

Collection Level

- Title: Correct when checked against agents and scope and contents note
- Identifier: In one box e.g. MSS 2171
- Level of description
- Resource Type
- Publish
- Restrictions Apply? (Is there an accompanying Access Note?)

Languages

- Both Language and Script selected for all prominent languages in the collection
- Language note present if needed

Dates

- ce and Gregorian are selected
- Are bulk dates needed?

Extents

- "Whole" vs. "part"
- Plural version of type selected if applicable
- Container summary filled out

Finding Aid Data

- EAD ID: e.g. UPB_MSS2171
- Finding Aid Title: e.g. Register of the George D. Marler papers
- Finding Aid Filing Title: Marler (George D.) papers
- Finding Aid Date: DACS compliant?
- Finding Aid Author: Does not include curator unless they participated in processing
- Description Rules: DACS selected
- Language of Description
- Script of Description
- Language of Description note (e.g. Finding aid written in English in Latin script.)

- Finding Aid Status

Revision Statement

- Date does not show up in description, only in date field.
 - Date DACS compliant?
 - Revision description formatted as [description]; [author].
- Related Accessions: All have been linked to record, check revision statement for clues about missing accessions.

Agent Links

Check linked agent record

- Publish
- Dates of Existence
- LOC link
- Source
- RDA rules selected
- Biographical note with abstract
- Citation note

Subjects

- CCLA broad and narrow- one set selected?

Conditions Governing Access Note

- Check case file or processing plan for restrictions
- Freezer/Cold Vault items flagged
- Immediate Source of Acquisition Note: [ACTION]; [ACTION AGENT]; [DATE OF ACTION].
 - Is the date Turabian style?
 - Is each action separated into their own Acquisition Note?
- Existence and Location of Copies Note (if applicable)
 - [Digital copies of audiovisual recordings available in the reference room.]
 - [Digital content available for use in the reference room.]
- Appraisal Note:

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

Arrangement Note

- Appears in correct format: Arranged in four series: 1. Joe Smith correspondence, [date]. 2. [etc.]
- Do the dates in this note match the dates in each of the series?

Biographical/Administrative History Note:

- Label filled out
- No time-bound language
- Dates identified if possible
- Established name used
- No abstract

Custodial History Note

General Notes

- Statement of hybrid finding aid (e.g. Only select files from within the collection are described and linked to this description.)
- Date of reproduction (e.g. Microfilm. Provo, UT : Brigham Young University, 1983.)

Other Finding Aids Note:

Item- and file-level inventory available online.<extref xlink:actuate="onRequest" xlink:href="http://files.lib.byu.edu/ead/XML/MSS2219.xml" xlink:show="new" xlink:title="Helen Foster Snow (1907-1997) Collection"><http://files.lib.byu.edu/ead/XML/MSS2219.xml></extref>

Processing Information Note: [ACTION]; [ACTION AGENT]; [DATE OF ACTION]. [NOTE].

- Does it match the Revision Note?
- Is each action separated into their own Processing Notes?
- Is the date Turabian style?

Related Materials Note

Scope and Content Note

- Dates present in Turabian style (no hyphenated date ranges when used in a sentence)
- Name of Church spelled out/Mormon term used differently if applicable

- Degrees and titles not preceding a name are uncapitalized
- Spell out whole numbers under 100, any number beginning a sentence
- All acronyms spelled out the first time, including United States and military names
- Separated Materials Note
- Conditions Governing Use Note:

It is the responsibility of the researcher to obtain any necessary copyright clearances. Permission to use material from this collection must be obtained from the Reference Services at specialcollections@byu.edu.

- Instances

Deaccessions

- Portion
- Description
- Reason
- Disposition
- Date (of deaccession, not of materials!)
- Extents
- Export XML : Spell check, scroll through Unique IDs for discrepancies, does it validate?

Series Level

- Title: Correct when checked against agents and scope and contents note
- Component Unique Identifier
- Level of Description
- Publish
- Restrictions Apply (Is there an accompanying Access Note?)

Languages (Only present if it is different from the level above- delete if the same!)

- Both Language and Script selected
- Language note present if needed

Dates

- ce and Gregorian are selected

- Are bulk dates needed?

Extents

- "Whole" vs. "part"
- Plural version of type selected if applicable

- Agent Links if different from collection level

Subjects

- Are genre/form subjects present?

Conditions Governing Access Note

- Check case file or processing plan for restrictions
- Freezer/Cold Vault items flagged

Arrangement Note

- Appears in correct format: Arranged in four series: 1. Joe Smith correspondence, [date]. 2. [etc.]
- Do the dates in this note match the dates in each of the subseries?

- Existence and Location of Copies Note (if applicable)

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General Notes

- Statement of hybrid finding aid (e.g. Only select files from within the series are described and linked to this description.)

Biographical/Administrative History Note

- Are these all present if the creator agents at this level are different from those at the next level above?
- Label filled out
- No time-bound language
- Dates identified if possible
- Established name used
- No abstract

Scope and Contents Note

- Dates present in Turabian style (no hyphenated date ranges when used in a sentence)

- Name of Church spelled out/Mormon term used differently if applicable
 - Degrees and titles not preceding a name are uncapitalized
 - Spell out whole numbers under 100, any number beginning a sentence
 - All acronyms spelled out the first time, including United States and military names
- Instances

File/Item Level

- Title: Contains creator, format and subject if applicable
- Component Unique Identifier
- Level of Description
- Publish
- Restrictions Apply (Is there an accompanying Access Note?)

Languages (Only present if it is different from the level above- delete if the same!)

- Both Language and Script selected
- Language note present if needed

Dates

- ce and Gregorian are selected

Extents

- "Whole" vs. "part"
 - Plural version of type selected if applicable
 - Container Summary
 - Physical details
 - Dimensions
- Subjects (Genre/form only)
- Existence and Location of Copies Note (if applicable)

[Digital copies of audiovisual recordings available in the reference room.]

General Notes

- Title location stated

- Captions/other notes from material transcribed
- Audiovisual track information
- Date of reproduction (e.g. Microfilm. Provo, UT : Brigham Young University, 1983.)
- Instances