

# Housing and Physical Processing Documentation for the BYU Library Special Collections

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## 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. Consult with the curator and your supervisor if you find materials that are not addressed in the plan.

Ask the following questions 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, born-digital media, or digital carriers in the collection. Consult with the curator about digitization and handling 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, tightly rolled photographs, or paper that may need relaxing or flattening, 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 discard the duplicates. Consult with your supervisor and/or the curator if you have questions or concerns about duplicate materials.

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 on the [Container sizes spreadsheet](#).

## Foldering Manuscript Materials

### Materials Received in Folders

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. When described, foldered materials will usually be reflected as files, or intellectually related materials in a grouping.

## Materials Received Loose/Unfolded

Processors will place any unfolded manuscript materials in folders based on their original order, if discernable. 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 extent description in a finding aid. Processors can also utilize paper cradles to assist with mixes of file- and item-level separation within folders. When described, foldered materials will usually be reflected as files, or intellectually related materials in a grouping.

## Fasteners

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). Sealed envelopes should be unsealed using a metal spatula.

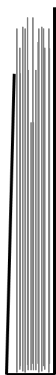
For large collections, especially in University Archives, it's more practical to not remove all of the fasteners and replace with paper cradles. In this case, only replace fasteners with paper cradles when they are doing damage to materials, for example, when fasteners are rusting or are overloaded. 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).

## Folder Scoring and Sizes

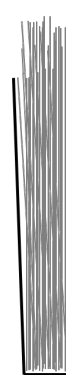
For University Archives, processors should always house manuscript material in legal size folders. For other manuscripts, default to letter size unless there are significant amounts of legal-sized material present in the collection. In particular, photographs being separated out to Cold Storage and large collections of photographs should be placed in letter-sized folders and letter-sized boxes to minimize the movement of the material.

Place manuscript materials in folders with their interior margin at the bottom of the folder.

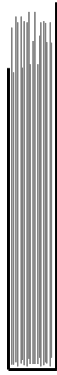
Processors will score the bottom of legal, letter, and Octavo I folders as needed using established crease lines:



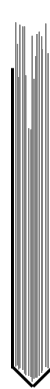
Underfilled – the panels of the folder bow in and over time the materials will slump and gather at the bottom



Overfilled – the materials can't lay flat and the panels of the folders bow out to



Filled correctly – the materials are able to lay flat and the folder stands straight



Filled correctly – the width of the materials is between two established crease lines, so both were creased into a "hammock"

Collection materials should sit flat on the bottom of the folder and not pushed up against the sides. If the paper contains a lot of staples, consider flipping portions of the materials around in the folder to create balanced bulk and save space. When processing materials that are folded, the items should be flattened prior to being placed in folders to avoid bulk and make for easy use in the Reading Room.

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.

Edged (accordion) folders in letter or legal size can be used to accommodate smaller artifacts (which can be wrapped in tissue paper to create buffering), audiocassette tapes, compact discs, small journals, or anything that will easily slide out of a standard folder.

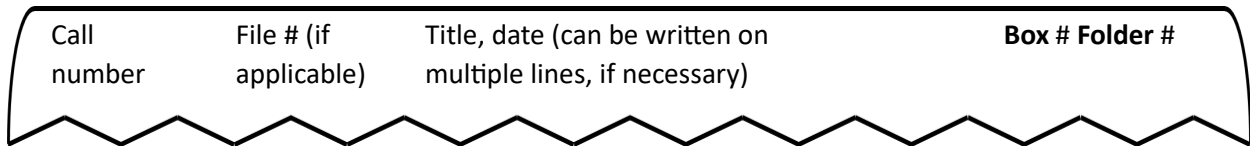
Oversize manuscript material will be placed in oversize folders of the appropriate size. Use judgment to determine whether to house materials in all one size of an oversize folder or to use multiple sizes depending on the material, weight, dimensions, and intellectual context. Manuscript material should fit completely inside their enclosing folder.

When 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.

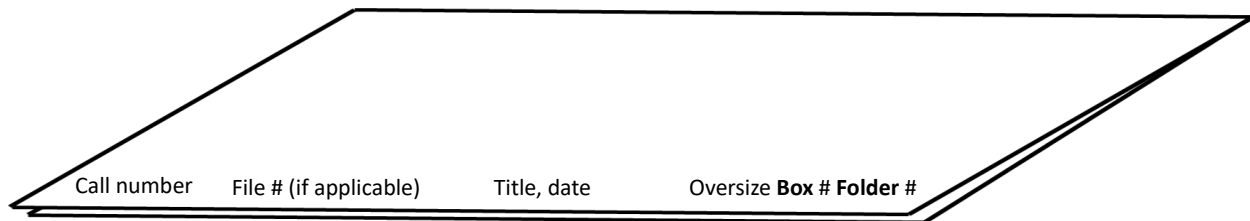
Refer to the [Container sizes spreadsheet](#) to find the right folder size for the materials.

## Labeling Folders

For all archival material, unfolded material will be placed in archival manila folders, and labeled with the collection call number, title, and dates. Longer titles may be recorded on two (or more) lines. Processors should also leave space to the right of the call number for recording a file number when applicable. Titles should be centered on folder and shouldn't overlap with the Box Folder stamp, File number, or Call number.



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 (instead of creating new folder titles).

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)").

Examples:

- MSS 2017      Correspondence, 1995-1996      **Box 7 Folder 9**

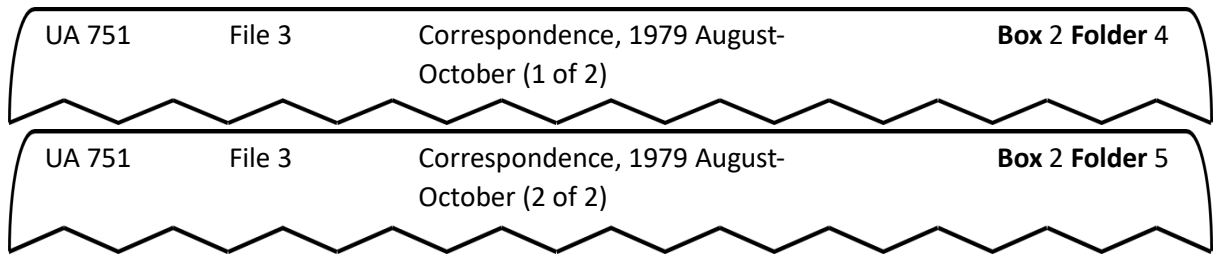
*A standard folder. The call number on the left, some space to add a file number at a future date, the folder title and date in the center, and, on the right, the folder has been stamped with the "Box Folder" stamp, and the box and folder numbers have been added in pencil.*

- MSS P 27      File 3.2.7      Photographs of Springville, Utah,  
1907-1915      **Box 15 Folder 3**

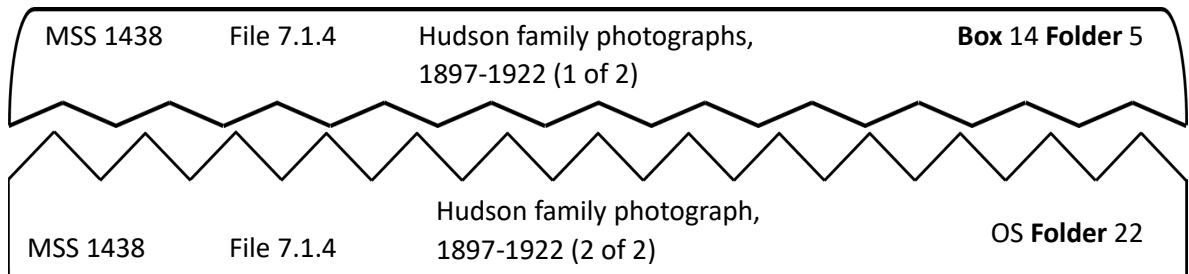
*The call number and file number have been recorded. The folder title and date segment is long enough it's written on two lines. On the right, the folder has been stamped with the "Box Folder" stamp, and the box and folder numbers have been added in pencil.*

- MSS 7984      Harry Jones and Martin Miller  
screenplay drafts, approx. 1954      **Folder 7**

*A folder to be added to a shared box—whether because it's the entirety of the collection, or because it's the only folder of this size, or because other boxes of this size have been filled up and this filled up only part of a box. There is space to add a file number between the call number and folder title. The folder title and date section is long enough it's been written on two lines instead of one. On the right, the folder has been stamped with the "Folder" stamp instead of the "Box Folder" stamp because the folder is going in a shared box and the folder number has been added in pencil.*



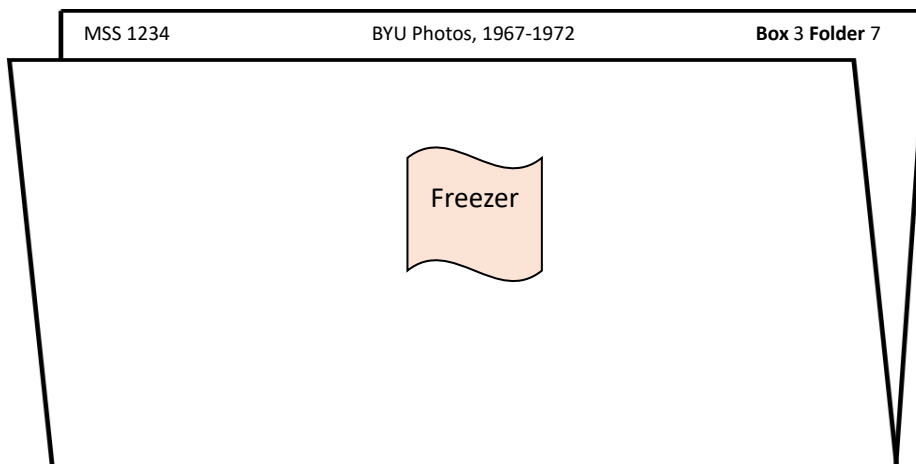
*A folder that has been split into two parts because there was too much material to fit in just one folder. Both folders have been filled out the same—same call number, same file number, same title and date. After the title and date, the parentheticals indicate how the folders fit together as parts of the whole. The folders are both stamped with the "Box Folder" stamp and the box and folder numbers have been added in pencil.*

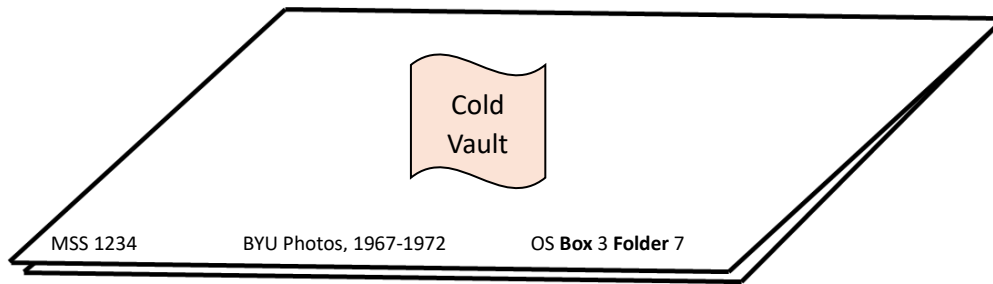


*The folders don't have to be the same size to be part of the same file—in this case, a file has been split into a folder and an oversize folder. Again, both folders have been filled out the same, with parentheticals to indicate how they fit together as parts of the whole.*

### Labeling for Specific Storage Locations

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



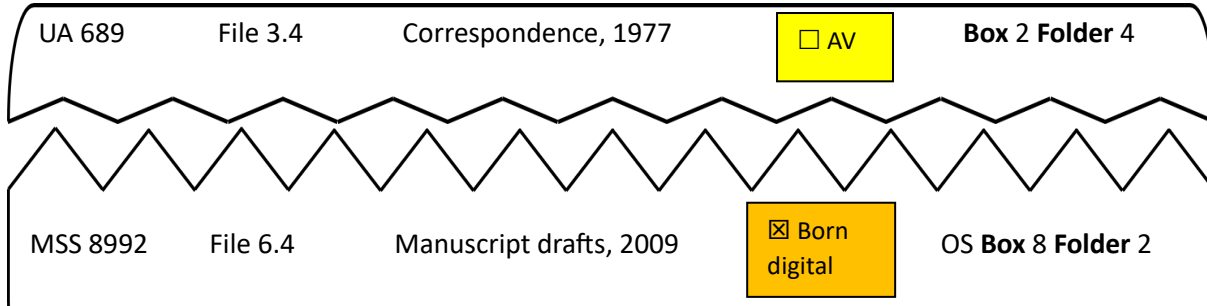


### AV and Computer Media Stickers

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 and folder number. If there is other information in this space (other stickers or stamps), find somewhere else on the front of the folder to stick the sticker. Be sure to pick somewhere that will most likely be easily visible when browsing the folders in the box—for letter and legal folders, elsewhere on the top tab or, if necessary, at the top of the front flap of the folder, and for oversize folders above the written information.



### Boxing Manuscript Materials

In general, processors should place folders in boxes of appropriate size that also meet local shelving requirements. Standard box types include record center cartons, document cases (letter and legal boxes), and oversize boxes. Boxes should support folders, without allowing them to slide from side to side. 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 the collection will have an addition at some point, a box and a spacer can be utilized instead.

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.

When a collection contains a lot of smaller artifacts, these should be routed to Conservation for a custom box with internal compartments and/or layers (as they might do for [textiles](#)). When placing smaller boxes or artifacts in a carton, place them in a way that is intuitive for a patron to restore to the carton. Ask yourself how the patron will handle the items in the reading room. Photographs attached to the carton or oversize box can help demonstrate to patrons how the items should be returned or restored after use.

Store 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).

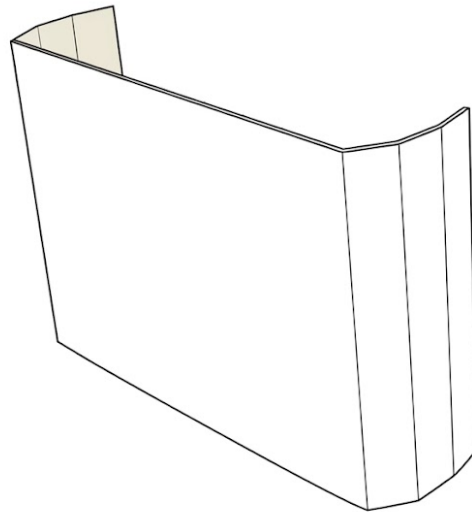
Motion picture film (8 mm, 16 mm, 35 mm, etc.) should be stored lying flat. All other audiovisual materials (audiotape, audiocassettes, videocassettes, etc.) should be stored standing up.

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.

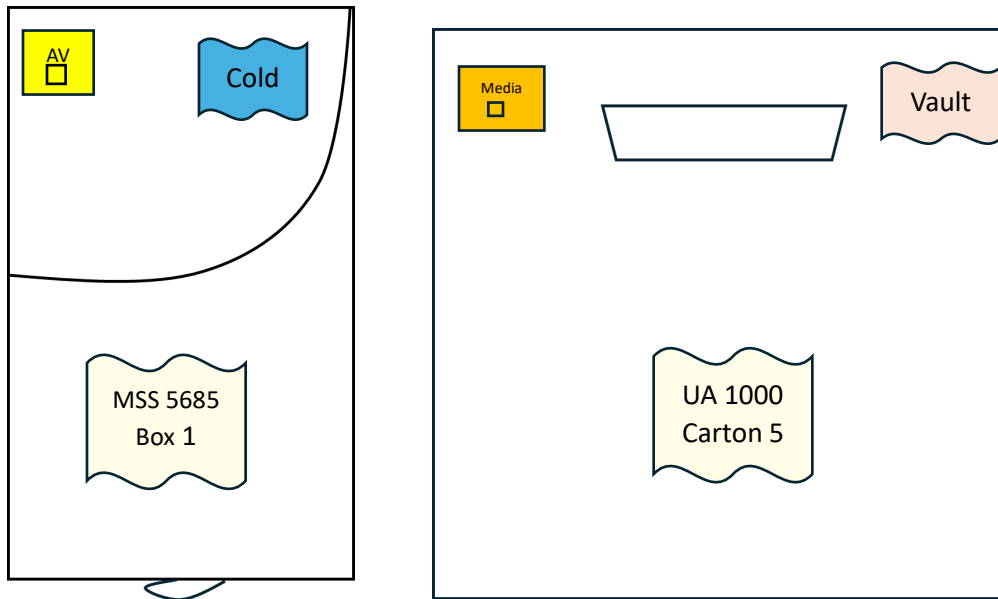
## Labeling Top Containers

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 aid them in their shelf assignment workflow. Collection Management staff will affix permanent labels and barcodes to containers following archival processing.

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.



## Labeling Files, Items, and Objects

### Numbering Files and Items

When describing to the file- and item-level (particularly in preparation for digitization), files and items need to be individually numbered. This file or item number will correspond with the component unique ID on ArchivesSpace.

#### *Hierarchical Numbering System*

Most files and items are numbered using a dot-decimal numbering system that reflects the arrangement of the collection. This numbering system not only gives each file or item a unique identifier but also helps to indicate (on the file or item itself) how the file or item fits into the hierarchical arrangement of the whole collection.

The file or item number 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.

Examples of hierarchical file and item numbers:

- 6

*Item 6*

J.B.J. Delambre papers	Collection			Vault MSS 4...
Élips des comètes, after 1770	Item	Text	Folder: 1 [31197239162...	1
Les comètes, after 1805	Item	Text	Folder: 2 [31197239162...	2
Remarques sur les comètes, before 1821	Item	Text	Folder: 3 [31197239162...	3
Comètes, approximately 1817	Item	Text	Folder: 4 [31197239162...	4
Comètes, approximately 1812	Item	Text	Folder: 5 [31197239162...	5
Observations et calculs d' Uranus, approximately 1781-1789	Item	Text	Folder: 6 [31197239162...	6
Observations de Herschel en 1787, approximately 1787	Item	Text	Folder: 7 [31197239162...	7
Liens d'issues, 1799-1799	Item	Text	Folder: 8 [31197239162...	8

- 5.2

*Series 5, Item 2*

National Council of American Indians records	Collection			MSS 1704
▶ Zitkala-Ša personal papers and writings, approximately 1906-...	Series			1
▶ Zitkala-Ša personal and business correspondence, 1891-1951	Series			2
▶ National Council of American Indians collection of United State...	Series			3
▶ National Council of American Indians documents and other ma...	Series			4
▼ National Council of American Indians photographs, approximat...	Series			5
Members of the National Council of American Indians take ...	Item	Mixed Materials	Box: 17 [311972420056...	1
Photograph of Jacob S. Hastings, Pine Ridge, South Dako...	Item	Mixed Materials	Box: 17 [311972420056...	2
Photograph of unidentified Native American person. appro...	Item	Graphic Materials	Box: 17 [311972420056...	3

- 2.3.1

*Series 2, Subseries 3, Item 1*

Marriott School of Management records	Collection			UA 664
▶ Marriott School of Management deans' records, 1961-2003	Series			1
▼ Marriott School of Management college records, 1797-2016, ...	Series			2
▶ Marriott School of Management administrative records, 1...	Sub-Series			1
▶ Marriott School of Management audiovisual materials, 19...	Sub-Series			2
▼ Marriott School of Management clippings and scrapbooks...	Sub-Series			3
Albertson's fundraising, 1989-1991	File	Text	Box: 156 [31197239138...	1
Dean William Dyer, 1979-1980	File	Text	Box: 157 [31197239138...	2
Fleming company fund raising, 1987-1989	File	Text	Box: 156 [31197239138...	3
Skaggs Institute of Retail Management scrapbook, 19...	Item	Mixed Materials	oversize: 294 [3119723...	1
Skaggs Institute of Retail Management scrapbook, 19...	Item	Mixed Materials	oversize: 294 [3119723...	2
Skaggs Institute of Retail Management scrapbook, 19...	Item	Mixed Materials	oversize: 295 [3119723...	3

4.1.5  
*Series 4, Subseries 1, File 5*

Marriott School of Management records		Collection	UA 664
▶	Marriott School of Management deans' records, 1961-2003	Series	1
▶	Marriott School of Management college records, 1797-2016, ...	Series	2
▶	National Advisory Council records, 1934-2000	Series	3
▼	Marriott School of Management external relations records, 19...	Series	4
▼	Marriott School of Management administrative records, 1...	Sub-Series	1
	1988 reunion, 1988	File Text	Box: 236 [31197239138... 1
	1988 reunion, 1988	File Text	Box: 236 [31197239138... 2
	5-year space plan, 1989 April-June, 1989	File Text	Box: 236 [31197239138... 3
▶	A most remarkable man -- pamphlet, 1985	File Text	Box: 240 [31197239139... 4
	Accountancy, School of, 1985, 1985	File Text	Box: 240 [31197239139... 5

1.6.1.1.2  
*Series 1, Subseries 6, Subseries 1, Subseries 1, File 2*

Ernest L. Wilkinson papers		Collection	UA 1000
▼	Ernest L. Wilkinson personal papers, 1843-1980, bulk: 1906-...	Series	1
▶	Ernest L. Wilkinson correspondence, 1906-1978	Sub-Series	1
▶	Ernest L. Wilkinson diaries, 1952-1977	Sub-Series	2
▶	Ernest L. Wilkinson financial papers, 1920-1978	Sub-Series	3
▶	Ernest L. Wilkinson education papers, approximately 192...	Sub-Series	4
▶	Ernest L. Wilkinson career papers, approximately 1929-1...	Sub-Series	5
▼	Ernest L. Wilkinson professional service papers, 1935-1978	Sub-Series	6
▼	Ernest L. Wilkinson papers on Deseret News, 1935-1...	Sub-Series	1
▼	Ernest L. Wilkinson general papers on Deseret N...	Sub-Series	1
	General, 1954-1959	File Text	Box: 222 [31197241994... 1
	General, 1956-1957	File Text	Box: 222 [31197241994... 2

*Recording File and Item Numbers in ArchivesSpace*

When recording file and item numbers in the Component Unique Identifier field on ArchivesSpace, the full hierarchical number isn't recorded—only the portion referring to the file or item. The hierarchy is reflected in the superior levels of description.

National Council of American Indians records		Collection	MSS 1704
▼	Zitkala-Ša personal papers and writings, approximately 1906...	Series	1
▼	Zitkala-Ša biographical information, 1917-1986	Sub-Series	1
	Evolution of an Indian activist : the early life of Gertru...	Item Text	Box: 1 [3119724200240... 1
	Biography of Zitkala-Ša and Hoksina Wasté, after 1932	Item Text	Box: 1 [3119724200240... 2
	Zitkala-Ša (Red Bird) Medicine Songs, 1917 May 10 Mar...	Text	Box: 1 [3119724200240... 3
	Zitkala-Ša (Red Bird) Medicine Songs, 1917 May 10 Mar...	Text	Box: 1 [3119724200240... 4

Component Unique Identifier

*The component unique identifier for Item 1.1.2.*

*Numbering in the Same Hierarchical Unit*

Each level of description is numbered separately within each hierarchical unit. When you have two levels of description being described parallel within one hierarchical unit (for example, files and items within one subseries), each level of description is numbered separately.

National Council of American Indians records		Collection	MSS 1704
▶	Zitkala-Ša personal papers and writings, approximately 1906-...	Series	1
▶	Zitkala-Ša personal and business correspondence, 1891-1951	Series	2
▼	National Council of American Indians collection of United Stat...	Series	3
▼	National Council of American Indians collection of govern...	Sub-Series	1
	1900-1915	File Mixed Materials Box: 13 [311972420057...	1
	1919	File Mixed Materials Box: 13 [311972420057...	2
	Senate bill 4121, 66th Congress, 2d session, 1920 M...	Item Mixed Materials Box: 13 [311972420057...	1
	Proceedings held in The Washington Monument, Wa...	Item Mixed Materials Box: 13 [311972420057...	2
	1924	File Mixed Materials Box: 13 [311972420057...	3
	Revised rules of the Supreme Court of the United Sta...	Item Mixed Materials Box: 13 [311972420057...	3
	1926	File Mixed Materials Box: 13 [311972420057...	4
	1927	File Mixed Materials Box: 13 [311972420057...	5

Numbering for each level of description restarts in each new hierarchical unit.

National Council of American Indians records		Collection	MSS 1704
▼	Zitkala-Ša personal papers and writings, approximately 1906-...	Series	1
▶	Zitkala-Ša biographical information, 1917-1986	Sub-Series	1
▶	Publications by Zitkala-Ša, 1918-1985	Sub-Series	2
▶	Zitkala-Ša unpublished writings and speeches, 1915-1928	Sub-Series	3
▶	Fiction and Indian legends by Zitkala-Ša, approximately 1...	Sub-Series	4
▶	Zitkala-Ša collection on The sun dance opera, 1913-1938	Sub-Series	5
▶	Selected press clippings concerning Zitkala-Ša, 1918 - ap...	Sub-Series	6
▶	Raymond T. Bonnin military documents, 1917-1928	Sub-Series	7
▶	Zitkala-Ša notebooks and travel logs, 1927-1937	Sub-Series	8
▶	Papers on the death of Zitkala-Ša and Raymond T. Bonni...	Sub-Series	9
▶	Zitkala-Ša and Raymond T. Bonnin personal documents, ...	Sub-Series	10
▼	Zitkala-Ša personal and business correspondence, 1891-1951	Series	2
▶	Zitkala-Ša correspondence, 1891-1925	Sub-Series	1
▶	Zitkala-Ša correspondence, 1926-1927	Sub-Series	2
▶	Zitkala-Ša correspondence, 1927-1928	Sub-Series	3
▶	Zitkala-Ša correspondence, 1928-1930	Sub-Series	4
▶	Zitkala-Ša correspondence, 1930-1931	Sub-Series	5

The subseries for Series 1 are numbered 1 to 10. The numbering of subseries restarts at 1 in Series 2.

*Audiovisual Material*

Audiovisual items are not numbered hierarchically but are instead each given a unique AV number label. The full AV number is recorded in the Component Unique Identifier field. File groupings of audiovisual materials may utilize the hierarchical numbering system.

Component Unique Identifier

*Legacy Photograph Numbering*

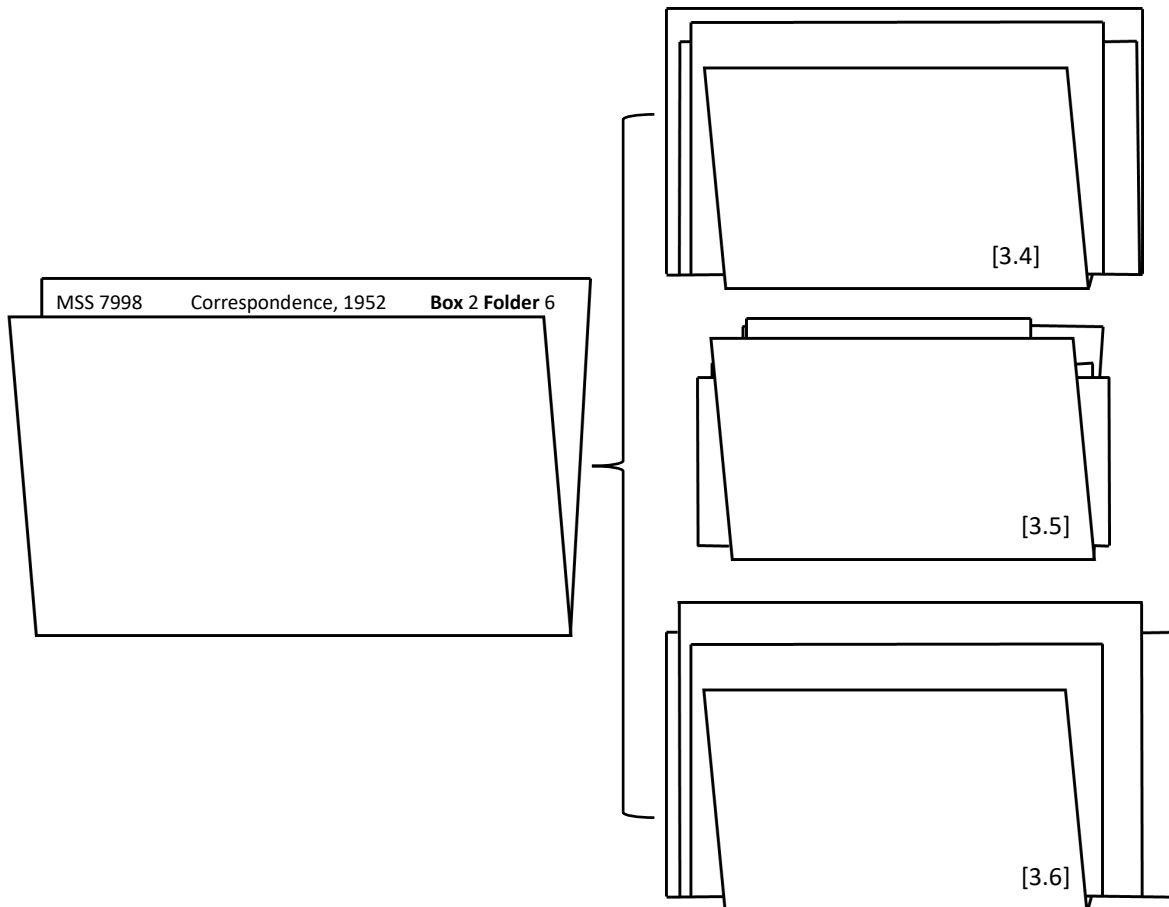
In legacy collections, photographs were numbered sequentially throughout the collection (instead of using the dot-decimal format that reflects the arrangement of the collection). The corresponding negative will receive the same number with an "N" after it.

**Labeling Files**

When a file makes up the entirety of a folder, the folder should be labeled with the hierarchical number. Label files with component unique IDs on folders, to the right of the call number.

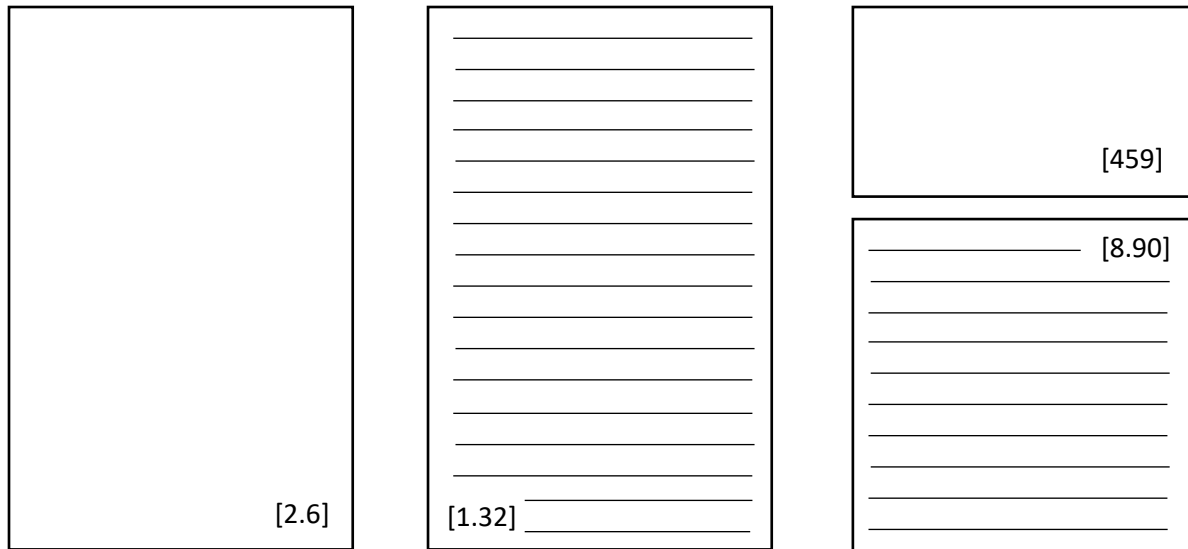


When multiple files (or files and items) are housed together in one folder, each file should be enclosed in a paper cradle to separate and identify a file from another item or file grouping within a folder. The file number should be written in square brackets on the paper cradle. Do not add "file" to the physical file brackets unless you feel it necessary.

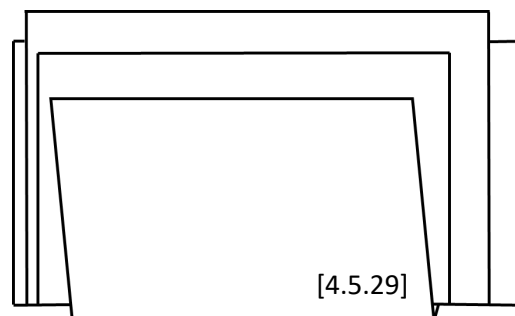


## Labeling Items

When doing item-level description in the finding aid, label items with the hierarchical item number on the physical item itself, using square brackets (e.g., [1.1]). Do not add "item" to the physical item brackets unless you feel it necessary. We want to avoid writing as much as possible on unique materials, and, on large projects, it helps save time. For paper, label the back right-hand side of the sheet. If this space is not available, find another open but unobtrusive place to label the item. If an item is sealed in mylar, write the item number on the mylar. Refer to the [Photograph Processing Guide](#) for instructions on labeling photographic materials.



If there are multiple parts to an item (for example, a letter and an envelope), these materials should be enclosed in a paper cradle, and the paper cradle should be labeled with the hierarchical item number in square brackets. Do not add "item" to the physical item brackets unless you feel it necessary (for instance, if there is a mix of files and items housed together in a folder).

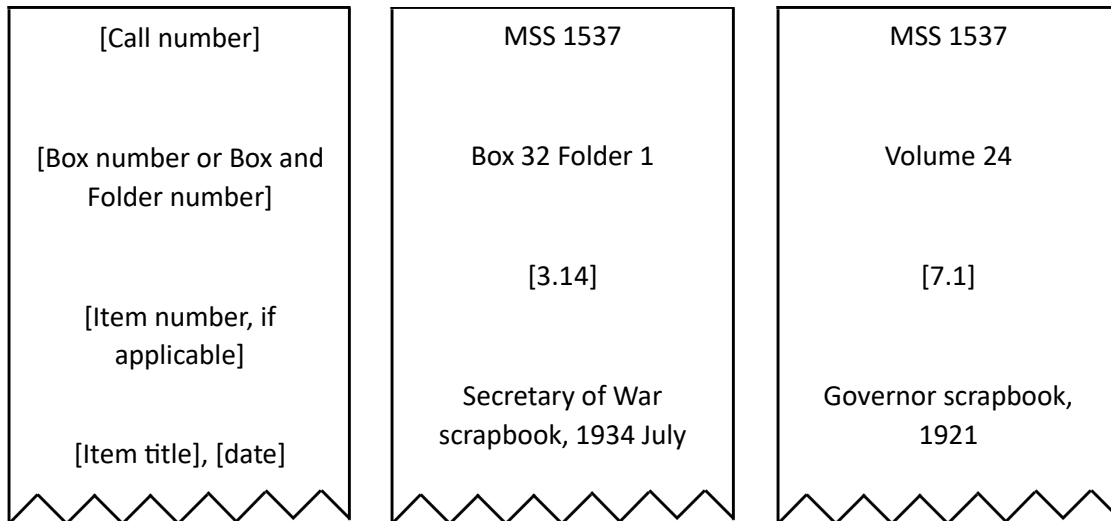


For volumes and scrapbooks, write the hierarchical item number on the back cover or inside back cover. If neither of these locations are conducive to writing the item number, use a [paper streamer](#).

### *Paper Streamers*

To label a volume, scrapbook, or other item that cannot be written on, use a paper streamer.

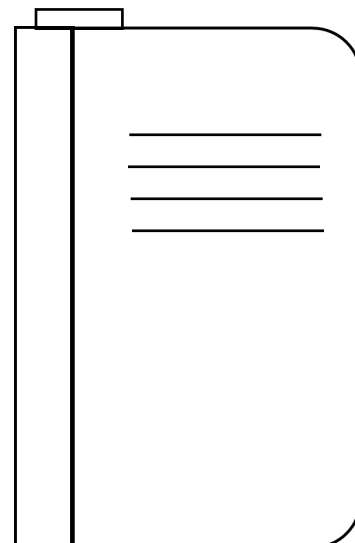
Paper streamers are cut from regular paper to a width of approximately 2 or 3 inches.



On the paper streamer, record the call number, the box or box and folder number at which the volume or scrapbook is housed, the hierarchical item number, and the item title and date. For volumes that sit directly on the shelf (not in an archival box), the Box and Folder number should be replaced with the Instance volume number.

For volumes and scrapbooks that sit directly on the shelf, these paper streamers will be removed by Collection Management and replaced with bookplates. For those that sit in a box and/or folder, the paper streamers are used for item-level tracking and will not be replaced.

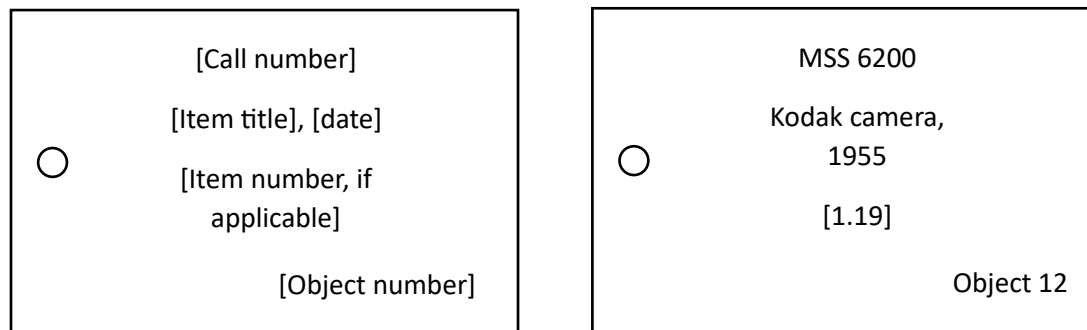
Tuck the paper streamer inside the front cover or first few pages, with the top poking out of the volume.



*Artifact Tags*

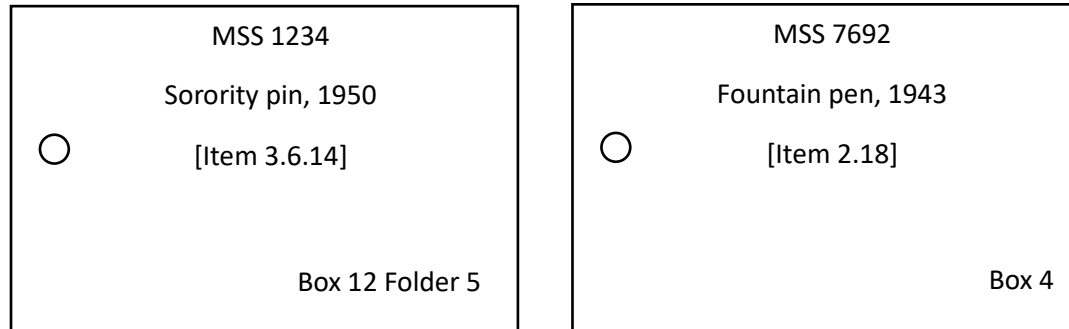
Artifact tags are used to label objects that sit directly on the shelf (not in an archival box) and objects that are in a shared container with other collections.

Artifact tags can be made by cutting a folder to approximately 3 x 4 inches and punching a hole in one end. The artifact tag should be attached to the object with a loop of string.



Collection Management will apply a permanent label and barcode to any tag labeling a top container.

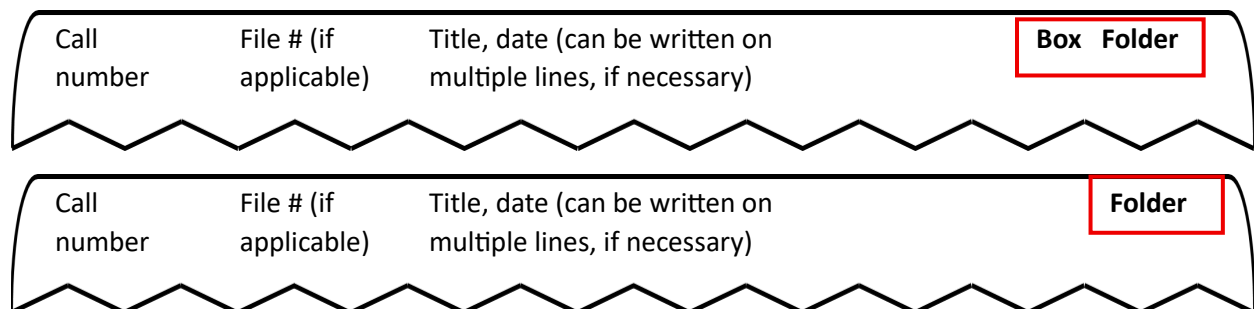
Rarely, an artifact tag can be attached to objects from the same collection that are housed together in a box or folder to assist with item-level tracking. In this case, the object number should be replaced with the box and/or folder number. A permanent label and barcode will not be applied to the tag by Collection Management.



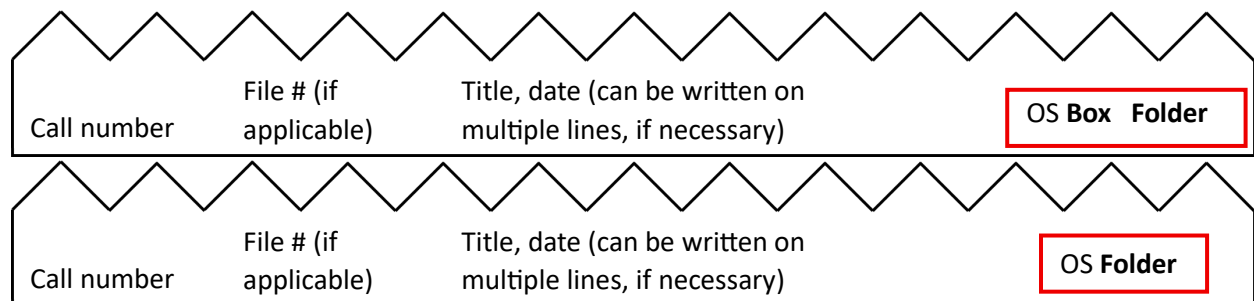
## Stamps

### Box/Folder, Box, and Folder Stamps

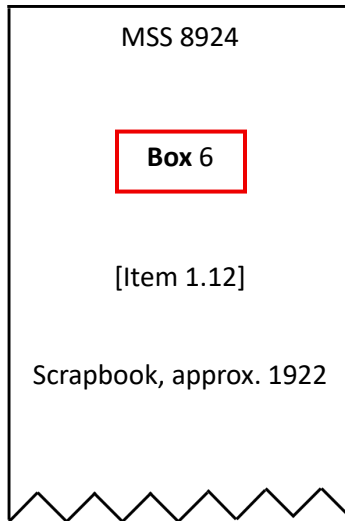
A "Box/Folder" stamp or "Folder" stamp should always be utilized to speed up processing and improve the formal look of a processed folder. Folders should be stamped in the upper right corner of the folder tab, high enough to be easily visible when the folders are in the box and with enough space to the right for the processor to write a folder number after the stamp.



For oversize folders, use the stamp in the same location. Write "OS" before "Box" to mark the folder as oversized.



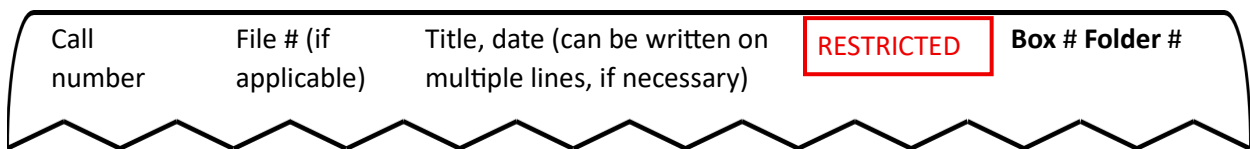
Use "Box" stamps on [paper streamers](#) for items in boxes but not in folders. These stamps are too big to use on artifact tags.



Some folders—such as folders for 4x5 negative boxes, 5x7 negative boxes, and glass plate boxes—are too small to use the "Box/Folder" stamp. For these folders, just write "Box" and "Folder" on the folders.

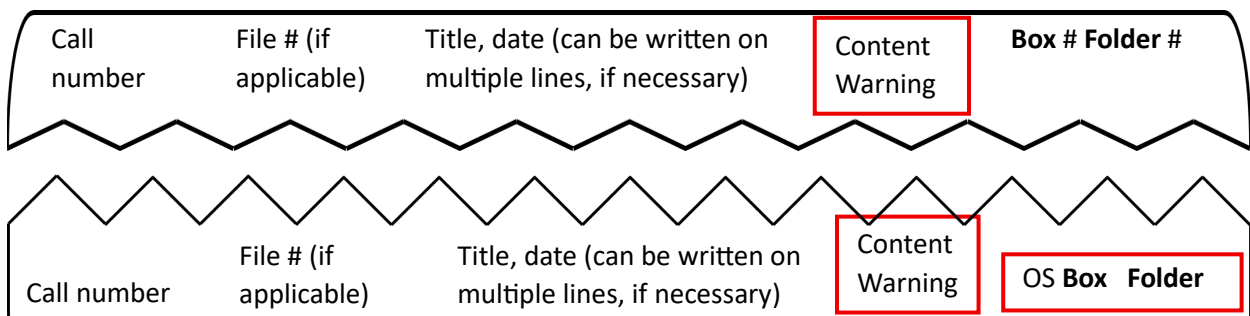
### Restricted Stamp

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.



### Content Warning Stamp

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.



On photo sleeves, use the "Content Warning" stamp between the call number and the item information section. Refer to the [Photo Processing Guide](#) for more information on adding content warnings to photographs.

<p><b>Call number</b></p> <div style="border: 1px solid red; padding: 2px; margin: 5px 0;">Content Warning</div> <p>Item information (e.g., title, description, inscription(s), transcribed information from original box/sleeve/container)</p>	<p><b>Item number</b></p>
---	---------------------------

### Reviewed by Records Analyst Stamp

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 be placed between the title and the Box/Folder indication. It should also be stamped on existing box labels where the entire contents of the box have been reviewed. The Records Analyst and their team will stamp the boxes and folders as they review them, but if the collection is being reprocessed, then processors should stamp the new folders and request that Collection Management stamp the new labels.

Call number	File # (if applicable)	Title, date (can be written on multiple lines, if necessary)	Reviewed by Records Analyst	Box # Folder #
Call number	File # (if applicable)	Title, date (can be written on multiple lines, if necessary)	Reviewed by Records Analyst	OS Box Folder

L. Tom Perry Special Collections  
HAROLD B. LEE LIBRARY

**JOHN T. SMITH PAPERS**

Reviewed by  
Records Analyst

UA 821
Box 4

BRIGHAM YOUNG UNIVERSITY

## Other Preservation and Housing Guidelines

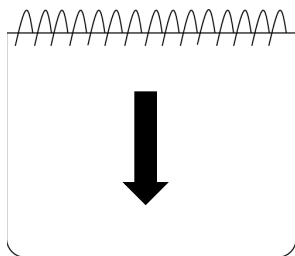
As needed, refer to the [Container sizes spreadsheet](#) to find the right container size for the materials.

### Photographs

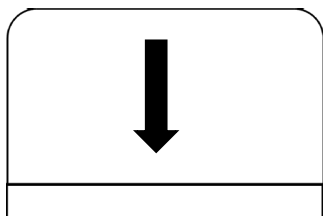
Sleeve photographs in as few sleeves as possible, using the multiple pocket pages to combine them together. Photographs found sporadically within manuscripts can be sleeved and placed back in the folder in their original order. Unless otherwise directed, photographs being separated out to Cold Storage and large collections of photographs should be placed in letter-sized folders and letter-sized boxes to minimize the movement of the material. When processing photographs or negatives, consult the [Photographs Processing Guide](#) to determine how materials should be housed.

### Volumes

When processing bound volumes, a spiral, comb, or perforated binding should be stored fore-edge down:

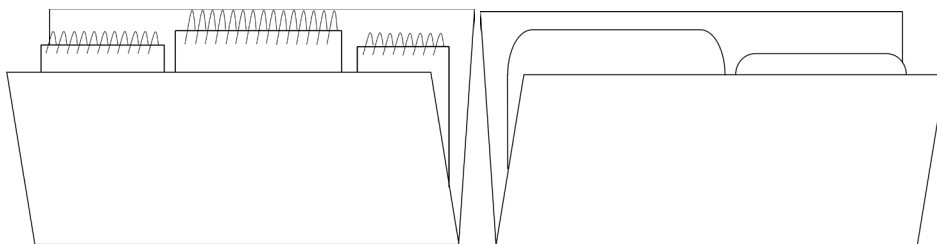


All other bindings should be stored binding down:



If the bound volume is small enough to fit in a folder, then score the folder to fit and store it in the box. However, many volumes are too large for folders. If the finding aid requires item- or file-level description, the processor can label the folder and store it in front of the volume in the box.

Consult with Collection Management regarding oversized volumes to determine if they will be placed in a container or be shelved separately. If a collection contains a large amount of bound volumes, Collection Management may want to shelve them separately in order to maximize space. 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 (edge to edge) in the same folder if the volumes cannot damage each other due to their weight or fragile structure:



## Scrapbooks

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, or the scrapbook can be routed to Conservation for a custom box. When a scrapbook nearly fits a standard box, lightly balled tissue paper may be used to minimize sliding and movement. Collections Care should be consulted about particularly brittle or valuable scrapbooks.

## Binders

When processing binders, any plain binder in a 20<sup>th</sup>- or 21<sup>st</sup>-century collection can likely be discarded. If a binder is 19<sup>th</sup>- or early 20<sup>th</sup>-century, contains writing or has scrapbook characteristics, consult with the curator before discarding. If discarding, preserve the spine or front-page information of binders as a title on the folder and if doing file/item description in the finding aid, as a title or a scope note. Processors can sometimes take out the front cover page of a binder with a plastic display sleeve on the cover and store it with the materials.

## Audiovisual carriers

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.

### *Carrier Removed Form*

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.

## 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 these guidelines 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.

### *Flat Textiles*

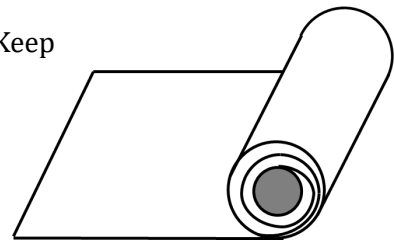
For flat textiles, it is important to consider whether they are a single layer (e.g., a tablecloth), sandwiched (e.g., a quilt), or highly ornate (e.g., a feather cape).

### *Rolled Storage*

Rolled storage is ideal for sturdy, single layer, flat textiles and is acceptable for some sturdy sandwiched textiles. Rolling should never be used to store leather, ornate textiles, or grass weaves as rolling can damage the artifact.

An acid-free tube with a minimum diameter of three inches should be used to roll textiles. For heavier, sandwiched, or piled textiles, a larger tube should be utilized. In general practice, the larger the diameter of the tube, the better protection is afforded for the textiles. Larger tubes allow for less stress to be placed on the fibers themselves and on any seams.

Lay the textile flat on a clean, flat surface with the textile face down. Keep the edges as even as possible. Place the tube toward the edge of the textile with room to drape the edge over the tube. When rolling, be sure to keep the textile flat. Wrinkles and creases will cause further damage as the artifact is in storage.



If a textile has fringe, sandwich the fringe between acid-free tissue prior to rolling. When rolling, ensure the fringe is on the tube and not hanging off an edge.

If a textile has a pile, such as a rug, velvet, or terrycloth, roll the textile in the direction of the pile.

### Boxed Storage

Flat textiles that are too fragile, damaged, or thick to be rolled are candidates for boxed storage. The box should be acid-free and lined with acid-free tissue paper.

If a textile must be folded, place the textile on a clean, flat surface to fold it to fit into the box, being sure to use as few folds as possible. Pad all the folds with crumpled tissue or a stockinette filled with polyester batting to prevent creasing. Avoid folding on previous fold lines since this reinforces creasing which is damaging to the textile in storage. Different layers of the textile should be interleaved with acid-free tissue.

Highly ornate or grass woven textiles should only be boxed if the box is large enough to prevent any folding.

Avoid overcrowding textiles as this can cause additional wear and damage.

### Flat Storage

Flat storage should be utilized for highly ornate, very fragile, or grass weavings.

If an artifact needs flat storage, fill out a Conservation Work request form to indicate that the item needs flat storage housing.

### *Three-dimensional Textiles*

Costumes and uniforms are the most common types of three-dimensional textiles in the archives. These artifacts may be hung or boxed. Most items encountered in Special Collections will need to be boxed.

### Hanging Storage

Hanging storage is appropriate for stable items, with strong construction and in good repair. The shoulders should be evaluated by conservation before hanging. Hanging storage is not appropriate for items lacking sturdy shoulder seams, heavy fabrics, embellishments, beading, bias-cut fabrics, or weighted silks.

If hanging storage is needed, fill out a Conservation Work request form to indicate that the item needs hanging storage treatment.

### Boxed Storage

Three-dimensional textiles follow the same guidelines as Flat Textile Box Storage with a few extra considerations. Three-dimensional textiles that are too fragile, damaged, or heavy to be hung are candidates for boxed storage. The box should be acid-free and lined with acid-free tissue paper.

If a textile must be folded, place the textile on a clean, flat surface to fold it to fit into the box, being sure to use as few folds as possible. Pad all the folds and/or areas of fullness (e.g., sleeves, skirts, etc.) with crumpled tissue or a stockinette filled with polyester batting to maintain shape and prevent creasing. Avoid folding on previous fold lines since this reinforces creasing which is damaging to the textile in storage. Different layers of the textile should be interleaved with acid-free

tissue. Ribbons, laces, and other lengthy ties should be rolled around a wad of batting for safer, tidier storage.

Highly ornate or grass woven textiles should only be boxed if the box is large enough to prevent any folding.

Avoid overcrowding or over-stacking of textiles as this can cause additional wear and damage.

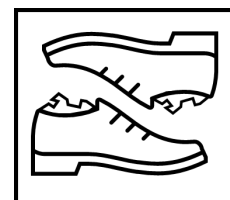
### *Accessories*

Accessories can be flat or three-dimensional and include such items as shoes, moccasins, stockings, hats, and neckwear. Accessories should be stored in boxes.

Flat accessories can be stacked in a box when interlaced with acid-free tissue. Avoid over-stacking to ensure the cumulative weight does not crush the items on the bottom. Some small flat accessories (such as handkerchiefs) can be housed in regular oversize folders for flat storage. These folders can be added to a box with other small flat accessories or manuscript materials, taking care to stack the accessories on top of heavier materials to prevent crushing.

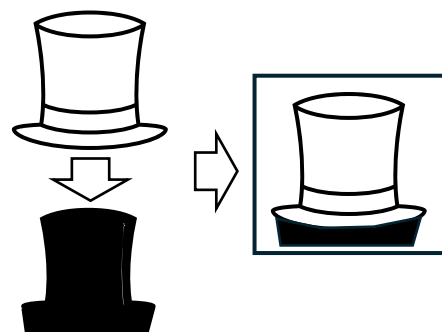
Three-dimensional accessories should be lightly stuffed with acid-free tissue and placed in single layers in appropriately sized acid-free boxes.

Ribbons, laces, and other lengthy ties should be rolled around a wad of batting for safer, tidier storage.



### *Storage Mounts*

Certain three-dimensional textiles may require storage mounts. Hats are an example of candidates for storage mounts. Conservation should be consulted to determine if mounts are needed. If mounts are needed, fill out a Conservation Work request form to indicate that the item needs storage mounts in housing.



### *Artifact Tags*

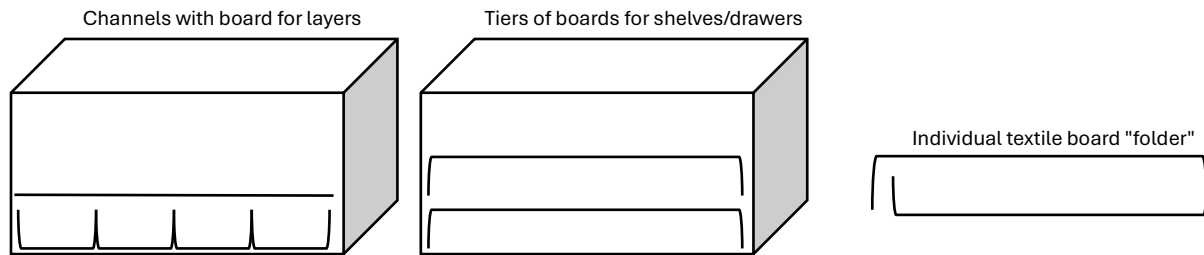
Artifact tags are used, when applicable, to label textile materials. Artifact tags should always be attached to textiles in [shared boxes](#). Fill out artifact tags for textiles the same way as other [artifact tags](#). These tags will be given a permanent label and barcode by Collection Management. 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](#).

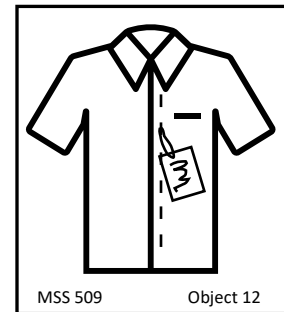
Conservation will manage the creation and filling of these shared boxes. The filling of these boxes will depend on the needs of the textiles but may include structures like the following:



When Conservation creates structures like these, label the shelf, drawer, or channel where the item rests (in addition to labeling the artifact tag). Write the call number and object number below the item. The item title and/or item number may also be written if there's sufficient space.

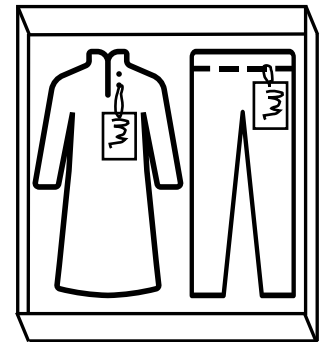
Label textile board "folders" on the outside of the folder, following the same format for labeling [oversize folders](#).

Larger items may simply be placed side-by-side in a box. Because there are no additional structures, there's no need to provide additional labeling beyond the artifact tags—don't write on the bottom of the box (or anywhere else) to indicate where the items are housed.



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 restriction, but also occurring with different housing needs), a [Document Removed Form](#) should be utilized to indicate the materials that were removed, their new box and folder numbers, and the date of the separation. Place a copy of the form in both the old and new location, usually a folder.

## 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).

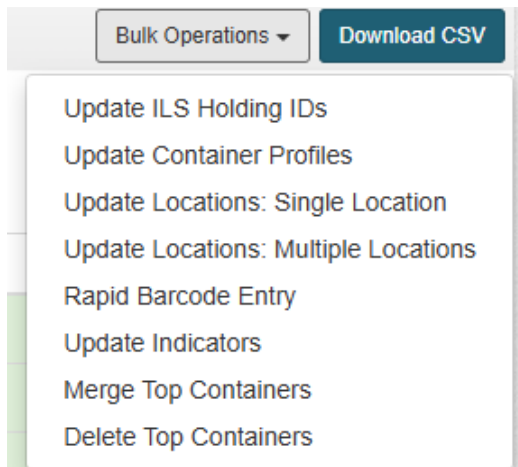
When reprocessing collections, use Aeon to call the collection into processing areas. Unprocessed collections should be requested from Collection Management and tracked through comments made in Basecamp. Use Basecamp to note what workroom materials are being processed in regardless of how they were requested.

The APS removes old barcodes from reprocessed collections by deleting them from the finding aid container list.

Top Container \*



Then delete them from the unassociated container list in ArchivesSpace. Using the gear icon in the top right corner, select "Manage Top Containers" and use the text fields or drop-down menu to search for the container you want to delete. The easiest way to search is by putting the call number or title of the collection in "Resource." Scroll down to find the container(s) you want. If you want to do the same action to multiple containers, use the check box on the left-hand side and use "Bulk Operations" at the top or the bottom of the list of containers.



If selecting one container, use the “View” or “Edit” buttons on the right.



From this screen you can edit the container or delete it using the “Delete” button in the top right of the screen.

Collection Management or Cataloging will then delete or replace barcodes in Workflows. If a container has been deleted or updated in a way that requires the label/barcode to be altered, inform Collection Management for those changes to be made.