

Intro to Archives Management

What do I do with all this stuff?

- Libraries vs Archives vs Museums
- Mission and Vision – Collection Policies
- Appraisal – Not the Antiques Roadshow Kind
- Physical and Intellectual Control
- Respect des Fonds, Provenance and Original Order
- Arrangement
- Description
- Reference and Outreach
- Volunteer Management
- Continuing Education



What is an Archive?

Not the place where paper goes to die.

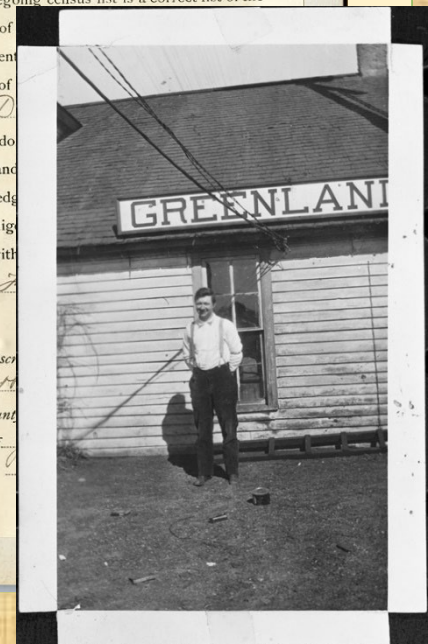
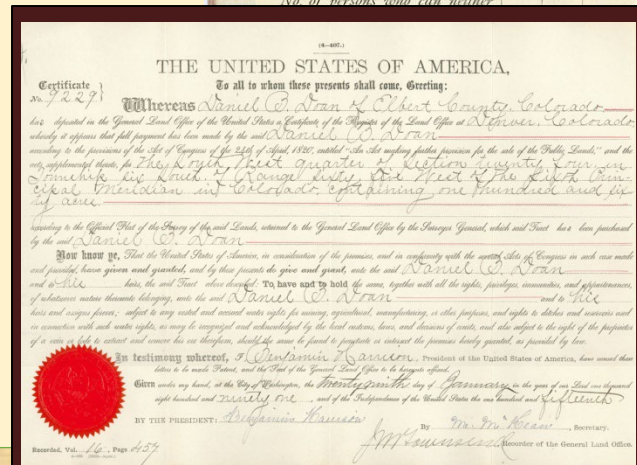
“Archives are the **non-current records** of an organization or an individual preserved because of their enduring value” –Developing and Maintaining Practical Archives by Greg Hunter

Examples of Material Found in the Archives

- Letters (handwritten, typed & email)
- Photographs
- Minutes/Reports
- Diaries
- Business records
- Speeches/Lectures
- Brochures/Flyers/Posters
- Film/Video/Audio tapes
- Books and Scrapbooks
- Ephemera
- Newspapers
- Microfilm

SUMMARY.			
	Male.	Female.	Total.
No. between 6 and 16 years . . .	20	13	33
No. between 16 and 21 years . . .	5	3	8
Total No. in District . . .			41
No. of persons who can neither			

I, *Frank H. Stuart*, do solemnly swear by the Ever-living God, that the foregoing census list is a correct list of the names of and twentyidents of Colorado 1879, and knowledge due diligence with
Subscribed
the county
day of



What does an Archivist do?

Archivists are professionals that take care of historical materials

Archivist. n. ~ 1. An individual responsible for appraising, acquiring, arranging, describing, preserving, and providing access to records of enduring value, according to the principles of provenance, original order, and collective control to protect the materials' authenticity and context. - 2. An individual with responsibility for management and oversight of an archival repository or of records of enduring value. – Society of American Archivists

Examples of Activities Archivists Do

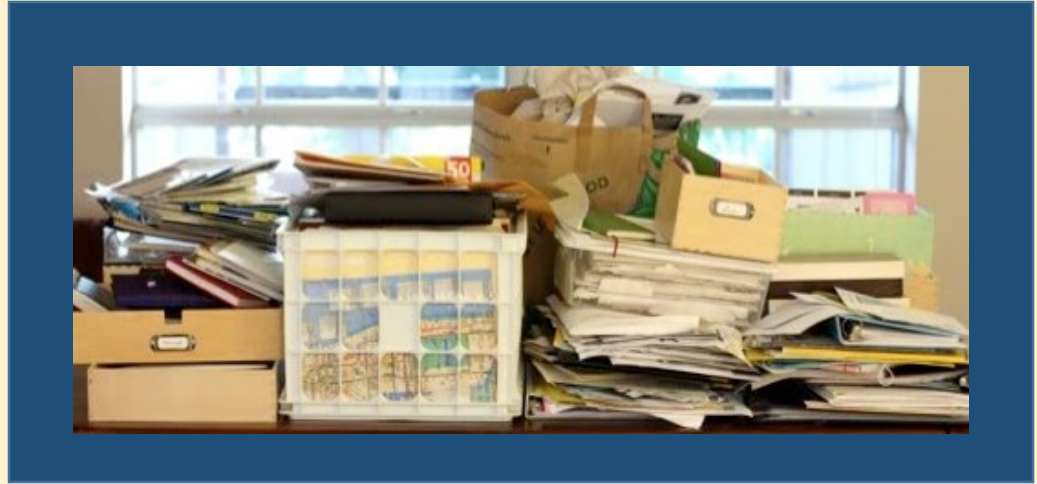
- **Identify and acquire** materials of institutional, cultural, topical or social importance and enduring value
- **Arrange, describe and preserve** collected materials
- Make collections **available and accessible**
- Provide **reference** service
- Conduct **outreach and education** about holdings or collecting areas
- Sustain collections through **budgeting, fundraising and grant writing**
- **Collaborate** with other institutions on special projects

Archivists often have a working knowledge of basic copyright guidelines, digitization standards, preservation standards and facilities maintenance. Donor outreach and cultivation is also a part of the archival enterprise.

Archives

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Archives are Messy

Libraries, archives and museums have a lot in common, but they approach their collections in very different ways. **Archives** get overwhelmed by volume quickly, and have evolved to usually **treat the materials in their care in groups**, rather than as individual objects. Archival standards for description are much newer than those for libraries, so they are **still evolving** and only recently established.

Libraries vs Archives vs Museums

Libraries

- Secondary Sources
- Cataloging at the item level
- Weeding decisions can be reversed
- Items are described and classified according to pre-existing national/ international classification schemes and the judgment of catalogers and metadata specialists
- Description standards are well established
- Acquisition dependent on budget to build print collections

Archives

- Primary Sources
- Cataloging/Description in aggregate
- Weeding decisions are typically irreversible
- Materials are arranged and described according to provenance, hierarchy, material type, original order and the judgement of the processing archivists and metadata specialists.
- Description standards are for Finding Aids are fairly new.
- Acquisition dependent on donor base, or institutional transfers.

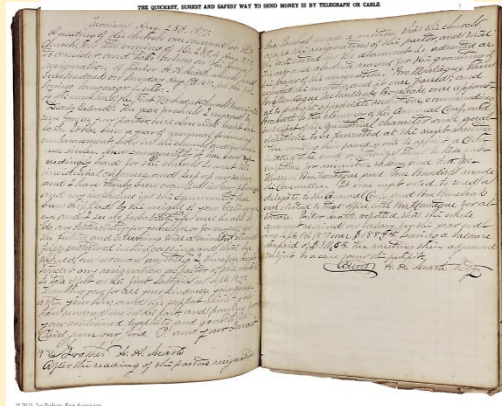
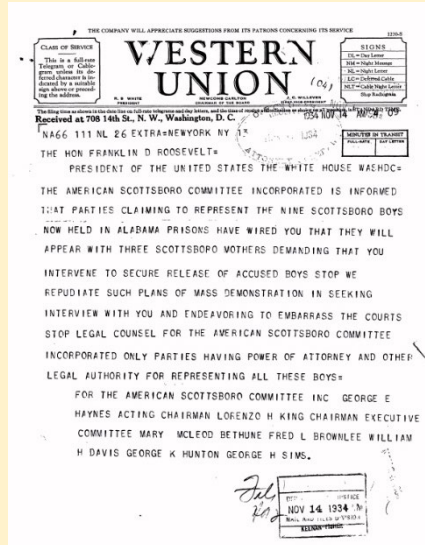
Museums

- Artifacts or material culture objects.
- Cataloging at the item level
- Weeding decisions are typically irreversible
- Items are described according to institutional-specific standards, and can vary greatly from one type of institution to another.
- Description standards are fairly new (Nomenclature, Getty)
- Acquisition dependent on donor base or purchase.

Terminology – Records vs Manuscripts

Records*

- Traditionally typed, reproduced or otherwise created in a business environment
- Materials created by an institution, corporation, organization or government agency (e.g., University of Northern Colorado, Boeing, USDA, Rocky Mountain Farmers Union)
- Traditional title of oversight position: “Archivist”
- Traditionally housed in Archives
- Collections reflect the needs and operations of the creating organization. Part of preserving the “Institutional Memory” of the organization



Manuscripts*

- Traditionally handwritten, unique materials such as letters, original writings or photographs
- The papers and collateral materials of an individual or family (e.g., James Joyce, James Madison)
- Traditional title of oversight position: “Manuscript Curator”

Traditionally housed in Repositories or Special Collections Departments

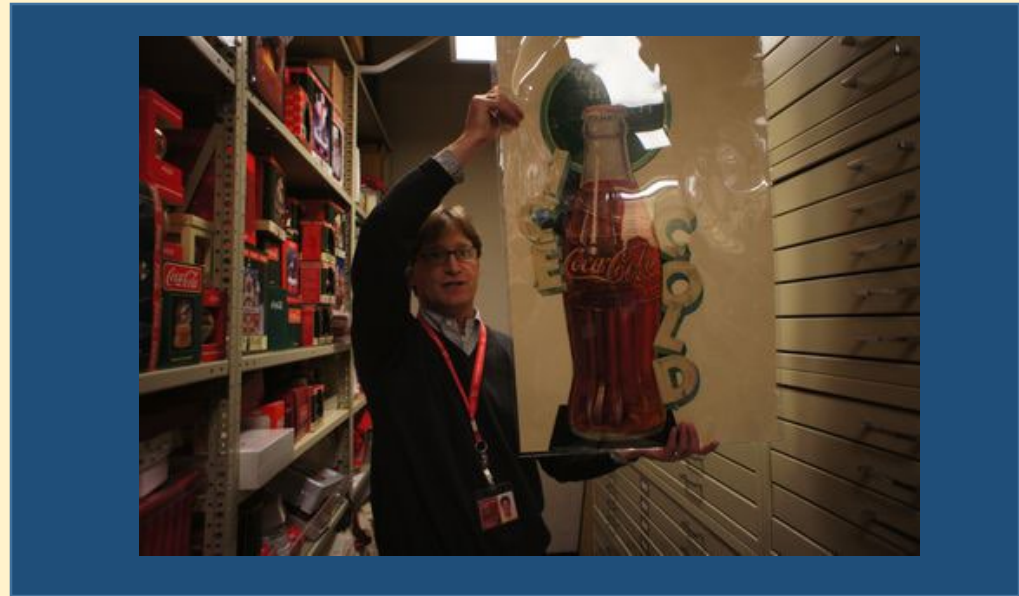
Collections reflect the collection policies, topical area interests, or research interests of the repository.

***The lines of these traditional distinctions are now often blurred. For example University archival departments often contain university records, records of other organizations and manuscript collections/papers of individuals, or a Public Library special collections department may collect the library’s history as well.**

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Mission and Vision

Know what you do. Without a clear **mission**, your archives will quickly be overwhelmed. Without a **collection policy**, you could end up as the attic for your community. You should establish policies for what you discard too. (called **deaccessioning**)

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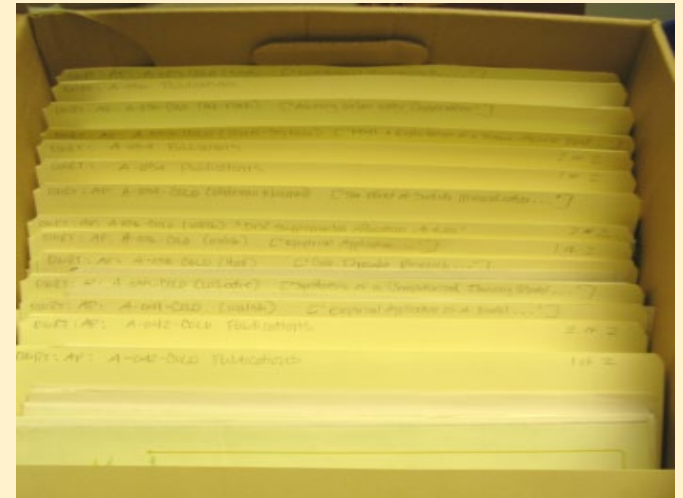


Appraisal - Does it Fit?

Unlike Antiques Roadshow, **Archivists** are not supposed to primarily think of the **monetary value** of items in their care. Archives assess and acquire material that **fits** in with their collections, **answers** a question, **fills** a need or **applies** to their subject. Having a **collection policy** to guide you is critical, because sometimes, no matter how awesome to object or collection, you have to say no.

Things to consider for Appraisal

- **Primary considerations**
 - Does this collection **fit** with my institution's mission and collecting policy?
 - Does this collection **complement or complete/add to** the collections we already have?
 - Are we the **best repository** for these materials? Will people look for them here?
 - Is this the **best version** available?
- **Secondary considerations**
 - Do we have the space to house these materials?
 - Do we have the person-power to do base-level organization and processing of these materials?
 - Can we get a grant to process these materials or is there funding attached to the donation? What stipulations are attached to donation funding?



Consider who holds the copyright to materials deeded to your institution

Terminology – Value

- **Informational Value:** Is the material important? Does it have researcher value? Is it a unique way to document something? Materials that document people, places, things, events. (e.g., student newspapers, Sanborn maps)
- **Evidential Value:** Is this the best evidence? Most complete? Evidential value has to do with the creator of the materials in some way, documenting the decision making process or other activities.
- **Intrinsic Value:** Materials linked with fame, important event, artistic merit, uniqueness of format, high monetary value (e.g., Declaration of Independence, glass plate negatives)

An object could contain all three of these values, or it could only have one, or any combination of the three.

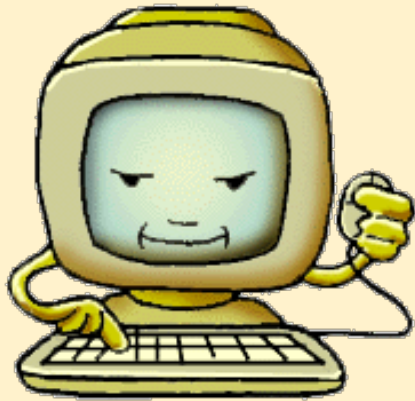


Terminology – Retention

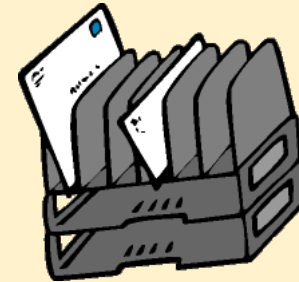
- **Retention** is the idea within (particularly institutional) archives about how long to keep something. Retention is generally not tied to the physical or digital nature of the materials.
- **Permanent Retention:** Materials that should be permanently kept by the archives.
 - Minutes, proceedings, reports by administrative committees or departments
 - Newspapers, newsletters or other unique, rich sources of information
 - Writings or other intellectual output
 - Photographs, slides, dvds and other av files
 - Legal and administrative documents such as deeds, mortgages, etc.
 - Scrapbooks and other items that document activities.
 - Maps, charts, diagrams or blueprints
- **Temporary Retention:** Materials that are kept for a limited time to meet legal or other requirements.
 - Bank statements, voided checks
 - Purchasing records, receipts, sales records, shipping materials
 - Account books, expense statements
 - Routine form letters and correspondence
 - Statistics for office or other reports
- **No Retention:** Materials that are not kept beyond their immediate use.
 - Duplicates
 - Notes, memos, etc., of a temporary nature.
 - Working files of published materials
 - Preliminary drafts unless they show significant changes
 - Extra stacks of publications
 - Routing slips

Important tip to remember: Take into account your “born digital materials” and where they reside. The Intrinsic or Informational Value of an item may make it worth keeping. (Linked with fame or a famous individual, an important event, artistic merit, uniqueness of format, high monetary value.)

Life Cycle of Records



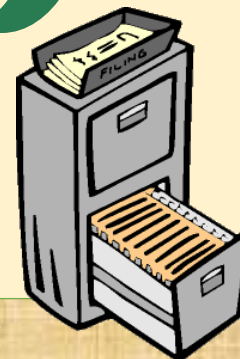
Creation



Distribution and Use



Classification and Filing



Storage

On site or remote?

A blue rectangular box containing an illustration of a brown cardboard box filled with papers and a tan trash can with the word 'WASTE' on it. A red question mark is positioned between the two items.

Final Disposition
Archive, Transfer, Migrate, Reformat, or Destroy?

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Accessioning Process

Bringing materials into the collection requires not only **appraisal**, but **legal transfer** of the materials. A **deed of donation** is important to acknowledge the chain of ownership. The idea of **intellectual control** speaks to understanding how the materials are organized.

Important forms for Accessioning

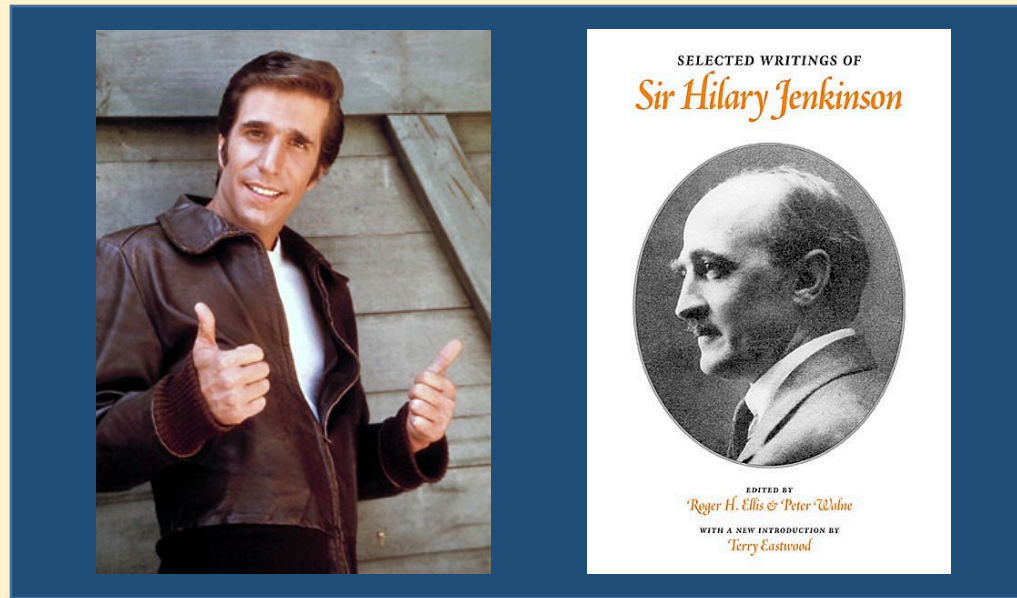
- **Deed of Gift or Deed of Donation**
 - Transfers materials from one person or entity to your institution in a legal way
 - Helps with tracking who gave what and when
- **Deed of Donation or Consent or Release for an Oral History interview**
 - Signed by interviewee and interviewer to show that they consent to make the interview available
 - Important to mention or take into account putting interviews online or in some other form in the future
- **Internal transfer form**
 - Institutional repositories and archives still need to document when and where a set of records entered the collection



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Archival Philosophy

Sir Hilary Jenkinson, Archives own Monuments Man, laid out the philosophy of archival collections, building on French archivists' concepts of **Respect des Fonds, Provenance and Original Order**.

Archival Philosophy

What we learned from the French and Prussians...



Provenance

The materials generated by one individual, organization or department should not be mixed or combined with the materials of another.

Original order*

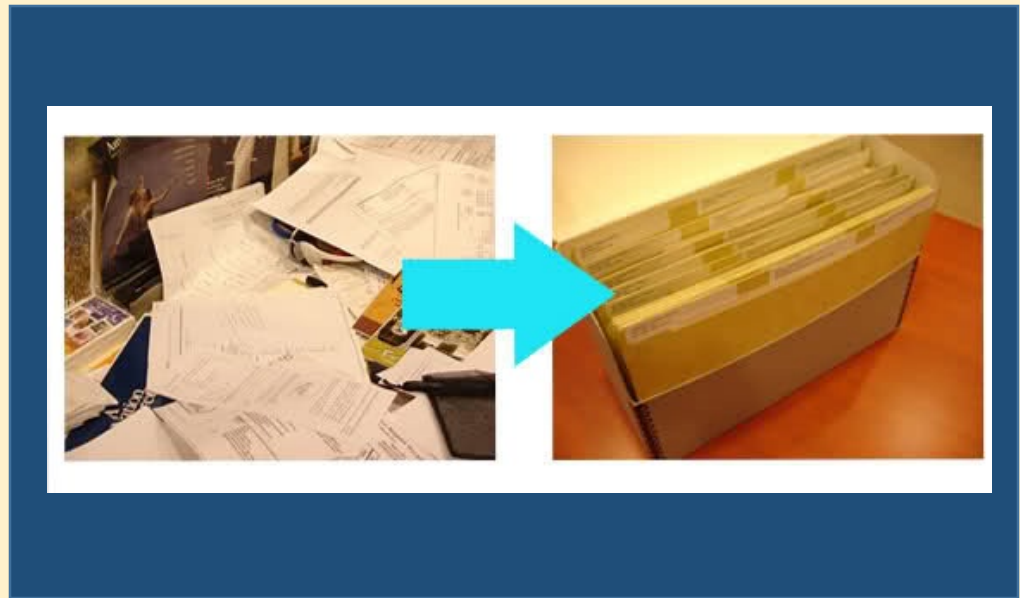
Materials should be kept and arranged in the order in which they were originally created, maintained or used.

***Preserving original order is not the same as preserving original chaos.**

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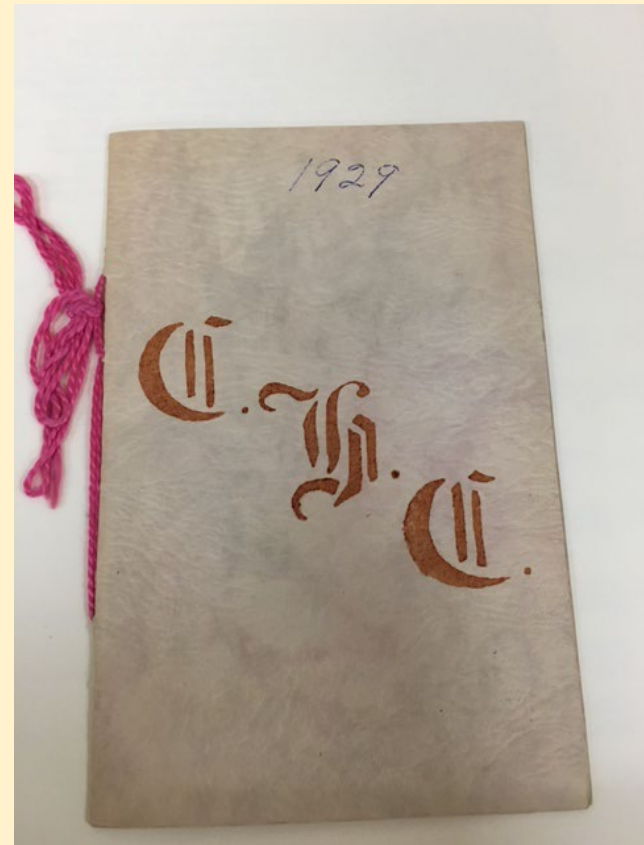
Arrangement

Preserving original **order** does not mean preserving original **disorder**. Look at the materials and see if any major categories (called **Series**) emerge. Then look for **sub-series**. If possible, retain the folder labels and work them into your new series and sub-series schema. When everything is arranged, **label** the folders and create a box and folder or **container list**. Very few archives use **item level** records, and then only for the most important documents.

Arrangement and Description

Levels of Arrangement - Example

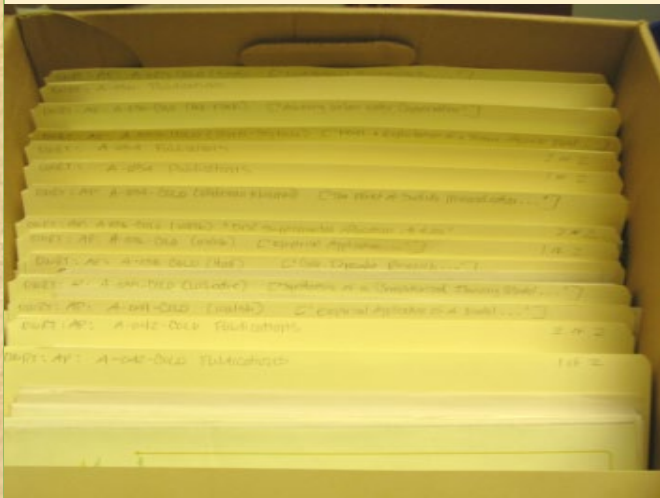
- **Repository:** Douglas County History Research Center
- **Collection:** Cherry Homemaker's Club Records
- **Series:** Programs
- **File Unit:** Folder 24 (1925-1930)
- **Item:** The 1929 Program Book



Arrangement and Description

Physical Arrangement

- Weeding
- Rehousing
- Labelling
- Basic preservation



Arrangement and Description

More Product, Less Process

- Goals of MPLP processing
 - Expediting the availability of collections to users.
 - Assuring adequate arrangement of materials for users needs.
 - Taking minimum steps necessary for physically preserving collection materials.
 - Describing materials sufficiently for use.



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Description

Having the materials arranged is all well and good, but without description no one can find it! Some archives use **written guides** to their collections (even typed ones!) called **Finding Aids**, while others use integrated databases like **Archives Space, ContentDM or Past Perfect**. Several **standards** have emerged, including **DACS, ISAD and EAD**. Of course library standards like **MARC** and a new standard called **RDA** are also used by archives and libraries.

Arrangement and Description

Finding Aid Descriptive Fields

- Administrative/Biographical history
- Description of the records
 - Scope and content
 - Series descriptions
 - Container/folder list
- Administrative information

Content Standards

- DACS
- AACR2
- Locally created



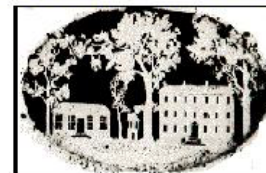
Arrangement and Description

Finding Aid Delivery Methods

- Paper-based
- PDF/Electronic documents
- EAD
- MARC
- Archival Content Management Systems
 - ArchivesSpace
 - Eloquent
 - CollectiveAccess
 - Past Perfect
 - ContentDM

Inventory of the Libba Ledoux Papers, 1897-1990

Collection Number 50010



Manuscripts Department, Library of the University of North Carolina at Chapel Hill

Collection Information

- [Descriptive Summary](#)
- [Administrative Information](#)
- [Online Catalog Headings](#)
- [Biographical Note](#)
- [Collection Overview](#)
- [Detailed Description of the Collection](#)
- [Items Separated](#)
- [Related Collections](#)

Contact Information:

Manuscripts Department
CB#3926, Wilson Library
University of North Carolina at Chapel Hill
Chapel Hill, NC 27514-8890
Phone: 919/962-1345
Fax: 919/962-3594
Email: mss@email.unc.edu
URL: <http://www.lib.unc.edu/mss/>

Descriptive Summary

Repository

University of North Carolina at Chapel Hill. Library. Southern Historical Collection. (DACS 2.2; MARC 500)

Creator

Ledoux, Libba, 1910-1990. (DACS, 2.6; MARC 100)

Title

Libba Ledoux Papers, 1897-1990 (DACS 2.3, 2.4; MARC 245)

Call Number

50010 (DACS 2.1; MARC 099)

Language of Materials

Materials in English (DACS 4.5; MARC 546)

Extent

Items: About 1,200 (DACS 2.5; MARC 300)
Linear Feet: 4.0 (DACS 2.5.7; MARC 300)

Abstract

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Preservation

Parallel to the arrangement and description process is often **preservation** of the materials in the archives care for long term storage. Monitoring **environmental conditions**, preparing for and mitigating **biological and physical threats**, and even **disaster planning** are all part of the preservation process.

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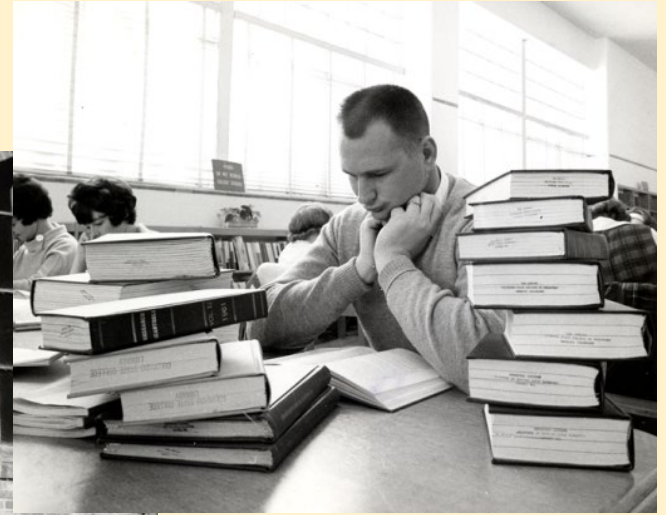


Reference, Access and Outreach

Librarians and Archivists used to be **gatekeepers** of information. With an increased amount of material online, that role has diminished. Now users are flooded with information, and a good librarian or archivist spends a lot of their time **navigating the information flood** to get you to what you want. Librarians (and most archivists are trained as librarians) spend time in school learning about how to ask the right questions to navigate your request.

Archival Reference

- Providing information about holdings
- Assisting with research visits
 - Research interview
 - Reference room activities
 - Duplication services
 - Copyright concerns
- Negotiating access restrictions
 - Copyright
 - Donor restrictions
 - Preservation concerns



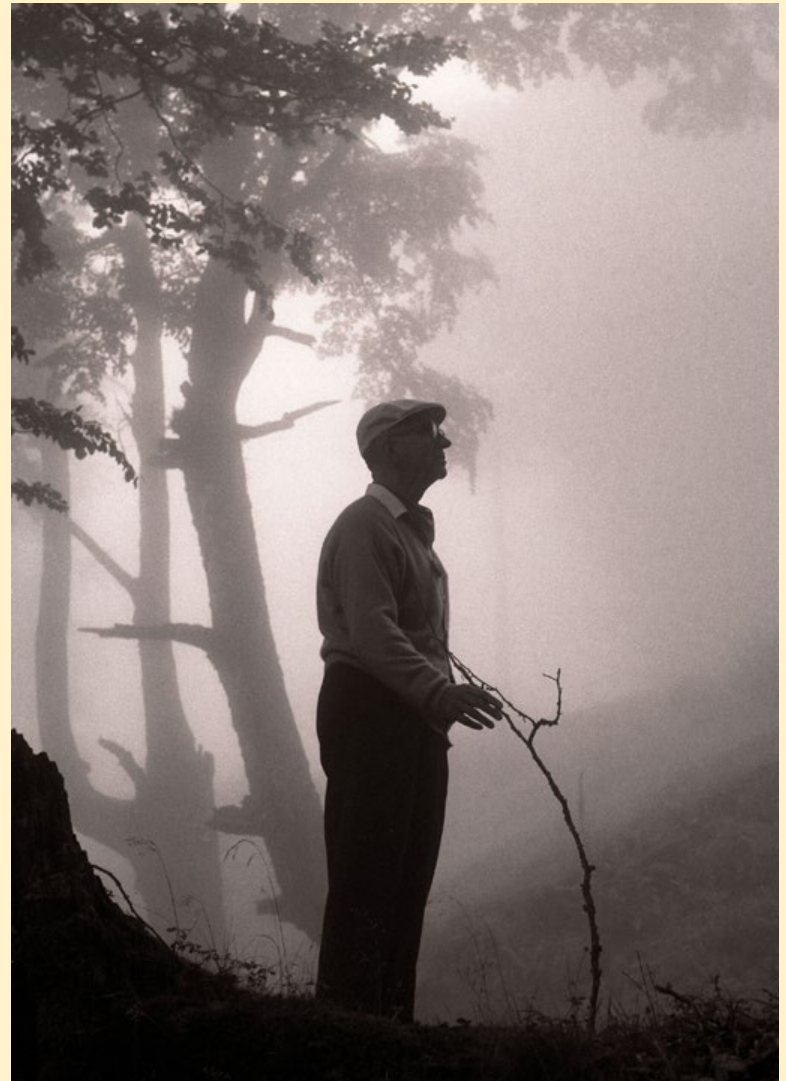
Digitization

- Digitization planning process
 - Access
 - Priorities
 - Preservation
- Equipment
- Metadata creation
- Standards
 - File Formats
 - Scanning Specs



Grants

- NHPRC
- NEH
- IMLS
- CHRAB
- CIPA



Outreach and Publicity

- Promotional Materials

- Brochures and Pamphlets
- Postcards
- Press Releases
- Cards and Calendars with Historic Images
- Giveaways
- Articles in the local paper

- Web and Social Media

- Youtube
- Blogs
- Facebook, etc.
- Wikipedia
- Crowdsourcing possibilities

- Fundraisers and other Community Events

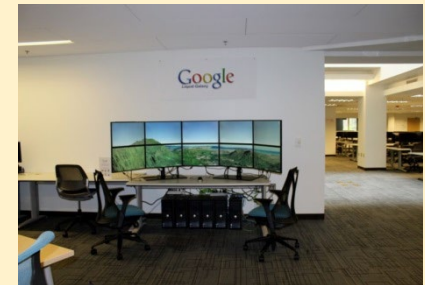
- Water Tables
- Ladies of Downton Abbey



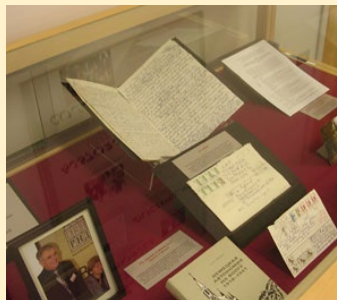
Author Carol Wallace, left, signs a copy of her book, "To Marry an English Lord: Tales of Wealth and Marriage, Sex and Snobbery," for Littleton resident, Maryalyce Allery, at the Dames of Downton event put on by the Douglas County Libraries at the Highlands Ranch Mansion Jan. 25



CSU's "RamStories" Oral History Project



Google Liquid Galaxy Display @ CSU



WATER TABLES

Dinner and conversation to benefit the
Water Resources Archive



Website for CSU's Water Resources Archive: <http://lib.colostate.edu/archives/water/>

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Volunteer Management

Many archives depend on **volunteers** for many tasks including transcribing and conducting oral histories, cleaning photos, preparing materials to go online and general research. **Matching** volunteers with tasks, **keeping** them interested in coming to work, and **honoring** their work are all parts of the day for some archivists. Our hardest task is finding the right job for the right person. They finish our tasks so quickly!

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Continuing Education

Professional Organizations

- Society of American Archivists
- Society of Rocky Mountain Archivists
- Colorado Historical Records Advisory Board
- Colorado Association of Libraries
- Colorado-Wyoming Association of Museums
- Northeast Document Conservation Center

• More Training

- SAA
- NEDCC
- Lyrasis
- Colorado State Library
- Graduate Schools



Thank you!

