



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

Goals of description



Preservation & Conservation

Preservation vs. Conservation

All things will deteriorate eventually

Not all archivists are conservators

First do no harm!

Don't lamine that!

Tape is evil

Inherent vice

Temperature/relative humidity



QUESTIONS?

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