

Documentary Heritage and Preservation Services for New York (DHPSNY) Webinar Resources

Title: **The Process of Processing: Creating and Implementing Processing Plans**

Presenter: Kate Philipson, Archives Specialist, DHPSNY

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Description: Processing archival collections, which is the work of arranging, describing, and housing materials, can sometimes feel overwhelming. Creating an initial processing plan helps to make these activities more manageable, as it proposes a clear guide to understanding any given collection and the resources that are necessary to make it accessible. This webinar will address the reasons for utilizing processing plans in your workflows, as well as the details of how to write one and implement it effectively.

Archival Processing Manuals and Resources

Harvard University. *Joint Processing Guidelines at Harvard Library*, "Processing" and "Processing Plans."
<https://projects.iq.harvard.edu/jointprocessingguidelines/processing-plans>

Meehan, Jennifer. "Arrangement and description: between theory and practice," p. 63-100. In Caroline Brown, ed. *Archives and Recordkeeping: Theory into Practice*. Cambridge: Facet Publishing, 2013.

New York University Libraries. *Archival Collections Management: Arrangement and Description*. Last updated Jan 6, 2020. <https://guides.nyu.edu/c.php?g=847859&p=6062742>

University of California Libraries. *Guidelines for Efficient Archival Processing in the University of California Libraries*. Version 3.2, Sept 18, 2012.
https://libraries.universityofcalifornia.edu/groups/files/hosc/docs/Efficient_Archival_Processing_Guidelines_v3-1.pdf

University of Florida – Special and Area Studies Collections. *Archival Processing (Library Guide)*. Last updated Dec 18, 2019. <https://guides.uflib.ufl.edu/archivalprocessing>

University of Maryland Libraries, College Park, Maryland. *Processing Manual for Archival and Manuscript Collections*. 2009, last revised Sept. 2011.
<https://www.lib.umd.edu/binaries/content/assets/public/special/forms/umprocessingmanual.pdf>

Women and Leadership Archives, Loyola University Chicago. "Processing Plans: The Treasure Maps of Archives." December 22, 2015. Accessed 2/11/2020.
<http://libblogs.luc.edu/wla/2015/12/22/processing-plans-the-treasure-maps-of-archives/>

Processing Plan Templates

Harvard University Wiki. Schlesinger Library Collection Services: Manuscript Processing Manual and Procedures. "Processing plan template," created by Jenny Gotwals, last modified by Catherine Lea Holbrook on Nov 30, 2018.

<https://wiki.harvard.edu/confluence/display/Proceed/Processing+plan+template> . See also:

"Processing plan overview, created by Jenny Gotwals, last modified on Oct 10, 2017.

<https://wiki.harvard.edu/confluence/display/Proceed/Processing+plan+overview>

Library of Congress, Prints & Photographs Division. "Checklist to Plan the Processing of Pictorial Collections." Last revised July 2004. Accessed 2/11/2020.

<https://www.loc.gov/rr/print/tp/ChecklistToPlanProcessing.pdf>

New York University Libraries, Archival Collections Management: Arrangement and Description. "Processing Plan Template."

https://docs.google.com/document/d/1qMYENPQX7sgQHaJDpTGaZ_Ncl-WMtTKxCsRu1sdj5TE/edit

Tribal Libraries, Archives, and Museums (TLAM) Project (at SLIS, the iSchool at UW-Madison). "Archive Processing Plan Form" (includes a "Levels of Processing Matrix"). http://www.tlamproject.org/wp-content/uploads/2015/07/processingplan_form_and_matrix.pdf

University of Florida – Special and Area Studies Collections. *Archival Processing: Worksheets & Forms*, "Survey and Processing Plan Worksheet" (and other resources). Last revised Dec 18, 2019.

<https://guides.uflib.ufl.edu/archivalprocessing/docs>

Examples of "well-arranged collections," by subjective opinion of the presenter, as per a question from webinar attendee:

A.L. Edmiston Papers, RG 495, Presbyterian Historical Society, Philadelphia, Pennsylvania.

<https://www.history.pcusa.org/collections/research-tools/guides-archival-collections/rg-495>

Henry Barnard Papers, MSS.033, New York University Libraries, The Fales Library & Special Collections. Complete finding aid: <http://dlib.nyu.edu/findingaids/html/fales/barnard/> ; Arrangement:

<http://dlib.nyu.edu/findingaids/html/fales/barnard/scopecontent.html>

The Woman's Club of Albany Records, 1910-2010. M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, State University of New York.

<https://www.empireadc.org/empiresearch/ead/nalsu/mss139>