

Introduction to Archival Practice
Unit 1 Self Study Questions

Tom Power 1.

1. In what sense can the word "archives" be understood?

a.) are regardless of medium
Archives ~~hold~~ records, which ~~due to their continuing value~~, have been created, accumulated, ~~and preserved~~ and are utilized by individuals and organizations during the course of their everyday activities.

b) Archives are repositories in buildings or parts of buildings where archival materials are held.

c) Archives include agencies or programs responsible for selecting, acquiring, preserving and providing access to archival materials.

2. What are some key words that can be used to describe archival materials?

- a. Original
- b. Unique
- c. Unpublished
- d. Historic, non-current

- any medium

- e. ~~Fragile~~ sometimes
- f. Lasting significance

3. Discuss how archival materials differ from library and museum materials.

I need more detail here for this answer
Archival material is unique ~~and historic~~, which is not necessarily the case with museum pieces and is definitely not the case with library items. Also, archival materials are described and arranged differently than museum and library items.

- library materials are published + circulate
- archives - unpublished + don't circulate
- are aggregates - museum materials stand alone

4. List eight functions carried out by archivists. Include a brief statement of the purpose of each function.

- a. Select and appraise archival material. The archivist establishes the suitability of the material for the archive's institution and determines the value of the material.
- b. Accessioning – the archivist physically and legally transfers the archival material from the source to the archive.

▶ museum artifacts do not convey info. directly + require interpretation to make meaningful
- archives are stored in a secure area

- ✓ c. Arranging – the archivist establishes an order of the set within the acquired records.
- ✓ d. Describe – the archivist uses standardized formats to record information about the structure, function, and content of the records.
- ✓ e. Preserve – the archivist minimizes damage and deterioration through proper storage, handling, environmental regulations and reformatting.
- ✓ f. Provide reference services- the archivist directs patrons to relevant material and provides instructions on using finding aids.
- ✓ g. Administration- the archivist performs administrative functions such as budgeting, staffing, and collection policies.
- ✓ h. Promotion – the archivist promotes public awareness of the cultural significance of the archives through outreach programs. + education

5. What is the significance of the following dates or names?

- ✓ a. 1796
As a result of the revolution, legislation in France gave all citizens legal access to state papers. This established the principles for modern government archives.
- ✓ b. 1904
Canadian government archival services were consolidated and a Dominion Archivist was appointed. Arthur Doughty
- ✓ c. 1908
Provincial Archives of British Columbia is established with Gosnell appointed provincial archivist.
- ✓ d. Douglas Brymner
Appointed archivist by the Canadian government. He collected historical Documents from private and public sources related to social, cultural and political themes. beginning of total archives tradition

e. Dr. W. Kaye Lamb
A British Columbia provincial archivist who went on to become Dominion Archivist of Canada and established the National Library of Canada. He also acted as the first National Librarian.

f. 1987
The National Archives Act makes the National Archives of Canada the repository for all federal government institutions and ministries. Destruction of records is controlled and the public is given access to the records.

g. 1990
The Archives of British Columbia is established. *through amalgamation of BC Archives Council + Assoc. of BC Archivists*

6. Define the term "total archives". How well does the term describe your archives?

Total archives is the term that describes repositories that preserve public and private records in all media. The records in total archives reflect the cultural diversity within society. As a result, total archives document broad social and cultural themes.

Our archives is not a total archives, as our focus is relatively narrow. We hold material that relates only to Nipissing University, not society as a whole.

- do you acquire records about A. N. U. from other sources? Yes you are a total archives

7. Distinguish between Public and Private archives. Give two examples of each.

Public archives are generally government archives dealing with government business, and possibly society.

Private archives are usually operated by individual businesses and organizations, with a more defined focus.

institutions

Examples

Public - Archives of Ontario
- Library and Archives Canada

Private - Archives of the College of Physicians and Surgeons of Ontario.
- Canadian Quaker Archives

interesting - never heard of it!

8. Define:

- a. Fonds
The documents, in any form or medium, that are automatically and organically created by an individual, family or corporation in the course of their activities and functions. ✓
- b. Provenance
The creator of the fonds. Can be 1 person or an organization ✓
- c. Respect des fonds.
The ~~important~~ ^{fundamental} principle of keeping the records of an individual, family or organization together in the original order, and not mixing records from several provenances. other individuals, families or orgs. ✓
- d. Original order
The order in which the creator of the fonds (provenance) originally utilized the records. ✓
- e. Collection
An artificial accumulation of documents based on a common characteristic
Described by a common title rather than by provenance. ✓
- f. An accession
The documents of a fonds that are received in a single acquisition. A fonds could be built over several accessions. Accession = all material acquired @ 1 time from 1 source. may be part of 1 fonds, or more than 1 fonds ✓
9. Give examples, from your local archives, (or using listings from another archives' holdings) of three different types of fonds creators. Explain your examples. more than 1 fonds
- a. Family Fonds example
The Motz Family Fonds at the University of Waterloo Archives. This fonds contains records related to the Kitchener-Waterloo Record, which this family operated. ✓
- b. Individual Fonds example
The Emily Carr Fonds at the British Columbia Archives. This fonds includes correspondence and personal papers of the artist Emily Carr. ✓
- c. Corporate Body Fonds
The Canada Company Fonds at the Archives of Ontario. This organization promoted the sale of land in Canada to settlers. There are a series of fonds documenting various aspects of their business. ✓

10. Explain the difference between "records creators" and "records custodians".

✓ A records custodian retains records created by others, without actively using them. A records creator (provenance) is the individual, family or corporate body that produced the records while "going about their business".

good stuff!
project. Proceed to your