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THE EVERGREEN STATE COLLEGE ARCHIVES
MISSION STATEMENT

The Archives will solicit and collect those materials that document the innovative and alternative nature expressed by the "Evergreen" community both in its educative and social aspects. It will obtain and make available for research those materials that tend to illustrate or describe the nature and activities of the student's, faculty, staff, Patrons and supporters of The Evergreen State College.

Goals and Objectives

GOAL I: To Accession documentation in all media that supports research into the origins, history and development of The Evergreen State College and affiliated organizations.

> OBJECTIVE 1: Maintain liaison with all College offices and organizations to promote their understanding for maintaining their archival records.
>
> A-1: Contact Office and organization heads for discussions on archives.
> A-2: Maintain an annual schedule of office and organization visits.
> A-3: Develop workshops on identification of archival materials.
> A-4: Provide assistance with identification of materials as archival.
>
> OBJECTIVE 2: Make arrangements and enter agreements for transfer of archival materials from all College offices and organizations to preserve the College's heritage.
>
> A-1: Cooperate with the College's Records Management program to identify and place archival materials in the appropriate repository.
> A-2: Negotiate agreements with organizations and entities not covered by the Records Management program for transferring their archival materials to the archives.
>
> OBJECTIVE 3: Solicit personal papers relating to the establishment of TESC from persons intimately involved, i.e., first administrators, founding faculty and key staff.
>
> A-1: Make personal contacts with individuals still on campus.
> A-2: Send letters of inquiry to individuals or the families of individuals once connected to TESC.

GOAL II: To provide effective and timely processing of accessioned materials.

OBJECTIVE 1: Accession materials into the repository within a week of transfer.
A-1: Design appropriate accession system and forms.
A-2: Draft and finalize Accession Policy and Procedure.
A-3: Train Work-Study students to perform basic accession functions (identifying materials to Provenance and

Series

level).

OBJECTIVE 2: Provide preliminary inventory for new accessions within six months.

A-1: Train work-study students in basic principles of archives management and assign single accessions
    to them as the materials transfer into the archives.
A-2: Define "preliminary inventory" to include only basic archival hierarchy information (to the series
    level).
A-3: Write arrangement policy and procedure.

OBJECTIVE 3: Provide updated finding aids for the archives each year.

A-1: Use the MARC:AMC (Machine Readable Cataloging: Archives and
    Manuscripts Control) format or equivalent for designing the finding aids database.
A-2: Obtain computer, peripherals and archives management software for
    use in the Archives.

GOAL III: To provide effective and timely reference information to the College community and researchers about the
archival materials held.

OBJECTIVE 1: Reorganize and establish useable finding aids for archives
presently held by the Archives.

A-1: Re-accession materials
A-2: Index all programs, group and individual contracts in both
    alphabetical and chronological order.
A-3: Index student research papers by title, author and subject, arrange
    by program or contract title then alphabetically by author.
A-4: Provide cross reference of faculty to the programs and contracts in
    which they were participants.
A-5: Provide index of TESC community directories to help identify
    administrators, faculty and staff.

OBJECTIVE 2: Promote knowledge of the TESC archives to all members of the TESC and surrounding communities.

A-1: Promote use of archival materials in exhibits and displays; and other uses consistent with conservation and security practices.

Objective 3: Computerize all finding aids for rapid search ability.

A-1: Write description policy and procedure.

OBJECTIVE 4: Design appropriate shelving system for storage of materials.

A-1: Obtain appropriate archival shelving and storage materials for the archives. (See Goal IV, Objective 2, Activity 1).
A-2: Design understandable shelving designation system based on arrangement policy and procedure.

GOAL IV: To Provide a superior environment for the storage and conservation of the College's archives.

OBJECTIVE 1: Initiate an Archives DTF to define the "Archives", identify space needs, make recommendations for conservation, security, and other considerations.

A-1: Monitor space needs and make recommendations as needed for growth and protection of the archives.

A-2: Develop conservation policy and procedure.

Objective 2: Obtain equipment (as required) to maintain an appropriate atmosphere and care for damaged materials.

A-1: Budget for necessary equipment and conservation materials.
A-2: Locate equipment that may already be on campus.

COLLECTION PROCESSING.

<u>Policy</u>

Collection processing, including the activities of accessioning, arrangement and description, separation, and cataloging/ classification will be conducted according to accepted archival theory and practice. The descriptive system chosen will conform to the MARC:AMC (Machine Readable Cataloging: Archives and Manuscripts Control) format.

Definition of Terms:

Accession – (1). The act and procedures involved in a transfer of legal title and the taking of records or papers into the physical custody of an archival agency, records center, or manuscript repository. (2). The materials involved in such a transfer of custody.

Arrangement – The process and results of organizing archives, records, and manuscripts in accordance with accepted archival principles, particularly provenance, at as many as necessary of the following levels: repository, record group or comparable control unit, subgroup(s), series, file unit, and document. The process usually includes packing, labeling, and shelving of archives, records, and manuscripts, and is intended to achieve physical or administrative control and basic identification of the holdings.

Description – The process of establishing intellectual control over holdings through the preparation of finding aids (i.e., catalogs, inventories, registers, checklists, calendars, special lists, indexes, etc.) Generally describes the arrangement of accessions according to their provenance and series characteristics rather than subject matter of individual documents.

Cataloging – The process of making entries for a catalog; additionally it may cover all the processes involved in preparing books for the shelves, or simply the preparation of entries for the catalog.

Classification – (1). The arrangement of things in logical order according to their degrees of likeness, especially the assignment of books to their proper places in a scheme of book classification. (2). The pre-designated filing system for a record series. (3). The act of identifying documents or records in accordance with a pre-designated filing system.

Separation (Weeding) – The act of identifying and removing from an accession those materials considered non-essential or non-record material.

<u>REASON FOR POLICY:</u>

To require the use of professional standards and archival theory and practice to maintain Evergreen State College's archival materials and the finding aids used to provide intellectual access.

<div align="center">PROCEDURE:</div>

Overview

<u>Elements</u>:

Accession Data Sheet (Worksheet)
Inventories
Cumulative Indexes
        to Proper Names }
        to Subjects   }–products of computer manipulated database
        to Chronology   }

Corporate Entry Guide
Scope Notes for Subject Headings
Subject Headings List

<u>Functional Relationships of Elements</u>

Accession Data Sheets Record:
        * Provenance information
        * Name and number of accession
        * Type of materials and time spanned
        * Biographical, historical features, and primary subject focus.
        * Major correspondents -- entered in Name Index
        * Subject headings   -- entered in Subject Index
        * Subgroup names   -- entered in Name Index

Inventories Record:
        * Provenance information
        * General comments about arrangement
        * Container list, reflecting stage of intellectual control
          to: accession ("collection") level, or subgroup level, or series level,
          or file folder level or item level
        * Accession name <u>enter in</u> Name Index
        * Subgroup names <u>enter in</u> Name Index
        * Proper names appearing within Series <u>enter in</u> Name Index
                – from various correspondence series
                – from other series within authored items: ephemera,
                  speeches, articles, etc.
                – file folder level control occurs for potentially all
                  folders bearing a proper name as their identification

Alternative to Cataloging Manuscripts – Instead of cataloging the archives or manuscripts, the inventories are indexed, by entering the accession name into the computerized Name Index file. A single integrated finding aid is the result.

*Narrative is avoided, minimizing subjectiveness in the descriptive process, and minimizing expenses of time, supplies, and equipment.

*Relatively more entries are made in the indexes than is traditional in cataloging, thereby increasing the number of access points to the collection.

Corporate Entry Guide (use Hensen) assures that the name of each corporate body will be entered uniformly in the Accession Data Sheets, Inventories, and Cumulative Name Index data base. Arrangement will also conform to these rules.

Scope Notes for Subject Headings establishes rules for developing topical subject headings. Create a thesaurus using these rules and use as the authority list of subject terms to the subgroup level:

<u>Subject Headings List</u>.

    * For topical subject control at the series and below levels, a key word index has been developed.

ACCESSIONING

Each record group or collection of personal papers acquired by the Archives and Special Collections is termed an **accession**. "Accessioning" is the process by which the Archival repository registers the acquisition, indicates terms of access, reviews the physical order of the papers or records, learns the primary topical subject characteristics, notes the names of major correspondents, and outlines processing instructions. This process enables the staff to gain preliminary and immediate intellectual control over the materials. Accessioning provides the information necessary for administering the acquisition, for maintaining accurate, up-to-date inventory control over archival and manuscript holdings, and for providing immediate reference service on newly acquired papers or records.

The principle of <u>provenance</u> is critical to accessioning, arrangement, and description. It is the basic premise of archival theory and practice. In following provenance, papers or records are kept together according to the activity that led to their creation. By following this principle, it is possible to document that activity and maintain the integrity of the records. If this integrity is respected, activity occurring over time and in relation to other social action will be faithfully reflected.

Preliminary analysis will reveal the nature of documentation and provide the basic data required to accession materials, i.e., types of record series, names of subgroups, and inclusive dates of papers. Problems expected to be encountered in arranging the records are noted, and plans made for subsequent processing. From this base, priorities in the processing program are established. During accessioning, the decision on whether to arrange and describe an accession in depth immediately is of major importance. Depending on the state of organization of the papers or records and their priority in the processing program, they may be arranged to provide intellectual access to specific record levels, or they may be left unarranged.

ARRANGEMENT

An accession undergoes varying stages of arrangement, from rudimentary arrangements to various levels of precise control. Accessioning, as noted in the preceding section, is the first step in the process. If priorities permit, there should be, at this stage, an attempt to obtain control to at least the subgroup record level.

There are five record levels of arrangement, each reflecting more precise intellectual access to an accession: accession (or records group) level, subgroup level, series level, file folder level, and item level.

Accession level. This is the level of minimal arrangement and least intellectual control. Control to this level means that main entries in the Cumulative Name and Subject Indexes direct the user to the accession, but the user must search the entire accession for relevant items or folders because they have not been arranged into subgroups and series.

Subgroup level. Natural subgroups. Natural subgroups represent documentation that is directly the product of a person's or corporate body's activity. Arrangement of papers and records into subgroups provides access to specific containers and groups of file folders. This represents precise control to the subgroup level combined with random control to the series level, in which the folders are in only random/original order. Accessions of personal papers lend themselves to subgrouping when a person has worked for an organization through committees or other special assignments. Such work is considered corporate activity, and is the primary basis for subgrouping. Membership in an organization of itself does not represent a person's corporate activity and is not a basis for subgrouping unless other criteria are met.

If a person has acted for an organization, and documentation of that activity is included with his or her <u>personal papers</u>, such documentation should be subgrouped by the name of that organization.
<u>Records of a corporate body are subgrouped similarly, to reflect organizational hierarchy as well as separate corporate activities.</u>

In processing the papers of a corporate officer (department chairperson, appointed official, executive, etc.) the particular corporate capacity in which the person is acting must be determined for subgrouping, as well as the parent organization if the person is acting for a subordinate body. There are two kinds of subordinance, corporate and personal.

1. <u>Subordinance in Corporate Records</u>: Within a public office or a private organization there may be subdivisions and auxiliary administrative structures, such as departments, boards and committees, which could be subgrouped under the parent administrative body, e.g.,

A college is divided into five main divisions. These include the President's Office, Academic Affairs, Student Affairs, Business Office, and Development. These represent **accession level** records.

Subgroups within the Academic Affairs division are the records of the Vice President and Provost, Academic Deans, student records (found in the Registrar's office), etc.

Sometimes the records of a corporate body will include records of its predecessor(s) or parent body. These should be similarly subgrouped under the name of the current organization from which they were received.

        2. <u>Subordinance in Personal Papers</u>. The papers of a person who functions in several corporate capacities may pose special problems of arrangement. When the person's activities are clearly defined, there is no difficulty, e.g.,

> Once the personal papers of the retiring
> faculty had been separated from the college's
> records, his papers were then subgrouped.
> Included were documents relating to his participation in:

> > American Historical Association
> > Democratic Central Committee
> > Sierra Club

Arrangement of papers where the person's personal interests (as reflected in the papers), overlap corporate activities, poses more difficult problems. In cases where the corporate capacity is not clear, the papers should be placed in the "personal papers" subgroup, even though the subject content might fall within the scope of several of the corporate activities.

Subgroup level. Artificial subgroups. Artificial subgroups are formed from documentation collected by, not created by, a person. Accessions sometimes reflect the activities of a person as a collector of manuscripts. The collected manuscripts should be separated from items generated by his other activities and subgrouped under the person's name, as "Collector." This is an artificial subgroup. The correspondence and other items generated by the collector in acquiring the manuscripts directly reflect that person's activity and should be placed in the "Personal Papers" subgroup, as a natural subgroup.

Series Level. Record series consist of "file units or documents arranged in accordance with a filing system or maintained as a unit because they relate to a particular subject or function, result from the same activity, have a particular form, or because of some other relationship arising out of their creation, receipt, or use." If record series are arranged under each subgroup, the inventory indicates the exact location of specific series. Such control represents precise control to the series level, in which the folders are only in random/original order.

        Typically encountered record series include:

> *Biographical features (in personal papers)
> *Historical features (in records of a corporate body)
> *Incoming letters
> *Outgoing letters
> *General Correspondence (includes both incoming
> and outgoing, either coupled or separated, but foldered   together.
> *Inter-office correspondence
> *Intra-organizational correspondence
> *Minutes and agenda
> *Financial records
> *Project and planning files
> *Grant and contract files
> *Legal documents (deeds, mortgages, contracts, agreements, bonds, etc.)
> *Court Papers (briefs, arguments, etc., related to a particular case)
> *Reports (annual, monthly, technical, special, etc.)
> *Speeches and Writings
> *Campaign materials
> *Legislation (drafts and copies of legislation, memos,   etc.)
> *Photographs
> *Clippings
> *Ephemera
> *Case files (student records)
> *Subject series (if they already exist; do not create any   that do not exist).

*See appendix E for additional listings.

Folder Level. This level of control is achieved when file folders are arranged within series. The file folders themselves are numbered and recorded in the inventory so that the user can proceed directly to the file folder(s). This represents precise control to the file folder level.

Item Level. This level of control is achieved by identification of individual items in specific file folders. This level of control is seldom attempted and normally occurs only if the accession consists of a few items or has significant research potential.

SEPARATION

Materials which may be removed during the separation (or weeding) process.

      1. Excluded Records – those records that have no relationship to the organization.

      2. Exempt Records – Documents that can be destroyed according to the records schedules.

      3. Non–Record Material – Papers (or other media) not meeting the requirements of "Records" should be destroyed when no longer needed.

Examples of material which fit into the above categories:

* Publications kept for reference (i.e., published or processed reports form other organizations or associations). (Categories 1 & 3).

* Duplications of records kept as convenience copies (i.e., copies of Faculty Senate minutes, presidential memo's, events schedules, etc.). (Categories 1, 2, & 3).

* Stocks of published or processed materials (i.e., library material, catalogues, trade or professional journals, etc.). (Categories 1 & 3).

* Blank forms (Categories 1 & 3).

* Inquiries and Requests from the institution's public not required to be preserved and not evidence of the public or private legal right or responsibility. (i.e., requests for published information, questions responded to by sending processed materials). (Category 2).

* Letters of simple acknowledgement or thanks. (Category 2).

* Letters of transmittal which say nothing about the documents transmitted (i.e., simple cover letters). (Category 2).

* Advertising. (Category 2).

* Announcements (unless originating from the specific office and then only if it is the original or only copy). (Category 2).

* Correspondence or notes pertaining to reservations of accommodation or scheduling of personal visits or appearances. (Category 2).

* Papers of transitory value such as drafts, work sheets, informal notes and routing slips. (Category 3).

<u>Separation schedule</u> – It is best to accomplish separation of the above described materials prior to transfer of the records to the records center. Failing that, the next most appropriate time is prior to disposition according to the records schedules. **Note:** <u>All records scheduled for disposal through destruction should be carefully checked for documents of archival value prior to the disposition action.</u>

DESCRIPTION

Many descriptive systems are bifurcated, (combining or made up of two aspects, factors, or parts; sometimes: bifocal), employing a card catalog as the basic descriptive medium for manuscripts, with additional finding aids which are not integrated with it. An integrated finding aids system is preferable and can be achieved through the use of three cumulative indexes combined with the accession data sheets and inventories.

A data sheet, compiled for each accession as a final step in the accessioning process, provides control at the accession level. An inventory, which describes the arrangement of the papers, is compiled for each accession that cannot be described adequately on the Data Sheet. Data entry for the electronic database is obtained from the Data Sheet and Inventories, not directly from the accession itself. A data management software package that is formatted in the U.S. MARC AMC format is used to create a Cumulative Name Index, a Cumulative Subject Index, and a Cumulative Chronological Index (described below), which displace narrative and provide access without textual content analysis.

The Cumulative Name Index (CNI) – includes entries for proper names, geographic place names, and sometimes proper names appearing as subjects. Normally, users of manuscripts and archives read published sources as part of their background preparation. In the course of reading, they associate proper names (personal and corporate) with their subject, thereby giving themselves subject access that is independent of content analysis by the staff. For example, it is estimated that more than 80% of the questions asked by users employ proper names for access to the University of Washington Manuscript Collection and University Archives. At Cornell University the estimate is 60%, which affirms the importance of proper names to the user access.

Proper names are represented most abundantly in the various series of correspondence, and correspondence is usually the most important record series in any accession. Intellectual control of correspondence series, because of its importance and because proper names are inherent elements, will provide an abundance of entry points to any accession. When proper names occur in other records series, they will be entered in the CNI as well. Indexing proper names in this manner provides access to all levels without textual content analysis. Subjectiveness is thereby minimized.

Place names are also entered in the CNI. These are entered on the basis of where most of the activity occurred for any accession. If the activity is outside of Olympia, the place name(s) for the municipality, county, state or country are entered accordingly.

The Cumulative Subject Index (CSI) is a topical subject index which provides access at the accession level and the subgroup level for those subgroups which do not share the primary subject characteristics of the accession. Topics that are the primary focus of the accession as a whole are noted and entered according to Hensen (see appendix C). Subject headings are listed only on the Data Sheet.

In developing subject headings, no attempt is made to describe the subject contents of each records series, nor the file folders and items within them. Textual content analysis is limited to establishing the primary subject characteristics at the accession and subgroup levels. A controlled list of topical index terms and their use is provided by the "Scope Notes..." Terms are normally subdivided once, sometimes twice, followed by a geographic place name.

The Cumulative Chronological Index (CCI) is an index for the individual years spanned by each accession.

SUMMARY:

This system of accessioning, arrangement, and description is an integrated one stemming from a single flow of work, with the indexes leading to the data sheets and inventory/guides, which then lead to the accession itself. Description, in whatever form, will reflect the arrangement of the papers, either randomly as in traditional cataloging, or in the inventory form of description. This inventory form follows arrangement and is wholly dependent on it. Arrangement aims for intellectual control at different records levels. Description in inventory format, by reflecting the arrangement, provides the user with access to whatever level of record control has been achieved in the arrangement process. The traditional card catalog is incapable of doing this. The cumulative indexes, in contrast to the card catalog, integrate intellectual access coherently with all the data sheets and inventories/guides in the entire collection.

CATALOGING/CLASSIFICATION

1. Following the completion of the accessioning, arrangement and description procedure, the new accession is assigned to its appropriate classification based upon the MARC:AMC format. (Use Hensen for subjects and other cataloging instructions and see appendix A for Input Form and appendix C for data elements used).

2. Enter information from the Accession Worksheet and Inventories directly into an AMC format template and update the database as materials are accessioned after completion of the data sheets.

3. As time allows, the database may be edited to include additional information at lower levels of the records hierarchy taken from the accession inventories.

ARCHIVAL REFERENCE

Policy

Permission to obtain access to the TESC Archives must be obtained from the Archivist or a designated library staff member. Permission for access to confidential archival records must be obtained from the supervisor of the office from which the records were transferred.

All users of the Archives are expected to follow the rules and regulations established to protect the collection. Identification may be requested by the staff prior to allowing access to the collection.

Definition of Terms: None
REASON FOR POLICY:

The Archives of the Evergreen State College are unique and often one of a kind documents and are open only to serious researchers (including students, faculty, and administrators of the College and scholars from other institutions or private citizens pursuing research in their area of interest). The policy and procedures are created to preserve items from deterioration, mishandling, and unauthorized use.

REFERENCE PROCEDURES:

ACCESS TO COLLECTIONS/PATRONS SERVED.

There are basically three kinds of requests:

1. College offices staff asking for retrievals of archival records that have been transferred to the Archives.

2. Students and members of the College community looking for information on specific subjects.

3. For materials not held by this repository.

RESEARCH REQUESTS:

Step 1. Fill out research request form being sure to get name, address, phone number and detail of information or type of records wanted. Try to discern the research topic, dates covered, etc. to help understand their needs. If possible, get positive identification from the patron (preferrably using photo-id).

Step 2. If you don't know of any files that would meet their needs, show them the Archives Guides and Indexes and explain how they are used. Then they can look through the guide and tell you what series/folders, etc. they would like to see. Use the location guide to locate the shelf location and box/folder number for specific files. Sometimes the Accession files have more detailed inventories.

Step 3. Never say **no** unless you are positive the files are not in the Archives. Refer the question to the Archivist or reference librarians if necessary.

Step 4. When you have found the information, fill in the series title, number and box number/folder number in the space on the request form. Be sure to initial the form and put an estimate of the time taken.

Step 5. Return the form to the Archivist for review. The Archivist may be able to help the requestor further.

READING ROOM RULES

A copy of the reading room rules is available on the reverse side of the "Research Application" form which constitutes the request to use the collection. Anyone seeking to use the Archives collection must read and acknowledge his/her understanding of the rules. The researcher's signature on the front of the form provides this acknowledgement.

Materials Brought to the Reading Room:

The researcher may bring only those materials needed for research and a pencil to Reading Room tables. All coats, books, briefcases and other items should be checked with the room attendant.

Materials Provided to Researchers:

The researcher is responsible for safeguarding any material made available to him/her in the Reading Room. Researchers may not remove materials from the Reading Room for any purpose or rearrange the order in which they are delivered.

Pens:

The use of any kind of pen **is prohibited** in the Reading Room. Pencils alone should be used.

Use of Materials:

Manuscripts and books may not be leaned on, written on, folded, traced from or handled in any way likely to damage them. In certain cases, researchers may be required to use microfilm or printed copies of manuscripts or books when such copies are available.

Eating and Smoking:

Eating and smoking are prohibited in the Reading Room.

Photoduplication Services:

The Archives staff will consider requests for the photoduplication of material when such duplication can be done without injury to the material, and does not violate copyright restrictions. Single copies will be provided for the researcher's personal reference use. The photocopy must not be further reproduced. Supplying a photocopy is **not** authorization to publish. Photocopies are usually five cents per page.

Telephones:

Researchers are asked not to use the Archive's telephone. A telephone for personal calls is located in the elevator lobby across the building entrance opposite the library entrance.

Recommended Citation:

For citations in published or in unpublished papers, this repository should be listed as "The Evergreen State College Archives", Daniel J. Evans Library, Olympia, Wa."

Folder numbers can be found in the finding aids and on the upper left corner of folders, and should be included in citations. The Archives staff will provide bibliographic information for manuscript and archival collections which have not been fully processed.

USE OF PHOTOGRAPHS

Reproduction of Photographs:

It is the policy of the Archives not to lend the photographs in the collection. Should you need a copy of a photograph the following procedure must be followed:

1. Photos may only be copied through arrangements made by Archives staff.
2. Patrons must pay the cost for both prints and negatives (if a negative is not available in the Archives).
3. Negatives produced at the patron's expense become the property of the Archives for the future use of our patrons.
4. Payment must accompany the work order. Checks are made payable to "The Evergreen State College".
5. Photos will be taken to be duplicated by Archives staff and the patron may pick up the work at the Archives.

Alternatively, a patron may bring a camera to the Archives to copy a photograph.

<u>Borrowing Photographs:</u>

Only in extremely rare cases will the Archives lend photographs from the collection. So that the photographs are preserved for future use we require the following from our borrowers:

1. Photographs must be returned by the date specified by the Archives staff.

2. Do not mount photographs on paper, cardboard, etc. or use glue, rubber cement, tape, metal paper clips or adhesives of any kind.

3. Do not write on any photograph.

4. Use care in handling photographs: do not put fingerprints on the surface, do not bend or fold.

5. In all cases publication or display of our photographs must carry the credit line: "from the collection of The Evergreen State College Archives".

PUBLICATIONS/XEROX REQUESTS

<u>PUBLICATIONS:</u> Permission to examine materials is <u>not</u> an authorization to publish them. Separate written application for permission to publish must be made to the Archives. Researchers who plan eventual publication of their work should make inquiry concerning overall restrictions on publication before beginning their research. To the extent that it may properly do so, the Archives will ordinarily grant the usual publication rights to applicants. However, in granting permission to publish, the Archives does not surrender its own right thereafter to publish any of the materials from its collection or grant permission to others to publish them. If permission to publish is granted, the location of the cited material shall be indicated in the published work. A free copy of all publications which rely heavily on the collections in the Archives (except dissertations) should be presented to the Archives as soon as the work is published. The Archives does not assume any responsibility for infringement of copyright in the material held by others.

<u>XEROX REQUESTS:</u>

Step 1. Give the researcher some used folders and blank paper – instruct the researcher to remove items from folders, mark the used folder with the number from which the material is taken, and put in a piece of paper to mark the spot from which taken.

Step 2. Take the records to xerox and collect .05 cents /page from the researcher. Give a receipt for the amount. Use the funds supplied to make copies using the public copier.

CONSERVATION/PRESERVATION OF COLLECTIONS

Policy

A collection's long term preservation depends upon a quality environment. The Library administration and College officials in charge of the budget process will plan and implement changes that are needed for the Archives facility to meet minimum standards similar to those used by the National Archives and Records Administration.

A bi-annual survey will be made by the library staff to locate materials in need of conservation/restoration attention. Minor conservation/restoration of collection materials will be performed by a trained staff member. Major conservation/restoration tasks will be sent to a convenient conservation laboratory. The college purchasing agent should make every effort to obtain materials of the highest quality. Acid free paper stock should be used in college offices in the production of permanent records if possible, quality microfilm base stock should be specified when records are filmed (polyester or other standard), and magnetic media should meet specifications of the American National Standards Institute, the U.S. Bureau of Standards and other standards creating agencies.

Training of Library personnel in conservation/ preservation philosophy and techniques is to be an on-going activity. The library administrator will designate one member of the library staff as conservation/ preservation officer. (See job description section for duties).

Definition of Terms:

Conservation (of Library and Archival Materials) – Those actions taken to maintain the environment to standards that prevent deterioration of collection materials. Actions include atmospheric control (temperature, humidity and air filtration), provision of (acid free) storage mediums, and appropriate security and handling controls.

Preservation (of Library and Archival Materials) – Those actions taken to assure the survival of items within the collection, to repair damaged materials and prevent further degradation. Includes de-acidification, fumigation, preservation microfilming, etc.

Restoration (of Library and Archival Materials) – Actions taken to return an individual item within the collection to a pristine or original state of being.

Acid Free – Synonymous with "permanent paper", these terms apply to paper with a pH of 7.5 to 10.3, at least 2 percent calcium carbonate reserve in the paper, and the absence of lignin or groundwood pulp. It is estimated that papers meeting these specifications should have 500 to 1,000 year life expectancy.

Permanent Records – Those records that are identified by an organization as being of administrative, fiscal, legal, sociological, or historical value and are permanently retained.

CONSERVATION PROCEDURES

Environmental Criteria:

Air Pollutants: U.S. Environmental Protection Agency (EPA) has adopted National Ambient Air Quality Standards for six common pollutants. These pollutants are: Ozone, Carbon monoxide, Nitrogen dioxide, Sulfur dioxide, suspended particulate matter, and lead.

Tables showing the standards are reproduced below.

The National Ambient Air Quality Standard for carbon monoxide is 9 ppm 8-hour nonoverlapping average not to be exceeded more than once per year. The rounding convention in the standard specifies that values of 9.5 ppm, or greater, are counted as exceeding the level of the standard. An area meets the carbon monoxide NAAQS if no more than one 8-hour value per year exceeds the threshold. (High values that occur within 8 hours of the first one are exempted. This is known as using "non-overlapping averages.") To be in attainment, an area must meet the NAAQS for two consecutive years and carry out air quality monitoring during the entire time. Air quality carbon monoxide value is estimated using EPA guidance for calculating design values (Laxton Memorandum, June 18, 1990).

Nitrogen dioxide (NO2) is a brownish, highly reactive gas that is present in all urban atmospheres. NO2 can irritate the lungs, cause bronchitis and pneumonia, and lower resistance to respiratory infections. Nitrogen oxides

are an important precursor both to ozone (O3) and acid rain, and may affect both terrestrial and aquatic ecosystems.   The major mechanism for the formation of NO2 in the atmosphere is the oxidation of the primary air pollutant nitric oxide (NO). NOx plays a major role, together with VOCs,
in the atmospheric reactions that produce O3. NOx forms when fuel is burned
at high temperatures. The two major emissions sources are transportation and
stationary fuel combustion sources such as electric utility and industrial
boilers.

Table 1.--Classification for 8-Hour Ozone NAAQS

--
Maximum period for
Attainment dates in
8-hour design   State plans (years
Area class   value ppm   after effective date of
(ppm ozone)   nonattainment
designation for 8-hour
NAAQS)

Area class (ppm ozone)	8-hour design value ppm	Maximum period for Attainment dates in State plans (years after effective date of nonattainment designation for 8-hour NAAQS)
Marginal....	from...... 0.085 up to*.... 0.092	3
Moderate....	from...... 0.092 up to*.... 0.107	6
Serious.....	from...... 0.107 up to*.... 0.120	9
Severe-15...	from...... 0.120 up to*.... 0.127	15
Severe-17...	from...... 0.127 up to*.... 0.187	17
Extreme.....	equal to 0.187 or above	20

----
*But not including.

Ambient SO2 results largely from stationary sources such as coal and oil combustion, steel mills, refineries, pulp and paper mills and from nonferrous smelters. There are three NAAQS for SO2:

    . an annual arithmetic mean of 0.03 ppm (80 ug/m3);

    . a 24-hour level of 0.14 ppm (365 ug/m3); and

    . a 3-hour level of 0.50 ppm (1300 ug/m3).

Exposure to these pollutants results in chemical deterioration and physical damage to library materials. An annual or bi-annual check for air contaminants should be conducted.

Temperature and Relative Humidity:

The lowest storage temperature consistent with energy conservation costs and worker comfort is preferred. Generally, a constant temperature of 70 degrees fahrenheit +/-2 degrees should be maintained at a constant relative humidity (RH) between 40 to 50%. For photographic records the temperature should be maintained at below 68 degrees fahrenheit, magnetic media should be stored at near 65 degrees and 40% relative humidity.

Light:

Ultraviolet light is a major cause of chemical reaction in materials. Infrared light increases the speed of chemical reaction as well as contributing to physical deterioration from heat. Light from these two spectra should be eliminated from the library's materials storage areas to as great an extent as possible. This can be accomplished by applying special coatings to windows, keeping drapes or shades drawn, and sheathing fluorescent tubes with ultraviolet filter tubes.

Mold, Mildew, and Vermin:

The storage areas must be kept clean and dust free to as great an extent as possible. Dirt and excessive heat and moisture are primary causes for the growth of molds and mildews. Cleanliness of storage areas discourages potential damage by vermin, especially insects and rodents.

Humans:

The users of library and archival materials are one of the primary causes of conservation problems. All users should be informed of proper use procedures and how to treat materials properly. A copy of the Reading Room rules or a similar publication should be made available to patrons of the library and Archives.

PRESERVATION PROCEDURE

Materials identified by the annual survey as requiring some kind of preservation effort should be separated from the collection and a determination made as to the extent of deterioration. The Conservation/Preservation officer should make this determination based on his/her knowledge and experience with preservation techniques. Generally, if the effort to preserve an item involves more than basic technique it should be sent to a conservation lab.

Basic techniques include:
Basic de-acidification using Wei-To spray, solution or Magnesium bicarbonate
Repair of minor tears.
Cleaning surface dirt.
Preservation reprography*

*A copy of an item should be made prior to beginning preservation action to prevent the loss of the intellectual content. If a copy can replace the original, this action may prove to be more cost effective and should be considered.

SPECIAL MATERIALS HANDLING

PHOTOGRAPHS AND PHOTOGRAPHIC MATERIALS

MAGNETIC MEDIA
LASER DISC STORAGE DEVICES

WATER DAMAGE

Step 1. Seek the advice and help of conservators with experience in salvaging the type of water-damaged materials involved as soon as possible. (Book and paper, photographic, art, etc.)

Step 2. Turn off heat and create free circulation of air.

Step 3. Keep fans and air-conditioning on at night, except when a fungicidal fogging operation is in process, because a constant flow of air is necessary to reduce the threat of mold.

Step 4. Brief each worker carefully before salvage operations begin, giving full information on the dangers of proceeding except as directed. Emphasize the seriousness of timing and the priorities and aims of the whole operation. Instruct workers on means of recognizing manuscripts, materials with water-soluble components, leather and vellum bindings, materials printed on coated paper stock, and photographic materials.

Step 5. Do not allow workers to attempt restoration of any items on site.

Step 6. Carry out all cleaning operations, whether outside the building or in controlled-environment rooms, by washing gently with fresh, cold running water and soft cellulose sponges to aid in the release of mud and filth. Use sponges with a dabbing motion; **do not rub**. These instructions do not apply to materials with water-soluble components (especially photographs). Except for photographs, such materials should be frozen as quickly as possible. Photographs should be placed in a water bath and sent to a conservator for action within 24 hours.

Step 7. Do not attempt to open a wet book. (Wet paper is very weak and will tear at a touch. **One tear costs at least one dollar to mend!**) Hold a book firmly closed when cleaning, especially when washing or sponging. A closed book is highly resistant to impregnation and damage.

Step 8. Do not attempt to separate single-sheet materials unless they are supported on polyester film or fabric.

Step 9. Do not attempt to remove all mud by sponging. Mud is best removed from clothes when dry; this is also true of library materials.

Step 10. Do not remove covers from books, as they will help to support the books during drying. When partially dry, books may be hung over nylon lines to finish drying. Do not hang books from lines while they are very wet because the weight will cause damage to the inside folds of the sections.

Step 11. Do not press books and documents mechanically when they are water soaked. This can force mud into the paper and subject the materials to stresses which will damage their structures.

Step 12. Use soft pencils for making notes on slips of paper but do not attempt to write on wet paper or other artifacts.

Step 13. Clean, white blotter paper, white paper towels, strong toilet paper, and unprinted newsprint paper may be used for interleaving in the drying process. When nothing better is available, all but the color sections of printed newspapers may be used. Great care must be taken to avoid rubbing the inked surface of the newspaper over the material being dried; otherwise some offsetting of the ink may occur.

Step 14. **Under no circumstance should newly dried materials be packed in boxes and left without attention for more than a few days.**

Step 15. Do not use bleaches, detergents, water-soluble fungicides, wire staples, paper or bulldog clips, adhesive tape, or adhesives of any kind. Never use felt-tipped fiber or ballpoint pens or any marking device on wet paper. Never use colored blotting paper or colored paper of any kind to dry books and other documents.

FIRE DAMAGE

Step 1. Prior to an emergency, contact the local fire Marshal and develop emergency procedures that will allow damaged materials to be removed at the earliest opportunity.

Step 2. Contact a bonafide disaster recovery company experienced in fire restorations. Under no circumstances should control of the project be relinquished to an outside vendor. Control must be vested in the Archivist or other responsible professional employed by the library.

Step 3. Treat all materials for water damage first (as above).

Step 4. Treat smoke damaged (dry) materials by initially airing then send to a conservation lab for ozone treatment.

Step 5. Treat burned materials extremely carefully, providing extra support using polyester webbing (screen) and transport to a conservation lab.

Step 6. Monitor the cleanup of the facility to assure its restoration to original standards. Return restored and undamaged materials to the facility only after it has been certified by the vendor as ready for use.

APPENDIX A
FORMS

ARCHIVES
JOB DESCRIPTIONS

<u>ARCHIVIST</u>:

The Archivist's duties include but are not limited to:

1. Liaison with the College's records management program, including supervision of materials transfer to the archives from the records center.

2. Accession, arrangement and description of incoming records and processing of current holdings when applicable.

3. Provide reference service for College offices, students and faculty requesting access to the collections.

4. Solicitation and/or location of records that tend to fill in gaps in the documentation held by the archives.

5. Submit annual goals and objectives statements for the Archives' operation including estimates of approximate costs to achieve goals.

6. Prepare the following reports annually:

Number of Accessions
Records Separated

These reports shall contain:
a. Accession names in accession number order.
b. The amount of materials transfered or destroyed.

<u>ARCHIVIST ASSISTANT</u>: (Work Study or Intern)

The Archivist Assistant shall be responsible for assisting the Archivist in his duties, specifically:

1. Providing reference assistance to College officials, students, and outside researchers.

2. Assisting with arrangement and description of archival materials and input descriptive information using the **Machine Readable Cataloging Archives and Manuscripts Control format** (USMARC:AMC) into a computer database.

3. Keeping statistical records for the Archives.

4. Other duties as assigned including:
a. Records survey's of unofficial College organizations.
b. Transfer of archival and manuscript materials from various sources campus wide and from retired administrators, faculty, and alumni of note.
c. Evaluate records materials for historic and cultural value to assess their importance in documenting College life.
d. Supervise volunteers in the archives when the archivist is not present.

APPENDIX C
COMPUTER INPUT WORKSHEET

DATA ELEMENTS

NOTE: * = Entered data. (Blank) = System supplied. (*) = Data input depends on material being processed. {} = blank.

NUMBER	NAME/MNEMONIC	CODES/SUBFIELDS	IND.	NOTES
05	Record Status (REC. STAT.)	n,c,d		
06	Type	b		
07*	Bibliographic level (Bib. lvl.)	m,c,d		mandatory
17*	Enclosure level (Enc. lvl.)	{},1,z		mandatory
18*	Description (Desc.)	a		Hensen/AACR2
001	WLN	new		control #
005	Used			date of last use
007/xx-xx(*)	Physical Description (Phys. desc.)	see amc format		for microforms only
008/00-05	Date Entered (Entrd)			date entered
008/06*	Date Type (Dat. Tp.)	i,k,n,q,r,s		date type mandatory
008/07-10, 11-14*	Dates			mandatory inclusive or bulk
008/15-17*	Country (Ctry)	Wau		required
008/23*	Reproduction (Repr)	{},a,b,h,p		required
008/35-37*	Language (Lang)	eng		required
008/38*	Modified Record (Mod Rec)	{},s		mandatory
008/39*	Source	d		non-LC cat./Mandatory
010*	Libr of Congress # (LCN)	=z		required
035*	System Control # (Syst. Cont. Number)	=a,=b		accession #/ optional
040*	Cataloging Source	=a,=e,appm		Hensen/mandatory

043(*)	Geographic Area Codes	=a		optional
045(*)	Chron. Code or Date/ Time	=b	2	inclusive dates/optional
049*	Local Holdings	=a		WaOE/mandatory
099*	Local free text call #	=a	9	use for shelf location I.D./ optional
100(*)	Main Entry/Personal Name	=a,=c,=d	0,1,2, 3	required
110(*)	Main Entry/Corporate Name	=a,=b,=p,=u		choose either 100,110,or 111/required
111(*)	Main Entry/Conference or Meeting Name	"		"
240(*)	Uniform Title	=a,=p,=f,=o	0/0–9	Uniform title
245*	Title Statement	=f,=k,=s	0,1/ 0–9	mandatory
260*	Imprint	=a,=b,=c		inclusive dates/required
265(*)	Source for acquisition	=a		for material obtained off campus
300*	Physical Description	=a,=c,=f,=g, =3		mandatory
340(*)	Medium	=a,=b,=c,=d, =e,=3		notes special storage or conservation needs/optional
351*	Organization and Arrangement	=a,=b,=c,=3		required
500(*)	General Note	=a,=z,=3		unspecified notes/optional
505*	Contents Note (Formatted)	=a	0,2	used to record contents of finding aids/ optional
506*	Restrictions on Access	=a,=b,=c,=d, =3		
520*	Scope note (summary)	=a,=b,=3	{},8	
521(*)	User/Intended Audience note	=a,=3	{},8	
524(*)	Preferred Citation of Described Materials	=a	{},8	
535(*)	Location of Original/ Duplicates	=a,=b,=d,=3	1,2	

540(*)	Terms Governing Use	=a,=b,=c,=3		
541*	Immediate Source of Acquisition	=a,=b,=c,=d, =e,=f,=h,=3		
544(*)	Location of Associated Materials	=a,=b,=d,=e, =3		
545(*)	Biographical or Historical Tracings note	=a,=b		Biography or institutional history available
555*	Finding Aids note	=a,=b,=c,=3	{},0,8	Information on types of finding aids available
561(*)	Provenance	=a,=b,=3		Information on history of series
565(*)	Case file Characteristics note	=a,=b,=c,=d, =e,=3	8,0,{}	Use for student and employee files
580(*)	Linking Entry Complexity note	=a		Use only when field 773 is inadequate
583*	Actions	=a,=b,=c,=d, =e,=f,=h,=i, =j,=k,=l,=3		use for archival processing notes
584*	Accumulation and Frequency of use note	=a,=b,=3		Use for processing information
590(*)	Local note	=a		Use for additional information when needed
599(*)	Differentiable Local note	=a – =z	{},0-9	define fields and indicators locally
600(*)	Subject Added Entry, Personal Name	=a,=d,=u		For cumulative index entries. Choose one of following name categories
610(*)	SAE, Corporate name	=a,=b,=n,=d, =c,2	1,2/ 0,7	"
611(*)	SAE, Conference or Meeting name	=a,=n,=d,=c, =e,=g,=u,=2	2/0,7	"
651(*)	SAE, Geographic	=a,=b,=2	0,7	"
656(*)	Index Term – Occupation	=a,=3,=2	7	Use for records of Career Planning and Placement
690*	Local Subject Added Entry, Topical	=a,=b,=y,=z, =c,=d,=3		Use for cumulative indexing
691(*)	Local Subject Added Entry, Geographical	=a,=b,=x,=y, =z,=3		"

700(*)	Added Entry, Personal name	=a,=c,=d,=u	0,1, 2,3	" choose one of fields 700 – 711
710(*)	AE, Corporate name	=a,=b,=n,=d, =c,	1,2	"
711(*)	AE, Conference or meeting name	=a,=n,=d,=c, =e,=u	2	"
740(*)	AE, Title traced differently	=a,=n,=p	0-9/ 0-2	Trace alternate series names
773(*)	Host Item Entry	=7,=a,=t,=g	0,1	For linking notes
910(*)	User option data	=a		Use for conservation/ preservation information
949(*)	Local Processing Information	=a – =z	⅃⅃,0-9	" Define locally

APPENDIX D
EMERGENCY TELEPHONE NUMBERS

GENERAL: In the event of fire, flood, or other disasters affecting the library contact:(depending on the type of emergency)

	Emergency/Business
Fire:	9-911/9-753-8348
Campus Police Services:	6140
Police: Olympia	9-911/9-753-8300
Thurston Co. Sheriff:	9-911/9-786-5500
State Police:	9-586-1999
Ambulance:	9-911
Poison Information/Control Center:	8-800-222-1222
Crisis Clinics:	9-586-2800
Safeplace:	9-754-6300
Hazardous Substances:Chemical – Oil Spills Clean up – National Response Center:	8-800-424-8802
Hotline:	8-800-633-7585

<u>LIBRARY STAFF</u>: <u>At least one member of the professional staff and the library secretary should be contacted during an emergency situation</u>.

Position/Name	Home phone
Dean of Library Services: Lee Lyttle	9-786-1156
Media Services: Wyatt Cates	9-866-8809
Administrative Assistant: Julie Douglas	9-754-5702
Technical Services: Tim Markus	9-754-5702
Reference Convener: Liza Rognas	9-866-????
Collection Maintenance: Joel Wippich	9-253-????
Archivist/Records Manager: Randolph Stilson	9-357-6757
I.L.L.: Miko Francis	9-???-????
Periodicals: Brian Gerheim	9-352-9437
Government Documents: Carlos Diaz	9-753-1607
Circulation: Mindy Muzatko	9-???-????
Media Loan: Wyatt Cates	9-866-8809
Sound & Image Library: Jane Fisher	9-754-5716
Photo Services: Steve Davis	9-???-????
Electronic Media:	

One of the above individuals will arrange for additional staff members to be notified as necessary.

EMERGENCY/DISASTER RECOVERY
(see also: http://palimpsest.stanford.edu/misc/commercial.html)

Insurance Agent: College is self insured

Computer Repair: Technical Support Services (TSS)   6627/6609

Computer Records Recovery: Computer Services   6627/6609

Facilities: 6700
          Director: Collin Orr   6115
          Electrician   6120
          Plumber   6120
          Environmental Health & Safety Officer: Robyn Herring   6111

Telephone:
          Telephone line repair – Robert King   6315

Elevator Repair: Police Services(after hours)   6140
        Facilities   6120

Storage Facilities (for storage of unharmed materials during disaster recovery if no area is available on campus).

Budget Mini Storage, 314 Washington N.E., Olympia.   9-786-1448
Capitol City Storage, 9520 Kimmie St. SW, Olympia   9-352-1974
Northwest Self Storage Old Hwy 99 & 88th Ave SE, Tumwater   9-943-9333
Prolock self Storage, 2312 Harrison Ave., Olympia.   9-943-7037
Public Storage, 1618 Blacklake Blvd S.W.   9-357-2581
Shurgard, 1620 Blacklake Blvd. S.W., West Olympia.   9-357-7100

Salvage Supplies
See also http://www.enviroyellowpages.com/listings/USA/WA/

Plastic Milk Crates:

      Delval Direct Distribution   8-(360) 273-0950
      18620 Hwy 99 S.W.
      Rochester   WA, 98579

      Darigold Farm Store   8- (360) 748-3368
      561 W. Main
      Chehalis   WA, 98532

9-748-6751

Boogerd James   8- (253) 537-7177
9024 48th Avenue East,
Tacoma, WA 98446

Interleaving Materials:

The Olympian, 1268 E 4th, Olympia   9-754-5400
(newsprint roll ends)

Cleaning Supplies:

Top Choice Janitorial Supplies, 5718 Pacific Ave. SE, Lacey   9-455-0493

Olympia Supply Co., 625 S. Columbia, Olympia   9-357-6659

Tarpaulins and Plastic Sheeting:
Home Depot, 1101 Kingswood Dr. SW, Tumwater   9-786-9890

Olympia Supply Co., 625 S. Columbia, Olympia   9-357-6659

Humidity and Temperature Monitoring Equipment: (If not available from Lab Stores on campus. Includes dehumidifiers, hydrothermographs, thermometers, etc.)

Speidel International Inc, 19219 62d S, Kent, WA 98032 – 1133   (253) 872-7646

Equipment, Other: (Includes water pumps, generators, fans, etc.)

A-1 Rentals, 903 E. 4th, Olympia   9-943-3050
Lew Rents, 405 Mcphee, Olympia   9-357-3314

Safety Supplies and Equipment:

Airgas Safety, 3021 Martin Way, Olympia   9-754-7600
Ace Fire & Safety, P.O. Box 2846, Olympia   9-352-1725
Fire & Safety Northwest, 2724 Black Lake Blvd SW, Tumwater   9-943-3507

Fire and Water Damage Restoration

Local: Washington State Archives Conservation Lab: David Hastings   9-753-1801

Additional Expertise:

BMS:CAT	8-800-433-2940
Library of Congress Preservation Office:	8-202-287-5213
Thompson Conservation Lab, 7549 Fenwick, Portland, Oregon	8-503-735-3942

Freezing and Cold Storage Facilities

Freezer Trucks: Eastman Refrigeration Service (Referrals)   9-357-6553
Ryder Truck Rentals (see yellow pages)

Cold Storage Facilities:

Alpine Cold Storage, 2516 Holgate St., Tacoma, WA 98402 – 1203	8-(253) 627-8184
Apex Cold Storage, 3400 Industry Dr E, Fife, WA 98424 – 1853	8-(253) 926-1050
Konoike-Pacific Tacoma Terminals Inc, 2608 Port Of Tacoma Rd, Tacoma, WA 98421 – 3603	8-(253) 922-2373
Washington Cold Storage, 240 15th St SE, Puyallup, WA 98372 – 3411	8-(253)848-8511

Vacuum Freeze-Drying and Vacuum Drying Facilities:

Washington State Archives Conservation Lab   9-753-1801

Photo and Film Drying Facilities:

Local:
Quantity: Eastman Kodak Company, Information Center, 343 State St., Rochester, NY 14650   8-800-2442-2424

Extermination/Fumigation/Deodorizing/Disinfecting

Local:

American Pest Management, 3929 Martin Wy.	9-754-8808
Alpha Ecological, Olympia	9-754-3463
First Choice Restoration	8-800-618-9524
IPM Pest Eliminators, Olympia	9-360-236-0259

Additional Expertise:

Terminex International, Inc. Memphis, Tn.   0-901-766-1358
(Ask for Technical Director, (will furnish names of local companies who are capable   or   0-901-766-1105   of doing on-site fogging).

Dr. Robert McComb   0-202-287-5607
Research and Testing Office
The Library of Congress

Washington, D.C. (Has access to additional names of companies that do fogging and fumigation).

Theft

Antiquarian Booksellers of America   8-212-757-9395
National Headquarters
50 Rockefeller Plaza
New York, N.Y. 10020

Bookline Alert: Missing Books and Manuscripts (B.A.M.B.A.M.)   8-212-737-2715
P.O. Box 236
Washington, Ct. 06793

APPENDIX E
TYPES OF ARCHIVAL MATERIALS

APPENDIX F
W.A.C. AND E.A.C. CODES AFFECTING ARCHIVES

APPENDIX G
LOCATION CODE

LOCATION CODE

The Evergreen State College Archives is arranged according to the principal of provenance for pre-1989 accessions and by accession number thereafter. The location code for processed materials is as follows:

Shelf unit – shelf number – box number

All accessions are located on the compact shelving according to accession number and are assigned the next available shelving space according to the code above and can be located through the accession register and other finding aids.

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