Institutional Checklist for Minimal Processing

1. ___ BMRC Manual
   Students will be relying on the manual written for this project. If there are any standards that your institution follows that deviate from our plan, please let us know as soon as possible so that appropriate changes can be made.

2. ___ Gather known information about collections
   This includes accession files, existing inventories, undocumented institutional memory and anything else known about the collection and its custodial history.

3. ___ Gather background/reference materials
   This includes any documentation that you know of that may be useful to the processing team, such as institutional histories, biographies or autobiographies of prominent individuals in the collections, journal articles, etc.

4. ___ Identify potential issues with collections
   Do you expect the processors to encounter any sensitive topics, personal information such as social security numbers or medical information, or fragile materials, for example?
   *What is your restriction policy?

5. ___ Prioritize Collections for processing
   Using the processing plans and Bergis/Lisa’s recommendations, establish an order in which collections ought to be processed. Collections deemed not suitable for minimal processing should be placed at the end or removed from the list.

6. ___ Identify the locations of all collections to be processed
   *This includes collections stored in multiple locations, especially with oversize materials.

7. ___ Purchase or gather necessary supplies
   After completing the processing plans, we will determine with you the most appropriate approach to rehousing your collections based on collection need, institutional standards and time constraints imposed by minimal processing.
   *Supplies must be available when processing begins.

8. ___ Box and Folder label format
   Please provide an example of how collection boxes and folders should be labeled.
   *Folder labeling may need to be amended to accommodate minimal processing time constraints.