Special Collections
Albin O. Kuhn Library & Gallery
University of Maryland, Baltimore County

# Archives Processing Manual

## Description

2010

Center for Biological Sciences Archives (CBSA)
Manuscripts (MSS)
Photography Manuscripts (PHMS)
University Archives (UARC)

# INDEX

# INTRODUCTION

This document serves to guide and standardize the description process for the archival collections held by the Albin O. Kuhn Library & Gallery, including the University Archives, the Center for Biological Sciences Archives, local history collections, science fiction literary manuscripts, and photography related historical manuscripts.  Textual and photographic negatives, prints, and equipment collections are not governed by these standards.

Description, as defined by the Glossary of Archival and Records Terminology:
> *"The process of creating a finding aid or other access tools that allow individuals to browse a surrogate of the collection to facilitate access and that improve security by creating a record of the collection and by minimizing the amount of handling of the original materials."*

In addition to defining the "access tools" required for archival collections, this Manual will also define the components of each tool and the appropriate descriptive standards that should be used during creation.  One reference publication that should be a constant companion is *Describing Archives: A Content Standard* (SAA, 2007).  A copy is available in the Staff collection in the Special Collections office.  Additionally, this document only addresses descriptive procedures.  Because the accessioning process is used as the first step in the larger description process, accessioning guidelines have been incorporated into this manual.  Related arrangement and processing procedures are not included in this Manual; a second volume will be created to document these related procedures.

The *Archives Processing Manual: Description* was completed by Lindsey Loeper, Special Collections Archivist, in July 2010.   A follow-up manual, *Arrangement* is planned.

# OUTLINE OF DOCUMENTS CREATED

An overview of each type of document created throughout the processing workflow is outlined below.  In-depth information on each document may be found on the instruction pages that follow.

**Accession record**: This documents the donation or transfer of materials from the donor to the Library.  Donor information, donation description, transaction dates, and the deed of gift are tied to this document.  Special Collections creates the accession record within PastPerfect.

**Accession paper file**: This file contains all paperwork related to the accession, including copies of the accession record, a preliminary box list, the deed of gift, gift forms, and any other transactional paperwork.

**Archives catalog record for accession**: Prior to the processing of the accession, an accession-level catalog record should be created.  This will allow unprocessed materials to still be accessible to Special Collections staff for reference and processing questions.

**Archives catalog record for processed collection**: PastPerfect record that contains information about the processed collection or collates several unprocessed accessions that will eventually be a processed collection.  Includes a link to the online finding aid (when available).

**MARC record**: Mirror record of the PastPerfect record for use in the Library catalog USMAI.

**Finding aid in Word, PDF, and online (php) formats**: Point of service for full collection information, including the historical/biographical note, the scope and content note, organization and provenance information, series descriptions, and the container list.

**Collection paper file**: Contains copies of the collection documents as well as supplemental materials when available (research documents, loan forms, use requests, bibliographies, etc.).  Inventories from related unprocessed accessions should be copied and included in the collection paper file so that all inventories for one unprocessed collection can be easily accessed.

**Where to save digital files**: All digital files relating to a collection should be saved within the collection's folder on the I drive.  Within each collection's folder you may wish to create sub-folders to better organize accession-specific documents or inventories.  Digital files may be copied into PastPerfect when appropriate, but should not be deleted from the I:.
UARC:  I:\SpecColl\university archives
MSS, PHMS, UMBC Faculty, Science Fiction MSS: I:\SpecColl\Manuscript Collections
CBSA/SARCV: I:\SpecColl\CBSA

# ACCESSION RECORDS AND FILE CREATION

## Determine the accession number

Accession numbers have 3 parts: the collecting area prefix, the year of donation, and the sequential donation number. Example: UARC 2010-075 is the 75th donation in 2010 to the University Archives.

Collection area prefixes:

> University Archives - UARC
> Science Archives/Center for Biological Sciences Archives - SARCV
> Photography Manuscripts and Archives - PHMS
> General Manuscripts and Archives – MSS

Collection area prefixes should be capitalized.

Always use the full 4 digit year not the 2 digit abbreviation. (Use 2010 not 10.)

Use a 3 digit donation number for the University Archives; all other collecting areas may use a 2 digit donation number.  Donation numbers should repeat across collecting areas – the first donation to each collecting area should be [PREFIX] [YEAR]-01 (or UARC [YEAR]-001).

## Determine the collection title

Use DACS to determine format of the collection title (section 2.3).

## Determine the collection number (if applicable)

The collection number will be assigned once the collection has been formed, typically when it is being processed.  Collection numbers are assigned consecutively across collection areas - do not use a different numbering order based on the collecting area.  All collection numbers will be in the format "Collection [#]" - **not** UARC 3, SARCV 4, etc. Check the paper files and PastPerfect before assigning a collection number to ensure that no number is used twice.

## Verify or create the donor record

Each donor should have a record within the PastPerfect **Contacts** database.  This step should be completed before the accession record is created.

- The contact record may have been created prior to the accession arriving in Special Collections.  Always check to see if the donor already has a record. IF YES - update any new or changed information and record the interaction in the Mail & Contact Log. (Example: 04/23/2008 11:29 <LL >Sent Information  Accession UARC 2008.11)
- Use the top left section (First/Last Name, Title, etc) to describe the personal donor.  In the case of a donation by an organization or academic department, use the name of the contact person there or the person who authorized the transfer of records.

- Assign a **Group**: UMBC (meaning employee, student, alumni), Donor, Researcher, or Vendor
- Select Type of **Mailing Address** (will typically be "Work").
- Fill in the UMBC department or organization name in the **Company** space. (ex. Academic Affairs, Office of the Provost) Use the same format is in the Accession, Catalog record.
- Address: For UMBC campus addresses, use the first line for the Room/Bldg # (Administration 102), and in the second line use "UMBC, 1000 Hilltop Circle."
- **E-mail**: Use the contact person's e-mail address.
- **Web address**: If there is an organizational or department homepage, list here.
- List interaction in the **Mail & Contact Log**. See example above.

**Save the record**. In the bottom left corner of the screen, click on **Add this Contact to a List**. Check off as many of the options as apply to this person (e.g. a UMBC faculty member donates some photos to Special Collections: Check off UMBC employee and Photography Collections Donor)
**Save & Exit**

## Create the accession record

The accession record serves as the transaction and donation record as well as the first step in describing the records. Having a well-formed accession record will help you in many ways later in terms of record keeping, statistics, determining the extent of holdings for a given donor or topic, locating materials within the Library, and locating records for reference and researcher use.

Accession records are created using the PastPerfect **Accession** database.
- **Accession number**: as described above. You MUST include the appropriate pre-fix!
- In the initial Accession box, "**Select donor from Contacts file**" to link the contact record to the accession record.
- **Received As**: Select the type of donation. Common selections:
- Donation: Use for cash donations.
- Gift: Gift in-kind; use for non-cash donations. This will be the most used option for the archival holdings.
- Transfer: Use for UMBC records.
- For Faculty Papers: Faculty papers documenting their work at UMBC should be designated as a Transfer. Faculty personal or non-UMBC research papers should be designated as a Gift. Create two accession records if necessary, although the materials will remain as one singular collection.
- **Source**: the donor. This may be a person name, a department name, or an association name. For UARC use the department/office name unless they are personal records (faculty papers), then use the personal name. For SARCV use the association name unless they are personal records (ex. Rita Colwell), then use personal name.
- **Contact**: Personal name for actual person serving as contact. May be donor of personal papers or records manager at dept/assoc. [Update in Contact record if necessary.]
- **Address**: Include room number for UARC donations. [Update in Contact record if necessary.]
- **Email**: Donor's e-mail. [Update in Contact record if necessary.]

- **Website**:  If materials are available online, include address here.  This option is also available as a multi-media link in the catalog record and in most cases the web address is more appropriate here (for example, a UMBC dept or CBSA association homepage).
- **Description**:  provide a thorough description of materials including number/size/type of boxes, types of materials, subject of donation, etc.  This section will be included on the deed of gift as a description of materials donated so it should be professional and inclusive but brief.  (Example: 10 record carton boxes of promotion and tenure files)
- **Restrictions**: include any physical or intellectual restrictions.  Example: Donor requests papers closed to public until 2025.  OR Materials are extremely brittle and should be conserved before public use.  If any text is entered into this box the catalog record will be flagged as being "Restricted."
- Fill out all fields that include name or dates of editing.  (**Accessioned, Inventoried, Received** by, etc)
- When entering information from an older accession record, include the author of the original accession in Accessioned by - unless you are conducting additional research for the accession record.  If you are simply transferring information from the original to PastPerfect, use the original author's name.  Your name will be entered in the catalog record (Cataloged by).

## Create the Gift paperwork (if applicable)

Gift paperwork should be completed for all accessions that are not direct UMBC transfers.  The instructions below are for non-book (photographs, archives, objects, etc.) gifts that are received in Special Collections. These instructions are copied from the Library Wiki; check if any changes have been made at:
https://spaces.umbc.edu/pages/editpage.action?pageId=2525870 (dated 2009-12-11)

Special Collections (SC) staff print out a copy of the Gift Information form (either the existing form, or an improved iteration that will be uploaded into PastPerfect so that it can be automatically generated).  Tom Beck must initial this form. Photocopy it.
SC staff complete an accession record for the new gift in PastPerfect.
SC enters the gift-in-kind info into PastPerfect (from the Contacts record of the donor).
SC staff generate a Deed of Gift for the gift and print out 2 copies.
    Choose Print from the Accession record toolbar.
    Select Deed of Gift from forms list; this is page 1 of the deed of gift. Print.
    Select Accession Form - Blank; this is page 2 of the deed of gift. Print.
    Tom Beck will sign the deed of gift after reviewing the stated terms.
SC staff print the appropriate Thank You Letter
SC staff prints the Accession form
SC staff puts a copy of the accession record for the gift and the Gift Info form in a folder and files in accession record files along with any appraisal information or documents from donor.
SC Staff send to Larry:
    The original Gift Info form
    The original 8283 form (if applicable)
    The Thank You letter for him to sign
    The 2 copies of the Deed of Gift (one for the donor to keep, and one for the donor to sign and return)

A self-addressed stamped envelope

All accompanying paperwork (i.e. appraisal documents, letters from donors, etc.)

Once Larry has signed the thank you letter, Linda will send the entire packet of info (including all of the above items) for that gift to Collection Management (CM).

CM staff makes a copy of the entire packet for their records.

CM sends the original Gift Info form and the 8283 form to the campus liaisons.

CM mails to the donor the Thank you letter, a copy of the Gift Info form, the two Deeds of Gift and SASE, and the accompanying paperwork (which may include a copy of the 8283)

CM Staff fill in the PastPerfect fields for the dates the Thank You letter and Deed of Gift were sent.

When the signed Deed of Gift has been returned by the donor to SC, SC staff fill in the PastPerfect field for the date it was returned.

SC staff make copy of Deed of Gift and send to CM for their files.

SC staff files the Deed of Gift in the accession record file.

## Create the accession folder

Although most of our accessioning documents are created and stored in PastPerfect, having a paper file is necessary as a preservation and access strategy. This will allow us to view all the related documents quickly and will serve as a backup if something were to happen to the electronic file. Use a plain manila folder; it does not need to be acid free but should be clean, uncoated, and have a tab. On the upper left corner of the tab write the accession number; for non-University Archives accessions you may also wish to write a short one word cue in the upper right corner (for example, writing AAA for the American Association of Anatomists). These accession folders are filed in the Archives file cabinet by the collecting area and then by accession number. Within the accession folder you should include: the accession record, any gift paperwork, any paperwork accompanying the physical transfer of materials, correspondence with the donor relating to the accession, a preliminary box list, the accession catalog record, etc.

## Create the accession level catalog record

In many cases there will be a delay of time before Special Collections staff will have the opportunity to process an accession, or a group of accessions, into a completed collection with a finding aid. To ensure that these materials are still available for reference or researchers, create a catalog record at the accession level within PastPerfect. This will allow access to the unprocessed collection. In some cases the Archivist may decide that the accession level record should not be made public but Special Collections staff will still have access to the information and be able to incorporate this knowledge into their reference or statistics work. The steps below should be completed in the PastPerfect **Archives** database. Once the record is complete it should be printed and placed within the accession folder; if a collection folder is available the record should also be placed there.

### Required fields

Open to the accession record and select Add catalog records. A pop-up screen will display with a selection of the full catalog fields. Once you have filled in what you can from this screen, save and exit the accession module and open the Archives catalog. Complete the record from here.

- **Collection**: Use collection name as described above.

- **Object ID**: This is a UNIQUE identifier - it cannot be repeated in multiple catalog records.  For processed collections, use the collection number as described above; the format should be Coll ##.  For unprocessed collections use the accession number.  If the accession will have multiple catalog records, add an additional numeric signifier attached (ex. 2008-11-01, 2008-11-02).
- **Accession#**:  As assigned in the Accession record.
- **Source**:  PERSONAL/FACULTY DONATION:  List donor name [lastname, firstname].  ORGANIZATIONAL/DEPARTMENTAL DONATION: List org/dept name as used in the Contact record field "Company"
- **Creator**: In many cases this will be the same as the donor/source name, but not always.  Use guidelines as listed in Source, above.  Use the authority file; if a creator is not listed look up the appropriate authority format in LCNAF.
- **Object name**: Select the material format of the accession - use the authority file!  If you cannot find an appropriate term, see the Archivist; the authority file can be expanded to include other terms using the AAT.
- **Location**:  This will be pulled from the information entered in the Location tab.  See Location Standards for format.
- **Date**: This field can accommodate multiple formats of dates, for example: January 3, 1990; bulk 1990-2001; c. 1980.  Use DACS for format.
- **Year Range**: The two years entered in this field will determine the hits populated when a search is done by date.  For example, if a year range is specified as 1990-2001, this catalog record will appear in the search results for "1995" - this is not true of date ranges included in the Date field, which will only show in searches that include the specific dates entered.  If you have date information, you must fill in the Year Range!
- **Catalog Date and Cataloged By**:  The person creating the record should fill out these fields.
- **Status**: Default should be "Unprocessed."  Enter this only if you have physically evaluated the materials (i.e. do not fill in if you are entering in old record information).  It is REQUIRED if you have evaluated the materials yourself.  If a collection appears to have sensitive materials, mark as "Restricted" and notify the Archivist.
- **Scope and Content /Abstract**:  This is a location for an overview or general description about the collection.  See DACS 3.1 for further information.  Please note that some information included in a Scope and Content Note may be duplicated elsewhere in the catalog record, such as dates, amount of materials, subject topics, personal or corporate names, geographical locations, etc. - a good catalog record will include this information in all appropriate locations.  For processed collections, be sure that all subject terms are included in the Scope and Content.  This field will be used for the 520 field when creating the MARC record for USMAI.
- **Condition tab**: Give a general assessment of the condition of the materials.  Note if they require conservation or if they have any particular preservation issues.  Provide information on current storage materials (acid free box or folders? folded paper? rolled negatives?) and any recommended rehousing.  Include your name and the date of the assessment.  In determining the drop-down status, choose from the following options:
  - **No conservation needed**: Materials are in appropriate housing and in good condition.
  - **Minor conservation required**:  This includes conservation that is done during normal processing such as storing materials in acid-free boxes and folders or relocating oversized items to appropriate housing.

- o **Extensive conservation needed**:  Collections assigned this status require conservation procedures that  use a high-level of conservation skill and/or are time consuming.  Examples include rehousing a large number of photographs into sleeves, flattening curled maps, creating phase boxes for more than 5 books, etc.  This level of conservation can still be completed in house but may require the purchasing of specialized materials.
- o **Damaged or deteriorating**:  This level of conservation may need to be sent out to an external conservation organization for repair.  Examples include a ripped photograph, damaged binding in a book, or the presence of mold.

**Identity Statement**
- **Title**: The format is: [Collection Name], [Sub Collection if applicable (ex. Center for Biological Sciences Archives or American Society for Microbiology Archives),]
- Examples: President's Office records, University Archives.  Dick Higgins Collection. Biophysical Society records, Center for Biological Sciences Archives.
- **Extent and medium of the unit of description** (quantity, bulk, or size): Typically use this format: # boxes (# linear feet).  May accommodate other variants though and should match level of description needed according to that collection (for example the number of photographic prints or the number of film reels).
- **Multilevel Linking**: Use this option to link a collection level record to the lower level catalog records, for example multiple accessions.  Only use Multilevel Linking when there is a collection level record.  Use in addition to the Related tab (see description below), which can be used to link multiple accessions directly to each other (and not only through the collection level record).  Multilevel Linking can only be used in the Archives catalog.

**Conditions of Access and Use**
- **Conditions governing access**: List any restrictions placed on materials.  Many faculty papers may be closed to researchers for a fixed amount of time after the donation - this should be noted here.  These details will be included in the deed of gift.
- **Conditions governing reproduction/Copyright**:  List the citation and any reproduction restrictions that have been identified for these materials.  The copyright owner, if known, should be included here.
- Example: Cite as: American Association of Anatomists records, Center for Biological Sciences Archives. Special Collections. Albin O. Kuhn Library & Gallery, University of Maryland, Baltimore County. Reproductions allowed for research purposes. Copyright maintained by the creator.
- **Language**: List all languages included in the materials.
- **Physical characteristics and technical requirements**: This will predominantly be used for audiovisual or digital materials that are machine-dependent.  List the type of playback equipment required to access the materials (ex. BetaMax cassette player).
- **Finding Aids**:  List the availability of finding aids, guides, MARC records, or inventories. Please note that some materials may be indexed elsewhere (ex. Baltimore Sun Index), although the majority of guides are produced in-house. If a MARC record has been created for the USMAI catalog, please include the OCLC # in the OCLC record field, under the Custom tab.  The OCLC # is listed in the 035 field in the USMAI catalog.

**UMBC Department and College name**: This is required if the accession is a part of the University Archives or if they are in some way related to UMBC (alumni, faculty, or otherwise).  This information is recorded under the Custom tab.

- Custom field #1 has been labeled UMBC Department in all 4 catalogs (Objects, Photos, Archives, Library).  Use this field for the specific office or department from which the records came. Use the authority file!  This file should include the most up-to-date and official names of the offices/departments.
  - If the office/department you are looking for is not listed, please be very careful when adding a new name.  Double check that it is the official name; if you are still unsure, please call the department directly for the correct name.  Ex. Computer Science and Electrical Engineering, NOT just Computer Science.
  - Let the Archivist know if you add a new name.
  - If the accession was sent previous to the current name, include the previous name (at the time of the accession) in the Source field and in the Search Terms section.  Assign the current and official name within the UMBC Department field.
  - If the accession represents a collaboration between multiple offices, you may select multiple offices.  Please use this option sparingly.  There is also an Interdepartmental option; please discuss with the Archivist before using this option.
- Custom field #2 has been labeled UMBC College in all 4 catalogs.  Use this field for the larger governing body within which the office/department is assigned.  The options for selection include the 3 current Colleges.  For all other UMBC designations, select Administration; this includes Student Life, Provost, Library, etc.  Please remember that most Centers at UMBC are governed by a College. The fifth option is University of Maryland System; use this for materials that are from other UMS schools or are from the UMS administrative body, such as the Board of Regents.

**Suggested fields**

These fields are suggested but should not limit the description included in the catalog record.  All fields available can be used if desired.

**Old# (or Other#**):  Use for previous ID numbers.  This may be used for some pre-1998 MSS accession numbers that have been re-assigned as UARC collections.

**Container List**: If extensive, do not retype; include availability of inventory or folder/box list in Conditions of access and use> Finding aids. If an inventory or folder/box list is available in digital format, attach the file to the catalog record using Multimedia Links.

**Related**:  Add links to other catalog records from all 4 modules (Archives, Library, Photographs, Objects).  Use in addition to Multi-level Linking (see description above).  Multiple accession from one donor (or organization) should be linked; consider whether two accessions may eventually be processed as one collection, and if yes then you should link them using the Related tab. NOTE: you have to be out of "Edit" mode to be able to add related catalog records!

**Appraisal**:  While appraisal can have many meanings, in this instance use this section only if the materials have been appraised for a monetary value, either by an outside or in-house appraiser.  Preservation appraisal should be included in the Condition section.

**People, Classification, Subjects, Search Terms**:

**People**: List key people included/represented/depicted in the collection.  Create a Biography (from the Main PastPerfect screen) even if you only have a name so that there is a standard authority control over the people represented (name format, birth/death dates, etc).  Always check for a biography before creating a new one or listing a person name.  Use the Library of Congress personal name authority records for the official "full name" field.  (LOC catalog)

**Classification**: Not in use at this time.

**Subjects**:  Must include one subject term from Library of Congress Subject Headings (LOC catalog); may also include TGM format/genre terms TGM.

**Search Terms**: "Local" subject headings - use this for specific terms such as building names, locations, events, student group names, etc.  Do not duplicate terms used in People or Subjects.  For UARC donors: Use the Custom fields 1-2 to describe the UMBC office/department/college from which the records originated.  See explanation above.

**Context**: This section includes areas to include information about the history of the creator, admin/bio history, and provenance of collection.

**Structure**:  Includes areas to track expected accruals.  After processing, you can also describe the system of arrangement (Series names and arrangement).

**Allied Materials**:  Another location to list related materials, but the focus is external to our archives.  (Ex. Dick Higgins materials at Northwestern University)

**Description Control**:  Include information about processing archivist and track changes or versions of finding aids or descriptive guides.

**Multimedia Links**:  If there are digital files related to the materials being described, establish a link to that file here.  File formats allowed include: MS Word, MS Excel, Adobe PDF, HTML web page (web address), audio file, video file, digital image, and other which allows for files that will only play on workstations that have the required software.

**Digital Link:** Use Digital Link to link to the finding aid, materials in CONTENTdm, or related public records (such as an item record for a photograph within the collection).  Choose from the following wording options:

> Finding aid: <a href="http://aok.lib.umbc.edu/specoll/wagner/index.php">http://aok.lib.umbc.edu/spe coll/wagner/index.php</a>
> <a href="http://contentdm.ad.umbc.edu/u?/UARCphotos,46">Digital Image</a>
> See also: <a href="http://umbc.pastperfect-online.com/37467cgi/mweb.exe?request=record;id=803EF76C-CCDF-4870-97C3-235503750225;type=301">UARC Photos-14 Box 1</a>
> Contact Special Collections for more information (<a href="mailto:speccoll@umbc.edu">e-mail</a>)

# PASTPERFECT COLLECTION LEVEL RECORD

The collection level record may be created before, after, or during the arrangement process.  A collection level record may be created as a place holder for accession(s) and contain only basic descriptive information, for example title, physical extent, and list of accessions.  This record may be built upon as more information about the related accessions is made accessible during the arrangement period.  The collection level record will not, in most cases, be as detailed as the accession records or the finding aid.  The final collection level record should be similar in structure and content to the MARC record (MARC to PastPerfect crosswalk is available in the MARC Record section of the this Manual).

All incarnations of the collection level record may be made publically accessible in order to alert users of the availability of the collection.

**Required fields**
*Information on appropriate format for individual field's content can be found in the previous section, Accession Records and File Creation.*
Collection
Object ID: Coll ##
Catalog date, Cataloged by
Status date, Status by, Status: Use "Unprocessed" "Being Processed" or "OK"
Title
Extent
Related: Link to all related accession level records

**Suggested fields**
Scope and Content
Date
Year Range
People, Subjects, Search Terms
Custom: UMBC Department/College, Work Type, OCLC record, Digital Link
Conditions governing access: For all unprocessed collections, use the statement below; otherwise follow instructions for this field as listed in the previous section.

- This collection requires review by Special Collections staff prior to use by researchers. Users should submit their request to view this collection at speccoll@umbc.edu or 410-455-2353.

Conditions governing reproduction/Copyright
Finding aids
Location
Creator
Other Creators
Admin/Bio History
Accruals
System of arrangement

# FINDING AID (WORD & PDF)

The finding aid is the traditional collection guide for archival holdings. The five required sections of a finding aid are the main page, the historical or biographical note, the scope and content note, the organization and provenance information, and the series descriptions and container list. A bibliography may be included if desired.

**Storing and saving the finding aid files:**
The finding aid draft should be save in the collections folder on the I:SpecColl under the appropriate collection level folder:
I:\SpecColl\CBSA\Science Archives; I:\SpecColl\Manuscript Collections; I:\SpecColl\university archives
Example: I:\SpecColl\Manuscript Collections\Bischoff

The final version of the finding aid should be saved in as CollabbreviationPDF.docx within the collection folder. Example: I:\SpecColl\Manuscript Collections\Bischoff\BischoffPDF.docx
*Please note that the final versions of the CBSA finding aids are stored in a collective folder (I:\SpecColl\CBSA\Finding Aids), not within their collection folder; only final copies – not drafts – should be saved in this separate location.

A PDF copy should then be made from this final version and saved (as Collabbreviation.pdf) in the appropriate location:
I:\SpecColl\CBSA\Finding Aids\PDF; I:\SpecColl\Manuscript Collections\PDFforweb
I:\SpecColl\university archives\PDFforweb

## Main Page
This page will include the basic and summary information about your collection. Use the format outline below. All text is 12 point font, Franklin Gothic Book; headings are Franklin Gothic Demi.

The University of Maryland, Baltimore County
The Albin O. Kuhn Library & Gallery
1000 Hilltop Circle
Baltimore, Maryland 21250
speccoll@umbc.edu

Collection Title
Collection ##
Size of Collection: ## boxes, ## linear feet
Accession numbers:
Records collected by:

**Short Description of Collection**

[This is a shortened version of a traditional Scope and Content Note, an overview or general description about the collection. See **DACS 3.1** for further information. This content will be used for the 520 field when creating the MARC record for USMAI and in the Scope and Content Note within the PastPerfect catalog record. Please note that some information included in a Scope and

Content Note may be duplicated elsewhere in the catalog record, such as dates, amount of materials, subject topics, personal or corporate names, geographical locations, etc. - a good catalog record will include this information in all appropriate locations. For processed collections, be sure that all subject terms are included in the Scope and Content.]

**Select Search Terms**

[List LCSH or LCNAF terms as defined in conjunction with the Catalog Librarian.]

**Languages**

[List languages represented within the collection.]

**Example of a Main Page from the Baltimore Sun financial and selected labor records:**

The University of Maryland, Baltimore County
The Albin O. Kuhn Library & Gallery
1000 Hilltop Circle
Baltimore, Maryland 21250
speccoll@umbc.edu

Baltimore Sun financial and selected labor records
Collection 34
Size of Collection: 168 boxes, 79 linear feet
Accession numbers: MSS 2002-01
Records collected by: Baltimore Sun

**Short Description of Collection**

The Baltimore Sun financial and selected labor records dates from 1837-1986 and contains information pertaining to Sun finances and Baltimore Newspaper Guild relations. Financial materials include monthly statements, treasurer's reports, tax and payroll records, financial correspondence, and transactional files in both loose and ledger formats. Among the Guild materials are correspondence, meeting minutes, and documents from the Sun and Guild negotiations. Also contained in this collection are Guild newsletters from the late 1930s and early 1940s, many of which were the personal copies of H.L. Mencken. While the materials above compose the majority of the collection, legal documents, specifications for the Calvert Street plant, and radio and television documents are also present.

**Select Search Terms**

Mencken H. L. (Henry Louis), 1880-1956
Sun (Baltimore, Md.: 1837)
Evening sun (Baltimore, Md.)
Baltimore (Md.) -- Newspapers
Baltimore Newspaper Guild.
Newspaper Guild.

**Languages**

English

# Historical Note or Biographical Note

This section provides information about the person, organization, or general topic that is the focus of the collection. Review **DACS 10** for further information. The format of the Historical or Biographical Note may be narrative or a timeline. Resources used to construct the Note should be cited and listed either at the end of the Note or as part of a larger research bibliography (see below for additional information on adding a bibliography to the finding aid).

**Example of a Biographical Note from the Dick Higgins collection:**
This example shows the use of both the narrative and timeline formats.

**Short Biography:**

Dick (Richard Carter) Higgins (1938-1998) is best known as a co-founding member of the Fluxus art movement in the 1960s. Embracing the fluidity and boundary-crossing nature of art, Higgins introduced the concept of "intermedia" in 1965 and spent the next 30 years creating artwork in the areas of performance art (Happenings), musical composition, concrete and pattern poetry, painting, and theoretical writings in scholarly and personal publications. He operated three successful specialized publishing companies: Something Else Press (1964-1974), Unpublished Editions (1972-1978), which was later renamed Printed Editions (1978-1985). Higgins was a student of John Cage and a contemporary of George Maciunas, George Brecht, Al Hansen, Ray Johnson, Yoko Ono, LaMonte Young, and Alison Knowles, whom he married (twice) and raised two children, Hannah and Jessica.

**Timeline (subsection):**

| | |
|---|---|
| March 15, 1938 | Born in Jesus Pieces, England to Katharine (Bigelow) and Carter Chapin Higgins, heir to Worchester Pressed Steel in Worchester, Massachusetts. |
| 1955 | Graduated from Saint Paul's School in Concord, New Hampshire. |
| 1957 | Dropped out of Yale University. |
| 1958 | Co-founded the New York Audio-Visual Group with Al Hansen. Performed in Allan Kaprow's first Happening, 18 Happenings in Six Parts. |
| 1958-1959 | Studied music with John Cage and Henry Cowell. |
| 1960 | Graduated from Columbia School of General Studies. Married Alison Knowles (b. 1933), a fellow member of the Fluxus art movement. |
| 1961 | Fluxus movement develops, primarily in New York City and Germany. |
| 1962 | Completed Danger Music Number Seventeen. |
| 1964 | Daughters Hannah and Jessica born. |
| 1964 | Established Something Else Press. Published *Jefferson's Birthday/Postface* (Something Else Press) |

## Scope and Content Note

The Scope and Content Note outlines the general description of the collection – including what is and what is not included.  The [Glossary of Archival and Records Terminology](#) defines the Scope and Content Note as, "A narrative statement summarizing the characteristics of the described materials, the functions and activities that produced them, and the types of information contained therein." See **DACS 3.1** for further information.

**Example of a Scope and Content Note from the Dick Higgins collection:**

The Dick Higgins collection spans the years 1958 to 2002 and is 17.5 linear feet. Materials include artwork, publications, and exhibition items. Over one hundred items have been cataloged and are searchable in the USMAI catalog; like the rest of the collection materials, these publications can be viewed in the Special Collections Reading Room only.

There are three major divisions within the Dick Higgins collection and they correspond to the official series: Dick Higgins's artwork, publications, and exhibition materials; publications from Something Else Press; and individual and collaborative artwork and publications from members of the greater Fluxus movement. With the exception of the ReFlux Editions items housed in Series III.B, all items were donated from Higgins's studio by Alison Knowles. The ReFlux Editions items were purchased by the library from Printed Matter in 2002; see Series III.B container listing and the Publications section in this finding aid for a complete listing of these items.

Higgins's own materials are located in Series I. A sampling of his own artwork is included, as well as some published works. Publications by Higgins that were put out by Something Else Press are located in Series II. The exhibition materials include the flier, bookmark, and catalog from Intermedia, the exhibit produced at UMBC in 2003 using items from this collection as well as privately owned holdings. Our collection of Higgins's materials does not contain any personal papers, correspondence, or business records; please see the bibliography section for Higgins collections at other archives and institutions.

Series II contains publications from Something Else Press, the publishing house that Higgins ran from 1964 to 1973. The only non-publication materials in this series are two book covers; the business records for Something Else Press are not available in this collection. Highlights from these publications include works by George Brecht, John Cage, Allan Kaprow, Emmett Williams, Gertrude Stein, and Higgins himself.

The third and largest series contains a wide variety of artwork in the Fluxus tradition. This series is divided into two sub-series, one which contains individual artist's works and the second which contains anthologies and collections of Fluxus artwork. Over 20 individual artists are represented in sub-series A, including George Brecht, John Cage, Ken Friedman, Alison Knowles, and Emmett Williams. Highlights from the collections in sub-series B include the Fluxus Virus Box "mini-museum" (1992), the Fluxus Anthology 30th Anniversary 1962-1992 Sound Anthology. (1992-1993), and items from the ReFlux Editions collection. The ReFlux Editions items are the only materials that were not donated from Higgins's studio; they are housed together in Box 8.

## Organization and Provenance Information

These three sections describe the donation, processing, and arrangement activities of the collection.  This information is essential for the department but also has substantial research value for our users.  Each section will be discussed separately below, but they should ultimately be presented as one cohesive section.

### Organization

This section displays the series and subseries arrangement of the collection.  Series descriptions, dates, and extent (size of the collection) are not included here; they will be listed in the Series Description and Container List.  See **DACS 3.2** for further information.

### Example from the Dick Higgins collection

The Higgins collection has been divided into four series: I. Dick Higgins, II. Something Else Press, III. Fluxus, IV. Franklin Furnace. It is then divided into the following sub-series:

Series I - Dick Higgins
    Sub-series:
    A. Artwork
    B. Exhibition materials
    C. Publications
Series II - Something Else Press
Series III - Fluxus
    Sub-series:
    A. Individual Artists
    B. Collections
Series IV - Franklin Furnace

### Provenance and Acquisition Information

This section records the information outlined in **DACS 5.1 and 5.2**, the Custodial History Element and the Immediate Source of Acquisition Element.  Content relating to how the records were created and collected, previous owners, and the donation transaction are recorded here.  Sensitive or private information should not be included.

### Example from the Jule Eisenbud collection on Ted Serios and thoughtography:

The collection was donated by Eric Eisenbud, son of Jule Eisenbud, arriving in three separate accessions. The first came from Denver Public Library on November 5, 2002, consisting of 14 boxes, including several boxes of books on various subjects in psychology. The second donation was delivered from the home of Eric Eisenbud, arriving in March of 2003 in 10 additional boxes. In August 2008 Eric Eisenbud sent the camera that Eisenbud and Serios used during the experiments as well as 16 DVDs created from film and BetaSP masters.

**Processing Note**

The Processing Note should include a description about the condition and arrangement of the materials upon donation, existence of original order, any arrangement or processing decisions made that would have altered this original order, and a listing of the Library staff that contributed to the processing of the collection.

**Example from the Society of Industrial Microbiology records:**

This collection was received in three accessions. The first accession of 20 cubic feet of records arrived from Northwestern University on August 28, 2000; the second accession of 8 cubic feet was sent directly from the SIM office in Fairfax, Va. and arrived on October 25, 2001; and the third comprising one folder was delivered by Dr. Joan Bennett on Dec 13, 2002.

The records transferred from Northwestern had been partially arranged and described and had come with a finding aid to the processed portion; for the remaining portion there were accession records but no inventory. The second accession however had no inventory and was found to be in a disordered state.

An inventory was done of all unprocessed materials and all records whether previously processed or not were organized according to the administrative arrangement set out in the SIM Handbook and taking into account the initial order done by Northwestern. All documents pertaining to the provenance, accessions, and processing of materials at Northwestern University may be found under the series Affiliated Organizations. Envelopes, invoices, cancelled checks, payroll information such as time sheets and duplicate copies have been weeded.

Processing was completed and finding aid written by Marcia Frank Peri, December 2002.

## Series Descriptions and Container List

This section contains both the narrative descriptions of the series as well as the items, folder, or box level listing. The level of detail for both components may fluctuate from highly detailed to very brief depending on the level of processing. You may wish to provide more information for heavily used collections and less for collections that have an easily accessible intellectual arrangement. All collections should include a minimum level of description.

The container list itself should be created in an Excel spreadsheet, with each column separated into a separate column (do not type them all in the first column). This will allow greater flexibility in using the data; we can merge the PHP coding to create the online version of the finding aid, paste the spreadsheet as a table in Word for the Word version, or re-use the data for digitization or future other projects such as EAD.

**Layout**

A guide of the structural layout of the container list is shown below. All text should be 12 point Franklin Gothic Book (or other consistent font); the subseries title line should be Franklin Gothic Demi and the series title line should be 14 point Franklin Gothic Demi.

# Series #: Series title

Dates: ####-####, bulk ####-####
Size: ## boxes, ## linear feet

Description.


# Series #: Series title  (The Series number should be represented as a roman numeral. Do not capitalize each word in the series title, only those that would normally be capitalized.)
[space]
Dates: ####-####, bulk ####-####   (Use bulk dates if appropriate.)
Size: ## boxes, ## linear feet  (Use additional descriptive terms here if appropriate.  **See DACS 2.5.**)
[space]
Description. (The dates, size, and description fields should cover the entire series, including any sub-series divisions.  The description field should include the topics covered, the arrangement of the materials (alphabetical, chronological, etc) as well as any significance regarding the arrangement, an overview of the included sub-series, and highlight items, folders, or sections that are of particularly high research value.)
space

### Sub-series #.X: Sub-series title

Dates: ####-####, bulk ####-####
Size: ## boxes, ## linear feet

Description.

Box #   Folder #               Title name               Dates

**Sub-series #.X: Sub-series title** [The sub-series number should include the roman numeral from the series and then a capitalized letter, for example Sub-series II.B.  All sub-series information should be indented underneath the parent series.]
Space
Dates: ####-####, bulk ####-####   [Use bulk dates if appropriate.]
Size: ## boxes, ## linear feet  [Use additional descriptive terms here if appropriate.  See DACS 2.5.]
space
Description. (The dates, size, and description fields should cover only the specific sub-series.  The description field should include the topics covered, the arrangement of the materials (alphabetical, chronological, etc) as well as any significance regarding the arrangement, an overview of the included sub-series, and highlight items, folders, or sections that are of particularly high research value.)
space
Box 1  Folder 1               Title name 1            1900-1901
(Four separate columns should be created for the container list.  Do not include column titles. The Box/Folder layout should be the default, but if the materials do not fit this

standard than you may substitute, for example Binder 1 or an LOC call number. Further information about setting up the container list is included below.)

**Example of a series description and container list from the President's Office records**

# Series II: Calvin Lee

Dates: 1961-1985, bulk 1970-1977
Size: 30 boxes, 15 linear feet

Calvin Lee served as Chancellor from 1971 until 1976. This series is arranged in 7 subseries, each subseries containing files relating to a specific office or departmental division: Chancellor's Office, Academic Affairs, Administrative Affairs, Human Resources, University Relations, Data Processing, and Middle States. The files within each subseries are then arranged alphabetically by a sort phrase; the majority of these sort phrases were assigned by the Lee office.

**Sub-series II.A: Chancellor's Office**

Dates: 1965-1977
Size: 5.5 boxes

The files in this subseries relate to Chancellor Lee's duties as the head of UMBC and as the campus's main representative to the State of Maryland, General Assembly, Board of Regents, Maryland Council for Higher Education, other University of Maryland schools, and external agencies and media.

| Box 10 | Folder 1 | Removed Documents Found Loose in Accession 92-04 | 1972-1974 |
| Box 10 | Folder 2 | Academies: Maryland Academy of Sciences | 1972, 1975 |
| Box 10 | Folder 3 | Administration: Annual Report | 1972 |

# Bibliography or Related Resources

A bibliography may be included at the end of our finding aid.  The bibliography may include resources used by Special Collections staff during the processing of the collection or may list publications or other archival collections that relate to the collection; the intent of your bibliography should be made clear, and if you produce two separate lists for each purpose then they should have distinct titles.  Related Resources is preferred for the list of materials that complement or include the same topical materials.  No one citation method is preferred but it should be used consistently throughout the finding aid.

## FINDING AID (PHP)

Content for the online finding aid should duplicate the information included in the PDF finding aid and other descriptive elements.  The information below describes the *structure* of the finding aid coding and not the *content* of the descriptive fields.

This process requires access to the web server and NoteTab Light (or substitute editor).  All files for the online finding aid should be saved on the web server, in this case represented as the W:\specoll.  A test folder (requires UMBC i.d. log-in) is available with permission from the Web Resources Librarian.  When setting up your collection folder on W:\specoll, be aware that this folder title will serve as part of the web address!  Please use one of the following options for assigning a folder name:
1. Use the collection number format = Coll##. Example:
    a. Baltimore Sun financial and selected labor records, Collection 34
       http://aok.lib.umbc.edu/specoll/**Coll34**/index.php
2. Use an unique and defining word or name from the collection title.  Example:
    a. International Union of Immunological Societies records
       http://aok.lib.umbc.edu/specoll/**IUIS**/index.php
    b. President's office records
       http://aok.lib.umbc.edu/specoll/**President**/index.php
    c. Stabler family papers http://aok.lib.umbc.edu/specoll/**Stabler**/index.php

Templates for all necessary files are available in: W:\specoll\finding_aid_templates.

| Finding aid section | Use template... |
| --- | --- |
| Main page | index.php |
| Historical/Biographical Note | description.php |
| Scope and Content Note | description.php |
| Organization and Provenance Information | description.php |
| Series Descriptions and Container List | boxlist.php |

Two text files are also included in the templates folder: contents.txt and container.txt.  These are used to create the left hand navigation bar on all of the pages.  The contents.txt is used as the default; container.txt includes a section to list the series and sub-series layout and is used only on the Container List page.  Both files include sections to add Related Resources web links.  Links to the Special Collections homepage and the main page where the finding aid will be linked from should always be included here; other resources may be related collections at UMBC or at external organizations, online web exhibits, bibliographies, or institutional/personal web pages.

All questions relating to the structure of the php files should first be directed to the Special Collections Archivist and then the Web Resources Librarian.

# MARC RECORD

Resources required:
1. I:\VM – permission protected file for collaboration between Special Collections and BMS
2. Connexion – to build and create catalog records

Workflow:
1. Lindsey (or Special Collections contact) creates record according to established content guidelines, using MARC and DACS.
2. To create a record:
    a. Open Connexion and log on.
    b. Cataloging > Create > Single > Mixed Materials (by default this assumes collection of mixed materials – single content by use other Format specification)
3. then Edit > Constant Data > Local > Apply Default.

This a creates record in the local file in Connexion.  You may save the file both in the local file (your hard drive) and/or in the VM file.  When complete, the finished record is moved to the VM file (Action > Move) and the status should be set as appropriate (see below).  Special Collections will e-mail BMS the donor information which will be included in the Holdings record (non-public view).  Vicki Sipe or BMS contact will review the record.  LCSH and LCNAF are allowed to be left in natural language

Status designations:
**New:** Special Collections is creating the record
**In Review:** Record is available for BMS
**In Process:** Record is being edited by BMS
**Completed:** Record has been exported to OCLC

Constant Data for finding aid records:

040 _,_ MUB ‡c MUB ‡e dacs

090 _,_ ‡b
049 _,_ MUBB

100 1,_ [Person name], ‡d [birth-death dates]

110 2,_ [Corporate name]

245 1,0 [Collection title], ‡f [inclusive dates], ‡g bulk [bulk dates]

300 _,_ xxx ‡f linear feet [include other descriptive elements as needed, ex. items, boxes)

351 _,_ Organized into xxx series: Series I. [Series name], [inclusive dates].

545 0,_ [Biographical/Administrative Note]

520 2,_ [Scope and Content Note]

524 _,_  [Collection Title], [Parent collection, if applicable ex. CBSA, ASM]. Special Collections.  Albin O. Kuhn Library & Gallery, University of Maryland, Baltimore County.
555 0,_ Finding aid available.
[600-700s]

856 4,2 ‡3 Finding aid ‡u http://[link]

852 8,_ ‡b BC-BC ‡c [Named collection code] ‡h [Accession number prefix]

| Aleph named collection code (MARC 852 subfield c) | Special Collections accession number prefix (MARC 852 subfield h) |
| --- | --- |
| SPMSS | MSS or PHMS |
| SPBSA | SARCV |
| SPARC | UARC |
| SPASM | ASM |

Tips for using MARC
1. **Use DACS for style and content guidance!**
2. Remember, the record will be reviewed by cataloger; content is of primary importance, not coding.

**Creators:**
100 – personal creator
110 – corporate or administrative body
700/710 – added entry creators (should be mentioned in other descriptive field ex. 351, 520, 545).
Multiple main creators? Use 245 as the main entry and add creators in 700 fields; or if there is a common collector use their name in 100/110. (Photography collections)

**Physical description:**  Field 300, DACS 2.5.  Use AACR2 for format terminology (7.5 B1 a/v, 8.5 B1 photos). If you need even more specific formats then use field 340 using TGM – important: start a list of terms you use for this field and use as authority file, keep updated! Add additional info

**Series arrangement:** Use field 351 (no subfields). Include Series #, title, dates.  Do not list subseries. Format example: Organized into eight series: Series I. Writings, 1977-1996. Series II. Research Files, n.d.  Series III. Correspondence, 1967-2004.

**Scope and Content Note:** Use field 520, subfield 2 (to assign the label "scope and content"). This field is keyword searchable – be concise and consider how users would be finding this record in the catalog.

**Biographical/Administrative Note:** Use field 545, subfield 0 for bio, 1 for administrative. This field is keyword searchable – be concise and consider how users would be finding this record in the catalog.

**Related publications:**
In the collection? Include journal title in 520 and 730.

Not in the collection but in the catalog? Do not add to 530.
Not in the collection but there are files **about** the publication in the collection?  Add title as 630.

## Donor information:
Format to send to BMS: [Acquisition method ex. Donated, Purchased] by/from [Source], accession numbers: [Accession numbers ex. SARCV 1990-05, 1996-09].
If purchased using Library endowment funds, please include the following note in a 590 field: "[Name of Endowment]. Purchased [Year]."
Records for collections from the American Society for Microbiology Archives do not contain donor or accession information.

Screen shot of complete MARC record in Connexion:

## MARC to PastPerfect Crosswalk

| MARC | PastPerfect |
|---|---|
| 100 Creator | 1. Context> Name of Creator (use authority file)  2. People biographies |
| 110 Creator | 1. Context> Name of Creator 2. Subjects (LCSH) |
| 245 subfield a | 1. Collection |
| 245 subfield f, g | 1. Date 2. Year Range (inclusive only in Year Range) |
| 300 | Identity Statement> Extent |
| 351 | Structure> System of arrangement |
| 545 | Context> Administrative/Biographical History |
| 520 | Scope and Content/Abstract |
| 524 | Identity Statement> Title |
| 555 | Conditions of Access and Use> Finding Aids (see also MARC field 856) |
| 600 | 1. People biographies 2. Subjects (LCNAF) |
| 610 | Subjects (LCNAF) |
| 650 | Subjects (LCSH) |
| 610-650 | Subjects (LCSH), Subjects (LCNAF), Subjects (TGM) |
| 700 | 1. Context> Other creator 2. People biographies |
| 710 | 1. Context> Other creator |
| 710-750 | Subjects (LCSH), Subjects (LCNAF), Subjects (TGM) |
| 856 | Conditions of Access and Use> Finding Aids (include OCLC ocn) |
|  |  |

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Yakel, Elizabeth. "Archival Representation." *Archival Science* 3, 1 (2003): 1-25.