

Developing an Archives Program by Martha Smalley

Part I Setting the stage & receiving materials



What are Archives?

1. Archives are the actual records and documents that are saved
2. The archives is the agency responsible for saving these records
3. An archives is the place where the records are stored.

Types of collections:

1. **Records related to your organization**
 - official/non-official
 - predecessor/ affiliated organizations
2. **Administrator / faculty papers**
3. **Personal papers and/or archival collections gathered to document a particular subject area / era / etc.**
4. **Denominational / related materials**

Types of content:

- Administrative records
- Program documentation
- Publications
- Financial records
- Student records / parish records
- Correspondence
- Writings
- Artifacts / memorabilia
- Photographs / videos
- Etc.



house plants?
or
a greenhouse?

Keep in mind that you may not be able to have a large archives when you start. Start small if you need to start small.





It is a good thing to be realistic.



What is needed to proceed?

- Commitment of support for:
 - Staff
 - A space designated for the archives
 - Supplies
- Statement of Goals & Policies
 - A foundational document, "for the record"
 - Have it in written form & distributed!
 - Defines the rationale and parameters for your archives program

Content of the Statement of Goals

- Whose records are being collected?
- Who is going to use the records?
- What is the relationship between the archives repository and creator of the archives?
- Who (specifically which person) is responsible for caring for the archives?

Collection Development policy:

- **What** will you collect?
- **How** will you collect it?

Use Policy:

- **Who** is allowed to use materials?
- **How** will the use of materials be regulated?
- What about photocopying, borrowing, etc.?

Get it in writing!!

- Organization is committed to provide staff, space, and materials
- You know in theory what types of records we will seek to collect.
- You know who will be allowed to use these records and in what setting.

Getting the material into the repository:

- **Acquisition:** obtaining material
- **Accession:** registering material
- **Appraisal:** determining the value of material

Acquisition:

- Make an inventory what is already "in house." Gather materials that belong in the archives.
- Solicit appropriate materials.

Accessioning:

- Register incoming material with paper-based records or a computer spreadsheet, or with software such as the Archivists' Toolkit.

[See slides about Archivist' Toolkit at the end of this presentation]

tblAccession : Table								
	AccID	Date	Relation	Amour	Collection description	DonorID	GiftDeed	CopyrightHeld
▶	200001	2000/11	RG 170		James and Margaret Goff Papers	19	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	200002	2000/02	RG 30	4	Rodney L. McQuary Papers	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	200101	2001/03	RG 30	3	Raymond Dudley Papers	22	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	200102	2001/10	RG 8	1	Grace McLucas - artifacts	27	<input type="checkbox"/>	<input type="checkbox"/>
	200201	2002/10/19	RG88 Add	5	University Christian Movement-New Eng	2	<input type="checkbox"/>	<input type="checkbox"/>
	200202	2002/04	RG8	1	Claude L. Pickens, Jr.	16	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	200203	2002/04	RG 30	1	George Farnham Papers	23	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	200204	2002	RG 8	1	Helen McCollough Papers	28	<input type="checkbox"/>	<input type="checkbox"/>
	200301	2003/06/24	RG8	0	Lora Malvina Jones letters	1	<input type="checkbox"/>	<input type="checkbox"/>
	200302	2003/07/18	New	10	US Catholic China Bureau Periodicals f	3	<input type="checkbox"/>	<input type="checkbox"/>
	200303	2003/07	RG107 Add	0	Council for Ecumenical Student Christia	4	<input type="checkbox"/>	<input type="checkbox"/>
	200304	2003	New: RG175	10	Sarah Refo Mason Papers	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	200305	2003/08	RG8	0	Hugh C. Morgan Papers	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	200306	2003/08	RG30	0	Edna Elliott Papers	10	<input type="checkbox"/>	<input type="checkbox"/>
	200307	2003/08	RG 163 Add	1	Presidential papers - S. Taylor, E. Sane	11	<input type="checkbox"/>	<input type="checkbox"/>
	200308	2003/09	RG 86 Add	1	Three books by Margaret Flory; one sur	13	<input type="checkbox"/>	<input type="checkbox"/>
	200309	2003/03	RG 120 Add	2	Reuling Papers - Add	17	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Appraisal: deciding exactly what to keep

- It's okay to discard some material!
- Don't discard on an item-by-item basis - too time consuming
- Types of things that can be discarded:
 - Multiple copies - 2 is enough to keep
 - Printed material from another organization
 - Redundant financial records
 - Routine administrative material

How do we decide about the value of records?

- **Primary value**- the records' functional use to the person or agency that created them.
- **Secondary value** - their value for research, both now and in the future.
- **"Archival" value** - how do they fit in to your context?

Part II

Arrangement and Description

What's the difference between an archivist and a file clerk?



- An archivist has a sense of perspective.
- The archivist has a role in forming the history of an organization or person.
- This power to form the history is regulated by certain archival principles

Arrangement and description

- Increasing standardization in the archival field.
- But there is no one right way to do things!

A little bit of archival theory:

- The concept of "provenance"

Records generated by a particular individual or agency should be kept together, not mixed with records from another individual or agency.

Another archival concept:

- When records come to a repository with an **existing system of organization**, this system should be kept intact as much as possible. . The archivist's task is to discover or clarify this system of organization and keep it intact.
- This is more true for organizational archives than for personal papers.

Step 1: Preliminary Inventory

- Find and read material that provides an idea of the background and significance of the individuals or organizations in question.
- Go through each box or file cabinet drawer and make a preliminary inventory of what types of material are present
- Preserve the original order of the collection at this stage.

Step 2: Initial sorting / grouping / establishing “record groups”

- You may need to establish the “provenance” of the material. Who generated or created the records?
- A “record group” reflects the source or provenance of the material.

Case 1: All the records you are dealing with come from your institution, the Northeast Theological Seminary:

- Administrative records / Dean's office
- Student records / Registrar
- Committees / Faculty, etc.
- Publications /
- Programs from events /
- Financial records /

Case 2: Records in your repository have been generated by various sources:

- Records related to your institution
- Records related to your parent church body
- Papers of church leaders
- Records of organizations related to your church

Step 3: Establish "series"

- A **series** is a grouping of similar material within the larger record group. The material may be similar in format or in purpose. The series can be defined in any manner that makes sense.
- Creating series allows for a kind of architecture or structure that will make the collection as a whole easier to describe and access.

Some possible series titles:

- Legal and policy records
- Committee records
- Correspondence
- Executive director's files
- Collected material
- Financial material
- Audio-visual materials

Step 4: Organize material within series:

- Put each series into an appropriate order - alphabetically, chronologically, by subject, by type, or whatever.
- But not all materials are important enough to warrant painstaking efforts to put them in alphabetical or chronological order.
- Use common sense

Step 5: If possible, put the records in new acid-free folders

- Putting records into folders of manageable size facilitates identification of appropriate segments of the records and makes it more likely that the records will be kept in good order when they are used in the future.
- Label the folders with descriptive headings, not with a list of each item in the folder.
- It is useful to number the folders -- and the boxes, or drawers in which the folders are housed -- so that material can be more easily retrieved and re-filed.

Example of folder labeling:

Box 5
Folder 31

Board of Trustees
RG 9

Executive Committee
Minutes 1999 Jan-May

Step 6: Prepare a finding aid

- The finding aid provides the researcher with information necessary to evaluate and gain access to a group of papers
- It can be distributed so that others learn about the contents of the collection or archives.

The parts of a finding aid:

- An **historical or biographical note** regarding the organization or individual documented
- An **introduction** describing the kinds of materials in the collection, the quantity of materials, and the general arrangement
- A **folder listing** (or sometimes a box or drawer listing) for each series

Search

all finding aids

Search

[Advanced Search](#)

Guide to the Daniel S. and Jane Balderston Dye Papers (Record Group No. 22)

Collection Contents

- [Series I. Correspondence](#)
- [Series II. Writings and Notes
ca. 1907-1977](#)
- [Series III. Personal Items and
Memorabilia 1905-1977, n.
d.](#)
- [Series IV. Addendum](#)

View/search within entire finding aid:

[HTML](#) / [Printable PDF](#)

Navigation options:

[Expand Menu](#) / [Collapse Menu](#)

Yale University Library

Divinity School Library

Guide to the Daniel S. and Jane Balderston Dye Papers

(Record Group No. 22)



Compiled by Nathan H. Price and Martha Lund Smalley

1992, 2000

New Haven, Connecticut

Copyright © 1996-2007 by the Yale University Library.

<http://hdl.handle.net/10079/fa/divinity.022>

Search

all finding aids ▾

Search

[Advanced Search](#)

Guide to the Daniel S. and Jane Balderston Dye Papers (Record Group No. 22)

- [Title Page](#)
- [Overview](#)
- ▣ [Administrative Information](#)
- [Biographical Sketch](#)
- [Description of the Papers](#)
- [Arrangement](#)
- ▣ [Collection Contents](#)
 - [Series I. Correspondence](#)

View/search within entire finding aid:

[HTML](#) / [Printable PDF](#)

Navigation options:

[Expand Menu](#) / [Collapse Menu](#)

Biographical Sketch

1884 Feb Daniel Sheets Dye born in Ohio.

1886 Apr Jane Canby Balderston born in Maryland.

1907 DSD graduated from Denison University, Phi Beta Kappa.

1908 JBD graduated from Wellesley College.

1908 DSD went to Szechuan, West China to study Chinese in preparation for tea University.

1908-1915 JBD taught at secondary schools in Ohio and Pennsylvania.

1910-1949 DSD taught at West China Union University, serving under American avocation, DSD recorded and analyzed window lattice and woven belt pattern throughout West China. DSD was a founder of the West China Border Research University museum.

1915 JBD went to West China under the auspices of the Friends Foreign Mission taught at Szechuan Boarding School in Tungchwan.

1919 DSD and JBD married. Under the auspices of the American Baptist Foreign mathematics and education at Woman's Normal School in Chengtu and West China became an expert on birds of West China.

Study during furloughs in the United States led to an M.A. from Cornell University for JBD.

1937 Two volume work by DSD entitled *A Grammar of Chinese Lattice* published

1940 DSD received honorary doctorate from Denison University.

Search

all finding aids

Search

[Advanced Search](#)

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- [Title Page](#)
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- [Arrangement](#)
- ⊖ [Collection Contents](#)
 - [Series I Correspondence](#)

View/search within entire finding aid:

[HTML](#) / [Printable PDF](#)

Navigation options:

[Expand Menu](#) / [Collapse Menu](#)

Description of the Papers

[I. Correspondence, 1908-1987.](#)

[II. Writings and Notes, 1907-1977.](#)

[III. Personal Items and Memorabilia, 1905-1977, n.d.](#)

[IV. Addendum](#)

These papers provide valuable documentation regarding West China. Substantive letter scene in the Chengtu area, as well as providing biographical information regarding the their educational mission work at West China Union University. These papers complete of West China Union University found in YDSL Record Group No. 11, Archives of the Uni Education in Asia. Daniel Dye was also a friend and colleague of Thomas Torrance, whose Record Group No. 16.

The papers include unique documentation of patterns and designs used in West China lat pottery. Drawings of hundreds of different patterns recorded by Dye and his artistic assist collection. Dye spent many years in analyzing the origins and symbolism of the patterns to complete the scholarly work which he hoped to produce on this subject, but his explain for appraisal in myriad drafts.

The Dye Papers are also valuable for the thorough documentation they provide regarding missionary. Jane Balderston Dye, married but childless, found herself in ideal circumstances teaching career, to travel broadly, to assist her husband in his scholarly pursuits, and to study of birds in West China.

The correspondence in Series I consists primarily of letters written by Dan and Jane Dye States. For many years they wrote long, descriptive letters to their "home folks" every w marriage in 1919, Dan and Jane alternated weeks writing to both families. The corresp more condensed during the 1930s and 1940s. During the early part of 1927, Jane was e political unrest in West China. The months of separation, before Dan joined her in Shang correspondence between Jane and Dan (1927 Feb-Apr.)

Series II consists of published writings by Dan and Jane Dye, unpublished essays by Dan, drafts by Dan for his anticipated work *Swaetica Sinica: The Pattern of Patterns of the Far*

Series I. Correspondence

Box	Folder	Description	Date(s)
		Series I. Correspondence	
		Family Correspondence	
		Daniel Dye to family	
1	1	on board ship and journey to West China	1908 Oct-Dec
1	2 - 6	primarily from Suifu and Chengtu	1909 - 1911
1	7	from Shanghai, Jan-Aug	1912 Jan-Aug
1	7	from Ichang to Chengtu	1912 Aug-Dec
1	8	primarily from Chengtu	1913
1	9	journey home for furlough	1914 Feb-Apr
		Jane Balderston to family	
1	10	on board ship to China	1915 Oct-Dec
1	11	journey from Shanghai to Chungking	1916 Jan-Mar
1	12	from Friends Mission, Chengtu	1916 Apr-Jun
2	13-14	from Friends Mission, Chengtu	1916 Jul-Dec
2	15-20	primarily from Tungchwan	1917 - 1918
		DSD and JBD to families in U.S.	
2	21	from Chengtu	1918 Apr-Dec

Delivery system that searches throughout all available finding aids:

The screenshot shows the Yale University Library Finding Aid Database homepage. At the top, the Yale University Library logo is on the left, and navigation links for 'Research Tools', 'Libraries & Collections', and 'About t' are on the right. Below the logo, there is a breadcrumb trail: 'Finding Aid Database / Help'. The main content area is divided into three sections. The first section, titled 'Search', contains a dropdown menu set to 'all finding aids', a search input field, a 'Search' button, and a link to 'Advanced Search'. The second section, titled 'Browse by Repository', lists five categories: 'Manuscripts & Archives', 'Beinecke', 'Divinity', 'Music', and 'Visual Resources Collection'. The third section, titled 'Welcome to the Yale Finding Aid Database', provides a description of the database and lists the repositories it covers: 'Manuscripts and Archives (Sterling Memorial Library)', 'Beinecke Rare Book and Manuscript Library', 'Yale Divinity School Library', 'Irving S. Gilmore Music Library', and 'Visual Resources Collection'. A final line of text at the bottom of this section says 'For more information on conducting research with archival and manus:'.

Yale University Library [Research Tools](#) [Libraries & Collections](#) [About t](#)

Finding Aid Database / [Help](#)

Search
all finding aids

[Advanced Search](#)

Browse by Repository
[Manuscripts & Archives](#)
[Beinecke](#)
[Divinity](#)
[Music](#)
[Visual Resources Collection](#)

Welcome to the Yale Finding Aid Database

This database consists of finding aids for archival and manuscript materi information about the creation, historical context, arrangement, and cor information necessary for users to identify and request the portions relev depth of detail, and amount of materials covered, but their common purp manuscript collections.

Finding aids represent holdings from:

- [Manuscripts and Archives \(Sterling Memorial Library\)](#)
- [Beinecke Rare Book and Manuscript Library](#)
- [Yale Divinity School Library](#)
- [Irving S. Gilmore Music Library](#)
- [Visual Resources Collection](#)

For more information on conducting research with archival and manus:

Also important to make a catalog record:

[◀ PREVIOUS](#) | [NEXT ▶](#)

[BRIEF VIEW](#) | [LONG VIEW](#) | [STAFF \(MARC\) VIEW](#)

Daniel S. and Jane Balderston Dye papers,

Author: [Dye, Daniel Sheets.](#)

Title: Daniel S. and Jane Balderston Dye papers, 1905-1987 (inclusive)

Description: 8 linear ft. (18 boxes)

Available Online: [Finding aid](#)

Location: LSF-Request for Use at Divinity Library

Call Number: [RG 22](#)

Status: 18 c.1 - Request for use as shown above in Location.

Notes: Gift of Nancy Balderston Conrad and Herbert E. Sloan.

Organization: Arranged in four series: I. Correspondence, II. Writings and Notes, III. Personal Items and Memorabilia, IV. Addendum.

Biographical/Historical note: Daniel Sheets Dye was born in Ohio and graduated from Denison University. He taught science courses at West China University in Chengtu from 1910 to 1949, serving under the American Baptist Foreign Missionary Society. As an avocet recorded and analysed window lattice and woven belt patterns, which often had swastika designs, throughout West China. He was founder of the West China Border Research Society and of the West China Union University museum of Chinese culture. Jane Balderston was born in Maryland and graduated from Wellesley College. She went to West China in 1915, serving under the American Baptist Foreign Mission Association of Great Britain and Ireland. After her marriage to Daniel Dye in 1919, she taught mathematics and education courses at Woman's Normal School in Chengtu and West China Union University Normal School.

Summary: Substantive letters refer to the social and political scene in the Chengtu area, as well as providing biographical information about the Dyes and a thorough account of their educational mission work at West China Union University. The papers include documentation of patterns and designs used in West China latticework, woven belts, and pottery. Drawings of hundreds of patterns and notes regarding their origins and symbolism are included.

Indexes/Finding aids: Unpublished finding aid in repository.

Cite as: Daniel S. and Jane Balderston Dye Papers, Manuscript Group No. 22. Special Collections, Yale Divinity School Library.

Subjects (Library of Congress): [Dye, Daniel Sheets.](#)
[Dye, Jane Balderston, 1886-1976.](#)
[Hua xi xie he da xue.](#)
[Missions--China.](#)
[Minorities--China.](#)
[Swastika in art.](#)
[Education--China.](#)
[Art--China--Szechuan Province.](#)

- 040** __ |a CtY-D |c CtY-D |e appm
- 100** 1_ |a Dye, Daniel Sheets.
- 245** 10 |a Daniel S. and Jane Balderston Dye papers, |f 1905-1987 (inclusive)
- 300** __ |a 8 linear ft. |f (18 boxes)
- 351** __ |a Arranged in four series: I. Correspondence, II. Writings and Notes, III. Personal Items and Memorabilia, IV. Ac
- 545** __ |a Daniel Sheets Dye was born in Ohio and graduated from Denison University. He taught science courses at We to 1949, serving under the American Baptist Foreign Missionary Society. As an avocation, Dye recorded and analys which often had swastika designs, throughout West China. Dye was a founder of the West China Border Research & museum of Chinese culture. Jane Balderston was born in Maryland and graduated from Wellesley College. She went Friends Foreign Mission Association of Great Britain and Ireland. After her marriage to Daniel Dye in 1919, she taught Woman's Normal School in Chengtu and West China Union University Normal School.
- 520** __ |a Substantive letters refer to the social and political scene in the Chengtu area, as well as providing biographica account of their educational mission work at West China Union University. The papers include unique documentatio latticework, woven belts, and pottery. Drawings of hundreds of patterns and notes regarding their origins and symb
- 561** __ |a Gift of Nancy Balderston Conrad and Herbert E. Sloan.
- 555** 0_ |a Unpublished finding aid in repository.
- 524** __ |a Daniel S. and Jane Balderston Dye Papers, Manuscript Group No. 22. Special Collections, Yale Divinity School
- 600** 10 |a Dye, Daniel Sheets.
- 600** 10 |a Dye, Jane Balderston, |d 1886-1976.
- 650** _0 |a Missions |z China.
- 650** _0 |a Minorities |z China.
- 650** _0 |a Swastika in art.
- 650** _0 |a Education |z China.
- 650** _0 |a Art |z China |z Szechuan Province.
- 610** 20 |a Hua xi xie he da xue.
- 656** _7 |a Missionaries.
- 656** _7 |a Educators.
- 650** _0 |a Women missionaries.
- 851** __ |a Special Collections |b Yale Divinity School Library, |c 409 Prospect Street, New Haven, Connecticut 06511.
- 856** 42 |3 Finding aid |u <http://webtext.library.yale.edu/xml2html/divinity.022.nav.html>
- 888** 1 |1 0001107

Part III

Preservation

Preservation actions

- Remove hardware (paper clips, etc.)
- Remove rubber bands
- Keep materials in acid- folders and boxes
- Have oversized storage available
- Encapsulation

Preservation common sense:

- Some records are valuable as physical artifacts while others are valuable primarily for the information they contain.
- For some deteriorating items, photocopying them onto acid-free paper and discarding the originals makes more sense than spending money to deacidify, repair, or encapsulate them.

Storage

- Documents should be in containers that prevent dust from entering
- Large items should be stored flat.
- Files should fit snugly in container.



Repairing materials:

- NEVER use cellophane tape
- Get some basic supplies:
 - archival repair tape
 - wipe cloths
 - acid free paper

Special needs for photographs

- If possible, put photographs in chemically stable polyester or paper sleeves (e.g., made of a material such as Mylar, or acid-free paper.) Such sleeves help prevent curling of photographs and reduce physical contact with the photos. It is also possible to label the sleeves with identifying information or to insert a separate written label inside the sleeve.
- If it is not feasible for you to use sleeves, be sure to store the photographs in such a way that they will not curl over time and will not be subject to excessive handling.

Photographs, cont'd:

- Photographs should be handled with cotton gloves, or held by the edges to avoid skin contact with the image.
- Photographs are very susceptible to water damage and should not be stored near sources of water. If you ever have a flood situation in the archives, be sure to rescue the photographs first.
- Photographs are susceptible to insect damage, so may be best stored in a metal container if insects are likely to be a major problem.
- Photographs should not be scanned or photocopied repeatedly.

Special needs for films and videos

- Be aware of the dangers of nitrate film
- Make a "use" copy; save the archival copy
- Store videos upright with tape on bottom.
- Rewind films and videos periodically

Audio tapes, CDs and DVDs
are not permanently viable

- Transcripts are the archival record
of oral history

Electronic formats

- Word processed documents
- Email
- Digital photos and videos
- CDs and DVDs
- Databases

Electronic formats are always evolving

- We have two choices right now:
 - Keep paper records of important documents
 - Keep up with evolving electronic formats through constant monitoring & refreshing the data on a regular basis.

Rescuing the Memory of our Peoples Archives Manual

See:

<http://www.library.yale.edu/div/RTMmanuallinks.html>

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ARCHIVISTS' TOOLKIT

The Archivists' Toolkit™, or AT, is the first open source archival data management system to provide broad, integrated support for the management of archives.

Types of information associated with archival collections:

- Accession records
- Location of materials waiting for processing
- Finding aids describing processed materials
- Collection-level catalog records
- Monthly/yearly statistics
- Location shelf lists

Problems with having separate systems for all these different types of information:

- Information duplicated across many spreadsheets or documents; more work for staff, increased chance for error
- Compiling statistics is laborious
- Name authority work done only at time of catalog record creation
- Links between original accessions and processed collections not consistently preserved

Solution: an integrated relational database – Archivists' Toolkit, an application that supports:

- accessioning and describing archival materials;
- establishing names and subjects associated with archival materials, including the names of donors;
- managing locations for the materials;
- exporting EAD finding aids, MARCXML records, and METS, MODS and Dublin Core records.

<http://www.archiviststoolkit.org/>



The AT project is a collaboration of the University of California San Diego Libraries, the New York University Libraries and the Five Colleges, Inc. Libraries, and is generously funded by The Andrew W. Mellon Foundation.

There are other types of archival management software such as Archon and PastPerfect. Archivists' Toolkit has similar functionality and is available as a free open-source application.

Archivists' Toolkit will require some IT support:

- The Archivists' Toolkit requires both a client application and a relational database.
- The client application is free. It provides an interface for entering, editing, searching, and deleting data, which is stored in the database.
- Before downloading and installing the client, the repository or the repository's IT support staff must install one of the three database backends that the Toolkit supports - MySQL 5.0, Microsoft SQL Server 2005, and Oracle 10g.

NAMES and SUBJECTS modules

- The "NAMES" and "SUBJECTS" modules provide:
 - A tool for recording persons, families, and corporate bodies associated with accessions or collections
 - A means to track the relationships between archival materials and all above entities
 - A way to manage name and subject authorities



Search



List All



New Record



Reports



Delete



Merge

Names

Subjects

Accessions

Resources

Names

116 Record(s) found for search "list all"

Sort Name	Name Type	Source
Apfelbaum, Charles	Person	Local Sources
Asian Women's Institute.	Corporate Body	Local Sources
Ballou, Christopher	Person	Local Sources
Ballou, Earle	Person	Local Sources
Ballou, Patricia	Person	Local Sources
Ballou, Robert	Person	Local Sources
Ballou, Thelma	Person	Local Sources
Bates, Miner Searle	Person	NACO Authority File
Border Service Department of the Church of Christ i...	Corporate Body	Local Sources
Brown, Arthur Judson	Person	NACO Authority File
Brown, Charles Reynolds	Person	Local Sources
Brown, Eleanor	Person	Local Sources
Bushnell, Horace	Person	Local Sources
Cai, Dorothy	Person	Local Sources
Cai, Yong-chun	Person	Local Sources
Caldwell, Leonard	Person	Local Sources
Caldwell, Polly	Person	Local Sources
Calhoun, Robert	Person	Local Sources
Campbell family	Person	Local Sources
Castagno, Judith	Person	Local Sources
Cheney, Howell	Person	Local Sources
Chinese Students Christian Association.	Corporate Body	Local Sources
Cleary, Edward	Person	Local Sources
Coe, George Albert	Person	Local Sources



Names

Bates, Miner Searle

Details | Non-Preferred Forms, Accessions & Resources | Contact Info

Name Identity Record: Person

Prefix

Dates

Primary Name

Qualifier

Rest of Name

Fuller Form

Title

Source

Suffix

Rules

Number

Direct Order

Sort Name

Description Type

Description Note

Citation



Names

Caldwell, Polly

Details | Non-Preferred Forms, Accessions & Resources | Contact Info

Print Screen
Salutation

Polly Caldwell

Address 1

4728 86th S.E.

Address 2

City

Mercer Island

Region WA

Mail Code

Country

Telephone

FAX

E-mail

Polly Caldwell [pcaldwell@w-link.net]

Name

Notes

Label

M

ACCESSIONS module

Archivists' Toolkit - 1.1.8

File Import Setup Reports Help

Search List All New Record Reports Delete

Names
Subjects
Accessions
Resources

Accessions

Filter: 76 Record(s)

Accession Number	Title	Extent
1945.Div.039	Horace Bushnell Papers	
1951.Div.032	George Sherwood Eddy Papers	
1955.Div.035	Clarence Prouty Shedd papers	
1955.Div.045	John R. Mott papers	
1955.Div.046	World Student Christian Federation archives	
1962.Div.028	Dwight L. Moody papers	
1967.Div.002	Arthur Judson Brown papers	
1970.Div.004	Hartwell family papers	
1971.Div.001	Foster family papers	
1971.Div.007	Campbell family papers	
1972.Div.005	Edward Huntington Smith family papers	
1974.Div.003	Kenneth Scott Latourette papers	
1975.Div.026	Charles Telford Erickson papers	
1976.Div.006	William Richard Johnson papers	
1977.Div.009	Lyman Hoover papers	
1977.Div.036	George Albert Coe Papers	
1977.Div.037	Charles Reynolds Brown Papers	
1977.Div.038	Robert Parmelee Wilder papers	
1977.Div.040	Henry Parkhurst papers	



Accessions

Title: Horace Bushnell Papers

Basic Information | Accession Notes | User defined fields | Names & Subjects | Acknowledgements, Restrictions & P

Accession Number 1945 Div 039

Accession Date 1/1/1945

Date Expression 1832-1902

Date

Begin 1832

Bulk Dates

Begin

Resources Linked to this accession

Resource Identifier ▲	Resource Title
039	Horace Bushnell Papers

Link Resource

Remove Link

Deaccessions

Deaccession Date

Add Deacc

Resource Type Papers

Title

Horace Bushnell Papers

Locations

Location

Divinity storage room 1

Add Lo

Extent

Extent Number 2 Linear feet

Container Summary

5 archival boxes

General Accession Note

There are also Horace Bushne

Places for brief description, donor information, etc....

Accessions

Title: Horace Bushnell Papers

Basic Information | Accession Notes | User defined fields | **Names & Subjects** | Acknowledgements,

Names

Name	Name Link Function
Bushnell, Horace	Creator
Cheney, Howell	Source

Edit Name Link | Add Name Link | Re

Subjects

RESOURCES module

The screenshot displays the 'Resources' module interface. On the left, a tree view shows a folder structure: '001: Foster family papers' containing sub-items 'Correspondence', 'Diaries', and 'Writings'. Under 'Writings', there are two entries: 'By John Foster' and 'By Emily Foster'. The 'Writings' folder is selected. The main area on the right is a metadata form with tabs for 'Basic Description', 'Names & Subjects', and 'Notes & References'. The 'Basic Description' tab is active. The 'Level' dropdown menu is set to 'series' and is circled in red. The 'Title' field contains the text 'Writings'. Below the title field, there is a 'Wrap in tag...' dropdown menu. Further down, there are fields for 'Date Expression', 'Date', 'Date Begin', 'Date End', 'Bulk Dates', 'Bulk Date Begin', and 'Bulk Date End'. The 'Language Code' field is partially visible at the bottom.

Resources

Title: Foster family papers

- 001: Foster family papers
 - Correspondence
 - Diaries
 - Writings
 - By John Foster
 - By Emily Foster

Basic Description | Names & Subjects | Notes & References

Level: series

Other Level:

Title: Writings

Wrap in tag...

Date Expression:

Date:

Date Begin: Date End:

Bulk Dates:

Bulk Date Begin: Bulk Date End:

Language Code:

- Collections can be divided into series, subseries, files, items etc.
- AT allows description of each of these levels and offers the possibility of very detailed description
- AT uses the "Child" and "Sibling" metaphors to add components to a finding aid

Basic Description Names & Subjects Notes Etc. & Deaccessions Finding Aid Data

Level collection

Other Level

Title
Christine D. de Catanzaro Papers

Wrap in tag...

Date Expression

Inclus

Begin

Bulk D

Begin

Language

Repository Processing Note

Repository AT

Resource Identifier

Accessions linked to this Resource ID:

Accession Number	Accession Title

Extent

Extent Number 2.5 linear ft.

Container Summary

Instances

Instance Type Instance Label

Add Instance Remove Instance

Internal Only Restrictions Apply

Validation Error

To save the record, please fix the following errors:

Resources.Resource Identifier is mandatory

OK

Add Child Add Sibling Rapid Data Entry Delete Component Manage Locations Export EAD Export MARC Export Container Labels

First Previous Next Last Reports Cancel OK OK + 1

Buttons for adding “components”
and for exporting the record:



Title: Joseph F. and Vary T. Coates Papers

Resource Identifier: MS175

- Joseph F. and Vary T. Coates Papers
- Office of Technology Assessment
- Institute for Technology Assessment
- International Technology Assessment
- George Washington University Program of Policy Studies
- Correspondence--Joseph and Vary Coates
- Writings--Joseph and Vary Coates

Basic Description | Names & Subjects | Notes Etc. & Deaccessions | Finding Aid Data

Level: collection

Other Level:

Title: Joseph F. and Vary T. Coates Papers

Wrap in tag:

Date Expression: 1969-2004 (bulk 1975-1998)

Inclusive Dates

Date Begin: 1969 Date End: 2004

Bulk Dates

Bulk Date Begin: 1975 Bulk Date End: 1998

Language Code: English (eng)

Repository Processing Note

Repository: GT Archives

Resource Identifier: MS175

Accessions linked to this Resource ID:

Accession Number	Accession Title

Extent

Extent Number: 6 Linear ...

Container Summary

(8 document cases and 1 flat file folder)

Instances

Instance Type	Instance Label

Add Instance Remove Instance

Internal Only Restrictions Apply

Add Child
 Add Sibling
 Rapid Data Entry
 Delete Component
 Manage Locations
 Export EAD
 Export MARC
 Export Container Labels

First
 Previous
 Next
 Last
 Reports
 Cancel
 OK



Archives and Records Management

Inventory of the Joseph F. and Vary T. Coates Papers, 1969-2004 (bulk 1975-1998)

MS175

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Descriptive Summary

Creator: Coates, Joseph F. (Joseph Francis), 1929- ; Coates, Vary T.

Title: Joseph F. and Vary T. Coates Papers

Dates: 1969-2004 (bulk 1975-1998)

Abstract: The manuscript materials in this collection focus mainly on the activities of Joseph Coates and Vary Coates in the field of technology assessment. The papers relate to technology assessment in the United States, especially the Congressional Office of Technology Assessment, which functioned from 1972 to 1995. Some documentation of international technology assessment and the Institute for Technology Assessment (1996-1998) is also included.

Size: 6 linear feet (8 document cases and 1 flat file folder)

Identification: MS175

Biography of Joseph F. and Vary T. Coates

Joseph Francis Coates was born in 1929 in Brooklyn, NY. After receiving a B.S. in Chemistry from the Polytechnic Institute of Brooklyn (1951) and an M.S. degree in Organic Chemistry from Pennsylvania State University (1953), he worked for several years as a research chemist, first for the Atlantic Refining Company in Pennsylvania and later at the Onyx Chemical Company in New Jersey. In 1962, he became a senior staff member at the Institute for Defense Analyses, a position he held until 1970. Afterwards he spent four years as a Professor Manager at the National Science Foundation (1970-1974). Soon after the Office of Technology Assessment (OTA) was established by Congress in 1972, he began work there, first as the

AT user manual:

- See link from <http://archiviststoolkit.org>

