

Report of Task Agreement # J8100080098

Park: Dinosaur National Monument

Project: Complete 2008 Cataloging Maps, Blueprints & Drawings
(This is a continuation of UAZCP-89.)

Investigator: Rich Lange

Project Number: UAZCP - 122

Cooperator: Kristi Ausfresser, Christine Simpson

Final Project Report

Project Librarians Christine Simpson cataloged 575 historic monographs (series H, I and J) using Library of Congress cataloging requirements. Storage upgrade was completed for the cataloged collection. Rare monographs were scanned, and all monographs were transferred into acid-free enclosures. All items and boxes were labeled in accordance with the requirements of the *Processing and Cataloging Handbook*.

Project Archivist Kristi Ausfresser, in conjunction with the Dinosaur National Monument curator, finalized an ongoing processing plan for Cataloging Maps, Blueprints, and Drawings from Dinosaur National Monument project. Approximately 500 items of the remaining maps and drawings were processed and arranged into appropriate series and file unit levels (end result of this collection was 33 LF).

Storage upgrade was completed for the processed collection. Maps, blueprints and drawings were transferred into acid-free map folders and encapsulated when necessary. All items, folders and boxes were labeled in accordance with the requirements of the *Processing and Cataloging Handbook* with the appropriate park accession and catalog number. All maps, blueprints, and drawings were returned to Dinosaur National Monument after draft catalog sheets were completed, and the collection was arranged on-site at Dinosaur National Monument.

This Collection was cataloged into the Automated National Catalog System (ANCS+) using the archives module:

**DINOSAUR NATIONAL MONUMENT MAPS, BLUEPRINTS AND DRAWINGS
DINO ACC- 00598 DINO CAT 43144**

Data entry conforms to the requirements of the *Museum Handbook* and the *Processing and Cataloging Handbook*. The cataloged collection was edited by other archival staff and appropriated corrections were made in ANCS+.

Electronic copies of the catalog records were provided to Khaleel Saba, Museum Services Program, and National Park Service.

An updated Finding Aid was generated using ANCS+ software. Two paper copies and one electronic copy of the finding aid were provided to Khaleel Saba. Processing notes, task checklists and Control Forms were completed for each collection filed with the park's control file.

This project (Phase III) was **completed in June 2009**.