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| **If you are on this team …** | **You should discuss and fill in the *Archives R Us Fancy-Schmantzy Finding Aids Tool Template* for the following input labels in the first column of the template** |
| 1 and 5 | * Title (p. 1 of template) * Creator (p. 1 of template) * Edition Statement (p. 2 of template) * Source of the Collection (p. 3 of template) * Background Information About the Creator(s) (p. 5 of template) - *bullet points you’d want to cover only, don’t write paragraphs* * Other DACS Elements Needed … (p. 5 of template) * Extra Credit (p. 6 of template) |
| 2 and 6 | * Dates (p. 1 of template) * Bulk Dates (p. 1 of template) * Custodial History (p. 3 of template) * Information about Access (p. 3 of template) * Information about Appraisal and Other Decisions Affecting the Collection (p. 4 of template) * Other DACS Elements Needed … (p. 5 of template) * Extra Credit (p. 6 of template) |
| 3 and 7 | * Collection Number (p. 2 of template) * Physical Description (p. 2 of template) * Information about Copyright and Other Use Considerations (p. 4 of template) * Preferred Citation (p. 4 of template) * Processing Notes Other DACS Elements Needed … (p. 5 of template) * Extra Credit (p. 6 of template) |
| 4 and 8 | * Languages (p. 2 of template) * Repository (p. 2 of template) * Summary (p. 2 of template) – *write out the paragraph* * Description of the Collection Material (p. 5 of template) -*bullet points you’d want to cover only, don’t write paragraphs* * Arrangement Other DACS Elements Needed … (p. 5 of template) * Extra Credit (p. 6 of template) |