PROCEDURE MANUAL FOR ARCHIVAL PROCESSING AT THE BYU LIBRARY

Contents

Accessioning Archival Materials

Responsibilities:

- **Curators** are responsible for surveying and appraising newly acquired manuscript collections and compiling documentation for the case file. They may also create accession records and processing plans.[1]

- **Accessioning Archivist**[2] reviews accession records for compliance to standards and completed paperwork and manages the creation of accession records and processing plans.

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 https://access.rdatoolkit.org/

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

Procedure[3]

CREATING A CASE FILE

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
- Completed Manuscript Collection Appraisal and Survey form[4]
- Record of accession number and call number produced through Archival Identifiers (https://apps.lib.byu.edu/aid/)

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[1] This sentence added per updated Accessioning workflow; October 21, 2025.
[2] 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.
[3] 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. Further changes made in October 2025 to reflect alterations to the accessioning workflow made in early 2025.
[4] Link to form added in 2025 to point to most recent version of this form now available on the APS website; October 21, 2025.

Curators will give any physical documentation in a case file folder to the Accessioning Archivist for scanning and uploading to Sharepoint.

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.

Accessioning Archivist will send a copy of the deed of gift to Church Philanthropies and the University Librarian for review and approval.[5]

Any issues will be communicated by the Accessioning Archivist back to the appropriate curator.

Curators will work with donors to make any necessary corrections as soon as possible and send a revised deed of gift back to the Accessioning Archivist.

LOGGING OF MATERIALS AND CREATING BASECAMP RECORD[6]

Curators will send all newly acquired manuscript materials to Acquisitions to create a basic cataloging record and record other pertinent information.

Curators will also send to Acquisitions a copy of the deed of gift or invoice, accession number, and call number for the collection.

This step should be completed **within 1-3 business days** of materials entering the library.
As part of this process, curators will create a Basecamp record for the new accession, using the "APS Archival Processing" template.

The following should be added to the Basecamp record:

- Accessioning Archivist
- Archival Processing Librarian
- Collection Management Supervisor for Special Collections
- Special Collections Management Assistant
- Technical Services Archivist

Any relevant documentation, including a copy of the deed of gift or invoice and identifying numbers generated from AID, should be uploaded to the "Docs & Files section of the Basecamp record.

[5] This section was added in October 2025.
[6] This section updated to 2025 Accessioning workflow; October 21, 2025.

All other steps under "Curator Appraisal and Pre-Processing" tasks should be completed and checked off by the curator.

After materials have been logged, Acquisitions will contact Collections Management to transfer materials to temporary storage while awaiting processing.

Collection Management will record the temporary storage location in Basecamp.

COLLECTION SURVEY AND WEEDING

Curators will perform a collection survey prior to submitting the collection for processing. A survey checklist can be used to assist in this process, and a Manuscript Collection Appraisal and Survey form should be filled out. 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 Accessioning Archivist or 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.

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. 5 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.

Audiovisual and born-digital materials found during the survey will be identified by media type and location within the collection. This step will assist in the creation of the Accession Record and in locating materials that need to be reformatted. This information should also be added to the Basecamp created, and the appropriate archivist and Digital Initiatives personnel should be added to the Basecamp.[7]

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.

A copy of the completed survey form will be uploaded to Basecamp, and the Accessioning Archivist should be assigned to review the case file under "Accessioning Archivist Pre-Processing" tasks.

[7] This section added in October 2025 per instruction from Film and Media Archivist.

CONDITION REVIEW OF EXISTING HOUSING[8]

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

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.

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.[9]

Curators will document what rehousing should be done during processing as part of their processing plan.

ADDING TEMPORARY LABELS TO BOXES

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.

CREATING ACCESSION RECORD[10]

Curators or the Accessioning Archivist will create a new accession record in ArchivesSpace for each new acquisition.[11]

Curators or the Accessioning Archivist should consult the Manuscript Collection Appraisal and Survey form, accompanying inventory where applicable, deed of gift, and the acquired materials themselves when preparing accession records. This step should be completed **within 10 business days** after the materials have been surveyed and weeded (for

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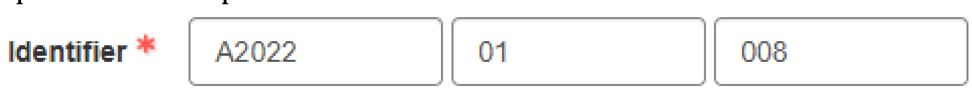
[8] This section was added August 6, 2024. It was previously in the section under processing performed by the APS, but was moved here since it is a pre-processing activity.
[9] The section was added by Ryan Lee on November 14, 2024, per request from APPAC.
[10] Updated to most recent version of accession 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.
[11] This section updated to 2025 Accessioning workflow; October 21, 2025.

curators), or after being assigned in Basecamp (for Accessioning Archivist).

Curators or the Accessioning Archivist will complete the following fields in the accession record as described below:

- 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,
    - 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
- 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.



- ACCESSION DATE: Curators or the Accessioning Archivist will record the accession date in the ISO 8601 format (YYYY-MM-DD).
- 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;

- 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.

- 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 with donated or purchases, at minimum the year.
- 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.
- 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).
- LANGUAGE OF DESCRIPTION: Curators or the Accessioning Archivist will choose the language of the description of the accession record. This should be "English."
- SCRIPT OF DESCRIPTION: Curators or the Accessioning Archivist will choose the language of the script of the accession record. This should be "Latin."
- 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.
- 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.
- COLLECTING AREA: Curators or the Accessioning Archivist will choose the collecting area that best corresponds to the items described in the accession record.
- 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.

- EXTENTS:[12] 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 at the following links: by size, and alphabetically by container type. For non-standard boxes, a best guess is sufficient. 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.
        - Examples of extent entries include:

          1
          box
          (0.5 linear ft.)

          15
          cartons
          (15 linear ft.)

          1
          oversize box
          (2 linear ft.)
    - If the Accession includes born-digital materials that were delivered on a flash drive, hard drive, or other carrier, the extent of the materials should be recorded in terms of the carrier, with a parallel statement of extent in terms of approximate size of the total digital content recorded in parentheses in the Container Summary field, recorded in terms of kilobytes, megabytes, gigabytes, terabytes, etc.
        - Examples of extent entries:
          2
          flash drives
          (64 gigabytes)

          1 hard drive

[12] This section was updated on May 2025 to include instructions related to born-digital, electronic, and audiovisual media, which was reviewed and approved at the May 2025 APPAC meeting.

(2 terabytes)

- If the accession includes born-digital materials that were delivered by email, file transfer, or other system without a physical carrier, the extent of the materials should be recorded in terms of "digital files" with a parallel statement of extent in terms of approximate size of the total digital content recorded in parentheses in the Container Summary field, recorded in terms of kilobytes, megabytes, gigabytes, terabytes, etc.
  - Examples of extent entries with born-digital materials include:

    1
    digital file
    (15 megabytes)

    33
    digital files
    (4 gigabytes)
- For an Accession with electronic media and/or audiovisual materials, either in whole or part of an accession, curators or the Accessioning Archivist 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
    (¼ in. audiotape)

- 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.

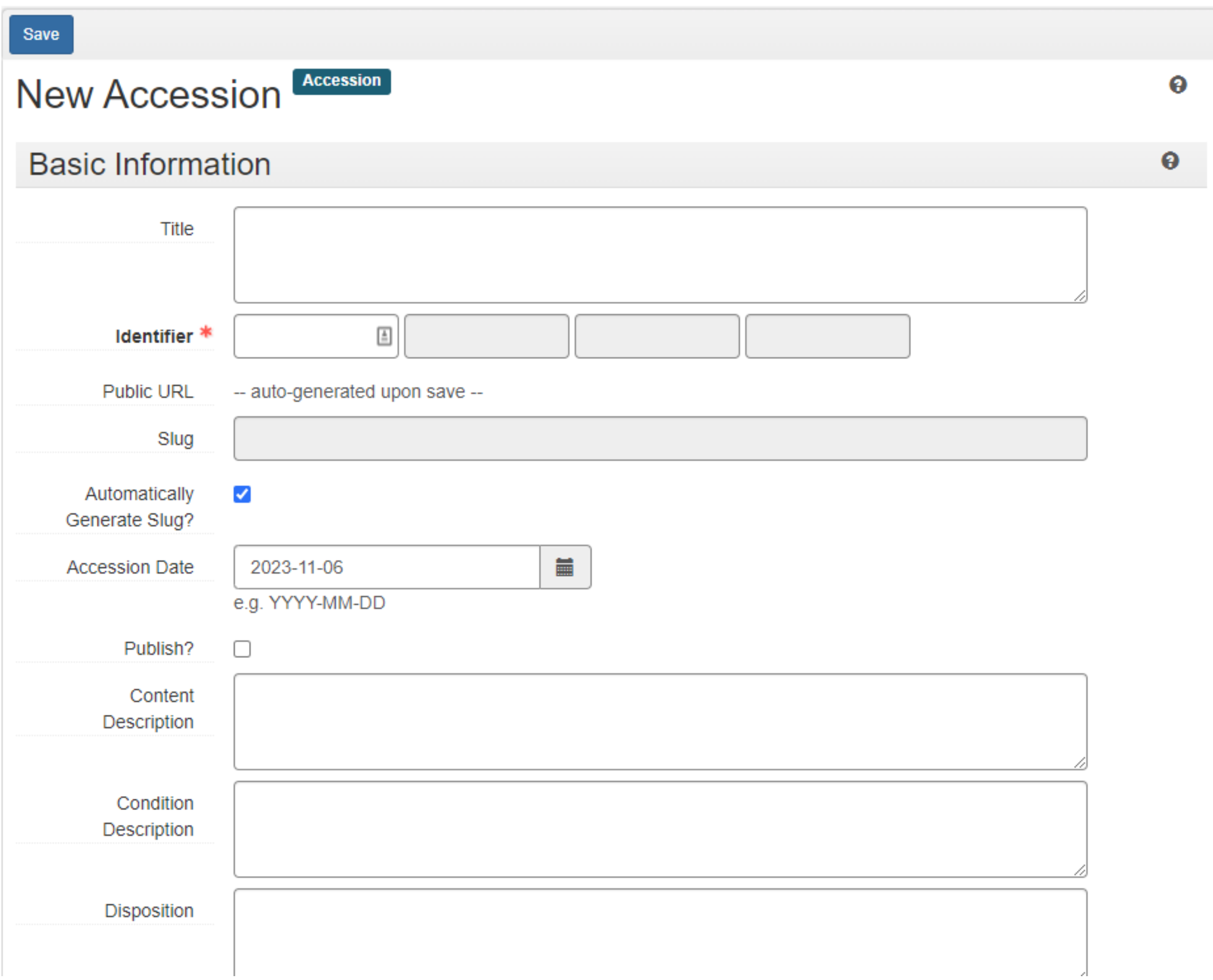
- RELATED RESOURCES: Curators or the Accessioning Archivist will link the accession record to associated Resource Records, if they already exist in ArchivesSpace. If curators are processing an accession to an already processed collection, they will link the accession record to the existing Resource Record. For new collections, the link between accession and Resource Records will be created during collection processing.

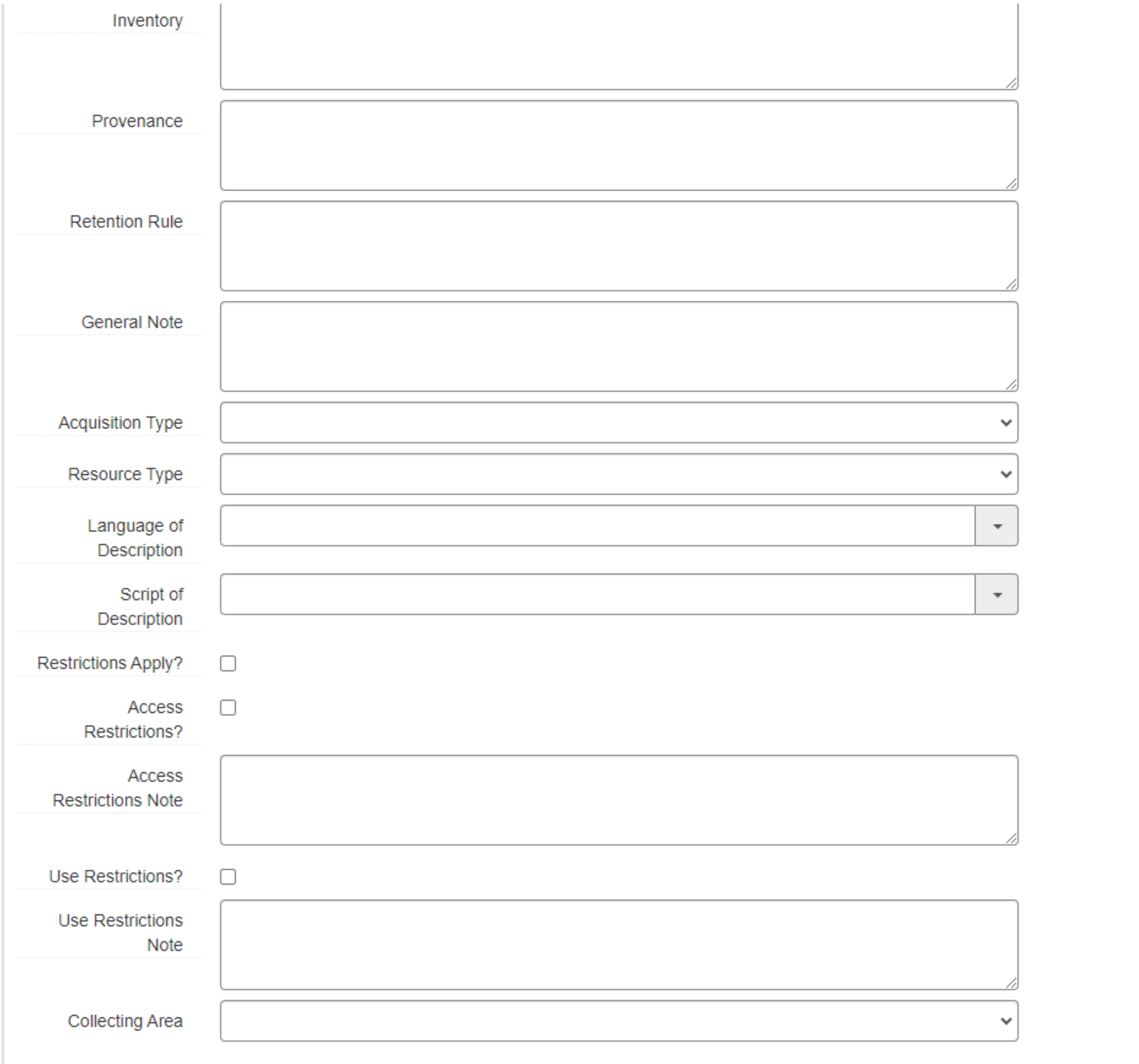
Curators or the Accessioning Archivist may complete any additional fields in the accession record that would be useful to documenting the content or history of the collection. Available fields include: Condition Description, Disposition, Inventory, Retention Rule, General Note, and Related Accessions.

If the curator creates the accession record, the Accessioning Archivist will review the accession record and paperwork in the 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:





Inventory

Provenance

Retention Rule

General Note

Acquisition Type

Resource Type

Language of Description

Script of Description

Restrictions Apply?

Access Restrictions?

Access Restrictions Note

Use Restrictions?

Use Restrictions Note

Collecting Area

Planning for Manuscript Processing[13]

Responsibilities

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

[13] 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. Further changes were made in October 2025 to match the updated Processing Plan template approved by APPAC earlier in the year.

- 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 (accessed August 19, 2019)

Procedure

PLANNING BASIC PROCESSING FOR NEW ACQUISITIONS

For unprocessed, new acquisitions, Curators or the Accessioning Archivist will review available appraisal and acquisition information.

If acquisition documentation is available, Curators or the Accessioning Archivist will verify that the repository has a deed of gift, transfer authorization, invoice, or other document recording the legal acquisition of the materials.

If no acquisition documents are included in the case file, Curator will obtain the necessary documentation prior to beginning processing actions.

Using acquisition and appraisal forms, Curators or the Accessioning Archivist will determine the value of the unprocessed materials in terms of anticipated user interest, informational value, intrinsic value, and adherence to relevant collecting policies.

Curators or the Accessioning Archivist 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.

Curators or the Accessioning Archivist can use the Collection Survey Checklist.

Curators may have digital transfers made of audiovisual media prior to processing to assist in developing their processing plan.

Curators or the Accessioning Archivist will complete the processing plan template[14] as directed below:

[14] Changed to match template being used in 2023; November 6, 2023. Link updated to new template approved in 2025; October 21, 2025.

- ACCESSION NUMBER: Curators or the Accessioning Archivist will record the accession number produced by the Archival Identifiers website (e.g., "A2019-12-221") during acquisition.
- CALL NUMBER: Curators or the Accessioning Archivist will record the call number produced by the Archival Identifiers website (e.g., "UA 5400", "MSS 1223") during acquisition.
- TITLE OF COLLECTION: Curators or the Accessioning Archivist 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").
- CREATOR(S) OF COLLECTION: Curators or the Accessioning Archivist 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").
- DATE(S) RECEIVED: Curators or the Accessioning Archivist 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").
- EXTENT: Curators or the Accessioning Archivist will record the extent of the materials in terms of linear footage, as recorded in the accession record.
- APPRAISAL CRITERIA: Curators or the Accessioning Archivist 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).

- SUMMARY OF MATERIAL TYPES[15]: Curators or the Accessioning Archivist 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.

[15] Added based on feedback from APPAC; May 18, 2025.

- PRESENT ARRANGEMENT AND CONDITION: Curators or the Accessioning Archivist 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 or the Accessioning Archivist should also note the condition of the materials, including whether reboxing or foldering of loose papers will be needed.
- ARRANGEMENT LEVEL RECOMMENDATIONS: Curators or the Accessioning Archivist 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. In accordance with the Archival Accessioning, Processing, Preservation, and Access Policy, section 5.2, requests for file- or item-level arrangements must also include a justification (e.g. item and file level description requested for digitization), and such requests will need to be approved by the Archival Processing Librarian or APPAC.[16]
- DESCRIPTION RECOMMENDATIONS (OPTIONAL): Curators or the Accessioning Archivist 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 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

[16] Updated per new processing plan template; May 18, 2025.

- 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.[17]

Examples of proposed arrangements include:

Arrange collection into series as follows:

1. Diaries (chronological)
2. Correspondence
    a. Incoming correspondence (alphabetical)
    b. 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.

- RELATED COLLECTIONS: Curators or the Accessioning Archivist will note any related collections to the one being processed. Include the call number and title of the related collection.
- MATERIALS TO BE (OR HAVE BEEN) WEEDED, DEACCESSIONED, OR TRANSFERRED: Curators or the Accessioning Archivist should note all materials removed from the collection during pre-processing or to be removed from the collection by the APS during processing. This information aides in APS'

[17] Added per processing policy; May 19, 2025.

understanding of the overall collection and may inform Separated Materials Notes or deaccession records.[18]

- PUBLISHED MATERIALS FOR RETENTION OR REMOVAL: Curators or the Accessioning Archivist should note publications in the collection that were removed during pre-processing, or those the APS should remove during processing, and indicate whether those have already been accepted by Book Curators or should be offered to them.[19]
- CONSERVATION/HOUSING RECOMMENDATIONS:[20] Curators or the Accessioning Archivist 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 or the Accessioning Archivist should also note preferred housing of materials, and if they have already spoken to Conservation and need materials routed to them during processing. Curators or the Accessioning Archivist 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.

[18] Added per new processing plan template, May 18, 2025.
[19] Added per new processing plan template; May 18, 2025.
[20] 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.

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

- DIGITAL PRESERVATION: Curators or the Accessioning Archivist should note the presence of computer media or online digital files and indicate if Digital Preservation has already addressed or should address these materials.
- RESTRICTIONS: Curators or the Accessioning Archivist 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 or the Accessioning Archivist 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 or the Accessioning Archivist 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.

- CURRENT LOCATION INFORMATION:[21] Curators or the Accessioning Archivist 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.
- FINAL LOCATION RECOMMENDATION AND JUSTIFICATION (Optional):[22] If appropriate or desired, Curators or the Accessioning Archivist 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, including the Vault Location 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.

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[21] 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.

[22] 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. Link to Vault Location Guidelines added in October 2025.

PLANNING BASIC PROCESSING FOR LEGACY ACQUISITIONS

For unprocessed, legacy acquisitions, Curators or the Accessioning Archivist will review available appraisal and acquisition information.

If acquisition documentation is available, Curators or the Accessioning Archivist will verify that the repository has a deed of gift, transfer authorization, invoice, or other document recording the legal acquisition of the materials.

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).

Using available documentation, or by reviewing the materials, Curators or the Accessioning Archivist will determine their value in terms of anticipated user interest, informational value, intrinsic value, and adherence to relevant collecting policies.

Curators or the Accessioning Archivist 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.

Curators or the Accessioning Archivist will complete the processing plan template[23] the same as with new acquisitions (see section above).

PLANNING FOR VALUE-ADDED PROCESSING

For collections that have already been processed, either at a basic level or in more detail, Curators or the Accessioning Archivist will review the available finding aid and other documentation. Curators or the Accessioning Archivist will determine the value of the materials in terms of anticipated user interest, informational value, intrinsic value, and adherence to relevant collecting policies.

Curators or the Accessioning Archivist 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.

[23] Changed to match template being used in 2023; November 7, 2023. Link updated to new template approved in 2025; October 21, 2025.

Curators or the Accessioning Archivist will complete the processing plan template[24] the same as with new acquisitions (see section above).

Related Training Materials

Processing plan form (Box)

Arranging Archival Materials:

Responsibilities[25]

- **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.

[24] Changed to match template being used in 2023; November 7, 2023. Link updated to new template approved in 2025; October 21, 2025.
[25] 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.

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

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.

Preservation Survey

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:

- 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?

Then review the material for the following:

- Identify AV materials or born-digital media in the collection. Consult with the curator about digitization of these materials.
- Identify photographic materials in the collection and consult with the curator about separation of materials into cold storage destinations.
- Identify any publications present in the collection and consult with the curator about retaining or routing the publications.

- When processing acidic newspaper clippings or mimeograph masters, consult with the Curator to determine if these should be photocopied and the originals discarded or retained.
- Identify textiles, artifacts, and other unique materials in the collection that may require consultation with Collections Care.
- Identify duplicates for default weeding. If there are extra copies of something, the rule is to retain two copies and any other copies, unless otherwise directed by the curator.

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 in the Container sizes spreadsheet.

Foldering Manuscript Materials

Unless otherwise directed by curators in the processing plan, processors should re-folder materials originally in small-tab, acidic, colored, or otherwise non-archival folders. Processors should transfer original folder titles to new folders and keep materials in the order they were in. 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. 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.

Processors will place any unfoldered 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.

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.

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.

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.

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.

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.

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).

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. They should also be replaced if they are bulky or if the collection is going to be digitized (we want to avoid having DI Lab students having to remove them later).

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.

Edged (accordion) 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.

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.

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.

Refer to the Container sizes spreadsheet to find the right folder size for the materials.

Labeling Folders

For all archival material, unfoldered 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, even if file numbers aren't being assigned at this time. Titles should be centered on folder and shouldn't overlap with the Box Folder stamp, File number, or Call number. Longer titles may be recorded on two (or more) lines.

Examples:

- MSS 2017 File 1.1 Correspondence, 1995-1996 Box Folder
- MSS SC 123 File 3.2.7 Photographs, 1954-1957 Folder

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.

For titling, a curator may request that original folder labels are retained as the title. Longer titles may be recorded on two or more lines.

While refoldering manuscript materials, processors should divide the contents of files with a single folder thicker than 1 inch into two or more folders. Labels should then be qualified parenthetically with the number of the folders in the file after the file date (e.g., "(1 of 2)").

Use a post-it to label folders intended for the Manuscripts Vault, cold storage, or freezer storage to aid Collection Management in the shelf assignment workflow.

Label all top containers (including folders in shared boxes) with yellow AV stickers when there is audiovisual material in the top container. Check the box on the label to indicate digitization if the AV materials have been through the digitization process.

Label all top containers (including folders in shared boxes) with orange computer stickers when there is born-digital material in the top container. Check the box on the label to indicate transfer if the computer media has already been through the transfer process.

On folders, stick these labels between the folder title and the box/folder indicator. If there is other information in this space (e.g., other stickers or stamps), find somewhere else on the front of the folder to stick the sticker.

Boxing Manuscript Materials

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.

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 document spacers as needed to ensure support of folders and/or items in the box. Utilize carton spacers to store heavy artifacts or audiovisual items in cartons.

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

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.

All processing plans should give direction on the retention or discard of audiovisual carriers in a collection. 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).

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.

Refer to the Container sizes spreadsheet to find the right container size for the materials. Note that there are no oversize or map case boxes—oversize and map case folders will be stored in drawers in the map case room.

Labeling Top Containers

Use Post-It notes to temporarily 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.

Label all top containers (including folders in shared boxes), with yellow AV stickers when applicable. Check the box to indicate digitization if applicable.

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.

Labeling Files, Items, and Objects

Processors will label files with dot-decimal file numbers 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.

When doing item-level description in the finding aid, processors will label items with dot-decimal item numbers on the physical item itself, using brackets, e.g., [1.1]. 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.

Refer to the Identifier section or the Housing and Physical Processing documentation for guidance on composing these file and item numbers. Do not add "item" or "file" to the physical item brackets unless you feel it necessary.

Processors can utilize paper streamers to label volumes, scrapbooks, or other items that cannot be written on. Refer to the Housing and Physical Processing documentation for guidance on how to fill out these paper streamers.

Processors can utilize artifact tags to label objects that sit directly on a shelf (not in an archival box) and objects that are stored in a shared container with other collection materials, and occasionally for objects from the same collection that are housed together to assist with item-level tracking. The processor can write on the tag, but, depending on the object, Collection Management may apply a permanent label and barcode to artifact tags. Refer to the Housing and Physical Processing documentation for guidance on filling out and using these artifact tags.

Stamps

A "Box/Folder" stamp or "Folder" stamp should be utilized to speed up processing and improve the formal look of a processed folder. The stamps should also be used on oversize folders, with "OS" written before the stamp to mark the folder as oversize Folders should be stamped in the upper right corner of the folder tab. For smaller folders—such as folders for 4x5 and 5x7 negative boxes and glass plate boxes—the folder tab is too small to use the stamp, so "Box" and "Folder" should be written in pencil on the folder.

A "Box" stamp should be used on paper streamers for items stored in boxes but not in folders. These stamps are too big for use on artifact tags.

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.

A "Content Warning" stamp can be used to warn researchers and Reference staff about potential sensitive content in folders or photograph sleeves. On folders, the stamp should be placed between the title and the Box/Folder indication.

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. On folders, the stamp should be placed between the title and the Box/Folder indication.

For further guidance on using stamps, refer to the Housing and Physical Processing documentation.

For further guidance on adding content warnings to photographic materials, refer to the Photo Processing Guide.

Other Preservation and Housing Guidelines

As needed, refer to the Container sizes spreadsheet to find the right container size for the materials.

When processing photographs or negatives, consult the [Photographs Processing Guide] to determine how materials should be housed.

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.

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 allow 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.

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.

All processing plans should give direction on the retention or discard of audiovisual carriers in a collection. The Audiovisual Archivist can be consulted regarding older custom containers currently housing audiovisual materials.

Audiovisual materials will be housed according to the amount in a collection. If it's just one CD or audiocassette, these can go in an edged folder. If there is a lot of A/V, it may be housed by format to fit in special media boxes or packed in a carton.

Processors should box audiovisual materials in boxes appropriate to the media type, using a CD box, VHS box, etc. if applicable. 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).

Store vinyl records in phonograph boxes of the corresponding size—i.e., 8” records in an 8” phonograph box, 10” records in a 10” phonograph box, 12” records in a 12” phonograph box. Storing smaller records in a larger box may cause cracking and breaking. As needed, insert divider boards between some or all records to provide additional support to records in a box so they are supported to stand up straight and records aren’t crushed under their own weight or the weight of other records in the box.

Motion picture film (8 mm, 16 mm, 35 mm, etc.) should be stored lying flat. The Audiovisual Archivist can provide suggestions for special housing of films and may ask Collection Management to house and store films in Cold Storage during the pre-processing stage. All other audiovisual materials (audiotape, audiocassettes, videocassettes, etc.) should be stored standing up.

Textiles

Before handling textiles, wash and dry your hands thoroughly. Avoid using lotions and equivalent products when working with textiles. Remove rings, watches, or bracelets that can catch on fabric and cause snags or tears. Wearing latex gloves can help prevent soiling the fabrics. Utilize the best practice of four hands/two people when lifting and handling large or heavy textiles.

If an item is made of mixed media, the housing should aim to meet the preservation and housing needs of the most fragile medium present.

Textiles can always be sent to Conservation for treatment and housing, but the guidelines in the Housing documentation can be used to house simpler, more straightforward textiles. Very complex textiles and those that are going to be housed in a shared box (a box shared between multiple collections) should always be sent to Conservation for housing.

Artifact Tags

Artifact tags are used, when applicable, to label textile materials. Artifact tags should always be attached to textiles in shared boxes. Fill out artifact tags for textiles the same way as other artifact tags. These tags will be given a permanent label and barcode by Collection Management. Artifact tags may also be attached to textiles from the same collections that are housed together in a box to assist with item-level tracking—for example, when describing textiles at the item level or to help differentiate items belonging to different series. Collection Management will not apply a permanent label and barcode to these tags. Items that are housed alone in their own box do not need an artifact tag—the box label is sufficient.

Tags can be attached by looping the string through a buttonhole, belt loop, embellishment, or similar structural space on the item. If no such place exists on the item, Conservation has other means of attaching the tag to the item—let them know that you were unable to find a place to attach the tag.

Shared Boxes

Many collections don't have enough textiles to fill an entire box, so they may be added to a shared textile box. All items in a shared textile box should have an artifact tag.

Conservation will manage the creation and filling of these shared boxes. The filling of these boxes will depend on the needs of the textiles but may include structures such as channels with boards for layers, tiers of boards for shelves/drawers, or an individual textile board "folder."

Collection Management will take pictures of the layers and arrangement of items in these boxes and paste them on the inside of the box lid to help patrons to re-place items in the box. They may also paste photographs of the contents on the outside of the box to help with item location and discovery.

Depending on the needs of the collection, similar structures can be requested from Collection Management for housing multiple items in a non-shared box. Consult with Collection Management on the best way to house all of the items in a collection.

Copies

Photocopies, Transcripts, and Typescripts

Question the presence of photocopies (except for preservation photocopies of clippings), transcripts, and typescripts created by Special Collections or other sources besides the creator of the collection, especially for small, digitized collections. Consult with the curator about whether to keep or discard photocopies, transcripts, and typescripts.

Digital Copy CDs

In the past, some collections (or portions of collections) were digitized and the digital scans were copied to a CD and added to the collection. When doing digital prep on a collection that has one or more of these CDs in the collection, the CDs should be removed from the collection and routed to the Digital Initiatives Department Head.

Separated Materials

If related materials are separated, (usually due to restrictions, 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.

Discarded Audiovisual Carriers

For some collections, the processing plan will direct that audiovisual carriers are discarded after digitization and only the digitized copy is preserved for description in the finding aid. When these audiovisual carriers were interfiled with manuscript materials, leave a Carrier Removed Form in the collection in place of the audiovisual carrier. Carrier Removed Forms shouldn't be left in boxes that just held audiovisual carriers with no surrounding context.

Shelf and Location Maintenance

When processing unprocessed collections from the stacks (main stacks, Vaults, Cold Storage, or South Storage), processors should ask Collections Management to pull the materials for them. This will clue in a student who is performing a shelf read that this spot has become available. Freed space/consolidated collection size should also be explained in Basecamp when a collection that was previously stored in the main stacks or Cold Storage is completed.

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).

When reprocessing processed collections, use Aeon to call the collection into processing areas. When materials are requested from Aeon through the Reference team, make a note in Basecamp what workroom these are being processed in.

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

The following outlines what must be completed and the standards that apply when creating finding aids. For step-by-step examples and further guidance with description, see the training documents listed in the Related Materials section.

Responsibilities

- **Curators** are responsible for providing subject-area knowledge, collection provenance, and input about value, housing, restrictions, and arrangement levels that informs arrangement and description. They consult with processing archivists throughout processing and review and approve completed finding aids to ensure alignment with the processing plan and to confirm accuracy, clarity, and research usability.
- **Archival Processing Section (APS) staff** arrange and describe archival collections according to information provided in a processing plan. They share the responsibility of adding ARKs to archival objects with the Digital Metadata Librarian.
- The **Archival Processing Librarian** approves all processing plans.
- **Catalogers** perform final quality control of finding aids, authorize names in the Library of Congress Name Authority File, finalize subject headings, and catalog finding aids.
- **Collection Management** is responsible for adding container profiles and linking locations in ArchivesSpace as well as maintaining instances and locations in Workflows.
- The **Digital Metadata Librarian** coordinates with the APS to add ARKs to archival objects and adds digital object metadata to ArchivesSpace.
- The **AV Digitization Lab Manager** provides preservation file sizes and run times for digitized AV to the APS before they are ingested to Rosetta.
- The **Digital Preservation Specialist** provides preservation file sizes and run times through Rosetta reports for digitized AV to the APS after they are ingested to Rosetta.
- The **Digital Imaging Lab Manager** provides preservation file sizes for digitized manuscripts to the APS before ingest to Rosetta.

Per the Archival Accessioning, Processing, Preservation, and Access Policy, processing begins with the receipt of a processing plan produced by curators and archivists in Special Collections. The Archival Processing Librarian approves these processing plans and delegates processing to Archival Processing Section staff.

Linking Accession Records

If the accession is a new collection, processors will spawn a Resource Record from the existing accession record, and that accession will then be linked in the Related Accessions section. 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 and link the accession record to the Related Accessions section. If there is no accession record, processors will create a new Resource Record without a linked accession record.

Title

For any item, file, series, subseries or collection-level record, a title must be recorded. For any level below the collection-level, titles may not be recorded in the following instances:

- When the title inherits from the immediately superior hierarchical unit
- When the date(s) of the unit can act in place of a title

Titles are required at the collection level and can be formal or devised. The use of aggregate terms is usually utilized at this level, except in cases where the collection is composed of few items.

At the series and subseries level, record an identifying title. When possible, the title should not duplicate the title of its hierarchical superior unit (e.g., include a subject component or vary the nature of materials component). The use of aggregate terms is appropriate at this level, if deemed necessary.

At the file level, titles may be formal or devised. They may also be inherited from folders or from immediately superior hierarchical levels within the arrangement of the collection.

At the item level, a title should be recorded, formal or devised, if not inherited from the immediately superior hierarchical unit. 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). In cases where a file- or item-level formal title is misleading, a devised title may be recorded instead.

Titles should be recorded using sentence case, using the capitalization guidelines in RDA's Transcription Guidelines. Titles found within devised titles should also be recorded in sentence case, with the first word in the title capitalized. For further training and examples, refer to the Title Style Cheat Sheet.

There are two ways to record a title, *devised* and *formal*.

Devised Titles

Titles should be devised according to the guidelines in DACS 2.3, and include at least two of the following components:

- The name of the agent(s) 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 devised 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. If the collection has two or more creators with the same last name, do not combine the last name in the title (e.g., Vasco Tanner and Annie Tanner papers). 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. For corporate bodies with subordinated headings, only the subordinate unit's name should be included (e.g., "Marriott School of Business" is used for "Brigham Young University. Marriott School of Business")

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 creator component in the title.

Follow the guidelines in DACS 2.3.20 and 2.3.21 to record the types of materials in the title. If the material consists of only one or two forms, include those terms in the title in order of predominance. If there are more than two terms, use a more general term. For example, "Jane Taylor agendas and minutes" is an acceptable title, but if the materials are composed of agendas, minutes, and personnel records, the title should be recorded as "Jane Taylor administrative records." If one or two material types predominate but there are other material types present that make up a small portion of the materials, you can record the one or two most prominent forms followed by the phrase "and other material." For example, if the materials are primarily diaries and letters but there are also a few photographs and some ephemera, the title can be recorded as "Allen Hall diaries, letters, and other material."

Aggregate terms should be used in devised titles for collections in which numerous material forms are present. "Papers" should be used for personal materials, "records" for organizational materials, and "collection" for materials aggregated by topic or material form. Additional notes and genre/form terms should be used to bring out the physical characteristics of the materials, as needed. Refer to DACS 2.3 for more information on the use of aggregate terms in devised titles and examples.

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).

Examples of correctly formulated titles:

- 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)

Formal Titles

The title proper should be transcribed from the preferred source of information for the item type (see RDA: Title of Manifestation). Common preferred sources of information for titles include title frames or title screens on moving images, labels, supplied or legacy inventories, title pages in books or other works, etc. A note indicating the source of the title in addition to any other important and relevant title information should be recorded in a General Note field. See the General Note section for more information.

Names in formal titles should be recorded using the form of the name as it appears in the title. 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's Transcription Guidelines. See the Title Style Cheat Sheet for further information on how to format formal titles, including punctuation, capitalization, statement of responsibility (author or other credited creator), and subtitles.

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.

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.

Identifier

Record the call number (e.g., MSS 1187, UA 1197, Vault MSS 6) generated by Special Collections during acquisition in the first field of the Identifier element at the collection level. See DACS 2.1 for more information.

For other levels of description, this field is called "Component Unique Identifier" (CUID). Record the sequential number of the series, subseries, file, or item within the archival aggregate to which they belong (e.g., collection, series, subseries). Record only the sequential number in this field—do not include the level of description. Identifiers should be unique within the archival aggregate to which they belong (e.g., collection, series, subseries).

Composite, dot-decimal identifiers identifying the series, subseries, file, and item numbers may be written on physical materials during arrangement (such as on the folder or on the back of the item). The dot-decimal identifier is composed of the series number, subseries number, file number, and then, as applicable, the item number, with each number separated by a period. If there are multiple subseries (or any other level of description) nested under each other, each subseries number is listed in order. If any level of description is skipped in the collection arrangement—for example, if the arrangement skips from the series to the file level (skipping any subseries), then the subseries level element of the number is skipped. This numbering system not only gives each file or item a unique identifier but also helps to indicate (on the materials themselves) how the materials fit into the hierarchical arrangement of the whole collection. Identifiers are generally only written on files and items but will be reflected in the Component Unique Identifier Field on ArchivesSpace at all levels at which they're assigned.

When recording identifiers on ArchivesSpace, 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"). For more information on composing these identifiers, refer to the Housing and Physical Processing documentation.

Audiovisual materials and some legacy photographic materials are the exception. 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. If describing aggregates of AV recordings at a file level, use the hierarchical numbering (i.e., 1, 2, 3, etc.). In some legacy collections, photographs were numbered with unique identifiers across an entire collection, regardless of hierarchy (instead of the composite, dot-decimal system), so that they can be linked to negatives. Don't update this numbering system.

On occasion, collections will have an original numbering system from the creator (or a previous processor) that will be maintained and used in the CUID field.

This field is required at the collection level but optional at the other levels, with a few exceptions. Digitized audiovisual materials should always have the component unique identifier recorded in ArchivesSpace. Collections being prepared for digitization need to have component unique identifiers at every level of description. Photographs from a collection that is not scheduled for digitization will only be numbered if there are corresponding negatives, regardless of the level at which the collection is described. Non-photographic material not scheduled for digitization will only be numbered when necessary for maintaining order beyond what box and folder numbering provide, regardless of the level at which it is described.

External ARK URL

This field is required in every collection in which there is digital or digitized content present. The External ARK URL will be utilized at the collection, series, subseries, file or item level depending on where digital materials live in the structure of the finding aid and the likelihood of additional material being added to the collection in the future. Depending on the complexity of the structure of the finding aid, either the Digital Metadata Librarian or archival processors will mint these ARKs and copy the links into the field.

Level of Description

Refer to the Archival Accessioning, Processing, Preservation, and Access Policy for more information on how this level is chosen for finding aids. This is a required section in ArchivesSpace. 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), Series (for archival aggregates larger than a single file or item but making up part of a collection), Sub-Series (for archival aggregates larger than a single file or item but making up part of a series or subseries), File (for archival aggregates larger than a single item but making up part of a series or subseries), or Item (for single items). For single-item collections, the top level of description should be Item.

Resource Type

This field is only available at the collection level and is required. Drop-down list options include Collection (artificial aggregations), Papers (organic aggregations produced by individuals or families), Publications (for published materials), or Records (organic aggregations produced by corporate bodies).

Publish Box

Processors should check this box at the collection level when they move the collection on to the first review.

At every subordinate level, this box should be checked unless the curator has directed that that section of the finding aid should not be published to patrons.

Restrictions Apply? Box

Check this box to indicate the existence of access restrictions, if any exist. Details about access restrictions should be recorded in the Conditions Governing Access Note. This only applies to materials that are fragile, stored in cold storage, or specific access restrictions with an end date, and not to material that is stored in the Vault due to its high value. Check this box at the level of restriction and every hierarchical level above the restriction any time part of the collection has an access restriction, even if the restriction is exclusive to one part.

Languages

At the collection level, always record the language of the materials being described and the script of those languages. 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. Then further language drop-downs should be added for each language present. Language information should only be recorded if there is significant representation in the materials being described. 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). ArchivesSpace will only publish one.

If the language(s) associated with the series, subseries, file, or item are not identical to those of its hierarchically superior unit, record the language and script of the materials for the series, subseries, file, or item. If there are multiple languages present, also record a Language of Materials note to further describe the presence and amount of those languages.

If languages are coded at the narrower levels of description, the rules of inheritance on ArchivesSpace can be utilized. If, for instance, most of a subseries is in English but a selection of files are in Spanish and English, those files can be coded as Spanish and English and the subseries coded as English so that English will inherit as the language for the rest of the files in the subseries, instead of needing to code each individual file as English.

See DACS 4.5 for more guidance.

Dates

Dates should be recorded using the guidelines in DACS 2.4. Dates should be added at the collection, series, subseries, file, and item levels. The type of date should be selected from the Date Label drop-down options (creation, record-keeping, etc.). 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. If the processor thinks the date of the reproduction would be helpful information for researchers, they can include these dates with explanation in the Scope and Content note.

Dates can inherit to lower hierarchical units in ArchivesSpace and as such do not have to be repeated if the dates are identical.

If the earliest dates in a date entry span a year boundary, they will be recorded in the Date Expression field in Arabic numbers 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. 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
- 1918-approximately 1934
- before 1964
- 1910s
- 1971 or 1972

The type of date (i.e., "Single" or "Inclusive Dates") 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 EAD will not validate.

If the materials do not specify dates, the date(s) must be approximated or inferred by the processor. Legacy description may include the phrase "date of production not identified" in place of an approximate date in the Date Expression field with an estimated date or date range recorded below.

If the dates recorded are uncertain, this should be indicated in the Certainty field with the appropriate type, approximate or inferred. An approximate date is used when you can estimate the date with reasonable confidence, but cannot determine the exact year, month, or day, such as using clues from the fabric, paper style, or wood. An inferred date is a date you derive from evidence not explicitly stated—you deduce it logically from context, such as the content of a photograph.

The calendar and era recorded should also be indicated in the appropriate fields.

Additional date entries may be made for bulk dates (select "bulk" instead of single or range), or if a significant gap is present in the date span, multiple date fields can be utilized with inclusive or single coding, not bulk.

Extents

Always record at least one extent statement for every Resource Record and every series, subseries, file, and item, in accordance with DACS 2.5. If only one container type is used to house the materials being described, the Portion field should be set to "Whole." If multiple types of containers are used to house the collection, series, subseries, or file (e.g., boxes, cartons, oversize folders) or multiple material types are present for the item, a separate extent record should be recorded for each container type or material. Each record should have a Portion field value of "Part."

For collection-level records, record the extent in terms of container types. Refer to the Extent terms spreadsheet or the Container sizes spreadsheet to find the correct extent type term for a given container. Each extent statement should also include a parallel statement of extent in linear feet in the Container Summary field. Standardized linear footages for many containers may be found in the Container sizes spreadsheet. You can use these standardized measurements or, if needed—particularly for fractions of containers or for custom containers—calculate your own. For some containers with variable widths, such as folders to be placed in a shared box, the linear footage could 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 the 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. Alternatively, there are standardized linear footage values for folders on the Container sizes spreadsheet. 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 Abbreviations for units.

For the extent and container summaries of born-digital and digitized materials, record the extent in terms of number and type of files (e.g., audio files, video files, image files, etc.). Reference the Digital metadata spreadsheet for information on which term to use in "Type." Record a parallel statement of extent noting the total size of these files (this will be provided by Digital Initiatives). For further information about collection-level extents, refer to the Collection-level training document.

Examples of collection-level extent entries include:

- 1
  box
  (0.5 linear ft.)

- 1
  audio file
  (1.5 GB)

At the series and subseries level, record the extent in terms of container types. If a series or subseries makes up the entirety of a top container, record the extent in terms of that top container (e.g., 1 box). If the series or subseries makes up only part of a top container, record the extent in terms of child containers (e.g., 4 folders). It is not unusual for series and subseries extent statements to be a mix of entire top containers and child containers within top containers (e.g., 4 boxes; 12 folders). Do not record the extent in terms of the material type or format unless the items don't fill a full container and there's not a subordinate container type (such as folders) to use instead. Refer to the Extent terms spreadsheet or the Container sizes spreadsheet to find the correct extent type term for a given container. Do not record a parallel statement of extent for manuscript materials. For born-digital and digitized materials, record the extent in terms of number of files (e.g., audio files, video files, image files, etc.). Reference the Digital metadata spreadsheet for information on which term to use in "Type." Do not record a parallel statement of extent. For further information about the extent at the series level, refer to the Series- and Subseries-level Description training document.

Examples of extent entries include:

- Whole
  1
  box
- Whole
  12
  audio files
- Part
  2
  boxes
  Part
  9
  folders

At the file level, record the extent in terms of container types. Do not record the extent in terms of the material type or format unless the items don't fill a full container and there's not a subordinate container type (such as folders) to use instead. Refer to the Extent terms spreadsheet or the Container sizes spreadsheet to find the correct extent type term for a given container. Do not record a parallel statement of extent. For digitized audiovisual materials, record the extent in terms of number of files (e.g., audio files, video files, image files, etc.). Reference the Digital metadata spreadsheet for information on which term to use in "Type." Record the total duration of the combined files in a parallel statement of extent in the Container Summary field. Always record the duration in terms of hours, minutes, and seconds (as applicable to the materials), abbreviating the terms as "hr.," "min.," and "sec." For further information about the extent at the file level, refer to the File- and Item-level Description training document.

At the item level, record the extent of items depending on the format or type of media being described. Refer to the Extent terms spreadsheet to find the correct term for the material 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 statement should be recorded for each material type. Each record should have a Portion field value of "Part." For born-digital and digitized materials, record the extent in terms of number of files (e.g., audio files, video files, image files, etc.). For some manuscript materials, record the number of pages as a parallel statement of extent in the Container Summary field. For digitized audiovisual materials, record the duration of the files in a parallel statement of extent in the Container Summary field. Always record the duration in terms of hours, minutes, and seconds (as applicable to the materials), abbreviating the terms as "hr.," "min.," and "sec." Some materials should have information about the base and applied materials and playback characteristics in the Physical Details field. Record dimensions of items in the Dimensions field. Refer to the File- and Item-level Description training documentation for guidance about item-level extents.

Finding Aid Data

This section is only available at the collection level. Fill out according to the following guidelines.

EAD ID

Record an EAD ID value for each Resource Record. EAD ID values should include three components: "UPB," the Library's MARC repository code; an underscore; and the collection call number (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

Finding Aid Title

Record a title for the Resource Record (finding aid) itself. Prepend the phrase "Register of" to the Title field value (e.g., "Register of Office of the President records").

Finding Aid Filing Title

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" or "Smoot (A.O.), photographs of"). 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/or 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"). Do not invert titles for collections where the creator is a family or corporate body or for collections with formal titles and devised titles that do not include a name of creator segment (e.g., "Cordon family papers," "Department of History records," "92 days in the saddle," "Collection on the Tintic Mining District"). When the title is formal and begins with an article (A, The, An), those should be moved to the end of the field in front of a comma (e.g., "Thrilling dream, A").

Finding Aid Date

Record the date of finding aid completion and update the date with accompanying author if significant changes are made to the finding aid. Dates should be entered in DACS format with the year followed by the month and day (e.g., "2019 December 29").

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 be used to provide further explanation for work completed by authors, especially if they were previous authors which were replaced by someone performing more significant updates.

Description Rules

Select the Descriptive Rules used in the preparation of the finding aid from the drop-down list, which is always going to be DACS, "Describing Archives: A Content Standard." Additional information on standards application may be recorded in a Processing Note (see guidelines below).

Language of Description

Record the language of field content in the Resource Record itself. In most cases, this should be recorded as "English."

Script of Description

Record the script of the description in the Resource Record itself. In most cases this should be recorded as "Latin" to match "English."

Sponsor

Record the name of donors or granting agencies that have funded 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").

Finding Aid Status

Select "In Progress" from the drop-down list to indicate that you are working on a finding aid, and "Under Revision" if you are revising the Resource Record content. The cataloger will change this status to "Completed."

The Finding Aid Status publish checkbox can be skipped, though it is often set to publish by default in the system.

Revision Statement

Record a revision statement after each significant change to a Resource Record description. The statement should include a date in the Revision Date field, recorded in DACS year-month-day format (e.g., "2019 December 29"). In the Revision Description field, a brief note followed by the name of the person doing the revision should be included, with a semicolon separating the note and the name of the processor.

Example of revision statement:

- 2019 November 12
  Series-level descriptions added; Brooklyn Bassett.

This field should also be used to state when harmful, offensive, or outdated language has been edited in the finding aid. See Reparative Language section.

Do not publish the Revision Statement.

Agent Links

Following DACS 2.6, link the Resource Record to any associated agents, including the agent creator(s) of the material, significant agent contributors to the materials' content, and agent subjects. These agents should be either drawn from the Library of Congress Name Authority File (LCNAF), or if not already established, created according to LCNAF guidelines. If there is a known creator of the collection, they need to be linked at the collection level. At levels below, creators associated with the series or subseries not identical to those of its hierarchically superior unit should be linked as well. Creator agents and subject agents inherit in their own categories, so a creator agent could be left to inherit from the collection level to a series while a new subject added to that same series means all subject agents from the collection level will not inherit and should be re-linked. In general, do not add agent creators or agent subjects to the file and item level, though they have been used sparingly, mainly in oral history collections.

The role of a linked agent should be indicated in the "Role" drop-down list (creator, subject, or source). The specific nature of the creator relationship should be recorded using the "Relator" drop-down list. Creators may be linked multiple times, with a different Relator value recorded for each instance. 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 should be linked with a Role of Creator, but with the Relator value of Contributor. For more guidelines on creating ArchivesSpace agent records and biographical notes, see the Biographical History/Administrative History Notes and Agent Records training documentation.

Subject Links

Subject terms (topical, geographical, uniform titles, genre/form, function, and occupation) should always be linked at the collection, series, and subseries levels. Only genre/form terms should be linked at the file and item levels. If the subjects associated with the series or subseries are not identical to those of its hierarchically superior unit, link or add new subject headings in the levels below as appropriate.

Subject terms can be chosen from the existing ArchivesSpace database, or the processor can ask the APL to create new subject headings that will be reviewed later by the Cataloger. The processor should utilize the Library of Congress Subject Headings database (LCSH), Library of Congress Genre Form database (LCGF), or the ClassWeb system to research new subject headings. The Art & Architecture Thesaurus can be utilized for genre/form terms not found in LCGF. Geographic places, (e.g., Portland (Or.)) are located in the LCNAF, not LCSH. It's easiest to search for them in the LC Authorities beta search, but you must know how the states are abbreviated to find records. Otherwise, you have to scroll through pages of results to find a more general search term like "Portland Oregon." Refer to this list of state abbreviations.

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 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"). Reference the Digital metadata spreadsheet for information on which genre/form term to use for digital materials.

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, if the occupation of the creator does not relate to the collection materials, (e.g., the collection is about their family life, and not their career as an author), it should not be linked.

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 list should never be used.

Refer to the subjects training documentation for more guidance.

Finding Aid Notes

All note field content should conform to the style guidelines in Turabian and the Church style guide.

Conditions Governing Access Note

Record any restrictions on public access to the materials described, in accordance with DACS 4.1. Restriction statements should be appropriate to the level of description. The collection level always needs an access note, but other levels only need an access note if the access restrictions are different from the level above.

No Restrictions

If there are no restrictions, record the statement as "Open for public research." If restrictions are present, 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).

Restricted Material

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. Restrictions must have beginning and end dates, and curators must provide the end date for restriction (or a restriction period, which the processor can use to calculate the restriction end date from the date of materials). The exceptions to this are materials that are restricted because the materials are fragile or because they're stored in the cold storage or freezer. Materials that are simply stored in the vault due to their high value aren't restricted.

Photographic Materials

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. See Photograph Processing Guide for more information on the access notes for photo materials.

- Open for public research. Items kept in cold storage; access requires 24 hours advance notice.
  Access note when all of the materials in a collection are stored in the cold vault (or 72 hours for the freezer) and have no other restrictions.

Complex Access Notes

The Conditions Governing Access Note at the collection level should summarize all of the restrictions in the collection and, when applicable, point the Reference Staff to the series, subseries, or inventory below where the restriction exists. 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.

Collections may have multiple restrictions if the materials are stored across multiple locations (regular stacks, cold storage, freezer), if only some materials are fragile or otherwise condition-restricted, and/or if different materials have different donor- or repository-imposed restriction periods. When there are multiple restriction statements that apply to the materials being described, the statements should be combined in one note, with each statement on its own line. Each line should include a label specifying what types of materials are restricted (e.g., photographs, negatives, slides, letters) and the top container(s) and/or subdivision (series, subseries, file, item) where those materials are stored followed by a colon and then the restriction statement. As applicable, these notes can be followed with, on another line, "All other materials are open for public research." If the collection has been arranged and described below the collection level and any (or all) of those subdivisions have different access restrictions than the collection, an access note will need to be added to each series below (or subseries, file, or item).

Digitized Material

For audiovisual recordings or computer media that have been digitized, the Conditions Governing Access Note is used to point out the limited or unique/extra access to these materials.

- Open for public research. Digitized audio recordings available for access through References Services. No remote link available. Contact specialcollections@byu.edu for access requests.
  Access note for a collection of digitized copies of audiovisual recordings.

Sometimes, the Audiovisual Digitization Lab will identify that the same recording is present in another collection and will direct that patrons should access the recording in the other collection instead of preserving another copy. The note should identify the call number of the other collection and the component unique identifier of the recordings.

- This same recording is present in [call#]. Digital copies of audiovisual recording available in the Reference Room under [call#], [item#].
  Restriction begin: [leave blank, unless the materials in the other collection are restricted, in which case copy the beginning date]

Restriction end: [leave blank, unless the materials in the other collection are restricted, in which case copy the end date]
Restriction type: [do not select any, unless the materials in the other collection are restricted, in which case copy the Restriction type]
Access note template for digitized audiovisual material with a copy in another collection.

For materials that have been digitized and where the digital copy is available online, the Conditions Governing Access Note is used to point out the extra access to these materials. For further guidance and examples of Access notes, refer to the Collection-level Description training document.

- Open for public research. Collection [or whatever part] is digitized. Links available in finding aid.
  Access note for a collection that has been digitized and the digital copy is available online.
- Open for public research. Diary in Folder 1 is digitized. Links available in finding aid.
  Access note for a collection where only the diary in Folder 1 has been digitized and the digital copy is available online.
- Originals restricted. Digitized copies are for patron use. Links available in finding aid.
  Access note for a collection that is restricted due to fragility but has been digitized and the digital copy is available online.

Access Notes and Restrictions Apply? Box

The processor should check the Restrictions apply box at every level where a restricted Conditions Governing Access Note exists and every level above. The Restrictions apply box should also be checked at every level where an access restriction exists, even if the Access note is inherited.

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

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 always separated, eliminating the need for repeated access notes at every level. For the most part, these restricted materials shouldn't be reflected in the collection level Access note.

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."

Scope and Contents 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;
- Formats or intellectual characteristics of the records being described;
- Content dates;
- Geographic area(s) and localities 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), or you could utilize a broader term to represent multiple subjects (e.g., ephemera for programs, clippings, and tickets). Scope and Content notes should reflect the presence of digital surrogates in the same way that genre headings are represented in the scope note (e.g., Also included are digital audio files created during the digitization of these records.) Notes should follow the Turabian and Church style guides, which are summarized in the Related Training Resources section below.

Notes at the collection level should never state the call number or refer to the collection title as a whole (e.g., The MSS 9189 Joseph Bigler papers contain…). Scope and Content notes are written in a concise, telegraphic style, often using leading noun phrases or sentence fragments rather than complete sentences (e.g., Collection contains… or Papers of…). The Scope and Content note should not exceed one paragraph in length, though paragraph breaks can be utilized if needed.

The collection, series, and subseries should always have a scope and content note but are optional at the file/item level. Refer to the collection-level, series- and subseries-level, and file- and item-level description training documents for more information.

Arrangement Note

Describe the organization of the materials at the collection, series, subseries, or more rarely, file level. If the materials were maintained in the order they arrived, and no hierarchical order is imposed, you can record the collection-level note as "Retained in original order." If there is no original or imposed order, don't include a note.

At the collection level where series are present below, the note should record information about the series. At the series or subseries level where subseries are present below, the note should record information about the subseries. Subunits should be listed by recording their component unique identifier, title, and dates. Entries for each series or subseries should be separated by a period and a space.

Narrative about arrangement could include stating that it is arranged alphabetically (possibly within series or other groupings), chronologically, or in an arrangement provided by the creator that requires further explanation.

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.

Biographical/Administrative Note

A Biographical or Administrative (also known as Historical) Note (DACS 2.7) should be added for a collection-level, series-level, or subseries-level record when there is an agent present with a role of "Creator," regardless of the specific relator term used. Biographical/historical notes in the finding aid should take the form of a brief paragraph and should only include the information necessary for identifying the collection and relating the materials to their creator. More detailed histories can be placed in the ArchivesSpace agent record instead. Do not include the abstract (introductory line) of the biographical note from the agent record in the finding aid, only the description that follows it. The label field for this note should be left empty and deleted whenever encountered in a legacy record. All newly created biographical notes require citations, and narrative should not quote extensively from other sources.

For living individuals or currently active corporate bodies, use a time-bound qualifier to describe its existence (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 Materials section below.

If the creator agents associated with the series or subseries were not identical to those of its hierarchically superior unit, record one history note for each agent linked with a role of "Creator," regardless of the specific relator term used. Very rarely, an agent creator will be linked at the file or item level, usually in the case of oral histories or to preserve significant legacy metadata. If this occurs, a corresponding history note must be linked at the file or item level as well.

See the full training documentation for this note in the Biographical/Administrative History Notes and Agent Records training documentation.

Appraisal Note

This note must always be present at the collection level (DACS 5.3). Copy the appraisal note as provided in the processing plan into this field. 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).

Conditions Governing Use Note

This note must always be present at the collection level. Record the standard 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.

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

Old versions of this note will appear in legacy collections; always update to the most current form but watch for specific copyright or contractual restrictions that should be preserved.

Language of Materials Note

Following DACS 4.5, if there are multiple languages present, record a note about the language content of the materials. This note is accompanied by language field drop-downs for "Multiple Languages" and drop-downs for other languages. Information about additional languages 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.

If the language(s) associated with the series, subseries, file, or item are not identical to those of its hierarchically superior unit, and there are multiple languages present, record a Language of Materials note to match the language field drop-downs.

Custodial History Note

Record a description of the custodial history of the materials in the collection, according to DACS 5.1. It should detail the time the collection 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 source of the material has not indicated their willingness to be included in the catalog, do not include it as part of the custodial history.

This note should always be recorded at the collection level, if there is applicable information to record, but it can be used at another level, such as series, if the processor needs to highlight the provenance of a specific part of the finding aid.

The Immediate Source of Acquisitions Note should mirror the information found in the Custodial History, as applicable, though the Immediate Source of Acquisitions Note contains more structure, and the Custodial History Note is recorded in narrative form. However, when the custodial history note is used to explain the origin of found material in the stacks (e.g., "Materials found in the stacks in 2025."), and there is no Accession Record, an Immediate Source of Acquisitions Note should not be included in the Finding aid.

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.

Immediate Source of Acquisition Note

Acquisitions information can be found in the Sharepoint case file, the Accession Record, or sometimes in evidentiary documents left in the collection. Evidentiary documents should be utilized and then returned to the Accessioning Archivist for digitization and placement in the collection case file.

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 recording the source of the collection materials, following DACS 5.2. 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. Include "INTERNAL NOTE:" before the substance of the note to prevent future processors from publishing it.

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, and the action should be recorded in present tense as "Purchase," "Transfer," or "Donation."

- Examples of acquisition notes include:
- Donation; Tracy Allen; October 2012.
- Purchase; Ken Sanders Rare Books; June 25, 2009.
- INTERNAL NOTE: Donation; John Smith; 2014.
  Internal note for anonymous donation.
- Transfer; Department of Economics; 2010.

The Immediate Source of Acquisitions Note should mirror the information found in the Custodial History note, as applicable, though the Immediate Source of Acquisitions Note contains more structure, and the Custodial History Note is recorded in narrative form. However, when the custodial history note is used to explain the origin of found material in the stacks (e.g., "Materials found in the stacks in 2025"), and there is no Accession Record, an Immediate Source of Acquisitions Note should not be included in the finding aid.

This note should be recorded at the collection level, and very rarely at any other level.

Related Materials Note

This note is optional and is usually added if the curator requests the note in the processing plan. Processors may also be aware of related materials that they can mention in this note. Record closely related archival collections with a shared provenance or other characteristics, including those from other institutions.

Materials within Special Collections should be described in a narrative note, not as a list, in this format:

- See also the [name of collection] (call number).

Externally referenced materials should include title, call number, and the name of the repository if the material is found elsewhere. A link may be added if desired.

Examples:

- 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.
- See also the John Lyon papers (MSS 1595).

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>

This note should not be confused with the External Documents field, which links to documents (which may include alternative findings aids or inventories) in a specific Box folder maintained by the Archival Processing Section.

Processing Information Note

Following DACS 7.1.8, at the collection level, always 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, (e.g., February 2, 2026). A note describing processing actions should be recorded in narrative fashion in Turabian style as well. 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).

This note could include:

- Information about how and to what extent the collection was processed or re-processed, such as unique organizational schemes and re-housing.
- The origin of the description and how it was reused in the finding aid, including editing of typos.
- Arrangement decisions that are not reflected in the Arrangement Note or require additional explanation.
- How specific standards were applied in the description.
- Explanation of reparative language edits made to the description, including why outdated, harmful, and offensive language has been preserved.
- A statement that digitization has taken place and information about digital surrogates, digital objects, etc. that have been added to the finding aid.

If a Processing Note is added, an accompanying Revision Note should also be added. If the materials have been processed multiple times, each action should be recorded in a separate processing information note. The curator's name should not be in this note unless they actually processed all or part of the collection. If you are replacing the Finding Aid Author field with a new author, move that author and the date of the finding aid to a processing note to preserve their contribution.

Examples of processing notes include:

- 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.
- Processed; Anne Ashton; 2028. Harmful and outdated language originally provided by previous processors updated.

- Processed; Karen Glenn; February 3, 2026. File titles were sourced from original envelopes containing negatives. Where noticeable, typos were corrected and authorized forms of names were used. Alternative titles were added from a card catalog for the years spanning 1977 to 1979.
- Processed; Elspeth Rayback-Maxwell; 2025. Materials removed from a three-ring binder and placed in a clamshell box.
- Processed; Jacob Bigler; March 2022. A legacy inventory was utilized for inventory titles; typos were corrected and some identifying information was added to the titles.

At levels other than the collection level, processing actions specific to that level of description should be recorded in a processing note. The notes at these levels are only narrative—they don't include the standardized, formatted portion.

Examples include:

- Materials were originally in a binder. It was disbound during processing and the binder was discarded. A photocopy of the binder cover is preserved in the materials.
- Decorative film can is housed separately from the original film reel.

Separated Materials Note

The Separated Materials note is used to record in narrative fashion when published materials are permanently removed from a collection but become part of the library's collections elsewhere. This information can either be noted in a processing plan when materials are removed before processing, or the curator may decide to transfer materials during processing. The curator can also ask to have this note unpublished.

Example:

- Some publications sent to the Mormon and Western Americana Collection.

Existence and Location of Originals Note

In accordance with DACS 6.1, record the location of original materials, if the materials being described are reproductions (e.g., photocopies, digital scans, microfilm) *and* the note is requested in the processing plan. The notes should state the name of the collection (or portion of the collection), the name of the holding repository or individual, and the address or link of the holding repository or individual (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.

Existence and Location of Copies Note

In accordance with DACS 6.2, record the location of copies or other reproductions of manuscript materials (e.g., transcriptions, microfilm, digital copies, etc.), if requested in the processing plan. 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 or link (if available).

Examples of Existence of Copies Notes include:

- Photocopies of correspondence available in the collection (box 1 folder 2).
  A note at the collection, series, or subseries level indicating the location of copies of some materials within the archival aggregate.
- Photocopy of letter available in collection (box 1 folder 2).
  A note at the item level indicating the location of copies of the specific item.

When physical copies are part of the same collection, a brief note indicating their existence, format, and location may be recorded.

- Transcript of diary available in the Americana Collection.
  If the analog copy is available in other BYU Library collections.

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 DACS 4.3.

General Note

In accordance with DACS 7.1.2, record a general note for any descriptive content that does not have a specific note type. General notes can be recorded at any level of description. 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. General notes do not currently inherit to lower levels.

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 rec to.
  Source of title note (see RDA 2.17.2.3 and DCRM(Mss) 7B4.1).
- 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 Presidency Women's Council at the International Women's Congress at Vienna, this month."
  Inscription note (see DCRM(G) 7B9.6).
- Finding aid contains descriptive language provided by the creator that may be harmful and/or outdated. This includes original titles. Materials may contain harmful language or depictions reflecting biases of creator and/or the time period.
  Reparative language note.
- Alternative title from inventory: Wilkinson on KSL.
  Alternative title note

- Digital content sourced from: 1 audiotape reel ; 1/4 in. tape.
  Digital source note
- 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.
- Signed "A.J.A.R."
  Creator information note (see DCRM(Mss) 7B5.1).
- U-matic.
  Video format note (see RDA 3.18.2.3).
- NTSC.
  Broadcast standard note (see RDA 3.18.3.3).

Method of Production Note

For paper-based manuscript materials, legacy notes may exist 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 Production method).

Examples of method of production notes include:

- Holograph (photocopy).
- Manuscript (transcript, handwritten).

Other Notes

The following ArchivesSpace note types should not be used: Abstract, Bibliography, Dimensions, Index, Materials Specific Details, Physical Description, Physical Facet, Physical Location, or Preferred Citation notes.

External Documents

The External Documents field is used to link alternative inventories or other documents that Special Collections has requested to be linked to a finding aid. The curator may request this link be added, or it may be added by the processor when audiovisual recordings and other digital metadata are combined intellectually to save time or improve access in the finding aid. These documents are maintained in Box and set to a public link. Fill out the Title with your chosen description and then the Location field with the Box public link. Click the Publish box.

Instances

All containers should have a linked instance. Create and link top-container instances to Archival Object records for which there are no subordinate Archival Objects present.

Hybrid finding aids are common and may result in instances linked to Archival Object records with subordinate records.

If a container has already been created and linked elsewhere in the collection (e.g., a different series, subseries, file, or item), search for the top container number in the Top Container box to link the container to the current record. If a top container hasn't been linked elsewhere, it needs to be created.

Do not record the Container Profile Type—Collections Management will record this when containers are shelved and barcoded. Box, carton, and folder are the most common container types. "Oversize" should be used for oversize boxes and "oversize-folder" for folders in shared oversize boxes. "Volume" should be used for a stand-alone volume on the shelf (not in a box), and "object" for an artifact or other item sitting on the shelf not in a box or other container. Refer to the Container sizes spreadsheet to find the Instance type for the top container being described. Top container numbers should be unique throughout a collection—numbering shouldn't restart for different container types. All containers should be numbered continuously throughout the collection—if some numbers are missing from the sequence of top container numbers, it can look like there are containers missing. Refer to the Housing and Physical Processing Documentation for further guidance on numbering top containers.

For each instance, select the Type "Text" for written/typed materials (including books) inside a box, "Graphic Materials" for photographs or other visual materials, "Audio" and "Moving Images" for audiovisual materials, "Computer Disks" for computer media, "Books" for stand-alone volumes not in a box, "Realia" for any kind of artifact, and "Mixed Materials" if you need to express a type that is more than one of these.

If the materials being described make up only part of a top container, add a Child Type from the drop-down menu, and the Child Indicator, (e.g., Folder; 1). A range of Child Indicators may be included (e.g., Folder; 4-9). If you need to attach more than one container, or more than one Child Type, add another instance. Child Indicator numbering restarts at 1 in each container.

Grandchild Type and its indicator are never used.

If you are using an Existence and Location of Copies note to state the location of a copy of something, including microfilm, instances for that box or folder where the copy is stored can be attached with that archival object or at a higher level, depending on the context.

Digital object instances are created and linked to finding aids after digitization by the Digital Metadata Librarian.

Related Training Materials

Turabian Style Guide

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 (e.g., 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 or dated 1980-1995)
- *United States* used as a noun should be spelled out the first time. 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.
- 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.]

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

[Style Guide--The Name of the Church, Church of Jesus Christ of Latter-day Saints]

- 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 may use the term "Mormon" as an adjective as necessary, or when referring to proper nouns (such as Mormon Trail) 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 be referred to as "Mormons"

APS Training Documentation

- Collection-level Description
- Series- and Subseries-level Description
- File- and Item-level Description
- Photographs Processing Guide
- Housing and Physical Processing Documentation
- Biographical/Administrative History Notes and Agent Records
- Title Style Cheat Sheet
- ArchivesSpace Spreadsheet Upload Guide
- Subject headings documentation
- ARK Minting
- Digital Metadata Training Documentation
- Electronic Media Guide
- Audiovisual Media Guide
- UA Flag Processing

APS Reference Documents

- Container Measurements Chart - size
- Container Measurement Cart - alphabetical
- Container Sizes Spreadsheet
- AV Cheat Sheet
- Extent terms spreadsheet
- Digital metadata spreadsheet

Standards

- DACS - *Describing Archives: A Content Standard*
- RDA - *Resource Description and Access* (Chicago: American Library Association, 2018). Available online at
- CCLA Subject Browse Terms - *Consortium of Church Libraries and Archives*
- DCRM (MSS) - *Descriptive Cataloging of Rare Material (Manuscripts)*
- ISO 8601 - Date and Time Formats

Resources

- Department Cataloging manual
- Library of Congress Name Authorities
- Library of Congress Subject Headings

- Library of Congress Genre/Form Terms
- NACO Participants Manual
- Archival Accessioning, Processing, Preservation, and Access Policy
- Art & Architecture Thesaurus

Describing Archival Creators

Responsibilities

- **Curators** record pertinent information about the creators of manuscript materials during the accessioning process in the accession record.
- **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.

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.

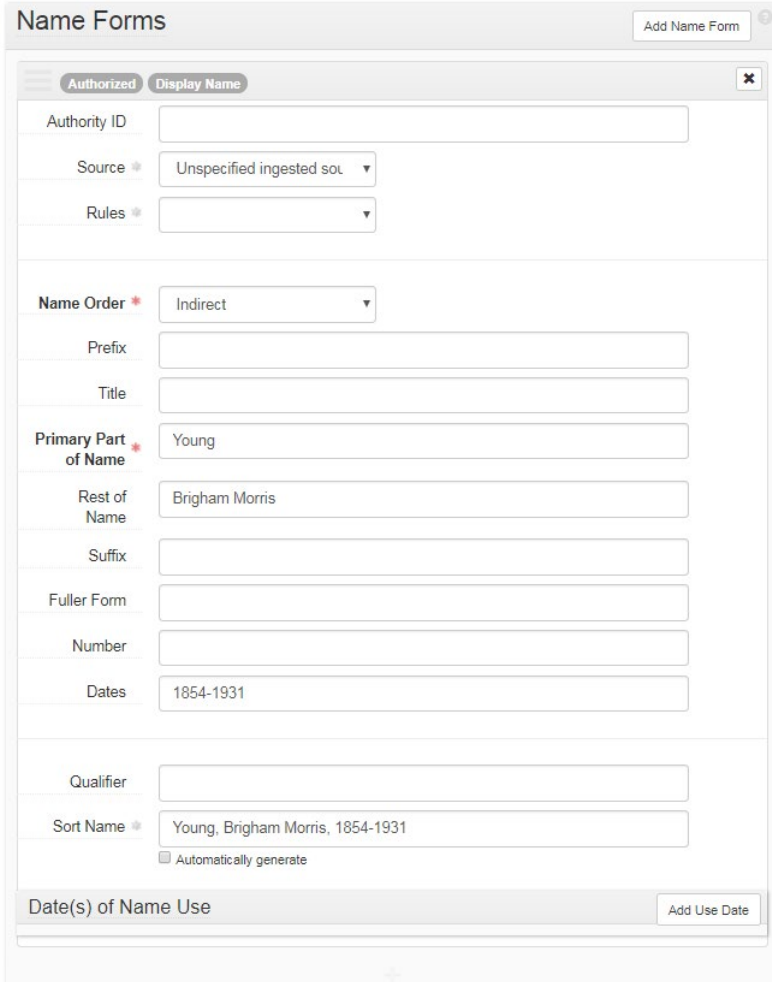
1.2. Curators will then create new agent records in ArchivesSpace for unrepresented donors, vendors, or creators associated with an acquisition.

1.2.1. Curators should consult the deed of gift, the acquired materials, and readily available reference sources when preparing preliminary agent records.

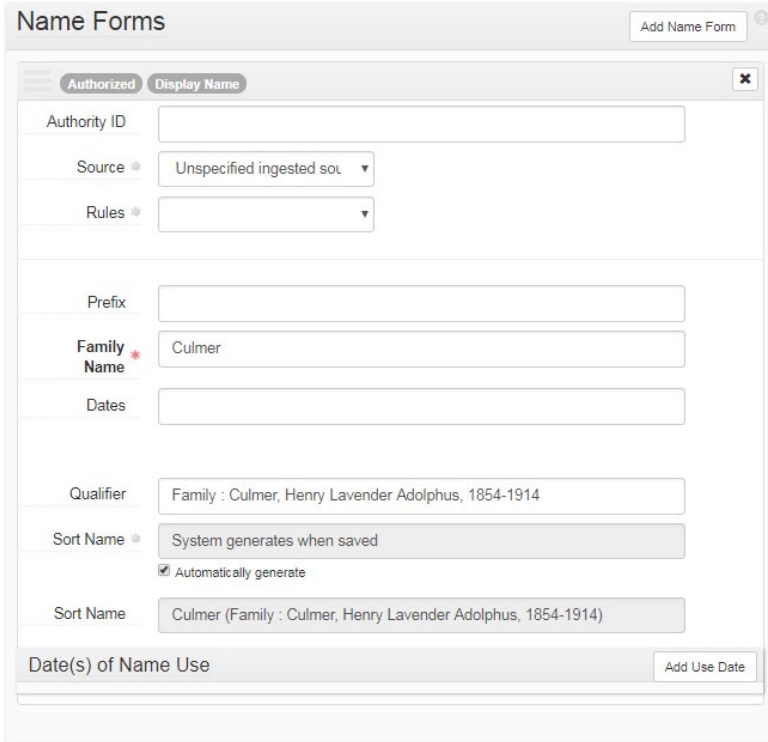
1.3. Curators will complete the following fields in the agent record of the appropriate type as described below:

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.

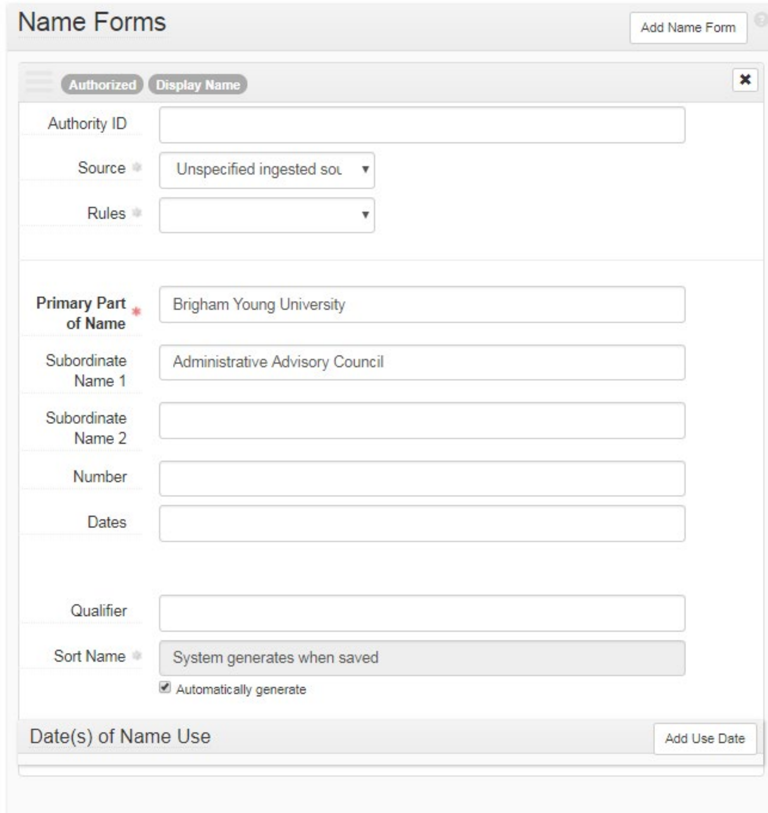
1.3.1.1. For Person entities, Agent record fields include Prefix, Title, Primary Part of Name, Rest of Name, Suffix, Fuller Form, and Number. When names are to be displayed in index order (e.g., Surname, Given Names), enter the surname in the Primary Part of Name field and given names in the Rest of 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".



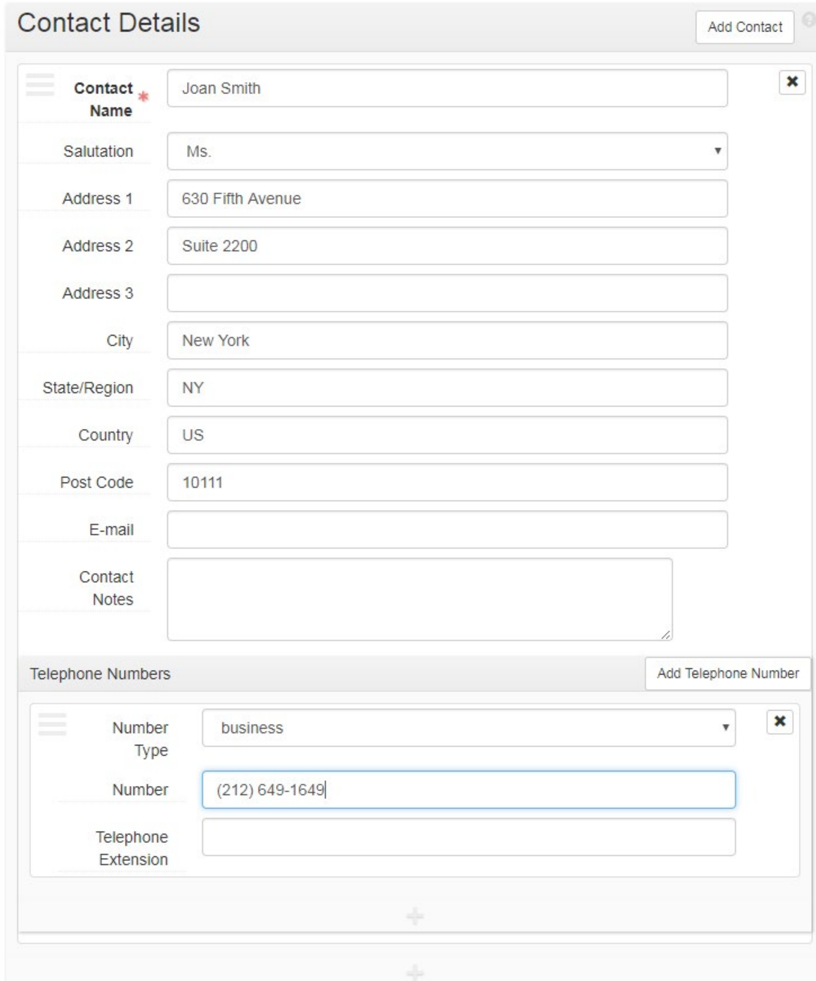
1.3.1.2. For Family entities, Agent record fields include Prefix, Family Name, Dates, and Qualifier. The family surname should be recorded in the Family Name field. Additional qualifiers should be recorded in the Qualifier field as appropriate, in the following order: type of family (RDA 10.11.1.2), 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").



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".



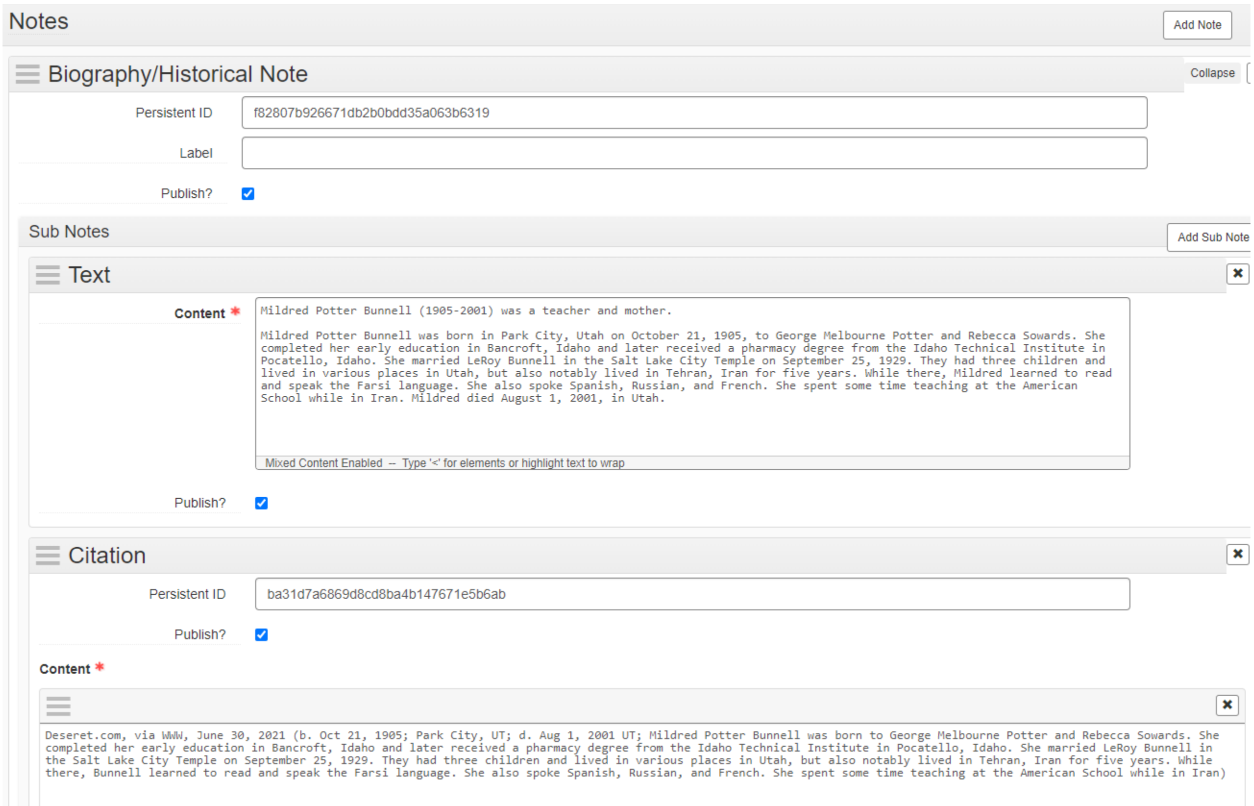
1.3.2. CONTACT DETAILS: Curators will record known contact information for creators of manuscript materials. Available fields include a Contact Name, address information, E-mail, Telephone Numbers, and Contact Notes.



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:

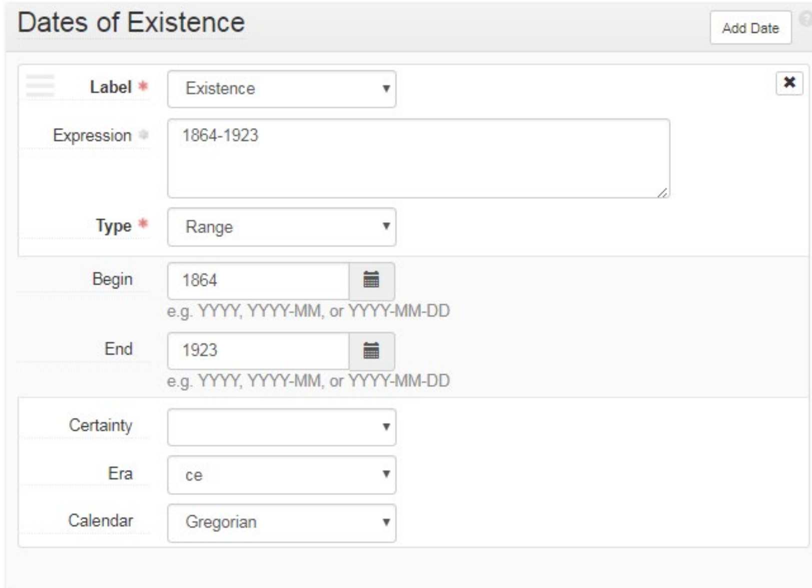
UPB files, [date of consultation] (information found)

For information on citing other sources, see Section 2.3 below.

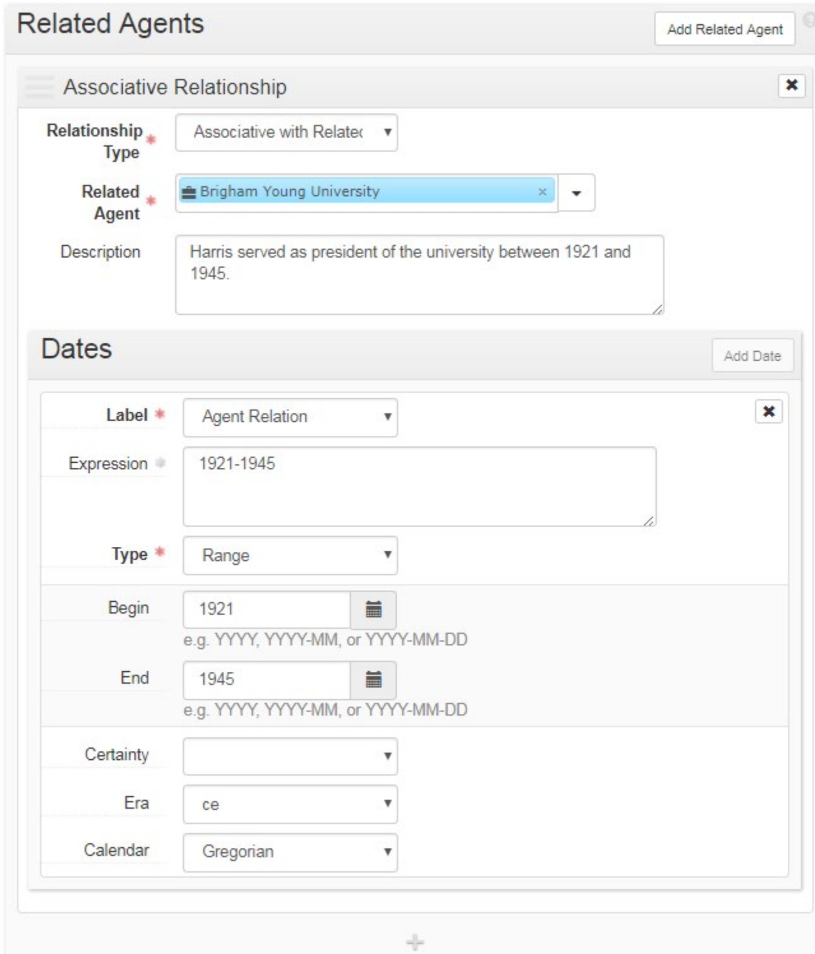


1.4. Curators may include additional fields, if the information is available:

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.



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.



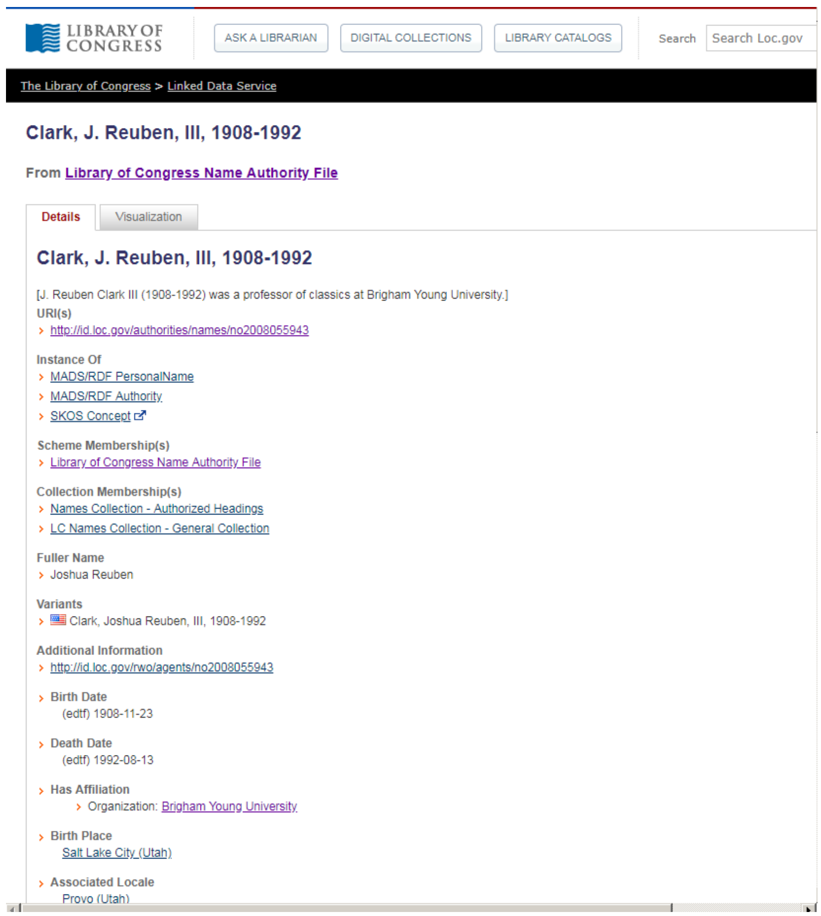
2. DESCRIBING CREATORS OF MANUSCRIPT MATERIALS

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.

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.

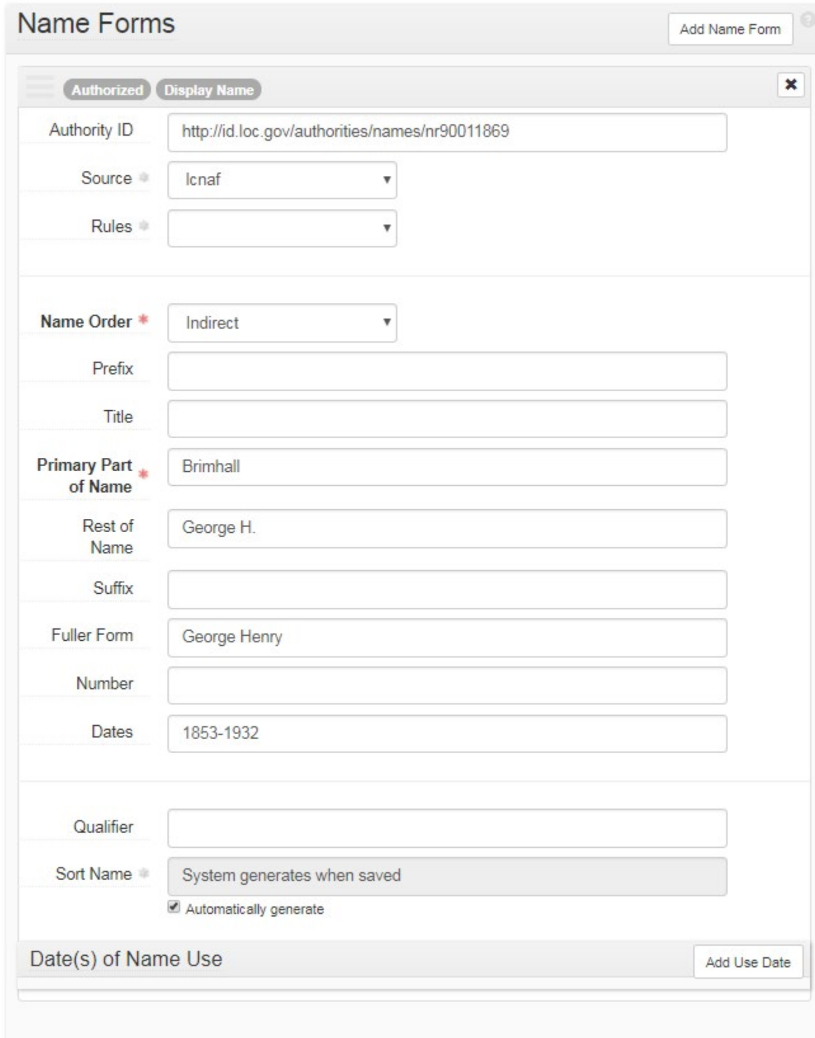


2.2.2.1. For a Person record, the name recorded in the 100 subfield $a should be divided up with the surname placed in the "Primary Part of Name" field, and given names in the "Rest of Name" field. Numeration from the 100 subfield $b should be recorded in the "Numbers" field. Prefixes, suffixes, and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

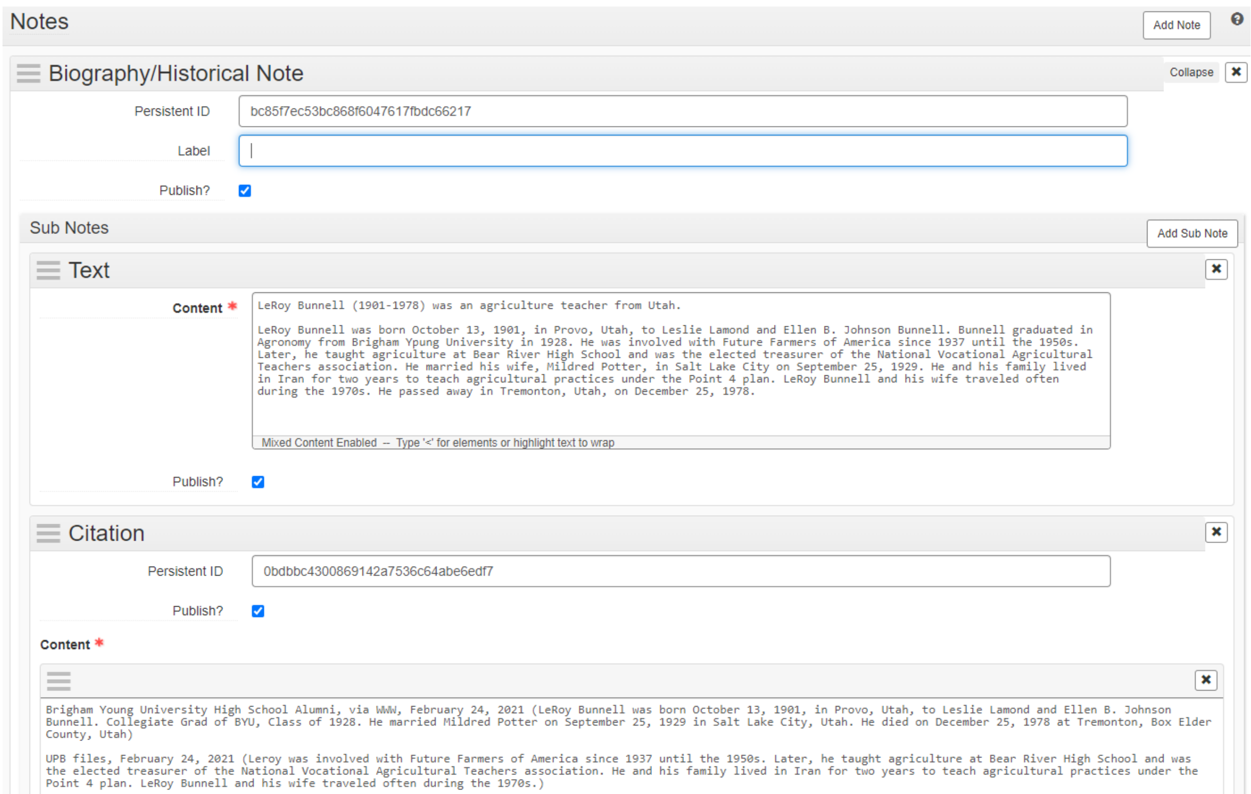
2.2.2.4. The Source field of these records should then be set to "lcnaf", and the Rules field may be set as "Resource Description and Access." The URI of the Linked Data Service should also be recorded in the Name Form subrecord Authority ID field.



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. 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. 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").

2.3.2. 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.[26] 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.



2.3.2.1. 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

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[26] Added February 14, 2023.

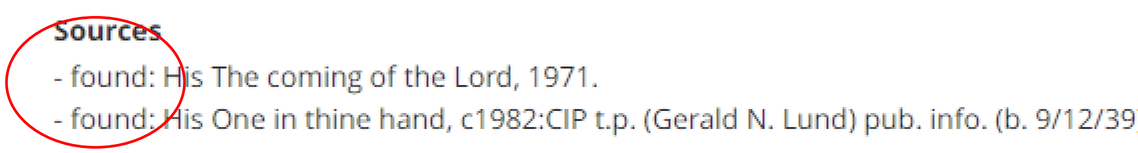
(currently lives in Salt Lake City; husband died June 12, 2010)").

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

2.3.2.3. 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.[27]

2.3.2.4. 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)").

2.3.2.5. If processors are citing NACO citations for an agent that is already established, copy the citation, starting with "found:"[28]



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)

2.3.2.6. If processors are citing a personal communication or other types of resources, they may consult the NACO Participants Manual.

2.3.3. 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

[27] Updated June 7, 2023.
[28] Updated January 18, 2023.

the entity being described and place it in the biographical note box. The label field should be left empty.[29] 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 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-

[29] Updated to reflect APPAC decision on future ArchivesSpace language upgrade, January 18, 2023.

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.

Reparative Language

Finding aid descriptions must align with the principles outlined in the Inclusive Metadata Policy.

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."
- 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).

Processing Restricted Materials

Responsibilities

Curators will advise of restrictions placed on manuscript and archival materials, either by contract or by policy during appraisal or reappraisal.

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 decisions and policies.

Collection Management staff will label restricted collection containers and shelve them in restricted locations.

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.[30]

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)
- 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)

[30] Clarification about end dates added; May 17, 2025.

- 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
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[31]

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

WEEDING MATERIALS FROM MANUSCRIPT/ARCHIVES COLLECTIONS

Curators will identify items in the collection survey that should be weeded.

Files or items subject to weeding may include, for example:

- Duplicate items,
- Items outside the scope of the applicable collection development policy,

[31] 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.

- Items subject to another retention category,
- Items subject to replevin, or
- Items in poor condition

Removal of published items should follow the procedures for *Handling Published Materials Permanently Removed from Manuscript Collections.*

Weeding activities may be included in processing plans for new acquisitions, or for value-added processing of existing collections.

If the materials to be weeded constitute a series, curators should treat their withdrawal as a deaccession.

If an item or file represents the entirety of a collection, curators should treat its withdrawal as a deaccession.

Weeding of files or items should be treated as deaccessioning (see teh next section 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

If a curator is processing the materials, they may remove files or items in the course of housing the collection.

If Archival Processing Section (APS) staff are processing the materials, they may flag files or items identified during housing for potential weeding. APS staff will consult with the curator prior to removing materials from the collection.

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. Curators will consult the collection case file to confirm that there is a signed gift agreement or transfer agreement for the collection. 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. 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 reposited materials has passed (Utah Code 9-8-804; https://le.utah.gov/xcode/Title9/Chapter8/9-8-S804.html).

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.[32] For new accessions, a deaccession form should be completed in the associated ArchivesSpace accession record. For weeding during value-added processing, a deaccession form should be completed in the associated ArchivesSpace Resource Record. 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.

Complete a "Materials to be Weeded or Deaccessioned from a Manuscript Collection" routing slip,[33] and deliver them with the boxed, labeled materials to Accessioning Archivist. 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. The Accessioning Archivist will confirm the contents of the boxes against the ArchivesSpace deaccession record and completed routing slip(s). The Accessioning Archivist will coordinate with appropriate cataloger about necessary catalog record updates, including:

- Record shadowing
- ArchivesSpace updates

The Accessioning Archivist will work with Collections Management to deliver the boxes and forms to Acquisitions for disposal.

DEACCESSIONING FROM MANUSCRIPT/ARCHIVES COLLECTIONS

Curators will identify manuscript or archival collections or series that may be deaccessioned. 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;

[32] Updated for clarity- APS vs. curator role in making an ArchivesSpace deaccession record; May 17, 2025.
[33] 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.

- 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

Materials must be accessioned in ArchivesSpace before they may be deaccessioned.

Curators will confirm that the repository has legal title to the collection or series identified for deaccession. The curator will consult the collection case file to confirm that there is a signed gift agreement or transfer agreement for the collection. 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. 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 reposited materials has passed (Utah Code 9-8-804; https://le.utah.gov/xcode/Title9/Chapter8/9-8-S804.html).

Curators will complete a Special Collections Development Committee (SCDC) deaccession form for the identified collection or series. 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. SCDC will review the deaccessioning proposal and approve or reject it. 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.[34] For new accessions, a deaccession form should be completed in the associated ArchivesSpace accession record. For deaccessioning of processed collections or series, a deaccession form should be completed in the associated ArchivesSpace Resource Record. 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.

Curators or the APS will complete the "Materials to be Weeded or Deaccessioned from a Manuscript Collection" routing slip,[35] and deliver them with the boxed, labeled materials to the Accessioning Archivist.

[34] Updated for clarity- APS vs. curator role in making an ArchivesSpace deaccession record; May 17, 2025.
[35] 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.

Accessioning Archivist will retrieve the collection or series, and confirm the contents and extent against the ArchivesSpace deaccession record and routing slip(s).

Accessioning Archivist will coordinate with appropriate cataloger about necessary catalog record updates, including:

- Record shadowing
- ArchivesSpace updates

Accessioning Archivist will then work with Collections Management to deliver the boxes and form to Acquisitions for disposal

All deaccessioned materials must go through Acquisitions before leaving the library. 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. 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.[36] This can be concurrent with the necessary SCDC approval.[37] 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. If curators are personally delivering deaccessioned materials to a donor or other entity, they should fill out a "In-Person Returning Deaccession Form"[38] 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.

WEEDING PUBLISHED ITEMS FROM PUBLICATION COLLECTIONS

Curators will identify published items for weeding from a publication collection. Materials subject to weeding may include, for example:

- Duplicate items,
- Items outside the scope of the collection, or
- Items in poor condition

Items that are the last copy listed in a bibliographic utility (e.g., Worldcat) may not be weeded.

Weeding of published items should be treated as deaccessioning (see Section 4 below) if:

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[36] "Disposal of Library Materials Policy," 5.2.3.
[37] This is from the AUL for Collection Services' announcement on the policy update in 2022.
[38] 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.

- 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

Curator will complete a routing form that indicates the disposition of item. Form options include:

- Switching out with accompanying copy
- Purchasing replacement copy, with authorization
- Making available to stacks

If the curator intends that the weeded copy be replaced, indicate this on the routing form and route item to Accessioning Archivist.

Accessioning Archivist will then forward the item(s) and routing form to Acquisitions to route them to the appropriate cataloger.

Cataloger will update records as necessary, and route items to Acquisitions.

DEACCESSIONING PUBLICATION COLLECTIONS

Curators will identify publication collections for deaccessioning. Identified collections may contain individual items appropriate to other collections, which may be reassigned prior to collection deaccession. 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

Curators will confirm that the repository has legal title to the collection identified for deaccession. The curator will consult the collection case file to confirm that there is a signed gift agreement or transfer agreement for the collection. 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. 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 reposited materials has passed (Utah Code 9-8-804; https://le.utah.gov/xcode/Title9/Chapter8/9-8-S804.html).

Curators will complete a Special Collections Development Committee (SCDC) deaccession form for the identified collection. 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.

SCDC will review the deaccessioning proposal and approve or reject it.

If approved, the curator will deliver the completed SCDC deaccession form to Accessioning Archivist.

Accessioning Archivist will confirm the contents and extent of the items being proposed for deaccession against the deaccession forms.

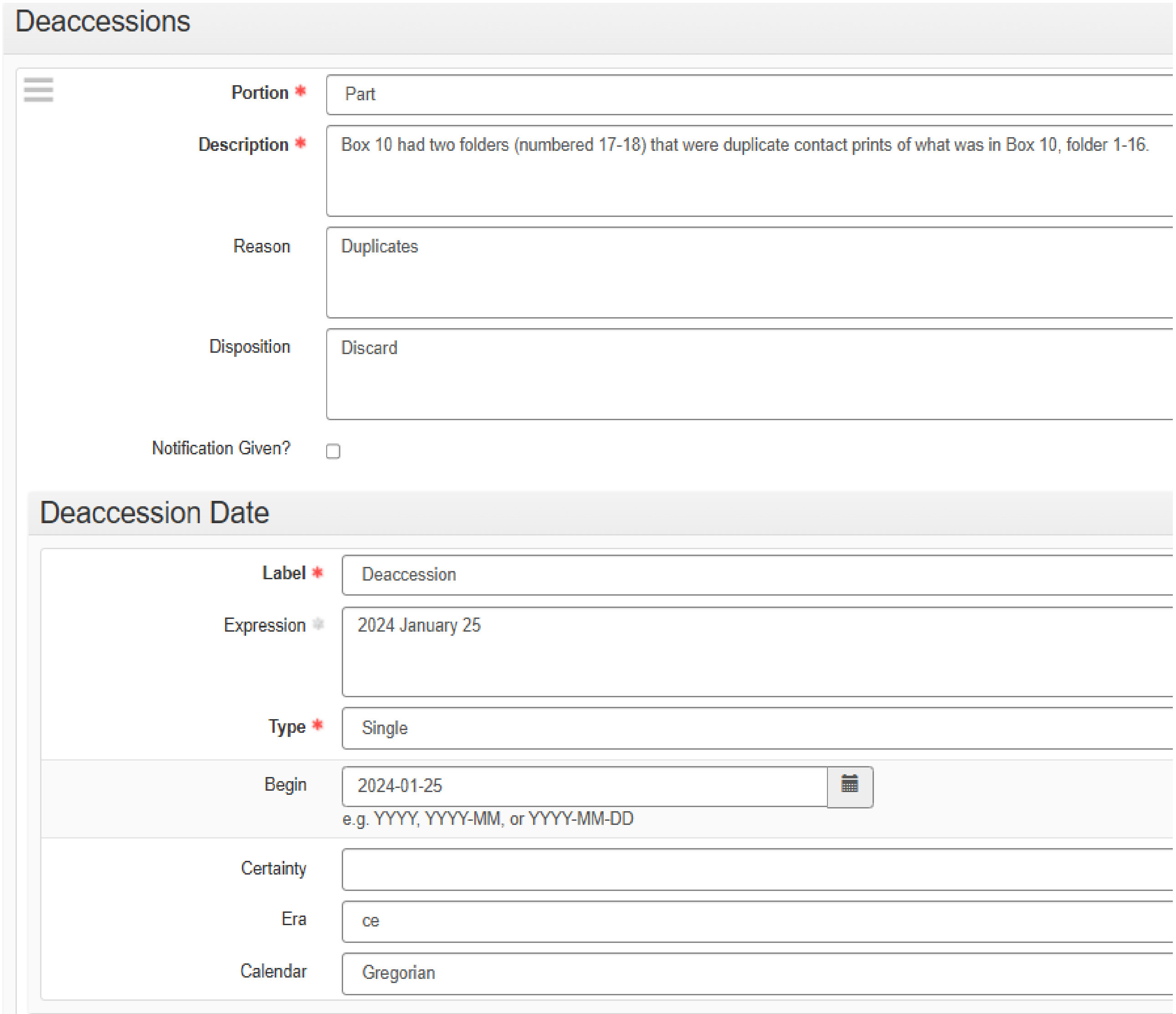
Accessioning Archivist will request Collection Management to transfer the deaccessioned materials to Acquisitions for approved disposition.

All deaccessioned materials must go through Acquisitions before leaving the library. 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. 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.[39] This can be concurrent with the necessary SCDC approval.[40] 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. If curators are personally delivering deaccessioned materials to a donor or other entity, they should fill out a "In-Person Returning Deaccession Form"[41] 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.

Records/Forms

ArchivesSpace deaccession record

[39] "Disposal of Library Materials Policy," 5.2.3.
[40] This is from the AUL for Collection Services' announcement on the policy update in 2022.
[41] 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.



Deaccessions

Portion * Part

Description * Box 10 had two folders (numbered 17-18) that were duplicate contact prints of what was in Box 10, folder 1-16.

Reason Duplicates

Disposition Discard

Notification Given?

Deaccession Date

Label * Deaccession

Expression 2024 January 25

Type * Single

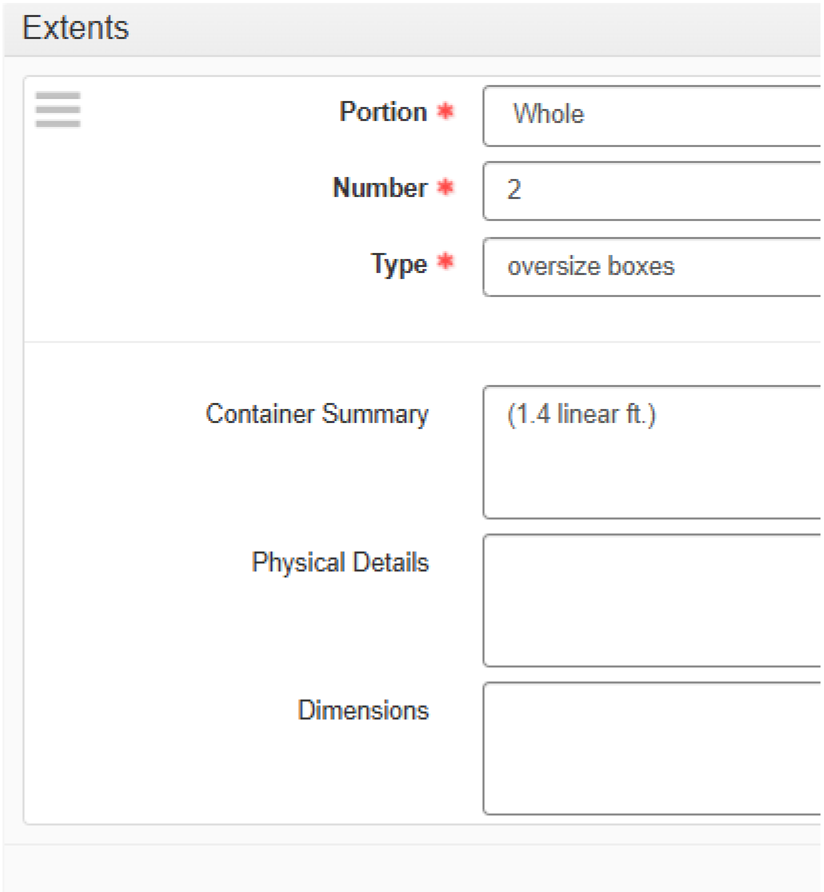
Begin 2024-01-25

e.g. YYYY, YYYY-MM, or YYYY-MM-DD

Certainty

Era ce

Calendar Gregorian



Special Collections deaccession form (Box)

Published Materials in Manuscript Collections[42]

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.

[42] This section was updated to reflect current practices after consultation with Acquisitions Department. Ryan Lee, November 14, 2024.

Collection Management 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.

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[43]

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

[43] 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.