

HOANG TRAN

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EDUCATION

**Drexel University, College of Information Science and Technology,
Philadelphia, PA**

*Master of Science: Library and Information Science (Archival Studies
Concentration) – 2012*

- Student Member of Drexel University Society of American Archivists (DUSAA) and Drexel University Special Libraries Association (DUSLA)

Rutgers University, College of Arts & Sciences, Camden, NJ

Bachelor of Arts: History – 2009

Minors: Art History; European Studies

- Phi Alpha Theta, History Honor Society, inducted 2008

**FELLOWSHIPS
AND AWARDS**

Knower Fund Fellowship – [Special Library Association \(Philadelphia\)](#), 2012

- First recipient of the award based on work completed at a Philadelphia Special Library.

**PROFESSIONAL
EXPERIENCE**

**Council on Library and Information Resources (CLIR) Archival Fellow at
The Museum of the City of New York and Queens Museum,**

April 2013 – Present. New York City, NY

- Assisted surveying the 1939/40 and 1964/65 World's Fair of New York collection and establishing an archival supply list.
- Assisted Project Archivist and Project Managers devising an efficient and practical processing plan.
- Processed and inventoried the World's Fair records using a mixture of MPLP (More Product, Less Process) and item level processing.
- Assisted the Project Archivist with writing a single finding aid intellectually uniting both museums' collections using MS Word and Excel.
- In charge of creating object level catalog records for approximately 150 highlights from The Museum of the City of New York's collection in ARGUS collections management system.
- Re-housed a bulk of the collection while adhering to best practices for preservation and conservation standards.
- In charge of making preservation copies of news clippings and publications.
- In charge of researching historical and biographical information to created donor and provenance lists.
- Contributed to social media marketing campaign using Tumblr— scanned archival materials, drafted blurbs, etc.

Archival Processing Intern at Philadelphia Archdiocese Historical Research Center (PAHRC),

September 2012–March 2013 (6 months). Wynnewood, PA

- In charge of reprocessing multiple 19th century American Catholic collections with an emphasis on item-level description and maintaining preservation standards (approximately 10 linear feet).
- Completed multiple DACS compliant EAD finding aids using Archivists' Toolkit for processed collections (two are accessible online through the Philadelphia Archdiocese Historical Research Center website)
- Digitized and edited legacy finding aids into digital PDF format using Adobe Acrobat Pro X.
- Surveyed a variety of Catholic archival records, rehoused records while adhering to basic preservation principles, and updated scope and content notes where possible in Past Perfect and Archivists' Toolkit.
- Contributed to PAHRC's online presence. Tasks include: scanning relevant records, writing blogs, and posting on WordPress.

Biddle Law Library Archives & Special Collections Intern at the University of Pennsylvania,

June 2012-December 2012 (6 Months), Philadelphia, PA

- In charge of item-level processing of four new series in the University of Pennsylvania Law School Collection. Tasks included: rearranging, describing, re-housing, and updating the finding aid in Archivists' Toolkit (approximately 5 linear feet).
- Processed multiple collections for the National Bankruptcy Archives, American Law Institute Archives, as well as special collections (approximately 30 linear feet).
- Completed eleven DACS compliant EAD finding aids using Archivists' Toolkit for processed collections (accessible online through the University of Pennsylvania).
- Assisted with rare book cataloging and created an item-level inventory of unprocessed materials using Microsoft Excel.
- Answered archives and special collections reference requests.
- Contributed two posts to the Biddle Blog.

**TECHNICAL
SKILLS AND
EXPERIENCES**

- **Archival Standards:** Describing Archives: A Content Standard (DACS), Encoded Archival Description (EAD), Dublin Core Metadata (DC), Art and Architecture Thesaurus (AAT)
- **Databases and Software:** Archivists' Toolkit, Past Perfect, ARGUS, Adobe Acrobat and Photoshop
- **Computers:** Microsoft Word, Excel, PowerPoint, Access, XP, Vista, and Windows 7
- **Web 2.0 Tools:** WordPress, Google Docs, Tumblr, Omeka
- **Foreign Languages:** Bi-lingual, with fluency in English (native-speaker) and Vietnamese; proficient in French.

**ADDITIONAL
WORK HISTORY**

Nail Technician/Salon Supervisor: *June 2002-Present*

Pretty Nails Salon, Folcroft, PA

- Excellent communication skills and ability to perform for people and deal directly with the public.
- Maintain supply inventories and records of client services, processed budgets, and handled business finances.
- Perform manicure services that require attention to fine details.

Housing & Preservation

Manuscripts and Documents

General

- Unfold (some materials like tri-folds we may only partially unfold to where they can still fit in a legal size folder – we will consult on and develop this standard as we work with the materials)
- Remove staples

Smaller than 8 ½ by 14 inches (legal paper size)

- rehoused in legal size acid free archival folders
- 10-15 pages per folder depending on the fragility of the object (or, use judgement)
- upright legal size archival document cases
- boxes that are not quite full – use archival spacer board

Oversize (larger than 8 ½ x 14 inches)

- materials smaller than 24 x 36 inches - in oversize horizontal boxes, within folders that precisely fit the interior of the boxes
- materials larger than 24 x 36 inches -flat file drawers.

Materials printed on poor quality paper, such as newsprint

- Preservation copies on archival bond paper
- If originals are retained: isolated in an entirely separate folder and/or buffered with interleaving paper

Two Dimensional Printed Ephemera

General

- Unfold (some materials like tri-folds we may only partially unfold to where they can still fit in a legal size folder – we will consult on and develop this standard as we work with the materials)
- Pamphlets – open in middle and store flat

Smaller than 8 ½ by 14 inches (legal paper size)

- Re-housed in legal size acid free archival folders.
- Only house materials of like size and weight together; total number of pages not to exceed 10 pages (or, use judgement)
- upright legal size archival document cases
- boxes not quite full use archival spacer board

Oversize (larger than 8 ½ x 14 inches)

- materials smaller than 24 x 36 inches - in oversize horizontal boxes, within folders that precisely fit the interior of the boxes

- materials larger than 24 x 36 inches -flat file drawers.

Bound Materials

Bound material such as pamphlets exceeding 10 pages but not more than ½ inch thick will be stored in four-flap archival pamphlet enclosures, then stored upright archival document boxes.

Bound material exceeding ½ inch in thickness will be housed in custom size archival phase boxes, and stored directly on the shelf in collections storage.

Three Dimensional Ephemera

- Smaller three dimensional objects such as buttons, pins, and charms will be housed in archival artifact storage boxes with individual compartments.
- Larger three dimensional objects will be stored in stacking partition trays, fitting inside of a standard cubic foot sized archival storage box.
- The interiors of each compartment will be lined with Ethafoam inserts to prevent shifting and provide support for fragile objects.

Photographic Materials

- All photographic prints will be rehoused in appropriately sized Melinex sleeves with L-enclosures, and then further housed in appropriately sized archival paper folders
- No more than 10 photographs will be housed in each folder
- The majority of the photographs are 8x10 inch prints, and will be housed in horizontal, drop front archival boxes.
- The few 11x14 inch prints photographs will be separated out and rehoused in appropriately sized Melinex sleeves, within archival folders, and drop front archival boxes.
- Small format flexible film negatives (35mm and 2 ¼") will be stored in Melinex sleeves, and then further housed in appropriately sized archival paper folders. These will then be stored in a made to fit archival box.
- Larger format flexible film negatives will be stored in acid free envelopes and housed in horizontal, drop front archival boxes.
- 35mm transparencies (AKA slides) will be housed in made to fit archival storage boxes at MCNY, and in archival slide sheets within an archival box album at MCNY.

Labeling Folders

Collection Titles (via DACS)

Collection on 1939-1940 New York World's Fair

Collection on 1964-1965 New York World's Fair

Dates (via DACS)

yyyy (single year)

yyyy-yyyy (year range)

circa yyyy-yyyy (educated guess; no abbrev)
yyyy March (month within a year; spell out months)
yyyy March-August (month range within a year; spell out months)
yyyy March 17 (Specific day)

Series/Subseries designations (local)

Series = Roman Numerals
Subseries = Uppercase letters
SubSubseries = Arabic numerals
SubSubSubseries = lowercase letters

Folder description (local)

Top left = Series: Subseries
Top Right = Folder Title; Date(s)
Left flap = Collection title

Titling (local)

Use a colon for subcategories e.g.
 Correspondence: Unisphere Theme
 Correspondence: Lagoon Fountain
Use parenthesis for explanation
 Whip (roller coaster)
Use comma when you have already used a colon
 Ashtray: silver, depicting Unisphere

Richard J. Lee
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Career Objective: Graduate student in library and information science seeks part time work in inventory and collections within information management settings. Detail oriented, works well in teams and alone, fast thinker, and experience with large data packets. Interested in artist archives, American history, and preservation.

Education

- Pratt Institute, Manhattan, NY
M.A. School of Information and Library Science
Fall 2012 – Summer 2014 (Expected)

Academic Honors/Awards

- Presented “Radical Cataloging: From Words to Actions” at 2013 Library Association of CUNY Institute Conference: Libraries, Information, and the Right to the City
- Co-authored “Radical Cataloging: From Words to Action”, Urban Library Journal Vol. 19. No.1 Issue 2013
- Phi Alpha Theta History Honors Society
- Presented undergraduate thesis “Manhattan’s Grand Hotels as the Transient City and the Development of Midtown 1890 to 1964”, May 2012 Aresty Undergraduate Research Symposium

Work Experience

Queens Museum

Archival Diversity Fellow, New York World’s Fair Collections

Wednesdays - Friday, September 2013 - Present

- Processed 1939 World’s Fair Collection and draft series description for finding aids
- Re-housed 1939 World’s Fair Collection material
- Scan highlights, research historical and biographical information, and draft post for World’s Fair Tumblr

Pratt Institute

Registrar’s Office Scanning Technicians

Mondays through Fridays, April – August 2013

- Review and rescan Pratt Institute digitized transcripts using Docuware
- Properly index, reorganize, and enter data for physical and digital files

Asian American Arts Centre, New York City

Archive Intern

Mondays and Tuesdays, Jan 2013 – August 2013

- Monitor and update organization's social media presence
- Answer archive and organization related reference queries
- Create digital files for artist archive
- Regular database maintenance
- Conduct repository outreach and represent at community events

Brooklyn Artist Alliance, New York City

Archive Intern

Thursday and Fridays, September 2012 – Present

- Process, rehouse, create digital records, and finding aid for Culture War Archive
- Process, rehouse, create digital records, and finding aid for International Artist Book Collection
- Process, rehouse, create digital records, and finding aid for Marshall Weber Zine and Pamphlet Collection
- Process, rehouse, create digital records and finding aid for Marshall Weber Personal Artist Book Collection
- Outreach and selling at various small independent press events
- Update preservation files for Fall 2012: Diamond Leaves Beijing Exhibit
- Prepare summary for Brooklyn's Archive and Collection webpage
- Regular database maintenance

Ellis Island Immigration Museum, New York City

Archive Volunteer

Mondays and Thursday, Feb 2012 –September 2012

- Attended to and screened calls for library reference desk, guide tourists around Bob Hope Memorial Library
- Transcribed Oral Immigrant Histories and narratives
- Constructed exhibit for Merika: Immigration from Central Europe to America 1880 - 1914

Museum of the City of New York, 1220 Fifth Avenue, New York 10029

Spring and Summer Archive Intern

Tuesday and Wednesday, Jan 2012 – September 2012

- Updated Yiddish Theater collection photographs, Circus and Movie posters electronic databases
- Re-housed and cataloged Yiddish theater and Lucas Monroe Pritchard photograph and negative collection
- Numbered J. Clarence Davies maps, ephemera, and scrapbook collection
- Updated Bogert historical papers, Munro historical papers, pamphlet and, historical newspapers collections electronic databases
- Executed photograph research in museum's electronic portal for MCNY blog post

- Regular database maintenance
- Scanned photocopies for research requests
- Wrote brief overview to Munro historical papers

Public History Internship (Rutgers- New Brunswick History Department): Institute of Jazz Studies, Special Collection in Rutgers Dana Library January 2011 – May 2011, Archive Intern

- Collated, organized, cataloged jazz related photograph collections of Rudi Blesh, Nancy Miller Elliot, Tiger Haynes, Dickie Wells, Frank Rehak
- Digital preservation of photographs for online exhibit, scanning and Adobe Photoshop experience
- Executed basic research reference requests for visiting scholars and students

New Jersey Film Festival Internship, Rutgers Film Co-op: Summer 2010 to Summer 2011

- Watched, and critiqued film submissions for NJ International Film Festivals, US Super 8 Film
- Managed the weekly screenings (6-10 pm), handled money, tickets, and provided customer service
- Advertisement and promotion: handed out and posted flyers weekly, instructed and supervised new interns

Volunteer Experience

Institute of Jazz Studies: Special Collection at Rutgers Dana Library, Archive Intern: June –December 2011, Full-time 10-5, M-F

- Collating, organizing, cataloging jazz collections of jazz historian Rudi Blesh, Ed Kirkeby
- Photo research and exhibit preparation for Louis Armstrong at Dana Library (September), Randy Weston at St. Peter’s Church (October), Jazz Families at Jazz at Lincoln Center (February 2012)
- Conducted and gathered reference research for Evette Dorham’s website about jazz trumpeter Kenny Dorham
- EAD (Electronic Archival Description) training under Caryn Raddick from Rutgers New Brunswick Library System.

Technical and Key Abilities

Languages: Fluent Korean

Computer and Software: Window & Macintosh O/S, Argus, MARC 21, Wordpress, SilverScan, Express Scribe, basic office equipment, Access, FileMaker-Pro, Collective Access, Docuware, Basecamp, QGIS

Professional Affiliations

Society of American Archivist, Student Member: Sept 2012 –

Archivist Round Table of Metropolitan New York: Sept 2012 -

Series Level Description

Series [Roman Numeral]: [title], [Date range]

Scope and Content

- DACS p. 35
- Overview of series (subjects and types of material)
- Flag any unique characteristics or items
- Any notes regarding cross references or clarifications re: related/similar materials that may be located in another series

Arrangement

- Sub-series list as alpha bullets
- Photographic collections have subsub-series; use numbered bullets

Administrative/Biographical History Note [when applicable]:

- DACS p. 93
- For series/subseries level grouped by creator (photographs) or when significant provenances are represented.

Acquisition Note [when applicable]:

- DACS p. 61
- Very brief – who and when donated
- For series/subseries level grouped by creator (photographs; design renderings) or when significant provenances are represented.

Annie Tummino

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EXPERIENCE

CLIR Project Archivist, March 2013 – present

Museum of the City of New York and Queens Museum of Art, NY

- Develop and carry out processing plan for 1939 and 1964 World's Fair Collections
- Create DACS compliant finding aids, including intellectually unified and local versions
- Hire, train and supervise two Archival Fellows who each work 20 hours per week
- Create object-level catalog records for collection highlights; use multiple content management systems and standards, including Argus, Past Perfect, CCO and Dublin Core
- Manage collections tumblr, including generating and/or editing all content (<http://nyworldsfaircollections.tumblr.com/>)
- Evaluate preservation needs and supervise re-housing of collections

Adjunct Reference Librarian, February 2012 – March 2013

Brooklyn College Library, Brooklyn, NY

- Provide in-person and phone reference assistance in busy public university setting, including database, catalog and web searches
- Serve as librarian-in-charge during evening shifts including supervision of three support staff
- Staff QuestionPoint 24/7 Reference Services, chatting with patrons nation-wide and following up with Brooklyn College users

Civil Rights Archive Manager, September 2010 – August 2012

Queens College Special Collections and Archives, Queens, NY

- Developed and managed all aspects of this newly created archive, founded only a year prior to my appointment
- Oversaw opening of 15 collections: provided historical context; supervised processing and preservation work; edited and approved finding aids for web publication
- Performed outreach to community contacts resulting in acquisition of 7 new collections, including first LGBT collections
- Coordinated donor contact, including obtaining deeds of gift, providing individual progress updates, and creating e-newsletter with MailChimp software
- Partnered with campus stakeholders to publicize collections, including organizing major event and exhibit for Black History Month
- Managed Omeka-based digital archive (<http://archives.qc.cuny.edu/civilrights>), including creation of digitization guidelines and performing quality control on all metadata
- Supervised up to 7 graduate students per semester; developed training manuals and templates
- Handled reference requests including in-person, phone and email consultation; reading room supervision; and duplication and publication requests
- Collaborated with faculty to host undergraduate classes; wrote and distributed "Guide for Queens College Faculty: The Civil Rights Archive and Your Courses"

- Collaborated with local public school teachers to facilitate use of archival materials in middle school curriculum
- Chaired civil rights panel at Society of American Archivists 75th Anniversary conference; presented at universities nationally and internationally

Cataloger, January 2011 – December 2011

Queens Memory Project, Queens, NY

- Cataloger for digital objects documenting communities in Queens, the most diverse county in the United States (<http://www.queensmemory.org>)
- Tested and provided feedback on project guidelines; identified and reported technical problems with CollectiveAccess database

Archives Intern, Fall 2010

New-York Historical Society, New York City, NY

- Processed Artists' Fund Society records
- Used Archivist Tool Kit to publish finding aid online (<http://dlib.nyu.edu/findingaids/html/nyhs/artistsfund/>)
- Created accession records for new collections in Archivist Tool Kit

Student Aid, June 2009 – August 2010

Department of Environmental Protection Archive, New York City, NY

- Processed Water & Sewer Operations subject files (250 cubic feet)
- Vacuumed and re-housed brittle materials
- Developed and applied controlled vocabulary to facilitate access

Special Collections Fellow, Fall 2009

Queens College Special Collections and Archives, Queens, NY

- Processed and produced finding aid for the Stan Shaw Collection
- Performed donor outreach through face-to-face meetings, email correspondence, and conferences

Archives Assistant, October 2008 – May 2009

Redstockings Archives for Action, New York City, NY

- Processed portions of the Redstockings Organizational Collection and Kathie Amatniek Sarachild Papers
- Supervised up to 5 volunteers on "Volunteer Work Days"
- Managed requests for information and permissions for reprinting archival materials

EDUCATION

City University of New York - Queens College

Masters of Library & Information Studies & Archives Certificate, Dec 2010, *Summa Cum Laude*

University of Massachusetts, Amherst

Bachelor of Arts, May 2002, *Summa Cum Laude*

Double Major: Women's Studies; Social Thought & Political Economy

PRESENTATIONS

- Chair, *Celebrating Robert Rygor's Life & Papers*, Queens College, New York, April 2012
- Guest lecture (online), *Developing an Omeka-based Digital Presence*, for graduate class "Digital Libraries," University of Kentucky, April 2012
- Guest lecture, *Building a Community Archive: Challenges and Strategies* in graduate class "Community-based Archiving," University of California Los Angeles, November 2011
- Presentation, *(Re)remembering Civil Rights in America*, Renmin University, Beijing, China and Sichuan University, Chengdu, China, September 2011
- Chair, *Archiving the Civil Rights Movement: North and South, Past and Future*, Society of American Archivists Conference, Chicago, August 2011
- Guest lecture, *Digitizing Civil Rights: A Case Study* in graduate class "Archival Appraisal, Arrangement and Access," Queens College, New York, March 2011
- Co-Chair, *The Legacy of James Forman*, Black History Month Celebration, Queens College, New York, February, 2011
- Presentation, *Learning to Build an Archive: Perspectives of Two Student Archivists*, Special Collections Showcase, Queens College, New York, December 2009

PUBLICATIONS

- "Queens College Announces Papers of ACT UP Activist Robert Rygor Are Open to Research" *Metropolitan Archivist*, Summer 2012 (Co-authored with Corinne Klee)
- "Learning to Build an Archive: Perspectives of Two Student Archivists," *The Chapter*, Vol 1, No 1, 2009 (Co-authored with LuAnn Lupia)

SKILLS

- Software including Archivist Toolkit, Adobe Photoshop, CollectiveAccess, Omeka, Microsoft Office, FileMaker Pro
- Standards including Dublin Core, DACS, EAD

AWARDS AND HONORS

Certificate of Recognition, **Excellent Work in Women's/Gender Studies**, 2009
Recipient, **Davis Putter Scholarship**, 2008-2009
University of Massachusetts **Commonwealth Scholar**
Recipient, **Senior Leadership Award**, 2002
Recipient, **Honors Research Fellowship**, 2002
Recipient, **Honors Dean's Award for Senior Thesis**, 2002
Recipient, **Social and Behavioral Sciences Opportunity Scholarship**, 2002

Argus Cataloging Guide

Based on Cataloging Cultural Objects (CCO)

Created December 2010, MSG
Updated January 2014, LT and MSG

Identifying numbers in Argus

Each record in Argus is assigned a unique identifier which derives from the object Accession number or ID. Individual items from the same gift are linked by a single Activity ID. In 1936, the Museum began assigning a five digit number as an Activity ID. Before 1936, the unifying Activity ID is the first two facets in the Accession number preceded by "ACCN:".

Examples: The Activity ID for 66.60.2 is 18119.
 The Activity ID for 29.100.1439 is ACCN:29.100

Searching for Records in Argus

To locate a record in Argus hit the Query button (the vase icon) in the upper left corner.

If you know the Accession number, enter it in ID box.

ID field: Displays the unique identifier assigned to each object. Usually consists of three sets of numbers that identify the year of accession, gift number, and item number. Example: 29.100.1430 [Year accessioned . Gift # . Item #]. In cases where there are only two sets of number, the gift consists of a single item.

If searching for several records from the same gift use "Like %". Example: LIKE29.100.%
This will pull up all accessioned records associated with that gift.

If you do not know the accession number, you will need to search by keyword.

- click on the "Description" tab
- click on the left-hand field with the drop down, and select "KEYWORD"
- tab over to the right field, or click on it with your mouse
- enter LIKE%searchterm%
- click on "Query"
- Double click on record to open.

****note**** KEYWORD search does not search the following fields - "Donor Import" or "Internal Remarks."
If you think the information you are searching for is in those fields, you will have to search separately, by selecting that field name from the drop down in the left-hand blank field.

Editing Records in Argus

When editing records in Argus, it is helpful to open the Accession Card Scan under the "Image" tab, to see if it has any additional information not carried over during import, or to check for typo import errors.

The following tabs may need to be modified:

Admin

Collection: This is a controlled field, used to identify what collection the object belongs to. Refer to the separate document on Departments and Collections when selecting what term to use in this field.

Department: This is a controlled field. You should select “Theater” or “Books, Manuscripts, and Ephemera” depending on your project.

Flags: If you think you are working on an object that should be flagged for any reason, talk to the archivist.

Grp Rec Obj Ct: Ignore this field.

Activity ID: This box should contain a five digit number or an ACCN: identifier. If the box is empty look at the Accession Card scan, object file, or gift paper work and enter the number under the Activities tab. Check both Acquisition and Legal Status Change. If this is a pre-1936 accession and ACCN: is followed by three or more sets of digits, delete all but the first two sets of digits. Example: ACCN:29.100.1532 becomes ACCN:29.100

Please write down all accession numbers that have a blank Credit Line box.

Description

Object Type: This is a controlled field. To access the Lexicon click the right mouse button in the field. Click “lookup” on the menu that appears. Type a one-word name for the object (i.e. program, scrapbook, photograph, etc.). Select the form of name authorized by AAT or Chenhall’s. This term will be singular and appear in all lower case. Be as specific as possible. For help understanding terms check out the Art and Architecture Thesaurus from Getty: <http://www.getty.edu/research/tools/vocabularies/aat/>

Title: You may take the title from the object itself or from information on object file, inventory or gift receipt. On cases where you are supplying a title, enter it in [brackets].

Creator: This includes fields such as Artist, Author, or Photographer. Enter information in this field only if known. This is a controlled field. To access the Lexicon click the right mouse button in the field. Click “lookup” on the menu that appears. Type the last name in the “Any word of Term” box and click on “Query” along the right-hand side. Double click on the authorized name. If the creator is not in the Lexicon, make note of the Accession number for later review by the Archivists.
(Required only if known.)

Subject Fields: Enter information in this field only if known. This is a controlled field. To access the Lexicon click the right mouse button in the field. Type the subject term in the “Any word of Term” box and click on “Query” along the right-hand side. Double click on the authorized term.
(When applicable.)

Description: Enter specific dates (ex: February 12, 1878). You may also use this field for supplying supplementary information about the nature of the object using complete sentences. Separate unrelated descriptive sentences with a vertical bar - |.
(When applicable.)

Remarks: Use this field for entering caption information for an object used in exhibitions or publications. Also enter supplementary historical or conceptual information that wouldn’t be appropriate in description, but is useful to know. Use complete sentences.

(When applicable.)

Internal Remarks: Use for including information useful for staff, such as information about the intellectual management of the object.

(When applicable.)

Dates

If item is undated, leave blank.

Date Range: Enter the year, a circa date (expressed as ca. 1890), or a date range (use all digits, i.e. 1885-1890, not 1885-90). Do not check the Custom box. Enter only the year in the Date Range field. For a specific date (ex: February 12, 1878) enter under **Description tab**, Description superfield.

(Required when known.)

Type: Object Date

(Required when date is known.)

Dimensions

Enter height then width in inches, using fractions, not decimal points. For oddly sized, matted, or 3-D objects, consult with the archivists.

Condition

Condition: Use the following rubric to evaluate the condition. You may select more than one condition from the drop down.

- Excellent – like new condition
- Good – shows regular signs of age, but in a better than average state. Creases from the object's original folding are fine as long as they haven't weakened to the point of disintegration; some discoloration and slight ink fading is ok as long as the letter is clear and legible; paper is not yet beginning to noticeably brittle.
- Fair – object is beginning to brittle, writing is fading, and there may be additional creases, but all in all, the object is legible, can be handled without too much concern, and could be exhibited in its current state, though conservation would be preferable.
- Poor – shows tears, weaknesses in the paper, and significant flaking along edges. Ink has faded to the point of illegibility in some places, and the object must be handled with extreme caution. Would absolutely require conservation prior to exhibition.
- Deteriorated beyond usefulness – significant tears, flaking of paper, and fading of ink to the point that much of the letter is illegible. Letter cannot be handled without fear of causing damage to it, and should be seen by a conservator as soon as possible or it may even be beyond conservation.
- Damaged – could be damaged as a result of a tear, spill, or inappropriate storage – anything other than the regular aging process. Small stains and tears are considered part of the regular aging process.

Date: Date of data entry (letter "d" and then tab).

Done by: Enter your user name.

Motive: Select from drop down; unless instructed otherwise, use "Cataloging".

Condition Description: Describe why you gave an object a particular condition. For example -“Object has two large tears in top left corner, and shows signs of fading.”

Condition Notes: if you have any information about how an object arrived at its current condition, enter it here. For example, this would be documentation included with the object that stated something about earlier damage.

Cataloging

Action: “Data Entered from Secondary Source” or “Cataloged (Object in Hand)”.

Date: Type “d” then hit the tab button to enter today’s date.

Done by: Enter your user name.

Notes: Enter your first and last name. If applicable, enter the source used. This will be the object file, gift receipt, or inventory.

Location

Location: Use the drop down menu to select Curatorial Center. You will be prompted to put in a shelf location. Copy and paste any G29 locations from the inventory into this prompt. For items stored in the Theater office, type G31 and hit the “Okay” button.

Type: Permanent Location

Done by: Enter your user name.

Date: Type “d” then hit the tab button to enter today’s date.

Notes: Container identifier/ box number

Image

Any images associated with the object are saved under this tab. There may be multiple images of the object uploaded to the record. This is fine. You are only looking at images that are type “Accession Card Scan”. If there are two Accession Card Scans uploaded in your record (appears as the PDF icon in the image window), check to see if the second PDF can open. If it doesn’t, and the filename next to “Image File” includes a letter in the numeric portion, this card is a “dummy” and may be deleted by placing the mouse cursor in the Image File field and clicking the delete row icon from the top tool bar.