National and State Libraries Australasia

Faster access to archival collections in NSLA libraries:

Guidelines for providing rapid access to recent receipts

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March 2011

Table of contents

1. Purpose

These guidelines are designed as a set of practical ideas to assist managers of NSLA archival collections provide rapid access to recent receipts. The suggestions which follow are intended to be non-prescriptive, a starting kit of ideas which managers can use, adapt or elect not to apply as best fits their library. Each NSLA library and its processes are unique, and your library may have already implemented or started to think about some of the suggestions at a local level. The information presented should act as a catalyst for continued creative discussion on how to improve rapid access to recent receipts within the NSLA archival community.

2. Background and scope

The guide was commissioned as one of the recommendations of the *Faster access to archival collections in NSLA libraries[1]* report. The suggestions contained in the text draw heavily on the report's survey results and analysis, together with ideas derived from recent international research (listed in the Bibliography in Section 12 below).

The guide focuses on the early stages of control at the collection or record group level. Guidelines for arrangement and description of collections requiring further processing will be the subject of a separate companion booklet.

The contributions of each of the national and state libraries to the NSLA surveys, of Jackie Dooley (OCLC) for her expert advice, of Joanna Meakins (Trove analyst, NLA) to the section on discoverability, and of Judy Horswell, Catherine Argus, Bernadette Brown and Eileen Schmitt (Special Materials Cataloguing, NLA) for their cataloguing guidance, are gratefully acknowledged. In addition, sincere thanks are extended to Marie-Louise Ayres (Senior Curator and NSLA Project 8/Action 5 Project Manager, NLA) and Emma Jolley (Curator ofManuscripts, NLA) for their considerable input and support.

3. Three things that your library can do to make recent receipts rapidly available

    i.   Encourage donors to provide 'shelf ready' boxed and listed collections.

    ii. Prioritise the creation of minimal level online catalogue records for all new and legacy receipts to enhance discoverability and contribution of these records to federated services.

    iii. Focus on throughput – set targets and keep collections 'moving' until they are under basic physical and intellectual control.

4. Focus on providing rapid access and set targets

- Undertake the minimal steps necessary to bring collections under physical and intellectual control as quickly as possible.

- Aim to meet the basic needs of researchers, donors and the institution rather than striving for a comprehensive level of collection control.

- Implement a simplified workflow for accessioning and processing – redevelop and streamline processes to increase throughput.

- Minimise duplication and 'churn', i.e. the inefficiencies associated with unnecessarily repeating processes at different steps in the workflow.

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[1] Ayres, Marie-Louise *Faster access to archival collections in NSLA libraries : project report*. Canberra : National Library of Australia, November 2010.

- Implement the use of a processing check or worksheet – this lists tasks to be completed, their order in the workflow and indicates when each stage has been signed off. Be aware that not all steps may need to be performed for all accessions. A checklist will assist in tracking and reporting on where a collection is up to in the workflow chain – see Appendix 1.

- Replace manual processes with technology based solutions.

- Get on top of metrics – the benefits of keeping reliable and useful statistics for identifying potential efficiencies in archival workflows cannot be overstated. Good data will help you understand exactly where your resources and finances are being expended and the real costs of what you do. Statistics are fundamental to planning, requesting additional resources and project funding. They will also help justify your position within the wider institution, manage expectations from other areas of the library and increase institutional understanding of the core activities of archival collection management.

- Set targets for the processing of new receipts to a minimum discoverable level within a designated time of receipt – for example within one month of transfer of ownership. Also note the minimum resources required to achieve these targets.

- Keep up momentum – prioritise the basic control of all new receipts and keep accessioning activity 'moving' until this is achieved.

- Be stringent – implement a policy to tackle current accrual backlogs (as distinct from legacy backlogs) and address the mismatch between collection growth, available resources and the library's processing policies and practices.

5. Pre-receipt – be more efficient before material arrives

5.1 Receive and manage offers

- Increase the visibility of your collection development policy – make clear statements available on your website outlining collecting policy and donor responsibilities, such as boxing and listing collections.

- Create a simple 'self-service' pathway for registering offers by providing a web form for internet users, and a print version for over the counter approaches. The State Library of South Australia's Donor Pack is an excellent example of how to provide comprehensive upfront guidance to donors – see Appendix 2.

- Ask donors to supply basic information about their offer at the point of enquiry. For example, your web form should have fields for gathering details such as the collection size, provenance, current location, format/s, condition and presence of sensitive material. Making this an early requirement will aid and expedite the selection process by eliminating unnecessary staff mediation.

- Coordinate the receipt of offers by directing donors to a specific acquisitions-only web, email or postal address. Make this information clear for staff in other sections so that they can forward prospective offers to the correct service point. Managing offers in a single workflow is more efficient than dealing with some by email, some by phone, etc.

- Automate the tracking of collection offers to enable the effective monitoring and management of requests.

- Set a target for providing an initial response to offers within one month of receipt, to prevent an embarrassing and unmanageable accrual of requests.

- Create a form letter reply for straightforward requests, a holding reply for busy periods or complex requests, and a decline letter for declines or referrals to other institutions. These will save you much time in ringing donors back and forth and the possibility of getting 'caught' in lengthy conversations. Form letters can be delegated to lower level staff for completion and despatch, freeing up managers' time for higher level work.

- Communicate with donors by letter in preference to email as this is less likely to generate multiple bounce-back responses and the expectation of instant replies.

5.2 Make donor liaison more effective

- Shift staffing resources and skills from detailed processing to pre-transfer activities – for example, to appraisal and donor liaison to ensure that only material of intrinsic historic or research value is collected.

- Where resources permit, consider appointing a field officer to deal directly with donors.

- Undertake open discussions with donors to clarify expectations – emphasise that your library's focus is now on making collections available in a timely manner.

- Promise good basic online catalogue records, not detailed finding aids.

- As a development opportunity, take a lower level staff member on collection visits so that they can build up their donor liaison skills and are able to 'go solo' when needed.

- Prime donors to identify sensitive material which they can physically isolate and, about which, provide upfront advice on restrictions. Separating sensitive material before transfer can assist in making open parts of collections available more quickly.

- Clarify access conditions early in the continuum. Where possible resolve these at the point of acquisition rather than further down the processing path, so that the bulk of collections can be made quickly available to researchers. Have a rights form readily available for this purpose.

- Include categories for access and copying for research purposes on your rights form.

- Inform donors that your library prefers that restrictions are not imposed on these categories, in order to facilitate usage of material by researchers.

- Ensure that donors understand that they are no longer the legal owners of the material once transfer has taken place (though they do of course retain intellectual ownership over any items which they have created). Making this clear at the start will prevent embarrassing and time wasting misunderstandings later on.

- Make sure that donors have really finished with their archives before transfer as arrangements to borrow material back are messy and time consuming for both parties.

- Pre-empt donors who make frequent small additions to their collections by providing them with a small number of empty archival boxes which they should only transfer as a consolidated unit once filled. This approach can prevent the duplication of effort associated with the registration, acknowledgement and processing of multiple small additions to collections.

- Use donors as the source of information about their material – many will be happy to provide a few biographical details or notes on administrative history which might otherwise take up part of your staff's valuable accessioning time. A field for this purpose can be included in your box listing template.

5.3 Active appraisal

- Apportion a dedicated time in your calendar to deal with offers, e.g. one morning a week.

- Set a benchmark for appraising all collections larger than a certain size, to ensure that only material within your library's collecting scope is being acquired. For smaller libraries, collections of 3-5 boxes or larger may warrant appraisal; for larger libraries a higher benchmark may be more appropriate.

- Get better at saying 'no' – placing material in your institution may not be the only or best solution in every case.

- Actively consider collaborative collection development – rather than accepting an out of scope accession, consider if there is a more appropriate collection institution for the material.

- Given the 'base time' required to complete work on an accession – regardless of size – take into account the number of existing accessions, available resources and the meterage under offer before accepting new collections.

- Accept less – revise your collecting scope to focus on representative rather than comprehensive collecting.

- Weed large accessions more thoroughly prior to transfer and prefer smaller parts of collections to 'taking the lot'.

- Think twice about taking collections or parts thereof containing a high proportion of secondary source material or loose, uncontrolled papers.

6. Early physical control – get material in and shelf ready

6.1 Transfer more 'shelf ready' collections

- Encourage most donors to provide archival collections boxed and listed, so that every receipt is usable soon after transfer – consider the alternative cost of box-listing in-house and how these resources could be better deployed. If all libraries require most suppliers to transfer material housed and described, this will gradually become the 'norm' with which suppliers will expect and comply. Offer the 'value proposition' that the donor will be adding detail which archival staff would never be able to know.

- Supply clear guidelines for donors to minimise staff mediation and to encourage 'self-service'. Provide a template and instructions for boxing and listing of collections which is downloadable from your website – see Appendix 3.

- Reassure donors that a basic listing (i.e. at box level) is all that is required, and that further detail need only be provided if they are interested and have the time and energy to expend on the task.

- Request that donors submit box lists before transfer and check these closely to appraise material for transfer before it arrives. For example, rejecting several metres of unwanted publications associated with a large collection before they are received will save on the time and expense in organising their de-accessioning and return.

- For those libraries paying for valuations, require valuers to supply detailed lists in re-usable form (e.g. spreadsheet or table) as part of their report.

- If your library is packing onsite (e.g. in cases where the donor is too old, infirm, or for political/strategic reasons), it may be a small extra step for one or two staff to simultaneously list the collection using a spreadsheet and laptop.

- As far as possible, identify preservation needs at point of transfer and record the minimum requirements needed to physically preserve materials for attention at a later date.

6.2 Initial accessioning – make collections shelf ready faster

- Analyse tasks associated with initial accessioning – plan to reduce duplication, churn and develop reliable resourcing models.

- Keep up the momentum – view initial accessioning as a very active phase in which material is received, registered online, and moves along the 'conveyor belt' until ready to use within a stipulated timeframe, e.g. within one month of receipt. New collections should not linger at any one point for too long – flag any complications for follow-up in succeeding stages.

- Create a basic container level list at an early stage if papers arrive unlisted, and they are above a certain size or of a certain complexity (e.g. for collections of 5 boxes and above, or 10 boxes for a straightforward organisational archive). This will facilitate earlier use by researchers and reduce the need for staff mediation in reading rooms.

- Minimise significant travel of collection items through the library – each stopping point adds a further delay in the processing continuum.

- Keep materials in original containers as far as possible – in most cases comprehensive re-foldering is unnecessary; replace folders only where they pose a threat to the longevity of the material

- Minimise physical handling and rehousing and do not undertake item-level preservation, e.g. removing paperclips, isolating photographs, photocopying clippings, re-foldering, weeding, photocopying of carbons or thermal faxes or mending of torn documents at this stage. If complex problems are present, record these in your system for later attention.

- Note the presence of any audiovisual and digital material at the point of accessioning and record in your database for follow-up at a later date.

7. Facilitate minimal online access – make archival collections discoverable quickly

7.1 Maximise online discoverability as soon as possible after receipt

- Prioritise online discoverability as soon as possible after receipt. As indicated by the NSLA survey results, researchers are much more able to discover collections in the online environment than was the case 10 years ago but there are still large pockets of 'hidden' collections.
- Move manual systems to automated systems as far as practicable.
- Create descriptive metadata at the earliest stage of the process, in a single online system and build on as necessary – transferring and re-keying core data into multiple systems wastes time and is very inefficient.
- Set targets – aim to have a brief visible record containing a basic element set within one month of receipt, to ensure basic intellectual accessibility which is sufficient to promote use.
- Enhance discoverability in federated environments – contribute to Libraries Australia/Trove (and thence to OCLC) at the point of record creation to significantly enhance the visibility of your collections. Coverage of NSLA archival holdings in both services is currently very uneven.
- Strive to adopt common minimum standards and metadata sets to facilitate the sharing and harvesting of records.
- Standardise and streamline the representation of additions to archival collections in MARC records.
- Assign processing and description priorities on receipt and record in electronic form so that results can be manipulated and reports obtained. The priority will not necessarily correspond to the importance of the creator or the collection but to the need of the collection for further processing so that it can be made accessible to researchers.
- Include a clear access and copying statement in the record so that researchers are aware upfront if permissions may be required. Prefer wording such as 'permission required' rather than 'not determined' so that researchers are aware that access may be possible.

7.2 Minimal level records – what elements should my library's archival collection records contain?

- Consider and decide on which elements a minimal level catalogue record should contain in order to provide basic control and maximum discoverability in a federated online environment. Refer to the examples in Appendix 5 to compare existing standards and our suggestion for a minimal level archival record.
- Set up a cataloguing template containing default information for your minimal level records so that repeated data need not be created afresh each time. Include the leader code 06=t to ensure that the entry will display correctly in Trove.
- Where relevant, also flag Australian content by adding the code 'anuc' at leader 042, subfield a, e.g. *042 $aanuc*. Trove search logs show that researchers often limit their searches by 'Australian content'; if your catalogue entry does not include the 'anuc' code your collection will be excluded from search results.
- Reflect on what you might be tempted to include in a minimal level record which will impede rapid throughput. Ask yourself 'Is it worth including?' and only invest time in data which is essential for description and discovery purposes. For example, are you researching and writing biographical notes which could be provided more efficiently by adding links to Wikipedia or ADB entries? To save time, at this early stage limit any new notes to a list of keywords or a couple of short sentences based on what you already know.
- Consider where is the best place in the record to place descriptive metadata in order to enhance discoverability and think about the primacy of names in user searching.

- Include the creator name in more than one form in more than one field in the catalogue entry. Trove logs indicate that researchers find collections predominantly by name of creator or by keyword, often searching by phrase[2]. This suggests that including the creator name in multiple places in the catalogue record will maximise discoverability, as will including the name in a variety of forms, eg. James Cook and Cook, James.
- If a box list exists, insert a link in the catalogue record so that it can be searched in Trove to enhance discovery of the collection.
- Google – make your collections more discoverable by search engines by inserting two or three key search terms in you minimal level records; use keywords rather than full sentences to save time and promote more precise indexing.

8. Provide fuller intellectual control – when and what to do?

8.1 Decide if more description is needed

- Only provide fuller catalogue descriptions for new receipts at the collection level once minimal level records have been created for all collections.
- When this has been achieved, prioritise the creation of higher level catalogue records for significant or high-value research collections, as further processing and description may be years or decades away, or be declared permanently out of scope.
- For most collections, consider the creation of a higher level catalogue record as the final point in the processing workflow; for low-priority collections, a basic minimal record will provide sufficient description to enable discoverability and use.
- For guidance on whether to process collections beyond the collection/record group level, refer to the companion booklet *Guidelines for arrangement and description beyond the collection/record group level·*[3]

8.2 Higher level collection level records

- Consider and decide what a full collection record should contain. For example, will a Libraries Australia Level 2 or 3 record meet your library's requirements? (See Appendix 6 below). Adapt standards according to your local needs but do not get bound in including detail that does not enhance discovery and use, or which requires involved research (for example, lengthy biographical notes, administrative and custodial histories).
- Consider the Libraries Australia *Guidelines for cataloguing collection level records*[4] which suggests the following element set for collection-level records: main entry heading, title, imprint, extent of item, illustrations, dimensions, notes (including existence of finding aid), subject headings, added entry headings, geographic area code, fixed field data (bibliographic level, encoding level, language, date 2, place of publication).
- Where resources allow, insert names of places, features, events, occupations and format (eg. diary, journal) associated with the collection in the catalogue entry as these are also search terms frequently used by researchers.[5]
- Expand on scope and content notes at this stage, making use of pre-existing information and including these in the entry as links, not as new or reworked text, e.g. link to a Wikipedia or an ADB online entry rather than summarising the information for inclusion in your catalogue record. If no such link exists, get your volunteers to create the information which can be added at a later stage.
- Make sure that access conditions are correct and update the entry if required.

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[2] Email from Joanna Meakins, Trove analyst. 3 March 2011.

[3] *Guidelines for arrangement and description beyond the collection/record group level.* Canberra : National Library of Australia, March 2011.
[4] Libraries Australia. 'Guidelines for cataloguing collection level records' Accessed 7 March 2011: http://www.nla.gov.au/librariesaustralia/guides/cataloguing-collection-level.html
[5] Meakins, Joanna. Op cit.

- Consult Linda Newbown's lists projects report[6] and use the models outlined to provide access to finding aids which are not yet available and/or searchable online.

9. Encourage early physical access to collections

- Allow researchers to use 'unprocessed' collections, unless there are pressing reasons to deny access – for instance when there are sensitive papers present, or the contents of boxes are too messy to use.
- Stop referring to collections as 'processed' or 'unprocessed' – shift your thinking to a 'basic to fuller level of control' continuum.
- Develop a more nuanced vocabulary to describe the stages of description and control – for example, 'for processing, 'minimally processed', 'fully processed'.
- Adopt a common policy on assigning processing priorities to archival collections (both retrospectively and at point of receipt), and record these in machine readable records.
- Encourage the signing of access agreements early in the transfer process to remove potential blocks to accessing collections.
- Develop a plan for dealing with backlogs – prioritise an audit of completely uncontrolled material, followed by expansion of collection level records from available brief accession records, followed by expansion of collection level records; delay deeper levels of description until all collections are 'unhidden', at least at a basic level.
- Obtain an accurate measure of backlogs – only when the size and scope are understood will you be able to plan effectively.

10. Know your staff and allocate resources skilfully

- Understand the skill sets needed to undertake core tasks and address areas requiring further training and experience. For example, scholars argue that the archival community's lack of progress in managing born-digital materials is partly inhibited by our lack of education and exposure in this area.
- Strengthen staff knowledge and skills. Project planning, donor liaison, appraisal, dealing with audiovisual and born-digital materials and change 'readiness' are all areas identified by NSLA libraries in which staff could benefit from further training.
- Include volunteer hours in each area of your statistics where volunteers provide input – this will provide a more exact picture of overall resource deployment and requirements.
- Focus staff resources on throughput and then on significant material where warranted.
- Minimise the inefficiencies inherent in the fragmentation of staff across a wide range of duties and responsibilities by concentrating effort on one, or blocks, of activity.
- Consider rotating staff through various tasks to build up skills and increase awareness of processes undertaken across the full span of the accessioning continuum.
- Set aside blocks of time to concentrate on important tasks, e.g. one morning per week to concentrate on appraisal/processing, etc. Concentrated, undisturbed effort will be more productive than a piecemeal approach. If necessary, find a bolt hole and lock yourself away for a few hours!
- Review those tasks which are currently performed at a management level – it may be possible to delegate more, or parts of these, to lower level staff, freeing up management resources and encouraging staff development.
- Deploy lower level staff for routine tasks and data entry; concentrate higher level staff on appraisal and more involved level processing tasks.
- In libraries where the accessioning workflow is broken up between multiple teams, reduce delays caused by the need for frequent cross-team liaison by developing an effective communication tool (such as a check sheet) to minimise liaison and staff repeating tasks unnecessarily.

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[6] Newbown, Linda. The lists project : making collection lists searchable through Trove. Melbourne : NSLA, November 2010. Accessed on 26 April 2012: http://www.nsla.org.au/publication/project-report-making-collection-

11. Maximise available physical space

- If possible, create a separate dedicated space for receiving collections, such as a set of shelves with at least one sorting table nearby.   As well as enhancing the security of material, co-locating new receipts will make them more visible and quantifiable, acting as visual alert to bottlenecks and potential backlogs.

- If you have extremely limited space and equipment available for accessioning activities, as a minimum prioritise the clearing of space so that staff are not forced to deal with processing collections at their desks. Investing in physical infrastructure for processing collections has a significant benefit on accessioning productivity.

- If possible, position your accessioning area in a space separate to the main work space so that staff can concentrate on tasks undisturbed.

- Ensure that incoming material is shelved quickly to keep work areas as clear as is feasible. If there are delays, shelve the collection and retrieve for accessioning as required.

lists-searchable-through-trove

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13. Appendices

Appendix 1- Example of an accessioning workflow check sheet[7]

Collection Title:		MS Acc11.	
Depositor:		Acquisition File no.:	
Date of receipt:		RefTracker no.: NLAref	
Extent & containers:		Location:	
New ☐ *or* Addition to MS _____		Gratis CGP Purchase	
Priority: 1 2 3 4 5		AFR AFR+RC PRR Not AFR	
Voyager bib ID and holdings number:			

Task	Date	Initials
REGISTRATION		
Collection received		
RefTracker updated & closed		
Preliminary AT accession record created and saved		
Quick receipt email sent/call made		
List checked against collection OR created by accessioner; formatted, saved & filed		
Collection reboxed into MS boxes if required		
Collection labelled & shelved		
AT accession record updated as required		
ACCESSIONING		
Acquisition file requested/created & reviewed for background/history		
Preservation needs noted		
Special formats data sheet / digital preservation worksheet created if required		
Name record created/merged and bio note and contact details added		
AT accession record updated		
TRIM file updated (including all MS Acquisitions emails filed and subfolder deleted)		
Acknowledgement & rights agreement prepared		
Accession record & related documentation sent to supervisor/APS6 for review		
Acknowledgement & rights agreement sent to Curator or Senior Curator for approval		
Acknowledgement & rights agreement sent out and filed; AT updated		
Accession record marked as completed in AT		
Accession sheet filed on acquisitions file		
Accessions worksheet given to Registration Officer for Voyager entry		
VOYAGER		
Brief bib &/or holdings record entered on Voyager and suppressed		
Vendor record and purchase order created if required		
Invoice created if required (after valuation)		
Voyager entry noted on AT accession record		
Special materials cataloguer asked to upgrade catalogue record		
Accessions worksheet given to APS6 for final review		

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[7] Picture and Manuscript Branch, National Library of Australia, 2011.

Appendix 2 -Example of a web donor pack[8]

State Library of South Australia

About us | Collections | Services | Copying & publishing | Exhibitions | Events & bookings | Register with us

For your information

Donating archival or unpublished material

Archival records are generated by individuals, families, societies, or businesses in the course of everyday living. Material comprises paper documents, photographs, films, video or sound recordings, oral histories, maps, architectural plans, posters, parchment artworks and computer disks. The Library accepts artefacts such as trophies or medals for the archival collection where they support documentary records.

Government records are held by State Records of South Australia - not the State Library.

The Library collects archival material of research value that is predominantly South Australian in content, or is by or about South Australians. Donating original documents is preferred but, if you wish to retain the original, copying arrangements can be made.

We have compiled a Donor Pack that contains important information about donating material to our collections. It contains:

- Introductory letter
- Donor enquiry form
- Extract from the Collection Development Policy
- Guidelines for donating Personal Records
- Guidelines for transferring Society or Business Records
- Sample box list
- Box list template
- Deed of gift

Please contact the Archival Field Officers if you would like more information.

Email: archival donations
Phone: (08) 8207 7260
Fax: (08) 8207 7247

Appendix 3 – Example of a donor offer follow-up letter[9]

Dear

Thank you very much for your offer of Manuscripts collection material.

Please complete the following questionnaire to help us understand the material you are offering. This will greatly assist us in our selection decision process.

- Is this a new collection for the Library, or an addition to an existing collection – if so, which one?;
- Why you think the Library may be interested in the collection (please refer to our Collection Development Policy at http://www.nla.gov.au/ms/mscoll.html;
- Nature of the collection, i.e. subject areas covered, type of material (e.g. correspondence, subject files, draft works);
- Size of the collection (e.g. 4 wine boxes, 6 filing cabinet drawers, 1 letter, 4 large trunks);
- Current location of the collection, (e.g. home office, university office, garden shed, split between 3 locations);
- Format of the collection (e.g. mostly letters on paper, large number of photographs, 3 floppy discs of emails);
- How the collection is ordered (e.g. in named files covering subject areas, no order, very mixed material); and
- Availability of descriptive information about the collection (e.g. a box list, contents noted on boxes, captioned photographs, no description)
- Condition of the material (e.g. a little dusty/dirty, some evidence of mould, etc).
- Presence of sensitive material or official papers ,and whether these are easily isolated or scattered through the papers

Please send the information to me c/- our acquisitions team, at manuscriptsacquisitions@nla.gov.au. We will aim to reply to your offer within four weeks, but due to the number of offers received this may not always be possible. Please indicate if you require a response within a certain timeframe (e.g. the records are to be moved by a certain date). If your query is very urgent (i.e. you believe the material may be at risk in its current location), please contact me on 02 6262 1456.

Yours sincerely

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[9] Pictures and Manuscripts Branch, National Library of Australia, 2010.

Appendix 4 – Example of a simple box listing template[10]

EXAMPLE OF COMPLETED BOX LIST

Papers of

Box No.	Type	Description	Date(s)	Comment
Box 1	Employee record book	4 leather bound volumes listing full details of staff employed over the period. Names/addresses/pay rates/next of kin etc.	1845-1870 1871-1897 1898-1906 1907-1930	First company in SA to import pre cast house frames from England. Company held jobs for staff who enlisted in WWI. Company closed due to recession.
Box 2	Correspondence	Original order has been maintained: Business is by year and personal is by sender or recipient [Note: retain in order originally created]	1845-1930	
Box 3	Diaries	Personal diaries of Managing Directors, 5 leather bound diaries, includes mixture of personal and business details. Only 5 Managing Directors in company life all from same family, include details from military service in Boer War and WWI	1845-1870 1871-1880 1881-1910 1910-1914 1915-1930	John Lewis Dunn Lewis Arthur Dunn John Arthur Dunn Arthur Lewis Dunn Peter John Jones (husband Mary Dunn)
Box 4	Subject files [Note: retain in original order, files may contain several types of material on a particular topic]	Each file relates to different topic of interest, may include correspondence, brochures, photographs etc Brochures and sales lists Photographs and plans of worksites Photographs, lists and expenses sheets of social functions Order: - Interstate Order — County South Australia Order — Adelaide metropolitan	1845-1930	

EXPLANATION OF BOX LIST TERMS

Box No.	Number of the box containing the records. Numbers should be consecutive throughout the entire group, e.g. start with box 1 and continue, do not restart numbering. Retain records in original order.
Type	Name for a group of records, e.g. Letters, Scores, Diaries, kept together because they are the same format, or Reports, Minute books, which may have been kept together because they result from the same activity or function
Description	Title of an item, or a file or other group of records
Date(s)	Date or range of dates covered by the group of records; e.g. 1836, 1897-1923
Comments	Any comments you wish to make about the items, especially highlighting any particular significance to South Australians

[10] Sample box list, State Library of South Australia. Accessed 1 March 2011: http:l/www.slsa.sa.gov.au/site/page.dm?u=224

Appendix 5: Comparative minimal level record standards

A suggested minimal level archival record standard for NSLA libraries[11]	Libraries Australia Level 1 record[12]	AACR2 Level 1 elements[13]	ISAD (G) essential elements (I12)[14]	DACS single-level minimum[15]	RAD first level of detail[16]
			Reference code	Reference code	
Main entry	Name heading				
Title	Title	Title proper	Title	Title	Title proper
Creator [if not already included in title information]	Statement of responsibility	Statement of responsibility	Creator	Name of creator	
General material designation		Material specific details			Class of materials specific details
Dates	Publication details	Publication details	Dates	Date	Date(s) of creation
		Edition statement [not applicable to archival collections]			
Extent	Extent of item	Extent of item	Extent of the unit of description	Extent	Extent of descriptive unit
		Notes			Note(s)
Scope and content note [prefer keywords to prose where appropriate to save time]				Scope and content	Scope and content
					Administrative history/Biographical sketch
					Custodial history
Access restrictions				Conditions governing access	

Notes

				Language and scripts	
			Level of description		
				Name and location of repository	
		Standard number [not applicable to archival collections]			
Link to box list [where one exists]					
+ leader codes – type of record, bibliographic level, Libraries Australia tag	+ leader codes – type of record, bibliographic level, 06=t to ensure indexing of record in Trove archives island				
+ 008 tags – date of publication, Date 1, country of publication	+ 008 tags – date of publication, Date 1, country of publication				
Processing priority [suppressed field]					
Call number/location information					

11. Proposed by Marie-Louise Ayres and Susan Thomas, National Library of Australia, March 2011.

12. Libraries Australia. 'Minimum record standard' http://www.nla.gov.au/librariesaustralia/cataloguing/index.html#minimum

13. AACR2 : Anglo-American cataloguing rules – Part 1. Description – 1.0 General rules. http://desktop.loc.gov/php/print/print.php?doc=/DocView/ESPAARCR2/6/8/00...

14. ISAD(G): General International standard archival description. 2nd ed. Ottawa : International Council on Archives, 2000. http://www.icacds.org.uk/eng/**ISAD**(G).pdf

15. *Describing archives : a content standard.* Chicago : Society of American Archivists, 2004.

16. Canadian Committee on Archival Description. *Rules for archival description*. Rev. ed. Ottawa : Bureau of Canadian Archivists, 2008. Accessed 16 March 2011: http://www.cdncouncilarchives.ca/archdesrules.html

Appendix 6: Comparative table of additional Level 2 and 3 record elements

Record level	Suggested for higher level record for NSLA archival collections[17]	Libraries Australia[18]	AACR2[19]
Level 2	General material designation [if not included in minimal level record]	AACR2 Level 2	General material designation
	Single LCSH subject heading or other thesauri term		Parallel title : other title information
			Subsequent statements of responsibility
			Title of series and subseries
Level 3		AACR2 Level 3	All other AACR2 elements applicable to the item being described
		+ LC or Dewey classification number	
	LCSH subject headings or other thesauri terms	LCSH subject headings	
	Link to box list or finding aid [where these exist, and if not already included		
		USMARC coding, including values in the leader and coded data fields 006,007,008	
	Access points in LA authority file or LCSH or LCNA	Access points in LA authority file or LCSH or LCNA	

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17. Proposed by Marie-Louise Ayres and Susan Thomas, National Library of Australia, March 2011.

18. Libraries Australia.

19. AACR2 : Anglo-American cataloguing rules – Part 1. Description – 1.0 General rules. http://desktop.loc.gov/php/print/print.php?doc=/DocView/ESPAARCR2/6/8/00

Appendix 7 – Example of a minimal level catalogue record for an archival collection

Letters of the Dargan family, 1851-1867 [manuscript]

Bib ID	5152541
Format	📄 **Manuscript**
Author	Dargan family
Access Conditions	**Available for research. Not for loan.**
Description	[1851-1867] 0.03 m. (1 folder)
Summary	Letters from Dargan family siblings in Australia to their sister, Mary Murphy, in Ireland. Richard Dargan and his sister Fanny describe the conditions on the gold fields of Victoria (1 folder).
Terms of Use	**Copying of the Dargan family's copyright material permitted for research purposes.**
Rights information	View in Sprightly

Holdings	Comments (0)	Librarian's View	Copyright Status

Details	Collect From	
MS Acc10.093	Please contact Library 4 weeks in advance to discuss access **Access details** *Available for research. Not for loan.* **less**	Get this Copies Direct

000	00760ntcaa22001931a 4500
001	5152541
005	20110401172833.0
008	110401i18511867xx 000 0deng
040	|aANL |beng
042	|aanuc
045 2	|bd1851 |bd1867
100 3	|aDargan family.
245 1 0	|aLetters of the Dargan family, |f1851-1867 |h[manuscript].
260	|c[1851-1867]
300	|a0.03 m. |a(1 folder)
506	|aAvailable for research. Not for loan.
520	|aLetters from Dargan family siblings in Australia to their sister, Mary Murphy, in Ireland. Richard Dargan and his sister Fanny describe the conditions on the gold fields of Victoria (1 folder).
540	|aCopying of the Dargan family's copyright material permitted for research purposes.
920	|aPriority 3

Trove indicator

Leader code 06 = t

Australian content indicator

042$a = anuc

Processing priority level
(suppressed field)

Appendix 8- Example of a higher level catalogue record for an archival collection

Letters of the Dargan family, 1851-1867 [manuscript]

Bib ID	5149322
Format	⊢··**Manuscript**
Author	Dargan family
Related Online Resources	Contents list
Access Conditions	Available for research. Not for loan.
Description	(1851-1867] 0.03 m. (1 folder)
Summary	Letters from Dargan family siblings in Australia to their sister, Mary Murphy, in Ireland. Richard Dargan and his sister Fanny described the conditions on the gold fields of Victoria, whereas their sister, Eliza, wrote from Melbourne and provided family news and insights into daily life. Typescript transcriptions included (1 folder).
Biography/History	In 1852, John Murphy, son of John Murphy and Eliza Hanna, married Mary Dargan, daughter of P. Dargan and Frances Stafford. In 1851, Mary's brother, Ricard Dargan, left Ireland for Australia and the Victorian gold fields. Her two sisters, Fanny and Eliza, and her brother, Thomas, followed a short time later.
Index/Finding Aid Note	Contents list available at: G:DIV2\Manscrpt\LISTS\Dargan
Subjects	Dargan family - Correspondence. ⏐ Dargan, Richard, - d. 1867 - Correspondence. ⏐ Murphy, Mary - Correspondence. ⏐ Victoria - Social conditions - 1851-1891.
Other authors/contributors	Dargan, Richard, d. 1867
Terms of Use	Copying of the Dargan family's copyright material permitted for research purposes.
Rights information	View in Sprightly

Holdings   Comments (0)   librarian's View   Copyright Status

Details	Collect From
MS Acc10.093	Please contact library 4 weeks in adVance to discuss access Access details *Available tor research. Nottor loan.* **less**

```
000      0161 9ctca 2002891a 4500
001      5149322
005      20110401175000.0
008      110318i18511867xx        000 0deng
040      |aANL  |beng  |dANL
042      |aanuc
045 2    |bd1851  |bd1867
100 3    |aDargan family.
245 1 0  |aLetters of the Dargan family,  |f1851-1867  |h[manuscript].
260      |c[1851-1867]
300      |a0.03 m.  |a(1 folder)
506      |aAvailable for research. Not for loan.
520      |aLetters from Dargan family siblings in Australia to their sister, Mary Murphy, in Ireland.
         Richard Dargan and his sister Fanny described the conditions on the gold fields of Victoria,
         whereas their sister, Eliza, wrote from Melbourne and provided family news and insights
         into daily life. Typescript transcriptions included (1 folder).
540      |aCopying of the Dargan family's copyright material permitted for research purposes.
545 0    |aIn 1852, John Murphy, son of John Murphy and Eliza Hanna, married Mary Dargan,
         daughter of P. Dargan and Frances Stafford. In 1851, Mary's brother, Richard Dargan, left
         Ireland for Australia and the Victorian gold fields. Her two sisters, Fanny and Eliza, and her
         brother, Thomas, followed a short time later.
555 8    |aContents list available at: G:\DIV2\Manscrpt\LISTS\Dargan
600 3 0  |aDargan family  |vCorrespondence.
600 1 0  |aDargan, Richard,  |dd. 1867  |vCorrespondence.
600 1 0  |aMurphy, Mary  |vCorrespondence.
651   0  |aVictoria  |xSocial conditions  |y1851-1891.
700 1    |aDargan, Richard,  |dd. 1867.
856 4 2  |3Contents list  |uC:\DIV2\Manscrpt\LISTS\Dargan
920      |aPriority 3
```

Trove indicator
Leader code 06 = t

Australian content indicator
042$a = anuc

Processing priority level
(suppressed field)