

CLIR Hidden Collections Pioneers of Wilderness Conservation:

Archives Processor Handbook

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## 1. Introduction

### **Job Description:**

Perform basic processing of materials in two archival collections, the John S. Apperson papers and the Paul Schaffer papers. Assist in the creation of Encoded Archival Description (EAD) finding aids, following standard rules of description: Describing Archives -A Content Standard (DACS). Appraising, preserving, rehousing, arranging and describing the two archival collections following prescribed guidelines, and simultaneous flagging items of interest found in the collections for digitization and item level metadata description. Completing the description of the collections in ArchivesSpace. Assisting in exhibit design and outreach. Supervision of the work of undergraduate students. Other duties as assigned.

This is a collaborative atmosphere in which each team member is expected to practice good communication and bring their strengths to the table. Each team member is expected to work both collectively and independently.

### **If you ever need me:**

Abi Simkovic

E-mail: [simkovia@union.edu](mailto:simkovia@union.edu)

Office: (518) 982-0085

Cell: (406) 671-7446

## 2. Check-In Meetings

Each week you will have two check-in meetings:

**One-on-One:** A one-on-one meeting with Abi to discuss the project.

**Team Check-In:** A meeting with Abi and the full team of processors.

Both of these meetings will be held at the same time each week.

## 3. Dress Code

We have two dress codes:

Relaxed Business Casual:

During the open hours of the Adirondack Research Library (Monday 10-4, Thursday 1-4) and during special events at the Kelly Adirondack Center. I will inform you via e-mail of any upcoming events held at the KAC.

Casual:

All other days.

#### **4. E-mail and Google Drive**

Union College has its own instance of Google for E-mail, Docs, Drive, etc. You are required to use your Union College instance for all matters.

#### **5. Facility**

You will be given keys to the Kelly Adirondack Center/ Adirondack Research Library as well as the Rare Book Room. By accepting these keys you accept responsibility for both locking and arming the building upon your departure (if you are the last out) or unlocking and disarming the building (if you are the first in). And, of course, for *not losing the keys!*

At no time are CLIR undergraduate students allowed to be left alone in the facility.

#### **6. Work Schedule**

You will determine your schedule, in discussion with Abi, yourself to be set between 9-5, Monday-Friday. Although you are allowed to shift your schedule if needed, it is best for the team as a whole to stick to your schedule each week.

#### **7. Reporting Structure and Staff**

This project is a collaborative effort which intersects with multiple library personnel while sharing a building with the Kelly Adirondack Center, a Presidential Initiative. The main staff on the CLIR: Hidden Collections Cataloging Pioneers of Wilderness Conservation and Grassroots Activism in the Adirondacks project:

Project Archivist: Abi Simkovic [simkovia@union.edu](mailto:simkovia@union.edu)

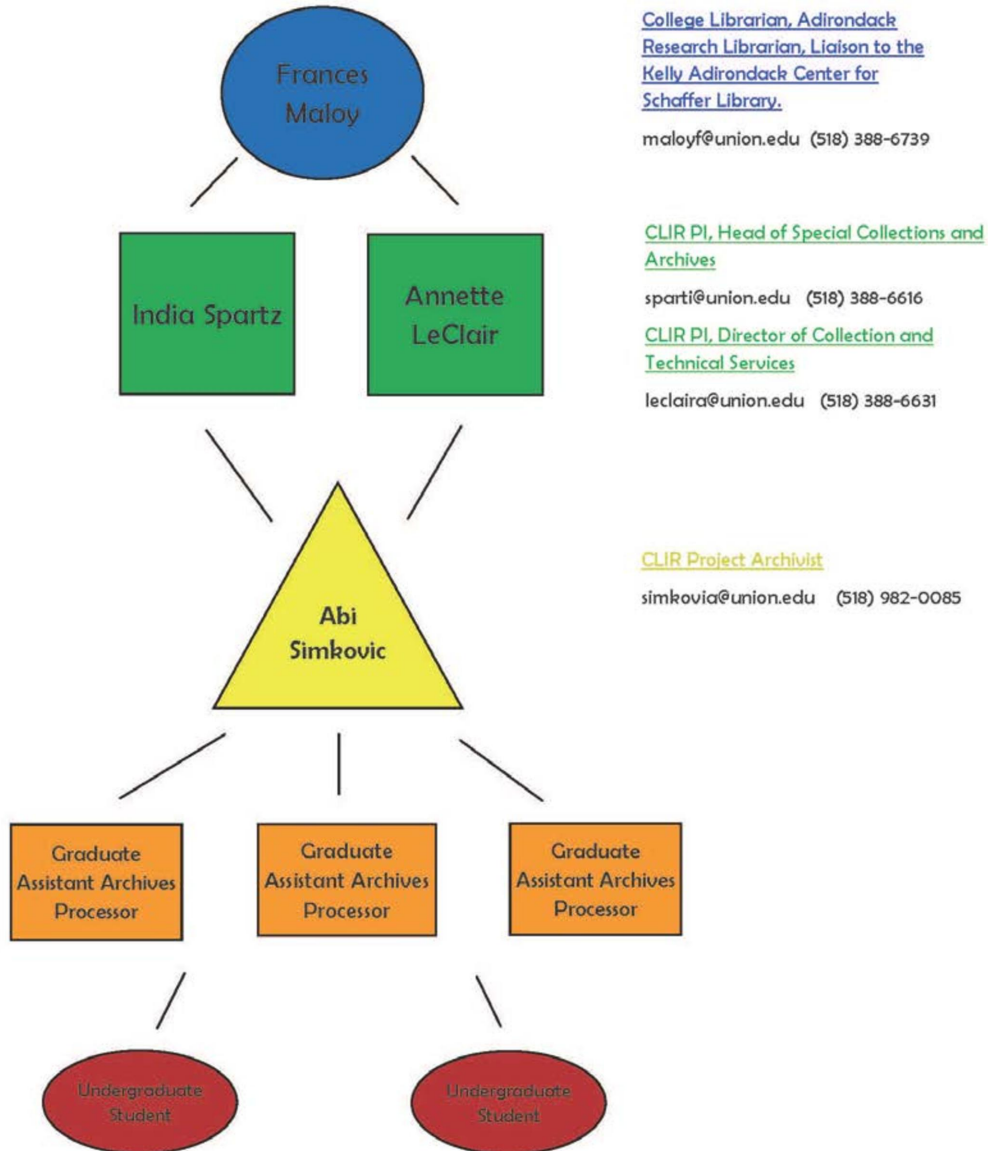
Co-Principle Investigator: India Spartz [spartzi@union.edu](mailto:spartzi@union.edu)

Co-Principle Investigator: Annette LeClair [leclaira@union.edu](mailto:leclaira@union.edu)

The members of the staff of the Kelly Adirondack Center, *who are not affiliated with this project*, but who hold offices in this building, are as follows:

Hallie Bond: Director of the Kelly Adirondack Center  
Caleb Northrup: Special Assistant to the President  
Margie Amodeo: Kelly Adirondack Center Assistant

**CLIR Hidden Collection: Pioneers of Wilderness: Conservation Reporting and Organizational Structure**



## **8. Time off Requests**

All time off requests must be made via e-mail to Abi at least two weeks prior with the understanding that their approval is not guaranteed.

## **9. Timesheets**

Completed timesheets are due to Abi every-other Friday by end-of-day. You will get a Google Calendar reminder. A template for the timesheet may be found here:

[https://drive.google.com/a/union.edu/file/d/0B5\\_ybsO-rNNsWkNaZG9pczIJNVRCNIY0dk1RQjdOSXNSVFhB/view?usp=sharing](https://drive.google.com/a/union.edu/file/d/0B5_ybsO-rNNsWkNaZG9pczIJNVRCNIY0dk1RQjdOSXNSVFhB/view?usp=sharing)

## **10. Resources**

The Union College Staff Handbook may be found here:

[http://www.union.edu/offices/human-resources/\\_documents/policies/2014-staff-handbook-revision.revised-2-14-14.pdf](http://www.union.edu/offices/human-resources/_documents/policies/2014-staff-handbook-revision.revised-2-14-14.pdf)

Union College's HR Department:

Location: 17 South Lane  
Phone: (518) 388-6108  
Fax: (518) 388-6529  
Email: [hr@union.edu](mailto:hr@union.edu)  
Website: [union.edu/hr](http://union.edu/hr)  
Monday - Friday 8:00 a.m.- 4:45 p.m.