

Title (Department / School / Person / Organization) Records / Papers, dates

record group or manuscript number

Name of Repository (example: University Archives)
The State University of New York at Buffalo

Creator: use LC name authority

Extent: # manuscript boxes, # half boxes (# linear feet)
<<http://www.library.yale.edu/beinecke/manuscript/process/lconv.htm>>

Abstract: [write a short description here -- 1-2 sentences at the most]

Repository: University Archives

Administrative Information

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Include your name and date processed.

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Preferred Citation:

[Item information and date], Box/Folder #, Collection #, Collection name, University Archives, The State University of New York at Buffalo.

see Archives' list of preferred citations at:

<http://ublib.buffalo.edu/libraries/units/archives/citation.html>

Acquisition Information:

[put information about accessions here]

Biographical Note / Historical Note / Chronology:

["Biographical Note" or "Historical Note" are used for written paragraphs about the background of a person or an organization respectively. "Chronology" is for the timeline format. Each title/genre can be used on its own. "Chronology" can also be used with a biographical or historical note]

Scope and Content Note:

[a short description of what a research might find in each series of the collection. This can include types of records, oddities, or important documents]

Arrangement:

[thorough description of how the collection is organized; explains any deviations. NOTE: this section is not used in an EAD finding aid -- but since it acts like a table of contents -- its very useful for paper finding aids.]

Container List

[box/folder with folder description (we use "1.1" for box 1, folder 1) The container list can include series and subseries.]

Series I. Title for series

- | | |
|---------|---|
| 1.1 | The folder description goes here, dates; includes other information. (see examples below) |
| 1.2 | Board meeting minutes, 1980-1990; includes correspondence with Jane Doe and photographs of various board members. |
| 1.3-1.6 | Scrapbook, 1929-1945; includes photographs, correspondence, clippings, event flyers, programs. [disbound binder] |
| 1.7-2.3 | Casino Night annual fundraising event, 1986-1993; includes invitation, clipping, photographs. [6 folders] |

Subseries A. Title for Subseries

- | | |
|-----|--------------------------------|
| 1.2 | Next folder description, dates |
|-----|--------------------------------|
-

Search Terms

[search terms can be subdivided by type (see below), though they need not be (especially if there are only a few search terms for the finding aid) **Please note: Order your author/subject added entries by WEIGHT and not alphabetically. Weight means how important it is to the collection.**]

Contributors: <http://authorities.loc.gov/>
[MARC field 700s]

Subject terms: <http://classificationweb.net/>
[MARC field 650]

Genre terms: (optional field)
http://www.getty.edu/research/conducting_research/vocabularies/aat/
[MARC fields 655 -- use the AAT for this section]

Separated Materials: (optional)
[notes on materials separated from the collection]

Related Resources: (optional)
[can include other collections in Archives or else a satellite collection elsewhere]