MARAC Finding Aids Award Committee ................................................................. 4
Mission and Goals ................................................................................................. 4
Operations ............................................................................................................... 4
Finding Aids Award ................................................................................................. 5
  Submission Guidelines for the Finding Aids Award ................................................. 5
C. Herbert Finch Online Publication Award ............................................................ 6
  Submission Guidelines for the C. Herbert Finch Award ........................................ 6
Responsibilities of the Chairs ................................................................................. 7
  Responsibilities of the Committee Members ....................................................... 8
The Awards Process ................................................................................................. 9
  First Quarter – January to March ....................................................................... 9
  Second Quarter – April to June ......................................................................... 9
  Third Quarter – July to September ................................................................... 10
  Fourth Quarter – October to December ............................................................ 10
Timeline ................................................................................................................ 12
  Spring ............................................................................................................... 12
  Summer ........................................................................................................... 12
  Fall .................................................................................................................. 12
  Winter ............................................................................................................. 13
Committee Recordkeeping .................................................................................... 14

Appendix
Finding Aid Judging Guidelines ............................................................................ 15
Finding Aid Submission Review Sheet ................................................................. 17
Acknowledgment / Award / Consolation Letters ................................................. 19
  To Submitters ................................................................................................. 19
  To Awardees ................................................................................................. 19
  To Other Entrants ......................................................................................... 20
Examples of Finding Aids Award Committee Chair Reports ................................ 22
  First quarter report (Winter Meeting) ............................................................... 22
  Second Quarter Report (Spring Meeting) ......................................................... 23
  Third Quarter Report (Summer Meeting) ......................................................... 23
Fourth Quarter Report (Fall Meeting) ................................................................. 24
Finch Award Judging Criteria .............................................................................. 25
MARAC FINDING AIDS AWARD COMMITTEE

The Finding Aids Award Committee is a special committee. It was established by a vote of the membership at the Spring 1982 meeting. Based on a Bylaws change voted by members at the Spring 2013 Business Meeting, members to the committee will become elected, rather than appointed by the MARAC Chair, starting in Spring 2014 elections. It presents several finding aid awards at each spring meeting and presents the C. Herbert Finch Award at each fall meeting.

Mission and Goals

The purpose of the Committee is to recognize outstanding achievement in the preparation of finding aids by institutions within the MARAC region or by MARAC members and to promote improvements in this area of archival work by drawing attention to characteristics of successful finding aids. The committee is also responsible for awarding an annual prize (Finch Award) honoring online publications, including virtual exhibitions, web sites and web pages devoted to the promotion and use of archival materials, created by individuals or institutions in the MARAC region. It is the responsibility of the Committee to publicize the awards and to solicit entries from the membership. Awards are presented by the Committee Chair at both the MARAC Spring and Fall meetings.

Operations

The Committee consists of six members who serve for a term of three years. Two are elected each year by the MARAC membership. The Senior Co-Chair performs oversight of the Committee, with assistance from the Junior Co-Chair. The Junior Co-Chair shall be the elected member receiving the most votes during a given election, and shall become the Senior Co-Chair following the next year’s election. The MARAC Chair shall fill any vacancies on the Committee.

Entries are reviewed independently by the Committee members and the results are sent to the Committee Chair. The Committee usually conducts its work by email or telephone although the Committee Chair may convene a meeting should it be necessary to reach agreement on the awards. The awards are decided by a majority vote of the Committee members. Committee members affiliated with an institution that submits entries for the awards should abstain from voting on the submission.

Entries for both awards are judged on a variety of criteria, including scholarship, relevancy, innovativeness, quality of writing, and presentation and layout.
Finding Aids Award

Submission Guidelines for the Finding Aids Award

The Committee accepts submissions or nominations for finding aids for the Finding Aids Award. The Committee reviews submissions once a year and makes the awards. Decisions are by majority vote. If the Committee receives no more than three nominees in any given year, the Committee has the discretion to cancel the second and/or third place awards for that year and award only first place and/or second place. If the Committee finds that none of the nominations for that year are worthy of an award, it has the right not to make any awards for that year.

If necessary, the Committee may request a budget for expenses from the Treasurer of the Steering Committee. This should be submitted by June 1 of each year.

Nominations must be made by a MARAC member and the finding aid must be issued by an institution in the MARAC region.

At the Spring 1998 meeting in Saratoga Springs, New York, the Steering Committee approved the Finding Aids Award Committee's recommendation to name the first place prize the Fredric M. Miller Finding Aid Award to honor the memory of Fred Miller, archivist and author, who died in 1998.

Eligibility

The Finding Aids Award is given yearly to recognize outstanding achievement in the preparation of finding aids by institutions within the MARAC region. Nominated finding aids must be first made available to the public during the year in which they are nominated.

Evaluation

Successful finding aids will have outstanding content, take full advantage of the design capabilities inherent in their medium of publication, and incorporate successful innovations that enable researchers to more effectively access and use archival materials. See Appendix A for Judging Guidelines and Review Sheet.

Awards

Up to three awards may be given, totaling $500. Awards are to be announced annually at the Spring Conference.

Submission of entries

Submissions must be received by December 31 of the year in which the Finding Aid was made available.

Submissions should be sent via e-mail to the Chair of the Finding Aids Award Committee. It should include the URL or six hard copies of the finding aid (if only available in print), and 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.
C. Herbert Finch Online Publication Award

Members of the Finding Aids Award Committee shall also be responsible for awarding the C. Herbert Finch Award honoring online publications.

The C. Herbert Finch Online Publication Award was established to honor the memory of C. Herbert Finch, former Assistant Director of Cornell University Libraries, who died on April 27, 2005.

Submission Guidelines for the C. Herbert Finch Award

The Finding Aids Award Committee will award a prize honoring online publications, including virtual exhibitions, web sites and web pages devoted to the promotion and use of archival materials, created by individuals or institutions in the MARAC region.

The Finding Aids Award Committee will accept submissions or nominations for the C. Herbert Finch Award. An online publication that is primarily a finding aid is not eligible for the Finch Award but may be nominated for the Finding Aids Award.

Eligibility

To be eligible for the award, an online publication must have a stable Internet address and must have been published between July 1 and June 30.

Evaluation

The Committee encourages the submission of entries that use a variety of media. Submissions are judged on content, navigability, usability, functionality, and site design.

Award

One award will be given with a maximum value of $250.00. Award to be announced annually at the Fall Conference.

Submission of entries

Submissions must be received by July 31 of the year in which the award is to be given.

Submissions should be sent via e-mail to the Chair of the Finding Aids Award Committee. It should include the URL for each submission with a letter of nomination.
Responsibilities of the Chairs

The oversight of the Committee is the responsibility of the Senior Co-Chair, with the assistance of the Junior Co-Chair. The bulk of the administrative work for the Committee falls to the Senior Co-Chair, including attendance at Steering Committee meetings. The role of Senior Co-Chair includes the following tasks:

1. Leading the activities of the Finding Aids Committee such as communicating with all members of the Committee and submitting calls for submissions. This also includes establishing and maintaining firm deadlines for the actions of the Committee.

2. Serving as the point of contact for inquiries from MARAC members and the general public, and receiving submissions for each award.

3. Compiling a list of entries in the Microsoft Excel workbook for each award and preparing a master copy for final tabulation.

4. Arranging for the circulation of the two sets of submissions among committee members for the purposes of review and evaluation.

5. Tabulating all scores from committee members, and declaring winners for each award. The Senior Co-Chair is also responsible for informing the Steering Committee of the winners, and for making the award announcements at the Fall Conference. See Appendix B for standard language.

Additional responsibilities of the Senior Co-Chair include:

1. Attending meetings of the Steering Committee as non-voting representative of the Finding Aids Award Committee. The Steering Committee meets four times a year: at the beginning of the calendar year, at the Spring Conference, in the middle of summer and at the Fall Conference. The Senior Co-Chair is encouraged, but not required to attend the winter and summer meetings.

2. Reporting to Steering Committee the ongoing actions and business of the Finding Aids Award Committee. This reporting will consist of a brief report for each Steering Committee meeting, as well as email correspondence as needed. The Steering Committee will often conduct informal business over email in which the Finding Aids Award Committee Chair may be asked to provide his/her opinion as a non-voting member. See Appendix C for examples of Committee reports to Steering Committee.

3. Guiding the Finding Aids Award Committee in updating and revising the mission and operations statements of the Committee and submission guidelines for both awards, as needed.

The Senior Co-Chair’s primary responsibility is to ensure that all of the aforementioned tasks are performed in a timely and efficient manner. The Senior Co-Chair is strongly encouraged to consult with the Junior Co-Chair on as many issues as is practical, and to assign him/her duties whenever possible. For example, if the Senior Co-Chair is unable to attend a meeting of the Steering Committee, the Junior Co-Chair may attend as an alternate and report on committee business as appropriate. The Junior Co-Chair may provide feedback on committee reports, send out calls for submissions on any listserv or social media that he/she may participate, and assist the Senior Co-Chair in establishing deadlines.
The Junior Co-Chair may also act as a sounding board or offer editorial advice to the Senior Co-Chair. However, the primary role of the Junior Co-Chair is to observe in preparation for his/her tenure as Senior Co-Chair.

**Responsibilities of the Committee Members**

Non-ranking members of the Committee are expected to assist the Chairs by engaging in discussions on any proposed revisions to the operational statements and submission guidelines. They are encouraged to offer ideas for improving and streamlining the award-granting process, or other tasks that are the responsibility of the Committee. This extends particularly to the evaluation and scoring of submissions. In addition, the committee members are responsible for ensuring that deadlines are met through the timely review of submissions, the transfer of materials to other committee members, and the submission of final scores to the Senior Co-Chair.

The most important responsibility of the committee members is to thoroughly engage in the evaluation process. Committee members are expected to review each and every submission with an eye to the appropriate evaluation criteria, and to engage in discussion with his/her fellow members.
The Awards Process

The following is a brief description of some of the tasks required to make the entire awards process move smoothly. Please note that these are just guidelines intended to assist committee members in the conducting of business, and are not in any way a definitive plan for every cycle. Reports should convey whatever other actions the Committee may be undertaking, such as revising judging guidelines, criteria, etc. Any such revisions should be submitted to Steering Committee as soon as possible to ensure approval before the beginning of the awards cycle.

First Quarter – January to March

The Committee should submit a report to the Steering Committee for its winter meeting, which is normally held after the first of the year. The Senior Co-Chair is encouraged to attend the Steering Committee meeting. Since the Committee will have reported the winner of the Finch Award in its fall report, the winter meeting report usually provides an update on the Finding Aids award submissions.

Second Quarter – April to June

The Treasurer should be notified of the Finding Aids Award winners for addressing of the prize checks. The MARAC Archivist should also be notified of the winners so that he may print the award certificates. In general the Archivist needs 2-3 weeks before the Conference to prepare the certificates. The final task of the awards process is the actual awarding of the prizes. At the Saturday morning Business Meeting the Senior Co-Chair will announce the winners, presenting the winner or a representative with a certificate and a check.

The new committee members will be added at the Spring Business Meeting. The Senior Co-Chair should coordinate with the new members and MARAC’s webmaster to ensure that the Finding Aids Award Committee web pages are updated with the correct information. The Senior Co-Chair should also ensure that his/her correct contact information is listed on both web pages containing submission guidelines for Finding Aids and Finch to avoid misdirected submissions.

The spring Steering Committee meeting is held on the Thursday night of the Spring Conference. The Senior Co-Chair is required to submit a report and attend the meeting. The report should include the names of the two new members and should, as a courtesy, thank the two succeeded members for their service. In addition, the Senior Co-Chair will need to submit a request for the year’s budget. The Treasurer will provide a spreadsheet with the previous year’s budget; the Senior Co-Chair will complete the current year’s budget request based on those numbers and any perceived increase in postage costs, etc. The spreadsheet should remain separate from the report to the Steering Committee and should instead be submitted directly to the Treasurer.

The report to Steering Committee should also include any submissions for the Finch Award received as of the Spring Conference. In previous years the Call for Submissions usually went out to listservs and other media after the Spring Conference, but it is highly recommended that the calls go out prior to the Conference in order to allow more time for submissions to be received before the July 31 deadline. Any such calls before the Conference should be noted in the Committee report. Initial calls for submissions should be sent out no later than May 15 to allow sufficient time.

The Chair is responsible for the Call for Submission for the Finch Award, although he/she may designate any member of the Committee to submit calls through various outlets as needed.
call for submission should follow closely the examples provided below, with the appropriate changes to the dates and the contact information for the Senior Co-Chair.

To publicize the Finch Award competition, announcements may be sent to several listservs, as well as MARAC membership and posted on the MARAC blog.

Once the calls are sent, the Senior Co-Chair is responsible for logging and acknowledging each submission. When a submission is received, the Senior Co-Chair should first determine that each item is eligible for entry, based on region, date published, etc. URLs should be tested to ensure that they are valid. The Senior Co-Chair should then send an acknowledgment to the submitter. Language for acknowledgment communications can be found in the Manual section on Acknowledgments / Awards / Consolation Letters.

The Senior Co-Chair then adds the title of the publication to the Excel Workbook on the Evaluation worksheet. A hyperlinked URL should be included for the convenience of the Committee.

Should any questions of eligibility arise that would merit discussion, the Senior Co-Chair should communicate the issue to the Committee for debate. The Senior Co-Chair may turn the discussion over to the MARAC Chair or Steering Committee if he/she feels it is appropriate to do so. In such cases a review of the submission guidelines may be necessary to address future issues of a similar nature.

**Third Quarter – July to September**

Reminder notices about the Finch Award Call for Submissions should be sent no later than July 10. The deadline for submission of entries is July 31. Within a week all entries should be logged and the nomination letters and compiled evaluation sheets should be e-mailed to each committee member. (See Appendix D for Evaluation and Score sheets.) The Senior Co-Chair is then responsible for ensuring that committee members remain on schedule for review.

The Steering Committee summer meeting is normally held near the end of July. The Senior Co-Chair will need to submit a report and is encouraged to attend the meeting. This report states any additional committee business, but most particularly provides a count of submissions received up to the date of the report. Any entries of note may be shared at the Senior Co-Chair’s discretion, but the Senior Co-Chair should be aware that a nominator might be privy to the report if he/she is a member of the Steering Committee.

The Senior Co-Chair should coordinate to enforce the Finch review deadline by which the committee members should turn in their final scores for each entry. In general, the deadline should be approximately one month prior to the Fall Conference to allow time for discussion, if necessary. As such this portion of the cycle may occur during the fourth quarter of the year, but usually it falls within the third.

**Fourth Quarter – October to December**

If the Senior Co-Chair has not already done so, the Treasurer should be notified of the Finch Award winner for addressing of the prize check. The MARAC Archivist should also be notified of the winner so that he may print the award certificates. In general the Archivist needs 2-3 weeks before the Conference to prepare the certificates. The final task of the awards process is the actual awarding of the prize at the Saturday morning Business Meeting. It has been a tradition that Mr. John A. Woods, a friend of C. Herbert Finch, announces the Finch Award winner.
Therefore the Senior Co-Chair should be in contact with Mr. Woods prior to the award ceremony in order to pass along the certificate and the check.
### Timeline

<table>
<thead>
<tr>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>April (Pre-spring conference)</td>
</tr>
<tr>
<td>Send out <strong>Call for Submissions</strong> (Finch Award).</td>
</tr>
<tr>
<td>May (Post-spring conference)</td>
</tr>
<tr>
<td>Update website to include latest Finding Aids award winners.</td>
</tr>
<tr>
<td>Update website with new committee members and contact info.</td>
</tr>
<tr>
<td>May 1-September 30</td>
</tr>
<tr>
<td>Review policies, procedure, criteria, etc. Note: if revisions <em>might</em> involve a bylaws amendment, then discuss early, as you will want to get the Steering Committee’s approval at the <strong>Summer</strong> meeting (July) in order to get it in front of the membership in the <strong>Fall</strong>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 15</td>
</tr>
<tr>
<td>Send Reminder <strong>Call for Submissions</strong> (Finch Award)</td>
</tr>
<tr>
<td>First Week of August</td>
</tr>
<tr>
<td>Send out Finch award submissions to committee members, along with schedule and any materials to guide evaluations and deliberations.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>September (1 week prior to committee deadline)</td>
</tr>
<tr>
<td>Begin final committee deliberations if you have not already done so.</td>
</tr>
<tr>
<td>September (5 weeks prior to fall meeting)</td>
</tr>
<tr>
<td>Contact winner and confirm:</td>
</tr>
<tr>
<td>1) name to appear on certificate</td>
</tr>
<tr>
<td>2) who award check should be made out to</td>
</tr>
<tr>
<td>September - October (4 weeks prior to fall)</td>
</tr>
<tr>
<td>Write to Lauren Brown, MARAC archivist, who has volunteered for many years to create certificate for the winner. Write to the</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>-----------------------</td>
</tr>
<tr>
<td>October 1</td>
</tr>
<tr>
<td>October 15-31 (Fall Meeting)</td>
</tr>
<tr>
<td>November (Post-fall conference)</td>
</tr>
<tr>
<td>1 week before Christmas</td>
</tr>
<tr>
<td>January 15</td>
</tr>
<tr>
<td>February - March (one month prior to committee deadline)</td>
</tr>
</tbody>
</table>
| March - April (5 weeks prior to spring meeting) | Contact winners and verify:  
1) names to appear on certificates  
2) who award checks should be made out to |
| April (4 weeks prior to spring meeting) | Write to Lauren Brown, MARAC archivist, who has volunteered for many years to create certificates for the winners. Write to the Treasurer (currently Jim Gerenscer) to cut award checks. |
| April 1-May 1 (Spring Meeting) | Present final report to Steering Committee. Present certificates and checks to Finding Aids Award winners. |
Committee Recordkeeping

The bulk of the Committee’s records come in the form of correspondence among members and with nominators.

[To be added: discussion of how correspondence is to be archived, as well as committee reports, etc. Contact the MARAC archivist regarding the retention of annual score sheets, etc.]
Appendix A

Finding Aid Judging Guidelines

Content

Does the finding aid:

- Incorporate accepted archival descriptive standards (i.e., DACS) and – when applicable – accepted schema/standards for online finding aids and digital objects such as EAD, EAC, METS, Dublin Core, etc.?
- Incorporate descriptive practices appropriate to the medium of the materials being described? Audiovisual materials, maps, works of art and digital objects all have special descriptive needs, for instance.
- Provide access to all or part of the materials in the collection online?
- Provide easy access to help pages or facilities from any point in the finding aid? These might include an explanation of what a finding aid is, FAQs about using finding aids, or information about contacting the archives. Online finding aids might offer things like an online reference service.
- Provide sufficient information to understand the context of the description being viewed? For instance, if it is an item level description, is their easy access to information about the overall collection? If a collection description, easy access to tools that place the collection in context such as biographies or administrative histories, lists of related collections, etc.
- Describe materials that in themselves are culturally, historically or otherwise significant? Or alternately, does it increase public access to, and understanding of, significant aspects of our cultural heritage by bringing together disparate materials in a unique way?

Design

Is the finding aid:

- Well-written and well-formatted? Are descriptions clear and concise, with correct spelling, grammar and punctuation? Do they fit the page or the screen, avoiding excessively long blocks of text? Are there visual cues to help the reader identify particularly important pieces of information?
- Easy to navigate? Does formatting facilitate browsing, so that it is clear where you are in the finding aid and/or the hierarchy of the collection? In general, are navigation tools appropriate and easy to use? For print finding aids, are there tools such as a table of contents, colored tabs to indicate new series, etc? For finding aids on the web, are there tools such as links to related materials, scroll bars, etc. Are menus effectively and efficiently used?
- Easy to search? For print finding aids, are there tools such as an index or cross-references? For finding aids on the web, search boxes that allow you to search within the finding aid or across finding aids. Are search results provided in context, and does the researcher have the ability to refine a search or search within a set of search results?
Appendix A

- Technologically proficient? Do web finding aids make use of Web 2.0 or other technology to make them more useful? Do they use multimedia effectively?

Originality

Did the institution incorporate into the finding aid:

- Features not previously used by the institution that enable researchers to more effectively understand, navigate and/or utilize the collection being described?
- Features rarely or never seen that represent solutions to significant challenges facing the archival profession, add significantly to users ability to access information, and/or present a fundamentally new way to arrange, describe or use collections?


**Finding Aid Submission Review Sheet**

<table>
<thead>
<tr>
<th>Title of Finding Aid:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Author(s):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Institutional Affiliation:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Nominated by:</strong></td>
<td></td>
</tr>
</tbody>
</table>

Judges should rate each criterion on a scale of 1 to 4, taking into consideration the finding aid, cover letter and any other submitted materials in making their determination. Other publicly available information (e.g., from web or literature searches) should not be used to support decisions.

1 = poor; 2 = adequate; 3 = good; 4 = exceptional.

### Content (40%)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>In evaluating content, judges may wish to consider: whether materials have been described properly, using appropriate and relevant standards; whether descriptions are clear, concise and well-written; whether researchers have been given sufficient context to understand the materials described; whether the materials described have cultural, historical or other significance; and whether all or part of the material described has been made available to researchers as part of the finding aid.</td>
<td>10%</td>
<td>20%</td>
<td>30%</td>
<td>40%</td>
</tr>
</tbody>
</table>

**Judges Notes/Comments:**

### Design (40%)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>In evaluating design, judges may wish to consider: whether the finding aid has been formatted appropriately for the medium in which it is presented; whether navigation tools are appropriate and easy to use; whether it is easy to search within the finding aid or across finding aids; and whether the finding aid effectively uses available technologies.</td>
<td>10%</td>
<td>20%</td>
<td>30%</td>
<td>40%</td>
</tr>
</tbody>
</table>

**Judges Notes/Comments:**
Originality (20%)

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>In evaluating originality, judges will wish to consider whether the finding aid contains features rarely or never seen in other finding aids, as well as whether it contains features not previously adopted by the institution. They will also want to consider the effectiveness of these elements: successful innovations will be thoughtfully carried out, designed to meet a particular need, and will not detract from either the content or design of the finding aid.</td>
<td>5%</td>
<td>10%</td>
<td>15%</td>
<td>20%</td>
</tr>
</tbody>
</table>

Judges Notes/Comments:

Total Percentage:
Appendix B

Acknowledgment / Award / Consolation Letters

To Submitters

Dear [name]:

Your entry for the [Finding Aids/Finch] Award has been received. Thank you for the submission, and we look forward to reviewing the material.

Sincerely,

[Name]
Chair, Finding Aids Award Committee

To Awardees

For Finding Aids:

Dear [Name],

On behalf of the Finding Aids Award Committee, I am pleased to announce that your submission, [Finding Aids Title] has been awarded the Finding Aids Award for 20XX. The committee felt that the finding aid did an excellent job [of promoting access to the institute's archives].

Please inform me as to whether you or a representative will be able to accept this award on Saturday [Date] at the Spring MARAC Conference in [City, ST]. Please also let me know to whom the check should be written.

If you have any questions, please do not hesitate to contact me. Also, if you would, please respond to this message to confirm its receipt.

Congratulations again!

Sincerely,

[Name]
Chair, Finding Aids Award Committee

For Finch:

Dear [Name],

On behalf of MARAC’s Finding Aids Award Committee, I have the pleasure of informing you that your submission, [Website Title] has been awarded the C. Herbert Finch Award for 20XX. In

1 This phrasing should be adapted to each entry’s particular strengths and qualities.
particular the committee felt that this site did an outstanding job [in combining narrative with a variety of media to chronicle those fateful months over 40 years ago].

Please inform me as to whether you or a representative will be able to accept this award on Saturday [Date] at the Fall MARAC Conference in [City, ST]. Please also let me know to whom the check should be written.

If you have any questions, please do not hesitate to contact me. Also, if you would, please respond to this message to confirm its receipt.

Congratulations again!

Sincerely,

[Name]
Chair, Finding Aids Award Committee

---

To Other Entrants

For Finding Aids:

On behalf of MARAC’s Finding Aids Award Committee, I would like to thank you for your submission to this year’s award. We received several excellent nominations this year and enjoyed reviewing all of them.

After careful consideration, the committee has selected the award winners. I must inform you that your entry was not selected for this year’s award; however, the committee was very impressed with …[insert a statement about a good quality of the finding aid].

Thank you again for participating, and we encourage you to continue to send nominations for this award. Keep up the excellent work!

Sincerely,

[Name]
Chair, Finding Aids Award Committee

For Finch:

On behalf of MARAC’s Finding Aids Award committee, I would like to thank you for your submission to this year’s award. We received several excellent nominations this year and enjoyed reviewing all of them.

After careful consideration, the committee has selected the award winners. I must inform you …

2 This phrasing should be adapted to each entry’s particular strengths and qualities.
that your entry was not selected for this year’s award; however, the committee was very impressed with …[insert a statement about a good quality of the site].

Thank you again for participating, and we encourage you to continue to send nominations for this award. Keep up the excellent work!

Sincerely,

[Name]
Chair, Finding Aids Award Committee
Appendix C

Examples of Finding Aids Award Committee Chair Reports

The Finding Aids Committee Chair is required to submit a report prior to each Steering Committee meeting (quarterly). The following are examples of the various reports.

First quarter report (Winter meeting)

Finding Aids Committee Report
MARAC Steering Committee Meeting
[Town, State]
January XX, 20XX

[Discuss any business that was conducted during the Fall conference – if no business relevant to the Committee was conducted, then there is no need to include anything here.]

The Committee received [#] submissions for the Finding Aids award prior to the December 31 deadline and will begin reviewing the submissions in the coming weeks.

[Detail any current work of the Committee, or business that needs to be addressed.]
Appendix C

Second quarter report (Spring conference)

Finding Aids Committee Report
MARAC Steering Committee Meeting
[Town, State]
April XX, 20XX

The Committee received [#] submissions for this year’s Finding Aids award. The winners are:

Fredric M. Miller Finding Aid Award: [individual/institution/title/website title (URL)].

2nd place: [individual/institution/title/website title (URL)].

3rd place: [individual/institution/title/website title (URL)].

[Detail any current work of the Committee, or business that needs to be addressed.]

Third quarter report (Summer meeting)

Finding Aids Committee Report
MARAC Steering Committee Meeting
Town, State
July XX, 20XX

[Discuss any business that was conducted during the Spring conference – if no business relevant to the Committee was conducted, then there is no need to include anything here.]

To date, the committee has received [#] submissions for the Finch award. Reminder notices are being sent in an attempt to garner more nominations before the July 31 deadline.

[Include any additional work being done by the Committee to be brought up at future Steering Committee meetings. For example: The committee continues to review the guidelines as written and will make recommendations in the fall for improving the clarity of the submission guidelines and procedures. We are also working on a handbook to assist future committee members in the process.]
Finding Aids Committee Report
MARAC Steering Committee Meeting
Town, State
October XX, 20XX

The C. Herbert Finch Award was awarded to [Title/individual/institution] for the website [website title (URL)].

[Description of winner]

[Detail any additional work for the committee.]
**Finch Award Judging Criteria**

The workbook includes an evaluation sheet for each submission and a Scores worksheet. Under each major evaluation category, there are various criteria against which to judge the item. This worksheet design allows the reviewer to assign a number for each criterion. The larger cell at the end of each row shows the same #DIV/0!. This will calculate the average of all the "mini-scores" for each category. These will then be summed at the bottom under "Total". The total score will automatically be added to the Scores worksheet.

Evaluation Sheet

Author: 
Title: 
URL: 

Provide a score in each category from 1 (lowest) to 10 (highest)

<table>
<thead>
<tr>
<th>Functionality, Navigability, Usability</th>
<th>#DIV/0!</th>
</tr>
</thead>
<tbody>
<tr>
<td>function of links</td>
<td></td>
</tr>
<tr>
<td>ease of browsing</td>
<td></td>
</tr>
<tr>
<td>appropriate use of current technology</td>
<td></td>
</tr>
<tr>
<td>suitability of medium for task</td>
<td></td>
</tr>
<tr>
<td>accessibility to disabled users</td>
<td></td>
</tr>
<tr>
<td>accessibility to users with slow connections, old hardware</td>
<td></td>
</tr>
<tr>
<td>evidence of maintenance/digital preservation of site</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Site Design</th>
<th>#DIV/0!</th>
</tr>
</thead>
<tbody>
<tr>
<td>quality of images, audio, video, etc.</td>
<td></td>
</tr>
<tr>
<td>variety of media</td>
<td></td>
</tr>
<tr>
<td>titles and headings</td>
<td></td>
</tr>
<tr>
<td>organization</td>
<td></td>
</tr>
<tr>
<td>visual effects (wallpaper, color schemes, etc) support</td>
<td></td>
</tr>
<tr>
<td>content</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Content</th>
<th>#DIV/0!</th>
</tr>
</thead>
<tbody>
<tr>
<td>factual accuracy</td>
<td></td>
</tr>
<tr>
<td>document/media selection</td>
<td></td>
</tr>
<tr>
<td>quality of interpretation</td>
<td></td>
</tr>
<tr>
<td>quality of captions and metadata</td>
<td></td>
</tr>
<tr>
<td>coverage of subject appropriate to aims of the site</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Originality</th>
<th>#DIV/0!</th>
</tr>
</thead>
<tbody>
<tr>
<td>distinctive contribution to scholarly field</td>
<td></td>
</tr>
<tr>
<td>evidence of independent thought</td>
<td></td>
</tr>
<tr>
<td>creative approach to topic</td>
<td></td>
</tr>
<tr>
<td>imaginative interpretation</td>
<td></td>
</tr>
<tr>
<td>innovative use of sources</td>
<td></td>
</tr>
</tbody>
</table>

| Use of the site for education or advocacy                 | #DIV/0! |


Appendix D

| definition of educational, promotional, and/or marketing goals |
| in-person visitation and use of other archival resources encouraged |
| use of other online resources encouraged |
| if aimed at K-12, meets appropriate curriculum standards |

**Use of archival sources**

- extent and quality of research into archival or other primary sources appropriate to aims of site
- describes the provenance, structure, and use of records

| Total | #DIV/0! |

Comments:

Scores Sheet

<table>
<thead>
<tr>
<th>FINCH</th>
<th>Author</th>
<th>Title</th>
<th>Nominator</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>#DIV/0!</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>#DIV/0!</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>#DIV/0!</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>#DIV/0!</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>#DIV/0!</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>#DIV/0!</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>#DIV/0!</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>#DIV/0!</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>#DIV/0!</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>#DIV/0!</td>
</tr>
</tbody>
</table>