

BMRC

The Black Metropolis
Research Consortium

Institutional Checklist for Minimal Processing

1. ___ **BMRC Manual**

Students will be relying on the manual written for this project. If there are any standards that your institution follows that deviate from our plan, please let us know as soon as possible so that appropriate changes can be made.

2. ___ **Gather known information about collections**

This includes accession files, existing inventories, undocumented institutional memory and anything else known about the collection and its custodial history.

3. ___ **Gather background/reference materials**

This includes any documentation that you know of that may be useful to the processing team, such as institutional histories, biographies or autobiographies of prominent individuals in the collections, journal articles, etc.

4. ___ **Identify potential issues with collections**

Do you expect the processors to encounter any sensitive topics, personal information such as social security numbers or medical information, or fragile materials, for example?

*What is your restriction policy?

5. ___ **Prioritize Collections for processing**

Using the processing plans and Bergis/Lisa's recommendations, establish an order in which collections ought to be processed. Collections deemed not suitable for minimal processing should be placed at the end or removed from the list.

6. ___ **Identify the locations of all collections to be processed**

*This includes collections stored in multiple locations, especially with oversize materials.

7. ___ **Purchase or gather necessary supplies**

After completing the processing plans, we will determine with you the most appropriate approach to rehousing your collections based on collection need, institutional standards and time constraints imposed by minimal processing.

*Supplies must be available when processing begins.

8. ___ **Box and Folder label format**

Please provide an example of how collection boxes and folders should be labeled.

*Folder labeling may need to be amended to accommodate minimal processing time constraints.