APPENDIX III. PROCESSING WORKSHEET AND DAILY LOG OF PROCESSING ACTIVITIES

At the end of every day, complete the processing log on the back of this worksheet. Add extra sheets as necessary. When you finish processing the collection, be sure to fill out all fields included below, including a total tally of processing times using data collected on the back of this worksheet.

Repository:			
Collection:			
Processor(s):			
Date started:		**Date completed:**	
Extent pre-processing:		**Extent post-processing:**	
Did a usable order exist?	YES / NO		
Existing descriptive docs.:			

Processing times *Tally the hours invested in each activity for the duration of processing, from the log on the back of this worksheet. Be sure to account for all team members. For example, if 2 processors completed data entry for 7 hours on one day, the total time for data entry that day is 14 hours. To calculate the GRAND TOTAL, simply add the total hours for each category. To calculate the Average hour per linear foot, divide the GRAND TOTAL by the "Extent pre-processing," listed above.*	
	Physical processing
	Data entry
	Writing notes
	Revisions
	Blog
	Other activities
	GRAND TOTAL (_____ Hours originally allocated for processing, from processing plan)
	Average hour per linear foot

Minimal processing notes *Was the collection a good candidate for minimal processing? Why? In particular, comment on how realistic the time frame was and whether the physical work completed was adequate.*

Is this collection finished? *We invested the bare minimum in terms of time and resources in this collection. If you had additional time/supplies, what would you do? For example, would this collection benefit from appraisal, additional weeding, more refined arrangement? Why?*

The Archivists' Toolkit notes *Were there problems with AT that prevented you from completing data entry? How many hours/days were you held up?*

PACSCL/CLIR Processing Worksheet / March 2012
Repository: ____
Collection name / number: ___________________________________

Activity	**Physical processing**	**Data Entry**	**Writing notes**	**Revisions**	**Blog**	**Other (labeling, clean-up, meetings, etc.)**
Hours spent						
# processors						

Date:						
Activity	**Physical processing**	**Data Entry**	**Writing notes**	**Revisions**	**Blog**	**Other (labeling, clean-up, meetings, etc.)**
Hours spent						
# processors						

Date:						
Activity	**Physical processing**	**Data Entry**	**Writing notes**	**Revisions**	**Blog**	**Other (labeling, clean-up, meetings, etc.)**
Hours spent						
# processors						

Date:						
Activity	**Physical processing**	**Data Entry**	**Writing notes**	**Revisions**	**Blog**	**Other (labeling, clean-up, meetings, etc.)**
Hours spent						
# processors						

Date:						
Activity	**Physical processing**	**Data Entry**	**Writing notes**	**Revisions**	**Blog**	**Other (labeling, clean-up, meetings, etc.)**
Hours spent						
# processors						

Date:						
Activity	**Physical processing**	**Data Entry**	**Writing notes**	**Revisions**	**Blog**	**Other (labeling, clean-up, meetings, etc.)**
Hours spent						
# processors						

Date:						
Activity	**Physical processing**	**Data Entry**	**Writing notes**	**Revisions**	**Blog**	**Other (labeling, clean-up, meetings, etc.)**
Hours spent						
# processors						

Date:						
Activity	**Physical processing**	**Data Entry**	**Writing notes**	**Revisions**	**Blog**	**Other (labeling, clean-up, meetings, etc.)**
Hours spent						

# processors						

APPENDIX IV. PROCESSOR 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 AND EAD, and send to supervisor.
	Schedule appointment with supervisor for date/time to review worksheets, the finding aid and collection.

APPENDIX V. PROCESSING PLAN, EXAMPLE JOHN H. MATHIS COMPANY RECORDS, INDEPENDENCE SEAPORT MUSEUM

Collection Name:	**John H. Mathis Company records**
Collection Date:	1919-1965
Collection Number:	
Extent (pre-processing):	195 linear feet (13 containers, 12 flat file drawers, and the rough equivalent of 30 oversized boxes of rolled plans) This collection is predominantly rolled plans. At the time of the survey, the surveyors were unsure of how to calculate linear feet so this number is just a rough estimate and I think it is an over estimate.
Location:	Vault stacks; flat file; basement
Desired Level of Processing:	This will vary throughout the collection. Folder or item level in the case of the files and some of the rolled plans; box level processing for the remaining rolled plans (the ones in the basement).
Restrictions from Donors:	None.
Custodial History:	Gift of Sam Hudson, 1993 (Accession #93.87.7)
Separated Materials:	Rolled plans stored in basement vault
Related Materials:	Independence Seaport Museum: Thomas D. Bowes, M.E., Associates records; RTC – Shipbuilding Company records; and Pennsylvania Railroad records Hagley Museum and Library: Pennsylvania Railroad Company corporate records
Preservation Concerns:	The rolled plans are a preservation concern to be noted. They are very dirty and in some instances brittle and difficult to unroll without inflicting damage. The rolled plans in the basement are in need of housing.
Languages other than English:	English.
Existing Order:	Yes. A majority of the collection is arranged by hull number.
Does the collection need to be re-boxed?	Partially. Talk to Matt about boxing rolled plans in the basement.

Does the collection need to be re-foldered?	No.
Supplies needed:	Oversize boxes to house loose rolled plans (approximately 30-35 boxes for the plans in the basement); one large, acid free box for index card file
Potential Series:	**Series I**. Ship building records **Series II**. General business records (?) [There is not a lot of this type of material. You probably will NOT need subseries.] **Series III**. Card Index to plans **Series IV**. Photographs **Series V**. Measured drawings **Subseries a.** Measured drawings group I (this refers to the group of drawings separated from the rest and stored in the flat file cabinets in the vault) **Subseries b.** Measured drawings group II (this refers to the measured drawings in the basement vault)
Notes to Processors:	**From the survey**: The outside surfaces of the rolled plans are dirty and many of them have ragged edges; some have tears and a few are on brittle paper. However, most of them are generally in good condition. Folded plans are also generally in good condition, though some are torn, dirty, or brittle. A few are faded. Folded plans and company records are in archival folders within archival boxes; photographs are in archival sleeves (the run of negatives in the metal file box are in acidic sleeves). Some rolled plans are in flat files; the bulk of rolled plans are in acidic boxes, many of them not fully enclosed. Some rolled plans are wrapped in kraft paper. The folded plans and flat file rolled plans are arranged by hull number. The rolled plans in the basement are

	mostly labeled, and there appear to be some concentrations by number, but they are not arranged. There is a card file index to rolled plans in the flat files and the accession sheet has a rough inventory created before the materials came to ISM. **Although the files for each project are not comprehensive (and the overall collection is not a comprehensive set of J.H. Mathis Co. records), the papers that are here should be useful to researchers. There are a variety of types of vessels represented, and for some hulls there are richer caches of documentation, including spec books, calculations, labor costs, materials lists and orders, that provide more detail and context than plans alone. The photos and negatives provide good visual documentation of a number of the ships as they were being built.** **From Courtney**: This collection is not as bad as it looks. Most of the materials are already arranged by hull number and, more than anything, it needs a finding aid. A majority of the records will require very little more than entry into AT. The General Business Records will be a small group of miscellaneous materials found throughout the collection that are NOT otherwise associated with a specific hull number. Look out for scant financial, personnel and other files. The measured drawings will require a good scope and content note. Group I refers to drawings identified and removed from the larger collection to form a representative core sample, which is stored in the vault in flat files. Matt will hopefully have more information on this effort for you to include in the finding aid. Make use of the index card file for Group I data entry. Group II simply consists of all the plans not removed to the core sample. They are not currently arranged. For our purposes, only very general arrangement and identification will be provided at the box level.

	Matt and I conducted a test sort of these plans. It took us approximately 45 minutes, working together, to sort one box. You will need to sort ALL of the boxes at the same time and arrange the plans by the hull number. Hull numbers are noted on the exterior of each rolled plan. You should note that there are other types of numbered plans as well, which you will need to identify, collocate and organize. For example, there are plans created by or for the United States Bureau of Ships and other similar agencies. Matt will have large boxes for you to use to sort the plans and you should utilize all the space that is available to you in the library to make this go more smoothly. You should ask for assistance with this sort from Matt, Courtney and/or Holly to make it go more quickly.
Anticipated Time for Processing:	390 hours (10 weeks if you are working together) I do not think this collection will require 390 hours; somewhere around 150 hours is more likely. - 50 hours to sort and box the rolled plans from the basement vault.

Survey Time in hours: 2 (John and Jenny)

Survey Estimate for processing: 8 hours per foot/ 1560 hours total

Processing plan: 7 hours at ISM; 1-3 hours at Penn

Other helpful information –

The following applies to plan numbers in Mathis ONLY:

Ships plans are numbered in three parts. For example: 136-221-1

136 refers to the hull number, there will be dozens of plans for hull 136.

221 refers to the type of plan. In this case, 221 refers to shellplating.

1 refers to the number of the plan in that particular set. For example, 136-221 could have 15 different plans associated with it. Those plans would be numbered 136-221-1, 136-221-2, 136-221-3… 136-221-12, etc.

Some common plan types (the middle number) you'll encounter include: General Arrangement, 207; Line and offsets, 203; Mid ship section, 201; Machinery arrangement, 480; painting schedule, 491; Displacement sheets, 204; Scientific plan, 135; Shell plating, 221; bulk heads, 241; Hull remainders, 262; joiner work, 321; scuttles and manholes, 412; telephone systems, 633; and many others.

Historical Note

Founded in 1870 by John H. Mathis and W.W. Robinson, by the time of its 1913 incorporation, the John H. Mathis Co. was an already established and well-respected shipbuilding firm in the maritime world. Located at Point and Erie Streets in Camden, New Jersey, the Mathis Co. built and repaired yachts, river steamers, tugs, barges, car floats, ships and other varieties of floating vessels for private individuals and businesses as well as the Navy and Coast Guard. During World Wars I and II a variety of ships were built, including minesweepers, transports, Coast Guard Cutters, and ferries. Of note, was the presidential yacht *Sequoia*, which was built at the Mathis yard in 1925. Famed yacht designer John Trumpy established the Mathis Yacht Building Company as a separate but allied venture at the Mathis shipyard in 1910. The Mathis Shipyard closed in the 1960s. The Mathis Shipyard was later used by the firm Camden Ship Repair.

Bibliography:

Weiss, George. America's Maritime Progress: A Review of the Redevelopment of the American Merchant Marine Together with Brief Biographies of Men and Companies Representative of the Shipping World. New York: The New York Marine News Company. 1920. p. 433

"The John H. Mathis and Company Ship Yard" (website accessed on February 23, 2010: http://www.dvrbs.com/camden/camdennj-mathisshipyard.htm)

Name/Subjects Authorities

Library of Congress Authorized:

Name:

John H. Mathis Co. (Camden, N.J.)

Subjects:

Naval architecture – designs and plans

Shipbuilding industry – history – 20th century

Shipbuilding industry – New Jersey

AAT:

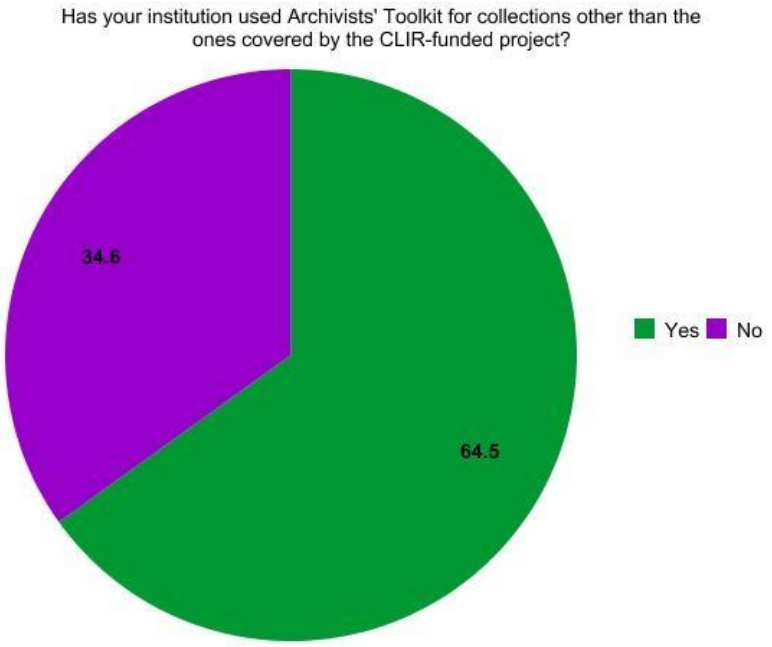
Marine engineering

Measured drawings

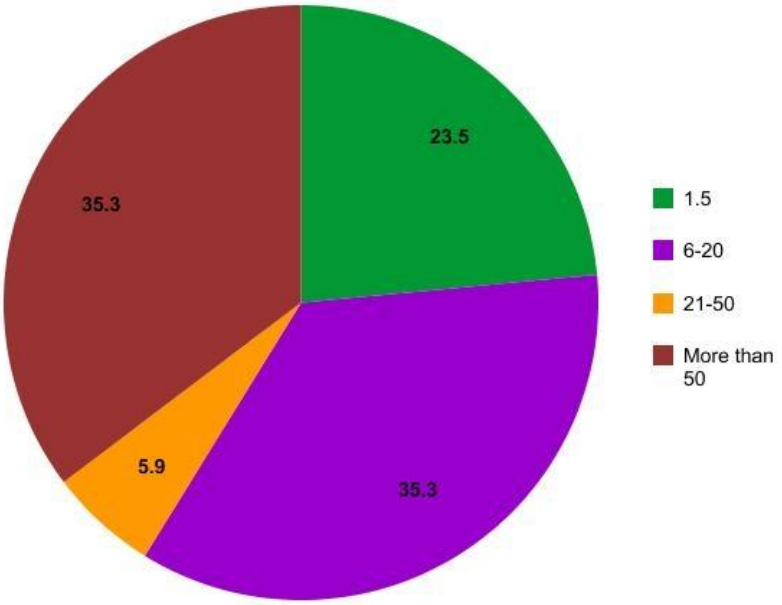
Ships plans

APPENDIX **VI. POST-PROJECT SURVEY RESULTS**

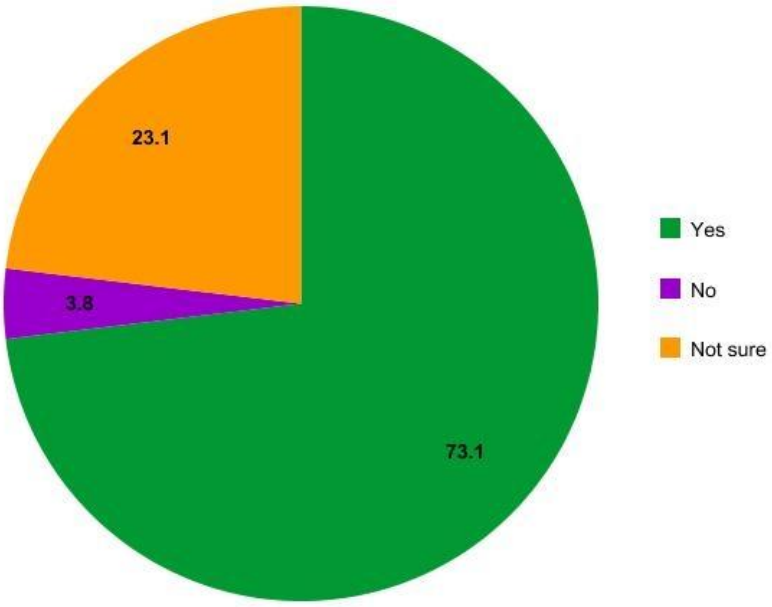
In February 2012, project participants were asked to complete a survey regarding the success of the project. Twenty-two of the twenty-four repositories involved provided feedback (following).

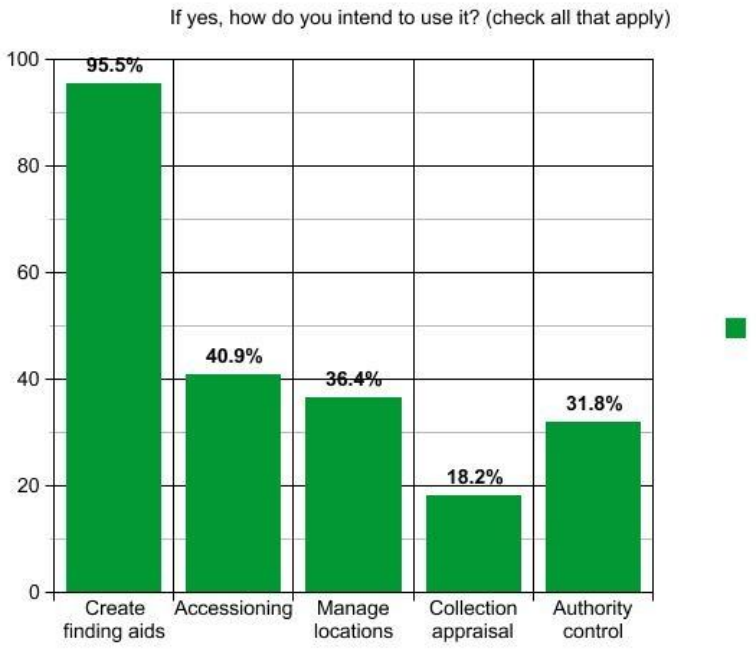


If yes, for how many collections have you entered information?

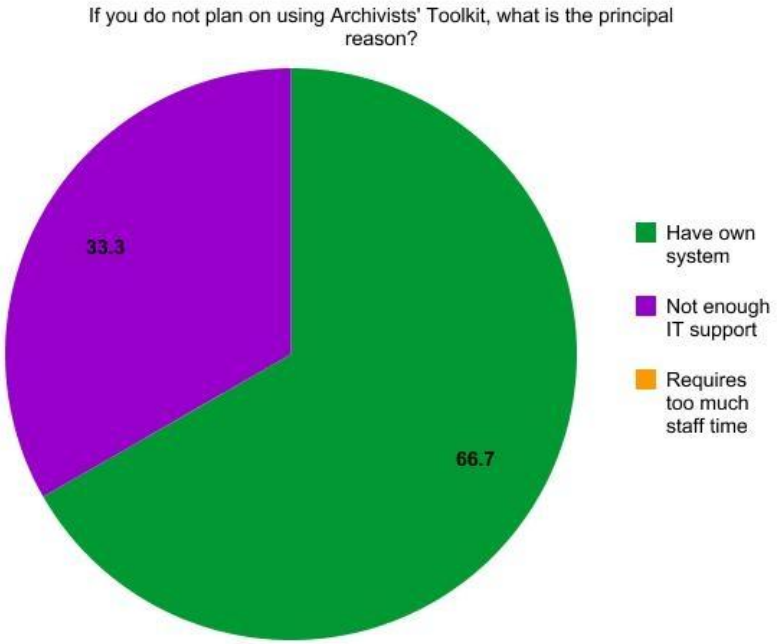


Do you intend to continue using Archivists' Toolkit?

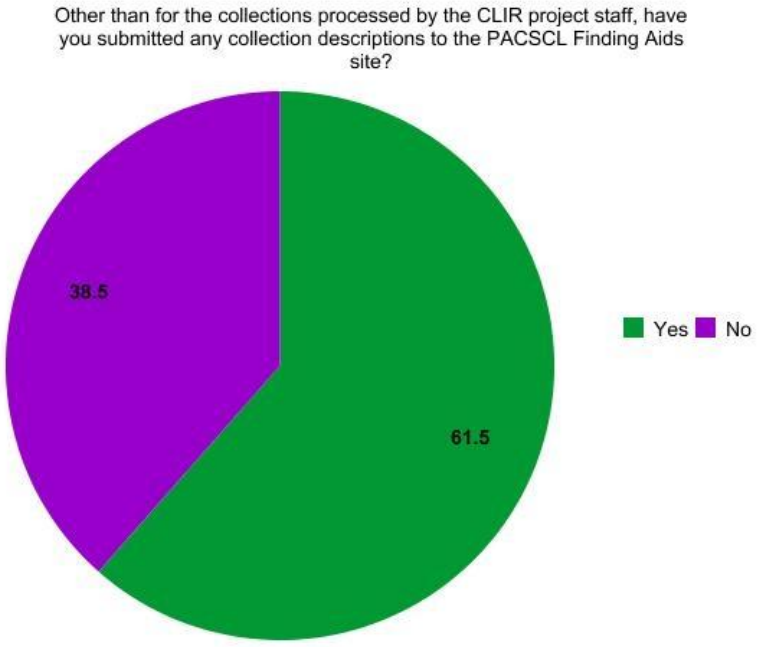


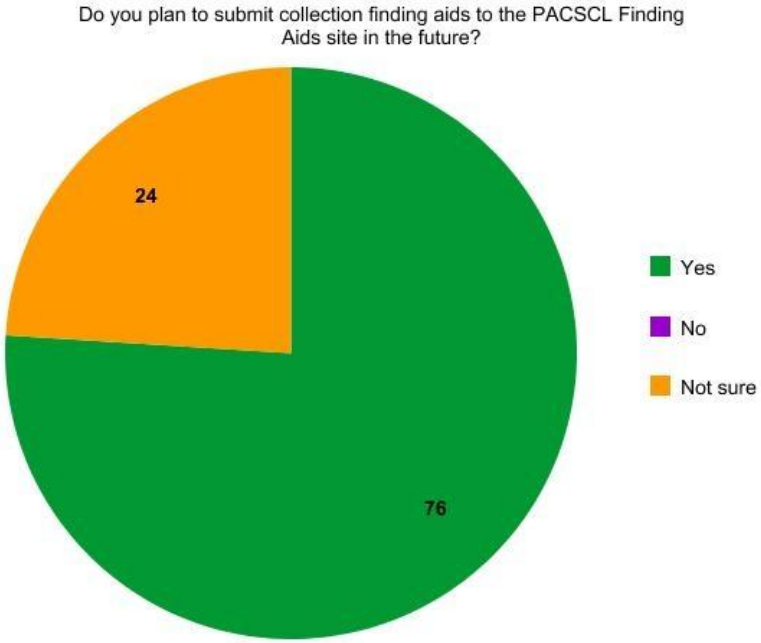


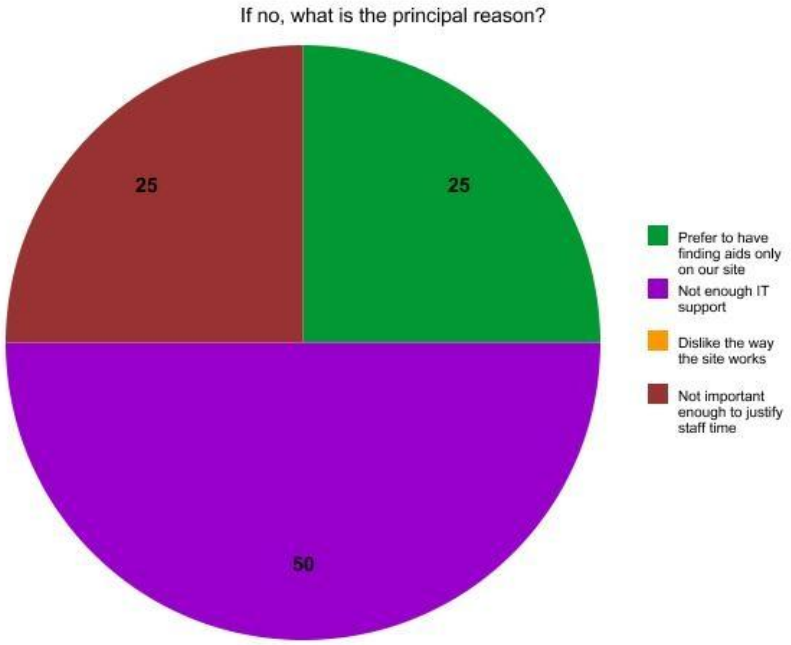
Additional comments: 1) Archivist's Toolkit is probably more efficient for our purposes than what was used on a previous collection---we have not had a lot of experience in this area yet. 2) Update CLIR-created finding aids. We don't have huge numbers of collections. 3) It is not adequate for most collection management tasks. 4) Manage digitized materials/digital objects and perform assessment following HSP/PACSCL survey methodology. 5) Constant use to look up collections numbers, content.



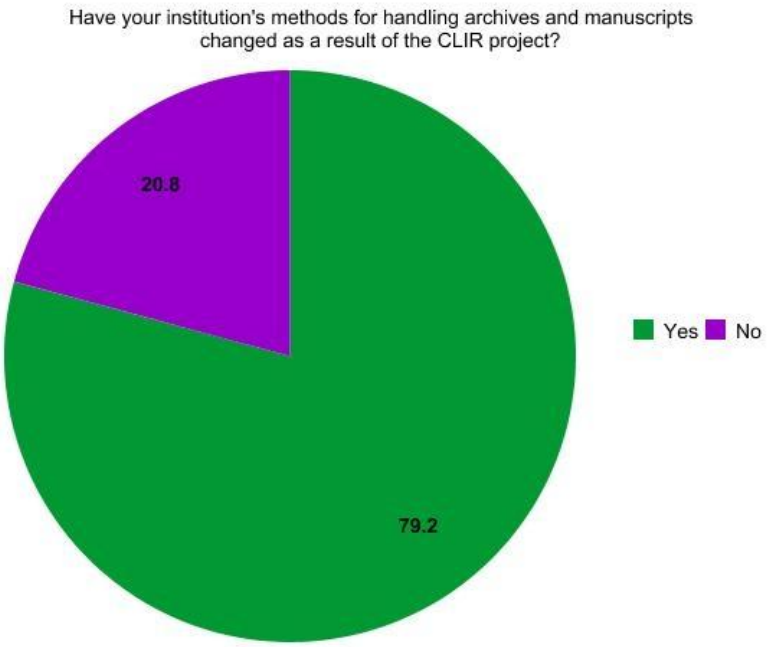
Additional comments: 1) Need a more robust system. 2) Unfortunately, [repository's IT department] did not support our use of AT for this project, so we have not yet used AT. 3) End-product of inventories not reliable for access [This comment results from a system-wide crash that had little/nothing to do with AT]. Also, would be happier if AT had more scope in management systems.

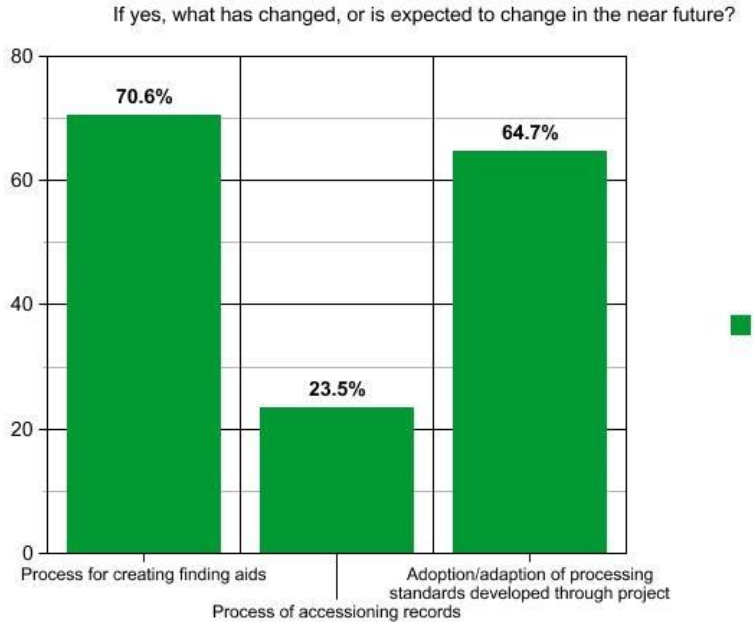






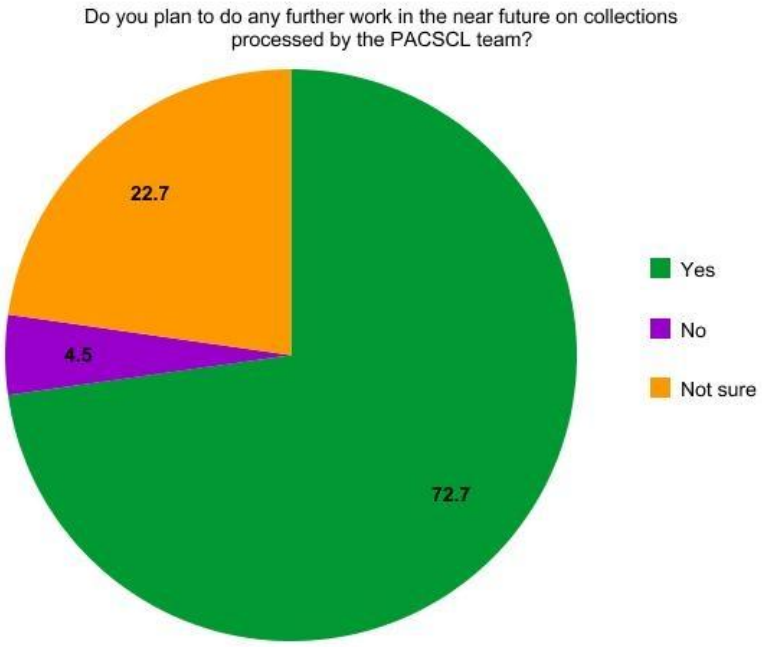
Additional comments: 1) Not clear about best procedure for submitting our finding aids but we are certainly interested in doing so. 2) We probably will continue, but it is time-consuming, and, to date, we are not convinced of the advantages.





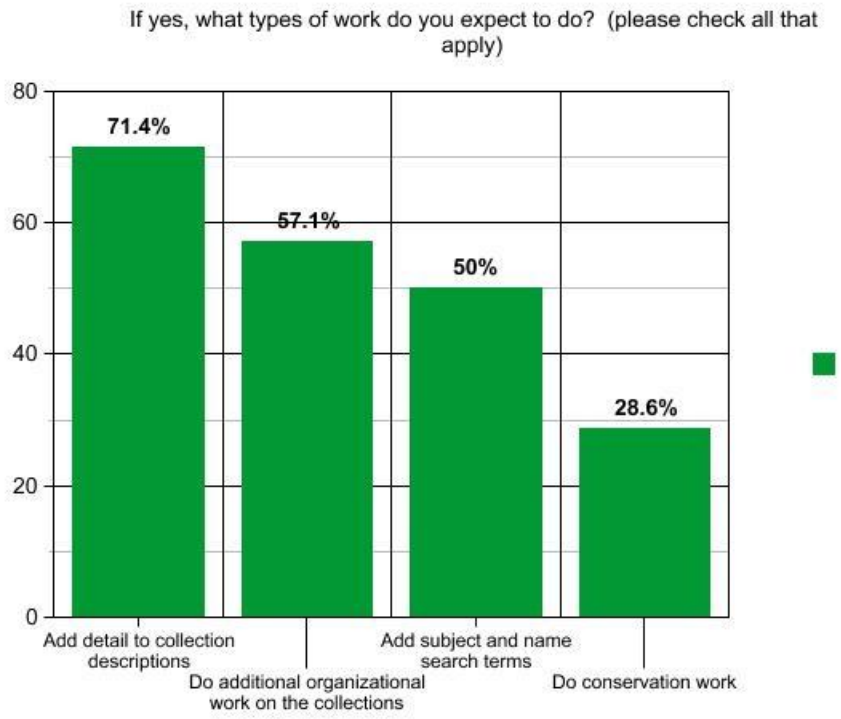
Additional comments: 1) We will probably use this process when we have opportunity/funding to do more projects. 2) We'd been cataloging our manuscript collections by the roundabout process of creating folder-level MARC bibliographic records, which had the advantages of being searchable, then linking them to collection- and sometimes series-level records, and using these with some massaging from Word to generate printed finding aids. Now we'll create EAD finding aids in AT from the start, and probably--eventually--convert the MARC-based ones

as well. The project's processing standards will also be our starting point for our yet-unprocessed collections. 3) Some of the CLIR processing project collections contained glass negatives and nitrate/acetate film sheets. As a result of the CLIR project, we are re-addressing our conservation/digitalization procedures, standards, and policies; as well as establishing safety guidelines/policy regarding nitrate film in our collection. 4) This project paved the way for [our repository] to apply for CLIR funds and create our own finding aids for the first time. 5) The project helped us install Archivists' Toolkit and troubleshoot technical problems, so that we are now able to use AT to create EAD finding aids for display on the PACSCL website. We have found AT useful for creation of finding aids in general. We also plan to use AT in the future to record accessions. 6) We are trying to resume team processing assignments. We are urging our [IT Department] to let us try AT. We hope to move more accession-level descriptions for unprocessed collections forward for public view. 7) [Our repository] began implementing MPLP-based approach before CLIR project, but CLIR project bolstered this and helped us clarify and improve various guidelines and procedures. [Our] staff contributed to CLIR project processing manual and it is a helpful resource to us for many processing situations.



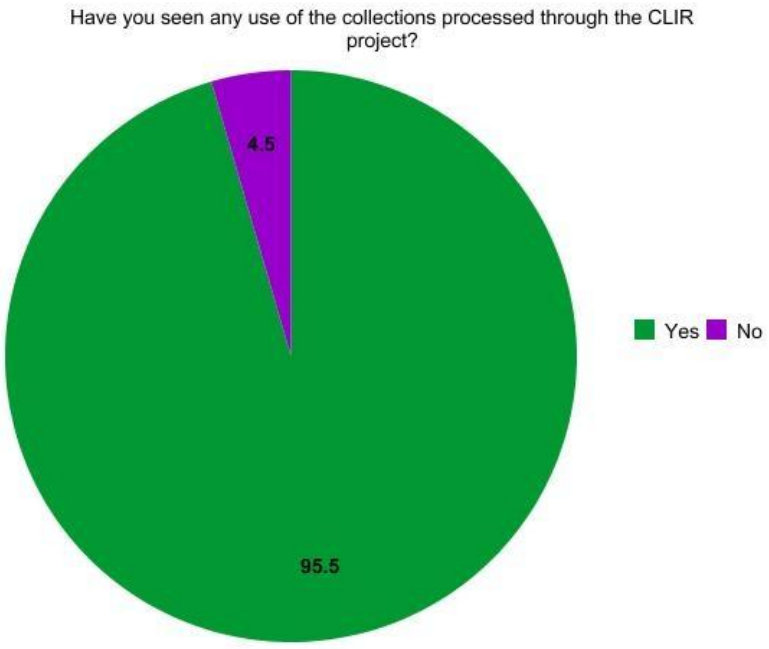
Additional comments:

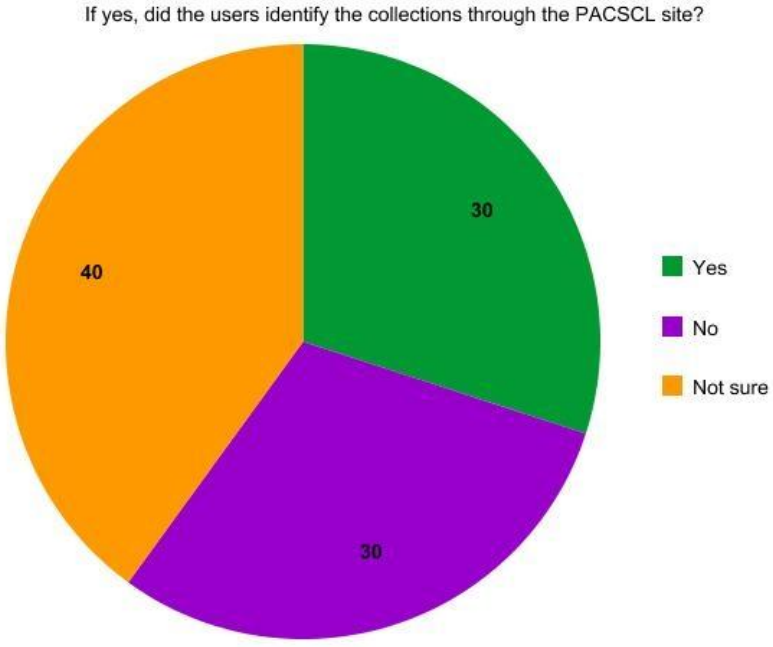
1) If we were able to access sufficient student workers, we would complete the basic processing items that were not included in the PACSCL project plan. 2) One of the larger collections included some correspondence and diaries of a major figure in the field of archaeology, and for who there is very little written documentation. We will do more to make that part of the collection better known. 3) We have been completing storage issues for oversize materials left by the project processors. 4) We have started to enhance information and conservation. 5) Adding more detailed level of description to a few finding aids. 6) In near future, just editing of finding aids. We may do some conservation and/or additional processing on some of the collections eventually. 7) In some cases the collection(s) processed by PACSCL are our most-requested one(s) and we continue to upgrade housing and other minor tweaks to these heavily consulted collections (for example).



Additional comments:

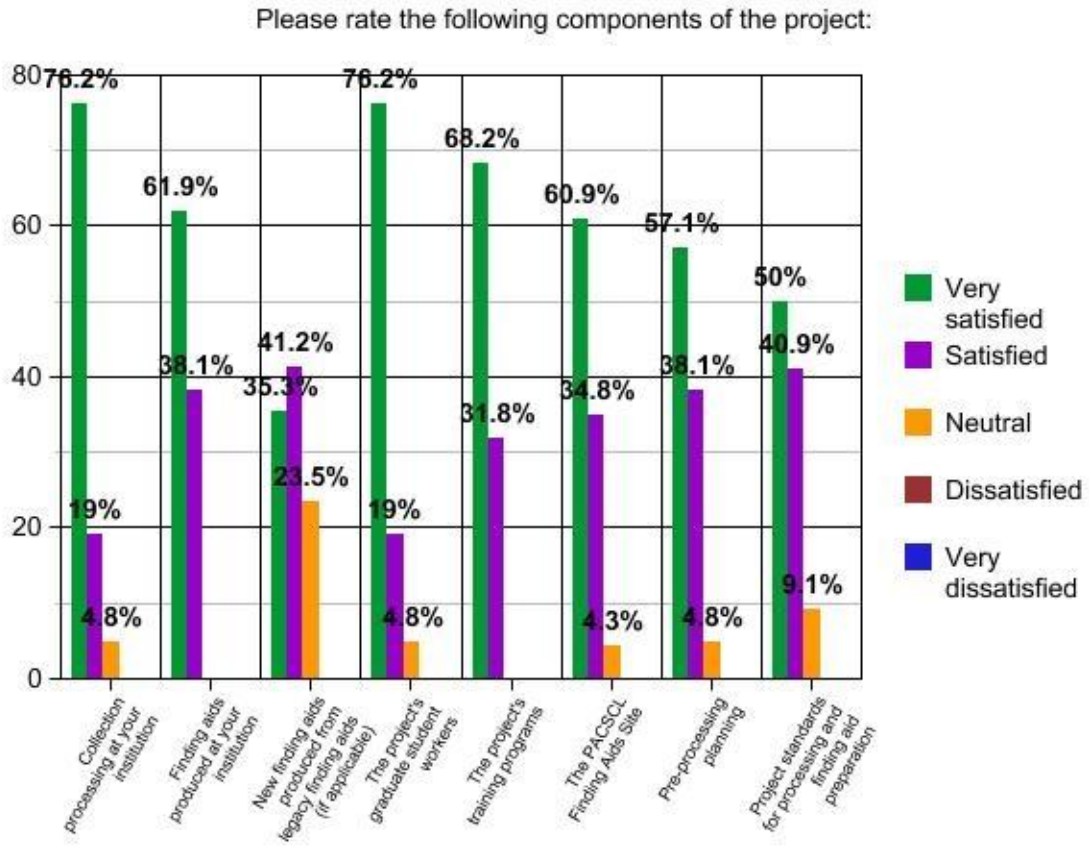
1) The first thing we'll work on is converting the previously and fully-processed series of [two collections] to EAD and adding them to the new CLIR-created finding aids so that each collection will be fully accessible from a single source. We'd like to address further organization, search terms, and conservation as well, but fitting those plans into other priorities may take us a bit beyond the near future. 2) After downloading the AT finding aids into our personal papers or records finding aids templates, we are reviewing the finding aid content and editing, as necessary (these edits also apply to the AT copy which we are submitting for update to the PACSCL site); we are creating OCLC bibliographic records in WorldCat and for our electronic catalog, and we are adding the finding aids to our website. 3) Digitization projects. 4) One PACSCL-processed collection has been digitized - soon those files will be online and related to the finding aid. 5) Will be updating locations for one of the collections as most of this collection (volumes) is now in phase boxes, and no longer in cubic ft. boxes as described in guide. Will also likely add additional info on the contents of this collection as we have learned more after processing. 6) Unresolved housing for oversize material is most important unfinished business. We had a chance to review the collection descriptions and the search terms when the project finding aids were marked up, and made revisions then. We have accepted this level of processing for the time being. We may return to a large series of image slides for a digitization project, at which time we can consider whether more descriptive detail is needed for that series.

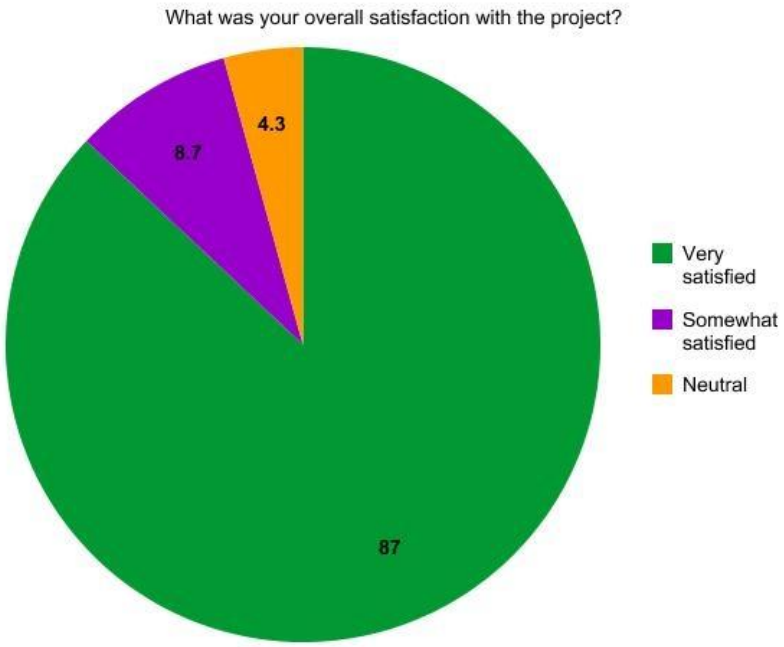




Additional comments: None of our finding aids is yet on the production site, but we've printed them out for on-site use and have referred some researchers to the draft versions in the PACSCL test site. This has made it easier for them to plan their research before coming, which is helpful to them and us. Staff have also been using the electronic and print versions a good deal for internal research. Two of the collections are among our largest and

most heavily-used. The principal portions of these have been accessible for some time through an in-house catalog and paper finding aids, but some important parts of each were still unprocessed, so much less useful than they might have been. The CLIR project is beginning to make a lot of new research into these collections possible. The third collection that's seen a lot of use is another important source of our own history. Our docents have recently undertaken a study of the family history, for which this newly-accessible information has been invaluable. 3) Users found these collections through [our repository] website and through discussions with Archivist.





Additional comments:

This work will be of major assistance to us down the pike and gives us an insight into what is possible on future projects. Thanks you for working with us!!!

The project staff and students were very easy to work with, did their work in a very professional manner, and accomplished an enormous amount of work in the time they were here. As a result of our experience, we hired two of the processors after they were finished to work on a grant-funded project involving a voluminous set of papers of a prominent political figure. And as we expected, they processed the collection in good time and produced a very useable finding aid. Because of our experiences, we have transformed our processes for accessioning and producing finding aids. All of our new acquisitions, including rare books, are now accessioned through Archivists Toolkit, and all of our finding aids are produced through Archivists Toolkit. We are about to undertake a project of systematically entering existing finding aids into AT, and submitting those collections to the PACSCL database.

It's the only way that these collections would get processed, given our extremely small staff. My biggest challenge is to continue the work and to continue to use AT --we're just spread very, very thin.

The project was a positive experience on so many levels. Most significantly, it modeled for in-house staff the viability of MPLP. And professionalism of the staff and grad students was impressive as well.

During the course of the CLIR project at [our repository], I worked with both Holly and Courtney, and Dan and Devin, the two graduate student workers assigned to our archives. They were knowledgeable, conscientious, enthusiastic, welcomed feedback concerning the project, and went the extra mile for us. Just prior to finishing their onsite work, we had a water leak that impacted collections. Dan, Devin, and Courtney happened to be working in our archives annex when the leak was discovered. Without

hesitation, they assisted our staff with cleanup, recovery, and preservation tasks. They and the project provided an invaluable service for us in processing some important and very large collections.

Our participation in the project was not typical since no processing was done at our institution. The project staff converted one large finding aid for us from a Word document to Archivists' Toolkit. More importantly, we received assistance installing AT and learning the basics, so that were able to begin using AT for creation of new finding aids. The ability to display our EAD finding aids on the PACSCL website is a great benefit as well, and we would very much like to continue adding finding aids to the site in the future.

I was very happy with the work done by the project staff. The collections they worked with were chosen because I felt they would work well using a "more product, less process" approach. Those collections were mostly volumes. Updating the legacy finding aids was a great help as one original "guide" was a box of fading, handwritten and largely unreadable, photo-copied 3x5 cards.

Training, pre-processing surveys and processing plans, communication with full-time staff, flexibility with technical support, realistic goals, supervision of project processors, and follow-up for completing work at [our repository] were excellent. The pre-processing training established common ground, confidence in the project leaders, and reference points for discussion when we proposed different solutions at [our repository]. Processors did excellent work at [our repository] and we were impressed by their energy, motivation, commitment to productivity, and amount of work accomplished. Both showed real interest in the range of topics found in our collections and wrote engaging blog posts about the work. The pace was intense, but it was also inspiring to see what can come from full-time, dedicated processors (our fulltime staff share a number of other department duties). Though [our repository] did not use AT, we are using the PACSCL experience to support our request for use of AT at [our repository]. Participation in the consortial project has provided momentum to update collection management procedures here and is helping bring attention to a need for a better archival collection management system. There were concessions made to the titling/encoding practices set by the PACSCL team, but we are satisfied with presentation of the finding aids on the database and truly appreciate project flexibility in helping us resolve differences. We are interested in contributing more finding aids to the consortial database but will need to work on details with our systems staff. This was a rewarding project for [our] Library with the addition of four important collection finding aids now online.

Excellent and dedicated staff; philosophically I don’t support minimal processing, so [our repository] had no collections processed.

Overall, I was very satisfied with the project, especially the use of Archivists' Toolkit and the EAD site. Minimal processing did not work as well for the [our repository’s] collections given that most collections have detailed inventories.

This was an extremely successful project and [our repository] benefited from it greatly. Work by project professional staff and on-site student workers were particular highlights. There have been some technical problems with the finding aid database -- perhaps unavoidable and not a huge problem. Also, we still need to edit the finding aids created from legacy inventories, and I know that part of the project had difficulties due to the uneven quality of the originals, but I still think the net result will be improved access for our researchers (and staff).

PACSCL helped up launch use of Archivists Toolkit (now indispensible) in recent years and previously through their survey database made the bulk of our collections "knowable" through the collection-level records. It was a pleasure to work with our team, intensively, and to learn from them. Frankly, it brought our archives into modernity.

APPENDIX VII. PRESERVATION WORKSHEET

Because little time is available for preservation work in minimal processing, processors should keep track of preservation issues as they are identified during processing, so that repositories are aware of issues that must be addressed.

Date:	
Repository:	
Collection:	
Processor(s):	

Preservation issues

Check all that apply. As you process, keep track of the general preservation issues / special formats you identify. Place markers in files and/or boxes in which you identify items in need of further attention. After the collection is processed, provide location information, as necessary.

	Acidic housing	See box(es):	Entire collection? Y / N
	Artifacts	See box(es):	Entire collection? Y / N
	Audio-Visual materials	See box(es):	Entire collection? Y / N
	Architectural drawings	See box(es):	Entire collection? Y / N
	Brittle paper	See box(es):	Entire collection? Y / N
	Computer storage devices	See box(es):	Entire collection? Y / N
	Damaged manuscripts	See box(es):	Entire collection? Y / N
	Damaged bindings/volumes	See box(es):	Entire collection? Y / N
	Excessive dirt/dust	See box(es):	Entire collection? Y / N
	Excessive duplication	See box(es):	Entire collection? Y / N
	Film (negatives, slides, motion picture, etc.)	See box(es):	Entire collection? Y / N
	Film (nitrate)	See box(es):	Entire collection? Y / N
	Live bugs or other pests	See box(es):	Entire collection? Y / N
	Metal fasteners	See box(es):	Entire collection? Y / N
	Mold	See box(es):	Entire collection? Y / N
	Newspaper	See box(es):	Entire collection? Y / N
	Photographs	See box(es):	Entire collection? Y / N
	Tape	See box(es):	Entire collection? Y / N
	Thermofax paper	See box(es):	Entire collection? Y / N
	Water damage	See box(es):	Entire collection? Y / N
	Other:	See box(es):	Entire collection? Y / N
	Other:	See box(es):	Entire collection? Y / N

Comments

What actions need to be taken next? Do any of the above listed issues require immediate attention? Or, are items more or less stable?

Have you notified repository staff of these issues? Y/N

Appendix VIII. Digitization and Exhibition Work Sheet

An archival collection houses documents that may have significant informational value or visual appeal, warranting future digital reproduction, use in an exhibition, or both. In the space below, list the materials in this collection that may be good candidates for digitization and/or exhibition. In the comments section, reflect on why. Use additional worksheets as necessary.

Date:	
Repository:	
Collection:	
Processor(s):	

A record(s)' value may be based on its informational content, visual appeal or both. Note the record(s), its location within the collection and its value.			
Box	**Folder**	**Item or groups of items**	**Digitization, exhibition or both**

Comments

APPENDIX IX. RESEARCH VALUE RATING

Prior to writing the finding aid, processors should complete a post processing Research Value Rating (RVR) evaluation. The process of reassessing the collection's RVR will aid in collection description, and validate the survey's rating.

Date:	
Repository:	
Collection:	
Processors:	
Post processing RVR:	

A collection is considered valuable to researchers to the extent that it includes relatively rare, extensive or detailed information on topics that have received considerable prior attention, are gaining currency, or have apparent potential to attract significant researcher interest. A topic may be of very high, moderate, slight or negligible interest. The intrinsic interest of the collection itself may also count as a topic. Depending on the rarity, extensiveness, and detail of a body of material, the documentation on a topic may be very rich, rich, moderately rich, incidentally valuable, or slight.

The Research Value Rating is determined by adding the ratings of the topics best or most substantially represented (**interest ranking**) in each collection to the ratings of the **quality of documentation** on those topics in the collection.

Determine Interest and Quality of Documentation Rankings

Processors should talk to repository staff to determine how frequently over the past five years researchers sought materials on topics documented in the collection. Using knowledge acquired through processing the collection, processors should consider: how rare the information available on a particular topic(s) in the collection is (there could be multiple topics in the collection, even topics that the collection was not necessarily created or retained to document); how extensive the information in the collection is; how deep or detailed it is; and whether anything is missing (span of years, papers or documentation of key players, etc.).

Assign Interest Ranking Value *Circle one.*	Very High: 5	**Assign Quality of Documentation Value** *Circle one.*	Very Rich: 5
	High: 4		Rich: 4
	Moderate: 3		Moderately Rich: 3
	Slight: 2		Incidentally valuable: 2
	Negligible: 1		Slight: 1

Research Value Rating (RVR)

Add the values assigned for the Interest and Quality of Documentation rankings to determine the post processing RVR. RVR can range from a high of 10 to a low of 2. Transcribe the RVR into the space above.

Comments *Briefly described the factors that led to your decisions.*