

**Appendix O:  
John L. Martin Collection Progress by Phase**

**Phase I: Inventory.**

- In January 2010, Maine Senator John Martin gave written permission for Blake Library to begin inventorying his political papers. As a former Speaker of the House, Senator Martin has been a strong supporter of both UMFK and the Saint John Valley for many years. The inventory, begun in FY2010, was completed April FY2012.
  - In total, 252 boxes were inventoried.
- August 23, 2012: John L. Martin signed the Deed of Gift for the collection without restrictions. Special Collections staff agreed to send an itemized list to Martin of all materials to be discarded from the collection to determine if he wanted any of these materials returned to him.

**Phase II: Initial Processing** (re-foldering and re-boxing, discard of non-retained materials).

- August 24, 2012: Triage of loose materials began. Some materials in the collection will not be kept as part of the collection, but will be cataloged into Special Collections separately. These materials are important to the region or to the university, but do not add contextual value to the collection. The item records for each of these materials contain the gift note "GIFT OF JOHN L. MARTIN, 8/2012."
- August 27, 2012: The first list of discard materials was given to JLM. The list was returned to the department in April 2013 with those materials to be sent to JLM noted.
- September 12, 2012: The archival boxes ordered through the Library Gift Fund.
- September 20, 2012: Collection processing began. Folders of retained material are being labeled with folder title and box: folder number only at this time. Proper folder labeling will be completed during the third phase of processing. Boxes are labeled in pencil until the third phase. This will allow for easy re-ordering/combining of materials in proper original order.
- December 19, 2012: Addendum materials received from JLM.
- January 14, 2013: Addendum materials received from JLM.
- February 19, 2013: Addendum materials received from JLM.
- March 21, 2013: Addendum materials received from JLM.
- April 2013: SC staff began discarding materials that will not be retained by the department, either in the collection or in the department. Some materials not retained will be offered to other URSUS libraries.
- June 6, 2013: Second list of discard materials was given to JLM.
- July 31, 2013: Third list of discard materials given to JLM.
- January 2, 2014: Fourth list of discard materials given to JLM.
- April 2014: Shelving for JLM room ordered.
- April 15, 2014: Shelving received.
- May 8, 2014: Shelving assembled.

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**Phase III: End/Final Processing** (permanent ordering of boxes, labeling of folders and boxes).

- TBD

**Phase IV: Discovery** (finding aid, guide, Archon record, CampusGuide).

- TBD