

# Connecting Historical Materials to Each Other and the World: Creating Finding Aids for UW Special Collections

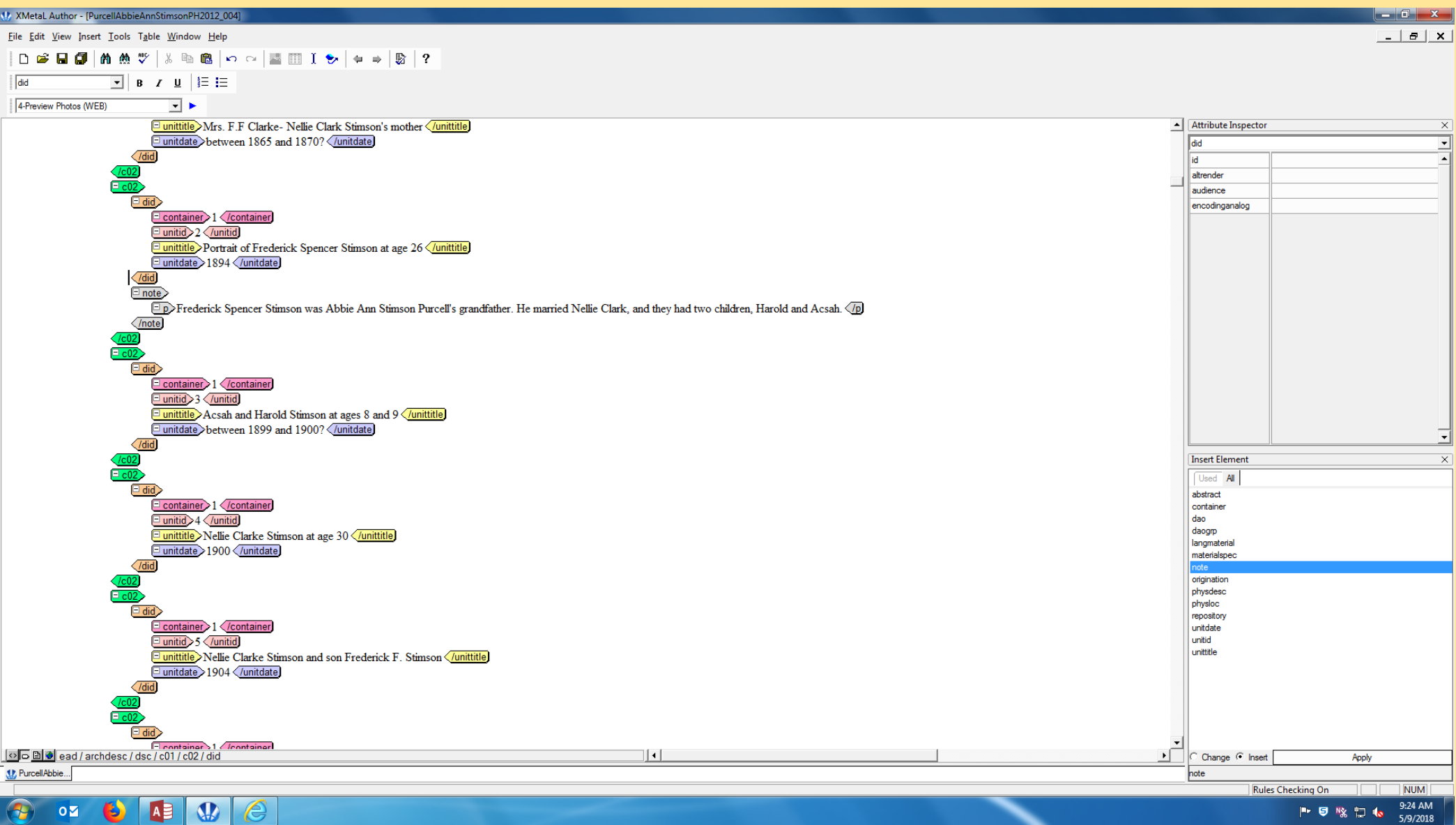
## Impact

- Making previously inaccessible materials accessible for researchers
- Maximizing use of archival materials through UW Digital Collections and Archives West
- Making appreciation of donations clear to donors



## Housing and Labelling

- Determining the appropriate archival housing for materials
- Putting materials in archival housings (mylar sleeves, paper negative envelopes, etc.)
- Dismantling and rehousing items like albums, as needed



## Revision and finalization

- Making revisions based on feedback from Nicolette Bromberg, Visual Materials Curator
- Publication in Archives West and UW Digital Collections

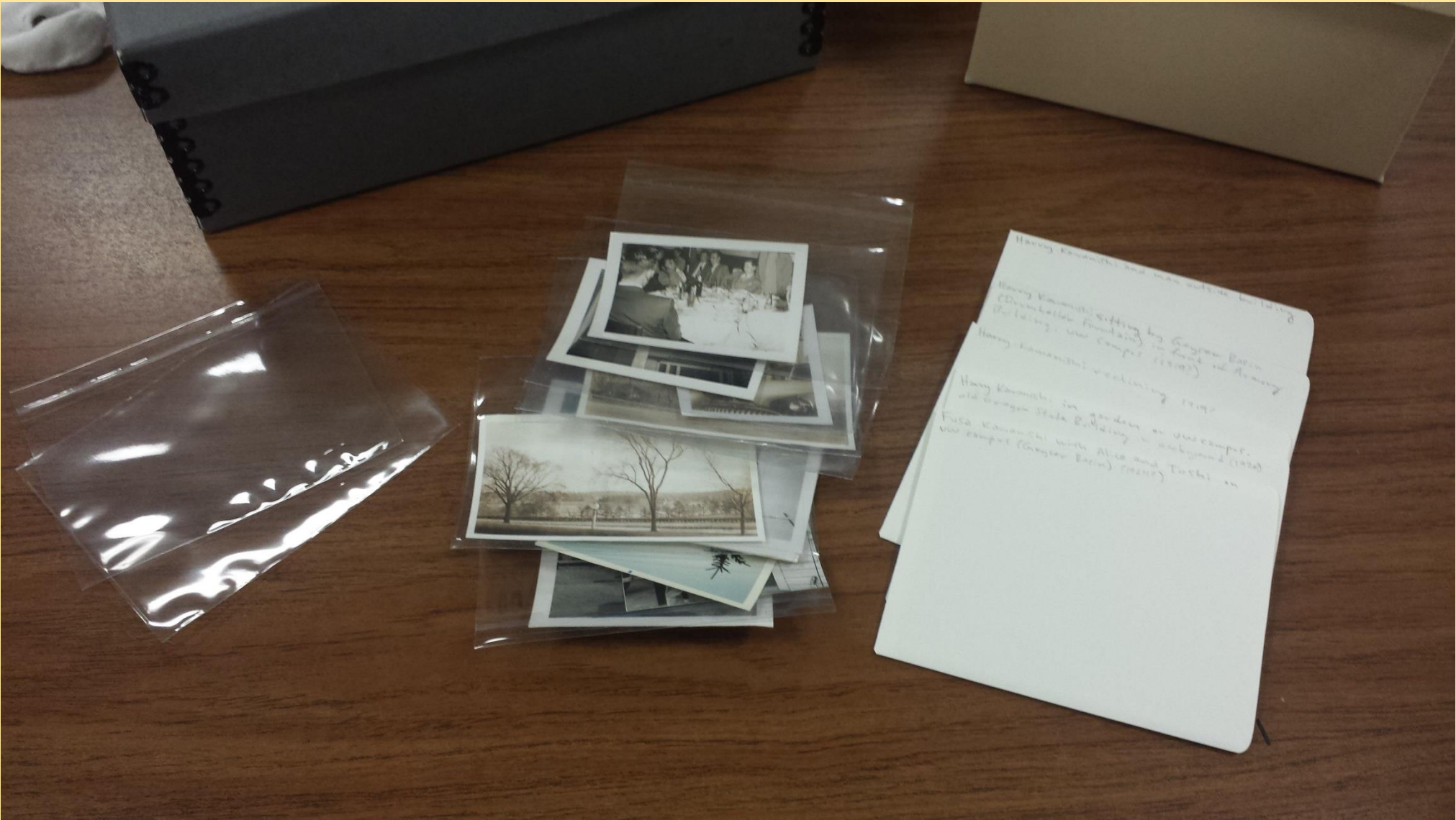


Detailed Description of the Collection				Return
Container(s)	Description		Dates	
Folder	Item			
1	1	Jonathan Warren <b>McCarty</b> and his wife Ruth Jane <b>McCarty</b>		1868
1	2	Charles Chester <b>McCarty</b> and Clara Antoinette <b>McCarty</b> Jonathan and Ruth <b>McCarty</b> were their parents.		1868
1	3	Copy of a photograph of Clara <b>McCarty</b>		1868?
1	4	Clara <b>McCarty</b> at age 16		1874
1	5	Clara <b>McCarty</b> Jones Rolofson & Co. Elite Photographic Studio, San Francisco (photographer)		1879
1	6	Clara <b>McCarty</b> Peterson & Bro., Seattle, Washington Territory		1879



## Research and Arrangement

- Researching the background and context of visual materials
- Creating historical background material for finding aid
- Identifying people and places shown in photos and other materials
- Determining appropriate order for materials if not in a pre-arranged order



## Digital Processing and Surrogate Creation

- Creating appropriate series and subseries for materials
- Using XMetaL Author to encode information about collection items and create finding aids
- Scanning images to create digital surrogates
- Adding links for digital image surrogates

