

Collection Info Survey Access Special Formats Abstract Subjects

Collection Name

Special Collection

Location

Additional Location Information

Status
 completely unprocessed
 completely underprocessed
 mostly unprocessed
 mostly underprocessed
 has unprocessed items

Processing Notes

Accession Numbers

Date of Acquisition

Source of Acquisition

Collections Assessment: Your Competitive Advantage (Handout 2)

Futures! RBMS Preconference Seminar B: Work It, Baby! The Power of Collections Assessment
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For its collection assessment project, the OSU Libraries just downloaded the PACSCL Consortiumal Survey Initiative database: <http://www.pacsclsurvey.org/index.html> and modified it to meet local needs.

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Condition of Material Quality of Housing Physical Access Intellectual Access

Documentation Quality PLUS Interest Ranking EQUALS Research Value

General Note

Conservation Notes

Special Conservation Issues
 Potential mold or mold damage
 Recent pest damage
 Deteriorating film base
 Boxed Collection
 Improperly stored tapes

Other Conservation Issues
 Brittle paper Tape
 Metal fasteners Thermofax paper
 Newspaper

Survey Date Hours Surveyed by

Needs Review By:

Review Note

Note pull down menus for:

- Intellectual access
- Documentation quality
- Interest ranking

And a ratings box for:

- Research value

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Descriptive Tools Available (check all that apply)

<input type="checkbox"/> None	<input type="checkbox"/> Paper finding aid
<input type="checkbox"/> Accession record	<input type="checkbox"/> Online finding aid
<input type="checkbox"/> Donor or control file	<input type="checkbox"/> Media Manager
<input type="checkbox"/> Printed card catalog record	<input type="checkbox"/> Knowledge Bank
<input checked="" type="checkbox"/> OPAC catalog record	<input checked="" type="checkbox"/> Past Perfect
<input type="checkbox"/> Union catalog record (RLIN, OCLC, etc.)	<input type="checkbox"/> Digital Resource Commons
<input checked="" type="checkbox"/> Inclusion in print or online guide to collections	<input type="checkbox"/> Other...
<input checked="" type="checkbox"/> Box or folder-level inventory	

Comments on Descriptive Tools

Finding Aid URL (if available)

Access Restrictions

Related Material Related Collection Name(s) below:

POST-SURVEY FOLLOWUP

Collection Processed?

Comments on Processing

This tab provided an opportunity to record the current level of access, with check boxes for your local critical access points.

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Check all that apply

<input type="checkbox"/> Architectural materials	<input checked="" type="checkbox"/> Film (negative, slide, or motion picture)	<input type="checkbox"/> Video materials
<input type="checkbox"/> Art originals	<input type="checkbox"/> Glass	<input checked="" type="checkbox"/> Other
<input type="checkbox"/> Artifacts	<input checked="" type="checkbox"/> Photographs	
<input type="checkbox"/> Audio materials	<input checked="" type="checkbox"/> Scrapbooks	
<input type="checkbox"/> Biological specimens	<input checked="" type="checkbox"/> Technical drawings and schematics	
<input type="checkbox"/> Botanical specimens	<input type="checkbox"/> Textiles	
<input type="checkbox"/> Computer storage units	<input type="checkbox"/> Vellum and parchment	

Special Format Notes

These are the uncatalogued materials that are stored in the Flat Files in Thompson:
 Misc. mounted photos and playboards, "Come Back to the 5 and Dime, Jimmy Dean", "Precious Memories", "The Foreigner", "Woman in Mind", "A Country Christmas Carol", "Sophisticated Ladies", "Frankie and Jonny in the Clare de Lune", Alfred Stieglitz Loves O'Keefe", article "Costuming the Players", 2 mounted photos: The Playhouse, Agnes Jeffrey Shedd, poster: "Mornings at Seven", set design: "Abelard and Heloise", "Cat on a Hot Tin Roof", posters: "Driving Miss Daisy", "Shakin the Mess Outta Misery", "A Country Christmas Carol", "Dames at Sea", "The Mousetrap", "Tales from Beatrix Potter", "Cole", autographed apron, misc. prop & costume items, transparency of Riffe Theatre, costume design for a Native American and a wolf, blueprint for "Who's Afraid of Virginia Wolfe", "Disciples of James Dean" cloth patch, transparencies, misc. framed photos and posters, Newspapers from 1987 and 1989 (formerly items 175.3, 176.1 & 176.2), mounted photos: Lona Blocker from "The Corn is Green", Al Converse from "Teahouse of the August Moon", Lona Blocker as Madame Arcara, Man holding file, retouched photo of man, company photo, Columbus Sunday Dispatch Dudley Fischer Jr. comics, Myron Dixin Comics, artwork entitled "First Scene for Mistress of the Inn" Nov. 1926 by Hod Hess, Sketch by Bill Arter of exterior of the Players Club, mounted photos, production photos from 1923 production of "The Crow's Nest", mounted 1960 newspaper article "Players Club Season Has Begun" from Citizen Journal, misc. signs, synopsis for "Evita", 1985 Columbus Dispatch review of "Deathtrap", poster for "Pump Boys and Dinettes", 1984 poster for "Red Riding Hood: A 50's Musical", Founder snad Member Original Photos, etc.

This tab offers check boxes to track difficult formats. Our project manager copied and pasted information from existing finding aids, spreadsheets, etc. into the database to track all the information about the collections.

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Add or Edit Bio/History Add or Edit Scope Note

Players Theatre Columbus was a professional resident theatre company based in Columbus, Ohio. Founded as the Players Club by Agnes Jeffrey Shedd in 1923, the company originated as a private club for local theatre enthusiasts. Over the course of seventy years, the organization evolved into a public community theatre, and finally into a professional resident theatre under contract to Actors' Equity. In 1989, the company moved its operations into the Vern Riffe Center for Government and the Arts, having formerly occupied the Davis Discovery Center on Franklin Avenue.

Players Theatre abruptly folded on 1993-09-11, just days before they were to open their 70th season. At the time, Players was the only professional theatre company in Columbus, as well as the city's oldest non-profit arts institution in continuous operation. An official report cited a range of systemic problems within the organization including "mismanagement, inaccurate and incomplete internal reports, continuing cash-flow crises, lack of cost and auditing controls, and unrealistic budgets and income projections.

Among Players' most acclaimed productions, in its final decade, were the first central Ohio performances of musicals like Sweeney Todd and Evita. Players originated only a few new works, most notably several other plays by Graczyk. But Players did stage Da before it went to Broadway in the 1970s.

186 boxes of organizational records from its early history as a club and community theatre through its move to an Equity Theatre and its closure in 1993.

Players Theatre collection, 1928-1978.

Business records (budget reports, board minutes); programs (66 titles); scripts (133 titles); miscellaneous (season brochures, photo).

Business records (budget reports 1968-1980, incomplete; board minutes 1971-1978, incomplete); season brochures (1950-1955); photo (Merrily we roll along, 1935); Ohio Senate resolution, May 1975 commending Players Theatre for participation in Irish Drama Festival; programs (66 titles, 1928-1971); scripts (133 titles); clippings, photos, personal items collected by writer/director Beulah Brown relating to early Players Theatre productions; the Callboard (1935

This tab allows you to generate material for an eventual EAD or grab the information from an existing EAD.

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Relevance to TIE Theme:

<input type="checkbox"/> Climate, Water and Carbon Program	<input type="checkbox"/> Population Health Initiative
<input type="checkbox"/> Mathematical Biosciences Institute	<input type="checkbox"/> Public Health Preparedness Program
<input type="checkbox"/> Advanced Materials Initiative	<input type="checkbox"/> Translational Plant Sciences Initiative
<input type="checkbox"/> Center for Cosmology and Astro-Particle Physics	
<input type="checkbox"/> Micro-RNA Project	
<input checked="" type="checkbox"/> Music, Media and Enterprise	

Relevant to Area Studies:

<input type="checkbox"/> Chinese and Korean	<input type="text"/>
<input type="checkbox"/> Eastern European and Slavic	
<input type="checkbox"/> Japanese	
<input type="checkbox"/> Jewish	
<input type="checkbox"/> Latin American	
<input type="checkbox"/> Middle Eastern	

Additional Subject Information:

In this tab, you can create categories based on existing subject headings you are using in special collections, or that align with strengths on campus.

During the project, the "strengths" on campus categories changed from TIE Themes to Discovery Themes, so we should map these entries to current Discovery Themes:

- Health and Wellness
- Food Production and Security
- Energy and Environment

As the AD for Special Collections and Area Studies, I also ask for the project archivist to track connections to our existing area studies collections.