

PACSCL/CLIR “Hidden Collections” Project

Tactics from the project that might be implemented into your workflow

1. At time of accession, we recommend that you survey the collection AND create a processing plan for the collection.
 - a. For survey method, see: <http://www.pacsclsurvey.org/documentation.html>
 - b. Processing plans can include: a preliminary biographical/historical note, a preliminary list of authorized controlled access terms, a proposed approach for processing the collection, and a proposed list of series and subseries (in necessary). A copy of the accession file and any biographical/historical/collection information may be included.
2. Create at least a collection level record (including bio/history note) in the Archivists’ Toolkit
3. Prioritize collections for processing by: research value, appropriateness for minimal processing, and, potentially, by researcher interest.
4. Process the collection minimally (we do not recommend 2 hours per linear foot).
 - a. Determine a defined level of processing that is appropriate for a collection and the type of research use you anticipate (this determination should be made collection by collection, or even series by series). Process the collection or series to the appropriate level of accessibility (collection level, series level, folder level or item level) rather than setting a time limit.
 - b. Determine how much preservation is NEEDED for the collection. For example, if you have climate controlled stacks, you probably do not NEED to remove metal fasteners, etc.
5. Note problems with the collection that need immediate attention and incorporate those tasks into your workflow.
6. Note highlights with the collection that may be worthy of further processing, digitization, or exhibition
7. Allow for researchers to augment your collection information—if subject specialist uses a collection, ask them to contribute to collection description.