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5-10-2023

## The Revised DACS Principles in Action: Applying Modern Practice to Legacy Description

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# The Revised DACS Principles in Action

Conference of Inter-  
Mountain Archivists

Logan, UT

May 11, 2023

# Applying Modern Practice to Legacy Description

Rebecca A. Wiederhold & Ryan Lee, BYU

Becky Skeen, Paul Daybell, Kelly Rovegno,  
& Heather Housley, USU

# Presentation Overview

- Introduction – Revision of DACS principles
- **BYU** – William Gates papers project
  - Principles 2, 5, 6, 8, 10, 11
- **USU** – University Archives mass description project
  - Principles 1, 4, 7, 9
- Questions

# Revision of DACS Principles: Timeline

**Aug. 2016**

Experts/TS-DACS  
evaluate existing  
principles

**March 2017**

Experts/TS-DACS  
develop new  
principles

**June 2017**

TS-DACS calls for  
community  
comments

**August 2018**

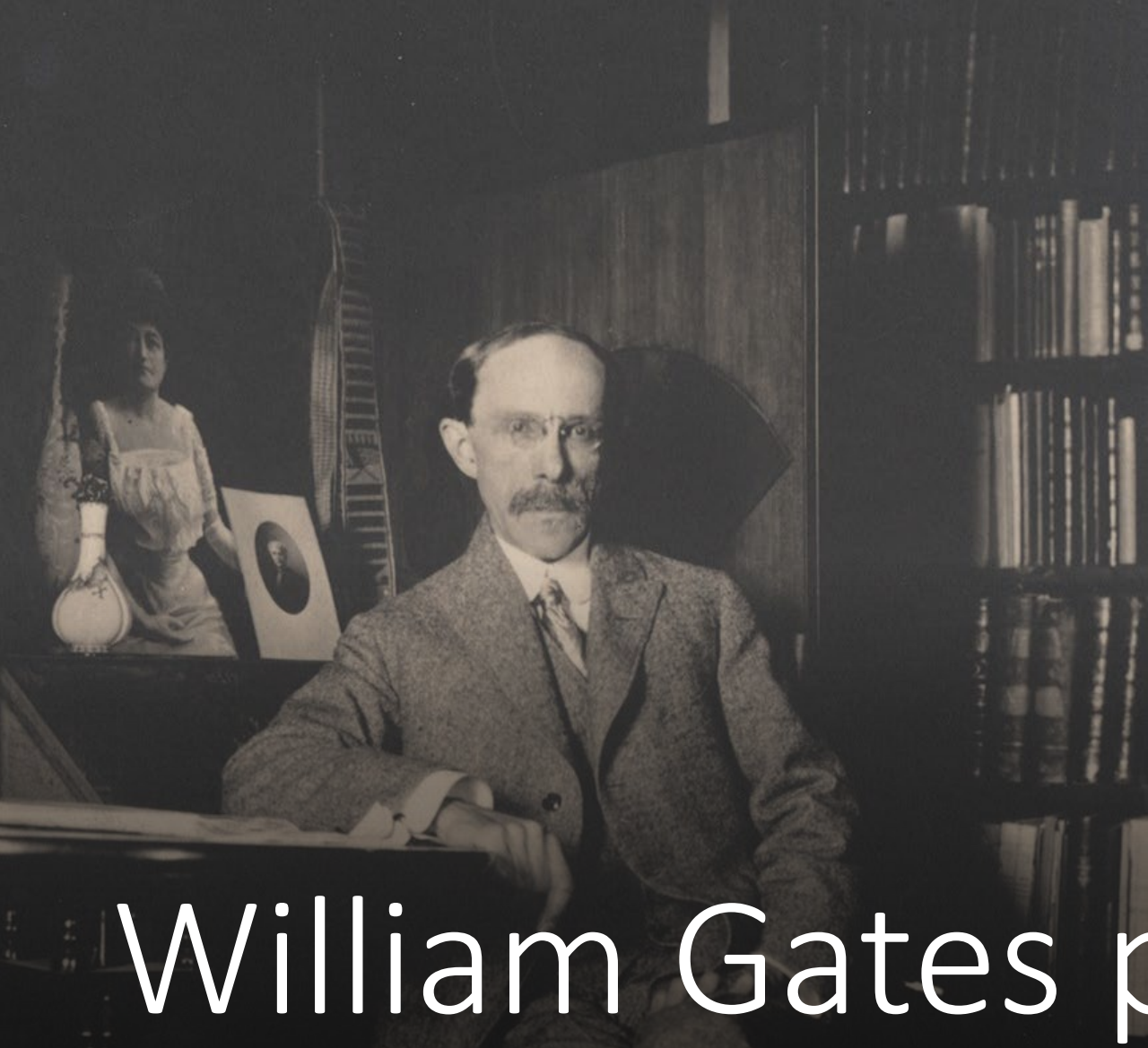
TS-DACS issues  
2nd call for  
community  
comments

**May 2019**

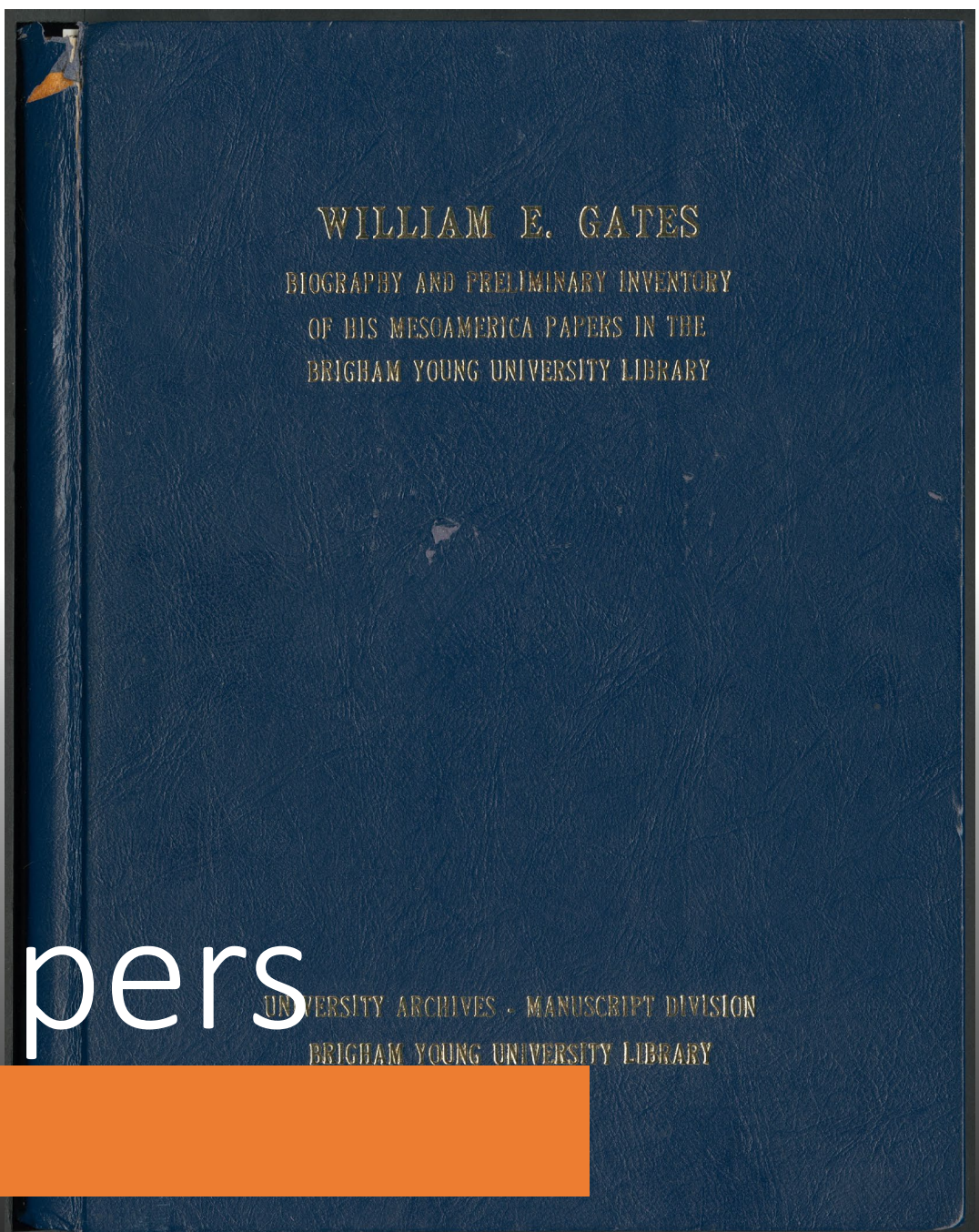
SAA Council  
approves new  
principles

# New DACS Principles: user- centered & ethics- informed

1. Archival description expresses professional **ethics and values**.
2. **Users** are the fundamental reason for archival description.
3. ... descriptive rules apply equally to all records...
4. Records, agents, activities, and the **relationships between them** are the four fundamental concepts that constitute archival description.
5. Archival description must **be clear about what archivists know**, what they don't know, and **how** they know it.
6. Archivists must **document and make discoverable** the actions they take on records.
7. Archival description is **accessible**.
8. Archival description should be **easy to use, re-use, and share**.
9. Each collection within a repository must have an archival description.
10. Archivists must have a **user-driven** reason to enhance existing archival description.
11. Archival description is a **continuous** intellectual endeavor.



# William Gates papers



UNIVERSITY ARCHIVES - MANUSCRIPT DIVISION  
BRIGHAM YOUNG UNIVERSITY LIBRARY

# Principle 2

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Users are the fundamental reason for archival description.



# Principle 5

- Archival description must be clear about what archivists know, what they don't know, and how they know it.

## MESOAMERICAN ETHNOHISTORY

### IN UNITED STATES LIBRARIES

Reconstruction of the William E. Gates Collection  
of Historical and Linguistic Manuscripts

COMPILED BY JOHN M. WEEKS

**Arte de la lengua Mexicana y Castellana**, compuesta por el muy Reverendo padre fray Alonso de Albarado, de la orden de Señor San Francisco.



En Mexico en casa de Pedro Ocharre. 1574

CONFESIONARIO  
EN LENGVA MEXICANA Y CASTELLANA.

Con muchas advertencias muy necesarias para los Confesores.  
Compuesto por el Padre Fray Iuan Baptista de la orden del Seraphico Padre San Francisco, lector de Theologia en esta provincia del Santo Evangelio, y guardián del conuento de Santiago Tlatilulco.



CON PRIVILEGIO.  
En Santiago Tlatilulco, Por Melchior Ocharre. Año de. 1599.

ARTE Y DICTIONARIO: CON OTRAS

Obras en lengua Michuacana. Compuesto por el muy R. P. Fray Iuan Baptista de Lagunas, Pradicator, Guardián de San Francisco, de la ciudad de Cuayangateo, y Diffinidor de la Provincia de Mechucan, y de Xalisco.

DIRIGIDAS AL MUY REVERENDISIMO SEÑOR DOCTOR DON ANTONIO MORALES Y MOLINA, Catedrático de la orden de Santiago, obispo meritisimo de Mechuacan, y agora de Tlaxcala, del cō. de su M.



EN MEXICO.  
En casa de Pedro Ballín.  
1574.



# Principle 6

Archivists must document and make discoverable the actions they take on records.

## General Note\_new

Weeks, 726

Weeks, 726

Weeks, 728. Photostat does not include the title page found on the original at University of Pennsylvania.

## Evidence for changes

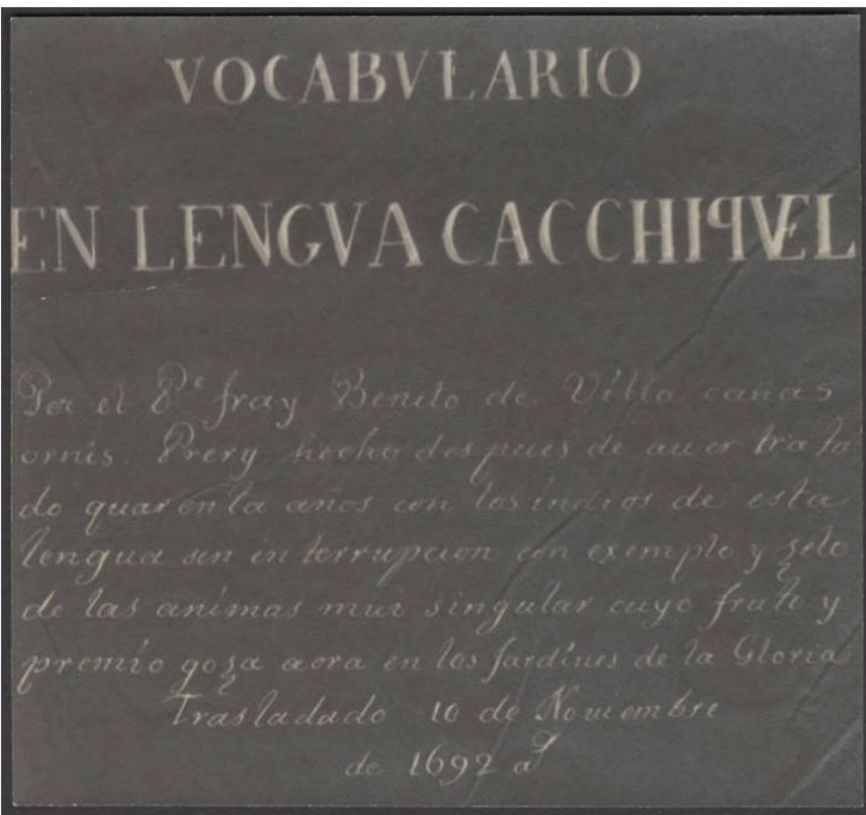
Changed title to match the one for the transcription. The "De litera a" portion appears to just have been taken from the first image, but Weeks has a different title. Our title will not 100% match Weeks since we do not have the title page and want this title to match the ones already in the finding aid. Also changed date to match Weeks, and added Weeks number.

No issues with pagination or other notes. Just added Weeks number.

Changed title and date to match the original at UPenn. Existence and Location of Originals note changed to match how we have done these in the past for UPenn items, and because the library specified appears to be an error or no longer correct.

Vocabulario de la lengua Cakchiquel / por el R. P. Fray Benito de Villacañas ornis ; Prery, hecho despues de aver tratado cuarenta años con los indios de esta lengua sin interrupción con ejemplo y zelo de las animos muy singular cuyo fruto y premio goza ahora en los jardines de la gloria

Page 1



# ARTE Y VOCABVLARIO DE LA LENGVA CAKCHIQUEL

POR EL R. P.

**FRAY BENITO DE VILLACAÑAS**

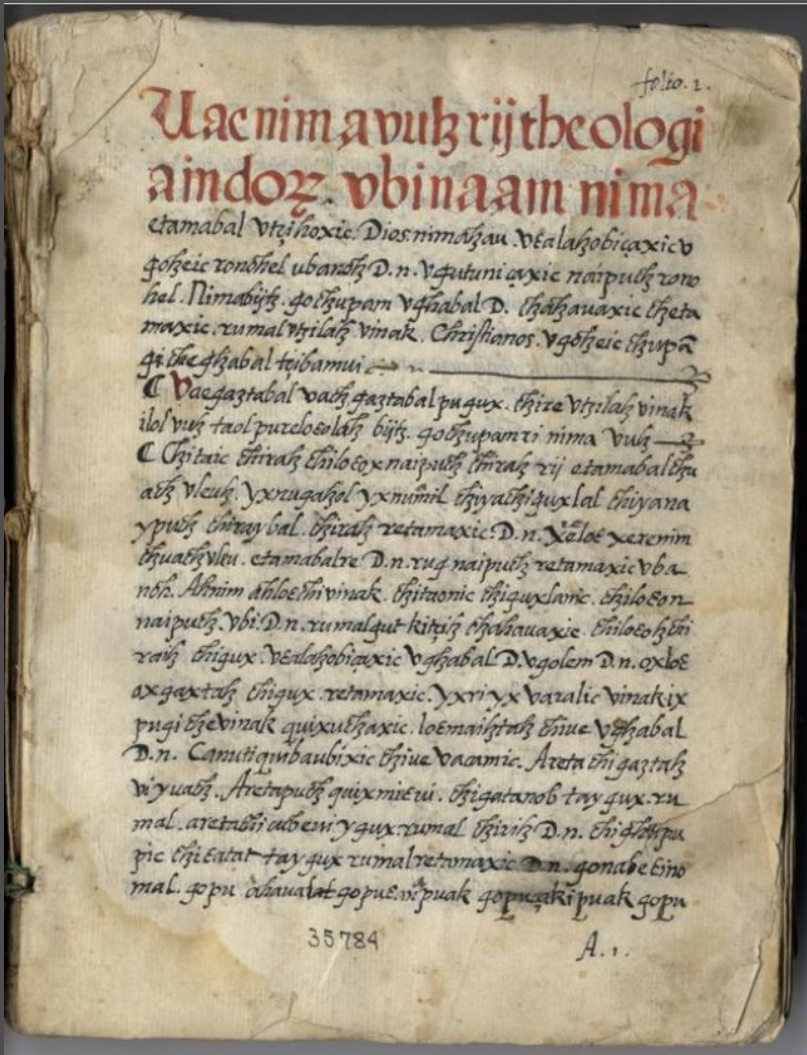
DE LA ORDEN DE SANTO DOMINGO.

COPIADO EN NUEVA YORK

1871.



UNIVERSITY OF  
PENNSYLVANIA LIBRARY



## Example from American Philosophical Society's catalogue

### Mayan Language Texts, 1553-1727

Mss.497.43.V42

Top

Abstract

Collection information

Indexing Terms

Detailed inventory

7. Vico, Domingo de, 1485-1555.	1553, 1605	1 volume(s) 1	volume 1	<a href="#">Request Item for Reading Room Access</a>
Theologia Indorum (Mss.497.4.Ua13)		volume, 185		
		leaves ; 1		
		volume, 185		<a href="#">Request a Copy of this Item</a>
		leaves.		

Abstract: The *Theologia Indorum* ("Theology for the Indians" or "Theology of the Indians") was written by the Spanish Dominican friar Domingo de Vico from 1552-1554. It is considered the first original Christian theology written in the Americas and the longest single text written in an indigenous language of the Americas in the colonial era. Written in K'iche' (sometimes written as "Quiché," a Mayan language of Guatemala, it played a major role in evangelization of the Highland Maya. Previous identifications of the content of the manuscript misidentified it as being in the Kaqchikel language and as consisting of sermons and biblical translation. The content, however, is an original theological work that utilizes indigenous religious beliefs and cultural practices to explain Christian doctrine. This version is the first of two volumes of the *Theologia Indorum*, pertaining to topics from the Old Testament. Other versions of the *Theologia* exist at the Bibliothèque Nationale de France and at Princeton University. This is the oldest manuscript in the APS Library's collections written in an indigenous language of the Americas.

Provenance: Donor, Academia de Ciencias de Guatemala, through Mariano Galvez, 1836.

Other Descriptive Information: This item was previously cataloged as "Uae nima vutz rij theologi aindox ubinaam nima," which are its opening lines. Retitled as "Theologia Indorum" in 2017 in light of scholarship by Drs. Sergio Romero, Frauke Sachse, and Garry Sparks.

Other Descriptive Information: To request this item, please see the full finding aid for this specific manuscript: [Theologia Indorum](#) (Mss.497.4.Ua13)

# Principle 8

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Archival description should be easy to use, re-use, and share.

Users are best able to use, re-use, and share archival description when:

- it is discoverable
- it is structured
- it is machine-readable
- it is machine-actionable
- it is available under an open license

--DACS introduction

BYU Photostat

Yahau ah mehol u chun u  
 cay u Haba u chun uinicot  
 ya chava u cananna bolampel uitz u chun  
 tth utunil = ah phae mucen cab chae yar  
 u sul bal: y anti lahin: chacal pucte: ucheot: yx chae  
 ya yx chae ah bilot: chae yx Han sul yulumob. th  
 chae opool pizimob. Sac tth lusen utunil u tunilte. ymiz  
 yaxche u sul bal: sac cab: yx sacan yulumob: sac y  
 bilob: sac yxim y izimob  
 Ek tthun: u tunil ti chikins ek yaxche  
 u sulbal: yx ek hut: y izimob: yx ek chuch yx y iulob: yx ek  
 u cam: yulumob: ek ahab chan u malob: yx ek heuel: u  
 heuelob: ek ib: yibilob: Kantac lun u lunib  
 ymiz yaxche: Han ymiz yaxche. Hanal puc  
 te yx Han pucte.

= J: Baluc uKaturil upach  
 cuchob: Ca hep u talal ah pis lay ah piste: yah  
 pi sul u lubob: catur tali chaete: uban chaete tieu

Princeton Original

Yahau ah mehol u chun u  
 cay u Haba u chun uinicot K. utot u xpa  
 ya chava u cananna bolampel uitz u canna Cy ten  
 tth utunil = ah phae mucen cab chae yx  
 u sul bal: y anti lahin: chacal pucte: ucheot: yx chae  
 ya yx chae ah bilot: chae yx Han sul yulumob. th  
 chae opool pizimob. Sac tth lusen utunil u tunilte. ymiz  
 yaxche u sul bal: sac cab: yx sacan yulumob: sac y  
 bilob: sac yxim y izimob  
 Ek tthun: u tunil ti chikins ek yaxche  
 u sulbal: yx ek hut: y izimob: yx ek chuch yx y iulob: yx ek  
 u cam: yulumob: ek ahab chan u malob: yx ek heuel: u  
 heuelob: ek ib: yibilob: Kantac lun u lunib  
 ymiz yaxche: Han ymiz yaxche. Hanal puc  
 te yx Han pucte.

= J: Baluc uKaturil upach  
 cuchob: Ca hep u talal ah pis lay ah piste: yah  
 pi sul u lubob: catur tali chaete: uban chaete tieu

# Principle 10

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Archivists must have a user-driven reason to enhance existing archival description.

LIBRO YNTITULADO  
COMPENDIO DE NOMBRES  
EN  
LENGUA CAKCHIQUEL

Y SIGNIFICADOS DE VERBOS POR YMPERATIVOS Y ACUSATIVOS RECIPROCOS, EN DOCE TRATADOS  
POR EL PADRE PREDICADOR

E. PANTALEON DE GUZMAN

CURA DOCTRINERO POR EL REAL PATRONATO DE ESTA DOCTRINA Y CURATO DE SANTA MARIA DE JESUS PACHE

EN VEINTE DIAS DEL MES DE OCTUBRE DE MIL SETECIENTOS Y QUATRO AÑOS.

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# Factors for deciding to enhance a finding aid

- Prominence of the collection
- Level of use of the collection
- Known errors that cause users difficulty
- Corrections will directly benefit multiple users

LIBRO YNTITULADO  
COMPENDIO DE NOMBRES  
EN  
LENGUA CAKCHIQUEL

Y SIGNIFICADOS DE VERBOS POR YMPERATIVOS Y ACUSATIVOS RECIPROCOS, EN DOCE TRATADOS  
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EN VEINTE DIAS DEL MES DE OCTUBRE  
DE MIL SETECIENTOS Y QUATRO  
AÑOS.

UNIVERSITY OF

PENNSYLVANIA LIBRARY



# Adding citation numbers

## MESOAMERICAN ETHNOHISTORY IN UNITED STATES LIBRARIES

Reconstruction of the William E. Gates Collection  
of Historical and Linguistic Manuscripts

COMPILED BY JOHN M. WEEKS

**A**rte de la lengua Mexi-  
cana y Castellana, compuesta por el muy Re-  
uerendo padre fray Alonso de Mo-  
lina de la orden de Señor  
Santi Francisco.



En Mexico en casa de Pedro Ocharte. 1578

CONFESSORIO  
EN LENGVA MEXI-  
CANA Y CASTE-  
LLANA.

Con muchas aduertencias muy necesarias  
para los Confesores.  
Compuesto por el Padre Fray Iuan Baptista  
de la orden del Seraphico Padre Santi Francisco,  
lector de Theologia en esta provincia del San-  
to Evangelio, y guardian del conuento de San-  
tiago Tlatilulco.



CON PRIVILEGIO.  
En Santiago Tlatilulco, Por Melchior  
Ocharte. Año de. 1599.

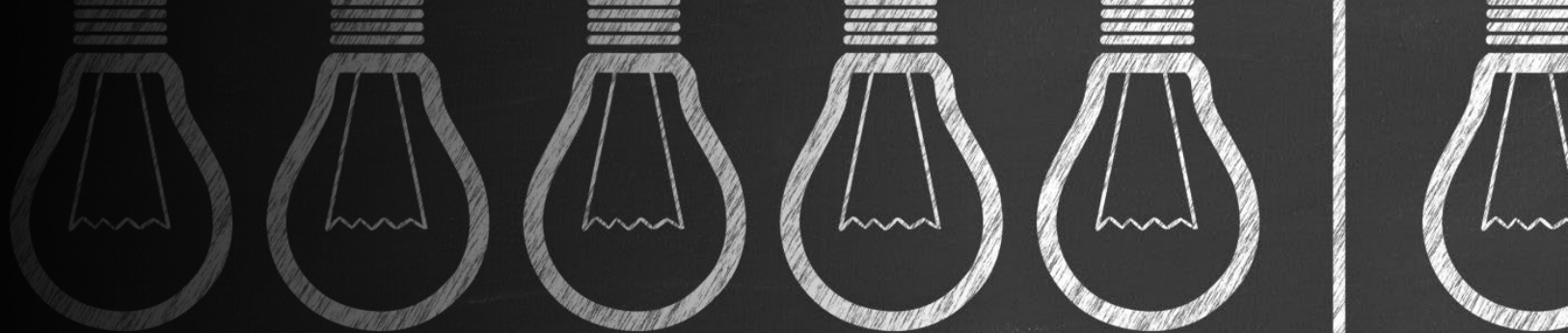
ARTE Y DICTIO-  
NARIO: CON OTRAS  
Obras en lengua Michuacana. Cōpuesto por  
el muy R. P. Fray Iuan Baptista de La ga-  
rra, Predicador, Guardiano de San-  
Francisco de la ciudad de Cua-  
yanahteco, y Diácono de la  
Provincia de Mechuac-  
can y de Xalisco.

DIRIGIDAS AL MUY YLLV. Y. R.  
señor Don don Antonio Morales de Molina, Causa  
litro de la orden de Santiago, obispo meritisimo de  
Mechuac, y goza de Tlaxcala, de Cō. de su. M.



EN MEXICO.  
En calaca Pedro Balli.  
1574.

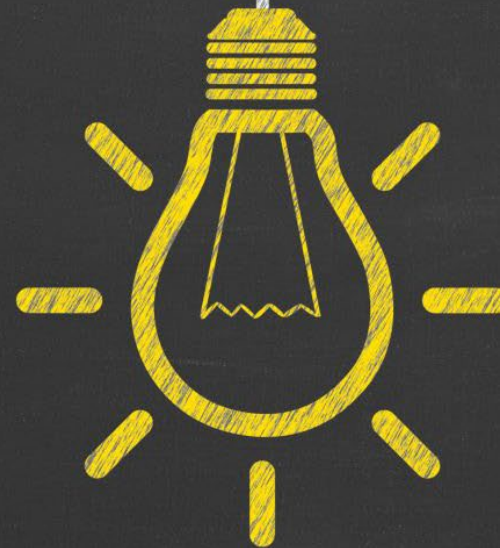




# Principle 11

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Archival description is a continuous intellectual endeavor



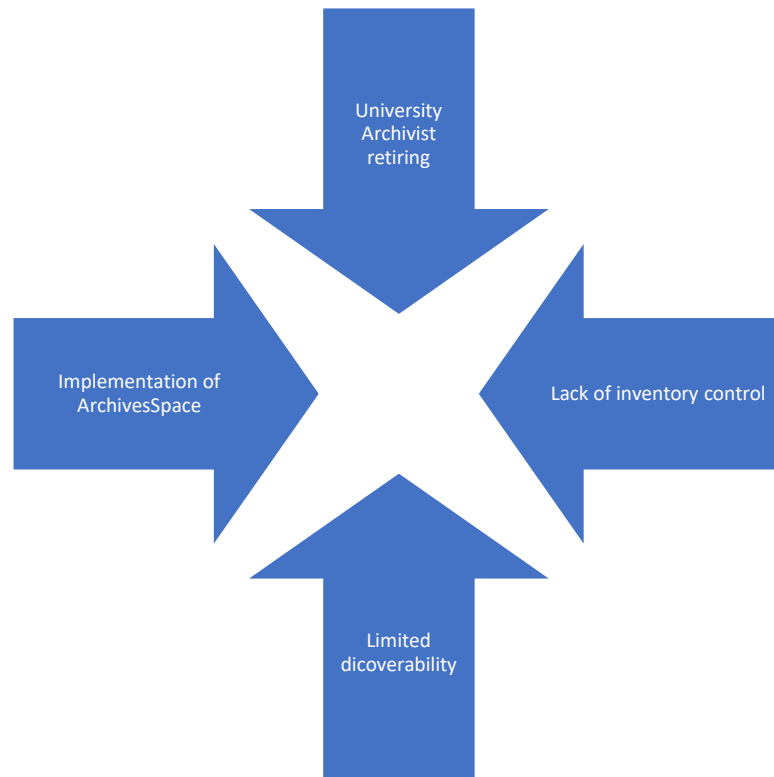
# USU University Archives mass description project

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# Why this Project?

## Problem



## Solution

UA Remediation Project to:

- Create inventory of entire University Archives Collection
- Allow for easier tracking of materials and usage statistics
- Create electronic finding aids for record groups as needed
- Create cataloging records for UA material



# Principle 7

Archival description is accessible

# Finding Aid Blitz

How do you create 2600 finding aids in a pinch?

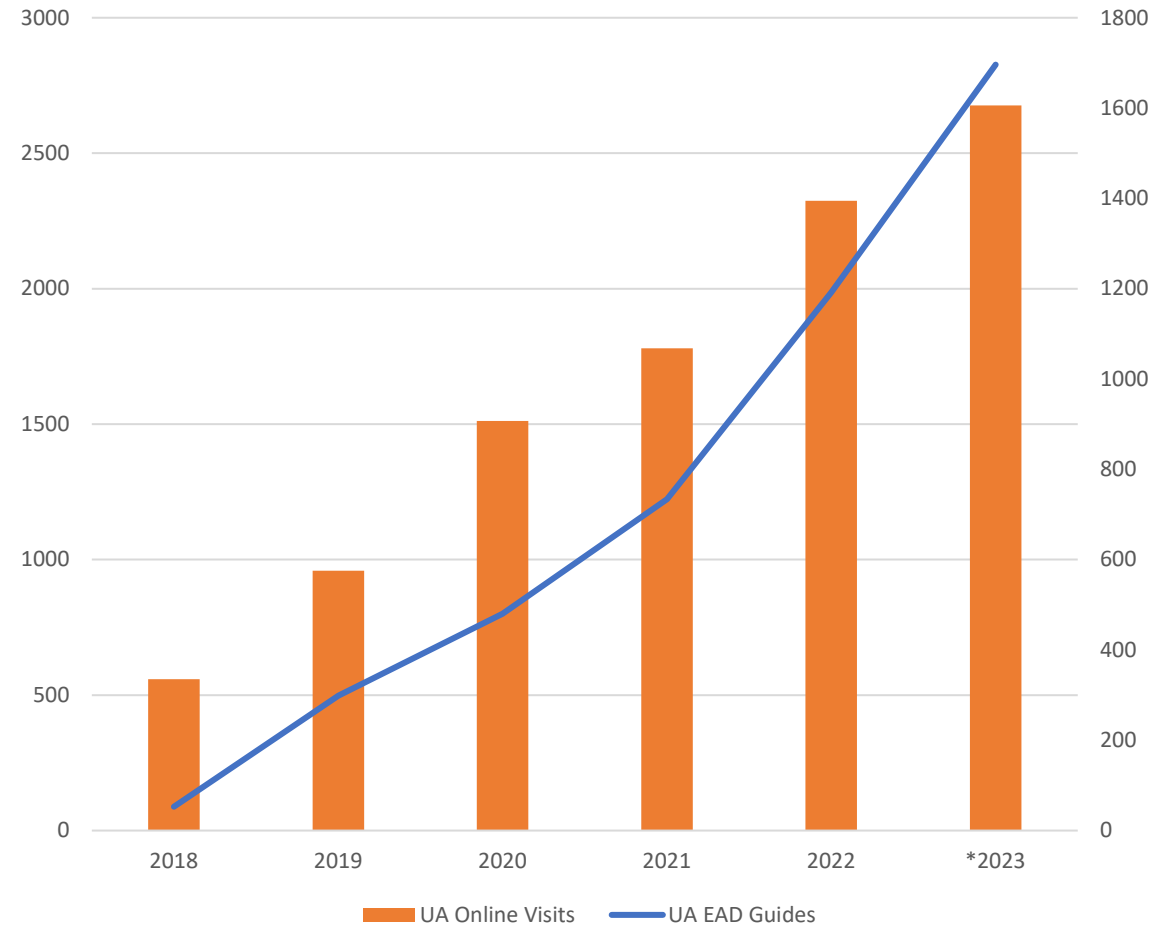
The screenshot shows the 'University Archives Tracking' application interface. The main view is a data table with the following columns: Barcoded item, Record Gr..., P3-Uploaded to AS, Added to ArchivesW..., P3-Migrated to EAD, A B..., and A Box Title Transcribed. The table contains 28 rows of data, each representing a finding aid entry. The left sidebar shows a navigation menu with options like 'UA-03 EAD export' and 'Create...' with various view options like Grid, Form, Calendar, etc.

	Barcoded item	Record Gr...	P3-Uploaded to AS	Added to ArchivesW...	P3-Migrated to EAD	A B...	A Box Title Transcribed
1	3.1:36 Box 1	3.1:36	12/2/2019	12/2/2019	12/2/2019	1	Presidential Ephemera
2	3.1/1-2 Box 1	3.1/1-2	1/7/2020	12/3/2019	12/3/2019	1	Letter Books
3	3.1/2-2 Box 1	3.1/2-2	1/7/2020	12/3/2019	12/3/2019	1	Correspondence
4	3.1/3-2 Box 1	3.1/3-2	1/7/2020	12/3/2019	12/3/2019	1	Correspondence
5	3.1/4-2 Box 1	3.1/4-2	1/7/2020	12/5/2019	12/5/2019	1	Applications for Staff Employments Faculty, Student an...
6	3.1/4-2 Box 2	3.1/4-2	1/7/2020	12/5/2019	12/5/2019	2	Reports of the Secretary to the President Student Affai...
7	3.1/4-2 Box 3	3.1/4-2	1/7/2020	12/5/2019	12/5/2019	3	Correspondence with Newspapers and Individuals
8	3.1/4-2 Box 4	3.1/4-2	1/7/2020	12/5/2019	12/5/2019	4	Experiment Station Extension Work
9	3.1/4-2 Box 5	3.1/4-2	1/7/2020	12/5/2019	12/5/2019	5	Consolidation Controversy Departments of Instruction
10	3.1/4-2 Box 6	3.1/4-2	1/7/2020	12/5/2019	12/5/2019	6	Buildings and Grounds Military Science and Tactics
11	3.1/4-2 Box 7	3.1/4-2	1/7/2020	12/5/2019	12/5/2019	7	Federal and State Agencies Board of Trustees
12	3.1/5-2 Box 1	3.1/5-2	1/15/2020	9/19/2011	9/19/2011	1	Alumni
13	3.1/5-2 Box 2	3.1/5-2	1/15/2020	9/19/2011	9/19/2011	2	Applications
14	3.1/5-2 Box 3	3.1/5-2	1/15/2020	9/19/2011	9/19/2011	3	Staff Appointments
15	3.1/5-2 Box 4	3.1/5-2	1/15/2020	9/19/2011	9/19/2011	4	Staff Appointments (cont.)
16	3.1/5-2 Box 5	3.1/5-2	1/15/2020	9/19/2011	9/19/2011	5	Applications
17	3.1/5-2 Box 6	3.1/5-2	1/15/2020	9/19/2011	9/19/2011	6	School of Commerce Through Biological Sciences
18	3.1/5-2 Box 7	3.1/5-2	1/15/2020	9/19/2011	9/19/2011	7	Applications (Cont.)
19	3.1/5-2 Box 8	3.1/5-2	1/15/2020	9/19/2011	9/19/2011	8	Branch Agricultural
20	3.1/5-2 Box 9	3.1/5-2	1/15/2020	9/19/2011	9/19/2011	9	Board of Educations Through Superintendent of Public...
21	3.1/5-2 Box 10	3.1/5-2	1/15/2020	9/19/2011	9/19/2011	10	Board of Trustees
22	3.1/5-2 Box 11	3.1/5-2	1/15/2020	9/19/2011	9/19/2011	11	Board of Trustees (Cont.)
23	3.1/5-2 Box 12	3.1/5-2	1/15/2020	9/19/2011	9/19/2011	12	Board of Trustees (Cont.)
24	3.1/5-2 Box 13	3.1/5-2	1/15/2020	9/19/2011	9/19/2011	13	Board of Trustees (Cont.)
25	3.1/5-2 Box 14	3.1/5-2	1/15/2020	9/19/2011	9/19/2011	14	Members of the Board of Trustees
26	3.1/5-2 Box 15	3.1/5-2	1/15/2020	9/19/2011	9/19/2011	15	Buildings and Grounds
27	3.1/5-2 Box 16	3.1/5-2	1/15/2020	9/19/2011	9/19/2011	16	Buildings and Grounds (cont.)
28	3.1/5-2 Box 17	3.1/5-2	1/15/2020	9/19/2011	9/19/2011	17	Building Construction

How do you create 2600 finding aids in a pinch?

# Finding Aid Blitz

UA EAD Guides and Online Visits



Container(s)	Description	Dates
Box		
1	Personal Papers	1968- 1974
1a	Personal Papers Addendum to Daryl Chase Papers Some files may be classified confidential according to the Utah Government Records Access Management Act (GRAMA) Do not access without permission of Archivist	1931- 1978
2	Personal Papers Addendum to Daryl Chase Papers Some files may be classified confidential according to the Utah	1960- 1971
3	Personal Papers Addendum to Daryl Chase Papers	1952-

# Principle 9

Each collection within a repository must have an archival description.

**“The absence of archival description is a barrier to users and good stewardship. In order to access archival collections, users must know which collections a repository holds. No matter how basic a description may be, it is more advantageous to users than no description at all.” – Describing Archives: A Content Standard, Version 2022.**



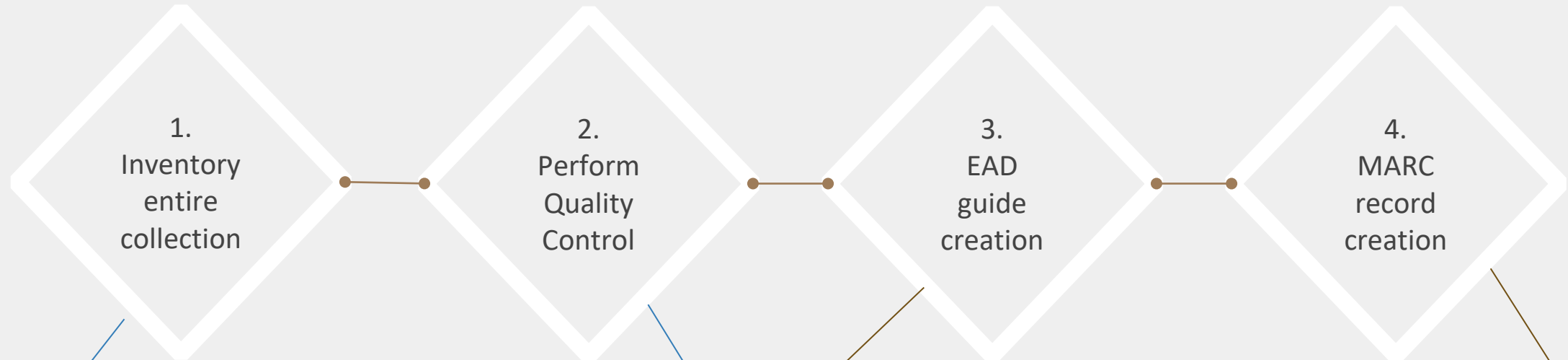
# USU University Archives & Description

Before this project:

- Approximately 25-33% of University Archives material available electronically (mostly published works cataloged in Sierra, 2% of collections had electronic finding aids)
- Rest of materials (67-75%) only discoverable through paper finding aids and the physical card catalog in the Special Collections' Tanner Reading Room



# Collection Description & Stewardship



1.  
Inventory  
entire  
collection

2.  
Perform  
Quality  
Control

3.  
EAD  
guide  
creation

4.  
MARC  
record  
creation

**Stewardship:**  
Provides access to a better, broader  
sense of the scope of our holdings  
(DACS, 2022)

**Stewardship:**  
Creates the ability for archivists to gather  
information about how collections are used  
and guidance for future appraisal and  
acquisition choices (DACS, 2022)

# University Archives Inventory Entries (Airtable)

Barcoded item	Index Title	Box Title Transcribed	Item Description	Barcode	Date Range	No...	Container Type
1.4/2-1:38 Box 1 1984	Utah State Board of Regents	New of Utah Higher Education	New of Utah Higher Education	39060020317094	1984	1984	Letter sized Folder
1.4/2-1:38 Box 1 1985	Utah State Board of Regents	New of Utah Higher Education	New of Utah Higher Education	39060020317037	1985	1985	Letter sized Folder
1.4/2-1:38a Box 1 19...	Utah State Board of Regents	Board of Regents in the News	Board of Regents in the News	39060020316971	1982	1982	Letter sized Folder
1.4/2-1:38a Box 1 19...	Utah State Board of Regents	The Board of Regents in the News	Board of Regents in the News	39060020316914	1983	1983	Letter sized Folder
1.4/2-1:38a Box 1 19...	Utah State Board of Regents	The Board of Regents in the News	Board of Regents in the News	39060020316856	1984	1984	Letter sized Folder
1.4/2-1:43 Box 1	Advisory Council of the Utah ...	Regents		39060019725299	1963-1968	1963/1968	.25 Letter
1.4/2-1:63 Box 1 no. 1	Utah State Board of Regents	Report nos. 1-16	Academic freedom, profession...	39060019549814	1973 December 20	1973-12-20	Book/Bound Volume
1.4/2-1:63 Box 1 no....	Utah State Board of Regents	Report nos. 1-16	Utah State Board of Regents : ...	39060019549756	1978-1995	1978/1995	Book/Bound Volume
1.4/2-1:63 Box 1 no....	Utah State Board of Regents	Report nos. 1-16	Utah State Board of Regents : ...	39060019549699	1978-1995	1978/1995	Book/Bound Volume
1.4/2-1:63 Box 1 no. 3	Utah State Board of Regents	Report nos. 1-16	Low-producing vocational pro...	39060019549632	1977 February	1977-02	Book/Bound Volume
1.4/2-1:63 Box 1 no. 4	Utah State Board of Regents	Report nos. 1-16	Discussion of doctoral degree ...	39060019549574	1971 April	1971-04	Book/Bound Volume
1.4/2-1:63 Box 1 no. 5	Utah State Board of Regents	Report nos. 1-16	Regent orientation: Utah High...	39060019549517	1985 July 12	1985-07-12	Book/Bound Volume
1.4/2-1:63 Box 1 no. 6	Utah State Board of Regents	Report nos. 1-16	Progress report : Welding Tec...	39060019549459	1978 November 15	1978-11-15	Book/Bound Volume
1.4/2-1:63 Box 1 no. 7	Utah State Board of Regents	Report nos. 1-16	Second rough draft for prelimi...	39060019549392	1973 January 26	1973-01-26	Letter sized Folder
1.4/2-1:63 Box 1 no. 8	Utah State Board of Regents	Report nos. 1-16	Utah State University : analysis...	39060019549400	1975 December 15	1975-12-15	Book/Bound Volume
1.4/2-1:63 Box 1 no....	Utah State Board of Regents	Report nos. 1-16	Utah State University : analysis...	39060019549467	1975 December 15	1975-12-15	Book/Bound Volume



# Principle 4

Records, agents, activities, and the relationships between them are the four fundamental concepts that constitute archival description.



## Principle 4

Records must be described in aggregate and may be described in parts - the **WHOLE** gives meaning and coherence to the parts



The Institute for the Study of Outdoor Recreation  
and Tourism

17.14:38

Record Group (Research Programs)

Sub-group (Institute for the Study of Outdoor Recreation and  
Tourism)

Collection (Newsletters)

# 17.14

## Record Group (Research Programs)

### Sub-group (Institute for the Study of Outdoor Recreation and Tourism)

:1 Speeches, Addresses

:7 Bibliographies

:11 Resource Bulletin

:23 Reports

:36 Pamphlets, surveys

:37 Monographs

:43 Reports

:45 Papers

:47 Annual Reports

:54 Proceedings

:59 Proposals

:64 Reprints

:66 Research reports

:71 Study

:72 Utah Recreation Facts

:72a Utah Recreation Facts

:73 Outdoor Recreation Reports

:73a Outdoor Recreation Reports

:76 Studies

:78 Summary Reports

:79 Survey

:81 Symposium

## Original arrangement:

- General information
- Speeches
- Bibliographies
- Resource bulletin
- Reports
- Miscellaneous
- Monographs
- Reports
- Papers
- Annual reports
- Proceedings
- Proposals
- Reprints
- Research reports
- Studies
- Utah Recreation Facts
- Utah Recreations Facts (a)
- Reports
- Reports
- Studies
- Summary reports
- Surveys
- Symposium

23 distinct call numbers

14.25 linear feet

1 single collection  
8.75 linear feet

Approx. 18 hours to

- physically arrange and rehouse
- change cutter numbers on items
- change Airtable data
- edit Sierra records/
- add Sierra records
- and relabel boxes



## STUDENT EMPLOYMENT



25.3/4  
25.3/4-1  
25.3/4-1:17  
25.3/4-1:22  
25.3/4-1:47  
25.3/4-1:47a  
25.3/4-1:79  
25.3/4-1b  
25.3/4-1b:22  
25.3/4-1b:38  
25.3/4-1b:59  
25.3/4:17  
25.3/4:63

Before: 13 collections – 1.75 linear feet

After: 1 collection – 1.25 linear feet

18.21/1-	1:90
18.21/1-	1:91
18.21/1-	2:40
18.21/1-	2:90
18.21/1-	2:91
18.21/1-	2:92
18.21/1-	3:36
18.21/1-	3:40
18.21/1-	3:61
18.21/1-	3:90
18.21/1-	3:92
18.21/1-	4:36
18.21/1-	4:39
18.21/1-	4:40
18.21/1-	4:41
18.21/1-	4:46
18.21/1-	4:93
18.21/1-	5:46
18.21/1-	5:47
18.21/1-	5:90
18.21/1-	5:91
18.21/1-	5:92
18.21/1-	6:27
18.21/1-	6:30
18.21/1-	6:40
18.21/1-	6:90
18.21/1-	6:92
18.21/1-	7:90
18.21/1-	7:91
18.21/1-	8:90
18.21/1-	8:92
18.21/1-	9:23
18.21/1-	9:27
18.21/1-	9:27
18.21/1-	9:36
18.21/1-	9:79
18.21/1-	10:27
18.21/1-	11



UTAH  
AGRICULTURAL  
EXPERIMENT STATION  
**UtahStateUniversity**



38 different call numbers for 71 items

# Principle 1

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**Archival description  
expresses professional  
ethics and values.**



# From SAA's Core Values Statement and Code of Ethics

- **Ethics**

- **Access and Use**

- "Archivists should promote and provide the widest possible accessibility of materials, while respecting legal and ethical access."

- Accountability

- Advocacy

- **Diversity**

- "The archives profession must constantly work toward creating anti-oppressive environments that encourage participation from people across the spectrum of experience."

- History and Memory

- Preservation

- **Responsible Stewardship**

- "Archivists commit to making ethical and transparent decisions about how to provide care for the documents, records, and materials entrusted to them."

- Selection

- Service

- Social Responsibility

- Sustainability

- **Values**

- Professional Relationships

- **Judgment**

- "While no element of archival work is unbiased or neutral, archivists still strive to exercise their ethical, professional judgment [in the]... processing of material."

- Security and Protection

- **Authenticity**

- "Using archival description, they document the unique archival characteristics of records, including their intellectual, digital, and physical integrity."

- Access and Use

- Privacy

- Trust

# Adopting Best Practices

- Critical that description in new finding aids met DACS standards
  - Provides a consistent and useable description to internal and external users
- Finding aids used in regional consortium to provide widest access possible

UNIVERSITY ARCHIVES  
Utah State University

Accession Number 3.1/10-3a	Box Number 25 I
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Darryl Chase

Description:  
Personal Papers  
Cards ↓ \*\*\*\*  
POTP...

Box Title Transcribed	Final Box Title	Item Description
General and Miscellaneous	Handbooks, pamphlets, and other materials	How Utah State University Changed the World
General and Miscellaneous	Handbooks, pamphlets, and other materials	Val R. Christensen Service Center flyers
General and Miscellaneous	Handbooks, pamphlets, and other materials	Directory of Student Services
General and Miscellaneous	Handbooks, pamphlets, and other materials	Resource Guides, Pamphlets, Service Evaluations
General and Miscellaneous	Handbooks, pamphlets, and other materials	The division of student services overview
General and Miscellaneous	Handbooks, pamphlets, and other materials	Newsletters, Visitors Guide, Pamphlets
General and Miscellaneous	Handbooks, pamphlets, and other materials	Memoranda and flyers
General and Miscellaneous	Handbooks, pamphlets, and other materials	FAST track newsletter
General and Miscellaneous	Handbooks, pamphlets, and other materials	2020-2021 Annual Report
General and Miscellaneous	Handbooks, pamphlets, and other materials	Evaluation: student services and programs
General and Miscellaneous	Handbooks, pamphlets, and other materials	Student services overview

More descriptive and accessible description

Item Description
Black Student Union Flyers, Reunion Booklet
Multicultural Student Pamphlets, Newsletters, Program...
Polynesian Student Union Flyers
LatinX Student REP week flyers

For Contents see Register	Phi Kappa Phi financial statements, correspondence, meeting minutes
For Contents see Register	Phi Kappa Phi financial statements, correspondence, meeting minutes
For Contents see Register	Phi Kappa Phi financial statements, correspondence, meeting minutes
For Contents see Register	Phi Kappa Phi financial statements, correspondence, meeting minutes
For Contents see Register	Phi Kappa Phi financial statements, correspondence, meeting minutes

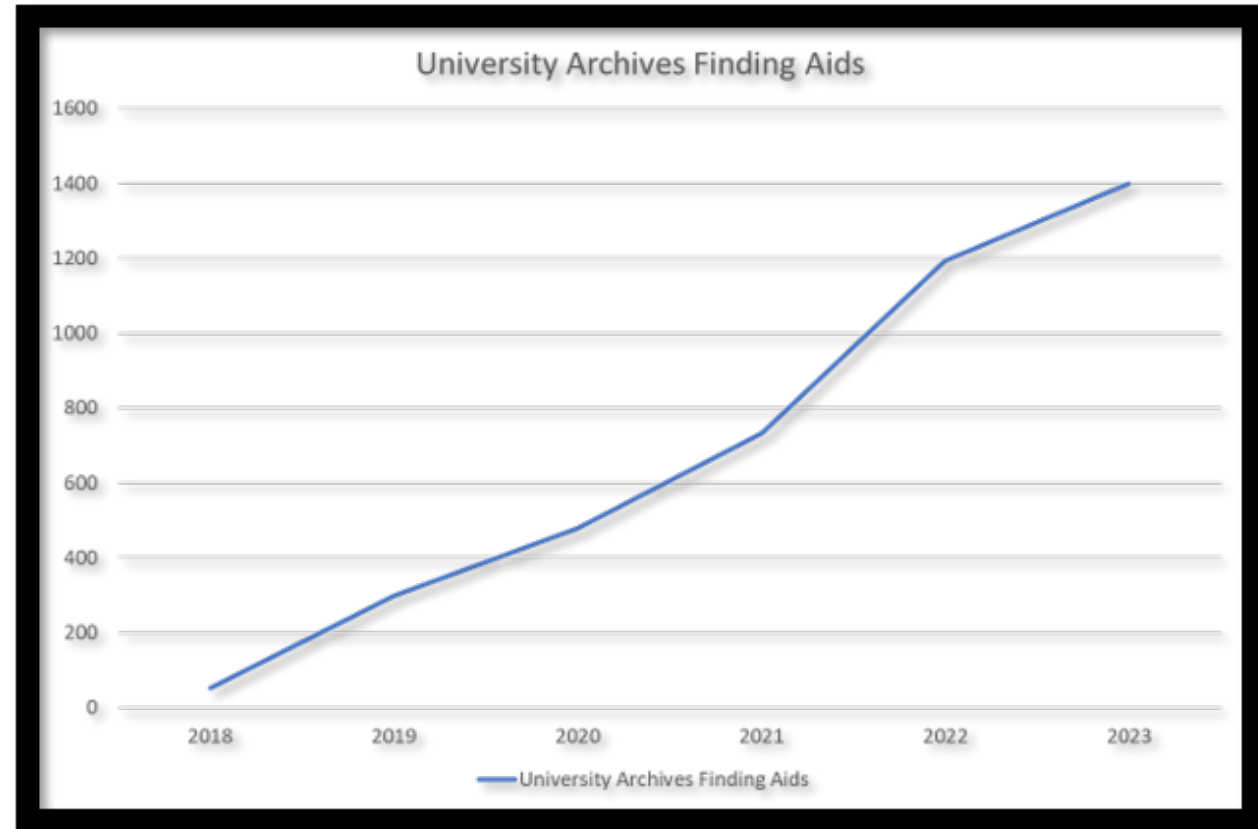
Using language used by creators (when appropriate!) with acknowledgment that language always changes and description is never completely finished

# Description as an Iterative Process

- QC process presented unique opportunity to create DACS compliant description, add or update description where needed, and consolidate collections.
- Already pulling material for QC. Avoids having to do work again in the ~ future ~
- Acknowledge work is resource and time intensive. This step as added an additional workflow to an already large project and required staff member with MLIS

# Going Forward

- Completing Finding Aids for University Archives has resulted in a 2,253% increase in discovery.
- Continue to improve structure of University Archives and quality of description



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# Questions?

