README:

Checklists for manuscripts processors working with new collections and additions to collections. While some of the checklists are focused on the physical work involved, these mostly exist to ensure processors have completed or updated the fields Kenneth Spencer Research Library considers required when applicable in ArchivesSpace resource-level records. Additionally, conservation information is added to ArchivesSpace resource records so we have information if something has been treated or not.

PROCESSING CHECKLIST – NEW COLLECTIONS

1. *Collection description*

ArchivesSpace Resource record has

☐Correct/unique Identifier in the Basic Information section (main call number for collection)

☐Correct dates for collection

☐Correct Extents

☐Title (in Basic Information section), Finding Aid Subtitle (in Finding Aid Data section), and Preferred Citation title all match

☐Finding Aid Title states “Guide to the XXXX Collection” (in Finding Aid Data section)

☐Abstract note

☐Biographical note or administrative history note

☐Conditions governing access note

☐Conditions governing use note

☐Immediate source of acquisition note

☐Physical location note(s) for each call number

☐Preferred citation note

2. *Physical materials*

☐In new folders IF processing at level 2 or 3

☐New folders have been labeled with collection title (may be stamped), folder title, & call # stamp

☐Boxes have been labeled (document cases: 1 label on front of box; all other boxes: 2 labels, 1 on short and 1 on long sides)

☐Top containers have been barcoded (box, or folder if P-class or oversize loose folder)

3. *Conservation*

☐All items returned from conservation

Items still with conservation for treatment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*4. Recordkeeping*

​☐Return accession folder with bibliographic record sheet, this checklist, processing notes, and original items from folder to your supervisor!

# PROCESSING CHECKLIST – ADDITIONS TO COLLECTIONS

1. *How does this relate to the existing processed collection*? (able to use same series, need to create new series, original collection small enough to be incorporated into addition, etc.?)

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2. *Collection description*

 ArchivesSpace Resource record has been updated:

 [ ] Revised extents

 [ ] Revised collection dates

 [ ] Added revision statement (under Finding Aid Data section) describing work completed with your initials (i.e. “Added .5 linear feet (1 box) addition to collection, mwh”)

 [ ] Updated abstract

 [ ] Created or updated biographical/administrative history note, if necessary

[ ] Added new date(s) (and names, if necessary) to Immediate source of acquisition note

 [ ] Physical location note(s) for each new call number, if necessary

3. *Physical materials*

 [ ] In new folders IF processing at level 2 or 3

 [ ] New folders have been labeled with collection title, folder title, and call number stamp

 [ ] Boxes have been labeled (document cases: 1 label on front of box; all other boxes: 2 labels, 1 on short and 1 on long sides)

 [ ] Top containers have been barcoded (box, volume, or folder if P-class or oversize loose folder)

4. *Conservation*

 [ ] All items returned from conservation

 Items still with conservation for treatment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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5. *Recordkeeping*

 [ ] Return accession folder with this checklist, any processing notes, and original items from folder to your supervisor!