

Arrangement questions:

In an effort to see if I understand correctly the technical terms for this week, I have described them below as I see them. Please correct any misunderstandings.

Do you understand what a series is? A series is a particular section of a collection. A collection may contain bills, letters, photos, awards, essays, etc... These items would then be broken into series: The bills of the Franklin Publishing company for operations during 1645 to 1712, correspondence of Jim Dead, president Franklin Publishing company to author Fanny May during 1650-1700, photos produced by the Franklin Publishing company, and on and on.

What folder level control is? Folder level control would be breaking a series into smaller parts and giving information concerning the contents of each folder. Using the example above the correspondence series could be broken into folders representing particular years or sections of years: folder 1, correspondence of years 1650 to 1655, folder 2 correspondence of years 1656 to 1660; or one folder could be selected out to cover only one year: folder 1, correspondence of 1650. Photo series could also be broken down into folder based on events covered in the photographs, one folder might contain employee group images, and another might contain published author portraits (although according to the readings this week, the photos should be left with original material and not segregated).

An item level description would then identify/describe each element in the folder: for the employee photos: date, year 1650, names: Frank, Liza, Courtney...in front of 1st print run of book *Everybody Dies*, taken by Lisa Doolittle, using a Kodak brownie prototype...and on and on.

A bio/history of the collection might be information pertaining to the history of the Franklin Publishing company, when it was started, by whom, what it did over time and what any major accomplishments were that warrant it being in the archive in the first place.

I am a little unclear as to the scope and content part, but here is my stab:

The scope and content pertains to how many records are in the collection, what information they convey, and what type of records they are. This information is more narrative than direct subject fields and is in addition to the bio/history even though some of the information seems to overlap.

What is an inventory? Again, and I know it seems stupid, but I am questioning this term. An inventory is the physical amount of the collection housed in the archive, what types, and where. Using the example above: the inventory may say that the correspondence papers are located in box 2, in box 2 there are 4 folders, these folders are 1-4 respectively covering the dates, 1645-1665 in five year increments. Box 2 is located in range 4, row B, shelf 3.

Please let me know if I understand something presented here incorrectly.

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