



30 June 2012

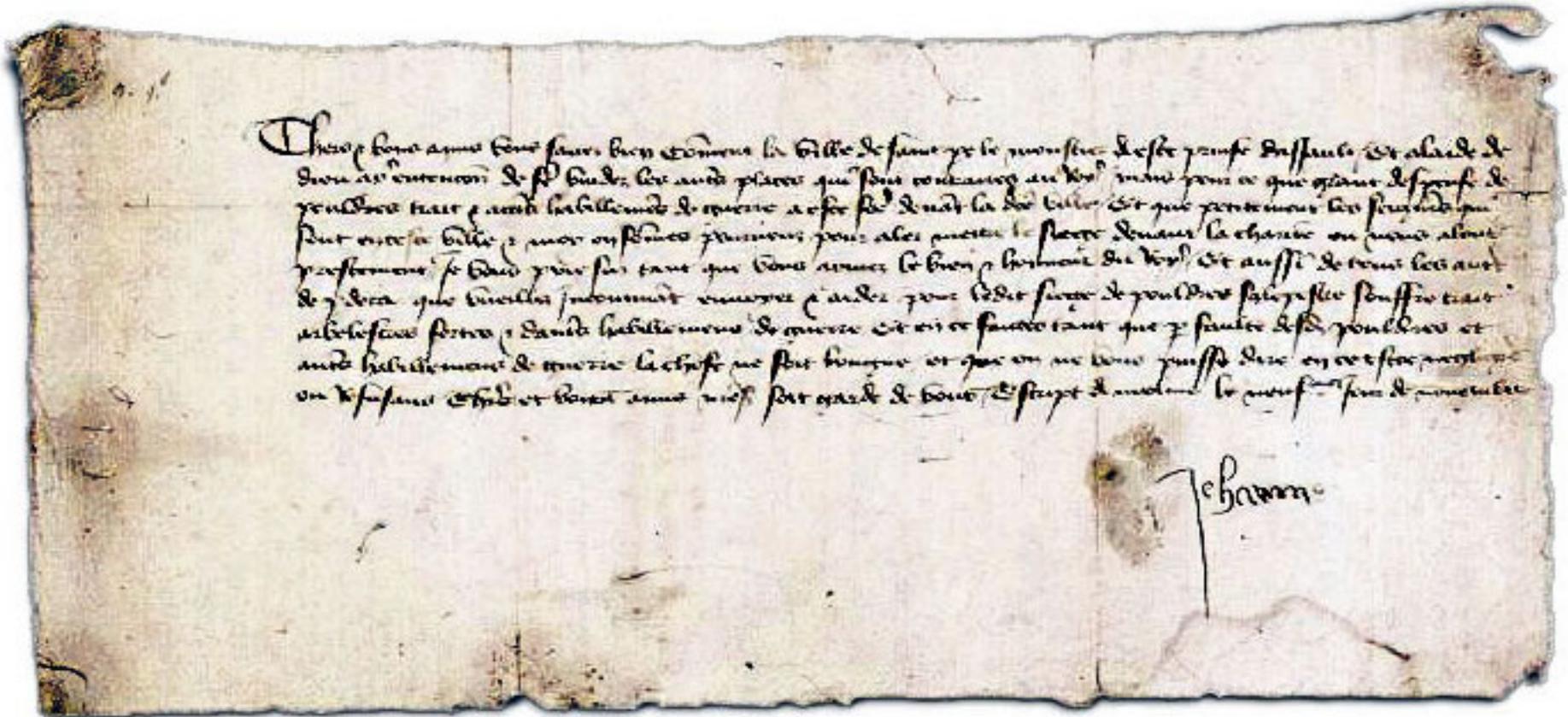
What to keep, or not to keep

Steven Szegedi
Archivist and Special Collections Librarian



The 2012
In Our Keeping Conference *presents:*
"For the Sake of the Preaching"

verba volant, littera scripta manet



words are fleeting, written letters remain

Q: How many books have been published in all of modern history?

A: nearly 130 million

Q: When was the first personal computer introduced?

A: 1950

Data Powers of Ten

Adriano Panofsky

B

a

Byte

10B \cong one word

KB

b

Kilobyte

2KB \cong one typewritten page

MB

c

Megabyte

5MB \cong complete works of Shakespeare

GB

d

Gigabyte

100GB \cong library floor of academic journals

TB

e

Terabyte

10TB \cong all Library of Congress' print material

PB

f

Petabyte

2PB \cong all U.S. academic research libraries

EB

g

Exabyte

2EB \cong total volume of information, 1999

n

a

Gregory Peck

b

In 2002, total of 5EB of new information



What are archives?



The Simple Truth

Collection Development, at the outset

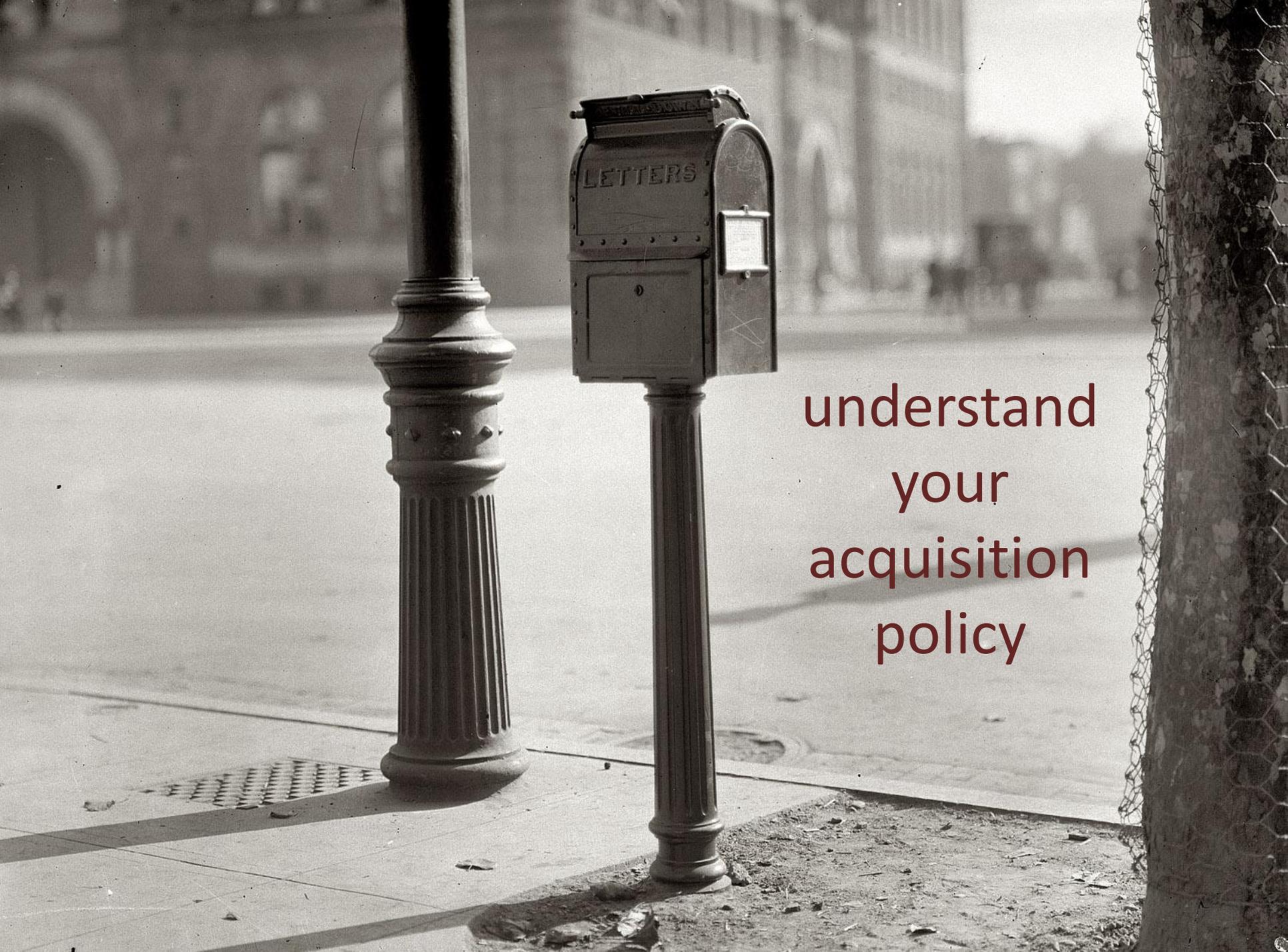
Define your collecting scope

Understand your acquisition policy

Write a Collection Development Policy

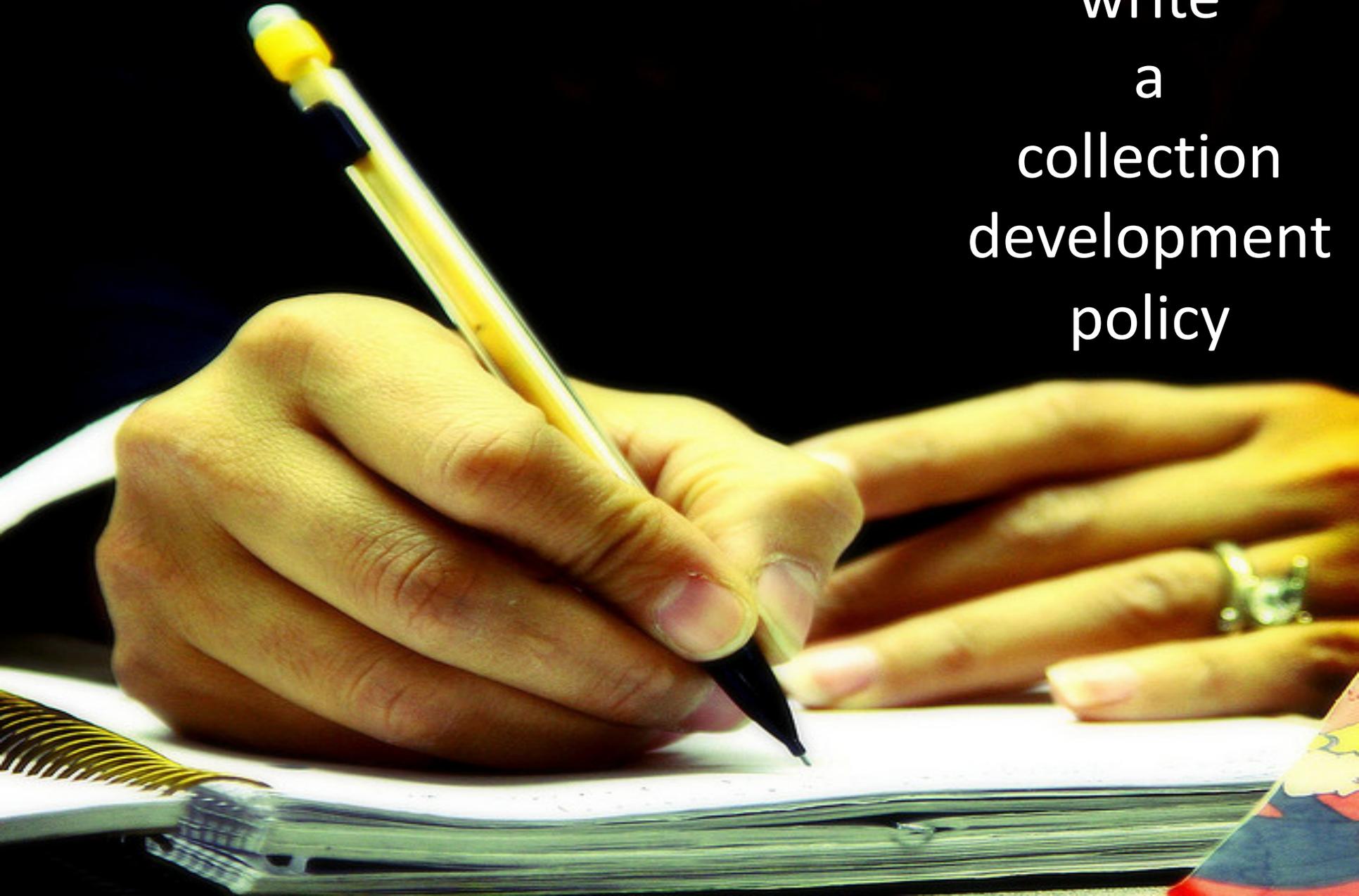


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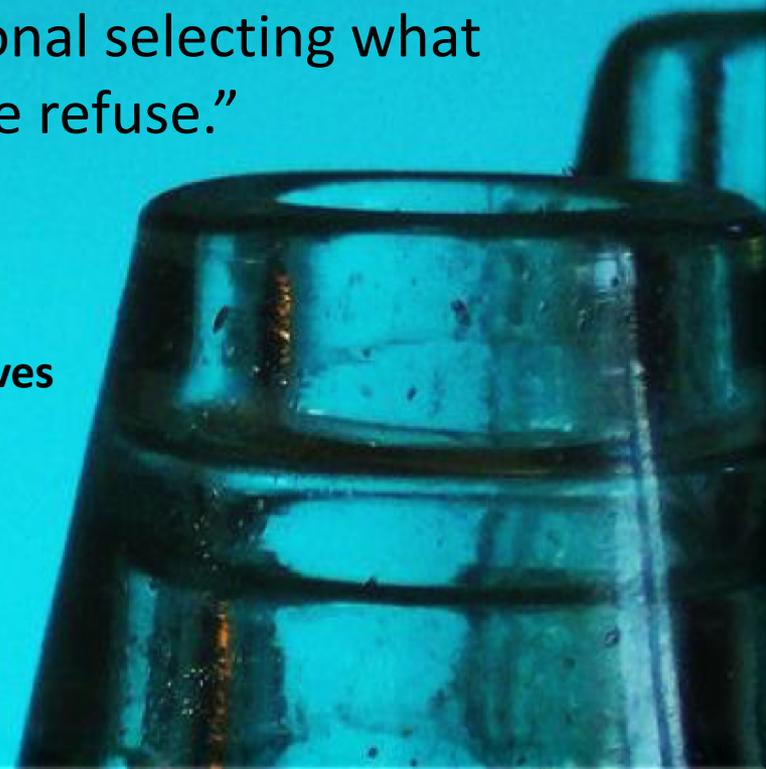
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“Many repositories do not do much if any appraisal when they acquire collections or record groups; whatever the donor or transferring agency wants picked up or delivered they accept. In some collections, this means dozens or even hundreds of cubic feet of material is placed on shelves that will not remain with the collection once it is finally processed. The appearance to an outsider is not that of a professional selecting what matters, but a janitor clearing away the refuse.”

Mark Greene,

The Power of Archives



“The real thing is the living, and most archivists look backward.”





Part II

Appraisal Decisions

Things to consider...

- policies
- value of information
- physical qualities / resources
- use
- limitations of the collection(s)
- ongoing costs

Appraisal's Relationship with Acquisition



Appraisal provides an opportunity to view the materials before accepting them

Appraisal decisions work with the collection and acquisition policies to determine if the materials should be accepted

On finding the right home

Archive Finder *including ArchivesUSA and NIDS UK/Ireland*

ARCHIVEGRID™  Open the door to history





any questions?