

2022

Archival Continuum

Mark Lane

James Madison University, lane2mg@jmu.edu

Tiffany Cole

James Madison University, coletw@jmu.edu

Kate N. Morris

James Madison University, morriskn@jmu.edu

Rebecca B. French

James Madison University, frenchrb@jmu.edu

Follow this and additional works at: <https://commons.lib.jmu.edu/letfspubs>



Part of the [Library and Information Science Commons](#)

Recommended Citation

Lane, Mark; Cole, Tiffany; Morris, Kate N.; and French, Rebecca B., "Archival Continuum" (2022). *Libraries*. 215.

<https://commons.lib.jmu.edu/letfspubs/215>

This Presentation is brought to you for free and open access by the Libraries at JMU Scholarly Commons. It has been accepted for inclusion in Libraries by an authorized administrator of JMU Scholarly Commons. For more information, please contact dc_admin@jmu.edu.

ARCHIVAL CONTINUUM

February 14, 2022

JMU Libraries & Furious Flower
Discussion & Knowledge Sharing

<https://tinyurl.com/2p97t2vb>



Presenters



Kate Morris
Head of Special
Collections



Tiffany Cole
Special Collections
Archivist



Bodeene Amyot
Digital & AV
Archivist



Mark Lane
Acting Head of
Digital Collections



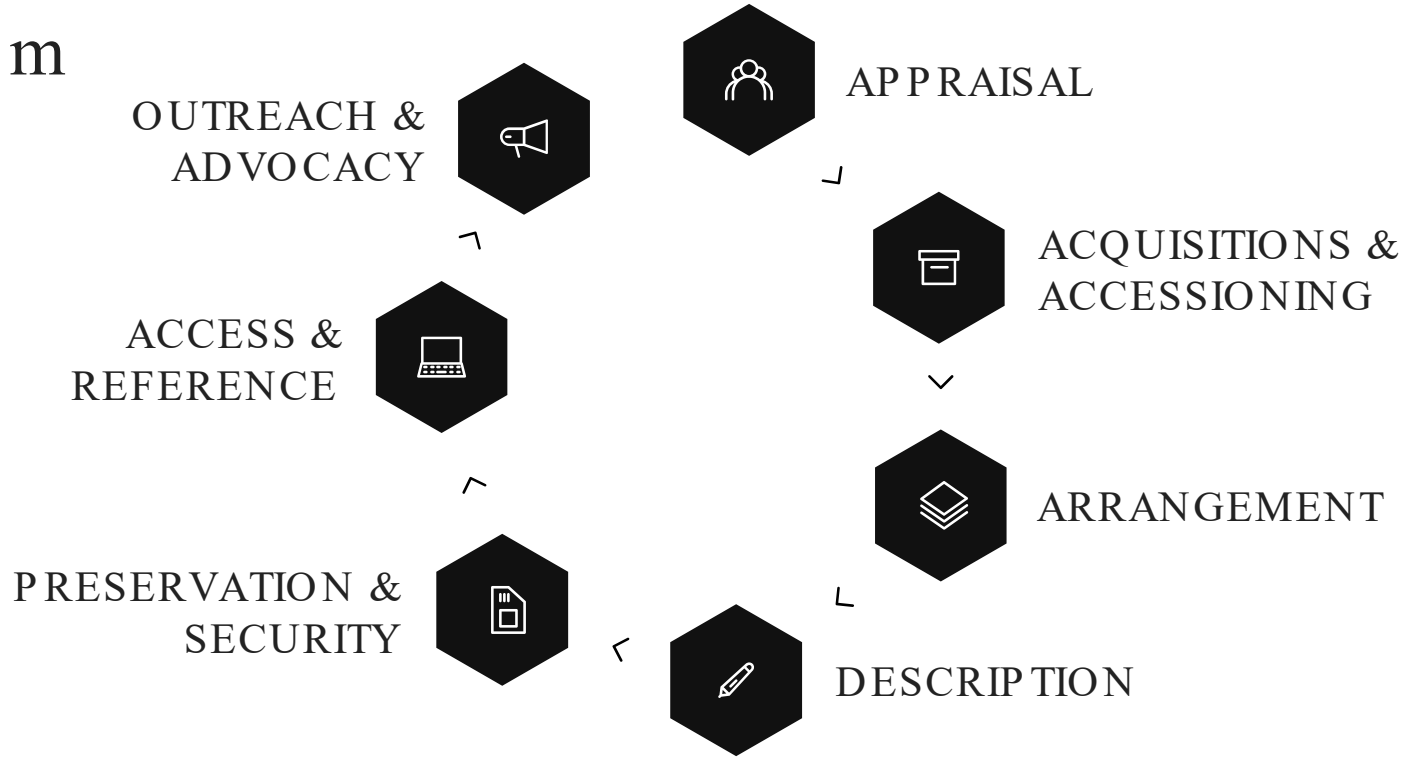
Rebecca French
Head of Metadata
Analysis &
Operations

SPECIAL COLLECTIONS

DIGITAL
COLLECTIONS

METADATA
STRATEGIES

Archival Continuum



context

n .

the organizational, functional, and operational circumstances surrounding materials' creation, receipt, storage, or use, and its relationship to other materials.

SAA Dictionary



Photo by Christina Morillo from Pexels

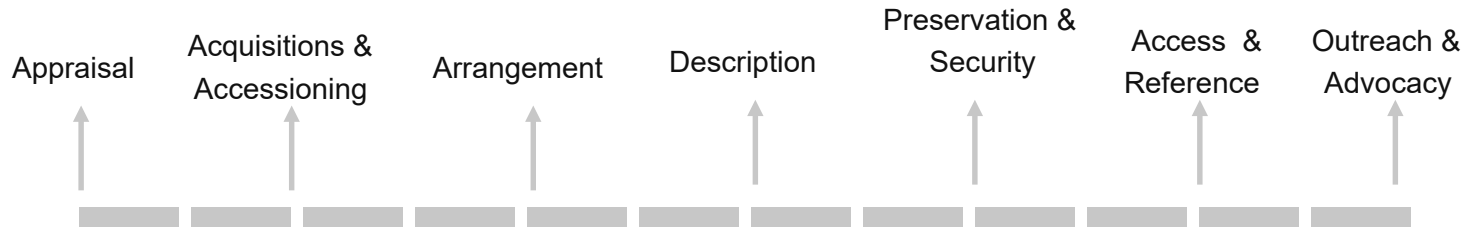
Archives Management

archives management

(also *archives administration*), *n.*

1. The general oversight of a program to appraise, acquire, arrange and describe, preserve, authenticate, and provide access to permanently valuable records.

— [SAA Dictionary](#)



Appraisal

appraisal

n.

1. In an archival context, appraisal is the process of determining whether records and other materials have permanent (archival) value.

The basis of appraisal decisions may include a number of factors, including the records' provenance and content, their authenticity and reliability, their order and completeness, their condition and costs to preserve them, and their intrinsic value.

— [SAA Dictionary](#)



Acquisitions & Accessioning

acquisition

n.

1. materials physically and officially transferred to a repository as a unit at a single time

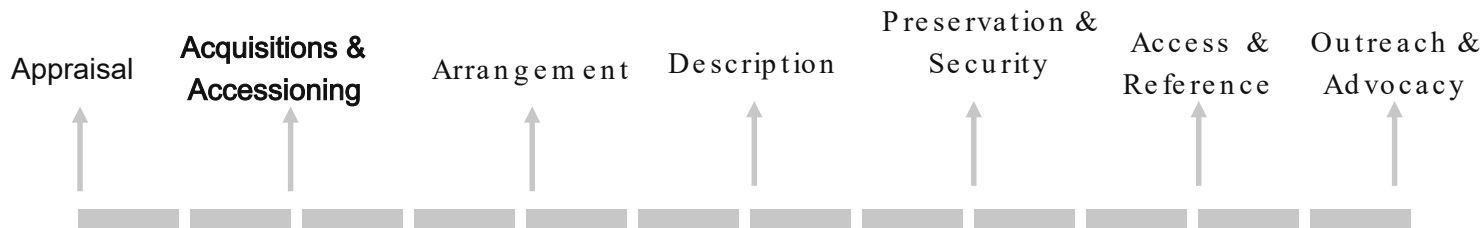
— [SAA Dictionary](#)

to accession

v.

1. to take intellectual and physical custody of materials, often under legal or policy authority

— [SAA Dictionary](#)



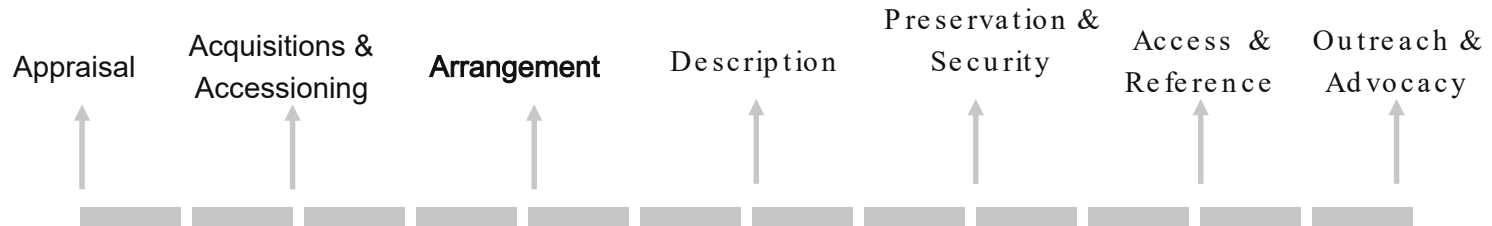
Arrangement

arrangement

n.

1. the process of organizing materials with respect to their provenance and original order, to protect their context and to achieve physical or intellectual control over the materials
2. the organization and sequence of items within a collection

— [SAA Dictionary](#)



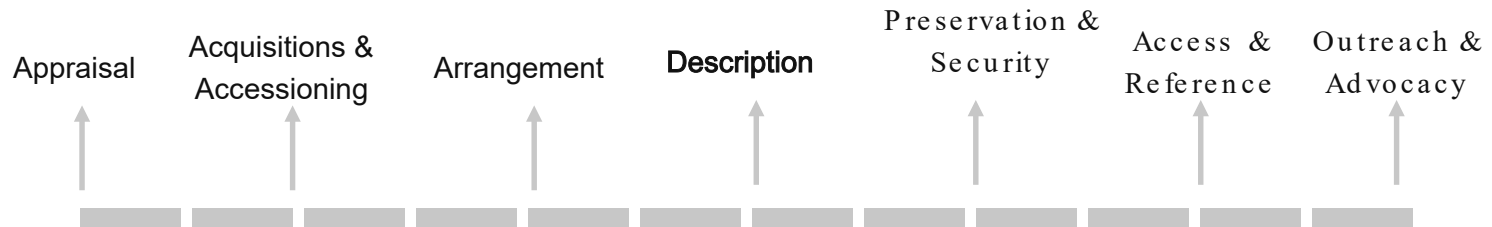
Description

description

n.

1. a set of data crafted to identify and represent an archival resource or component thereof

— [SAA Dictionary](#)



Principles of Archival Description

1. Archival description expresses professional ethics and values.
2. Users are the fundamental reason for archival description.
3. Because archival description privileges intellectual content in context, descriptive rules apply equally to all records, regardless of format or carrier type.
4. Records, agents, activities, and the relationships between them are the four fundamental concepts that constitute archival description.
5. Archival description must be clear about what archivists know, what they don't know, and how they know it.
6. Archivists must document and make discoverable the actions they take on records.
7. Archival description is accessible.
8. Archival description should be easy to use, re-use, and share.
9. Each collection within a repository must have an archival description.
10. Archivists must have a user-driven reason to enhance existing archival description.
11. Archival description is a continuous intellectual endeavor.

[DACs Statement of Principles](#)

SAA-Approved
Standard



DESCRIBING ARCHIVES

A Content Standard

DACS 2019.0.3



Ruth and Lowell Toliver Collection of Newman Family Papers

Collection Identifier: SC 0313
 James Madison University Libraries Special Collections | Ruth and Lowell Toliver Collection of Newman Family Papers

Collection Overview Collection Organization Container Inventory

Scope and Content

The Ruth and Lowell Toliver Collection of Newman Family Papers, circa 1875-2005, comprises a manuscript, writings, personal papers, photograph facsimiles, church records, and correspondence related to George A. Newman (1805-1944), his daughter Ruby Newman Temple (1899-1983), his grandson Austin Gerald Harris (1941-2005), and Harrisonburg's Northeast Neighborhood and Newtown.

According to Ruth Toliver, George A. Newman's 480-page unpublished manuscript...
[See more >](#)

Dates

circa 1875-2005

Creator

- Newman, George A. (George Ambrose), 1805-1944 (Person)

Access Restrictions

Collection is open for research. Researchers must register and agree to copyright and privacy laws before using this collection. Please contact Research Services staff before visiting the James Madison University Special Collections Library to use this collection.

Use Restrictions

The copyright interests in this collection have not been transferred to the James Madison University Special Collections Library. For more information, contact the Special Collections Library Reference Desk (library-special@jmu.edu).

Biographical/Historical Note

Ruth M. Toliver is a retired English teacher, local and family historian, and the author of *History of Kelley Street United Brethren in Christ Church, Newtown, Harrisonburg, Virginia, 1800-1900* (1986) and *Keeping Us With History* (2006). She is the daughter of Eugene Murdock and Myrtle Newman Murdock (1901-2000) and the granddaughter of George Ambrose Newman and Mary Dillard Newman. Ruth Toliver inherited many of the family papers that comprise...

[See more >](#)

Extent

3.6 Cubic Feet (in 3 boxes and 12 tri-folds)

Language of Materials

English

Container A1

Additional Description

Abstract

The Ruth and Lowell Toliver Collection of Newman Family Papers, circa 1875-2005, comprises a manuscript, writings, personal papers, photograph facsimiles, church records, and correspondence related to George A. Newman (1805-1944), his daughter Ruby Newman Temple (1899-1983), his grandson Austin Gerald Harris (1941-2005), and Harrisonburg's Northeast Neighborhood and Newtown.

Arrangement

The collection is arranged chronologically with the exception of the Gerald Harris papers which are intellectually and physically arranged as a sub-group at the end of the collection.

George Newman's manuscript is housed in one folder and two archival quality binders. The first two manuscript pages are on legal sized paper and were removed to a folder to ensure their physical integrity. Folder 1 includes manuscript pages 1-2. Binder 1 includes manuscript pages 3-140. The first four manuscript pages, approximately, were transcribed at an unknown time and are included in binder 1. Binder 2 includes manuscript pages 141-480. Missing pages are outlined in the Scope and Content note. The pages were kept in the order in which they were received with the exception of a few instances in which numbered pages were clearly misordered and were renumbered by the archivists to reflect the accurate numerical page order. Each page is individually sleeved with a few exceptions, for example when it was discovered during scanning that two pages were in the same sleeve. In these instances the pages were kept in the same sleeve but repositioned so that both could be viewed.

Provenance

A portion of the original photographs copied for the tri-folds were provided to the Tolivers by community and family members.

Acquisition Information

Donated to Special Collections by Ruth and Lowell Toliver in February 2021. Ruth Toliver is George A. Newman's granddaughter.

Other Formats Available

George Newman's manuscript and the individual photographs comprising the twelve tri-folds were digitized per the donor's request. George Newman's speech was also digitized. The digital scans are available to researchers upon request.



Search Collection

From year To year

Search

Navigate the Collection

Ruth and Lowell Toliver Collection of Newman...

- George A. Newman unpublished manuscript...
- Photograph tri-folds, circa 1853-circa 2005
- George A. Newman speech "Observations ..."
- Drawings by George A. Newman (son of Fr...
- John Wesley United Methodist Church prog...
- Newman's Society of Christian Service, Jane...
- John Wesley United Methodist Church hist...
- Celeantries and biographical notes, 1954-2015
- Associated church and school programs, 198...
- Ruby Temple correspondence, 1966-1974
- United Methodist Church printed materials, ...
- Local United Methodist Church materials, 1...
- A. Gerald Harris Papers, 1949-1995

Related Materials

Kelley Street United Brethren in Christ Church (Harrisonburg, Va.), Records, 1800-1900. Accession 37081, Church records collection, The Library of Virginia, Richmond, Virginia.

Separated Materials

One copy of the pamphlet Seventy-fifth Anniversary of the John Wesley Methodist Church, Harrisonburg, Virginia, October 23th through 27th, 1943 was removed from the collection and cataloged separately as part of Special Collections' rare book holdings. A second copy remains in the collection.

Bibliography

- Toliver, Ruth M. *Keeping Us With History*. Orley, MD: Lowell A. or Ruth M. Toliver, 2009.
- Toliver, Ruth M. *History of Kelley Street United Brethren in Christ Church, Newtown, Harrisonburg, Virginia, 1802-1900*. Gaithersburg, MD: Signature Books, 1986.
- Obituary for Austin G. Harris, *Daily News-Record*, April 8, 2005.

Processing Information

George Newman's manuscript was digitized per the donor's request in February 2021. The digital scans are available to researchers upon request. Numerous manuscript pages have writing on their verso side (back) though these were not scanned. All of these pages were flagged by the archivist with a "SEE VERSO" slip of paper. The pages were kept in the order in which they were received with the exception of a few instances in which numbered pages were clearly misordered and were renumbered by the archivist to reflect the accurate numerical page order.

Original description of the photographs created by the donor was largely retained within descriptive elements of the container list e.g. thematic titles of tri-folds and item-level titles.

Loose programs and handwritten documents were removed from George Newman's notebook documenting the history of the John Wesley M. E. Church and arranged according to material type.

Materials related to Gerald Harris were largely kept in the same topical order in which they were received.

Subjects

- Bioethics
- Church records
- Family papers
- Legends (about books)
- Letters (correspondence)
- Lucy F. Simms School (Harrisonburg, Va.)
- Manuscripts (documents)
- Memories (personal)
- Newman, George A. (George Ambrose), 1805-1944
- Newtown (Rockingham County, Va.)
- Paraphrases
- Photographs
- Speeches (documents)
- Temple, Ruby Edith Newman, 1899-1983

Related Names

Source

- Toliver, Ruth M. (Donor, Person)
- Toliver, Lowell (Donor, Person)

Creator

- Newman, George A. (George Ambrose), 1805-1944 (Person)
- Temple, Ruby Edith Newman, 1899-1983 (Person)
- Harris, Austin Gerald, 1941-2005 (Person)

Finding Aid & Administrative Information

Title	A Guide to the Ruth and Lowell Toliver Collection of Newman Family Papers, circa 1875-2005
Status	Completed
Author	Library Code
Date	November 2021
Description rules	Describing Archives: A Content Standard
Language of description	English
Script of description	Latin

Repository Details

Repository Details

Part of the James Madison University Libraries Special Collections Repository

<https://www.lib.jmu.edu/special/>

Contact:

880 Madison Drive

Harrisonburg Virginia 22907

☎ 540-924-2612

📧 library-special@jmu.edu

Useful Links

JMU Libraries
 Special Collections

Contact Us

880 Madison Drive
 Harrisonburg, VA 22907
library-special@jmu.edu

Example of collection-level description:

[SC 0313](#)
[Ruth and Lowell Toliver Collection of Newman Family Papers](#)



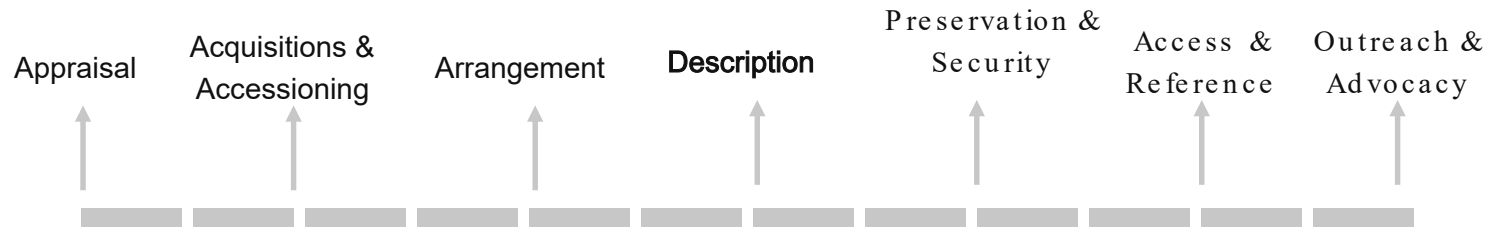
Description

description

n.

1. a set of data crafted to identify and represent an archival resource or component thereof

— [SAA Dictionary](#)



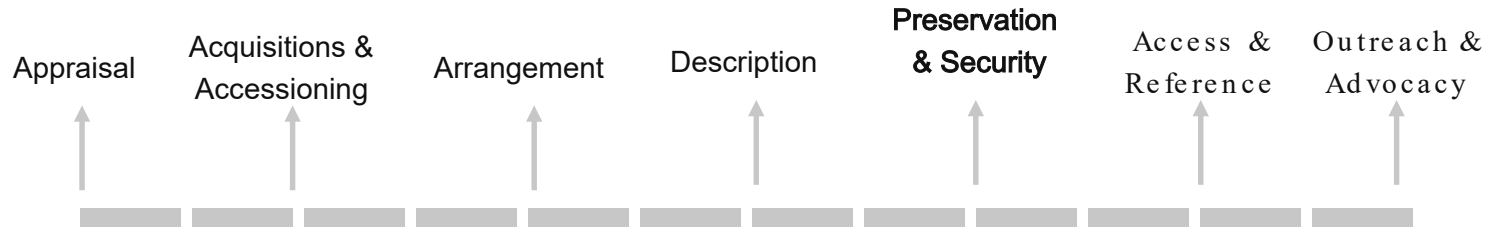
Preservation

preservation

n.

1. protecting materials by minimizing chemical and physical deterioration and damage to minimize the loss of information and to extend the life of cultural property

— [SAA Dictionary](#)



Access & Reference

access

n.

1.ability to locate relevant information through the use of catalogs, indexes, finding aids, or other tools

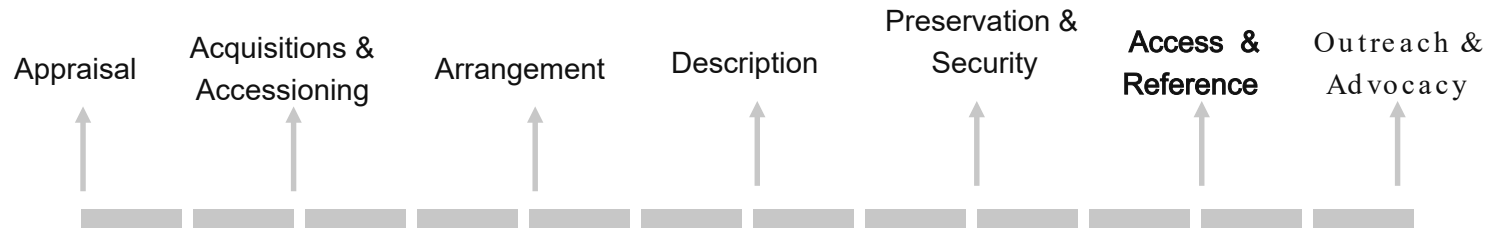
— [SAA Dictionary](#)

reference

n.

1.service to aid patrons in locating materials relevant to their interests

— [SAA Dictionary](#)



Outreach & Advocacy

outreach

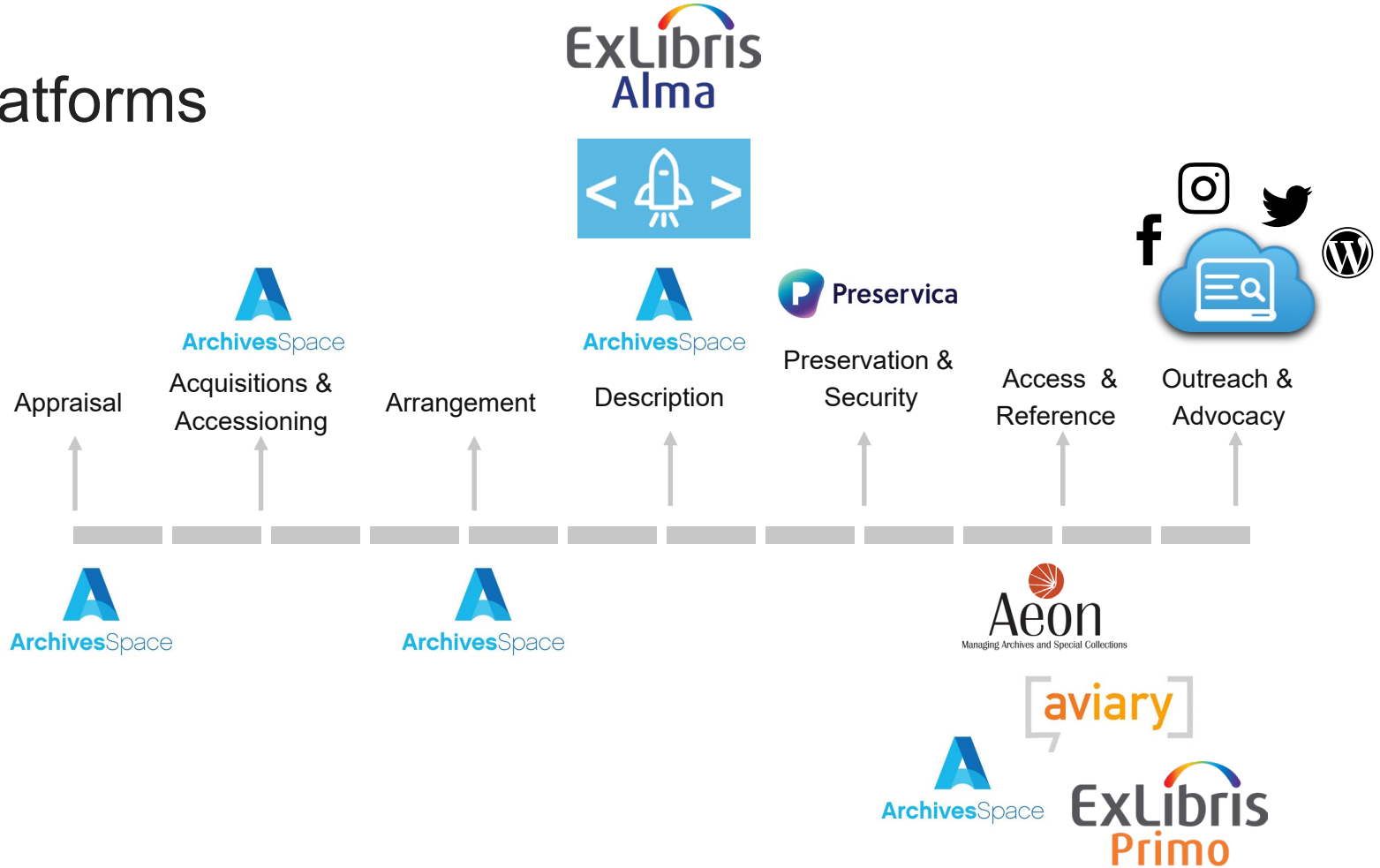
n.

outreach activities may include exhibits, workshops, publications, and educational programs.

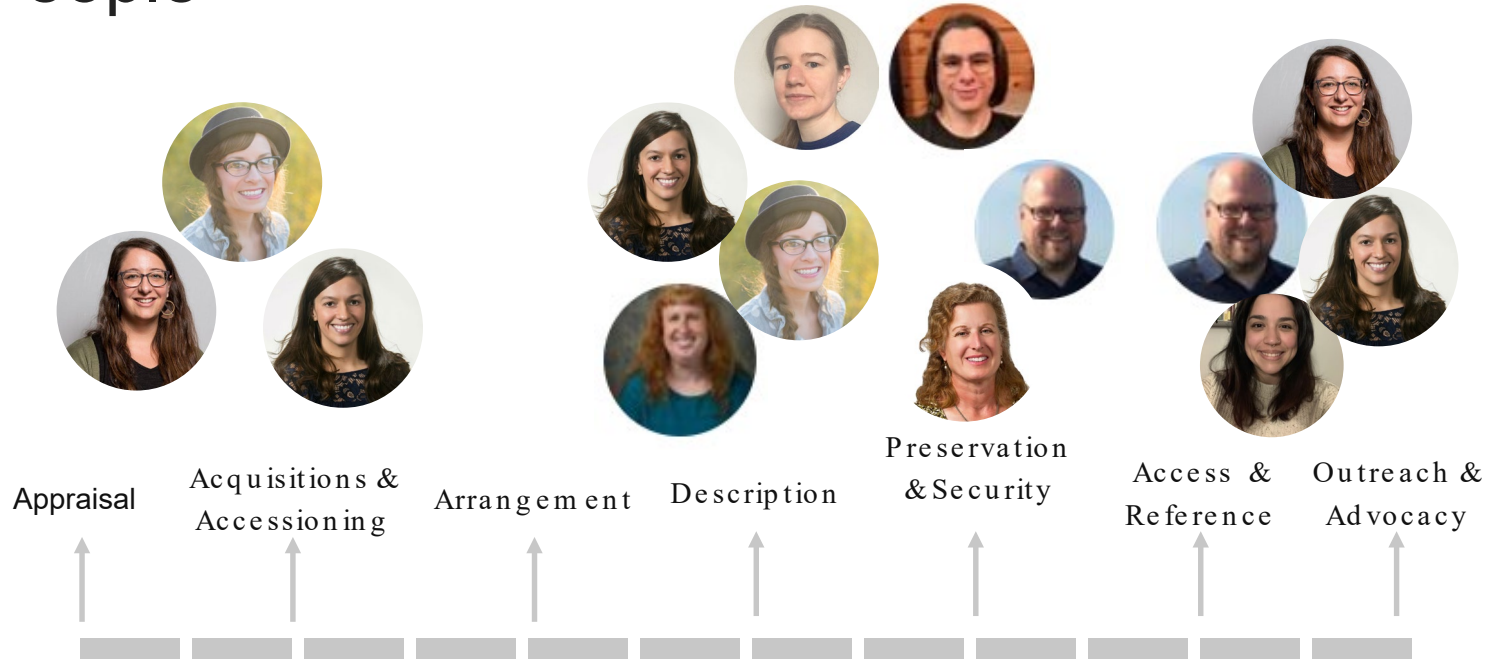
— [SAA Dictionary](#)



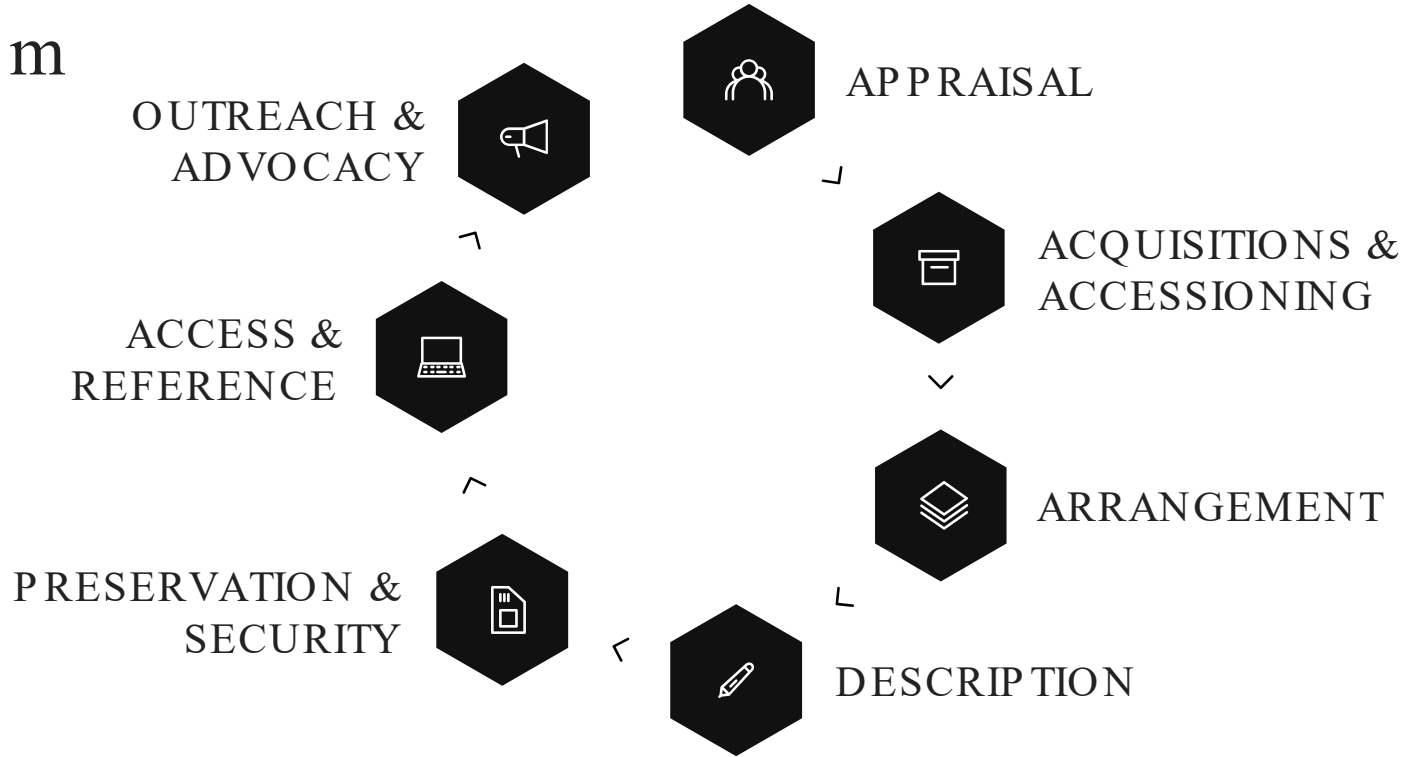
Platforms



People



Archival Continuum



Meta -Observations

- “Workflows” are things that evolve over time
- There are *many* granular workflows
- This will become complicated. Sorry!!
- This work is often done in Communities of Practice -
What does that look like in Libraries & Archives?
What does that look like in poetry communities?