Understanding Archives & Manuscripts by James O'Toole and Richard J. Cox (2006)

Table of Contents

Preface to the Archival Fundamentals Series II • vii Introduction • xi

1 RECORDING, KEEPING, AND USING INFORMATION • 1
The Oral World • 1

The Rise and Spread of Literacy • 3

Reasons for Recording Information • 10

The Impulse to Save • 15

The Impulse to Destroy • 17

The Technology of Record Making • 21

Characteristics of Recorded Information

in the Modern Age • 35

The Usefulness of Archives • 40

Conclusion • 43

2 The History of Archives and The Archives Profession • 45

Old World Antecedents • 46

American Origins: The Two Traditions • 51

Emergence of the Archival Profession • 59

The Crucial Decade: The 1930s • 63

Diversification and Development • 67

Consolidation of Professional Identity • 73

Current Issues • 81

Conclusion • 85

3 The Archivist's Perspective: Knowledge and Values • 87

Knowledge • 88

Values • 106

Conclusion • 111

4 The Archivist's Task:

RESPONSIBILITIES AND DUTIES • 113

Planning • 115

Saving and Acquiring Archival Records • 119

Organizing Archival Records • 121

Making Archival Records Available • 124

Conclusion • 131

5 Archivists and the Challenges of New Worlds • 133

Postmodernism • 133

Internet Time • 135

Ethics and Security • 137

Symbolism and Technology • 139

Advocacy and the Archival Mission • 140

Recordkeeping in the Digital Era • 143

Professionalism • 145

Conclusion • 146

BIBLIOGRAPHIC ESSAY • 147

Notes • 195

INDEX • 229

Selecting & Appraising Archives and Manuscript by Frank Boles (2005)

TABLE of CONTENTS

Preface to the Archival Fundamentals Series II • ix Introduction • xiii

- 1 Why Archivists Select 1
- 2 Muddied Waters and Conflicting Currents: An Overview of Appraisal Thought • 11

Analysis of Schellenberg's Ideas • 13

Hilary Jenkinson • 14

Jenkinson, Schellenberg, and the American Archival Environment to 1970 • 15

A New Era in Selection: F. Gerald Ham • 18

New Authors, Differing Ideas • 19

The Practical School Seeks a Better Mousetrap • 19

Documentation Strategy • 21

The New Paradigm • 23

The New Paradigm and the Universal Theory of Archives • 24

The New Paradigm: Rejecting Schellenberg's Concept of When a Record Becomes Archival • 26

Macro-Appraisal: The Canadian Link to the New Paradigm • 27

Functional Analysis • 28

Risk Management • 30

The Symbolic Value of Documentation • 32

Archives as a Cultural Entity • 34

Responses to the Concept of a Universal Archival Mission • 35

The Question of Content versus Context • 36

Responses to the Record Continuum and Functional Analysis • 37

International Reaction to the New Paradigm • 38

Page 3 of 19

Failed Reconciliation • 38 Writing a Selection Manual in an Age of Uncertainty • 39

THE BIG PICTURE: MISSION STATEMENTS,
RECORDS MANAGEMENT, AND COLLECTION
DEVELOPMENT POLICIES • 43
Continuum of Archival Missions • 44
The Nature of the Charge • 47
A Defense of Vagueness • 50
Refining the Mandate • 51
Limitations of Records Management in Selection • 55
Records Continuum • 56

Applying Functional Analysis • 62
Collection Policy • 64

- 4 Mucking about in the Records: Making Selection Decisions on the Ground 75 A Justification of Traditional Taxonomies 76 A Contemporary Micro-Appraisal Taxonomy 78 Basic Organizational Structure 78
- 5 PUTTING THE PIECES TOGETHER:
 A SELECTION MODEL 97
 Art or Science? 97
 Basic Outline of Process 98
 Thoughts on the Topic of Reappraisal 116
 Resting Easy 119

Arranging and Describing Archives and Manuscript by Kathleen Roe (2005)

Table of Contents

Preface to the Archival Fundamentals Series II • vii Acknowledgments • xi Introduction • xiii

1 Overview

The Nature of Archives and Manuscripts • 1

Archival Repositories and Their Clientele • 3

The Function of Arrangement and Description • 6

The Relationship of Arrangement and Description to Other Archival Functions • 8

2 Core Concepts and Principles of Arrangement and Description

Defining Basic Terms • 11

Core Principles Guiding the Practice of Arrangement and Description • 14

What "Entity" Should Be Described? • 17

The Relationship of Archival Descriptive Practice to Libraries and Museums • 25

When Are Archival Arrrangement and Description Practices Appropriate? • 28

The Relationship of the Arrangement and Description Function to the Institutional Context and Users • 29

3 The Context of Arrangement and Description

Development of Archival Practice • 33

The Movement Toward Standardizing Archival Arrangement and Description • 36

4 The Practice of Arrangement and Description

Overview • 45

Accessioning Archival Records • 45

Establishing the Context in which Records Were Created • 56

Arrangement of Archival Records • 61

Physically Processing the Records • 67

Description of Records • 71

Developing Access Tools • 86

Professional Standards for Archival Arrangement and Description • 94

Conclusion, Future Directions, and Issues • 99

Glossary • 101

Bibliography • 105

Appendices

- A: Describing Archives: A Content Standard Statement of Principles • 111
- B: Arrangement Scenarios 119
- C: Examples of Arrangement Patterns 126
- D: Finding Aids for Sample Records 131
- E: Examples of Bibliographic Description 146

Index • 175

Preserving Archives and Manuscripts by Mary Lynn Ritzenthaler (201)

TABLE of CONTENTS

Preface • ix
Acknowledgments • xv
Introduction • xvii

1 Archives Preservation: Definitions and Context • 1

2 IMPLEMENTING A PRESERVATION PROGRAM • 9

First Steps • 13

Preservation Personnel • 14

Setting Goals • 18

Preservation Survey—Institutional Level • 21

Preservation Needs Assessment—Collection Level • 26

Establishing Preservation Priorities • 30

Preservation Decision Making • 35

Preservation Budget • 37

Evaluating Progress • 41

3 Archival Materials as Physical Objects • 43

Paper • 46

Acidity in Paper • 53

Types of Paper • 59

Colored Papers • 63

Unstable Copy Papers • 64

Xerographic Copies • 66

Facsimile Copies • 68

Inks and Other Media • 69

Animal Skins • 76

Photographic Materials • 80 Textiles • 85

Adhesives • 87

4 Causes of Deterioration and Damage • 95

Temperature and Relative Humidity • 96

Atmospheric Pollutants • 99

Light • 101

Biological Agents • 103

Improper Care and Handling • 105

Emergencies and Disasters • 106

5 Creating a Preservation Environment • 109

Temperature and Relative Humidity • 114

Controlling Temperature and Relative Humidity • 120

Monitoring Temperature and Relative Humidity • 121

Air Quality • 130

Light • 136

Housekeeping • 141

Security • 144

Fire and Water Protection • 146

6 Handling Archival Materials • 153

Handling Considerations • 157

Loose Paper Records • 160

Bound Volumes • 162

Photographic Materials • 165

Machine-dependent Records • 167

7 Storing and Housing Archival Materials • 173

Storage Furniture and Shelving • 174

Housing Materials • 183

Storing and Housing Various Record Formats • 193

Page 8 of 19

8 Integrating Preservation and Archival Management • 224

Field Work and Preservation Assessment

of New Collections • 225

Packing Techniques • 230

Transport of Records • 237

Receiving Room Procedures • 239

Accessioning and Preliminary Inventory • 240

Processing • 243

Holdings Maintenance • 245

Handling Potentially Contaminated Records • 252

Water- and Mold-damaged Records • 254

Fumigation • 257

Research Use of Archival Materials • 263

Exhibition Practices • 277

Emergency Preparedness and Response • 292

9 Copying and Reformatting • 301

Copying vs. Duplication vs. Reformatting • 302

Textual and Graphic Materials—Condition and Format of Records • 302

Copying Methods for Textual and Graphic Materials • 308

Establishing a Copy Program for Textual and Graphic Materials • 318

Copying Issues with Machine-dependent Records • 327

10 Conservation Treatment • 331

Treatment Approaches • 334

Conservation Philosophy • 336

Treatment Options and Authorization • 340

Surface Cleaning • 344

Aqueous and Solvent Treatments • 345

Deacidification • 346

Page 9 of 19

Paper Strengthening • 353 Mending, Reinforcement, and Support • 356 Evaluating Conservation Treatment Services • 365

APPENDICES

- A: GLOSSARY 371
- B: Bibliography—Selected Readings 381
- C: SETTING UP A WORK SPACE 409
- D: Basic Preservation Procedures 415
 - D-1. Removing Paper Fasteners 416
 - D-2. Surface Dusting 425
 - D-3. Humidification and Flattening 434
 - D-4. Polyester Film Encapsulation 443
 - D-5. Examining and Removing Framed Materials Under Glass 452
 - D-6. Fabricating Corrugated Folders 456
 - D-7. Testing the pH of Paper Supplies 461
- E: Preservation Supplies and Equipment 467
- F: Sources of Assistance and Information 481
- G: Regional Conservation Centers 497
- H: Funding Sources for Preservation 499

Index • 503

Providing Reference Services for Archives & Mss by Mary Jo Pugh (2005)

Table of Contents

Preface to the Archival Fundamentals Series II $\, \cdot \,$ xi Acknowledgements $\, \cdot \,$ xv

1 LOOKING BACKWARD, LOOKING FORWARD • 1

Technology and Archives • 1

Professional Changes • 5

2 Reference Services in Archives • 9

What Are Archives? • 9

Why Keep Archives? • 16

How Has the Use of Archives Changed through Time? • 19

Access to Archives • 22

What Are the Dimensions of Reference Services in Archives? • 24

Promoting the Use of Archives • 29

Ethics of Reference Services • 29

Goals of this Book • 30

3 Identifying Uses and Users of Archives • 33

The Continuing Usefulness of Records • 34

The Uses of Archives • 36

Understanding Individual Needs • 40

Identifying Vocational User Groups: Using Archives for "Profit" • 43

Identifying Avocational User Groups: Using Archives for "Fun" • 57

Information Seeking • 61

Archives and the Economics of Information • 72

Conclusion • 73

Page 11 of 19

4 Providing Intellectual Access

TO ARCHIVES • 75

Arrangement • 76

Description • 83

Providing Information about Repositories • 92

Providing Information about Holdings • 97

Providing Information from Holdings • 103

Providing Information about Records Creators • 106

Providing Referrals • 108

Conclusion • 109

5 The Reference Process • 111

Reference Interaction in the Repository • 112

Reference Interaction with Remote Users • 132

Reference Services on the Web • 138

Outreach • 143

6 Determining Access Policies • 149

Defining Access and its Relationship to Reference Services • 149

Access Concepts • 151

Laws Affecting Access to Information • 155

Donor Restrictions • 158

Ethical Norms • 159

Restrictions • 160

Elements of a Repository Access Policy • 162

Conclusion • 173

7 Providing Physical Access to Archives • 175

Reference Facilities • 176

Security • 180

Preservation • 185

Public Hours • 187

Directions • 187

Policy and Procedure Statements for Users • 188

Page 12 of 19

Registration and Identification • 189

Personal Belongings in the Reading Room • 197

Managing Materials in the Reading Room • 199

General Rules for Handling Records • 202

Taking Information from Records • 203

Forms • 204

Automation of Registration and Retrieval Procedures • 204

Electronic Records • 205

Conclusion • 207

8 Providing Information from Archives:

Copies and Loans • 209

Copying Documents • 210

Copyright • 225

Publishing Documents • 239

Providing Access to Digital Surrogates of Documents • 240

Loan Policies and Procedures • 242

Conclusion • 246

9 Managing Reference Services and Evaluating The Use of Archives • 249

Organizing Reference Services • 249

Managing Reference Services • 254

Measuring and Evaluating the Use of Archives • 258

Understanding the Value of Use • 266

User Studies • 268

10 BIBLIOGRAPHIC ESSAY • 271

General Works on Reference Services in Archives • 272

On-line Works for Reference Services in Archives • 275

Related Organizations • 276

Keeping Up • 277

Understanding the Creation of Records and Archives • 278

Page 13 of 19

x Providing Reference Services

Users of Archives • 279
Information Seeking • 290
Reference Process • 291
Access • 299
Administration of Reference Services • 306
Education of Reference Archivists • 311
Evaluation of Reference Services • 311

APPENDICES

- 1: ALA-SAA Joint Statement on Access to Original Materials in Libraries, Archives, and Manuscript Repositories 313
- 2: Statement on the Reproduction of Manuscripts and Archives for Reference Service 316
- 3: Checklist for Access Policies and Reference Services 318
- 4: Reference Procedures Manual—Suggested Contents 323
- 5: Standards for Reference Archivists—Behaviors Associated with Good Reference Service 327
- 6: Standards for Reference Archivists—Knowledge Associated with Good Reference Service 331

Notes • 335 Index • 357

Managing Archival & Manuscript Repositories by Michael Kurtz (2004)

PREFACE • IX

TABLE of CONTENTS

Introductory Note • XIII 1 Management Theory and Practice • 1 Modern Management • 2 The Archival Context • 7 Roles and Responsibilities • 9 Administrative Competence • 12 Time Management • 14 Conclusion • 15 Suggested Readings • 15 2 Leadership in Management • 19 Innate or Learned? • 20 Vision, Leadership, and Goals • 22 Sharing the Vision • 24 Self-Knowledge • 26 Developing Leadership Skills • 27 Mentoring • 33 Conclusion • 33 Suggested Readings • 34 Organizational Complexity: A New Management Paradigm • 35 Change Factors • 35 Changing Roles • 38 Organizational Complexity: The New Paradigm • 39

Building Internal Relationships • 40

Page 15 of 19

Building External Relationships • 43 Conclusion • 44 Suggested Readings • 45

4 FOUNDATIONS OF

Organizational Success • 47

New Realities • 47

Authority and Purpose • 50

Organizational Placement • 53

Organizing Work • 56

Relationships and Partners • 60

Support Organizations • 63

Conclusion • 64

Suggested Readings • 64

5 Planning and Reporting • 67

Archival Planning • 68

Strategic Planning Overview • 68

Mission-Vision-Values • 71

Goals, Strategies, and Tasks • 71

Operational Planning • 71

Policies and Procedures • 75

Performance Measurement • 80

Keeping Current • 87

Conclusion • 87

Suggested Readings • 87

6 Project Management • 89

What Is a Project? • 89

Project Management • 90

Project Life Cycle • 93

Project as System • 97

Risk Management • 98

Factors for Success • 99 Page 16 of 19

Conclusion • 99 Suggested Readings • 100

7 Managing Information Technology • 101

Management Imperative • 102

Planning, Products, and Processes • 104

т Strategy and Tactics • 109

Systems Development • 110

Implementation • 111

Conclusion • 112

Suggested Readings • 113

8 Human Resources:

THE CRITICAL ELEMENT • 115

People: The Central Resource • 115

Staff Partners • 116

New Paradigm • 118

Recruitment • 120

Performance • 129

Helping Employees Succeed • 135

Training and Development • 138

Volunteers and Interns • 140

Conclusion • 141

Suggested Readings • 141

9 Communication:

The Critical Ingredient • 143

What Is It? • 143

Communication Challenges • 144

Listening—The Communications Clue • 145

Meetings and Presentations • 148

Staff, Peers, the Boss • 152

Communication Tools • 155

Page 17 of 19

Communication Strategies • 156

Conclusion • 157

Suggested Readings • 158

10 Managing Archival Facilities • 159

General Facility Requirements • 159

Components of an Archives Facility • 162

Space Planning and Design • 164

Allocating Space • 167

Archival Equipment • 169

Archival Supplies • 173

Reviewing Space Needs • 174

Expanding the Facility • 175

Preservation Concerns • 178

Working with Architects, Engineers, and Contractors • 180

Building Construction • 182

Conclusion • 183

Suggested Readings • 183

11 Financial Management • 185

Understanding the Financial Environment • 186

Financial Planning • 186

Budgeting • 188

Types of Budgets • 191

Setting Priorities • 195

Monitoring and Accounting • 197

Active Financial Management • 199

Conclusion • 199

Suggested Readings • 200

12 Fund-Raising and Development • 201

Archival Role • 201

Planning • 203

Page 18 of 19

Seeking Internal Funding • 204 Seeking External Funding • 205 Capital and Endowment Campaigns • 206 Foundations • 207 Government Agencies • 208 Grant Applications • 209 Managing Grants • 218 Conclusion • 219 Suggested Readings • 219

13 Public Relations • 221

Archival Image • 222 Developing Constituencies • 222 Planning a Public Relations Program • 224 Public Relations Staff • 225 Developing a Good Public Relations Attitude • 225 Marketing Archival Services • 226 Targeting Audiences • 228 Press Releases • 229 Good Media Relations • 229 Electronic and Other Media • 233 Archival Publications • 234 Newsletters • 234 Published Reports • 235 Conclusion • 236 Suggested Readings • 237

Management Literature, Web Sites, AND PROFESSIONAL ASSOCIATIONS • 239 Concluding Note • 245 **INDEX** • 247