

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 refolding
- ☐ 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