


Archiving 101: What To Do When You Discover That Cache of Historical Papers, Letters or Photographs in Your Library collection.

Processing~

Personally I Hate This Term  ~ But it's the one the profession uses, so here it is.

- **Librarians Catalog** ~ by author, title & subject ~ a classification process
- **Archivists PROCESS** ~ Archives is a functional approach
- **Processing Has Two Elements** ~ Arrangement & Description ~ Organization depends on ~
 - Who created the records?
 - What they were created to do?
 - What is their internal structure?

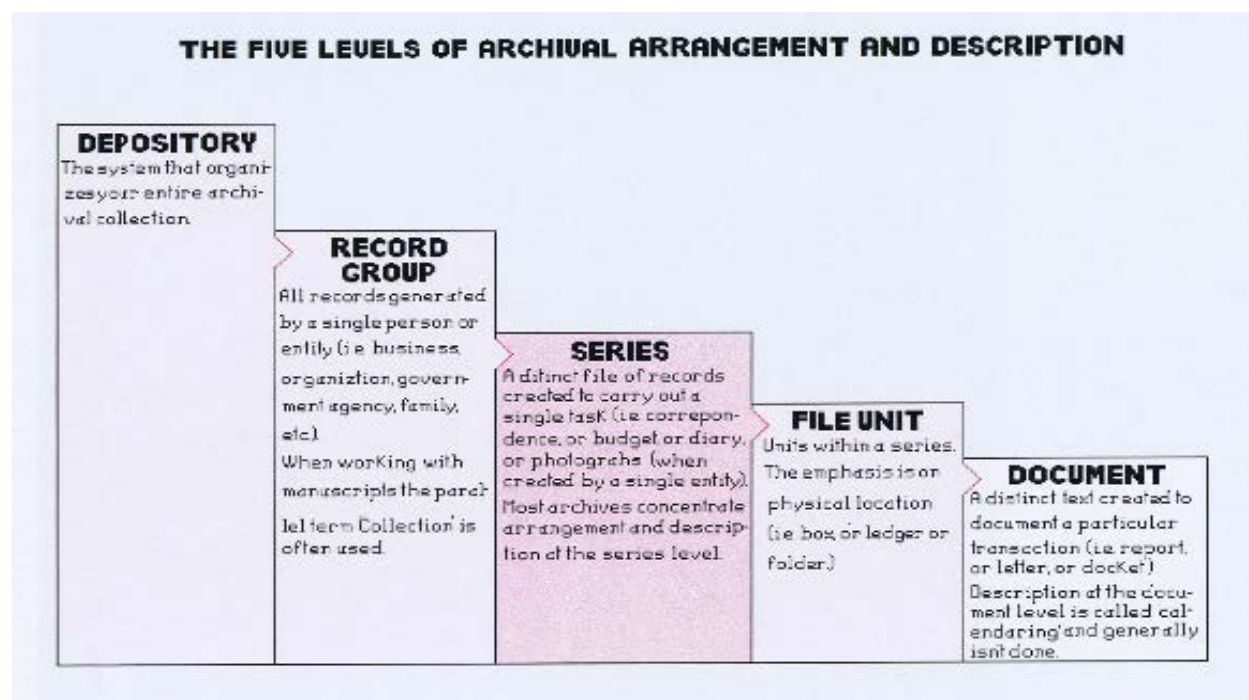
The Two Primary Arrangement & Description Principles ~

Provenance ~ an organization's records should be organized together ~ never mixed with others due to subject matter.

Original Order ~ Collections should not rearranged ~ they should retain the structure the creator gave them.

Steps to Take~

- **Accession** ~ it isn't yours until you register it.
- **Organize** ~ Arrange & Describe according to the 5 Levels of Arrangement.
Archival arrangement is a stair-stepped approach (see the Five Levels Chart).



[Five Levels Chart]

- **Records can be assigned to any of the five levels ~ BUT THE GREATEST OF THESE IS SERIES ~ BECAUSE IT'S FUNCTIONAL. IT DEFINES WHAT THE RECORDS WERE CREATED TO DO.**

*The Beauty of the Archival Approach is that it Allows You to **DIVIDE & CONQUER**~
You can~*

1. *Make your description as detailed or as limited as you need it to be*
2. *Do What You Can Do When You Can Do It*
3. *Plan Additional Steps As Time & Resources Allow*

Tools~

- *Archivists' Toolkit™, (AT) ~ A broad, integrated open source archival data management system for a wide range of repositories ~ to support archival processing and access <http://archiviststoolkit.org/node/96>.*
- *Koha® ~ an open-source integrated library system in use by libraries worldwide. <http://www.liblime.com/>*

Do you want to digitize your collection~

- *Seek professional advice early*
- *Howard Bessner is The Recognized Expert on long term retention of electronic archival data*
Review the 3 essential tasks in the 1996 Commission on Preservation and Access Report ~
Refresh
Migrate
Emulate
www.oclc.org/.../dam/research/activities/digpresstudy/final-report.pdf ~
- *Or review the 7 Sustainability Factors From Dr. Bessner's Website ~*
Disclosure
Adoption
Transparency
Self-documentation
External dependencies
Impact of patents
Technical protection mechanisms
<http://www.digitalpreservation.gov/formats/sustain/sustain.shtml>