

Advice for Small Museums with Archival Collections



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Archival Repositories***

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<http://hsp.org/hcipsar>

Overview



1. Key concepts
2. Preservation
3. Description (cataloging)
4. Digitization
5. Further resources and community

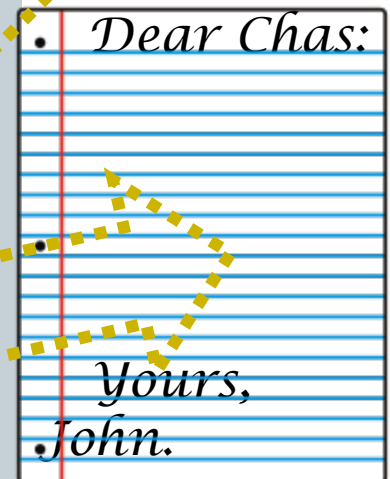
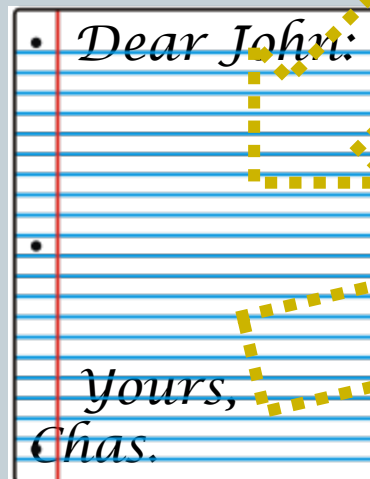
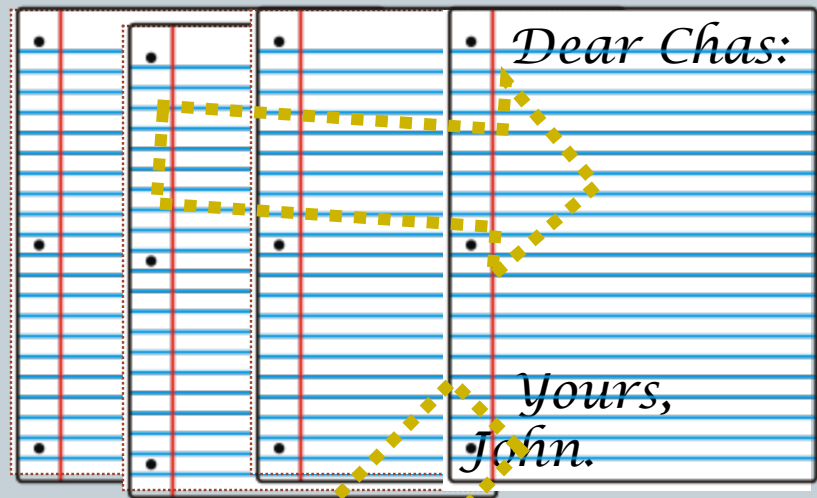
Everything will be posted to
<http://hsp.org/hcipsar/resources>

Key Concepts

A decorative graphic consisting of a white circle with a teal outline, positioned centrally below the title and above a horizontal dotted line.

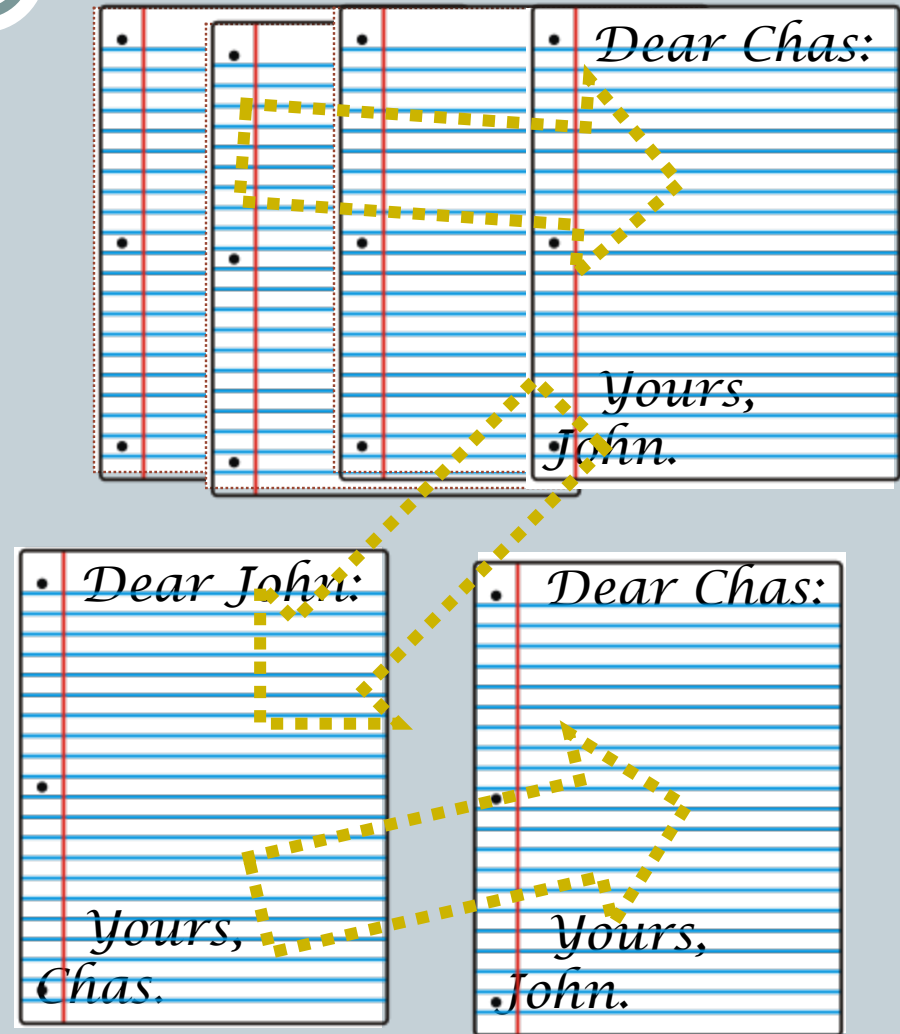
- 1. Collections**
- 2. Provenance and Original Order**
- 3. Hierarchical Arrangement and Description**

Item vs. Collection



Provenance and Original Order

- **Provenance:** keep documents grouped into collections by creator
- **Original order:** respect original order established by creator
[note: rule doesn't extend to original DISorder]



Hierarchical Organization and Description



Homer Simpson papers, 1987-2014

Series I. Family papers, 1987-2000

Subseries A. Letters from Marge

Subseries B. Bart and Lisa report cards

Series II. Work papers, 1995-2014

Subseries A. Nuclear Power Plant

Folder: Paychecks

Folder: Probation warnings

Subseries B. Mr. Plow

Folder: Receipts and invoices

Folder: Commercial planning and script



How to Parse Series



Follow the existing organizational scheme if it makes sense

- **Document type**
 - Series: Correspondence, Scrapbooks, Financial records
- **Period or phase**
 - Personal papers series: Education, Military, Career
 - Business records series: Miller Co., Miller & Sons, Ark & Miller
- **Department or person**
 - Business records series: CEO, Sales department, Finance office
 - Family papers series: Homer, Marge, Bart, Lisa

Preservation



- 1. Environment**
- 2. Supplies**

Don't feel bad.

I've seen it all.

The Good...



The Bad...



The Ugly...

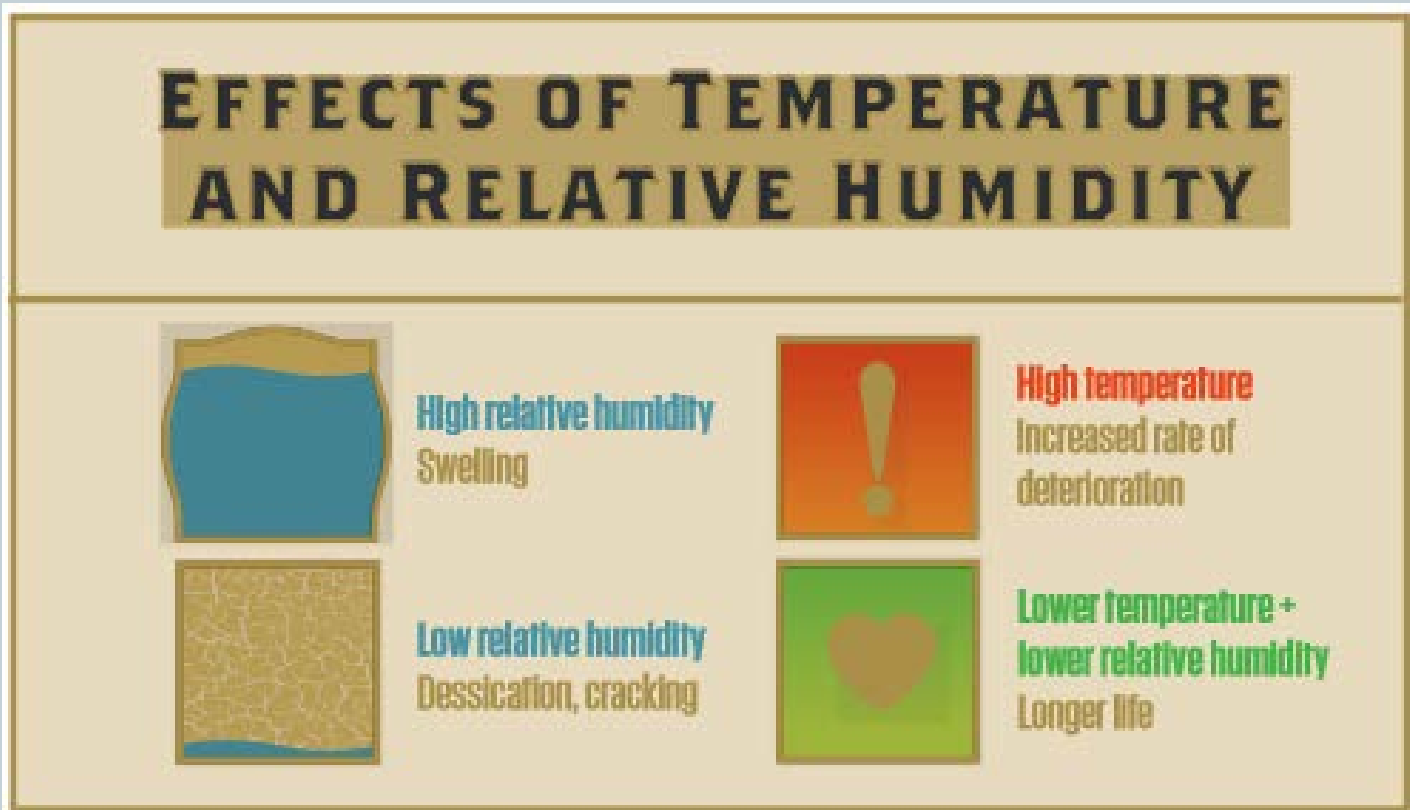


Environment



Keep temperature and humidity stable!

All day, every day. Avoid extreme fluctuations and UV light.

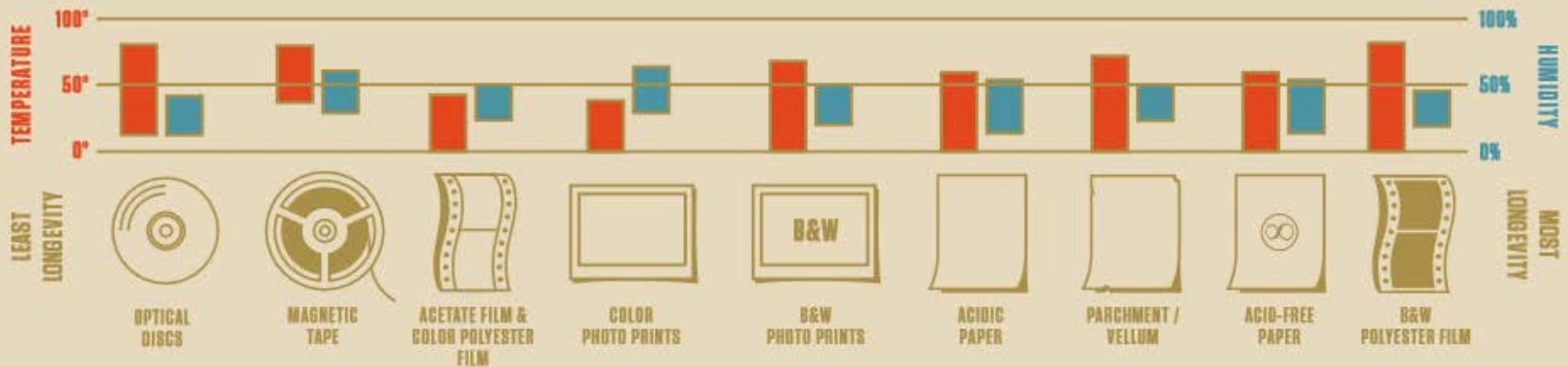


Ideal Environment

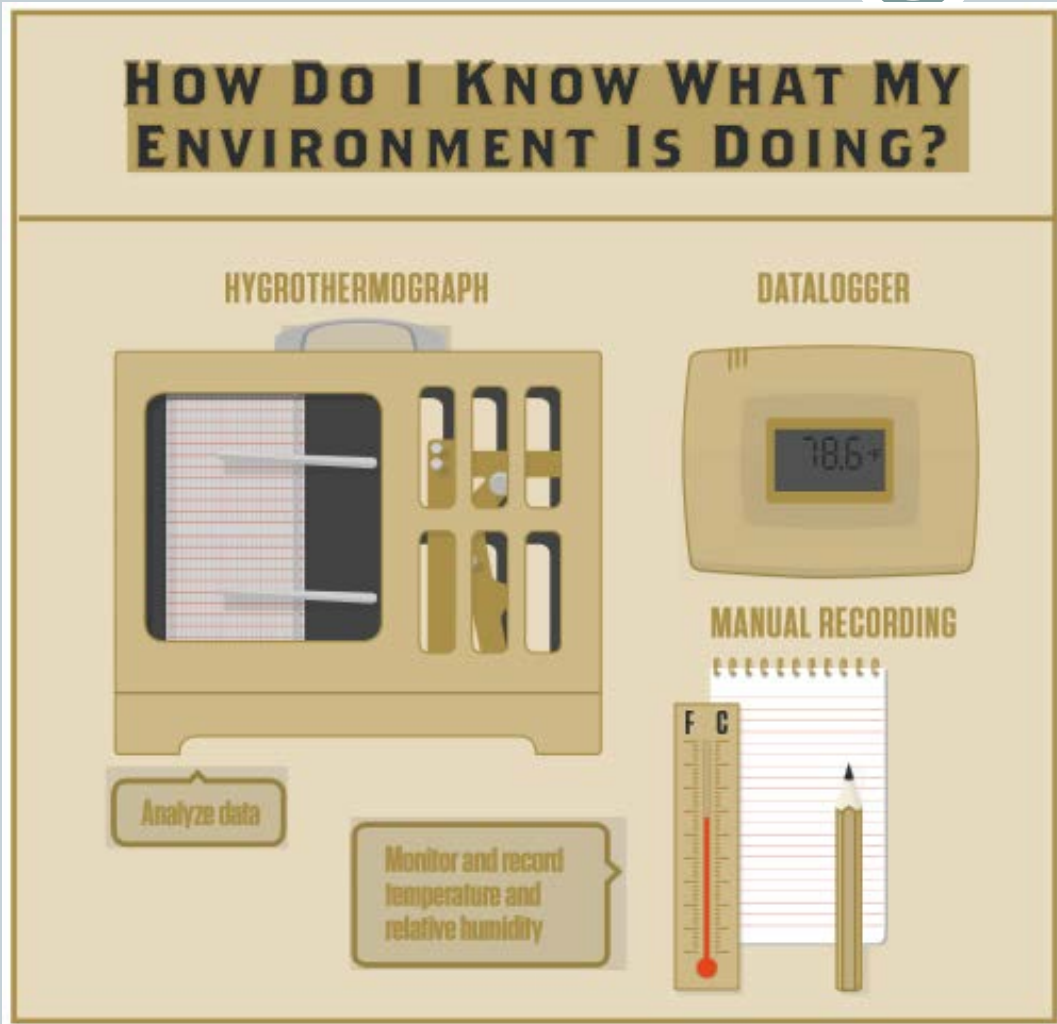


- Temperature: 65-70°F
- Humidity: 40-50%

IDEAL CONDITION RANGES BY MATERIAL TYPE



Keep Track of Your Environment



- Locate most problematic areas
- Data to support future applications for funds

Supplies

Storage Enclosures - Basics



- Storage enclosures should be archival grade, acid free
- Large papers should be stored flat, not folded or rolled
- Papers in boxes should be properly supported, neither bulging nor slumping



Boxes



DB12102-CH
Black with
Chrome edges

D12102
Blue/Grey

D12102LF
Tan

DB12102
Black

Document boxes
(aka Hollinger boxes, flip-top boxes)



Record carton (aka Paige box)



NB18133
Blue/Grey

NBB12
Black

NB23313
Blue/Grey

Flat boxes
(aka
oversize
boxes,
clamshell
boxes)

Other Housing



Archival (acid-free) folders



Flat files with flush base

Flat file
→ Check Craigslist



Spacers

Storage Tips



- **Established archival suppliers include:**
 - Gaylord Brothers
 - Hollinger Metal Edge
 - University Products
- **To label boxes, purchase foil-backed labels**
 - Regular office labels will fall off in 10-20 years
- **Remove rubber bands, paper clips from collections**

Storage Tips



- Store boxes at least 6" off floor
- Choose metal shelving – avoid wood
 - Check discount restaurant suppliers for sturdy metal shelving



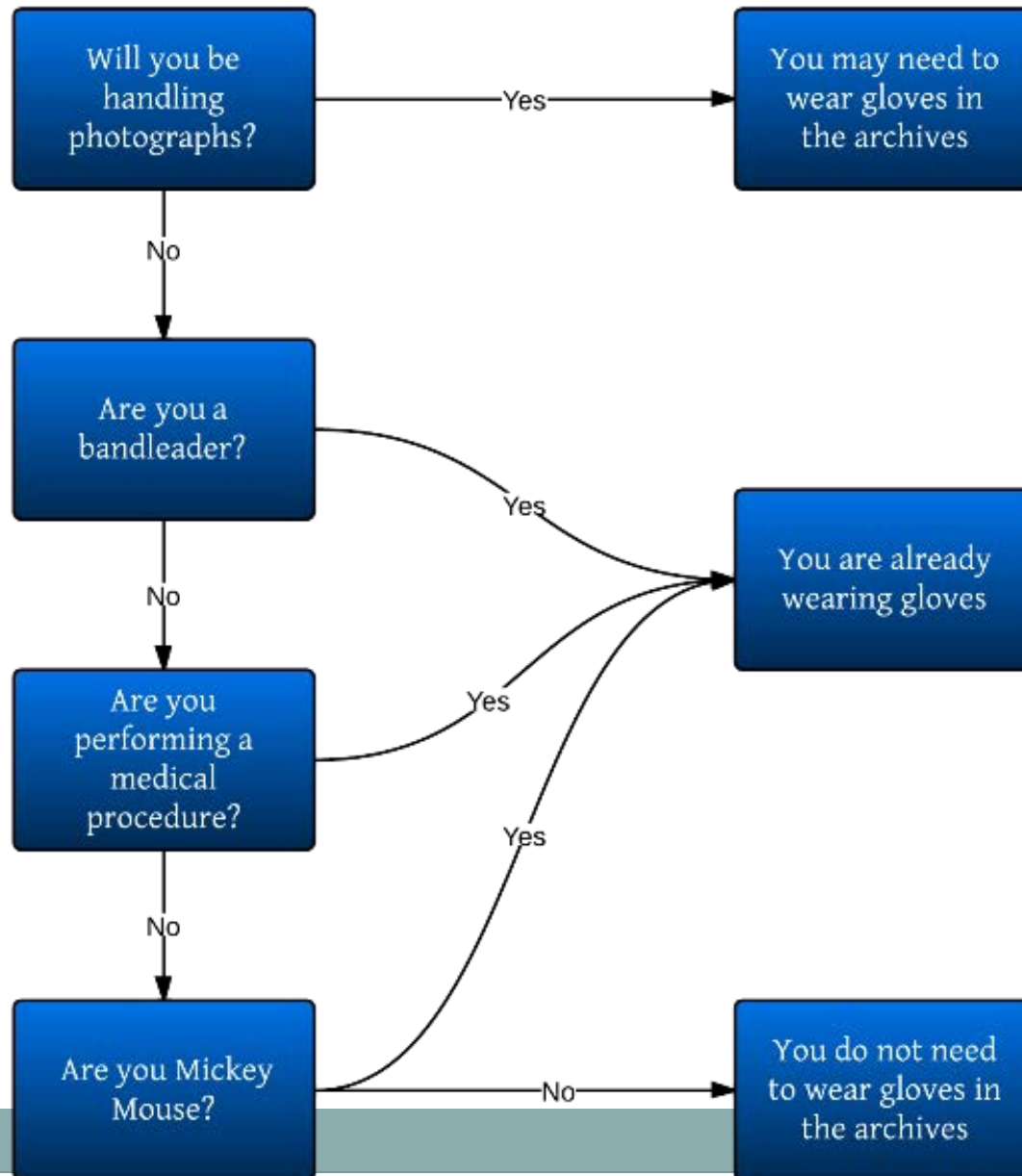
Storage Tips



- **Oversize rolled items – roll around OUTSIDE of tube**



Do I need to wear gloves in the archives?



Description (Cataloging)



- 1. Reviewing key concepts**
- 2. Metadata**
- 3. Computer programs**
- 4. HCI-PSAR finding aid worksheets**

Reviewing Key Concepts



1. Collections are the organizing units of archives
2. Collections should be provenance-based
3. Organize and describe materials within each collection according to a hierarchy

Reviewing Key Concepts



1. Collections are the organizing units of archives
 2. Collections should be provenance-based
 3. Organize and describe materials within each collection according to a hierarchy
-
- When cataloging, start by creating a record for each COLLECTION as a whole
 - Adding lower-level description is optional depending on the complexity and importance of the collection

Metadata is “data about data”

**It just means the descriptions of your
collections / documents / objects
(Title? Creator? Date? etc.)**

Structured, standardized metadata
helps ensure your materials are
findable by researchers and that your
descriptions are **shareable** with other
computer systems

Two Simpson photographs, 1990s

VS.

Title	Creator	Date
Photograph of Bart	Simpson, Homer	1995 August 5
Photograph of Lisa	Simpson, Bart	circa 1997

Metadata Standards



Content standards

What kinds of information should I include as the description?

Value standards

What terms should I use to name the people and subjects represented?

Format standards

How should the metadata be structured/encoded?

Content Standards: Important for Collection Description



**“Describing Archives: A Content Standard” (DACS) – free online at
<http://files.archivists.org/pubs/DACS2E-2013.pdf>**

- **Collection number/ID**
- **Name of repository**
- **Title of collection**
- **Dates of collection**
- **Extent (size) of collection**
- **Name of creator**
- **Scope and contents note (What types of material are included in the collection? What topics are covered?)**
- **Conditions governing access**
- **Language of materials**

Content Standards: Recommended for Collection Description



**“Describing Archives: A Content Standard” (DACS) – free online at
<http://files.archivists.org/pubs/DACS2E-2013.pdf>**

- Source of acquisition
- Biographical/historical note
- Subjects ("access points" or keywords and names)
- Shelf location
- Related archival materials
- Other finding aids
- Cataloger

Metadata Standards



Content standards

What kinds of information should I include as the description?

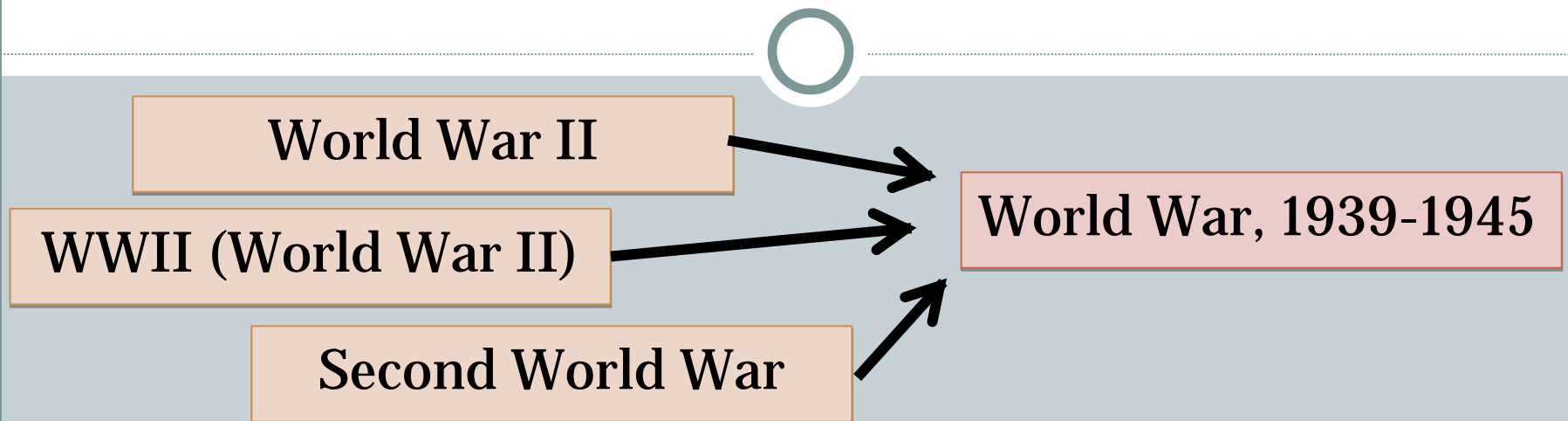
Value standards

What terms should I use to name the people and subjects represented?

Format standards

How should the metadata be structured/encoded?

Value Standards



- Robert G. Chenhall's nomenclature – lexicon of object names common in museum cataloging
- Library of Congress – Subject Headings and Name Authority File, <http://id.loc.gov>
- Getty vocabularies – Art & Architecture Thesaurus, <http://www.getty.edu/research/tools/vocabularies>

Format Standards



Common format standards make it possible to **share** records in different computer catalogs and use advanced **search** capabilities (like faceted searching and filters)

- Librarians use MARC (MACHine Readable Cataloging)
- Archivists use EAD (Encoded Archival Description), an XML schema
- PastPerfect exports Dublin Core in XML

If your metadata is structured, i.e. in a spreadsheet, you can plug the same metadata into different formats depending on need

Common Computer Programs

- **Word Processor (Microsoft Word)**
- **PastPerfect**
- **Archivists' Toolkit and ArchivesSpace**

What Program to Use?



Program	Ease of Use	Hierarchical description	Structured format	Cost	Integrated
Word processor	Very easy	Unlimited	No	Free	No
PastPerfect	Easy	+1 level: easy 2+ levels: hard	Yes, but not archival	\$870	Integrated catalog and other features
Archivists' Toolkit & Archives Space	Moderate	Unlimited	Yes, standard archival format	Free	Integrated catalog only

What Program to Use? (WP)



Program	Ease of Use	Hierarchical description	Structured format	Cost	Integrated
Word processor	Very easy	Unlimited	No	Free	No
PastPerfect	Easy	+1 level: easy 2+ levels: hard	Yes, but not archival	\$870	Integrated catalog and other features
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Word Processor Example

Scope and Content:

The *Labyrinth* office files span 16 years of meeting minutes, advertising, editorial process, financial information, and correspondence, both within the newspaper and between the newspaper and its readership. This collection serves as a valuable record of how one independent feminist press created a space for community voice. This record contains evidence of debate within the feminist movement, and shows the grassroots nature of many such feminist organizations. This collection would be of interest to anyone who is conducting research on feminist presses of the 1980s and 1990s. Besides giving a sense of the workings of the collective itself, this collection shows the nature of support for the newspaper within the Philadelphia community—in terms of advertising, grant money, or distribution space. Correspondence from the readership show the personal and political intimacy the newspaper often had for its intended audience, and how this intimacy encouraged a larger sense of community.

Folder List:

Box 1 [Primarily organization's office files--non-financial]

- 1-6 Labyrinth Distribution
7. [Letter 6/92]
- 8-9. Labyrinth (distribution information from binder)
10. [Reprints of Labyrinth Articles]
11. [Letter 6/95]
12. [Title/Author forms]
13. [Loose Papers/Letters]
14. Legal Issues
15. Phone Log
- 16-20. [Binder-Office]
- 21-22. [Binder-Editorial]
- 23-25. [Binder-General/Executive Meeting]
26. Phone Log [notebook]
27. Comments Log [notebook]
- 28-29. [Binder-Advertising]

What Program to Use? (PP)



Program	Ease of Use	Hierarchical description	Structured format	Cost	Integrated
Word processor	Very easy	Unlimited	No	Free	No
Past Perfect	Easy	+1 level (container list): easy 2+ levels (linked records): hard	Yes, but not archival	696 +115 = \$811	Integrated book, museum catalogs; volunteer, donor database
Archivists' Toolkit & Archives Space	Moderate	Unlimited	Yes, standard archival format	Free	Integrated catalog only

PastPerfect: Collection Record Example

Archives Catalog

✖

Edit Mode

Save

Cancel

Change Access#, Object ID, or Loan#

Deaccession

Change Catalog

Sort by Accession# ▾

Screen View ▾

Archive ●

Map

Music Collection

Oral History

Custom

Other Views ▾

Appraisal

Condition ●

Container List

Lexicon

Location

Notes & Legal

People - Subjects

Classification ●

Search Terms

Relations

Source

Lists

Virtual Exhibit

Actions ▾

View/Set Up Links

Collection

Samuel W. Pennypacker family papers

Date

1821-1980 [bulk 1860-1916]

Object ID

PM.01

Year Range

1821 thru 1980

Object Name

Collection

Search Lexicon

Catalog Date

01/31/2012

Reference Code

Cataloged by

Historical Society of PA

Other#

Status Date

//

Old#

Status by

Accession#

Status

Home Location

3-1 (additional items in 3-3 or on display)

Image Management -no image

Archive

● Archive ● Map ● Music Collection ● Oral History ● Custom

Identity Statement

Context

Structure

Conditions of Access and Use

Allied Materials

Description Control

Scope and Content / Abstract

+

▲

A large segment of the Pennypacker family papers is comprised of letters received by Samuel W. Pennypacker and his wife, children, grandson, and parents, and date from 1821-1980. The majority of this correspondence is to Samuel Pennypacker between 1860-1916 and includes: letters dating from his time as a soldier in 1863, personal letters from family and friends, business letters to his law practice, letters tracing his genealogy, correspondence with various associations of which he was a member, correspondence from his term as governor of Pennsylvania (1903-1907), and correspondence about his remodeling and landscaping of Pennypacker Mills. There are also 13 copy books of letters written by Samuel W. Pennypacker (1872-1916). The Pennypacker family papers also contain financial and estate records of various Pennypacker family members, including...

▼

Multilevel Linking Level of Description

Collection ▾

+

Title

Samuel W. Pennypacker family papers

▲

▼

Dates of Creation

1821-1980 [bulk 1860-1916]

▲

▼

Dates of Accumulation

▲

▼

Extent and Medium of the Unit of Description (Quantity, Bulk, or Size)

100 cubic feet

▲

▼

Site /Site#

+

Event

+

Records = 30

☐ Include in Web Export

Updated by: Unknown

Updated: 05/23/2012 11:09 AM

Update History

PastPerfect: Lower-Level Description Options



Container List

- Simple to use
- Printed report is more straightforward
- Only allows one level of hierarchy
- Limited metadata (description) options

Linked Records

- More complicated
- Printed report can be confusing
- Unlimited hierarchy levels
- As many metadata options as at collection level

PastPerfect: Container List Example

[illegible]

PastPerfect: Linking Records Example

The screenshot displays the PastPerfect Archives Catalog software interface. A 'Multilevel Linking' dialog box is open, showing the following information:

- Parent Information:**
 - Object ID: PM.01 (highlighted in yellow)
 - Level: Collection
 - Samuel W. Pennypacker family papers
- This Record:**
 - Object ID: PM.011
 - Level: Series
- Records in Next Lower Level:** (Empty list)

Buttons in the dialog include 'View Parent Record', 'Change Link', 'Remove Link', and 'Exit'. An information box states: 'To view lower level records, double click on the Object ID. To establish a multilevel link for this record, enter the Object ID for its parent record.'

In the background, the main interface shows a list of records. A red circle highlights the 'Series' dropdown menu in the 'Description' column, and a red arrow points to it from the left. The status bar at the bottom indicates 'Records = 30', 'Include in Web Export' is checked, and the last update was on '05/23/2012 11:08 AM'.

What Program to Use? (AT/AS)



Program	Ease of Use	Hierarchical description	Structured format	Cost	Integrated
Word processor	Very easy	Unlimited	No	Free	No
PastPerfect	Easy	+1 level: easy 2+ levels: hard	Yes, but not archival	\$870	Integrated catalog and other features
Archivists Toolkit & Archives Space	Moderate	Unlimited	Yes, standard archival format (EAD)	Free	Integrated archives catalog, accessions

Archivists' Toolkit Example

Resources

Record 9 of 35

Title: Congregation Beth Ahavah records

Resource Identifier: JJW.SC.0006

JJW.SC.0006: Congregation Beth Ahavah records

- I. History
 - History of Beth Ahavah
 - Material on Beth Ahavah
- II. Financial records
 - Treasurer's reports
 - Income Statements
 - Income Statements
 - Projected budget
 - Bank statements
 - Bank statements
 - Bank statements
 - Bank statements
 - Bills and receipts
 - Bills and receipts
 - Bills and receipts
 - Bills and receipts
 - Bills and receipts
 - Rowe Fund
 - Financial statements conference
 - Membership applications (RESTRICTED)
- III. Organizational Records
 - By-laws (multiple versions)
 - Membership records (RESTRICTED)
 - Articles of incorporation
 - Sales tax exempt status
 - Lease for 1226 Walnut Street
 - Minutes (Beth Ahavah Board)

Basic Description | Names & Subjects | Notes Etc. & Deaccessions | Finding Aid Data

Level: collection

Other Level:

Title: Congregation Beth Ahavah records

Wrap in tag:

Date Expression:

Inclusive Dates: Begin 1974 End 1987

Bulk Dates: Begin End

Language: English (eng)

Repository Processing Note:

Repository: William Way

[Change Repository](#)

Resource Identifier: JJW.SC.

Accessions linked to this Resource ID:

Accession Number	Accession Title

Extent

Extent Number: 1.5 Linear...

Container Summary:

Instances

Instance Type	Instance Label

[Add Instance](#) [Remove Instance](#)

☐ Restrictions Apply

Add Child

Add Sibling

Rapid Data Entry

Delete Component

Transfer

Manage Locations

Export EAD

Export MARC

Export Cont. Labels

First

Previous

Next

Last

Reports

Close

Save

ArchivesSpace Example

ArchivesSpace

[Home](#) / [Resources](#) / James Red Papers

←

→

James Red Papers

Collection

+

SERIES I: BIOGRAPHICAL

Series

-

SERIES II: EDUCATION

Series

...

Test file

File

+

UNIVERSITY OF MARS (UNDERGRADUATE WORK)

Sub-Series

+

UNIVERSITY OF MARS (Ph.D. WORK)

Sub-Series

+

SERIES III: WRITINGS

Series

Basic Information

Extents

Dates

Finding Aid Data

Agent Links

Subjects

Notes

Edit

Download EAD

Download MARCXML

Download Container Labels

James Red Papers

Resource

Basic Information

Title	James Red Papers		
Identifier	2009	5	
Level of Description	Collection		

HCI-PSAR Finding Aid Worksheets

<http://hsp.org/hcipsar/resources> :

- Word version (DOC)
- Excel version (XLS)

Worksheet: Creating a Basic Finding Aid for an Archival Collection

This worksheet was created by Celia Caust Ellenbogen in 2011-2014 as part of the Hidden Collections Initiative for Pennsylvania Small Archival Repositories (<http://hsp.org/hcipsar>), a project of the Historical Society of Pennsylvania with funding from the Andrew W. Mellon Foundation

Finding aid author:

Repository:

Collection title:

Creator:

Type:

Source:

Dates:

Collection No.:

Extent:

Linear feet

or

Cubic feet

Note:

Provenance:

Access:

Contact the repository for information about accessing this collection.

Related archival collections:

Languages:

English

**Biographical /
Historical
Background:**

Bibliography:

**Scope and
Content note:**

Microsoft Word
(DOC)
worksheet

✓ Inventory list
option
✗ EAD output

	A	B	C	D	E	F	G	H	I
1	Worksheet: Creating a Basic Finding Aid for an Archival Collection								
2	This worksheet was created by Celia Caust Ellenbogen in 2011-2014 as part of the Hidden Collections Initiative for Pennsylvania Small Archival Repositories (http://hsp.org/hcipsar), a project of the Historical Society of Pennsylvania with funding from the Andrew W. Mellon Foundation								
3	Finding aid author:								
4	Repository:								
5	Collection title:								
6	Creator:				Type:				
7	Dates:		Date expression:						
8			Date begin:		Date end:				
9			Bulk date begin:		Bulk date end:				
10	Collection No.:								
11	Extent:		Linear feet		or				
12			Note:						
13	Provenance:								
14	Access: Contact for information about accessing this collection.								
15	Related collections:								
16									
17									
18									
19									
20	Languages:		English						
21	Biographical / Historical Background:								
22									
23									
24									
25									

Page 1

	A
1	<?xml version="1.0" encoding="UTF-8" standalone="yes" ?>
2	<ead xsi:schemaLocation="urn:isbn:1-931666-22-9 http://www.loc.gov/ead/ead.xsd" xmlns:ns2="http://www.w3.org/1999/xlink" xmlns="urn:isbn:1-931666-22-9"
3	xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
4	<eadheader repositoryencoding="iso15511" countryencoding="iso3166-1" dateencoding="iso8601" langencoding="iso639-2b">
5	<eadid></eadid>
6	<filedesc>
7	<titlestmt>
8	<titleproper />
9	<subtitle>
10	, cubic feet
11	</subtitle>
12	<author></author>
13	</titlestmt>
14	<publicationstmt>
15	<publisher></publisher>
16	</publicationstmt>
17	</filedesc>
18	</eadheader>
19	<archdesc level="collection">
20	<did>
21	<unittitle></unittitle>
22	<unitid></unitid>
23	<repository>
24	<corpname></corpname>
25	</repository>
26	<langmaterial>
27	<language langcode="eng"/>
28	</langmaterial>
29	<physdesc>
30	<extent> Cubic feet</extent>

Microsoft Excel
(XLS)
worksheet

✘ Inventory list
option
✓ EAD output

Digitization



- 1. Permissions**
- 2. Scanning**
- 3. Metadata**
- 4. Computer programs**

Permissions



- Ensure that you have the right to copy/distribute the image before you put it online!
 - Check your donor form. If your existing donor form doesn't have a copyright release, consider inserting it for the future.
- Is the content in the public domain? If so, state that it is. If not, include a disclaimer.

Scanning



- Scanner ideally with low platen temperature
- 400 dpi, 24-bit color, TIFF
- Keep a master unedited copy
 - Plus edited, smaller, access copies if desired
- Sufficient and safe storage space
 - At least two master copies (unedited) stored in different buildings
- Establish file naming conventions

Metadata



- Remember that using **standardized metadata conventions** helps ensure you include the best information for researchers to find and ***access*** your materials and makes your digital collection ***shareable*** with central repositories in the future, such as the Digital Public Library of America (DPLA)
- Recommended standard: Dublin Core Metadata Initiative:

<http://dublincore.org/>

Programs



- Omeka
- ViewShare
- PastPerfect



omeka

Free for basic,
low-cost for
enhanced features.

They can host the
website for you
(for a fee).

Good for online
exhibitions with
pictures and text.

<http://omeka.net>



THE LAND OF
**PENN &
PLENTY**

Bringing History to the Table

Advanced Search

About

Exhibits

Events

Articles

Items

PENNSYLVANIA HISTORICAL MARKERS

Photos

Scavenger Hunt

Create a Marker

Marking Time

About

Birthplace of Commercial Ice Cream Production

Hotel Fauchere

Arnold Nawrocki

Lorenzo Langstroth

Birthplace of Commercial Ice Cream Production



This article originally appeared in [Pennsylvania Heritage Magazine](#)
Volume XXXVIII, Number 4 - Fall 2012

The small southern York County borough of Seven Valleys - which counted a population of 517 residents in the 2010 Census - has a lengthy history dating to the earliest German settlers in the mid-eighteenth century. In 1838 after the Northern Central Railroad Company's line linked Baltimore, Maryland, with York, Jacob Smyser and John E. Ziegler opened the first store and warehouse near the station, originally named Smyser. Seven Valleys, close to Hanover Junction, a railroad and telegraph hub which attracted both Union and Confederate soldiers during the American Civil War, was visited by both sides. Northern forces protected bridges over the Codorus Creek, but were routed after the South attacked Hanover Junction. Seven Valleys - unknown even to many residents - earned its niche in history for being the site of the nation's first commercially produced ice cream.



Free.

Good for analyzing data and making different types of visualizations (map, timeline, chart, list) that you can embed on your website.

<http://viewshare.org>

viewshare
interfaces to our heritage

DOVE - Desegregation of Virginia Education

A history preservation project

Home Catalog Timeline Tell Your Story Blog Contact Us

The catalog is best viewed in Firefox.

Desegregation of Virginia Education -DOVE

Search

LIST • MAP • TIMELINE • TABLE

211

The DOVE catalog lists material related to school desegregation in Virginia held at repositories across the country. For information about specific material, contact the holding institution directly.

Choose views at the right:

- List provides the most complete information.
- Map displays collections based on the primary locale of their content.
- Timeline shows decades at the top, centuries at the bottom.
- Table shows only selected fields

Note: The DOVE region of the holding repository is color coded on Map view and Timeline.

Repository

1 Albemarle



\$870 + \$445 for
online plug-in

Includes hosted
site.

Integrated with
PastPerfect
catalogs.

[http://museum
software.com/](http://museumsoftware.com/)

African American Museum in Philadelphia
Honoring our legacy  *Embracing our promise*
www.aampmuseum.org

[Home](#) [Click & Search](#) [Keyword Search](#) [Advanced Search](#) [Random Images](#) [Search Results](#) [Help](#)

Random Images

[More Random Images](#)



[1986.001](#)



[1986.001](#)



[2010.001](#)



[1986.001](#)



[2010.001](#)



[1986.001](#)



[1986.001](#)



[2010.001](#)



[1986.001](#)

[More Random Images](#)

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This is an MWeb™ Online Catalog.

Further Resources and Community





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Select Language Powered by [Google Translate](#)

Collections

History Online

Publications

Education

Search



Historical & Heritage Organizations

History Affiliates

[Hidden Collections Initiative for Pennsylvania Small Archival Repositories](#)

[Map of HCI-PSAR Participants](#)

[Newspapers](#)

[Project Staff & Advisors](#)

[Regional Directory of Small Archives](#)

[Resources for Small Archives](#)

[Subject Guide](#)

Question of the Week

What was the name of the Philadelphia Phillies ballpark once located at North Broad Street and West Lehigh Avenue?

10/20/13

[View Answer](#) | [View All Questions](#)

for SCHOLARS

for GENEALOGISTS & COMMUNITY HISTORIANS

for TEACHERS

for HISTORICAL & HERITAGE ORGANIZATIONS

[Home](#) > [Historical & Heritage Organizations](#) > [Hidden Collections Initiative for Pennsylvania Small Archival Repositories](#) > [Resources for Small Archives](#)



Resources for Small Archives



This page provides information and resources for small repositories about managing archival collections. This page is a work in progress; more will be added as the Hidden Collections Initiative for Pennsylvania Small

Archival Repositories (HCI-PSAR) continues.

I. Archival basics

- A. [Archival theory and practice](#)
- B. [Archivists' organizations](#)
- C. [Learning opportunities](#)

II. Preservation

- A. [Preservation basics](#)
- B. [Resources for more information](#)

III. Description and cataloging

- A. [Theories of arrangement](#)
- B. [PastPerfect](#)
- C. [Electronic finding aids](#)
- D. [Archivists' Toolkit and ArchivesSpace](#)
- E. [HCI-PSAR finding aid worksheets](#)

IV. Institutional development

Archival basics

The overview of general archival information and resources that is included in the HCI-PSAR survey report can be downloaded in PDF format [here](#).

Archival theory and practice

Archivists think about the materials they manage primarily in terms of *collections* rather than individual items. Understanding archival holdings in larger groupings makes it easier to summarize the entirety of the materials, and also helps maintain the connections between interrelated items. Archivists define collections according to the *principle of provenance*, which is one of the primary tenets of archival theory. Provenance asserts that the basic defining element of a collection is its creator, which could be the individual, family, or organization who created or received the items in a collection. Materials created or collected by the same individual or group should be kept together. Therefore, the creators or collectors of the materials should determine the various collections in your repository. Repositories can acquire provenance-based collections from creators or third parties, or they can create collections themselves by assembling materials from different sources together by format or subject (e.g., "Photograph collection," "Civil War collection"). In the latter

The Hidden Collections Initiative for Pennsylvania Small Archival Repositories (HCI-PSAR) is supported by a grant from the [Andrew W. Mellon Foundation](#).

Related

[Landing Page](#)
[Archival Adventures in Small Repositories](#)

[Page](#)
[Archivists' Toolkit and ArchivesSpace](#)

<http://hsp.org/hcipsar/resources>

Highlighted Resources



- AASLH online webinar, "Basics of Archives"
- Connecting to Collections Online Community
- CCAHA and NEDCC
- Books to consider purchasing:
 - Zamon, Christina. *The Lone Arranger: Succeeding in a Small Repository*. (Society of American Archivists)
 - Hamill, Lois. *Archives for the Lay Person: A Guide to Managing Cultural Collections*. (AASLH)
 - Carmicheal, David W. *Organizing Archival Records: A Practical Method of Arrangement & Description for Small Archives*. 3rd edition (2012). (AASLH)

Advice for Small Museums with Archival Collections



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