What are Archives?
Horae beatae Mariae Virginis
Administration

• Organizational Structure
• Mission, Authority
• Management
  – Personnel, volunteers
  – Facilities
  – Technology
  – Budget
Collections Management

- Collection development
- Appraisal
- Accessioning
- Arrangement
- Description
- Preservation
Černá kůnka.
Román z anglického. — Přeložen pro „Ducha Času“.

V obličejí Romayna udála se proměna; zbledla účinkem nového pohnutí, jež ona v něm vyvolala.
  Lady Loringová pozorně naň pohlížela.
  „Možná, Stello, že svůj vliv podceňujete,” podotkla.
  Stella zůstávala nepřístupnou domluvě.
  „Byla jsem panu Romaynovi představena teprvé před hodinou,” pravila. „Nejsem dosti ješťenou, abych se domýšlela.

„Bezděky jsem narazil na tajemství,” odpověděl, „na jemství, do něhož se plést žádného jsem neměl práva. Vše vám se cítí mohu povědět, chci povědět. Rozmnožte mií láskavou vůči mně, otcé, a nerozkazujte mi, abych mluvil, tím co jest moou povinností vůči kruté zkoulenému muži, ab zachoval mlčení o tom i vůči vám, otcé.

„Nemusím teprvé připomínati, že jsem se vyhnul přímé
Appraisal

- Provenance
- Records
- Papers/Manuscripts
- Artificial Collections
- Archive-generated resources
Accessions

• Donor relationship
• Donations/Deeds of Gift
• Physical ownership
• Copyrights
• Privacy/Confidentiality
• Restrictions
• Accession records
Arrangement

- Original Order
- Five Levels
  - Repository
  - Record group
  - Series
  - File
  - Item
Description

- In-house finding aids
  - Indexes
  - Inventories
  - Location register
- Reference finding aids
  - Creator
  - Dates
  - Size
  - Boxes, linear feet
  - Biography/historical note
  - Scope and content
  - Series description
  - Container list
- Standards
This may be a good opportunity for a visit. Between leaving Kansas and returning to your home, there are three railroads that might be of interest to you.

I am anxious to see you again and to ask you how the war is going.

I remember how they appeared, and how they looked when they breathed. I remember their voices, and how they spoke, just as if they had not emptied their pockets.

I mention this, and how you appeared, ... simply to recall days gone by.

Respectfully,

John McConihe

P.S. Remember to Mrs. and Mrs. Jones.

John McConihe, Correspondence 1856-1865
Records Management

• Schedules
• Records Manager
• Training
• Transfer
• Access
• Archives
Audio-Visual Records

• Photographs
  – Film negatives, etc.

• Moving Images
  – Video, film

• Audio recordings
  – Vinyl album
  – Cassette
  – Reel-to-reels
  – Podcasts
Electronic Records

- Hardware
- Software
- Migration
- Integrity
- Budgets
- “Sustainable”
- “Persistent”
Access and Reference

• Reference
  – Types of use
  – Reference questions
  – Assisting with research
  – Photocopies, etc.
  – Permissions
Outreach

• Audience
• Public programs
  – Exhibits
  – Tours/classes
  – Presentations
  – World Wide Web
• Marketing
• Advocacy
• Funding
"...the little magazine is a powerful force in the encouragement and promotion of American literature...As a result of its long life and the breadth of its editorial policy, the Schooner has encountered more currents in American literature and a wider variety of social, political, and economic conditions than have magazines of shorter duration or more specific direction."

-Paul R. Stewart

The Prairie Schooner Story (1966)

"The Schooner is like an old friend dropping in."
The Willa Cather Archive

New on the Archive

UNL Receives Major Donation of Cather Materials
Listen to a story about it on NPR
5 Bank Street: Listserv for Cather Scholars
Image Gallery and Movie of Cather
2007 International Seminar housing information

New Texts

Original periodical publications:
"The Bookkeeper's Wife" (1916)
"The Treasure of Far Island" (1902)
"El Dorado: A Kansas Recessional" (1901)
"On the Divide" (1896)

S. S. McClure's My Autobiography

Articles added to Cather's early journalism

Susan J. Rosowski Cather Endowment Fund

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May 12th, 1918

My Dear Mother:

This is Mother's Day and well try and write you a nice long letter. It is raining has been drizzly all day. It's Sunday afternoon and if my luck I am off of the day. I can't give you news. I am still well feeling fine. I love you and father.
Abraham Lincoln, 1858
Food is Ammunition—Don't waste it.
Thank You