

The Catholic University of America



*The American Catholic History Research
Center and University Archives*

Processing Manual

Updated to reflect a focus on access-oriented, iterative processing

January, 2013

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Considerations

The ACHRC – UA processes are shifting from a single archivist-driven processing workflow focusing on extent of processing to a team-based process focusing on increasing access to collections and aiding the outreach mission of the Archives. While this evolution is nearing completion, the manual that comprises the current structure for arranging and describing archival collections remains relatively unchanged, providing instruction in separate sections of processing instead of establishing an effective foundation, workflow, and hierarchy for iterative processing.

This manual seeks to bridge the gap between the necessary organizational information in the current processing manual and the current while anticipating future processing practices made necessary by new technologies and collection media. Moreover, it should provide a more structured and navigable document that can be both consumed initially and referenced afterward.

Introduction

The processing of a collection at the CUA Archives strives to provide as much access to the collection through granularity of arrangement and description. Originally, the manual was created to reflect the three general areas of effort when processing: inventory, arrangement, and description. As the process had grown and changed to meet staffing and access needs/challenges, this order of the processing manual became incomplete.

The iterative process described herein is a product of previous process descriptions and the creative work done to increase access with fewer full-time, professional staff. It generally follows DACS prescribed by the SAA, with some small organizational decisions to help maintain efficiency and the CUA Archives reading of MPLP ideas as they refer to providing optimal access to manuscripts. The level to which a specific collection will be processed depends on the discretion of the staff (namely the Archivist and Associate Archivist), but generally relies on significance of the collection and the frequency of requests and use of said collection.

The Iterative Process

1. Initial Survey

This step in the process is the most preliminary, and usually happens in conjunction with either the actual accession or the box inventory. The function of this initial phase is simply to describe, in the broadest terms, what is in the collection. Access is of secondary importance with the initial survey.

There are two main objectives that need to be met: Identifying what is the type of the collection and what is in the scope and contents of the collection.

Identify type of collection

There are three possible collection types: Paper, Records, or Collection. Papers are materials from individuals, records are created by organizations, and collections are compiled artificially. The term “collection” becomes overloaded with definitions in this case; it can describe the general case (e.g. “please get me box 5 from the Higgins collection [which should actually be papers],”), or a specific case that has not been generically collected by an individual or an organization, (e.g. “I would like to use the Vatican II collection.”) Generally collections fall into either the papers or records types.

Survey the Contents

This phase is used to discern the further levels of processing that may be necessary for access and conservation. Characteristics that need to be evaluated and noted are:

- General condition of the materials
- Types of materials
 - This is primarily for preservation purposes. Include notes on quality of the papers, the housing material quality, unusual materials (frames, plaques, coins, etc.), amounts of other media (i.e. disks, tapes, DVDs, etc.), and presence of potentially corrosive materials (i.e. all-metal staples and fasteners).
- Size and Arrangement of the materials
 - This is primarily for future process planning. Include what arrangement and organization has already been completed.

While completing the survey, be sure to take notes on the above issues as well as significant content information such as birth and death dates of the creator and the presence photographs and oversize materials. You may also want to photocopy or make notes about any additional background/historical information either in the accession folder or other collection related folders. These steps can help complete the accession, but they will mostly help when creating the biographical/historical note in the finding aid further down the road.

2. Box Inventory

This phase in processing begins to consider access to the collection, and extends the description of the contents to allow researchers and patrons to narrow down their searching to specific boxes.

Arrangement is not completed at this stage, but the plan for future series is proposed at this stage.

Generally, this step is completed shortly after the accession and initial survey, but has remained an internal document for reference purposes.

There are three main parts in a completed box inventory: an abstract/summary of the biographical/historical note (which can be fleshed out later for the full finding aid), an enumerated box list with more details of the contents in each box, and a series proposal for future arrangement.

Biographical/Historical Abstract

Created from the accession record and any material researched, this gives a background into the creator(s) of the collection, be they an individual or an organization. In compliance with DACS, the focus should be on providing information that can serve as an access point for patrons. The writing should be straight forward and should hit on major subjects related to the creator as it pertains to the collection. At this step, however, this is not meant to be comprehensive, just a starting point. For an example, see the abstract for the Aiken Papers [here](#).

Enumerated Box List

The processor takes the current arrangement of the contents and describes the scope and content of each numbered box. One must make note of the dates of the material housed in each box, the types of materials in the box, and if there are any access or preservation issues. For instance, if there is sensitive information (such as personnel records, or financial information) in a box, it should be noted specifically for both reference and future processing. In all, each box, depending on the complexity of the material contained and the anticipated access needs, should be described with a paragraph.

Series Proposal

Once the inventory is complete, write up a series proposal and note important issues with the collection such as arrangement or preservation problems. After completion, the series proposal will be submitted to the Archivist and Associate Archivist for comments and to plan future processing. The series proposal may resemble something like [this](#).

Some points to consider when completing the series proposal:

1. The series proposal will probably change during processing, so the KIS method is beneficial to maintain efficiency and sanity.
2. If the collection is particularly large or complex, subseries may be useful. If so, include that information within the appropriate series.
3. When considering what will be oversize, remember that most materials will be housed in legal sized folders and boxes.
4. Series can and do overlap. For instance, there may be correspondence in the business files and vice versa. Determine what series the bulk of the materials fit into and use that name. When

writing the series description, make a note that correspondence can also be found in the business files.

One last idea to keep in mind when completing the inventory is the significance of the collection as it pertains to necessitating further processing. If there seems to be historically significant material, that should be noted in the proposal to make the case for future processing. If there does not seem to be significant researchable material, then make note of that as well.

3. Series/Subseries Arrangement

The next main phase in processing the collection is primarily concerned with physically arranging the collection into useful series either as proposed or as revised from a former series proposal. This phase will need to be considered in accordance with the levels of granularity of description necessary for most efficient access. Moreover, most of the preservation of a collection takes place at this step, if necessary. To process to this level takes a significant time commitment, but does not mean that it is the end of the processing.

To focus the processing in this phase, one must consider both the physical processing and the plan of work that is necessary to complete the processing. In the initial survey and box inventory, a table is all the space necessary and the processor could simply start at box 1; arranging and further describing a collection resulting in a finding aid takes a significant amount of time and space, particularly when significant portions of contents need to be shuffled. Described in the arrangement portion is the physical arrangement, the preservation considerations, and the treatment of oversized and alternate media. The result of this level of processing is a full finding aid.

Physical Arrangement

After series and arrangement have been approved, gather processing supplies. Typically, the processor will need:

- PENCILS
- Acid-free boxes (size dependent on collection size) , folders, and paper
- Staple remover
- Gloves
- Post-it notes or paper clips and paper for temporary folder and box labels
- Archival quality erasers
- Additional supplies may include Mylar photograph sleeves and acid-free envelopes

Materials should be arranged chronologically within the folders with the earliest date in the front of the folder and the most recent in the back. Folders in the boxes should be arranged alphabetically by folder heading from front to back, then chronologically. A series arrangement might look like [this](#).

Different series may share the same box. For instance, Series 2 may end in Box 4 and Series 3 may begin in Box 4.

Conservation Considerations

Paper Materials

Conservation will be preventative and made to address specific problems in a collection. So conservation methods may be applied to part of a collection and not all of it. Visual examination will determine the extent. Conservation work does not follow from organization and descriptive work, but follows from the conservation needs of the collection. In other words, a collection could be fully

organized and described, but with little conservation work applied because it is in good shape.

Levels of Conservation:

- Replace boxes with acid free boxes
- Replace folders with acid free folders
- Within folders
 - Pull rubber bands always
 - Photocopy fragile paper on to acid free when needed
 - Remove paper clips and staples when needed

Staples, metal fasteners, rubber bands, and other corrosive binders should be removed. To maintain original order, place those formerly attached materials into a folded piece of legal-size, acid-free paper. If there are smaller items, they may be attached with a non-corrosive paper clip and/or placed in a folded piece of acid-free paper. Also remove fasteners from pamphlets, periodicals, and other documents that have staples in the hinge or spine, but there is no need to place these in folded acid-free paper if they remain closed.

Brittle materials such as correspondence, newspaper clippings and telegrams should be photocopied with acid-free paper with the photocopy placed in front of the original and another sheet of acid-free paper behind the original. If there is a document that shows signs of acidity but is still in good condition, simply interleave with acid-free paper. At the very least separate acidic news clippings from other contents of folder by interleaving with acid free paper.

Alternative Media and Oversized Material

Consult with the Archivist responsible for the management of A/V materials if some are found in the collection. If those materials remain with the collection, they will follow paper materials in the arrangement.

Images

If there are different types of images then the series may be titled “Images” and can be broken down by type, such as pictures, postcards, photographs. The SAA Glossary is a good resource for determining how to differentiate between types of materials <<http://www.archivists.org/glossary/index.asp>>.

Usually, if the image is 5”x7” or larger, then interleaving with legal size, acid-free paper should be adequate. Smaller images may need to be sleeved in Mylar or placed in a folded piece of acid-free paper to prevent it from sliding around or falling out of the folder. Photographs will also be placed into legal size, acid-free folders. A series of images in the finding aid may look like [this](#).

3-D objects

Three-dimensional objects found in collections may be moved to the Museum Collection, in coordination with the curator of the museum collection and the Associate Archivist. If they are transferred, this should be noted in the series description as [such](#). Else they should be described with appropriate detail that they can be accessed and retrieved with relative ease.

Oversized materials

Materials that cannot be reasonably placed in legal size, acid-free folders should be transferred to the Oversize Collection. The series with the Oversize Materials will be the last series listed in the series description. Newspaper and periodical clippings may be excluded from the oversize rule and kept folded in legal size, acid-free folders unless particularly important significance is discovered and the items should be flattened. Oversize Materials should be noted in the series description section of the finding aid as seen [here](#).

4. Adding Descriptive Granularity

While processing is organic and the level of description for a collection may change over time, the goal is to provide researchers and patrons with access points to efficiently peruse and parse the collection. Even though each collection has to be taken individually in terms of planning processing for time and level of effort, generally we aim to describe to the folder level (eventually).

We should try to help the researcher get to the most specific level they can within our resources. That means we should aim to include folder level descriptions for collections whenever possible. That may be for an entire collection or part of a collection.

Priorities for setting and changing levels of description will depend on:

- User Interests
- Archivist discretion
- Availability of Staff
- Richness of the content
- Previous levels of description

Depending on available time and personnel for processing and the anticipated (or actual) research demand for a collection, the collection may be described at the box level, folder level, or as granular as the item level. In conjunction with MPLP “standards” and current processing protocol, we strive for folder level descriptions as they generally provide enough detail for researchers and patrons. However, each collection is taken on a case-by-case basis, and less or more description may be prescribed. The iterative process of arrangement and description prescribed above (as well as the ideas on [plans of work](#)) should allow for no previous work to be wasted when processing further.

Labeling and Dating Conventions

Label folder headings from left to right with collection title, series, folder title, and dates. Dating materials can be problematic. For instance, how do you date a photocopy of a document made in the 1980s of an article from 1940? One way to proceed is to look at the other documents in the folder. If they are also from the 1980s, then the folder should be dated in the 1980s with a note in the series description that documents exist with *content* from the 1940s. On the other hand, if you know that the rest of the documents are originals from the 1940s you could date the documents as follows: 1940s, ca. 1980s. In other words, date the documents and other materials by when they were created, not by the content. Exceptions would be entire collections comprised of photocopies. In that case, you might use coverage dates, which are different from creation dates. For instance, a collection of photocopies of primary sources from an author’s research on Abraham Lincoln might have coverage dates of 1858-1863 even though the author conducted the research in the 1990s. In the series description (and/or provenance note) you would make this point clear and use coverage dates throughout the collection rather than creation dates.

After completing the [finding aid](#), print out box labels from the templates in the Shared Files on the LAN. To find the template, go to Shared Files->Forms->Box Labels. The appropriate spaces must be filled in

with consistent formatting. If the collection is particularly large, it may be necessary to include which particular files are in the boxes, such as listing under the series information Subject Files A-L or date information. After completing the labels and printing them out, do not save the information when you close the box label file. Using acid-free glue, affix the box labels to the lid of the box on the side that will be facing out on the shelf. Also write the shelf location on the lower part of that same side of the box.

Pitfalls of “Miscellaneous”

As the goal of processing is to make it easier for the researcher to find the materials they are searching for (hence the term “finding” aid), the term miscellaneous should be avoided. Though it may be necessary at times when a few pieces in a collection do not fit any other series, subseries, or folder heading, the temptation to slap the term miscellaneous on parts of collections that do not seem to fit at first should be avoided. If something does not seem to fit, seek out the advice of the Associate Archivist or a fellow processor. Only if there seems to be no better label and multiple alternatives have been considered should miscellaneous be used, particularly since the only descriptive property of the word is in its difference from everything else: it does not accurately describe the contents. When possible, include a note on the actual contents with the folder listing.

Workflow

In coordination with the Associate Archivist, it is important to consider the amount of time and effort needed to complete a processing project. These delimiting factors can guide and constrain the amount of processing done and the extent thereof. However, with careful deliberation, an efficient plan of work may be created to alleviate some unnecessary redundancies. That is, to say, while the general process above is written as discrete steps, the lines can be relatively easily blurred to allow for faster processing to a deeper level without losing accuracy.

For example, if a collection has significant restrictions, then a preliminary survey may be the only amount of processing done until closer to the date when it may be accessible.

On the other hand, if a collection is being fast-tracked for complete processing, then the survey, box inventory, series proposal, and the full biographical/historical note can be created in one step, and then the arrangement and full, granular description becomes the second step. This streamlined process can take out time and unnecessary redundant descriptions, especially when it is the same processor completing the project.

In summary, it is important to plan out the process of the collection from the materials necessary for conservation and arrangement to the timeline for completion of the various steps. It becomes even more important to be efficient in this process while the Archival profession is still undergoing significant technological changes and maintaining the same traditional Archival processes.

Finding Aid Publication

EAD Markup

Once the folders have been labeled, the information will be used to create a finding aid using Encoded Archival Description (EAD) in the Extensible Markup Language (XML). As EAD hand coding is laborious and exacting, templates have been developed to allow for the processor to input information with minimal worry toward XML programming. The following outline will be completed in either the individual or corporate templates:

- Descriptive Summary
 - Includes Repository, Creator, Title, Dates, Extent, Abstract, Collection Number, Language
- Historical/Biographical Note
- Scope and Contents
- Arrangement
- Restrictions
- Administrative Information
 - Includes processing information, indexing terms, related material, and bibliography
- Granular Description of the Collection

Through the course of processing the collection, these fields should be described and created. The Administrative Information is the only exception, as it can be completed following the process of describing the collection.

The EAD finding aid must be completed in a software platform that edits either text or XML. On most Archive computers, the NoteTab light program is what is used to open and complete the EAD templates. Completion of the metadata portion (everything that is not the granular description of contents) consists of typing in information where there are entries in all capital letters. See an example [here](#).

Most other information will be placed between open and close tags, primarily paragraph tags. An open tag starts an XML tag, for instance <p> starts a new paragraph. A close tag is what stops the initial tag of that type, for the paragraph it is </p>. XML is exacting in that if any braces <> or slashes / are missing will cause an error. For an annotated example, go [here](#).

Information such as detailed lists, bibliographic entries, and LC subject headings will need to use the same tag duplicated over again. For an example of each, go [here](#).

The Detailed Description of the Collection consists of the box inventory. As with the tags for arrangement, index terms, and bibliography examples above, the box inventory tags often require duplication. EAD organizes the box inventory hierarchically using container tags (<c01>, <c02>, <c03>, etc.). Collections with series level description will only require <c01> and <c02> while subseries level description will require <c01>, <c02>, and <c03>. Find annotated examples [here](#).

You may check on the progress of the finding aid in HTML by clicking on “Parse and Validate,” then “Make HTML” (choose “eadcbs6” and “msxsl”), and finally “View in Browser.” If there are errors, the program will not allow you to view the changes in HTML. One of the most common problems is the incorrect closing of tags. In order to be stylized, the finding aid must validate, so any errors that happen must be corrected before publication.

Appendices

I. Terminology

Access Policy –

The official statement defining what records are available and the conditions for their use.

Accession Number -

The specific number assigned to each accession.

Accession –

The process of taking custody and establishing initial intellectual and physical control of archival material transferred to the Archives.

Accretion-

A further addition to an existing collection.

Administrative Value -

The usefulness of records to the office of origin for carrying out its daily operations.

APPM –

Archives, Personal Papers and Manuscripts, an Anglo-American Cataloguing Rules manual for the description of archival holdings used primarily in the United States.

Appraisal –

The process in which an archivist determines the administrative, legal, fiscal, or historical value of records and selects records for retention in the archives.

Archival Value –

See Permanent Value.

Archives –

The non-current records of an organization retained for their continuing value as evidence of the organization's activities and/or information about entities affected by the organization.

Archivist –

A person professionally educated, trained, and engaged in the care, organization, and housing of archival materials

Box List –

A list of the folder titles housed in one or more containers.

Case Files –

Files that document transactions involving a defined group of people, generally using standardized forms to conduct and record those transactions. Each file contains the same kinds of records resulting from the same set of activities which are differentiated from one another by the distinct cases they document.

Collection –

An artificial gathering of material, regardless of provenance, brought together on the basis of some linking characteristic and regarded as a descriptive unit under a common title. For example, CUA's Mother Jones collection consists of archival material removed from the T. V. Powderly and John Mitchell papers and mixed together.

Copyright –

The legal right of an author of a work and his/her heirs or assignees to publish or reproduce the work or to authorize publication or reproduction of a work.

De-accession –

A formal act in which an institution permanently remove from its holdings items judged to be of no archival value or not within the repository's acquisitions mandate or responsibilities.

Deed of Gift –

A formal, legal document that signs over ownership of the collection, papers, or records and their copyright rights from the person or organizations that created them (or, more often, their legal heirs) to us in the Archives.

Document –

Recorded information regardless of format

Encoded Archival Description (EAD) –

A descriptive tool or finding aid, which is machine readable and available online, used to control archival materials.

Enduring Value –

See Permanent Value

Evidential Value –

The value of an institution or organization's the records in providing evidence of its origins, structure, functions, procedures, and significant transactions, as distinct from the informational value of the records.

Extensible Markup Language (XML)

more robust and transferable than HTML, but does not display on most browsers, so XML is converted to HTML to display the information.

Finding Aid –

The descriptive tools produced by the Archives to establish physical and intellectual control over archival materials.

Hypertext Markup Language (HTML) –

A way to display EAD finding aids on the ACUA website. It is the lingua franca for simple web programming.

Images –

Assortment of visual materials such as photographs, postcards, and pictures

Informational Value –

Factual data about the persons, events, and conditions of the record creator that may be useful for historical studies

Intrinsic Value –

Inherent worth of a document based upon age, content, usage, or other special factors.

KIS-

KIS stands for Keep It Simple, diminutive form of Keep It Simple, Stupid. It is a good mantra when processing, particularly when arranging. It is similar to the idiom, "Don't let the perfect get in the way of the good."

Legal Value –

Usefulness of records containing evidence of legally enforceable rights or obligations.

MARC-AMC –

Variant of the Machine Readable Cataloguing (MARC) standard for Archives and Manuscript Collections used for incorporating archival descriptions into library databases.

Materials:

Everything found in a collection (documents, images, objects, etc.)

MPLP-

More Product Less Process, which is a minimal processing concept that has electrified the archives profession since 2005.

Non-current Records –

Those records no longer needed by to conduct current business.

Original Order –

Principle of archival arrangement in that the creator's arrangement of files and documents should be maintained.

Originator or creator –

The corporate body or administrative unit in which a group of records are created or received in the conduct of its business.

Permanent Value –

Records that need continual retention due to their enduring administrative, evidential, information, intrinsic, or legal value.

Personal Papers –

The private documents created by or belonging to an individual, such as church historian Msgr. John Tracy Ellis or labor leader Phillip Murray, whose activities, professional and/or personal, were within our collecting parameters.

Preservation –

The on-going maintenance of archival materials through proper storage and handling to ensure their survival for use.

Processing –

The activities of appraising, arranging, describing, and preserving archival materials so that they have intellectual control and can be used for research.

Project Files –

Files that document specific actions, events, or projects that have a clear beginning and endind date.

Provenance –

1. The organization or individual that created, accumulated, and/or maintained and used records in the conduct of business prior to their transfer to the Archives.
2. The principle that records/archives of the same provenance must not be intermingled with those of any other provenance; frequently referred to as respect des fonds.

Reading Room –

The area in the Archives where archival materials are consulted by researchers under the supervision of and with the assistance of archivists.

Record –

Recorded information created or received in the conduct of an institutional activity and that comprises sufficient content, context, and structure to provide proof or evidence of that activity.

Record Copy –

Official copy of a document.

Record Group –

Body of organizationally related records, generally large in size and established according to provenance to accommodate records of significant organizational units and functions of an institution.

Records Center –

Facility designed and constructed to provide efficient storage and retrieval service for inactive records pending their ultimate disposition.

Reference Copy –

The copy of the document used primarily for consultation purposes

Restriction –

Conditions governing access to all or part of a collection or record group, including any laws, regulations, policies, donor terms, or any other relevant access conditions.

Retention Schedule –

Period of time in which records are kept in the custody of the creating office or a Records Center before final disposition, usually for a period of time dependent upon an event such as an audit.

Series –

Group of related records or documents normally filed as a unit because they result from a similar activity or function or have some relationship arising from their creation and/or use.

Sub-Group –

Portions of organizationally related records placed within a record group to correspond to the subordinate administrative units that make up the record group.

Subject Files –

Files organized by topics containing documents concerning a wide variety of ongoing functions and activities.

Sub-Series –

Group of records or documents within a series readily identifiable by arrangement, type, format, or content.

II. Examples and Screenshots

Series Example

Series 1: Correspondence, 1910-1996, n.d.

Series 1 will be organized alphabetically by folder heading, then chronologically.

Series 2: Business Files, 1911-1996

Series 2 will be organized alphabetically by folder heading, then chronologically

Series 3: Photographs, ca. 1910s-1970s

Series 3 will be organized alphabetically by folder heading, then
chronologically.

Series 4: Memorabilia, 1923

These materials will be transferred to the Museum Collection.

Series 5: Oversize Materials, ca. 1971-1997

These materials will be transferred to the Oversize Collection.

[back](#)

Series Arrangement Description Example

Series 2: Newspaper and Periodical Clippings, 1911-1996 (1 box)

Box 9

Clippings, 1920-1929

Clippings, 1930-1933, 1941, 1953-1959

Clippings, 1966-1969, 1972-1973, 1981-1996

Shrine Scrapbook, 1911-1924

Photo/Image Series Example

Series 3: Images, ca. 1910s-1970s (1 box)

Box 10

Pictures, ca. 1920s-1930s (4 items)

Photographs, Crypt Album 1, 1923 (37 items)

Photographs, Crypt Album 1, 1923 (46 items)

Postcards, ca. 1935 (18 items)

Postcards, ca. 1910s-1970s (14 items)

Museum Transfer Note Example

Series 4: Memorabilia, 1923

This series consists of four identical Salve Regina Medals commemorating the September 23, 1920, laying of the National Shrine cornerstone.

These materials have been transferred to the Museum Collection, CUA
Commemorative Medals and Badges, Box 1

Oversized Materials Note Example

Series 5: Oversize Materials, ca. 1971-1997

This series consists of five items. One poster advertises the 1994 Annual Marian Pilgrimage, and two duplicate posters advertise May Fest ca. 1971. The series also includes a 1997 and a 1983 boundary map of Catholic University.

EAD All-Caps Example

<date>DATE OF EAD COMPLETION</date>

<date>**December 2005**</date>

Information Input Between XML tags

In this first table, you can see that the <head> tag has already been filled in. Notice that even without other information put in, the <relatedmaterial encodinganalog> and <p> tags are both closed. Otherwise, there is the potential for massive validation errors, since the computer will continue with the style of the <p> tag until it finds a </p> to stop it. Likewise with any other open tags.

```
<relatedmaterial encodinganalog="544 1" id="a6">  
  
    <head>Related Material</head>  
  
    <p></p>  
  
</relatedmaterial>
```

In the second table, notice that the paragraph describing the related material has been pasted between the open and close <p> tags. The text between these two tags will be published as typed.

```
<relatedmaterial encodinganalog="544 1" id="a6">  
    <head>Related Material</head>  
    <p> The Catholic University of America Mullen Library holds a copy of The National Shrine of the Immaculate Conception, Washington, D.C. : America's Tribute to Mary (1994?) as well as volume two of National Shrine of the Immaculate Conception (1928) by William P. Kennedy. The American Catholic Research Center and University Archives holds the Papers of Thomas Joseph Shahan and the Papers of Bernard Aloysius McKenna, both of whom played important roles in the foundation of the National Shrine. The archives also contain the Papers of Catholic Daughters of America, an organization that assisted in the construction of altars in the National Shrine.</p>  
</relatedmaterial>
```

Three Tag Duplication Examples

A List Example

```
<arrangement encodinganalog="351$b" id="a5">
```

```
  <head>Arrangement</head>
```

```
  <p>The NAME OF COLLECTION consists of SERIES NUMBER:</p>
```

```
<list><item></item>
```

```
  </list>
```

```
</arrangement>
```

```
<arrangement encodinganalog="351$b" id="a5">
```

```
  <head>Arrangement</head>
```

```
  <p>The Roy J. Deferrari Papers consists of five series:</p>
```

```
<list><item>Series 1: General Subject Files, 1950-1962, n.d.</item>
```

```
  <item>Series 2: Professional Organizations, 1947-1966, n.d.</item>
```

```
  <item>Series 3: Published Materials, 1959-1966, n.d.</item>
```

```
  <item>Series 4: Classroom Lectures and Notes, 1925-1950s, n.d.</item>
```

```
  <item>Series 5: Personal Papers, 1931-1961</item>
```

```
  </list>
```

```
</arrangement>
```

A Subject Heading Example

```
<controlaccess id="a12">
<head>Index Terms</head>
<p>This record series is indexed under the following controlled access subject terms.</p>
  <controlaccess>
    <head>Subjects:</head>
    <subject encodinganalog="650" source="lcsh">GENERAL
      SUBJECT</subject>
  </controlaccess>
</controlaccess>
<controlaccess id="a12">
<head>Index Terms</head>
<p>This record series is indexed under the following controlled access subject terms.</p>
  <controlaccess>
    <head>Subjects:</head>
    <subject encodinganalog="650" source="lcsh">Crime</subject>
    <subject encodinganalog="650"
      source="lcsh">Journalism</subject>
    <subject encodinganalog="650" source="lcsh">Organized
      Labor</subject>
    <subject encodinganalog="650"
      source="lcsh">Politics</subject>
    <subject encodinganalog="650"
      source="lcsh">Publishing</subject>
  </controlaccess>
</controlaccess>
```

A Bibliography Example

```
<bibliography id="a10">
```

```
  <head>Bibliography</head>
```

```
  <bibref>ENTRY</bibref><p></p>
```

```
  <bibref>ENTRY</bibref><p></p>
```

```
</bibliography>
```

```
<bibliography id="a10">
```

```
  <head>Bibliography</head>
```

```
  <bibref>Curran, Charles E. "Thomas Bouquillon (1842-1902)," The Encyclopedia of American Catholic History. Michael Glazier and Thomas J. Shelley eds., Collegeville, Minnesota: The Liturgical Press, 1997, 160-161.</bibref>
```

```
  <p></p>
```

```
  <bibref>Gilbert, John R. "Archbishop Ireland and Thomas Bouquillon: The State's Right to Educate," Catholic Educational Review, 66:9 (1968): 566-591.
```

```
  </bibref>
```

```
<p></p>
```

```
  <bibref>Lacker, Joseph H. "Bishop Ignatius Horstmann and the School Controversy of the 1890's," Catholic Historical Review, 75: 1 (1989): 73-90.</bibref>
```

```
  <p></p>
```

```
  <bibref>Nuesse, C. Joseph. "Before Rerum Novarum: A Moral theologian's View of Catholic Social Movements in 1891," Social Thought, 17:2 (1991): 5-17.</bibref>
```

```
  <p></p>
```

```
</bibliography>
```

Container level examples:

The example below illustrates the coding for a series without subseries. Only <c01> and <c02> tags are used. Also note the <scopecontent> notes and how they describe the previous item.

```
<dsc type="combined" id="a23">
<head>Detailed Description of the Collection</head>
<c01 level="series">
  <did>
    <unittitle>Series 1: Professional Correspondence, </unittitle>
    <unitdate>1910-1945</unitdate>
    <physdesc>(1 box)</physdesc>
  </did>
  <scopecontent>
    <p> This series consists largely of correspondence between Mr. Jones and his clients in the 1920s and 1930s. Folders are arranged both alphabetically and chronologically.</p>
  </scopecontent>
    <c02 level="file">
      <did>
        <container type="Box">1</container>
        <container type="Folder">1</container>
        <unittitle>Anderson, Bill, </unittitle>
        <unitdate>1920</unitdate>
      </did>
      <scopecontent><p></p></scopecontent>
    </c02>
    <c02 level="file">
      <did>
        <container type="Box">1</container>
```

```

        <container type="Folder">2</container>

        <unittitle>Brown, Justin, </unittitle>

        <unitdate>1932</unitdate>

    </did>

    <scopecontent><p></p></scopecontent>

</c02>

```

</c01> [Notice that the container tags close. This is very important!]

Example of description with series, subseries, and file container levels which uses 3 container levels. (notice the <c02> level attribute):

```

<dsc type="combined" id="a23">
<head>Detailed Description of the Collection</head>
<c01 level="series">
    <did>
        <unittitle>Series 4: Classroom Lectures and Notes, </unittitle>
        <unitdate>1925-1950s, n.d.</unitdate>
        <physdesc>(9 boxes)</physdesc>
    </did>
    <scopecontent>
        <p>The fourth series consists of three subseries and contains materials related to Dr. Green's role as a Professor of Philosophy. The first subseries contains Dr. Green's notes for general lectures. These notes are arranged alphabetically by subject. The second subseries contains Dr. Green's notes for his Pro-Seminar class. The third subseries contains student papers that were handed in to Dr. Green. These are arranged alphabetically by the last names of the students.</p>
    </scopecontent>
        <c02 level="subseries">
            <did>
                <unittitle>Subseries 4.1: General Lectures, </unittitle>

```

```
<unitdate>1930-1934</unitdate>
<physdesc>(2 boxes)</physdesc>
</did>
<c03 level="file">
  <did>
    <container type="Box">20</container>
    <container type="Folder">1</container>
    <unittitle>Ambrose, </unittitle>
    <unitdate>1931-1934</unitdate>
  </did>
  <scopecontent><p></p></scopecontent>
</c03>
<c03 level="file">
  <did>
    <container type="Box">20</container>
    <container type="Folder">2</container>
    <unittitle>Augustine, </unittitle>
    <unitdate>1933</unitdate>
  </did>
  <scopecontent><p></p></scopecontent>
</c03>
</c02>
```

```
</c01> [Notice that the container tags close. This is very important!]
```

III. Credits

For current or previous contributions to the living document that is the CUA Archives Processing manual, credit is given to:

Prof. Timothy Meagher, Archivist

W. John Shepherd, Associate Archivist

Jordan Patty, former Processing Archivist

Jane Stoeffler, Reference Archivist

Michael Dobbs, GLP '12-'14

Paul Kelly, Digital Archivist

