AFC collection description data sheet

This form provides a place to add the descriptive value supplied by professional archivists during their appraisal, which is in addition to the donor's description (which is important in its own right; needs its own field). However, donors' descriptions are sometimes incomplete and sometimes inaccurate. The fields are mapped to DACS and EAD, where possible.

Collection Title (DACS 2.3) <unittitle>:

AFC number (DACS 2.13)<unitid>:

1. Creator, donor, or other source (last name, first name) (DACS 2.6; 9-10)<origination>

2. Biography of creator and/or history of the project (DACS 2.7; 11.1, 11.2)<bioghist>, include date or year of birth for creator (optimum); span dates for project (DACS 2.4)<unitdate>

3. Address, phone number, email (not public)

4. Collector(s), if different from creator or donor (DACS 2.6; DACS 12)

5. Sponsor(s) (DACS 2.6; DACS 12)

6. Type of acquisition (donation, purchase, event, etc.)

7. Date of receipt

8. Accruals expected? (DACS 5.4)<accruals>

9. Materials or equipment supplied by AFC (AFC sponsorship, joint project, equipment loan?)<note>

10. Description of contents and subject matter (who, what, where, when) from the DONOR:

11. Description of contents and subject matter (who, what, where, when) by the ARCHIVIST (DACS 3.1 required)<scopecontent>

12. Quantity/Format/Extent (include duration if known)/Dates (by format, if known) (DACS 2.5 +2.4 required)<physdesc> and subelements <extent>, <dimensions>,<genreform>,<physfacet> +<unitdate>

13. Physical quality (this is for the quality of the originals, e.g. high quality audio, high quality photos, or possibly low quality but important to acquire for some other reason) <note>

14. Equipment used <note>

15. Condition of materials (this is for conditions that may need attention from conservation, e.g. acid paper, mold, etc.) <note>

16. Language(s) (DACS 4.5, required)<langmaterial>

17. Existing organization of collection, including nature of identification, labeling, and arrangement (DACS 3.2, added value)<arrangement>

18. Accompanying documentation (including existing Finding Aids, databases, or indexes, if any) (DACS 4.6)<otherfindaid>

19. Type of access; restrictions (DACS 4)<accessrestrict>

20. Conditions of use: Availability of names/addresses/permissions of persons documented in the collection (DACS 4.4) <userestrict><note>

21. Related materials: Location and quality and formats of other copies (present or future) (DACS 6.2)<altformavail>. Are digital archival masters housed at another repository?

22. Related materials (by provenance)(DACS 6.3)<related material>,<separated material>: Does the collection include published books, film, videos (DVDs or other format), sound recordings (CDs or other format)?   Extent? (Don't describe pamphlets or printed ephemera)

23. Publications based on the archival materials in this collection (historical, current, or future) (DACS 6.4)

24. Appraisal of materials examined by staff

25. Other remarks, including unusual or outstanding characteristics

26. Archive staff member(s) responsible   Date: