

Collection Survey Checklist

- Check shelf read for all relevant pieces of the collection and their locations
- Identify old accession number(s) to be linked to collection or create new one(s)
- Create accession records for new accession(s) in ArchivesSpace
- Ask Acquisitions to create brief catalog record for new accession(s)
- Identify creator agent(s) for the collection
- Identify items to be sent to Conservation
- Decide if a re-box or re-folder is needed
- Determine whether to keep existing folder titles if available
- Identify materials for weeding/deaccession, including audiovisual and computer media
- Identify restrictions for part or all of collection
- Identify published materials for removal or to be cataloged and retained in the collection
- Determine level of description needed
- Identify other collections related to this collection significant enough to be noted in finding aid
- Develop [processing plan](#) and create Basecamp using curator or APS archival processing template