

Conference of California Historical Societies Annual Meeting
Friday, May 29, 2015, 1:45-3 p.m.
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Thinking Like an Archivist, Part II: What Are the Next Steps?

A few necessary archival concepts:

What are primary sources?

What is a record?

What is the difference between archives and manuscripts?

Provenance

Original order

Accessioning considerations include:

How will you initiate and maintain good donor relations?

What are the tax considerations for the donor?

Will an appraisal be necessary for tax reasons?

Is there funding available from the donor to support processing?

How will you gain intellectual and physical control?

Why is having a deed of gift so important? (Before beginning to work on a collection, archivists need to have surveyed it thoroughly in order to understand the provenance and original order, as well as any special conditions of use or restrictions specified in the deed of gift. Other important issues are copyright and what to with non-record items and duplicates.)

What basic record-keeping needs to be done when a collection is received?

What happens next:

Will the collection become a part of your backlog, or can it be processed immediately?

If it can't be processed immediately, it is important to make sure that the collection is stable and that the storage conditions are the best that can be provided.

Take careful and accurate notes throughout the appraisal and accessioning process, so that future staff will have all the necessary information at hand when processing and cataloging begin.

Time for questions and discussion.