

Preparing for your trip to the archives

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Who we are



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O'Neill Library



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Burns Library

What you'll take away

1. Recognition that you **should** plan your trip
2. Challenges you might encounter
3. How to circumnavigate those challenges

Workshop outline

1. Where will you go?!
2. Before your research visit
3. During your research visit (a simulation)
4. After your research visit...now what?!

Where will you go?!

Finding your archive

- Search [ArchiveGrid](#) and [WorldCat](#).
- Chase citations from secondary sources and reference works.
- Seek recommendations about what institutions might have collecting strengths in your topic from fellow researchers, librarians, and archivists.

Strategize your search

1. What is your ideal set of sources? What might actually exist?
2. Who would collect these sources? How well described might these collections be?
3. Who in your network can you draw upon to identify potential special collections? How might you expand your network in order to broaden your source base?

Before your
research visit

Contact in advance, or, How to befriend your reference librarian

- Tell!
 - Your topic and time period
 - Your end product
 - What collections you are interested in
- Ask!
 - Other collections you should see?
 - Limitations on access for those collections?
 - Anything you should do before you arrive?
 - Advance notice needed for requests? How much?



Estimate your time

- Expect the unexpected.
- What are the hours for the reading room?
- What is the retrieval time for items?
- How detailed is the finding aid?
- Can you photograph collections?
- What exactly is a linear foot, anyway?



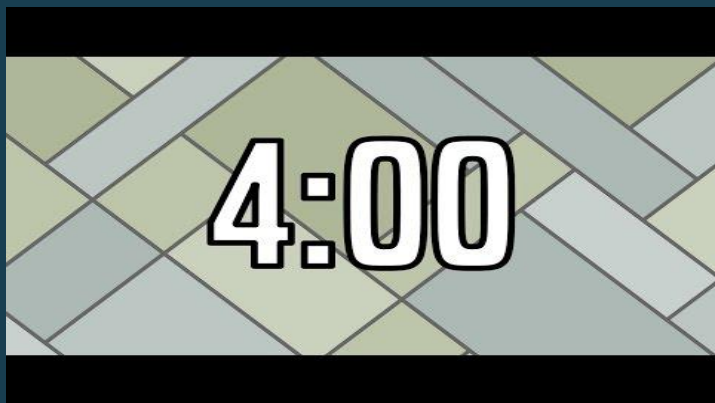
During your
research visit
(a simulation)

8 items

4 minutes each

For each item

- Take a close look.
What is it? What format?
 - Challenges it poses?
 - How to capture item info?
 - If your answer is to take a photograph, go ahead!
Remember, no flash.
 - ...and a question specific to each item.
-



Remember!

- Be gentle.
- **Books** stay on cradles.
- **Folders** stay flat on table.
- **Pages** stay flat and in order in folders.
- Taking a photo? No flash!

Boston Patriot. Vol. 2, no. 36–vol. 6, no. 35.
1810 January 3–1811 December 28.

- What format is this item?
- What challenges does it pose?
- How would you capture information from this item?
- On September 26, 1810, Robert McDermott was advertising books. How much would it cost to buy *The Life of Darwin*, Pope's *Essay on Man*, and all four volumes of the *Winter's Tale*?

Marstrander, Carl J. S. *Fleadh Dúin Na NGéadh Ocus Cath Muighe Ráth*. Christiania: J. Dybwad, 1910.

- What format is this item?
- What challenges does it pose?
- How would you capture information from this item?
- Look at the marginalia on page 15. What purpose do those notes serve?

Williams Collection. Box 13, folder 9.

- What format is this item?
- What challenges does it pose?
- How would you capture information from this item?
- Where did the archivists get the information on the folder label from? Try to answer without looking at the transcript, if you can!

Liturgy and Life Collection. Box 38.

- What format are these items?
- What challenges do they pose?
- How would you capture information from these items?
- How many pins are associated with St. Edward's School?

Dickens, Charles. *The Chimes: A Goblin Story of Some Bells That Rang an Old Year out and a New Year in*. Oxford India Paper Edition. Henry Frowde, 1904.

- What format is this item?
- What challenges does it pose?
- How would you capture information from this item?
- Who used to own this book? When did they own it?

Tip O'Neill Papers. Box 299, folder 1.

- What format are these items?
- What challenges do they pose?
- How would you capture information from these items?
- Tip O'Neill declined an invitation from Charles Fishman on June 9, 1971. What was he invited to attend?

John McAleer Papers. Box 14, folder 46.

- What format is this?
- What challenges does it pose?
- How would you capture information from this?
- What's the license plate number for Rex Stout's car?

Ellerton J. Brehaut Collection of Edward Hartwell Savage Papers. Box 17.

- What format is this?
- What challenges does it pose?
- How would you capture information from this?
- On pages 101–102, Savage issued two directives for the police to help the Board of Health. What was one of the actions the police were to take?

Find out before you go home

- Preferred citation?
- Copyright status of material?
 - Do I need permission to publish?
 - Are there use fees?
- Can I request reproductions?
 - How much time does it take?
 - How much does it cost?

You've returned with
hundreds, maybe
thousands, of photos.
Now what?!



DARK NIGHT
OF THE SOUL



DIM MORNING
OF THE BRAIN



OVERCAST NEARLY-LUNCHTIME
OF THE STOMACH

Difficult times for writers • Tom Gault • Guardian Review • March 29, 2018

Writing is hard.
Be kind to yourself.
Organize your raw materials.

Use **Tropy** to organize and describe your research photos so you can find your sources whenever you need them, whether days or years later.

A 'project' in Tropy

Tropical Medicine

Lists

Introduction

Chapter 1

Chapter 2

Chapter 3

Chapter 4

Chapter 5

Conclusion

Last Import

Deleted Items

Tags

Apothecary

Botanist

Caribbean

Indian Ocean


North America

Physician

Surgeon

38 items in this view

Search



Metadata

Tags

Item

Société Royale de Médecine

Title Observations météorologiques ...

Creator Ycard, Étienne

Date 10 May 1789

Type Mémoire

Archive Académie nationale de médecine

Collection Société royale de médecine

Box 160B

Folder 35

Piece 6

Rights Public domain

34 Photos

IMG_5282

IMG_5283

2 Notes

Excellent manuscript on medical geography.
Nosology and climate in Saint Domingue.

La ville du Cap était, autrefois, très mal saine à
raison des marais infects qui la bornaient au...

An 'item' in Tropy

Metadata

Tags

Item

Société Royale de Médecine

Title

Observations météorologiques ...

Creator

Ycard, Étienne

Date

10 May 1789

Type

Mémoire

Archive

Académie nationale de médecine

Collection

Société royale de médecine

Box

160B

Folder

35

Piece

6

Rights

Public domain

34 Photos

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IMG_5282

IMG_5283

2 Notes

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Observations météorologiques
et médicales
faites dans l'hôpital des maisons de Providence
du Cap François, île St. Domingue, Amérique.
La ville du Cap étoit, autrefois, très mal saine à raison des marais
qui la bornoient au levant et au midi; mais aujourd'hui elle le

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Excellent manuscript on medical geography. Nosology and climate in Saint Domingue.

Tropy demo using
items we saw today



Try Tropy for yourself

1. Transfer photos of at least one item to your computer.
2. Open Tropy and create a 'project.'
3. Add an 'item.'
 - a. File > New > Item
4. Describe your item.
5. Associate photos with your item.

How might you organize the raw materials of your next research project?

1. What kinds of items will you probably have?
2. What are the most important pieces of information to attach to each item?
3. How might you use lists and tags in Tropy?

Thank you! Questions?

Tell us what you think!

bit.ly/archives-trip-feedback