

What, why and how to preserve archives.



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PRESENTATION AT PHCP 2014 UTRECHT

Overview



- Mission
- Organizational setting
- Historical analysis
- Collection profile
- Collection analysis
- Acquisition
- Arranging & describing
- Conservation
- Best practices
- Service

Examples of archival elements



- Audio-file
- Personal archive
- A test

The audio file



WHAT?

Material:



Audio tape made
around 1966.
Digitised 2013.

Source:



Gerard Croiset 1909-1980,
Dutch parapsychologist.

- Why preserve this?
- How to preserve this ?



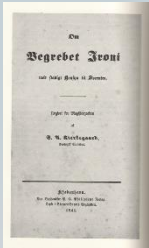
Printed material



WHAT?

- Why preserve this?
- How to preserve this ?

Material:



Prints of specific theses,
early 1900.

Source:



Anton Abram Grünbaum 1885-1932
Professor of developmental psychology
1928-1932 Universiteit Utrecht

Test material



WHAT?

- Why preserve this?
- How to preserve this ?

Material



Marbles and a wooden board. Probably 1950-1960.

Source



Psychotechnical laboratory of Philips Eindhoven.

Mission

Purpose

Goals

Scope

Development



Organizational setting

Space

Facilities

Supplies

People

Autonomy

Rights and duties

Relationships

Policy



Historical analysis

Highlights

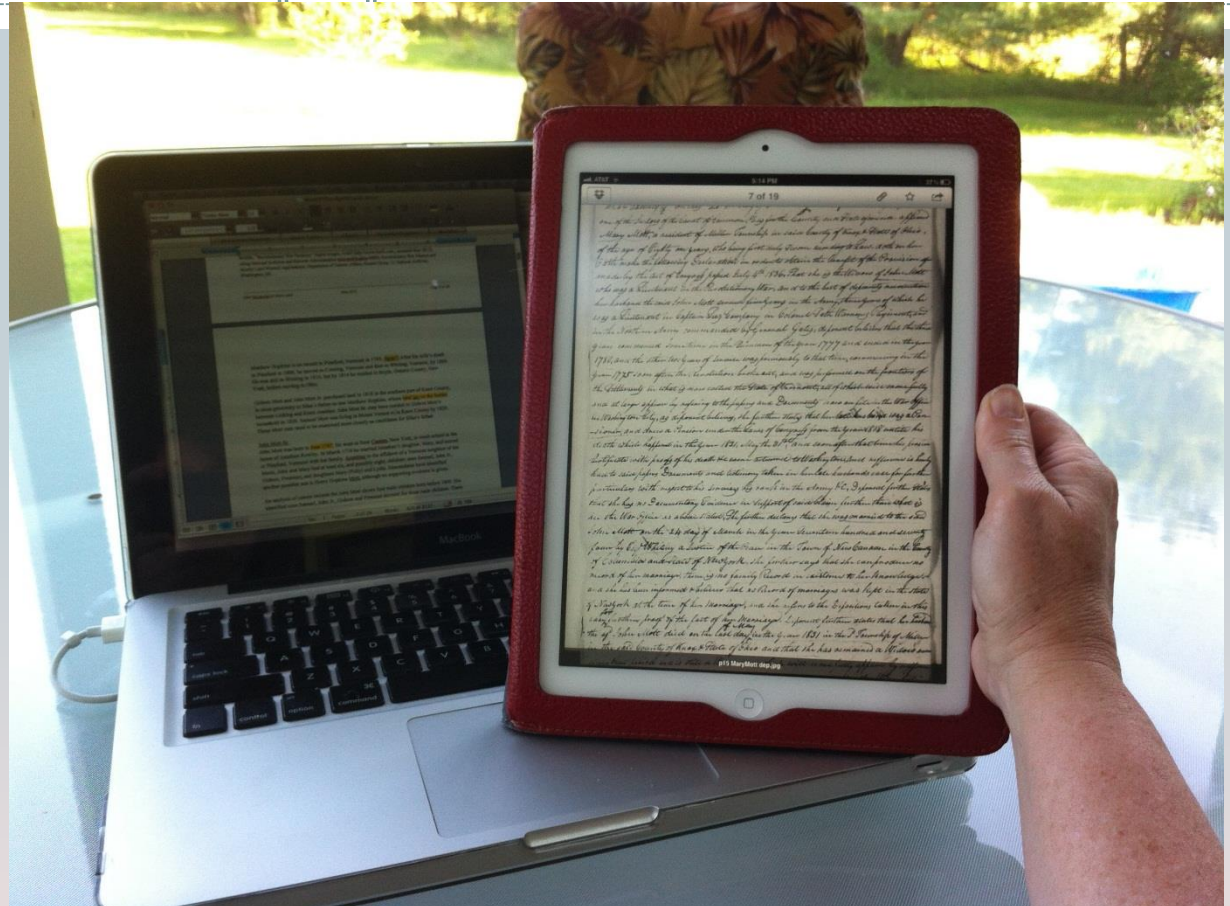
Failures

Typical events

Turning points

Crossroads

Boundaries





Collection profile

Suits mission

Suits historical outline

Availability

Of interest to different
researchers

Historical indispensable





Collection analysis

Abundancy

Gaps

New materials





Acquisition

Active

Passive

Appraisal

Gift

Loan

Conditions

Storing





Arranging Discribing

Cleaning

Sorting

Packing

Classical inventory

ISAD(G)

International





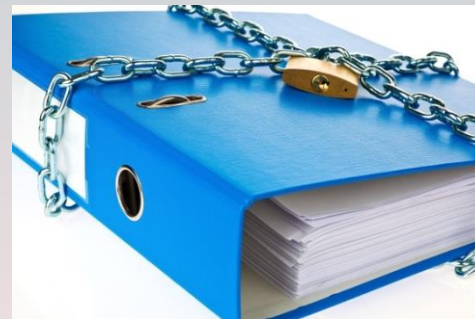
Conservation Security Privacy

Conditions

Open or closed

Visitor rules

Privacy laws



Best practices

Packaging

Dusting

Spooling

Updating



Service

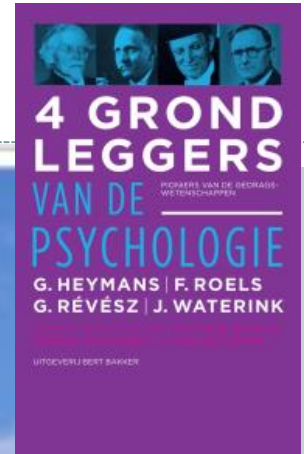
Visitors

Advice

Publications

Exhibits

Educational programs






Concluding

Audiofile of Croiset

Archive of Grünbaum

Test from Philips

- 
- Mission/organization/profile
 - Analysis
 - Acquisition
 - Arranging/distributing/conservation
 - Best practices (quality of care)
 - Service (marketing)

Vragen?

