

# Collections Assessment Final Report



National Anthropological Archives

December 2021

## **NAA Collections Assessment Final Report**

December 2021

Cover image: MS 4490, Pictographic map of San Blas coast prepared by Chief Igwa Nigdibippi for John P. Harrington, <https://sova.si.edu/record/NAA.MS4490>.

# NAA COLLECTIONS ASSESSMENT FINAL REPORT

DECEMBER 8, 21

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## EXECUTIVE SUMMARY

In 2017, The National Anthropological Archives (NAA) launched a major initiative to increase accountability for, access to, and discoverability of its holdings. This initiative consisted of two parallel projects: (1) a comprehensive and systematic collections assessment and database implementation project; and (2) an in-depth research project investigating the use and users of the NAA's resources. The results of the Assessment Project are detailed in this report.

The Assessment Project, which followed the principles expressed in the OCLC report *Taking Stock and Making Hay: Archival Collections Assessment*, focused on systematically gathering accurate vital data on each collection—including physical extent and condition, status of intellectual arrangement and description, and research value—and populating the assessment module of the archival management database ArchivesSpace (ASpace) with that data.<sup>1</sup>

The data gathered in the Assessment confirm that, on the whole, the collections have a very high research value and are in relatively stable physical condition. However, the intellectual control (complete and accurate finding aids, catalogs, and other descriptive tools), administrative control (complete and accurate documentation of accession information, rights and permissions, use, and preservation treatment) and physical control (complete and accurate records of the physical (or virtual) location and extent of collection materials) of NAA's collections is poor.

- **88%** of collections scored **very high research values**, while only **4%** scored **very low values**
- **87%** of the collections are in **stable to excellent physical condition**, and only **1%** are in need of **immediate conservation work**.
- **90%** of collections have adequate **housing**
- Although **72%** of collections have Deeds of Gift or were created by Smithsonian Institution staff, only **12%** of collections have **accession documentation** or control files
- Only **1%** of collections have **complete and accurate EAD finding aids** available online through SOVA
- While **42%** of collections scored the highest ratings for **physical access**, this number fails to take into account the **significant number of collections** which have been **arranged and described as discrete units without regard to the archival principles of provenance and original order**

In order to address the profound problems of intellectual, administrative, and physical chaos, the NAA should

- Create and implement a collection policy based on archival principles and assessment data
- Utilize the collection management functions of ASpace to their fullest potential
- Create a strategic plan for growth and management of the archives
- Set (re)processing priorities using assessment data
- Hire additional permanent staff in order to implement the above recommendations systematically

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<sup>1</sup> Martha O'Hara and Merrilee Proffitt, *Taking Stock and Making Hay: Archival Collections Assessment* (Dublin, Ohio: OCLC Research, 2011), <http://www.oclc.org/research/publications/library/2011/2011-07.pdf>.

# ASSESSMENT PROJECT OVERVIEW

## PROJECT BACKGROUND

The National Anthropological Archives (NAA) is the nation's largest archival repository dedicated exclusively to collecting and preserving records documenting the history of anthropology and cultures of the world. The NAA's collections represent the four fields of anthropology – ethnology/sociocultural anthropology, linguistics, archaeology, and biological anthropology – and include field notes, manuscripts, correspondence, photographs, maps, works of art and sound recordings created and collected by Smithsonian anthropologists and other preeminent scholars.

The collections include the Smithsonian's earliest attempts to document North American Indian cultures (begun in 1846) as well as the research reports and records of the Bureau of American Ethnology (1879-1965) and the U.S. National Museum's Divisions of Archaeology, Ethnology, and Physical Anthropology. The NAA also maintains the records of the Smithsonian's Department of Anthropology and over 30 professional anthropological organizations. In addition, the NAA collects the professional papers of Smithsonian and non-Smithsonian anthropologists.

NAA collections represent over a century and a half of private and public scholarship relevant to ongoing scientific interests in anthropology and related fields today. NAA materials are used in person and remotely by a wide variety of academic and non-academic researchers per year to help answer questions that range from the communal (e.g., language endangerment) to the global (e.g., human-environmental relations).

Yet despite its established importance and long history of use, the NAA has outdated, inefficient, and haphazard legacy archival management systems which provide very little administrative, intellectual, and physical control of its holdings. This is due largely to the NAA's unsystematic expansion and lax administration since it originated as the Bureau of [American] Ethnology manuscript collection in 1879, joined with the Department of Anthropology archives in 1965, and became the National Anthropological Archives in 1968.

When the NAA moved to Museum Support Center (MSC) in 2002, the physical condition of its collections was dramatically improved. Approximately 10,000 cubic feet of manuscript material, 500,000 photographs, 20,000 pieces of artwork, and 20,000 maps and oversized items were rehoused.<sup>2</sup>

Despite improvements to housing and physical condition, the administrative, intellectual, and physical control of the collections have remained poor. Prior to 2017, the NAA managed collections data through a series of spreadsheets, small freestanding databases, paper records, and the SIRIS online catalog. Few standards have been developed over the years for entering data into these disparate systems; standards that have been developed have been inconsistently implemented.

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<sup>2</sup> Paula Fleming papers, National Anthropological Archives, Smithsonian Institution.

This state of affairs significantly limits the NAA's ability to prioritize efforts strategically or report statistics accurately. Physical control is hampered, for example, by the fact that collection size is recorded variously as linear feet, cubic feet, number of boxes (varying sizes), number of leaves/pages, and numbers of items/documents/photographs/etc. To complicate matters, these disparate totals frequently do not accurately reflect the number of collection materials on the shelf. The NAA can only impressionistically assess the intellectual content of its holdings due to extant finding aids, catalog records, and inventories ranging wildly in terms of format, substance, accuracy, and overall usefulness. Administrative controls are similarly unreliable: over the years, accession information has been entered inconsistently into a simple stand-alone database, and the paper accession files are erratic in what information they contain. Further, formal accessioning of new collections only began in 1972, leaving inadequate records of acquisition and ownership for nearly a century's worth of acquisitions.

## WHY A COLLECTIONS ASSESSMENT?

Collections Assessment is the “systematic, purposeful gathering of information about archival collections. It includes collection surveys of all kinds, including those undertaken for purposes of appraisal, setting processing and other priorities, conservation decision-making, and collection management.”<sup>3</sup>

In order to increase accountability for, access to, and discoverability of its holdings, the NAA launched a major initiative in 2017 comprising two parallel projects: (1) a comprehensive and systematic collections assessment and database implementation project and (2) an in-depth research project investigating use and users of the NAA’s resources.<sup>4</sup>

The Collections Assessment was conceived as a three-year project. In 2017, the NAA applied for and received the first of three Collections Care and Preservation Fund (CCPF) grants to fund a full-time contractor to conduct the first year of the project. Additional grants were awarded in 2018 and 2019 to fund two full-time assessment contractor positions. Each year of the project assessed different segments of the NAA’s holdings:

Phase One (2017-2018): Named Collections

Phase Two (2018-2019): Numbered Manuscripts

Phase Three (2019-2020): Photo Lots and Artwork

The NAA Collections Assessment contractors systematically and comprehensively gathered vital data on every collection in NAA’s holdings. The end result is a body of quantitative and qualitative data on the entirety of the NAA’s collections, populating the archival management database ArchivesSpace (ASpace). ASpace is a free, open-source database for archival collections that is supported by the Smithsonian Institution’s LASSB office. The timing of the Assessment project coincided with an SI-wide initiative to migrate all archives records from Archivists’ Toolkit (ASpace’s predecessor) and Horizon (an Integrated Library System) to ASpace. Prior to the Assessment, Archivists’ Toolkit had been used by the NAA to generate descriptive

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<sup>3</sup> O’Hara and Proffitt, *Taking Stock*, 2011.

<sup>4</sup> In 2016, the NAA received a grant from the National Science Foundation to support a three-year postdoctoral fellow to conduct research that would lead to better alignment between archives and anthropology, and in turn, improved discovery and use of archival resources.

collection guides for a small portion of its collections. (The developers of Archivists' Toolkit announced that it was to be superseded by ASpace in 2013.) Due to both the timing of the SI migration to ASpace and the fact that Assessment records cannot be created without corresponding resource (i.e., collection) records, ASpace records were created for all assessed collections.

## PROJECT PLAN

### GOALS

The goals of the NAA Collections Assessment were (1) to systematically gather accurate data on every collection in order to document and understand existing administrative, intellectual, and physical control of the collections and (2) to implement ASpace as the NAA's collection management system. The NAA may then use assessment data and the collection management functions of ASpace to implement archival best practices, strategically plan processing projects, manage space, request funding, prioritize staffing, develop a meaningful acquisitions program, and report to the museum on the status and use of its collections.

### METHODOLOGY

The overall project plan for all three years of the Assessment was as follows. Due to the wildly varying nature of the collections and their existing documentation, this process was repeated for each phase of the Assessment.

#### ***ESTABLISH ASSESSMENT CRITERIA BASED ON OCLC GUIDELINES TAKING STOCK AND MAKING HAY, NAA NEEDS, THE NATURE OF THE COLLECTION MATERIALS AND EXISTING DOCUMENTATION, AND THE ASPACE ASSESSMENT MODULE***

The assessment contractor(s) reviewed available literature on archival assessments, interviewed NAA and OCIO staff, reviewed current and historical NAA policy and procedures, and conducted quick surveys of sample collections. The contractor(s) then analyzed this information in the context of ASpace to determine how and where this information should be recorded.

#### Assessment Worksheet--ArchivesSpace Data Map

Data NAA wants to collect	Format	ArchivesSpace Record(s)	ArchivesSpace Field(s)
Collection Name	Free Text	Resource	Title
Collection Number	Free Text	Resource	Identifier
Survey Begin Date	YYYY-MM-DD	Assessment	Survey Begin Date
Survey End Date	YYYY-MM-DD	Assessment	Survey End Date
Time It Took to Complete Survey	Free Text	Assessment	Time It Took to Complete Survey
Surveyor	Free Text	Assessment	Surveyed By
Creator of Collection	---	Agent	Multiple
Collection Dates	YYYY-YYYY	Accession; Resource	Label, Expression, Type
Associated Accessions	---	Accession	Multiple
Donor	---	Agent	Multiple
Date of Gift	YYYY-MM-DD	Accession	Accession Date

Accession Notes	Free Text	Accession	Provenance, General
Restrictions to Collection			
Sensitive Material	y/n	Assessment	Sensitive Material
Extent	???	Accession; Resource; Assessment	Multiple

*Note: This data map was created in September 2017 prior to the implementation of ASpace at SI. Information about the ASpace data fields was gleaned from screenshots of a test database, and not from the database itself.*

Although ASpace is open source software, and therefore, fully customizable, there was no technical support available to tailor the database for the NAA's needs. There were many instances in which the information the NAA was most interested in collecting was not captured by the default assessment module. For example, NAA collections frequently contain material which must be restricted for a variety of legal, ethical, or administrative reasons. The NAA was interested in documenting not only the presence of restricted material, but also the specific nature of the restriction (e.g., PII, culturally-sensitive information, student records, medical records, etc.). The assessments module only offered a yes/no checkbox for "sensitive" material. In order to capture more detailed information, assessment contractor(s) drafted data entry guidelines to specify how notes about restrictions should be worded and where they should be recorded in the database in order to standardize the data as much as possible.

Each phase of the assessment presented new challenges in documenting the exact nature of the collections and existing documentation. Assessment contractor(s) created new survey tools and data entry guidelines for Named Collections, Numbered Manuscripts and Artwork, and Photo Lots (see Appendix A). Although NAA staff was interested in collecting as much data about collections as possible, the assessment focused on generating a "bird's eye" view of NAA collections as a whole, rather than on the creation of detailed descriptive notes, processing plans, and recommendations for each individual collection. Both the limitations of the "out of the box" assessment module and the time constraints of the project precluded the assessors from creating detailed notes on each collection.

### **CONDUCT ASSESSMENTS**

Assessors began each assessment by researching collection history and reviewing collection documentation, including all available accession information (paper files and database records) and reviewing all available descriptive tools including finding aids, registers, inventories, MARC records, catalog cards, databases, spreadsheets, and published guides. They determined the existence of provenance information, including documentation of NAA ownership of materials, rights, and restrictions.

Assessors then physically examined each collection at the box/container level. They located the collection in NAA storage areas and recorded location of all containers on "Collection Location" document (see Appendix E), counted the number and type of containers, and calculated extent of collection in both linear and cubic feet. Assessors determined the Research Value (Documentation Quality and Interest), Intellectual Access, Physical Access, Housing Quality, Physical Condition, Digitization Status (Reformatting Readiness), Local Value and the Field of Anthropology for each collection. They also identified the formats of collection material, conservation issues, and restrictions.

## ***INPUT/ANALYZE DATA***

Assessment data was recorded either directly in the database or on paper sheets (see Appendices B-D) and later entered into the database using data entry guidelines developed in step 1 (see Appendix A). As much as possible, notes were standardized in order to facilitate data analysis. Periodically, data was checked for accuracy and consistency. Data Entry Guidelines and Survey Worksheets were revised as necessary to account for new patterns in each assessment phase.

## ***GENERATE REPORTS/RECOMMENDATIONS***

In addition to this final report, assessors presented portions of their findings:

- Archival Connections: Research in the National Anthropological Archives Seminar *NAA Collections and the Legacy of the Bureau of American Ethnology*, co-presented by Gabrielle Sanchez and Kate Madison, February 21, 2019
- Smithsonian Institution Collections Share Fair poster: The Practice and Value of Archival Collections Assessment, May 8, 2019
- Mid-Atlantic Regional Archives Conference (MARAC) *We Didn't Start the Fire: Legacies of Chaotic Custody and the Implementation of a Comprehensive Collections Assessment*, co-presented by Kate Madison, Gabrielle Sanchez, and Diana Marsh, November 8, 2019

Assessment data was also used to identify collections for potential off-site storage, as well as grant-funded digitization and processing projects.

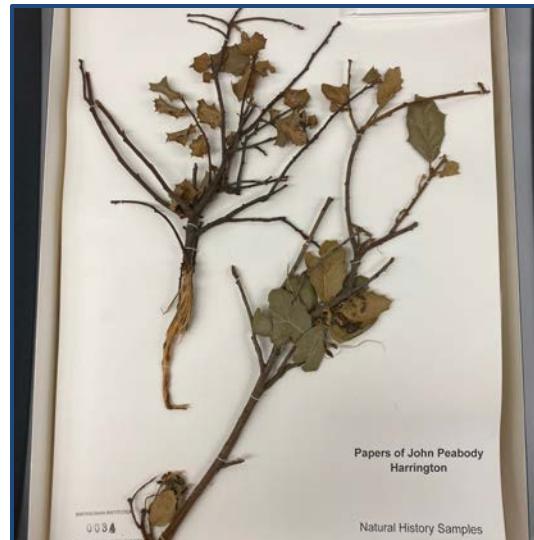
## **LIMITATIONS OF ASSESSMENT**

### ***ASSESSMENT DATA MAY BE ACCURATE IN GENERAL, BUT WILL BE VAGUE, IMPRECISE, OR MISLEADING IN SPECIFIC CASES***

Assessment ratings were applied at the collection-level and are subjective assessment of the general condition of a collection. In many cases, some portions of a collection may be fully processed, while other portions (usually accretions, oversize materials, or photographs) have not been touched by archives staff. The ratings are a general assessment of the entire collection and may not hold true for individual items, boxes, or series. For example, the Physical Condition and Housing Quality assessment ratings for the John P. Harrington Papers must account for condition of both of these boxes:



John P. Harrington Papers, Unnumbered  
Natural History Samples Box



John P. Harrington Papers, Natural History  
Sample Box 7

#### ***ANALYSIS IS BASED ON TOTAL NUMBER OF COLLECTIONS NOT SIZE***

Some collections consist of a single photograph or sheet of paper, while the largest NAA collection is over 750 cubic feet (John Peabody Harrington papers). Most NAA collections are very small: 4862 NAA collections (82%) are under .25 cubic feet, yet these collections make up only 3% of the total extent of NAA holdings. Assessment data was captured per collection, not per cubic foot of material. Therefore, assessment ratings should be interpreted in conjunction with collection size.

#### ***PHYSICAL ACCESS RATINGS PRIMARILY REFER TO ARRANGEMENT WITHIN A COLLECTION, NOT COLLECTIONS THAT SHOULD NOT EXIST INDEPENDENTLY***

The Physical Access rating was used to evaluate how well a collection conforms to an appropriate logical archival arrangement of series, subseries, and folders and how clearly and logically boxes, folders, and items are labeled and arranged in storage areas. However, many NAA collections should not exist independently--*they are components of larger collections that have been arranged and described as discrete units without regard to the archival principles of provenance and original order*. Physical Access ratings, therefore, are extremely misleading, especially with regard to the Numbered Manuscript and Artwork collections. For example, a Numbered Manuscript that consists of a single document would be assigned a "5" for physical access (the materials in the collection are arranged by default) even if there are dozens of other Numbered Manuscript collections/documents by the same creator and acquired at the same time which should have been grouped together into a single collection. This rating was implemented because it was not always possible for assessors to determine the relationships between collections due to the quantity of the Numbered Manuscript collections (4000+) and the fact that related materials were frequently not given consecutive numbers.

***ASSESSMENT IS A TOOL, NOT A SOLUTION***

The Assessment Project collected information about the existing condition of and access to NAA collections. Assessors have not (re)processed collections or re(written) finding aids or catalog records. Assessment data may be used in the future to set priorities for (re)processing, preservation, and digitization.

**ASSESSMENT PROJECT STAFF**

Lead Project Archivist, Years 1-3: Gabrielle Sanchez

Project Archivist Year 2 (partial): Katherine Madison

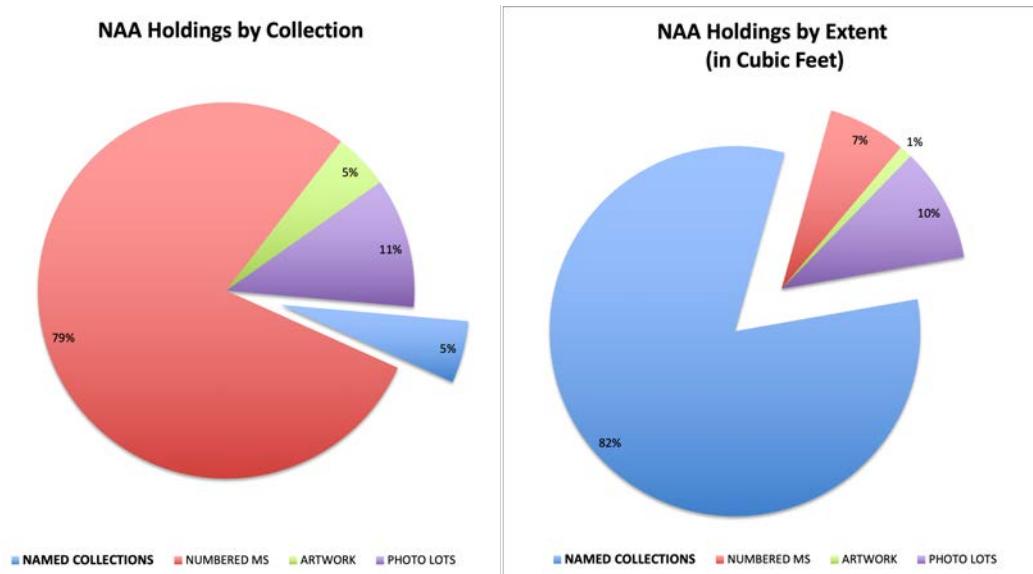
Project Archivist Year 3: Adam Gray

Post-Doctoral Fellow: Diana E. Marsh

NAA Staff: Katherine Duvall, Gina Rappaport

# NATIONAL ANTHROPOLOGICAL ARCHIVES

## NAMED COLLECTIONS ASSESSMENT



## BACKGROUND

### WHAT ARE THE NAMED COLLECTIONS?

For the purposes of the NAA'S Collections Assessment, the Named Collections are defined as collections which have not been assigned a collection number and which have been identified by their collection name or title only. The collections primarily consist of the papers of anthropologists and records of anthropological organizations collected after the establishment of the NAA in 1968. They also include the institutional records of the Department of Anthropology and Bureau of American Ethnology, as well as related entities such as the NAA itself, River Basin Surveys, and the Handbook of North American Indians. They also include some papers of BAE and USNM/DOA anthropologists, such as John Peabody Harrington and Aleš Hrdlička. Collections were first identified using the NAA Shelf List; additional collections, including new accessions, were also assessed.

TOTAL COLLECTIONS ON SHELF LIST	349
ADDITIONAL COLLECTIONS (NAMED COLLECTIONS NOT ON SHELF LIST)	18
<i>COLLECTIONS ON SHELF LIST NOT ASSESSED</i>	
<i>In Process at time of Assessment</i>	8
<i>Photo lot</i>	4
<i>MS Collection</i>	2
<i>Born Digital Only</i>	2
<i>Not on Shelf / Missing</i>	1
<i>HSFA Collections</i>	3
<i>Entire Collection Off-Site</i>	11
<i>Transferred Collections</i>	7
<i>Cross-References</i>	7
<i>Unidentified Materials</i>	1
<i>Not Collections / Holding Areas for Special Projects</i>	2
TOTAL ASSESSED COLLECTIONS	319 9048 cubic feet

### IMPLEMENTATION OF ARCHIVES SPACE FOR NAMED COLLECTIONS

#### **MIGRATION FROM ARCHIVES TOOLKIT TO ARCHIVES SPACE**

127 Named Collections had records in Archivists' Toolkit. OCIO migrated these records in November 2017 as part of the SI-wide implementation of ASpace.

#### **NEW RECORD CREATION**

At the time of Assessment, 191 Named Collections did not have records in ASpace. These collections were either cataloged in Horizon or not cataloged at all. Resource records were created for all of these records in order for Assessment information to be recorded.

## NAMED COLLECTIONS ASSESSMENT RESULTS

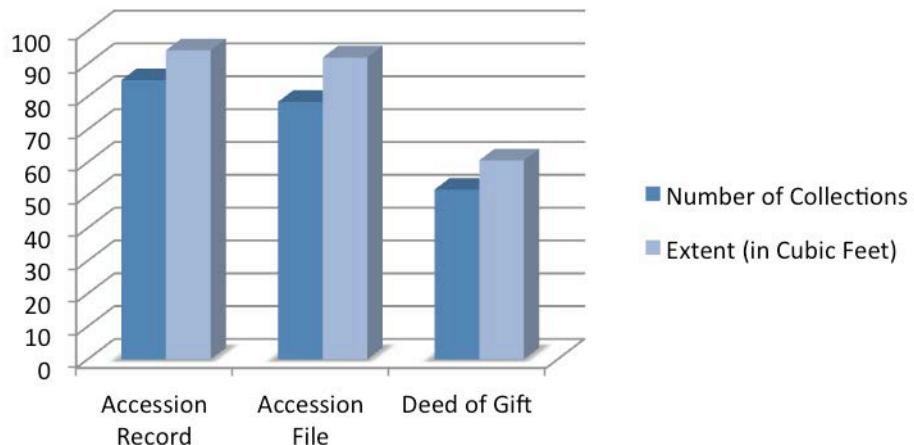
### EXISTING DESCRIPTION

#### **ACCESSION INFORMATION**

The NAA acquired the majority of the Named Collections after the institution of formal accessioning procedures in the early 1970s. The implementation of accessioning procedures has been uneven over the last fifty years. For the purposes of the Assessment, “Deed of Gift” has been checked only when the accession file contained a fully executed Deed of Gift, Deposit Agreement, probate/estate documents, memoranda/letters of transfer, or letters of agreement which clearly transfer materials to the NAA. “Deed of Gift” was also selected for materials created by SI/DOA/BAE employees for which no deed of gift is required. “Deed of Gift” was not selected for collections which have only letters of intent or other correspondence with donors. Using these criteria, only 52% of Named Collections have a Deed of Gift.

The yes/no checkbox is not capable of documenting the numerous nuances and complexities in NAA accession documentation. For example, it does not capture when rights and permission are nonstandard or vaguely defined or when Deeds of Gift are present for only parts of collection. These issues were identified in the Existing Description notes.

**Accession Information**



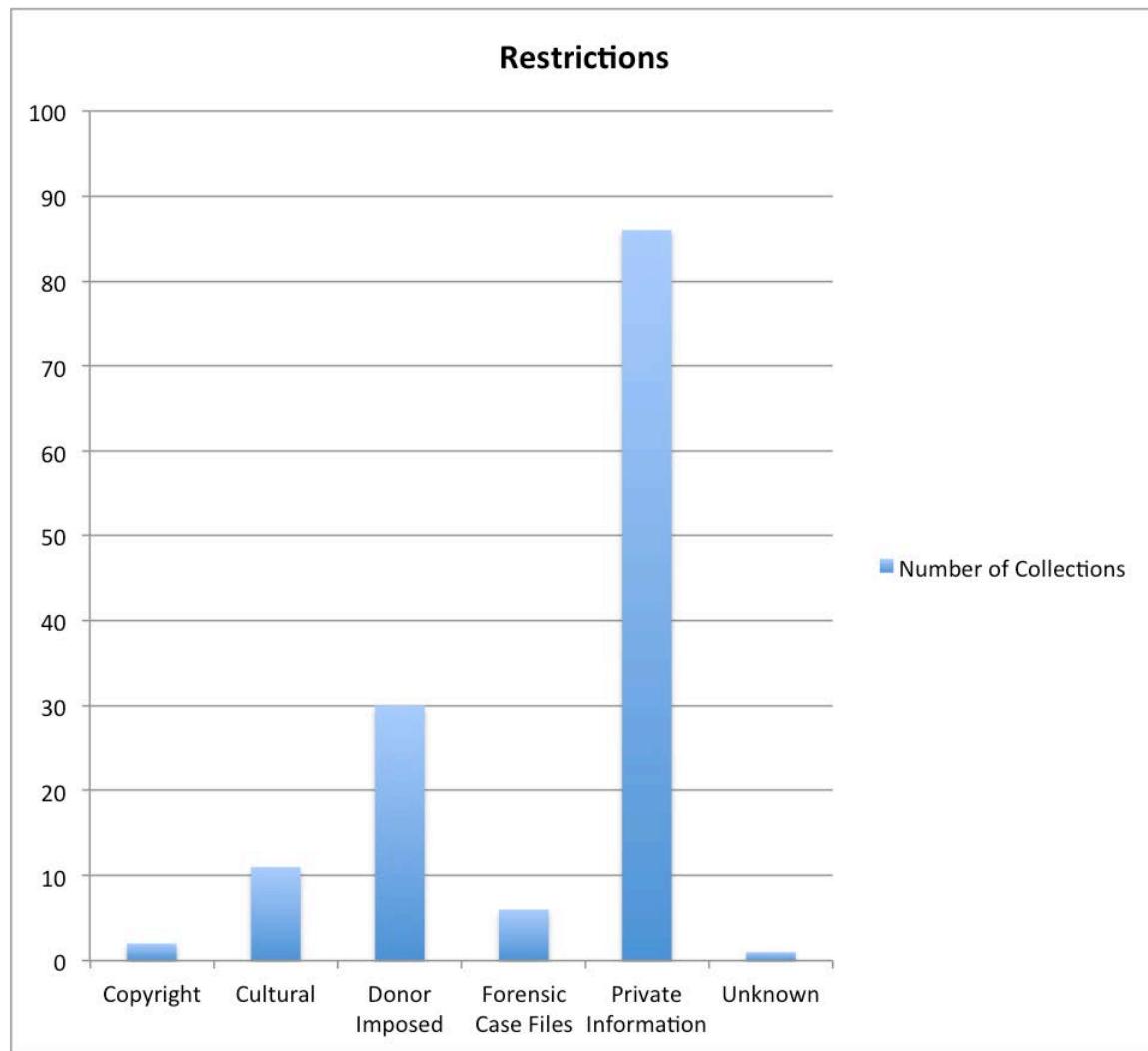
	Number of Collections	Extent (in Cubic Feet)
<b>Accession Record</b>		
No	48 (15.0%)	537.50 (5.9%)
Yes	271 (85.0%)	8510.40 (94.1%)
<b>Accession File</b>		
No	69 (21.6%)	731.75 (8.1%)
Yes	250 (78.4%)	8316.15 (91.9%)
<b>Deed of Gift</b>		
No	154 (48.3%)	3561.50 (39.4%)
Yes	165 (51.7%)	5486.40 (60.6%)
<b>Total</b>	<b>319 (100.0%)</b>	<b>9047.90 (100.0%)</b>

#### **DESCRIPTION**

*See Intellectual Access for more information.*

## **RESTRICTIONS**

117 of the Named Collections (36%) contain material which should be restricted. This number includes both restrictions documented in collection records, finding aids, inventories, etc. and restrictions not identified prior to the Assessment.



Restriction type	Number of Collections
Copyright	2
Cultural	11
Donor Imposed	30
Forensic Case Files	6
Private Information	86
Unknown	1
<b>TOTAL</b>	<b>136*</b>

\* The total is not a very useful number since some collections contain multiple restriction types.

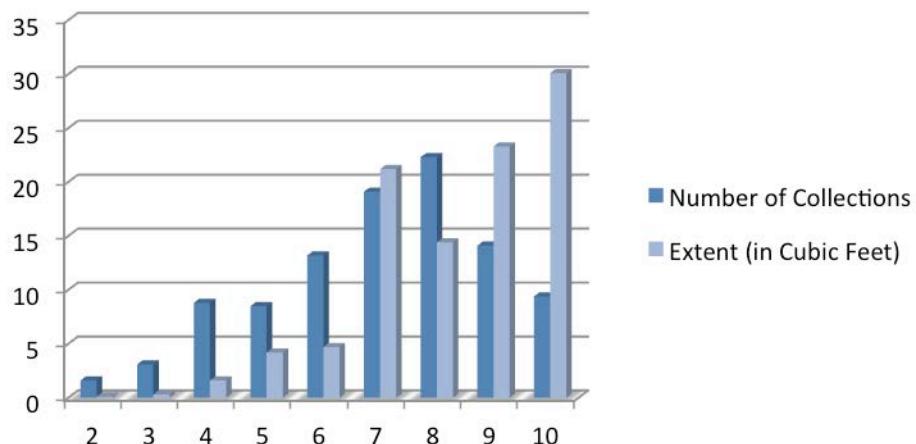
## RESEARCH VALUE

Research Value is calculated as the sum of Documentation Quality and Interest. For the Named Collections, Research Value was assessed by Diana Marsh.

45% of Named Collections have very good to excellent research value ratings [8-10]. This indicates that the collections contain a wealth of valuable information about subjects of great interest to NAA's users.

13% of collections scored low research value ratings [2-4]. These collections contain materials which are non-archival (photocopies of materials held by other public, private, or governmental repositories; published works, including books and reprints; duplicate copies of materials; records not designated for permanent retention) and/or out of scope (unrelated to the discipline of Anthropology and/or the Department of Anthropology at the Smithsonian Institution). 33 collections should be appraised for potential partial or complete deaccessioning.

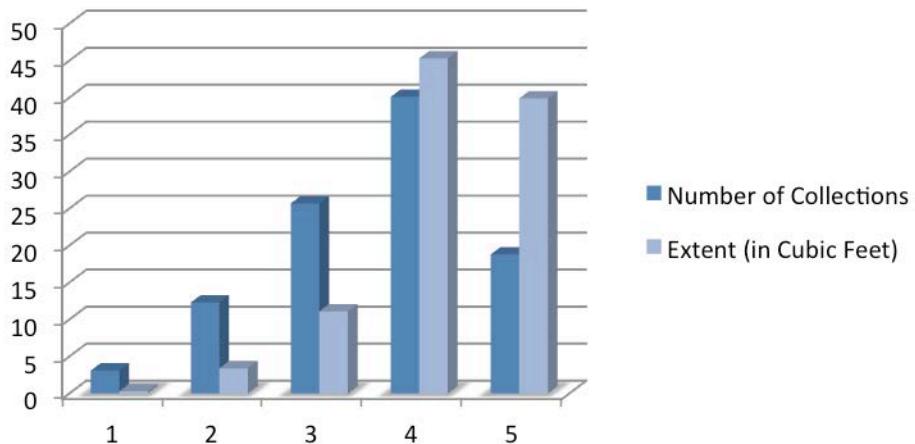
**Research Value**



Research Value Rating	Number of Collections	Extent (in Cubic Feet)
2	5 (1.6%)	12.50 (0.1%)
3	10 (3.1%)	23.75 (0.3%)
4	28 (8.8%)	149.25 (1.6%)
5	27 (8.5%)	383.75 (4.2%)
6	42 (13.2%)	424.25 (4.7%)
7	61 (19.1%)	1918.25 (21.2%)
8	71 (22.3%)	1305.90 (14.4%)
9	45 (14.1%)	2111.25 (23.3%)
10	30 (9.4%)	2719.00 (30.1%)
<b>Total</b>	<b>319 (100.0%)</b>	<b>9047.90 (100.0%)</b>

## DOCUMENTATION QUALITY

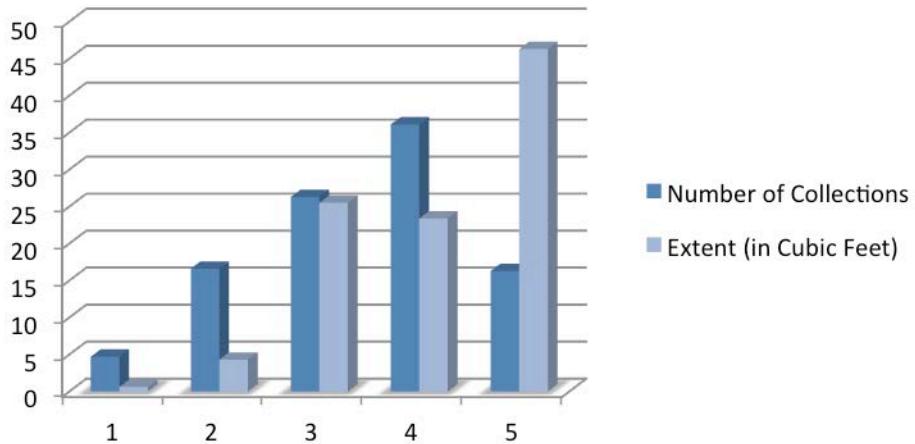
Documentation Quality



Documentation Quality Rating	Number of Collections	Extent (in Cubic Feet)
1	10 (3.1%)	30.00 (0.3%)
2	39 (12.2%)	305.00 (3.4%)
3	82 (25.7%)	1005.25 (11.1%)
4	128 (40.1%)	4097.90 (45.3%)
5	60 (18.8%)	3609.75 (39.9%)
<b>Total</b>	<b>319 (100.0%)</b>	<b>9047.90 (100.0%)</b>

## INTEREST

Interest

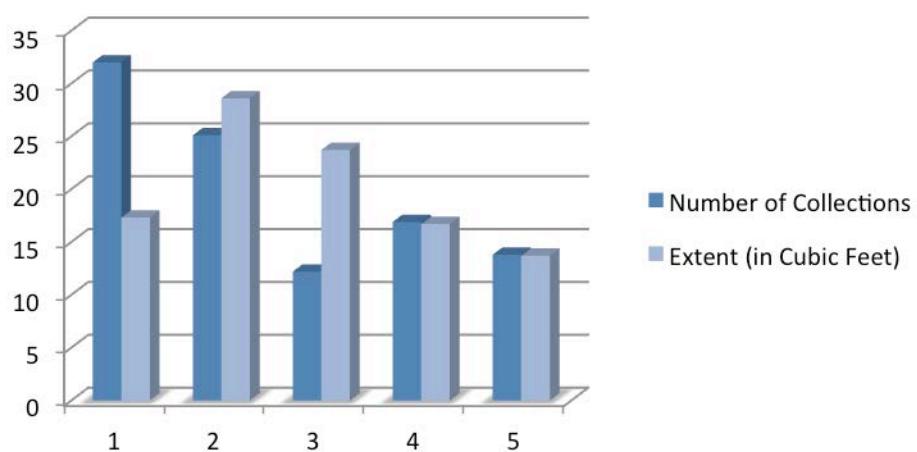


Interest Rating	Number of Collections	Extent (in Cubic Feet)
1	15 (4.7%)	51.25 (0.6%)
2	53 (16.6%)	390.75 (4.3%)
3	84 (26.3%)	2307.25 (25.5%)
4	115 (36.1%)	2120.15 (23.4%)
5	52 (16.3%)	4178.50 (46.2%)
<b>Total</b>	<b>319 (100.0%)</b>	<b>9047.90 (100.0%)</b>

## INTELLECTUAL ACCESS (DESCRIPTION)

The Named Collections are described in a variety of finding aids, registers, and inventories. Ideally, intellectual access to the collections would be provided through EAD finding aids available via SOVA. However, only 14% of the Named Collections have complete and accurate EAD finding aids. A further 17% have finding aids which may be converted into EAD. At the time of assessment, these finding aids were available online as PDF documents. Due to changes to the NMNH web site, these finding aids are no longer available online. 57% of the collections are described at the collection level or are only accessible to NAA Staff through accession records.

**Intellectual Access**



Intellectual Access Rating	Number of Collections	Extent (in Cubic Feet)
1	102 (32.0%)	1567.90 (17.3%)
2	80 (25.1%)	2592.00 (28.6%)
3	39 (12.2%)	2140.00 (23.7%)
4	54 (16.9%)	1507.25 (16.7%)
5	44 (13.8%)	1240.75 (13.7%)
Total	319 (100%)	9047.90 (100.0%)

## PHYSICAL ACCESS (ARRANGEMENT)

34% of the Named Collections are fully processed to the item- or folder-level. The remaining collections are either partially processed (47%) or have not been arranged (9%).

### **Unfinished Processing Project and Unprocessed Accretions**

In many cases, the collections were processed in the past, but there are unprocessed accretions or a final few boxes which were never completed. It is not uncommon for containers to not match existing inventories.

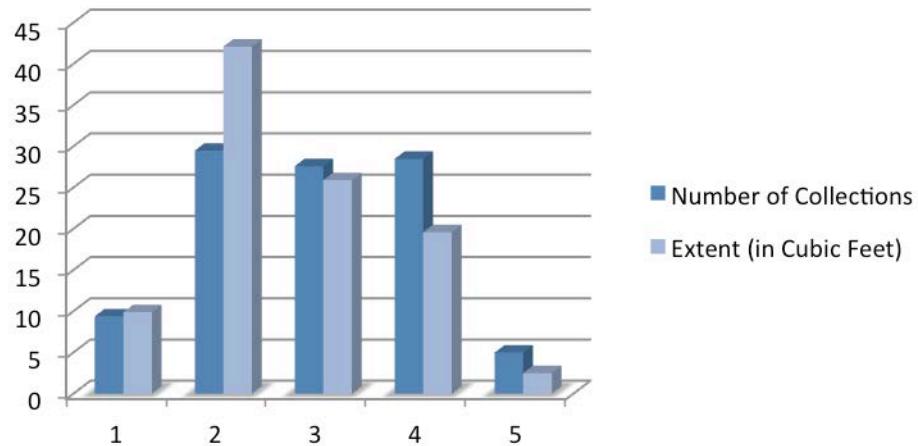
### **Labelling**

Box numbering is inconsistent. In many cases, box numbering re-starts with each series, instead of being continuous throughout the collection. Many collections have unnumbered boxes or multiple boxes with the same number. Folders are rarely numbered, making it difficult to determine if folders are housed in the correct box, properly ordered within a box, or missing.

### **Physical Location Information**

Named Collections are not arranged in any particular order within NAA storage areas (i.e., they are not in alphabetical order or in order by date of acquisition). The NAA shelf list is the primary tool to locate Named Collections. The shelf list is usually accurate in terms of the main body of a particular collection. However, separated materials (e.g., oversize materials, audio-visual media, born digital media, and nitrate film) and accretions are frequently not listed.

## **Physical Access**



Physical Access Rating	Number of Collections	Extent (in Cubic Feet)
1	30 (9.4%)	898.00 (9.9%)
2	94 (29.5%)	3804.75 (42.1%)
3	88 (27.6%)	2347.00 (25.9%)
4	91 (28.5%)	1775.90 (19.6%)
5	16 (5.0%)	222.25 (2.5%)
<b>Total</b>	<b>319 (100.0%)</b>	<b>9047.90 (100.0%)</b>

## HOUSING QUALITY

90% of the Named Collections have been rehoused in acid-free boxes. However, the use of the MS boxes frequently gives the appearance of order where none exists. In many cases, collections have been rehoused in archival boxes, but not re-foldered, arranged, or described.

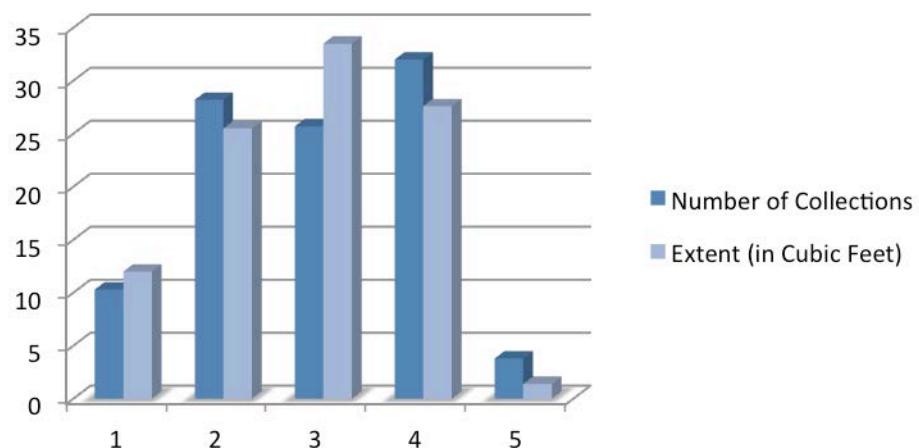


John Buettner-Janusch Papers, Box 98



Interior of John Buettner-Janusch Papers, Box 98

## Housing Quality

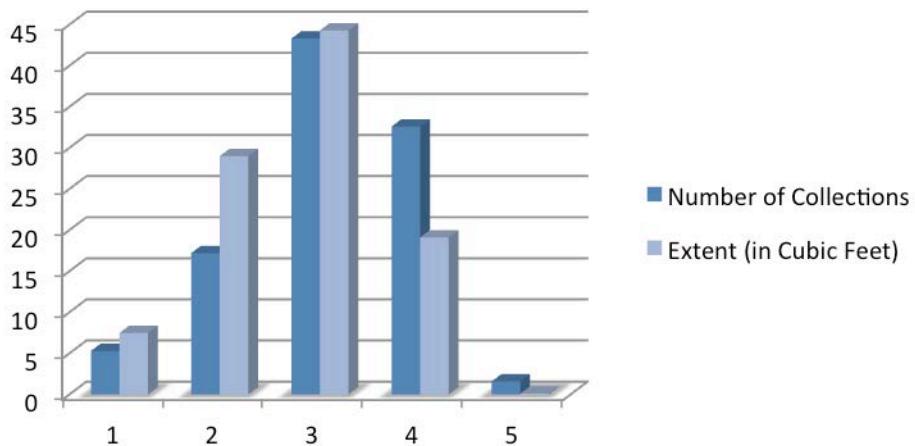


Housing Quality Rating	Number of Collections	Extent (in Cubic Feet)
1	33 (10.3%)	1089.25 (12.0%)
2	90 (28.2%)	2309.75 (25.5%)
3	82 (25.7%)	3026.75 (33.5%)
4	102 (32.0%)	2499.40 (27.6%)
5	12 (3.8%)	122.75 (1.4%)
<b>Total</b>	<b>319 (100.0%)</b>	<b>9047.90 (100.0%)</b>

## PHYSICAL CONDITION

The majority of the Named Collections (77%) are in stable to excellent physical condition. Approximately 5% of collections are in urgent need of conservation work. These collections contain mold, deteriorating film, and/or extremely fragile documents.

**Physical Condition**

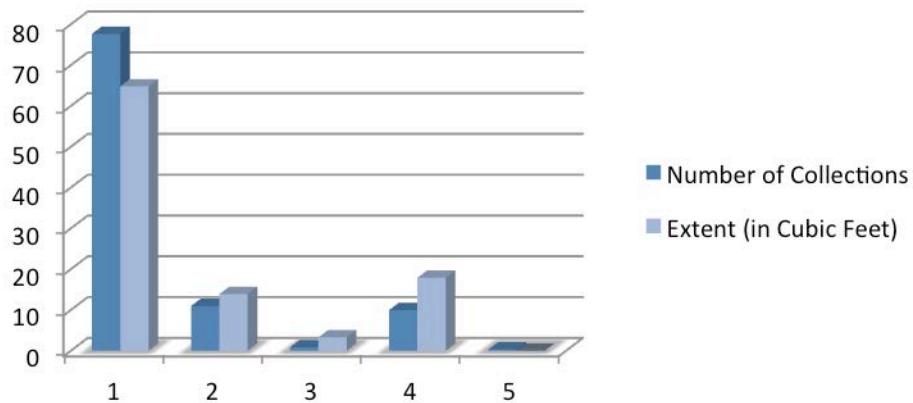


Physical Condition Rating	Number of Collections	Extent (in Cubic Feet)
1	17 (5.3%)	676.50 (7.5%)
2	55 (17.2%)	2626.75 (29.0%)
3	138 (43.3%)	4007.90 (44.3%)
4	104 (32.6%)	1725.50 (19.1%)
5	5 (1.6%)	11.25 (0.1%)
<b>Total</b>	<b>319 (100.0%)</b>	<b>9047.90 (100.0%)</b>

## REFORMATTING READINESS

Reformatting readiness describes the current state of digitization of the collections. Only 1 Named Collection (Jerry W. Leach Trobriand Papers and Sound Recordings) is fully digitized and available online. The majority (78%) of the Named Collections are not digitized. However, these ratings do not take into account the advisability of digitizing specific collections and/or making them publicly available. A low rating may be desirable for collections that contain materials that should not be digitized (such as non-archival material) and/or should not be put online (such as restricted or sensitive materials).

**Reformatting Readiness  
(Digitization Status)**



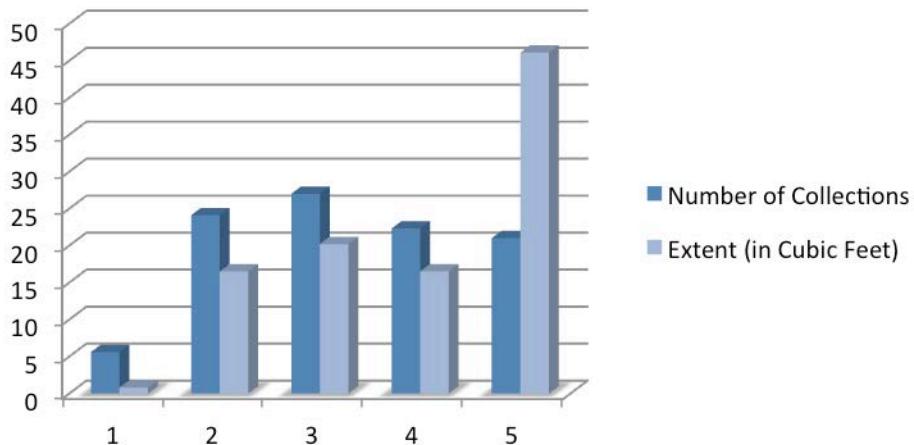
Reformatting Readiness Rating	Number of Collections	Extent (in Cubic Feet)
1	248 (77.7%)	5865.65 (64.8%)
2	35 (11.0%)	1260.50 (13.9%)
3	3 (0.9%)	300.50 (3.3%)
4	32 (10.0%)	1619.25 (17.9%)
<b>Total</b>	<b>319 (100.0%)</b>	<b>9047.90 (100.0%)</b>

## LOCAL VALUE

Local Value is a measure of the value of the collection to the NAA. Factors considered when evaluating local value include monetary value, exhibit value, political importance, age, and institutional value. For the Named Collections, Local Value was determined by Diana Marsh.

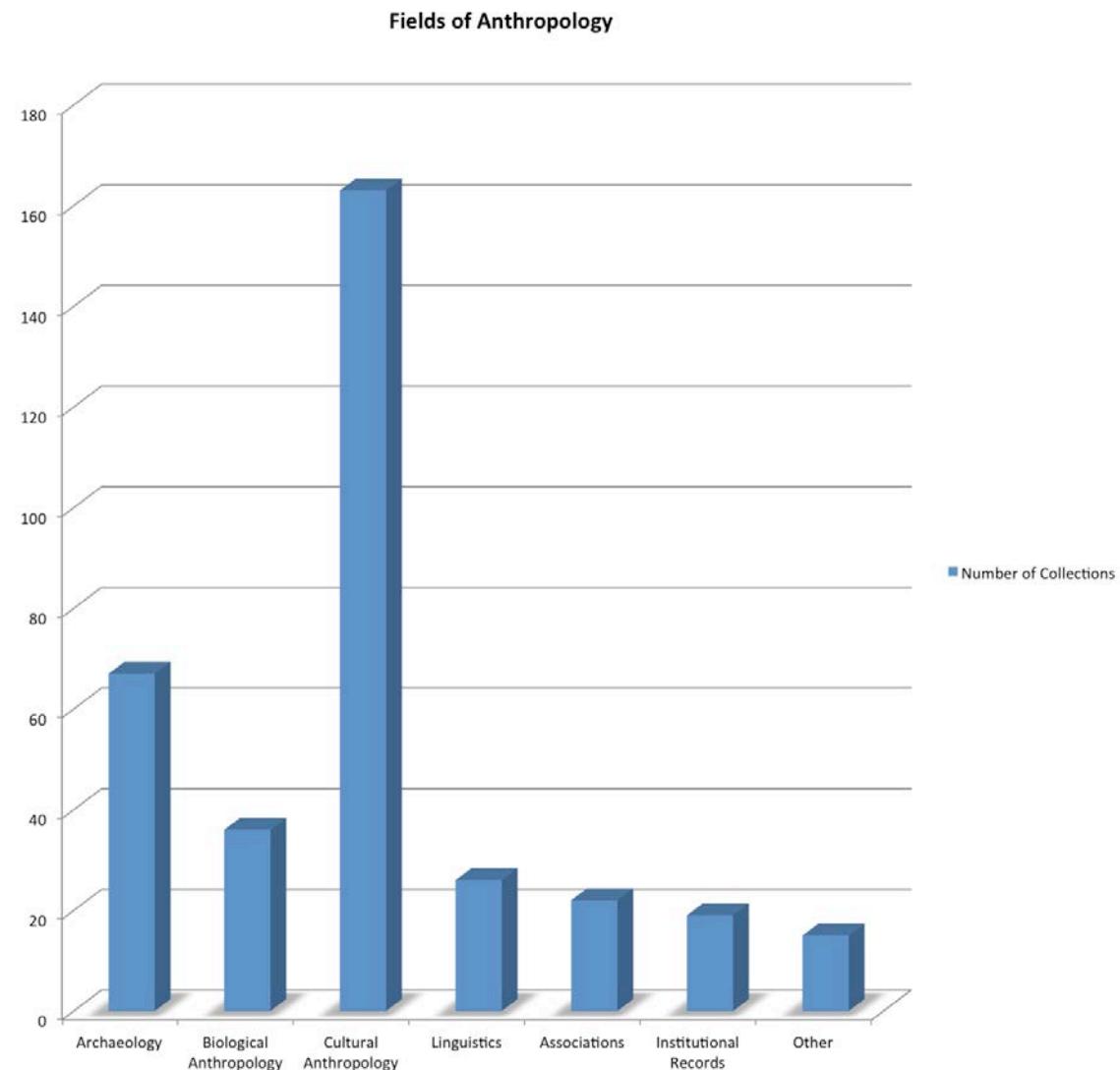
Approximately one half of the Named Collections were determined to have a high local value [4-5]. Only 6% were determined to have minimal local value [1].

**Local Value**



Local Value Rating	Number of Collections	Extent (in Cubic Feet)
1	18 (5.6%)	73.25 (0.8%)
2	77 (24.1%)	1491.75 (16.5%)
3	86 (27.0%)	1824.75 (20.2%)
4	71 (22.3%)	1488.40 (16.5%)
5	67 (21.0%)	4169.75 (46.1%)
<b>Total</b>	<b>319 (100.0%)</b>	<b>9047.90 (100.0%)</b>

The Local Value note was also used to record which field(s) of Anthropology the collections document. A single collection may document multiple fields of Anthropology.



Fields of Anthropology	Number of Collections
Archaeology	67
Biological Anthropology	36
Cultural Anthropology	163
Linguistics	26
Associations	22
Institutional Records	19
Other*	15

\*Other may include historical documents (e.g., treaties); biographical information and personal materials; or materials related to the history of anthropology, geography, or other natural history subjects. “Other” was only selected for collections which contain no material related to the four fields of anthropology, anthropological associations, or the BAE, USNM, NAA, or SI.

## RECOMMENDATIONS FOR THE NAMED COLLECTIONS

### REVIEW COLLECTIONS IDENTIFIED IN ASSESSMENT FOR APPRAISAL AND POTENTIAL DE-ACCESSIONING

33 Named Collections have been identified as having non-archival or out-of-scope material. A further 7 have been misidentified as collections when they are portions of other NAA collections.

### CREATE ACCURATE COLLECTION-LEVEL RECORDS ALL COLLECTIONS

Preliminary collection-level records and preliminary finding aids should be created for all collections. 56 collections have no public records and are, therefore, completely undiscoverable.

### SET PROCESSING PRIORITIES BASED ON ASSESSMENT DATA

66% of Named Collections are completely or partially unprocessed. Assessment data should be analyzed to generate a body of high research and/or local value collections with low intellectual and physical access.

### REVIEW AND RESEARCH ACCESSION DOCUMENTATION FOR COLLECTIONS WITHOUT DEED OF GIFT

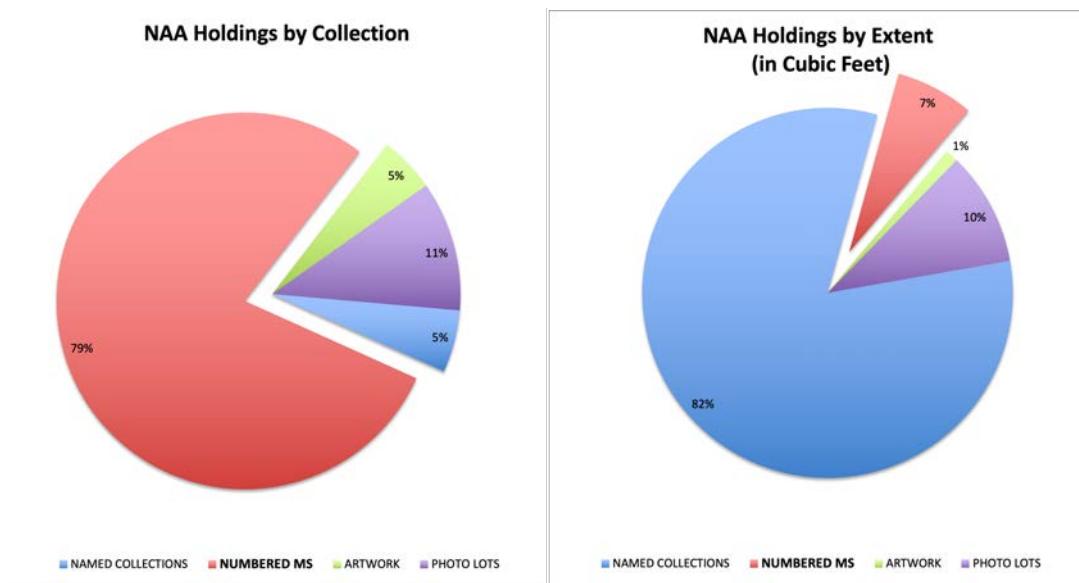
48% of Named Collections do not have a formal Deed of Gift, greatly limiting their use. Whenever possible, donors (or their heirs) should be contacted to formally assign rights to NAA.

### RE-ASSESS PROCESSING GUIDELINES WITH RESPECT TO BOX LABELING AND FOLDER NUMBERING

It would be extremely beneficial for physical access and collection security for folders to be numbered and labeled consistently.

# NATIONAL ANTHROPOLOGICAL ARCHIVES

## NUMBERED MANUSCRIPTS COLLECTION ASSESSMENT



## BACKGROUND

### WHAT ARE THE NUMBERED MANUSCRIPTS COLLECTIONS?

For the purposes of the NAA'S Collections Assessment, Numbered Manuscripts are defined as collections with an "MS" in the collection number. These materials are housed at MSC, Pod 2, Rows A02-A06 (Shelf 2). Related oversize materials housed separately are also included. These collections are:

#### **BAE MANUSCRIPT COLLECTIONS (MS 1-6035)**

The majority of the Numbered Manuscripts (87%) consist of materials created, collected, or solicited by the BAE. They include documents on American Indians collected by the U.S. Geological Surveys, the field work of BAE staff and collaborators, BAE correspondence and administrative records, reports of WPA archaeological projects, items submitted by the general public, and other materials. These materials comprise the working reference files of the BAE, and are not the product of a deliberate archival collecting policy. The BAE saw its archives not as a repository for the preservation of the work of its ethnographers and linguists, but as a reference source.

The BAE Numbered MS begin with MS 1 and continue through MS 4993. These numbers were assigned beginning in 1926, and do not correspond to acquisition dates (i.e., MS 1 was not necessarily acquired before MS 100 or MS 1000).

There is no correlation between the MS numbers and the total number of Numbered Manuscripts. Although the collections are arranged sequentially, many numbers are "vacant" (i.e., never used), "cancelled" (i.e., the collection was removed), or have been incorporated into other collections. In addition, many numbers have been assigned suffixes (e.g., MS 3210-a, MS

3210-b, MS 3210-c, MS 3210-d-1, MS 3210-d-2, etc.). Collections with related numbers may or may not contain related materials.

The 5000s series was originally intended for “drawings,” but this system was abandoned. Only two MS 5000s (MS 5005 and MS 5967) have retained their numbers. The 6000s series was used for the papers of John P. Harrington. These collections (and many others with earlier numbers) were incorporated in the John Peabody Harrington papers (now a Named Collection). Only three MS 6000s (MS 6034, MS 6035, MS 6045) have retained their numbers.

There are 4069 BAE Numbered Manuscript collections.

#### **NAA MANUSCRIPT COLLECTIONS (MS 7000-7617)**

Between 1972 and 1995, MS numbers in the 7000s series were used for “small collections and historical manuscripts unrelated to collections.”<sup>5</sup> There are 481 collections in the 7000s series.

#### **COLLECTIONS WITH A USNM NUMBER**

The Department of Anthropology began transferring two-dimensional paper materials including drawings, maps, catalogs, etc. to the NAA in the 1970s. In some cases, these materials were assigned MS numbers in the 7000s series. In other cases, they retained their USNM or Anthropology accession or catalog numbers. There is 1 collection with these numbers in the Numbered Manuscript collection. Most of the collections numbered in this way were separated from the Numbered Manuscripts and are now in the NAA Artwork Collection (*see below—What was not included?*).

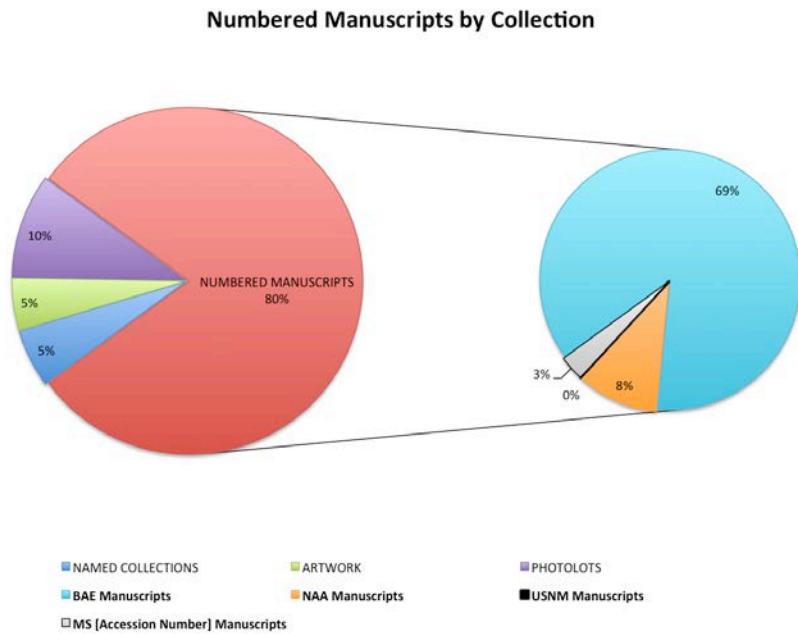
#### **NAA COLLECTIONS WITH AN MS [ACCESSION NUMBER]**

From 1995 to present, NAA accession numbers have been used as collection numbers for small collections. There are 147 collections numbered with NAA accession numbers.

**The Numbered Manuscripts as defined above consist of 4698 collections comprising 752 cubic feet.**

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<sup>5</sup> James R. Glenn, *Guide to the National Anthropological Archives: Smithsonian Institution* (Washington, D.C.: National Museum of Natural History, 1993), p. 50



### ***WHAT WAS NOT INCLUDED?***

The Numbered Manuscript Assessment did not cover Artwork housed in C38, unless it was separated material intellectually belonging to a Numbered MS collection as defined above. Artwork was assessed in Year Three of the Assessment.

The Numbered Manuscript Assessment did not cover collections which have retained an MS number in the catalog record, but which have been physically incorporated in the Photo collections. Photo Lots were assessed in Year Three of the Assessment.

### ***IMPLEMENTATION OF ARCHIVESPACE FOR NUMBERED MANUSCRIPTS COLLECTION***

#### ***MIGRATION FROM HORIZON TO ARCHIVESPACE***

Prior to the Assessment, the Numbered Manuscript collection was cataloged in Horizon, with the records being publicly accessible through SIRIS and SI Collections Search. As a precursor to the Assessment, the records were migrated from Horizon to ASpace.

In July 2018, Nancy Kennedy (OCIO) prepared a report for NAA consisting of all Bib records in Horizon containing either “NAA MS” in the 099 field OR “Numbered manuscripts 1850s-1980s (some earlier)” in the 67X fields.

The report returned 21023 records. After review by Assessors and NAA Staff, 8979 were imported into ASpace in September 2019.

Records Imported*		8979
	<i>Resource records</i>	4989
	<i>Series/Item records</i>	3990
Records Not Imported		12045
	<i>Photo Lots</i>	10418
	<i>Already accounted for in ASpace—primarily Dorsey or James Taylor Scrapbook</i>	1297
	<i>Artwork—additional research required to determine appropriate MS number and contents</i>	239
	<i>MS—Additional research required to determine appropriate MS number and contents</i>	82
	<i>Not a Collection Record</i>	9
Records Eligible for Import		21023

\*Includes Artwork with MS numbers (assessed in Year 3)

At the end of the Numbered Manuscripts Assessment, an additional 320 records were identified for import. Of these, 9 were resource records and 311 were series and item records. Assessments were completed for the 9 resource records by creating stub resource records. Horizon data for these records was imported into Aspace in August 2021 (after the Numbered MS assessment was completed).

### **RESOURCE RECORD CLEAN-UP**

Upon review of the records, assessors made some corrections. Most data was left as-is, even in cases when it was incomplete, false, or misleading.

#### *Changes to Title*

- In all cases, MS [####] appended to the beginning of each title in the “Title” and “Finding Aid Title” fields.
  - The only exception to this was the MS [USNM Catalog/Accession Number]. Although there is only one collection numbered this way in the Numbered MS collection, the MS [USNM Catalog/Accession Number] is used frequently and inconsistently in the Artwork collection. Appending the full number to the title would cause unnecessary confusion. The number was omitted here for consistency.
- In some cases, titles changed to more accurately reflect the contents of the collection
  - Vague titles such as “Vocabulary,” “Text,” or “Words” were amended to include the relevant language (e.g., “Vocabulary” changed to “MS 38 Shawnee Vocabulary” and “Constitution” changed to “MS 7367 Constitution of the Washington Association of Scientists.”)

- Information such as “Extract from,” “Photostat copy of,” etc. were added when appropriate (e.g., “Nisqualli vocabulary” changed to “MS 1856 Photostat copy of Nisqualli vocabulary in Powell’s Introduction to the Study of Indian Languages.”)
- Offensive or outdated language removed, except in cases when it was the author’s original title

#### *Changes to Agents*

- Whenever possible, agents were updated with appropriate LC/NACO Authority records
- When no LC/NACO record existed, agents were updated to include full names and dates, if known

#### *Other changes*

- In rare cases, changes to scope and content notes were made in order to correct major errors. Due to time constraints and the prevalence of misinformation, ***the vast majority of errors in description were left as-is.***

#### **NEW RECORD CREATION**

- 116 collections did not have catalog records in Horizon, and therefore were not imported into ASpace. For these records, new resource records with minimal information were created.
- In some cases, individual resource records represent portions of a single collection. These records were removed and reimported as series, items or files, as appropriate under a newly-created number.
- For example “MS 458 Copies of John R. Bartlett’s Tiwa and Piro vocabularies” was created to encompass “Tiwa vocabulary of about 180 words” (MS 458-a), “Piro vocabulary of about 180 words” (MS 458-b), and “Scribe’s copy of Bartlett’s Tiwa (Piro ?) vocabularies (Bureau of American Ethnology Numbers 458-a and 458-b)” (MS 458-c), all of which are housed in a single envelope.

#### **MISSING COLLECTIONS**

- 66 Collections set to “staff only” and assessed with extents of 0 cubic feet.
- 33 Collections were missing. In most cases, the collections had previously been reported missing on the catalog cards or in the records themselves.
- 10 Collections had been incorporated into other collections prior to Assessment, but the records had not been deleted, suppressed, or updated to reflect that the collections no longer exist independently.
- 2 collections were transferred to NMAI prior to Assessment

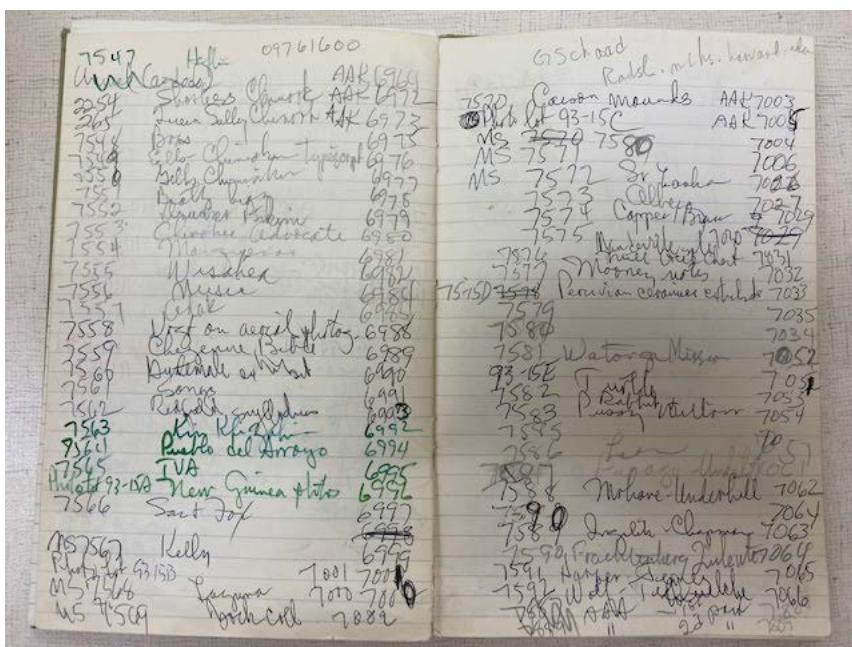
# NUMBERED MANUSCRIPTS ASSESSMENT RESULTS

## EXISTING DESCRIPTION

## ACCESSION INFORMATION

The BAE did not maintain a central file for accession information for its Manuscript collection. Accession information for the BAE Numbered Manuscripts collection may be found in a variety of sources, including the collections themselves, the collection records, BAE correspondence files, SI Archives, etc.

Beginning in 1972, the NAA began to assign accession numbers to its collections. Many accession records from this period contain incomplete and inaccurate information. There are also paper accession files for many collections accessioned after 1972. However, documentation is spotty and inconsistent for many collections.



## NAA Accession log, circa 1970s.

The accession register for 1987 was lost. There is a consistent lack of documentation for materials transferred from the Department of Anthropology, SI Libraries, and other SI units.

## *Deed of Gift*

No BAE Numbered Manuscript has a formal Deed of Gift. For the purposes of the assessment, however, **all collections known to have been created or acquired by BAE staff have been marked as having a Deed of Gift, with the note "No Deed of Gift required—**

**BAE.”** Nevertheless, it remains unclear what rights individuals employed by the BAE had over their work, or what the understanding of the time was with regard to the deposit of materials in the Manuscript collection or BAE Archives. There are, for example, records of employees being paid for their submissions to the Manuscript collection. For the purposes of the assessment, BAE staff has been interpreted very broadly to include USNM and other SI staff,

BAE collaborators who may or may not have been paid employees, contributors to BAE publications, when the collection being assessed is the manuscript draft of the eventual publication, etc.

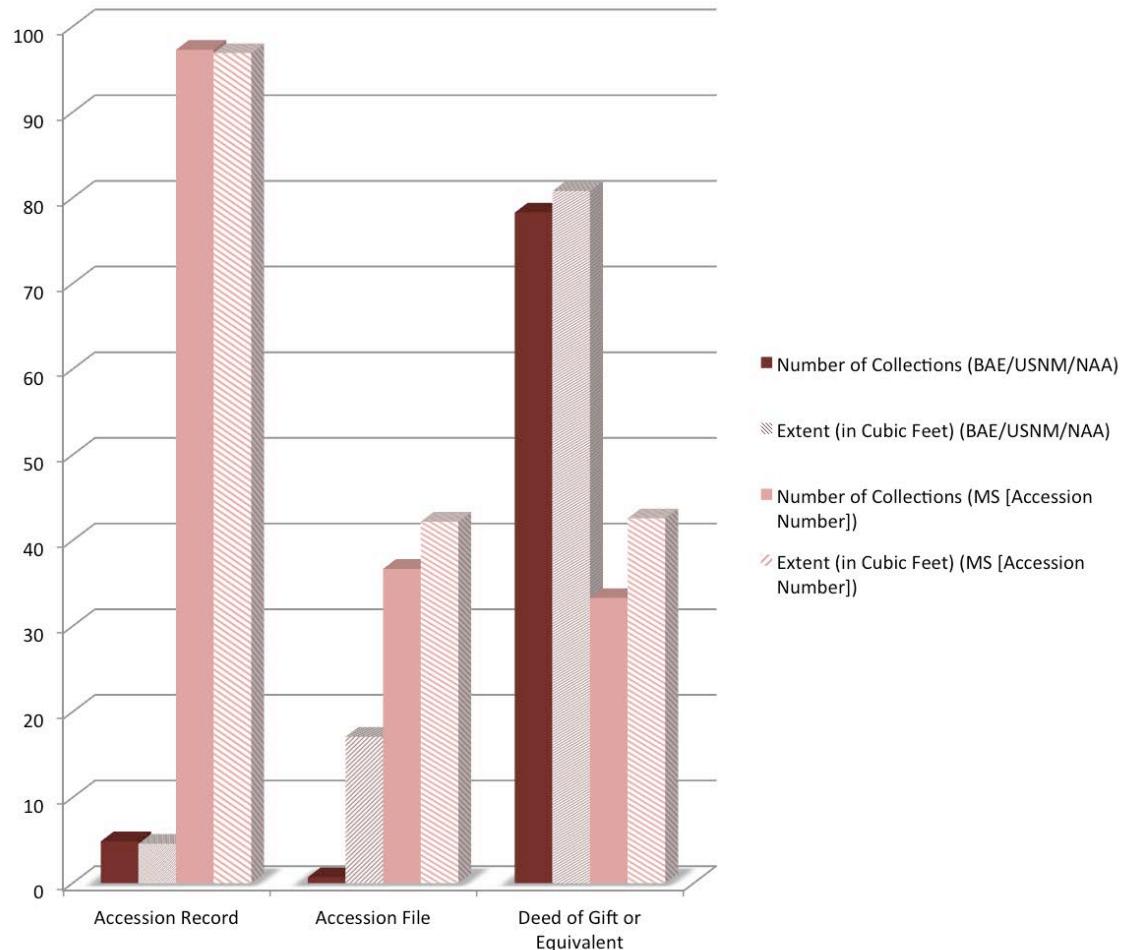
In some cases, letters of transmittal (or copies) are filed with the collections. **Collections with letters of transmittal present have been marked as having a Deed of Gift, with the note “Letter in Collection.”** While not formal Deeds of Gift, these letters generally represent the donor's intention to deposit material at the BAE. Letters of transmittal are also filed with BAE correspondence, and there may (or may not) be a note in the collection or catalog record indicating the presence of the accompanying correspondence. **Collections with notes indicating the presence of accession-related correspondence elsewhere in the BAE records have been marked as having a Deed of Gift, with the note “Note in Collection/Catalog record” (as appropriate).**

**Collections with notes clearly indicating a purchase have been marked as having a Deed of Gift, with the note “Purchased.”**

The origin of some collections could not be determined at the time of assessment. These include collections created or acquired by individuals with no clear affiliation with the BAE, as well as anonymously-created collections. Additional research in the BAE files may uncover related correspondence or other documentation. **Collections whose provenance could not be determined were marked as NOT having a Deed of Gift, with the note “Provenance unknown.”**

**Collections with MS [NAA Accession Number] were treated as Named Collections.** For these collections “Deed of Gift” was only selected when a formal, countersigned document (or equivalent) was present in the Accession file. *See Named Collections Accession Information.*

### Accession Information



**Numbered MS: BAE/USNM/NAA**

	Number of Collections	Extent (in Cubic Feet)
<b>Accession Record</b>		
No	4326 (95.1%)	678.99 (95.4%)
Yes	225 (4.9%)	33.08 (4.6%)
<b>Accession File</b>		
No	4521 (99.3%)	590.49 (82.9%)
Yes	30 (0.7%)	121.58 (17.1%)
<b>Deed of Gift</b>		
No	987 (21.7%)	136.95 (19.2%)
Yes	3564 (78.3%)	575.12 (80.8%)
<b>Total</b>	<b>4551 (100.0%)</b>	<b>712.07 (100.0%)</b>

**Numbered Manuscripts:  
MS [Accession Number]**

	Number of Collections	Extent (in Cubic Feet)
<b>Accession Record</b>		
No	4 (2.7%)	1.26 (3.1%)
Yes	143 (97.3%)	39.16 (96.9%)
<b>Accession File</b>		
No	93 (63.3%)	23.35 (57.8%)
Yes	54 (36.7%)	17.07 (42.2%)
<b>Deed of Gift</b>		
No	98 (66.7%)	23.19 (57.4%)
Yes	49 (33.3%)	17.23 (42.6%)
<b>Total</b>	<b>147 (100.0%)</b>	<b>40.42 (100.0%)</b>

### **DESCRIPTION**

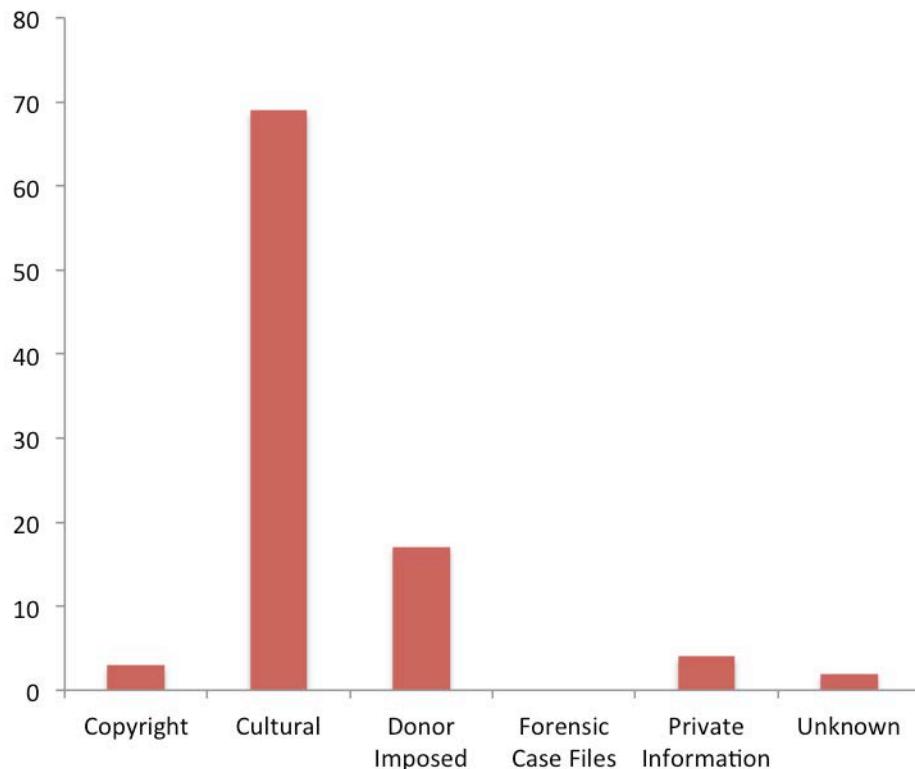
Catalog Record (MARC) was selected for all collections that were migrated from Horizon and had previously been accessible through SIRIS. Although these records are now available as EAD finding aids through SOVA, they contain data that have been migrated from MARC and are not DACS-compliant.

*See Intellectual Access for more information.*

### **RESTRICTIONS**

95 of the Numbered Manuscripts (2%) contain material which should be restricted. This number includes both restrictions documented in collection records, finding aids, inventories, etc. and restrictions not identified prior to the Assessment. However, Assessors did not have the extensive subject knowledge necessary to identify all potential cultural sensitivity restrictions. There are likely additional collections which should be restricted for cultural sensitivity reasons.

### **Restrictions**

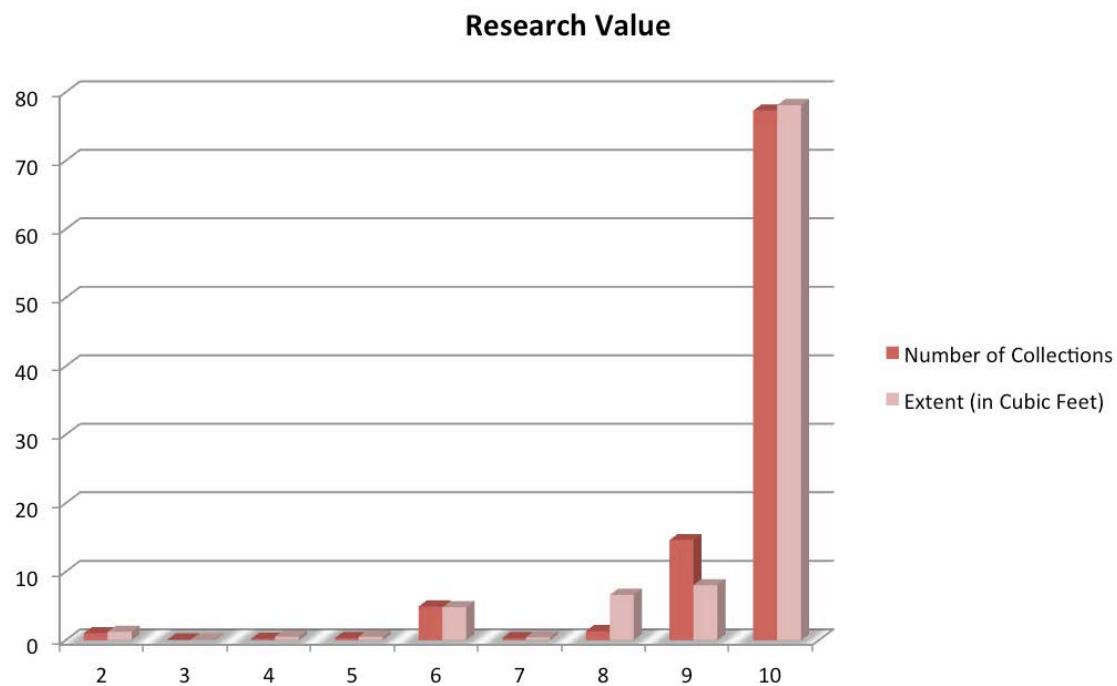


Restriction type	Number of Collections
Copyright	3
Cultural	69
Donor Imposed	17
Forensic Case Files	0
Private Information	4
Unknown	2
<b>TOTAL</b>	<b>95*</b>

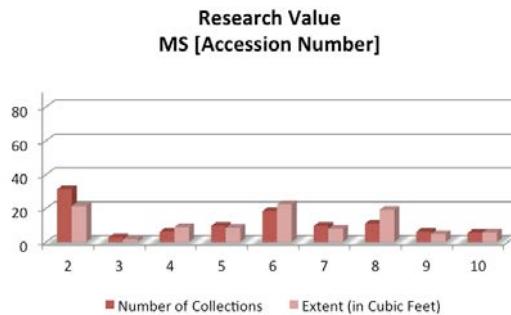
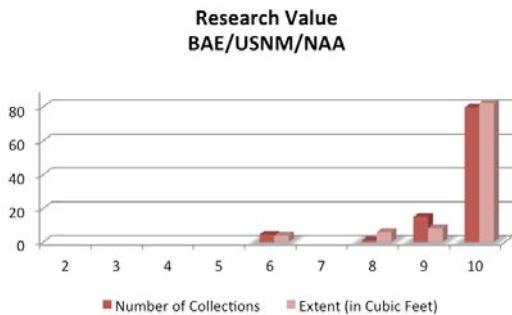
\*The total is not a very useful number since some collections contain multiple restriction types.

## RESEARCH VALUE

Research Value is calculated as the sum of Documentation Quality and Interest. 93% of all Numbered Manuscripts scored very high (8-10) research values. However, 40% of NAA [Accession Number] Numbered Manuscripts scored very low (2-4) research values.



Research Value Rating: ALL Numbered Manuscripts	Number of Collections	Extent (in Cubic Feet)
2	46 (1.0%)	8.67 (1.2%)
3	4 (0.1%)	0.63 (0.1%)
4	10 (0.2%)	3.78 (0.5%)
5	14 (0.3%)	3.39 (0.5%)
6	228 (4.9%)	35.85 (4.8%)
7	14 (0.3%)	3.15 (0.4%)
8	63 (1.3%)	49.57 (6.6%)
9	687 (14.6%)	60.10 (8.0%)
10	3632 (77.3%)	587.35 (78.1%)
<b>Total</b>	<b>4698 (100.0%)</b>	<b>752.49 (100.0%)</b>



#### Research Value Rating: BAE/USNM/NAA

##### Numbered Manuscripts

Numbered Manuscripts	Number of Collections	Extent (in Cubic Feet)
6	201 (4.4%)	26.79 (3.8%)
8	47 (1.0%)	41.81 (5.9%)
9	678 (14.9%)	58.20 (8.2%)
10	3624 (79.6%)	585.08 (82.2%)
<b>Total</b>	<b>4551 (100.0%)</b>	<b>712.07 (100.0%)</b>

#### Research Value Rating: MS [Accession Number]

##### Numbered Manuscripts

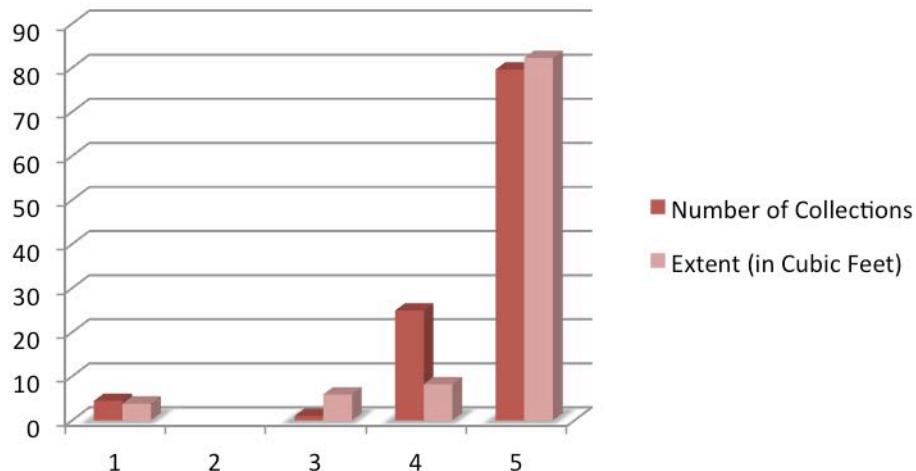
Numbered Manuscripts	Number of Collections	Extent (in Cubic Feet)
2	46 (31.3%)	8.67 (21.4%)
3	4 (2.7%)	0.63 (1.6%)
4	9 (6.1%)	3.59 (8.9%)
5	14 (9.5%)	3.39 (8.4%)
6	27 (18.4%)	9.06 (22.4%)
7	14 (9.5%)	3.15 (7.8%)
8	16 (10.9%)	7.76 (19.2%)
9	9 (6.1%)	1.90 (4.7%)
10	8 (5.4%)	2.27 (5.6%)
<b>Total</b>	<b>147 (100.0%)</b>	<b>40.42 (100.0%)</b>

## DOCUMENTATION QUALITY

### *BAE, USNM, and NAA Numbered Manuscripts*

The BAE Numbered Manuscript collection consists of material created or acquired by the BAE and intended for use by BAE staff and other scholars. As a result, the collection contains original material, such as field notes, site reports, and language documentation recorded from native speakers. However, the collection also contains copies of material which were used for reference, such as card files of manuscript vocabularies, typescripts of manuscripts, bibliographies, lists, copies of published works, and copies of materials held by other repositories. Documentation Quality was used to indicate whether the collection contained original material, or manuscript, typescript, or photoreproduction copies.

### **Documentation Quality BAE/USNM/NAA**

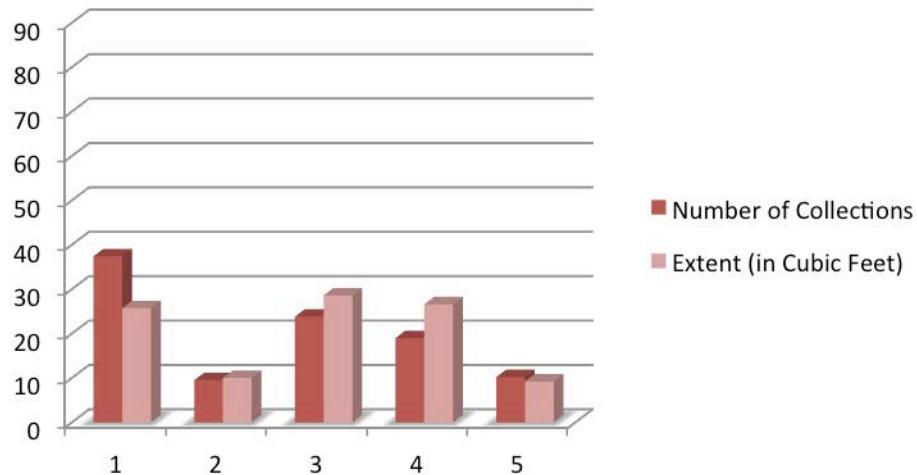


Documentation Quality Rating	Number of Collections	Extent (in Cubic Feet)
1 = Photoreproductions or published documents	202 (4.4%)	26.98 (3.8%)
2 = NOT USED	---	---
3 = Mixed original and photoreproductions	47 (1.0%)	41.81 (5.9%)
4 = Manuscript or typescript copies of materials	678 (14.9%)	58.20 (8.2%)
5 = Original materials	3624 (79.6%)	585.08 (82.2%)
<b>Total</b>	<b>4551 (100.0%)</b>	<b>712.07 (100.0%)</b>

### *MS [NAA Accession Number] Numbered Manuscripts*

Collections with MS [NAA Accession Number] were assessed for documentation quality on the same scale as the Named Collections.

#### **Documentation Quality MS [Accession Number]**



Documentation Quality Rating	Number of Collections	Extent (in Cubic Feet)
1	55 (37.4%)	10.37 (25.7%)
2	14 (9.5%)	4.06 (10.0%)
3	35 (23.8%)	11.58 (28.6%)
4	28 (19.0%)	10.71 (26.5%)
5	15 (10.2%)	3.70 (9.2%)
<b>Total</b>	<b>147 (100.0%)</b>	<b>40.42 (100.0%)</b>

## INTEREST

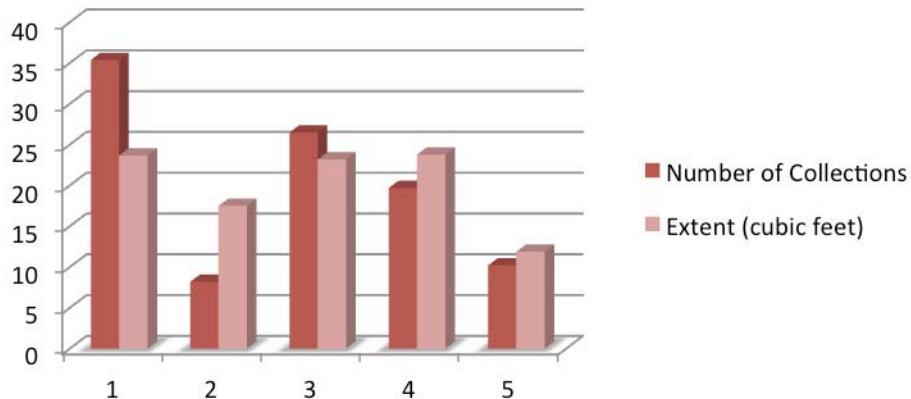
The Numbered Manuscript collection is the mostly heavily used group of records at NAA, accounting for 54% of all reference requests in 2016. All Numbered Manuscript collections, with the exception of those with MS [Accession Number], were given a "5" for Interest. **Further work is needed to accurately assess the research interest of these collections.**

### Numbered Manuscripts: BAE/USNM/NAA

Interest Rating	Number of Collections	Extent (in Cubic Feet)
5	4551 (100.0%)	712.07 (100.0%)
<b>Total</b>	<b>4551 (100.0%)</b>	<b>712.07 (100.0%)</b>

Collections with MS [NAA Accession Number] were assessed for interest on the same scale as the named collections.

**Interest  
MS [Accession Number]**



### Numbered Manuscripts: MS [NAA Accession Number]

Interest Rating	Number of Collections	Extent (in Cubic Feet)
1	52 (35.4%)	9.57 (23.7%)
2	12 (8.2%)	7.07 (17.5%)
3	39 (26.5%)	9.36 (23.2%)
4	29 (19.7%)	9.63 (23.8%)
5	15 (10.2%)	4.79 (11.9%)
<b>Total</b>	<b>147 (100.0%)</b>	<b>40.42 (100.0%)</b>

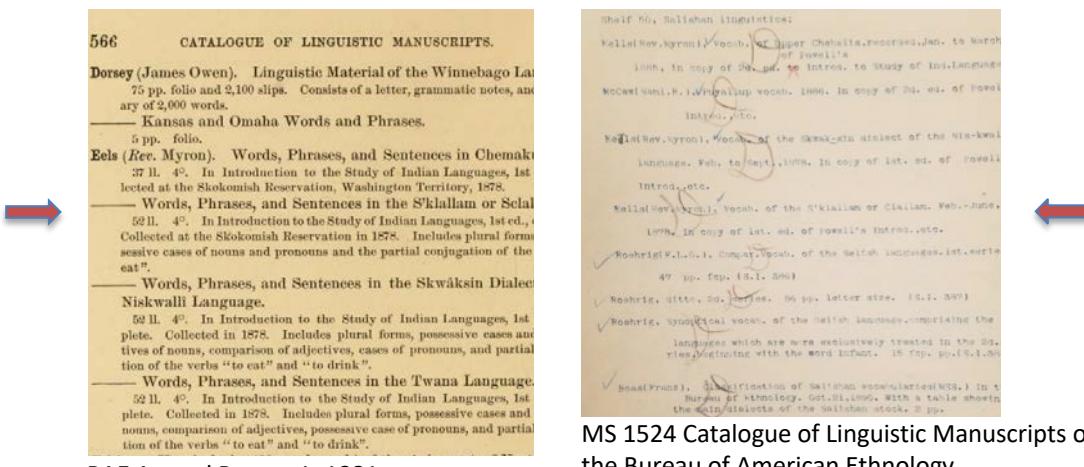
### *INTELLECTUAL ACCESS (DESCRIPTION)*

Intellectual Access to the Numbered Manuscript collection is extremely poor. Findings reveal that 37% of the collections have records with virtually no description beyond title, creator, extents, and/or subject headings--and many of these metadata elements are inaccurate or misleading. 3% of the collections had never been cataloged in Horizon, and were therefore undiscoverable by the public and only 1.5% of collections had accurate and complete catalog records. The current collection records for the BAE Numbered Manuscripts are, in most cases, copies of incomplete and inaccurate records created decades ago.

James Constantine Pilling, Bureau of Ethnology linguist, was the first “custodian” of the manuscripts collection. The initial and, in many cases, the best descriptions to date of the earliest holdings of the BAE are found in Pilling’s bibliographies. Pilling compiled the first “catalog” of BAE manuscripts in 1881 as “Catalog of Linguistic Manuscripts in the Library of the Bureau of Ethnology” in the *First Annual Report of the Bureau of Ethnology to the Secretary of the Smithsonian Institution*. In 1885, the Smithsonian published Pilling’s *Proof-sheets of a Bibliography of the Languages of the North American Indians*, a listing of all known manuscripts on North American languages held by the Bureau of Ethnology and other public and private libraries. From 1887 until his death in 1895, Pilling produced a series of bibliographies on the Eskimo, Siouan, Iroquoian, Muskhogean, Algonquian, Chinookan, Salishan, and Wakashan languages.

In 1893, BAE linguist James O. Dorsey, with the help of J.N.B. Hewitt, began to compile the first in-house catalog of BAE manuscripts (now MS 1524). This work was interrupted by Dorsey's death in 1895 and never completed. Whereas Pilling organized his bibliographies by creator, Dorsey and Hewitt began to organize the manuscript collections by language, thereby disregarding the archival principles of provenance and original order. The Dorsey/Hewitt catalog also omitted important information about the manuscripts which previously had been included in Pilling's bibliographies, namely title, extent, and descriptive information.

A comparison of the description of what is now MS 656 in Pilling's *Catalog* (AR 1) and the Dorsey/Hewitt catalog illustrates the loss of important information:



As early as 1903, catalog cards replaced bibliographic lists for the description of the Numbered Manuscript collection. In 1926, Hewitt, with the assistance of typist Mae Tucker, began to assign the numbers in use today. The collections were described on specialized catalog cards modeled on museum cards. However, the catalog continued to be inaccurate and insufficient for staff and user needs:

Assisted by a typist, Hewitt apparently replaced many of the earlier, fuller descriptions with his own, which he entered on printed catalog cards modeled after museum specimen cards. These had standard headings which could hardly be better designed if the intention had been to encourage error. (A name entered under "Collector" on one of these cards may prove to be the author, recorder, copyist, informant, purchaser or donor.) In many cases, Hewitt's sketchy entries on the printed cards were made to supersede the fuller and more accurate ones of his predecessors...It is apparent from many of his catalog entries that Hewitt (who, so far as we know, knew no Indian languages outside the Iroquois family) often ignored the internal evidence of the manuscripts and made evaluative judgements [sic], and language or dialect attributions, on the basis of his own knowledge or lack of it.<sup>6</sup>

J.N.B. Hewitt served as "Custodian of Manuscripts" until his death in 1937. Subsequent BAE, NAA, and SI archivists recognized the severity of the descriptive errors in the catalog:

The cat. [sic] descriptions of the mss. [sic] are, on the whole, inadequate.<sup>7</sup>

The existing inexact and incomplete catalog entries on about 9/10 of the collection are not only a regrettable stumbling block to scientific utilization, but an unnecessary one, since they belie the existence of generally excellent documentation within the manuscripts.<sup>8</sup>

[the catalog] is a very imperfect tool that has not been adequately supplemented by other types of finding aids.<sup>9</sup>

It became clear from questioning the staff that even the improper means of cataloging then in affect were poorly administered and poorly understood.<sup>10</sup>

However, due to a sustained lack of resources, namely skilled archivists, archival managers, manuscript catalogers, and subject matter experts, the catalog records were never corrected. Instead of focusing on establishing basic intellectual control over the collections, the archives instead spent its limited staff time on clerical projects such as copying materials for use by BAE staff:

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<sup>6</sup> Memo, Margaret Blaker to Henry Collins for SOA Committee on need for Linguist (New World Emphasis), "Statement on Archives," Spring 1965, Box 4, Folder 22, Margaret Blaker Papers, National Anthropological Archives, Smithsonian Institution.

<sup>7</sup> Memo, Margaret Blaker, 25 June 1954, Margaret Blaker Papers, National Anthropological Archives, Smithsonian Institution.

<sup>8</sup> Memo, Margaret Blaker to Henry Collins, Spring 1965, Margaret Blaker Papers.

<sup>9</sup> James Glenn, "A Review of the Manuscript Holdings of the National Anthropological Archives," February 1973, National Anthropological Archives records National Anthropological Archives, Smithsonian Institution.

<sup>10</sup> Letter, Richard Lylte to Herman Viola, 18 September 1973, National Anthropological Archives records, National Anthropological Archives, Smithsonian Institution.

Some time ago it was recommended by a member of the Bureau staff, Dr. John R. Swanton, that certain of the more important vocabularies in the archives be carded, with both English and Indian divisions for each. Dr. Swanton states: "The ideal way to treat this material would be to arrange the dictionaries in alphabetical order in cases in a room by themselves, supplying English-Indian as well as Indian-English vocabularies where they are lacking. As new material comes in it should be carded and added to this, thus keeping the vocabularies up to date and making them a standard for the scientific world."<sup>11</sup>

The information from the catalog cards was first migrated into electronic records in the 1980s. Because the catalog cards did not employ standard library description or any other known metadata schema, information was divorced from its original context when migrated into the first SI collection database, SELGEM (circa 1983) and, subsequently into MARC records via SIBIS (circa 1985-1987) and SIRIS (1994). Although the metadata is the same, many of the titles, notes, and other information which are somewhat intelligible when on the cards, are confusing, inaccurate, and misleading in the MARC records. Although there were some plans for data cleanup, lack of trained staff precluded a systematic program of record correction at time of migration. This problem has carried over into the migration from Horizon/MARC to ASpace in 2018.

A comparison of current NAA records of BAE Numbered Manuscripts with those of identical materials held by other repositories illustrates the inaccuracies and lack of information in NAA records:

<sup>11</sup> Memo from Mae Tucker to Matthew Stirling, July 1949, box 2, folder 1, Margaret Blaker Papers, National Anthropological Archives, Smithsonian Institution.

Map of portion of Virginia showing vicinity of Yorktown (1881)

CREATOR: ANONYMOUS [Q](#)

NAME: Pocahontas [Q](#)

TYPE: Archival materials

DATE: undated

SCOPE AND CONTENTS: Margins on three sides show portraits of various officers, engravings of estates, etc. etc. Among Mr Hewitt's papers (1939). Includes two portraits of Pocahontas.

LOCAL NUMBER: NAA MS 3993

TOPIC: Virginia [Q](#)

GENRE/FORM: Maps

CITATION: Manuscript 3993, National Anthropological Archives, Smithsonian Institution  
NAA MS3993

IDENTIFIER: National Anthropological Archives  
EDAN URL: [ead\\_collection sova-naa-ms3993](#)

MS 3993, National Anthropological Archives

Map of the Vicinity of Yorktown, Virginia, 1881

Smith & Stroupe

Format: Map, Online

Published: Philadelphia : Smith & Stroupe, 1881.

Language: English

Cartographic Info: Scale not given.

Description: 1 map : col. , 45 x 67 cm., on sheet 74 x 83 cm.

Notes: Centennial map showing east-central Virginia from Richmond to the mouth of Chesapeake Bay. Shows counties, cities and towns, roads, railroads, battle sites, court houses, and natural features. A small map of the "Siege of Yorktown" is centered above the main map. The map is bordered by a series small portraits (largely Revolutionary War figures) and views of historic buildings, with a larger view of the "Siege of Lord Cornwallis, at Yorktown." At least two variants have been identified. In this one, the view of the Washington Monument is not present below the map title. Just inside the neat line, there are two portraits of Pocahontas, but one "with Indian presentation" is the bottom image on the right, the third image from the bottom in the right margin is of Raleigh Tavern; the vignettes of St. John's Church and of Clarendon Mansion are on the sheet.

Cited in: Swem, E. G. Maps relating to Virginia, no. 1387.

Copyright & Permissions: [Copyright Not Evaluated](#)

Technical Details: Access in Virgo Classic

Map of the Vicinity of Yorktown, Virginia, 1881, University of Virginia Special Collections

Pequeno Catecismo Cristiano

COLLECTOR: de Ulúa, Pedro [Fr](#) [Q](#)

CREATOR: Pinart, A. L. (Alphonse Louis), 1852-1911 [Q](#)  
y Carranza, Dr. [Q](#)

EXTENT: 10 pages

CULTURE: Cuna [Q](#)

TYPE: Archival materials

DATE: 1885

LOCAL NUMBER: NAA MS 1055

OTHER NOTE: Revised by A. L. Pinart and Dr. Carranza: Panama, 1884.

TOPIC: Small Christian Catechism

CITATION: Manuscript 1055, National Anthropological Archives, Smithsonian Institution  
NAA MS1055

IDENTIFIER: National Anthropological Archives  
EDAN URL: [ead\\_collection sova-naa-ms1055](#)

MS 1055, National Anthropological Archives

Bertrand-Brinton Linguistic Collection

Ms. Coll. 700, Item 206 - Pequeno catecismo cristiano : Dos en una carta chechua, traducido en la lengua cura o los indios del Darién

Record View: [C](#) Brief: [A](#) Detailed: [C](#) Staff

Title: Pequeno catecismo cristiano [manuscrito]. Dos en una carta chechua, traducido en la lengua cura o los indios del Darién / por el [Revencionado] [Pedro] P[edro] Pedro de Ulúa, Ma[estro] Capo, y revisado por los S[.S[eñor]o]s [D[on]] A. L. Pinart y Dr. [Tomas] J. Carranza.

Origin: Panamá, 1884

Physical description: 11 leaves, paper : 308 x 200 mm.

Language(s): Spanish and Cuna.

Summary: Facsima de un catecismo escrito en paralelo en español y cura, incluyendo material sobre los sacramentos y la Lord's prayer, el Apostol's Creed, y los Diez mandamientos.

Related names: Ulúa, Pedro de, translator.  
Carranza, Tomás J., editor.  
Pinart, A. L. (Alphonse Louis), 1852-1911, editor.  
Brant, Daniel Garrison, 1837-1888, former owner.

Subject: Catholic Church - Panama.  
Catholic Church - Catechisms - Cura.  
Cura language - Texts.  
Indians of Central America - Panama - Languages.  
Panama - Languages.

Form / Genre: Catechisms.  
Prayers.  
Translations.  
Manuscripts, Spanish - 19th century.

Notes: Title from title page (f. 1).  
This was the second of ten manuscripts and facsimiles formerly bound together, now disbound (item 205-item 214); the first two items are still attached to each other.  
Title on title page: "Pequeno catecismo de los indios del Darién, Veraguas, Panamá (Chocó, Veraguas, Darién), No. 3."  
Foliation: 1-11, modern pencil notation, lower right recto.  
Layout: Written in 2 columns of 31 lines, with Spanish in the left column and Cura in the right on each page.  
Script: Original manuscript in the hand of A. L. Pinart.  
Origin: Original written in Panamá in 1884.

Indexed / Referenced in: Described in Weeks, John M. The Library of Daniel Garrison Brinton (University of Pennsylvania Museum of Archaeology and Anthropology, 2002), p. 231 (no. 2483).

Other Title: Lord's prayer, Cura.  
Apostol's Creed, Cura.  
Ten commandments, Cura.

Cite as: UPenn Ms. Coll. 700, Item 206

Contained in: Bertrand-Brinton Linguistic Collection, Item 206

Manuscript location: Rare Book & Manuscript Library, University of Pennsylvania, Ms. Coll. 700

Ms. Coll. 700, Item 206, Rare Book & Manuscript Library, University of Pennsylvania

Despite acknowledging the inadequacies of the existing records, NAA staff cataloged materials in the 7000s series following the same irregular, inaccurate, minimal pattern set by the BAE. For example, MS 7029, a published book in the Micmac and German languages, is also held by twelve other libraries (according to WorldCat).

MS 7029, National Anthropological Archives

Buc das gut, Trinity College, Watkinson Library

Buc das gut, Smithsonian Libraries, Cullman Library

61% of the MS [Accession Number] records were not cataloged at the time of assessment. Many of these collections were materials found in the NAA stacks during preparations for the move from NHB to MSC in the late 1990s and early 2000s. At that time, the NAA assigned accession/collection numbers to these materials without appraising them for permanent retention. Because catalog records were never created, these materials remained largely inaccessible to both NAA staff and the public despite being assigned collection numbers. Uncataloged collections also include items purchased at auction in the late 1990s for a total of \$15,860—MS 1999-36 Frank T. Siebert Library of the North American Indian collection and MS 2000-48 Bill of Sale for a Slave.

## EXAMPLES OF SOVA RECORDS ILLUSTRATING INTELLECTUAL ACCESS RATINGS

### Intellectual Access = 5

Smithsonian Institution  
Smithsonian Online Virtual Archives

Search SOVA

About Tutorial

Guide to MS 4558 Alice Cunningham Fletcher and Francis La Flesche papers, 1873-1939 

SEARCH RESULTS  CONTENTS

**Summary**

**Abstract**

**Scope and Contents**

**Arrangement**

**Biographical / Historical**

**Administration**

**Using the Collection**

**Appendix: Previous Organization of This Collection**

**Related Materials**

**Keywords**

**Repository Contact**

**Collection ID:** NAA.MS4558  
**Creators:** La Flesche, Francis, 1857-1923; Fletcher, Alice C. (Alice Cunningham), 1838-1923  
**Dates:** 1873-1939  
**Languages:** English  
**Physical Description:** 19 Linear feet, 50 boxes  
**Repository:** National Anthropological Archives

**Summary**

These papers reflect the professional lives of Alice Cunningham Fletcher (1838-1923), an ethnologist with the Peabody Museum of Harvard and collaborator with the Bureau of American Ethnology, and Francis La Flesche (1856-1923), an anthropologist with the Bureau of American Ethnology. Due to the close professional and personal relationship of Fletcher and La Flesche, their papers have been arranged jointly. The papers cover the period from 1874 to 1939. Included in the collection is correspondence, personal diaries, lectures, field notes and other ethnographic papers, drafts, musical transcriptions, publications by various authors, maps and photographs.

**Scope and Contents**

These papers reflect the professional lives of Alice Cunningham Fletcher (1838-1923), an ethnologist with the Peabody Museum of Harvard University and collaborator with the Bureau of American Ethnology, and Francis La Flesche (1856-1923), an anthropologist with the Bureau of American Ethnology. Due to the close professional and personal relationship of Fletcher and La Flesche, their papers have been arranged jointly. The papers cover the period from 1874 to 1939. Included in the collection is correspondence, personal diaries, lectures, field notes and other ethnographic papers, drafts, musical transcriptions, publications by various authors, maps and photographs.

The papers have been divided into three general categories: the papers of Alice Cunningham Fletcher, the papers of Francis La Flesche, and the ethnographic research of Fletcher and La Flesche. The first two categories represent personal and professional materials of Fletcher and La Flesche. The third section holds the majority of the ethnographic material in the collection.

Of primary concern are Fletcher and La Flesche's ethnological investigations conducted among the Plains Indians, particularly the Omaha and Osage. Fletcher's Pawnee field research and her allotment work for the Bureau of Indian Affairs among the Omaha, Nez Perce, and Winnebago are represented in the collection. A substantial portion of the ethnographic material reflects Fletcher and La Flesche's studies of Native American music. Much of the correspondence in the papers of Fletcher and La Flesche is rich with information about the situation of Omaha peoples in the late nineteenth and early twentieth centuries.

Also included in the collection are documents related to Fletcher's work with the Archaeological Institute of America and the School for American Archaeology. Additionally, substantial amounts of Fletcher's early anthropological and historical research are found among her correspondence, lectures, anthropological notes, and early field diaries. La Flesche's literary efforts are also generously represented.

**Arrangement**

The collection is divided into the following 3 series: 1) Alice Cunningham Fletcher papers, 1873-1925; 2) Francis La Flesche papers, 1881-1930; 3) Papers relating to the anthropological research of Alice Fletcher and Francis La Flesche, 1877-1939.

Series 1: Alice Cunningham Fletcher papers is divided into the following 10 subseries: 1.1 Incoming correspondence, 1874-1923 (bulk 1882-1923); 1.2 Outgoing correspondence, 1873-1921; 1.3 Correspondence on specific subjects, 1881-1925; 1.4 Correspondence between Fletcher and La Flesche, 1895-1922; 1.5 Publications, 1882-1926; 1.6 Organizational records, 1904-1921; 1.7 General anthropological notes, undated; 1.8 Lectures, circa 1878-1910; 1.9 Diaries, 1881-1922; 1.10 Biography and memorabilia, 1878-1925.

Series 2: Francis La Flesche papers is divided into the following 6 subseries: 2.11 General correspondence, 1890-1929; 2.12 Correspondence on specific subjects, 1881-1930; 2.13 Publications, 1900-1927; 2.14 Literary efforts, undated; 2.15 Personal diaries, 1883-1924; 2.16 Biography and memorabilia, 1886-1930.

Series 3: Papers relating to the anthropological research of Alice Fletcher and Francis La Flesche is divided into the following 12 subseries: 3.17 Alaska, 1886-1887; 3.18 Earth lodges, 1882, 1898-1899; 3.19 Music, 1888-1918; 3.20 Nez Perce, 1889-1909; 3.21 Omaha, 1882-1922; 3.22 Osage, 1896-1939; 3.23 Pawnee, 1897-1910; 3.24 Pipes, undated; 3.25 Sioux, 1877-1896; 3.26 Other tribes, 1882-1922; 3.27 Publications collected, 1884-1905, undated; 3.28 Photographs, undated.

**Biographical / Historical**

Alice Cunningham Fletcher (1838-1923) was an ethnologist with the Peabody Museum of Harvard and collaborator with the Bureau of American Ethnology. Francis La Flesche (1856-1923) was an anthropologist with the Bureau of American Ethnology.

**Chronology of the Life of Alice Cunningham Fletcher**

1838 March 15	• Born in Havens, Cuba
1873-1876	• Secretary, American Association for Advancement of Women
1879	• Informal student of anthropology, Peabody Museum, Harvard University
1881	• Field trip to Omaha and Rosebud Agencies
1882	• Assistant in ethnology, Peabody Museum, Harvard University
1882	• Helped secure land in severality to Omaha Indians
1882-1883	• Began collaboration with Francis La Flesche on the Peabody Museum's collection of Omaha and Sioux artifacts



MS 4558

## Intellectual Access = 4

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Smithsonian Online Virtual Archives

Search SOVA

About Tutorial

MS 1874 Kiowa drawings by Silver Horn and anonymous artists 

SEARCH RESULTS \* OVERVIEW CONTENTS PRINT PDF SHOW EAD

**Summary**

Collection ID: NAA.MS1874  
Creators: Mooney, James, 1861-1921, Collector  
Silver Horn, 1860-1940, Artist  
Date: ca. 1904  
Languages: English  
Physical Description: 3 Drawings, graphite and colored pencil, 24 x 28 cm.-28 x 34 cm.  
Repository: National Anthropological Archives 

**Scope and Contents**

The manuscript consists of three drawings on three leaves. The drawings depict a warrior, Haba's war gear and tipi, and an enlarged view of Haba's shield. One attributed to Silver Horn. The drawings appear to be associated with James Mooney's research on Kiowa shield and tipi designs.

**Biographical / Historical**

Silver Horn, Haungoah in Kiowa, was born in 1860. His name also appears as Hugone, Hangun or Hawgon. He was a member of a prominent Kiowa family. His residential band, led by his father Agiati (Gathering Feathers), actively opposed the governments efforts to confine the Kiowa to a reservation. Members of his family participated in the Red River War of 1874-1875 and were among the last Kiowa to surrender to the military. In 1891, Silver Horn enlisted in Troop L of the 7th U.S. Cavalry. He served with Troop L, which was part of broader experiment involving the enlistment of all-Indian troops, until 1894. In 1901, Silver Horn secured employment with James Mooney, an ethnologist with the Bureau of American Ethnology. Mooney was interested in the designs on Kiowa shields and tipis and hired Silver Horn to produce illustrations of the designs and models of the shields and tipis. The project provided Silver Horn with steady work between 1902 and 1904 and occasional employment between 1904 and 1906. Silver Horn also produced illustrations for Hugh Scott, an army officer and avocational ethnologist. Silver Horn was active in the religious life of the Kiowa. He was a Tsatedahly bundle keeper and participated in the Sun Dance, Ghost Dance, and Peyote religion. He was also a member of the Choma society. Silver Horn died on December 14, 1940. For additional biographic information on Silver Horn, see Candace Greene, Silver Horn Master Illustrator of the Kiowas, University of Oklahoma Press, 2001. Haba was Silver Horn's half-brother and was also employed by James Mooney.

James Mooney (1861-1921) was a self-taught ethnologist. He was employed by the Bureau of American Ethnology from 1885 until his death. In this capacity, he worked extensively among the Cherokee and Kiowa. Among the Kiowa his studies focused on pictorial calendars, the peyote religion, and heraldry, the term he used to refer to the designs shields and painted tipis. In the course of his study of Kiowa and Cheyenne heraldry, he commissioned illustrations of shield and tipi designs, as well as miniature shields and tipis. For additional biographic information on James Mooney see: Christopher Winters, General Editor, International Dictionary of Anthropologists, Garland Publishing, 1991. Neil M. Judd, The Bureau of American Ethnology - A Partial History, University of Oklahoma Press, 1967. L.G. Moses, The Indian Man - A Biography of James Mooney, University of Nebraska Press, 1984.

**Local Numbers**

NAA MS 1874

**Local Note**

The dates for the manuscript are based on the dates when James Mooney was most actively involved in his heraldry studies. They correspond with the period during which he employed Silver Horn his brother Haba. Dating and attribution to Silver Horn based on Candace Greene, Silver Horn Master Illustrator of the Kiowas, University of Oklahoma Press, 2001.

**Place**

United States Oklahoma Territory.

**Album Information**

MS 1874 000

**Digital Content**



Kiowa drawings by Silver Horn and anonymous artists  
More ...

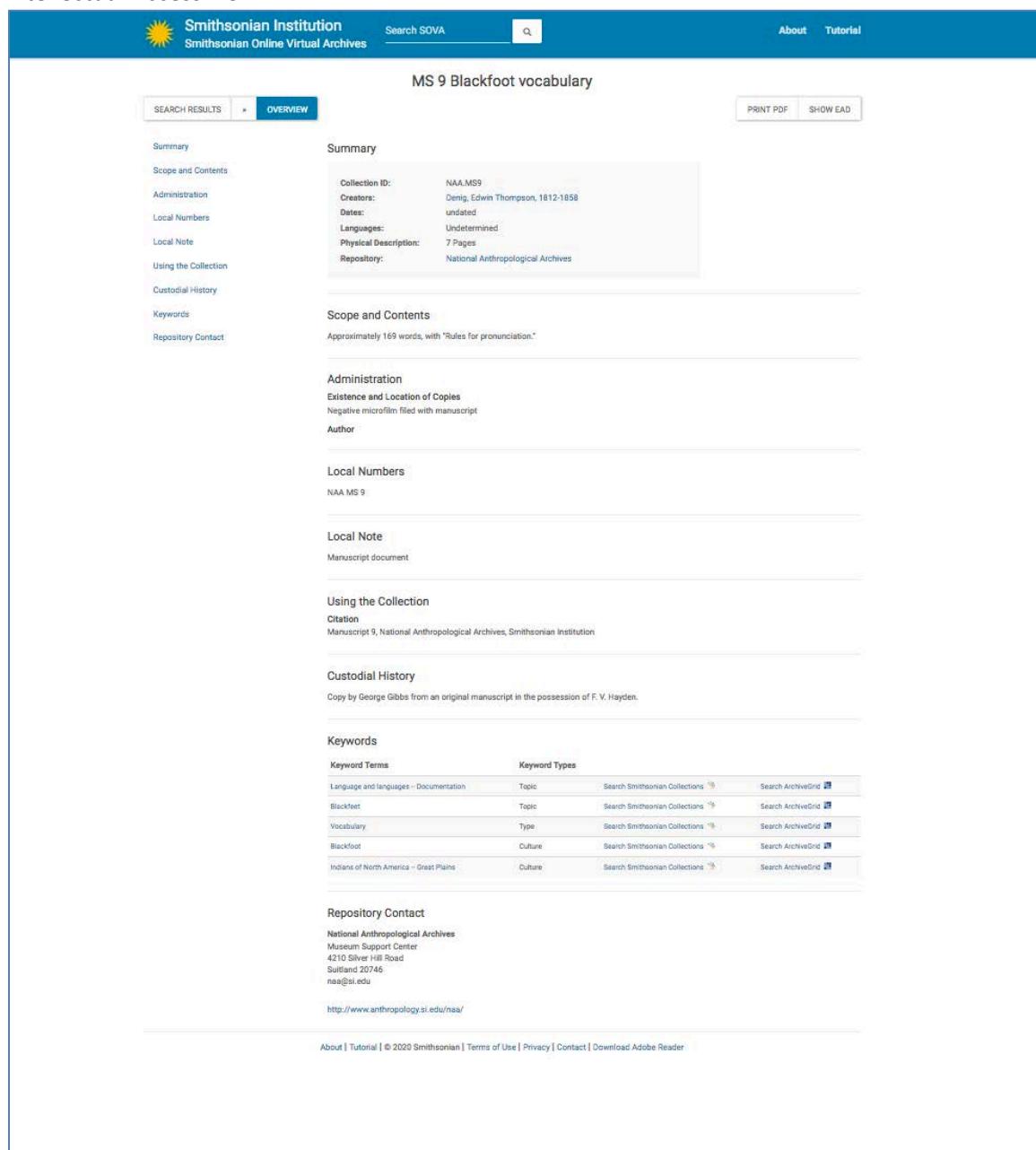
**Using the Collection**

**Citation**

Manuscript 1874, National Anthropological Archives, Smithsonian Institution

MS 1874

## Intellectual Access = 3



The screenshot shows the Smithsonian Online Virtual Archives (SOVA) interface for the collection MS 9 Blackfoot vocabulary. The top navigation bar includes the Smithsonian Institution logo, a search bar for SOVA, and links for 'About' and 'Tutorial'. The main content area is titled 'MS 9 Blackfoot vocabulary'. Below the title, there are two tabs: 'SEARCH RESULTS' and 'OVERVIEW', with 'OVERVIEW' being the active tab. The 'OVERVIEW' section is divided into several sections: 'Summary', 'Scope and Contents', 'Administration', 'Local Numbers', 'Local Note', 'Using the Collection', 'Custodial History', 'Keywords', and 'Repository Contact'. The 'Summary' section contains detailed collection information, including Collection ID (NAA.MS9), Creators (Denig, Edwin Thompson, 1812-1858), Dates (undated), Languages (Undetermined), Physical Description (7 Pages), and Repository (National Anthropological Archives). The 'Scope and Contents' section notes approximately 169 words, including 'Rules for pronunciation.' The 'Administration' section includes information on the existence and location of copies (Negative microfilm filed with manuscript) and the author (Edwin Thompson). The 'Local Numbers' section lists NAA MS 9. The 'Local Note' section indicates it is a manuscript document. The 'Using the Collection' section provides a citation (Manuscript 9, National Anthropological Archives, Smithsonian Institution). The 'Custodial History' section notes a copy by George Gibbs from an original manuscript in the possession of F. V. Hayden. The 'Keywords' section lists terms like Language and languages - Documentation, Blackfoot, Vocabulary, Blackfoot, and Indians of North America - Great Plains, each with search links for Smithsonian Collections and ArchiveGrid. The 'Repository Contact' section provides the address of the National Anthropological Archives, Museum Support Center, 4210 Silver Hill Road, Suitland 20746, and the email nasa@si.edu, along with a link to the website <http://www.anthropology.si.edu/nasa/>. At the bottom of the page, there are links for 'About', 'Tutorial', 'Terms of Use', 'Privacy', 'Contact', and 'Download Adobe Reader'.

MS 9

## Intellectual Access = 2

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About Tutorial

MS 2723 Fox text collected by Truman Michelson

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**Summary**

Collection ID: NAA.MS2723  
Creators: Michelson, Truman, 1879-1938, Collector  
Peters, Joe, Informant  
Dates: undated  
Languages: Undetermined  
Physical Description: 114 Pages  
Repository: National Anthropological Archives

**Scope and Contents**

Contents unknown.

**Local Numbers**

NAA MS 2723

**Using the Collection**

Preferred Citation  
Manuscript 2723, National Anthropological Archives, Smithsonian Institution

**Custodial History**

Previously titled "Text"

**Keywords**

Keyword Terms	Keyword Types	Search Smithsonian Collections	Search ArchiveGrid
Language and languages -- Documentation	Topic	<a href="#">Search Smithsonian Collections</a> 	<a href="#">Search ArchiveGrid</a> 
Meskwaki; Sauk & Fox	Topic	<a href="#">Search Smithsonian Collections</a> 	<a href="#">Search ArchiveGrid</a> 
Fox Indians	Culture	<a href="#">Search Smithsonian Collections</a> 	<a href="#">Search ArchiveGrid</a> 
Indians of North America -- Northeast	Culture	<a href="#">Search Smithsonian Collections</a> 	<a href="#">Search ArchiveGrid</a> 

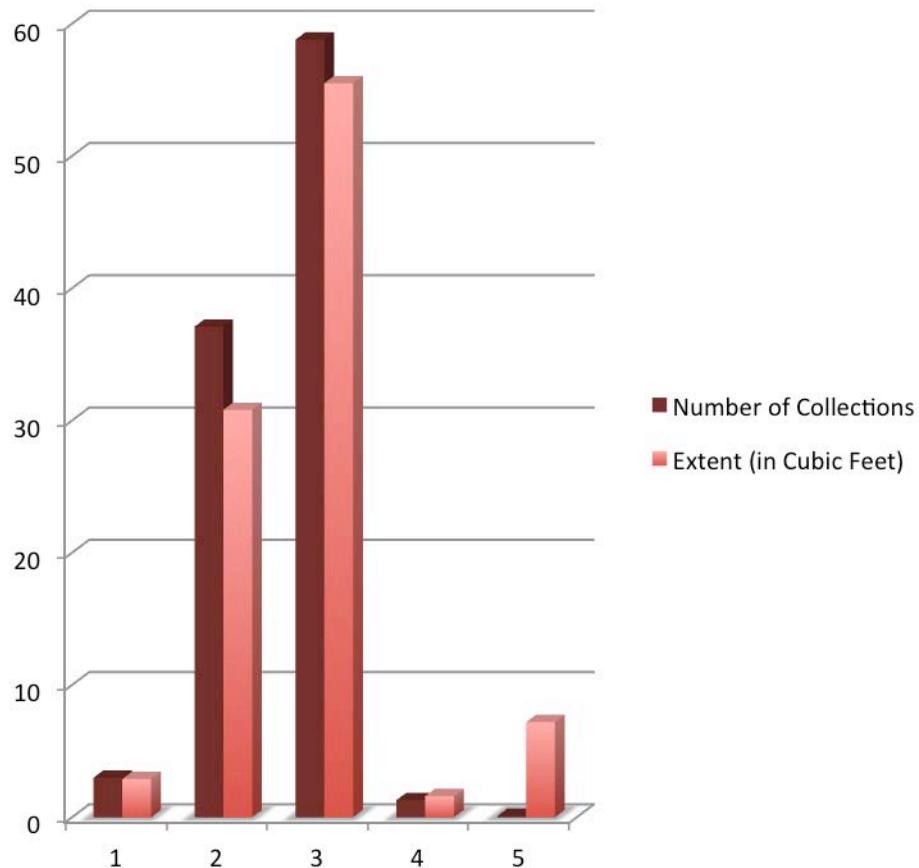
**Repository Contact**

National Anthropological Archives  
Museum Support Center  
4210 Silver Hill Road  
Suitland 20746  
naa@si.edu

MS 2723

## Intellectual Access = 1 [No public records]

## Intellectual Access



Intellectual Access Rating	Number of Collections	Extent (cubic feet)
1 = Collections which do not have publicly available records. Includes collections not previously cataloged in any system and not previously cataloged in Horizon (but with catalog cards).	142 (3.0%)	36.97 (4.9%)
2 = Collection description with no notes. These consist of title and collection numbers, and may also have dates, extents, subjects, and/or creators. Information may be inaccurate or confusing.	1741 (37.1%)	231.50 (30.8%)
3 = Collections which contain a scope and content note or other substantive description. Notes and other information may be inaccurate or misleading.	2747 (58.5%)	417.91 (55.5%)
4 = Collections with complete and accurate description, but which fall short of a finding aid, mainly due to size	63 (1.3%)	12.11 (1.6%)
5 = Collections with a complete and accurate EAD finding aid	5 (0.1%)	54.00 (7.2%)
<b>Total</b>	<b>4698 (100.0%)</b>	<b>752.49 (100.0%)</b>

## PHYSICAL ACCESS (ARRANGEMENT)

Arrangement of the Numbered Manuscripts collection as a whole is extremely poor. With very few exceptions, materials have been arranged as individual manuscripts. These manuscripts have not been physically or intellectually united with related materials.

Although 43% of Numbered Manuscripts received a score of "5," this data does not accurately capture the muddled state of the collections. Physical Access refers to arrangement within a collection, but does not reflect collections that should not exist independently. "5" was used for collections that consist of a single item or a small number of items which, due to their small number, cannot be arranged into an archival arrangement. "4" was used for collections with handwritten or otherwise insufficient container labels. The remaining ratings were used for collections with clear relationships to other collections--materials created at the same time for the same purpose, associated correspondence, associated research notes, and/or copies. Due to the quantity of the collections, assessors were unable to research the custodial history of every Numbered Manuscript. Ratings 1-3 were only assigned when relationships were documented or hinted at in the existing records.

Early attempts to organize the collection focused on dividing the materials, which at the time were largely linguistic, into groups by language family. This arrangement was in keeping with the mission of the BAE to identify indigenous language groups, as articulated by its founding director John Wesley Powell in 1896:

The immediate purpose of the Congress in instituting the Ethnological Bureau was to obtain definite information concerning Indian tribes to the end that they might be arranged in amicable groups on reservations, and this primary purpose has been constantly borne in mind and has from the beginning shaped the operations of the Bureau.<sup>12</sup>

This arrangement by linguistic family was complicated by the fact that, in many cases, multiple languages and dialects were compared on single forms. Furthermore, in arranging the collections, there was no effort to differentiate between original material sourced from native informants, published vocabularies, and copies of both made by BAE clerks for the purposes of comparison.

There were a good many duplicates in material owing to the fact that a great many manuscripts were copied three or four times, especially by George Gibbs...He would copy one manuscript in different ways; some words of the original he would leave out and arrange the others in a different order, and he would not say that was a copy of some other. So you would thus be led to write that down in the catalogue as something standing along until you found that it was a copy of some other in the archives or elsewhere. That made duplicates, triplicates and quadruplates.<sup>13</sup>

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<sup>12</sup> Smithsonian Institution, Board of Regents, and United States National Museum, *Annual report of the Board of Regents of the Smithsonian Institution, July 1896* (Washington, D.C.: Smithsonian Institution, 1896), 32, <https://library.si.edu/digital-library/book/annualreportfb1896smi>

<sup>13</sup> Testimony of J.N.B. Hewitt, 9 July 1903, Bureau of American Ethnology records.

This state of affairs, combined with extremely poor description, has resulted in a confusing jumble of manuscripts.

Recognizing these problems, but seemingly unaware of any practical solutions, during the course of the late nineteenth and early twentieth centuries the custodians of the Numbered MS collection reorganized, renumbered, and recataloged the collection several times. Evidence of this rearrangement is present on many of the documents themselves.

4	girl	ta' <i>hurts</i> ,	*mis-ke-yuts
5	infant		(Ath. 56)
6	father	<i>h'urts-a'</i>	
7	mother	<i>ne-ko</i>	
8	husband		<del>504</del>
9	wife		<del>505</del>
10	son	<i>504</i>	
11	daughter	<i>505</i>	
12	brother	<i>h'at-tlem</i>	<i>hwa-at</i>
13	sister		
14	Indians, people	<i>kye-nyan-ya</i>	*nâ'k-terts
15	head	<i>hurts-ai</i>	*hwa-is-tai

MS 128 Hópa Vocabulary, formerly identified as MS 504, MS 505, Athapascan 56, Shelf 10, and MS 128-a

By 1926, attempts to organize the collection by linguistic family were abandoned and the first BAE MS numbers were assigned. This numbering system was in use until 1995. Over time, the Numbered Manuscript collection began to comprise more than just linguistic and ethnographic data contributed by BAE collaborators. Other materials include the personal and professional papers of BAE staff and collaborators and other anthropologists; manuscripts and images submitted to the BAE for publication; routine correspondence; manuscript, photo, and object catalogs; archaeological reports; records of BAE units such as the Mounds Survey; and records of organizations such as the Anthropological Society of Washington. Most of the material has been arranged and described at the item or folder level, with little to no reference to related materials. This arrangement forces users to search for related materials in multiple collections.

For collections that do consist of multiple documents, arrangement within the folders and boxes is often haphazard:

There has been relatively little chronological, subject, or other arrangement of archival material within containers, the present arrangement frequently being that of the last user.<sup>14</sup>

### Labelling

75% of the Numbered Manuscript envelopes and boxes are labeled with foil-backed labels indicating the collection number, title, and summary of contents. However, because titles were

<sup>14</sup> Memo, Margaret Blaker, 25 June 1954, Margaret Blaker Papers.

changed for approximately 20% of the collections in the course of the assessment, many of these labels are no longer completely accurate.

### **Physical Location Information**

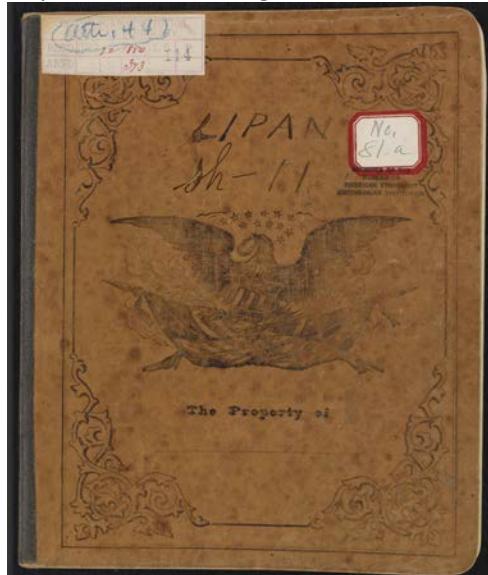
The Numbered Manuscripts are primarily arranged in numerical order on the shelf. However, there are significant problems with the management of separated materials. Separation sheets are frequently missing or out of date. Oversize folders are not in order within drawers, and drawers are not in order within cabinets. J.N.B. Hewitt is the creator of nearly 550 Numbered MS collections. Of these, 429 Hewitt manuscripts are stored separately from the main body of Numbered Manuscripts. It seems that these separated materials were at one time organized by subject:

The major project accomplished during the past year was the classification of the Iroquoian material collected by J.N.B. Hewitt. The outline for the classification was worked out by Dr. Fenton, by which the material is divided into the following categories: I. The League and Its Laws; II. Symbolism; [...] XI. Notes on Museum Collections. This classification adds immeasurably to the value of the Iroquoian collection.<sup>15</sup>

Unfortunately, the separated manuscripts are now arranged in number order and the only existing evidence of this classification scheme is penciled roman numerals on the catalog cards -- yet this separation has been maintained for nearly 70 years!

### **EXAMPLES OF PHYSICAL ACCESS RATINGS**

Physical Access Rating = 5



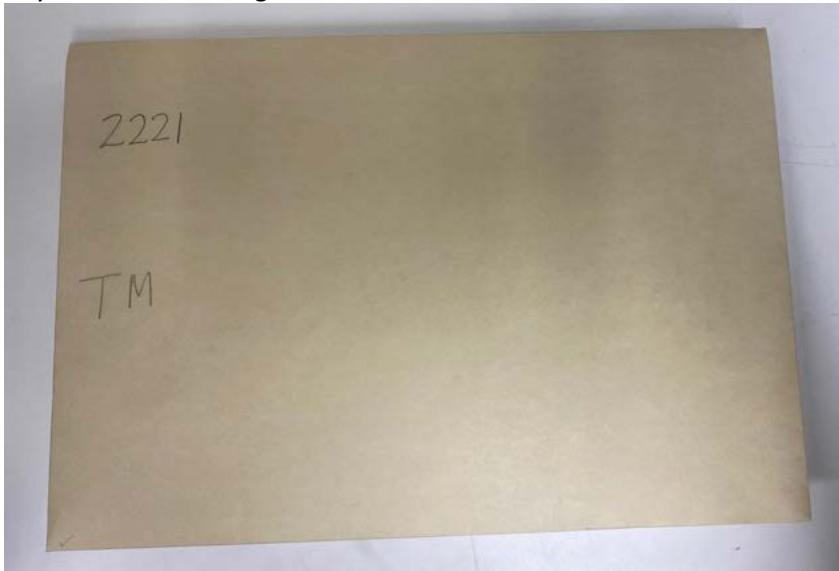
MS 81

MS 81 is a single notebook containing a vocabulary collected by Albert Gatschet. Ideally, all 400 manuscripts created by Gatschet, as well as the Albert Samuel Gatschet Papers (a Named Collection) would be incorporated into a single collection.

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<sup>15</sup> Mae Tucker, "Report for Archives, Bureau of American Ethnology," 14 September 1951, Bureau of American Ethnology Records, National Anthropological Archives, Smithsonian Institution.

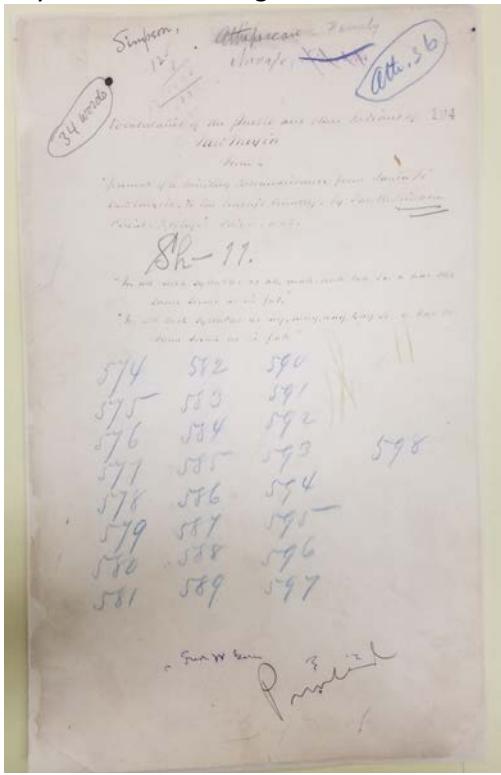
Physical Access Rating = 4



MS 2221

Envelopes and boxes with hand-written labels were given "4" for physical access if the collection would otherwise be a "5". The absence of printed labels was recorded in the note field for physical access 1-3, when applicable.

Physical Access Rating = 3



MS 104-a

George Gibbs, a scholar whose collection of linguistic research was the basis of the BAE manuscript collection, copied a series of nine vocabularies collected in New Mexico and published by J.H. Simpson in 1852.

## APPENDIX B.

A COMPARATIVE VOCABULARY OF WORDS IN THE LANGUAGES OF THE PUEBLO OR CIVILIZED INDIANS OF  
NEW MEXICO, AND OF THE WILD TRIBES INHABITING ITS BORDERS.

128

SIMSONS JOURNAL

J.H. (James Hervey) Simpson, *Journal of a military reconnaissance from Santa Fe, New Mexico, to the Navajo country: made with the troops under command of Brevet Lieutenant Colonel John M. Washington, chief of Ninth military department, and governor of New Mexico, in 1849.*<sup>16</sup>

Gibbs' copy of Simpson's published vocabularies was ultimately divided into **10** Numbered Manuscript collections:

Cover sheet: MS 104-a *Vocabularies of the Pueblo and other Indians of New Mexico from a "Journal of a Military Reconnaissance from Santa Fe, New Mexico, to the Navajo Country [in 1844], by Jas. H. Simpson 1st Lieut. Top. Eng." Phila. 1852*

**Simpson #1: MS 504-b *Vocabulary of the Pueblo Indians of Santo Domingo, San Felipe, Sta. Ana, Silla, Laguna, Pojuate, Acoma, Cochiti***

## Simpson #2: MS 1024-a Comparative vocabulary, Pueblo Indians of San Juan, Santa Clara, San Ildefonso, Pojoaque, Nambe, Tesuque

**Simpson #3: MS 1024-b Comparative vocabulary, Pueblo Indians of Taos, Picuris, Sandia, Isleta**

Simpson #4: MS 1026 *Vocabulary of the Pueblo Indians of Jemez and Old Pecos*  
Simpson #5: MS 1156-b *Vocabulary of the Pueblo Indians of Zuni*

Simpson #6: MS 780 *Pueblo Indians of Moqui vocabulary*.

Simpson #6: MS 788 Pueblo Indians of Moqui vocabulary  
Simpson #7: MS 104-b Navajo vocabulary

Simpson #7: MS 101: Navajo vocabulary  
Simpson #8: MS 115: Comparative vocabulary

## Simpson #8: MS 113 comparative vocabulary of the Sierrita Apaches

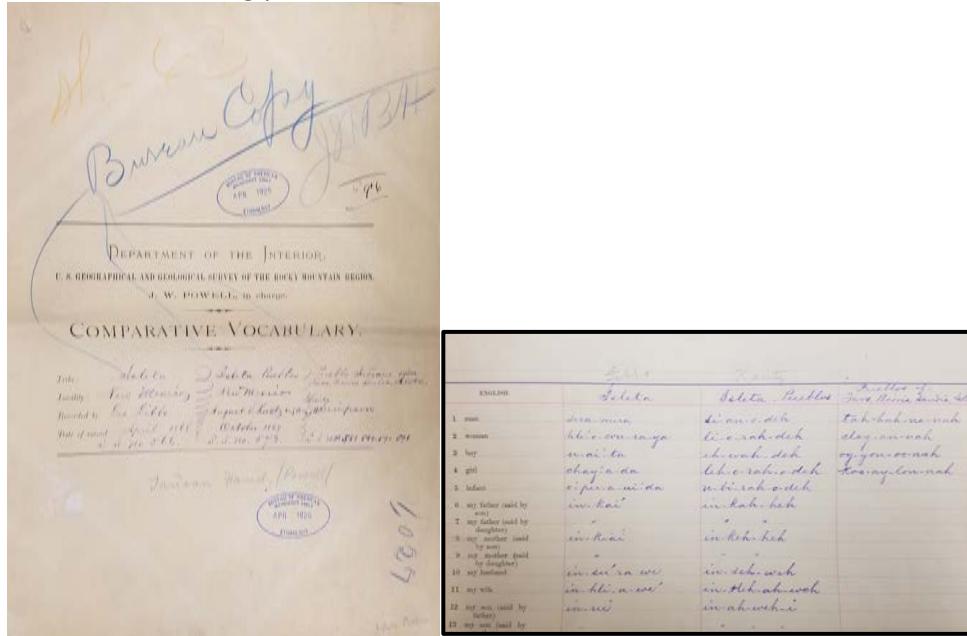
### SIMPSON #3: MS 785 Site Vocabulary

Although a user wishing to view these materials in their original order and context would have to request all 10 collections, the relationship between these collections is relatively straightforward.

<sup>16</sup> J.H. (James Hervey) Simpson, *Journal of a military reconnaissance from Santa Fe, New Mexico, to the Navajo country: made with the troops under command of Brevet Lieutenant Colonel John M. Washington, chief of Ninth military department, and governor of New Mexico, in 1849*, (Philadelphia: Lippincott, Grambo and co., 1852), 128.

Physical Access Rating = 2

Some of the George Gibbs-Simpson vocabularies were then compared with other vocabularies in the BAE collection, creating yet more collections:



ENGLISH	Isleta	Taos	Pueblo Indians of Taos, Picuris, Sandia, and Isleta (MS 1024-b)
1. man	is-ka-ka	is-ka-ka-deh	ta-hah-ka-ka
2. woman	hi-ka-ka-ya	hi-ka-ka-deh	day-ka-ka-ka
3. boy	in-ka-ta	ih-ka-ka-deh	oy-ka-ka-ka
4. girl	chay-a-da	ih-ka-ka-deh	ka-ka-ka-ka
5. infant	o-pa-ka-ka-da	uh-ka-ka-deh	ka-ka-ka-ka
6. my father (said by son)	in-ka-ka	in-ka-ka-deh	
7. my father (said by daughter)	in-ka-ka	in-ka-ka-deh	
8. my mother (said by son)	in-ka-ka	in-ka-ka-deh	
9. my mother (said by daughter)	in-ka-ka	in-ka-ka-deh	
10. my brother	in-ka-ka-ka	in-ka-ka-ka	
11. my wife	in-ka-ka-ka	in-ka-ka-ka	
12. my son (said by wife)	in-ka-ka-ka	in-ka-ka-ka	
13. my son (said by wife)	in-ka-ka-ka	in-ka-ka-ka	

**MS 1027 Comparative Tiwa vocabularies from the Isleta (MS 1019), Isleta Pueblo (MS 1021) and Pueblo Indians of Taos, Picuris, Sandia, and Isleta (MS 1024-b)**

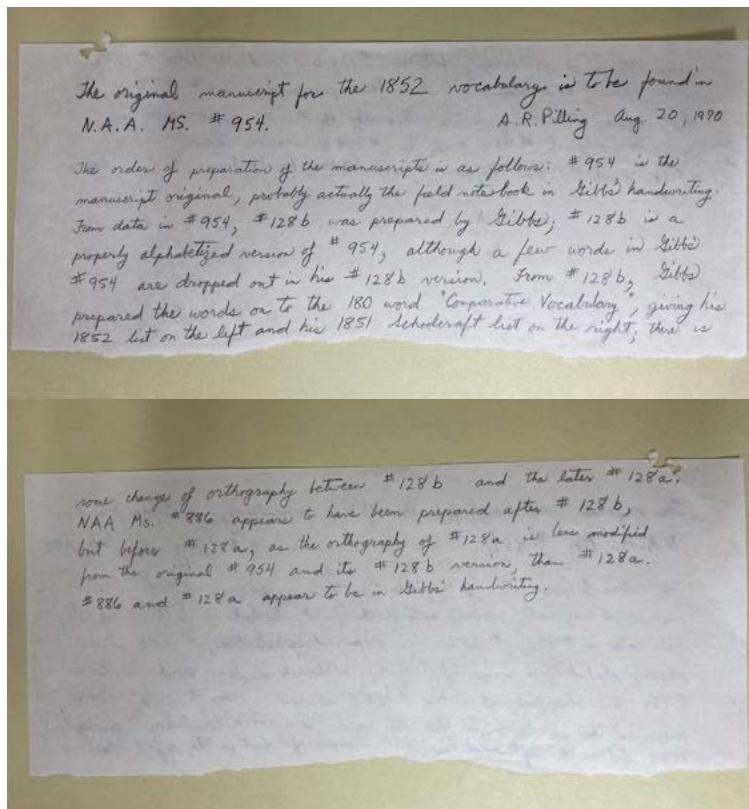
In this case, the collection (MS 1027) is a copy of information from three other collections (MS 1019, MS 1021 and MS 1024-b), which are, in turn, related to other collections. MS 1027 collection has multiple, complex relationships with other collections.

Physical Access = 1

MS 128 has the following Local(!) Note

Note on page 6 reads, "the words in the second column are from the vocabulary collected in 1851 and published in Schoolcraft History, Condition and Prospects of the Indian Tribes of the United States, III, 1853, pages 440-445 (but with a different orthography)]. Those in the 1st were collected in 1852 and were obtained from a boy at the Weitspeh village at the mouth of the Trinity....[original field copy of 1852 vocabulary is in Manuscript Number 954]." (See also notes by A.R. Pilling, 1 slip, filed with Manuscript.)

The "slip" referenced in the note was written by an NAA researcher in 1970:

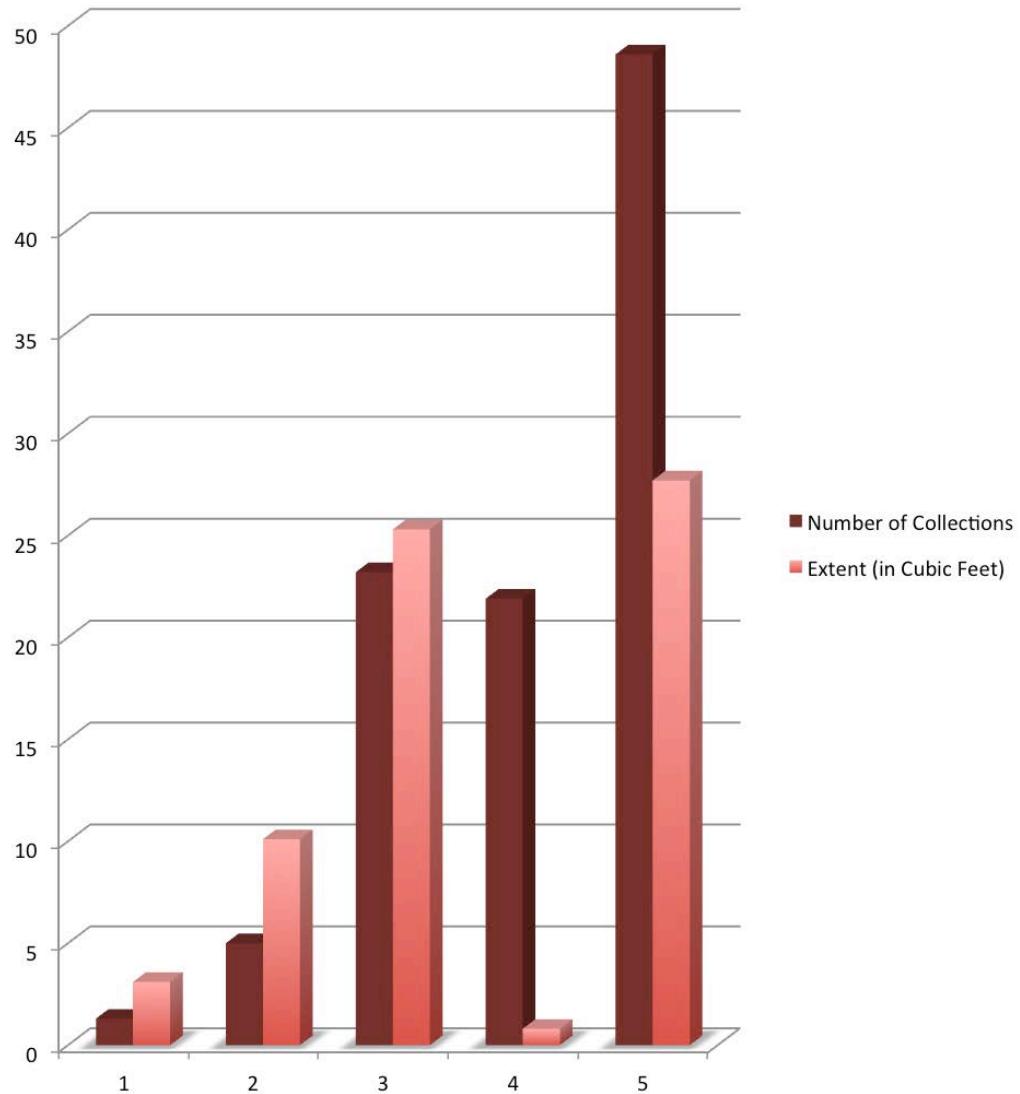


MS 128

The original manuscript for the 1852 vocabulary is to be found in N.A.A. MS. # 954. A.R. Pilling Aug 20, 1970. The order of preparation of the manuscripts is as follows: #954 is the manuscript original, probably actually the field notebook in Gibbs' handwriting. From data in #954, #128b was prepared by Gibbs; #128b is a properly alphabetized version of #954, although a few words in Gibbs' #954 are dropped out in his #128b version. From #128b, Gibbs prepared the words on to the 180 word "Comparative Vocabulary," giving his 1852 list on the left and his 1851 Schoolcraft list on the right; there is some change of orthography between #128b and the later #128a. NAA MS #886 appears to have been prepared after #128b, but before #128a, as the orthography of #128a is less modified from the original #954 and its #128b version, than #128a. #886 and #128a appear to be in Gibbs' handwriting.

The relationship between collections 128 a, 128 b (now simply 128), 886, and 954 are extremely confusing and it is not clear if they have been verified by NAA staff.

### Physical Access

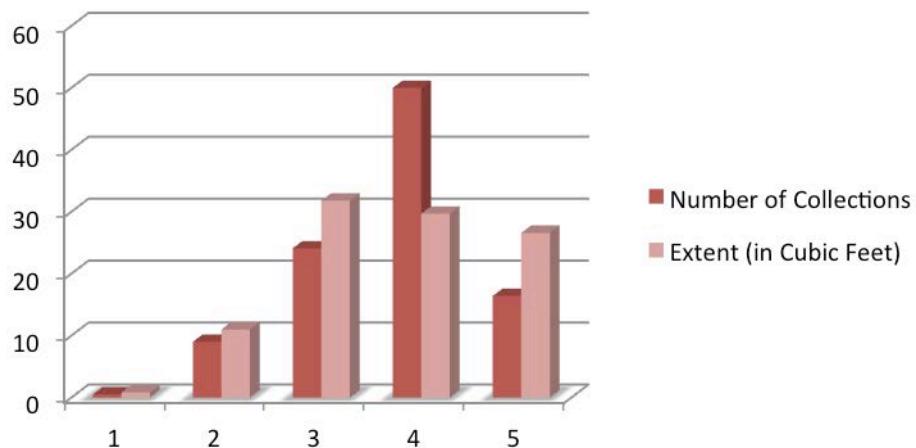


Physical Access Rating	Number of Collections	Extent (cubic feet)
1 = Collections with extremely complex relationships with other collections that will require additional research to understand	61 (1.3%)	23.39 (3.1%)
2 = Collections with complex relationships with other collections that are partially documented in the existing records	235 (5.0%)	75.79 (10.1%)
3 = Collections with straightforward, direct relationships with other collections that are documented in the existing records	1089 (23.2%)	190.30 (25.3%)
4 = Collections with handwritten box or envelope labels	1030 (21.9%)	254.24 (33.8%)
5 = Collections that appeared to be in good order and did not have an obvious, direct relationship (i.e., was a copy, version, or part of) another collection	2283 (48.6%)	208.77 (27.7%)
<b>Total</b>	<b>4698 (100.0%)</b>	<b>752.49 (100.0%)</b>

## HOUSING QUALITY

The majority (73%) of the Numbered MS collections are housed in acid-free envelopes. While these envelopes allow for individual collections to be easily pulled and served to researchers, they provide inadequate protection for the documents and frequently slump on the shelves. Ideally, they should be replaced with archival folders and boxes. The highest rating awarded to a collection in an envelope was “4.” Many collections are missing the boards which provide additional support to the envelopes. Collections are also missing folders. Many bound volumes are in poor condition and would benefit from custom boxes or other enclosures. Oversize items are frequently housed in inappropriate folders, many of which extend past the drawers in the map cases.

**Housing Quality**



Housing Quality Rating	Number of Collections	Extent (in Cubic Feet)
1	25 (0.5%)	6.18 (0.8%)
2	423 (9.0%)	82.89 (11.0%)
3	1130 (24.1%)	239.57 (31.8%)
4	2351 (50.0%)	223.69 (29.7%)
5	769 (16.4%)	200.16 (26.6%)
<b>Total</b>	<b>4698 (100.0%)</b>	<b>752.49 (100.0%)</b>

### PHYSICAL CONDITION

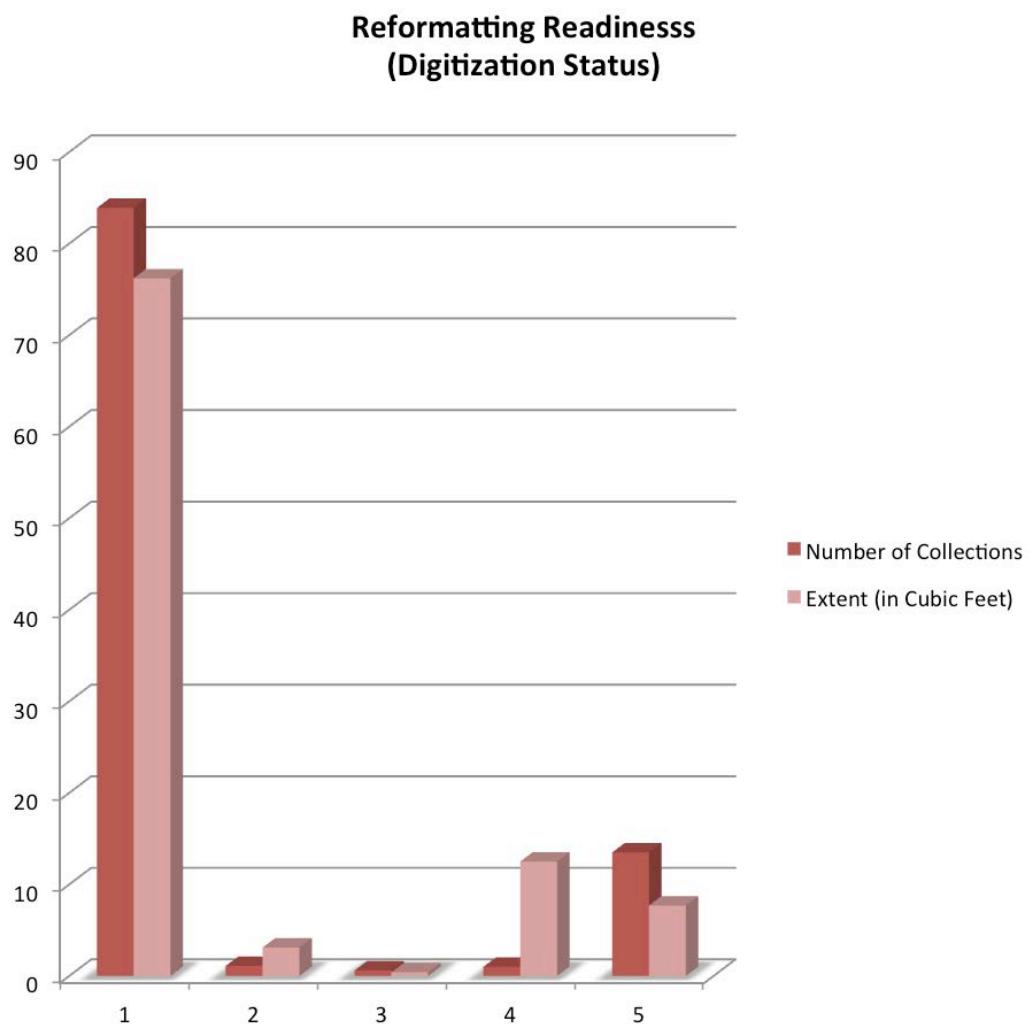
Most of the Numbered Manuscript collection is in stable physical condition. Improvements to Housing (see above) would be helpful. 259 collections contain manuscripts that have been laminated.

A conservation assessment of the Numbered Manuscript collection was conducted from 2012 to 2014. Additional information can be found in that report.

Physical Condition Rating	Number of Collections	Extent (in Cubic Feet)
1	21 (0.4%)	3.77 (0.5%)
2	622 (13.2%)	212.76 (28.3%)
3	3631 (77.3%)	492.14 (65.4%)
4	368 (7.8%)	35.95 (4.8%)
5	56 (1.2%)	7.87 (1.0%)
<b>Total</b>	<b>4698 (100.0%)</b>	<b>752.49 (100.0%)</b>

## REFORMATTING READINESS

Reformatting readiness describes the current state of digitization of the collections. The majority (84%) of the Numbered Manuscripts have not been digitized. A small percentage of the collections (less than 2%) have been digitized but are not available online. These ratings do not take into account the advisability of digitizing specific collections and/or making them publicly available. A low rating may be desirable for collections that contain materials that should not be digitized (such as non-archival material) and/or should not be put online (such as restricted or sensitive materials).



Reformatting Readiness Rating	Number of Collections	Extent (cubic feet)
1 = Not digitized	3940 (83.9%)	573.67 (76.2%)
2 = Partially or completely digitized but no links to any digital surrogates in SOVA record, with no explanation of lack of access to digital surrogates	51 (1.1%)	23.55 (3.1%)
3 = Partially digitized and linked in SOVA, but technical problems with links to digital surrogates in SOVA record (broken links, multiple surrogates of same item appear, etc.)	27 (0.6%)	3.07 (0.4%)
4 = Partially or completely digitized, with some portion linked to SOVA record	45 (1.0%)	94.29 (12.5%)
5 = Completely digitized and linked to SOVA record	635 (13.5%)	57.91 (7.7%)
<b>Total</b>	<b>4698 (100.0%)</b>	<b>752.49 (100.0%)</b>

## LOCAL VALUE

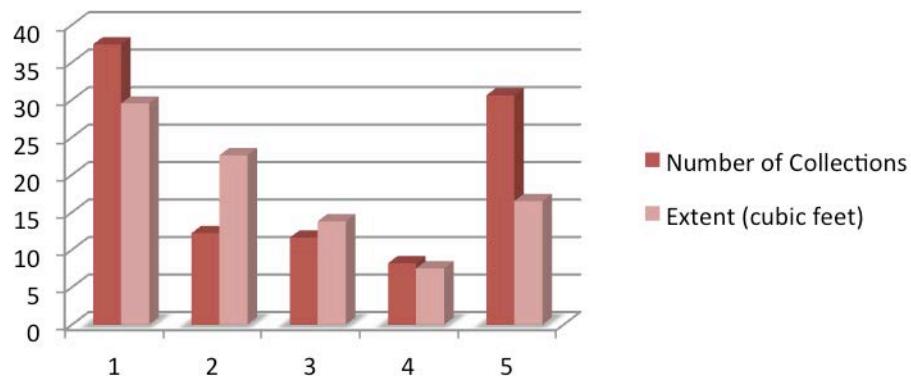
All Numbered Manuscript collections, with the exception of those with MS [Accession Number], were given a "5" for Local Value. Further work may be needed to accurately assess the local value of these collections.

### **Numbered Manuscripts: BAE/USNM/NAA**

Local Value Rating	Number of Collections	Extent (Cubic Feet)
5	4551 (100.0%)	712.07 (100.0%)
<b>Total</b>	<b>4551 (100.0%)</b>	<b>712.07 (100.0%)</b>

Collections with MS [NAA Accession Number] were assessed for local value on the same scale as the Named Collections.

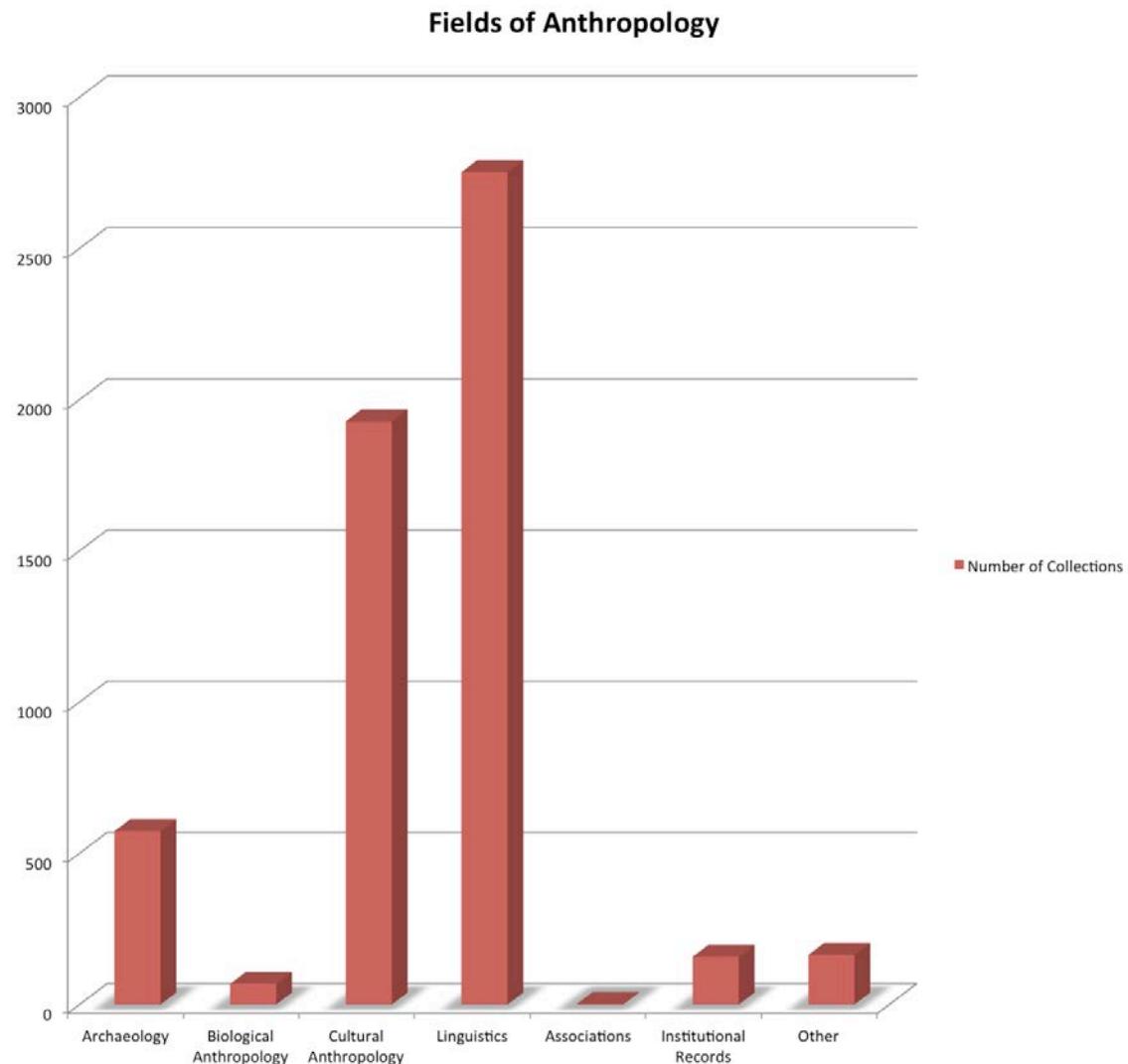
## **Local Value MS [Accession Number]**



### **Numbered Manuscripts: MS [Accession Number]**

Local Value Rating	Number of Collections	Extent (Cubic Feet)
1	55 (37.4%)	11.94 (29.5%)
2	18 (12.2%)	9.13 (22.6%)
3	17 (11.6%)	5.57 (13.8%)
4	12 (8.2%)	3.05 (7.5%)
5	45 (30.6%)	10.73 (26.5%)
<b>Total</b>	<b>147 (100.0%)</b>	<b>40.42 (100.0%)</b>

The Local Value note was also used to record which field(s) of Anthropology the collections document. A single collection may document multiple fields of Anthropology.



Fields of Anthropology	Number of Collections
Archaeology	573
Biological Anthropology	68
Cultural Anthropology	1928
Linguistics	2752
Associations	2
Institutional Records	158
Other*	164

\*Other may include historical documents (e.g., treaties); biographical information and personal materials; materials related to the history of anthropology, geography, or other natural history subjects. These collections contain no material related to the four fields of anthropology, anthropological associations, or the BAE, USNM, NAA, or SI.

## RECOMMENDATIONS FOR THE NUMBERED MANUSCRIPT COLLECTION

On the whole, the Numbered Manuscript collection is poorly described and poorly arranged. The item-level description is so misleading that in many cases it is only by reviewing the collection material that one can understand what the record is trying to convey. The Numbered MS are the most heavily requested portion of the NAA collections, but it is unclear if that is due to the immense research value of the materials, or to the vague and misleading description which forces users to repeatedly request materials which they may not need. This repeated reference use places unnecessary wear and tear on the materials themselves and wastes staff and researcher time.

### DISCONTINUE USE OF MS NUMBERS FOR NEW COLLECTIONS

The numbers are inconsistently applied and the use of accession numbers causes unnecessary confusion. MS Numbers were used in the past to control variety of non-collection materials. However, materials which are non-archival or out of scope should not be accessioned as collections. These materials should be appraised and added to accession, reference, or vertical files as appropriate.

### RE-ORGANIZE AND RE-DESCRIBE THE BAE NUMBERED MANUSCRIPT COLLECTION

Many collections, including those assigned “5”s for physical access, should be consolidated into collections by creator. This would greatly increase the accessibility of these materials by reorganizing the materials in a logical way, and creating finding aids to contextualize the documents and explain their relationships to each other. There is a precedent for this work dating back to the 1950s and 1960s for the papers for J.O. Dorsey (MS 4800), Jesse Walter Fewkes (MS 4408), and others. Other attempts to consolidate collections include J.N.B. Hewitt correspondence (MS 4271). More recently, Numbered MS have been removed and incorporated into the papers of Ralph and Rose Solecki.

Potential collections may include:

- George Gibbs: Approximately 250 MS Collections
  - Materials left to SI by George Gibbs, which constitute the original collection of BAE. This collection could be reconstructed using the inventories in MS 1524.
- J.N.B. Hewitt : Approximately 550 MS Collections:
  - The separated Hewitt manuscripts could be combined with the other approximately 150 Hewitt MS housed in the main MS series to create the J.N.B. Hewitt papers.
- Truman Michelson: Approximately 560 MS collections
- Albert Gatschet: Approximately 400 MS Collections in addition to Named Collection accessioned in 2006
- John Reed Swanton: Approximately 250 MS Collections
- John Wesley Powell: Approximately 130 MS Collections
- James Mooney: Approximately 200 MS Collections

- Institutional records: Approximately 150 Collections could be incorporated into BAE records, RBS, DOA
- Franz Boas: Approximately 60 Collections
- Henry W. Henshaw: Approximately 50 Collections
- William Henry Holmes: Approximately 50 Collections

These potential collections comprise **56%** of the Numbered Manuscripts. In addition, there are **many** other, smaller collections which could be reconstituted. However, in order for this work to be successful, it must be undertaken in a sustained and systematic manner. The records contain errors as to the nature, extent, subject, creator, and provenance of the materials. The description of the collections is so poor that many of the records are not salvageable and cannot be used to digitally reunite collections.

#### RESEARCH AND DOCUMENT THE ACCESSION HISTORY OF THE NUMBERED MANUSCRIPTS

Accession documentation for the Numbered Manuscripts is inconsistent and incomplete. The BAE did not maintain an accession file for its archives. Accession information for the BAE Numbered Manuscripts collection may be found in a variety of sources, including the collections themselves, the collection records, BAE Records, Margaret Blaker Papers, NAA Records, and SI Archives. Time limitations of the assessment precluded extensive research into the provenance and custodial histories of each manuscript.

#### APPRAISE THE NAA NUMBERED MANUSCRIPTS

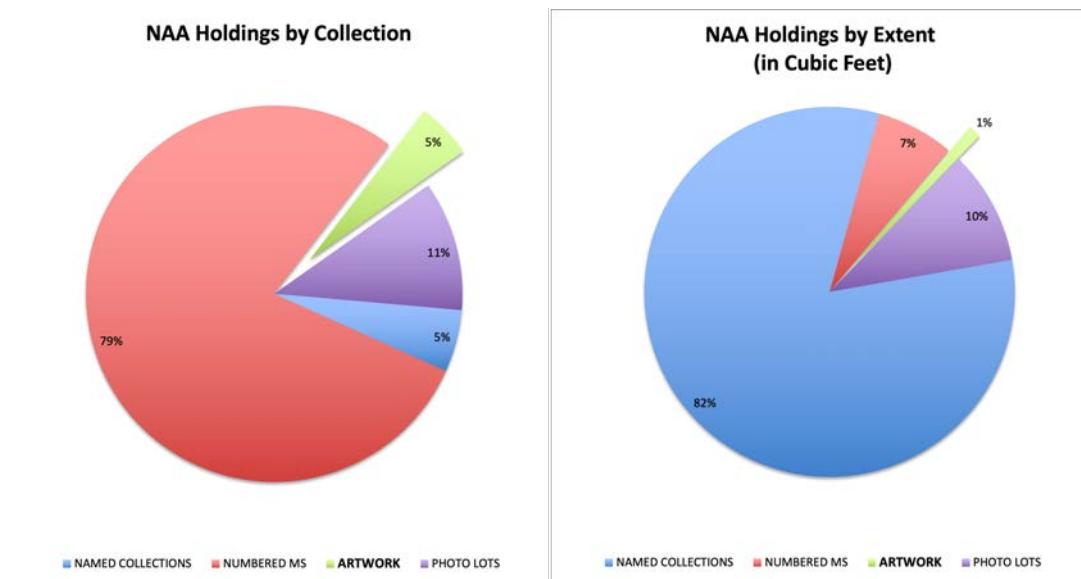
Beginning in the mid-1990s, NAA Accession numbers were used to identify small collections and accretions to collections. At the time of assessment, accretions which had previously been filed under accession number were physically re-located with their collection. There are many collections which were given accession numbers as a way to assert rudimentary intellectual control. However, many of these are non-archival and/or out of scope. This situation was exacerbated by the move from NMNH to MSC. During the preparation for the move, many “collections” were identified in NAA storage areas. These were given contemporary accession numbers even though they had been in NAA “custody” for decades. 60% of the NAA Numbered MS did not have catalog records prior to assessment and should be appraised for permanent retention.

#### RE-HOUSE AND CONSERVE AT-RISK MATERIALS

The Numbered MS should be re-housed in archival boxes and folders.

While the majority of the Numbered MS are in stable condition, 21 collections (<1%) are in extremely poor condition. A further 618 collections (13%) are in poor condition. These collections should be prioritized for conservation treatment.

# NATIONAL ANTHROPOLOGICAL ARCHIVES ARTWORK COLLECTION ASSESSMENT



## BACKGROUND

### WHAT ARE THE ARTWORK COLLECTIONS?

For the purposes of the NAA Collections Assessment, Artwork was defined as collections housed at MSC, Level 1, Pod 2, Row 38. Related oversize materials housed at MSC, Pod 2, Level 2, Row 34, Cabinets 1 and 2 are also included. The Artwork Collection includes maps, technical drawings, and artifacts as well as art works on paper and canvas separated from the Numbered Manuscript and Named Collections. It should be noted that many other examples of works of art are still found in the Named Collections, Numbered Manuscripts, and Photo Lots collections.

### ***BAE Manuscript Collections***

Artwork created, collected, or solicited by the BAE. There are 82 BAE Artwork collections.

### ***NAA manuscript collections***

Between 1972 and 1995, MS numbers in the 7000s series were used for small collections, including Artwork. There are 113 Artwork collections in the 7000s series.

### ***Collections with a USNM Number***

The Department of Anthropology began transferring two-dimensional paper materials including drawings, maps, catalogs, etc. to the NAA in the 1970s. In some cases, these materials were assigned MS numbers in the 7000s series. In other cases, they retained their USNM or

Anthropology accession or catalog numbers. There are 61 collections with these numbers in the Artwork collection.

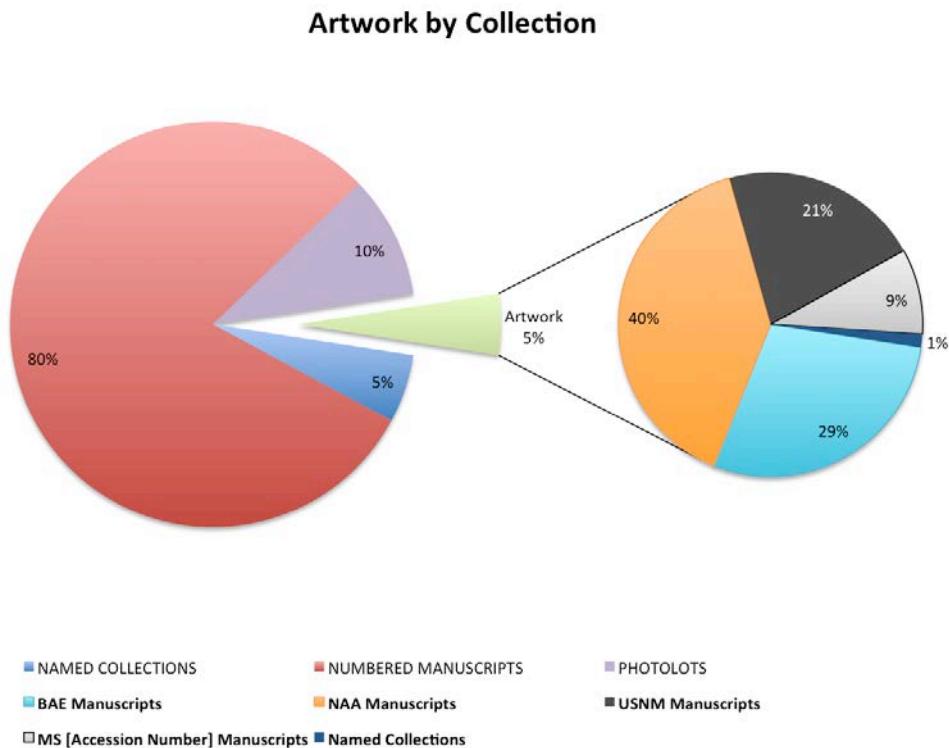
#### ***NAA collections with an MS [Accession Number]***

From 1995 to present, NAA accession numbers have been used as collection numbers for small collections. There are 26 Artwork collections with these numbers.

#### ***Named Collections***

Four (4) Artwork collections have been treated as Named Collections. These collections did not have collection number, but did not appear on the shelf list and were, therefore, not assessed in Named Collections (Year 1) Assessment.

***The Artwork collection consists of 286 collections comprising 123 cubic feet.***



#### ***WHAT WAS NOT INCLUDED?***

The Artwork Assessment did not include separated material from either the Named Collections (e.g., Acee Blue Eagle Papers) or the Numbered MS Collections (e.g., MS 2372 Garrick Mallery Collection on Sign Language and Pictography) housed in C38. These materials were assessed in Year One (Named Collections) and Year Two (Numbered Manuscripts) of the Assessment.

If a collection or accession number could not be identified or reconstructed, the Artwork was not assessed. In most cases, these materials are cataloged in Horizon without collection numbers and contain the following (or a similar) note: "Drawings found in USNM collection. No

catalog cards or accession numbers located as of 1968." There are 11 collections in this category:

Collection Name	Box Label
Indian Dancer	Ms. Hokeah, artist
Eskimos of Smith Sound, British Columbia, loading seals onto sled	Ms. William Henry Holmes Drawing
Archeological specimen from St. Johns, New Brunswick, 30 July 1879	Ms. Brown, R.
Makah Village at Neah Bay, April 1867	Ms. Makah: Gibbs, George
Eskimos, kayaks, and Indian (?) wrestlers	Ms. Anton Schonborn Artist
Archeological specimens, mostly from mound sites in Tennessee, Iowa, Indiana, Georgia, Ohio, 1877-1880	Ms. Artifacts: Shindler, A. Zeno, Artist, box 1 of 2
Japanese textile workers	Ms. Shindler, Antonio(n) Zeno Artist
Archeological specimens, mostly from mound sites in Tennessee, Iowa, Indiana, Georgia, Ohio, 1877-1880	Ms. Artifacts: Shindler, A. Zeno, Artist, box 2 of 2
Train	Ms. SPC SW XV #29 (Artwork)
Four figures dancing with spears	Ms. Artwork
View of Fort Simpson, British Columbia, and Indians (Tsimshian?), ca. 1880-1883	Ms. Tsimshian, Swan, James G., artist

These collections should be considered to have extremely poor physical and intellectual access ratings.

## IMPLEMENTATION OF ARCHIVES SPACE FOR ARTWORK COLLECTION

Artwork Collection records were migrated from Horizon to ASpace with the Numbered MS in November 2018. See *Implementation of ArchivesSpace for Numbered Manuscripts* for more information.

### ***RESOURCE RECORD CLEAN-UP***

Upon review of the records, assessors made some corrections, following the guidelines used for Numbered Manuscripts.

### ***NEW RECORD CREATION***

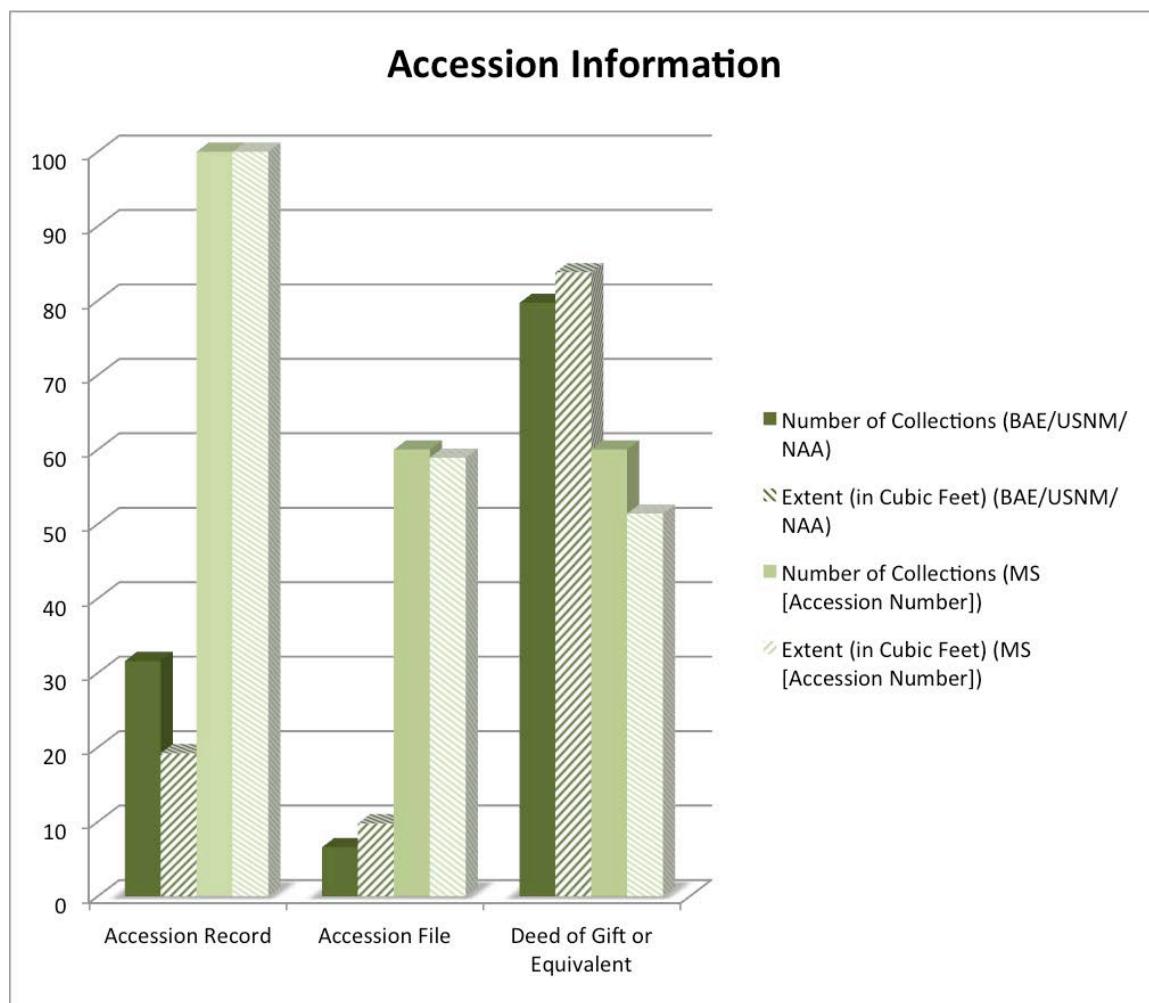
In some cases, artwork was cataloged at the item-level, but the corresponding collection-level record was confusing, misleading, or non-existent. New resource records were created in order for item-level records to be imported.

## ARTWORK ASSESSMENT RESULTS

### EXISTING DESCRIPTION

#### **ACCESSION INFORMATION**

See *Numbered Manuscripts and Named Collections Accession Information*.



#### Artwork: BAE/USNM/NAA

	Number of Collections	Extent (in Cubic Feet)
<b>Accession Record</b>		
No	175 (68.4%)	82.50 (80.8%)
Yes	81 (31.6%)	19.55 (19.2%)
<b>Accession File</b>		
No	239 (93.4%)	92.01 (90.2%)
Yes	17 (6.6%)	10.04 (9.8%)
<b>Deed of Gift</b>		

No	52 (20.3%)	16.53 (16.2%)
Yes	204 (79.7%)	85.52 (83.8%)
<b>Total</b>	<b>286 (100.0%)</b>	<b>123.37 (100.0%)</b>

#### **Artwork: MS [Accession Number]/ Named Collections**

Number of Collections		
<b>Accession Record</b>		
Yes	30 (100.0%)	21.32 (100.0%)
<b>Accession File</b>		
No	12 (40.0%)	8.76 (41.1%)
Yes	18 (60.0%)	12.56 (58.9%)
<b>Deed of Gift</b>		
No	12 (40.0%)	10.36 (48.6%)
Yes	18 (60.0%)	10.96 (51.4%)
<b>Total</b>	<b>30 (100.0%)</b>	<b>21.32 (100.0%)</b>

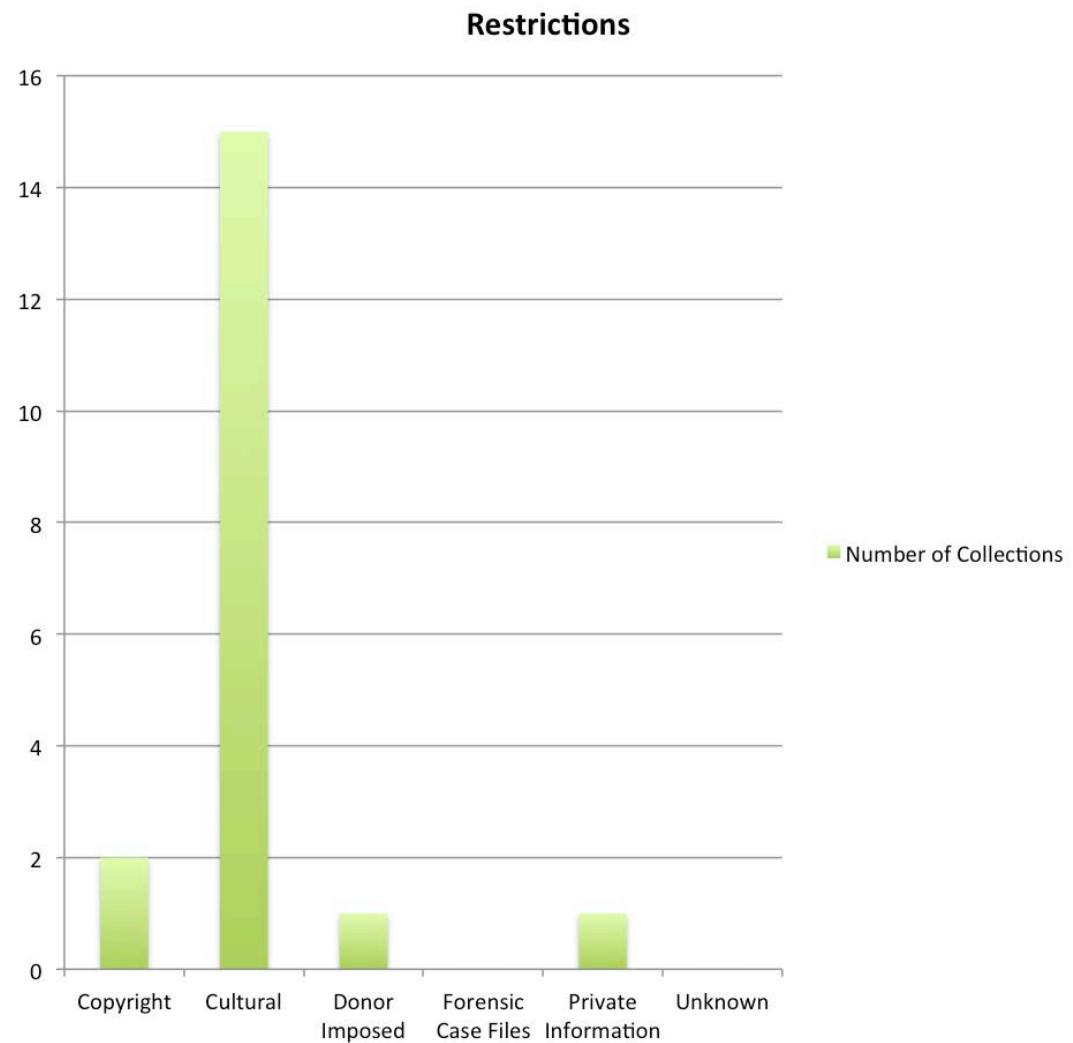
#### **DESCRIPTION**

Catalog Record (MARC) was selected for all collections that were migrated from Horizon and had previously been accessible through SIRIS. Although these records are now available through SOVA, they contain data that had been migrated from MARC and are not DACS-compliant finding aids.

*See Intellectual Access for more information.*

#### **RESTRICTIONS**

18 of the Artwork collections (6%) contain material which should be restricted. This number includes both restrictions documented in collection records, finding aids, inventories, etc. and restrictions not identified prior to the Assessment. However, Assessors did not have the extensive subject knowledge necessary to identify all potential cultural sensitivity restrictions. There are likely additional collections which should be restricted for cultural sensitivity reasons.



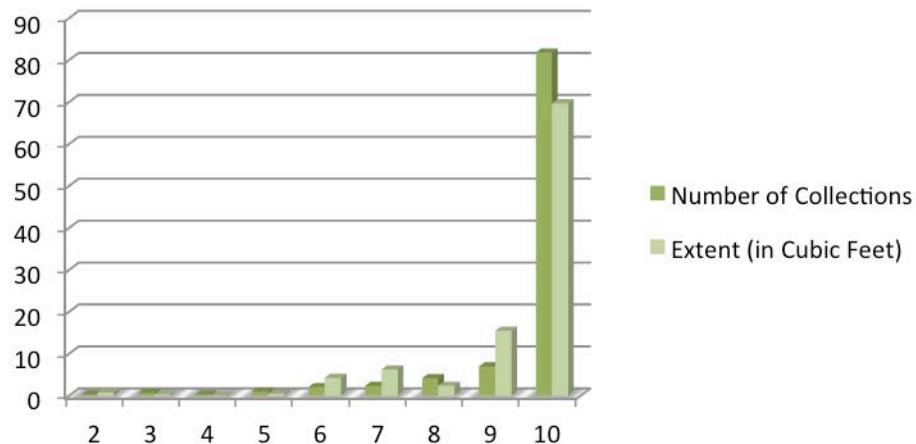
Restriction type	Number of Collections
Copyright	2
Cultural	15
Donor Imposed	1
Forensic Case Files	0
Private Information	1
Unknown	0
<b>TOTAL</b>	<b>19*</b>

\*The total is not a very useful number since some collections contain multiple restriction types.

## RESEARCH VALUE

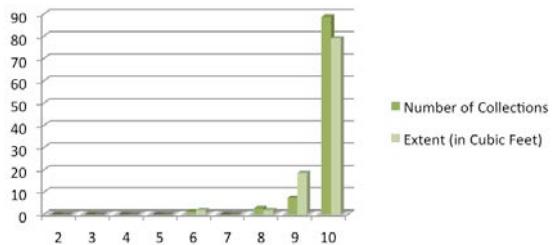
Research Value is calculated as the sum of Documentation Quality and Interest.

**Research Value**

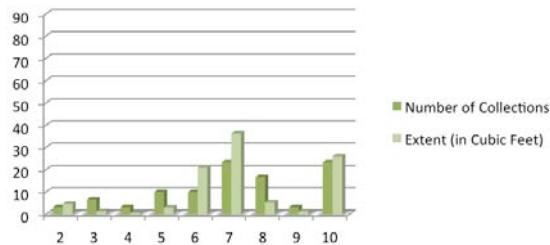


Research Value Rating	Number of Collections	Extent (in Cubic Feet)
2	1 (0.3%)	1.02 (0.8%)
3	2 (0.7%)	0.32 (0.3%)
4	1 (0.3%)	0.12 (0.1%)
5	3 (1.0%)	0.66 (0.5%)
6	6 (2.1%)	5.36 (4.3%)
7	7 (2.4%)	7.76 (6.3%)
8	12 (4.2%)	2.96 (2.4%)
9	20 (7.0%)	19.15 (15.5%)
10	234 (81.8%)	86.02 (69.7%)
<b>Total</b>	<b>286 (100.0%)</b>	<b>123.37 (100.0%)</b>

**Research Value  
(BAE/USNM/NAA)**



**Research Value  
(MS [Accession Number]/Named Collections)**



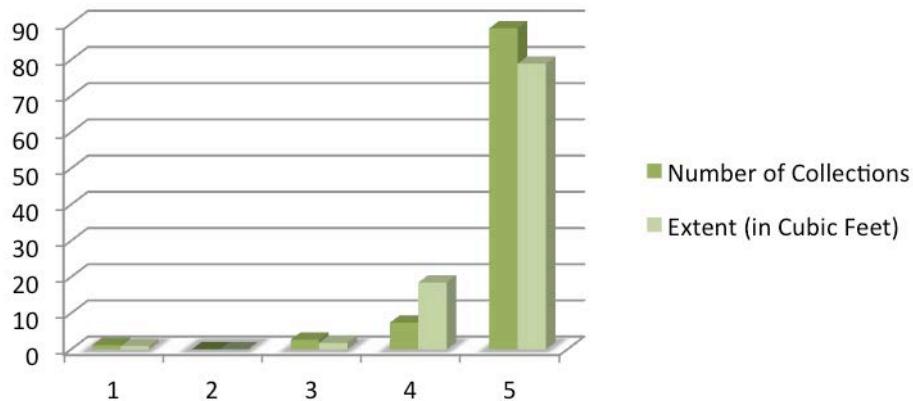
<b>Research Value Rating: Artwork (BAE/USNM/NAA)</b>		<b>Number of Collections</b>	<b>Extent (in Cubic Feet)</b>
6		3 (1.2%)	0.91 (0.9%)
8		7 (2.7%)	1.80 (1.8%)
9		19 (7.4%)	18.86 (18.5%)
10		227 (88.7%)	80.48 (78.9%)
<b>Total</b>		<b>256 (100.0%)</b>	<b>102.05 (100.0%)</b>

<b>Research Value Rating: Artwork (MS [NAA Accession Number]/Named Collections)</b>		<b>Number of Collections</b>	<b>Extent (in Cubic Feet)</b>
2		1 (3.3%)	1.02 (4.8%)
3		2 (6.7%)	0.32 (1.5%)
4		1 (3.3%)	0.12 (0.6%)
5		3 (10.0%)	0.66 (3.1%)
6		3 (10.0%)	4.45 (20.9%)
7		7 (23.3%)	7.76 (36.4%)
8		5 (16.7%)	1.16 (5.4%)
9		1 (3.3%)	0.29 (1.4%)
10		7 (23.3%)	5.54 (26.0%)
<b>Total</b>		<b>30 (100.0%)</b>	<b>21.32 (100.0%)</b>

### DOCUMENTATION QUALITY

As with the Numbered Manuscripts collection, Documentation Quality was used to indicate whether the collection contained original material, or manuscript, typescript, or photo-reproduction copies.

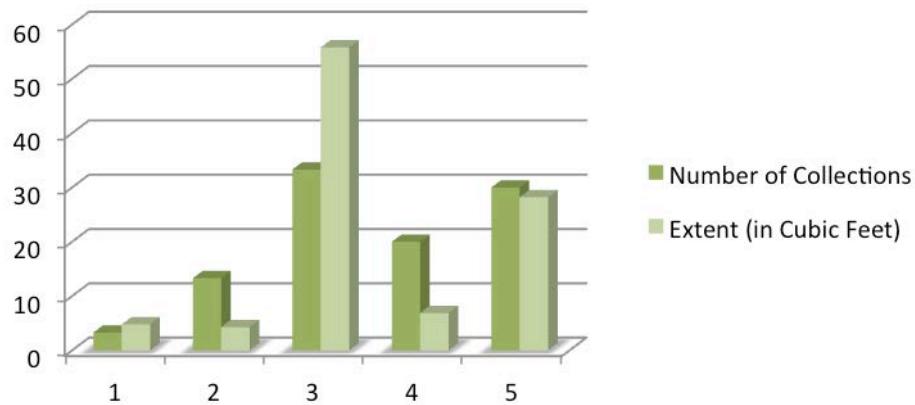
### Documentation Quality BAE/USNM/NAA



Documentation Quality Rating: Artwork ( BAE/USNM/NAA)	Number of Collections	Extent (in Cubic Feet)
1 = Photoreproductions or published documents	3 (1.2%)	0.91 (0.9%)
2 = NOT USED	---	---
3 = Mixed original and photoreproductions	7 (2.7%)	1.80 (1.8%)
4 = Manuscript or typescript copies of materials	19 (7.4%)	18.86 (18.5%)
5 = Original materials	227 (88.7%)	80.48 (78.9%)
<b>Total</b>	<b>256 (100.0%)</b>	<b>102.05 (100.0%)</b>

Collections with MS [NAA Accession Number] were assessed by Diana Marsh for documentation quality on the same scale as the named collections.

## Documentation Quality (MS [Accession Number]/Named Collections)



Documentation Quality Rating: Artwork (MS [NAA Accession Number]/Named Collections)		Number of Collections	Extent (in Cubic Feet)
1		1 (3.3%)	1.02 (4.8%)
2		4 (13.3%)	0.92 (4.3%)
3		10 (33.3%)	11.89 (55.8%)
4		6 (20.0%)	1.47 (6.9%)
5		9 (30.0%)	6.02 (28.2%)
<b>Grand Total</b>		<b>30 (100.0%)</b>	<b>21.32 (100.0%)</b>

## INTEREST

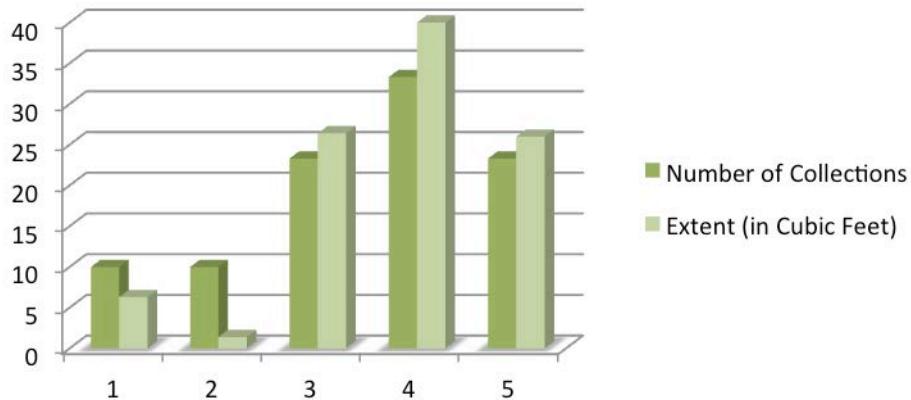
All Artwork collections, with the exception of those with MS [Accession Number] and Named Collections, were given a “5” for Interest. **Further work is needed to accurately assess the research interest of these collections.**

### Artwork: BAE/USNM/NAA

Interest Rating	Number of Collections	Extent (in Cubic Feet)
5	256 (100.0%)	102.05 (100.0%)
<b>Total</b>	<b>256 (100.0%)</b>	<b>102.05 (100.0%)</b>

Collections with MS [NAA Accession Number] were assessed for interest by Diana Marsh on the same scale as the Named Collections.

### Interest (MS [Accession Number]/Named Collections)



### Artwork: MS [NAA Accession Number]/Named Collections

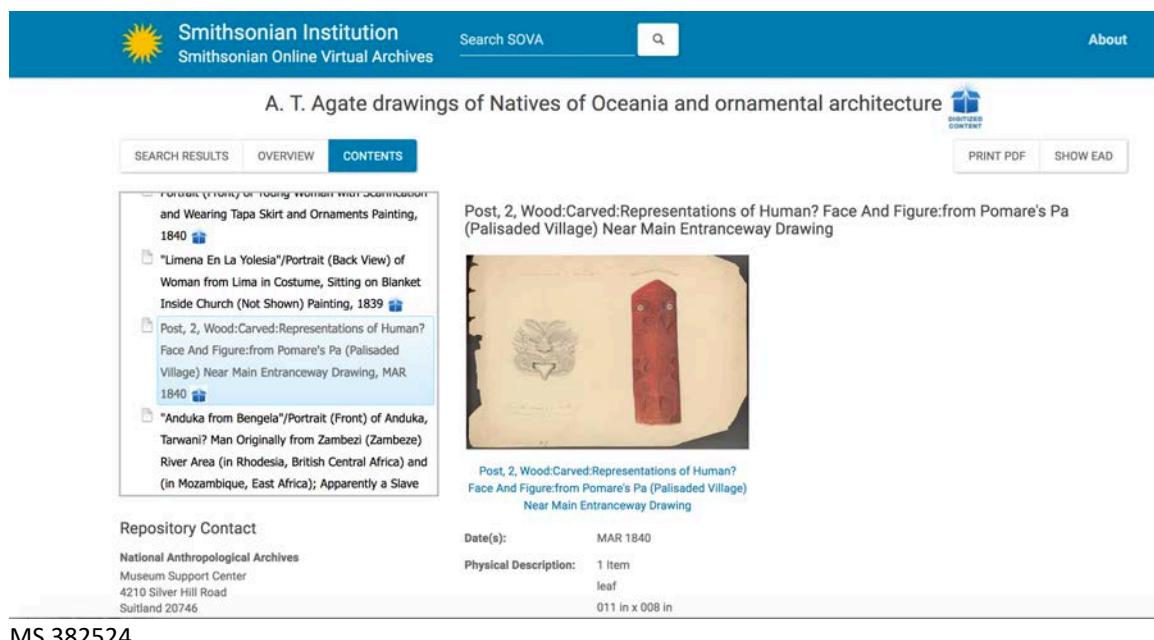
Interest Rating	Number of Collections	Extent (in Cubic Feet)
1	3 (10.0%)	1.34 (6.3%)
2	3 (10.0%)	0.30 (1.4%)
3	7 (23.3%)	5.62 (26.4%)
4	10 (33.3%)	8.52 (40.0%)
5	7 (23.3%)	5.54 (26.0%)
<b>Grand Total</b>	<b>30 (100.0%)</b>	<b>21.32 (100.0%)</b>

## INTELLECTUAL ACCESS (DESCRIPTION)

With a few exceptions, the Artwork Collection is comprised of material separated from the Numbered Manuscripts. As a result, the state of description of the collections is similar. Despite item-level cataloging of many collections, the description is in most cases, incomplete, inconsistent, inaccurate, and confusing.

The original catalogue cards are typically brief as to entry data on objects and often this information is suspect. The dates associated with a collection generally describe the acquisition of the holding into the archive rather than the creation date of the objects within a gifting. Also the name(s) associated with collections variously and arbitrarily refer to an original collector, researcher, artist or illustrators. Also the cultural affiliation of named persons is seldom given, thus further confusing the identification of images as to Native American or other origin.<sup>17</sup>

It does not appear that efforts were made to correct/clean up the records at the time of migration from catalog cards to electronic systems in the 1980s. Even records with digital images have baffling titles and captions:



The screenshot shows a search results page for the Smithsonian Online Virtual Archives (SOVA). The header includes the Smithsonian Institution logo, the text 'Smithsonian Online Virtual Archives', a search bar, and links for 'About' and 'PRINT PDF / SHOW EAD'. The main search results are for 'A. T. Agate drawings of Natives of Oceania and ornamental architecture'. The results list several items, including:

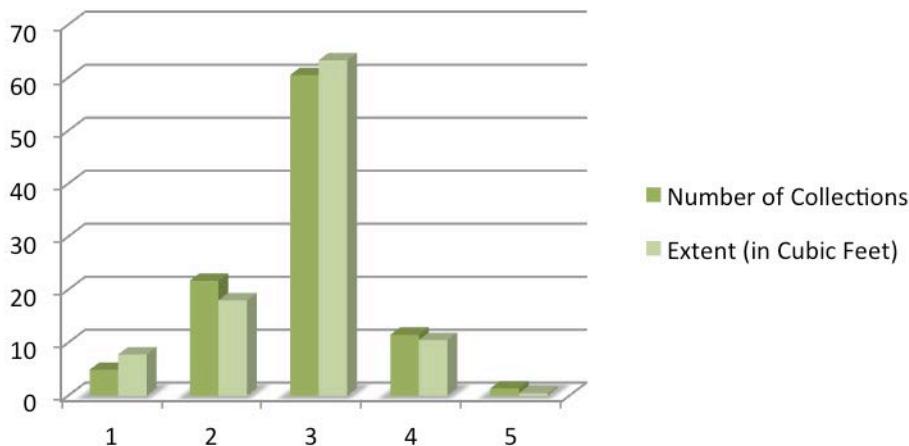
- Portrait of Young Woman Wearing Skirt and Ornaments Painting, 1840
- "Limena En La Yolesia"/Portrait (Back View) of Woman from Limen in Costume, Sitting on Blanket Inside Church (Not Shown) Painting, 1839
- Post, 2, Wood:Carved:Representations of Human Face And Figure:from Pomare's Pa (Palisaded Village) Near Main Entranceway Drawing, MAR 1840
- "Anduka from Bengela"/Portrait (Front) of Anduka, Tarwani? Man Originally from Zambezi (Zambee) River Area (in Rhodesia, British Central Africa) and (in Mozambique, East Africa); Apparently a Slave

Below the list is a thumbnail image of a drawing showing a red object and a white object on a textured background. The caption for the image is: 'Post, 2, Wood:Carved:Representations of Human Face And Figure:from Pomare's Pa (Palisaded Village) Near Main Entranceway Drawing'.

At the bottom of the page, there is a 'Repository Contact' section for the National Anthropological Archives, Museum Support Center, and a 'Date(s): MAR 1840' entry. The identifier 'MS 382524' is also present.

<sup>17</sup> Edwin L. Wade, "Program Use Assessment of Historic Southwestern American Drawings Within the Holdings of the National Anthropological Archives," 18 November 1998, National Anthropological Archives, Smithsonian Institution.

## Intellectual Access



Intellectual Access Rating	Number of Collections	Extent (cubic feet)
1 = Collections which do not have publicly available records. Includes collections not previously cataloged in any system and not previously cataloged in Horizon (but with catalog cards).	14 (4.9%)	9.63 (7.8%)
2 = Collection description with no notes. These consist of title and collection numbers, and may also have dates, extents, subjects, and/or creators. Information may be inaccurate or confusing.	62 (21.7%)	22.17 (18.0%)
3 = Collections which contain a scope and content note or other substantive description. Notes and other information may be inaccurate or misleading.	173 (60.5%)	78.04 (63.3%)
4 = Collections with complete and accurate description, but which fall short of a finding aid, mainly due to size	33 (11.5%)	12.90 (10.5%)
5 = Collections with a complete and accurate EAD finding aid	4 (1.4%)	0.63 (0.5%)
<b>Total</b>	<b>286 (100.0%)</b>	<b>123.37 (100.0%)</b>

## PHYSICAL ACCESS (ARRANGEMENT)

Arrangement and organization in the artwork collection are wildly inconsistent. Materials have been treated as both individual items (i.e., in a manner consistent with cataloging museum objects or books) and as archival collections (i.e., with respect to the key concepts of provenance and original order). Multiple, conflicting numbering schemas were employed during the same time period. It is unclear what rationale, if any, was used to determine how collections were numbered, arranged, and described.

The following examples illustrate the varying arrangements used with the Artwork Collections. All three of these examples are collections transferred to NAA from the Department of Anthropology Processing Lab from the 1970s through the early 2000s.

### ***A single collection separated into 45 individual collections with NAA MS collection numbers***

In 1961, Lispenard Seabury Crocker donated a collection of 45 maps of Japan to the Department of Anthropology. Beginning in 1984, these maps were transferred to NAA from Anthropology collections. The maps were given individual non-sequential numbers in the MS 7000s, with the exception of MS 1998-28. Crocker is mentioned in the custodial history notes as the donor for these collections, but is not named as an agent (although she has a NACO Authority File). The individual maps are cataloged without reference to each other, the donation, or any USNM or DOA catalog or accession numbers. To further complicate matters, her name is variously (mis)spelled Lispenard (13 records), Lispernard (31 records), and Lespernard (1 record).

### ***A collection cataloged as individual items with a series of USNM collection numbers***

In 1893, USNM purchased 63 copy drawings of artwork in the British Museum. The drawings were accessioned under USNM 66,766 and were individually cataloged by USNM under 316516-316543 and 387700-387737. These numbers were retained when the drawings were transferred to NAA, but the drawings were grouped into 3 collections for reasons that were not documented and remain unclear: (1) 316516-536; 316539-541; 387700-737; (2) 316537-316538; and (3) 316542-316543. At the time of assessment, a single resource was created for all the drawings in an attempt to restore provenance.

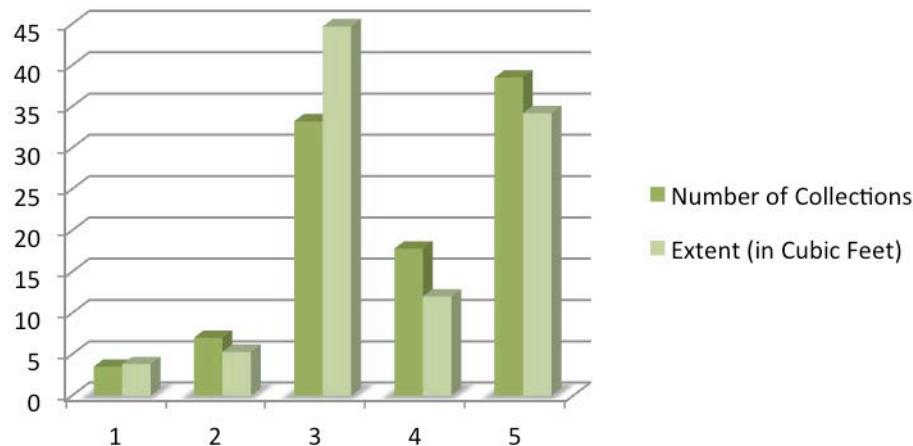
### ***A collection cataloged with a single USNM collection number***

A series of related drawings with no accession information, but possibly sent to USNM for publication from the State Department circa 1889, were cataloged under MS 130592 and the individual items were not given catalog numbers.

In addition to the issue of collection numbering and organization, there are significant problems with the physical arrangement of artwork in NAA storage areas. Oversize folders and boxes are not in order within drawers, and drawers are not in order within cabinets. In some cases, items have multiple numbers (INV numbers, USNM numbers, etc.) which are labeled on the folders. However, the pre-existing USNM numbers were not used as a guide when assigning INV

numbers. INV numbers appear to be have been assigned at random. As a result, at least one series of numbers is always out of order. NAA has employed no standard as to which number schema is considered primary for physical organization.

## Physical Access

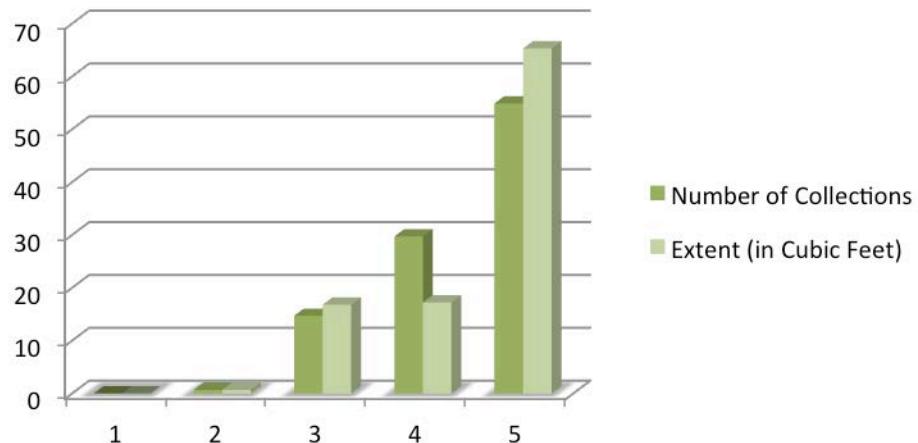


Physical Access Rating	Number of Collections	Extent (cubic feet)
1 = Collections with extremely complex relationships with other collections that will require additional research to understand	10 (3.5%)	4.70 (3.8%)
2 = Collections with complex relationships with other collections that are partially documented in the existing records	20 (7.0%)	6.57 (5.3%)
3 = Collections with straightforward, direct relationships with other collections that are documented in the existing records	95 (33.2%)	55.12 (44.7%)
4 = Collections with handwritten box or envelope labels	51 (17.8%)	14.84 (12.0%)
5 = Collections that appeared to be in good order and did not have an obvious, direct relationship (i.e., was a copy, version, or part of) another collection	110 (38.5%)	42.14 (34.2%)
<b>Total</b>	<b>286 (100.0%)</b>	<b>123.37 (100.0%)</b>

## HOUSING QUALITY

With a few exceptions, Artwork collections are stored in archival-quality, acid-free housing. Housing for most the collections was found to be adequate or exceptional. However, several collections are housed inappropriately, resulting in difficult handling. The most common varieties of inappropriate housing observed during the assessment include small drawings stored in large folders with oversized drawings, and oversize items extending beyond the edges of their folders.

**Housing Quality**

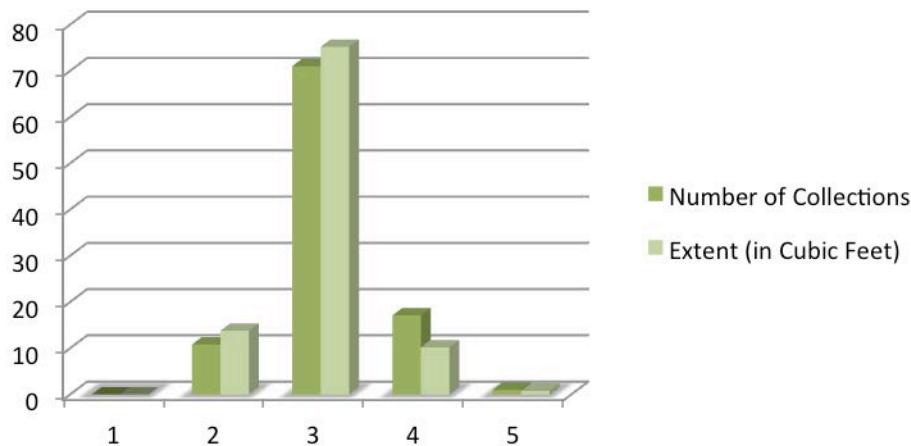


Housing Quality Rating	Number of Collections	Extent (in Cubic Feet)
1	0 (0%)	0 (0%)
2	2 (0.7%)	0.85 (0.7%)
3	42 (14.7%)	20.67 (16.8%)
4	85 (29.7%)	21.26 (17.2%)
5	157 (54.9%)	80.59 (65.3%)
<b>Total</b>	<b>286 (100.0%)</b>	<b>123.37 (100.0%)</b>

## PHYSICAL CONDITION

The majority of the Artwork collection is in stable condition. In 1994, NAA undertook a multi-year Artwork Preservation Project. Partially funded by a Save America's Treasure's grant, the project focused on rehousing, stabilization, conservation, and digitization of these collections.

**Physical Condition**

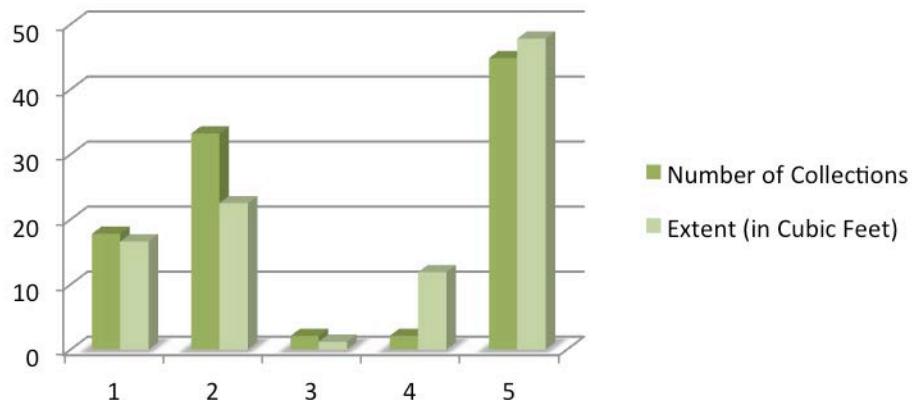


Physical Condition Rating	Number of Collections	Extent (in Cubic Feet)
1	0 (0.0%)	0 (0.0%)
2	31 (10.8%)	17.08 (13.8%)
3	203 (71.0%)	92.77 (75.2%)
4	49 (17.1%)	12.57 (10.2%)
5	3 (1.0%)	0.95 (0.8%)
<b>Total</b>	<b>286 (100.0%)</b>	<b>123.37 (100.0%)</b>

## REFORMATTING READINESS

Reformatting readiness describes the current state of digitization of the collections. The majority of the Artwork collection (83%) has been digitized in full or in part. However, access to digital surrogates via collection records in SOVA varies. In some cases, surrogates were found in the DAMS but are not linked to their corresponding archival descriptions. While online access to some materials may be restricted due to the presence of culturally-sensitive information, such restrictions are frequently not noted in finding aids. Therefore, it is difficult to discern with any degree of certainty whether digital surrogates that do not appear online are not linked to finding aids due to restrictions or technical error. Furthermore, these ratings do not take into account the advisability of digitizing specific collections and/or making them publicly available. A low rating may be desirable for collections that contain materials that should not be digitized (such as non-archival material) and/or should not be put online (such as restricted or sensitive materials).

**Reformatting Readiness  
(Digitization Status)**



Reformatting Readiness Rating	Number of Collections	Extent (cubic feet)
1 = Not digitized	51 (17.8%)	20.53 (16.6%)
2 = Partially or completely digitized but no links to any digital surrogates in SOVA record, with no explanation of lack of access to digital surrogates	95 (33.2%)	27.72 (22.5%)
3 = Partially digitized and linked in SOVA, but technical problems with links to digital surrogates in SOVA record (broken links, multiple surrogates of same item appear, etc.)	6 (2.1%)	1.51 (1.2%)
4 = Partially or completely digitized, with some portion linked to SOVA record	6 (2.1%)	14.69 (11.9%)
5 = Completely digitized and linked to SOVA record	128 (44.8%)	58.92 (47.8%)
<b>Total</b>	<b>286 (100.0%)</b>	<b>123.37 (100.0%)</b>

### LOCAL VALUE

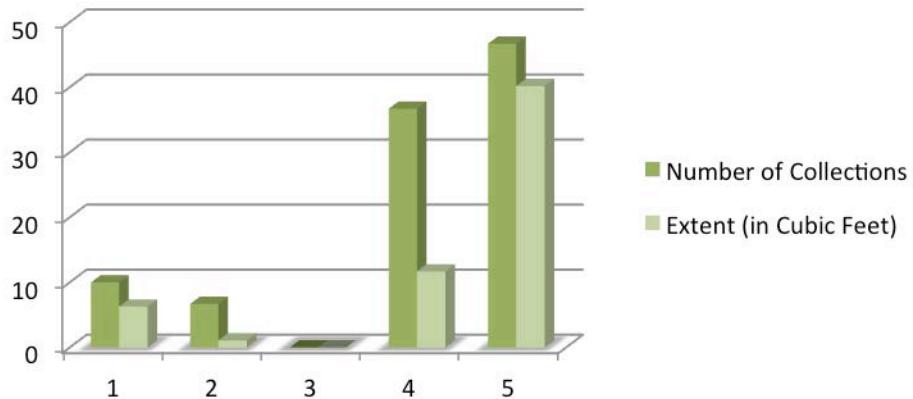
All Artwork collections, with the exception of those with MS [Accession Number], were given a “5” for Local Value. **Further work may be needed to accurately assess the local value of these collections.**

#### Artwork: BAE/USNM/NAA

Local Value Rating	Number of Collections	Extent (in Cubic Feet)
5	256 (100.0%)	102.05 (100.0%)
<b>Total</b>	<b>256 (100.0%)</b>	<b>102.05 (100.0%)</b>

Collections with MS [NAA Accession Number] and Named Collections were assessed for local value on the same scale as the Named Collections.

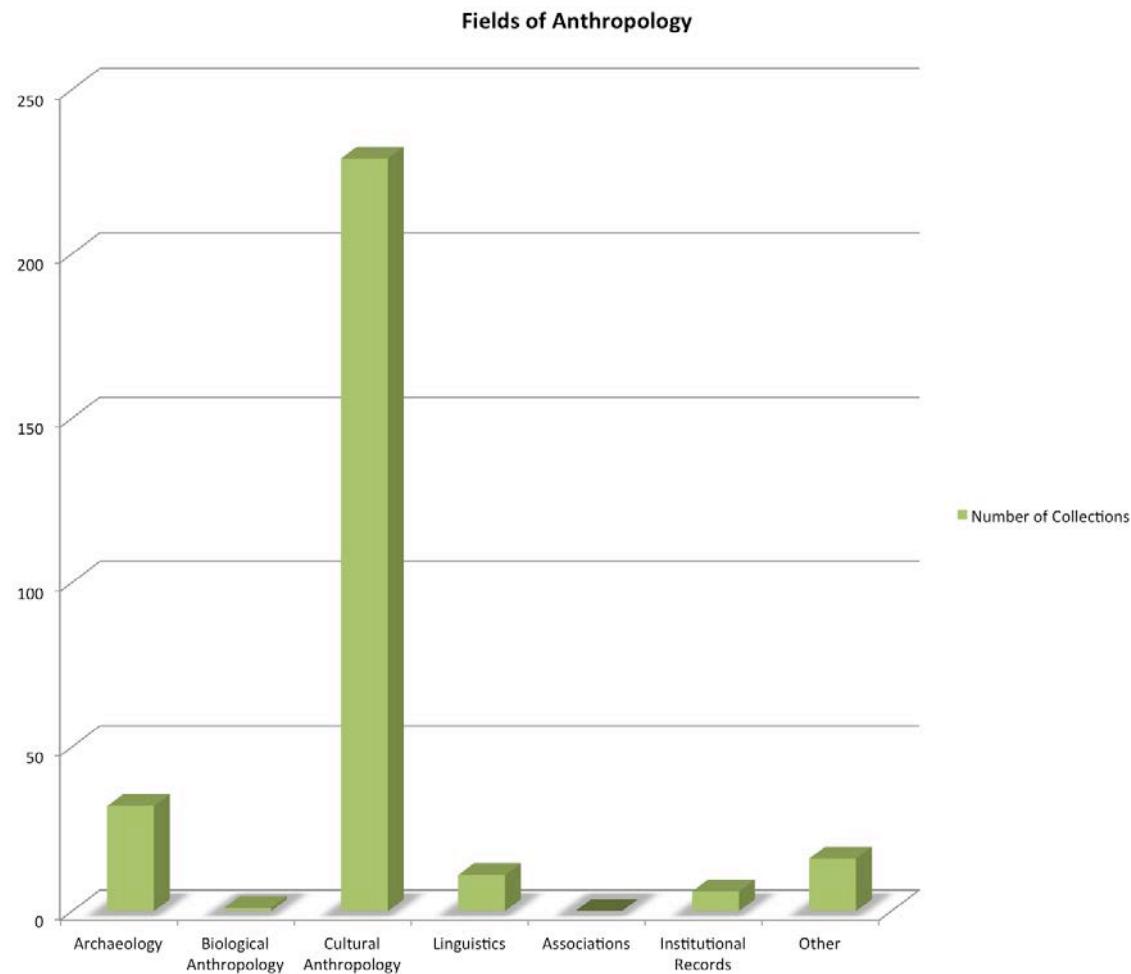
### Local Value (MS [Accession Number]/Named Collections)



#### Artwork: MS [Accession Number]/ Named Collections

Local Value Rating	Number of Collections	Extent (in Cubic Feet)
1	3 (10.0%)	1.34 (6.3%)
2	2 (6.7%)	0.24 (1.1%)
3	0 (0.0%)	0 (0.0%)
4	11 (36.7%)	11.17 (52.4%)
5	14 (46.7%)	8.57 (40.2%)
<b>Total</b>	<b>30 (100.0%)</b>	<b>21.32 (100.0%)</b>

The Local Value note was also used to record which field(s) of Anthropology the collections document. A single collection may document multiple fields of Anthropology.



Fields of Anthropology	Number of Collections
Archaeology	32
Biological Anthropology	1
Cultural Anthropology	229
Linguistics	11
Associations	0
Institutional Records	6
Other*	16

\*Other may include historical documents (e.g., treaties); biographical information and personal materials; materials related to the history of anthropology, geography, or other natural history subjects. These collections contain no material related to the four fields of anthropology, anthropological associations, or the BAE, USNM, NAA, or SI.

## RECOMMENDATIONS FOR THE ARTWORK COLLECTION

### RE-EVALUATE CONCEPT OF “ARTWORK”

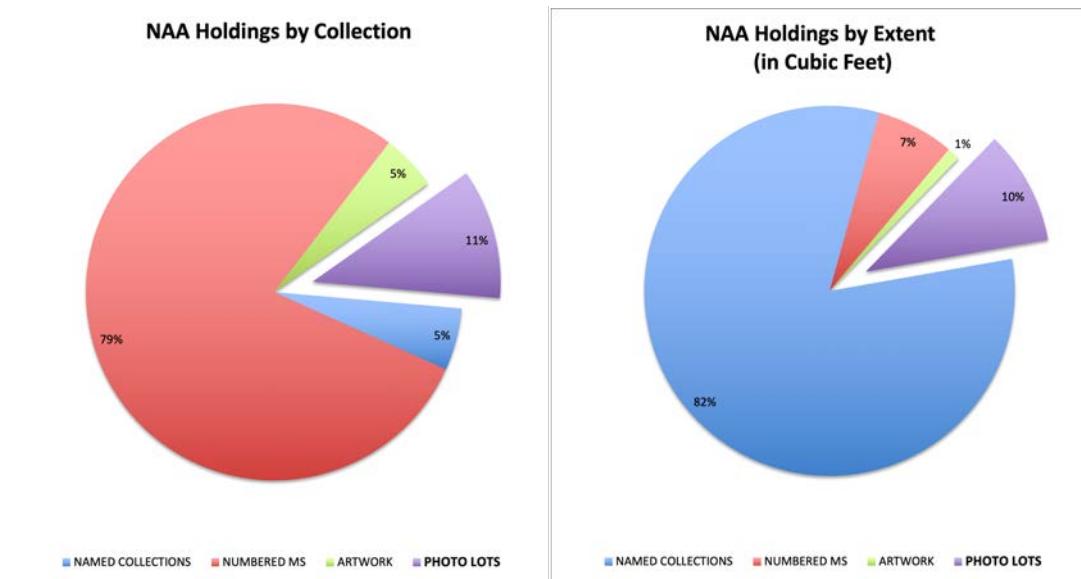
Is this a collection group or a shelf location? Does NAA want to treat works of art as museum objects (i.e., individually cataloged) or as archival collections (i.e., organized into collections by creator)? A single standard should be employed throughout the collection.

### USE ARTWORK AS A REPROCESSING PILOT

Because the Artwork collection was created from parts of the Named Collections and Numbered Manuscripts Collections, it encompasses a wide variety of problems related to the systemic lack of administrative, intellectual, and physical control throughout the NAA at large. At 286 collections and 123 cubic feet, it is also the smallest collection group. Its very existence is due to its perceived importance, both monetary and for research. In the past, the NAA has made significant efforts at rehousing and conservation of the artwork. A reprocessing project could, therefore, focus almost exclusively on rearrangement and redescription. Lessons learned in a project of this type could be used to inform larger, more complex projects in other parts of collection.

# NATIONAL ANTHROPOLOGICAL ARCHIVES

## PHOTO LOTS ASSESSMENT



## BACKGROUND

### WHAT ARE THE PHOTO LOTS?

For the purposes of the NAA'S Collections Assessment, Photo Lots were defined as collections with "Photo Lot" in the collection number. These collections consist primarily of photographic images, including prints and negatives in various formats. However, they also include illustrations, artwork, and related manuscript material. It should be noted that there are also thousands of photographic images in Named Collections, Numbered Manuscripts, and Artwork Collections. The Photo Lots are housed at MSC, Level 1, Rows B1-B4, B8, B10, C1 and separated oversize in A39 and C39. Nitrate negatives are stored in Cold Storage areas at MSC, as well as off-site at the Library of Congress National Audio-Visual Conservation Center. Photo Lots collections are:

### ***BAE and USNM Photographs: Photo Lots 1-143***

These collections consist of photographic materials created and collected by the BAE and USNM. In an effort to introduce an "archival" arrangement, Photo Lot numbers were assigned by NAA staff in the 1970s to control groups of photographs. However, these groupings were usually based on physical arrangement at the time the numbers were assigned, not on principles of provenance and original order. The Photo Lot numbers are not continuous, and some lots have been subdivided into distinct collections by adding a letter (e.g., Photo Lot 12A and Photo Lot 12B). There are 121 collections in Photo Lots 1-143.

### ***BAE and USNM Photographs: Photo Lots 150-177***

These collections consist of photographic materials created and collected by the BAE and USNM. These numbers are assigned to collections which had been erroneously incorporated into Photo Lots 1-143 and to collections which were not previously assigned Photo Lot numbers. These numbers were first assigned in 2010 and continue to be used. There are 24 collections in Photo Lots 150-177.

### ***BAE Photographs: Photo Lots [MS Numbers]***

Some Numbered Manuscript collections were relocated to the Photo Lots collections and assigned Photo Lot numbers which retain the Manuscript Number. There are 34 collections with MS Numbers.

### ***NAA Photographs: Photo Lots [Accession Numbers]***

From 1973 to present, NAA accession numbers have been used as collection numbers for Photo Lots. There are 487 Photo Lot collections numbered with NAA accession numbers.

The Photo Lot collection consists of 666 collections comprising 1097.8 cubic feet.

## **IMPLEMENTATION OF ARCHIVES SPACE FOR PHOTO LOTS**

### ***MIGRATION FROM ARCHIVES TOOLKIT TO ASPACE***

Approximately 600 Photo Lot records were migrated from Horizon to Archives Toolkit in from 2012-2014. These records were subsequently migrated to ASpace in November 2018. Additional Photo Lot records were migrated in August 2021.

### ***NEW RECORD CREATION***

Eight (8) collections did not have catalog records in Horizon, and therefore were not imported into ASpace. One additional collection did have a record in Horizon, but was not in SOVA. For these records, new resource records with minimal information were created.

## PHOTO LOTS ASSESSMENT RESULT

### EXISTING DESCRIPTION

#### **ACCESSION INFORMATION**

Accession files exist for a large proportion of the Photo Lots. However, many of those accession files are missing key administrative control documents. Thus, although paper accession files and ASpace accession records exist for 55% and 64% of Photo Lot collections, respectively, Deeds of Gift exist for only 45% of collections. For the purposes of the Assessment, the “Deed of Gift” has been checked when an accession file contained a fully executed deed of gift or deposit agreement or probate/estate documents, memoranda/letters of transfer, letters of agreement which clearly transfer materials to the NAA. “Deed of Gift” was also selected for materials created by SI/DOA/BAE employees for which no Deed of Gift is required.

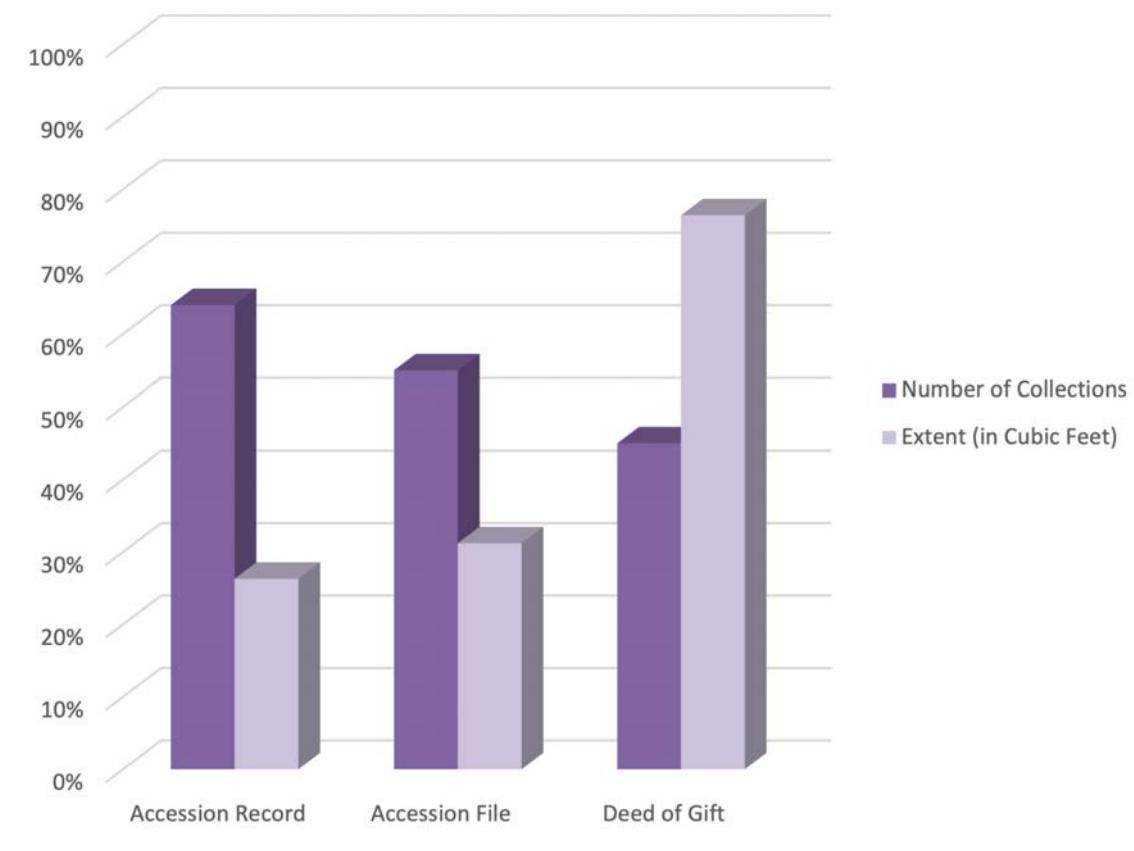
The yes/no checkbox is not capable of documenting the numerous nuances and complexities in NAA accession documentation. For example, it does not capture when rights and permission are nonstandard or vaguely defined or when Deeds of Gift are present for only parts of collection. These issues were captured in the Existing Description notes.

An additional challenge to administrative control is the lack of standardization in the filing methods used for paper accession files. Most Photo Lot accession files are filed by either collection name *or* donor name, and staff looking for a given accession file may have to look in several places to find it.

The following examples illustrate the issue:

- The file for Photo Lot 80-23, Emlyn M. Hodge photograph collection of Frank Hamilton Cushing, Emily Magill Cushing, and Fanny R. Bandelier, is filed under *Hodge, Emlyn*, the person who donated the photographs to the Smithsonian.
- The accession file for Photo Lot 77-15, Photographs of Winold Reiss portraits of Plains Indians is filed under *Reiss, Winold*, the creator of the drawings depicted in the photographs (but not the donor).
- The file for Photo Lot 80-18, Photographs of Crow and Sioux Indians, is filed under *Harris, Elizabeth*, the person who transferred the photographs to NAA from the Smithsonian Museum of History and Technology, which received them from an anonymous donor.

## Accession Information



	Number of Collections	Extent (in Cubic Feet)
<b>Accession Record</b>		
No	242 (36%)	809.62 (73.7%)
Yes	424 (64%)	288.18 (26.3%)
<b>Accession File</b>		
No	302 (45%)	754.99 (68.8%)
Yes	364 (55%)	342.81 (31.2%)
<b>Deed of Gift</b>		
No	365 (55%)	258.9 (23.6%)
Yes	301 (45%)	838.9 (76.4%)
<b>Total</b>	<b>666 (100.0%)</b>	<b>1097.8 (100.0%)</b>

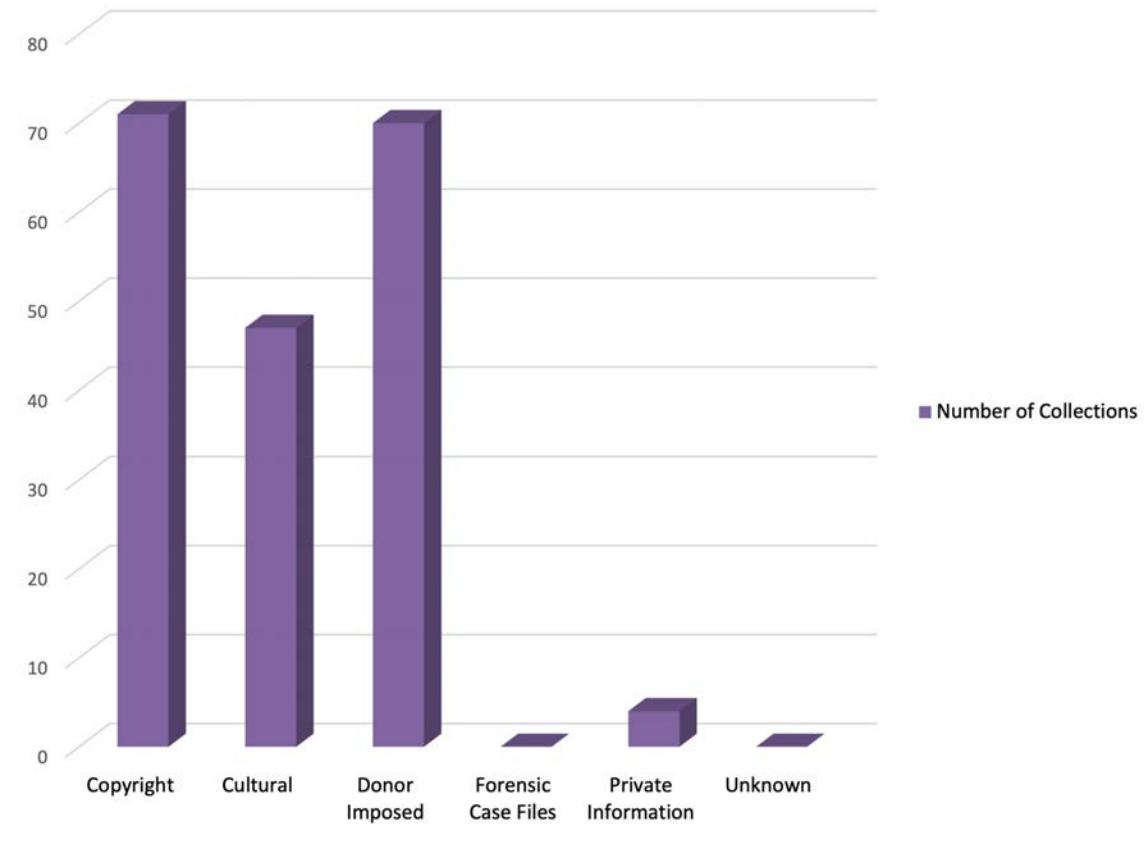
### DESCRIPTION

See *Intellectual Access* for more information.

## RESTRICTIONS

122 of the Photo Lots (18%) contain material which should be restricted. This number includes both restrictions documented in collection records, finding aids, inventories, etc. and restrictions not identified prior to the Assessment.

### Restrictions

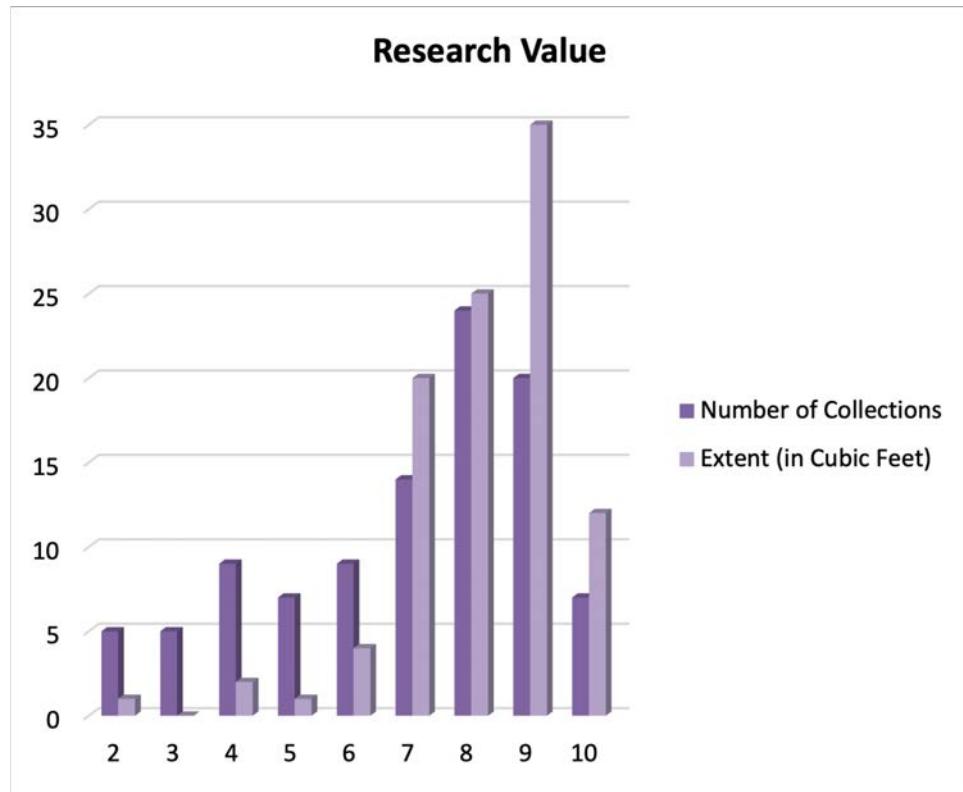


Restriction type	Number of Collections
Copyright	71
Cultural	47
Donor Imposed	70
Forensic Case Files	0
Private Information	4
Unknown	0
<b>TOTAL</b>	<b>192*</b>

\*The total is not a very useful number since some collections contain multiple restriction types.

## RESEARCH VALUE

Research Value is the sum of the Documentation Quality and Interest ratings.



Research Value Rating	Number of Collections	Extent (in Cubic Feet)
2	32 (4.8%)	9.4 (0.9%)
3	37 (5.6%)	5.03 (0.5%)
4	58 (8.7%)	15.75 (1.4%)
5	44 (6.6%)	12.34 (1.1%)
6	59 (8.9%)	47.98 (4.4%)
7	94 (14.1%)	215.42 (19.6%)
8	161 (24.2%)	274.02 (25%)
9	131 (19.7%)	379.9 (34.6%)
10	50 (7.5%)	138.16 (12.6%)
<b>Total</b>	<b>666 (100.0%)</b>	<b>1097.8 (100.0%)</b>

## ***Documentation Quality***

### **Non-archival and out-of-scope collections**

Collections that consist of a small number of prints or negatives which are copies of other (extant) prints or negatives were generally assessed at the lowest Documentation Quality ratings (1 or 2).<sup>18</sup> This is the case for collections consisting of modern copies of vintage prints (prints made close to the time that the image was first exposed<sup>19</sup>), as well as those consisting of copies of modern photographs.

The location of the original photograph(s), when known, was noted during assessment in the Documentation Quality note. In many such cases, the location of the original was previously documented in the accession files and/or finding aids. Locations of originals include both Smithsonian and non-Smithsonian collections.

Note that while collections given Documentation Quality ratings of 1 or 2 constitute a combined 22% of the total Photo Lots assessed, they constitute only about 4% of the total cubic feet of Photo Lots assessed. In other words, the Photo Lots with lowest documentation quality are also the smallest collections.

There has been an ambiguity around the conventional distinction between vertical files (biographical files, subject files, reference files) maintained by archives to provided researchers (and archivists) easy access to information about subjects documented in archival collections, and the collections themselves. A number of Photo Lots consist of copies of images held by other institutions and private collectors, such as copy prints sent to NAA or the Department of Anthropology by researchers requesting information about the subjects of the images or by people offering to sell or donate originals.

The ambiguity between reference files and collection materials is reflected in the many small, discrete Photo Lots described above, and is evident in the documentation retained in the accession files. For example, the accession file for Photo Lot R80-28, Photograph of framed portrait of Tomah Joseph, contains correspondence with the Maine State Museum regarding a reference inquiry to NAA. The correspondent from the Maine State Museum enclosed a photograph of a framed print owned by the Peabody Museum in Salem, Massachusetts, "for your files" (see images below). While this makes it clear that the Museum gave the print to NAA, it is less clear that it intended for the print to become a *collection* at NAA. The original photograph is digitized and viewable, alongside an item description, in the Peabody Essex Museum's Native American online collections.<sup>20</sup>

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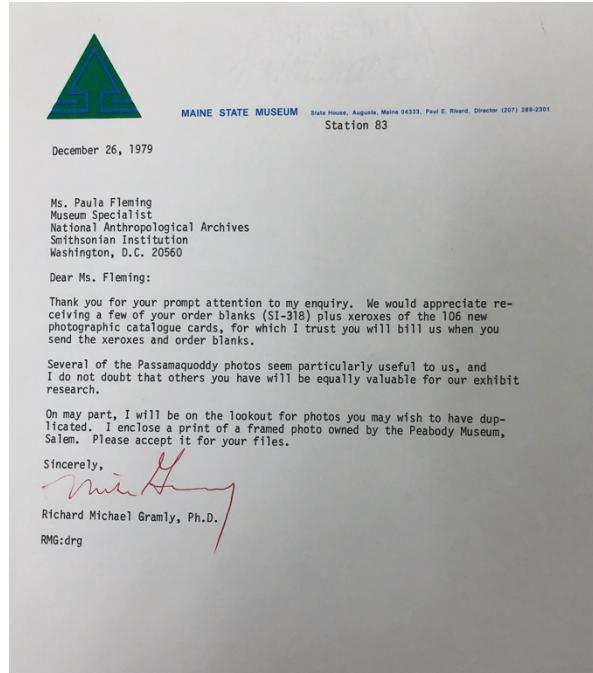
<sup>18</sup> About 10 percent of the Photo Lot collections (53 Photo Lots) are designated as "reference" collections ("R" collections). These collections are generally small and consist of copy prints and negatives. (51 of the 53 total "R" collections are smaller than 0.50 cubic feet, consisting of as few as a single print.) Public catalog records and finding aids for most of the "R" collections contain a note stating "This copy collection has been obtained for reference purposes only. Contact the repository for terms of use and access." There are other Photo Lots that do not have the "R" designation, but which have the characteristics of an "R" collection. For an example of an "R" collection, see Photo Lot R78-40, <https://sova.si.edu/record/NAA.PhotoLot.R78-40>.

<sup>19</sup> "Vintage Print," National Portrait Gallery (U.K.), <https://www.npg.org.uk/collections/explore/glossary-of-art-terms/vintage-print>.

<sup>20</sup> "Tomah Joseph (Passamaquoddy, 1837-1914), Photograph, about 1895," Peabody Essex Museum, <http://explore-art.pem.org/object/native-american-art/E48627/detail>.

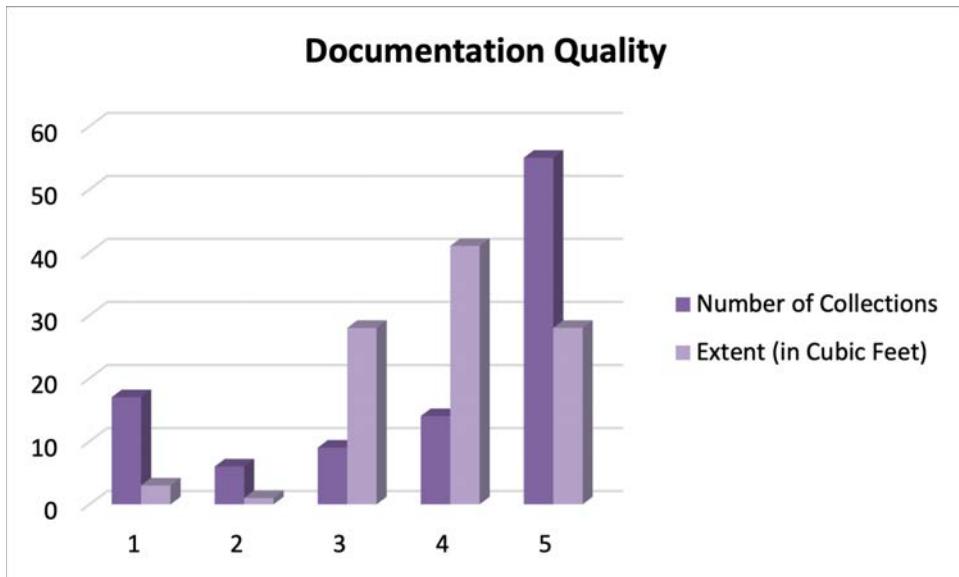


Photo Lot R80-28, Photograph of framed portrait of Tomah Joseph, an NAA collection consisting of a photograph of a photograph. The depicted photograph and frame are held and were digitized by the Peabody Essex Museum.



A letter in the accession file for Photo Lot R80-28, showing the context of NAA's receipt of the photograph.

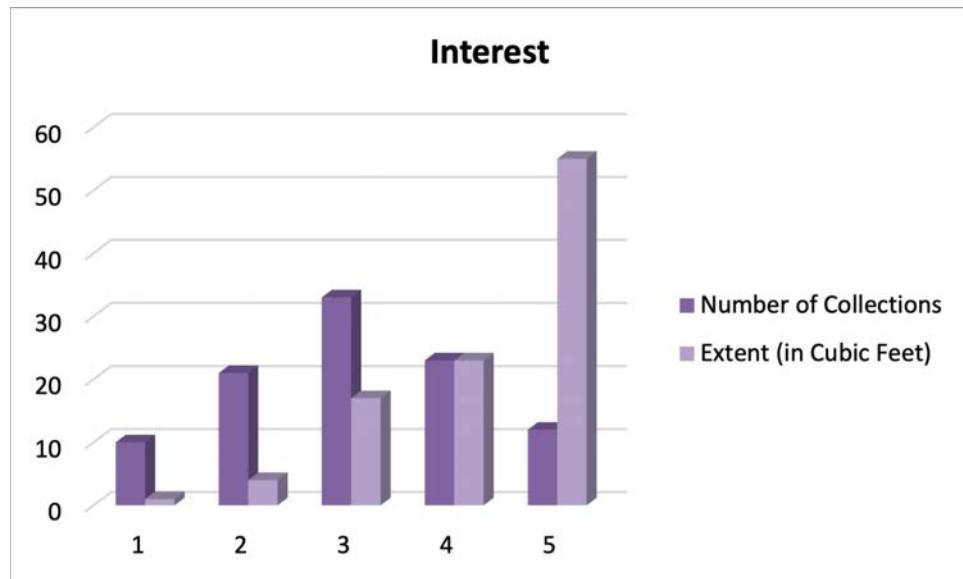
The Documentation Quality of the Photo Lots is further diminished by the arrangement of small groups of photographs as discrete collections, when traditional archival principles would call for them to be arranged together because of their shared provenance. This is particularly true of photographs of Smithsonian anthropologists (see the Physical Arrangement section below).



Documentation Quality Rating	Number of Collections	Extent (in Cubic Feet)
1 = Collection contains all copy negatives or copy prints	110 (16.5%)	31.38 (2.9%)
2 = Collection contains mostly copy negatives or copy prints; there may be a small number of original negatives or original prints	37 (5.6%)	9.91 (0.9%)
3 = Collection contains an even mix of original and copy negatives and prints	62 (4.7%)	306.64 (27.9%)
4 = Collection contains mostly original negatives or prints from original negatives; there may be a small amount of copy negatives or copy prints	92 (13.8%)	446.75 (40.7%)
5 = Collection contains all original negatives or prints from original negatives	365 (54.8%)	303.12 (27.6%)
<b>Total</b>	<b>666 (100.0%)</b>	<b>1097.8 (100.0%)</b>

## **Interest**

Interest ratings were given based on a combination of the number of researchers who have used the collection and the likelihood of future researcher interest<sup>21</sup>. Photo Lots that had no users and that were judged to have little potential future interest for researchers were given the lowest ratings; those that had the most users were given the highest ratings. Photo Lots that were likely to be used by more researchers if their discoverability were improved (e.g., inventoried and accurately described in SOVA) were accordingly given higher Interest ratings.



Interest Rating	Number of Collections	Extent (in Cubic Feet)
1	69 (10.3%)	15.41 (1%)
2	137 (20.5%)	48.25 (4%)
3	223 (33.5%)	181.24 (17%)
4	154 (23.2%)	248.38 (23%)
5	83 (12.5%)	604.52 (55%)
<b>Total</b>	<b>666 (100.0%)</b>	<b>1097.8 (100.0%)</b>

<sup>21</sup> Number of researchers from 2004-2018 as recorded in NAA reference request spreadsheet (Reference Stats 2004-2018.xlsx). N:\Reference\Statistics\Archives\Visitors\_2004-2018.xlsx

### INTELLECTUAL ACCESS (DESCRIPTION)

97% of Photo Lots have collection-level records in SOVA. However, only 7% have complete finding aids with series and/or item-level description and container lists. Many collections have item-level records in Horizon which have not been associated with the collection records in SOVA. Additional inventories, registers, and lists exist in paper and electronic form, but are not readily accessible to the public. Frequently, these inventories are incomplete or out of date.

The photograph collections of the Bureau of American Ethnology were originally cataloged by the Bureau's photographers and illustrators. The Photographer and/or Illustrator was responsible for all BAE illustrative material, including photographic prints and negatives, as well as engravings, drawings, maps, charts, and photostats of books and manuscripts. The primary responsibility of the Illustrations Section was to prepare images for publication and distribution. Photographs were arranged and cataloged at an item-level, primarily to aid in identification for reproduction. In 1926, the position of BAE Photographer was discontinued and the Smithsonian photographer took over responsibility for both taking photographs and fulfilling orders for images. The BAE Illustrator continued to have responsibility for preparing images for publication, as well as for cataloging photographs. In 1930, Mae Tucker, BAE manuscript clerk, was detailed to the Illustrations Section to create catalog cards of negatives previously described by the BAE illustrator. By the 1950s, the photograph collections were being cataloged by the BAE Archives. Due to the size of the photo collections and the limited staff, individual images were only cataloged when copy negatives were made to fill a copy order or if an image was deemed to have an exceptionally high research value. The result was a very large backlog (55,000 of a total 80,000) of uncataloged, and, therefore, inaccessible, images when the NAA was formed in 1968. The NAA attempted to deal with some of these problems by imposing a more "archival" arrangement and description of the photo collections in the form of "Photo Lots." BAE and USNM collections were assigned Photo Lot numbers 1-143 or Photo Lot numbers based on MS Numbers, while new accessions were assigned Photo Lot numbers based on the accession numbers. Registers, inventories, and lists were created for many of these collections, and individual photographs continued to be item cataloged when requested for photo orders. The information from the catalog cards was first migrated into electronic records in the 1980s as part of the Smithsonian Inventory project. Data was subsequently entered into MARC records via SIBIS (circa 1985-1987) and SIRIS (1994). These records are now available through collections search. By 2015, the majority of the collection-level records for the Photo Lots were migrated from Horizon to Archivists' Toolkit. These records were migrated to ASpace in November 2018 and August 2021.

There are two significant problems with the description of the Photo Lots:

1. Individual images are described in one system (Horizon/CSC) and collections are described in another (ASpace/SOVA). Additional information is sometimes found in paper files in the Reading Room and/or word or PDF documents on the N Drive. It is very difficult for staff and users to navigate between these systems.
2. Item-level description of images in Horizon is frequently inconsistent, inaccurate, offensive, and misleading.

The following are two catalog records for the same item in different collections. Almost every metadata element contains different information: The records list different titles, creators, sizes, cultures, subjects, material types, and summary descriptions for two identical prints.

Smithsonian Institution   New Search   Gallery   Transcription   Items on Exhibit   Browse   Blog   Tutorial   About   Enter keywords   Search   History   My Lists

CollectionsSearchCenter

Infant in cradleboard, possibly Iroquois, n.d

Print   Share   Contact Info   Search Results

Catalog Data

CREATOR: Barker, George 1844-1894

PHYSICAL DESCRIPTION: 1 photoprint 003 in x 003 in mounted on 003 in x 007 in

CULTURE: Iroquois Indians

INDIANS OF NORTH AMERICA: Indians of North America Northeast

TYPE: Photographs

DATE: nd

NOTE: Black and white photoprint on stereograph

CITE AS: NAA INV 02633300, Photo Lot 140, National Anthropological Archives, Smithsonian Institution

REPOSITORY LOC.: National Anthropological Archives, Smithsonian Museum Support Center, Suitland, Maryland

LOCAL NUMBER: NAA INV 02633300

SEE MORE ITEM IN: Bureau of American Ethnology collection of stereographs relating to American Indians late 19th century-early 20th century

DATA SOURCE: National Anthropological Archives

EDAN URL: edanmdm.siris\_arc\_69206

Add to My List

### Photo Lot 140

Smithsonian Institution   New Search   Gallery   Transcription   Items on Exhibit   Browse   Blog   Tutorial   About   Enter keywords   Search   History   My Lists

CollectionsSearchCenter

"Pappoose (papoose) in Indian cradle, Goat Island, Niagara"

Print   Share   Contact Info   Search Results

Catalog Data

CREATOR: Barker, George of Niagara Falls, New York

PHYSICAL DESCRIPTION: 1 7 x 3 25 in. stereograph

CULTURE: Iroquois cradleboard

TYPE: Archival materials

SUMMARY: Pictured is a child in a cradleboard. The photograph was taken at Goat Island. The item is number 505 in an unidentified series.

CITE AS: Photo Lot 90-1, number 86, National Anthropological Archives, Smithsonian Institution

REPOSITORY LOC.: National Anthropological Archives, Smithsonian Museum Support Center, Suitland, Maryland

TOPIC: Cradleboard-Iroquois

LOCAL NUMBER: NAA INV 09829600

SEE MORE ITEM IN: George V. Allen photograph collection of American Indians and the American frontier circa 1860-1930

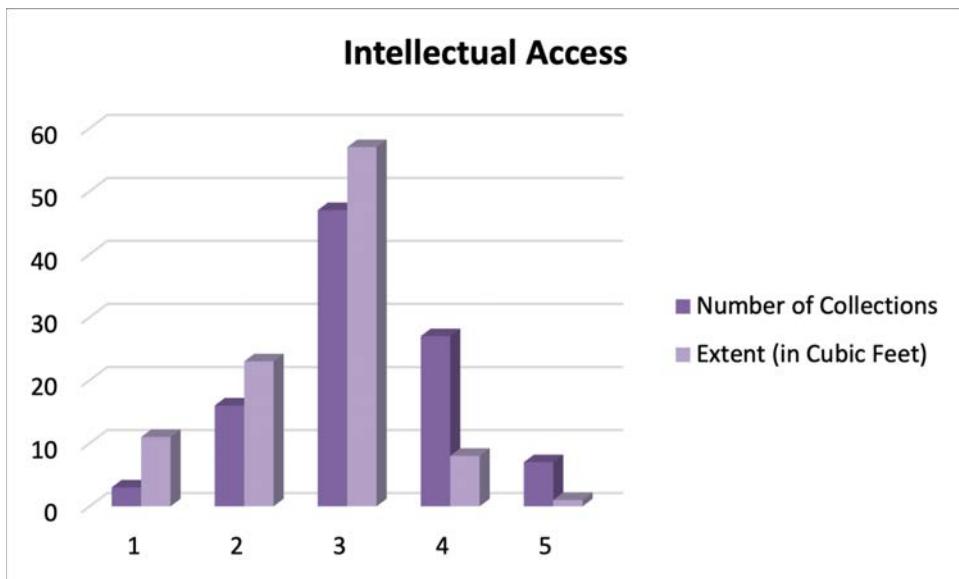
DATA SOURCE: National Anthropological Archives

EDAN URL: edanmdm.siris\_arc\_80077

Add to My List



### Photo Lot 90-1



Intellectual Access Rating	Number of Collections	Extent (cubic feet)
1 = Collections which do not have publicly accessible records	19 (2.9%)	118.83 (10.8%)
2 = Collections with a collection-level EAD finding aid. No box and folder list or item-level description is available.	106 (15.9%)	257.13 (23.4%)
3 = Collections with a collection-level EAD finding aid. There may be unassociated item-level records in CSC and a box and folder list in a paper or electronic version.	314 (47.1%)	629.47 (57.3%)
4 = Collections with a collection-level EAD finding aid and a box and folder list and/or item-level description in another paper or electronic version. Only a collection-level record is available online	180 (27.0%)	83.48 (7.6%)
5 = Collections with a complete and accurate EAD finding aid, including a box and folder list and/or item-level description	47 (7.1%)	8.89 (0.8%)
<b>Total</b>	<b>666 (100.0%)</b>	<b>448.81 (100.0%)</b>

## PHYSICAL ACCESS (ARRANGEMENT)

Physical access to the Photo Lots varies widely. While 26% of the collections have been fully processed in an appropriate archival arrangement and appropriately labeled, 61% of the collections have only been minimally arranged or not arranged at all.

The Photograph collections of the BAE and USNM were maintained as a photo library. Individual negatives were assigned numbers to aid in their retrieval for research and reproduction and organized “into geographic, tribal, or subject categories with no regard to source, original order, or relationship to one another.”<sup>22</sup> As a result, images from related collections were dispersed throughout the photograph collection, and little to no record was maintained of their relationships. Further complicating matters, copy negatives and prints were not always associated with the original negatives in the collections.

In 1972, the NAA attempted to impose an archival order on both the existing collections and new accessions by grouping the collections into Photo Lots. Unfortunately, the creation of these Photo Lot collections had more to do with physical proximity on the shelf and accession date than the concepts of provenance and original order. Accessions after 1973 were assigned a Photo Lot collection number based on the accession number. These accession number Photo Lots account for 73% of the total Photo Lots by collection, and have resulted in many related materials being maintained in separate collections instead of being grouped by creator. Furthermore, despite this attempt to create archival units, many BAE and USNM photographs continue to be maintained in large photo libraries due to numerous, complex factors:

The arrangement of NAA [photograph] holdings according to strict archival guidelines is precluded by the following considerations: the impracticality of separating already combined files, the lack of information on the source of many of the holdings, the duplication of photographs in the Bureau of Ethnology and USNM Department of Anthropology records, the large number of individual and small collections from private sources, and the nature of reference requests.<sup>23</sup>

### **Arrangement**

A recurring issue among the Photo Lots is that photographs created by or in the course of the activities of the Department of Anthropology and Smithsonian anthropologists are organized as individual collections, separate from the Department of Anthropology records and anthropologists’ papers. For example, consider the following three Photo Lots:

Photo Lot 74-17, Herman J. Viola photograph collection of Star Hawk Pow Wow, American Indian Cultural Resources Training Program

Photo Lot 78-27, Victor Krantz photographs of David Lee Harding in dance regalia

Photo Lot 78-44, Bill Wyrick photographs of dedication of Cheyenne and Arapaho Museum and Archives

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<sup>22</sup> Nancy E. Malan, “A Review of the Photographic Holdings of the National Anthropological Archives,” January 1973, 1, National Anthropological Archives Records, National Anthropological Archives, Smithsonian Institution.

<sup>23</sup>Malan, 1973, 11.

All three collections are related to the American Indian Cultural Resources Training Program, led by then-NAA director Herman Viola. Lots 78-27 and 78-44 were accessioned to document the work of program participants (see the “proposed accession” worksheet their accession files). They were accumulated for the purpose of supporting that program, yet they are organized as distinct groups of images.

To take another example, the following two collections belong, from an archival perspective, to larger aggregations:

Photo Lot 79-44, Photographs of John Canfield Ewers' retirement party

Photo Lot 97-25, Chip Clark photographs of book party and celebration of John C. Ewers's 50th Anniversary in Smithsonian Department of Anthropology

Following the archival principles of provenance and original order, an argument could be made that both belong in either the Department of Anthropology records or the John Canfield Ewers papers, as their arrangement as distinct collections hinders the interpretation of their content and the context of their creation.

### **Unfinished processing projects**

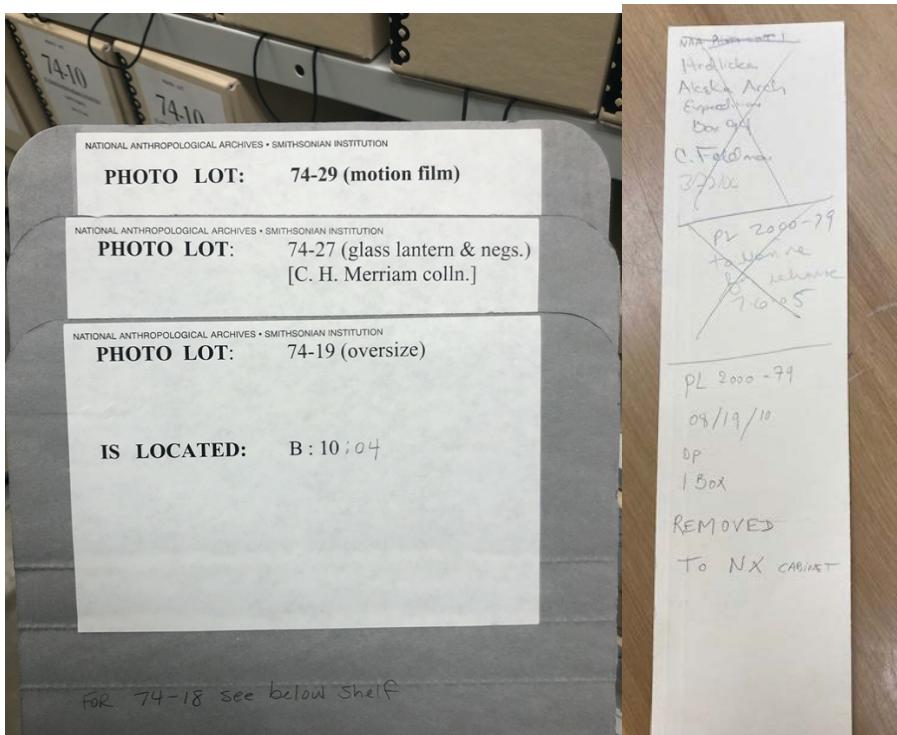
A more general issue is the lack of a consistently-implemented processing procedures. A number of collections remain in a partially-processed state, with conservation and processing notes mixed in with archival materials.

### **Labelling**

Piecemeal processing has resulted in some collections with box labels showing multiple box numbers and/or collection numbers on the same box. Box and folder labels have, for a significant portion of collections, not been updated to reflect revised collection names (i.e., collection titles in finding aids do not match collection titles on boxes and folders). In many cases, the old and revised titles are very similar. In situations where the old and revised titles are dissimilar, one has to rely on the Photo Lot number to find the collection, and confirm it is the desired collection by viewing the materials and comparing it with the description. For example, “R” collections generally do not have “R” on their labels.

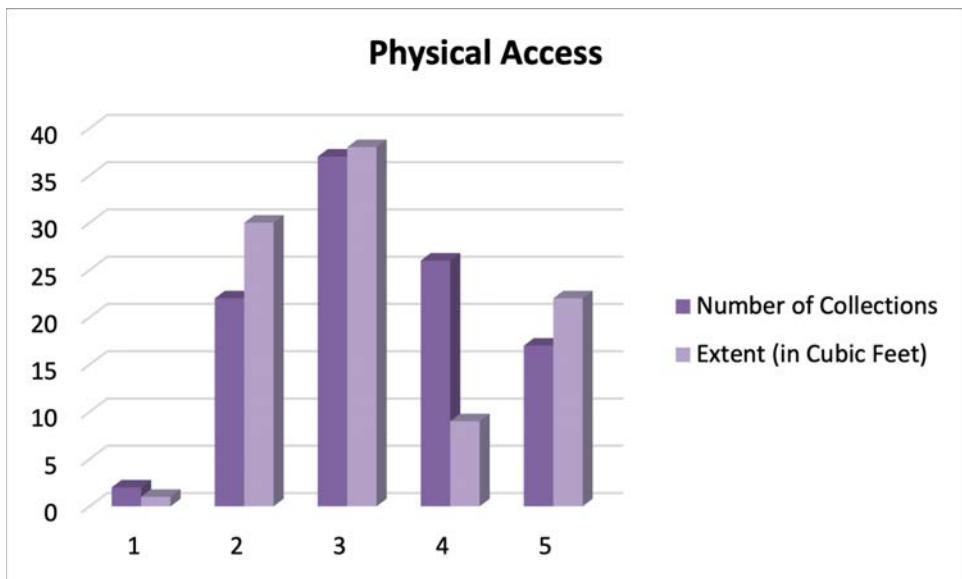
### Physical location information

The lack of a location management system for the Photo Lots has led to dependence on examining the shelves for location information. There are many removal cards among the Photo Lots stating that a given Photo Lot is stored somewhere else, such as in an oversize cabinet or map case (see image below). In other words, one has to go to the presumed location to find out the material is actually stored somewhere else.



Removal cards serving as a location management system.

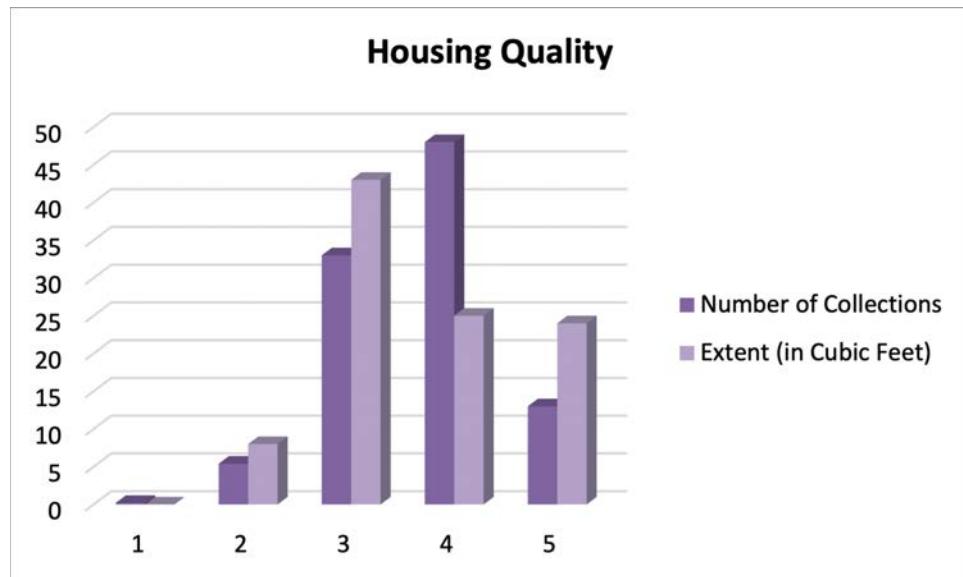
Inadequate location management is burdensome on both staff and researchers. It creates confusion and frustrates efforts to efficiently retrieve and view collections, especially when a repository is dependent on contractors and interns for collections and reference work.



Physical Access Rating	Number of Collections	Extent (in Cubic Feet)
1	15 (2.3 %)	14.55 (1.3%)
2	148 (22.2%)	333.64 (30.4%)
3	224 (33.6%)	412.52 (37.6%)
4	170 (25.5%)	94.72 (8.6%)
5	109 (26.4%)	242.37 (22.1%)
<b>Total</b>	<b>666 (100.0%)</b>	<b>1097.8 (100.0%)</b>

## HOUSING QUALITY

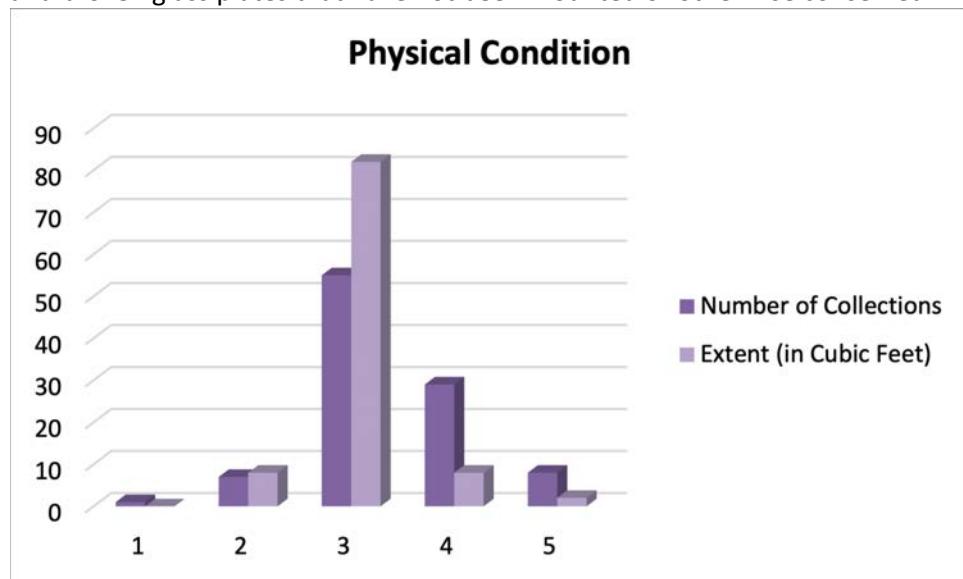
The overwhelming majority of Photo Lots—approximately 94%—are stored in adequate to excellent housing. The most common housing deficiencies were photographic prints lacking protective plastic sleeves, or prints housed in plastic sleeves of inappropriate sizes. Several collections of glass negatives are stored single-flap envelopes, making them difficult to handle and view.



Housing Quality Rating	Number of Collections	Extent (in Cubic Feet)
1	1 (0.2%)	0.53 (0.0%)
2	36 (5.4%)	84.61 (7.7%)
3	220 (33.0%)	477.28 (43.5%)
4	322 (48.3%)	270.31 (24.6%)
5	87 (13.1%)	265.01 (24.1%)
<b>Total</b>	<b>666 (100.0%)</b>	<b>1097.8 (100.0%)</b>

## PHYSICAL CONDITION

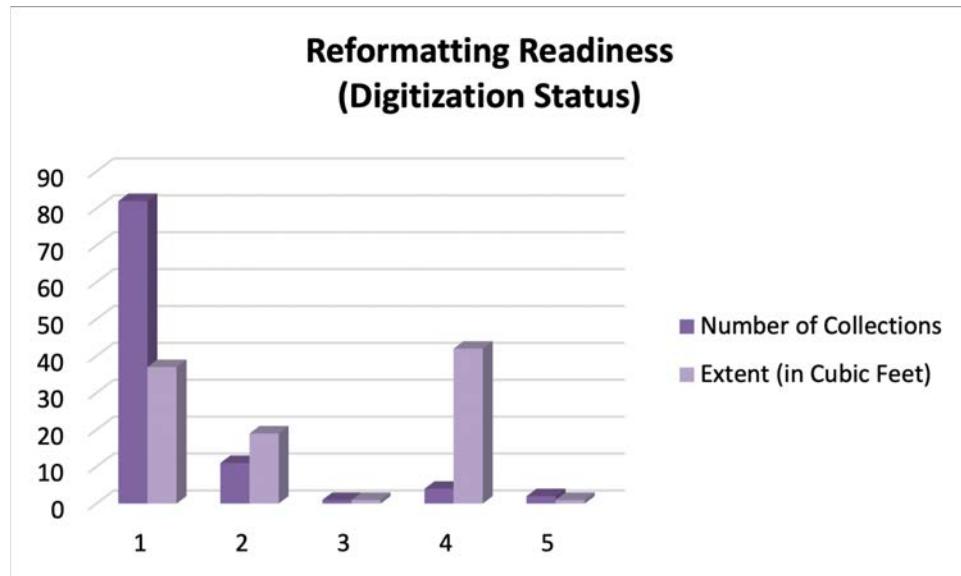
The physical condition of the Photo Lots is generally good, with approximately 92% of Photo Lots in good to excellent condition. Some of the most serious physical condition issues include deteriorating and broken photo albums that have not been conserved, torn photographic prints, and broken glass plates that have not been mounted or otherwise conserved.



Physical Condition Rating	Number of Collections	Extent (in Cubic Feet)
1	4 (0.6%)	3.02 (0.3%)
2	48 (7.2%)	92.83 (8.5%)
3	368 (55.3%)	899.66 (82.0%)
4	190 (28.5%)	84.78 (7.7%)
5	56 (8.4%)	17.51 (1.6%)
<b>Total</b>	<b>666 (100.0%)</b>	<b>1097.8 (100.0%)</b>

## REFORMATTING READINESS

Reformatting readiness describes the current state of digitization of the collections. The majority of the Photo Lots (82%) have no digitized materials. However, these ratings do not take into account the advisability of digitizing specific collections and/or making them publicly available. A low rating may be desirable for collections that contain materials that should not be digitized (such as non-archival material) and/or should not be put online (such as restricted or sensitive materials).

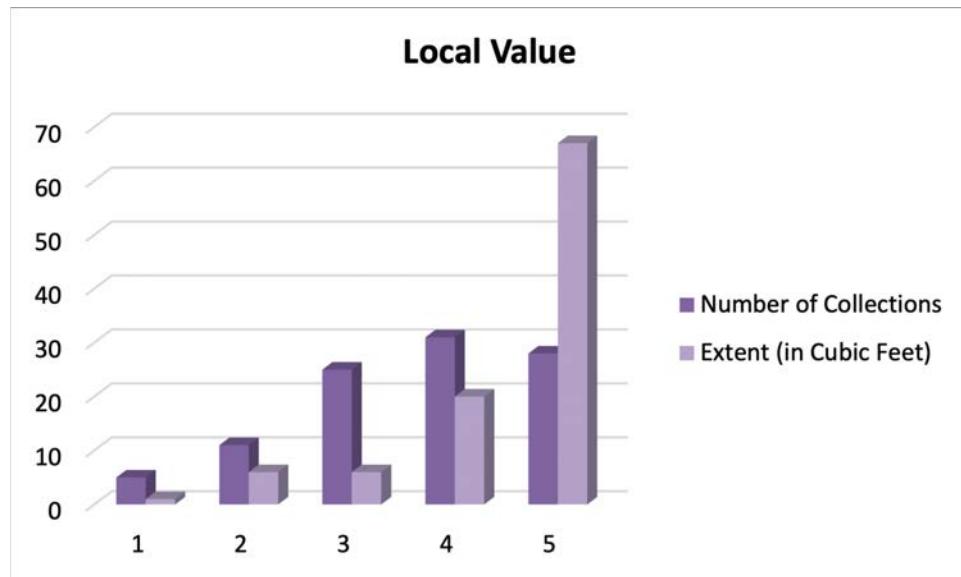


Reformatting Readiness Rating	Number of Collections	Extent (in Cubic Feet)
1	547 (82.1%)	408.48 (37.2%)
2	75 (11.3%)	209.98 (19.1%)
3	6 (0.9%)	3.81 (0.3%)
4	23 (3.5%)	465.52 (42.4%)
5	15 (2.3%)	10.01 (0.9%)
<b>Total</b>	<b>666 (100.0%)</b>	<b>1097.8 (100.0%)</b>

### LOCAL VALUE

Photo Lots were assessed for Local Value on the same scale as Named Collections.

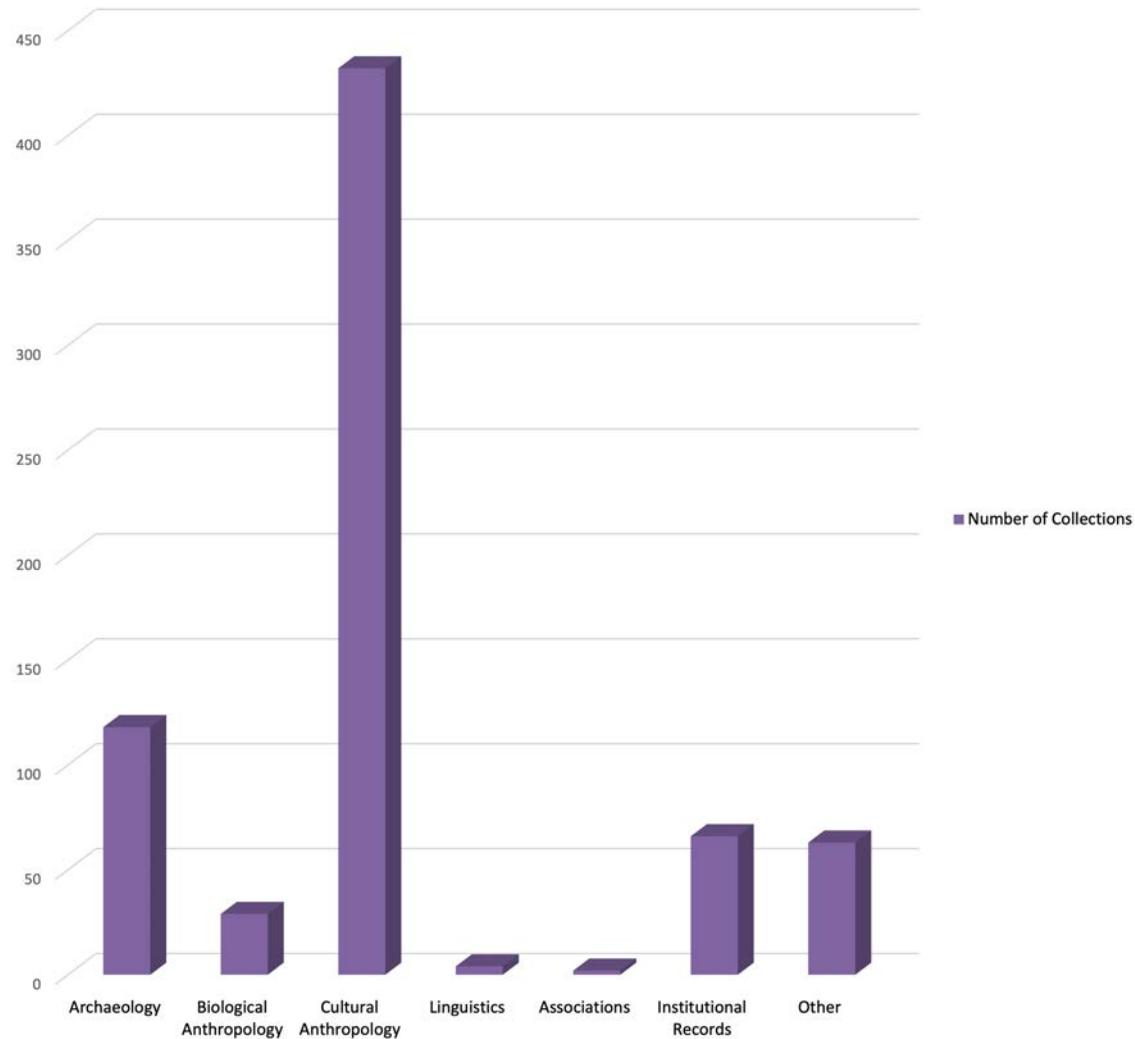
A history of inconsistent and unconventional appraisal and acquisition activities has resulted in the wide range of research value among the Photo Lots. Similarly, it has led to the accumulation of a number of collections that are only tangentially related to anthropology.



Local Value Rating	Number of Collections	Extent (in Cubic Feet)
1	32 (4.8%)	11.51 (1.0%)
2	77 (11.6%)	60.82 (5.5%)
3	166 (24.9%)	60.03 (5.5%)
4	206 (30.9%)	220.12 (20.1%)
5	185 (27.8%)	745.32 (67.9%)
<b>Total</b>	<b>666 (100.0%)</b>	<b>1097.8 (100.0%)</b>

The Local Value note was also used to record which field(s) of Anthropology the collections document. A single collection may document multiple fields of Anthropology.

### Fields of Anthropology



Fields of Anthropology	Number of Collections
Archaeology	118
Biological Anthropology	29
Cultural Anthropology	432
Linguistics	4
Associations	2
Institutional Records	66
Other*	63

\*Other may include historical documents (e.g., treaties); biographical information and personal materials; materials related to the history of anthropology, geography, or other natural history subjects. These collections contain no material related to the four fields of anthropology, anthropological associations, or the BAE, USNM, NAA, or SI.

## RECOMMENDATIONS FOR THE PHOTO LOTS COLLECTION

### APPRAISE PHOTO LOTS FOR NON-ARCHIVAL AND/OR OUT-OF-SCOPE MATERIALS

The Photo Lot collections contain copy collections and other non-archival materials. Assessment data may be used to identify these collections, and the collections may be transferred to vertical or reference files or deaccessioned.

### CREATE IMAGE DATABASE

Numerous factors make ASpace an inadequate collection management tool for NAA's photo collections. ASpace was developed for use with archival collections, and, as a result, organizes information according to the principles of provenance and original order-- collections are organized hierarchically from collection/resource to series to folder/file to item. Unfortunately, decades of mismanagement of the photograph collections at the BAE, USNM, and NAA have obscured or destroyed the original order and inherent hierarchies of these materials. Images appear as multiple objects—negative, print(s), copy negative(s), copy print(s)—across multiple collections as they were copied for study, distribution, and publication without reference to the source image and object. Multiple versions of the same image are described using different and sometimes conflicting terms, names, and ID numbers, making it difficult for staff and users to identify all related images and objects. ASpace has limited capabilities for cross-referencing across collections. Cross-references may be recorded as notes, but with complex histories the resulting notes may be confusing to both staff and users. An image database which captures information about each image and its related objects would help to 1. Identify all instances of a given image across all collections, allowing easier access by staff and researchers; 2. Standardize description across multiple collections; 3. Make appraisal or preservation decisions (for example, duplicate sets of copy negatives may be de-accessioned or given a low priority for conservation or rehousing); 4. Restore provenance by documenting the reproduction of images over time.

### SET PROCESSING PRIORITIES

58% of Photo Lots are completely or partially unprocessed. Assessment data should be analyzed to generate a body of high research and/or local value collections with low intellectual and physical access.

### RESEARCH RIGHTS AND ACCESSION HISTORY

55% of Photo Lots do not have a formal Deed of Gift, greatly limiting their use. Whenever possible, donors (or their heirs) should be contacted to formally assign rights to NAA or to clarify NAA's rights to distribute and reproduce images.

# GENERAL RECOMMENDATIONS FOR THE NAA

## CREATE AND IMPLEMENT COLLECTION POLICY

The NAA lacks formal collection development and collection management policies. This has resulted in both the acquisition of non-archival and low research value collections and the mismanagement of the collections in general.

Because so little has been understood about the nature of the collection and its needs, NAA has engaged in a pattern of reactionary collection management. In the absence of formal collection management policies and the leadership to enforce them, NAA collections have become the victims of various SI-wide initiatives to establish intellectual and physical control. Instead of using the data captured by these various initiatives to enhance its understanding of its collections, the NAA has repeatedly met the needs of its parent organization by sowing more chaos in its own collections. For example:

- The migration of data from catalog cards to SELGEM to SIBIS to SIRIS to ASpace should have increased access to the collections at every stage. Unfortunately, because the data was migrated from one system to another without edits or review, the resulting collection records are, in many cases, impossible to understand.
- Digitization of unprocessed collections makes images and text accessible to the public, but without contextualizing metadata to allow for accurate interpretation.
- The creation of the “Artwork collection” was a byproduct of the SI Inventory in the early 1980s. Only works of art of significant monetary value were inventoried, resulting in a collection group that is merely a shelf location, does not include all works of art held by NAA, is poorly organized, and is poorly described.
- The Born Digital project of 2012 led to the separation of all computer disks and drives to date, but this relocation process was not continued after the project concluded. Computer disks accessioned after the project are still housed with their collections.

The NAA may use the assessment data to understand the nature and extent of its existing collections and then decide what materials it is most interested in collecting moving forward, which collections it will maintain as legacy collections, and which collections it may deaccession. In addition, because the NAA holdings comprise many legacy collections that may fall out of the current scope, the NAA should establish “collect vs. maintain” priorities. Which collecting areas will NAA maintain because they are already part of its holdings but not enhance with new accessions?

The collection policy must also include a deaccessioning policy AND procedures to de-accession out of scope and non-archival items and collections. The NAA should identify other SI units or outside repositories which may accept archival materials which fall out of NAA’s collecting scope. The NAA should also create and/or enhance reference or vertical files as necessary for non-

archival materials. The NAA may also consider relinquishing its role as the records manager for the records of the Department of Anthropology and transferring some or all of its holdings of institutional records to the Smithsonian Institution Archives. The NAA does not currently have the staff to implement and maintain a responsible and effective records management program.

## DOCUMENT ALL CURRENT POLICIES, PROCEDURES, AND WORKFLOWS

The NAA maintains a Processing Manual and ASpace manual. However, due to the ambiguity of the some of these documents and the reliance on contract staff for processing collections, procedures are implemented inconsistently. All policies, procedures, and workflows should be comprehensively documented, and this documentation maintained and revised regularly, in order to ensure that work is performed consistently by staff and to serve as a reference for future NAA staff.

## DEFINE AND IMPLEMENT CONSISTENT COLLECTION NUMBERING/NAMING SCHEMA

The definitions of the NAA collection types (Named Collection, Numbered MS, Artwork, Photo Lot) are rooted in the past collection management practices of the BAE and NAA. However, as the collection management principles that dictated these policies evolved over time, the significance of and distinctions between these different collection types have become blurred and confused. Numbered MS were originally used by the BAE for all manuscript and many photo collections. The NAA continued to use variations of Numbered MS not only for small manuscript collections but also for unincorporated accretions, unincorporated series (e.g., NAA.MS2008-25 Papers [sic] of the Handbook of North American Indians, which is actually Series 27 of the Records of the Department of Anthropology), non-archival reference materials, and unidentified materials. Some collections, such as the Jesse Walter Fewkes Papers are identified both as Numbered MS (MS 4408) and Named Collections (i.e., on the shelf list and stored with other Named Collections). Photo Lots were created by the NAA to gain control over groups of photographic material. They do not comprise all photographic material held by the NAA, as there are thousands of photographs in the Named Collections and Numbered MS. The rationale behind assigning a collection to Photo Lots or manuscripts is poorly defined. For example, the NAA holds two copies of the same book—one copy had been donated to the USNM and the other to the BAE library. One copy is now Photo Lot 86-25B and the other is MS 4523. Likewise, duplicate records exist for “Album of photographs and sketches relating to arctic voyages” in both NAA.PhotoLot.2016-09 and NAA.2016-09. The NAA should re-evaluate the use of these collection groups and determine if they serve its current collection management needs.

## USE ASPACE TO ITS HIGHEST CAPACITY AS A COLLECTION MANAGEMENT TOOL

The NAA should implement ASpace for as many aspects of collection management as is feasible in order to limit the number and types of disparate, siloed systems. In particular, the NAA should use the Collection Management module to establish processing status and needs for its collections. The NAA should also make use of the “events” fields to document as many activities as possible. Historically, documentation of NAA activities has been poor. Documentation is

scattered in accession files, various N Drive folders, NAA records, and the papers of various NAA staff members. This has resulted in both a lack of understanding of previous work, wasted staff effort trying to track down information from various sources, and the unintentional repetition of work by different staff members over time.

## CREATE STRATEGIC PLAN

The history of the archives can be written in terms of the repeated resort to piecemeal efforts and the frustration of meaningful work.

*James Glenn to William Fitzhugh, September 27, 1979*<sup>24</sup>

The NAA should determine what areas of the collection demand the most attention in the immediate-, short-, and long-term. A strategic plan should set achievable, measurable goals to increase administrative, intellectual, and physical control over the next five years and beyond.

## CREATE DIGITAL STRATEGY

The NAA Collections Assessment focused on evaluating the condition, arrangement, and description of physical materials. Of the 1637 collections that have been digitized, 57% are not available online in full. The reasons why these materials are not available is not clearly documented. In addition, there are other issues with digital surrogates, including inconsistent naming schemes, materials out of order online, digital images attached to the wrong collections, and digital images in the incorrect folders in the DAMS. More work is needed to understand the policies and procedures related to the creation and management of digital assets and how these are implemented in practice.

NAA should develop a digital strategy to advance remote access to digitized collections and to build its capacity to preserve, manage, and provide access to born digital materials. NAA has a robust collection of digital surrogates in the Smithsonian DAMS, which, along with the number of collections containing born digital formats, is constantly expanding. NAA's users expect collections to be digitized and accessible online.<sup>25</sup> At the same time, the Smithsonian's Open Access Initiative and SD609 require holding units to map existing rights statements to new, standardized usage statements for their digital assets. The challenges of the growing volume and variety of digital content held by NAA, in conjunction with user expectations and pan-institutional efforts to facilitate user engagement with digital content, demonstrate the need for a strategic approach toward digital stewardship. Given the high volume of digitization requests fulfilled by NAA staff, the activities required to implement these changes exceed NAA's current capacity. Additional permanent staff (described below) is necessary in order to implement Open Access and SD609, and to carry out the ongoing and evolving work of preserving, managing, and providing access to digital content.

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<sup>24</sup> Letter, James Glenn to William Fitzhugh, 27 September 1979, National Anthropological Archives Records, National Anthropological Archives, Smithsonian Institution.

<sup>25</sup> Diana Marsh, "Archival Collections and Users: Researching Access at the National Anthropological Archives," (presentation to National Anthropological Archives staff, Spring 2020). PowerPoint slides on N: drive.

There are specific actions NAA can take to improve remote access to collections, and they mirror the recommendations for improving access to collections in general: Work toward creating more consistent metadata and implementing controlled vocabularies; follow standard procedures when organizing digital assets and linking them to finding aids; document access and use restrictions in collections files and digital asset metadata. Nonetheless, these recommendations should be considered within the context of NAA's broader management, reference, and access goals.

## HIRE ADDITIONAL COLLECTIONS STAFF

If/when funds are available, hire additional collections staff:

Metadata Specialist (to develop and implement data standards, controlled vocabularies, etc. to maintain intellectual access to collection)

Collections Manager (to develop and implement collection management policies and procedures, to maintain physical access to collection)

Accessioning Archivist/Rights and Permissions Manager (to develop and implement accessioning procedures, to research accession history, to determine rights and permissions (both legal and culturally-sensitive) to maintain administrative access to collection)

Manuscript Archivist (to oversee MS collections, including Named Collections, Numbered Manuscripts, and Artwork, not including institutional records)

Departmental Records Archivist (to oversee institutional records collections (BAE, DOA, RBS, Handbook, etc. and to implement record management program in coordination with the DOA)

Processing Archivists and Technicians (to (re-)process collections without the need for outside project-based funding)

Other needed staff:

Reference Archivist(s) (to provide reference service, develop and implement outreach programs, and ensure the safety and security of collections as they are being used)

Administrative/Support Staff (to handle routine administrative matters which are currently the responsibility of archivists )

Historians/Anthropologists/Subject Specialists/Community Liaisons (to provide expert knowledge on the subject matter of the collections in order to create accurate collection records, as well as to develop and implement outreach programs and initiate and maintain relationships with the Indigenous communities represented in the collections)

Digitization Technicians (to digitize collection materials and create and maintain accurate and consistent metadata)

## REPLACE ENVELOPES

3790 collections (64% of all NAA holdings by collection) are housed entirely or partially in envelopes, rather than in boxes. These envelopes provide inadequate support for the collections they contain, cannot stand on the shelves independently, and frequently slump. They are most frequently used for the Numbered Manuscripts and Photo Lots, housing some of NAA's oldest and most fragile materials. The envelopes are frequently improperly labeled and missing the supporting boards. In some cases, materials are loose in the envelopes without folders. In addition to providing inadequate physical support to the collections, the envelopes also take up much more space on the shelf than folders and boxes. NAA should consider discontinuing the use of these envelopes and replacing them with archival boxes and folders.



## MAKE PLAN FOR ASSESSMENT DATA

NAA should make a plan for how to manage assessment data going forward. As processing work has been completed since the start of the Assessment Project, assessment records have not been updated to reflect the current status of collections. NAA should decide if the assessment data is a snapshot of the collections are a single point in time or if assessment data will be maintained as a collection management tool to reflect the current nature of the collections. It should be noted that ASpace has the capacity to create "inactive" assessments. NAA may choose to retain Assessment data from 2017-2020 and create new assessment records as collections are processed, or to simply overwrite outdated assessment records completely.

## CONCLUSIONS

The National Anthropological Archives Collections Assessment Project surveyed a total of 5876 collections, comprising 10,373 cubic feet of material. While the project successfully generated a large body of valuable information about NAA's holdings, several factors impeded the collection and analysis of Assessment data:

- Lack of a database customized for NAA's specific needs. There was no technical support available to tailor the ASpace Assessments module for the NAA's needs. As a result, much of the data collected is merely information that could be captured by the existing database. Unfortunately, this was not necessarily the data most relevant to NAA. Assessors drafted data entry guidelines to specify how notes should be worded and where they should be recorded in the database in order to standardize the data as much as possible. While this allowed the assessment to capture some NAA-specific information, it also made analysis of the data more challenging than running a simple report.
- Lack of access to some collection material. Assessors were not granted access to cold storage areas at MSC or off-site storage facilities at Iron Mountain and the Library of Congress National Audio-Visual Conservation Center. As a result, assessment totals do not reflect the total extent of NAA holdings.
- Closure of Smithsonian facilities due to COVID-19 pandemic. The Assessment Project was paused from March 2020 through September 2021. Due to time constraints, assessors were unable to complete a final shelf reading of all NAA collections in order to ensure all materials have been included.

Despite these limitations, the extensive body of data gathered in the Assessment illuminate alarming weaknesses in the management of the NAA's collections. As a whole, the collections have a very high research value and are in relatively stable physical condition. However, the NAA lacks vital administrative, intellectual, and physical control of most of its collections. Misguided or non-existent collection management policies have resulted in the creation of four collection groups that differ in the scope, extent, and nature of their disorganization and inaccessibility.

- Named Collections are the NAA's largest collection group, accounting for 82% of the NAA's cubic footage. Over 7000 cubic feet of this material is unprocessed.
- Numbered Manuscripts are the core collections of NAA. These are the NAA's most heavily used collections, but also the most inaccessible due to chaotic organization and lack of description. Only 1% of these collections have adequate description.
- Artwork Collections are NAA's smallest group by collection number and extent. A very large investment has been made in their rehousing and conservation: 99% of Artwork collections are housed adequately and 89% are in stable to excellent physical condition. However, muddled organization and poor description of 87% of these collections limit accessibility.
- Photo Lots are heavily used and, like the Numbered Manuscripts, extremely disorganized. The fact that 60% of them are minimally arranged or completely unarranged is due to in part to historic patterns of management and collecting, as well

as to the inherent properties of photography as a medium designed to promote the copying and distribution of images.

This systemic lack of administrative, intellectual, and physical control has profound effects on the management of the archives, leading to:

- Lack of access—NAA staff and users cannot easily access materials when the existing description is incomplete, false, or misleading and the collections themselves are unarranged, misfiled, or scattered
- Wasted staff time and repetition of tasks—NAA staff must duplicate efforts when there is no accurate existing documentation of the location and contents of collections
- Wear and tear on materials—NAA staff and users must retrieve and examine original materials when the existing description does not clearly convey the nature and extent of the collections
- Sense of chaos and confusion—Inconsistent, conflicting, and, in many cases, undocumented, policies and procedures prevent NAA staff from managing collections systematically and efficiently

In order to address the profound problems of intellectual, administrative, and physical chaos, the NAA should make a strategic investment in the management of its collections. The NAA should:

- Create and implement a collection policy based on archival principles and assessment data
- Utilize the collection management functions of ASpace to their fullest potential
- Create a strategic plan for growth and management of the archives
- Set (re)processing priorities using assessment data
- Hire additional permanent staff in order to implement the above recommendations systematically

## APPENDICES

APPENDIX A: DATA ENTRY GUIDELINES

APPENDIX B: SURVEY WORKSHEET FOR NAMED COLLECTIONS

APPENDIX C: SURVEY WORKSHEET FOR NUMBERED MS AND ARTWORK

APPENDIX D: SURVEY WORKSHEET FOR PHOTO LOTS

APPENDIX E: COLLECTION LOCATIONS DOCUMENT [EXCERPT]

## APPENDIX A: DATA ENTRY GUIDELINES

# Assessments Data Entry Guidelines for NAMED COLLECTIONS

## PRELIMINARY STEPS

NAA Assessment records must be attached to the relevant Resource records.

For collections with existing Resource records, verify that “Related Accessions” are attached and accurate. Attach any additional related Accession records.

For collections without existing Resource records, a new, minimal Resource record must be created. The new Resource record will contain the following information:

<b>Basic Information</b>	
Title	[Creator's name] papers or records
Identifier	[Earliest Accession Number or Supplied by Katie Duvall]
Level of Description	Collection
<b>Dates</b>	
Label	Creation
Type	Inclusive
<b>Extents</b>	
Portion	Whole
Number	[Number]
Type	Linear Feet
<b>Finding Aid Data</b>	
EAD ID	[Earliest Accession Number or Supplied by Katie Duvall]
Finding Aid Status	Unprocessed
<b>Related Accessions</b>	Add Related Accession(s)

## BASIC INFORMATION

### Existing Description

Use checkboxes to indicate all relevant records and documentation. Multiple boxes may be checked.

Accession Report	Record present in NAA Accession Database/ASpace Accessions
Appraisal	DO NOT USE
Box/Container List	Inventory or Box List. May be paper only or on N Drive.
Catalog Record (MARC)	MARC Record in Horizon, publicly available [in SIRIS and] CSC
Collection /Control File	Paper Accession File
Deed of Gift	Fully Executed Deed of Gift or Deposit Agreement OR Deed of Gift Alternative, including Probate/Estate Documents, Memoranda, Letters of Transfer, Letters of Agreement OR Materials created by SI/Anthropology Department employees for which no Deed of Gift is required
Finding Aid (EAD-encoding)	Finding Aid publicly available in SOVA
Finding Aid (online)	Finding Aid publicly available online (i.e., as a PDF)
Finding Aid (paper only)	Hard copy Finding Aid available in NAA Reading Room ONLY
Finding Aid (word processing document)	MS Word Finding Aid. May be on N Drive only or online.
Finding Aid (spreadsheet)	Inventory or Box List formatted as MS Excel/spreadsheet.
Related EAC Record(s)	DO NOT USE

### Existing Description Notes

Use to clarify Deed of Gift Alternative:

- “Letter from Donor”
- “Probate/Estate Documents”
- “SI Transfer”
- “Letter of Agreement”
- “Letter of Transfer”
- “No Deed of Gift Required”
- “Other: [briefly explain]”

Provide other relevant information about provenance. *Information about description (box lists, inventories, finding aids) should be recorded in “Intellectual Access” note.*

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### Surveyed By

Name(s) of person(s) who performed the assessment

### Survey Begin Date

YYYY-MM-DD

### Survey Completed Date

YYYY-MM-DD

### Time it Took to Complete Survey

Enter in .25 hour increments. For example “2.5 hours,” “.75 hours,” etc.

### Extent Surveyed

Enter in cubic feet, rounding to nearest quarter foot. Use

[https://www.library.unlv.edu/speccol/rebel\\_archives\\_calculator/](https://www.library.unlv.edu/speccol/rebel_archives_calculator/) to determine extent.

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### Review Required

Use for questions about nature and contents of collection, such as potential deaccessions, including copies, duplicate material, and material to be returned to donor or transferred to another archive or Material that may be incorporated into another NAA collection . Also use when additional assessment is needed. Delete when additional assessment is complete.

### Who Needs to Review

Name(s) of person(s) who needs to review. Delete when additional assessment is complete.

### Review Note

Briefly explain what materials need to be reviewed and why or briefly explain into which other existing collection(s) the materials may be incorporated. Delete when additional assessment is complete.

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### Purpose of Assessment

Enter “NAA Collections Assessment”

### Scope of Assessment

Enter # of boxes and other containers assessed, as well as total in linear feet. For example, “25 Boxes, 3 Folders, 1 Rolled Item, 32.5 linear feet.” Indicate materials not assessed: “Did not assess [born digital materials, offsite materials, nitrate negatives, materials in cold storage, etc.]”

### Sensitive Material

- Use for any potentially sensitive material, including PII, student grades, medical records, anthropometric and biometric data, somatotype photos, criminal investigation materials, personnel files, personal/family materials, informant privacy and donor requests. Specify nature of sensitive material in “General Assessment Note.”
- 

### Inactive

- DO NOT USE unless a new assessment has been conducted and current record is no longer valid. Assessment will not appear in searches or reports if “Inactive” is checked.

# ASSESSMENT INFORMATION

## General Assessment Note

General notes about assessment results. Include additional information about sensitive material, if applicable: "Collection contains restrictions: [private information, donor-imposed, cultural, forensic case files, copyright]" Additional details about the nature of the restricted material may be included (e.g., medical records, PII, etc.). Indicate presence of significant amounts of copies or duplicate material, if applicable.

## Documentation Quality

5	Excellent	The collection is unique in the quality, quantity, and value of materials. Anyone interested in the subject covered would of necessity have to make extensive and primary use of collection
4	Very Good	The collection is of high research value. It contains a high quantity of unique and essential materials on its subject.
3	Good	The collection has pertinent research value. It has a quality and/or quantity of materials sufficient to warrant consultation by a researcher.
2	Fair	The collection has limited research value due to the paucity of information content and/or quantity of material.
1	Poor	The collection has no research value.

## Documentation Quality Note

General comments about nature of materials in collection

## Housing Quality

5	Excellent	EXCEPTIONAL HOUSING QUALITY. Entire collection is properly housed in archival containers and folders, well supported within the boxes (folders are not slumped or curled). Folders have an appropriate amount of material within and are not overstuffed or cramped in the box. The amount of interleaving is appropriate to the materials. Oversized materials have been separated and housed appropriately in OV folders, boxes, or drawers. Special format materials are properly housed.
4	Very Good	NO ACTION NEEDED. The collection is partially housed in acid free boxes or partially housed in acid free folders and in good condition. Most of the boxes have a reasonable number of folders within, and most folders have a reasonable amount of materials within. Oversized materials have been separated and housed in OV folders. Some materials may need minor rehousing.
3	Good	MINOR CORRECTIONS OR REFOLDING WOULD BE IDEAL. Most of the collection is housed in acid free boxes but not acid free folders, but the materials appear in good condition. The boxes and folders have a reasonable amount of materials within and are the proper size for the materials.
2	Fair	MINOR CORRECTIONS NEEDED. The collection is not housed in acid free folders AND the materials are not packed well in the boxes or folders. The boxes either overstuffed or underfilled. Folders may be overstuffed. Special format or oversized materials may need better housing/interleaving/support.
1	Poor	NEEDS TO BE REHOUSED. The collection is not housed in either acid free folders or

		boxes AND materials appear to be in very poor condition or order. Some or much of the collection may not be in folders. Oversized materials and special format materials are not housed in appropriate containers. There may be numerous rare and/or fragile materials not supported or in need of special housing/support/interleaving.
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### Housing Quality Notes

Indicate common issues as “Underfilled boxes” or “Inappropriately housed oversize.” Include other specific comments about housing quality, if applicable.

### Intellectual Access

5	Excellent	Complete intellectual access to the collection. The collection is fully processed, has a complete and accurate SIRIS record AND a complete and accurate EAD finding aid in SOVA.
4	Very Good	Good intellectual access to the collection. The collection is fully processed and has a comprehensive SIRIS record, a PDF finding aid or inventory online, and a detailed record in AT/ASpace. There may be minor errors in the SIRIS record or finding aid, or there may be an addition to the collection that is not described in detail. AT/ASpace record needs review/cleanup before publishing in SOVA.
3	Good	Intermediate or partial intellectual access to the collection. There is a SIRIS record and a legacy PDF finding aid or box inventory available online. ASpace resource record may be minimal.. The SIRIS record and/or finding aid may incomplete or sketchy for portions of the collection.
2	Fair	Minimal intellectual access to the collection. The SIRIS record has minimal, spotty, or sketchy information. There may be a finding aid or inventory available as word document or PDF on the N Drive or as a hard copy in the Reading Room. The finding aid or preliminary inventory is incomplete and/or inaccurate.
1	Poor	No intellectual access to the collection. There may be a preliminary or sketchy accession-level SIRIS record or no SIRIS record at all. No finding aid or inventory exists.

### Intellectual Access Notes

Indicate common issues as “Typos and/or grammatical errors in [Finding Aid, MARC record];” “Finding Aid incomplete/out of date.” Indicate if paper inventory or finding aid is available as PDF on N Drive.

### Interest

5	Excellent	The collection is unique in documenting a topic of significant research interest. Anyone interested in the subject covered would of necessity have to make extensive and primary use of collection
4	Very Good	The collection is of high research value. It contains material on a highly-researched subject.
3	Good	The collection has pertinent research value. It documents a topic of demonstrated research interest.
2	Fair	The collection has limited research value due to insignificance of the topics it documents.
1	Poor	The collection has no research value.

## Interest Note

General comments about research interest in collection

## Physical Access

5	Excellent	The collection has been fully arranged into an appropriate logical archival arrangement of series/subseries/folder headings. Folders are clearly and accurately labeled with collection name, folder heading, and dates. Items within folders are arranged into a logical arrangement. Clear references are made to oversized materials and separated materials. Collection boxes are clearly labeled with collection name, series, and box number with foil-backed labels.
4	Very Good	The collection has been processed to a mid-level, with series and folder headings. Most folders are clearly and accurately labeled with collection name, folder heading, and dates. References are made to oversized materials. Collection boxes are clearly labeled with collection name and box number with either foil-backed labels or pencil.
3	Good	The collection has been processed to a minimal preliminary level and roughly sorted into series or by types of materials OR collection may have some level of logical original order that users can follow with little assistance. Most folders have identifying information, but the information has not been verified by a processing archivist. Collection boxes are clearly, but not necessarily accurately, labeled.
2	Fair	The collection has been processed to the most preliminary level with little or no sorting or arrangement. Materials have been roughly identified, but not verified. Like materials are not grouped together or in any logical order. Materials within folders have no order, or no verified order. Information on the folders is sketchy. Some letters may be still in envelopes. There may be unidentified or inaccessible digital, a/v, or oversize materials. Patrons and staff have a difficult time using the collection and determining its content. Collection boxes may have or may not have labels.
1	Poor	The collection has not been touched by processing staff and is totally unarranged and unsorted. Folders and folder headings are from the donor only and have not been verified. There are loose materials and letters may still be in envelopes. There may be unidentified or inaccessible digital, a/v, or oversize materials. Some material may not be folders at all. Collection boxes may not have labels with box numbers.

## Physical Access Note

General comments about arrangement of materials

## Physical Condition

Visual inspection only; a/v and digital media not played.

5	Excellent	Known acidic materials are absent or few in number and in near-pristine condition. Very little or no wear evident. Very little or no tape is evident and clips and staples have not damaged the items. For bound items, Limited wear and tear to covers, pristine pages with no tape or adhesives. Scrapbook items are fully attached. Photographs appear like new with little or no dirt, scratches or abrasions and negligible fading. Glass plates are clean and intact. Mounts are not apparently acidic and also intact and clean.
4	Very Good	Materials show few tears, loss, little yellowing or fading and no apparent information

		loss. Known acidic materials are in good condition without visible deterioration. There are no materials in terrible condition and very few in poor condition. Staples, clips and tape are present only in limited quantities and are in good condition. Covers and spines are intact though they may be worn or damaged; bindings are in good shape and flexible. Images may exhibit some fading or yellowing, but no scratches, tears or image damage.
3	Good	Materials are less torn or stained and are largely intact with no apparent loss of information. Acidic materials that have yellowed or become brittle without significant loss or acidic materials such as newspapers that are in good condition but are expected to deteriorate rapidly will be included here. Staples, clips, tape and such may be present and show no significant rust or aging or widespread damage. Scrapbooks may have loose items but little or no missing items. Fading has not progressed to loss of image or significant color information (a fade to complete monotone.)
2	Fair	Materials may show signs of past water or insect damage but no active mold growth and more moderate information loss. Materials may be fragile, torn, dirty, stained or discolored, show apparent acid damage but are capable of being handled without further damage. Covers and spines of bound items may be detached or torn but are mostly present. Glass plates show cracking and some breakage but are mostly intact. Acetate films may exhibit a vinegar smell, warping and curling but minimal channeling, embrittlement and bubbling. Preservation or conservation intervention is not immediately needed but eventual rehousing/ conservation is necessary to serve these materials.
1	Poor	Materials show signs of active mold or pest infestation. Otherwise material suffers from major information loss due to water damage, brittleness, or other damage. Materials may be extremely dirty, acidic, fragile, and physical access is difficult or impossible. Pages are missing from bound items, bindings are broken, boards and spines are detached or missing. Glass plates are terribly cracked, broken, and in pieces. Cellulose acetate films display significant, warping, bubbling, brittleness, channeling and present a strong vinegar odor (the vinegar syndrome). Handling is difficult or impossible without image loss. Preservation or conservation intervention is vital to process and/or serve these materials.

### Physical Condition Note

General comments about physical condition. *Detailed notes about conservation needs should be entered in “Conservation Note.”*

### Reformatting Readiness

Describe the current state of digitization of the collection.

5	The collection is fully digitized and viewable online.
4	The collection is partially digitized and viewable online.
3	The collection is digitized in full or in part, but is temporarily not viewable online due to missing or broken links.
2	The collection is digitized in full or in part, but is not viewable online due to cultural sensitivity, privacy, or other concerns.
1	The collection is not digitized and not viewable online.

## Reformatting Readiness Note

General comments about digitization status.

## Local Value

Use to describe value of collection to NAA. Consider all of the following together:

- *Monetary/Object Value*: Does the collection include materials that are rare or unique or have significant aesthetic value? Are any materials so rare or precious that extra care is needed to maintain their security?
- *Exhibit Value*: Does the collection contain materials that are particularly picturesque or illustrative of a topic?
- *Political Importance*: Does the collection contain sensitive materials or materials privacy restrictions that require greater control and more immediate attention?
- *Institutional Value*: Does the collection have particular interest to NAA/NMNH/SI with/without importance to a wider scholarly community?
- *Relational Value*: Does the collection have relatively little intellectual value or informational depth by itself but is a piece of a larger, more important collection or set of collections?
- *Age*: Has the collection remained unprocessed and inaccessible for an unusual length of time without cause?
- *Provenance Value*: Was the collection acquired from a significant individual or unusual source?

5	Excellent	Collection is unique in the scope, quality, quantity, and value of materials about a subject that is of great local interest.
4	Very Good	Collection is highly prized by NAA as reflective of its history, achievements, and collections.
3	Good	Collection is pertinent to NAA history or administration.
2	Fair	Collection has limited value insofar as it pertains to the NAA or complements more prominent collections.
1	Poor	Collection has no local value or interest.

## Local Value Note

Indicate field of Anthropology, etc.

- \*Cultural Anthropology
- \*Physical Anthropology
- \*Linguistics
- \*Archaeology
- \*Associations
- \*Institutional Records
- \*Other

Include general comments about connections to NAA, Department of Anthropology, NMNH and/or SI

## LIST OF MATERIAL TYPES/FORMATS

Use checkboxes to indicate materials present in collection. Only one checkbox should represent each format. For example, lantern slides should be counted as glass, not photographs. When applicable, specify formats in "Special Format Note" below.

	Specify material type in Special Format Note
Architectural Materials	
Art Originals	
Artifacts	
Audio Materials	Audio cassettes; phonograph records; 5" audio reels' 7" audio reels
Biological Specimens	
Botanical Specimens	
Computer Storage Units	CD/CD-Rs; DVD/DVD-Rs; 3.5:" Floppy Disks; 5.25" Floppy Disks; 8" Floppy Disks; Zip Disks; External Hard Drives; USB Drives; Computer Tape; Data Punch Cards
Film	Negatives; Nitrate Negatives; 8mm Film, 16 mm Film; 35mm Slides; Microfilm/Microfiche; X-Rays; Filmstrips
Glass	Lantern Slides; Glass Plate Negatives; Glass Plate Positives; Microscope Slides
Photographs	Cyanotypes; Polaroid Photographs; Digital Prints; Photograph Albums
Scrapbooks	
Technical Drawings and Schematics	Blueprints
Textiles	
Vellum and Parchment	
Video Materials	VHS; VHS-C; MiniDV; Betamax; U-Matic Tape; ½" Videotape
Bound Volumes	Books
Maps	

### Special Format Note

List formats in detail as listed above. Formats not listed may also be included here, if applicable.

### Exhibition Value Note

DO NOT USE

### Monetary Value

DO NOT USE

### Monetary Value Note

DO NOT USE

## CONSERVATION ISSUES

Use checkboxes to indicate conservation issues in collection.

<i>Brittle Paper</i>
<i>Deteriorating Film Base</i>
<i>Heat Sensitive Paper</i>
<i>Metal Fasteners</i>
<i>Newspaper</i>
<i>Potential Mold or Mold Damage</i>
<i>Recent Pest Damage</i>
<i>Tape</i>
<i>Water Damage</i>
<i>Improperly Housed Nitrate</i>
<i>Odor</i>
<i>Post-its or Rubber Bands</i>
<i>Photograph Damage</i>
<i>Rolled Documents</i>

### Conservation Note

Use to clarify conservation issues or specify issues not included in checkboxes above.

# Assessments Data Entry Guidelines for NUMBERED MANUSCRIPT COLLECTIONS

## PRELIMINARY STEPS

NAA Assessment records must be attached to the relevant Resource records. Resource records for Number Manuscripts have been created by importing existing MARC records.

For collections accessioned after 1972, verify that any “Related Accessions” are attached and accurate. Attach any additional related Accession records

If a Resource record does not exist in ASpace, search Horizon for the record. If the catalog record exists in Horizon, set the assessment aside until the record can be imported. If there is no corresponding record, create a Resource record in ASpace.

<b>Basic Information</b>	
Title	Existing Title OR [Creator's name] papers or records, as appropriate
Identifier	NAA.MS[MS number OR Accession Number]
Level of Description	Collection
<b>Dates</b>	
Label	Creation
Type	Inclusive
<b>Extents</b>	
Portion	Whole
Number	[Number]
Type	Linear Feet OR Leaves, Items, etc. as appropriate
<b>Finding Aid Data</b>	
EAD ID	NAA.MS[MS number OR Accession Number]
Finding Aid Status	Unprocessed
<b>Related Accessions</b>	
Add Related Accession(s), if applicable	

## BASIC INFORMATION

### Existing Description

Accession Report	Record present in NAA Accession Database/ASpace Accessions
Appraisal	DO NOT USE
Box/Container List	Inventory or Box List. May be paper only or on N Drive.
Catalog Record (MARC)	Resource record as imported from Horizon, publicly available in SOVA
Collection /Control File	Paper Accession File
Deed of Gift	Fully Executed Deed of Gift or Deposit Agreement OR Deed of Gift Alternative, including Probate/Estate Documents, Memoranda, Letters of Transfer, Letters of Agreement OR Materials created by SI/Anthropology Department/BAE employees for which no Deed of Gift is required
Finding Aid (EAD-encoding)	Finding Aid publicly available in SOVA
Finding Aid (online)	Finding Aid publicly available online (i.e., as a PDF)
Finding Aid (paper only)	Hard copy Finding Aid available in NAA Reading Room ONLY
Finding Aid (word processing document)	MS Word Finding Aid. May be on N Drive only or online.
Finding Aid (spreadsheet)	Inventory or Box List formatted as MS Excel/spreadsheet.
Related EAC Record(s)	DO NOT USE

### Existing Description Notes

- For collections created by BAE staff, indicate “No Deed of Gift Required—BAE”
- For collections with letters of transmittal present, indicate “Letter in Collection”
- For collections with notes indicating the presence of accession-related correspondence elsewhere in the BAE records, indicate “Note in Collection/Catalog record” (as appropriate)
- For collections purchased by the BAE/USNM/NAA, indicate “Purchased”
- For collections whose origin can not be determined, indicate “Provenance Unknown”
- Provide other relevant information about provenance. [Information about description \(box lists, inventories, finding aids\) should be recorded in “Intellectual Access” note.](#)

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### Surveyed By

Name(s) of person(s) who performed the assessment

### Survey Begin Date

YYYY-MM-DD

### Survey Completed Date

YYYY-MM-DD

### Time it Took to Complete Survey

National Anthropological Archives

Assessments Data Entry Guidelines for **NUMBERED MANUSCRIPTS**

Enter in .25 hour increments. For example “2.5 hours,” “.75 hours,” etc.

### Extent Surveyed

- Enter in cubic feet, in increments of a hundredth of a cubic foot. The smallest extent entered is “.02 cubic feet”
- 

### Review Required

Use for questions about nature and contents of collection, such as potential deaccessions, including copies, duplicate material, and material to be returned to donor or transferred to another archive or Material that may be incorporated into another NAA collection . Also use when additional assessment is needed. Delete when additional assessment is complete.

### Who Needs to Review

Name(s) of person(s) who needs to review. Delete when additional assessment is complete.

### Review Note

Briefly explain what materials need to be reviewed and why or briefly explain into which other existing collection(s) the materials may be incorporated. Delete when additional assessment is complete.

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### Purpose of Assessment

Enter “NAA Collections Assessment Numbered MS”

### Scope of Assessment

Enter # of boxes and other containers assessed, as well as total in linear feet in increments of a hundredth of a linear foot. For example, “1 envelope, .05 linear feet.” Indicate materials not assessed: “Did not assess [born digital materials, offsite materials, nitrate negatives, materials in cold storage, etc.”]

### Sensitive Material

Use for any restricted or potentially sensitive material, including PII, student grades, medical records, anthropometric and biometric data, somatotype photos, criminal investigation materials, personnel files, personal/family materials, informant privacy and donor requests. *Specify nature of sensitive material in “General Assessment Note.”*

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### Inactive

- DO NOT USE unless a new assessment has been conducted and current record is no longer valid. Assessment will not appear in searches or reports if checked.

## General Assessment Note

General notes about assessment results. Include additional information about sensitive material, if applicable: "Collection contains restrictions: [private information, donor-imposed, cultural, forensic case files, copyright]" Additional details about the nature of the restricted material may be included (e.g., medical records, PII, etc.). Indicate presence of significant amounts of copies or duplicate material and include brief explanations of complicated custodial history, arrangement, or migration errors.

## Documentation Quality

5	Excellent	Collection is comprised of original manuscript materials
4	Very Good	Collection is comprised of hand-written copies of manuscript materials.
3	Good	Collection is comprised of a mix of original and photocopied manuscript materials
2	Fair	DO NOT USE
1	Poor	Collection is comprised entirely of photocopied manuscript materials

## Documentation Quality Note

General comments about nature of materials in collection

## Housing Quality

5	Excellent	EXCEPTIONAL HOUSING QUALITY. Entire collection is properly housed in archival containers and folders, well supported within the boxes (folders are not slumped or curled). Folders have an appropriate amount of material within and are not overstuffed or cramped in the box. The amount of interleaving is appropriate to the materials. Oversized materials have been separated and housed appropriately in OV folders, boxes, or drawers. Special format materials are properly housed.
4	Very Good	COLLECTION HOUSED IN ENVELOPES. Entire collection is housed in envelopes. Envelopes contain folders and supporting boards. Oversized materials have been separated and housed in OV folders. Some materials may need minor rehousing.
3	Good	MINOR CORRECTIONS OR REFOLDING WOULD BE IDEAL. Most of the collection is housed in acid free boxes or envelopes, and the materials appear in good condition. The boxes and folders have a reasonable amount of materials within and are the proper size for the materials. Envelopes are missing folders or supporting boards.
2	Fair	MINOR CORRECTIONS NEEDED. The collection is not housed well in the boxes or envelopes. The boxes or envelopes either overstuffed or underfilled. Folders may be overstuffed. Special format or oversized materials may need better housing/interleaving/support.
1	Poor	NEEDS TO BE REHOUSED. The collection is not housed in either acid free folders or boxes AND materials appear to be in very poor condition or order. Some or much of the collection may not be in folders. Oversized materials and special format materials are not housed in appropriate containers. There may be numerous rare and/or fragile materials not supported or in need of special housing/support/interleaving.

## Housing Quality Notes

Indicate common issues as "Underfilled boxes" or "Inappropriately housed oversize." Include other specific comments about housing quality, if applicable.

## Intellectual Access

5	Excellent	Complete intellectual access to the collection. The collection is fully processed and the Resource record is complete, accurate, and free from grammatical or typographical errors and insensitive language. The Resource record is published as a complete and accurate finding aid in SOVA.
4	Very Good	Good intellectual access to the collection. The collection is fully processed and has a comprehensive Resource record. The Resource record is published in SOVA, but falls short of a complete and accurate finding aid, mainly due to the size of the collection.
3	Good	Intermediate or partial intellectual access to the collection. Resource record is minimal, incomplete, or inaccurate for portions of the collection. Resource record needs significant review/cleanup , but is published in SOVA.
2	Fair	Minimal intellectual access to the collection. The Resource record has no notes. Resource record consists of title and collection numbers, and may also have dates, extents, subjects, and/or creators. Information may be inaccurate or confusing. Resource record needs major review/cleanup, but is published in SOVA.
1	Poor	No intellectual access to the collection. A preliminary or sketchy Resource record was created at time of Assessmet. Resource record is suppressed and unavailable in SOVA.

## Intellectual Access Notes

General comments about Intellectual Access to the collection

## Interest

5	Excellent	
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### *Interest Note*

General comments about research interest in collection. Rarely used; all Numbered MS given "5" for Interest.

### **Physical Access**

5	Excellent	<p>The collection consists of a single item or a small number of items which, due to their small number, cannot be arranged into an archival arrangement. Collection boxes/envelopes are clearly labeled with foil-backed labels.</p> <p>OR</p> <p>The collection has been fully arranged into an appropriate logical archival arrangement of series/subseries/folder headings. Folders are clearly and accurately labeled with collection name, folder heading, and dates. Items within folders are arranged into a logical arrangement. Clear references are made to oversized materials and separated materials. Collection boxes/envelopes are clearly labeled with foil-backed labels.</p>
4	Very Good	<p>The collection consists of a single item or a small number of items which, due to their small number, cannot be arranged into an archival arrangement. <u>Collection boxes/envelopes are labeled with pencil.</u></p> <p>OR</p> <p>The collection has been processed to a mid-level, with series and folder headings. Most folders are clearly and accurately labeled with collection name, folder heading, and dates. References are made to oversized materials.</p>
3	Good	<p>The collection consists of items which are related to other collections. These may be materials created at the same time for the same purpose, associated correspondence, associated research notes, and/or copies. It is possible to recreate a straightforward set of relationships among a few collections using existing information from multiple sources including catalog records, catalog cards, notes in the collection, and the collection itself.</p> <p>OR</p> <p>The collection has been processed to a minimal preliminary level and roughly sorted into series or by types of materials OR collection may have some level of logical original order that users can follow with little assistance. Most folders have identifying information, but the information has not been verified by a processing archivist. Collection boxes are clearly, but not necessarily accurately, labeled.</p>
2	Fair	<p>The collection consists of items which are related to other collections. These may be materials created at the same time for the same purpose, associated correspondence, associated research notes, and/or copies. It is possible to recreate a complex set of relationships among a few collections using existing information from multiple sources including catalog records, catalog cards, notes in the collection, and the collection itself.</p> <p>OR</p> <p>The collection has been processed to the most preliminary level with little or no sorting or arrangement. Materials have been roughly identified, but not verified. Like materials are not grouped together or in any logical order. Materials within folders have no order, or no verified order. Information on the folders is sketchy. Some letters may be still in envelopes. There may be unidentified or inaccessible digital, a/v, or oversize materials. Patrons and staff have a difficult time using the collection and</p>

		determining its content. Collection boxes may have or may not have labels.
1	Poor	<p>The collection consists of items which are related to other collections. These may be materials created at the same time for the same purpose, associated correspondence, associated research notes, and/or copies. It is possible to recreate a complex set of relationships among several collections using existing information from multiple sources including catalog records, catalog cards, notes in the collection, and the collection itself. However, recreating these relationships will require extensive research.</p> <p>OR</p> <p>The collection has not been touched by processing staff and is totally unarranged and unsorted. Folders and folder headings are from the donor only and have not been verified. There are loose materials and letters may still be in envelopes. There may be unidentified or inaccessible digital, a/v, or oversize materials. Some material may not be folders at all. Collection boxes may not have labels with box numbers.</p>

### Physical Access Note

General comments about arrangement of materials. List related collections, if applicable. For example, "Copy of MS 798" or "Related to MS 892 and MS 2048-a."

### Physical Condition

Visual inspection only; a/v and digital media not played.

5	Excellent	Known acidic materials are absent or few in number and in near-pristine condition. Very little or no wear evident. Very little or no tape is evident and clips and staples have not damaged the items. For bound items, Limited wear and tear to covers, pristine pages with no tape or adhesives. Scrapbook items are fully attached. Photographs appear like new with little or no dirt, scratches or abrasions and negligible fading. Glass plates are clean and intact. Mounts are not apparently acidic and also intact and clean.
4	Very Good	Materials show few tears, loss, little yellowing or fading and no apparent information loss. Known acidic materials are in good condition without visible deterioration. There are no materials in terrible condition and very few in poor condition. Staples, clips and tape are present only in limited quantities and are in good condition. Covers and spines are intact though they may be worn or damaged; bindings are in good shape and flexible. Images may exhibit some fading or yellowing, but no scratches, tears or image damage.
3	Good	Materials are less torn or stained and are largely intact with no apparent loss of information. Acidic materials that have yellowed or become brittle without significant loss or acidic materials such as newspapers that are in good condition but are expected to deteriorate rapidly will be included here. Staples, clips, tape and such may be present and show no significant rust or aging or widespread damage. Scrapbooks may have loose items but little or no missing items. Fading has not progressed to loss of image or significant color information (a fade to complete monotone.)
2	Fair	Materials may show signs of past water or insect damage but no active mold growth and more moderate information loss. Materials may be fragile, torn, dirty, stained or discolored, show apparent acid damage but are capable of being handled without further damage. Covers and spines of bound items may be detached or torn but are

		mostly present. Glass plates show cracking and some breakage but are mostly intact. Acetate films may exhibit a vinegar smell, warping and curling but minimal channeling, embrittlement and bubbling. Preservation or conservation intervention is not immediately needed but eventual rehousing/ conservation is necessary to serve these materials.
1	Poor	Materials show signs of active mold or pest infestation. Otherwise material suffers from major information loss due to water damage, brittleness, or other damage. Materials may be extremely dirty, acidic, fragile, and physical access is difficult or impossible. Pages are missing from bound items, bindings are broken, boards and spines are detached or missing. Glass plates are terribly cracked, broken, and in pieces. Cellulose acetate films display significant, warping, bubbling, brittleness, channeling and present a strong vinegar odor (the vinegar syndrome). Handling is difficult or impossible without image loss. Preservation or conservation intervention is vital to process and/or serve these materials.

### Physical Condition Note

General comments about physical condition. *Detailed notes about conservation needs should be entered in “Conservation Note.”*

### Reformatting Readiness

Describe the current state of digitization of the collection.

5	The collection is fully digitized and viewable online.
4	The collection is partially digitized and viewable online.
3	The collection is digitized in full or in part, but is temporarily not viewable online due to missing or broken links.
2	The collection is digitized in full or in part, but is not viewable online due to cultural sensitivity, privacy, or other concerns.
1	The collection is not digitized and not viewable online.

### Reformatting Readiness Note

General comments about digitization status.

### Local Value

5	Excellent	
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#### Local Value Note:

- Indicate field of Anthropology, etc.
  - \*Cultural Anthropology
  - \*Biological Anthropology
  - \*Linguistics
  - \*Archaeology
  - \*Associations
  - \*Institutional Records
  - \*Other
- General comments about connections to NAA, Department of Anthropology, NMNH and/or SI

## LIST OF MATERIAL TYPES/FORMATS

Use checkboxes to indicate materials present in collection. Only one checkbox should represent each format. For example, lantern slides should be counted as glass, not photographs. *When applicable, specify formats in “Special Format Note” below.*

	<i>Specify Material Type in Special Format Note</i>
Architectural Materials	
Art Originals	
Artifacts	
Audio Materials	<i>Audio cassettes; phonograph records; 5" audio reels' 7" audio reels</i>
Biological Specimens	
Botanical Specimens	
Computer Storage Units	<i>CD/CD-Rs; DVD/DVD-Rs; 3.5:" Floppy Disks; 5.25" Floppy Disks; 8" Floppy Disks; Zip Disks; External Hard Drives; USB Drives; Computer Tape; Data Punch Cards</i>
Film	<i>Negatives; Nitrate Negatives; 8mm Film, 16 mm Film; 35mm Slides; Microfilm/Microfiche; X-Rays; Filmstrips</i>
Glass	<i>Lantern Slides; Glass Plate Negatives; Glass Plate Positives; Microscope Slides</i>
Photographs	<i>Cyanotypes; Polaroid Photographs; Digital Prints; Photograph Albums</i>
Scrapbooks	
Technical Drawings and Schematics	<i>Blueprints</i>
Textiles	
Vellum and Parchment	
Video Materials	<i>VHS; VHS-C; MiniDV; Betamax; U-Matic Tape; ½" Videotape</i>
Bound Volumes	<i>Books</i>
Maps	

### Special Format Note

List formats in detail

### Exhibition Value Note

*DO NOT USE*

### Monetary Value

*DO NOT USE*

### Monetary Value Note

*DO NOT USE*

## CONSERVATION ISSUES

Use checkboxes to indicate conservation issues in collection.

<i>Brittle Paper</i>
<i>Deteriorating Film Base</i>
<i>Heat Sensitive Paper</i>
<i>Metal Fasteners</i>
<i>Newspaper</i>
<i>Potential Mold or Mold Damage</i>
<i>Recent Pest Damage</i>
<i>Tape</i>
<i>Water Damage</i>
<i>Improperly Housed Nitrate</i>
<i>Odor</i>
<i>Post-its or Rubber Bands</i>
<i>Photograph Damage</i>
<i>Rolled Documents</i>
<i>Lamination</i>

### Conservation Note

Use to clarify conservation issues or specify issues not included in checkboxes above.

# Assessments Data Entry Guidelines for ARTWORK COLLECTIONS

Data Entry for BAE and NAA MS Number collections is the same as for NUMBERED MANUSCRIPTS and data entry for MS Accession Number and Named Collections is the same for NAMED COLLECTIONS, with the following exceptions:

## Purpose of Assessment

- Enter “NAA Collections Assessment Artwork”

## LIST OF MATERIAL TYPES/FORMATS

Use checkboxes to indicate materials present in collection. Only one checkbox should represent each format. For example, lantern slides should be counted as glass, not photographs. *When applicable, specify formats in “Special Format Note” below.*

<i>Art Originals</i>	<i>Drawings, Paintings, Woodblock Prints</i>
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## Special Format Note

Indicate type and medium of artwork. For example, “Drawings: ink, pencil, colored pencil” “Painting: oil on canvas”

# Assessments Data Entry Guidelines for PHOTO LOTS COLLECTIONS

## PRELIMINARY STEPS

NAA Assessment records must be attached to the relevant Resource records.

Verify that any “Related Accessions” are attached and accurate. Attach any additional related Accession records.

If a Resource record does not exist in ASpace, set the assessment aside until the record can be imported or created.

## BASIC INFORMATION

### Existing Description

Accession Report	Record present in ASpace Accessions
Appraisal	DO NOT USE
Box/Container List	Inventory or Box List. May be paper only or on N Drive.
Catalog Record (MARC)	Collection- or Item- level records publicly available in CSC
Collection /Control File	Paper Accession File
Deed of Gift	Fully Executed Deed of Gift or Deposit Agreement OR Deed of Gift Alternative, including Probate/Estate Documents, Memoranda, Letters of Transfer, Letters of Agreement OR Materials created by SI/Anthropology Department/BAE employees for which no Deed of Gift is required
Finding Aid (EAD-encoding)	Finding Aid publicly available in SOVA
Finding Aid (online)	Finding Aid publicly available online
Finding Aid (paper only)	Hard copy Finding Aid available in NAA Reading Room ONLY
Finding Aid (word processing document)	MS Word Finding Aid. May be on N Drive only or online.
Finding Aid (spreadsheet)	Inventory or Box List formatted as MS Excel/spreadsheet.
Related EAC Record(s)	DO NOT USE

### Existing Description Notes

Use to clarify Deed of Gift Alternative:

- “Letter from Donor”
- “Probate/Estate Documents”
- “SI Transfer”
- “Letter of Agreement”
- “Letter of Transfer”
- “No Deed of Gift Required—BAE”
- “Other: [briefly explain]”

Provide other relevant information about provenance. *Information about description (box lists, inventories, finding aids) should be recorded in “Intellectual Access” note.*

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### Surveyed By

Name(s) of person(s) who performed the assessment

### Survey Begin Date

YYYY-MM-DD

### Survey Completed Date

YYYY-MM-DD

### Time it Took to Complete Survey

Enter in .25 hour increments. For example “2.5 hours,” “.75 hours,” etc.

### Extent Surveyed

Enter in cubic feet, in increments of a hundredth of a cubic foot. The smallest extent entered is “.02 cubic feet.” Use [https://www.library.unlv.edu/speccol/rebel\\_archives\\_calculator/](https://www.library.unlv.edu/speccol/rebel_archives_calculator/) to determine extent.

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### Review Required

Use for questions about nature and contents of collection, such as potential deaccessions, including copies, duplicate material, and material to be returned to donor or transferred to another archive or Material that may be incorporated into another NAA collection . Also use when additional assessment is needed. Delete when additional assessment is complete.

### Who Needs to Review

Name(s) of person(s) who needs to review. Delete when additional assessment is complete.

### Review Note

Briefly explain what materials need to be reviewed and why or briefly explain into which other existing collection(s) the materials may be incorporated. Delete when additional assessment is complete.

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### Purpose of Assessment

Enter “NAA Collections Assessment Photos”

### Scope of Assessment

Enter # of boxes and other containers assessed, as well as total in linear feet in increments of a hundredth of a linear foot. For example, “1 envelope, .05 linear feet.” Indicate materials not assessed: “Did not assess [born digital materials, offsite materials, nitrate negatives, materials in cold storage, etc.”]

### Sensitive Material

Use for any potentially sensitive material, including PII, student grades, medical records, anthropometric and biometric data, somatotype photos, criminal investigation materials, personnel files, personal/family materials, informant privacy and donor requests. Specify nature of sensitive material in “General Assessment Note.”

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### Inactive

DO NOT USE unless a new assessment has been conducted and current record is no longer valid. Assessment will not appear in searches or reports if checked.

# ASSESSMENT INFORMATION

## General Assessment Note

General notes about assessment results. Include additional information about sensitive material, if applicable: "Collection contains restrictions: [private information, donor-imposed, cultural, forensic case files, copyright]" Additional details about the nature of the restricted material may be included (e.g., medical records, PII, etc.). Indicate presence of significant amounts of copies or duplicate material and include brief explanations of complicated custodial histories or arrangement issues.

## Documentation Quality

5	Excellent	Collection is comprised entirely of original negatives and/or prints
4	Very Good	Collection is comprised of mostly original negatives and/or prints, with some copy negatives and/or prints.
3	Good	Collection is comprised of an even mix of original and copy negatives and/or prints
2	Fair	Collection is comprised of mostly copy negatives and/or prints, with some original negatives and/or prints.
1	Poor	Collection is comprised entirely of copy negatives and/or prints

## Documentation Quality Note

General comments about nature of materials in collection.

## Housing Quality

5	Excellent	EXCEPTIONAL HOUSING QUALITY. Entire collection is properly housed in archival containers and folders, well supported within the boxes (folders are not slumped or curled). Folders have an appropriate amount of material within and are not overstuffed or cramped in the box. The amount of interleaving is appropriate to the materials. Glass negatives are housed in four-flap enclosures. Acetate and polyester negatives are housed in paper envelopes. Nitrate negatives are housed in cold storage. Prints are sleeved and stored vertically. Oversized materials have been separated and housed appropriately in OV folders, boxes, or drawers. Special format materials are properly housed.
4	Very Good	NO ACTION NEEDED. The collection is housed in acid free boxes or partially housed in acid free envelopes and in good condition. Most of the boxes have a reasonable number of folders within, and most folders have a reasonable amount of materials within. Envelopes contain folders and supporting boards. Copy prints may not be sleeved. Oversized materials have been separated and housed in OV folders. Some materials may need minor rehousing.
3	Good	MINOR CORRECTIONS OR REFOLDING WOULD BE IDEAL. Most of the collection is housed in acid free boxes. The boxes and folders have a reasonable amount of materials within and are the proper size for the materials. Envelopes may be missing folders or supporting boards.
2	Fair	MINOR CORRECTIONS NEEDED. The collection is not housed in acid free folders AND the materials are not packed well in the boxes or folders. The boxes either overstuffed or underfilled. Folders may be overstuffed. Special format or oversized materials may need better housing/interleaving/support.

1	Poor	NEEDS TO BE REHOUSED. The collection is not housed in either acid free folders or boxes AND materials appear to be in very poor condition or order. Some or much of the collection may not be in folders. Oversized materials and special format materials are not housed in appropriate containers. There may be numerous rare and/or fragile materials not supported or in need of special housing/support/interleaving.
---	------	--

### Housing Quality Notes

Indicate common issues as “Underfilled boxes,” “Unsleeved photos,” or “Inappropriately housed oversize.” Include other specific comments about housing quality, if applicable.

### Intellectual Access

5	Excellent	Complete intellectual access to the collection through SOVA. The collection is fully processed and the Resource record is complete, accurate, and free from grammatical or typographical errors and insensitive language. There is a complete and accurate container list, if applicable. There are no item-level records in CSC. The Resource record is published in SOVA.
4	Very Good	Good intellectual access to the collection through SOVA, CSC, and/or other finding aids and inventories. The collection is fully processed, and has a collection-level Resource record. There may be minor typographical errors, grammatical errors, insensitive or otherwise outdated language in the Resource record. Item-level and container information (if applicable) is available through a supplementary finding aid as a PDF, word or paper only document and item-level records in CSC. Resource record needs minor review/cleanup or can be easily enriched with information from the paper/Word/PDF finding aid and item-level records. The Resource record is accurate and published in SOVA.
3	Good	Intermediate or partial intellectual access to the collection through SOVA, CSC, and/or other finding aids and inventories. The collection has a collection-level Resource record. Resource record may be minimal or incomplete for portions of the collection, or there may be an addition to the collection that is not described in detail. Item-level and container information (if applicable) is partially documented through a supplementary inventory as a PDF, word or paper only document and/or item-level records in CSC. Resource record needs significant review/cleanup or enrichment, and is mostly accurate and published in SOVA.
2	Fair	Minimal intellectual access to the collection. The collection has a minimal, spotty, or sketchy collection-level Resource record. There is no container list or inventory for a collection of more than a few items. Resource record needs major review/cleanup but is published in SOVA.
1	Poor	No intellectual access to the collection. There is a preliminary or sketchy Resource record, possibly made at the time of assessment. There are no item-level records in CSC. Resource record is suppressed and unavailable in SOVA.

### Intellectual Access Notes

Indicate common issues as “Typos and/or grammatical errors in [Finding Aid, MARC record];” “Finding Aid incomplete/out of date.” Indicate if paper inventory or finding aid is available as PDF on N Drive. Indicate number of unattached item-level records in Horizon/CSC.

## Interest

5	Excellent	The collection is unique in documenting a topic of significant research interest. Anyone interested in the subject covered would of necessity have to make extensive and primary use of collection.
4	Very Good	The collection is of high research value. It contains material on a highly-researched subject.
3	Good	The collection has pertinent research value. It documents a topic of demonstrated research interest.
2	Fair	The collection has limited research value due to insignificance of the topics it documents.
1	Poor	The collection has no research value.

### Interest Note:

General comments about research interest in collection. Indicate number of users from "Research Stats 2004-2018" spreadsheet.

### Physical Access

5	Excellent	<p>The collection has been fully arranged into an appropriate logical archival arrangement of series/subseries/folder headings. Folders are clearly and accurately labeled with collection name, folder heading, and dates. Items within folders are arranged into a logical arrangement. Clear references are made to oversized materials and separated materials. Collection boxes/envelopes are clearly labeled with foil-backed labels.</p> <p>OR</p> <p>The collection consists of a single item or a small number of items which, due to their small number, cannot be arranged into an archival arrangement. Collection boxes/envelopes are clearly labeled with foil-backed labels.</p>
4	Very Good	<p>The collection has been processed to a mid-level, with series and folder headings. Most folders are clearly and accurately labeled with collection name, folder heading, and dates. References are made to oversized materials. Collection boxes/envelopes are clearly labeled with foil-backed labels or pencil..</p> <p>OR</p> <p>The collection consists of a single item or a small number of items which, due to their small number, cannot be arranged into an archival arrangement. Collection boxes/envelopes are labeled with pencil.</p>
3	Good	<p>The collection has been processed to a minimal preliminary level and roughly sorted into series or by types of materials OR collection may have some level of logical original order that users can follow with little assistance. Most folders have identifying information, but the information has not been verified by a processing archivist. Collection boxes are clearly, but not necessarily accurately, labeled.</p> <p>OR</p> <p>The collection consists of items which are related to other collections. These may be materials created at the same time for the same purpose, associated correspondence, associated research notes, and/or copies. It is possible to recreate a straightforward set of relationships among a few collections using existing information from multiple sources including catalog records, catalog cards, notes in the collection, and the collection itself.</p>
2	Fair	<p>The collection has been processed to the most preliminary level with little or no sorting or arrangement. Materials have been roughly identified, but not verified. Like materials are not grouped together or in any logical order. Materials within folders have no order, or no verified order. Information on the folders is sketchy. Some letters may be still in envelopes. There may be unidentified or inaccessible digital, a/v, or oversize materials. Patrons and staff have a difficult time using the collection and determining its content. Collection boxes may have or may not have labels.</p> <p>OR</p> <p>The collection consists of items which are related to other collections. These may be materials created at the same time for the same purpose, associated correspondence,</p>

		associated research notes, and/or copies. It is possible to recreate a complex set of relationships among a few collections using existing information from multiple sources including catalog records, catalog cards, notes in the collection, and the collection itself.
1	Poor	<p>The collection has not been touched by processing staff and is totally unarranged and unsorted. Folders and folder headings are from the donor only and have not been verified. There are loose materials and letters may still be in envelopes. There may be unidentified or inaccessible digital, a/v, or oversize materials. Some material may not be folders at all. Collection boxes may not have labels with box numbers.</p> <p>OR</p> <p>The collection consists of items which are related to other collections. These may be materials created at the same time for the same purpose, associated correspondence, associated research notes, and/or copies. It is possible to recreate a complex set of relationships among several collections using existing information from multiple sources including catalog records, catalog cards, notes in the collection, and the collection itself. However, recreating these relationships will require extensive research.</p>

### Physical Access Note

General comments about arrangement of materials

### Physical Condition

Visual inspection only; a/v and digital media not played.

5	Excellent	Known acidic materials are absent or few in number and in near-pristine condition. Very little or no wear evident. Very little or no tape is evident and clips and staples have not damaged the items. For bound items, Limited wear and tear to covers, pristine pages with no tape or adhesives. Scrapbook items are fully attached. Photographs appear like new with little or no dirt, scratches or abrasions and negligible fading. Glass plates are clean and intact. Mounts are not apparently acidic and also intact and clean.
4	Very Good	Materials show few tears, loss, little yellowing or fading and no apparent information loss. Known acidic materials are in good condition without visible deterioration. There are no materials in terrible condition and very few in poor condition. Staples, clips and tape are present only in limited quantities and are in good condition. Covers and spines are intact though they may be worn or damaged; bindings are in good shape and flexible. Images may exhibit some fading or yellowing, but no scratches, tears or image damage.
3	Good	Materials are less torn or stained and are largely intact with no apparent loss of information. Acidic materials that have yellowed or become brittle without significant loss or acidic materials such as newspapers that are in good condition but are expected to deteriorate rapidly will be included here. Staples, clips, tape and such may be present and show no significant rust or aging or widespread damage. Scrapbooks may have loose items but little or no missing items. Fading has not progressed to loss of image or significant color information (a fade to complete monotone.)
2	Fair	Materials may show signs of past water or insect damage but no active mold growth and more moderate information loss. Materials may be fragile, torn, dirty, stained or

		discolored, show apparent acid damage but are capable of being handled without further damage. Covers and spines of bound items may be detached or torn but are mostly present. Glass plates show cracking and some breakage but are mostly intact. Acetate films may exhibit a vinegar smell, warping and curling but minimal channeling, embrittlement and bubbling. Preservation or conservation intervention is not immediately needed but eventual rehousing/ conservation is necessary to serve these materials.
1	Poor	Materials show signs of active mold or pest infestation. Otherwise material suffers from major information loss due to water damage, brittleness, or other damage. Materials may be extremely dirty, acidic, fragile, and physical access is difficult or impossible. Pages are missing from bound items, bindings are broken, boards and spines are detached or missing. Glass plates are terribly cracked, broken, and in pieces. Cellulose acetate films display significant, warping, bubbling, brittleness, channeling and present a strong vinegar odor (the vinegar syndrome). Handling is difficult or impossible without image loss. Preservation or conservation intervention is vital to process and/or serve these materials.

### Physical Condition Note:

General comments about physical condition. *Detailed notes about conservation needs should be entered in "Conservation Note."*

### Reformatting Readiness

Describe the current state of digitization of the collection.

5	The collection is fully digitized and viewable online.
4	The collection is partially digitized and viewable online.
3	The collection is digitized in full or in part, but is temporarily not viewable online due to missing or broken links.
2	The collection is digitized in full or in part, but is not viewable online due to cultural sensitivity, privacy, or other concerns.
1	The collection is not digitized and not viewable online.

### Reformatting Readiness Note

General comments about digitization status.

### Local Value

Use to describe value of collection to NAA. Consider all of the following together:

- *Monetary/Object Value:* Does the collection include materials that are rare or unique or have significant aesthetic value? Are any materials so rare or precious that extra care is needed to maintain their security?
- *Exhibit Value:* Does the collection contain materials that are particularly picturesque or illustrative of a topic?
- *Political Importance:* Does the collection contain sensitive materials or materials privacy restrictions that require greater control and more immediate attention?
- *Institutional Value:* Does the collection have particular interest to NAA/NMNH/SI with/without importance to a wider scholarly community?

- *Relational Value*: Does the collection have relatively little intellectual value or informational depth by itself but is a piece of a larger, more important collection or set of collections?
- *Age*: Has the collection remained unprocessed and inaccessible for an unusual length of time without cause?
- *Provenance Value*: Was the collection acquired from a significant individual or unusual source?

5	Excellent	Collection is unique in the scope, quality, quantity, and value of materials about a subject that is of great local interest OR collection is comprised of BAE manuscripts
4	Very Good	Collection is highly prized by NAA as reflective of its history, achievements, and collections.
3	Good	Collection is pertinent to NAA history or administration.
2	Fair	Collection has limited value insofar as it pertains to the NAA or complements more prominent collections.
1	Poor	Collection has no local value or interest.

### Local Value Note

Indicate field of Anthropology, etc.

- \*Cultural Anthropology
- \*Physical Anthropology
- \*Linguistics
- \*Archaeology
- \*Associations
- \*Institutional Records
- \*Other

Include general comments about connections to NAA, Department of Anthropology, NMNH and/or SI

## LIST OF MATERIAL TYPES/FORMATS

Use checkboxes to indicate materials present in collection. Both the material format and type for photographic materials should be selected. For example, lantern slides should be counted as "glass" and as "lantern slides." *When applicable, specify formats in "Special Format Note" below.*

	<i>Specify Material Type in Special Format Note</i>
Architectural Materials	
Art Originals	
Artifacts	
Audio Materials	<i>Audio cassettes; phonograph records; 5" audio reels' 7" audio reels</i>
Biological Specimens	
Botanical Specimens	
Computer Storage Units	<i>CD/CD-Rs; DVD/DVD-Rs; 3.5:" Floppy Disks; 5.25" Floppy Disks; 8" Floppy Disks; Zip Disks; External Hard Drives; USB Drives; Computer Tape; Data Punch Cards</i>
Film	<i>Negatives; Nitrate Negatives; 8mm Film, 16 mm Film; 35mm Slides; Microfilm/Microfiche; X-Rays; Filmstrips; Stereoscopic Negatives</i>
Glass	<i>Lantern Slides; Glass Plate Negatives; Glass Plate Positives; Microscope Slides</i>
Photographs	<i>Cyanotypes; Polaroid Photographs; Digital Prints; Photo Album; Photo Mechanical Prints; Stereoscopic Prints</i>
Scrapbooks	<i>Photo Album</i>
Technical Drawings and Schematics	<i>Blueprints</i>
Textiles	
Vellum and Parchment	
Video Materials	<i>VHS; VHS-C; MiniDV; Betamax; U-Matic Tape; ½" Videotape</i>
Bound Volumes	<i>Books</i>
Maps	
Acetate	
Nitrate	
Slides (35mm or 2.25 inch)	
Lantern Slides	
Cartes de visite	

### Special Format Note

List formats in detail.

### Exhibition Value Note

National Anthropological Archives

Assessments Data Entry Guidelines for PHOTO LOTS

*DO NOT USE*

**Monetary Value**

*DO NOT USE*

**Monetary Value Note**

*DO NOT USE*

## CONSERVATION ISSUES

Use checkboxes to indicate conservation issues in collection.

	<i>Specify Concern in "Conservation Note"</i>
<i>Brittle Paper</i>	
<i>Deteriorating Film Base</i>	
<i>Heat Sensitive Paper</i>	
<i>Metal Fasteners</i>	
<i>Newspaper</i>	
<i>Potential Mold or Mold Damage</i>	
<i>Recent Pest Damage</i>	
<i>Tape</i>	
<i>Water Damage</i>	
<i>Improperly Housed Nitrate</i>	
<i>Odor</i>	
<i>Post-its or Rubber Bands</i>	
<i>Photograph Damage</i>	<i>Rolled Prints; Curled Prints; Torn Prints</i>
<i>Rolled Documents</i>	
<i>Lamination</i>	
<i>Rolled Negatives</i>	
<i>Flaking Emulsion</i>	
<i>Broken Glass</i>	
<i>Vinegar Syndrome</i>	
<i>Color Photographic Material</i> <u>*</u>	<i>Color Prints; 35mm Color Slides; Color Negatives</i>

**\*Includes all color processes, NOT hand-colored or tinted prints and glass slides**

### Conservation Note

Use to clarify conservation issues or specify issues not included in checkboxes above. List specific color photographic material: Color Prints; 35mm Color Slides; Color Negatives. List photograph damage severe enough to damage the image content: Rolled Prints; Curled Prints; Torn Prints.

APPENDIX B:  
SURVEY WORKSHEET FOR  
NAMED COLLECTIONS

## National Anthropological Archives Collections Assessment: Survey Worksheet

Collection Name: \_\_\_\_\_

Collection Number: \_\_\_\_\_

---

### **Survey**

Surveyor(s): \_\_\_\_\_

Survey Began: \_\_\_\_\_ Survey Ended: \_\_\_\_\_ Time to Complete: \_\_\_\_\_

Entered in ASpace by \_\_\_\_\_ on \_\_\_\_\_

---

### **Collection Information**

Creator of Collection:

Collection Dates:

Location(s):

Extent:	Linear Feet	Boxes	Oversize
---------	-------------	-------	----------

---

### **Associated Accessions**

Accession Number(s):

Notes:

---

### **Restrictions**

Sensitive Material  Yes |  No

Notes:

---

### **Languages**

### **Subjects/Ethnic Groups**

### **Intellectual Access/Existing Description**

Accession Report

Finding Aid (EAD-encoding)

Appraisal

Finding Aid (online)

Box/Container List

Finding Aid (paper only)

Catalog Record (MARC)

Finding Aid (word processing document)

Collection/Control File

Finding Aid (spreadsheet)

Deed of Gift

Related EAC Record(s)

Notes:

Intellectual Access Rating:

1  2  3  4  5

---

### **Documentation Quality**

Provides Unique Insight

Yes |  No

Majority Original/Manuscript Documents

Yes |  No

Thorough Documentation of Topic

Yes |  No

Notes:

Documentation Quality Rating

1  2  3  4  5

---

**Physical Condition**

Brittle/Fragile  All |  Partial      Torn/Crushed  All |  Partial  
Warped/Folded/Rolled  All |  Partial      Dirty  All |  Partial  
Notes:

Physical Condition Rating

1       2       3       4       5

---

**Housing Quality**

Acidic Boxes  All |  Partial      Acidic Folders  All |  Partial  
Loose/Damaged Labels  All |  Partial      Damaged Folders  All |  Partial  
Damaged Boxes  All |  Partial      No Folders  All |  Partial  
Overstuffed Boxes  All |  Partial      Overstuffed Folders  All |  Partial  
Insufficient Interleafing  All |  Partial      Inappropriately Housed Oversize  Yes |  No

Notes:

Housing Quality Rating

1       2       3       4       5

---

**Interest**

Contributes to Overall Understanding of Topic  Yes |  No  
Reinforces or Complements Important Collections Already Held  Yes |  No  
Includes Material on Topics of Significant Interest to Users  Yes |  No  
Collection is Frequently Requested by Users  Yes |  No

Notes:

Interest Rating

1       2       3       4       5

---

**Physical Access**

Is the Collection Organized?  All |  Partial |  None  
Organized By  Archivist |  Creator/Donor/Other  
Unprocessed addition(s)  Yes |  No  
Missing containers  Yes |  No  
Letters still in envelopes  All |  Partial  
Insufficient folder titles  All |  Partial  
Loose material  All |  Partial  
Inaccessible oversized material  Yes |  No  
Unidentified AV material  Yes |  No  
Unidentified born digital material  Yes |  No

Notes:

Physical Access Rating

1       2       3       4       5

---

**Local Value**

Monetary Value  Yes |  No      Institutional Value  Yes |  No  
Exhibit Value  Yes |  No      Relational Value  Yes |  No  
Political Importance  Yes |  No      Age  Yes |  No  
Provenance Value  Yes |  No  
Notes:

Local Value Rating

1       2       3       4       5

## National Anthropological Archives Collections Assessment: Survey Worksheet

Collection Name: \_\_\_\_\_

Collection Number: \_\_\_\_\_

---

### List of Material Types/Formats

Architectural Materials	<input type="checkbox"/>	Glass	<input type="checkbox"/>
Art Originals	<input type="checkbox"/>	Other	<input type="checkbox"/>
Artifacts	<input type="checkbox"/>	Photographs	<input type="checkbox"/>
Audio Materials	<input type="checkbox"/>	Scrapbooks	<input type="checkbox"/>
Biological Specimens	<input type="checkbox"/>	Technical Drawings and Schematics	<input type="checkbox"/>
Botanical Specimens	<input type="checkbox"/>	Textiles	<input type="checkbox"/>
Computer Storage Units	<input type="checkbox"/>	Vellum & Parchment	<input type="checkbox"/>
Film (negative, slide or motion picture)	<input type="checkbox"/>	Video Materials	<input type="checkbox"/>

---

Additional Material Types/Formats

Notes:

---

### Conservation Issues

Brittle Paper	<input type="checkbox"/>	Potential Mold or Mold Damage	<input type="checkbox"/>
Deteriorating Film Base	<input type="checkbox"/>	Recent Pest Damage	<input type="checkbox"/>
Heat-Sensitive Paper	<input type="checkbox"/>	Tape	<input type="checkbox"/>
Metal Fasteners	<input type="checkbox"/>	Water Damage	<input type="checkbox"/>
Newspaper	<input type="checkbox"/>		

---

Additional Conservation Issues

Notes:

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### Other Notes

APPENDIX C:  
SURVEY WORKSHEET FOR  
NUMBERED MANUSCRIPTS AND ARTWORK

**Survey**

Surveyor(s): \_\_\_\_\_ Survey Began: \_\_\_\_\_ Survey Ended: \_\_\_\_\_ Time to Complete: \_\_\_\_\_

---

**Collection Information**

Location(s): \_\_\_\_\_ Extent: \_\_\_\_\_  
Restriction Type (if applicable): \_\_\_\_\_

---

**Documentation Quality**

Documentation Quality Rating  1  3  5  
Notes:

---

**Intellectual Access/Existing Description**

Intellectual Access Rating:  1  2  3  4  5

- |                         |   |                          |
|-------------------------|---|--------------------------|
| Accession Report        | <input type="checkbox"/> Finding Aid (EAD-encoding)             | <input type="checkbox"/> |
| Box/Container List      | <input type="checkbox"/> Finding Aid (online)                   | <input type="checkbox"/> |
| Collection/Control File | <input type="checkbox"/> Finding Aid (paper only)               | <input type="checkbox"/> |
| Deed of Gift            | <input type="checkbox"/> Finding Aid (word processing document) | <input type="checkbox"/> |
|                         | Finding Aid (spreadsheet)                                       | <input type="checkbox"/> |

Notes:

---

**Interest**

Interest Rating  1  2  3  4  5

---

**Housing Quality**

Housing Quality Rating  1  2  3  4  5

Notes:

---

**Physical Access**

Physical Access Rating  1  2  3  4  5

Notes:

---

**Physical Condition**

Physical Condition Rating  1  2  3  4  5

Notes:

---

**Local Value**

Local Value Rating  1  2  3  4  5

Notes:

---

---

**List of Material Types/Formats**

Architectural Materials	<input type="checkbox"/>	Botanical Specimens	<input type="checkbox"/>	Scrapbooks	<input type="checkbox"/>
Art Originals	<input type="checkbox"/>	Computer Storage Units	<input type="checkbox"/>	Technical Drawings/Schematics	<input type="checkbox"/>
Artifacts	<input type="checkbox"/>	Film	<input type="checkbox"/>	Textiles	<input type="checkbox"/>
Audio Materials	<input type="checkbox"/>	Glass	<input type="checkbox"/>	Vellum & Parchment	<input type="checkbox"/>
Biological Specimens	<input type="checkbox"/>	Photographs	<input type="checkbox"/>	Video Materials	<input type="checkbox"/>
Bound Volumes	<input type="checkbox"/>	Maps	<input type="checkbox"/>		

Notes:

---

**Conservation Issues**

Brittle Paper	<input type="checkbox"/>	Potential Mold or Mold Damage	<input type="checkbox"/>	Improperly Housed Nitrate	<input type="checkbox"/>
Deteriorating Film Base	<input type="checkbox"/>	Recent Pest Damage	<input type="checkbox"/>	Photograph Damage	<input type="checkbox"/>
Heat-Sensitive Paper	<input type="checkbox"/>	Tape	<input type="checkbox"/>	Odor	<input type="checkbox"/>
Metal Fasteners	<input type="checkbox"/>	Water Damage	<input type="checkbox"/>	Rolled Documents	<input type="checkbox"/>
Newspaper	<input type="checkbox"/>	Lamination	<input type="checkbox"/>	Post-Its or Rubber Bands	<input type="checkbox"/>

Notes:

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**Other Notes**

Restriction Type (if applicable): \_\_\_\_\_

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---

**Extents**

Box #s	Row	Cab.	Shelf

Legal:	Letter:
Half-Legal:	Half-Letter:
Other: ( (l) x (w) x (h) x )	
Other: ( (l) x (w) x (h) x )	
Other: ( (l) x (w) x (h) x )	
Other: ( (l) x (w) x (h) x )	
Other: ( (l) x (w) x (h) x )	

TOTAL EXTENT: \_\_\_\_\_

APPENDIX D:  
SURVEY WORKSHEET FOR  
PHOTO LOTS

# National Anthropological Archives Collections Assessment: Photo Lots Survey Worksheet

Collection Name: \_\_\_\_\_

Collection Number: NAA.Photolot. \_\_\_\_\_

## **Survey**

Surveyor(s): \_\_\_\_\_ Entered in ASpace by \_\_\_\_\_ on \_\_\_\_\_

Survey Began: \_\_\_\_\_ Survey Ended: \_\_\_\_\_ Time to Complete: \_\_\_\_\_

## **Collection Extents**

_____	Cubic Feet	_____	Boxes	_____	Oversize
_____	Linear Feet	_____	Envelopes	_____	_____

## **Restrictions**

Sensitive Material  Yes |  No

Notes:

## **Intellectual Access/Existing Description**

Accession Report	<input type="checkbox"/>	Finding Aid (EAD-encoding)	<input type="checkbox"/>
Box/Container List	<input type="checkbox"/>	Finding Aid (online)	<input type="checkbox"/>
Catalog Record (MARC)	<input type="checkbox"/>	Finding Aid (paper only)	<input type="checkbox"/>
Collection/Control File	<input type="checkbox"/>	Finding Aid (word processing document)	<input type="checkbox"/>
Deed of Gift	<input type="checkbox"/>	Finding Aid (spreadsheet)	<input type="checkbox"/>

Unattached Item-level records in CSC  \_\_\_\_\_

Notes:

Intellectual Access Rating:  1  2  3  4  5

## **Documentation Quality**

Documentation Quality Rating  1  2  3  4  5

## **Housing Quality**

Acidic Boxes	<input type="checkbox"/> All   <input type="checkbox"/> Partial	Acidic Folders	<input type="checkbox"/> All   <input type="checkbox"/> Partial
Damaged Boxes	<input type="checkbox"/> All   <input type="checkbox"/> Partial	Damaged Folders	<input type="checkbox"/> All   <input type="checkbox"/> Partial
Prints Stored Flat	<input type="checkbox"/> All   <input type="checkbox"/> Partial	No Folders	<input type="checkbox"/> All   <input type="checkbox"/> Partial
Overstuffed Boxes	<input type="checkbox"/> All   <input type="checkbox"/> Partial	Overstuffed Folders	<input type="checkbox"/> All   <input type="checkbox"/> Partial
Insufficient Interleafing	<input type="checkbox"/> All   <input type="checkbox"/> Partial	Glass Negs in envelopes	<input type="checkbox"/> All   <input type="checkbox"/> Partial
Unsleeved Prints	<input type="checkbox"/> All   <input type="checkbox"/> Partial	Film Negs in plastic	<input type="checkbox"/> All   <input type="checkbox"/> Partial
Inappropriately Housed Oversize	<input type="checkbox"/> Yes   <input type="checkbox"/> No		

Notes:

Housing Quality Rating  1  2  3  4  5

## National Anthropological Archives Collections Assessment: Photo Lots Survey Worksheet

Collection Name: \_\_\_\_\_

Collection Number: NAA.Photolot.

### Interest

Contributes to Overall Understanding of Topic  Yes |  No  
Reinforces or Complements Important Collections Already Held  Yes |  No  
Includes Material on Topics of Significant Interest to Users  Yes |  No  
Collection Requested by Users (2004-2018) \_\_\_\_\_ times  
Notes:

Interest Rating  1  2  3  4  5

### Physical Access

Is the Collection Organized?  All |  Partial |  None  
Organized By  Archivist |  Creator/Donor/Other  
Unprocessed addition(s)  Yes |  No  
Missing containers  Yes |  No      Inaccessible oversized material  Yes |  No  
Insufficient folder titles  All |  Partial      Loose material  All |  Partial  
Missing or incomplete box labels  All |  Partial  
Contains material directly related to other NAA collections  Yes |  No

Notes:

Physical Access Rating  1  2  3  4  5

### Physical Condition

Brittle/Fragile  All |  Partial      Torn/Crushed  All |  Partial  
Warped/Folded/Rolled  All |  Partial      Dirty  All |  Partial  
Notes:

Physical Condition Rating  1  2  3  4  5

### Reformatting Readiness

Notes:

Reformatting Readiness Rating  1  2  3  4  5

### Local Value

Linguistics       Cultural Anthropology       Biological Anthropology   
Archaeology       Institutional Records       Associations   
Notes:

Local Value Rating  1  2  3  4  5

National Anthropological Archives Collections Assessment: Photo Lots Survey Worksheet

Collection Name: \_\_\_\_\_

Collection Number: NAA.Photolot.

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**List of Material Types/Formats**

Architectural Materials	<input type="checkbox"/>	Glass	<input type="checkbox"/>
Art Originals	<input type="checkbox"/>	Other	<input type="checkbox"/>
Artifacts	<input type="checkbox"/>	Photographs	<input type="checkbox"/>
Audio Materials	<input type="checkbox"/>	Scrapbooks	<input type="checkbox"/>
Biological Specimens	<input type="checkbox"/>	Technical Drawings and Schematics	<input type="checkbox"/>
Botanical Specimens	<input type="checkbox"/>	Textiles	<input type="checkbox"/>
Computer Storage Units	<input type="checkbox"/>	Vellum & Parchment	<input type="checkbox"/>
Film (negative, slide or motion picture)	<input type="checkbox"/>	Video Materials	<input type="checkbox"/>
Bound Volumes	<input type="checkbox"/>	Maps	<input type="checkbox"/>
<i>Film</i>			
Acetate negatives	<input type="checkbox"/>	Nitrate negatives	<input type="checkbox"/>
Slides (35mm or 2.25 inch)	<input type="checkbox"/>		
<i>Glass</i>		<i>Prints</i>	
Lantern slides	<input type="checkbox"/>	Cartes de visite	<input type="checkbox"/>

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Additional Material Types/Formats

Notes:

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**Conservation Issues**

Brittle Paper	<input type="checkbox"/>	Potential Mold or Mold Damage	<input type="checkbox"/>
Deteriorating Film Base	<input type="checkbox"/>	Recent Pest Damage	<input type="checkbox"/>
Heat-Sensitive Paper	<input type="checkbox"/>	Tape	<input type="checkbox"/>
Metal Fasteners	<input type="checkbox"/>	Water Damage	<input type="checkbox"/>
Newspaper	<input type="checkbox"/>	Improperly Housed Nitrate	<input type="checkbox"/>
Photograph Damage	<input type="checkbox"/>	Odor	<input type="checkbox"/>
Rolled Documents	<input type="checkbox"/>	Post-Its or Rubber Bands	<input type="checkbox"/>
Lamination	<input type="checkbox"/>	Flaking Emulsion	<input type="checkbox"/>
Rolled Negatives	<input type="checkbox"/>	Vinegar Syndrome	<input type="checkbox"/>
Broken Glass	<input type="checkbox"/>	Color Photographic Material	<input type="checkbox"/>

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Additional Conservation Issues

Notes:

National Anthropological Archives Collections Assessment: Photo Lots Survey Worksheet

Collection Name: \_\_\_\_\_

Collection Number: NAA.Photolot.

## Other Notes

## Extents

**TOTAL EXTENT:** \_\_\_\_\_

APPENDIX E:  
COLLECTION LOCATIONS SPREADSHEET  
(EXCERPT)

## NAA Collection Locations: Sorted by Location

COLLECTION NAME	COLLECTION NUMBER	BOX NUMBER	ROW	CABINET	SHELF/ DRAWER	Total Boxes	Other Notes
Ralphh Leon Beals Papers	NAA.1980-54A	1	A01	1	1		
Ralphh Leon Beals Papers	NAA.1980-54A	2	A01	1	1		
Ralphh Leon Beals Papers	NAA.1980-54A	3	A01	1	1		
Ralphh Leon Beals Papers	NAA.1980-54A	4	A01	1	1		
Ralphh Leon Beals Papers	NAA.1980-54A	5	A01	1	1		
Ralphh Leon Beals Papers	NAA.1980-54A	6	A01	1	1		
Ralphh Leon Beals Papers	NAA.1980-54A	7	A01	1	1		
Ralphh Leon Beals Papers	NAA.1980-54A	8	A01	1	1		
Ralphh Leon Beals Papers	NAA.1980-54A	9	A01	1	1		
Ralphh Leon Beals Papers	NAA.1980-54A	10	A01	1	2		
Ralphh Leon Beals Papers	NAA.1980-54A	11	A01	1	2		
Ralphh Leon Beals Papers	NAA.1980-54A	12	A01	1	2		
Ralphh Leon Beals Papers	NAA.1980-54A	13	A01	1	2		
Ralphh Leon Beals Papers	NAA.1980-54A	14	A01	1	2		
Ralphh Leon Beals Papers	NAA.1980-54A	15	A01	1	2		
Ralphh Leon Beals Papers	NAA.1980-54A	16	A01	1	2		
Ralphh Leon Beals Papers	NAA.1980-54A	17	A01	1	2		
Ralphh Leon Beals Papers	NAA.1980-54A	18	A01	1	2		
Ralphh Leon Beals Papers	NAA.1980-54A	19	A01	1	3		
Ralphh Leon Beals Papers	NAA.1980-54A	20	A01	1	3		
Ralphh Leon Beals Papers	NAA.1980-54A	21	A01	1	3		
Ralphh Leon Beals Papers	NAA.1980-54A	22	A01	1	3		
Ralphh Leon Beals Papers	NAA.1980-54A	23	A01	1	3		
Ralphh Leon Beals Papers	NAA.1980-54A	24	A01	1	3		
Ralphh Leon Beals Papers	NAA.1980-54A	25	A01	1	3		
Ralphh Leon Beals Papers	NAA.1980-54A	26	A01	1	3		
Ralphh Leon Beals Papers	NAA.1980-54A	27	A01	1	3		
Ralphh Leon Beals Papers	NAA.1980-54A	28	A01	1	4		
Ralphh Leon Beals Papers	NAA.1980-54A	29	A01	1	4		
Ralphh Leon Beals Papers	NAA.1980-54A	30	A01	1	4		
Ralphh Leon Beals Papers	NAA.1980-54A	31	A01	1	4		

## NAA Collection Locations: Sorted by Location

COLLECTION NAME	COLLECTION NUMBER	BOX NUMBER	ROW	CABINET	SHELF/ DRAWER	Total Boxes	Other Notes
Ralphh Leon Beals Papers	NAA.1980-54A	32	A01	1	4		
Ralphh Leon Beals Papers	NAA.1980-54A	33	A01	1	4		
Ralphh Leon Beals Papers	NAA.1980-54A	34	A01	1	4		
Ralphh Leon Beals Papers	NAA.1980-54A	35	A01	1	4		
Ralphh Leon Beals Papers	NAA.1980-54A	36	A01	1	4		
Ralphh Leon Beals Papers	NAA.1980-54A	37	A01	1	5		
Ralphh Leon Beals Papers	NAA.1980-54A	38	A01	1	5		
Ralphh Leon Beals Papers	NAA.1980-54A	39	A01	1	5		
Ralphh Leon Beals Papers	NAA.1980-54A	40	A01	1	5		
Ralphh Leon Beals Papers	NAA.1980-54A	41	A01	1	5		
Ralphh Leon Beals Papers	NAA.1980-54A	42	A01	1	5		
Ralphh Leon Beals Papers	NAA.1980-54A	43	A01	1	5		
Ralphh Leon Beals Papers	NAA.1980-54A	44	A01	1	5		
Ralphh Leon Beals Papers	NAA.1980-54A	45	A01	1	5		
Ralphh Leon Beals Papers	NAA.1980-54A	46	A01	1	6		
Ralphh Leon Beals Papers	NAA.1980-54A	47	A01	1	6		
Ralphh Leon Beals Papers	NAA.1980-54A	48	A01	1	6		
Ralphh Leon Beals Papers	NAA.1980-54A	49	A01	1	6		
Ralphh Leon Beals Papers	NAA.1980-54A	50	A01	1	6		
Ralphh Leon Beals Papers	NAA.1980-54A	51	A01	1	6		
Ralphh Leon Beals Papers	NAA.1980-54A	52	A01	1	6		
Ralphh Leon Beals Papers	NAA.1980-54A	53	A01	1	6		
Ralphh Leon Beals Papers	NAA.1980-54A	54	A01	1	6		
Ralphh Leon Beals Papers	NAA.1980-54A	55	A01	1	6		
Ralphh Leon Beals Papers	NAA.1980-54A	56	A01	2	1		
Ralphh Leon Beals Papers	NAA.1980-54A	57	A01	2	1		
Ralphh Leon Beals Papers	NAA.1980-54A	58	A01	2	1		
Ralphh Leon Beals Papers	NAA.1980-54A	59	A01	2	1		
Ralphh Leon Beals Papers	NAA.1980-54A	60	A01	2	1		
Ralphh Leon Beals Papers	NAA.1980-54A	61	A01	2	1		
Ralphh Leon Beals Papers	NAA.1980-54A	62	A01	2	1		
Ralphh Leon Beals Papers	NAA.1980-54A	62B	A01	2	1		
Ralphh Leon Beals Papers	NAA.1980-54A	63	A01	2	1		
Ralphh Leon Beals Papers	NAA.1980-54A	64	A01	2	1		

## NAA Collection Locations: Sorted by Location

COLLECTION NAME	COLLECTION NUMBER	BOX NUMBER	ROW	CABINET	SHELF/ DRAWER	Total Boxes	Other Notes
Ralphh Leon Beals Papers	NAA.1980-54A	65	A01	2	2		
Ralphh Leon Beals Papers	NAA.1980-54A	66	A01	2	2		
Ralphh Leon Beals Papers	NAA.1980-54A	67	A01	2	2		
Ralphh Leon Beals Papers	NAA.1980-54A	68	A01	2	2		
Ralphh Leon Beals Papers	NAA.1980-54A	69	A01	2	2		
Ralphh Leon Beals Papers	NAA.1980-54A	70	A01	2	2		
Ralphh Leon Beals Papers	NAA.1980-54A	71	A01	2	2		
Ralphh Leon Beals Papers	NAA.1980-54A	72	A01	2	2		
Ralphh Leon Beals Papers	NAA.1980-54A	73	A01	2	2		
Ralphh Leon Beals Papers	NAA.1980-54A	74	A01	2	3		
Ralphh Leon Beals Papers	NAA.1980-54A	75	A01	2	3		
Ralphh Leon Beals Papers	NAA.1980-54A	76	A01	2	3		
Ralphh Leon Beals Papers	NAA.1980-54A	77	A01	2	3		
Ralphh Leon Beals Papers	NAA.1980-54A	78	A01	2	3		
Ralphh Leon Beals Papers	NAA.1980-54A	79	A01	2	3		
Ralphh Leon Beals Papers	NAA.1980-54A	80	A01	2	3		
Ralphh Leon Beals Papers	NAA.1980-54A	81	A01	2	3		
Ralphh Leon Beals Papers	NAA.1980-54A	82	A01	2	3		
Ralphh Leon Beals Papers	NAA.1980-54A	83	A01	2	4		
Ralphh Leon Beals Papers	NAA.1980-54A	84A	A01	2	4		
Ralphh Leon Beals Papers	NAA.1980-54A	84B	A01	2	4		
Ralphh Leon Beals Papers	NAA.1980-54A	85	A01	2	4		
Ralphh Leon Beals Papers	NAA.1980-54A	86	A01	2	4		
Ralphh Leon Beals Papers	NAA.1980-54A	87	A01	2	4		
Ralphh Leon Beals Papers	NAA.1980-54A	88	A01	2	4		
Ralphh Leon Beals Papers	NAA.1980-54A	89	A01	2	4		
Ralphh Leon Beals Papers	NAA.1980-54A	90	A01	2	5		
Ralphh Leon Beals Papers	NAA.1980-54A	91	A01	2	5		
Ralphh Leon Beals Papers	NAA.1980-54A	92	A01	2	5		
Ralphh Leon Beals Papers	NAA.1980-54A	93	A01	2	5		
Ralphh Leon Beals Papers	NAA.1980-54A	94	A01	2	5		
Ralphh Leon Beals Papers	NAA.1980-54A	95	A01	2	5		
Ralphh Leon Beals Papers	NAA.1980-54A	96	A01	2	5		
Ralphh Leon Beals Papers	NAA.1980-54A	97	A01	2	5		

## NAA Collection Locations: Sorted by Location

COLLECTION NAME	COLLECTION NUMBER	BOX NUMBER	ROW	CABINET	SHELF/ DRAWER	Total Boxes	Other Notes
Ralphh Leon Beals Papers	NAA.1980-54A	98	A01	2	5		
Ralphh Leon Beals Papers	NAA.1980-54A	99	A01	2	5		
Ralphh Leon Beals Papers	NAA.1980-54A	100	A01	2	5		
Ralphh Leon Beals Papers	NAA.1980-54A	101	A01	2	5		
Ralphh Leon Beals Papers	NAA.1980-54A	102	A01	2	5		
Ralphh Leon Beals Papers	NAA.1980-54A	103	A01	2	5		
Ralphh Leon Beals Papers	NAA.1980-54A	104	A01	2	5		
Ralphh Leon Beals Papers	NAA.1980-54A	105	A01	2	5		
Ralphh Leon Beals Papers	NAA.1980-54A	106	A01	2	5		
Ralphh Leon Beals Papers	NAA.1980-54A	107	A01	2	6		
Ralphh Leon Beals Papers	NAA.1980-54A	108	A01	2	6		
Ralphh Leon Beals Papers	NAA.1980-54A	109	A01	2	6		
Ralphh Leon Beals Papers	NAA.1980-54A	110	A01	2	6		
Ralphh Leon Beals Papers	NAA.1980-54A	111	A01	2	6		
Ralphh Leon Beals Papers	NAA.1980-54A	112	A01	2	6		
Ralphh Leon Beals Papers	NAA.1980-54A	"Oversize Box 1"	A01	2	6		
Council for Museum Anthropology Records	NAA.1999-12	2017-04 Box 1	A01	3	1		
Gus Van Beek Papers	NAA.2008-28	2017-07	A01	3	1		
Records of the American Committee for the Preservation of Archaeological Collections	NAA.2007-09	2016-15	A01	3	1		
Society for Visual Anthropology Records	NAA.2010-07	2016-14	A01	3	1		
Autobiography of Alfredo Vasquez Jara	NAA.2017-06	1	A01	3	2		
Betty Bailey Lanham Papers	NAA.XXXX.0317	3	A01	3	2		
Betty Bailey Lanham Papers	NAA.XXXX.0317	4	A01	3	2		
Betty Bailey Lanham Papers	NAA.XXXX.0317	5	A01	3	2		
Betty Bailey Lanham Papers	NAA.XXXX.0317	6	A01	3	2		
George R. Saunders Papers	NAA.2006-09	1	A01	3	2		
George R. Saunders Papers	NAA.2006-09	Restricted Folder	A01	3	2		
Melinda Zeder Papers	NAA.2014-19	2016-32	A01	3	2		
Betty Bailey Lanham Papers	NAA.XXXX.0317	1	A01	3	3		
Betty Bailey Lanham Papers	NAA.XXXX.0317	2	A01	3	3		
Betty Bailey Lanham Papers	NAA.XXXX.0317	7	A01	3	3		
Betty Bailey Lanham Papers	NAA.XXXX.0317	8	A01	3	3		
Betty Bailey Lanham Papers	NAA.XXXX.0317	9	A01	3	3		

## NAA Collection Locations: Sorted by Location

COLLECTION NAME	COLLECTION NUMBER	BOX NUMBER	ROW	CABINET	SHELF/ DRAWER	Total Boxes	Other Notes
Betty Bailey Lanham Papers	NAA.XXXX.0317	10	A01	3	3		
Betty Bailey Lanham Papers	NAA.XXXX.0317	11	A01	3	4		
Betty Bailey Lanham Papers	NAA.XXXX.0317	12	A01	3	4		
J. Lawrence Angel Papers	NAA.XXXX.0033	1	A01	3	4		
J. Lawrence Angel Papers	NAA.XXXX.0033	2	A01	3	4		
J. Lawrence Angel Papers	NAA.XXXX.0033	3	A01	3	4		
J. Lawrence Angel Papers	NAA.XXXX.0033	4	A01	3	4		
J. Lawrence Angel Papers	NAA.XXXX.0033	5	A01	3	5		
J. Lawrence Angel Papers	NAA.XXXX.0033	6	A01	3	5		
J. Lawrence Angel Papers	NAA.XXXX.0033	7	A01	3	5		
J. Lawrence Angel Papers	NAA.XXXX.0033	8	A01	3	5		
J. Lawrence Angel Papers	NAA.XXXX.0033	9	A01	3	5		
J. Lawrence Angel Papers	NAA.XXXX.0033	10	A01	3	5		
J. Lawrence Angel Papers	NAA.XXXX.0033	11	A01	3	5		
J. Lawrence Angel Papers	NAA.XXXX.0033	12	A01	3	5		
J. Lawrence Angel Papers	NAA.XXXX.0033	13	A01	3	6		
J. Lawrence Angel Papers	NAA.XXXX.0033	14	A01	3	6		
J. Lawrence Angel Papers	NAA.XXXX.0033	15	A01	3	6		
J. Lawrence Angel Papers	NAA.XXXX.0033	16	A01	3	6		
J. Lawrence Angel Papers	NAA.XXXX.0033	17	A01	3	6		
J. Lawrence Angel Papers	NAA.XXXX.0033	18	A01	3	6		
J. Lawrence Angel Papers	NAA.XXXX.0033	19	A01	3	6		
J. Lawrence Angel Papers	NAA.XXXX.0033	20	A01	3	6		
J. Lawrence Angel Papers	NAA.XXXX.0033	21	A01	3	6		
J. Lawrence Angel Papers	NAA.XXXX.0033	22	A01	4	1		
J. Lawrence Angel Papers	NAA.XXXX.0033	23	A01	4	1		
J. Lawrence Angel Papers	NAA.XXXX.0033	24	A01	4	1		
J. Lawrence Angel Papers	NAA.XXXX.0033	25	A01	4	1		
J. Lawrence Angel Papers	NAA.XXXX.0033	26	A01	4	1		
J. Lawrence Angel Papers	NAA.XXXX.0033	27	A01	4	1		
J. Lawrence Angel Papers	NAA.XXXX.0033	28	A01	4	1		
J. Lawrence Angel Papers	NAA.XXXX.0033	29	A01	4	1		
J. Lawrence Angel Papers	NAA.XXXX.0033	30	A01	4	1		
J. Lawrence Angel Papers	NAA.XXXX.0033	31	A01	4	2		