

Class Presentation Archives and Manuscripts
For English 3405

- I. Introductions to each curator (Chute, Kissel, Thomas)
 - a. How does one become an archivist or manuscripts curator?
 - i. OSU Public history course
 - ii. Graduate level education

- II. What is an archives?

It is a place that collects and preserves rare or unique materials that document historic events, people, activities, or entities – and makes these materials available to researchers.

Many different types of archives:

- academic
- historical societies – state – county – local
- governmental – federal – state – local
- museums
- corporate
- religious

Built on a particular theme – collection policy restricts the types of materials collected

Archives typically contain multiple types of records:

- diaries & journals
- letters
- reports
- meeting minutes
- financial records
- oral histories

Different types of formats – not all paper based:

- photographs & negatives
- motion picture films & video recordings
- audio recording – wax cylinders – vinyl – reel to reel tapes – cassette tapes
- maps – posters – prints – art works

Electronic records are future of archives – presents unique challenges

- obsolete software – Word Perfect
- obsolete storage formats – floppy disks – zip drives
- server space – digital photographs example
- long time preservation issues – bit rot – migration & reformatting

- III. Why are Archives and Manuscripts Important
 - a. Primary documentation—created by participants at the actual time of the event
 - b. cultural heritage—the stewardship of one generation for another
 - c. contributions to research and teaching at universities—make research libraries distinctive

- IV. How does an archives acquire its collections?
 - Records management – archives is the final destination of records having permanent historical value
 - Purchase
 - Donation
 - Deposit

- V. Who Uses archives & manuscripts
 - a. Administrators re archives (memory)
 - b. Historians
 - c. Genealogists
 - d. Journalists
 - e. attorneys
 - f. Students
 - g. Faculty
 - h. Alumni

- VI. Archival/Special Collections vs library materials
 - a. Non-circulating
 - b. Security concerns – no coffee/food
 - c. Preservation concerns
 - i. Can't do own copying
 - d. Access concerns
 - i. Reading room hours are more limited than in traditional libraries
 - ii. Restrictions by donor and law
 - iii. Unprocessed collections
 - iv. Finding aids based on provenance and original order

- VII. What we do
 - a. Processing
 - b. Access (finding aids and digital copies)
 - c. Preservation
 - d. Outreach/programming

- VIII. How we pay to do this
 - a. Endowments
 - b. Operating funds
 - c. Grants