Student Processing Checklist

⇒ ANY QUESTIONS? ASK YOUR SUPERVISOR.

☐ 1. Find out what collection you will be working on.

☐ 2. Supervisor will assign a collection number and provide any accession/donation files.

☐ 3. Retrieve the collection from the stacks.

☐ 4. Survey the collection
   a. Take notes of box contents. Look out for original order that needs to be retained, material types (audio, posters, photographs, etc.), and any preservation work that needs to be completed.
   b. What organization is this collection going to take?
   c. Can you identify series and subseries?
   d. Is there anything that does not belong with the collection?
   e. Establish processing plan (arrangement, preservation, refolding).

⇒ CHECK IN WITH YOUR SUPERVISOR.

☐ 5. Using any existing accession, donation information, etc. begin to fill in the Basic Information and Finding Aid Data portions of the resource record in ArchivesSpace.

   a. After identifying the series and subseries - physically rearrange collection to reflect the organization (without refolding if possible).

⇒ CHECK IN WITH YOUR SUPERVISOR.

☐ 7. General steps in processing. Note: the first four steps happen simultaneously:
   a. Conduct preservation work as per the processing plan (remove staples/paperclips and photocopy acidic papers). See your supervisor before proceeding with this step as level of preservation can vary from collection to collection.
b. Weeding: Some material should be weeded if it is determined not to have permanent research value. Examples can include: duplicates without marginalia, routine personal data, etc.

c. Refolder: Put papers in chronological or alphabetical order if applicable. Title and date each folder. Keep folders in record boxes.

d. Enter folder descriptions into finding aid as you process -- remember you can be more detailed in the finding aid than you can on the folder title. At this point, don’t worry about box/folder numbers; these will be added later.

e. Box folders in order by size. Assign box/folder numbers and enter into finding aid.

f. Complete finding aid, including biog/hist note, subject headings, etc.

→ Give finding aid to Supervisor to proofread.

☐ 8. Create labels for boxes, reshelve collection, and make sure the shelving location is reflected in the finding aid.
