

Selected Training Materials

These training materials were prepared by the ONE Archives for distribution to volunteers, student interns, and other people who have assisted with the *Out West* project. The materials below are 1) A 10-step processing manual and 2) A guide that gives a short overview of the process for creating finding aids.

10 Rules of Processing Archival Records

1. Write collection name, title, and date range of the materials on all folders.
2. Fold the folder along the built-in crease lines to best accommodate the records. Never fill past the third fold. Use additional folders as needed.
3. Remove all metal or plastic fasteners and binders (not staples) and replace with a folder or 8.5x14 inch folded archival paper.
4. Put newspaper clippings in the back of the folder and use archival paper to divide them from the other materials.
5. Unfold materials to the size of the folder. Remove folded contents from envelopes and use folded 8.5x14 inch (or 8.5x11) archival paper to keep the papers and envelope together.
6. Keep only two copies of any item.
7. Photographic materials should be protected in Mylar archival sleeves.
8. Pull books, periodicals, directories, programs, posters, and calendars from the collection. Do not pull clippings.
9. Dates should be written in the convention: 1982 or 1985-1986. If no dates are evident, but can be estimated, use "circa" (i.e. circa 1985-1986). If no dates are evident, use "undated."
10. Notify an archivist if there are video or audio recordings, disks, CDs, oversized materials (not clippings or fliers), or paper with glue or mold.

Dates and Titles

The basic requirement of every entry in Archivists' Toolkit, regardless of level, are the Title and Date fields.

Title

The first word and proper names are capitalized. Do not include any end punctuation, except when it is part of the actual description.

Avoid abbreviations and acronyms. Use acronyms only if the word is most commonly known in that way (ex. AIDS, NBC, etc.) or to provide more information (ex. Center for Disease Control (CDC))

Italicize titles of books, pamphlets, periodicals, newspapers, movies, and television and radio programs by using ref tags. Highlight the text to be italicized, select "title" from the "Wrap in tag..." dropdown menu, then select "italic" from the "Attributes: render" menu.

Use quotation marks around titles of articles and features in periodicals and newspapers; chapter titles; manuscripts of completed, unpublished writings of all kinds (i.e., books, articles, etc.); individual lectures; radio or television episodes; and titles given to a single conference.

If the text is unintelligible or there is uncertainty about its accuracy, then render the text inside brackets with a question mark (e.g., [Jim Kepner?]).

Date

For items or groups from two consecutive years, list the range of years (e.g., 1967-1968).

For items or groups from two non-consecutive years, list each year, separated by a comma (e.g., 1954-1968, 1972-1980).

For three or more items from two or more years (consecutive or otherwise), record the inclusive span of years (e.g., to express 1965, 1967, and 1969 use 1965-1969).

Where bulk dates fall within inclusive dates, record both [e.g., 1918-1945 (bulk 1918-1919, 1941-1945)].

For a date span, the second date should be four numbers (e.g., 1967-1969, not 1967-69).

To specify that contents span only part of a year, then list the months (e.g., March-September 1970). Always spell out months.

When expressing a range in month and years from different years, leave a space on either side of the dash (e.g., March 1970 - April 1971).

Significant gaps in a date span can be explained or otherwise noted in a file level note or in the collection level description, as appropriate.

When a significant amount of a folder is undated and cannot definitively be placed within the date range of the other materials, then it should be noted as the last element in a date string (e.g., 1941-1943, undated).

For undated material, if an approximate date can be determined, use “circa” (e.g., circa 1967-1970). Circa should always be spelled out. Use “undated” if an approximate date cannot be determined.

Use dates in the title if that date varies from the content. For example, 1995 budget information that contains earlier prep records, should be rendered as the title "1995 budget" and the date "1992-1995". However if the file contains only 1995 dated materials, then render the title as “Budget” and the date as “1995”.

If the dates are pulled directly from the original folder titles and the text is unintelligible or appears inaccurate, then render the text as accurately as possible inside brackets with a question mark (e.g., [1998?]). If the archivist needs to create an entirely new date within such a section, put the title in brackets (e.g., [1998]).

Inclusive Dates and Bulk Dates

Enter only the year dates. Put the first and last inclusive date in the begin and end inclusive date fields and place the first and last bulk dates in the bulk date fields. The inclusive begin and end date fields for undated material are left blank.

File Level Description

Resources Record 1 of 1
Title: Jim Kepner papers Resource Identifier: Coll2011.002

Basic Description Names & Subjects Notes Etc.

Level file Persistent ID ref638

Other Level

Title
Los Angeles Science Fantasy Society (LASFS)

Wrap in tag...

Date Expression 1940-1985

Date
Date Begin 1940 Date End 1985

Bulk Dates
Bulk Date Begin Bulk Date End

Language Code

Repository Processing Note

Component Unique Identifier

Extent
Extent Number
Container Summary
[3 folders]

Instances

Instance Type	Instance Label
Mixed materials	Box 29 / Folder 16-18

Add Instance Remove Instance

Internal Only Restrictions Apply

Add Child Add Sibling Rapid Data Entry Delete Component Transfer Manage Locations Export EAD Export MARC Export Cont. Labels

First Previous Next Last Reports Close Save

Created: Mar 31, 2011 by lonis | Modified: Mar 15, 2012 by lonis | Record Number: 142

Level

File

Title

See previously listed instructions.

Date Expression and Date

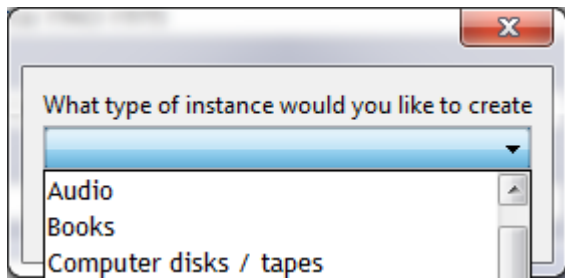
See previously listed instructions

Container Summary

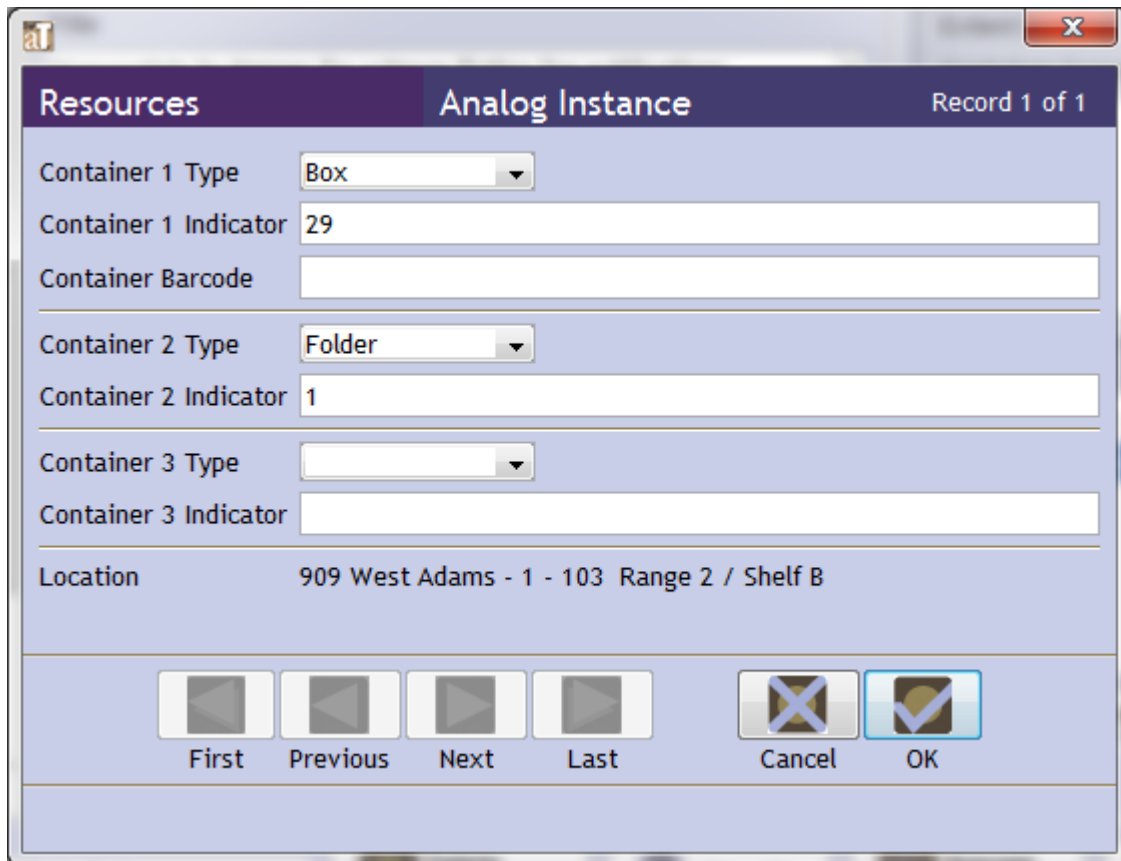
Used to provide a brief note about a record container that varies from the standard single vertical file folder. Use primarily for describing a listing with multiple folders (e.g. [3 folders]) or whether the materials are housed in an oversized container (e.g. [oversized]). The text should always be contained in brackets.

Instance

Each file listing must have an instance. Select the “Add Instance” button.



The type of instance will usually be “Text” or “Graphic Materials,” but select as appropriate. Use “Mixed Materials” if the content includes multiple types of materials.



Container 1 Type

“Box” will cover any type of box. Use “Map-case” if materials are in a map-case drawer.

Container 1 Indicator

Enter the box number or map-case drawer number. Note that only one box number can be

entered. If the content is shared among multiple boxes, then a new file entry with identical title and date information must be entered for every box.

Container 2 Type

If the material within a box or map-case is housed in folders, then enter “Folder”. Note that whether the content is housed in one or multiple folders, the selection is still “Folder”.

Container 2 Indicator

Enter the folder number. If the content is shared among multiple folders, then enter the folder number range (e.g. 5-9).