open.michigan

Unless otherwise noted, the content of this course material is licensed under a Creative Commons Attribution 3.0 License.
http://creativecommons.org/licenses/by-nc-sa/3.0/
Copyright 2008, Paul Conway and David Wallace

Any medical information is intended to inform and educate and is not a tool for self-diagnosis or a replacement for medical evaluation, advice, diagnosis or treatment by a healthcare professional. You should speak to your physician or make an appointment to be seen if you have questions or concerns about this information or your medical condition. You assume all responsibility for use and potential liability associated with any use of the material. Viewer discretion advised: Material may contain medical images that may be disturbing to some viewers.

Material contains copyrighted content, used in accordance with U.S. law. Copyright holders of content included in this material should contact open.michigan@umich.edu with any questions, corrections, or clarifications regarding the use of content. The Regents of the University of Michigan do not license the use of third party content posted to this site unless such a license is specifically granted in connection with particular content objects. Users of content are responsible for their compliance with applicable law. Mention of specific products in this recording solely represents the opinion of the speaker and does not represent an endorsement by the University of Michigan.

UNIVERSITY OF MICHIGAN

cc BY NC SA

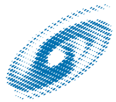
SI 580 Understanding Records and Archives: Principles and Practices

Week 9 – Core Archival and Records Management Functions: Part Three

SCHOOL OF INFORMATION
UNIVERSITY OF MICHIGAN

Summary - recent trends in description

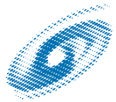
- shift in emphasis from physical control to intellectual control
- shift from repository-centered to professionally-centered standards and practices
- shift from access and descriptive tools designed for mediation to tools that end users can access directly
- building adequate description into recordkeeping systems



Themes of this presentation

Themes

- Preservation
- Reference
- Access
- Outreach & Public Programming



Preservation - background

Themes

Preservation

Reference

Access

Outreach & Public Programming

- Pre-1970s - preservation generally meant accessioning into an archives
- 1970s - 1980s - preservation situated within three-part umbrella:
  - preservation management (control environment)
  - restoration (restore original look)
  - conservation (physical & chemical treatment)
- More recently, preservation management has become the main preservation focus (en masse treatment)

Preservation - current approaches

Themes

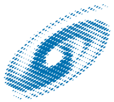
Preservation

Reference

Access

Outreach & Public Programming

- housing and shelving
- environmental controls
- security
- reformatting
- factoring in preservation at the time of creation



Archival preservation

Themes

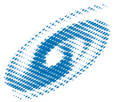
Preservation

Reference

Access

Outreach & Public Programming

- Acquisition, organization, & distribution of resources
  - human
  - physical
  - monetary
- to ensure adequate protection of historical information of enduring value for access by present and future generations
- requires that
  - planning precede implementation
  - prevention activities have priority over renewal activities



Preservation methods / tools …1

Themes
Preservation
Reference
Access
Outreach & Public Programming

- intensity of care index
  - holdings (linear feet) / FTEs
- environmental care index
  - temperature stability
  - humidity monitoring equipment
  - fire protection
  - disaster planning

Preservation methods / tools …2

Themes

Preservation

Reference

Access

Outreach & Public Programming

- environmental surveys
  - building
  - environment in the building
  - building security
  - storage areas and work rooms
- condition surveys
  - assess physical condition of holdings
  - record location, formats, date ranges, condition, containers, suggested action, ranking for treatment

Preventive preservation

Themes

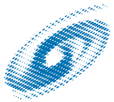
Preservation

Reference

Access

Outreach & Public Programming

- housing & environments
  - temperature, humidity, pest control, air quality, lighting, shelving…
- protective packaging & enclosures
  - encapsulation, acid-free boxes, folders…
- precautions in use, handling & display
- preservation photocopying
- microfilming
- disaster preparedness



Reference …1

Themes

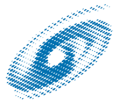
Preservation

Reference

Access

Outreach & Public Programming

- enable use
  - provide access to finding aids
  - provide research space
  - provide reprographic services
- supervise use
  - registration and education
  - pulling documents from the stacks
  - monitoring use (duplication, fees...)



Reference …2

Themes

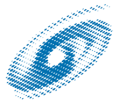
Preservation

Reference

Access

Outreach & Public Programming

- administer access policies fairly
- administer donor agreements requirements
- provide archives public face
- document reference services



Reference process

Themes

Preservation

Reference

Access

Outreach & Public Programming

- initial interview
  - translate user's natural language query into the retrieval language of the finding aid system (inference)
- interaction during research
  - iterative process, contextual clarifications, copyright…
- exit interview
  - evaluate visit and services

Access - contexts

Themes
Preservation
Reference
Access
Outreach & Public Programming

- privacy & confidentiality
- proprietary business information
- legal issues
  - FOIA, privacy act, security classified information, copyright…
- donor agreements
- institutional policies
- state of collections
  - physically and in terms of processing

Access policy

Themes

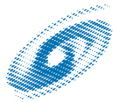
Preservation

Reference

Access

Outreach & Public Programming

- relevant legislation
- sensitivity of records
- protection of privacy
- restrictions mandated by donor
- identification of clientele
- equity of access to identified clientele
- levels of access
- degree of control over holdings
- physical condition of records
- security of records
- fees



Public programs & outreach

Themes

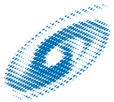
Preservation

Reference

Access

Outreach & Public Programming

- Efforts by repositories to communicate to the public/ clientele/targeted groups:
  - archives are important to creating organization and society
  - types of unique materials held by the archives and their value
  - archivists are critical to successful management of the historical record



Purposes of public programming

Themes

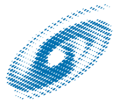
Preservation

Reference

Access

Outreach & Public Programming

- service to society
- increased financial support
- greater use
- obtain increased understanding of clientele and their needs
- enhance image of program and value of archives



Types of public programming

Themes

Preservation

Reference

Access

Outreach & Public Programming

- brochures
- newsletters
- AV productions
- workshops
- exhibitions
- special events
- conferences
- press releases
- educational programs
- presentations
- friends programs

Building a public outreach program - considerations

Themes

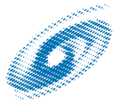
Preservation

Reference

Access

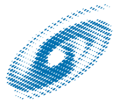
Outreach & Public Programming

- how well is repository known to clientele / potential clientele?
- has repository identified major user groups?
- has repository dedicated adequate resources to public programming?
- does repository understand that outreach can assist other core program functions?
- Does staff understand and have commitment to public programming?



Thank you!

Paul Conway
Associate Professor
School of Information
University of Michigan
www.si.umich.edu



SCHOOL OF INFORMATION
UNIVERSITY OF MICHIGAN