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## Accessioning Archival Materials

### Responsibilities:

- **Curators** are responsible for accessioning newly acquired manuscript collections.
- **Accessioning Archivist**<sup>1</sup> reviews accession records for compliance to standards and completed paperwork.

### Standards

**DACS** *Describing Archives: A Content Standard* (Chicago: Society of American Archivists, 2013). Available online at <https://www2.archivists.org/standards/DACS/>

**RDA** *Resource Description and Access* (Chicago: American Library Association, 2018). Available online at <http://www.rdatoolkit.org/>

**ISO 8601** Date and Time Formats. Available online at <https://www.w3.org/TR/NOTE-datetime>

### Procedure<sup>2</sup>

1. CREATING A CASE FILE
  - 1.1. Curators will compile all necessary documentation about the collection to include in a case file. This could include the following:
    - Deed of gift (for donations) OR invoice (for purchases)
    - Relevant correspondence with donor or vendor
    - Appraisal report, including a preliminary inventory (report template in SCMshare in Box)
    - Record of accession number and call number produced through Archival Identifiers (<https://apps.lib.byu.edu/aid/>)
  - 1.2. Curators will give any physical documentation in a case file folder to the Accessioning Archivist for scanning and uploading to Sharepoint.
  - 1.3. Any documentation that is digital should be uploaded to Basecamp, and these will be added to Sharepoint later. For some collections, the case file will be entirely digital.

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<sup>1</sup> Changed from “Collections Management” to reflect new roles and workflows, November 6, 2023. “Manuscript Collections Coordinator” changed to “Accessioning Archivist” throughout the document, July 17, 2024.

<sup>2</sup> Procedures updated to reflect changes made with creation of Manuscript Collections Coordinator position, November 6, 2023. “Manuscript Collections Coordinator” changed to “Accessioning Archivist” throughout the document, July 17, 2024.

## 2. LOGGING OF MATERIALS

- 2.1. Curators will send all newly acquired manuscript materials to Acquisitions to create a basic cataloging record and record other pertinent information.
  - 2.1.1. Curators will also send to Acquisitions a copy of the deed of gift or invoice, accession number, and call number for the collection.
- 2.2. After materials have been logged, Acquisitions will contact Collections Management to transfer materials to temporary storage while awaiting processing.

## 3. COLLECTION SURVEY AND WEEDING

- 3.1. Curators will perform a collection survey prior to submitting the collection for processing. A [survey checklist](#) can be used to assist in this process. This step is key to help ensure that the materials sent for processing are all things we want to keep in the collection, and to assist the curator in creating a detailed processing plan by defining series and sub-series, and identifying any other issues that may need to be addressed during processing.
- 3.2. As part of the collection survey, curators will note any portions of the acquisition that should be weeded or deaccessioned prior to processing. The items should be removed from the collection and the curators should work with the Accessioning Archivist to coordinate sending these items to Acquisitions for disposal or return to the donor. Full series or significant amounts or materials (i.e. 10 linear ft. or more) identified for deaccession may require approval from the Special Collections Development Committee (SCDC). Curators should contact the chair of SCDC for guidance.
- 3.3. Publications found during the survey need to be identified as being retained in the manuscript collection or removed to be offered to the appropriate book curator or subject selector. Follow the procedures at the end of this manual (**Published Materials in Manuscript Collections**), coordinating with the Accessioning Archivist the transfer of these items to Acquisitions for retention and cataloging, or disposal.

## 4. CONDITION REVIEW OF EXISTING HOUSING<sup>3</sup>

- 4.1. Curators will review the physical housing of all new acquisitions, verifying whether existing containers are in good condition and will meet local shelving requirements.

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<sup>3</sup> This section was added August 6, 2024. It was previously in the section under processing performed by the APS, but was moved here since it is a pre-processing activity.

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- 4.2. Curators will review the internal housing of all new acquisitions, verifying whether manuscript materials are foldered within their containers, as well as if the folders within the containers are in good condition. Folders should be sufficiently strong to enable users to safely remove manuscript materials from their containers, and large enough to protect them from unintentional damage.
  - 4.3. Curators should make sure all new acquisitions are housed to stabilize the materials during the transition from accessioning to processing. Used cartons or boxes and cheaper office folders should be used instead of new housing, to avoid erasing new archival boxes and folders. Used cartons and boxes are often available within APS workrooms, and cheaper folders are available through the supply office in Receiving.<sup>4</sup>
  - 4.4. Curators will document what rehousing should be done during processing as part of their processing plan.
5. ADDING TEMPORARY LABELS TO BOXES
- 5.1. Collections Management will affix “temp labels,” not Post-It notes, to temporarily identify boxes prior to final processing. Curators should work with Collections Management for any questions about labeling.
6. CREATING ACCESSION RECORD<sup>5</sup>
- 6.1. Curators or the Accessioning Archivist will create a new accession record in ArchivesSpace for each new acquisition.
    - 6.1.1. Curators or the Accessioning Archivist should consult the appraisal report, deed of gift, box inventory, and the acquired materials themselves when preparing accession records.
  - 6.2. Curators or the Accessioning Archivist will complete the following fields in the accession record as described below:
    - 6.2.1. TITLE: Curators or the Accessioning Archivist will record a brief identifying title for the accession. Titles should be devised according to the guidelines in [DACS 2.3](#), and include the following components:
      - The name of the agent predominantly responsible for the creation, assembly, accumulation, and/or maintenance of the materials,

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<sup>4</sup> The section was added by Ryan Lee on November 14, 2024, per request from APPAC.

<sup>5</sup> Updated to most recent version of accession record, which now includes the Language of Description, Script of Description, and Collecting Area fields. Also added something to the provenance note to emphasize the need to indicate the date of the donation or purchase of the items, which may differ from the Acquisition Date.

- The nature of the materials present in the collection (for aggregates with multiple types, use the terms "papers", "records", or "collection" as appropriate), and
- The topic of the materials, if there is a subject-based or functional focus to the collection.

Names in titles should be recorded using the authorized form of the name in direct order for those with established name headings, or using the most common form of names for those that are not. Qualifiers used in authorized access points should be excluded. For corporate bodies with subordinated headings, only the subordinate unit name should be included.

Titles should be recorded using sentence case, using the guidelines in [RDA Appendix A](#).

Examples of correctly formulated titles include:

James Stewart papers

Department of Art records

Collection on A. O. Smoot

- 6.2.2. IDENTIFIER: Curators or the Accessioning Archivist will record each component of the accession number generated by the [Archival Identifiers website](#) during acquisition in a separate fields.

Identifier *	A2007	0	238	
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- 6.2.3. ACCESSION DATE: Curators or the Accessioning Archivist will record the accession date in the [ISO 8601](#) format (YYYY-MM-DD).

- 6.2.4. CONTENT DESCRIPTION: Curators or the Accessioning Archivist will include a note summarizing the nature and subject focus of the content found in the manuscript collection. Content description notes should follow the guidelines in [DACS 3.1](#), in order to allow reuse of their content in ArchivesSpace resource records. Aspects recorded in content notes may include:

- Function(s), activity(ies), transaction(s), and process(es) that generated the materials being described;
- Documentary form(s) or intellectual characteristics of the records being described;
- Content dates;

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- Geographic area(s) and places related to the content or production of the materials;
  - Subject matter present in the materials, such as topics, events, people, and organizations;
  - Gaps in the collection contents.
- 6.2.5. **PROVENANCE:** Curators or the Accessioning Archivist will record the custodial history of the manuscript materials in the collection, from the time they left their creators' possession until their acquisition by the repository. Each owner, as well as custodial interventions that affect the integrity or evidential value of the collection, should be included. Note content should conform to the guidelines in [DACS 5.1](#), and should include the date the materials were donated or purchased, at minimum the year.
- 6.2.6. **ACQUISITION TYPE:** Curators or the Accessioning Archivist will record the means by which the materials were acquired by the repository. Drop-down menu options include Deposit, Gift, Purchase, Transfer, or Other.
- 6.2.7. **RESOURCE TYPE:** Curators or the Accessioning Archivist will record the type of resource acquired. Drop-down menu options include Collection (artificial aggregations), Papers (organic aggregations produced by individuals or families), or Records (organic aggregations produced by corporate bodies).
- 6.2.8. **LANGUAGE OF DESCRIPTION:** Curators or the Accessioning Archivist will choose the language of the description of the accession record. This should be "English."
- 6.2.9. **SCRIPT OF DESCRIPTION:** Curators or the Accessioning Archivist will choose the language of the script of the accession record. This should be "Latin."
- 6.2.10. **ACCESS RESTRICTIONS NOTE:** Curators or the Accessioning Archivist may record access restrictions established by contract in a deed of gift, or based on a review of the collection content. Note content should conform to the guidelines in [DACS 4.1](#). If a note is prepared, the associated "Access Restrictions?" and "Restrictions Apply?" checkboxes should also be checked.
- 6.2.11. **USE RESTRICTIONS NOTE:** Curators or the Accessioning Archivist may record any non-standard use restrictions established by contract in a deed of gift. Note content should conform to the guidelines in

[DACS 4.4](#). If a note is prepared, the associated "Use Restrictions?" and "Restrictions Apply?" checkboxes should also be checked.

- 6.2.12. COLLECTING AREA: Curators or the Accessioning Archivist will choose the collecting area that best corresponds to the items described in the accession record.
- 6.2.13. DATES: Curators or the Accessioning Archivist will record the dates associated with the creation or maintenance of the manuscript materials, using the guidelines in [DACS 2.4](#). Entries will generally appear as a span of years separated by a hyphen (e.g., "1925-1964"), in the Date Expression field. The type of date (i.e., "Single" or "Range") may also be selected, and the beginning and end dates of a span recorded in ISO 8601 format. If the dates recorded are uncertain, this should be indicated in the Uncertainty field. The calendar and era recorded may also be indicated in the appropriate fields. At least one date must be recorded for each accession. Additional entries may be made for bulk dates, or if a significant gap in the date span is found.
- 6.2.14. EXTENTS: Curators or the Accessioning Archivist will record the extent of the Accession in terms of container types. If only one container type is used to house the collection, the Portion field should be set to "Whole". If multiple types of containers are used to house the collection (e.g., boxes, cartons, oversize folders), a separate extent subrecord should be recorded for each container type. Each subrecord should have a Portion field value of "Part".

Each container-based extent statement should also include a parallel statement of extent in linear feet in the Container Summary field of the extent subrecord. Standardized linear footages for many containers may be found in the list in the training materials section below. Parallel statements of extent should be recorded within parentheses. Decimal values should use a leading zero, if less than 1, and be rounded to the nearest hundredth. The words "foot" or "feet" should be abbreviated as "ft.", as specified in [RDA Appendix B](#).

If the Accession includes born-digital materials that are stored in a library digital asset management system without an access copy on media in the collection, the extent of the materials should be recorded in terms of "online resources" with a parallel statement of extent recorded in Kilobytes, Megabytes, or Gigabytes.

Examples of extent entries include:

1  
box

(0.5 linear ft.)

1  
online resource  
(7.3 Gigabytes)

1  
oversize box  
(2 linear ft.)

For an Accession with electronic media and/or audiovisual materials, either in whole or part of an accession, curators will add additional extent subrecords for each media type. The Portion field will be set to "Part" and the Number and Type fields will be filled in according to the number of types of media present in the accession. If additional identifying information for each media type is needed—disk size (e.g., 5.25 in. or 3.5 in.) for example—this should be recorded in parentheses in the Container Summary field.

Examples of extent entries with electronic media or audiovisual materials include:

32  
floppy disks  
(5.25 in.)

220  
DVDs

12  
reels  
( $\frac{1}{4}$  in. audiotape)

- 6.2.15. **AGENT LINKS:** Curators or the Accessioning Archivist will link the accession record to associated agents, including both the source of the materials (i.e., donor or seller) and their creator(s). The role of a linked agent should be indicated in the "Role" drop-down menu. The specific nature of the relationship may be recorded using the "Relator" drop-down list. Curators should have previously created these agents during the appraisal process.
- 6.2.16. **RELATED RESOURCES:** Curators or the Accessioning Archivist will link the accession record to associated resource records, if they already exist in ArchivesSpace. If curators are processing an accession

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to an already processed collection, they will link the accession record to the existing resource record. For new collections, the link between accession and resource records will be created during collection processing.

- 6.3. Curators or the Accessioning Archivist may complete any additional fields in the accession record that would be useful to documenting the content or history of the collection. Available fields include: Condition Description, Disposition, Inventory, Retention Rule, General Note, and Related Accessions.
- 6.4. If the curator creates the accession record, the Accessioning Archivist will review accession record and paperwork in case file for compliance and approve the project for processing either by the curator or the Archival Processing Section.

### Related Training Materials:

Accession record example in ArchivesSpace:

**Save**

## New Accession Accession ?

### Basic Information ?

Title	<input type="text"/>
Identifier *	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Public URL	-- auto-generated upon save --
Slug	<input type="text"/>
Automatically Generate Slug?	<input checked="" type="checkbox"/>
Accession Date	<input type="text" value="2023-11-06"/> <input type="calendar"/>
	e.g. YYYY-MM-DD
Publish?	<input type="checkbox"/>
Content Description	<input type="text"/>
Condition Description	<input type="text"/>
Disposition	<input type="text"/>

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Inventory	<input type="text"/>
Provenance	<input type="text"/>
Retention Rule	<input type="text"/>
General Note	<input type="text"/>
Acquisition Type	<input type="text" value="v"/>
Resource Type	<input type="text" value="v"/>
Language of Description	<input type="text" value="v"/>
Script of Description	<input type="text" value="v"/>
Restrictions Apply?	<input type="checkbox"/>
Access Restrictions?	<input type="checkbox"/>
Access Restrictions Note	<input type="text"/>
Use Restrictions?	<input type="checkbox"/>
Use Restrictions Note	<input type="text"/>
Collecting Area	<input type="text" value="v"/>

## Planning for Manuscript Processing<sup>6</sup>

### Responsibilities

- **Curators** are responsible for producing detailed processing plans based on an analysis of new acquisitions and existing archival or manuscript holdings.

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<sup>6</sup> This section was updated with changes made since the implementation of the Manuscript Collections Coordinator role, November 6, 2023. “Manuscript Collections Coordinator” changed to “Accessioning Archivist” throughout the document, July 17, 2024.

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- The **APS Supervisor** is responsible for reviewing processing plans submitted for archival processing in the Archival Processing Section.

### Resources

- University of California, "Guidelines for Efficient Archival Processing in the University of California Libraries," [https://libraries.universityofcalifornia.edu/groups/files/hosc/docs/Efficient\\_Archival\\_Processing\\_Guidelines\\_v3-1.pdf](https://libraries.universityofcalifornia.edu/groups/files/hosc/docs/Efficient_Archival_Processing_Guidelines_v3-1.pdf) (accessed August 19, 2019)

### Procedure

1. PLANNING BASIC PROCESSING FOR NEW ACQUISITIONS
  - 1.1. For unprocessed, new acquisitions, Curators will review available appraisal and acquisition information.
    - 1.1.1. If acquisition documentation is available, Curators will verify that the repository has a deed of gift, transfer authorization, invoice, or other document recording the legal acquisition of the materials.
      - 1.1.1.1. If no acquisition documents are included in the case file, Curator will obtain the necessary documentation prior to beginning processing actions.
    - 1.1.2. Using acquisition and appraisal forms, Curators will determine the value of the unprocessed materials in terms of anticipated user interest, informational value, intrinsic value, and adherence to relevant collecting policies.
  - 1.2. Curators will then review the materials and related documentation to identify their current arrangement and condition, as well as materials in need of weeding, preservation, or restriction.
    - 1.2.1. Curators can use the Collection Survey Checklist available at: <https://cataloging.lib.byu.edu/wp-content/uploads/2022/03/Survey-Checklist.pdf>
    - 1.2.2. Curators may have digital transfers made of audiovisual media prior to processing to assist in developing their processing plan.
  - 1.3. Curators will complete the processing plan template<sup>7</sup> as directed below:

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<sup>7</sup> Changed to match template being used in 2023, November 6, 2023

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- 1.3.1. **ACCESSION NUMBER:** Curators will record the accession number produced by the Archival Identifiers website (e.g., "A2019-12-221") during acquisition.
- 1.3.2. **CALL NUMBER:** Curators will record the call number produced by the Archival Identifiers website (e.g., "UA 5400", "MSS 1223") during acquisition.
- 1.3.3. **TITLE OF COLLECTION:** Curators will record the preliminary title for the collection recorded during accessioning (e.g., "James Stewart papers", "Department of Art records", or "Collection on A. O. Smoot").
- 1.3.4. **CREATOR(S) OF COLLECTION:** Curators will record the creators of the collection recorded during accessioning (e.g., "Stewart, James, 1908-1997", "Brigham Young University. Department of Art", or "Smoot, A. O. (Abraham Owen), 1815-1895").
- 1.3.5. **DATE(S) RECEIVED:** Curators will record the date that the materials were physically transferred to the library. If the date is not known, provide an approximate date (e.g., "before 2008").
- 1.3.6. **EXTENT:** Curators will record the extent of the materials in terms of linear footage, as recorded in the accession record.
- 1.3.7. **APPRAISAL CRITERIA:** Curators will record a standardized, formatted note indicating the collection development policy justifying the acquisition of the materials, as well as the applicable criteria from that policy. Additional information describing the appraisal decision may also be recorded. Entries should be recorded using the template below:

[CRITERIA] ([COLLECTION DEVELOPMENT POLICY TITLE],  
[SECTION IDENTIFIER FROM POLICY], [DATE OF POLICY]).  
[APPRAISAL DESCRIPTION].

Examples of appraisal criteria include:

Utah history (Latter Day Saint and Western American Manuscripts Collection Development Policy, Section VI.B.5.2, 2022)

Students and student organizations (University Archives Collection Development Policy, Section V.b.v.2.c, October 2015).

- 1.3.8. **PRESENT ARRANGEMENT AND CONDITION:** Curators will record a brief structured or unstructured note indicating the current arrangement of the materials. Copies of preliminary inventories produced during the appraisal process may be appended to the form, if available. If there is no order to the materials, this should be indicated. Curators should also note the condition of the materials, including whether reboxing or foldering of loose papers will be needed.
- 1.3.9. **PROPOSED ARRANGEMENT:** Curators can record their proposed arrangement for the materials, either as collection-level processing or in a specific series structure, or defer to the APS to determine the arrangement during the processing workflow. Generally, collections larger than two linear feet do not require initial processing below the collection level. If a series arrangement is requested, the titles of each series should be listed. A brief description of the series contents may also be provided, if necessary.

Examples of proposed arrangements include:

Collection-level arrangement.

Arrange into three series:

1. Diaries.
2. Correspondence.
3. Photographs.

Retain photographs attached or in envelopes with correspondence together with associated letters.

- 1.3.10. **DESCRIPTION RECOMMENDATIONS:** Curators may note any recommendations for describing the materials. This might include providing information on creators, or requesting specific value-added notes (e.g., bibliography notes, or existence of copies or originals notes).
- 1.3.11. **RELATED COLLECTIONS:** Curators will note any related collections to the one being processed. Include the call number and title of the related collection.
- 1.3.12. **MATERIALS WEEDED, DEACCESSIONED, OR TRANSFERRED:** Curators will note what materials were weeded, deaccessioned, or transferred during the appraisal and/or survey process, if

any. This includes noting if publications were transferred to a print collection. This should be a general description, not a list of all materials.

- 1.3.13. CONSERVATION/HOUSING RECOMMENDATIONS:<sup>8</sup> Curators will note any physical issues with the materials identified during appraisal or collection review. Issues that should be identified include rolled or folded materials, acidic paper, or damaged materials or materials in poor condition. Examples of notes on preservation issues include:

Photocopy/digitize newspaper clippings and discard originals.

Rolled items in Box 3 need to be flattened by Conservation.

Some items in Folder 7 are in poor condition and should be reviewed by Conservation.

Curators should also note preferred housing of materials, and if they have already spoken to Conservation and need materials routed to them during processing. Curators should provide input about value (cost, research) and context that affects choices regarding housing, such as separation of photographs, carton vs. box, keeping a frame, display or access within housing (binders, displaying documentation with artifacts, etc.). The default will be to remove frames and not separate photographs unless specified, or the photograph type(s) meet(s) criteria for needing to go into cold storage or the freezer. Conservation will determine the appropriate physical containers and storage environment for all material types. Consultation on special housing can take place through monthly diagnostic meetings held by Conservation. Examples of notes on housing recommendations include:

Please house in boxes due to high value.

House in boxes due to high volume of photographs, heavy.

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<sup>8</sup> This section was update by Ryan Lee based on discussion in May 2024 APPAC meeting, adding more information about curator housing recommendations, including separation of photographs. Also added a few additional examples for preservation issues, and split the section into two separate parts based on either preservation issues or housing recommendations, July 17, 2024.

Materials can be housed in cartons.

Already discussed with Conservation. Please route to them during processing.

- 1.3.14. **DIGITAL PRESERVATION:** Curators who acquire born-digital materials will indicate whether to capture the disc image for preservation by checking the box. Any other notes about digital preservation will also be noted.
- 1.3.15. **RESTRICTIONS:** Curators will note any materials that will be placed under restriction during processing. General restrictions based on policy or contract should be recorded, including the reason for the restriction and its term. Curators should also note whether there are materials within the collection or proposed series that will need to be restricted on a file or item basis. Curators should also record any restrictions on reproduction and use, if known.

Examples of notes on restricted files include:

Collection privacy restricted until 2035.

Donor restriction on diaries until 2027.

- 1.3.16. **CURRENT LOCATION INFORMATION:**<sup>9</sup> Curators will record location of the materials ONLY if the collection already has a permanent location in the stacks. Do not use this field if the materials are new and sent through Acquisitions.
- 1.3.17. **FINAL LOCATION RECOMMENDATION AND JUSTIFICATION (Optional):**<sup>10</sup> If appropriate or desired, curators will provide recommendations for the eventual location of the materials along with a justification. These recommendations could be based on value (cost or research), restrictions, or other criteria. Collection Management will determine final location based on established policies and guidelines, but will take recommendations and justifications into consideration.

Example of notes on final location recommendations include:

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<sup>9</sup> This field replaced the “Location” field after a decision by APPAC to include the “Final Location Recommendation and Justification” field in 2024. Change made by Ryan Lee, July 17, 2024.

<sup>10</sup> This field was added after a decision by APPAC in 2024 as a way for curators to provide final location recommendations when needed or desired. Change made by Ryan Lee, July 17, 2024.

Collection should be stored in Manuscripts Vault due to high monetary value.

Collection should be stored in Manuscripts Vault due to restricted content. Restricted content is not available to researchers without the approval of University administration.

## 2. PLANNING BASIC PROCESSING FOR LEGACY ACQUISITIONS

- 2.1. For unprocessed, legacy acquisitions, Curators will review available appraisal and acquisition information.
  - 2.1.1. If acquisition documentation is available, Curators will verify that the repository has a deed of gift, transfer authorization, invoice, or other document recording the legal acquisition of the materials.
    - 2.1.1.1. If no acquisition documents are included in the case file, Curator will obtain the necessary documentation prior to beginning processing actions. Materials held by the institution without written correspondence with the donor or depository in the last 25 years may be considered to be the property of the university (Utah Code 9-8-804; <https://le.utah.gov/xcode/Title9/Chapter8/9-8-S804.html>).
  - 2.1.2. Using available documentation, or by reviewing the materials, Curators will determine their value in terms of anticipated user interest, informational value, intrinsic value, and adherence to relevant collecting policies.
- 2.2. Curators will then review the materials and related documentation to identify their current arrangement and condition, as well as materials in need of weeding, preservation, or restriction.
- 2.3. Curators will complete the processing plan template<sup>11</sup> as directed below:
  - 2.3.1. **ACCESSION NUMBER:** Curators will record the accession number produced by the Archival Identifiers website (e.g., "A2019-12-221") during accessioning, if available.

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<sup>11</sup> Changed to match template being used in 2023, November 7, 2023

- 2.3.2. **CALL NUMBER:** Curators will record the call number produced by the Archival Identifiers website (e.g., "UA 5400", "MSS 1223") during accessioning, if available.
- 2.3.3. **TITLE OF COLLECTION:** Curators will record the preliminary title for the collection recorded during accessioning (e.g., "James Stewart papers", "Department of Art records", or "Collection on A. O. Smoot").
- 2.3.4. **CREATOR(S) OF COLLECTION:** Curators will record the creators of the collection recorded during accessioning (e.g., "Stewart, James, 1908-1997", "Brigham Young University. Department of Art", or "Smoot, A. O. (Abraham Owen), 1815-1895").
- 2.3.5. **DATE(S) RECEIVED:** Curators will record the date that the materials were physically transferred to the library. If the date is not known, provide an approximate date (e.g., "before 2008").
- 2.3.6. **EXTENT:** Curators will record the extent of the materials in terms of linear footage, as recorded in the accession record.
- 2.3.7. **APPRAISAL CRITERIA:** Curators will record a standardized, formatted note indicating the collection development policy justifying the acquisition of the materials, as well as the applicable criteria from that policy. Additional information describing the appraisal decision may be also recorded. Entries should be recorded using the template below:

[CRITERIA] ([COLLECTION DEVELOPMENT POLICY TITLE], [SECTION IDENTIFIER FROM POLICY], [DATE OF POLICY]). [APPRAISAL DESCRIPTION].

Examples of appraisal criteria include:

Utah history (Latter Day Saint and Western American Manuscripts Collection Development Policy, Section VI.B.5.2, 2022).

Students and student organizations (University Archives Collection Development Policy, Section V.b.v.2.c, October 2015).

- 2.3.8. **PRESENT ARRANGEMENT AND CONDITION:** Curators will record a brief structured or unstructured note indicating the current arrangement of the materials. Copies of preliminary inventories produced during the appraisal process may be appended to the form, if available. If there is no order to the

materials, this should be indicated. Curators should also note the condition of the materials, including whether reboxing or foldering of loose papers will be needed.

- 2.3.9. **PROPOSED ARRANGEMENT:** Curators can record their proposed arrangement for the materials, either as collection-level processing or in a specific series structure or defer to the APS to determine arrangement during processing. If a series arrangement is requested, the titles of each series can be listed or deferred to the APS to determine. A brief description of the series contents may also be provided, if necessary.

Examples of proposed arrangements include:

Collection-level arrangement.

Arrange into three series:

1. Diaries.
2. Correspondence.
3. Photographs.

Retain photographs attached or in envelopes with correspondence together with associated letters.

- 2.3.10. **DESCRIPTION RECOMMENDATIONS:** Curators may note any recommendations for describing the materials. This might include providing information on creators, or requesting specific value-added notes not typically recorded during processing (e.g., bibliography notes, or related materials). As a rule, description follows arrangement, and no description will be completed below the series level during basic processing.
- 2.3.11. **RELATED COLLECTIONS:** Curators will note any related collections to the one being processed. Include the call number and title of the related collection.
- 2.3.12. **MATERIALS WEDED, DEACCESSIONED, OR TRANSFERRED:** Curators will note what materials were weeded, deaccessioned, or transferred during the appraisal and/or survey process, if any. This includes noting if publications were transferred to a print collection. This should be a general description, not a list of all materials.

- 2.3.13. CONSERVATION/HOUSING RECOMMENDATIONS:<sup>12</sup> Curators will note any physical issues with the materials identified during appraisal or collection review. Issues that should be identified include rolled or folded materials, acidic paper, or damaged materials or materials in poor condition. Examples of notes on preservation issues include:

Photocopy newspaper clippings and discard originals.

Rolled items in Box 3 need to be flattened by Conservation.

Some items in Folder 7 are in poor condition and should be reviewed by Conservation.

Curators should also note preferred housing of materials, and if they have already spoken to Conservation and need materials routed to them during processing. Curators should provide input about value (cost, research) and context that affects choices regarding housing, such as separation of photographs, carton vs. box, keeping a frame, display or access within housing (binders, displaying documentation with artifacts, etc.). The default will be to remove frames and not separate photographs unless specified, or the photograph type(s) meet(s) criteria for needing to go into cold storage or the freezer. Conservation will determine the appropriate physical containers and storage environment for all material types. Consultation on special housing can take place through monthly diagnostic meetings held by Conservation. Examples of notes on housing recommendations include:

Please house in boxes due to high value.

House in boxes due to high volume of photographs, heavy.

Materials can be housed in cartons.

- 2.3.14. RESTRICTED FILES OR ITEMS: Curators will note any materials that will be placed under restriction during processing. General

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<sup>12</sup> This section was update by Ryan Lee based on discussion in May 2024 APPAC meeting, adding more information about curator housing recommendations, including separation of photographs. Also added a few additional examples for preservation issues, and split the section into two separate parts based on either preservation issues or housing recommendations, July 17, 2024.

restrictions based on policy or contract should be recorded, including the reason for the restriction and its term. Curators should also note whether there are materials within the collection or proposed series that will need to be restricted on a file or item basis. Curators should also record any restrictions on reproduction and use, if known.

Examples of notes on restricted files include:

Collection privacy restricted until 2035.

Donor restriction on diaries until 2027.

2.3.15. CURRENT LOCATION INFORMATION:<sup>13</sup> Curators will record location of the materials ONLY if the collection already has a permanent location in the stacks. Do not use this field if the materials are new and sent through Acquisitions.

2.3.16. FINAL LOCATION RECOMMENDATION AND JUSTIFICATION (Optional):<sup>14</sup> If appropriate or desired, curators will provide recommendations for the eventual location of the materials along with a justification. These recommendations could be based on value (cost or research), restrictions, or other criteria. Collection Management will determine final location based on established policies and guidelines, but will take recommendations and justifications into consideration.

Example of notes on final location recommendations include:

Collection should be stored in Manuscripts Vault due to high monetary value.

Collection should be stored in Manuscripts Vault due to restricted content. Restricted content is not available to researchers without the approval of University administration.

### 3. PLANNING FOR VALUE-ADDED PROCESSING

3.1. For collections that have already been processed, either at a basic level or in more detail, Curators will review the available finding aid and other

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<sup>13</sup> This field replaced the “Location” field after a decision by APPAC to include the “Final Location Recommendation and Justification” field in 2024. Change made by Ryan Lee, July 17, 2024.

<sup>14</sup> This field was added after a decision by APPAC in 2024 as a way for curators to provide final location recommendations when needed or desired. Change made by Ryan Lee, July 17, 2024.

documentation. Curators will determine the value of the materials in terms of anticipated user interest, informational value, intrinsic value, and adherence to relevant collecting policies.

- 3.2. Curators will then review the materials and related documentation to verify their current arrangement and condition, as well as identifying materials in need of weeding, preservation, or restriction.
- 3.3. Curators will complete the processing plan template<sup>15</sup> as directed below:
  - 3.3.1. **ACCESSION NUMBER:** Curators will record any accession numbers associated with the materials (e.g., "A2019-12-221").
  - 3.3.2. **CALL NUMBER:** Curators will record any call number associated with the materials (e.g., "UA 5400", or "MSS 1223").
  - 3.3.3. **TITLE OF COLLECTION:** Curators will record the assigned title of the collection from the ArchivesSpace Resource record (e.g., "James Stewart papers", "Department of Art records", or "Collection on A. O. Smoot").
  - 3.3.4. **CREATOR(S) OF COLLECTION:** Curators will record the creators of the collection recorded in the ArchivesSpace Resource record (e.g., "Stewart, James, 1908-1997", "Brigham Young University. Department of Art", or "Smoot, A. O. (Abraham Owen), 1815-1895").
  - 3.3.5. **DATE(S) RECEIVED:** Curators will record the date that the materials were physically transferred to the library. If the date is not known, provide an approximate date (e.g., "before 2008").
  - 3.3.6. **EXTENT:** Curators will record the extent of the materials in terms of linear footage, as recorded in the ArchivesSpace Resource record.
  - 3.3.7. **APPRAISAL CRITERIA:** Curators will record the appraisal note from the ArchivesSpace Resource record that indicates the collection development policy justifying the acquisition of the materials, as well as the applicable criteria from that policy. Curators may add a descriptive note indicating the value of the materials for users. Entries should be recorded using the template below:

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<sup>15</sup> Changed to match template being used in 2023, November 7, 2023

[CRITERIA] ([COLLECTION DEVELOPMENT POLICY TITLE], [SECTION IDENTIFIER FROM POLICY], [DATE OF POLICY]). [APPRAISAL DESCRIPTION].

Examples of appraisal criteria include:

Utah history (Latter Day Saint and Western American Manuscripts Collection Development Policy, Section VI.B.5.2, 2022).

Students and student organizations (University Archives Collection Development Policy, Section V.b.v.2.c, October 2015). Records document the governance and activities of student clubs on campus, and their interactions with student leadership and university administration.

- 3.3.8. **SUMMARY OF MATERIAL TYPES<sup>16</sup>:** Curators will record presence of audiovisual, born digital, and other unique types of materials, such as artifacts, photographic materials, etc. This information helps multiple stakeholders plan for collection storage and preservation.
- 3.3.9. **PRESENT ARRANGEMENT AND CONDITION:** Curators will record a brief structured or unstructured note indicating the current arrangement of the materials as reflected in the ArchivesSpace Resource record. If there is no order to the materials, this should be indicated. Curators should also note the condition of the materials, including whether reboxing or foldering of loose papers will be needed.
- 3.3.10. **ARRANGEMENT LEVEL RECCOMENDATIONS:** Curators will record their proposed level of arrangement for the materials, i.e. collection-level, series/subseries, and item/file, and alphabetical, chronological, or other ordering within arrangement. If justification for item/file description is needed, it can be recorded here, (e.g. item and file level description requested for digitization).<sup>17</sup>
- 3.3.11. **DESCRIPTION RECCOMENDATIONS (OPTIONAL):** Curators can record their suggested titles for series/subseries titles, and other description recommendations, such as value-added notes, information on creators, the preferred source for title selection

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<sup>16</sup> Added based on feedback from APPAC; May 18, 2025.

<sup>17</sup> Updated per new processing plan template; May 18, 2025.

of folders and items, or requesting specific value-added notes not typically recorded during processing (e.g., bibliography notes, or related materials). The curator can defer to the APS to determine description or collaborate on the decision.

In general, materials currently processed at a collection level should be reprocessed to the series or subseries level if they meet one or more of the following criteria:

- Greater than 2 linear feet
- Low to medium research value
- Expected research use less than every few years
- Lacking discernable order
- Series scope notes would provide sufficient user discovery

Materials currently processed at a collection or series/subseries level should be reprocessed to the file level if they meet one or more of the following criteria:

- High research value
- Expected regular research use
- Lacking discernable order
- Wide topical content
- Anticipated privacy issues, with restricted materials scattered throughout the collection
- In preparation for digitization

Materials should be reprocessed to the item level only if they meet one or more of the following criteria: are significantly rare, or have the highest research value.

- Very high research value
- Very high intrinsic value
- Continuous research use
- In preparation for digitization

A brief description of the series/subseries contents may also be provided, if necessary, including any guidance on how to identify

and separate materials into specified series and subseries. Include any guidance on how to identify and separate materials into series and subseries, especially if it involves separating materials stored together physically (e.g., items in mailing envelopes, binders, page protectors, or other smaller containers that may necessitate re-housing into folders).

The APS Head may provide feedback to file/item arrangement requests based on feedback from multiple stakeholders.<sup>18</sup>

Examples of proposed arrangements include:

Arrange collection into series as follows:

1. Diaries (chronological)
2. Correspondence
  - 2.1. Incoming correspondence (alphabetical)
  - 2.2. Outgoing correspondence (alphabetical)
3. Photographs (chronological)
4. Scrapbooks (chronological)

Retain photographs attached or in envelopes with correspondence together with associated letters.

Arrange items in series numerically based on the creator's original system.

- 3.3.12. **RELATED COLLECTIONS:** Curators will note any related collections to the one being processed. Include the call number and title of the related collection.
- 3.3.13. **MATERIALS TO BE (OR HAVE BEEN) WEEDED, DEACCESSIONED, OR TRANSFERRED:** Curators should note all materials removed from the collection or to be removed from the collection by the APS during processing. This information aides in APS' understanding of the overall collection and may inform Separated Materials Notes or deaccession records.<sup>19</sup>
- 3.3.14. **PUBLISHED MATERIALS FOR RETENTION OR REMOVAL:** Curators should note publications in the collection that the APS

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<sup>18</sup> Added per processing policy; May 19, 2025.

<sup>19</sup> Added per new processing plan template, May 18, 2025.

should remove, and indicate whether those have already been accepted by Book Curators or should be offered to them.<sup>20</sup>

- 3.3.15. CONSERVATION/HOUSING RECOMMENDATIONS:<sup>21</sup> Curators will note any physical issues with the materials identified during appraisal or collection review. Issues that should be identified include rolled or folded materials, acidic paper, or damaged materials or materials in poor condition. Examples of notes on preservation issues include:

Photocopy newspaper clippings and discard originals.

Rolled items in Box 3 need to be flattened by Conservation.

Some items in Folder 7 are in poor condition and should be reviewed by Conservation.

Curators should also note preferred housing of materials, and if they have already spoken to Conservation and need materials routed to them during processing. Curators should provide input about value (cost, research) and context that affects choices regarding housing, such as separation of photographs, carton vs. box, keeping a frame, display or access within housing (binders, displaying documentation with artifacts, etc.). The default will be to remove frames and not separate photographs unless specified, or the photograph type(s) meet(s) criteria for needing to go into cold storage or the freezer. Conservation will determine the appropriate physical containers and storage environment for all material types. Consultation on special housing can take place through monthly diagnostic meetings held by Conservation. Examples of notes on housing recommendations include:

Please house in boxes due to high value.

House in boxes due to high volume of photographs, heavy.

Materials can be housed in cartons.

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<sup>20</sup> Added per new processing plan template; May 18, 2025.

<sup>21</sup> This section was update by Ryan Lee based on discussion in May 2024 APPAC meeting, adding more information about curator housing recommendations, including separation of photographs. Also added a few additional examples for preservation issues, and split the section into two separate parts based on either preservation issues or housing recommendations, July 17, 2024.

- 3.3.16. **DIGITAL PRESERVATION:** Curators should note the presence of computer media or online digital files and indicate if Digital Preservation has already addressed or should address these materials.
- 3.3.17. **RESTRICTIONS:** Curators will note any materials that will be placed under restriction during processing. General restrictions based on policy or contract should be recorded, including the reason for the restriction and its term. Curators should also note whether there are materials within the collection or proposed series that will need to be restricted on a file or item basis. Curators should also record any restrictions on reproduction and use, if known.

Examples of notes on restricted files include:

Collection privacy restricted until 2035.

Donor restriction on diaries until 2027.

- 3.3.18. **CURRENT LOCATION INFORMATION:**<sup>22</sup> Curators will record location of the materials **ONLY** if the collection already has a permanent location in the stacks. Do not use this field if the materials are new and sent through Acquisitions.
- 3.3.19. **FINAL LOCATION RECOMMENDATION AND JUSTIFICATION (Optional):**<sup>23</sup> If appropriate or desired, curators will provide recommendations for the eventual location of the materials along with a justification. These recommendations could be based on value (cost or research), restrictions, or other criteria. Collection Management will determine final location based on established policies and guidelines, but will take recommendations and justifications into consideration.

Example of notes on final location recommendations include:

Collection should be stored in Manuscripts Vault due to high monetary value.

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<sup>22</sup> This field replaced the “Location” field after a decision by APPAC to include the “Final Location Recommendation and Justification” field in 2024. Change made by Ryan Lee, July 17, 2024.

<sup>23</sup> This field was added after a decision by APPAC in 2024 as a way for curators to provide final location recommendations when needed or desired. Change made by Ryan Lee, July 17, 2024.

Collection should be stored in Manuscripts Vault due to restricted content. Restricted content is not available to researchers without the approval of University administration.

## Related Training Materials

[Processing plan form](#) (Box)

## Arranging Archival Materials:

### Responsibilities<sup>24</sup>

- **Curators** are responsible for reviewing the physical arrangement of new manuscript materials upon acquisition and can propose arrangement suggestions in the processing plan or defer arrangement decisions to the APS.
- **Archival Processing Section (APS) staff** are responsible for physically arranging manuscript materials during archival processing according to processing plans.
- **Archival Processing Section Head** approves curator's arrangement proposals in processing plans or determines arrangement for collections,, in consultation with multiple stakeholders.

### Procedure

1. SEQUENCE OF ARRANGEMENT
  - 1.1. Arrange collection materials beginning with the top-most level of organization (generally the collection level), and then proceed hierarchically through the levels determined in the approved processing plan.
2. COLLECTION-LEVEL ARRANGEMENT
  - 2.1. Retain folders in their received order, making note of any existing arrangement to the files or items within the collection.
  - 2.2. Add box and folder numbers to all folders based on their current location.

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<sup>24</sup> Updated per processing policy; May 19, 2025.

- 2.2.1. When arranging materials housed in archival folders, box and folder numbers should be recorded next to the labels "Box" and "Folder" at the right side of the folder tab.
- 2.2.2. When arranging materials housed in original folders, box and folder numbers should be recorded with a forward slash separator (e.g., "Box 4 Folder 2" will be recorded as "4/2") at the right side of the folder tab.

### 3. SERIES-LEVEL ARRANGEMENT

- 3.1. Review the collection to identify which files belong to the series identified in the processing plan.
- 3.2. Physically separate files into temporary boxes according to series. Groupings of files received in a particular order that belong in the same series will be retained in that order as far as possible. Temporary boxes will be labeled with Post-Its with their temporary box number.
- 3.3. Rehouse the files into their final boxes, with each series placed in the box where the previous series ended. For example, if Series 1 ends midway through box 3, then Series 2 should start in the same box immediately following Series 1.
- 3.4. In cases where a collection is being processed into series, but some files or items remain outside the series arrangement, these materials should be placed at the end of the collection after the final series.
- 3.5. Add box and folder numbers to all folders based on their current location.
  - 3.5.1. When arranging materials housed in archival folders, box and folder numbers should be recorded next to the labels "Box" and "Folder" at the right side of the folder tab.
  - 3.5.2. When arranging materials housed in original folders, box and folder numbers should be recorded with a forward slash separator (e.g., "Box 4 Folder 2" will be recorded as "4/2") at the right side of the folder tab.

### 4. SUBSERIES-LEVEL ARRANGEMENT

- 4.1. Review a series to identify which files belong to the subseries identified in the processing plan.
- 4.2. Physically separate files into temporary boxes according to subseries. Groupings of files in the series that were received in a particular order and that belong to the same subseries will be retained in that order as far

as possible. Temporary boxes will be labeled with Post-Its with their series and subseries numbers, and temporary box number.

- 4.3. Rehouse the files into their final boxes, with each subseries placed in the box where the previous subseries ended.
  - 4.4. In cases where a series is being processed into subseries, but some files or items remain outside the subseries arrangement, these materials should be placed at the end of the series after the final subseries.
  - 4.5. Add box and folder numbers to all folders based on their current location.
    - 4.5.1. When arranging materials housed in archival folders, box and folder numbers should be recorded next to the labels "Box" and "Folder" at the right side of the folder tab.
    - 4.5.2. When arranging materials housed in original folders, box and folder numbers should be recorded with a forward slash separator (e.g., "Box 4 Folder 2" will be recorded as "4/2") at the right side of the folder tab.
5. FILE-LEVEL ARRANGEMENT
- 5.1. Review a collection, series, or subseries to identify which files are to be arranged according to the processing plan.
  - 5.2. Physically arrange the files in the order prescribed by the processing plan (e.g., chronologically, alphabetically, numerically), using temporary boxes as needed. Curators will have assessed the original or received order of the collection, and will provide instructions about maintaining the arrangement of files in the processing plan, or may defer to the APS to determine arrangement. Temporary boxes will be labeled with Post-Its with their collection, series, or subseries number for identification purposes.
    - 5.2.1. When arranging files that contain media items, separate media to appropriate media boxes. Document removed forms will be completed to document the original location of media items moved during arrangement.
    - 5.2.2. When arranging files chronologically, unless there is specific instruction from the curator, files will be placed with specific dates first, then broader dates (i.e., 1951 December comes before 1951-1960, and is followed by approximately 1951-1957). Undated files (i.e., those that will be recorded as "date of production not identified") will be placed at the end of the file arrangement.

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- 5.3. Rehouse the files into their final boxes, with each series or subseries placed in the box where the previous filing system ended.
- 5.4. Add box and folder numbers to all folders based on their current location.
  - 5.4.1. When arranging materials housed in archival folders, box and folder numbers should be recorded next to the labels "Box" and "Folder" at the right side of the folder tab.
  - 5.4.2. When arranging materials housed in original folders, box and folder numbers should be recorded with a forward slash separator (e.g., "Box 4 Folder 2" will be recorded as "4/2") at the right side of the folder tab.
- 5.5. If files have not already been assigned a unique identifier, number all arranged files within their immediate hierarchical superior component (e.g., collection, series, or subseries). File numbers should be recorded as composite identifiers in dot-decimal notation without level-based prefixes for series or subseries.

Examples of file numbers include:

3

*Complete file number:* UA 877 File 3

2.4

*Complete file number:* MSS 1300 Series 2 File 4

5.1.1.2

*Complete file number:* MSS 2350 Series 5 Subseries 1 Subseries 1 File 2

- 5.5.1. When arranging an installment at file level, if the materials are not interfiled during processing then the sequential number should continue from the last number in the existing file order. If the materials are interfiled with existing, already numbered files during processing then a mixed alphanumeric sequential number should be used. In the latter case, if a newly accessioned file is interfiled between File 1 and 2 in a series, its assigned number should be "1A".

## 6. ITEM-LEVEL ARRANGEMENT

- 6.1. Review a collection, series, subseries, or file to identify which items are to be arranged according to the processing plan.

- 6.2. Physically arrange the items in the order prescribed by the processing plan (e.g., chronologically, alphabetically, numerically), using temporary boxes as needed. Curators will have assessed the original or received order of the collection, and will provide instructions about maintaining the arrangement of items in the processing plan, or deferred to the APS to determine arrangement. Temporary boxes will be labeled with Post-Its with their collection, series, or subseries number for identification purposes.
  - 6.2.1. When arranging files that contain media items, media can be separated from their sequence to appropriate media boxes. Document removed forms can be completed to document the original location of media items moved during arrangement, if important.
- 6.3. Rehouse the items into their final folders or boxes, with each unit placed in its container where the previous unit ended.
- 6.4. Add box and folder numbers to all folders based on their current location.
  - 6.4.1. When arranging materials housed in archival folders, box and folder numbers should be recorded next to the labels "Box" and "Folder" at the right side of the folder tab.
  - 6.4.2. When arranging materials housed in original folders, box and folder numbers should be recorded with a forward slash separator (e.g., "Box 4 Folder 2" will be recorded as "4/2") at the right side of the folder tab.
- 6.5. If items have not already been assigned a unique identifier, sequentially number all arranged items within their immediate hierarchical superior component (e.g., collection, series, subseries, or file). Item numbers should be recorded as composite identifiers in dot-decimal notation without level-based prefixes for series, subseries, or files. Numbers should be written lightly in pencil on or near in the lower-right corner of the back of paper-based documents, or on the back of photographs in the lower-right corner, and should be placed in brackets.

Examples of item numbers include:

8.2.1.1

*Complete item number:* MSS 279 Series 8 Subseries 2 Sub-Series 1  
Item 1

1.1.2

*Complete item number: Vault MSS 76 Series 1 Subseries 1 Item 2*

- 6.5.1. When arranging an installment at item level, if the materials are not interfiled during processing then the sequential number should continue from the last number in the existing file order. If the materials are interfiled with existing, already numbered items during processing then a mixed alphanumeric sequential number should be used. For example, if a newly accessioned item is interfiled between Item 1 and 2 in a series, its assigned number should be "1A".
- 6.5.2. When arranging photographs at the item level, numbering within a photograph series should be sequential across the series and should not restart within subseries or files. Item numbers within photograph series should be recorded with just the item number, not as a composite identifier. Photographs outside of a photographs series should be numbered as with other material types.

Examples of item numbers include:

12

*Complete item number: MSS P 25 Item 12*

- 6.5.3. When arranging audiovisual materials at the item level, numbers are assigned by the Curator of Audiovisual Materials and Media Arts History.

Examples of item numbers include:

AV001

*Complete item number: MSS 8814 Item AV001*

## Related Training Materials

[Document Removed Form](#) (on Box)

## Housing Archival Materials<sup>25</sup>

### Responsibilities

- **Curators** are responsible for immediate re-housing of new manuscript materials upon acquisition (see accessioning procedures), as needed, as well as housing manuscript collections during curatorial-driven archival processing activities. Curators provide input about value (cost, research) and context that affects choices regarding housing, such as separation of photographs, carton vs. box, keeping a frame, display or access within housing (binders, displaying documentation with artifacts, etc.).
- **Archival Processing Section (APS) staff** are responsible for preservation surveys, housing manuscript materials during archival processing according to processing plans and coordinating with Collections Care and curators to make necessary conservation decisions.
- **Collection Management staff** are responsible for managing archival storage supplies, consulting on preservation options, and finalizing housing, storage, and location. Collection Management Staff maintain housing post-processing—they may replace housing but changes in extent or other description requires APS involvement.
- **Conservation staff** will determine the appropriate physical containers and storage environment for all material types. Special housing consultation can take place through monthly diagnostic meetings held by Conservation.

### Procedure

#### 1. PRESERVATION SURVEY

- 1.1. The APS staff performs a preservation survey to review the internal housing of all new processing projects. They should first review the curator's preservation requests on the processing plan and compare it to the materials at hand. Then ensure the following have been addressed before proceeding with processing:
  - 1.1.1. Are existing folders in containers labeled? Has the curator requested preservation of those folder titles? Has the curator requested boxes or cartons in the processing plan? If not, what is the suggestion of the APS?

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<sup>25</sup> Section updated to reflect current processes and responsibilities; approved October 17, 2024; Karen Glenn.

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- 1.1.2. Identify AV materials or born digital media in the collection. Consult with the curator about digitization of these materials.
- 1.1.3. Identify photographic materials in the collection and consult with the curator about separation of materials into cold storage destinations.
- 1.1.4. Identify any publications present in the collection and consult with the curator about retaining or routing the publications.
- 1.1.5. When processing acidic newspaper clippings or mimeograph masters, consult with the Curator to determine if these should be photocopied and the originals discarded (if not indicated in processing plan).
- 1.1.6. Utilize carton spacers to store heavy artifacts or audiovisual items in cartons.
- 1.1.7. Identify textiles, artifacts, and other unique materials in the collection that may require consultation with Collections Care.
- 1.2. APS staff should plan the re-housing of collections by ordering supplies through the Collection Management [order form](#). Measurements of archival supplies can be consulted [here](#).

## 2. FOLDERING MANUSCRIPT MATERIALS

- 2.1. Processors will place any unfolded manuscript materials in folders based on their original order, if discernable. When described, foldered materials will usually be reflected as files, or intellectually related materials in a grouping. The processor should try not to folder materials together just for convenience or size, as this may be harder to represent in a finding aid. Some shared foldering may be acceptable to maximize space usage of oversize materials, and these scenarios may require item-level description to separate the materials intellectually in a finding aid. Processors can also utilize paper cradles to assist with mixes of file- and item-level separation within folders.
- 2.2. Thin, fragile (such as onion skin paper) or high-value paper materials may be placed in thinner folders (folders scored to smaller widths) to better support the materials.
- 2.3. For University Archives, processors should always house manuscript material in legal size folders. For other manuscripts, it defaults to letter size unless there are significant amounts of legal-size present in the collection.
- 2.4. Processors will score the bottom of legal, letter, and Octavo I folders as needed using established crease lines, and place manuscript materials in folders with their interior margin at the bottom of the folder. If a folder's

width is between two established crease lines, crease the closest two lines.

- 2.5. Oversize manuscript material will be placed in oversize folders of the appropriate size. Use judgment to determine whether to house materials in all one size of an oversize folder or to use multiple sizes depending on the material, weight, dimensions, and intellectual context. Manuscript material should fit completely inside their enclosing folder.
- 2.6. When processing materials that are folded, the items should be flattened prior to foldering. For rolled items or other materials needing to be relaxed, processors should consult with Collections Care.
- 2.7. When processing materials in an envelope, other enclosures, or bound together with a fastener that has been removed during processing, paper cradles should be used to gather related materials (e.g., letter and envelope).
  - 2.7.1.1. For large collections, especially in University Archives, it's more practical to not remove all of the fasteners and replace with paper cradles. In this case, only replace fasteners with paper cradles when they are doing damage to materials—for example, when fasteners are rusting or are overloaded.
- 2.8. When manuscript materials do not fill containers, individual folders can be made into top containers and placed in shared boxes. Collections Management will coordinate shared box placement.
- 2.9. Edged folders in letter or legal size can be used to accommodate smaller artifacts, audiocassette tapes, small journals, or anything that will easily slide out of a standard folder.
- 2.10. If the original folder was annotated, either retain the original folder with the file, or photocopy the folder for inclusion at the beginning of the file.
- 2.11. University Archives may request the retention of original folders to speed up processing. Original adhesive labels on these folders may be stapled to original folders, where needed, as these will eventually sluff off.

### 3. LABELING FOLDERS

- 3.1. For all archival material, unfolded material will be placed in archival manila folders, and labeled with the collection call number, title, and dates. Processors should also leave space to the right of the call number for recording a file number when applicable.

Examples:

MSS 2017	File 1.1	Correspondence, 1995-1996	Box	Folder
MSS SC 123	File 1.1	Photographs, 1954-1957		Folder

- 3.2. Oversize folders should be labeled on the upper side of the flap opening, so that the writing faces you as you open the folder. If the top flap of the folder is shorter than the bottom, stamp and write on the top flap.
- 3.3. For titling, a curator may request that original folder labels are retained as the title. Longer titles may be recorded on two lines.
- 3.4. While refolding manuscript materials, processors should divide the contents of files with a single folder thicker than 1 inch into two or more folders. Labels should be qualified parenthetically with the number of the folders in the file after the file date (e.g., "(1 of 2)").
- 3.5. Use a post-it to label folders destined for the Manuscripts Vault, cold storage, or freezer storage to aid Collection Management in their shelf assignment workflow.
- 3.6. Label all top containers (including folders in shared boxes), with yellow AV stickers when applicable. Check the box on the label to indicate digitization if applicable.
- 3.7. Label all top containers (including folders in shared boxes), with orange computer stickers when applicable. Check the box on the label to indicate digitization if applicable.<sup>26</sup>

#### 4. BOXING MANUSCRIPT MATERIALS

- 4.1. In general, processors should place folders in boxes of appropriate size that also meet local shelving requirements. Boxes should support folders, without allowing them to slide from side to side. Standard box types include record center cartons, document cases, and oversize boxes. Rolled items can be placed in rolled storage boxes if they cannot fit in an oversize folder.
- 4.2. Processors should place enough folders in a box to allow the files to remain upright, without sagging or bending. However, adequate space should be left to allow users to easily remove and replace files within a box. Processors should use spacers as needed to ensure support of folders and/or items in the box.
- 4.3. If the materials being described constitute less than half of a box of folders (including in oversize boxes), Collection Management can store the folders in a shared box. However, if the processor knows collection

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<sup>26</sup> Added 3.6 and 3.7 regarding top container labels for computer media and AV; Karen Glenn; March 18, 2025.

will have an addition at some point, a box and a spacer can be utilized instead.

- 4.4. Processors should place files of similar size and weight together, where possible. Heavy files or artifacts should not be stored on top of lighter-weight manuscripts to prevent damage.
- 4.5. Processors should box audiovisual materials in boxes appropriate to the media type. If using document boxes for AV, default to using legal boxes so that as few boxes as possible are used (these boxes claim the same amount of shelf space, but legal boxes provide three more inches of space).
  - 4.5.1. Motion picture film (8 mm, 16 mm, 35 mm, etc.) should be stored lying flat. All other audiovisual materials (audiotape, audiocassettes, videocassettes, etc.) should be stored standing up.
5. LABELING CONTAINERS
  - 5.1. Use post-it notes to label containers with a call number, box number, and any other information needed by Collections Management (i.e. cold storage, freezer, vault, etc.) to aide them in their shelf assignment workflow. Collection Management staff will affix permanent labels to boxes following archival processing.
  - 5.2. Label all top containers (including folders in shared boxes), with yellow AV stickers when applicable. Check the box to indicate digitization if applicable.
6. LABELING OBJECTS, ITEMS AND FILES
  - 6.1. Processors will label items with component unique IDs on the physical item itself, using brackets, e.g. [1.1]. Do not add “item” or “file” to the physical item brackets unless you feel it necessary. We want to avoid writing as much as possible on unique materials, and, on large projects, it helps save time. For paper, label the back right-hand side of the sheet. A processor can utilize a paper streamer placed in a volume, scrapbook or other item if the item cannot be written on or use a paper cradle to separate and identify an item from a file grouping within a folder.
  - 6.2. Processors will label files with component unique IDs on folders, to the right of the call number. They can also utilize a paper cradle to separate and identify a file from another item or file grouping within a folder.
  - 6.3. Processors can utilize an artifact tag to label a stand-alone object or item within a folder or other container. The processor can write on the tag, but Collection Management will apply a permanent label and barcode to any tag identifying a top container sitting alone on a shelf.

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### 7. STAMPS

- 7.1. A “Box/Folder” stamp or “Folder” stamp can be utilized to speed up processing and improve the formal look of a processed folder.
- 7.2. A “Restricted” stamp can be used on a folder staged in any location. The stamp should be placed between the title and the Box/Folder indication.
- 7.3. A “Reviewed by Records Analyst” stamp should be placed on the tab of all folders that have been fully reviewed by the Records Analyst team. It should also be stamped on existing box labels where the entire contents of the box have been reviewed, and requested to be stamped by Collection Management on new labels when reviewed boxes are re-processed.

### 8. OTHER PRESERVATION AND HOUSING GUIDELINES

- 8.1. When processing photographs or negatives, consult the [Photographs Processing Guide](#) to determine how materials should be housed.
- 8.2. When processing bound volumes, a spiral, comb, or perforated binding should be stored fore-edge down. All other bindings should be stored binding down. Consult with Collection Management regarding oversized volumes to determine if they will be placed in a container or be shelved separately. Conservation can also de-bind volumes if requested by the curator. Smaller bound volumes placed in a folder can be placed next to one another in the same folder if the volumes cannot damage each other due to their weight or fragile structure.
- 8.3. When processing scrapbooks, interleaving is only necessary if a collodion photograph is in the album, or if there is a noticeable difference in the textures on opposing pages. Scrapbooks should be stored in containers that are snug fitting but allows the album to be removed easily. Buffers may be created to retrofit an existing box. Collections Care should be consulted about particularly brittle or valuable scrapbooks.
- 8.4. When processing binders, consult with a curator about discarding binders, as they take up significantly more space. If discarding, preserve the spine or front page information of binders as a title or scope notes in the finding aid. Processors can sometimes take out the front cover page of a binder of a plastic display sleeve on the cover and store it with the materials.
- 8.5. If related materials are separated, (usually due to restriction, but also occurring with different housing needs), a [Document Removed Form](#) should be utilized to indicate the materials removed, their new box and folder numbers, and the date of separation.

### 9. SHELF AND LOCATION MAINTENANCE

- 9.1. When re-processing collections from the stacks, processors should help Collections Management track shelf space that is freed up by placing a post-it

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on the open shelf that says “free space.” This will clue in a student who is performing a shelf read that this spot has become available. Freed space should also be noted in Basecamp.

- 9.2. Make a note in Basecamp for Collection Management when a folder is taken out of an existing shared box, so that they can edit the label and add to the box. Note any other suggestions or changes that would impact a shelf read so that Collection Management can follow up accordingly (for instance, noting that a box you re-housed into a larger box has an original location, but it might not fit there anymore, or noting that you placed a folder back into a shared box, but you refreshed the physical folder so a new barcode needs to be added to it).
- 9.3. All materials should be tracked through Aeon or Basecamp. When materials are requested from Aeon through the Reference team, make a note in Basecamp what workroom these are being processed in. When materials are called from South Storage via Collection Management, make a note in Basecamp what workroom these are being processed in.
- 9.4. Barcodes are removed by the APS from reprocessed collections by deleting them from a finding aid container list and then deleting them from the unassociated container list in ArchivesSpace. Collection Management or Cataloging will then delete or replace barcodes in Workflows.

## Describing Archival Materials

### Responsibilities

- **Curators** may describe archival or manuscript collections acquired under their collecting area.
- **Archival Processing Section (APS) staff** may describe archival or manuscripts collections as documented in a processing plan.
- **Catalogers** perform subject analysis for described collections, adding terms to the descriptive record.

### Standards

**CCLA Subject Browse Terms** (Salt Lake City, Utah: Church Consortium of Libraries and Archives, 2010). Available online at <http://net.lib.byu.edu/cclaead/>

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**DACS** *Describing Archives: A Content Standard* (Chicago: Society of American Archivists, 2013). Available online at <https://www2.archivists.org/standards/DACS/>

**DCRM (MSS)** *Descriptive Cataloging of Rare Material (Manuscripts)* (Chicago: Rare Books and Manuscripts Section, 2016). Available online at <http://rbms.info/files/dcrm/dcrmmss/DCRMMSS.pdf>

**ISO 8601** Date and Time Formats. Available online at <https://www.w3.org/TR/NOTE-datetime>

**OHCM** *Oral History Cataloging Manual* (Chicago: Society of American Archivists, 1995). Available at <https://babel.hathitrust.org/cgi/pt?id=mdp.39015034027618>

**RDA** *Resource Description and Access* (Chicago: American Library Association, 2018). Available online at <http://www.rdatoolkit.org/>

## Procedure

1. CREATING RESOURCE RECORD
  - 1.1. Create a new resource record in ArchivesSpace, if instructed in the processing plan.
    - 1.1.1. If the accession is a new collection, processors will spawn a resource record from the existing accession record. Agents linked as a Source should be removed once the record is spawned.
    - 1.1.2. If the accession is a subsequent installment to an existing collection, processors will revise the existing Resource record to describe the whole of the collection. Details of revisions should be included in the Revision Statement field.
2. DESCRIBING TOP-LEVEL RESOURCES
  - 2.1. Complete the following fields in the Resource record as directed below:
    - 2.1.1. TITLE:

*For archival aggregates, or for top-level files or items without a formal title, record a brief identifying title for the Resource. Titles should be devised according to the guidelines in [DACS 2.3](#), and include the following components:*

- The name of the agent predominantly responsible for the creation, assembly, accumulation, and/or maintenance of the materials,
- The nature of the materials present in the collection (for aggregates with multiple types, use the terms "papers", "records", or "collection" as appropriate), and
- The topic of the materials, if there is a subject-based or functional focus to the collection.

Names in titles should be recorded using the authorized form of the name in direct order for those with established name headings, or using the most common form of names in their official language for those that are not. Qualifiers used in authorized access points should be excluded, except in cases where their omission would be misleading (e.g., Mrs. Robert Henrey, Joseph Smith, Jr.). If commas are present in the name, they should be utilized in all fields of the finding aid. Utilize commas for qualifiers for names not established as well, to maintain consistency with the established pattern in Library of Congress.<sup>27</sup> For corporate bodies with subordinated headings, only the subordinate unit name should be included.

If the materials described were created by a corporate body that changed names over the time period represented in the materials themselves, record the most recent name used by the body during that period.

If the materials were collected or created by the repository, its name should be included in the title. If the name of the creator is unknown, do not include a name component in the title.

In the segment of the title for the nature of materials, generally a content designation (i.e., genre or form) term will be preferred over a reference to the materials' carrier (e.g., "diaries" instead of "microfilm", or "photograph" instead of

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<sup>27</sup> Updated by Karen Glenn February 29, 2024 to reflect decision to include commas as they appear in names established by the Library of Congress as well as to establish new names.

"negative"). However, in cases where the carrier is important for differentiation, or for reflecting the materials' arrangement, such terms may be used.

Titles should be recorded using sentence case, using the capitalization guidelines in [RDA Appendix A](#). Titles found within devised titles should also be recorded in sentence case, with the first word in the title capitalized.

Examples of correctly formulated titles include:

James Stewart papers

*Associated creator:* Stewart, James, 1908-1997

Department of Art records

*Associated creator:* Brigham Young University.  
Department of Art

Collection on A. O. Smoot

*Associated creator:* Smoot, A. O. (Abraham Owen), 1815-1895

Nibley family papers

*Associated creator:* Nibley (Family : Nibley, Hugh, 1910-2005)

Edgar Snow photograph of Muslim soldiers in Zhongguo ren min jie fang jun

*Associated creator:* Snow, Edgar, 1905-1972

*Associated subject agent:* China. Zhongguo ren min jie fang jun

Arnold Friberg paintings for The Ten commandments

*Associated creator:* Friberg, Arnold, 1913-2010

James Stewart papers on It's a wonderful life

*Associated creator:* Stewart, James, 1908-1997

John L. Weenig and Lucile McAllister Weenig  
photographs and other materials.

*Associated creators:* Weenig, John L. (John Lehi), 1918-1995; Weenig, Lucile McAllister, 1918-2011

*For untitled oral histories held as top-level files or items, record a devised title to describe the interview. Titles should be devised according to the guidelines in OHCM 2.1, and include the following components:*

- The nature of the materials present (i.e., Oral history interview with)
- The name of interviewee(s).

Names in titles should be recorded using the authorized form of the name in direct order for those with established name headings, or using the most common form of names in the language of the person's country of residence or activity for those that are not. Qualifiers used in authorized access points should be excluded.

Titles should be recorded using sentence case, using the capitalization guidelines in [RDA Appendix A](#).

Examples of devised oral history titles:

Oral history interview with Algie E. Ballif

*Associated interviewee:* Ballif, Algie E. (Algie Eggertsen), 1896-1984

*For top-level files or items with a formal title, the title proper, other title information, and statement of responsibility should be transcribed from the preferred source of information for the item type (see [RDA 2.2.2](#)). Common preferred sources of information for titles are listed below:*

- Volumes, sheets, or cards: Title page, title sheet, or title card
  - Other options (in order of preference): Cover or jacket, caption, masthead, colophon
- Moving images: Title frame or title screen
  - Other options (in order of preference): Attached label on media, media container, disc menu
- Other physical formats: Attached label on media, an internal source, container
- Other online resources: Textual content, embedded metadata

The title proper should be separated from other title information with a space-colon-space. The title proper (or other title information) should be separated from the statement of responsibility with a space-forward slash-space. A note indicating the source of the title should be recorded in a General Note field. Additional notes and genre/form terms should be used to bring out the physical characteristics of the materials, as needed.

In cases where the formal title includes dates, these should be retained in the title.

Titles should be recorded using sentence case, using the capitalization guidelines in [RDA Appendix A](#).

Examples of transcribed formal titles:

A short history of the Hellewell family

*Accompanying General Note:* Title from page 1.

*Accompanying General Note:* Typescript (photocopy).

*Accompanying Genre/Forms:* Family histories;  
Transcripts; Photocopies

Chapin, Idaho news, 1909-1957

*Accompanying General Note:* Title from cover.

*Accompanying Publication Date:* approximately 1979

Summary of accomplishments / by Gerrit W. Gong

*Accompanying General Note:* Title from folder.

BYU freshmen traditions / by Robin Horn

*Accompanying General Note:* Title from title page.

Sumpter Valley Railroad history

*Accompanying General Note:* Title from recto.

However, in cases where a file- or item-level formal title is misleading, a devised title may be recorded instead.

Audiovisual items, objects, and other non-textual items should not employ the phrases “recto” or “verso” because these terms refer to textual items and do not provide enough information as to the location of the formal title.

See the [245 Title Statement for Marc 21](#) for more information on how formal titles are transcribed.

- 2.1.2. IDENTIFIER: Record the call number generated by the [Archival Identifiers website](#) during acquisition in the first field of the Identifier element.

Examples of valid call numbers include:

MSS 1187

UA 1197

Vault MSS 76

- 2.1.3. LEVEL OF DESCRIPTION: Record the hierarchical level corresponding with the level being described. Drop-down list options include Collection (for archival aggregates larger than

a single file or item), File (for files, whether they consist of one or multiple folders), or Item (for single items)

- 2.1.4. **RESOURCE TYPE:** Record the type of resource acquired. Drop-down list options include Collection (artificial aggregations), Papers (organic aggregations produced by individuals or families), or Records (organic aggregations produced by corporate bodies).
- 2.1.5. **LANGUAGES:** Record the language and script<sup>28</sup> of the materials being described and the script of those languages. In cases where multiple languages are present, the term <sup>29</sup>"Multiple languages" should be used and a Language of Materials Note recorded to further describe the presence and amount of those languages (see Language of Materials Note guidelines below). Then further language drop-downs should be added for each language present. When describing a non-textual item (e.g., photograph, artifact), record the term "No linguistic content". The redundancy of the language drop-down and the language note is due to the different functions of the language code (machine readable vs. human-readable content).
- 2.1.6. **RESTRICTIONS APPLY?:** Click the box to indicate the existence of access restriction, if they exist. Details about access restrictions should be recorded in the Conditions Governing Access Note. This only applies to materials with condition, date, or specific access restrictions, and not to material that is stored in the Vault due to its high value.
- 2.1.7. **DATES:** Record the dates associated with the creation or recordkeeping of the manuscript materials, using the guidelines in [DACS 2.4](#). The type of date should be selected from the Date Label drop-down options. In most cases, the date of creation of the record content should be used. For reproductions (e.g., photocopies, transcripts, digital copies), the creation date of the original version of the record should be recorded rather than the date of reproduction. A note of the date of reproduction may optionally be recorded in a General Note.

If the earliest dates in a date entry span a year boundary, they will be recorded in the Date Expression field in Arabic numbers

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<sup>28</sup> Added to reflect ArchivesSpace upgrade; November 18, 2020

<sup>29</sup> Clarified to reflect ArchivesSpace upgrade; January 11, 2023

as the earliest year and the latest year, separated by a hyphen (e.g., "1925-1964"). In cases where the earliest and latest dates are within the same year but are in different months, the year will be included followed by the first month separated from the last month by a hyphen (e.g., "1973 March-June"). If the earliest and latest dates are within the same month, the year and month will be listed with the days separated by a hyphen (e.g., "1985 September 9-14"). If the recorded dates are uncertain, the word "approximately" should be prepended to the date expression. Other phrases, such as "before" or "between" may be used, as well as references to decades or centuries. Date qualifying phrases should always be recorded in lower-case.

Examples of date expressions include:

1875-1975

1973 March-June

1985 September 9-14

approximately 1901-1903

before 1964

between 1910 and 1919 [Use instead of 1910s]

1971 or 1972

1935 June 15?

1979-1981

*Accompanying General Note:* Microfilm. Provo, UT :  
Brigham Young University, 1983.

1988 October 1

*Accompanying General Note:* Digitized. Provo, Utah :  
January 28, 2019.

The type of date (i.e., "Single" or "Range") should also be selected from the drop-down list, and the beginning and end dates of a span recorded in ISO 8601 format: xxxx, xxxx-xx or xxxx-xx-xx. Do not forget leading zeros on the months or days, or the XML will not validate. If the dates recorded are uncertain, this should be indicated in the Uncertainty field with the appropriate type. The calendar and era recorded should also be indicated in the appropriate fields.

At least one date must be recorded for each Resource. Additional date entries may be made for bulk dates, or if a significant gap is present in the date span.

For example, in ArchivesSpace this is recorded as:

**\* Dates**
Add Date ⓘ

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☰

**Label \*** Creation ✕

Expression \* 1898-1908

**Type \*** Inclusive Dates

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☰

Begin 1898 📅  
e.g. YYYY, YYYY-MM, or YYYY-MM-DD

End 1908 📅  
e.g. YYYY, YYYY-MM, or YYYY-MM-DD

Certainty

Era ce

Calendar Gregorian

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☰

**Label \*** Creation ✕

Expression \* 1967

**Type \*** Single

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☰

Begin 1967 📅  
e.g. YYYY, YYYY-MM, or YYYY-MM-DD

Certainty

Era ce

Calendar Gregorian

- 2.1.8. **EXTENTS:** Record the extent of the Resource in terms of container types. If only one container type is used to house the collection, the Portion field should be set to "Whole". If multiple types of containers are used to house the collection (e.g., boxes, cartons, oversize folders), a separate extent subrecord should be recorded for each container type. Each subrecord should have a Portion field value of "Part".

For top-level Resource entries, each container-based extent statement should also include a parallel statement of extent in linear feet in the Container Summary field of the extent subrecord. Standardized linear footages for many containers may be found in the list in the training materials section below. For some containers with variable widths, such as folders to be placed in a shared box, the linear footage should be measured using a tape measure. For standard boxes or cartons, divide the length measurement by 12 to get the linear feet value (e.g.,

folders measuring 4 inches (the *length* they will take up in a box facing outward on the shelf) would be recorded as 0.33 linear feet). For oversize folders, calculate linear footage by determining the percentage of the box that the oversize folders will fill and multiply that by the overall linear footage of the oversize box. Linear footage values for non-standard containers (e.g., custom-made boxes) should be determined in consultation with Collections Management staff. Parallel statements of extent should be recorded within parentheses. Decimal values should use a leading zero, if less than 1, and be rounded to the nearest hundredth. The words "foot" or "feet" should be abbreviated as "ft.", as specified in [RDA Appendix B](#).

If the Resource includes born-digital materials that are stored in a library digital asset management system without an access copy on media in the collection, the extent of the materials should be recorded in terms of "online resources" with a parallel statement of extent recorded in Kilobytes, Megabytes, or Gigabytes.

Examples of extent entries include:

1  
box  
(0.5 linear ft.)

1  
online resource  
(7.3 Gigabytes)

1  
oversize box  
(2 linear ft.)

- 2.1.9. EAD ID: Record an EAD ID value for each Resource record. EAD ID values should include three components: the Lee Library's MARC repository code (in all capital letters), an underscore,

and the collection call number (also in all capital letters, with no spaces). Call numbers that include the term "Vault" should be abbreviated using "V" instead.

Examples of EAD ID values include:

UPB\_MSS1187

UPB\_UA1197

UPB\_VMSS76

- 2.1.10. FINDING AID TITLE: Record a title for the Resource Record itself. Finding aid titles are recorded by prepending the phrase "Register of" to the Title field value (e.g., Register of Office of the President records).
- 2.1.11. FINDING AID FILING TITLE<sup>30</sup>: Record a filing title for the Resource record. Filing titles are inverted forms of the Resource title intended to facilitate browsing by title. For Resources where the Title field value includes only one personal name, whether the collection is created by, collected around, or associated with that individual, the filing title should begin with that person's last name with their first name and initials in parentheses e.g., "Smoot (A. O.) papers". If the Title field entry includes the names of two or more individuals with the same surname, the filing title should begin with that last name with the first name and initial of the first person in parentheses e.g., "Harris (Franklin S.) and Estelle Harris papers." If more than one individual's name is included in the Title field value, but they do not share a surname, only the first name should be inverted separately e.g., "Westwood (P. Bradford) and J. Gordon Daines collection on Brigham Young University". Titles for collections where the creator is a family or corporate body, as well as formal titles and devised titles without a name of creator segment, should not be inverted.

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<sup>30</sup> Changed section to be more explicit about presence of a personal name in the title; edited two names/same surname scenario and two names/different surname scenario. Karen Glenn, January 29, 2024.

Examples of filing titles include:

Farrer (William) diaries and letters

Bischoff (Sheril Foster) collection on Helen Foster Snow

Coolbrith (Ina), Photographs of

Price (H. Ted) collection

Cordon family papers

Department of History records

92 days in the saddle

Laws (Wilber), Oral history interview with

Collection on the Tintic Mining District

- 2.1.12. FINDING AID DATE: Record the initial date of finding aid completion. Dates should be entered with the year followed by the month and day (e.g., "2019 December 29").
- 2.1.13. FINDING AID AUTHOR: Staff that prepared the initial finding aid content or made significant updates to the finding aid will record their own name in natural order. If multiple authors are included, these should be separated by commas (e.g., "Cory Nimer, Karen Glenn"). Names of content editors or reviewers that made minor edits should not be included. Processing and Revision Notes should provide further explanation for work completed by authors.<sup>31</sup>
- 2.1.14. DESCRIPTION RULES: Select the Descriptive Rules used in the preparation of the finding aid from the drop-down list. When companion standards are used in conjunction with DACS, record "Describing Archives: A Content Standard" in the Descriptive Rules field. Additional information on standards application may be recorded in a Processing Note (see guidelines below).

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<sup>31</sup> Additional authors to reflect significant updates to the finding aid added, with direction to provide further explanation of work in other notes. Karen Glenn, April 2024.

- 2.1.15. LANGUAGE OF DESCRIPTION: Record the language of field content in the Resource record itself. In most cases this should be recorded as "English".
- 2.1.16. <sup>32</sup>SCRIPT OF DESCRIPTION: Record the script of the description in the Resource record itself. In most cases this should be recorded as "Latin."
- 2.1.17. SPONSOR: Record the name of donors or granting agencies that have underwritten the processing or description of the Resource. For larger grant-based projects, processors should consult with the grant administrator for the standardized terminology to be used (e.g., "Library Services and Technology Act (LSTA) grant, 2007-2008").
- 2.1.18. FINDING AID STATUS: Select "In Progress" from the drop-down list to indicate that they are working on creating or revising the Resource record content.
- 2.1.19. REVISION STATEMENTS: Record a revision statement after each significant change to a Resource record description. Statement should include a date in the Revision Date field, recorded in year-month-day format (e.g., "2019 December 29"). In the Revision Description field, a brief note and the name of the person doing the revision should be included.

Example of revision statement:

2019 November 12

Series-level descriptions added; Cory Nimer.

This field should also be used to state when harmful, offensive, or outdated language has been edited in the finding aid. See [Reparative Language](#) in Related Training Materials for more information.<sup>33</sup>

- 2.1.20. AGENT LINKS: Link the Resource record to associated agents, including the creator(s) of the material, significant contributors to the materials' content, and agent subjects. The role of a linked agent should be indicated in the "Role" drop-down list. The specific nature of the relationship may be recorded using the "Relator" drop-down list. In cases where corporate records were created by a body that changed names

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<sup>32</sup> 3.1.16. added to reflect ArchivesSpace upgrade; November 18, 2020

<sup>33</sup> Updated April 26, 2023.

over the course of the materials' creation, link the most recent name with a Role of Creator and a Relator of Creator. Previous names represented in the material should also be linked with a Role of Creator, but with the Relator value of Contributor. For guidelines on creating ArchivesSpace agent records, see the Describing Archival Creators and Agent Subjects Procedures. For additional guidance on the linking on agent subjects, see [DACS 2.6](#) and the guidance on Subjects below.

- 2.1.21. **SUBJECT LINKS:** Link the Resource record to appropriate subject records available in ArchivesSpace and represented in the Scope and Content Note. Linked subjects may include topical subjects (including geographical terms and uniform titles), genre/form terms, occupation terms, and function terms. All top-level descriptions should also include a broad and narrow term from the CCLA Browse Terms list.

Topical subjects should represent concepts, places, or items with significant representation in the materials being described (i.e., at least 20 percent of the content at that level). Linked topical terms should be as specific as possible, though multiple terms may be used to address different aspects of a concept. If more than three related terms would be needed to represent a single topic, a more general term should be used instead.

Genre/form terms should also be linked to for material types with significant representation in the materials being described. Terms may be used to represent both the genre and the form of the materials (e.g., "Oral histories" and "Audiotapes"). For reproductions, both the format of the original and the reproduction may be linked if applicable (e.g., "Transcripts" and "Photocopies").

Occupation terms should be linked in cases where the personal papers described reflect the occupation of their creator(s). For example, if a collection of book drafts was received from their creator an occupational term of "Authors" should be linked. However, the occupations of creators should not be linked if they are unrelated to the materials being described.

Function terms should be linked in cases where corporate records described reflect a function performed by the creator(s). For example, if a collection of records on application procedures was received from Admissions and Records, the

functional term "Matriculation" should be linked. However, functions of creators should not be linked if they are unrelated to the materials being described.

Additionally, at the top level of a descriptive record, at least one broad term and one corresponding narrower term from the CCLA Browse Term list should be recorded. Terms from the Material Types section of the list should not be used unless the materials were acquired merely as examples of that material. A copy of the CCLA Browse Terms list is available at <http://net.lib.byu.edu/cclaead/>.

- 2.1.22. CONDITIONS GOVERNING ACCESS NOTE<sup>34</sup>: Record any restrictions on public access to the materials described, in accordance with [DACS 4.1](#). Restriction statements should be appropriate to the top level of description, and generally will not include specific exceptions. If there are no restrictions, record the statement as "Open for public research." Restriction statements should include the reason the materials are unavailable, the duration of the restriction, and instructions on who to contact to request access. In most cases, this contact will be Reference Services ([specialcollections@byu.edu](mailto:specialcollections@byu.edu)).

If the materials have restriction dates, the beginning and end dates of the restriction period should be recorded in ISO 8601 format. A year is not sufficient, it must be a complete date, otherwise ArchivesSpace will not save it. The type of restriction (e.g., donor/university imposed, repository imposed, or fragile) should also be selected from the option list. If the restriction is unrelated to fragility or storage areas, curators must provide an end date to a restriction.

For audiovisual recordings or digital files that have been digitized with no analog copy available, the Conditions Governing Access Note is used to point out the limited access to these materials.

Example: Digital copy only. [Digitized audiovisual recordings, digital images, digital files, etc.] available for use in the Reading Room.

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<sup>34</sup> Conditions Governing Access note sections updated per training/discussion with Reference Services, March 14, 2023

For photographs and negatives, the Conditions Governing Access Note is used to indicate a delayed access to the materials due to their cold storage. Since it still allows for access after a waiting period, dates are not required for this version of the note. The processor should specify what types of materials are restricted, i.e. photographs, negatives, slides. This note can be followed with “All other materials are open for public access.”

The Conditions Governing Access Note at the collection level should summarize all of the restrictions in the collection and point the Reference Staff to the series, subseries, or inventory below where the restriction exists (and if the finding aid has this hierarchy). Reference staff have requested this description to help flag the restricted material regardless of where staff or researchers access the metadata in the finding aid. This means that an access note will need to be added to every series below to ensure correct ArchivesSpace inheritance, or to every subseries if an aggregated note with subseries exceptions are found at the applicable series above.

Examples:

1. Collection-level note: Photographs in Series 2: Open for public research. Items kept in cold storage; access requires 24 hours advance notice. All other materials are open for public research.

Series 1 note: Open for public research.

Series 2 note: Photographs: Open for public research. Items kept in cold storage; access requires 24 hours advance notice.

2. Collection-level note: Open for public research. Materials in series 13 must be reviewed prior to providing access. Please contact Reference Services at [specialcollections@byu.edu](mailto:specialcollections@byu.edu).

Series 13 note: Some materials need to be reviewed for redaction of social security numbers before access is provided.

[Other 12 series should have a note indicating they are open for public research].

3. Series note: Donor restricted until 2025 (Subseries 3 restricted until 2028). Permission to use materials must be obtained Reference Services at [specialcollections@byu.edu](mailto:specialcollections@byu.edu).

Subseries 1 and 2 note: Donor restricted until 2025. Permission to use materials must be obtained from Reference Services at [specialcollections@byu.edu](mailto:specialcollections@byu.edu).

Subseries 3 note: Donor restricted until 2028. Permission to use materials must be obtained from Reference Services at [specialcollections@byu.edu](mailto:specialcollections@byu.edu).

A secondary access restriction note may be added and left unpublished that indicates instances with restricted material were linked at the collection level but nowhere else.

Example:

Public note: Open for public research.

Internal note: Restricted materials have been separated, with boxes linked at the collection level. Redacted copies have been placed in the original files.

The processor should check the Restrictions apply box at every level where a Conditions Governing Access Note exists.

Restrictions Apply?

Restriction notes and the Restrictions Apply box do not apply to materials simply stored in the Vault due to their high value.<sup>35</sup>

### University Archives:

For University Archives collections, the processing plan will provide a restriction note in the processing plan to be placed at the collection level. Follow the University Archives Records Analytics [workflow documentation](#) for the Archival Processing Section to form restriction notes for flagged material.

University Archives differs in that specific archival objects describing restricted material are not to be published and are

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<sup>35</sup> Updated for clarity, June 15, 2024.

always separated, eliminating the need for repeated access notes at every level.

Examples:

For records produced by the Board of Trustees:

“Restricted.”

For records produced by the Office of the President, vice presidents, President's Council, Deans' Council, and college deans:

“Restricted. Closed for 70 years from the end date of the administration, and thereafter open to the public in accordance with the University Archives Policy.”

For records produced by other university units:

“Restricted. Closed for 35 years from the date of creation of the records, and thereafter open to the public in accordance with the University Archives Policy.”

In cases where material in a collection has all come out of its restriction period and has been reviewed by the Records Analyst's team, or were produced prior to 1922:

“Open to the public in accordance with the University Archives Policy.”

University publications, as defined by the University Archives Policy, may be listed as "Open for public research."

2.1.23. SCOPE AND CONTENT NOTE: Include a note summarizing the nature and subject focus of the content found in the manuscript collection. Content description notes should follow the guidelines in [DACS 3.1](#). Aspects recorded in content notes may include:

- Function(s), activity(ies), transaction(s), and process(es) that generated the materials being described;
- Documentary form(s) or intellectual characteristics of the records being described;
- Content dates;

- Geographic area(s) and places related to the content or production of the materials;
- Subject matter present in the materials, such as topics, events, people, and organizations;
- Gaps in the collection contents.

Subjects, genre/forms, functions, or other components of the note should have significant representation in the materials being described (i.e., at least 20 percent of the content at that level). Scope and content notes should not state the level of description being described, and should not exceed one paragraph in length. Notes should follow the Turabian and Church style guides, which are summarized in the [Related Training Resources](#) section below.

- 2.1.24. ARRANGEMENT NOTE: Describe the organization of the materials in terms of the subordinate hierarchical level within the current level of description. For example, a collection with series should be described in terms of the series, while a series should be described in terms of its constituent files or items. If the materials have not been arranged during processing below the collection level, record the note as "Retained in original order."

If the subunits being described are archival aggregates, the note should record the number of subunits. Subunits should then be listed by recording their component unique identifier, title, and dates. Entries for each archival aggregate should be separated by a period and a space.

Examples of arrangement notes include:

Retained in original order.

Arranged alphabetically.

Arranged in four series: 1. Jack Hale personal papers, 1920-1965. 2. Jack Hale business correspondence, 1930-1956. 3. Jack Hale papers on the Kiwanis Club, 1933-1965. 4. Jack Hale diaries, 1920-1965.

Arranged in three series: 1. Gail S. Halvorsen correspondence, 1943-2017. 2. Gail S. Halvorsen

audiovisual recordings, artifacts, and other material, 1920-2018. 3. Gail S. Halvorsen photographs, slides, and films, 1905-2017.

Remaining files arranged chronologically.

2.1.25. **BIOGRAPHICAL/HISTORICAL NOTE:** Record one history note for each agent linked with a role of "Creator", regardless of the specific relator term used. Biographical/historical notes should take the form of a brief biographical abstract and should only include the information necessary for identifying the collection and relating the materials to their creator. For persons and families, this will be a one or two sentence statement giving the name as it is established, dates, occupation(s), and geographical location(s) of the entity. For corporate bodies, this will state the name, dates, function(s), and geographical location(s) of the entity. Full biographical histories will be found in the ArchivesSpace agent record. The label field should be left empty.<sup>36</sup> Open date spans in abstracts should be recorded in terms of the initial event, rather than being left with an open hyphen (e.g., "born" or "established"). For living individuals or currently active corporate bodies, use a time-bound qualifier at the beginning of the initial phrase (e.g., "As of 2020..."). The punctuation and style for Biographical/Historical notes should follow the Turabian and Church style guides, which are summarized in the [Related Training Resources](#) section below. Additional guidance is available in [DACS 2.7](#). See the full [training documentation](#) on Biographical/Administrative notes is available for more information.

An example of a biographical history:

LeRoy Bunnell was born October 13, 1901, in Provo, Utah, to Leslie Lamond and Ellen B. Johnson Bunnell. Bunnell graduated in Agronomy from Brigham Young University in 1928. He was involved with Future Farmers of America from 1937 until the 1950s. He married Mildred Potter in Salt Lake City, Utah, on September 25, 1929. He and his family lived in Iran for two years where he taught agricultural practices under the United States Point 4 Program. He died in Tremonton, Utah, on December 25, 1978.

An example of an administrative history:

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<sup>36</sup> Updated to reflect APPAC decision on future ArchivesSpace language upgrade, January 18, 2023.

The CAM Software Research Center (1976-1995) functioned to investigate methods of applying advanced technology to improve industrial productivity.

- 2.1.26. APPRAISAL NOTE: Record a standardized, formatted note indicating the collection development policy justifying the acquisition of the materials, as well as the applicable criteria from that policy. Additional information describing the appraisal decision may also be recorded. Notes should be recorded using the template below:

[CRITERIA] ([COLLECTION DEVELOPMENT POLICY TITLE], [SECTION IDENTIFIER FROM POLICY], [DATE OF POLICY]). [APPRAISAL DESCRIPTION].

Examples of appraisal notes include:

Utah and American West and LDS cultural, social, and religious history (20th Century Western and Mormon Manuscripts collection development policy, Section 5.VII, 2007).

Students and student organizations (University Archives Collection Development Policy, Section V.b.v.2.c, October 2015).

- 2.1.27. CONDITIONS GOVERNING USE NOTE: Record a standardized, formatted note regarding the potential reproduction and reuse of collection materials. The template for this note is below:

It is the responsibility of the researcher to obtain any necessary copyright clearances. Please direct any questions to Reference Services at [specialcollections@byu.edu](mailto:specialcollections@byu.edu).

If specific copyright or contractual restrictions are known, curators may indicate in the processing plan how the Conditions Governing Use Note should reflect those specific notations.

- 2.1.28. LANGUAGE OF MATERIALS NOTE: Record a note about the language content of the materials, only if the "Multiple languages" option was selected in the Languages drop-down list (see above). Language information should only be recorded if there is significant representation in the materials being described. Notes will generally follow the format of:

Materials in [language] and [language].

The punctuation and style for Language of Materials Notes should follow the Turabian style guide, which is summarized in the [Related Training Resources](#) section below.

Examples of language notes include:

Materials are in English and Spanish.

Materials in English with some correspondence in Welsh, with a translation in English.<sup>37</sup>

<sup>38</sup>After the Language note is recorded, the processor should click “Add Language” and add a language and script drop-down selection for each language listed in the Language of Materials note.

- 2.1.29. CUSTODIAL HISTORY NOTE: Record a description of the custodial history of the materials in the collection, from the time they left their creators' possession until their acquisition by the repository. Each owner, as well as custodial interventions that affect the integrity or evidential value of the collection, should be included. If the immediate source of acquisition has not indicated their willingness to be included in the catalog, do not include as part of the custodial history. Note content should conform to the guidelines in [DACS 5.1](#).

An example of a custodial history note:

The collection was deposited in the University Archives in several installments between 1974 and 1977. Arrangements for the transfers were made by a close friend of the Madsens', Anna Boss Hart, a former BYU faculty member who conferred frequently with Florence Jepperson Madsen during her time in a rest home in Provo. The papers were originally housed in Madsen's home in Provo. During processing, the photographic elements of the collection were separated and processed as the Franklin and Florence Jepperson Madsen photographs (UA P 8). These materials were reintegrated into the collection in 2020.

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<sup>37</sup> HTML markup directions removed to reflect ArchivesSpace update, January 11, 2023

<sup>38</sup> Added to reflect ArchivesSpace upgrade; November 18, 2020

- 2.1.30. IMMEDIATE SOURCE OF ACQUISITION NOTE: If a donor has indicated that they are willing to be identified in the deed of gift, or if the acquisition is a purchase or transfer, record a standardized, formatted note regarding the source of the collection materials. The template for this note is below:

[ACTION]; [ACTION AGENT]; [DATE OF ACTION].

If the donor has not indicated their willingness to be identified, the formatted note should be recorded but left unpublished.

Entries for multiple acquisitions from different sources and/or dates should be recorded in separate acquisitions notes in ArchivesSpace. Dates should be formatted according to the Turabian style guidelines.

Examples of acquisition notes include:

Donated; Tracy Allen; October 2012.

Purchased; Ken Sanders Rare Books; June 25, 2009.

INTERNAL NOTE: Donated; John Smith; 2014.

*Internal note for anonymous donation.*

- 2.1.31. RELATED MATERIALS NOTE: Record closely related archival collections with a shared provenance or other characteristics, including those from other institutions. Materials should be described in a narrative note, not as a list. Referenced materials should include their title, call number, and the name of the repository if the material is found elsewhere. It can also have explanatory narrative if needed about the nature of the relationship (i.e. if specific parts of a collection, such as the photographs, were separated into another finding aid).<sup>39</sup>A link can be added if desired by highlighting the text you want to serve as the link. A pop-up box will appear that says “wrap with,” then select “extref.” Within the opening tag extref tag, you will follow this template: <extref href="[link] show="new" actuate="onrequest">

Example of a related materials note:

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<sup>39</sup> Added linking directions, borrowed from the Indiana University “A Reference Guide to ArchivesSpace.” Karen Glenn, January 30, 2024.

See also the Garrett-Gates Mesoamerican Manuscripts Collection (C0744; Princeton University), the William Gates papers (Manuscripts/Collection 18; Tulane University), and the William Edmond Gates papers (MS-0148; Johns Hopkins University).

See also `<extref href="https://cather.unl.edu/" show="new" actuate="onrequest">The Willa Cather Archive</extref>` at University of Nebraska, Lincoln.

- 2.1.32. OTHER FINDING AIDS NOTE: If applicable, provide references to older finding aids, preliminary inventories, or other finding aids created for the materials being described. Generally, these other finding aids will not be compliant with DACS, and may be available either online or in hard copy. For online documents, the URL for the finding aid should be provided and the EAD encoding for an extref element provided. Once an older finding aid has been entered into ArchivesSpace, duplicating the content or rendering the old finding aid obsolete, the link to the older finding aid may be deleted or unpublished. Record this note in a narrative sentence format.

Examples of other finding aids notes include:

A more detailed inventory is available in the repository.

Box-level inventory available online. `<extref actuate="onRequest" href="http://files.lib.byu.edu/ead/XML/UA1311.xml" show="new" title="Broadcast Services KBYU Audio Tapes and Records">http://files.lib.byu.edu/ead/XML/UA1311.xml</extref>`

- 2.1.33. PROCESSING INFORMATION NOTE: Record a standardized, formatted note indicating when the materials were processed and by whom. The template for this note is below:

[ACTION]; [ACTION AGENT]; [DATE OF ACTION].  
[NOTE].

The recorded action should always be "Processed", and the name of processor given in natural order. The date of processing should be recorded in Turabian style. A note describing processing actions should be recorded in narrative fashion. If the information about processing wouldn't give any

more context beyond what is meant by the word “processed,” do not add this extra note (i.e. when you are the first person to process the collection, no need to point out that a finding aid was created). If the materials have been processed multiple times, each action should be recorded in a separate processing information note. This note should also include information about how and to what extent the collection was processed, such as unique organizational schemes and intense re-housing, including the origin of description. If a line is added explaining processing actions, an accompanying Revision Note should also be added if the description is updated. The curator's name should not be in this note unless they actually processed all or part of the collection. See [Reparative Language](#) for more information on how to use this and other finding aid fields to state where and why outdated, harmful, and offensive language has been preserved.<sup>40</sup>

Examples of processing notes include:

Processed; Jacob Smith; 2014. The original arrangement and folder titles were retained in most cases. Exceptions include legal-sized material, which was rehoused into appropriate containers.

Processed; Eliza Johnson; 2019. Processing involved a collection survey and arrangement into series and subseries, and the updating of the finding aid.

Processed; Thomas Jones; 2017. Materials in addendum were rehoused and original folder titles retained, then arranged into series matching the existing collection. Materials were retained in boxes at the end of the collection and not interfiled with previous installments.

- 2.2. Complete any additional fields in the Resource record that would be useful to documenting the content or history of the collection. However, the following ArchivesSpace note types should not be used: Abstract, Dimensions, Index, Materials Specific Details, Physical Description, Physical Facet, Physical Location, or Preferred Citation notes. All note field content should conform to the style guidelines in Turabian and the Church guide (see summary below in [Related Training Resources](#)). Guidance for some of these additional fields is provided below:

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<sup>40</sup> Updated April 26, 2023.

- 2.2.1. **BIBLIOGRAPHY NOTE:** Record a list of publications produced by scholars, which are based on the use of the materials being described. Citations should be prepared using the Turabian footnote or endnote style, which generally includes the author, title, publisher location, publisher, and date of publication. Citation entries should not include additional EAD formatting, and should be separated with line breaks.

Examples of bibliography notes include:

Thomas G. Alexander, Brigham Young and the Expansion of the Mormon Faith (Norman, OK: University of Oklahoma Press, 2019).

A. LeGrand Richards, "Moritz Busch's Die Mormonen and the Conversion of Karl G. Maeser," *BYU Studies Quarterly* 45, no. 4 (2006): 47-67.

- 2.2.2. **EXISTENCE AND LOCATION OF ORIGINALS NOTE:** Record the location of original materials, if the materials being described are reproductions (e.g., photocopies, digital scans, microfilm). Notes should state the name of the collection (or portion of the collection), the name of the holding repository or individual, and their address (if available).

An example of an existence of originals note:

Original letterpress copybooks: Church History Library; 15 East North Temple Street; Salt Lake City, Utah 84150.

- 2.2.3. **EXISTENCE AND LOCATION OF COPIES NOTE:** Record the location of copies or other reproductions of manuscript materials (e.g., transcriptions, microfilm, digital copies, etc.), if considered important. Copies held by another repository should be recorded with the name of the collection (or portion of the collection), the name of the holding repository or individual, and their address (if available). When physical copies are part of the same collection, a brief note indicating their existence, format, and location may be recorded.

Examples of existence of copies notes include:

Photocopies of correspondence available in the collection (box 1 folder 2).

Transcript of diary available in the Americana Collection.

Digitized [audiovisual recordings, scans, files etc.] available for use in the Reading Room.

*If the analog copy is available in the collection.*

- 2.2.4. PHYSICAL CHARACTERISTICS AND TECHNICAL REQUIREMENTS NOTE: Record a brief statement of the system requirements or playback equipment needed to access audio-visual or other materials, if needed. Note content should be recorded in accordance with [RDA 3.20](#).
- 2.2.5. GENERAL NOTE: Record a general note for any descriptive content that does not have a specific note type, including noting where a title came from if it has a source. Labels should not be included in the Label field, but may be prepended to the note content. See [Reparative Language](#) for more information on how this note is used to state presence of harmful, offensive, or outdated language.<sup>41</sup>

Examples of common general notes include:

Title from folder.

*Source of title note (see [RDA 2.17.2.3](#) and [DCRM\(Mss\) 7B4.1](#)).*

Title from recto.

Microfilm. Provo, UT : Brigham Young University, 1983.

*Reproduction note (see [MARC 533 field instructions](#)).*

Annotation on verso in unknown hand -- "Women's Congress at Vienna. Lady Tata will represent the National Council of Women of India and the Bombay

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<sup>41</sup> Updated April 26, 2023

Presidency Women's Council at the International Women's Congress at Vienna, this month."

*Inscription note (see [DCRM\(G\) 7B9.6](#)).*

- 2.2.6. INSTANCES: Add or create containers at the collection level if there are no subordinate Archival Objects present. Resources with linked instances include collections processed only at the collection level, stand-alone files or items, and boxes or folders with restricted materials that are housed separately from non-restricted collection materials. If there are already containers attached to a record, add the container number and type as a new top container (see directions below). Otherwise, create the top container by selecting Create and adding the number and container type in the pop-up window. Box, carton, and folder are the most common. Volume should be used for a stand-alone volume, and object for an artifact or other item. For new or existing containers, select the Type "Text" for written/typed materials, "Graphic Materials" for photographs or other visual materials, "Audio" and "Moving Images" for audiovisual materials, "Computer Disks" for computer media, "Realia" for any kind of artifact, and "Mixed Materials" if you need to express a type that is more than one of these. Do not record the Container Profile Type. Collections Management will record this when containers are shelved and barcoded.

Instances

Type \* Text

Top Container \* Box 1: [31197231044469] × ▾

To add a Top Container that is not attached to the record, click "create" on the drop-down menu. This will pull up a menu where you fill out two things- Container Type selected from a drop-down menu (i.e. box, carton, etc.) and the Indicator, which will be the container number.

## Create Top Container

Container Profile

→ Container Type

→ Indicator \*

Then add the Child Type (if applicable) from the drop-down menu, and the Child Indicator, such as Folder and 1.

Child Type

Child Indicator

If you need to attach more than one container, or more than one Child Type, add another instance.

Child Type

Child Indicator

Grandchild Type

Grandchild Indicator

→

If you need to express multiple of the same type of child containers, do so in the Child Indicator.

Child Type

Child Indicator

Grandchild Type and its indicator are never used.

- 2.2.7. If you are using an Existence and Location of Copies note to state the location of a copy of something, instances for that box or folder where the copy is stored is not attached with that archival object. It is attached at the collection level instead.

### 3. DESCRIBING SERIES AND SUBSERIES-LEVEL ARCHIVAL OBJECTS

3.1. Complete the following fields at the series level in Archival Object records, as directed below:

3.1.1. **TITLE:** Record a brief identifying title for the Archival Object. When possible, the title should not duplicate the title of its hierarchical superior unit (e.g., including a subject component or varying the nature of materials component). Titles should be devised according to the guidelines in [DACS 2.3](#), and include the following components:

- The name of the agent predominantly responsible for the creation, assembly, accumulation, and/or maintenance of the materials,
- The nature of the materials present in the series or subseries (for aggregates with multiple types, use the terms "papers", "records", or "collection" as appropriate), and
- The topic of the materials, if there is a subject-based or functional focus to the series or subseries.

Names in titles should be recorded using the authorized form of the name in direct order for those with established name headings, or using the most common form of names in their official language for those that are not. Qualifiers used in authorized access points should be excluded. For corporate bodies with subordinated headings, only the subordinate unit name should be included.

If the materials described were created by a corporate body that changed names over the time period represented in the materials themselves, record the most recent name used by the body during that period.

If the materials were collected or created by the repository, its name should be included in the title. If the name of the creator is unknown, do not include a name component in the title.

In the segment of the title for the nature of materials, generally a genre term will be preferred over a format term (e.g., "diaries" instead of "microfilm", or "photograph" instead of "negative"). However, in cases where the format is important for differentiation, or for reflecting the materials' arrangement, format terms may be used.

Titles should be recorded using sentence case, using the capitalization guidelines in [RDA Appendix A](#). Titles found

within devised titles should also be recorded in sentence case, with the first word in the title capitalized.

Examples of correctly formulated titles include:

James Stewart papers on It's a wonderful life

*Associated creator:* Stewart, James, 1908-1997

Department of History faculty records

*Associated creator:* Brigham Young University.  
Department of History

Groo family papers

*Associated creator:* Groo (Family : Groo, Isaac, 1827-1895)

- 3.1.2. **COMPONENT UNIQUE IDENTIFIER:** Record the sequential number of the series within the collection, or the subseries within the series (e.g., 1, 5). The level of description should not be included in this field.
- 3.1.3. **LEVEL OF DESCRIPTION:** Record the hierarchical level corresponding with the level being described. Appropriate Drop-down list options include Series or Sub-series.
- 3.1.4. **LANGUAGES:** If the language(s) associated with the series or subseries are not identical to those of its hierarchically superior unit, record the language and script<sup>42</sup> of the materials for the series or subseries. In cases where multiple languages are present, the term "Multiple languages" should be used and a Language of Materials Note recorded to further describe the presence and amount of those languages (see Language of Materials Note guidelines below). Then further language drop-downs should be added for each language present. When describing a non-textual item (e.g., photograph, artifact), record the term "No linguistic content". The redundancy of the language drop-down and the language note is due to the

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<sup>42</sup> Added to reflect ArchivesSpace upgrade; November 18, 2020

different functions of the language code (machine readable vs. human-readable content).

3.1.5. DATES: If the dates associated with the series or subseries are not identical to those of its hierarchically superior unit, record the dates associated with the creation or recordkeeping of the unit as described in [DACS 2.4](#), and following the guidelines above. The type of date should be selected from the Date Label drop-down options. In most cases, the date of creation of the record content should be used. For reproductions (e.g., photocopies, transcripts), the creation date of the original version of the record should be recorded rather than the date of reproduction. A note of the date of reproduction can be recorded in a General Note.

3.1.6. EXTENTS: Record the extent of the series or subseries in terms of container types. If only one container type is used to house the collection, the Portion field should be set to "Whole". If multiple types of containers are used to house the collection (e.g., boxes, cartons, oversize folders), a separate extent subrecord should be recorded for each container type. Each subrecord should have a Portion field value of "Part".

If the series or subseries includes born-digital materials that are stored in a library digital asset management system without an access copy on media in the collection, the extent of the materials should be recorded in terms of "online resources."

Examples of extent entries include:

1

box

1

online resource

3.1.7. AGENT LINKS: If the creators associated with the series or subseries are not identical to those of its hierarchically superior unit, link the Archival Object to associated agents, including the creator(s) of the material, significant contributors

to the materials' content, and agent subjects. The role of a linked agent should be indicated in the "Role" drop-down list. The specific nature of the relationship may be recorded using the "Relator" drop-down list. In cases where corporate records were created by a body that changed names over the course of the materials' creation, link the most recent name with a Role of Creator and a Relator of Creator. Previous names represented in the material should also be linked with a Role of Creator, but with the Relator value of Contributor. For guidelines on creating ArchivesSpace agent records, see the Describing Archival Creators and Agent Subjects Procedures. For additional guidance on the linking on agent subjects, see [DACS 2.6](#) and the guidance on Subjects below.

- 3.1.8. **SUBJECT LINKS:** If the subjects associated with the series or subseries are not identical to those of its hierarchically superior unit, link the Archival Object record to appropriate subject records available in ArchivesSpace and represented in the Scope and Content Note. Linked subjects may include topical subjects (including geographical terms and uniform titles) and genre/form terms. Occupation and functional terms, as well as CCLA Browse Terms should not be recorded at the series or subseries levels. For reproductions, both the format of the original and the reproduction may be linked if applicable (e.g., "Transcripts" and "Photocopies").

**CONDITIONS GOVERNING ACCESS NOTE:** If the series or subseries contain access restrictions, curators record any restrictions on public access to the materials described, in accordance with [DACS 4.1](#), and check the Restrictions Apply checkbox. Restriction statements should include the reason the materials are unavailable, the duration of the restriction, and instructions on who to contact to request access. In most cases, this contact will be Reference Services ([specialcollections@byu.edu](mailto:specialcollections@byu.edu)). If the materials are restricted, the beginning and end dates of the restriction period should be recorded in ISO 8601 format. A year is not sufficient, it must be complete date. The type of restriction (e.g., donor/university imposed, repository imposed, or fragile) should also be selected from the option list.

For University Archives, follow the processing plan for instructions on restriction periods. See [3.1.22](#) for more information on this note.

3.1.9. **SCOPE AND CONTENT NOTE:** Include a note summarizing the nature and subject focus of the content found in the series or subseries. Content description notes should follow the guidelines in [DACS 3.1](#). Aspects recorded in content notes may include:

- Function(s), activity(ies), transaction(s), and process(es) that generated the materials being described;
- Documentary form(s) or intellectual characteristics of the records being described;
- Content dates;
- Geographic area(s) and places related to the content or production of the materials;
- Subject matter present in the materials, such as topics, events, people, and organizations;
- Gaps in the materials' contents.

Subjects, genre/forms, functions, or other components of the note should have significant representation in the materials being described (i.e., at least 20 percent of the content at that level). Scope and content notes should not state the level of description, and should not exceed one paragraph in length. Notes should follow the Turabian and Church style guides, which are summarized in the [Related Training Resources](#) section below.

3.1.10. **BIOGRAPHICAL/HISTORICAL NOTE:** If the creators associated with the series or subseries were not identical to those of its hierarchically superior unit, and Agent records were linked, record one history note for each agent linked with a role of "Creator", regardless of the specific relator term used. Biographical/historical notes should take the form of a brief biographical abstract and should only include the information necessary for identifying the collection. For persons and families, this will be a one- or two sentence statement giving the name, dates, occupation, and geographical location of the entity. For corporate bodies, this will state the name, dates, function, and geographical location of the entity. Full biographical histories will be found in the ArchivesSpace agent

file. The label field should be left empty.<sup>43</sup> The punctuation and style for Biographical/Historical notes should follow the Turabian and Church style guides, which are summarized in the [Related Training Resources](#) section below. Additional guidance is available in [DACS 2.7](#). This note may be required if a different creator is listed at the series level than at the collection level.

- 3.1.11. **ARRANGEMENT NOTE:** Describe the organization of the materials in terms of the subordinate hierarchical level within the current level of description. For example, the arrangement note for a series may be in terms of subseries, files, or items, depending on the arrangement of the materials. In cases where subordinate units include different levels of description (e.g., a series with subordinate subseries and files), a combination of structured and unstructured notes may be used. For additional guidance, see above.

Examples of series- and subseries-level arrangement notes include:

Arranged in six subseries: 1. Thomas L. Kane travel correspondence, 1835-1854. 2. Thomas L. and Elizabeth Wood Kane correspondence from courtship, 1852-1853. 3. Thomas L. Kane correspondence with Elizabeth Wood Kane, 1853-1878. 4. Thomas L. Kane correspondence with William Wood, 1840-1877. 5. Thomas L. Kane correspondence with friends and family, 1840-1848. 6. Thomas L. Kane journals, manuscripts, and other material, 1839-1886.

Arranged chronologically by last name of correspondent.

Arranged in three subseries: 1. Orrin Orlando Barrus family papers, 1922-1958. 2. Mary Elizabeth Clark Barrus family papers, 1897-1961. 3. Orlando Clark Barrus papers, 1917-1922.

Remaining files retained in original order.

- 3.1.12. **LANGUAGE OF MATERIALS NOTE:** If the language(s) associated with the series or subseries were not identical to

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<sup>43</sup> Updated to reflect APPAC decision on future ArchivesSpace language upgrade, January 18, 2023.

those of its hierarchically superior unit, record a note about the language content of the materials if the "Multiple languages" option was selected in the Basic Information drop-down list (see above). Language information should only be recorded if there is significant representation in the materials being described. <sup>44</sup>Notes will generally follow the format of:

Materials in [language] and [language].

The punctuation and style for Language of Materials Notes should follow the Turabian style guide, which is summarized in the [Related Training Resources](#) section below.

<sup>45</sup>After the Language note is recorded, the processor should click "Add Language" and add a language and script drop-down selection for each language listed in the Language of Materials note.

3.1.13. **INSTANCES:** Create and link top-container instances to the Archival Object record for a series or subseries if there are no subordinate Archival Objects present. Top-container instances should have an appropriate Container Type value matching their format (e.g., Box, Carton, Oversize, Folder, Oversize-Folder, Reel). If the materials are not contained in a box or folder, other Child Types (e.g., Object, or Volume) may be used.

3.2. Curators may complete any additional fields in the Archival Object record that would be useful to documenting the content or history of the series or subseries. However, the following ArchivesSpace note types should not be used: Abstract, Dimensions, Index, Materials Specific Details, Physical Description, Physical Facet, Physical Location, or Preferred Citation notes. All note field content should conform to DACS and the style guidelines in Turabian and the Church guide (see summary below in [Related Training Resources](#)).

3.2.1. **GENERAL NOTE:** Record a general note for any descriptive content that does not have a specific note type. Labels should not be included in the Label field but may be prepended to the note content.

Examples of common general notes include:

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<sup>44</sup> HTML coding directions removed to reflect ArchivesSpace update, January 11, 2023

<sup>45</sup> Added to reflect ArchivesSpace upgrade; November 18, 2020

Only select files from within the series are described and linked to this description.

*For the case of a series of 100 files with only three subordinate Archival Objects for specific files.*

- 3.3. INSTANCES: Add or create containers at the series level. If there are already containers attached to a record, add the container number by selecting the Type and then the Top Container. Select the Type “Text” for written/typed materials, “Graphic Materials” for photographs or other visual materials, “Audio” and “Moving Images” for audiovisual materials, “Computer Disks” for computer media, “Realia” for any kind of artifact, and “Mixed Materials” if you need to express a type that is more than one of these.

If you are needing to add a Top Container that is not attached to the record, click “create” on the drop-down menu. This will pull up a menu where you fill out two things- Container Type selected from a drop-down menu (i.e. box, carton, etc.) and the Indicator, which will be the container number.

Then add the Child Type (if applicable) from the drop-down menu, and the Child Indicator, such as Folder and 1.

If you need to attach more than one container, or more than one Child Type, add another instance.

If you need to express multiple of the same type of child containers, do so in the Child Indicator.

Child Type	Folder
Child Indicator	1-5

#### 4. DESCRIBING FILE-LEVEL ARCHIVAL OBJECTS

- 4.1. Complete the following fields at the file level in Archival Object records, as directed below:

4.1.1. TITLE:

*For files without a formal title, record a brief identifying title for the Resource. Titles should be devised according to the guidelines in [DACS 2.3](#), and include the following components:*

- The name of the agent predominantly responsible for the creation, assembly, accumulation, and/or maintenance of the materials,
- The nature of the materials present in the collection (for aggregates with multiple types, use the terms "papers", "records", or "collection" as appropriate), and
- The topic of the materials, if there is a subject-based or functional focus to the collection.

Names in titles should be recorded using the authorized form of the name in direct order for those with established name headings, or using the most common form of names in their official language for those that are not. Qualifiers used in authorized access points should be excluded. For corporate bodies with subordinated headings, only the subordinate unit name should be included.

If the materials described were created by a corporate body that changed names over the time period represented in the materials themselves, record the most recent name used by the body during that period.

If the materials were collected or created by the repository, its name should be included in the title. If the name of the creator is unknown, do not include a name component in the title.

In the segment of the title for the nature of materials, generally a content designation (i.e., genre or form) term will be preferred over a reference to the materials' carrier (e.g., "diaries" instead of "microfilm", or "photograph" instead of "negative"). However, in cases where the carrier is important for differentiation, or for reflecting the materials' arrangement, such terms may be used.

Titles should be recorded using sentence case, using the capitalization guidelines in [RDA Appendix A](#). Titles found within devised titles should also be recorded in sentence case, with the first word in the title capitalized.

Examples of correctly formulated titles include:

George H. Brimhall letters on Whitecotton Library Fund  
*Associated creator:* Brimhall, George H. (George Henry),  
 1853-1932

Merian C. Cooper Enterprises records on Adam Longroad television series

*Associated creator:* Merian C. Cooper Enterprises

Helen Foster Snow papers on The Chinese labor movement

*Associated creator:* Snow, Helen Foster, 1907-1997

*For files with a formal title*, the title proper, other title information, and statement of responsibility should be transcribed from the preferred source of information for the item type (see [RDA 2.2.2](#)). The source of formal titles should be specified in the processing plan. Common preferred sources of information for titles are listed below:

- Volumes, sheets, or cards: Title page, title sheet, or title card
  - Other options (in order of preference): Cover or jacket, caption, masthead, colophon
- Moving images: Title frame or title screen
  - Other options (in order of preference): Attached label on media, media container, disc menu
- Other physical formats: Attached label on media, an internal source, container
- Other online resources: Textual content, embedded metadata

The title proper should be separated from other title information with a space-colon-space. The title proper (or other title information) should be separated from the statement of responsibility with a space-forward slash-space. A note indicating the source of the title should be recorded in a General Note field. Additional notes and genre/form terms should be used to bring out the physical characteristics of the materials, as needed.

Titles should be recorded using sentence case, using the capitalization guidelines in [RDA Appendix A](#).

Examples of transcribed formal titles:

U.S. Steel Ironton property environmental issue

*Accompanying General Note:* Title from folder.

A short history of the Hellewell family

*Accompanying General Note:* Title from page 1.

*Accompanying General Note:* Typescript (photocopy).

*Accompanying Genre/Forms:* Family histories;  
Transcripts; Photocopies

Summary of accomplishments / by Gerrit W. Gong

*Accompanying General Note:* Title from folder.

However, in cases where a file-level formal title is misleading, a devised title may be recorded instead.

- 4.1.2. COMPONENT UNIQUE IDENTIFIER: Record a unique number associated with a file, if available. Identifiers should be unique within the archival aggregate to which they belong (e.g., collection, series, subseries) to prevent duplicate entries across the collection. When recording composite, dot-decimal identifiers assigned during arrangement, only the last portion of the identifier should be recorded (e.g., processor should record "1" for a file with an identifier of "3.5.1").
- 4.1.3. LEVEL OF DESCRIPTION: Select "File" from the drop-down list options.
- 4.1.4. LANGUAGES: If the language(s) associated with the file are not identical to those of its hierarchically superior unit, record the language and <sup>46</sup>script of the materials for the file. In cases where multiple languages are present, the term "Multiple languages" should be used and a Language of Materials Note

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<sup>46</sup> Added to reflect ArchivesSpace upgrade; November 18, 2020

recorded to further describe the presence and amount of those languages (see Language of Materials Note guidelines below). Then further language drop-downs should be added for each language present. When describing a non-textual item (e.g., photograph, artifact), record the term "No linguistic content". The redundancy of the language drop-down and the language note is due to the different functions of the language code (machine readable vs. human-readable content).

- 4.1.5. DATES: If the dates associated with the file are not identical to those of its hierarchically superior unit, record the dates associated with the creation or recordkeeping of the file as described in [DACS 2.4](#), and following the guidelines above. The type of date should be selected from the Date Label drop-down options. In most cases, the date of creation of the record content should be used. For reproductions (e.g., photocopies, transcripts), the creation date of the original version of the record should be recorded rather than the date of reproduction. A note of the date of reproduction can be recorded in a General Note.

If the file does not include dates, record the phrase "date of production not identified" in place of an approximate date in the date Expression field. However, a type of date (i.e., "Single" or "Range") should still be selected from the drop-down list, and the beginning and end dates of an estimated span recorded in ISO 8601 format. The type of date entered should be indicated in the Uncertainty field (i.e., approximate, inferred, questionable). The calendar and era recorded should also be indicated in the appropriate fields.

- 4.1.6. EXTENTS: Record the extent of the file in terms of container types. If only one container type is used to house the collection, the Portion field should be set to "Whole". If multiple types of containers are used to house the collection (e.g., boxes, cartons, oversize folders), a separate extent subrecord should be recorded for each container type. Each subrecord should have a Portion field value of "Part".

If the file includes born-digital materials that are stored in a library digital asset management system without an access copy on media in the collection, the extent of the materials should be recorded in terms of "online resources."

Examples of extent entries include:

2

folders

1

online resource

- 4.1.7. **SUBJECT LINKS:** If the genre/form subjects associated with the file are not identical to those of its hierarchically superior unit, link the Archival Object record to appropriate genre/form subject records available in ArchivesSpace. Terms used should represent formats or genres with significant representation in the materials being described (i.e., at least 20 percent of the content of the file). Linked terms should be as specific as possible, though multiple terms may be used to address different aspects of the materials. If more than three related terms would be needed, a more general term should be used instead. For reproductions, both the format of the original and the reproduction may be linked if applicable (e.g., "Transcripts" and "Photocopies").

**CONDITIONS GOVERNING ACCESS NOTE:** Record any restrictions on public access to the materials described, in accordance with [DACS 4.1](#), and check the Restrictions Apply checkbox. Restriction statements should be appropriate to the file, and generally will not include specific exceptions. Restriction statements should include the reason the materials are unavailable, the duration of the restriction, and instructions on who to contact to request access. In most cases, this contact will be Reference Services ([specialcollections@byu.edu](mailto:specialcollections@byu.edu)). If the materials are restricted, the beginning and end dates of the restriction period should be recorded in ISO 8601 format. A year is not sufficient, it must be complete date, otherwise ArchivesSpace will not save it. The type of restriction (e.g., donor/university imposed, repository imposed, or fragile) should also be selected from the option list.

For University Archives, follow the processing plan for instructions on restriction periods.

See section [3.1.22](#) for more information on the Conditions Governing Access Note.

- 4.1.8. SCOPE AND CONTENT NOTE: If the file title and associated genre terms do not adequately describe the material, curators and APS staff may record a scope and content note. Content description notes should follow the guidelines in [DACS 3.1](#). Aspects recorded in content notes may include:

- Function(s), activity(ies), transaction(s), and process(es) that generated the materials being described;
- Documentary form(s) or intellectual characteristics of the records being described;
- Content dates;
- Geographic area(s) and places related to the content or production of the materials;
- Subject matter present in the materials, such as topics, events, people, and organizations;
- Gaps in the materials' contents.

Subjects, genre/forms, functions, or other components of the note should have significant representation in the materials being described (i.e., at least 20 percent of the content at that level). Scope and content notes should not state the level of description, and should not exceed one paragraph in length. Notes should follow the Turabian and Church style guides, which are summarized in the [Related Training Resources](#) section below.

- 4.1.9. LANGUAGE OF MATERIALS NOTE: If the language(s) associated with the file were not identical to those of its hierarchically superior unit, record a note about the language content of the materials if the "Multiple languages" option was selected in the Basic Information drop-down list (see above). Language information should only be recorded if there is significant representation in the materials being described. Notes will generally follow the format of:

Materials in [language] and [language].

The punctuation and style for Language of Materials Notes should follow the Turabian style guide, which is summarized in the [Related Training Resources](#) section below.

<sup>47</sup>After the Language note is recorded, the processor should click “Add Language” and add a language and script drop-down selection for each language listed in the Language of Materials note.

- 4.1.10. INSTANCES: Create and link top-container instances to Archival Object records for files if there are no subordinate Archival Objects present. Folder numbers will be recorded by selecting the Child Type for the container from the drop-down list, and the folder number in the Child Indicator field. If a file includes multiple folders within the same box, a range of folder numbers may be included (e.g., "4-9"). If the folders in a file span two boxes, a separate instance for each box should be linked with the folder span for each.

Examples of file-level physical instance entries include:

The screenshot shows a form with the following fields and values:

- Type**: Text
- Top Container**: Box 1: Series 1; Series 2 [31197231038594]
- Child Type**: Folder
- Child Indicator**: 2
- Grandchild Type**: (empty)
- Grandchild Indicator**: (empty)

- 4.2. If necessary, curators may complete any additional fields in the Resource record that would be useful to documenting the content or history of the collection. However, the following ArchivesSpace note types should not be used: Abstract, Dimensions, Index, Materials Specific Details, Physical Description, Physical Facet, Physical Location, or Preferred Citation notes. All note field content should conform to the

<sup>47</sup> Added to reflect ArchivesSpace upgrade; November

18, 2020

style guidelines in Turabian and the Church guide (see summary below in [Related Training Resources](#)). Guidance for some of these additional fields is provided below:

## 5. DESCRIBING ITEM-LEVEL ARCHIVAL OBJECTS

5.1. Complete the following fields at the item level in the Archival Object records, as directed below:

5.1.1. **TITLE:** *For items without a formal title*, record a brief identifying title for the Resource. Titles should be devised according to the guidelines in [DACS 2.3](#), and include the following components:

- The name of the agent predominantly responsible for the creation, assembly, accumulation, and/or maintenance of the materials,
- The nature of the materials present in the collection (for aggregates with multiple types, use the terms "papers", "records", or "collection" as appropriate), and
- The topic of the materials, if there is a subject-based or functional focus to the collection.

Names in titles should be recorded using the authorized form of the name in direct order for those with established name headings, or using the most common form of names in their official language for those that are not. Qualifiers used in authorized access points should be excluded. For corporate bodies with subordinated headings, only the subordinate unit name should be included.

If the materials described were created by a corporate body that changed names over the time period represented in the materials themselves, record the most recent name used by the body during that period.

If the name of the creator is unknown, do not include a name component in the title.

In the segment of the title for the nature of materials, generally a content designation (i.e., genre or form) term will be preferred over a reference to the materials' carrier (e.g., "diaries" instead of "microfilm", or "photograph" instead of "negative"). However, in cases where the carrier is important

for differentiation, or for reflecting the materials' arrangement, such terms may be used.

For letters that need additional differentiation, additional qualifying information may also be included in a devised title. Optional components include the creator's place of writing, a place associated with the recipient, or the subject of the letter (see [DCRM\(Mss\) 1B2.2](#)).

For untitled creative works (e.g., essays, short stories, poems), the term "untitled" may be included in the devised title to indicate the lack of a formal title (see [DCRM\(Mss\) 1B1.2.3](#)).

Titles should be recorded using sentence case, following the capitalization guidelines in [RDA Appendix A](#). Titles found within devised titles should also be recorded in sentence case, with the first word in the title capitalized.

Examples of correctly formulated titles include:

Karl G. Maeser, Provo, Utah, letter to Angus M. Cannon, Salt Lake City, Utah

*Associated creators:* Maeser, Karl G. (creator); Cannon, Angus M. (Angus Munn) (correspondent)

Zane Gray untitled short story

*Associated creator:* Grey, Zane, 1872-1939

Still from The absent-minded professor

*Associated title:* Absent-minded professor (Motion picture)

*For items with a formal title*, the title proper, other title information, and statement of responsibility should be transcribed from the preferred source of information for the item type (see [RDA 2.2.2](#)). Common preferred sources of information for titles are listed below:

- Volumes, sheets, or cards: Title page, title sheet, or title card

- Other options (in order of preference): Cover or jacket, caption, masthead, colophon
- Moving images: Title frame or title screen
  - Other options (in order of preference): Attached label on media, media container, disc menu
- Other physical formats: Attached label on media, an internal source, container
- Other online resources: Textual content, embedded metadata

The title proper should be separated from other title information with a space-colon-space. The title proper (or other title information) should be separated from the statement of responsibility with a space-forward slash-space. A note indicating the source of the title should be recorded in a General Note field. Additional notes and genre/form terms should be used to bring out the physical characteristics of the materials, as needed.

For items that do not have a collective title, but include formal titles for their component parts, transcribe the titles of the parts from the item in the order they appear. Titles should be separated by a period-space (see [RDA 2.3.2.9](#)).

Titles should be recorded using sentence case, using the capitalization guidelines in [RDA Appendix A](#).

Examples of transcribed formal titles:

Sermones en lengua Cakchiquel / escritos por varios padres de la Orden de San Francisco y recogidos por el M. R. M. Padre Fr. Baltasar de Alarcon, procurador general de la misma orden

*Accompanying General Note:* Title from title page.

Chain emails : the new face to face folklore / Jason Hess

*Accompanying General Note:* Title from title page.

Spring Dell, Provo Canyon

*Accompanying General Note:* Title from lower margin.

Your show must go on / by Peggy S. Worthen.  
 Gathering: education in a compact society / by Elder  
 Kevin J. Worthen

*Accompanying General Note:* Title from disc label.

However, in cases where an item-level formal title is misleading, a devised title may be recorded instead.

- 5.1.2. **COMPONENT UNIQUE IDENTIFIER:** Record a unique number associated with an item, if available. Identifiers should be unique within the archival aggregate to which they belong (e.g., collection, series, subseries, file) to prevent duplicate entries across the collection. When recording composite, dot-decimal identifiers assigned during arrangement, only the last portion of the identifier should be recorded (e.g., processor should record "15" for an item with an identifier of "1.3.15"). Photographs and audiovisual materials are an exception. Photographs will be numbered with a unique identifiers across an entire collection, regardless of hierarchy, so that they can be linked to negatives. Audiovisual materials will be labeled AV001, AV002, to set them apart from other materials and track them as they move back and forth from the lab. Multiple tracks being described in ArchivesSpace will be described as AV001\_01, AV001\_02, etc.
- 5.1.3. **LEVEL OF DESCRIPTION:** Select "Item" from the drop-down list options.
- 5.1.4. **LANGUAGES:** If the language(s) associated with the file are not identical to those of its hierarchically superior unit, record the language of the materials for the file. In cases where multiple languages are present, the term "Multiple languages" should be used and a Language of Materials Note recorded to further describe the presence and amount of those languages (see Language of Materials Note guidelines below). Then further language drop-downs should be added for each language present. When describing a non-textual item (e.g., photograph, artifact), record the term "No linguistic content". The redundancy of the language drop-down and the language note

is due to the different functions of the language code (machine readable vs. human-readable content).

- 5.1.5. DATES: If the dates associated with the item are not identical to those of its hierarchically superior unit, record the dates of associated with the creation or recordkeeping of the unit as described in [DACS 2.4](#), and following the guidelines above. The type of date should be selected from the Date Label drop-down options. In most cases, the date of creation of the record content should be used. For reproductions (e.g., photocopies, transcripts), the creation date of the original version of the record should be recorded rather than the date of reproduction. A note of the date of reproduction can be recorded in a General Note.

If the file does not include dates, record the phrase "date of production not identified" in place of an approximate date in the date Expression field. However, a type of date (i.e., "Single" or "Range") should still be selected from the drop-down list, and the beginning and end dates of an estimated span recorded in ISO 8601 format. The type of date entered should be indicated in the Uncertainty field (i.e., approximate, inferred, questionable). The calendar and era recorded should also be indicated in the appropriate fields.

- 5.1.6. EXTENTS: Record the extent of items depending on the format or type of media being described. When the item is composed of one type of media, the Portion field should be set to "Whole". When the item includes various formats (e.g., letter and envelope), or there are significant subunits of different types (e.g., volume with accompanying compact disc), a separate extent subrecord should be recorded for each container type. Each subrecord should have a Portion field value of "Part".

If the item is composed of unbound sheets, record the extent in terms of sheets. In cases where the sheet is folded to form pages, record the extent type as folded sheets, with a parallel statement of extent in the Container Summary field in terms of pages (see [RDA 3.4.5.14](#), and [3.4.5.20](#)). Parallel statements of extent should be recorded within parentheses. Record physical information on the base and applied materials of the item in the Physical Details field using terms from [RDA 3.6.1.3](#), but only if unique (i.e. "paper, ink" is not necessary). The presence of illustrative matter may also be recorded using terms from

[RDA 7.15.1.3](#) (e.g., "illustrations"). The Dimensions of the item should be recorded in the form of height x width (according to the item's orientation) in centimeters, rounded to the next full centimeter. For folded sheets, the dimensions of the sheet as well as its folded dimensions should be included (e.g., "48 x 30 cm, folded to 24 x 15 cm").

If the item is composed of bound volumes, record the extent in terms of volumes (see [DCRM\(Mss\) 5B1](#)). Do not use the extent type of "book."<sup>48</sup> If the volume includes pagination, record as a parallel statement of extent, the sequence in terms of pages or leaves, i.e. (45 pages) or (45, 32 pages) or (iii, 45, 32).<sup>49</sup> If the volume does not include pagination, record a parallel statement of extent of (unpaged) in the Container Summary field. Parallel statements of extent should be recorded within parentheses. Record information on the base and applied materials of the item in the Physical Details field using terms from [RDA 3.6.1.3](#), but only if unique (i.e. "paper, ink" is not necessary). The presence of illustrative matter may also be recorded using terms from [RDA 7.15.1.3](#) (e.g., "illustrations"). The Dimensions of the item should generally record only the height in centimeters, rounded to the next full centimeter. If the volume is less than 10 cm in height, record the height in millimeters. Also, if the width is less than half the height, or it is greater than the height, record the dimensions in terms of height x width.

If the item is a still image, record the pictorial area extent in terms of the image format (i.e., diagram, drawing, mock-up, painting, photograph, picture, postcard, poster, print, stereographic card, stereographic disc, study print, technical drawing, or wall chart) (see [RDA 3.4.4.2](#)) in height x width, or other dimensions as appropriate, referencing the position in which the image is intended to be viewed. If the item is a scrapbook or photograph album with embedded images, record the extent in terms of the album, similar to a volume (see [RDA 3.4.4.5](#)). Record the color content of the image in the Physical Details field, selecting from the terms "black and white" or "color" (see [RDA 7.17.1.3](#)). If the image is a negative, also record the term "negative" (see [RDA 3.14.1.3](#)). If

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<sup>48</sup> "Book" clarification added January 11, 2023.

<sup>49</sup> Example updated June 7, 2023.

important, the production method of the image may be recorded (see [RDA 3.9.1.3](#) and [DCRM\(G\) 5C2.2](#)). If it's a photograph album, specify "photographs" after the color content and production method.<sup>50</sup> Record the Dimensions of the pictorial area of sheets in the form of height x width in centimeters, rounded to the next full centimeter (see [RDA 3.5.3.2](#)). If there is additional information on the sheet, or the image is on less than half of a sheet, also record the dimensions of the sheet (e.g., "11 x 11 cm, on sheet 28 x 22 cm"). If the image sits inside a folded cover, combine all dimensions (e.g. "11 x 11 cm, on sheet 28 x 22 cm, folded to 14 x 11 cm"). If the image is inside a folded cover, combine the dimensions (e.g. 14 x 9 cm, on sheet 28 x 36 cm, folded to 28 x 18 cm). If the image is a different shape, note that after the dimensions (e.g. 9 x 4 cm oval). For slides, record the dimensions as the height x width of the slide. For negatives produced on film rolls, record the width of the film stock (e.g., "film width 35 mm") (see [DCRM\(G\) 5D1.2](#)).

If the item is a piece of sound media, record the extent in terms of the media format (i.e., audio belt, audio cartridge, audio cylinder, audio disc, audio roll, audio wire reel, audiocassette, audiotape reel, or sound-track reel) (see [RDA 3.4.1.3](#)). The playing time of the media item may be recorded as a parallel statement of extent in minutes in the Container Summary field, if readily available (see [RDA 7.22.1.3](#)). Parallel statements of extent should be recorded within parentheses as "hr." "min." and "sec." separated by commas, or separated by colons if three units of time are supplied (i.e. 1:01:44). Record the type of recording (i.e., analog or digital) in the Physical Details field (see [RDA 3.16.2.3](#)). The playback characteristics should also be recorded (i.e., mono, quadraphonic, stereo, or surround), if important (see [RDA 3.16.8.3](#)). The Dimensions recorded for sound media vary by format (see [RDA 3.5.1.4](#)). For cartridges and cassettes, record the length x height of the face of the media in inches, then the width of the tape in inches. For discs, record the diameter of the disc in inches. For reels, record the diameter of the reel itself (regardless of the amount of actual film on it) in inches, then the width of the tape in inches. *Record partial measurements in fractions, not decimals.*

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<sup>50</sup> Updated June 7, 2023.

If the item is a piece of video media, record the extent in terms of the media format (i.e., film cartridge, film cassette, film reel, film roll, filmstrip, filmstrip cartridge, overhead transparency, slide, video cartridge, videocassette, videodisc (including DVDs)<sup>51</sup>, or videotape reel) (see [RDA 3.4.1.3](#)). The playing time of the media item may be recorded as a parallel statement of extent in minutes in the Container Summary field, if readily available (see [RDA 7.22.1.3](#)). Parallel statements of extent should be recorded within parentheses. Record the type of recording (i.e., analog or digital) in the Physical Details field, if important. The color content of the item should also be recorded by selecting from the terms "black and white" or "color" (see [RDA 7.17.1.3](#)). If the image is a negative, also record the term "negative" (see [RDA 3.14.1.3](#)). The playback characteristics of sound content should also be recorded (i.e., mono, quadraphonic, stereo, or surround), if important (see [RDA 3.16.8.3](#)). The Dimensions recorded for video media vary by format (see [RDA 3.5.1.4](#)). For cartridges or cassettes, record the gauge of the film in inches (except in the case of 8 mm film). For discs, record the diameter of the disc in inches. For filmstrips, filmstrips, or film rolls, record the gauge of the film in millimeters. For film and video reels, record the diameter of the reel itself (regardless of the amount of actual film on it) in centimeters, then the width of the tape or film in millimeters. For rolls, record the width of the film in millimeters. For all formats, descriptions of 8 mm film should also note if the gauge is single, standard, super, or Maurer. *Record partial measurements in fractions, not decimals.*

If the item is notated music, record the extent in terms of the music format (e.g., choir book, chorus score, condensed score, part, piano conductor part, piano score, score, study score, table book, violin conductor part, vocal score) (see [RDA 3.4.3.2](#)). The number of volumes, or pages and leaves, should be recorded in a parallel statement of extent in the Container Summary field. Parallel statements of extent should be recorded within parentheses. If important, information on the base and applied materials of the item may be recorded in the Physical Details field using terms from [RDA 3.6.1.3](#), but only if unique (i.e. "paper, ink" is not necessary). The presence of

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<sup>51</sup> Example updated June 7, 2023.

illustrative matter may also be recorded using terms from [RDA 7.15.1.3](#). The Dimensions recorded for notated music vary by format (see [RDA 3.5.1.4](#)). If the item is on unbound sheets, the dimensions should be recorded in the form of height x width in centimeters, rounded to the next full centimeter. For folded sheets, the dimensions of the sheet as well as its folded dimensions should be included (e.g., "48 x 30 cm folded to 24 x 15 cm"). If the item is a bound volume, the dimensions should generally record only the height in centimeters, rounded to the next full centimeter. If the volume is less than 10 cm in height, record the height in millimeters. Also, if the width is less than half the height, or it is greater than the height, record the dimensions in terms of height x width.

If the item is a cartographic resource, record the extent in terms of the cartographic format (e.g., diagram, globe, map, model) (see [RDA 3.4.2.2](#)). If the maps are part of an atlas, record the extent in terms of atlases (see [RDA 3.4.2.5](#)). Record the color content of the image in the Physical Details field, selecting from the terms "black and white" or "color" (see [RDA 7.17.1.3](#)). The dimensions recorded for cartographic materials vary by format (see [RDA 3.5.1.4](#)). For maps, the dimensions of the face of the map should be recorded in terms of height x width. If it is difficult to measure the map face, record the dimensions of the sheet in terms of height x width (e.g., "sheet 22 x 28 cm"). For atlases, the dimensions should generally record only the height in centimeters, rounded to the next full centimeter. If the volume is less than 10 cm in height, record the height in millimeters. Also, if the width is less than half the height, or it is greater than the height, record the dimensions in terms of height x width. For globes, record the diameter in centimeters, noting that it is the diameter (e.g., "12 cm in diameter").

If the item is a three-dimensional form, record the extent in terms of the object's format (e.g., coin, diorama, game, jigsaw puzzle, model, sculpture, specimen, toy) (see [RDA 3.4.6.2](#)). When necessary, the number and type of component parts may be recorded as a parallel statement of extent (see [RDA 3.4.6.3](#)). Artifacts are rare at the item level and description will likely be enhanced by describing the base material, so record information on the base and applied materials of the item in the Physical Details field using terms from [RDA 3.6.1.3](#), (e.g

wood, metal, black enamel, paper). The Dimensions of the item should be recorded in terms of height x width x depth. If the item is in a case, the dimensions of the case may also be recorded in terms of height x width x depth (e.g., "9 x 3 x 3 cm, case 12 x 6 x 6 cm") (see RDA [3.5.1.4.13](#) and [3.5.1.5](#)).

If the item is a microform, record the extent in terms of the microform format (i.e., aperture card, microfiche, microfiche cassette, microfilm cartridge, microfilm cassette, microfilm reel, microfilm roll, microfilm slip, microopaque). Record the color content of the image in the Physical Details field, selecting from the terms "black and white" or "color" (see RDA [7.17.1.3](#)). If the image is a negative, also record the term "negative" (see RDA [3.14.1.3](#)). The Dimensions recorded for microforms vary by format (see RDA [3.5.1.4](#)). For cards and microfiche, record the height x width in centimeters. For cartridges and microfilm cassettes, record the width of the film in millimeters. For microfiche cassettes, record the length x height of the face of the media in centimeters. For reels, record the diameter of the reel itself (regardless of the amount of actual film on it) in centimeters, then the width of the film in millimeters. For rolls, record the width of the film in millimeters.

If the item is computer media, record the extent in terms of the media format (i.e., computer card, computer chip cartridge, computer disc, computer disc cartridge, computer tape cartridge, computer tape cassette, computer tape reel). The Dimensions recorded for computer media vary by format (see RDA [3.5.1.4](#)). For cards, record the height x width in centimeters. For cartridges, record the length of the side of the cartridge that is inserted into the machine in centimeters. For cassettes, record the length x height in centimeters. and microfilm cassettes, record the width of the film in millimeters. For discs, record the diameter of the disc in inches. For reels, record the diameter of the reel itself (regardless of the amount of actual film on it) in centimeters, then the width of the film in millimeters. *Record partial measurements in fractions, not decimals.*

If the item includes born-digital materials that are stored in a library digital asset management system without an access copy on media in the collection, the extent of the materials should be recorded in terms of "online resources" with a

parallel statement of extent recorded in Kilobytes, Megabytes, or Gigabytes (see [RDA 3.4.1.7.5](#)). If important, the extent of the item in terms of its physical counterpart may be recorded as a parallel statement of extent in the Container Summary field. Parallel statements of extent should be recorded within parentheses. The Physical Details recorded for online resources vary based on the file format (e.g., text file, video file), and should only be recorded if readily available. The presence of illustrative matter may be recorded in Physical Details using terms from [RDA 7.15.1.3](#). The color content of the item should also be recorded by selecting from the terms "black and white" or "color" (see [RDA 7.17.1.3](#)). The playback characteristics of sound or video content should also be recorded (i.e., mono, quadraphonic, stereo, or surround), if important (see [RDA 3.16.8.3](#)).

For other item formats, consult with the Technical Services Archivist for instructions. Additional format details may also be recorded in a General Note.

Examples of extent entries include:

Brigham Young University Processing Manual

**Portion \*** Whole

**Number \*** 1

**Type \*** folded sheet

Container Summary  
(4 pages)

Physical Details  
paper, ink, illustration

Dimensions  
28 x 22 cm folded to 22 x 14 cm

1  
folded sheet  
(4 pages)  
paper, ink, illustration  
28 x 22 cm folded to 22 x 14 cm

1  
volume  
(unpaged)  
maps  
28 cm

Brigham Young University Processing Manual

1  
photograph  
black and white, cyanotype  
21 x 26 cm

1  
photograph  
color, negative  
film width 35 mm

**Portion \*** ✕

Whole ▾

**Number \***

1

**Type \***

audiocassette ✕

---

Container Summary

(30 min.)

Physical Details

analog, stereo

Dimensions

3 7/8 x 2 1/2 in., 1/8 in. tape

1  
audiocassette

## Brigham Young University Processing Manual

(30 min.)

analog, stereo

3 7/8 x 2 1/2 in., 1/8 in. tape

1

film reel

(48 min.)

color, stereo

21 cm, 16 mm

1

condensed score

(35 leaves)

28 cm

3

maps

color

32 x 48 cm

1

game

(1 board, 8 pieces, 75 cards, 100 bills, 1 die)

cardboard, paper, plastic

6 x 41 x 27 cm

1

online resource

(1 video file)

color, mono

- 5.1.7. **SUBJECT LINKS:** If the genre/form subjects associated with the item are not identical to those of its hierarchically superior unit, link the Archival Object record to appropriate genre/form subject records available in ArchivesSpace. Terms used should represent formats or genres with significant representation in the materials being described (i.e., at least 20 percent of the content of the item). Linked terms should be as specific as possible, though multiple terms may be used to address different aspects of the materials. If more than three related terms would be needed, a more general term should be used instead. For reproductions, both the format of the original and the reproduction may be linked if applicable (e.g., "Transcripts" and "Photocopies").

**CONDITIONS GOVERNING ACCESS NOTE:** Record any restrictions on public access to the materials described, in accordance with [DACS 4.1](#), and check the Restrictions Apply checkbox. Restriction statements should include the reason the materials are unavailable, the duration of the restriction, and instructions on who to contact to request access. In most cases, this contact will be Reference Services ([specialcollections@byu.edu](mailto:specialcollections@byu.edu)). If the materials are restricted, the beginning and end dates of the restriction period should be recorded in ISO 8601 format. A year is not sufficient, it must be complete date, otherwise ArchivesSpace will throw a server error. The type of restriction (e.g., donor/university imposed, repository imposed, or fragile) should also be selected from the option list.

For University Archives, follow the processing plan for instructions on restriction periods.

See section [3.1.22](#) for more information on the Conditions Governing Access Note.

- 5.1.8. **SCOPE AND CONTENT NOTE:** If the item title and associated genre terms do not adequately describe the material, record a scope and content note. Content description notes should follow the guidelines in [DACS 3.1](#). Aspects recorded in content notes may include:

- Function(s), activity(ies), transaction(s), and process(es) that generated the materials being described;
- Documentary form(s) or intellectual characteristics of the records being described;
- Content dates;
- Geographic area(s) and places related to the content or production of the materials;
- Subject matter present in the materials, such as topics, events, people, and organizations;
- Gaps in the materials' contents.

Subjects, genre/forms, functions, or other components of the note should have significant representation in the materials being described (i.e., at least 20 percent of the content at that level). Scope and content notes should not state the level of description, and should not exceed one paragraph in length. Notes should follow the Turabian and Church style guides, which are summarized in the [Related Training Resources](#) section below.

- 5.1.9. LANGUAGE OF MATERIALS NOTE: If the language(s) associated with the item were not identical to those of its hierarchically superior unit, record a note about the language content of the materials if the "Multiple languages" option was selected in the Basic Information drop-down list (see above). Language information should only be recorded if there is significant representation in the materials being described. Notes will generally follow the format of:

Materials in [language] and [language].

The punctuation and style for Language of Materials Notes should follow the Turabian style guide, which is summarized in the [Related Training Resources](#) section below. After the Language note is recorded, the processor should click "Add Language" and add a language and script drop-down selection for each language listed in the Language of Materials note.

- 5.1.10. **INSTANCES:** Create and link top-container instances to Archival Object records for items. Containing folder numbers will be recorded by selecting the Child Type for the container from the drop-down list, and the number of the container in the Child Indicator field. If an item is separated into multiple folders within the same box, a range of folder numbers may be included (e.g., "2-3"). If the item is in folders that span two boxes, a separate instance for each box should be linked with the associated folder(s) for each. If the item is not contained in a box or folder, other Child Types (e.g., Object, Volume) may be used. If the item being described is a volume that is residing on the shelf without a container to hold it, "Books" should be used as the Type. If it is residing in a folder or other container, "Text" should be used.<sup>52</sup>

The screenshot displays a form for configuring a top-container instance. The 'Type' field is set to 'Text'. The 'Top Container' field is populated with 'Box 1: Series 1; Series 2 [31197231038594]'. The 'Child Type' is set to 'Folder', and the 'Child Indicator' is set to '2'. The 'Grandchild Type' and 'Grandchild Indicator' fields are currently empty.

- 5.2. If necessary, curators may complete any additional fields in the Resource record that would be useful to document the content or history of the collection. However, the following ArchivesSpace note types should not be used: Abstract, Dimensions, Index, Materials Specific Details, Physical Description, Physical Facet, Physical Location, or Preferred Citation notes. All note field content should conform to the style guidelines in Turabian and the Church guide (see summary below

<sup>52</sup> Clarification for volumes added January 11, 2023.

in [Related Training Resources](#)). Guidance for some of these additional fields is provided below:

- 5.2.1. **METHOD OF PRODUCTION NOTE:** For paper-based manuscript materials, record a note regarding the production process represented by the materials. This information should be recorded in a General Note field. Materials produced by the person responsible for their content should be recorded as "holograph". Handwritten documents not produced by the creator of the content should be recorded as "manuscript". Typewritten documents produced by the person responsible for their content should be recorded as "typescript". For copies of such documents, a qualifier may be recorded in parentheses (i.e., carbon copy, photocopy, transcript). Transcript copies can be further qualified with the terms "handwritten", "typewritten", or "printout" (see [RDA 3.9.1.3](#)).

Examples of method of production notes include:

Holograph (photocopy).

Manuscript (transcript, handwritten).

- 5.2.2. **EXISTENCE AND LOCATION OF ORIGINALS NOTE:** Record the location of original materials, if the materials being described are reproductions (e.g., photocopies, digital scans, microfilm). Notes should state the name of the collection (or portion of the collection), the name of the holding repository or individual, and their address (if available).

An example of an existence of originals note:

Original letterpress copybooks: Church History Library;  
15 East North Temple Street; Salt Lake City, Utah  
84150.

- 5.2.3. **EXISTENCE AND LOCATION OF COPIES NOTE:** Record the location of copies or other reproductions of manuscript materials, (e.g., transcriptions, microfilm, digital copies, etc.), if considered important. Copies held by another repository

should be recorded with the name of the collection (or portion of the collection), the name of the holding repository or individual, and their address (if available). When physical copies are part of the same collection, a brief note indicating their existence, format, and location may be recorded.

Examples of existence of copies notes include:

Photocopy of letter available in collection (box 1 folder 2).

Transcript of diary available in the Americana Collection.

[Audiovisual recordings, digitized scans, digital files etc.] available for use in the Reading Room.

*If the analog copy is available in the collection.*

- 5.2.4. PHYSICAL CHARACTERISTICS AND TECHNICAL REQUIREMENTS NOTE: Record a brief statement of the system requirements or playback equipment needed to access audiovisual or other materials, if needed. Note content should be recorded in accordance with [RDA 3.20](#).
- 5.2.5. GENERAL NOTE: Record a general note for any descriptive content that does not have a specific note type, including noting the source of the title if it is not devised. Labels should not be included in the Label field but may be prepended to the note content.

Examples of common general notes include:

Title from title page.

*Source of title note (see [RDA 2.17.2.3](#) and [DCRM\(Mss\) 7B4.1](#)).*

Title from recto.

Signed "A.J.A.R."

*Creator information note (see [DCRM\(Mss\) 7B5.1](#)).*

Annotation on verso in unknown hand -- "Rewi Alley in World War I age 17; was decorated, New Zealand pix."

*Inscription note (see [DCRM\(G\) 7B9.6](#)).*

U-matic.

*Video format note (see [RDA 3.18.2.3](#)).*

NTSC.

*Broadcast standard note (see [RDA 3.18.3.3](#)).*

Note on verso: "Officers quarters, faculty row."

- 5.3. INSTANCES: Create containers at the item level. If there are already containers attached to a record, add the container number by selecting the Type and then the Top Container. Select the Type "Text" for written/typed materials, "Graphic Materials" for photographs or other visual materials, "Audio" and "Moving Images" for audiovisual materials, "Computer Disks" for computer media, "Realia" for any kind of artifact, and "Mixed Materials" if you need to express a type that is more than one of these.

If you are needing to add a Top Container that is not attached to the record, click "create" on the drop-down menu. This will pull up a menu where you fill out two things- Container Type selected from a drop-down menu (i.e. box, carton, etc.) and the Indicator, which will be the container number.

Then add the Child Type (if applicable) from the drop-down menu, and the Child Indicator, such as Folder and 1.

Grandchild Type and its indicator are never used.

## Related Training Materials

## Brigham Young University Processing Manual

- Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, Ninth Edition (Chicago: University of Chicago Press, 2018)
  - All note content should be compliant with the current edition of the Turabian style guide. Notable elements of this style are provided below:
    - If professional titles precede a personal name, they are capitalized.
    - Capitalize full names of legislative, administrative, and judicial bodies, major wars, and official course names.
    - Do not capitalize academic disciplines and academic designations (e.g., "master's degree"), and omit periods from academic degree abbreviations (PhD, DDS)
    - Spell out whole numbers from one to hundred, round numbers, and any number beginning a sentence
    - Use numerals for units of measure, percentages, dates, and exact times (e.g., 5:36 p.m.; October 19, 1978)
    - Numbers in their plural form are spelled out. Numerals form their plural by adding s with no apostrophe (i.e. thirties, 1950s)
    - Do not use a dash if the word from or between is placed between the first of the two numbers; use through or to instead (e.g., from 1980 to 1995)
    - *United States* used as a noun should be spelled out. Used as an adjective, it should be *U.S.*
    - Acronyms should be used sparingly, but when used should appear in full capitals without punctuation. For clarity, spell out the acronym the first time you refer to it in the note (e.g., National Aeronautics and Space Administration, or NASA).
    - Place periods and commas inside quotation marks.
    - Follow headline-style capitalization rules, including capitalizing all major words, including "a" "an" or "the" if it is the first word in the title. When listing periodicals, do not capitalize the leading "the" (i.e. the New York Times).
  - Local exceptions to Turabian guidelines include:
    - Quotations around different types of titles are approved. In-line formatting in italics is too difficult to maintain in ArchivesSpace, so Turabian's rule of italics for book, journal, and newspaper titles and

quotations for articles is not used. Do not copy straight from a word document unless you have [disabled smart quotes in Microsoft Word](#).

- Church of Jesus Christ of Latter-day Saints, "Style Guide--The Name of the Church," Church of Jesus Christ of Latter-day Saints, <https://newsroom.churchofjesuschrist.org/style-guide> (accessed January 10, 2020)
  - All references to the Church should be compliant with the current version of the Church's style guide. Notable elements of this style are provided below:
    - In the first reference in notes, the full name of the Church should be used: "The Church of Jesus Christ of Latter-day Saints"
    - Following references within the same note may use the shortened form of "the Church"
    - Notes should not use the name "Mormon Church", though the term may be linked as a topical subject
    - Notes may use the term "Mormon" as an adjective as necessary, but should not refer to members of the Church as "Mormons"
    - Splinter groups practicing polygamy should be referred to by the name of their church, and should not also not be referred to as "Mormons"
- [Container types and extents](#)

## Describing Archival Creators

### Responsibilities

- **Curators** record pertinent information about the creators of manuscript materials during the accessioning process. They may also supplement ArchivesSpace agent record during curator-driven processing activities, and create records for agents used as subjects.
- **Archival Processing Section (APS) staff** review and supplement basic ArchivesSpace agent records for creators of manuscript materials during archival processing, create records for additional creator agents identified during processing, and create agent records for agents used as subjects.
- **Catalogers** finalize ArchivesSpace agent records and submit or update library authority records through the Library of Congress Name Authority Cooperative program.

## Standards

**DACS** *Describing Archives: A Content Standard* (Chicago: Society of American Archivists, 2013). Available online at <https://www2.archivists.org/standards/DACS/>

**RDA** *Resource Description and Access* (Chicago: American Library Association, 2018). Available online at <http://www.rdatoolkit.org/>

**ISO 8601** Date and Time Formats. Available online at <https://www.w3.org/TR/NOTE-datetime>

## Resources

### Cataloging Department manual

<https://sites.lib.byu.edu/cataloging/department-manual/authority-control/2-1-creation-and-revision-of-names-authority-record/>

### Library of Congress Linked Data Service

<http://id.loc.gov/>

### NACO Participants Manual

<http://www.loc.gov/aba/pcc/naco/documents/npm3rd.pdf>

### Church of Jesus Christ of Latter-day Saints Style Guide

<https://www.mormonnewsroom.org/style-guide>

## Procedure

1. INITIAL ENTRY DURING ACCESSIONING
  - 1.1. Curators will review the ArchivesSpace agents module to verify that a record does not already exist in the database.
    - 1.1.1. If an agent record already exists, curators may update the contact details portion of the record. Available fields include a Contact Name, address information, E-mail, Telephone Numbers, and Contact Notes.
  - 1.2. Curators will then create new agent records in ArchivesSpace for unrepresented donors, vendors, or creators associated with an acquisition.

- 1.2.1. Curators should consult the deed of gift, the acquired materials, and readily available reference sources when preparing preliminary agent records.
- 1.3. Curators will complete the following fields in the agent record of the appropriate type as described below:
  - 1.3.1. NAME FORMS: Curators will record creator names using the name by which the agent is most commonly known (i.e., preferred name ([RDA 9.2.2.3](#), [10.2.2.3](#), [11.2.2.4](#))). This should be based on published items produced by the entity. If the entity has not produced published works, the preferred name should be established based on reference sources. Names should be entered in ArchivesSpace with each component in its appropriate field.
    - 1.3.1.1. For Person entities, Agent record fields include Prefix, Title, Primary Part of Name, Rest of Name, Suffix, Fuller Form, and Number. When names are to be displayed in index order (e.g., Surname, Given Names), enter the surname in the Primary Part of Name field and given names in the Rest of Name field, then set the Name Order field to "Indirect". In cases where name index order does not apply (e.g., names composed of a single name), or in naming systems that record surnames first, record the name in the Primary Part of Name field and set the Name Order field to "Direct". Existence dates associated with an entity may also be recorded as a span (without spaces, separated by a hyphen) in the Dates field. Finally, the Source field for new records should be set as "Unspecified Ingested Source".

The screenshot shows a web-based form titled "Name Forms". At the top right is a button labeled "Add Name Form". Below the title bar are two tabs: "Authorized" (selected) and "Display Name". The form contains several input fields and dropdown menus:

- Authority ID: empty text box
- Source: dropdown menu with "Unspecified ingested sou" selected
- Rules: empty dropdown menu
- Name Order: dropdown menu with "Indirect" selected
- Prefix: empty text box
- Title: empty text box
- Primary Part of Name: text box containing "Young"
- Rest of Name: text box containing "Brigham Morris"
- Suffix: empty text box
- Fuller Form: empty text box
- Number: empty text box
- Dates: text box containing "1854-1931"
- Qualifier: empty text box
- Sort Name: text box containing "Young, Brigham Morris, 1854-1931" with a checkbox for "Automatically generate" below it.
- Date(s) of Name Use: empty text box with a button "Add Use Date" to its right.

- 1.3.1.2. For Family entities, Agent record fields include Prefix, Family Name, Dates, and Qualifier. The family surname should be recorded in the Family Name field. Additional qualifiers should be recorded in the Qualifier field as appropriate, in the following order: type of family ([RDA 10.11.1.2](#)), dates ([RDA 10.11.1.3](#)), place ([RDA 10.11.1.4](#)), and prominent family member ([RDA 10.11.1.5](#)). Qualifiers should be separated by a space-colon-space (e.g., "Family : 1874- : Brimhall, George H. (George Henry), 1853-1932").

The screenshot shows a web-based form titled "Name Forms". At the top right is a button labeled "Add Name Form". Below the title bar are two tabs: "Authorized" (selected) and "Display Name". The form contains several input fields and dropdown menus:

- Authority ID:** An empty text input field.
- Source:** A dropdown menu with "Unspecified ingested sou." selected.
- Rules:** A dropdown menu.
- Prefix:** An empty text input field.
- Family Name:** A text input field containing "Culmer".
- Dates:** An empty text input field.
- Qualifier:** A text input field containing "Family : Culmer, Henry Lavender Adolphus, 1854-1914".
- Sort Name:** A dropdown menu with "System generates when saved" selected. Below it is a checked checkbox labeled "Automatically generate".
- Sort Name:** A text input field containing "Culmer (Family : Culmer, Henry Lavender Adolphus, 1854-1914)".
- Date(s) of Name Use:** A text input field with an "Add Use Date" button to its right.

- 1.3.1.3. For Corporate Body entities, Agent record fields include Primary Part of Name, Subordinate Name 1, Subordinate Name 2, Number, Dates, and Qualifier. For entities with non-unique names, or names indicating subordination, record the parent body in the Primary Part of Name field and the name of the unit being described in the Subordinate Name 1 ([RDA 11.2.2.14](#)). Existence dates associated with the entity may be recorded as a span (without spaces, separated by a hyphen) in the Dates field. Additional qualifying information, such as headquarter locations, may be recorded in the Qualifiers field. Finally, the Source field for new records should be set as "Unspecified Ingest Source".

**Name Forms** Add Name Form

**Authorized** **Display Name** ✕

Authority ID

Source

Rules

**Primary Part of Name**

Subordinate Name 1

Subordinate Name 2

Number

Dates

Qualifier

Sort Name   
 Automatically generate

Date(s) of Name Use  Add Use Date

- 1.3.2. **CONTACT DETAILS:** Curators will record known contact information for creators of manuscript materials. Available fields include a Contact Name, address information, E-mail, Telephone Numbers, and Contact Notes.

**Contact Details**
Add Contact

---

☰

**Contact Name** \*

✕

☰

Salutation

☰

Address 1

☰

Address 2

☰

Address 3

☰

City

☰

State/Region

☰

Country

☰

Post Code

☰

E-mail

☰

Contact Notes

Telephone Numbers
Add Telephone Number

---

☰

Number Type

✕

☰

Number

☰

Telephone Extension

+

+

- 1.3.3. **NOTES:** Curators will record a biographical/administrative history abstract to identify the entity described. Do not record a label for this note. For persons and families, this should include their preferred name in direct order, dates of existence, profession, and geographic location ([DACS 2.7.12](#)). For corporate bodies, this should include their preferred name, dates of existence, functions, and geographic location ([DACS 2.7.23](#)). Additional information, including appropriate sources, may be recorded in a Citation note subrecord. Citations based on internal documentation should be recorded as in the template below:

UPB files, [date of consultation] (information found)

For information on citing other sources, see [Section 2.3](#) below.

## Brigham Young University Processing Manual

Notes Add Note

---

**Biography/Historical Note** Collapse

Persistent ID

Label

Publish?

---

Sub Notes Add Sub Note

**Text** ✕

**Content \*** Mildred Potter Bunnell (1905-2001) was a teacher and mother.

Mildred Potter Bunnell was born in Park City, Utah on October 21, 1905, to George Melbourne Potter and Rebecca Sowards. She completed her early education in Bancroft, Idaho and later received a pharmacy degree from the Idaho Technical Institute in Pocatello, Idaho. She married LeRoy Bunnell in the Salt Lake City Temple on September 25, 1929. They had three children and lived in various places in Utah, but also notably lived in Tehran, Iran for five years. While there, Mildred learned to read and speak the Farsi language. She also spoke Spanish, Russian, and French. She spent some time teaching at the American School while in Iran. Mildred died August 1, 2001, in Utah.

Mixed Content Enabled -- Type '<' for elements or highlight text to wrap

Publish?

---

**Citation** ✕

Persistent ID

Publish?

**Content \***

Deseret.com, via WWN, June 30, 2021 (b. Oct 21, 1905; Park City, UT; d. Aug 1, 2001 UT; Mildred Potter Bunnell was born to George Melbourne Potter and Rebecca Sowards. She completed her early education in Bancroft, Idaho and later received a pharmacy degree from the Idaho Technical Institute in Pocatello, Idaho. She married LeRoy Bunnell in the Salt Lake City Temple on September 25, 1929. They had three children and lived in various places in Utah, but also notably lived in Tehran, Iran for five years. While there, Bunnell learned to read and speak the Farsi language. She also spoke Spanish, Russian, and French. She spent some time teaching at the American School while in Iran)

#### 1.4. Curators may include additional fields, if the information is available:

- 1.4.1. **DATES OF EXISTENCE:** Curators should record associated dates if they know them, generally just as a span of years separated by a hyphen (e.g., "1925-1964") in the Date Expression field. The type of date (i.e., "Single" or "Range") may also be selected, and the beginning and end dates of a span recorded in ISO 8601 format. If the dates recorded are uncertain, this should be indicated in the Uncertainty field. The calendar and era recorded may also be indicated in the appropriate fields.

The screenshot shows a web form titled "Dates of Existence" with an "Add Date" button in the top right. The form contains the following fields:

- Label \***: A dropdown menu with "Existence" selected.
- Expression \***: A text input field containing "1864-1923".
- Type \***: A dropdown menu with "Range" selected.
- Begin**: A text input field with "1864" and a calendar icon. Below it is the text "e.g. YYYY, YYYY-MM, or YYYY-MM-DD".
- End**: A text input field with "1923" and a calendar icon. Below it is the text "e.g. YYYY, YYYY-MM, or YYYY-MM-DD".
- Certainty**: A dropdown menu.
- Era**: A dropdown menu with "ce" selected.
- Calendar**: A dropdown menu with "Gregorian" selected.

- 1.4.2. **RELATED AGENTS:** Curators may record relationships between the agent being described, and other agents in ArchivesSpace. The general type of relationship should be recorded, as well as the more specific type. The related agent may then be linked either by using the typeahead function, or selecting the record in the browse interface. The nature of the relationship may also be described in the Description field.

The image shows two overlapping forms in a software interface. The top form is titled 'Related Agents' and has a tab labeled 'Associative Relationship'. It contains the following fields:

- Relationship Type:** A dropdown menu with the value 'Associative with Related'.
- Related Agent:** A dropdown menu with the value 'Brigham Young University'.
- Description:** A text area containing the text 'Harris served as president of the university between 1921 and 1945.'

The bottom form is titled 'Dates' and has a tab labeled 'Agent Relation'. It contains the following fields:

- Label:** A dropdown menu with the value 'Agent Relation'.
- Expression:** A text area containing the text '1921-1945'.
- Type:** A dropdown menu with the value 'Range'.
- Begin:** A text input with the value '1921' and a calendar icon. Below it is the text 'e.g. YYYY, YYYY-MM, or YYYY-MM-DD'.
- End:** A text input with the value '1945' and a calendar icon. Below it is the text 'e.g. YYYY, YYYY-MM, or YYYY-MM-DD'.
- Certainty:** A dropdown menu.
- Era:** A dropdown menu with the value 'ce'.
- Calendar:** A dropdown menu with the value 'Gregorian'.

## 2. DESCRIBING CREATORS OF MANUSCRIPT MATERIALS

- 2.1. Processors will review existing agent record descriptions, noting incomplete or incorrect required elements. Required elements include Name Form, Contact Details, and a Biographical/Administrative History abstract. If fields are not provided, processors may consult with curators to update the agent record as necessary.
- 2.2. Processors will verify that entities have not already been established in the Library of Congress Name Authority File, and will update the ArchivesSpace record if necessary.
  - 2.2.1. If the Source field value in the Name Form subrecord is "Unspecified Ingested Source", processors will consult the [Library of Congress Linked Data Service](#) to verify that the name has not already been established in their name authority file.

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- 2.2.2. If a name is found, the ArchivesSpace agent record should be updated based on the Library of Congress data. Authorized name forms, found in the Linked Data Service main heading, or in the Library of Congress Authorities record 1XX field, should be recorded in the "Authorized" Name Form subrecord entry, and Variants or 4XX records in a secondary subrecord entry. Name entries should be divided into their appropriate Name Form subrecord fields, based on their entity type.

The screenshot shows the Library of Congress Linked Data Service interface. At the top, there is a navigation bar with the Library of Congress logo and buttons for "ASK A LIBRARIAN", "DIGITAL COLLECTIONS", and "LIBRARY CATALOGS". A search bar is also present. Below the navigation bar, the breadcrumb trail reads "The Library of Congress > Linked Data Service". The main heading is "Clark, J. Reuben, III, 1908-1992", followed by the source "From [Library of Congress Name Authority File](#)". There are two tabs: "Details" (selected) and "Visualization". The "Details" tab shows the following information:

- Clark, J. Reuben, III, 1908-1992**
- [J. Reuben Clark III (1908-1992) was a professor of classics at Brigham Young University.]
- URI(s)
  - > <http://id.loc.gov/authorities/names/no2008055943>
- Instance Of
  - > [MADS/RDF PersonalName](#)
  - > [MADS/RDF Authority](#)
  - > [SKOS Concept](#)
- Scheme Membership(s)
  - > [Library of Congress Name Authority File](#)
- Collection Membership(s)
  - > [Names Collection - Authorized Headings](#)
  - > [LC Names Collection - General Collection](#)
- Fuller Name
  - > Joshua Reuben
- Variants
  - > Clark, Joshua Reuben, III, 1908-1992
- Additional Information
  - > <http://id.loc.gov/rwo/agents/no2008055943>
  - > Birth Date (edtf) 1908-11-23
  - > Death Date (edtf) 1992-08-13
  - > Has Affiliation
    - > Organization: [Brigham Young University](#)
  - > Birth Place
    - [Salt Lake City \(Utah\)](#)
  - > Associated Locale
    - [Provo \(Utah\)](#)

- 2.2.2.1. For a Person record, the name recorded in the 100 subfield \$a should be divided up with the surname placed in the "Primary Part of Name" field, and given names in the "Rest of Name" field. Numeration from the 100 subfield \$b should be recorded in the "Numbers" field. Prefixes, suffixes, and titles, found in the 100 subfield \$c, should be recorded in the appropriate fields. Extended name forms from the 100

subfield \$q should be placed in the "Fuller Form" field. Existence dates that are included in the authorized name form, taken from the 100 subfield \$d, should be recorded in the "Dates" field. Any additional information found in the 100 subfield \$g may be placed in the "Qualifiers" field. Recording name entries for Variant names (400 entries), processors should use the same subfield structure.

- 2.2.2.2. For a Family record, the surname recorded in the 100 subfield \$a should be put in the "Family Name" field. The family type from the subfield \$a, together with all information from other subfields, should be placed in the "Qualifier" field with a space-colon-space separating each piece of information (e.g., "Family : 1874- : Brimhall, George H. (George Henry), 1853-1932"). Recording name entries for Variant names (400 entries), processors should use the same subfield structure.
- 2.2.2.3. For a Corporate Body record, the name recorded in the 110 subfield \$a should be put in the "Primary Part of Name" field. Names of subdivisions in the 110 subfield \$b should be placed in the "Subordinate Name 1" and "Subordinate Name 2" fields as needed. Date information that is part of the authorized name form in the 110 subfield \$d should be recorded in the "Dates" field. Information found in other subfields should be placed in the "Qualifier" field of the Agent record.
- 2.2.2.4. The Source field of these records should then be set to "lcnaf", and the Rules field may be set as "Resource Description and Access." The URI of the Linked Data Service should also be recorded in the Name Form subrecord Authority ID field.

- 2.3. Processors will prepare a fuller biographical/administrative history for the entity, if necessary. Historical notes should provide a broad description of the entity, and not be limited to the context of their associated records.
- 2.3.1. If the agent record only contains an abstract, processor should consult associated manuscript materials and reference sources, gathering information about the creator entity. For persons and families, this should include details regarding their life, activities, and relationships ([DACS 2.7.11](#)). For corporate bodies, this should include the entity's functions, activities, and relationships ([DACS 2.7.22](#)). Each citation needs to include a statement about the preferred name form and where the information to base that form was found. For corporate names, including a photograph of where you found the name form in the materials and adding this

photograph to Basecamp will be helpful to the cataloger.<sup>53</sup> The citation of sources used and *the information found* should be recorded in the Citation subrecord of the biographical/administrative history note according to the NACO Participants Manual guidelines. Individual sources consulted should be separated by a line break.

The screenshot displays the 'Notes' interface with two subnotes. The top subnote is titled 'Biography/Historical Note' and has a Persistent ID of 'bc85f7ec53bc868f6047617fbd66217'. The 'Publish?' checkbox is checked. Below it is a 'Sub Notes' section with a 'Text' subnote. This subnote has a Persistent ID of '0bdbbc4300869142a7536c64abe6edf7' and a 'Publish?' checkbox that is checked. The 'Content' field of the 'Text' subnote contains the following text: 'LeRoy Bunnell (1901-1978) was an agriculture teacher from Utah. LeRoy Bunnell was born October 13, 1901, in Provo, Utah, to Leslie Lamond and Ellen B. Johnson Bunnell. Bunnell graduated in Agronomy from Brigham Ypung University in 1928. He was involved with Future Farmers of America since 1937 until the 1950s. Later, he taught agriculture at Bear River High School and was the elected treasurer of the National Vocational Agricultural Teachers association. He married his wife, Mildred Potter, in Salt Lake City on September 25, 1929. He and his family lived in Iran for two years to teach agricultural practices under the Point 4 plan. LeRoy Bunnell and his wife traveled often during the 1970s. He passed away in Tremonton, Utah, on December 25, 1978.' Below the 'Text' subnote is a 'Citation' subnote. Its 'Content' field contains: 'Brigham Young University High School Alumni, via MW, February 24, 2021 (LeRoy Bunnell was born October 13, 1901, in Provo, Utah, to Leslie Lamond and Ellen B. Johnson Bunnell. Collegiate Grad of BYU, Class of 1928. He married Mildred Potter on September 25, 1929 in Salt Lake City, Utah. He died on December 25, 1978 at Tremonton, Box Elder County, Utah) UPB files, February 24, 2021 (Leroy was involved with Future Farmers of America since 1937 until the 1950s. Later, he taught agriculture at Bear River High School and was the elected treasurer of the National Vocational Agricultural Teachers association. He and his family lived in Iran for two years to teach agricultural practices under the Point 4 plan. LeRoy Bunnell and his wife traveled often during the 1970s.)'

- 2.3.1.1. If processors are citing in-house files, the source of the files should be recorded using the local MARC Repository Code, followed by the date the file was accessed. The information found should then be recorded in parentheses (e.g., "UPB files, Oct. 18, 2012 (currently lives in Salt Lake City; husband died June 12, 2010)").
- 2.3.1.2. If processors are citing information in the materials being processed themselves, the name of the collection should be recorded, followed by its dates. The information found should then be recorded in

<sup>53</sup> Added February 14, 2023.

parentheses (e.g., "Edson Whipple diary, 1842-1851: title page (born 1805)").

- 2.3.1.3. If processors are citing Internet resources, the name of the site should be recorded, followed by the date the site was accessed. The page used should then be recorded (if applicable), with the information found in parentheses (e.g., "FamilySearch, via WWW, July 28, 2010 (Max Hoover Fussel; b. Mar. 8, 1912; d. Mar. 31, 1993)"). The url to the webpage can be added after the parentheses.<sup>54</sup>
- 2.3.1.4. If processors are citing other published sources, the title of the work should be recorded, followed by the year of its publication. Following a colon, the page number references should be given, then the information found in parentheses (e.g., "Webster's New Biog. Dict., 1988: p. 998 (Marcus Ulpius Traianus; Roman Emperor A.D. 98-117)").
- 2.3.1.5. If processors are citing NACO citations for an agent that is already established, copy the citation, starting with "found:"<sup>55</sup>

#### Sources

- found: His The coming of the Lord, 1971.
- found: His One in thine hand, c1982:CIP t.p. (Gerald N. Lund) pub. info. (b. 9/12/39)

- 2.3.1.6. If processors are citing a personal communication or other types of resources, they may consult the [NACO Participants Manual](#).
- 2.3.2. Based on the information recorded in the Citation subrecord entry, processors will prepare a two to three paragraph description that provides a more comprehensive description of the entity being described and place it in the biographical note box. The label field should be left empty.<sup>56</sup> The first paragraph should be a one- or two-sentence biographical abstract that gives the name, dates, function/occupation, and geographic location of the person, family, or body being described. These paragraphs should be written using Turabian style guidelines, applying the

<sup>54</sup> Updated June 7, 2023.

<sup>55</sup> Updated January 18, 2023.

<sup>56</sup> Updated to reflect APPAC decision on future ArchivesSpace language upgrade, January 18, 2023.

provisions of the Church Style Guide where applicable (see the [Related Training Resources](#) section below), and placed after the abstract. Paragraphs should be separated by line breaks.

An example of a biographical history:

Rose Marie Reid (1906-1978) was a Mormon swimwear designer.

Rose Marie Reid was born on September 12, 1906 to Elvie and Marie Yancey in Cardston, Alberta, Canada. She learned beauty work in Boise, Idaho. She was married three times and had three children. In the 1930s she started Reid's Holiday Togs, Ltd. Interested in growing her business, she moved to California. By 1956, the business had five regional offices, 1,200 employees, and was very profitable. She designed numerous swimsuits, including a sequined one to help fund the Los Angeles Temple. Reid died on December 19, 1978 in Provo, Utah.

An example of an administrative history:

The CAM Software Research Center (1976-1995) functioned to investigate methods of applying advanced technology to improve industrial productivity.

The CAM Software Research Center was established in 1976 as one of the BYU Centennial year projects approved by the Board of Directors. Eventually the center was awarded Computer Integrated Manufacturing (CIM) Center of Excellence status by the state of Utah. The center was aimed at becoming self-sustaining within five years, but unable to commercialize its research in such a short time, it was closed in 1995. The CAM Software Research Center was administered by co-directors Dell K. Allen and Ron Millet, and later Kay Brown and Dell K. Allen as directors. The laboratory integrated computer-aided design, process planning and control, and automated production and materials handling for demonstration, research, and instructional purposes.

- 2.4. If it is not already present, processors will record dates of existence for the entity. Single dates and date spans should generally be recorded using only the years in the Date Expression field, with span dates separated by a hyphen (e.g., "1925-1964"). The type of date (i.e., "Single" or "Range") should also be selected, and the beginning and end dates of a span

recorded in ISO 8601 format. If the dates recorded are uncertain, this should be indicated in the Uncertainty field. The calendar and era recorded may also be indicated in the appropriate fields.

- 2.5. Processors will record Related Agent relationships for agents present in the ArchivesSpace agents module that are referenced in the biographical/historical note. The general type of relationship should be recorded, as well as the more specific type (i.e., associative, earlier/later, parent/child, or subordinate/superior). The related agent may then be linked either by using the typeahead function, or selecting the record in the browse interface. The nature of the relationship may also be described in the Description field. Description notes should be brief, with no more than three sentences.
3. REVIEW AND SUBMISSION OF AUTHORITY RECORDS
    - 3.1. If the processor is a curator, after submission the ArchivesSpace agent records will be reviewed by the cataloger. If the cataloger identifies incomplete or incorrect required elements, they will correct the record or prepare a report for the curator for correction and resubmission.
    - 3.2. If the processor is an APS staff member, after submission the ArchivesSpace agent records will be reviewed by the APS Supervisor.
      - 3.2.1. If the APS Supervisor identifies incomplete or incorrect required elements, they will prepare a report for the processor for correction and resubmission.
      - 3.2.2. If the APS Supervisor approves the agent record content, they will note completion of their review and submit the record to the Cataloging staff.

## Related Training Materials

- Archivists Toolkit: Names (<https://www.youtube.com/watch?v=fZjVdf95EOI>)
- Biographical and Administrative Histories (<https://www.youtube.com/watch?v=G-ibUdwP1IA>)
- Archival Authorities: Sources and Methods (<https://docs.google.com/presentation/d/1VYkS2qRkWcww9lb4IUiIPO8NAVdzqCY1IKuSAW1zreU/edit?usp=sharing>)
- Subordinated Units: Agent Records and Titles (<https://docs.google.com/presentation/d/1cfeOTFUmgt7h7NY-wob2bcq6qdXZVPeR402o2xOyXDU/edit?usp=sharing>)

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- Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, Ninth Edition (Chicago: University of Chicago Press, 2018)
- All note content should be compliant with the current edition of the Turabian style guide. Notable elements of this style are provided below:
  - If professional titles precede a personal name, they are capitalized.
  - Capitalize full names of legislative, administrative, and judicial bodies, major wars, and official course names.
  - Do not capitalize academic disciplines and academic designations (e.g., "master's degree"), and omit periods from academic degree abbreviations (PhD, DDS)
  - Spell out whole numbers from one to hundred, round numbers, and any number beginning a sentence
  - Use numerals for units of measure, percentages, dates, and exact times (e.g., 5:36 p.m.; October 19, 1978)
  - Numbers in their plural form are spelled out. Numerals form their plural by adding s with no apostrophe (i.e. thirties, 1950s)
  - Do not use a dash if the word from or between is placed between the first of the two numbers, use through or to instead (e.g., from 1980 to 1995) You may use a hyphen to represent date ranges if those prepositions have not been used (e.g., "Materials dated 1985-1986.)
  - *United States* used as a noun should be spelled out. Used as an adjective, it should be *U.S.*
  - Acronyms should appear in full capitals without punctuation. For clarity, spell out the acronym the first time you refer to it in the note.
  - Place periods and commas inside quotation marks.
  - Follow headline-style capitalization rules, including capitalizing all major words, including "a" "an" or "the" if it is the first word in the title. When listing periodicals, do not capitalize the leading "the" (i.e. the New York Times).
- Local exceptions to Turabian guidelines include:
  - Quotations around different types of titles are approved. In-line formatting in italics is too difficult to maintain in ArchivesSpace, so Turabian's rule of italics for book, journal, and newspaper titles and quotations for articles is not used. Do not copy straight from a word document unless you have [disabled smart quotes in Microsoft Word](#).

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- Church of Jesus Christ of Latter-day Saints, "Style Guide--The Name of the Church," Church of Jesus Christ of Latter-day Saints, <https://newsroom.churchofjesuschrist.org/style-guide> (accessed January 10, 2020)
- All references to the Church should be compliant with the current version of the Church's style guide. Notable elements of this style are provided below:
  - In the first reference in notes, the full name of the Church should be used: "The Church of Jesus Christ of Latter-day Saints"
  - Following references within the same note may use the shortened form of "the Church"
  - Notes should not use the name "Mormon Church", though the term may be linked as a topical subject
  - Notes may use the term "Mormon" as an adjective as necessary, but should not refer to members of the Church as "Mormons"
  - Splinter groups practicing polygamy should be referred to by the name of their church, and should also not be referred to as "Mormons"

### Reparative Language<sup>57</sup>

To acknowledge offensive, harmful, or outdated language, the processor should include a General Note at the lowest applicable level in the finding aid. A General Note at the collection level can be used for a finding aid that is problematic as a whole or that contains many general notes regarding language throughout the inventory. When language is revised, a statement that it has been updated should always be included in the Revision Note (internal note), then reflected in the Processing Note (public note). See templates below for examples.

- General Note in inventory: State source of title using guidelines in item-level processing, i.e. "Title from original folder; Title from recto; Title from caption on verso; Title from title page; Title from first page; Title from original inventory supplied by creator; etc. Then add a statement to clarify the potentially harmful language present in the title, caption, or other metadata connected to the item.  
*Example:* "Title [or note] may contain harmful language reflecting biases of creator and/or the time period of the collection. Original [title or note] maintained to provide context of the historical recording practices of the Office of the President."  
*Example:* "Title [or note] may contain harmful language reflecting biases of creator and/or the time period of the collection. Original [title or note] maintained to reflect creator-provided information about the collection materials."

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<sup>57</sup> Added April 26, 2023.

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- Collection-level general note: Finding aid contains descriptive language provided by the creator that may be harmful and/or outdated. This includes original titles and [other data recorded in general and scope notes such as transcribed photograph captions, notes identified on containers, and attached notes].
- Revision Description: Finding aid revised to [remove/edit] outdated, [and/or] harmful descriptive language. See the processing note for more information.
- Processing Note: “Original folder titles were transcribed for file-level titles.” (States where potentially harmful language was preserved from).

## Records

## ArchivesSpace Agent record

Save

## New Person Agent

### Basic Information

Agent Type Person

Publish

### Dates of Existence Add Date

<b>Label *</b>	Existence	▼	✕
<b>Expression *</b>	Describe the date or date range		
<b>Type *</b>	▼		

Select a Type to enter normalized date or date range

<b>Certainty</b>	▼
<b>Era</b>	▼
<b>Calendar</b>	▼

### Name Forms

Add Name Form

Authorized Display Name ✕

Authority ID	<input type="text"/>
Source *	<input type="text" value="▼"/>
Rules *	<input type="text" value="▼"/>
<b>Name Order *</b>	<input type="text" value="▼"/>
Prefix	<input type="text"/>
Title	<input type="text"/>
<b>Primary Part of Name *</b>	<input type="text"/>
Rest of Name	<input type="text"/>
Suffix	<input type="text"/>
Fuller Form	<input type="text"/>
Number	<input type="text"/>
Dates	<input type="text"/>
Qualifier	<input type="text"/>
Sort Name *	<input type="text" value="System generates when saved"/>
	<input checked="" type="checkbox"/> Automatically generate

Date(s) of Name Use Add Use Date

--

**Contact Details**
Add Contact

**Notes**
Add Note    Apply Standard Note Order

Biography/Historical Note
Collapse ✕

Persistent ID

Label

Publish?

Sub Notes
Add Sub Note

Text
✕

Content \*

Mixed Content Enabled -- Type '<' for elements or highlight text to wrap

Publish?

**Related Agents**
Add Related Agent

**External Documents**
Add External Document

Save Person +1
Cancel

## Processing Restricted Materials

### Responsibilities

**Curators** will advise of restrictions placed on manuscript and archival materials, either by contract or by [policy](#).

The **Archival Processing Section** (APS) will arrange and describe manuscript and archival materials and will identify and/or flag individual items subject to restrictions according to Special Collections policies.

**Collection Management** staff will house will label restricted collection containers and shelve them.

## Procedure

### 1. CURATOR IDENTIFICATION OF RESTRICTED MATERIALS

- 1.1 Curators will generate a processing plan for new accessions that indicates any restricted materials of which they are aware. They should always note a restriction end date, where possible. The APS will follow up when an end date is not included in the processing plan.<sup>58</sup>
- 1.2 Curators will mark the "Restricted" flag in the ArchivesSpace accession record.

### 2. APS PROCESSING OF RESTRICTED MATERIALS

- 2.1 APS staff will screen accessioned materials during processing according to the processing plan.
- 2.2 Manuscript and archival materials will be reviewed in a consistent manner for restricted classes of information, including:
  - Personal medical, psychiatric, and counseling records (RP 1)
  - Documents concerning a person's private affairs (i.e., materials created with an expectation of confidentiality) (RP 1)
  - Material containing social security numbers (RP 1; PII)
  - Materials containing bank account numbers (RP 1; PII)
  - Materials containing credit card numbers (RP 1; PII)
  - Materials containing driver's license numbers (RP 1; PII)
  - Personal financial information (RP 2)
  - Corporate financial records (RP 2)
  - Personnel records including job applications and resumes (RP 3)
  - Letters of reference or recommendations (RP 3)
  - Grievance files (RP 3)
  - Tenure records (RP 3)

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<sup>58</sup> Clarification about end dates added; May 17, 2025.

- Records concerning investigations (e.g., police, academic, or Honor Code) (RP 4)
- Student records (including test scores) (RP 5)
- Corporate medical, psychiatric, and counseling records (RP 5)
- Legal correspondence and other counsel offered by attorneys (RP 6)
- Correspondence and financial counsel offered by public accountants (RP 6)
- Ecclesiastical counseling and disciplinary records produced by religious leaders (RP 6)
- Correspondence and advice given by staff advisors, when marked as confidential (RP 6)
- Specific textual information about sacred ceremonies or rites (e.g., temple ceremonies, or Native American rituals) (RP 7)
- Photographs or films of sacred ceremonies or rites (RP 7)
- Official copies of patriarchal blessings (RP 7)

APS staff will consult with the collection curator when such material is identified.

- 2.3 When an entire box is subject to restrictions, APS staff will flag the box.
- 2.4 When an entire folder is subject to restrictions, APS staff will flag the folder.
- 2.5 When an individual document is subject to restrictions, APS staff will flag the item.
- 2.6 For boxes where only a portion of the materials is restricted, APS staff will separate restricted folders or items to a separate, temporary box at the end of the collection.
- 2.7 [A separation form](#) should be completed for the file or item, with one copy placed in the originating folder and the reciprocal form placed with the restricted material.
- 2.8 A duplicate folder bearing the same labeling as the original will be created to hold the restricted material, and placed in the separate, temporary box apart from the rest of the collection.
- 2.9 APS staff will record a Conditions Governing Access statement based on the processing plan in the finding aid that indicates the nature and period of the restriction, and check the Restrictions Apply checkbox at the top of the finding aid.

### 3. MANAGING RESTRICTED MATERIALS

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- 3.1 Collection Management staff will stamp flagged boxes designated for restricted materials as RESTRICTED.
- 3.2 Collection Management staff will shelve restricted materials in designated locations and location management functions will occur according to applicable internal procedures.

### Forms and Guidelines

- [Document removed form](#) (Box)
- [Vault Location Guidelines](#) (Box)

## Deaccessioning Special Collections Materials<sup>59</sup>

### Responsibilities

- **Curators** assist processing staff with weeding decisions, identify materials to be deaccessioned, and prepare deaccession requests for the Special Collections Development Committee (SCDC).
- **Accessioning Archivist** coordinates the transfer of materials to Acquisitions for disposal, assists curators in creating deaccession records for collections that have been accessioned but not yet processed.
- **Archival Processing Section (APS)** suggests materials for weeding, creates deaccession records for collections that have been processed, updates collection descriptions based on deaccessioning actions, and routes weeded and deaccessioned materials to the Accessioning Archivist.
- **Collection Management** verifies weeded materials and approved deaccessions against documentation, distributes lists of weeded items, and routes materials to the Technical Services Division for disposal.
- **Special Collections Development Committee (SCDC)** reviews and approves deaccession requests submitted by curators.

### Procedure

1. WEEDING MATERIALS FROM MANUSCRIPT/ARCHIVES COLLECTIONS

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<sup>59</sup> Updated this section with new roles as of 2023, specifically changes as a result of Accessioning Archivist taking over some parts of this from the APS and Collection Management, and replacing "Special Collections" with "Special Collections Development Committee (SCDC)" or "SCDC" on parts dealing with seeking approval, November 7, 2023.

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- 1.1. Curators will identify items in the collection survey that should be weeded
  - 1.1.1. Files or items subject to weeding may include, for example:
    - Duplicate items,
    - Items outside the scope of the applicable collection development policy,
    - Items subject to another retention category,
    - Items subject to replevin, or
    - Items in poor condition
  - 1.1.2. Removal of published items should follow the procedures for *Handling Published Materials Permanently Removed from Manuscript Collections*
  - 1.1.3. Weeding activities may be included in processing plans for new acquisitions, or for value-added processing of existing collections
  - 1.1.4. If the materials to be weeded constitute a series, curators should treat their withdrawal as a deaccession
  - 1.1.5. If an item or file represents the entirety of a collection, curators should treat its withdrawal as a deaccession
  - 1.1.6. Weeding of files or items should be treated as deaccessioning (see Section 2 below) if:
    - The materials are sensitive,
    - They have an estimated value of \$1,000 or more per item,
    - The files or items represent more than 10 percent of the collection (or more than 5 linear feet of material), or
    - The curator requests an additional review
- 1.2. If a curator is processing the materials, they may remove files or items in the course of housing the collection
- 1.3. If Archival Processing Section (APS) staff are processing the materials, they may flag files or items identified during housing for potential weeding
  - 1.3.1. APS staff will consult with the curator prior to removing materials from the collection

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- 1.4. Curators and/or APS staff will place weeded files or items in a separate box(es), labeled with the associated collection call number and the intended disposal method
  - 1.4.1. Curators will consult the collection case file to confirm that there is a signed gift agreement or transfer agreement for the collection
  - 1.4.2. If there is a gift agreement or transfer agreement, curators will determine whether there is a contractual obligation to return weeded material to the donor or other designated recipient
  - 1.4.3. If there is not a gift agreement or transfer agreement, curators will either consult with the donor to finalize a contract, perfect title based on the provisions of Utah Code 9-8-805 (<https://le.utah.gov/xcode/Title9/Chapter8/9-8-S805.html>), or verify that the statute of limitations for repositied materials has passed (Utah Code 9-8-804; <https://le.utah.gov/xcode/Title9/Chapter8/9-8-S804.html>)
- 1.5. Complete an ArchivesSpace deaccession record for weeded files or items. If the collection was in process by the APS, the APS staff should make the form. If the collection is being analyzed outside the processing workflow, the curator should make the ArchivesSpace deaccession record.<sup>60</sup>
  - 1.5.1. For new accessions, a deaccession form should be completed in the associated ArchivesSpace accession record
  - 1.5.2. For weeding during value-added processing, a deaccession form should be completed in the associated ArchivesSpace resource record
  - 1.5.3. ArchivesSpace deaccession records should be complete, and include a summary description of the material types and content being removed, the reason they were weeded, their intended disposition, the date of weeding, and an extent statement in terms of containers
- 1.6. Complete a “Materials to be Weeded or Deaccessioned from a Manuscript Collection” [routing slip](#),<sup>61</sup> and deliver them with the boxed, labeled materials to Accessioning Archivist

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<sup>60</sup> Updated for clarity- APS vs. curator role in making an ArchivesSpace deaccession record; May 17, 2025.

<sup>61</sup> This routing form was added in October 2024 per instructions from Acquisitions, to make sure it was clear what needed to be done with any items being sent to Acquisitions for disposal. A copy of this form is in Box in SCMSHare, under Department-->Department Projects-->Deaccessions.

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- 1.6.1. For large collections that are stored on shelves, instead of delivering the boxes, curators or the APS should inform the Accessioning Archivist of the shelf location(s) of the boxes needed to be weeded or deaccessioned
- 1.7. The Accessioning Archivist will confirm the contents of the boxes against the ArchivesSpace deaccession record and completed routing slip(s)
- 1.8. The Accessioning Archivist will coordinate with appropriate cataloger about necessary catalog record updates, including:
  - 1.8.1. Record shadowing
  - 1.8.2. ArchivesSpace updates
- 1.9. The Accessioning Archivist will work with Collections Management to deliver the boxes and forms to Acquisitions for disposal
2. DEACCESSIONING FROM MANUSCRIPT/ARCHIVES COLLECTIONS
  - 2.1. Curators will identify manuscript or archival collections or series that may be deaccessioned
    - 2.1.1. Collections or series subject to deaccessioning may include, for example:
      - Materials do not fit current collecting policies;
      - Materials have an unknown provenance;
      - Materials subject to replevin;
      - Materials have not been used by researchers, or their use is extremely infrequent;
      - Materials are not unique or archival;
      - Materials are highly restricted, due to concerns such as privacy or security;
      - Materials are transactional records that do not appear to provide long-term research value;
      - Materials are not the record copies;
      - Materials consist of formats not collected by the repository;
      - Materials consist of formats that are permanently inaccessible due to obsolescence, are physically degraded to the point of uselessness, or have become a danger to staff, users, or other collections; or

- Materials have been bypassed by scholarly or other research trends
- 2.1.2. Materials must be accessioned in ArchivesSpace before they may be deaccessioned
  - 2.2. Curators will confirm that the repository has legal title to the collection or series identified for deaccession
    - 2.2.1. The curator will consult the collection case file to confirm that there is a signed gift agreement or transfer agreement for the collection
    - 2.2.2. If there is a gift agreement or transfer agreement, curators should determine whether there is a contractual obligation to return deaccessioned material to the donor or other designated recipient
    - 2.2.3. If there is not a gift agreement or transfer agreement, curators should either consult with the donor to finalize a contract, perfect title based on the provisions of Utah Code 9-8-805 (<https://le.utah.gov/xcode/Title9/Chapter8/9-8-S805.html>), or verify that the statute of limitations for repositied materials has passed (Utah Code 9-8-804; <https://le.utah.gov/xcode/Title9/Chapter8/9-8-S804.html>)
  - 2.3. Curators will complete a Special Collections Development Committee (SCDC) deaccession form for the identified collection or series
    - 2.3.1. SCDC deaccession records should be complete, and include a summary description of the material types and content proposed for deaccession, the reason for their deaccession, their intended disposition, and the estimated financial value of the material
  - 2.4. SCDC will review the deaccessioning proposal and approve or reject it
  - 2.5. If SCDC approves the proposal, curators or the APS will complete an ArchivesSpace deaccession form for collection or series. If the collection was in process by the APS, the APS staff should make the form. If the collection is being analyzed outside the processing workflow, the curator should make the ArchivesSpace deaccession record.<sup>62</sup>
    - 2.5.1. For new accessions, a deaccession form should be completed in the associated ArchivesSpace accession record

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<sup>62</sup> Updated for clarity- APS vs. curator role in making an ArchivesSpace deaccession record; May 17, 2025.

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- 2.5.2. For deaccessioning of processed collections or series, a deaccession form should be completed in the associated ArchivesSpace resource record
- 2.5.3. ArchivesSpace deaccession records should be complete, and include a summary description of the material types and content being deaccessioned, the reason for their deaccession, their intended disposition, the date of deaccessioning, and an extent statement in terms of containers
- 2.6. Curators or the APS will complete the “Materials to be Weeded or Deaccessioned from a Manuscript Collection” [routing slip](#),<sup>63</sup> and deliver them with the boxed, labeled materials to the Accessioning Archivist
- 2.7. Accessioning Archivist will retrieve the collection or series, and confirm the contents and extent against the ArchivesSpace deaccession record and routing slip(s)
- 2.8. Accessioning Archivist will coordinate with appropriate cataloger about necessary catalog record updates, including:
  - 2.8.1. Record shadowing
  - 2.8.2. ArchivesSpace updates
- 2.9. Accessioning Archivist will then work with Collections Management to deliver the boxes and form to Acquisitions for disposal
- 2.10. All deaccessioned materials must go through Acquisitions before leaving the library.
  - 2.10.1. Acquisitions is responsible for the packaging and shipping of all deaccessioned materials, in coordination with Receiving. Curators should work with Acquisitions when needing to ship any deaccessioned materials.
  - 2.10.2. If materials are being shipped back to the donor, and this is not specified in the deed of gift, curators must get approval from the department chair and Associate University Librarian for Collection Services.<sup>64</sup> This can be concurrent with the necessary SCDC approval.<sup>65</sup>

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<sup>63</sup> This routing form was added in October 2024 per instructions from Acquisitions, to make sure it was clear what needed to be done with any items being sent to Acquisitions for disposal. A copy of this form is in Box in SCMSHare, under Department-->Department Projects-->Deaccessions.

<sup>64</sup> “Disposal of Library Materials Policy,” 5.2.3.

<sup>65</sup> This is from the AUL for Collection Services’ announcement on the policy update in 2022.

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- 2.10.3. If a donor or other entity is picking up deaccessioned materials from the library, curators should work with Acquisitions to facilitate the transfer of these materials.
- 2.10.4. If curators are personally delivering deaccessioned materials to a donor or other entity, they should fill out a “In-Person Returning Deaccession Form”<sup>66</sup> that will accompany the materials. The signature of an Acquisitions representative should be acquired before delivering the materials. A copy of the completed form, with the recipient’s signature, should be made to add to the case file.

### 3. WEEDING PUBLISHED ITEMS FROM PUBLICATION COLLECTIONS

- 3.1. Curators will identify published items for weeding from a publication collection
  - 3.1.1. Materials subject to weeding may include, for example:
    - Duplicate items,
    - Items outside the scope of the collection, or
    - Items in poor condition
  - 3.1.2. Items that are the last copy listed in a bibliographic utility (e.g., Worldcat) may not be weeded
  - 3.1.3. Weeding of published items should be treated as deaccessioning (see Section 4 below) if:
    - The materials are sensitive,
    - They have an estimated value of \$1,000 or more per item,
    - The items are being weeded in batches of 10 or more items from a single collection, or
    - if the curator requests an additional review
- 3.2. Curator will complete a routing form that indicates the disposition of item
  - 3.2.1. Form options include:
    - Switching out with accompanying copy
    - Purchasing replacement copy, with authorization

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<sup>66</sup> This form was approved for use by SCDC at the March 2023 meeting. The template is available on Box at: SCMshare\Department\Department projects\Deaccessions.

- Making available to stacks
- 3.3. If the curator intends that the weeded copy be replaced, indicate this on the routing form and route item to Accessioning Archivist
  - 3.4. Accessioning Archivist will then forward the item(s) and routing form to Acquisitions to route them to the appropriate cataloger
  - 3.5. Cataloger will update records as necessary, and route items to Acquisitions
4. DEACCESSIONING PUBLICATION COLLECTIONS
    - 4.1. Curators will identify publication collections for deaccessioning
      - 4.1.1. Identified collections may contain individual items appropriate to other collections, which may be reassigned prior to collection deaccession
    - 4.2. Print collections subject to deaccessioning may include, for example:
      - Materials do not fit current collecting policies;
      - Materials have not been used by researchers, or their use is extremely infrequent; or
      - Materials have been bypassed by scholarly or other research trends
    - 4.3. Curators will confirm that the repository has legal title to the collection identified for deaccession
      - 4.3.1. The curator will consult the collection case file to confirm that there is a signed gift agreement or transfer agreement for the collection
      - 4.3.2. If there is a gift agreement or transfer agreement, curators should determine whether there is a contractual obligation to return deaccessioned material to the donor or other designated recipient
      - 4.3.3. If there is not a gift agreement or transfer agreement, curators should either consult with the donor to finalize a contract, perfect title based on the provisions of Utah Code 9-8-805 (<https://le.utah.gov/xcode/Title9/Chapter8/9-8-S805.html>), or verify that the statute of limitations for repositated materials has passed (Utah Code 9-8-804; <https://le.utah.gov/xcode/Title9/Chapter8/9-8-S804.html>)

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- 4.4. Curators will complete a Special Collections Development Committee (SCDC) deaccession form for the identified collection
  - 4.4.1. SCDC deaccession forms should be complete, and include a summary description of the material types and content proposed for deaccession, the reason their deaccession, and their intended disposition
- 4.5. SCDC will review the deaccessioning proposal and approve or reject it
- 4.6. If approved, the curator will deliver the completed SCDC deaccession form to Accessioning Archivist
- 4.7. Accessioning Archivist will confirm the contents and extent of the items being proposed for deaccession against the deaccession forms
- 4.8. Accessioning Archivist will request Collection Management to transfer the deaccessioned materials to Acquisitions for approved disposition
- 4.9. All deaccessioned materials must go through Acquisitions before leaving the library.
  - 4.9.1. Acquisitions is responsible for the packaging and shipping of all deaccessioned materials, in coordination with Receiving. Curators should work with Acquisitions when needing to ship any deaccessioned materials.
  - 4.9.2. If materials are being shipped back to the donor, and this is not specified in the deed of gift, curators must get approval from the department chair and Associate University Librarian for Collection Services.<sup>67</sup> This can be concurrent with the necessary SCDC approval.<sup>68</sup>
  - 4.9.3. If a donor or other entity is picking up deaccessioned materials from the library, curators should work with Acquisitions to facilitate the transfer of these materials.
  - 4.9.4. If curators are personally delivering deaccessioned materials to a donor or other entity, they should fill out a “In-Person Returning Deaccession Form”<sup>69</sup> that will accompany the materials. The signature of an Acquisitions representative should be acquired before delivering the materials. A copy of the completed form, with the recipient’s signature, should be made to add to the case file.

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
<sup>67</sup> “Disposal of Library Materials Policy,” 5.2.3.

<sup>68</sup> This is from the AUL for Collection Services’ announcement on the policy update in 2022.

<sup>69</sup> This form was approved for use by SCDC at the March 2023 meeting. The template is available on Box at: SCMshare\Department\Department projects\Deaccessions.

## Records/Forms

## ArchivesSpace deaccession record

Deaccessions	
	<p><b>Portion *</b> Part</p> <p><b>Description *</b> Box 10 had two folders (numbered 17-18) that were duplicate contact prints of what was in Box 10, folder 1-16.</p> <p>Reason Duplicates</p> <p>Disposition Discard</p> <p>Notification Given? <input type="checkbox"/></p>
Deaccession Date	
	<p><b>Label *</b> Deaccession</p> <p>Expression * 2024 January 25</p> <p><b>Type *</b> Single</p> <p>Begin 2024-01-25  e.g. YYYY, YYYY-MM, or YYYY-MM-DD</p> <p>Certainty</p> <p>Era ce</p> <p>Calendar Gregorian</p>

Extents	
☰	Portion * Whole
	Number * 2
	Type * oversize boxes
Container Summary (1.4 linear ft.)	
Physical Details	
Dimensions	

[Special Collections deaccession form](#) (Box)

## Published Materials in Manuscript Collections<sup>70</sup>

### Responsibilities

**Curators** will determine whether published materials will be retained in a manuscript or archival collection.

The **Archival Processing Section** (APS) arrange and describe manuscript and archival materials, and will identify and route published materials found in these collections for item-level cataloging.

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<sup>70</sup> This section was updated to reflect current practices after consultation with Acquisitions Department. Ryan Lee, November 14, 2024.

**Collection Management Unit staff** tracks the transfer of published materials to Acquisitions, and their return to Special Collections following cataloging.

**Acquisitions staff** will generate initial records for published materials and routes them to Cataloging and Metadata.

**Cataloging Department staff** will establish bibliographic and authority control over published materials, and will route them back to Special Collections.

## Procedure

1. PROCESSING OF PUBLISHED MATERIALS
  - 1.1. Curators will separate published materials initially accessioned with manuscript or archival collections that will *not* remain with the collection.
  - 1.2. Curators will generate a processing plan that includes processing instructions for any remaining published materials, including an indication of the reason for retaining each item in the manuscript collection.
  - 1.3. APS staff will arrange and describe the manuscript or archival collection according to the processing plan.
  - 1.4. During processing, APS staff will identify and flag published items for cataloging.
  - 1.5. Once arrangement and folder numbering is complete, APS staff will record the complete call number of the item lightly in pencil on the inside top-left corner of the cover or analog.

Ex. MSS 8778

Series 1

Box 1

Folder 1

Item 1

2. ROUTING OF PUBLISHED MATERIALS
  - 2.1. Before published materials are removed from a manuscript or archival collection, APS staff will complete a checkout form for the item.

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- 2.2. The completed routing slip form, including the complete call number, should be placed in the published item.
  - 2.3. APS staff should deliver published materials with routing slips to the Collection Management Unit.
  - 2.4. Collection Management Unit staff will record item information from the routing slip.
3. ACQUISITIONS DEPARTMENT PROCESSING OF PUBLISHED MONOGRAPHS
  - 3.1. Since the material will not be leaving the manuscript collection, Acquisitions does not need to be involved in creating the new record.
4. CATALOGING OF PUBLISHED MATERIALS
  - 4.1. Cataloging will be completed by Cataloging Department staff according to current standards.
  - 4.2. Catalog records will indicate the donor of the published item, as well as the reason for retaining the item in the manuscript or archival collection.
  - 4.3. Call number/holdings of materials will indicate the current location of the published items in the manuscript or archival collection.
  - 4.4. A generic manuscripts bookplate will be affixed to the item, which will hold the barcode and call number.
  - 4.5. Cataloging will be completed on a contingency basis.
  - 4.6. Cataloged monographic material will be sent directly back to the Special Collections Collection Management Unit with the completed routing slip within two weeks.
  - 4.7. Cataloged serials materials will be routed back to the Serials Unit for record maintenance and adding holdings prior to their return to Special Collections.
5. RETURN ROUTING OF PUBLISHED MATERIALS
  - 5.1. Collection Management Unit staff will review the returning materials, and will check them back into Special Collections.
  - 5.2. Collection Management Unit staff will return the published materials to the location indicated on the routing slip.

## Forms

[Published Materials to be Retained in Manuscript Collection](#) (Box)

## Published Materials Separated from Manuscript Collections<sup>71</sup>

### Responsibilities

**Manuscripts curators** will determine whether published materials will be permanently removed from a manuscript or archival collection, route them to the Accessioning Archivist, and create a deaccession record in the accession record.

**Book curators and subject selectors** will determine whether published materials will be added to existing print collections.

The **Archival Processing Section (APS)** will arrange and describe remaining manuscript and archival materials, make Separated Materials Notes, make deaccession records, and make lists of removed publications for the case file.

**Accessioning Archivist** will review the routing slips and coordinate with the curator and Collection Management staff for the transfer of published materials to Acquisitions

**Collection Management Unit staff** will transfer published materials to Acquisitions, and shelve published materials in Special Collections following cataloging.

**Acquisitions staff** will generate initial records for published materials and route them to Cataloging.

**Cataloging Department staff** will establish bibliographic and authority control over published materials, and will route them back to Special Collections.

### Procedure

1. PERMANENT REMOVAL OF PUBLISHED MATERIALS
  - 1.1. Manuscripts curators will remove published materials initially accessioned with manuscript or archival collections that will be permanently separated from the collection prior to preparing a processing plan. If materials are not removed, APS staff will flag published material during processing and ask the

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<sup>71</sup> This section was updated to reflect current practices after consultation with Acquisitions Department. Ryan Lee, November 14, 2024.

curator to specify whether materials should be removed or kept in the collection.

- 1.2. Manuscripts curators or the APS will produce a list with bibliographic citations for all published items to be permanently removed from the manuscript or archival collection, which will be placed in the case file.
- 1.3. The APS will arrange and describe the remaining manuscript or archival material, and may record a Separated Materials Note describing permanently removed published materials according to the processing plan.
- 1.4. The APS will create a deaccession record in the Resource Record if materials are identified for removal after processing begins.

## 2. ROUTING OF REMOVED PUBLISHED MATERIALS

- 2.1. After published materials are removed from a manuscript or archival collection, manuscripts curators or the APS staff will complete a [routing form](#) for each item.
- 2.2. The completed routing form will include the call number and donor of the originating collection, as well as a note on any donor-imposed conditions associated with the donation, and should be placed in the published item.
- 2.3. If the manuscript curator thinks that the material might be wanted elsewhere, the curator will check with the appropriate curator(s) or subject librarian(s). If someone agrees to take the item, the curator will note this on the routing slip.
- 2.4. If the item is not accepted by a different curator or librarian, the manuscript curator will check the deed of gift for any governing terms and then fill out the routing slip to indicate what is to be done with the item.
- 2.5. When material disposition is governed by a transfer instrument, manuscript curators will deaccession the material for return to the donor and indicate this on the routing slip. Manuscript curators will then deaccession the material for return to the donor and indicate this on the routing slip.
- 2.6. Materials will be delivered by the curator or APS to the Accessioning Archivist.
- 2.7. The Accessioning Archivist reviews the routing slips and coordinates with the curator and Collection Management staff for the transfer of published materials to Acquisitions.
- 2.8. Collection Management Unit staff will transfer the materials to the Acquisitions Department for processing.

### 3. ACQUISITIONS DEPARTMENT PROCESSING OF REMOVED PUBLISHED MONOGRAPHS

- 3.1. Acquisitions Department staff will review the routing form and proceed according to the information contained therein.
- 3.2. If the item is not selected for another collection in the library, Acquisitions Department staff will follow the Disposal of Library Materials policy according to the method selected by the Manuscript curator on the routing slip.
- 3.3. If published monographs are selected for inclusion in print collections, Acquisitions Department staff will add an acquisitions record for the item and add appropriate staff notes.
- 3.4. Acquisitions Department staff will route monographic materials to the appropriate cataloger in the Cataloging Department. Routing slips will remain with each item.

### 4. CATALOGING OF PUBLISHED MATERIALS

- 4.1. Cataloging will be completed by Cataloging Department staff according to current standards.
- 4.2. Catalog records will indicate the donor of the published item, when known.
- 4.3. For Special Collections materials, a bookplate for the appropriate print collection will be affixed to the item, which will hold the barcode and call number.
- 4.4. For printed materials selected for the general collections, a spine label will be affixed to the item.
- 4.5. Cataloged monographic materials will be routed to the appropriate print collection and shelved.
- 4.6. Cataloged serials materials will be routed back to the Serials Unit for record maintenance and adding holdings prior to their routing to the appropriate print collection.

#### Forms:

- [Published materials to be removed \(routing form\)](#) (Box)

## Glossary

**Accession:** 1. (n.) Materials physically and legally transferred to a repository as a unit at a single time; an acquisition. 2. (v.) To take legal and physical custody of a group of records or other materials and to formally document their receipt. 3. (v.)

To document the transfer of records or materials in a register, database, or other log of the repository's holdings.

**Accession record** 1. (n.) A form or log that summarizes standard information about the process of transferring materials to a repository. 2. (n.) A case file containing all materials associated with the legal and physical transfer of records or other materials to a repository.

**Acquisition:** (n.) Materials received by an archival repository as a unit; an accession.

**Agent:** A person, family, or corporate body that is responsible for actions taken and their effects.

**Appraisal:** (n.) The process of identifying materials offered to an archives that have sufficient value to be accessioned.

**Archival aggregates** 1. (n.) An organic or artificial grouping of materials larger than a file or item (e.g., collection, series, etc.).

**Archival description:** (n.) 1. The process of analyzing, organizing, and recording details about the formal elements of a record or collection of records, such as creator, title, dates, extent, and contents, to facilitate the work's identification, management, and understanding. 2. The product of such a process.

**Archival processing:** (n.) The arrangement, description, and housing of archival materials for storage and use by patrons.

**Arrangement:** (n.) The process of organizing materials with respect to their provenance and original order, to protect their context and to achieve physical or intellectual control over the materials.

**Authority file:** A compilation of records that describe the preferred form of headings for use in a catalog, along with cross-references for other forms of headings.

**Authority record:** (n.) An entry in an authority file that contains information about the preferred form of a name or subject heading.

**Basic processing:** (n.) 1. Processing method characterized by minimal interventions, including stabilizing manuscript materials by housing them in non-archival containers with a series- or subseries-level arrangement.

**Collection:** (n.) 1. A group of materials with some unifying characteristic. 2. Materials assembled by a person, organization, or repository from a variety of sources; an artificial collection. 3. A named collection of publications.

**Deaccession:** (n.) 1. The process by which an archives, museum, or library permanently removes aggregations of accessioned materials (e.g., collections, series) from its holdings. 2. (v.) To remove archival or general collection resources from intellectual and physical custody.

**Deed of gift:** (n.) An agreement transferring title to property without an exchange of monetary compensation.

**File:** (n.) 1. A group of documents related by use or topic, typically housed in a folder (or a group of folders for a large file). 2. COMPUTING · Collections of data stored for use by a computer; see data file.

**Finding aid (n.):** 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 assists users to gain access to and understand the materials.

**Folder:** (n.) A sheet of cardboard or heavy paper stock that is used as a loose cover to keep documents and other flat materials together, especially for purposes of filing; a file cover.

**Format:** (n.) 1. A historically and functionally specific kind of material distinguished by its physical character, the subject of its intellectual content, or the order of information within it.

**Genre:** (n.) 1. A style or technique of the intellectual content of textual materials or, for graphic materials, aspects such as vantage point, intended purpose, characteristics of the creator, publication status, or method of representation.

**Item:** (n.) A thing that can be distinguished from a group and that is complete in itself.

**Original order:** (n.) The organization and sequence of records established by the creator of the records.

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

**Published materials:** (n.) According to policy, the following materials will always be cataloged: published books, scores, theses, dissertations, published serials and issues of serials, and published media. Additional published and self-published items may also be cataloged at the curator's discretion.

**Reappraisal:** (n.) 1. The process of identifying library materials that no longer merit inclusion and that are candidates for deaccessioning. 2. Records management: The process of reviewing materials to reassess their retention value.

**Replevin:** (n.) An action to recover property that has been improperly or illegally taken.

**Series:** (n.) A group of similar records that are arranged according to a filing system and that are related as the result of being created, received, or used in the same activity; a file group; a record series.

**Subseries:** (n.) 1. A body of documents within a series readily distinguished from the whole by filing arrangement, type, form, or content.

**Value-added processing:** (n.) Processing manuscript materials using deeper interventions, including housing them in archival quality containers, removing fasteners, and providing a file- or item-level arrangement.

**Weeding:** (n.) The process of identifying and removing unwanted materials (e.g., folders, or items) from a larger aggregation of materials.