

INFO 6850 Archives II  
Week One

<http://hdl.handle.net/10222/63746>

# INTRODUCTION

Pick up worksheet as you enter class and write down answer to “Why do you want to work in an archives?” question...



“The primary duty of archivists is to maintain the integrity of the records in their care and custody. In the accomplishment of this duty they must have regard to the legitimate, but sometimes conflicting, rights and interests of employers, owners, data subjects and users, past, present and future.”

- International Council on Archives  
Code of Ethics, 1996

# AGENDA

- Introductions
- Overview of course
- Review “core functions”
- Introduce types of documents created by archivists

# INTRODUCTIONS

- Your preferred name in class
- Tell us about something you have with you
- Give your answer to “Why do you want to work in an archives?” question
- Hand in your worksheet (so I can save it for later!)

# OVERVIEW OF COURSE

- Brand new “special topics” course
- Will (hopefully) be offered as regular course next year
- Trying out new content / teaching methods
- Feedback is strongly encouraged!  
(instructor rating + curriculum committee)

# COURSE DESCRIPTION

This course will consider advanced topics in archives, with an emphasis on Canadian practice. It will provide an overview of the management of archives by closely examining topics including donor relations, archival and monetary appraisal, multi-level archival description, project management, and public service.

# COURSE GOAL

The goal of this course is to introduce students to advanced topics in archival theory and practice, including collections management, donor relations, multi-level description, grant writing and budgeting, and the information technology used in archival settings.

# REVIEW SYLLABUS

- Learning outcomes
- Assignments
- Course schedule
- Readings
- Any questions?



# ACQUISITIONS



Sound recordings found in the attic of Solar Audio Recording Studio, Cunard Street, Halifax, Nova Scotia, May 2, 2012

# ACCESSIONING



Records in the school building behind the Archives Office  
in Airai, Palau, June 24-July 4, 2013

# ARRANGEMENT



Sorting the Solar Audio Recording Studio Collection at the Dalhousie University Archives, May 14, 2012

# ARCHIVAL DESCRIPTION

## Fonds MS-2-646 - Joyce Barkhouse fonds

### Title and statement of responsibility area

Title proper	Joyce Barkhouse fonds
General material designation	Graphic material Textual record
Level of description	Fonds
Repository	<u>Dalhousie University Archives</u>
Reference code	MS-2-646

### Dates of creation area

Date(s)	1910-2008 (Creation) Creator Barkhouse, Joyce Carmen, 1913-2012
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### Physical description area

Physical description	1 m of textual records. - 45 photographs : b&w, col. ; 25.5 x 20.1 cm and smaller. - 25 slides : col. ; 35 mm. - 3 sketches : b&w, pencil ; 21.5 x 17.8 cm.
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Finding aid created using the Canadian Rules for Archival Description

# ACCESS



Old reading room of the National Archives of Finland

# NEW TOPICS

- Monetary appraisal
- Grant writing
- Grant project management
- Rights management

WHAT ARE SOME OF THE  
DOCUMENTS PRODUCED  
DURING ARCHIVAL  
PRACTICE?

WHAT ARE SOME OF THE  
STYLES OF WRITING USED  
BY ARCHIVISTS?

# DOCUMENTS

- Donation agreements
- Accession records
- Archival appraisal reports
- Monetary appraisal reports
- Cultural property applications



# DOCUMENTS

- Archival descriptions
- Conservation reports, collection assessment reports, etc.
- Deaccession record, transfer agreement, etc.
- Correspondence

# DOCUMENTS

- Training manuals
- Policy and procedure documents
- Annual reports
- Job descriptions

# IMAGE SOURCES

- Records in the school building behind the Archives Office in Airai, Palau, June 24-July 4, 2013. Palau Survey Analysis of Records Project. International Council on Archives, Pacific Regional Branch.  
<http://www.parbica.org/news/xmas-reading/palau-report.aspx>.

# IMAGE SOURCES

- Old reading room of the National Archives of Finland. National Archives of Finland, July 20, 2012.

[https://commons.wikimedia.org/wiki/File:Old\\_reading\\_room\\_of\\_the\\_National\\_Archives\\_of\\_Finland.png](https://commons.wikimedia.org/wiki/File:Old_reading_room_of_the_National_Archives_of_Finland.png).