# Special Collections and Archives Arrangement and Description Policy

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## Overview

The Arrangement and Description Policy details the manner in which Cline Library Special Collections and Archives (SCA) carries out the work of archival processing, arrangement, and description in order to manage, preserve, and provide access to its archival collections. The department recognizes that contemporary archival processing is researcher-driven, responding to the changing needs of communities, new or emergent research uses and interests, and technological advancements and shifts. The department seeks to use inclusive and respectful language in all its archival descriptions to reflect the diversity of the communities documented in its archival holdings and to support an equally diverse community of researchers.

SCA adheres to the guidelines laid out in the *Protocols for Native American Archival Materials* in all its activities, including the processing, arrangement, and description of materials which document Native American and Indigenous communities. Please contact the department to learn more.

## Processing

_____- *a set of archival materials; more specific terms such as "records," "papers" or record formats (e.g. photographs, oral histories) may be*

*component thereof.*

_____ *- an archival collection is brought under intellectual control when a descriptive record clearly indicates its scope, content, and context and enables the management, access, and research use of that body of material.*