



# **Archives and Manuscripts Processing Manual**

**by**

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**and**

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**Sixth Edition**

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Its 6th edition brings the *Archives and Manuscripts Processing Manual* online. The changes in the new edition primarily comprise the addition to Chapter 4 of instructions for encapsulating using the polywelder (no other substantive revisions were made to the chapters) and the inclusion of several new forms.

The **Agreement to Donate Student Work** form was designed to provide documentation of donations of student research papers to Special Collections. The **Conservation Request** form was created to guide staff through the process of routing materials for repair. The **Finding Aid Template** was designed to guide and speed students in Dean Saxon's archives class in the preparation of their finding aids, but benefits our staff as well. It gives finding aid authors more structure when compiling information for a finding aid and eliminates the need to format finding aids in a word-processing program. These improvements have the further advantage of enabling Special Collections staff to publish finding aids with less effort and in less time because, thanks to having the finding aid drafts formatted as tables, we are able to easily use "search and replace" to apply EAD markup.

**Oral History Agreements** have been used in Special Collections for some years, for both the subjects of interviews and those conducting the interviews, but were not included in the *Processing Manual* until this edition. The creation of the **Restriction Release Request** was prompted by the need of one of our researchers to obtain access to a restricted collection for his dissertation research. Happily, permission was obtained and he successfully defended his dissertation, and we will be able to apply for the next release more efficiently now that we have the form.

The **Donor Information** form that appears in this edition has been heavily revised since the publication of the 5th edition. Links have been updated in the lists of perpetual calendars and of sources of equipment and supplies, as well as in the Bibliography and Webography. Finally, Special Collections' **Archives and Manuscripts Deaccessioning Policy** has been added to this manual.

Thanks are owed once again to Claire Galloway, CA, for helping to identify the updates needed since the publication of the 5th edition of the *Archives and Manuscripts Processing Manual* and for suggesting the creation of the Agreement to Donate Student Work and the Restriction Release Request. If it were not for Gerald Saxon and his Principles of Archives and Museums course at the University of Texas at Arlington this edition would no doubt still be pending.

Ann E. Hodges, MLS, MS, CA  
Brenda S. McClurkin, MLS, CA

We would like to acknowledge and thank Gerald D. Saxon, Jane Boley, Marcelle Hull, Shirley Rodnitzky, and Cynthia E. Stevenson, all formerly on staff in Special Collections, who authored the earlier editions of the *Archives and Manuscripts Processing Manual*. Their work is described in the introduction to the 4th edition, which is incorporated in the present edition. It explains how and why the first manual came to be written and also relates the philosophy underlying the manual as well as a bit of the history of Special Collections. We also extend our appreciation to the newest archivist in Special Collections, Claire Galloway, and to Gerald Saxon, both of whom read and commented upon our draft.

The work our predecessors invested in earlier editions of the *Processing Manual* has been of enormous benefit to numbers of students in the archival education program at The University of Texas at Arlington, as well as to Special Collections staff through the years. Special Collections' *Processing Manual* has even been in demand by archivists at other institutions and in other states.

The years between the publication of the 4th edition and that of the 5th saw changes of monumental impact in the archives profession, encompassing the advent of Encoded Archival Description, the replacement of *Archives, Personal Papers and Manuscripts* with *Describing Archives: A Content Standard*, and the increasing adoption of minimal-level processing. In 2002, Special Collections became a member of Texas Archival Resources Online (TARO), a consortial repository of finding aids. Our implementation of the new standards and practices naturally resulted in substantial alterations to Special Collections' policies and procedures relating to the processing of archives and manuscript collections. Consequently, the revisions we made to the *Processing Manual* were exhaustive, amounting in essence to a rewriting of the manual, especially the sections concerning description. Contributing to the changes made to the manual was our desire for it to become primarily an online resource. However, a print version was also needed for use by archives students during their practical sessions. With both aims in mind, we endeavored to simplify the presentation of forms and other supplemental material by placing as much of it as possible at the end of the manual, rather than embedding it within chapters, envisioning its becoming accessible via links in the online version.

We hope that our efforts on the new manual honor the work that was done before us. It was our aim to uphold the purposes set out for the original and to be of as much aid to students and colleagues as were the authors of the previous editions.

Ann E. Hodges, MLS, MS, CA  
Brenda S. McClurkin, MLS, CA

The Special Collections Division of The University of Texas at Arlington Libraries has been collecting archival and manuscript materials since the 1960s. In this twenty-five-plus year period, the division has grown from a two-person operation collecting and processing the records of Texas labor unions and officials to a highly visible division of the library with ten full-time staff, seven student employees, and a much broadened collecting focus. Also during this period, the division has grown, extending its administrative umbrella over several once-separate and autonomous units, each processing archival and manuscript collections in its own way. The need to bring consistency to the division's archival arranging, describing, and cataloging practices has, in part, prompted the writing of this processing manual.

In 1994, Special Collections staff members, Jane Boley, Marcelle Hull, Shirley Rodnitzky, and Gerald Saxon, met to discuss the drafting of this manual. All agreed that a processing manual would benefit the division in many ways:

The manual, as mentioned above, would bring consistent processing practices to the division for the first time. Special Collections staff has always adhered to high standards of modern archivy, but each archivist in the division described collections in a different way. In today's automated environment, descriptive practices in particular should be consistent so that online cataloging records and finding aids are helpful to users.

The manual would serve as a training tool and reference source for the division's student employees, volunteers, and new hires assigned archival responsibilities.

The manual would be used as a textbook in the History Department's graduate classes on archival science. The holdings of Special Collections are often used for processing projects by graduate students in the program. The processing manual, used as a textbook for graduate students in the archives class, will ensure that their processing is consistent with the division's standards and methods.

The processing manual, then, will have both an internal function (for Special Collections' students and staff) and an external one (for UTA graduate students). Moreover, the authors of the manual realize that it is an organic document, one subject to change and revision as archival practices shift and new methods and technologies are introduced. What probably will not change are the underlying assumptions the authors brought to the manual's writing. The reader should be aware that these assumptions include the following:

1. The ideal level of processing is not the same for every collection. It is the processor's responsibility to determine the most practical processing scheme.

2. The research value of each collection should determine its level of processing.
3. Staff should do only enough work on collections to make them usable for researchers.
4. The archival principles of provenance and original order should determine arrangement.
5. It is unlikely that any collection will ever be "reprocessed" so processors should consider their work on each collection to be final.
6. The manual is designed as a guide. It cannot answer every question or consider every possibility in the archival enterprise. Processors with questions not addressed in the manual should consult their colleagues on the staff or in the broader archival community.
7. The overall goals in processing are to preserve the material with enduring value in the collection, arrange the collection in a logical way, describe the arrangement in a well-written finding aid, and make sure all appropriate forms are completed.

Special Collections is committed to providing effective access to all of its holdings and actively encourages its collections be used. In order to provide the best possible service to users, it is important that as many of our collections as possible be processed, open, and available for research. Processors must always keep in mind that they should not do more work on a collection than is necessary to make it usable because the extra work done on one collection will detract from the work that can be done on others. While many have said that processing is largely a matter of common sense, the authors of the manual believe that the procedures and methods discussed herein will make our processing methods more efficient, more consistent, and ultimately, of course, more helpful to researchers.

This processing manual has served Special Collections staff and others well since it was first produced in 1995. It has gone through several revisions, as text was clarified, typos corrected, new procedures and practices incorporated, and archival standards have changed. The manual, until now (2001), has never been available electronically. We believe by making the manual available over the UTA Libraries web page that practicing archivists at UTA and beyond can benefit as will graduate students and others. Special thanks must go to Shirley Rodnitzky, who coordinated the efforts in Special Collections to revise the manual yet again and to see that it is mounted on the web.

Gerald D. Saxon, Associate Director of Libraries  
November 28, 2000

When processing an archival collection, an archivist must survey and evaluate a collection to determine its content and structure. A few basic principles and concepts guide archivists in this work.

**Provenance:** Simply defined, provenance means that the archives of a given records creator must not be intermingled with those of other records creators. Archivist Fredric Miller has said that "provenance is the fundamental principle of modern archival practice." It is important to understand that provenance is identified primarily with the creator rather than the donor, if the two are different. For example, if Jane Smith donated the papers of her grandmother, Sarah Norton, the papers would be the Sarah Norton Papers because she created them.

**Original Order:** This principle states that records should be maintained in the order in which they were originally kept while in active use. It is not the order imposed on the material by someone who was not involved with the records while they were in active use. If the order has been destroyed over time or in the transfer/packing process, then it is the archivist's obligation to reconstitute it if possible. If the original order of a collection cannot be discerned or if the original order was capricious and incomprehensible, then the archivist must impose a reasonable and logical order on the collection.

**Respect des Fonds:** *Describing Archives: A Content Standard* defines this principle as meaning that "the records created, assembled, accumulated, and/or maintained and used by an organization or individual must be kept together (i.e. identified as belonging to the same aggregation) in their original order, if such order exists or has been maintained. They ought not be mixed or combined with the records of another individual or corporate body." *DACS* presents the concepts of provenance and original order as sub-principles of respect des fonds.

**Levels of Arrangement:** The concept of levels of arrangement is not a theoretical principle, but rather a way of implementing administrative and intellectual control in the management and processing of records. Perhaps best explained by Oliver Wendell Holmes, the concept recognizes that most modern archival work involves progressively grouping and describing sets of records along a continuum, going from the largest and most general to the smallest and most specific. Not all collections need to be arranged and described at the same level. The collection's size, research value, basic structure, and other factors will dictate the level to which it should be arranged and described. The various levels of arrangement are:

**Collection Level:** Generally, small collections, more than large ones, lend themselves to a single arrangement and can be described adequately at the collection level. Single items maintained as discrete collections, such as a diary, ledger book, scrapbook, etc., also should be described at the collection level.

**Series Level:** A series consists of records that form a discrete group. This group may comprise a discernable filing system (arranged alphabetically, chronologically, numerically, topically, or some combination of these) or it may be a grouping of records based on similar function, content, genre or document type. In any case, the series level is probably the most important one in arrangement because in the establishment of series the archivist expresses the character of the collection. Processing depends largely on establishing series for collections or uncovering the series that the records creator used. The series cannot be identified until the archivist has studied the entire collection. After the series in a collection have been determined, the archivist arranges them by placing the most important one first, followed by the others in descending order of importance. **A series may also be divided into subseries based on the criteria listed above.** See the diagram at the end of this chapter for examples of subseries.

**File Unit Level:** A file unit is an aggregation of documents brought together, usually for convenience in filing, in such a way that the documents may be treated as a unit. File units are often placed in chronological sequence when they document a regular activity, such as minutes of meetings. The order may be alphabetical when the units document programs, topics, organizations, or people; for example, case files arranged by the name of the client or correspondence arranged by the name of the recipient of the letter. The arrangement of file units may also be by some internal classification system, usable only if the archivist can find a key or codebook to the system. The individual documents within each unit must also be logically arranged, depending upon the level at which the collection is being processed.

**Item Level:** An item is a single document or manuscript within a collection. The archivist is more likely to arrange and/or describe a collection at the item level if the collection is small, of high importance, or has lost its original order. Single items are placed together in file units. Generally, items in files have either a chronological or alphabetical arrangement, or a combination thereof. For example, if one has a series of correspondence, arranged alphabetically in file units by the name of the party to whom the correspondence is addressed, then the letters in each file unit would probably be arranged in chronological order. While archivists sometimes have to handle and arrange every item in a collection, it is extremely rare that they describe a collection at the item level, unless the collection is very small or very important. Time constraints restrict the description of a collection at such a minute level.



## COLLECTION

## JONES PAPERS

## SERIES

## Correspondence

## Financial Documents

## March 2nd Parade

## SUBSERIES

## Received

## Sent

## Ledger

## Bills

## Receipts

## Music

## Personnel

## FILE UNIT

## 1910

## 1911

## A - L

## M - T

## Wilson

## Ledger

## Bills

## Receipts

## Marches

## Rights

## Personnel

## ITEM

Jan 1 Mar 31 Apr 4 Oct 25

Adams Lae

Mills Taft

May 1 June 2

Ledger

Acme Shepherd

Mills Taft

Charge Dixie Decca MGM

Roberts Smit

Incoming archives and manuscript collections are accessioned to obtain basic intellectual control over the material. Each collection added to Special Collections should be accessioned according to the steps outlined below.

## Registration

1. Register the collection by entering the following information in the Accession Log.
  - date collection received
  - accession number (use next available number)
  - brief description of the materials
  - name of donor or source of the materials
  - extent of the collection (number of items or boxes and linear footage)
  - acquisition method (gift, transfer, or price if purchased)
  - intended location (GA or AR)
  - dates transfer of title was sent to and received from the donor
  - existence of restrictions imposed on the collection (yes or no)
  - date when any restrictions expire
  - collection number when one has been assigned

Accession numbers consist of two components: a four-digit number representing the year and a consecutive number indicating the order in which the collection was added to the Accession Log. The accession year is aligned with the university's fiscal year. On September 1 of each year, the portion of the number representing the year advances and the sequential portion starts over with 1. For example, a collection accessioned on September 1, 2008, would be recorded as accession number 2009-1. The accession number serves as an identification number until processing has been completed and a permanent collection number is assigned.

2. Create a holding file for the paper records for this accession and any correspondence pertinent to the acquisition. Use legal size acid-free folders with a single-cut reinforced tab. The collection name should be typed on a foil-backed label and applied to the folder.
3. If the acquisition is a gift, a Donation Record and Gift Records Form must be created. The Donation Record is an in-house document, which must be co-signed by an authorized representative of Special Collections and a designated individual from the Information Resources program area of the UT Arlington Library. As soon as a newly-received collection is entered in the Accession Log, the archivist shall fill out a Donor Information Form and submit it to the Program Coordinator (or her designated representative), who will produce the Donation Record and place it with the arriving materials in the area designated for the IR representative. The archivist shall draft a thank you letter to the donor for the signature of the Program Coordinator. The Program Coordinator will oversee the creation of the thank you letter and Gift Records Form, if appropriate in the circumstances, and the production and distribution of copies of the gift paperwork. Photocopies of the Donation Record and the thank you letter will

be provided to the archivist to be placed in the holding file. A copy of the Gift Records Form and the thank you letter must be sent to the university's Development Office. The original, signed Donation Record and copies of the Gift Records Form and thank you letter are filed in Special Collections' donor files.

4. Each collection acquired (unless obtained from a dealer) must have a signed Transfer of Title form or, in the case of university records, a Transmittal of University Records form. The archivist shall send a completed Transfer of Title form and a stamped self-addressed envelope to the donor, who shall sign, date and return the form. Once returned to Special Collections, the Transfer of Title must be signed and dated by a university representative, who may be the archivist. The archivist next should make two copies of the fully executed form and file the original in the Transfer of Title file. One copy of the signed agreement will be sent to the donor with the thank you letter; the archivist will place the other copy in the holding file. Transmittals of University Records are to be prepared by the transferring office, with the assistance of the archivist as needed. Once the transmittal form and records have been received and accepted by the archivist, s/he shall record on the form her/his name, the accession number assigned to the transfer, and the date of receipt of the records. After making one copy of the fully executed transmittal form, the archivist shall file the original in the Transmittal of University Records file and the photocopy in the holding file.
5. Record the following details about a newly acquired collection in the shelflist: identification number (accession number, AR number, or GA number); collection name; the number and type of boxes; the size of the collection in linear feet; and the storage room and shelf location numbers. The shelflist also can be used to locate empty spaces for storage of new collections.
6. Begin to record information in the Accession Record form (see example at the end of the chapter). The recording of information in the Accession Record will continue until the collection is completely processed.

## Survey and Assessment

1. Survey the collection for general subject content, forms of material, existing arrangement, condition (preservation concerns), and preliminary rehousing needs. Record pertinent facts about the collection and its creator in order to facilitate the writing of the collection-level description.
2. Assign a level at which the collection is to be processed. Record the assigned processing level on the Accession Record form.

**Level 1:** Full processing, complete finding aid, container list to the item level. This level is rarely used. Reserved for collections of rare documents or collections of very few items.

**Level 2:** Full processing, complete finding aid, container list to the folder level or a combination of box and folder level description as appropriate. Reserved for collections that are important, will have heavy use, and have much research value.

**Level 3:** Full processing, condensed finding aid, container list to the box level, bound volume, or microfilm reel. Reserved for very large collections, such as political, labor, or business collections and collections with large groupings of the same document types that need little detail or elaboration, such as grievance files, constituent correspondence, or newspaper clippings. The scope and contents section should briefly summarize the subject content of the materials in lieu of elaboration in the container list.

**Level 4:** Minimal processing, finding aid optional or more frequently no finding aid. Assign collection number and shelve in the final location. In lieu of a finding aid, create a collection description for *Addenda to: A Guide to Archives and Manuscripts Collections*. Reserved for single items (such as a scrapbook, diary, ledger, manuscript, photo album, one letter) or for small collections of letters, printed materials or other document types. Also includes larger collections processed in full or in part according to the Meissner-Greene theory of "More Product, Less Process" (MPLP).

3. Rehouse the collection in acid-free records center boxes, or manuscript boxes, and shelve it. Small manuscript collections may be housed in the Garrett Archives and assigned a GA number. Rehousing in acid-free folders may be performed for selected parts of the collection at this time, if needed. For large collections, a general summary of contents box-by-box may be prepared at this time if warranted.

### Preliminary Description

Write a preliminary collection-level description, also known as a *Guide* entry, for every new collection (see examples at end of chapter). The preliminary description is useful to researchers and staff members for a quick overview of a collection. It will become part of the *Addenda to: A Guide to Archives and Manuscript Collections in the Special Collections Division at the University of Texas at Arlington Libraries*. (The *Addenda* is a companion volume to the *Guide to Archives and Manuscript Collections*, which was created to provide an overview of collections at UT Arlington. New *Guide* entries are being filed in the *Addenda* volume rather than being interfiled in the first volume.) After the *Guide* entry has passed through the approval process outlined in Special Collections' procedures, add a copy to the holding file and to the *Guide Addenda* at the Special Collections service desk. Submit the approved *Guide* entry in electronic format to the appropriate Special Collections staff members for publication on the web site and for creation of a preliminary record in the Library's online catalog. The *Guide* entry will be updated by the processing archivist to include the final location number and information regarding material discovered during processing. The *Guide* entry is a brief summary that includes:

- Name of creator (for a person, include birth and death dates if known)
- Title, with inclusive dates and bulk dates, if applicable
- Number of boxes and amount of material in linear feet (for small collections, include number of folders or number of items)
- Biographical or historical summary (3-4 sentences)
  - Persons
    - include birth and death dates
    - identify major occupation or accomplishments and place of primary activity
    - family relationships may be included
  - Organizations
    - provide beginning and ending dates of activity
    - name or describe founders
    - list name changes and dates changes occurred
    - describe the organization's major function
    - state location of organization and/or its activities
- Scope and content note (1 succinct paragraph)
  - Summarize the document types first, in order of importance.
  - Give a summary statement regarding the contents of the collection;
    - include:
      - ◇ major subjects (with dates, if possible)
      - ◇ primary correspondents, if applicable
      - ◇ other persons and/or corporate bodies as subjects or creators
    - mention the presence of:
      - ◇ records from other organizations
      - ◇ additional subjects of note
      - ◇ unusual items
- Restriction/preservation note, if applicable
- Acquisition note and date of acquisition (include source of the collection and custodial history, if not received directly from the creator)
- Statement regarding the existence of a box list or inventory, if applicable
- Identification number (accession number, AR number, or GA number)

### Example

#### **Arlington Museum of Art**

Arlington Museum of Art records, 1939-1992

3 boxes (3 linear ft.)

The Arlington Art Association was organized in January 1939. In 1987 when its goal of a museum for Arlington was realized, the name of the organization was changed to the Arlington Museum of Art.

Correspondence, constitutions and by-laws, membership lists, photographs of exhibitions, newspaper clippings, and scrapbooks. These are the records of the Arlington Museum of Art. They include the papers of Howard W. Joyner pertinent to his involvement in the founding of the Arlington Art Association and his service in various leadership positions in the organization, notably founding president of the Arlington Art Association.

Gift, 1993.

Inventory available.

93-15

**Example****Carpenter, John W., 1881-1959**

John W. Carpenter papers, 1891-1980 (bulk 1912-1976)

205 boxes (218 linear ft.)

John Carpenter was a prominent Dallas industrialist, businessman, and civic leader. He was chief executive officer of Texas Power & Light Co., chief organizer and board chairman of Southland Life Insurance Company, founder and president of Lone Star Steel Co., on the board of directors of the State Fair of Texas, was instrumental in establishing Texas Tech University, and was a major contributor to the Texas agriculture and livestock industries. Carpenter worked for more than thirty years toward the full development and canalization of the Trinity River. He was president from its organization in 1928 of the Trinity Improvement Association and the principal sponsor of legislation that created the Trinity River Authority.

Correspondence, minutes, financial and legal documents, speeches, essays, photographs, lists, plans, maps, historical data, newspaper clippings, scrapbooks, albums, motion picture film, sound recordings, artifacts, brochures, newspapers, newsletters, magazines, pamphlets, booklets, and books. These are the personal papers of John W. Carpenter, which document his career in business, industry, and community service in Texas. They do not contain any family papers. The bulk of the collection is records of the Trinity Improvement Association and the Trinity River Authority, 1930-1980, and includes materials on the Trinity River Navigation Company, 1891-1909. Also included are the papers of Carpenter's son, Ben H. Carpenter, who was the first president of the Trinity River Authority.

Other materials document the founding, construction, and operation of the Lone Star Steel Company, 1930-1959; the operation and development of Texas Power and Light Co., 1927-1959, and correspondence re the Dallas Railway and Terminal Co., 1914-1947, and other utility companies; files on numerous community clubs and organizations, as well as Carpenter's industrial development activities, 1923-1959, especially the Dallas Chamber of Commerce, 1928-1957, the Dallas Citizens Council, 1937-1959, the Kessler Plan Association of Dallas, 1928-1949; and Texas textile mills, 1923-1938. Carpenter's papers concerning Texas Tech University, 1923-1957, include minutes of the first meeting of the Board of Regents; also included are materials regarding his involvement in the promotion of the State Fair of Texas, 1934-1959, and information related to the establishment of Big Bend National Park, 1937-1950. Carpenter's political files relate primarily to the late 1930s and early 1940s and the resolution of the conflict between the Lower Colorado River Authority and the Texas Power and Light Company through negotiations between John W. Carpenter and President Franklin D. Roosevelt, Sam Rayburn, and other Texas and national political figures, 1932-1959.

The collection is in record center and transfer storage boxes, stored on another floor of the library. A one day advance notice may be needed to retrieve materials.

Gift, 1996.

Inventory available.

96-3

### Example

Fort Worth Civil Liberties Union

Fort Worth Civil Liberties Union records, 1945-1981 (bulk 1975-1980)

3.5 boxes (1.4 linear ft.)

The Fort Worth Civil Liberties Union was established in 1964 as an affiliate of the American Civil Liberties Union.

Correspondence, memoranda, minutes, annual reports, financial and legal documents, case summaries, news releases, newsletters, and newspaper clippings.

Restrictions: Legal case files closed until August 24, 1999.

Gift, 1989.

89-7

## Example



## ACCESSION RECORD

## Accessioning

Accession Number 98-15 Collection Number \_\_\_\_\_ Processing Level 2  
 Accessioned By Shirley Rodnitzky Date 7/6/98  
 Preliminary Collection Title \_\_\_\_\_  
 Approximate Inclusive Dates of Collection 1921-1962  
 General Description (briefly describe contents, document types, subjects) Ads, announcements, clippings, floor plans, sketches, photographs, snapshots, negatives, and misc. printed materials. Materials are related to the Dixie Shop, Inc., later known as Dixie Franklin, Inc.  
 Quantity Received: Number/Type of Boxes 1 box Linear Feet 2.5 inches  
 Creator Name/Office of Origin Dixie Franklin, Fort Worth, Texas (deceased)  
 Creator Address \_\_\_\_\_  
 Creator Phone \_\_\_\_\_ Creator Email \_\_\_\_\_  
 Accretion Information \_\_\_\_\_  
 Restrictions none  
 \_\_\_\_\_  
 Method of Acquisition: Gift ☒ Transfer \_\_\_\_\_ Purchase \_\_\_\_\_ Price \$ \_\_\_\_\_  
 Donor Name Cissy Stewart Lale (for niece of Dixie Franklin, Dixie Collins Stuart)  
 Donor Address 3900 White Settlement Road, #101, Fort Worth, TX 86107-7822  
 Donor Phone \_\_\_\_\_ Donor Email \_\_\_\_\_  
 Negotiated By Sally Gross Date \_\_\_\_\_  
 Received By \_\_\_\_\_ Date 7/2/98  
 Acknowledged By Gerald Saxon Date \_\_\_\_\_  
 Quantity After Preliminary Rehousing: Number/Type of Boxes \_\_\_\_\_ Linear Feet \_\_\_\_\_  
 Condition of Material \_\_\_\_\_  
 Inventory or Box List Completed By \_\_\_\_\_ Date \_\_\_\_\_  
 Special Instructions \_\_\_\_\_

## Specific Description of Material

<input type="checkbox"/> audio recordings	<input checked="" type="checkbox"/> other	<input checked="" type="checkbox"/> printed materials
<input type="checkbox"/> correspondence	<input type="checkbox"/> memorabilia	<input type="checkbox"/> publications
<input type="checkbox"/> diaries/manuscripts	<input type="checkbox"/> microfilm	<input type="checkbox"/> reports
<input type="checkbox"/> electronic records	<input type="checkbox"/> movie film	<input type="checkbox"/> research materials
<input type="checkbox"/> financial records	<input type="checkbox"/> newspapers	<input type="checkbox"/> scrapbooks
<input type="checkbox"/> legal documents	<input checked="" type="checkbox"/> photographs	<input type="checkbox"/> video recordings
<input type="checkbox"/> maps/charts	<input type="checkbox"/> photocopies	



**Example (continued)****Arrangement of Material**

☐ alphabetical                      ☐ numerical                      ☐ not arranged  
☐ chronological                      ☐ topical                      ☐ other

**Preservation**

Special Instructions (recommended conservation treatments) \_\_\_\_\_

\_\_\_\_\_

**Arrangement and Description**

Date Processing Begun \_\_\_\_\_ Date Processing and Finding Aid Completed \_\_\_\_\_

Processed By \_\_\_\_\_

Final Collection Title \_\_\_\_\_

Quantity After Processing: Number/Type of Boxes \_\_\_\_\_ Linear Feet \_\_\_\_\_

Inclusive Dates of Collection \_\_\_\_\_ Bulk Dates of Collection \_\_\_\_\_

Guide Entry Completed By \_\_\_\_\_ Date \_\_\_\_\_

Cross References to Related Collections \_\_\_\_\_

\_\_\_\_\_

**Cataloging and Encoding**

Cataloging Worksheet Completed By \_\_\_\_\_ Date \_\_\_\_\_

Local Catalog Entry Created By \_\_\_\_\_ Date \_\_\_\_\_

OCLC Entry Completed By \_\_\_\_\_ Date \_\_\_\_\_

Local Bibliographic Number \_\_\_\_\_ OCLC Number \_\_\_\_\_

Finding Aid Encoded in EAD By \_\_\_\_\_ Date \_\_\_\_\_

Encoded Finding Aid Sent to TARO By \_\_\_\_\_ Date \_\_\_\_\_

**Publicity**

Date Donor Notified of Completed Processing \_\_\_\_\_

Date Press Release Issued \_\_\_\_\_

**Other**

Additional Comments \_\_\_\_\_

\_\_\_\_\_

Collection Certified for Use By \_\_\_\_\_ Date \_\_\_\_\_

**Note:** This chapter addresses full-level processing, represented in Special Collections by levels 1 and 2. (See Chapter 2, Accessioning, for descriptions of the processing levels.) Collections or portions thereof processed under the "Meissner-Greene More Product, Less Process" (MPLP) approach are not processed in the detail described in this chapter, as MPLP processing equates to level 4 in Special Collections' processing level hierarchy.

Arrangement is the process of identifying the logical groupings of materials within the whole as they were established by the creator, of constructing a new organization when the original ordering has been lost, or of establishing an order when one never existed. (DACS, xiii) DACS Principle 2 states that:

The principle of *respect des fonds* is the basis of archival arrangement and description. The records created, assembled, accumulated, and/or maintained and used by an organization or individual must be kept together (i.e. identified as belonging to the same aggregation) in their original order, if such order exists or has been maintained. They ought not be mixed or combined with the records of another individual or corporate body. Inherent in the overarching principle of *respect des fonds* are two sub-principles: provenance and original order. The principle of provenance means that the records that were created, assembled, accumulated, and/or maintained by an organization or individual must be represented together, distinguishable from the records of any other organization or individual. The principle of original order means that the order of the records that was established by the creator should be maintained by physical and/or intellectual means whenever possible to preserve existing relationships between the documents and the evidential value inherent in their order. Together, these principles form the basis of archival arrangement and description.

It is important to note that documents from different creators (or different collections, should the creator be the same individual or corporate body) should not be combined even if the subject matter is the same.

Arrangement consists of the following steps: research (on both the creator and the collection); survey of records pertaining to the collection; formulation of a processing plan; physical arrangement; and preservation and rehousing of materials, including the labeling of file folders and boxes.

## A. Research

Before work can begin on processing a collection, it is helpful to know as much as possible about the collection and its creator. If the collection consists of personal papers, try to obtain a biography of their creator, find out the dates of important events in that person's life, and determine noteworthy activities in which the person was engaged. If the collection consists of the records of an organization, obtaining information may be more difficult. When researching the history of the organization, be sure to look in the Library's holdings for organizational histories or oral history interviews with members of the corporate body. Often, such sources are not available and information will have to be obtained from the

collection itself. The types of documents that are particularly useful for this purpose are resumes, obituaries, newspaper clippings, diaries, correspondence, annual reports, minutes, and charters.

## B. Survey

It is very important to examine all records pertaining to a collection before processing begins. The processor should first check the Transfer of Title to see whether any restrictions apply to the use of the collection. Correspondence in the holding file should be read to learn whether there are special instructions from the donor with regard to disposal of material in the collection (such as duplicates) or other matters. The collection's Accession Record will provide information on the exact size of a collection so that no boxes will be overlooked. The Special Collections *Guide to Archives and Manuscripts Collections* and its *Addenda*, the Accession Log, and the donor files should also be consulted to find out whether other processed or unprocessed material has been received from the same donor or creator. It may also be helpful to consult UT Arlington's finding aids on the Texas Archival Resources Online (TARO) site to see if finding aids for other accessions from the same creator have been posted.

After this basic information has been obtained, the collection should be assigned its title. Ordinarily collections are named for the person or organization that created the records, not for the donor. (Refer to Chapter 6, Cataloging Form Instructions, for information on determining the correct form of the name.) The title is usually a combination of the creator's name plus one of the following terms: papers, records, or collection. (See *DACS* 2.3, Title Element.) The term "papers" is used for material that was created by a person, while the term "records" is used for material created by an organization. If the material was artificially formed around a particular subject, person, or by a collector, the term "collection" is applied. If only one document type is represented in the materials a more specific title can be used, such as "photographs," "minutes," or "letters." The following are a few examples of names and titles taken from the Special Collections *Guide*: Betty Andujar Papers, McKinney and Milam Family Papers, Texas AFL-CIO Records, Fort Worth Driving Club Records, Garry Mauro Christmas Card Collection, Rebel Theme Controversy Collection, W. A. Ransom Grade Books, and Lubbock Central Labor Council Minutes.

## C. Processing Plan

With the preliminary work completed, the archivist is ready to devise a processing plan. Obtaining an overview of the collection is the essential first step.

If a careful box-by-box contents list was prepared at the time the collection was accessioned, an intellectual grasp of the collection's contents can be obtained by reviewing the list. Looking at the actual contents of a collection is also critical. This is best done by setting the boxes on a table, opening each box, and quickly examining the contents of each box. This physical review helps the archivist to become more familiar with the collection

and to note either mentally or on paper the logical sequence of the records and eventually to work out a plan for arranging the material. It also provides the archivist with many clues as to the task that lies ahead. During the review the archivist will consider the following issues.

- Are file folders neatly arranged, are they poorly arranged, or are there no file folders?
- Do the folders have labels?
- Do folder titles actually reflect the contents?
- Are the papers in the folders in order?
- Are any of the papers folded?
- Are there few or many newspaper clippings, reels of film, photographs or fragile documents or artifacts that will require special attention?
- Is there any evidence of mildew, insect or rodent damage?
- Are there oversize documents, government documents, books, or other materials in the collection that may have to be handled separately or transferred to other areas of the library?

Although these problems will be addressed later by the processor (and are discussed more fully in the sections on description and preservation), they are nonetheless considerations that must be factored into the final decision on how the collection is to be arranged, and therefore must be reflected in the processing plan.

Elements of the processing plan include:

- Accession Number/s
- Collection Title
- Creator Name/s
- Date/s Received
- Extent
- Present Arrangement and Condition
- Proposed Arrangement
- Recommendations for Deaccession or Transfer
- Preservation Issues
- Restrictions

A sample processing plan is located at the end of this chapter. An example of the blank form may be found in the Appendices. **Before beginning to process, archives students must submit the processing plan to their instructor for approval.**

## D. Establishing Arrangement

The primary task of the processor is to discover the order (if any) established by the creator and to insure that it is systematically implemented. It bears repeating that a basic rule of archival management is that ideally the original order of the materials in a collection should not be altered or should be altered as little as possible. All too frequently, however, collections do not arrive in good order or sometimes have no order whatsoever. In these instances, the archivist has to impose order on the materials so that they will be easily accessible to the researcher.

*It is virtually impossible to make a general statement on how a collection should be arranged because each collection is unique, and each one has to be evaluated on its own characteristics.* After the basic principles governing provenance and original order have been taken into consideration, the primary objective of the archivist should be to arrange the material in the most user-friendly manner possible.

The arrangement of a collection will be determined largely by its size and content. Collections that are moderate to very large in size (five or more manuscript boxes) are usually more manageable if the records are arranged in series, which in turn may be arranged by order of importance, chronologically, or alphabetically. The preferred arrangement in Special Collections is by order of importance. Series in larger collections may further divide into subseries. In smaller collections, the establishment of series may not be necessary or appropriate. Establishment of series and subseries should be carefully considered before final arrangement is determined. (See Chapter 1, Basic Principles, for definitions of series and subseries and for a graphic representation of the structure of a collection.)

Forming series based on the functions of the records creator groups together documents that relate to a specific activity of the creator. For example, the papers of an individual might form separate series for personal records, business records, and political records (see AR384, Keith Kahle Papers). Series in the records of an organization might represent the different components of that organization, such as Department of Equal Opportunity, Education Department, Public Relations Department (see Texas AFL-CIO Collections AR110 and AR278). If a particular document type dominates the collection, the series could be formed around those document types, such as correspondence, financial records, minutes, personnel applications, grievances, etc. (see AR358, International Association of Bridge, Structural and Ornamental Ironworkers). Refer to "Series Arrangement: Checklist by Types of Material" at the end of this chapter for assistance with document types. (It is reproduced from page 11 of David B. Gracy II's *Archives & Manuscripts: Arrangement and Description*, published in 1977 by the Society of American Archivists.) Some collections, such as the papers of legislators, may lend themselves to chronological series because the activities of the creator of the records are centered around specific time periods (i.e. terms in office). ***Oversize documents do not constitute a series.*** Although physically segregated because of their size, they remain intellectually part of the series structure established for the collection as a whole.

### E. Preservation, Rehousing, and Labeling

When the plan for arranging a collection has been determined, hands-on processing can begin. At this stage the processor works with one file folder at a time. Careful attention should be given to the physical condition of the documents. The following steps to preserve the documents should be undertaken, if warranted. (Refer to Chapter 4, Preservation, for detailed instructions.)

**Note:** *It is recommended to use legal-size folders and boxes for all collections. Collections thought to consist exclusively of letter-size documents are often found to contain longer, folded items which, when opened, do not fit in letter-size folders.*

- Remove paper clips, rubber bands and rusted staples.
- Open and flatten folded documents, humidifying them first if necessary. If a document is too large for a legal-size folder and merits unfolding, transfer it to an oversize box.
- Remove metal spirals from notebooks or remove pages and discard notebook cover and spirals. Photocopy cover onto acid-free paper if it contains needed information.
- Remove pages from 3-ring binders and discard the binders. Photocopy cover onto acid-free paper if it contains needed information.
- Place photographs in polyester or polypropylene sleeves. (Storage options for negatives are diverse. **Archives students must consult with a staff archivist before proceeding with the rehousing of negatives.**)
- Place a sheet of acid-free paper on each side of documents on colored paper (such as labor union handbills or yellow carbon copies) to prevent staining of adjacent documents.
- Encapsulate fragile documents or place them in polyester sleeves.
- Trim newspaper clippings and photocopy them onto acid-free paper. Discard original clippings.

This is also the time to remove duplicates and to decide whether those records with little value should be retained (see "Functional Categories of Records Grouped by Relative Importance" at the end of this chapter). Envelopes are often discarded as well (especially from voluminous 20th century collections), although some archivists prefer to file them with their related correspondence. Other items that should be removed from the collection at this time are periodicals, newspapers, and books, as well as federal or state documents that should be transferred to the government publications department. Exceptions to removal would be items significant to the collection because of annotation or use by the creator in the course of their activities.

When all of these concerns have been addressed, arrange the contents of each folder in numerical, alphabetical or chronological order as appropriate. If material is placed in chronological order, undated material should be placed after dated material. Folders may contain both dated and undated items. Estimate the date of undated materials from the context provided by the collection.

Label each new acid-free folder with folder title and date (do not include name of series or subseries), using a No. 2 pencil, then transfer folder contents from old folders to new. When labeling folders, use the abbreviation "ca." to designate dates not precisely known, as in "ca. 1950." (For finding aids, *DACS* mandates the use of the word "approximately" rather than the term "circa" or its abbreviation, "ca.") If a date cannot be determined, record the term "undated" in place of a date. In such cases, give the known inclusive dates, followed by the word "undated." Avoid the use of "n.d." to indicate undated material.

Ideally, no more than 35 sheets or 10 photographs should be put in a file folder. If necessary, divide the contents and place the material in additional folders, using the same title for each folder. Use additional wording as appropriate to indicate their sequence.

If erasures are made while labeling folders, take care to keep eraser crumbs, which are abrasive, away from the documents and out of the folders and boxes. If the writing cannot be erased cleanly, begin again with a fresh folder.

Obtain the next collection number from the front of the Accession Log notebook. Record the number in the Accession Log, on the Accession Record form, and on the Transfer of Title or Transmittal of University Records. Special Collections archivists will ensure that the Accession Log database is kept updated. Transfer the folders from the record center storage boxes to acid-free, lignin-free manuscript boxes. Arrange the folders in their prescribed order and place them snugly in the manuscript boxes. Folders should not be stuffed into a box so that they are difficult to remove, nor should they be so loosely packed that in time the material will slump and bend. After determining how many folders belong in a given box, write the collection, box, and folder number on each folder. **Folder numbers start over with number 1 in each new box. Series numbers usually are not included in folder numbering and labeling**, though extremely large collections may be an exception. Use item numbers rather than folder numbers for materials that are inventoried individually but remain with the collection, such as books, films, sound recordings, graphics, or photographs.

### Examples

AR407-1-1 (AR407, Box 1, Folder 1)  
AR407-1-9 (AR407, Box 1, Folder 9)  
AR407-2-1 (AR407, Box 2, Folder 1)

Temporary labels can be clipped to each manuscript box after it is filled. Once processing has been completed and the finding aid written, permanent labels should be created and affixed to each box. These labels should include the collection number, collection name, and box number. If the collection, or a portion of it, is housed in an oversize box, the box label should indicate the oversize box number, the collection name, and the collection number. For examples of label layout, see the illustrations at the end of this chapter.



After processing, any oversize boxes in a collection are to be numbered according to the oversize numbering scheme and shelved in an area designated for oversize boxes. A list of oversize box numbers is maintained in the Accession Log notebook. Obtain the next available oversize box number(s) before completing the container list. Use an acid-free folder, cut one-half inch smaller than the measurements of the box interior, for each item or grouping of related items that are placed in the box. Label oversize folders along the folded edge and place them in the box so that the folded edges will be at the lower (labeled) edge of the box, or nearest the person opening the box. This will ensure safer handling of the folders and their contents by making it easier for people to be sure they have grasped the folder they want and by preventing items from falling out as folders are removed from the box. Ledgers, artifacts, printed items containing several pages, etc., do not need to be placed in folders, but use a box as close as possible to the size of the largest item to eliminate shifting of materials within the box. Rolled up acid-free paper or acid-free board is used to fill in areas around an item that might shift within an oversize box.

## F. Conclusion

By the time the finding aid is completed, the archivist will have worked with the material in each folder in the collection several times. **It is a good idea to develop the habit of taking notes on the collection during processing.** The notes will be useful to the archivist later when preparing the description of the collection and will be essential for completing the Archives and Manuscripts Cataloging Form. They should include information on the earliest and latest dates of the records in the collection and on each series within the collection; dates of and facts about important events; the purpose and history of an organization; biographical information; preferred forms of names used, name changes, and when the changes occurred; and any other information about the collection that would be helpful to the researcher and to the cataloger.



### Example

**Special Collections**
**The University of Texas at Arlington Library**
**Preliminary Processing Plan**
**Accession No.** 97-12 **Collection No.** \_\_\_\_\_

**Title of Collection:** Flora and Dickson Reeder Papers

**Creator:** Flora and Dickson Reeder and the Reeder School, Inc.

**Date(s) Received:** 1997 **Quantity:** 47 boxes plus framed items

**Present Arrangement and Condition:** There is no order to the collection. Most of the boxes contain personal papers along with Reeder School records. There are a few boxes that contain only school records, sketch books, or only personal papers. Some of the school records are in files or notebooks, but there is no arrangement to them. There are many duplicates of brochures, flyers, and booklets about the Reeder School and Dickson Reeder's art work and exhibitions. The materials appeared to have been stored in Mrs. Reeder's home in no particular order. There is a variety of materials in the school records including photographs, scripts, film, video, recordings, framed art work, and costume sketches as well as paper records. The recordings and film appear to be in poor condition. The photographs, paper records, and artwork are in good condition

**Proposed Arrangement (include series and subseries):** I would divide the collection into two series, the Reeder's personal papers and the Reeder School records. Another possibility is to separate the materials into two separate collections.

**Flora and Dickson Reeder Papers organized into two series:** Personal Papers and Reeder School Records. Series 1: Personal Papers would be subdivided by document type (or into the following subseries): personal records, correspondence, financial records, photographs, printed material, sketch books, and art work.

**Series 2:** Reeder School Records would be organized by document type (or subseries) and some materials by size: files concerning the school, which includes correspondence, publicity, financial records, legal records, photographs, scripts, newspaper clippings, art work, films, video, and recordings.

**Series, Subseries, or Items to be Deaccessioned or Transferred:**

Deaccession duplicate copies of printed materials, scraps of paper with phone numbers and notes, wall calendars, personal health records, and other odd items on a case by case basis. There are several odds and ends I saw while accessioning the collection that we would not generally keep such as recipes and an eye glass case. There are also many unidentified snapshots and negatives, which may or may not be kept. Large framed art work could be transferred to the SPCO art collection for storage.

**Preservation Problems/Recommendations:** Contact a film conservator to assess the condition of the films to determine if they can be restored. Warping of the film base and a strong chemical odor is present.

**Restricted Files or Items:** I suggest restricting sketches and art work from being photocopied.

**Recommended by:** Shirley Rodnitzky **Date:** 11/01/2000

**Approved by:** Gerald D. Saxon **Date:** 11/29/2000

### SERIES ARRANGEMENT CHECKLIST BY TYPES OF MATERIAL

Gracy II, David B. *Archives & Manuscripts: Arrangement & Description*. (Chicago: SAA, 1977)  
General types are capitalized. Specific types listed are but the more common documents within the larger category.

#### CORRESPONDENCE (IN AND OUT)

- Letters (in or out)
- Greeting cards
- Telecommunications
- Letter books
- Postcards
- Memoranda
- Notes

#### DIARIES, MINUTES, PROCEEDINGS

- Commonplace books (clippings and quotations)

#### LEGAL DOCUMENTS

- Contracts
- Petitions
- Agreements
- Briefs
- Depositions
- Insurance policies
- Wills
- Inventories of estates
- Mortgages
- Deeds
- Abstracts of title

#### FINANCIAL DOCUMENTS

- Ledgers
- Journals, daybooks, wastebooks, blotters
- Bank statements and checks
- Bills and receipts
- Notes

#### LITERARY PRODUCTIONS

- Research notes
- Manuscripts
- Reminiscences
- Memoirs
- Reports
- Speeches, Orations
- Autobiographies

#### LITERARY PRODUCTIONS (CONTINUED)

- Sermons
- Biographies
- Essays
- [Dissertations]
- Example books
- Family histories
- Family trees
- Genealogical notes, etc.
- Genealogies
- Journals (narrative)
- Obituaries
- Piece books (poetry)
- Poems

#### PRINTED MATERIAL

- Certificates
- Awards
- Pamphlets
- Brochures
- Proofs
- Circulars
- Flyers
- Clippings
- Broadsides
- Programs

#### SCRAPBOOKS AND SCRAPBOOK MATERIAL

#### PHOTOGRAPHIC MATERIAL

- Positive transparencies
- Positive prints
- Negative prints
- Movie film
- Video tapes

#### MAPS, CHARTS, DIAGRAMS, GRAPHS, LISTS, ETC.

#### AUDIO RECORDINGS

- Wax discs
- Audio recording tape

**FUNCTIONAL CATEGORIES OF RECORDS GROUPED BY RELATIVE IMPORTANCE****Usually Valuable**

Academic record cards	Elections, certificates, and returns	Poll lists
Acts, legislative	Guides	Proceedings
Addresses	Handbooks	Proclamations
Albums	Histories	Recollections
Autobiographies	Indexes	Regulations
Briefs	Interviews	Reports, annual
Broadsides	Journals, research	Reports, audit
Brochures	Laws	Reports, research
Budgets	Legal opinions	Resolutions
Bulletins	Logs	Rolls
By-laws	Manuals, policy	Rosters
Cadasters	Manuals, procedure	Rules
Calendars	Memoirs	Speeches
Catalogs	Memorials	Statutes
Census rolls	Messages, official	Studies
Constitutions	Militia lists	Summaries
Credences	Minutes	Surveys
Diaries	Muster rolls	Synopses
Digests	Newsletters	Tax returns
Directions	Orders	Testimonials
Directives	Organizational charts	Wills
Directories	Platforms	
Dockets		

**Often Valuable**

Abstracts	Files	Pardons
Agendas	Files, personnel	Payroll summary cards
Agreements	Files, research	Petitions
Announcements	Film strips	Photographs
Awards	Financial statements	Plans
Books	Issuances	Poems
Cables	Journals	Posters
Certificates	Kinescopes	Publications
Charts	Ledgers	Recommendations
Circulars	Letterbooks	Registers
Collections	Letters, personal	Reports, progress
Contracts	Lists	Schedules
Correspondence	Maps	Scrapbooks
Course outlines	Memoranda	Specifications, building
Despatches	Monographs	Subject files
Diagrams	Motion picture film	Tape recordings
Disk recordings	Music	Tariffs
Documents	Negatives, photographs	Telegrams
Drawings	Order books	Videotapes
Field notes	Papers, personal	

**Occasionally Valuable**

Assessment records  
 Bonds  
 Cards  
 Case files  
 Catalogs  
 Clippings  
 Committee files  
 Course materials  
 Examination questions  
 Folders  
 Instructions  
 Inventories

Jackets  
 Lectures  
 Lists  
 Materials  
 Nominations  
 Notebooks  
 Notices  
 Oaths  
 Payrolls  
 Press releases  
 Program documentation,  
 ADP

Property control listings  
 Recommendations  
 Reprints or separates  
 Returns  
 Schedules  
 Scrapbooks  
 Sketches  
 Statements  
 Statistical tables  
 Tabulations  
 Tapes, transcribed  
 Transcripts

**Often Without Value**

Account books  
 Accounting statements  
 Addresses, manuscript  
 version of published  
 Applications  
 Appointments  
 Authorizations of actions  
 posted to permanent  
 records  
 Ballots  
 Bank statements  
 Bills, financial  
 Budget work papers  
 Cash books  
 Checks cancelled  
 Claims  
 Classbooks

Day books  
 Invoices  
 Leases  
 Licenses  
 Manuscripts  
 Mortgages  
 Notes, lecture  
 Notes, research  
 Orders, financial  
 Outlines  
 Payroll deductions,  
 authorizations, and notices  
 Property inventories  
 Purchase orders  
 Reading files  
 Receipts  
 Releases

Requests  
 Requisitions  
 Sales literature  
 Slips  
 Shorthand notes  
 Speeches, manuscript version  
 of published  
 Tickets  
 Tickler files  
 Time books and records  
 Trial balances  
 Vouchers  
 Warrants  
 Work orders  
 Work papers  
 Worksheets

**Usually Without Value**

Duplicate copies  
 Stencils  
 Supplies

## SAMPLE FOLDER HEADINGS AND BOX LABELS

**AR Collections**

AR291-4-1	Correspondence	April 1980
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**GA (Mixed Collections)**

GA29 Hogan, William R.	Diary	1920
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**GA (One Collection in Box)**

GA76-1 Trussell Family	Journal	1849
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**Holding File (3/4" x 4")**

Hansell, Frankie Stewart
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**Reference Desk Finding Aid File  
(1" x 3")**

AR27 Waco Central Labor Council
---------------------------------

**Oversize Box Label (2"x 3")**

OVERSIZE BOX 333
A. C. GREENE
AR409

**Box Label (3" x 4")**

AR360
DEMOCRATIC ADVISORY COMMITTEE
BOX 3

**Box Label with Series (3" x 4")**  
(used only for large collections)

AR368
FORT WORTH NEWS-TRIBUNE
Series 1: Clippings, A-B
BOX 1

Preservation is an ongoing activity. It is performed in the course of accessioning and arranging a collection and may continue after arrangement is completed. Most archivists define preservation as the actions taken to stop, prevent, or retard deterioration of archival and manuscript materials as well as improve the condition or change the format to preserve the intellectual content.

Preservation is very time consuming. The sheer bulk of modern records justifies a hard look at the amount of preservation work to be done for each collection. (This is at the heart of the Meissner-Greene "More Product, Less Process" approach, which was introduced to the archives profession in 2005.) A processor will not do elaborate preservation work. Special Collections' policy is to keep preservation work to a minimum and focus efforts on preserving the information value of records rather than preserving documents as artifacts. Custom housings or extensive repairs should only be undertaken for special items by a trained staff member or outside conservator. The following procedures are undertaken to insure the proper housing and preservation of a manuscript or archival collection.

### A. Housing the Collection

Transfer all material to acid-free, lignin-free folders and boxes. To accommodate the most common sizes of paper, store documents in legal-size folders in legal-size boxes. If every item in a collection is letter size, letter-size folders and boxes may be used. Do not use letter-size folders in legal-size boxes. Do not store bulky items with papers or photographs.

Unfold any documents that have previously been stored folded or rolled. Humidification may be necessary to relax documents before opening and flattening them. When one or more items are too large for a legal-size folder, place "Document Removed" forms (see example at end of this chapter) in the original locations and transfer them to a folder in GO (Garrett Oversize in Bay D) or oversize (OS) box. Items smaller than 19 x 23 inches should be placed in an oversize box rather than in a drawer. Space in the GO drawers is extremely limited. Do not place items in GO drawers unless no other alternative is available. Certain OS boxes have been designated to receive oversize items from various collections. A dedicated OS box may be created for that collection if the quantity of oversize documents being relocated warrants it. Use a box that will accommodate the largest document. Size folders to the box (or drawer), not to the item, to keep them from shifting. (Cut folders one-half inch smaller than the interior measurements of the box.) A unique box number is assigned to each OS box. (See Chapter 3, Arrangement, for how to label oversize boxes.) Materials transferred to an OS box or GO drawer should be listed in the finding aid as part of the series to which they belong intellectually, with the OS box or GO drawer numbers noted. When processing is complete, shelve the box in the area reserved especially for OS box storage.

Folders are designed to house from one to thirty-five sheets, or ten photographs. How many documents are stored in a folder is a matter of judgment and depends on the age and importance of the documents. Folders that house very old manuscripts may have as few as one or as many as fifteen documents. In modern collections, folders can accommodate up

to one-half inch of material comfortably. More than a half inch of documents is unwieldy and, in time, possibly damaging to the contents of the folder. Crease the folder along the scoring line that accommodates the bulk of the contents so that the folder rests on its flat bottom in the document box. A folder with only a few items need not be creased. Use your judgment.

Document boxes should not be overfilled to the point that the box bulges and folders are difficult to remove. However, neither should a box be underfilled so that the contents buckle or slump. Use a half-size document box for small collections or for housing materials of less than two-and-a-half inches in bulk at the end of a collection. If any box is not full (in GA, for example), crease and insert an acid-free document box spacer behind the folders to fill up the extra space.

## **B. Fasteners and Contaminants**

Collections are usually received with one or more types of fastener attached. The following are examples of fasteners that should be removed: rubber bands, metal paper clips, brads, rusty staples, ribbon, and twine--essentially, fasteners of any type, especially metal that may rust. Materials may also arrive in containers or binders that contain contaminants, such as three-ring binders, plastic folders, and notebooks with metal spirals. A wire cutter is useful in cutting the spirals from notebooks. Put notebook contents in a folder and discard any blank pages. Note the number of pages discarded.

Do not replace metal fasteners with plastic, or plastic-coated, paper clips or stainless steel staples. A safer alternative is to place previously fastened pages loose in a separate file folder, or in a folder with other items but separated by a sheet of acid-free paper folded to serve as a mini-folder. (Paper folder inserts are also available from vendors of archival supplies.) A note can be written in pencil on the mini-folder to describe the content or number of pages that were originally fastened. In very large archival or manuscript collections, staples that are not rusting do not have to be removed. Staples do not rust as quickly as paper clips.

Cellophane tape, masking tape, rubber cement, and glue cause great damage to documents. They discolor with age and leave permanent stains. Removal of adhesive from documents is difficult and time consuming and should not be attempted by anyone without expertise or without consultation with a trained conservator. If the document is old or valuable, it might be worthwhile to attempt tape removal. Otherwise it is best to leave the item alone. Isolate it or construct custom housing for it to avoid causing more damage in an attempt to repair it.

Avoid the use of Post-it notes on any item of known permanent value, such as material entrusted to archival care. Aging tests indicate that the note's color tends to transfer to the sheets on which the notes are affixed. Adhesive residue from the note will remain on the sheet after the note is removed. Attempts to rub off the residue will do more harm than good, as the adhesive becomes further embedded in the substance to which it has been

attached. Use of these self-stick notes should be limited to non-valuable, non-archival materials. Strips of acid-free paper may be used in place of self-stick notes for most archival processing needs.

### C. Paper

Newsprint, construction paper, and manila folders and envelopes are extremely acidic. They darken with age, become brittle, and stain any papers with which they come in contact. Documents often printed or written on highly acidic paper include newspaper clippings, telegrams, carbons, and copies on thermofax paper. School writing tablets also are acidic.

Photocopy any item that is badly deteriorated or on poor quality paper onto acid-free paper, which is available in letter, legal, and 11x17" sizes. Discard the original item unless it has value as an artifact, for exhibition, or is handwritten. Such items are to be encapsulated in polyester with a sheet of acid-free paper as a neutralizing backing. A photocopy of a brittle encapsulated item may be made for researcher use in place of the original. In some cases, preservation photocopying is impractical. Quantities of newspaper clippings of secondary importance, for example, would be too time-consuming to photocopy. Separate such clippings from other paper documents into their own folders.

### D. Oversize Material

Documents larger than 8-1/2" x 14" will not fit into a legal-size document box when unfolded or encapsulated. Examples are legal or financial documents, muster rolls, certificates, diagrams, photographs, scrapbooks, albums, posters, and galley sheets. Such items are to be stored flat in large acid-free, lignin-free boxes, inside folders cut one-half inch smaller than the interior dimensions of the box. Bound materials may not need to be housed in a folder unless they are fragile. Smaller bound volumes such as diaries, journals, albums, and scrapbooks, that are no more than a half-inch thick, can be stored in an acid-free folder or four-flap enclosure. It is acceptable to store such items spine down in document boxes without folders, if necessary. They may be wrapped individually in polyester or acid-free paper, depending on condition. A label can be attached to the polyester or paper covering. Oversize bound volumes are not usually stored in a box with other documents or photographs. Their weight may damage the neighboring items. Old volumes with leather bindings exhibiting red rot should be wrapped in acid-free paper, spun polyester, or polyester, and boxed with other affected items.

### E. Scrapbooks and Albums

Albums and scrapbooks present a special problem. Each album and its contents must be evaluated individually. Albums and scrapbooks can be photographed or photocopied page by page to maintain a record of their original arrangement and any information that may



have been written on or attached to the pages. The copied pages should be numbered to record the order of the originals. The original pages may also be numbered, in pencil, if the album is to be disbound. After copying, the photographs can be removed and stored in separate folders or envelopes. Often the best solution is to keep scrapbooks and albums intact and place acid-free paper between their pages, which are often acidic, to neutralize the harmful effects of the acid. Interleaving, as this process is known, will also protect the photographs from contact with each other. If an album cannot accommodate the bulk added by protective sheets, disbinding may be required. Loose sheets can then be boxed. If albums contain matter that will attract vermin (such as food or flowers), the problem material or page(s) should be removed after photocopying.

Another type of album is the so-called "magnetic" album, whose pages are adhesive. After documenting the album's layout as described in the paragraph above, its contents should be removed carefully using dental floss or a spatula and stored in separate folders or envelopes. Albums and scrapbooks whose contents have been removed can usually be discarded.

#### **F. Photographs, Audio/Visual Materials and Artifacts**

Photographs, oral history interview tapes, films, videotapes, and artifacts should be separated from the paper materials in a collection and stored in separate folders or boxes so that their unique formats may be accommodated. Photographs measuring 8" x 10" and under can be stored either in archival folders interleaved with acid-free paper (non-buffered if they are color or albumen and cyanotype prints), or in polyester or polypropylene sleeves or pages designed for storage of photographs. Hand-colored prints and uncased tintypes should not be placed in plastic enclosures. Uncased tintypes should be housed individually in four-flap enclosures. Rolled photographs may be stored rolled, if absolutely necessary, around an acid-free core or may be humidified, flattened, and either placed in an acid-free folder or wrapped with polyester on an acid-free board support for storage. It is recommended that this be done by a trained conservator. Negatives and photographs are never stored in the same envelope, sleeve, or folder although they can be stored in the same box.

Slides and photographic negatives should be housed in archival slide and film protectors designed for the individual size and format. Film negatives should not be placed in polyester sleeves. Photographs larger than 8" x 10" and mounted photographs must be stored flat in oversize boxes. Cased photographs, such as tintypes, daguerreotypes, or glass negatives, need custom containers to protect them. Such containers can be made or purchased. These formats may be protected by wrapping them in tissue paper and storing them horizontally in flat storage document boxes. Microfilm storage boxes are also useful for smaller cased photographs.

When housing a large collection of photographs, put no more than ten photographs or approximately a quarter-inch of materials in each folder. This is a general rule of thumb adhered to by most photographic archivists. Interleaving the prints with acid-free paper is

optional. However, if the prints are on acidic board, have clippings attached to the verso, or if any kind of transferable marker or ink was used by the original owners to write identifications, interleaving with acid-free paper should be considered to protect adjacent prints. Fragile prints should be stored in sleeves and filed separately in folders. Very fragile prints should be stored flat with a piece of supporting mat board and a polyester enclosure. Consider the value of the material: the more valuable or unique it is, the more carefully it should be housed. In large collections, photographs of like size should be stored together.

Photographs stored vertically must be stored in full boxes or in polypropylene pages in a rigid support to retard curling. Never affix a gummed label on the front or back of a photo. Information about a photo is to be placed on its verso--only along its border--with a soft-leaded pencil. Information can be written on the envelope or folder in which the photograph is stored. Photocopying of photographic prints of any kind should be avoided. Copy prints or scans should be made of frequently-used photographic materials.

## G. Basic Preservation Techniques

Simple repairs and conservation steps may be undertaken on manuscript and archival materials keeping in mind that any repair should be durable, reversible, and harmless to the item being treated. Consultation with a professional conservator is advised for complicated preservation or storage problems. Any treatment undertaken will be performed by trained staff or referred to a professional conservator. Learn to distinguish between repairs that you are capable of doing with the equipment on hand and those best left to the experts!

A Conservation Request form should be started when an item is identified as needing treatment. A sample copy of the form appears in the Appendices. The form is to remain with the item needing repair until the repair is finished, unless the item is sent to a conservator. Items identified for treatment, unless oversize, are to be placed on the workroom shelf labeled "Repair." Fill out a call slip for the item; place the yellow slip where the item normally is shelved and the white slip in the "Out" box at the service desk, in the section designated for materials being conserved. Archives and manuscript materials needing conservation are to be kept in their box/es when placed on the "Repair" shelf. Maps and oversize items are to be placed in the designated flat-file drawer in the workroom. Leave a completed call slip where the map normally is filed. The repairs will be completed as time and budget allow. When treatment has been completed, file the form in Special Collections' departmental files.

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*Preservation Activities*

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### 1. Staple Removal

Use a microspatula to remove staples, especially on old manuscript materials. Turn the group of stapled papers face down, bend up the staple's prongs with the microspatula, turn the papers face up again, then carefully lift off the top of the staple with the microspatula.

### 2. Cleaning Documents

a) Dry cleaning: To clean soiled documents, use the powder from a document cleaning pad or cleaning powder. Rub the powder gently in a circular motion with your fingertips. Brush dirt into a waste container. A soft eraser may be used to remove stray marks. Do not use cleaning powder on documents written in pencil or on chalk drawings. This technique is primarily for soiled printed materials.

b) Washing: **Washing of documents should be left to a conservator.** The instructions in the next two paragraphs appeared in the 2001 edition of the *Processing Manual* and are presented here solely for informational purposes.

Before washing any document, first clean the surface to remove any loose dirt. Gently test a small area of each color of ink for solubility with a Q-tip dipped in water. If any color lifts off the item, it should not be washed. Wash documents in a shallow amount of cool, clean water in a flat photo tray. Put a sheet of screening or woven polyester in the bottom of the tray and on top of the item to support the wet document. Allow it to soak for approximately 30 minutes. Check frequently.

Remove the document from the tray by lifting it while it is sandwiched between the screening or polyester. Allow it to drip dry for several minutes. Blot excess water between two sheets of blotter paper, then place it between two dry blotters and flatten it. Do not wash documents that have water soluble inks, watercolors, or chalk. Wash items to remove oils, water soluble dirt, glue, stains, or tape and to flatten very wrinkled or creased, brittle paper. Don't take a chance with precious, valuable, irreplaceable documents. There are other washing methods that use specific chemicals that only a trained conservator should employ. If in doubt, leave it alone!

### 3. Flattening Documents

Testing for ink solubility: Gently test a small area of each color or type of ink for solubility with a Q-tip dipped in water. If any color lifts off the item, it should not be sprayed or humidified.

Spot treatment: To flatten creased or wrinkled materials, mist the verso with a light spray of distilled water and dry between sheets of blotter paper under weights. If the item is

delicate or a photograph, spray the blotter paper that will be in contact with the unprinted verso and flatten.

Humidification: To flatten curled individual documents or photographs, place them on the rack in the humidifier. Be sure that there is fresh, lukewarm water in the container beneath the rack. Close the lid tightly. Allow the document to remain in the humidifier for the shortest possible time necessary to achieve results. To leave it in the humidifier longer than necessary is to risk the growth of mold, tearing the document (while weakened from over-saturation), or causing the ink to run. Remove documents from the humidifier and place them between sheets of blotting paper on the flattening table. Do not put more than one layer of damp documents between layers of blotting paper; both sides of each document must be in contact with a layer of blotting paper. Cover the stack with a sheet of plexiglass and leave overnight to dry. Replace the blotting paper as needed. Multi-page or bound items should probably be sent to a conservator for humidification.

#### 4. Tape Removal

Consult authoritative sources before attempting tape removal. To remove scotch, cellophane, or masking tape from an item, use a small scalpel or microspatula and 200-proof alcohol. Blot the tape on the verso of the item with the alcohol, let it sit a few minutes to loosen, and carefully remove the tape by rolling it back around a pair of tweezers. Use a crepe eraser or rubber cement pick-up eraser to remove the residual adhesive. This procedure is extremely time consuming and can be tricky. Attempt it only if the tape seems newly attached and easy to remove. Don't remove tape on a dirty item using this method, because the liquid will leave tide marks (wavy dark water lines.) It may be beneficial to clean or wash the item first, but Special Collections' policy specifies that document washing be left to a conservator.

#### 5. Mending Tears

Torn documents and photographs should be placed in individual folders and referred to a conservator.

#### 6. Encapsulation

This section was excerpted and adapted from Lavender, Kenneth and Scott Stockton. *Book Repair: A How-to-Do-It Manual for Librarians* (Neal-Schuman: New York, 1992).

Encapsulation is used for flat items, such as documents, maps, posters, or prints that are damaged, brittle, or needing overall protection because of frequent use. Encapsulations are made of two pieces of polyester film, one placed under the object and one on top of it, which are attached along two or more edges. The edges may be sealed with heat or sonar welders, or with double-sided tape (1/4-inch 3M brand). Encapsulation should not be used

on charcoal, pastel drawings, or graphite, as these items have very loose pigments that can be pulled off the surface of the paper by the static electricity of the polyester film.

### *Procedure for Encapsulating Using Double-Sided Tape*

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Handle the polyester film only on the extreme edges that will not come into contact with the item itself, or wear cotton gloves while working.

- a. Lay the item out on a smooth, clean, and dry surface and lightly dust the item with a soft bristled brush. Carefully turn the item over and dust the back in the same manner.
- b. Measure the item, then cut two pieces of 3 mil polyester film approximately two inches larger than the item. Lay one piece on a clean, dry surface. Clean the polyester with a soft cloth to remove dust and create a static charge. It may be helpful to use a measuring grid as a work surface. Grids are available in many sizes with various units of measurement and can assist in measuring the item and the polyester as well as in centering the item on the polyester.
- c. Lay the item face down and center it on the polyester film with approximately one inch of film extending beyond the item's edges on all sides. Place a small weight on a piece of scrap polyester film in the center of the item to keep it from shifting.
- d. Place a piece of double-sided tape on the polyester film about 1/4 inch away from and parallel to each side of the item. Leave small spaces between the ends of the strips of tape.
- e. Place the second sheet of polyester on top of the item as you remove the weight. Then, replace the weight, making sure the item is still square on the film between the strips of tape.
- f. While gently holding one corner of the top piece of polyester film, remove the backing from the tape on two adjacent sides of the item. Let the film drop into place. Clean the top sheet of polyester with a soft cloth. Use the squeegee to force extra air out of the encapsulation.
- g. Repeat step (f) on the remaining strips of tape; use the squeegee to force out any air left in the encapsulation.
- h. Trim the edges of the polyester film to within approximately 1/4 of the tape. Use the corner-rounder to remove the sharp points from the corners.

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*Procedure for Encapsulating Using the Polywelder*

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**Machine set up and testing**

- Check the heating and cooling dials to make certain that both are turned to max.
- Turn on the machine.
- Put the foot control on floor.
- Cut an 8 to 9 inch strip of Mylar and fold it lengthwise.
- Insert the Mylar strip under the welding edge.
- Press down on the foot control.
- Release after approximately 5-6 seconds
- Repeat several times to get the machine hot.
- Monitor the welds! They should not pull apart melt through the Mylar.

**Document preparation**

- Select document to be encapsulated. (The maximum size of a document that can be encapsulated with the polywelder corresponds to the area between the black rods on the welding edge.)
- Put on gloves and wear them while preparing and encapsulating material.
- Measure the document.
- Lay the item out on a smooth, clean, and dry surface and lightly dust the item with a soft bristled brush. Carefully turn the item over and dust the back in the same manner.
- Remove the covering from the roll of Mylar.
- Cut the Mylar to a size 3-4 inches larger than the document on each side.
- Put the document between the sheets of cut Mylar.
- Align the document squarely with the edges of the Mylar sheets. Align the edges of the Mylar so that two sheets of Mylar are even.
- Use the squeegee to remove excess air, working from the center to the edges.
- 

**Document encapsulation**

- Place document between two sheets of Mylar and insert the edge of the Mylar under the welding edge.
- Align the edge of the document with the edge of the welder. Ensure that the document is not under the welding strip.
- Press down on the foot control.
- Hold one hand firmly along the edges of the Mylar and press the welding edge firmly with the other hand.
- Release the foot control after 5 to 6 seconds and check the weld.
- Rotate the encapsulation package and weld the next side. Repeat until all four sides have been welded.
- 

**Trimming**

- Use the large cutting blade to trim the edges one-quarter inch from the weld.
- Use the corner cutter to round off the corners of the Mylar.

## 7. Deacidification

Special Collections does not have the facilities or chemicals to deacidify documents. At best, highly acidic items for which preservation photocopying is not appropriate should be encapsulated with a piece of acid-free, buffered paper backing.

## 8. Mold Removal

To kill mold, put the affected document in the sun for several hours. When mold is dry, brush or vacuum it off. Do this outdoors and use a protective facemask and gloves. Mold is dangerous to handle and can cause health problems for anyone who handles infected items. Isolation of the item from other library materials is necessary until a decision is made to reproduce and discard the item. To remove a moldy odor, place a document in a plastic garbage bag with a small box of charcoal briquettes. Seal the bag and leave it for a week. Consult the reference materials at the end of this section for more detail on handling various types of mold-infected documents.

For greater detail and more information on specific preservation techniques, consult the recommended works listed in the bibliography. The above methods are intended to serve only as an introduction to basic preservation techniques. Treatment undertaken depends on one's qualifications and the value of the material. Workshops in basic preservation techniques are offered by AMIGOS Library Services, SAA, and SSA. They teach what to do, what not to do, and when to ask for help.

**Example**

**THE FOLLOWING ITEM HAS BEEN REMOVED FROM THIS LOCATION**

**AND FILED IN: GO2/6**

4/30/1837, A.L.S., 2pp. Nacogdoches. [Gen.] Thomas J. Rusk to R[obert] A. Irion, concerning Indian relations in Texas with emphasis on the Caddos and the Cherokees. 21.5 cm. x 42 cm.

Document Removed



## Introduction

The following definitions are from Pearce-Moses, Richard. *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists, 2005.

**Description:** The process of creating a finding aid or other access tools that allow individuals to browse a surrogate of the collection to facilitate access and that improve security by creating a record of the collection and by minimizing the amount of handling of the original materials.

**Finding Aid:** A description of records that gives a repository physical and intellectual control over the materials and that assists users to gain access to and understand the materials. NT: Calendar, guide, inventory, register, scope and contents note, special list.

A finding aid is compiled specifically to describe the arrangement and contents of a collection and to comment on its research potential. It should be written in clear, concise language, in a tone free of value judgments, personal bias, or professional jargon.

Special Collections encodes its finding aids in XML using Encoded Archival Description (EAD) and publishes them on the Texas Archival Resources Online (TARO) site at <http://www.lib.utexas.edu/taro/index.html>. EAD is a data structure standard for encoding finding aids. The TARO site hosts and allows searching of finding aids from a consortium of Texas archival repositories. **Finding aid formatting instructions given in previous editions of the *Processing Manual* are obsolete.** The names and order of appearance of the finding aid elements listed below are governed by the stylesheet used by TARO. (A stylesheet is essentially a set of instructions telling the computer how to interpret and display an encoded document.) See the EAD and MARC crosswalk documents in the Appendices for more specifics relating to the elements.

## Parts of the Standard Finding Aid

The standard finding aid includes the following parts. Each part is discussed separately and is accompanied by brief examples.

- A. Descriptive Summary (Title Page, in previous editions of the *Processing Manual*)
- B. Biographical/Historical Note
- C. Scope and Contents Note
- D. Organization and Arrangement
- E. Restrictions
  - a. Access
  - b. Use (Literary Rights Statement)
- F. Index Terms
- G. Related Materials
- H. Separated Materials (formerly Materials Removed List)
- I. Administrative Information
  - a. Provenance/Acquisition
  - b. Citation

- c. Processing Information (if applicable)
- J. Note to the Researcher (if applicable)
- K. Container List
- L. Appendices\*

\*Appendices are not present in all finding aids. The information provided in an appendix in a paper finding aid may fit into an EAD element such as Other Descriptive Data and may appear before the Container List in the online finding aid. Former editions of the *Processing Manual* include the Table of Contents as a finding aid section. Because the Table of Contents is generated automatically by the EAD stylesheet employed by TARO, it is not necessary for the processing archivist to create one and it is therefore not included here.

## A. Descriptive Summary

Information formerly presented on a finding aid title page is displayed under Descriptive Summary in finding aids displayed on the TARO site. The Descriptive Summary should include:

- Name of creator
- Title of collection
- Inclusive dates of collection
- Bulk dates of collection (if applicable)
- Abstract
- AR number (this is represented in our EAD files as **Identification**)
- Physical extent
- Language of materials
- Repository identification

### Example: Descriptive Summary

**Creator:** Andujar, Betty, 1912-  
**Title:** Betty Andujar Papers  
**Inclusive Dates:** 1957-1982  
**Bulk Dates:** 1973-1975  
**Abstract:** Betty Andujar was the first woman and also the first Republican from Tarrant County to be elected to the Texas Senate. She served Senate District 12 from 1973 to 1982. The papers are the office files from Senator Andujar's Fort Worth and Austin offices and include correspondence, bills, clippings, photographs, and printed material.  
**Identification:** AR272  
**Extent:** 61 boxes (25.83 linear ft.)  
**Language:** Materials are in English.  
**Repository:** Special Collections, The University of Texas at Arlington Library

## B. Biographical or Historical Note

The purpose of the biographical or historical note is to place the archival materials in context by giving the researcher a brief general introduction to the creator of the materials—the person, family, or organization that created the collection. The note should highlight major events in the life of the individual or family, or present the administrative history of an organization. It should pertain primarily to the period represented by the collection. A short biography or history should be prepared for each entity considered to be a creator of the collection.

Text should be written in narrative form in clear, concise language. It is important that the information given in the note is accurate and is consistent with its appearances in other parts of the finding aid. The length of the note may range from one paragraph to one page, depending upon the significance of the collection and what is known about its creator.

Sources of information used in compiling the note should be cited. Consult *The Chicago Manual of Style* or Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* for the proper bibliographic form.

### Example: Biographical Note

William Ransom Hogan, historian, writer, and teacher was born in Toledo, Ohio, November 23, 1908. He grew up in Texas, where he was educated and earned his undergraduate degree from Trinity University in 1929. He received the M.A. in 1932, and the Ph.D. degree in 1942 from the University of Texas. Hogan was an instructor at Ranger Junior College and regional historian with the National Park Service before serving as an archivist at Louisiana State University, where he became department head in 1946. He spent a year at the University of Oklahoma as associate professor before returning to Louisiana as associate professor of history at Tulane University in 1947. He was appointed professor of history in 1950 and served as chair of the History Department at Tulane from 1953 to 1968. Hogan died in September 1971.

Dr. Hogan was founder and faculty administrative director of the archives of New Orleans Jazz, a Guggenheim fellow, and a Captain in the United States Army during World War II. His academic specialty was United States social and cultural history. Among his publications are: *The Texas Republic: A Social and Economic History*, co-editor of William Johnson's *Natchez: the Ante-Bellum Diary of a Free Negro*, and co-author with Edwin A. Davis of *Barber of Natchez & Tales from the Manchaca Hills*.

#### Sources:

*Directory of American Scholars*. New York: R. R. Bowker & Co., 1969

"In Memoriam: William R. Hogan," *Southwestern Historical Quarterly* 75, no. 3 (1972): 373-375.

**Example: Historical Note**

The Berachah Home was established on Rescue Hill on South Cooper Street in Arlington, Texas, May 14, 1903. Reverend James Tony Upchurch, the Home's founder, initially established the Berachah Rescue Society in Waco, Texas, in 1894 for the purpose of redeeming and aiding prostitutes and other "fallen women." After some success, he and his wife, Maggie Mae, moved to the Oak Cliff area of Dallas, Texas, in 1903 to continue the "mission" in Oak Cliff's slum areas.

A trip to Arlington resulted in the purchase of the original twenty-seven acres of land for the establishment of the Berachah Home for homeless, pregnant girls. These girls came from Texas and the surrounding states to have their babies and learn to care for themselves. Adoption was not allowed as Reverend Upchurch believed mothers and children should not be separated.

During the next thirty-two years, the Home expanded to include forty more acres, a hospital/clinic, nursery, dormitory and dining room, printing shop, handkerchief factory, chapel, office building, schoolhouse, auditorium, barn, and cemetery. The Home was funded by Dallas-Fort Worth area businessmen. It was primarily for the contributors that Reverend Upchurch published *The Purity Journal*, to keep them informed about the Home's affairs.

The Home closed in 1935 for reasons not clearly known, but perhaps due to competition from the Edna Gladney Home in Fort Worth or because of Reverend Upchurch's poor health. It was reopened later that year as an orphanage, the Berachah Child Institute, by Reverend Upchurch's daughter, Allie Mae, and her husband, Reverend Frank Wiese. In 1942 the property was purchased by the Christian Missionary Alliance. The University of Texas at Arlington purchased the property in 1963 and is the current owner. On March 7, 1981, a historical marker was erected at the cemetery site, the only surviving structure on Rescue Hill.

**Sources:**

*Arlington Citizen-Journal*. 21 January 1981.

*Dallas Times Herald*. 8 March 1981.

*Fort Worth Star-Telegram*. 22 February 1981.

Manion, Lynn and Jan Dolph. "A Short History of the Berachah Home and Berachah Cemetery, Arlington, Texas." Paper presented to The University of Texas at Arlington, City and Regional Planning, 1979.

**C. Scope and Contents Note**

The purpose of the scope and contents note is to assist readers in evaluating the potential relevance of the collection to their research. It is a narrative summary of the range, topical coverage, and characteristics of the described materials; the functions and activities that produced them; and the types of information they contain.

The scope and contents note provides the archivist an opportunity to relate the collection to its creator, link it to significant aspects of the creator's past, and discuss its potential research value. The note should describe the content of the collection briefly, but with sufficient detail to give the researcher a good understanding of the collection's general characteristics, strengths, and weaknesses or gaps.

The opening of the scope and contents note should be a concise statement of the origin and nature of the materials, followed by a description of the formats or document types present. The note should next discuss the subjects and extent of the materials, list primary correspondents, mention the presence of significant or unusual items, and address any other noteworthy aspect of the collection. The information provided in the scope and contents note should follow the series order established during processing.

What is absent from the collection may also need to be discussed in the scope note. For example, if the collection does not contain materials representing what the creator is best known for, that must be noted. On the other hand, the presence in the collection of a letter from a famous person does not warrant lengthy commentary if it is not of substantial importance to the collection.

The note should conclude by summarizing the research value of the collection. One or two pages usually suffice for a scope and contents note.

### **Example: Scope and Contents Note (Person)**

The Arista Joyner papers are composed primarily of research materials collected by Joyner for use in compiling her *Arlington Journal* columns as woman's editor, 1951-1954, and for her publications on the history of Arlington and surrounding areas of Tarrant County, Texas. Included are correspondence, newspaper clippings, photocopies of original documents, maps, photographs, oral history interviews, biographies, genealogies, tour guides, booklets, newsletters, brochures, articles, notes, and typescripts of manuscripts dating from 1836-1986. Notes for her historical works are expressed in the format of a timeline of Arlington area history and customs, as she prepared it, affixed to unprinted newsprint. Photocopies and original sketches of illustrations by Joyner, which were used in her publications, are also included.

The collection is organized in three series. The first series is the Historical Organizations Files, which consist of Joyner's correspondence files with the Arlington Historical Society, the Bicentennial/Centennial Committee, the Tarrant County Historical Commission, and the Texas Historical Commission. The second series is Publications Files, which consist of a variety of materials related to the publication of *Arlington: Birthplace of the Metroplex, 1838-1910*, such as clippings, copyright forms, a bibliography, illustrations, indexes, and page layouts. Only a few items relate to her other publications, *Arlington, A Pictorial History* and *Tour Historical Sites in Relation to Arlington*. Also included are some clippings of her history column, but no original manuscripts related to her work at the *Arlington Journal*. The last series is the Research Files, which were arranged in alphabetical order by subjects assigned by Joyner. The titles and organization of these files were revised somewhat during processing. The Research Files comprise the bulk of the collection and contain the widest variety of materials as noted above. Oral histories include interviews by Joyner with Bess

Marney, Loraine Raines, Ella V. Day Vincent, and Tressie Watson, women descended from early Arlington pioneer families. The oral histories are not transcribed.

The Arista Joyner Papers reflect the social customs, family histories, and commercial development of Arlington during the formative part of its history. Documentation concerning local Indian settlements and life along Village and Rush Creeks prior to and during the Anglo encroachment is in the collection. Information on pioneers, such as James D. Cooper, John B. Denton, James W. Ditto, Middleton Tate Johnson, Patrick A. Watson, and many others, is also included.

### Example: Scope and Contents Note (Entity)

The records of the Society for the History of Discoveries consist of materials accumulated since the Society's creation, in 1960, through 1991. The materials include correspondence, a constitution, annual reports, minutes, financial documents, photographs, and files related to the Society's yearly publication, *Terrae Incognitae*.

The collection has four series: Correspondence, Annual Reports, Meetings, and *Terrae Incognitae*. The first series, Correspondence (1960-1990), contains two subseries: Officer's Correspondence, which includes copies of correspondence between the officers of the Society and other members of the Society, and Membership Correspondence, comprised of letters to the secretary regarding membership, dues, and annual meetings. Letters regarding the formation of the Society, a constitution, and the articles of incorporation as well as letters proposing a new name for the Society are included with the Officer's Correspondence. Series II, Annual Reports (1962-1990), consists of copies of reports that were mailed to all members. They contain the financial statement for each year, updated membership lists, and information about meetings and the Society's publication, *Terrae Incognitae*. Series III, Meetings (1961-1990), includes programs and reports of annual meetings, proposed papers and comments, correspondence regarding meetings, and photographs. It also contains minutes of yearly business and council meetings. Series IV, *Terrae Incognitae* (1962-1989), contains correspondence from members to the editorial board concerning the contents and printing of the yearly publication. Correspondence for 1970-1971 is missing. Those interested in the development of cartography or geography as an academic field will find these records particularly valuable.

### D. Organization and Arrangement

The Organization and Arrangement section introduces the organization of the collection and provides an overview of the series structure. It also may be used to express the filing sequence of the described materials (alphabetical, chronological, geographical, office of origin, etc.). Series (and subseries, if any) should be listed in the order established during processing. The following elements should be included for each series, in this order: title, inclusive dates (and bulk dates, if applicable), and physical extent represented in number of boxes and linear feet. If a measurement of linear footage is less than one foot, a leading zero should be inserted before the decimal point. If the collection occupies less than a box, the number of folders or items should be stated.

**Example: Organization and Arrangement**

The Smith Family Papers are organized in five series, and arranged thereunder chronologically:

Series I.	Correspondence, 1832-1962.	1.25 linear ft. (3 document boxes)
Subseries A.	Incoming	
Subseries B.	Outgoing	
Series II.	Financial Records, 1837-1940.	0.24 linear ft. (10 folders)
Series III.	Legal Documents, 1831-1924.	0.08 linear ft. (4 folders)
Series IV.	Literary Works, 1850-1882.	0.25 linear ft. (12 folders)
Series V.	Printed Material, 1838-1945.	0.13 linear ft. (6 folders and one oversize item)

**E. Restrictions**

The heading "Restrictions" in Special Collections' TARO finding aids encompasses two types of restrictions: those on access and those on use. EAD offers separate elements of information for the two types. They are displayed in Special Collections' finding aids under the subheadings "Access" and "Literary Rights Statement."

**Conditions Governing Access <accessrestrict>**

Many factors may affect access to materials. If the donor or the library has restricted access to all or part of a collection, the specific terms of the agreement should be described clearly here. Check both the holding file and the Transfer of Title for the statement of restrictions, if any exists. The following excerpts from the *EAD Tag Library* and *DACS* provide more detail on circumstances that may be encountered.

Information about conditions that affect the availability of the materials being described. May indicate the need for an appointment or the nature of restrictions imposed by the donor, legal statute, repository, or other agency. May also indicate the lack of restrictions. Do not confuse with Conditions Governing Use <userrestrict>, which designates information about limitations on the use of the described materials after access has been granted.

(*Encoded Archival Description Tag Library*, Version 2002)

This element provides information about access restrictions due to any physical characteristics or storage locations that limit, restrict, delay, or otherwise affect access to the materials being described. Such restrictions may include: location (e.g. offsite, cold storage); physical condition of the material that limits use; and requirement to use copies instead of originals for preservation reasons.

(*Describing Archives: A Content Standard*)



**Example: Restrictions**

Open for research. Restrictions applied to the papers expired in 1987.

**Procedures for marking containers to identify restricted materials:**

1. Organize the restricted material along with the other material.
2. If a single item or folder is being restricted, put it in an envelope, seal it, and add a label with the terms of the restriction on it. If the entire folder is being restricted, write the folder title, dates, box number and folder number on the envelope as well. Put a red dot on the envelope and on the box that contains the folder.
3. If an entire box is being restricted, seal it shut with a label that describes the terms of the restriction. Put a red dot on the box.

**Conditions Governing Use <userrestrict>**

The *Encoded Archival Description Tag Library*, Version 2002, offers these guidelines for the application of the <userrestrict> element:

Information about conditions that affect use of the described materials after access has been granted. May indicate limitations, regulations, or special procedures imposed by a repository, donor, legal statute, or other agency regarding reproduction, publication, or quotation of the described materials. May also indicate the absence of restrictions, such as when copyright or literary rights have been dedicated to the public. Do not confuse with Conditions Governing Access <accessrestrict>, which designates information about conditions affecting the availability of the described materials.

Material may be withheld from use for a variety of reasons. In addition to the donor's restrictions, the archivist, during processing, may find material that would be damaging to the creator or to others mentioned in the collection. Be especially alert for sensitive information about persons other than the donor, or for correspondence or reports that are marked confidential or seem to have been written with the understanding they would be kept confidential, especially if written by someone other than the donor.

Include a statement indicating where a researcher should obtain permission to publish materials from the collection. If the donor did not sign the literary rights over to the university, then he/she should be contacted for permission. Use the wording in the following example unless different conditions apply.



### Example: Literary Rights Statement

Permission to publish, reproduce, distribute, or use by any and all other current or future developed methods or procedures must be obtained in writing from Special Collections, The University of Texas at Arlington Library. All rights are reserved and retained regardless of current or future development or laws that may apply to fair use standards.

### F. Index Terms

See Chapter 6, Cataloging Form Instructions.

### G. Related Material

When it is known that additional materials exist that may be of interest to the researcher but do not share the provenance of the materials being described, include complete citations to those materials in a "Related Materials" note.

The *Encoded Archival Description Tag Library, Version 2002*, describes related material as follows:

Information about materials that are not physically or logically included in the material described in the finding aid but that may be of use to a reader because of an association to the described materials. Materials designated by this element **are not related to the described material by provenance, accumulation, or use.**

Use complete bibliographic citations when listing related material. When a finding aid is encoded in EAD the <relmat> element will be used to contain information about related material. When students in UT Arlington's archives program submit draft finding aids they should attach a list or statement of related material, if one is warranted.

### Example: Related Material

AR102: United States Office of Labor-Management and Welfare-Pension Reports records, 1951-1972.

AR228: Hicks Family Collection Texas Allied Printing Trades Council Proceedings  
International Typographical Union Proceedings

*DTU Bulletin*, 1966-1976

*The Dallas Laborer*, 1904-1914 mf.

See also: *History of Typographical Union #6*, 7/120/177/S8 2nd floor UT Arlington Library.

See also: The Santerre Family Photograph Collection donated by Eloise Santerre, daughter of George Santerre; also the Ernestine Sewell Linck Papers which include research on La Reunion and the Santerres as well as a copy of her abstract: "The Santerre Family and the Aftermath of the French Colony, La Reunion."

## H. Separated Material

Some items found in archival collections should be removed to other areas within Special Collections. This may be done to improve access or to provide more appropriate housing. Books, for example, are more easily found when they have individual catalog records, and are more appropriately housed with other books than inside archival boxes, where they consume space in the archives. Materials may be removed from collections for individual cataloging in Special Collections; for transfer to the circulating collection; or because they are duplicates, have been determined not to have enduring value, have been returned to the donor, or endanger other materials (examples are moldy documents or nitrate negatives). Examples of formats that may be removed from collections include books, periodicals, graphics, broadsides, pamphlets, maps, artifacts, and art objects.

Do not include items removed to oversize locations among those listed as separated material.

The *Encoded Archival Description Tag Library* defines and discusses separated material as follows:

Information about materials that are **associated by provenance to the described materials** but that have been physically separated or removed. Items may be separated for various reasons, including the dispersal of special formats to more appropriate custodial units; the outright destruction of duplicate or nonessential material; and the deliberate or unintentional scattering of fonds among different repositories.

If collections were never together, such as those of different locals of the same union, they are not separated material; rather, they are related material. (See Related Materials section of this document.)

Include in the finding aid information about the existence at other repositories of collections sharing the provenance of the materials being described, when such is known to the processor. Use complete bibliographic citations when listing separated material. When a finding aid is encoded in EAD the <sepmat> element will be used to contain information about separated material. When students in UT Arlington's archives program submit draft finding aids they should attach a list of separated material, if one is warranted.

## I. Administrative Information

### a) Provenance and Acquisition

In earlier editions of the *Processing Manual*, all information about acquisition and provenance was entered under the heading **Provenance Statement**. Encoded Archival Description offers a separate field for each. The *EAD Tag Library, Version 2002*, defines the two concepts as follows:

**Immediate Source of Acquisition:** The immediate source of the materials being described and the circumstances under which they were received. Includes donations, transfers, purchases, and deposits.

**Provenance:** Information about the chain of ownership of the materials being described, before they reached the immediate source of acquisition. Both physical possession and intellectual ownership can be described, providing details of changes of ownership and/or custody that may be significant in terms of authority, integrity, and interpretation.

Information about provenance and acquisition may be found in the collection's holding file, where it should be documented in correspondence and recorded on the Accession Form. Include the original accession number or numbers in Immediate Source of Acquisition. It is Special Collections' policy to use both Immediate Source of Acquisition and Provenance if both are warranted. Information often will not be available to support the use of both, and a decision must be made as to which is more appropriate.

### Example: Acquisition

Gift, 2008. Accessioned as 2008-15.

### Example: Provenance

The Geo. E. Dilley & Son Founders and Machinists Records were acquired as part of the A. C. Greene Papers given as a gift to The University of Texas at Arlington Library Special Collections. The Dilley records were separated from the A. C. Greene Papers and accessioned and processed separately.

The stylesheet used by TARO causes "Provenance" and "Acquisition" to display as subheadings under "Administrative Information." (According to the EAD Tag Library, Version 2002, <admininfo> no longer exists as an element. It has been replaced by <descgrp> Description Group. As of the date of this writing, however, display of our finding aids has not been affected.)

#### b) Preferred Citation <prefercite>

*Information about how users should identify the described materials when referring to them in published credits. (EAD Tag Library, Version 2002)*

The form of citation used at UT Arlington consists of title, collection number, box number, and folder number, followed by repository name.

**Example: Citation**

Betty Andujar Papers, AR125, Box Number, Folder Number, Special Collections, The University of Texas at Arlington Library.

The stylesheet used by TARO causes Citation to display as a subheading under "Administrative Information." (According to the *EAD Tag Library, Version 2002*, <admininfo> no longer exists as an element. It has been replaced by <descgrp> Description Group. As of the date of this writing, however, display of our finding aids has not been affected.)

**c) Processing Information**

According to the *Encoded Archival Description Tag Library, Version 2002*, the Processing Information element is to be used to convey "information about accessioning, arranging, describing, preserving, storing, or otherwise preparing the described materials for research use." It may include a statement regarding the original condition of the collection, a summary of the archivist's processing and preservation decisions, and the amount and types of materials that were removed from the collection. The *Tag Library* also notes that specific aspects of each of these activities may also be encoded separately within other EAD elements.

It is the practice in Special Collections to place basic information about acquisition, arrangement, and separated material, for example, in their dedicated elements, and to use Processing Information for additional comments or notes beyond what is appropriate for the other elements. Special Collections also uses Processing Information to convey the name of the author of the finding aid and the date of its creation and to record the accession number or numbers associated with the materials. In previous editions of the *Processing Manual*, the information given under Processing Information would have been included under Notes to the Researcher, or may have appeared in the Scope and Contents Note.

**Example: Processing Information**

Newspaper clippings were photocopied onto acid-free paper and the original clippings were discarded. Duplicates of clippings and photocopied materials were also discarded. The materials in each series and folder remain in the same order as received, but the series order was decided by the processing archivist.

**J. Note to the Researcher**

This note contains other pertinent information such as that addressing special handling or preservation problems, or any special instructions to alert the researcher that something about this collection is unusual.

**Example: Note to the Researcher**

Documents are on thin, fragile paper. Please do not remove them from mylar folders. The chronological order of the materials must be maintained, especially because the handwriting is difficult to transcribe and the order is difficult to reconstruct.

**K. Container List**

Pearce Moses' *A Glossary of Archival and Records Terminology* defines a container list as "the part of a finding aid that indicates the range of materials in each box (or other container) in a collection." It defines a folder list as "that part of a completed finding aid or a rudimentary finding aid that lists the folder titles in a collection." A supporting note in the *Glossary* indicates that "folder lists may also include information about the series and about the span dates of the contents in each folder." UT Arlington employs the EAD element Description of Subordinate Components <dsc> to group together all such information.

The order of series in the container list ordinarily reflects physical arrangement. Exceptions may exist; examples include oversize materials and other materials that are physically housed separately but belong intellectually to a series. The information describing a series should consist of the following elements in this order: series title, inclusive dates, linear footage, and number of boxes (or number of folders, if less than one box). It may include a brief scope note (a very brief summary of contents or principal subjects). A statement relating to arrangement within the folder may be included but is not required. Each series description is followed by a listing of the folder titles that were created or determined during the arrangement of the collection, including the box number associated with each folder. When presenting linear footage, a leading zero should be placed before measurements of less than one foot (e.g. 0.5 linear feet).

**Example: Container List****Series I. Correspondence, 1832-1962. 1.25 linear ft. (3 document boxes)**

Arranged chronologically. Letters to and from family members and friends in Mississippi and Texas.

Box 1 Folder 1 Folder title, dates (if applicable)

Box 1 Folder 2 Folder title, dates (if applicable)

**Series II. Financial Records, 1837-1940. 0.24 linear ft. (10 folders)**

Arranged chronologically. Bills of sale, statements, promissory notes, county, state, and school tax receipts, poll tax receipts, insurance policy, miscellaneous receipts, and a plat map.

Box 1 Folder 1 Folder title, dates (if applicable)

Box 1 Folder 2 Folder title, dates (if applicable)

**Series III. Legal Documents, 1831-1924. 0.08 linear ft. (4 folders)**

Arranged chronologically. Legal forms for power of attorney, transfers of title to property, executor of estates and rental agreements, deeds, and statements.

Box 1 Folder 1 Folder title, dates (if applicable)

Box 1 Folder 2 Folder title, dates (if applicable)

**Series IV. Literary Works, 1850-1882. 0.25 linear ft. (12 folders)**

Arranged chronologically, some undated materials. Religious sermons, political speeches, essays, memorials for deceased relatives, poetry, prayers, and stories by various family members.

Box 1 Folder 1 Folder title, dates (if applicable)

Box 1 Folder 2 Folder title, dates (if applicable)

**Series V. Printed Material, 1838-1945. 0.13 linear ft. (6 folders and one oversize item)**

Arranged chronologically. Newspaper clippings, broadsides, pamphlets, and brochures.

Box 1 Folder 1 Folder title, dates (if applicable)

Box 1 Folder 2 Folder title, dates (if applicable)

## L. Appendices

Include any readily available information that would be useful to researchers, such as family trees, organization charts, lists of awards, chronologies, a map showing routes traveled, or copies of photographs. To be incorporated in an EAD finding aid, non-textual materials will need to be scanned.

### Guide Entry

After the finding aid has been completed, review the preliminary collection-level description (in the forms of the *Guide* entry and the preliminary catalog record) for needed revisions resulting from the processing of the collection. Expected revisions range from those that reflect the processor's deeper understanding of the collection's content and arrangement to the routine adjustments needed at the completion of processing. The latter include the assignment of the permanent collection number (replacing the accession number), updating the statement of physical extent, and the addition of a statement regarding the availability of a finding aid. Statements about restrictions or preservation issues may or may not be needed.

Submit the revised *Guide* entry for approval. (See Chapter 2 for the process used for approval of the preliminary collection-level description.) After approval, add a copy of the revised *Guide* entry to the collection's holding file and replace the older version in the *Guide Addenda*. Send the approved *Guide* entry in electronic format to the appropriate Special Collections staff members for publication on the web site and revision of the Library's online catalog record.

**Example: Guide Entry**

Dallas Charter League

Dallas Charter League Records, 1961-1969

3 boxes (1.4 linear ft.)

The Dallas Charter League was established in 1961, to protest the closed-door meetings of the Dallas City Council, a practice that violated the city charter. Other issues that received the league's attention were excessive issuance of traffic tickets, revitalization of the city's slums, expansion of Love Field, fluoridation of city water, mass public inoculation, reorganization of voter districts, and raising educational standards in Dallas public schools. The Dallas Charter League disbanded in 1967, due to public apathy.

Correspondence, legal documents, financial records, membership lists, speeches, press releases, brochures, educational and campaign material, and newspaper clipping produced and collected by the Dallas Charter League.

Gift, 1978.

Finding aid available.

**AR292**

**Review and Final Steps**

When submitting a finding aid, archives students should supply the following information: collection number and title, the name and version of the word processing software used, the date the submitted files were created, and each file name. The archivist who receives the files will save the finding aid to Q:\Program Area Folders\Special Collections\Finding Aids. Finding aids submitted by archives students will be reviewed by the staff archivist in whose area the collection belongs. The purpose of the review is to maintain conformity to standards; to catch typing errors, factual errors, and omissions; and to ensure a degree of conformity to the style used in Special Collections.

Finding aids produced by staff members may be circulated to the other archivists for review. Collegial review gives the archivist an opportunity to receive feedback before the finding aid is finalized. The review is not intended to standardize style, which is generally a matter of individual preference and should be determined by the finding aid compiler. The completion of a finding aid should be announced with an e-mail message to Special Collections staff and/or its presentation at a staff meeting.

Make two to four copies of the finding aid, as circumstances warrant, and velobind them. Copies are to be distributed to the collection's holding file, to the file cabinet in the reference area, to the donor (if applicable) and to the archives student who created the finding aid (if applicable). Send a letter and a copy to the donor, if applicable. Update the Accession Log and Accession Form with the collection's new number. (If the collection contains oversize items, one or more OS numbers will be assigned in addition to the AR or GA number). Create the box labels (see Chapter 3, Arrangement) and shelve the collection. Delete the collection's entry from the unprocessed collections shelflist.

Catalog records serve as finding aids to provide access to library resources, including archives and manuscripts. *A Glossary of Archival and Records Terminology* defines a **catalog** as "a collection of systemically arranged descriptions of materials" and a **catalog record** as "an entry describing a work within a catalog, especially in an automated catalog." The UT Arlington Library inputs catalog records into Voyager, our local catalog, and OCLC (Online Computer Library Center), a non-profit cooperative of libraries, archives, and other cultural institutions that share information about their holdings. These records are in the MARC format. MARC (an acronym for machine-readable cataloging) is a data communications format that specifies a data structure for bibliographic description, authority, classification, and holdings data. Special Collections follows *Describing Archives: A Content Standard*, the recognized standard in the United States for description of archives and manuscripts. *DACS*, published in 2004 by the Society of American Archivists, superseded Steven L. Hensen's *Archives, Personal Papers and Manuscripts (APPM)* as the content standard for archives cataloging.

The "Archives and Manuscripts Cataloging Form" is used in Special Collections to convey information from the person processing a collection to the cataloging librarian. The form should be filled out by the processor during the writing of a finding aid or shortly thereafter. **It is advisable to complete the form as the finding aid is compiled so that pertinent information may be gathered as work on the collection progresses.** The information supplied in the form will enable the cataloging librarian to prepare the MARC record for OCLC and Voyager in the shortest possible time. Elements of the form are addressed below, followed by a representation of a completed form. The *Guide* entry should be a source of much of the information needed for the cataloging record.

For examples of completed records, perform a title search in the UT Arlington Library online catalog for any of the following:

- Historical Manuscripts Collection
- Photographs Collection
- Texas Labor Archives
- Texas Political History Collection
- University Archives
- Mesoamerican/Mexican Collection
- Cartographic Collection

### **A. Creator (Author)**

The creator is the primary person, family, or corporate body responsible for creating or collecting and maintaining a body of materials over a period of time. It can be an individual, family, organization, labor union, school or university, association, government, business firm, church, or a sports team, to name a few. Only one name can be entered as the creator; if there is more than one creator, enter the most important one here and list the other creator names under Additional Creators.



Provide the form of name used by the individual or entity. This can best be determined from an individual's signature on letters or from corporate letterhead. If no such evidence is found in the collection, use the most commonly used form of the name. Supply the creator's birth and death dates, if known. Note also any other forms of the name used by an individual, i.e., formal name, nicknames, etc. The additional forms of the name are used for cross-references and to establish the authority record if there is none. For example, James Earl Carter is known as Jimmy Carter.

An **authority record** is defined as "an entry in an authority file that contains information about the preferred form of a name or subject heading." **Name Authority File (NAF)** is defined in *A Glossary of Archival and Records Terminology* as "a compilation of authority records that describe the preferred forms of names used as headings in a catalog, along with cross-references from variant forms of the name." It further states that "A Name Authority File often includes a few key facts about the entry to help ensure that the name being checked matches the entity represented by the authority record." Special Collections cataloging staff will search Voyager and, if necessary, the Library of Congress' Name Authority File (LCNAF) to see if an authorized form of name has been established for the creator. If an authorized form of name has been established, the cataloger will use it in the catalog record instead of the form of name provided by the processor.

If an organization's records reveal various name changes, the latest form of the name should be used unless there are very few items in the collection with that name. **Attach to the cataloging form a photocopy of the organization's letterhead or, if letterhead is not present, a photocopy of another item with the official name.** List on the form the organization's various name changes that appear in the collection, along with the relevant dates.

<u>MARC Field</u>	<u>EAD Tag</u>	<u>Heading Displayed in UTA's TARO Finding Aids</u>
100	<persname>	Creator
110	<corpname>	Creator

## **B. Collection Name (Title)**

The title is comprised of the name of the creator and the form of the materials (the latter is also known as the document type, and is referred to in *DACS 2.3 Title Element* as the "nature of the archival unit"). Papers, records, or collection are the most commonly used terms, but photographs, correspondence, diaries, journals, etc., may be used if the entire collection is composed of a single document type. If the collection was created by two persons and no one person can be identified as more prominent or predominating, both names can be included in the title and neither would be given as the creator. Collection dates also are considered to be part of the collection title, and are discussed in Section C below.

### Examples

Trussell Family Papers  
 George W. Armstrong Papers  
 Berachah Home Collection  
 Progressive Party Photographs and Recordings Collection  
 Rebel Theme Controversy Collection  
 Walter Prescott Webb Collection  
 John and Ann Vanderlee Collection  
 University of Texas at Arlington, Office of the President Records  
 Texas AFL-CIO Records  
 Amalgated Transit Union, Local 694 Records  
 Longshoreman's Association, Local 851 Minutes  
 Fowler-Rowland-Steward Family Photographs  
 John Jay Good Letters  
 Arlington Genealogical Society Scrapbooks

<u>MARC Field</u>	<u>EAD Tag</u>	<u>Heading Displayed in UTA's TARO Finding Aids</u>
245	<unittitle>	Title

### **C. Collection Dates**

Always provide the earliest and latest dates of items in a collection, which are known as the inclusive, or span, dates. Also furnish the bulk dates if the earliest and latest dates do not accurately reflect the dates between which the bulk of the items are concentrated.

### Example

1903-1949 (bulk 1929-1945)

Do not use the dates of transcribed documents or dates recorded on research notes as dates pertaining to the collection unless the actual documents or photocopies of the documents are in the collection. *DACS* prescribes the use of the word "approximately" to indicate uncertain dates, as in "approximately 1910," rather than the term "circa" or its abbreviation, "ca."

*DACS* 2.4.11: Optionally, if there is a significant gap in the chronological sequence of the documents in the unit being described, where providing predominant/bulk dates would be misleading, record the anomalous date(s) separated by commas. Explain significant chronological gaps in the materials in the Scope and Content Element. Example: 1827, 1952-1978

When a title is encoded in a MARC record, the collection's dates are given as part of the title element. (Inclusive dates are placed in MARC field, subfield f, while bulk dates are placed in MARC field 245, subfield g.) In EAD, on the other hand, the dates are encoded separately from the title and from each other. A separate <unitdate> element is used for each set of dates.

<u>MARC Field &amp; Subfield</u>	<u>EAD Tag</u>	<u>Heading Displayed in UTA's TARO Finding Aids</u>
245 f	<unitdate>	Inclusive Dates
245 g	<unitdate>	Bulk Dates

#### **D. Physical Extent**

Provide number of boxes and total linear footage in this format: 5 boxes (2 linear ft.). If the collection occupies less than a box, the number of folders or items should be stated. If a measurement of linear footage is less than one foot, a leading zero should be inserted before the decimal point.

<u>MARC Field</u>	<u>EAD Tag</u>	<u>Heading Displayed in UTA's TARO Finding Aids</u>
300	<physdesc>	Extent

#### **E. Arrangement Note**

*DACS 3.2, System of Arrangement Element*, describes the purpose and scope of the arrangement element as to identify the various aggregations of archival materials, their relationships, or the sequence of documents within them. It instructs the archivist to describe the current arrangement of the material in terms of the various aggregations within it and their relationships. It is optional to give information about the system of ordering the component files or items. Practice in Special Collections is to state the organization of the materials (the series structure) followed by a description of the arrangement (filing order), and to list the series (and subseries, if any).

#### **Example**

Organized in six series and arranged thereunder chronologically.

Series I. Correspondence

Subseries A. Incoming

Subseries B. Outgoing

Series II. Minutes

*DACS* further recommends providing "significant information about other aspects of the arrangement of the materials, such as maintenance/reconstitution of original order, arrangement by the archivist, or previous arrangements or reorganizations(s) by the creator if known and important to the understanding of the materials."

<u>MARC Field</u>	<u>EAD Tag</u>	<u>Heading Displayed in UTA's TARO Finding Aids</u>
351	<arrangement>	Organization

### **F. Biographical/Historical Note**

Use the biographical/historical note as it appears in the finalized *Guide* entry.

#### **Examples**

The Austin Labor Temple was established December 21, 1922, in Austin, Texas. The Association was composed of individuals and representatives of local unions united for the purpose of erecting and operating a building to be used as a meeting place for its members. The original building was in use from 1923 until 1959, when the structure was sold and razed.

\* \* \* \* \*

Graves, a resident of Collin County, Texas, was a second lieutenant in Captain J. W. Throckmorton's Company K, Sixth Texas Cavalry, Ross' Texas Brigade, during the Civil War.

\* \* \* \* \*

The Francois Santerre family emigrated from France in 1856 to join La Réunion Colony, a socialist experiment founded in 1855 by the Société de Colonisation Européo Americaine. The colony, located a few miles west of Dallas, Texas, dissolved after only two years, but several families, including the Santerres, remained at the site or in the area.

<u>MARC Field</u>	<u>EAD Tag</u>	<u>Heading Displayed in UTA's TARO Finding Aids</u>
545	<bioghist>	Biographical Note
545	<bioghist>	Historical Note
(The heading encoded in EAD depends upon whether the creator is a person or a corporate body.)		

### **G. Scope and Contents Note**

Use the scope and contents note as it appears in the finalized *Guide* entry. Major correspondents, organizations, and subjects described in the scope and contents note will also be listed as index terms on the verso of the cataloging form in the appropriate section. Do not list any name or organization on the verso if it is not mentioned in the description.

### Examples

Correspondence, financial documents, legal documents, clippings, constitution, and printed material. Texas AFL CIO office files that contain the correspondence of the president, Hank Brown, and members of the executive board. Correspondents include Jim Wright and Ralph Yarborough. Also includes legal records of the Texas State Federation of Labor, 1952-1956, and material on right to work laws.

\* \* \* \* \*

Correspondence and financial documents. Records relate to the supply and maintenance of Fort Ewell and Fort Merrill.

\* \* \* \* \*

Typescript transcription. Lieutenant Graves' diary describes his military training and the company's movements through Texas, Arkansas, and Mississippi. It also describes Graves' wounding at Corinth, Mississippi, and his experiences after being taken prisoner. Included is a muster roll of Company K.

<u>MARC Field</u>	<u>EAD Tag</u>	<u>Heading Displayed in UTA's TARO Finding Aids</u>
520	<scopecontent>	Scope and Contents

## H. Index Terms (also known as access points or subject headings)

### Topics:

Subject headings are used to identify pertinent material in a collection and to enable the researcher to find related material. Limit the inclusion of subject headings to major themes reflected in the collection. Do not include a subject heading for everything or everybody in the collection. **Subject heading entries must be justified by their presence in the Scope and Contents Note** (or at times the Biographical/Historical Note). If something is not important enough to mention in a note, it does not merit a subject heading. It should be obvious from the finding aid where the information referred to in the subject entries can be found.

Topical subject headings include, but are not limited to, historic events, general terms, geographical place names,\* and occupations.† This manual does not attempt to address the assignment of headings comprehensively. The *Library of Congress Subject Headings* is the basic list of terms to be consulted when describing archives collections in Special Collections. A list of *LCSH* subject headings used frequently in Special Collections is appended to this chapter.

\* A place name should only be used as an index term if the collection being described contains sufficient information about the place to be of value to a researcher.

† An occupation should only be used as an index term when the occupation of a person is significant to the content of the materials.

<u>MARC Field</u>	<u>EAD Tag</u>	<u>Heading Displayed in UTA's TARO Finding Aids</u>
650	<subject>	Subjects
651	<geogname>	Places

### People and Organizations:

Enter names of the creators, frequent or well known correspondents, and names of individuals and organizations who are the subject of a significant amount of correspondence or a significant amount of research. **To provide verification of each organization or corporate name listed, attach to the cataloging form a photocopy of letterhead or another official document representing each name.**

Follow the instructions given in Section A of this chapter regarding formulation of names and recording of name changes. The information provided in Section A about name authority work applies here as well.

<u>MARC Field</u>	<u>EAD Tag</u>	<u>Heading Displayed in UTA's TARO Finding Aids</u>
600	<persname>	Persons
610	<corpname>	Organizations
700	<persname>	Persons
710	<corpname>	Organizations

(The MARC field and EAD encoding used vary according to whether the entity being described is a creator (7xx) or a subject (6xx) and to whether it is a person or a corporate body.)

### Formats:

Enter the formats or types of material found in the collection, such as daybooks, diaries, directories, journals, memoranda, etc. A list of such formats is appended to this chapter.

<u>MARC Field</u>	<u>EAD Tag</u>	<u>Heading Displayed in UTA's TARO Finding Aids</u>
655	<genreform>	Formats

### A word about record size:

List subjects **in order of importance**. Usually a maximum of approximately fifteen subjects (topical and people/organizations) is the most that will fit on the record. OCLC has a size limit per record. In the MARC format most variable fields (fields in the body of the record) also have a size limit. These limits sometimes change and cannot be stated here

definitively. Therefore, the more concise the Biographical/Historical Notes and Scope and Contents Notes, the more subject headings can be included in the record.

### I. **Additional Sources (Standards and Thesauri)**

Lists of standard terms, or thesauri, (also known as controlled vocabularies) used in Special Collections include the following. The definitions provided here are from Pearce-Moses, Richard. *A Glossary of Archival and Records Terminology*.

- *Genre Terms: A Thesaurus for Use in Rare Book and Special Collections Cataloging*. [http://www.rbms.info/committees/bibliographic\\_standards/controlled\\_vocabularies/index.shtml](http://www.rbms.info/committees/bibliographic_standards/controlled_vocabularies/index.shtml)
- Library of Congress Name Authority File (a compilation of authority records that describe the preferred forms of names used as headings in a catalog, along with cross-references from variant forms of the name.) Broader term = authority file
- *Library of Congress Subject Headings*
- *Thesaurus for Geographic Names* (a controlled vocabulary of place names intended for use as headings in catalogs and indexes.) <http://www.getty.edu/research/tools/vocabulary/tgn/>
- *Thesaurus for Graphic Materials* (a controlled vocabulary of subjects, forms, and genres relating to visual materials, intended for use as headings in catalogs and indexes.) <http://www.loc.gov/rr/print/tgm1/> and <http://www.loc.gov/rr/print/tgm2>
- *A Subject Cataloging Manual: Subject Headings* (a standard for the use of headings found in the *Library of Congress Subject Headings (LCSH)*)

### **Library of Congress topical subject headings used frequently in Special Collections:**

African Americans  
American literature  
Cattle trade  
Civil rights  
College student government  
College teachers  
College students  
Educators  
Farm life  
Farmers  
Frontier and pioneer life  
Historians  
Historic sites  
Labor laws and legislation  
Labor disputes  
Labor unions--History

---

Labor unions--Organizing  
Labor unions--Political activity  
Labor unions--Professional employees  
Labor unions--Texas  
Land grants  
Land titles  
Lawyers  
Legislators  
Mexican American agricultural laborers  
Mexican Americans  
Mexican War, 1846-1848  
Mexican War, 1846-1848--Personal narratives  
Mexican War, 1846-1848--Veterans  
Oil fields  
Photograph collections  
Photographers  
Physicians  
Pioneers  
Politicians  
Portrait photography  
Railroads  
San Jacinto, Battle of, Tex., 1836  
Soldiers--Biography  
Strikes and lockouts  
Surveyors  
Texas--Biography  
Texas--Description and travel  
Texas--History--Republic, 1836-1846  
Texas--History--Revolution, 1835-1836  
Texas--History--1846-1950  
Texas--Politics and government--1836-1846  
Texas--Politics and government--1951-  
United States--History--Civil War, 1861-1865  
United States--History--Civil War, 1861-1865--Personal narratives  
Universities and colleges  
West (U.S.)  
Women  
Women in politics  
Women legislators  
Women ranchers  
Women pioneers  
World War, 1939-1945--Personal narratives, American



### **Genre/Form terms used frequently in Special Collections:**

Account books  
Addresses  
Albums  
Annual reports  
Biographies  
Diaries  
Directories  
Essays  
Fiction  
Film scripts  
Genealogies  
Historical fiction  
Legal instruments  
Letters  
Local histories  
Military registers  
Military orders  
Newsletters  
Newspapers  
Obituaries  
Oral histories  
Poems  
Programs  
Sermons  
Underground  
    publications  
Unfinished works

**Example****ARCHIVES AND MANUSCRIPTS CATALOGING FORM****Creator (Author)**

Berachah Home (Arlington, Tex.)

**Other Forms of Creator Name:**

Church of Nazarene. Berachah Home (Arlington, Tex.)  
Berachah Home for the Redemption and Protection of Erring Girls (Arlington, Tex.)  
Berachah Industrial Home for the Redemption of Erring Girls (Arlington, Tex.)  
Berachah Home for the Redemption of Erring Girls (Arlington, Tex.)  
Berachah Child Institute (Arlington, Tex.)  
Berachah Rescue Society (Arlington, Tex.)  
Berachah Junior Kingdom (Arlington, Tex.)

**Additional Creator/s (if applicable)**

Upchurch, J. T. (James Tony), 1870-1950  
Upchurch, Maggie Mae, 1873-1963.  
Cagle, Mary Lee, 1864- Life and work of Mary Lee Cagle.  
Berachah Society (Dallas, Tex.)

**Collection Name (Title)**

Berachah Home Collection

**Dates (inclusive)**

1901-1985

**Dates (bulk, if applicable)**

bulk 1901-1944

**Physical Extent (e.g., 5 boxes (2 linear ft.))**

4 boxes (1.65 linear ft.)

**Arrangement Note** (e.g., Organized in two series: I. Correspondence, 1936-1945. II. Military Personnel Records, 1938-1990.)

**The collection is organized in six series:**

Series I. Historical and Biographical  
Series II. Journals, Ledgers and Registers  
Series III. Financial Reports  
Series IV. Published Materials  
Series V. Photographs and Negatives  
Series VI. Legal Documents

**Biographical/Historical Information (3-4 sentences)**

(Include dates, e.g., birth, death, corporate beginning and ending)

The Berachah Home was established in Arlington, Texas, on May 14, 1903, by the Rev. J. T. Upchurch and his wife, Maggie Mae, as the Berachah Industrial Home for the Redemption of Erring Girls. It was operated under various names as an establishment for homeless, usually pregnant girls, in part by the Berachah Society of Dallas. The home closed in 1935, but was reopened later that year as the Berachah Child Institute by the Upchurch's daughter Allie Mae and her husband Frank Wiese. The institute ceased operation in 1942. The University of Texas at Arlington purchased the property in 1963 and in 1981, a historical marker was erected at the cemetery, the only surviving evidence of the home's existence.

**Scope and Contents Note (1 succinct paragraph)**

(Types of material in collection, and dates, e.g., correspondence, 1910-1925; ledger, 1912; other persons and/or corporate bodies either as subjects or having responsibility for collection.)

Correspondence, legal documents, financial records, registers, annual reports, typescripts, newspaper clippings, printed material, microfilm, and photographs, 1901-1985. This collection is composed of records of the Berachah Home, various publications about the home, and materials related to children, adoption, and unwed mothers. The registers list and describe the girls and infants who lived there. Photographs show the home inside and out as well as residents and teachers, 1903-1930. The collection includes publications of the Berachah Rescue Society and the Nazarene Church: *The Purity Journal*, 1904-1906; *The Purity Crusader*, 1915-1930; and a pamphlet *To Rescue the Perishing, to Care for the Dying, a Guide to the Nazarene Archives*. Also included is a photocopy of the *Life and Work of Mary Lee Cagle: an Autobiography*.

**Subjects (topical)**

Children--Institutional Care  
Delinquent girls  
Church work with women  
Social work with women  
Women--Charities  
Cemeteries  
Female juvenile delinquents

**Subjects (people and organizations)**

Berachah Home (Arlington, Texas)  
Berachah Cemetery (Arlington, Texas)  
Berachah Society (Dallas, Texas)  
Upchurch, J. T. (James Tony), 1870-1950  
Upchurch, Maggie Mae, 1873-  
Cagle, Mary Lee, 1864-  
Wiese, Allie Mae  
Wiese, Frank

Preparing news releases about new acquisitions and recently processed collections is an important part of the archival enterprise. When a significant collection has been acquired and accessioned, the archivist will want to write a general news release about the acquisition and should consider writing an article for *The Compass Rose*. The decision to write a release should be made on a collection-by-collection basis. Not all collections merit releases. The release should be relatively brief (no more than three pages double-spaced, or approximately 800 words) and include the following information.

#### A. Releases for New Acquisitions

- Name of the collection
- Information about the collection, including size, bulk dates, items or series of particular interest, and strengths of the collection
- Name of the donor (if applicable) and when it was donated
- Reason why the donor chose Special Collections; provide a quote from the donor if possible or a quote from the Special Collections Program Coordinator or the archivist handling the collection
- Information on whether the collection is open or closed until it is processed; if the latter, give an estimate on when processing may be completed
- Information on whom to contact about the collection; include complete name, job title, email address, telephone numbers, and Special Collections' URL.

Once the release has been written, proofread it for grammatical and factual errors and submit a copy to the Special Collections Program Coordinator for review. After obtaining the Coordinator's approval and before the release is distributed, have the donor review the release, if appropriate, to ensure that all of its information is correct. After this is done, send the release to the Library's publicity liaison for dissemination to appropriate outlets. Also send it to Special Collections' Exhibits and Outreach Assistant for posting on Special Collections' web site and for distribution to *The Shorthorn* and appropriate academic departments. If the significance of the collection warrants, the release also should be sent to other publications such as scholarly journals and organizational newsletters specializing in subjects covered by the collection (notably the *Southwestern Archivist* and the Texas State Historical Association's *Southwestern Historical Quarterly* and *Riding Line*). Ask the donor for names of other people and organizations who should be notified, and obtain their mailing addresses. File a copy of the news release in the collection holding file for future reference. It is not to be included in the finding aid.

More information about writing press releases can be found in a 2007 *Southwestern Archivist* article by Diane Worrell. Among other advice, she recommends considering these points before beginning to write:

- What is the actual news?
- Why is it news?
- What people, dates, places, projects and things are related to this news?

- What is the purpose behind the news?

She also advises answering the “who, what, when, where and why” questions in a short lead paragraph that summarizes the entire lead story and grabs the reader’s attention.

Worrell, Diane. 2007. How-To: Write a Press Release. *Southwestern Archivist* 30 (4): 36-37.

**Example****News Release**

Records pertaining to Rest Cottage, a facility that sheltered unmarried mothers and their children in Pilot Point, Texas, from 1903 to 1975, were donated in July 2008 to The University of Texas at Arlington Library Special Collections by Geren Roberts of Oklahoma City. Founded by his great-uncle, Reverend J. P. Roberts, Rest Cottage was administered by members of the Roberts family until its dissolution. Like Reverend J. T. Upchurch's Berachah Home in Arlington, Rest Cottage enjoyed a long-term affiliation with the Church of the Nazarene. While the Berachah Home encouraged its new mothers to keep and raise their babies, those born at Rest Cottage were generally adopted by families that waited sometimes up to two years for a child. Licensed as a maternity home and child-placing agency by the State of Texas, Rest Cottage caseworkers placed their wards with evangelical Christian adoptive couples who not only met state requirements but passed their rigorous scrutiny.

Young women admitted to Rest Cottage could be teenagers, working or professional women, and either single or divorced from their husbands. They could come from any economic, cultural or educational background, and found their way to Pilot Point from all fifty states, Canada and Mexico. Rest Cottage operations were financed through offerings, donations, gifts, per diem charges, and adoption fees. The Spring 1965 issue of *Rest Cottage Messenger* reported that nearly 4,300 young women had been received to date, and that 50 women and 41 babies were rendered services in 1964.

The institution's archival records comprise one box of organizational, legal, financial and administrative documents; photographs; and extensive issues of its newsletter, the *Rest Cottage Messenger*. An admission application and guidelines for selecting adoptive parents are among the papers. No official Rest Cottage records are included in this collection. The Rest Cottage Records complements UT Arlington's Berachah Home Collection, and although unprocessed, will be of great interest to researchers in social history and women's studies.

For additional information on the Rest Cottage Records, contact:

Brenda S. McClurkin  
Historical Manuscripts Archivist  
Special Collections  
The University of Texas at Arlington Library  
Box 19497, Arlington, Texas 76019-0497  
(817) 272-7512  
Email: [mcclurkin@uta.edu](mailto:mcclurkin@uta.edu)  
<http://library.uta.edu/spco/>

### **B. Releases for Newly Processed Collections**

A news release also should be written when important collections are processed and formally opened for research. As with new acquisitions, the decision to write a release should be made on an individual basis. The more significant and important a collection, the more likely a release should be written and distributed. The release generally should follow the same format and include much of the same information outlined above. The release for a processed collection, however, may be slightly longer than one for a new acquisition because more is known about the collection.

The archivist distributing the release should keep in mind the considerations discussed above when identifying and targeting media outlets. Optimally, time the distribution of the press release to coincide with a date significant to the collection, including a particular holiday or celebration. For example, send a release about a labor collection near Labor Day, and one about an African American collection during Black History Month. News about archives and historical materials is attractive to newspapers, in particular, which are always looking for a tie-in for stories.

### Example

#### News Release

To use the old cliché, a picture is worth a thousand words. The most recent collection open for research at The University of Texas at Arlington Library Special Collections can help provide a visual insight into Fort Worth's recent history and Texas cemeteries. Special Collections is pleased to announce the opening of the Cirrus Bonneau/Ana Beaulac Photograph Collection. The collection is comprised of 14 boxes, including oversize materials, and dates from 1977-1993, with the bulk of the materials spanning the 1980s. The collection focuses on the photography of Cirrus Bonneau and his wife Ana Beaulac.

The collection's importance can be seen in Bonneau's use of large format view cameras. His numerous large-size negatives of Fort Worth, which include 5 x 7 inch, 8 x 10 inch, panoramic, and 12 x 20 inch formats, provide high-quality details of many disappearing neighborhoods and sections of the city and suburbs. Beaulac's artistic photographs of old country cemeteries and graves provide a unique look at common people's interactions with death and devotions to loved ones.

Also of interest will be the series of Bonneau's photography notes, in which he recorded his exposure and developing information. This provides an opportunity to look into a photographer's process of work and art. Additionally, the series of the husband and wife team's matted prints reveal the photographs they consider especially important.

The area of photography in and of Fort Worth continues to fascinate researchers and scholars. In addition to assisting genealogists, cemeteries open a window for researchers into society's views of life after death. The Cirrus Bonneau/Ana Beaulac Photograph Collection will help to address these and other issues in the study of our local Fort Worth area and Southwestern region.

For information about the Cirrus Bonneau/Ana Beaulac Photograph Collection, please contact:

Brenda S. McClurkin, Historical Manuscripts Archivist  
Special Collections  
The University of Texas at Arlington Library  
Box 19497  
Arlington, Texas 76019-0497  
(817) 272-7512  
Email: [mcclurkin@uta.edu](mailto:mcclurkin@uta.edu)  
<http://library.uta.edu/spco/>



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## Accession Log

[illegible]

## Accession Record

### Accessioning

Accession Number \_\_\_\_\_ Collection Number \_\_\_\_\_ Processing Level \_\_\_\_\_

Accessioned By \_\_\_\_\_ Date \_\_\_\_\_

Preliminary Collection Title \_\_\_\_\_

Approximate Inclusive Dates of Collection \_\_\_\_\_

General Description (briefly describe contents, document types, subjects) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Quantity Received: Number/Type of Boxes \_\_\_\_\_ Linear Feet \_\_\_\_\_

Creator Name/Office of Origin \_\_\_\_\_

Creator Address \_\_\_\_\_

Creator Phone \_\_\_\_\_ Creator Email \_\_\_\_\_

Accretion Information \_\_\_\_\_

Restrictions \_\_\_\_\_

\_\_\_\_\_  
Method of Acquisition: Gift \_\_\_\_\_ Transfer \_\_\_\_\_ Purchase \_\_\_\_\_ Price \$ \_\_\_\_\_

Donor Name \_\_\_\_\_

Donor Address \_\_\_\_\_

Donor Phone \_\_\_\_\_ Donor Email \_\_\_\_\_

Negotiated By \_\_\_\_\_ Date \_\_\_\_\_

Received By \_\_\_\_\_ Date \_\_\_\_\_

Acknowledged By \_\_\_\_\_ Date \_\_\_\_\_

Quantity After Preliminary Rehousing: Number/Type of Boxes \_\_\_\_\_ Linear Feet \_\_\_\_\_

Condition of Material \_\_\_\_\_

Inventory or Box List Completed By \_\_\_\_\_ Date \_\_\_\_\_

Special Instructions \_\_\_\_\_

### Specific Description of Material

☐ audio recordings☐ correspondence☐ diaries/manuscripts☐ electronic records☐ financial records☐ legal documents☐ maps/charts☐ other☐ memorabilia☐ microfilm☐ movie film☐ newspapers☐ photographs☐ photocopies☐ printed materials☐ publications☐ reports☐ research materials☐ scrapbooks☐ video recordings

**Arrangement of Material**

☐ alphabetical  
☐ chronological

☐ numerical  
☐ topical

☐ not arranged  
☐ other

**Preservation**

Special Instructions (recommended conservation treatments) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Arrangement and Description**

Date Processing Begun \_\_\_\_\_ Date Processing and Finding Aid Completed \_\_\_\_\_

Processed By \_\_\_\_\_

Final Collection Title \_\_\_\_\_

Quantity After Processing: Number/Type of Boxes \_\_\_\_\_ Linear Feet \_\_\_\_\_

Inclusive Dates of Collection \_\_\_\_\_ Bulk Dates of Collection \_\_\_\_\_

Guide Entry Completed By \_\_\_\_\_ Date \_\_\_\_\_

Cross References to Related Collections \_\_\_\_\_  
 \_\_\_\_\_

**Cataloging and Encoding**

Cataloging Worksheet Completed By \_\_\_\_\_ Date \_\_\_\_\_

Local Catalog Entry Created By \_\_\_\_\_ Date \_\_\_\_\_

OCLC Entry Completed By \_\_\_\_\_ Date \_\_\_\_\_

Local Bibliographic Number \_\_\_\_\_ OCLC Number \_\_\_\_\_

Finding Aid Encoded in EAD By \_\_\_\_\_ Date \_\_\_\_\_

Encoded Finding Aid Sent to TARO By \_\_\_\_\_ Date \_\_\_\_\_

**Publicity**

Date Donor Notified of Completed Processing \_\_\_\_\_

Date Press Release Issued \_\_\_\_\_

**Other**

Additional Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Collection Certified for Use By \_\_\_\_\_ Date \_\_\_\_\_

## Agreement to Donate Student Work

This Agreement is made and entered into the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between  
The University of Texas at Arlington and \_\_\_\_\_, "hereinafter called "Student."

Student agrees to donate to the UT Arlington Library his or her student paper(s), tentatively entitled  
"\_\_\_\_\_, " created by \_\_\_\_\_, " on \_\_\_\_\_  
at \_\_\_\_\_. This Agreement relates to any and all materials originating from the student  
paper namely the student paper and any reproductions or digital representations of the student paper, hereinafter  
collectively called "the Work."

In consideration of the mutual covenants, conditions and terms set forth below, the parties hereto hereby agree as  
follows:

- Student irrevocably assigns to the UT Arlington Library all his or her present and future copyright, title,  
and interest in and to the Work, including the right to reproduce such materials in copies of printed form,  
on the Internet, and/or successor technologies, to distribute copies (in the aforementioned forms) to the  
public, to perform or display the work publicly, to prepare derivative works thereof, and to have others do  
so for research purposes. This assignment applies to the Library, its successors, and assigns, for and  
during the existence of the copyright and all renewals and extensions thereof.
- By virtue of the assignment, the UT Arlington Library will have the right to use the Work for any research,  
education, or other purpose that the Library may deem appropriate.
- Student understands that the donated materials and works reproduced from them are not protected by  
archival or scholar's privilege (because no such privilege exists) and therefore will not be protected from  
subpoena.
- Student agrees to public use of the student record, including the aforementioned forms of reproduction,  
under the following condition, if initialed:  

☐ Closed for a period of \_\_\_\_ months/years, as of the date of the interview.
- The Work will be subject to the researcher regulations of the UT Arlington Library Special Collections.
- All notices and other correspondence concerning this Agreement will be sent to the following:

Library Address: UT Arlington Library, Special Collections, P.O. Box 19497, Arlington, TX 76019-0497

Student's Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Phone: Primary \_\_\_\_\_ Secondary \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington  
correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004  
of the Texas Government Code.

---

UT Arlington Representative's Name	UT Arlington Representative's Signature	Date
------------------------------------	---	------

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Student's Name	Student's Signature	Date
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## Archives and Manuscripts Accessioning Checklist

**COLLECTION NAME:** \_\_\_\_\_

**ACCESSION NUMBER:** \_\_\_\_\_ **COLLECTION NUMBER :** \_\_\_\_\_

### Registration:

- \_\_\_\_\_ Accession Log: Add the collection to the log, using the next available accession number
- \_\_\_\_\_ Holding File: Create unless one exists from a previous donation for the same collection
- \_\_\_\_\_ Donor Information Form: Complete if the acquisition is a gift
  - \_\_\_\_\_ Submit Donor Information Form and newly accessioned materials to Program Coordinator for creation of Donation Record
- \_\_\_\_\_ Thank you letter to the donor: Draft for signature of Program Coordinator
- \_\_\_\_\_ Transfer of Title for personal or organizational records (unless purchased)
  - \_\_\_\_\_ Send to donor for signature
  - \_\_\_\_\_ Sign Transfer of Title returned by donor, file original
- \_\_\_\_\_ Transmittal of University Records form
  - \_\_\_\_\_ Send to University department for signature
  - \_\_\_\_\_ Sign Transmittal of University Records form, file original
- \_\_\_\_\_ Shelflist database: Record collection identification number, name, number and type of boxes, extent, and shelving location
- \_\_\_\_\_ Accession Record: Record collection information as it becomes available

### Shelving:

- \_\_\_\_\_ Rehouse collection in acid-free boxes
- \_\_\_\_\_ Assign shelving location
- \_\_\_\_\_ Label boxes
- \_\_\_\_\_ Shelf collection

### Preliminary Description:

- \_\_\_\_\_ Create preliminary record in Library's online catalog
- \_\_\_\_\_ Write preliminary collection-level description (*Guide* entry)
- \_\_\_\_\_ Place copy of *Guide* entry in *Addenda to: A Guide...* at the reference desk
- \_\_\_\_\_ Save copy of *Guide* entry on the Q drive
- \_\_\_\_\_ Prepare box inventory

## Archives and Manuscripts Cataloging Form

**Creator (Author)**

**Other Forms of Creator Name** (if applicable)

**Additional Creator/s** (if applicable)

**Collection Name (Title)**

**Dates** (Inclusive)

**Dates** (Bulk, if applicable)

**Physical Extent** (e.g., 5 boxes (2 linear ft.))

**Arrangement Note** (e.g., Organized in two series: I. Correspondence, 1936-1945. II. Military Personnel Records, 1938-1990.)

**Biographical and Historical Information** (3-4 sentences)  
(Include dates, e.g., birth, death, corporate beginning and ending)

**Scope and Contents Note** (1 succinct paragraph)  
(Types of material in collection, and dates, e.g., correspondence, 1910-1925; ledger, 1912; other persons and/or corporate bodies either as subjects or having responsibility for collection.)



**Subjects (topical)**

**Subjects (people and organizations)**

**Subjects (places)**

## Archives and Manuscripts Post-Processing Checklist

**COLLECTION NAME:** \_\_\_\_\_

**ACCESSION NUMBER:** \_\_\_\_\_ **COLLECTION NUMBER :** \_\_\_\_\_

### Finding Aid:

- \_\_\_\_\_ Review for errors and/or changes; make corrections
- \_\_\_\_\_ Save the finding aid to the Q drive (if not directly encoded in EAD)
- \_\_\_\_\_ Print 2-4 copies
- \_\_\_\_\_ Velobind
- \_\_\_\_\_ File: holding file, file cabinet at reference desk
- \_\_\_\_\_ Send copy to donor and processing archives student, if applicable

### Label/Shelve Collection:

- \_\_\_\_\_ Create and apply box labels using foil-backed labels
- \_\_\_\_\_ Shelve the collection numerically in processed collections storage

### Guide Entry/Cataloging:

- \_\_\_\_\_ Revise *Guide* entry on the Q drive and place copy in *Addenda to: A Guide...* at the reference desk (remove earlier version)
- \_\_\_\_\_ Update web version of the *Guide*
- \_\_\_\_\_ Revise preliminary catalog record in Library's online catalog to reflect information pertinent to processed collection; if advanced cataloging is required, send completed Archives and Manuscripts Cataloging Form to SPCO cataloger

### Recordkeeping:

- \_\_\_\_\_ Gather all associated paperwork and computer disks (in a labeled envelope) into the holding file; annotate, delete or add as necessary
- \_\_\_\_\_ Add information to Accession Record as it becomes available
- \_\_\_\_\_ Update Accession Log as information becomes available
- \_\_\_\_\_ Update shelflist database to indicate that the collection has been processed

### Publicity:

- \_\_\_\_\_ Write news release; send to Program Coordinator for review
- \_\_\_\_\_ Let SPCO staff know collection has been processed

## Conservation Request

### THIS SECTION TO BE COMPLETED BY STAFF MEMBER REPORTING THE PROBLEM

Submitted by \_\_\_\_\_  
(enter staff surname)

Date Submitted \_\_\_\_\_

#### Description of Item:

Call Number \_\_\_\_\_

Author \_\_\_\_\_

Title \_\_\_\_\_

#### Description of Problem:

---

---

---

---

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> binding broken           | <input type="checkbox"/> loose pages, plates, leaves | <input type="checkbox"/> rusty staples                 |
| <input type="checkbox"/> book jacket damaged      | <input type="checkbox"/> map (encapsulate)           | <input type="checkbox"/> soiled                        |
| <input type="checkbox"/> brittle pages            | <input type="checkbox"/> mold or insects             | <input type="checkbox"/> spine detached or damaged     |
| <input type="checkbox"/> flaking leather          | <input type="checkbox"/> Mylar cover damaged         | <input type="checkbox"/> tears                         |
| <input type="checkbox"/> fragile                  | <input type="checkbox"/> phase box damaged           | <input type="checkbox"/> velobind                      |
| <input type="checkbox"/> loose or detached hinges | <input type="checkbox"/> precious (needs box)        | <input type="checkbox"/> other (describe on next line) |

#### Actions to be Taken by the Staff Member Reporting the Problem:

- Fill in all sections above.
- If a call slip for the item was filled out by a patron:
  - Make sure the call slip shows that the item was returned by the patron.
  - Remove from the shelf the yellow copy of the call slip signed by the patron and put it in the drawer with the white copy.
- Fill out a call slip for the item using your own name.
  - Place the yellow copy in the location where the item is normally shelved.
  - Put the white copy in the designated section of the call slips box.
  - **Do not** record another use statistic for the item.
- Attach a printout of the catalog record to this form.
- Give a copy of this form to the cataloger so she can update the item's location. (Cataloger, please pass copy to Coordinator.)
- Place this form and the attached printout with the item and put them on the designated shelf in the cataloging workroom.
  - If the item is a map or graphic, leave it in its normal location.

**THIS SECTION TO BE COMPLETED BY COORDINATOR OR DESIGNEE**

<b>Treatment</b>	<b>Date Treated/Initials</b>
<input type="checkbox"/> Acid-free board & mylar wrap	_____
<input type="checkbox"/> Acid-free envelope & backing	_____
<input type="checkbox"/> Clam shell box	_____
<input type="checkbox"/> Deacidify	_____
<input type="checkbox"/> Dry clean	_____
<input type="checkbox"/> Encapsulate	_____
<input type="checkbox"/> Fumigate, wrap, & isolate	_____
<input type="checkbox"/> Glue or reglue (PVA)	_____
<input type="checkbox"/> Heat set tissue backing or repair	_____
<input type="checkbox"/> Humidify and flatten	_____
<input type="checkbox"/> Mylar book	_____
<input type="checkbox"/> Mylar jacket, envelope, or wrap	_____
<input type="checkbox"/> Pamphlet binding	_____
<input type="checkbox"/> Phase box	_____
<input type="checkbox"/> Photocopy on acid-free paper	_____
<input type="checkbox"/> Repair tears/Japanese tissue & rice paste _____	_____
<input type="checkbox"/> Repair tears/Document mending tape	_____
<input type="checkbox"/> Remove tape	_____
<input type="checkbox"/> Staples/Remove & sew	_____
<input type="checkbox"/> Velobind	_____
<input type="checkbox"/> Wash in water & 200 proof alcohol	_____
<input type="checkbox"/> Wrap and isolate	_____

**Comments on Methods and Materials Used:**


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**THIS SECTION TO BE COMPLETED BY CATALOGING STAFF****Catalog Record Updated**

Added Conservation Note:      Done By \_\_\_\_\_      Date \_\_\_\_\_

Removed Conservation Note      Done By \_\_\_\_\_      Date \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY THE PERSON WHO RESHELVES THE ITEM**

**Reshelled by** \_\_\_\_\_  
(enter your name)

**Date Reshelled** \_\_\_\_\_

**Actions to be Taken by the Person Reshelving the Item:**

- Fill in the "reshelled by" and "date reshelled" blanks above.
- Replace the item in its normal location.
- Remove the yellow copy of the call slip from the shelf.
- Retrieve the white copy of the call slip from the call slips box.
- Staple both copies of the call slip behind this form.
- Return this form to the cataloger so she can remove the conservation note from the catalog record.
- Cataloger will forward paperwork to Coordinator for the file.



## Document Removed

**THE FOLLOWING ITEM HAS BEEN REMOVED FROM THIS LOCATION**

**AND FILED IN:** \_\_\_\_\_

Document Removed

## Donation Record

Donor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/St/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Donor-Assigned Value of the Donation: \$ \_\_\_\_\_  
(Leave blank unless the donor stated a value.)

Donation Description: \_\_\_\_\_

Donor Name (last name first)

Date of Donation

### Receipt Verified

\_\_\_\_\_  
Special Collections/Date

\_\_\_\_\_  
IR/Date

Letter Sent ☐

By \_\_\_\_\_

\_\_\_\_\_  
Date

## Donor Information

To Be Completed by Staff			
Date Gift Received:		Staff Member Receiving Gift:	
Description of the Donation: <i>(Include format and quantity, for example: 20 books or 2 boxes of personal papers.)</i>			
To Be Completed by Donor			
Please indicate whether the gift is from an individual or organization by checking the corresponding box. Continue down that column through Donor Status and then on to the end of the form. <i>(If a person gives materials on behalf of an organization, the donor most likely is the organization, not the person.)</i>			
<b>Individual</b>		<b>Organization</b>	
Name:		Name of Organization:	
Circle preferred form of address. If "Other," fill in blank.		Circle preferred form of address or write in "Other" blank; fill in contact name.	
Mr. Mrs. Ms. Miss Dr. Other _____		Mr. Mrs. Ms. Miss Dr. Other _____ Contact Name: _____	
Indicate Donor Status by circling one choice: <i>(The designations Faculty and Staff include retirees.)</i>		Indicate Donor Status by circling one choice:	
Alumna/Alumnus      Faculty      Staff Student (currently enrolled)      Other Individual		Company      Foundation      Other Organization	
Donor-Assigned Value of Gift		\$	<i>(Optional. Staff are not permitted to assign a value.)</i>
Address:			
City:		State:	Zip:
Primary Phone:		Secondary Phone:	
E-mail:		Fax:	

Staff: Use this form to collect information directly from the donor. It does not need to be typed. Place this completed form with the received item or group of items and put them on the "New Gifts" shelf in the cataloging workroom. If there are fewer than 10 items in the donation, start a pink "Tracking Form" for **EACH** item (check "Gift," enter donor name, and enter gift date) and place it in the item. Put the stack of items, with one yellow donor information form for the entire donation and pink slips if appropriate, on the "New Gifts" shelf and notify Coordinator by email. **Pink Tracking Forms are not needed for collections of archives and manuscript materials.**



## Finding Aid Template Part One

Fields colored green are required. Fields colored yellow are to be used if needed. (Very occasionally a collection will have no creator, but because this occurs so seldom the template field is colored green.)

Finding aid author:	(Type your name here.)
Date Finding Aid completed:	
<b>Collection Title</b> <titleproper> <unittitle>	
<b>Creator</b> <origination>	
<b>Inclusive Dates</b> <unitdate>	
<b>Bulk Dates</b> <unitdate>	
<b>Abstract</b> <abstract>	<i>The abstract should succinctly inform the potential user of the collection whether it is likely to be of use to them. Create the abstract from the information in the biographical/historical note and the scope and contents note that is most likely to do that. <b>Limit the abstract to 200 words.</b></i>
<b>AR or GA number</b> <unitid>	
<b>Extent</b> <physdesc>	<i>example: 1 box (1.25 linear ft.)</i>
<b>Biographical/ Historical Note</b> <bioghist>	
<b>Scope and Contents Note</b> <scopecontent>	
<b>Access</b> <accessrestrict>	Open for research. <i>(This is Special Collections' standard wording. It will vary if the collection being described requires it.)</i>
<b>Literary Rights Statement</b> <userestrict>	Permission to publish, reproduce, distribute, or use by any and all other current or future developed methods or procedures must be obtained in writing from Special Collections, The University of Texas at Arlington Library. All rights are reserved and retained regardless of current or future development or laws that may apply to fair use standards.
<b>Provenance</b> <custodhist>	
<date>	
<b>Acquisition</b> <acqinfo>	

<b>&lt;date&gt;</b>	
<b>Citation</b> <b>&lt;prefercite&gt;</b>	<i>[insert title proper], AR[ ], Box Number, Folder Number, Special Collections, The University of Texas at Arlington Library.</i>
<b>Processing Information</b> <b>&lt;processinfo&gt;</b>	
<b>Related Material</b> <b>&lt;relmat&gt;</b>	<i>Make a separate entry for each item, adding cells as needed.</i>
<b>Separated Material</b> <b>&lt;sepmat&gt;</b>	<i>Make a separate entry for each item, adding cells as needed.</i>
<b>Arrangement</b> <b>&lt;arrangement&gt;</b>	
<b>Index Terms</b> <b>&lt;controlaccess&gt;</b>	These materials are indexed under the following headings in the catalog of The University of Texas at Arlington Library. Researchers desiring materials about related topics, persons or places should search the catalog using these headings.
<b>Persons</b> <b>&lt;persname&gt;</b>	<i>add separate cells for additional entries as needed</i>
<b>Organizations</b> <b>&lt;corpname&gt;</b>	<i>add separate cells for additional entries as needed</i>
<b>Subjects</b> <b>&lt;subject&gt;</b>	<i>add separate cells for additional entries as needed</i>
<b>Places</b> <b>&lt;place&gt;</b>	<i>add separate cells for additional entries as needed</i>
<b>Formats</b> <b>&lt;genreform&gt;</b>	<i>add separate cells for additional entries as needed</i>
<b>Alternate Titles</b> <b>&lt;title&gt;</b>	<i>choose ONE of the following:</i>  Cartographic Collection Historical Manuscripts Collection Mesoamerican/Mexican Collection Photographs Collection Texas Labor Archives Texas Political History Collection University Archives

**Date of Finding Aid completion:**

- Use a separate table for each series or subseries. If subseries exist, be sure to include the series number and series title with each subseries table.
- When a table needs to continue on another page, simply tab to add another row to the existing table and repeat as often as needed. To begin a fresh table, highlight an entire unfilled table and copy/paste into a new page or document.
- It *is* necessary to type out data that repeats in the following line. Do not use ditto marks or the word "ditto."

[illegible]

# Gift Records Form

Exhibit 20-1

## UTA GIFT RECORDS FORM

Please fill out this form completely for each gift received by your department. Forward form and gift (check/credit card information, etc.) or description of equipment or property to the Development Office, 421 Davis Hall Box 19198. If you have questions, call ext. 2584 for assistance. For additional instructions - see Fiscal Rules & Regulations, OABS Procedures 2-8 - Gifts to the University.

<b>Account Number</b> 30-6800-05-93	<b>Form of Gift</b> <input type="checkbox"/> Cash/Check/Credit Card <input type="checkbox"/> Equipment Gift-in-Kind <input checked="" type="checkbox"/> Other Gift-in-Kind	<b>Department Receiving Gift:</b> <b>Library/Special Collections</b>
<b>Account Name</b> Special Collections		Submitted by: <u>Ann Hodges</u> Ext.: <u>2-7510</u>
<b>Gift Amount / Gift Value</b> \$0.00		Box # <u>19497</u>
<b>Purpose</b> <input checked="" type="checkbox"/> Library <input type="checkbox"/> Capital Purpose <input type="checkbox"/> Student Scholarship <input type="checkbox"/> Faculty/Staff Compensation <input type="checkbox"/> Academic Division <input type="checkbox"/> Operations & Maintenance of Physical Plant <input type="checkbox"/> Endowment <input type="checkbox"/> Public Service & Extension <input type="checkbox"/> Athletics <input type="checkbox"/> Other _____ <input type="checkbox"/> Research	Check No. _____ Check Date _____ Credit Card No. _____ Credit Type _____ Exp. Date (MM/YYYY) _____	
<b>Complete this section for Gift-In-Kind</b>		
<b>Donor Name</b> (Company, Organization or Individual)	Date Gift-in-Kind Received _____ Description of Gift-in-Kind:  <input type="checkbox"/> Supporting documentation attached	
<b>Donor Contact</b> (If Company or Organization ) and Title	<b>Complete this section for Honor / Memorial Gifts</b> Gift in Honor of _____	
<b>Donor Address</b>	Gift in Memory of _____ Name & Address of Honoree or Family for notification of gift:	
<b>Donor Status</b> (Check all that apply) <input type="checkbox"/> Alumnus/Alumna <input type="checkbox"/> Student (Current/enrolled) <input checked="" type="checkbox"/> Other Individual <input type="checkbox"/> Company <input type="checkbox"/> Faculty <input type="checkbox"/> Foundation <input type="checkbox"/> Staff <input type="checkbox"/> Other Organization	<b>Special Instructions / Additional Information</b> SPCO gift no. 2009-	
<b>For Development Office Use:</b> Date Deposited: _____ Batch # _____ C/P Code _____		
You may be entitled to know what information UT Arlington (UTA) collects concerning you. You may review and have UTA correct this information according to procedures set forth in UT System BPM #32. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.		

## Oral History Agreement (Interviewee)

This Agreement is made and entered into the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between

The University of Texas at Arlington and \_\_\_\_\_, " hereinafter called "Interviewee."

Interviewee agrees to donate to the UT Arlington Library a recorded interview, tentatively entitled "Interview with \_\_\_\_\_," conducted by \_\_\_\_\_, " on \_\_\_\_\_

at \_\_\_\_\_. This Agreement relates to any and all materials originating from the interview, namely the recording of the interview, a written transcript (should one be created) prepared from the recording, and any reproductions or digital representations of the interview, hereinafter collectively called "the Work."

In consideration of the mutual covenants, conditions and terms set forth below, the parties hereto hereby agree as follows:

- Interviewee irrevocably assigns to the UT Arlington Library all his or her present and future copyright, title, and interest in and to the Work, including the right to reproduce such materials in copies of audio cassette, printed form, video, phono-records, on the Internet, and/or successor technologies, to distribute copies (in the aforementioned forms) to the public, to perform or display the work publicly, to prepare derivative works thereof, and to have others do so for research purposes. This assignment applies to the Library, its successors, and assigns, for and during the existence of the copyright and all renewals and extensions thereof.
- By virtue of the assignment, the UT Arlington Library will have the right to use the Work for any research, education, or other purpose that the Library may deem appropriate.
- Interviewee understands that the donated materials and works reproduced from them are not protected by archival or scholar's privilege (because no such privilege exists) and therefore will not be protected from subpoena.
- Interviewee agrees to public use of the recordings and transcripts, including the aforementioned forms of reproduction, under the following condition, if initialed:
  - ☐ Closed for a period of \_\_\_\_ months/years, as of the date of the interview.
- The Work will be subject to the researcher regulations of the UT Arlington Library Special Collections.
- Oral history interviews will be transcribed contingent upon availability of adequate staff and funding.
- Interviewee will receive from UTA, free of charge, one copy of the typewritten transcript of the interview (should one be created) and one copy of the recorded interview.
- To ensure against substantive error or misquotation, an Interviewee whose interview is transcribed will have the right to review the transcript before it is put into final form. The UT Arlington Library will therefore send Interviewee a copy of the edited transcript for review and comment. Interviewee will return transcript and comments to the UT Arlington Library within 45 days of the date of the cover letter sent by UT Arlington with the transcript. In the event that Interviewee does not respond within 45 days, UT Arlington will assume that Interviewee has given full approval of the transcript.
- All notices and other correspondence concerning this Agreement will be sent to the following:

Library Address: UT Arlington Library, Special Collections, P.O. Box 19497, Arlington, TX 76019-0497

Interviewee's Address: \_\_\_\_\_

You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

\_\_\_\_\_  
UT Arlington Representative's Name      UT Arlington Representative's Signature      Date

\_\_\_\_\_  
Interviewee's Name      Interviewee's Signature      Date

## Oral History Agreement (Interviewer)

This Agreement is made and entered into the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between

The University of Texas at Arlington and \_\_\_\_\_, hereinafter called "Interviewer."

Interviewer agrees to donate to the UT Arlington Library a recorded interview, tentatively entitled "Interview with \_\_\_\_\_," conducted by \_\_\_\_\_ on \_\_\_\_\_

at \_\_\_\_\_. This Agreement relates to any and all materials originating from the interview, namely the recording of the interview, a written transcript (should one be created) prepared from the recording, and any reproductions or digital representations of the interview, hereinafter collectively called "the Work."

In consideration of the mutual covenants, conditions and terms set forth below, the parties hereto hereby agree as follows:

- Interviewer irrevocably assigns to the UT Arlington Library all his or her present and future copyright, title, and interest in and to the Work, including the right to reproduce such materials in copies of audio cassette, printed form, video, phono-records, on the Internet, and/or successor technologies, to distribute copies (in the aforementioned forms) to the public, to perform or display the work publicly, to prepare derivative works thereof, and to have others do so for research purposes. This assignment applies to the Library, its successors, and assigns, for and during the existence of the copyright and all renewals and extensions thereof.
- By virtue of the assignment, the UT Arlington Library will have the right to use the Work for any research, education, or other purpose that the Library may deem appropriate.
- Interviewer understands that the donated materials and works reproduced from them are not protected by archival or scholar's privilege (because no such privilege exists) and therefore will not be protected from subpoena.
- Interviewer agrees to public use of the recordings and transcripts, including the aforementioned forms of reproduction.
- The Work will be subject to the researcher regulations of the UT Arlington Library Special Collections.
- Oral history interviews will be transcribed contingent upon availability of adequate staff and funding.
- To ensure against substantive error or misquotation, an Interviewer whose interview is transcribed will have the right to review the transcript before it is put into final form. The UT Arlington Library will therefore send Interviewer a copy of the edited transcript for review and comment. Interviewer will return transcript and comments to the UT Arlington Library within 45 days of the date of the cover letter sent by UT Arlington with the transcript. In the event that Interviewer does not respond within 45 days, UT Arlington will assume that Interviewer has given full approval of the transcript.
- All notices and other correspondence concerning this Agreement will be sent to the following:

Library Address: UT Arlington Library, Special Collections, P.O. Box 19497, Arlington, TX 76019-0497

Interviewer's Address: \_\_\_\_\_

You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

UT Arlington Representative's Name      UT Arlington Representative's Signature      Date

Interviewer's Name      Interviewer's Signature      Date



# Preliminary Processing Plan

Accession No. \_\_\_\_\_

Collection No. \_\_\_\_\_

**Title of Collection** \_\_\_\_\_

**Produced by** \_\_\_\_\_

**Date(s) Received** \_\_\_\_\_ **Quantity** \_\_\_\_\_

**Present Arrangement and Condition** \_\_\_\_\_

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**Proposed Arrangement (include series and subseries)**

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**Series, Subseries, or Items to be Deaccessioned or Transferred**

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**Recommended by** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_



## Restriction Release Request

Collection Number: \_\_\_\_\_ Collection Title: \_\_\_\_\_

**Release of Restriction:**

I, \_\_\_\_\_, do hereby (please check one box):

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

grant unrestricted permission

grant permission with reservations described below

decline to grant permission

to \_\_\_\_\_

Address: \_\_\_\_\_

City State Zip

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**to have access to the above-mentioned collection.***If reservations are to be made, please describe them on the following lines.*

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Signature Date

## Transfer of Title

I/We, \_\_\_\_\_, the undersigned Donor(s), hereby assign, transfer, and convey to the The University of Texas at Arlington ("UT Arlington") all rights, title and interest in and to the material objects, works or materials (the "Materials") described below together with all common law and statutory copyright, literary or other intellectual property rights (the "Intellectual Property Rights") in the Materials. I/We hold full and legal title to the Materials and the Intellectual Property Rights (except as may be noted below) and have the right to make this donation. I/We hereby confirm that UT Arlington shall have the sole right to grant permission to third parties to quote from or otherwise copy the Materials.

This transfer is made with the understanding that Special Collections will arrange, preserve, and administer the Materials in accordance with the standards of library and/or archival practice.

Description of Materials:

Stipulations by Donor:

\_\_\_\_\_  
Donor Signature Date

\_\_\_\_\_  
Donor Address

\_\_\_\_\_  
Donor Telephone Number Donor Email Address

The University of Texas at Arlington, acting by and through its agents, hereby accepts the above described materials as authorized by the Board of Regents of the University of Texas System.

\_\_\_\_\_  
Signature of Authorized University Representative Date Accession Number

\_\_\_\_\_  
Title Collection Number

## Transmittal of University Records

For Use by University Department, Division, or Office Transferring Records		
Description and Inclusive Dates of Records		Quantity
Signature and Title of Official Releasing Records		Date
For Use by University Archives Only		
Accession Number	Date Received	Received By

Conversion Chart .....	95
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## Conversion Chart: Boxes to Linear Feet

# of boxes	rc cartons*	ms. boxes	#of boxes	rc cartons*	ms. boxes
1	1.25	0.40	51	63.75	21.25
2	2.50	0.80	52	65.00	21.70
3	3.75	1.25	53	66.25	22.10
4	5.00	1.70	54	67.50	22.60
5	6.25	2.10	55	68.75	23.00
6	7.50	2.50	56	70.00	23.60
7	8.75	2.90	57	71.25	23.75
8	10.00	3.30	58	72.50	24.20
9	11.25	3.75	59	73.75	24.60
10	12.50	4.20	60	75.00	25.00
11	13.75	4.60	61	76.25	25.40
12	15.00	5.00	62	77.50	25.80
13	16.25	5.40	63	78.75	26.25
14	17.50	5.80	64	80.00	26.70
15	18.75	6.25	65	81.25	27.10
16	20.00	6.70	66	82.50	27.50
17	21.25	7.10	67	83.75	27.90
18	22.50	7.50	68	85.00	28.30
19	23.75	7.90	69	86.25	28.75
20	25.00	8.30	70	87.50	29.20
21	26.25	8.75	71	88.75	29.60
22	27.50	9.20	72	90.00	30.00
23	28.75	9.60	73	91.25	30.40
24	30.00	10.00	74	92.50	30.80
25	31.25	10.40	75	93.75	31.25
26	32.50	10.80	76	95.00	31.70
27	33.75	11.25	77	96.25	32.10
28	35.00	11.70	78	97.50	32.60
29	36.25	12.10	79	98.75	33.00
30	37.50	12.50	80	100.00	33.30
31	38.75	12.90	81	101.25	33.75
32	40.00	13.30	82	102.50	34.20
33	41.25	13.75	83	103.75	34.60
34	42.50	14.20	84	105.00	35.00
35	43.75	14.60	85	106.25	35.40
36	45.00	15.00	86	107.50	35.80
37	46.25	15.40	87	108.75	36.25
38	47.50	15.80	88	110.00	36.70
39	48.75	16.25	89	111.25	37.10
40	50.00	16.70	90	112.50	37.50
41	51.25	17.10	91	113.75	38.00
42	52.50	19.20	92	115.00	38.30
43	53.75	17.90	93	116.25	38.75
44	55.00	18.30	94	117.50	39.20
45	56.25	18.75	95	118.75	39.60
46	57.50	19.20	96	120.00	40.00
47	58.75	19.60	97	122.25	40.40
48	60.00	20.00	98	123.75	41.25
49	61.25	20.40	99	123.75	41.25
50	62.50	20.80	100	125.00	41.70

\*These measurements apply when the cartons contain letter-sized folders. When cartons contain legal-sized folders, one box equals one foot

**Cubic Volume**

Records center carton (15 x 12 x 10)	1.00 cubic foot
Hollinger box, letter size (12 x 5 x 10)	0.35 cubic foot
Hollinger box, legal size (15 x 5 x 10)	0.45 cubic foot
Manuscript box (15 x 3 x 10)	0.25 cubic foot
Transfer carton, letter size (24 x 12 x 10)	1.60 cubic feet
File drawer, letter size (26 x 12 x 10)	1.80 cubic feet
File drawer, legal size (26 x 15 x 10)	2.25 cubic feet

**Page Count**

Records center carton	2,800 to 3,000 pp.
Hollinger box, letter size	750 pp.
Hollinger box, legal size	750 pp.
Manuscript box	550 pp.
Transfer carton, letter size	4,300 pp.
File drawer, letter size	4,600 pp.
File drawer, legal size	4,600 pp.

**Weight**

Records center carton	30 lbs.
Hollinger box, letter size	9 to 10 lbs.
Hollinger box, legal size	11 to 13 lbs.
Manuscript box	6 to 7 lbs.
Transfer carton, letter size	50 lbs.
File drawer, letter size	est. 50 to 52 lbs.
File drawer, legal size	est. 65 to 75lbs.
[One authority estimates records at 40 lbs. per running foot, with a shelf (hundred weight). (See Hodson, <i>Administration of Archives</i> , p. 115.)]	=1 cwt.

**Tape**

Reel, 7 in., 1,200 ft. (1 mil thickness)	Sp 7 1/2	1/2 hr. per side
Reel, 7 in., 1,200 ft. (1 mil thickness)	Sp 3 3/4	1 hr. per side
Reel, 7 in., 1,200 ft. (1 mil thickness)	Sp 1 7/8	2 hrs. per side
Reel, 5 in., 900 ft. (1 mil thickness)	Sp 3 3/4	45 min. per side
Cassette, C-60		30 min. per side
Cassette, C-90		45 min. per side
Cassette, C-120		1 hr. per side

**Microfilm**

Reduction Ratio	Copy measurements in inches	
	10:1	17.5 x 12.5
	12:1	21 x 15
	14:1	28 x 20

35mm nonperforated, 9.3 to 12 frames per ft., 85 ft. of text plus targets on average 100 ft. roll

The EAD to MARC Crosswalk lists the labels and headings that commonly appear in Special Collections' TARO finding aids, in the order in which they normally appear. In other columns are presented the EAD tags, attributes, and analogs (MARC tags) that accompany the use of the labels and headings; an indication of whether the element is required or optional in Special Collections' encoding practice; and notes with further information or instructions. The information is divided into two tables because labels are used in the "Descriptive Summary" at the beginning TARO finding aids, while headings are used in the finding aid body. A representation of a Descriptive Summary follows.

<b>TABLE 1</b>				
<b>Label</b>	<b>Status</b>	<b>EAD Tag and Attributes</b>	<b>EAD Encoding Analog</b>	<b>Note</b>
Creator	required	<origination label="Creator:">	100\$a or 110\$a	see Cataloging chapter for more about the use of these MARC fields
Title	required	<unittitle label="Title">	245\$a	
Inclusive Dates	required	<unitdate label="Inclusive Dates:" type="inclusive">	245\$f	
Bulk Dates	optional	<unitdate label="Bulk Dates:" type="bulk">	245\$g	
Extent	required	<physdesc label="Extent:">	300\$a	
Language of Materials	required	<langmaterial>	546\$a	predominant language of the materials being described

<b>TABLE 2</b>				
<b>Heading</b>	<b>Status</b>	<b>EAD Tag and Attributes</b>	<b>Encoding Analog</b>	<b>Note</b>
Biographical Note	required	<bioghist>	545\$a	will read "Historical Note" for a corporate body
Scope and Contents Note	required	<scopecontent>	520\$a	
Organization	required	<arrangement>	351\$a	

TABLE 2 (CONTINUED)				
Heading	Status	EAD Tag and Attributes	Encoding Analog	Note
Restrictions : Access	optional	<accessrestrict>	506\$a	use only when the collection (or something in it) is restricted
Restrictions : Literary Rights	required	<userestrict>	540\$a	
Index Terms	required	<controlaccess>	600\$a, 610\$a, 650\$a, 655\$a, 700\$a, 710\$a, 246\$a	see Cataloging chapter for more about the use of these MARC fields
Separated Material	optional	<separatedmaterial>	544\$a	
Related Material	optional	<relatedmaterial>	544\$a	
Administrative Information	required			heading for the four elements listed below it
Provenance	optional	<custodhist>	561\$a	either Provenance or Acquisition must be present; both may be present; use Provenance for chain of custody
Citation	required	<prefercite>	524\$a	
Acquisition	optional	<acqinfo>	541\$a	use Acquisition for immediate source of acquisition. Always present when accession number is known (even if there is a 561)



TABLE 2 (CONTINUED)				
Heading	Status	EAD Tag and Attributes	Encoding Analog	Note
Processing Information	required	<processinfo>	583\$a	at a minimum, information about the creation of the finding aid must appear
Note to the Researcher	optional	<odd>		use for information that does not have a dedicated element
Appendices List	optional	<odd>		

The MARC to EAD Crosswalk presents the MARC fields used as Encoding Analogs in Special Collections' EAD finding aids, with their corresponding tags and headings or labels. They are listed in numerical order by the MARC tags.

MARC Field	MARC Tag	EAD Tag	Heading or Label Displayed in UTA's TARO Finding Aids
Personal Names as Authors	100	<persname>	Creator
Corporate Names as Authors	110	<corpname>	Creator
Title	245	<unittitle>	Title
When a title is encoded in a record, the collection's dates are given as part of the title element. (Inclusive dates are placed in 245, subfield f, while bulk dates are placed in 245, subfield g.) In EAD, on the other hand, the dates are encoded separately from the title and from each other. A separate <unitdate> element is used for each set of dates.			
Physical Extent	300	<physdesc>	Extent
Arrangement	351	<arrangement>	Organization
Biographical/Historical Sketch	545	<bioghist>	Biographical Note or Historical Note, depending upon whether the creator is a person or a corporate body
Scope and Content Note	520	<scopecontent>	Scope and Contents
Topical Heading	650	<subject>	Subjects
Personal Name Heading	600 or 700 (depending on whether subject or creator)	<persname>	Persons
Corporate Name Heading	610 or 710 (depending on whether subject or creator)	<corpname>	Organizations
Geographic Heading	651	<geogname>	Places
Genre/Form Heading	655	<genreform>	Formats



## Richard A. Twedell Papers (1969-1978):

### A Guide

## Descriptive Summary

<b>Creator:</b>	Twedell, Richard A., 1926-.
<b>Title:</b>	Richard A. Twedell Papers
<b>Inclusive Dates:</b>	1969-1978
<b>Bulk Dates:</b>	1975-1976
<b>Abstract:</b>	Richard A. Twedell was Director of Amalgamated Meat Cutters and Butcher Workmen of North America, District 5, Dallas, Texas, and also the youngest International Vice-President elected to the Amalgamated Meat Cutters and Butcher Workmen of North America's Executive Board. He succeeded his father, Samuel A. Twedell, as director in July, 1968. Records include correspondence, agreements, legal documents, financial documents, minutes, organizers' reports, and printed material, as well as personal and union papers.
<b>Identification:</b>	AR264
<b>Extent:</b>	17.5 boxes (7.25 linear ft.)
<b>Language:</b>	Materials are in English.
<b>Repository:</b>	<a href="#">Special Collections, The University of Texas at Arlington Library</a>

<http://www.timeanddate.com/calendar/generate.html>

<http://www.infoplease.com/calendar.php>

<http://www.searchforancestors.com/utility/perpetualcalendar.html>

<http://calendarhome.com/>

[http://en.wikipedia.org/wiki/Perpetual calendar](http://en.wikipedia.org/wiki/Perpetual_calendar)

### Archival Supplies

Conservation Resources, Springfield, Virginia. (800-634-6932)

Primarily boxes and folders, photographic enclosures, misc. archival supplies, custom order service.

[www.conservationresources.com](http://www.conservationresources.com)

Dickson Company, Addison, Illinois. (800-757-3747)

Complete line of temperature, humidity, pressure and universal input monitoring instrumentation including data loggers, hand held indicators and circular chart recorders.

[www.dicksondata.com](http://www.dicksondata.com)

Gaylord Brothers., Syracuse, New York. (800-962-9580)

Customer service: (800) 448-6160; [archivalhelp@gaylord.com](mailto:archivalhelp@gaylord.com). (effective 2011)

Full line of archival supplies and some bookbinding supplies.

[www.gaylord.com](http://www.gaylord.com)

Hollinger Metal Edge Corporation, Commerce, CA. (800-862-2228)

Primarily boxes and folders, misc. archival supplies, custom order service.

[www.hollingermetaledge.com](http://www.hollingermetaledge.com); [info@hollingermetaledge.com](mailto:info@hollingermetaledge.com)

Light Impressions, Santa Fe Springs, California. (800-828-6216)

Primarily photographic storage and framing supplies, includes miscellaneous archival supplies.

[www.lightimpressionsdirect.com](http://www.lightimpressionsdirect.com)

Onset Computer Corporation, Bourne, Massachusetts. (800-LOGGERS or 800-564-4377)

Data logging products, including stand-alone "HOBO" data loggers, weather stations, advanced software, and communications.

<http://www.onsetcomp.com/>

PRO-LINE, a division of Filmguard Corp., Holyoke, Massachusetts. (800-332-7775)

Archival enclosures for photographic materials, darkroom gloves & accessories, factory direct prices.

[www.filmguard.com](http://www.filmguard.com)

Photographic Archives Gallery, 5119 W. Lovers Lane, Dallas, Texas 75209.

(214-352-3167)

Archival supplies, conservation framing, and restoration of historical images.

Owners, Andy and Beckie Reisberg.

[www.photoarchivesdallas.com](http://www.photoarchivesdallas.com); [info@photoarchivesdallas.com](mailto:info@photoarchivesdallas.com)

University Products, Holyoke, Massachusetts. (800-628-1912)

Full range of archival products.

[www.universityproducts.com](http://www.universityproducts.com)

### **Archival Exhibit Supplies**

Asel Art Supply, Arlington, Texas. (817-274-8282)

Local supplier of table protectors, cutting mats, copy screens, mat board, and other small tools.

<http://aselart.com/>

BD Mat Board.

Inexpensive source for bulk mat board (cases of 25 sheets).

<http://www.bdmatboard.com/>; [info@bdmatboard.com](mailto:info@bdmatboard.com)

Cheap Joe's Art Supply. (800-227-2788)

Source of well priced foam tape and other art supplies.

<http://www.cheapjoes.com/>

Frames by Mail. (800-332-2467)

Great source for custom made frames and mats.

<http://www.framesbymail.com/>

1000 Bulbs.com. (800-624-4488)

Supplier of exhibit case halogen light-bulbs.

Special Collections uses Coolray 50 Watt PAR20 Halogen Flood120-125 Volt  
Litetronics #G-4300.

<http://www.1000bulbs.com/>

Regal Plastics, Dallas, Texas. (800 441-1553)

Good, well priced source of custom cut plexiglass.

<http://www.regal-plastics.com/>

Transilwrap Company, Dallas, Texas. (972-484-3211)

Archival quality polyester (mylar) in large quantities.

We order .003 mil, 42" x 500 ft., archival quality, clear, no frost. Custom order service.

[www.transilwrap.com](http://www.transilwrap.com); [filmsales@transilwrap.com](mailto:filmsales@transilwrap.com)

United Manufacturers Supplies, Inc., Syossek, New York. (800-645-7260)

Primarily exhibition, framing, and art supplies, good prices.

<http://www.unitedmfrscatalog.com/index.cfm>

## **Introduction**

The University of Texas at Arlington Library Special Collections may, **under certain circumstances and under carefully controlled conditions**, deaccession material from its holdings. This policy applies only to the deaccessioning of manuscript and archival collections held by Special Collections.

Deaccessioning may be carried out for the following reasons:

- When material has been transferred to another format, such as microfilm, and the original has no further use;
- When material is in a format that can no longer be read and the cost of transferring it to a new format outweighs its historical value;
- When a collection no longer meets the needs of Special Collections or fits into its ongoing collection policy;
- When a donor requests that material be returned or sent to another repository and there is no other option.

Material will not be deaccessioned if this action is contrary to any written agreement between the donor and the University. Reasonable attempts will be made to consult donors when materials are considered for deaccessioning. The University must also have clear legal title to the materials before they can be considered for deaccessioning. This policy does not pertain to ordinary functions of collections management, such as the routine weeding of archival and book collections or the sampling of material according to accepted archival practice.

## **Procedure**

The deaccessioning procedure begins when a request to deaccession material is made by a donor or a Special Collections staff member. All requests to deaccession material shall first be made to the Special Collections Program Coordinator. If the Coordinator, in consultation with Special Collections staff, feels that deaccessioning is appropriate, the recommendation will be made to the UT Arlington Library's Executive Team (LET). Once approval has been secured, the collection can then be prepared for deaccessioning.

## **Evaluation of materials**

Before deaccessioning materials with substantial research or financial value, the following questions will be considered by the staff of Special Collections, and an appraisal report will be completed by the archivist responsible for the collection and reviewed by the Special Collections Program Coordinator. The report will be presented along with the Coordinator's recommendation to LET.

- Does the University have clear legal title to the material?
- Does the material fall within the scope of the current collection development policy?
- Is the material a duplicate or does it duplicate information already held in collections in another format?

- Has the material deteriorated beyond real usefulness?
- Is the material usable in its current format; if not, would it be cost effective to reformat it?
- Do any externally imposed restrictions, such as donor agreements, University of Texas System policies/procedures, federal/state law or government depository arrangements, apply to the material?
- How would deaccessioning the material affect public access to information?

**Disposal of deaccessioned material**

Deaccessioned material may be disposed of in the following ways:

- It may be returned to the donor;
- It may be transferred to another more appropriate Texas state institution;
- It may be sold according to Regents Rules or with the approval of the Vice-President for Business Affairs and Controller;
- It may be destroyed.

The method of disposition will be determined by the Special Collections Program Coordinator in consultation with LET.

If a processed and open collection is to be returned to the donor or sent to another repository, the Library may decide to negotiate with the donor or repository the recovery of costs (such as archival supplies, etc.) associated with the storage, processing, and preservation of the collection. Once a collection has been deaccessioned, Special Collections will keep in its holding files a permanent record of its disposition along with all relevant documentation about it.





## W. K. Gordon, Sr., Papers (1890-1995):

### A Guide

#### Descriptive Summary

<b>Creator:</b>	Gordon, W. K. (William Knox), 1862-1949
<b>Title</b>	W. K. Gordon, Sr., Papers
<b>Inclusive Dates:</b>	1890-1995
<b>Abstract:</b>	Born in Loriella, Virginia, on January 26, 1862, W. K. Gordon, Sr., was a railroad surveyor, mine best known as the man behind the discovery of oil in central Texas. The papers are comprised of correspondence, biographical data, memoirs, minutes, broadsides, company records and records of labor negotiations, newsletters, newspaper clippings, printed materials, a videotape, and photographs. The photographs form the bulk of the collection and depict everyday life in boomtown Marston, president of the Texas & Pacific Coal and Oil Company, provides insight into the decision of the company to re-focus its interests from coal in Thurber to oil in Ranger. Other materials reflect the tenuous relationship between miners and operators in Thurber, 1903-1921. Reports and correspondence of W.K. Gordon, Sr., are also included, 1890 1947. Materials collected by Mr. and Mrs. W. K. Gordon, Jr., include correspondence of the Thurber Historical Association, 1992-1995, that reflects the efforts of the association to chronicle and publicize Ths history; information concerning the demise of the Thurber cemetery and restoration efforts; plans and details about the brick making process at the Thurber Brick Plant; biographical information on W. K. Gordon, Sr.; and memoirs and histories of early Thurber.
<b>Identification:</b>	AR401
<b>Extent:</b>	2 boxes (0.5 linear ft.)
<b>Language:</b>	Materials are in English.
<b>Repository:</b>	Special Collections, The University of Texas at Arlington Library

#### Biographical Note

William Knox Gordon, Sr., was born in Spottsylvania County, Virginia, on January 26, 1862, to Cosmo and Adelaide Gordon. W. K. Gordon, Sr., married Fay Kearby in 1903, daughter of Judge Jerome C. Kearby of Dallas. The couple had three children, only one of whom, W. K.

Gordon, Jr., reached adulthood. W. K. Gordon, Sr., died in Fort Worth, Texas, on March 13, 1949.

A railroad surveyor, mine manager, civil and mining engineer, and an independent oil and gas producer, W. K. Gordon, Sr., is perhaps best known as the man behind the discovery of the Ranger Oil Field in central Texas in 1917. W. K. Gordon, Sr., began his career as a railroad surveyor's helper for the Virginia and Carolina Railroad and in a short time had become not only a surveyor himself but a civil engineer as well.

W. K. Gordon, Sr., moved to Texas in 1889 after working in South Carolina, Georgia, Virginia, and Mississippi to survey a proposed railroad route between Dublin and Thurber. Gordon was offered a position as civil and mining engineer in the growing boomtown of Thurber by Robert Dickie Hunter, president of the Texas and Pacific Coal Company. Gordon soon established himself as a competent mining engineer, despite his lack of previous mining experience, patenting several technical improvements which proved to be significant in the mining industry. Gordon became vice-president and manager of the T&P Coal Company in 1899 after Hunter retired and Edgar L. Marston became president. Gordon was responsible for operations in Thurber which was at the time a wholly company-owned town. He quickly gained the confidence of the miners as well as the respect of his superiors.

When the Texas & Pacific Coal Company acquired the mines in Thurber, Texas, in November 1888, the mining operations had a history of labor unrest, and frequent strikes had limited the mines' productivity. Texas & Pacific appointed Colonel R. D. Hunter as mine manager in Thurber and he quickly made his anti-union stance clear. Although a local chapter of The Knights of Labor was largely supported by the miners present in Thurber, Hunter was able to break the union's hold on the mining operation by importing miners from other states as well as from Europe. The presence of such diverse ethnic groups made organization much more difficult, and within a few years, Thurber, Texas, had become a wholly company-owned town with little in the way of labor unrest despite sporadic attempts at organization by various unions, most notably the United Mine Workers (UMW). The company built a wall around Thurber to keep these organizers at bay.

After a strike by the United Mine Workers in early 1903 brought dramatic changes in mining operations in the east, the UMW looked westward and began redoubling its efforts to organize the miners in Thurber. The union's method of including blacks in the strikes and particular appeals to the individual ethnic groups enabled the UMW to gain the support needed to bring the Texas & Pacific Coal Company to a meeting at the Hotel Worth in Fort Worth, Texas, in September of 1903. W. K. Gordon, Sr., by this time manager of the Thurber operation, and Edgar L. Marston recognized the strength of the UMW in Thurber, and came to terms with the striking miners. Despite occasional strikes, the Thurber mining operation was widely known for its harmonious labor-management relationship with Gordon himself receiving the majority of the credit for the strength of the ties between the miners and the operators. The transition of Thurber from a wholly company-owned town to a unionized mining operation is only one aspect of its wide appeal to the researcher and historian.

The richer deposits found in coal mines in the eastern United States led Gordon to believe that Thurber would not be able to compete indefinitely in the often turbulent coal market.

Having developed a keen eye for the geological landscapes of mineral rich areas, Gordon became convinced of the presence of oil and gas deposits west of Thurber. Eventually convincing his superiors in New York, Gordon drilled several test wells in nearby Ranger. The discovery of oil on the McCleskey farm in 1917 led to the birth of the Ranger Oil Field and the subsequent death of Thurber and its coal mines. The Texas & Pacific Coal Company became the Texas & Pacific Coal and Oil Company soon after this discovery and Gordon retired from the company in the 1920's, becoming a successful independent oil and gas producer. He served as a director of T&P from 1892 and as chairman of the company's board of directors from 1934 until his death in 1949.

### **Sources:**

- Powers, William Preston, Jr. "***The Subversion of Gordon's Kingdom: The Unionization of the Texas and Pacific Coal Mines at Thurber, Texas, 1888-1903.***" The University of Texas at Arlington, Arlington, Texas: 1989.
- ***The New Handbook of Texas***, . Volume 3. Texas State Historical Association, Austin, Texas: 1996. pg. 249.

### **Scope and Contents**

Series I, Texas & Pacific Coal and Oil Company, 1890-1987, consists of photocopies of reports and correspondence from the office files of W. K. Gordon, Sr., 1911-1947, as well as photocopies of correspondence dated 1917-1918 of Edgar L. Marston, president of Texas & Pacific Coal and Oil Company. The correspondence provides insight into the tumultuous coal market in the early part of the twentieth century and the role its instability played in the eventual investment in oil by T&P. The series also includes minutes, legislation, telegrams, broadsides and notices which reflect the tenuous relationship between miners and operators in Thurber between 1903 and 1921 as well as copies of T&P publications and biographical information on W. K. Gordon, Sr.

Series II, Thurber & Ranger, 1898-1995, consists of news clippings and published articles relating to Thurber and Ranger, Texas, and their history. Various correspondence is also included which reflects the efforts of the Thurber Historical Association to chronicle and publicize the history of Thurber, Texas. This series also includes an original copy of the ***Texas Mining Trade Journal*** dated October 1, 1898, and photocopies of plans and details of the Thurber Brick Plant. There is a personal memoir as well which provides a unique insight into the everyday life of a Texas boomtown.

Series III, Photographs, 1900-1920, consists of photographs and photocopies of photographs held at the Nita Haley Memorial Library which depict life in Thurber and Ranger, Texas, during each town's heyday. The Thurber mining operation and brick plant are depicted as well as streets throughout Texas that are paved with Thurber brick. The series also includes photographs of W. K. Gordon, Sr., and life in Ranger, Texas, which include many photographs of the men and equipment used in the Ranger Oil Field. Efforts were made by W. K. Gordon, Jr., to identify as many of the people in the photographs as possible.

**Organization**

The W. K. Gordon, Sr., Papers are organized in three series:

- Series I. Texas & Pacific Coal and Oil Company, 1890-1987 ((0.25 linear ft. (10 folders))
- Series II. Thurber & Ranger, 1898-1995 (0.175 linear ft. (10 folders))
- Series III. Photographs, 1900-1920 (0.3125 linear ft. (12 folders and 1 videotape))

**Restrictions****Access**

Open for research.

**Literary Rights Statement**

Permission to publish, reproduce, distribute, or use by any and all other current or future developed methods or procedures must be obtained in writing from Special Collections, The University of Texas at Arlington Library. All rights are reserved and retained regardless of current or future development or laws that may apply to fair use standards.

**Index Terms**

These materials are indexed under the following headings in the catalog of The University of Texas at Arlington Library. Researchers desiring materials about related topics, persons or places should search the catalog using these headings.

**Persons**

Gordon, W. K. (William Knox), 1862-1949--Archives.  
Gordon, W. K., Jr.

**Organizations**

Texas and Pacific Coal Company--Records and correspondence.

**Subjects**

Industrial relations--Texas--Thurber.

**Places**

Thurber (Tex.)--Pictorial works.  
Thurber (Tex.)--History.

**Alternate Titles**

Historical Manuscripts Collection

**Related Material**

Researchers should be aware of the extensive amount of material pertaining to the history of Thurber and the oil industry in Texas available in the Southwest Collection at Texas Tech University. The Nita Haley Memorial Library in Midland, Texas, is also a point of interest to the researcher interested in the history of Thurber, Texas, and the W. K. Gordon, Sr., family.

There are also a number of photographs of Thurber, Texas, at the Tarleton State University Library as well as related collections in Special Collections at The University of Texas at Arlington Library, in particular the Thurber Historical Association Papers, AR399. The Thurber Historical Association is primarily made up of descendants of the original miners who worked the Thurber mines and continue to play an active role in the preservation of Thurber, Texas.

AR399: Thurber Historical Association Records ,1888-1992

**Separated Material**

[AR421: W. K. Gordon, Sr., Papers,1888-1986](#)

**Administrative Information****Provenance**

The materials included in the W. K. Gordon, Sr., Papers were in the possession of Mr. and Mrs. W. K. Gordon, Jr., until they were officially deeded to The University of Texas at Arlington. The W. K. Gordon, Sr., Papers were transferred to The University of Texas at Arlington Library, Special Collections Division, on July 10, 1987. The donation of the materials was negotiated by Jane Boley, Special Collections archivist, and accessioned by Sandi Ramos. The collection was acknowledged by Dr. Gerald D. Saxon.

Gift, 1987.

**Citation**

The W. K. Gordon, Sr., Papers, AR401, Box Number, Folder Number, The University of Texas at Arlington Library Special Collections.

**Processing Information**

Finding aid prepared by Sandi Ramos, July 1997.

**Note to the Researcher**

The material is primarily photocopy.

One of the most interesting aspects of Thurber history is its quick demise brought on by the discovery of oil in nearby Ranger, Texas. The role the discovery of oil at the McCleskey farm in Ranger on October 17, 1921, had in the sudden death of what was then the thriving boomtown of Thurber should not be overlooked.

## Container List

### **Series I. Texas & Pacific Coal and Oil Company, 1890-1987**

#### **0.25 linear ft. (10 folders)**

Arranged alphabetically and thereunder chronologically. Material includes photocopies of correspondence from 1911-1947 pertaining to the business interests of Texas & Pacific; minutes and documents relating to the negotiations between miners and operators during the strike of 1921; telegrams and company notices relating to the Thurber miners' strike of 1921; various company publications, and biographical information on W. K. Gordon, Sr. The material in this series relates to both the Texas & Pacific Coal Company and the Texas & Pacific Coal and Oil Company.

<b>Box</b>	<b>Folder</b>	
1	1	Broadsides, 1921 Three Texas & Pacific Coal Company broadsides posted in Thurber, Texas, by the Texas & Pacific Coal Co.
	2	Gordon Office Files, 1890-1947 Photocopies of reports and correspondence from the office files of W. K. Gordon, Sr.
	3	Marston Correspondence, 1917 Photocopies of correspondence written by Edgar L. Marston from January 17, 1917, to November 16, 1917.
	4	Marston Correspondence, 1917-1918 Photocopies of correspondence written by Edgar L. Marston from November 16, 1917, to September 9, 1918.
	5	Meeting, Hotel Worth, 1917 "Verbatim Minutes of Meeting of Committee on Coal Production of Texas. National Council of Defense, Hotel Worth, Fort Worth, Texas August 20, 1917."
	6	Miners and Operators, 1903-14 Handwritten note of 1903 meeting date and location. Agreement Between Miners and Operators In the Bituminous Mines of Texas, September 26, 1903. Texas State Mining Bill, April 12, 1907. Joint Conference Between Texas Miners and Operators, Thurber, Texas, May 28-29, 1910. Report of Joint Conference, Texas Miners and Operators, Fort Worth, Texas, March 3rd, 1914.
1	7	Telegrams, 1921 Seven telegrams sent to and from W. K. Gordon, Sr., regarding the miners' strike of 1921.
	8	Texas & Pacific Coal and Oil Co. Publications, 1966-1968 Photocopies of various company newsletters focusing on the history of Texas &

		Pacific Coal and Oil Co. in particular, its involvement in the discovery of oil in Ranger, Texas, in 1917.
9		Thurber Miners' Strike, 1919-1921 <ul style="list-style-type: none"> <li>"Notice to Mine Employees." (manuscript copy)</li> <li>"Proposition Submitted to Miners By Coal Operators."</li> <li>Notice of the postponement of mine re-opening.</li> <li>Notice of the re-opening of one of the mines.</li> <li>Notice of possible utility termination.</li> </ul>
1	10	W. K. Gordon, Sr., 1922-1987 <ul style="list-style-type: none"> <li>Biographical information.</li> </ul>

## **Series II. Thurber and Ranger, 1898-1995**

### **0.175 linear ft. (10 folders)**

Arranged alphabetically and thereunder chronologically. Material includes articles and news clippings noting the events in Thurber and Ranger, Texas; correspondence regarding various activities of the Thurber and Historical Association; and personal memoirs of life in Thurber, Texas, at the time of its prominence.

#### **Box Folder**

1	11	News Clippings, 1901 Photocopies of articles from Thurber oriented papers.
	12	News Clippings, 1907, n.d. Photocopies of articles from Thurber oriented papers.
	13	Ranger Articles, 1988-90, n.d. Articles regarding Ranger, Texas, and its history.
	14	St. Barbara's, 1990-93 Correspondence regarding the attempts of the Thurber Historical Association to relocate St. Barbara's Catholic Church.
	15	<b><i>Texas Mining Trade Journal</i></b> , 1898 The original and a photocopy of Vol. III., No. II. of the <b><i>Texas Mining Trade Journal</i></b> dated Saturday, October 1, 1898.

#### **Box**

OS148B	<b><i>United Mine Workers Journal</i></b> , January 23, 1908 Report of 19th Annual Convention
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#### **Box Folder**

1	16	Thurber Brick Plant, n.d. Photocopies of plans and details of the Thurber brick making process.
	17	Thurber Cemetery, 1987-1993 Correspondence and one article concerning the demise of the Thurber cemetery and restoration efforts.



- |    |  |
|----|--|
| 18 | Thurber Historical Association, 1992-1995<br>Correspondence concerning the activities of the Thurber Historical Association. Includes a publication of the Thurber Historical Association. |
| 19 | Thurber Histories, 1986<br>A memoir and one essay describing life in Thurber, Texas, around the turn of the twentieth century.   |
| 20 | Wallis Warfield, 1918, n.d.<br>Two articles and a handwritten memoir of a childhood visit to Thurber, Texas, by Wallis Warfield, Duchess of Windsor.                                       |

### **Series III. Photographs, 1900-1920**

#### **0.3125 linear ft. (12 folders and 1 videotape)**

Arranged alphabetically and thereunder chronologically. Material includes original photographs of Thurber and Ranger, Texas, in the early 1900's as well as photocopies of photographs taken at that time; and photocopies of photographs depicting roads paved with Thurber brick.

#### **Box Folder**

- |      |    |   |
|------|----|---|
| 1    | 21 | Hotel Worth Photograph, 1917<br>One photograph of the participants of the meeting between the miners and operators at the Hotel Worth, August 20, 1917.   |
|      | 22 | Nita Haley Memorial Library Photographs, ca. 1918<br>Photographs of Thurber, Texas, at the height of its mining operation.  |
|      | 23 | Photocopies, 1917-1919<br>Photocopies of 3x5's in next folder with many of the people photographed identified.  |
|      | 24 | Ranger Photographs, ca. 1920<br>Photocopies of photographs of Ranger, Texas. Originals are at the Nita Haley Memorial Library.  |
| <br> |    |   |
| 2    | 1  | Ranger, Texas, 1917-1919<br>3x5 photographs depicting life in Ranger, Texas.  |
|      | 2  | Ranger, Texas, 1917-1919<br>8x10 photographs depicting life in Ranger, Texas, and negatives of photos in this file and the one preceding it.  |
|      | 3  | Thurber Brick Photographs, ca. 1910<br>Photocopies of photographs of streets paved with Thurber Brick. Original photographs are at the Nita Haley Memorial Library.                                       |
|      | 4  | Thurber Brick Plant Photographs, ca. 1900<br>Photocopies of photographs of the Thurber Brick Plant around the turn of the twentieth century. Original photographs are at the Nita Haley Memorial Library. |



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- 5      Thurber Coal Mine Photographs, ca. 1910  
Photocopies of photographs of the Thurber Coal Mines at the height of their operation. Original photographs are at the Nita Haley Memorial Library.
- 6      Thurber Photographs, ca. 1910  
Photocopies of photographs of Thurber, Texas, in its heyday. Original photographs are at the Nita Haley Memorial Library.
- 7      Thurber Photographs, n.d.  
Two photographs of the building that at one time housed the Texas & Pacific Coal Company Store and offices. Photographs were taken after a fire had gutted the building.
- 8      W. K. Gordon and Ranger, ca. 1918  
Photographs of W. K. Gordon, Sr., and Ranger, Texas.  
***Thurber Views***, n.d.  
Videotape of an early work of cinematography highlighting the successful coal operation in Thurber, Texas. The step-by-step process of brick making in the plant at Thurber is also shown. This silent film appears to be an early public relations effort to attract new business and residents to Thurber.

**General Archives**

- Behrnd-Klodt, Menzi L. *Navigating Legal Issues in Archives*. Chicago: Society of American Archivists, 2008.
- Behrnd-Klodt, Menzi L., and Peter J. Walsh, ed. *Privacy & Confidentiality Perspectives: Archivists & Archival Records*. Chicago: Society of American Archivists, 2005.
- Boles, Frank. *Selecting and Appraising Archives and Manuscripts*. Chicago: Society of American Archivists, 2005.
- Craig, Barbara L. *Archival Appraisal: Theory and Practice*. Munchen: K.G. Saur, 2004.
- Daniels, Maygene F., and Timothy Walch, ed. *A Modern Archives Reader: Basic Readings on Archival Theory and Practice*. Washington, DC: National Archives and Records Service, 1984.
- Ellis, Judith, ed. *Keeping Archives*. 3rd ed. Sydney: Australian Society of Archivists, Inc., 2008. <http://www.archivists.org.au/>
- Greene, Mark A., and Dennis Meissner. "More Product, Less Process: Revamping Traditional Archival Processing." *American Archivist* 68 (2005): 208–263.
- Jimerson, Randall C. *American Archival Studies: Readings in Theory and Practice*. Chicago: Society of American Archivists, 2000.
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Northeast Documents Conservation Center. [www.nedcc.org](http://www.nedcc.org)

Ready, 'Net, Go! Archival Internet Resources.

<http://www.tulane.edu/~lmiller/ArchivesResources.html> An archival "meta index," refers to major indexes, lists, and databases of archival resources.

- Master Lists of Archives—Web sites around the world
- Tools for Archivists—Helpful sites for archival work
- Archival Search Engines—Tools for finding archival data
- Professional Resources—Resources for archival development
- Searching Resources—General Internet search tools

Repositories of Primary Sources.

<http://www.uidaho.edu/special-collections/Other.Repositories.html>

Over 4100 websites describing holdings of manuscripts, archives, rare books, historical photographs, and other primary sources for the research scholar.

Society of American Archivists. <http://www.archivists.org>

Society of American Archivists. EAD Round Table.

<http://www.archivists.org/saagroups/ead/>

Society of Southwest Archivists. <http://southwestarchivists.org>

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