

BEINECKE RARE BOOK & MANUSCRIPT LIBRARY
BORN DIGITAL ARCHIVAL ACQUISITION
COLLECTION DESCRIPTION GUIDELINES

The Beinecke will gladly accept minimally described digital collections as gifts.

The following guidelines are most applicable to active media and files. Accessing, manipulating, or handling vintage media and files could alter the files and alter their value. Creators, estates, booksellers, and others preparing archives for evaluation should always exercise caution when working with digital files.

Digital material offered for sale must include the following:

- A detailed description of the computer files in question, including:
 - a description of the various kinds of files present and their contents (email, documents, images, data, etc), as well as details about different kinds of content (prose, poetry, criticism, research files, notes, journals, etc)
 - directory structure down to file level (example, internal link to appendix later in document)
 - a list of principal email correspondents and a characterization of their correspondence
 - relevant descriptive information about other kinds of files (spreadsheets, HTML documents, JPEG and TIFF files, etc.)
- A narrative description of the creator's writing process with regard to digital manuscripts, including:
 - details about how drafts are saved (in sequential files by date? many drafts saved in a single file? in one file, saving the latest draft over the last? with embedded/attached changes or editorial comments? something else?)
 - information about relationships between and among related materials (are all drafts of a single poem maintained in a single folder? are all the poems in a book organized together in some way? are rough and final drafts kept together?)
 - any additional descriptive information about writing and editing processes and practices in a digital environment that helps characterize the nature and content of the archive
- An explanation of any overlap or duplication among printed and digital materials. In the case of additions to archives in the Beinecke's collection this includes clear identification of digital materials that document printed materials already held by the Beinecke.

These are the necessary requirements for us to consider the archive. We may need additional information. We may also want to further evaluate the collection by conducting a site visit to the creator's workspace, requesting that copies of offered files be temporarily deposited with Beinecke, and/or interviewing or surveying the creator.