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): ________________________________

1. Circulation statistics for past 5 years
   - 1 = no retrievals
   - 2 = 1-4 retrievals
   - 3 = 5 or more retrievals

2. Photocopy requests for past years
   - 1 = none
   - 2 = 1-49 pages
   - 3 = 50 pages or more

3. Existing processing/finding aids category.
   - 1 = level 2-3
   - 2 = level 4-5
   - 3 = no finding aid

4. Value/Potential Use
   - 1 = 1 CD policy attribute
   - 2 = 2 CD policy attributes
   - 3 = 3+ CD policy attributes

5. Condition
   - Good
   - Poor (+10 pts)

6. Collection size
   - 1 = 41 or more boxes
   - 2 = 20-40 boxes
   - 3 = 19 or less

7. External interest
   - 1 = no interest
   - 2 = some interest
   - 3 = high interest

8. Primary source vs. secondary scholarship
   - Yes (+10 pts)
   - No (-5 pts)

9. Collections and archives of medical historians, the Library, professional associations
   - Yes (-5 pts)

10. Legal ownership
    - Yes
    - No (-10 pts)

11. Significant restrictions on materials
    - Yes (-10 pts)
    - No
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: