

Manual for Preparing Finding Aids



Manuscript Division
Library of Congress
Washington, D.C.

2008 Revised Edition

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Preface 2008 Edition

The current manual revises the 1999 “Manual for Preparing Finding Aids” that was itself a revision and expansion of the 1992 “Guidelines for Preparing Manuscript Division Registers.” Some of the changes in this 2008 edition reflect a rethinking of formatting and editorial practices over the past eight years. Other changes were inspired by Encoded Archival Description (EAD) practices, the implementation of *Describing Archives: A Content Standard* (DACS), and the Division’s continuing effort to ensure compatibility between the online and print versions of its finding aids. Formatting guidelines outlined in this manual pertain largely to word-processed versions of finding aids. Editorial guidelines generally apply to both paper-copy and EAD-encoded finding aids.

Veterans of the 1999 Finding Aid Manual Committee, including Karen Linn Femia, Mary Lacy, and Margaret McAleer, reconvened in the spring of 2008 to undertake the necessary revisions. They were joined by Joseph K. Brooks, Bennett Heggestad, and Patrick Kerwin. The committee would like to thank Allan Teichroew, head of the Manuscript Division Preparation Section, who reviewed proposals and drafts and Karen Stuart who created the software tools needed to implement the changes proposed in this manual.

While the committee met to revise the finding aid manual, another committee convened to update the Manuscript Division’s “Guide to Processing Manuscript Collections.” Donna Ellis and Margaret McAleer, chairs, respectively, of the Processing Guide Committee and the Finding Aid Manual Committee, collaborated at every stage of the revision process to ensure consistency between the two documents. As in the past, the processing guide and the finding aid manual are intended to be used in conjunction with one another.

Preface 1999 Edition

The present manual is a revision and expansion of “Guidelines for Preparing Manuscript Division Registers” compiled by Janice E. Ruth in 1992 for use by staff of the Manuscript Division of the Library of Congress. The revised guidelines incorporate subsequent changes in practice and utilize opportunities presented by new technologies. A major technological innovation which started in 1995, when the Manuscript Division first began putting registers online, was transformed beginning in 1996, when the division began testing and implementing the Encoded Archival Description (EAD) Standard Generalized Markup Language document type definition for finding aids. Modifications to register format were necessary to ensure compatibility between online and print versions of registers. An upgrade of the division’s word processing software in 1999 facilitated this process and allowed for the introduction of additional changes designed to enhance the usefulness and appearance of its finding aids.

A committee composed of Karen Linn Femia, Mary Lacy, Margaret McAleer (chair), and T. Michael Womack coordinated the revision process. The Preparation Section staff read drafts, made comments and recommendations, and shared their professional experience. Paul Chestnut, Allan Teichroew, and Richard Bickel contributed considerable time and expertise reviewing the many proposals and drafts created by the committee. Karen Stuart shared her technical knowledge and helped create the tools needed for the new register format.

The committee would also like to acknowledge the assistance rendered by the entire Manuscript Division staff. The organization and content of this manual are based on the earlier work of Janice Ruth who contributed valuable advice during the revision process. The Reading Room staff gave insightful comments and suggestions related to the needs of researchers who rely on finding aids to guide and facilitate their work.

The “Manual for Preparing Registers” is intended to be used in conjunction with the Manuscript Division’s “Guide to Processing Manuscript Collections” prepared in 1998.

1. GENERAL FORMAT AND EDITORIAL GUIDELINES

I. Introduction

The Manuscript Division strives for uniformity in its finding aids by adhering to a set of format and editorial practices. In recent years standardization, especially in regard to format, has facilitated the conversion of paper finding aids to navigable online finding aids. If a manuscript collection poses problems not resolved by standard practice, consult with supervisors.

Most format and editorial guidelines discussed below apply to the entire finding aid. Guidelines which pertain to multiple sections of the finding aid are discussed both below and in the relevant sections of the manual. Practices unique to one section are explained only in the part of the manual dealing with that section.

The Format Guidelines given below apply only to word-processed versions of a finding aid.* They do not apply to finding aids created using Encoded Archival Description (EAD).

The Editorial Guidelines given below apply both to finding aids created as word-processing documents and those created in XML as EAD-encoded finding aids.

II. Format Guidelines

A. Font

1. Create finding aids in Times New Roman 12, the default font for WordPerfect. As a Windows-based, true-type font, Times New Roman minimizes conversion problems when switching between printers.
2. Keep in mind the following:
 - a. Even though Times New Roman is the default font for WordPerfect, finding aids created in another font will not automatically convert to Times New Roman when retrieved into WordPerfect. The previous font must be deleted in the text and in headers.
 - b. Times New Roman is a proportional font. Using the space bar to position characters when the manual specifically calls for tabs and indents will adversely affect spacing.

* At this time, the Manuscript Division is using WordPerfect 12.

II. Format Guidelines (cont.)**B. Margins and justification**

1. Retain the WordPerfect default setting at left justification of text.
2. Use default margin settings at 1" on all sides.

C. Line spacing

Retain the WordPerfect default setting at single spacing between lines.

D. Tab settings

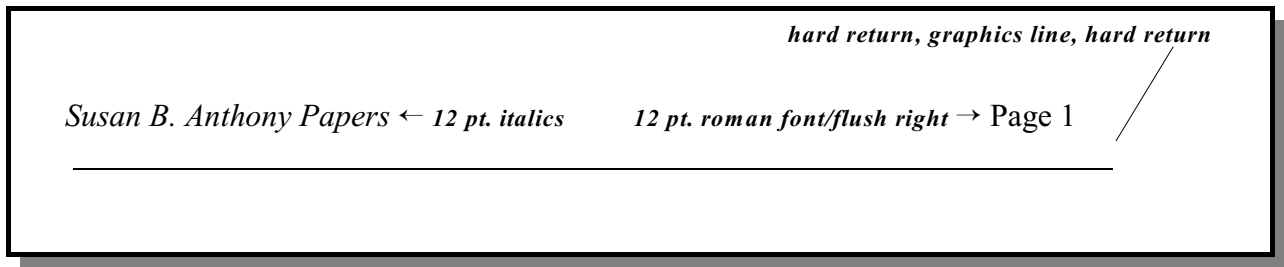
Note: These numbers are used to set tabs only. Tab settings are set relative to the left margin and not to the edge of the page. Therefore, the actual position of tabs and indents appears on the screen with an additional inch for margin settings. A tab set at 1.42 will appear as position 2.42".

Context	Tab settings
Collection Summary, Administrative Information, and Scope and Content Note	Default settings at 0.5, 1.0, 1.5, 2.0, etc.
Table of Contents	0.25, 0.5, 0.75, 1.0, 1.25, 1.5
Biographical Note and standard Description of Series and Container List	1.42, 1.67, 1.92, 2.17, 2.42, 2.67, 2.92, 3.17, 3.42, 3.67, 3.92, 4.17, 4.42, 4.67
Description of Series with subseries	0.25, 1.42, 1.67, 1.92, 2.17, 2.42, 2.67, 2.92, 3.17, 3.42, 3.67, 3.92, 4.17, 4.42, 4.67
Description of Series and Container List of microfilmed collections	1.08, 1.83, 2.08, 2.33, 2.58, 2.83, 3.08, 3.33, 3.58, 3.83, 4.08, 4.33
Description of Series with subseries and microfilm	0.25, 1.08, 1.83, 2.08, 2.33, 2.58, 2.83, 3.08, 3.33, 3.58, 3.83, 4.08, 4.33
Description of Series and Container List with four columns of information (e.g., Container Nos., Reel Nos., Item Nos., and Contents)	0.25, 0.75, 1.42, 2.17, 2.42, 2.67, 2.92, 3.17, 3.42, 3.67, 3.92, 4.17, 4.42, 4.67

II. Format Guidelines (cont.)

E. Page headers and page numbers

Include a page header on all pages of the finding aid after the title page. The header consists of the collection title in 12 pt. italics at the left margin; the word "Page" in 12 pt. roman font followed by a page number flush right; a hard return; and a graphics line followed by a second hard return.



F. Section titles

1. Section titles (e.g., "Administrative Information," "Biographical Note," etc.) are centered on Line 1.97" and appear in a 14.4 pt. bold font using WordPerfect Style Heading 2.
2. To create and correctly position section titles, follow these steps:
 - a. Begin at top of page below page header. You should be on Line 1.57".
 - b. Enter two hard returns.
 - c. Center cursor on Line 1.97".
 - d. Click in "select styles" box on font tool bar or on arrow to right of box. See illustration below.



"select styles" box

- e. Choose "Heading 2" and type title.
- f. Skip three lines before beginning text on Line 2.79".

II. Format Guidelines (cont.)

G. Hanging indents, hard hyphens, and hard page returns

Routine editing and reformatting for online conversion can throw off lines and page breaks. In order to reduce the number of related problems, always use the following:

1. Hard hyphens to keep years together in date spans.
2. Hard page returns at the end of the title page, Collection Summary, Administrative Information, Biographical Note, Scope and Content Note, and Description of Series.
3. Hanging indents for all Biographical Note entries and Container List folder titles whether or not they extend to a second line in the current version of the finding aid.

III. Editorial Guidelines

The *Chicago Manual of Style* (hereafter *CMS*) serves as the Manuscript Division's principal authority on questions of punctuation, capitalization, abbreviation, quotation, and bibliographic citations.** Use Library of Congress name authority records to determine the appropriate form of proper names and subject authority records for topical subjects and geographic names. Refer to *Webster's New Collegiate Dictionary* for spelling.

A. Abbreviations

1. General guidelines

Do not abbreviate words unless exceptions are otherwise noted. Whenever abbreviations are used, they must conform to *CMS* or approved abbreviations for legal cases. *See also* III-G, **Legal cases**, below in this section and **Appendix B: Legal Abbreviations**.

2. Months

Abbreviate months, except for May, June, and July, in the Biographical Note and Container List. Do not abbreviate months in the Scope and Content Note.

Jan.	Apr.	July	Oct.
Feb.	May	Aug.	Nov.
Mar.	June	Sept.	Dec.

3. State names

Abbreviate states when used to identify the locations of institutions or events. Do not abbreviate state names that appear in the Scope and Content Note or as the primary descriptive element in folder headings. Use the *CMS* abbreviations located in Appendix A rather than postal abbreviations.

4. Foreign countries

Do not abbreviate names of foreign countries.

**All references to *The Chicago Manual of Style* in this manual are to the fifteenth edition.

III. Editorial Guidelines (cont.)**A. Abbreviations (cont.)****5. United States**

Abbreviate United States as “U.S.” only in the Container List and only when it does not appear as the first organizing element at position 2.42”.

6. Other abbreviations

Abbreviate the following words in the Biographical Note and Container List:

Words	Abbreviations	Words	Abbreviations
company	co.	number(s)	no(s).
corporation	corp.	volume(s)	vol(s).

7. Do not abbreviate the following words:

- a. “Association” and “department.”
- b. “Chapter(s)” and “page(s).”
- c. “Circa” before estimated dates.
- d. Instead of the abbreviation “re,” use “regarding,” “concerning,” or similar wording.
- e. “Undated”
 - In newly processed collections and in Encoded Archival Description (EAD) conversion of old finding aids, use “undated” rather than the abbreviation “n.d.”
 - When revising paper-copy WordPerfect finding aids, the continued use of the abbreviation “n.d.” will be permitted to avoid complications from changes to line and page breaks.

8. For abbreviations in legal case names, *see* III-G, **Legal cases, below.****B. Acronyms**

1. Use acronyms established as name authority records (e.g., AFL-CIO; Unesco; YMCA) or approved by the Manuscript Division (e.g., NAACP).
2. Do not separate letters with periods (e.g., NAACP, not N.A.A.C.P.).

III. Editorial Guidelines (cont.)

B. Acronyms (cont.)

3. Do not supply an acronym after the full use of a name, such as Federal Deposit Corp. (FDIC), unless the acronym is used alone immediately thereafter to avoid multiple repetitions of the full name in the same paragraph or set of files. Acronyms may be supplied with the full name of drugs or medical conditions. The subject authority file may provide guidance on whether the acronym or the full name should be listed first.

C. Alphabetization

For rules on alphabetizing, *see* Processing Manual, III-A-2 and III-A-3, **Alphabetical rules**.

D. Capitalization

1. Unless otherwise noted, follow *CMS* rules for the capitalization of titles, personal or corporate names, and geographic, historical, cultural, and military terms.

Categories	Rules	Sources	Examples
Awards and prizes	Capitalize	<i>CMS</i> , 8.89, 8.123	Nobel Prize in chemistry; Nobel Peace Prize; Pulitzer Prize in fiction; Guggenheim Fellowship
Buildings, thoroughfares, and monuments	Capitalize	<i>CMS</i> , 8.60-63	White House; Capitol; Statue of Liberty; Pyramids; Natchez Trace
Committees	Capitalize	Division policy	Board of Directors; Membership Committee; President's Science Advisory Committee
Conferences	Capitalize; substantive titles in quotations	<i>CMS</i> , 8.76	White House Conference on Education; "Planning for Computer Chaos at the Turn of the Millennium"
Geographic terms	Certain terms are capitalized; be aware of exceptions	<i>CMS</i> , 8.46-54	Middle East; West Coast; Southeast Asia; the South (U.S.); North Africa <u>but</u> eastern; western; southern; northern

Categories	Rules	Sources	Examples
Historic events	Usually capitalize; be aware of exceptions	<i>CMS</i> , 8.81	Boston Tea Party; Industrial Revolution; New Deal; <u>but</u> civil rights movement. Follow LC subject authority in capitalizing “Cold War.”
Pacts, plans, policies, treaties, acts, and laws	Capitalize full/accepted titles; lower case shortened forms	<i>CMS</i> , 8.86-87	the Constitution (U.S.); Fifteenth Amendment; the amendment; Marshall Plan; the plan; Social Security; Medicare
Political organizations	Capitalize full or accepted titles	<i>CMS</i> , 8.71-72	Republican Party; Republicans; Progressive movement; progressivism; Nazi party; nazism; Communist Party; communism

2. For other guidelines regarding capitalization, see the following:
 - a. Civil, military, religious, and professional titles, *see* III-I, **Proper names**, below
 - b. Ships, *see* III-F, **Italics**, below
 - c. Titles of published works, *see* III-K, **Titles of works**, below

E. Dates

1. Include century for the closing year of a span date (e.g., 1964-1987; not 1964-87).
2. Use “to” with “from” and “and” with “between” in writing year spans in narrative text.

Examples:

from 1929 to 1942 (*always* use from/to)

between 1929 and 1942 (*always* use between/and)

III. Editorial Guidelines (cont.)

E. Dates (cont.)

3. Undated material. *See* III-A, **Abbreviations**, above.
4. Use the word “circa” (spelled out) when estimating a date.

Examples

1928-circa 1934	When beginning date is known and ending date is estimated.
circa 1928-1934	When beginning date is estimated and ending date is known.
circa 1928-circa 1934	When both beginning and ending dates are estimated.

5. Birth and death dates

- a. Provide birth and death dates to distinguish between individuals with identical names.
- b. Birth and death dates should conform to the name authority record. When supplying dates derived from sources other than the name authority record, write the dates in the format shown below.

Examples

Smith, John (1924-)	<i>Living person</i>
Smith, John (1924-1987)	<i>Deceased person; birth and death dates known</i>
Smith, John (circa 1563-circa 1604)	<i>Approximate years of birth and death</i>
Smith, John (b. 1467)	<i>Year of death unknown</i>
Smith, John (d. 1812)	<i>Year of birth unknown</i>

- c. For birth and death dates of the creator of the collection, see Sec. 3, VII-A-2, **Creator**, and Sec. 7, III-B-1a, **Full name**.
6. For dates that include year, month, and day:
 - a. When such dates appear in the Biographical Note or folder date spans in the Container List, write the date in year/month/day order.
 - b. In all narrative contexts, such as in the Scope and Content Note or as part of a folder title, write the date in month/day/year order.

III. Editorial Guidelines (cont.)

E. Dates (cont.)

6. For dates that include year, month, and day (cont.)

*Examples:**Year/month/day order in Biographical Note*

Biographical Note	
1909, Dec. 8	Born, New York, N.Y.

Year/month/day order in folder date spans

Container List	
<i>Container Nos.</i>	<i>Contents</i>
DIARIES, 1956-1983	
1	1956, Jan. 4-Aug. 12

Month/day/year example in Scope and Content Note narrative

The treaty was signed in Paris on May 4, 1956.
--

Month/day/year example as part of a folder title (as opposed to a date span)

10	Fact-finding trip (Jan. 1948), 1947-1949
----	--

F. Italics

1. Use italics instead of underlining throughout the finding aid.

III. Editorial Guidelines (cont.)

F. Italics (cont.)

2. Ship names appear as follows:
 - a. Italicize and initial capitalize the name of a ship. The type of ship should follow lowercased in parentheses.
 - b. Do not use prefixes HMS, SS, or USS. This practice follows Library name authority records rather than *CMS*.

Examples

Constellation (frigate); *Saratoga* (aircraft carrier)

3. For other guidelines on the use of italics, *see*
 - a. This section
 - III-G, **Legal cases**
 - III-K, **Titles of works**
 - b. Sec. 9, II-I, **Cross-references**

G. Legal cases *See also* **Appendix B: Legal Abbreviations**

1. For all cases cited in the Biographical Note or Scope and Content Note:
 - a. Italicize the entire case name and any procedural phrases such as “in re,” “ex parte,” and “ex rel.” (e.g., *United States ex rel. Miller v. Pate*).
 - b. Retain the full name of the case; do not use abbreviations (e.g., *Lonk v. Board of Education*, not *Lonk v. Bd. of Educ.*).
 - c. Abbreviate only those words appearing in procedural phrases, words such as “company,” “corporation,” and “incorporated,” and acronyms established in name authority records or approved by the Manuscript Division (e.g., *Moore v. NAACP*).
2. For cases cited in container listings:
 - a. Use roman font for case names (e.g., *Moore v. NAACP*).

III. Editorial Guidelines (cont.)

G. Legal cases (cont.)

2. For cases cited in container listings (cont.)

- b. Italicize procedural phrases such as “in re,” “ex parte,” and “ex. rel.” (e.g., United States *ex rel.* Miller v. Pate).
- c. Abbreviate the following for container listings of legal series in which a large number of case names appear:
 - Any words appearing in Appendix B from section 10.2.2a of *A Uniform System of Citation* unless it is the first word of the name of a party (e.g., National Ass’n of Sec. Dealers v. Securities & Exch. Comm’n, not Nat’l Ass’n of Sec. Dealers v. Sec. & Exch. Comm’n).
 - Names of states, unless they appear as the first word(s) in the name of the party (e.g., Independent Voters of Ill. v. Kusper, but Speck v. North Carolina). Use *CMS* state abbreviations in Appendix A rather than those provided in *A Uniform System of Citation*.
 - Do not abbreviate “United States” if it appears as one of the parties.
 - Note the following in regard to abbreviations:
 - Plurals are formed by adding the letter “s” inside the period of the abbreviation (e.g., orgs. for “organizations”).
 - A period follows every abbreviation, except those in which the last letter of the original word is included and preceded by an apostrophe (e.g., corp. but ass’n).

H. Numbers (*CMS*, 9.2-8)

1. Spell out the following:

- a. Whole numbers from one through ninety-nine
- b. Round numbers (hundred, thousand, million, billion)
- c. Ordinal form of numerals of one hundred or less:
 - Seventy-seventh Regiment (but 323rd Fighter Wing)
 - Court of Appeals for the Tenth Circuit (but 107th Congress)

III. Editorial Guidelines (cont.)

H. Numbers (cont.)

2. Hyphenate numbers twenty-one through twenty-nine and so forth.
3. For rules concerning the alphabetization of numbers, *see* Processing Manual, III-A-3-i, **Numbers**.

I. Proper names

1. Omit social titles such as Mr., Mrs., and Miss throughout the finding aid unless an individual cannot be otherwise identified.
2. Use birth and death dates to distinguish individuals with identical names. Use “Jr.,” “Sr.,” and numeral suffixes when birth and death dates are not readily available or when they form part of the name authority (e.g., King, Martin Luther, Jr.).
3. Civil, military, religious, and professional titles
 - a. Use these titles sparingly if they are not part of the name authority. Titles may be used in the Biographical Note and Scope and Content Note when it is necessary to clarify the person’s occupation or office at a particular time or in a particular context. Use titles in the Container List only when an individual cannot be otherwise identified.
 - b. Capitalize the title when it immediately precedes a personal name as part of the name (e.g., President Abraham Lincoln). *See CMS*, 8.21.
 - c. Lower case titles when they appear in apposition to a name (Daniel P. Moynihan, United States senator). Most titles appearing in the Biographical Note, therefore, should be lower cased. *See CMS*, 8.21.

Examples

1969-1974	Special consultant to President Richard M. Nixon
1975-1977	United States representative, United Nations Commission on Human Rights

III. Editorial Guidelines (cont.)

I. Proper names (cont.)

3. Civil, military, religious, and professional titles (cont.)

- d. Spell out civil and military titles whether they appear with the full name or with the surname alone (e.g., Senator Moynihan; Senator Daniel P. Moynihan).
4. Use “Inc.” and “Ltd.” only when such terms are necessary to identify a name as a corporation.
5. For these and other practices regarding proper names, *see* Processing Manual, III-A-2 and III-A-3, **Alphabetical rules**. Refer in particular to:
 - a. Differentiating between persons with identical names
 - b. Multiple names in one folder
 - c. Acronyms (*see also above*, III-B, **Acronyms**)
 - d. Cabinet departments
 - e. Committees and bureaus (*see also above*, III-D-1, **Committees**)
 - f. Company names
 - g. Geographic locations (*see also above*, III-D-1, **Geographic terms**)

J. Punctuation

1. Follow *CMS* in regard to punctuation.
2. Single space between sentences throughout the finding aid and in the Container List between date spans and the number of folders.
3. Character spacing
 - a. Add a space between initials in personal names. For example, type “C. S. Lewis” rather than “C.S. Lewis.”
 - b. Note, however, that there are no spaces in abbreviations of state names, acronyms, or United States (e.g., N.Mex., NAACP, Unesco, U.S.).

III. Editorial Guidelines (cont.)

J. Punctuation (cont.)

4. Omit the comma preceding the date of the material when a title ends with a question mark or exclamation point (e.g., “Man, Let Me In!” undated not “Man, Let Me In!,” undated).
5. Set off date spans and geographic locations with commas.

Examples in Scope and Content Note and Container List

The Atomic Energy Commission series, 1961-1971, documents Seaborg’s chairmanship of the agency.

10 Harvard University, Cambridge, Mass., commencement, 1975

6. Use *Webster’s Ninth New Collegiate Dictionary* as a guide in the use of hyphens. Below are some frequently encountered cases:
 - a. African American/African-American: omit a hyphen if used as a noun; insert a hyphen if used as an adjective.
 - b. Coauthor; cochair; coeditor
 - c. Fund-raising (whether a noun or adjective)
 - d. Prewar; postwar
 - e. Vice president

III. Editorial Guidelines (cont.)

K. Titles of works

1. Titles should be italicized or quoted as follows:

Type of work	Treatment	Example
Articles	Roman type and quoted	“Transuranium Elements”
Books and pamphlets (published)	Italicize	<i>The Chicago Manual of Style</i>
Books and pamphlets (unpublished)	Roman type and quoted	“Modern American Legal Philosophy”
Drawings, paintings, and sculpture	Italicize	Rodin’s <i>Thinker</i>
Exhibitions	Roman type	Images of Early America
Motion pictures	Italicize	<i>A Man for All Seasons</i>
Music	<i>See CMS, 8.201-205</i>	
Newspaper and periodical titles	Italicize	<i>Washington Post</i>
Plays	Italicize	<i>Arms and the Man</i>
Poems (collections and long poems)	Italicize	<i>Paradise Lost</i>
Poems (short)	Roman type and quoted	“Otherwise”
Radio programs	Italicize	<i>Critic’s Choice</i>
Reports (unpublished)	Roman type and quoted	“A Nation at Risk”
Speeches (unpublished)	Roman type and quoted	“In Defense of Civil Society”
Television programs	Italicize	<i>Sesame Street</i>
Theses and dissertations	Roman type and quoted	“Charles Valentin Alkan and His Pianoforte Works”

III. Editorial Guidelines (cont.)

K. Titles of works

2. Follow *CMS* regarding capitalization (*CMS*, 8.167). In general:
 - a. Capitalize all words, except the following (unless they are the first or the last word in the title or subtitle):
 - Prepositions (regardless of length)
 - Articles (*the, a, an*)
 - Coordinating conjunctions (*and, or, for, nor*)
 - The *to* in infinitives
 - b. Note, however, that titles of works published before 1801 may retain their original punctuation, spelling, and capitalization, e.g., *A Treatise of morall philosophy Contaynyng the sayings of the wyse* (1579). See *CMS*, 17.63.
 - c. For titles of foreign works, capitalize only words capitalized in normal prose. Therefore:
 - Capitalize the first word of the title and of the subtitle and all proper names for most languages, including French, Italian, Portugese, Russian, and Spanish.
 - Capitalize common nouns in addition to the words listed above in German titles.

Examples

La litteratura italiana

Japanische Religionsgeschichte: Die Religionen der Japaner und Koreaner in geschichtlichem Abriss dargestellt

2. TITLE PAGE

I. Introduction

The title page provides information about the title of the finding aid, the authors and processors, the name of the division and institution, and the date and place of publication. A title page should be prepared for every finding aid.

See Figures 2-A, 2-B, and 2-C.

II. Overall Style

- A. Create a thin, double-line page border using WordPerfect page formatting options.
- B. Center title page information using the line positions as listed.
- C. Do not indicate pagination or use a running title as header.
- D. End the page with a hard page return.

III. Title Statement

- A. Enter collection title in initial upper case, 22 pt. bold font on Line 1.98". Enter it in direct order as it should appear in the catalog record (e.g., Daniel J. Boorstin Papers). *See Figure 2-A.*
- B. Note that when a collection consists of only one or two types of material, those types should be listed in the collection title (e.g., Schuyler Colfax Correspondence and Speeches). *See Figure 2-B.* Always use "Correspondence" when one of the types of material consists of letters. There is no need to account for the presence of a few items beyond the one or two most prominent types. If other material beyond those types listed in the title is of sufficient quantity or significance, use the term "Papers."
- C. Allow a line break to occur naturally when entering long collection titles (e.g., Albert Jeremiah Beveridge Collection of John Marshall Papers). *See Figure 2-C.*
- D. Any questions about formulating the collection title should be resolved in consultation with the cataloger and supervisors before proceeding further.

IV. Subtitle Statement

- A. For all collections except subordinate collections, enter on Line 2.54" in initial upper case 16 pt. bold font "A Finding Aid to the Collection." Enter a hard return and on the next line enter "in the Library of Congress."
- B. For subtitles for subordinate collections, *see* VIII, **Subordinate Collections**, below.

V. Graphic

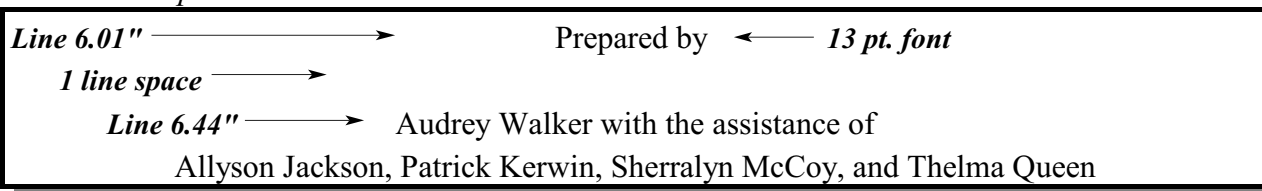
Enter the LC seal graphic in an image box with set width 1.45", preceded by four line spaces.

VI. Authorship/Processing Statement

- A. Standard finding aid (*See Figure 2-A*)

1. Enter "Prepared by" on Line 6.01" in 13 pt. font.
2. Enter the name of the principal archivist, followed by the words "with the assistance of" and the names of other staff, beginning on Line 6.44".
3. If there are many names, center them on as many lines as necessary.

Example



- B. Revised and expanded finding aid (*See Figure 2-B*)

1. Delete line space between "Prepared by" and authors' names.
2. Enter the phrase "Revised by" two line spaces below the names of the first author(s) when the finding aid alone has undergone substantial revision or use the phrase "Revised and expanded by" when additional material has been incorporated into the collection and the finding aid revised.

VI. Authorship/Processing Statement (cont.)

B. Revised and expanded finding aid (cont.)

3. Enter on next line names associated with revisions.
4. Do not include dates; these will be included in the Administrative Information's processing history. *See* Sec. 5, VI, **Processing History**.

VII. Publication Information

In 12 pt. font, enter the following:

- A. "Manuscript Division" on Line 8.27" for standard finding aids, 8.29" for revised finding aids
- B. "Library of Congress" on Line 8.47" for standard finding aids, 8.48" for revised finding aids
- C. "Washington, D.C." on Line 8.66" for standard finding aids, 8.67" for revised finding aids
- D. Skip one line space and enter the year the editing copy was submitted for review on Line 9.07" for standard finding aids, 9.08" for revised finding aids.

VIII. Subordinate Collections

The finding aid subtitle will differ for collections which are part of larger collections (e.g., Naval Historical Foundation Collection, Sigmund Freud Collection, Charles E. Feinberg Collection). In 16 pt. bold font, enter the following:

- A. "A Finding Aid to the Papers" on Line 2.6". Change to "Records" or type of material (e.g., Correspondence) as needed.
- B. "in the [name] Collection" on Line 2.87"
- C. "in the Library of Congress" on Line 3.13."

VIII. Subordinate Collections (cont.)*Example of subordinate collection title*

<i>Line 1.98"</i>	John J. Ballantine Papers	←22 pt. font
		↕1 line space
<i>Line 2.6"</i>	A Finding Aid to the Papers	←16 pt. font
<i>Line 2.87"</i>	in the Naval Historical Foundation Collection	
<i>Line 3.13"</i>	in the Library of Congress	

Figure 2-A

Title page for new finding aid

(Slight variations in line positions are acceptable)


← <i>thin, double-line border</i>	<i>Center Justification</i>	
	↑ ↓	
<i>Line 1.98" →</i>	Daniel J. Boorstin Papers	← <i>22 pt. font</i>
	↑ ↓ <i>1 line space</i>	
<i>Line 2.54" →</i>	A Finding Aid to the Collection in the Library of Congress	← <i>16 pt. font</i>
<i>Image box with set width 1.45"</i>	↙	↑ ↓ <i>4 line spaces</i>
		
<i>Line 6.01" →</i>	Prepared by	← <i>13 pt. font</i>
	↑ ↓ <i>1 line space</i>	
<i>Line 6.44" →</i>	Connie L. Cartledge with the assistance of Paul Colton, Patricia Craig, Patrick Kerwin, Mary Lacy, Donnelly Lancaster, and Sherralyn McCoy	← <i>13 pt. font</i>
		← <i>12 pt. font</i>
<i>Line 8.27" →</i>	Manuscript Division Library of Congress Washington, D.C.	
	↑ ↓ <i>1 line space</i>	
<i>Line 9.07" →</i>	1995	

Figure 2-B

Title page for revised finding aid

(Slight variations in line positions are acceptable)

← *thin, double-line border*


Center Justification
↑↓

Line 1.98"↘ **Schuyler Colfax Correspondence and Speeches** / *22 pt. font*

↕ *1 line space*

Line 2.54"→ **A Finding Aid to the Collection
in the Library of Congress** ← *16 pt. font*

Image box with set width 1.45" ↘ ↕ *4 line spaces*



Line 6.01"→ Prepared by Anita Nolen ← *13 pt. font*

↕ *2 line spaces*

Revised by Tracey Barton and Margaret McAleer ← *13 pt. font*

Line 8.29"→ Manuscript Division
Library of Congress
Washington, D.C. ← *12 pt. font*

↕ *1 line space*

Line 9.08"→ 2006

Figure 2-C

Title page for collection with a long title

Allow line break to occur naturally

**Albert Jeremiah Beveridge Collection of John
Marshall Papers**

**A Finding Aid to the Collection
in the Library of Congress**



Prepared by

Joseph Burns

Manuscript Division
Library of Congress
Washington, D.C.

2008

3. COLLECTION SUMMARY

I. Introduction

The Collection Summary provides a concise collection-level description which corresponds to the core descriptive information given in a catalog record. Review of drafts of the finding aid should determine that information in the Collection Summary and final catalog record agree.

See Figure 3-A.

II. Page Format

- A. Retain default tab settings (0.5, 1.0, 1.5, 2.0 ...)
- B. Include page header listing collection title and page number “ii.” *See* Sec. 1, II-E, **Page headers and page numbers**.
- C. Format page to center text. Line locations will differ depending on the length of the Collection Summary.
- D. Center section title, “Collection Summary,” on next line using Style Heading 2.
- E. Skip one line space and begin text.
- F. Headings for each element are flush left with colon; text is indented to position 2".
- G. Enter three hard returns at end of abstract.
- H. Enter a hard page return at end of section.

III. Order of Elements

Use these headings in the following order:

- | | |
|----------------------|---------------|
| 1. Title | 5. Extent |
| 2. Span Dates | 6. Language |
| 3. ID No. | 7. Repository |
| 4. Creator/Collector | 8. Abstract |

IV. Title

- A. Give the collection title in direct order as it should be recorded in the catalog record. If the collection consists of only one or two types of material, those formats should be reflected in the title. Check with the cataloger if uncertain that the current catalog record is correct. Catalog records are being revised with titles in direct order.

Examples

Title: Susan B. Anthony Papers
Title: MacDowell Colony Records
Title: Pierre Dupuy and Jacques Dupuy Collection
Title: William Duane Correspondence and Article
Title: National Urban League Records

- B. Family papers are entered in the following format; omit initial articles.

Examples

Title: Job Pierson Family Papers
Title: Key-Cutts-Turner Families Papers

- C. Follow exactly more complex titles, but omit initial articles.

Examples

Title: Ken McCormick Collection of the Doubleday & Company Records
Title: Herndon-Weik Collection of Lincolniana
Title: Walt Whitman Papers in the Charles E. Feinberg Collection

V. Span Dates

Provide span and bulk dates for collection material; these dates will also appear in the Scope and Content Note as well as the catalog record. If the earliest or latest date is an estimated date, list the date without the word “circa” preceding it. Supply bulk dates only when they differ significantly from the span dates. Give the bulk dates in parentheses.

V. Span Dates (cont.)

Example

Span Dates: 1846-1934 (bulk 1846-1896)

VI. Identification Number

Add “ID No.” between “Span Dates” and “Creator.” The identification number can be found in the catalog record’s 590 field.

Example

ID No.: MSS11049

VII. Creator/Collector

A. Creator

1. The creator is the “individual or organization responsible for the creation, accumulation, or assembly of the described materials before their incorporation into an archival repository.” In the catalog record, this will be the entry found in the “author” field, i.e., 100 or 110. When a collection is cataloged with a title main entry, the creator may appear as an added entry (700 or 710 field) or as a subject (600), e.g., Breckinridge family.
2. Give the full name, including the titles and birth, qualifiers, and death dates, in inverted order exactly as found in the catalog record. Do not supply any information, such as birth and death dates, if it is not included in the catalog record. Do not enclose the birth and death dates in parentheses.

Examples

Creator: Anthony, Susan B. (Susan Brownell), 1820-1906
 Creator: Breckinridge family
 Creator: Cockburn, George, Sir, 1772-1853
 Creator: National Council of Jewish Women. Washington, D.C., Office
 Creator: Wadsworth, James, 1768-1844

VII. Creator/Collector (cont.)

A. Creator (cont.)

3. When there is more than one creator, list each creator on a separate line in the order their names appear in the collection title.

Example

Creator: Eames, Charles, 1907-1978

Creator: Eames, Ray, 1912-1988

B. Collector

1. For a collection, use the label “Collector” rather than “Creator” followed by the name of the collector.

Example for the Marion S. Carson Collection

Collector: Carson, Marion S., 1905-

2. If it is a collection of personal papers or organizational records and the name of the person or organization is included in the collection title, record both the collector and creator.

Example for the Thomas Biggs Harned Collection of Walt Whitman Papers

Collector: Harned, Thomas Biggs, b. 1851

Creator: Whitman, Walt, 1819-1892

VIII. Extent

- A. Record in the following order: item count, container count, linear feet, and number of reels, if appropriate. Separate each element with a semicolon and space.

VIII. Extent (cont.)

- B. Container count should list classified, oversize, artifacts, and electronic files separately and in that order. The classified container count combines all levels of security classification (e.g., classified, top secret, restricted data). Cite the presence of electronic files, but do not supply a container count or quantify the number of these files. Note that restricted and closed containers are included in the main container count and are not listed separately.
- C. Enter the word “plus” before the first type of withdrawn material, separating subsequent references to withdrawals with commas and the word “and” as appropriate.
- D. Extent information will also appear in this format in the 300 fields of the catalog record.

Examples

Extent: 500 items; 7 containers; 3 linear feet; 7 microfilm reels

Extent: 60,000 items; 171 containers plus 4 oversize and electronic files; 68.4 linear feet

Extent: 205,000 items; 871 containers; 263 linear feet; 37 microfilm reels

Extent: 47,300 items; 145 containers plus 2 classified, 5 oversize, 1 artifact, and electronic files;
66 linear feet; 23 microfilm reels

IX. Language

- A. Always include a statement about the principal language or languages of the collection material, even if all the material is in English.
- B. If there is more than one language considered important enough to list in the Scope and Content Note, include these in order of predominance in the Collection Summary. The languages are listed in the 546 field of the catalog record.

Examples:

Language: Collection material in English

Language: Collection material in English, with Arabic and French

X. Repository

Always use the following text:

Repository: Manuscript Division, Library of Congress, Washington, D.C.

XI. Abstract

- A. The abstract is a very brief summary of the papers drawing from biographical or historical information about the creator and the Scope and Content Note for the collection; its purpose is to help readers identify quickly those materials they need to explore at greater length. The abstract should not exceed two or three sentences in length.
- B. Brief overview information can also be found in the catalog record within the biographical or historical note (545 field), and scope note (520 field).
- C. The abstract should provide a brief statement about the creator sufficient to identify that person or organization, list the most important types of material included, and state what aspects of that person's career or life or organization's history are highlighted, in that order.
- D. Occupations listed in the abstract should agree with those listed in the provenance paragraph in Administrative Information. Occupations are listed in the 545 field of the catalog record.

Examples

John J. Ballentine Papers

Abstract: United States Navy officer and air pilot. Correspondence, memoranda, diaries, logbooks, military records, biographical material, scrapbooks, clippings, photographs, and other papers relating primarily to Ballentine's naval career after 1920.

Susan B. Anthony Papers

Abstract: Reformer and suffragist. Correspondence, diaries, daybook, speeches, scrapbooks, and miscellaneous papers relating primarily to Anthony's writings, lectures, and other efforts on behalf of women's suffrage and women's rights.

XI. Abstract (cont.)

Example

Leadership Conference on Civil Rights Records

Abstract: National association of civil rights organizations. Correspondence, memoranda, minutes, reports, position papers, congressional testimony, and other records documenting efforts by the association to lobby for and monitor enforcement of civil rights legislation at the national level.

Figure 3-A

<i>Susan B. Anthony Papers</i>		Page ii
		↑ ↓ <i>Roman numeral page number</i>
		↓ ↑ <i>Page centered</i>
		↓ ↑ <i>Style Heading 2 line centered</i>
	↓ ↑ <i>Indent to 2"</i>	
	↓ ↑ Collection Summary	
	↓ ↑ <i>1 line space</i>	
Title:	Susan B. Anthony Papers	←12 pt. font
Span Dates:	1846-1934 (bulk 1846-1906)	
ID No.:	MSS11049	
Creator:	Anthony, Susan B. (Susan Brownell), 1820-1906←	<i>Full authorized name</i>
Extent:	500 items; 7 containers; 3 linear feet; 7 microfilm reels	
Language:	Collection material in English	
Repository:	Manuscript Division, Library of Congress, Washington, D.C.	
Abstract:	Reformer and suffragist. Correspondence, diaries, daybook, speeches, scrapbooks, and miscellaneous papers relating primarily to Anthony's writings, lectures, and other efforts on behalf of women's suffrage and women's rights.	<i>3 hard returns following abstract</i>
		↓ ↑ <i>Page centered</i>

Labels with colon and indent(s)

4. TABLE OF CONTENTS

I. Introduction

The table of contents is an outline containing the names of the major sections of a finding aid and the page on which each section begins. Finding aids containing only a few series arranged in a straightforward manner do not require a table of contents. A table of contents should be included for a finding aid more than twenty-five pages in length, one including additional features such as appendices, or one describing a collection arranged in parts.

See Figures 4-A and 4-B.

II. Page Format

A. General

1. Set tabs at 0.25, 0.50, 0.75, 1.0.
2. Begin pagination with "iii".
3. Center "Contents" title on Line 1.97" using Style Heading 2.
4. Skip three line spaces and begin text on Line 2.79".
5. Type titles of sections of the finding aid beginning with Collection Summary flush left followed by a dot leader and page number flush right. Do not use dot leader and page number following the Container List heading.
6. Separate each entry with a line space.
7. Enter hard page return at conclusion of section.

II. Page Format (cont.)

B. Container List

1. Within the Table of Contents, only the Container List has subordinated entries, e.g., parts, series, subseries, and in special cases groupings below the subseries level.
2. Indent once for series titles, twice for subseries titles. Separate series titles with a line space; generally do not separate subseries titles with a line space. Follow the lowest level of the hierarchy with a dot leader and page number. Use a hanging indent for titles that wrap to a second line.
3. Indent once for part headings, twice for series titles, and three times for subseries titles when a collection is arranged in parts. Separate part designations and all series titles with a line space.
4. Type “Container List” and other headings followed by the word “cont.” in parentheses if entries carry over to a second page.

Example

<i>NAACP Records</i>	<i>Page iv</i>
Container List (cont.)	<i>Repeat hierarchy with the word “cont.” in parentheses</i>
Branch Department (cont.)	
Staff	87
Training	88
Youth and College Division	89
Education Department	90

D. Appendices

Cite the full titles of appendices (e.g., Appendix: Abbreviations). If there is more than one appendix, each should be designated by a letter in addition to a title (e.g., Appendix A: Abbreviations; Appendix B: Key Terms).

E. Reminder

Be sure to verify page numbers each time the finding aid is edited.

Figure 4-A

Table of Contents with subseries and appendices

<i>Amitai Etzioni Papers</i>	Page iii
Contents	
<i>3 line spaces</i> ↓	
Collection Summary	ii
Administrative Information	1
Biographical Note	2
Scope and Content Note	3
Description of Series	5
Container List	
General Correspondence	6
Subject File	12
Center for Policy Research	
Administrative File	17
Correspondence	18
Project File	19
Writings	23
Appendix A: Research Projects	35
Appendix B: Papers	36

Figure 4-B

Table of Contents with parts

<i>John Ciardi Papers</i>	Page iii
Contents	
<i>Center on Line 1.97", Style Heading 2</i>	
<i>3 line spaces</i> ↓	
Collection Summary	ii
Administrative Information	1
Biographical Note	2
Scope and Content Note	4
Description of Series	8
Container List	
Part I	
Writings	10
Subject File	15
Part II	
Writings	16
Subject File	67

5. ADMINISTRATIVE INFORMATION

I. Introduction

The administrative information page assembles background information that users may need to gain access to archival material, place the material in context, and make use of the information it contains.

See Figure 5-A.

II. Page Format

- A. Change page numbering in the page header to arabic numeral "1."
- B. Set tabs to default setting (0.5, 1.0, 1.5, etc.).
- C. The section title, "Administrative Information," appears in the center of Line 1.97" using Style Heading 2.
- D. Skip three lines before beginning the first paragraph on Line 2.79".
- E. Begin each paragraph with a bolded paragraph heading followed by a colon and space. Appropriate headings are listed below.
- F. Use boilerplate language provided for categories listed below. Boilerplate language does not exist for every case.
- G. Enter a hard page return at conclusion of section.

III. Order of Elements

- | | |
|-----------------------|----------------------------------|
| 1. Provenance* | 8. Access and Restrictions* |
| 2. Processing History | 9. Security Classified Documents |
| 3. Additional Guides | 10. Electronic Files |
| 4. Transfers | 11. Microfilm |
| 5. Other Repositories | 12. Online Content |
| 6. Related Material | 13. Preferred Citation* |
| 7. Copyright Status* | |

* Required paragraphs

IV. Reminder

Verify all information provided in this section. Make sure that all of the steps outlined in the Processing Manual under “Provenance and Background Research” have been carried out. Information presented in the finding aid and catalog record must agree.

V. Provenance

- A. Use the form of the collection title already established in the catalog record. Do not include the creator’s birth and death dates.
- B. For the papers of individuals, include usually no more than three terms to indicate their occupation or major activities. These terms should agree with those listed in the Collection Summary abstract.
- C. Verify information regarding names of donors and the type and date of acquisitions. The terms “gift,” “bequest,” “deposit,” “purchase,” and “transfer” have precise meanings and must be used correctly.

Examples

Single donor

Provenance: The papers of Elmer Gertz, lawyer, author, and manuscript collector, were given to the Library of Congress by Gertz in 1966. Numerous additions were given by him between 1974 and 1992.

Multiple donors

Provenance: The correspondence and speeches of Schuyler Colfax, vice president of the United States, congressman from Indiana, and newspaper editor, were purchased by the Library of Congress between 1918 and 1936. Additional items were given by Emanuel Hertz in 1932, Thomas Groom in 1956, and Paul A. Willis in 1982.

Corporate records

Provenance: The records of the MacDowell Colony were given to the Library of Congress by the colony's parent organization, the Edward MacDowell Association, in 1969. Supplements were given by the association and others, 1970-1973.

VI. Processing History

Include this paragraph when processing activities such as incorporation of additions, reprocessing, or substantial editorial changes to the finding aid take place after the initial processing. The paragraph should include the date of the initial processing as well as dates of subsequent activities.

Examples

Processing History: Part I of the papers of Archibald B. Roosevelt was arranged and described in 1991. Additional material received between 1990 and 1994 was processed as Part II in 1996.

Processing History: The records of the League of Women Voters were processed in three parts between 1950 and 1980. The collection was reprocessed and Part IV added in 1994.

Processing History: The papers of Asaph Hall were arranged and described in 1997. The finding aid was revised in 2007.

Processing History: The papers of Lydia Nadejena received preliminary processing at Fairleigh Dickinson University. The collection was fully processed at the Library of Congress in 2000.

Processing History: The papers of Montgomery Meigs were arranged and described in 1984. When the collection was rehoused in 2002, the organization of the material remained unchanged. The finding aid and container list were revised to indicate the current housing and corresponding microfilm reels. The container numbers appearing on the microfilm reflect the original housing.

VII. Additional Guides

- A. List additional or alternative guides to the collection, such as a card file in the reading room or a published guide to the collection.
- B. Cite descriptions of the collection appearing in Library of Congress publications.

Examples

Additional Guides: The Cook Papers are described in *Library of Congress Acquisitions: Manuscript Division, 1989*, pp. 28-29, and in *Library of Congress Information Bulletin*, vol. 49, no. 10 (7 May 1990).

Additional Guides: An unpublished index and card indexes for certain files are available in the Manuscript Reading Room.

Additional Guides: Two inventories to the collection provide a list of the indexed items. The first inventory was prepared by Luis Marino Perez in his *Guide to the Materials for American History in Cuban Archives* (Washington: Carnegie Institution, 1907). The second was prepared by Giuseppe Rocca from the Cuban *Boletin Oficial de la Secretaria de Estado* of October 1929. Copies of the inventories are available in the Manuscript Reading Room.

VIII. Transfers

A. Authorized forms of division names include:

African and Middle Eastern Division
 American Folklife Center
 Geography and Map Division
 Motion Picture, Broadcasting, and Recorded Sound Division
 Music Division
 National Library Service for the Blind and Physically Handicapped
 Prints and Photographs Division
 Rare Book and Special Collections Division
 Serial & Government Publications Division

B. Standard language to describe transfers:

Examples

Some photographs transferred

Transfers: Some photographs have been transferred to the Library's Prints and Photographs Division where they are identified as part of these papers.

All photographs transferred

Transfers: Photographs have been transferred to the Library's Prints and Photographs Division where they are identified as part of these papers.

Transfers to multiple divisions

Transfers: Items have been transferred from the Manuscript Division to other custodial divisions of the Library. Some [format/s] have been transferred to the [name] Division. [Format/s] have been transferred to the [name] Division. Some [format/s] have been transferred to the [name] Division. All transfers are identified in these divisions as part of the [name] Papers.

IX. Other Repositories

Include this paragraph if the collection has been split between the Library and another repository; if the split among repositories includes holdings of the same collection in another part of the Library, note that as well. Do not include routine transfers to other divisions which have been described in the Transfers paragraph.

IX. Other Repositories (cont.)

Examples

Records in other repositories

Other Repositories: Other records of the Brotherhood of Sleeping Car Porters can be found in the Bancroft Library of the University of California at Berkeley and at the Chicago Historical Society, Chicago, Illinois.

Records in other repositories and in other Manuscript Division collections

Other Repositories: An extensive collection of additional Olmsted Associates records, including graphic material related to this collection, is located at the Frederick Law Olmsted National Historical Site in Brookline, Massachusetts. Records for the period 1870-1910 also are included in the Frederick Law Olmsted Papers in the Library of Congress.

Papers in other repositories and in other LC divisions

Other Repositories: Other collections of Rosenwald material relating to his activities as a collector are located in the National Gallery of Art, which houses a separate correspondence file, and the Rare Book and Special Collections Division of the Library of Congress, which has retained files documenting Rosenwald's rare book acquisitions.

X. Related Material

Include this paragraph if there are related collections of major significance in the Manuscript Division or other Library of Congress divisions.

Examples

Related Material: Related collections in the Manuscript Division include the records of Olmsted Associates and the papers of Laura Wood Roper.

Related Material: In addition to the C. G. Jung Papers, related collections in the Manuscript Division include the papers of C. G. Jung in the Sigmund Freud Collection.

X. Related Material (cont.)

Examples (cont.)

Related Material: Related collections in the Manuscript Division include the Naval Historical Foundation collection of Rodgers Family Papers and the papers of Montgomery C. Meigs and Frederick Rodgers.

XI. Copyright Status

Consult with supervisors if the standard statements noted below do not reflect the copyright status as determined by the instrument of agreement or other documents in the case file. If revising an existing finding aid, verify the current status of copyright.

Examples

Unknown

Copyright Status: The status of copyright in the unpublished writings of [name] is governed by the Copyright Law of the United States (Title 17, U.S.C.).

Dedicated to the public

Copyright Status: Copyright in the unpublished writings of [name] in these papers and in other collections of papers in the custody of the Library of Congress has been dedicated to the public.

Copyright has been reserved

Copyright Status: Copyright in the unpublished writings of [name] in these papers and in other collections in the custody of the Library of Congress is reserved. Consult reference staff in the Manuscript Division for further information.

Foreign copyright

Copyright Status: It is the researcher's responsibility to determine requirements of domestic copyright laws and international treaties and conventions.

XII. Access and Restrictions

Always include this paragraph. Use one of the following statements to notify readers whether or not there are any restrictions on access to or use of a collection other than copyright and security classified restrictions, which are noted elsewhere. Do not specify the restrictions in the finding aid. Verify the current status of the restrictions.

Standard statements

Unrestricted access

Access and Restrictions: The papers of [name] are open to research. Researchers are advised to contact the Manuscript Reading Room prior to visiting. Many collections are stored off-site and advance notice is needed to retrieve these items for research use.

Restricted or closed access

Access and Restrictions: Restrictions apply governing the use, photoduplication, or publication of items in this collection. Consult reference staff in the Manuscript Division for information concerning these restrictions. In addition, many collections are stored off-site and advance notice is needed to retrieve these items for research use.

XIII. Security Classified Documents

Use the following statement to indicate the existence of security classified material in a collection.

Security Classified Documents: Government regulations control the use of security classified items in this collection. Manuscript Division staff can furnish information concerning access to and use of classified material.

XIV. Electronic Files

Use to indicate that the collection was received with electronic files requiring mediated access by reading room staff.

Electronic Files: Electronic files were received as part of the papers of [name]. Consult reference staff in the Manuscript Division for more information.

XV. Microfilm

- A. When a collection has been microfilmed by the Library's Photoduplication Service, use one of the four statements provided below.

Examples of standard statements

Entire collection filmed

Microfilm: A microfilm edition of these papers is available on [#] reels. Consult reference staff in the Manuscript Division concerning availability for purchase or interlibrary loan. To promote preservation of the originals, researchers are required to consult the microfilm edition.

Part of collection filmed

Microfilm: A microfilm edition of part of these papers is available on [#] reels. Consult reference staff in the Manuscript Division concerning availability for purchase or interlibrary loan. To promote preservation of the originals, researchers are required to consult the microfilm edition as available.

Negative edition only microfilm in Library's holdings

Microfilm: A microfilm edition of these papers on [#] reels. Consult reference staff in the Manuscript Division concerning availability for purchase. The microfilm consists of a negative copy and is housed in the Library's Photoduplication Service.

XV. Microfilm (cont.)

- A. When a collection has been microfilmed by the Library's Photoduplication Service (cont.)

Special conditions

Microfilm: A microfilm edition of these papers is available on [#] reels for use in the Manuscript Division subject to domestic copyright laws and international treaties and conventions. The microfilm is not available for purchase and may not be borrowed on interlibrary loan.

(Note: Appropriate language must be determined on a case-by-case basis.)

- B. When microfilm has been received as part of a collection and was not produced by the Library's Photoduplication Service, use one of the statements provided below.

*Standard statements**Microfilm received with a collection*

Microfilm: Microfilm on [#] reels was received as part of the papers of [name] and is listed and described in this finding aid. This microfilm is not available for interlibrary loan.

Microfilm received with a collection for which there is also a microfilm edition produced by the Library's Photoduplication Service

Microfilm: A microfilm edition of these papers is available on [#] reels. Consult reference staff in the Manuscript Division concerning availability for purchase or interlibrary loan. To promote preservation of the originals, researchers are required to consult the microfilm edition. Additional microfilm on [#] reels was received as part of the collection and is not available for interlibrary loan.

XVI. Online Content

Use to indicate that content from the collection has been digitized and made available online, whether available without restrictions or only at certain sites (e.g., Hannah Arendt).

XVI. Online Content (cont.)*Standard statements**Unrestricted content*

Online Content: Part of the papers of [name] is available on the Library of Congress Web site at [URL].

Fully digitized collection where access to the originals is restricted

Online Content: A digital version of the papers of [name] is available on the Library of Congress Web site at [URL]. To promote preservation of the originals, researchers are required to consult the digital version.

*Example covering special conditions**Online content with some portions restricted by site*

Online Content: A digital version of the Hannah Arendt Papers is available in the Manuscript Division of the Library of Congress, in the Raymond Fogelman Library at the New School University in New York, N.Y., and in the Hannah Arendt Research Center at the University of Oldenburg, Oldenburg, Germany. Selected items from the digital version can be accessed through the Library of Congress Web site at <http://memory.loc.gov/ammem/arendhtml/>.

XVII. Preferred Citation

Although the division has never dictated how collections should be cited, staff are frequently asked to assist researchers to determine an appropriate form for citation. Use the authorized form of the collection name in direct order.

*Standard statements**Example of a citation for a collection without parts*

Preferred Citation: Researchers wishing to cite this collection should include the following information: Container number, [collection name], Manuscript Division, Library of Congress, Washington, D.C.

XVII. Preferred Citation (cont.)*Standard statements (cont.)**Example of a citation for a collection organized in parts*

Preferred Citation: Researchers wishing to cite this collection should include the following information: Roman numeral designating the Part followed by a colon and container number, [collection name], Manuscript Division, Library of Congress, Washington, D.C.

Example of a citation for a microfilmed collection

Preferred Citation: Researchers wishing to cite this collection should include the following information: Container or reel number, [collection name], Manuscript Division, Library of Congress, Washington, D.C.

Example of a citation for organizational records

Preferred Citation: Researchers wishing to cite this collection should include the following information: Container number, [name] Records, Manuscript Division, Library of Congress, Washington, D.C.

Example of a citation for a subordinate collection

Preferred Citation: Researchers wishing to cite this collection should include the following information: Container number, [collection name], [title of larger collection], Manuscript Division, Library of Congress, Washington, D.C.

Figure 5-A

Susan Q. Archivista Papers

Page 1

Administrative Information

Provenance: The papers of Susan Q. Archivista, archivist and philanthropist, were given to the Library of Congress by Josiah Quincy and Sally Rae Archivista in 1978. Additional material was purchased by the Library in 1998.

Processing History: Part I of the papers of Susan Q. Archivista was arranged and described in 1978. Additional material received in 1998 was processed as Part II in 1999.

Additional Guides: An unpublished index to the collection and card indexes for certain files are available in the Manuscript Reading Room. A description of the Archivista Papers appears in *Library of Congress Information Bulletin*, 48 (18 September 1989), pp. 321-322.

Transfers: Some photographs have been transferred to the Library's Prints and Photographs Division where they are identified as part of these papers.

Other Repositories: Other papers of Susan Q. Archivista can be found in the Bancroft Library of the University of California at Berkeley and at the Cupcake Corners Historical Society in Frostbite Falls, Minnesota.

Related Material: Related collections in the Manuscript Division include the papers of William Fonds Provenance and J. Franklin Jameson.

Copyright Status: The status of copyright in the unpublished writings of Susan Q. Archivista is governed by the Copyright Law of the United States (Title 17, U.S.C.).

Access and Restrictions: The papers of Susan Q. Archivista are open to research. Researchers are advised to contact the Manuscript Reading Room prior to visiting. Many collections are stored off-site and advance notice is needed to retrieve these items for research use.

Security Classified Documents: Government regulations control the use of security classified material in this collection. Manuscript Division staff can furnish information concerning access to and use of classified items.

Electronic Files: Electronic files were received as part of the papers of Susan Q. Archivista. Consult reference staff in the Manuscript Division for more information.

Susan Q. Archivista Papers

Page 2

Microfilm: A microfilm edition of these papers is available on seventeen reels. Consult reference staff in the Manuscript Division concerning availability for purchase or interlibrary loan. To promote preservation of the originals, researchers are required to consult the microfilm edition.

Online Content: Part of the papers of Susan Q. Archivista is available on the Library of Congress Web site at <http://www.loc.gov/rr/mss/archivista.html>.

Preferred Citation: Researchers wishing to cite this collection should include the following information: Susan Q. Archivista Papers, Manuscript Division, Library of Congress, Washington, D.C.

6. BIOGRAPHICAL NOTE/ ORGANIZATIONAL HISTORY

I. Introduction

The biographical note or organizational history is a concise outline of the important dates and activities in the life of an individual or organization. It includes significant events and accomplishments whether or not they are documented in the collection.

See Figure 6-A.

II. Style

A. Page format

1. Set tabs at 1.42, 1.67, 1.92, 2.17, 2.42, 2.67, 2.92, and 3.17.
2. Center section title on Line 1.97" using Style Heading 2. Use one of the following titles:
 - a. Biographical Note (single biography)
 - b. Biographical Notes (multiple biographies)
 - c. Organizational History (corporate history)
3. Skip three lines and begin text on Line 2.79". Leave one line space between each new year or year span.
4. Type dates flush left and use a hanging indent to begin the accompanying description at tab position 2.42". If two or more unrelated activities occurred in the same year(s), begin the description of each new activity at tab position 2.42" without skipping a line.
5. Enter a hard page return at conclusion of section.

II. Style (cont.)**B. Multiple biographies**

1. Type name of each individual in bold face and flush left. Skip one line and type first entry.
2. Skip two line spaces between each biographical note.
3. If the biographical note of one individual continues on a second page, his or her name should be repeated at the top of the next page in bold face and followed by the word “cont.” in parentheses.
4. Biographies should appear in the order of the individuals’ prominence to the collection.

Example of second page of multiple biographies

Elizabeth Blackwell (cont.)	← <i>Add “(cont.)” if note continues on second page</i>
↓ <i>1 line space</i>	
1875-1907	Professor of gynecology, London School of Medicine for Women, London, England
1910, May 3	Died, Hastings, England
↓ <i>2 line spaces</i>	
Henry Browne Blackwell	← <i>Names appear bolded and flush left</i>
1825, May 4	Born, Bristol, England
1832	Emigrated with his family to the United States

C. Biographical or historical narrative

Supply a brief biographical note or organizational history in narrative form when a full chronology is not appropriate or when sufficient information cannot easily be found to construct a full chronology.

II. Style (cont.)

C. Biographical or historical narrative (cont.)

Examples of concise biographical narratives

Biographical Note

William Goodell was born in 1792 in Templeton, Massachusetts. He graduated from Dartmouth College and Andover Theological Seminary and became a Congregationalist missionary stationed in Malta and Beirut, and finally a missionary to the Armenians in the Turkish Empire, 1831-1865. Goodell translated the Bible into Armeno-Turkish. In 1865 he returned to the United States and died in 1868.

Biographical Note

James J. Hartley, born in 1826, was a farmer in Ohio. During the Civil War, Hartley served as a first lieutenant in the 122nd Ohio Infantry Regiment. He was killed by cannon fire at the battle of Cold Harbor, Virginia, in June 1864.

Example of a concise organizational history

Organizational History

The House Democratic Caucus, which first met in 1796, is an arm of the Democratic Party comprising party members serving as elected or appointed members of the United States House of Representatives. It promulgates House and caucus rules, determines members' committee assignments, and selects the speaker and committee chairs when the Democrats are in the majority.

III. Editorial Guidelines

- A. Use name authority when possible for the subject of each biographical note or organizational history.
- B. Include only the most significant dates and activities. The biographical note or organizational history should not exceed two pages.
- C. Begin each entry with a role or activity followed by information relevant to it.

Examples

- | | |
|-----------|---|
| 1951-1953 | Director, Mutual Security Agency (<i>not</i> Mutual Security Agency director) |
| 1952 | Awarded Nobel Prize in chemistry (<i>not</i> Nobel Prize in chemistry awarded) |

- D. Eliminate prepositions and extraneous words.

Examples

- | | |
|-----------|--|
| 1941-1953 | Race relations secretary, Fellowship of Reconciliation (<i>not</i> Served as race relations secretary for the Fellowship of Reconciliation) |
| 1975 | Published <i>Special Envoy to Churchill and Stalin</i> . New York: Random House (<i>not</i> Publication of <i>Special Envoy</i> . . .) |

Exception for posthumous publications

- | | |
|------|--|
| 1975 | Publication of <i>Special Envoy to Churchill and Stalin</i> . New York: Random House |
|------|--|

- E. Review rules concerning capitalization. *See* Sec. 1, III-D, **Capitalization**.
- F. Include year, month, day, and place of birth and death.

Example

- | | |
|---------------|------------------------|
| 1922, Oct. 30 | Born, Lowell, Mass. |
| 1991, Mar. 26 | Died, Washington, D.C. |

III. Editorial Guidelines (cont.)

- G. For most other activities, the year or year span is sufficient. Include century in closing year of date span. For estimated dates, *see* Sec. 1, III-E-4, **Dates**.
- H. For activities or events that begin in the same year, list them in order from the most specific date to the broadest (e.g., 1953; Circa 1953; 1953-1955; 1953-1965).
- I. Avoid open-ended dates for ongoing activities (e.g., 1997-) which can date the finding aid. Instead, list the event that began the activity (e.g., appointed, elected, joined, founded).
- J. When successive positions held within the same organization or a chronological break in an individual's association with the organization deserve mention but do not warrant separate entries, incorporate this information in one entry rather than multiple entries.

Example of successive positions

1956-1980	Assistant professor, associate professor, and professor of English, Hamilton College, Clinton, N.Y.
-----------	---

Example of a chronological break

1940-1946	Attended Georgetown University, Washington, D.C., with a two-year absence from 1942 to 1944
-----------	---

- K. Identify location of schools, museums, galleries, churches, clubs, and other institutions each time the institution is cited.
- L. Abbreviate the following:
1. Months, except for May, June, and July.
 2. States when used to identify the locations of institutions and events. *See Appendix A* for state abbreviations.
 3. The words “company” (co.) and “corporation” (corp.).
- M. Do not abbreviate the words “association,” “chapter,” or “department” or the names of foreign countries.

III. Editorial Guidelines (cont.)

- N. Enclose in parentheses information about spouses or parents following the first mention of that person.

Example

1915 Married Kathleen Lanier Lawrence (divorced 1929)

- O. Include publication information for books and other published writings.

1. Cite publications using a bibliographic-style entry that lists the full title of the book in italics followed by a period, the place of publication followed by a colon, and then the name of the publisher. See *CMS*, Chapter 17, for bibliographic citations for other types of publications.
2. List the name(s) of coauthor(s) or coeditor(s) after the words “Published with” and before the title.

Example

1975 Published with Elie Abel *Special Envoy to Churchill and Stalin, 1941-1946*. New York: Random House

- P. For all legal cases cited in this section:

1. Italicize the entire case name and any procedural phrases such as “in re,” “ex parte,” and “ex rel.” (e.g., *United States ex rel. Miller v. Pate*).
2. Retain the full name of the case (e.g., *National Association of Security Dealers v. Securities and Exchange Commission*, not *National Ass’n of sec. Dealers v. Securities & Exch. Comm’n*); do not use abbreviations.
3. Abbreviate only those words appearing in procedural phrases; words such as “company,” “corporation,” and “incorporated”; and acronyms established as name authority records or approved by the Manuscript Division (e.g., *Moore v. NAACP*).

Figure 6-A

Elmer Gertz Papers Page 2

Biographical Note

Include year, month, day, and location of birth *Center on Line 1.97", Style Heading 2*

Line 2.79"

1906, Sept. 14 Born, Chicago, Ill. *Identify locations of institutions*

↕ *Skip line between years or year spans*

1928 Ph.B., University of Chicago, Chicago, Ill.

1930 J.D., University of Chicago, Chicago, Ill.

1930-1941 Attorney, McInerney, Epstein & Arvey, Chicago, Ill.

1931 Married Ceretta Samuels (died 1958) *Include in parentheses information re spouses*
 Published with A. I. Tobin *Frank Harris: A Study in Black and White*. Chicago:
 Madelaine Mendelsohn *Include publication data for published works*

1934 Director of public relations, Illinois Police Association

1941-1973 Attorney in private practice, Chicago, Ill.

1944 Member, Executive Committee, Illinois Committee for Equal Job Opportunity
 Member, national and Chicago Advisory Board Commission on Law and Social Action,
 American Jewish Congress

Do not skip line between activities occurring in same year(s)

1945-1947 Chairman, Veterans Housing Committee, Chicago, Ill.

1946-1948 Legislative chairman, Mayor's Emergency Housing Committee, Chicago, Ill.

1949-1951 Member, Mayor's Housing Action Committee, Chicago, Ill.

Include century for closing year of year span

7. SCOPE AND CONTENT NOTE

I. Introduction

The Scope and Content Note is a narrative description of the collection's strengths and weaknesses. It gives the inclusive dates and bulk dates of the collection, mentions the types of material found in it, lists significant subjects and names of people represented, and describes its arrangement into series. The Scope and Content Note should focus on the collection; it should not be a biographical essay. Although gaps in the collection should be brought to the researcher's attention, the scope note should not discuss in detail aspects of the person's life not reflected in the papers. The scope note should generate research interest in the Library's holdings, share with researchers findings about the collection, and explain aspects of the arrangement or content of the papers that may not be clear from the series description or Container List. Since the Scope and Content Note provides information used in creating a catalog record, any information intended for the catalog record must appear in the scope note.

See also Sec. 11. **Additions**

See **Figure 7-A.**

II. Page Format

- A. Use default tab settings (0.5, 1.0, 1.5, etc.).
- B. The section title, "Scope and Content Note," appears in the center of Line 1.97" using Style Heading 2.
- C. Skip three lines before beginning the first paragraph on Line 2.79".
- D. Each paragraph begins with a five-space tab.
- E. Double space between paragraphs.
- F. Enter hard page return at conclusion of section.

III. Editorial Guidelines

- A. General reminders
 - 1. Be clear and concise.

III. Editorial Guidelines (cont.)

A. General reminders (cont.)

2. Do not use jargon or slang.
3. Do not use judgmental terms (e.g., best, foremost).
4. Avoid use of given name only.
5. Limit a scope note to no more than three pages.

B. Content

1. The opening paragraph should provide the following information:
 - a. Full name of the person or organization whose papers or records are being described. For individuals, include in parentheses birth and death dates.
 - b. Span and bulk dates of the material. If the earliest or the latest date is an estimated date, list the date without the word “circa” preceding it. Supply bulk dates only when they differ significantly from the span dates.
 - c. Type of material and its arrangement in parts and series.
 - d. A very concise overview of the collection.
 - e. The presence of any foreign language material.
2. Name and describe each series and most subseries in the Scope and Content Note. Mention of a Miscellany or withdrawn series in the first paragraph is generally sufficient unless unusual features or items of special significance are present.
3. Indicate location of material described in a scope note; often just the series name will be sufficient. Mention related material in other series. Do not give container numbers since they may change over time.

III. Editorial Guidelines (cont.)

C. Online navigation

Write the scope note with online navigation in mind. Readers should be able to navigate back and forth from a series described in the Scope and Content Note to the Description of Series. A series receiving description beyond mere mention in the first paragraph will have a paragraph or paragraphs of its own in the scope note clearly identified with its series title. These series titles will be used to link the Scope and Content Note with the Description of Series. Researchers moving from one section of the finding aid to another will find the information about each series concentrated in one section of the scope note.

D. Editorial rules

1. In writing year spans always use “to” with “from” and “and” with “between.”

Examples

<u>from</u> 1929 <u>to</u> 1942	(<i>always</i> use from/to)
<u>between</u> 1929 <u>and</u> 1942	(<i>always</i> use between/and)

2. Verify the spelling and form of personal names, geographical places, and corporate bodies in name or subject authority records.
3. When more than one personal name is given together (for example, a list of prominent correspondents), list the names in alphabetical order.
4. Spelling in the scope note should be consistent with the spelling in the Container List.
5. Give the full form of a personal name the first time it is cited, but use only the surname thereafter when there is no ambiguity. Women should not be identified as Mrs. or Miss.
6. For rules concerning capitalization, titles of works, and civil, military, religious, and professional titles, *see* Sec. 1, III, **Editorial Guidelines**.

III. Editorial Guidelines (cont.)

D. Editorial rules (cont.)

7. Acronyms, except those established in name authority records or approved by the Manuscript Division, should not be used to identify organizations until the organizational name has been provided in full and the acronym indicated in parentheses.
8. Months, states, and words such as “company” and “corporation” abbreviated elsewhere in the finding aid are spelled out in the scope note.
9. Spell out whole numbers from one to ninety-nine and any followed by “hundred,” “thousand,” “million,” etc. *See* Sec. 1, III-H, **Numbers**.
10. For all legal cases cited in this section:
 - a. Italicize the entire case name and any procedural phrases such as “in re,” “ex parte,” and “ex rel.” (e.g., *United States ex rel. Miller v. Pate*).
 - b. Retain the full name of the case (e.g., *National Association of Security Dealers v. Securities and Exchange Commission*, not *National Ass’n of Sec. Dealers v. Securities & Exch. Comm’n*).
 - c. Abbreviate only those words appearing in procedural phrases, words such as “company,” “corporation,” and “incorporated,” and acronyms established in name authority records or approved by the Manuscript Division (e.g., *Moore v. NAACP*).

Figure 7-A

Courtney Letts de Espil Papers Page 3

↕ 2 line spaces
↕ 3 line spaces

Center on Line 1.97", Style Heading 2
Full name followed by birth-death dates

Scope and Content Note

Foreign language material

Line 2.79" The papers of Courtney Louise Letts Borden de Espil (1899-1995) span the years 1925-1994, with the bulk of the material dating from 1930 to 1947. The papers are in English and Spanish and are organized into the following series: Diaries, Correspondence, Writings, Miscellany consisting primarily of news clippings and photographs, and Oversize.

↕ 1 line space between paragraphs

The Diaries form the centerpiece of the papers, in particular the eight notebooks of detailed writings covering de Espil's ten years as the Argentine ambassador's wife in Washington, D.C., 1933-1943. Many social events of political Washington are described recounting the food, the table settings, and the conversations. The Espils were friendly with many well-known politicians, reporters, State Department officials, and diplomats of New Deal Washington. There are numerous entries in the diaries concerning Adolf Augustus Berle, Beatrice Berle, Antoinette Hughes, Charles Evans Hughes, Cordell Hull, Frances Hull, Harold L. Ickes, Arthur H. Vandenberg, Hazel Vandenberg, Henry Agard Wallace, Ilo Wallace, Mathilde Welles, and Sumner Welles. During these years, Courtney Letts de Espil was especially good friends with Mathilde Welles, wife of Under Secretary of State Sumner Welles, and with Frances Hull, wife of Secretary of State Cordell Hull. The long conflict at the State Department between Hull and Welles is documented from the perspective of the wives through conversations and impressions reported in the diaries and correspondence in the Correspondence series. After October 1943, the diaries recount the Espils's return to Argentina, other diplomatic assignments, and life in Argentina during the rule of Juan Perón.

Alphabetical list of names

The Correspondence series contains primarily incoming correspondence. Notable correspondents include George Bush, Frances Hull, Sumner and Mathilde Welles, Edward, Duke of Windsor, and Wallis Warfield, Duchess of Windsor.

The Writings include "Washington in the Time of Franklin D. Roosevelt," with a prologue and epilogue written in 1994, other drafts, and some published material. *La esposa del embajador* is an abbreviated account of Courtney de Espil's ten years in the Argentine embassy in Washington.

In addition to photographs of the Espils, the Miscellany and Oversize series include photographs of Sumner and Mathilde Welles and Frances Hull. Many other photographs are in a scrapbook that also contains news clippings and correspondence.

8. DESCRIPTION OF SERIES

I. Introduction

This section provides an overview of the collection's arrangement and content by listing and describing each series and subseries. Descriptions include a list of the type of material and, when appropriate, a phrase or succinct statement concerning its subject content. A concluding sentence or sentences describe the material's organization.

See also

Section 10. **Withdrawn Series**

Section 11. **Additions**

Section 12. **Microfilm**

Section 13. **Small (MMC-Numeric) Collections**

See Figure 8-A.

II. Page Format

A. Tab settings

1. Set tabs as follows:

Context	Tab settings
Unfilmed collection	1.42, 1.67, 1.92, 2.17, 2.42, 2.67, etc.
Unfilmed collection with subseries	0.25, 1.42, 1.67, 1.92, 2.17, 2.42, 2.67, etc.
Microfilmed collection	1.08, 1.83, 2.08, 2.33, 2.58, 2.83, etc.
Microfilmed collection with subseries	0.25, 1.08, 1.83, 2.08, 2.33, 2.58, 2.83, etc.

2. For further instructions on tab settings, *see* Sec. 1, II-D, **Tab settings**.

B. Enter section title, "Description of Series," in the center of Line 1.97" using Style Header 2.

II. Page Format (cont.)

- C. Skip three lines and enter column headings on Line 2.79" in 10 pt. italics. Type "Container Nos." at left margin and "Series" at position 2.42". For microfilmed collections, type "Container Nos." flush left, "Reel Nos." at position 1.08", and "Series" at 1.83". Repeat column headings on each page of series description.

Examples

<i>Container Nos.</i>	<i>Series</i>
-----------------------	---------------

<i>Container Nos.</i>	<i>Reel Nos.</i>	<i>Series</i>
-----------------------	------------------	---------------

- D. Skip a line space and begin first series description on second line below column headings.
- E. Enter container numbers at left margin and series titles at position 2.42", followed by date span.
- F. Begin descriptive paragraphs one line below series title. Indent paragraph to position 2.42"; tab over first line only to 2.67".
- G. Separate each series description with one line space.
- H. Try to avoid continuing the description of a series to a second page. When a description must extend to a second page, repeat container numbers and series heading followed by the word "cont." in parentheses and resume description.

Example

<i>Container Nos.</i>	<i>Series</i>
300-380	Subject File, 1894-1990 (cont.) speeches, statements, writings, resolutions, background information, financial and legal papers, notes, newspaper clippings, and printed matter. Arranged alphabetically by name of person or organization, topic, or type of material.

- I. Begin subseries descriptions two lines below series container numbers and heading. Enter container numbers for subseries at position 1.25" and subseries heading at position 2.67". Indent descriptive paragraph for subseries to position 2.67"; tab over first line only to position 2.92". Separate each subseries description with a line space.

II. Page Format (cont.)

- J. Enter a hard page return at conclusion of section.

III. Editorial Guidelines

A. Series titles

1. Capitalize the first letter in each word in the title except for articles, prepositions, and coordinating conjunctions.
2. Use acronyms in series titles when they have been established as Library name authority records or approved by the Manuscript Division.
3. Spell out words such as “company” and “corporation.”
4. When a cabinet department is used as a series title, begin the title with the words “Department of” (e.g., Department of Defense).
5. If the series title is the title of a book, periodical, play, exhibit, or some other work, follow the editorial guidelines for citing titles of works outlined in Section 1 of this manual (Sec. 1, III-K-1, **Titles of works**).

B. Date spans

1. Record the inclusive dates, that is, the earliest and latest dates of the material in the series, even if either or both are estimated. Do not note chronological breaks. Do not indicate the presence of undated material.
2. Include centuries for closing year in date span (e.g., 1929-1945, not 1929-45).

C. Arrangement descriptions

1. Describe arrangement in a separate sentence or sentences at the conclusion of the series description.
2. Use active verbs to describe the arrangement and note the method of arrangement (e.g., alphabetical or chronological). For example, state “Arranged alphabetically by name of correspondent” rather than “Arrangement is by name of correspondent.”

III. Editorial Guidelines (cont.)

D. Subseries

1. Include separate descriptions of subordinate parts of a series only if those parts have been established as formal subseries. Subseries are highlighted in boldface type in the Container List.
2. Capitalize the first letter in each word in the title except for articles, prepositions, and coordinating conjunctions. If the subseries title is the title of a work, see Sec. 1, III-K-1, for editorial guidelines on how the title should be cited.
3. Include date spans for all subseries. Follow instructions above for series date spans.

E. Reminder

Verify information. The most common mistake in the series description is giving information that is inconsistent with the Container List. Verify series span dates and container numbers.

Figure 8-A

<i>Elmer Gertz Papers</i>		Page 7
<p>↕ <i>2 line spaces</i></p> <p style="text-align: right;"><i>Center on Line 1.97", Style Heading 2</i></p> <p>Description of Series</p> <p>↕ <i>3 line spaces</i> / <i>Line 2.79"</i></p> <p>Container Nos. Series ← <i>10 pt. italics</i></p>		
1-4	Family Papers, 1900-1991	Correspondence with attachments and enclosures, estate records, invitations, notes, genealogical material, writings, newspaper clippings, and printed matter. Arranged alphabetically by type of material and therein alphabetically by name of family member.
5-13	General Correspondence, 1925-1991	Correspondence and memoranda, including attachments, between Gertz and friends, acquaintances, clients, and the public relating to personal and professional activities. Arranged alphabetically by name of person, organization, or topic.
13-300	Legal File, 1905-1992	
13-18	Personal, 1950-1988	Correspondence, memoranda, briefs, orders, opinions, motions, reports, financial records, statements, background information, and printed matter pertaining to legal cases in which Gertz was a litigant. Arranged alphabetically by case name.
18-300	Professional, 1905-1992	Correspondence, memoranda, orders, opinions, briefs, writs, motions, petitions, financial papers, exhibits, depositions, transcripts, reports, notes, interviews, architectural plans and specifications, contracts, statements, writings, printed matter, and background information relating to Gertz's professional activities and interests. Arranged alphabetically by case name, client name, or subject, with the majority of the files arranged therein by type of material.
<i>1.25"</i>	<i>2.42"</i>	

9. CONTAINER LIST

I. Introduction

The container list is a detailed description of the filing order and contents of the collection. It records the folder headings found in each container and allows users to locate the files most suitable to their research. Folder headings should be precise enough to guide researchers to the material they need, but concise enough to keep the container list of reasonable size for easy perusal.

This section describes a basic container list without complications. The presence of microfilm, additions, parts, or withdrawn series requiring modifications to the standard container list format are discussed in several sections.

- See also:*
- Section 10. **Withdrawn Series**
 - Section 11. **Additions**
 - Section 12. **Microfilm**

See Figure 9-A.

II. Style

A. Page format

1. Section title: Enter in the center of Line 1.97" using Style Heading 2.
2. Tab settings
 - a. Set as follows:

Context	Tab settings
Unfilmed collections	1.42, 1.67, 1.92, 2.17, 2.42, 2.67, 2.92, 3.17, 3.42, 3.67, 3.92, 4.17, 4.42, 4.67
Microfilmed collections	1.08, 1.83, 2.08, 2.33, 2.58, 2.83, 3.08, 3.33, 3.58, 3.83, 4.08, 4.33

- b. For unusual tab settings, *see* Sec.1, II-D, **Tab settings**.

II. Style (cont.)

A. Page format (cont.)

3. Column headings

- a. Skip three line spaces and enter column headings on Line 2.79" in 10 pt. italics. For unfiled collections "Container Nos." appears flush left and "Contents" at the first tab position 2.42". For microfilmed collections, "Container Nos." appears flush left, "Reel Nos." at 1.08", and "Contents" at 1.83".

Examples

<i>Container Nos.</i>	<i>Contents</i>
-----------------------	-----------------

<i>Container Nos.</i>	<i>Reel Nos.</i>	<i>Contents</i>
-----------------------	------------------	-----------------

- b. Remember to make "Container No." and "Reel No." singular when the collection consists of only one container or contains only one reel of microfilm.

B. Series headings

1. Series titles are capitalized but not boldfaced and are followed by date spans. Do not indicate the presence of undated material.
2. On the first page, skip one line space after the column headings and enter the series title on the second line below the column headings.
3. When a series continues on a second page, the series title is repeated at the top of the page followed by the word "Continued" in parentheses. Skip one line space and enter the column headings on the second line below the series heading followed by a hard return.
4. Establish the series and column headings as "Header B" after the first appearance of the series heading in the Container List. Header B will position the series and column headings under Header A which contains the collection title and page number.
5. Skip one line space after series headings.

II. Style (cont.)

B. Series headings (cont.)

6. When one series ends and another begins in the middle of a page, skip two lines before beginning the next series. Enter the container number at the beginning of each series. Do not put the word “cont.” in parentheses after the number unless it appears on the top of a new page.

C. Subseries headings

1. Subseries are defined as those groups of papers significant enough to have been described separately in the series description.
2. Subseries headings should appear in boldface without date spans.
3. The first letter of all words (except articles, prepositions, and coordinate conjunctions) should be capitalized.
4. Do not skip a line between subseries.

D. Subordinate headings

1. All headings below the subseries level should follow regular rules for capitalization, i.e., initial capitalize only proper nouns, titles of works, and the first letter of the first word in the heading. See Sec. 1, III-D, **Capitalization**.
2. Always use a hanging indent when entering folder headings.
3. Use a double hanging indent when a heading wraps to a second line and is followed by a subordinate heading.

Example of double hanging indent

25	Books
	<i>Crazy Rhythm: My Journey from Brooklyn, Jazz, and Wall Street to Nixon's White House, Watergate, and Beyond</i>
	Correspondence, 1996-1997 (10 folders)
	Draft, 1996

II. Style (cont.)

E. Container numbers

1. Container numbers appear flush left with the first level of folder description beginning at the first tab position 2.42".
2. Skip one line between containers.

F. Continuations

1. When starting a new page, repeat from the previous page all headings that indicate the hierarchical arrangement – from the series level to the folder level (*see* second page of **Figure 9-A**).
2. The abbreviation "cont." appears in parentheses, 10 pt. roman font, after the number of a container that has been continued from a previous page.
3. The word "Continued" is spelled out in parentheses in a series heading that is continued from one page to another.

G. Span dates

1. General

- a. The span date for each folder appears at the end of the folder title, preceded by a comma and one space. Use the century date in both the opening and closing of year spans.
- b. Join span dates with a hard hyphen.

2. Chronological gaps

Indicate gaps of more than five years in the span dates. If the material in the folder is dated 1940, 1942, 1944, and 1948, use as the span dates "1940-1948." If the material is dated 1940, 1942, and 1950, use the span dates, "1940-1942, 1950."

II. Style (cont.)

G. Span dates (cont.)

3. Undated material

- a. The presence of undated material should be noted only when the items cannot be reasonably inferred to have been created within the date span of other material in the folder or when an approximate date cannot not be assigned based on the material's content. However, a reasonable effort should be made to provide estimated dates.
 - b. When the presence of undated material is noted in the date span, the word "undated" should be spelled out. However, when revising older finding aids, the abbreviation "n.d." is permitted to avoid changes in line or page breaks.
4. Estimated dates: Use the term "circa" when estimating dates. Do not abbreviate as "ca."

Examples of estimated dates

1928- circa 1990	When beginning date is known and ending date is estimated.
circa 1928-1990	When beginning date is estimated and ending date is known.
circa 1928- circa 1990	When both beginning and ending dates are estimated.

H. Multiple folders with same heading

1. If the same heading is used for more than one folder, indicate the number of folders in parentheses one space after the folder span date. Use a hard space between the number of folders and the word "folder(s)."
2. If box breaks occur in a heading which is followed by a folder span, make every attempt to record logical subgroups such as alphabetical or chronological spans as folder headings rather than simply a folder count.

II. Style (cont.)

H. Multiple folders with same heading (cont.)

Examples

Avoid whenever possible

8	Draft, 1996 (8 folders)
9	(1 folder)

Preferred format

8	Draft, 1996 Chapters 1-9 (8 folders)
9	Chapters 10-11

I. Cross-references

1. Cross-references should be typed two spaces from the end of the folder heading following the span date or number of folders.
 - a. Use “*See*” when the listing is a dummy folder and all material is in the referenced folder.
 - b. Use “*See also*” when pertinent material is in both folders. *See also* references must always go in both directions.
 - c. Use “*For additional material see*” when pertinent material is in another folder and the current folder contains nothing pertinent to the referenced folder.
2. The cross-reference should be followed by the container number and the folder heading.
3. Capitalize the word “Container” and use a hard space between it and the number.

II. Style (cont.)

I. Cross-references (cont.)

4. All words in the cross-reference, except for the folder heading, are italicized. Folder headings appear in roman font unless the folder heading cited is italicized. Do italicize “same heading.”

Examples

92	Violence Comic books <i>See Container 216, Juvenile literature</i> Movies <i>See Container 119, Price, Vincent</i> Radio <i>See also Container 183, same heading</i> Television <i>See same container, Columbia Broadcasting System</i> Video games <i>For additional material see Container 103, Young adults</i>
----	---

5. Separate two or more cross-references by semicolons. When multiple containers are listed within the same type of cross-reference, they should be listed in numerical order.

Example

78	Sedgwick, T. S., 1930-1945 <i>See also Container 9, American Illustrated Magazine; Container 14, “B” miscellaneous; For additional material see Container 10, Smithsonian Institution</i>
----	---

6. It is not necessary to repeat an entire folder heading in a cross-reference; the name of the person, organization, or first phrase will suffice.
7. Indicate withdrawn items that have been placed in Restricted, Closed, Classified, Oversize, Artifacts, or Electronic Files series with a cross-reference. Do not give a container number. Italicize the entire reference.

II. Style (cont.)

I. Cross-references (cont.)

7. Withdrawn series (cont.)

Example

92	Violence Comic books <i>See Oversize</i>
----	---

III. Editorial Guidelines

See Processing Manual, Sec. 2, III-A-2 and III-A-3, **Alphabetical rules**

See Section 1 of this manual for:

Capitalization (III-D)

Italics (III-F)

Proper names (III-I)

Punctuation (III-J)

Titles of works (III-K)

A. Content/Level of Detail

Do not specify the exact contents of each folder, but instead provide a folder heading that conveys the general topic or type of material contained within. Limit the amount of information listed in folder headings without compromising the guide's usefulness.

B. Abbreviations

1. Months, except for May, June, and July, should be abbreviated.
2. States should be abbreviated when used to identify the locations of institutions and events. Do not abbreviate states when they appear as the primary descriptive element in folder headings.

Examples

California state government, 1959-1998, n.d. San Francisco Bay Area Science Fair, San Francisco, Calif., 1953-1965

III. Editorial Guidelines (cont.)**B. Abbreviations (cont.)**

3. Do not abbreviate the names of foreign countries.
4. Spell out "United States" when it appears at the beginning of a folder heading at the highest level of arrangement below the series title (i.e., when entered at position 2.42"). In all other cases, United States may be abbreviated.

Examples

United States foreign policy Foreign aid, 1940-1954 United Nations, 1949-1943 U.S.-Soviet relations, 1939-1945

5. Abbreviate the following words: "company" (co.); "corporation" (corp.); "number" (no.); "numbers" (nos.); "volume" (vol.); and "volumes" (vols.).
6. Do not abbreviate "association," "chapter," and "department."

C. Dates

1. List dates by year, month, and day to reflect the order of arrangement.

Example

12	Travel file 1961 Jan. 15-Feb. 15, South American tour Mar. 9-10, Advisory Committee on Isotopes and Radiation Development, Washington, D.C. June 23, <i>Washington Post</i> luncheon, Washington, D.C.
----	---

2. In chronological files such as diaries and general correspondence where folder titles consist solely of date spans, list the folders in year/month/day sequence.

III. Editorial Guidelines (cont.)

C. Dates (cont.)

3. If a box break requires a month or day designation in a long chronological run, it does not affect the entire listing.

Example

GENERAL CORRESPONDENCE, 1922-1949	
1	1922 (9 folders)
2	1923 (6 folders)
	1924
	Jan. 3-July 1 (2 folders)
3	July 4-Dec. 12
	1925 (7 folders)

4. For material such as diaries, specific dates may be included even when no box breaks occur.

Example

DIARIES, 1902-1947	
1	1902, Apr. 12-Dec. 28 (2 vols.)
2	1903, Jan. 1-1904, July 1 (3 vols.)
3	1904, July 4-Dec. 12

D. Proper names

For general rules concerning proper names, *see* Sec. 1, III-I, **Proper names**. Below are practices specific to the Container List:

1. Nicknames: Place in quotation marks inside parentheses following the given name, e.g., Williams, Maynard (“Bud”). Be aware that sometimes a nickname is the established name authority.

III. Editorial Guidelines (cont.)

D. Proper names (cont.)

2. Titles: Capitalize civil, military, religious, and professional titles. This rule follows Library name authority record practice rather than *CMS*.

Examples

General correspondence Churchill, Winston, Sir Elizabeth II, Queen of Great Britain Kelvin, William Thomson, Baron

3. Corporate names

- a. Include terms added to identify the type of organization or institution in lower case and in parentheses after the name; for instance, Golden Bear (club). Include this information only when clarification is necessary.
- b. Omit the article “the” before names of clubs and other institutions when they appear as folder headings (e.g., Metropolitan Club, New York, N.Y.).

E. Speeches and writings

1. Speeches and writings files will not always list individual titles. This decision should be made in consultation with supervisors.
2. When speeches and writings with individual titles are organized chronologically, arrange the information in the folder headings so that the date appears first, making the arrangement more apparent to the reader. If known, indicate the city and state where each speech was delivered.

III. Editorial Guidelines (cont.)**E. Speeches and writings (cont.)***Example*

SPEECHES AND WRITINGS, 1968-1985	
<i>Container Nos.</i>	<i>Contents</i>
24	Speeches
	1968
	Feb. 9, "Education Policy and Education Research," symposium sponsored by American Educational Research Association, Chicago, Ill.
	Oct. 10, comments on paper by Howard R. Bowen, "The Financing of Education," Detroit, Mich.
	1972
	Mar. 12, "Social Policy and Education," annual meeting

F. Titles of works

1. Omit the article "the" in newspaper and periodical titles when the title appears as a folder heading (e.g., *Washington Post*, not *The Washington Post*).
2. Include in lower-case roman font and in parentheses words added after the title to identify the type of publication, e.g., *Life* (magazine). Include this information only if clarification is necessary.

G. Legal cases

1. For all cases cited in container listings:
 - a. Use roman font for case names (e.g., Moore v. NAACP).
 - b. Italicize procedural phrases such as "in re," "ex parte," and "ex. rel." (e.g., United States *ex rel.* Miller v. Pate).

III. Editorial Guidelines (cont.)

G. Legal cases (cont.)

2. For cases cited in legal series in which a large number of case names appear:
 - a. Abbreviate the following:
 - Any words appearing in Appendix B from section 10.2.2a of *A Uniform System of Citation* unless it is the first word of the name of a party (e.g., National Ass'n of Sec. Dealers v. Securities & Exch. Comm'n, not Nat'l Ass'n of Sec. Dealers v. Sec. & Exch. Comm'n).
 - Names of states, unless they appear as the first word(s) in the name of the party (e.g., Independent Voters of Ill. v. Kusper, but Speck v. North Carolina). Use *CMS* state abbreviations in Appendix A rather than those provided in *A Uniform System of Citation*.
 - b. Note the following in regard to abbreviations:
 - Plurals are formed by adding the letter "s" inside the period of the abbreviation (e.g., orgs. for "organizations").
 - A period follows every abbreviation, except those in which the last letter of the original word is included and preceded by an apostrophe (e.g., corp. but ass'n).
 - Do not abbreviate "United States" if it appears as one of the parties.

IV. Miscellaneous Comments and Reminders

- A. Do not repeat identical information in consecutive folder listings, even if the folders are in different containers. Use subheadings to capture the unique pieces of information.
- B. Do not enclose in quotation marks letters used as subheadings.

Miscellaneous

A-B	<i>not "A-B"</i>
C	<i>not "C"</i>
D-E	<i>not "D-E"</i>

General correspondence

A	<i>not "A"</i>
B-C	<i>not "B-C"</i>

IV. Miscellaneous Comments and Reminders (cont.)

- C. However, include quotation marks in headings in which a letter or letters precede the word "miscellaneous."
 "A" miscellaneous.
- D. Do not use ellipses as part of folder titles in the finding aid even though they may be used on the folders themselves in order to conserve space.
- E. Alphabetize miscellaneous folders for a specific letter after all the other names or subjects beginning with that letter.
 White, Walter
 Wood, Robert E.
 "W" miscellaneous
- F. Identify the location of schools, hospitals, museums, academies, churches, laboratories, clubs, and local institutions, and of events such as conferences and speaking engagements. Give the name of the city and the abbreviation of the state as listed in Appendix A.
- G. It is not necessary to identify the location of associations, publishing houses, foundations, commercial firms, national banks, or the Library of Congress.
- H. Do not use personal titles unless they are in the name authority record.

Figure 9-A

<i>Leonard Garment Papers</i>		Page 7
↓ 2 line spaces		
Container List		Center on line 1.97", Style Heading 2
↓ 3 line spaces		
<i>Container Nos.</i>	<i>Contents</i>	← 10 pt. italics, Line 2.79"
↓ 1 line space		
WHITE HOUSE FILE, 1969-1974		
↓ 1 line space		
1	Appointment books 1969-1971 (3 folders)	
2	1973 Chronology for 1973 Mar. 7-Aug. 5 (4 folders)	
3	Aug. 6-Dec. 31 (6 folders) Memoranda 1969, Sept. 10-1970, May 28 (3 folders)	Dates in year/month/day order
4	1970, June 5-1972, Feb. 20 (9 folders)	
5	1972, Mar. 3-1974, Dec. 18 (5 folders) Presidential correspondence, 1969-1974	See also Classified 2 spaces before cross-reference
↓ 2 line spaces		
SPEECHES AND WRITINGS, 1969-1997		
5	Articles and Editorials ← <i>Bolded subseries headings, no dates</i>	
<i>Give container number at new series</i>	1971, Apr. 11, "Richard Nixon's New American Revolution"	
	1976, June, "Instrument of Evil"	
	1988, "Presidential Control of Lawmaking Under the Separation of Powers"	
6	1989 Apr. 17, "The Hill Case"	
Tabs:	2.42" (Followed by 2.67", 2.92", 3.17", 3.42", 3.67", 3.92" 4.17")	

Continued→

Figure 9-A (cont.)

<i>Leonard Garment Papers</i>		Page 8
SPEECHES AND WRITINGS, 1969-1997 (Continued)		
<i>Column headings appear below series heading on subsequent pages</i>		
<i>Container Nos.</i>	<i>Contents</i>	
		<i>Repeat headings from previous page</i>
6 (cont.)	Articles and Editorials	
↓	1989	
<i>Repeat number with “(cont.)” added, 10 pt.</i>	July, “The Selling of Joe McGinniss”	
	Oct. 30, “‘Final Days’ for the First Amendment?”	
	1993	
	Dec. 8, “Clemency for Jonathan Pollard”	
	“The King of Swing”	
	1995	
	Nov. 10, “Yitzhak Rabin of Blessed Memory”	
	“Jazz Masters,” <i>The National Endowments: A Critical Symposium</i>	
7	1996	
	Sept.-Oct., “Fixing It: Repair and Revival of the National Endowment for the Arts”	
	Oct. 28, “Redress for American Torture Victims”	
	Books	
	<i>Crazy Rhythm: My Journey from Brooklyn, Jazz, and Wall Street to Nixon’s White House, Watergate, and Beyond</i>	
<i>Double hanging indent</i> →	Correspondence, 1996-1997 (10 folders)	
8	Draft, 1996	
	Chapters 1-9 (8 folders)	
9	Chapters 10-11	
	Permissions, 1996 (3 folders)	
	Research file	
	Haldeman, H. R.	
	Clippings, 1969-1973	<i>Nickname</i>
	Correspondence, 1972	
<i>Indicate 5-year break in date spans</i> →	McFarlane, Robert C. (“Bud”), 1975, 1988-1994	
	Miscellany, 1969-1975, 1989-1996, undated (2 folders)	

10. WITHDRAWN SERIES

I. Introduction

A withdrawn series consists of items that, due to their characteristics, have been removed from their normal series location, replaced with a withdrawal form, transferred to an artificially created series, and are housed in separate containers.

II. Order and Explanation of Series

A. Restricted

Material bearing restrictions governing its use, photoduplication, and/or publication as outlined in the instrument of gift or deposit. For guidelines on how to list and describe this series, see general instructions listed below.

B. Closed

Material for which there is no provision for access at this time. For guidelines on how to list and describe this series, see general instructions listed below.

C. Classified

Material whose use is controlled by United States government regulations for purposes of national security. For guidelines on how to list and describe this series, see general instructions listed below and a special section on classified series that deals in particular with multiple levels of security classification.

D. Oversize

Material that cannot be stored in standard document containers because of its size. For guidelines on how to list and describe this series, see general instructions listed below.

E. Artifacts

Artifacts, particularly fragile or unusually sized three-dimensional objects, that are stored in the division's vault. If the series includes only one item, the series title should be made singular. For further guidelines on how to list and describe this series, see general instructions listed below and a special section on artifacts stored in the vault.

II. Order and Explanation of Series (cont.)

F. Electronic Files

Electronic files, including computer and compact disks, received as part of the collection. The series title should always be plural. For guidelines on how to list and describe this series, see general instructions listed below and a special section on electronic media.

III. General Instructions

A. Collection Summary

1. Include in the extent statement the number of Restricted or Closed containers in the overall container count; do not list their totals separately.
2. List separately in the extent statement the number of Classified, Oversize, and Artifacts containers.
3. For Electronic Files, use the phrase “plus (or “and”) electronic files.” Do not supply a container count or quantify the number.

Example of Collection Summary extent statement

Extent: 95,000 items; 479 containers plus 3 classified, 12 oversize, 1 artifact, and electronic files;
203 linear feet

Note: Restricted and Closed containers are included in the 479-container count.

B. Table of Contents

If there is a table of contents, list all withdrawn series in the order outlined above.

C. Scope and Content Note

List withdrawn series with other series in the first paragraph of the Scope and Content Note. This is sufficient for online navigation. Withdrawn series do not have to be described in the body of the scope note unless they have unusual features not adequately covered in the Description of Series.

III. General Instructions (cont.)**D. Description of Series**

1. Include in the date span of each withdrawn series only the dates of items transferred to it from other parts of the collection.
2. Be sure that the date spans of the series from which items were removed also include the dates of the transferred items.
3. Use the standard arrangement statement for the withdrawn series, i.e., “Arranged and described according to the series, containers, and folders from which the items were removed.”
4. Container numbering
 - a. Number Restricted and Closed series sequentially from the last nonrestricted container. Precede these numbers with a letter prefix: “R” for Restricted and “X” for Closed.
 - b. Number Classified, Oversize, and Artifacts containers sequentially beginning with number “1” preceded by the prefix “CL” and a space for Classified, “OV” and a space for Oversize, and “VA” and a space for Artifacts (e.g., CL 1; OV 1; VA 1). See instructions outlined at the end of this section for numbering containers of other security classified series.
 - c. Assign the prefix and number “EL 1” to the Electronic Files series no matter how many files it contains. “EL 1” serves as a virtual container number.

Examples of Restricted, Oversize, and Electronic Files series descriptions

R 112-R 113	Restricted, 1957-1989 Correspondence, a diary, and financial records. Arranged and described according to the series, containers, and folders from which the items were removed.
OV 1-OV 2	Oversize, 1943-1993 Certificates, illustrations, offprints of articles, and programs. Arranged and described according to the series, containers, and folders from which the items were removed.
EL 1	Electronic Files, circa 1990-1999 Computer and compact disks. Arranged and described according to the series, containers, and folders from which the items were removed.

III. General Instructions (cont.)

D. Description of Series (cont.)

5. When an entire series is withdrawn:
 - a. List and describe the series in the Description of Series as if it were not withdrawn. At the end of the description and following the arrangement statement, enter an italicized cross-reference to the withdrawn series. Assign the series the last container number in the preceding series that will serve as a dummy number.
 - b. This material will also be listed and described in the description of the withdrawn series to which it has been transferred.

Example of Description of Series with entire series consisting of oversize material

Description of Series	
<i>Container Nos.</i>	<i>Series</i>
1-33	Correspondence, 1928-1970 Letters sent and received. Arranged alphabetically by name of correspondent and therein chronologically.
33	Letterbooks, 1930-1935 Bound volumes of letters sent. Arranged chronologically. <i>See Oversize.</i>
34-35	Subject File, 1933-1960 Reports, and newspaper clippings. Arranged alphabetically by subject and therein chronologically.
OV 1-OV 8	Oversize, 1930-1960 Correspondence, letterbooks, and blueprints. Arranged and described according to the series, containers, and folders from which the items were removed.

6. When an entire Restricted, Closed, or Classified series is left in place:
 - a. List and describe the series, including the word “RESTRICTED,” “CLOSED,” or “CLASSIFIED,” in full capitals after the series title and before the span dates.
 - b. Use regular sequential container numbering but remember to include prefixes.

III. General Instructions (cont.)**D. Description of Series (cont.)****6. When an entire Restricted, Closed, or Classified series is left in place (cont.)***Example of Description of Series with a restricted series left in place*

Description of Series	
<i>Container Nos.</i>	<i>Series</i>
R 1-R 10	Correspondence (RESTRICTED), 1910-1954 Letters sent and received. Arranged alphabetically by name of correspondent and therein chronologically.

E. Container List**1. At the original location of withdrawn material:**

- a. Indicate the removal of withdrawn material from a folder by entering a cross-reference two spaces from the end of the folder heading. Use a “*See also*” reference if some items were withdrawn. Use a “*See*” reference if all items were withdrawn from the folder.

Example of cross-references to Restricted, Classified, and Oversize series

SUBJECT FILE, 1892-1957	
<i>Container Nos.</i>	<i>Contents</i>
32	Airplane design, blueprints, 1927-1939 <i>See also Oversize</i> Legal file, 1949-1956 <i>See Restricted</i> War Department, 1943-1945 <i>See also Classified</i>

- b. Be sure that the date span for the folder from which the items were removed also reflects the dates of the transferred items.
- c. When an entire series has been withdrawn, enter the series heading according to standard format, repeat the last container number from the previous series, and enter an italicized cross-reference to the withdrawn series at position 2.42".

III. General Instructions (cont.)

E. Container List (cont.)

1. At the original location of withdrawn material (cont.)

c. When an entire series has been withdrawn (cont.)

Example of Container List with entire series consisting of restricted material

<i>John H. Vandenberg Papers</i>		<i>Page 24</i>
GENERAL CORRESPONDENCE, 1917-1945 (Continued)		
<i>Container Nos. Contents</i>		
7 (cont.)	Verlaine, Cecile-Louise, 1918-1929 Wittenberg, Johann Friedrich, 1921-1933	
FAMILY CORRESPONDENCE, 1920-1927		
<i>Dummy container number</i>		
↖ 7	<i>See Restricted</i>	

2. Listing the contents of a withdrawn series:

- a. List and describe the material transferred to a withdrawn series according to the series, containers, and folders from which the items were removed.
- b. Enter the title of the series from which material was removed at position 2.42" and enter all subsequent hierarchical headings on separate lines at successively indented positions.
- c. Capitalize series and subseries titles as they are listed in the Description of Series. Do not bold subseries titles. Capitalize subordinated headings exactly as they are capitalized in the Container List.
- d. For each folder heading, list the date span of the withdrawn items and not the span dates of the folders from which the items were withdrawn.

III. General Instructions (cont.)

E. Container List (cont.)

2. Listing the contents of a withdrawn series (cont.)

- e. Cite the original location of withdrawn items:
- Type in parentheses “Container” followed by a hard space and the number of the container from which the items were removed.
 - In Oversize series, cite reel numbers in addition to container numbers when oversize items have been filmed in their original locations.

Example of Oversize series described in Container List

OVERSIZE, 1765-1937

Container Nos. Contents

OV 1	Subject File Commissions Pickfair, architectural drawings, 1919-1920 (Container 32) Miscellany Awards and honors, 1915-1937 (Container 42) Maps, 1765-1810 (Container 45, Reel 6)
------	--

3. When an entire Restricted, Closed, or Classified series is left in place:
- a. Include in parentheses the word “RESTRICTED,” “CLOSED,” or “CLASSIFIED” in full capitals after the series title and before the span dates.
 - b. Place an asterisk after each container number.
 - c. Type an asterisk followed by the word “Restricted,” “Closed,” or “Classified” with initial capital flush left at the bottom of each page on which the contents of the series is listed.

III. General Instructions (cont.)

E. Container List (cont.)

3. When an entire Restricted, Closed, or Classified series is left in place (cont.)

Example of Container List with a restricted series left in place

CORRESPONDENCE (RESTRICTED), 1910-1965 (Continued)

Container Nos. Contents

R 10* (cont.) Wesendonck, Sieglinde Adelheid, 1917-1932

Zanuck, Darryl F., 1934-1965

SUBJECT FILE, 1920-1966

11 Anacondas, 1920-1927

Arboreal rodents, 1934-1935

Bats and belfries, 1941-1943

*Restricted

IV. Classified Series

Classified material is listed and described in the finding aid based on information and guidance provided by the classified documents archivist or staff member with security clearance. For the most part, how this material is described follows the general instructions outlined above for the Collection Summary, Scope and Content Note, Description of Series, and Container List. Classified material, however, has special requirements which should be kept in mind.

- A. Include the Classified series among other series listed in the first paragraph of the Scope and Content Note. Do not describe its contents, extent, or subject matter any further in the scope note.
- B. Containers in the Classified series are numbered sequentially beginning with “1” preceded by the prefix “CL” and a hard space.

IV. Classified Series (cont.)

- C. If a collection contains a large amount of classified material, cross-references may be omitted in order not to overwhelm folder titles within the Container List.
- D. Types and levels of security classification markings
1. General: There are different types and levels of security classification markings, each with special handling requirements. The classified documents archivist will provide guidance on identifying these markings that include:
 - a. Limited Official Use (LOU) (a State Department marking which, although not a security classification, is protected at the Confidential level by the division)
 - b. Confidential (C)
 - c. Secret (S)
 - d. Top Secret (TS)
 - e. Formerly Restricted Data (FRD)
 - f. Restricted Data (RD)
 - g. Sensitive Compartmented Information (SCI)
 - h. North Atlantic Treaty Organization (NATO)
 2. All material bearing any of the above markings should be listed in the Classified series according to the guidelines described above for withdrawn series. In some cases, the descriptions themselves may be classified. The classified documents archivist will provide all necessary information and guidance on how this material has been arranged and how it should be listed in the finding aid.
 3. Only Confidential, Limited Official Use, and Secret documents may remain physically in the Classified series.
 4. Due to their special storage requirements, documents bearing the security classifications Top Secret (TS), Formerly Restricted Data (FRD), Restricted Data (RD), Sensitive Compartmented Information (SCI), or any classified material of the North Atlantic Treaty Organization (NATO) must be withdrawn from the Classified series and placed in their own separate series defined by their level of classification. Again, the classified documents archivist will provide all necessary information and guidance on how this material has been arranged and how it should be listed in the finding aid.

IV. Classified Series (cont.)

D. Types and levels of security classification markings (cont.)

5. In general, follow the guidelines below in regard to multiple classified series:
 - a. The order of classified series removed from the parent Classified series is as follows: Top Secret (TS), Formerly Restricted Data (FRD), Restricted Data (RD), Sensitive Compartmented Information (SCI), and North Atlantic Treaty Organization (NATO).
 - b. Containers in each of these series are numbered beginning with “1” and preceded by the abbreviations listed above (e.g., TS 1, FRD 1, RD 1, SCI 1, NATO 1).
 - c. Include cross-references in the container listing of the Classified series to indicate the removal of material to other security classified series.
 - d. Each series of security classified material should be included in the table of contents, the first paragraph of the Scope and Content, the Description of Series, and the Container List.
 - e. List the combined number of all classified containers in the Collection Summary extent statement.

IV. Classified Series (cont.)

D. Types and levels of security classification markings (cont.)

5. General guidelines for multiple classified series (cont.)

Example of Container List with multiple levels of classification

<i>Beatrice S. Fitzgerald Papers</i>		Page 94
CLASSIFIED, 1973-1975		
<i>Container Nos. Contents</i>		
CL 1	Correspondence	
	Atkins, Paul, 1973 (Container 19)	
	Dougal, John, 1974-1975 (Container 24) <i>See also Top Secret</i>	
	Johnson, Arthur, 1974 (Container 35) <i>See Top Secret</i>	
	Smith, David, 1975 (Container 51) <i>See Top Secret</i>	
TOP SECRET, 1974-1975		
TS 1	Correspondence	
	Dougal, John, 1974	
	Johnson, Arthur, 1974	
	Smith, David, 1975	

Note in the above example that only correspondence from Paul Atkins and some John Dougal letters remain physically in the Classified series. Documents marked "Top Secret" are withdrawn to a separate Top Secret series.

V. Artifacts

Follow the general instructions outlined above for how to list and describe this material in the Collection Summary extent statement, the Scope and Content Note, and the Description of Series, and Container List. Note, however, that this series differs from other withdrawn series in the following ways:

- A. Remember to make the series title singular if there is only one artifact.
- B. It is often the case that objects in this series do not originate from or relate directly to a set of files in other series. In such cases, cross-references to and from other parts of the collection are not necessary.

VI. Electronic Files

Electronic files received with the collection, including computer and compact disks, should be brought to the immediate attention of the automated operations archivist. If the decision is made to retain the electronic version of the file, the file is stored on one of the Library's network servers. Follow the general instructions outlined above for how to list and describe electronic files in the Collection Summary extent statement, Administrative Information, the first paragraph of the Scope and Content Note, Description of Series, and Container List. Note in particular the following guidelines:

- A. Always refer to plural "files" in the series title even if the contents of only one disk is retained.
- B. Note the presence of Electronic Files in the collection, but do not quantify the number of electronic files in the Collection Summary extent statement. Use the phrase "plus (or "and") electronic files."
- C. In the Description of Series and Container List, assign the container number "EL 1" to the series no matter how many files it contains. "EL 1" serves as a virtual container number.

11. ADDITIONS

I. Introduction

The following section provides guidelines for organizing and describing material added to processed collections. It outlines criteria for choosing between organizing an addition as a “part” or as an “addition” based on its size and complexity and provides guidance on changes that need to be made to the finding aid to accommodate the added material. Additions to collections, however, often have peculiarities requiring consultation with supervisors.

II. Large Additions Organized in Parts

An addition large and complex enough to be arranged into multiple series may be designated as a “Part.” The first such addition will be identified as Part II, and the designation “Part I” will be added to the table of contents, scope note, series description, and container list of the original portion of the collection. Subsequent large additions will be sequentially numbered Part III, Part IV, etc.

See **Figure 11-A**.

A. Table of Contents (if there is one)

Skip a line after the “Container List” heading and on the next line indent once and type “Part” and the part number. Repeat for each new part. For an example, see Section 4. Table of Contents, Figure 4-B.

B. Administrative Information

Note the processing date for each part and addition in the processing history paragraph. Consult the administrative case file for the current copyright and restriction status that may have changed since the last part was processed. Use the preferred citation for collections arranged in parts. For the appropriate language, see Section 5. Administrative Information, Preferred Citation.

C. Scope and Content Note

Cite the arrangement of the collection in parts in the first paragraph. When describing each part in the body of the scope note, skip a line after the previous paragraph and center on the next line “Part” and the part number in a bolded and underlined font. Skip a line before beginning the next paragraph. Repeat for each new part.

II. Large Additions Organized in Parts (cont.)

C. Scope and Content Note (cont.)

Example of Scope and Content Note with parts

at the Woodrow Wilson International Center for Scholars in Washington, D.C., and as a member of the President’s Commission to Strengthen Social Security. Further descriptions of each part follow.

Part I

Part I of the Moynihan Papers spans the years 1786-1978, with most of the papers concentrated between 1955 and 1975. The bulk of Part I highlights Moynihan’s positions as

D. Series Description

Skip two lines after the column headings and enter “Part I” on the third line. The heading should be centered, underlined, bolded, and initial capitalized. Headings for subsequent parts should be underlined, bolded, and centered after skipping two lines below the previous part.

Example of a Series Description with parts

Container Nos. Series

Part I

I:203-221 Writings File, 1928-1960

Correspondence, articles, book drafts, notes, contracts, clippings, and printed matter. Arranged alphabetically by type of publication and alphabetically therein by title.

↕ 2 lines

Part II

II:1-4 Family Papers, 1929-1956

Correspondence, telegrams, official documents, and other papers. Arranged alphabetically by name of family member.

↕ 1 line

II. Large Additions Organized in Parts (cont.)

E. Container List

Add the name of the part to the series title.

Example of Container List with parts

Container Nos. Contents

PART II: SCRIPTS, 1950-1991

II:40	1950, "Correspondents' Report"
	1953, radio commentaries

F. Box numbering

1. Begin box numbering with "1" for each new part. This practice allows for reprocessing and renumbering containers within an individual part without necessitating the renumbering of containers in all subsequent parts.
2. Box numbers for a part contain two elements: a roman numeral designating the part and an arabic numeral for the container number within that part. Separate with a colon and no space, e.g., "II:52."

G. When a small addition is added to a collection that is already organized in parts, the addition may be added to the last part (e.g., Part II: Addition). A subsequent multiple-series addition would be arranged and described as Part III. *See Figure 11-A.*

III. Small Additions

An addition neither large nor complex enough to warrant multiple series may be called "Addition." It may be presented as the final series in the collection before any withdrawn series. If added to a small collection without series, place "Addition" as the final primary listing, not in alphabetical order.

A. Box numbers for an addition will follow sequentially from the last container number if the addition requires another container.

III. Small Additions (cont.)

- B. Give the processing date for each addition in the processing history section of the Administrative Information page. Consult the administrative case file for current copyright and restriction status. Describe each addition in the Scope and Content Note and in the Description of Series.
- C. Two or more small additions should be made subordinate components within a larger series titled "Additions." Assign each addition a sequential roman numeral.
- D. The examples below and on the next page show the evolution from a single addition to multiple additions and offers two ways of describing them in the series description.
1. Describe a single addition as follows:

*Example**Container Nos. Series*

44	Addition, 1832-1965 Family papers consisting of biographical data on the Chanute family, correspondence, and genealogical material, and a microfilm copy of a thesis by Earl F. Niehaus. Arranged alphabetically by type of material and name of family member.
----	--

2. If subsequent additions to the collection are substantial enough to be listed as subseries, describe them as follows:

*Example**Container Nos. Series*

44-46	Additions, 1807-1965 Addition I, 1832-1965 Family papers consisting of biographical data on the Chanute family, correspondence, and genealogical material. Arranged alphabetically by type of material and name of family member.
45-46	Addition II, 1807-1911 Papers of G. A. Spratt consisting mostly of correspondence with Chanute. Also includes blueprints, writings, and a photograph. Arranged alphabetically by type of material and therein chronologically.

III. Small Additions (cont.)

D. Examples of the evolution from a single addition to multiple additions (cont.)

3. If subsequent additions are not substantial, describe them together as follows:

Example of a series description for small additions arranged as one series

Container Nos. Series

44 Additions, 1807-1965

Three small additions containing family correspondence, a photograph, and news clippings.
Arranged in order of processing date and therein alphabetically by type of material.

Example of a container listing for small additions arranged as one series

Container Nos. Contents

ADDITIONS, 1807-1965

44 1977 addition

Correspondence, 1807, 1828

Miscellany, 1872, 1893

1998 addition

Letter, 1845

2001 addition

Letter, 1819

Photograph, undated

News clippings, 1816, 1875-1877, 1965

Figure 11-A

Description of Series with parts and a small addition

<i>Charles Stuart Papers</i>		Page 3
Description of Series		
<i>Container Nos.</i>	<i>Series</i>	
	<i>Center, underline, and bold</i> ↘	↕ 2 lines
<i>No space after colon</i>	<u>Part I</u>	↕ 1 line
I:1-8	General Correspondence, 1930-1959 Correspondence and attached material with friends and colleagues. Arranged alphabetically by name of person or institution.	
I:8-19	Subject File, 1930-1974 Correspondence, telegrams, memoranda, journals, logs, tests, travel orders, invitations, charts, graphs, forms, biographical data, photographs, clippings and other printed matter, and miscellaneous material. Organized alphabetically by name of person or organization, topic, or type of material.	
I:19-33	Writings File, 1928-1960 Correspondence, articles, book drafts, notes, contracts, clippings, and printed matter. Arranged alphabetically by type of publication and alphabetically therein by title.	
I:34	Addition, 1912-1993 Correspondence, biographical data, patents, photographs, and printed matter. Arranged alphabetically by name of person or type of material.	↕ 2 lines
	<u>Part II</u>	↕ 1 line
II:1-4	Family Papers, 1929-1956 Correspondence, telegrams, official documents, and other papers. Arranged alphabetically by name of family member.	
II:5-25	Subject File, 1950-1976 Correspondence, telegrams, memoranda, and miscellaneous material. Organized alphabetically by name of person or organization, topic, or type of material.	

12. MICROFILM

I. Introduction

The instructions below reflect the various ways microfilm can be listed and described in a finding aid. Some collections are filmed in their entirety; others are partially filmed; and some include microfilm of material not present in its original format. The procedures below address each of these situations. Consult supervisors when unusual situations arise.

The guidelines below pertain to:

- II. General Instructions
- III. Predominately Microfilmed Collections (i.e., the bulk of a collection has been filmed)
- IV. Partially Microfilmed Collections (i.e., a relatively small portion has been filmed)
- V. Microfilm-only Series (i.e., microfilm is included, but not the material in its original format)

II. General Instructions

A. Collection Summary

Include the number of microfilm reels in the Collection Summary extent field.

Extent: 500 items; 7 containers; 3 linear feet; 7 microfilm reels

B. Administrative Information

Cite the existence of a microfilm edition of the collection or the presence of microfilm received as part of the collection in Administrative Information. Use one of the citations provided in Section 5 of this manual concerning availability through loan, purchase, or use in the division reading room.

III. Predominately Microfilmed Collections

See **Figures 12-A** and **12-B**.

A. Description of Series

1. Set tabs at 1.08, 1.83, 2.08, 2.33, 2.58, 2.83, 3.08, 3.33, 3.58, 3.83, etc. (or set tabs at 0.25, 1.08, 1.83, 2.08, etc., if subseries are included). For instructions on setting tabs, see Sec. 1, II-D, **Tab settings**.
2. Create “Container Nos./Reel Nos./Series” column headings using 10 pt. italics.
3. Place an asterisk after “Reel Nos.” and note the shelf number at the bottom of the page on the first page of the series description (e.g., *Microfilm shelf no. 17,866).
4. Indicate reel spans for each series in the “Reel Nos.” column.
5. When the series description includes a “Reel Nos.” column, enter “not filmed” in 10 pt. italics in the reel column next to unfiled series. See **Figure 12-A**.

B. Container List

1. Set tabs at 1.08, 1.83, 2.08, 2.33, 2.58, 2.83, 3.08, 3.33, 3.58, 3.83, etc. For instructions on setting tabs, see Sec. 1, II-D, **Tab settings**.
2. Create “Container Nos./Reel Nos./Contents” column headings using 10 pt. italics.
3. Place an asterisk after “Reel Nos.” on the first page of the Container List and note the shelf list number at the bottom of the page (e.g., *Microfilm shelf no. 17,866).
4. Indicate reel breaks at the folder level. Do not skip a line space between reel breaks. See **Figure 12-B**.
5. Enter reel number at the top of each page and add the abbreviation “cont.” in parentheses in a 10 pt. font if the reel is continued from the previous page.
6. Repeat reel number at the beginning of every series.
7. Note “not filmed” in 10 pt. italics in the reel number column next to the first unfiled folder following a microfilmed set of files. Repeat “not filmed” thereafter at the beginning of every unfiled container for as long as a reel number column is used. The reel column may be dropped at the beginning of the next unfiled series or at the beginning of the next page that lists unfiled material. See **Figure 12-B**.

III. Predominately Microfilmed Collections (cont.)

B. Container List (cont.)

8. Include reel numbers in cross-references (e.g., *See also Container 65, Reel 48, Constitutional convention*).

IV. Partially Microfilmed Collections

A. Description of Series

1. Use standard tab settings at 1.42, 1.67, 1.92, 2.17, 2.42, 2.67, 2.92, 3.17, etc. For instructions on setting tabs, *see* Sec. 1, II-D, **Tab settings**.
2. Retain two columns of information with the headings “Container Nos./Series” in 10 pt. italics.
3. Add language at the end of the description of the series concerning the availability of the entire series or part of the series on microfilm. Place an asterisk at the end of the statement and note the shelf list number at the bottom of the page (e.g., *Microfilm shelf no. 17,866).

Example of Description of Series for collection in which one series and part of another series has been filmed

Container Nos. Series

- | | |
|-------|--|
| 1-10 | Personal Correspondence, 1930-1976
Letters received and copies of letters sent. Arranged chronologically. Available on microfilm.* |
| 45-56 | Miscellany, 1930-1977
Notes, scrapbooks, and printed matter. Arranged alphabetically by type of material. Scrapbooks available on microfilm.* |

*Microfilm shelf no. 17,866

IV. Partially Microfilmed Collections (cont.)

B. Container List

The container listing for filmed portions of a largely unfiled collection can be handled in various ways depending on the quantity of material filmed.

1. If an entire series has been filmed:
 - a. Change tab settings to 1.08, 1.83, 2.08, 2.33, 2.58, 2.83, 3.08, 3.33, 3.58, and 3.83 after the series title.
 - b. Skip one line and on the second line create “Container Nos./Reel Nos./Contents” column headings. Skip a line before beginning container listing.
 - c. Place an asterisk after “Reel Nos.” and note shelf list number at bottom of page (e.g., *Microfilm shelf no. 17,866).
 - d. Indicate reel breaks at the folder level. Do not skip a line space between reel breaks.
 - e. Enter reel number at the top of each page and add the word “cont.” in parentheses in 10 pt. font if the reel is continued from the previous page.
 - f. Note “not filmed” in 10 pt. italics in the reel number column next to the first unfiled folder following a microfilmed set of files. Repeat “not filmed” thereafter at the beginning of every unfiled container for as long as a reel number column is used. The reel column may be dropped at the beginning of the next unfiled series or at the beginning of the next page that lists unfiled material.
 - g. Change tabs to standard setting and resume two columns at the beginning of the next unfiled series.

IV. Partially Microfilmed Collections (cont.)**B. Container List (cont.)****1. If an entire series has been filmed (cont.)***Example of Container List for collection containing one filmed series**Container Nos. Contents*

85 Yale University, New Haven, Conn., 1955-1961

SCRAPBOOKS, 1876-1934

*Container Nos. Reel Nos.*Contents*

86 1 1876-1903

*Microfilm shelf no. 17,866

2. If only a small portion of a series has been filmed, add the following language in italics two spaces after the filmed folder or grouping:a. *Available on microfilm. Shelf no. 17,889 or*b. *Available only on microfilm. Shelf no. 17,889**Example of Container List in which part of one series has been filmed**Container Nos. Contents*

10 Correspondence

White, Robert Nelson, 1871

Wilson, David, 1866-1878

Diaries, 1817-1825 (4 vols.) *Available on microfilm. Shelf no. 6,295*

V. Microfilm-only Series

A Description of Series

1. Retain standard tab settings at 1.42, 1.67, 1.92, 2.17, 2.42, 2.67, 2.92, 3.17, etc.
2. Change column headings from “Container Nos./Series” to “Reel Nos./Series.”
3. Place an asterisk after “Reel Nos.” and note the shelf list number at the bottom of the page (e.g., *Microfilm shelf no. 17,866). Record reel spans in “Reel Nos.” column.

Example

Container Nos. Series

85-90 Miscellany, 1945-1987

Appointment calendars, biographical material, certificates, photographs, and printed material.
Arranged alphabetically by type of material.

Reel Nos. Series*

1-60 Microfilm, circa 1435-1860

Research files consisting largely of court records, financial records, drawings, and printed works copied from repositories in England, Ireland, and Spain. Arranged alphabetically by country and therein by repository.

*Microfilm shelf no. 17,866

B. Container List

1. Retain standard tab settings at 1.42, 1.67, 1.92, 2.17, 2.42, 2.67, 2.92, and 3.17.
2. Skip a line space after series title and change column headings to “Reel Nos./Contents.”
3. Place an asterisk after “Reel Nos.” and note shelf list number at bottom of page (e.g., *Microfilm shelf no. 17,866).
4. Change column headings back to “Container Nos./Contents” one line space after the title of the next series.

Figure 12-A

Description of Series with bulk of collection microfilmed

Samuel Finley Breese Morse Papers

Page 7

Description of Series***Include asterisk*** ↘

<i>Container Nos.</i>	<i>Reel Nos.*</i>	<i>Series</i> ← 10 pt. italics
1-52	1-26	General Correspondence and Related Documents, 1793-1877 Family, personal, and business letters sent and received, supplemented by clippings, drawings, contracts and agreements, drafts of writings, notes, and receipts. Arranged in groupings of bound volumes and unbound letters and thereunder chronologically.
53	<i>not filmed</i>	Family Correspondence, 1906-1941 Correspondence of Leila Livingston Morse and other family members. Arranged alphabetically by family member and thereunder chronologically.
54-58	26-31	Letterbooks, 1854-1872 Letterpress copies of letters sent. Several volumes are indexed. Arranged chronologically.
<i>10 pt. italics</i> ↘		
59-66	<i>not filmed</i>	Scrapbooks, Clippings, and Newspapers, 1815-1944 Bound and loose newspaper clippings, and broadsides. Arranged by type of material and thereunder in approximate chronological order.
<i>Repeat</i> ↘		
67-72	<i>not filmed</i>	Miscellany, circa 1830-1944 Correspondence, notes, maps, drawings, radio scripts, menus, broadsides, speeches, and a telegraphic message tape. Arranged alphabetically by type of material. 1.08"

*Microfilm shelf no. 18,954 ← *Indicate shelf number on first page of Description of Series*

Figure 12-B

Container List with bulk of collection microfilmed

<i>Susan B. Anthony Papers</i>		Page 8
Container List		
<i>Container Nos.</i>	<i>Reel Nos.*</i>	<i>Contents</i>
CORRESPONDENCE, 1846-1905		
1	1	Bound volume, 1846-1905
DAYBOOK AND DIARIES, 1856-1906		
		<i>/ Repeat reel no. at beginning of new series</i>
2	1	Daybook, 1856-1860
		Diaries
		1865, 1870-1874, 1876-1878 (7 vols.)
	2	1883, 1888 (4 vols.)
	3	1890
<i>Indicate reel break at folder level</i>		
3		1892-1901
	4	1903-1904, 1906 (13 vols.)
	<i>not filmed</i>	Miscellaneous notes
<i>Enter "not filmed" in 10 pt. italics at the first unfiled folder. Repeat at beginning of each unfiled container when using "Reel Nos." column</i>		
SCRAPBOOKS, 1876-1934		
4	<i>not filmed</i>	1876-1903
5	<i>not filmed</i>	1892-1904
*Microfilm shelf no. 18,954		← <i>Indicate shelf number on first page of Container List</i>

13. SMALL (MMC-NUMERIC) COLLECTIONS

I. Introduction

Collections larger than one folder and up to seven containers form part of the Manuscript Division's Miscellaneous Manuscript Collection (MMC). These collections are assigned a number and are shelved in numeric order. Within the division they are commonly referred to as "MMC-Numeric" collections. A finding aid is not required for all MMC-Numeric collections.

See Figure 13-A.

II. Style

- A. MMC-Numeric finding aids include the following sections found in standard finding aids:
 - 1. Title Page
 - 2. Collection Summary
 - 3. Administrative Information
 - 4. Biographical Note (*See options and exceptions noted below*)
 - 5. Scope and Content Note
 - 6. Container List

- B. MMC-Numeric finding aids deviate from the standard finding aid format in the following regard:
 - 1. Never a Table of Contents
 - 2. No Description of Series
 - 3. Scope and Content Note is followed immediately on the same page by a separate arrangement statement and then by the Container List.

III. Page Format and Content

- A. Follow standard instructions for the Title Page, Collection Summary, and Administrative Information.

III. Page Format and Content (cont.)

B. Biographical Note

Follow standard instructions for the Biographical Note. Consider the option to write a short, narrative note if sufficient information cannot easily be found to construct a full chronology. Omit a Biographical Note if virtually no biographical information is available beyond birth and death dates and occupations. Consider omitting a Biographical Note when the collection consists of a small number of items relating to a very well-known public or historical figure for whom information is available in standard biographical reference sources.

C. Scope and Content Note

The Scope and Content Note should be brief, usually only a paragraph or two.

D. Arrangement Statement

Skip three lines after the scope note and center “Arrangement of the Collection” using Style Heading 2 on the fourth line. Skip two lines and on the third line, tab over five spaces and describe the collection’s arrangement.

E. Container List

1. Skip three lines after the arrangement statement and center the “Container List” heading using Style Heading 2 on the fourth line.
2. Skip three lines. On the fourth line, change tab settings and enter column headings following standard Container List format (*See* Section 9, A, **Page format**). If the collection consists of one container only, make “Container No.” singular in the column heading. Remember to enter column headings at the top of each subsequent page of the Container List.

Figure 13-A

Scope note, arrangement statement, and Container List for MMC-Numeric collection

Frank Lloyd Wright Papers Page 3

↕

2 line spaces

Scope and Content Note *Center on Line 1.97", Style Heading 2*

3 line spaces

↕

The papers of Frank Lloyd Wright span the years 1894-1958 and consist of correspondence, speeches and articles, excerpts from writings by Wright, printed matter, and miscellaneous material. The collection contains letters from Wright to his friend, William R. Heath, in which Wright complains of complications arising from his divorce in 1927 and its effect upon his relationship with his daughter and her mother, Olga Ivanovna, whom he later married. The remaining correspondence concerns the publication of *Frank Lloyd Wright on Architecture: Selected Writings, 1894-1940*, edited by Frederick Gutheim, architectural historian and city planner, and consists primarily of letters from 1940 to 1951 from Wright, Gutheim, and the publisher, Duell, Sloan & Pearce of New York, regarding the work's publication.

↕ *3 line spaces*

Arrangement of the Collection *Lines center, Style Heading 2*

↕ *2 line spaces*

Arranged alphabetically by type of material and thereunder chronologically.

↕ *3 line spaces*

Container List

↕ *3 line spaces*

Container Nos. Contents

1	Correspondence, 1905, 1927-1929, 1940-1958 (4 folders)
	Miscellany, 1923-1928, 1940-1942
	Printed matter, 1931, 1940
	Speeches and articles
	1900-1932 (10 folders)
2	1933-1940, undated (6 folders)

14. Appendices

I. Introduction

Appendices are occasionally used in finding aids to provide supplemental information, such as a bibliography, a filmography, genealogical information, an index of selected proper names, or a description of material in the collection provided by the collector or donor. It may explain obscure codes, symbols, or abbreviations. An appendix may be created or edited when the finding aid is written, or it may be a photocopy of descriptive material acquired with the collection. The decision to include an appendix should be made in consultation with the processing supervisor.

See Figures 14-A and 14-B.

II. Page Format

A. For an appendix created or edited when the finding aid is written:

1. Establish tab settings according to the individual needs of each appendix.
2. Center the word "Appendix" followed by a colon and a descriptive title on Line 1.97" using Style Heading 2.
3. Skip three line spaces before beginning text on Line 2.79".
4. Paginate sequentially from the last page of the Container List.
5. Assign a letter to each appendix when there is more than one, e.g., Appendix A, Appendix B, etc.

Example of a single appendix

Appendix: Legal Abbreviations

Example of multiple appendices

Appendix A: Abbreviations Used by Wertham
Appendix B: Code Words and Symbols Used by Wertham

II. Page Format (cont.)

- B. For an appendix consisting of photocopied descriptive material, create a cover sheet following these instructions:
1. Format page to center text.
 2. Line center the word “Appendix” followed by a colon and a descriptive title using Style Heading 2 (*see* above examples of appendix titles).
 3. Skip three line spaces before beginning a brief abstract of the appended material including its source, extent, and other pertinent information.
 4. Add three hard returns following abstract.
 5. Paginate only the cover sheet, not the appended photocopied descriptive material. The page number should follow sequentially from the last page of the Container List.

Figure 14-A

Appendix created or edited by archivist

<u>Earl Warren Papers</u>	<u>Page 97</u>																																																																																																																																																
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Figure 14-B

Cover sheet for Appendix consisting of photocopied descriptive material

Bollingen Foundation Records *Page 98*

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Appendix B: List of Titles ←*Line center, Style Heading 2*

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A list of titles published in the Bollingen Series. Reproduced from William McGuire, *Bollingen: An Adventure in Collecting the Past* (Princeton, N.J.: Princeton University Press, 1982), pp. 295-309.

3 hard returns

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