

## Schaefer Digitization Selection

Item must have at least 1 of the following:

- 1) Historical relevance.
- 2) Visually appealing.
- 3) Particularly illuminating to Paul Schaefer.
- 4) Notably illuminating to John S. Apperson.
- 5) Particularly awesome (but tell me why).

How to fill out the spreadsheet.

- 1) **DS#:** This is an artificial number used by us to identify the object a) as a control b) until the object is given its identifier during digitization.
- 2) **What is it?:** Give me a descriptive title. This is -essential- for us to match the item to the spreadsheet (and where it belongs in the collection) if it comes out of place in transition or digitization. Needs enough for us to be able to identify it.  
Ex:
  - a. Letter, Paul Schaefer to Howard Zanhiser, Jan 12, 1945.
  - b. Photo, Man doing construction in Adirondack Room of 897 with sparks flying from tools, fire in background.
- 3) **Box:** The box number the item is in within the collection.
- 4) **Folder:** The folder number the item is in within the collection.
- 5) **Date Pulled:** What day was this pulled? Should match both separation sheets. Fill out the same day the item is replaced.
- 6) **Pulled By:** Put your initials here if you pulled it.
- 7) **Date Replaced:** What day was it replaced? Should match both separation sheets. Fill out the same day the item is replaced.
- 8) **Replaced By:** Put your initials here if you replaced the item to its original location within the collection. Remember to remove all separation sheets from the collection.