Emory University

Stuart A. Rose Manuscript, Archives, and Rare Book Library

Arrangement and Description Work plan

[Name of Collection]—Processing Plan

[Prepared by \_\_\_\_\_\_\_\_\_\_]

[Month, Year]

* BASIC ACQUISITION INFORMATION

**Collection Name, Dates:**

**Creator:**

**Size:**

**Source of Acquisition:**

[Gift of \_\_\_\_\_\_ ]

**Biographical Background:**

[Short Biographical note noting particular activities that are reflected in the collection]

* COLLECTION LEVEL ANALYSIS

**Importance/Value to MARBL [intellectual/research value?]:**

[Note here the intellectual value of the material, research areas it may address, or MARBL collecting foci or individual collections it relates to]

**Scope of Collection:**

[Note size of collection and general scope of contents]

**Current State:**

[How is collection currently housed? Will it need to be reboxed and/or foldered? Are the documents loose? In folders? In envelopes? What metadata is available?]

**Preservation Needs:**

[Are there preservation concerns such as mold, dirt, or pests? Does the collection contain any A/V or electronic material?]

**Restrictions:**

[Are there any restrictions in the donor agreement? What is the plan for identifying restricted material?]

**Appraisal and Separations:**

[Are there any categories of material that the donor agreement requires that we remove? Are there categories of material that we do not want to keep with the collection? What is the disposition plan for weeded material? Document any additional appraisal decisions here.]

**Proposed Arrangement:**

[Indicate the proposed series and any possible subseries. This is preliminary, but will guide the processing of the collection. Also include estimated extent of each series]

Series I: Title, Approximate Dates (XX linear feet)

 Series II: Title, Approximate Dates (XX linear feet)

 Subseries II.1: Title, Approximate Dates (XX linear feet)

 Subseries II.2: Title, Approximate Dates (XX linear feet)

**Additional Processing Decisions:**

[Record additional processing decisions here]

* SERIES LEVEL ANALYSIS [Repeat Section for each series]

**Series Title:**

**Series Extent:**

**Processing Level:**

 ❑ Series level ❑ File level ❑ Item level ❑ Hybrid

**Importance/relationship to rest of collection (???):**

[How does this series relate to the other series in the collection? How much research value do you anticipate this series having?]

**Estimated Processing time (using Project Processing Rate based on processing levels document):**

**Actual Processing time:**

Beginning date: \_\_\_\_\_\_\_\_\_\_\_\_ Scheduled end date: \_\_\_\_\_\_\_\_ Actual end date: \_\_\_\_\_\_

**Processing Team Member Assigned:**

**Processing decisions:**

[Please include here a summary of significant processing decisions (including disposition and arrangement descriptions, changes in thinking about how the material relates to other material) and their rationale. Update as work proceeds on series]