

# Cultural Archive of Modern Paganism

## Collections Management Policies

### 2024



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## 1. Mission Statement

The Cultural Archive of Modern Paganism exists to preserve, interpret, and promote the history and culture of the contemporary Pagan community as it exists in the United States. Through the acquisition of historical evidence and ongoing research, we will document our community and its unique cultural and spiritual nature. Our collections will be held in a digital repository, available in its entirety to researchers, with curated informative and educational materials made available to the public through our website. In these ways we seek to promote the discipline of Pagan studies and add to our community's sense of identity by providing access to the foundations of its past.

## 2. Collections Development Plan

### a. Introduction

#### i. Collection Development Plan

The Collection Development Plan establishes the purpose of the Cultural Archive of Modern Paganism (CAMP) and clarifies responsibilities for collections stewardship. It supports CAMP in advancing the organization's mission while upholding the highest professional archives standards.

#### ii. Other Guiding Documents

The Collection Development Plan is intended to complement other organizational policies and procedures. For example, the Processing Manual provides step-by-step instructions for implementing guidance set forth in the Collection Development Plan. The Preservation Plan outlines a series of high-level priorities and projects for CAMP.

#### iii. Organization and Archive History

In 2023 the Cultural Archive of Modern Paganism (CAMP) incorporated as an independent entity to be able to continue the work started with the Wiccan Church of Minnesota (WiCoM). CAMP is a community focused organization, self-sustaining through public support and grants.

Contemporary Paganism emerged in the Twin Cities in the 1960s. In 1976, Phil Flom established the Minnesota Church of the Wicca (MCoW) as the first legally recognized Pagan Church in the state. In 1987, a group of individuals broke with MCoW to form the Wiccan Church of Minnesota (WiCoM), which gained legal recognition in 1989.

In the early 2000s, WiCoM provided much encouragement and support to the New Alexandria Library (NAL). Located in Minneapolis, NAL was a subscription library with a

mission to create an archive that preserved Pagan history, culture, and heritage. NAL folded in 2005, and its materials were eventually entrusted to the care of Lou Gastuch. In the mid-2000s, cultural anthropologist Dr. Murphy Pizza began researching the Twin Cities Pagan community. She published her doctoral thesis in 2009 and a monograph in 2014. Her work led WiCoM to pursue a Legacy Amendment grant in 2020 titled, “Development of the Minnesota Pagan Oral History Methodology and Template.” Through this project, it became evident that community elders were stewards of significant private collections documenting the history of the Twin Cities Pagan community. An increasingly urgent need to find and preserve this information became apparent as community members aged and/or downsized their belongings. In 2022, WiCoM received a Legacy Amendment grant to explore establishing the Cultural Archive of Modern Paganism (CAMP). This project surveyed 10 private collections for archival materials related to the Twin Cities Pagan community and 83 boxes of materials from NAL. It also created foundational documents to help guide establishing CAMP.

## b. Structure

- i. CAMP is a 501(c)3 nonprofit governed by its By-Laws and a Board of Directors. The Board is responsible for the organization’s legal and fiduciary matters. With the help of the Executive Director, its role in overseeing collections is to:
  1. Establish, review, update, and approve a Collections Management Policy.
  2. Monitor implementation of the policies.
  3. Assist with collections development by monitoring acquisitions identified by the Advisory Committee.
  4. Raise funds to support collections development and care.
  5. Consider collection needs when approving and allocating funds.
  6. The Board may engage volunteers and contractors to assist with carrying out the organization’s functions. The Board shall prescribe duties and determine how authority may be exercised for all volunteers and contractors.
  7. The President of the Board of Directors bears ultimate responsibility for ensuring the care and preservation of the collections and implementation of the organization’s policies.
  8. CAMP will employ an Executive Director to manage and conduct the business of the organization under the oversight of the Board of Directors. The Executive Director is responsible for the management of the organization on a day-to-day basis and responsible for directing the archive.
- ii. Delegation of Responsibility to the Advisory Committee

1. A permanent Advisory Committee is maintained to aid the Board and the Executive Director in project planning, acquisition decisions, and any other area where a deep cultural understanding of the contemporary pagan community is beneficial.
2. The Advisory Committee shall consist of the Executive Director and at least 2 volunteers approved by the Board of Directors.
3. The Executive Director serves as a liaison between the Board and the Advisory Committee and is responsible for creating and maintaining detailed collections records and recording meeting minutes and reporting actions taken at the next Board meeting. The Executive Director may delegate this work to another Advisory Committee member(s), in which case the Executive Director will monitor their work products.
4. One-half the number of Advisory Committee members shall constitute a quorum for the transaction of business.
  - a. The Advisory Committee shall develop, care for, and provide access to the collections. Its role is to:
    - b. Draft and recommend collections policies to the Board.
    - c. Implement collections policies.
    - d. Identify potential additions to the collections.
    - e. Develop, document, and implement collections procedures.
    - f. Host committee meetings 4 times per year. (typically, in February, May, August, and November)
    - g. Advise and report to the Board on acquisitions during the Board's regular meetings.
      - i. Create an annual report for the calendar year that outlines collections care and management activities, to be included in the organization's annual report.
    - h. Advisory Committee meetings shall be open to all interested Board members and CAMP volunteers. Minutes shall be kept and filed in the organization's archives.
    - i. The Executive Director will seek Board input whenever the Advisory Committee encounters a sensitive collections issue or an unanticipated need for funding or other resources.

### c. Mission

The Cultural Archive of Modern Paganism exists to preserve, interpret, and promote the history and culture of the contemporary pagan community as it exists in the United States. Through the acquisition of historical evidence and ongoing research, we will document our community and its unique cultural and spiritual nature. Our collections will be held in a digital repository, available in its

entirety to researchers, with curated informative and educational materials made available to the public through our website. In these ways we seek to promote the discipline of pagan studies and add to our community's sense of identity by providing access to the foundations of its past.

#### d. Collection Scope

CAMP is primarily a digital repository. Collecting is limited by CAMP's capacity to provide proper collections storage, care, access, and management. CAMP collects and/or digitizes paper documents, publications, photographs, videos, audio recordings, digital files, artifacts, and other materials (hereafter "materials") that support its mission and relate to the history of the Contemporary Pagan community in the United States. This scope may include materials related to individuals, businesses, organizations, and cultural groups associated with Contemporary Paganism.

##### i. Types of Collections

###### 1. CAMP divides its collections into two categories.

###### a. Permanent Collection

- i. The Permanent Collection includes historically significant materials with long-term research value that directly support the organization's mission and help to preserve the history of Contemporary Paganism. This includes materials that are original, rare, or irreplaceable. They are intended to be held under CAMP's care and in the public trust for future generations.
- ii. Materials in the Permanent Collection are accessioned and curated with the highest degree of care, documentation, accountability, and are subject to the Collections Management Policy.
- iii. The Permanent Collection may be further subdivided based on material type as:
  1. Archival materials, including works on paper, newspapers, photographs, documents, recordings, and digital files.
  2. Published materials, including books and magazines.
  3. Oral history recordings and transcripts.
  4. Limited three-dimensional objects which have significant research or exhibit value.

###### b. Research Collection

- i. The Research Collection contains any of the work produced of CAMP's research projects, including.
  1. The results of interviews and surveying.

2. Materials collected during any other research prior to the publication of its end product.
3. Published material resulting from research projects.
4. Materials restricted in gift or deposit agreements prohibiting open access.

#### e. Acquisition of Collections

##### i. Approval

1. Authority to acquire materials for the Permanent Collection is held by the Advisory Committee, following the adopted procedures for acquiring donations or purchases.
2. In certain instances, the Executive Director seeks Board input or approval on acquisitions. See “Delegation of Responsibility to Advisory Committee.”
3. The Executive Director shall accession all materials that are accepted for the Permanent Collection by creating control files and documenting provenance.

##### ii. Methods of Acquisition

1. CAMP may acquire materials through a variety of means:
2. Donation of materials with or without donation of Intellectual Property Rights or through a Creative Commons license
3. Deposit, which is a transfer of custody but not property or IP rights.
4. Digitization of content (originals not donated to CAMP)
5. Purchase
6. conversion of abandoned property
7. transfer of CAMP records from Board
8. any other legal transfer
9. The Executive Director will use the appropriate agreement (See Appendices 2.1) in each case and document the circumstances of acquisition.

##### iii. Criteria for Acquisition

1. CAMP considers materials for acquisition using the following criteria:
  - a. The material is relevant to CAMP’s mission and falls within the collections scope.



- b. The transferor holds free and clear title to the materials. The transferor obtained the materials legally and ethically and has provided full documentation of provenance.
  - c. CAMP's title to the materials will be free and clear without restrictions on use or future disposition.
  - d. The materials hold potential value for enhancing understanding or interpretation through CAMP activities, including research, exhibition, or public programming.
  - e. CAMP is the most appropriate place for the materials.
  - f. CAMP has sufficient resources to adequately care for and store the materials following professionally accepted standards.
  - g. The materials do not duplicate materials in CAMP's collections, unless the Collections Committee makes an exception based on CAMP's needs or unique aspects about the materials or its provenance.
  - h. The material is in good condition, can be digitized, or the necessary conservation work can be completed with available resources.
- iv. Collecting Areas
1. CAMP seeks to document and preserve the history and stories of Pagan communities and individuals involved in those communities across the United States. To accomplish this following preliminary collecting priorities for each community were identified:
    - a. Personal papers of individuals involved in pagan communities.
    - b. Oral histories with community elders
    - c. Organization records of community groups and churches
    - d. Reference materials, biographical data, and ephemera.
    - e. Publications by (and about?) community members and organizations
  2. Collecting Priorities for 2024-2030:
    - a. older individuals and elders with failing health.
    - b. historically underrepresented individuals in communities, including but not limited to Indigenous, Black, Latino, Asian, LGBTQ+, women, veterans, and people living with disabilities.
    - c. individuals and groups located in rural areas.
    - d. recordings on fragile media, including audio cassette tapes and VHS tapes.
    - e. materials related to significant activism efforts.

- f. born-digital material, including organization and personal files, web pages, blog posts, and events advertised on social media.

## f. Laws and Regulations

CAMP complies with all federal, state, and local laws and regulations governing its collections and collecting activities. This includes guidelines regarding human remains and materials governed by federal law including the Native American Graves Protection and Repatriation Act (NAGPRA). It also includes, but is not limited to, the Internal Revenue Code and the Minnesota Museum Property Act. In addition, CAMP applies guidelines including the Protocols for Native American Archival Materials, the Society of American Archivists' Guidelines for Reappraisal and Deaccessioning, SAA's Orphan Works: Statement of Best Practices, etc.

## g. Ethics

### i. Code of Ethics

1. CAMP and its Board members and volunteers shall adhere to the SAA's Core Values Statement and Code of Ethics. <https://www2.archivists.org/statements/saa-core-values-statement-and-code-of-ethics> If CAMP develops its own Code of Ethics in the future, it may be referenced here.

### ii. Conflict of Interest

1. CAMP Board members and volunteers must refrain from participating in activities that might create a conflict, real or perceived, with the organization's mission and interests.

### iii. Profit and Gain

1. No Board member or volunteer may intentionally use CAMP, its collection, their title or affiliation, or privileged information to achieve profit or gain for themselves or external entities at the expense of CAMP or its mission. All Board members, employees, contractors, and volunteers are required to sign CAMP's confidentiality agreement.

### iv. Financial Appraisals

1. Board members and volunteers, in their official or unofficial capacities, are prohibited from providing financial appraisals for materials offered to CAMP.
2. Donors are responsible for establishing the fair market value of gifts offered to CAMP, including for tax deductions or other purposes.
3. Board members and volunteers are prohibited from recommending a specific appraiser to external entities including all donors; however, they may provide a list of potential appraisers.
4. CAMP shall comply with all Internal Revenue Service rules and regulations for charitable contributions.

5. Board members and volunteers may conduct appraisals for internal use, such as determining insurance coverage or approximating the value of potential acquisitions or deaccessions.

#### h. Deaccessioning Policy

- i. The volume, cost, and complexity of maintaining research materials compels CAMP to take a selective and focused approach to building its collections. Deaccessioning — i.e., disposal of collection materials through (very rarely sale or) transfer to other institutions, — is an integral and essential management tool.
- ii. Evaluation of Materials
  1. Before de-accessioning materials with substantial research or financial value, the staff must complete an appraisal/survey report determining that either the material falls outside the scope of current collecting plans and policies; is marginal; and/or is duplicative of other material held in the collections; and/or has deteriorated beyond usefulness. The report should review externally imposed restrictions on the material, such as donor agreements or government depository arrangements, if any, and also evaluate the effects of de-accessioning on public access to information.
- iii. Disposition of materials
  1. Materials must be free of all legal impediments. No de-accessioning will occur if contrary to any written agreement between SCRC and the donor. Reasonable attempts will be made to consult donors when materials are considered for de-accessioning.
  2. Before materials of substantial or financial value are de-accessioned, reasonable attempts will be made to determine if other organizations have an interest in them. Any sales and proceeds will be managed through established procedures. No private sales of materials will be made to CAMP board, staff, or to members of their immediate families. All proceeds from the sale of materials will be used solely to further the preservation or development of CAMP's research collections.

### 3. Access Policies

#### a. Access to Collections and Collections Records

- i. CAMP shall provide reasonable, non-discriminatory access to its collections and collections records while simultaneously protecting their security and physical and intellectual integrity.
- ii. CAMP seeks to provide broad access to its collections through means such as websites and publications.
- iii. CAMP cannot guarantee that any specific materials will be displayed at any specific time.
- iv. A donor may place restrictions on sensitive or confidential information with prior approval from the Executive Director.
- v. Accession records and files are open to the public through written request, excluding donor records and records that have a restriction prohibiting access.
- vi. A copy of the Collections Management Policy shall be publicly available.

#### b. Using the Archive

- i. The Cultural Archive of Modern Paganism provides access to its collection at [www.paganarchive.org](http://www.paganarchive.org).
  1. While some digitized and digital content is freely available through the CAMP website, additional content may be available or may need to be reformatted for access. CAMP does not provide access to physical materials or printed copies. However, upon request additional digital material may be provided following our Reproduction Policy. Please contact CAMP staff for additional information.
  2. Some content has been restricted to only be made available in its entirety or original format to researchers. Please contact CAMP to request access to restricted material with details about your research or institution.
  3. Prior to using collections, all researchers must sign and complete the registration form supplying contact information and indicating that they have read and agree to follow the rules and regulations for the use of the collections.

#### c. Digitization procedures

- i. To view any materials which do not have access copies, users must request and allow time for creation of a digital use copy.
  1. Based on the amount of material requested there may be a fee associated with digitization services.

2. Copies are provided for research and educational use. Users are responsible for the correct citation of records and acquiring permission to publish when needed.

## 4. Copying & Reproduction Services

### a. Rights & Reproduction Policy

- i. CAMP permits and encourages personal and educational use of unrestricted collection documents, images, audio, and video. High quality or high-resolution versions are available on request. In some cases there will be a fee for digitization when the item hasn't been previously digitized. Note that users can use collections already available online for personal and educational use without special permission from the archive.
- ii. Use of the archive's images, audio, and video materials for publication, commercial use, or distribution requires written permission and licensing from CAMP. Licensing fees apply in addition to any digitization, duplication, and delivery fees. Waivers for licensing fees for non-profit and scholarly projects may be granted at the archive's discretion. To request licensing authorization, fill out our rights & reproduction request form.
- iii. Use of the archive's restricted images, audio, and video collections material requires special written authorization from the archive and may also require authorization from other parties depending on the material.

### b. Copyright, Rights, and Restrictions

- i. CAMP's collections are obtained from many sources and are intended primarily for research and educational purposes. Certain works may be protected by copyright, trademark, or related interests not controlled by CAMP. Permission for use will be granted only to the extent of CAMP's ownership of the rights relating to your particular interest. The responsibility for ascertaining whether any additional rights exist, and for obtaining all necessary permissions, remains with the researcher.
- ii. Up to 10 scans may be provided free of charge. Additional scans will be provided at \$1.00 each. For large requests, please contact CAMP staff to discuss pricing
- iii. Digitization of A/V: at vendor cost.
- iv. Waiver of Fees: Fees are waived for the donors of the collections.
- v. Student researchers may request to have fees waived for up to 50 scans.

### c. Limitations on Copies for Researchers Unable to Access the Archive

- i. The archive will only provide copies from restricted record units/accessions as allowed by our agreement with the donor. In some cases time must be allowed to request permission from the creator or donor.
- ii. The archive reserves the right to refuse extremely large digitization requests that will place undue pressures on the staff. CAMP reserves the right to refuse any copying request that requires excessive searching or judgment and choices among alternatives by a team member instead of the researcher.

- iii. Fee for Commercial Users:
- iv. In cases where the CAMP's photographs/audiovisual materials are used in commercial, money-making projects (e.g., publications, television/video productions, websites), the requester may be charged a license, or user's, fee. This fee is separate from any reproduction fees.

d. Policies Concerning Access & Restrictions on Use

- i. CAMP is committed to providing equal access to all users, and access to its holdings to the fullest possible extent consistent with copyright law, personal privacy, and related issues.
- ii. While the majority of CAMP's holdings are available without restrictions, in some cases sensitive materials are restricted through agreement between CAMP and the donor or because of the presence of material with content that could violate third party privacy rights. CAMP does not accept restrictions without careful examination of their impact on its overall purpose.
- iii. Donated materials may carry restrictions imposed by deed as a condition of donation and require the permission of the donor or donor's agent. CAMP does not itself waive such restrictions, nor will it act as an advocate for any researcher seeking such waivers. It is the researcher's responsibility to request access from whoever has imposed the restriction.

e. Copyright & Citation of CAMP holdings in Publications

- i. The burden of determining copyright status and permissions falls on the researcher. Archive staff will supply information about possible rights holders to the research to aid in that work.
- ii. Researchers will give full and proper credit to CAMP as the source of quotations and citations, and to cite those sources completely so that others may find and refer to them easily.
- iii. Use the following credit line:
  - 1. Item description, date, folder, accession or collection id, collection title, Cultural Archive of Modern Paganism

## 5. Accessioning and Processing Manual

### a. Introduction

#### i. Purpose of Basic Processing Manual

The Basic Processing Manual provides step-by-step instructions for accessioning and processing collection donations. It supports the Cultural Archive of Modern Paganism (CAMP) in advancing the organization's mission while upholding the highest professional standards.

#### ii. Collection Management System

CAMP will create accession records in ArchivesSpace; create finding aid/resource records for each collection in ArchivesSpace, including links to digital objects; and publish those resources records in the CAMP ArchivesSpace PUI. CAMP will store digital materials in a minimum of three independent storage locations, which could include, hard drives kept in two different physical locations, cloud based deep digital storage such as Amazon Glacier, and hard copy storage on blu ray discs or microfilm.

#### iii. Documentation Policy, Procedures, and Forms

1. All materials shall be arranged and cataloged into aggregates of related objects and described at a folder level in accordance with *Describing Archives: A Content Standard* (DACs).
2. The Executive Director is responsible for documentation and shall complete it in a timely manner.
3. The Executive Director is responsible for documenting transfer of ownership to CAMP for all accessioned material. For example, the Executive Director must obtain a signed Deed of Gift for all donated objects.
4. Documentation may include, but is not limited to:
  - a. Collection Control File (in process, received, deaccessioned):
    - i. Temporary Custody Receipts
      1. Proposed Acquisition Forms
      2. Deeds of Gift
      3. Condition Reports
      4. Correspondence with Donor
      5. Inventories
      6. Deaccession recommendation form
      7. Loan agreements
    - ii. Accession Register, including status of all collections (temporary custody; loan, etc.)
5. Gifts
  - i. The Deed of Gift transfers ownership of property rights to CAMP and may transfer intellectual property rights as well or license rights to CAMP via a Creative Commons license. It is legally binding once signed and dated by both parties.



- ii. The fully executed Deed of Gift represents CAMP’s legal title to the donated object(s). The original Deed of Gift shall be maintained in the Control File.
  - iii. Oral history release forms will also serve as a donation agreement.
- 6. Deposit Agreement
  - i. The Deposit Agreement transfers custody but not ownership of the property or intellectual property rights to CAMP.
- 7. Purchase
  - a. Retain bill, purchase agreement, or other relevant information.
- 8. Oral History Release form

## b. ACCESSIONING

CAMP will use the accessioning process as the initial step in taking control and recording core descriptive information about the material received. This information may be used by CAMP or the donor for other legal purposes or to file tax paperwork. During accessioning, CAMP will also stabilize physical objects or perform digital preservation procedures to ingest content.

- i. The accession record shall include the following fields (see Data Dictionary for additional information):
  - 1. Accession Number
  - 2. Location
  - 3. Legacy Accession Numbers
  - 4. Creator 1xx/Agent
  - 5. Title 245
  - 6. Date
  - 7. Physical Description 300
  - 8. Digital extent 300
  - 9. Bio/Historical note 545
  - 10. Scope and Content note 520
  - 11. Donation type
  - 12. Source 541/Agent
  - 13. Provenance 561
  - 14. Donation form
  - 15. Donor address/in Agent
  - 16. Arrangement 351
  - 17. Genre 655
  - 18. Subject 6XX
  - 19. Condition 583
  - 20. Access 506
  - 21. Finding aids and inventory
  - 22. Local note 590
  - 23. General note 500
  - 24. Processing Status
  - 25. Availability
  - 26. Initials of staff
  - 27. Record Number

- ii. Accessioning process
  1. Ensure all relevant documents are digitized and in the control file, review content, and transfer information to the accession record.
  2. Create a stub accession record in ArchivesSpace including creating instances for each container received as an "Accession" instance type and with the proper location.
  3. Assign a unique accession number to each accession.
  4. Use a sequential numbering system:
    - a. 2024.001
    - b. The first four numbers correspond with the year the accession was made.
      - i. In the example, "2024" represents an accession made in the year 2024.
    - c. The next three numbers shall be assigned in numerical order to represent the order of accessions within a year.
      - i. In the example, "001" represents the first accession made in 2024.
  5. Add date of acquisition (which can be the date the deed of gift is signed or the date the material arrives in the archives). Among uses, the donor will need this date if they are filing for a tax deduction with the IRS.
  6. Complete accession record by filling in all other required fields in the accession record.
  7. Photograph the material(s).
  8. Place material(s) or digital file(s) in physical or electronic storage.
  9. Label boxes with Accession number; collection name; and box number (Box 1 of 2; Box 2 of 2)
  10. If accession is received on digital media, and the donor does not want it returned, destroy the media. Record donation of digital masters in accession record.
- iii. Additional steps for accessioning digital media
  1. Review information gathered or received from donor about media and content (from Donor Digital Checklist).
  2. Create an inventory of each piece of physical media, transcribe annotations on media as metadata; Ensure hard drives are protected from dust, light, heat, and are stored with any necessary cables
  3. Label housing with identifier for media
  4. Run virus scan
  5. Capture digital content off physical media
  6. Create checksums for transfer, preservation and access copies
  7. Identify restricted material based on copyright/donor agreement

### c. Handling Procedures

After evaluating the accession's condition and existing priorities, it may be necessary to rehouse paper, analog, and other physical material in acid-free folders and boxes until processing and digitization can occur. Handling guidance is available from the Northeast Documentation Conservation Center through their preservation leaflets: <https://www.nedcc.org/free-resources/preservation-leaflets/overview>

## d. Basic Processing Procedures

- i. Processing Procedures
  1. Identifying the Accession Number
    - a. Upon approval to accession the material(s), the Processor shall check the Accession Register to identify the next sequential Accession Number, following procedures outlined in “Numbering Systems.”
      - i. For example, if the last Accession Number entered in the Accession Register was 2022.001 and it is still the year 2022, then the next number would be 2022.002.
    - b. The Processor shall use the Accession Number to assign an Object Number to each object approved for accessioning and enter it in the Accession Register, following procedures outlined in “Numbering Systems.”
      - i. Continuing the example above, if 3 objects were approved for accessioning, their Object Numbers would be 2022.002.001, 2022.002.002, and 2022.002.003.
  2. Creating the Accession File
    - a. For each Accession, the Processor shall create a new digital folder referred to as the “Accession File”.
    - b. The Processor shall name the folder with the prefix “Acc\_” followed by the Accession Number.
      - i. For example, if the Accession Number is 2022.001, then the folder name would be Acc\_2022.001
  3. Transfer of Ownership Documentation
    - a. The Processor shall scan the transfer of ownership documentation and add it to the Accession File. These scans shall be named “Transfer\_” followed by the Accession Number.
      - i. For example, if the Accession Number is 2022.001 and the object was donated, then the scanned Deed of Gift would be Transfer\_2022.001
    - b. If the accession was donated, the Processor shall obtain a copy of the Deed of Gift, scan it, and add it to the Accession File.
    - c. If the accession was deposited, the Processor shall obtain a copy of the Deposit Agreement.
    - d. If the accession is on loan, the Processor shall obtain a copy of the Loan Agreement.
    - e. If the accession was purchased, the Executive Director shall obtain a copy of the sales receipt, scan it, and add it to the Accession File.
    - f. If the accession was bequeathed, the Chairperson shall obtain a copy of the relevant section of the Will from the attorney or executor, scan it, and add it to the Accession File.
  4. Data Entry for ArchivesSpace
    - a. For each object approved for the Permanent Collection, the Processor shall enter, at minimum, the following data into the ArchivesSpace:
      - i. Accession Number
      - ii. Date accessioned

- iii. Donor (agent) name or source
  - iv. Creator (agent) name
  - v. Collection name
  - vi. Date range
  - vii. Genre
  - viii. Condition
  - ix. Extent in linear footage
  - x. If digital
    - 1. Number of files
    - 2. Number of Folders
    - 3. Size
    - 4. File types
  - xi. If photographed, number of photographs
  - xii. If accessioned/processed at the item level:
    - 1. Object Number(s)
    - 2. Object name
    - 3. Object description
    - 4. Object dimensions
    - 5. Object materials
    - 6. Object condition
  - xiii. Processor Name
  - xiv. Date processed
  - b. Digital files
    - i. Each digital file shall be named with its Object Number. For examples, see “Digitizing and Cataloging Archives Material.”
  - c. Physical Archives and Published Materials
    - i. Folders of archival material shall be labeled:
      - 1. In the upper-left corner, Accession number of Collection identifier, folder number and box number, in the center with the folder-title and in the right-hand corner with the collection name.
        - a. For example: 2024-002, box 2, folder 3; Correspondence, 1967; Mary Jones Papers
      - 2. Physical Records – All records relating to an object shall be marked in pencil with the Object Number, preferably in the upper right-hand corner.
5. Digitizing or Photographing Objects
- a. The Processor shall digitize or photograph each object.
  - b. They shall store the resulting digital files in CAMP’s preferred file sharing system.
    - i. To name the resulting digital files, see “How to Number Objects, Object Photographs, and Digital Files.”
6. Storing Physical Objects and Digital Files
- a. The Processor shall place physical object(s) or digital file(s) in physical or electronic storage.

- i. In some cases, the donor may request that materials are returned to them after digitization. Coordinate with CAMP to return the materials.
- ii. In other instances, the donor may grant CAMP the right to dispose of physical materials after digitization. CAMP may explore donating the materials to a partner repository like the New Age Movements, Occultism, and Spiritualism Research Library (NAMOSRL) at Valdosta State University.

e. **INVENTORY AND ACCESSIONING for DIGITAL RESOURCES**

This section provides a detailed process for ingestion and management of digital resources.

- i. Accessioning
  - 1. Gather collection-level information to complete minimal ASpace record
  - 2. Identify and document scope and content of collection materials; Includes identifying all digital and, in the case of hybrid collections, physical materials
  - 3. Assess content of digital material for items that meet access restriction conditions including the presence of PII, copyright restrictions, or other restrictions set by the donor ; assess if access restrictions may exist
  - 4. Determine presence of any digital-only components (e.g. website capture, social media download, etc)
  - 5. Determine total extent of digital material
  - 6. Determine estimated date range
  - 7. Determine types of physical media present
- ii. Create processing plan using processing plan template (Appendix 5.1), as needed.
  - 1. Determine level of priority for processing
  - 2. Assess access needs
  - 3. Establish scope and level of description
  - 4. Consider level of user interest and related description and arrangement needs
- iii. Establish physical control over removable media
  - 1. Identify physical media
  - 2. Assign unique identifier to each piece of media using institutional convention for determining identifier
  - 3. Create an inventory of each piece of physical media
  - 4. Transcribe annotations on media as metadata
  - 5. Add description of physical media to collection management system/catalog/database
  - 6. Remove old housing if unsafe or unstable
  - 7. If data is not migrated immediately, ensure hard drives are protected from dust, light, heat, and are stored with any necessary cables
  - 8. Label housing with identifier for media
- iv. Capture digital content off of physical media
  - 1. Document source media; capture physical label as metadata; transcribe annotations
  - 2. Determine capture method
  - 3. Inspect media for degradation that may inhibit successful capture
  - 4. Capture content from physical media and transfer to new storage device. Possible methods include:

- a. Copying relevant files using operating system tools (Finder, Explorer, cp on command line)
  - b. Copy relevant files using special copy tools (Exact Audio Copy, Teracopy);
  - c. Create disk image using tools (ISODisk)
5. Record disposition of physical media (data transfer date; returned to donor; destroyed)
6. Verify completeness of capture; including number of files captured; record transfer results and failures
- v. Run virus scan
  1. Run a virus scan on the processing station before accessioning or processing a collection
  2. Use recommended/standard malware software to check for any viruses/malware present on transferred content before copying to processing station
  3. Document results of virus scan and actions taken.
- vi. Create checksums for transfer, preservation and access copies
  1. Create checksum of files using one or more algorithm (MD5, SHA-1, SHA-256) at appropriate points in time:
    - a. Before transfer to archives;
    - b. After transfer to archives;
    - c. When new file is created in process of file normalization, redaction, packaging, etc. (Tools like Teracopy and DROID create checksums.)
  2. Document and store checksum for future validation. Methods can include: (1) In file manifest; (2) Alongside files packaged in SIP/AIP/DIP; (3) In collection documentation; (4) In collection management system. Store file manifests (inventories) created using DROID with collection documentation.
- vii. Determine level of description
  1. Identify and document access and use conditions
  2. Determine if description of digital material is part of hybrid collection or separate finding aid
  3. Evaluate anticipated research value or demand for material
  4. Consider how level of description affects access mechanisms (finding aid, catalog record, storage, backup)
- viii. Identify restricted material based on copyright/donor agreement
  1. Determine appropriate actions to take with content containing restricted material
  2. Flag files that need to be restricted
  3. Note if materials are likely to contain sensitive information based on context of the donor or organization
- ix. Gather metadata for description
  1. Describe items that meet access restriction conditions including the presence of PII, copyright restrictions, or other restrictions set by the donor
  2. Document files that need to be restricted
  3. Standardize language used to describe metadata such as dates, digital extents, etc.
  4. Aggregate metadata description across collection when appropriate for scope and content or abstract (ex. dates, format types, extent, etc.)

- a. Determine if existing administrative and technical metadata (e.g. document author, location coordinates, etc) can be re-used for description\
- x. Add description about electronic material to finding aid
  - 1. Determine to what level of description information about electronic material will be added:
    - a. Collection
    - b. Series
    - c. File
    - d. Item
  - 2. Add access statement to appropriate level(s); Note restrictions.
  - 3. Add dates to appropriate level(s)
  - 4. Add extent to appropriate level(s); always include total gigabytes (GB) and total number of files.
  - 5. Add processing note to appropriate level(s); Include most important details (file normalization, unprocessed material, redacted material) and when/who processed the digital files.
- xi. Record technical metadata
  - 1. Determine and document any necessary software or tools for viewing or use
  - 2. Record date and method of file acquisition or disk imaging
- xii. Organize electronic files according to intellectual arrangement
  - 1. Determine whether intellectual arrangement or level of description warrant moving electronic files into new arrangement for preservation and access
  - 2. Identify relationship between analog and digital content
  - 3. Determine if existing order should be kept, revised, or if archivist should impose new order; This decision should be considered as a minimal requirement, even if the decision is "keep as is"
  - 4. Describe digital content at the appropriate aggregate level; Minimal level is a collection scope and content note or similar level
- xiii. Manage personally identifiable information (PII) risk
  - 1. Review existing restrictions in finding aid, accessioning notes, or processing notes
  - 2. Review collection file for likely risks (deed of gift, digital materials survey, emails between donor and curator, accession form)
  - 3. Identify the type of PII by searching digital media (using Identity Finder Enterprise or similar software); do standard PII pattern search (e.g. credit card numbers, date of birth, social security numbers, etc.) and delete, restrict, or redact accordingly.
  - 4. Assess potential risk
  - 5. Flag files with positive results following human review; At a minimum, all collections can be reviewed for PII by an archivist by simply opening the (write-blocked) files and looking at them
  - 6. Record document disposition; If files are deleted, restricted, or redacted note this in the Processing Information note and/or the Conditions Governing Access note in the finding aid, as well as in your collection management system and the collection file. This information should also be included in the finding aid.

7. Determine statute and/or policy governing confidential data; Determine the law or policy that's relevant to the PII at hand (e.g. HIPAA for medical info, FERPA for student records)
8. Determine and implement disposition as required; Delete/deaccession at file/folder level
- xiv. Create SIP
  1. Document basic technical metadata; Record basic information about the tools and technical processes used to create SIP
  2. Document checksums of content
  3. Package content and metadata as SIP
  4. Document basic administrative metadata; Record basic rights information and access requirements
  5. Upload to archival storage
- xv. Create AIP
  1. Determine if you will preserve original file(s) or only normalized files.
  2. Create checksum of AIP package
  3. Create checksums for all files in AIP
  4. Gather AIP contents together for packaging. Contents can include
    - a. Original transferred files
    - b. Disk image(s)
    - c. Files normalized for preservation
    - d. Redacted files
    - e. Files normalized for access
    - f. Metadata about the objects (technical, descriptive, administrative)
    - g. Documentation about preservation, arrangement and description activities (logs, virus scan report, transfer documentation, file renaming etc.)
  5. Package AIP contents together. Methods for packaging can include:
    - a. Bag-it (or bagger)
    - b. Bundles files into a container file such as .tar or .zip
  6. Transfer AIP to preservation storage
  7. Verify AIP package checksum
  8. Create or pull together already created metadata:
    - a. Technical
    - b. Descriptive
    - c. Administrative
- xvi. Create DIP for access
  1. Document access and use conditions
- xvii. Ensure all data is entered into ASpace record and publish if collection has been completely processed or can be open to research use.
- xviii. Delete work copy of files and confirm that preservation and access copies are stored in the appropriate locations.



## 6. Digitizing and Cataloging Archives Material

### a. Scanning new materials

- i. Open Photoshop. From menus, select : File > Import > Epson10000XL
- ii. Check some of the settings every time you start scanning:
  1. Document Type: Reflective
  2. Document Source: Document Table
  3. Auto Exposure Type: Photo (or .....)
  4. Image Type: If the images you are about to scan are black and white then select 8-bit gray and if color, 24-bit color. You may have to switch between these settings as you work through material.
  5. Resolution: 600 dpi for photographs; 400 dpi for text
    - a. make sure that Unsharp Mask, Descreening, Color Restoration, Backlight Correction and Dust Removal are all deselected
- iii. Preview what's on the flatbed by hitting the 'preview' button
- iv. Select the border of the photo/physical object you want to scan in the preview window.
- v. Once you have selected the right amount, set the target: W x H as close to 8 x 10" as possible (Ask if it would fit on an 8 x 10" page without cutting off.)
- vi. Click 'Scan' to capture the image into Photoshop. Once the image is scanned close the 'EPSON Scan' control window (not 'Preview')
- vii. The image should be ready to save. If the image needs to be rotated do so through Image>Rotate>Arbitrary.
- viii. Save as: .tif with no compression
- ix. Assigning new digital identifiers – see below

### b. Saving Images

Before you save to an access folder (labeled with identifier prefix), save to a folder for long term storage,

### c. Suggested cataloging fields

- i. Title:
  1. Title from the object or [Title/description you create -- one basic sentence describing the image or item]. It shouldn't do the work of the description. Only first word and proper names capitalized. If you create the title, enclose it in square brackets.
- ii. Date:
  1. Acceptable forms:
    - a. YYYY-MM-DD
    - b. YYYY-MM
    - c. YYYY
    - d. Unknown
    - e. Circa=YYYY
- iii. Hidden date:
  1. Leave blank.
- iv. Photographer:
  - a. Check controlled vocabulary for names. Create one if none. Leave blank if none.
    - i. Last name, First name Initial (ex: Adams, Ansel)

- v. Subject (650):
  - 1. Check controlled vocabulary for supplied headings. Choose approximately 3 headings but don't force 3 if there are only 1 or 2 that make sense. Feel free to use none. Separate your subjects with Semicolons. What is the photograph 'of' and 'about?' Consult LOC, choosing from <http://authorities.loc.gov/>. Or create a local heading based on current practices.
- vi. Organization (610):
  - 1. Name of a company, team, business, address or building. Only add address if address is supplied or pictured (ex: '2641 Walnut St. (Philadelphia, Pa.)'). Consult controlled vocabulary or enter new address. OK to put both the name of a building and address.
    - a. Examples:
      - Philadelphia Housing Development Corporation
      - 30th Street Station (Philadelphia, Pa.)
      - Philadelphia Phillies (Baseball team)
      - Strawbridge & Clothier
- vii. Geographic Subject (151):
  - 1. Consult the controlled vocabulary and LOC authorities. Make sure to begin with city of photo (ex: ; "Ardmore (Pa.)") Also include streets (only if pictured), sections of the city (ex: Center City District, North Philadelphia), rivers and parks.
- viii. Personal Names:
- ix. Consult the controlled vocabulary. If there's nothing, check <http://authorities.loc.gov/>. Create your own after that. (ex. Coleman, William T., Jr.)
- x. Description:
  - 1. 2-4 sentences describing the photo. Good place to put some descriptive info not covered in the title or any of the subjects. Good for keywords or different terminology than the subject. Do not include adjectives or other judgmental **language (i.e. "man walks across the extremely large street," "woman drives cheap looking car", etc.)** Make sure to use the spell check
- xi. Original Notes:
  - 1. blank if there is nothing
- xii. Format: (image/jp2, etc.)
- xiii. Type: From AAT controlled vocabulary (photographs)
- xiv. Publisher:
- xv. Physical Description:
  - 1. Such as:
    - a. 1 photograph: (b&w, sepia, color); dimensions in inches (round up to the nearest .5)
    - b. ex: 1 photograph: b&w; 5 x 7.5 in.
- xvi. Rights:
  - 1. Use set statements or appropriate statement from [rightsstatements.org](http://rightsstatements.org) (This material is subject to copyright law and is made available for private study, scholarship, and research purposes only. For access to the original or a high resolution reproduction, and for permission to publish, please contact .....) )

- xvii. Repository: (CAMP...)
- xviii. Repository collection:
  - 1. (Name of archives collection – ex. John Smith Papers)
- xix. Folder:
  - 1. physical location of original
- xx. Digital Collection: ( )
- xxi. Digital Publisher: (xx, MN: CAMP)
- xxii. Digital Specifications:
  - 1. Eamples
    - a. Photographs: 600 dpi, 8-bit grayscale or 24-bit color, Gray Gamma 2.2 or Adobe RGB 1998, scanned on Epson Expression 10000XL or 11000XL.
    - b. Negatives and Slides: 3000 dpi, 8-bit grayscale or 24-bit color, Gray Gamma 2.2 or Adobe RGB 1998, scanned on Epson Expression 10000XL or 11000XL or Nikon CoolScan V.)
- xxiii. Contact: (Camp@)
- xxiv. Created: Your initials (ex:)

d. Identifier:

- i. Legacy IDs
- ii. Natural language
- iii. acronym for collection: AWBP
- iv. Break: X
- v. Consecutive number: 00237
- vi. page number: \_page2
- vii. Example
  - 1. AWBPX000237\_page2

e. Accession number-based scheme

- i. Accession number: 2024-04
- ii. Break: X
- iii. Folder/item number: 001
- iv. Break: Z
- v. Year and month scanned: 202404
- vi. Consecutive number: 000237
- vii. Page number: \_page 2
- viii. Example
  - 1. 202404X001Z202404000237\_page2

f. Noid-based identifiers (noid - nice opaque identifier)

- i. These noid-based identifiers will follow this format:
  - 1. Acc number: 202404
  - 2. Year and month scanned:YYYYMM
  - 3. NOID
  - 4. Page number