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COLLECTION SUMMARY

- Collection number:** [MS number; DACS 2.1; MARC 099]
- Collection title:** [title of collection; DACS 2.3; MARC 245]
- Dates:** [dates of collection material; DACS 2.4; MARC 245]
- Size:** [number/type of containers] [(total cubic feet of collection)]
[DACS 2.5; MARC 300]
- Creator/Collector:** [Enter authorized form of name(s) of individuals or organizations responsible for the creation, accumulation, or assembly of the described materials before their acquisition by GHS.] [DACS 2.6 & Chapter 9; MARC 100, 110, 245, 600]
- Acquisition info.:** Gift of [name], [year] or Purchased, [year] or Unknown.
[DACS 5.2; MARC 584]
- Accruals:** No accruals are expected or Accruals are expected
[increment, i.e., annually, if known]. [DACS 5.4; MARC 584]
- Custodial history:** [This element provides information on changes of ownership or custody of the material being described, from the time it left the possession of the creator until it was acquired by GHS. Enter "Unknown." if unable to locate information or enter "Material was acquired from creator." (or collector, if applicable).] [DACS 5.1; MARC 561]
- Language(s):** Collection materials are in [language].
[DACS 4.5; MARC 546]

Repository: Georgia Historical Society, Savannah, Georgia.
[DACS 2.2; MARC 852]

Processed by: [name], [year]; reprocessed [name], [year] [if applicable] or
Unknown, [year] or Unknown.
[DACS 8.1; MARC 583]

Conservation notes: [Describe any specific conservation treatment (i.e., Japanese
paper reinforcement.) or enter “Not applicable.”]
[DACS 7.1; MARC 500]

RIGHTS AND ACCESS

Access restrictions [DACS 4.1; MARC 506]

Collection is open for research.

Or

Collection materials are restricted for [number] years.

Or

A portion of this collection is restricted for [number] years.

Or

Series/subseries [number] is restricted for [number] years.

Etc...

Physical access restrictions [DACS 4.2; MARC 506]

[This element provides information about access restrictions due to the physical condition of the material that limits use (i.e., water damage) or requirement to use copies, digital images, or microfilm instead of originals for preservation reasons. If there are no restrictions enter "None."]

Technical access restrictions [DACS 4.3; MARC 538]

[This element provides information about access restrictions due to any technical requirements that restrict or otherwise affect access to the materials being described, such as equipment or specific hardware/software required for use. For example: "The Georgia Historical Society does not own playback equipment required for use of audio recordings and video recordings." If there are no restrictions enter "None."]

Publication rights [DACS 4.4; MARC 540]

Copyright has not been assigned to the Georgia Historical Society. All requests for permission to publish or quote from manuscripts must be submitted in writing to the Division of Library and Archives. Permission for publication is given on behalf of the Georgia Historical Society as the owner of the physical items and is not intended to include or imply permission of the copyright holder, which must also be obtained by the researcher.

Or

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Although copyright was transferred by the donor, copyright in some items in the collection may still be held by their respective creator(s). For further information contact the Division of Library and Archives.

INFORMATION FOR RESEARCHERS

Preferred citation [DACS 7.1; MARC 524]

[item identification], [collection title], [collection number], Georgia Historical Society, Savannah, Georgia.

Related collections [enter as many as applicable] [DACS 6.3; MARC 544]

[title of collection], [collection number]

[title of collection], [collection number]

[title of collection], [collection number]

Separated material [DACS 6.3; MARC 544]

[Books, serials, artifacts, etc.] were separated from the collection and cataloged separately. If there are no separations enter “None.”

Published descriptions [DACS 4.6; MARC 555]

[Identifies any other finding aids to the materials being described, such as published works or urls to online finding aids. If this does not apply enter “Not applicable.”]

Location of originals [DACS 6.1; MARC 535]

[Information about the existence, location, availability, and/or the destruction of originals where GHS’s collection consists of copies. If this does not apply enter “Not applicable.”]

Location of copies [DACS 6.2; MARC 530]

[Indicates the existence, location, and availability of copies or other reproductions of the materials when they are available for use elsewhere (i.e., microfilm of collection available elsewhere). If this does not apply enter “Not applicable.”]

Publication note [DACS 6.4; MARC 581]

[Identifies any publications that are about or are based on the use, study, or analysis of the materials being described (i.e., annotated version of letters published in magazine). If this does not apply enter “Not applicable.”]

Subject headings [MARC 600 fields]

[List appropriate authorized Library of Congress subject headings, form/genre terms from AAT, and/or name authorities created using DACS, if appropriate]

BIOGRAPHICAL INFORMATION/ORGANIZATIONAL HISTORY
[DACS Chapter 10; MARC 545]

[Select the section title as appropriate and enter biographical information or organizational history.]

SCOPE AND CONTENT NOTE [DACS 3.1; MARC 520]

[Enter collection level scope and content note.]

COLLECTION INVENTORY

SERIES 1: [Title, inclusive dates]

This series contains... [Series scope and content note]

<u>Folder Title</u>	<u>Container Number</u>	<u>Folder Number</u>
[folder title, date(s)]	[#]	[#]
[folder title, date(s)]	[#]	[#]
[folder title, date(s)]	[#]	[#]
[folder title, date(s)]	[#]	[#]
[folder title, date(s)]	[#]	[#]
[folder title, date(s)]	[#]	[#]
[folder title, date(s)]	[#]	[#]
[folder title, date(s)]	[#]	[#]
[folder title, date(s)]	[#]	[#]
[folder title, date(s)]	[#]	[#]
[folder title, date(s)]	[#]	[#]
[folder title, date(s)]	[#]	[#]

SERIES 2: [Title, inclusive dates]

This series contains... [Series scope and content note]

or

This series consists of two subseries: 2.1, [title]; and 2.2, [title] [If subseries follow, list them here. You may also include a brief scope and content note if necessary.]

SUBSERIES 2.1: [Subseries title, inclusive dates]

This subseries contains... [Subseries scope and content note]

<u>Folder Title</u>	<u>Container Number</u>	<u>Folder Number</u>
[folder title, date(s)]	[#]	[#]
[folder title, date(s)]	[#]	[#]
[folder title, date(s)]	[#]	[#]
[folder title, date(s)]	[#]	[#]
[folder title, date(s)]	[#]	[#]
[folder title, date(s)]	[#]	[#]

SUBSERIES 2.2: [Subseries title, inclusive dates]

This subseries contains... [Subseries scope and content note]

<u>Folder Title</u>	<u>Container Number</u>	<u>Folder Number</u>
[folder title, date(s)]	[#]	[#]
[folder title, date(s)]	[#]	[#]
[folder title, date(s)]	[#]	[#]

SERIES 3: Title, inclusive dates]

This series contains... [Series scope and content note]

<u>Folder Title</u>	<u>Container Number</u>	<u>Folder Number</u>
[folder title, date(s)]	[#]	[#]
[folder title, date(s)]	[#]	[#]
[folder title, date(s)]	[#]	[#]
[folder title, date(s)]	[#]	[#]
[folder title, date(s)]	[#]	[#]

[title], [number]

3

[folder title, date(s)]

[#]

[#]

[folder title, date(s)]

[#]

[#]