Steps for handling additions to collections

All tasks are done by manuscripts staff unless otherwise noted

1) Create accession record for new material in database and link to collection record

2) Update finding aids folder with printout of accession record, any other pertinent info

3) If new material is not being processed:

   a) Label container with collection name and accession number

   b) Find a place for it and update database with additional location if needed (Bill)

4) Update finding aid

   a) Finding aid is not in EAD

      i) Add "Additions made but not yet inventoried" note to hard copy OR

      ii) Process and create full inventory of additions in Word

   b) Finding aid is in EAD

      i) Add "Additions made but not yet inventoried" note OR

      ii) Update EAD file with complete list of new additions

      iii) Add revision information to EAD file `revisiondesc` section at top

      iv) Upload to website (Peter)

      v) Move HTML files to appropriate subdir on L:\SCRC\digital\guides

5) Update MARC record if necessary

6) Print and distribute updated hard copies of finding aid

   a) file cabinet (1 copy)

   b) reading room (1 copy)

   c) collection (1 copy)

7) Create/update cards for reading room files as needed

   a) Name index card(s) – MS staff

   b) Locator card(s) – Bill

Procedures for Prioritizing Processing

Backlog and Prioritizing Processing Project

Goals:
- Identify collections that have adequate description and arrangement in their present state (or will with minimal effort)
- Gather information to inform assigning processing priorities to the truly unprocessed collections (both in terms of level of processing and order to be processed).

Database: This will be based on the form "backlog project" in OLAF.[1]

Fields:

- Describe existing arrangement and description
- Preservation issues--condition and housing
- Privacy issues

- Recommendation for additional processing:
  - ➢ Online record
  - ➢ Rekeying existing finding aid
  - ➢ Rehousing
  - ➢ Additional minimal processing
  - ➢ Additional full processing
  - ➢ Minimal processing from scratch
  - ➢ Full processing from scratch

- Fuller description of collection
- Processing priority level (see next page)

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[1] The "new fields" for this project were inserted into the main table of OLAF, then a query was created to identify records in which the status is unprocessed or preliminarily processed. A form was then created that is linked to that form. When info is entered through this form, it is actually entered in the main table of OLAF. Do not delete a record without realizing you are deleting it from OLAF, not just the form, which represents the project.