

2018

Extreme Makeover: Finding Aid Edition

Jessica E. Johnson

Virginia Commonwealth University, jejohanson2@vcu.edu

Margaret T. Kidd

Virginia Commonwealth University, kiddm@vcu.edu

Laura Muskavitch

Virginia Commonwealth University, lmuskavitch@vcu.edu

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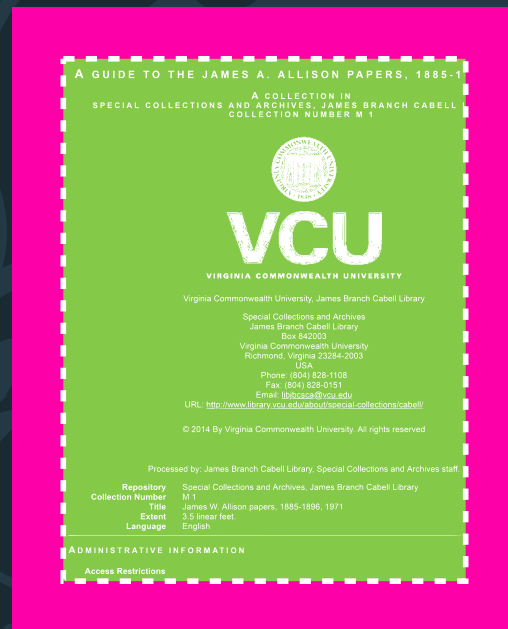
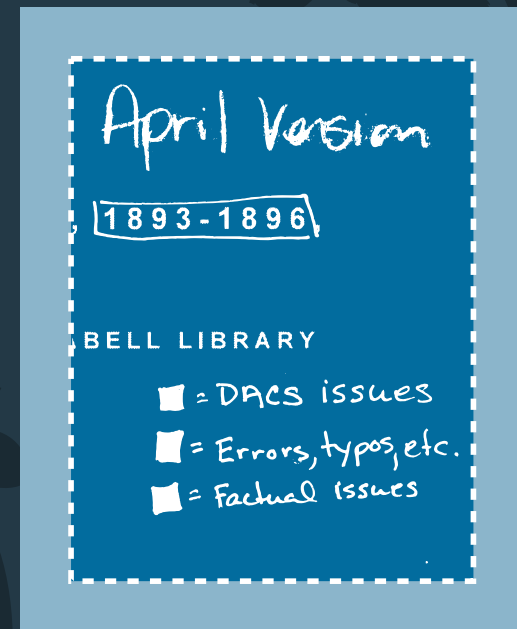
EXTREME MAKEOVER FINDING AID EDITION

MAKEOVER CONSULTANTS
JESSICA E. JOHNSON
MARGARET T. KIDD
LAURA MUSKAVITCH



TOTAL TEARDOWN

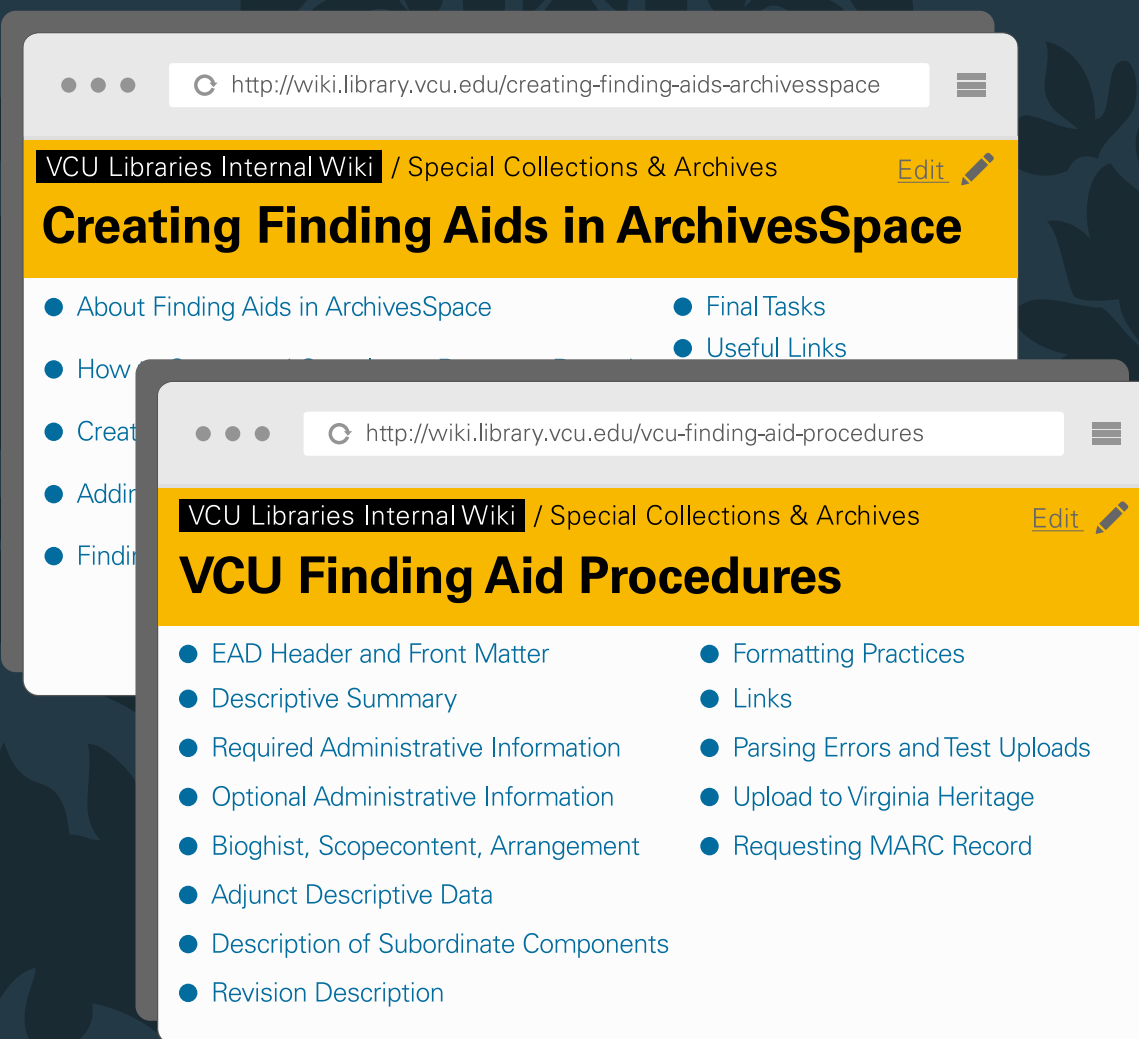
GLITZY GLOW-UP



SPREADSHEET keeps us on the same page

Title	Problems	Priority	Action
Central Richmond Association (M 195)	Needs editing for DACS compliance. More detail needed in history note, scope & content.	4	Edited for DACS compliance as much as possible given current state of physical collection, revised date formatting
LOL What	Status	Notes	
News Release, n.d. 6/58, 1-5/60, 8/60, 8/61, 7/62, 11/62, 1-2/63, 4/63, 10/63, 4/64, 7/64, 12/64	Revised version updated, acceptable for now	Folders overfilled, boxes underfilled, photos are loose, stacked, and some are curled	

WIKI guides us to a fashionable future



FASHION TRENDS CHANGE OVER TIME. SO DO FINDING AID STANDARDS.

We revisited our guides and found that many have not aged well. What was chic in 2000 is passé in 2018. Some were created prior to the introduction of DACS or were not updated to reflect physical changes or accruals. Others were written by untrained staff or contained a variety of errors. Refreshing our guides would improve access to our collections. It was time to take our finding aids from drab to fab!

GOOD MAKEOVERS START WITH A PLAN.

IDENTIFY finding aids for intervention

- Document on-the-fly finds using a shared spreadsheet
- Used finding aid review info from a recent survey of processed collections

PRIORITIZE for effectiveness and efficiency

- Regular processing meeting for decision making
- Rank on scale of 1-4 from "quick facelift" to "extreme makeover"
- Track progress including changes and lingering issues

PREVENT future finding aid *faux pas*

- Create wiki with detailed finding aid procedures
- Review by another person before publication

MOVE THAT BUS!

48 finding aids have been revamped in several categories. We continue to refurbish legacy finding aids while applying our improved procedures to newly processed collections. We learned: don't let the perfect be the enemy of the good, to track all changes in a revision note, and a few guideline essentials will help create a more timeless finding aid.

DACS	35	CLARITY	19
ERRORS	33	PHYSICAL	8
FORMATTING	19	ACCRUALS	1

DRAB TO FAB

DACS DON'T.

A GUIDE TO THE RICHMOND YWCA ARCHIVES, 1901 - 2002

OUT OF DATE.

Box 12 Hellport Committee, n.d. 2/65 - 9/65, 3/66 - 7/66, 6/67 - 8/67, 11/67, 3/68
Box 12 Downtown Development Commission, n.d. 9/74, 11/74 - 4/75, 8/75
Box 12 Transportation 10/65, 2/70, 1981
Box 12 CRA Parking, Traffic and Transportation Committee, n.d. 1/66, 9/66 - 11/66, 9/67, 2/68, 7/68, 1/69 - 7/70
Box 12 Transportation Center, n.d. 1960-1981
Box 12 Helicopter Tour-Transportation 2/70

CHAOS.

Box-folder **Folder** Annual Reports 1.1
● 1925 - 1926, 1928, 1937, 1946, 1949 - 1951, 1953, 1955, 1958 - 1959, 1962
Box-folder **Folder** Annual Statistics 1.2
1923, 1947, 1949-1951 ● 1963, 1968, 1970
Box-folder **Folder** Appeal 1967 1.3
● Box-folder **Folder** Appeal 1968 1.4
Box-folder **Folder** Appeals, n.d. 1.5 n.d.
Box-folder **Folder** By-Laws On 1.6
Box-folder **Folder** Cages, 1952 - 1955 1.7
Box-folder **Folder** Call feeder/Shipping grate 1970 1970 1970 1.8
● Box-folder **Folder** Charter, n.d. 1.9
Box-folder **Folder** City 1.10
Pound Contracts 1943 - 1955 1.10 City

OH.

ARRANGEMENT
Collection arranged alphabetically within series.

WHAT.

PASTORS
John Jaeger 1867 - 1901
Randolph Payton 1902 - 1922
A. V. Brown 1924 - 1967
Barry Hopkins 1968 - 1969
Isadore Morris 1972 - 1991
John Johnson 1993 -
SCOPE AND CONTENT
The collection consists of an assortment of historical documents, brochures and clippings concerning the church, its pastors and Jackson Ward.

DACS DO!

A GUIDE TO THE RICHMOND YWCA RECORDS, 1901 - 2002

UP TO DATE!

Box 12 Hellport Committee, 1965 - 1968, undated
Box 12 Downtown Development Commission, 1974 - 1975, undated
Box 12 Transportation, 1965 - 1981
Box 12 CRA Parking, Traffic and Transportation Committee, 1966 - 1970, undated
Box 12 Transportation Center, 1980 - 1981, undated
Box 12 Helicopter Tour-Transportation, 1970

ORDER!

Box-folder 1.1 Annual Reports, 1925 - 1962
Box-folder 1.2 Annual Statistics, 1923, 1947 - 1970
Box-folder 1.3 Appeal, 1967
Box-folder 1.4 Appeal, 1968
Box-folder 1.5 Appeals, undated
Box-folder 1.6 By-Laws, undated
Box-folder 1.7 Cages, 1952 - 1955
Box-folder 1.8 Call feeder/Shipping grate, 1970
Box-folder 1.9 Charter, undated
Box-folder 1.10 City Pound Contracts, 1943 - 1955

OH!

ARRANGEMENT
The collection is divided into eight series: Series 1: Personal Files, 1937 - 1998; Series 2: Correspondence, 1987 - 2003; Series 3: Carver Area Civic Improvement League, 1988 - 2003; Series 4: Richmond City Government Files, 1987 - 2005; Series 5: Carver-VCU Partnership, 1996 - 2001; Series 6: Historic Places Registration, 1998; Series 7: Clippings, 1996 - 2005; and Series 8: Other Publications, 1987 - 2002.

WOW!

BIOGRAPHICAL/HISTORICAL INFORMATION
The Sixth Mount Zion Baptist Church was founded by Reverend John Jaeger on September 3, 1867 and was the first church in Richmond organized by an African American. The congregation originally met in an abandoned horse stable on Brown's Island in the James River. In 1889, the congregation purchased land on Duval Street located in what is now Jackson Ward. The core of the present church building was erected in 1895 by George Boyd. The 1925 remodeling of the church in the Gothic Revival style was done by architect Charles T. Russell and builder I. Lincoln Bailey. The church was listed on the National Register of Historic Places in 1996.
Source: Virginia Department of Historic Resources, National Register of Historic Places registration form, Sixth Mount Zion Baptist Church, 1996.
SCOPE AND CONTENT INFORMATION
The collection consists of an assortment of articles, programs, images, brochures, clippings, and other materials concerning the church, its pastors, and Jackson Ward. Many of the items in the collection are photocopies of the originals, but there is some original material, such as booklets and programs from various church anniversary celebrations. There are also materials relating to the 19th century, such as John Jaeger's sermons, but since these materials are photocopies from secondary sources, the date range of the records reflect only the dates of original materials in the collection.

DESIGN: TABER BAIN