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Bonnie McLane papersBFM-2024-1

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Summary Information

Repository:	LIS 6026 Archives and records management
Creator:	McLane, Bonnie Frances (1998-)
Title:	Bonnie McLane papers
ID:	BFM-2024-1
ID [aspace_uri]:	/repositories/2/resources/36
Date [inclusive]:	2016-2024
Physical Description:	3.33 Linear Feet
Physical Description:	152 Megabytes
Condition Description:	Good
Language of the Material:	English .

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Content Description

5 boxes of materials containing the personal papers of Bonnie McLane, a graduate student at the University of South Florida, accumulated over the course of McLane's years attending college, from 2016 to the present. The collection includes both physical and digital media and is divided into three series based on document type: school records and assignments, personal correspondence, and creative writing projects.

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Administrative Information

Publication Statement

LIS 6026 Archives and records management

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Controlled Access Headings

- Creative writing
- Personal correspondence

Collection Inventory

Schoolwork	
St. Petersburg College, 2016-2020	
Title/Description	Instances
Box 1 - English Notebooks, 2016-2017	
Box 2 - Math Notebooks , 2017-2018	
Box 3 - Math Notebooks, 2019-2020	
Box 4 - Chemistry Notebooks, 2018-2019	
Box 5 - Chemistry Notebooks, 2020	
University of South Florida, 2021-2024	
Title/Description	Instances
Box 6 - History Notebooks, 2021-2022	
Box 7 - History Notebooks, 2022-2023	
Box 8 - Library and Information Science Notebooks, 2023	

Box 9 - Library and Information Science Notebooks, 2024[^ Return to Table of Contents](#)**Correspondence**

Title/Description	Instances
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Box 10 - Letters, 2016-2019**Box 11 - Letters, 2020-2024**[^ Return to Table of Contents](#)**Creative writing projects**

Title/Description	Instances
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Box 12 - Short stories, 2016-2019**Box 13 - Short stories, 2020****Box 14 - Short Stories, 2021-2024**

Unfinished Novel Draft

Physical Description: 0.169 MegabytesDigital Object: [Unfinished Novel Draft](#)[^ Return to Table of Contents](#)

For this assignment I mostly relied on Chapters 1 and 2 of the 2022 version of Describing Archives: A Content Standard (DACS), consulting the other chapters for the remaining elements. According to Chapter 1, “Levels of Description,” single-level descriptions are required to have the following elements: reference code, name and location of repository, title, date, extent, name of creator(s) (if known), scope and content, conditions governing access, languages and scripts of the material, and rights statement for archival description. I therefore included as many as of these elements as I could for both the accession record and the collection level of the resource record, although I was unable to find out where to describe conditions governing use or the name/location of the repository.

Chapter 2 contains rules and guidelines for identity elements. For instance, since none of the materials in the collection I described had preexisting formal titles, I named both the accession record and resource record “Bonnie McLane papers,” in accordance with 2.3, “Title,” which says that titles generally consist of both the name of the creator of the materials (Bonnie McLane) and the nature of the materials (papers). For the latter part of the title, I referred to 2.3.19, “Nature of the Archival Unit,” which says to refer to personal materials as “papers,” rather than “records” (used for materials created by an organization) or a “collection” (used for “material that typifies the unit and reflects the function, activity, transaction, individuals, or organizations that were the basis of its use or creation,” according to 2.3.22, “Topic of the Archival Unit”).

I also referred extensively to 2.4, “Date,” particularly the rules regarding dates of creation since I was either already aware of the exact years in which the materials in the collection were created or the materials contained the date. I chose “dates of creation” for the appraisal, resource, and digital object records I created since this is the date type that archivists choose most often when describing records that were not created by the government or an organization (i.e., personal papers). For the date range I always chose “Inclusive Dates” (2.4.7-9) since all of the materials in the collection were created relatively close together over a span of eight years, with no outlying materials created much earlier than 2016; if the latter was the case, I would have used “Bulk Dates” (2.4.10-11). For box-level items which were all created in the same year, I recorded the year, but did not get more specific since I did not know the specific month or day of creation for most of the individual materials (“Single Dates,” 2.4.13-15).

To come up with the name of the agent (myself), I referred to 2.6, “Name of Creator(s),” since I had created all of the records in the collection. I specifically referred to 2.6.4 under the “General Rules,” which showed how to create names for individuals according to established archival naming standards. Since the only relationship between myself and the records is that of creator, I did not further describe my relationship to the materials being

described. I also record the Dates of Existence (in my case, my year of birth), referring to 5.2.1, “Dates of Existence,” from the second edition of ISAAR(CPF) (p. 16), as directed from 2.6.4 of DACS.

I also referred to Chapter 3 of DACS, “Content and Structure Elements,” in particular 3.1, “Scope and Content,” to briefly describe the materials in the collection. I specifically referred to the Willis H. Warner papers and Frederick Reines papers examples from 3.1.4, “General Rules,” as these are both examples for collections of personal papers. I also referred to Chapter 4, “Conditions of Access and Use Elements,” to describe the language (English) and script (Latin) of the materials (4.5., “Languages and Scripts of the Material”). I found that I did not need to consult the rules since there was only a single language and script used to create all of the materials, but I saw from the examples in the general rules that I would need to make notes if more than one language was used, or if the languages were represented unevenly in the collection (4.5.2, “General Rules”).

To come up with the rights statement I referred to 8.2, “Rights Statements for Archival Description.” I was inspired by the examples included to choose the Creative Commons Attribution 4.0 International License.