

PROCESSING MANUAL



for archival and manuscript collections

**University of Maryland Libraries
College Park, Maryland**



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In addition, we would like to thank archival institutions who were willing to provide their own processing manuals as examples. Portions of our own manual were adapted from:

- Northeastern University Libraries Archives and Special Collections Processing Manual
- Utah State University Processing Manual
- Library of Congress, Music Division, Acquisitions and Processing Section, Processing Procedures Manual

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PREFACE:

In an era defined by the documentation and accumulation of everything imaginable, it is necessary to approach the processing of new collections with a strategy that strikes a balance between theory and practice. The authors of this manual firmly believe in this approach. This document codifies a practical processing strategy for all University of Maryland (UM) Libraries' special collections units. It is intended to serve as a technical guide and source of information on UM Libraries' policies and procedures for the acquisition, appraisal, arrangement, description, and provision of access to special collections.

INTRODUCTION: BASIC ARCHIVAL PRINCIPLES

Modern standards of archival work are the result of more than one hundred years of rigorous professional debate on the organization and protection of physical objects and the intellectual content residing in them. The practice of archivists ranges from passive, custodial acquisition to active, judicious selection, depending on unique institutional situations.

Regardless of where individual practice falls in this continuum, however, certain professional tenets transcend the institutional context. Common principles include provenance, original order, and collective description. The finding aid is the most common descriptive tool.

PROVENANCE

Provenance refers to the source or origin of something, or the history of the ownership or location of an object. The provenance of an archival collection customarily is related to an organization or individual that created, accumulated, maintained, and/or used the materials prior to their transfer to a repository. In order to preserve the integrity of a collection, the principle of provenance, commonly referred to as *respect du fonds*, normally dictates that documents from one source not be intermingled with those from another, even if they may share similar subject content

ORIGINAL ORDER

Original order refers to the pattern of arrangement (or lack thereof) established when archival materials are created or accumulated. It is desirable to maintain original order if so doing preserves evidence of the creator's use and arrangement of a collection. The principle of original order is more often evoked or applied when processing organizational records than it is for personal papers, although there are certainly exceptions.

COLLECTIVE DESCRIPTION

Archival materials are generally described collectively rather than individually. The informational value of a single document is enhanced by the contextual value of those surrounding it. Collective description provides a summary of important groupings (series) of materials for researchers. Series descriptions and other information recorded in finding aids facilitate researchers' access to archival materials.

FINDING AIDS

A finding aid is a document that allows researchers to gain physical and intellectual access to an archival collection. The information recorded in finding aids may include an enumeration of the collection's size, a history of its creator(s), descriptions of the contents of various series, institutional policies that affect research use, and an inventory of the contents of the containers in which the collection is housed. Finding aids increasingly originate as electronic documents that are uploaded to an institutional database using templates and Encoded Archival Description (EAD) and are disseminated via the Internet.

These brief definitions provide an introduction to the basic concepts that underlie the method for processing collections outlined in this manual. Some of these concepts are subsequently described in greater detail. Please also consult the glossary for clarification of additional terms.

1. COLLECTION DEVELOPMENT

1.A. Collection Development Policy

The UM Libraries collect archival materials, including organizational, institutional, and personal records, printed documents, correspondence, diaries, maps, photographs, graphic materials, audiovisual media, scores, recordings, and other material that document personal, business, and/or organizational history and have enduring research value. Individual special collections units/departments determine the acquisition of archival materials based on formal or informal collection development policies.*

1.B. Donor Policy

Special Collections materials are obtained through donation, transfer (as in the case of UM materials, for example), and purchase. Donors of in-kind gifts are encouraged to make a financial contribution to assist in processing those gifts.

1.C. Donation Guidelines

- Donations become the sole and irrevocable property of the University of Maryland Libraries
- Donations of archival materials to a public research facility may be tax deductible. Staff of the University of Maryland Libraries are barred by Maryland state law from providing appraisals of in-kind donations for tax purposes. Appraisals should be performed by a disinterested third party, before legal title to the donation is conveyed to the University of Maryland Libraries
- It is the policy of the UM Libraries to acquire the intellectual property rights residing in a collection, if possible, at the time the collection is acquired. The conditions regarding intellectual property as well as those relating to use of the donation, donor access, and restrictions are formalized in a legal document agreed upon and signed by the donor and a representative of the UM Libraries. The UM Libraries will assume no responsibility for violation of laws governing intellectual property rights by individuals who consult its Special Collections holdings
- The UM Libraries do not accept permanent loans of materials and will not assume liability for materials that are not governed by a formal agreement with the UM Libraries

* Please contact the appropriate curator or departmental/unit website for specific collection development policies

The UM Libraries reserve the right to decline any collection for many reasons, including, but not limited to, the following:

- Inability of the University of Maryland Libraries to house, store, and provide staffing sufficient to ensure that the collection will be maintained into the foreseeable future
- The collection contains materials that do not fit within the scope of the UM Libraries' collection development policies
- The collection consists of photocopies of original archival materials donated to another repository
- Materials irreparably damaged by insects, mold, or other means
- There are unresolved questions about the ownership of the collection

1.D. Formal Gift Agreements and Gift Reporting Policies and Procedures

The following steps occur when new collections are donated to the UM Libraries:

- A donor contacts the Libraries and states his/her intention to make a donation or the Libraries may solicit a donor. Such contacts are usually handled by Libraries' administrators or curators.
- Donors and UM Libraries' staff agree upon the provisions of a Deed of Gift (different versions are used for [individuals](#) and for [organizations](#)) or other legal document that specifies the details of the transfer of legal custody of the materials to the UM Libraries and also prescribes conditions and restrictions (if any) related to the donation. This form is signed by the donor and a UM Libraries' official (Dean of Libraries, Director, curator). Before the document is signed, it will be reviewed by the Libraries' Office of External Relations to ensure that the instrument is the appropriate one for the particular gift. Although a Deed of Gift is the preferred instrument for donation transactions, the Office of External Relations determines in some cases that a "memorandum of understanding" (MOU) or other instrument is to be signed by the donor and the appropriate Libraries' official. In the case of small donations, an acknowledgment letter may be sufficient to recognize a gift.
- The original signed agreements are the curatorial responsibility of the University Archivist. Copies of legal documents governing donations are also filed in the appropriate control files of the responsible curator. Copies may also be held in the Office of External Relations and the Libraries' Gifts Office. The University of Maryland Libraries' Gifts Office is responsible for the official reporting of all gifts-in-kind to the Libraries.
- The responsible curator acknowledges the donor's gift by means of a formal letter, which normally encloses a signed copy of the gift instrument.
- The curator who has curatorial responsibility for the donation [reports](#) it to the UM Libraries' Gifts Office (<http://www.lib.umd.edu/CLMD/Gifts/giftreport.html>). UM University Relations requires documentation justifying any gift valuation of \$4,000 or more. The University Comptroller's Office has mandated that substantial justification of

a value exceeding \$4,000 must be provided, if the donor has not had the gift professionally appraised.

- Donors who intend to take tax deductions for charitable donations of gifts-in-kind to the UM Libraries should be referred to Libraries' Gifts Office web site (<http://www.lib.umd.edu/CLMD/Gifts/donate.html#TAX>). The UM Libraries' staff are barred by law from providing appraisal of gifts-in-kind. For the protection of the donor, such appraisals should be completed by a disinterested third party and prior to the date on which the material is conveyed to the UM Libraries. UM Libraries may seek an appraisal by an outside professional to determine replacement value of archival materials for insurance purposes. Such appraisals are not ordinarily shared with donors. The UM Libraries' Gifts Office maintains a list of professional appraisers to whom donors can be directed.

When an individual makes an additional donation of materials to an already established collection:

- The new donation is reported to the Libraries' Gifts Office (<http://www.lib.umd.edu/CLMD/Gifts/giftreport.html>). Please see [sample report](#).
- An acknowledgement is sent to the donor.

1.E. Transfers of University Materials

When departments or individuals transfer university records to the University Archives, a deed of gift is not necessary. This action is usually acknowledged by email and a copy of the preliminary inventory containing the assigned accession number is returned to the office/unit/department that transferred the records.

1.F. Purchasing Collections

The UM Libraries will sometimes decide to purchase collections or individual items from known and respected manuscript dealers or from other parties. Although each department has access to a small amount of funds for acquisition of collections, it often may be necessary to consult with the head of the department to identify a funding source. In addition, curators may wish to discuss potential purchases with their colleagues, or with subject teams, such as the Maryland History and Culture Team.

Most manuscript dealers will agree to send a collection to the UM Libraries "on approval" before a commitment is made to purchase. This is a valuable step that allows a curator to fully examine and research a potential acquisition. If the seller will not send the collection on approval, then it is vital to receive either a complete inventory or digital images of the collection in advance of purchase for analysis. If the seller insists that billing must accompany the collection, then it is vital to either 1) receive either a complete inventory or digital images of the collection in advance of purchase for analysis or 2) work with the Acquisitions unit to set up an approval purchase order so that the collection can be reviewed by the curator.

After a decision is made to purchase a collection, the following steps will complete the transaction:

- Alert the manuscript dealer/seller about the intent to purchase; tell the seller to expect a purchase order from the Libraries Acquisitions department. If the collection is not already physically at the UM Libraries, the seller must ship the collection in advance of payment.
- Send a completed Materials Request Form (<http://www.lib.umd.edu/TSD/ACQ/mrf.pdf>) to the appropriate contact in the Acquisitions Department. It may be necessary to consult with the appropriate Department head in order to identify the correct fund against which this purchase will be charged.[†]

Collections purchased by the UM Libraries are subject to the same processing procedures as any other collection.

[†] The Acquisitions Department is required to turn over invoices to the State for payment within 10 days of receipt of that invoice. Further, the State must by law pay all invoices within the legal terms of payment specified on the invoice itself, usually no more than 30-45 days, past which it is legally obligated to pay interest on the unpaid balance.

2. LEVELS OF PROCESSING

The concept, “levels of processing,” underlies the UM Libraries’ approach to manuscript and archival processing. According to the SAA Glossary, processing is “The arrangement, description, and housing of archival materials for storage and use by patrons.” A collection is “processed” when an individual can make productive use of it for research. Processing a collection provides “control” of the physical artifacts and the intellectual content embodied in them. Collections may be arranged and subsequently described at the series level, the box level, the folder level, or (very rarely) the item level. In some cases, the original order of the collection may be described, so that there is no arrangement by a “processor” after the collection is acquired.

Similarly, description ranges from minimal (a local accession record or description of the entire collection) to highly detailed (an indexed item-level inventory). For most UM Libraries’ collections there are, at least, folder-level listings; however, homogenous collections, or certain series, may only merit box-level control. In some collections, there are item-level listings for the entire collection or certain series, because decisions about the level of processing to be completed are made separately for each series in a collection. Because there are varying levels at which a collection may be processed, the processor must determine the most efficient method of achieving the optimal intellectual control of the material.

“Quality” processing does not necessarily mean extensive arrangement and description. There are many degrees of processing, each of which can be done well. The extent of the job done with each collection depends on such factors as:

- time/cost priorities
- the amount of material in each collection
- the subject matter of each collection.

In most cases, the result is a compromise between the work that would be done in an ideal situation, and the minimal amount of work necessary to make the collection usable. The most important factor in determining the overall amount of work to be done on any collection is its research potential.

Other factors include:

- the initial order and physical condition of the papers
- the amount of staff time available for processing
- the variety of record forms in the collection (oversize maps and charts, videotape, computer output, etc.)
- the nature and complexity of activities documented in the papers
- the donor’s specifications in the gift agreement (if any)
- the presence of confidential or sensitive records.

Although an archivist will participate in the choice of an appropriate processing level, the decision rests primarily on the processor’s evaluation of the collection and its potential uses.

-- From the *Utah State University Processing Manual*

So that processing is effective and efficient and unnecessary work is avoided, the processor meets with his/her supervisor or colleagues periodically. Not every processing task is completed for every collection. The time and cost of materials associated with preservation photocopying, refolding, preparation of folder lists, biographical research, and other processing tasks must always be weighed against the benefits of the work. Processors will work with their supervisor(s) or colleagues to establish the level of work that balances the value of the individual collection with the institution's resources and priorities.

3. MINIMAL LEVEL PROCESSING

3.A. Accessioning

Accessioning is the first step in achieving basic control over materials received into an archival repository and the first level in a collection's processing journey. Richard Pearce-Moses defines accessioning as "tak[ing] legal and physical custody of a group of records or other materials and...formally document[ing] their receipt" and as "document[ing] the transfer of records or materials in a register database or other log of the repository's holdings."[‡] At the UM Libraries, accessioning begins with two initial steps:

1. The creation of an accession record in the archival management database (locally known as "the Beast").
2. The creation of a preliminary inventory or box listing.

While there are other tasks and products associated with accessioning, these are the two main products that will be produced during the initial accessioning process at the University of Maryland.

3.B. Assigning the Collection Name and Accession Number

Before an accession record can be created, a collection name and an accession number must be assigned. The collection name should be created according to {DACS 2.3}, "Title of Collection."[§]

3.B.i. Assigning a Collection Name

1. Determine what type of collection you are accessioning: university record group, records of an organization, personal papers, manuscript collection, etc. What is the provenance of the materials?
2. Check the archival management database or print collection location register to see if a collection name has already been assigned to a previous accession of similar materials.
3. If no previous collection name has been assigned, then create a collection name based on the type of material being accessioned. Use the form of name of an organization or person which has been established in the national authority file <<http://authorities.loc.gov/>>. In the absence of an authority record, use DACS rule 2.3.5 along with 12.1-12.3 for personal names and 14.1-14.3 for corporate bodies.

[‡] Richard Pearce-Moses, *A Glossary of Archival & Records Terminology* (Society of American Archivists: Chicago, 2005), 3-4.

[§] *Describing Archives: A Content Standard* (DACS) is a set of rules approved in 2007 by the Society of American Archivists for describing archives, personal papers, and manuscript collections, and can be applied to all material types. It is the US implementation of international standards (i.e., ISAD(G) and ISAAR(CPF)) for the description of archival materials and their creators. DACS serves as a replacement for *Archives, Personal Papers, and Manuscripts (APPM)*.

For personal names, choose the form of the name according to the following order of preference:

- a. the name that appears most frequently in the person's published works (if any);
- b. the name that appears most frequently in the archival materials being described;
- c. the name that appears in reference sources;
- d. the latest name.

For corporate names, choose the form of the name according to the following order of preference:

- a. the name that appears in published items issued by the corporate body in its language;
- b. the name that appears in reference sources;
- c. the name that appears in the corporate body's records;
- d. the name that appears in administrative records relating to the acquisition of the materials being described;
- e. the name that appears in other archival records.

When there is a problematic name, consult with the cataloger about doing authority work at the beginning of processing.

Example

University record group

[Name of school, office, department, unit, or student organization] records

Department of Intercollegiate Athletics records

Associated Women Students records

Records of an organization

[Name of the organization] Records

United Brotherhood of Carpenters and Joiners records

Woman's Suburban Democratic Club records

Personal papers

[Individual's name] papers

Katherine Anne Porter papers

Spiro T. Agnew papers

Collection of materials

[Name of Person, Organization, or Subject Area] collection

Helen Faith Keane collection

Maryland Manuscripts collection

Other options

[Name of Person, Organization, or Subject Area] [specific terminology]

Leonidas Dodson diaries

American Bandmasters Association Research Center recordings collection

3.B.ii. Assigning an Accession Number

Accession numbers consist of two parts separated by a hyphen:

1. The fiscal year in which a collection is accessioned



The fiscal year runs from July 1st through June 30th

2. The next consecutive number available. The number denotes the order in which a collection was received into the repository.



2008-37 represents the 37th collection received in fiscal year 2008

Each department maintains a separate accession number tracking system. Typically, it will be in the form of a spreadsheet with a separate tab for each fiscal year. In the Archives and Manuscripts Department, this spreadsheet may be accessed by clicking the **Accession Number** link on the opening page of the database, or by navigating to:

M:\Coll Mgmt & Spec Coll\Archives and Manuscripts\EAD\AccessionNumbers\AccNo.xls

3.C. Creating an Accession Record

The accession record includes basic information about the collection, such as the collection title, date received, accession number, size, and inclusive and bulk dates. It also includes information about donors, shelf locations, and subject categories. Additional information, such as preservation issues and restrictions imposed may be added at a later time, after the minimal level processing is complete.

1. Open the archival management database in Microsoft Access
 - Historical Manuscripts, Literary Manuscripts, University Archives
 - M:\Archives & Manuscripts\EAD\ArchivesUMDBFrontEnd\ead.mdb
 - Broadcasting Archives
 - M:\Coll Mgmt & SPec Coll\Broadcasting Archives\EAD\bcastead.mdb
 - Special Collections in Performing Arts
 - M:\Public Services\Performing Art Center\Special Collection\Special Collection Share\EAD\eadpal_main.mdb
2. Open the **Enter/Edit a new Accession Sheet** form. A blank University of Maryland Libraries Accession Form will appear. It is not necessary to click the **Add New Accession!** button at the top of the form unless you are in the midst of viewing another accession record.



The accession forms are sorted according to the date that they were entered into the database. Using the arrow buttons at the bottom of the screen, one can scroll to locate a particular collection. It is also possible to click on the binoculars button and type in the name of the collection or an accession number to "find" it.

3.C.i. Collection Information

1. **Title of collection.** This element provides a supplied or formal phrase that identifies the collection. Titles should be highly specific and present a personal name or corporate body in direct order followed by the document medium and inclusive dates.

Cookie Monster Papers
Sesame Street Records
Antiques Roadshow Collection

- 2. Beast Entry [Name (Last/First)].** This element identifies the individual, family, or organization primarily responsible for creating, assembling, accumulating and/or maintaining the materials. If responsibility is ambiguous or shared among numerous individuals or groups, it is not necessary to specify this element. Consult the Library of Congress Authority File <<http://authorities.loc.gov>> for established personal name and corporate body headings.

White, Richard
Agnew, Spiro T.

- 3. Accession Number.** This element provides a unique local, repository, and country identifier for the collection being described. If accession numbers are not used, enter "N/A"

2007-56
2008-23

- 4. Collection Type (Unit).** This element identifies the name and location of the repository that holds the materials being described. Include both the institution and its appropriate sub-area. Select the unit from the pull-down menu.
- 5. Dates (Inclusive).** The date element identifies the dates that pertain to the creation, assembly, accumulation, and/or maintenance and use of the materials being described. Inclusive dates are the earliest and latest dates of materials in a collection.

1900-1995
June 19, 1972
1890-1980

- 6. Dates (Bulk).** The date element identifies the dates that pertain to the creation, assembly, accumulation, and/or maintenance and use of the materials being described. Bulk dates are the dates that represent the largest grouping of materials in a collection. It is possible, especially with smaller collections, for the bulk and inclusive dates to be the same.

1990-1995
June 19, 1972
1945-1980

- 7. Size.** This element indicates the extent and physical form of the materials being described by using a combination of quantitative numbers and material types. The common unit of measurement for description is *linear feet*. Collections measuring 0.25 linear feet or less should be quantified as number of total items. Be as specific as necessary. Please see the [additional information](#) on linear feet conversion measurements.

Always write out linear feet to two decimal points

0.25 linear feet

3.00 linear feet

For collections smaller than 0.25 linear feet, write out items

87 items

A combination of both (an “or” situation - use parentheses):

3.00 linear feet (877 items)

An “and” situation

3.00 linear feet and 87 items

3.00 linear feet, 27 negatives, and 50 photographs

8. Process Status.

- *Unprocessed*
- *Processed.* Only chose this if a collection has been fully processed.
- *Memorabilia.* Only used for Historical Manuscripts and University Archives
- *Maryland Manuscript.* Only used for Historical Manuscripts
- *Photograph.* Rarely used
- *Obsolete.* This is usually assigned in the case of a collection that has multiple accessions. When such a collection has been processed, all but the first accession record is made obsolete, usually because there is a new location for the entire collection, and a finding aid can only be linked to one accession record.

- 9. Restricted.** This element provides information about access restrictions that exist as a result of sensitive information in the materials being described. Such restrictions may include those imposed by the donor, by the repository, or by statutory/regulatory requirements. Check the “Restricted?” box if there are any restrictions in the collection.

If no restrictions exist: *The collection is open for research use.*

OR

Generic statement for unprocessed collections: *This collection is unprocessed, and may require pre-screening before viewing. Please contact the Archives and Manuscripts Department for more information.*

OR

Detailed restriction statement example: *Some files are restricted. Refer to individual folder headings for more information.*

10. Condition/Preservation. Note any immediately visible preservation issues.

Some paper brittle. Evidence of water damage on some documents.

Good.

Excellent condition.

11. Document Types. Use the pop-up list of document types as a guide for entry into this field, and be more specific if necessary. Terms include *award, biography, budget, bylaws, clippings, committee files, constitution, correspondence, course material, diagrams, diaries, directories, drawings, financial records, ledgers, legal documents, letterbooks, machine-readable records, maps, memorabilia, minutes, music, personnel records, phonograph, photographs, plans, press releases, publications, reports, reprints, scrapbooks, speeches, studies, tapes, working papers, floppy disks, CD-ROMs*

12. Mem #. This field is only to be filled in if memorabilia is being accessioned. New memorabilia numbers can be found in the same Excel spreadsheet as the new accession numbers.


13. Photo #. This field is only to be completed if the photographs being accessioned have been entered into the photo database

14. MDMS # - Complete this field only if the item being accessioned is a Maryland Manuscript. New Maryland Manuscript numbers can be found in the same Excel spreadsheet as the new accession numbers.

15. Full description in abstract? This field is used by University Archives to identify non-memorabilia accessions that are fully described in the Abstract field and do not require a separate inventory. Typically, accessions that fall into this category consist of only a few photographs or documents. The field is used to calculate the number of fully described accessions for quarterly reporting.

16. Abstract/One Pager. One paragraph descriptive abstract of the collection. Should include information that would or does appear in the historical note and scope and contents elements of the completed finding aid for the collection.

The Richard White Collection, which covers the period 1905 to 1920, includes correspondence between the Director of the Maryland Agricultural Experiment Station, H. J. Patterson, and the Superintendent of the Ridgely Sub-station, Charles Opperman. The two men discuss administrative details concerning the setup of the farm as an experiment sub-station, including questions about how expenses will be handled and what repairs should be made to the existing structures. The correspondence also contains descriptions of the experimental work taking place on the farm as well as plans for future work. In addition, the series contains an annual report from 1917 and two detailed inventories of items on the Ridgely property in 1917 and 1920. Maps show the boundaries of the farm and its field divisions. These materials date from 1914 to 1920. The collection also contains academic reports of Herbert James White, a student of the Maryland Agricultural College from 1905 until 1911.

17. Inventory Link. If there is a preliminary inventory in Excel or as a PDF that will not be included in the database directly, provide the hyperlink here using Microsoft Access's hyperlink button: 

18. Geographical Location. This refers to the location documented by the bulk of materials in the collection. In the text box, list a specific town, city, state, region, or country, if known. Then, using the options in the pull-down menu, assign a broad location code to the collection.

- **Balto** = Baltimore City, Anne Arundel County, Baltimore County, Carroll County, Harford County, Howard County
- **Eastsh** = Caroline County, Cecil County, Kent County, Queen Anne's County, Talbot County, Dorchester County, Somerset County, Wicomico County, Worcester County
- **MD** = State-wide geographic coverage
- **Mid-Atl** = New Jersey, New York, Pennsylvania, Virginia, West Virginia, Delaware, District of Columbia
- **Other** = Does not fit into any of the other codes
- **Southmd** = Calvert County, Charles County, St. Mary's County
- **Subwash** = Montgomery County, Prince George's County
- **UMD** = University of Maryland
- **Westmd** = Allegany County, Garrett County, Washington County, Frederick County

3.C.ii. Donor/Source Information Tab

1. **Date rec'd.** The date the collection arrived at the University of Maryland
2. **Acquisition type.** Select an option from the pull-down list (gift, purchase, transfer, deposit)
3. **Name/Org.** Name of donor, and, if applicable, the organization he/she represents
4. **Donor Address.** Preferably the place where the documents originated, but primarily a contact location for the donor
5. **Initials (of person entering record)**

3.C.iii. Location Tab

1. **Description.** Use for additional identifying information about location, such as *flat box* or *rolled tube*
2. **Linear feet.** If the collection is shelved in more than one location, each line refers to the linear feet of a particular shelf location
3. **Location information.** How this is entered varies by department
4. **Number of boxes.** When possible: *2 Paige* or *3 Hollinger*

University of Maryland Libraries Accession Information Form Add New Accession! Print Accession Sheet!

You are working on an accession record for: Intercollegiate Athletics (2003-119)

Collection Information Donor/Source Information Location Subject Categories

Locations

Description	Linear Feet	Beginning Loc (Floor, Range, Side, Shelf, Space)	Ending Range (Floor, Range, Side, Shelf, Space)	Number of Boxes
▶ Box 1 and 2 and 1544 g	3	HBK1		
1544 f		HBK1		
Box 3	1.5	GR 37 A 44		
1544 i - 1544 ccc		RM 2210 C		
1544 ddd - 1544 fff		GR 38 A 60		
1544 ggg	1.5	GR 37 A 45 c		

Record: 1 of 6

3.C.ii. Printing the Accession Record and Other Record-Keeping

In some cases, the steps outlined in this section may be the only ones necessary to account for a collection. If so, once the accession record is complete, print it using the **Print Accession Sheet!** button at the top of the form. Each department may have different procedures regarding the filing and maintenance of the paper records. Often, a copy is filed by accession number, another by collection name, and a third might reside in the collection's control file.

However, survey and analysis of the collection, as outlined below, will provide additional useful information that should be added to an accession record.

3.D. Survey and Analysis of the Collection

The first step in the process of providing access to a minimally processed collection is to survey the records and gather background information about them. This information documents both physical and intellectual attributes of the materials and is necessary to construct a skeletal finding aid and brief catalog record for basic researcher access:

Physical Information

- volume of the collection in linear feet
- potential preservation issues (mold, acidic paper, faded ink, etc.)
- records of unusual size or form
- types of materials (books, audio tapes, etc.)
- evidence of missing items or gaps in the records
- evidence of original or former file order

Intellectual Information

- earliest and latest dates of the materials (inclusive dates)
- earliest and latest dates of the bulk of the materials (bulk dates)
- significant dates and events in the lives of people represented in the collection (birth, death, appointments, etc.)
- significant dates and events in the history of an organization or administrative unit (establishment, reorganization, etc.)
- significant publications by or about figures in the collection (biographies, bibliographies, etc.)
- confidential or sensitive records, particularly student grades, recommendations, medical records, personnel records, or other confidential information
- organizational or personnel charts
- provenance and history of the collection itself
- subjects and research strengths of the collection
- frequent or prominent correspondents



Consider this initial survey as a “first pass” through the records. Sample documents, and use available research tools to discover general information about individuals and organizations in the collection. Also consult the collection “control file” for information on collection provenance, donor restrictions, and other types of information.

As you progress through materials, note patterns of arrangement (alphabetical, chronological, etc.) or any lack thereof. Resist the urge to rearrange materials at this time

Use the [Collection Survey Checklist Form](#) to guide the information-gathering process.



In this phase, re-house materials into Paige boxes and place loose materials into folders with concise labels. Note and address basic preservation needs.

3.E. Separating Materials

The “first pass” through a collection is an excellent opportunity to separate materials that are easily identifiable as:

- excessive duplicates
- unrelated materials
- items with unique storage or preservation needs

Example

Collection: Maryland Federation of Business and Professional Women’s Clubs

Item: Copies of *Business Woman* magazine (published by the National Federation of Business and Professional Women’s Clubs)

Action: Remove from collection and make a note for the control file. Check the Libraries’ Online Catalog for our holdings. If the item is not in the Online Catalog, offer it to the appropriate selector.

Rationale: This is a publication that was sent to all local branches of this organization. It’s contents and its existence in the collection have no significance to the research value of the records generated by the local organization.



Collections almost always contain duplicate materials. In general, it is considered good practice to retain one or two copies of an item, preferably those in the best condition. Other factors to consider are monetary value and donor restrictions.

Example

Item: 2,000 tie clips engraved with *Spiro T. Agnew*

Action: Retain two for the collection. Keep the rest in a drawer to hand out to visitors to the Maryland Room

Item: Four copies of an organization's annual report

Action: Retain one copy for the collection. Recycle the remaining copies

Item: Five complete runs of the *Carpenter*, the monthly magazine of the United Brotherhood of Carpenters and Joiners of America.

Action: Retain at least two, preferably three copies.

Rationale: One copy may be used for microfilming/digitization projects. One could be a use/archival copy. A third copy could be provided to interested individuals on a case-by-case basis, or used for exhibit purposes.

3.F. Creating a Preliminary Inventory

Upon completion of the collection survey, it is necessary to construct a preliminary inventory. A preliminary inventory records the contents of a collection at the box and folder levels in the order they appear. For some collections, the preliminary inventory will be the final step in the processing of a collection.

Preliminary inventories are created in an Excel spreadsheet ([template](#)). The name of the collection and its accession number are placed at the top of the document, preferably in the header. The following fields are required:

- Box number
- Folder number
- Folder heading
- Dates
- Restricted? (yes/no)
- Size (dimensions, oversize, etc.) or material type (if a special format such as photographs, audio, video, etc.)

Optional fields (currently not accessible through ArchivesUM) include:

- Notes
- Subjects



Box Number	Folder Number	Folder heading	Dates	Size/Type	Restricted?	Notes	Subjects
------------	---------------	----------------	-------	-----------	-------------	-------	----------



While constructing a preliminary inventory ...

- Do not rearrange materials
- Remove rusty paperclips and rubber bands; leave staples in place
- Record folder headings exactly as they appear
- Supply a general descriptive heading for untitled folders (ex. *Correspondence*)
- Record approximate bulk dates for each folder if none exist
- Use the **Notes** column to record additional information that could be useful for future processing
- Use the **Subject** column to record potential series and/or subject descriptions

Generally speaking, preservation work beyond the removal of rusty paperclips or rubber bands is not necessary during this process. Serious preservation concerns, however, such as mold, crumbling paper, or corroded images and audiovisual materials should be brought to the attention of the curator immediately.

3.G. Creating a Minimal Finding Aid

The goal of all processing activities is to make collections available for use to researchers. Once the preliminary inventory is created, a minimal finding aid is created in ArchivesUM.

Many of the fields needed to create a minimal finding aid will already have been completed in the accession record. Below are the additional fields needed for a minimal finding aid. For detailed information about how to enter each field into the archival management database for inclusion in ArchivesUM, please consult section 7 of this manual: Guidelines for Entering Finding Aids into the Microsoft Access Database.

EAD Header

- EADID
- Finding Aid Status
- This collection is
- Handle
- PID
- Title of the Finding Aid
- EAD Creation
- Creation Date
- EAD Record Revision
- Revision Date

Abstract

- Unit
- Address
- Name Type
- Name (Last/First)
- Title of collection
- Dates (Inclusive)
- Size
- Unit ID
- Abstract

Descriptive

- Access Restrictions
 - For unprocessed collections include this statement: *This collection is unprocessed and may require pre-screening before viewing. Please contact the Archives and Manuscripts Department for more information.*
- Processing Info
 - The processing info statement should clarify for researchers that this is an unprocessed collection. Any information about processing work that has been done should be noted here.
- Use Restrictions
 - This element identifies any restrictions on reproduction or further use of materials after access has been provided. Finding aids typically communicate this information using a generic statement that directs users to our official *Duplication of Materials* policy. If there are any special restrictions due to the fact that the collection has not been fully processed, it should be noted here.
- Provenance
- Provenance (detailed)
- Scope and Content (can be the same as the Abstract)

Series

- Series number
 - All unprocessed collections with preliminary inventories online will need at least one series
- Series title
 - For unprocessed collections consisting of one series, this title could simply repeat the collection name.

Box List

- Series Number
- Box
- Folder No.
- Headings
- Dates

Other fields such as biography, scope and content, related materials can be utilized at the discretion of the processor. Keep in mind the objective is to provide researchers with a usable finding aid, not to achieve perfection.

3.H. Loading Collection-Level Records into ArchivesUM

Once collection-level information is entered into the Archival management database, it is necessary to notify the EAD Administrator. The EAD Administrator will convert the record to EAD using the Java conversion program and upload the finding aid into ArchivesUM. Please see section 7.L of this manual, “After Data Entry is Complete,” for more information on this process.

3.I. Creating a Collection-Level MARC Record

The EAD Administrator will create a collection-level MARC record using the EAD2MARC stylesheet utility at the time of upload to ArchivesUM. Please see section 8 of this manual, “Creating a MARC record,” for more information on this process.

3.J. Completing Minimal Level Processing

Use the minimal level section of the [Processing Checklist](#) to ensure that all appropriate steps have been carried out.

4. FULL-LEVEL PROCESSING

Some collections will receive full-level processing. This is an intensive process of arrangement and description that results in the production of a detailed finding aid. The following variables often determine whether full-level processing is viable for an institution:

- Research value of the collection
- Demand for detailed access
- Donor considerations
- Funding availability

If it is determined that a collection will receive full processing, it is not necessary to process each series to the same level nor to complete the same level of preservation work throughout the collection. Each collection is evaluated on a case-by-case basis, and a processing plan is developed that strikes a balance between efficiency, access to the collection, and the appropriate preservation of the materials.

Use the [Processing Checklist](#) to ensure that all appropriate steps have been carried out.

4.A. Arrangement

Arrangement is the process of intellectually and physically organizing materials taking into consideration their provenance and original order. The nature of a collection's original order and the degree of access that may provide are just two of several factors that help determine which level of arrangement is appropriate for a given collection. They are:

- Collection level
- Series level
- Folder level
- Item level

Select the level of arrangement that most effectively provides researcher access and maintains the original order of the collection. Once the intellectual arrangement of the collection has been decided, the mechanics of physical arrangement can begin. If the collection is a disheveled mass of material with no apparent order, choose a scheme that lends itself to practical implementation. Each level is described in greater detail below.

4.A.i. Collection Level

Collection-level arrangement reflects the original order of the materials as they were accessioned. It is appropriate for materials that will not receive further processing beyond the

construction of a preliminary inventory and basic preservation measures. There are many different reasons why a collection may receive collection-level description, including lack of funding for processing or low prioritization.

4.A.ii. Series Level

Most collections are organized into series, or groups of material of similar form (i.e. books, contracts, clippings, etc.) or function (i.e. financial documents, correspondence, etc.). Large collections may also have hierarchically arranged sub-series that reflect further divisions of material. Series should contain enough material to be meaningful (usually 1.0 linear feet or more) and reflect organizational structure or priorities whenever possible. They should also reflect broad intellectual or physical distinctions between materials.

Example

Organization: Phi Kappa Phi

Physical collection attributes: mixed office files (10.50 linear feet), fliers and posters (1.50 linear feet), assorted key chains and pins (7 items), photographs (125 items)

Action: Arrange the materials into series:

Series 1: Administrative files (10.50 linear feet)

Series 2: Photographs (125 items)

Series 3: Promotional materials (1.50 linear feet)

Series 4: Memorabilia (7 items)

Rationale: These series effectively consolidate the diverse collection materials into broad descriptive categories. “Promotional materials,” for example, is a concise label for fliers and posters. The qualification of items for “Memorabilia” provides a more accurate description of the series contents. The Art and Architecture Thesaurus Online, at the Getty <http://www.getty.edu/research/conducting_research/vocabularies/aat/> is an excellent resource for determining certain genre terms that could be used as series headings.



For most collections, arrangement and description are concentrated at the series level. A decision to process below the series level should be consciously based on the research value and access needs of a given collection. For this reason, it may be desirable to process individual series in a collection at different levels of arrangement.

4.A.iii. Folder Level

Some collections may warrant arrangement at the folder level to enhance access. In most cases, folders will have titles that should suggest or facilitate an arrangement pattern (i.e. chronological, alphabetical, topically, numerically, etc.) Use the titles originally applied to them if they accurately reflect the content of the folder. For those that have no title or those titles are misleading, it may be necessary to construct new titles.

All folder titles should also include a date range if known. For ambiguous items, make an educated guess as to the date or use “undated” if necessary. Refer to the examples for solutions to other situations that may arise.



When constructing a folder title ...

- Follow existing patterns of titles if possible
- Use pencil only
- List elements in the title according to significance
- Clarify physical form or material type if different from that of series
- Formulate personal names/corporations according to *DACS* (Chapter 3) if possible:
 - invert personal names at beginning of folder title and use direct order elsewhere
 - record organizational names in direct order
- Capitalize folder titles according to the rules of the *Chicago Manual of Style*
- Include date range in upper right corner, using [undated] if applicable
 - use dashes to separate dates
 - use commas to separate dates that are 10+ years apart or from two distinctive years



Standardized forms for personal/organization names provide consistency of access between catalog records, finding aids, and other online tools.

Example

Assigning Folder Headings

Type of Collection: Organizational

Folder Heading: Chapters -- Baltimore County - Bylaws, 1981

Type of Collection: Personal papers

Folder Heading: Employment -- Smithsonian/White House Projects, 1961-1970



Assigning Folder Dates

- **Situation:** folder has item dated 1925 and several dated between 1945 and 1952
-**Action:** date it 1925, 1945-1952
- **Situation:** folder has one item dated 1890, one item dated 1910, and several dated between 1926 and 1933
-**Action:** date it 1890, 1910, 1926-1933
- **Situation:** folder has a sequence of items dated from 1948 through 1959
-**Action:** date it 1948-1959
- **Situation:** folder has several undated items and items dated 1961 and 1963
-**Action:** date it 1961, 1963, and undated

Estimated dates. Record estimated dates in a consistent fashion

- probably 1871 *not* 1871?
- 1870s *not* 187?
- after 1945 *not* 1945+
- circa 1970 *not* around 1970
- 1892 or 1893 *not* 189?

4.A.iv. Item Level

In some instances, it may be desirable to arrange a collection at the item level. This typically involves reordering the contents of folders according to standard patterns of arrangement or crafting new folders for individual items. Follow the procedures detailed above in “folder level” arrangement for labeling items individually.



Specific guidelines exist for the item-level description of photographs. “Titles” of photographs should be entered in the database in the “Heading1” field and created in the following manner:

Subject > Geographical location > Photographer > Inscriptions > Other information (descriptive, administrative information)

The “physical description” of the photographs should be entered in the “Size” field in the database and should be created in the following manner:

Media Type > Number/type of copies > Location

Each “field” should be separated with semicolons; include information if known and as necessary. Other punctuation should appear as noted:

- **Subject:** The person, place, thing, activity, that is represented in the photograph, perhaps requiring a brief description
- **Geographical Location:** Where the subject(s) are located in the photograph, if known
- **Photographer:** the photo credit, if known. Phrased as “Photograph by.”
- **Inscriptions:** Phrased “Back/front inscription: ”; insert “/” after each separate distinct lines of inscription when it is transcribed
- **Other information, descriptive and administration information:** To appear in []. This information may include cross references to other materials in that collection or another collection
- **Media Type:** Color, black and white, monochrome, tintype, negative, etc.
- **Number of copies:** To appear in []. The number of copies of a photograph, if there is a negative available, the photograph’s physical location in the collection
- **Size:** Height x width, in inches

Example

Describing Photographs at the Item-Level

Example from Djuna Barnes Papers

- Wald Barnes, father of Djuna Barnes, London; Photograph taken by Walery, photographer to the Queen, 164 Regent Street, London; Back inscription: “To Dear Sue from Wald”; “My father” (cabinet card; [Negative available]; 6.5” x 4.5”), October 31, 1888

Example from Mary Louis Doherty Papers

- Peggy (Margaret) Doherty; Back inscription: "She isn't crying/just squinting & showing no teeth" (black and white; 3.25" x 2.25"), circa 1948-1952

Example from Clark Dobson Papers

- Katherine Anne Porter seated at marble-topped dining table in Q Street house, Georgetown, Washington, DC; Front inscription: "Waiting for coffee! Q Street March 1961!" Porter's inscription on back: "Waiting for coffee, March 1961"; [See also Katherine Anne Porter Papers, Series XII, Box 26, nos. 3020, 2097, 2099, 2100, 3080, 3351, 3353.] (color; 5” x 7”), 1961

4.B. Preservation

Preservation work is an integral, but time-consuming part of processing a collection. The extent of the work to be done depends principally upon the research value of the collection and the degree of physical deterioration of its materials. The UM Libraries have a Preservation staff who can assist in providing solutions for the most serious preservation issues. It is important to distinguish between preservation work that must be performed immediately to prevent loss of valuable information and work that can be postponed to a later date without significant consequences.

Some preservation procedures that may be carried out during processing include re-boxing and re-folding materials, removing paper clips and rubber bands, making photocopies of fragile documents, or wrapping, enclosing, or encapsulating documents.

4.B.i. Basic Principles and Methods for All Processing Levels

The level of preservation work done on any collection is closely linked to the level of arrangement. For example if the papers arranged only to the box level, it makes no sense to recommend preservation at the folder or item level.

- Use acid-neutral boxes, either record-center cartons or archival boxes, to house records
- When refolding, use acid-neutral folders
- Always use a pencil when processing
- Never use transparent tape or any self-adhesive tape to repair documents.



Make sure that any active preservation measures undertaken are reversible.

4.B.ii. Preservation below the folder level

Listed below are some options for preservation work on papers within folders. It is assumed that the papers have been reboxed and refolded if this level of processing has been reached. If the collection is not being processed below the folder level, there will be little occasion to carry out these procedures.



Unfolding and flattening documents

- Unfold paper and smooth out wrinkles and creases.
- Take letters out of envelopes.
- When documents or photographs are so firmly rolled or folded that they cannot readily be laid flat, consult the staff in the Preservation Department about flattening techniques.



Removing fasteners

Tape, metal, and rubber damage paper. Remove paper clips, rubber bands, and other fasteners. Staples are generally removed **only** if they are rusty.

- To remove staples use a microspatula, especially on old manuscript materials.
- Bend up the prongs on the verso of the paper group, then lift off the top of the staple at the front of the document with the microspatula.



Replacing fasteners

Occasionally, fasteners may need to be replaced with rust-proof ones to keep items together.

- Avoid using plastiklips with especially fragile items or on too many items in a folder, as they may warp paper or add unnecessary bulk.
- Consider using a folded sheet of acid-neutral paper to keep items together when necessary.
- For correspondence, if you write the date in pencil and within brackets at the top of each page to identify all parts of the letter should they become separated, you may not need plastiklips.
- If there are many multi-page documents, and fasteners prove unwieldy, simply use more folders.



Removing hardware

- Remove materials from notebooks, frames, and other bulky encasings or containers.
- If necessary, remove spirals.



Photocopying

Newspaper clippings, mimeograph masters, thermofax copies, coated paper copies, and other highly acidic papers are inherently unstable and in danger of deteriorating to the point that they lose their informational value. Remember to consult the Preservation Department for advice on preservation of large groups of materials.

- Only photocopy items in *immediate* danger of crumbling or fading.
- It may be preferable to enclose the problem item in an inner folder (fold a 17 x 11 inch sheet of acid-neutral paper in half) to protect the materials on either side.
- Use acid-neutral bond paper.
- In most cases, originals may be discarded. If items will eventually be microfilmed or digitized, retain them. Better surrogates can be made from the originals.

 ***Interleaving***

- Since interleaving every page can destroy bindings, it should be done sparingly when there are severe acid migrations.



Images

- Wear clean white cotton gloves when handling images
- All photographs, negatives, and slides should be sleeved in archival quality polyester sleeves when possible.
- If sleeves are not available, then photographs may be interleaved with acid-neutral paper.
- In most cases, photographs in manuscript collections should be stored flat with similarly sized items in an appropriately sized box.
- Photographs also may be stored in photograph binders or vertically in file folders if the box is full enough to keep the photographs from curling.



Audio and Visual Media

- Audiovisual material, including video and audio tape, motion picture film, CDs and DVDs and LPs, should be stored in a **stable cool, dry and clean environment away from sunlight, food, and liquids**. Handle objects minimally and always with clean hands. For specific guidelines on handling different formats of audio-visual materials, please see the [Audiovisual Care and Handling Guidelines](#).

4.C Separation of Material

Material may be removed from a collection for one of three reasons:

- Any records that are not deemed permanently valuable enough for retention in the collection or Special Collections.
- Materials that fall into one of the special types determined by departmental policy as requiring separate storage. These special categories include oversize, audiovisual materials, digital media, restricted/confidential, photographs, and negatives.
- Material that will be more accessible and more appropriately cared for in elsewhere in the UM Libraries or another repository. This decision is made during appraisal of the collection.

4.C.i. Discarding or transferring items to other library departments

The decision to remove material should be made as early as possible during processing. Appraisal decisions can be made once you have obtained a clear impression of the scope of the collection, what it documents, and how essential each part of the collection is to the activities you wish to document.

Assuming that the collection is processed at the level that permits identification of material that should be removed, appraisal decisions can be based on the following considerations:

- What is documented? Do the records document that person, organization, subject, etc.?
- Does the material document or provide necessary context for understanding the activities of the creator?
- Do the records have research potential, i.e. informational, administrative, or historical value? For what sorts of projects are they likely to be used?
- Would the material have more value if it were placed in another collection? At another institution? Is another other institution responsible for preserving the material?
- Are the records legible?
- Does the research value of the collection merit the time required to make decisions on whether to retain material in the collection?
- Do summary records provide adequate documentation, or are more detailed records necessary?
- Is there material that presents preservation problems either to itself or to surrounding material? Will simply housing the deteriorating material separately solve the problem, or should it be photocopied?
- Is information in the collection readily available elsewhere? If yes, does the difficulty of locating it in published form or at another repository mean that it would still be preferable to retain it in the collection at hand?
- Is there sensitive or restricted material in the collection that should be separately housed?



These principles should underlie any decision to remove material from a collection.

Example

Commonly Discarded Records

- Duplicates
- Invoices
- Bank statements
- Check stubs
- Receipts
- Payroll records
- Widely available publications (or portions thereof)
- Telephone messages
- Equipment and supplies records
- Irrelevant clippings
- Certain reference/informational files

Note: The nature of the collection may dictate what is kept and what is discarded. For example, in literary manuscript collections, galleys and proofs are never discarded, whereas they might be for other types of collections. In addition, there is some discussion about the relevance of retaining bank statements and other financial records.

Example

Common Materials Considered For Separation

- Books
- Technical reports
- Newspapers
- Printed materials
- Special media
- Memorabilia not related to the topic of the collection
- Documents that are restricted or have special storage needs

4.C.ii. Procedures for separating material

- Separate oversized material from the main part of collection. Place the oversized materials in appropriate storage container.
- Create a [separation sheet](#) describing the oversized item, its original location within the collection, its subject/series, and the new location in the oversized box. Place one copy of the separation sheet in the original folder and a copy of the separation sheet with the item in its new location.
- If a folder and all of the items in it are moved to an oversized box, place a separation sheet in an acid-free surrogate folder, numbered appropriately, in the place where the oversized folder would have been filed. In the finding aid, indicate “Oversize Only” in the “size” column adjacent to the folder heading. The separation sheet in the surrogate folder will inform researchers how to gain access to the oversized folder.
- When a folder is moved, follow the instructions in section 7.J of this manual: “Box List <dsc type="in-depth">” regarding the “size” entry.
- If an item within a folder is moved to an oversized box, place the separation sheet in the original location of the item. In the finding aid, indicate “Includes Oversize” in the “size” column adjacent to the folder heading.
- Create a list of any materials removed and the locations where they are housed for the completed finding aid.



For books and other printed materials:

When items, such as books or pamphlets are separated from a collection, but remain in the UM Libraries, use the “Separated Materials” fields in the finding aid to enumerate these items and their locations. Books relating to subject areas such as Maryland or Historic Preservation may be offered colleagues with curatorial responsibility for Marylandia and the National Trust for Historic Preservation Library Collection. Books of general interest may be offered to a subject selector to consider for inclusion in the circulating collection. Books that are not a fit for any of the UM Libraries’ collections may be sent to the Gifts-in-Kind office for distribution elsewhere.

4.D. Confidentiality

Access to the collections is controlled not only by the University’s access policy and donor agreements, but also by certain legislation affecting privacy. Among the laws most relevant to archivists are the Privacy Act of 1974, the Freedom of Information Act, and the Family Education Rights and Privacy Act.

Archivists have the difficult task of considering both the right of the individual to privacy and the right of public access to the material. The trick is to identify potentially confidential material

during processing. Some items stand out, but others do not, it may be necessary to exercise personal judgment.

Example

Materials that often require restriction

- Medical and psychiatric records
- Personal financial information
- Records concerning litigation (other than published court records)
- Letters of reference or recommendations
- Grievance files
- Tenure records
- Student records (including test scores)
- Personnel records including job applications and resumes
- Material containing social security numbers
- Documents concerning a person's private affairs
- Lists of names and addresses if information is sought for commercial purposes



Exceptions: Materials that would ordinarily be restricted may be opened to researchers, providing there are no other restrictions on the collection, if:

they were created 75 years or more prior to the present date

OR

the individual whose privacy is concerned is known to be deceased.



When in doubt, flag an item for curator review. Any items that could violate the privacy of a person might be subject to restrictions.

4.D.i. Screening and Restricting Materials

Some archival materials may be closed to public access. "Restricted" at the UM Libraries is a general term and can be used to describe any type of material restricted for any reason.

Some collections may be screened for restricted materials at the time of accessioning, while other collections may only be screened when a researcher requests to use a collection. During the accessioning process, a collection should, at the very least, be spot-checked for restricted material. Any restricted material found while accessioning should be noted in the accession

record, and the collection should be marked “Restricted.” The optimal situation is for a collection to be thoroughly screened during the accessioning process. However, time and financial constraints may not allow detailed screening during accessioning. If a researcher wishes to consult a collection that has not been thoroughly screened, he or she may have to wait until UM Libraries’ staff have time to screen the materials in question. One can usually assume that “fully processed” collections have been thoroughly screened for restricted materials.

4.D.ii. How to Restrict Materials

1. Examine folder carefully, examining each and every document.
2. Remove any document(s) that must be restricted and replace the document(s) with a sheet of acid-free paper. Write a description of the document(s) on the acid-free paper. Example: Correspondence from Adele Stamp to Harry Clifton Byrd: “Stamp to Byrd, July 7, 1938, with two attached pages.” Remember to include dates and the number of pages.
3. If a folder in an unprocessed collection does not contain any restricted items, write on the folder “Screened [date, your initials.]” This will save time when someone returns to fully process the collection.
4. Place the restricted documents in a separate acid-free folder labeled with the name of the original folder plus “[RESTRICTED]” and a red dot. Example: “Affirmative Action, 1981” [RESTRICTED] [red dot]
5. Place the name of the collection, the accession number, and the box number on the upper-right front of the restricted folder. (This labeling may vary with fully processed collections.)
6. The folder should be placed in the box immediately following the original folder.
7. A box containing restricted materials should also be marked “[RESTRICTED]” with a red dot.
8. When a patron requests the collection, the staff person on duty on the reference desk can easily see that a box contains restricted materials and pull out the restricted materials before a patron uses the collection.
9. When completing a preliminary inventory, a folder title should be followed by the word “[RESTRICTED].” In a completed finding aid in ArchivesUM, a check should be placed in the box in the “Restricted” column next to the folder heading. It is not necessary to list the folder twice in either the preliminary inventory or in the finding aid. In the finding aid, include a statement in the “Scope and Content Note” and in the “Series Description” that there are restricted materials in the collection and give the nature and duration of the restriction if known.



When restricting the use of fragile material, place a copy, if possible, in the main part of the collection and move the fragile originals to a separate box that researchers will not have access to. In the Container list, name the restricted section as “Restricted Fragile Papers.”

FINDING AIDS: AN OVERVIEW

5.A. What is a Finding Aid?

The Society of American Archivist's *Glossary of Archival and Records Terminology* defines a finding aid as:

- A tool that facilitates discovery of information within a collection of records.
- A description of records that gives the repository physical and intellectual control over the materials and that assists users to gain access to and understand the materials.

The glossary notes:

A finding aid includes a wide range of formats, including card indexes, calendars, guides, inventories, shelf and container lists, and registers. – Finding aid** is a single document that places the materials in context by consolidating information about the collection, such as acquisition and processing; provenance, including administrative history or biographical note; scope of the collection, including size, subjects, media; organization and arrangement; and an inventory of the series and the folders

At the UM Libraries, the term “finding aid” refers to any form of archival description that is complete enough to appear in the University's [ArchivesUM](#) system. Numerous individuals participate in this multi-step process.

5.B. What is Encoded Archival Description? (EAD)

Encoded Archival Description is “a standard used to mark up (encode) finding aids that reflects the hierarchical nature of archival collections and that provides a structure for describing the whole of a collection, as well as its components.”^{††} EAD uses XML tagging to delineate different portions of a finding aid.

By using EAD, it is possible to share finding aids in union catalogs, such as ArchiveGrid, create finding aids in a standard format, change the appearance of finding aids without having to edit each file, and easily search across finding aids.

To create UM Libraries' finding aids, their authors do not need to learn the technical aspects of EAD; they enter data into forms in the EAD database. The author or the EAD Administrator will

^{††} SAA Glossary <<http://www.archivists.org/glossary>>

then extract the data from the database using a special program called the EADDB.JAR Converter.

For more information about Encoded Archival Description, please visit the [EAD Help Pages](#), hosted by the EAD Roundtable of the Society of American Archivists.

5.C. What is ArchivesUM?

[ArchivesUM](#) is the system that manages the finding aids for manuscript and archival collections at the UM Libraries using [Encoded Archival Description](#) (EAD). It also includes abstracts for collections for which complete finding aids are not yet available in electronic format. Access to finding aids via ArchivesUM allows researchers to plan so that their research visits are most successful, to make long-distance information requests and to gain a clearer understanding of the relationships among collections at the University of Maryland.

Included in ArchivesUM are finding aids from the following units within the University of Maryland Libraries:

- Historical Manuscripts
- Library of American Broadcasting
- Literary Manuscripts
- National Public Broadcasting Archives
- Special Collections in Performing Arts
- University Archives

ArchivesUM is comprised of three main components:

- EAD Database (data entry)
- EADDB.JAR converter (conversion to XML)
- ArchivesUM Administrative Interface (ability to display finding aids publicly and to create subject guides)

5.D. Locating Finding Aids

Finding aids are available from a number of different access points:

- ArchivesUM <<http://www.lib.umd.edu/archivesum>>
- Digital Collections <<http://www.lib.umd.edu/digital>>
 - Note: At the University of Maryland, top-level descriptive information in finding aids is cross-searchable with images and other materials by means of the Digital Collections interface)
- Online Catalog <<http://catalog.umd.edu>>
 - Finding aid links have been added to MARC records for archival collections
- ArchiveGrid <<http://archivegrid.org/web/index.jsp>>
 - An OCLC product, subscription necessary

- Internet Search
 - Searches making use of standard Internet search engines return ArchivesUM finding aids as results
- Direct links
 - Anyone can make a direct link to a finding aid using the “handle” located at the top of every finding aid. For example: <<http://hdl.handle.net/1903.1/1740>>

5.E. Finding Aid Creation, an Overview

Many people participate in the creation of a finding aid. For technical questions, the EAD Administrator is the first point of contact. The level of comfort and technical expertise, as well as the available time of individual curators, determines how extensively he or she is involved in the creation of or conversion of a finding aid to be EAD compliant. The steps involved in creating a finding aid include:

STEP	ACTION	RESPONSIBILITY
1	Writing finding aid	Processor
2	Circulating completed finding aid for review	Processor; interested curators
3	Revising and entering finding aid into the archival management database	Processor; student assistant
4	The EADDB.JAR program extracts the data from the database and places into an EAD-compliant XML file	Curator; EAD Administrator
5	Checking XML file for errors and validating it	Curator; EAD Administrator
6	Correcting errors in EAD Database. Reconverting XML file	Curator; EAD Administrator
7	Uploading valid EAD-XML file to ArchivesUM using the administrative interface	EAD Administrator
8	Updating relevant resource guides using the administrative interface	EAD Administrator

For technical details about the [EAD Converter program](#), [validating XML files](#), the [ArchivesUM Administrative Interface](#), and [creating Resource/Subject guides](#), please see our additional documentation.

5. WRITING THE FINDING AID

A finding aid, no matter how detailed or brief, is the end result of processing and provides a certain level of intellectual control of a collection.

6.A. DACS

UM Libraries' Special Collections finding aids meet the standards of *Describing Archives: A Content Standard (DACS)*. "DACS contains rules to ensure the creation of consistent, appropriate, and self-explanatory descriptions of archival material" (DACS, page 3). The required elements differ depending on the level of the description. Not all of the DACS elements are required in every archival description. Combinations of descriptive elements in a specific finding aid will vary if it is preliminary or complete and if it describes archival materials at a single level (e.g., collection level or item level) or at multiple levels that have a whole-part relationship (DACS, page 7).

6.B. Style

When writing a finding aid, the goal is to provide the researcher with the most meaningful, concise, and accurate information possible, considering limitations of time and resources.

- Be concise, clear, and strictly accurate
- Avoid interpretation of the records
- Avoid passive voice when possible
- Spell out whole numbers from one to one hundred, round numbers, and any number beginning a sentence.
- *General* folders are always listed first, followed by more specific headings
- Only use "Unidentified" to describe audio-visual material, primarily material we can not view to identify
- Spell out most words; avoid abbreviations for states
- When using abbreviations, make sure to spell out the entire phrase at the beginning of the finding aid, indicating the abbreviation at the end of the phrase, with parentheses. After this point, it is acceptable to use the abbreviation. For example, *Mid-Atlantic Regional Archives Conference (MARAC)*
- For long lists, use semicolons to separate elements, instead of commas
- When indicating an academic degree conferred upon an individual, use the most specific abbreviation possible, for example, *MS in Biology, MA in History, PhD*
- Avoid using an individual's descriptive title in narratives. For example, use *Jekyll* instead of *Dr. Jekyll*
- When in doubt, refer to the latest edition of *The Chicago Manual of Style* for guidance on usage

7. GUIDELINES FOR ENTERING FINDING AIDS INTO THE MICROSOFT ACCESS DATABASE^{##}

7.A. Opening the File/Finding the Record

1. Open the **Microsoft Access database**

- Historical Manuscripts, Literary Manuscripts, University Archives, Marylandia, and the National Trust Library
 - M:\Coll Mgmt & SPec Coll\Special Collections\EAD\databases\hbk0102\hbk0102FrontEnd\ead.accdb
- Broadcasting Archives
 - M:\Coll Mgmt & SPec Coll\Special Collections\EAD\databases\hbk03\hbk03FrontEnd\bcastead.accdb
- Special Collections in Performing Arts
 - M:\Coll Mgmt & SPec Coll\Special Collections\EAD\databases\scpa\SCPADBFrontEnd\eadpal_main.accdb

7.B. Creating A New Record

Because the EAD database is designed to handle accessioning prior to the creation of finding aids, the initial EAD record needs to be created using the Accession Sheet form.

1. Click on "**EADID**" from the "Tracking" section on the database main window.
2. In the spreadsheet that opens, type in the next available EADID and the name of the collection. Make a note of this number, save, and exit the spreadsheet.
3. Return to the EAD database. Select **Enter/Edit a new Accession Sheet** from database main window
4. The Accession Sheet form will appear with a blank record. If you have previously created an accession record for the collection, locate the appropriate record. Otherwise, create a new accession record by filling in the blank record.

^{##} In this section, EAD tags are often listed, in a *Courier* font, next to instructions for informational and documentation purposes. With the exception of instances listed in section 7.C. *Data Entry Guidelines*, and when specifically instructed, it is not necessary to use EAD tags in order to enter a record into the database. When applicable, the corresponding DACS rule is also cited, using {}. Examples are written in *italics*.



Finding aids for processed collections are usually built on the earliest accession for a collection. Therefore, if a collection that consisted of three separate accessions, 72-87, 82-91, and 97-43 was processed and the accessions combined, the finding aid would be created based on the record for accession 72-87. The remaining accessions would be marked **Obsolete**, using the Enter/Edit a new Accession sheet form, which will then exclude them from any future reports that may be generated. The assumption is that the archival management database is not meant to keep a record copy of all accessions; departments and units are still expected to maintain paper historical records in control files.

5. Enter the **EADID** in the EADID field. Add as much or as little additional information to this form as desired. All the information will carry over to the **EAD Tabbed** form.
6. Close the **Accession Information Form**.
7. Select **Create/Edit a Finding Aid!** from database main window
8. The finding aids are sorted in alphabetical order by the surname of the creator/author or the name of the organization. Using the arrow buttons at the bottom of the screen, scroll until you locate the collection on which you are going to work. It is also possible to use the binoculars button to “find” the name of the collection.

7.B.i. Representing Unprocessed and Minimally Processed Collections that consist of Multiple Accessions

Often, an unprocessed or minimally processed collection may consist of multiple accessions. There are two options for representing these collections in ArchivesUM.

1. *For an unprocessed collection where no additional information beyond the abstract will be provided:* In order to represent these accurately in ArchivesUM, it will be necessary to create a “dummy” record for the collection. This record looks just like other records except that instead of representing a single accession, it will provide a summary of all of the accessions in the collection.
2. *For a collection where it is possible to share preliminary inventories of accessions in ArchivesUM:* then a “finding aid” can be created in ArchivesUM, following the procedures for creating a finding aid for a processed collection. Each accession will be treated as a “series,” with the Accession Number comprising part of the series title. The series description will be created from the original “Abstract” information recorded in the accession record at the time of accessioning. Each accession number should also be listed in the Accession Number field, separated by semicolons.



American News Women's Club Archives

Accession Number: 2003-66; 2004-146

Series 1: Accession 2003-66, 1934-1993 (3 linear feet)

Archives of Washington, DC-based group (founded April 4, 1932) that consists primarily of women in the journalism, public relations, publishing, and new media fields. Also documents social history of Washington, DC. Accession consists of financial records, correspondence, clippings, membership records.

Series 2: Accession 2004-146, 1932-2001 (43.50 linear feet and 1 oversize folder)

Documents the history of the American News Women's Club from its founding in 1932 until the present and contains scrapbooks, newspaper clippings, issues of newsletters, membership information and directories, event files, photographs, and several audiotapes and videotapes. Also included are records documenting the operation of the clubhouse. Membership in the ANWC was initially limited to women reporters and writers employed by newspapers. Membership later expanded to include women from all areas of communications.

7.C. General Data Entry Guidelines

When entering records into the EAD database, please follow these guidelines.

1. All titles that the *Chicago Manual of Style* specifies would normally be italicized, such as titles of monographs, newspapers, or journals, should be entered between the following tags. `<title render="italic"></title>`.

For example: `<title render="italic">Harry Potter and the Prisoner of Azkaban</title>`

2. Hyperlinks to external sources should be entered using the `<extref>` tag.

For example: `<extref href="http://www.mdhs.org">Maryland Historical Society</extref>`

3. Hyperlinks to other finding aids or appendices should be entered using the <archref> tag.

For example: <archref href="http://hdl.handle.net/1903.1/1207">Richard White Collection</archref>

4. Hyperlinks to items in the UM Digital Collections should be entered using the <dao> tag.

For example: <dao href="http://hdl.handle.net/1903.1/2508" actuate="onrequest" show="new"/>

5. Special codes. EAD is not designed to handle certain types of special characters. If "&" or "<" or "\$" or other symbols or foreign-language accented letters appear in the text, please refer to the [List of Special Character Codes](#).

For example: **fiancé** would be entered as **fiancé**

6. Emphasis. If something needs emphasis in italics, for example, a Latin phrase that is **not** a title, then use the following code:

```
<emph render="italic">habeas corpus</emph>
```

7. When cutting and pasting from a Word document into Access, note if the quotation marks are "curly" quotes (") or straight quotes ("). If they are curly, please attempt to change them to straight quotes. This may be done by simply retyping them in Access after they are pasted.

8. <p></p> Anywhere in the database form where [<p>] is next to the field, it is necessary to surround each paragraph with the open paragraph tag <p> and the close paragraph tag </p>

9. <list> Sometimes it is necessary to make lists in sections. The <list> tags may be used in <bioghist>, <relatedmaterial>, <separatedmaterial>, and <odd>

```
<list>
<item>Item 1</item>
<item>Item 2</item>
<item>Item 3</item>
</list>
```

7.D. EAD Header (Title Page)

The EAD Header <eadheader> is the wrapper element for bibliographic and descriptive information about the finding aid document rather than the archival materials being described.

Required fields for minimally processed collections:

- EADID
- Finding Aid Status
- This collection is
- Handle
- PID (Persistent Identifier)
- Title of the Finding Aid
- EAD Creation
- Creation Date
- EAD Record Revision
- Revision Date

Required fields for fully processed collections:

- EADID
- Finding Aid Status
- This collection is
- Handle
- PID
- Title of the Finding Aid
- Who processed the collection?
- Date of Paper Revision
- EAD Creation
- Creation Date
- EAD Record Revision
- Revision Date

ArchivesUM: EAD Finding Aids at the University of Maryland

White, Richard (MdU.ead.histms.0001)

EAD HEADER (Title Page) | ABSTRACT INFO | DESCRIPTIVE | RELATED | SUBJECTS | SERIES | BOX LIST | ITEM LIST | LOCATION

EADID: MdU.ead.histms.0001 | Finding Aid Status: edited-full-draft | This collection is: Processed

Handle: http://hdl.handle.net/1903.1/1207 | PID: umd:2259

Title of the Finding Aid: Guide to the Richard White Collection
 eg: Guide to the Papers of Albus Dumbledore :

Who Processed the Finding Aid? Processed by J. Osazuwa, June 1977. Reprocessed by Jennifer Evans, January 2003.

Dates of Paper Revision: 1997-06-01
 YYYY-MM-DD Record: 1 of 1

Who sponsored the processing/finding aid?

EAD creation: EAD markup created using EAD database in Microsoft Access. Markup completed by Jennie A. Levine and Jennifer Evans. Date of Creation: 2007-04-15
 YYYY-MM-DD
 eg: EAD markup created using EAD database in Microsoft Access. Markup completed by Jennie A. Levine, May 2004.

revisiontext	revisiondate
EAD markup checked and verified using JEdit software by Jennie A. Levine, Ap	2007-04-15

Record: 1 of 1

Add a new record here every time you make revisions to the finding aid that require it to be reconverted and uploaded.

Record: 471 of 488

1. The **EADID** <eadid> should already be entered, if this record is based on an accession record. If it is not, please see section 7.B. "Creating a New Record" for guidelines on how to create an EADID.
2. **Finding Aid Status** <eadheader findaidstatus=" ">
 - *edited-full-draft* = processed collection for which the full description will be made available online
 - *Abstract* = processed collection for which only the abstract and basic information will be made available online.
 - *minimally-processed* = a collection that has been minimally processed and that contains a preliminary inventory that can be displayed online
 - *Unprocessed* = unprocessed collection for which only the abstract and basic information will be made available online.
3. **This collection is ...**
 - *Processed*
 - *Unprocessed*

Minimally processed collections are considered unprocessed.

4. **Handle:** This should be entered after the finding aid is uploaded to ArchivesUM for the first time. The handle will appear at the top of the finding aid. An example of a handle is

http://hdl.handle.net/1903.1/1207

5. **PID:** The PID (or Persistent Identifier) should be entered after the finding aid is uploaded to ArchivesUM. The PID can be found in the EADDB administrative interface. After the finding aid is uploaded, the ArchivesUM administrator will provide the person doing data entry with the PID. A PID looks like this: *umd:1234*

6. **Title of the finding aid.** <titlestmt><titleproper>

Guide to the Cookie Monster Papers

Guide to the Sesame Street Records

Guide to the Antiques Roadshow Collection



According to DACS, section 2.3, the records of organizations should be referred to as *records*. Personal papers are referred to as *papers*, and artificial collections of material are given the name *collection*.

7. **Who Processed the Collection?** <titlestmt><author>

Processed by Jennie A. Levine, March 2000. Revised by Tammy Hamilton, September 2004.

8. **Dates of Paper Revision.** <publicationstmt><date> Break down dates from “Processed by” statement. Write dates in the YYYY-MM-DD format.

“March 2000” = 2003-03

“September 2004” = 2004-09

9. **Who Sponsored the Finding Aid?** <titlestmt><sponsor> This is used if we want to acknowledge a donor who provided funding for processing, or if the processing was carried out under a grant.

Sponsored by a grant from the National Endowment for the Humanities.

10. **EAD Creation.** <profiledesc><creation>

EAD markup created using EAD database in Microsoft Access. Markup completed by [your name here], November 2008.

11. **Dates EAD Created.** <profiledesc><creation><date> Date that finding aid was first entered. Write dates in the YYYY-MM-DD format.

November 27, 2008 = 2008-11-27

12. **EAD Record Revision.** <revisiondesc><change><item> Enter information about revisions to EAD record. Add a new line to the EAD Record Revision table every time a significant change is made to the finding aid that requires it to be re-converted and uploaded. The default initial record should read:

Revision Text. *EAD markup checked and verified by* [name of EAD administrator], [today's date].

Revision Date. [Today's date] in YYYY-MM-DD format

7.E. Abstract Info (ARCHDESC)

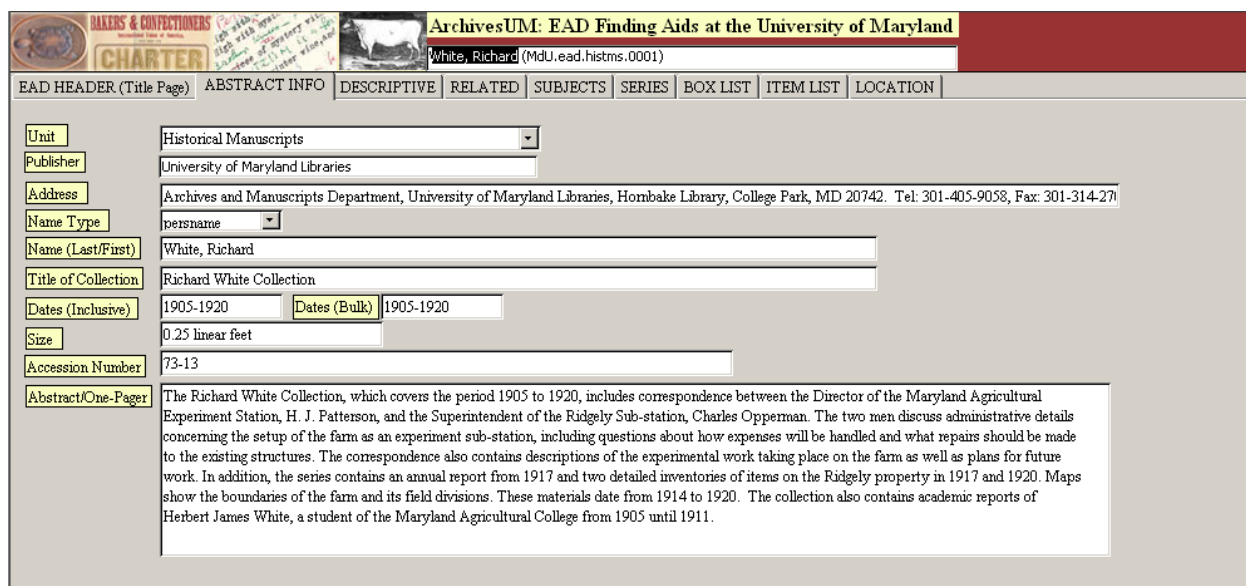
<archdesc> is a wrapper element for the bulk of an EAD document instance, which describes the content, context, and extent of a body of archival materials, including administrative and supplemental information that facilitates use of the materials.

Required fields for minimally processed collections:

- All, except *Dates (bulk)*

Required fields for fully processed collections:

- All



1. **Unit.** <repository><corpname><subarea> {DACS 2.2} This element identifies the name and location of the repository that holds the materials being described. Include both the institution and its appropriate sub-area. Select the unit from the pull-down menu.

2. **Publisher.** <publicationstmt><publisher> {DACS N/A} This element identifies the name of the party responsible for issuing or distributing the encoded finding aid. At the University of Maryland, the publisher is *University of Maryland Libraries*.

3. **Address.** <publicationstmt><address><addressline > {DACS N/A} This element identifies the postal address for the repository, along with other contact information.

Archives and Manuscripts Department, University of Maryland Libraries, Hornbake Library, College Park, MD 20742. Tel: 301-405-9058, Fax: 301-314-2709, Email: archives-um@umd.edu

2. Name Type.

persname. <origination><persname> Collection was created by an individual or family

corpname. <origination><corpname> Collection was created by an organization

3. **Name (Last/First).** <origination> {DACS 2.6} This element identifies the individual, family, or organization primarily responsible for creating, assembling, accumulating and/or maintaining the materials. If responsibility is ambiguous or shared among numerous individuals or groups, it is not necessary to specify this element. Consult the Library of Congress Authority File for established personal name and corporate body headings.

*White, Richard
Agnew, Spiro T.*

4. **Title of collection.** <unittitle> {DACS 2.3} This element provides a supplied or formal phrase that identifies the collection. Titles should be highly specific and present a personal name or corporate body in direct order followed by the document medium and inclusive dates.

*Cookie Monster Papers
Sesame Street Records
Antiques Roadshow Collection*

5. **Dates (Bulk).** <unitdate type="bulk">{DACS 2.4} This element identifies the date(s) that pertain to the creation, assembly, accumulation and/or maintenance and use of the majority of materials being described. Inclusive dates and bulk dates (notably different) are included in the title of the collection.

1990-1995
June 19, 1972
1945-1980

6. **Dates (Inclusive).** <unitdate type="inclusive"> These are earliest and most recent dates items in the collection.

1900-1995
June 19, 1972
1890-1980

7. **Size.** <physdesc><extent> {DACS 2.5} This element indicates the extent and physical nature of the materials being described by using a combination of quantitative numbers and material types. The common unit of measurement for description is *linear feet*. Collections measuring 0.25 linear feet or less should be quantified as number of total items. Be as specific as necessary.

Always write out linear feet to two decimal points

0.25 linear feet
3.00 linear feet

For collections smaller than 0.25 linear feet, write out items

87 items

A combination of both (an “or” situation - use parentheses):

3.00 linear feet (877 items)

An “and” situation

3.00 linear feet and 87 items
3.00 linear feet, 27 negatives, and 50 photographs

8. **Unit ID.** <unitid> {DACS 2.1} This element provides a unique local, repository, and country identifier for the collection being described. Accession number used by the department. If accession numbers are not used, enter "N/A". If multiple accession numbers are used, separate with a semicolon.

2007-56

2008-23

2004-166; 2005-10

8. **Abstract/One Pager.** <abstract> One paragraph abstract of the collection. Should include elements of the historical note and the scope and contents of the collection.

The Richard White Collection, which covers the period 1905 to 1920, includes correspondence between the Director of the Maryland Agricultural Experiment Station, H. J. Patterson, and the Superintendent of the Ridgely Sub-station, Charles Opperman. The two men discuss administrative details concerning the setup of the farm as an experiment sub-station, including questions about how expenses will be handled and what repairs should be made to the existing structures. The correspondence also contains descriptions of the experimental work taking place on the farm as well as plans for future work. In addition, the series contains an annual report from 1917 and two detailed inventories of items on the Ridgely property in 1917 and 1920. Maps show the boundaries of the farm and its field divisions. These materials date from 1914 to 1920. The collection also contains academic reports of Herbert James White, a student of the Maryland Agricultural College from 1905 until 1911.

7.F. Descriptive

Required fields for minimally processed collections:

- Access Restrictions
- Processing Info
- Use Restrictions
- Provenance
- Provenance (detailed)
- Biography (brief, can be taken from the Abstract)
- Scope and Content (brief, can be taken from the Abstract)

Required fields for fully processed collections:

- All, except *Alternate Formats*

ArchivesUM: EAD Finding Aids at the University of Maryland
White, Richard (MdJ.ead.histms.0001)

EAD HEADER (Title Page) | ABSTRACT INFO | DESCRIPTIVE | RELATED | SUBJECTS | SERIES | BOX LIST | ITEM LIST | LOCATION

Access Restrictions One folder, Grade Reports, contains restricted material and requires consultation with curator before viewing.

Alternate Formats

Processing Info <p>Metal fasteners were removed and replaced with acid-free strips covered by plastic clips. An oversize plat was unfolded, separated from the correspondence, and placed in a mapcase.</p>

Use Restrictions Photocopies of original materials may be provided for a fee and at the discretion of the curator. Please see our <extref href="http://www.lib.umd.edu/rudrn/policies/duplication.html" show="new" actuate="onrequest">Duplication of Materials</extref> policy for more information. Queries regarding publication rights and copyright status of materials within this collection should be directed to the appropriate curator.

Provenance

acqname	acqaddress	acqmethod	acqdate
Richard White		Gift	1973

Record: 1 of 1

Provenance (Detailed) Richard White deposited the collection with the University of Maryland Libraries in 1973. Items were removed from Maryland Manuscripts (#427, 428, and 429) and added to the collection in 2003.

Biography Type Biography

Biography <p>Richard White graduated from the University of Maryland in 1934 with a degree in Entomology. The collection of papers he deposited with the University of Maryland Libraries contain materials about White's brother, Herbert James, and the Maryland Agricultural Experiment Substation at Ridgely, where White's brother, Albert, served as Superintendent from 1919 to 1943.</p><p>In 1914, the State of Maryland purchased a farm in Ridgely, Maryland, from the Caroline County School Board at a cost of \$15,000 for fifty acres of land, one house, two tenant houses, a stable, and a few other outbuildings. The property was turned over to the Maryland Agricultural Experiment Station on October 1, 1914, to be used as a sub-station that would supplement the work conducted at the Station's primary farm in College Park. Charles L. Opperman moved to the Ridgely Farm on September 10, 1914, assumed charge of the farm the same day it was turned over to the Experiment Station, and held the position of Superintendent until January 1, 1919, when he became Agricultural Editor for the Extension Department. Opperman's career in Maryland began on December 1, 1906, when the Experiment Station employed him as an assistant in poultry. He was promoted on July 1, 1909, to Associate Poultryman and resigned from that position a year later. Prior to his employment in Maryland, Opperman had been connected with Cornell University and the poultry departments of the Michigan</p>

Scope and Content <p>The Richard White Collection, which covers the period 1905 to 1920, includes correspondence between the Director of the Maryland Agricultural Experiment Station, H. J. Patterson, and the Superintendent of the Ridgely Sub-station, Charles Opperman, as well as four drawings of the Ridgely Farm plot and its field divisions. These materials date from 1914 to 1920. The collection also contains academic reports of Herbert James White, a student of the Maryland Agricultural College from 1905 until 1911.</p>

1. **Access Restrictions.** <accessrestrict> {DACS 4.1} This element provides information about access restrictions that exist as a result of sensitive information in the materials being described. Such restrictions may include those imposed by the donor, by the repository, or by statutory/regulatory requirements. Provide a concise statement of the restrictions and indicate/record "Restricted" next to folders in the series description and box inventory that contain such materials. If no restrictions exist, use "The collection is open for research use."

The collection is open for research use.

OR

This collection is unprocessed, and may require pre-screening before viewing. Please contact the Archives and Manuscripts Department for more information.

OR

Some files are restricted. Refer to individual folder headings for more information.

2. **Alternate Formats.** <altformavail> {DACS 7.2} Information about copies of the materials being described, including the type of alternative form, significant control numbers, location, and source for ordering if applicable. The additional formats are typically microforms, photocopies, or digital reproductions.

Diaries also available on microfilm for use in repository only.

3. **Processing Info.** <processinfo> Information about accessioning, arranging, describing, preserving, storing, or otherwise preparing the described materials for research use.

<p>Metal fasteners were removed and replaced with acid-free strips held in place with plastic clips. An oversize plat was unfolded, separated from the correspondence, and placed in a mapcase. </p>

4. **Use Restrictions.** <userrestrict>{DACS 4.4} This element identifies any restrictions on reproduction or further use of materials after access has been provided. UM Libraries' finding aids typically communicate this information using a generic statement that directs users to our official *Duplication of Materials* policy.

Photocopies of original materials may be provided for a fee and at the discretion of the curator. Please see our <extref href="http://www.lib.umd.edu/ARCV/arcvmss/policiesandforms/duplication.html">Duplication of Materials</extref> policy for more information. Queries regarding publication rights and copyright status of materials within this collection should be directed to the appropriate curator.

5. **Provenance.** Breakdown provenance information here as it is in the MARC record. For example:

- a. acqname = "John Doe"
- b. acqmethod = "gift"
- c. acqdate= "March 2004" **Write as much of the date as known**

6. **Provenance (Detailed).** <acqinfo> {DACS 5.2} This element describes the source from which the repository directly acquired the materials being described, as well as the date of acquisition, the method of acquisition, and other relevant information. Follow the pattern of the example:

The University of Maryland Libraries purchased the Chapman family papers from manuscripts dealer Carmen Valentino in 1990 and 1992.

7. **Biography Type**

- o Administrative History
- o Family History
- o Biography

8. **Biography.** <bioghist> {DACS 2.7} This element provides a description of the context in which the materials being described were created, assembled, accumulated, and/or maintained. There is an important distinction between the purpose and content of this element in the finding aid and MARC record. Each *finding aid* description should consist of two parts:

1. A concise paragraph that summarizes this content; located at head of description. This may be started with the code <emph render="italic">Summary: </emph>
2. A thoroughly researched account, based primarily upon the contents of the collection, of a creator's life or a corporate body's activities. This may be started with the code <emph render="italic">Full History: </emph>

<p> <emph render="italic">Summary: </emph> Spiro T. Agnew was born on November 9, 1918, in Baltimore, Maryland. He served as Baltimore County Executive (1962-1966), governor of Maryland (1967-1968), and vice president of the United States (1968-1973) under president Richard M. Nixon. Agnew died on September 17, 1996 at the age of seventy-seven. </p>

<p><emph render="italic">Full History: </emph> Spiro Agnew was born on November 9, 1918, in Baltimore, Maryland to Theodore Spiros Agnew (a Greek immigrant who shortened his name from Anagnostopoulos when he moved to the United States) and Margaret Akers, a native of Virginia. Agnew attended Forest Park Senior High School in Baltimore before enrolling in the Johns Hopkins University in 1938. He studied chemistry at Hopkins for three years before joining the U.S. Army and serving in Europe during

World War II. He was awarded the Bronze Star for his service in France and Germany.
</p>
<p>*This is paragraph three, etc.* </p>

If there is no biographical information, please enter the following in the field: <p></p>
(the database should enter this by default)

9. **Scope and Content.** <scopecontent> {DACS 3.1} This element provides information about the nature of the materials contained and activities described within the collection. It reiterates the inclusive dates stated in the title and highlights bulk dates if appropriate.

<p>*The Richard White Collection, which covers the period 1905 to 1920, includes correspondence between the Director of the Maryland Agricultural Experiment Station, H. J. Patterson, and the Superintendent of the Ridgely Sub-station, Charles Opperman, as well as four drawings of the Ridgely Farm plot and its field divisions. These materials date from 1914 to 1920. The collection also contains academic reports of Herbert James White, a student of the Maryland Agricultural College from 1905 until 1911.*</p>

If there is no scope and content information, please enter the following in the field:
<p></p> (the database should enter this by default)

7.G. Related (Material)

This section encompasses a number of elements that can be used to describe auxiliary or extra material and information about a collection.

Required fields for minimally processed collections:

- None

Required fields for fully processed collections:

- None

ArchivesUM: EAD Finding Aids at the University of Maryland	
White, Richard (MdU.ead.histms.0001)	
EAD HEADER (Title Page)	ABSTRACT INFO
DESCRIPTIVE	RELATED
SUBJECTS	SERIES
BOX LIST	ITEM LIST
LOCATION	
Related Material	<p><p><title render="italic">The History of Caroline County</title> (1971 Maryland Reference F187.C2H67) contains a history of the town of Ridgely and a brief entry on the "state farm." Albert White's obituary appears in the <title render="italic">Caroline Sun</title> on July 17, 1943, and the University of Maryland's <title render="italic">Alumni News</title> mentions the death of Albert White on page three of the October 1943 issue. The University's yearbook, <title render="italic">Reveille</title>, also contains information and photographs of the White family children who graduated from the university. In the University Archives vertical file under "Farm," there is an article from the <title render="italic">Baltimore Sun</title> dated January 11, 1948, which announces the sale of the Ridgely Farm. The University of Maryland Libraries also hold the Papers of Charles E. White and the Records of the Agricultural Experiment Station. Accession 99-28 of the Agricultural Experiment Station records, in particular, contains correspondence and records pertaining to experiments carried out at Ridgely Farm. The <title render="italic">Annual Reports</title> of the Maryland Agricultural Experiment Station (University Publications UPUB A33.001) are useful for tracking personnel changes as well as background information on the purchase of the sub-station and the experiments instituted at Ridgely. C. S. Shaffner mentions C. L. Opperman in <title render="italic">History of the Poultry Department</title>, University of Maryland</p>
Separated Material	<p><p> </p>
Other Descriptive Data	<p><head>List of Related Photographs</head> <list> <head>Photograph Vertical File-University of Maryland</head> <item>Agricultural Experiment Station (all of the images below were taken in Ridgely, Maryland)</item></p>
Bibliography	<p><p>Publications by C. L. Opperman</p> <bibliography> <bibref>With Harry Lamon, <title render="italic">The Care of the Farm Egg</title>, Washington, D.C.: U. S. Dept. of Agriculture, Bureau of Animal Industry, 1913</bibref> <bibref>With Harry Lamon, <title render="italic">The Improvement of the Farm Egg</title>, Washington, D.C.: U. S. Dept. of Agriculture, Bureau of Animal Industry, 1911</bibref> <bibref>With Robert Henry Ruffner and S. S. Buckley, <title render="italic">The Maryland Hoes</title>, Maryland Agricultural Experiment Station, 1914</p>

1. **Related Material.** <relatedmaterial> {DACS 7.3} Information about materials that are not physically or logically included in the material described in the finding aid but may be of use to a reader because of an association to the described materials.

<p> A collection of Samuel Moore Barclay's papers spanning 1819 through 1851 is housed at Harvard Law School Library, Harvard University. Photocopies of biographical entries and family trees compiled by researchers are available from the curator upon request. </p>

2. **Separated Material.** <separatedmaterial> Information about materials that are associated by provenance to the described materials but that have been physically separated or removed.
3. **Other Descriptive Data** <odd> An element for information about the described materials that is not easily incorporated into one of the other named elements.

<p>A complete run of <title render="italic">Maryland Vet</title> was removed from this collection and transferred to the Maryland Collection. </p>

4. **Bibliography.** <bibliography> Citations to works that are based on, about, or of special value when using the materials being described, or works in which a citation to or brief description of the materials is available.

<p>Publications by C. L. Opperman </p>

```
<bibliography>
  <bibref>With Harry Lamon, <title render="italic">The Care of
the Farm Egg</title>, Washington, D.C.: U. S. Dept. of Agriculture,
Bureau of Animal Industry, 1913</bibref>
  <bibref>With Harry Lamon, <title render="italic">The
Improvement of the Farm Egg</title>, Washington, D.C.: U. S. Dept. of
Agriculture, Bureau of Animal Industry, 1911</bibref>
</bibliography>
```

7.H. Subjects

The subjects tab contains two different methods for providing controlled subject access to the finding aid. The top half of the form: Subjects/People (MARC) refers to the MARC record access points assigned by the Special Collections cataloger after the finding aid is complete.

The second section of this tab: Subjects and Abstracts, refers to the “resource guides” that are created in ArchivesUM and available via pull-down menu from the ArchivesUM website. This information may be added by the curator

Required fields for minimally processed collections:

- None

Required fields for fully processed collections:

- None

ArchivesUM: EAD Finding Aids at the University of Maryland

White, Richard (MdU.ead.histms.0001)

EAD HEADER (Title Page) | ABSTRACT INFO | DESCRIPTIVE | RELATED | SUBJECTS | SERIES | BOX LIST | ITEM LIST | LOCATION

MARC:	Type	Topic
700	Added Entry-Personal Na	Opperman, C. L.
700	Added Entry-Personal Na	Patterson, H. J. (Harry Jacob), 1866-1948
700	Added Entry-Personal Na	White, Herbert James
610	Subject-Corporate Name	Ridgely Farm Substation -- Archives
650	Subject-Topical	Agricultural experiment stations -- Maryland -- Ridgely -- Archival Resources

Record: 1 of 6

Subject: Agriculture Add New

Description: The papers document the addition of the Ridgely Sub-station to the Maryland Agricultural Experiment Station in 1914. Important subjects pertaining to agriculture documented in the collection include wages, farm crops, and harvesting. The collection also contains the grade reports and monthly progress reports of Herbert James White, a graduate of the Maryland Agricultural College.

1. Enter the correct MARC tag number in the **MARC** field. For example, "600"
2. Enter the correct MARC descriptor in the **Type** field. They are in the same order as the numbered tags, so if you don't know, you can still figure it out. For example, "Subject-Personal Name"
3. **Topic.** Enter the subject headings like this:
 - Gilder, Reuben -- Correspondence
 - Soldiers -- Maryland -- Correspondence

(there's a space before and after the " -- ")
4. **Subjects and Abstracts (Resource Guides).** When a collection is processed, the processor should determine to which resource guide it belongs, and create an appropriate, customized abstract to enter here.
5. Select the appropriate resource guide from the pull-down menu. If you desire a new category/subject area and have the authority to create one, follow these steps:
 - d. Close the EAD Tabbed form
 - e. In Microsoft Access, click the "**Tables**" tab
 - f. Open the **Rgnames** table
 - g. Type the new title in the **Category Name** field

- h. Create a brief abbreviation for the **Type** field
- i. Assign the appropriate number in the **rguideorder** field. This will ensure the order that the list is sorted in the pull-down menu
- j. Reopen the **EAD Tabbed** form and find the record. The new Resource Guide should appear as an option in the list.

To add the resource guide information to the Web interface, please see the EAD Administrator.

- 6. Type in the one paragraph abstract for the resource guide. If possible, the description should be tailored to fit the subject.
- 7. Add a record for additional resource guides by clicking the "Add New" button.

7.1. Series <dsc type="analyticcover">

Required fields for minimally processed collections:

- None

Required fields for fully processed collections:

- None

The screenshot shows the 'ArchivesUM: EAD Finding Aids at the University of Maryland' interface. The 'Series' tab is active, displaying details for 'White, Richard (MdU.ead.histms.0001)'. The 'Arrangement' field contains the text: 'The Richard White Collection has been divided into two series'. The 'Series' table lists one series with the following details:

Series Number	Series Title	Series Dates	Series Size
1	Ridgely Farm	1914-1920	74 items and 4 oversize items

The 'Description' field contains the following text:

<p>Series I is comprised primarily of correspondence between Charles Opperman and Harry J. Patterson, Director of the Agricultural Experiment Station (1898-1937). The two men discuss administrative details concerning the setup of the farm as an experiment sub-station, including questions about how expenses will be handled and what repairs should be made to the existing structures. The correspondence also contains descriptions of the experimental work taking place on the farm as well as plans for future work. In addition, the series contains an annual report from 1917 and two detailed inventories of items on the Ridgely property in 1917 and 1920. Maps show the boundaries of the farm and its field divisions.</p>

<p>Arrangement is alphabetical by type of material and then chronological.</p>

- 1. **Arrangement.** <arrangement> {DACS 3.2} This element identifies the various series of archival materials and hierarchical relationships of folders or documents within them.

The collection is organized as [how many] series:

2. **Series Number.** Type in the number (using Arabic numerals) of the series.

1

2

3



Even minimally processed collections require a “series” number, if there is a preliminary inventory entered into the archival management database.

3. **Series Title.** <unittitle>. When creating series titles, try to use the most appropriate term to describe the materials. If you are unsure, check the Getty’s Art and Architecture Thesaurus <http://www.getty.edu/research/conducting_research/vocabularies/aat/>. For example, a journal is a book “containing accounts of an individual's or organization's occurrences or transactions, including records of financial transactions. Use "diaries" when referring to personal accounts of the writer's experiences, attitudes, or observations.”

Correspondence



For minimally processed collections, this title could simply be the name of the collection, repeated.

4. **Series Date.** <unitdate>

1910-1915 and undated

5. **Series Size.** <physdesc>

0.50 linear feet

6. **Series Description.** <scopecontent>

<p>Series I is comprised primarily of correspondence between Charles Opperman and Harry J. Patterson, Director of the Agricultural Experiment Station (1898-1937). The two men discuss administrative details concerning the setup of the farm as an experiment sub-station, including questions about how expenses will be handled and what repairs should be made to the existing structures. The correspondence also contains descriptions of the experimental work taking place on the farm as well as plans for future work. In addition, the series contains an annual report from 1917 and two detailed inventories of items on the Ridgely property in 1917 and 1920. Maps show the boundaries of the farm and its field divisions . </p>

<p>Arrangement is alphabetical by type of material and then chronological. </p>



Minimally processed collections should have some sort of series statement. It is recommended that the following statement be included:

This collection has been minimally processed and the papers have not received significant arrangement.

- 7. Add New Series.** Use this button to add a new series. A blank field should appear when you click it.
- 8. Subseries.** If a series has a subseries, make sure that the correct main series is showing on the top form. The Subseries subform is on the bottom half of the screen. Information can be added just as it is for a series.

The screenshot displays the ArchivesUM EAD Finding Aids interface for the collection 'Agnew, Spiro T. (MdU.ead.histms.0010)'. The interface includes a navigation bar with tabs for 'EAD HEADER (Title Page)', 'ABSTRACT INFO', 'DESCRIPTIVE', 'RELATED', 'SUBJECTS', 'SERIES', 'BOX LIST', 'ITEM LIST', and 'LOCATION'. The 'SERIES' tab is active, showing the 'Series' form. The 'Arrangement' section indicates the collection is divided into series. The 'Series' form includes fields for 'Series Number' (1), 'Series Title' (Baltimore County Executive), 'Series Dates' (1953-1968 and undated), and 'Series Size' (5.25 linear feet). A description field contains HTML-formatted text: '<p>Series 1 is comprised of six subseries of files documenting Mr. Agnew's career as Baltimore County (Md.) Executive. Included are correspondence, subject files, news releases, statements, speeches, campaign materials, schedules, appointment books, and publications. These materials document Agnew's day-to-day activities; issues of interest to him, his views on a variety of topics, his successful campaign for the office of county executive; and his contacts with state and national officials and Maryland citizens </p>'. Below the main series form, a subseries form is visible, titled 'Does this Series have a Subseries? If so, enter information below'. It includes fields for 'Subseries Number' (1), 'Subseries Title' (Correspondence), 'Subseries Date' (1962-1966), and 'Subseries Size' (1.50 linear feet). The subseries description field contains HTML-formatted text: '<p>This subseries consists of correspondence received and sent by Mr. Agnew immediately preceding his election as Baltimore County Executive and during his four-year term. The bulk of the subseries is comprised of correspondence of a general nature but also included in the files are letters from well-wishers congratulating Agnew on his election, letters regarding his personal contacts in various Maryland counties, and letters of condolence upon the death of Mr. Agnew's mother in 1966. Among other subjects covered in this subseries are invitations to speak and the Chesapeake National Bank. Significant correspondents represented in the files include: J. Millard Tawes; Theodore McKeldin, Hubert Humphrey, Mr. Agnew's press secretary, George Elliot, III, Everett Dirksen, </p>'. The subseries form is highlighted with a red border.

7.J. Box List <dsc type="in-depth">

The BOXLIST section is set up to look like a table. All series are entered into this table.

Required fields for minimally processed collections:

- None

Required fields for fully processed collections:

- None

ArchivesUM: EAD Finding Aids at the University of Maryland
Agnew, Spiro T. (MdU.ead.histms.0010)

reel	frame	seriesnumber	sub	box	folder no	heading1	heading2	heading3	h4	h5	h6	h7
0		1	1	1	1	Pre-election Correspondence						[1962]
0		1	1	1	2	Congratulatory Letters						1962
0		1	1	1	3	Personal Correspondence						1963-
0		1	1	1	4	Personal Correspondence						1963-
0		1	1	1	5	Personal Correspondence						1963-
0		1	1	1	6	Personal Correspondence						1963-
0		1	1	1	7	Correspondence Re: Death of M						1966
0		1	1	1	8	Correspondence						1966
0		1	1	1	9	Correspondence						1966
0		1	1	1	10	Personal Contacts	Baltimore County and Anne Ar					[1966]
0		1	1	1	11	Personal Contacts	Eastern Shore					[1966]
0		1	1	1	12	Personal Contacts	Harford County, Cecil County,					[1966]
0		1	1	1	13	Personal Contacts	Prince George's County and M					[1966]
0		1	2	1	1	ABC						[1966]
0		1	2	1	2	Agnew	[Accomplishments]					[1966]
0		1	2	1	3	Agnew	Civil Rights					[1963]
0		1	2	1	4	Agnew	Education					[1966]
0		1	2	1	5	Agnew	National Publicity, New Orlean					[1964]
0		1	2	1	6	Agnew	Tax Position Handouts					[1966]
0		1	2	1	7	Agnew	Taxes					[undat
0		1	2	1	8	Agnew	Taxes (Cont)					[1964]

Record: 1 of 12774

1. If the collection has microfilm, then enter the reel and frame counts. Note: this feature only works if an entire collection or an entire series is on microfilm. If there is a mix of formats, please disregard these fields and enter microfilm information in the *size* column, or consult with the EAD Administrator about data entry.
2. **Series.** Enter as an Arabic number: 1, 2, 3. Repeat as necessary.
3. **Subseries.** Enter as an Arabic number: 1, 2, 3. Repeat as necessary.
4. **Box.** Enter as an Arabic number: 1, 2, 3. Repeat as necessary.
5. **Folder No.** Why are we numbering folders? It helps us keep things straight. It also makes things clear in EAD, because sometimes we have instances where a box continues across series. The folder numbers help to indicate that we are still in the same physical box.
 - k. Start at “1” with each new box number

- I. Each folder gets a number. List each folder separately. For example:
Correspondence, 1987-1991 (3f) would be listed on three lines.

Correspondence, 1987-1988
Correspondence, 1988-1989
Correspondence, 1989-1991

6. **Headings.** A “heading” is a folder heading. There are eight columns for headings. Heading1, Heading2, Heading3, Heading4, etc. etc. These columns will all be combined into one `<unittitle>` tag in EAD; the columns are for convenience of data entry only.

Series	Subseries	Box	Folder No	Heading1	Heading2	Heading3	Date
1		1	1	Correspondence	Hogwarts	Albus Dumbledore	1900-1980
1		1	2	Correspondence	Hogwarts	Albus Dumbledore	1981
1		1	3	Correspondence	Hogwarts	Minerva McGonagall	1955-1980
1		1	4	Correspondence	Hogwarts	Minerva McGonagall	1981

And eventually display as:

Correspondence – Hogwarts – Albus Dumbledore, 1900-1980
Correspondence – Hogwarts – Albus Dumbledore, 1981
Correspondence – Hogwarts – Minerva McGonagall, 1955-1980
Correspondence – Hogwarts – Minerva McGonagall, 1981



When alphabetizing headings, follow the *Chicago Manual of Style*, 16th edition, and treat numerals as if they were written out, for example, “50th anniversary” should be “Fiftieth anniversary.” Years can be kept as numerals, but alphabetize accordingly.

7. **Dates.** `<unitdate>`. It is very important to enter dates that are complete and comprehensive. The EAD conversion program has a utility that will programmatically convert all dates to a “normal” format, for the purposes of searching and sorting. Enter the display date in the Dates field. Always write out words like “circa” and “undated.” There should be no space around the hyphens and dates.

Acceptable:

- *1993-1995 and undated*
- *1993-1994*
- *October 1993-November 1995*
- *June 19, 1972*
- *June 1972*
- *circa 1940*
- *undated*

Not acceptable:

- *93-2000*
- *n.d.*
- *ca.*
- *'93-'94*
- *Jul. 4, 1776*
- *Sept[ember], 2001*
- *1995 -- 2000*

1. **Size.** <physdesc> Use this field to note oversized material. This enables us to list oversize folders intellectually where they belong, rather than at the end of a series. This field may also be used to refer to microfilm or alternate locations. It may also contain other physical information about the item, for example, "color" or "negative." Discrete pieces of information should be separated by semi-colons.

Includes Oversize = separated oversize material from a folder

Oversize Only = the entire heading represents oversized material

8. **Restricted.** <accessrestrict> If the file is restricted, then please check the box.

7.K. Item List

This table exists to describe items such as photographs (**see Section 4.A.iv for guidelines on item-level description of photographs**), memorabilia, and paper records if they are listed at the item level. The ITEMLIST section is set up to look like a table.

Required fields for minimally processed collections:

- None

Required fields for fully processed collections:

- None

series	subseries	box	folderno	item no	heading1	date
8	0	1	1	197	Pin, 1/2" in diameter, gold plate with blue enamel. Cigar Makers Inte	
8	0	1	1	198	Cards. Membership certification, blue. 2 1/4"x4".	
8	0	1	1	199	Cards. President's certification and calling card, white, 2"x3 1/2".	
8	0	1	1	200	2 items. Cards. Membership, life certification, fifty-year life member,	
8	0	1	1	201	1 Certificate, 5 1/2"x 8 1/2", life membership, white. 1 certificate, 2	
8	0	1	1	202	1 Certificate, 5 1/2"x 8 1/2", life membership, white. 1 certificate, 2	
8	0	1	1	203	Directory, 3"x6", union cigar manufacturers, with brands and history	
8	0	1	1	204	Ballot, 2"x5", yes or no.	
8	0	1	1	205	Booklet, membership and dues. Pages sectioned off for initiation fee	
8	0	1	1	206	Filler Blocks, two, 2 1/2"x5"x1" cardboard, used on the bottom row	
8	0	1	1	207	Filler Blocks, two, 2 1/2"x5"x1" cardboard, used on the bottom row	
8	0	1	1	208	Holder for fire cigars, cardboard, 3"x5"x1/2", 7-20-4-R.G. Sullivans. [1929]	
8	0	1	1	209	Badge, 2 1/2"x7", with 2" fringe, pin at top, double duty, one side re	
8	0	1	1	210	Badges, 1 1/2"x5", convention, for guests. 32nd convention, New Yo	1960, 1964, 1968, 1972
8	0	1	1	211	Badges, 1 1/2"x5", convention, for guests. 33rd convention, New Yo	1960, 1964, 1968, 1972
8	0	1	1	212	Badges, 1 1/2"x5", convention, for guests. 35th convention, Washin	1960, 1964, 1968, 1972
8	0	1	1	213	Badges, 1 1/2"x5", convention, for guests. 34th convention, Washin	1960, 1964, 1968, 1972
8	0	1	1	214	Badges, 1/2"x5", convention for delegates. 34th convention Washin	1960, 1968, 1972
8	0	1	1	215	Badges, 1/2"x5", convention for delegates. 33rd convention, New Yo	1960, 1968, 1972
8	0	1	1	216	Badges, 1/2"x5", convention for delegates. 32nd convention, New Y	1960, 1968, 1972
8	0	1	1	217	Badges, 1/2"x5", convention for delegates. 35th convention, Washi	1960, 1968, 1972

- Each item in the ITEM LIST form **must** have a corresponding parent box/folder in the Box List table.
- Series.** Enter as an Arabic number: 1, 2, 3. Repeat as necessary.
- Subseries.** Enter as an Arabic number: 1, 2, 3. Repeat as necessary.
- Box.** Enter as an Arabic number: 1, 2, 3. Repeat as necessary.
- Folder No.** Enter as an Arabic number: 1, 2, 3. Repeat as necessary.
- Item No.** Enter as an Arabic number: 1, 2, 3. This number does not have to be sequential. For example, this field could be used to list memorabilia items out-of-order.
- Heading.** The "heading" here is a description of the item.
- Dates.** <unitdate>. It is very important to enter dates that are complete and comprehensive. The EAD conversion program has a utility that will programmatically

convert all dates to a “normal” format, for the purposes of searching and sorting. Enter the display date in the Dates field. Always write out words like “circa” and “undated.” There should be no space around the hyphens and dates.

Acceptable:

- *1993-1995 and undated*
- *1993-1994*
- *October 1993-November 1995*
- *June 19, 1972*
- *June 1972*
- *circa 1940*
- *undated*

Not acceptable:

- *93-2000*
- *n.d.*
- *ca.*
- *'93-'94*
- *Jul. 4, 1776*
- *Sept[ember], 2001*
- *1995 -- 2000*

10. **Size.** <physdesc> Use this field to note oversized material. This enables us to list oversized folders intellectually where they belong, rather than at the end of a series. This field may also be used to refer to microfilm or alternate locations. It may also contain other physical information about the item, for example, “color” or “negative.” Discrete pieces of information should be separated by semi-colons.

Includes Oversize = separated oversize material from a folder

Oversize Only = the entire heading represents oversized material

11. **Restricted.** <accessrestrict> If the file is restricted, then please check the box.

7.L. After Data Entry is Complete

After the finding aid is written and entered into the archival management database, the information must be extracted from the database into EAD-compliant XML using the EADDB.JAR program, checked and validated, and uploaded to ArchivesUM using the ArchivesUM web-based administrative interface. Most of this work is completed by the EAD Administrator.



All corrections should be made to the finding aid in the archival management database. Whenever a correction is made, the finding aid must be re-converted to EAD-compliant XML and uploaded to ArchivesUM. This is a simple task, and curators and processors should not hesitate to let the EAD Administrator know whenever they have made a change. For technical details about the [EAD Converter program](#), [validating XML files](#), the [ArchivesUM Administrative Interface](#), and [creating Resource/Subject guides](#), please see our additional documentation.

8. CREATING A MARC RECORD

MAchine Readable Cataloging (MARC) is a standard format used for bibliographic description to facilitate its use by computers. MARC records are derived from ArchivesUM EAD finding aids and contain more or less extensive information depending on the level of processing (from minimally processed to fully processed). A cataloger adds access points to the MARC record based on the current edition of the Anglo-American Cataloging Rules. The goal is to have a MARC record for everything in ArchivesUM included in the UM Libraries' Online Catalog and in OCLC's WorldCat. The number of fields in a MARC record depends on the completeness of the ArchivesUM record. Minimally, there should be: 1xx or 7xx, 245, 300, 546, 506, 520, 540, 541, 524, 6xx.

8.A. New MARC Records

The EAD Administrator can create a shell MARC record using the EAD2MARC stylesheet utility, which was created by Mark Carlson at the University of Washington.



Most of the steps below can be carried out by the Special Collections cataloger. There should be, however, communication and collaboration between the cataloger and the curator throughout this process. This collaboration can lead to improvements to the finding aids and the access points.

8.A.i. Installing EAD2MARC

A copy of all the files necessary to use the EAD2MARC utility is located in the [EAD2MARC](#) folder. It is also necessary to install MarcEdit4_6a by double-clicking on the [MarcEdit4_6a.exe](#) file in the **EAD2MARC** folder. Please note: we have customized the EAD2MARC *.xsl files to fit the University of Maryland's needs.

8.A.ii. Running EAD2MARC

1. Place the EAD (*.xml) files for which MARC records are required into the EAD2MARC directory
2. Double-click the convertEAD2MARC.vbs file in that directory
3. The utility should run, and when it is complete, a window that says "Done!" should appear. A *.dat file should appear in the directory for every *.xml file in the directory

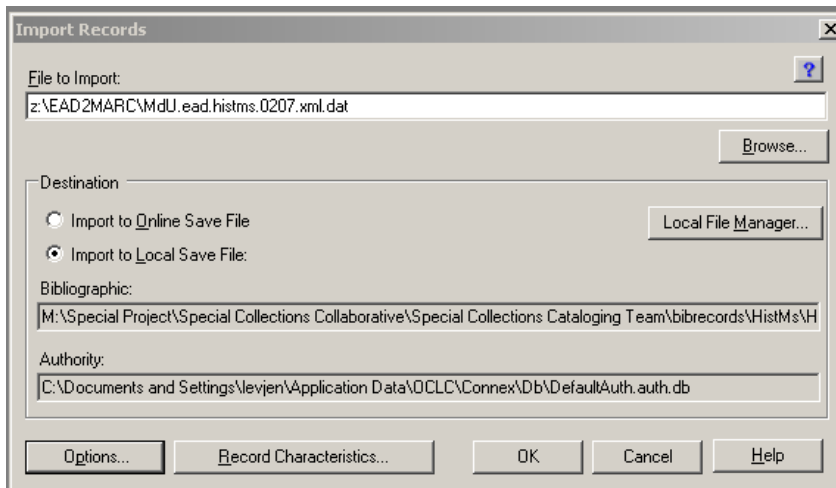
MdU.ead.histms.0335.xml.dat	1 KB	DAT File	8/22/2008 7:55 AM
MdU.ead.histms.0335.xml	8 KB	XML Document	7/22/2008 9:13 AM
MdU.ead.histms.0334.xml.dat	1 KB	DAT File	8/22/2008 7:55 AM
MdU.ead.histms.0334.xml	8 KB	XML Document	7/22/2008 9:13 AM
MdU.ead.histms.0331.xml.dat	1 KB	DAT File	8/22/2008 7:55 AM
MdU.ead.histms.0331.xml	11 KB	XML Document	2/23/2008 12:23 PM
MdU.ead.histms.0330.xml.dat	2 KB	DAT File	8/22/2008 7:55 AM
MdU.ead.histms.0330.xml	13 KB	XML Document	1/4/2008 9:10 AM
MdU.ead.histms.0329.xml.dat	1 KB	DAT File	8/22/2008 7:55 AM
MdU.ead.histms.0329.xml	7 KB	XML Document	1/2/2008 11:17 AM
MdU.ead.histms.0328.xml.dat	1 KB	DAT File	8/22/2008 7:55 AM
MdU.ead.histms.0328.xml	7 KB	XML Document	1/16/2008 8:56 AM
MdU.ead.histms.0326.xml.dat	3 KB	DAT File	8/22/2008 7:55 AM
MdU.ead.histms.0326.xml	15 KB	XML Document	5/28/2008 7:50 AM
MdU.ead.histms.0322.xml.dat	3 KB	DAT File	8/22/2008 7:55 AM
MdU.ead.histms.0322.xml	28 KB	XML Document	6/5/2008 8:38 AM
MdU.ead.histms.0321.xml.dat	4 KB	DAT File	8/22/2008 7:55 AM
MdU.ead.histms.0321.xml	21 KB	XML Document	5/14/2008 7:58 AM
MdU.ead.histms.0317.xml.dat	1 KB	DAT File	8/22/2008 7:55 AM
MdU.ead.histms.0317.xml	7 KB	XML Document	1/16/2008 8:59 AM
MdU.ead.histms.0313.xml.dat	4 KB	DAT File	8/22/2008 7:55 AM

8.A.iii. Uploading DAT Files to OCLC Connexion

OCLC Connexion is a tool that allows users to edit MARC records. It is available from any computer in the Libraries. The Special Collections cataloger can provide information about configuration and setup of local bib files, as well as logon information.

When in OCLC Connexion, the question mark at the top right of the menu bar leads to an introduction to the client interface. The key combination **CTRL-D** produces the subfield delimiter.

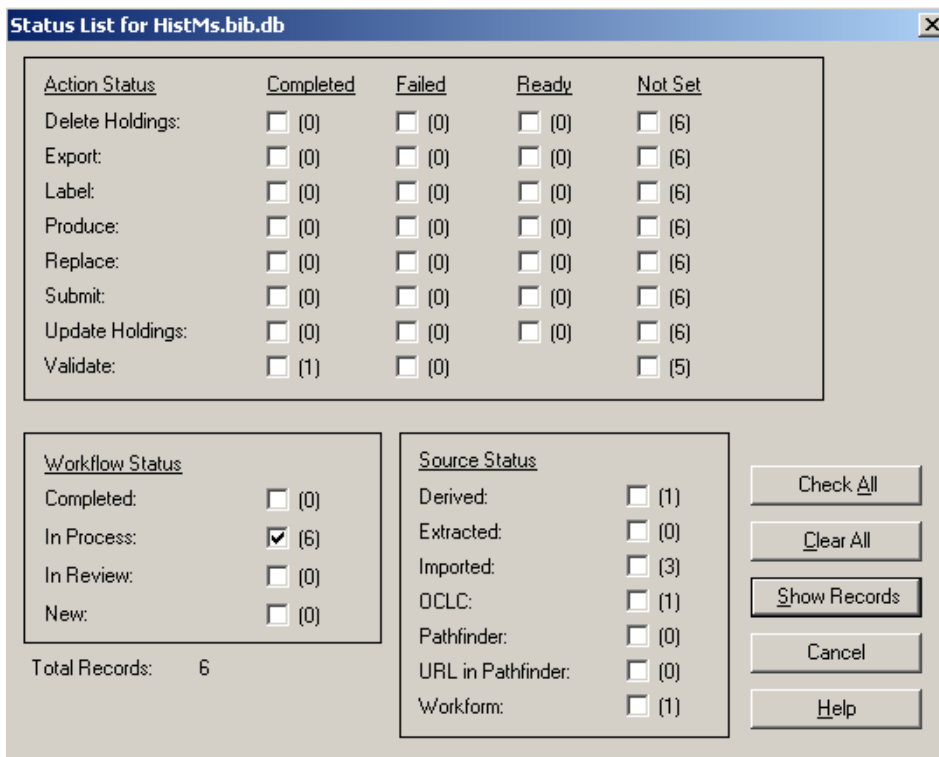
1. Open the OCLC Connexion Client and logon
2. Make sure that your default local file is set correctly, by selecting **Local File Manager** from the **File** menu (the Special Collections Cataloguer can assist with this)
3. Select **Import Records** from the **File** menu
4. Use **Browse** to find the DAT file you want to import to the Local Save File



5. Click **Yes** when asked if you want to delete your original import file

8.A.iv. Editing Imported MARC Records in OCLC Connexion

1. Select **Show/By Local Save File Status** from the **Cataloging** menu
2. Check the **In Process** box in the Workflow Status section, and click **Show Records**



3. Select the record you wish to edit from the list

Save #	Contributor/Creator	Title	Control #	Date	Call Number	Date/Time Added	Held
1	Brewster, Daniel B. (Daniel Ba...	Daniel B. Brewster Papers. 1959-2007 1962-1968 (bulk)	17543083	1959		2/22/2008 3:22:40 PM	Held
2	[Name of creator - IF APPLIC...	[Title, inclusive dates, bulk dates ()]	NEW			5/27/2008 2:59:25 PM	
3	Forman, H. Chandlee	H. Chandlee Forman papers, 1919-1989 (bulk 1935-1...	NEW	9999		8/22/2008 8:26:12 AM	
4	[Name of creator - IF APPLIC...	[Title, inclusive dates, bulk dates ()]	NEW			7/21/2008 3:47:53 PM	
5	Mayer, Brantz	Brantz Mayer papers, 1820-1853 (bulk 1842-1853).	NEW	9999		8/13/2008 9:00:42 AM	
6	Stone, Frederick	Frederick Stone papers, 1864-1903, 1985 (bulk 1864-...	NEW	9999		8/13/2008 9:00:42 AM	

Several fields will have to be modified.

- Replace **9999** in the “Dates” field at the top with the beginning and ending inclusive dates of the collection. For example, *1919, 1989*

Mixed Materials ▾ Rec stat n Entered 20080822 Replaced

▶ Type p ELvl l Srce d Ctrl a Lang eng

BLvl c Form MRec Ctry xx

Desc a DtSt Dates 1919 , 1989

- 351 field must to be updated. For example:

Current (as imported): The Henry Chandlee Forman Papers are organized as seven series: Series 1: Correspondence Series 2: Personal Series 3: Manuscripts Series 4: Research Series 5: Drawings, Blueprints, and Maps Series 6: Photographs Series 7: Historic Sites

Update to: *Organized as seven series: 1. Correspondence, 1938-1990 and undated (0.25 linear feet); 2. Personal, 1938-1990 and undated (2 folders); 3. Manuscripts, 1904-1989 and undated (0.75 linear feet); 4. Research, 1926-1989 and undated (0.75 linear feet); 5. Drawings, Blueprints, and Maps, 1929-1989 and undated (0.25 linear feet and 2 mapcase drawers); 6. Photographs, 1931-1984 and undated (.50 linear feet/227 items); 8. Historic Sites, 1931-1981 and undated (1.00 linear feet/1095 items)*

540. Add URL for duplication of materials policy.

Current (as imported): Photocopies of original materials may be provided for a fee and at the discretion of the curator. Please see our Duplication of Materials policy for more information. Queries regarding publication rights and copyright status of materials within this collection should be directed to the appropriate curator.

Update to: *Photocopies of original materials may be provided for a fee and at the discretion of the curator. Please see our Duplication of Materials policy [<http://www.lib.umd.edu/mdrm/policies/duplication.html>] for more information. Queries regarding publication rights and copyright status of materials within this collection should be directed to the appropriate curator.*

7. 541. Modify from “prose” form from EAD to structured MARC.

Current (as imported): Henry Chandlee Forman donated his papers to the University of Maryland in 1989. Most of the material was given to the School of Architecture, although his books were donated to the University Libraries. In 2002, all of the material, except slides, was transferred to the Libraries. The slides remain in the Elizabeth D. Alley Visual Resources Collection of the School of Architecture, Planning, and Preservation.

Update to: *Forman, Henry Chandlee, †c gift, †d 1989.*

8. 524. Add unit name

Current (as imported): Henry Chandlee Forman papers, Special Collections, University of Maryland Libraries.

Update to: Henry Chandlee Forman papers, Historical Manuscripts, Special Collections, University of Maryland Libraries.

9. 856. Add Handle/URL to field

Current (as imported): †3 Finding aid.

Update to: †3 Finding aid. †u <http://hdl.handle.net/1903.1/1361>

10. When editing is complete, save the record to the local save file

8.A.v. Creating Access Points

Access points are created for creator(s) and concepts found in the finding aid. Assign access points for:

- Chronological terms
- Geographical terms
 - Political: countries, states/provinces, counties, cities/towns
 - Geological: deserts, rivers, mountains, oceans, seas, lakes, etc.
 - Specific sites: buildings, dams, roads, etc.
- Personal and family names
- Corporate names
- Form of material: the physical character, subject of their intellectual content, or the order of information within them, for example, daybooks, diaries, directories, journals, memoranda, questionnaires, syllabi, or time sheets. Physical format categories that may be designated as forms of material include broadsides, motion pictures, and stereographs.

- Genre: style or technique of contents, for example, biographies, catechisms, essays, hymns, or reviews. Genre is independent of any particular physical manifestation.
- Physical characteristics: media, production process, techniques, materials, and features identified by examining the physical object. Examples include lithographs, daguerreotypes, vellum, forgeries, watermarks, autographs.

The Special Collections Cataloger will add relevant subject and name headings based on the contents of the finding aid in ArchivesUM and in consultation with the curator

MARC Tags

MARC	Description	EAD	When/How to Use
600	Subject-Personal Name	<controlaccess><persname role="subject"> <controlaccess><famname role="subject">	Who is the collection about? For example, " <i>Brooke Family</i> " or " <i>McKeldin, Theodore R.</i> "
610	Subject-Corporate Name	<controlaccess><corpname role="subject">	What organization is collection about? Or when a name is used as part of a subject. For example, " <i>League of Women Voters of Maryland – Archives</i> "
650	Subject-Topical	<controlaccess><subject>	What topics does the collection cover? For example, " <i>Women in politics – Maryland</i> " or " <i>Public welfare -- Maryland -- History – Sources</i> "
651	Subject-Geographical	<controlaccess><geogname role="subject">	Use when a geographic location is primary topic, for example, " <i>Maryland -- Politics and government -- Sources</i> "

MARC	Description	EAD	When/How to Use
655	Index Term/Genre Form *	<controlaccess><genreform> >	Specific kinds of material as distinguished by an examination of their physical character, subject of their intellectual content, or the order of information within them, for example, <i>daybooks, diaries, directories, journals, memoranda, questionnaires, syllabi, or time sheets</i> . Genre refers to specific kinds of materials distinguished by the style or technique of their intellectual contents, for example, <i>biographies, catechisms, essays, hymns, or reviews</i> . Media, production process, techniques, materials, and features identified by examining the physical object. Examples include <i>lithographs, daguerreotypes, vellum, forgeries, watermarks, autographs</i> .
700	Added Entry- Personal Name	<controlaccess><persname> <controlaccess><famname>	Added entries are made for persons, corporate bodies, and meetings having some form of responsibility for the creation of the work, including intellectual and publishing responsibilities. For example, " <i>McKeldin, Honolulu Claire</i> " is an added entry for the Theodore Roosevelt McKeldin Papers. Added entry names should also be included in the Scope and Content Note

MARC	Description	EAD	When/How to Use
710	Added Entry- Corporate Name	<controlaccess><corpname>	Added entries are made for persons, corporate bodies, and meetings having some form of responsibility for the creation of the work, including intellectual and publishing responsibilities. For example, “ <i>Maryland Congress of Parents and Teachers</i> ” is an added entry for the Prince George’s County Council of Parent-Teacher Associations archives. Added entry names should also be included in the Scope and Content Note

* Index Term/Genre Form is currently not represented in our EAD finding aids, in that the EAD converter program does not recognize it. It is hoped that future iterations will include this element, and it should still be entered into the database.

Consult with a cataloger to select the appropriate controlled vocabulary. Examples of controlled vocabularies include (but are not limited to): Library of Congress Subject Headings (LCSH), Art and Architecture Thesaurus (AAT), Thesaurus for Graphic Materials (TGM), Medical Subject Headings (MESH), etc. Identify the controlled vocabulary used.

We generally turn to the Library of Congress Authority file <<http://authorities.loc.gov/>> to determine the proper form of names and subject headings. If a name is not in the Library of Congress Name Authority File, then we can create a name, turning to DACS for guiding principles.

Genre – To select genre terms, we turn to the Art and Architecture Thesaurus <http://www.getty.edu/research/conducting_research/vocabularies/aat/>. This thesaurus is well suited to helping distinguish between “day books” and “journals” for example

8.A.vi. Finalizing New MARC Records

1. When complete, the Special Collections Cataloger will upload the MARC record into OCLC WorldCat, export the record into Aleph, and notify the curator that the record is ready for review. Any suggested changes to the record should be reported to the Special Collections Cataloger



Once the MARC record is complete, the curator should enter the appropriate MARC subject headings into the archival management database and contact the EAD administrator to re-upload the finding aid to ArchivesUM. Please see section 7.H: Subjects of this manual for data entry instructions.

8.B. Editing Existing MARC Records

Sometimes it is necessary to make changes to existing MARC records because a collection has been reprocessed or material has been added. This is a very simple process using OCLC Connexion.

8.B. i. Finding a MARC Record Using OCLC Connexion

1. Open the OCLC Connexion Client and logon
2. Make sure that your default local file is set correctly, by selecting **Local File Manager** from the **File** menu (the Special Collections Cataloguer can assist with this)
3. Select **Search/WorldCat** from the **Cataloging** menu (or hit **F2**)
4. Search for the record either by author or title

Search WorldCat

Command Line Search

Enter numeric, derived, keyword, or scan search here...

Keyword/Numeric Search

Search for: Brooke Family Name (au:)

AND Title (ti:)

AND Title (ti:)

Language: [Any] Format: [Any] Internet: [Any]

Source: [Any] Microform: [Any] Years: Material Type: [Any]

Enter Diacritics... Expand/Collapse

Settings... OK Cancel Clear Search Help

- Select the appropriate record from the search results list to edit, by double-clicking the entry

40	Brooke family.	Brooke family genealogy, 1943.	1943
41	Brooke Family.	Papers.	1750
42	Brooke family.	Papers [manuscript].	1852

- Make desired changes to the MARC record
- Notify the Special Collections Cataloger that the record is ready to be finalized

8.C. MARC Template

A sample MARC Record template is available in OCLC Connexion for reference purposes.

Mixed Materials Rec stat n Entered 20081020 Replaced 20081020093815.89

Type p ELvl l Srce d Ctr a Lang ■■■
 BLvl c Form ■ MRec ■ Ctry ■■■
 Desc a DtSt i Dates ■■■■ , ■■■■

▶	040	UMC #e dacs #c UMC
	090	#b
	049	UMCP
▶	100	1 [Name of creator - IF APPLICABLE]
▶	245	1 0 [Title, #f inclusive dates, #g bulk dates ()]
▶	300	[Extent]
▶	351	Organized as [x] series. 1. [title, dates (size)]; 2. [title, dates (size)]; 3. [title, dates (size)]
▶	546	Collection is predominantly in English.
▶	506	This collection is open for research use. [Restrictions and access specs - IF APPLICABLE]
▶	520	[Scope and contents]
▶	545	[Administrative / biographical history]
▶	541	[Source of acquisition, #c]
▶	530	[Existence and location of copies - IF APPLICABLE]
▶	535	[Existence and location of originals - IF APPLICABLE]
▶	524	[Collection, Unit], Special Collections, University of Maryland Libraries.
▶	540	Photocopies of original materials may be provided for a fee and at the discretion of the curator. Please see our Duplication of Materials http://www.lib.umd.edu/mdrm/policies/duplication.htm policy for more information. Queries regarding publication rights and copyright status of materials within this collection should be directed to the appropriate curator.
▶	555	[Unprocessed status / additional finding aids - IF APPLICABLE]
▶	583	[Appraisal / destruction - IF APPLICABLE]
▶	856	4 2 #3 Finding aid.

Glossary

For a comprehensive, searchable glossary of archival terminology, please visit A Glossary of Archival and Records Terminology at the Society of American Archivists' Website. See also a couple of pages in the University of Maryland Libraries' website: Special Collections' Research Using Primary Sources page and Archives and Manuscript Department's Glossary page.

- SAA's A Glossary of Archival and Records Terminology page
URL: <http://www.archivists.org/glossary/index.asp>
- Special Collections' Research Using Primary Sources page
URL: <http://www.lib.umd.edu/special/research/definitions/index.html>
- Archives and Manuscript Dept., Glossary page
URL: <http://www.lib.umd.edu/ARCV/arcvmss/glossary.html>

Accession:

- (1) (noun) Materials physically and legally transferred to a repository as a unit at a single time; an acquisition.
- (2) (verb) To take legal and physical custody of a group of records or other materials and to formally document their receipt.
- (3) (verb) To document the transfer of records or materials in a register, database, or other log of the repository's holdings.

Acquisition:

Materials received by a repository as a unit; an accession.

Appraisal:

(1) The process of identifying materials offered to an archives that have sufficient value to be accessioned. (2) The process of determining the length of time records should be retained, based on legal requirements and on their current and potential usefulness. (3) The process of determining the market value of an item; monetary appraisal.

Archival Management Database:

A database used at the UM Libraries to record information about accessions and finding aids. The database was created using Microsoft Access. It is locally known as "The Beast."

Archives:

(1) The non-current records of an organization or institution preserved because of their continuing value. (2) The agency responsible for selecting, preserving, and making available records determined to have permanent or continuing value. (3) The building or part of a building where archival materials are located.

Archivist:

The professional staff member within an archival institution responsible for any aspect of the selection, preservation, or use of archival materials. See also Manuscript curator

BEAST:

See: Archival Management Database

Box Inventory:

We generally turn to the Library of Congress Authority file <<http://authorities.loc.gov/>> to determine the proper form of names and subject headings. If a name is not in the Library of Congress Name Authority File, then we can create a name, turning to DACS for guiding principles.

Collection:

(1) An artificial accumulation of materials devoted to a single theme, person, event, or type of document acquired from a variety of sources. (2) A general term used to describe groupings of archival or manuscripts materials.

Control File:

Also known as an “administrative file,” this is a centrally-maintained file that contains administrative information about a given collection and usually includes copies of the accession sheet, donor agreement, correspondence relating to the acquisition of the collection, reference activity, and other relevant information. It may also contain auxiliary reference materials, such as copies of articles relating to the collection.

DACS (Describing Archives: A Content Standard):

a standard for creating access tools for all forms of archival materials, including their archival creators and the forms of creator names.

Deed of Gift:

A signed, written instrument containing a voluntary transfer of title to real or personal property without a monetary consideration. Deeds of gift to archives and manuscript repositories frequently take the form of a contract establishing conditions governing the transfer of title to documents and specifying any restrictions on access or use.

Document:

A written paper, recording, photograph, computer file, or other item that bears the original, official, or legal form of something and can be used to furnish evidence or information. Letters to an individual, business reports, architectural drawings, photographs, videos, and computer files are all examples of documents.

EAD (Encoded Archival Description):

A standard used to mark up (encode) finding aids that reflects the hierarchical nature of archival collections and that provides a structure for describing the whole of a collection, as well as its components.

File Folder:

Filing unit, preferably made from acid-free materials; titles of file folders are listed in the box inventory in a finding aid. The use of parentheses with a number and a lower case f at the end of a folder entry, e.g. (5f), indicates that there are multiple file folders with the same title.

Finding Aid:

(1) A tool that facilitates discovery of information within a collection of records. (2). A description of records that gives the repository physical and intellectual control over the materials and that allows users to gain access to and understand the materials. Types of finding aids prepared by the UM Libraries include Preliminary inventory; Resource guide; EAD records that are entered in ArchivesUM, a database of finding aids for collections located at the UM Libraries; and MARC records that are entered into the UM Libraries' online catalog.

Handle:

A “handle” is a unique identifier for Internet resources. Every digital object in Fedora, including finding aids, has a handle. This handle should be used to link to a finding aid. Handles are visible at the top of each finding aid, for example:

Please use this identifier to cite or link to this Finding Aid: <http://hdl.handle.net/1903.1/1341>

Historical Manuscripts:

Correspondence, notes, reports, financial records, meeting minutes, photographs, memorabilia, ephemera, and other primary and secondary materials commonly associated with the work or life of an historical figure or an organization.

Linear Feet:

A standard measure of the quantity of archival materials on the basis of shelf space occupied or the length of drawers in vertical files or the thickness of horizontally filed materials. For example, a moderately full manila folder file is typically 3/4 of an inch wide at the bottom. Approximately 16 such folders may equal one linear foot.

Literary Manuscripts:

Drafts, notes, manuscripts, proofs, correspondence, and other primary and secondary materials commonly associated with the work or life of a literary figure or organization.

Manuscript curator:

The professional staff member within a manuscript repository responsible for any aspect of the selection, preservation, or use of documentary materials.

Manuscripts:

A grouping of documents created or accumulated by an individual or family, usually having historical or literary value or significance.

MARC Records:

A brief description of a collection in a coded form that is entered into the UM Libraries' online catalog; MARC is an acronym for "machine-readable cataloging".

PID:

PID stands for "Persistent Identifier," which is a unique identifier used in the UM Libraries' Fedora Digital Repository to identify digital objects. Every ArchivesUM finding aid receives a PID when it is uploaded to ArchivesUM. A PID looks like this: *umd:1234*

Preliminary inventory:

A type of finding aid that is created when new materials are acquired by an archive or manuscript repository. The preliminary inventory usually contains a box or folder level listing but generally does not attempt to arrange items in a collection into series or other groupings.

Processing:

Processing is the act of arranging, describing, and housing of special collections materials.

Unprocessed or Minimally Processed may mean that the materials have not been added to an online catalog; or re-housed into acid-free folders, divided into series, and described to the folder level. This does not mean that a researcher may not consult an unprocessed collection. Usually there is what is known as a preliminary inventory, which provides some description of the materials. It may, however, be more difficult to quickly access materials in an *unprocessed* collection, especially if an archivist or curator must screen the material for potential privacy violations prior to use.

Processed or Fully Processed collections have been cataloged and/or arranged, described, and properly stored. A complete finding aid is the result of processing and will provide detailed access to the collection, as well as a short biography or administrative history and other relevant information.

Provenance:

(1) The origin or source of something. (2) Information regarding the origins, custody, and ownership of an item or collection.

Record Group:

A body of organizationally related records established on the basis of provenance with particular regard for the administrative history of the record-creating institution or organization.

Resource Guide:

List of materials in an archive or manuscript repository that relate to a certain subject or theme.

Series:

A grouping of file units or documents arranged in accordance with a unified filing system or maintained by the records creator as a unit because of some relationship arising out of their creation, receipt, or use. For example, correspondence or meeting minutes are typical series designations within an archival/manuscript Collection or Record group.