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and
Moravian Theological
Seminary Archives**
Reeves Library
Moravian College
1200 Main Street
Bethlehem, PA 18018
(610) 861-1594

**Local History Special
Collections**
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Processing Manual for Archival and Special Collections

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Section 1: Basic Archival Principles

1.1 Introduction

This manual is designed to help the staff of the Bethlehem Area Public Library process local history collections in a consistent and efficient manner. It aims to be a practical guide for librarians with little or no training in archival management and can be applied to a wide range of archival and special collections. The manual consists of concise summaries of archival principles and standards, providing advice and numerous links to online resources.

1.2 Dealing with Donations

Libraries and archives benefit greatly through the generous donations of materials by thoughtful individuals. In order to maximize the benefits of these transactions, it is important that the library/archives follow in-house standard procedures that will ensure that the institution is a viable home for the materials. Refer to the following accessions table for a step-by-step guide to handling donations.

1.2.1 Step-by-Step Guide to Accessioning		
Step 1: Individual approaches the library with items to donate.	If there are few items and you are not busy, proceed to next step.	If there are many items, ask the individual if you may hold them temporarily and contact him at a later time.
Step 2: Check collection policy (see **appendix 4.1**)	Check the items against the library's collection policy – do they fit within the scope of the policy?	If no, explain the policy to the individual and suggest a more suitable repository.
Step 3: Preservation concerns	Take note of any preservation concerns that need immediate attention.	If the materials are in need of more attention than the library is able to provide, inform the individual and suggest a more suitable repository.
Step 4: Processing needs	Estimate the time and supplies needed to process the materials.	If it is beyond the capability of the library, inform the individual and suggest a more suitable repository.
Step 5: Deed of Gift (see **appendix 4.2**)	Once you decide to keep the materials, thoroughly review the deed of gift with the donor.	Explain sensitive topics like copyright and disposition and take note of any conditions imposed by the donor. Sign two copies and give one to the donor. Place the second copy in the Deed of Gift file.
Step 6: Accessioning: temporary storage and inventory	Transfer the donated materials to a temporary location for a preliminary survey. Make a thorough, but concise inventory of the materials.	Note quantity, original order, logical series, content (types of materials), preservation concerns, and candidates for disposition.
Step 7: Accessioning: database	Record information about the materials in the BAPL Local History Accessions Database located in L:\ASKSAM\AS_WIN	See **appendix 4.3** for database instructions.

1.3 Respect des Fonds? Can you repeat that?

The task of an archivist is complicated, primarily because of the variety of material in his or her charge. Since the materials come from individuals or institutions, they do not always follow recognizable conventions. The subjective nature of archival materials have forced recordkeepers to establish a few strict rules as guidelines in tackling large amounts of organic (in the sense that they are a natural outgrowth of activities) materials. In the midst of the chaos, it is a comfort to utilize these rules with unruly collections and because there are so few of them, they are easy to remember.

- **Provenance also known as Respect des Fonds**: This is the golden rule of archival collections. The most defining element of a collection is its creator. Respect that and do not divide collections based on arbitrary elements. In other words, archival materials always come from a creator and/or office of origin. Whether the records of a particular church, or a local business or the papers of a prominent individual, keep them together and do not add materials from other collections.
- **Original Order**: Due to the fact that the nature of archives is to reflect the activities, thought processes, and transactions of a particular creator, they should ideally be left in the order they arrived in. However, the processor's principal duty is to render the archives accessible and useable. For this reason, it is often necessary to impose order on materials to more easily identify them. If the materials are in a recognizable order, respect that original order and do not rearrange them. Use your judgment in placing items in alphabetical, chronological, etc. order.

1.4 What is the difference between records and papers?
In everyday usage, it is simple to refer to units of archival materials as collections. However, in forming a proper title, the following definitions should guide you.

- **Records:** In processing, this term generally refers to items generated within the context of an organization through functions, activities and transactions. For example: The Records of the Tuesday Club; The Records of the President's Office, Moravian College.
- **Papers:** Personal papers is the term usually used to describe an individual or family's materials. For example: The Papers of Catherine Barlieb; The Papers of Kurt Vonnegut, etc.
- **Artificial Collection:** This refers to a collection of like materials placed together regardless of provenance to enable management and use. A photographs collection is an example of this type of collection.

1.6 Preliminary Organization and Arrangement (Please refer to section 3 for detailed information concerning descriptive standards)

Now that you are familiar with the basic rules, let us examine some standard descriptive elements to help you in processing your collection. It is helpful if you think of archival description as hierarchical. As a collection is organized, it should follow the following standard descriptive units, although depending on

the collection not all divisions need be utilized: Definitions are taken from the SAA's Glossary of Archival and Records Terminology by Richard Pearce-Moses.

```
                    ┌─────────────────────┐
                    │  Record Group/Fonds │
                    │     Individual      │
                    └─────────────────────┘
              ┌───────────┼────────────────────┐
              ▼           ▼                    ▼
         ┌────────┐  ┌────────┐        ┌─────────────┐
         │ Series │  │ Series │        │  Subgroup/  │
         └────────┘  └────────┘        │  Subfonds   │
              │                        └─────────────┘
              ▼                               │
         ┌────────┐                           │
         │  Sub-  │                           │
         │ series │                           │
         └────────┘                           │
              │                               │
              ▼                               │
         ┌────────┐                           │
         │  File  │                           │
         └────────┘                           │
              │                               │
              ▼                               ▼
         ┌────────┐
         │  Item  │
         └────────┘
```
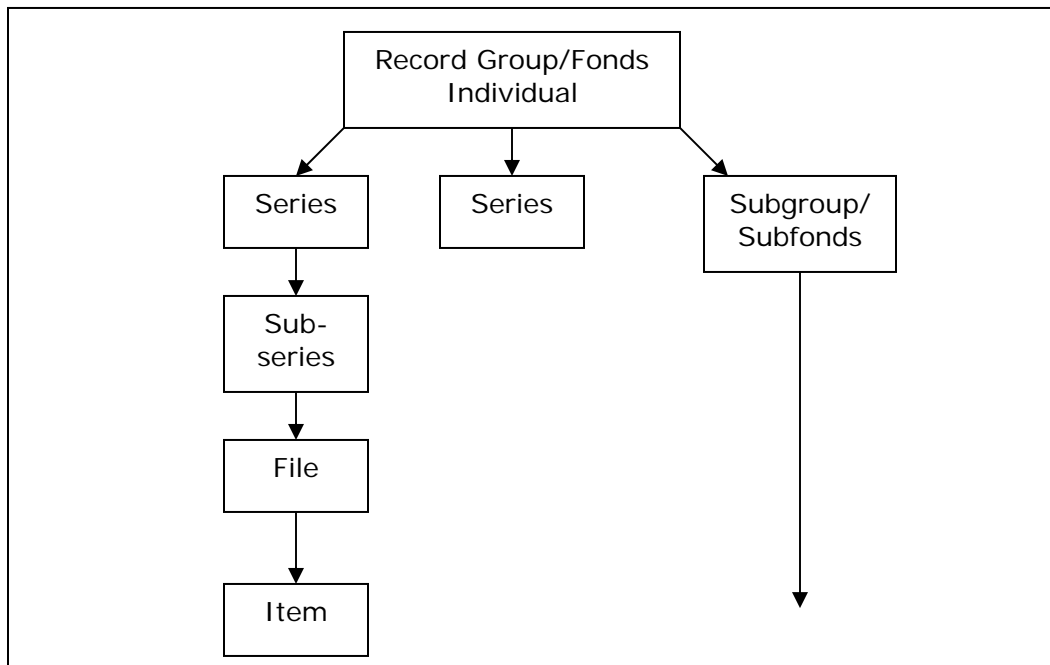
- **Record Group/Fonds**: "Record group is a hierarchical division that is sometimes equivalent to provenance, representing all the records of an agency and its subordinate divisions. However, the records of a large agency may be broken into record groups, treating the records of different divisions as separate collections rather than as a series." **Fonds** is a broader term in that it can relate to the records of a family or individual. Fonds is often used by Canadians and Europeans and is less frequently encountered in the United States.
- **Subgroup/subfonds:** "A body of related records within a record group or collection, each corresponding to an administrative subdivision in the originating organization." Subgroups are not very common in archival collections. They are used in distinguishing a subset of records with a distinct provenance. In the United Way Collection, for example, the Lehigh Valley Community Council records were designated as a subgroup because the organization was at one time independent.
- **Series:** The series is the most common way to group items in an archival collection. "A group of similar records that are arranged according to a filing system and that are related as the result of being created, received, or used in the same activity; a **file group**; a **record series**."
- **Subseries:** "A body of documents within a series readily distinguished from the whole by filing arrangement, type, form, or content."
- **File:** "A group of related documents treated as a single item for purposes of classification, storage, and retrieval."
- **Item:** "A thing that can be distinguished from a group and that is complete in itself."

Examining the records or personal papers themselves should provide some reasonable categories. Common series in organizational records include: administrative files, financial records, Board of Trustee minutes, publications, clippings, publicity and so on. Common series in personal papers include: biographical files, correspondence, photographs, professional activities, diaries, etc. Remember that series can be formed by similar records in format, topic, activity, function and other groupings.

1.5.1 Reference Chart for Organizing Collections:

- The following charts are meant to guide you based on the type of collection you are processing.
- Organizing the records of an organization:
  - **Tip:** Obtain an organization chart and use it to guide you through arranging and organizing the collection. Align your series with the various departments if the records are not originally in an identifiable order.

Records Collections			
Common Series	Characteristics	Considerations	Notes
Administrative Files	Forms, memos, transactions, etc.	These should have recognizable categories and order	Try to maintain the original order and document what the records are evidence of, arrange things in alphabetical and/or chronological order if it helps to facilitate use
Financial Records	Ledgers, accounting books, tax forms, etc.	Determine the original order of records	Maintain that order if possible, keep bound ledgers separate – lie them horizontal on shelf. Discard cancelled checks. Keep restrictions in mind
Minutes	Bound minute books, paper files, computer files	Keep things intact as you find them	Stick with original order unless minutes are completely disorganized. Keep bound volumes separate. Computer files can be migrated and printed to paper for backup copy. Check restrictions
Correspondence	Incoming/Outgoing, copybooks, carbon copies of outgoing mail, e-mail	First separate incoming from outgoing. Then place in alph. order by individual, placing his or her corr. in chron. order	Separate business from personal correspondence if there is a significant amt. Give prominent names (important to collection or prolific writers) their own folders. The rest can be placed in general folders by letter. E-mail can be printed to paper. Keep envelopes together with letters
Publicity	Newsletters, releases, Newspaper clippings, photographs, brochures, scrapbooks	Separate by format and deal with each format	Photocopy clippings onto acid-free paper, remove staples from publications, place photographs in protective sleeves, box scrapbooks, dismantling the ones in very bad condition
Subject Files	Depends on collection	Events, issues, prominent topics	This is a good catch-all for those things which do not appear to belong to a particular function, office, individual, etc. Separate into categories and alphabetize.
Etc., depending on the departments of the organization			

- Organizing the papers of an individual or family:
  - **Tip:** Find out as much as you can about the individual or family before arranging and it will help you identify logical series.

Personal Papers Collections			
Common Series	Characteristics	Considerations	Notes
Biographical Files	Forms of ID, school/health records, personal items	Separate like items into subseries, then place in chronological, alphabetical order	If something is significant enough (in volume or importance) to constitute its own series such as School Work or Awards and Recognition, go ahead and separate it
Correspondence	Incoming/Outgoing	First separate incoming from outgoing. Then place in alph. order by individual, placing his or her correspondence in chron. order	Give prominent names (important to collection or prolific writers) their own folders. The rest can be placed in general folders by letter. Keep envelopes together with letters.
Diaries	Personal journals	Sort into categories if applicable, arrange chron.	If diaries are contained in binders, remove papers and place into folders. Place individual notebooks into folders.
Notebooks	Research, personal observations	Determine where these belong - may be a subseries of Research	Separate papers from binders or other harmful enclosures
Professional Activities	Work, conferences, associations	Sort into categories, chron. order	Give prominent activities or events their own subseries
Research	Notes, remarks	Does this research culminate in something?	Highlight relationships between records. Sort into categories
Writings	Manuscripts, published, non-published	If you can determine this, separate published from unpublished	Separate writings into categories such as essays, stories, whatever is applicable. Don't remove copies of published works
Photographs	Family, travel, professional	Stabilize them – enclose them in sleeves, remove them from albums if possible	Separate into categories based on the information you have: persons, travel, artwork, etc.

Section 2: Processing

2.1 What is Processing?

All collections appear daunting at the beginning, regardless of their size. It is important to ease initial worries by gathering as much information as possible, rolling up your sleeves and digging in. In processing, a collection of materials originating from an institution or an individual, is organized, properly stored and made available to the public for research use. The processor's job is two-fold, containing both a physical and intellectual component. Firstly, the processor must physically organize and manage the collection. Given the diverse format and content of archival collections, this may pose a challenge. This manual intends to provide practical guidelines for consistently handling the most common formats. Secondly, the processor creates intellectual control over the materials by describing them in a manner that is consistent with international archival standards. In creating a detailed finding aid for the collection, the processor provides a description of the materials in order to make them searchable and useable.

2.1.1 Getting Started
If the collection has been accessioned and is accompanied by an inventory, familiarize yourself with it and any insight it may offer about the creator and contents. If, however, there has been no formal information gathered about the collection, follow these steps:

Preliminary Steps

- ***Where did these materials come from?*** Identify the office of origin or the creator/owner. If there is a deed of gift, examine it closely. Once identified, gather some background information about the company or individual through various sources including the Internet, newspapers, and other familiar sources. Gather enough to provide a picture of the creator/owner and an idea of what the materials are about. (Note that it is a good idea to make copies of the information you are gathering to help future researchers using the collection.)
- **Physically examine the collection**. *How big is it?* Roughly estimate how much time the collection will take to process. *What do the materials look like?* Materials may be housed in familiar file folders, bound in volumes, enclosed in binders – there may be various formats from scrapbooks to audio-visual material to computer files. As you examine the collection, take note of preservation concerns and jot them down. Make sure you know exactly what you are dealing with at this stage and begin to think about ways to handle these various formats. Think about immediate preservation needs as well as long-time storage. Consult reliable websites for detailed instructions (see **appendix 4.1** of this manual) and research similar archival collections on the Internet. Do not hesitate to contact other archivists with processing questions. If their collection is similar to yours, they will most likely share a finding aid with you.
- After taking some time to familiarize yourself with the collection, make yourself a **rough inventory** of its contents. This will help you to

identify series, or how you will logically group the items. It need not be a detailed list of every folder, but rather the general contents of each box.

- ***Are there items that do not conform to the Bethlehem Room's collection policy?*** If so, can they be removed according to the Deed of Gift and what should be done with them? This question came up in the Papers of Sergia P. Montz. As a Spanish teacher she had many educational materials in her papers that were not of permanent value and did not have any relationship to Bethlehem. The Library decided to separate those materials and donate them to the South Side Branch since the Deed of Gift allowed it.
- If there are unanswered questions, and most likely there will be at this point, be aware of them as you are processing. The contents of the collection itself will often provide you with a great deal of insight.
- Once you have identified some series and you have a basic idea of the organization of the collection, **make a chart to help you visualize the collection**. The names and details may change as you are processing, but it is important to follow a basic guide.
- **Identify the supplies you will need**. All collections require acid-free folders and boxes in order to house materials. Be sure you have letter-sized as well as legal-sized folders (for oversized materials), acid-free paper and enough boxes (of varying sizes depending on your collection). Since you may also encounter photographs and ephemera, it is a good idea to have 5x7 sleeves and acid-free envelopes on hand. Of course, you can order these as you progress through the collection.

2.2   Processing Basics

What you will need:
- Basic archival supplies mentioned above:
  - Acid-free folders (letter and legal-sized)
  - Acid-free paper
  - Acid-free boxes and perhaps document cases
  - Photograph sleeves (4x6, 5x7, 8x10)
  - Acid-free envelopes
  - Cotton gloves
- Office supplies:
  - Pencils (soft lead)
  - Sturdy erasers
  - Staple removers
  - X-acto knife
  - Scissors
  - Post-it notes
  - Plastic paper clips
- The information you have already gathered about the collection

Processing Guidelines: : Do's and Don'ts	
Do:	Work consistently. Keep a log of important decisions and follow the same conventions for naming files that have already been established.
Do:	Sort files or items into the series that you have designated. Physically re-box folders or create piles to help you separate them. Once sorted, Choose a series that is small or appears relatively simple to begin with. Start, for example, with biographical files, minutes or correspondence. The records themselves will guide you through the processing as you are able to identify common characteristics in them. See the charts on pages 6-7 for a brief guide to series arrangement.
Do:	Remove all metal clasps including staples, paper clips. Use a folded piece of acid-free paper or a plastic paper clip to keep documents together.
Do:	Either photocopy or put acid-free papers around items that are highly acidic (newspaper clippings, telegrams).
Do:	Interleave acid-free paper in bound volumes and scrapbooks to separate acidic paper from surrounding records. Use your judgment in doing this because too much interleaving will put weight on the spine and could cause damage.
Do:	Remove multiple copies of items. As a general rule, keep two copies and discard the rest (toss printed documents, shred records).
Do:	Keep envelopes with letters in the correspondence series. Write the date of the envelope (pick a format and stick with it) on the top of every letter page in pencil. Use an acid-free sheet to keep it all together.
Do:	Wearing gloves, remove photographs that are taped onto paper with self-adhesive tape. Do this carefully with an X-acto knife. Do not attempt to pull off tape unless you can do it without damaging the emulsion.
Don't:	Panic! Processing a collection is exactly that: a process! You will not know everything at the beginning so it is possible that you will make a mistake and have to go back and fix it. It is a good idea to take notes and think through the processing before you actually begin.

2.3 Physical Considerations

One of the most enjoyable aspects of doing archival work is the variety of formats and materials you encounter while processing. Depending on the supplies at your disposal, there are several approaches you can undertake with the following types of material:

2.3.1 Paper

Paper is composed of organic materials and is subject to deterioration depending on its components and environmental conditions. As a result of increasing demand, the quality of paper decreased significantly after the American Civil War and the occasional use of highly acidic newsprint in offices between 1920 and 1950 presents a preservation concern.

Handling Paper
- Hands should be clean
- Use a pencil if you need to make notations; place your notes in brackets [] to indicate that they are from an external source
- Remove staples and paper clips carefully – use a sheet of acid-free paper or a plastic paper clip to keep items together
- Avoid using post-it notes. If you find them in the records,
  - transcribe the information on a separate sheet of archival paper

- Avoid adhesive tape. When encountering it on paper records, only remove it if it comes off easily.

Acidic Paper
- Paper with a high level of acidity is easy to spot. It has the following characteristics:
  - yellowed
  - brittle
  - overtime, it has left a yellowed impression on the materials surrounding it.
- The best approach is to photocopy acidic paper and newsprint onto archival quality paper

Other Considerations
- Folded papers
  - Letters enclosed in an envelope, oversized documents and other records that are folded should be carefully unfolded to prevent future tearing. If papers easily unfold, gently smooth them before placing them in acid-free folders.
- Oversized papers
  - Oversized materials, regardless of their format, should be separated and placed in corresponding folders, boxes, and cases to prevent damage.

2.3.2 Enclosures
As a general rule, all non-archival enclosures are potentially hazardous. For this reason, papers should be removed from binders, folders, plastic sleeves, and other commonly-found office supplies.

Binders
- The acidic nature of paper boards combined with the metal clasps that tend to rust, pose dangers to paper and should be discarded.

Plastic Sleeves
- It is not safe to assume that plastic is not harmful to paper. Archival quality plastic enclosures are made of:
  - Polyester, Polypropylene, Polyethylene
  - Avoid PVC or vinyl. If not sure, discard the original plastic and replace with archival enclosure.

2.3.3 Photographs
Photographs and negatives require special handling in order to ensure their longevity. When encountering such materials within a collection, you need to decide where they fit in the organization. Sometimes you will find enough photographs to constitute a series. Other times, they will be associated with textual documents and will need to be filed together. Whatever the case, photographs and negatives will need to be handled differently than paper.

Handling
- Use cotton gloves
- Place negatives and prints in protective sleeves made of archival quality plastic
- If you must write on the print, use a soft lead pencil and make your notation on the back

- If photographs are attached to paper or enclosed in a scrapbook, you should have the following tools at your disposal:
  - archival spatula, flat knife, scalpel, burnishing tool
  - Gently remove the photograph being careful not to damage the emulsion (image side).
- If you encounter fragile photographic materials, consult a conservator regarding handling and storage requirements.

2.3.4 Scrapbooks

What would an archive be without the ubiquitous collage of newspaper clippings, memorabilia, and photographs that constitutes a scrapbook? As an archivist, wherever you go, you will encounter them. Unfortunately, no universal formula exists for handling these items, but there are guidelines to make decisions less painful.

Characteristics

- Scrapbooks are usually identifiable by their large format, poor paper quality (often brittle), and the mixture of its contents from newspaper clippings to photographs and other memorabilia

Handling

- For the most part, scrapbooks are fragile and the less you or anyone else handles them, the better. However, in order to assess its storage requirements, you must examine a scrapbook thoroughly to determine if it needs to be reformatted.
- Scrapbooks that are thoroughly intact and contain no photographs can be placed in archival boxes. Interleave acid-free paper to protect items from newspaper clippings.

Reformatting

- Scrapbooks that are falling apart present a problem on two scales. Firstly, access to the item will be severely limited and secondly, storage will be messy.
- In this case, it is a good idea to reformat scrapbooks by either microfilming them or photocopying them.

Online Resources for preserving scrapbooks

- [Library of Congress Preservation of Scrapbooks and Albums](#)
- [Missouri Secretary of State Archives Care of Scrapbooks](#)
- [Iowa Conservation and Preservation Consortium](#)
- [The American Institute for Conservation](#)
- [Archival Products Newsletter Vol. 4, No. 2](#)

A realistic approach to processing scrapbooks based on the Paul Scrapbook collection:

- The following chart outlines some practical tips for reformatting, organizing and storing scrapbooks based on a collection in the Bethlehem Area Public Library's Local History Storage Collections:

Scrapbook Preservation: An Approach based on the Paul Scrapbook Collection	
Step 1: Preliminary examination	Examining the scrapbooks identified several problems: ▪ Photographs throughout three of 4 scrapbooks in close proximity to clippings ▪ Very little in the way of identification and labeling of the items (including photographs) ▪ No clearly identifiable organization of the scrapbook contents ▪ Photographs and other items were affixed with strong glue requiring removal and creating irreparable damage to scrapbook
Step 2: Decision to remove photographs	Removing the photographs would be essential to their long-term preservation

Step 3: Testing the photographs	Identified tools for removing the photographs and did some testing:
	▪ Archival spatula, burnishing tool, flat knife, protective gloves
	▪ The testing proved that the glue used to fasten the photographs was still very much in place making removal difficult and causing two problems:
	  o Tearing of the scrapbook paper
	  o Residue from the acidic paper affixed to the back of the photograph

Step 4: Reformatting the scrapbook	Photocopied the scrapbooks cover to cover onto acid-free paper, carefully maintaining the original order. Decided it was better to photocopy the scrapbooks before removing any items so that researchers would have a frame of reference when looking at the photographs
Step 5: Removing the photographs and memorabilia	Began by numbering each scrapbook page in the upper right hand corner: [1] Went through the original scrapbook and photocopies simultaneously, removing items and identifying them (in pencil) on the back as such: [1960's scrapbook, pg. 42]. I placed the photographs in sleeves and then filed the photocopied pages and the removed items together in acid-free folders trying not to place more than 10 photographs in a folder.
Step 6: Original scrapbooks	The more recent two scrapbooks were still in decent shape so I decided to put the pages back in order, tie them with cotton string and place them in acid-free boxes.

2.3.5 Diverse Media

Since you never know what you will encounter in an archival collection, this section serves as a guide for dealing with a variety of formats. This is a dynamic list that will grow as staff confront new challenges and develop standard procedures.

Sound Recordings
- Magnetic Tapes
  - Handling
    - Avoid heat and direct sunlight
    - Avoid stacking tapes
    - Use cotton gloves
    - Keep them in their containers in a clean environment
  - Storage
    - Make sure cassette tapes are rewound
    - Reel tapes should be stored in the opposite way
    - Shelve tapes upright in individual boxes – do not lay flat
- Discs (Vinyl, Shellac, Optical)
  - Handling
    - Avoid touching the grooves, handle by edges and label
    - Wear cotton gloves

- Use secure enclosures – acid-free or original if not damaged
- Avoid heat, direct sunlight
- Clean discs before storage with soft cloth working in circular motion in the direction of the grooves. Compact discs should be cleaned from the center of the disc to the edge
    o Storage
        - Use archival sleeves
        - Shelve vertically and in a packed fashion to support the discs

Motion Picture Film

Given the different types of film (nitrate, acetate, etc.), it is important to clearly identify your materials by using the variety of resources available online and in print form. Detailed guidelines are available and you will find useful websites below.

- Storage
    o Keep film suffering from "vinegar syndrome" separate
    o Ensure proper environmental conditions (ideally 37°F and 25% Relative Humidity)
    o Store flat and never stacked more than one foot high
- Resources
    o Library of Congress: http://www.loc.gov/preserv/care/film.html
    o Conservation Online: http://palimpsest.stanford.edu/bytopic/motion-pictures/
    o Alaska Moving Image Preservation Association: http://www.amipa.org/Preservation%20Tips.html
    o Film Forever: http://www.filmforever.org/
    o ScreenSound Australia Film Preservation Handbook http://www.screensound.gov.au/Screensound/Screenso.nsf/HeadingPagesDisplay/PreservationFilm+Preservation+Handbook?OpenDocument

Oversized, Flat Materials

- Storage
    o Flat storage is ideal
    o For items that arrive folded or rolled, carefully flatten them. However, if the items are particularly fragile, enlist the assistance of a conservator
    o Create large folders (all the same size) to ensure added protection and assist with labeling
    o House items in a map case

Objects/Artifacts

- Before tackling artifacts, check to make sure that they align with the library's collection policy.
- Each item will have to be approached in an individual manner. For most items, acid free boxes of appropriate size will prevent dust and sunlight from damaging the article.

Newspapers

For long-term storage with little handling :
http://www.loc.gov/preserv/care/newspap.html

- Storage tactics:
  - place newspapers chronologically in an acid-free box designed to store newspapers (most archival supply companies offer standard-sized boxes). Optional – interleave acid-free paper between newspapers.

2.4   Archival Supply Companies
There are several reputable companies on the market, allowing you to compare prices and choose the most effective product for your needs.

2.4.1. Basic Supplies
<u>Enclosures:</u>
- Record boxes for storage of letter or legal sized folders
- Document cases for small collections, oversized materials
- Letter and legal sized folders
- Acid-free envelopes
- Polyester, Mylar, polypropylene sleeves for photographs and negatives
- Tyvek envelopes for compact and computer disks
- Intercept polyethylene sheets

<u>Papers:</u>
- Archival bond paper
- Folder stock paper
- Tissue paper
- Labels

<u>Tools:</u>
- Staple remover
- Spatula
- Tweezers
- Burnishing tool
- Razor

<u>Extras:</u>
- Cotton gloves
- No. 2 pencils
- Erasers
- Plastic paper clips
- pH Testing pen
- Scrapbook boxes
- Phase Boxes
- Document cleaners (groomstick)

2.4.2 Supply Company Reference
- Gaylord
  - http://www.gaylord.com/archival_supplies.htm
- Hollinger Corporation
  - http://www.genealogicalstorageproducts.com/
- Light Impressions
  - http://www.lightimpressionsdirect.com/servlet/OnlineShopping?Dsp=2
- Metal Edge
  - http://www.metaledgeinc.com/
- Talas
  - http://talasonline.com/

Section 3: Description

3.1 Archival Description

The final step in processing an archival collection is creating a guide to the materials for researchers. This provides intellectual control over the items and it facilitates access and retrieval for research and preservation purposes. Given the varied nature of archival materials, historically archival description has not consisted of standard approaches. Each repository compiled inventories, lists and guides according to in-house practices. However, collaborative efforts on an international scale have led to a descriptive standard known as the General International Standard Archival Description (ISAD(G)) and is available in its 2nd version at the following URL: http://www.ica.org/biblio/cds/isad_g_2e.pdf. Additionally, the development of an encoding standard for electronic display and distribution of finding aids (Encoded Archival Description) has spearheaded the standardization process and helped to reengineer the traditional finding aid.

This section aims to familiarize you with the ISAD(G) standard as a guide for the construction of your finding aids. It is critical to aim for consistency both in your approach and output. The following overview provides general information and an introduction to the structure of ISAD(G). For specific examples, please refer to the official version available at the URL provided in the paragraph above.

3.2 Descriptive Standards

3.2.1 General International Standard Archival Description (ISAD(G))

Consists of guidelines for the general description of archival entities regardless of type, origin, format and/or medium. This standard emphasizes multi-level, hierarchical description from the general to the specific.

3.2.1.1 ISAD(G) Multi-level Description Rules

ISAD(G) Multi-level Description Rules	
Rule:	Purpose:
Description from general to specific	Aligns with hierarchical structure. Begin with general description that applies to entire fonds/record group so that you only have to state it once
Information relevant to the level of description	Provide higher-level, overarching information at top level and detailed item-level information at the appropriate level
Linking of descriptions	Identify the level of description. Construct your finding aid in such a way that the descriptive units are clear and use informative labels. Use tab delimiters to indicate the hierarchy in a Word file
Non-repetition of information	Record common information at the highest level to avoid repeating it throughout the finding aid

3.2.1.2 ISAD(G) Elements Reference Chart

ISAD(G) Elements Reference Chart		
Elements:	Brief Description:	Applies to:
Reference Code	Unique identifier	Fonds/Record Group
Title	Name	Fonds/Series/Subseries/File/Item
Date(s)	Date of records/papers	Any level
Level of Description	Level of descriptive unit	Any level
Extent and Medium	Size	Any level
Name of Creator	Creator of the unit	Fonds/Record Group
Admin./Biographical History	Organizational/personal history	Fonds/Record Group
Archival History	Accession history	Fonds/Record Group
Immediate Source of Acquisition/Transfer	Source/donor	Fonds/Record Group
Scope and Content	Description of unit	Any level
Appraisal, Destruction, Scheduling Information	Appraisal/Retention decisions	Fonds/Record Group
System of Arrangement	Organization scheme	Fonds/Record Group
Conditions Governing Access	Restrictions	Fonds/Record Group/Any
Conditions Governing Reproduction	Copyright	Fonds/Record Group
Language/Scripts of Material	Language	Fonds/Record Group/Any
Physical Characteristics and Technical Requirements	Preservation concerns, technological dependencies	Fonds/Record Group/Any
Finding Aids	Additional guides	Fonds/Record Group
Existence and Location of Originals	Information about originals	Fonds/Record Group/Any
Existence and Location of Copies	Information about copies	Fonds/Record Group/Any
Related Units of Description	Additional fonds/series/records	Fonds/Record Group
Publication Note	Related publications	Fonds/Record Group
Note	Additional comments	Any level
Archivist's Note	Processing information	Fonds/Record Group
Rules or Conventions	Governing regulations	Fonds/Record Group
Date(s) of Descriptions	Date of finding aid	Fonds/Record Group

3.2.1.3 Explanation of Elements of Description:

- Identity Statement
  - *Reference Code*
    - Uniquely identifies the archival entity
      - Country code
      - Repository code
      - Local reference code
        - US MnHi P2141
          - U.S. Minn. Historical Society
  - *Title*
    - Names the archival entity
      - Titles conform to local practices
        - Papers of Catherine Barlieb
        - Records of the United Way…
  - *Date(s)*
    - Identifies the date(s) associated with the archival entity

- This is the date generally assigned to a fonds or collection
- ISO 8601: 1988 standard for the representation of dates and times is recommended
  - 1976-1989
  - 1852 March 23

- ***Level of Description***
  - Level of arrangement
    - Fonds
    - Sub-fonds
    - Series
    - Sub-series
    - File
    - Item
- ***Extent and medium*** *(quantity, bulk, or size)*
  - Describes the physical size and/or qualities of the archival entity
    - 300 photographs
    - 106.2 linear feet
- ***Name of creator(s)***
  - Identifies the creator of the unit
    - Record the name of the individual(s) or organization responsible for creating and maintaining the records.
    - Use Library of Congress name authority form of names
      - Paul, Marian C.
      - United Way of Northampton and Warren Counties.
- ***Administrative/Biographical history***
  - Provides an organizational or personal history of the creator.
    - Personal papers
      - Full names, titles, dates of birth and death, place of birth, successive places of domicile, activities, occupation, significant accomplishments, place of death
    - Corporate bodies
      - Official name, dates of existence, enabling legislation, functions, purpose, development, administrative hierarchy, other names.
- ***Archival history***
  - Provides information about the history of the archival entity, its ownership, transfers – the kind of information found in an accession record
    - Records actions taken on the archival entity
- ***Immediate source of acquisition or transfer***
  - Identifies the source of the unit
    - Record the donor and date of acquisition. Adding accession numbers is optional

- Content and Structure
  - *Scope and content*
    - Provides a description of the archival entity
  - *Appraisal, destruction, scheduling information*
    - Provides information on appraisal and retention decisions
      - Record authority for the action
  - *Accruals*
    - Informs the researcher of expected additions
      - If appropriate, provide an estimate
  - *System of arrangement*
    - Explains the organization scheme of the archival entity
      - Provide a list of the series and sub units and the order of the files/items
- Conditions of Access and Use Area
  - *Conditions governing access*
    - Informs the researcher of any restrictions
      - Specify any legal or deed of gift restrictions
  - *Conditions governing reproduction*
    - Identifies restrictions on reproduction
      - Copyright statement
  - *Language/scripts of material*
    - Specifies the language of the materials
      - Optionally, use the ISO language code (ISO 639-1 and ISO 639-2)
      - Generally, if a language other than English is significantly present, state that in the finding aid
  - *Physical characteristics and technical requirements*
    - Identifies technical and informational dependencies and/or special considerations of the archival entity.
      - Preservation requirements, hardware/software dependencies
  - *Finding aids*
    - Identifies guides or finding aids for archival entity
      - Additional inventories, indices, transcripts, etc.
- Allied Materials Area
  - *Existence and location of originals*
    - Important if the archival entity consists of copies of the original. This element is meant to record information about the original records
      - Example: "Originals of these documents are presidential records in the custody of the National Security Council." *U.S. N.A.R.A.*
  - *Existence and location of copies*
    - If there are copies of the archival entity, this element records information about them
      - Digital reproductions, microfilm, etc.
  - *Related units of description*
    - Identifies additional fonds and series related to the archival entity via provenance or other association

- - - Record nature of relationship, brief description and location of related records
      - o ***Publication note***
        - ▪ Identifies any publications relating to the archival entity whether it be a published inventory or a study based on the records
          - Citation and/or brief statement – use Chicago manual of style
  - ▪ <u>Notes Area</u>
    - o ***Note***
      - ▪ Provides a space for information that does not fit into any other element
        - Additional titles, barcodes, descriptive information, etc.
  - ▪ <u>Description Control Area</u>
    - o ***Archivist's Note***
      - ▪ Provides details about how the finding aid was created and by whom.
        - Same thing as a processing note
        - Archivist/processor's name and date
    - o ***Rules or conventions***
      - ▪ Identifies regulations governing the description
        - For example – in Canada they abide by the Rules for Archival Description (RAD); use ISAD(G) if you are following these guidelines
    - o ***Date(s) of descriptions***
      - ▪ Records when the finding aid was compiled
        - ISO 8601: 1988 for date representation

3.3 BAPL Local History Collection Description Procedures

Currently, the Library has a three-pronged system for describing local history collections that are archival in nature.

1. BAPL Local History Catalog contained in an askSam database
2. BAPL Online Catalog
3. BAPL Bethlehem Room website

3.3.1 BAPL Local History Catalog (askSam database)

This in-house catalog was created to store information about local history collections. It is located in the l:\asksam\as_win\finding.ask directory. For the library's purposes, a condensed version of the ISAD(G) is utilized in describing archival collections and compiling finding aids.

3.3.1.1 Catalog Instructions:

Coll_#[Collection number. The standard format is Local History Storage.

Acc_#[Accession number(s). This is a number given to materials when they
                 are accepted by the library. The number should be made up of the
                 current year followed by a number identifying its chronological order.
                 i.e.: 2005.1

Creator[The creator of the collection. Try to keep the name (whether it be a
                 person or organization) in line with authority files so that it can appear
                 as either a 100 or 110 field in a MARC record.

Title[Title of collection

Inc_Dates[Beginning and end dates for entire collection

Bulk_Dates[Primary dates of collection

Extent[Size of collection measured in linear feet, number of boxes

Language[Language of the materials

Abstract[A brief summary of the collection - usually taken from the scope
                 note
]

Processor[Name of individual(s) who processed and arranged the collection

Proc_Date[Date processed

Access_Rest[Access restrictions. Here is a good place to mention restricted files so
                 the researcher knows exactly what he or she may consult.
]

Copyright[Copyrights to the materials
]

Pref_Citation[How should a researcher cite the collection in a paper or publication?
]

Biog_Hist[Biographical or historical note about the creator. It is a biographical
                 note if the collection consists of the personal papers of an individual and
                 an historical note if the collection consists of institutional records.
]

Scope_Note[A description of the collection's contents. Usually contains
                 information about each series.
]

Arrangement[System of arrangement for the collection. What are the series and
                 corresponding dates? How is the collection organized?
]

Separated[Has anything been separated from the original collection? Have
                 duplicates been discarded or photographs moved to another location?
]

Related[Are there related materials anywhere else in the library or perhaps at
                 another institution? This field is used for alerting researchers to similar
                 materials.
]

Added_Entry[Added entries, 610s and 710s to be placed in MARC record
]

Subjects[650s to be placed in MARC record
]

Finding_Aid[Link to PDF version(s) of finding aid
]

Notes[Additional notes to be seen by researchers.

3.3.2 BAPL Online Catalog
In order to create additional access points to the local history collections, the library has decided to include MARC catalog records for each collection along with an embedded link to a PDF version of the full finding aid.

<u>Procedure:</u>
- Processor compiles Microsoft Word based file of MARC elements using the MARC Catalog Record Worksheet (see **appendix 4.2.1**)
- Once completed, processor sends this file along with a PDF version of the complete finding aid to technical services staff
- Technical services staff member uploads the file into Horizon, edits it and publishes it to the online catalog.

3.3.3 BAPL Bethlehem Room Website
This annex of the main BAPL website features additional information about Bethlehem Room materials and is an ideal place for collection descriptions and finding aids. Finding aids will be available both textually on the site and in PDF format. Specific procedures have not been decided upon yet.

Section 4: Appendices

4.1   **COLLECTION POLICY**
Bethlehem Area Public Library Special Collections
11 West Church Street, Bethlehem, PA 18018-5888

The Bethlehem Area Public Library collects, preserves, and makes available materials whose value, format, and/or condition necessitate their segregation from the general collection. These special collections include textual materials such as books, pamphlets, newspaper clippings, and manuscripts; visual materials such as maps, plans, prints, and photographs; and machine-readable materials such as audio and video tapes, compact discs, and films. The primary purpose of the Library's special collections is to document the history of its direct service area: the city of Bethlehem, the townships of Bethlehem, Hanover, and Lower Saucon, and the boroughs of Fountain Hill and Freemansburg.

The Library's special collections are housed in the Bethlehem Room and do not circulate. Their use is governed by a set of rules designed to ensure their long-term survival and researchers must agree to abide by these rules, as embodied in a registration form, before access to the Bethlehem Room is granted. The Library reserves the right to deny access to any and all materials if, in its judgment, their welfare could be compromised through use or misuse. The Bethlehem Room is open to all registered researchers aged 18 years and older. An adult must accompany researchers between the ages of 10 and 18 unless they are otherwise authorized by a librarian acting on the special request of a teacher, and children under the age of 10 are barred entirely unless they are working on a school-sanctioned project in the company of an adult. The Bethlehem Room closes fifteen minutes before the rest of the Library.

The Coordinator of Public Services oversees the Bethlehem Room. Public service staff will assist researchers in person, as well as remotely, either by telephone, mail, or e-mail. Staff are not in a position to undertake extensive research, which may be defined as research requiring more than half an hour to complete. Their primary role is to identify potential sources of information for researchers and instruct them in the use of these resources.

Certain materials are available electronically, together with bibliographic tools such as the online public access catalog and specialized databases. Researchers may photocopy materials whose value, format, and/or condition permit it. Materials that may not be photocopied by researchers will be identified as such and only photocopied, if at all, by staff. In accordance with the copyright law of the United States, researchers may not reproduce materials "for any purpose other than private study, scholarship, or research." Researchers who wish to publish materials in the Library's special collections must secure the Coordinator of Public Services' permission insofar as the Library owns these materials and is, in some cases, the copyright holder. It is the researcher's responsibility to resolve any other copyright questions.

The Library's special collections embrace all formats, except for three-dimensional objects, but they will only be retained or acquired if they meet the following criteria:

(1) They can be stored and handled in a way that does not jeopardize their welfare, endanger other materials, or inhibit the Library's operations.

(2) They relate to the Library's direct service area, Lehigh or Northampton Counties, or the Commonwealth of Pennsylvania, either by virtue of their topic or their creator.

(3) Their intrinsic and/or informational value is significant or likely to become so.

(4) They do not duplicate other materials in the Library's special collections, unless the condition of these materials or their susceptibility to wear and tear necessitates the retention of multiple copies.

(5) They meet the current and anticipated needs and interests of the generality of researchers.

(6) They lack a more appropriate repository.

(7) If presented for sale, the transaction will not prevent the Library from buying materials that it deems to be of greater priority.

(8) If presented for donation, the transaction will be consistent with the principles set forth in the Library's standard deed of gift.

Priority will be given to materials that relate to the Library's direct service area and document one or more of the following subjects:

(1) Local families, personalities, and populations.

(2) Land use, especially buildings and streets, in both textual and visual formats.

(3) Social and recreational groups and organizations.

(4) Small businesses.

(5) Municipal governments, especially the City of Bethlehem.

(6) The press, primarily through its publications.

(7) General and specialized histories.

The Library does not pretend to exhaust these subjects and is mindful of the important role that other repositories play in documenting the history of its direct service area.

All materials that meet the Library's criteria for inclusion in its special collections will be accessioned, catalogued, and where appropriate, acknowledged promptly. Donations cannot be accepted without an executed deed of gift. The Library reserves the right to deaccession or weed materials that do not comply with its collection policy, as well as to reformat materials for the purposes of preservation and access.

April 2003

4.2   Bethlehem Area Public Library Deed of Gift

DEED OF GIFT
Bethlehem Area Public Library
11 West Church Street, Bethlehem, PA 18018-5888

Donor's Name:
Address:

I, _____, am empowered to give
to the Bethlehem Area Public Library the following property:

The following conditions shall govern my gift: (Please note: any amendments to these terms may be noted by crossing out the relevant item, and attaching a signed document outlining the desired rewording.)

1. Property Rights: Upon the execution of this deed, the materials described above shall become the sole property of the Bethlehem Area Public Library.

2. Copyright: Any copyright that I possess in these materials shall pass to the Bethlehem Area Public Library.

3. Access: These materials shall be open to the public without restriction once they are cataloged, although the Bethlehem Area Public Library shall reserve the right to limit access to documents of a sensitive nature during the lifetimes of the persons to whom they relate.

4. Disposition: The Bethlehem Area Public Library may dispose of materials that do not comply with its collection policy, duplicate other holdings, or lack sufficient informational or intrinsic value to be preserved. If at some time in the future the Bethlehem Area Public Library is unable to accommodate the collection on-site or in other appropriate facilities, the materials will be transferred, along with ownership, to an appropriate local history institution.

The Bethlehem Area Public Library shall maintain these materials in accordance with its policies and procedures.

By signing below, the Donor agrees to the above conditions and transfers all rights he possesses in and to the materials donated to the Bethlehem Area Public Library.

Donor/Legal Agent:_____ Date: _____

Recipient: _____ Date: _____
(on behalf of the Bethlehem Area Public Library)

4.3 BAPL Local History Accessions Database Instructions

This in-house catalog was created to store information about local history accessions. It is located in the l:\asksam\as_win\acc.ask directory.

Acc_#[	Unique accession number for collection. Format: 2005.1; 2007.25
Date_Rec[	ISO 8601 format: YYYY-MM-DD
Creator[	Name of person, organization, office, etc.
Contact[	Name of individual responsible for donating/transferring materials
Address[	Address of contact
Phone[	Phone # of contact
E-mail[	E-mail address of contact
Deed_of_Gift[	yes or no
Description[	Brief description of materials
]	
Inc_Dates[	Dates of materials (approximate)
Extent[	Size: linear feet, how many boxes, etc.
Series[	Identifiable series
]	
Condition[	Preservation concerns
Accnd_by[	Staff member responsible for accepting materials
Restrictions[	Access or disposition restrictions imposed by donor
]	
Original_order[	Initial organization scheme ascertained through inventory
Disposition[	Items removed, disposition decisions
]	
Inventory?[	yes or no
]	
Notes[	
]	
Location[	Temporary location
]	

4.4 MARC Catalog Record Worksheet

100/110	Name of creator (Library of Congress Name Authority)
245	Title
340	Extent
351	System of arrangement
506	Conditions governing access
520	Abstract/Scope and content note (repeatable field)
524	Preferred citation
545	Biographical/Historical note
600	Personal name
610	Corporate name
650	Subject

700	Added entry - name
710	Added entry – corporate name
852	Bethlehem Area Public Library, Bethlehem Room
856	A PDF version of the full finding aid is available at the following URL

4.5 Additional Information

4.5.1 Linear Footage Calculator
Yale's processing manual includes an interactive linear footage calculator for measuring the size of archival collections. It is available at the following URL:
http://www.library.yale.edu/beinecke/manuscript/process/lconv.htm

4.5.2 Perpetual Calendar
This is a helpful tool for figuring out enigmatic dates:
http://www.timeanddate.com/calendar/

4.6 BAPL Local History Finding Aid Template

Bethlehem Area Public Library
Local History Collections

Papers/Records of

Creator:
Title:
Inclusive Dates:
Extent:
Abstract:
Access to Materials:
Copyright:
Preferred Citation: [Item], Papers of _____. The Bethlehem Area Public
                                Library Local History Collections

Biographical Note

Collection Scope and Contents

Organization of the Papers/Records of ...

   1) Series:
   2) Series:
          a. Subseries: Subseries:

Separated Materials

Related Materials

Index Terms
The Papers/Records of _____ are indexed under the following terms in the Bethlehem Area
Public Library Catalog.

People

Subjects

Container List: An Inventory of the Papers/Records of …

<u>**Container**</u>   <u>**Title**</u>

                                                         Series:
Box 1, Folder 1

4.7   Sample BAPL Finding Aids

The following is a finding aid for the Papers of Catherine L. Barlieb. The preliminary MARC record follows:

Bethlehem Area Public Library
Local History Collections

Papers of Catherine L. Barlieb, 1934-1968

Creator:	Barlieb, Catherine L. (1889-1969)
Title:	Papers of Catherine L. Barlieb, 1934-1970.
Inclusive Dates:	1934-1970
Extent:	1.8 linear feet
Abstract:	The papers of Catherine L. Barlieb (1889-1969) reflect her keen interest in bird watching through numerous notebooks containing detailed accounts of her walks around the city of Bethlehem, meticulous tables chronicling approximately 210 species of birds, and her work with schoolchildren through the Junior Audubon Clubs she organized. Barlieb's passion for wildlife is evident in her papers, offering the researcher an inside view of one woman's efforts to identify and chronicle numerous species, aiding in conservation initiatives and inspiring an interest in birds in the Lehigh Valley.
Access to Materials:	The collection is open to researchers in the Bethlehem Room.
Copyright:	Catherine L. Barlieb's survivors retain all copyrights to items within this collection. Permission to quote and/or publish must be obtained from them directly.
Preferred Citation:	[Item], Papers of Catherine L. Barlieb (1934-1970). The Bethlehem Area Public Library Local History Collections.

Biographical Note

A devoted bird watcher, Catherine L. Barlieb (1889-1969), also known as the "bird lady" spent three decades carefully identifying and recording her observations of approximately 210 species in Bethlehem. An elementary school teacher, Barlieb became fascinated with birding in 1930 and disseminated her passion for wildlife to children by organizing the first Junior Audubon Club in Edgeboro School in 1933, followed by similar clubs in both the Nitschmann and Neisser Schools. In teaching her pupils to observe and identify birds, collect owl pellets and express themselves in dramatic sketches and mock trials, Barlieb inspired in them a deep appreciation for wildlife conservation.

Beginning in 1933, Barlieb began recording her frequent walks in notebooks, detailing bird sightings, weather conditions and interactions with other bird watchers. At the same time, Barlieb kept meticulous records of the species she identified, tracing their appearances chronologically to learn more about the birds' habits and behavior. In 1965, the Moravian College Conservation Association published a compilation of her notes and a chronicle of the species she identified in table form. *Bethlehem's Birds As I Found Them 1933-1962,* characterized by its delightful vignettes and reliable research, is a legacy of Barlieb's passion for the richly diverse birdlife of the city. It is a captivating precursor to the environmental movement of the late twentieth century.

In addition to her teaching and bird watching, Barlieb was an active member of the Lehigh Valley Bird Club, National Audubon Association, Hawk Mountain Sanctuary Association, and the Bethlehem Natural Science Association. Always eager to serve her community, Barlieb also dedicated many hours to volunteer work in the YWCA, St. Luke's Hospital and the Pennsylvania Association for the Blind.

Catherine L. Barlieb passed away on January 16, 1969 at the age of 79.

Collection Scope and Contents

The papers of Catherine L. Barlieb (1889-1969) reflect her keen interest in bird watching through numerous notebooks containing detailed accounts of her walks around the city of Bethlehem, meticulous tables chronicling approximately 210 species of birds, and her work with schoolchildren through the Junior Audubon Clubs she organized. Barlieb's passion for wildlife is evident in her papers, offering the researcher an inside view of one woman's efforts to identify and chronicle numerous species, aiding in conservation initiatives and inspiring an interest in birds in the Lehigh Valley.

The papers are organized in five series. The **Correspondence Series** (1965, 1970) consists of two letters, both addressed to Robert P. Snyder and relate to Barlieb's published work *Bethlehem's Birds As I Found Them 1933-1962*. The **Professional Associations Series** (1934-1967) documents Barlieb's involvement with the Bethlehem Natural Science Association, the Hawk Mountain Sanctuary Association and the Junior Audubon Clubs she organized at the Edgeboro, Neisser and Nitschmann Schools. Reports, newsletters, correspondence and newspaper clippings make up this series. The Junior Audubon Club subseries is of particular interest as it includes Barlieb's reminisces of her involvement with the three schools, photographs of some of the children, dramatic sketches performed by the children and radio programs in which Barlieb spoke about the clubs. The **Notebooks and Research Series** (1934-1968) consists of Barlieb's carefully documented data on bird sightings. For the most part, records relate to Bethlehem's birds and reflect data compiled for Barlieb's published work on the subject. Incidence tables chronicle the variety of species identified by Barlieb while several notebooks contain observation data by additional observers mentioned in Barlieb's published work. Many of the notebooks contain personal reflections about Barlieb's bird walks combined with newspaper clippings depicting weather conditions or unusual events. The Reference Materials subseries

contains articles and poems about nature by various authors, copied for Barlieb's own reference. The **Writings Series** (1934-1965) consists of several handwritten manuscripts.   A revised manuscript of *Bethlehem's Birds As I Found Them 1933-1962* as well as the printed copy are included. A supplement to the book entitled *My Note Books and I: A Supplement to Birds of Bethlehem As I Found Them, 1933-1965* can be found in three versions and a similar work *Just Notes* consisting of brief diary entries also reflects Barlieb's bird watching efforts. A number of short essays on topics such as the seasons and Bethlehem's predators illustrate Barlieb's interests in ecology. The **Other Observers Series** (1958-1968) consists of the records and notes of Mrs. Eunice Schafer, fellow observer mentioned in *Bethlehem's Birds*, during bird watches around the country.

Organization of the Papers of Catherine L. Barlieb

1) Series: Correspondence (1965, 1970)
2) Series: Professional Associations (1934-1967)
    a. Subseries: Bethlehem Natural Science Association (1960)
    b. Subseries: Hawk Mountain Sanctuary Association (1940-1967)
    c. Subseries: Junior Audubon Club (1934-1948)
3) Series: Notebooks and Research (1934-1968)
    a. Subseries: Incidence Table
    b. Subseries: Notebooks
    c. Subseries: Reference Materials (n.d.)
4) Series: Writings (1934-1965)
    a. Subseries: *Birds of Bethlehem As I Found Them 1933-1962*
    b. Subseries: "Just Notes"
    c. Subseries: "My Note Books and I: A Supplement to Birds of Bethlehem As I Found Them, 1933-1965"
    d. Subseries: "Some of Bethlehem's Birds (As I Found Them)"
    e. Subseries: Short Essays
5) Series: Other Observers (1958-1968)

Index Terms
The Papers of Catherine L. Barlieb are indexed under the following terms in the Bethlehem Area Public Library Catalog.

People

Barlieb, Catherine L.
Snyder, Robert P.

Subjects

Bird—watching.
Birds – Pennsylvania—Lehigh Valley.
Birds – Ecology.
Wildlife conservation.

Container List: An Inventory of the Papers of Catherine L. Barlieb

<u>Container</u>	<u>Title</u>
	Series: Correspondence (1965, 1970)
	Scope Note: Consists of two letters addressed to Robert P. Snyder.

Box 1, Folder 1   Barlieb, Catherine L. July 13, 1965. "Supplement" to
                                      Birds of Bethlehem (Includes comments about
                                      the book, personal notes to Barlieb)
Box 1, Folder 1   Richter, Helen Moyer. July 25, 1970.

Series: Professional Associations (1934-1967)
Subseries: Bethlehem Natural Science Association (1960)
Scope Note: See Box 2, Folders 16-22 for notebooks entitled "Field
Trips Out of Town" for Natural Science Association Surveys.

Box 1, Folder 2   "A Report of the 1960 Field Trips of the Bethlehem Natural
                                      Science Association" 1960

Subseries: Hawk Mountain Sanctuary Association (1940-1967)

Box 1, Folder 3   Annual Reports 1940-1962
Box 1, Folder 4   Correspondence (letters, Christmas greetings) 1948, 1953,
                                      1955, n.d.)
                                 Newsletters
Box 1, Folder 5   # 14-23 1946-1954
Box 1, Folder 6   # 24-27, 29-31, 39 1955-1967
Box 1, Folder 7   Newspaper clippings n.d.
Box 1, Folder 8   Publications (conference proceedings, articles, pamphlets) 1929-
                                      1956, n.d.
Box 1, Folder 9   Reports of the President 1958-1960

Subseries: Junior Audubon Club (1934-1948)
Scope Note: Organized by Catherine Barlieb during her work as a
teacher in the Bethlehem School District. The first of these clubs began
in 1933 at Edgeboro School. A similar club was organized at Neisser
School and Nitschmann School. Each club was divided into groups
based on age. Children participated in field trips, class work and a
variety of projects, including the collection of owl pellets that sparked a
nation-wide interest in the Neisser School. Barlieb composed dramatic
sketches for the children to perform and short instructional stories to be
used in the clubs.

Box 1, Folder 10   Edgeboro School (history, dramatic sketches, mock trial, 2
                                      photographs) 1934-1935, n.d.
Box 1, Folder 11   Neisser School (correspondence, meetings minutes, radio
                                      program, 6 photographs) 1941-1942, 1946, 1948, n.d.
Box 1, Folder 12   Nitschmann School (correspondence, history, newspaper
                                      clippings, 2 photographs) 1937-1938
Box 1, Folder 13   Club information (about the National Association of Audubon
                                      Societies) n.d.
Box 1, Folder 14   Presentations and radio programs 1947, n.d.
Box 1, Folder 15   "Reminiscing with the Bird Clubs" n.d.

Box 1, Folder 16   Writings (dramatic sketches, nature study) n.d.

Series: Notebooks and Research (1934-1968)
Scope Note: This series consists of Barlieb's carefully documented data on bird sightings. For the most part, records relate to Bethlehem's birds and reflect data compiled for Barlieb's published work on the subject.
Subseries: Incidence Table
Scope Note: Consist of handwritten tables and index cards recording sighting data of Bethlehem's birds. Information corresponds to the incidence table found at the back of Barlieb's published book *Bethlehem's Birds…*

                   Incidence Table
Box 1, Folder 17   1934-1962
Box 1, Folder 18   1935-1965 (by month)
Box 1, Folder 19   1934-1963 (by year)

                   Index Cards (arranged by A.O.U. checklist)
Box 1, Folder 20   Horned Grebe-Virginia Rail
Box 1, Folder 21   Sora-Northern Horned Lark
Box 1, Folder 22   Prairie Horned Lark-Parula Warbler
Box 1, Folder 23   Yellow Warbler-Song Sparrow

Subseries: Notebooks (1934-1968)

Notebooks entitled **"Bird Records for the City of Bethlehem Only, 1934-1963"** (2 notebooks, both contain a listing of birds according to the A.O.U. (American Ornithologists Union) checklist, handwritten tables, notes by Barlieb, wildlife conservation stamps, and articles from "Game News" about some of the species).

                   Notebook 1
Box 1, Folder 24   # 1-50
Box 1, Folder 25   # 51-100
Box 1, Folder 26   # 101-150
Box 1, Folder 27   # 151-218
                   Notebook 2
Box 1, Folder 28   # 1-50
Box 1, Folder 29   # 51-100
Box 1, Folder 30   # 101-150
Box 1, Folder 31   # 151-217

Bird Sightings Notebook (similar to the notebooks mentioned above – birds are in A.O.U. order, handwritten tables, conservation stamps)

Box 1, Folder 32   # 115-160
Box 1, Folder 33   # 161-210

"Birds of Bethlehem" Notebooks

Series of unlabeled notebooks containing lists, diary entries, newspaper clippings. Similar to the information contained in the Bird Walks notebooks, but less detailed.

Box 1, Folder 34	1958-1961
Box 1, Folder 35	1962
Box 1, Folder 36	1963
Box 1, Folder 37	1964
Box 1, Folder 38	1965
Box 1, Folder 39	1966-1968 (list and notes)
Box 1, Folder 40	"An Amateur's Beginning" 1934-1959
Box 1, Folder 41	"Birds by Month"
Box 1, Folder 42	Observation Records 1934-1962
Box 1, Folder 43	Record of Warblers (Approximate) 1934-1964

Notebooks labeled **"Bird Walks"**
Notes are titled "Birds Seen in Bethlehem by Ralph Mancke, Walter Thurber, Mrs. Schafer, Marion Barnes and Myself." Handwritten lists, dated journal entries, newspaper clippings recording Barlieb's walks.

Box 1, Folder 44	1934-1936
Box 1, Folder 45	1937-1938
Box 1, Folder 46	1939-1940
Box 1, Folder 47	1941-1942
Box 1, Folder 48	1943
Box 1, Folder 49	1944-1945
Box 1, Folder 50	1946
Box 1, Folder 51	1947
Box 1, Folder 52	1948
Box 1, Folder 53	1949
Box 1, Folder 54	1950
Box 2, Folder 1	1951
Box 2, Folder 2	1952
Box 2, Folder 3	1953
Box 2, Folder 4	1954
Box 2, Folder 5	1955
Box 2, Folder 6	1956
Box 2, Folder 7	1957
Box 2, Folder 8	1958
Box 2, Folder 9	1959
Box 2, Folder 10	1960

Notebooks labeled **"Field Trips Out of Town (1937-)"** (contain handwritten notes, dated journal entries, lists, clippings, tour guides

Box 2, Folder 11	"Bird Observations Out of Town" 1937-1949
	"Natural Science Society Botanical Survey"
Box 2, Folder 12	1947-1952
Box 2, Folder 13	1953
Box 2, Folder 14	1954-1957
Box 2, Folder 15	1958
Box 2, Folder 16	1959-1962

Box 2, Folder 17	"Time of Arrival and Leaving", Bird Calendar n.d.

Subseries: Reference Materials (n.d.)
Scope Note: Writings and articles about bird watching. Includes essay by various authors copied by hand into notebooks and collected poems about nature and God by various authors.

Box 2, Folder 18	Collected poems about nature and God by various authors
Box 2, Folder 19	Essays by various authors (on topics such as bees, winter, and wildlife)
Box 2, Folder 20-21	Materials about hawks and owls (2 folders)

Series: Writings (1934-1965)
Scope Note: Consists of several handwritten manuscripts.   A revised manuscript of *Bethlehem's Birds As I Found Them 1933-1962* as well as the printed copy are included. A supplement to the book entitled *My Note Books and I: A Supplement to Birds of Bethlehem As I Found Them, 1933-1965* can be found in three versions and a similar work *Just Notes* consisting of brief diary entries also reflects Barlieb's bird watching efforts. A number of short essays on topics such as the seasons and Bethlehem's predators illustrate Barlieb's interests in ecology.

Subseries: "Birds of Bethlehem As I Found Them, 1933-1965"
(Revised), handwritten manuscript.

Box 2, Folder 22	Introduction, 1933-1944
Box 2, Folder 23	1944-1955
Box 2, Folder 24	1956-1965
Box 2, Folder 25	Printed copy of "Birds of Bethlehem As I Found Them, 1933-1962" 1965

Subseries: "Just Notes"
Scope Note: Brief diary entries beginning in 1935. There is a longer handwritten version of this manuscript as well as a shorter, condensed version beginning with 1934.

Box 2, Folder 26	1935-1960
Box 2, Folder 27	1934-1952

Subseries: "My Note Books and I: A Supplement to Birds of Bethlehem As I Found Them, 1933-1965"
Scope Note: Two handwritten versions of this manuscript were found. They are not exact copies, but contain different vignettes from Barlieb's notebooks. A third typewritten version (accompanied by a handwritten copy) is labeled by Snyder as Barlieb's addition to *Bethlehem's Birds*. The note is dated 1988 and the text contains entries between 1960-1965. Please note that the labeling of the manuscripts as versions 1, 2, and 3 are arbitrary designations imposed for the purpose of organization and do not reflect Barlieb's intentions.

	Version 1
Box 2, Folder 28	1934-1944
Box 2, Folder 29	1945-1954
Box 2, Folder 30	1955-1965

	Version 2
Box 2, Folder 31	1934-1944
Box 2, Folder 32	1945-1954
Box 2, Folder 33	1955-1965
	Version 3
Box 2, Folder 34	1960-1965

Subseries: "Some of Bethlehem's Birds (As I Found Them)"
Scope Note: Consists of a list of species conforming to the A.O.U. (American Ornithologists Union) standard checklist. This list is an excellent index to the organization of Barlieb's observations and notebooks because she often used this numbering system in her note taking. The list also conforms to the incidence table at the back of her published book *Birds of Bethlehem…*

Box 2, Folder 35   A.O.L. numbers 1-210 n.d.

Subseries: Short Essays (n.d.)
Scope Note: Contains the following titles: "The Adventures of a City Bird Watcher"; "An Amateur's Year with the Birds"; "The Balance of Nature Concept"; "Bethlehem's Predators"; "Bethlehem's Rare Visitors"; "It is Winter"; "'Tis Spring"; "What of the Future?"; "Why We Should Have Bird Sanctuaries" (1 folder)

Box 2, Folder 36   Short Essays n.d.

Series: Other Observers (1958-1968)
Scope Note: This series consists of the records and notes of Mrs. Eunice Schafer.

Box 2, Folder 37	"Bethlehem Area" (handwritten notes) 1966-1967
	Field Cards (completed Audubon Daily Field Cards for various trips around the country)
Box 2, Folder 38	1958-1965
Box 2, Folder 39	undated
Box 2, Folder 40	Trip to Nueces County, Texas 1968

4.8   Archival Resources Online

General Resources and Portals:

4.8.1 General Archival Resources and Portals		
Website Name:	*Description:*	*URL:*
Archives Resource Center (ARC)	"Web-based information clearinghouse"	http://www.coshrc.org/arc/index.htm
Canadian Archival Information Network	Portal for Canadian archival resources	http://www.archivescanada.ca/index2.html
Ready, 'Net, Go Archival Resources	"Meta-index of archival resources"	http://www.tulane.edu/~lmiller/ArchivesResources.html
Resources for Archival and Records Management Studies	Introduction to print and Web resources for archives management	http://www2.sis.pitt.edu/~rcox/RESOURCESPreface.htm
The Archivist's Toolkit	"…community resource for use by those working primarily in small and medium-sized archives in British Columbia"	http://aabc.bc.ca/aabc/toolkit.html
UNESCO Archives Portal	"An international gateway to information for archivists and archives users"	http://www.unesco.org/webworld/portal_archives/
Archivenet	A search engine for archival services	http://www.archiefnet.nl/index.asp?taal=en

4.8.2 Archival Standards		
Website Name:	*Description:*	*URL:*
Canadian-US Taskforce on Archival Description (CUSTARD)	Standard for archival description in North America	http://www.archivists.org/news/custardproject.asp
Dublin Core Metadata Initiative	General metadata standard that supports a broad range of information objects	http://dublincore.org/
Encoded Archival Description (EAD)	Standard for encoding archival finding aids using eXtensible Markup Language (XML)	http://www.loc.gov/ead/ead.html
General International Standard Archival Description (2nd ed.) ISAD(G)	International standard for archival description	http://www.ica.org/biblio.php?pdocid=1
International Organization for Standardization (ISO)	Information and documentation standards	http://www.iso.ch/iso/en/CatalogueListPage.CatalogueList?COMMID=1757&scopelist=
International Standard Archival Authority Record for Corporate Bodies, Persons, and Families (ISAAR)	Controlled vocabulary for authority files	http://www.ica.org/biblio.php?pdocid=2
Machine Readable Cataloging (MARC)	Descriptive standard for bibliographic materials	http://lcweb.loc.gov/marc/index.html
Open Archives Initiative (OAI)	Facilitates access to electronic articles for scholarly research	http://www.openarchives.org/index.html

4.8.3 Archival Preservation Resources		
Website Name:	*Description:*	*URL:*
***Northern States Conservation Center	Recommendations and **very useful** links	http://www.collectioncare.org/cci/ccica.html
Archival and Preservation Resources	General overview of archival resources	http://ils.unc.edu/archives/archives.html
Archival Products Newsletter	Contains useful information and practical tips on a variety of topics	http://www.archival.com/newsletters/index.shtml
Bibliography for Preservation of Paper Documents	Smithsonian Center	http://www.si.edu/scmre/relact/dvr_biblio.htm
Care of Scrapbooks	Missouri State Archives	http://www.sos.mo.gov/archives/localrecs/conservation/notes/scrapbooks.asp
Conservation OnLine	CoOL – resources for preserving a variety of materials and formats	http://palimpsest.stanford.edu/
Deterioration of Paper	Daniel Smith Art Supplies	http://www.danielsmith.com/learn/techLeaflets/0008/
Electronic Records Management Guidelines	Minnesota Historical Society	http://www.mnhs.org/preserve/records/electronicrecords/erguidelines.html
Guidelines for Restoration and Preservation of Documentary Papers, Maps	Maine State Archives	http://www.state.me.us/sos/arc/general/admin/doconsrv.htm
Library of Congress Preservation	Scrapbooks, newspapers, photographs, etc.	http://www.loc.gov/preserv/
National Preservation Office	The British Library	http://www.bl.uk/services/npo/npo.html
Preservation	NARA	http://www.archives.gov/preservation/storage/holdings_and_maintenance.html
Preservation of Library and Archival Materials	Northeast Document Conservation Center PDF Manual	http://www.nedcc.org/plam3/manhome.htm

4.8.4 Archives and Records Management Glossaries

Website Name:	Description:	URL:
A Glossary of Archival and Records Terminology	Society of American Archivists – Richard Pearce-Moses	http://www.archivists.org/glossary/
Glossary	University of Maryland	http://www.lib.umd.edu/ARCV/arcvmss/glossary.html
Glossary of Archival Terms	A Manual for Small Archives	http://aabc.bc.ca/aabc/msa/appendix_glossary_of_terms.htm
Glossary of Archival Terms	Guelph Public Library	http://www.library.guelph.on.ca/localhistory/EAD/glossary.cfm
Glossary of Archival Terms	British Records Association	http://www.britishrecordsassociation.org.uk/publication_pages/Guidelines2.htm
Glossary of Archives, RM, Freedom of Information and Protection of Privacy Terms	Simon Fraser University	http://www.sfu.ca/archives/glossary.html

4.8.5 Archival Organizations and Professional Development

Website Name:	Description:	URL:
Archivist's Daybook	Society of Southwest Archivists	http://southwestarchivists.org/HTML/Daybook.htm
ARMA International	Records Management professionals	http://www.arma.org/
Australian Society of Archivists	Australia	http://www.archivists.org.au/
Canadian Archives Organizations	Links to national, regional repositories	http://www.archivescanada.ca/car/menu.html
International Council on Archives	Promotes international archival awareness	http://www.ica.org/
Mid-Atlantic Regional Archives Conference	MARAC	http://www.lib.umd.edu/MARAC/index.html
Midwest Archives Conference	MAC	http://www.midwestarchives.org/
National Archives and Records Administration	United States national archival service	http://www.nara.gov/
Simon Wilson's List of Resources	Useful links to organizations and listservs	http://www.archivesinfo.net/proassn.html
Society of American Archivists	Professional resources, news, events, task forces	http://www.archivists.org/
Society of Archivists	UK	http://www.archives.org.uk/

4.8.6 Archival Journals and Related Publications

Website Name:	Description:	URL:
American Archivist	Published by the Society of American Archivists	http://www.archivists.org/periodicals/aa.asp
Archival Issues	Midwest Archives Conference	http://www.midwestarchives.org/archivalissues.htm
Archival Science	independent, international, peer-reviewed journal	http://www.kluweronline.com/issn/1389-0166
Archivaria	Association of Canadian Archivists	http://archivists.ca/publications/archivaria.aspx
Archives and Manuscripts	Journal of the Australian Society of Archivists	http://www.archivists.org.au/pubs/a&m.html
Comma	International Council on Archives	http://www.ica.org/static.php?ptextid=publications&plangue=eng
D-Lib Magazine	Electronic publication	http://www.dlib.org/

4.8.7 Archival Processing Manuals

Website Name:	Description:	URL:
Auburn University	Special Collections and Archives Processing Manual	http://www.lib.auburn.edu/sca/manual.htm
Beinecke Rare Book and Manuscript Library	Archival Processing Manual	http://www.library.yale.edu/beinecke/manuscript/process/
Fort Lewis College	Archival Procedure Manual	http://swcenter.fortlewis.edu/tools/FLCArchivalProcedureManual.htm
Mount Saint Mary's	Archival Principles & Processing	http://faculty.msmary.edu/fitzgerald/archival_principles.htm
SUNY Albany	Accessioning and Processing Manual	http://library.albany.edu/speccoll/processing.htm
**Univ. of Texas Arlington	Archives and Manuscripts Processing Manual	http://library.uta.edu/Main/spcoProcessManual1.uta (very comprehensive)
University of Missouri	Staff Policy and Procedure Manual	http://muarchives.missouri.edu/man-toc.html