ARCHIVING: ADMINISTERING THE ARBITRARY

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Important Terms

Provenance

Original Order

Records vs. Papers vs. Collection

DACS (Describing Archives: A Content Standard)

Archives

Archivist
Sometimes...
On occasion...
Reality

The identification and preservation in context of records of continuing value for future use

Must know everything!

Particular way of looking at records

Appraise and acquire

Arrange and describe

Preserve and make available

Archivist chooses what is to be saved
To Glove or Not to Glove

Cotton gloves
Nitrile gloves
No gloves
Archival Ethics & Legal Issues

SAA Code of Ethics

Copyright

Tax Laws & Monetary Appraisals

Privacy

Policies
Appraisal & Acquisition

Appraisal

Most challenging aspect of archival work

Life or death of records decisions

Identify the records’ characteristics

Acquisition

Clear Collection Development Policy

Donor relations

Deed of Gift
Arrangement & Description

Arrangement

Processing

Definition of arrangement

Goals of arrangement

Do no harm--remember provenance and original order!

Five levels of Arrangement

MPLP (More Product, Less Processing)

Description
Preservation & Conservation

Preservation vs. Conservation

All things will deteriorate eventually

Not all archivists are conservators

First do no harm!

Don’t laminate that!

Tape is evil

Inherent vice
QUESTIONS?

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