



**Cumbria Local
History Federation**

Managing Your Archives Training Day 1



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CONSULTANCY - ARCHIVES, LIBRARIES AND HERITAGE

Welcome



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Agenda

Day 1

Accessioning

Cataloguing

Conservation and preservation

Day 2

Copyright and privacy

Digitisation

Digital preservation

Digital access

Before you start collecting (more)

- First principles and considerations - read the two suggested documents
- Answer the what, why, where, how and who of collecting
- Develop and approve a collections management policy
- Publish your policy

Collection management policy

- Cluster of separate mini-policies
- Mission statement
- Collecting statement (covers both collection development and collection information)
- Access statement
- Preservation statement

Accessioning: managing the approach

- How will you publicise?
- Provenance
- Terms of deposit - will you take donations only?
- Loans for copying etc? How long will you retain?
- Loans out to owners/depositors?
- Where and how will you record accessioning data?
- Permanent retention of accession papers (whether hard copy or digital)
- Are you the proper organisation to receive?

Accession paperwork/records

- Accession form
- Terms of deposit
- Receipt
- Accession register

Accessioning details

- Depositor contact details (succession issues in regard to loans?)
- Accession number or reference (and collection reference)
- Summary description
- Quantity
- Date(s) of deposit
- Appraisal/returns/disposal
- Location

Original order and provenance

There are two key principles to consider when cataloguing a collection:

Provenance tells us where the collection came from, why it was created and how it was used.

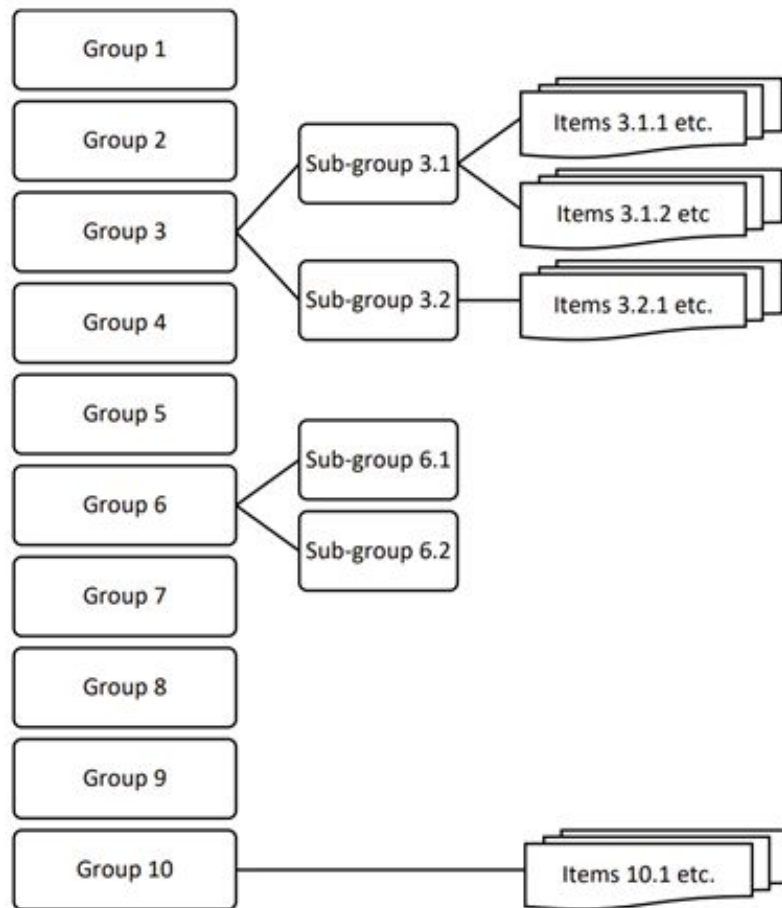
Original order tells us how the collection's creators arranged it.

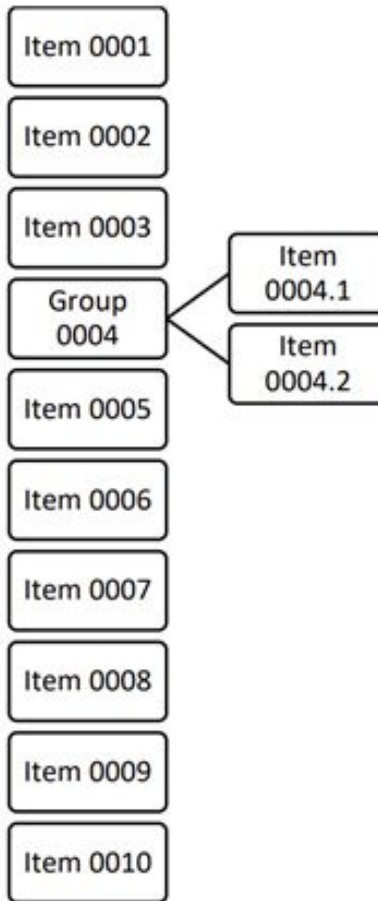
Library v archives approach

Archives approach - keep the collection/group together, catalogue as one collection. Try to preserve the 'original order'.

Library approach - separate the formats or arrange by subject. For example catalogue all the photographs together.

Museum approach - catalogue individual items.





Box listing/inventory

Title

Description/contents

Extent

Dates covered

Location

Cataloguing essential

Title

Reference number

Date

Extent

Description

Format

Creator of the catalogue

Location

(Level)



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Cataloguing - optional

Copyright

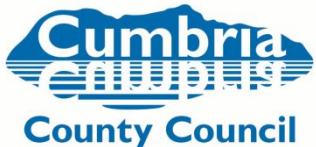
Access conditions

Donor/depositor details

Contextual information

Language

Location



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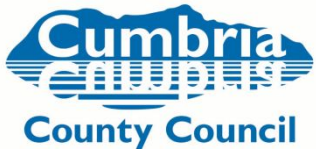
Cataloguing - indexing

Subject

Personal name

Place name

Use standards!

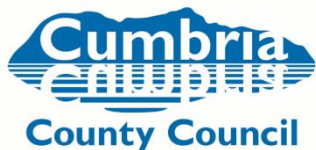


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Practical exercise

1. Use the accessioning template in the handout to accession the documents.
2. Use the catalogue template in the document to start cataloguing each item. What other information/fields might you want to capture?

Conservation and preservation



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Summary



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