reprocessing)
 - Unprocessed (for collections that have not been processed)
- This status will change as a collection goes through the stages of processing. It should be **Completed** by the time a resource record is being published.

Finding Aid Note

- **DO NOT USE.**

Revision Statements Sub-Record

- Add Revision Date when repairing description to conform to TUSC's Statement on Harmful and Non-Inclusive Language in Archival Description or when updating legacy finding aids to DACS-compliance.
- Add Revision Statement: This finding aid was updated to conform to TUSC's Statement on Harmful and Non-Inclusive Language in Archival Description (<https://tulane.box.com/s/ydm5uvc09lsh3h6kcq586fmcdmzdh7rb>). Previous versions of this finding aid are available upon request.²⁸
- Publish? YES

Related Accessions Sub-Record

Accession (Required)

- This field will automatically populate when a resource record is spawned from an accession record.
- If it is not spawned, search for the correlating accession in the text box or via **Browse** in the dropdown menu.

Agent Links Sub-Record

Role

- Choose from the list. Options:

²⁸ Currently, ArchivesSpace does not allow for hyperlinks in this field. The link must be copied as part of the text.

- Creator
- Source
- Subject
- For resource records, use **Creator** if the donor of the collection is also the creator of the materials within the collection. Otherwise, use **Source** for the donor.
- Use **Subject** for person(s) who are represented in the collection but did not create the materials in the collection.

Relator

- **DO NOT USE.**

Agents

- Search for existing agent records before creating a new agent record.
- See Section 9.3.1 for more information on creating a new agent record.

Subjects Sub-Record

Subjects

- Assign **three minimum** subject records to a collection if the subject is known.
- Search for existing subject records before creating a new subject record.
- See Section 9.4.1 for more information on creating a new subject record.

Notes Sub-Record

The following are Note Types available in ArchivesSpace. Notes listed in **bold** are **required** per DACS single-level minimum required description. Notes in plain text are optional. Notes in **red text** are **not used**.

Abstract	DO NOT USE
Accruals	Optional
Appraisal	DO NOT USE
Arrangement	Required
Bibliography	DO NOT USE
Biographical / Historical	Optional
Conditions Governing Access	Required
Conditions Governing Use	Required
Custodial History	DO NOT USE
Dimensions	DO NOT USE
Existence and Location of Copies	Optional
Existence and Location of Originals	DO NOT USE
File Plan	DO NOT USE
General	Optional
Immediate Source of Acquisition	Required
Index	DO NOT USE

Legal Status	DO NOT USE
Materials Specific Details	DO NOT USE
Other Finding Aids	DO NOT USE
Physical Characteristics and Technical Requirements	Optional
Physical Description	DO NOT USE
Physical Facet	DO NOT USE
Physical Location	DO NOT USE
Preferred Citation	Optional
Processing Information	Required
Related Materials	Optional
Scope and Contents	Required
Separated Materials	Optional

Refer to Section 8.2 and the [TUSC ArchivesSpace Reference Manual](#) for more information on the rules and formatting of descriptive notes.

External Documents Sub-Record

Title

- Use a descriptive title for the associated document that identifies the collection with title (abbreviated if needed) and collection ID, and what part of the collection it is relevant to if not for the entire collection. For example:
 - LaRC-1135 Inventory for Series 4 of the H.B. Bayliss papers
 - LaRC-1135 Inventory for H.B. Bayliss papers

Location

- Copy and paste the link to the document in Box.
 - Include the Collection ID in the digital file's name (i.e. LaRC1135Series4Inventory.pdf).
 - Make sure that the permissions for access have been changed so that anyone with the link can view and download (but not edit).

Publish?

- Only check when the collection is processed and the resource record is ready to be published.

Rights Statements Sub-Record

DO NOT USE.

Metadata Rights Declaration Sub-Record

License (Required)

- Choose from the list.

- Always choose **This record is made available under an Attribution-NoDerivatives 4.0 International Creative Commons license.**

Descriptive Note (Required)

- Use the following text:
 - Under this Creative Commons license (CC BY-ND 4.0), the metadata created by archivists to describe this collection can be copied and redistributed in any medium or format for any purpose, even commercially. In doing so you cannot remix or transform the metadata and you must provide appropriate credit.

File URI (Required)

- Use the following link:
 - <https://creativecommons.org/licenses/by-nd/4.0/>

Instances Sub-Record

Only use **Add Container Instance** in this sub-record. Do not use **Add Digital Object**. Instances can be added via this sub-record to a collection level record, via this sub-record in a series, sub-series, or file level record. See Section 9.5 for further information about adding Instances.

Deaccessions Sub-Record

DO NOT USE.

Collection Management Sub-Record

DO NOT USE.

Classifications Sub-Record

Classifications

- Search for available classifications in the text box. TUSC uses:
 - HJA Hogan Archive of New Orleans Music and New Orleans Jazz
 - LaRC Louisiana Research Collection
 - SEAA Southeast Architecture Archives

User Defined Sub-Record

DO NOT USE.

9.4 Agent Records

Agent records are used to identify the persons, families, and corporate entities that are associated with the collection. Agents can be linked to the creation, assembly, accumulation, and/or maintenance of the materials found within a collection.

Agent records may be linked to an accession or a resource record as creators, sources, or subjects:

- *Creator*: Agent responsible for the creation or accumulation of the archival material
- *Source*: Indicates the immediate source of acquisition
- *Subject*: Indicates that the archival material is about the selected agent record

Note: Typically, a creator is the person responsible for a body of materials. However, a creator can also be responsible for the intellectual or artistic content of a single item, as in the writer of a letter or the artist who created a sketch. *Creator* can also be used for the collector or the person who compiles materials relating to a single subject. The collector would be considered the creator of the collection²⁹.

9.4.1 Creating Agent Records

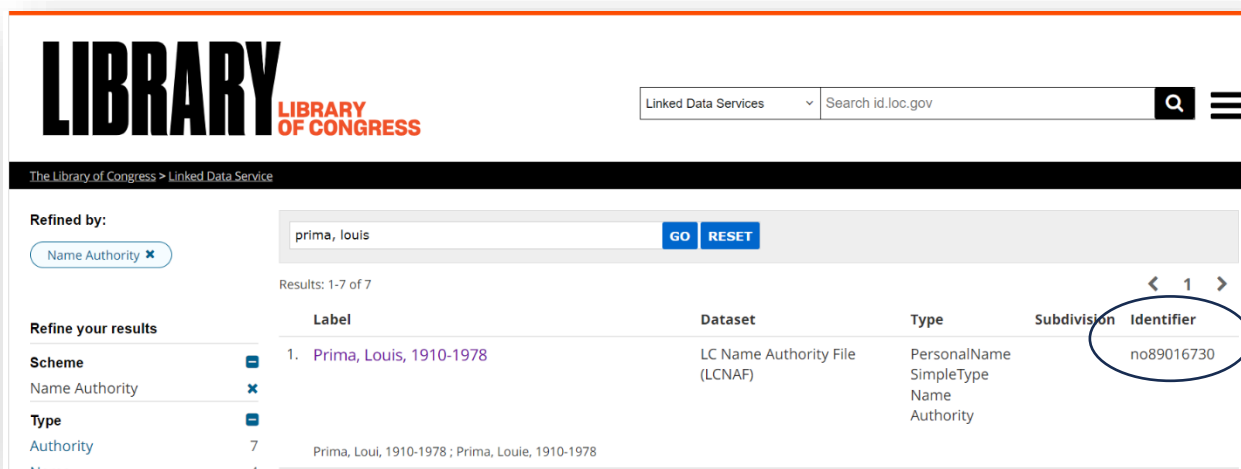
Before creating any agent record, first search to see if that agent record exists in ArchivesSpace.

Browse subject headings directly in the record you are working in or click on the Browse button on the top left of the staff interface. If the agent record exists, confirm that the agent record is well-formed. Meaning, if it is from an authority database and at minimum it includes an Authority ID. If it does not, you must import the authority file and merge the two after import.

Creating Agents using the LCNAF Plugin

Check [LCNAF](#) for an existing agent record. Import it using the LCNAF import plug-in.

1. Go to <https://id.loc.gov/authorities/names.html> to find the name of the person. Be sure to note the Authority ID, which is the number following the prefix “n” (for name) at the end of the URI.
2. Open ArchivesSpace and navigate to the LCNAF Import plugin.



3. Search for the name (Last, First or just Last) via the LCNAF and select the term that matches the Authority ID from Step 1. You can see this by clicking on Show Record:

²⁹ For more information about agent records, refer to [DAC3 2.6](#).

LCNAF Import

This plugin depends on 3rd party services that may or may not be available or supported.

LCNAF - <https://id.loc.gov/authorities/names>

LCSH - <https://id.loc.gov/authorities/subjects>

Primary Name *

prima, louis

Rest of Name

Search

Page 1 - Showing results 1 to 7 of 7 matches

Prima, Louis, 1910-1978

Show Record Select

Page 1 - Showing results 1 to 7 of 7 matches

Prima, Louis, 1910-1978

Select

```
<marcxml:record xmlns:marcxml="http://www.loc.gov/MARC21/slim" xmlns:mets="http://www.loc.gov/METS/" xmlns:bf="http://id.loc.gov/ontologies/bibframe/" xmlns:
rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#" xmlns:madsrdf="http://www.loc.gov/mads/rdf/v1#" xmlns:bflc="http://id.loc.gov/ontologies/bflc/" xmlns:ri="h
ttp://id.loc.gov/ontologies/RecordInfo#" xmlns:lx="http://www.loc.gov/standards/locxml/" xmlns:xlink="http://www.w3.org/1999/xlink" xmlns:xsi="http://www.w3.org/2001/
XMLSchema-instance" xmlns:semtriples="http://marklogic.com/semantic" xmlns:streams="info:lc/streams#">
<marcxml:leader>01604cz a2200301n 4500</marcxml:leader>
<marcxml:controlfield tag="001">no89016730</marcxml:controlfield>
<marcxml:controlfield tag="003">DCC</marcxml:controlfield>
<marcxml:controlfield tag="005">20190615073155.0</marcxml:controlfield>
<marcxml:controlfield tag="008">891031n| azannaabn |a aaa c</marcxml:controlfield>
<marcxml:datafield tag="010" ind1=" " ind2=" ">
```

5. Click on Select to import the agent record.

Creating agents using Local Sources

At this time TUSC is not using the expanded EAD-CPF capabilities of Agent records in ArchivesSpace. Use the minimum fields required as listed below. After adding the minimum required fields to save a record (those with a red star next to it), check Light Mode if you want to simplify the view while editing the record.

1. Go to Create -> Agent.
2. Choose *Person*, *Family*, or *Corporate Entity* as applicable to the agent.
3. Scroll down to Name Forms.
 - a. Authority ID—leave blank.
 - b. Source: choose Local Sources.
 - c. Rules: choose DACS.
 - d. Name Order: Indirect.
 - e. Prefix: enter if known.
 - f. Title: if known, use for titles such as Reverend, Pastor; otherwise leave blank.

- g. Primary Part of Name: agent’s LAST name only.
- h. Rest of Name: agent’s FIRST and MIDDLE name only.
 - i. If the person is commonly known by their initials, spell out initials in parentheses.
- i. Suffix: use if known (Jr., Sr., or III).
- j. Fuller Form: use if agent has a nickname (see section below)
- k. Number—leave blank.
- l. Date: include if known and certain of date of birth and death.
- m. Ignore the remainder of the fields.
- n. Save the record.

Creating Agent records with a nickname, pseudonym or performing name

See the examples below.

Nickname

Though Doc Holliday (John Henry Holliday) has an authority record in the LCNAF, here is how you would enter his nickname in the agent record if one did not exist.

Authorized Display Name	
Authority ID	<input type="text"/>
Source	Local sources
Rules	Describing Archives: A Content Standard
Name Order *	Indirect
Prefix	<input type="text"/>
Title	<input type="text"/>
Primary Part of Name *	Holliday
Rest of Name	John Henry
Suffix	<input type="text"/>
Fuller Form	Doc

Here’s the agent viewed in the PUI:

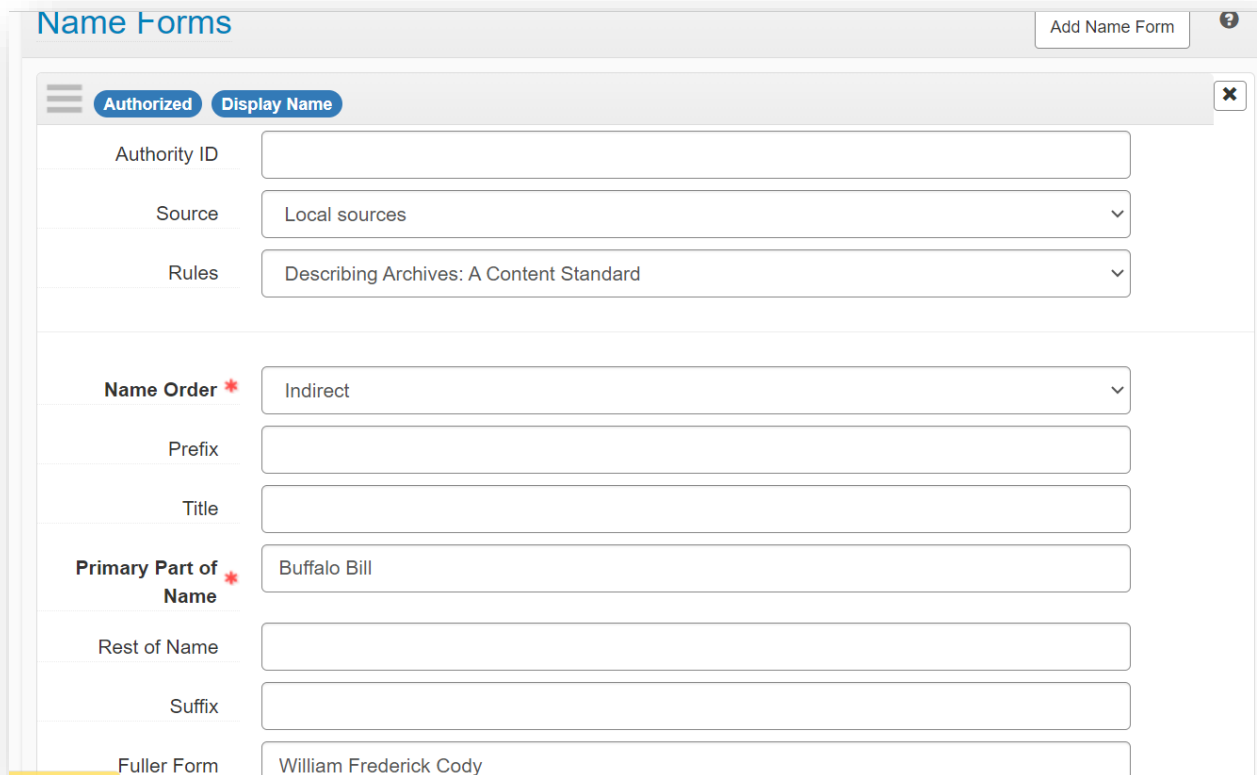
Holliday, John Henry (Doc)

 Person

Pseudonym

For person(s) who are better known by shortened names or person(s) who are known under a pseudonym, use the name they are commonly referred to as in the **Primary Part of Name**. Put their full, legal name in the Fuller Form field.

Though Buffalo Bill (William Frederick Cody) has an authority record in the LCNAF, here is how you would enter his name in the agent record if one did not exist.



Name Forms		Add Name Form	?
Authorized Display Name			
Authority ID	<input type="text"/>		
Source	Local sources		
Rules	Describing Archives: A Content Standard		
Name Order *	Indirect		
Prefix	<input type="text"/>		
Title	<input type="text"/>		
Primary Part of Name *	Buffalo Bill		
Rest of Name	<input type="text"/>		
Suffix	<input type="text"/>		
Fuller Form	William Frederick Cody		

And the agent view in the PUI:

Buffalo Bill (William Frederick Cody), 1846-1917

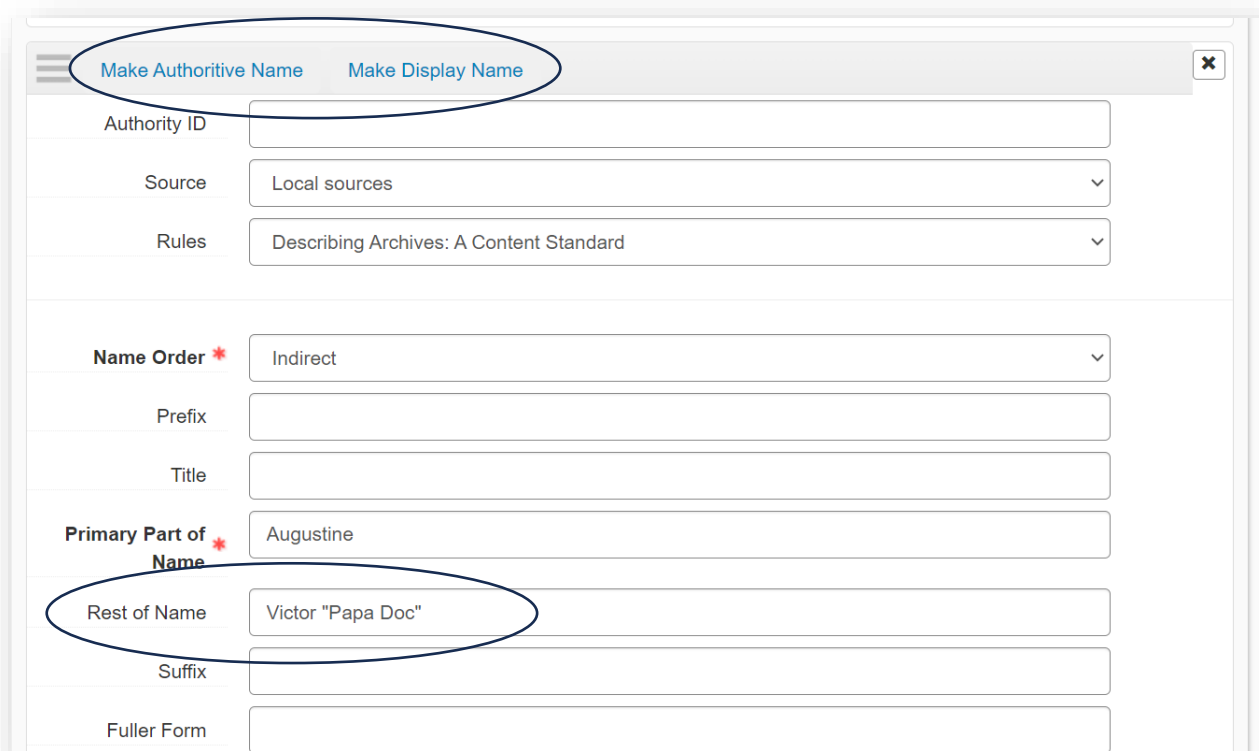
 Person

Creating Agent records with nicknames if you don't want the nickname to appear but be searchable

If an agent has a nickname that you want to make searchable but do not want to appear in the PUI, add a New Name Form. It will appear in the Parallel Names subsection:

- a. Authority ID—leave blank.
- b. Source: Local sources
- c. Rules: DACS
- d. Name Order: Indirect
- e. Prefix: use if known
- f. Title: use if known
- g. Primary Part of Name: LAST name
- h. Rest of Name: FIRST name plus nickname in quotation marks

BE SURE TO CHOOSE ONE: *Make Authoritative Name* and *Make Display Name* for the Name Form you prefer to appear (the one with the nickname or the one without). Both will be searchable.



The screenshot shows a web form for creating a name record. At the top, there are two radio buttons: "Make Authoritative Name" and "Make Display Name". Both are circled in blue. Below these are several input fields: "Authority ID" (empty), "Source" (dropdown menu with "Local sources" selected), "Rules" (dropdown menu with "Describing Archives: A Content Standard" selected), "Name Order" (dropdown menu with "Indirect" selected), "Prefix" (empty), "Title" (empty), "Primary Part of Name" (input field with "Augustine" entered), "Rest of Name" (input field with "Victor 'Papa Doc'" entered and circled in blue), "Suffix" (empty), and "Fuller Form" (empty). A close button (X) is in the top right corner.

The alternate name will appear on the right side bar.

The screenshot shows the Tulane University Libraries website. At the top is the logo and name. Below is a navigation bar with links: Home, Repositories, Collections, Digital Materials, Subjects, Names, Classifications, and a search icon. The main content area displays a record for 'Augustine, Victor', identified as a 'Person'. It lists 'Found in 2 Collections and/or Records:' with a link to 'LA024 Interviews: Victor "Papa Doc" Augustine; Albert Veal; Eddie Ray, 1981-10-10; 1981-10-11'. The record details include 'Scope and Contents', 'Dates', and 'Found in' information. On the right, a 'More about 'Augustine, Victor'' section contains a 'Name Forms' box, which is circled in blue. This box lists 'Also known by the following names:' with a bullet point for 'Augustine, Victor "Papa Doc"'. Above this box is a 'Staff Only' icon, and below it is an 'Additional filters:' section.

9.4.2 Adding Agent Links to an accession or resource record

1. On the left navigation bar, click **Add Agent Link**.
2. Either search for an agent record in the text box or use the **Browse** button in the dropdown menu.
3. Enter the name in the search bar, select the desired agent record, and then click **Link**.
2. If adding multiple agent records, add a new Name Form box for each name.

9.5 Subject Records

Before creating a subject heading, search ArchivesSpace to see if it already exists. If one does not already exist, search a standardized database created by recognized authority sources. These include, but are not limited to, the [Library of Congress Subject Headings](#) database, the [OCLC FAST](#) database, and the [Getty Art & Architecture Thesaurus](#). When possible, subject records should be imported directly from those sources. If you cannot import the authority file, be sure to include the Authority ID and name of the Source in the subject record.

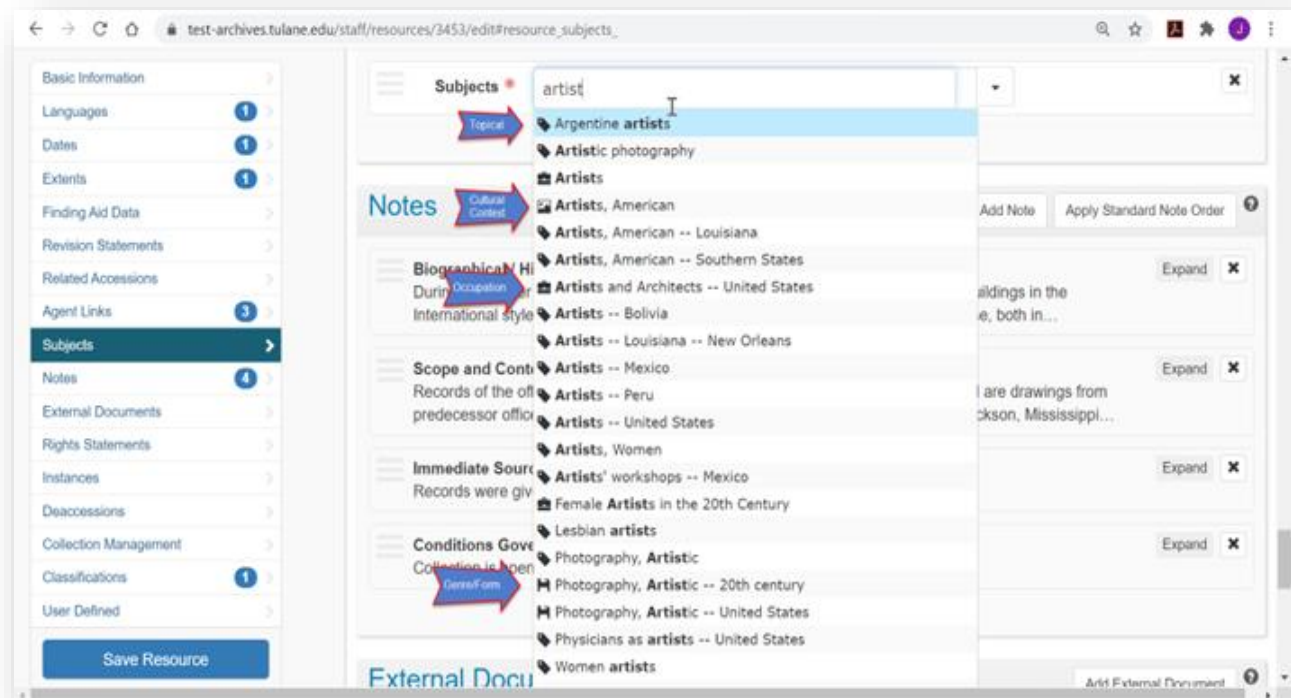
There are sometimes good reasons to create local subjects. These might include objections to harmful language used in authority files or very localized topics that are not well represented in authority sources. See the [Tulane University Libraries' Guide to Creating Inclusive and Reparative Archival Description](#) for more information on forming inclusive and non-harmful subject headings when you do not find an appropriate one in an authorized database. Discuss the creation of the heading with your CMT colleagues to get a consensus of the best term to use.

Subject headings, which describe what an item or collection is *about*, fall into four categories:

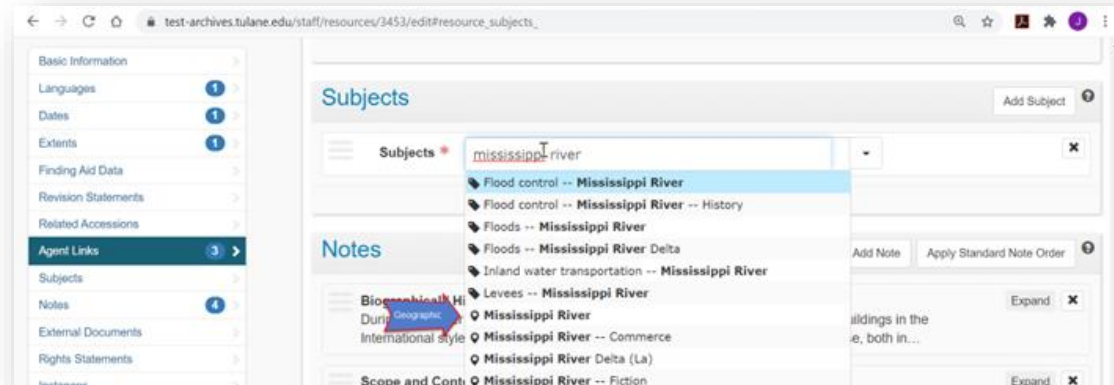
- **topical** (such as an abstract concept, Humanism; or thing, Trees)
- **geographical** (such as a city, Tokyo; or country, Spain; or area, Eastern Hemisphere)
- **temporal** (such as a decade, 1890s; or a century, 1900s)
- **name** (such as John F. Kennedy)

When you are browsing subject headings in an accession record, you will see icons that appear to the left of the subject heading title. These indicate the “Type”, or concept category of the subject record. See below for an explanation of the variety of icons you may see (which may not match the LOC categories you have already learned):

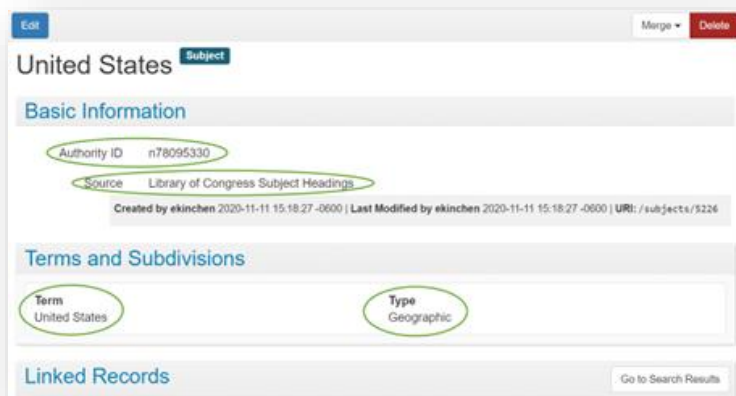
- Tag for *Topical*
- Picture for *Cultural Context*
- Briefcase for *Occupation*
- Floppy disc for *Genre/Form*



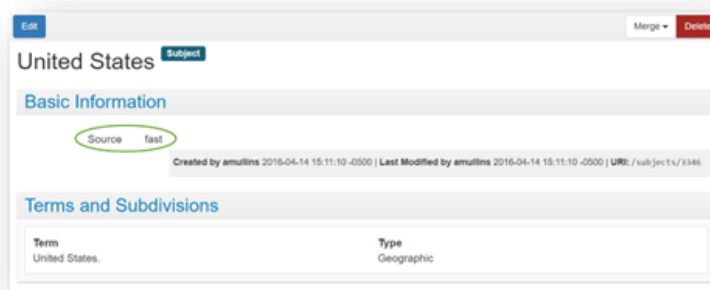
- Pin for *Geographic*



See the below example of an imported, standardized subject record. You will notice that the **Authority ID**, **Source**, **Term**, and **Type** have been imported directly from the LCSH. It is easy to see where this Subject Record came from and how to track back to the authority file.



See the below screenshot example of a non-standard subject record that is not well-formed. This was presumably created by rekeying data from the OCLC FAST database entry, but no authority ID has been included.



To remedy this situation, if the subject record exists in an authority database, import the subject record correctly and merge the two subject records. Refer to the User Manual in the Confluence ArchivesSpace Help Center for instructions on merging subject records.

9.5.1 Creating Subject Records

There are multiple ways to create subject records within ArchivesSpace. Records may be imported from the Library of Congress Subject Headings (LCSH) via a Plug-In in the ArchivesSpace main menu. Records may also be created locally within ArchivesSpace, using other vocabularies or local guidelines.

The subject records currently in ArchivesSpace have come from a variety of sources with differing levels of standardization. Subject records from all repositories, including LAL (Latin American Library) or NA (Newcomb Archives) are visible in the TUSC instance of ArchivesSpace. If you merge a poorly-formed subject heading with a well-formed subject heading, all records previously linked to it will be preserved.

Below are some internal subject heading rules about local subjects that specifically related to TUSC collections. If you run across an issue with a subject record, especially records made with local rules, notify the CMA or CMT staff so that the situation can be analyzed and, if needed, the resolution can be recorded in this document.

Currently, rules exist for:

Carnival/Mardi Gras

- If a collection can be described with either subject heading, it should receive both. *Carnival* is the subject heading from the Library of Congress, while *Mardi Gras* is a locally-created subject heading.

Regional cities

- If a subject heading is needed for a geographic location that is not available via the Library of Congress, a local vocabulary subject heading can be made.
- Use the format of “City, (State abbreviation),” i.e. “Lake Charles (La.)”

New Orleans (La.) and Louisiana

- Because most collections in TUSC cover New Orleans or Louisiana in their scope and contents, you do not have to include that on all records. Including New Orleans (La.) and Louisiana as subject headings on all records will flood your search results with every record in the database.

How to create subject records via LCNAF plugin

1. **Prior to creating a new subject record, search for the term to confirm that it does not already exist in ArchivesSpace.**
2. Search for the subject in the [Library of Congress Subject Headings](#). Be sure to note the Authority ID.
3. Use the LCNAF Import under the Plug-ins menu.
4. Search for the term in the **Primary Name** field. Make sure that **LCSH** is marked.
5. Click **Show Record** to expand the record entry in the search results to confirm that the Authority ID number matches that from the LCSH website.
6. Once the record is confirmed as the correct subject record, click **Select** at the top right of the record entry. Then click **Import** on the right side of the screen.
7. ArchivesSpace will redirect to an Import Job page. Once the subject record has been imported to ArchivesSpace, a **Refresh Page** button will appear on the left side of the page. Click that button and ArchivesSpace will add the term to the Subjects.
8. If uncertain the subject record imported, search for it via Browse > Subjects. *Note: it will take a while for ArchivesSpace to update, so if the subject record doesn't appear when it says it has been uploaded, search again a few minutes later.*

How to create local subject records

1. **Prior to creating a new subject record, search for the term to confirm that it does not already exist in ArchivesSpace.**
2. If the term does not exist in ArchivesSpace or in an existing controlled vocabulary, create a local subject heading. If uncertain about the correct term to use, discuss the creation of the Local Sources subject record with CMT staff prior to creation.
3. Minimum required fields for creating a local subject heading: Source, Term, Type.

9.5.2 Adding Subject Records to an accession or resource record

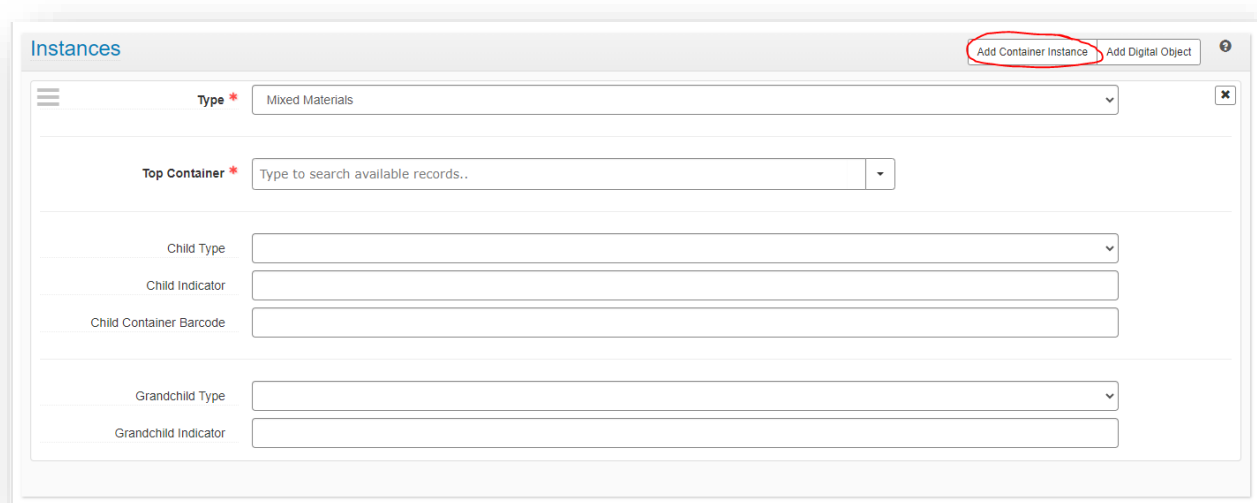
1. On the left navigation bar, click **Subjects>Add Subject**.
2. Use the **Subjects** drop down menu to select **Browse**.
3. Enter term in search bar (example: “cooking”), select desired subject record -- **Link to Subjects**.

9.6 Top Container and Location

All boxes will receive top containers. Top containers can be made via the Instances field in ArchivesSpace. Top containers can also be made within RDE, also using the Instances field.

Top Containers in Instances Field

1. In the Instances field, click **Add Container Instance**.



The screenshot shows the 'Instances' form in ArchivesSpace. At the top right, there are two buttons: 'Add Container Instance' (circled in red) and 'Add Digital Object'. The 'Type' dropdown menu is set to 'Mixed Materials'. Below this is the 'Top Container' field, which is a search bar with the placeholder text 'Type to search available records..' and a dropdown arrow. Underneath are several input fields: 'Child Type' (dropdown), 'Child Indicator' (text), 'Child Container Barcode' (text), 'Grandchild Type' (dropdown), and 'Grandchild Indicator' (text).

2. **Type:** Choose **Text** if all materials are paper-based or **Mixed Materials** if it’s mixed paper and audiovisual formats.
3. **Top Container:** Click the drop-down arrow to the right to create a new instance. *Unless a collection shares a box with another collection, you must create a new instance for every box in the collection.*

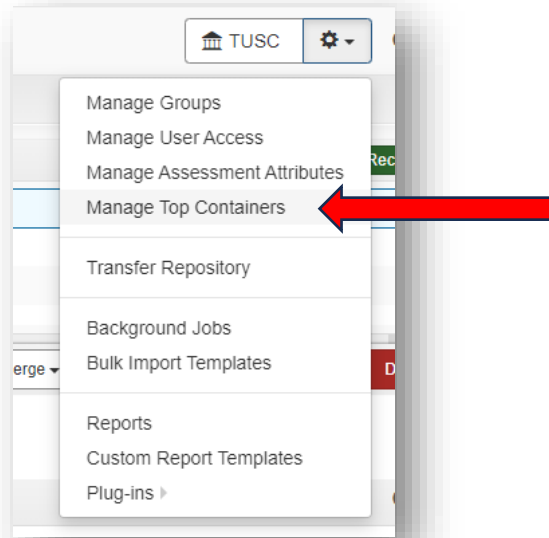


This is a close-up of the 'Top Container' field. The search bar contains the placeholder text 'Type to search available records..'. A dropdown menu is open, showing two options: 'Browse' and 'Create'. The 'Create' option is circled in red.

4. In the Create Top Container window, add **Container Type** and **Indicator**.
5. Click **Create and Link** when completed.
 - a. **Container Type**: choose Box, Volume, or Folder.
 - b. **Indicator**: numerical identifier of the box(es) represented. If a range, uses X-X (i.e., 1-6).

Adding Locations to Top Container Instances

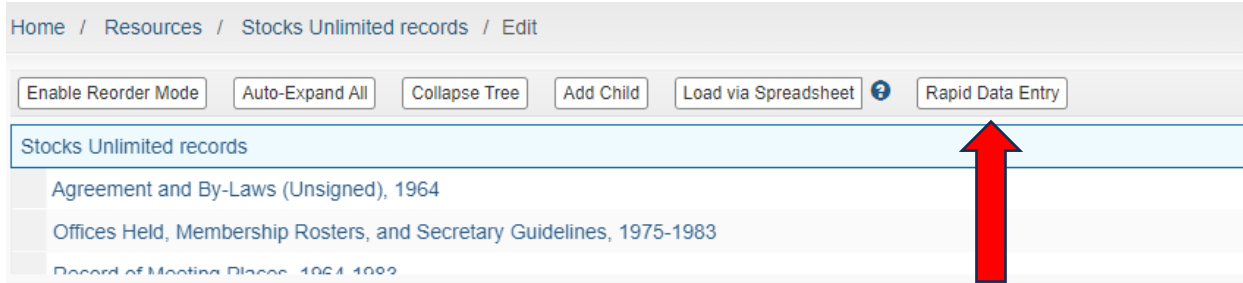
Once top containers have been added to a collection, a location must be associated with the top container. To add a location to a top container, go to Manage Top Containers in the drop-down menu under the settings menu.



1. In the Top Containers screen, search for the collection in the Keyword field by using a word in the title or by typing the collection identifier (not case specific) between quotation marks. Ex, "LaRC-1120".
2. Select the resources in the first column you want to add location to.
3. Click on Bulk Operations, Update Locations: Single Location or Multiple Locations on the right.
4. A new window opens where you search for the location to link.
 - a. Locations are formatted differently in ArchivesSpace than they are in TUSC location codes. For example, L2-R60-D1 is Jones Hall, 2 [Range: 60, Section: D, Shelf: 1]. Instead of searching by the entire string, all options appear just by typing: 2 [Range: 60
5. Click on Update Location.
6. If the shelf location is not in ArchivesSpace, contact the Head of CM.

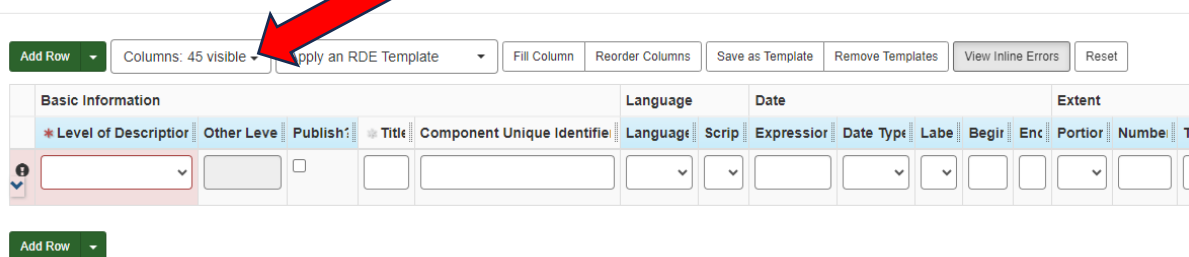
9.7 Rapid Data Entry

Rapid Data Entry (RDE) is a method of inputting more granular levels of description about a collection into ArchivesSpace.



Several templates for RDE are available in ArchivesSpace. If no template matches the needs of the collection, extraneous columns may be removed via the Columns drop down list. Columns highlighted in blue mean that the information input into that field will be copied when the next line is spawned.

Rapid Data Entry



RDE will not save if the required fields are not filled out correctly. Incorrect fields will be highlighted in red after an attempt to save so that they may be corrected.

For more information on how to input information into RDE and the required fields, visit the ArchivesSpace Help Center [entry on using rapid data entry](#).

9.8 Events

Event records can be used to record specific actions taken in relation to either a part or the whole of a collection. For more information on events, visit the ArchivesSpace Help Center [entry on events](#).

The Event record is currently used only for recording conservation treatments not related to custom housing.³⁰ A conservation treatment request can be generated by any TUSC staff following the procedure set up by Conservation and internally within TUSC (see Section 7.3.2 above). The Collection Management Archivist will create an Event record for all conservation requests after completion of the work. The person generating the conservation treatment request will communicate with the CMA to ensure all information and documentation is made available for the Event record to be complete. See steps below for creating an Event record in these circumstances:

Documenting Conservation in Events

1. Under the Create menu, choose Event.
2. In the Type field, select **Conservation**.

³⁰ Event records created prior to 2020 were created by previous staff under different circumstances. Sort Events by Date Created for more information.

3. In the Outcome field, select **Fulfilled**.
4. In the Outcome Note field, describe the conservation work done.
5. In the Event Date/Time sub record, change the Label to **Event**.
6. To document the time object(s) spent in conservation, set the Date Type to **Range**. The Begin date should be the date that the conservation request was submitted, and the End date should be the date that the object(s) were returned from conservation. Dates should be in YYYY-MM-DD format.
7. In the Agent Links sub record, change the Role to **Requester**. Change the Agents to the TUSC staff member who requested the conservation treatment.³¹
8. In the Records Links sub record, change the Role to **Source**. In the Record field, choose the resource record of the collection the object(s) belong to.
9. In the External Documents sub record, type the following into the Title field:
 - a. [Collection ID] Conservation Treatment Report
10. In the Location field, link to the Conservation Treatment Report file in Box.
11. **Do not check Publish. Event records will not be published.**

10 Post-Processing

A feature of iterative processing is the incorporation of practices that encourage revisions and reassessment of previously processed collections. For example, a minimally processed collection that receives a lot of researcher attention might be deemed to require more detailed description or an update to housing that helps preserve much-used materials. In other cases, a finding aid created decades ago might contain outdated or harmful language that prompts current archivists to add content warnings or perform reparative description actions; or it may be discovered that a collection's finding aid inaccurately represents what is on the shelf and requires revision. In each of these cases, the collection is a candidate for reprocessing.

To better prepare for potential post-processing projects, CMT has implemented a Post-Processing Review. This addition to the Processing Proposal tracks decisions made during processing and areas that may need expansion or reprocessing.

10.1 Post-Processing Documentation

Once arrangement and description are complete and the finding aid is published, the processing archivist must do two steps:

- 1) Move the processing folder from the CMT>Processing to CMT>Processing Complete.
- 2) Complete the post-processing review at the end of the [Processing Proposal](#). This section should be completed once a collection is processed and the finding aid has been published. This review will help provide transparency around processing of a collection and can provide valuable information to future processing projects. See Section 6.4 for more information on the Processing Proposal.

³¹ If the name of a staff member is not present in ArchivesSpace, contact the Head of CM for its addition.

Final arrangement	Final order and level of processing.
Processing notes	Document any deviations from the original processing proposal and/or any choices made during processing for transparency.
Digitization potential?	Choose between YES, PARTIAL, and NO. Partial is for mixed material collections where only some objects are suitable for digitization.

10.2 Updating a Finding Aid

The decision to update a finding aid is made to improve accessibility and/or to correct misrepresentation and discrepancies between the physical collection and its representation in the finding aid. It can also be done to update legacy finding aids to current TUSC standards, including DACS-compliance and reviewing for inclusive and reparative description.

Updating Steps:

1. Collections are identified for updating.
2. **Before any edits are made**, the EAD for the existing finding aid is downloaded and saved in the Collection Management Team > ArchivesSpace > [Revised EAD](#) subfolder.
3. Review the existing [project data from the Issues Log](#) to confirm that no larger outstanding issues are associated with that collection.
 - a. If there are larger outstanding issues, wait to update the finding aid until those issues have been resolved.
4. Review the existing description and update as needed using the [Tulane University Libraries' Guide to Creating Inclusive and Reparative Archival Description](#).
5. Update the resource record to current TUSC standards of DACS-compliance. Refer to Section 9 of this manual and to the [TUSC ArchivesSpace Reference Manual](#) for more information.
6. Add the following notes to the resource record:
 - a. **Finding Aid Author:** add name of re-processor and date.
 - i. *Example:* LAC Group (2011); Samantha Schafer (2024)
 - b. **Revision Note:** Use this note to explain that the finding aid has undergone revisions. Add a new note for each time the collection undergoes a revision.
 - i. *Example:* Finding aid updated in 2024 by Samantha Schafer.
 - c. **Processing Note:** Use the processing note to describe actions taken during updating.
 - i. *Example:* This collection was originally processed in 1970. The collection was rehoused and the finding aid updated by Samantha Schafer in 2024.
7. CMA and Curator review updated finding aid.
8. The updated resource record is sent to the CMA for inclusion in the monthly update shared with TUSC staff.

10.3 Accounting for Missing Items

These steps are subject to change.

1. Unpublish the entire finding aid.
2. Download the EAD and save in CMT>ArchivesSpace>Revised EAD folder.
3. Suppress the missing component from the finding aid in ArchivesSpace.

4. Make note in Repository Processing Note about missing item and where to find previous versions of the finding aid. **This note remains unpublished.**
5. Add a General Note with the label Missing Items.
 - a. In the note, describe what is missing (if known) and the last known instance of the missing items (box/folder).
6. Publish the finding aid by clicking Publish All and Save.

Basic Information

Title * Anne MacKinne Robertson bookplates


Identifier * LaRC 241

Level of Description * Collection

Resource Type Collection

Publish?

Restrictions Apply?

Repository Processing Note Folder 10 - oversized materials is missing. See previous finding aid in processing folder for more information. 

11 Review for Harmful and Non-Inclusive Description

As hidden collections are processed and legacy description is reviewed, it may become necessary for the previously written description to be updated and remediated for biases, harmful language, inaccuracies, and other issues. Refer to the [Tulane University Libraries' Guide to Creating Inclusive and Reparative Archival Description](#) when editing description. Follow these steps when remediating description:

1. Before making any changes, download the EAD for the collection's finding aid.
2. Save the previous EAD in the Collection Management Team > ArchivesSpace > [Revised EAD](#) subfolder.
 - a. Use the file naming convention [Collection ID] [Title Abbreviation] (i.e., LaRC-316 Gibson papers).
3. Propose revisions to all members of CMT.
 - a. At least one other member of CMT should collaborate on revisions. Changes should not be made in isolation.
4. Add a Revision Statement record.
 - a. Add year to Revision Date.
 - b. Add the following to Revision Description:
 - i. This finding aid was updated to conform to TUSC's [Statement on Harmful and Non-Inclusive Language in Archival Description](#). Previous versions of this finding aid are available upon request.
 - c. Click checkbox to publish.

12 Deaccession Procedures

TUSC deaccession procedures adhere to the [TUSC Deaccession Policy and Procedures](#). To initiate a deaccession, the curator must take necessary steps as listed in the policy and complete the [TUSC Deaccession Form](#).

1. Once CMT staff have been informed by the Curator about a deaccession, update any records describing the material for which TUSC Collection Management oversees, such as ArchivesSpace accession record(s).
2. Suppress the resource record(s).
3. Confer with Curator about other public facing records or mentions of collection that require removal, such as records in Primo or descriptions on websites.
4. Ensure the following fields of the **accession record** are updated:
 - a. **Title:** If the entire collection is deaccessioned, enter [DEACCESSION] in front of the title.
 - b. **Disposition:** Note that the collection, series, or record group was deaccessioned, the disposition (return, transfer, destroy), the name of the person or institution if returned or transferred, and the date.
 - c. Deaccession sub-records
 - Deaccessions**
 - i. **Title:** Enter [DEACCESSIONED] in front of the title if whole collection is included.
 - ii. **Portion:** Whole or Part
 - iii. **Description:** Provide a brief description of the materials.
 - iv. **Reason:** Out of scope, duplicated, etc.
 - v. **Disposition:** Record actions take, such as returned to donor, destroyed, etc.
 - vi. **Notification Give:** Leave unchecked.
 - Deaccession Date**
 - vii. **Label:** Deaccession
 - viii. **Expression:** Enter the date the materials were deaccessioned in YYYY-MM-DD format.
 - ix. **Type:** Select SINGLE.
 - x. **Certainty, Era, Calendar:** Do not use.
 - Extent**
 - xi. **Portion:** Whole
 - xii. **Number:** Numerical expression of intent.
 - xiii. **Type:** Linear feet

If there is no accession record, complete these steps in the resource record.

13 Conclusion

The following is a summarized list of processing steps. This list is intended to be used as a quick reference for processing archivists to ensure they have completed all the necessary steps in processing a collection.

1. Collection priority and level of effort is determined by CMT and curators.
2. Highest priority collections will be assigned to a processor.
3. Processing archivist reviews existing acquisition, intake, and accessioning documentation in Box folders and ArchivesSpace.

4. Processing archivist surveys the collections and takes notes, devises preliminary series, assesses preservation needs, and begins to sketch out a processing plan.
5. Processing archivist creates a processing proposal and submits it to CMA.
6. If supplies are needed, CMA will place an order.
7. Once the proposal is approved, the processing archivist begins physically processing the collection and creating description.
8. Processing archivist shares progress with CMT while processing at regular check-ins to review questions and work.
9. Processing archivist adds description to finding aid in ArchivesSpace.
10. Processing archivist creates box and folder labels.
11. Collection is moved to designated shelving location.
12. Locations are added to ArchivesSpace instances.
13. Processing archivist sends updated finding aid for review to curator and approval to CMA.
14. Updated finding aid is published and promoted.
15. Processing archivist updates Processing Proposal Form with Post-Processing Review.
16. CMA notifies TUSC that the newly processed collection is available.
17. TUSC staff promotes collection.

This processing manual is meant to provide guidance and direction in processing the collections in three of the collecting units at TUSC: LaRC, HJA, and SEAA. However, it is not intended to be completely comprehensive, as every collection is unique and processing each collection often comes with unique challenges.

As TUSC staff gains new perspectives on processing and as new scholarly work around processing is published, this manual will be periodically reviewed and updated. If there are any questions about processing or suggestions for revisions, please contact the Head of CM or the CMA.

Last update: 29 April 2024

Appendix A: Resources and References

Dundon, K., McPhee, L., Arroyo-Ramirez, E. et al. (2020). *Guidelines for Efficient Archival Processing in the University of California Libraries (Version 4)*. University of California, UC Office of the President. <https://escholarship.org/uc/item/4b81g01z>

Santamaria, Daniel A. (2015). *Extensible Processing for Archives and Special Collections: Reducing Processing Backlogs*. Neal-Schuman, an imprint of the American Library Association.

Searcy, Rachel. (2017). Beyond Control: Accessioning Practices for Extensible Archival Management. *Journal of Archival Organization* (14:3-4), 153-175. DOI: [10.1080/15332748.2018.1517292](https://doi.org/10.1080/15332748.2018.1517292)

Weidman, Christine. (2006). Accessioning as Processing. *The American Archivist* (69), 274-283.

Yun, Audra Eagle. (2023). *Archival Accessioning*. Society of American Archivist.

SAA Core Values Statement and Code of Ethics

<https://www2.archivists.org/statements/saa-core-values-statement-and-code-of-ethics>

Copies of many of these resources can be found in this folder in Box: [HT Special Collection > HT Special Collections > Collection Management Team > Resources Readings and Reports](#).

TUSC

[Vision, Mission, and Values Statement](#)

[Access Policies and Statement on Harmful Language \(scroll down to find Statement\)](#)

[University Archives Access Policy](#)

[Collection Development Policy](#)

Description

[Describing Archives: A Content Standard \(DACs\)](#)

[Encoded Archival Description \(EAD\)](#)

[Library of Congress Name and Subject Authorities](#)

[UNLV Rebel Archives Calculator](#)

[XML](#)

Appendix B: Other Forms, Manuals, and Guidelines

Below is a list of documents and forms referenced throughout this processing manual. Many of these documents can be found in Box [in HT Special Collections > HT Special Collections > CMT policies manuals guidelines > Final](#).

Accessioning

[Acquisition Form Template](#)

[Addition Acquisition Form](#)

ArchivesSpace

[ArchivesSpace Reference Manual](#)

[TUSC Guide to Finding Locations in ArchivesSpace](#)

Conservation

[Separation for Conservation form](#)

Description

[Tulane University Libraries' Guide to Creating Inclusive and Reparative Archival Description](#)

Deaccession

[TUSC Deaccession Policy and Procedures](#)

Handling and Care

[TUSC Handling and Care Guidelines](#)

Labels

[How To guide](#)

[Restriction label – condition](#)

[Restriction label – general](#)

[Restriction label - HIPAA](#)

[Folder for Label Templates and Instructions](#)

Location Guide

[TUSC Location Code Guide](#)

Preservation

[TUSC Preservation Techniques for Collections Work](#)

[TUSC Preservation Glossary](#)

Processing

[TUSC Processing Proposal Template](#)

Appendix C: Glossary of Commonly Used Acronyms

AAT	Getty Research Institute's Art and Architecture Thesaurus
CMA	Collection Management Archivist
CMT	Collection Management Team
DACS	Describing Archives: A Content Standard
FERPA	Family Educational Rights and Privacy Act
HIPAA	Health Insurance Portability and Accountability Act of 1996
HJA	Hogan Archive of New Orleans Music and New Orleans Jazz
HTML	Howard-Tilton Memorial Library
LaRC	Louisiana Research Collection
LCSH	Library of Congress Subject Headings
MPLP	More Product, Less Process (Greene, Meissner 2005)
PUI	Public User Interface (in reference to ArchivesSpace)
SEAA	Southeastern Architecture Archives
TUDL	Tulane University Digital Libraries
TUL	Tulane University Libraries
TUSC	Tulane University Special Collections
UA	University Archives
XML	Extensible Markup Language