

APPENDIX C: HISTORICAL AND/OR SCIENTIFIC DOCUMENT COLLECTIONS

A. INTRODUCTION

This appendix contains special instructions for accessioning, cataloging, and processing historical and/or scientific document collections.

Note that cataloging historical and/or scientific document collections is solely for the purpose of accountability and minimum access. Museum cataloging objects and/or specimens is not the same as cataloging or processing historical and/or scientific document collections.

The instructions in this appendix supplement rather than replace the standard archival procedures of arrangement and description, which are beyond the scope of this appendix. None of the cataloging procedures described in this appendix hinder or duplicate the eventual and desirable full archival processing of a document collection.

Each discrete historical and/or scientific document collection within the unit's total holdings should be cataloged separately, regardless of size. For example, if a unit has a 1,000-piece collection of an individual's personal papers, that may be only one entity to catalog. If a unit has a 1,000-piece collection that is in turn composed of the personal papers of 20 individuals, 20 separate catalog entities may be required.

B. TERMINOLOGY

When dealing with historical and/or scientific document collections, there are many terms with more than one meaning. The terms used in this section are defined below.

- Archival Quality: This term refers to storage materials or equipment designed to enhance and maximize the physical preservation of documentary materials.
- Archives: This word has been used in many ways with resulting ambiguity. It is used here in only two ways: (1) The non-current records of an institution or an organization that are preserved for their historical, scientific, or legal value. In the Federal Government these are termed official records (see definition for Official Records); (2) As part of a repository's name. In

this usage the unit may or may not contain true "archives" according to usage number 1. Paper documents that are not true archives are referred to as "manuscripts."

- Associated Records: are defined as all documentation generated by the activity of collecting and analyzing artifacts, specimens, or other resources that are or subsequently may be designated as museum property, such as site forms, field notes, drawings, maps, photographs, slides, negatives, films, video and audio cassette tapes, oral histories, artifact inventories, laboratory reports, computer cards and tapes, computer disks and diskettes, printouts of computerized data, manuscripts, and reports. These records are "associated" with objects and specimens generated during such activities. See also definition in 36 CFR Part 79. These records are needed to effectively manage museum property collections and should be maintained as part of those collections. Because these are museum materials maintained solely for reference or exhibition purposes, they are excluded from official records as defined by the National Archives and Records Administration in 44 USC 3301. (See "Resource Management Records.")
- Collection: This term, has a dual usage: (1) A group of documentary materials having a single theme, person, event or type of document, or having a common source; (2) As part of a repository's name: For example, "The Morristown Manuscript Collection" refers to the whole set of documentary materials set aside for preservation and research at Morristown (i.e., usage number 2). "The Lloyd W. Smith Collection" refers only to the subset that came to Morristown from the Smith bequest (i.e., usage number 1).
- Document: Any recorded information on any medium (e.g., paper, magnetic tape, or film. Sometimes the equivalent term "documentary material(s)" is used. The term may also be modified to indicate a specific type of document, as in "paper documents."
- Finding Aid: Any document (e.g., catalog, index, or container list) that assists researchers in finding and using the materials in the collection.
- Inventory: This term has two usages: 1) A structured guide to a historical and/or scientific document collection that includes a history of the collection and a list of the materials arranged in groups and series to function as a

type of finding aid. 2) A physical inventory conducted for accountability purposes (see Chapter 4).

- Item: One intellectual unit (e.g., a single sheet, a letter consisting of five sheets, a pamphlet or typescript with 50 pages, or an audiotape).
- Manuscript: For the purposes of this appendix, the term refers to all paper documents with the exception of archives, official records, and resource management records.
- Official Records: Official records are created by the U.S. Government and are defined by the National Archives and Records Administration (NARA) in 44 USC 3301 as follows: "... 'Records' includes all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the Government or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included."
- Personal Papers: Manuscripts and other documents created, or received and maintained by an individual or family in the course of its activities. Also called "papers."
- Provenance: The office, person, or family that either created the documents or received and accumulated them in the natural course of activity. This term also is used when discussing the history of the custody of a document or a collection. Other cultural resource specialists, notably museum curators and archeologists, use a similar term "Provenience."
- Repository: The building, room, unit, or institution where collections of documents are stored and made available for use. A library is a repository that primarily contains books. The terms "archives" (when used as a synonym for "repository") and "depository" are often used for the same

purpose. These terms are not used here unless they are part of a repository's name.

- Resource Management Records: are documentation such as site forms, field notes, drawings, maps, photographs, slides, negatives, films, video and audio cassette tapes, oral histories, artifact inventories, laboratory reports, computer cards and tapes, computer disks and diskettes, printouts of computerized data, manuscripts, and reports made or acquired by the Federal Government to record information on cultural and natural resources for the purposes of reference or exhibition and for preservation of the Nation's natural and cultural heritage. These records may or may not be specifically associated with other museum property. If associated with other museum property (e.g., artifacts, specimens, or other objects) they are also known as "associated records." (See "Associated Records.")

C. ORGANIC AND NON-ORGANIC HISTORICAL AND/OR SCIENTIFIC DOCUMENT COLLECTIONS

For the purposes of this Handbook, there are two basic structural types of historical and/or scientific document collections distinguished by the way in which they were formed: organic and non-organic.

1. Organic Collection

An organic collection, as the name implies, is one in which the individual items have a systematic, developmental relationship to one another. Documents in an organic collection are generated and amassed in a natural fashion over time as a result of the day-to-day activities of an individual, a group of individuals, or an institution. For the purpose of museum property there are three kinds of organic collections: archives, resource management records, and personal papers (as defined above).

In an organic collection, the arrangement of the documents is an extremely important consideration. Archivists are concerned with maintaining the integrity of a collection by respecting the origin and purpose of the documents. To accomplish this, archivists utilize two basic principles of archival management that have evolved through years of experience with organic

collections--the principles of Provenance and Original Order.

- a. Provenance. The principle of provenance requires that the records or papers of one creator should not be mixed with those of another. In other words, organic collections should be physically grouped according to their original source and not separated out and interfiled with other materials as in a subject arrangement.
- b. Original Order. The principle of original order requires that the documents be kept as much as possible in their original organization and in the filing order imposed on them by their creator when the documents were in active use. Like provenance, the original order of documents can provide additional information not found in the documents themselves. The original order may show the sequence of an administrative activity, or may help to explain an operational process. Also, documents usually can be arranged and described more quickly and easily by identifying and accepting the original order.

2. Non-organic Collection

A non-organic (or artificial) collection is made up of individual documents or groups of documents that are gathered together from various sources by a collector. The documents are unrelated, except that they may fit into the same general subject area or they may be the same type of document. Examples are as follows:

- a collection of miscellaneous unrelated manuscripts dealing with the Civil War;
- a collection of broadsides from different printers; and,
- a collection of manuscript letters from several Revolutionary War personalities to other individuals.

D. GENERAL GUIDELINES

1. Application of Procedures

a. Individual Manuscripts

Individual manuscripts may be cataloged as separate items, one catalog number for each manuscript.

b. Organic Collections

Each organic collection should be lot cataloged as a single entity, with one catalog number for each collection.

c. Large Non-organic or Artificial Collections

When a large non-organic or artificial collection of unrelated manuscripts is acquired, curatorial staff may be tempted to use the lot cataloging method outlined below for organic collections. This procedure may be used only if adequate description and accountability information is available for each individual manuscript within the collection such as with a finding aid. Otherwise, handle individual unrelated manuscripts on an item-by-item basis. Small organic collections may be found within the non-organic collection and these may be processed using the lot cataloging procedures given in Section E below.

2. Accessioning

The procedures and rules for accessioning organic collections and individual manuscripts are the same as those for museum property.

Open accessions should not be used. It is possible that an organic collection may be received in two or more parts at different times. Therefore, one organic collection may have two or more accession numbers associated with it, with the two accessions cross-referenced. All finding aids should emphasize that the two (or more) entities are related.

Refer to Chapter 2 for information related to copyright.

3. Access

Researchers using historical and/or scientific document collections must sign into the unit visitor log (Museum Property Handbook, Volume I, Figure I.1). Access must be in compliance with Federal laws and regulations outlined in the Departmental Manual. Refer to Appendix A, (e.g., the Archeological Resources Protection Act of 1979 allows agencies to maintain confidentiality of archeological site location); also refer to Section G below.

E. **CATALOGING HISTORICAL AND/OR SCIENTIFIC DOCUMENT COLLECTIONS: MANDATORY DATA**

A catalog record is used to catalog historical and/or scientific document collections. Organic collections, which are essentially being cataloged by lot, require one additional step: the preparation of a preliminary inventory of the items in the collection.

The most important aspect of organic historical and/or scientific document collections is that they cannot be treated as individual documents without losing a great measure of their meaning. For the purposes of museum property cataloging, an organic collection is treated as a single entity and assigned a single catalog number. The catalog number need not be placed on every piece of paper, but should be placed on every box or file folder used to store the material. It should also appear on any finding aids created for the collection.

1. Container List

Prepare a container-by-container listing (see the definition of "Item"). Do not disturb any natural filing order of the documents that may exist. Each folder or multi-page document should be listed, and if possible list each item. In addition, note any significant item (use the unit Scope of Collection Statement, experience, knowledge of unit priorities etc., to determine what "significant" means). A separation sheet may be used (see Figure C.2).

Each container should be numbered and clearly labeled. As the container list is being made, inspect for infestation (e.g., indications of vermin, mold, or

mildew). Isolate or treat the materials as necessary before placing them in acid-free containers. A checklist (see Figure C.4) can assist in the cataloging of collections.

2. Catalog Record

Completion of all data categories found below is mandatory provided that the information is appropriate and available. If information is not available or not appropriate for the material cataloged, "unknown" or "not applicable" should be recorded.

List of Mandatory Data for Historical and/or Scientific Document Collections:

- Accession number
- Catalog number (including component part)
- Discipline classification type
- Object and/or specimen name
- Unit acronym and/or identifier
- Controlled property
- Item count
 - Item count
 - Lot
 - Bulk item count
- Current location
- Description
- Condition
- Date cataloged

Data definitions for mandatory terms listed above are described in Chapter 3. Additional highly recommended optional data specific to historical and/or scientific document collections are described below.

- **Name** Assign a name to the collection and include the date span of the materials (e.g., "The John A. Doe Records, 1752-1808" or "The Sierra Natural History Association Records, 1920-1960"). For non-organic collections only, use the word "collection" (e.g., "The John Doe Civil War Collection, 1860-1875"). Standard use of terms is encouraged as it can assist the user in understanding and accessing the material.
- **Quantity** Count all items in the collection. See the definition of "item" in the terminology section. If the collection is larger than 3 linear feet, counting

each item is optional. Include the number of linear feet needed to shelve the collection.

- **Description** Recommended information to include in describing historical and/or scientific document collections is described below.
- Concise statements that include a very brief identification of the person, organization, or project that generated the materials, and a brief statement on the main topic(s) of the collection. Indicate the language, if not English.
- Reference to the finding aids produced for the collection, including the type and the location of copies.
- Reference to any items from within the collection that are separately cataloged.

Example: Miscellaneous personal papers of John A. Doe, Revolutionary War soldier; 1752-[1778-1790]-1808; discusses Battles of Trenton and Yorktown, farming in Massachusetts; final inventory available - copies in catalog file and library; (see also Cat. No. 832: 1778 letter on exhibit; No. 956; No. 973).

- **Date** Give the beginning and ending dates of the materials in the collection. Bulk dates show where in the date span the majority of the items fall. Note these dates in brackets (e.g., 1857-[1883-1890]-1900).
- **Numbers** Record any other numbers that may be associated with the collection (e.g., as National Union Catalog of Manuscript Collections [NUCMC] numbers).

F. ADDITIONAL NOTES

1. Cataloging Individually and By Lot

As noted previously, organic historical and/or scientific document collections are usually lot cataloged. Deciding whether a group of documents has organic unity, however, may at times be difficult. A group of documents from several sources is not a problem. The group is not an organic collection, although it may contain some organic collections. The problem in judgment arises with a group

of documents that seem to have an organic quality. For example: A donor gives the unit a collection of manuscripts all by the same person. However, the donor has spent years collecting these documents one by one from different sources. Therefore, they were not "naturally accumulated by the creator" but they are from the same original source. Do they constitute an organic collection that should be lot cataloged or do they constitute a group of individual documents that should be cataloged separately? It depends on two factors: (1) Importance of the writer, and (2) Number of documents.

If the writer is very important, the documents should be cataloged separately (e.g., a group of George Washington letters gathered from different sources should not be lot cataloged).

Depending on the number of documents, there is a point at which a group of manuscripts written by one person assumes an organic quality. At that point, the importance of content of the individual items recedes in favor of the whole. For example, ten letters written by the same person but acquired from different sources are treated as individual items. One hundred letters by the same person but acquired from different sources begins to tell something about the person that goes beyond the content of the individual letters. A kind of organic quality has developed.

Examples of when to catalog separately and in lots:

- | | |
|---|--------------------------------|
| • 1 multi-page letter with envelope and newsclippings | 1 catalog number |
| • 5 unrelated letters in one accession | 5 catalog numbers |
| • 50 documents by different authors on the same subject in a non-organic collection | 50 catalog numbers |
| • 50 documents with organic integrity | 1 catalog number for lot unity |

- 50 documents by 1 author in a non-organic collection 50 catalog numbers or 1 catalog number for lot, depending on the nature of the documents and the importance of the author or the documents.

2. Items That Should Be Separately Cataloged from Organic Collections

The following types of items should be separately cataloged and in some cases physically separated from their organic collections. Cross-reference should be made on the catalog record.

- a. Items placed on exhibit or loan.
- b. Items removed for long-term study.
- c. Items with eminent figure associations, unless the entire collection is associated with an eminent figure.
- d. Items made of a precious material.
- e. Items with more than usual historic importance.
- f. Recognizable subgroups of large collections.
- g. Items with intrinsic value.

"Intrinsic value" is a term used by archivists to refer to the physical importance of a document. It has been used to describe documents that would lose informational value if the original were lost and only a copy were available. Although most original documents have qualities that would be lost in copies, some documents have physical characteristics of great importance. The following list is adapted from that used by the National Archives for items of intrinsic value.

- 1) **Physical Form.** Documents with the quality of artifacts such as those that would be studied as evidence of technological change (e.g., early press copies, wax-cylinder sound recordings, or very early typewritten documents).

- 2) **Aesthetic or Artistic Quality.** Documents that have an artistic quality (e.g., some photographs, artwork, maps and architectural drawings, fraktur and other decorated or illuminated documents).
- 3) **Age That Provides a Quality of Uniqueness.** *A document, because of its topic and its relative age, may have intrinsic value. For example, a 1970 document on nuclear power by John Doe may not have intrinsic value, but a 1940 document on nuclear power by John Doe probably does. Keep in mind, however, that documents created in the present may have intrinsic value in the future.
- 4) **Physical Evidence.** The mere fact that a certain piece of paper exists often constitutes an important piece of evidence, regardless of what it contains (e.g., a dated laundry list can place the listmaker at a particular place at a particular time). Often the only way to authenticate a piece of evidence is to examine it physically (e.g., look at watermarks). This procedure cannot be done with a copy.

G. FIELD-GENERATED DOCUMENTATION (RESOURCE MANAGEMENT RECORDS)

1. Definition

Field-generated documentation is the product of systematic research. It is 1) produced by bureau historians, architects, archeologists, ethnologists, natural scientists, and other specialists in the course of official activities, or 2) produced on contract with the bureau. If the series of documents is generally created in association with the acquisition of objects and/or specimens, they are called "Associated Records." They are a type of resource management records. Field-generated documents (resource management records) that do not have associated objects and/or specimens, but are part of the same series or organic collection, should be similarly treated.

2. Types of Documentation

a. Natural History

Raw data sheets, instrument charts, computer disks and tapes, cards, printouts, coding lists and format statements, field notebooks, collecting permits, remote sensing, and maps with study plots or thematic overlays.

b. Cultural Resources

Field notes, photos, site maps, stratigraphic profiles, sketches, remote sensing data, lab notes, analysis forms, count tabulations, original reports from outside experts, computer materials, drawings, sketches, audio or video tapes, slides, films, photos, correspondence, notes, paint and mortar samples, measured drawings, contracts, and permits.

3. Types of Historical and/or Scientific Document Collections

Different types of organic collections may be identified (e.g., a data set from a specific study or project covering one geographic location in one narrow time period). On occasion, the entire collection of a single researcher may be acquired, which may include materials from many places at many times.

In the former case, the collection fits the definition of field-generated documentation and would be handled accordingly. In the latter case the collection resembles a personal papers collection and may be handled as such.

4. Special Considerations of Each Discipline

a. Archeology

In archeology, unlike most disciplines, the object of study, the site, is destroyed by the process of study (excavation). The objects, the data collected, and the physical records themselves, therefore, become the primary resources remaining from the site.

The Archaeological Resources Protection Act of 1979 (PL 96-95, 93 Stat 721), Section 9, enables Federal agencies to maintain the confidentiality of the

location of archeological resources without violating the Freedom of Information Act, if such disclosure could harm the resources involved. Information on the location of the sites may, if deemed necessary, be marked "non-security confidential" and placed in a secured area not accessible to the public.

b. Native American (Ethnographic) Document Collections

There are situations in ethnographic research where an informant's confidentiality should be protected. Confidentiality, if necessary, usually is requested by the ethnologist and need not be determined by the cataloger. Access may be restricted, subject to the provisions of the Freedom of Information Act (5 USC 552).

c. Historic Architecture

In the course of researching a historic structure, the architect makes copies of documentary material. Sometimes, these copies can become unique primary resources if the originals are not retrievable in the future (e.g., a copy negative is made of a photo in someone's possession). That person may die or move away and become untraceable and the original photo may be lost or destroyed. The copy negative then assumes importance as a primary resource.

d. Natural History

Actual specimens from many sources are usually cataloged and classified by taxonomic category and geographic area independent of collection locale information (e.g., collector, date, and specific site), although this information would be kept with the specimen. To get an overview of all materials from one collection, one would need an inventory of that collection, which not only would list all the materials but may also provide additional information (e.g., if a complete list of a botanist's collection is available, it may be possible to infer his or her collecting routine). In other words, the paper documentation of the collection can add information that is obscured by the method of handling the specimens.

Access to collection data related to protected species (e.g., threatened or endangered species, migratory birds, and others) may be considered sensitive data. Detailed locality information for sensitive natural resources should not be included in final reports or other documents prepared for public distribution. Access to such data may be restricted following legislative mandates or internal bureau regulations, subject to the Freedom of Information Act (5 USC 552).

5. Guidelines

- a. Field-generated documents (resource management records) that accompany objects and specimens should be treated as an organic collection (i.e., a single entity with a single catalog number within the accession).

This collection can then be cataloged using the same procedures as for other organic collections. The field-generated documents may be filed in the accession folder or housed as a historical and/or scientific document collection.

- b. Field-generated documents that serve to interpret, describe, and analyze objects and specimens such as sherds, botanical specimens, and hardware from historic structures are properly located organizationally and physically close to the objects/specimens.

H. COMMON ABBREVIATIONS USED IN ARCHIVAL WORK

The following abbreviations may be used in the catalog record and on other associated descriptive materials.

• Accession	acc.
• Blueprint(s)	bp(s).
• Broadside(s)	brsd(s).
• Circa	ca.
• Carbon Copy(ies)	cc(s)
• Clipping(s)	clp(s)
• Copyright	c.
• Correspondence	corres.
• Enclosure(s)	encl(s).
• Envelope(s)	env(s).

• File Folder(s)	ff(s)
• Linear Feet	lf.
• Manuscript(s)	ms(s).
• Memorandum(a)	memo(s).
• Miscellaneous	misc.
• No Date	n. d.
• No Place	n. p.
• Pamphlet(s)	pam(s)
• Postmarked	pm.
• Regarding	re.
• Scrapbook(s)	scbk(s).
• Volume(s)	vol(s).

The following abbreviations are used for describing individual manuscripts.

• Autograph letter(s) signed (in the hand of the author)	als.
• Letter(s) signed (signature only in the hand of the author)	ls.
• Typed letter(s) signed (by the author)	tls.
• Typed letter(s) (lacking handwritten signature)	tl.
• Autograph document(s) signed (in the hand of writer of the text)	ads.
• Document(s) signed (signature only in the hand of the author)	ds.
• Holograph(s)--for manuscripts handwritten by the author	holo(s).

I. LISTING OF OPTIONAL DATA FOR HISTORICAL AND/OR SCIENTIFIC DOCUMENT COLLECTIONS

Optional data for historic and/or scientific document collections may be found in USMARC Format for Bibliographic Data, Catalog Distribution Service Library of Congress, Washington, prepared by the Network Development and MARC standards office.

J. NATIONAL INVENTORY OF DOCUMENTARY SOURCES IN THE UNITED STATES

Historical and/or Scientific Document Collections may be listed in the National Inventory of Documentary Sources using the information in Figures C.5 through C.7 listed below and available from:

National Inventory of Documentary Sources in the United States, Chadwyck-Healy Inc, 1101 King Street, Alexandria, VA 22314

K. FIGURES

LIST OF FIGURES

- C.1 Container List - Historical and/or Scientific Document Collections
- C.2 Separation Sheet
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- C.4a Checklist for Historical and/or Scientific Document Collections
- C.4b Checklist for Historical and/or Scientific Document Collections (Continued)
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- C.5b Notes for Contributors to the National Inventory of Documentary Sources In the United States (Continued)
- C.6a Agreement for the Inclusion of Finding Aids in the National Inventory of Documentary Sources in the United States
- C.6b Agreement for the Inclusion of Finding Aids in the National Inventory of Documentary Sources in the United States (Continued)
- C.7 National Inventory of Documentary Sources Data Sheet

DATE: _____	Sample Container List	PAGE _____ OF _____
Historical and/or Scientific Document Collections		
Collection/Project: _____		
Description: _____	Volume: _____	Location: _____

Figure C.1 Container List - Historical and/or Scientific Document Collections

SAMPLE SEPARATION SHEET		Historical and/or Scientific Document Collections
Type of Item (map, newspaper clipping, photograph, etc.)		
Description of Item (Include dates, names, topics, etc.)		
Item Originally Filed (Specific Location: Box #, Folder #, drawer #, etc.)		
Item Now Filed (Specific Location: room #, shelf #, box #, folder #, drawer #, etc.)		
Separated By:		Separation Date:

Figure C.2 Separation Sheet

SAMPLE
 Historical and/or Scientific Document Collections
 Inventory Worksheet

Page ____ of ____

Collection Title: _____

Catalog Number: _____

Box Number: _____

Folder #	# of Items
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

Folder #	# of Items
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	

Folder #	# of Items
41	
42	
43	
44	
45	
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Figure C.3 Historical and/or Scientific Document Collections Inventory Worksheet

**SAMPLE
CHECKLIST FOR HISTORICAL AND/OR SCIENTIFIC DOCUMENT
COLLECTIONS**

COLLECTION _____

CATALOG NUMBER _____ ACCESSION NUMBER _____

DOCUMENTATION

X DATE INITIALS

- | | | | |
|---|-------|-------|---|
| — | _____ | _____ | 1. Complete all accession receiving documentation including accession book entries |
| — | _____ | _____ | 2. If appropriate, create a database to document collection or a part of the collection |
| — | _____ | _____ | 3. Create a register documenting content and organization. |
| — | _____ | _____ | 4. Enter data about collection into a museum cataloging system |
| — | _____ | _____ | 5. Register submitted to National Inventory |

PRELIMINARY WORK

- | | | | |
|---|-------|-------|---|
| — | _____ | _____ | 6. Complete initial survey of materials |
| — | _____ | _____ | 7. File acid-free copy of survey in accession folder |
| — | _____ | _____ | 8. Develop a written organizational plan |
| — | _____ | _____ | 9. Discuss viability plan with the designated authority |

Figure C.4a Checklist for Historical and/or Scientific Document Collections

**SAMPLE
CHECKLIST FOR HISTORICAL AND/OR SCIENTIFIC DOCUMENT
COLLECTIONS (Continued)**

COLLECTION _____

CATALOG NUMBER _____ ACCESSION NUMBER _____

PHYSICAL PROCESSING

X DATE INITIALS

- | | | | |
|---|---|---|---|
| — | — | — | 10. Remove all foreign objects from documents and clean as necessary |
| — | — | — | 11. Reorganize materials according to plan |
| — | — | — | 12. Flatten folded documents and rehouse in oversized folders where necessary, complete separation sheets and place in former location of oversized documents |
| — | — | — | 13. List all items in need of Conservation |
| — | — | — | 14. Rehouse in acid-free folders labeled according to unit Standard Operating Procedures |
| — | — | — | 15. House folders in acid-free archival boxes labeled according to unit Standard Operating Procedures |

PROJECT COMPLETION

- | | | | |
|---|---|---|--|
| — | — | — | 16. Be sure all electronic documents are in final draft |
| — | — | — | 17. Print catalog cards |
| — | — | — | 18. Send catalog cards to repository designated by bureau |
| — | — | — | 19. Place acid-free copy of register in accession file (unbound to allow for research copies to be made and updates to be added) |
| — | — | — | 20. Place a copy of the list of items needing conservation in the accession folder. |

Figure C.4b Checklist for Historical and/or Scientific Document Collections (Continued)

THE NATIONAL INVENTORY OF DOCUMENTARY
SOURCES IN THE UNITED STATES

Chadwyck-Healey Inc.

Notes for Contributors

Inclusion in the National Inventory

In order to be able to include your finding aids in the National Inventory, we ask you to:

- (a) *Sign our form of agreement granting us rights to reproduce your finding aids*
- (b) *Send us a copy of the data sheet listing the finding aids that you wish to be included.*

Sending the Finding Aids

Such a listing will only be treated as advisory. When we are ready to microfilm your finding aids we will ask you to send the finding aids on the list. Alternatively you may prefer to send the finding aids with the list that you submit to us.

Additional Information

The microfiche edition of the finding aid provides you with an ideal opportunity to add further information about the finding aid or the collection. For example:

- "Access to this collection is restricted"
- "Please apply in writing to use this collection"
- "A further list of documents in the collection is held in our reading room"
- "This collection has been reproduced on microfilm. For information and prices write to..."

If you want a statement to be included on the microfiche please type it clearly on an electric typewriter on a sheet or sheets of white paper and enclose it with the finding aid. Please also make sure that each sheet is identified with the name of the finding aid to which it refers.

Figure C.5a Notes for Contributors to the National Inventory of Documentary Sources in the United States

These sheets will be microfilmed after the end of the finding aid following a caption that reads: Additional Information.

Within reason there is no restriction on the number of pages that you can add. When deciding whether to add a statement please consider the information about the collection that you would like researchers to have at the time they study the finding aid in order to save unnecessary correspondence and calls.

Deposit of Finding Aids with NUCMC

When we receive your finding aids we will microfilm them and then either return them to you, keep them if you do not want them to be returned, or deposit them with NUCMC at the Library of Congress. We have agreed to cooperate with NUCMC by providing copies of finding aids when permitted to do so which will form the basis for entries in future editions of NUCMC. Thus your provision of finding aids for inclusion in the National Inventory may also result in entries in NUCMC, requiring no additional action on your part.

Exclusion of Finding Aids

As stated in the agreement we reserve the right to exclude a finding aid that we do not think should be included in the National Inventory either because of its size, or because of technical difficulties relating to its reproduction on microfiche or because of the specialized nature of the collection to which it refers.

In such cases we will inform you in writing of our reason for exclusion and invite your comments.

**Figure C.5b Notes for Contributors to the National Inventory of
Documentary Sources in the United States (Continued)**

AGREEMENT FOR THE INCLUSION OF FINDING AIDS IN THE
NATIONAL INVENTORY OF DOCUMENTARY SOURCES
IN THE UNITED STATES

Made between: _____
Hereinafter referred to as the Institution

and

Chadwyck-Healey Inc.
Hereinafter referred to as the Publisher

1. The Institution grants to the Publisher the non-exclusive rights to reproduce on microfiche finding aids on the attached list.
2. The Institution shall lend to the Publisher a copy of each of the finding aids for microfilming.
3. The Copyright shall continue to be held by the Institution.
4. In consideration of the microfiche rights assigned to the Publisher, the Publisher shall give the Institution.
 - (a) One free copy of the microfiche of each of the Institution's finding aids.
 - (b) A 10% discount on any purchase of parts of the National Inventory of Documentary Sources in the United States. (To be eligible for the discount such purchases must be made directly from the Publisher.)
 - (c) The right to buy microfiche copies of the Institution's finding aids at a discount and to resell them.
5. Costs:
 - (a) The Institution shall pay the cost of mailing its finding aid to the Publisher's office in Alexandria, Virginia, for microfilming.

Figure C.6a Agreement for the Inclusion of Finding Aids in the National Inventory of Documentary Sources in the United States

(b) The Publisher shall pay the cost of returning the finding aids sent for microfilming.	
(c) The Publisher shall charge the Institution at cost for shipping microfiche copies ordered as in Clause 4(c) above.	
(d) All other production and selling costs shall be borne by the Publisher.	
6. The first frame of each microfiche shall state that the finding aid is reproduced by permission of the Institution.	
7. The Publisher reserves the right not to include finding aids submitted by the Institution.	
8. Either party shall have the right to terminate this Agreement by giving the other twelve months prior written notice, it being understood that the Publisher may continue to sell microfiche copies on hand or in production at the time such notice is given.	
For: _____	For: Chadwyck-Healey Inc. 1101 King Street Alexandria, VA 22314 Telephone: 703 683-4890
Date: _____	Date: _____

Figure C.6b Agreement for the Inclusion of Finding Aids in the National Inventory of Documentary Sources in the United States (Continued)

DATA SHEET

Code: _____

From:

Address:

Person to Contact:Telephone:

Please list below or attach a list of the finding aids that you wish to be included in the National Inventory of Documentary Sources in the United States.

Title of Collection to which Finding Aid refers ¹	Format ²	Number of pages ³
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¹ Please give full title. If the title on this list differs significantly from the title of the finding aid itself please be sure to indicate which title should be used in our index
² For example, pages or words
³ Approximate number of pages of text

Please check the relevant boxes below

Finding aids listed above

are selected will be sent when requested

After microfilming

Please return our finding aids to us Please do not return our finding aids to us Please deposit our finding aids with NUCMC

Comments/Special Instructions:

Figure C.7 National Inventory of Documentary Sources Data Sheet