MARAC Finding Aids Awards Submission Checklist

Submissions for the MARAC Finding Aids Awards MUST include:
- The finding aid's URL (or 6 hard copies of the finding aid if only available in print).
- A 1‑2 page nomination letter (not to exceed 500 words) that addresses the finding aid's exceptional qualities and/or discusses elements not readily apparent from examination of the finding aid itself. In particular, author(s) may wish to address the following:
    - Which standards other than DACS (if any) were used in processing the archival materials and creating the finding aid.
    - What elements in the finding aid represent a departure for the institution or for descriptive practice more generally, and why they were instituted.
    - Which elements of the finding aid have proved most useful to researchers, as evidenced by user studies, user statistics, anecdotes or other forms of feedback.

Submissions may ALSO include
- Up to three publications or presentations about the process of creating the finding aid or its subsequent use.
- Examples of promotional materials created to publicize the finding aid (not to exceed five examples). These may include messages to listservs, press releases, articles in newsletters or magazines, website announcements, etc.
- A list of places, other than the archives and archives web page itself, where researchers may access the finding aid. These may include your institution's online library catalog, WORLDCAT, other repositories to which you have sent print copies, or multi‑repository databases like ArchiveGrid or a regional special collections portal.

All submission materials should be sent via e-mail to the Chair of the Finding Aids Award Committee, unless finding aid is only available in print.