

Tamar

I. 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

Laura

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

How does an archives acquire its collections?

- Records management – archives is the final destination of records having permanent historical value
- Purchase
- Donation
- Deposit

Jeff

III. Archives typically contain multiple types of records:

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

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

Tamar

IV. What Special Collections are at OSU?

- a. At ARV: OSU Archives, Byrd Polar, Ohio Congressional Archives
- b. At THO: Rare Books and Manuscripts, Theatre Research Institute, Hilandar Library
- c. At Sullivant: Cartoon Library and Museum
- d. None OSUL: Medical Heritage Center, Historic Costume and Textile Collection