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# **Evolving Practice and the Collection Record: Acquiring & Processing the F.W.H.C. and Marion Banzhaf Collections**

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## Overview of the F.W.H.C Collection

- ***Feminist Women's Health Center Records (F.W.H.C.) MSS 2018-006***
  - Approached by Women's Studies Department/FSU History Faculty Maxine Jones in Sp. 2018 about interest in acquiring the material
  - Surveyed the records then located in FSU's Kellogg Research Building April '18
  - Substantial collection overlap with TLH League of Women Voters & TLH National Organization for Women
  - Records had been stewarded by the Women's Studies Dept. for 20+ years
  - Organizational records documenting the administration and research of the Feminist Women's Health Center, Inc. and the Women's Choice Clinic of Tallahassee, Florida.
  - Transport to Pepper - April 2018 and added to the processing backlog, to be compounded by the pandemic 1.5 yrs. later
  - Resumed work on the collection Fa. 2021
  - The collection contains information with sensitive personal information relating to FWHC patients and this raised questions regarding privacy & confidentiality.



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# Processing Planning - FWHC Records

## Assessment

## Prioritization

Assessment Information	
Rating	Score
Access Restrictions	4
Housing Quality	2
Interest	5
Level of Control	1
Physical Access (arrangement)	1
Physical Condition	3
Reformatting Readiness	3
Research Value	5
Subject Relevance	5

List of Material Types / Formats

linked_records_record_title	linked_records_id	Processing Priority	St
Tallahassee Civil Rights Oral History Collection	MSS 1990-001	13	
Feminist Women's Health Center Records	MSS 2018-006	13	In
William R. Jones Digital Media		12	In
Davis Houck Papers	MSS 2015-007	12	R
Dave Tell Collection on Emmett Till	MSS 2019-009	12	R
William R. Jones Papers	MSS 2020-001	11	In
Louis Shores Papers	MSS 2017-011	11	M
Thomas LeRoy Collins Papers	MSS 1991-012	11	R
Florida State University Office of the President	HUA 2018-064	11	
Talbot d'Alemberte Papers	MSS 2013-0319	11	
Talbot "Sandy" D'Alemberte Speech and Letters	HUA 2018-019	11	
Talbot Sandy D'Alemberte Materials	HUA 2019-148	11	
David Kirby Rare Book Collection	RB 2021-001	10	



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## Processing Planning - FWHC Records

Intensive Level of Processing Effort (adapted from UC Guidelines)

- folder-level fussing is justified
- Appraisal - deselect and set restrictions at folder-level
- Preservation
  - replace all non-archival boxes and folders
  - unfold and flatten all large documents
  - divide all overstuffed folders
- Arrangement - devise and apply organization into and within series
- Description
  - robust collection-level and series-level description
  - detailed folder-level description where needed



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## Processing Planning - FWHC Records

### Immediate Next Steps

- post brief Collection Record right away
- Adapt printed finding aids to spreadsheet format
- verify folder list against collection and correct as needed
- document preservation issues
- document privacy and confidentiality issues



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## Physical Processing and Inventories -FWHC

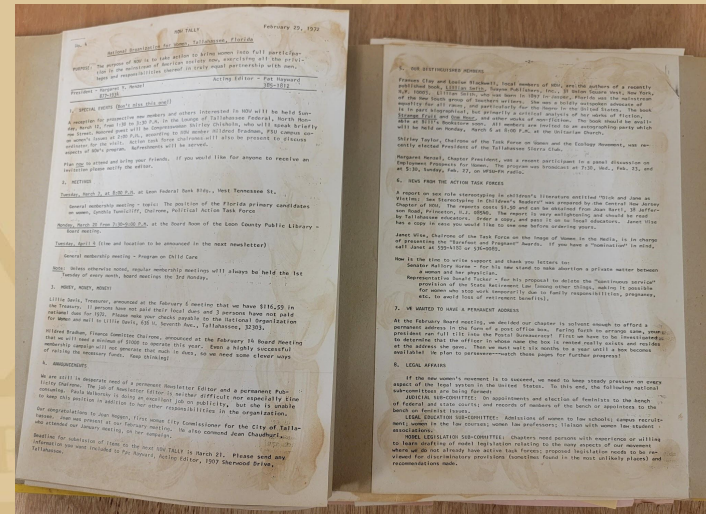
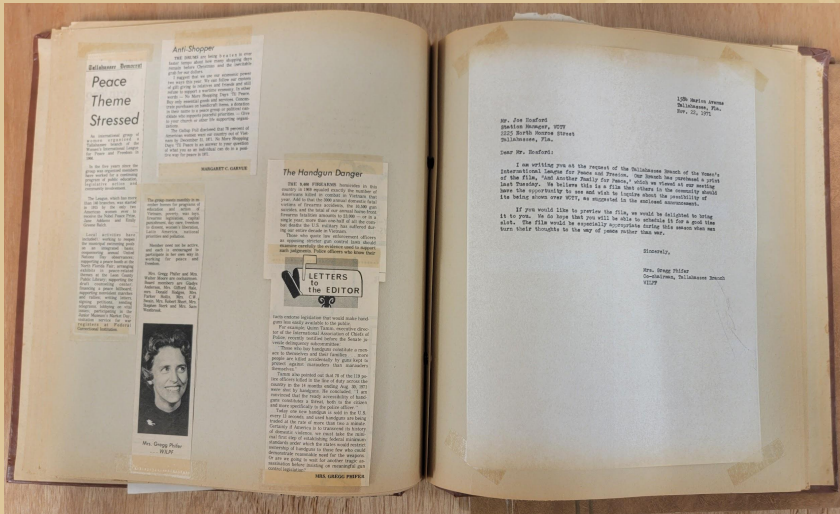
- Creating a collective inventory
  - *redigitize* old inventory
  - organize old and new information
    - Renaming, refolding, preservation concerns, restriction concerns
  - document *everything*
- Rehousing decisions
  - cassettes - new boxes
  - paystubs - rehouse or remove
  - newspapers - rebox or refolder
  - scrapbooks - digitization project





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# Scrapbooks





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## Fall 2022 F.W.H.C Research Visit



From November 15-18, 2022, Special Collections hosted former F.W.H.C. presidents (image 1 L to R) Brenda Joyner, Risa Denenberg, and Marion Banzhaf. The visit was a great opportunity to talk with these figures from the organizations formative years and helped make organization and access decisions.





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## Overview of the Marion Banzhaf Papers

- ***Marion Banzhaf Papers MSS 2022-004***
  - April 4, 2022 - received a request from Marion Banzhaf re: the FWHC records and an additional inquiry about the possibility of donating their records
  - April-May 2022, Rory Grennan and myself continued correspondence with Marion and formally acquired the material in mid May
  - Documenting a 30 year span of Marion Banzhaf's career as an activist in the women's health movement and her work with awareness raising and the prevention of and care for HIV/AIDS among women.



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## Physical Processing & Inventories - Marion Banzhaf Papers

- Records had been garage stored for 15+ years
- Arrived in 12 standard record carton boxes
- Collection inventory - folder level
- Top down rehousing effort & use of HEPA vac
  - Large amounts of animal waste
  - 1 box completely lost to waste contamination
- Completed physical processing & ASpace entry October '22
- Description
  - Basic collection record
  - Folder list





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# Physical processing & records survey - Marion Banzhaf Papers





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# Reflections and Next Steps:

F.W.H.C & M. Banzhaf records

- Grateful for the opportunity to partner immediately with collection creators on privacy issues and gauging user interest
- Appreciative of the ability to continue to add diverse voices to the political papers holdings at the Pepper Library
- 2023 Goals
  - complete privacy review
  - Devise privacy policy and set restrictions (and expiration dates where possible)
  - devise and implement folder-level arrangement
  - Online folder list
  - Online access to digitized scrapbooks
  - Select from each collection for further digitization
  - Open and promote collections
  - Explore and act on outreach & instruction opportunities



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# Thank you! Questions?

lesbian bashing • hysterectomy •  
AIDS • cervical cancer • rape •  
bulimia • forced child-bearing  
• Operation "Rescue" • pap smears •  
incest • anorexia • endometriosis •  
RU-486 • pre-menstrual syndrome  
• forced sterilization • mastectomy  
• domestic violence • chlamydia  
• sexual harassment • IUDs • pelvic  
inflammatory disease • Caesarian  
section • liposuction • urinary  
infection • forced abortion • breast  
cancer • gynecology • clitorectomy  
• yeast infection • breast implants  
• cystitis • ovarian cancer •  
fibroids • Dalkon shield • abortion

**WHAM!** Women's Health Action and Mobilization (212) 713-5966