

ARCHIVES ASSISTANT'S HANDBOOK

[Library Based Procedure pre-1989]

THE ARCHIVES

Welcome to the Archives, that marvelous warehouse of T.E.S.C. history! Its purpose is to provide students, faculty, and library patrons a place to shop for information regarding Evergreen. Once upon a time, patrons had to trek from office to office to discover answers to Evergreen Community questions. Students wore out many an "Earth shoe" in those days. The Library College Archives was created to alleviate sore feet by centrally locating all the colleges publications, vital statistics, and Historical memorabilia.

THE ARCHIVES ASSISTANT

The Archives Assistant has three major duties: (1) to organize and maintain the archival collection, (2) act as liason between archives and other college offices to insure a steady flow of information, and (3) have an accurate understanding of the colleges organizational structure, being aware of what information is available where, and having knowledge of current campus affairs. In essence, the Archives Assistant should be a junior historian, an expert in the history of Evergreen.

THE COLLECTION

The system in which archivists arrange and catalog their collections is unique in the field of library science. Evergreen's archival system is arranged first by source of information, then type of information, and then chronologically. For example: OFFICE OF RECREATION--- MEMOS, PUBLICATIONS, NEWSLETTERS --- 1969 to present. A person seeking to know what sports programs were available in 1972 would first

[Archives Based Procedure used since 1989]

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THE COLLECTION

The system in which archivists arrange and catalog their collections is unique in the field of information science. Only the arrangement of Government Documents in libraries approximates the archival system. In general, Archives are arranged first by source of information (provenance), then type of information (series), and then alphabetically, chronologically, or classified system. For example:

consult the Recreation Office files, locate the "Leisure Education" listings, and then turn back to 1972.

Evergreen's archives are arranged in 5 main categories: Administrative Records, Business Office Records, Academic Records, Library Records, and Everythingelse Records. A,B,C,D and E,F,G,H,I respectively. As the saying goes, "Everything has its place, and if it doesn't we stuff it into the file cabinet for future reference."

THE INDEX

The card file index is a complete record of the archives collection. It is composed of title, subject, and author cards and is cross-referenced. When receiving a new item for the archive collection a title card must be made first. The card should include: title, author, place of origin, date, and the location where that item will be kept. Example:

HOW TO DEBATE WITH CREATIONISTS AND "WIN" by David H. Milne.

Article from "The American Biology Teacher" V.43 #5 May 1931, pp-235-245.

*see "Faculty Publications --- Books and Magazines LOCATION: '-5 Box 1

This card tells us the essential facts concerning the item. It should also be indexed under #subject (Faculty Publications) and @author (David Milne). Only *title cards should include a location number. It saves a lot of problems when the collection is shifted.

ATHLETICS AND RECREATION (the provenance) --- Leisure Education [NEWSLETTERS] (the series) --- 1969 to present (inclusive dates). A person seeking to know what sports programs were available in 1972 would first consult the Athletics and Recreation Office files, locate the "Leisure Education" series listings, and then turn back to 1972.

Evergreen's archives are arranged in 4 main categories (Records Groups):

1. Administrative Records, (including the Board of Trustees, President's Office, V.P. for Finance and Administration and their subordinate offices such as the Business Office (subgroups) Records);
2. Academic Records (including the Academic Deans and Library Dean and their subordinate offices (subgroups) records);
3. Student Affairs (including SASS, Housing, Police Services and their subordinate offices (subgroups) records).
4. The fourth category is outside documents relating to the College but not produced within the College hierarchy.

As the saying goes, "Everything has its place" and if it doesn't we stuff it into the round file for recycling.

ACCESSION REGISTER (the Index)

The Accession Register is a complete record of the archives collection. It is composed of provenance and series information and is cross-referenced where one accession may be related to another or contain similar documentation. When receiving new materials for the archive collection an entry must be made into the Accession Register first. The entry should include: Accession number (assigned at the time the materials

VITAL STATISTICS

This is a special file for the use of the Archivist who needs to know the answers to questions such as "What year did the first Intro to Political Economy Program first take place?", or "How many student organizations exist on campus?", or "Who was music faculty in 1978-79? This file has special lists that the archivist composes to keep him/herself in touch with the college's history. It is a major resource-reference tool.

WHAT TO DO UPON FIRST ENTERING THE JOB

1. Post Hours.

It's always a good idea to keep regular office hours so patrons may know when to expect your services to be available. Lunch hours are particularly convenient.

2. Explore the collection.

Take time out each day to explore the archival collection. It may be worth your while to spend the first one or two weeks at this job to orient yourself fully with the archives holdings. Compare items on the shelves with its index card.

3. Make contact with other college offices.

4. Travel to the various reaches of the campus and introduce yourself, explain your new vocation, and make yourself available. Make staff and faculty members aware that a college archives does exist and that it fulfills a purpose. Especially make contact with information offices such as College Relations and the Cooper Point Journal. Student and Faculty journalists used the archives a great deal during its first year open.

enter the repository - new materials may be either assigned a new number or if part of a previous accession may be assigned to that accession number), office of origin (provenance), series title, date, and the location where that item will be kept. For example see two pages below:

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5. Build the Vital Statistics file. This file forever needs new information in it. Think of new projects to add to this file and work on one daily.
6. Keep an Archives Use Statistics list. Maintain a list of users and the items they use. It gives the library an idea of how frequently the archives is used and looks good at budget meetings.
7. Hold periodical conferences with the Archivist. Inform the archivist of what you are doing and any changes, improvements, or disasters that have taken place within the archives. He needs to know what goes on too!
4. Have users fill out an Archives research slip. These slips allow the Archives to maintain a list of users and the items they use. It gives the library an idea of how frequently the archives is used and looks good at budget meetings.
5. Hold regular conferences with the Archivist whenever you have a question a procedural question or a complex information query that you are unable to handle on your own. Inform the archivist of what you are doing and any changes, improvements, or disasters that have taken place within the archives. He needs to know what goes on too!

EXAMPLE OF ACCESSION REGISTER ENTRY:

Acc #	Provenance	Series	Location
76-23	<p>Administration: V. P. for Business (This position has been particularly volatile over the years, coming and going with each reorganization of the College hierarchy. Thus there are years when the records are combined with the V.P. for Finance and Administration, amongst other titles for the activities involved).</p> <p><u>Incumbents</u> Clabaugh, Dean (actual title: Business Manager 1968-1969), 1969-1980 Cooper, Rita (acting), 1980 Schwartz, Richard, 1980-1985 Qureshi, M. Jamil, 1991-1992 Les Purce 1993-2000</p>	<p>Administrative Records: Business Files Insurance to Patents Miscellaneous Council to Residence Halls State Agencies 1968-1977 State Universities (UW, WSU, WWU, CWU, EWU, TESC) Correspondence 1968-1982 Chronological Files Attorney General Correspondence Chronological Files Founding Festival 1987 Investiture Committee Inter-Institutional Committee of Business Officers Records 1965-1972 Lawsuits TESC VS. Veterans Administration 1978/79 Memoranda 1970- NEA Board President's Council</p>	6E1 - 6F1 (Archives storage)

This information provides the essential facts concerning the incoming accession materials.