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Texas Archives Month, October 2013

Abbie Weiser

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Celebrate Texas Archives Month!
October 2013
Texas Archives Month

“Archives Month in Texas aims to celebrate the value of Texas' historical records, to publicize the many ways these records enrich our lives, to recognize those who maintain our communities' historical records, and to increase public awareness of the importance of preserving historical treasures and making them available for use by present and future generations.”

- Texas State Library and Archives Commission web site
What is an Archive?

• An organization that collects the records of individuals, families, or other organizations; a collecting archives.

-Glossary of Archival and Records Terminology
What are Archives?

• Materials created or received by a person, family, or organization, public or private, in the conduct of their affairs and preserved because of the enduring value contained in the information they contain or as evidence of the functions and responsibilities of their creator, especially those materials maintained using the principles of provenance, original order, and collective control; permanent records.

-Glossary of Archival and Records Terminology
Photographs

Betty Mary Goetting, Betty Mary Smith
Goetting papers

4th grade class at Douglass School, Leona Ford Washington photograph collection
Clippings and Newspaper Photographs

Photograph and clipping, El Paso Herald Post files
Digital Records

Database for digitized negatives from the Casasola Studio Photographs collection
Correspondence, H.B. Stevens papers
Maps

Phelps-Dodge map, Southern Pacific Railroad records
Ephemera

Poster, Labor Advocate Wrestling posters
What is an Archivist?

• “Archivists bring the past to the present. They’re records collectors and protectors, keepers of memory. They organize unique, historical materials, making them available for current and future research.”

  - Lisa Lewis, www.archivists.org
Leon Metz, First Archivist at UTEP Library, UTEP Collection
Archival Functions

• Appraisal and selection of records
• Arranging and describing records
• Preservation
• Reference and access
• Exhibits and outreach

Dr. Eleanor Duke, UTEP Collection
Processing

• Archival processing includes:
  - arranging and describing the records
  - rehousing materials into acid-free folders and boxes
  - other preservation activities include placing photographs in enclosures, removing staples, and paper clips.
Archival records should be stored at a constant temperature, usually about 68-72 degrees, in acid-free folders and boxes. Archives control exposure to light, humidity, pests, and other preservation hazards. Always wear cotton gloves when handling photographs and negatives not in preservation sleeves.
Example of Acid Damage

Correspondence, Critchett and Ferguson Assayers records
Finding Aids

- Processed archival collections have finding aids (a type of guide) that helps researchers identify and locate items within the collection, and provides information about the records creator and the collection.
Online Finding Aid

Finding Aid

Guide to

MS 317 The Popular Dry Goods Company Records
150 linear feet
Prepared by Gloria Miret
and
Bernadine Schaad
Curator of Manuscripts July 1997

Donation by The Popular Dry Goods Company June and July 1996.

Citation: The Popular Dry Goods Company, MS 317. C.L. Sonnichsen Special Collections Department, The University of Texas at El Paso, Library C.L. Sonnichsen Special Collections Department University of Texas at El Paso Library

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Historic Sketch
Series Description
Scope and Content Note
Pronunciation
Restrictions
Library Links

Container List
Series I: Correspondence Papers
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Series V: Merchandise Records
Series VI: Vendor Leases and Contracts
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HISTORICAL SKETCH

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Special Collections

• Please visit Special Collections, 6th floor of UTEP Library.
• [http://libraryweb.utep.edu/special/special.cfm](http://libraryweb.utep.edu/special/special.cfm)

Maud Sullivan, J. Frank Dobie, and Tom Lea, Maud Durlin Sullivan papers