



PROCESSING PROCEDURE

- 1) Staff should take protective precautions against any damaged materials. Dust masks, aprons, and gloves can be worn if the items are dirty or dusty.
- 2) The processing workspace should be cleared of anything that does not relate to the new accessions. Staff will only use pencil during processing.
- 3) Condition of items should be examined carefully. Any damaging materials should be removed by the Archive Librarian. Damage can result from: rubber bands, paper clips, staples, tape, etc. Any existing damage will be recorded by the processing staff.
- 4) The Archive Librarian will oversee any cleaning or preservation techniques to enhance the use of an item. Only archival quality preservation cleaners and materials will be used.
- 5) Once an item is ready to be entered into the collection, the Archive Librarian will determine the proper coding and location placement of the item.
- 6) When processing photographs, the Archive Librarian or staff should write all known information on the back of the photograph in pencil. Information could include names of persons, buildings, locations, event, date taken, and the name of the photographer. The Archive Librarian or staff will then follow the correct photograph filing procedures.
- 7) The item code must be added to the correct inventory and finding aids.