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Archives, Manuscripts and Personal Papers: A Processing Manual

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ARCHIVES, MANUSCRIPTS AND PERSONAL PAPERS

A PROCESSING MANUAL

Written and compiled by Tomaro Taylor,
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Based on the processing manual used by Georgia State University Library

Sections

Acquisitions, Accessions and Inventories

Acquisitions

Selecting archival materials for Special Collections is done on a case-by-case basis- in accordance with the department's current collection development policy- with the final decision being that of either the Director of Special Collections or the Dean of the USF Libraries.

Most acquisitions are secured through donation, with a select few acquired through purchase. Donors may be solicited by members of the Special Collections staff, the Library's Development Office or members and affiliates of the USF Libraries, including USF teaching faculty. On occasion, individuals or groups will contact the USF Libraries to inquire about donating materials to Special Collections.

All donation inquiries should be referred to either the Director of Special Collections, or, especially in cases of the Director's absence, the Archivist or Librarian who oversees the archival, manuscript and personal papers collections. Collections will not be accepted "sight unseen." All potential donors must make an appointment to visit Special Collections with the items they are considering donating or have someone from Special Collections meet at an agreed upon location (often the donor's home) to evaluate the items. During this meeting, the Director, Archivist or Librarian will assess the intrinsic and enduring value of the items available for donation to determine whether the collection will supplement or complement existing collections or establish a new area of focus. (Collections establishing new areas of focus for Special Collections must be in concert with the Library system's overarching collection development policy and will need to be discussed fully with the Director before being accepted for donation.) The Director, Archivist or Librarian also will conduct a preliminary assessment of the items to determine the level of preservation and processing needed to maintain the collection and discuss the collection transfer process with the donor..Discussion of the collection transfer process may cover such topics as the treatment of collection items identified for deaccession as well as access restrictions imposed by the donor.

Once deemed valuable to Special Collections and its researchers, all collections will be transferred to Special Collections upon completion of the Donor Agreement Form (**Appendix A**). All accepted donations and gifts must be coordinated with the Library's Development Office to ensure that donors receive proper recognition for their contribution.

Accessions and Inventories

When **new collections** are acquired by Special Collections the following must occur before the collections are processed and made available for patron use:

1. Donor Agreement Forms and Collection Information Forms (**Appendix B**) will be completed by the staff member(s) accepting the collection(s).

2. Staff members completing the Donor Agreement Form and the Collection Information Form will submit both to the Executive Secretary of Special Collections. The Executive Secretary

will submit the Donor Agreement Form to the Office of Library Development. The Secretary then will create and maintain a departmental folder that includes all pertinent collection information, such as copies of the donor agreement, donor correspondence, departmental inventories, etc. There are many ways in which this information can be used, including: establishing provenance, providing an historical or biographical context when drafting collection descriptions, or identifying subsequent accessions.

3. Newly acquired collections will be placed temporarily in the Library's Preservation unit (LIB025) for inspection. The Preservationist or another designated party, such as the Archivist or Librarian, will ensure that contents are free from insect, mold or other infiltrations before transferring the collection to the Special Collections department. The Preservationist also will conduct a cursory examination of the collection to identify any collection items needing immediate remediation.

4. After inspection, the Preservationist will sign off on the Preservation Flag (**Appendix C**), indicating that the collection has been "okayed" for housing in Special Collections. The collection is then transferred to Special Collections and placed in the Accession Area. At this point, the Archivist or Librarian assigns the collection an identifying collection number and affixes accession labels (**Appendix D**) to all collection boxes and/or items associated with the collection.

5. A staff member identified by the Director, Archivist or Librarian conducts a detailed inventory of the collection. Using the Collection Inventory Form, the staff member will create box lists identifying all items, and their condition, within the collection. At this time, the staff member determines whether collection items exhibit any current or potential preservation concerns. The staff member conducting the inventory must contact the Library's Preservationist if there is cause or concern for remediation of items.

6. While creating the inventory, the staff member will re-house materials, as deemed appropriate, and also make note of any discernable collection order (i.e., chronological arrangement, arrangement by subject series, etc.).

7. Upon completion of the inventory, the staff member and the Archivist or Librarian will identify a permanent location for the collection and indicate said location in the departmental stack guide. Larger collections may be housed in other areas of the library, such as LIB008, LIB025 or LIB627. Once a location has been determined, it is suggested that the staff member send an announcement to the departmental listserv (spc@lib.usf.edu) announcing the collection's availability .

8. The collection is maintained in this location indefinitely.

9.

A similar procedure occurs for **new accessions**. When new accessions (additions to existing collections) arrive in Special Collections, staff members will follow the same procedures outlined for new collections. However, a new accession either will be assumed into an existing collection or established as its own collection. Collection items assumed into existing collections will not receive a new collection number. Materials that relate to or are affiliated with an existing collection but that are received as a new, discrete collection *will* receive a new collection number. New accessions received in the same calendar year as the existing or recently donated collection will receive the same collection number as the existing collection. Accessions received more than one year after the original donation will receive new collection numbers.

> **For example**: When Holly Go Lightly donated her family papers to Special Collections earlier this year, our new accession was assigned the collection number 000223. A few months later, Ms. Lightly located and donated to Special Collections a misplaced family scrapbook that she intended to donate with her family papers. The scrapbook will be assumed into the original donation, thereby having the same collection number as the Lightly Family Papers (000223).
>
> **However….** If Ms. Lightly returns to Special Collections next year with her new husband's (Mr. Albi Along's) complete manuscript collection, these items are a new accession. Therefore, the Along Manuscript Collection will receive a new collection number- 001110.

SOMETHING TO NOTE

All collections will be considered "closed" for research use until accessioned and inventoried. The Director, Archivist or Librarian may grant access to recently acquired (i.e., collections neither accessioned nor inventoried) collections on a case-by-case basis if the request for access is deemed time-sensitive. In these instances, the requestor or grantee only may use the collection or select collection items under the supervision of the Archivist or Librarian or another permanent staff member of Special Collections.

Arrangement Work Plan

Special Collections staff responsible for processing collections should refer to the Collection Inventory Form prior to developing an arrangement work plan. The information gathered on this form will help those responsible for arrangement and description ascertain whether a discernible order already exists and whether there are identifiable record groups or series. The inventory also will help the arranger decide how to proceed with organizing the collection if there is no original order.

There are two basic concepts to remember when identifying and/or determining the arrangement of collections: mental arrangement (i.e., grouping and ordering) and physical arrangement (i.e., housing). Mental arrangement centers on the provenance, form and informational content- the actual creation and creation process- of items, whereas physical arrangement focuses on the tangible organization of collection items.

Two types of order stem from both mental and physical arrangement- original order (the order established by the creator) and repository-supplied order. Under the guidance of the Archivist or Librarian, the collection processor will determine whether the original arrangement order is maintained or if a new order is imposed on the collection. The original order of a collection will be retained if it is readily discernible. For example, collections arranged chronologically, by series, or by type of item will be maintained "as is." In other instances, the processor will need to work with the Archivist or Librarian to determine the arrangement most appropriate and most viable for research use if no discernible order exists.

Processors may consider a variety of arrangement options depending on the type of collection being processed, the type of materials included in the collection, and the size (i.e., extent) of the collection. Arrangement is defined as "the process and results of grouping and ordering archives in accordance with accepted archival principles." So, please proceed accordingly. (See Section 3: "Procedures for Processing and Describing Archives, Manuscripts and Personal Papers" for an overview of the arrangement process.)

Staff members assigned to process collections may elect to use the Arrangement Work Plan worksheet (**Appendix F)**, especially if working with larger collections. This worksheet is designed to help outline the arrangement process and identify any concerns not addressed during the initial accession or subsequent inventory of the collection. The work plan also will help determine a collection's potential value to the department's research community, which may elevate the collection's status in the processing queue.

Procedures for Processing Archives, Manuscripts and Personal Papers

Archival Arrangement

Collections of archives, manuscripts and personal papers are distinct groupings of records defined by format, content and creating agency. Typically, archival records refer to the body of materials created by an institution, business or government agency, whereas manuscript collections and personal papers are those materials gathered or created by a singular entity (an individual) or a related group of persons (e.g., a family). Generically, we will refer to all collections maintained by the department as "archival collections." However, it is important to understand the differences between records, collections and papers as these differences may manifest during the arrangement, description and cataloguing processes.

"Processing" is the physical act of assessing, arranging and describing collections. The basic procedures for processing all types of collections- whether archival, book, graphic or artifactual- are the same: The processor reviews the contents of the collection, determines whether collection items are accessible and usable in their current state, decides which items are appropriate for retention, and provides some sort of description of the collection for the purpose of making it available for research use. The goal of *archival* processing is to provide fair and equitable representation of all items contained within a collection. Although specific items may be highlighted through descriptive means, the overarching purpose is to make a collection available in its entirety. To do that, we follow the steps below:

STEP ONE: Using all available and applicable forms (i.e., the Donor Agreement, Collection Information Form, the Collection Inventory and/or the Arrangement Work Plan), determine your best plan of action for arranging the collection. This plan may be devised by answering the following questions:

1. How large is the collection? Is it a discrete collection or does it form part of a larger collection?

2. Have all collection items been evaluated in regards to format and condition?

    a. What types of items comprise the collection? Which formats are represented and what is their composition?

    b. Have monographs, serials and other publications been evaluated for processing (i.e., cataloguing) separately?

    c. Have metal or other non-archival fasteners been removed from collection items?

d. Are there folded or creased documents that can be flattened without causing damage to the item(s)?

e. Have highly acidic items, such as newspaper clippings, been isolated?

f. Has the Preservationist been contacted regarding materials that are fragile, damaged or otherwise unstable?

3. Have archival sleeves, folders and boxes been used to house the collection and individual items within the collection? Does the collection or specific collections items need re-housing?

4. Has the collection undergone any physical processing? If so, can this order be maintained? If there are discernible series and sub-series, are they appropriate, too general or too specific?

5. Does any information about the creator(s) exist as part of the collection?

6. Does the collection need to be weeded? If so, to what extent? (For help answering this question, see **Appendix K**.)

STEP TWO: Determine your audience. Figuring out the type of researcher most likely to use the collection- undergraduate or graduate students, members of the local community or scholarly researchers- will help you determine the level of processing, arrangement and description necessary for making the contents of the collection available to researchers. This step is especially important for large collections requiring a significant amount of staff time and departmental resources. Depending on the availability of personnel and processing materials, some collections- namely those that are not deemed "research worthy"- only may be processed and described at the collection or box level. However, these collections may be revisited and reassessed when patrons express interest in collection contents.

STEP THREE: Determine how you will arrange the collection. [If the collection has been arranged in a discernible way, you may be able to skip this step. Maintaining a collection's original order not only makes life easy for the processor, but it also can reveal information about the parties involved in the collection's creation.] As noted on the Arrangement Work Plan Worksheet, the levels of arrangement are: collection, box, folder and item. For our purposes, most collections will be arranged at either the folder or item level. This means that when a collection is processed, either groups of items or individual items will be identified and maintained. "Groups" of items can consist of record groups and sub-groups or series and sub-series (see the **Glossary** for definitions of these terms). "Individual" items are single documents, photographs, etc. that often are arranged descriptively, chronologically, alphabetically or by type within a collection. Answering the following questions may aid in the arrangement process:

1. If the collection has not been processed previously, and no discernible organization exists, can you create a viable and feasible arrangement? Can you readily discern series and sub-series, record groups and subgroups?

2. Has the collection been processed *partially*? Is it possible to continue and maintain the groups/ sub-groups or series/ sub-series previously established? Is there a better method of arrangement that should be discussed with the Archivist or Librarian?

3. If the collection has been processed, has it been arranged in a meaningful and logical way? Do the series and sub-series follow set patterns throughout the entire collection (i.e., chronological, alphabetical, geographical, level of importance, etc.)?

At this stage, it often is useful to make a preliminary outline of the series identified. This can be done using the completed Collection Inventory Form or by writing down information as it becomes apparent. A preliminary collection outline may help the processor see patterns of arrangement not immediately or previously identified.

ADDITIONAL CONSIDERATIONS

1. Once-in-a-while a processor may encounter bound collection items that pose significant risk to the items inside. Such items, which may include scrapbooks or photo albums, often are best preserved if they are digitized, disbound and the pages numbered in order of their original arrangement in the album or scrapbook. Consult the Preservationist and/or Archivist or Librarian for more information.

2. Many archival collections, especially family papers and business records, will contain photographic negatives. Most negatives can be isolated from other collection items by being placed in archival sleeves and folders or specially designed archival boxes. However, if the processor notices that the negatives emit a vinegary odor (known as "vinegar syndrome"), the Preservationist must be alerted. (S)he will determine the actions necessary to preserve the negatives.

FINAL NOTE: The most important aspect of the arrangement process is consistency. A collection's arrangement must begin and end the same way. If Box 1 is arranged alphabetically by series then Box 21 also should be arranged alphabetically by series. Not only is it logical to maintain a consistent method of arrangement, it also makes it easier for the researcher to navigate the materials- whether through hands-on research or by skimming a finding aid. Consistency also will help staff members (and, sometimes, patrons!) identify misfiles and missing items. Therefore, choose a workable arrangement pattern if one has not been established previously, establish that pattern for the entire collection, and use it throughout. It will facilitate both processing and using the collection.

In most cases, but primarily with new collections, the Archivist or Librarian must be consulted to determine the proper method of arrangement. Often, the processor will need to focus on different aspects of processing depending on the type or scope of the collection. See ***Appendix H*** *for the "Ten Arrangement Hints" presented in Gregory S. Hunter's* <u>*Developing and Maintaining Practical Archives: A How-To-Do-It Manual*</u> *(2003) and* ***Appendix J*** *"Tips for Processing Governmental Records."*

<u>**Archival Description**</u>

Upon completion of the physical arrangement of a collection, the processor must provide some means of description to inform potential users about the contents and research value of the collection. More advanced methods of description will be covered in the next section ("Finding Aids and Encoded Archival Description"). For now, we will focus on the basic means of description, such as labeling folders and boxes and providing background information and a context for the collection.

Conducting background, or historical, research about a collection and/or its creator(s) is one aspect of the descriptive process. Such information, which may be available on either or both the Donor Agreement Form and Collection Information Form, is useful for providing a context for the collection's creation. This information is helpful for establishing provenance, if not done previously, and will provide both the processor and researcher with information about who created the collection, when and where it was created and, possibly, how and why it was created. Background research also is useful for establishing institutional linkages between collections, which may be beneficial to researchers studying a particular period, subject, or location. Historical information can come from a variety of sources, including, but not limited to: the donor; the collection itself (information collected during the acquisition, accession, inventory and arrangement processes); relatives or business associates of the donor; articles or published stories in newspapers, journals, magazines, databases, etc.; and related research. And, thanks to web crawlers and their intermediaries, the Internet is becoming much more reliable for the valid retrieval of information- specifically as related to historic people and places- that was not available five years ago.

Most of the information gathered about a collection will be used to create a finding aid and a bibliographic record for the Library's catalogue. More importantly, though, descriptive information is used to provide administrative and intellectual control over collection items. Other ways to establish administrative and intellectual control are through proper labeling of collection boxes and file folders.

Labeling Boxes

Labeling boxes can be as simple as listing the collection name and box number on the box spine (typically, the portion of the box facing outward [towards you] on the shelf) or as complex as adding inclusive dates (date ranges) or series information to the aforementioned text. Regardless of the information provided, always use a pencil to write on the box. Pens, markers, etc. only may be used on non-adhesive labels, such as accession slips, attached to boxes with PlastiKlips. The size of the box will determine the amount of information you are able to include. At the very least, the collection name and box number must be included.

Example:

Gonzalez Family
Papers

Box 1 of 6

Labeling Folders

Complete and appropriate file folder labels describe the contents of the folder, help eliminate misfiles (when paired with a finding aid), and also help identify both the collection and box to which misplaced or "lost" folders belong. It is imperative that all folders in a collection are labeled to the some degree. All folders **must** include a variant of the collection name. For example, folders within the "Holly Go Lightly Along Photograph Collection" will be labeled "Along". More detailed, descriptive labels (i.e., "Along Photographs") might be necessary if more than one collection with similar names exist in the department.

In addition to the collection name variant, all folders will include series and sub-series information. Some processors may elect to include the box number on the folder; although not required, this information can be useful for larger collections. The following are basic guidelines for labeling collection folders:

- Always use archivally-sound (i.e., acid- and pH-neutral) folders and boxes.

- **U**se a No. 2 pencil at all times. If you make a mistake during labeling, use a "Magic Rub" eraser. Regular erasers often damage or leave smudges on folders and boxes. Using a pen renders these items unusable should the label information change.

- Use all capital letters when labeling. Using capitals eliminates improper identification of lower case alphabets (e.g., "**o**" *and* "**a**"; "**i**" *and* "**l**"; "**f**" *and* "**t**").

- Use your best handwriting and write larger than you might write normally. Patrons and staff greatly appreciate legible script.

- **Use collection** name variant on the folder , followed by the series and sub-series or the item name or type. All information provided should be separated with dashes and a decent amount of space. Handwrite labels straight across the folder (left to right) in the space provided.

Example:

ALONG – PHOTOGRAPHS – PRINTING PRESSES

- Include information regarding the number of folders comprised within a series or **su**b-series (e.g., "Parts 1 of 2") or the number of copies spanning multiple folders (e.g., "Copy 4").

- Include dates, when appropriate, especially when there are multiple items of the same type- such as, reports, journals or photographs- that are best distinguished by time period.

- Use appropriate and readily identifiable abbreviations. Make sure that you use abbreviations consistently. Using abbreviations may be helpful or necessary if you have long folder labels. Some examples of appropriate abbreviations include: photos for photographs; docs. for documents; Hills. for Hillsborough; and postal abbreviations for states (e.g., FL for Florida). (See **Appendix J** for a list of approved abbreviations.) Even though abbreviated words or terms may be used on file folders, it is not appropriate to use them in the finding aid.

- **Don't** use folder numbers (i.e., F1, F2, etc.) If you must use numbers to identify folders, use box numbers instead. Box numbers can be written discreetly at the top right hand corner of the folder.

- **Don't** use Roman numerals.

Lastly, always remember to check for mistakes, such as misspellings and incorrect dates, and ask questions when unsure about proper labeling, especially in regards to appropriate terminology for item or series identification.

Finding Aids and Encoded Archival Description

Finding aids (also referred to as finding guides or collection guides) and Encoded Archival Description (EAD) are an extension of the arrangement and description process. Although somewhat different conceptually, finding aids and EADs are the same inherently: both are access tools that provide information about the administrative and intellectual aspects of a collection. Often, the greatest difference between the two is their presentation- many finding aids are paper-based, whereas EADs is computer- or Internet-based. Finding aids and EADs are completed after collections are processed. In our department, finding aids and EADs are created using DACS (Describing Archives: A Content Standard), a standard adopted by the Society of American Archivists to regulate archival description.

Finding Aids

Finding aids are created by archival institutions and special collections departments to outline and provide detail about the contents of collections maintained by the repository. At the most basic level, a finding aid consists of a collection inventory or container (i.e., box or folder) list. More descriptive finding aids may include information about a collection's provenance, the scope and content of collection items, and a biographical or historical note. Finding aids are useful for a variety of reasons: Staff members may use them to provide reference assistance to patrons; patrons may use them to determine which collection items they would like to use; and potential researchers may use them to determine whether a trip to a specific repository is necessary. Because they are such a vital component of the research process, it is important that all finding aids make available the most complete and accurate information possible.

Finding aid content and format varies across institutions. Our departmental finding aids consist of the following collection information: title, dates, extent, repository, biographical and historical note, descriptive summary, subject headings, administrative information, bibliographic references and container listing. (See pages 15 -18 for the **Finding Aid Template** and an **example of a completed finding aid**.)

Once completed, all finding aids must be submitted to the Archivist or Librarian for review. (S)he will determine if any changes, corrections or additions to the guide must be made prior to departmental use.

Encoded Archival Description

Encoded Archival Description is defined as a "standard used to mark up (encode) finding aids that reflects the hierarchical nature of archival collections and that provides a structure for describing the whole of a collection as well as its components." (Richard Pearce-Moses, *A Glossary of Archival and Records Terminology*, 2005). EADs are SGML and XML compatible, affording consistent mark up that can be read across most computers. A number of elements and descriptive tags comprise EADs.

(See “EAD: Encoded Archival Description Version 2002 Official Site,” http://loc.gov/ead, for an overview of the encoding process and the tags used to create EADs.) The finding aid template currently used by the Special Collections to facilitate physical and intellectual control of its archival collections was developed based on many of the elements and tags used for EAD. Currently, Special Collections is transitioning to implementing EAD fully. In the interim, completed finding aids are converted to web-searchable PDFs and uploaded to the department’s website for use by patrons and researchers.

For examples of encoded finding aids produced by some of Florida’s repositories, visit the “Archives Florida Finding Aid Collection” at http://palmm.fcla.edu/afl/.

Finding Aid Template

Title: [Name assigned to collection; often established during the donation process]

Dates: [inclusive and/or bulk dates]

Extent: [collection size, given in both linear feet and number of boxes (linear feet is not required when collection consists of only one box]

Repository: University of South Florida Tampa Library Special Collections, Tampa, FL

Biographical/Historical Note: [background information that provides an historic context for collection items and/or the parties involved in the collection's creation]

Descriptive Summary
Provenance (including acquisitions information): [information (primarily, dates and names) regarding collection acquisition]
Scope and Content: [basic overview of subject matter and the types of materials including in the collection]
Language:
Identification (optional): [accession number]

Subject Headings [LCSH subject headings most representative of collection content and creators]

Administrative Information
Processing Level: [Unprocessed, partially processed, or processed/complete]
Organization of Collection: [basic description of arrangement pattern; ex: Alphabetical by series]
Access Restrictions: [Restrict ions may be based on collection content (i.e., sealed records) or fragility of items (i.e., handling), as determined by the donor, Special Collections Director, or the Archivist or Librarian]
Alternate Formats (optional): [digitized content available through the USF Libraries' website]
Related Collections: [similar or complementary collections in other repositories by the same creator or covering the same subject matter]
Preferred Citation: COLLECTION NAME, Special Collections Department, Tampa Library, University of South Florida, Tampa, FL
Finding Aid Created by: [initials and year; subsequent revisions to include original creation information followed by semicolon and note denoting that revisions have been made. Ex: TT, 2006; revisions by JA, 2007]
EAD Created by:[{initials and date]

Bibliographic References [significant instances where collection or creators are cited NOT works produced by or from collection or its creators]

Container Listing [box, folder or item list of collection contents]

Sample Finding Aid

Title: James W. Kynes papers

Dates: 1948- 1964

Extent: 3 linear ft. (4 boxes)

Repository: University of South Florida Tampa Library Special Collections, Tampa, FL

Biographical/Historical Note: In the early 1960s, James W. Kynes was a major political force. A native Floridian, Kynes attended the University of Florida, receiving both a Bachelor of Science degree in Public Administration and an LL.B. from UF's College of Law. A practicing lawyer and business executive, Kynes was appointed by Governor Farris Bryant as Assistant State Attorney General for the 5th Judiciary Circuit. After serving in this position for 3 ½ years, Kynes resigned in 1964 to begin his bid for election as State Attorney General. Kynes' campaign was unsuccessful, but he remained a staunch proponent for politics and political activism in Florida.

Descriptive Summary

Provenance (including acquisitions information): Received from John Kynes in 2004.
Scope and Content: Printed materials related to Kynes' political campaign for Florida's State Attorney General in 1964; items primarily include newspaper clippings, press releases and political correspondence.
Language: English
Identification (optional):

Subject Headings

Bryant, C. Farris (Cecil Farris) (1914-2002)
Jim Walter Corporation
Kynes, James W. (Walter) (1928-1988)
Kynes, Marjorie Hiatt (1929-2002)
State legislators, Florida

Administrative Information

Processing Level: Complete
Organization of Collection: Subject Series
Access Restrictions: No restrictions. The contents of this collection may be subject to copyright. Visit the United States Copyright Office's website at http://www.copyright.gov for more information.
Alternate Formats (optional): N/A
Preferred Citation: James W. Kynes papers, Special Collections Department, Tampa Library, University of South Florida, Tampa, Florida.
Finding Aid Created by: TT and DP, 2006
EAD Created by:

Bibliographic References

"Friends of Bryant Fatten Campaign Purse of Kynes." *The Tampa Tribune* (April 26, 1964).

Harling, Maurice. "Northwest Florida Boy Jimmy Kynes, Jr. Takes over as State Attorney General." *Pensacola News Journal* (January 19, 1964).

Inglis, Tom. "Ex-Attorney General Takes Position Here." *The Tampa Times* (January 19, 1965).

"Kynes Lashes Rights Bill Unfair." *St. Petersburg Independent* (May 2, 1964).

"Methodist Church Ritual Unites Miss Hiatt, James W. Kynes, Jr." *The Florida Times-Union, Jacksonville* (July 2, 1950): 27.

O'Connor, Tom. "Host of Tampans Turns out for Kynes Reception." *The Tampa Tribune* (January 24, 1964): 4-A.

Smith, Claude. "Kynes Says Cities Must Go Forth and Ask for Industry." *The Tampa Tribune* (November 10, 1965).

Wilder, Paul. "Ex-Football Star Probably Top Aide: Bryant Likely to Depend Great Deal on Bright Young Men around Him." *Tampa Tribune (December 7, 1960)*: 6-A.

Container Listing

Box 1

Biographical Information
Correspondence- Family
Kynes, Marjorie
Kynes, Marjorie- Newspaper Clippings
Kynes, Marjorie- Hiatt Family
Marriage
Photographs
Scrapbook- 1965- Correspondence
Scrapbook- 1965- Photographs
Scrapbook- 1965- Programs
Scrapbook- 1965- Invitations
Scrapbook- 1965- Jim Walter Corporation
Scrapbook- 1965- Newspaper Clippings- Attorney General
Scrapbook- 1965- Newspaper Clippings- West Coast Bowl Association
Scrapbook- 1965- Miscellaneous
Scrapbook- 1965- Miscellaneous- Newspaper Clippings
Madrid- August 1972
Military
Miscellaneous
Miscellaneous-Correspondence

Miscellaneous- Invitations
Miscellaneous-Programs
Miscellaneous- Publications

Box 2

Politics- Correspondence
Politics- Assistant State Attorney
Politics- Attorney General
Politics- Attorney General- School Prayer
Politics- Attorney General Re-election Campaign- Public Relations
Politics- Attorney General Re-election Campaign- Newspaper Clippings
Politics- Bryant Administration- Executive Aide
Politics- Civil Rights- Newspaper Clippings
Politics- Civil Disobedience

Box 3

Politics- Bryant, Ferris
Politics- Florida Presidential Dinners
Politics- Miscellaneous- Newspaper Clippings
Politics- Miscellaneous- Invitations
Associations- Jim Marshall Bar Association (JMBA)
Associations- Kiwanis Club
Associations- Marion Cancer Society
Associations- Ocala Jaycees
Associations- Miscellaneous- Athletics
Associations- Awards and Honors
Institutional Affiliations- Central Florida Junior College
Institutional Affiliations- Florida State University
Institutional Affiliations- University of Florida

Box 4: Oversized Materials

Photographs
Politics- Bryant Administration- Executive Aide
Politics- Bryant, Ferris
Miscellaneous- Newspaper Clippings

Cataloguing and Creating a Web Presence for Archives, Manuscripts and Personal Papers

Cataloguing and creating web presences are two means of providing external access to collections. Although somewhat different in scope, cataloguing and creating web presences offer similar access points for patrons and researchers, such as: basic collection information, including name, date ranges, overview and type of materials included, and restrictions or limitations placed on collection use. Currently, Special Collections utilizes both methods to promote and provide access to archives, manuscripts and personal papers. Other methods, such as creating finding aids and EADs, were discussed previously in Section 4.

Cataloguing

The Library's Collection Analysis and Technical Services (CATS) department oversees and provides the bulk of cataloguing services for the Tampa Library. Trained staff and professionals are responsible for creating, revising and, on occasion, deleting bibliographic records in the Library's catalogue. Currently, the staff uses the ALEPH library management system to complete functions necessary for providing bibliographic access to monographs, serials, audio-visual materials, sheet music and scores, and a variety of other resources. However, CATS does not have the primary responsibility for cataloguing Special Collections materials. The Special Collections Director and the Special Collections Cataloguing Librarian, in consultation with the Director and Associate Director of CATS, oversee Special Collections cataloguing. For Special Collections, this arrangement allows for the bulk of Special Collections items and collections- roughly 97%- to be catalogued in the department. The Special Collections Cataloguing Librarian is the principal cataloguer. Working with CATS, the Special Collections Director, and the Archivist or Librarian who oversees the archival unit, the cataloguer identifies collections (primarily, monographic and serial) for processing, completes original and some copy cataloguing records, and oversees departmental staff engaged in cataloguing and bibliographic reconversion projects. In regards to cataloguing archival and related collections, the Special Collections Cataloguer works with the Special Collections Archivist or Librarian to ensure that records, usually created using the collection finding aid, accurately reflect the scope and content of the collection. Records are created in both the Library's OPAC and in the OCLC union catalogue. (For more technical information about the cataloguing process, please see the departmental manual or refer to training documents developed by CATS).

For the most part, records created for recently processed collections remain static indefinitely. Older records, especially those established for collections with incomplete content descriptions or that have been processed partially, often must undergo significant changes. The date, summary, and subject heading fields are the most likely to be updated. On occasion, these changes can be made by someone trained to use the ALEPH system but not necessarily trained to catalogue, such as the Archivist or Librarian or students working with archival collections. However, before creating or manipulating records, the individual interested in doing so *must* complete ALEPH training and work with either/both the Cataloguer or the Archivist/ Librarian prior to making any changes in the system. The individual also must have ALEPH and OCLC passwords, which are obtained from the CATS department.

Even though a significant number of Special Collections' archival collections are catalogued, a great many are not. Through newly implemented policies and procedures (See **Appendix N,** "Criteria for Determining the Creation of Collection Level Records, Web-Accessible Finding Aids (PDFs) and EADs *for* Archives, Manuscripts, Personal Papers and Select Graphic Collections.") the department is working towards ensuring that all "research worthy" collections (i.e., those collections utilized most often by researchers) have bibliographic records in the catalogue. A second component of this work is to ensure that these same collections are barcoded for circulation to Special Collections' patrons. All barcoded collections have been updated and verified for accuracy in both ALEPH and OCLC. To see which collections have been barcoded, take a look at the Rolodex at the Special Collections service desk.

Creating a Web Presence for Collections

The Special Collections website was designed to promote and provide access to all of the collections maintained by the department. Although they are not the only collections represented, archives, manuscripts and personal papers comprise a significant portion of the site. Collections are represented in one of three (often overlapping) ways: on the Special Collections "Collections" pages (http://www.lib.usf.edu/public/index.cfm?Pg=Collections), as Digital Collections (http://www.lib.usf.edu/public/index.cfm?Pg=DigitalCollections), or through one of the uploaded PDF finding aids (http://www.lib.usf.edu/public/index.cfm?Pg=CollectionGuides) or bibliographies (http://www.lib.usf.edu/public/index.cfm?Pg=AdditionalCollectionInformation). Archival collections on the "Collections" pages are subdivided into nine categories: African American history collections; Local and Family history collections; Political papers; State History collections; Graphic Arts; Performing Arts; Science Fiction and Fantasy; Tampa Cigar Industry and Art collection; and University Archives. The same categories are used for many of the digital collections accessible through DigiTool, which was and is maintained by the Digital Collections and Imaging Unit (DCI), a subunit of Special Collections overseen by the Special Collections Director. Collections with a web presence on the Special Collections "Collections" pages are identified for inclusion by the Director and Special Collections' staff. For archives, the collection finding aid or cataloguing record typically is used to provide substantive descriptions. Then, images reflecting collection content may be selected to highlight items available for research use.

To create or update a collection's web presence, the interested party must have access to the Library's web management system, SiteDirector, and have appropriate permissions to add, delete or manipulate content on Special Collections' pages. All additions or changes to content for archival collections must be done in consultation with the Special Collections Archivist or Librarian and the Special Collections Director.

Providing Reference and Research Assistance, with Respect to Confidentiality and Access to Records

Many of the patrons visiting Special Collections have specific research requests; they come to use a particular book, photograph or collection. Often, patrons will come to Special Collections knowing our areas of specialization but without any concrete information about the collections comprising these areas. For this reason, the staff members engaged in public service must familiarize themselves with departmental holdings, particularly those (such as archives) that may not be retrievable or available through traditional means of public access (i.e., the OPAC, WorldCat, digital collections, etc.).

Learning the Department

One of the best ways to learn about the department's collections is by taking a self-guided tour through the department. This either can be done using the stacks guide for direction or by "wandering" down ranges. While on a tour, be sure to take a peek at some of the collections, keeping in mind their locations and contents. It may be helpful to jot down some notes, especially about collections that may not be processed or that do not have finding aids. During the tour, you may identify a collection that you would like to process or make available on the web. If so, please discuss this possibility with the Archivist or Librarian overseeing the archival unit.

Another way to learn about collections is by perusing the Rolodex at the front desk. Primarily used with the circulation module to check-out materials, the Rolodex not only includes collection names and barcodes but also brief descriptions of collection content. For example, some cards contain inclusive dates, a biographical overview, and a categorical identifier (i.e., Floridiana, Cuban Collection, and Science Fiction). These cards provide a good snapshot of our collections and can be very useful when assisting patrons. In addition, knowing which collections are barcoded will speed up the circulation process.

Patron Assistance

When a patron requests the broad use of archival collections, a reference interview will help you determine which items the patron would like to use. For instance, if a patron asks to use the LeRoy Collins papers, which take up more than 200 linear feet of shelf space and would be a considerable amount of material to retrieve and reshelve, ask if (s)he is interested in a specific subset of collection materials or particular collection items. Often, providing a finding aid (if available) will help the patron narrow his or her request. Using a finding aid also may help patrons identify items of interest with which they previously were not familiar. This is a win-win situation that maximizes the patron's research time in Special Collections while minimizing the staff's retrieval time.

Some patrons, namely visiting researchers, will want to use an entire collection. Although more work on the staff's part, this too is win-win: the patron gets full access to a collection, thereby bolstering their research, and the department has the opportunity to provide a friendly, welcoming and helpful face to the public- which can, in turn, lead to increased use of our collections.

In either situation- use of an entire collection or use of a few boxes or folders- the basic rules are the same:

1. Ensure that your patron's request has been filled correctly;
2. Only allow the patron access to one folder from one box at one time;
3. Upon return, check the folders and/or boxes for misplaced or incorrectly arranged items.

(For complete instructions, please refer to the "Desk Guide" at the Special Collections service desk.)

Because of the ephemeral nature of archival collections, it is extremely important that desk staff are vigilant of patrons and their use of collections. Papers, photographs and small items, such as journals and diaries, can disappear quite easily- intentionally or otherwise. Therefore, it is important that staff be aware of the types of materials patrons are using as well as understanding how things get "lost." Also, desk staff should be aware of suspicious behavior, alerting other staff as needed. It is not uncommon nor is it obtrusive to kindly say to a patron, "May I ask about your research interests?" when the safety of collections is perceived to be at stake. Do not be surprised, though, if patrons do not readily provide information about their research. Many researchers closely guard their work to avoid intellectual theft. Others are aware of library and archival ethics governing confidentiality and patrons' rights to privacy. It is **never** acceptable to ask patrons *why* they have requested items, but it is okay to make inquiries that will assist the patron in their use of a collection or with their overall research.

On occasion, patrons may request collections on which donors have placed restrictions or limitations. These collections are marked clearly on collection boxes and in the stacks guide. All restrictions must be respected. Many restricted or "sealed" collections have been removed from the department and currently are housed at Iron Mountain, on off-site storage facility. Some collections are restricted for preservation concerns, which often are noted in the bibliographic record or on the collection finding aid. In any of the aforementioned cases, be sure to ask the Special Collections Archivist or Librarian overseeing the archival unit or the Special Collections Director if you are uncertain about access restrictions placed on collections or collection items.

Preservation

Preservation, a key component in the archival process, ensures that items are protected or restored from deterioration and damage. In Special Collections, the most common means of preservation include deacidification, encapsulation and phase boxing. Simpler methods, such as the removal of rusty or broken metal fasteners and the use of archival sleeves, also are utilized to extend the lifespan of documents, photographs and books. In many cases, an item's age, historical or monetary value, and composition will determine the level of preservation required. Other concerns, including whether the item in question will cause damage to other materials, also are taken into consideration. Typically, preservation of items is done on a case-by-case basis with a trained professional (the Preservationist) either overseeing or completing the necessary work. Most work is accomplished in the Preservation unit, which serves the needs of both Special Collections and the Library as a whole.

All Special Collections staff, especially those engaged in physical processing, are responsible for the physical integrity of the collections maintained by the department. Preserving and/or conserving collections is integral to access and the safety of surrounding materials. Some ways to ensure physical integrity include:

a. proper handling of materials;

b. use of archivally sound (i.e., acid- and pH-neutral) containers to store collections and collection items;

c. identification of mold, insect or rodent infestation or infiltration;

d. isolation or removal of newspaper clippings and other materials that may bleed or fade onto documents;

e. minimizing direct exposure to both natural and artificial light;

f. and repairing damages when identified.

It is imperative that staff consult the Preservationist regarding all major concerns. Less complex issues may be directed to the Special Collections Archivist or Librarian responsible for the department's archival unit.

Appendix B
COLLECTION INFORMATION FORM

Please use this form in conjunction with the Acceptance of Donated Material form upon receipt of new acquisitions.

Acquisition Date: ____________________ Received by:________________________________

Please circle the appropriate option: **NEW COLLECTION** or **ADDED MATERIALS**

Collection Name: ____

Donor: ____

Provenance:____

____

____

Restrictions:____

____

____

Overview of contents: (include extent and inclusive dates): __________________________________

____

Please check box if inventory exists: ☐

Condition of Materials: ____

____

Additional Information (including languages identified): ____________________________________

____

____

Completed by:___________________________________ Date:____________________

Please submit completed form to the **Executive Secretary** of **Special Collections.**

Appendix C

Sample Preservation Flag

[To be created by Preservationist. Last request: 11 March 2008]

Appendix D

Sample Accession Label

Accession number:
Date of receipt:
Temporary location:

Collection name:
Basic description of collection (extent, inclusive dates, general content):

Restrictions:

Appendix E

COLLECTION INVENTORY FORM (use additional sheets, as needed)

Collection Name: ____

INVENTORY			
Box Number	**Contents**	**Concerns**	**Initials/ Date**

Appendix F

Arrangement Work Plan Worksheet

Using both the Collection Information Form and the Collection Inventory Form, please complete the following to help determine an arrangement work plan.

A. General Collection Information

1. Collection name: ______________________________ Accession number: __________

2. Extent: __________________ (linear feet) __________________ (boxes)

3. Restrictions: ____

B. Arrangement Analysis

1. Type of materials: ____

2. Current arrangement: ____

3. Proposed arrangement: ____

4. Proposed level of arrangement: [most collections will be processed at the **folder** or **item** level]

☐ (collection) ☐ (box) ☐ (folder) ☐ (item)

C. Preservation concerns not previously identified:____

1. Approximate percentage of items needing remediation: ____________________________

D. Type and percent of items to be removed for cataloguing: ______________________________

E. Approximate percentage of items to be weeded: ______________________________________

1. Weeded items: ☐ (returned to donor) ☐ (discarded)

F. Accessibility of collection items: ____

G. Estimated processing time (include unit of measure, e.g., hours, days, etc.): __________________

Processor: ____________________________________ Date: ______________________

Appendix G
Estimating Processing Rates

The following guidelines are useful for estimating the amount of time necessary to process archival collections.

Processing Rate A: 40 hours per linear foot
Used for collections described at the item level.

Processing Rate B: 30 hours per linear foot
Used for unprocessed collections or those with little or no arrangement or order. Also used for collections of mixed material types and those requiring a marginal amount of processing: unsorted correspondence, sorted correspondence stored in original envelopes, unidentified items, items requiring extensive preservation work.

Processing Rate C: 20 hours per linear foot
Used for collections with an average number of problems or collections that have been partially processed. Most collections can be processed at this rate.

Processing Rate D: 10 hours per linear foot
Used for collections that do not have significant organizational problems. The majority of staff time will be spent on the basic work required for all collections: re-boxing, re-foldering, identifying and describing the contents of the collection. Organizational records and collections consisting primarily of published works or manuscripts often fall into this category.

Sometimes, processing difficulty may fall between two categories:

Processing Rate A/B: 35 hours per linear foot
Processing Rate B/C: 25 hours per linear foot
Processing Rate C/D: 15 hours per linear foot

Total processing time often can be estimated by multiplying the linear footage of the collection by the estimated processing rate provided in the guidelines.
For example: **4.5 linear ft. x 20 hours per foot = 90 hours**

(Adapted from GSU Library's Special Collections Department's "Processing Manual," as credited to the Beinecke Rare Book and Manuscript Library processing manual.)

Appendix H

PROCESSING LOG: NEW COLLECTIONS

Collection Name: ____

Date/Initials		Work Accomplished	Additional Notes

PROCESSING LOG: ADDED MATERIALS

Collection Name: ____

ADDED MATERIALS				
Date Acquired	**Donor**	**Staff Member Accepting Donation**	**Items added (include extent and inclusive dates, if known)**	**Processor**

Appendix I

Ten Arrangement Tips

1. **Box the records *yourself* prior to transfer.**

2. **When in doubt, chicken out.** If you have any doubt about the original order, or if there is an original order that does not make sense, be cautious before changing it. Order always can be changed and divisions made later rarely can order be reconstituted, and divisions undone.

3. **Remember the "test of creation."** You can distinguish one records group from another by asking, "who created these records?" Similarly, if you are unclear whether a body of records is a record group or series, try to focus on who created it. Multiple series can be part of a record group.

4. **Records follow function.** Functions usually remain constant in organizations, though department names and locations may change… The archivist should not try to reassemble the records [of disassembled and reintegrated departments, etc.]. The finding aid should explain the shift in responsibility and steer researchers to the records for answers.

5. **What do you do if there is no original order, or if there is an original order but it is an unserviceable one?** … The key is to do the least rearranging possible to make the collection serviceable. If there is no order at all, the archivist should use the simplest order possible.

6. **What about manuscript collections**? Original order sometimes does not make as much sense with personal papers- the collection often arrives in a state of disarray…. Curators tend to divide personal papers in one of four ways: Chronology; Topics; Types of materials; Functions of the creator.

7. **Avoid establishing more than one system within any one collection** … For example, if you begin dividing the collection by type of material, do not also have part of the collection divided by topic, or there will now be two logical places to file a particular item.

8. **Arrange series in order of the value of the information they contain**.

9. **Order within file folders**.

10. **Create folder titles that are complete but terse**… A concise list of folder titles is as much the end product of a thorough arrangement phase as a neat array of acid-free boxes.

(As presented in Gregory S. Hunter's *Developing and Maintaining Practical Archives*, 2nd edition, pp. 125-128)

Appendix J

Approved Abbreviations

The following is a list of approved abbreviations for use when labeling folders and boxes. Please remember that these abbreviations are not to be used when creating finding aids, EADs or bibliographic records.

[List TDB in collaboration with staff.]

Appendix K

Tips for Processing Governmental Records

A. According to *Technical Leaflet Series: No. 4: Processing Congressional Collections* (Mary Boccaccio and David W. Carmichael, 1989), the following types of materials are classified restricted: any document produced by the State Department or any other Government office that is clearly stamped classified, secret, etc.; any material produced by the official that either is labeled "confidential" or is likely to be considered sensitive (including the member's office memos, documents labeled "Eyes Only," and any sensitive personal or family materials); and, constituent correspondence case files (these may be closed, discarded, etc. at the discretion of the archivist or in consultation with the member; some of this material will be closed for 20 years with the stipulation that thereafter the constituent names will not be used).

B. The following tables, adapted from *Congressional Papers Management: Collecting, Appraising, Arranging, and Describing Documentation of United States Senators, Representatives, Related Individuals and Organizations* (Faye Phillips, 1996), provide a good overview of the types of congressional materials that should and should not be retained.

1. The following types of materials are archival in nature and should be retained:

Public Relations/ Media Activities subgroup	**Office Administration Files subgroup**
Constituent newsletters or other mailings	File keys
Editorials written by senator	List of current and former staff
Identified photographs and A-V items	Master Library of form letters
Newsletters and other updates	Office policy manuals and memos
Newspaper clippings about the member (one copy)	Operation manuals
Media activities plans	Personnel manuals
Press mailing lists (electronic or microfilmed)	Records management manuals
Press releases	Staff meeting minutes
Press staff correspondence	Support files for automated records
Speeches	Trip files

2. When processing governmental records, the processor also should retain: personal files; political and legislative files; office administration files; official records; and items related to the congress person's or senator's constituent services and press relations/ media activities.

3. The materials below are non-archival and should be weeded or deaccessioned:

- Unidentified photographs
- Unidentified audio and video tapes and films
- Duplicate copies of clippings or unorganized clippings
- Duplicate copies of memos
- Library of Congress loan division files
- Security clearance files
- Financial files for the office
- Routine travel files
- Parking files
- Office space and office equipment files
- "Tickler" files
- Job applications
- Paper copies of press mailing lists

Appendix L

General Guidelines for Weeding Personal Papers and Manuscript Collections

When processing a collection, the processor must determine whether collection items have enduring research value. Many items, such as those listed below, often are selected for deaccession or weeding because they lack inherent value. This list provides general guidelines for the deselection of collection items. All items should be evaluated on a case-by-case basis and should only be weeded or deaccesioned after consultation with either the Archivist or Librarian overseeing the department's archival collections. The processor also should consult the Donor Agreement to ensure that no clauses restricting weeding or the removal of items exists.

Applications [blank forms]
Ballots
Bank statements
Bills, personal
Budgets
Canceled checks
Carbon copies (only if original is included)
Copies of original materials held in other repositories
Duplicate copies (keep 2, at the most)
Form letters
Forms [blank]
Greeting cards (only if undated and unsigned)
Invoices
Letters of solicitation
Manuals
Medical records [confidentiality issues]
Magazines (unless inherently related to collection or collection creator)
Newspaper clippings, general or undated
Newspapers (unless inherently related to collection or collection creator)
Order forms
Payroll records
Phone messages
Postcards [blank]
Purchase orders
Receipts
Research notes (unless directly related to collection items)
Requisitions
Sales literature/ brochures/ catalogues
Stationary [blank]
**(not to be confused with *letterhead*)
Student papers
Supplies
Tax returns [confidentiality issues]
Tickets
Travel brochures
Vouchers
Work orders
Worksheets

(Adapted from GSU Library's Special Collections Department's "Processing Manual.)

Appendix M
DEACCESSION RECOMMENDATION FORM

DATE: ____

COLLECTION NAME: ______________________________________

DESCRIPTION OF MATERIAL(S): ______________________________

____

____

____

____
(If possible, please indicate the exact number of each type of item recommended for deaccession.)

REASON FOR RECOMMENDATION:

____

____

____

RECOMMENDATION MADE BY: ______________________________

Special Collections

DEACCESSION FORM

The following item:

____

has been deaccessioned from the University of South Florida Libraries Special Collections Department (Tampa Library) for the following reasons (please check applicable reasons).

__________ Duplication
__________ Condition of the object threatens itself or other collections
__________ Collection is out of the department's scope or subject coverage
__________ Collection has deteriorated beyond usefulness
__________ Donor has requested that collection be removed from Special Collections

Method of acquisition: ____

Overall condition: ____

Additional comments: ____

The undersigned recommend deaccessioning of the items mentioned above via (list order of preference and attach, as appropriate, additional sheets indicating name and address of institution transferred to, method of destruction, amount of sale, etc):

__________ Return to donor
__________ Transfer to another library department
__________ Exchange with or transfer to another library or special collections
__________ Sale, whether public or private
__________ Disposal via Property Disposition

All items involving off-campus means for deaccessioning will be coordinated with ________________________________ and follow the appropriate procedures.

____ ______________
Director of Special Collections Date

____ ______________
Director of Library Advancement Date

____ ______________
Dean of USF Libraries Date

DEACCESION CHECKLIST

Action	**Date**	**Responsible Party**
Initial deaccession procedures:		
Identify collection(s) for deacccession		
Complete Deaccession Recommendation Form		
Present recommendation(s) to Director of Special Collections		
Director reviews Deaccession Recommendation Form, discusses with recommending party and other staff as necessary		
Director presents Deaccession recommendation Form to Director of Library Advancement		
Director of Library Advancement reviews form and contacts donor		
Special Collections and Library Advancement Directors present collection and recommendation form to Dean		

Documentation:

Make notation in collection folder that collection has been deaccessioned; include signed copies of Deaccession Recommendation Form and Deacession Form		
Update OCLC and ALEPH record(s) and Digital Collections website to reflect deaccession		

Disposition:

Physically remove collection from Special Collections		
Send collection(s) to appropriate donor, department, library or special collections. Check inventory of materials prior to packing		
Prepare materials for sale. Check inventory of materials prior to packing		
Make note of disposition in collection folder		

Appendix N

Criteria for Determining the Creation of Collection Level Records, Web-Accessible Finding Aids (PDFs) and EADs *for* Archives, Manuscripts, Personal Papers and Select Graphic Collections

ALEPH RECORDS	1. All research-worthy collections identified for cataloguing by departmental staff or administration a. If an unprocessed or partially processed collection is catalogued, the bibliographic record must include a note outlining the collection's status 2. All processed collections 3. Collections made available through the library's digital asset management system(s)

PDF FINDING AIDS FOR WEBSITE**	1. All collections (unprocessed, partially processed and processed) may be considered for representation by PDF ***as long as*** proper notation exists in the final document that indicates the status of collection

ENCODED ARCHIVAL DESCRIPTION (EAD)	1. Processed collections, with or without available container list

**** The use of PDF finding aids may be discontinued once departmental implementation of EAD is complete****

Determining Collection Status

<u>Unprocessed collections</u>: Unarranged/unorganized collections for which a basic collection description does not exist. Collections with less than 20 - 25% of materials processed fall into the category of "unprocessed collections."

<u>Partially processed collections</u>: Collections for which a basic description has been completed but for which all aspects of the finding aid template are not complete. Partially processed collections typically have a basic arrangement scheme (either at the box or series level). Often a container list either does not exist or is incomplete. Collections with approximately 25 - 99% of materials processed fit into the category of "partially processed collections."

<u>Processed collections</u>: Collections that have been arranged in their entirety according to archival standards. Processed collections have existing, and complete, collection descriptions as well as finding aids that document

all known collection information. Processed collections may or may not have an existing container listing. However, for a collection that does not have a container listing to be considered "processed" it must be understood that a container listing can be completed **at any time** without need for rearranging or reassessing the collection or its contents.

Additional Information

All collections, regardless of status, should be considered for inclusion on the departmental website.

Glossary of Archival Terms

The following definitions are from the *Dictionary of Archival Terminology*, ICA Handbooks Series Volumes 4 and 7 unless otherwise noted.

Accession: The recording of the formal acceptance into custody of an acquisition. 2. An acquisition so recorded.

Acquisition: The process of adding to the holdings of a records centre/ archives (2) by transfer, deposit, purchase, gift or bequest. 2. An addition so acquired.

Administrative control: The responsibility for management of materials in a repository's custody, including the documentation of actions taken on those materials. (SAA Glossary of Archival Terminology)

Archival processing: The arrangement, description and housing of archival materials for storage and use by patrons. (SAA Glossary of Archival Terminology)

Archival value: Those values, administrative, fiscal, legal, evidential and/or informational, which justify the indefinite or permanent retention of records/archives (1).

Archive group: The primary division in the arrangement of archives (1) at the level of the independent originating unit or agency.

Archives: Non-current records preserved, with or without selection, by those responsible for their creation or by their successors in function for their own use or by an appropriate archives (2) because of their archival value. 2. An institution responsible for the acquisition, preservation and communication of archives (1). 3. A building or part of a building in which archives (1) are preserved and made available for consultation.

Archives: (1) Originating from a single provenance. 2. A document forming a part of archives.

Arrangement: The intellectual operations involved in the organization of records (1)/ archives (1) based upon the principle of provenance and the registry principle, reflecting the administrative structure and/or competence of the originating agency. Arrangement may be carried out at all or any of the following levels: repository, record/archive group, sub-group, class or series, item or document. 2. The physical operations complementary to (1) such as numbering and shelving. Also referred to as sorting.

Biographical note: The part of a … finding aid that places the materials in context by providing basic information about the materials' creator or author. (SAA Glossary of Archival Terminology)

Bulk dates: The earliest and latest dates of the majority of material being described. Bulk dates indicate the chronological or period strength of a collection, especially when the inclusive dates may be misleading.

Collection: An artificial accumulation of documents of any provenance brought together on the basis of some common characteristic, e.g. way of acquisition, subject, language, medium, type of document, name of collector, etc. 2. A body of documents comprising a record/archive group with other related materials of different provenance(s). 3. A loose usage for private records/archives.

Conservation: The discipline dedicated to the preservation and restoration of materials.

Container list: The part of a finding aid that indicates the range of materials in each box (or other container) in a collection. (SAA Glossary of Archival Terminology)

Deacidification: A term generally considered to mean removal of acid from or reduction of acid in a material such as paper by treating it with mild alkali.

Description: The preparation of finding aids to facilitate control and consultation of holdings.

Encapsulation: The process of placing a document between two sheets of [mylar] which are sealed at the edges in order to support and protect it from handling and the atmosphere. (SAA Glossary of Archival Terminology)

Ephemera: Informal documents of transitory value sometimes preserved as samples or specimens.

Family papers: Records created or collected by a group of individuals who are closely related by ancestry and relating to their personal and private affairs. (SAA Glossary of Archival Terminology)

Finding aid: A document, published or unpublished, listing or describing a body of records(1) / archives(1) thereby establishing administrative and intellectual control over them by a records centre/archives (2), making them more readily accessible and comprehensible to the user. Basic finding aids include guides, inventories, catalogues, calendars, lists, indexes, location indexes/registers and, for machine-readable records/archives, software documentation. Also called means of reference.

Fonds: The entire body of records of an organization, family or individual that have been created and accumulated as the result of an organic process reflecting the functions of the creator. (SAA Glossary of Archival Terminology)

Guide: A finding aid, giving a general account of all or part of the holdings of one or several archives (2) including the administrative or other background history, usually arranged by record/archive group or *fonds* and classes or series therein. 2. A finding aid describing the holdings of one or more archives (2) relating to particular subjects, periods, or geographical areas or to specified types or categories of documents.

Inclusive dates: The dates of the oldest and most recent items in a collection, series or folder.

Intellectual control: The creation of tools, such as catalogs, finding aids or other guides that enable researchers to locate relevant materials relevant to their interests. (SAA Glossary of Archival Terminology)

Intrinsic value: The usefulness or significance of an item derived from its physical or associative qualities, inherent in its original form and generally independent of its content, that are integral to its material nature and would be lost in reproduction. (SAA Glossary of Archival Terminology)

Inventory: A finding aid listing and describing in varying degrees of detail the contents of one or more record/archive groups, *fonds*, classes or series, usually including a brief history of the organization and functions of the originating agency/ies, institutions or organizations and, if appropriate, indexes. In US usage, the normal unit of entry is the series. According to the degree of descriptive detail, an inventory may be referred to in an analytical inventory (calendar), descriptive inventory or list, preliminary inventory, repertory or summary inventory. 2. A document containing a list of things, e.g., furniture and fittings, often, as in the case of the property of deceased persons, with an indication of value.

Literary manuscripts: Drafts, notes, worksheets, manuscripts, proofs and other materials commonly associated with the production of creative works, including fiction, poetry, plays, still or motion pictures, and other works. (SAA Glossary of Archival Terminology)

Manuscript collection: Collection of manuscripts, usually having historical or literary value or significance; frequently used to distinguish non-archival from archival material. See also Papers.

Original order: The organization and sequence of records established by the creator of the records. Also referred to as: registry principle, respect for original order, *l'ordre primitive, respect de l'ordre intérieur*. (SAA Glossary of Archival Terminology)

Papers: Personal, family and estate records/archives as distinct from the records/archives of corporate bodies. 2. A general term used to designate more than one type of manuscript material.

Personal papers: The private documents accumulated by, belonging to and subject to the disposition of an individual person.

Preservation: The professional discipline of protecting materials by minimizing chemical and physical deterioration and damage to minimize the loss of information and to extend the life of cultural property. The act of keeping from harm, injury, decay, or destruction, especially through noninvasive treatment. (SAA Glossary of Archival Terminology)

Preservation copy: The version of a thing set aside to protect its informational content from harm, injury, decay, or destruction. (SAA Glossary of Archival Terminology)

Processing: A collective term comprising recording acquisitions, arrangement, description and preservation of records/archives

Provenance: The basic principle that records/archives of the same provenance must not be intermingled with those of any other provenance; frequently referred to as *respect des fonds*. Formerly, sometimes extended to include the registry principle. [From SAA Glossary of Archival Terminology: "The origin or source of something. Information regarding the origins, custody and ownership of an item or collection."]

Realia: A three-dimensional object. (SAA Glossary of Archival Terminology)

Record group: A body of organizationally and functionally related records established on the basis of provenance with particular regard to the administrative history, complexity and quantity of the records/archives of the agency, institution or organization involved.

Records: Recorded information (documents) regardless of form or medium created, received and maintained by an agency, institution, organization or individual in pursuance of its legal obligations or in the transaction of business.

***Respect des fonds*:** see "provenance"

Series: Item or documents arranged in accordance with a filing plan/ system or maintained as a unit because they relate to a particular function or subject, result from the same activity, have a particular form, or because of some other relationship arising out of their circumstances of their creation or use. Also referred to as a record series.

SGML: Standard Generalized Markup Language. An international standard (ISO 8879) metalanguage used to define sets of tags to identify the relationship between document content and structure for use by information processing applications. (SAA Glossary of Archival Terminology)

Sub-series: Items or documents within a series readily separable in terms of filing arrangement, type, form or content.

Use copy: A reproduction of a document created for use by patrons, protecting the original from wear or theft; an access copy. (SAA Glossary of Archival Terminology)

Vinegar syndrome: Conditions that result from the deterioration of cellulose acetate, especially photographic film, and that include the release of acetic acid. (SAA Glossary of Archival Terminology)

Weeding: The process of identifying and removing unwanted materials from a larger body of materials. (SAA Glossary of Archival Terminology)

XML: Extensible Markup Language. A standard to promote sharing information over the Internet by specifying ways to describe the information's semantic structure and to validate that the structure is well formed. (SAA Glossary of Archival Terminology)

Additional Resources

Web Resources

Academy of Certified Archivists: http://certifiedarchivists.org

American Library Association (ALA) Code of Ethics: http://www.ala.org/alaorg/oif/ethics.html

The Archives Resource Center (ARC): http://www.statearchivists.org/arc/index/htm

Code of Ethics for Archivists: http://www.archivists.org/govenance/handbook/app_ethics.asp

Conservation Online: http://palimpset.stanford.edu

National Archives and Records Administration (NARA): http://www.archives.gov

Northeast Document Conservation Center (NEDCC): http://www.nedcc.org

Regional Alliance for Preservation: http://www.preservecollections.org

Society of American Archivists: http://www.archivists.org

Print Resources

Arranging and Describing Archives and Manuscripts: *Archival Fundamentals Series II* (Kathleen D. Roe, 2005)

Creating EAD-Compatible Finding Guides on Paper (Elizabeth H. Dow, 2005)

Describing Archives: A Content Standard (DACS), 2007

Developing and Maintaining Practical Archives: A How-to-do-it-Manual, 2nd edition (Gregory S. Hunter, 2004)

Encoded Archival Description on the Internet (Duff and Pitti, 2002)

Encoded Archival Description: Context, Theory and Case Studies (Jackie M. Dooley, 1998)

Photographs: Archival Care and Management (Vogt-O'Connor, 2006)

Preserving Archives (Helen Forde, 2007)

Preserving Archives and Manuscripts (Mary Lynn Ritzenthaler, 1993)

Providing Reference Services for Archives and Manuscripts: Archival Fundamentals Series II (Mary Jo Pugh, 2005)

Understanding Archives and Manuscripts: Archival Fundamentals Series II (Cox and O'Toole, 2006)