

Community Archiving and and Avery 101

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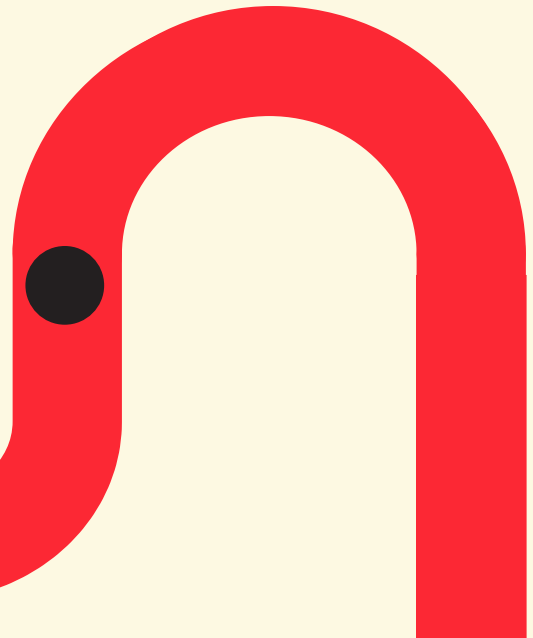
Introduction and Goals

Understand what archives are

Understand what how to create an archive

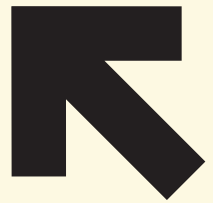
Understand options for donating to an archive

Learn about the Avery Research Center for African American History and Culture and its collections





Archives are NOT Storage



Records Management



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Defining ARCHIVES, LIBRARIES, & MUSEUMS

- A repository of records
- Mission to collect, organize, preserve and provide access to non-current documents

Archives



- A collection of creative and informational sources such as books and other materials selected, organized, and maintained for use in study, research, or leisure

Libraries



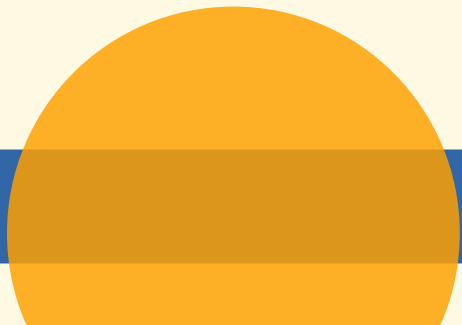
- An institution dedicated to preserving and displaying collections of physical artifacts and specimens that have value within a particular context. Exhibits are created to facilitate study and enjoyment of these physical collections.

Museum

S



**Without the items we
preserve interpreting
the Black Experience
would be difficult**



The background is a dark charcoal grey. It features several thick, rounded lines in vibrant colors: a red line in the top right corner, a green line that starts from the left, curves down, and then right, and a blue line that starts from the bottom, curves up, and then right. There are three small white circles: one on the green line, one on the blue line, and one on the green line where it overlaps the blue line. A large orange circle is positioned on the left side of the slide.

Creating an Archive



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Phases

Identify Need

- Why are you starting an archive?

Mission and Scope

- What will you be collecting?

Environmental Survey (state of the state)

- Are there other places documenting this?

Collection Survey

- What do you currently have, what condition is in, where is it, who has it?

Weeding

- Discarding what does not fit

Finding Space

- Where will you store it?

Collection Gaps

- What is missing?

Strategy for Documentation

- How are you going to locate these item?

Fill in gaps

- Do the work to fill in gaps

Description

- Describing what you have and creating access points

Access and Outreach

- Who will have access to materials? And how are you letting people know it exists?



Community Archiving Strategies

01

Start with what you currently have

02

Look for upcoming big events

- Reunion
- Anniversaries
- Founders' Day
- Holidays

03

Do a call out in local news outlets

04

Do life histories with family members



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Accessioning/Acquiring

- **the materials physically and officially transferred to a repository as a unit at a single time**
- **to take intellectual and physical custody of materials, often under legal or policy authority**



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Acquisitions



Donation

Deed of Gifts
Copyright
Permissions
Restrictions



Purchase





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Types of Items to Collect

Textiles (i.e., wedding dress, christening gown, cap and gown, quilts, uniforms, etc.)

Manuscripts/Documents (i.e., correspondence, vital records, deeds, estate records, etc.)

Paintings (i.e., childhood paintings, as well as paintings purchased)

Newspapers (i.e., clippings that mention wedding announcement, obituaries, etc.)

Music (i.e., mixtapes, vinyl records)

Oral histories that you conducted, or others did

Photographs (i.e., vacation photos, big/major, candid and portrait, etc.)

Videos (i.e., home movies)

Artifacts (i.e., sewing machines, cars, trophies, magnets, badges, etc.)

Published materials (i.e., books, magazines, pamphlets, yearbooks, etc.)

Maps and Blueprints (i.e., childhood home, of land



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Oral Histories and Life Histories

Life histories vs oral histories

Start with the oldest living relatives

- Can be one on one or a group one

Do an intergenerational interview if you have an opportunity

Permission forms-important especially if you wanted to donate it to an archive

StoryCorps

- Phone App
- Listing of questions for specific groups of people <https://storycorps.org/participate/great-questions/>
- You can keep the interview private or you can have it shared and archived online

Equipment

- Recorder: Personal Digital or use phone (Note: uses a lot of storage)
- Storage: hard drive or online (Google, Amazon, Dropbox)

The background features several thick, rounded lines in green, blue, and red. A green line starts from the left, curves down, and then continues horizontally. A blue line starts from the bottom, curves up, and then continues horizontally, overlapping the green line. A red line starts from the top right and curves down. There are two small black dots: one on the green line and one on the blue line. A large orange circle is positioned on the left side of the image.

Maintaining An Archive



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Archival Program



Storage

Environment
Supplies
Digital Space



Staffing

Paid
Volunteers



Funding

Dues
Budget Line



Access and Outreach

Closed vs Open
Digital Access



Describe Documents/Records

Names
Locations
Scope and Content



Documentation and Donations

Who
When
What



Do's and Don'ts

Do's

- **Label people names in photographs and provide the data and location of the occasion**
- **Approach your collection not as a single unit, but as a clump-organize like things together (i.e. by year, by type of material, etc.)**
- **Not everything needs to be kept**
- **Place records in an area that is low temp, low humidity, and away from water sources**

Don'ts

- **Use pen to label photographs on the back of the image**
- **Laminate objects, if you plan to use for display frame them**



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Invest in Your Treasures

White cotton gloves

Powder-free vinyl or nitrile gloves

Mild liquid detergent

Paper towels or soft rags

Archival and adhesive-free photo albums or archival photograph envelopes

Archival acid-free tissue paper

PDB moth balls; metal footlocker or galvanized closed canister

Plastic storage bins

Pest traps so you will know if insects are present

Dehumidifier

Vacuum cleaner with brush nozzle and adjustable suction



Archival Supply Companies

- **Gaylord Archival Products**
- **University Products**
- **Hollinger Metal Products**





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Providing Access to Collections

- **Permanent.org**
- **Airtable**
- **Perservica**
- **Website (i.e. WordPress)**
- **Omeka**
- **Word Document/PDFs**
- **Cloud Storage (Google Drive, Dropbox, etc.)**
- **Mukurto (MOOK-oo-too)**
- **ArchivesSpace**



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Selected Funding Sources

- **Digital Preservation**
 - Preservica
- **Collections Care/Programming**
 - **Humanities Councils**
 - **South Carolina Dept. of Archives and History**
- **Planning Grants**
 - **National Endowment for the Humanities-
Preservation Assistance Grants**
 - **National Historical Publications and Records
Commission (NHPRC)**
- **General (not archive specific)**
 - **Regional Non-profits**
 - **Corporate Grants**



Donating Collections

Pre-Work

- **Do research on institution you are interested in**
 - Does your material fit the collection policy/mission of the archives?
- **Develop a written inventory of your collection/archives/papers (formats, types, dates, etc.)**
- **See if there are any legal issues to consider**
- **Review their website and social media**
 - Can you donate funds for the processing of the collection?
 - Do you expect to continually add materials to the archive?
 - How are they funded?

Reach Out

- **Visit the archives and met the staff/faculty/director**
- **Let them know that you are interested in donating**
- **Provide the inventory you have created**
- **Provide any images or photos you have**
- **If you have artifacts dimensions are important**
- **Ask questions**
 - **Do they have the space to store and maintain the collection?**
 - **Do they have the staff to arrange, describe, and provide access to collection?**
 - **What are their access policies?**
 - What are their priorities in the coming year(s)?
 - What safety and security measures do they **take**?



Donating Collections



Accessioning/Transfer of Materials

Paperwork/Deed of Gifts

Box up materials or electronically send over photos

Archivists may visit your house/location of materials to see the records

You may mail or drop off the materials



After Donation (Archive Side-Processing)

Review physical materials against inventory

There may be a weeding process

Arrange collection based on how it came in or may create a new order

Re-folder documents and do some preservation on needed items

Create a finding aid which outlines the final structure of the collection

Potentially digitize materials (optional)

Provide access to collection to public

May ask the donor for information and identification of people/dates



After Donation (Donor Side)

Stay involved with the archive

Tell people about the collection

Donate funds to support the processing and preservation

Review the finding aid



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Donating Collections: Other Considerations

- **Do not just think about African American archives/libraries/museums, but also about denomination archives**
- **You may not be able to donate all the materials to one archive, it may be spread out**
- **Archives/Archivists cannot appraise collections, there are separate professionals that are certified appraisers**
- **The process for donating collections can take a while**
- **You can make plans to donate**
- **You do not have to donate items at one time, there can be a schedule set up between the organization and the archive**



The background of the slide is a photograph of the Avery Research Center for African American History and Culture building. The building is a multi-story brick structure with white window frames and a prominent arched entrance. The text "Avery Research Center" is visible on the building's facade. The image is overlaid with semi-transparent decorative shapes: a red vertical bar at the top right, a green rounded shape on the left, and a blue rounded shape at the bottom right. There are also several circular elements: a large orange circle on the left, a small dark brown circle on the green shape, and another small dark brown circle on the blue shape.

Avery Research Center for African American History and Culture



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The Avery Research Center for African American History and Culture

The mission of the Avery Research Center for African American History and Culture is to collect, preserve, and promote the unique history and culture of the African diaspora, with emphasis on Charleston and the South Carolina Lowcountry. Avery's archival collections, museum exhibitions, and public programming reflect these diverse populations as well as the wider African Diaspora.



Avery Research Center for African American History and Culture Team

Manager of
Archival
Services

Processing
Archivist

Former Outreach & Public
Programming Coordinator

Office Manager

Executive Director

Facilities, Outreach & Public Programming Coordinator
Director, Race & Social Justice Initiative

Research Archivist & Interpretation Coordinator

THE AVERY
RESEARCH
CENTER
Please Use
Side Entrance
to the Right
HANDICAPPED
ACCESSIBLE



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Avery Overview



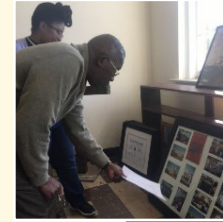
Beginning

- Opened in 1990
- First Director: Dr. Myrtle Glascoe
- Early collections: Jenkins Orphanage, Esau Jenkins, Guy and Candie Carawan, Sweetgrass Baskets



Materials

- Textiles
- Manuscripts/Documents
- Paintings
- Newspapers
- Audiovisual (music, oral histories, photograph, and videos)
- Born-digital files
- Artifacts
- Tertiary and Secondary Sources (journals, books, etc.)
- Maps
- Blueprints



Numbers

- Collection date range, 1800-2019; Bulk collections, 1930-2000
- Collections: 4000 linear feet
- 3 floors
- 7 staff members
- 3 Graduate Assistants
- 3 Student workers





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Some family and community collections @ Avery

Family collections

- **Lecque papers (AMN 1115, 1941-1990, 1997, 1 archival box)**
- **Craft and Crum papers (AMN 1102, 1780-2007, 11 archival boxes)**
- **Graves family (AMN 1081, 1884-2004, 14 archival boxes)**

Community/Individual collections

- **Carr family papers (AMN 1073, 1671-2009, 3 archival boxes)**
- **Seashore Farmers' Lodge 767 collection (AMN 1150, 1906-2018, undated, 2 archival boxes)**

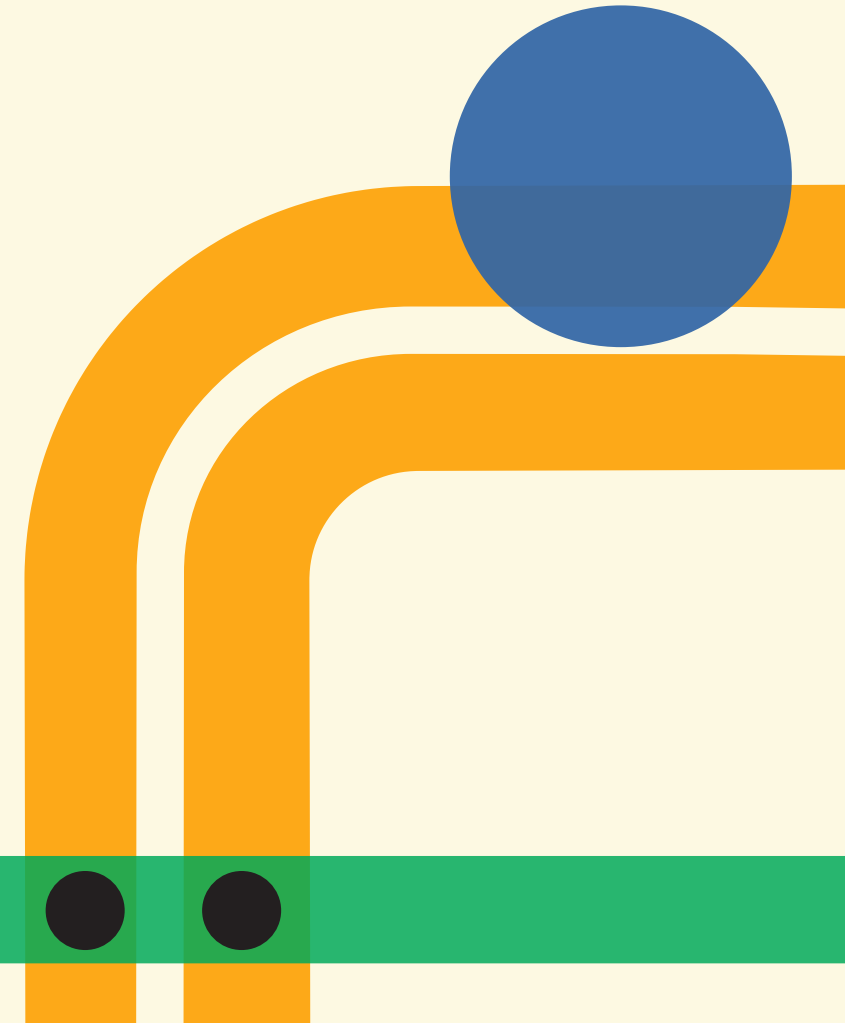


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Summary

Archiving is important for an organization's legacy and taking small steps to organize and document does not have to be daunting, there are people and resources available to help.

Think collaboratively. You do not have to go alone!





Resources

▶ Assistance

- ▶ **Directory of Archival Associations** <https://www2.archivists.org/assoc-orgs/directory>
- ▶ **Directory of Archivists of Color (2017)** <https://www2.archivists.org/sites/all/files/AACDirectory-2017-v2.pdf>
- ▶ **Charleston Archives, Libraries, and Museums (CALM)**

▶ Donating Collections

- ▶ **Black Metropolis Research Consortium (BMRC) (Chicago, IL) Legacy Management** <https://bmrc.lib.uchicago.edu/resources/legacy-management-resources-portal/guide-donating-archival-materials/>
- ▶ **How to Donate Your Genealogy Research So It Doesn't Get Thrown Out** <https://familytreemagazine.com/libraries-archives/donate-genealogy-research/>
- ▶ **Society of American Archivists** <https://www.libraries.wright.edu/special/services/files/donating-personal-papers.pdf> and <https://www2.archivists.org/publications/brochures/donating-orgrecs>
- ▶ **University of North Carolina-Chapel Hill** <https://library.unc.edu/preservation/donating-your-materials/>

▶ Archival Process

- ▶ **Congregation of the Sisters of St. Joseph in Canada. *Archives Processing Manual*. 2016, revised 2019, 2020, 2021, 2022, 2023.**
- ▶ **Avery FAQ Page:** <https://answers.library.cofc.edu/avery/faq/343575>

▶ Professional Development

- ▶ **PreserveThis (online courses on archiving)** <https://preservethis.org/courses>
- ▶ **Northeast Document Conservation Center**
- ▶ **Connecting to Collections Care**



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Thank you and Questions



843-953-7608



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CULTURE**



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