

INFO 6850 Archives II
Week Two

<http://hdl.handle.net/10222/63747>

COLLECTIONS MANAGEMENT

What types of archival
material are most
interesting to you?



AGENDA

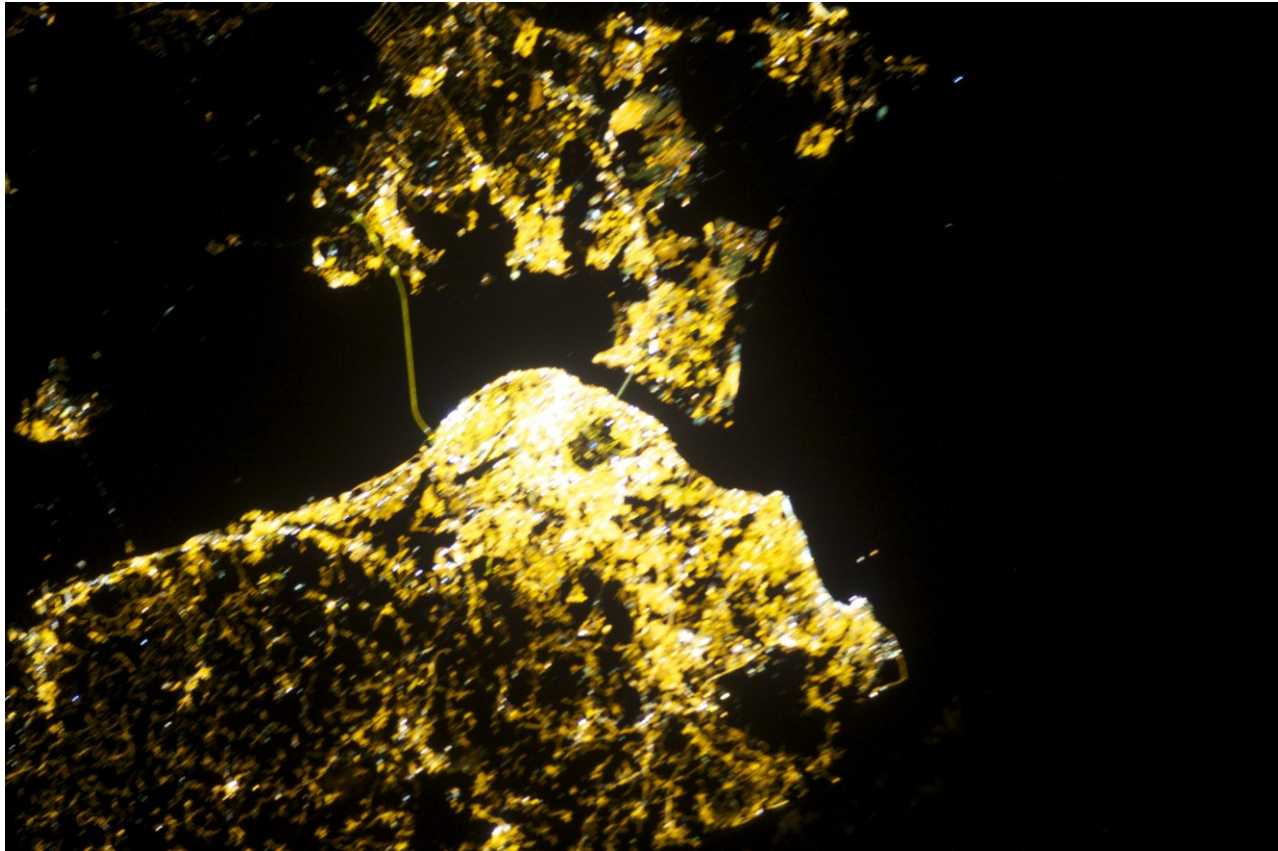
- Announcements
- Discuss readings
- Review types of acquisitions
- Break
- Collections management exercise (at University Archives)



DIGITAL PHOTOGRAPHS

- Transition from analog film to digital photography
- Long-term readability of digital images
- Archival appraisal of digital images
- Technical challenges of RAW format

DIGITAL PHOTOGRAPHS



Night shot of Lisbon and Lyon seen from the International Space Station, February 2013 (Chris Hadfield)

DIGITAL PHOTOGRAPHS



Production still from "The River King," imX
Communications fonds (MS-3-40)

DIGITAL PHOTOGRAPHS

- NARA will not accept low quality digital photographs, images that are embedded in other applications, and aerial and satellite data.
- NARA minimum file quality: 8 or 16-bit colour RGB files at 6 mega pixels or greater
- Government agencies must provide descriptive metadata

DIGITAL PHOTOGRAPHS

- What are some of the key challenges of working with digital images? (p. 127-128)
- How does one begin to appraise and collect digital photographs? (p. 128-131)
- What considerations should one make in formulating new collection development policies and procedures? (p. 131-132)



ACCESS CASE STUDY

- Chicago Annenberg Foundation (CAC) records at University of Illinois Chicago (UIC)
- Formal donation agreement “fell through the cracks”
- “Handshake agreement” came back to haunt UIC during presidential election

ACCESS CASE STUDY

- CAC records acquired and minimally processed in 2002
- Journalist was given an inventory
- UIC closed collection after donation details came to light
- Journalist alleged “collusion” to avoid damaging Obama’s presidential bid

ACCESS CASE STUDY

- How would you respond to intense media scrutiny?
- Why was proving the CAC Boards' "intention to donate" important to UIC's overall handling of the case?
- Would you willingly acquire a collection that required a "redact, replace, but preserve" treatment?



RE-ORG METHODOLOGY

- Phase 1: Getting Started
- Phase 2: Storage Condition Report
- Phase 3: Storage Reorganization Project
- Phase 4: Storage Reorganization Implementation

RE-ORG PHASE ONE

- Obtain permission to begin
- Complete self-evaluation
- Gain the support of key decision makers
- Assemble required materials and skills
- Build a team and prepare for Phase 2

RE-ORG SELF-EVALUATION

- M.1 Someone is officially responsible for each storage area
- M.5 Access to storage areas is restricted and monitored
- B.1 The building is located in an area with no risk of flooding
- C.1 There is an accession register

RE-ORG METHODOLOGY

- What are some of the main threats to collections in storage?
- How can archives adopt the RE-ORG methodology?
- Why do museums and archives need tools like RE-ORG methodology?



NOVA SCOTIA ARCHIVES

- “Ruling principle” is provenance
- “Acquisition proceeds from, depends on and is determined by appraisal
- Acquisitions must meet acquisitions criteria
- Geared towards government records and personal archives

WHAT ARE SOME OF THE
TYPES OF ACQUISITIONS IN
AN ARCHIVAL SETTING?

WHAT ARE SOME OF THE
TYPES OF DOCUMENTS
ASSOCIATED WITH EACH
TYPE OF ACQUISITION?

TYPES OF ACQUISITIONS

- Donations
- Purchases
- Interdepartmental transfers
- Inter-institutional transfer
- Random things in the mail...

CONSIDERATIONS

- Does the acquisition fit the archives' mandate and acquisitions policy?
- Will the acquisition receive a monetary appraisal?
- Should the Archives accession something where there is no deed of gift?

COLLECTIONS MANAGEMENT ACTIVITY

- Dalhousie
- TUNS / NSAC mergers
- “Agricola” collection at MacRae Library
- Integration of collections