#### **James Madison University**

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3-27-2019

#### James Madison University Special Collections: Collections Management

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Part of the Archival Science Commons, and the Collection Development and Management Commons

#### **Recommended Citation**

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# James Madison University Special Collections

Collections Management

Tiffany Cole, Special Collections Archivist Kate Morris, Head of Special Collections



1. Purpose and Mission

### James Madison University Special Collections

#### Our mission is fourfold:

- \* To document the central Shenandoah Valley
- To document the history of James Madison University
- To serve as JMU Libraries' repository for rare, irreplaceable, unique, or otherwise valuable materials
- To support the access and use of primary source materials housed in Special Collections within the JMU curriculum

### James Madison University Special Collections

Therefore, the objectives of Special Collections are: to gather rare books, manuscripts and other special materials that support the mission of Special Collections, JMU Libraries, and the University; to arrange and describe these materials in ways that make them accessible to the public while enhancing their preservation; to provide service in their use, to communicate to the University and the wider community the purpose and content of Special Collections; and to encourage potential donors of desirable materials.



Broadly speaking...

We collect records of enduring value (regardless of format) so that they may be preserved for future generations and used to create new knowledge.

### New and Expanding Collecting Areas

- Under-documented communities
- African & African American representation in comics and literature curriculum initiated, grant funded
- Comprehensive university history student and faculty experience (beyond the "party line")
  - Africana Studies
  - Black Student Alliance
  - ◆ SOGIE

### Who we are

- \* Established in 1983
- Located on the 2nd floor of Carrier Library
- \* 3.5 staff members + four student (undergrad/grad) workers
- \* Hours: 11-4 M-F, by appointment



2. How we acquire

### Appraisal

- Determining whether records and other materials have permanent archival value
- Within the context of mission and collection development policy, considerations include
  - provenance and content, authenticity and reliability, order and completeness, intrinsic value, condition, preservation costs

### Donations



Monday, October 15, 2018

#### Another Scrapbook Moves On

In 1924 my grandaunt Velma Davis was just 16 and heading to the Harrisonburg Teachers College (now James Madison University - **Go Dukes**), about 20 miles from her home in Shenandoah, Virginia. Like many girls of the time, she delighted in taking pictures of her friends to glue into a black paper scrapbook. Close friendships, dorm life, silly antics, snow, and school activities are documented forever in those pages, pages now dusty and brittle, chipping away.

I am not sure why I was elected to be the caretaker of Velma's scrapbook, but what a gift it has been. The tattered scrapbook has worked overtime providing me with lots of material to write about. Nearly every photo has been featured in my blog at least once, some multiple times. No wonder faithful readers have come to know Velma on a first name basis.

But it was the photos of
Velma's dorm Wellington
Hall that caught the eye of
Dr. Philip Herrington,
Assistant Professor of
History at JMU. An ongoing
project in his Historic
Preservation course is
documenting the area that



#### Search This Blog

#### About Me



Wendy

My name is Wer

Searc

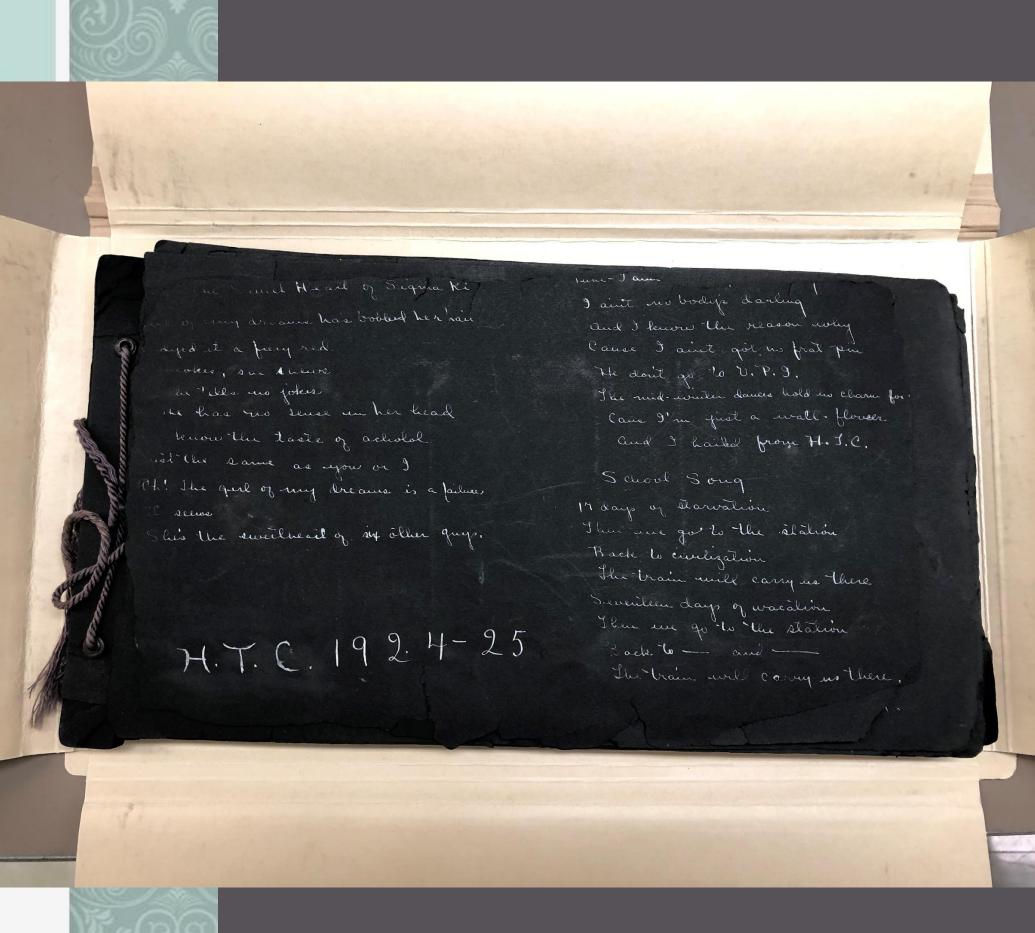
My name is Wendy. About thirty years ago, I helped my mother research the

Jolletts. Since retiring from teaching, I have expanded my research which I share here. Whe I'm not looking for my own family I index for FamilySearch, DAR, at the Greene County Historical Society. Welcome to Jollett Etc. Please leave a comment to let me know you were here. If you have more information or believe we a related, EMAIL ME at wendymath at cox dot net

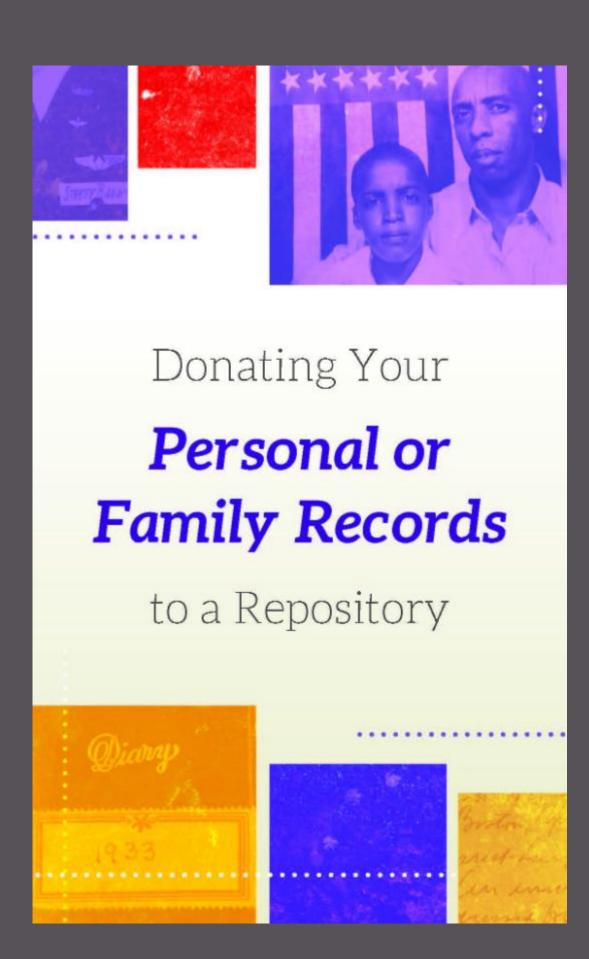
View my complete profile

#### Email Me!





### Deed of Gift



https://www2.archivists.org/publications/brochures/donating-familyrecs

#### Your Personal Records Could Have Historic Value

Listed below are types of materials in personal and family records that are often valuable to a researcher. This list, which is suggestive and not definitive, illustrates the wide range of documentation that is often useful for historical and administrative research:

- Letters/email
- Memoirs/reminiscences
- Diaries/blogs
- Scrapbooks/photo albums
- Professional papers
- Genealogical information
- Speeches/lectures
- Articles/essays
- Subject files
- Legal documents
- Minutes/reports
- · Brochures and fliers
- Awards/certificates
- Photographs (with subjects and locations identified)
- Films/videos/audio tapes (including identifying information)
- Websites

Also of interest are files relating to an individual's civic, business, religious, political, and social activities.



A variety of materials in your personal and family records are often valuable to researchers—including family photos, email, memorabilia, and marriage certificates.

Images courtesy of

[Donor Name] Deed of Gift

#### James Madison University LET Special Collections Library

#### DONOR DEED OF GIFT

As sole owner of the materials listed in **Addendum A**, I, \_\_\_\_\_\_\_, (hereafter referred to as the Donor) hereby transfer, donated, grant, and assign these materials to James Madison University (JMU, hereafter referred to as the University) on behalf of Libraries & Educational Technologies' (LET) Special Collections:

The Donor hereby warrants and guarantees that he/she has good title and copyright to those materials listed in Addendum A and agrees to hold harmless and indemnify the University from all claims, suits, or damages arising out of any alleged defect in the Donor's title or copyright to said materials.

#### Relationship of the Donor to the Materials (check all that may apply):

5	
70	Donor is the primary creator of these materials
	These materials were transferred to the Donor from an estate
(i) (i)	Donor is the legal spouse of the creator of these materials
	Donor is a family member of the creator of these materials
	Donor has collected or preserved these materials but has no legal relationship other than ownership
00-	The Donor worked for the organization in which these materials were created

#### Transfer of Materials

Other (please specify)

The above-mentioned materials are gifts to the University without restrictions. The Donor assigns and conveys to the University all legal title and property to the materials described in Addendum A. LET Special Collections reserves the right to inspect the materials prior to execution of this Deed of Gift. The risk of damage or loss to the materials will pass to LET Special Collections upon receipt of the materials.

Except as described in **Addendum B**, it is hereby understood and agreed that the Donor's materials will be made available to students and researchers generally and that it is possible that said materials may thereby pass into the public domain. Restrictions to future additions, if necessary and if they differ from those described in Addendum B, will be documented in addenda to this agreement.

### Copyright

Copyrights and rights of reproduction in and to these materials will be governed by United States copyright law. The Donor or LET may administer the copyrights related to these materials (please initial one option below):

The Donor would not like to be contacted about individual publication requests or requests related to commercial uses related to these materials. The Donor does hereby transfer, give, grant, and assign any copyrights that they hold in these materials to LET.

\_\_\_\_\_The Donor would like to be contacted about individual publication requests and individual requests related to commercial uses of these materials. The Donor or the Donors representative will administer these rights and grant permission as these requests arise. The LET Special Collections should refer use requests to the following address of the donor or the donors designated representative:

### Purchase

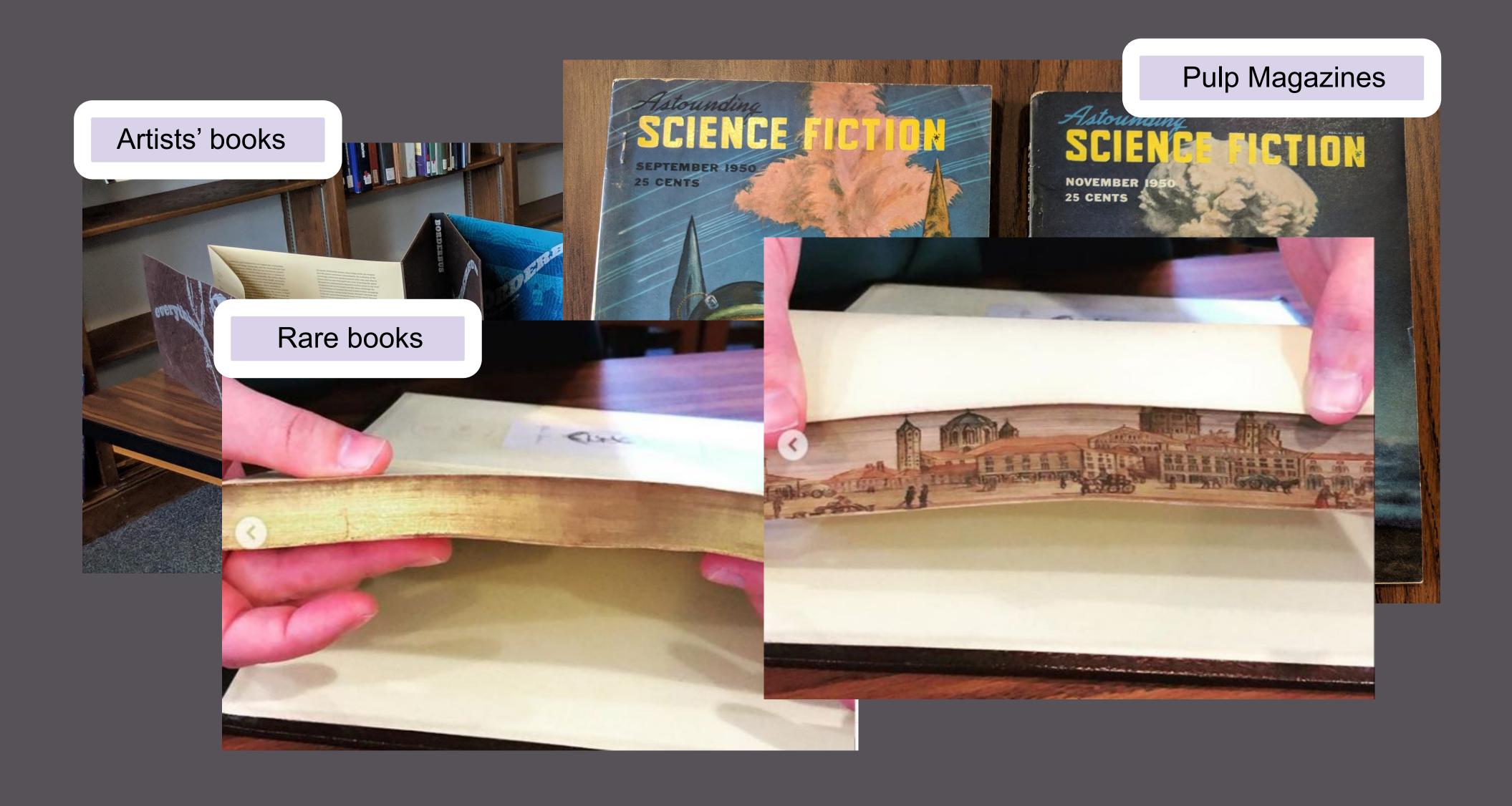


### Purchase

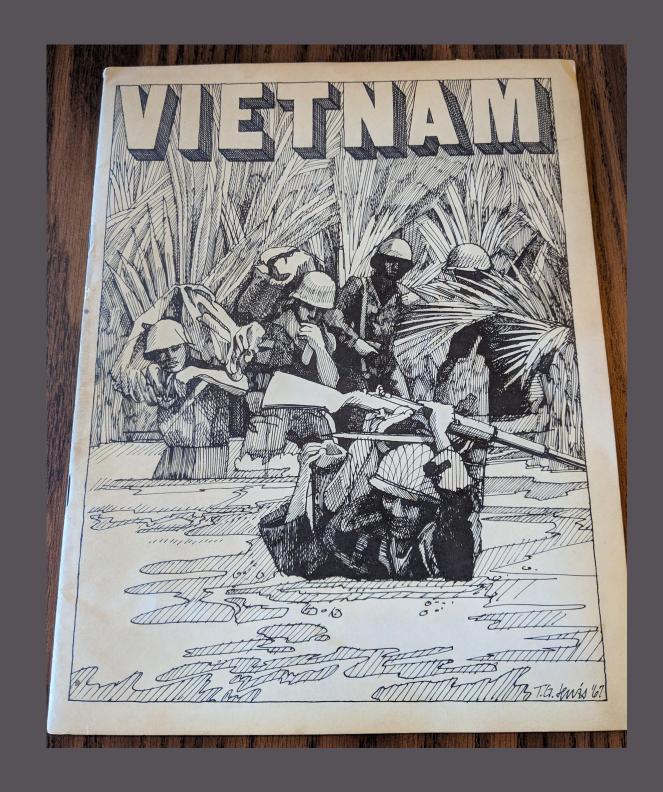




### Purchase



- \* Black comic collection
  - Writers, illustrators, characters







### Transfer from university departments/student orgs

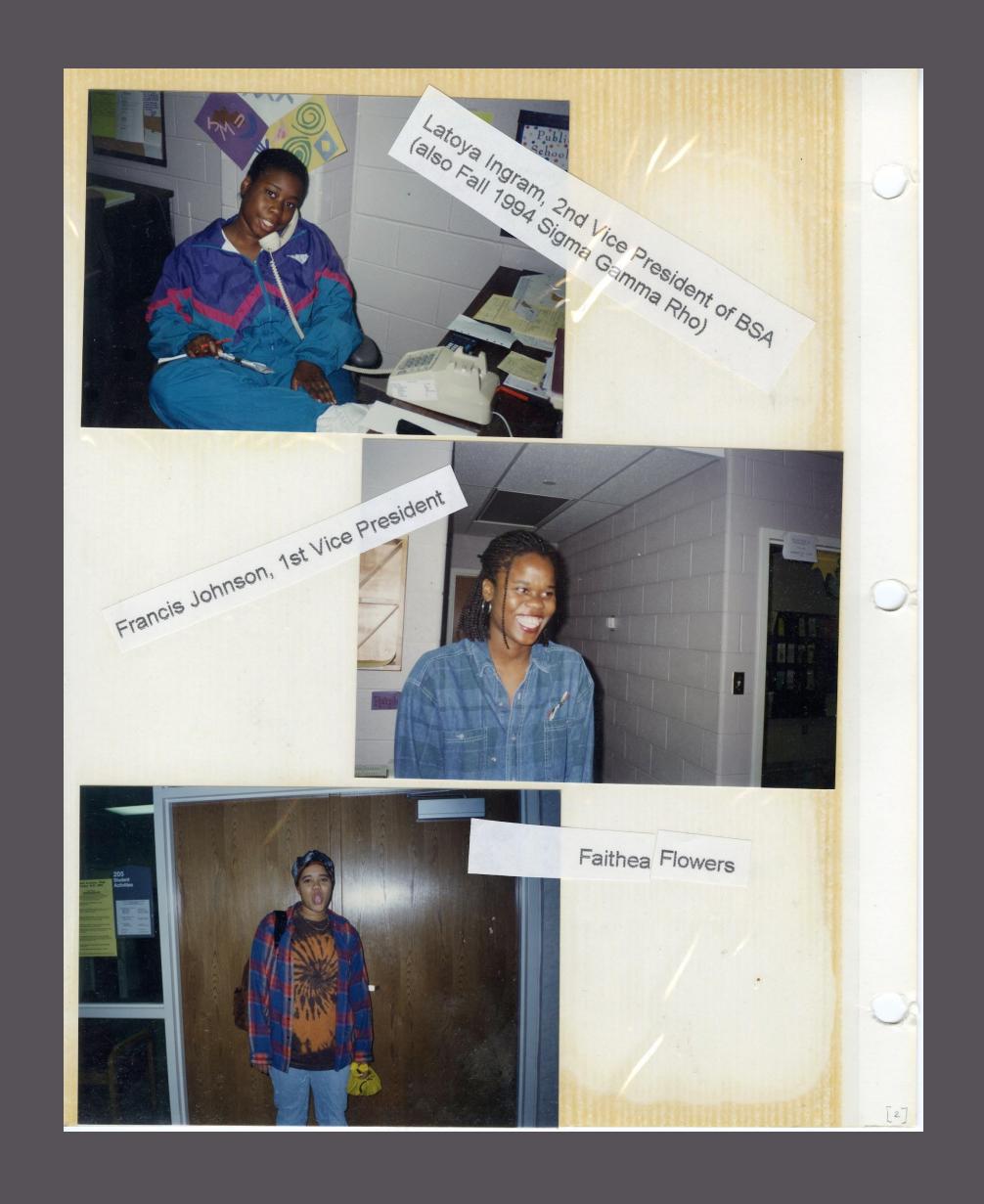
- \* Student Government Association (SGA)
- Sexual Orientation, Gender Identity & Expression

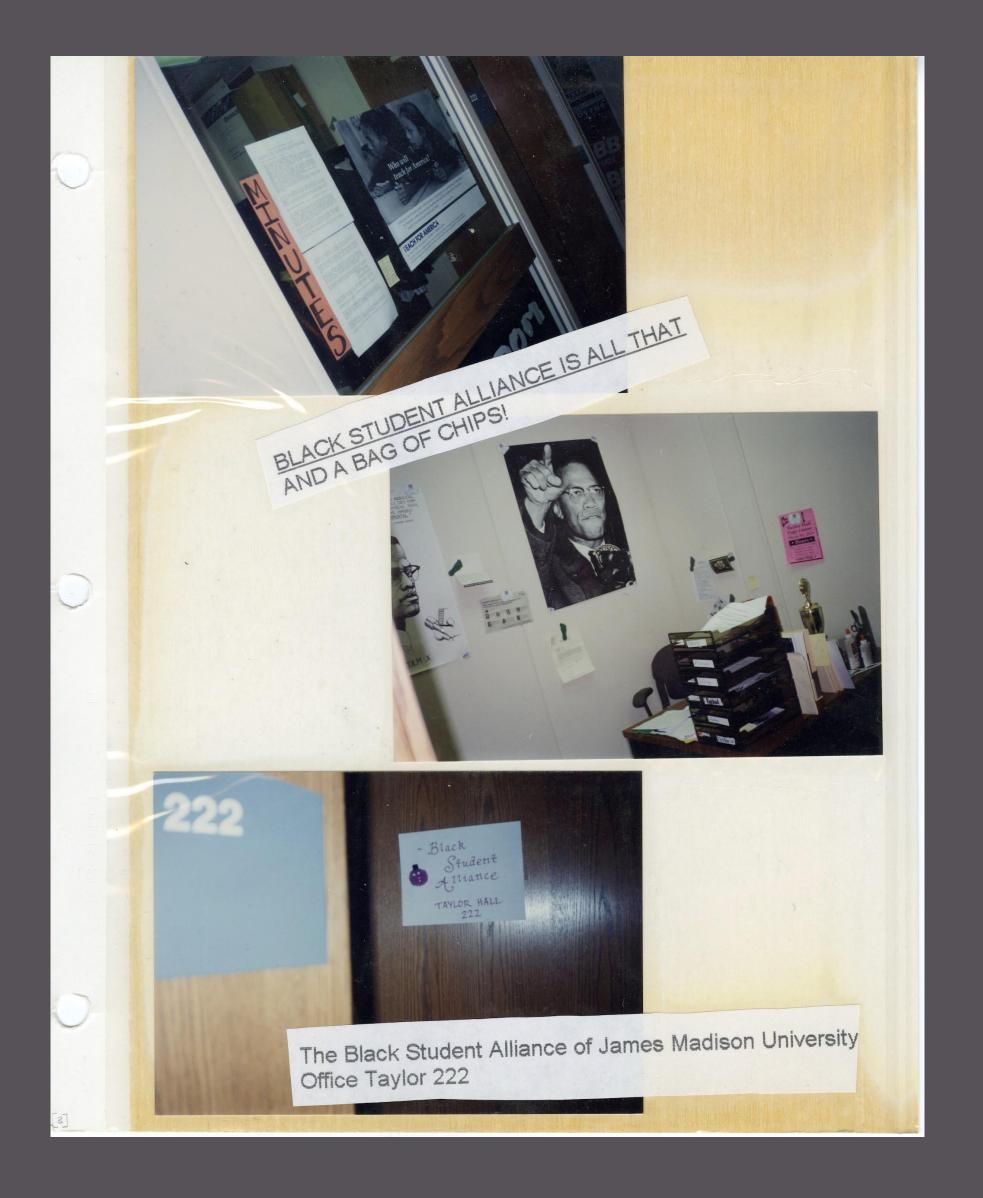
(SOGIE)

- \* Board of Visitors
- Alumni Association
- \* Black Student Alliance (BSA)
- Marching Royal Dukes
- Furious Flower PoetryCenter



### Black Student Alliance (BSA) Scrapbook





### What we generally do not accept

Widely-distributed sound and video recordings

Clippings from or copies of widely-distributed newspapers\*, magazines, and academic journals

Drafts of published academic work

Academic research files

Reproductions of materials from other archives

Facsimiles of extant original materials

Objects (trophies, plaques, clothing, household objects)

JMU Historic Clothing Collection

Collected artworks

Madison Art Collection

## 3. After Acquisition

### Accessioning - intellectual control

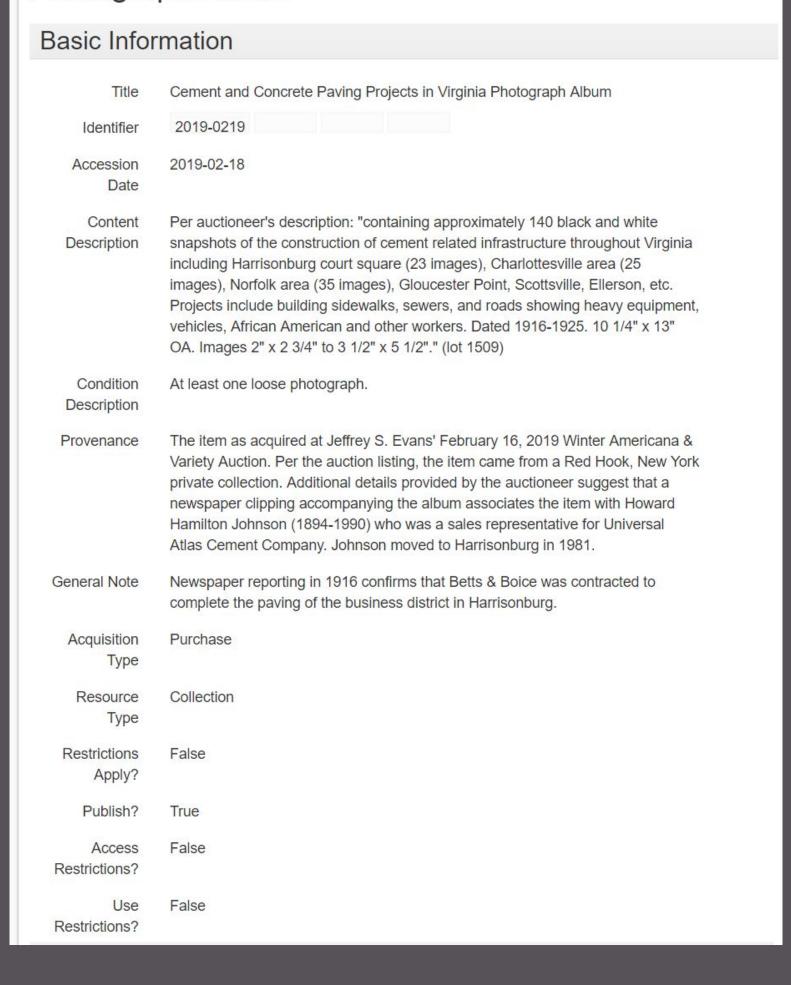
- \* Assign accession number: 2019-0327
- Create Collections Control File (CCF)
- Gather documentation email correspondence, gift agreement, research files for description
- \* Minimal rehousing if needed
- Label boxes with accession number

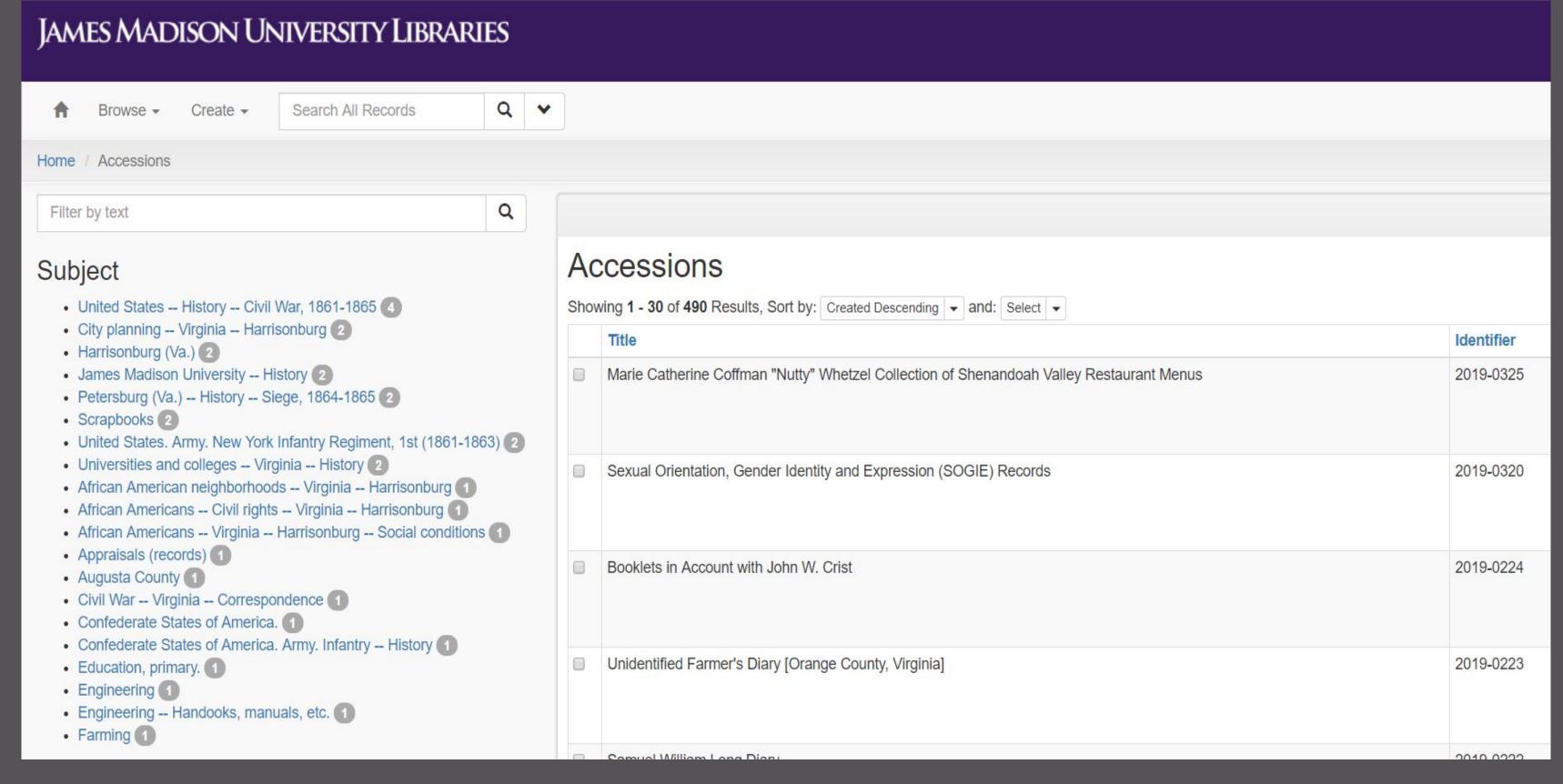


### Accessioning

### Create accession record in ArchivesSpace

#### Cement and Concrete Paving Projects in Virginia Photograph Album





### Aspirational Descriptive Goal

Aspirational goal - make all unprocessed collections discoverable via minimally described DACS compliant records

#### **Single-level Required**

A single-level description with the minimum number of DACS elements includes:

- Reference Code Element (2.1)
- Name and Location of Repository Element (2.2)
- Title Element (2.3)
- Date Element (2.4)
- Extent Element (2.5)
- Name of Creator(s) Element (2.6) (if known)
- Scope and Content Element (3.1)
- Conditions Governing Access Element (4.1)
- Languages and Scripts of the Material Element (4.5)

#### **Single-level Optimum**

A single-level description with the optimum number of DACS elements has all of the elements included in Single-level Minimum above, plus the following:

- Administrative/Biographical History Element (2.7)
- Access points (See Overview of Archival Description)

### DACS



- Overview of archival description
- Statement of principles
- Descriptive elements (required, optimum, added value)

### Processing Priorities and Backlog



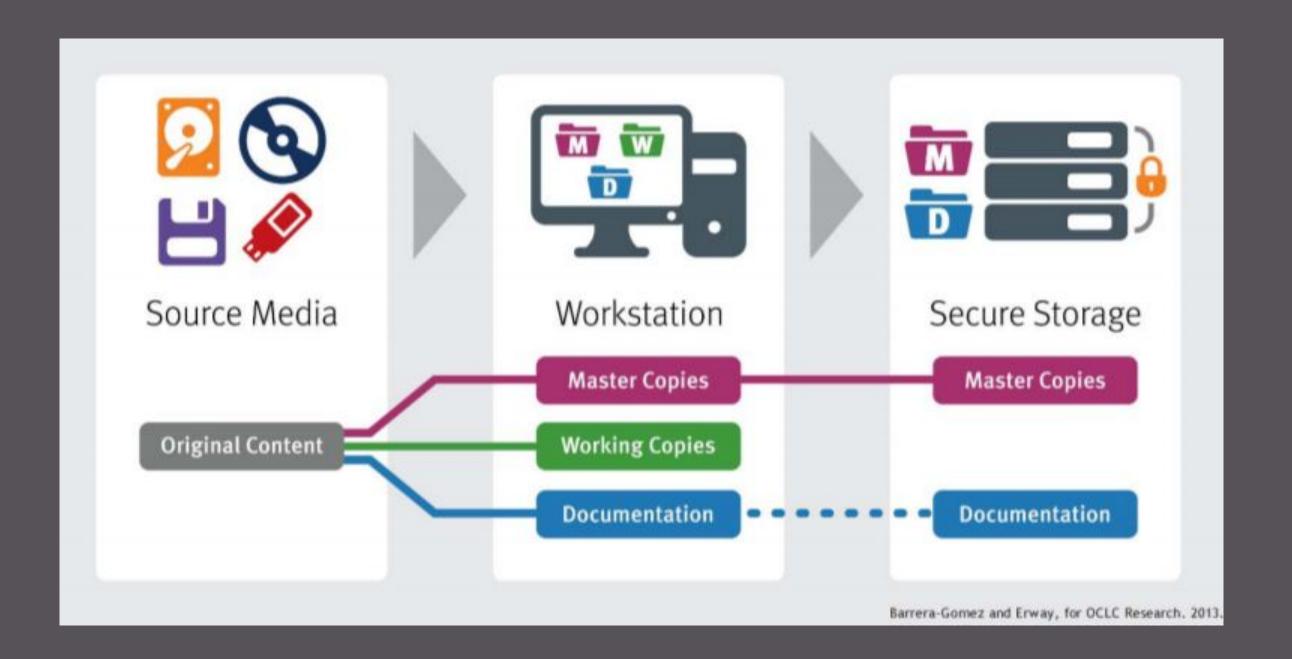


### Arrangement...





### Arrangement...



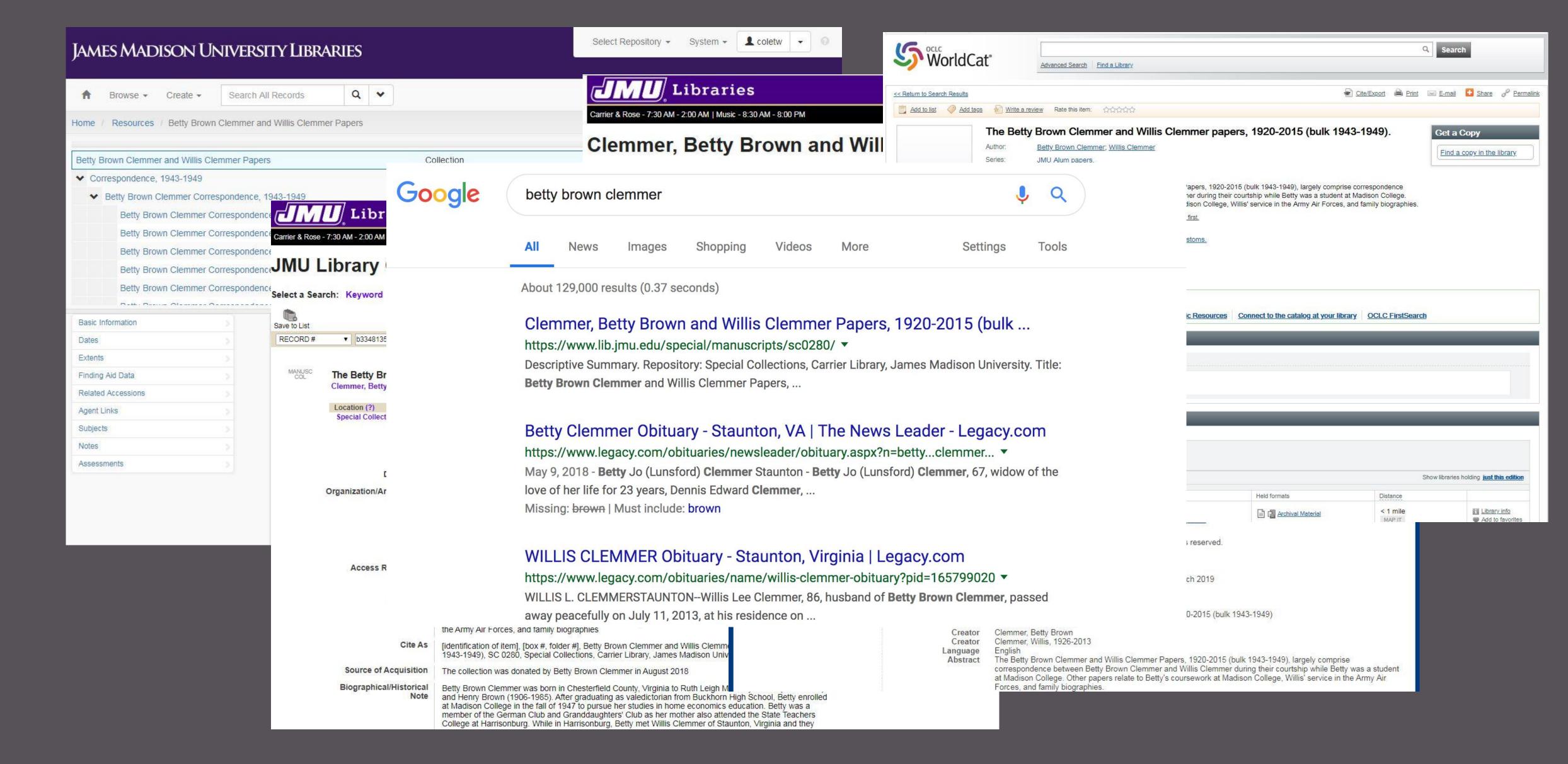
### WYOUR DIGITAL MEDIA

A guide to the most common types of digital storage media found in archives?





### ...and Description



### ...and Description

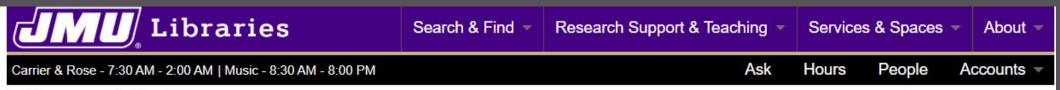
Sher	nandoah \	/alley Oral History Project				
<b>■</b> Col	llection Ident	tifier: SdArch 29				
Special	l Collections, Ja	mes Madison University   Shenandoah Valley Oral History Project				
Collec	ction Overview	Collection Organization Container Inventory				
F	Farrish, Johi	n D., interviewed by Scott Burwell, December 5, 2005				
	File Ident	ifier: 29-2				
	union in 1997. [	nistory of the Teamsters Union in the Shenandoah Valley, specifically Teamsters Local 29, which was formed in 1963. Farrish joined the union as a driver in 1975, eventually rising to the post of president of the Discusses general working conditions in the Shenandoah Valley and issues of race and migration. Also mentioned are union member benefits, the matter of 'right to work' and 'closed shop' states, and the North Trade Agreement (NAFTA).  December 5, 2005				
		t and supporting documents, December 5, 2005				
	🖰 Item — B	ox: 1, Folder: 2				
	Dates	December 5, 2005				
	Original audio-disc, December 5, 2005					
	Iedia Cabinet: 1, audio-disc: SA0029-cd-002					
	Dates	December 5, 2005				
	Preservat	ion master, December 5, 2005				
	🗋 Item — M	Iedia Cabinet: 1, audio-disc: SA0029-cd-101				
	Dates	December 5, 2005				

### Collections Storage





### Reading Room Management



#### Plan a Visit

Special Collections is open to all.

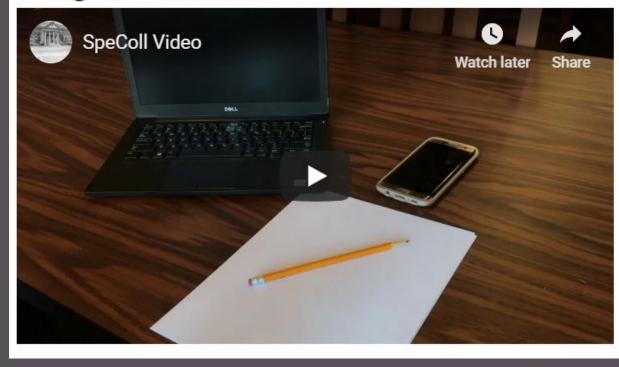
When visiting Special Collections for the first time, patrons will be asked to complete a User Registration Form. Researchers must register and may use materials only in the Special Collections Reading Room. You may register in advance of your visit here:

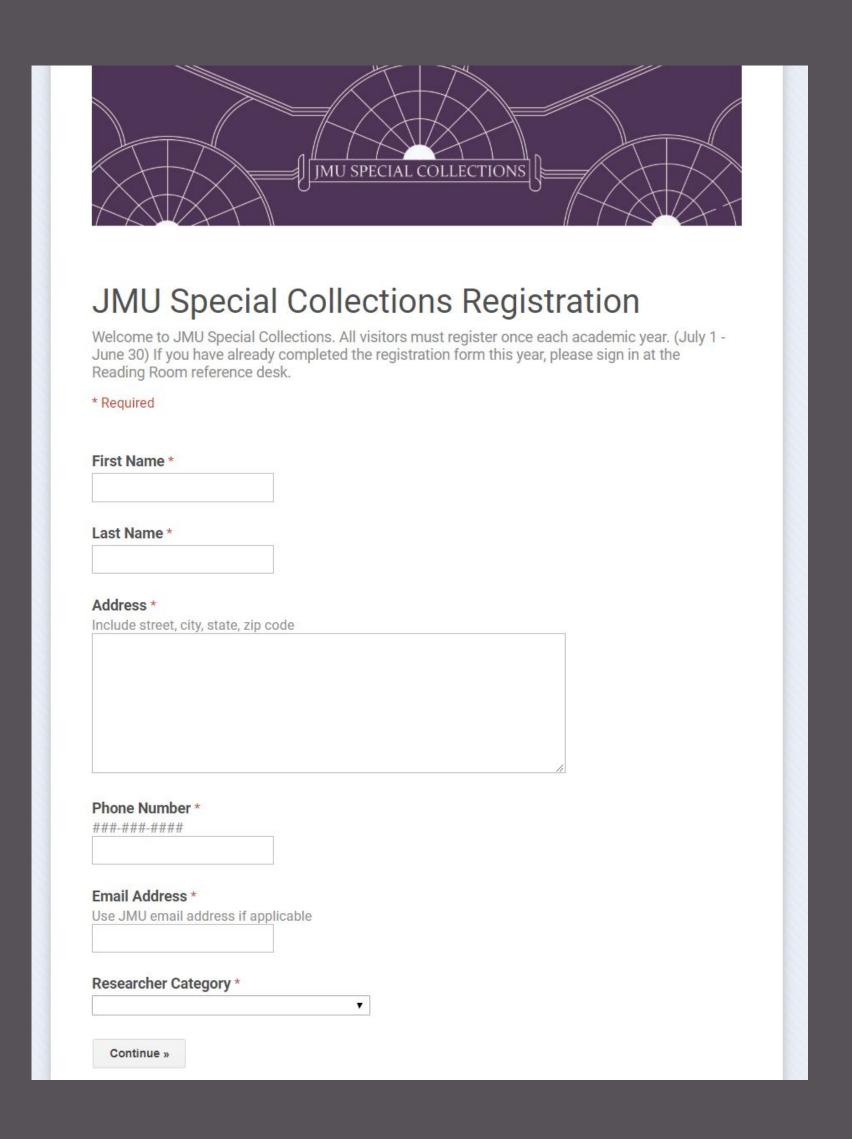
#### **Special Collections User Registration Form**

#### **Reading Room Policies**

- Under no circumstances may researchers remove collection material from the reading room.
- Researchers agree to handle all library collections gently and carefully and to keep loose documents in the order they are found.
   Handle unique and rare materials with care. Keep them flat on your table or in cradles provided by staff.
- Use one box/one folder at a time. Order is important in archival collections. Please maintain it.
- Pencils, limited sheets of loose paper, laptop computers, mobile devices on silent settings, and digital cameras are allowed in the reading room. Store your backpacks, bags, and other bulky items in lockers or designated area.
- All food and beverages (including water bottles) are prohibited.
- Wash hands before beginning your research.
- Library staff may examine laptops, notes, and other items when researchers exit the reading room.
- Researchers may use digital cameras for same-day copying of unrestricted collections. Other options (not same day) for copying may
  be available. Please consult with library staff about other available copy services.
- In order to complete the registration process in person, researchers must be prepared to show a photo ID.
- Personal identification information is entered into a database for statistical and security purposes. The Special Collections Library will retain information collected from researchers indefinitely.
- Know we are here to answer questions about research, collections, and proper handling of materials.

#### **Using the Collections**





### Requesting Material/Collections Usage

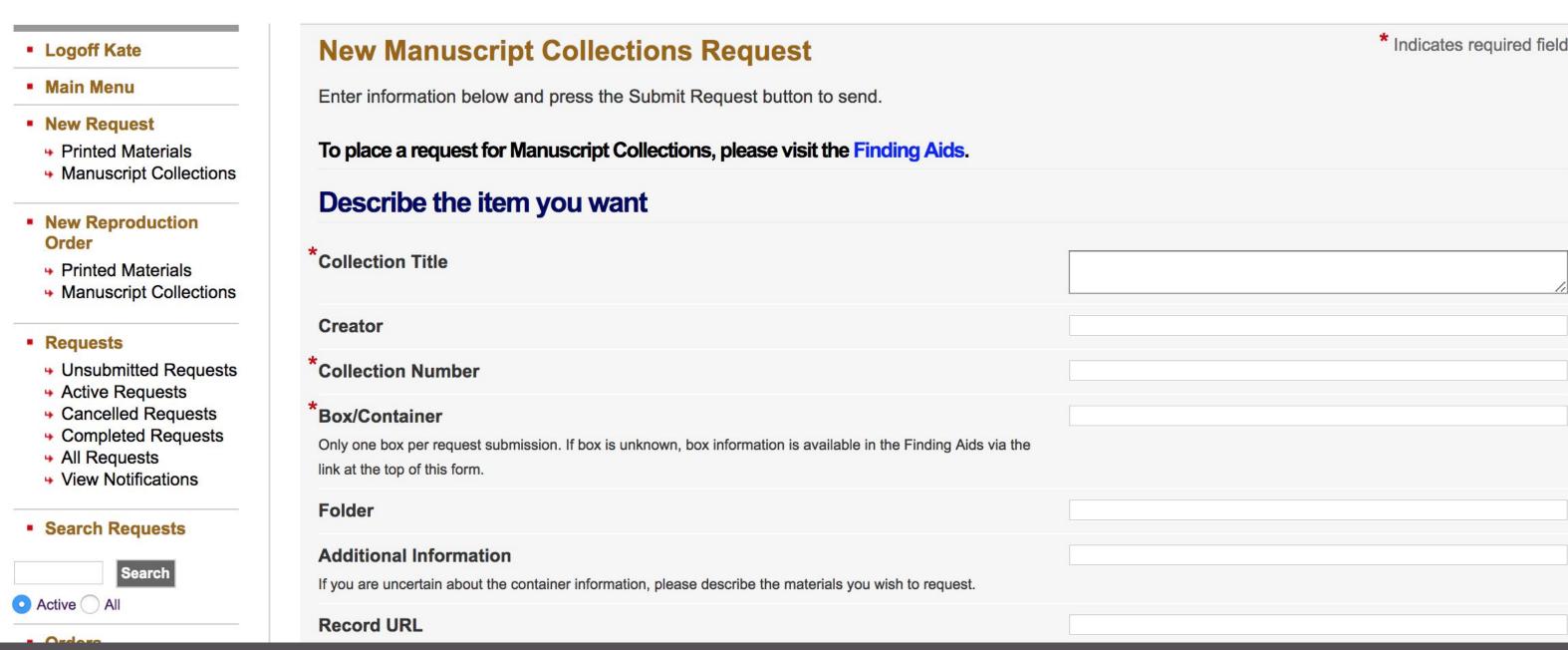
- Call Slips
  - Support accurate re-shelving
  - Provide a record of materials usage
  - Information entered manually into spreadsheet
    - time consuming and data is not readily available in a format for statistical analysis

	James Madison University Special Collections Library	entered in database
Title:		
Call no.:		
Box Number(s):		
Your Name:		
Date		

### Coming soon - Aeon!

- Automated request and workflow management software specifically designed for special collections libraries and archives
- Integrates with finding aids and the library catalog; will replace current hand-written call slip method

#### Special Collections Request System





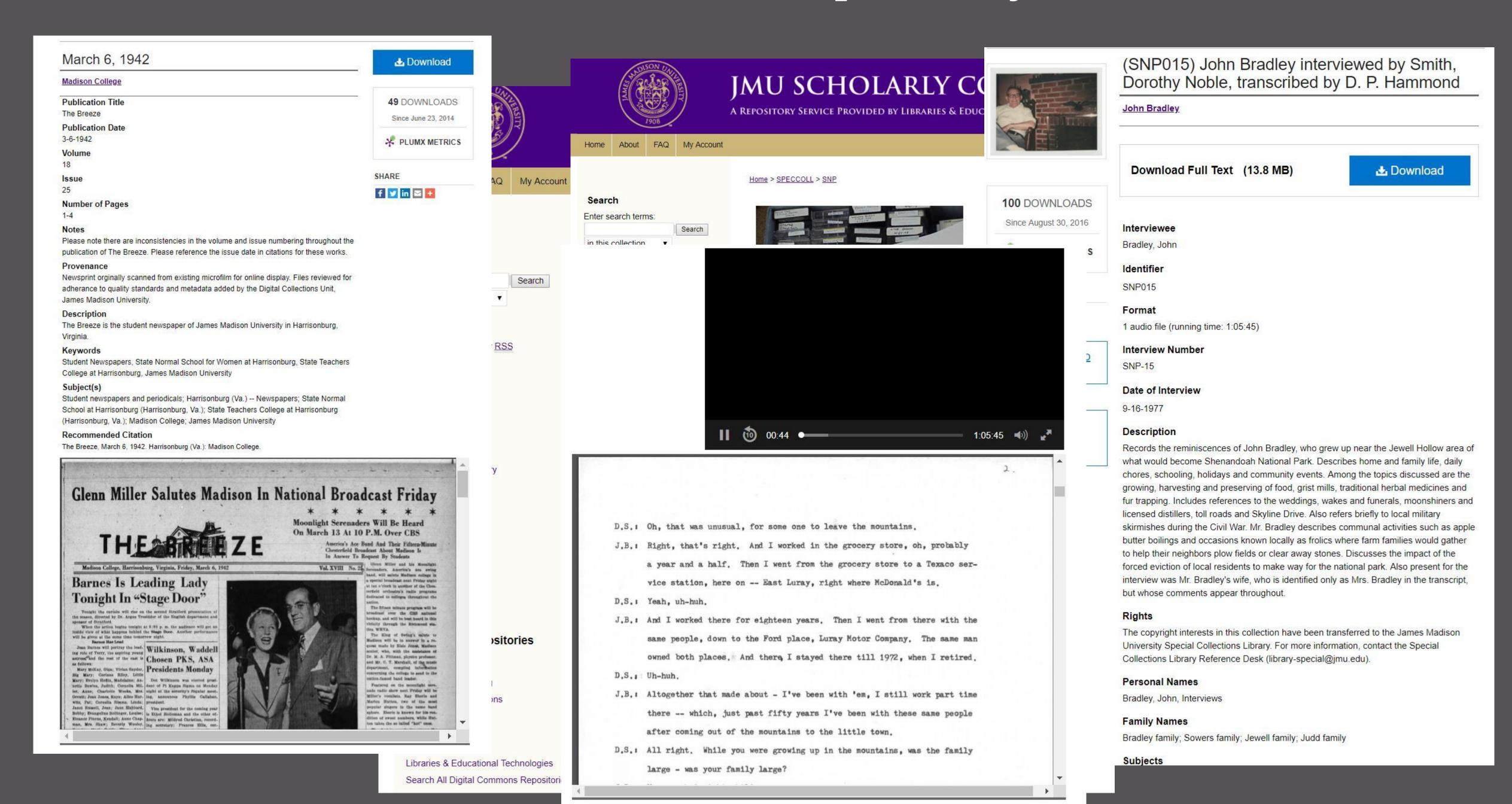
### Digital Collections

- \* Digitization
  - On demand (patron request driven)
  - entire collections or portions of collections with goal of online display/access

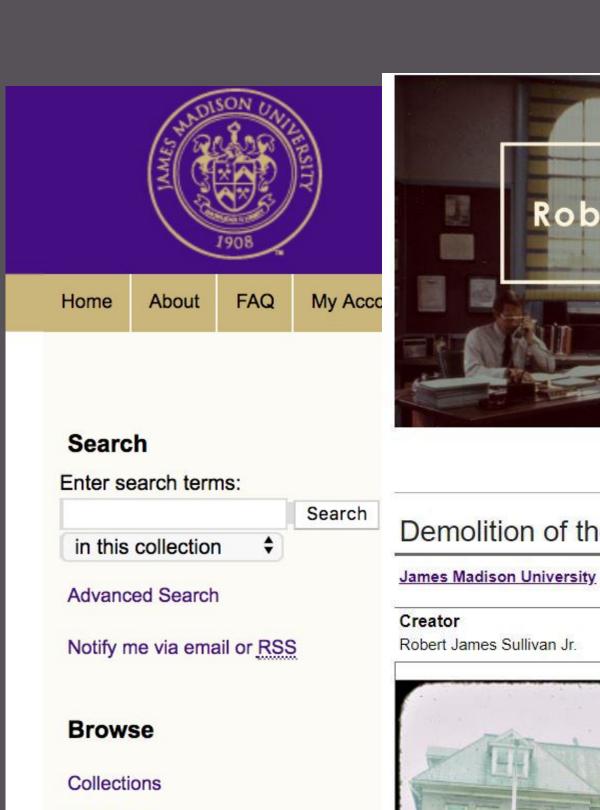
Digitization does not equal preservation, nor does it always foster ease of access.

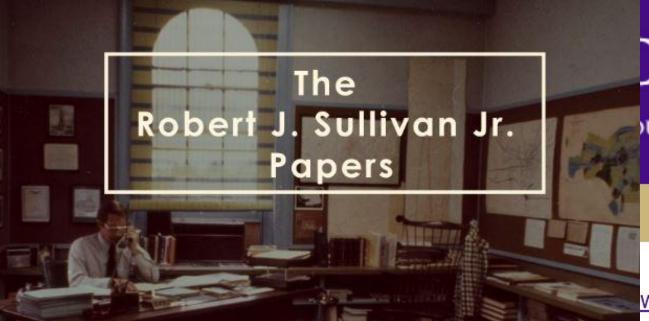


### Institutional Repository



### Institutional Repository





#### COMMONS

DUCATIONAL TECHNOLOGIES

IOUS ITEMS 1960S, 70S, 80S

#### Demolition of the Kavanaugh

ion Click Here

Disciplines

Authors

SelectedWorks Gallery

#### **Author Corner**

Author FAQ

#### Links

View Finding Aid



#### Creation Date

1978

#### Spatial Coverage

157 N. Main St., Harrisonburg, VA

#### Recommended Citation

Demolition of the Kavanaugh, SULL0187.jpg, Robert James Sullivan Jr. Papers, ca.1930-2013, SC 0003, Special Collections, Carrier Library, James Madison University, Harrisonburg, VA





Follow





### Institutional Repository



FURIOUS FLOWER POETRY CENTER CONFERENCE 1994

Follow





African American Poetry and the Vernacular Matrix Part 1, 9/29/1994

00:05 video begins in the middle of Alvin Aubert introducing Roundtable panel discussion; 01:25 Aubert stands and presents; 11:40 Elizabeth Alexander speaks; 38:17 Aubert introduces Eleanor W. Traylor; 38:38 Traylor speaks; video ends during Traylor's talk



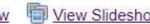
African American Poetry and the Vernacular Matrix Part 2, 9/29/1994

00:00 Video begins in the middle of Eleanor W. Traylor speaking; 04:40 Alvin Aubert introduces Sherley Anne Williams; 04:52 Williams begins speaking; Remainder of video is duplicate of FF0031 ending after the panel discusses Monifa Love's question



#### **FURIOUS FLOWER** POETRY CENTER

FURIOUS FLOWER POETRY CENTER CONFERENCE 2004





Askia Toure Interview, 2004

John H. Bracey Jr. interviews Askia Toure, camera stays on Toure



Brenda Marie Osbey Interview, 9/24/2004

Carmen Gillespie interviews Brenda Marie Osbey, camera stays on Osbey



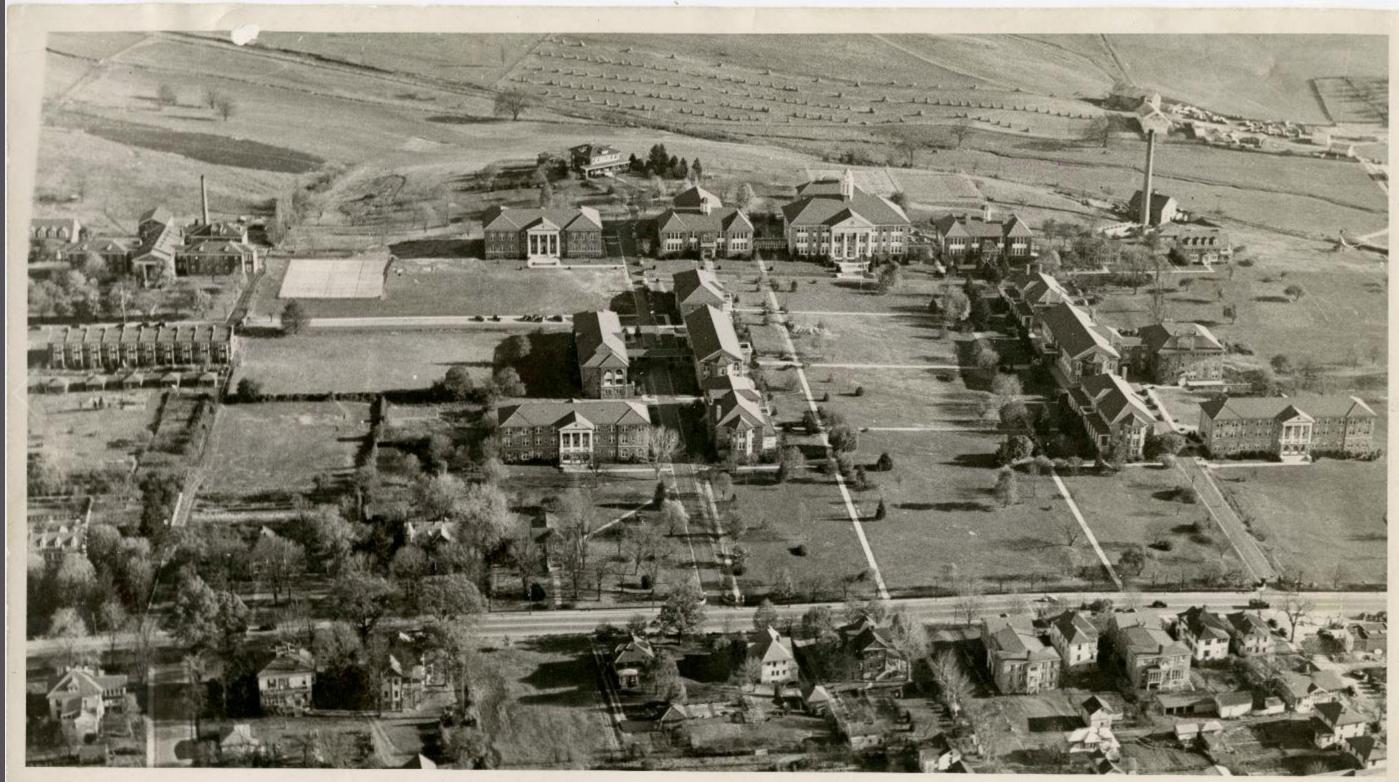
Continuities and Innovations, 2004

00:12 Rachel Malcolm-Woods speaks; 02:18 Doroth Holden speaks; 05:55 Wendell George Brown speaks; 10:13 Raymond G. Dobard speaks; 17:40 Credits; 23:12 Remainder of tape is a duplicate of first half.

### JMU Historic Photos

#### **JMU Historic Photos Online**

Contains approximately 1,650 photos from 1909 to 1997, mostly black and white, ranging in a containing pictures in that category. The collection is broken into **two chronological perio** 



- · Buildings-Infirmary
- Buildings-Interiors
- Buildings-Interiors-Dining Hall
- Buildings-Interiors-Dorms
- Buildings-Jackson Hall
- Buildings-Johnston Hall

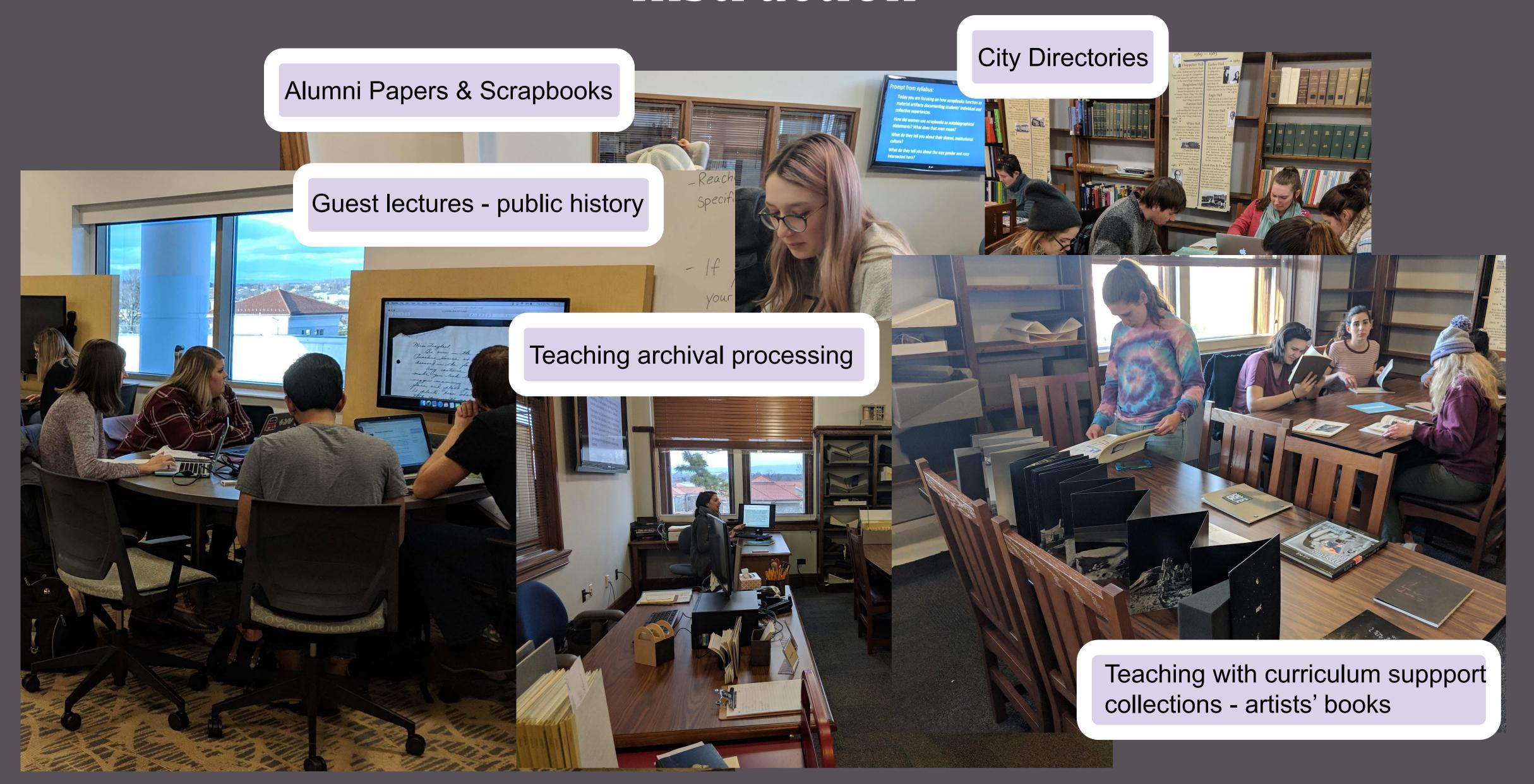


#### 985+

- African-American Greek Life
- Alumni
- Arboretum
- Bridgeforth Stadium
- Buildings & Grounds-Maintenance
- Campus Views
- Carrier, Dr. Ronald
- Carrier Library
- Center for Entrepreneurship
- College of Integrated Science and Technolog
- Community Involvement
- Contemporary Gospel Singers
- Dormitories-Interiors
- Dukettes
- Faculty & Staff-Individual
- Flood of 1996
- Founder's Day
- Geology Lab
- Graduation
- Greek Life
- Guest Speakers-Gerald Ford, Oliver North
- Homecoming
- King, Martin Luther-Birthday

4. Outreach,
Instruction,
Preservation

### Instruction

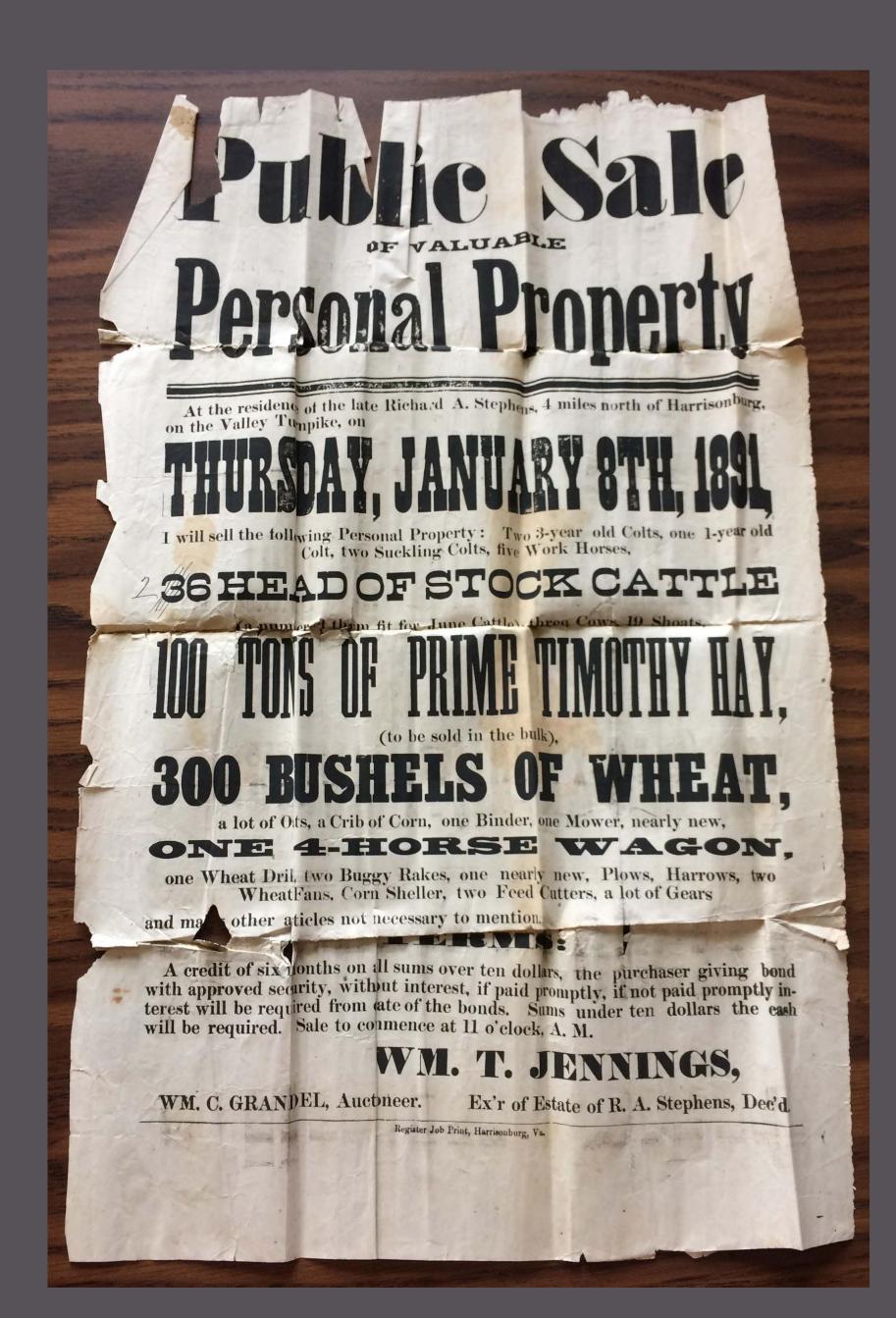


### Outreach - Special Collections Speaker Series





#### Preservation



# Public Sale

At the residence of the late Richard A. Stephens, 4 miles north of Harrisonburg,

I will sell the following Personal Property: Two 3-year old Colts, one 1-year old Colt, two Suckling Colts, five Work Horses,

#### 36 HEAD OF STOCK CATTLE

(a number of them fit for June Cattle), three Cows, 19 Shoats,

a lot of Oats, a Crib of Corn, one Binder, one Mower, nearly new,

#### ONE 4-HORSE WAGON.

one Wheat Drill, two Buggy Rakes, one nearly new, Plows, Harrows, two Wheat Fans, Corn Sheller, two Feed Cutters, a lot of Gears

and many other articles not necessary to mention.

#### M DI BANKS

A credit of six months on all sums over ten dollars, the purchaser giving bond with approved security, without interest, if paid promptly, if not paid promptly interest will be required from date of the bonds. Sums under ten dollars the cash will be required. Sale to commence at 11 o'clock, A. M.

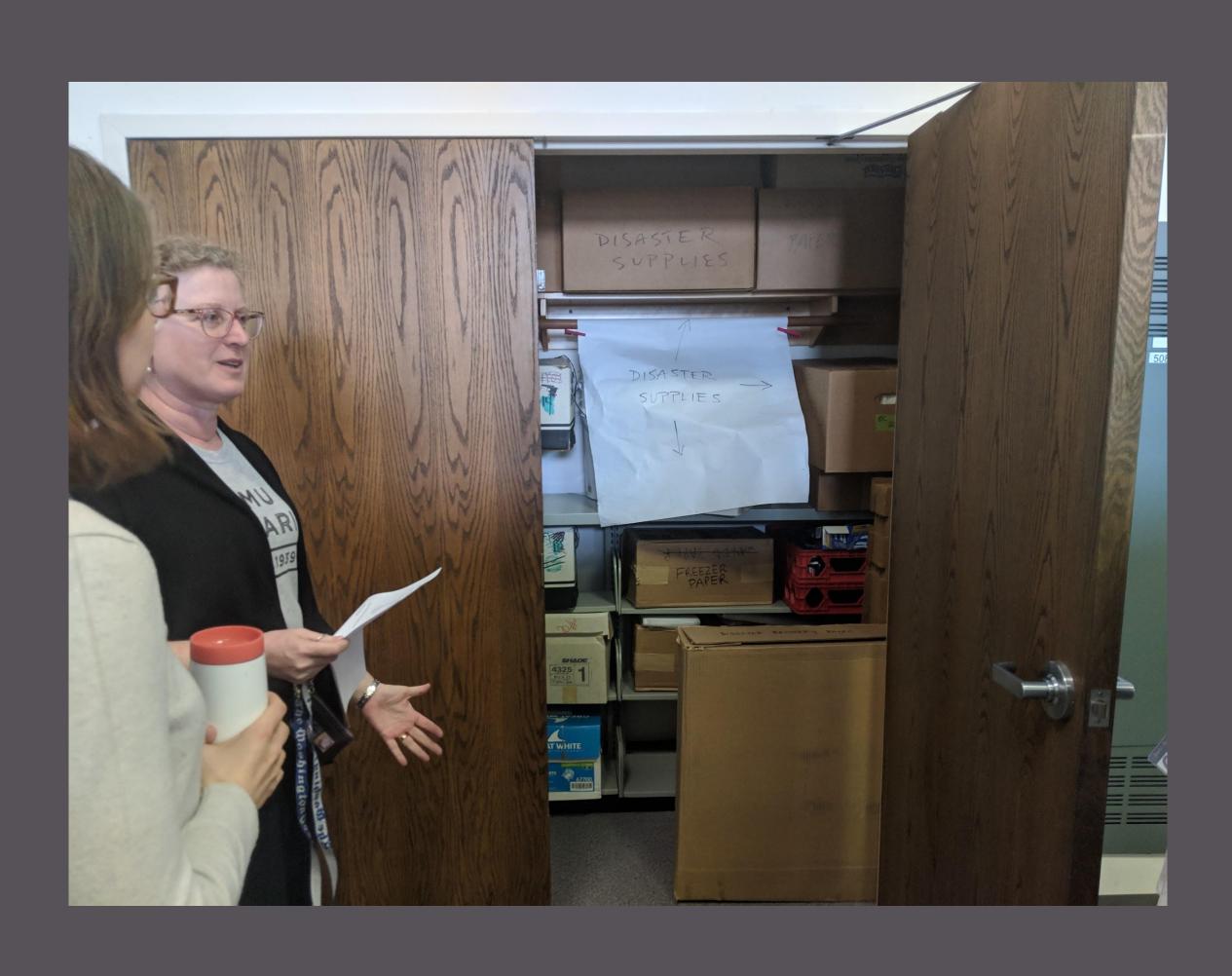
#### WM. T. JENNINGS,

WM. C. GRANDEL, Auctioneer. Ex'r of Estate of R. A. Stephens, Dec'd.

AND THE RESERVE OF THE PARTY OF

Register Job Print, Harrisonburg, Va.

### Preservation - Disaster Planning and Recovery





#### Social Media

JMU SpeCollections

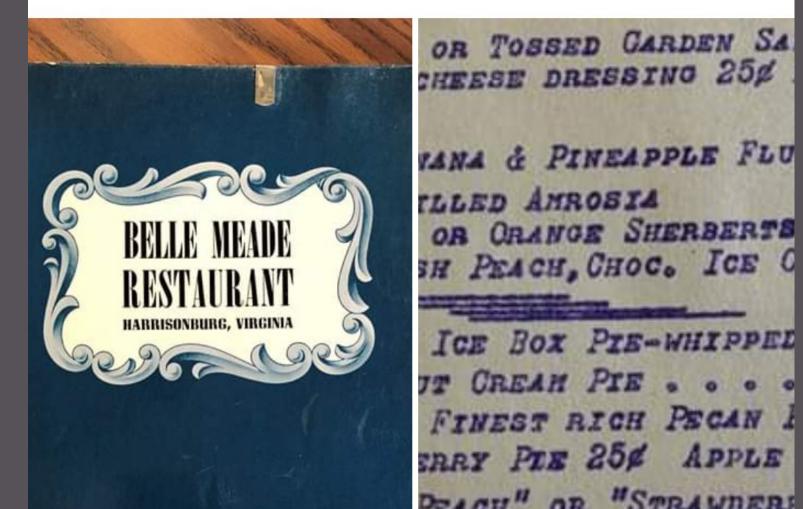
Fellow archivists, let's be honest, it's either feast or famine with the book trucks? Amiright? #AskAnArchivist







And at those prices?!? I'll have one of each!



- \* Facebook (https://www.facebook.com/JMUSpeColl/)
- Twitter (@JMUSpeColl)
- Instagram (@jmuspecoll)
- Blog (https://sites.jmu.edu/specialcollections/)
- \* #AskAnArchivist Day (early October)
- Sponsored hashtags (#archiveshashtagparty, etc.)
- New acquisitions and unboxing videos



#### **JMU Special Collections**

Mar 14 at 1:05 PM • 🕙

In celebration of Pi Day, we share with you one of our newest acquisitions. This menu from Belle Meade Restaurant features many decadent confections, but their pies sound particularly mouth-watering.

Chocolate ice box pie with whipped cream (\$.30) Butter-nut cream pie (\$.25) South's finest rich pecan pie (\$.30) Red cherry pie (\$.25) Apple pie (\$.20)