

BACKWARDS or FORWARDS

Its All About Control

❖ **Backwards: Establishing Collection level
Control at the University of Colorado at
Boulder**

Colorado: Collection Level Survey

Name

Scope (description)

Size

Arrangement

Cataloging status

Provenance

Access tools

Other collections



This file is on the Administrative Assistant for Public Services computer.

UNIVERSITY OF COLORADO AT BOULDER LIBRARIES
SPECIAL COLLECTIONS DEPARTMENT
COLLECTIONS SURVEY

THIS IS NOT INTENDED FOR PUBLIC VIEWING

This list was drafted in the academic year 1993-1994 as part of the planning process to establish a cataloging program for Special Collections. It is an attempt to locate and to identify every individual collection in the Special Collections Department, and to list its official name, scope, size, arrangement, cataloging status, and provenance. The existence of auxiliary access tools, such as lists and card files, is also noted and described, as is the relationship of the collection to other materials. Other information that might be useful, such as processing peculiarities, preservation concerns, or legal requirements, are mentioned in notes. The General Collection, Manuscript Collection, Dewey Serials, and Transfers are grouped together at the beginning of the list, followed by other collections arranged alphabetically. A list of deposits, items housed in, but not owned by, Special Collections, is attached as an appendix to this document.

Most entries have a nickname. This refers to the term being used on flags and slips. A nickname sometimes designates a location, rather than a collection. Large collections shelved in several locations may have more than one nickname. Because nicknames are an administrative tool, nicknames have been assigned to those collections which do not yet have them.

Colorado: Collection level description

Basic information for planning

Where

What

Building collection policy

Recommendations

& Update

NAME:	(Allee) Virginia Allee Collection (Annex)
NICKNAME:	ALLEE
DESCRIPTION:	The Virginia Allee Collection consists of literary papers and published (largely self-published) poetry by Virginia Allee.
STATUS:	The collection is uncataloged.
ARRANGEMENT:	The collection is in no discernable order.
SIZE:	3 shelves (6 boxes)
ACCESS:	There are no cards for this collection in the Special Collections Main Entry File, nor are there any other files or lists. There is a collection file.
PROVENANCE:	The collection was offered to the Libraries in 1990 and accepted by Cassandra Volpe for the Archives/Western History Department (Nora Quinlan turned down the papers for Special Collections). In 1992 Volpe transferred the collection to Special Collections where it was accepted by Carol Klemme. Throughout this period Allee continued to augment the collection.
RECOMMENDATION:	Needs decision. This could be treated as a manuscript collection.
UPDATE:	Books erroneously included in this collection have been removed.

Colorado: Building Collection Policy

NAME: Naropa Institute Publications (Deaccessioned)

NICKNAME: NAROPA

DESCRIPTION: The collection consists of newsletters, catalogs, program schedules, and other items from Naropa Institute of Boulder, Colorado. The collection was returned to Naropa in May 1995.

STATUS: The collection has been deaccessioned.

SIZE: .5 shelf

ACCESS: There is no collection file.

PROVENANCE: Items in the collection were given to Special Collections by the Naropa Institute in August, 1986. At that time, it was intended that Special Collections act as a depository for Naropa Publications. See Special Collections Department 1986 Annual Report for details.

Collection policy and collection level control are vital to each other, collection policy should come first, but you cannot create policy without control.

Colorado: Current Collection Policy

Special Collections

Special Collections houses rare works and contemporary artworks that support teaching and research in the arts, humanities and sciences. Our collections include rare books, medieval manuscripts, contemporary artists' books, and a signature photobook and photography collection. Special subject collections reflect the interests and research of the CU-Boulder community and the state. Our unit has an active instruction program and welcomes requests from Front Range educational communities.

Colorado: Collection Level Control facilitates management

NAME:	(DePuy) Charles DePuy Collection (Integrated) <i>Byn 10/1/93</i>
NICKNAME:	DEPLY
DESCRIPTION:	The collection consists of eighteenth- through twentieth-century chemistry books and periodicals in English, French, German, and Russian.
SIZE:	7 shelves (ca. 255 v., 159 titles)
ACCESS:	The collection has cards in the Special Collections Main Entry File and General Collection (Uncats) File, and an unpublished bibliography. A photocopy of the collection cards was added to the collection file.
PROVENANCE:	The collection was given to Special Collections by Charles DePuy in December 1985.

copies, one of which is kept with the collection. There is no collection file.

PROVENANCE: The collection was purchased. Money for the purchase may have come from a named fund used for other Spanish acquisitions, according to a conversation with Harriet Reubéla (Head of Acquisitions) on 25 May 1994. Since the catalog was compiled in 1956, the collection was purchased in or before that year. It was transferred into Special Collections in 1990-1991.

NOTES: *** Ten large boxes of uncataloged items from this collection are in Phillips's old office, according to an e-mail message of 23 May 1994 from Diana Anderson (Catsboger). These will be cataloged for Norlin Sacks.

DECISIONS: Maintain as a separate collection.

This collection was purchased by the library before 1956, and transferred into SPC in 1990/91. SPC has no acquisitions records. Possibly the Acquisitions department might?

The number discrepancy is probably due to the fact it was in the open stacks, and some items were stolen or lost before the transfer.

Harriet S. Phillips was head of Cataloging and Spanish bibliographer.



Item Level Control: Planning Tools?



- AAH990 Witzel, Georg. Apologia : das ist : ein vertedigs rede ... widder ... Die Lutenisten. [bound with] Bernardus Claravallensis. Mellifui ac devotissimi Patris .. Omelia. Leiptzig : Nickel Schmidt, 1533
- AAH991 Medina, Bernardo de. Letras de los uillancicos, que se cantaron en la S. iglesia Cathedral de Cadiz, en la Kalenda, noche, y dias del Naclimiento de N.S. Jesu Christo, este ano de 1697. Cadiz : imp. De Christoval de Requena, 1697
- AAH992 [Announcement of the publication of the book, The ephemera of Adrian Wilson, an annotated list, 1944-1988]. San Francisco : The Press in Tuscany Alley
- AAH993 Anonymous. Neue zeitung von den Widertsuffern zu Munster. [Wittenberg : Josef Klug], 1535
- AAH994 Algoet [Goethals], Lievint. Pro religione christiana res gestae in comitijs Augustae Vindelicoru(m) habitis. [Augsburg : H. Steiner], 1530
- AAH995 Pimpinelli, Vicentii. Oratio Augustae habita in conventu Caroli Imperatoris, ... Paris : D. Denis, 1530
- AAH996 The history of Valentine and Orson. Printed for the Company of Walking Stationers, [undated]
- AAH997 Martyn, Mrs. S.T. The ladies' wreath : a magazine devoted to literature industry and religion. New York : J.H. Martyn, 1847
- AAH998 Lewis, M.G. Raymond & Agnes, or. The bleeding nun of the castle of Lindenberg. London : printed and sold by Dean & Munday, [1800]

Colorado: Item Level...all for nothing

DEPOSITOR: American Alpine Club (Stacks) *Returned to AAC*

DESCRIPTION: The American Alpine Club Deposit consists mainly of nineteenth- and twentieth-century books and serials. The deposit comprises a large part of the Mountaineering Collection.

STATUS: The deposit is mostly uncataloged. A few items have been cataloged on the automated system by mistake or because they are copies of a title in the collection which was being cataloged. These items have cards in both the Special Collections and Norlin Shelf Lists, filed by call number, but the call numbers have been crossed out. There are no restrictions on use of this material. *returned to AAC*

ARRANGEMENT: Deposited items are interfiled with the Mountaineering Collection, which is arranged by main entry.

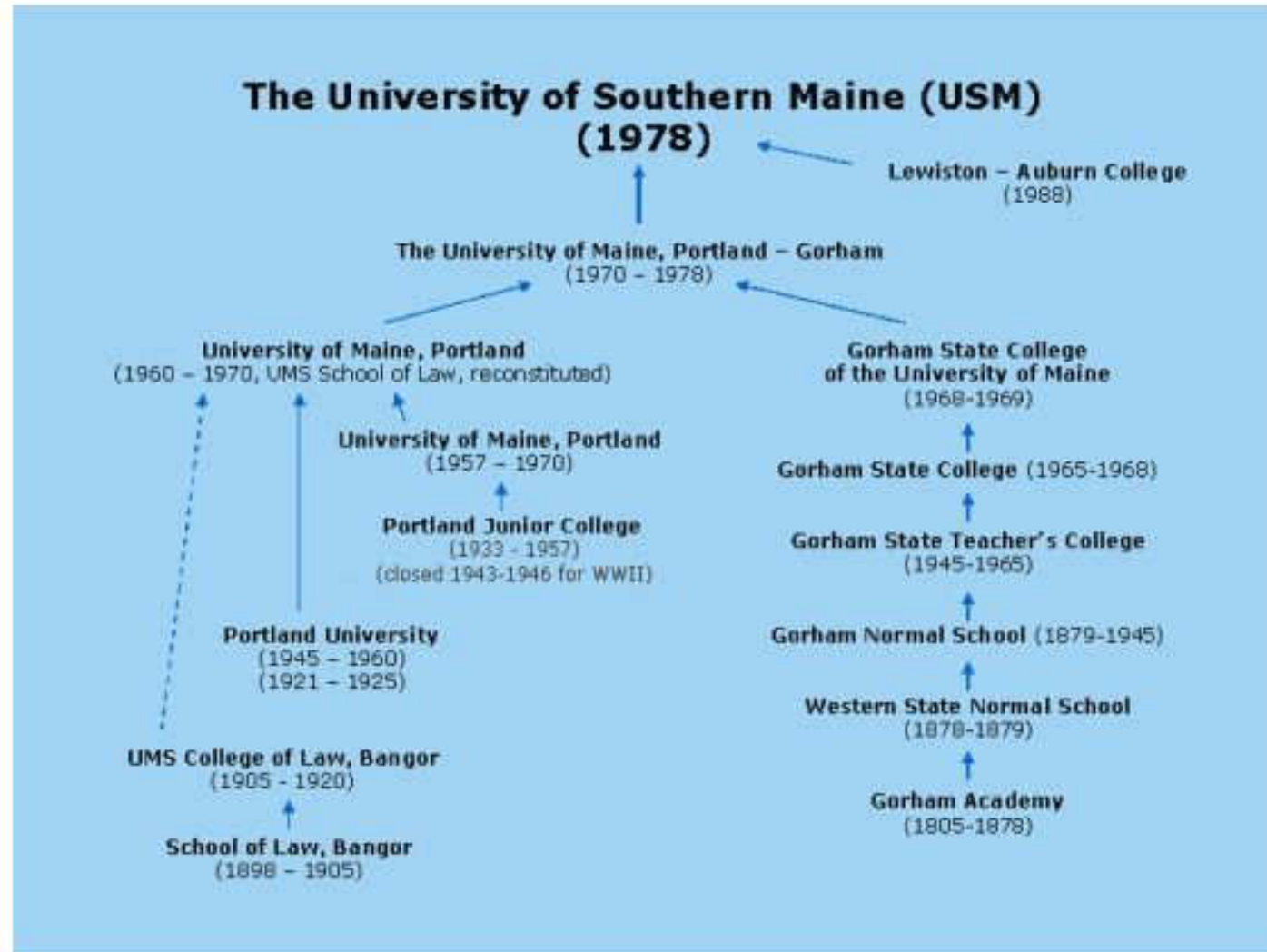
SIZE: The size of the American Alpine Club Deposit is undetermined. Deposited items are identified by American Alpine Club Library bookplates, and slips and cards in the Reading Room files are marked AAC. However, some items in the American Alpine Club Deposit have not been plated, and are marked only by the nickname AAC on a flag or temp slip.

ACCESS: *Access* There are no cards for the Mountaineering Collection in the Special Collections Main Entry File. The collection has its own separate main entry and subject files in the Reading Room. Lists of the original American Alpine Club Deposit are in a collection file under the heading "American Alpine Club - Lists." Most later additions to the deposit were accompanied by shipping lists, but not all shipments came with such lists. The lists of addenda which the department has are scattered throughout the American Alpine Club Correspondence File and the "American Alpine Club -- Lists" Collection File. There is a collection file.

Item level control can hinder management.

❖ Forwards: Maintaining collection level control at the University of Southern Maine

GRAPHIC HISTORY OF UNIV. OF SOUTHERN MAINE



MAINE: Collection Policy

SPECIAL COLLECTIONS

Overview

Special Collections, part of the University Libraries, collects and preserves rare materials, including books, manuscripts, photographs, and artifacts. The Department is made up of three meta-collections: General Rare Books and Manuscripts, the University Archives, and the Jean Byers Sampson Center for Diversity in Maine. Special Collections supports the academic mission of the University by inviting classes to use its collections in hands-on exercises where students learn research skills.

For a more in-depth history of Special Collections, [click here](#).

The **General Rare Book and Manuscript Collection** contains a collection of rare books donated to USM and the papers of individuals or records of groups associated with the University of Southern Maine. There are named book collections, donated by a single collector and covering a specific topic:

The University Archives contains the records of the University of Southern Maine as well as its precursors.

The Jean Byers Sampson Center for Diversity in Maine collects material documenting the ongoing histories of diverse communities. Current collections represent the African American, Jewish, and Lesbian, Gay, Bisexual, Transgender, Queer+ communities.

To get started searching our collections, see this [Guide to Finding Materials in Special Collections](#).

Be the Professional, do your job!

archivist

Relationships

Related Term:

curator

librarian

manuscript curator

records manager

n. ~ 1. An individual responsible for appraising, acquiring, arranging, describing, preserving, and providing access to records of enduring value, according to the principles of provenance, original order, and collective control to protect the materials' authenticity and context. - 2. An individual with responsibility for management and oversight of an archival repository or of records of enduring value.

**Saying no is positive,
for the repository,
the donor,
and the material.**

MAINE: Re-assessment Survey

NO IS POSITIVE

[] = Susie [yellow highlight] = Kate [green highlight] = Tossed

KD LIST Note	Tag #	Action	Collection
Program Disc, do we have a stash or Bill	KD 01	Investigate	Susie
DVDs, Susie Examine	KD 02	Investigate	Susie
Samspon Center SAM GEN MS 3	KD 05	Collection material <i>side process</i>	Susie
Jewist Communit Center Newsletters	KD 07	Investigate/Collection Material	Susie
Add to Collection of past exhibitions in Stacks "The First Library" and "Opening of Special Collection of 6th Floor in 2004"	KD 09	Stacks- Add to non Collection material <i>Kate process</i>	
Check against collection of Maine Gay Task Force Newsletter	KD 10	Investigate/Collection Material <i>Kate</i>	
John Holveson Papers	KD 11	Collection material <i>Kate</i>	John Holveson Papers
Maine Lesbian and Gaymen's Symposium VIV Flyer	KD 12	Collection material <i>Kate process</i>	Maine Lesbian and Gaymen's Symposium VIV Flyer
Community Pride Reporter	KD 14	Collection material <i>Kate process</i>	Community Pride Reporter
Lewiston LGBT Youth Collection	KD 16	Collection material <i>Kate process</i>	Lewiston LGBT Youth Collection
Rabbi Sky Papers	KD 17	Collection material <i>Kate process</i>	Rabbi Sky Papers
Annette Dragon Papers	KD 18	Collection material <i>Tossed</i>	Annette Dragon Papers
Kenneth Curtis Papers	KD 19	Collection material <i>Tossed</i>	Kenneth Curtis Papers
Check to see if there is a digital file on our common drive	KD 20	Investigate <i>Tossed</i>	
add to archives under library 2004	KD 25	Collection material <i>Kate process</i>	University Archives
Ted Bohn Papers	KD 26	Collection material <i>Kate process</i>	Ted Bohn Papers
Compare item to copy in Anne Williams Collection report to Susie	KD 27	Investigate <i>Tossed</i>	
Have multiple- add to multiples of University Materials for PR use	KD 28	Investigate <i>catalog for SPC general collection</i>	
Catalog for stacks (Edna Dickey Signature)	KD 29	Catalog <i>catalog</i>	
Give to grad assist to research; susie will instruct	KD 30	Investigate <i>ADVISE TO GRAD'S SPC</i>	
Give to Elizabeth to catalog for General Collection	KD 33	Catalog	

MAINE: Repository Level Control / Description

SPECIAL COLLECTIONS

Overview

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MAINE: Meta-Collection Level Control / Description

SPECIAL COLLECTIONS

Collections

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[Book Collection](#)

These are collections of printed material, mostly books, collected by an individual and donated to Special Collections. Each collection is named after the donor. The General Book Collection consists of books from the libraries of the USM's predecessors as well as books Special Collections has collected since the 1970s.

[General Manuscript Collection](#)

This collection contains the records of groups, such as the Maine State Nurses Association, and material created or gathered by individuals. Records produced by groups are known as "Archives" and material produced by an individual are called "Papers." These archives or papers are created by groups or individuals associated with USM or the material that supports the academic mission of the University.

[University Archives](#)

These are the records produced by the University in its daily operations. Records include office paperwork, photographs, course catalogs, printed reports, musical programs, sports trophies, and many other items. This material is organized by the department that produced it and the overall arrangement of the Archives reflects the administrative structure of the University.

[General Collection, Jean Byers Sampson Center for Diversity in Maine](#)

This collection consists of the records of groups and material gathered or created by individuals who have worked for social justice and civil rights in Maine.

[African American Collection, Jean Byers Sampson Center for Diversity in Maine](#)

This collection preserves the history of the African American communities in Maine by collecting material produced or collected by organizations and individuals. The collection was created when Gerald E. Talbot donated his papers and material about African Americans that he gathered throughout his life.

[Judaica Collection, Jean Byers Sampson Center for Diversity in Maine](#)

This collection preserves the history of the Jewish communities in Maine by collecting material produced or collected by organizations and individuals. The collection includes material from youth groups, such as Macabee Club, a Jewish high school group in Portland.

[Lesbian, Gay, Bisexual, Transgender, Queer+ Collection, Jean Byers Sampson Center for Diversity in Maine](#)

This collection preserves the history of the LGBT communities in Maine by collecting material produced by organizations and individuals. This collection also contains a book collection, is rich in both archival and personal papers, and contains a collection of photographs documenting the LGBT activism in the 1990s.

MAINE: Collection Level Control / Description

Equal Protection Portland Archives [LG MS 20](#) [View Finding Aid](#)

Equal Protection/Portland (EP/P) was a volunteer organization formed in Portland, Maine in 1992 that campaigned to uphold a Human Rights Ordinance passed by Portland's City Council. Ultimately the ordinance was upheld in a referendum vote on November 3, 1992. That year was contentious for LGBT issues around the country and gay rights figured prominently in a presidential election for the first time in the race between Bill Clinton and George Bush. The Archives contains EP/P administrative files and campaign materials, such as flyers, brochures, press releases, survey results, audio recordings, and a bus banner. Articles reflecting national attention to the campaign from publications such as the New York Times and Newsweek magazine are included along with other pertinent articles from 1992. Information about other ordinance and amendment campaigns in the states of Florida, Colorado, and Oregon in 1992, which helped inform EP/P's campaign, are also included. 1989-1992 7 ft.

EqualityMaine Archives [LG MS 13](#) [View Finding Aid](#)

The Maine Lesbian/Gay Political Alliance (MLGPA) was formed in 1984 to advocate for LGBT issues and to educate the public, media, and politicians about them. Now known as EqualityMaine, over the last twenty-five years, the organization has worked to secure civil rights legislation, pass hate crimes protection laws, promote workplace equality and ensure responsible HIV/AIDS policies. The Archives contains organizational records of MLGPA and EqualityMaine, and other materials. 1984-2009 14.5 ft.

Family Affairs Newsletter Archives

Jean Vermette, editor. Family Affairs is a free, twice-a-month, social activities email newsletter for the GLBTI community. It covers a 50 mile radius around Bangor and also Aroostook and Washington counties. The Archives contains printouts of the newsletters, beginning in 2004 Oct, plus poll results from 2005, 2007 and 2008, and the FAN Business Directory from 2004 Sep to 2014 June. We will continue to archive issues as the editor submits them. 2004-2014 0.5 ft.

Susan Farnsworth Papers [LG MS 17](#) [View Finding Aid](#)

Susan Farnsworth earned her undergraduate degree from Bates College in 1969 and her Juris Doctor degree from the University of Maine School of Law in 1976. She has worked in several city and state government positions, including Maine State Representative from 1988-1994. Farnsworth has also been active in the LGBT community, serving as a member of the Executive Committee and an organizer of "Yes on 6" PAC in the Statewide

MAINE: Finding Aid on Digital Commons

LG MS 13 EqualityMaine Archives Finding Aid

[Karin A. France](#)

Document Type

Article

Publication Date

3-2010

Keywords

Maine Lesbian/Gay Political Alliance, MLGPA, EqualityMaine, Advocate for LGBT Issues, Organizational Files, Civil Rights Legislation, Hate Crime Protection Laws, Workplace Equality, Maine, Legislation, Policy

Abstract

Description:

The Maine Lesbian/Gay Political Alliance (MLGPA) was formed in 1984 to advocate for LGBT issues and to educate the public, media, and politicians about them. Now known as EqualityMaine, over the last twenty-five years, the organization has worked to secure civil rights legislation, pass hate crimes protection laws, promote workplace equality and ensure responsible HIV/AIDS policies. The Archive contains organizational records of MLGPA and EqualityMaine, and other materials.

Date Range:

1984-2009

Size of Collection:

14.5 B

Comments

Provenance:

The EqualityMaine Archives began with donations in 2004 from Maggie Allen and

MAINE: Series & Folder Level Control / Description (Finding Aid)

Series 1. Administrative Files

The materials in this series include documents that describe the organization, evolution, and basic functions of EQME/MLGPA.

These files are divided into subseries for "Organizational History" (1.1), "Board and Committees" (1.2), "Finances" (1.3), "Correspondence" (1.4), and "General Materials" (1.5).

"Organizational History" includes information about the founding and development of the organization, such as by-laws, chronologies, policies and procedures, lists of Steering Committee/Board of Directors' members, fundraising materials, and employment and tax issues. "Board and Committees" includes meeting announcements, agendas, notes, and minutes, arranged chronologically within categories (such as Board, Executive Committee, and Annual Meetings). Some general notes also reside here. "Finances" contains Treasurer's Reports. This subseries also includes the financial records of the organization, arranged chronologically and broken down into categories such as bank statements and cancelled checks; receipts, bills, and reimbursements; deposits; and ledgers. Financial records related to other affiliated organizations – particularly PineTree Political Action Committee (PAC), Maine Diversity Alliance, and Yes on 8 Campaign (2000) – are present as well. "Correspondence" consists of correspondence to/from Board members, correspondence with members/requests for contributions, newsletters, and general correspondence not identified with a specific activity. "General Materials" includes form templates and equipment manuals.

Series 1.1 Administrative Files. Organizational History (1984-2004, undated)

1	1	General Background Information, Policies, Procedures, Goals, and Partnerships	1988-96
1	2	By Laws (Folder 1 of 3)	1984 [90]
1	3	By-Laws (Folder 2 of 3)	1988-[90]
1	4	By-Laws (Folder 3 of 3)	1991-98
1	5	History and Chronologies Some materials are RESTRICTED	1985-86, 1993, 1995-96; undated
1	6	<u>PineTree</u> Political Action Committee	1998-09
1	7	Officers and Board of Directors' Lists Phone Bank <u>Roster</u> RESTRICTED <u>Mailing List</u> RESTRICTED Mailing Lists (Folder 1 of 3) RESTRICTED Mailing Lists (Folder 2 of 3) RESTRICTED Mailing Lists (Folder 3 of 3) RESTRICTED	1989-91, 1993-96 1996 Mar undated [1990] [1990] [1998]
1	8	Committee Action Plans/Tasks	1997-2002
1	9	Press Packet with Background, Newsletters, Press, and Plans for 1999-2000	1999
1	10	Brochures, Business Cards, Logo, Stickers, Magnets, and Letterhead Banner: "Maine Lesbian and Gay Political Alliance" See Oversize	1980s, post- 1993, undated undated