

**LIS 505 Notes**  
**2010-08-31**

**Class Notes**

- What is an archives?
  - Official, preserved, documents
  - Differing opinions on what goes into an archives.
- Archives vs. manuscript
- Record vs. trash
- Different types of documents:
  - Public documents: What the government has done, marriages, births, etc.
  - Historical papers: anything in the past
  - Official documents: Legal documents
- Who is your audience/institution?
- What types of materials you have defines your mission.
  - Who are you serving?
  - Your institution, students, researchers, the creator of the records.
- Norton comes from the POV of the state archives.
- Also: the physical place where archive records are kept.
- Different records have different needs.
- At what stage does archivists get involved with records?
  - Record management can somewhat address this.
- Terms to call an archivist:
  - Records manager, curator, "Director of the Roles," conservationist, Keeper, librarian
  - Keeper and curator has historical connotations of hoarders who keep it all.
- Who is using archival records?
  - We can't anticipate who will be using them.
  - Think creatively about how they might be used.
- How do you know when you know enough of your subject area to be a competent archivist?
- Make sure that your policies are comprehensive enough that you can keep/acquire what you need, and also refuse what you don't want.
- What gets saved is what people think is important enough to keep.
- Occasionally there are turf battles over who gets certain documents.
- Have people sign documents saying that they're giving you their artifacts.
  - Include that you can toss out unwanted stuff.
- Archives not only take physical possession of manuscripts but also intellectual property.
  - Possession (novel) is about a guy who steals a document from an archive.
  - The Historian
- Access to archives should be as open as possible.
  - You don't want to favor competing scholars.
- Sometimes there are accidental fakes or reproductions made that you might not realize were not true.
- Ethics:
  - Someone sends you letters and you donate them.
  - The writer owns the intellectual property.
  - The archive has to get permission from the writers that they can do that.
  - You can put an ad in the newspaper asking someone to notify you if they don't want a letter they wrote published, but if they don't answer in the timeframe, you can then publish it.
  - Archivists can hold information and prevent access by not telling someone that you have it.

- [www.Ncecho.org](http://www.Ncecho.org)
  - Institutional Directory lets you see archives in NC.
  - Have a listserv with new information.
  - Continuing education