in order to be used effectively by researchers. Over the three-year period, processing priorities have been refocused to be in line with the collecting priorities of the Special Collections program, with a particular emphasis on areas such as architecture, plant genetics and genomics, and history of computing. We have worked to integrate processing and description efforts for general, special, and digital collections. Processing priorities have also been adjusted to improve storage conditions for collections at risk and to make more efficient use of storage. Additionally, we have supported enhanced access to collections needed for exhibits or other special events, such as departmental anniversary celebrations. Improvements and streamlined processing procedures resulted in a wealth of new collections being made available to researchers. Increased access is the direct result of a concerted effort to undertake arrangement adequate to make the collection usable; description at a level sufficient to facilitate use; and minimal physical preservation. Processing staff focused on getting more collections into the hands of users by generating appropriately concise, high-quality access tools.

This department has experienced a large amount of change in the past few years (staff, collections, physical space, and autonomy) and those recent changes have greatly affected the answers to this survey. Like most ARL Special Collections departments we have more collections and obligations than our staff size can easily handle, but we are able to make great progress on a project-by-project basis.

This survey was completed by the acting department head who is a librarian and not an archivist based on input from two archivists and one support staff member.

Those who process range from full-time faculty, professional staff, temporary staff, and students — many of whom have completely different ideas on how deeply a collection should be processed. At the moment we are taking a strategic approach to integrating all collection data into one content management system, then prioritizing the backlog, and working more collaboratively within the archives. It has been very separate in the past — Manuscripts, AV, Public Policy, and University Archives. It is my goal to make us work together as the Archives.

Use of processing standards such as RAD.

We are in a time of transition with changes in personnel as well as philosophical changes regarding the processing, access, and use of the collections.

We have been doing very little other than minimal processing for several years and I don’t see that changing.

We have just recently started to implement a limited MPLP project. We think that this project will provide us with further impetus to better delineate processing priorities and levels of processing for all collections.

We will be transitioning to the Archivists’ Toolkit in the next year or so but the AT product has some serious deficiencies (e.g., reporting and workflow sequence) that will make the change quite disruptive.

Western Archives is currently in a state of transition as a result of a functional review that realigned responsibilities and reformed practices. A new Archives and Special Collections team is consolidating and coordinating activities and new archives management software is being implemented.
| Arizona State University                      | University of Missouri           |
| Boston College                                | University of Nebraska–Lincoln   |
| Brigham Young University                      | University of New Mexico         |
| University of British Columbia                 | University of North Carolina at Chapel Hill |
| Brown University                              | North Carolina State University  |
| University at Buffalo, SUNY                   | Northwestern University          |
| University of California, Davis                | Ohio University                  |
| University of California, Irvine              | Ohio State University            |
| University of California, San Diego           | University of Oklahoma           |
| University of California, Santa Barbara        | Oklahoma State University        |
| Case Western Reserve University               | University of Oregon             |
| University of Chicago                         | University of Pennsylvania       |
| Columbia University                           | Pennsylvania State University    |
| University of Connecticut                     | Purdue University                |
| University of Delaware                         | University of Rochester          |
| Duke University                               | Rutgers University               |
| Emory University                              | Southern Illinois University Carbondale |
| Georgetown University                         | Syracuse University              |
| University of Georgia                         | University of Tennessee          |
| University of Hawaii at Manoa                  | University of Texas at Austin    |
| University of Illinois at Urbana-Champaign     | Texas A&M University             |
| Indiana University Bloomington                 | University of Toronto            |
| University of Iowa                             | University of Utah               |
| Iowa State University                          | Vanderbilt University            |
| Johns Hopkins University                       | University of Virginia           |
| University of Kansas                           | Virginia Tech                    |
| Kent State University                          | University of Washington         |
| University of Kentucky                         | Washington State University      |
| Louisiana State University                     | Washington University in St. Louis|
| University of Louisville                       | University of Waterloo           |
| McMaster University                           | University of Western Ontario    |
| University of Manitoba                         | University of Wisconsin–Madison  |
| University of Massachusetts, Amherst           | Library of Congress              |
| Massachusetts Institute of Technology          | National Library of Medicine     |
| University of Michigan                         | Smithsonian Institution          |
| Michigan State University                      |                                   |
REPRESENTATIVE DOCUMENTS
Job Description of Processing Decision Maker
POSITION DESCRIPTION

Position Number ___________________________
Dates Reviewed by Committee ________________

POSITION TITLE: Head of Archival Processing and Cataloging, and Curator of the Transportation History Collection

UNIT: Special Collections Library

SUPERVISOR: Head, Special Collections

Position Summary: The Head of Archival Processing and Cataloging, and Curator of the Transportation History Collection in the Special Collections Library is responsible for overseeing the accessioning and processing of archival and non-book collections as well as for collection development and management, public service, outreach, and access activities related to the Transportation History Collection. The prime subject area of curatorial responsibility is transportation history before 1900, particularly the areas in which the University of Michigan are strongest, including railroad history, the organization and administration of early highways, the economic and social ties between the settlement of the United States and the growth of a transportation infrastructure, and design work for style and functionality in transportation. The Curator plays a leadership role in activities having to do with these parts of the collections, ranging from working with donors to answering reference queries and mounting exhibits. This position is also responsible for technical coordination and creation and updating of the SCL website.

PRIMARY DUTIES OF THIS POSITION

Accessioning and Processing: 40%

Oversees accessioning and processing of all non-book material in the Special Collections Library. Responsible for having all new non-book collections that come to the department accessioned. Ensures that collections are organized in accordance with accepted archival principles and that intellectual control over the collections is established through the preparation of finding aids. With the processors, identifies and documents the preservation needs of the collections. Develops policies for establishing physical and intellectual control over the materials. Establishes priority for processing in consultation with Special Collections curators. Regularly consults with Special Collections curators regarding the organization of particular collections and the creation of finding aids. Remains up to date with new practices and policies of accessioning and processing collections formulated by the Society of American Archivists and member organizations.

Hires, trains, and supervises 1.0 FTE librarian, .5 FTE P&A staff, and up to four student workers or interns per term. Trains supervisees to check in, organize, and write finding aids for collections.
**Cataloging: 20%**

Responsible for original cataloging of all non-book materials in the Special Collections Library. These materials include photograph, manuscript, pamphlet, poster, print, art work, realia, theatre program, and playbill collections. Catalogs at the collection level and or item level according to AACR2, ISBD punctuation, and accepted subject thesauri in MARC formats. Responsible for remaining current with new cataloging practices established by the Library of Congress and Technical Services, UM Library. Develops and maintains an awareness of policies on cataloging collections developed by other relevant organizations in the library, archives, and museum fields. Proposes cataloging policies in consultation to the Assistant Head of Special Collections and consults with representatives from Technical Services. Regularly confers with Special Collections Curators regarding the cataloging of particular collections. Hires, trains, and supervises student interns who want to learn how to catalog manuscript, archival, and non-book material. Represents the Special Collections Library on Technical Services committees and taskforces concerning cataloging.

**Collection Development: 20%**

Responsible for developing and managing the collections in the assigned subject areas. Collection development will involve intense work with dealers and collectors/donors, as well as with the corresponding selectors for the general collections. Most purchases are retrospective, although some parts of the Transportation History Collection include current serials and monographs. All appropriate formats are collected, following drafted policy, including books, serials, manuscripts, archives, pamphlets, and non-book materials such as photographs and posters. Collects materials in all appropriate European languages. Identifies prospective donors of appropriate material and frequently initiates contact and works closely with them. Seeks consultation when appropriate with the Head of the Special Collections Library and with the Library Development Office when approaching donors, and consults with the curatorial team in Special Collections when acquiring particularly large, expensive, or complex collections. Works with library selectors and faculty across the University who have identified donors whose materials would become part of the Transportation History Collection. Uses professional judgment to weigh benefits of potential gifts against costs in space and staff time, consulting others as appropriate. Works with staff of the Preservation Office and Conservation Laboratory to find solutions to difficult technical problems regarding the preservation and restoration of many different kinds of materials and formats. Works with Head of Special Collections in preparing collection development budget requests. Monitors the portion of the collection development budget assigned to Transportation History materials. Implements collection development policy statements, rewriting or adding details as needed.

**Public Service & Outreach: 20%**

Because so many areas in the Special Collections Library are uncataloged or under-cataloged, the curators bear a significant responsibility to interpret the collection to patrons. This frequently takes the form of lengthy reference consultations, exchanges of reference letters (both paper and email), and telephone calls. Advises on research questions and problems for patrons in-person and by phone, letter, and e-mail. Answers reference queries in person and by phone, letter, and e-mail. Searches appropriate local and national databases as appropriate for patrons' needs. Works as monitor of the Reading Room for a two-hour shift per week, plus occasional Saturday shifts.

As part of the development and educational missions of the University Library, gives lectures to the general public as requested on holdings of the Special Collections Library, with audiences ranging from school children to senior citizens. Initiates publicity for all events and
major acquisitions involving the subject with which he/she works. Initiates contacts with faculty at the University of Michigan in subject areas related to their curatorial responsibilities. Keeps faculty informed of our activities in the area. Offers and gives lectures, tours, and classes in conjunction with appropriate courses. Offers research support for students and faculty, including appointments to plan research strategies. Stays aware of changes in research focus in appropriate areas. Seeks faculty input regarding collecting policy.

QUALIFICATIONS

Required:
1. Master's degree from an ALA accredited library school.
2. Strong skills in organizing information of all kinds.
3. Three years of professional experience working with manuscripts, archives, photographs, or other special materials in a research library.
4. Knowledge of modern manuscript and archival theory and practices.
5. Knowledge of MARC formats, particularly AMC.
6. Experience working with rare books, manuscripts, or special collections in transportation history.

Desirable:
2. Working knowledge of one western European language.
3. Experience as a selector, particularly in retrospective buying.
5. Strong oral and written communication skills.

Desirable: Experience in instruction and/or in the provision of reference services. Ability to interact successfully with a wide variety of people of all ages with varying backgrounds, expectations, and educational levels.
Job Descriptions of Processing Staff
Manuscripts Processing Librarian (General Librarian)

The Manuscript Processing Librarian (1 FTE) works independently under the general supervision of the Curator of Manuscripts. The incumbent uses advanced technical knowledge and skills to formulate independent decisions based on both general and highly specialized library policies, procedures, and practices. The incumbent analyzes incoming acquisitions, accession collections, creates essential management data and finding aids, and makes decisions about how the materials will be physically preserved. The incumbent arranges and describes manuscript collections and performs original cataloging, creating MARC-AMC records for manuscript collections. The incumbent is responsible for training and supervising one or more graduate assistants. The incumbent also provides training and supervision for other staff and student workers, as necessary, and participates in providing public services at Special Collections service points.

Specific responsibilities include:

E 70% PROCESSING. Accessions manuscript materials, recording essential management information concerning the provenance and transfer of ownership to the LSU Libraries of donated and purchased materials. The incumbent assesses processing needs of newly acquired collections, determines the appropriate arrangement of materials within a collection, and organizes the work to be carried out, using independent judgment to interpret and apply archival principles and practices. The incumbent performs necessary historical research in order to properly describe the materials for scholarly use. The incumbent performs original cataloging, creating MARC-AMC records, which requires the application and interpretation of cataloging rules specific to archives and manuscripts in addition to AACR2rev., LCSH, etc.; collaborates in the development and revision of policies and procedures for processing collections.

E 20% SUPERVISION. Trains, supervises, and evaluates one to three graduate assistants, selecting appropriate tasks and monitoring their work. Hires, trains, and supervises student workers who do basic process procedures and rehousing of manuscript collections. Trains other staff as necessary in accessioning and preservation tasks.

E10% PUBLIC SERVICE AND OUTREACH. Performs advanced-level reference work to assist researchers in identifying and using Special Collections and other library materials. Interprets and enforces library policies for the security and administration of the collections. Works with donors to maintain positive donor relations.

MINIMUM QUALIFICATIONS:

• ALA-accredited MLS
• Significant experience in the appraisal, processing, and description of archival and manuscript materials.
• Comprehensive knowledge of archival theory, practice, and national and international standards and best practices that govern the arrangement and description of primary source materials, including Describing Archives: A Content Standard, the MARC 21 format, and appropriate thesauri & authority lists used for indexing archival descriptions.
• Familiarity with online research information resources and searching methodologies, and an understanding of the operation of common office productivity software applications.
• Strong commitment to technical services in support of public services.
• Excellent interpersonal, oral and written communication, and organizational skills.
• Ability and willingness to lift 30 pounds.
DESIRABLE QUALIFICATIONS:

- Knowledge of Louisiana and American history, particularly the American South, and related disciplines and research methodologies.
- Reading knowledge of French or Spanish.
- Knowledge of Encoded Archival Description.
- Experience providing reference service.
The Purdue University Libraries seeks an experienced archivist to oversee reference services and accessioning and processing of archival and manuscript collections.

**Responsibilities:** The Processing and Public Services Archivist arranges and describes archival materials in all formats; develops and documents processing plans for large collections and guidelines for levels of processing; ensures appropriate archival housing for collections; identifies and refers items as necessary for conservation treatment; prepares and edits finding aids and other descriptive access tools; participates in implementation of EAD for encoded finding aids; participates in the creation of MARC catalog records for manuscript and archival holdings. Trains and supervises the work of support staff and students who may be assigned to assist with arrangement and description of manuscript and archival collections; assigns tasks and monitors pace and direction of work by support staff; maintains schedules and deadlines; provides reference services and delegates reference inquiries to support staff as appropriate; evaluates staff performance. Provides instruction to classes in archival research methodology and provides orientation tours for groups visiting the Archives and Special Collections. Participates in unit-wide planning and committee activities and creating exhibits. May also assist in future development of records retention schedules and work with the University’s colleges, schools, and departments on the transfer of historical material to the archives. Reports to the Head of Archives and Special Collections.

**Requirements:** Masters Degree in Library or Information Sciences from an ALA-accredited library school with a concentration in archival management or completion of significant graduate level course work in archives and at least two years experience arranging and describing archival collections in a historical or academic repository; familiarity with DACS, EAD, MARC, LCSH, AACR2, and other LC cataloging standards; familiarity with automated library information management systems, such as Endeavor/Voyager and online union catalogs such as RLIN or OCLC; knowledge of basic preservation and conservation standards for archival and manuscript collections; experience supervising staff in processing archival collections; demonstrated ability to communicate effectively, both orally and in writing; excellent organizational skills, with demonstrated commitment to accuracy and attention to detail; experience providing reference services for archival materials; ability to work independently and collaboratively in a fast-paced, team environment; ability to work efficiently to meet project goals and deadlines; ability to establish and maintain professional and effective working relationships with colleagues, faculty, staff, students, donors, and the general public. Ability to lift records cartons which weigh up to 50 pounds. Experience using Microsoft Office, including Word, Excel, PowerPoint, and Access. Familiarity with current trends in archival theory and management, and records management in an academic setting. Strong commitment to the archives profession. Candidates should possess strong interpersonal skills and the ability to work cooperatively with a wide variety of constituents.

**Desired Qualifications:** Certification from the Academy of Certified Archivists is preferred. Familiarity with CONTENTdm or similar digital assets management systems preferred. Familiarity with digitization projects and archival standards and best practices relating to digital image capture and metadata creation preferred. Familiarity with HTML and Dreamweaver software for creating or editing web pages preferred. Knowledge of institutional repositories as they relate to archives work preferred. Experience managing and providing long-term access to electronic records and born digital content preferred. Experience providing library instruction preferred.

**Salary:** Minimum $41,000 and up, depending upon qualifications.

**Status and Benefits:** Three year appointment as Visiting Assistant Professor of Library Science. Twelve month appointment with annual vacation of 22 working days. Excellent benefits including fully paid TIAA-CREF retirement contribution. Must have vested, employer-funded contract from previous Higher Education employment for participation.

**Application Process:** Applications will be reviewed beginning April 30, 2007 and will be accepted until a suitable candidate is chosen. Send statement of interest, resume, and a list of three references in both electronic format and by surface mail to: Thomas L. Haworth, Human Resources Administrator, Purdue University Libraries, 504 W. State St., West Lafayette, IN 47907-2058. thaworth@purdue.edu.

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An Equal Access/Equal Opportunity/Affirmative Action Employer
fully committed to achieving a diverse workforce
Processing Policy
Minimal Processing Policy

January 2009

All manuscript collections must be minimally processed before they can be fully processed.

Guidelines for Minimal Processing

1. Create series based on original order or corporate structure of the collection
   1. Do not create subseries structure
   2. Do not remove paper clips or weed materials
   3. Do not refolder, organize materials within folders, or organize folder order
      
      **1. Exception:** Unorganized collections

      1. If not in folders, sort materials into series structure and place in folders
      2. Write DACS-compliant titles and dates on new folders based on content
      3. Place series in carton

2. Create DACS-compliant finding aid for the collection in EAD
L. Tom Perry Special Collections Processing Plan Review Policy

30 January 2008

1. The L. Tom Perry Special Collections is committed to meeting national and local standards in the processing of manuscript collections. This involves compliance with the 90-day policy, minimal processing standards as set by the department, the CCLA EAD Best Practices Guide and the local implementation of *Describing Archives: A Content Standard*. In order to ensure that these standards are met processing plans will be completed for all collections and reviewed under the following circumstances:

   a. Curators

      i. Processing plans for collections over 25 linear feet will be:

         1. Reviewed and discussed with immediate supervisor

         2. Presented to the Board of Curators for consultation and discussion

         3. Reviewed and approved by the curator’s immediate supervisor.

      ii. Processing plans for high profile collections will be:

         1. Reviewed and discussed with immediate supervisor

         2. Presented to the Board of Curators for consultation and discussion

         3. Reviewed and approved by the curator’s immediate supervisor.

   b. Students/Interns/Volunteers/Paraprofessionals

      i. All processing plans will be reviewed and approved by their immediate supervisor.
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Archival Processing Manual

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Best Practices Guide for Staff Archivists, Project Personnel, Interns, and Student Assistants

Introduction
What is Archival Processing?
I. Description
II. Arrangement
III. Appraisal (Removals and Discards)
IV. Preservation
V. Measurements
VI. Folder Titles
VII. Style and Consistency
   Naming Standards
   Alphabetical Arrangement within a Series/Subseries
   Folder Title Standards
   Names and Personal Titles
   Additional Grammar Notes
   Folder Labels
VIII. Restrictions
IX. Boxing Folders
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Appendix I: Records and Personal Papers Appraisal Guidelines
Appendix II: Handling Procedures for Photographs and Audiovisual Materials
Appendix III: Preservation Photocopy Table
Appendix IV: Separation Form
Appendix V: Restriction Flag
Appendix VI: Tiered Processing Tables
Processing Worksheets
General survey of the collection

Briefly explain the organization of materials, conservation issues to be addressed, whether the materials are in folders/loose in boxes, and related issues to give an overview of the collection. Estimate processing time required.

Brief description:

Current Organization:

Conservation Issues (rusting staples, newspaper, etc.):

What types of materials are in the collection? Check all that apply. If any of the materials show any sign of deterioration indicate problem. i.e. brittle paper, insect damage, rust, etc.

<table>
<thead>
<tr>
<th>Type of Material</th>
<th>Present</th>
<th>Preservation Problem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Papers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photographs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artifacts/Ephemera</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer discs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Films</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Albums/Scrapbooks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printed Materials (Books, Journals, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newspaper/clippings</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

General overview and comments on collection condition:
**Proposed Processing Plan**

Explain the steps/how you propose to organize/arrange or rearrange the collection, its descriptive level, physical conservation/repair/maintenance, material to transfer, and any other considerations to give an overview of the work to be performed.

Proposed level of arrangement:

Identified Series/Subseries:

Proposed level of description:

Separated Materials:
LOUISIANA STATE UNIVERSITY
Processing Form

PROCESSING FORM

Creator: ____________________________  

Title: ________________________________  

Mss. #  Acc. #  Date received: ________________________________  

☐ OLAF updated web date:  ☐ Freezer: Date in / out: ________________________________  

Job type:  
☐ Preliminary processing  
☐ Full processing  
☐ Rehousing only  
☐ Addition to processed collection  
☐ Addition to unprocessed collection  

Finding aids/Cataloging:  
☐ Container list made, filename __________  ☐ filed  
☐ Container list revised  
☐ Full finding aid made, filename __________  ☐ filed  
☐ Full finding aid revised  
☐ SIRSI record no. ________________  

Processed by: ____________________________  Date: ____________________________  

Stack Location: ____________________________  Shelved by: ____________________________  Date: ____________________________  
(State as linear ft. and/or no. of items)  

Size before processing: ____________________________  Size after processing: ____________________________  

Dates: Inclusive (bulk) ____________________________  

Types of items: ____________________________  

Notes, explanations, conservation needs, etc.: ____________________________  

Updates:  
☐ Accession file  ☐ Accession book  ☐ Online catalog  ☐ Finding aid  ☐ Card catalog  
☐ Vault list  ☐ Vault database  ☐ Email for subject guide  

Supplies:  
Boxes, containers, folders, sleeves, photo enclosures, etc. (state type and estimate number used) ____________________________  

Total hours worked on collection (if requested by supervisor): ____________________________  

correct form 3/30/2005
Processing the Duncan Perry Papers

Goal: 
**Appraisal 10%**
While the student processes the archive, he will look for and remove those materials of a personal nature and/or those materials that document the administration of Radio Free Europe/Radio Liberty, as stipulated by the donor, former Executive Director, Duncan Perry. The student will also deaccession duplicate items and serial or other publications that fall outside the scope of the collection and would better serve as individually cataloged items.

The student will also perform background research on Duncan Perry and the history of Radio Free Europe/Radio Liberty in preparation for devising an appropriate arrangement and for content for the scope/content note in the finding aid.

In appraising the collection the student will learn how to define components of an archive and determine, within the scope of the donor agreement, which components make up the body and core of that specific archive.

To accomplish this goal the student will remove, after consulting the Special Collections Library’s Head of Archival Processing and Cataloging and DFE mentor, Kathleen Dow, those materials outside the scope of the collection.

Goal 
**Arrangement 70%**
Following basic archival principles of arrangement and local practices of the Special Collections Library, and paying close attention to the specific nature of the materials, the student will arrange the archive and properly house its materials in archivally sound folders and boxes. To accomplish this goal the student will work through a series of stages that proceeds from the general to the specific.

In arranging the archive the student will learn the principles of archival arrangement and apply those principles in a manner that facilitates the archive’s use.

Kathleen Dow will evaluate this portion of the work experience on a regular basis and provide guidance at the practical level and offer her insight at the theoretical level.

Goal 
**Description 20%**
After the archive has been arranged and housed, the student will then proceed to create a finding aid and a cataloging record. The student will create a finding aid using the Special Collections Library’s template. The student will then catalog the archive using DACS, AACR2rev., LCSH, and AAT, in the MARC format for inputting into Mirlyn, the Aleph-based online database of the University of Michigan’s library system. He will then encode the finding aid using the EAD DTD, which will then be loaded onto the Digital Library Production Services server and made available on the library’s website.

In describing the archive the student will learn how to reflect the arrangement in the description. The student will also learn the technical aspects of encoding a finding aid and creating an archival MARC record.

After teaching the student how to use the encoding and delivery applications, Kathleen Dow will direct and supervise the process of description and evaluate performance based on accuracy and quality of work.
Steps for handling new collections

All tasks are done by manuscripts staff unless otherwise noted

1) Create accession record in database
2) Create collection record in database
3) Update tracking list with collection name, file name, etc
4) Create file cabinet folder
   a) Printout of accession record
   b) Copy of acquisition information
5) Inventory to required level
   a) No listing at all; in step 6) use appropriate note (“An item-level inventory has not been created for this collection.”) to finding aid OR
   b) Do quick and dirty box list; in step 6) use appropriate note (“The following is a simple BOX LIST. The collection has not yet been processed.”) to finding aid OR
   c) Process physical collection and create complete inventory
6) EAD-ify
   a) Create EAD record
      i) eadheader section should be complete with subject headings
      ii) Create inventory section to required level, converting from Word if needed and/or adding appropriate note from step 5) above
   b) EAD => HTML (also creates printer-friendly version)
   c) Check all names and subject headings using LC or AAT or similar
   d) QA (KM)
   e) Upload to website (Peter)
   f) Move HTML files to appropriate subdir on L:\SCRC\digital\guides (me)
7) Create MARC record (EAD => MARC), update database with collection number
8) File hard copy finding aid as needed
   a) file cabinet (1 copy)
   b) reading room (1 copy)
   c) collection (1 copy)
9) Determine physical location of collection (Bill/Nicolette)
10) Create cards for reading room files
    a) Name index card(s) – MS staff
    b) Locator card(s) – Bill
**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 `revisondesc` 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)

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.
Assigning Processing Priority

If a collection has materials that are criteria in one or more level (high, medium, or low) assign it the points for the highest rank (3, 2, or 1) that the bulk of the collection seems to fall into and add a ½ point for each specific criteria from the lower ranks.

- **High (3 points--if collection meets one more of the following criteria)**
  - Assign 1 additional point for each one of the following criteria met:
    - Additional materials from a family whose papers are already processed
    - Majority is 20th century
    - Topically relates to (1 point for each)
      - African Americans
      - civil rights or desegregation
      - coast or environment
      - education
      - immigrant groups
      - oil and gas exploration and extraction
      - race relations
      - sugar growing and industry
      - tourism, marketing and image of Louisiana
      - urban development, neighborhoods, or physical or built environment
      - women
    - Significant portion (one quarter or more) French language materials
    - Preservation concerns
    - Donor promises with expired or approaching processing deadlines

- **Medium (2 points--if collection meets one or more of the following criteria)**
  - Assign 1 additional point for each one of the following criteria met.
    - War-related collections
    - Plantation collections that do not include materials related to any of the topics in the higher priorities’ criteria
    - Literary papers

- **Low (1 point--if collection meets one or more of the following criteria)**
  - Assign 1 additional point for each one of the following criteria met.
    - Faculty papers that do not include materials related to any of the topics in the higher priorities’ criteria
    - Collections that do not meet any of the above criteria
    - Organizational records that do not include materials related to any of the topics in the higher priorities’ criteria
    - Outside geographical focus of Louisiana and the Lower Mississippi Valley

*Subtract a point for collections that are entirely photocopies or typescripts of originals we do not own.*
**Score:**

**Collection number(s):**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Circulation statistics for past 5 years</td>
<td>7.</td>
</tr>
<tr>
<td></td>
<td>1 = no retrievals</td>
<td>1 = no interest</td>
</tr>
<tr>
<td></td>
<td>2 = 1-4 retrievals</td>
<td>2 = some interest</td>
</tr>
<tr>
<td></td>
<td>3 = 5 or more retrievals</td>
<td>3 = high interest</td>
</tr>
<tr>
<td>2.</td>
<td>Photocopy requests for past years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 = none</td>
<td>Yes (+10 pts)</td>
</tr>
<tr>
<td></td>
<td>2 = 1-49 pages</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>3 = 50 pages or more</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Existing processing/finding aids category.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 = level 2-3</td>
<td>8.</td>
</tr>
<tr>
<td></td>
<td>2 = level 4-5</td>
<td>(No= -5 pts)</td>
</tr>
<tr>
<td></td>
<td>3 = no finding aid</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Value/Potential Use</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 = 1 CD policy attribute</td>
<td>(Yes= -5 pts)</td>
</tr>
<tr>
<td></td>
<td>2 = 2 CD policy attributes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 = 3+ CD policy attributes</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Condition</td>
<td>10.</td>
</tr>
<tr>
<td></td>
<td>Good</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Poor (+10 pts)</td>
<td>No (-10 pts)</td>
</tr>
<tr>
<td></td>
<td>1 = 1950-2000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 = 1900-1949</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 = pre-1899</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Collection size</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 = 41 or more boxes</td>
<td>Yes (-10 pts)</td>
</tr>
<tr>
<td></td>
<td>2 = 20-40 boxes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>3 = 19 or less</td>
<td></td>
</tr>
</tbody>
</table>

154 · Representative Documents: Procedures for Prioritizing Processing
Collecting Processing Statistics
Administration

Meetings

Presentations/Events

Publications Utilizing our Collections (include publication name and collection)

Newly available Collections: (processing and EAD finding aid completed and linked)

Newly available EAD finding aids: (collection reprocessed/additions integrated and finding aid encoded)

Finding aids cataloged in HOMER:

New collections accessioned:

Additions to existing collections accessioned:

Cataloging:
Date: 
To: 
From: Collections Assistant
Re: Collections Assistant monthly report

Clippings classified: # linear feet

Publications: #

RS Photo Processing:
Negatives: B & W Color Total
Prints: B & W Color Total
Transparencies: Slides

Preservation
Items sent out:

Items returned:

<table>
<thead>
<tr>
<th>Date out</th>
<th>Title</th>
<th>Call number</th>
<th>Date returned</th>
</tr>
</thead>
</table>

Total items out:

Accessions
Manuscripts: accessions / linear feet
University Archives: accessions / linear feet
Other: accessions / linear feet
Total: accessions/ linear feet

<table>
<thead>
<tr>
<th>Accession number</th>
<th>Collection number</th>
<th>Creator</th>
<th>Coll title</th>
<th>Date rec'd</th>
<th>Lin ft</th>
</tr>
</thead>
</table>

Reference:
Hours on desk: # ( )
Email: ( )
Mail: ( )
Phone: ( )
Scan requests:
<table>
<thead>
<tr>
<th>Library contacts</th>
<th>Other statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Services problem solving</td>
<td>Letters generated by</td>
</tr>
<tr>
<td>contacts:</td>
<td>accessions:</td>
</tr>
<tr>
<td>binding unit problem solving calls:</td>
<td>Deeds of Gifts:</td>
</tr>
<tr>
<td>Items sent to be catalogued:</td>
<td></td>
</tr>
<tr>
<td>Items sent to be transferred:</td>
<td>Other projects</td>
</tr>
<tr>
<td>Finding aid retro-conversions:</td>
<td></td>
</tr>
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Sample Statistics Reports
### Totals To-Date

#### Cumulative Figures

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Year End</th>
<th>'07/08</th>
<th>'08/09</th>
<th>'09/10</th>
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<tr>
<td></td>
<td>06/07</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Archives &amp; Special Collections</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference Questions</td>
<td></td>
<td>751</td>
<td>412</td>
<td>0</td>
</tr>
<tr>
<td>Electronic Reference Questions</td>
<td></td>
<td>428</td>
<td>288</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Reference Questions</strong></td>
<td></td>
<td>1179</td>
<td>700</td>
<td>0</td>
</tr>
<tr>
<td>Titles/Volumes Cataloged</td>
<td></td>
<td>1782</td>
<td>1277</td>
<td>0</td>
</tr>
<tr>
<td><strong>Volumes To Date</strong></td>
<td></td>
<td>1,782</td>
<td>3,059</td>
<td>3,059</td>
</tr>
<tr>
<td>Additions (to Linear Feet)</td>
<td></td>
<td>742.35</td>
<td>618.4</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Linear To Date</strong></td>
<td></td>
<td>36,283.49</td>
<td>37,025.84</td>
<td>37,644.24</td>
</tr>
<tr>
<td>Additions to Multimedia Collections</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graphic Materials</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(prints, pictures, photographs, postcards, slides, transparencies, film strips)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio Materials</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(cassettes, phonodiscs, CDs, reel-to-reel tapes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Film and Video Materials</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(motion pictures, video cassettes, laser discs)</td>
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<tr>
<td>ILL Request Filled</td>
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<td>312</td>
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<td>ILL Request Not Filled</td>
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<tr>
<td>Photocopy Orders</td>
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<td>251</td>
<td>-</td>
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<tr>
<td>Photo Orders</td>
<td></td>
<td>77</td>
<td>57</td>
<td>-</td>
</tr>
<tr>
<td><strong>Gate Count</strong></td>
<td></td>
<td>1,433</td>
<td>-</td>
<td>-</td>
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</tbody>
</table>