

CHAPTER 9

PROFESSION IN ARCHIVE



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I.0:WHO IS ARCHIVIST?

- An individual responsible for appraising, acquiring, arranging, describing, preserving, and providing access to records of enduring value, according to the principles of provenance, original order, and collective control to protect the materials' authenticity and context.



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- Archivists work with paper documents, photographs, maps, films, and computer records.
 - Many begin their careers **as historians** and then **attend classes** to learn from **experienced archivists**.
 - Possess broad, deep knowledge about records involved in many, if not all, phases of the records life cycle.
 - Their **extensive research and analysis skills** help in serving records to the public.

2.0 ROLES & RESPONSIBILITIES OF ARCHIVIST

- **The archivist tasks:** All archives share a common task regardless of their size, content, staffing or organizational placement.
- They manage:
 - i. Voluminous records of recent and past time.
 - ii. Care for public and personal archives.
 - iii. Handle records made exclusively of paper, photographs, movies, sound recordings and collections of automated data.



3.0: CODES OF ETHICS



Archivists/ records managers belong to a professional group.



Recognized code of ethics.

International identity.

KEY PRINCIPLES OF CODES OF ETHICS ADOPTED BY RECORDS & ARCHIVES PROFESSIONAL AROUND THE WORLD:

1. Professional responsibilities.
2. Perform task without discrimination.
3. Encourage & promote the use of archival materials in custody.
4. Duties carried out according to the highest standard of conduct.
5. Contribute to the advancement of records & archives knowledge & skills for the benefit of the society.
6. Facilitate the retrieval and exchange of information.
7. Make possible the integration of descriptions from different archival institutions into a unified information system.



I. PROFESSIONAL RESPONSIBILITIES:

- Responsible for
 - arranging,
 - describing,
 - preserving and providing any access to records.
- With any long term and historical value under typical office conditions and inactive records storage area

2. PERFORM TASK WITHOUT DISCRIMINATION.

- Perform by professional archivist between the user of the archives
- Professional archivist should avoid from discrimination and avoid themselves from bias of user
- Professional archivist should:
 - Equal treatment given to each user
 - Providing relevant information
 - Understanding the user needs
 - Archivist to archivist should helping each other
 - Do not envy with each other

3. ENCOURAGE & PROMOTE THE USE OF ARCHIVAL MATERIALS IN CUSTODY.

- might include such activities through:
 - i. Exhibitions – may present pictures, drawing, video and interactive art.
 - ii. Competitions
 - iii. Promotional events – promote archival materials in the media
 - iv. Media coverage – through video sharing, eg: shows the different type of artifact

4. DUTIES CARRIED OUT ACCORDING TO THE HIGHEST STANDARD OF CONDUCT.

- Archivists' duties include:
 - i. acquiring and appraising new collections,
 - ii. arranging and describing records (principle of respect des fonds),
 - iii. providing reference service, and
 - iv. preserving materials

5. CONTRIBUTE TO THE ADVANCEMENT OF RECORDS & ARCHIVES KNOWLEDGE & SKILLS FOR THE BENEFIT OF THE SOCIETY.

- Professional archivist or records manager has liaising with other institutions that provides advancement of records and archives knowledge and skills
- Knowledge and soft skills

6. STRATEGIES FOR MAKING ARCHIVAL RECORDS AVAILABLE TO USERS

1. Reference	<ul style="list-style-type: none">▪ The archivist is in position of helping the user to locate information.▪ The reference interaction is the point at which all other archival activity begins to pay off.
2. Access	<ul style="list-style-type: none">▪ The archivist must also be concerned with questions of privacy, confidentiality and sensitivity.▪ Some records must be restricted from use, at least for certain time.<ul style="list-style-type: none">- Who has the right to see which records?- Which need to be withheld?
3. Ethics	<ul style="list-style-type: none">▪ Honest treatment of potential donors of records and▪ The fulfilment of commitments to timely arrangement and description.▪ To treat all user equitable, not giving favoured treatment to the chosen one.
4. Sharing Information	<ul style="list-style-type: none">▪ Archivist must be active in publicizing (disseminating) their holdings
5. Exhibit and Outreach	<ul style="list-style-type: none">▪ To recognize that the archival treasures should not be hidden away but should be shared as widely as possible.▪ To plan more carefully for various kinds of public programs.

4.0 FUTURE CARRIER IN ARCHIVES

- 1) **Qualifications** - Normally a degree and post-graduate qualification are required for professional posts.
- 2) **Skills:**
 - 1) Good to people - archivists meet and work with many different people and need the ability to relate to and encourage them all
 - 2) Forward thinking - archivists need to be able to anticipate in changes and to prepare to meet the challenges
 - 3) Logical - archives need identifying and sorting before they can be effectively interpreted or used
 - 4) Able to undertake research - occasionally need to research in order to interpret archives
 - 5) Committed to professional development - archivists need to be prepared to continue their development after qualification, acquiring management skills
 - 6) Comfortable with new technology - need to demonstrate the ability to use and adapt to rapidly evolving ICT

Thank You

“Archivists can gain immense job satisfaction from the variety of tasks they are involved in; handling items hundreds of years old and widening access to heritage”.

What archivists do

Archivists record and catalogue each document, identify those that need repairing, and select the best way to store them.



They also decide which documents to keep for their historical value and which to discard.