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Volume 5
READINGS ON COLLEGE AND UNIVERSITY ARCHIVES

AN ANNOTATED BIBLIOGRAPHY
Selected from publications in English, French and Spanish 1995-2004

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With contributions from Angeles Moreno Lopez, Universidad de Valladolid

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Barr, Debra; Bedi, Shailoo. First and foremost records management at Royal Roads University. *Feliciter*; 50 (3) 2004, pp.93-95
   Implementing a print and electronic records management system at a university can be an interesting and challenging project. Royal Roads University (RRU) in Victoria, B.C., is now in the third year of its university-wide records management project, which was a library-led initiative. **Reprinted by permission of the publisher**

Beasley, Brenda. "An examination and evaluation of the records management program at the University of North Carolina at Chapel Hill: based on a survey of UNC departmental liaisons and university records management practices throughout the United States." 2001.
90 pp. Thesis (MSLS) Univ of NC at Chapel Hill

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"Given the special challenges in performing archival reference and the changes in user expectations engendered by emerging technologies, what technological and information solutions may be used to acknowledge and respond to reference questions in the archives?

More time is generally needed to answer archival reference questions than library reference questions. According to a 1985 article by business archivist Cynthia Swank, inquiries to her archives required anywhere from ten minutes to fifty hours to answer.(FN1)

Another issue for archivists addressing questions from remote researchers is the necessity, as Mary Jo Pugh noted, to balance their requests with those of researchers who have come to the archives' research rooms.(FN2)

While archivists are weighing these time constraints, as well as the arrangement and description of new or backlogged accessions, many researchers believe that new technology should allow them to immediately find the information they seek or greatly expedite responses from repositories or libraries. Archivists need to address the interests of many researchers who are seeking historical information but have never used an archive." **Reprinted by permission of the publisher.**

Bingham, F. Keith. Beginning an archives program: the case of the University of Maryland Eastern Shore. In: *Culture keepers III. Black Caucus of the Am. Lib. Assn.,* 2000. p.149-54

Boadle, D. Australian university archives and their prospects
Australian Academic and Research Libraries; 30 (3) Sep 1999, p.153-70

"The creation of a unified higher education system in Australia, and the determination of successive federal governments to increase competition among public and private providers within it, has led to significant reductions in recurrent funding, with serious consequences for university recordkeeping. This survey of the management of the institutional archival function in 39 universities is more wide-ranging than Nessy Allen's 1987 study, analysing archival discourse and practices, as well as the formal structures and resources which support them. Emphasising the diversity of organisational arrangements, it concludes that the most problematic component in the university recordkeeping landscape remains the group of 'separate archives units' with collecting and combined functions." **Reprinted by permission of the publisher**

Borfo I Bach, Antoni. Archivo General y Registro de la Universitat Autònoma de Barcelona. *Boletín ANABAD*, 1997, vol. XLVII, nº 4, p.93-98.

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"Academic administrators rely on archival records for a variety of administrative, legal, financial, and historical reasons. In fact, the primary mission of many college and university archives is to manage these non-current records. In an era of increasing fiscal constraint and limited resources, accurate analysis of the use of archival information by university administrators is crucial to the development of successful, responsive archival programs. The authors believe the administrative use of archival records is an understudied aspect of archival administration. This study examines the information environment on modem campuses, explores the evolving roles of traditional and emerging information sites, examines the information use patterns of academic administrators, and proposes methods for improved information service in the modem academic environment." **Reprinted by permission of the publisher.**

Bustos Garrido, María José. Archivo de la Universidad Politécnica de Madrid. *Boletín ANABAD*, 1997, vol. XLVII, nº 4, p. 169-174.

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"This article discusses a recent oral history project conducted by the University Archives, Iowa State University Library, which documents students' campus experience and concentrates on the university's annual celebration, VEISHEA. By focusing on current students, the University Archives has been able to actively document student life and become better aware of the numerous student activities on campus. The project has enabled the archives to build bridges to previously undocumented student groups. The contact through these interviews has led to the donation of records from these groups, and has made these students more conscious of their role in the university's history and their responsibility to document it. **Reprinted by permission of the publisher**.

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A library science graduate school course challenged the author to use an established bibliometric analysis technique to study the use of an information service setting. The author used the technique resulting in Richard Trueswell's "80/20 Rule" to see if 80 percent of the use involves only 20 percent of the collection at the UW-Milwaukee Archives. The author discovered that, indeed, the relevant findings at the repository were almost a perfect 80/20, just as Trueswell had found in library collections. The findings at the UW-Milwaukee Archives hold implications for other institutions about appraisal, reappraisal, deaccessioning, and other areas of archival practice. The author concludes by challenging archivists to define the use of their institution's holdings and to consider adjusting their approach to the collection accordingly. **Reprinted by permission of the publisher**

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The case records in the Social Service Department Archives of the Peking Union Medical College not only provide information on medical practices in China between 1928 and 1951, but also a wealth of information on the social and economic conditions in China at that time, particularly for women and families. The records also provide information on the philanthropic work of the Rockefeller Foundation, which provided vast amounts of grant funds for the Peking Union Medical College. Research in the archives is limited, however, by the large number of files and the lack of finding aids, as well as the ever-changing attitude of the hospital administration toward researchers' use of the archives. **Reprinted by permission of the publisher**

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Laver, Tara Zachary. In a class by themselves: faculty papers at research university archives and manuscript repositories. *American Archivist*; 66 (1) Spring/Summer 2003, pp.159-196

"Faculty papers are common in university archives and/or university manuscript collections, but little current literature exists about their acquisition, appraisal, administration, processing and use. The survey reported herein examined the practices and policies on faculty papers employed by repositories in ARL-libraries and at formerly designated Research I universities. It reports criteria used to identify potential donors, how (and if) archivists pursue of faculty papers, formats of materials sought and retained, level of processing, and use by patrons and staff. More generally, it gauges practitioners' opinions toward what are often perceived to be large, yet underused collections." **Reprinted by permission of the publisher**

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Russell, Beth M.; Brandt Hutchison, Robin L. Official publications at Texas A&M University: a case study in cataloging archival material. *The American Archivist* v. 63 no. 1 (Spring/Summer 2000) p. 175-84

"Institutional reorganization and staffing changes at Texas A&M University's Cushing Library, which houses the university's archives, made necessary the cataloging of a substantial number of publications produced by different university agencies and departments, publications which had previously been largely inaccessible. The authors designed and implemented a plan to catalog thousands of pamphlets, reports, newsletters, conference proceedings and other material; a project that resulted in increased exposure and usage. This article outlines the development and ongoing refinement of the project. Undertaken in a cooperative spirit aimed at creating an integrated catalog of information resources, this project illustrates ways in which local practices can be improved through the use of technology." **Reprinted by permission of the publisher**

Salom Carrasco, Blanca. *Inventario del Archivo Histórico de la Escuela Universitaria de Formación del Profesorado de E.G.B.* Alicante: Universidad, SIBID, 1990.

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Saulnier, Carole. - L'élaboration d'un logiciel pour la gestion des entrepôts de documents semi-actifs à la Division des archives de l'Université Laval. *Archives,* 1989, vol. 21, nº2, 62-71.

Schina, Bessie; Wells, Garron. University Archives and Records Programs in the United States and Canada . *Archival Issues* v. 27 no. 1 (2002) p. 35-51
" University archives and records management programs in Canada and the United States are phenomena of the post-World War II era. Surveys undertaken by the Society of American Archivists

from 1949 to the mid-1960s found that universities in Canada and the United States managed their institutional archival records primarily as a part-time activity, preferring instead to devote resources to traditional library collections including manuscripts and rare books. The survey the authors conducted in the spring of 2002 revealed the persistence of old trends and the struggle of the university archivists and records managers to balance old and new needs. The survey results demonstrated the effectiveness of an advisory records management committee on the promotion of records and archives policies and procedures, the need for compliance audit, and the development and delivery of systematic training on information management. A major weakness identified by survey respondents was the lack of institution-wide electronic records management policies and procedures developed in cooperation with senior administrators, information technology staff, university archivists, and records managers. Another weakness is the absence of official standards for university archives and records programs. The release of ISO 15489, Information and documentation -- Records management in September 2001, provides an important departure. This international standard, when used in conjunction with the SAA Guidelines for College and University Archives, will provide Canadian and American universities with the tools to address current challenges in order to develop a comprehensive archives and records program. Reprinted by permission of the publisher.

Sewell, Lela Johnson. Another frontier: archival pioneers at historically black colleges and universities focus--South Carolina State University historical collection. In: *Culture keepers III*. Black Caucus of the Am. Lib. Assn., 2000. 131-6

Swain, Ellen D. Remembering Alma Mater: Oral History and the Documentation of Student Culture. *Archival Issues* v. 26 no. 2 (2002) p. 129-43

"For over a half century, archivists have debated the role of oral history in archives and libraries. While most agree that oral history is a valuable resource, many see its practice as an "extra" activity involving extensive funding, training, and time. When undertaken with careful planning and research, however, oral history offers endless possibilities for the academic archives. Through discussion of an alumni oral history project at the University of Inninois' Student Life and Culture Archival Program, this article illustrates how oral history not only strengthens the research potential of existing collections, but also enhances traditional archival activities, such as collection development and user service. In turn, oral history presents new avenues for outreach programming on the campus, in the community, and beyond.

For decades, archivists and historians have deliberated the role and use of oral history in documentation strategy and research. While some argue that the practice promotes a more inclusive history by capturing the experience of the "common" individual, others point to its subjective nature and its reliance on fallible memory. James Fogerty convincingly illustrates that oral history supplements existing records to "fill in gaps." However, expense, time shortages, and required training are admitted deterrents to undertaking its practice in the archives.

It is true that oral history has limitations: interviews must be analyzed critically in the context of other documentary sources due to the unreliability of human memory and interviewer and interviewee biases. Oral history projects are time-consuming and require appropriate funding, training, and research preparation. Although this article will not attempt to resolve the debate concerning oral history's place in archival practice, it will illustrate how an oral history project can have an immensely positive impact on the entire archives operation. The University of Illinois

Archives' investment in an alumni oral history project not only added invaluable and unique documentation to the Archives' holdings, but also benefited more traditional archival duties such as collection development, user service, and outreach in unsuspected and far-reaching ways." **Reprinted by permission of the publisher**

Uwaifo, Stephen Osahon. Management use of records in Delta State University, Abraka, Nigeria. *Records Management Journal*; 14 (2) 2004, pp.85-89

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Vagts, Rachel. Clashing Disciplines: Oral History and the Institutional Review Board. *Archival Issues* v. 26 no. 2 (2002) p. 145-52

Archivists are finding that, often for the first time, our institutions are taking a closer look at the way we conduct research and questioning the very methods that we have used for many years. The primary body that does that inquiry is often the institutional review board (IRB). A review concept originally designed by and for the sciences, the IRB and the archivist often find themselves at odds when they first meet. This paper offers an example of how you can work with your IRB to come to an acceptable solution, satisfying the theory and practices of archival administration while remaining within the confines of the review board regulations. **Reprinted by permission of the publisher**

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