

# **CHAPTER 5**

## **MANAGEMENT OF ARCHIVES REPOSITORIES**



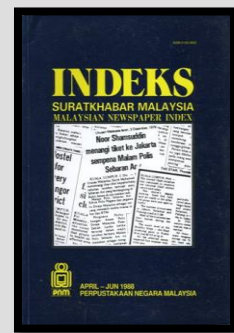
# Content

**1.0: Intellectual control**

**2.0: Physical control**

**3.0: Finding aids**

# 1.0: Intellectual Control



## □ Intellectual Control:

- The creation of tools such as such as **inventory**, **thematic guide**, **catalogue**, and **COMPASS** (Computerized Archival System and Services) are designed to **assist researchers** to **find their required materials**.
- provides a means **of identifying** potentially relevant materials, **with a pointer to where** those materials are **stored**; identifies for users what materials are held, what subjects they deal with and where they are located
- Intellectual control **done by arrangement & description**. It is gained through:
  - i. Completed inventory and location guide
  - ii. Created/recovered accession records
  - iii. Creating finding aids


## 2.0: Physical Control

### □ Physical Control:

- Determine the way of storing archival materials: establishing order (arrangement) within series, rehousing material, separation of special formats
- The function of tracking the storage of records to ensures that the records are pointer specifies; ensures that all series and items are accounted for in the repository and can be found and use
- For instances: pointing to a specific box on a specific shelf in a specific room.

## 3.0 Finding Aids

- Define as a document, published or unpublished, listing or describing a body of records or archives. Guide which leads archivists and researchers to information they are seeking
- Authenticate and document collection tools for repository.
- Information discovery and retrieval tool; maybe print or electronic.
- Examples of finding aids:
  - i. Databases,
  - ii. indexes,
  - iii. calendars,
  - iv. guides,
  - v. inventories,
  - vi. shelf and container lists, and
  - vii. registers

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- A purposes/tool that facilitates discovery of information within a collection of records:
    - i. provide an essential link between archives and their users.
    - ii. assist archivists and users in finding the records they need.
    - iii. assist in the retrieval of information contained in archival holdings and
    - iv. facilitate efficient management of the repository.

- There are **three common types** of finding aids:

- 1) **Repository guide**

- guide to the holdings

- 2) **Descriptive inventory**

- gives the basic information about a collection; contain descriptions of all Record Groups and Sub-Groups as well as content descriptions of box numbers and a list of their contents.

- 3) **Summary inventory**

- describes the materials and all items included in holdings (a comprehensive listing of the materials that are within the collection)

# Samples Descriptive Inventory

## Descriptive summary

creator:	American Association of Veterinary <u>Parasitologists</u>	← The person/organization who created the materials.
title:	Records	
dates:	1952-[ongoing]	
extent:	6.72 linear feet (16 document boxes)	← The size of the collection
collection number:	MS 475	← Give this number to the archivist when asking to see the collection.
repository:	Special Collections Department, Iowa State University.	

**Notes:** a title, the name of the person who created the materials, the dates of the collection, the extent, the reference code, and the repository where the collection is located.



# Samples Summary Inventory

## Description of series

**Series 2**      **Annual and Executive Board Meetings**      **1952-[ongoing]**

extent:      9 document boxes (3.62 linear feet)

description:      This series contains documents relating to annual meetings including abstracts, correspondence, minutes, photographs, proceedings, and programs. Beginning in 1998, the membership directory was included with the Annual Meeting Proceedings. The series is arranged chronologically.

Each series description provides some of the same types of information given earlier for the collection as a whole. The information here is specific to this series.

## Container list

The container list is a box-by-box and/or folder-by-folder listing of the collection. You'll need to provide the box number to the archivist when you request access to the collection.

Box	Folder	Title	Dates
1	4	Minutes and Correspondence	1952-1959
1	5	Meeting Materials and Correspondence	1957
1	6	Minutes	1960-1969
1	7	Meeting Materials and Correspondence	1961

**Notes:** If the collection is arranged in series, the container list will indicate which boxes and folders are found in which series. Each series may also have its own content description, dates, and arrangement

□ Each **finding aids details should consist** of:

**1) Administrative history**

Administrative histories and contextual information to help readers to understand the significance of the archives.

**2) Series description**

- Group code
- First and last date
- Series number
- Number of items
- Series title
- Physical nature

**3) Description of documents**

- Subject
- Function
- Summary
- Significant information from custodial history
- Directly related series

## ❑ The **function of a finding aids**:

- 1) To **arrange the materials** in their **original structural order**
- 2) By writing down the essential **descriptive facts** about the **originals**, the archivists are able to create a set of representations, which can in a way stand in for the original.
- 3) To provide **access point**.
- 4) To provide **physical control** and **intellectual control** of the archival materials.

## ■ Finding aid system consist the following elements:

- 1) A principal documentation containing **descriptions in structural order**
- 2) **Secondary representation** documentation **for administrative control**
- 3) **Secondary representation** documentation in **subject order.**
- 4) **Retrieval aids** such as user guides and indexes.



## Copies of the finding aids:

- ❑ list where the collection is located and it may be accessed:
  - 1) **Two copies** at least in the reference area (one for **research use** and one for **staff use**).
  - 2) One in the **editorial area** (For future revision)
  - 3) One in the **storage area**.
  - 4) One in **regional area**.
  - 5) One with the **director** of the **archival institution**.





Thank You

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