SPEC

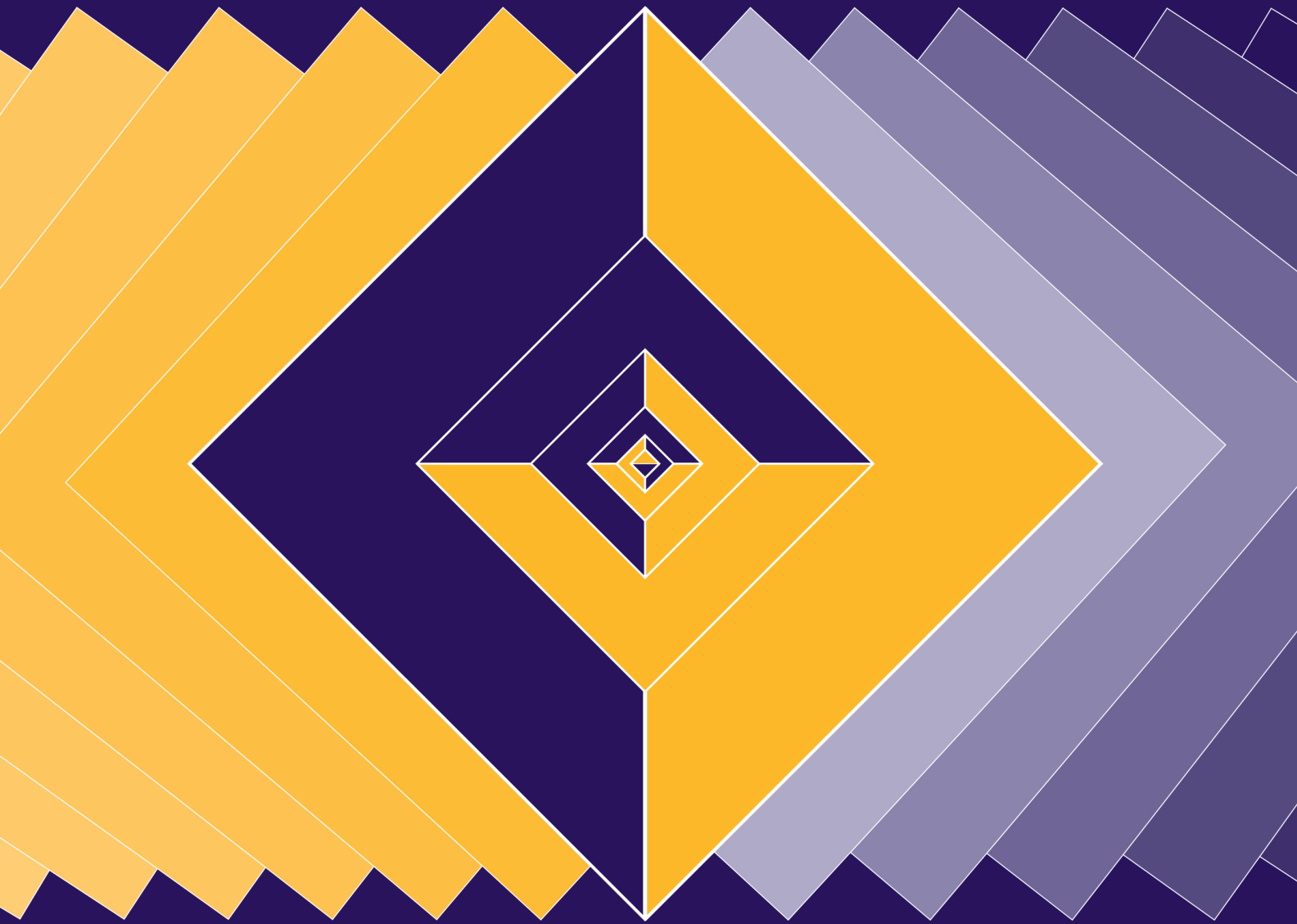# Kit 307

Manuscript Collections on the Web

October 2008

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SPEC Kit 307

Manuscript Collections on the Web

October 2008

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University of Alabama

ASSOCIATION OF RESEARCH LIBRARIES

SPEC
Kit 307

Manuscript Collections on the Web

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SURVEY RESULTS

REPRESENTATIVE DOCUMENTS

Finding Aid Web Sites

Web Sites of Collaborative Online Resources

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EXECUTIVE SUMMARY

Introduction

There is growing demand from users, administrators, and donors to have manuscript collection information available on the Web. In their OCLC Programs and Research report "Shifting Gears: Gearing Up to Get into the Flow," Ricky Erway and Jennifer Schaffner state, "In a world where it is increasingly felt that if it's not online it doesn't exist, we need to make sure that our users are exposed to the wealth of information in special collections."[1] Their report speaks specifically to digitizing collections, but the philosophy holds true for information about manuscript collections as well as digital facsimiles of them. This study explores Web resources that provide information about these collections, rather than the facsimiles.

Many of those who are responsible for the arrangement and description of manuscript and archival materials suffer from chronic backlogs and often lament the lack of resources (staff and time) to deal with their workloads. How do libraries accomplish the task of getting information about their valuable resources online? This survey investigated how many manuscript collections are held in ARL member libraries; what percentage of these collections are represented on the Web; what types of information about the collections are available in finding aids and on the Web; what formats are used for finding aids on the Web; how many library staff are working on manuscript collections, the challenges and benefits of migrating collection information to the Web, and whether and how usage of manuscript collection information is tracked. It was distributed to the 123 ARL member libraries in February 2008. Seventy-two libraries completed the survey by the March 31 deadline for a response rate of 59%.

Background

Using the Society of American Archivists' (SAA) definition of a manuscript collection as a "collection of personal or family papers"[2], the survey first asked whether the library held manuscript collections. The majority of respondents (69 or 97%) answered, "Yes." Many of the respondents clarified how their answers may not reflect all of the manuscripts held at their institution since these collections are dispersed across several units.

Staffing

All 69 respondents identified the unit, department, or library that is responsible for arranging and describing manuscript collections; in some cases, there is more than one. Typically, it is an archive, special collections, and/or rare books department or library.

Sixty-seven respondents answered basic questions about the number and types of staff (including archivists, librarians, other professional staff, support staff, and students) in the unit. They reported a total of 1297 individuals: 584 student assistants, 265 support staff, 218 archivists, 152 librarians, 47 other professionals, and 31 other staff, such as volunteers. The FTE totals indicate that permanent staff largely work full-time and that there are about three students per FTE.

The total number of individuals per unit ranges from 4 to 95, with an average of 19.36. The number

of student assistants skews the average, though. The maximum number of permanent staff ranges from 5 (other professional) to 15 (support staff) while the student assistant maximum is an incredible 63 at one institution! The median number of professional and support staff per unit ranges from one to three, while the median for student assistants is six.

Staffing for Manuscript Collection Activities

Without arrangement and description there would be very little information to put on the Web for researchers to use, so the survey next asked how many of the total staff reported above actually perform arrangement and description tasks, how much time they spend on these activities, and how much time they spend adding manuscript information to the Web. The 68 respondents reported that 762 individuals perform these activities, 59% of the total staff in the department.

Archivists

Fifty-six respondents reported a total of 147 archivists who spend even a small percentage of time on arrangement and description. The number per institution ranges from 1 to 13, with an average of 2.63 individuals. The archivists spend anywhere from 1% to 100% of their time on these activities, averaging 41.17%. The two archivists who spend 100% of their time on arrangement and description were listed as a Project Archivist and Contract Processing Archivist, positions created specifically to focus on such activities.

On average, archivists spend 11% of their time adding information about collections to the Web. Therefore, the average archivist spends about 16 hours of a 40-hour work week on arrangement and description activities, plus another 4 hours getting information about these collections on the Web. In addition, they spend time on a variety of other areas including reference, instruction, preservation, acquisitions, records management, exhibits, management, professional service, digital projects, donor relations, collection development, and outreach. As one respondent succinctly put it, "The usual."

Department Head

Thirty-five respondents reported that the unit or department head spends some time on arrangement and description or on adding collection information to the Web. The maximum time for either activity is 50%. On average, slightly more time is spent on arrangement and description (12.32%) than on adding information to the Web (8.95%).

Librarians and Other Professionals

Thirty-five respondents reported a total of 69 librarians who spend time on manuscript collection arrangement and description or adding information to the Web. The range is 1 to 5 per institution, with an average of 1.87 librarians. They spend up to 100% of their time on arrangement and description, averaging 25%. As with department heads, librarians spend less time putting information on the Web, up to 65% of their time but only averaging 12%.

There are fewer other professionals involved in manuscript collection processing activities (20 institutions reported a total of 29 individuals), but the range per institution (1 to 5, average 1.45) and time commitment (arrangement and description average 27%, Web average 12%) mirror librarians.

Support Staff

Almost as many support staff as archivists spend time on arrangement and description and Web activities; 47 respondents reported a total of 139 individuals. The number of support staff per institution ranges from 1 to 15, with an average of 2.96. They spend up to 95% of their time on arrangement and description, averaging 44%, the highest for permanent staff. They also spend up to 75% of their time on putting information on the Web, averaging 11%.

Students and Other Staff

All but ten respondents report employing student assistants for manuscript collection arrangement and description work. Students account for the largest number of staff (317) and highest percentage of time devoted to these activities (64%). Although libraries depend heavily on students for arrangement and

description work, they do not depend on them for getting that same information on the Web. Student assistants spend up to 100% of their time in this capacity, but average only 9%.

Only 14 libraries reported employing other types of staff for manuscript activities. Typically, these are graduate assistants, student interns, grant-funded staff, or volunteers who work part-time. They spend about half their time on arrangement and description and less than 20% on Web work, on average.

Size of Manuscript Collection

Since institutions aren't required to keep these statistics in a standardized unit of measurement, respondents reported the size of their collections in linear feet, cubic feet, linear meters, and items, with the majority using linear feet. The size of processed and unprocessed manuscript collections varied widely. The total size of processed collections ranges from 385 to 32,839 linear feet, with an average of 8142.78 linear feet of material. The total size of unprocessed collections ranges from 150 to 22,038 linear feet, with an average of 4499 linear feet of material.

Levels of Description

When asked about the level of description in their print or other traditional finding aids, most (48 or 73%) responded that they include collection-level description with other elements such as scope and contents note, biographical note, series descriptions, and folder lists. Only 5% answered that their finding aids contained less information than that. Just under a fourth of the respondents report an "other" level of description. While their explanations were quite diverse, several answered that the level of description varies from finding aid to finding aid.

All but three of 66 respondents consider a collection to be fully processed when there is a multi-level finding aid that includes folder-level description. Twenty-five of these (40%) also selected both "multi-level with series-level description " and "multi-level with collection-level description." Nine others also selected one or the other. The respondent who answered "other" noted, "Never really fully processed. Currently considered such if multi-level description and box listed inventory." Other comments indicated that the level of description varies from collection to collection.

More than half of the responding institutions (35 or 57%) are using database management software to keep or organize their collection-level data. The most commonly used software is Microsoft Access (15 institutions), followed by FileMaker Pro (7 institutions). Only 13 (21%) are using open-source software; two are using Archon and five the Archivists' Toolkit. Smaller numbers of institutions use library or museum information management software. The highest percentage of respondents (62%) answered "other," including WordPerfect, Excel, NoteTab, ExLibris Aleph, and Sirsi Dynix Workflows.

When asked if their institutions have adopted, at any level, the "More Product, Less Process" approach to arrangement and description as discussed in the 2005 *American Archivist* article by Mark Greene and Dennis Meissner, 74% reported that they had done so.[3] The comments are very interesting, with various responses pointing out that Greene and Meissner did not invent the concept. Greene and Meissner themselves mention some of the earlier archivists and institutions who had advocated this and similar approaches.[4] Although they were not the first to suggest that archivists can't continue to process archival collections to a high level, their article, published in a widely-read and prominent archival journal, has resonated with the archival profession, more so than previous calls for this approach. The tone of their article, at times harsh, grabs the reader's attention and has perhaps caused this surge in interest.[5]

Description and Content Standards

Most of the respondents (43 or 70%) use the SAA standard *Describing Archives: A Content Standard (DACS)*, for describing materials.[6] Of the eighteen (30%) who don't, seven are Canadian and have their own standard for description.[7] Of those who use DACS, 24 apply this standard to their legacy records.

Almost all respondents (60 or 92%) are creating MARC records for manuscript collections on some

level. A significant number (53 or 80%) are encoding finding aids in EAD, but not everyone is, yet. Those who are marking up their finding aids in EAD are doing so on a smaller scale than they create MARC records. For example, the average number of EAD files created is 530.58, versus 1560.18 MARC records.

Respondents' comments on whether the time and effort to create EAD records equals the benefits are worth examination. While many responses were short, positive answers such as "absolutely" or "yes, definitely," they were not all glowing recommendations. One of the negative responses from an institution that does use EAD was, "No. The payoff for the time and expense of creation is negligible." Another explained, "Since our finding aids have been available on the Web for quite some time, first as plain HTML documents and then as EADs, I don't think we've realized any particular benefit to changing the format, except perhaps that the finding aids look neater. Our researchers were finding our collections through search engines prior to the conversion."

Others indicated they just weren't sure yet. A few indicated that they didn't really know if it was worth it but felt "this is a standard we want to follow." Another even claimed, "There's no way to easily measure the 'benefits;' however it would be irresponsible to not encode our finding aids."

Among those who are using EAD, there seem to be divergent opinions about the ease of creating EAD finding aids. Several mentioned the ease with which their institution creates EAD finding aids, with one explaining, "The creation of new finding aids in EAD is no more complicated or time consuming than those created in any other format." Others indicated that the time and effort is substantial, noting that "the special knowledge required for creating EAD finding aids and making their presence on our Web site effective has been an impediment to us backing the effort fully." This is consistent with the findings of Elizabeth Yakel and Jihyun Kim, who listed "complexity of technology" as one reason for the lack of diffusion of EAD in the archival community.[8] Another interesting comment from the survey discussed how one institution takes advantage of a template for creating EAD "that does not require any added effort." But they fail "to see what, if any, benefit is derived from the EAD metadata. "

Those who do not use EAD were asked if they perceive any external or internal pressure to implement its use; the results were mixed. Even some of those who have implemented were compelled to comment. One respondent claimed that some staff members "can not see any advantage in using EAD over standard static HTML pages. We feel there are no justifications for increasing processing and description time and costs for minimal advantage… I believe that EAD is a labor-intensive throwback to library cataloging methods of the past." In addition to the increased description time and cost—whether real or perceived—there is another negative connotation to EAD. Some respondents detect the feeling that implementing the use of EAD is embracing change for change's sake, or, as one person put it, giving in to "a subtle 'keeping [up] with the Joneses' kind of internal pressure to adapt whatever is cutting edge and new."

Web Presence

All but one of the responding libraries have at least some information about individual manuscript collections on their Web sites. The types of information differ, but most include collection title, a brief description of the collection, inclusive dates, extent, biographical or administrative history, and a unique collection identifier for some collections. Although they might include these elements, they don't *always* include them for every collection; 54% report that the information varies by collection.

Manuscript Collection Information on the Web

When asked how many manuscript collections are represented on their Web sites, respondents' answers ranged from 1 to 11,000 collections. Two institutions proudly proclaimed that all of their collections were represented online. The average number was 831.59, somewhere between the average number of EAD files and MARC records created. A common approach among the responding institutions is to add the col-

lection information to their Web site as new collections are processed or there is some level of intellectual control over the collections, though some have different plans and procedures in place for legacy collections. The level of intellectual control varied among the responses. Some only add information after a collection has been fully processed; others add basic information about a collection, regardless of level of arrangement and description and completion of finding aid. Several institutions assess the "importance" of a collection and place information about it on their Web site accordingly.

Finding Aids on the Web

The vast majority of the responding libraries (60 or 94%) have finding aids—regardless of format or presentation—on their Web sites. The number ranges from 1 to 6000 with 655 on average. The criteria for getting them there are similar to the criteria for getting any kind of information about manuscript collections on the Web. Some libraries have established policies and procedures, while others report that staff simply adds them when they have time.

Finding aids are delivered online in a variety of formats. The largest number of respondents (35 or 58%) is delivering them in HTML with EAD encoding. Others are presenting them as HTML from a word-processor document and as PDFs. Fourteen libraries have finding aids online that were created in at least two different ways.

Many of the respondents' comments to questions throughout the survey mention the conversion of legacy finding aids. Depending on the institution, this conversion process could entail a great deal of work. Forty-eight libraries (77%) convert legacy finding aids to new styles for Web presentation. Although 71% of the respondents claim that all of their online finding aids reflect the same style, 13 of the institutions that convert legacy finding aids report their online finding aids don't reflecting the same style. One might assume that the same institutions that convert legacy finding aids would want all of their finding aids to look the same, but this survey did not ask further questions about this.

Hosting/Harvesting Finding Aids

Forty of the responding institutions (63%) participate in EAD harvesting or consortial programs. Besides the large state and regional consortia such as Online Archive of California (OAC) and ARCHEION, a number of respondents contribute their finding aids to RLG/OCLC's ArchiveGrid. Of those who do not participate in any such program, half are interested in doing so in the future.

Only a little more than half of the respondents (58%) replied that they have some mechanism that allows users to search across fields within the online finding aid; lack of an easy way to take advantage of the tagged elements in EAD is a common complaint. Institutions are using a variety of programs and special software to make this possible, including Orpheus, DLXS, Aleph, DB/TextWorks, Tamino, and PRIMO.

Usage Tracking

Only nine libraries track the use of in-house finding aids. Some of the tracking comes from user-registration records. One person commented, "Well, we don't track use of finding aids, we track use of collections." It's often easier to track use of online finding aids. Several of the 28 who do track their use mentioned a specific tool for this, such as Urchin. Others simply described the frequency with which they or a technical support person does this, and the answers describe varying levels of information they capture.

One respondent, whose institution can gather this information, explained why they don't track it: "Since our finding aids have been harvested by any number of search engines and other projects, however, I doubt there is a realistic way to gather much useful information about how and by whom they are used." When asked about the differences in frequency of use between online and in-house finding aids, 81% answered that online finding aids are "used" more. Since the survey did not define "use," these numbers can only be interpreted in a general sense, as "use" might mean "accessed" and/or actually referenced or used in a reference request. Several responded that they no longer have anything other than online

finding aids, while others indicate that patrons use the online finding aids on computers in their reading rooms; some institutions provide access to both in the reading room.

Training for Online Manuscript Activities

Not surprisingly, most manuscripts staff are simply learning as they go. Clearly, some are learning more than others. When asked what kind of training or education opportunities staff use, 98% checked "on-the-job training." Other popular answers included peers, professional association-sponsored workshops, library school, electronic discussion lists, conferences, and professional journals and readings.

Organization for Online Manuscript Activities

When asked if their library had reorganized to provide manuscripts information online, the majority (52 or 84%) said they had simply incorporated these activities into their existing areas without making any name changes to the unit, department, or library. Only two libraries (3%) actually changed the name of their department to reflect these changes. A large number (35 or 57%) answered that job descriptions were adjusted to include these activities even if the organization did not make any formal changes. Twenty-seven (44%) also indicated that their staff members receive assistance from other departments to complete these tasks.

Respondents' comments about online manuscript activities that are distributed across the institution indicate that manuscripts staff are working with people in other units or departments, which may or may not be part of the same administrative structure, to get information onto the Web. These include departments or units whose functions include cataloging, metadata services, systems, IT, and digital services. One respondent said it this way:

> Primary responsibility for the organization and description of manuscript collections resides in Special Collections & University Archives, and we routinely create and move online essentially all html finding aids. We coordinate closely with a Central Technical Services (CTS) Department when record-building intersects with the general library OPAC, and we coordinate closely with the Digital Library Services (DLS) unit when undertaking CONTENTdm initiatives. All of these activities can be properly thought of as 'manuscript activities.' Depending on the specific project, CTS, DLS, and/or Special Collections staff may be involved in scanning and providing metadata. It is a much more fluid world than it used to be!

Challenges of Getting Manuscript Collection Information Online

When asked to provide three challenges faced in getting manuscript information on the Web, most respondents gave what were expected and unsurprising answers. One person's replies sum up these answers: "staff: not enough;" "time: not enough;" and "money: not enough." Many of the responses were similarly succinct. Others, however, provided more specific information about just what suffers from this lack of resources. Without sufficient resources to meet modern demands, respondents find that they sometimes have to choose between processing collections, new and old, and making information available on the Web. With only one or two people available to work on these projects, both may suffer. They are forced to make a choice: process collections or make something available on the Web. Which is more important, processing collections or providing access to them? There is no clear answer to this question.

Archivists face a recurring problem in making realistic and useful decisions regarding their legacy finding aids; answers to this survey show this to be a big problem for some respondents. There are several potential challenges in dealing with these legacy finding aids. One challenge is that they do not follow the current content standards. Should they go up anyway so that at least there is information about the collections available to researchers? Not only do respondents report that their legacy finding aids don't adhere to standards like DACS, but they also report that their legacy finding aids provide item-level information that makes it difficult to convert to modern

standards and styles. Some institutions have dealt with this problem through grant-funded initiatives.

In addition to the traditional lack of resource issues libraries have always faced (not enough time and staff to process collections), respondents also report that technological problems are challenging their efforts to get materials on the Web. Many of the responses indicate that staff lack the technological expertise to make the most of what a Web presence has to offer, and they lack the technical support from other departments within their institutions to make it happen.

Another challenge is the added reference work resulting from more access via the Web. One survey answer explained, "As we put up more finding aids, we are seeing increased use of the collections. Our electronic reference service particularly reflects this use. A challenge is to keep our reference service at a level to meet this added demand, from both in person and electronic researchers."

Benefits

Certainly the most beneficial result of putting information about manuscript collections online is increased access to collections. Not only does this get the information out there, but it makes the collections easier for researchers to use. Respondents agree that another by-product of this increased access is increased reference activities. Several comments, however, indicate that patrons come to the reference room armed with more information about collections, i.e., box numbers, and therefore are easier to help.

Conclusion

The respondents are all managing to get at least some information about their manuscript collections onto the Web. Most of the comments indicated that they want to get more there, but are unable to do so for a variety of reasons. A select few have all their manuscript collections represented on the Web in some way, either as a MARC record, a brief blurb in HTML, or an EAD finding aid.

Almost all respondents are creating MARC records for their collections; fewer are creating EAD finding aids. These simple statistics, however, are deceptive because as one looks further one finds that libraries aren't necessarily creating large numbers of finding aids in EAD, or any other format, or putting information about large numbers of collections on the Web. The overall numbers for creating MARC records for collections are more impressive. Why is it easier to create and use MARC records than to create and use EAD? This has been explored by others, such as Yakel and Kim, and the results of this survey appear consistent with their findings. For various reasons there is a range of attitudes and opinions relating to the ease, usefulness, and value of EAD.

The survey discovered a lot of information about who is doing the arrangement and description tasks necessary before the information is published on the Web. Librarians and archivists—those who are trained and educated professionals—squeeze these duties in between a multitude of other responsibilities. They are not the only ones in these institutions who perform arrangement and description tasks, but they do spend larger percentages of their time than anyone else in actually getting information on the Web. Although 74% of respondents report they have started to implement the "More Product, Less Process" approach to arrangement and description as suggested by Greene and Meissner, as a whole libraries are still reporting large unprocessed backlogs. Not surprisingly, 85% of the respondents report they only consider a collection fully processed when there is a finding aid with folder-level description.

The challenges in placing manuscript collection information on the Web were not surprising. The prevailing challenges relate to a lack of available resources, as well as the technological abilities in getting the information there. If libraries do not see an increase in resources, then how will they manage to get everything done? This lack of resources may not ever change. What might change, however, is the uneven level of technological ability and support across institutions that allows some to place more information on the Web than others. What does unite all of us is our belief that access to our collections is critical, and increased Web presence provides that access.

Notes

1. Ricky Erway and Jennifer Schaffner, "Shifting Gears: Gearing Up to Get into the Flow. " www.oclc.org/programs/publications/reports/2007-02.pdf, 2

2. Richard Pearce-Moses, *Glossary of Archival and Records Terminology* (Chicago: Society of American Archivists, 2005).
 http://www.archivists.org/glossary/

3. Mark Greene and Dennis Meissner, "More Product, Less Process: Revamping Traditional Archival Processing," *American Archivist* 68, no. 2 (Fall/Winter 2005): 208–63.

4. Karen T. Lynch and Helen W. Slotkin. *Processing Manual for the Institute Archives and Special Collections M.I.T. Libraries* (Cambridge, Massachusetts: Massachusetts Institute of Technology, 1981). Ruth B. Bordin and Robert M. Warner, *The Modern Manuscript Library* (New York, 1966).

5. One comment regarding this was seen in response to the entry "Notes from Spring MARAC meeting: MPLP, Friend or Foe?" in the popular blog ArchivesNext. On May 9, 2008, a commenter named Paul wrote that Greene and Meissner are "innovative thinkers that aren't afraid to rattle cages." Here is one example of this: "An unfortunate tendency on the part of processing archivists is to use the preparation of these text notes as an excuse to demonstrate their own knowledge (of both collection and historical context) and writing ability. Perhaps this is an attempt to demonstrate professionalism but, if so, it is a misguided one that further reduces processing productivity." Greene and Meissner, 247.

6. Society of American Archivists, *Describing Archives: a Content Standard* (Chicago: Society of American Archivists, 2004).

7. Bureau of Canadian Archivists, Planning Committee on Descriptive Standards, *Rules for Archival Description* (Ottawa: The Bureau, 1996).

8. Elizabeth Yakel and Jihyun Kim, "Adoption and Diffusion of Encoded Archival Description," *Journal of the American Society for Information Science and Technology* 56, no. 13 (2005): 1427–37.

SURVEY QUESTIONS AND RESPONSES

The SPEC survey on Manuscript Collections on the Web was designed by **Donnelly Lancaster Walton**, Archival Access Coordinator, W.S. Hoole Special Collections Library, University of Alabama. These results are based on data submitted by 72 of the 123 ARL member libraries (59%) by the deadline of March 31, 2008. The survey's introductory text and questions are reproduced below, followed by the response data and selected comments from the respondents.

Most of those in the archival profession have heard the casual yet emphatic question from patrons, "Why isn't this information on your Web site?" In the 1990s, simply posting hours of operation, basic policies, contact information, and a digital image or two may have been enough to keep patrons, staff, and top-level administration content. In 2008, however, this minimal information is not enough for anyone on any level. Now more than ever, staff in archival repositories feel pressure from administrators, colleagues, and patrons to increase the amount and types of information they make available on their Web sites for public consumption.

A casual review of Web sites for various libraries and other cultural institutions shows a wide range of materials in their collections and an equally wide range of approaches to describing collections, including collection surrogates, and presenting visually interesting pages. One repository's Web site may offer an appealing appearance with digital exhibits and links to large digital projects, descriptions of the types of materials available at the repository, and a few finding aids marked up in Encoded Archival Description (EAD). Another Web page may have rather plain themes and appearance, offer few or no digital surrogates of its materials, and no finding aids marked up in EAD, but have descriptions of ALL of its materials and finding aids available in some format. Other archival repository Web sites have a variety of combinations of description, surrogates, and appearance.

Administrators often look to the more visually interesting Web sites with digital images and large numbers of collection lists and finding aids as an ideal their institution should strive to reach. What these Web sites do not always reveal is how representative of the manuscript collections the sites really are, how much work was required, and how much help the processing archivists had in getting the information out there.

This survey will investigate how many manuscript collections are held in ARL member libraries; what percentage of these collections are represented on the Web; what types of information about the collections are available in finding aids and on the Web; what formats are used for finding aids on the Web; how many library staff are working on manuscript collections, the challenges and benefits of migrating collection information to the Web, and whether and how usage of manuscript collection information is tracked.

According to the Society of American Archivists' "A Glossary of Archival Terminology," a manuscript collection is "a collection of personal or family papers." Different institutions and archivists themselves, however, often have varying definitions of archives and manuscripts. For this survey please use the term "manuscript collection" to include any archival materials at your institution that are not university records or part of your records management program.

BACKGROUND

1. Does your library hold manuscript collections? N=72

Yes	69	96%
No	3	4%

Selected Comments from Respondents

"Archives & Special Collections (at the Thomas J. Dodd Research Center) is a unit of the Library but is located in a separate building adjacent to the Library. The Dodd Center was constructed specifically to hold archival/mss collections."

"In addition to SCARaB's manuscript holdings, the Western Historical Manuscript Collections department, a unit of the University of Missouri SYSTEM, and the State Historical Society of Missouri, a state agency, both on the MU campus, hold manuscript collections. I can not speak for these two separate repositories."

"Medieval, early modern European, Latina American and US colonial through 19th century are in the library. Most 20th century modern manuscripts are in the University Archives, which is not part of the library system."

"Most manuscript collections at University of Montreal are held by the University Archives, not the Libraries. The answers provided in this questionnaire cover only the Library part, i.e., the manuscripts held by the Rare Books Library. This Library has one manuscript collection and many single manuscripts, dispersed in its main collection and in other smaller collections."

"Special Collections and University Archives has 4 units: Manuscripts, University Archives, Rare Books, and Photographs. Included in University Archives (in addition to standard administrative records of UO), are manuscripts (particularly faculty collections), photographs, and many other media that are typically found in manuscripts collections."

"Survey response is for Manuscript Division collections; smaller numbers of manuscript collections are held by the Music Division, American Folklife Center, and several other divisions."

"The answers provided herein are submitted by and reflect information concerning ONLY the Harry Ransom Humanities Research Center, on behalf of all UT Austin Libraries."

"The Manuscripts Unit is part of the Special Collections Research Center, which also includes Rare Books, the University Archives, and the University Art Collection."

"The Rare Books & Special Collections Division holds both archives and manuscripts. Basic records exist for most

of this material and in some cases more detailed inventories and finding aids have been created. Some of the manuscripts have records in the libraries online catalogue. However, except for one or two experiments, there has been no programme for creating electronic records for this material. The Library is aware that this issue must be addressed soon. Osler Library in the History of Medicine: some similarities to the Rare Books Division. The Library is addressing the issue of electronic records."

"The Russell Library is one of three special collections departments at UGA. My responses will cover only the Russell Library."

"The UCR Libraries Special Collections & Archives Department houses 279 individual manuscript collections. Each collection is designated as part of either the UCR University Archives or the Special Collections Archives."

"Three areas of the University Libraries hold manuscript collections. The answers to the survey reflect the largest area, University Archives."

"We have manuscript holdings in 4 units: Manuscripts, University Archives, Modern Graphic History Library, and Film and Media Archive (archive of a documentary filmmaker, so the collection is a mix of paper and media—only the paper materials are represented in our responses). The manuscript-related answers on the survey cover all 4 areas."

"We hold manuscript collections (original, unpublished materials not part of official University records)."

"We interpret 'manuscript collections' as all of our archival holdings that are not part of the University Archives."

If yes, please complete the survey.

If no, please submit the survey now.

STAFFING

2. Please indicate which unit/department/library is responsible for arranging and describing manuscript collections. N=69

Archives & Manuscripts Department/Burns Library/University Libraries

Archives & Manuscripts; Asia Collection; Special Collections (three separate departments)

Archives & Special Collections (5 responses)

Archives & Special Collections unit/Digital Initiatives & Special Collections Department

Archives & Visual Materials Cataloging

Archives and Manuscripts

Archives and Manuscripts/Department of Special and Area Studies Collections

Archives and Modern Manuscripts Program

Archives and Records Management

Archives Service Center

Cushing Memorial Library and Archives

Department of Rare Books and Special Collections

Division of Archives and Research Collections

Division of Rare and Manuscript Collections

Historical Collections and Labor Archives

Institute Archives & Special Collections

Library Services/Collections and Services/Manuscript Division

Manuscript Unit, Rare Book & Manuscript Library

Manuscripts and Digitization, Center for Southwest Research, University Libraries

Manuscripts and Special Collections Unit/Public Services

Manuscripts Division/Department of Special Collections

Manuscripts Unit/Special Collections Department

Manuscripts, Archives, and Special Collections

Non-book Unit/Department of Special Collections and Archives

Rare Book & Manuscript Library (2 responses)

Rare Book, Manuscript, and Special Collections Library

Rare Books and Manuscripts, Special Collections Library

Rare Books and Special Collections (Manuscript Collections) and University Archives (2 separate units)

Rare Books & Special Collections Division

Rare Books and Special Collections Library

Special Collections (12 responses)

Special Collections & Archives (3 responses)

Special Collections & University Archives (3 responses)

Special Collections and Archives and Special Collections Cataloging

Special Collections and Digital Programs

Special Collections and University Archives: Manuscripts unit and University Archives unit

Special Collections Library (4 responses)

Special Collections Research Center (2 responses)

Technical Services Department

These responsibilities are shared by 3 units in the Library.

University Archives (2 responses)

University Archives Staff and the Libraries Catalog Department

University Archives, Special Collection, Photographic Archives

Western Archives

3. For each category of staff below please indicate how many individuals work in this unit/ department/library (enter a whole number, e.g., 4) and the FTE of these individuals (enter a whole number or a two-digit decimal, e.g., 3.25). Also enter the total number of staff in the unit/ department/library in all categories and their total FTE. N=67

	N	Minimum	Maximum	Mean	Median	Std Dev
Archivist, individuals	57	1	14	3.83	3	2.90
Archivist, FTE	56	1	14	3.60	3	2.86

	N	Minimum	Maximum	Mean	Median	Std Dev
Librarian, individuals	45	1	12	3.38	3	2.32
Librarian, FTE	45	0.75	11.50	3.10	3	2.22

	N	Minimum	Maximum	Mean	Median	Std Dev
Other professional, individuals	32	1	5	1.47	1	0.80
Other professional, FTE	30	0.50	4.75	1.37	1	0.79

	N	Minimum	Maximum	Mean	Median	Std Dev
Support staff, individuals	62	1	15	4.27	3	3.50
Support staff, FTE	61	0.25	15	3.81	3	3.17

	N	Minimum	Maximum	Mean	Median	Std Dev
Student assistants, individuals	62	1	63	9.41	6	9.77
Student assistants, FTE	58	0.20	21.50	3.02	2	3.67

	N	Minimum	Maximum	Mean	Median	Std Dev
Other staff category, individuals	17	1	5	1.82	1	1.33
Other staff category, FTE	15	0.50	2	1.17	1	0.52

	N	Minimum	Maximum	Mean	Median	Std Dev
Total number of individuals	67	4	95	19.36	15	14.72
Total FTE	66	1.25	50	12.19	9.5	8.45

Please describe the other category of staff. N=20

"Cataloging."

"Digital Projects Manager."

"Exhibit coordinator."

"Exhibitions Coordinator; Conservation Assistant."

"Five staff from the Library Technical Services unit spend a portion of their work week arranging and describing manuscript collections."

"Graduate Assistants."

"Graduate Assistants — Non Teaching."

"Graduate half-time students working on one project; other students work 10 or less hours a week."

"Grant-funded processing archivist who is working on the archives of the Space Telescope Science Institute."

"Head Librarian."

"Judaica Curator, Exhibit Developer."

"Manuscripts Curator."

"Occasional student archivist interns or temporary grant positions (not on the permanent staff)."

"Oral historian; project staff."

"'Other Professionals' refers to the half-time Head of Special Collections (administrative position)."

"Staff responsible for EAD encoding, editing, uploading & maintenance of online finding aids only (not archival processing)."

"Temporary hourly project staff person."

"University co-op student placement for 4-month term, January–April 2008."

"Volunteers."

"Volunteers, many of whom are retired faculty."

Respondent	Archivist, individuals	Archivist, FTE	Librarian, individuals	Librarian, FTE	Other professional, individuals	Other professional, FTE	Support staff, individuals	Support staff, FTE	Student assistants, individuals	Student assistants, FTE	Other staff category, individuals	Other staff category, FTE	Total number of individuals	Total FTE
1					1		3	0.25		1.00			4	1.25
2	1	1.00	1	1.00			1	1.00			1	1.00	4	4.00
3	1	1.00	1	1.00			1	1.00	2	1.00			5	4.00
4	3	3.00					2	1.50					5	4.50
5	3						1		2				6	
6			1	1.00			3	2.50	2	0.25			6	3.75
7			1	1.00			4	4.00			1	1.00	6	6.00
8	3	3.00			1	1.00			3	1.50			7	5.50
9	2	2.00			2	2.00			3	1.50			7	5.50
10	3	2.50					1	0.50	4	1.00			8	4.00
11			2	2.00	1	1.00	3	3.00	2	0.50			8	6.50
12	3	3.00							6	3.25			9	6.25
13	1	1.00			1	1.00	1	1.00	6	1.25	1	1.00	10	5.25
14	1	1.00	4	3.00			1	1.00	4	1.50			10	6.50
15	4	4.00			2	2.00	1	1.00	3				10	7.00
16	4	4.00	1	1.00	1	1.00	2	2.00	2	0.20			10	8.20
17	2	2.00			2	1.50	4	2.25	3	1.00			11	6.75
18	2	2.00	3	3.00			1	1.00	6	2.00			12	8.00
19	4	2.00					2	1.00	6	6.00			12	9.00
20			8	6.75			3	3.00	1	0.50			12	10.25
21	3	1.00					2	2.00	7	1.00	1	0	13	4.00
22	4	3.75					1	1.00	8	2.00			13	6.75
23	3	3.00					2	2.00	8	2.00			13	7.00
24	1	1.00			1	0.50	4	4.00	7	2.50			13	8.00
25	1	1.00	1	1.00	1	1.00	3	3.00	5	1.13	2	1.00	13	8.125
26	3	2.50	2	2.00	2	2.00	2	2.00	4	1.00			13	9.50
27	4	4.00	1	1.00	1	1.00	3	3.00	4	0.50			13	9.50
28	5	5.00			1	1.00	3	3.00	4	1.00			13	10.00

Respondent	Archivist, individuals	Archivist, FTE	Librarian, individuals	Librarian, FTE	Other professional, individuals	Other professional, FTE	Support staff, individuals	Support staff, FTE	Student assistants, individuals	Student assistants, FTE	Other staff category, individuals	Other staff category, FTE	Total number of individuals	Total FTE
29	1	1.00	3	3.00	2	1.25	2	1.60	6	1.50			14	8.35
30	1	1.00	1	1.00	1	1.00			9	3.41	2	2.00	14	8.41
31	3	2.25	3	2.10	1	1.00	3	2.10	4	1.50			14	8.95
32	3	3.00	3	3.00			1	1.00	6	1.50	1	0.50	14	9.00
33			4	2.50			3	2.00	8	2.50			15	7.00
34	1	1.00	4	3.25			3	3.00	7	1.25			15	8.50
35	2	2.00	4	3.25			3	2.50	6	3.00			15	8.75
36			2	2.00			7	7.00	6	1.50			15	10.50
37	3	1.75	3	3.00	1	1.00	3	3.00	3	0.75	2	2.00	15	11.50
38	2	2.00					3	3.00	6	0	5	0	16	5.00
39	1	1.00	3	3.00	1	1.00	2	1.50	10	5.00			17	11.50
40	5	4.50	2	2.00			1	1.00	10	3.00			18	10.50
41	3	3.00	1	1.00	1	1.00	5	5.00	8	1.50			18	11.50
42	1	1.00	3	3.00	2	2.00	6	6.00	6	2.00			18	14.00
43	7	7.00			1	1.00	1	1.00	10	3.50			19	12.50
44	4	4.00	4	4.00			5	5.00	6	1.90			19	14.90
45	8	7.50					6	3.20	6	1.50			20	12.20
46	4	4.00					4	4.00	14				22	8.00
47			4	4.00	2	2.00	2	2.00	14	2.50			22	10.50
48	7	7.00					2	1.50	13	4.13			22	12.63
49			7	5.50			3	2.50	10	6.00	2	1.50	22	15.50
50	8	7.25	2	0.75	1	1.00			12	2.80			23	11.80
51	5	5.00	2	1.75			9	7.58	8	3.00			24	17.33
52	5	4.30	4	2.25			5	4.00	10	3.25	1	0.50	25	14.30
53	6	5.50	2	1.20	1	0.50	10	7.33	6	1.20			25	15.73
54			6	6.00			10	10.00	10	2.50			26	18.50
55	2	2.00	4	3.75	1	1.00	5	4.00	15	5.00			27	15.75
56	2	2.00	5	5.00			15	8.00	6	1.70			28	16.70

Respondent	Archivist, individuals	Archivist, FTE	Librarian, individuals	Librarian, FTE	Other professional, individuals	Other professional, FTE	Support staff, individuals	Support staff, FTE	Student assistants, individuals	Student assistants, FTE	Other staff category, individuals	Other staff category, FTE	Total number of individuals	Total FTE
57	10	9.00	5	5.00	2		3	2.00	10				30	16.00
58	14	14.00					5	4.50	11	2.00			30	20.50
59	14	13.50	1	1.00			15	15.00					30	29.50
60	6	6.00	7	7.00	2	0.80	10	9.00	6	0.50			31	23.30
61	1	1.00	4	4.00	2	1.75	5	5.00	20	7.50	1	1.00	33	20.25
62	5	5.00	1	1.00	1	1.00	5	5.00	25	15.00	1	1.00	38	28.00
63	8	8.00	4	4.00			11	10.50	17	5.00	1	1.00	41	28.50
64	2	2.00	4	4.00	2	2.00	11	10.10	30	7.80			49	25.90
65	3	3.00	4	4.00	5	4.75	9	8.50	31	12.50	3	1.50	55	34.25
66	4	2.75	12	11.50			6	6.00	34	2.50	1	0.50	57	23.25
67	6	5.50	8	8.00	1	1.00	12	12.00	63	21.50	5	2.00	95	50.00
Total	218	202.00	152	140.00	47	40.10	265	232.00	584	175.00	31	17.50	1297	804.00

STAFFING FOR MANUSCRIPT COLLECTION ACTIVITIES

4. For each category of staff listed below, please indicate:

- The title(s) of the staff in this unit/department/library who have responsibility for arranging and describing manuscript collections;
- The number of staff in each category (enter a whole number);
- An estimate of the percentage of their time that is spent on arranging and describing manuscript collections (enter a whole number, e.g., 100, 50, 10);
- And an estimate of the percentage of their time that is spent on adding manuscript collection information to the Web (enter a whole number, e.g., 100, 50, 10).
- If less than 100% of their time is spent on arranging and describing manuscript collections and/or adding manuscript collection information to the Web, please briefly describe their other duties.

    N=68

Archivist N=56

There is not an archivist or the archivist does not have responsibility for manuscript collections. N=9

Number of individuals who arrange and describe manuscript collections N=56

Minimum	Maximum	Mean	Median	Std Dev
1	13	2.63	2	2.01

Percentage of time spent on arranging and describing manuscript collections N=56

Minimum	Maximum	Mean	Median	Std Dev
1%	100%	41.17%	30%	26.57

Percentage of time spent on adding manuscript collection information to the Web N=55

Minimum	Maximum	Mean	Median	Std Dev
0%	50%	11%	5%	12.70

Position Title	Number of individuals	Arranging and Describing	Adding MSS Information to Web	Other duties
University Archivist	1	2%	0%	Administer University Archives program
Coordinator, Acquisitions and Processing	1	5%	5%	Rare Books cataloging, selection for digitization, dealer and donor relations, operations supervisor
Curator	1	10%	5%	Reference, administrative tasks, curatorial tasks, records management
Archivist and Processing Coordinator	1	20%	50%	.3 Reference, collections management, research, service
University Archivist (Librarian rank)	1	20%	5%	Administrative; public services
University Archivist	1	25%	0%	
Archivist	1	25%	50%	

Head, Special Collections & University Archives	1	25%	0%	Manage department, supervise staff and students, committee work for library and university
University Archivist	1	25%	25%	Management, electronic records, coordinate with campus administrators
Curator of Collections	1	30%	5%	65%
Archivist	1	30%		Reference, Teaching, Supervision, etc.
Archivist, Special Collections	1	50%	0%	Reference (book & archival collections), training & supervision of student/contract positions
University Archivist / Manuscripts Curator	1	50%	10%	Acquisitions, reference, exhibits
Archivist	1	50%		
Access Archivist	1	55%	35%	Working with student assistants and reference services
Collections Archivist	1	60%	30%	Reference (10%)
Technical Services Archivist	1	70%	20%	Computer support and Web site duties
Project Archivist	1	70%	25%	Reference
Processing Archivist	1	75%	5%	Meeting, reference, correspondence, other
University Archivist; Digital Collections Archivist	2	6%	3%	See full description (sent via e-mail)
Archivist, Curator	2	20%	20%	Reference, Assessment, Management
Processing Archivist	2	30%	50%	Reference, supervision of students, exhibitions, outreach
Associate and Assistant Archivists	2	30%	10%	Acquisitions, reference services
Assistant Archivist	2	50%	5% to 10%	Reference, collection acquisition and appraisal, instruction, stack management, preservation, project coordination
Archivist for Collections and Records Management	2	50%	5%	Acquisitions and records management; other duties
Archivist	2	70%	10%	20%
Archivist for Manuscript Collections, Archivist for Local History, Associate Director, University Archives	2	80%	10%	Reference, donor relations, accessions, cataloguing, oral history, digital projects
University Archivist and Assistant Archivist	2	20%, 40%	0%, 30%	Outreach, donor cultivation, exhibits, policy making
Manuscript and Photograph Archivist; Collections Manager	2	50%, 15%	25%, 10%	25%, 75%
Descriptive and Technical Services Archivist/ Research Services Archivist	2	60%, 10%	10%, 0%	Reference, research, professional service

University Archivist, Technical Services Archivist	2	65%, 90%	Not tracked	Donor relations, supervision and training, reference, teaching, finding aid review, meetings
Associate Curator; Contract Processing Archivist	2	75%, 100%	0%	Associate Curator: Accessioning, administrative support
Ethiopian Manuscripts Archivist; Sontag Archivist; Holling Archivist	3	1%	0%	
Archivist	3	20%	5%	Reference, outreach, donor cultivation, exhibits, supervision
Archivist	3	25%	10%	Reference, digital work, exhibitions
Archivist	3	25%	10%	Various, including administration
Manuscripts Processor	3	50%	5%	Reference, Exhibits, Donor Relations, Office Management, Committees, Supervise Students
Archivists	3	50%	20%	Reference; accessioning; preservation
University Archivist, PNC-Riggs Project Archivist, Jack Anderson Papers Project Archivist	3	75%	25%	Donor relations, reference, outreach
University Archivist & Assistant Director; Head of Records Management and Modern Politics Resources Curator; Africana Resources Librarian/Curator	3	<10%, 75%, 25%	0%, 0%, 0%	Administrative; reference; collection development
Archival Access Coordinator; Processing Archivist; Project Archivist	3	30%, 80%, 100%	10%, 0%, 0%	Archival Access Coordinator: reference and administrative duties; Processing Archivist: reference and administrative duties
Head, Arrangement and Description; Project Archivist; Media and Oral History Archivist	3	75%, 90%, 5%	0%, 0%, 0%	Administrative and preservation tasks; collection development; arranging and describing other formats; managing oral history projects
Archivist	4	20%	5%	Public service, records management, and acquisitions
Archivist	4	30%	5%	60%
Archivist	4	30%	5%	70%
Archivist	4	50%	25%	25%
Viterbi Family History Archivist; Feuchtwanger Curator; Shoah Visual History Archivist; Processing Archivist	4	60%	0%	Reference, creation of finding aids, accessioning, working with donors, collection maintenance
Archivist	4	75%	25%	

University Archivist and Associate Professor	4	20% each	10% of 1 FTE	Reference, encoding, digitizing, collection management, supervision of students, reviewing metadata, copyrights and fees information
Curator or Archivist	4	5%, 20%, 2%, 20%	5%, 10%, n/a, 5%	Unit management, user services, outreach, acquisition of collections, planning
Archivist for Records and Collections Management, Curator	4	~25%	~10%	Field collection, book selection, reference duty, records management, exhibit development, reference inquiry responses, preservation administration, arrangement and description of university records
Archivist	5	50%	15%	Reference, exhibits, instruction, collection development
Assistant Archivist, Student Assistants	5	55%	5%	The usual
Curator	6	20%	5%	Acquisitions, reference, professional development, creative works
Archivist	7	50–75%	25% or more	Varies; public services; exhibitions and programs; supervisory
Senior archives specialist; automations operations archivist; classified documents officer	13	80%	10%	Reference; miscellaneous

Head of unit/department/library N=35

The head of the unit/department/library does not have responsibility for manuscript collections. N=29

Percentage of time spent on arranging and describing manuscript collections N=35

Minimum	Maximum	Mean	Median	Std Dev
0%	50%	12.32%	10%	11.99

Percentage of time spent on adding manuscript collection information to the Web N=35

Minimum	Maximum	Mean	Median	Std Dev
0%	50%	8.95%	5%	11.78

Position Title	Arranging and Describing	Adding MSS Information to Web	Other Duties
Associate Director	0%	5%	Administration, management, reference, instruction, cataloging, donor relations
Head, Special Collections	1%	0%	Personnel management, supervision, and evaluation, division planning, donor relations, project management, meetings, reference desk, teaching
Head of Technical Services, Lilly Library	1%	2%	97%
Director	2%	0%	Administration, collection development, public services
Director	2%	0%	Collections development; donor relations; outreach; administrative tasks
Head, Special Collections and Archives	2%	5%	Administer and oversee all functions of the department
Curator	3%	0%	Reference and administrative
Department Head, Special Collections	5%	0%	Administrative duties as department head
Head, Archives & Special Collections	5%	0%	Administration
Director	5%	2%	Reference, digital work, exhibitions, administrative work, grant applications, meeting donors and booksellers, professional organizations
Head of Special Collections	5%	5%	
Department Chair	5%	5%	Manage the department
Head, Special Collections and University Archives	5%	7%	88%
Interim University Archivist	5%	0%	Administrative
Associate Dean for Collections and Services and Director	<10%	0%	Administrative; collection development; fund raising
Head and Congressional Papers Archivist	10%	5%	Management, correspondence, meetings, planning, etc.
Manuscripts Librarian	10%	5%	Acquisitions, donor relations, committees, exhibits, organizing symposia/events, supervise staff

Department Head	10%	10%	Donor relations, strategic planning, collection development
University Archivist	10%	15%	Reference, outreach, collection development for the university archives, and supervisory, administrative, and budgetary duties.
Head, Special Collections & University Archives	10%	20%	Administration, reference, instruction, collection development
Curator of Rare Books and Manuscripts	10%	20%	Reference, instruction, collection development, outreach, public service, supervision
Director of Special Collections, Archives & Rare Books	10%	25%	Administering the archives and the other department in the Division
Head of Rare Books and Special Collections	15%	15%	Administrative, bibliographer, collection development
Program Manager	15%	25%	60%
Curator of Manuscripts	15%	30%	Acquisitions, reference, teaching
Head, Archives & Visual Materials Cataloging	20% or less	25% or more	Administrative; supervisory; training; policies and procedures; quality control; database management; grant-writing
Director	20%	0%	Administration
Head of Historical Collections and Labor Archives	20%	10%	.7 FTE Administrative supervision, collection development, reference, research, service
University Archivist (and unit 2 Head, Rare Books & Special Collections)	25%	0%	Administration
Head, Special Collections & University Archives	25%	0%	Manage department, supervise staff and students, committee work for library and university
Head of Special Collections	25%	5%	Administration, acquisitions, development, reference, exhibits
Curator	25%	50%	Supervising archivists' processing; collection development; digital projects/architecture development; cataloging; institution-wide committees
Head, Archives & Manuscripts Department	30%	0%	The usual
Head, Collections Processing and Visual Materials Section	45%	30%	Supervision, training
Head Special Collections	50%	10%	

Librarian(s) N=35

Number of individuals who arrange and describe manuscript collections N=35

Minimum	Maximum	Mean	Median	Std Dev
1	5	1.87	1	1.13

Percentage of time spent on arranging and describing manuscript collections N=34

Minimum	Maximum	Mean	Median	Std Dev
0%	100%	25%	15%	27.07

Percentage of time spent on adding manuscript collection information to the Web N=34

Minimum	Maximum	Mean	Median	Std Dev
0%	65%	12%	5%	16.09

Position Title(s)	Number of individuals	Arranging and Describing	Adding MSS information to Web	Other Duties
Assistant Professor of Digital Projects	1	0%	50%	Teaching, manuscript editing, Web site editor, student project coordinator
Librarian	1	0.05%	25%	Catalog manuscripts, reference, supervise students, create metadata; administer book collection
Special Collections Librarian	1	0.25%	0%	
Head, Technical Services for Special Collections; Curator and Assistant Head; Digital Programs Librarian; Exhibits and Outreach Librarian	1	2.50%	2.50%	

Special Collections Cataloger	1	5%	0%	Cataloging other materials, reference, etc.
University Archivist	1	5%	0%	95 %
Print Collections Librarian in Special Collections	1	10%	0%	Reference, exhibit preparation, teaching classes
Assistant Rare Book Curator	1	20%	0%	Public services, exhibitions and outreach
Librarian	1	25%	0%	Rare books, public service, acquisitions
Archivist/Librarian	1	25%	3%	Reference, meeting donors and booksellers, exhibitions,
Manuscripts Librarian	1	25%	25%	Reference, collection development, teaching, preservation
Assistant Head, Archives & Special Collections	1	25%	25%	
Rare Book/Special Collections Cataloger	1	25%	50%	Reference; cataloging; acquisition
Senior Cataloging Specialist	1	25%	65%	Miscellaneous
Special Collections Cataloging Librarian	1	30%	0%	Book cataloging
Assistant Curator of Manuscripts	1	90%	0%	Reference
Manuscripts Librarian	1	30%	10%	
Senior Librarian	1	30%–50%	5%–25%	Reference desk, public relations, cataloging, ordering and picking up supplies, etc.
History of Medicine Librarian	1	As time allows	As time allows	Managing library
Librarian/Bibliographer	2	10%	10%	
Librarian	2	15%	0%	Field collection, book selection, reference duty, exhibit development, reference inquiry responses, preservation administration
Manuscripts Librarian	2	15%	5%	Reference, instruction, collection acquisition and appraisal, project supervision and coordination, cataloging, preservation, outreach
Special Collections Librarian; Curator of Sports and Americana	2	30%	25%	Reference, collection development
Special Collections Librarians	2	57%	15%	Reference, Class Presentations, Acquisitions, Supervisory

Manuscripts Cataloger; Head of Collection Development and Description	2	100%; 5%	0%; 5%	
Curator, Special Collections; Curator, Burroughs Collection; Digital Initiatives Librarian, Director of Operations, Special Collection	2	15% total	20% total	Selection donors/gifts, reference, teaching, exhibitions, public programming, preservation, editing, digitization, administration, operations
Head, Special Collections Technical Services, Pacific Northwest Curator, Book Arts and Rare Books Curator	3	10%	0%	Donor relations, collection development and management, teaching, liaison with faculty, training and supervision, reference desk, meetings
Special Collections Librarian, Special Collections Cataloger, Fashion and Special Collections Librarian	3	10%	5%	Provide public service, catalog books and other materials, process archival collections, respond to off-site requests
University Archivist/Manuscripts Librarian, Regional History Collection Librarian, Latin American & Iberian Librarian	3	10%	10%	Reference, instruction, collection development, outreach
Curator	3	20%	5%	Reference, exhibits, instruction, collection development
Science Fiction Resources Librarian/ Curator; French Resources Librarian/ Curator; Coordinator of Research Services	3	15% 33% 10%	0% 0% 0%	Reference; collection development; outreach
Processing Projects Librarian; CFPRT* Coordinator; Head, Manuscripts Division	3	100% 100% 5%	10% 10% 40%	*Center for Primary Research & Training (CFPRT)
Librarian/curator or associate curator	4	10%	5%	Supervise, outreach, reference, exhibits
Librarian; Curator	4	25%	5%	Administration, acquisitions, reference, cataloging, exhibits
(1) University Archivist, Archivist; (2) Asia specialists; (3) Curator, Hawaiian Collection; Curator, Pacific Collection; Hawaiian Specialist, Pacific Specialists-2	(1) 4 (2) 1 (3) 5	(1) 5% (2) 10% (3) 5–10%	(1) 0% (2) 10% (3) <1%	(1) Management, correspondence, meetings, planning, etc. (2) Management, collection development, public service duties. (3) Management, collection development, public service duties

Other professional(s) N=20

There are not other professionals in the unit/department/library or they do not have responsibility for manuscript collections. N=37

Number of individuals who arrange and describe manuscript collections N=20

Minimum	Maximum	Mean	Median	Std Dev
1	5	1.45	1	1.00

Percentage of time spent on arranging and describing manuscript collections N=20

Minimum	Maximum	Mean	Median	Std Dev
0%	100%	27%	20%	28.51

Percentage of time spent on adding manuscript collection information to the Web N=20

Minimum	Maximum	Mean	Median	Std Dev
0%	100%	12%	0%	23.76

Position Title(s)	Number of individuals	Arranging and Describing	Adding MSS information to Web	Other Duties
Digital Manuscripts Librarian	1	0%	100%	*An 18-month limited appointment - provides digital object metadata
Librarian/Cataloger	1	1%	5%	
Curator	1	5%	0%	Head of division
Coordinator, Special Collections	1	10%	0%	Reference, managing the photograph collection, supervising students, assisting with exhibit preparation
Special Collections Assistant	1	20%	0%	Reference, records management, site management

Visual Materials Curator	1	20%	0%	Donor relations, permissions review, collection development and management, training and supervision, teaching, reference desk, meetings
Curator of Manuscripts	1	20%	5%	Supervise non-book unit; collection development; outreach to faculty; teaching; liaison activities to History Dept
Archives Specialist	1	20%	5%	Reference, student supervision, collection maintenance, accessioning, exhibits
Manuscripts Curator (Rare Books & Special Collections)	1	25%	0%	
University Records Manager	1	25%	0%	Records management, public services
Assistant Curator	1	30%	20%	Reference, Class Presentations, Collection Development, Misc.
Library Information Specialist I	1	50%	0%	Filing, pulling boxes, simple reference, stack management
Oral historian; project director	1	50%	40%	Administration
Accessing and processing archivist	1	90%	None yet	Accessing incoming manuscripts and archives collections; Public services
Electronic Resources Coordinator	1		10%	
Visual Materials Archivist and Digital Collections Archivist	2	55%	35%	Processing visual materials and digital collections; reference services
(1) Archivist (2) Japan Specialist	2	75% 5%	5% 5%	As before
Archival Assistants	2	20%	60%	Reference, technical support, collections management
Manuscripts Cataloger	3	100%	0%	
1) Collection Management Lecturer; 2) Hispanic Resources Lecturer/Curator; 3) Outreach Curator; 4) Administrative Coordinator; 5) University Records Manager	5	10% 10% 10% 0% 0%	0% 0% 0% 10% 0%	Administrative; collection management; reference; collection development; outreach; cataloging

Support staff N=47

There are not support staff in the unit/department/library or they do not have responsibility for manuscript collections. N=15

Number of individuals who arrange and describe manuscript collections N=47

Minimum	Maximum	Mean	Median	Std Dev
1	15	2.96	2	2.86

Percentage of time spent on arranging and describing manuscript collections N=47

Minimum	Maximum	Mean	Median	Std Dev
0%	95%	44%	45%	27.59

Percentage of time spent on adding manuscript collection information to the Web N=46

Minimum	Maximum	Mean	Median	Std Dev
0%	75%	11%	5%	14.54

Position Title(s)	Number of Individuals	Arranging and Describing	Adding MSS information to Web	Other Duties
Senior Library Specialist - Manuscripts	1	3%	1%	Reference, clerical, accessioning, supervising students.
Archives Assistant	1	5%	0%	The usual and as Reading Room Assistant
Secretary	1	10%	5%	Clerical duties
2 Assistants & 2 Clerks	1	10%	10%	
Senior Library Associate	1	15%	0%	Order supplies, copy cataloging, general office duties

Assistant Access Archivist	1	20%	10%	Developing Web resources; instruction; providing access to other formats
Assistant Curator of Manuscripts and Archives	1	25%	5%	Archives processing; exhibit coordination; retrieving student files; special projects
Archives Assistant	1	25%	25%	
Library Clerk/Secretary	1	30%	0%	Clerical/secretarial support for department
Library Information Assistant I	1	50%	0%	Stack maintenance, paging, refiling, simple reference
Library assistants	1	50%	0%	Reference, preservation, collection management, book processing
Manuscript Specialist	1	50%	20%	Reference, donor relations,
Clerk	1	75%	0%	Acquisitions, reference
Manuscripts Cataloger	1	80%	10%	10 %
Archives Technician; Library Technician	2	0% <2%	0%	Monitor reading room, manage student help; circulation, collection development
Archives Associates	2	10%, 10%	30%, 5%	Reference, exhibits, digitization, metadata creation, assisting with copyright permissions, CONTENTdm metadata
Library Specialist I; Library Specialist III	2	10% 10%	0%	Cataloging; reference; preservation; computer support
Archives Assistant	2	20%	0%	Public service
Archives Technician or Administrative Assistant	2	25%	10%	Accessioning, records management, Web master...
Archival Collections Assistant	2	30%	5%	Reference, teaching
Library Associate	2	40%	15%	Coordinate acquisitions, supervise students, reference duties, patron scanning
Library Technical Assistants/Office Manager	2	50%	10%	Reference; ordering supplies; digital projects
Paraprofessional processor	2	50%	15%	Reference, digital support, committee work
Library Assistants	2	50%	50%	
Library Assistant IV; Library Assistant II	2	60% 40%	0% 0%	LA IV—university records processing, reference; LAII—university records processing, Tech Services liaison, reference

Library Archivist/Original Cataloger	2	65%	35%	Barcoding
Library Technician	2	75%	10%	Various
Special Collections Assistants	2	75% 25%	75% 5%	User services
Description Specialist, Acquisitions Specialist	2	90%	Not tracked	Donor acknowledgement, authority verification, training and supervision, finding aid problem review and solving, meetings
Collections Rehousing Technicians	2	95%	0%	Shelf maintenance
Manuscript Processors	2	95%, 95%	0%, 0%	
Office Manager; Associate Curator; Imaging Manager; Program Assistant; Clerk	3	30%	0.15%	Open record work, managing the office, record management, cataloging, metadata work, presentations, reference, print/image service, exhibition preparation, gifts, reproduction rights
Manuscripts Processor	3	50%	5%	Reference, Exhibits, Donor Relations, Office Management, Committees, Supervise Students
Literary Mss Specialist; Visual Materials Specialist; Visual Arts Collection Specialist	3	50% 50% 30%	0%	Reference, conservation, exhibit research
Senior Library Technician II; Library Technician I	3	70%	0%	Reference, student supervision; supply officer; special projects; exhibit research, preparations and mounting; library committee work; financial officer for department; tracking hours and wages for student assistants
Staff assistants to archivists	3	70%	4%	Reference, collection management
Manuscripts processor	3	90%		Reference/public services
Library Specialist Senior; Library Specialist	4	40%	10%	Reference service, responding to reference inquiries, exhibit development, collections maintenance, preservation
Archival Assistant	4	60%	10%	
Librarian Assistant	5	25%	5%	Reference, shelving, processing print materials
Library Assistants; Fellows	5	35%	15%	Public contact, Clerical Routines, Reader Assistance, Student supervision.

Collections Assistant	5	75%	25%	Public services
Library Assistants	6	50–75%	25% or more	Support for archivists; public service and curatorial support; conservation and preservation housings;
Assistant Curators; archival assistants	9	20%	5%	Supervise students, reference
Manuscripts Processing Specialists; Library Associates; Collections Support Technician; University Archives Specialist; Public Services Specialist; Processing Assistants; Digitization Assistants	9	60%	20%	
Assistant archivist; assistant curator	11	70%	20%	Reference, instruction
Senior archives technician	15	90%	5%	Miscellaneous

Student Assistants N=59

There are not student assistants in the unit/department/library or they do not have responsibility for manuscript collections. N=7

Number of individuals who arrange and describe manuscript collections N=59

Minimum	Maximum	Mean	Median	Std Dev
1	20	5.48	4	4.36

Percentage of time spent on arranging and describing manuscript collections N=58

Minimum	Maximum	Mean	Median	Std Dev
10%	100%	64%	70%	29.82

Percentage of time spent on adding manuscript collection information to the Web N=56

Minimum	Maximum	Mean	Median	Std Dev
0%	100%	9%	0%	17.58

Position Title(s)	Number of Individuals	Arranging and Describing	Adding MSS information to Web	Other Duties
Student Assistant	1	10%	0%	Collection maintenance, reading room monitoring
Graduate Assistant and Interns	1	13%	0%	Reference, collection management, inventory, preservation
Student Assistants (Archives or Special Collections)	1	30%	0%	Simple reference, stack maintenance, book processing
Student Assistant (Archives)	1	50%	0%	Labeling containers, preservation, initial processing
Undergraduate Intern	1	50%	0%	Preservation
Student Assistant	1	100%	0%	
Student Assistant	1		100%	
Research Assistants	2	25%	0%	Photocopying, reference.
Casual Assistants	2	40%	0%	
Student Assistant	2	50%	0%	Administrative assistance to Manuscripts Division
Student Archival Assistants	2	75%	0%	Preservation tasks
Student Assistants	2	100%	0%	
Library Assistant	2	100%	0%	0%
Student Assistants	2	100%	25%	Pulling and shelving collections; reference photocopy
Graduate Assistant; Intern	2	90%, 90%		Other random duties as assigned
Student Assistants	3	10%		Cleaning and removing staples/paperclips
Student Workers and Voucher Employees	3	50%	0%	Reformatting, …
Student Assistant	3	66%	7%	Photocopying, exhibits, research
Professional Worker I	3	90%	10%	Materials retrieval, shelving
Student Assistant	3	95%	5%	Reference services
Library Aide	3	100%	0%	

Student Assistants	3	100%	0%	
Student Assistant	4	10%		
Graduate Student Assistants	4	20%	0%	Public service, responding to reference requests, other office duties
Student Assistant	4	25%	5%	Clerical duties and digital work
Student Assistant	4	50%		Paging, shelving, photocopying
Student Assistant	4	75%	0%	Paging, reference, photocopying
Student Assistants	4	75%	25%	Paging, photocopying and scanning, stacks maintenance
Student Assistant	4	80%	20%	
Student Assistant	4	100%	0%	None
Student Assistants	4	15% 65% 65% 65%	0% for all	User services
Student Assistant	5	50%	0%	Reference, book collection, preservation, exhibit assistance, gift book processing, shelving & retrieving materials, housekeeping,
Student Assistants	5	60%	40%	
Student Assistant	5	90%	25%	Photocopying, reference assistance
Student Assistant III	6	50%	0%	50%
Graduate Fellows	6	70%	30%	
Student Assistants	6	95%	0%	Photocopying, clerical
Student Assistants	6	100%	0%	
Student Assistant	6	15 hours per week per student	0%	
Student Assistant	6	50–75%	25% or more	Support for archivists and library assistants
Student Library Assistant	7	70%	10%	Reference duties, exhibit work
Student Technician, Student Specialist	7	95%	Not tracked	Reshelving
Student Assistants/Archives Assistants	7	1.65 FTE	25%	
Student Assistants	8	100%	0%	

Student Aide	8	15%	0%	Retrieval, photocopying, preservation projects, collections maintenance
Student Assistant	8	70%	0%	30%
Student Assistant	8	75.15%	0%	Clerical support, collection maintenance, imaging, database entry, cataloguing preparation
Student Assistant	10	90%	10%	
Student Assistants	10	100%	30%	
Student Assistants	10	Varies from 5% to 100% for different individuals	2% for one or two students	Reference, shelving, collection inventories, photocopying
Student Assistant, Student Processor	13	80%	5%	Reference, research projects
Student Assistant	15	25%	0%	Reference, shelving, processing print and a/v materials
Student Assistants	15	35%	55%	Routine clerical, errands, misc. chores as assigned.
Student Assistant/Graduate Assistant/Intern	15	90%	0%	
Library Assistant	17	90%	10%	
Student Assistants	20	50%	2%	Copying; reference room supervision, paging
(1) Student Assistant (2) Student Assistant	(1) 2 (2) 3	(1) 50% (2) 10%	(1) 0% (2) 0%	(1) Pulling and reshelving materials (2) Pulling and reshelving materials, other
Student Interns, Contract Staff	2 to 10	up to 80%	10%	Various
Student Assistant	Varies, depending on if there is money to pay them	100% of time up to 20 hours per week	0%	0

Other staff N=14

There is not any other category of staff in the unit/department/library or they do not have responsibility for manuscript collections. N=39

Number of individuals who arrange and describe manuscript collections N=14

Minimum	Maximum	Mean	Median	Std Dev
1	5	1.80	1	1.15

Percentage of time spent on arranging and describing manuscript collections N=14

Minimum	Maximum	Mean	Median	Std Dev
0%	100%	53%	50%	41.24

Percentage of time spent on adding manuscript collection information to the Web N=14

Minimum	Maximum	Mean	Median	Std Dev
0%	90%	18%	5%	28.50

Other Staff Category	Number of Individuals	Arranging and Describing	Adding MSS information to Web	Other Duties
Graduate Library Assistant (GLA)	1	10%	25%	Reference
Library Technical Services Staff	1	15%	5%	Library acquisitions, serials, and cataloging.
Volunteers	1	25%	0%	
Student Archivist Interns; temporary grant positions	1 (occasional half time position)	50%	50%	
Grant-funded processing archivist; 8 month part-time position; responsible for one collection	1	85%	15%	

Temporary project staff	1	100%	0%	None
Library Clerk	1		5%	Preservation scanning of historic images
Library Assistant; Computer Resource Specialist	2	0%	75% 90%	Reference, graphic design, administrative duties
Graduate Assistants	2	80%	20%	
Graduate Student Assistants	2	95%	0%	Preservation and reference
Volunteers	2	100%	0%	
Volunteers	3	50%	0%	Abstracting oral history transcripts
Graduate Assistant Non-Teaching	3	10% 100% 100%	0%	Outreach (GANTS work 20 hours per week)
Graduate Assistants	5	75%	10%	Reference

Additional comments about staffing for manuscript collections. N=26

"All titles in a given category are listed on the first line. The numbers assigned to them are used to demonstrate which titles are processing. All professional staff are expected to process. Most support staff will process something at some point in time. The numbers given reflect current processing arrangements."

"Another Lilly Librarian, Curator of Manuscripts, not in Technical Services Department, spends 30 % of her time arranging and describing manuscript collections."

"Ephemera collections are included in manuscript reporting."

"In brief: virtually all of the A&D is done by students."

"Manuscript Curators are primarily responsible for dealing with our manuscript collections. They make decisions on how the collections will be processed and to what level. They also decide what should be digitized. They are assisted by paraprofessionals and students who do most of the actual manuscript processing."

"Most processing supervised by the University Archivist who also adds the information/materials to the Web. Curators prioritize processing projects and answer questions about content."

"Not all Web support is done by staff involved in arranging and describing collections. The Computer Support Analyst and the Digital Initiatives Specialist both provide support for our digital presence."

"Note: The Special Collections Cataloging Librarian works only 20 hours per week. The Student Assistant (Archives) currently works 12 hours per week (varies each quarter depending on class schedule, but does not exceed 19 hours per week)."

"Of the staff included in the survey above, currently one Archivist and one .5 FTE Library Assistant are temporary hires for special projects."

"Our staffing draws from other departments: cataloguers, librarians, and other support staff. To a certain extent they assist us in making archives and manuscripts accessible either by descriptions or digital sites."

"Our students engage in tasks related to arrangement and description, but only under the close supervision of their archivist supervisors."

"Percentage of time spent on arranging and describing manuscript collections varies for all categories, depending on other immediate demands."

"Rare Books & Special Collections: The Curator of Manuscripts has for many years been responsible for Acquisitions and Collections Development for the Division and more recently has been the Head of the Division. Osler Library of the History of Medicine Student Assistants: Archival Assistant during summer, 28 hours per week; winter/fall/spring, 10 hours per week, 25%."

"Records of our manuscripts and special collections are included in the New York State Library's online catalog. For the purpose of this survey we included time spent on adding information to the online catalog as time spent adding information to the Web."

"Special collections are in 5 different buildings on campus, each with its own reference room and stacks. Thus, the number of staff is dispersed."

"Student assistants/archives assistants: students from the Master of Archives Program, School of Library Archival and Information Studies. Sometimes also project archivists (grant-funded)."

"Student Interns and contract staff are hired for specific projects."

"The full-time Project Archivist is being paid with soft money and is only working on a small subset of the Manuscripts collection. The student assistants spend their time refoldering and reboxing collections, creating folder inventories, and writing brief descriptions of the materials on which they are working. Their work is helping us implement 'More Product, Less Process' but they are not arranging and describing manuscript collections in the traditional sense of the work. The Library Technical Services staff perform the majority of the arrangement and description that takes place with the manuscript collections. Three of these staff arrange and describe. Two work together as a team (one primarily processes while the other does the EAD). These Library Technical Services staff are still learning how to process manuscript collections after spending many years only working with library material. They are doing a great job but training is ongoing."

"The majority of our positions have multiple responsibilities, among them manuscript collection processing and adding web content. The latter takes at least two forms: creating and loading finding aids in html format and creating database records in CONTENTdm. We are currently running a grant-funded project that employs a .5 FTE supervisor and 1.5 FTE student assistants, all of whom are 100% adding CONTENTdm records. Processing and adding content have highly variable time requirements, of course. Processing may grind for weeks with a resulting data load that takes a couple of hours; on the other hand, we often are adding online data in real-time."

"The Project Archivist spends 100% of her time on arrangement and description, but she is grant-funded and can only work on two specific large collections. Her efforts are certainly worthwhile, but she can not contribute to the larger arrangement and description efforts."

"The staffing totals do not include one professional and four support staff who work in the archives storage facility, which also doubles as a book depository and records centre."

"There are librarians and staff working on archives within the Libraries but outside of Special Collections. Responses here do not reflect this work."

"Two additional Support Staff have reference duties only and do not work on processing manuscripts or making resources available online."

"We do not have the information in the form requested. The Special Collections Library has 1 full-time archivist and 1 full-time paraprofessional archival assistant involved in Archival Processing and Cataloging, in addition to the various librarians and curators whose main responsibilities lie elsewhere. Additionally, our Digital Library Production Service has staff involved in adding finding aids to the web: a librarian loading files and making corrections, another with interface responsibilities, and programmers who occasionally make changes to the middleware. These combined add perhaps a .1 FTE, for a total of 2.1 for University Library."

"We occasionally have interns from the university's MLS program who process collections."

"When there are multiple individuals, we added up the total hours and determined collectively how many hours were spent on arrangement and description and gave that as a percentage of the total. This unit has many part time positions with multiple responsibilities."

"Workflows for arranging and describing manuscript collections are combined with arranging and describing University Archives collections. They Usually receive equal attention."

SIZE OF MANUSCRIPT COLLECTION

5.   Please provide an estimate of the size or extent of your library's manuscripts collection. Describe both processed and unprocessed collections and include the unit of measurement (e.g., linear feet, cubic feet, items, volumes, etc.). N=63

Linear Feet

Respondent	Processed	Unprocessed
1	385	763
2	400	3,900
3	500	200
4	500	1,400
5	1,250	12,085
6	1,316	1,471
7	1,682	500
8	2,000	1,000
9	2,000	6,200
10	2,100	900
11	3,000	150
12	3,444	1,528
13	3,500	2,500

14	3,675	3,739
15	3,946	8,406
16	5,000	2,000
17	5,000	5,000
18	5,005	369
19	5,100	1,700
20	5,200	2,800
21	5,215	1,410
22	5,794	491
23	5,800	1,200
24	5,872	5,737
25	6,000	2,000
26	7,467	14,546
27	10,000	5,000
28	10,000	15,500
29	10,289	2,282
30	11,927	300
31	12,398	3,000
32	12,664	660
33	12,743	7,257
34	13,000	4,000
35	13,571	6,310
36	21,541	22,038
37	22,075	14,716
38	24,513	4,277
39	27,000	8,120
40	32,839	
41	3,580 linear feet processed and unprocessed together	

Processed collections

Minimum	Maximum	Mean	Median	Std Dev
385	32,839	8,142.78	5,207.50	7,869.85

Unprocessed collections

Minimum	Maximum	Mean	Median	Std Dev
150	22,038	4,499.00	2,500.00	5,072.00

Cubic Feet

Respondent	Processed	Unprocessed
42	2	4
43	300	25
44	4,000	9,338
45	5,911	5,404
46	8,000	4,000
47	25,714	27,000
48		8,000

Processed collections

Minimum	Maximum	Mean	Median	Std Dev
2	25,714	7,321.00	4,956.00	9,536.00

Unprocessed collections

Minimum	Maximum	Mean	Median	Std Dev
4	27,000	7,681.57	5,404.00	9,240.82

Linear Meters

Respondent	Processed	Unprocessed
49	4,000	1,000
50	535	356

Other Units

Respondent	Processed	Unprocessed
51	1 collection of 1517 manuscripts & 116 other single manuscripts	
52	344 collections	904 collections
53	7,708,464 items	100,000 items
54	17,000,000 items	Depends on definition of processed. Information on all holdings is in catalog.

Unspecified Unit

Respondent	Processed	Unprocessed
55	71	>76
56	1,000	4,000
57	1,500	800
58	5,700	3,000
59	10,000	3,000
60	11,863	
61	27,000	4,500
62	15,000,000	400,000
63	59,000,000	8,800,000

LEVELS OF DESCRIPTION

6. What level of description is included in a print or other traditional finding aid? N=66

Collection-level description	2	3%
Collection-level description with additional items such as scope note, bio note, and series description	1	2%
Collection-level description with additional items such as scope note, bio note, series description, and folder lists	48	73%
Other	15	23%

Please describe other level of description.

"All collections have an inventory and collection level information. A small percentage also have scope and bio/history notes."

"All of the above, depending on the collection."

"All of the above; it varies from one collection to another."

"All of these apply. It varies with the collection. We sometimes have box lists in an inventory, not folder lists."

"Collection level with additional items such as scope note, bio note, and series description; collection level with above plus folder list, and collection level with above plus item level (varies depending on unit and collection)."

"Collection-level description and brief scope note, bio note and series description and box inventory."

"Collection-level description with additional items such as scope note, bio note, and folder lists (no series descriptions). Some collections are described on an item level."

"Finding aids vary from collection to collection and may be any one of the levels described above."

"Includes folder-level descriptions."

"Level of description varies with each archives or manuscript collection."

"Multi-level description at the fonds, series, and folder level."

"No print finding aids. EAD finding aids contain collection-level description with scope note, bio note, and container list."

"The level of description included in our finding aids varies. Most of our legacy finding aids have collection-level descriptions and folder or item lists, but lack scope notes, bio notes, and series descriptions. Current finding aids have collection-level descriptions including scope notes, bio notes, series descriptions, and folder or item lists."

"Varies by collection. All of the above applies."

"We use all three levels of description, depending on the size and complexity of the collection, the level of processing performed, and the level most appropriate for access based on an evaluation of the collection's significance and potential for use."

7. When is a manuscript collection considered fully processed? Check all that apply. N=66

When there is a multi-level finding aid that includes folder-level description	63	96%
When there is a multi-level finding aid that includes series-level description	33	50%
When there is a finding aid with collection-level description	29	44%
Other	1	2%

Please describe other.

"Never really fully processed. Currently considered such if multi-level description and box listed inventory."

Additional Comments

"All of the above, depending on the collection."

"All three may be used to determine when a collection is considered fully processed, based on the level of processing we decide to use for any given collection. This is usually determined when we create a processing plan, but sometimes at accessioning. Some collections or parts of collections merit folder-level arrangement and description. Typically, processing levels are determined by considering the size and complexity of the collection, its existing condition (in terms of organization and preservation), its potential for use and research, and the available resources."

"At minimum, it includes collections with an inventory and collection level information."

"Catalogued."

"Collection-level description with a box and folder inventory."

"Depends on the collection. It would definitely have a multi-level finding aid, with series (if needed) and with a box or folder list."

"'Fully processed' is at the discretion of the curator and varies according to size, content and expected research use/potential."

"Item level in some cases."

"Item-level description."

"Level of processing/description depends on requirements of collection and resources available."

"MARC collection level record in Library Catalog."

"MARC collection-level cataloging record (finding aid not necessary—i.e., single items, small homogeneous collections)."

"Not all collections, of course, are 'multi-level,' and particularly not all manuscript collections, where 'hierarchy' is generally an imposition. As manuscripts curators have done for many years, we consider some collections fully processed at the series level, others not until folder level."

"Of course, level of processing needed depends on the collection. Some of our small collections are considered fully processed at the collection level."

"Single-item collections are cataloged, and the catalog record is the equivalent of a finding aid. The figure of 2000 (below) reflects single-item records."

"This depends on the collection, anticipated needs of researchers, and when the collection was processed (older finding aids tend to have more detailed descriptions)."

"This (multi-level finding aid that includes folder-level description)is the usual case."

"This varies with the collection. The multi-level finding aid might include a box level description instead of folder-level description."

"This varies. Sometimes it is folder-level description, and sometimes series-level."

"Varies by collection."

"When there is a multi-level finding aid that includes folder level description with a MARC catalog record and an EAD instance online. Note that we also make collections available by appointment on the basis of preliminary inventories."

"When there is a bibliographic record in our online catalog with a link to the finding aid."

"When there is a collection-level record in the UCLA OPAC (Voyager) and in OCLC; finding aid is on the OAC described to level of specificity appropriate to that collection; and collection is properly rehoused. Then it is ready to be made available for research."

"When there is either a catalog record and one of the levels of finding aids described above OR, in some cases, only a catalog record."

8. Please indicate how many collections have been processed at each of the following levels. N=47

Collection-level description N=34

Minimum	Maximum	Mean	Median	Std Dev
20	10,852	1,244.74	421.00	2,377.21

Series-level description N=22

Minimum	Maximum	Mean	Median	Std Dev
4	2,500	421.96	237.50	554.02

Folder-level description N=39

Minimum	Maximum	Mean	Median	Std Dev
1	2,000	571.92	481.00	563.41

Other level N=13

Minimum	Maximum	Mean	Median	Std Dev
5	2,000	442.39	200.00	640.27

Respondent	Collection-level	Series-level	Folder-level	Other level
1	20	20	10	
2	25	4	151	
3	50	50	300	
4	100	500	1,500	900
5	100		260	
6	108	7	6	5
7	127		1,142	
8	150	450		
9	200		300	
10	216	126	126	
11	220		124	
12	250		242	2,000
13	260	25	35	
14	300	1% of collections	90% of collections	9% (item-level)
15	386		782	59
16	400	246	259	10
17	406	229	306	
18	436		65	
19	470	470	427	400
20	533	498	493	5
21	573	0	900	0
22	690	690	690	
23	722	7	42	27
24	764	600	507	
25	900	200	60	
26	1,000	100	2,000	
27	1,000	850	600	200
28	1,460	900	1,500	
29	1,703		481	
30	1,800	800	500	
31	3,000	2,500	2,000	300
32	4,100			
33	9,000		2,000	
34	10,852		960	15
35		11	380	330
36			520	1,500

37			486	
38			50	
39			1	
40			641	
41			950	
42			4,500 linear feet	500 linear feet
43			509	
44	30%	20%	30%	20%
45	75%	35%	15%	
46	95% +		75%	
47	100%	60%	50%	

9. How is collection-level information organized/kept? Check all that apply. N=61

Database management software such as Microsoft Access	35	57%
Open source software such as Archon or Archivists' Toolkit	13	21%
Library/museum information management software such as Past Perfect	8	13%
Other software	38	62%

Please list the specific software used.

Database management N=29

Access

Access, Filemaker Pro

Ex Libris, CONTENTdm

Excel spreadsheet of unprocessed collections

Excel

FileMaker Pro (4 responses)

FileMaker Pro, Microsoft Excel

FileMaker Pro, soon to migrate to MS Access

GAMMS = Georgetown Archives and Manuscripts Management System = in-house database

Innovative Interfaces

Microsoft Access (11 responses)

Microsoft Access (locator guide)

Microsoft Access, Filemaker Pro

Oracle platform with customized Cold Fusion interface

Voyager OPAC

Library/museum information management N=8
Advance (GEAC)

DLXS

PastPerfect (primarily to manage _collection location_ information

Re:Discovery

SIRSI (2 responses)

Voyager ILS (2 responses)

Open source N=11
Archivists' Toolkit (4 responses)

Archivists Toolkit (in testing stage only)

Archon (2 responses)

DLXS (EAD)

HTML

HTML pages on the Web

SQL

Other N=31
All processed collections have records in the on-line catalog.

Ariadne (Fox Pro application)

Database management software such as Microsoft Access

DBTextWorks (InMagic)

Descriptive EAD enabling system, applies XML tags to database.

DreamWeaver or hard code

Excel Spreadsheet

Excel spreadsheets, 7 Word documents

Excel; Aleph OPAC

ExLibris Aleph; Cocoon

GAMMS (in-house)

Have been using Wordpress as public Web interface.

HTML coded Web documents indexed by Google Enterprize software

In house product based on Sybase

In-house database

Innovative Interfaces; Ixiasoft TextML

Library catalog; Locally created location guide catalog; Web site

Microsoft Excel and Word

Microsoft Excel; Microsoft Word

Microsoft Word

Microsoft Word

Millennium

OCLC cataloging, WordPerfect finding aids

Online catalog (SIRSI)

Sirsi Dynix Workflows, NoteTab

Voyager

Word (for inventories)

Word, WordPerfect

WordPerfect, Microsoft Word, HTML, Dreamweaver

WordPerfect; XMetal

XMLmind; MAVIS; Excel

10. In their article, "More Product, Less Process: Revamping Traditional Archival Processing," *American Archivist* 68, no. 2 (Fall/Winter 2005): 208–63, Mark Greene and Dennis Meissner advocate a lower level of processing that, among other things, calls for archivists to forgo the traditional, labor-intensive arrangement and description practice of arranging materials to the folder-level and providing unnecessarily detailed finding aids.

Has your library begun, at any level, to adopt this approach? N=66

Yes	49	74%
No	17	26%

If yes, please describe your level of processing.

"Box level."

"Box level is appropriate for materials that are consistent and are filed either by date or item identification numbers. Most of the collections filed by identification numbers are agricultural related publications cataloged in the on-line catalog but stored by their individual identification number which is all that is needed for retrieval. Some are described by box because of low priority."

"Box-level or box-folder level when appropriate—primarily for faculty papers."

"Collection level to the series description, including a general box description."

"Collections are evaluated by the curator and processing adjusted accordingly. In any one collection, series can be 'processed' at different levels (inventory, series, folder)."

"Conceptually only. We have yet to begin implementation."

"Each collection is treated individually by the subject curator. Some require or merit more detailed description than others."

"Every collection is represented online by at least a brief collection-level description. Essentially all legacy print finding aids and card files have been converted to online documents. The quality and completeness of legacy data is, however, variable, and a substantial part of our current effort is moving toward the creation of digital objects for which we are providing item-level metadata. So we have dual goals: enhance and refine finding aids for collections that have only collection-level records; and develop selected databases of digital objects, generally with item-level metadata."

"For most new accessions, we arrange and describe to folder level, then describe in a preliminary inventory with only scope note and folder list."

"In fact we invented it. See MIT's 1981 Processing Manual, quoted in Greene Meissner. However, the current nature of records organization, with its numerous restricted materials (personnel and/or student information) interspersed, limits the usefulness of what is practical to do."

"In the University Archives some collections are initially described at series level, and done later at folder level if time permits."

"Initially, a brief collection-level record of the collection and assignment of collection number. Secondly, a box inventory, followed by recording folder headings."

"It depends on the collection. Most collections will be processed to the folder level while many if not most photograph collections are processed at the item level. Some small collections are only processed at the collection level. Decisions are made based upon age, importance, and demand for using the collection."

"It's at the discussion and theoretical phase, but we are definitely interested and heading that way."

"Less refoldering, less rearrangement within folders, less photocopying of clippings, briefer and more standardized descriptions at folder level, briefer scope and content notes, quicker collection level descriptions mounted on Web."

"Level of processing varies, depending on importance of collection, preservation needs, received order, patron requests, donor relations, or other considerations."

"Meissner and Greene also say that "not all series and all files in a collection need to be arranged at the same level of intensity…. By selectively arranging individual collection components, rather than rearranging everything, we can often achieve the greatest labor and access efficiencies focusing attention on a few real problems or needs so as to achieve a uniform accessibility throughout the materials." (p. 243). We follow this aspect of the Meissner and Greene approach and process flexibly and selectively. We do not process all collections or all parts of collections at the same level. Some collections or parts of collections deserve folder-level arrangement and detailed finding aids, but some do not. While Meissner and Greene have encouraged us to process less intensively (e.g., some collections are not refoldered, some photographs are not sleeved, newspaper clippings are not photocopied, etc.), we do not believe in a one-size-fits-all approach to processing. So, we are not currently engaged in an effort to make all collections known through collection-level descriptions, whether unprocessed or processed. We currently do not routinely provide access to unprocessed collections; however, this is under discussion and reconsideration right now."

"Minimal level processing practical finding aids."

"Minimal processing is nothing new; our predecessors used it generally to process collections. 'More Product, Less Process' simply codifies or standardizes this approach."

"Minimal processing with collection level records online except for priority collections which are fully processed with finding aids and container lists, encoded in EAD and cataloged in MARC."

"Only in a sense. Their approach is far too limiting and lacking in ambition for us to apply uniformly. I prefer to see their minimal processing as merely the first stage in processing, and gauge the eventual level of processing on the factors outlined years ago by Bob Warner (and many others). Nearly all of our collections have already reached this first "minimal" stage, and there are only a small number of collections for which we believe 'minimal' is all the collection will ever receive. In other words, Greene and Meissner articulated one limited version of principles that were established long before… I believe we follow more in the spirit of a Bob Warner."

"Please note that Greene and Meissner did not provide any new ideas on processing; also their tone was sometimes rude. We process at all levels. Now we are doing a large collection at the series level."

"Processing for collections varies greatly, so much so that 'unprocessed' is not meaningful. What Greene and Meissner have proposed has been happening here for years, partly because of the volume of acquisition vs the resources for processing."

"Same as it has been expect that we focus more on correspondence files. We decided this because of our findings with placing 100 HTML finding aids on the Internet in 1999."

"Since we have container lists for many of our larger, unprocessed collections, we are writing only the briefest of finding aids and doing little if any physical rearrangement of the collection."

"Still describing to folder level, in most cases. But we're not doing as much preservation photocopying."

"The degree of minimal processing varies with each collection."

"This varies with the collection. Some small collections might have item level description; others may retain the arrangement in which they were received and our description may use lists supplied by the dealer or donor."

"This was being done well before Greene's & Meissner's article."

"Traditionally a collection was considered processed when it was arranged into series and a folder-level inventory created. However, due to the large backlog, we are redefining fully processed. Now, students are refoldering the collection as arranged in the boxes, creating a box/folder inventory and writing a brief description of the collection. We are spending little time physically arranging collections into series. We are still working on fully implementing MPLP. The hard part is selling it to staff who are use to the traditional methods of processing. We also need to create procedures to help implement MPLP. We are not following every recommendation outlined by Greene and Meissner but variations that essentially achieve the same result. While we normally refolder due to the condition of most folders, we no longer remove staples and other fasteners (with the exception of rubber bands) unless they are rusty and presenting a preservation concern. We also rebox collections into the acid-free records center boxes because our Collections Annex does not accept other types. As for description, we are creating collection-level MARC records that include at least a scope and content note and some subject headings and indicate the existence of a box/folder-level inventory when applicable."

"Under serious discussion, this will be the approach of our next collections, but to date on the Online Archive of California, our collections are processed to the box and folder level."

"University Archives collections are being processed at the series level and other collecting areas are investigating the same possibility."

"Varies depending on collection size and content."

"We adopted a flexible, four-level system that allows the unit head to determine the level required based on expected use, access, and retrievability."

"We are conducting a pilot project with minimal physical process, brief scope and content info, and basic folder listings."

"We deem cataloging at a high level detail at the folder-level desirous so researchers will know exactly what is in each folder. Both staff and researchers are able to use our collections more efficiently when detailed descriptions are provided. We even include a book-like index at the end of each finding aid pointing researchers to particular box numbers/folder numbers, and the index aids the researcher tremendously."

"We have adopted the Greene/Meissner approach by creating access to all collections through the OPAC and through the University Archives Web site. Adoption of the Greene/Meissner approach to processing is planned for the near future."

"We have adopted this mindset for our modern collections (20th century), but feel that the folder-level (or in some cases, item-level) description is more appropriate for the bulk of collections, which date from the 19th century. We also use the Greene-Meissner mindset when creating finding aids for collections that currently have only a collection-level record in our card catalog. These finding aids do not contain information beyond the basics (little to no biographical or scope note, container-level description, etc.)"

"We have always used this approach to some degree. Each collection is evaluated and a level of processing determined by the Manuscripts Cataloger and Processor."

"We have moved toward a more flexible system that allows unit heads to choose the level of processing, based on use predictions, access, donor relations, and space concerns."

"We have occasionally done finding aids at box-level control. Finding aids are rarely done now for groups/collections of 1.0 cu.ft. or less; a detailed catalog record suffices."

"We have revised item-level preservation activities eliminating some routine procedures such as removing staples."

"We have three processing levels. These are listed in the processing manual as such: Level 1: Preliminary finding aid generation: • Intellectual control: Complete collection, file unit, and most likely item level records in Re:discovery. Most time is spent on the narrative description and subject headings and little time on item level. Enough information is desired to provide the researcher basic guidelines for using the material, but must be balanced with how much time is available for this task. • Physical control: the material is not refoldered and only reboxed if the boxes do not conform to off-site storage standards or if the boxes are damaged. Based on the time constraint, the Re:discovery number may or may not be written on the folders. Almost no preservation work is done. Level 2: • Intellectual control: the collection will be cataloged in Re:discovery with complete collection, series, file unit, and item level records. • Physical control: the material will be reboxed, but primarily not refoldered, and almost no preservation work will be done. Level 3: • Intellectual control: the collection will be cataloged in Re:discovery with complete collection, series, file unit, and item-level records. • Physical control: the collection will be reboxed, refoldered, and preservation such as fastener removal will be completed for each folder and item."

"We used similar methods and practices long before MPLP, codified in 2000 but in existence as practice long before. Various processing levels are defined and applied from accessioning through final processing."

"When a collection is accessioned, the Acquisitions Specialist rehouses and describes the collection at the collection and sometimes the container level, and creates a preliminary online finding aid and bibliographic record for the collection."

"Yes, but to a limited degree, and usually relating to organizational records or portions of collections. Most processing is still done to the item level and description to the folder level."

"Yes, but we have used this 'new approach' for decades. As most of our professionals have had experience in archives and especially government archives rather than in manuscript collections we use the same methods that were described by T.R. Schellenberg and others at NARS/NARA in the late 40s and 50s."

"Yes, MPLP involves selecting a range of possible levels of description given the materials in hand. We have established minimal EAD encoding standards so we may begin loading brief EAD records describing materials at the collection level. Many collections are made available on the basis of folder level preliminary inventories as well."

DESCRIPTIVE STANDARDS

11. Does the library create MARC records for manuscript collections? N=65

Yes	60	92%
No	5	8%

If yes, how many discrete collections currently have MARC records? N=45

Minimum	Maximum	Mean	Median	Std Dev
16	14,170	1,560.18	453	3,101.25

Discrete Collections	N
<100	4
100–199	5
200–299	5
300–399	4
400–499	6
500–599	3
600–699	5
700–999	—
1000–1999	6
2000–2999	2
3000–3999	—
4000–4999	2
>5000	3

12. Does the library use DACS as its content standard? N=61

Yes	43	70%
No	18	30%

If yes, did you make this standard apply to your legacy records? N=43

Yes	24	56%
No	19	44%

Yes

"All collection level information will be entered into the database in DACS standard form over the next five years. Legacy records are part of this process."

"APPM used for legacy records, revised per DACS as additions, edits are made and finding aids reuploaded to the OAC."

"As we convert legacy records to EAD or revisit them, we have attempted to apply DACS when possible."

"Gradually, we are bringing all legacy finding aids up to the DACS standard."

"In progress."

"Legacy record conversion done by student assistants and when staff must update a record. Student conversions are reviewed and edited as time allows."

"Legacy records are made to conform to DACS only when they are being revised for some other reason such as adding additional material to the collection."

"Legacy records are part of the process of entering collection-level information into the database over the next five years."

"Ongoing process as records are reviewed."

"Sometimes. We have not revised all of our legacy records, but we have an active campaign to do so."

"This process ongoing, but slowly."

"We are currently in the process of ensuring that our older records comply with DACS. This project is not yet complete."

"We are in the midst of a retrospective project to bring our legacy finding aids up to compliance with an EAD best practice guide and DACS."

"We are still working on the legacy records, but they are being made DACS compliant."

"We do not have an ongoing project to address the legacy records, but have applied DACS when we did address the few that we have addressed."

"We will, as records need to be updated."

"Yes, but only as we revisit those records, on a case-by-case basis."

No

"However, when legacy records require work, they are updated to DACS."

"Not yet. We might do some retrospectively."

"There are no legacy finding aids."

"We formerly used APPM. The differences were not major enough to warrant editing records."

"We will apply it selectively to legacy records that are significantly updated."

"When legacy records have to be rekeyed, DACS is applied using the information provided in the legacy record. For those records that already existed in a digital form (usually a Word document), information was maintained as is."

13. Are any of your finding aids marked up in EAD? N=66

Yes	53	80%
No	13	20%

If yes, how many finding aids currently are marked up in EAD? N=48

Minimum	Maximum	Mean	Median	Std Dev
5	4,100	530.58	254.50	931.70

Finding Aids in EAD	N
<10	3
10–49	7
50–99	7
100–199	6
200–299	3
300–399	5
400–499	5
500–599	3
600–999	4
>1000	5

If finding aids are being marked up in EAD, please comment on whether the time and effort to create EAD records equals the benefits of such records. N=51

"Absolutely."

"Absolutely. User access/awareness of the collections' existence and content has resulted in increased use of and questions about materials in the collections. The potential for improved searching is vastly increased. The effort has also brought with it a standardization of approach and application across the areas of the Libraries that process manuscript collections."

"Although we have taken advantage of EAD and XML to represent finding aid information in a variety of ways that would not have been possible otherwise, we need better tools for both markup and user deliver (including search) to achieve even greater benefits."

"Because we are part of an important consortial project that requires contributed finding aids to be marked up in EAD, yes."

"Can't tell yet."

"Currently, we mount our EAD records to the Online Archive of California's (OAC) Web site for which usage statistics are kept. Based on this information, I would have to say that the time and effort to create EAD records equals the benefits. Numerous reference requests are received each month for the collections with EAD finding aids on OAC and users tend to include information from the container lists with their requests."

"Definitely."

"Done as part of using ARCHON."

"Encoding requires little effort and results in a product that is both more accessible to researchers and more in keeping with professional standards."

"Even though we have not been able to determine if researchers have found the EAD records on the Web, this is a standard we want to follow."

"Grant-funded mark-up; not much cost to us, so yes."

"Most definitely. The fonds are picked up by Web crawlers and they turn up in Yahoo and Google."

"No. The payoff for the time and expense of creation is negligible."

"Not so sure, given existing and future search engine capabilities."

"Not yet, our records are available through ArchiveGrid. We do have some enquiries from that interface, but probably more through word of mouth and Google searches which would not require EAD."

"Online finding aids are used by patrons and by library staff. They are an invaluable resource and worth the time spent."

"Partnership between Special Collections and Library School."

"Probably not as we are duplicating effort by having both EAD and HTML versions of the finding aids. We are working to remedy this, but it takes time."

"Right now, we have some finding aids marked up in EAD, but we aren't using the EAD versions to provide access online for a variety of reasons. The special knowledge required for creating EAD finding aids and making their presence on our Web site effective has been an impediment to us backing the effort fully. We are considering implementing Archivists' Toolkit with XTF as a means for serving up the EAD finding aids online, but this hasn't happened yet."

"Since our finding aids have been available on the Web for quite some time, first as plain HTML documents and then as EADs, I don't think we've realized any particular benefit to changing the format, except perhaps that the finding aids look neater. Our researchers were finding our collections through search engines prior to the conversion."

"The benefit definitely equals the time and effort. We have seen increased access, and more specific questions for those collections with online finding aids."

"The benefits definitely outweigh the time and effort required to tag documents in EAD. We are currently developing an in-house tool to streamline the gathering of information about manuscript collections and one of the components will be the automatic generation of EAD tagging (for more information see http://www.lib.byu.edu/indi)."

"The creation of new finding aids in EAD is no more complicated or time consuming than those created in any other format. We have found the potential for searching and multi-purposing, ease of mounting on the Web (when we started word processed documents were not Web-accessible) and subsequent tracking to have been of great benefit."

"The searchability of the finding aids along with the potential for sharing across repository lines makes EAD worth the time and effort. Through the creation of a basic template, we are able to let student workers write their finding aids in EAD, meaning that they are taking little more time than it would have taken to type the information into a word processing document."

"There's no way to easily measure the 'benefits;' however it would be irresponsible to not encode our finding aids."

"Time and effort surpasses the benefit for both researchers and staff of SCUA."

"To researchers, yes!"

"We are experimenting with EAD at the present."

"We create EAD programmatically. We do not mark-up 'by hand.'"

"We currently use an EAD template that does not require any added effort. However, I have yet to see what, if any, benefit is derived from the EAD metadata. All of our finding-aids are posted on the Web in html and that's what the patrons find. EADs are submitted to a statewide database that gets virtually no use."

"We experimented very briefly about 10 years ago with EAD markup and maintain only a few legacy documents from that period. No recent effort has been made to EAD finding aids."

"We feel it will be very beneficial and has helped us to make our finding aids more uniform in structure."

"We have only marked up about five collections in EAD on a limited basis as a test project."

"We plan on moving forward with EAD using collection management software, most likely the Archivist Toolkit, to ease the creation of EAD-XML."

"We think that the time and effort is worthwhile because researchers are finding collections that have finding aids marked up in EAD. When we begin fully implementing MPLP, I believe that we will mark up less folder inventories but definitely mark up collection-level info into EAD."

"While our current search software does not yet fully utilize all of the tags available in our finding aids, we remain optimistic that the time and effort spent creating the EAD records is worthwhile."

"Yes, definitely."

"Yes, especially as we integrate EAD encoding into the creation of new finding aids and can generate online and print copies from the encoded version. Using archival standards to describe, encode, and disseminate our collections contributes to the quality and longevity of our finding aids."

"Yes, especially when brief EAD records are created or when box and folder lists can be exported from Access to EAD."

"Yes, it adds to the searchability of collections, and helps make descriptions more uniform. It allows us to meet professional standards."

"Yes, it allows us to place the collections on the Online Archive of California, where there is increased access by scholars and the public."

"Yes, the standardization is helpful."

"Yes, we feel it is beneficial to mark the records in EAD, and the Archivists' Toolkit and our IT support helps in this matter."

"Yes. EAD promotes accessibility through delivery in the Online Archive of California. As access to materials is one of our primary goals, the creation of EAD finding aids is a focus of our processing activities."

"Yes. EAD has greatly improved discovery of our collections."

"Yes. Enormously improved discoverability of specific materials for local and remote users as well as public services and reference staff."

"Yes. Use local database for EAD creation/master finding aid data. EAD record is basis for all other descriptive products—MARC records, Web finding aids, paper finding aids."

"Yes. Discovery through our Web site and Archive Grid, links from our catalog records in WorldCat, Archive Grid, and NUCMC, and our OPAC to the EAD finding aid."

If finding aids are not being marked up in EAD, please comment on whether you perceive any internal or external pressure to do so in the future. N=22

"Aids created since July 2004 are EAD ready."

"EAD Markup is not done for all finding aids. In many cases, EAD has been used for grant-funded projects that may have required or encouraged use, or for which EAD markup made our proposal more competitive. We expect

granting agencies to continue to push EAD. In addition, a planned consortium tool is likely to be a driver for expanded EAD implementation."

"No internal; some external."

"No pressure."

"No pressure at this point. We looked into EAD some years ago. We're able to get the same access through other means. We've exported MARC records into EAD for external union lists on the Web."

"No. Library uses RAD (rules of archival descriptions)."

"Our professional staff and Catalog Department staff can not see any advantage in using EAD over standard static HTML pages. We feel there are no justifications for increasing processing and description time and costs for minimal advantage. Our manuscripts are linked by logic to the records of the institution. I believe that EAD is a labor-intensive throwback to library cataloging methods of the past."

"Self-imposed pressure to create EAD finding aids by virtue of participation in consortium, Northwest Digital Archives."

"Some internal, by people who do not understand the process or its requirements. In turn, they have received external pressure."

"The matter has been discussed, but no policy has been implemented."

"The question is discussed from time to time, but so far there is a consensus (at least a weak consensus) that the potential advantages of EAD encoding clearly warrant the substantial expense of markup. Until/unless that balance clearly tips, I don't think markup is likely. We are, however, discussing the possibility of moving item-/folder-/series-level data to a database structure to allow us to separate the data from its delivery appearance. The idea here is that we would put descriptive data in just one place, then create templates that would pull that data into a delivery format (that might look like a finding aid, an index, etc.). Depending on the database field structure, EAD might, in effect, be built in — or surpassed."

"There is a subtle 'keeping up with the Joneses' kind of internal pressure to adapt whatever is cutting edge and new as well as a substantive external and internal pressure to provide container lists with our current html finding aids which could be accomplished with EAD or just straight html."

"There is internal pressure to use EAD. That will continue to hold true for the immediate future."

"We are looking at XML markup in TEI (P5) as an alternative for some collections, with EAD as an option for other collections."

"We may obtain a new database system, and we would like it to include EAD functions."

"We will begin to use EAD this spring with the availability of the new OhioLINK EAD finding aid creation tool (Web-based application)."

"Yes, the department head and library administration places a high priority on mounting our collection finding aids on the Online Archive of California. We want more access and visibility for our collections."

"Yes, we are required to at this time by a grant, but we have not begun the EAD portion yet. In addition, we feel pressured by upper-level administration and the profession as a whole. Articles and conference presentations all

seem to assume that everyone is using EAD, even though studies show they aren't."

"Yes, we currently have a working group on EAD."

"Yes, we have been working towards encoding our finding aids by converting them into the DACS format and by completing training on EAD."

WEB PRESENCE

14. Is there any information about individual manuscript collections on the library's Web site? N=66

Yes	65	98%
No	1	2%

If yes, what type of information is included? Check all that apply. N=65

Collection title	64	99%
Brief description of the contents of the collection	61	94%
Inclusive dates	61	94%
Extent	60	92%
Biographical/administrative history	54	83%
Unique collection identifier	48	74%
Creator information	35	54%
Other	36	55%

Please describe other information.

"A very few have photographs or images."

"Access points using LC subject heading, related collections in repository, use guidelines."

"Added entries, links to finding aids and other e-resources, images (selected)."

"Container list."

"Digital surrogates with item-level metadata provided for select collections on OAC and UCLA Digital Library site."

"EAD finding aids are also available through the Libraries Web site."

"Exhibit information."

"Extent, restrictions, if there is a finding aid, and custodial history."

"File-level description."

"File-level description of contents."

"Finding aid."

"Finding Aids full text. Links to finding aids full text."

"Folder lists."

"Folder lists when applicable."

"Fonds-level description using all appropriate elements required by RAD."

"For most collections there is also a container list."

"For some, abstracts of content."

"Formats, topics, contact information."

"Full finding aids."

"General collection overview before making EAD, and after EAD linked to EAD."

"Inventories."

"Inventory list."

"Item listings, in HTML and PDF formats, are present for some collections. MARC records through the library's OPAC with collection descriptions for 108 collections."

"Other fields as required by the Rules for Archival Description."

"Restrictions."

"Scope and contents, bio info, container lists, series info, subject headings."

"Scope note, digitized images in some cases."

"Some collections have been scanned and mounted on the Web with full searchable transcriptions and commentary."

"Some EAD finding aids include detailed collection contents."

"Sometimes inventories."

"The existence of box-level/folder-level finding aids."

"There are virtual exhibits that include selections from a few collections."

"Usually graphics about or from the collection."

15. Is this information consistent for all manuscript collections described on the Web site or does it vary by collection? N=65

The information varies by collection	35	54%
This information is consistent for all collections	30	46%

MANUSCRIPT COLLECTIONS ON THE WEB

16. How many manuscript collections currently are represented on the Web site? N=59

Minimum	Maximum	Mean	Median	Std Dev
1	11,000	831.59	334.50	1,649.31

Collections on the Web	N
<10	2
10–49	5
50–99	4
100–199	9
200–299	3
300–399	8
400–499	5
500–599	4
600–999	4
1000–1999	6
2000–4999	5
>5000	1

17. If not all collections are on the Web site, please briefly describe the criteria and process for adding a collection. N=44

Selected Comments from Respondents

"1) Anything processed since 2004 goes up. 'Legacy' finding aids are represented in collection-level records in library catalog. 2) Time to create Web site. 3) As staff available and in response to user demand."

"1) Curator decides that a collection or portions of a collection should be digitized and prepares a project proposal. Requests to digitize materials can be initiated by patrons or the curators. 2) Curator presents proposal to the Board of Curators for approval. 3) Board of Curators reviews the proposal and sends a recommendation to the library's Administrative Council for final approval and prioritization. 4) Project team is formed and the project begins."

"231 finding aids, plus accession record information for unprocessed collections. Transitioning to new EAD delivery platform for all 481 finding aids. All collections—processed and unprocessed—have at least a collection-level MARC record in ILS. Maintain separate database-derived html-only Web site for institutional archives, not in EAD."

"Added as completed. Add legacy records as time allows."

"All but the most recent acquisitions, which generally get added as they are logged in."

"All collections are represented in the OPAC, with a 'K-level' record for unprocessed collections and 'I-level' records for processed collections. Only processed collections are represented on the Web site, that is, index entries with links to electronic finding aids. Single item collections, those with no finding aids, are represented only in the OPAC."

"All collections that have been processed are added to the Web site."

"All faculty papers and historical collections are described on the Web site. The control plan for university records is available online, but only those collections with EAD-encoded finding aids are fully represented."

"As collections are processed or re-processed (updated) we put the finding aid on the Web. We are continually converting legacy finding aids for presentation on the Web. Have been doing so since 1994."

"As new collections are processed, finding aids are marked up and put in the DLXS database."

"At present we do not have either criteria or a process for adding collections."

"Catalog records and finding aids are added as collections are accessioned and processed."

"Collection descriptions are added to the Web site in the form of EAD-encoded finding aids. These finding aids are added after the collection has been processed. When materials from a collection are selected for digitization or when researchers show interest in a collection that does not have an online finding aid, we create one to match demand."

"Collection-level record and/or finding aid available."

"Collections could be represented on the Web with 1) a bibliographic record, 2) a finding aid, 3) a virtual exhibit, 4) a digitized copy, or 5) all of the above."

"Collections that are open for research are added to the Web site. Collections that aren't processed are not currently listed on the Web site. Collections can also be closed or restricted according to a range of criteria."

"Collections that are processed and available for research. This figure is an estimate."

"Curatorial decision to include information about a collection on the Web site with appropriate note that it has not been processed for unassisted use. If curator decides to include information on the Web the data is entered into an access database (with link to finding aid) which is delivered via Cold Fusion to the Web."

"Depending on the time of year, it may take us two or three weeks after a new arrival to get the collection described and online, and we hold out a small number of collections that for one reason or another we choose not to publicize at the moment. We may, for example, choose not to provide a minimal description for a small collection if we judge that full processing can be achieved with little additional effort and if full processing will take place 'soon.'"

"I write special descriptions because of exhibitions, events, donor relations, collections of national importance, or digitization projects. The Manuscripts Cataloging Librarian puts collections on the Web site as she has time."

"Importance of collection for access by researchers or interest to the library."

"Importance, size."

"Its research importance and qualifications of staff available to organize and produce a finding aid."

"Most collections which are processed are done so because there is a tax consideration involved. Others are done if the time and money (labour) is available."

"Must be processed; with a finding aid created in the departmental template."

"New collections are added as there are processors available to prepare the guide. Collections are assigned on the basis of use/demand and mission and political concerns (in Frank Boles sense of the term in 'Black Box' article."

"Newly acquired archives may not be represented as yet, but are made available as the data is uploaded from an Access file. Collections in locations outside Special Collections are not represented. Only collection-level information is provided. Some collections have their own Web page."

"Only a minimal amount — they are chosen are representative collections while the full finding aids are available on the Kentuckiana Digital Library."

"Only processed collections and significant unprocessed collections are mentioned or included on the Web site."

"Our Manuscripts Librarian must give permission for finding aids to be uploaded to the Web. A collection must be fully processed for its finding aid to go on the Web."

"Part of the processing workflow to add the collection to the Web site when processing has been completed; looking at legacy finding aids and use by researchers."

"Priorities set by individual archivists. Now only posting fully RAD compliant finding aids (inventories)."

"Recent acquisitions are not yet on the Web."

"Recently acquired collections are not added until all processing/appraisal work is completed."

"The annotated list of manuscript collections has not been updated in some time due to implementation of a content management system. We are actively maintaining our EAD guides online and making that a routine part of processing procedures, but we are currently in between a legacy EAD site and a new one and waiting for library technology to complete improvements so the old site can be abandoned."

"The majority of our collections have at least a MARC collection level record. Collections that have a higher level of research potential and are under 50 boxes are under consideration for processing for finding aids on OAC."

"Two special projects, one of them grant-funded, required online posting of finding aids and other information in

special subject areas."

"Usually, a collection description is added when the processing is complete. Occasionally a brief description will be added before this is done with a statement such as 'not cataloged' or 'cataloging in process.'"

"We are adding new collections as they are accessioned or processed. Some legacy finding aids have been added, but our focus is on newly-collections."

"We are working towards doing this for every manuscript collection as long as we have some intellectual control of the collection. Whether this is done now depends on staff time and the existence of the necessary information."

"We cannot answer this question because the information is very scattered, given the decentralization of special collections programs here."

"We only put information on the Web for those collections that pass minimal-level scrutiny. As long as the title, extent, inclusive dates, and abstract are accurate, the collection meets the criteria."

"We use our Web site as our collection management tool as soon as a collection is received, appraised and accessioned; it is given a short one paragraph summary description. If importance and complexity of the collection warrants it we do a more fulsome finding aid such as a partial or full-blown inventory."

"When we converted our legacy finding aids from word processing files, we had 95 finding aids that only had RLIN records and so were not converted. We have begun to add these to our Web site using an XML template in NoteTab to produce the EAD. To date we have input 43 of the records."

FINDING AIDS ON THE WEB

18. Are finding aids included on the Web site? N=64

Yes	60	94%
No	4	6%

If yes, how many finding aids currently are on the Web site? N=56

Minimum	Maximum	Mean	Median	Std Dev
1	6,000	655	290	1,182.85

Finding Aids on the Web	N
<10	3
10–49	5
50–99	11
100–199	6
200–299	3
300–399	9
400–499	4
500–599	4
600–999	3
1000–1999	2
2000–4999	5
>5000	1

19. If not all finding aids are on the Web site, please briefly describe the criteria and process for adding a finding aid. N=44

Selected Comments from Respondents

"1415 collections on OAC; 3 collections on UCLA Digital Library site. Criteria for adding finding aid to OAC: processed collection; collection-level record in OPAC and Voyager; EAD finding aid. Criteria for adding collection to UCLA Digital Library site: digital surrogates available and useful to research community."

"All collections that are processed are put on the Web site as the Manuscript Cataloging Librarian has time."

"All newly created finding aids are posted to the Web site once they have been reviewed. We have posted some legacy finding aids that were converted through a grant process, and legacy finding aids are posted in a preliminary form."

"All of our finding aids are on a consortium Web site with a link to our Web page, with the exception of three heavily used guides that are in PDF files."

"As they are processed they will be added (workflow)."

"At Indiana University all EAD finding aids are on a separate Finding Aids Web site managed by the Digital Library Program, not the Web site of the Lilly Library. A finding aid is added to the DLP Finding Aids Web site when the encoding is completed by a SLIS intern and revised by the Head of Technical Services."

"Collection-level records are maintained in legacy format in a card catalog in our reading room. We create an EAD-encoded finding aid for these collections when the collection sees high demand or when items are selected for digitization. At that time, the finding aid is added to our online database."

"Collections that are processed are put on the Web site as the Manuscripts Cataloging Librarian has time."

"Collections without finding aids are generally those still only described in our card catalog or those that are uncataloged. Cataloging is assigned from a priority list of collections agreed upon by public service, curatorial, and administrative staff. Currently finding aids are created in an MS Word template during processing and then converted to EAD when processing is completed. We are currently reviewing various methods and techniques both simplify and speed this process."

"Curator makes decision."

"Current finding aids are routinely encoded and added. Legacy finding aids are encoded as time permits."

"Depends on need."

"Essentially all legacy print finding aids, indexes, card files, etc., have been migrated online. Some collections, however, are represented on the Web only by brief collection-level records."

"Finding aids are added as collections are processed."

"Finding aids in EAD are produced as a product of processing."

"Finding aids that are encoded in EAD are included on the Web site."

"If EAD-encoded."

"If the finding aid is not suitable for Web delivery a note associated with the collection informs the research that a paper finding aid is available in the repository."

"In the past we would load when we had a completed folder level finding aid. We are starting to add brief EAD records now."

"Most important to researchers, most requested or relationship to the university."

"Most manuscript finding aids are on the Web, a few aren't due to time and money."

"New acquisitions are added when processed. Fonds acquired before implementation of EES are transcribed when staff resources permit."

"Newly processed small collections created in EAD; older finding aids converted from WordPerfect using macros; selection based on significance, currency of data, and staff availability."

"No, because the KDL is used to host the finding aids. It provides a centralized digital repository for Kentucky-wide resources."

"Once processed, then converted to HTML."

"Only the finding aids that have been proofed and reformatted to meet current standards are placed online. We only put up finding aids that have container listings."

"Putting it in an electronic format, proofreading the electronic copy, looking for inconsistencies, reorganizing collection if needed."

"Retrospective finding aids project recently completed—not all existing collections had finding aids. Transitioning to new delivery platform for all 481 existing finding aids."

"See previous answer. For finding aids that were completed during the conversion of the legacy finding aids, we are also creating EADs using NoteTab based on the text finding aid."

"Size and research importance."

"Some legacy finding aids remain to be converted."

"Some of the above are single items, requiring very little description. The above number is finding aids in HTML on the Web site. Otherwise, we now only add finding aids in EAD. Criteria include narrative description and box content description."

"The 6,000 finding aid figure for our Web site includes University Archives' holdings as well as our manuscript collections. We currently have around 1,200 HTML pages on our Web site and 99% of those are finding aids."

"The criteria depends on the ease of encoding and completeness of the legacy finding aid. The process involves encoding being completed by processing staff or interns, initial quality control being conducted by the University Archivist, then subject curators reviewing for content. After review, the University Archivist uploads EAD to server and publishes it."

"There are links from the Special Collections Web site to the Online Archive of California. As finding aids are finished, they are marked up, and go into OAC."

"These finding aids on the Web are as a result of donor agreements."

"They are added in order of their anticipated use. Criteria used to evaluate include conditions relating to public access, collection scope, content, and general interest in subject matter."

"University Archives: If most of the collection is unrestricted, we put the finding aid online when it is processed to the level we deem appropriate for the specific collection. If most of the collection is restricted, we do not put the finding aid online."

"We are currently in the process of evaluating our legacy finding aids. When new accessions are added, finding aid may get reviewed and updated."

"We are gradually adding all finding aids to the Web site."

"We do not host any of our finding aids locally. They are hosted by OAC and we provide links to them from our Web site. Our Web pages for manuscript collections are currently being re-designed and in the future we will display all of our completed EAD finding aids using an XSLT style sheet on our own Web site."

"When processing is completed, as time permits."

20. In what format are the online finding aids? Check all that apply. N=60

Delivered in HTML with EAD encoding	35	58%
HTML from a word-processor document	27	45%
PDF	19	32%
Other	12	20%

Please specify other format.

Finding aid is created directly in EAD and posted.

HTML from Dreamweaver

HTML with EAD and XML

Online database/index

Some are searchable databases.

Through the RLG interface

UCLA Digital Library collections delivered as digital surrogates with collection- and item-level metadata (not traditional finding aids).

We have not yet rendered all finding aids in PDF, but plan to do so this spring.

XML also on Web

XML used for OAC

XML with EAD encoding delivered with XSLT

21. Does the library convert legacy finding aids to new styles for Web publication? N=62

Yes	48	77%
No	14	23%

22. Do all online finding aids reflect the same style? N=62

Yes	44	71%
No	18	29%

23. Does your institution participate in any online consortium or program that hosts and/or harvests your EAD finding aids? N=63

Yes	40	63%
No	23	37%

If yes, please briefly describe the program. N=40

"TARO (Texas Archival Resources Online) makes descriptions of the rich archival, manuscript, and museum collections in repositories across the state available to the public. The site consists of the collection descriptions or 'finding aids' that archives, libraries, and museums create to assist users in locating information in their libraries." (2 responses)

"ARCHEION, CAIN."

"Archeion: A provincial electronic union list of fond level descriptions. http://archeion-aao.fis.utoronto.ca Archeion contributes our descriptions to OurOntario http://ourontario.ca/ and Archives Canada http://archivescanada.ca."

"ArchiveGrid." (5 responses)

"ArchiveGrid and Washington Research Library Consortium."

"ArchiveGrid—harvests XML finding aids from a file on our server."

"Arizona Archives Online is a collaboration of the three Arizona public universities and is intended to serve as a statewide EAD database. We have discussed allowing harvesting by external consortia but our Fedora platform is not ready."

"Brown recently received an NEH grant to partner with nine other archives, historical societies, and libraries in Rhode Island to create an EAD-based union database of finding aids. This project is called the Rhode Island Archival & Manuscript Collection Online (RIAMCO). Brown is the lead institution since we are the only institution in Rhode Island currently using EAD."

"California Digital Library — Online Archive of California."

"Columbia University hosts a database containing all of our medieval manuscript descriptions. The project is called The Digital Scriptorium."

"CRRA: Catholic Research Resources Alliance has a Web site to which members post the kind of information covered (I think) in this survey."

"Finding aids have been harvested by RLG (and more recently we presume by OCLC) as well as by ArchivesUSA. Google and other search engines of course routinely chew through them and, so far as we can tell, produce nearly all of the reader traffic. We also have one large finding aid that was EAD-marked and is maintained by the American Institute of Physics as part of a project they initiated several years ago."

"Five Colleges cooperative EAD site (Mt Holyoke, Smith, Amherst, Hampshire, and UMass)."

"Historic Pittsburgh Web site."

"Northwest Digital Archives, a group of institutions offering access to archival and manuscript collections in Idaho, Alaska, Oregon, Montana and Washington." (3 responses)

"OAI (contribution to OAIster)."

"Online Archive of California (OAC)." (6 responses)

"Our finding aid records are exposed for harvesting by OAIster."

"Our finding aids are harvested (for preservation purposes) by the Digital Library of Georgia. We also preserve our findings with the MetaArchive project."

"Our finding aids were harvested by RLG and now by OCLC. Cataloged records in Dublin Core are harvested by an OAI harvester."

"RLG Archives Grid. Also plan on hosting a subject-based consortium of our own design for the history of medicine."

"State consortium KYVL."

"The Rocky Mountain Online Archives, hosted by University Libraries, University of New Mexico is a consortium of archival institutions in Colorado, New Mexico and Wyoming."

"The Washington Research Library Consortium (WRLC) has begun a test program involving EAD."

"TRLN (Triangle Research Libraries Network): NC State, Duke, UNC-Chapel Hill, NC Central."

"Virginia Heritage, a consortium of 23 institutions in Virginia. http://ead.lib.virginia.edu/vivaead/."

"We are part of the 'Archives Canada' (Archival Information Network) group sponsored by the CCA (Council of Canadian Archives), as a member of the Saskatchewan/Manitoba Archival Information Network)also called SAINMAIN."

"We are part of the Utah Manuscripts Association consortium that is currently in the midst of a project to develop a statewide repository of finding aids."

If no, does the library plan to do so in the future? N=22

Yes	11	50%
No	11	50%

Selected Comments from Respondents

Yes

"It is possible that we will do this, but there is no guarantee."

"I've answered yes, but we have not begun investigating anything specific."

"OhioLINK Finding Aid Repository—consortial repository of finding aids in the state of Ohio."

"The OhioLINK Consortium is scheduled to release an EAD encoding tool and repository this year. The repository will deliver finding aids and use the XTF Search Engine, adapted from the California Digital Library implementation, for search. We expect to adopt the encoding tool and participate in the finding aid repository for delivery and search."

"We hope to create a local consortium so that our finding aids will be searchable along with those of other archival and manuscript repositories in the region."

No

"At least not in the near future."

"No plans currently, but this could change."

"Not for now."

24. **Does the library have any special software or program that allows users to search across fields? N=62**

Yes	36	58%
No	26	42%

If yes, please briefly describe the software. N=40

Selected Comments from Respondents

"Advance."

"ARCHON allows some searching across finding aids."

"At UCSD we use Orpheus; we also have Online Archive of California. Both of which have search engines."

"Currently investigating XTF for this purpose."

"DLXS." (4 responses)

"DLXS, which we are in the process of testing for implementation."

"Done in OAC."

"DT search."

"Endeca as an interface for the online catalog; provides the speed and flexibility of popular online search engines while capitalizing on existing catalog records."

"eXist — an open source XML database application that features index-based XQuery processing."

"ExLibris–Aleph."

"Federated searching is handled by Webfeat."

"GAMMS has many search functions."

"I don't have the name of the software we are using now, but we plan to move to DLXS in the next few months."

"I'm not sure that it qualifies as 'special software,' but the site has a general search engine that searches across the documents but that does not particulate elements."

"In-house DBTextWorks network; fast and flexible searching."

"InQuery (aka Aurora), licensed from Chiliad Publishing, but no longer supported. Full text search, primarily used at LC for American Memory indexing."

"No need — EAD formatting permits searching using the browser."

"On the OAC: For search and delivery of EAD finding aids, the OAC utilizes the CDL-developed eXtensible Text Framework (XTF) system. For search and delivery of TEI-encoded texts, the OAC utilizes the CDL-developed XTF system. Text searches are limited to the full text of the documents. For search and delivery of image metadata, the OAC utilizes the CDL-developed XTF system."

"Online Archive of California."

"Part of the Online Archive of California."

"Primo."

"Re:discovery for the Internet."

"Tamino, an XML search engine."

"The Digital Library Extension Service: DLXS software consists of two components. The first component is the DLXS middleware, available as a free Open Source resource. The second component is the XPAT search engine, available in two versions. One version of the search engine (XPAT) is licensed and available for a fee. The other version (XPAT Lite) is freely available but has a limit on the size of the data which can be indexed. Additional information is available at http://www.dlxs.org/products/index.html."

"We are implementing PRIMO which is expected to provide this capability for our html files as well as bibliographic database and leased electronic products."

"We are in development to use CONTENTdm to display finding aids after we create a map from the database to DC fields."

"We have recently implemented XTF search software that we obtained from the Online Archive of California and adapted for our use."

"Well yes, in the sense that researchers can do this with our MARC records in our local OPAC or in World Cat."

"XPat."

"XTF from California Digital Library. The indexing part of XTF is based on Lucene, a common XML indexing tool."

"Yes, we have a searching mechanism on the Archives' home page. I believe we used Ruby on Rails to design this function."

"Yes, we use a site-specific Google product as well as a home-grown search utility that we use to search the Web site by the 'call number' designation, GREP."

TRAINING FOR ONLINE MANUSCRIPT ACTIVITIES

25. What types of training and professional development opportunities have the staff who add manuscript collections to the Web used to gain their expertise? Check all that apply. N=64

On-the-job training	63	98%
Peers	51	80%
Professional association-sponsored workshops	50	78%
Library school	50	78%
Electronic discussion lists	47	73%
Conferences	47	73%
Professional journals and readings	46	72%
Workshops in house	37	58%
Blogs and online readings	34	53%
Other opportunity	7	11%

Please specify other opportunity.

"Archival training program at Western Washington University."

"Our archivists teach student archivist interns and in reviewing the literature for instruction and in discussing with them what their faculty are telling them, the archivists gain from the experience."

"Rare Book School (workshops not sponsored by a professional association or in-house)."

"Rare Book School course on EAD."

"TARO training."

"Two librarians took archives courses as part of their library degree program."

"Visits to other institutions."

ORGANIZATION FOR ONLINE MANUSCRIPT ACTIVITIES

26. Please indicate how your library has organized to provide manuscripts information online. Check all that apply. N=62

Incorporated online manuscript activities into existing unit/department/library without making any name change	52	84%
Redefined librarian/archivist position(s) to include online manuscript activities	35	57%
Staff who process manuscripts for the Web receive assistance from other departments/units	27	44%
Online manuscript activities are distributed across the institution	17	27%
We are now in the planning stages for reorganizing to accommodate online manuscript activities	3	5%
Incorporated online manuscript activities into existing unit/department/library and renamed the unit/department/library	2	3%
Other organizational structure for online manuscript activities	0	—

If online manuscript activities are distributed across the institution, please briefly describe which units and staff are involved. N=21

"Archives and Manuscripts, the Center for Digital Initiatives, and Library Technical Services work together to provide manuscripts information online. Library Technical Services primarily does the description and encoding, the Archives and Manuscripts perform quality control and content review on top of encoding and description, and the Center for Digital Initiatives handles the tools used for encoding and publishing information to the Web."

"Bibliographic and Metadata Services outsources our MARC cataloging and assists with formulation of LCSH headings and name authority entries. Informatics and Cyberinfrastructure services assists with digitization projects and loading EAD guides to Arizona Archives Online."

"Each department handles its own archival and Web processing."

"EAD activities at LC are coordinated by an EAD Technical Group with representatives from custodial units which create online finding aids, and from the Automation Planning and Liaison Office (APLO) and Information Technology Services (ITS)."

"EAD encoding and mounting to KDL are done within UK Libraries Digital Programs, a department within SCDP. Archives is a separate division within SCDP."

"Library Information Technology (LIT) is responsible for providing a project manager for each project as well as supplying technical expertise, the cataloging department aids in the establishment of metadata schemes and

the implementation of those schemes, and curators are responsible for content selection. We are developing an in-house software program to help distribute the gathering of the information necessary to place manuscript collections online. (see http:/www.lib.byu.edu/indi)."

"Peer archivists/librarians in the Law Library and the Music Library are available for consultation and assistance and work with Archives as a team on cooperative ventures."

"Please note that this represents workflow for the Charles E. Young Research Library Dept of Special Collections only. There are other special collection libraries who contribute EAD finding aids to the OAC as well, with different workflow: Staff involved: manuscript processors (3 librarians, 3 staff) and two OAC staff (1 library asst, 1 computer resource specialist)."

"Public Services Department, Lilly Library: 1 librarian (.1 FTE) and 1 library assistant (.25 FTE). IU Digital Library Program: 2 librarians, 2 professional staff. IU School of Library and Information Science: 1 graduate assistant (.25 FTE)."

"Scripps Institution of Oceanography Library archives staff also process manuscripts and provide online information."

"Special Collections Cataloging provides some support, especially in catalog records However, each of the programs in special collections does manuscript processing and on-line description."

"Special Collections students and staff create the EAD-encoded finding aids. Staff in the Digital Library Center process these files, make them available by posting to the Web, and preserve the EAD files."

"Technical service 'Metadata' librarian is instrumental in working with SCUA to encode finding aids and catalog collections. Other staff reporting to the Metadata librarian also participate in these activities."

"The Manuscripts Cataloging Librarian catalogs all manuscript collections for Special Collections units, creates EAD finding aids for all Special Collections units, and occasionally processes literary and some historical collections."

"The Music and one of the Africana librarians produce finding aids for collections in their fields. A cataloger produces the marc record using the information from the finding aid."

"The position of Archivist and Processing Coordinator was created to create descriptive information and collaborate with technical staff in designing search and display platform. Staff were reassigned to descriptive project to generate collection level information on all collections. The descriptive project is conducted by all units of the Special Collections Library, of which Historical Collections and Labor Archives is one of three units."

"The Special Collections and Manuscripts cataloger is located in our Monographic Services Division rather than in Special Collections."

"There is an Archives unit at UdeM : http://www.archiv.umontreal.ca/."

"We do not process our manuscript collections for the Web, we process them for patrons! One of the ways that we provide access to our collections is by providing finding aids online. That said, we do have a person who takes our finding aids and mounts them on our Web site."

"We receive assistance from the Library's IT department when displaying finding aids and digital collections of the Web. These departments are Systems and Digital Library Development."

"Within Special Collections, Shoah Foundation Institute Visual History Archive, USC Digital Archive, Cinematic Arts Library."

If staff who process manuscripts for the Web receive assistance from other departments/units, please list those departments/units and describe the role they play. N=32

"Assistance from the Cataloging Department—the Electronic Resources Librarian reviews MARC cataloging and vets our Online Archive of California finding aids. He also has set up templates for our use for manuscript and photograph cataloging."

"Catalog Department of the MU Libraries."

"Cataloging assistants work part time in our Film and Media Archive and will be doing some arrangement and description of manuscript portions of those collections for entering in our MAVIS system."

"Consult with Libraries' technical services unit, including Web manager and usability specialist."

"Desktop Network Services Department; Preservation Department — software assistance, server management; consultation, manuscript conservation."

"Digital Library Services assists with Web site development, training, trouble shooting. Systems (IT) provide hardware, software and technical support."

"Digital Research Library. Mount of Historic Pittsburgh Web site."

"Generally, staff from the University Archives have more experience and knowledge of this work. Archivists tend to help staff from other departments."

"ISS—assist with programming issues related to using ARCHON; Cataloging department using the records created by the program."

"ITadd—systems office; SCETI (Schoenberg Center for Electronic Text & Image) may get involved in future."

"Libraries IT unit manages the DLXS site with input from Archives & Special Collections staff."

"Library Information Technology Services is assisting with evaluating archives software that will allow for automatic Web posting."

"Library Systems."

"Limited assistance from the IT department in maintaining the EAD server."

"Metadata and Cataloging Department staff create metadata for digital collections. IT staff support databases used to manage information about collections and digital assets, as well as software used to publish finding aids to Web."

"Online finding aids are indexed by ITS; assistance with Web pages from Network Development & MARC Standards Office, and from the Office of Strategic Initiatives. Some tools used in encoding were developed by staff then in the Music Division."

"Programming assistance for newly created XML databases is provided by another department in the library

called the department for Digital Access and Information Architecture (i.e., programmers)."

"Public Services Department, Lilly Library: encoding word documents into HTML for Web, Web presentation, and managing the Lilly Library Web site. IU School of Library and Information Science graduate assistant: EAD encoding of word documents. IU Digital Library Program: technical expertise in programming, usability and interface issues for implementing the finding aids Web site, advice on application of the EAD tag library, set specifications for the display of online finding aids, manage the creation of tools to assist with the EAD encoding process, and ensure EAD finding aids are shared with appropriate aggregations."

"Special Collections staff physically process all manuscripts collections. For online display of manuscript material, they select the items and (if needed) create an EAD-encoded finding aid for the collection. Staff in the Digital Library Center, along with Special Collections students and staff, scan and (if needed) create transcriptions (TEI) for the materials. Finding aids are edited to reflect presence of a digital surrogate. The Digital Library Center staff process the files, make them available by posting to the Web, and take responsibility for long-term digital preservation."

"Staff who code other material for the Web do the coding of finding aids."

"Systems."

"Technical Services Department catalogs the finding aids; Computing Operations & Research Services assists with Tamino for ingesting and searching."

"The Library Systems department provides technical support, particularly for collections with ContentDM files."

"The Manuscripts Cataloging Librarian advises processing staff and oversees the cataloging of manuscripts by Special Collections Team members in Technical Services."

"The Systems Department provides assistance. Systems helps us if we have questions about uploading our finding aids to the Web or about cataloging issues."

"The Systems Department within the library assists us with Web site design, database creation, and troubleshoots any other problems that we encounter with the creation and maintenance of our manuscript collection Web pages. They have also developed an XSLT style sheet that will allow us to display EAD finding aids locally on our Web site after the re-design of our manuscript collection Web pages are complete."

"To create the online display, we cooperate with cataloging and technical departments."

"University Archives, Law Library and Music Library collaborate on planning for consistent standards, software, searching platforms, and visual identity."

"We are assisted by LETS (Library Electronic Technologies Services, the library electronic support unit."

"We receive assistance from the Library's IT department when displaying finding aids and digital collections of the Web. These departments are Systems and Digital Library Development."

"We receive assistance from the Web Services Department that supports all of the libraries in the system."

"Web support, metadata conversion support, branding support, server and disc space support from Library Web Services, Library Technology Office, campus Information Technology Services."

If there is another organizational structure for online manuscript activities, please describe it. N=4

"As previously mentioned, the Western Historical Manuscript Collection (A UM System unit housed coincidentally in the Ellis Library) has a Web site with a smaller number of online finding aids but the repository has a much larger number of manuscript collections than does SCARaB."

"Digitizing manuscript collections is handled separately (American Memory)."

"Separate Digital Manuscripts Program that creates item-level access to selected collections held by our institutional as well as collections from partnering institutions."

"These questions don't very well reflect the range of our activities. Primary responsibility for the organization and description of manuscript collections resides in Special Collections & University Archives, and we routinely create and move online essentially all html finding aids. We coordinate closely with a Central Technical Services (CTS) Department when record-building intersects with the general library OPAC, and we coordinate closely with the Digital Library Services (DLS) unit when undertaking CONTENTdm initiatives. All of these activities can be properly thought of a 'manuscript activities.' Depending on the specific project, CTS, DLS and/or Special Collections staff may be involved in scanning and providing metadata. It is a much more fluid world than it used to be!"

CHALLENGES OF ONLINE MANUSCRIPT COLLECTIONS

27. Please describe up to three challenges of/barriers to migrating manuscript collections to the Web. N=62

Challenge 1	Challenge 2	Challenge 3
"Migrating manuscript collections." If this means moving "content" (or creating digital surrogates), then the first challenge is certain the variety of formats and the sheer number of "objects" — from sound and moving image recordings to the text written and printed on hundreds of thousands of sheets of paper.	Again if we are talking about surrogates, creating item-level metadata.	Again if we are talking about surrogates, very few of the "objects" can be mechanically transcribed (e.g., successfully OCRed without painstaking editorial review). While massive scanning to "image" large amounts of material may be "trivial" (because it can be partially mechanized and anyway requires few skills), providing real "content" is complex.

Adequate staff to process our collections and create finding aids.	Completely different levels of processing for different collections, which the finding aids reflect. Many of the legacy finding aids lack the contextual information (biographical, scope notes) needed for an online finding aid. For several years the University we used a processing manual that did not match national standards and practices, our finding aids reflect the local practices.	As we put up more finding aids, we are seeing increased use of the collections. Our electronic reference service particularly reflects this use. A challenge is to keep our reference service at a level to meet this added demand, from both in person and electronic researchers.
Communicating vision about variety of descriptive practices (e.g., MPLP) to other professional staff and their implementation of that vision.		
Complexity and usefulness of existing legacy finding aid.	Staff communication.	
Constantly changing software, hardware, and technology.	Lack of commercially available turnkey systems for making finding aids available and searchable online.	Shrinking funds and resources (at least in higher education, yet ever-expanding expectations from users.
Conversion of 400 legacy finding aids required grant funding and the bulk of staff time for 2 years.		
Converting finding aids by scanning or re-keying.	Adhering to accepted archival standards.	Providing different venues of Web access: online catalogue, our own Web site, and Web union lists.
Cost. Scanning is relatively simple but in order to make the scanned images useful descriptive information has to be gathered and this is time consuming and labor intensive.	Time. Curatorial expertise is needed to ensure that collections are appropriately described and accessible.	A systematic way of selecting manuscript collections to place online.
Creating, learning, and maintaining standards of description.	The excessive amount of time and the cost involved in migration.	Justifying #1 and #2 in light of the relatively slight value of the work.
EAD encoding — either staff or funds for off-site encoding of new and legacy guides.	Systems/Web staff to deliver encoded guides to Web.	Mechanism to allow for updates and corrections.
Finding Aids which predate computer age.		

Formats of finding aids vary widely — created over time by various individuals and at different times. Rather than re-doing them, the library digitizes what is already in existence.	No database system to manage the finding aids. Time consuming to update the Web site—changes have to be made across multiple pages.	Too few staff to process incoming material.
Inadequate resources to process collections and create finding aids.		
Inadequate staffing and department-wide training. Standardization suffers when description and encoding is left up to student assistants who have only minimal in-house training in either. With only one full-time professional in the Special Collections Library, very little direct supervision can be provided. The two staff members who aid in supervising the students have not had any training in EAD and processing beyond in-house training. Also, the turnover rate for these assistants is high, further hindering efforts for standardization.	Lack of existing descriptive information. We have nearly 2000 manuscript collections that have very little (to no) existing descriptive information. The only information that exists in many cases is a brief card catalog record. In some cases, this record does not contain the "basics" needed to create a more full record (date ranges, creator name, etc.). This means that additional research is required to create a finding aid that can be included with the others.	
Increasing number of descriptive tools and descriptive content to maintain.	Lack of full implementation of a content management system and temporary loss of certain functionalities associated with the new Arizona Archives Online site.	Growth of collections and reassignment of staff to duties in other departments. Lack of external funding opportunities for this work.
Indexing.	Transcribing the text of the manuscripts so that the text can be OCR indexed & searched by the end user.	Having the right equipment and the best process.
Labor.	Training.	
Lack of IT support.		
Lack of staff.	Lack of a professional archivist on staff.	
Lack of staff.	Inadequate intellectual control of collections.	No decision on standards.
Lack of standardization in legacy finding aids.	Time to create specifications for vendors to convert unusual finding aids.	Cost of outsourcing encoding.
Lack of standardization of legacy finding aids.	Some key information not in legacy finding aids, e.g., biography/history notes or scope notes.	Legacy finding aids are detailed to the item level.

Lack of sufficient archival processing staff and cataloging staff.	Lack of sufficient technical support for such things as system administration and troubleshooting.	Insufficient space for physically processing collections as a precursor to the creation of on-line finding aids (mostly EAD).
Legacy finding aids are incomplete and sometimes inaccurate and need substantial work to comply with Rules for Archival Description (RAD). Some are still handwritten.	Competing priorities. While Web access is beneficial, most of primary users are onsite faculty and graduate students and so initial focus is on preparing locally accessible finding aids.	Staff time and resource pressures. Focus is still on identifying/correcting content lists and staff have multiple and often competing priorities.
Limited resources.	Time intensiveness.	
Maintenance and updating existing files (and version control).		
Money, lack of.	Time, lack of.	Expertise and equipment, shortage of.
Not enough archivist staff for the size of our collection.	We have a large backlog of unprocessed collections including several very large collections (one collection is 2,600 linear feet).	Lack of a Content Management System.
Not enough staff or hours in the day.		
Not enough staff to do all the work required. One staff member in SCUA manages our Web site and adds information about collections to it, but this is not her primary responsibility; she is also our photo manager.	We don't have a staff member dedicated solely to this task.	
Personnel to retrospectively convert holographic finding aids into electronic text and then formulated into our Web site format.	Technical Support and a specific file sever for the division.	No in-house digitization program.
Prioritizing this work among other department needs.		
Resources needed to convert legacy finding aids to electronic format, and to reconfigure their structure to adhere to EAD, DACS and OAC requirements.	Resources (staff) needed for creating, editing, maintaining EAD finding aids.	

Shortage of available staff to process manuscript collections. Currently, there are no staff members assigned to assist in the arrangement and description of manuscript collections. Student workers and interns occasionally participate in these functions, but spend far less time on this than is actually needed.	Shortage of professional staff with the expertise and time to migrate manuscript collections to the Web. Only one full-time archivist has been trained to encode finding aids in EAD and this individual is also solely responsible for mounting such collections to the Web. This position has a number of other responsibilities that limit the amount of time that can be spent on such activities.	
Since no additional staff is available for encoding finding aids to migrate to the Web and money has not been available for outsourcing finding aid conversion, staff time devoted to encoding is taken from staff who would otherwise be reducing processing backlogs.	Multiple copies of expensive software must be purchased to enable archivists to create finding aids directly in EAD; this has only recently become possible. The size and complexity of our collections put constraints on the tools (such as Access databases and Archivists' Toolkit) that can be used for encoding.	The extent of our finding aids awaiting encoding will require more streamlined processes for conversion; we are still using tools initially developed more than ten years ago.
Staff resources.	Time.	
Staff resources including training for staff.	Finding an effective way to communicate between curatorial staff and technical staff.	Managing the need for predictable, structured information in the fundamentally fluid and unpredictable environment of manuscript collection.
Staff time to process collections.	Staff time to migrate legacy paper finding aids.	
Staff to convert legacy records to DACS and update the information in those records. Some of these records have minimal information.	Creation of templates — CSS (style sheets).	Staff to mark up finding aids for the Web.
Staff to do the work.		
Staff: not enough.	Time: not enough.	Money: not enough.
Staffing.	Equipment — both the quantity and necessary upgrades.	Workspace.

Staffing — there is not enough staff to handle the large accessioning and processing backlog never mind spend time to put information on the Web on a regular basis.	Expertise and training — the staff who spend time arranging and describing manuscript collections need training and guidance. One-on-one training has proven the most beneficial, but currently only the University Archivist is able to provide this training. He does so on an as needed basis.	Inconsistent legacy finding aids — As we review legacy finding aids we are discovering that some of them are missing the important elements to put online.
Technical support for getting all of our finding aid container lists added to our finding aids through implementation of archivists Toolkit.	Human resources and financial resources to accomplish this task in the midst of other vital priorities such as processing and preservation of collections—particularly special formats like AV and electronic records.	Greater availability means greater usage. Having our container lists available online will likely create an increase in requests for materials from offsite patrons, which will increase our workload and require us to revisit our policies and procedures.
Technical support.	Staffing.	
Technical support: available technical support is insufficient in quantity and in experience with EAD issues.	Time: EAD encoding and Web work takes away from processing time.	Legacy finding aids must be updated to meet professional standards and repository description guidelines before being put online.
The decentralized organization of manuscript collections has lead to a variety of practices and requirements for online collection descriptions.	We currently lack centralized and supported system architecture to encode descriptions and provide effective delivery and search to users.	A wide variety of legacy information, in terms of format and content, creates a barrier to systematic conversion.
The process is often time consuming especially when conducting a retrospective project for already processed finding aids that are either Word documents or paper documents.	Competing demands for staff time and the increasing need to prioritize projects.	The varying levels of technical competence among staff members in determining and implementing a variety of methods to train staff on new skills.
Time.	Money.	Technology.
Time.	Cost.	Cost.
Time.	Lack of inter-unit cooperation.	Money.
Time away from other responsibilities—reference, exhibitions, instruction, outreach, donor relations, collection development, etc. It's hard to fit in time to process manuscripts! Our increased online reference service takes away from staff time for processing collections.	Not enough staff to write collection descriptions. We have many collections that have undergone little or no processing.	Cleaning up database to be standardized for export to XML.

Time to create records.	At this point, no ability to search across collections other than a database that includes only a portion of our collections.	
Time, labour, and money.	Backlog of described collections.	Backlog of undescribed collections.
Time.	Staff, but overall we're well staffed. The problem is the amount of retrospective work left to do.	Keeping up with technology.
Time. I need more time to prepare more entries for the Web.	Staff. For the past few years I have been the only person in the department working on this. A few months ago, however, a Processing Archivist started and will soon begin working on the Web work.	Technology support. Until recently it was very difficult for me to add new entries or edit existing ones. Another person in IT had to do it for me. We now have a new Web Services department, and they have created easy interfaces that allow me to add materials myself.
Time-consuming to process collections.	Need more qualified staff to process and create finding aids. Although we all do processing, some of us can devote very little time to it.	Constant need to update information on the Web.
Training staff who are hesitant to learn new technologies.	Consistency.	Backlog.
Trying to explain archival functions and procedures to those not experienced in the archival profession.	Working with the challenges of XSLT style sheets.	
Uploading from GAMMS takes about 30 minutes per collection.	Staff time is limited.	
We have a large number of large collections with little or no processing.	We have limited staff and technical resources for the size of the project.	A perceived increase in online reference requests strains the staff time available for processing.
We've long ago put our finding aids into electronic form. Our current challenge is to keep up with creating EAD finding aids for the volume of material that we collect. The biggest challenge to migrating manuscripts themselves to the Web is deciding which to digitize.		

BENEFITS OF ONLINE MANUSCRIPT COLLECTIONS

28. Please describe up to three benefits of migrating manuscript collections to the Web. N=61

Benefit 1	Benefit 2	Benefit 3
Access.	Access.	Access.
Access by the public.	Easy to refer patrons to relevant finding aids.	Patrons requesting boxes in advance, prior to visit.
Access to collection descriptions by remote users.	Ability to search across finding aids either in an institution-specific site or a larger database such as ArchiveGrid.	Saves researchers time when they arrive at the repository if they have access to the finding aid beforehand.
Access to collections for users is greatly enhanced.	Great for promoting collections.	Great for improving reference services.
Access to findings aid on Web.	Standardization of descriptions.	Focus on reducing backlog.
Access.		
Accessibility.	Searchability.	Usability.
Accessibility.	Standardization.	
Affords another path to accessibility.	Makes collection more searchable.	Peer institutions are doing it and patrons are more likely to expect this form of access.
Better access for researchers: As a policy, we do not photocopy paper finding aids for researchers. Having finding aids online helps them better plan their research trips and saves us from answering a lot of questions.	Standardization of archival description with EAD: New finding aids are being created consistently.	Dissemination of holdings to a wider audience: Collections previously hidden or discovered only by word of mouth through contact with staff or other researchers are now available for all to find.
Better access for researchers to our holdings.	Advertisement of our holdings creating a wider audience and more users.	Usage data to justify additional staff, to provide better stewardship to collection donors, to drive collection acquisition efforts
Better access worldwide.	Ease of data storage.	Ease of updating and adding to finding aid.
Collection visibility is the key benefit from migrating collection descriptions to the Web. From this benefit many others are derived, including making collections and specific items known to potential researchers, cross-collection searching, public relations, collection development, and many others.		

Collections are accessible globally.	Access can be unmediated.	Enhances profile of university and of the collections. Broader communications with and alerts to university and offsite researchers.
Dissemination & access.	Optimal exploitation of our collections.	Giving a great visibility to our collections.
Dramatically higher use of the collection resources. Last November 2007 our reference numbers matched those for the entire year of 1986.	Users know more about the collection and how it works before coming in for themselves or requesting services over the phone or e-mail.	The unified system (our collection management tool also serving as our public interface) has eliminated a great deal of confusion of users and our records center staff.
Ease of access.	Collection control and development.	Less wear on materials.
Easier and quicker access to collection descriptions for researchers both on campus and worldwide.	Staff can better access information this way. We usually go directly to NWDA for encoded finding aids, not OUR Web site.	
Easy access for patrons and greater use of manuscript materials.	Increased visibility of special collections repositories.	Placing collections online has the potential to generate new leads that can help develop existing collections.
Facilitating independent discovery of archival materials.		
Finding aids uploaded to the OAC become searchable across collections and institutions, thereby providing enhanced discoverability for researchers. Searches may lead to additional related resources not otherwise discoverable.	Finding aids on the OAC are discoverable through Google and other broadly used search engines.	Finding aids provide a basis to which digital surrogates may be linked.
Greater access for patrons; able to search subjects across collections and institutions. With full finding aids on the Web patron is able to indicate more clearly exactly what they need.	Visibility of collecting areas for potential donors.	A statistical analysis of collections searched by patrons allows us to determine the subjects researchers are most interested in. This assists us in collection development and in planning which collections should be cataloged next.
Greater access of collections for patrons who are not onsite.	Greater awareness of our department's wonderful collections.	
Greater access worldwide.	Increased understanding from researchers of our collections.	Ability to link related collections.
Greater access.	Satisfied researchers.	Feeling of accomplishment.

Having fond listings show up in search engines.	Attracting an international community of researchers to our holdings.	Simplified updates to our inventories.
Improved access.	Improved control of collection material.	
Improved access. More users are finding our collections.	Publicity for the institution and visibility for Special Collections.	Opens up possibilities for collection development, whether by gift or purchase.
Improved discovery of our collections.	Encoding has been incorporated into our regular workflow.	
Increased access.	Searchability.	
Increased access.	Provides a centralized location for collection information	Allows a greater searchability across collections
Increased access to the collections.	Researchers have access to more specific information about the collections, saving them time and allowing them to know what is here.	If appropriate, we can link digital images from a collection to the finding aid. We have linked images from collections of photographs to visual materials finding aids.
Increased access to the collections.	Major contributing factor in the successful move of collections to and the use of collections from our offsite storage facility.	Increased efficiency for public services staff who use this online information probably more than anyone — assisting patrons, searching across collections for selecting materials for classroom instruction, etc.
Increased awareness of primary research materials available.	Enhanced and expedited reference. Researchers can do preliminary research prior to arrival.	Increased visibility of repository and its resources, including recognition of donations (and donors) of collections.
Increased discoverability of collections by constituents.	Simultaneous access by more than one user.	Greater ability to manage physical collections.
Increased onsite patron visits and offsite reference inquiries.	More facile reference service.	Better/increased knowledge about our collections gained by prepping finding aids for Web delivery.
Increased public access to and visibility of collection materials.	Greatly enhanced searchability of collection materials.	Increased opportunities for discovery through consortia, Google, etc.

Increased usage. We have nearly tripled our use since we began adding our EAD-encoded finding aids to the Web. Researchers (especially those who are not "professional" researchers) are better able to find us and our collections.	Ease in working with undergraduates. We have had great success in bringing undergraduates into Special Collections, due in part to the finding aids and digitized materials on our Web site.	Collaboration. Bringing manuscript collections online means that they are easier to find outside of the walls of the repository. We can more readily locate institutions with collections similar to ours (and vice versa). This opens the door to potential collaborative efforts to bring together finding aids and digital images. Because our metadata is in a shareable, standard format, we could more easily participate in such an effort.
Increased use of collections.	Increased access to collection information helps users and staff.	Increased visibility and awareness of collections. This can lead to development opportunities and can attract more collections.
Increased user access to manuscript collections. Manuscript collections that are available online provide users with 24/7 access to collection information. Individuals unable to visit the repository can view collection information online at their convenience and submit reference/reproduction requests via the Web or by telephone. This allows a repository to expand its user-base exponentially.	Increased usage of manuscript collections onsite. Disseminating collection information online is a good way to increase visibility and leads to repository visits by researchers, scholars, and interested parties who need to obtain a more in-depth understanding of a specific collection's contents.	The opportunity to take advantage of Web 2.0 technologies. By having manuscript collections online, repositories have the option to employ the use of new technologies that allow for a more collaborative approach to finding aid creation.
Increased visibility and ease of information access for researchers.		
Increased visibility of collections and therefore increased collection use.	Easier for staff to access collection descriptions in one place.	Can provide information more easily to patrons when answering reference questions that include information in the finding aids.
Increased visibility to potential users.	Common location for information about manuscripts and archival collections available anywhere there is network access.	Less wear and tear on the originals along with improved retrieval.
Increased visibility/accessibility by staff and users.	Ability to collocate similar and related resources across institutions.	Ability to integrate more detailed metadata in other access tools (online catalogs, institutional repositories, etc.)

Increases use of the collections by making their information more visible.	Once we implement DLXS researchers will be able to do cross-collection finding aid searching across several units.	
Make collections more accessible.		
Making our finding aids/collections available to all.		
Much higher visibility for collections and increased use.		
Online access enhances the visibility of Penn State Special Collections in general, promoting awareness of unique Libraries' resources. We are partners in the ArchivesGrid site which reciprocally enhances access to resources for Penn State researchers.	More users find collections and there is more use of existing holdings.	There is the potential for more users to complete reference work before they come into the Libraries. We have not assessed this in any way.
Over time, will allow primary users to conduct at least preliminary research off site.	Assist staff in locating and retrieving materials consistently.	
Remote access.	Preservation of information.	Improved findability and searching.
Remote access 24/7.	Digital content is harvestable and machine searchable.	Digital content can be sliced and diced and combined with other digital content in unimaginably numerous ways.
Researchers benefit from advance access to finding aids and can make their onsite visits more productive; our reading room remains very busy and many researchers approach the desk with printouts from the finding aid in hand.	Library's holdings are well publicized in our online catalog, by inclusion in the online catalog (with links from the catalog records to the online finding aids), and by inclusion in ArchiveGrid.	Online access, with the ability to search across collections, increases usability of the finding aids and facilitates research discovery and use of our material.
Researchers find the finding aids via Google searches and learn about materials we own that they were not aware of.	Web finding aids help researchers determine more readily of collections may hold information in which they're interested and be specific in requesting boxes and folders.	
Scholars worldwide have greater access to our collections.	Because our finding aids are so detailed, researchers have a very good idea of just what documents are in each folder.	Staff can consult online finding aids to assist researchers on-site and off-site.

There is far more use of our materials from patrons around the world. E-mail requests for publication rights to reproduce images from our materials has soared.	This allows for 24-hour access to our materials at any desktop or laptop computer.	It lessens the need to handle the original items.
This provides our users a way to search our manuscript collections--they've never been able to do this before.	Having finding aids and collection information on the Web brings users to our Web site who may never have come there otherwise.	It's making our reference work a little easier. Patrons now email, call, or come in person to see a collection and already know the exact box they need in a collection. This gives our reference staff more time to help other patrons.
Use of EAD enables collocation of cross institutional search results.	Patrons arrive at the repository with accurate descriptive information, reducing the time needed for the reference interview.	Brief descriptions on the Web enable us to demonstrate the value of our collections and create opportunities for external support when individuals need prompt access to materials.
Visibility for researchers.	Visibility for library staff.	Trying to create a union catalog of finding aids for all archives.
Wider audience.	Easier to search digital formats; better reference quality.	Promotes preservation.
Wider availability.	Access.	Control of resources.

USAGE TRACKING

29. Does the library track the usage of either print or online finding aids? Check all that apply. N=64

	Yes	No
In-house finding aids	9	51
Online finding aids	28	34

If yes, please briefly describe the tracking method.

In-house finding aids tracking method N=10

"Circulation use of our in-house printed finding aids. Check out records of our manuscript collections."

"Hard copy use forms filled out by patrons."

"Keep statistics from paper records."

"Reader registration forms."

"Standard Webalizer application for the entire library."

"Statistics."

"Through patron registration records."

"Usage observations."

"We tabulate monthly statistics on how many manuscripts collections get used per month."

"Well, we don't track use of finding aids, we track use of collections."

Online finding aids tracking method N=29

"123 log analyzer — currently set up to report top 200 hits on library Web site but can request a report that shows all hits of departmental pages."

"ACCESS database."

"Apache Web server logs tell us which EAD files have been accessed and when."

"Counted as part of statistical analysis."

"Customized system, locally designed to track page views."

"Electronically generated reports showing number of hits, downloads, etc."

"Hits on finding aids on Web sites."

"Institutional IT staff generates annual Web statistics which permit us to see which finding aids are viewed."

"IT Web statistics."

"OAC provides contributing institutions with statistics on finding aid usage."

"Occasional non-scientific examination of Web traffic data provided by commercial Web analytics software (Web Trends)."

"Run statistical reports."

"Sort of search data on the NWDA server at Washington State University. Done infrequently."

"Statistics from the Online Archive of California."

"Statistics provided on the OAC."

"The computer applications unit can run reports to count the number of request for different pages from 2004 to the present."

"Tracking of Web access."

"Urchin."

"We do not track individual digital finding aids, nor finding aids as a group. The Libraries has some general tools for counting and analyzing 'hits' of files, and this might give us some information. Since our finding aids have been harvested by any number of search engines and other projects, however, I doubt there is a realistic way to gather much useful information about how and by whom they are used. Our perception, however, is that where in-house finding aids were rarely sought out, when we now place a finding aid online, we very frequently have in our in-boxes, within a matter of days, a reader request relating to the collection. This does not _always_ happen, of course, but frequently enough to suggest that online finding aids are found in ways that in-house documents could not and were not found."

"We observe at a high level, the number of hits to our online finding aid pages. In January 2008, the top 100 pages visited on our Web site included 5,000 visits to the finding aids. (This does not include hits to subsequent levels of the finding aids.)"

"We use a statistic database to keep track off finding aid usage."

"Web logs record which documents (finding aids) were opened and how often."

"Web page statistics through the Online Archive of California. Of course, through Web statistics you cannot tell how a person is using the finding aid, or if the finding aid was even useful for their informational needs."

"Web Tracker."

"Web tracking."

"Web tracking software allows us to see general Web statistics for all online finding aids. This provides some vague but useful information."

"Web usage logs provide a gross picture of discovery and usage."

"We've just implemented Google analytics in Arizona Archives Online and we look forward to seeing data."

"When patrons request a collection in the reference room they are asked how they found out about a collection. We record these answers. At this point, this is the only usage tracking we are doing."

30. **Does there appear to be any difference in the frequency of use of in-house and online finding aids? N=41**

Yes, online finding aids are used more	33	81%
Yes, in-house finding aids are used more	5	12%
No, they are used about the same	3	7%

Selected Comments from Respondents

Yes, online finding aids are used more
"All finding aids are online."

"Almost all of our reference requests come to us via e-mail and specifically cite the finding aid that the researcher has consulted online."

"Computers are available to patrons in the reading room. From there, they can browse our online finding aids. This tends to be the first place that our researchers turn. In some cases, after searching online, they use our card catalog located in the reading room. We do not provide paper copies of online finding aids."

"Knowledge gained by casual observations of reference staff."

"Online finding aids are seen by more but not necessarily put to better or more significant use."

"Online information is used more, both the EAD finding aids and the collection descriptions on the Web site."

"The types of reference requests we receive indicate that the online finding aids are used more often than in-house finding aids."

"There are no numbers to back this up at the moment but it standard reference practice to go to the online finding aids first, then to the paper as the next level of research if something isn't found."

"This is only an impression that I have, based on the increase in the number of e-mail requests and long-distance users."

"We don't produce paper finding aids anymore. We use the online finding aids in-house."

"We have no in-house finding aids available to the public. All our finding aids are either online or in published form as monographs."

"We have not assessed the use of in-house finding aids; this answer reflects an impression."

Yes, in-house finding aids are used more

"Impression of staff involved."

"It is hard to answer this question because you don't define use. Since we do not provide container lists with our online finding aids, to use our collections, it is necessary to visit the onsite versions or request that specific container lists be e-mailed or mailed. We get lots of casual and preliminary browsing to the collections area of our Web site, but would be difficult to correlate this use with the use that leads to a request for material."

"Only because most of our collections don't have online finding aids."

"Presently there are more print-only finding aids than online finding aids. Outside users tend to rely on online finding aids, while onsite researchers rely on in-house finding aids."

"We have many more in-house finding aids right now so their usage statistics (if we had them) would be higher."

No, they are used about the same

"About the same number of researchers use collections without online finding aids, as use collections with online finding aids (i.e., some collections have only online aids, others have only in-house aids)."

"Since we don't track the use of in-house finding aids, we can't really tell."

Other

"Can't evaluate this yet."

"Difficult to assess."

"I was not aware until I began this survey that these online usage stats are available, so I cannot say which are used more."

"Impossible to determine in the absence of statistics for use of online finding aids. Researchers in reading room use both. Researchers who contact the reading room by mail, e-mail, or telephone are directed to online finding aids whenever possible."

"Unable to determine because the usage is not tracked."

"We do not have in-house finding aids."

ADDITIONAL COMMENTS

31. Please enter any additional information regarding manuscript collections at your library that may assist the author in accurately analyzing the results of this survey. N=20

Selected Comments from Respondents

"A preliminary in-house box list is done for each collection to allow us to place collections into storage. We have pretty good control over our collections in-house. However, only 9.4% of our collections are fully processed."

"At Notre Dame all modern manuscripts are held in the University Archives, which is administratively separate from the University Library system."

"At our institution we consider any unpublished materials that aren't official university records to be manuscript collections. Our manuscript collections are diverse—we have everything from plantation records to Congressional papers to women's club records."

"At Western we do not formally segregate university records from MSS collections in the archives so some arbitrary decisions were made in responding for physical content (especially unprocessed) and time devoted to MSS work by staff."

"Because of the wide variety of types and levels of inventories no effort was made to count those that included series."

"Comment regarding question 11: All have been converted; we don't have legacy finding aids at UCSD."

"Given the decentralized nature of special collections here, it is difficult to report accurately the investment of staff resources in processing manuscripts. Many small departments have many things to do."

"Historical Collections and Labor Archives is one unit of the Special Collections Library at Penn State-University Park. With a total of nearly 950 collections, we are the smallest unit. Special Collections has developed a database and is currently committing staff to describing all collections at the collection level in order to automate

the export of valid EADs for each collection. We consider all staff who are working on the description project to be involved in 'putting manuscript description online.'"

"Indiana University Archives also holds manuscript collections. At the Lilly Library, we do not keep statistics on several of the questions you asked and I have left those questions blank."

"It's difficult to parse the work on university records separately from manuscript collections. None of our staff is dedicated to arrangement and description, we all have broader responsibility."

"Mainly I'm concerned that you realize that there are manuscript collections in the University of Oregon Archives collections. The finding aids to these collections are processed and finding aids encoded and collections cataloged just like the manuscript collections."

"MIT has approximately 600 manuscript collections, ranging from a few or single items to over 200 cubic feet of material. Most of the collections are those of former or current MIT professors."

"Our collections are very large—typically 100 linear feet or more. This makes providing access to the container lists a challenge and a goal."

"Our institution is currently in the process of redesigning the portion of our Web site that provides access to manuscript collections. Each collection will receive its own dedicated page which lists collection title, collection number, extent, description, date, subject, and access notes. There will also be links present on this page directing users to additional information including finding aids, catalog records, or item listings. Finding aids will be hosted locally using an XSLT style sheet and MARC records will be created for all manuscript collections."

"Rare Books: The manuscript collections are still generally under-organized and under-described. Despite regular accession, there has never been the staff to undertake organization except at a very minimum level. Furthermore, the whole question of Web access is one that has not been addressed. Osler: We find that the RAD entries on our Web page are generating a lot of interest & use."

"These answers apply to the manuscripts held by the U-M University Library. We report ARL statistics for the University Library together with several independent libraries on the U-M campus, including the Bentley Historical Library, which holds over 40,000 additional linear feet of manuscripts."

"Two separate units are represented in the answers above: University Archives Rare Books & Special Collections (Manuscripts Collections)."

"We are continually providing greater access to manuscript collections. Our next areas of work concern thematic access and digital collections."

"We currently have three vacant positions in our technical processing area—Acquisitions Specialist, Technical Services (processing) Archivist, and Head, Special Collections Technical Services. Some of the statistics are based on 2006–early 2007 figures, which are the latest I have."

"We make an effort to create many levels of access to our collections. This survey touched upon EAD finding aids and collection-level descriptions. We also create access to collections through online exhibits: http://ublib.buffalo.edu/libraries/units/archives/exhibit.html. Two other areas of the University Libraries have small collections of manuscripts: the Law Library (http://law.lib.buffalo.edu/departments/info-services/collections/Finding-Aids/index.asp) and the Music Library. The Music Library has a sort of middle online category: older forms of inventories that would not now be considered finding aids, that have been put into HTML format for online

access. These collections often require a fair amount of work to re-process to align with current practices and demonstrated patterns of use. http://ublib.buffalo.edu/libraries/units/music/special.html. Law has one librarian who spends 25% of her time arranging and describing manuscript collections, 25% on adding ms collection information to the Web, and 50% on reference and library instruction. Law has 114 linear feet of processed collections. 7 collections are processed at the folder-level; 7 are represented on the Web site; 9 finding aids (all marked up in EAD) are on the Web site (7 for mss collections, 2 for records collections). Law does not create MARC records for mss collections. Music has one librarian who spends 40% of his time arranging and describing collections, 20% on adding information to the Web, and 40% on reference and cataloging. Music has 429 linear feet of processed collections and 109 feet of unprocessed collections. 49 collections have been processed at the folder level; 5 collections have been provided with item-level description to provide access to musical works; 41 collections are represented on the Web; 33 finding aids are on the Web; 13 are marked up in EAD. Music creates MARC records for mss collections; 34 collections have MARC records."

"We use templates for EAD encoding, which allows students to help."

RESPONDING INSTITUTIONS

University at Albany, SUNY

University of Alberta

Boston College

Boston Public Library

Brigham Young University

University of British Columbia

Brown University

University at Buffalo, SUNY

University of California, Berkeley

University of California, Davis

University of California, Irvine

University of California, Los Angeles

University of California, San Diego

University of Chicago

University of Colorado at Boulder

Colorado State University

Columbia University

University of Connecticut

Cornell University

University of Delaware

Emory University

University of Florida

Florida State University

George Washington University

Georgia Institute of Technology

University of Guelph

University of Hawaii at Manoa

University of Houston

Howard University

University of Illinois at Chicago

University of Illinois at Urbana-Champaign

Indiana University Bloomington

University of Iowa

Iowa State University

Johns Hopkins University

University of Kansas

Kent State University

University of Kentucky

University of Louisville

University of Manitoba

University of Massachusetts, Amherst

University of Miami

Michigan State University

University of Minnesota

Université de Montréal

University of Nebraska–Lincoln

New York Public Library

University of North Carolina at Chapel Hill

North Carolina State University

Ohio State University

University of Oklahoma

Oklahoma State University

University of Oregon

University of Pennsylvania

Pennsylvania State University

Purdue University

Rutgers University

University of Saskatchewan

University of Southern California

Syracuse University

University of Tennessee

University of Texas at Austin

University of Utah

Vanderbilt University

University of Virginia

University of Washington

Washington State University

Washington University in St. Louis

University of Waterloo

Wayne State University

University of Western Ontario

University of Wisconsin–Madison

Yale University

York University

REPRESENTATIVE DOCUMENTS

Manuscript Collection Web Sites

THE UNIVERSITY OF ALABAMA Ask-A-Librarian | View Your Account | Search This Site

W. S. HOOLE SPECIAL COLLECTIONS LIBRARY

FIND   SEARCH   SERVICES   ABOUT HOOLE   NEW & NOTABLE

Manuscript Collections

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This page contains names of manuscript collections with brief descriptions of them. Highlighted collection names link to **finding aids** in PDF format that offer more detailed descriptions of the collections. The highlighted collections do not represent all available finding aids at the W.S. Hoole Library. We will add more to the list as we convert our paper finding aids to electronic aids for web presentation.

For additional requests, please send an email to **archives@bama.ua.edu**.

Vera G. Adams Postcard, 1930 August 18, 1 postcard
A postcard to Vera from a friend or relative, who is traveling to Mississippi. The postcard has a picture of Murray State Teachers College on it.

Edwin A. Abbott papers, circa 1873-1883, .25 linear feet
Files relating to the "Alabama Claims" handled by this Boston attorney concerning damage inflicted by the Confederate commerce raider C.S.S. Shenandoah during the final months of the Civil War.

James Abercrombie Letter, 1849 October 8, 1 letter, 1 page
Letter of recommendation written on March 8, 1849 by James Abercrombie, then serving as Senator in the Alabama Senate, to the Honorable William B Preston, Secretary of the Navy under President Zachary Taylor.

Macon Abernathy papers , 1861-1878 , 4 items
This collection consists of three pieces of Abernathy family correspondence discussing the outbreak of the Civil War and the return of Macon, a University of Alabama student, to his hometown of Jacksonville, Alabama, to enlist in a local company. Also contains an 1878 obituary of Macon's father, Major Miles W. Abernathy.

Thomas P. Abernethy manuscript, circa 1965, 0.4 linear foot
Two galleys with corrections and one type-written manuscript of Abernethy's study, "The Formative Period in Alabama," subsequently published as part of the historical series of the Alabama Department of Archives and History. It is a social and political history and originated as Abernethy's doctoral thesis at Harvard University.

William P. Abrams diaries, 1839-1848, 3 items
Diaries of travels from New Hampshire to Alabama; to Havana, Cuba; and to the midwestern United States. The majority of entries were written in Gainesville, Alabama.

"Adam and Eve and that Apple", circa 1890, 1 page, front and back
This collection contains a poem by an unknown author with a pun on the word "ate" using the number "8" to explain how many apples were eaten by Adam and Eve.

Adams family papers, 1849-1926, 33 items (photocopies)
This collection consists principally of correspondence among members of the Adams family, the majority of which concerns the Confederate service of a son, who wrote many letters detailing army life and conditions. It also contains papers related to Homer and John Adams, prisoners of war who died before returning home, and an Adams family history by Irving Adams, dated December 18, 1948.

John H. Adams papers , 1889-1943 , 1.2 linear feet
The correspondence of a Birmingham, Alabama, mining engineer, businessman, poet, and public servant. The collection also includes a small group of papers of Adams' son, John R. Adams, an attorney and realtor.

ARIZONA STATE UNIVERSITY: Manuscript Collections

http://www.asu.edu/lib/archives/msscoll.htm

ASU Libraries
ARIZONA STATE UNIVERSITY

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Manuscript Collections

Click here for an Annotated List of Manuscript Collections

The backbone of the Arizona Collection lies in its manuscript collections. Collections of special note include the political papers of many prominent Arizonans such as Carl T. Hayden, George W. P. Hunt, John J. Rhodes, Eldon Rudd, John McCain, Howard Pyle, and Carolyn Warner. These collections provide an unbroken panorama of political life in twentieth century Arizona. Special mention must be made of the papers of Senator Carl Trumbull Hayden. Due to the depth and breadth of material in the Senator's collection, no serious study of twentieth-century Arizona is complete without exploring the Hayden Papers.

Politics is not the only subject covered by the Arizona Collection. The Luhrs Family Papers cover the careers of George H.N. Luhrs, Sr. and Jr., and document the vital role this remarkable family played in the development of downtown Phoenix from the 1870's to the 1970's. Another valued collection from an Arizona pioneer family encompasses the papers and letters of the Charles T. Hayden family between 1847-1910.

Arizona labor and mining history are covered extensively in the Henry S. McCluskey, William Brooks, Philip A. Bailey and William T. Beard Papers, while turn of the century Phoenix is the focus of the Joseph and Grace Alexander Papers. A more contemporary look at the business climate of Arizona and the West can be found in the records of the American Continental Corporation.

In the area of Native American research collections, the Arizona Collection holds the papers of Dr. Carlos Montezuma, which illustrate his contributions to the development of legal rights for American Indians. The papers of Royal Marks document the role this prominent attorney played in Native American litigation. The Collection also holds the papers of Thomas Dodge, son of Henry Chee Dodge. Mr. Dodge was elected Chair of the Navajo Tribal Council in 1933 as well as appointed superintendent in 1951 of the San Carlos and other Indian reservations.

Research Units:

Arizona Collection

AED Library
Special Collections & Archives

ASU Records Management

Benedict Visual Literacy
Collection

Chicano(a) Research
Collection

Child Drama Collection

Labriola National American
Indian Data Center

Special Collections

University Archives

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Photo Duplication

Luhrs Gallery

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Arizona Archives Online

Online Collections

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Rare Books and Special Collections
Manuscript Collections

A | A | A

To access the descriptions and inventories (if available) of RBSC manuscript collections, browse alphabetically by fonds or collection title.

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

In order to facilitate primary research, Rare Books and Special Collections (RBSC) acquires archival materials in all media which document the economic, political, cultural, labour, and literary history of British Columbia and Canada.

The manuscript collections are particularly strong in the areas of fishing,forestry, and mining, with important business records such as J.H. Todd & Sons, the Council of Forest Industries, MacMillan Bloedel, the Howe Sound Company - Britannia Division, the United Fishermen & Allied Workers' Union, and the International Union of Mine, Mill & Smelter Workers (Canada).

Political materials include records from the New Democratic Party of British Columbia, and from prominent politicians such as Angus and Grace MacInnis, and Dorothy Steeves.

Additionally, RBSC has a number of literary manuscript collections. For example, the correspondence, notebooks and other literary manuscripts of many Victorian authors are represented in the Colbeck manuscript collection. As well, the records of the Rossetti family and of other noted artists are included in the Angeli-Dennis collection. Significant British Columbia authors and artists represented in the holdings include Malcolm Lowry, Ethel Wilson, Roderick Haig-Brown, Eric Nicol, Spider Robinson. Materials documenting the history of B.C.'s ethnic communities are also acquired.

If you are new to archival research, the Archival Research Tutorial will provide you with an overview of doing research in RBSC.

RBSC Home

Last modified: Jun 3, 08

Department of Special Collections
Donald C. Davidson Library
University of California, Santa Barbara

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Fax (805) 893-5749

Questions?

Alphabetical List of Collections

This alphabetical list contains information about manuscript and named collections in the UCSB Libraries Special Collections. Entries are included for title of the collection, as well as major subject and geographical areas covered by the collection. In many cases there are brief descriptions of the collection's contents and, in some cases, hot links to detailed collection guides. The list is updated on a periodic basis to include additional information about existing collections and entries for newly acquired collections. Please click on the links for more detailed information

A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z

- **[Abolition]. Dickinson, Anna Elizabeth.** One letter (ALS) from the abolitionist, lecturer, actress, playwright, and feminist Dickinson, re an invitation to speak – says her fee is $150 and her schedule is very busy, but she is willing to consider the offer. Philadelphia, 12 Sept. 1866. (Wyles SC 78).
- **[Abolition].** Incomplete printed text of an anti-abolitionist tract addressed primarily to the "Freemen of Tennessee," n.d. (Wyles SC 862).
- **[Abolition]. Larcom [Lucy] Collection, ca. 1846-1893.** Photographs, correspondence, cards, and clippings relating to Larcom (1824-1893), a Massachusetts poet, storywriter, essayist, abolitionist, and friend of John Greenleaf Whittier. (SC 169).
- **[Abolition]. Lincoln, Levi** [1782-1868; Massachusetts Governor, 1825-1834; Whig member of U.S. Congress, 1835-1841]. One letter (ALS) to Patience Earle, re abolition of slavery. Washington, [D.C.], 20 Feb. 1837. (Wyles SC 523).
- **[Abolition]. Lovejoy, Owen.** One note (AN) and one printed speech, "The Fanaticism of the Democratic Party," delivered by the Hon. Owen Lovejoy, of Illinois, to the House of Representatives, Feb. 21, 1859, in which he takes a strong abolitionist stand and states that he has indeed harbored fugitive slaves (SC 179).
- **[Abolition]. *National Anti-Slavery Standard*.** One printed flyer from abolitionist Parker Pillsbury, soliciting subscriptions for the *Standard*, the official newspaper of the American Anti-Slavery Society, ca. 1865-1870. (Wyles SC 462).
- **[Abolition]. Nineteenth Century Americana Collection, ca. 1754-1926.** Mainly correspondence from the eastern part of the U.S., especially New England, New Jersey and, Pennsylvania. Subjects include slavery, abolition, Civil War, and overseas missions. (Mss 2).
- **[Abolition]. Whyte, Annie Glenn.** Diary of a young woman who lived with her family near Pottstown, PA and who describes her daily life, social engagements, and includes mention of abolitionist riots, 1857-1858. (Wyles SC 469).
- **Abyssinia Photograph Album, ca. 1936.** 193 black/white snapshots taken by an Italian army officer during tour in Abyssinia (Ethiopia). (Bernath Mss 228)
- **ACCESS Collection.** Files pertaining to the Alternative Comprehensive Environmental Study System (ACCESS). (SBHC Mss 29).
- **Acheson, Alexander Wilson.** One letter (ALS) on letterhead stationery of The Missouri Pacific Railway Co., to the editor of the *Philadelphia Press*, re the editor's desire to write a

UNIVERSITY OF GEORGIA: Richard B. Russell Library for Political Research and Studies. Collections

http://www.libs.uga.edu/russell/collections/overview.shtml

University of Georgia Libraries, Special Collections | Russell Library website ‣ | [   ] (Search)

Richard B. Russell

Library for Political Research and Studies

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Overview
The Russell Library has over 150 collections from politicians, political parties, public policy organizations, federal and state appointees, and political observers and activists from modern Georgia (1900-present).
The scope of the Library's collections is both deep and varied. The collections provide significant documentation of the broad spectrum of political activities of modern Georgia through over 13,000 linear feet of correspondence, speeches, drafts of legislation, domestic and foreign policy papers, polling data, campaign materials, sound recordings, electronic records, photographs, film, artifacts, and oral history.
The collections also document the global relationships and interests formed by Georgians through political action, foreign service, trade, and other activities.
Some collections include family papers and business records.

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Browsing Collections on the Russell website

Browse collections in three ways; by an alphabetical listing, by highest office achieved and by position, or by selected subjects.

Each collection includes:
a biographical or historical note
a scope and content note which details collection information (inclusive dates and materials)
an organization and arrangement note
a description of series within the collection
a list of major subjects documented in the collection

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Searching Collections on the Russell website

Search the text of the finding aids available on the Russell Library website by entering a keyword term in the box provided. At this time these finding aids do not include container lists so it may be useful to also review the full finding aids available in printed format at the Russell Library.

[   ] (Search)

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Searching Collections in GIL

General descriptions of the Russell Library collections are available through the University of Georgia onine catalog, GIL. To isolate Russell Library materials from the rest of the UGA Libraries Collections, use the narrow my search option.

UNIVERSITY OF GEORGIA: Richard B. Russell Library for Political Research and Studies. Collections

http://www.libs.uga.edu/russell/collections/overview.shtml

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Searching for Collections in national databases

Many U.S. archives and libraries submit information about their collections to national databases that are available to researchers online. The Russell Library provides information about its collections to these national databases:

WORLDCAT

PC users can right-click on one of the links below and add it as a Bookmark or Favorite. Mac users can open their Edit Bookmarks or Open Favorites window and drag one of the links into that window to add it. Choose **advanced search** for options to choose materials based on format.

National Union Catalog of Manuscript Collections

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Closed and Restricted Collections

Currently, some finding aids are not available in electronic format. Access to these finding aids is available on site, at the Russell Library. Please contact the Russell Library if you have any questions. According to donor agreements and access policies of the Russell Library, some collections are unavailable for research. Please contact us at russlib@uga.edu for details about restricted collections.

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Requesting Reproductions of Russell Library Collection Materials

The Russell Library makes photocopies, photographs and digital copies (paper based prints or computer files) of its materials available to researchers for a fee and according to established policies and procedures. To request reproductions researchers should speak with the archivist on duty at the reference desk who will help them to complete a request form and advise them how to proceed if they wish to pursue publication of the material.

Off-site researchers may submit requests for reproduction of materials to russlib@uga.edu or 706-542-5788. At this time the Russell Library is not able to provide any in-depth research of its collections to offsite researchers. Offsite researchers may work with a proxy researcher to arrange such research.

For photographic prints or digital copies, researchers should use the guidelines for requesting reproductions worksheet form and consult the schedule of fees before submitting a request. Both forms are available on the forms and fees area of the site. The current prices and fees listed on this website are subject to change without notice.

For specific guidelines for requesting copies of photographs, editorial cartoons, and audiovisual materials please visit their respective Web pages under Collections.

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Requesting Permission to Publish Library Materials

Researchers wishing to pursue publication of materials in Russell Library collections should make this request in writing to the attention of Sheryl Vogt, Director. Researchers should use the guidelines for permission to publish worksheet form and consult the schedule of fees before submitting a request. Both forms are available on the forms and fees area of the site. The current prices and fees listed on this website are subject to change without notice.

The Russell Library does not administer the copyright for most of the materials in its collections. Permission to reproduce is not permission to publish. It is the responsibility of any researcher wishing to reproduce images from Russell Library collections to investigate and arrange permission to publish from the copyright holder.

For specific guidelines for requesting permission to publish photographs, editorial cartoons, and audiovisual materials, please visit their respective Web pages under Collections.

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[GO]

The Collections: Manuscripts

Manuscript holdings of the Lilly Library include more than 7.5 million items in more than 1,500 discrete collections. A collection level description has been prepared for each collection, including collection name, inclusive dates, type of material present (correspondence, reports, minutes, diaries, photographs, etc.); full name, date(s) and profession of the individual or organization around which the collection is formed; number of items, either counted or estimated, and the collection's cataloging status. Descriptions for fully processed collections will include lists of major correspondents, occasional descriptions of special or notable items present, and the availability of more detailed guides, inventories, or lists for the collection.

Manuscript collection descriptions

Search descriptions of all Lilly Library manuscript collections, including those listed in the IU Finding Aids site.

Browse manuscript descriptions by collection name:

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Indiana University Finding Aids

Browse or search descriptions and inventories of selected Lilly Library manuscript collections. These finding aids are encoded according to the Encoded Archival Description (EAD) format and are contributed to RLG's Archival Resources database.

Subject guides to manuscript collections

Brief descriptions of collections relevant to more than 30 different subjects such as music, the Civil War, and religion.

Collection guides

Detailed guides to selected manuscript collections. Some guides also include information on relevant printed materials. Some guides are not online and must be purchased in print format or viewed at the Library. See Publications for ordering information.

Frank M. Hohenberger Photograph Collection (IU Digital Library Program)

Search the index of 9,400 negatives, as well as more than 400 digital images.

Ask a question   URL: http://www.indiana.edu/~liblilly/collections-mss.shtml   Last updated: 24 August 2007
The Lilly Library, 1200 East Seventh Street, Bloomington, Indiana, 47405-5500   Tel. 812-855-2452 Fax. 812-855-3143
Comments: liblilly [at] indiana.edu

JOHNS HOPKINS UNIVERSITY: Historical Manuscripts Collection

http://www.library.jhu.edu/collections/specialcollections/manuscripts/

LIBRARY OF CONGRESS: Manuscript Reading Room

http://www.loc.gov/rr/mss/

Manuscript Reading Room

MANUSCRIPT
DIVISION

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Ask a Librarian
Want to ask our reference staff a question about the manuscript collections?

Caption for image: Courtroom Illustration of Supreme Ct. Assoc. Justice Harry Blackmun, by Howard Brodie, [ca. 1974]. Used with permission of Howard Brodie.

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Harry A. Blackmun
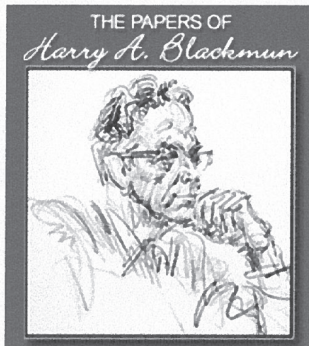
Available now for viewing online:
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>> **collection highlights, finding aid**

Hours:
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Closed Federal holidays

>> **Contact Information**

Location:
101 Independence Ave. SE
Room LM 101
James Madison Memorial Bldg
Washington, D.C. 20540-4680

>> **Map showing location**

Before Visiting the Library: All researchers are advised to write or telephone the Manuscript Reading Room prior to visiting. Many collections are stored off-site, and advance notice is needed to retrieve these items for research use.

The Manuscript Division's holdings, approximately sixty million items in eleven thousand separate collections, include some of the greatest manuscript treasures of American history and culture and support scholarly research in many aspects of political, cultural, and scientific history.

Home   Find [   ] in [Manuscript Reading Room Pages ↕] go

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May 29, 2008   Contact Us:
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McMaster University LIBRARIES — The William Ready Division of Archives and Research Collections

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Archives and Manuscripts

The William Ready Division of Archives and Research Collections houses many archives and manuscripts. Some of these are quite large and extend to several hundred metres; others consist of several leaves of a manuscript or a few letters. All in all, they constitute a rich diversity of research material in the humanities and social sciences. The papers of the Canadian cartoonist, John Wilson Bengough, acquired in 1939, were the first archives deposited at McMaster University Library. In the 1960s the Library began in earnest to build and to collect archives that are essential to a wide variety of academic programmes and research interests. These archives have both an international and a national significance. Prior to 1800, there are over 100 manuscripts, beginning with Boethius's *De consolatione philosophiae* written in 1150 A.D.

On the international scale there are fonds of Bertrand Russell, the writer and pacifist Vera Brittain, the author Anthony Burgess, the inventor of Basic English C.K. Ogden, the journalist John Garvin, and novelist Ralph Strauss. There are also archival collections pertaining to Edmund Blunden, Franz Liszt, Siegfried Sassoon, H.G. Wells, Virginia Woolf, and many others. The Ready Division's holdings with respect to the First and Second World Wars, particularly regarding British involvement and the pacifist experience, are outstanding -- diaries, propaganda, posters, trench maps, photographs, correspondence between a son and his parents, scrapbooks, narratives of convalescent soldiers, records kept by nurses, medical descriptions of gas attacks, minute books of tribunal hearings, and accounts of battles.

On the national level the Ready Division has voluminous papers of Canadian publishers: the Book Society of Canada; Clarke Irwin; Copp, Clark; Key Porter; McClelland and Stewart; Macmillan Canada; and Peter Martin Associates. Holdings in the field of Canadian literature are varied and distinguished -- for example: the *Canadian Fiction Magazine*; Matt Cohen; Austin Clarke; John Robert Colombo; Marian Engel; Sylvia Fraser; E. Pauline Johnson; Margaret Laurence; Susan Musgrave; and the Writers' Union of Canada. There are also papers of popular writers and celebrities such as Pierre Berton, Farley Mowat, and Peter Newman. In the area of Canadian labour history are extensive records of labour unions such as CUPE, SEIU, and USWA. Radical political organizations of the 1960s and 1970s are represented by the fonds of the League for Socialist Action, the Revolutionary Marxist Group, and many other smaller organizations under the umbrella term, "radical archives" (Confederation des Syndicats Nationaux, the Comite d'Aide au Groupe, "Valliere Gagnon", etc.). At McMaster's Ready Division, one can also find primary materials in archives for the fields of music, peace studies, student organizations, and temperance.

Archives in the Ready Division are accessible by way of fonds/collections descriptions and finding aids. Fonds is the archival term for a body of records created organically or kept by a person, company or organization; a collection is an artificial group of documents gathered together by a collector. A fonds/collection description provides a succinct description of the fonds or collection akin to a bibliographic record for a book. By contrast, a finding aid is ordinarily more comprehensive and detailed in terms of description. They will be revised and updated as new material is acquired. Fonds and finding aids pertaining to the Anglican Diocese of Niagara are also available.

University of Massachusetts Amherst   :: About SCUA   :: Services   :: Collections   :: Research   :: Exhibits &   :: Search

What is UMarmot?   Collections   For Researchers   Digital

UMARMOT :: The Catablog of SCUA

UMarmot catablog

UMarmot is an interactive online catalog that provides brief descriptions of all manuscript, archival, and photographic collections held by the Department of Special Collections and University Archives at the University of Massachusetts Amherst.

Using the menus on the right hand side of the page, you may:

» **Search** the collections by keyword,
» **Select** collections by general subject category (using the drop-down menu),
» **Browse** collections alphabetically.

You are welcome to leave comments or feedback on our collections or additional information for our archivists using the comment boxes supplied at the end of each UMarmot record. Our archivists are always available for reference assistance.

The Marmot:
Intrepid guide to collections

Who are we?

The Department of Special Collections and University Archives of the W.E.B. Du Bois Library, University of Massachusetts Amherst, collects materials of historic value in any format (manuscripts, books and periodicals, maps, photographs, and ephemera) relating to the history of social change, the people and cultures of New England, and the University of Massachusetts.

Our collections are open to the public without charge and we encourage researchers to contact our archivists for additional information.

Search

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Select Category

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COLLECTION INFORMATION

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NATIONAL LIBRARY OF MEDICINE: Archives and Modern Manuscripts Program

http://www.nlm.nih.gov/hmd/collections/archives/ammp/index.html

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National Library of Medicine
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Historical Collections

Home > History Home > Historical Collections > Archives and Manuscripts > **Archives and Modern Manuscripts Program**

Archives and Modern Manuscripts Program

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  - Medical Informatics Collections

- Subject Guides to the Collections
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  - Midwifery, Nursing, and Obstetrics Manuscript Collections at NLM: A Subject Guide

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- History of Health Services Research Project

- Guide to Oral Histories in Medicine and the Health Sciences

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- How to Search Archives and Modern Manuscripts

- How to Access and Use Archives and Modern Manuscripts

- Contact Archives and Modern Manuscripts

▶ **About the Archives and Modern Manuscripts Program**

The NLM Archives and Modern Manuscripts Program oversees the collection and administration of archives and modern manuscripts that relate to the history of medicine. The collections include approximately 10,000 linear feet of material dating from the 17th century to the

NORTH CAROLINA STATE UNIVERSITY: Special Collections Research Center. Manuscripts Unit

http://www.lib.ncsu.edu/specialcollections/manuscripts/index.html

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SPECIAL COLLECTIONS RESEARCH CENTER

Manuscripts Unit

* Scope of Collections
* Mission
* Collecting Programs and Notable Collections
* Search Tools
* Origins of the Manuscripts Unit
* Contact Us

Scope of Collections

Edith Vanderbilt, n.d. --
In Vanderbilt Family
Photographs (MC 35 Box
85)

The Manuscripts Unit's holdings focus principally on the areas of:

* Engineering and technology,
* Architecture and design,
* Textiles, and
* History of science, especially entomology, life sciences, and the history of scientific research instruments.

While these collections complement many of those found in the University Archives, they are distinct in that the Manuscripts Unit's holdings represent the activities of individuals or organizations beyond the boundary of the University, whereas the University Archives documents the activities of NCSU departments, administration, professors, and students on campus.

The Manuscripts Unit's holdings span a variety of formats, including correspondence, account books, architectural drawings, prints, and photographs. Collections also contain artifacts, and audio and video recordings.

Mission

The Manuscripts Unit's mission is to collect, arrange, preserve, and make available to NCSU students and faculty, and the community, historical and unique materials for instruction and research in support of NCSU's mission as a land grant institution.

Collecting Programs and Notable Collections   ⬆ top

The Special Collections Research Center is actively building its collections in a few specific collecting areas, including architecture and design, engineering and technology, history of science, natural resources, textiles, and the history of NC State University. To explore these collecting areas more fully, you can follow the links below:

* Architecture and Design
* Engineering and Technology

NORTH CAROLINA STATE UNIVERSITY: Special Collections Research Center. Manuscripts Unit

http://www.lib.ncsu.edu/specialcollections/manuscripts/index.html

- ○ Aerospace Engineering
- ○ Biomedical Engineering
- ○ Civil Engineering
- ○ Electrical Engineering
- ○ Information Technology
- ○ Materials Science and Engineering
- ○ Nuclear Power and Engineering
- ○ Scientific Instruments
- • History of Science
  - ○ Animal Science
  - ○ Crop Science
  - ○ Entomology
  - ○ Environmental Science
  - ○ Genomics
  - ○ Mathematics
  - ○ Physics
  - ○ Plant Pathology
  - ○ Plant Biology
  - ○ Wood and Paper Science
  - ○ Zoology
- • Natural Resources
  - ○ Animal Rights and Animal Welfare
  - ○ Environmental Science
  - ○ Fisheries and Wildlife
  - ○ Forestry
  - ○ Greenways Archive Project
- • North Carolina State University History
  - ○ North Carolina State University Athletics
  - ○ North Carolina State University People
  - ○ (See also: General List of Collections by Topic)
- • Textiles

MAP OF BILTMORE FOREST. BLOCKS BOUNDED BY RED LINES; COMPARTMENTS NUMBERED FROM 1 TO 92; FOREST LANDS, GREEN; IMPROVEMENT CUTTINGS, DARK GREEN. -- *In* Biltmore Forest: An Account of its Treatment, and the Results of the First Year's Work, 1893 (MC 35 Series 5 Box 56 Folder 3)

Collections of note in the purview of the Manuscripts Unit include the Carl A. Schenck Collection, the papers of the founder of the Biltmore School, the first American college of forestry; the Tom Regan Animal Rights Archive; the Greenways Archive; and the Zeno P. Metcalf Entomology Collection.

Search Tools   ↑ top

The Special Collections Research Center as a whole contains over 13,000 linear feet of original materials documenting the history of NCSU, the history of science, entomology, architecture and design, engineering, and a host of other subject areas. The Manuscripts Unit alone comprises 6,900 linear feet of that total. For many of these collections, the staff of the Research Center has created online inventories and guides, an increasing number of which are marked up in the evolving national and international standard for sharing information electronically about the contents of such collections, EAD (Encoded Archival Description). To explore the holdings of the Research Center, you may either do searches for specific terms or browse the collection guides by following the links immediately below:

- • Search by subject or keyword
- • Browse Manuscripts Collections by call number
- • Browse Manuscripts Collections by title
- • Browse collections by topic

[Carl Schenck] At Schoolhouse in Sunburst, 1911. -- *In* Dr. Carl Schenck Prints (MC 35 Box 73)

Origins of the Manuscripts Unit   ↑ top

The Manuscripts Unit was created along with the Rare Books Unit when the Special Collections Research Center was established in 1993. At the same time, the University Archives, which had been established in the 1960s but with origins dating back to 1939, was integrated into the newly formed Department. In anticipation of the new facility being planned, the Department was renamed in 2004 as the Special Collections Research Center.

RARE BOOKS & SPECIAL COLLECTIONS   UNIVERSITY OF **NOTRE DAME**

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Home > Rare Books & Special Collections > Collections > Manuscripts

Manuscript Collections

While the strength of our collections lies mainly in printed materials, our holdings also include significant manuscript items in several areas. The following list attempts to categorize these manuscript holdings according to broad historical and geographical divisions.

RARE BOOKS

&

SPECIAL COLLECTIONS

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Exhibits

Other Links

- Ancient
- Oriental and Middle Eastern

- Medieval and Renaissance
- Early Modern European
- Modern European

- Spanish and Spanish Colonial
- Latin American

- Colonial and Revolutionary America
- Early National and Antebellum America
- American Civil War Era
- Modern American

- Autographs

Miniature of St. Jerome, from an Anglo-Flemish Book of Hours (ca. 1470) for Sarum Use.

Ancient

This category comprises a few examples of early writing including cuneiform, Babylonian, Egyptian and Greek.

Return to Index

Oriental and Middle Eastern

This heading serves to group a few copies of the Qu'ran, palm leaf manuscripts and other examples of writing from the Far East.

Return to Index

Medieval and Renaissance

This category groups together pre-1600 bound manuscripts and leaves, as well as later manuscripts executed in a medieval style. The collection is now searchable and features over 750 images.

Return to Index

Early Modern European

This heading covers bound and unbound manuscript items originating from continental Europe and the British Isles from approximately 1600 to 1800. Areas of concentration include certificates, proceedings and other official documents of the Spanish Inquisition, correspondence of Cardinal Lorenzo Magalotti (d.1637), records of a Dominican monastery near Barcelona from 1633-1791, and a collection of French charters and diplomatic correspondence. A listing of some two dozen bound manuscripts from this period, many of which are described in Corbett, is also included.

Return to Index

Modern European

http://www.rarebooks.nd.edu/digital/civil_war/index.shtml

University of Notre Dame
Rare Books and
Special Collections

Manuscripts of the American Civil War

Introduction

TOPICAL COLLECTIONS

PERSONAL PAPERS

MILITARY RECORDS

LETTERS

DIARIES & JOURNALS

SINGLE MANUSCRIPTS

[ ] (Search)

(transcriptions only)

TECHNICAL DETAILS

The Department of Special Collections' Civil War manuscript classification includes all manuscript groups originating, wholly or primarily, in North America in the years 1861 to 1865. Also included are later manuscript groups of immediate relevance to the Civil War. "Manuscripts of the American Civil War" contains collection-level descriptions of the Department's processed holdings, which may be accessed via the menu to the left. Individual collections are typically distinguished by unity of provenance; consequently, the collections described on this site vary greatly in size, from a single manuscript to more than two hundred.

In addition, "Manuscripts of the American Civil War" includes images and textual transcriptions of many of the Department's Civil War manuscript collections. Items thus far scanned and transcribed include one topical collection, one collection of personal papers, five diaries, 27 personal letter groups or correspondences, comprising a total of more than 400 letters, and two military records. These digital collections are enumerated in drop-down lists beneath the main headings in the menu. They may also be accessed from their series descriptions. The conventions used in transcribing these manuscripts are outlined under Technical Details.

Questions and comments regarding this Web page should be directed to its general editor, George Rugg.

[Related Collections ▼]

University of Notre Dame
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Dept. of Special Collections
University of Notre Dame
102 Hesburgh Library
Notre Dame, IN 46556

Telephone: 574-631-0290
Fax: 574-631-6308
E-Mail: rarebook@nd.edu

RARE BOOKS
&
SPECIAL COLLECTIONS

http://libweb.uoregon.edu/speccoll/mss/index.html

SPECIAL COLLECTIONS

Search Collections

Search the Collections provides detailed summaries of each of USC Libraries' archival collections and enables students and scholars to search simultaneously across all listed collections. These collections contain primarily archival materials - photographs, manuscripts, ephemera, multimedia and digital artifacts - which in the past have been difficult for researchers to identify and locate.

To Search the Database, please make a selection below. Search by keyword, or select from the list of topics, libraries, or formats.

Search

Two snapshot photographs of Lion Feuchtwanger and a manuscript page from one of his novels.

Archival Collections

Keyword	Google Custom Search	GO
OR		
Topic	Accounting (2)	GO
Library/Collection	Alphabetic List of all Collections (442)	GO
Format	Artifacts (25)	GO

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HARRY RANSOM CENTER
THE UNIVERSITY OF TEXAS AT AUSTIN

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COLLECTIONS

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Manuscripts

Manuscripts, annotated typescripts, corrected proofs and galleys, notes, correspondence, diaries, and volumes from the personal libraries of many of the most important twentieth-century authors of North America, Great Britain, and France are the Ransom Center's special strength. In addition, printed volumes in first and subsequent editions, as well as variants, translations, abridgements, adaptations, and bibliographical, biographical, and critical works provide a basis for the study of most of the Center's original materials.

□ GENERAL INFORMATION
□ MANUSCRIPT HOLDINGS
□ FINDING AIDS
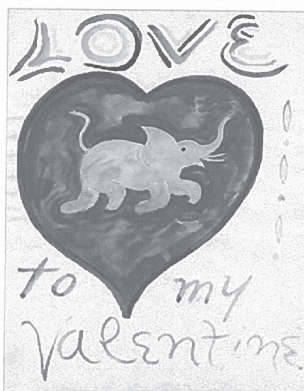
E.E. Cummings, Valentine to Marion Morehouse. n.d. E.E. (Edward Estlin) Cummings Collection, Harry Ransom Center.

EVENT / EXHIBITION INFO
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□ *Guide to the Collections*
□ Contact Curators and Librarians

THE FLEUR COWLES
flair
SYMPOSIUM 2008

Registration for the Flair Symposium is full. If you would like to be added to the waitlist, please email flair@hrc.utexas.edu.

Portions of the Flair Symposium will be available by webcast. Please check www.hrc.utexas.edu/flair for a link in the coming weeks.

the **MIKE WALLACE** interview

Watch broadcast journalist Mike Wallace's interviews from the television program *The Mike Wallace Interview*. Wallace donated the show's footage on 16mm kinescope to the Ransom Center in the early 1960s. Most episodes have not been seen since they aired.

□ Watch the interviews

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UNIVERSITY OF VIRGINIA: Individual Collections

http://www.lib.virginia.edu/small/collections/individual.html

Albert and Shirley Small
Special Collections Library   UNIVERSITY of VIRGINIA LIBRARY

| Small Library Home | ▶ General Info | ▶ Collections | ▶ Services | ▶ Finding Aids | ▶ Exhibits & Resources | Questions | VIRGO |

Individual Collections

The following descriptions highlight some of the department's most important holdings. For access to other collections and to individual items, please search VIRGO, the Library's online catalog.

Clifton Waller Barrett Library of American Literature

Jorge Luis Borges Collection

Board of Visitors of the University of Virginia (Minutes, 1965-1996)

Joseph M. Bruccoli Great War Collection

Cabell Family Papers

The Jackson Davis Collection of African-American Educational Photograph

The Papers of John Dos Passos

Duke Family Papers

The William Faulkner Collections

The Douglas H. Gordon Collection of French Books

The Holsinger Studio Collection

The Home Library of the Garnetts of "Elmwood"

John Henry Ingram's Poe Collection

Thomas Jefferson Papers

- A Bibliography of Sources in Special Collections Related to Thomas Jefferson, Sally Hemings and the Hemings Family of Monticello

- Thomas Jefferson's Music
  The Music Section of Jefferson's Catalogue of 1783 and An Inventory of the Collections of Jefferson Family Music, Appendices I and II of *Thomas Jefferson and Music* by Helen Cripe.

The James Rogers McConnell Memorial Collections

Tracy W. McGregor Library of American History

Paul Mellon Collection

Selected Music Materials in Special Collections

Newspapers in Special Collections

Printing, Calligraphy, Wood Engraving, and Book Illustration Collections

Sadleir-Black Collection of Gothic Fiction

The Marion duPont Scott Sporting Collection

The Albert H. Small Declaration of Independence Collection

University of Virginia Online Visual History Image Collection

The Paul Victorius Evolution Collection

Albert and Shirley Small Special Collections Library   Special Collections Home • UVa Library Home

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MASC Home   Manuscripts   University Archives   Historical Photographs   Digital Collections   Special Collections   Conservation   Exhibits

Manuscripts

Contact Information:

Cheryl Gunselman,
Manuscripts Librarian
509-335-2185
e-mail: gunselma@wsu.edu

To send a request

These collections generally consist of unpublished "primary source" material such as historical and literary collections of personal papers. These include diaries, journals, letters, notebooks, typescripts and manuscripts. Other manuscript collections encompass corporate records, political, cultural, and economic archives, oral histories, handwritten maps and graphic material, and miscellaneous papers. The manuscripts collections in MASC also contain primary source material in 20th century music.

- General Description
- Collection Guides
- Small Manuscript Collections
- Accession Register (for collections acquired but not yet processed)
- Audio Collections
- Photocopy Policy and Price Schedules
- Papal Bull, 1216

General Description: Manuscripts

The manuscripts collections in MASC are extensive, and especially rich in documents relating to the exploration, settlement, and development of the Palouse Country, the Inland Empire, the Columbia Basin, and the Pacific Northwest.

Prominent among the collection for research in Pacific Northwest topics are:

- **The DeSmet Papers**, which document the activities of a nineteenth-century missionary-priest in the region.
- **The McWhorter Collection**, which contains a wealth of material relating to the Nez Perce and Yakama Indians.
- Papers from regional judges such as **William Inman**, and political leaders including former Speaker of the House **Thomas Foley**.
- Archives of Pacific Northwest publishing companies, which contain the historical records of a number of regional publishers, among them **Madrona Publishers** and Copper Canyon Press.

A sketch by Nicholas Point of the St. Francis Xavier Mission on the Willamette from The DeSmet Papers

Manuscript collections in MASC range in size from small, distinctive groups of personal letters and literary/historical manuscripts to larger collections of family and political papers, and entire business and corporate archives.

Some notable collections are:

- **The Regla Papers**, which span three centuries of Mexican history.
- The correspondence and manuscripts of modern British writers, including the **Sitwells**, **Roger Fry**, and **Leonard Woolf**.
- The **Westin Hotels and Resorts Archive**.
- **The Paul Philemon Kies Papers**, an extensive collection of original autographs, including original manuscripts (holographs, autographs, etc.) of actors, composers, singers, statesmen, educators, writers, political and military figures, and civic leaders.

http://www.wsulibs.wsu.edu/holland/masc/manuscripts.htm
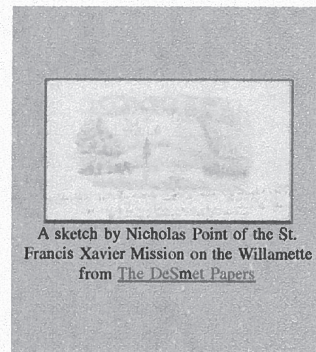
Audio Collections

The MASC manuscript collections also include aural history. Nez Perce music is represented in the Loran Olsen Papers and the Nez Perce Music Collection Fieldwork Materials. The Charles and Elizabeth Peck Collection documents a segment of coastal Washington Indian life. The Frank Chin Oral History Collection documents Japanese-American resistance to internment during W.W.II. The history and experiences of blacks in the Pacific Northwest can be studied in the Black Oral History Collection. The papers of 20th century European and American composers such as Elizabeth Gyring, Solomon Pimsleur, and Hans Rosbaud, are available in the Moldenhauer music archives.

Collection Guides

"Collection Guide" and "finding aid" are generic terms to describe various guides, inventories, registers, lists and indexes that provide information about materials within individual manuscript/photograph collections or archival record groups. These guides provide an overview of specific collections in varying degrees of descriptive detail.

You may browse our collection guides in two ways:

- Alphabetical list of guides by collection name
- Subject list

Please note that more resources are available in MASC than are indicated by this list of collection guides. To be as comprehensive as possible in searching for material in MASC's collections, use these resources as well:

- Small Manuscript Collections
- Accession Register (for collections acquired but not yet processed)
- The WSU Libraries' online catalog, Griffin

Small Manuscript Collections

These small collections have been processed, but do not have collection guides. For access, search by keyword or browse our online listing. The list is organized by "cage" number, which corresponds to the call number in the Griffin online catalog. Brief descriptions of these collections are included in Griffin.

List of Small Manuscript Collections

Accession Register

Our accession register is a listing of collections that have been acquired by MASC but have not yet been processed. The primary access tool for these collections is the MASC accession register. In some cases there are records for unprocessed collections in the Griffin online catalog, but collection guides have not yet been created for these materials.

Accession Register

UNIVERSITY OF WATERLOO: Archives and Manuscripts

http://www.lib.uwaterloo.ca/discipline/SpecColl/archives/arc1.html

UNIVERSITY OF
Waterloo

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the Library

TRELLIS Catalogue

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Research Databases (Journal Articles)

E-Journal Titles

Online Reference Shelf

E-Data

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Archives & Rare Books

Archives and manuscripts

This is a document in progress, and is in its beginning stages. Descriptions done in the past are being re-done according to the Canadian Committee on Archival Description's *Rules for Archival Description.*

Index to the alphabetical list of collections

Select the letter that corresponds with the first letter of the surname of the collection's creator for collections of personal papers. For example, search under "F" for the Robert Forbes fonds.

Select the letter that corresponds with the first letter of the name of the organization or institution for institutional records. For example, search under "C" for the Concordia Club fonds.

Select the letter that corresponds with the first letter of the title for other collections, or browse the alphabetical list.

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

A

- Acadian Club documents.
- Account book. 1800-1809.
- Acorn, Milton, 1923-1986. "The art of Raymond Souster."
- Beulah Misener Alloway fonds.
- Alpha Delta Kappa (Ontario Chapter) records.
- Annapolis County, Nova Scotia. Polling District No. 1, ca. 1850? Description of polling districts.
- Augustine, Ham, Kaufman family fonds.

Return to index

B

- Emily Bax fonds.
- Vik Bernt fonds.
- Martha Louise Black fonds.
- Boehmer family fonds.
- David Shannon Bowlby fonds.
- Lester P. Breckenridge fonds.

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W. S. HOOLE SPECIAL COLLECTIONS LIBRARY

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Manuscript Collections

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What is a Finding Aid?

A finding aid is a document that assists patrons who wish to use a manuscript collection for research. It may be created in different forms. At the W.S. Hoole Special Collections Library at The University of Alabama, we create finding aids as text documents and convert them to PDFs for the web. Finding aids, like manuscript collections, may vary greatly in size. Finding aids at the Hoole Library vary in size from one page to more than 300 pages.

The finding aid should offer a variety of information about the manuscript collection it describes. A researcher should use the finding aid to help him understand the contents of a collection and how it is organized. Researchers should keep in mind that the finding aid is not part of the collection; it merely describes the collection. In addition, the finding aid does not contain actual materials from the collection.

Finding aids at the Hoole Library are *DACS(Describing Archives: A Content Standard)* compliant, following the Society of American Archivists' descriptive standards, and offer at the minimum the folowing information about each collection:

Title:
Usually includes the creator of the collection along with a basic description of the materials in the collection. If a collection created by Thomas Jones Taylor contains only one type of material, such as letters or diaries, then the collection title will be "Thomas Jones Taylor letters." Many collections contain several types of material such as letters, diaries, financial records, and photographs.

Creator:
The creator of a collection might be an individual, family, civic organization, business, or other entities. In addition, an individual or organization may have gathered materials created by someone else.

Manuscript collection number:
Each manuscript collection is assigned a unique four-digit identification number.

Extent or size of the collection:
Size of a collection is usually expressed in linear feet, unless the collection is quite small, then it's size is described on the item level. For example, we might describe the size of a small collection of letters as "12 items".

Restrictions:
Access to some collections may be restricted either by donor request or so that the institution may adhere to privacy laws protecting, for example, personal medical history.

Preferred citation:
The official title, including the library and university name, patrons should use when referencing the collection in a published work.

Biographical or Organizational History:
Usually presented in narrative form, this section of the finding aid provides background information about the creator or creating agency. When possible, the creator's complete biography is included. The biographical or organizational history may include information found in the collection as well as published sources.

Scope and Contents Note:
Describes the contents of the collection and should give the reader an idea of the kinds of materials in the collection. The scope and contents note should highlight the strengths of the collection.

Languages used in the collection:
Lists of all languages represented in the collection.

Container List:
Lists the box, folder number, and folder titles for the collection.

Reference Code:
Includes a code for the country(US), a repository code(ALM), and an identification number for each collection(4-digit number assigned by staff).

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Ainsworth, J.C., b.1882
J.C. Ainsworth fonds. - 1877-1892.
1.5 cm of textual records.

J.C. Ainsworth was born in Springboro, Ohio. He came to Victoria, B.C. as a miner and became an investor and businessman. Ainsworth Hot Springs was named for him.

The fonds consists of a typed transcript of Ainsworth's autobiography written between 1877 and 1892.

Alcuin Society
Alcuin Society fonds. - 1965-1979.
3 m of textual records.

The Alcuin Society was established by Vancouver bookmen as a limited editions book venture to interest book collectors and increase appreciation of fine books. The books were primarily to contain Canadiana, while the actual production of the books would employ local craftsmen. Other objectives of the Society included the promotion of cultural activities, publishing and the encouragement of book construction skills.

The fonds consists of financial records (1965-1979), annual reports (1966-1967) and minutes of meetings (1965-1977).

Inventory [PDF] available.

Alexander, Ben
Ben Alexander fonds. - 1931-1970.
6 cm of textual records.

Ben Alexander was probably band leader of the Nesconlith Indian Reserve, Shuswap, B.C.

The fonds consists of correspondence and legal documentation sent between Ben Alexander and the office of Indian Agent, later the Department of Indian and Northern Affairs. The fonds reflects official business such as land claims, financial transactions, and grievances and also deals with Alexander's personal business with the tribe.

Alliance of Canadian Cinema, Television and Radio Artists
Alliance of Canadian Cinema, Television and Radio Artists fonds. - 1949-1985.
4.5 m of textual records.

In the 1940s the American Federation of Musicians of the United States and Canada chartered groups of writers and performers in Toronto, Winnipeg and Vancouver called the Association of Canadian Radio Artists. Local 24498 of the Association was located in Vancouver. In 1963 the organization's name was changed to the Association of Canadian Television and Radio Artists (A.C.T.R.A.). All records were centralized, and a national office was established in Toronto. The B.C. Branch of A.C.T.R.A. was founded in 1963. The organization assumed its present name in 1983.

The fonds consists of minutes (1949-1983), subject files (1952-1984), agreements (1960-1985), constitutions and by laws (1963-1985), membership cards and applications (1963-1984). Also included are records of the Writers' Guild (B.C. Branch) which consist of correspondence (1977-1985), minutes of the B.C. Branch (1980-1984), minutes of the A.C.T.R.A. Writers' Guild national meetings (1977-1985), papers and reports (1979/80) and a Writers Directory (1981).

Inventory [PDF] available.

Alvey, A. Alexis. 1904 - 1996.
A. Alexis Alvey fonds. - 1940-1988.
4.3 m of textual records.
1,370 photographs.

A. Alexis Alvey was born in Seattle, Washington and later attended McMaster University in Hamilton (1932/33). She was employed as a special technician in charge of photography at the University of Toronto's School of Medicine. Alvey helped organize the business women's company of the Toronto Red Cross Transport Corps and commanded it for two years. She was chosen as one of the first class of the Women's Royal Canadian Naval

http://www.oac.cdlib.org/institutions/ark:/13030/tf129008pn

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Special Collections, Young Research Library: 1431 finding aids

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[Entire finding aid ‡] [   ] GO

Abbeys - Collection of Material

Abdullah (Achmed) Papers

Abel (Rudolfe) Collection of Material about Dance in S. Calif.

Abiko Family Papers

Ackerman (Fremont) Papers

Ackerman (Rhea C.) Papers

Actors' Laboratory, Inc. Records

Adams (Agnes A., Lady) Papers

Adams (Ansel) Papers

Adams (Charles K.) Santa Fe Railroad Collection

Adams (John M.) Papers

Adams (Peggy H.) Papers

Adams (William B.) Papers

Adams (William S.) Papers

Ahn (Hyung-ju) Korean Materials Collection

Ainslie (Douglas) Letters

Ainsworth (Ed) Papers

Ainsworth (Katherine) Papers

Aintabi (Sami A.) Collection of Arabic Manuscripts

Air Pollution - Collection of Material

Akahori Family Papers

Akins (Zoe) Papers

Albert and Charles Boni, Inc. records

Albertype Co. Souvenir Viewbooks

Albright (Horace M.) Papers

Allan (Maud) Papers

Allen (Bennet M.) Papers

Allen Family Collection of Kennedy-Johnson Inaugural Ephemera

Allen (Henry W.) Papers

Allen (John H.) Papers

GEORGIA INSTITUTE OF TECHNOLOGY: Finding Aids

http://www.library.gatech.edu/archives/finding-aids/

IU INDIANA UNIVERSITY

Indiana University Finding Aids

Indiana University Finding Aids

What are Finding Aids?

Finding aids are guides to collections held in archives and libraries at Indiana University. Generally, descriptions of items in manuscript collections, such as letters, diaries, and photographs, do not appear in IUCAT (IU's online catalog). Finding aids provide detailed descriptions of manuscript collections, their intellectual organization and, at varying levels of analysis, individual items in the collections.

Access to the finding aid is essential for understanding the true content of a manuscript collection. This website allows you to search and view finding aids.

Finding aids in this system are encoded according to the Encoded Archival Description (EAD) format. For more information on this format, see the EAD home page at the Library of Congress.

For more information about EAD activities at Indiana University's Digital Library Program (DLP) and documentation about the process used to encode finding aids at IU, visit the EAD page of the DLP website.

Online finding aids are also available from The IUPUI University Library's Ruth Lilly Special Collections & Archives

Search the Finding Aids of:

Lilly Library

Indiana University Archives

Working Men's Institute

URL: http://www.dlib.indiana.edu/collections/findingaids/
Comments: diglib@indiana.edu

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http://www.lib.uiowa.edu/spec%2Dcoll/resources/findingaids.html

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Finding Aids

Special Collections
An A - Z alphabetical list of manuscript collections with finding aids in Special Collections.

University Archives
A list of finding aids for University Archives record groups.

Iowa Women's Archives
Finding aids to the collections in the Iowa Women's Archives.

JOHNS HOPKINS UNIVERSITY: Historical Manuscripts

http://www.library.jhu.edu/collections/specialcollections/manuscripts/msregisters/index.html

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SPOTLIGHT

An Evening with Laura Amy Schlitz

Laura Amy Schlitz, librarian at Baltimore's Park School and author of *Good Masters! Sweet Ladies! Voices from a Medieval Village*, will present the annual Paula U. Hamburger Friends Lecture on Wednesday, October 1. More....

Archives

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Historical Manuscripts

Margaret Burri
Curator of Manuscripts

If you have any problems accessing a finding aid, please contact Margaret Burri or Kelly Spring to request a copy. To search across multiple finding aids, click here.

MS 001 Gilman (Daniel Coit) Papers

MS 002 Kurrelmeyer (William) Collection

MS 003 Goodnow (Frank Johnson) Papers

MS 004 Adams (Herbert Baxter) Papers

MS 005 Gildersleeve (Basil Lanneau) Papers

MS 006 Rowland (Henry Augustus) Papers

MS 007 Sidney Lanier Papers

MS 008 Allen (Don Cameron) Papers

MS 009 Walter R. Benjamin Collection

MS 010 Boas (George) Papers

MS 011 Browne (William Hand) Collection

MS 012 Rachel Carson Collection

MS 013 Coleman (Elliott) Papers

MS 014 Collitz (Hermann) Papers

MS 015 Collitz (Klara Hechtenberg) Papers

MS 016 Richard Harding Davis Collection

MS 016A Hitt (Robert Roberts) Papers

MS 017 John Dewey Collection

MS 018 Einarsson (Stefan) Collection

MS 019 Freeman (Douglas Southall) Papers

MS 020 Freeman (Allen Weir) Papers

MS 021 Goodwillie (Mary C.) Papers

MS 022 Greenfield (Kent Roberts) Papers

MS 023 Greenway (Edward M.) Collection

MS 024 Havens (Raymond Dexter) Papers

MS 025 Holmes (Oliver Wendell) Collection

MS 026 Kuethe (J. Lewis) Papers

MS 027 Poole (Lynn) Papers

MS 028 Wright (Irene Aloha) Collection

LIBRARY OF CONGRESS: Manuscript Division Finding Aids Online

http://www.loc.gov/rr/mss/f-aids/mssfa.html

. The Library of Congress >> Especially for Researchers >> Research Centers

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Browse MSS finding aids: || A || B || C || D || E || F || G || H || I-J || K || L || M || N || O || P || Q || R || S || T || U-V || W-Z ||

All of the Manuscript Division's online finding aids are listed below. You may search across all the finding aids and view the full text of each finding aid returned. Help and searching tips are available.

When browsing this list of finding aids, please select "**outline view**" to retrieve a table of contents list links to a view which displays a navigation frame with individual sections of the finding aid; the sections may be searched and printed separately. This view will load quickly. You may select "**full view**" to view a single file which may be used for printing or searching within the entire finding aid, or if you encounter difficulty in using frames. A lengthy finding aid may load very slowly in full view. Additionally, you may select "**PDF**" to view and print the finding aid using Adobe Portable Document format.

The Manuscript Division is one of several Library divisions participating in the effort to develop more fully navigable finding aids using Encoded Archival Description (EAD). One may search across encoded finding aids for all Library divisions or browse the union list of EAD finding aids from the Library's EAD Finding Aid page.

A

- Henry L. Abbot Family Papers [outline view] [full view] [PDF: 34KB / 8 pages]
- Philip Hauge Abelson Papers [outline view] [full view] [PDF: 43KB / 11 pages]
- Aero Club of America Records [outline view] [full view] [PDF: 18KB / 4 pages]
- Martin Agronsky Papers [outline view] [full view] [PDF: 47KB / 14 pages]
- Thomas Bailey Aldrich Papers [outline view] [full view] [PDF: 18KB / 4 pages]
- Alex. Brown & Sons Records [outline view] [full view] [PDF: 74KB / 17 pages]
- Frederick Lewis Allen Papers [outline view] [full view] [PDF: 40KB / 9 pages]
- William Allen Papers [outline view] [full view] [PDF: 28KB / 7 pages]
- Joseph Alsop and Stewart Alsop Papers [outline view] [full view] [PDF: 258KB / 70 pages]
- American Psychological Association Records [full view]
- American Studies Association Records [outline view] [full view] [PDF: 115KB / 44 pages]
- Gloria Hollister Anable Papers [outline view] [full view] [PDF: 23KB / 5 pages]
- Hendrik Christian Andersen Papers [outline view] [full view] [PDF: 52KB / 12 pages]
- Susan B. Anthony Papers [outline view] [full view] [PDF: 38KB / 8 pages]
- Archivo Nacional de Cuba Records [outline view] [full view] [PDF: 22KB / 4 pages]

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FONDS/COLLECTIONS DESCRIPTIONS & FINDING AIDS

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[Search]

Archival photograph entitled "A Remembrance Cross" from the Pauline Johnson fonds (Box 2, file 3)
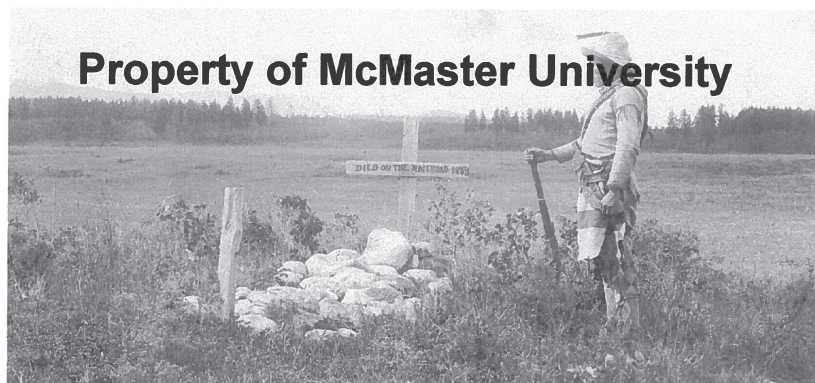
A Note to Researchers

Most of our finding aids are now available. Only a few finding aids have not yet been put up on our webpage. Some of our fonds and collections have been moved to an offsite storage facility. There will be some delay in retrieval. Please contact the Division of Archives and Research Collections.

McMaster University Library is grateful to Dr. Alan Walker and to the Canadian Council of Archives for partial funding in making fonds descriptions and finding aids available electronically.

Archives Home

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Contact: archives@mcmaster.ca
Last Reviewed: August 17, 2007
URL: http://library.mcmaster.ca/archives/findaids/index.html

http://umanitoba.ca/libraries/units/archives/collections/list.shtml

university of manitoba *Archives & Special Collections*

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Archives & Special Collections' Holdings

What is a "*fonds*"?

A fonds is all material created or collected by an individual, family or organisation in the course of normal daily activity that is considered permanently valuable based on its historical, fiscal, legal or administrative value.

Click here for information on reproducing archival material.

Browse the alphabetical listing of fonds and collections:

Individuals are listed by last name, organizations are listed according to their complete name, and University units are listed according to the *descriptive* portion of their name (i.e. the Faculty of Science is listed under "Science"). Within each section, private fonds are listed on the left while University fonds are listed on the right.

Use the shortcuts below to skip to a particular section of the list.

[A-C] [D-F] [G-I] [J-L] [M-O] [P-R] [S-U] [V-Z]

** Indicates that online finding aid is available*

Private Records from A–C	University Records from A-C
• Abbott, Eileen Bulman • Agassiz Centre for Water Studies * • Age and Opportunity Inc. • Agricore Cooperative Ltd.* • Agricore United * • Air Canada Pension Scrapbook • Alden, Henry Mills • Allen, Frank • Allen, Lillian B. * • American Association	• Admissions • Agricultural and Food Sciences, Faculty of * • Agricultural Economics, Department of * • Agricultural Engineering, Department of * • Agriculture, Faculty of (Associate Dean's Office) * • Agriculture, Faculty of (Dean's Office) *

SPECIAL COLLECTIONS LIBRARY
University of Michigan
Finding Aids

The Special Collections Library's Finding Aids site provides World Wide Web access to finding aids or descriptive inventories for archival records and manuscript collections. As collections are processed new finding aids will be added periodically.

Search the Finding Aids
- Browse by Collection Name
- Simple Searches
- Advanced Searches

Help with the Finding Aids
- Finding aid help

Introduction

The Special Collection Library's Finding Aid website is a collaboration between Special Collections Library archivists, the Bentley Historical Library and the Digital Library Production Service (DLPS) of the University Library, University of Michigan.

The finding aids are encoded using the EAD (Encoded Archival Description) document type definition and stored as XML (Extensible Markup Language) documents, but are delivered to the user as HTML documents, converted on-the-fly from the XML, and thus can be read by standard web browsers such as Netscape or Internet Explorer. The underlying encoding and the HTML display allow the finding aids to be searched and delivered in structured parts, permitting the user to "unfold" and view as much of the finding aid as needed. It also permits several views of the finding aid; a "keyword in context" view, an outline view and a full text view, designed to give the user options in viewing and navigating the finding aids.

MIRLYN and the EAD Finding Aids Database.

Many of the Special Collection Library's archives and manuscript collections are listed in MIRLYN, the University of Michigan on-line catalog. The MIRLYN bibliographic record provides a short description of the collection with a limited number of subject headings. The finding aid for a collection generally provides a more detailed narrative description and a full listing of series and folder headings. The MIRLYN record includes a link to the on-line finding aid for the collection if one exists. Clicking on a link to a finding aid from within MIRLYN Web will open a new browser window to display the finding aid. To return to the MIRLYN search results close the browser window displaying the finding aid.

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http://www.nlm.nih.gov/hmd/manuscripts/alpha.html

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History of Medicine

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Alphabetical List of Finding Aids

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Abdellah, Faye Glenn. Papers, 1952-1989

Acadia Institute. "Study of the Sick" Conference : Oral History Collection, May 20-22, 1991

Adriani, John. Papers, 1925-1988

Agnew, Cornelius Rea. Papers, 1857-1888

Alpha Omega Alpha. Archives, 1894-1968

Altemeier, William A. Papers, 1949-1983

American Association for Medical Systems and Informatics. Records, 1974-84

American Association for the Surgery of Trauma. Archives, 1938-2004

American Association for Thoracic Surgery. Archives, 1899-2002

American Burn Association. Archives, 1917-1996 (bulk 1963-1996)

American College of Nurse-Midwives [MS C 330]. Records, 1946-1978

American College of Nurse-Midwives [MS C 330a]. Records, 1945-1994

American Medical Association. Deceased Physicians Masterfile, 1906-1969

American Society for Clinical Investigation. Records, 1907-1977

American-Soviet Medical Society. Records, 1942-1987

American Surgical Association. Archives, 1880-2005

Anfinsen, Christian. Papers, 1939-1999

Army Medical Library (U.S.). Archives, 1916-1951

Army Medical Library (U.S.). Office of the Director. Deputy Director Correspondence, 1936-1969

Association of American Medical Colleges. Archives, 1938-1966

Association of Military Surgeons of the United States. Biographical Sketch Collection, c.1901-1941
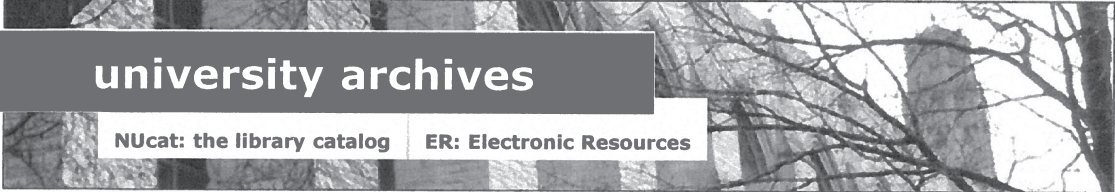
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http://www.library.northwestern.edu/archives/findingaids/index.html

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Finding Aids Index

What is a Finding Aid?

Finding aids (also called guides or descriptive inventories) are the key to locating archival and other primary source materials. The finding aid to an individual collection includes a detailed description of the collection, explains how it is organized, and outlines its contents, listing locations within a collection where relevant materials may be found.

Online Finding Aids to Processed Collections in The University Archives

The University Archives holds 1,000 processed collections of personal papers of faculty and records of University departments and organizations. There is a finding aid for each of the collections, but not all of the finding aids are available online. This page describes how to locate the finding aids that are online.

Finding aids on the Finding Aids Index page are grouped by the school or category with which the collection is associated (e.g., Speech professor Lew Sarett's papers are listed under the School of Communication; the Records of the Associated Student Government are listed under Student Activities). To search by school or department on the Finding Aids Index page, click on the name of the school or category for a list of titles of related collections. To find an individual's name, the name of a department or organization, or a topic, use the "Find" option in the "Edit" drop-down menu on the toolbar at the top of the page. Also useful is the search box on

don't throw them out!)
Students and Alumni (coming soon)

the Archives' home page or any other library pages--use this "Search Library web sites" box to search all online finding aids.

Once you have located the collection on the Finding Aids Index page, click on the title of the collection for the complete finding aid. **These on-line finding aids require Acrobat Reader to view or print. Note that individual PDF documents can be searched for a specific name or keyword; use the binoculars icon once the document is open.**

The University Archives is also contributing finding aids to the Northwestern University Library "Archival Collections" portal at http://www.library.northwestern.edu/ead/index.html . This database provides access to collections of primary-source materials held by various departments within Northwestern University's libraries, through finding aids made searchable through EAD (Encoded Archival Description).

In addition to these electronic finding aids, paper finding aids for all 1,000 archival collections are located in the University Archives Reading Room. The collections themselves are non-circulating, and can only be used in the Reading Room.

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Rare Book & Manuscript Library, U. of Penn: Finding Aids

Search Results

1 to 25 of 31 records
1 | 26 | next hits >>

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1 **Title: American Musicological Society Records, 1934-1992**
   Extent: 120 boxes
   Abstract: This collection comprises the administrative records of the Society, reflecting trends in musicological scholarship and academic training through the course of the twentieth century. Included is correspondence with individuals and institutions related to music research, as well as correspondence among officers of the Society and among committees. Also included are minutes, membership records and directories, records of annual meetings, events and chapters, financial and tax records, and miscellaneous administrative records.
   Keywords in Context | Outline View | Full Text *(File size: 172K bytes)*

2 **Title: Lewis Mumford Papers, ca. 1905-1987.**
   Extent: 197 boxes
   Abstract: Comprising nineteen series, the Mumford Papers provide extensive documentation of Mumford's professional life over a period of approximately seventy years. Predominant are correspondence and drafts of and notes for Mumford's writings, which include publications of over forty books and pamphlets and approximately one thousand articles and book reviews.
   Keywords in Context | Outline View | Full Text *(File size: 181K bytes)*

3 **Title: American Poetry Review Records, 1971-1998**
   Keywords in Context | Outline View | Full Text *(File size: 251K bytes)*

4 **Title: Cret, Paul Philippe, 1876-1945 Papers, 1865-1976**
   Keywords in Context | Outline View | Full Text *(File size: 156K bytes)*

5 **Title: Lemuel R. Boulware Papers, ca. 1917-1990.**
   Extent: 103 boxes
   Abstract: Lemuel R. Boulware was a leading figure in industrial relations in America during the 1940's and 1950's. As vice-president of General Electric Company with responsibility for public and employee relations, he developed an approach to labor relations that came to be called "Boulwarism." He was also a noted author and lecturer. His Papers comprise correspondence, speeches, articles, memos, employee relations materials, photographs, clippings, etc.
   Keywords in Context | Outline View | Full Text *(File size: 703K bytes)*

6 **Title: Walt Whitman Collection, 1842-1957 (bulk 1867-1894)**
   Extent: 4 boxes
   Abstract: Materials include correspondence to, from, and concerning Walt Whitman; financial records; writings by and about Whitman; and memorabilia, such as sketches, photographs, and portraits of Whitman, his family, his

http://www.libraries.psu.edu/speccolls/FindingAids/findaids.htm

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FINDING AIDS

The Special Collections Library has begun mounting selected finding aids on the Web, representing only a small portion of the processed collections. These Special Collections Library finding aids were tagged in Encoded Archival Description (SGML) and exported in XML-compliant HTML versions.

This site lists the collections alphabetically; a **subject list** is also available.

Access the University of Texas at Austin's WATCH File (Writers, Artists, and Their Copyright Holders) for information about literary copyrights.

———————

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

~A~

- **"A Few Good Women"** Oral History Collection, 1938-2000 (bulk 1969-2000) *[PSUA]*
  Printable PDF document
       An oral history project developed to record the reminiscences of the women who were recruited and trained for upper-level government positions during the administration of President Richard M. Nixon.

- Grant **Allen** Literary Manuscripts and Correspondence, 1872-1937 *[RB&M]*
  Printable PDF document
       The personal and professional papers of Canadian/British novelist and essayist Grant Allen.

- William **Allison** Financial Records, 1801-1852, 1941 *[HCLA]*
  Printable PDF document
       Mercantile and manufacturing business in Potters Mills, Pa.

- Jorge **Amado** Papers, 1970-1987 (bulk 1970-1971) *[RB&M]*
  Printable PDF document
       Correspondence, clippings, and photographs documenting the Brazilian author's visit to Penn State in 1971, plus proof copies of his book, *Tent of Miracles.*

- **Ambit** Poetry Magazine Records, 1961-2000 *[RB&M]*
  Printable PDF document
       Founded in London in 1959 by Martin Bax as a quarterly of poetry, short fiction, original drawings and photographs, and criticism primarily by young writers and artists.

- Archives of the **American Academy of Physical Education** and the American Academy of Kinesiology and Physical Education, 1923-2003 *[PSUA]*
  Printable PDF document
       Covers issues regarding individual personal health programs, national educational standards, and scientific programs of study and fellowship.

- H.J. **Anslinger** Papers, 1835-1970 (bulk 1918-1963) *[HCLA]*
  Printable PDF document
       The personal and professional correspondence, addresses, reports, typescripts, articles, clippings, pamphlets, journals, and photos, written or collected by Anslinger on narcotic drug use as the American government's chief law enforcement officer in the fight against illegal drugs.

- George W. **Atherton** Papers, 1837-1950 *[PSUA]*
  Printable PDF document

RARE BOOKS AND MANUSCRIPTS

CHIEF SHOP STEWARD

HISTORICAL COLLECTIONS AND LABOR ARCHIVES

PENN STATE UNIVERSITY ARCHIVES
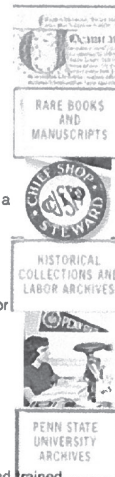
MORRIS LIBRARY SPECIAL COLLECTIONS

siuc | morris library | scrc

Southern™
Illinois University
Carbondale

Search our
Collections:

Go!
Include Box
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Browse by:
Collection Title
Subject
Creator
Collection
Type
Digital Objects

Search Tips

The Southern Illinois University Carbondale Special Collections Research Center Archives Online (ARCHON) provides access to the finding aids of the manuscript, political and SIUC university collections. The collections represented in this searchable database range in date from the late18th century to the present and contain a wide variety of materials including correspondence, manuscripts and typescripts of literary works, office files, photographs, and printed material. Researchers should note that this site contains descriptions of collections rather than electronic versions of the individual items within these collections. The collections in ARCHON are only a portion of the materials held by the Special Collections Research Center, and additional collections are added on a continuing basis.

Finding aids are tools created by archivists to present detailed information about the content and organization of a collection. This information enables researchers to browse a collection and to locate specific materials of interest. Though finding aids vary in length and level of detail, they generally consist of the following: a biographical or historical note, a scope and content note, an outline of the collection's organization or series arrangement, relevant administrative information about copyright and restrictions, and a detailed container list of numbered boxes and folders along with a description of their contents.

The "Search" function allows researchers to conduct keyword searches of finding aid titles and descriptions or to search within the "box lists" of all the finding aids. By using the "Browse" functions, researchers may quickly view an alphabetical listing of all the collections available through the database. Entire finding aids may be viewed in printer-ready format.

Featured Collections:

Harley K. Croessmann Collection of James Joyce, 1901–1959
This collection of letters, manuscripts, photographs, and a wealth of James Joyce ephemera came to the SIUC

Special Collections in 1958.

Feinberg Collection of James Joyce, 1904-1937
A collection of letters from or about Joyce, purchased by SIUC in 1963.

Alan Cohn Papers, 1963-1964
Shakespeare Quadricentennial Celebration
Documenting Cohn's work as the chair of the committee to plan the year-long Shakespeare Quadricentennial Celebration, including correspondence, programs, brochures, adve

spotlight on..

James Joyce and Sylvia Beach, of Shakespeare and Company Bookstore in Paris, France
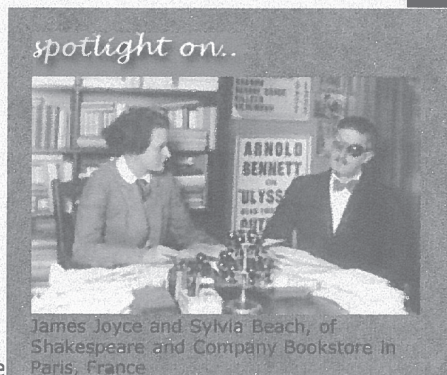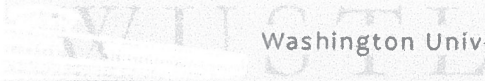
James Joyce Rare Books Collection
A Comprehensive collection of publications by and about James Joyce. Visitors can access the rare books collection through Morris Library's online catalog SIUCat.

Southern Illinois University Carbondale Archives
Comments: Webmaster
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WASHINGTON UNIVERSITY IN ST. LOUIS: WU Libraries Manuscript Collections

http://library.wustl.edu/units/spec/manuscripts/

Washington University Libraries

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    Articles
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WU Libraries Manuscript Collections

Finding-Aids

Washington University's collections of manuscripts contain a broad range of materials dating from the 2nd century BC through the present. The largest group of materials is the Modern Literature Collection with over a quarter of a million items in formats ranging from paper to electronic image. Several hundred papyri, manuscript books and fragments, St. Louis literary manuscripts, and several autograph collections round out the holdings.

Browse Collections by Main Entry ◆ Browse All Finding-Aids by Genre, Format, or Subject ◆ Browse All Finding-Aids by Collection Number ◆ Browse an Author Index of the old *Guide to the Modern Literature Collection (1985)*

Search Finding-Aids (full text, keyword searching):

[ ]

Collections

Revised Guide to the Modern Literature Collection (2003) ◆ Washington University Papyri ◆ Michelangelo Document ◆ Illuminated Books of Hours ◆ Modern Literature Recorded Multimedia Collection ◆

Projects

James Merrill Memory Project ◆ Gladys Krieble Delmas Foundation Finding-Aid Project ◆ APIS III, an NEH Project ◆ Missouri State Archives Audio Reformatting Project ◆ Sesquicentennial Oral History of Literature

Research Guides

American Literature ◆ British Literature
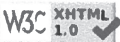
Programming

Modern Literature Reading Series ◆ WU Manuscript Working Group ◆ Manuscripts and Archives Reading Group ◆ Events in Special Collections

Local Links

Special Collections Home ◆ Manuscripts Home ◆ Manuscripts Forms and Formalities

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W3C XHTML 1.0

WASHINGTON UNIVERSITY IN ST. LOUIS: WU Libraries Manuscript Finding-Aids listed by main entry

http://library.wustl.edu/units/spec/manuscripts/collectionsbylastname.html

Washington University Libraries

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WU Libraries Manuscript Finding-Aids listed by main entry

Search Finding-Aids (full text, keyword searching):

385. Walter Abish Papers
- Walter Abish Papers (HTML)
- Walter Abish Papers (XML)

1. Harold Ackert Papers
- Harold Ackert Papers (HTML)
- Harold Ackert Papers (XML)

125. Jane Addams Papers
- Jane Addams Papers (HTML)
- Jane Addams Papers (XML)

2. Ija Adler Papers
- Ija Adler Papers (HTML)
- Ija Adler Papers (XML)

3. Conrad Aiken Papers
- Conrad Aiken Papers (HTML)
- Conrad Aiken Papers (XML)

126. Conrad Aiken Papers
- Conrad Aiken Papers (HTML)
- Conrad Aiken Papers (XML)

127. Conrad Aiken Papers
- Conrad Aiken Papers (HTML)
- Conrad Aiken Papers (XML)

128. Conrad Aiken Papers
- Conrad Aiken Papers (HTML)
- Conrad Aiken Papers (XML)

129. Conrad Aiken Papers
- Conrad Aiken Papers (HTML)
- Conrad Aiken Papers (XML)

130. Louis E. Alewel Papers
- Louis E. Alewel Papers (HTML)
- Louis E. Alewel Papers (XML)

131. James Lane Allen Papers
- James Lane Allen Papers (HTML)
- James Lane Allen Papers (XML)

4. Lee Anderson
- Lee Anderson Papers (HTML)
- Lee Anderson Papers (XML)

5. Eugene Angert
- Eugene Angert Papers (HTML)
- Eugene Angert Papers (XML)

132. Leslie Thomas John Arlott Papers
- Leslie Thomas John Arlott Papers (HTML)
- Leslie Thomas John Arlott Papers (XML)

6. Phillip Mills Arnold Papers
- Phillip Mills Arnold Papers (HTML)
- Phillip Mills Arnold Papers (XML)

133. Philip Mills Arnold Papers
- Philip Mills Arnold Papers (HTML)
- Philip Mills Arnold Papers (XML)

134. Philip Mills Arnold Papers
- Philip Mills Arnold Papers (HTML)
- Philip Mills Arnold Papers (XML)

135. Philip Mills Arnold Papers
- Philip Mills Arnold Papers (HTML)
- Philip Mills Arnold Papers (XML)

386. Philip Mills Arnold Papers

http://library.wustl.edu/units/spec/manuscripts/collectionsbygenformsub.html

Washington University Libraries

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    Articles
    Databases
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Libraries
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WUSTL

WU Libraries Manuscript Finding-Aids listed by genre, format, and subject

Search Finding-Aids (full text, keyword searching):

Genre

1. Children's Literature
    - Eugene Field papers
    - Ija Adler papers
2. Drama
    - Harold C. Ackert papers
    - Samuel Beckett papers
    - W.G.B.Carson papers
    - Aaron E. Hotchner papers
    - Tennessee Williams papers
3. Poetry
    - Jennifer Atkinson papers
    - Mary Jo Bang papers
    - Carole Berge papers
    - Thomas Clark papers
    - Robert Creeley papers
    - James Dickey papers
    - William Everson papers
    - Donald Finkel papers
    - Pamela White Hadas papers
    - Elizabeth Jennings papers
    - James Merrill papers
    - Marianne Moore papers
    - Eric Pankey papers
    - Constance Urdang papers
    - Mona Van Duyn papers
    - David Wagoner papers
    - Howard Nemerov papers
    - Stevie Smith papers
    - William Jay Smith papers
    - Robert Sward papers
    - May Swenson papers
4. Prose Essay
    - Babette Deutsch papers
    - William Gass papers
    - David Meltzer papers
    - George Marion O'Donnell papers
    - Radcliffe Squires papers
    - Jarvis Thurston papers
5. Long Essay/Monograph
    - William Gass papers
6. Novel
    - Ivy Compton-Burnett papers
    - Stanley Elkin papers
    - George P. Elliott papers
    - William Gaddis papers
    - William Gass papers
    - David Jackson papers
7. Short Story
    - Stanley Elkin papers
    - William Gaddis papers
    - William Gass papers

Format

http://www.library.yorku.ca/ccm/ArchivesSpecialCollections/FindingAids/FondsRegister.htm

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LIBRARY HOME   Archives & Special Collections > Finding Aids > Fonds Register
ARCHIVES HOME   What is a "fonds"?
▸ FINDING AIDS
FONDS REGISTER   A fonds, or fond d'archives, is the whole of the records, regardless of form or
THEMATIC GUIDES   medium, automatically and organically created and/or accumulated by a particular
    WOMEN'S STUDIES   individual, family, or corporate body in the course of that creator's activities.
    MOVING IMAGES
    LABOUR HISTORY   The following is a list of fonds filed alphabetically by the name of the creator of the
    WAR AND   fonds. Each fonds is assigned a unique reference number which users should cite if
CONFLICT   they wish to examine the inventory prepared for the fonds. Paper copies of our
    CANADIAN   finding aids are available in the archives reading room.
LITERARY
    FINE ARTS   Fonds level descriptions for many of our fonds are available in Scott Library's online
    SOCIAL REFORM   catalogue (Yorkline) or can be searched using ARCHEION: Ontario's Archival
VIRTUAL EXHIBITS   Information Network. Individual finding aids are linked to this web site as they
    HERMAN VOADEN   become available.
    DANNY
GROSSMAN   *Digitizing these finding aids was made possible - in part or entirely - through the*
    BEER FAMILY   *Canadian Culture Online Program of Canadian Heritage, the National Archives of*
    TTC SUBWAY AT   *Canada and the Canadian Council of Archives.*
50
    YORKVILLE |A|B|C|D|E|F|G|H|I|J|K|L|M|N|O|P|Q|R|S|T|U|V|W|X
YORK CHRONOLOGY |Y|Z|

TORONTO TELEGRAM
  RECORDS   **Fonds Title**   **Fonds**
MANAGEMENT   **Number**
  LINKS
  NEWS   Adams, Ellen C.   F0251

🖶 Printable Version   Adams, Thomas   F0252

                                       Aikin, James   F0136
                                       Alexander

                                       Alberts, Edgar   F0253
                                       Tilden

                                       Andre, Marion   F0177

                                       Anisef, Paul   F0500

                                       Aplin, Nick   F0151
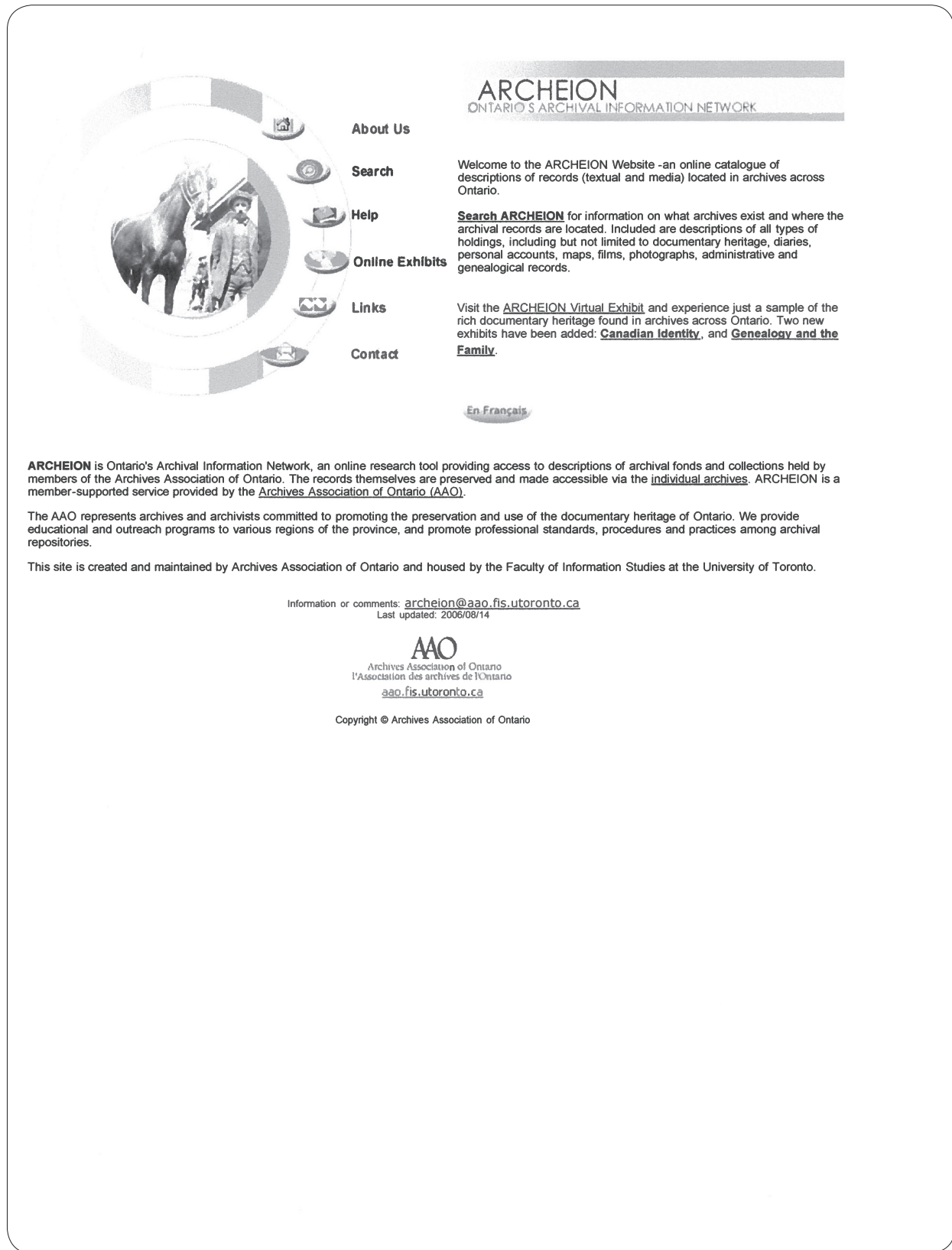
Web Sites of Collaborative Online Resources

ARCHEION: Ontario's Archival Information Network

http://archeion-aao.fis.utoronto.ca/

ARCHEION
ONTARIO'S ARCHIVAL INFORMATION NETWORK

About Us

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Online Exhibits

Links

Contact

Welcome to the ARCHEION Website -an online catalogue of descriptions of records (textual and media) located in archives across Ontario.

Search ARCHEION for information on what archives exist and where the archival records are located. Included are descriptions of all types of holdings, including but not limited to documentary heritage, diaries, personal accounts, maps, films, photographs, administrative and genealogical records.

Visit the ARCHEION Virtual Exhibit and experience just a sample of the rich documentary heritage found in archives across Ontario. Two new exhibits have been added: Canadian Identity, and Genealogy and the Family.

En Français

ARCHEION is Ontario's Archival Information Network, an online research tool providing access to descriptions of archival fonds and collections held by members of the Archives Association of Ontario. The records themselves are preserved and made accessible via the individual archives. ARCHEION is a member-supported service provided by the Archives Association of Ontario (AAO).

The AAO represents archives and archivists committed to promoting the preservation and use of the documentary heritage of Ontario. We provide educational and outreach programs to various regions of the province, and promote professional standards, procedures and practices among archival repositories.

This site is created and maintained by Archives Association of Ontario and housed by the Faculty of Information Studies at the University of Toronto.

Information or comments: archeion@aao.fis.utoronto.ca
Last updated: 2006/08/14

AAO
Archives Association of Ontario
l'Association des archives de l'Ontario
aao.fis.utoronto.ca

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http://archivegrid.org/web/index.jsp

ARCHIVEGRID℠ Open the door to history

Search

[   ] Go

Search tips

Multiple words: When you enter more than one word, for example, yosemite muir roosevelt, descriptions will match if they contain all of your words.

Find a phrase: To find a phrase, enter your terms within double quotes. For example, "harlem renaissance".

Find words near each other: To find matches when your search terms are near one another, put your words in quotes and follow with a tilde "~" and a number indicating how far apart the matching words can be. This technique is known as a proximity search. For example, to find the words "john" and "booth" within a span of four words, "john booth"~4.

More search tips

ArchiveGrid is an important destination for searching through historical documents, personal papers, and family histories held in archives around the world.

Thousands of libraries, museums, and archives have contributed nearly a million collection descriptions to ArchiveGrid. Researchers searching ArchiveGrid can learn about the many items in each of these collections, contact archives to arrange a visit to examine materials, and order copies.

A sampling of the thousands of contributors to ArchiveGrid:

Academy of Motion Picture Arts and Sciences

Art Institute of Chicago

Bostonian Society

Chicago Symphony Orchestra

Cornell University Library

Harvard University

International Institute of Social History (IISH)

Minnesota Historical Society

Museum of Northern Arizona

National Library of Australia

New York Public Library

Orthodox Church in America

Putnam County Historical Society

Radio City Music Hall

Smithsonian Institution - Archives of American Art

State Library of Massachusetts

University of Minnesota

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ARCHIVES CANADA: Your Gateway to Canada's Past

http://archivescanada.ca

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ARCHIVESCANADA.ca
Canadian Archival Information Network   Réseau canadien d'information archivistique

I'm doing research for a school project!

I want to learn about Canadians in the war

I want to study railway history

I want to know about my ancestors

In homes, schools and libraries across Canada, people are looking for evidence of what it means to be a Canadian. Archives Canada is a gateway to archival resources found in over 800 repositories across Canada- it's your gateway to Canada's collective memory!

Through Archives Canada you can:

- Search archival holdings across Canada
- Access Provincial and Territorial Archival Networks
- View digitized photographs, maps, documents and online exhibits developed around Canada's history
- Browse digital projects produced through the Archival Community Digitization Program
- Find contact information for repositories where these resources are held. Archival descriptions and digitized products are added regularly.

Archives Canada is an official archival portal maintained by the Canadian Council of Archives (CCA), and is a joint initiative of CCA, the Provincial ? Territorial Archival Networks, and Library and Archives Canada. All archival descriptions and links contained in the searchable database are provided by provincial ? territorial councils, their members, and Library and Archives Canada.

We welcome your feedback.

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We gratefully acknowledge the financial support of the Department of Canadian Heritage and Library and Archives Canada through the Canadian Culture Online Program.

Canadian Heritage   Patrimoine canadien

http://www.azarchivesonline.org/about.php

About this Project

Arizona Archives Online was created as a joint project between Arizona State University, Northern Arizona University, and the University of Arizona. The initial goal is to make finding aids for archival collections at each university accessible and searchable through a single web site. Finding aids from other archival repositories in Arizona will be added in the future, so that eventually researchers can view and search finding aids for nearly all of the archival collections located in Arizona. Over time, digital images of selected collections will also be made available through Arizona Archives Online.

All of the guides in Arizona Archives Online are encoded with EAD (Encoded Archival Description). EAD is a DTD (Document Type Definition) within XML (Extensible Markup Language). The XML encoded text documents are converted on-the-fly to HTML documents using XSL/XSLT stylesheets created by Stephen Miller. The search engine for this project is a Java application built with Xerces/Xalan/Xpath tools by Darius Robinson. Web pages were designed and created by Heather Knowles. The Apache/Tomcat and Microsoft SQL 2000 servers were built and are maintained by Stephen Tanner and Mike Sawitzke.

Funding for construction of Arizona Archives Online was provided by the Arizona State University Libraries, Cline Library of Northern Arizona University, and the University of Arizona Library.

NOTICE: This site is under development.

CATHOLIC RESEARCH RESOURCES ALLIANCE: Welcome to the Catholic Research Resources Alliance

http://www.catholicresearch.net/

Catholic Research Resources Alliance

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Search the database:

[ ] GO

Advanced search options

Browse

Archives, special collections, and special libraries – Contributors to the project.

Boston College	(0 items)
Catholic University	(37 items)
Creighton University	(1 items)
DePaul University	(2 items)
Georgetown University	(13 items)
Georgian Court University	(0 items)
Loyola University Chicago	(1 items)
Marquette University	(24 items)
Seton Hall University	(5 items)
St. Edward's University	(0 items)
University of Notre Dame	(14 items)
University of San Diego	(1 items)

Formats – The physical mediums of data, information, and knowledge.

Books	(17 items)
Letters	(10 items)
Manuscripts	(56 items)
Microforms	(4 items)
Pamphlets	(5 items)
Printed Documents	(15 items)

Welcome to the Catholic Research Resources Alliance

A collaborative effort initiated by 8 Catholic colleges and universities to share their resources electronically with librarians, archivists, researchers, scholars interested in the Catholic experience, and the general public.

About the Portal

The Catholic Research Resources Portal provides access to rare, unique or infrequently held materials in academic libraries and seminaries' special collections and archives. By electronically bringing together access to resources in many collections, the portal will create easy, effective and global discovery of Catholic research resources. Using Dublin Core and the Open Archives Initiative Protocol and Metadata Harvests, the portal will provide access to research resources in print, digital and other formats.

Other ways to access the portal content:

* Administrative interface – Maintain the list of resources found in the Portal (login required)
* Search via SRU – Query the Portal with a simple/standardized interface
* OAI-PMH – Harvest the content of the Portal via the Open Access Protocol for Metadata Harvesting (Identify, ListRecords)

Author: Team Catholic Portal   Date created: 2005-09-18   Date updated: 2008-03-06

http://dlg.galileo.usg.edu/?Welcome

DIGITAL LIBRARY of GEORGIA
SHARING GEORGIA'S HISTORY AND CULTURE ONLINE   GALILEO

Search

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Browse Collections

Browse by Topic
The Arts
Business & Industry
Education
Folklife
Government & Politics
Land & Resources
Literature
Media
Peoples & Cultures
Religion
Science & Medicine
Sports & Recreation
Transportation

Browse by Time Period

Browse by County

Browse by Institution

Browse by Media Type

Collections A-Z

Home   About DLG   Educator Resources   Reference Shelf   Help

Welcome to the Digital Library of Georgia

The Digital Library of Georgia is a gateway to Georgia's history and culture found in digitized books, manuscripts, photographs, government documents, newspapers, maps, audio, video, and other resources.

The Digital Library of Georgia connects users to 500,000 digital objects in 105 collections from 60 institutions and 100 government agencies. Though this represents only a fraction of Georgia's cultural treasures, the Digital Library of Georgia continues to grow through its partnerships with libraries, archives, museums, government agencies, and allied organizations across the state.

Based at the University of Georgia Libraries, the Digital Library of Georgia is an initiative of GALILEO, the state's virtual library.

Partners & Sponsors

- GALILEO
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- Georgia Humanities Council
- Institute for Museum and Library Services
- National Endowment for the Humanities
- The University of Georgia Libraries
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DLG News
- Civil Rights Digital Library now available!
- Recent Additions to the DLG
- Georgia Archives Month

Featured Collection

Georgia Official and Statistical Register
Published 1923-1990 by the Georgia Archives, the Register is a key reference source on Georgia government.

View the Web site »

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The Digital Library of Georgia is part of the GALILEO Initiative
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Last modified: October 01, 2008

OAISTER: What is OAIster?

http://www.oaister.org/about.html

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...find the pearls

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About OAIster

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Collection Development Policy

Improvements

Presentations & Publications

Statistics on our Growth

Staff

What is OAIster?

OAIster is a union catalog of digital resources. We provide access to these digital resources by "harvesting" their descriptive metadata (records) using OAI-PMH (the Open Archives Initiative Protocol for Metadata Harvesting). The Open Archives Initiative is not the same thing as the Open Access movement.

Digital resources can range from an old-time advertisement of electric refrigerators (from the Library of Congress American Memory project) to Harriet Beecher Stowe memoirs (from the University of Michigan Digital Library Production Service Making of America collection).

Digital resources include items such as:

- digitized (i.e., scanned) books and articles
- born-digital texts
- audio files (e.g., wav, mp3)
- images (e.g., tiff, gif)
- movies (e.g., mp4, quicktime)
- datasets (e.g., downloadable statistics files)

These resources, often hidden from search engine users behind web scripts, are known as the "deep web." The owners of these resources share them with the world using OAI-PMH.

Digital resources are often hidden from the public because a web search using a search engine like Google or Yahoo! won't be picking up information about these resources. Robots in use by such search services don't delve into the CGI that sends this resource information to the web. Consequently, these resources are generally accessible only to those who know to look in particular repositories, often at universities who are developing the collections in these repositories.

OAIster reveals these digital resources in an easy-to-use, searchable interface. In addition, we aim to:

- Provide one-stop "shopping" for users interested in useful, academically-oriented digital resources. We gather all potential digital resources out there in an effort to build a comprehensive digital union catalog.
- Eliminate dead ends. Users retrieve not only descriptions (metadata) about resources, they have access to the real digital resources. For instance, instead of just the catalog records of a slide collection of Van Gogh's works, users are able to view images of the actual works.

How the Service Got Started

The service was originally funded through an Andrew W. Mellon Foundation grant. The original proposal was to establish a broad, generic retrieval service for information about publicly available digital library resources provided by the research library community.

The service was built through a collaboration with the University of Illinois at Urbana-Champaign (UIUC). Their metadata harvester was used for the first two years of the project. In our partnership with UIUC, we were an early release site for the harvester they developed. We developed mechanisms to regularly export and transform the harvested data. The open-source middleware that we use for the access system has been made available to other institutions for implementation as they see fit.

For more detail about the project, please read the original Mellon grant proposal. (Please note that in this proposal the timetable for the phases of work were moved back by 5 months.) You can read our final project report to the Mellon Foundation. Also, you can see our progress reports and the results of a survey we conducted early in the project.

Product of DLPS/DLXS at the University of Michigan
for more information contact: oaister at umich dot edu
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OHIOLINK: OhioLINK Finding Aid Repository

http://ead.ohiolink.edu/xtf-ead/

OhioLINK Finding Aid Repository
Search archival collections across Ohio

EAD   OhioLINK

Advanced Search   Search All Finding Aids   Search   Contributing Institutions

Browse Finding Aids:

Browse by Title

Browse by Contributing Institution

The OhioLINK Finding Aid Repository is designed to showcase the rich collections housed in archives, libraries, and other institutions throughout the state of Ohio. The Repository provides access to collections on a broad scale, increasing the visibility of these unique and valuable resources for research.

The OhioLINK Finding Aid Repository contains descriptions of archival collections from contributing institutions in Ohio. Collection descriptions are fully searchable. Researchers can view brief summaries of collections, or the entire text of finding aids, with search keywords highlighted. The Browse, Search, and Advanced Search options allow users to browse the entire repository, do a focused search for specific topics, or limit search results to a specified institution.

New Additions: Recently added finding aids

Bain Murray Music Collection
Cleveland State University

Edward Orton, Jr. Papers
The Ohio State University Archives

Guide to the Jerome Lawrence- Robert E. Lee Collection
The Ohio State University. Jerome Lawrence and Robert E. Lee Theatre Research Institute

Ronald Taft, Papers
The University of Akron

Sanford Roth collection
The Ohio State University. Jerome Lawrence and Robert E. Lee Theatre Research Institute

ONLINE ARCHIVE OF CALIFORNIA

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About the OAC

- Learn more about the OAC
- Virtual collections
- List of contributing institutions
- Help us improve the OAC

Finding Aids   Images   Texts

gold rush   GO

Truncation: **conserv*** finds conservation, etc.
Exact phrase: Enter **"Sierra Club"**

Advanced Search

A "finding aid" describes and provides an inventory of primary source materials (manuscripts, papers, pictures, etc.) in a collection.

Collection Highlights

The OAC brings together historical materials from a variety of California institutions, including museums, historical societies, and archives. Over 120,000 images; 50,000 pages of documents, letters, and oral histories; and 8,000 guides to collections are available.

Offering easy-to-use search and viewing tools, the OAC organizes images into thematic and institutional collections, such as historical topics, nature, places, and technology. Click on the featured images to learn more or go to our image search page.

OURONTARIO.CA: Explore your story via OurOntario.ca!

http://ourontario.ca/

https://wiki.brown.edu/confluence/display/library/About+RIAMCO

Dashboard > Brown University Library > ... > RIAMCO > About RIAMCO

View · Info

Brown University Library

About RIAMCO

The National Endowment for the Humanities awards $228,454 to the Rhode Island Archival and Manuscript Collections Online (RIAMCO) Project for the creation of a union database of EAD finding aids.

Participating institutions:
Brown University
John Carter Brown Library
Providence College
Rhode Island Historical Society
Rhode Island School of Design
Rhode Island State Archives
Roger Williams University
Salve Regina University
University of Rhode Island
Westerly Public Library

Browse Space	Explore Confluence	Your Account	Other Features	Add Content
- Pages	- Popular Labels	Log In		
- Labels	- Notation Guide			
- Attachments				
- Mail				
- News				
- Activity				
- Advanced				

Powered by Atlassian Confluence, the Enterprise Wiki (Version: 2.5.3 Build #808 May 29, 2007)
Bug/feature request · Contact Administrators

http://rmoa.unm.edu/

RMOA
Rocky Mountain Online Archive

| Home | Browse | Advanced search | About | Help | Contact |

Browse by Institutions

Colorado

Auraria Library
Bessemer Historical Society
Bibliographical Center for Research (BCR)
Colorado Historical Society
Colorado State University
Colorado State University-Pueblo
Denver Museum of Nature and Science
Fort Lewis College Center of Southwest Studies
Pikes Peak Library District Special Collections
University of Colorado Archives
University of Colorado Special Collections
University of Denver
University of Northern Colorado

New Mexico

Fray Angelico Chavez History Library
National Hispanic Cultural Center
New Mexico Museum of Art
New Mexico State Records Center and Archives
New Mexico State University Library, Archives and Special Collections
New Mexico Tech, Joseph R. Skeen Library
Palace of the Governors Photo Archives
School for Advanced Research
University of New Mexico Center for Southwest Research
University of New Mexico Health Sciences Library and Informatics Center
University of New Mexico School of Law Library

Wyoming

Buffalo Bill Historical Center
University of Wyoming
Wyoming State Archives

Browse by Subjects

Subjects

African Americans
Architecture
Authors
Business
Education
Fine Arts
Frontier and pioneer life
Health and Medicine
Hispanic Americans
Jewish Americans
Journalism
Land Grants and Titles
Mines and Mineral Resources
Motion picture industry
National parks
Native Americans
Petroleum industry
Politics and Government
Railroads
Ranching
Social Life and Customs
Television and radio
Voyages and travel
Water and Water Rights
Wildlife conservation
Women
World War I
World War II

Genre

Audio-visual
Correspondence
Diaries
Photographs

Places

Colorado
New Mexico
Wyoming

Sponsors: NEH   UNM Center for Regional Studies   UNM University Libraries

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http://www.lib.utexas.edu/taro/about.html

Texas Archival Resources Online

About TARO

TARO | about

TARO (Texas Archival Resources Online) makes descriptions of the rich archival, manuscript, and museum collections in repositories across the state available to the public. The site consists of the collection descriptions or "finding aids" that archives, libraries, and museums create to assist users in locating information in their collections. Consider these an extended table of contents which describe unique materials only available at the individual repositories. *In most cases, the collections themselves are NOT available online.*

Participating TARO Repositories:
- Alexander Architectural Archive, University of Texas at Austin
- Austin History Center
- Benson Latin American Collection, University of Texas at Austin
- Center for American History, University of Texas at Austin
- Cushing Memorial Library, Texas A & M University
- Harry Ransom Humanities Research Center, University of Texas at Austin
- Houston Academy of Medicine-Texas Medical Center Library, John P. McGovern Historical Collections and Research Center
- Houston Public Library, Houston Metropolitan Research Center
- Robert E. Nail Archives at the Old Jail Art Center
- Southern Methodist University
- Southwest Collection/Special Collections Library, Texas Tech University
- Tarlton Law Library, University of Texas at Austin
- Texas/Dallas History and Archives Division, Dallas Public Library
- Texas State Library and Archives
- Texas State University-San Marcos, Southwestern Writers Collection
- Texas Woman's University, the Woman's Collection
- Truman G. Blocker, Jr. History of Medicine Collections, Moody Medical Library, University of Texas Medical Branch
- University of Houston Libraries, Special Collections
- University of North Texas Archives
- University of Texas at Arlington Libraries, Special Collections
- University of Texas at San Antonio
- Woodson Research Center, Fondren Library Rice University

The finding aids on the TARO site do not represent descriptions of the entire holdings of any of the repositories. Future phases of the project will incorporate digital surrogates of many types of collection materials, including images of documents and objects, sound files, and moving images. For more information or to find out how to contact the staff, follow the links to each institution above.

VIRGINIA HERITAGE: Guides to Manuscript & Archival Collections in Virginia

http://ead.lib.virginia.edu/vivaead/

Virginia Heritage
Guides to Manuscript & Archival Collections in Virginia

SEARCH THE
VHP
DATABASE

Administrative
Site for Grant
Participants

More about
VHP and
Conditions of
Use

Other Sites
Related to EAD

HOME

VIVA

About Virginia Heritage

VIVA, the Virtual Library of Virginia, is pleased to announce the availability of VIRGINIA HERITAGE (http://www.lib.virginia.edu/vhp/), a database of guides, or finding aids, describing archives and manuscripts in eleven repositories in the Commonwealth of Virginia. The participating institutions are: the University of Virginia, the College of William and Mary, George Mason University, the Library of Virginia, Old Dominion University, Virginia Commonwealth University, the Virginia Historical Society, Virginia Polytechnic Institute and State University, the Virginia Military Institute, Virginia State University, and Washington and Lee University. At present, there are 1600 finding aids in the database. The full text of the finding aids is searchable by keyword and by individual institution.

The University of Virginia, representing VIVA, was awarded $250,000 from the National Endowment for the Humanities to implement the Virginia Heritage project. From the settlement at Jamestown in 1607, through the Revolutionary and Civil Wars and into the tumult of the 20th century, the Commonwealth of Virginia has stood at the center of America's history. Many of the priceless documents of American history, literature and political thought reside in the special collections of Virginia's colleges, universities, and other research libraries.

"We estimate that there about 25,000 finding aids representing some 30 million manuscripts and 16 million archives, to convert" said Edward Gaynor, project director at the University of Virginia Library. The Virginia Heritage project established its EAD processing center at the University of Virginia, which will provide the technological leadership for the project. As the first phase of the project, the processing center will encode and provide online access to approximately 15,000 pages of finding aids representing more than 500 collections on African-American history and culture that are drawn from all eleven participating institutions. In addition, the processing center will encode 5,000 related pages drawn from the University of Virginia's Virginiana collections, which are rich in resources that will help to place the African-American materials in context.

"While 1,600 out of 25,000 may not seem like much," commented Susan Riggs, project director at the College of William and Mary, "for us, it marks the end of a period of struggle to get this initial phase done, and the beginning of a very exciting time. It is crucial that detailed information about unique Virginia collections be easily available over the Internet. More and more, students and faculty make the Web their first research stop."

Added Jodi Koste, project director at Virginia Commonwealth University's Tompkins-McCaw Library, "We hope that this project will not only provide improved access to collections, but will also provide the expertise to move forward on conversion of all finding aids within Virginia. The manuscript and archival collections in the Commonwealth of Virginia are incredibly rich primary research resources, and those of us who care for them want to make it easier for people to find what is here, and use it."

Founded in 1994, VIVA (http://www.vivalib.org/) consists of the libraries of the thirty-nine state assisted colleges and universities within Virginia, and an additional twenty-nine independent, not-for-profit educational institutions. VIVA's mission is to provide, in an equitable, cooperative and cost-effective manner, enhanced access to library and information resources for the Commonwealth of Virginia's research libraries serving the higher education community.

For more information about VIRGINIA HERITAGE, contact Edward Gaynor at gaynor@virginia.edu or at (434) 924-3138.

Arrangement and Description Guidelines

L. Tom Perry Special Collections (02/2008)

Processing Case File Checklist

☐ Primary Checklist

☐ Installment / add.

Call Number

Creator (include birth and death dates): _____

Title: _____

Dates: _____

Accession Number(s)

Pre-Processing

Initials	Date	
		Dept. record search conducted
		Entry in INDI accession log
		Instrument of gift and/or invoice and correspondence
		Thank-you letter & certificate sent to donor

Other Media Consultation (photographs, film, electronic media, etc.)

		Processing plan & supplies reviewed

Physical Processing of Collection (Preliminary or Final)

		Materials rehoused/numerated (preliminary or complete)
		Finding Aid created in XMetaL M:\scmshare\grpdata\ _____
		Name Authority worksheet(s) drafted M:\scmshare\grpdata\ _____
		Finding Aid run through validator
		Digitization request form filled out
		Items to go to vault (attach description of items to be sent to the vault)

WorkFlow (Hand case file with checklist, INDI accession log printout, name authority worksheet(s), and EAD)

		Case file reviewed and collection picked up by Workflow
		DACS compliance
		CCLA EAD BPG Compliance

Cataloging

		First edit and catalog record entered into online catalog by manuscript cataloger SIRSI Number: _____
		Edit Finding Aid

Form Number WF5-1   Revised February 2008

Digitizing

		Item sent to digitizing
		Item digitized
		Physical item returned to WorkFlow & placed with collection
		Address for digital object added to XML finding aid
		Metadata worksheet completed: ☐ Correspondence ☐ Diary ☐ Photograph ☐ Reports ☐ Graphic ☐ Saved to O: drive / Special Collections Metadata Worksheets folder

Metadata

		Load/Metadata Digital object address: _____ Thumbnail address: _____
		Additional metadata added

WorkFlow — Physical Processing and Register Workflow

		2nd edit of finding aids & catalog record (grammar & spelling); finding aid edited in XMetaL
		Labeling and bar coding completed (boxes & folders)
		Location assigned by Collections Manager, entered into Location Guide and collection placed in stacks
		Copy of XML finding aid to disk archive
		Finding aid printed (and bound if more than 20 pages) and placed in Reference Room
		Finding Aid uploaded to database
		URL of Finding Aid added to catalog record

Patron Notification

		Email URL of online finding aid or send a hard copy to the donor

Conservation

		Item sent to WorkFlow with a completed Conservation Worksheet
		Item reviewed by the Diagnostic Committee
		Originals checked out to Conservation through circulation system and taken to lab
		Conservation work completed; material returned to WorkFlow and checked back into the circ. system
		Conservation treatment(s) described in the 590 or 583 tag in catalog record

Microfilming

		Curator's microfilm review (☐ yes –OR– ☐ no)
		Microfilming targets are made and the collection is checked out to 6th floor microforms
		Microfilm and original materials returned and checked back into circulation system
		Microfilm holding added to catalog record. Finding aid updated with reel numbers

Form Number WF5-1   Revised February 2008

Table of Contents

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is a division or branch. If you are describing the contents of a series, put that information at the series level, not at the accession level above it or the file level below it.

III. Workflows

A. An Overview of the Accessioning Workflow

1. A Curator brings in a collection and fills out an accession worksheet (http://www.lib.washington.edu/specialcoll/test/mail/accessioning/intake.html) to alert the Accessioning Specialist that material has arrived.

2. The Accessioning Specialist records the collection in the accession register database.

3. The Curator and Accessioning Specialist discuss the amount of work to be performed on a collection to make it minimally useable to or adequately prepared for processing.

4. The Accessioning Specialist and Accessioning Student Assistants rehouse materials (if necessary), review materials for restricted information, and create an inventory.

5. The Accessioning Specialist and Accessioning Student Assistants create an EAD finding aid for the materials.

6. The Curator reviews the EAD finding aid.

7. The Accessioning Specialist creates an accession record in Millennium. He also creates or modifies the electronic resource record and the public bibliographic record in Millennium.

8. The Accessioning Specialist links the EAD finding aid to the bibliographic record in Millennium, posts the EAD finding aid to the web, and prints and files the finding aid at the reference desk and the workroom.

9. The Curator handles further contact with the donor: acknowledgement, forwarding the finding aid to the donor, etc.

B. An Overview of Processing Workflow

1. The Head of Technical Services, Curator, and Processing Supervisor select the collection to be processed.

2. Once assigned and work begins, the processing supervisor adds a standard 506 Access Restriction note to the Millennium accession records to alert Public Services staff and others to the fact that the collection is being processed. The note should read: "Collection is being processed. Research use may require advance notice."

3. The Processing Supervisor establishes the processing file. This file includes documentation from donor files, accession records, collection surveys, other locally published sources (guides, exhibit catalogs, etc.), additional notes, and other basic historical or biographical data relating to the

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collection.

4. The Processing Supervisor locates all component parts of the collection to be processed.

5. The Processing Supervisor or Advanced Processor becomes familiar with the history of the organization, unit, or people who created the papers; the background of the collection; and the papers themselves. The Processing Supervisor may also identify materials for the processor to read to become familiar with the creator and the materials.

6. The Processing Supervisor or Advanced Processor surveys the collection, noting existing arrangement, prominent series, prominent correspondents, inclusive dates, bulk dates, topics covered in the papers, locations of histories or other useful information in the collection itself, preservation problems, and the like.

7. The Processing Supervisor or Advanced Processor prepares a processing proposal. A processing proposal describes proposed arrangement schemes, amounts and kinds of major preservation work, description strategies, tasks for students, treatment of confidential or sensitive material, suggested treatment of media materials (e.g. potential relocation to separate photograph or film collections) and other specific aspects of processing the collection. This is discussed with the Head of Technical Services and the curator, if needed. Smaller collections or training projects may require less discussion. These discussions provide an opportunity to note additional information that may be important or useful, and to suggest alternative strategies for organizing and arranging the material.

8. The collection is processed and housed, and the finding aid is drafted by the processor. For examples of finding aids, see http://www.lib.washington.edu/specialcoll/findaids/.
   a. The finding aid should be created during processing.
      i. Processors may wish to compose historical notes and scope and content notes as they work.
      ii. As they work through collections, Processors should find an image to scan and use in the finding aid.
      iii. Folder labels are generated automatically from the finding aid after processing is done. Processors should compose folder descriptions in the finding aid as they work, but put temporary notes on folders and use flags in order to keep track of work.
   b. Processors should identify major correspondents as they work through a collection, check those names in the Special Collections Name Authority Database, and forward a request for name authorization to the Description Specialist, for those which have not been formally established. Significant changes in processing strategy should be discussed before they are implemented.

9. A finding aid is submitted to the Processing Supervisor for review. The finding aid is passed back for revision, if necessary.

10. A finding aid is submitted to the Head of Technical Services for review. The finding aid is passed back for revision, if necessary.

11. Once revised, the draft is submitted to the Curator for review. Revision continues until the finding aid receives final approval from the Curator.

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12. After the finding aid is reviewed…

    a. folder numbering macros are run,
    b. folder labels are printed out and applied,
    c. finding aid is printed and filed,
    d. Millennium records are updated, and
    e. relocation issues are resolved.

13. The finding aid is then submitted to the Head of Technical Services for review of EAD encoding.

14. After the EAD review, the finding aid and the case file of names go to the Special Collections Cataloger. The collection will be cataloged in OCLC and the local OPAC.

15. The Special Collections Cataloger notifies the Special Collections computer specialist to post the finding aid to the UW website and the NWDA website.

IV. PLANNING

Plans are created by the accessioning or processing supervisor, or by advanced students. If you are just learning how to process or to accession materials, you will be implementing the plan created by your supervisor.

The amount of planning done before accessioning or processing should be relative to how much total attention a collection will receive. When accessioning, plans may be cursory and informal, relative to the amount of work that will be performed. When processing, plans should be more detailed to guide decisions at more granular levels of control. Processing plans will be distributed and discussed with the Head of Technical Services and appropriate Curators. Although every collection is different, creating a processing plan for a medium-size collection (10 to 12 record center cartons) should not take more than 15 hours. Surveys of larger collections will take longer; how long will depend on the complexity of the collection.

A. Background research

Before you perform any work on a collection, it is first necessary to understand the context of its creation. Familiarize yourself with the major events, features, and activities of the creator.
When processing, you will often need to do more research. Some of this information may be provided in the processing file. You might also need to consult the Pacific Northwest Regional Index; conduct an Internet search; check basic biographical sources such as Who's Who and the Social Security Death Index; and check published histories. You may also find this information in the collection itself, such as in a person's resume or an organization's mission, by-laws, or reports. At times, it may be necessary to conduct research on the subject matter of the collection and the history and methodology of specific disciplines that produced the records. All of this information will be useful for determining relevant series, making other arrangement decisions, supplying titles, and writing biographical/historical notes and scope and content notes.

B. Surveying the collection

The second step in creating a plan is to survey the collection. Open all the boxes. If possible, spread the boxes out on a table and open them all at once. Scan the collection to get a feeling for the subject

12

Processing for the Web

University of Missouri - Columbia Archives

Policy Number 10: Posting Files to the Web Server
12/2000

1. POLICY:

All newly created and approved UMC Archives finding aids will be posted to the appropriate Record Group and Record Subgroup pages on the Archives Web page.

2. PURPOSE:

All University Archive collections will be described in HTML finding aids, for the purpose of enhancing user awareness of and access to the holdings of the University Archives.

3. SCOPE:

This policy applies to all University of Missouri - Columbia staff members and student workers.

4. RESPONSIBILITIES:

4-1. It is the responsibility of the University Archivist to approve all newly created finding aids prepared for posting to the Web site.

4-2. The Technical Services Archivist under the direction of the University Archivist constructs, updates and maintains the HTML files, WWW directories, templates, HREF links, and JPEG and GIF image files which comprise the University Archives' Web site. The Technical Services Archivist also documents and communicates to the rest of the staff any changes or updates in templates or posting procedures.

4-3. All Archives staff and student workers are responsible for posting approved findings aids to the Web site, according to the procedures outlined below.

5. DEFINITIONS:

5-1. *WS-FTP* - File Transfer Protocol. A program used to transfer files from a local PC to the UM-System Web file server.

5-2. *GIF, JPEG* - Graphics Interchange Format, Joint Photographic Experts Group. Image-encoding formats used to display images on a Web server.

5-3. *HREF* - an HTML attribute used to specify the URL of any valid document or image for retrieval and display by the web browser.

5-4. *HTML* - Hypertext Markup Language. A document-layout and hyperlink-specification language. It defines the syntax and placement of special, embedded directions that tell a Web browser how to display the contents of a document. HTML is a subset of the more general SGML, Specialized General Markup Language.

5-5. *Remote Web Site* - The HTML files and directories for the University Archives Web site maintained on

a Web File Server by UM-Systems Computer Support unit.

5-6. *Local Web Site* - The HTML files and directories resident on the local *WS-FTP* directory on the hard-drives of individual PCs in the University Archives. When files have been edited, reviewed, and approved they are transferred to the *Remote Web Site* using *WS-FTP*.

5-7. *CD-R* - The recording media used to copy the *Remote Web Site* files resident on the UM-System Web File Server for security and protection reasons. The notation stands for *Compact Disc - Recordable*.

6. PROCEDURES:

6-1. Each finding aid must have a file name that fits it within the Archives' system.

> **6-1-1**. The file name distinguishes whether the record is a *Columbia* or a *University Wide* record, what Record Group it belongs to, and its Subgroup number. The file name *c-rg1-s2.html* indicates that the record is a Columbia campus record, the item is part of Record Group #1, and it is Subgroup #2. Some Record Subgroups are so large that finding aids are prepared individually for the Series of the Subgroups. The file name *c-rg1-s2-1.html* indicates that the finding aid describes Series#1 of Record Group #1, Subgroup #2. A *uw* in place of the *c* indicates the item is a University Wide record. The Subgroup number is derived from the *Web Postings Book*; each Record Group has its own table of Web files created and loaded on the server, and the number is chosen as the next chronological number available.

> **6-1-2**. Files that deal with policies, procedures, and other subjects dealing with the administration of the Archives, have names that indicate what they are, e.g., *holdings.html* for the Holdings title page and *coll-pol.html* for the Collection Policy and Donor Information page. Try to use no more than eight characters before the *.html* suffix, if possible.

> **6-1-3**. Files that make up Internet exhibits will be named descriptively and stored in the main Web site directory. Images used in exhibits and in finding aids are stored in the *Images* directory of the remote Web site.

6-2. In order to transfer the finding aid file from the computer to the systems account for the Internet, you need to enter the WS-FTP program. Either click on the appropriate icon on your computer screen, or go through the Programs Menu.

> **6-2-1**. When the WS-FTP screen appears, set *Profile Name* as *system.missouri.edu*.

> **6-2-2**. Set *Host Name/Address* as *system.missouri.edu*.

> **6-2-3**. Set *Host Type* as *UNIX [standard]*.

> **6-2-4**. Set *User ID* as your e-mail id, i.e. *hollandm*.

> **6-2-5**. Enter the archives password.

> **6-2-6**. You are in the University Archives' account.

6-3. The window on the left shows the contents of the local WS-FTP; the window on the right shows the contents of the Archives' Systems account. Locate the file you wish to post to the Server (whether on drive c or drive a), and click on it to highlight it. Make sure the right hand window near the top shows that you are in the / directory. Click on the arrow in the middle of the screen that points to the right. The file is then copied over to the *Remote Web Site* on the UM-System File Server.

6-4. Uploading images is exactly like uploading HTML files, except that the directories involved are different. When you connect to the server using WS-FTP and before you transfer files, you will need to

change to the *images* directories on both the local computer and the Remote Web Site. Locate the *images* file on each window and double click to change to that directory. Then, highlight the file you want to transfer, and click the right arrow to send it over. This action copies over and erases old files with the same html file name. Remember to keep track of what directories you are in on both computers, so that you only put HTML files in the / directory and images (.jpg, .gif) in the *images* directory.

6-5. Be careful when transferring files between systems, so that new versions are not mistakenly replaced or overwritten with older versions. The staff member doing the posting must always remember that to double-click on any file name while logged in to the remote server and the local FTP system will result in the copying of that file from the designated (high lighted) location to the other location.

6-6. The HTML and Image files on the Remote Web Site are backed up on CD-R media monthly. The copies are maintained in 726 Lewis Hall.

Return to the Table of Contents

(Revised: 15 August 2002)

UCR Special Collections & Archives Department

Workflow for Adding Manuscript Collection Information to the Web

1. Collection is processed and input into the Archivists' Toolkit.

2. Collection information (front matter/container list) is exported into Encoded Archival Description (EAD) using the Archivists' Toolkit.

3. The exported EAD file is modified using the Oxygen XML Editor to conform to the Online Archive of California's (OAC) Best Practice Guidelines and to our department's own formatting style.

4. The Oxygen XML Editor is used to validate the EAD file and make sure that it is well-formed.

5. Collection title, number, and a brief description is added to the Archives portion of the Special Collections website; links to the EAD finding aid and MARC collection record are added when made available online (this webpage is currently being re-designed and should be live by Summer 2008).

6. EAD finding aid is uploaded to the California Digital Libraries (CDL) server for display on OAC.

7. EAD finding aid is uploaded to the Archives portion of the Special Collections website using an XSLT style sheet (this will be implemented with the re-design)

8. Collection information (general description) is exported to MARC format (in an XML file) using the Archivists' Toolkit.

9. The XML MARC file is sent to the Cataloging department along with a URL for the online finding aid to be added to the 856 field in MARC (discussions are underway as to whether this will remain the OAC finding aid or change to our locally hosted version upon completion of the re-design).

10. The Cataloging department modifies the MARC record as needed and incorporates this record into OCLC and our local OPAC.

E. Milenkiewicz   3/14/2008

Library Intranet   Web/Intranet Publishing Guide
Online Version of Web Publication Checklist

Web Publication Checklist

Previously unpublished material must be **approved** by your area's Principal Librarian, or Coordinator for Statewide Library Services (DLD), or his or her designee. (Please complete Items 1 - 10 below.)

Existing pages that are being **updated** must be approved by the appropriate Associate Librarian for that subject area. (Please complete at least Items 8-10 below).

Every **new** or **updated** page sent to the Web Administrators for publication to the Web site should include this cover sheet (or the electronic version), indicating appropriate approval as described above (and in Approval of Web Materials.)

➡Send completed Web Publication Checklist to: Web Administration, Computer Applications Group, New York State Library (Basement, CEC).

➡Or, you may prefer to use the Online Version of Web Publication Checklist.

General Information

1. Is this page:

   ____ standalone, or
   ____ part of a series or section of pages?

2. Does this page supercede an existing page? ___Yes ___No

   If Yes, what page?
   URL: _____

3. What Web page will contain the main link to this page?
   What other Web page(s) should contain a link to this page? (Need more space? Add to "Notes" section at end of form or contact us to discuss.)

URL:	Where on the Page?
Main link:	

4. How should this page be listed in the Site Index? (Note: A page can be listed more than once. The Library catalog, for example, is listed as *Catalog*, *Online Catalog*, and *Excelsior*.)

_____
____
_____
____

Graphics

5. Are there any graphics on this page? ___Yes   ___ No

   If yes, where can the graphics be found? (A list of some commonly used graphics can be found at http://atworkux.nysed.gov/library/webguide/images.htm.)

   ___ Sent with the HTML file.
   ___ Already on the server at URL: _____.
   ___Other: _____
   (Suggestions: T drive, R drive, K drive)

   If this is a new graphic, please provide **alternative text** (a brief description of the graphic that will be read by those who cannot, or choose not to, view graphics).

   _____
   ____
   _____
   ____

Dates

6. When should this page "go public"? _____

   Note: If there are problems with the page, if testing is required (e.g., *forms*), or if the new page will necessitate changes to other, existing pages, you should send the page to the Web Administrators **at least three (working) days** before you want it to go up.

7. Is this page: ___ Permanent
                   ___ Temporary--Remove page on the following date:
   _____

Page Owner Information

8. Who is the page owner (responsible for content)?
   _____

Who is responsible for the HTML?
_____

Approval: Complete 9.a. *or* 9.b.

9. **a. Approval Needed for Previously Unpublished Material:**

Approved by Principal Librarian, Coordinator for Statewide Library Services (DLD), or his or her designee:

Yes____,;
Approved By:

__ Carol Desch	__ Liza Duncan	__ Mary Redmond	__ Loretta Ebert	__ Other:_____

9. **b. Approval Needed for *Updated Material*:**

Approved by Associate Librarian or his or her designee.
Approved By: _____

10. Submitted By: _____

Notes: _____

When you send any new pages or updated pages to the Web Administrators, please inform your area's Web Team member(s).

Library Intranet | Web/Intranet Publishing Guide | Contact us | Library Web Site

Last modified on January 19, 2006/dvm
http://atwork.nysed.gov/library/webguide/checkweb.htm

SELECTED RESOURCES

DOCUMENTS

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WEB SITES

Staffing Levels/Job Descriptions

University of Manitoba.   About Archives & Special Collections. Professional Staff
http://umanitoba.ca/libraries/units/archives/about/

Massachusetts Institute of Technology. Institute Archives & Special Collections. Staff
http://libraries.mit.edu/archives/about/staff.html

University of Missouri. Position Descriptions-Special Collections
http://mulibraries.missouri.edu/staff/admin/positiondesc/specialcollections.htm

Position Descriptions-University Archives
http://mulibraries.missouri.edu/staff/admin/positiondesc/archives.htm

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