

Processing Archives: A Conversational Introduction for the Non-Archivist



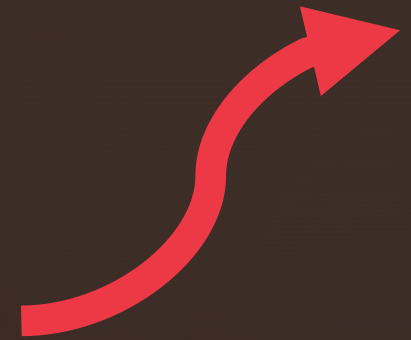
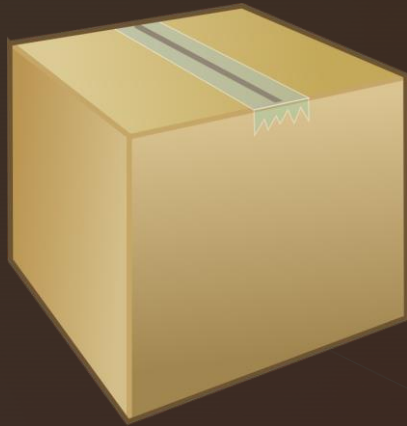
Presenters:

Lori N. Curtis, MA, MLIS, Loma Linda University

Adoree K. Hatton, MA, Burman University

Katy Van Arsdale, MA, MLIS, Pacific Union College

Archives Materials, Oh No!



Essential Questions

1. How do you receive a gift and document that transition? - Lori
2. How should you assess the gift and make sure it will be preserved? - Adoree
3. How do you make the collection available to your patrons? - Katy

1. How do you receive a gift and document that transition?

- First questions:
 - Does the gift fall within your collection development policy?
 - Do you have a collection development policy?
 - Does it matter?
- Collection and Donor files

Document the gift

- Forms to Use:
 - Donor Record form
 - Deed of Gift form
 - Donation Checklist

To: Office of Gift Records, Magan Hall
From: Sheila Klein, ext. 47501
Email: sklein@ula.edu
Account: 155000-5520

LOMA LINDA UNIVERSITY
University Libraries

Donor Record Form

Donor Name(s)	Today's date	FOR OFFICE USE ONLY
Contact name (if different than above):		Date Received:
Donor Affiliation, if any (alumni, past donor, etc.):		Received by:
Address: (include city, state, postal code, and country, if applicable)		
Daytime, Evening, Mobile Phone:	Email:	
Acknowledgement letter to: or, Same as above		

Number of items in gift: _____

Description of property: (Please include complete bibliographic citation for all published materials. Attach additional sheets as needed.)

Donation Checklist

Manuscript Number/Name: _____

Donor Name: _____

Inset Letter, E-mail Call or Donation Received From Donor On: _____

Response Sent to Donor

For Director/Staff of Letter

Awaiting Donation

Coding Donation

Notes: _____

Future Correspondence

Sample Deed of Gift Sent to: _____

Request for further information (i.e., Biographical Material)

Notes: _____

Waiting to Receive Items

Items Received on: _____

If Non-Manuscript Materials:

Thank-you Letter Sent or _____

Donor Added to Donor List

Item Cataloged

Item Shipped

If Manuscript Materials Are Received:

Deed of Gift With Thank-you Letter Sent

Accession Number Assigned to _____

Value(s) Number Assigned to _____

Waiting for Return of Deed of Gift

Signed Deed of Gift Received

Donor File Created

Manuscript File Created, with Copies of Correspondence and Deed of Gift

Director Summary Completed

Material Relinquished to the Folders

Bibliographic Record Made

Items Shipped

Manuscript # and Name Added to Manuscript Shelf List

Items Declassified

Notes: _____

a tax deduction for this donation.

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for the University Libraries, Loma Linda Un

ending to its stated terms.

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ght and other intellectual property interests) as t

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and any other matters related to the gift's ultimat

Date: _____

Date: _____

osity and support in enriching the Loma Li

Libraries 11072 Anderson Street Loma Linda ;

PH: 909-558-4581 FAX: 909-558-4121

DEED OF GIFT

I, the undersigned Donor, hereby donate and convey to Loma Linda University, all rights, title, and interests that I possess in the following materials:

Description (attach additional sheets as necessary):

Date material received on site (to be supplied by the institution):

I understand that the location, retention, cataloging, and preservation of the materials or other considerations relating to their use or disposition are at the discretion of Loma Linda University in accordance with its access and use policies and standard archival practice. These donated Materials shall be preserved, organized, and made available for education and research in accordance with the education and research aims of Loma Linda University. At the discretion of Loma Linda University, the Materials, in whole or in part, may be reformatted for preservation and/or access purposes, including but not limited to being reformatted to digital formats for use by any digital means in support of education and research. Materials shall be accessible to all persons qualified to use the materials of Loma Linda University subject to the terms and conditions, if any, stated below.

Terms and Conditions (attach additional sheets as necessary):

In the event that the Donor may, from time to time, hereafter give, donate, and convey to Loma Linda University, additional Materials, title to such Materials shall pass to Loma Linda University upon their delivery, and all the provisions of this instrument of gift shall be applicable to such additional Materials. A description of the additional Materials so donated and delivered shall be prepared and attached hereto and incorporated herein.

Copyright Interest:

I represent and warrant that I control the copyright in some or all of the donated materials. (Please indicate below the materials for which you control the copyright and the nature of your copyright control, e.g. joint/sole creator, heir, literary executor, etc.)

I do not control copyright in any of the donated materials

To the best of my knowledge, the copyright to the following specified materials (attach additional sheets as needed) is controlled by:

Materials: _____

Name: _____

Address: _____

1. How do you receive a gift and document that transition?

- Acknowledge the gift

**SAMPLE
FORMS**
**for Archival and Records
Management Programs**



Lenexa, Kansas



Chicago, Illinois

Helpful Book

2. ▸ How should you assess the gift and make sure it will be preserved?

- Steps to take:
 - Evaluate its physical condition.
 - Maintain the original order!
 - Climate Control



You want to know if we have any information on your grandfather? What was his name?



No, we don't file information under "Grandfathers, Maternal."

3. How do you make the collection available to your patrons?

- Steps to take:
 - Make/keep a list of available collections
 - Do NOT circulate unique material.
 - Establish a set of rules patrons must use when accessing the collection.

- If you are still overwhelmed, contact one of us! We will be happy to help you determine what your next steps should be!
- We are hoping to work together to create the following resources to help everyone with their archival processes.
 - Archives Registry
 - ARMS Website
 - ARMS/Archives Discussion List



Thank you! Any Questions?

