

PACSL/CLIR Hidden Collections Processing Project, 2009-2012
Processors' Checklist

There are many steps involved in processing a collection and writing a finding aid. Before you move on to the next collection, review this list, checking each item as you determine it has been completed. Write "n/a" in fields that do not apply. Turn this sheet in to your supervisor with the other completed worksheets included in your processing packet.

Date:	
Repository:	
Collection:	
Processor(s):	

PROCESSING	
	All records and items in the collection have been accounted for and included (I verified this with my supervisor and/or repository staff).
	Folder labels are complete; folders are labeled with at least collection name/number, folder title and box and folder numbers consistently recorded on the tabs.
	Boxes are numbered and labeled, with new labels.
	Volumes are numbered and identified, with new labels/book marks.
	Boxes and volumes have been returned to the shelf, in numeric order.

FINDING AID		
At the collection level record		
	DACS compliant collection title.	
	Collection dates have been adjusted, and recorded in the dates field in AT.	
	Linear footage has been recalculated and containers/volumes counted. This information has been recorded in the extent field of AT.	
	Each series/subseries title starts with "Series I." or "Subseries a.", etc.	
Click on the "Notes etc. & Deaccessions" tab		
	Scope and contents note.	Conditions governing use.
	Biographical/historical note.	Immediate source of acquisition (if known).
	Abstract.	Separated materials note (if necessary).
	Language of the materials note (if there is more than one language).	Related archival materials (if necessary).
	Conditions governing access.	Processing information note.
Click on the "Names and Subjects" tab		
	Review existing authorities. I compiled an add/remove list for my supervisor.	
Click on the "Finding Aid Data" tab		
	DACS compliant title.	
	Enter your name as author.	
	Select DACS as the description rules.	
	Assign a language of the finding aid.	
	Sponsor note (if necessary).	
	Transcribe the series names.	
	Change the finding aid status to "under-revision".	

WORKSHEETS	
	Processing worksheet.
	Digitization worksheet.
	Preservation worksheet.
	Research Value Rating worksheet.

EDITING AND REVIEW	
	Review teammate's work and provide feedback.
	Copy HTML report into MS Word, to review finding aid for spelling and grammar issues.
	Correct all spelling/grammar issues in AT .
	Re-export HTML <u>AND</u> EAD, and send to supervisor.
	Schedule appointment with supervisor for <u>date/time</u> to review worksheets, the finding aid and collection.