

Lauren Bell
 Oct. 17, 2017
 Processing Project
 Part 1: Worksheet

Survey and Processing Plan Worksheet
 Adapted from PACSCL/CLIR Hidden
 Collections Processing Project 2009-
 2012

Collection Name / Number: League of Women Voters Collection / MC001

Date of survey	October 17, 2017											
Time started/ended	12:00pm - 1:00pm											
Creator of Collection	League of Women Voters											
Title of Collection	League of Women Voters Collection											
Collection Number	MC001											
Collection Dates	1948-1995											
	<table border="1"> <tr> <td>None</td> <td>OPAC catalog record</td> </tr> <tr> <td>Accession record</td> <td>Union catalog record</td> </tr> <tr> <td>Donor/Control file</td> <td>Print or online guide</td> </tr> <tr> <td>Printed card catalog card</td> <td><input checked="" type="checkbox"/> Box/folder level inventory</td> </tr> <tr> <td>Other:</td> <td><input checked="" type="checkbox"/> At least one of these documents is publicly accessible</td> </tr> </table>	None	OPAC catalog record	Accession record	Union catalog record	Donor/Control file	Print or online guide	Printed card catalog card	<input checked="" type="checkbox"/> Box/folder level inventory	Other:	<input checked="" type="checkbox"/> At least one of these documents is publicly accessible	<p>Other members may have material from their participation in the organization.</p>
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	<p>Notes: Box 2 contains meeting minutes. This has determined the reasoning to do folder level inventory. Many folders contain only one form of media (photo, newspaper, meeting minutes).</p>											
Donor Information/ Immediate Sources of Acquisition <i>How was the collection acquired and when?</i>	<table border="1"> <tr> <td>Donor/Source</td> <td>Fiona Smith</td> </tr> <tr> <td>Date of Gift/ Acquisition</td> <td>October 1, 2017</td> </tr> </table>	Donor/Source	Fiona Smith	Date of Gift/ Acquisition	October 1, 2017	<p>Notes: The collection was donated by Fiona Smith on 10/1/17. She maintained the collection in her garage.</p>						
Donor/Source	Fiona Smith											
Date of Gift/ Acquisition	October 1, 2017											
Restrictions to Collection <i>Note any donor imposed restrictions AND repository imposed restrictions that you find or are aware of.</i>	<p>There are no restrictions for the collection once processed. Items may be digitized and made available online. Sensitive material will not be digitized.</p>											
Sensitive Material <i>Make note of sensitive material already identified by the donor, and anything identified during the survey. Look for places where these types of information might be found: Social security numbers, student records, personnel records, patient records, etc.</i>	<p>There may be potential social security numbers or financial information in this collection:</p> <ul style="list-style-type: none"> • yearly budgets • cancelled checks • volunteer information and applications 											

<p>Extent</p> <p><i>How big is the collection? (See inventory)</i></p>	<table border="1"> <tr> <td>4</td> <td>Linear feet</td> </tr> <tr> <td>4</td> <td>Number of containers (include all containers, even oversized)</td> </tr> <tr> <td>0</td> <td>Number of volumes (unboxed)</td> </tr> <tr> <td>0</td> <td>Number of items (unboxed)</td> </tr> <tr> <td>0</td> <td>Oversized material (in flat files or otherwise unboxed)</td> </tr> </table> <p>Notes: 4 linear feet is an estimate of the material contained in the damaged banker's boxes donated.</p>	4	Linear feet	4	Number of containers (include all containers, even oversized)	0	Number of volumes (unboxed)	0	Number of items (unboxed)	0	Oversized material (in flat files or otherwise unboxed)														
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<p>Separated Material</p> <p><i>Should any material be separated from the collection? If so, which material? Take notes for explanation that you will include in your processing plan, if necessary.</i></p>	<p>Newspapers and photographs should be separated due to possible preservation concerns. These items may need to be housed differently than other materials.</p>																								
<p>Languages in the Collection</p> <p><i>English, usually. But, were any other languages identified?</i></p>	<p>English. No other languages identified at this time.</p>																								
<p>Special Formats</p> <p><i>Check all that apply. Add additional information about special formats as necessary. For example, record specific types of architectural drawings or film that are present.</i></p>	<table border="1"> <tr> <td><input type="checkbox"/></td> <td>Architectural drawings</td> <td><input type="checkbox"/></td> <td>General oversized</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Art originals</td> <td><input type="checkbox"/></td> <td>Computer storage units</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Artifacts</td> <td><input type="checkbox"/></td> <td>Film (negative, slide, motion picture, microfilm)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Audio/Visual material</td> <td><input type="checkbox"/></td> <td>Glass</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Biological Specimens</td> <td><input checked="" type="checkbox"/></td> <td>Photographs</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Botanical specimens</td> <td><input checked="" type="checkbox"/></td> <td>Other: Newspaper clippings</td> </tr> </table> <p>Notes: There are two items in the inventory list for photographs - some loose, some in folders. There are 34 total folders of newspaper clippings.</p>	<input type="checkbox"/>	Architectural drawings	<input type="checkbox"/>	General oversized	<input type="checkbox"/>	Art originals	<input type="checkbox"/>	Computer storage units	<input type="checkbox"/>	Artifacts	<input type="checkbox"/>	Film (negative, slide, motion picture, microfilm)	<input type="checkbox"/>	Audio/Visual material	<input type="checkbox"/>	Glass	<input type="checkbox"/>	Biological Specimens	<input checked="" type="checkbox"/>	Photographs	<input type="checkbox"/>	Botanical specimens	<input checked="" type="checkbox"/>	Other: Newspaper clippings
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<p>Conservation and Preservation</p> <p><i>Check all that apply, and note any other issues you see.</i></p> <p>X = definite ● = potential</p>	<table border="1"> <tr> <td><input type="checkbox"/></td> <td>Mold</td> <td><input type="checkbox"/></td> <td>Tape</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Recent pest damage</td> <td><input type="checkbox"/></td> <td>Thermofax paper</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Deteriorating film base (nitrate or other)</td> <td><input type="checkbox"/></td> <td>Damaged binding(s)</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Brittle paper</td> <td><input checked="" type="checkbox"/></td> <td>Newspapers</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Metal fasteners</td> <td><input type="checkbox"/></td> <td>Water damage</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Excessive dirt / dust</td> <td><input type="checkbox"/></td> <td>Other:</td> </tr> </table> <p>Notes: Since the collection was stored in donor's garage, we will investigate for mold, dirt/dust, and water damage. Material may contain tape or metal fasteners (Brochures, booklets, clippings).</p>	<input type="checkbox"/>	Mold	<input type="checkbox"/>	Tape	<input type="checkbox"/>	Recent pest damage	<input type="checkbox"/>	Thermofax paper	<input type="checkbox"/>	Deteriorating film base (nitrate or other)	<input type="checkbox"/>	Damaged binding(s)	<input checked="" type="checkbox"/>	Brittle paper	<input checked="" type="checkbox"/>	Newspapers	<input type="checkbox"/>	Metal fasteners	<input type="checkbox"/>	Water damage	<input type="checkbox"/>	Excessive dirt / dust	<input type="checkbox"/>	Other:
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<p>Biographical/Historical information</p> <p><i>About the creator of the collection.</i></p> <p><i>What do you know about the creator of the collection?</i></p>	<p>League of Women Voters 1948-1995</p>
<p>Scope and Content</p> <p><i>Take notes for a scope and content note that you will write later in the finding aid. Pay attention to the types of material in the collection.</i></p>	<p>Brochures Guide to public policy positions - booklets Volunteer information and Applications Meeting Minutes (Missig 1956-57, 1958-59, 1960-61, 1962-1967, 1982-83, 1985-86, 1988-89)</p> <p>Photographs Event flyers Newsletters Yearly Budgets Cancelled checks Newspaper Clippings Press Releases</p>
<p>Access points</p> <p><i>Keyword subject terms and names.</i></p>	<p>League of women voters historical photographs women's rights Newspaper Clippings Suffrage</p>

Level of Processing Desired <i>What does this collection need to make it accessible to researchers?</i>		Collection level
		Series level
	X	Folder level
		Item level
	Notes: Items are organized by folder. Since the topic of information is similar, folder level processing should be sufficient. Material is loosely organized in folders.	
Type of Processing <i>Should this collection be traditionally or minimally processed, to provide the best accessibility to researchers? How much in terms of time and resources should be invested in this collection?</i>		No processing is necessary at this time
		Traditional processing (8+ hours per linear foot)
		Minimal processing (4 hours per linear foot)
	X	Mixed processing (combine a minimal and traditional approach)
	24 hrs.	Estimated time needed (X hours per linear foot multiplied by total number of feet in collection) 6 hrs x 4 linear feet
Notes: Since mixed processing is proposed (with emphasis on photographs and newspaper clippings) it is estimated that 24 hours of processing will be needed.		

Newspapers and photographs may need to be processed at item level at a later date if funding is present for digitization of historical material

Supply needs

The type of processing selected (traditional or minimal) will determine supply needs.

You will probably want to take notes on an explanation for supply needs, as necessary. This will help you write up your processing plan. For example, note whether requested supplies are meant to rehouse the entire collection or just part of it and why. Which part(s) of the collection will benefit from new housing the most?

Boxes:	Record cartons
	Document boxes (legal)
X	Document boxes (letter)
	Oversized (note dimensions):
	Custom (note dimensions):
X	Other: Hollinger Document Storage Case 12-inch

Folders:

	Legal
X	Letter
	Other:

Other supplies:

X	Mylar sleeves
	Book tape
	Other:

Notes: Mylar sleeves are meant to rehouse photographs and newspaper clippings. Folders are meant to rehouse entire collection of materials.

Document boxes will be used to house most of the material. Hollinger boxes will house photographs and newspaper clippings (both in mylar sleeves and folders).

<p>Proposed Arrangement and List of Series</p> <p><i>How would you arrange this collection?</i></p> <p><i>Take notes on explanation for suggested series and subseries to inform your processing plan.</i></p>	<p>League of Women Voters Collection</p> <p>Box 1 Meeting Minutes</p> <p>Box 2 Informational Material</p> <ul style="list-style-type: none"> - Brochures - Guide to public policy positions - Press releases - Volunteer information and applications* - Flyers for events - Newsletters - Yearly budgets **potential sensitive info. - Cancelled checks * <p>Box 3 Visual Material (maybe more)</p> <ul style="list-style-type: none"> - Photographs <p>Box 4 Historical Material (maybe more)</p> <ul style="list-style-type: none"> - Newspaper clippings.
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