

MANUSCRIPT COLLECTIONS SURVEY

Intent: To determine the value, potential demand, and condition of the collections.
To determine the control level and description status of the collections.
To assign major subject added entries to collections.
To determine what regions of the state are well or poorly represented in the collections.

Result: The information from the survey will be used to prioritize processing and preservation work flow for, and improve access to, manuscript collections. It will be used to target subject areas and geographical regions for possible collection development.

The survey is based on an examination of the existing finding aids, collection files, and the collections themselves. Keep in mind that these are broad judgments that should be based on as quick an examination as possible. Ask the question: "Is it good enough?"

SURVEY FIELDS: DESCRIPTION AND INSTRUCTIONS

Field 1: RG NUMBER

Enter the RG number for the collection. Use the prefix RG and the four-digit number: RG2800.

Field 2: VALUE

Rate the historical value of the materials in the collection, keeping in mind uniqueness/representativeness to Nebraska, volume, completeness, formats (conducive to meaningful research?), variety, artifact value, availability elsewhere, etc.

Enter **1** = High; **2** = Low.

Field 3: DEMAND

Rate the use, or potential for use, by researchers or staff, and the historical value of the materials in the collection. Keep in mind its uniqueness/representativeness to Nebraska, completeness, volume, formats (conducive to meaningful research?), variety, artifact value, availability elsewhere, etc.

Enter **1** = High; **2** = Low.

Field 4: DESCRIPTION TYPE

Enter one of the following codes to indicate the type of description available for a collection:

1. Inventory available (in new format)
2. Inventory available (in old format)
3. Preliminary inventory/container list available
4. Other description [elaborate in comment]
5. No description

Field 5: INVENTORY STATUS?

A “**Yes**” in this field indicates that the description available for a collection is “Good Enough” for use (accurate and detailed enough). A “**No**” indicates that an available description is inadequate in accuracy or detail.

Enter **1** = Yes; **2** = No.

Field 6: ARRANGEMENT

Enter one of the following codes to indicate the level of order found in a collection:

1. Fully ordered
2. Partially arranged
3. No arrangement

Field 7: ARRANGEMENT STATUS?

A “**Yes**” in this field indicates that the order of a collection is “Good Enough” for use and/or requires no further arrangement. A “**No**” indicates that further arrangement is necessary.

Enter **1** = Yes; **2** = No.

Field 8: CONDITION

Rate the physical condition of the documents themselves, not their containers. Look for fasteners, soiling or damage, folded documents, etc. Spot check only, especially on large collections. A dangerous rating is used when a document, or text in a document, is at extreme risk of loss, and requires immediate conservation attention (e.g. crumbling, highly acidic paper; seriously torn items; oversize items hanging out of folders; etc.)

Use comment sheet/s to note particular problems and their locations, i.e. box #, series #, folder #, etc.

Enter **1** = Good; **2** = Poor; **3** = Dangerous

Field 9: HOUSING

Rate the physical condition and appropriateness of the collection's containers, shelving and/or wrapping. Look for overstuffed boxes and folders, lack of adequate support (slumping in boxes or on shelves), soiling or damage to containers, inappropriate containers, no containers, etc. A dangerous rating is used when materials are at extreme risk of loss due to bad housing, and require immediate conservation attention (e.g. boxes overstuffed to the point that materials are smashed or torn; materials badly stored to the point that content is at immediate risk; extreme slumping due to poor housing; oversize materials in inadequate containers to the point that items are smashed or torn; etc.)

Use the comment sheet/s to note particular problems and their locations, i.e. box #, series #, etc. Again, spot check only.

Enter **1** = Good; **2** = Poor; **3** = Dangerous

Field 10: SECURITY RISK

A “**Yes**” in this field means that materials in the collection are potential security risks due to artifactual value (e.g. documents from the Indian Wars such as cavalry certificates); value due to a connection with a famous person (e.g. signature items, such as Willa Cather letters, etc.); collectible items (e.g. old campaign items; elaborate holiday cards); et al. A “**No**” means such materials are not known to be in the collection.

Enter **1** = Yes; **2** = No.

Field 11: SUBJECT ONE

Enter the three-character code for the most prominent subject, or the subject that best describes the majority of the materials, in the collection (see subject list below).

This field is **mandatory**; at least one subject must be assigned.

Field 12: SUBJECT TWO

Enter the three-character code for the next most prominent subject, or the subject that best describes other prominent materials in the collection (see subject list below).

This field is not mandatory if no second subject applies.

Field 13: SUBJECT THREE

Enter the three-character code for another prominent subject in the collection (see subject list below).

This field is not mandatory if no third subject applies.

Field 14: REGION

Enter the number code for the region of the state most heavily represented in the collection.

1. **LINCOLN METRO**

Lancaster County

2. **OMAHA METRO**

Cass, Douglas, Sarpy, and Washington Counties

3. **SOUTHEAST REGION**

Butler, Fillmore, Gage, Jefferson, Johnson, Nemaha, Otoe, Pawnee, Polk, Richardson, Saline, Saunders, Seward, Thayer, and York Counties

4. **NORTHEAST REGION**

Antelope, Boone, Boyd, Brown, Burt, Cedar, Colfax, Cuming, Dakota, Dixon, Dodge, Holt, Keya Paha, Knox, Madison, Pierce, Platte, Rock, Stanton, Thurston, and Wayne Counties

5. **CENTRAL REGION**

Adams, Blaine, Buffalo, Clay, Custer, Franklin, Garfield, Greeley, Hall, Hamilton, Harlan, Howard, Kearney, Loup, Merrick, Nance, Nuckolls, Phelps, Sherman, Valley, Webster and Wheeler Counties

6. **MIDPLAINS REGION**

Arthur, Chase, Cherry, Dawson, Dundy, Frontier, Furnas, Gosper, Grant, Hayes, Hitchcock, Hooker, Keith, Lincoln, Logan, McPherson, Perkins, Red Willow, and Thomas Counties

7. **PANHANDLE REGION**

Banner, Box Butte, Cheyenne, Dawes, Deuel, Garden, Kimball, Morrill, Scotts Bluff, Sheridan, and Sioux Counties

8. **NEBRASKA TERRITORY**

9. **NON-NEBRASKA**

Field 15: COMMENT

A “Yes” means that comments have been made about the collection (for any field) on the Comments sheet. A “No” means that no further comments about the collection were necessary.

Enter “Y” = Yes; “N” = No.

Manuscript Survey Subject List

AER AERONAUTICS
AF AFRO-AMERICANS
AGR AGRICULTURE. Relating to culture of the soil or domestic animals and plants. Includes agricultural organizations, accounts of life as farmers, horticulture, etc. Excludes business topics such as co-production, agri-business.
ANP ANTHROPOLOGY
ARY ARCHAEOLOGY
ARC ARCHITECTURE
ART ART [visual]
BIO BIOGRAPHY. Individual's life and career.
BUS BUSINESS. Agri-business, merchandising, manufacturing, banking, communications, co-operatives, construction, other.
CHD CHILDREN
CRM CRIME.
DOM DOMESTIC LIFE. Courtship, marriage, child rearing, sibling relationships, parent/child relationships,

housekeeping.

ECN ECONOMICS. Economic concepts, processes, econ. hist., econ. devel., property, saving and thrift, wealth.
EDU EDUCATION. Schools, school activities, educational associations, educators.
ENR ENERGY.
ENT ENTERTAINMENT.
ESC ECONOMIC AND SOCIAL CONDITIONS. Consumers, depressions (Great Depression), urban growth, etc.
ETH ETHNIC GROUPS. Process of immigration, individuals, organizations, neighborhoods, activities, etc.
FRN FRONTIER AND PIONEER LIFE. Settlement, homesteading, early exploration, westward movement.
FRT FRATERNAL ORGANIZATIONS. Organization and activities of social and fraternal groups.
GEN GENEALOGY.
GOV GOVERNMENT.
IND INDIANS OF NORTH AMERICA. Native American culture, reservations, treaties, organizations, movements.
LAB LABOR. Labor leaders, labor movements, unions, anti-union groups.
LND LAND USE. Surveying and mapping, reclamation of land, conservation, ecological concerns.
LAW LAW. Law, legal cases, legal issues.
LIT LITERATURE.
LH LOCAL HISTORY. General history of towns, counties or areas.
MAN MANNERS AND CUSTOMS. Social life and customs.
MM MASS MEDIA.
MLT MILITARY ART AND SCIENCE. Military installations, military service, military organizations, defense industry.
MUS MUSIC.
NRS NATURAL RESOURCES. Water use, minerals, wildlife, etc.
POL POLITICAL SCIENCE. Parties, political movements, conventions, politicians, elections, political action groups.
PSF PUBLIC SAFETY. Police, fire department, civil defense.
PWK PUBLIC WORKS. Infrastructure, parks, public monuments, roads, bridges, public buildings.
PUB PUBLISHERS AND PUBLISHING.
REC RECREATION.
RLG RELIGIOUS ORGANIZATIONS. Churches, church programs, religious groups, movements, communities, missions.
SCI SCIENCE. Scientific research, medicine, engineering, etc.
SMV SOCIAL MOVEMENTS. Activities of organizations concerned with social welfare and reform movements.
SOP SOCIAL PROBLEMS.
SPT SPORTS.
TCN TECHNOLOGY.
TRN TRANSPORTATION.
WAR WAR.
WMN WOMEN. Women's movement, women's groups, women's activities.

***OTH** OTHER. Use the "comments" field and sheets to describe significant subjects not included on this list.