

Lauren Bell
October 17, 2017
Processing Project Part 1: Paper

League of Women Voters Collection Processing Plan
Collection Number: MC001

Size and Type of Processing: This collection contains about 4 linear feet, made of 4 boxes with roughly 120 folders of material and other loose material. A mixed approach to processing is advised. It will take roughly 24 hours to process this collection using a mixed approach of traditional and modern processing guidelines. 24 hours was determined by selecting a middle hour number as proposed in the Processing Plan Worksheet. Page 4 of this worksheet suggests that it will take 8+ hours to process a linear foot using traditional processing methodology, while it will take 4 hours to process a linear foot using the minimal approach to processing. For this reason, 6 hours multiplied by the 4 boxes donated equals 24 hours. The number of hours may vary depending on preservation needs and unforeseen circumstances. Since most of the collection was donated in a semi-organized manner (organized based on type of material and by folder) minimal processing may be done for items such as meeting minutes and newspaper clippings, while more time can be spent on loose items such as photographs.

Restrictions: There are no restrictions according to the donor and can be made available as soon as processing is complete. The donor has given permission for the collection to be digitized and placed online. There may be sensitive material in this collection including social security numbers or financial information, specifically involving the yearly budgets, cancelled checks, and volunteer information and applications. These items will not be digitized and will not be available publicly. Special permission will be required from the archivist to use these items.

Separated Material / Special Formats / Preservation / Supplies: Newspapers and photographs should be separated from the other material in this collection as they pose potential preservation

risks. It is unknown what photograph formats are included in the collection. If nitrate film is accessioned, it will need to be digitized and disposed of promptly or stored in a specific climate. The newspaper clippings in this collection, though organized by folders, should be separated from the overall collection due to their ability to deteriorate rapidly. Both newspaper clippings and photographs should be stored separately since they require different archival maintenance than the other materials. Newspaper clippings and photographs will be placed individually into Mylar sleeves within their folders, maintaining original order according to folder organization when the collection was donated. Once newspaper clippings and photographs are placed individually into Mylar sleeves and folders, they will be stored in Hollinger 12-inch acid-free boxes for maximum lifespan.

Since the collection has been stored in the donor's garage, material will need to be checked at folder and perhaps item level to see if there are any preservation risks such as mold, excessive dirt or dust, and water damage. Material that doesn't have a special preservation need will be stored in letter-sized folders within letter-sized document boxes. We will need to determine if any metal fasteners were used for the brochures and booklets in this collection, as well as any tape used to hold together newspaper clippings. Metal fasteners can cause rust to occur within the storage boxes and should be removed, while tape can contain a high amount of acid and lead to rapid deterioration if adhered to paper. If tape is present, the item will need to be evaluated by importance and risk to determine if it is worth accessioning and preserving. All material will need to be rehoused accordingly.

Access Points: The collection can be cataloged under the following keywords: League of Women Voters, historical photographs, women's rights, newspaper clippings, suffrage. Some of these adhere to Library of Congress Subject Headings and others are general keywords that can be used to promote discovery.

Level of Processing and Description: The collection should be processed and described at the folder level. Processing at this level will provide ample information for users of the collection.

The material was donated and organized by folder and contained some loose material. Processing will follow a mixed approach, including some traditional processing and some modern/minimal processing elements. Processing and describing at the folder level will aid in the amount of time needed to make the collection accessible, while also allowing time for any preservation needs.

Processing at the folder level will remain true to the respect des fonds of the collection. It may be necessary to process images and newspaper clippings at item level at a later date if they are digitized and made available online.

Arrangement: The collection will be arranged in the following box (series) and folder (subseries) structure:

- Box 1: Meeting Minutes
- Box 2: Informational Material
 - Brochures
 - Guides to Public Policy Positions
 - Press Releases
 - Volunteer information and applications (potential sensitive information)
 - Flyers for events
 - Newsletters
 - Yearly Budgets (potential sensitive information)
 - Cancelled Checks (potential sensitive information)
- Box 3: Visual Material
 - Photographs
- Box 4: Historical Material
 - Newspaper Clippings

The box numbers proposed in this hierarchy of series and subseries may change depending on how many items can fit in each box. Since meeting minutes and informational material are typically letter-sized paper, they will fit easily in document boxes. Since visual and historical material will be preserved differently, more than one box will be needed for each series.