LIB399 Processing Checklist

The following list was created by Linda Long, Manuscripts Curator.

Title of Collection
___________________________________________________________

Accession No. (if any):
_______________________________________________________

Linear ft: ________________________________ Date of accession: __________________

Processor: ______________________________ Processing Supervisor

___ Review collection
___ Prepare a Processing Work Plan
___ Preliminary Box/Folder List
___ Sort and arrange collection
___ Reboxing and refoldering
___ Preservation actions taken:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

___ Preparation of finding aid, including:
    ___ Title page
    ___ Table of Contents
    ___ Biographical/historical sketch
    ___ Scope and content note
    ___ Series descriptions
    ___ Box and folder list
    ___ Index to correspondents, if applicable

___ Encode finding aid in EAD
___ Create and affix box labels
___ Cataloging in MARC