Processing Manual

L. Tom Perry Special Collections

Brigham Young University

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PROCESSING COLLECTIONS

What is Processing?

According to the "Glossary of Archival and Records Terminology" published by the Society of American Archivists, archival processing is "the arrangement, description and housing of archival materials for storage and use by patrons."

Archival processing has two functions: 1) to prepare material for long-term storage and 2) to create access tools that allow patrons to discover and use archival materials.

Levels of Processing

There are three levels of processing granularity in the Perry Special Collections. They are: Basic Processing, Value-Added Processing, and Item-level Processing.

Basic Processing

Basic processing is the creation of aggregate-level descriptions for collections. It involves limited physical arrangement of materials and is largely intellectual in nature. All collections acquired by the Perry Special Collections must be basically processed.

Value-Added Processing

Value-Added Processing is the creation of subseries-, file-, or item-level descriptions for collections. It involves the physical arrangement of materials according to their value. It allows varying depths of description within collections. For example, a value-added processed collection could be comprised of four series and two of those series might be processed to a series level and the other two might be processed to a file level. Generally value-added processing is done at the file level but, in rare cases, it can be done at the item-level with appropriate approvals.

Item-Level Processing

Item-level processing is an extension of full processing. It is the description of all materials in a collection at the item-level. Item-level processing can only be done with the approval of the Perry Special Collections Coordinating Committee.

Physical Processing

Preliminary Work

Always work with only one collection at a time, no matter how large or small. Your supervisor will determine which collection you will work on. Put the entire collection in an area with adequate shelf and table space, where other materials will not become intermingled. Briefly examine all the materials carefully, without trying to arrange them—be careful to note the creator's arrangement. With more recent Records Management Transfer Sheets, the transfer sheet itself can be your main source of information. Material accompanied by older Transfer Sheets or not received from Records Management (any other archival or manuscript material) needs to be examined using the following procedure:

- Physically examine the collection.
- Try to identify any distinct record groups and series, a logical and valid original order, and any series or filing arrangement.
- Take notes about any record groups or series you identify, any filing order you determine, and any decisions you make or questions you have about the records.
- Record information useful for describing the records, such as important subjects, significant events, or well-known people.
- Try to gain an understanding of the creator(s) of the records: what they did, what activities they were involved in, how much material was created, and how much of it is valuable.

Once this preliminary investigation is done, research the history of the collection: its provenance; any legal restrictions or donor concerns, which may affect it; any information on its original arrangement or organization; and any information on the creator.

Preparing a Processing Plan

Once the preliminary work is done, processing begins. The first step in processing is to make sure that you have all the component parts of the collection. You will have already searched the Accessions section in ArchivesSpace to determine if you have a new collection or an addendum. Also look in the leads files and the case files—your supervisor can tell you where these are located. Also ask your supervisor if they are aware of any other parts of the collection besides what you have accessioned.

After completing the preliminary work, it is time to prepare a processing plan. The detail and complexity of the processing plan will vary depending on the size of the collection to be processed. The processing plan should contain the following information: a brief summary of the components of the collection, suggestions for background research, donor information, collection information, existence of related materials, original order, a proposed order, and specific processing instructions—all of this information should have been gathered during your preliminary work. This information will be entered in the Processing Plan form in ProcessMaker.

Unlike library books, which can be classified by subject, given a number, and stored on a shelf in a specified order, archival and manuscript materials contain information about numerous diverse subjects

and cannot be physically organized by subject. Whenever possible, the records in each accession are arranged and filed in the order in which they were originally created, maintained, and used, not according to any artificial or arbitrary arrangement. The two most important principles of archival arrangement are provenance and original order.

Provenance is the fundamental principle of modern archival practice. It simply means that "archives of a given records creator must not be intermingled with those of other records creators." Records about athletics from the Ernest L. Wilkinson presidency should not be filed with records about athletics from the presidency of Rex E. Lee. The records creator is the individual or organization that accumulated or produced the records. Under the former provision, letters sent by John Farnsworth belong to the recipient and do not get moved into Farnsworth's collection. Provenance is identified primarily with the creator of a collection rather than the person who donates the collection to an archival repository.

Original order refers to the order and organization in which the documents were created and/or stored by the creator or office of origin. Try to maintain this order when organizing records. Unfortunately, not every collection will have a recognizable order and you will often have to impose order out of chaos. Do not begin organizing a collection until you have a good grasp of its contents and their natural order. Try to establish a natural order based on the material at hand. When dealing with these types of collections, remember that your ultimate goal is to establish a usable working order.

Establishing Context

Determine who the donor of the collection is and what connection there is between the donor and the materials in the collection. Often a basic biography or department history is adequate.

If you are unfamiliar with what appears to be the general subject matter of the collection, read enough in the field to have a general understanding of the subject. A search on the Brigham Young University Library Catalog will give you the names of authors writing in the field and titles of important works. Ask your supervisor for suggestions. A basic understanding is adequate; weeks of research are not required.

Name the Collection

The majority of the titles that you will work with will be supplied titles. This has to do with the nature of archival materials. Archival materials are typically arranged and described at the aggregate level, and supplied titles are most often needed for aggregations.

There are three possible segments to a supplied title:

1. Name of the creator (strongly recommended)
2. Nature of the materials (required)
3. Topic of the archival unit (optional)

How to Record Names of Creators:

DACS 2.3.4 states that for the name segment of the title you should "record the names(s), family (families), or the corporate body predominantly responsible for the creation, assembly, accumulation, and/or maintenance of the materials."

The first step in identifying the names segment is to determine which creators have the most important relationships with the materials. Who was primarily responsible for the creation of the materials in front of you? Once you have identified the appropriate creator, then you should record the name by which the creator is most commonly known. This should be the same name you recorded in ArchivesSpace, or it should be the form of the name that you discovered in the Library of Congress name authority file.

If the creator name is unknown, then you should not record anything. You should also not record a name in the name segment if the repository is the collector of the materials.

Rules for people are:

1. If there is only one creator, then you record that creator's name.
2. If there are two or three creators, then you record all the names in the order of their predominance. (Predominance is determined by the amount of material that they have contributed to the materials in front of you.)
3. If there are more than three creators, then you record only the name of the most predominant creator.

Rules for families:

1. If there is only one family, then you record the family name.
2. If there is one family with two surnames, then you record both individual names followed by the word "family".
3. If there are two or three families, record all of the family names followed by the word "families".
4. If there are more than three families, then you record only the name of the most predominant family. (Predominance is determined by the amount of material that they have contributed to the materials in front of you.)

Rules for Corporate Bodies: (you can only select one name for corporate bodies)

1. You can only record one name for corporate bodies
2. The name chosen should accurately reflect the administrative unit having the most direct responsibility for the creation and provenance of the materials described.

While there can only be one name for corporate bodies, there are other places in the descriptive record that you can list other names the corporation has had.

When the name of a corporate body has changed, DACS requires you to use the most recent version of the name of the corporation represented in the materials.

For example:
Previous names and companies associated with Geneva Steel Holding Corporation

a. Colombia Steel Company
b. Geneva Steel Company
c. United States Steel Company
d. Basic Manufacturing and Technologies Company of Utah
e. Geneva Steel
f. Geneva Steel Holding Corporation

How to Record the Nature of an Archival Unit:

One or two forms

1. Record both form(s) in the order of predominance

Three or more forms

1. for personal papers—"Papers"
2. for family materials—"Papers"
3. for corporate body materials—"Records"
4. for intentionally assembled materials—"Collection"

Optionally when one or two forms predominate, record one or two forms with the phrase "and other material".

For example: letters, diaries, and other material.

The additional forms should be recorded in the scope and content note.

How to Record the Topic of the Archival Unit:

Topic includes-

1. Function
2. Activity
3. Transaction
4. Subject
5. Individuals
6. Organizations

Example of an individual as a topic: Madaline B. Stern papers on Louisa May Alcott.

The topic selected should reflect the basis of creation or use of the materials. If there is no name segment, it needs to be very clear that the topic is not the creator of the materials.

Oral Histories Titles

DACS rules are supplemented by the *Oral History Cataloging Manual* rules when it comes to the construction of titles for oral histories.

"Oral history interview with [name of interviewee]."

Physical Processing of the Records

Once the collection has been identified and named, it is time to perform an in-depth physical examination of the materials. During this examination you should evaluate the physical condition of the collection and determine which elements of the collection need to be separated out. The amount of

time spent during this examination will depend on whether you are doing basic processing or value-added processing. Basic processing involves limited rehousing and other activities. Value-added processing is more intensive. During value-added processing you should begin to re-folder and re-box the collection. It is also during value-added processing that you will remove paper clips, pins, string, rubber bands, or other harmful items. Replace metal paper clips with plastic clips if necessary. Whenever possible and practical replace newspaper clippings with photocopies. Unfold and uncurl pages and make sure all the material is as neat and flat as possible without changing the original order. Identify any items that need special care, so that they can be removed at a later date. Identify media items that will be stored separately, according to their physical needs. These usually include books and periodicals, photographic material, oversized material (maps, architectural drawings, posters, etc.), film and videotape, audio recordings, and artifacts. Also identify restricted material and material of value that needs to be removed from the collection for protection. Each of these items will be briefly discussed below.

Books and Periodicals

Books and periodicals (magazines, printed reports, and similar publications) found with a collection should be transferred to the print collections after consultation with the appropriate book curator. However, if they are annotated or are critical to an understanding of the collection (e. g., they are with the papers of the author, and the ability to make a comparison with his research notes and early drafts will be important to researchers), they should be kept with the collection. A catalog entry may be made for published work(s) if needed, with the location given within the manuscript collection.

To transfer published materials, note the donor name and accession number associated with the items. Obtain and fill out a manuscripts transfer form, and review the materials and form with your supervisor.

Photographs

Whenever you come across photographs in a manuscript collection, consult with the Photo Archivist. Together you will draw up a plan to determine the best approach to the particular set of photographs you are working with. Photographic materials require special storage, access, and reprographic conditions. On occasion photographs will be physically separated from the originating collection in order to best care for them. The consultation with the Photo Archivist will determine if the photographic materials should be stored separately from the rest of the collection.

Oversized Materials

Oversize materials should be stored flat. Items that arrive folded or rolled may need to be flattened (relaxed) by a conservator. Do not fold or roll items that have intrinsic or exhibit value. Consultation between the Curator, Conservation, and the Collections Manager needs to occur before determining a course of action with oversized materials.

Oversized material should be in folders that completely enclose the item. Each oversize folder should be placed in boxes that are the same size as the folder. Mark each folder with the call number, collection name, descriptive phrase, inclusive dates, and box and folder number. The Collections Manager can help you with the housing of oversize materials.

Place ten to twenty items in one folder, making adjustments depending on the fragility, weight, and size of the item; put no more folders in a box than you can easily lift. Do not overload or under fill a box. You may separate delicate items with sheets of acid free paper or have them encapsulated for protection from handling.

Motion Picture Film, Audiotapes, Videotape, Phonograph Records, CD disks, etc.

Discuss the disposition of electronic storage materials, phonograph records, audio recordings, and moving image media with your supervisor. These media need special care and protection that is not available in typical manuscript storage.

Works of Art, Artifacts

Discuss the disposition of works of art and three-dimensional artifacts with your supervisor. Examples of such materials often found in manuscript collections include banners, political buttons, diplomas, plaques, framed photographs and paintings, wallets and pocketbooks, and odd bits of clothing. Only artifacts and works of art that are integral to the understanding of the manuscript collection will be kept. Discuss your recommendations with your supervisor.

Restricted Material

Material may be withheld from use for a number of different reasons. You should have determined any donor restrictions from the initial review of the documentation accompanying the collection. In addition, during processing you may discover materials that you feel would be damaging or distressing to the creator or others mentioned in the collection. Be particularly alert for material about persons other than the donor; e. g., physicians' or lawyers' case files, student records, etc. Also look for correspondence or reports that are marked confidential or seem to have been written with the understanding that they would be kept confidential, especially if written by someone other than the donor. Use good judgment and do not spend too much time hunting for things to restrict.

Restrictions should be clearly indicated in the finding aid as well as on the individual folders or boxes. They should also be indicated on the corresponding catalog record. Be as descriptive as possible when creating restriction notices. A restriction note should include the following information: why the material is restricted, how long it is restricted and the appropriate curator to talk about the restriction.

Valuable or Fragile Material

Material that has monetary value (e. g., photographs of famous people) or unusual historic significance should be removed from the collection and transferred to the manuscript vault. This holds true for material that is extremely fragile and has intrinsic value necessary to understanding the collection. If enough valuable material is present, the entire collection should be placed in the manuscript vault. Follow these steps when removing material from a collection:

1. Photocopy the item and mark the photocopy clearly as being a "preservation copy." Place this copy in the folder that originally held the item.

2. Put the originals in Mylar or enclose them between sheets of acid free paper, if necessary, and put them in folders. Mark the folder with the location from which the original document was removed.
3. Prepare a list of material removed from the collection to add to the inventory. Title the list clearly to indicate that the originals are in the manuscript vault and list each item that was removed. State that the originals were removed for preservation and security. Also state that copies are available in the collection for the researchers to consult.
4. Have the Collections Manager place the materials in the manuscript vault

Often fragile material can be retained in the collection if it is encapsulated or otherwise protected. Consult with your supervisor about items that you feel should be encapsulated or otherwise protected and then fill out a conservation worksheet if necessary.

Material to be Deaccessioned

Often collections contain materials that should not be kept. These materials include duplicate or redundant items, items in extremely poor physical condition and items that fall outside the collecting area that the collection fits in. If you believe that an item should not be kept, discuss your recommendation with your supervisor.

Organizing and Re-housing the Collection

During the physical examination of the collection, you will identify the series that will compose the collection. The depth of the work that you will do on the collection will depend on whether you are doing basic or value-added processing.

For basic processing, you will physically rearrange the materials into appropriate series. You will not arrange material within series. Materials that are being basic processed will typically be housed in records center cartons and will remain in their original folders. If the materials are not in folders, then you will place them in manila folders that you can obtain from receiving. Label the folders with short descriptive phrases. Do not include box and folder numbers.

For value-added processing, you will determine which series you are going to work on and then you will re-house the materials according to the following guidelines. You will also do arrangement work within the selected series. Hopefully you will not have to do much rearrangement, but that is not always the case. It is during value-added processing that materials will be moved to archival boxes and folders. Follow these guidelines when organizing and re-housing the material found in the collection:

1. Replace original file folders with archival folders and box all manuscript material in legal size Hollinger document boxes. The boxes should be full enough so that material does not sag, but not so full that it is difficult to remove and replace folders within the box.
2. Package oversize material in appropriately sized folders and boxes.
3. Label all the folders. The completed folder labeling should be in pencil and contain the following information in this order: Manuscript call number (either UA # or MSS #), brief

collection name (e. g., Clay Myers papers becomes Myers, Clay), folder title (Correspondence, 1994-1995), box number (Box 1), and folder number (Folder 1). The label on the folder should look something like this:

MSS 2017 Lee, Rex E. Correspondence, 1992-1993 Box 24 Folder 3

During the physical examination, materials should be re-housed and re-boxed in the order that they are found originally. Of course, the corresponding box and folder numbers will not be assigned at this time. The rest of the information may be noted on the folder as follows:

MSS 2017 Lee, Rex E. Correspondence, 1995-1996 Box Folder

The box and folder numbers will be filled in once the collection has been physically arranged.

4. Mentally arrange the folders in their appropriate order and then physically rearrange them into the correct box order.
5. Number the folders, starting each box with folder number 1. The first folder in Box 1 would be labeled: Box 1 Folder 1. The second folder: Box 1 Folder 2.

CASE FILES

Case files should be maintained by curators and their processing students. These files should be available for Collection Management students to pick up with the collection.

Case files ***must*** include:

- Processing Case File Checklist (these orange/golden rod checklists are available by the copy machine)
    - While this is no longer the primary record used to assist in processing, it is still useful to track what has been done and who has worked on a collection.
- Instrument of Gift or Records Management transfer sheet
- Accession Records
    - Accession records can be printed from the Accession module of ArchivesSpace. To print this record, navigate to the accession record in ArchivesSpace. Simply print this information from the internet browser.

Case files ***may*** include:

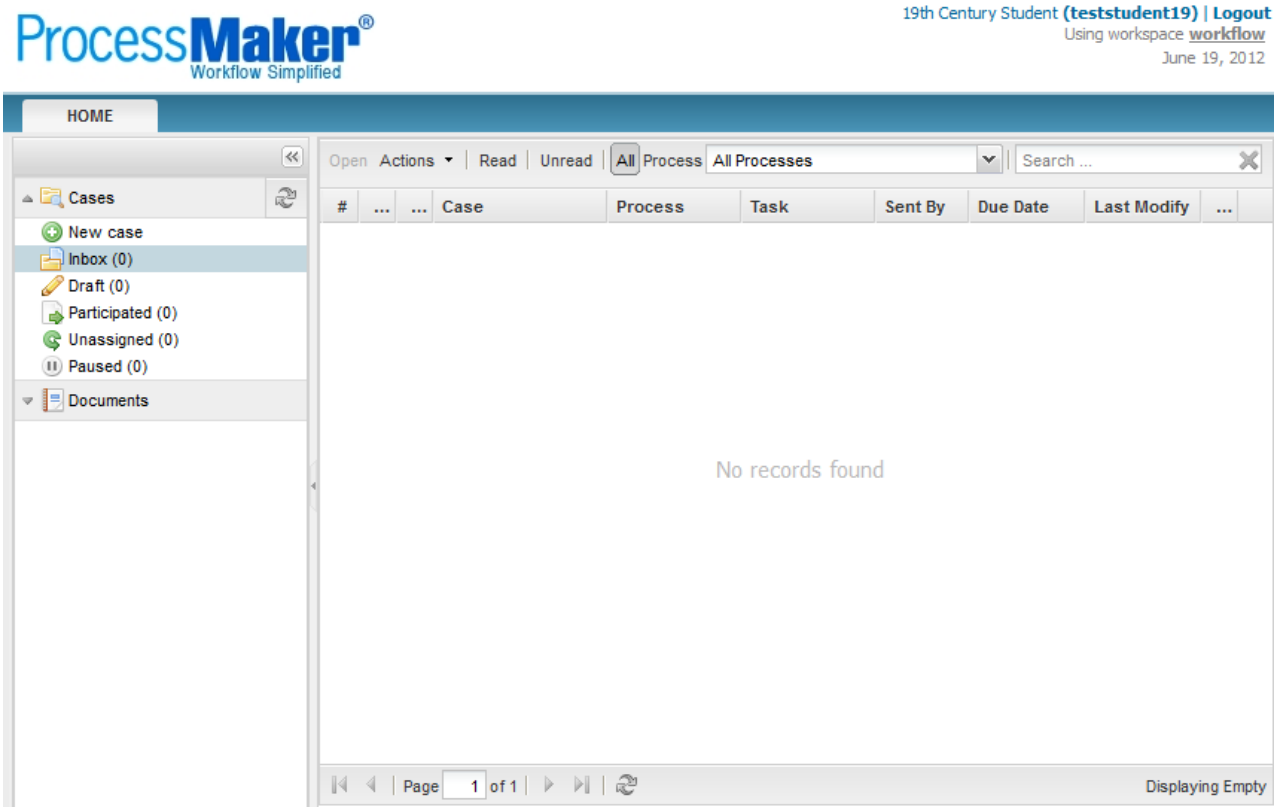
- Correspondence with the donor
- Older print finding aids
- Other paper work associated with the collection

ProcessMaker: BASIC PROCESSING

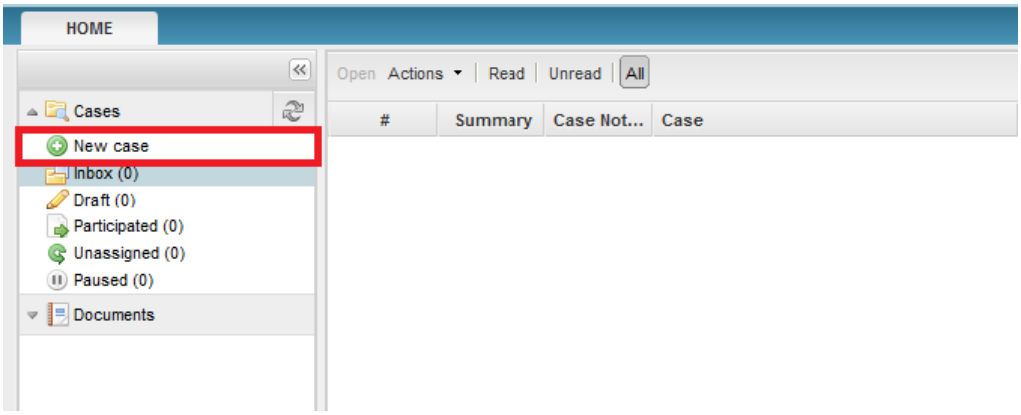
Student Processor

While doing the basic processing of a collection you will use the ProcessMaker website to coordinate your activities with your curator and collections management. The website is found at http://pmos.lib.byu.edu. The following login page will appear. Fill out the login page with your username and password and then click login. If you don't have a username or password, talk to your curator to receive one.

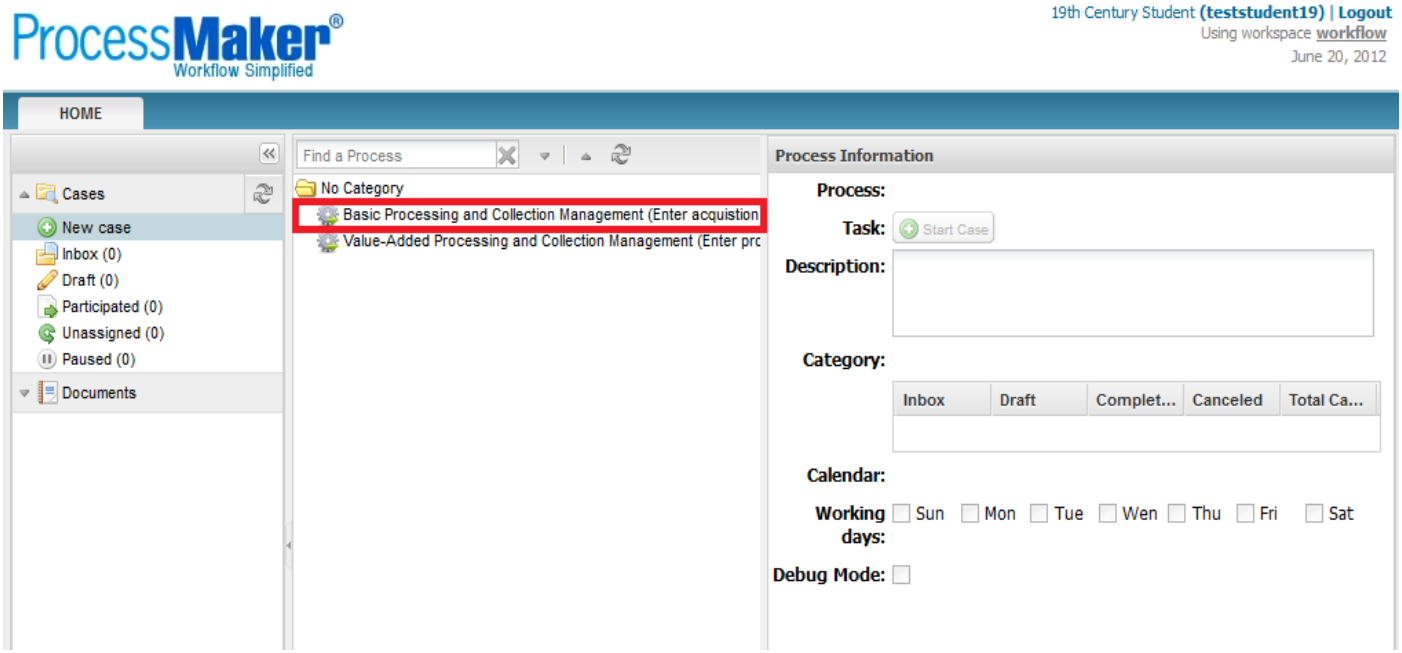
Once you are logged in, the following ProcessMaker homepage will appear.



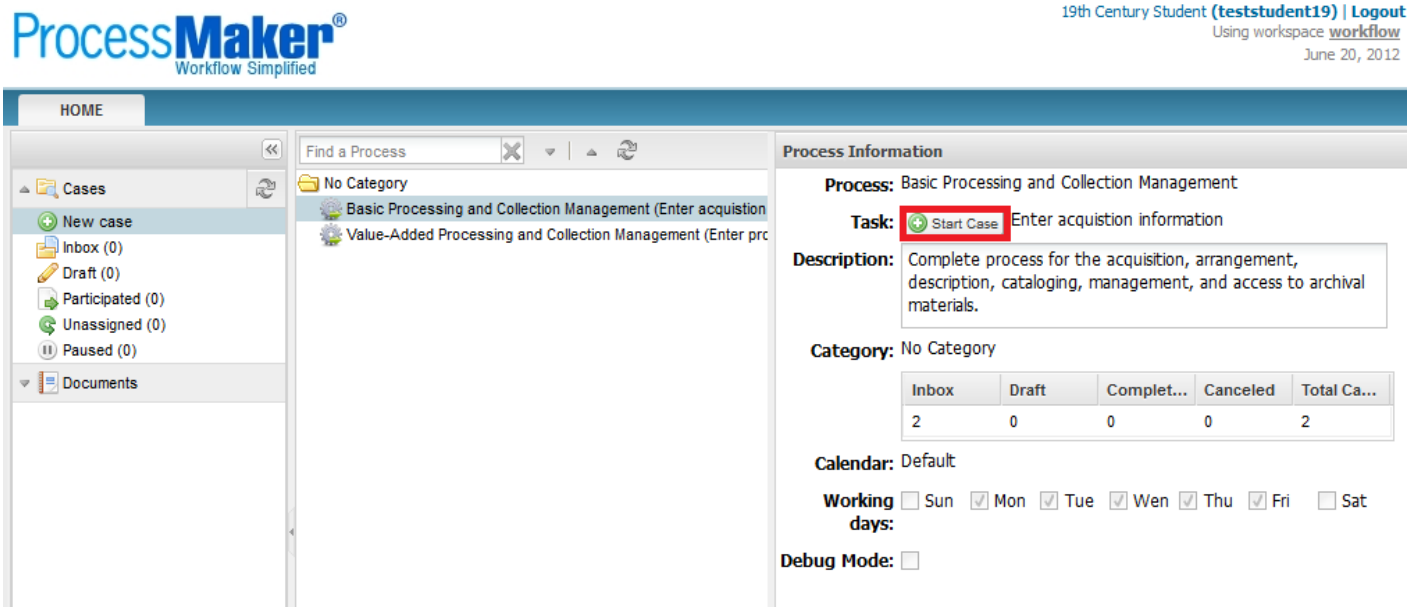
In the upper left hand corner of the homepage select **New case**.



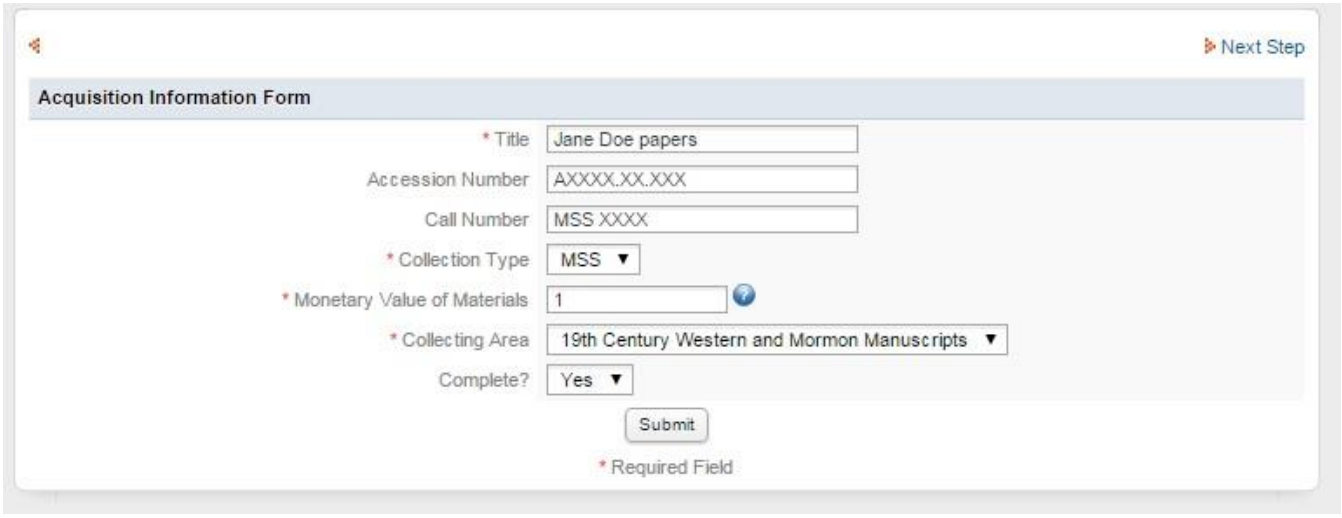
You will then be given the option to select basic processing or value-added processing. Select **Basic Processing and Collection Management (Enter acquisition information)**. The Process Information form on the right side of the page should be blank at this point.



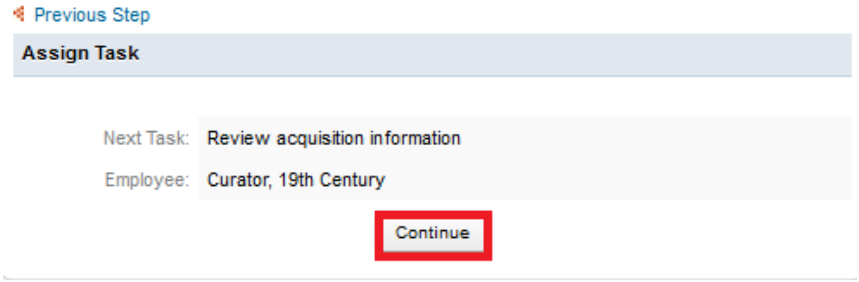
When you select Basic Processing and Collection Management the Process Information box on the right side of the page will fill in automatically. When it does, select **Start Case**.



Start Case will generate the following Acquisition Information form. Fill out the form with the information you have about the collection. If you have entered the information into ArchivesSpace select **Yes** in the scroll down menu labeled Complete and then **Submit**. If the collection's information has not been entered into ArchivesSpace do so now. After you have completed entering the information into ArchivesSpace return to ProcessMaker, select **Yes** from the scroll down menu and then **Submit**.



After submitting, the following window will appear notifying you what the next task is and to whom it was assigned. After reading the information click **Continue**.

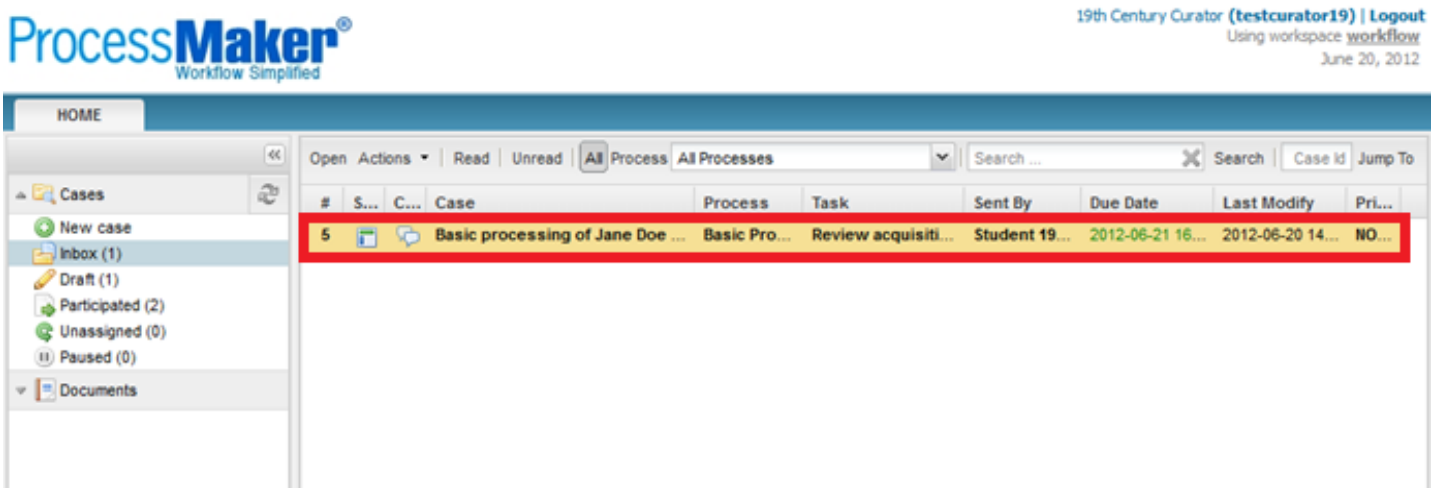


As shown above, the information you entered will be sent to your curator's ProcessMaker for approval. You will not continue with this collection until your curator completes their review.

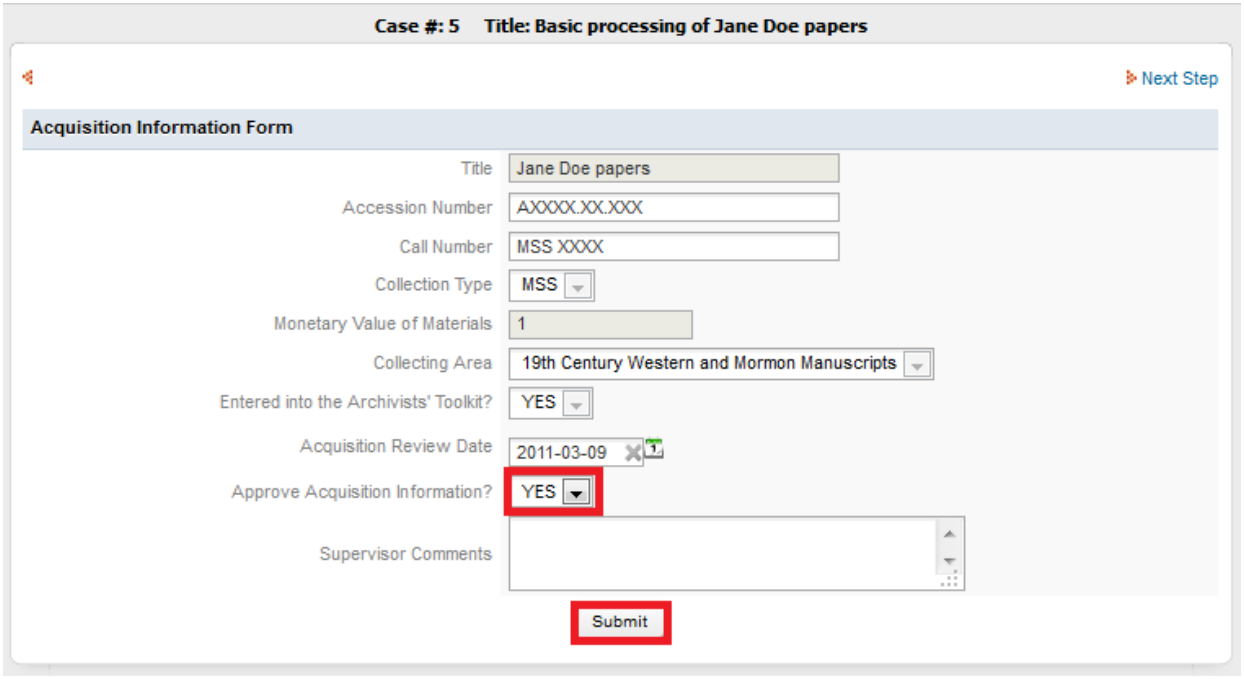
Curator

Once a student processor has started a case and entered the Acquisition Information Form, the collection will be sent to you for review through ProcessMaker. You will begin the review process by logging in to ProcessMaker at the site address http://pmos.lib.byu.edu, entering your username and password and clicking **Login**.

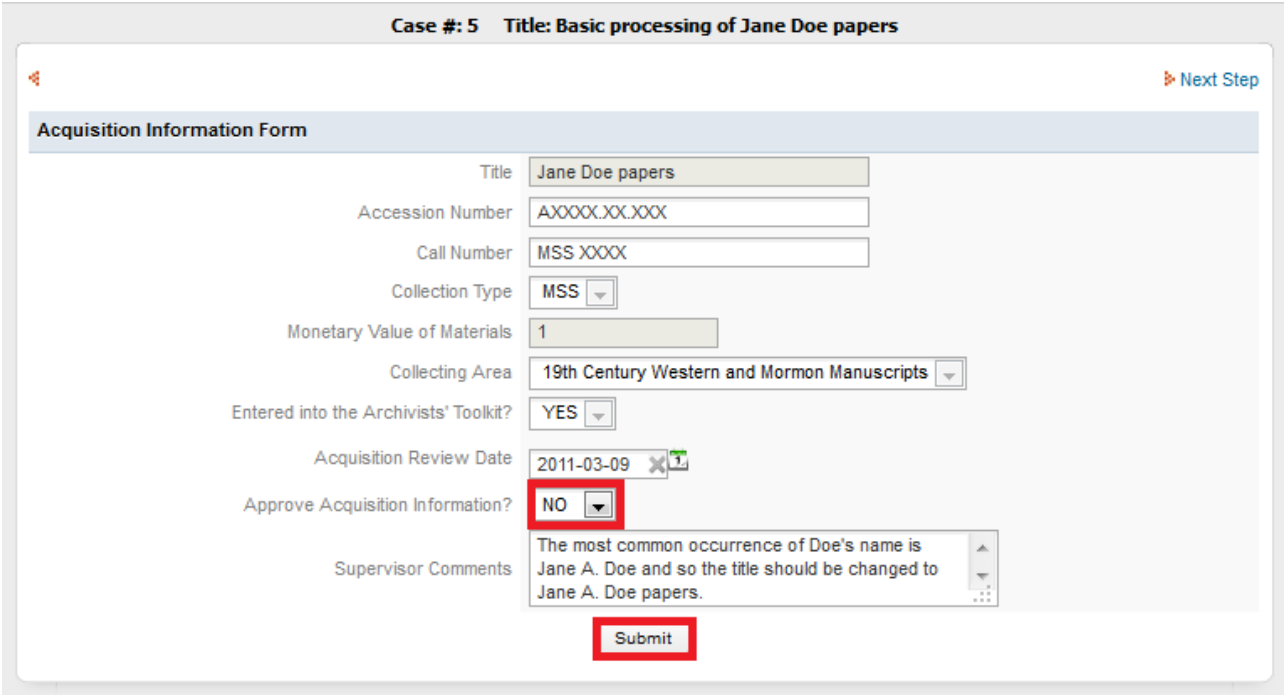
Once logged in, the home page will appear. If there are any tasks assigned to you, they will appear in your Inbox. To review Jane Doe papers **double click** on the item **Basic processing of Jane Doe papers**.



Review the contents entered by the student processor into the Acquisition Information Form. If everything is correct, select **Yes** from the Approve Acquisition Information drop down menu and **Submit**.



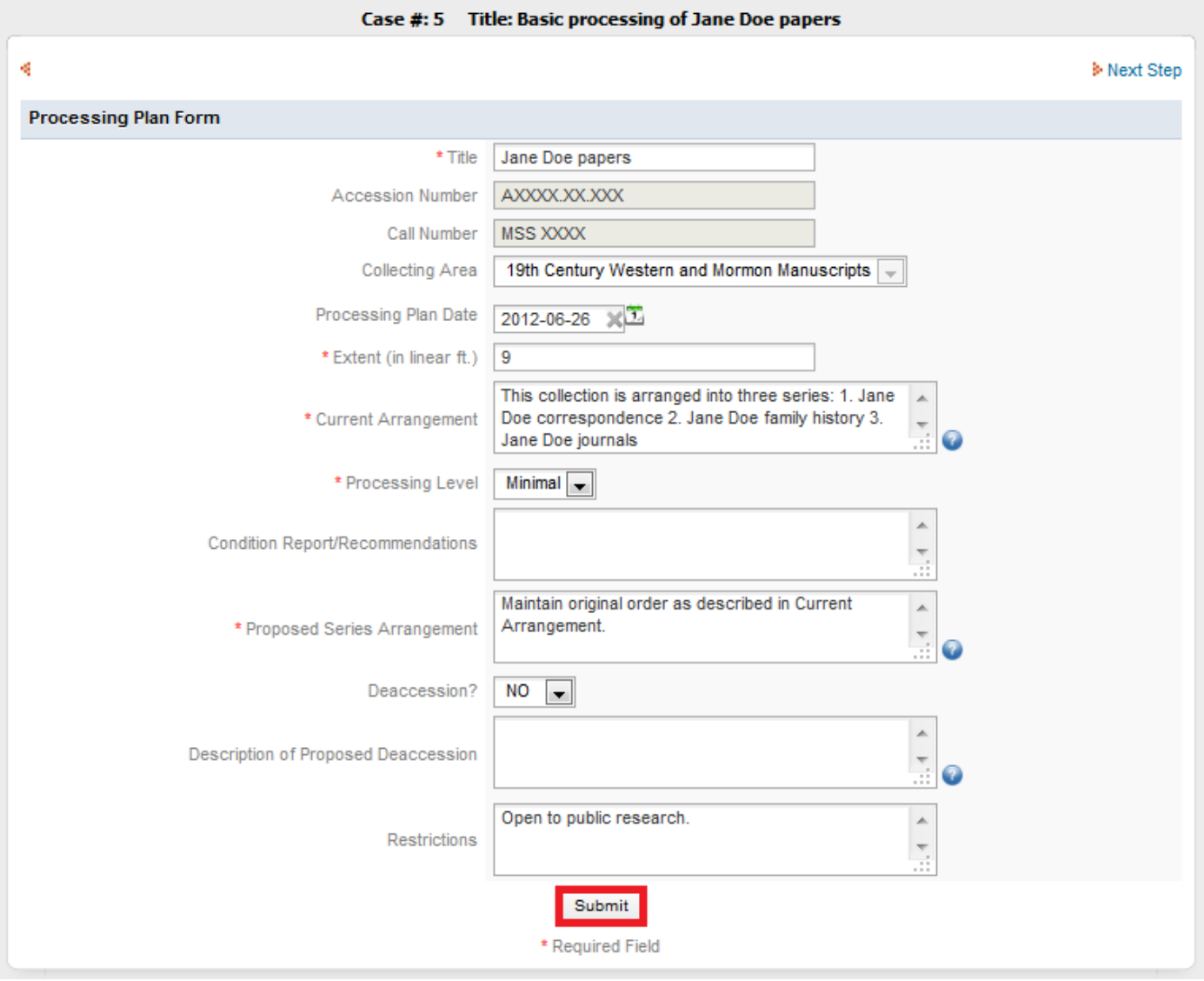
If you find errors in the data entered, select **No** from the drop down menu Approve Acquisition Information and then in the Supervisor comment box write what inaccuracies were found. Click **Submit** and your comments will be sent to the student processor to be changed.



Student Processor

If a collection is returned to you with comments, when you log in to your homepage, the collection will be listed there again with the same task as before. The comments entered by your supervisor will be sent to you via e-mail. Make the suggested changes. If you need clarification or you don't feel the changes are necessary, talk to your supervisor. Once the changes are made, or the concerns resolved, **Submit** the form again to the curator for review.

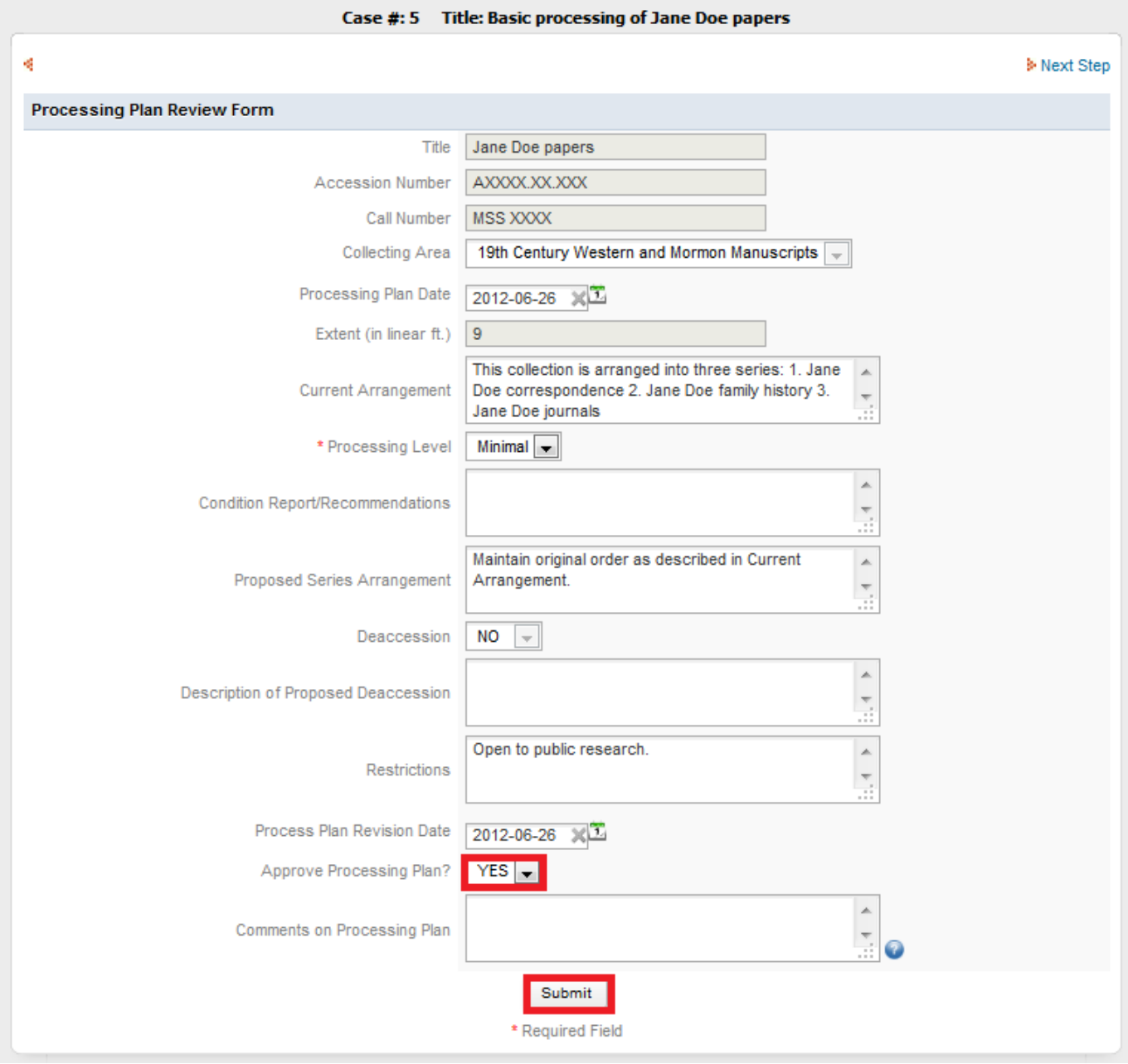
After the curator has approved the Acquisition Information Form the collection will be returned to you and you will fill out the Processing Plan Form. When you log in to ProcessMaker the collection will appear in your Inbox. To view the Processing Plan Form **double click** on **Basic processing of Jane Doe papers**. Fill out all the information you have available into the Processing Plan Form. **Submit**.



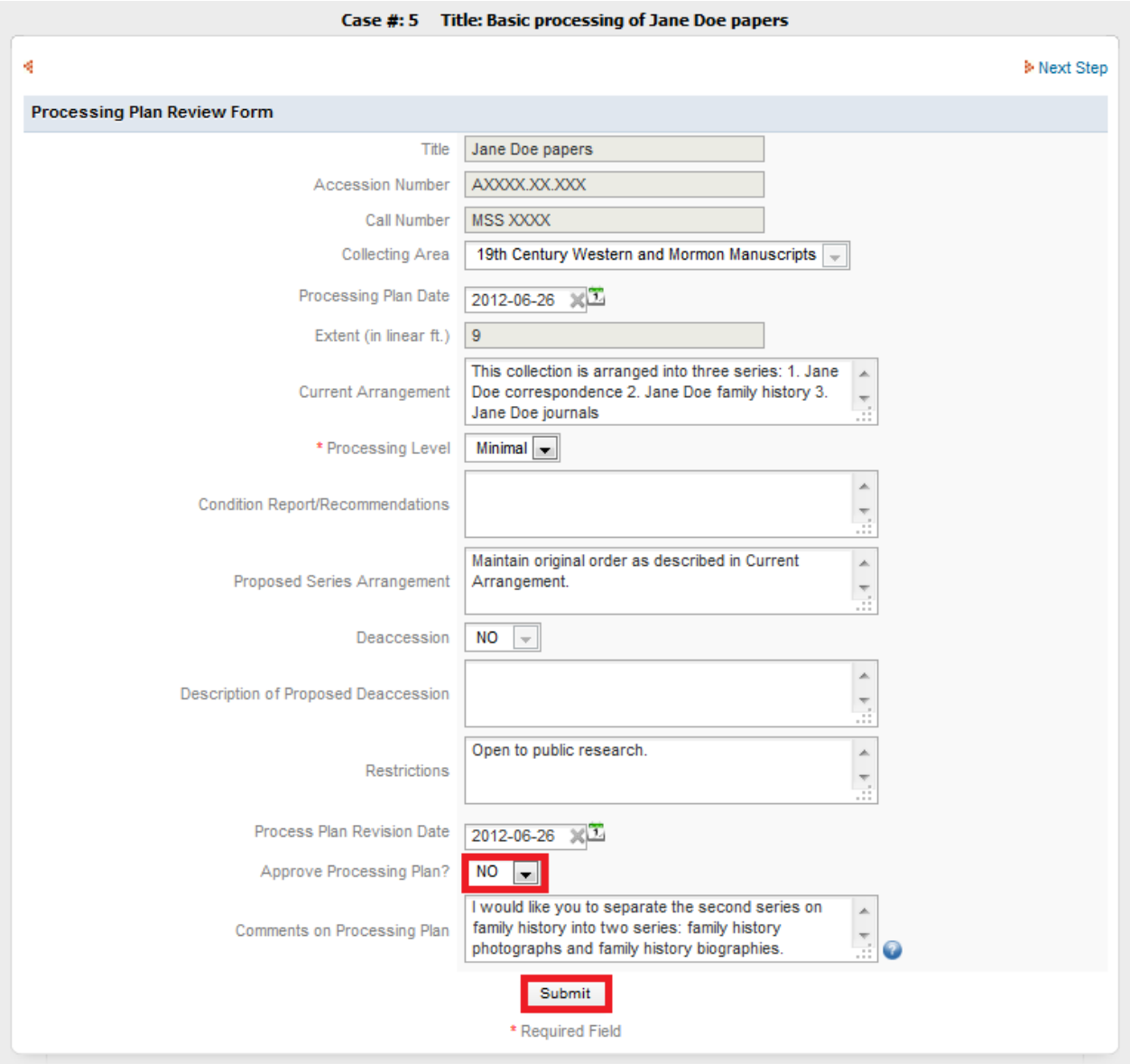
Curator

When the student processor has finished entering the Processing Plan Form it will be sent to your ProcessMaker for review. Once again, **double click** on the collection to view the Processing Plan Form.

Review the information entered into the Processing Plan Form by the student processor. If there are no changes you feel should be made select **Yes** in the drop down menu Approve Processing Plan and select **Submit**.



If you do find changes to be made, select **No** from the Approve Processing Plan drop down menu and specify the corrections you would like to see made to the Processing Plan Form in the Comments on Processing Plan box. Then click **Submit**.



Student Processor

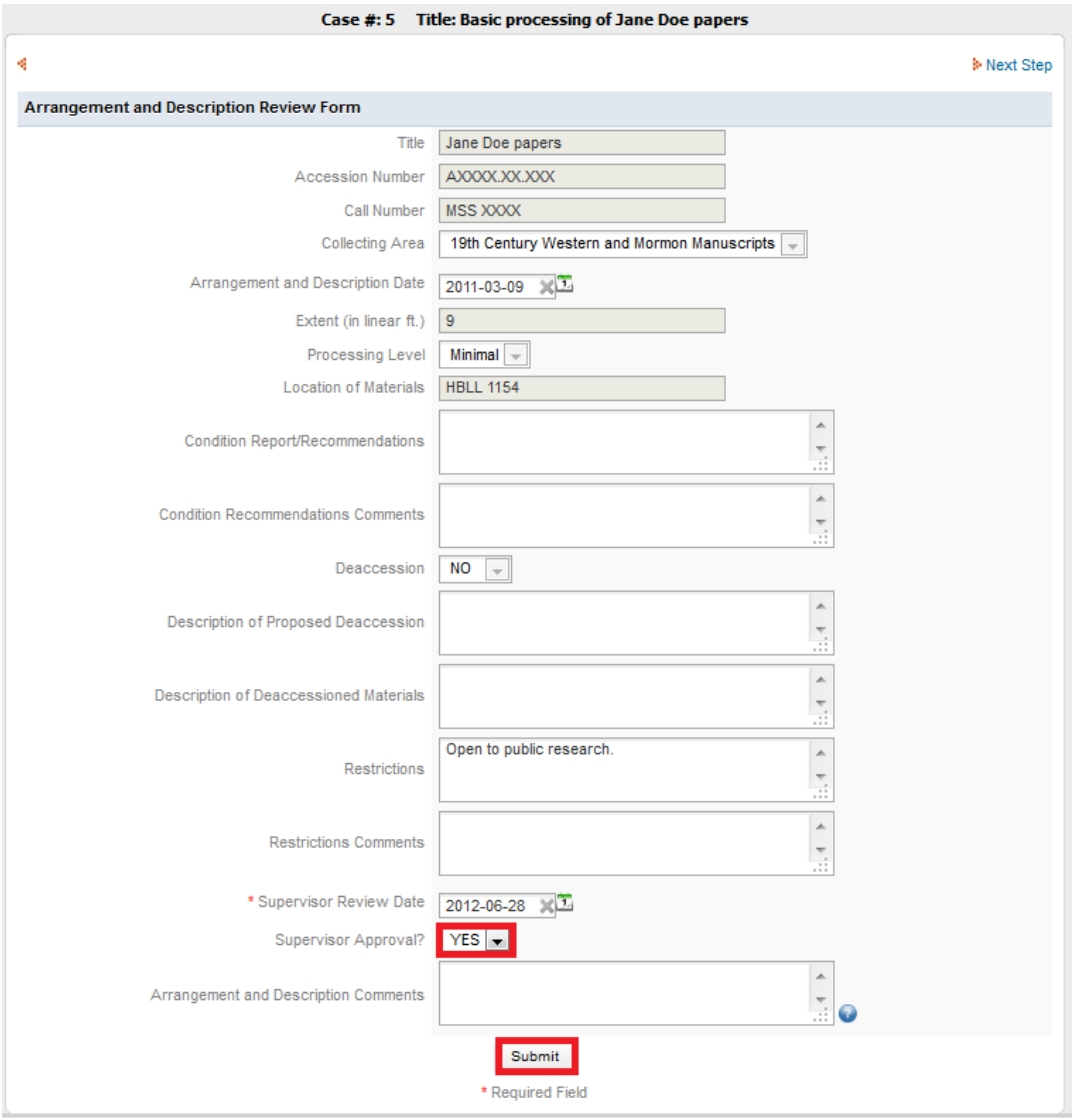
If a collection is returned to you with comments, when you log in to your homepage, the collection will be listed there again with the same task as before. The comments entered by your supervisor will be sent to you via e-mail. Make the suggested changes. If you need clarification or you don't feel the changes are necessary, talk to your supervisor. Once the changes are made, or the concerns resolved, **Submit** the form again to the curator for review.

Once the Processing Plan has been approved you will physically arrange the collection and enter the description details into ArchivesSpace. When that has been completed, fill out the Arrangement and Description Confirmation Form in ProcessMaker. Many of the fields will be automatically filled out. Make sure you enter the location of materials for Collections Management to use later. When you have completed the form **submit** it to your curator for review.

Curator

When the student processor has finished entering the Arrangement and Description Confirmation Form it will be sent to your ProcessMaker for review. **Double click** on the collection in your Inbox to view the Arrangement and Description Confirmation Form.

Review the information entered into the Arrangement and Description Confirmation Form and ArchivesSpace by the student processor. If there are no changes you feel should be made select **Yes** in the drop down menu Approve Arrangement and Description Confirmation Form and select **Submit**.



If you do find changes to be made, select **No** from the Supervisor Approval drop down menu and specify the corrections you would like to see made to the Processing Plan Form in the Comments on Processing Plan box. Then click **Submit**.

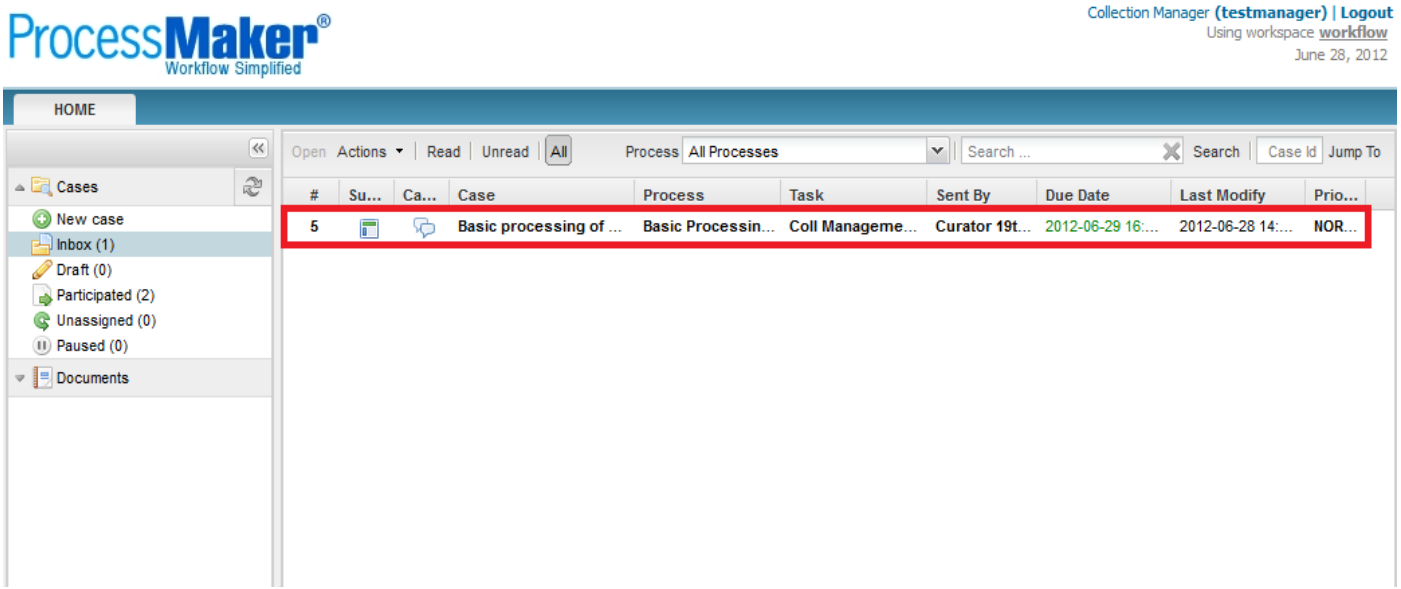
Student Processor

Once the Arrangement and Description Confirmation Form has been approved, this will begin a series of reviews that will ensure that the descriptive information is compliant with departmental standards including *Describing Archives: A Content Standard* (DACS).

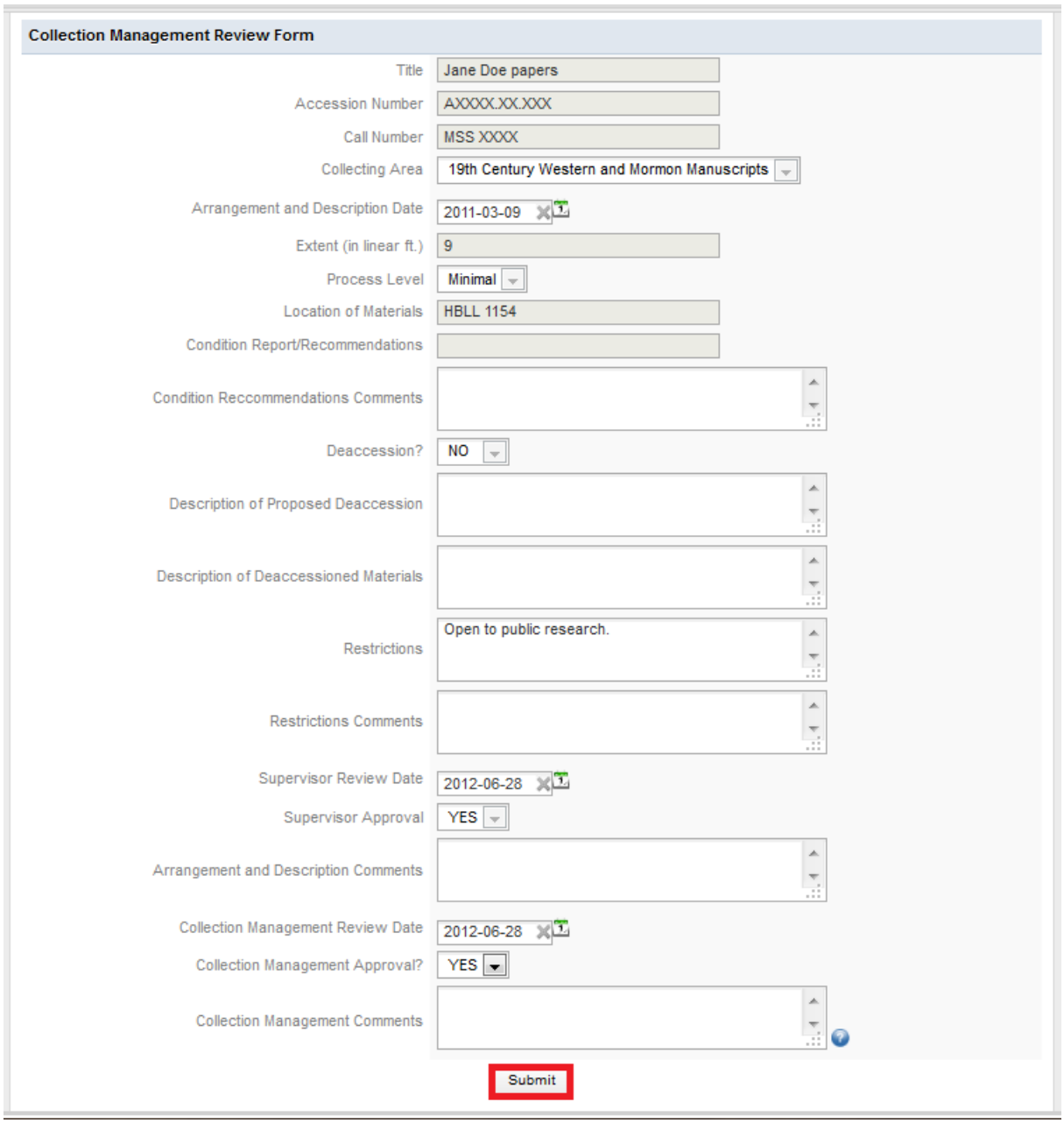
Collections Management

Once the student processor finishes the basic processing and enters the information into ArchivesSpace, the collection will be sent to you for review through ProcessMaker. You will begin the review process by logging in to ProcessMaker at the site address http://pmos.lib.byu.edu, entering your username and password and clicking **Login**.

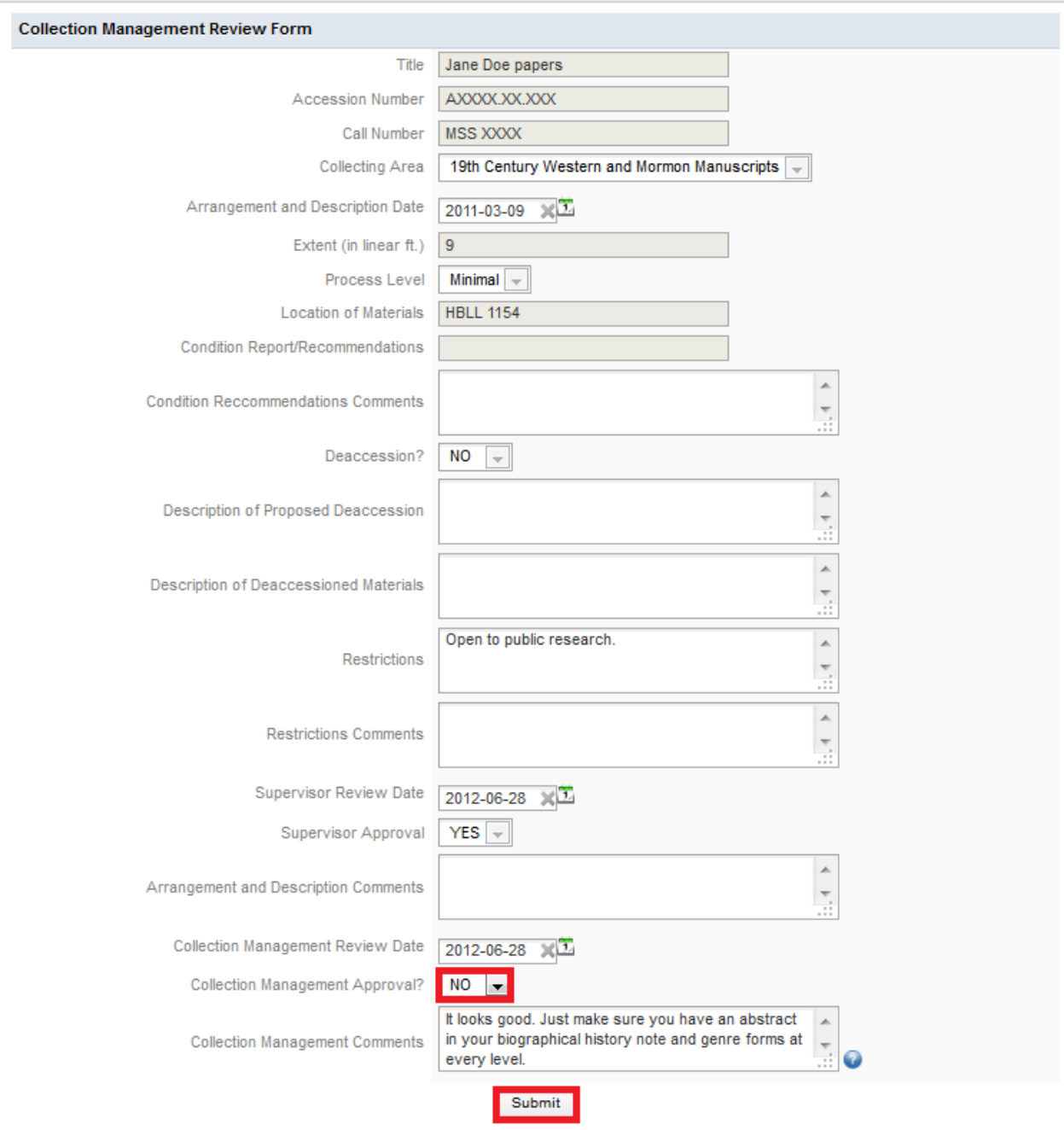
Once logged in, the home page will appear. Tasks that are assigned to you will be listed in your ProcessMaker Inbox. To review Jane Doe papers **double click** on the item **Basic processing of Jane Doe papers**.



Review the information entered into ArchivesSpace by the student processor verifying that there have been no errors made and that everything entered is compliant with departmental standards including *Describing Archives: A Content Standard* (DACS). If there are no mistakes or changes you feel should be made select **Yes** in the drop down menu Collection Management Approval and select **Submit**.



If you do find changes to be made, select **No** from the Collection Management Approval drop down menu and specify the corrections you would like to see made to the ArchivesSpace record in the Collection Management Comments box. Then click **Submit**. It will be returned to the student processor to make the required changes.

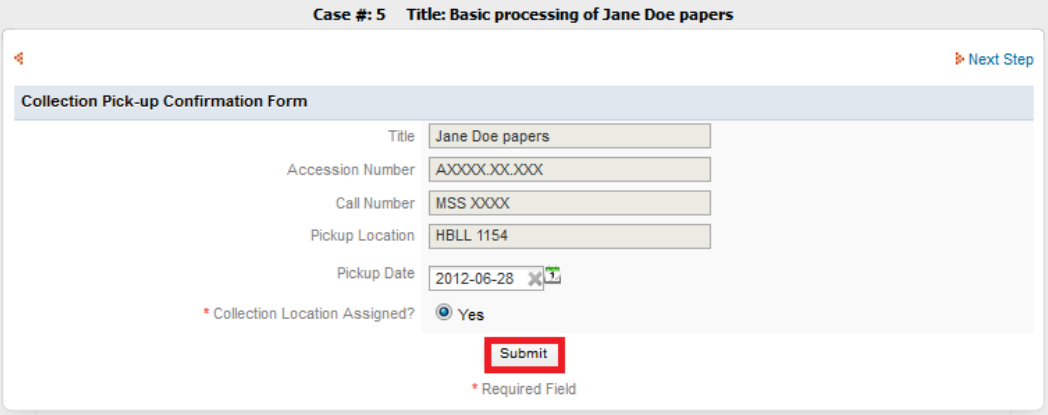


Student Processor

If the collection is returned to you from Collection Management, when you login to your homepage the collection will be listed with the task Arrangement and Description Confirmation Form again. The comments entered by Collection Management will be sent to you via e-mail. Make the suggested changes in ArchivesSpace. If you need clarification or you don't feel like the changes are necessary, talk to Collection Management. Once the concerns are resolved, **submit** the form again for review. It will be sent back to your curator and then Collection Management. This process will be repeated until Collection Management approves the collection.

Collection Management

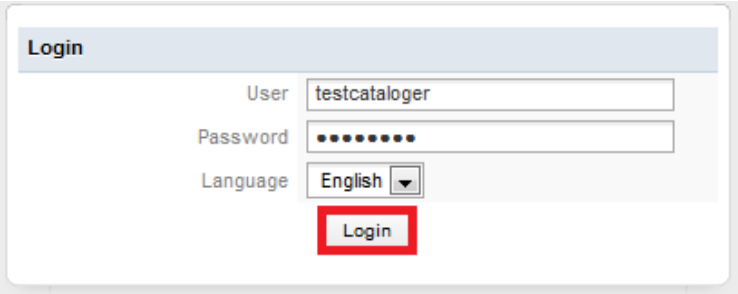
Once the Arrangement and Description Confirmation Form is approved, Collection Management pick up the collection. This task will show up in the Inbox of your ProcessMaker when you login. **Double click** on the task to view the location of the materials. Before going to collect the materials, look up the collection in ArchivesSpace to see how many boxes or folders you will be picking up.



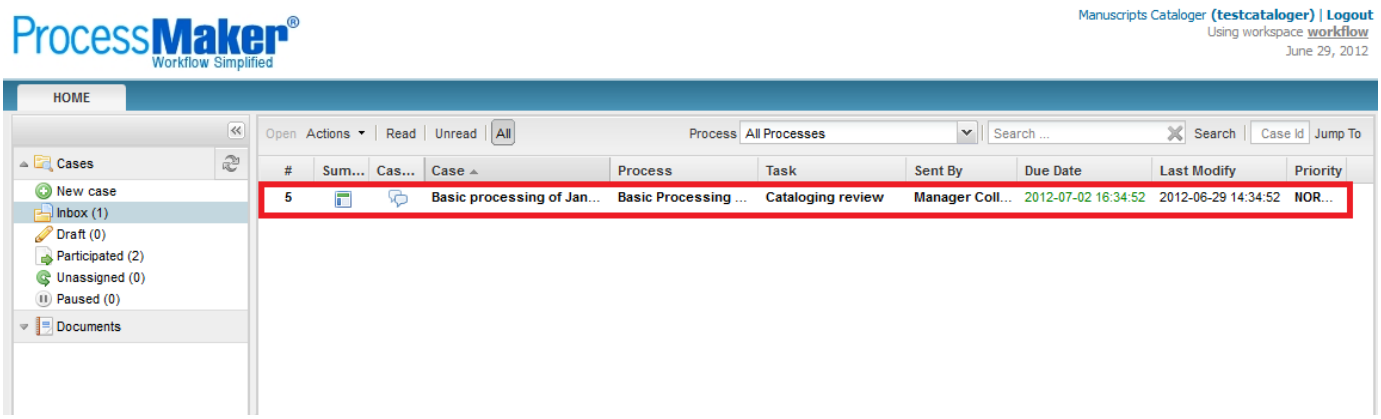
Go to the Pickup Location and request the materials, picking up the case file along with the collection. Relocate the materials to a shelf in Workflows (HBLL 1191). Make sure you change the location in the location guide in ArchivesSpace. Once that has been completed, follow procedures with the case file and then return to ProcessMaker's Collection Pick-up Confirmation Form, select **Yes** and **Submit**.

Cataloger

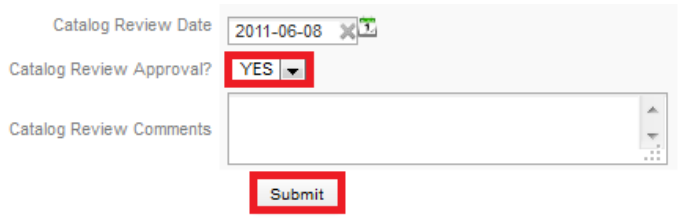
When the collection has gone through basic processing by the student processor, been reviewed by the curator and collection management, and moved to Workflows it will then be sent to a cataloger for a last review. You will begin the review process by logging in to ProcessMaker at the site address http://pmos.lib.byu.edu, entering your username and password and clicking **Login**.



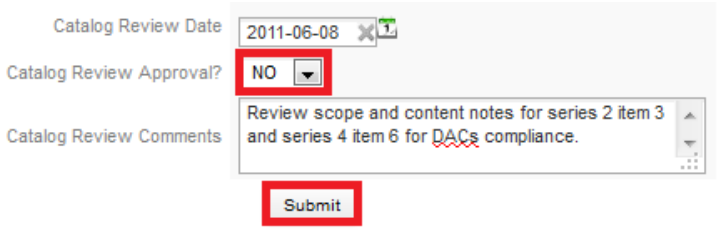
Once logged in, the home page will appear. If any collections have been sent to you for review they will be listed in you Inbox. To review Jane Doe papers **double click** on the item **Basic processing of Jane Doe papers**.



Review the information entered into ArchivesSpace by the student processor, verifying that there have been no errors made and that everything entered is compliant with departmental standards including *Describing Archives: A Content Standard* (DACS). If there are no changes you feel should be made select **Yes** in the drop down menu Catalog Review Approval at the bottom of the page and select **Submit**.



If you do find changes to be made, select **No** from the Cataloger Review Approval drop down menu and specify the corrections you would like to see made to the ArchivesSpace record in the Catalog Review Comments box. Then click **Submit**. It will be returned to the student processor to make the required changes.



Collection Management

If a collection is sent back from the Cataloger with comments it will show up in your Inbox with the task Collection Management Review Form again and the comments will be sent to you via e-mail. Copy and paste the comments into the Collection Management Review Form Collection Management Comment box. Select **No** from the Collection Management Approval drop down menu and click **Submit**.

Student Processor

If the cataloger finds any errors in the ArchivesSpace record they will send it to Collection Management who will forward it to you. When you log in to your homepage the collection will be listed there again with the task Arrangement and Description Confirmation Form. The comments entered by the Cataloger will be sent to you via e-mail. Make the suggested changes in ArchivesSpace. If you need clarification or you don't feel like the changes are necessary, talk with the Cataloger. Once the changes are made, or the concerns resolved, **Submit** the form again for review. It will be sent back to your curator, Collection Management and the Cataloger. This process will be repeated until all parties approve the collection.

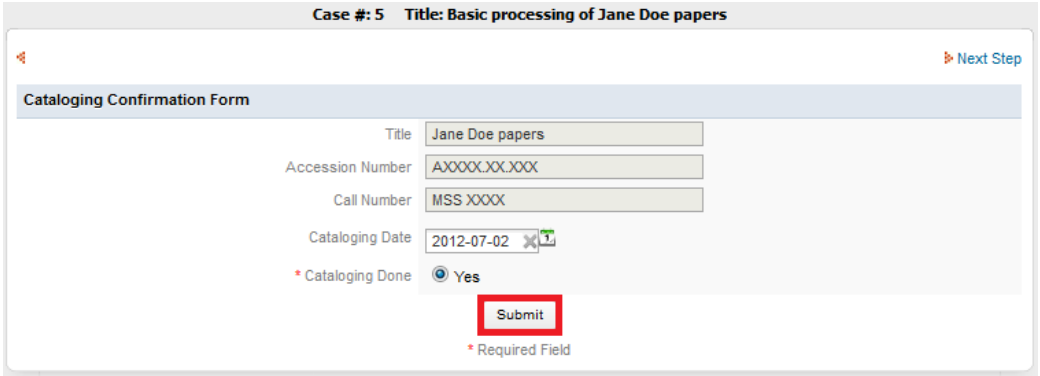
Collection Management

When you open the Collection Management Review Form, comments from past reviews will be sent to you. When approving a collection after a round of reviews, delete the previous comments before you send it on to not confuse future reviewers.

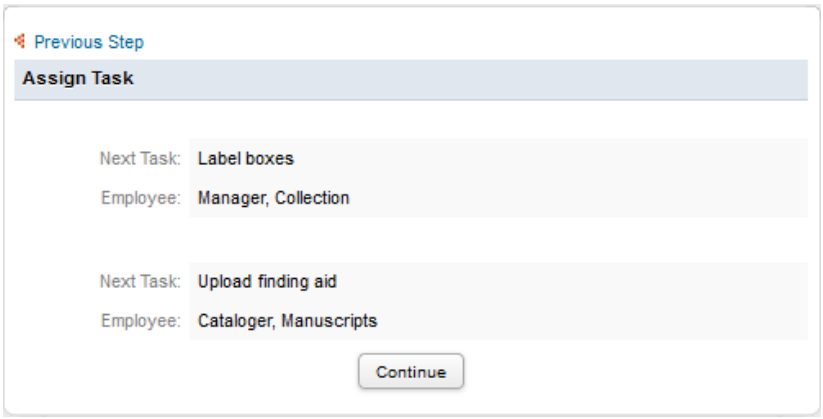
It will send the task Pick-up Collection to you again even though the collection has already been picked up. You can double check whether a collection has already been picked up through ArchivesSpace. If it has already been picked up, just **Submit** the collection.

Cataloger

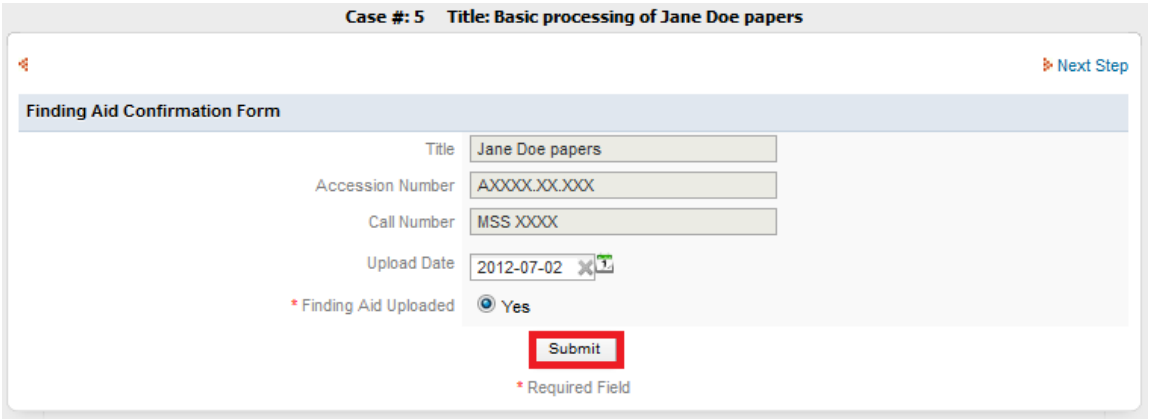
Once the collection has been approved by all parties you will receive the Catalog Confirmation Form in your ProcessMaker. With the ArchivesSpace record reviewed you can now catalog the collection. When you have completed that task, go to your ProcessMaker Inbox and open the Cataloging Confirmation Form. Select **Yes** and then **Submit**.



The next task will be two fold. While Collection Management labels the boxes the cataloger will upload the finding aid.

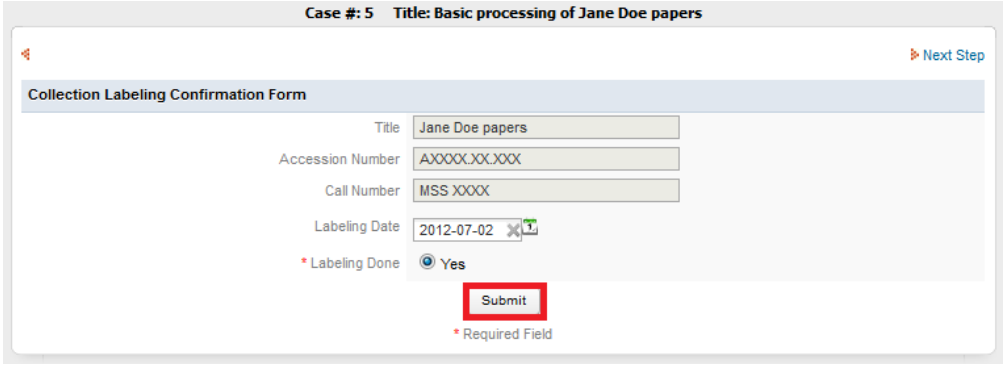


When you've uploaded the finding aid, open the Jane Doe papers task in you Inbox and fill out the Finding Aid Confirmation Form by selecting **Yes** next to Finding Aid Uploaded and **Submit**.

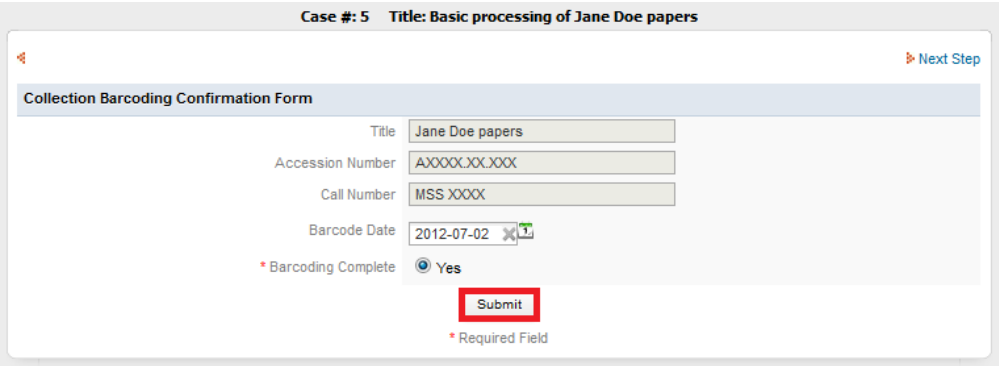


Collection Management

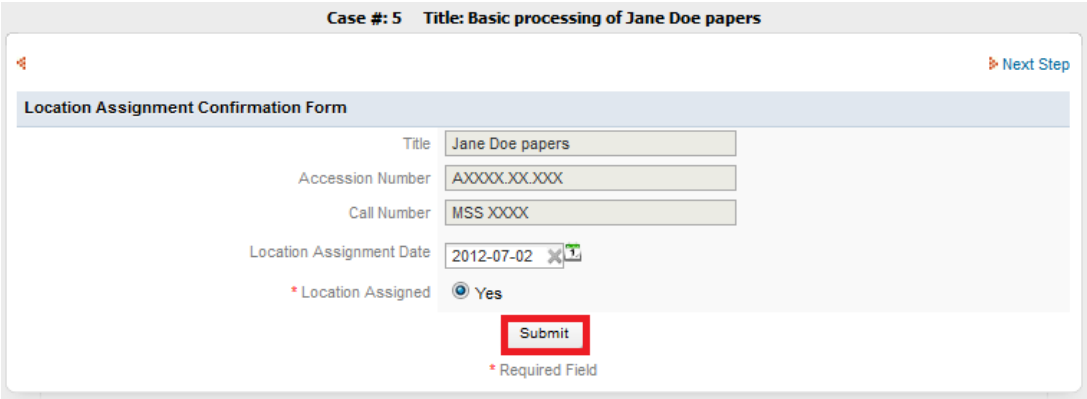
After the collection has been approved and cataloged, it will be sent to you to label. Once you have labeled the boxes and/or files, go to your ProcessMaker Inbox and open the task Collection Labeling Confirmation Form. Select **Yes** next to Labeling Done and **Submit**.



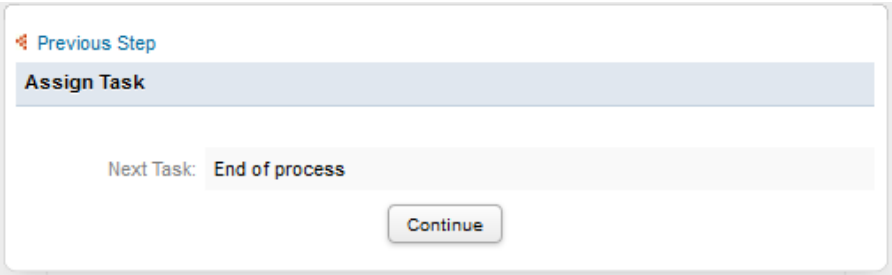
When the labeling is done, the next task is barcoding. After barcoding the box(es), once again return to your ProcessMaker Inbox and open the Collection Barcoding Confirmation Form. Click on **Yes** next to Barcoding Complete and **Submit**.



After labeling and barcoding, the collection is ready to be put in the stacks. The task Assign Location will appear in your Inbox. Locate the collection in the appropriate section of the stacks then update the location in ArchivesSpace and other required forms. Once that has been completed, return to ProcessMaker and open the Location Assignment Confirmation Form in your Inbox. Select **Yes** next to Location Assigned and then **Submit**.



That completes the process.



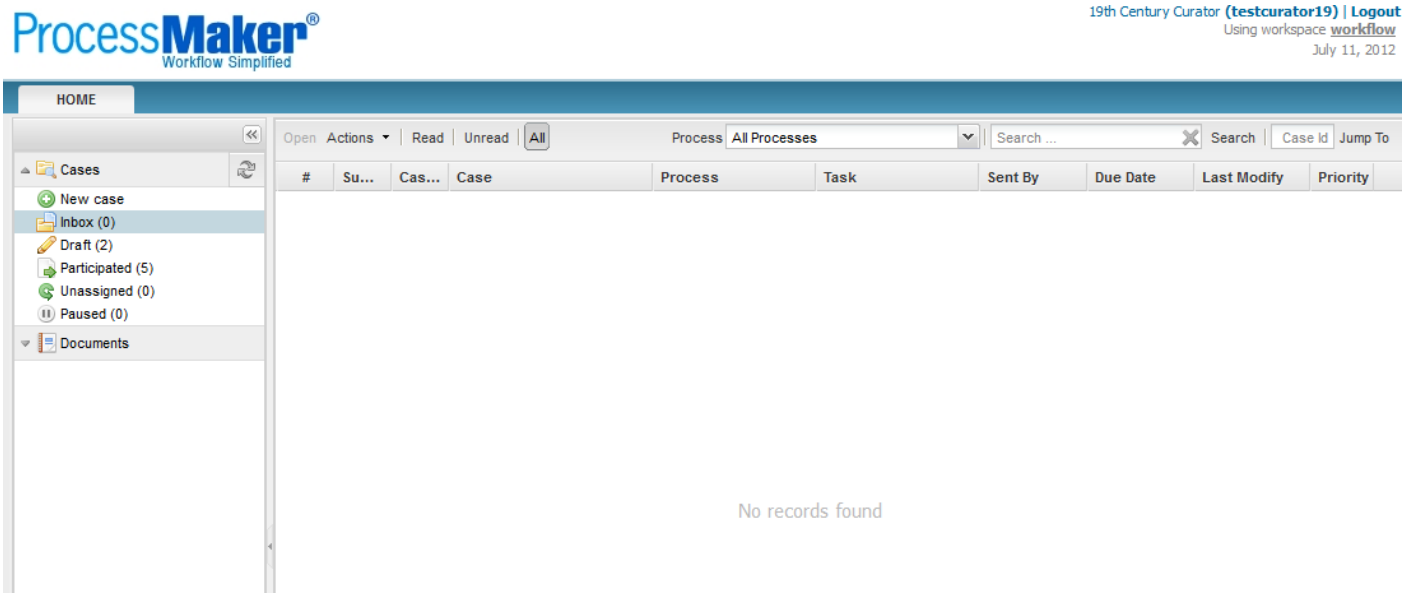
ProcessMaker: VALUE-ADDED PROCESSING

Most value-added processing is adding detail to a collection that was basic processed. In most cases you will be organizing the collection intellectually into series and then describing where the physical items within that intellectual series are found. In certain cases you will arrange the materials physically and create folders within the series, physically organizing the materials into these folders.

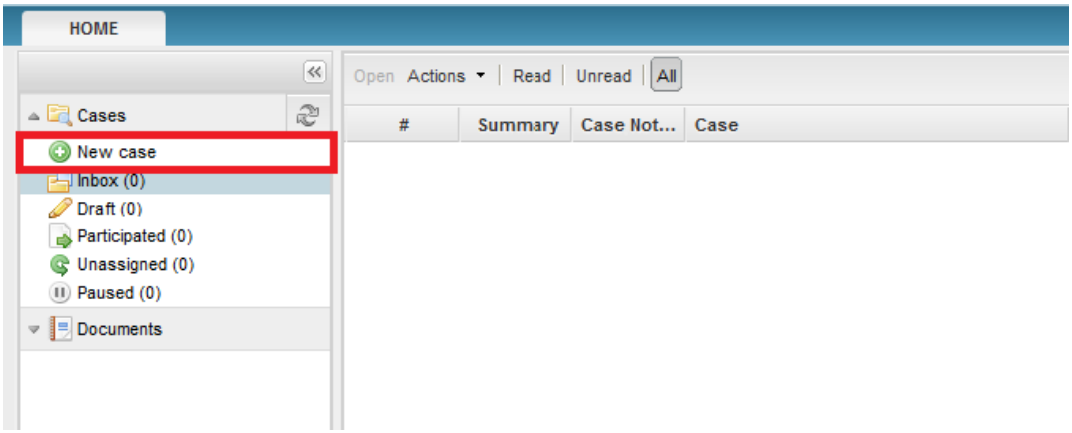
Curator or Reference Staff

Value-added processing is initiated by a curator or reference staff. You will begin by logging in to ProcessMaker at the site address http://pmos.lib.byu.edu, entering your username and password and clicking **Login**.

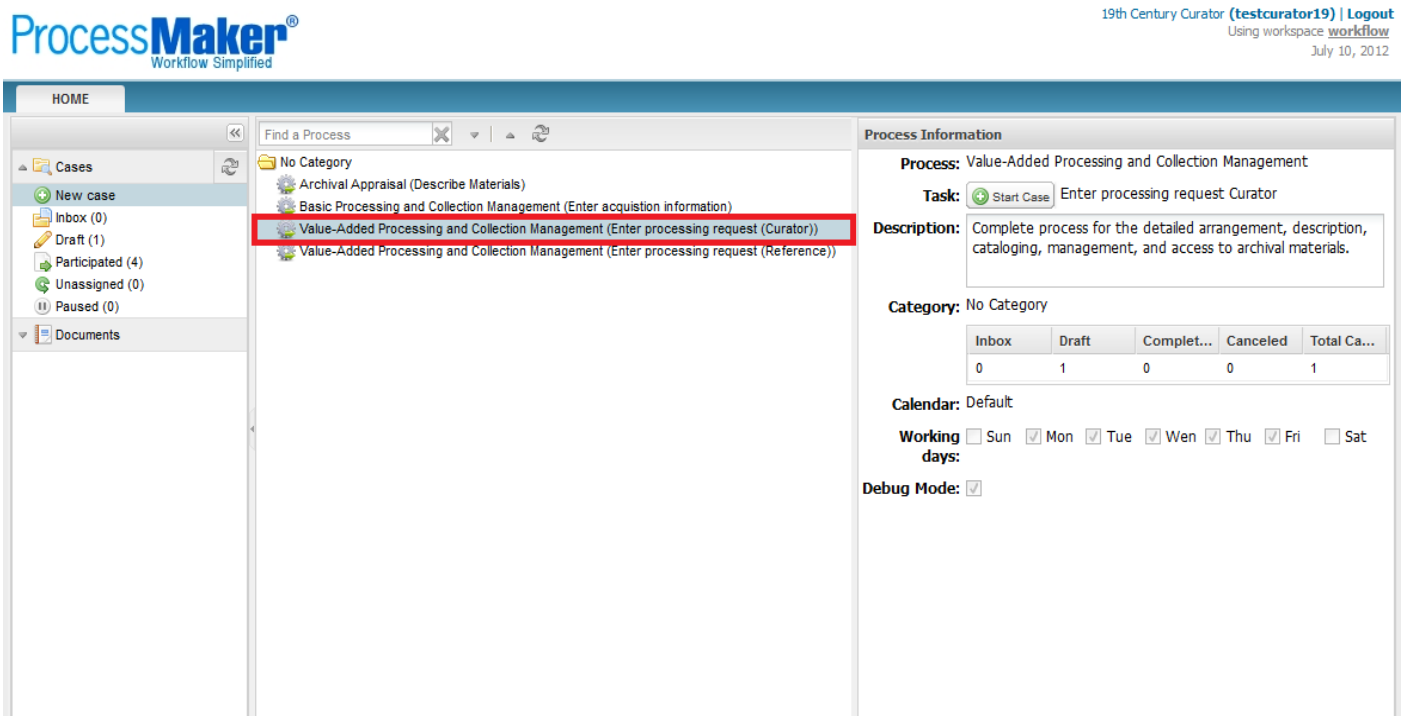
Once logged in, your homepage will appear.



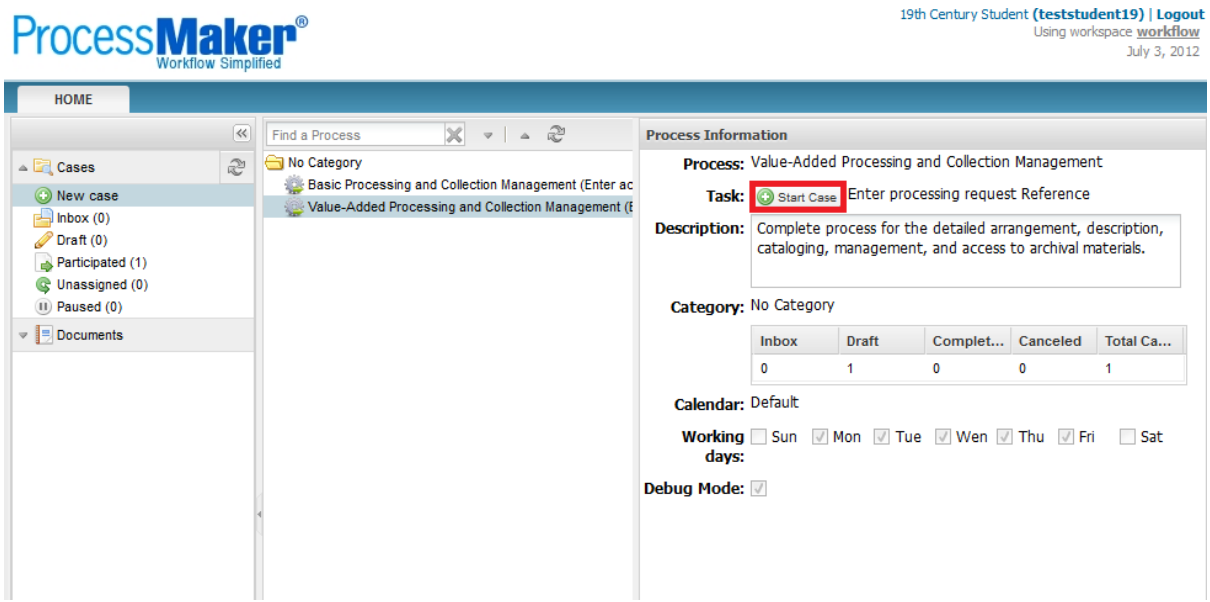
In the upper left hand corner of the homepage select **New case**.



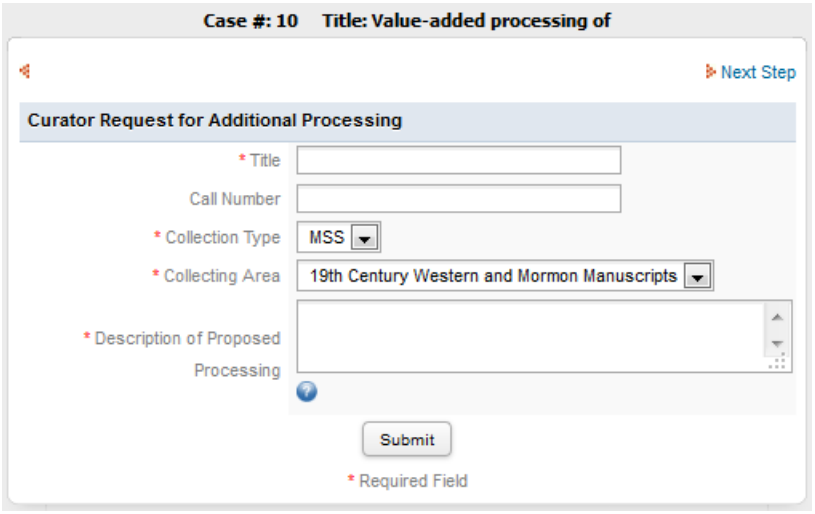
You will then be given the option to select basic processing or value-added processing. Select **Value added Processing and Collection Management (Enter processing information)**. The Process Information form on the right side of the page should be blank at this point.



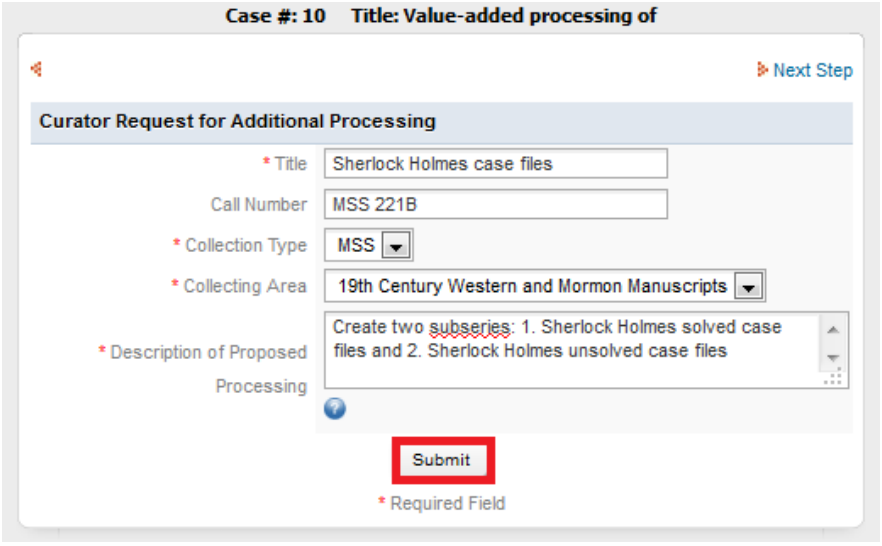
Select **Start Case**.



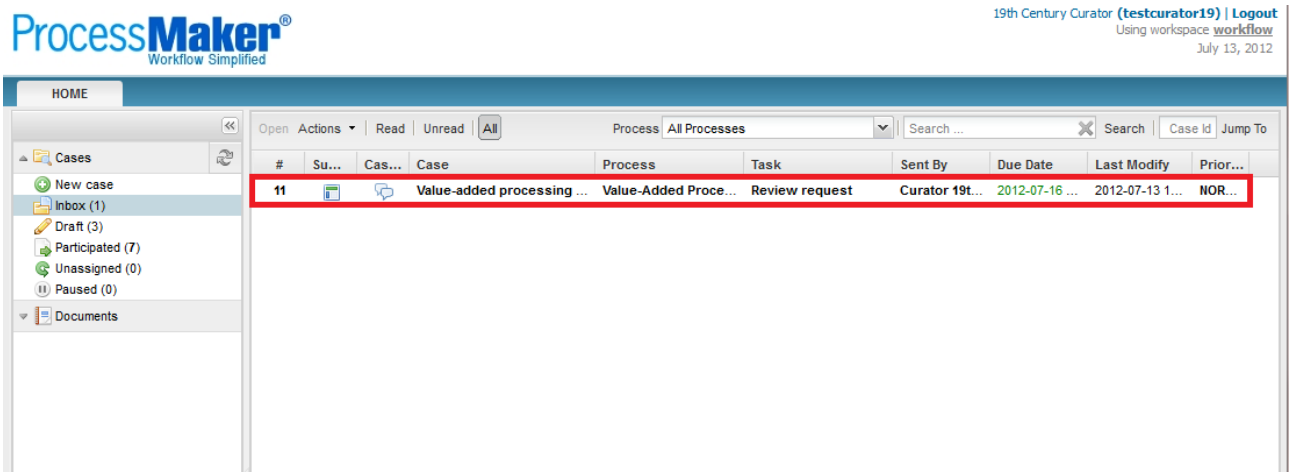
This will generate the Curator Request for Additional Processing Form.



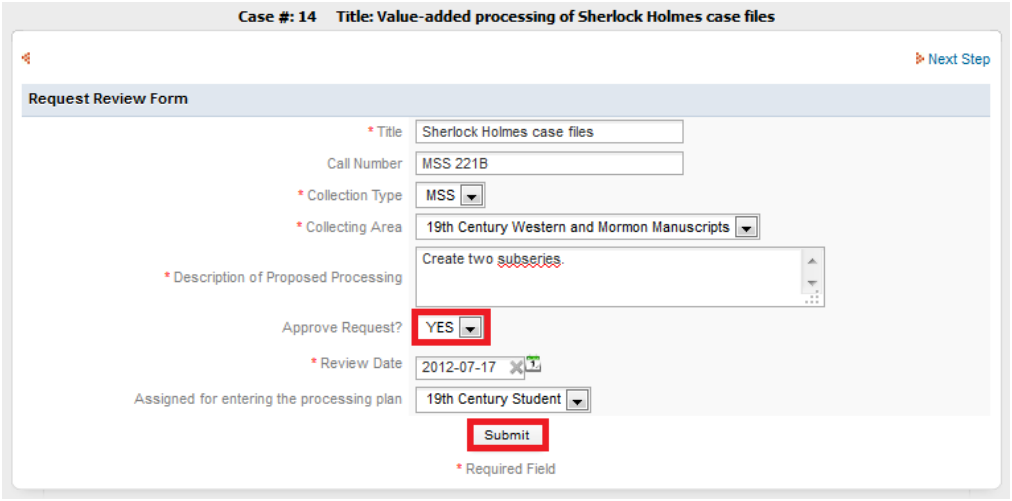
Fill in the appropriate information and **Submit**.



Once Reference Staff or the Curator Submit the form, the collection will be sent to the Curator for review. You can access the collection through the Curator's ProcessMaker Homepage.

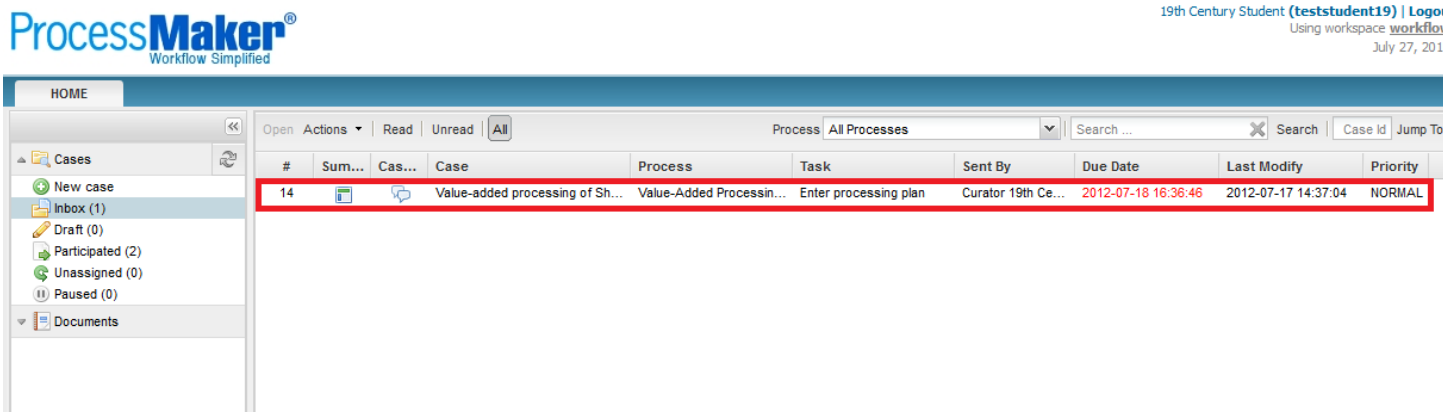


Selecting the Collection will open the Request Review Form. Check the information and assign someone to enter the processing plan. In this case it will be one of the 19th Century Students.

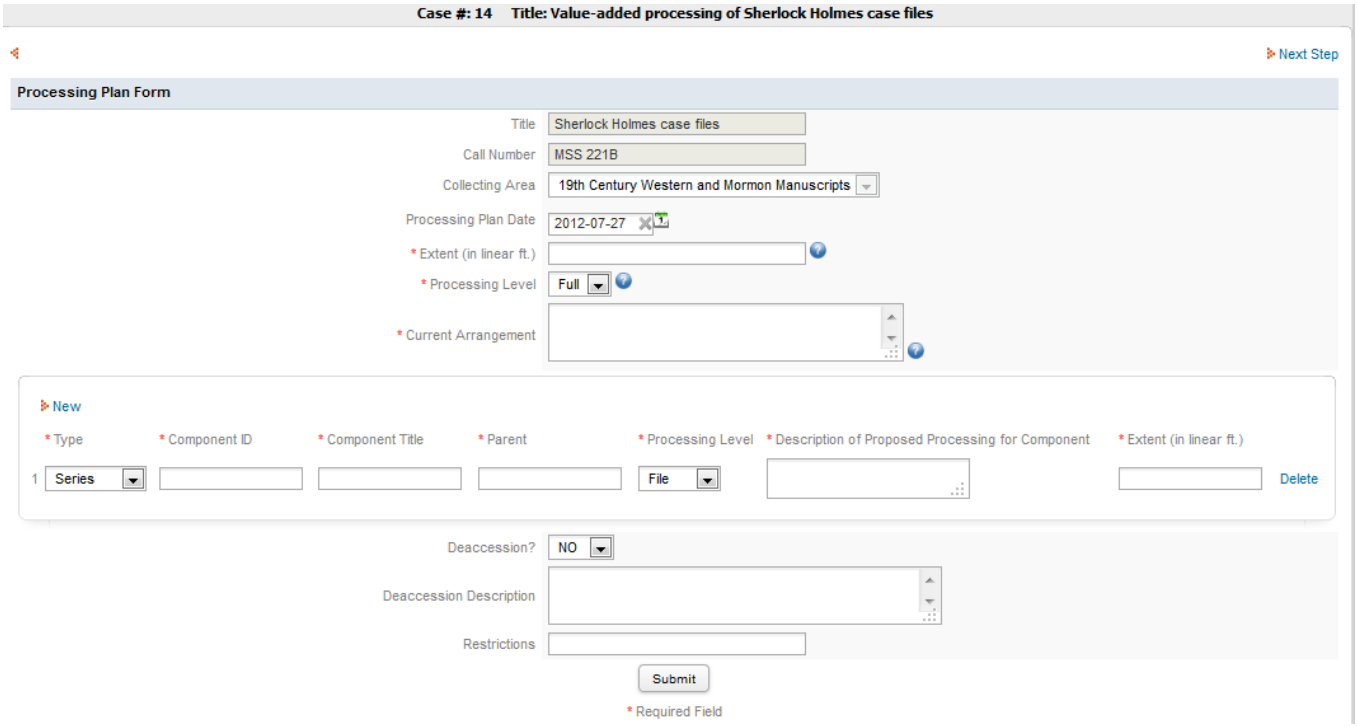


Student Processor

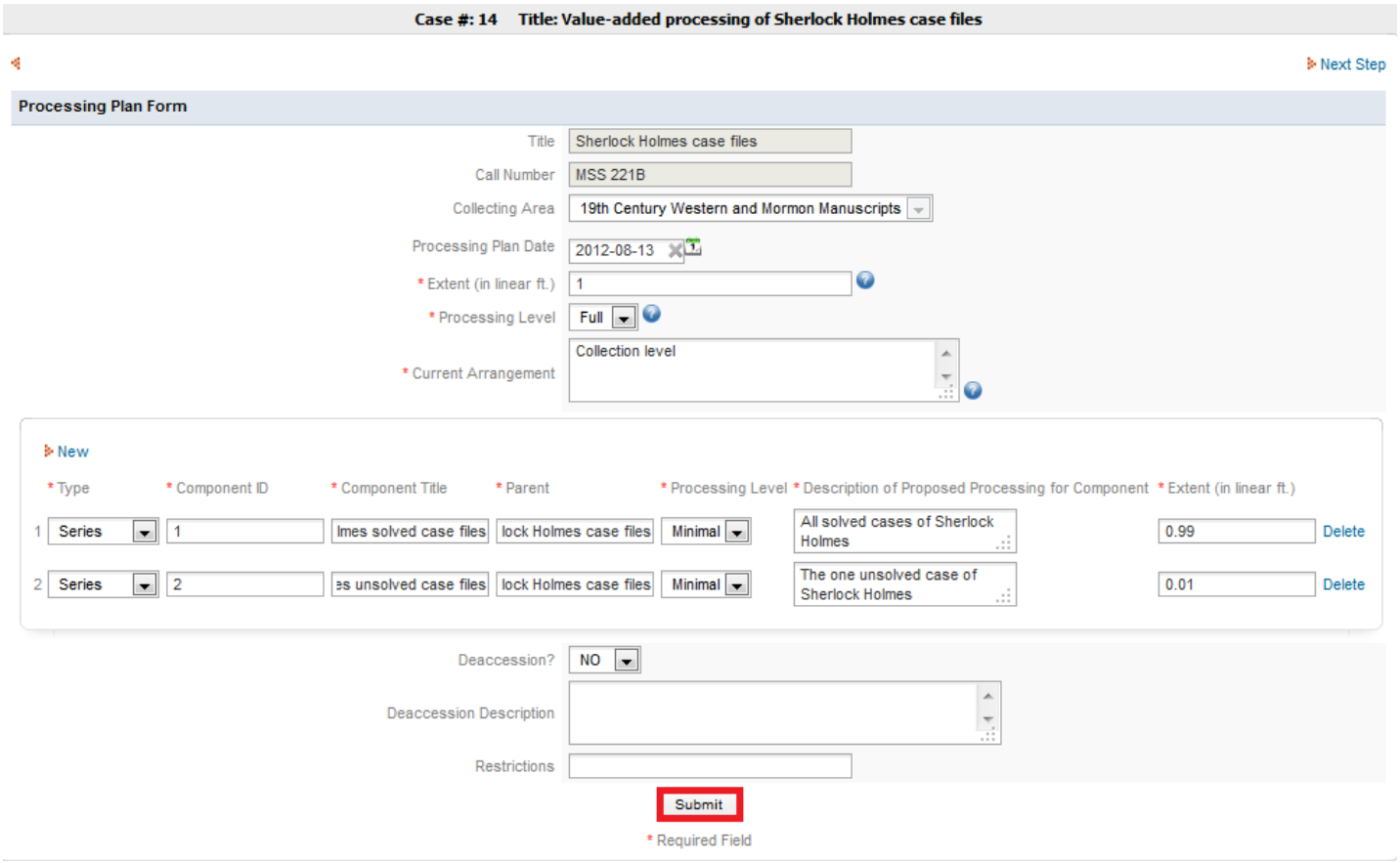
After the curator has entered the request for additional processing, the collection will be assigned to you to fill out the Processing Plan Form. When you log in to ProcessMaker the collection will appear in your Inbox. To view the Processing Plan Form **double click** on **Value added processing of Sherlock Holmes case files**.



This will bring up the Processing Plan form.



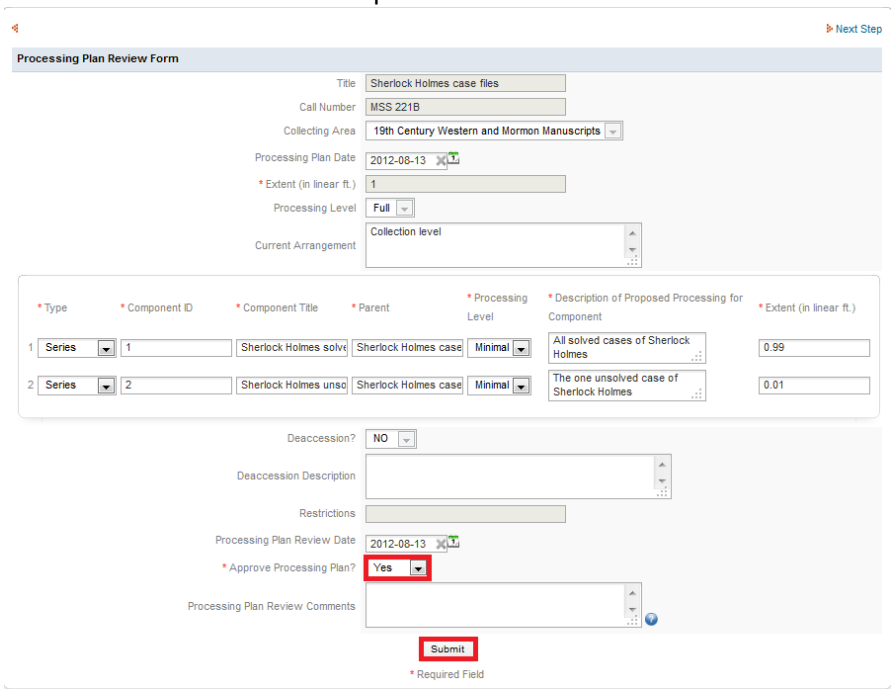
Fill out all the information you have available into the Processing Plan Form.



Curator

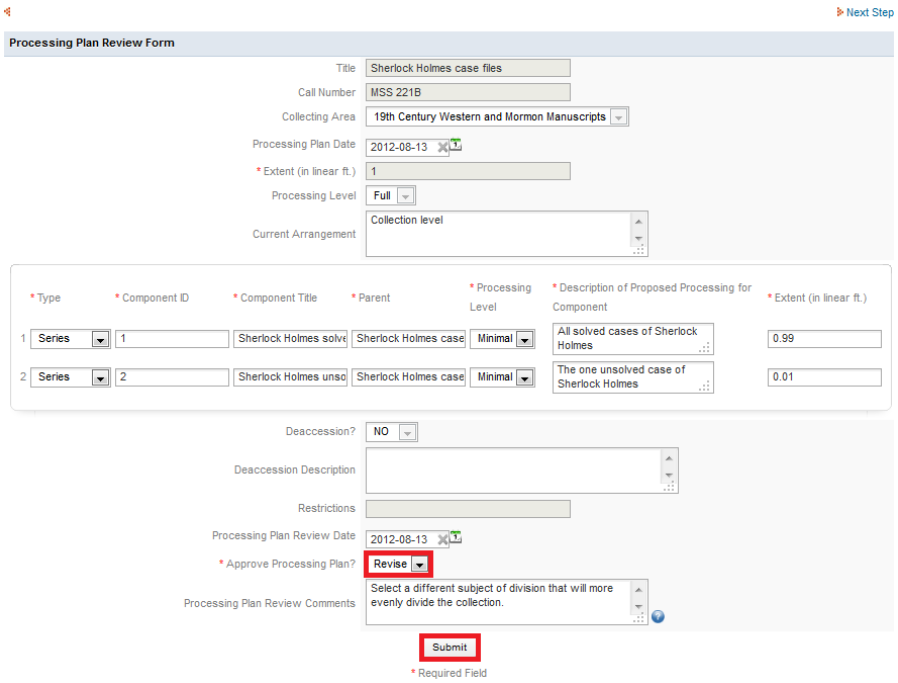
The Processing Plan Review Form will be sent to the curator. Once the form is open, there are three options in the Approve Processing Plan drop down menu.

Selecting **Yes** will send the collection on to be processed further.



Selecting **Revise** will send the collection back to the Student Processor for revision.

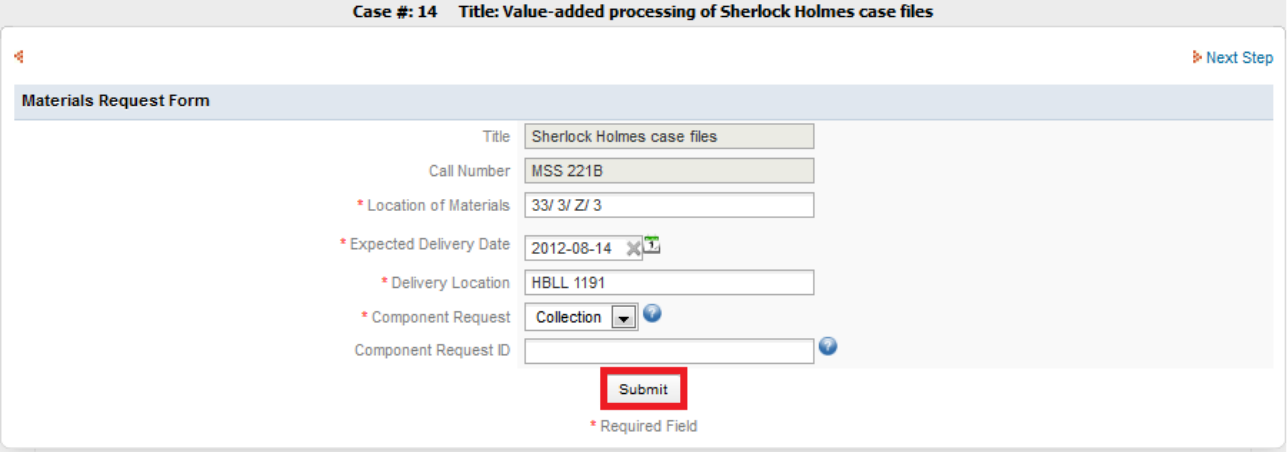
Make sure to write comments outlining what action you would like taken as part of the revisions.



Selecting **No** will end the process.

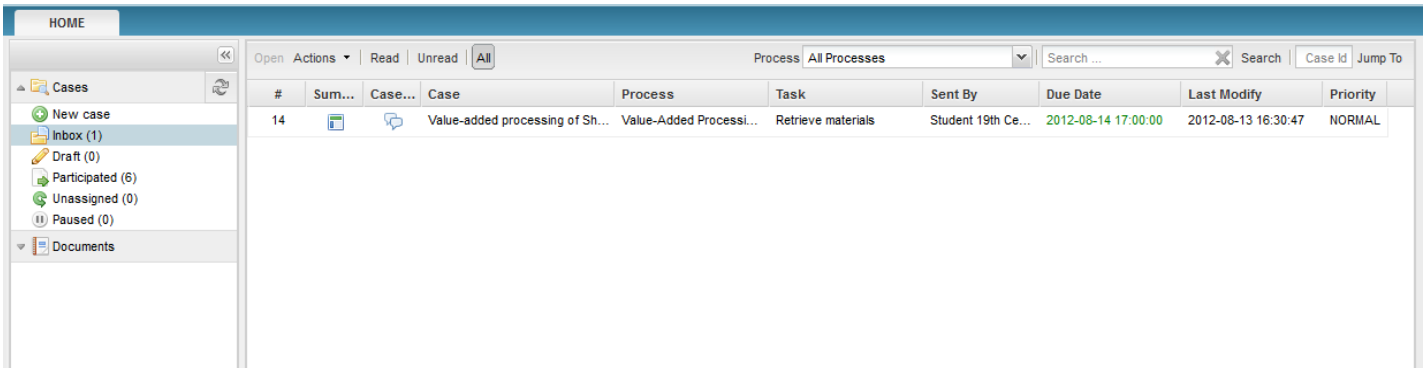
Student Processor

Once the Processing Plan has been approved you will request the materials from the stacks. This form will be sent via ProcessMaker. Indicate what part of the collection you need and select **Submit**.

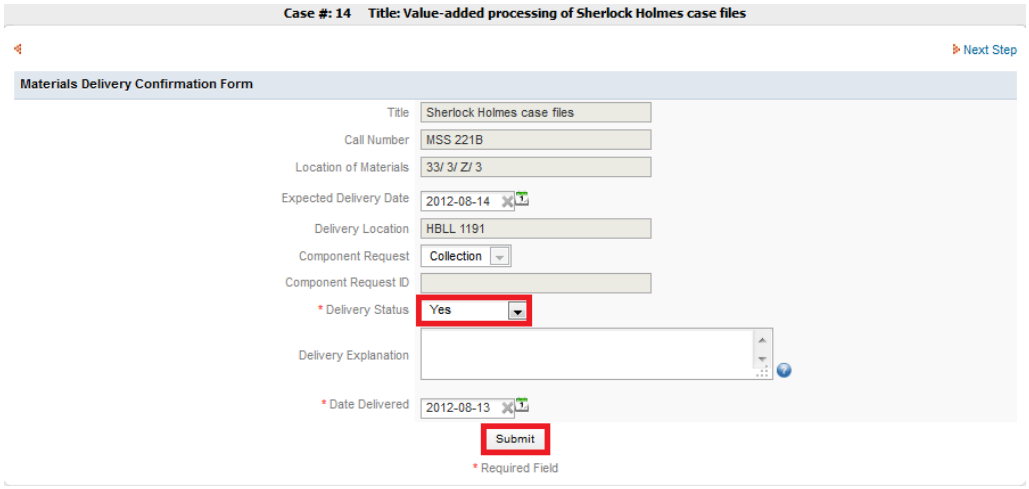


Collections Management

Materials being value added processed have already been basic processed, and therefore, are already located in the stacks. In order to arrange the collection, the processor will need the materials. Direction to retrieve materials will appear in your ProcessMaker homepage when a processing plan is approved.

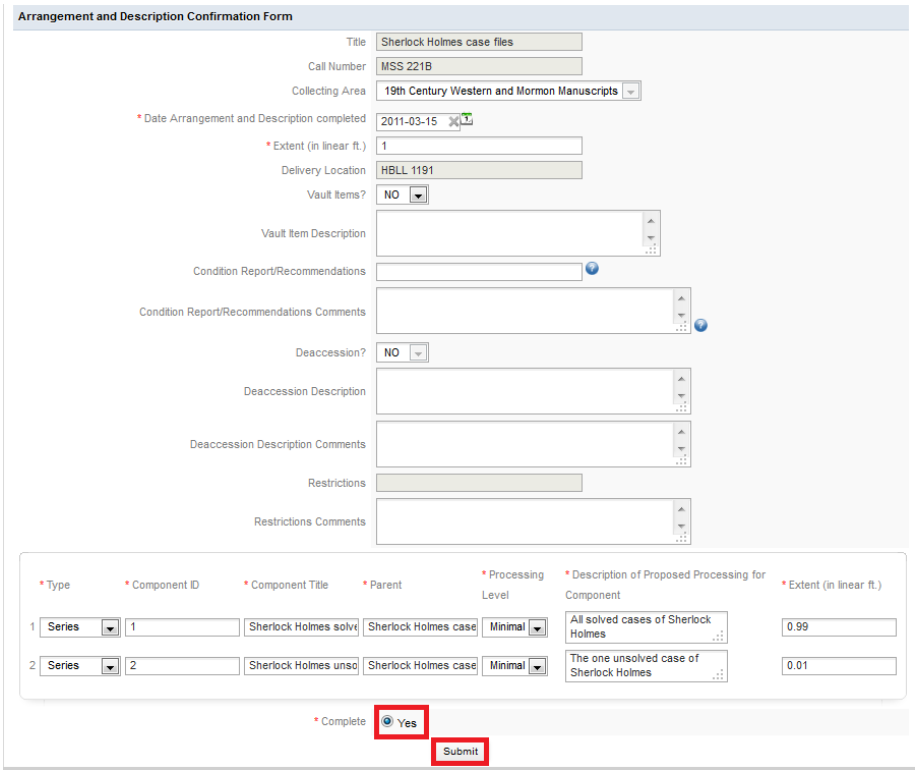


Once you have delivered the materials to the student processor, fill out the Materials Delivery Confirmation Form and select **Submit**.



Student Processor

When you have the collection, arrange the materials according to the approved processing plan. When this is complete, fill out the Arrangement and Description Confirmation Form and **Submit**.



Refer to the Basic Processing Guide from Arrangement and Description Confirmation Form onward to complete the process.

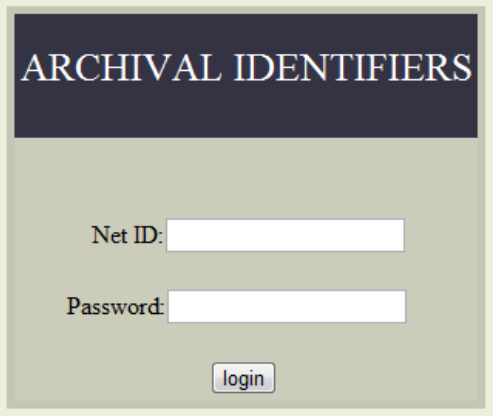
ProcessMaker: ITEM-LEVEL PROCESSING

Item level processing proceeds in the same way that Value-added Processing with the addition of being reviewed by the Coordinating Committee. Once item level processing has been approved, proceed like value-added processing.

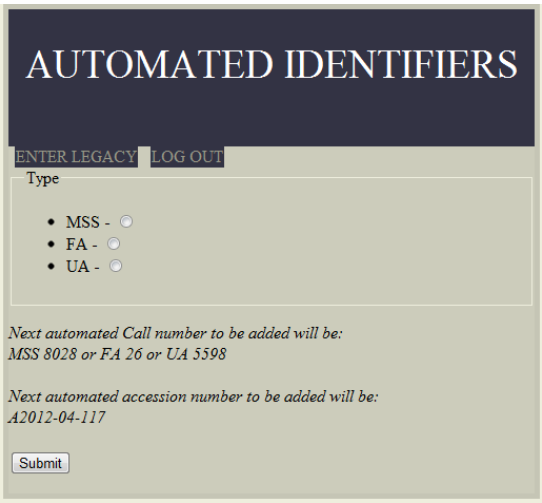
GENERATING CALL NUMBERS AND ACCESSION NUMBERS USING Archival Identifiers

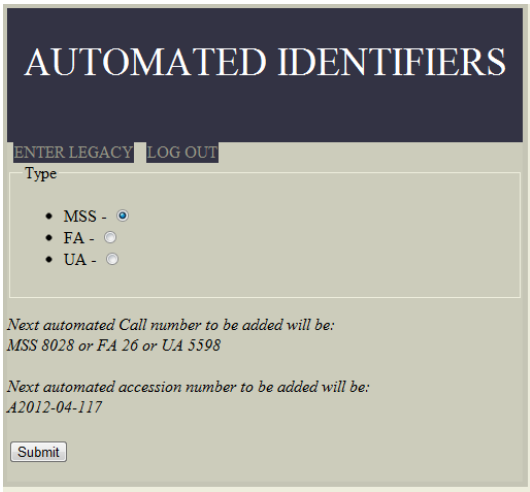
Generating a Call Number and Accession Number at the Same Time

If the collection you are processing does not yet have a call number or accession number, you will need to use the Archival Identifiers website to generate them. The website is found at http://aid.lib.byu.edu. The first thing that will appear on the site is a login page.

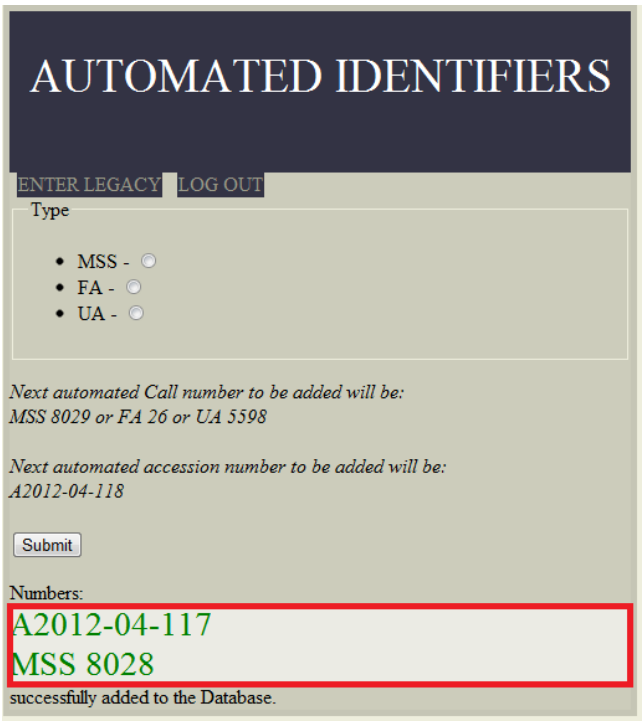


After entering your BYU Net ID and password, the Automated Identifiers page will appear. Select the type of collection you are processing: MSS (manuscripts), FA (folklore), or UA (university archives). If you cannot logon to this site and need to, talk to your curator about gaining access.





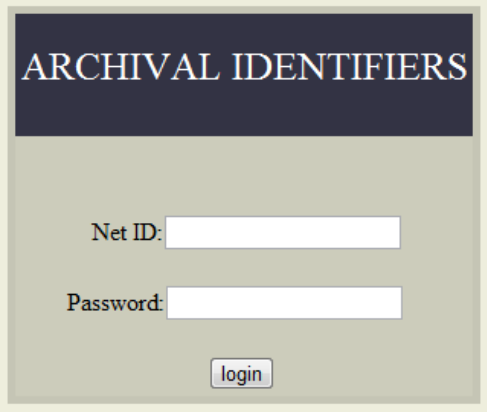
When you click submit, an accession number and call number will be generated and listed below. Make sure you write these down to enter into ProcessMaker later.



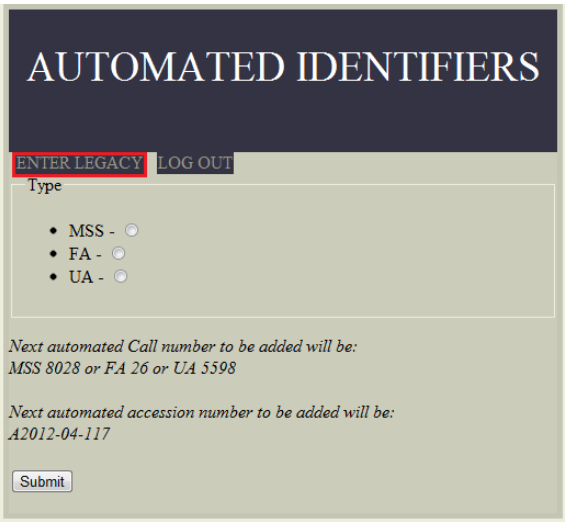
If you have more call numbers and accession numbers to generate, you can repeat the process as many times as needed. If you have finished generating call numbers and accession numbers, select "Log Out" before exiting.

Generating a Call Number for an Already Existing Accession Number

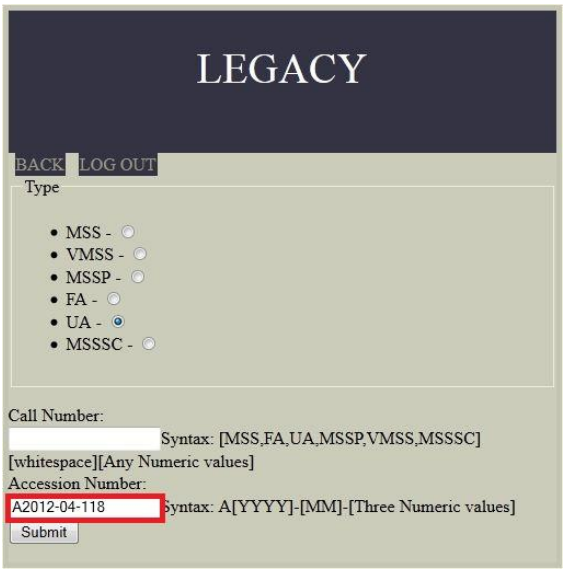
If the collection you are processing does not yet have a call number but already has an accession number, you will need to use the Archival Identifiers website to generate one. The website is found at http://aid.lib.byu.edu. The first thing that will appear on the site is a log in page.



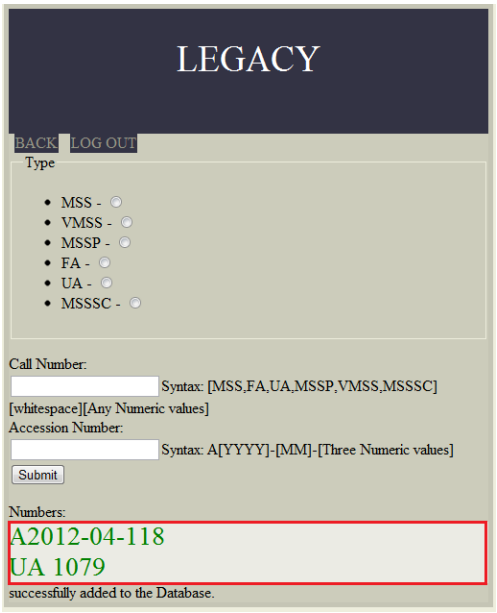
After entering your BYU Net ID and password the Automated Identifiers page will appear. Instead of selecting a collection type like before, you will click on Enter Legacy.



Although there are more collection types listed as options on the Legacy page, only select MSS (manuscripts), FA (folklore), or UA (university archives). Then enter the existing accession number below.



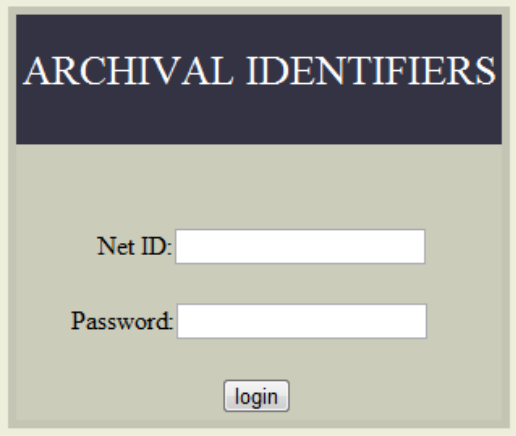
After submitting, a call number will be generated and listed below. Make sure you write the number down to enter into ProcessMaker later.



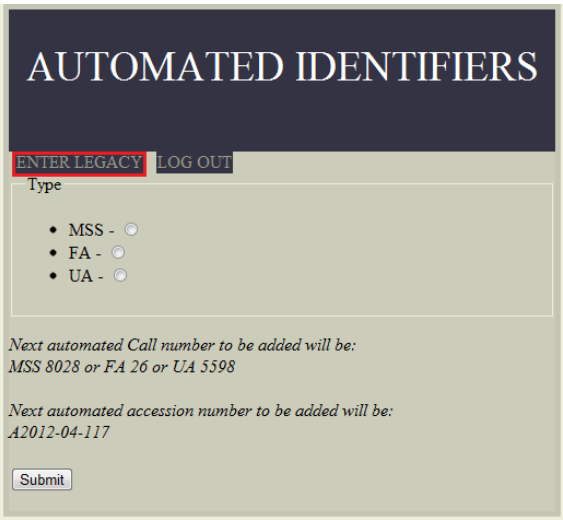
If you have more call numbers and accession numbers to generate, you can repeat the process as many times as is needed. If you have finished generating call numbers and accession numbers, select "Log Out" before exiting.

Generating an Accession Number for an Already Existing Call Number

If the accession you are processing does not yet have an accession number, but already has a call number, you will need to use the Archival identifiers website to generate an accession number. The website is found at http://aid.lib.byu.edu. A login page will come up on the screen.

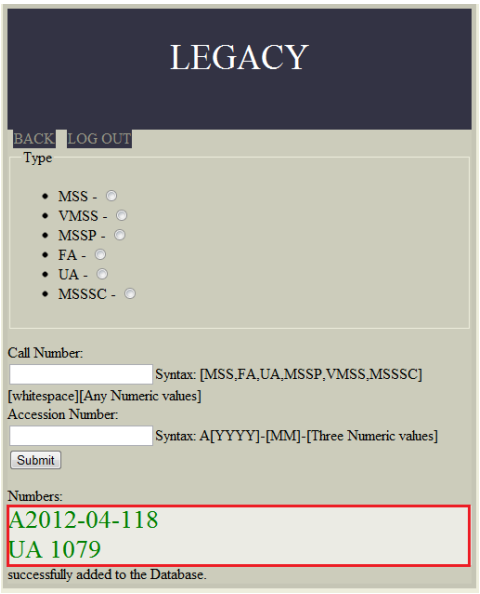


After entering your BYU Net ID and password the automated identifiers page will come up. Instead of selecting a collection type, you will click on Enter Legacy.



Although there are more collection types listed as options on the Legacy page, you will generally only select MSS (manuscripts), FA (folklore), or UA (university archives). Then enter the existing call number below.

After submitting, an accession number will be generated and listed below. Make sure you write the number down to enter into ProcessMaker later.



If you have more call numbers and accession numbers to generate, you can repeat the process as many times as is needed. If you have finished generating call numbers and accession numbers, select log out before exiting.

ENTERING DESCRIPTIONS INTO ARCHIVESSPACE

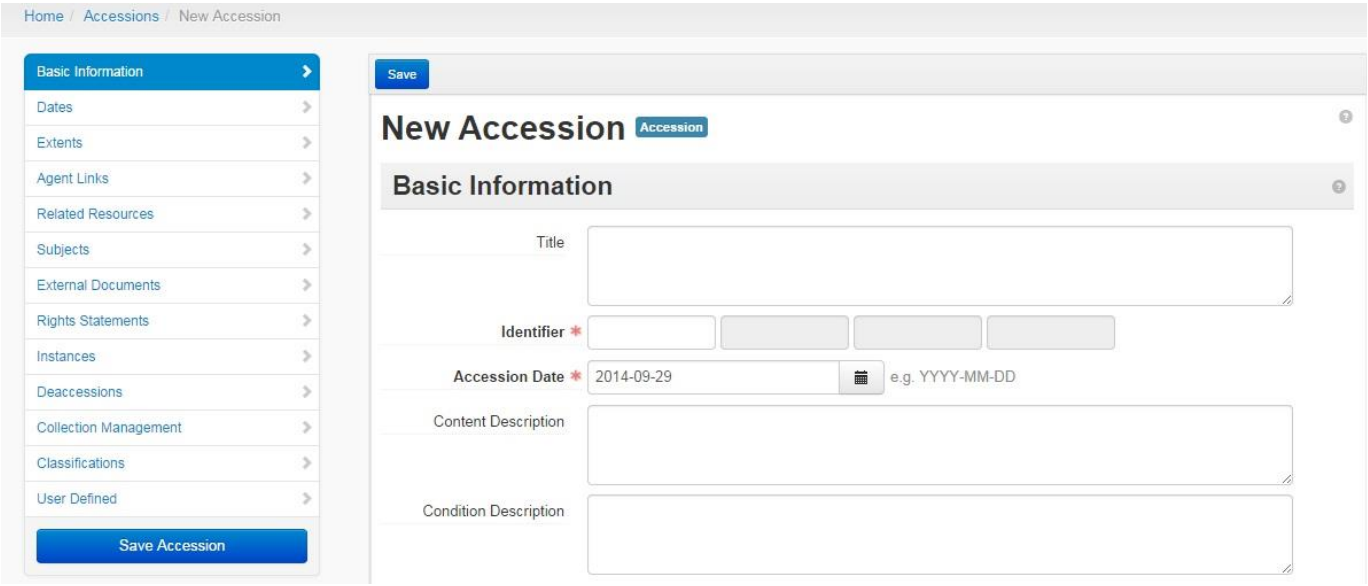
Once an accession and call number have been generated, it is time to create a record for that collection in ArchivesSpace.

Accessions

If the material you are processing is either a new collection or an addendum to an existing collection, you will need to create an accession record in ArchivesSpace. To do this, open ArchivesSpace and navigate to the "Create" function on the taskbar. Click on the down arrow then select Accession. This will open a blank accession record.

There are thirteen possible sections in the accession record: **Basic Information, Dates, Extents, Agent Links, Related Resources, Subjects, External Documents, Rights Statements, Instances, Deaccessions, Collection Management, Classifications, and User Defined**. Each section is not required in the accession record. It is the discretion of the curator to include additional information to the record that might be useful. This guide will only cover the required sections.

Basic Information



The Basic Information window is used to record the core elements of the new accession. These include:

- Title*
- Identifier (Accession Number)*
- Accession Date*
- Content Description*
- Condition Description
- Disposition

- Inventory
- Provenance
- Retention Rule
- General Note
- Acquisition Type*
- Resource Type*
- Restrictions Apply
- Publish
- Access Restrictions
- Access Restrictions Note
- Use Restrictions
- Use Restrictions Note

While all of these elements are important and useful, the L. Tom Perry Special Collections only requires those with an asterisk. The other details may be recorded if necessary. This guide will cover each required element.

Title

Create a title for this material compliant with the standards found in DACS 2.3. The title is composed of up to three segments: the creator, the documentary form, and occasionally the topic. These three segments are joined together to form a specific title (e.g., Jeffrey Mahas papers on archival theory).

Identifier (Accession Number) and Accession Date

Each component of the accession number generated by the Archival Identifiers webpage is recorded in separate fields. The first component is the letter "A" followed by the year, the second is the month of the accession, and the last is the sequential number of the accession (i.e. A2014.01.001). The accession date is recorded in the lower field in the YYYY-MM-DD format.

Content Description

Include a summary of the contents of the collection and can be the beginning of the scope and contents note found in the resource record.

Acquisition Type

The acquisition type allows a designation of how the materials were acquired by Perry Special Collections. Options include Deposit, Gift, Purchase, Transfer, or Other.

Resource Type

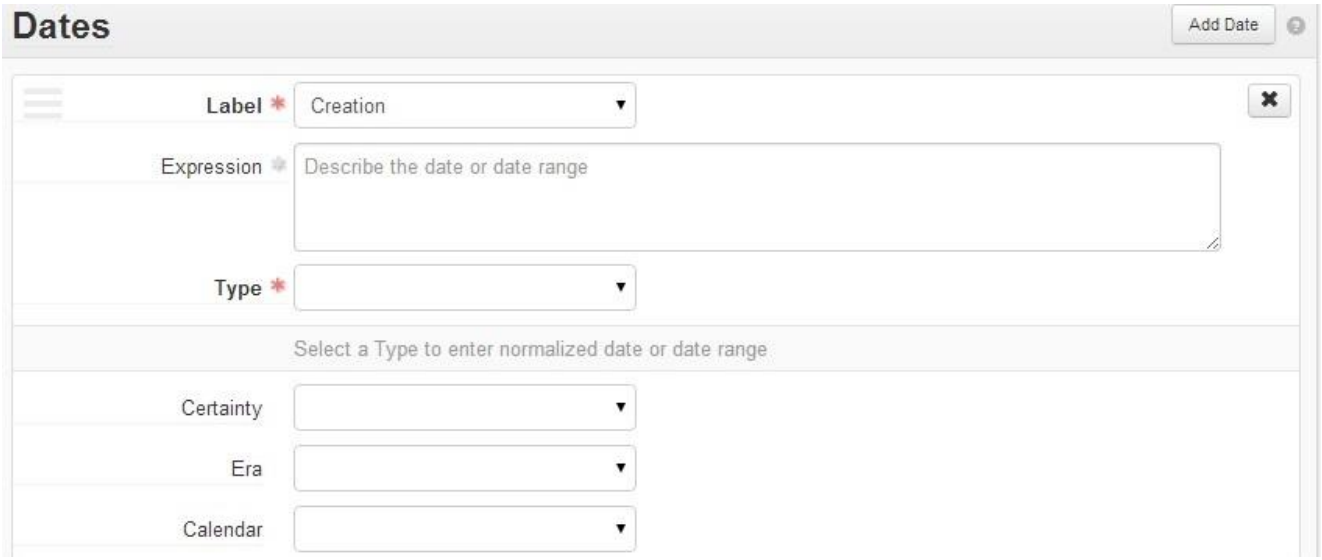
The resource type allows you to designate whether your new accession represents a Collection, Papers, or Records. Collection is used for a group of materials that has been intentionally aggregated together. Papers is used for materials created by an individual or a family. Records is used for materials created by a corporation or government entity.

Publish

The accession record should not be set to publish.

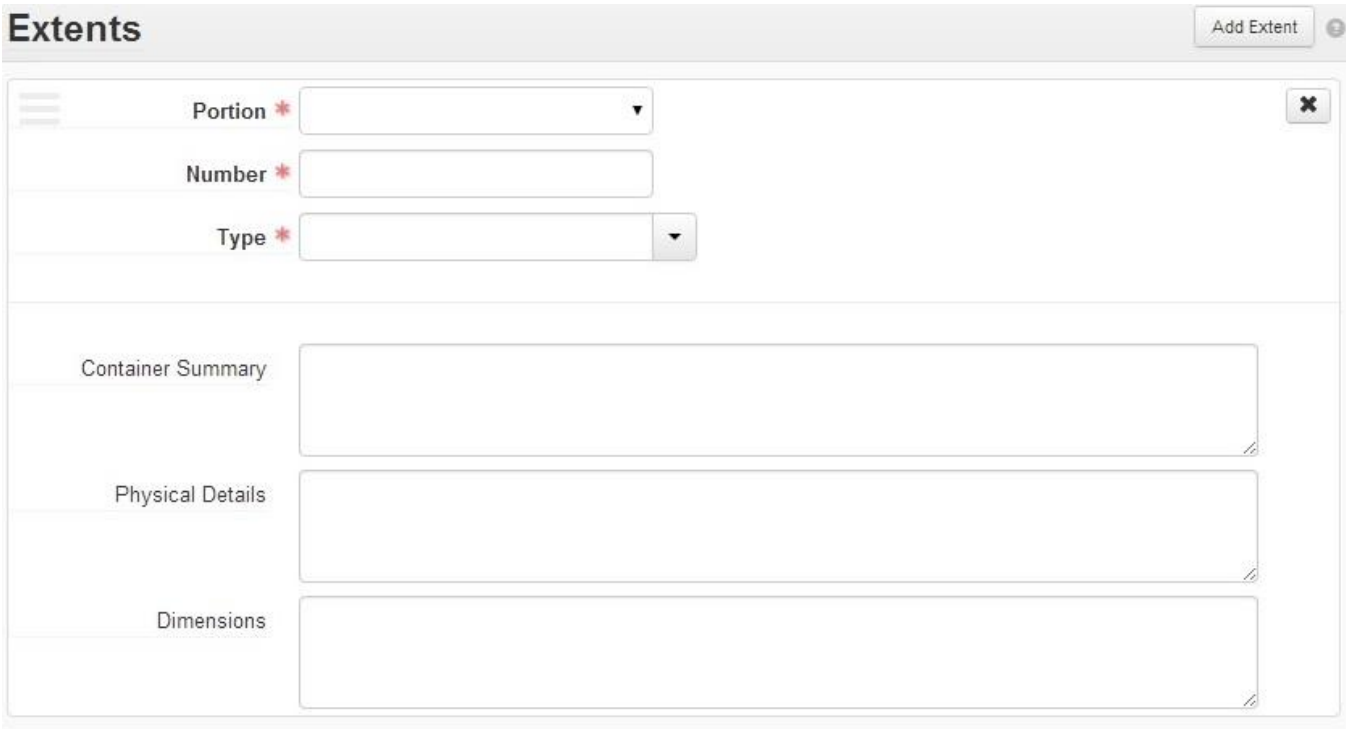
Dates

At least one date must be recorded for each accession. Add a date by clicking "Add Date" in the date section of the accession record. Enter the date range as you wish it to be viewed in the date expression field. Select the date type and add in the required dates with the beginning and ending dates in the appropriate format. Select the era and calendar to the applicable formats. Other aspects such as bulk dates can be added in when applicable.



Extents

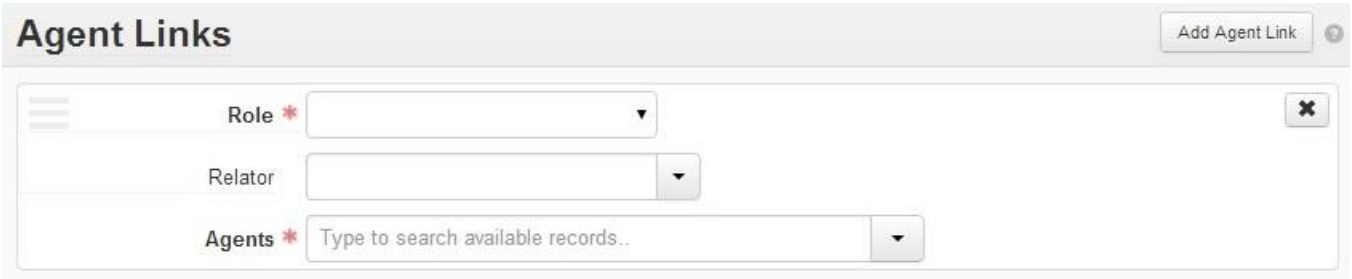
At least one extent must be recorded for each accession. Click on the "Add Extent" button to add the extent information into the record. Choose whether the collection is whole or part in the "Portion" section. Calculate the linear feet of the collection and include that number in the "Number" section. In the "Type" section, use the drop down arrow to select linear feet. Include any other relevant information in the other sections of the field.



Agent Links

For accessions, the donor's name or the seller's name needs to be indicated. To include this information click on the "Add Agent Link." Select the appropriate "Role" for the agent as either the creator, source, or subject. The "Relator" function is an optional function that further specifies the agent's action. The "Agents" function is the name of the donor or seller of the materials. Type the name in the box or use the drop down arrow to browse or create the name.

See the "Agents" section of this manual if you have to create a new record for the agent.



Related Resources

After you have finished creating the accession record you need to link the accession record to a resource record. This is done by going to the "Related Resources" tab. If you are processing an accession to an already existing collection, you may link that record by searching in the filter box and choosing the

appropriate record. However, if you are creating a new collection you will need to have a saved record to be able to link the accession record to the resource record.

Resources

The creation of finding aids in ArchivesSpace is completed through the "Resources" section. A new resource record can be created by navigating to create on the taskbar, selecting the down arrow, and then selecting resources.

There are fifteen possible sections in the accession record: **Basic Information, Dates, Extents, Finding Aid Data, Related Accessions, Agent Links, Subjects, Notes, External Documents, Rights Statements, Instances, Deaccessions, Collection Management, Classifications, and User Defined**. Not all of these sections are required by the Perry Special Collections. Each required element will be discussed.

Basic Information

The Basic Information section is used to record the core elements of the record. These include:

- Title
- Identifier
- Level of Description
- Resource Type
- Language
- Publish
- Restrictions

All of these elements are required by the L. Tom Perry Special Collections with some minor variations.

Title

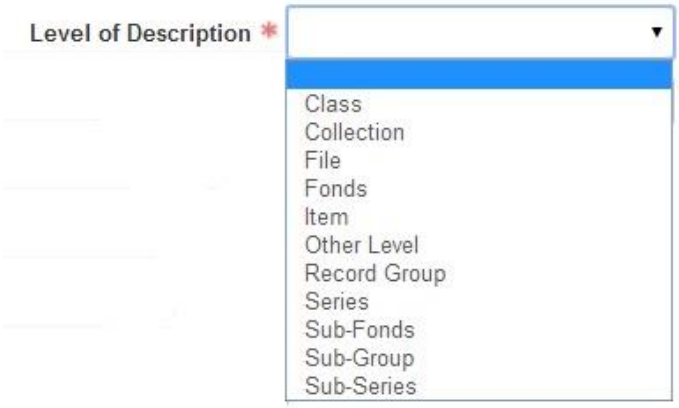
Create a title for the material that is compliant with the standards found in DACS 2.3. The title is composed of up to three segments: the creator, the documentary form, and occasionally the topic. These three segments are joined together to form a specific title (e.g., Kay Amert research notes on sixteenth-century printing).

Identifier

The Identifier field is where the call number of the collection is recorded. Although there are four possible text boxes, only use the first box to enter in the information.

Level of Description

A drop down menu that allows for the appropriate level of description to be chosen that represents the records. Primarily five supplied levels will be used: collection, file, item, series, and subseries. Of these, collection level records should be set to collection, unless the collection you are processing consists of only a single item. In that case, item would be an appropriate level.



Language

The Language field allows you to record the language of your collection. If your collection consists of a single language, you simply select that language from the drop down menu. If, however, there are multiple languages represented, select "multiple languages" and then record what those languages are in a "Language of Material" note in the "Notes Etc. & Deaccessions" tab.

Publish

The collection level publish checkbox in the Basic Information tab will only be checked when the collection is cataloged. Even though the processor does not click this box, it is the responsibility of the processor to ensure that all component parts of the finding aid are set to publish.

Restrictions

Checking this box will let patrons know if restrictions apply to the record. A more detailed note will be included in the Notes section. This would not be checked if the collection is open to public access.

Dates

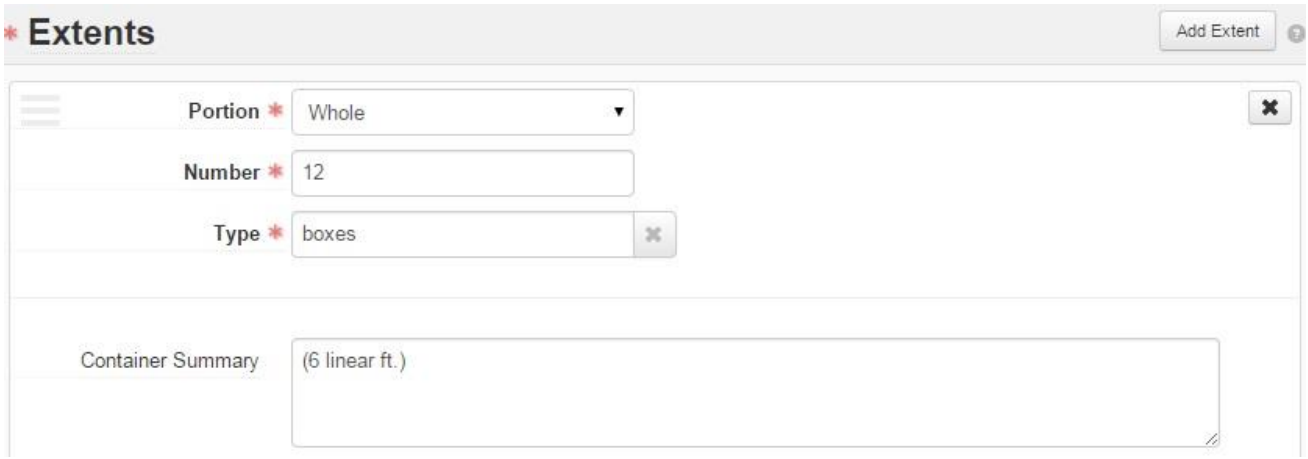
Dates can be added by clicking on the "Add Date" button. Select the appropriate label for the dates in the "Label" field. Enter the appropriate date range in the "Expression" field and choose the type of date in the "Type" field. Each choice will add a new field that allows for the normalization of the dates to be given. Finally, select the Era and Calendar used for the dates. When applicable, add a Certainty function when dates are not certain.

Include a separate date section for bulk dates or significant gaps in the dates. For example, if your collection contains materials from 1820 to 1850 and then again from 1900 to 1905, you can add two separate date ranges to represent this gap in the records. The required information for the dates are the same. Remember to make sure your dates are DACS compliant.

Extents

At least one extent must be recorded. Click on the "Add Extent" button to add the extent information into the record. Choose whether the extent statement is for the whole or a part in the "Portion" section. Only one "whole" statement or multiple "part" statements will be used, not both. The "Number" section

should be the number of a specific housing type with that type indicated in the "Type" section. Resource records require a parallel statement of extent. Include the linear feet in parenthesis in the "Container Summary" (a chart for conversion is available in Appendix A). A separate extent statement with parallel statement of extent is required for each housing type. If the collection is in cartons and boxes, each box type will have a designated extent statement.



Finding Aid Data

The finding aid data section is the place to record administrative data. A number of elements exist for this tab but not all are required. Each required element will be discussed.

EAD ID

This field is used to record a unique identifier for the collection. The unique identifier is generated by taking the MARC repository code for Brigham Young University (UPB) and adding the call number after an underscore. An example of the appropriate formatting is shown.

Finding Aid Title

The Finding Aid Title is recorded as "Register of" and then the name of the collection (e.g. Register of Kay Amert research papers).

Finding Aid Filing Title

To form the Finding Aid Filing Title, take the name of the creator reflected in the title and transpose the first and last names, with the first name in parenthesis and then add the rest of the title (e.g. Amert (Kay) research papers). If the creator of the collection was a corporate body or the collection has a formal title then the filing title is identical to the title of the collection.

Finding Aid Date

This field is used to record the date the finding aid was created. This should be formatted YEAR MONTH DAY.

Finding Aid Author

Record the name of the person who created the finding aid. Some curators have their names and titles included in this field. Check with your curator for special instructions.

Descriptive Rules

This drop-down menu allows you to select the appropriate descriptive standards for the collection. For all new collections, the standard should be *Describing Archives: A Content Standard* (DACS).

Language of Description

This is the language used to create the finding aid. Most often "English" should be selected as the language. Use other languages if it is appropriate.

Revision Date

This field is not required if you are creating a new collection. Only use the field if you reprocess, add material, or otherwise change an existing finding aid. Please note the date of your changes in this field. If you are working on a finding aid that has been revised previously, replace that earlier date with the date of your changes. Format of this date should be YEAR MONTH DAY (e.g. 2011 April 6).

Revision Description

This field is not required if you are creating a new collection. Only use the field if you reprocess, add material, or otherwise change an existing finding aid. Please write a brief description in the following format: {what was done}; {who did it}; and {when} (e.g. Addendum to collection processed; Jeffery Mahas; August 2012). If you are working on a finding aid that has been revised previously, record what you did at the end of the previous note.

Finding Aid Status

This drop-down menu is used to designate when a collection is being worked on or is ready to be uploaded into the Finding Aids website. If you start working on an existing collection please change the status from Complete to In Process. Collection Management staff will change it to Completed once the collection has been completed.

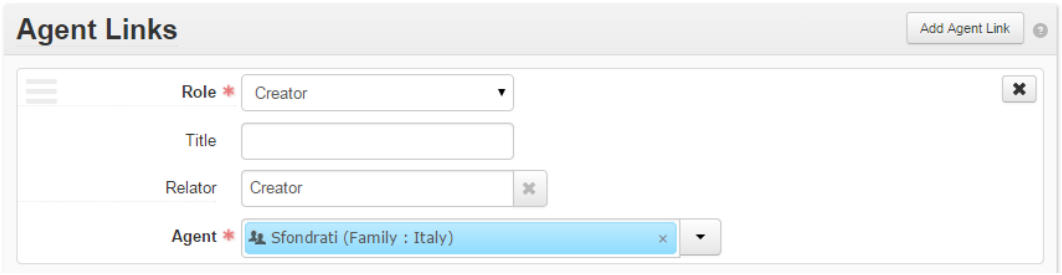
Related Accessions

Accession and resource records can be linked to each other through the Related Accessions section. All accessions associated with the resource record need to be listed in this section. Search for the related accession in the text box and click on the appropriate accession to link the resource record and the accession record.

Agent Links

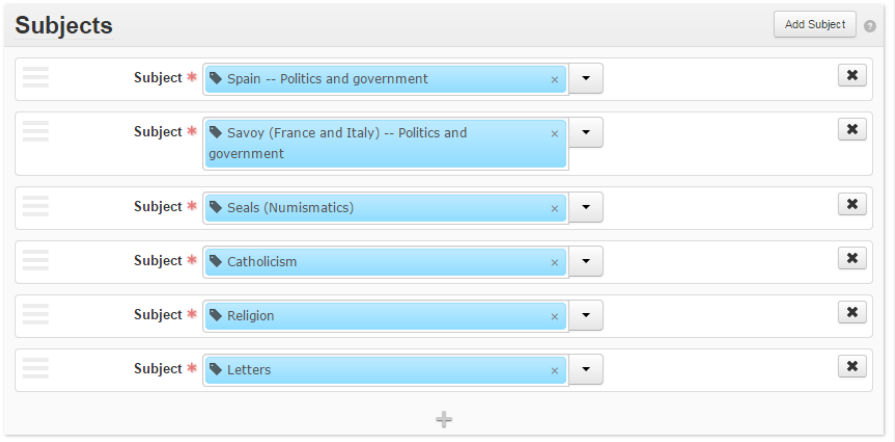
The Agent Links section allows you to link collections to access points that will help future researchers find and navigate between related collections.

Unless the creator of the materials is unknown, every resource record should have at least one creator linked to that record. To do this, first click Add Agent Link. In the Agent field, begin typing the desired name to determine if it has already been added to ArchivesSpace. You may also use the drop-down menu in the Agent filed to access a browse view of the database contents. Select the name from the list, select creator in the role field, and then click Link. This will display another field labeled Relator. This allows you to further specify the role of the person who created the records (author, photographer, etc.). If a significant portion of the collection focuses on an individual or corporate body, you should also add them as a subject.



See the "Agents" section of this manual if you have to create a new name record for the author.

Subjects



Subjects are linked in the section beneath the Agents. To add a subject link, click on the "Add Subject Link" button. Then, in the Subject field begin typing your desired term to determine if it has already been added to ArchivesSpace. You may also use the drop-down menu in the Subject field to access a browse view of the database contents. Once you select the appropriate subject, link it to your record.

See the Subject section of this manual if you have to enter a new subject term. Also see Processing Standards to know what subjects are required at various levels in the collection.

Notes & Deaccessions

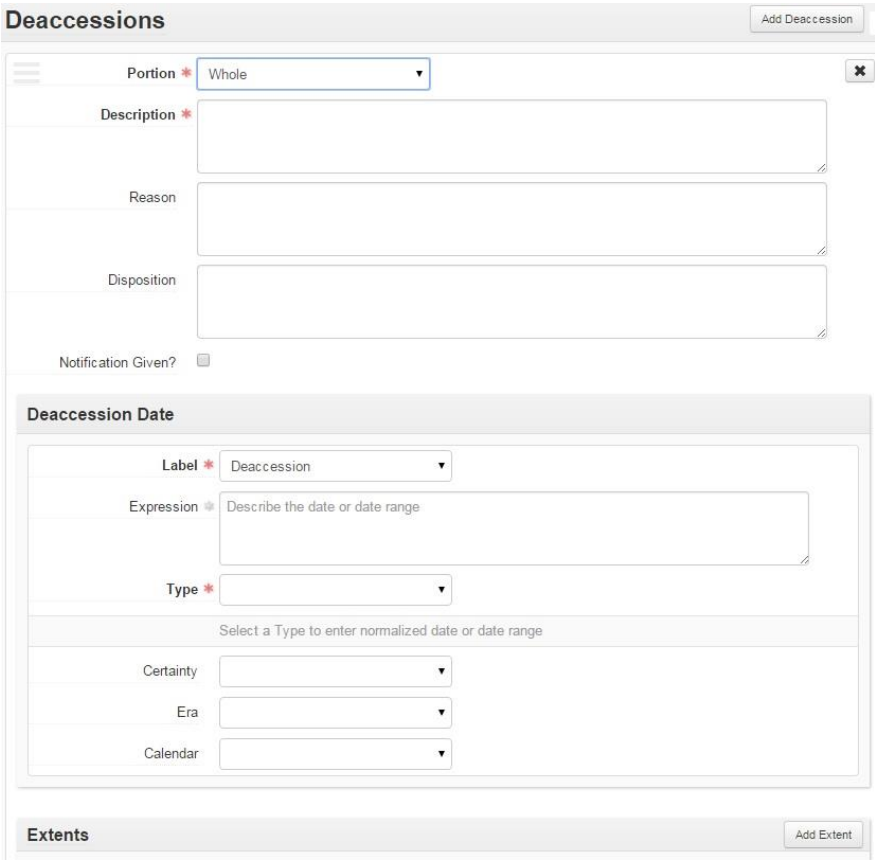
Notes

The notes field is where most of the descriptive information about a collection is recorded. To add a new note select the appropriate note in the "Add note" drop-down box and an empty note field will open for you to enter your text. **DO NOT** copy and paste your text from Microsoft Word or other similar word processors. There are some characters in word processors that cannot be correctly rendered in ArchivesSpace.

See the "Processing Standards" section of this manual for advice on what notes are required for your collection.

Deaccessions

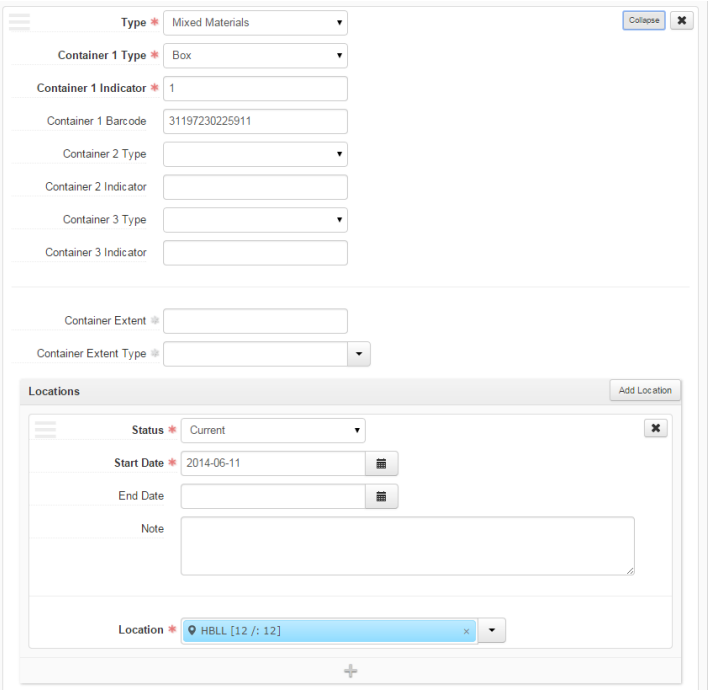
When a curator determines that material from a processed collection should be removed from that collection, you will need to add a deaccession to the associated resource record. To create a Deaccessions record, click on the "Add Deaccession" button. Once the "Deaccessions" window opens, you will need to fill in a number of data fields:



- Portion
- A detailed description of what was removed
- Reason this material was removed
- How large is the deaccession
- Disposition or where this material was deaccessioned to (i.e., destroyed, transferred to the Americana collection, etc.)
- Date

Instances

Instances should only be entered at the lowest level of description. If your collection is being processed to the series level or lower, you should not place instances on the collection level. To add an instance, click "Add Instance" and select what type of material is found in the collection from the drop down menu. This will bring up a window that allows you to select the type of container the material is located in, the indicator (or box or folder number), and barcode. Processors need only enter the first two fields: the type and indicator. Workflows staff will enter the barcode information later. For instances below the collection level, more information may be required.



Agents

Once you have found the authorized name in the in the Library of Congress Authorities webpage you need to enter it into the Agents module of ArchivesSpace. To do this, open ArchivesSpace and click on the Create button in the top navigation bar. From the dropdown options, mouse over Agent then select the type of agent record you would like to create: Person, Family, Corporate Entity, or Software. You can also create an Agent record from within a Resource record (see above).

Within the Agent record there are seven sections, including **Basic Information**, **Dates of Existence**, **Name Forms**, **Contact Details**, **Notes**, **Related Agents**, and **External Documents**. This guide will cover each tab in turn.

Basic Information

The Basic Information section is used to record the core elements of the record. These include:

- Agent Type
- Publish

Agent Type

The element describes the class of entity represented by the Agent record, whether a Person, Family, Corporate Entity, or Software, and is automatically added to the record at the time of its creation. This field is not editable.

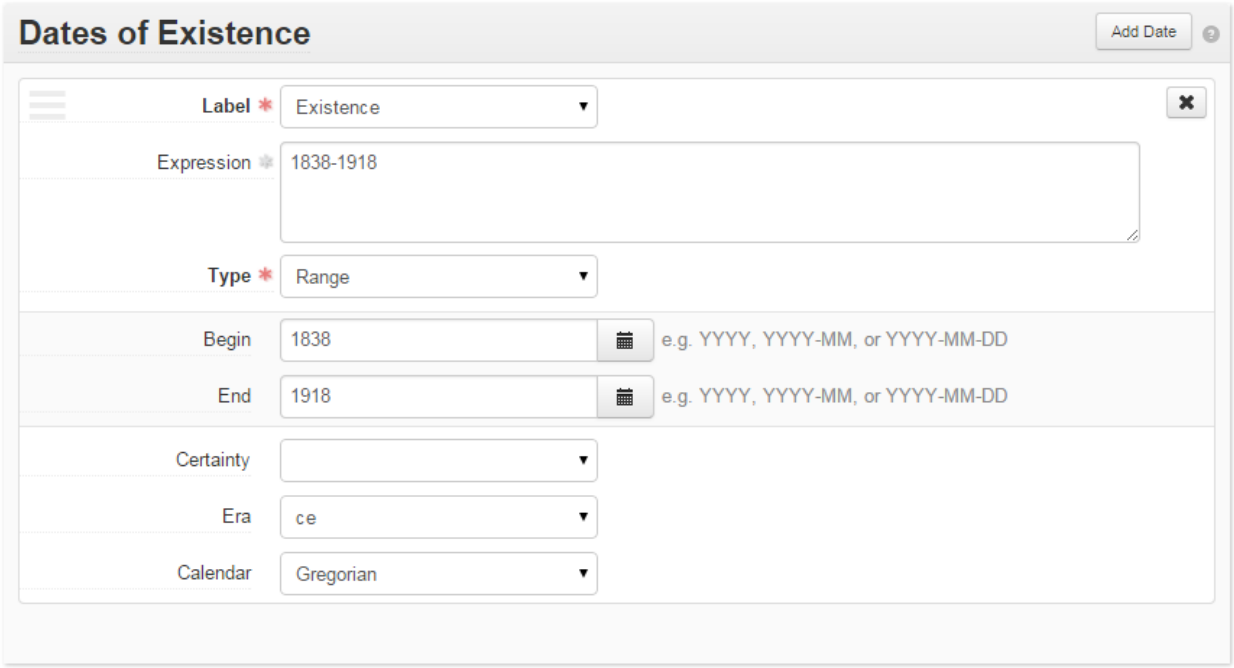
Publish

Determines if the record is available on the public interface of ArchivesSpace. Processing staff should not click the publish link when creating a new Agent record. This will be checked off by Cataloging staff when the Agent record is finalized and a library authority record is created.

Dates of Existence

This section is mandatory where applicable. If no date information is available, it should generally not be inferred.

Dates can be added by clicking on the "Add Date" button. Select the appropriate label for the dates in the "Label" field. Enter the appropriate date range in the "Expression" field, making sure your dates are DACS compliant. Choose the type of date in the "Type" field. Each choice will add a new field that allows for the normalization of the dates to be given. Finally, select the Era and Calendar used for the dates. When applicable, add a Certainty function when dates are not certain.



Name Forms

This section of the Agent record is required, and at least one name entry should be recorded. Variant names can be entered as secondary name forms. If the name is authorized by the Library of Congress, you should only include the Non-Preferred Forms listed in the authority record. If you are creating the name record and you find variations in spelling, the most common name will be used for the name record, but the other forms you found will be included in this field. For example, Julia A. Ritchie was the most common form of this woman's name, but in some census records she was known as Julia A. Richey, Julia Richie, or Julia A. Follansbee. These last three would be listed as non-preferred forms of her name. The fields available for recording name forms differ between the entity types.

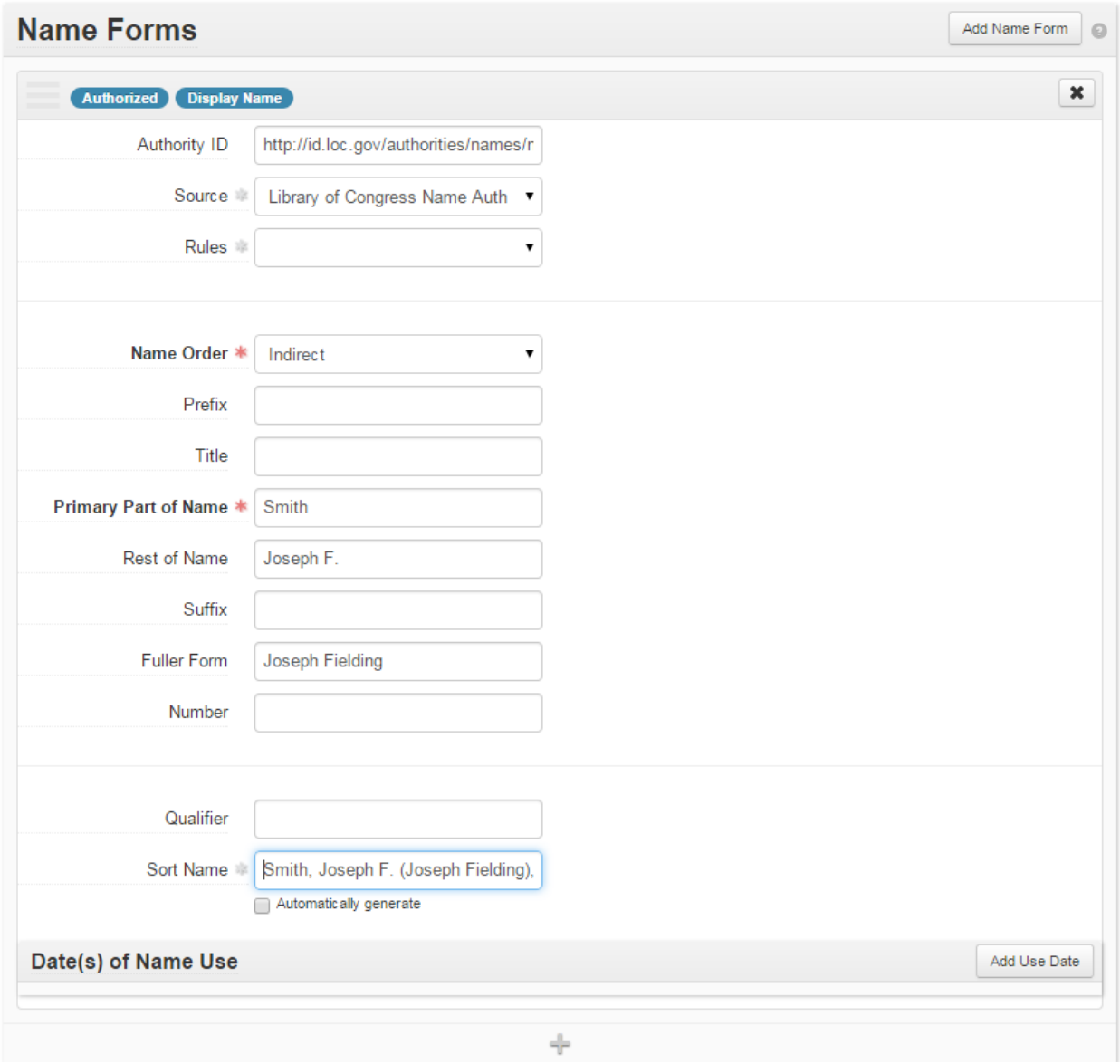
For person entries, the fields include Authority ID, Source, Rules, Name Order, Prefix, Title, Primary Part of Name, Rest of Name, Suffix, Fuller Form, Number, Qualifier, and Sort Name.

For family entries, the fields include Authority ID, Source, Rules, Prefix, Family Name, Qualifier, and Sort Name.

For corporate entity entries, the fields include Authority ID, Source, Rules, Primary Part of Name, Subordinate Name 1, Subordinate Name 2, Number, Qualifier, and Sort Name.

Name Forms: Person

In order to enter the authorized form of the name you found on the Library of Congress Authorities webpage, you will need to divide the name into its appropriate fields. For example, the authorized heading for President Joseph F. Smith is "Smith, Joseph F. (Joseph Fielding), 1838-1918." This would be entered as follows:



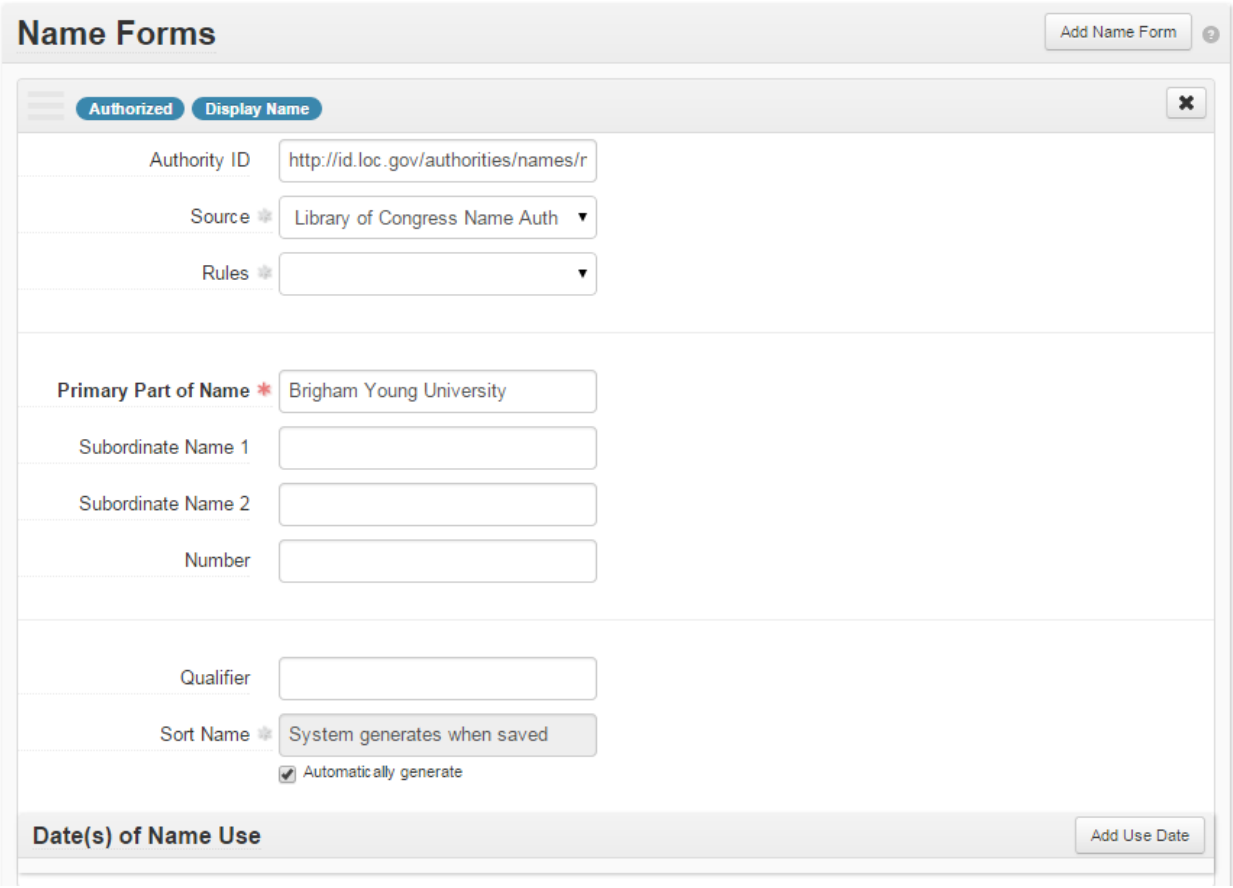
Note that the Primary Name field is for the last name and that the Rest of Name field is for the first and middle names. If you have questions about the other fields consult with the Collection Management staff.

For names found on the Authorities webpage the Source field should be set to "Library of Congress Name Authority File (lcnaf)" and the Rules field left blank. However, if no authorized form of that name exists the Source field should be set to "ingest" and the Rules field set to "Describing Archives: A Content Standard (dacs)."

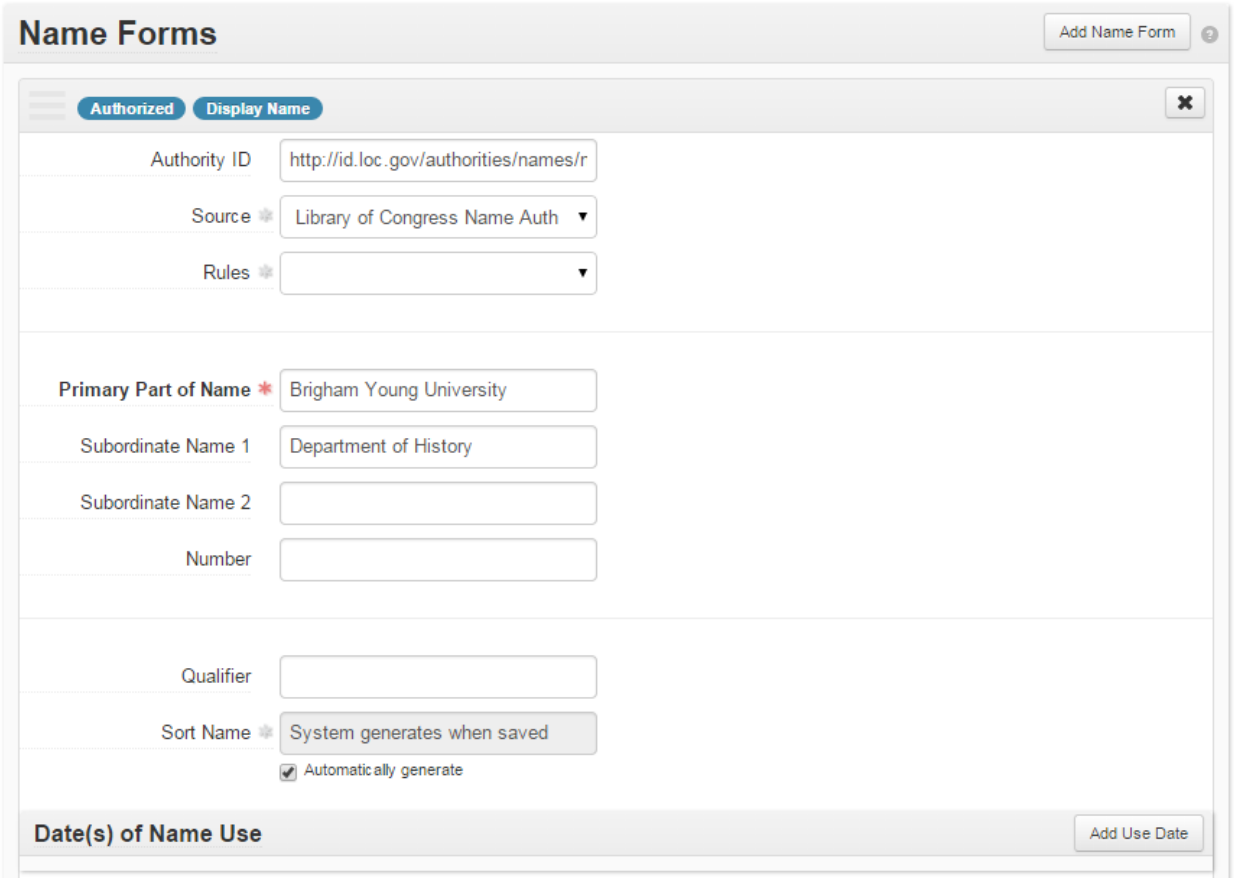
For the sort name field, the "Automatically generate" button should be unchecked, and the name entered identically to that found on the Authorities webpage, including date information.

Name Forms: Corporate Entity

Entering corporate names is typically less complicated than personal names. For example the authorized heading for Brigham Young University is "Brigham Young University." This would be entered as follows:



If, however, your collection is from a subdivision of a larger entity (e.g., BYU's Department of History), the authorized heading for the larger unit is entered as Primary Part of Name and the subunit as Subordinate Name 1 (see example below).

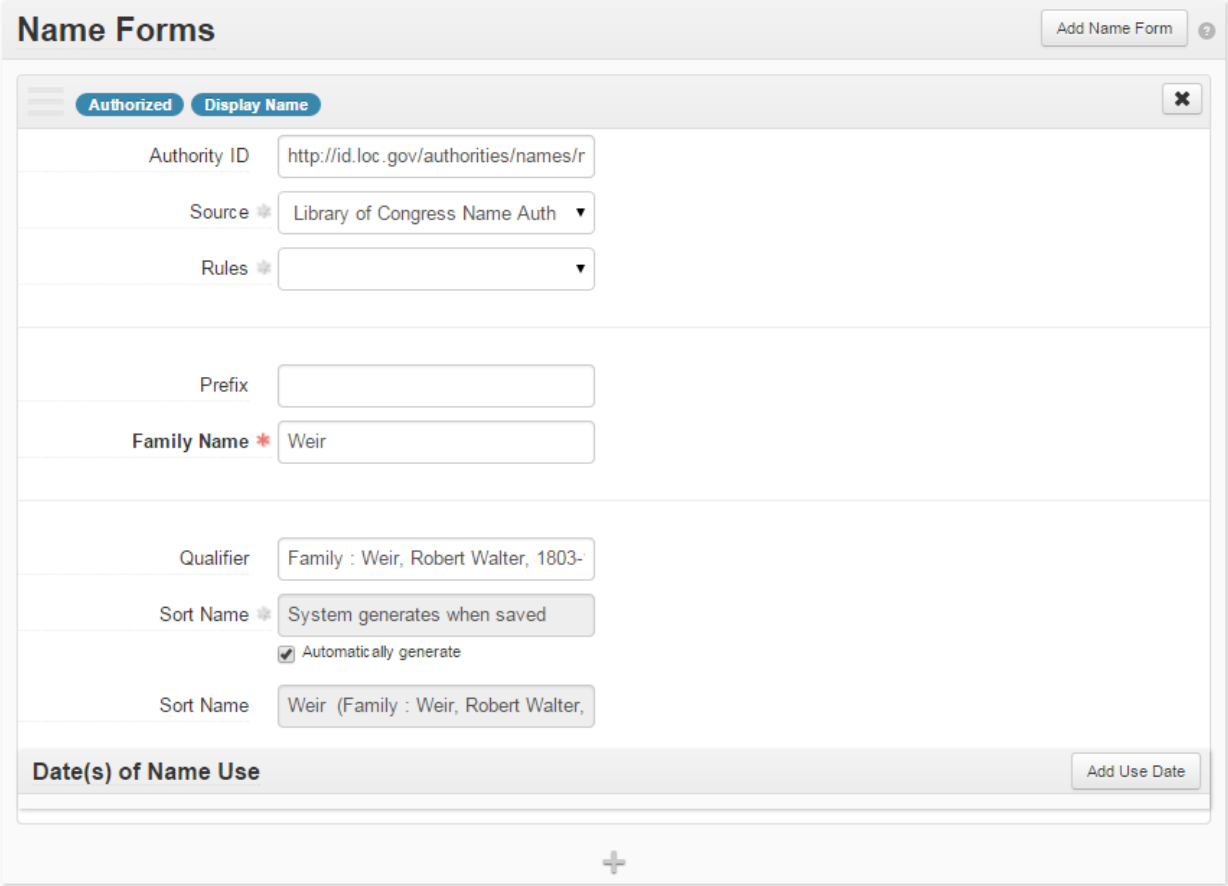


Again, for names found on the Authorities webpage the Source field should be set to "Library of Congress Name Authority File (lcnaf)" and the Rules field left blank. However, if no authorized form of that name exists the Source field should be set to "ingest" and the Rules field set to "Describing Archives: A Content Standard (dacs)."

The name entered into the Sort Name field should be identical to that found on the Authorities webpage.

Name Forms: Family

The format for a family name is NAME (TYPE OF FAMILY : PLACE, TIME, OR PROMINENT INDIVIDUAL), for example, Weir (Family : Weir, Robert Walter, 1803-1889). This format is manually entered into the Sort Name field and then divided into the Family Name and Qualifier fields as so:

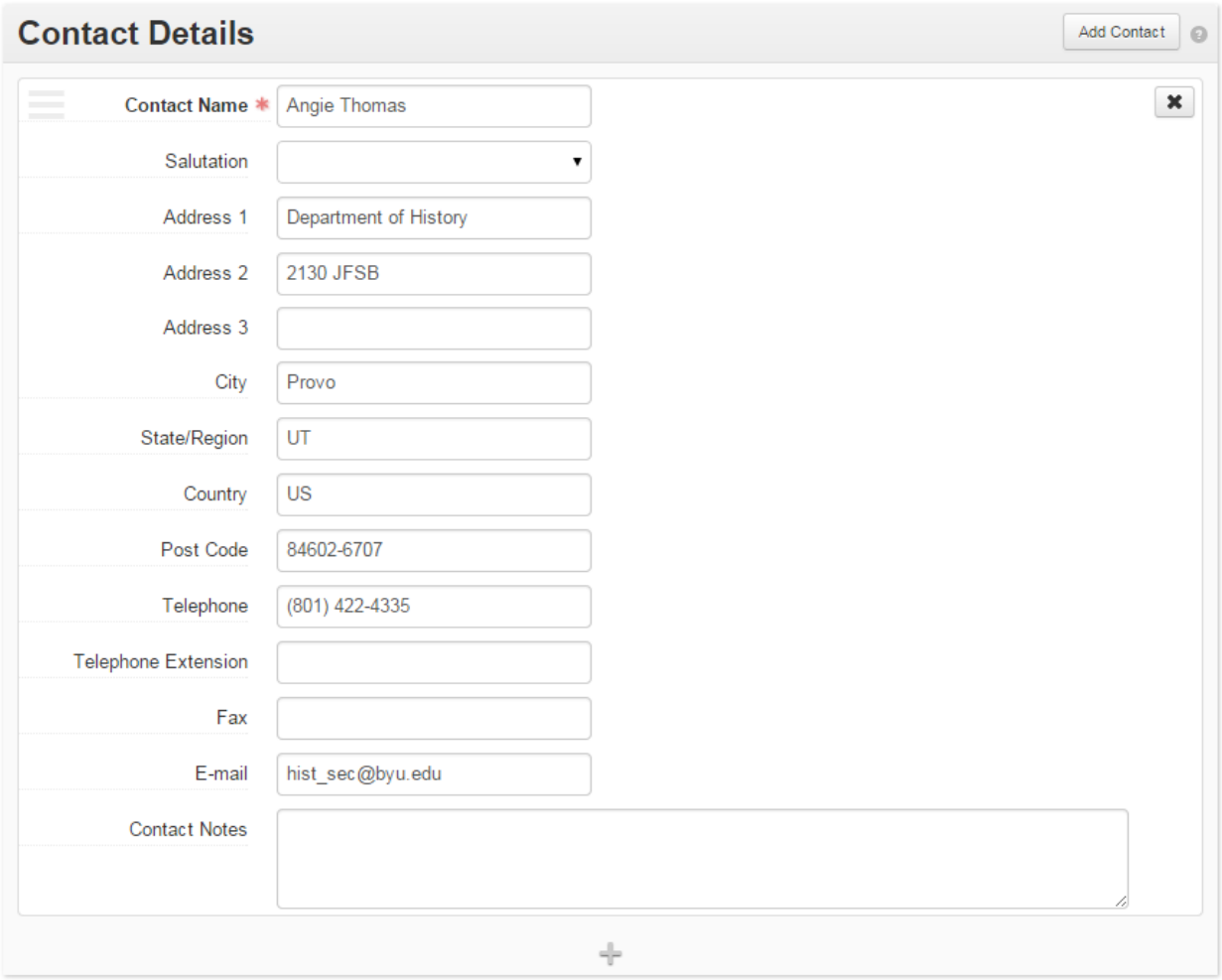


As with personal and corporate names, the Source field for names found on the Authorities webpage should be set to "Library of Congress Name Authority File (lcnaf)" and the Rules field left blank. However, if no authorized form of that name exists the Source field should be set to "ingest" and the Rules field set to "Describing Archives: A Content Standard (dacs)."

The name entered into the Sort Name field should be identical to that found on the Authorities webpage.

Contact Details

For living donors, contact information can be recorded as part of the Agent record. For Corporate entities and families, these details might pertain to a designated contact person.



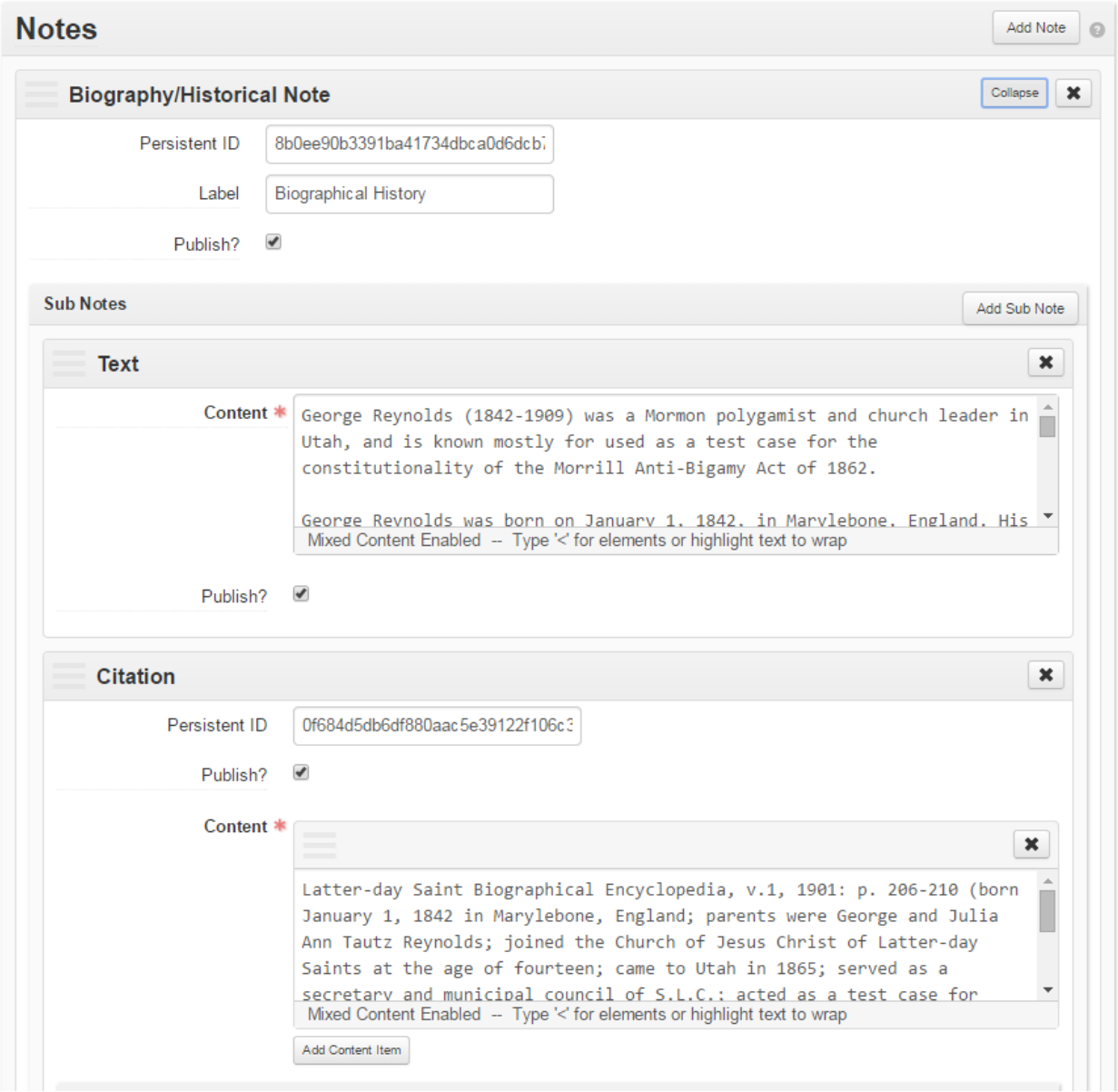
Legacy/imported records Agent records may have abbreviated contact entries with only a last name in the Contact Name field and no additional information. These contact entries may be removed.

Notes

Biographical or Administrative Histories

Agent records for creators of material should have a biographical or administrative history associated with that individual. This is recorded in the Notes section of the name record.

You will need to specify what type of history you are recording in the Label field (Biographical History for individuals and families or Administrative History for corporations). The history itself belongs in the Text field, while the sources you used to compile the history should be recorded in the Citation field. To add a Citation field, click on the "Add Sub Note" button on the right. **DO NOT** simply copy and paste your text from Microsoft Word or other similar word processors. There are some characters in word processors that cannot be correctly rendered in ArchivesSpace.



See the Processing Standards section of this manual for instructions on how to form a biographical or administrative history or cite your sources.

Subjects

Many of the subjects you will need to use have already been entered into ArchivesSpace. If you need to add a subject, make sure it is accurately described in the Scope and Content Note and it will later be added by the Manuscripts Cataloger.

There are only three fields necessary for creating a Subject record:

- Source
- Term
- Type

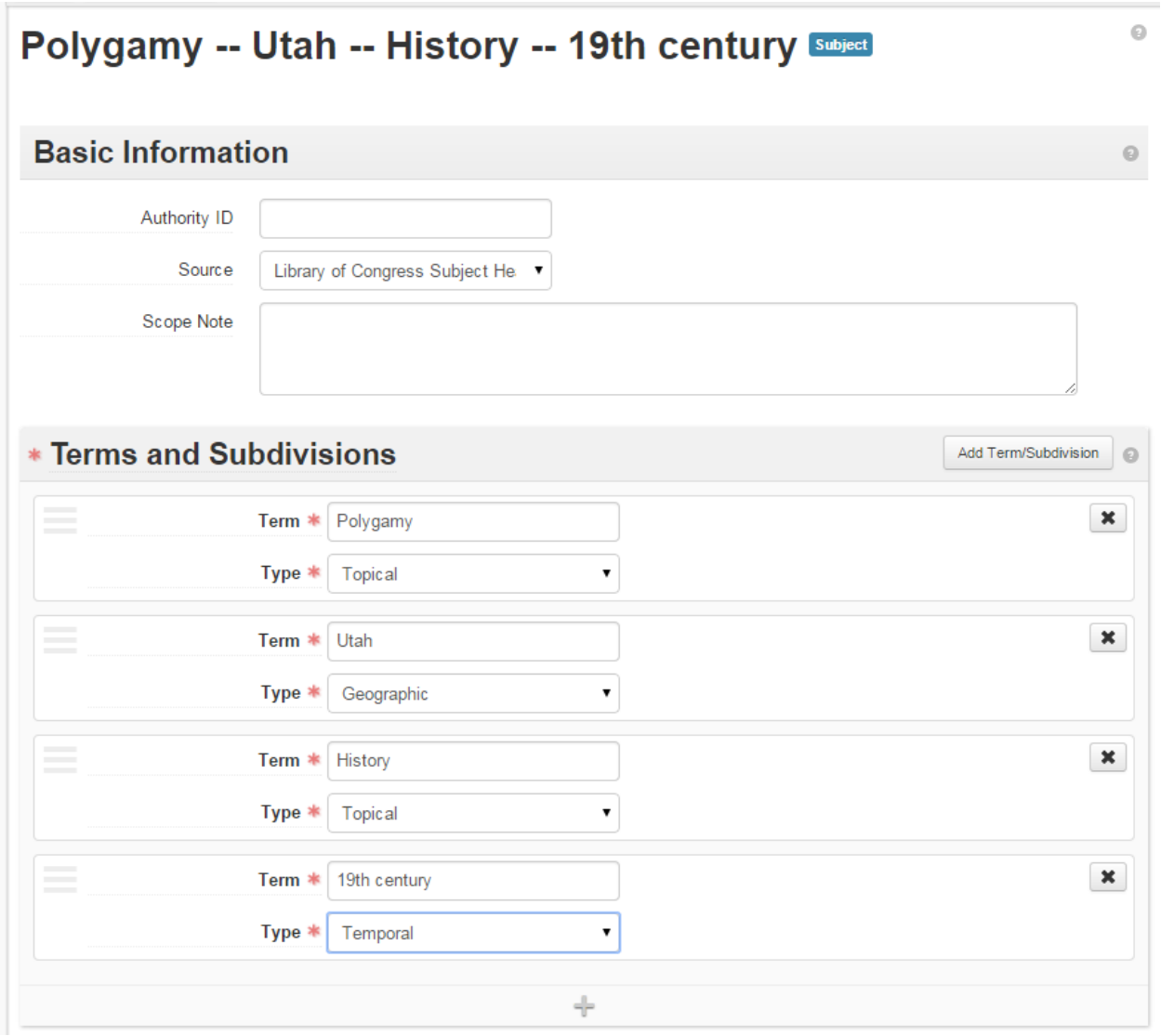
The other fields are filled in automatically when a collection is linked to that subject.

Source

Identify where you found the subject heading in the drop-down menu. This should usually be set to Library of Congress Subject Headings (lcsh).

Subject Term

Here you enter the Subject heading as you found it on the Authorities webpage. For complex headings with subdivisions (terms separated by a dash), enter each segment of the heading in the appropriate field. Term segments can be dragged and dropped to place them in the correct order.



Type

Select the type of subject in the drop-down menu (Topical, Geographic, Function, etc.).

PROCESSING STANDARDS

Names

Authorized Names

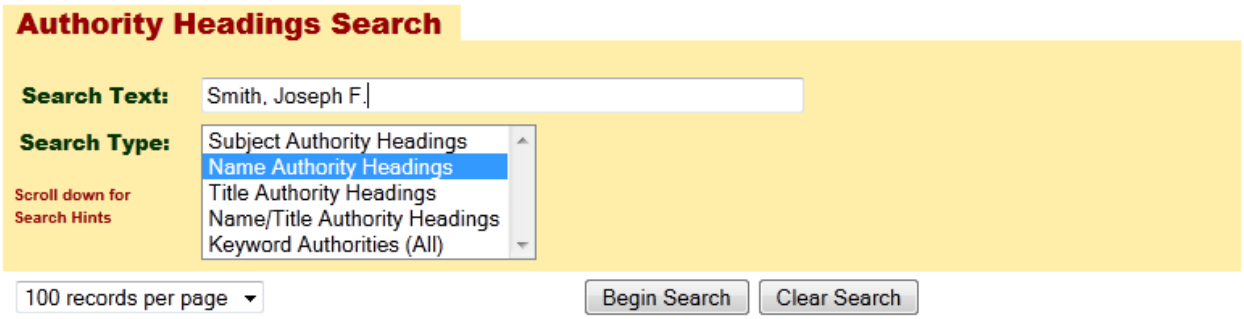
The starting place for every name record should be the Library of Congress Authorities webpage. This page contains the controlled vocabulary authorities maintained by the Library of Congress, including names and subjects. You can access the Library of Congress Authorities page at the following website: http://authorities.loc.gov/.

Once at the site, select the **Search Authorities** link.

Enter the name of the individual, family, or corporate body that you are looking for.

For corporations, be sure to include the hierarchical structure. For example, if you are looking for Intercollegiate Athletics at Brigham Young University your search would be "Brigham Young University. Intercollegiate Athletics".

For individuals, search by LAST NAME, FIRST NAME. For example, if you are looking for Joseph F. Smith, the sixth president of the Church of Jesus Christ of Latter-day Saints, you should search for "Smith, Joseph F."



Be sure to browse the search results to ensure you find the correct heading.

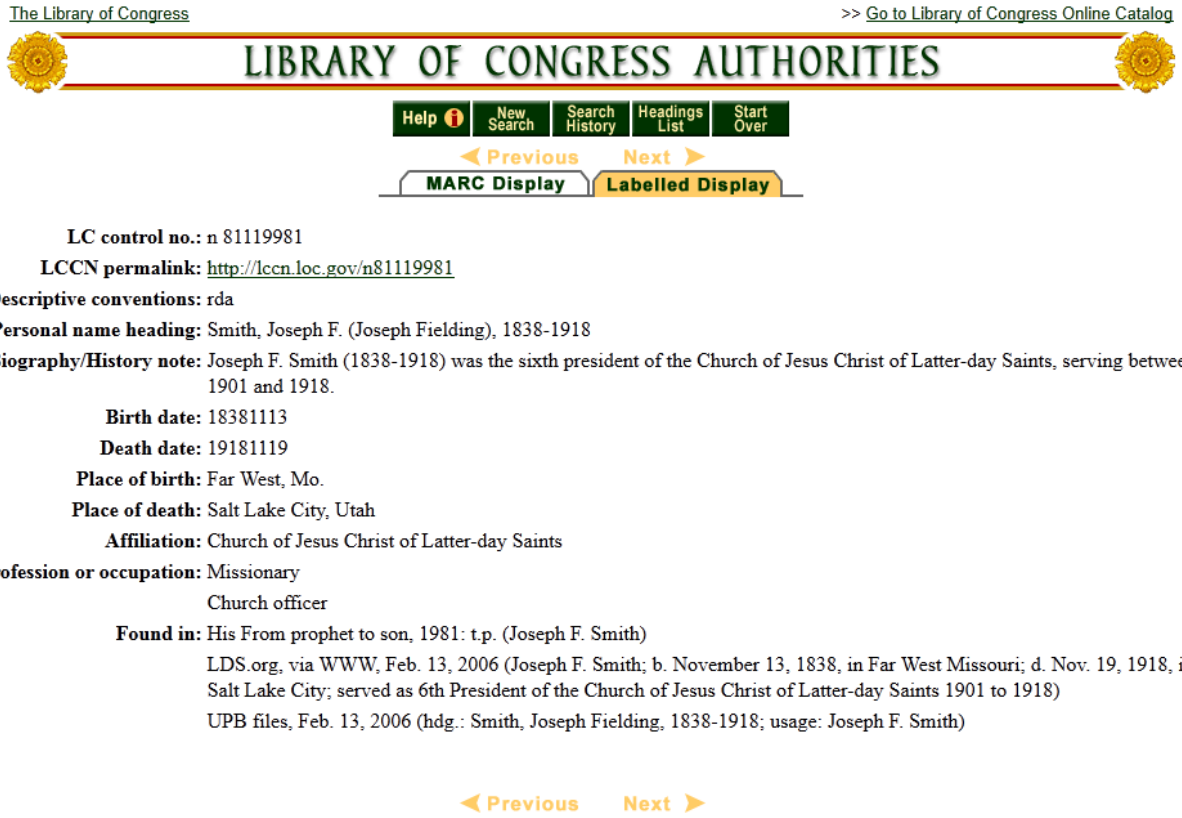
Searching for Joseph F. Smith gives the following results:

◄ Previous Next ►

#	Bib Records	*select icon in first column to...* View Authority Headings/References	Type of Heading
Authorized Heading 1	0	Smith, Joseph F.	personal name
Authorized Heading 2	6	Smith, Joseph F. (Joseph Fielding), 1838-1918	personal name
3	2	Smith, Joseph F. (Joseph Fielding), 1899-	personal name
Authorized Heading 4	0	Smith, Joseph F. (Joseph Fielding), 1899-1964	personal name
References 5	0	Smith, Joseph Few, 1816-1888	personal name
Authorized Heading 6	18	Smith, Joseph Fielding, 1876-1972	personal name
Authorized Heading 7	2	Smith, Joseph Fielding, Jr., 1913-1974	personal name
8	1	Smith, Joseph, fl. 1705-1748.	personal name
Authorized Heading 9	0	Smith, Joseph, fl. 1715-1735	personal name
Authorized Heading 10	0	Smith, Joseph, fl. 1790-1793	personal name
Authorized Heading 11	0	Smith, Joseph, fl. 1819	personal name
Authorized Heading 12	1	Smith, Joseph, fl. 1847	personal name
13	1	Smith, Joseph Francis.	personal name
References 14	0	Smith, Joseph Frazer, 1897-1957	personal name
15	2	Smith, Joseph. [from old catalog]	personal name
16	1	Smith, Joseph G.,	personal name
17	1	Smith, Joseph G., 1912-	personal name
Authorized Heading 18	0	Smith, Joseph G. (Joseph Gordon), b. 1888	personal name

This is where it can be useful to know more information about the creator than just a name. In this case, for example, you are looking for Joseph F. Smith, the sixth president of the Church of Jesus Christ of Latter-day Saints, and his name record reflects his fuller name and lifespan, "Smith, Joseph F. (Joseph Fielding), 1838-1918".

By following the "Authorized Heading" links you come to his authorized name record.


The Library of Congress >> Go to Library of Congress Online Catalog

LIBRARY OF CONGRESS AUTHORITIES

Help | New Search | Search History | Headings List | Start Over

◀ Previous Next ▶

MARC Display | Labelled Display

LC control no.: n 81119981
LCCN permalink: http://lccn.loc.gov/n81119981
Descriptive conventions: rda
Personal name heading: Smith, Joseph F. (Joseph Fielding), 1838-1918
Biography/History note: Joseph F. Smith (1838-1918) was the sixth president of the Church of Jesus Christ of Latter-day Saints, serving between 1901 and 1918.
Birth date: 18381113
Death date: 19181119
Place of birth: Far West, Mo.
Place of death: Salt Lake City, Utah
Affiliation: Church of Jesus Christ of Latter-day Saints
Profession or occupation: Missionary
Church officer
Found in: His From prophet to son, 1981: t.p. (Joseph F. Smith)
LDS.org, via WWW, Feb. 13, 2006 (Joseph F. Smith; b. November 13, 1838, in Far West Missouri; d. Nov. 19, 1918, in Salt Lake City; served as 6th President of the Church of Jesus Christ of Latter-day Saints 1901 to 1918)
UPB files, Feb. 13, 2006 (hdg.: Smith, Joseph Fielding, 1838-1918; usage: Joseph F. Smith)

◀ Previous Next ▶

From this page you can find the Authorized name heading, any additional alternate names, and other biographic information.

Non-Authorized Names

Often the creator of the collection you are working with will not have an authorized name in the Library of Congress Name Authorities. In these situations it is your responsibility to create a name record that will be used by our cataloging staff to create an authorized name for that creator. The name record should represent the most common iteration of the creator's name. If the creator has published any material, that should be the source of the name. If not, use reference sources (such as biographical encyclopedias), contemporary official documents (such as census records), and the materials in your collection to determine the most common iteration of the creator's name.

Along with the most common iteration of the name, also look for supplemental data that will help to generate a unique name record. These can include fuller forms of the name and lifespan dates.

For information on organizations at Brigham Young University, one of the most useful resources is the University Organizational History Project wiki which can be found at http://lib.byu.edu/byuorg/. This resource was created by Special Collections to gather information on Brigham Young University for use in authorizing names and creating Administrative histories.

Biographical/Administrative Histories

There should be only one history note for each creator. Corporate bodies that change their name only have one creator listed in the title; however, all contributors to the collection (i.e., older versions of the company) are listed and should be given Administrative history notes. Biographical histories should be found in the ArchivesSpace agent file. If a history is there, copy the history into the biographical history note of your collection. If it does not exist, you will need to research and write a biographical history.

When writing a history, remember the text should be in Turabian style. The first paragraph is 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. Then one to two paragraphs can be taken to give a more comprehensive description of the person/organization being described. Sources for the biographical history should be cited in the appropriate format in the agents file. For any questions, please consult DACS.

> **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.
>
> **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 administrated by co-directors Dell K. Allen and Ron Millet, and later Kay Brown and Dell K. Allen as directors. The laboratory integrated computer-aided design, process planning and control, and automated production and materials handling for demonstration, research, and instructional purposes.

Citing in Agent Files

If you have to create an agent file for a collection you are working on, you will need to cite the information you include in the biographical history. The following are citation formats conforming to NACO. If you have any questions please consult the NACO participants manual pg. 46-60 at http://www.loc.gov/aba/pcc/naco/documents/npm3rd.pdf.

In-House Files

This is for citing collections as a source of information. You format the citation: UPB files, date accessed (data). Do not give local call numbers in citation.

Example: UPB files, Oct. 18, 2012 (currently lives in Salt Lake City; husband died June 12, 2010)

Internet Resources

When information gathered for the biographical information listed in the name file is found on the internet, citations should be in the following form.
[Title or name of the internet resources], [date of search]: [location] ([information])

Example: FamilySearch, via WWW, July 28, 2010 (Max Hoover Fussel; b. Mar. 8, 1912; d. Mar. 31, 1993)

Other Sources

Use abbreviations for publication. Describe location of data (ex. Page number) unless the source is alphabetized such as a dictionary or encyclopedia.

Example: Webster's New Biog. Dict., 1988: p.998 (Marcus Ulpius Traianus; Roman Emperor A.D. 98-117)

Subjects

What Is a Subject?

Keyword searches are based on any term included in a Web document from the header, body, or metadata. In order to improve the quality of search results libraries and archives also include access points in their descriptive records. These access points include terms taken from indices or controlled vocabularies, such as the Library of Congress Subject Headings or the Getty's Art and Architecture Thesaurus.

Types of Subject Access Points

Subjects (people, places, things or ideas)
Documentary Forms (genres and forms OR genre/forms)
Occupations
Functions

Access points should be recorded at the collection, series, and subseries levels. These terms are inherited from higher to lower levels, and should not be repeated unless they are different at the lower level.

File and Item level only require genre/form access points.

Subjects

A certain amount of analysis must be done in determining which and how many subjects to use to describe a body of materials. Your role is to determine what the material is about or whether it has a subject focus. These foci can include: concepts, ideas, people, companies, time periods, locations, resources.

A good rule of thumb: any access points provided should be found in your scope and content note. If it was not worth mentioning in the scope and content note, it probably does not merit an access point.

Because many different words can be used to describe a single idea, you will use controlled vocabulary lists, such as the Library of Congress Subject Headings search, in order to provide continuity between collections.

Five Main Points about Subjects

1. Remember the need to be objective when selecting terms

You are representing the intention and the audience of the creator. You should not let your own values be represented. This is especially important for controversial subjects, concepts or practices whose meanings have shifted over time.

2. Use the syndetic structure of the controlled vocabulary to help you find the correct terms

   Review the references to determine whether the term fits, or if there is a broader or narrower term that might be more appropriate

3. Terms used should be specific to level.

   At the collection level, access points should be specific to the collection and at the subseries level access points should be specific to the subseries.

   For example: Civil War at the collection level and Battle of Gettysburg at the series level.

4. Access points that you select should be adequately represented in the work

   If the subject term represents 20% of the material in the subseries then it should be listed at the subseries level. But if it does not constitute 20% of the collection level, then it should not be included as an access point at the collection level.

5. Subjects should be specific to a given level, but not overly so.

   When describing a body of materials that deals with multiple aspects of a single topic, if there are three or less, you may enter each of these aspects, or subtopics, separately.
   If there are more than three, round up.

   For example: If there are only three battles as subjects, you can have three separate access points for them. But if there are four then you would use the access point for the broader concept of Civil War.

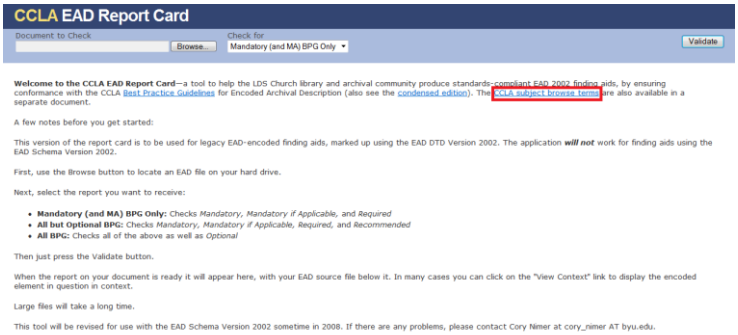
   When rounding up be sure you use the appropriate broader term, so that it doesn't include any other concepts.

Two Types of Subject Access Points

CCLA EAD Browse Terms

At the top level of a descriptive record, you are required to enter at least one broad term and one corresponding narrower term from this list.

The list can be accessed in Appendix B or at http://cclaead.lib.byu.edu/



At this site you will click on the **CCLA subject browse terms** link which will load the following list.

CCLA Browse Topics

25 October 2007

Agriculture and Natural Resources
- Agriculture
- Fisheries and Wildlife
- Forestry and Logging
- Mines and Mineral Resources
- Ranching
- Water and Water Rights

Arts, Humanities, and Social Sciences
- Anthropology
- Archaeology
- Architecture
- Fine Arts
- Journalism
- Language and Languages
- Literature
- Music
- Performing Arts

Business, Industry, Labor, and Commerce
- Advertising and Marketing
- Economics and Banking
- Labor History
- Labor Unions
- Publishers and Publishing
- Railroads
- Retail Trade
- Ships and Shipping
- Transportation

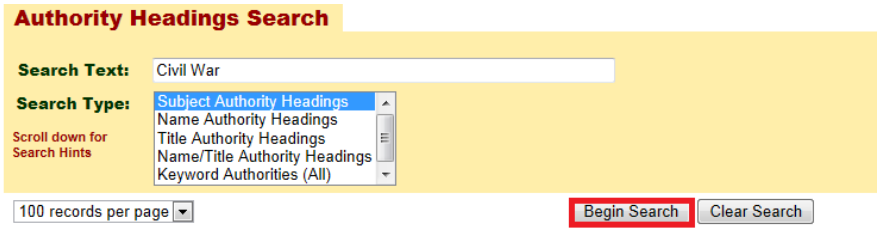
Library of Congress Subject Headings

This is used for all topical entries. It also includes a name authority file for all personal and corporate body name entries. You can access the Library of Congress Authorities page at the following website: http://authorities.loc.gov/.

Once at the site, select the **Search Authorities** link.

.

Enter the subject you have determined into the Search Text field. Make sure **Subject Authority Headings** is highlighted under Search Type and then select Begin Search.



This will generate a list of Authority Headings and References like the one below. Assuming you wanted to describe the American Civil War, it quickly becomes apparent that just Civil war isn't a narrow enough term to describe the collection. It appears that Civil War America might be the correct term.

The Library of Congress >> Go to Library of Congress Online Catalog

LIBRARY OF CONGRESS AUTHORITIES

Help | New Search | Search History | Headings List | Start Over

SOURCE OF HEADINGS: Library of Congress Online Catalog
YOU SEARCHED: Subject Authority Headings = Civil War
SEARCH RESULTS: Displaying 1 through 100 of 100.

◀ Previous Next ▶

#	Bib Records	*select icon in first column to...* View Authority Headings/References	Type of Heading
Authorized, Refs & Notes 1	175	Civil war.	LC subject headings
Authorized Heading 2	0	Civil War, a nation divided	LC subject headings
References 3	0	Civil War (ABDO Publishing Company)	LC subject headings
4	15	Civil war--Africa.	LC subject headings
5	4	Civil war--Africa--Case studies.	LC subject headings
6	1	Civil war--Africa--Congresses.	LC subject headings
7	1	Civil war--Africa, Eastern--History--20th century.	LC subject headings
8	4	Civil war--Africa--Fiction.	LC subject headings
9	1	Civil war--Africa--History.	LC subject headings
10	1	Civil war--Africa, Northeast.	LC subject headings
11	1	Civil war--Africa--Prevention.	LC subject headings
12	1	Civil war--Africa, Southern--Fiction.	LC subject headings
13	6	Civil war--Africa, Sub-Saharan.	LC subject headings
14	1	Civil war--Africa, Sub-Saharan--Case studies.	LC subject headings
15	1	Civil war--Africa, Sub-Saharan--Congresses.	LC subject headings
16	3	Civil war--Africa, Sub-Saharan--History--20th century.	LC subject headings
17	1	Civil war--Africa, Sub-Saharan--History--20th century--Congresses.	LC subject headings
18	3	Civil war--Africa, West.	LC subject headings
19	1	Civil war--Africa, West--Congresses.	LC subject headings
Authorized Heading 20	0	Civil War America	LC subject headings
References 21	0	Civil War and Reconstruction, 1850-1877	LC subject headings
22	3	Civil war--Argentina--History--19th century.	LC subject headings
Authorized Heading 23	0	Civil War Baloon Corps	LC subject headings

Clicking on the Authority Heading will lead to a list of associated headings.

The Library of Congress >> Go to Library of Congress Online Catalog

LIBRARY OF CONGRESS AUTHORITIES

Help | New Search | Search History | Headings List | Start Over

SOURCE OF HEADINGS: Library of Congress Online Catalog
INFORMATION FOR: Civil War America

FIELD	Select a Link to View the Authority Record
Heading (1XX)	Civil War America

Help - Search - Search History - Headings List - Start Over

Library of Congress
URL: http://www.loc.gov/

Mailing Address:
101 Independence Ave, S.E.
Washington, DC 20540

Library of Congress Authorities (production)
URL: http://authorities.loc.gov/
Library of Congress Online Catalog (production)
URL: http://catalog.loc.gov/

Questions, comments, error reports: Contact Us

Looking at the information in the Authority Record there are some hints that maybe this subject term isn't broad enough.

LC control no.: n 93059907
LCCN permalink: http://lccn.loc.gov/n93059907
HEADING: Civil War America

000 00492nz a2200181n 450
001 2646725
005 19930624072800.6
008 930624n| acaabaaa |n ana
010 __ |**a** n 93059907
035 __ |**a** (DLC)n 93059907
040 __ |**a** DLC |**c** DLC
130 _0 |**a** Civil War America
643 __ |**a** Chapel Hill |**b** University of North Carolina Press
644 __ |**a** f |**5** DLC
645 __ |**a** t |**5** DLC
646 __ |**a** s |**5** DLC
670 __ |**a** Silber, N. The romance of reunion, c1994: |**b** ser. t.p. (Civil War America)
953 __ |**a** lk17

These include the reference to University of North Carolina Press and the name Silber, N. When put into a Google search, we learn that this is actually a series title and not the proper subject heading.

Returning back to the original search, select the first entry: Civil War.

The Library of Congress >> Go to Library of Congress Online Catalog

LIBRARY OF CONGRESS AUTHORITIES

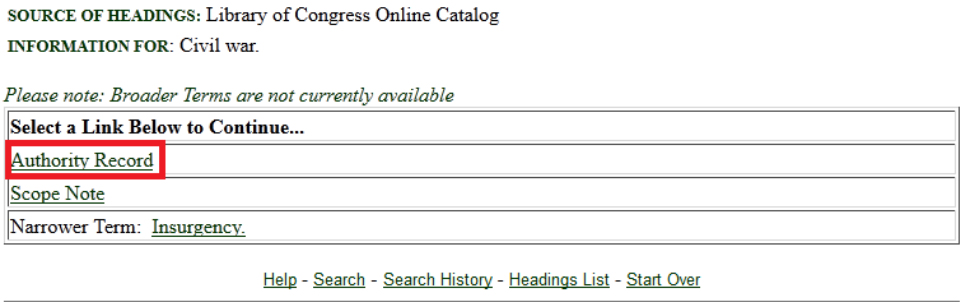
Help | New Search | Search History | Headings List | Start Over

SOURCE OF HEADINGS: Library of Congress Online Catalog
YOU SEARCHED: Subject Authority Headings = Civil War
SEARCH RESULTS: Displaying 1 through 100 of 100.

◀ Previous Next ▶

#	Bib Records	*select icon in first column to...* View Authority Headings/References	Type of Heading
Authorized, Refs & Notes 1	175	Civil war.	LC subject headings
Authorized Heading 2	0	Civil War, a nation divided	LC subject headings
References 3	0	Civil War (ABDO Publishing Company)	LC subject headings
4	15	Civil war--Africa.	LC subject headings
5	4	Civil war--Africa--Case studies.	LC subject headings
6	1	Civil war--Africa--Congresses.	LC subject headings
7	1	Civil war--Africa, Eastern--History--20th century.	LC subject headings
8	4	Civil war--Africa--Fiction.	LC subject headings
9	1	Civil war--Africa--History.	LC subject headings
10	1	Civil war--Africa, Northeast.	LC subject headings
11	1	Civil war--Africa--Prevention.	LC subject headings
12	1	Civil war--Africa, Southern--Fiction.	LC subject headings
13	6	Civil war--Africa, Sub-Saharan.	LC subject headings
14	1	Civil war--Africa, Sub-Saharan--Case studies.	LC subject headings
15	1	Civil war--Africa, Sub-Saharan--Congresses.	LC subject headings
16	3	Civil war--Africa, Sub-Saharan--History--20th century.	LC subject headings
17	1	Civil war--Africa, Sub-Saharan--History--20th century--Congresses.	LC subject headings
18	3	Civil war--Africa, West.	LC subject headings
19	1	Civil war--Africa, West--Congresses.	LC subject headings
Authorized Heading 20	0	Civil War America	LC subject headings
References 21	0	Civil War and Reconstruction, 1850-1877	LC subject headings
22	3	Civil war--Argentina--History--19th century.	LC subject headings
Authorized Heading 23	0	Civil War Baloon Corps	LC subject headings

This will list several associated pages. Select **Authority Record.**



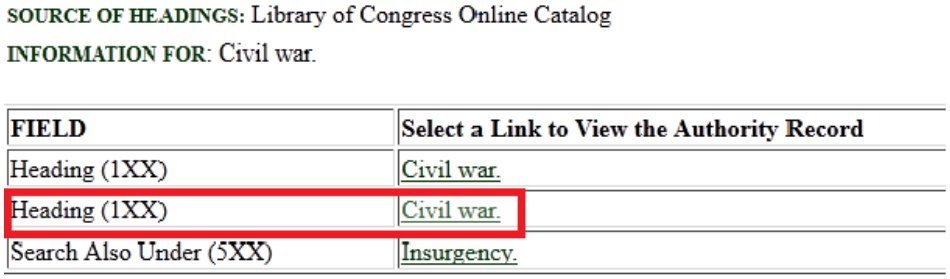
SOURCE OF HEADINGS: Library of Congress Online Catalog
INFORMATION FOR: Civil war.

Please note: Broader Terms are not currently available

Select a Link Below to Continue...
Authority Record
Scope Note
Narrower Term: Insurgency.

Help - Search - Search History - Headings List - Start Over

Select the second Civil War heading in this case.



SOURCE OF HEADINGS: Library of Congress Online Catalog
INFORMATION FOR: Civil war.

FIELD	**Select a Link to View the Authority Record**
Heading (1XX)	Civil war.
Heading (1XX)	Civil war.
Search Also Under (5XX)	Insurgency.

As you look at this Authority Record the narrow term you're looking for appears: United States--History--Civil War, 1861-1865.

LC control no.: sh 85026421
LCCN permalink: http://lccn.loc.gov/sh85026421
HEADING: Civil war
000 00920cz a2200313n 450
001 4678778
005 20120323070509.0
008 860211i| anannbabn |b ana
010 __ |**a** sh 85026421
035 __ |**a** (DLC)sh 85026421
035 __ |**a** (DLC)25463
035 __ |**a** (DLC)7242624
035 __ |**a** (DLC)sp 85026421
035 __ |**a** (DLC)362378
040 __ |**a** DLC |**c** DLC |**d** DLC |**d** ViU
150 __ |**a** Civil war
360 __ |**i** individual civil wars, e.g. |**a** United States--History--Civil War, 1861-1865
450 __ |**a** Civil wars
450 __ |**a** Intra-state war
450 __ |**a** Rebellions
550 __ |**w** g |**a** Government, Resistance to
550 __ |**w** g |**a** International law
550 __ |**w** g |**a** Revolutions
550 __ |**w** g |**a** War
670 __ |**a** UNBIS |**b** (Civil war)
670 __ |**a** LIV |**b** (Civil war)
670 __ |**a** Shadow globalization, ethnic conflicts and new wars: a political economy of intra-state war, 2003.
906 __ |**t** 0733 |**u** te04 |**v** 0
953 __ |**a** xx00 |**b** ym20

If you are unable to find the correct term at the Library of Congress site, please consult with a cataloger.

Documentary Form Access Points (Genre/Forms)

These index terms allow users to search for items by type, rather than subject content. In essence, they describe what an item is, not what it is about.

Occupations

Access points for occupations play the same role as functions for personal papers. You are describing the occupation that generated the materials.

> For example: artists, teachers, judges.

Functional Terms

When selecting functional terms, document the functions that generated a body of the material.

> For example: A collection of business or financial records might have function access points for accounting or auditing.

Our institutional guidelines require that genre/form terms be used at all levels of description.

Use the library catalog to select documentary form terms.
Run an alphabetical search for the appropriate genre form.
If the term you enter is a non-preferred term, then follow the links until you find the correct access point.
If you are unable to find the term needed please consult with a manuscripts cataloger.

Dates

There are four types of dates that you will use during processing:

Date of Creation
Date of Record-Keeping Activity
Date of Publication
Date of Broadcast

Date of Creation

Date of creation is used to describe when the item was created or when an event or image was captured. Often manuscript materials use this date form.

Date of Record- Keeping Activity

Date of record-keeping activity describes when an item was created, assembled, accumulated, and/or maintained and used. When the Date of Creation and Date of Record-Keeping Activity are the same, record only the Date of Creation.

Date of Publication

Date of Publication is used if items are commercially issued or mass produced.

Date of Broadcast

Date of Broadcast is for sound or moving image materials which were broadcast on television or radio.

Publication and Broadcast are most often used at the item level.

Guidelines

According to DACS 2.4.5, dates should be recorded in using the Gregorian calendar. If the date of the material is not in accordance with this calendar, still record the date using Gregorian with the non-standard date recorded in a note.

The recorded date may be a single date or range of dates.

The dates of component parts of a collection must fall within the date range of the collection to which it pertains. This means that series date ranges should fall within collection date ranges, file date ranges should fall within the series date ranges, etc.

Inclusive dates are comprised of the earliest and latest dates of the materials that have already been donated.

Example:
Correct: 1973-2012

Incorrect: 1973- ongoing

When the majority of the materials in a collection fall within a date range that differs significantly from the inclusive dates of the collection, you will need to record bulk dates.

Example:
John Adams Squire papers, 1783-1875, bulk 1861-1862.
You will never have bulk dates by themselves. They must always be preceded by inclusive dates.

Multi-year date spans should include only the year.

Example:
Correct: 1975-2008
Incorrect: June 1975-August 2008

Multi-month spans within the same year should include the months and the year.

Example:
Correct: 1975 June-August
Incorrect: June 1975-August 1975

When no date can be found either in the resource or any other source, you must estimate the date to the nearest year, decade or century as precisely as possible.

Example:
approximately 1871
Also acceptable:
probably 1871
before 1871

When no date is available:

Example:
Correct: date of production not identified
Incorrect: undated

Exact dates recorded in the finding aid should be recorded as follows

Example:
YYYY Month DD
1972 September 21

Significant gaps in the record should be shown as *separate date entries*:

Example:
1871, 1909-1991

Date Normalization Forms

Single years YYYY
Years with months: YYYY-MM
Exact dates: YYY-MM-DD

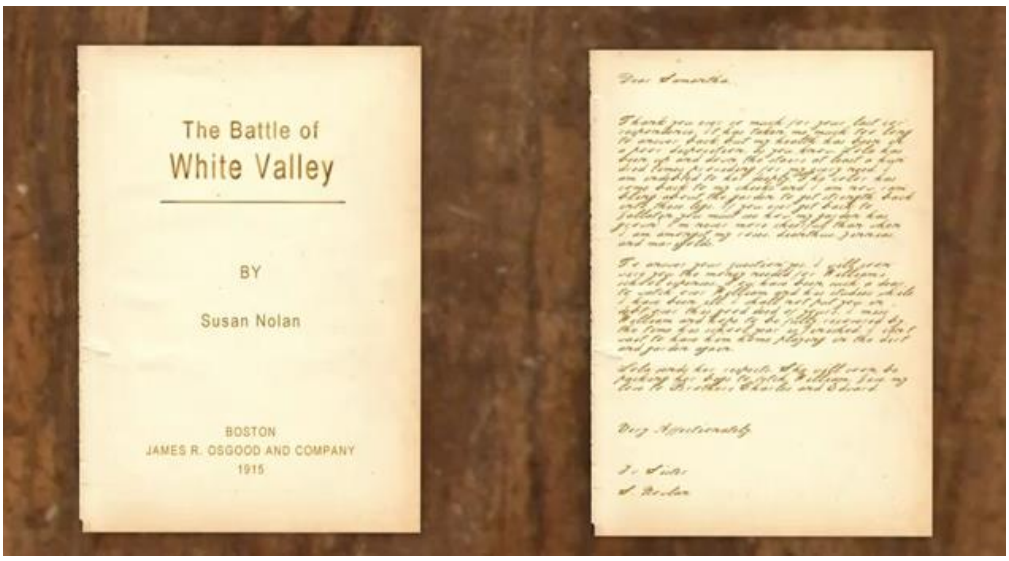
Titles

The purpose of the title is to identify the materials being described. Titles are also often used to describe the nature and content of the materials in the place of a scope and content note.

DACS allows for two types of titles:

1. Formal Titles
2. Supplied Titles

For the most part, a processor should use their best judgment to decide which type of title to use.



Formal Title **Supplied Title**

Title Page of a Book **Personal Letter**

As shown above, if the series, file, or item appear to have a title, then it is likely a formal title that can be transcribed. If the series, file or item does not appear to have a title, then a supplied title should be provided.

Formal Titles

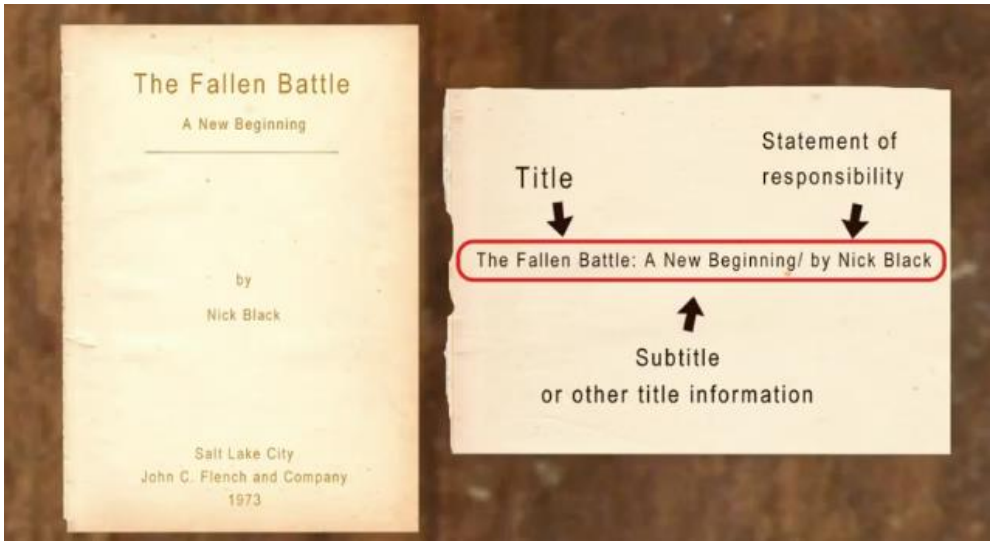
Formal titles are generally prominently displayed on the materials, such as on the title page of a book or the header of a map. Formal titles may also be found in manuscript materials. Determining formal titles at the item level is not as straight forward as the aggregate level. Part of the difficulty is that there are different rules for determining formal titles for different formats.

Resource Description and Access (RDA) provides rules for determining whether or not an item has a formal title. It also indicates where the source of a formal title should be taken from. You can access the RDA Toolkit at http://access.rdatoolkit.org/.

When transcribing a formal title you will most often refer to *Resource Description and Access*, or RDA. RDA divides titles into three areas:

1. Title proper
2. Other title information
3. Statement of responsibility

Title proper: Subtitle or other title information/ statement of responsibility



Rules of Transcribing Formal Titles

1. Transcribe the title information exactly as it appears. (Although you may adjust punctuation and capitalization as necessary)
2. If the title is extremely long you may abridge it.
3. Typically only the first word and proper nouns are capitalized in a title.

RDA provides complete rules on capitalization in Appendix A. These rules should also be followed with supplied titles.

The source of formal title information varies with medium.

For example: Books
1. The title page
2. Other parts of the item (such as the cover, caption, masthead, or colophon)
3. Other parts of the book

If the title is not found in the preferred source, then you will have to consult the hierarchical rules outlined in RDA for each different medium to determine what the title is.

If after following this list you cannot find a title, then you will need to create a supplied title.

Supplied Title

All materials that do not have a formal title will receive a DACS formatted supplied title. In cases where the formal title is misleading or inadequate, processors may also use a supplied title. Your goal in creating a supplied title is to create a unique title.

The decision to use a supplied title can be a difficult one to make. Often it requires specialized knowledge of the materials at hand to reach an adequate decision.

Example: When making such a decision for the above item ask yourself questions like:
Is the label on the lower left hand side a formal title?
If it is a formal title, does it describe the image in a completely unambiguous way?
Would it be better to use a supplied title? Why?
It is up to the processor to answer these questions.

The majority of the titles that you will work with will be supplied titles. This has to do with the nature of archival materials. Archival materials are typically arranged and described at the aggregate level, and supplied titles are most often needed for aggregations.

There are three possible segments to a supplied title:

1. Name of the creator (strongly recommended)
2. Nature of the materials (required)
3. Topic of the archival unit (optional)

How to Record Names of Creators

DACS 2.3.4 states that for the name segment of the title you should "record the names(s), family (families), or the corporate body predominantly responsible for the creation, assembly, accumulation, and/or maintenance of the materials."

The first step in identifying the names segment is to determine which creators have the most important relationships with the materials. Who was primarily responsible for the creation of the materials in front of you? Once you have identified the appropriate creator, then you should record the name by which the creator is most commonly known. This should be the same name you selected on your name authority worksheet or it should be the form of the name that you discovered in the Library of Congress name authority file.

If the creator name is unknown, then you should not record anything. You should also not record a name in the name segment if the repository is the collector of the materials.

Rules for people are:

1. If there is only one creator, then you record that creator's name.
2. If there are two or three creators, then you record all the names in the order of their predominance. (Predominance is determined by the amount of material that they have contributed to the materials in front of you.)
3. If there are more than three creators, then you record only the name of the most predominant creator.

Rules for families:

1. If there is only one family, then you record the family name.
2. If there is one family with two surnames, then you record both individual names followed by the word "family".
3. If there are two or three families, record all of the family names followed by the word "families".
4. If there are more than three families, then you record only the name of the most predominant family. (Predominance is determined by the amount of material that they have contributed to the materials in front of you.)

Rules for Corporate Bodies: (you can only select one name for corporate bodies)

1. You can only record one name for corporate bodies
2. The name chosen should accurately reflect the administrative unit having the most direct responsibility for the creation and provenance of the materials described.

While there can only be one name for corporate bodies, there are other places in the descriptive record that you can list other names the corporation has had.

When the name of a corporate body has changed, DACS requires you to use the most recent version of the name of the corporation represented in the materials.

> **For example:**
> Previous names and companies associated with Geneva Steel Holding Corporation

a. Colombia Steel Company
b. Geneva Steel Company
c. United States Steel Company
d. Basic Manufacturing and Technologies Company of Utah
e. Geneva Steel
f. *Geneva Steel Holding Corporation*

How to Record the Nature of an Archival Unit

One or two forms

1. Record both form(s) in the order of predominance

Three or more forms

1. for personal papers—"Papers"
2. for family materials—"Papers"
3. for corporate body materials—"Records"
4. for intentionally assembled materials—"Collection"

Optionally when one or two forms predominate, record one or two forms with the phrase "and other material".

For example: letters, diaries, and other material.

The additional forms should be recorded in the scope and content note.

How to Record the Topic of the Archival Unit

Topic includes-

1. Function
2. Activity
3. Transaction
4. Subject
5. Individuals
6. Organizations

Example of an individual as a topic: Madaline B. Stern papers on Louisa May Alcott.

The topic selected should reflect the basis of creation or use of the materials. If there is no name segment, it needs to be very clear that the topic is not the creator of the materials.

DACS rules are supplemented by the Oral History Cataloging Manual rules when it comes to the construction of titles for oral histories.

"Oral history interview with [name of interviewee]."

Final Notes

Don't try to make the title the whole description.

Don't use brackets.

Use the RDA Appendix A for capitalization.

Make sure titles are unique.

Additional information can be found in section 2.3 of DACS.

PROCESSING STANDARDS: NOTES

Required Notes

Appraisal
Biographical/Administrative history
Conditions Governing Access
Conditions Governing Use
Custodial History
Immediate Source of Acquisition
Preferred Citation
Processing Information
Scope and Contents

Appraisal

An explanation of what collecting area the material fits and how. Consult with your curator for formatting instructions for your area.

> **Example:** Utah and the American West and LDS cultural, social, and religious history (20th Century Western and Mormon Manuscripts collection development policy 5.V, August 2007).

Biographical/Administrative History

There should be only <u>one</u> history note for each creator. Corporate bodies that change their name only have one creator listed in the title; however, all contributors to the collection (i.e., older versions of the company) are listed and should be given Administrative history notes. Biographical histories should be found in the ArchivesSpace agent file. If a history is there, copy the history in the name file into the biographical history note of your collection. If it does not exist, you will need to research and write a biographical history.

When writing a history, remember the text should be in Turabian style. The first paragraph is 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. Then one to two paragraphs can be taken to give a more comprehensive description of the person/organization being described. Sources for the biographical history should be cited in the appropriate format in the names file. For any questions, please consult DACS chapter 10.

> **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.

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 administrated by co-directors Dell K. Allen and Ron Millet, and later Kay Brown and Dell K. Allen as directors. The laboratory integrated computer-aided design, process planning and control, and automated production and materials handling for demonstration, research, and instructional purposes.

Citing in Name Files

If you have to create a name file for a collection you are working on, you will need to cite the information you include in the biographical history. The following are citation formats conforming to NACO. If you have any questions please consult the NACO participants manual pg. 46-60 at http://www.loc.gov/aba/pcc/naco/documents/npm3rd.pdf.

In-House Files

This is for citing collections as a source of information. You format the citation: UPB files, date accessed (data). Do not give local call numbers in citation.

Example: UPB files, Oct. 18, 2012 (currently lives in Salt Lake City; husband died June 12, 2010)

Internet Resources

When information gathered for the biographical information listed in the name file is found on the internet, citations should be in the following form.
[Title or name of the internet resources], [date of search]: [location] ([information])

Example: FamilySearch, July 28, 2010 (Max Hoover Fussel; b. Mar. 8, 1912; d. Mar. 31, 1993)

Other Sources

Use abbreviations for publication. Describe location of data (ex. Page number) unless the source is alphabetized such as a dictionary or encyclopedia.

Example: Webster's New Biog. Dict., 1988: p.998 (Marcus Ulpius Traianus; Roman Emperor A.D. 98-117)

Conditions Governing Access

If there are no restrictions, write "Open for public research."
Any restriction needs reason, duration, and instruction to contact the Supervisor of Reference Services for permission to access.

Example: Donor restricted until 2015 (Series 3 restricted until 2022). Permission to use materials must be obtained from the Supervisor of Reference Services.

Conditions Governing Use

Standard text. Only the title will differ.

Example: It is the responsibility of the researcher to obtain any necessary copyright clearances. Permission to publish material from the *John Smith papers* must be obtained from the Supervisor of Reference Services and/or the L. Tom Perry Special Collections Coordinating Committee.

Custodial History

Description about how the collection made it from the creator to us; who it passed down from, who bought it, their relation to the donor, etc.

Example: Donated by Tracy Allen, daughter of John Smith, in 2012.

Immediate Source of Acquisition

{what happened}; {who did it}; {when}.
There can be multiple lines in this note reflecting multiple instances of acquisition.

Example: Donated; Tracy Allen; October 2012.
Purchased; Ken Sanders Rare Books; June 25, 2009.

Preferred Citation

Standard text. Check the call number, title, repository, and call number again (a second instance appears at the end of the note).

Example: Initial citation: MSS 1234; John Smith papers; 20th Century Western and Mormon Manuscripts; L. Tom Perry Special Collections, Harold B. Lee Library, Brigham Young University.

Following citations: MSS 1234, LTPSC.

Processing Information

{what happened}; {who did it}; {when}.
There can be multiple lines in this note, reflecting multiple parts that have been processed.

Example: Processed; Jenny Jones, student manuscript processor, and John M. Murphy, curator; 2012.

Scope and Contents

All Scope and Content notes should include the following things, taken from DACS 3.1.

- The function(s), activity(ies), transactions(s), and process(es) that generated the materials being described
- Documentary form(s) or intellectual characteristics of the records being described (e.g. minutes, diaries, reports, watercolors, documentaries);
- The content dates, that is, the time period(s) covered by the intellectual content or subject of the unit being described;
- Geographic area(s) and places to which the records pertain
- Subject matter to which the records pertain, such as topics, events, people, and organizations; and
- Any other information that assists the user in evaluating the relevance of the materials, such as completeness, changes in location, ownership and custody while still in the possession of the creator, etc.

This note often requires the most thought to do well, and that is why it suffers in many descriptions. It should answer Who? What? Where? When? and Why? A list of documentary forms is nice, but not usually useful. Functions that created the materials and subjects of the collection are frequently omitted, and should be remembered. Scope and Content notes are written according to Turabian style.

> **Example:** Collection contains materials pertaining to the life of Rose Marie Reid. Includes her personal and professional materials documenting the growth, popularity, and decline of her business in swimwear. Her professional materials contain advertisements, legal documents, and actual swimsuits designed by Reid. Her personal papers include her correspondence, both private and related to her designs, and several speeches she gave as her fame and renown grew. Her ecclesiastical papers discuss her missionary work, contribution to the construction of the Los Angeles Temple, and other church assignments. Dated approximately 1899-2004.

Non-Required Notes

These are required if they apply to the collection and are considered mandatory when applicable.

Arrangement

There is a specific formula to use when describing subdivisions of an archival unit, including punctuation. Put just the series number followed by a period. Then put the series title followed by a comma, and then the series dates. Separate series with periods (not semicolons). The last series does not take 'and' before it is listed.

> **Example:** (mistakes struck out) Arranged in four series: 1. Jack Hale personal papers, 1920-1965. ~~Series~~ 2. Jack Hale business correspondence, 1930-1956. 3. Jack Hale papers on the Kiwanis Club, 1933-1965. ~~and~~ 4. Jack Hale diaries, 1920-1965 ~~(chronological)~~.

Language of Materials

If the materials of the collection are in one language, select that language on the Basic Information tab and do not include a note. If there are multiple languages in the collection, you will select "Multiple Languages" on the Basic Information tab and create a Language of Materials note. Format a statement

about the languages of the material. Either "Materials are in English and Spanish", "Materials are in Finnish with and Swahili translation", or "Materials are in English with some correspondence in Welsh with a translation in English". You will need to look up the language codes at: www.loc.gov/marc/languages/language_code.html. Copy the appropriate language codes and insert them into the descriptive statement you have written. The note should be formatted as follows: Materials in <language langcode="*language code*">*language*</language> and <language langcode="*language code*">*language*</language>.

> **Example:** Materials in <language langcode="eng">English</language> with some correspondence in <language langcode="wel">Welsh</language>, with a translation in <language langcode="eng">English</language>.

Other Finding Aids

This note usually points patrons to an older box or folder level inventory that is not compliant with governing standards. Such lists can still be useful to patrons.

> **Example:** A more detailed finding aid is available in print in the repository.

Occasionally you may need to link to older online finding aid records, known as EADs. In those cases you will need to include a hyperlink in the note.

> **Example:** File-level inventory available online. <extref actuate="onRequest" href="WEB ADDRESS" show="new" title="TITLE">WEB ADDRESS</extref>

Related Archival Material

It is best to include the title and call number. The name of the repository should also be included if the material is found elsewhere. Remember that the note is for archival material only. It is not necessary to list collections that are easily found by using the creator as a search term.

> **Example:** Additional information on Gordon Gray's personal and professional life and on the development of the Consolidated University during his tenure as President may be found in the Gordon Gray papers (MSS 1234, Southern Historical Collection), the Records of the Board of Trustees (UA 12), the Records of the Vice President for Finance (UA 21), and the Records of the Vice President for Academic Affairs (UA 24).

ARCHIVESSPACE DESCRIPTION CHECKLIST

Collection Level

Basic Information Tab

DACS compliant title: {creator segment} {documentary form} [topical segment] (e.g., Sidney B. Sperry papers, Harry Walters photographs of national parks)

Call Number: The entire call number should be entered in the first box of the identifier

Level of Description: The level of description needs to be set to collection at this level.

Language: Ordinarily there should be just one language selected. If multiple languages are selected there needs to be a "Language of Materials" note.

Dates and Extents

Dates: Date expression according to DACS 2.4, inclusive dates should appropriately reflect the date expression. (If bulk dates are needed, a separate date expression needs to be created)

Physical Description: The portion, number, and type of containers are entered. The linear ft. is expressed in parentheses in the container summary.

Finding Aid Data Tab

EAD ID: UPB__{callnumber} the call number is written with no space between the letters and numbers in it.

Finding Aid Title: Register of {collection title}

Finding Aid Filing Title: For personal names in the title the name is inverted and written in the format {surname} ({forenames}) {rest of collection title}. Note that because the forenames are enclosed in parentheses, there is no comma after the surname to indicate inversion; that role is filled by the parentheses.

Finding Aid Date, Author, and Language: Keep in mind that the language field is asking in which language the finding aid is written and has no regard for which languages are present in the actual materials.

Description Rules: The description rules should be set to Describing Archives: A Content Standard. Most, if not all, of the collections should follow the standards of DACS. If another set of rules were used to describe the materials we should have been notified.

Revision Description: When someone modifies the finding aid after it has been made, they add a line to the revision description in the format {what was done}; {who did it}; {when}. (e.g., Updated for DACS compliance; Cory Nimer; March 2009.).

Related Accessions

Linked accessions: The collection should be linked to at least one accession number. We prefer that all the accessions on the orange processing checklist in the case file be linked to the collection.

Agent Links and Subjects

Names: Creators and/or Sources need to be included and then checked in the Name/Agent record section

Name records: Along with checking the names linked to this collection you should also review the name records of the creators in the names module of AS. Check to make sure the biographical/administrative history and its accompanying citations are present in the name record.

Subjects: Included in this section should be at least one CCLA Broad term and a corresponding Narrow term. Genre/form terms and other appropriate subject headings should also be included.

Notes, Etc. and Deaccessions Tab

General rules for note tags: Consult Turabian for style guide questions, such as grammar, punctuation, numbers, and dates. Dates in notes follow the format MONTH DD, YYYY (e.g., March 24, 2008). Abbreviations must be reestablished in every note (e.g. Mutual Improvement Association (MIA)). All notes end with periods. 'Scope and Contents' and 'Biographical History' will be the two that generally cause the most problems

Required

Appraisal: an explanation of what collecting area the material fits and how.

Biographical/Administrative history: Check the agents section for the biographical history and citations. There should be ***one*** history for each creator. Corporate bodies that change their name only have one creator in the title, but all contributors to the collection (i.e., older versions of the company) are given Administrative histories. The first paragraph is a one or two sentence biographical abstract that gives at least the name, dates, function/occupation, and geographic location of the person, family, or body being described. Sources for the biographical history should be cited in the appropriate format in the agents section.

Conditions Governing Access: If there are no restrictions, write "Open for public research." Any restriction needs reason, duration, and instruction to contact the Supervisor of Reference Services for permission to access.

Conditions Governing Use: Standard text. Only the title will differ.

> It is the responsibility of the researcher to obtain any necessary copyright clearances. Permission to publish material from {Title} must be obtained from the Supervisor of Reference Services and/or the L. Tom Perry Special Collections Coordinating Committee.

Custodial History: Story (in prose) about how the collection made it from the creator to us; who it passed down from, who bought it, their relation to the donor, etc.

Immediate Source of Acquisition: {what happened}; {who did it}; {when}. (e.g., Donated; Sidney Wade; October 2008. Purchased; Ken Sanders Rare Books; June 25, 2009).

Preferred Citation: Standard text. Check the call number, title, repository, and call number again (a second instance appears at the end of the note).

> Initial citation: {Call Number}; {Title}; {Repository}; L. Tom Perry Special Collections, Harold B. Lee Library, Brigham Young University.
>
> Following citations: {Call Number}, LTPSC.

Processing Information: {what happened}; {who did it}; {when}. There can be multiple lines in this note, reflecting multiple parts that have been processed.

Scope and Contents: Memorize the bullet points in DACS 3.1 that outline what a scope note should have. This should be the meatiest part of the collection. It should attempt to answer the five Ws about the collection and list the subjects pertaining to it. This note often requires the most thought to do well, and that is why it suffers in many descriptions. Help processors understand that a list of documentary forms is nice but not usually useful. Functions that created the materials and subjects of the collection are the data points most frequently omitted.

Mandatory when Applicable

Arrangement: There is a specific formula to use when describing subdivisions of an archival unit, including punctuation. Put just the series number followed by a period. Then put the series title followed by a comma, and then the series dates. The arrangement of the series can be added in parentheses after the dates. Separate series with periods (not semicolons). The last series does not take 'and' before it is listed.

The following is an example of a well-formed arrangement note with mistakes struck out:

> Arranged in four series: 1. Jack Hale personal papers, 1920-1965. ~~Series~~ 2. Jack Hale business correspondence, 1930-1956 (chronological). 3. Jack Hale papers on the Kiwanis Club, 1933-1965. ~~and~~ 4. Jack Hale diaries, 1920-1965 (chronological).

Other Finding Aids: This note most commonly points patrons to a box list or folder list that is not compliant with a governing standard, either online or in print. Such lists are still useful to patrons.

Related Archival Material: It is best to include call number and title. Remember that the note is for archival material only. It is not necessary to list collections that are easily found by using the creator as a search term.

Language of Materials: This note should only be used if multiple languages are present in the collection and "Multiple Languages" is selected in the Language field of the Basic Information tab. The Format for this note is: Materials in <language langcode="***language code***">***language***</language> and <language langcode="***language code***">***language***</language>.

Additional Aspects

Instances: Instances should always be present at the lowest level of description. Locate the instance to make sure the extent statement at the collection level is appropriately described.

Series/Subseries Level

Basic Information Tab

Similarities to Collection Level: The rules for Titles, Dates, Language, and Instances are the same as the collection level.

Level of Description: This should be set to "Series" or "Subseries" as appropriate.

Component Unique Identifier: This should give the level and number, (e.g., Series 1, Subseries 5, Series IV, etc.)

Physical Description: The extent, listed in number of boxes or containers, is all that is required at the series and subseries levels.

Agent Links and Subjects

Names and Subjects: Creators; Genre/form terms; other appropriate subject headings, unless these are exactly the same as the collection level, then they will inherit down automatically.

Notes, Etc. and Deaccessions Tab

General: The same rules as those at the collection level govern series and subseries notes. Only the notes required differ.

Required

Scope and Content: This is the only required note at the series and subseries levels.

Mandatory when Applicable

Biographical history: This note may be required if a different creator is listed at the series level than at the collection level.

Arrangement: If needed, this note should be added to describe subordinate levels or provide a general description of the arrangement (chronological, alphabetical, original order, etc.).

Language of Materials: Same as collection level.

File/Item Level

Basic Information Tab

Similarities to Collection Level: The rules for Titles, Dates, and Instances are the same as the collection level.

Not Required: Language and Component Unique Identifier.

Level: This should be set to "File" or "Item" as appropriate.

Physical Description: For files, the same rules apply as at the series and subseries levels. For items, a more complex description is necessary. You will probably have to check RDA or other specific style guides to insure the item descriptions are correct.

Agent Links and Subjects

Subjects: Genre form terms are the only required subjects, unless these are inherited down from the upper levels exactly.

Notes Etc. and Deaccessions Tab

Not required

MANAGING LOCATIONS

Once a collection has been processed and catalogued, the Collection Management staff will assign it a permanent location in the stacks. Unlike the regular stacks, or the print collections maintained in Special Collections, we do not organize our manuscript collections by call number. Instead, we assign them a location in the stacks according to their size, type, expected use, and, occasionally, their collecting area. Only members of Collection Management should locate materials in the stacks. The following are a list of some of the general groupings we use when assigning a location to a collection:

- Small Collections – Bay 11, Ranges 1-2
- Folklore Archives – Bay 11, Ranges 7-8
- Mormon Media – Bay 11, Ranges 5
- Oral Histories – Bay 11, Ranges 14-15
- Microfilm – Bay 11, Range 19 (found along the wall of the stacks by Bay 11 and Bay 12)
- Oversize – Bays 13-14
- University Archives – Bays 17-19
- Music and Dance – Bay 9, Ranges 15-20 and Bay 10
- Vault Manuscript Collections – Bay 23, Ranges 1-2
- Vault Small Collections – Bay 23, Range 3
- Vault Oversize – Bay 23, Range 16

After a location has been assigned to a manuscript, ***it is imperative that the Collection Management staff record that location in ArchivesSpace immediately.***

Locations in ArchivesSpace

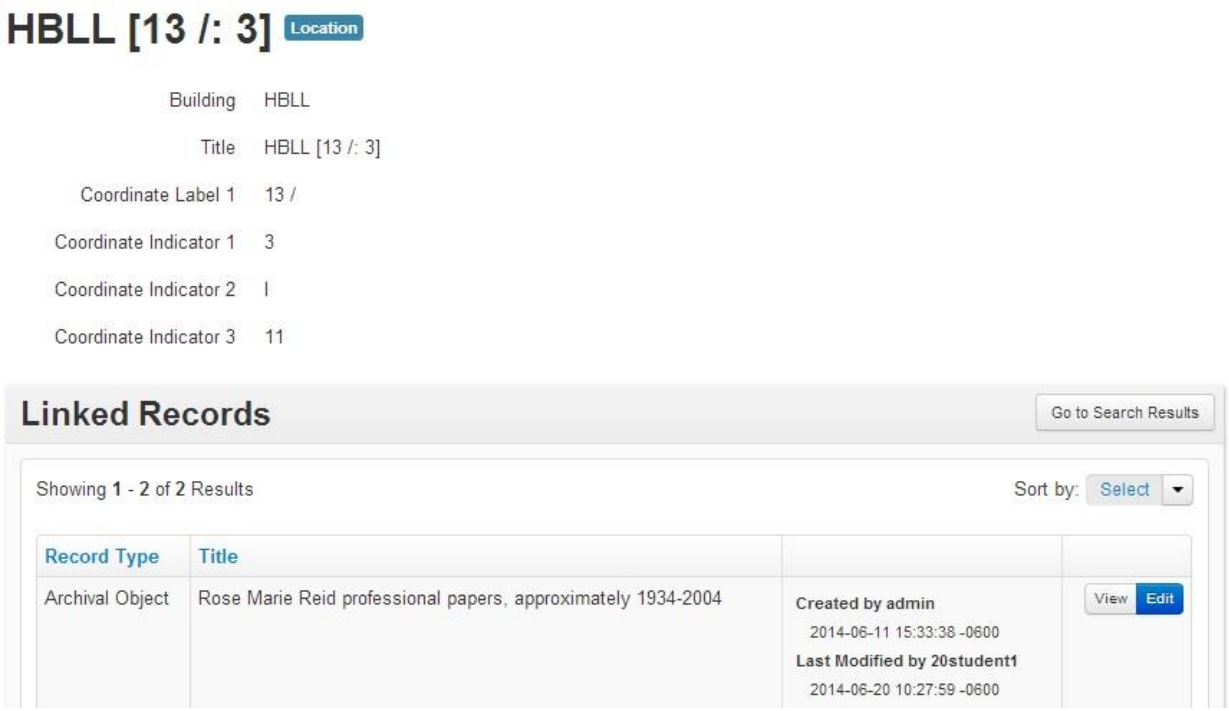
The locations of all of our manuscript collections are recorded in ArchivesSpace. Locations are assigned to collections through individual instances. Viewing or assigning a location to a collection can only be completed by navigating to the instance of the carton, box, or folder. To view the location, open the appropriate finding aid in the resource section of ArchivesSpace. Navigate to the descriptive level to which the instance has been included. Click on "Expand" to view the information about the instance.

Once the instance is expanded all the information concerning that particular instance will be displayed. The location of the instance will be given in a highlighted blue box. This box only displays the Bay and Range of the location. To view the entire location, click on the blue bar. When clicked a small "view" box will appear. Clicking on this new box will open the complete location of the individual instance. The default action when clicking on this box is to open the location in the current tab

of the internet browser. To prevent any data loss force open the page in a new tab. Do this by Ctrl + left click, mouse scroll wheel click, or right click new tab.

The new location page will display the complete location of that particular instance. The complete location is Bay (Coordinate Label 1), Range (Coordinate Indicator 1), Section (Coordinate Indicator 2), and Shelf (Coordinate Indicator 3). Included in the location is a section entitled "Linked Records" this will display all of the instances that have been linked to this particular location.

Shelf Reads



Collections Management produces a complete shelf read of the manuscript stacks quarterly. This document details what is on each particular shelf. Often it contains information concerning materials that are not currently in ArchiveSpace. This allows all members of the department to be able to find materials but should only be used if a collection's location is not in ArchivesSpace.

The Location Guide

Previously, the locations of manuscript collections were managed through an online database known as the Location Guide. Despite the fact that it is no longer kept up-to-date, the Location Guide is still a useful resource for trying to find lost or unprocessed collections. As it contained location information for more than just manuscript collections, it is likewise useful for tracking down supplies and other items. Because of its usefulness, the data from Location Guide was exported to an Excel spreadsheet maintained by the Collection Management staff.

APPENDIX A: MEASUREMENTS IN LINEAR FEET FOR BOXES AND FOLDERS

Legal Box	15.25 x 10.25 x 5"	0.5 linear ft.
Letter Box	12.25 x 10.25 x 5"	0.5 linear ft.
Legal Half Box	15.25 x 10.25 x 2.5"	0.25 linear ft.
Letter Half Box	12.25 x 10.25 x 2.5"	0.25 linear ft.
Carton	15.25 x 10.25 x 12.25	1 linear ft.
Ledger I	15 x 11.5 x 3"	0.5 linear ft.
Ledger II	17.5 x 11.5 x 3"	0.5 linear ft.
Octavo I	15.5 x 12.5 x 5"	0.6 linear ft.
Octavo II	18.5 x 14.5 x 3"	0.7 linear ft.
Quarto I	20.5 x 16.5 x 3"	0.75 linear ft.
Quarto II	24.5 x 20.5 x 3"	1 linear ft.
Folio I	31 x 23 x 3"	1.33 linear ft.
Folio II	36.5 x 24.5 x 2.5"	1.5 linear ft.
Oversize	Varied Sizes	1.66 linear ft.
Legal Folder	9.625 x 14.75"	0.01 to 0.1 linear ft.
Letter Folder	9.625 x 11.75"	0.01 to 0.1 linear ft.
Ledger I Folder	14.5 x 11"	0.1 linear ft.
Ledger II Folder	17 x 11"	0.1 linear ft.
Quarto I Folder	20 x 16"	0.1 linear ft.
Quarto II Folder	24 x 20"	0.2 linear ft.
Folio I Folder	30.5 x 22.5"	0.2 linear ft.
Folio II Folder	36 x 24"	0.3 linear ft.
Oversize Folder	Varied Sizes	0.3 linear ft.

APPENDIX B: CCLA EAD BROWSE TERMS

Agriculture and Natural Resources

- Agriculture
- Fisheries and Wildlife
- Forestry and Logging
- Mines and Mineral Resources
- Ranching
- Water and Water Rights

Arts, Humanities, and Social Sciences

- Anthropology
- Archaeology
- Architecture
- Fine Arts
- Journalism
- Language and Languages
- Literature
- Music
- Performing Arts

Business, Industry, Labor, and Commerce

- Advertising and Marketing
- Economics and Banking
- Labor History
- Labor Unions
- Publishers and Publishing
- Railroads
- Retail Trade
- Ships and Shipping
- Transportation

Education

- Colleges and Universities
- Elementary and Secondary Education
- Student Life

Environment and Conservation

- Environmental Activism
- Environmental Conditions
- Pollution

Immigration and American Expansion

Expeditions and Adventure
Missionaries
Overland Journeys to the Western United States
Pioneers

Politics, Government, and Law

City Planning
Civic Activism
Civil Procedure and Courts
Civil Rights
International Relations
Military
Political Campaigns
Public Finance
Public Utilities
Public Works
Territorial Government

Science, Technology, and Health

Disease
Medicine and Health
Mental Health
Science
Technology

Social Life and Customs

City and Town Life
Clubs and Societies
Fashion
Home and Family
Media and Communication
Parks and Playgrounds
Sexuality
Social Classes
Sports and Recreation

Religion

Catholicism
Protestantism
Mormonism (Church of Jesus Christ of Latter-day Saints) USE equivalent broad category
Judaism
Islam

Church of Jesus Christ of Latter-day Saints

Church Government
Relief Society
Youth Auxiliaries
Primary
Missions and Missionaries
Church Educational System
Seminaries and Institutes

Material Types

Architectural Drawings
Artifacts
Correspondence
Diaries
Electronic Records
Folklore
Images
Maps
Moving Images
Oral Histories
Publications
Sound Recordings
Scrapbooks

Appendix C: Mormon Style Guide

The Church of Jesus Christ of Latter-day Saints has created recommendations for the proper use in referring to the Church. It is important that we adhere to these recommendations while reviewing finding aids. The information below was published by the Church in the Newsroom.

The official name of the Church is The Church of Jesus Christ of Latter-day Saints. This full name was given by revelation from God to Joseph Smith in 1838.

While the term "Mormon Church" has long been publicly applied to the Church as a nickname, it is not an authorized title, and the Church discourages its use.

When writing about the Church, please follow these guidelines:

- In the first reference, the full name of the Church is preferred: "The Church of Jesus Christ of Latter-day Saints."
- Please avoid the use of "Mormon Church," "LDS Church" or the "Church of the Latter-day Saints."
- When a shortened reference is needed, the terms "the Church" or "the Church of Jesus Christ" are encouraged.
- When referring to Church members, the term "Latter-day Saints" is preferred, though "Mormons" is acceptable.
- "Mormon" is correctly used in proper names such as the Book of Mormon, Mormon Tabernacle Choir or Mormon Trail, or when used as an adjective in such expressions as "Mormon pioneers."
- The term "Mormonism" is acceptable in describing the combination of doctrine, culture and lifestyle unique to The Church of Jesus Christ of Latter-day Saints.
- When referring to people or organizations that practice polygamy, the terms "Mormons," "Mormon fundamentalist," "Mormon dissidents," etc. are incorrect. The Associated Press Stylebook notes: "The term *Mormon* is not properly applied to the other … churches that resulted from the split after [Joseph] Smith's death."