# ACCESSIONING RECORDS

AMERICAN LIBRARY ASSOCIATION ARCHIVES AT THE UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

WHAT IS THE ALA ARCHIVES?

The ALA Archives is the official repository of the American Library Association, preserving and providing access to the records of ALA offices, divisions, committees, round tables, and members.

Since 1973, the ALA Archives has been located at the University of Illinois at Urbana-Champaign, creating a partnership between the ALA and the University for over 40 years.
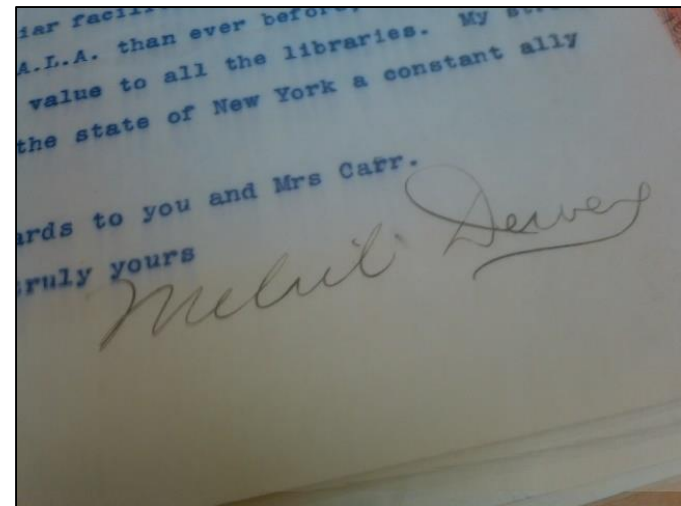
We have cool old stuff!

WHY DEPOSIT?

Make Sure Your Unit is Represented in the Archives!

- There is great interest in the ALA Archives. While ALA members and units represent a significant portion of researchers at the Archives, scholars, students, and the general public routinely access the Archives.

  - Researchers from as far away as Sweden and Japan have made the trip to Urbana to visit the Archives in person.

  - Researchers from across the US and from around the world email the Archives on a regular basis requesting access to records.

- When units don't deposit in the Archives, their stories are not told and not accessible to researchers.

ARCHIVES SERVICES

The ALA Archives provides a variety of records services

- Management of Physical Collections

- Management of Electronic Records

- Management of ALAIR, an open-access digital repository

- Digital Collections and Projects

  - Digitization projects for greater accessibility

- Web Archives Project through the California Digital Library Web Archiving Service

  - http://webarchives.cdlib.org/a/ALAWebArchives

- Reference Work with ALA Units, Students, Faculty, the General Public

  - Free Research Time and Copies for ALA Units!

Have questions? We're happy to answer them!

WHAT TO SEND?

The ALA Archives collects records of enduring administrative, legal, and research value, such as:

- **Official records**: constitutions, by-laws, minutes, transcripts, rosters, etc.

- **Office files:** correspondence, memoranda, and subject/project files concerning office activities

- **Historical files** documenting policies, decisions, committee reports, questionnaires

- **Publications**: one record copy of all programs, journals, monographs, newsletters, brochures, posters, and announcements

- **Audio-visuals:** photographs, sound recordings, videos, films, etc.

- **Personal papers** of members which relate directly to association work; for personal papers not directly related to ALA work, please consult the Archives prior to transfer

- http://archives.library.illinois.edu/ala/donate-materials/
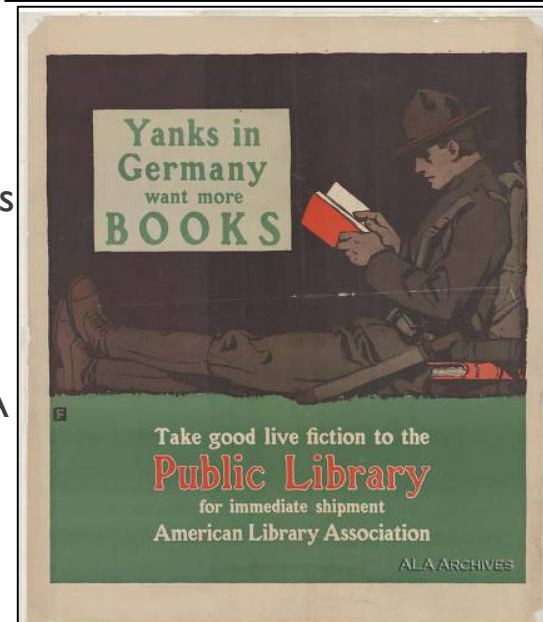
WHAT NOT TO SEND?

Not all Records are Considered "Archival"

- **Records of specific financial** and membership transactions
- **Letters of transmittal** where the date and routing information is on the document transmitted
- **Requests for publications** or information after the requests have been filled
- **Stock Materials** - blank forms and unused printed or duplicated materials
- **Drafts** - Papers, reports, work papers and drafts of published materials
- **Replies to questionnaires** if the results are recorded and preserved in the archives or a published report
- **Technical Manuals/Files** – Any manuals or files of a technical nature for office computers, machinery, software, etc.
- **Artifacts** - Because of the limited ability to care for artifacts, *please consult the Archives prior to transfer*. This includes tote bags, shirts, and other non-paper based promotional items.
- http://archives.library.illinois.edu/ala/donate-materials/

This does not mean you need to go through each file and weed out these materials!

CHOOSING A BOX

Choosing a sturdy box is important

- ***Paper is surprisingly heavy!***

    - Do not send records in a box larger than a banker's box

        - Approximately **16 x 12 x 10"**

    - Use a new box whenever possible

    - If using an old box, remove or blackout all prior shipping labels

Only the box top arrived at the Archives.

PACKING YOUR BOX

Try to maintain original order

- When transferring files into your shipping box, try to keep the order in which the files were maintained (archivists like to keep files in their original order)

- Place files vertically so they are standing (if your box is tall and skinny, stacks are fine)

- Place cushioning around any excess space – bubble wrap, paper, etc.

  - Under packing your box can result in it being crushed by heavier boxes

- Placing files haphazardly often results in the contents slipping out of the files and mixing with other records

DO NOT OVER STUFF YOUR BOX!

- Boxes will *__and have __*burst open during shipment

  - A good assessment of weight is: Can you comfortably lift this box?
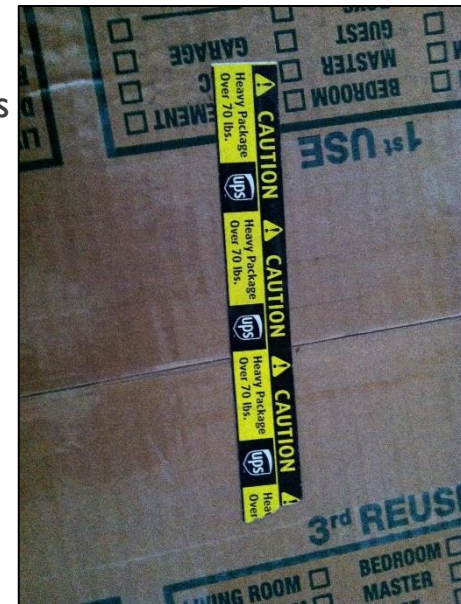
Can you easily lift over 70 lbs.?

THE TRANSMITTAL

Be Sure to Fill Out a Transmittal!

- Transmittal form can be found here:
  http://archives.library.illinois.edu/ala/files/2014/05/ALA-Archives-transmittal-form.pdf

- Be as descriptive as possible when filling out the form!

  - What topics/projects are covered by these files? What is the date range? Who created these files?

  - You do not need a box and file list, but if you have one on hand the Archives would love to have it.

- Make note of any special concerns, such as restrictions and fragile materials.

- Leave the contact information for a supervising staff member if an intern or volunteer fills out the transmittal.

- It is a good idea to put a copy of the transmittal in each box so the Archives staff knows where it came from.

  - This does not mean you have to create a new transmittal for each box. Create one transmittal for the entire grouping of records and make as many copies as you have boxes.

- Keep a copy for your records so you know what you sent and when you sent it.

RECORD TRANSMITTAL FORM - Example

Date: 2/26/1900

Number of boxes or total file size (MB or GB): 3

Prepared by: Dr. John Watson

Job Title: Committee Biographer

Contact information: 221B Baker Street, leave a note with Mrs. Hudson

Title of Record Series: Case Files

Division, Office, or Major Unit: ALA Library

Section, Committee, or Subunit: Consulting Detectives Committee

Date(s) of Record Series: 1887-1892

Description:
    (Title, types of material, nature and dates of the creating unit or individual, subjects or activities covered, etc.)
The case files from the Consulting Detectives Committee from 1887-1892. Many files involve foiling Dr. Moriarty (1890-1892) and preventing scandals in Bohemia (1891). Contains case notes and articles by Dr. John Watson, the Committee Biographer. Also includes the correspondence between clients and Mr. Sherlock Holmes, the Committee Chair.

Form of Arrangement:
    (chronological, alphabetical by subject, etc.)
Alphabetical

Special Comments: Client notes in box 1 may contain sensitive information and there are several tintype photographs in box 3. Please send a telegram once boxes are received.

PREPARING FOR SHIPMENT

Getting Ready to Send Your Box to the Archives!

- Place a copy of the transmittal inside the box where it can be easily found

- Securely seal the box up with packing tape

  - Don't Forget About the Bottom of the Box! - If there are flaps or folds on the bottom of the box, be sure to seal them up!

- Send records to:

    ALA Archives

    1707 S. Orchard Street

    Urbana, IL 61801

MAGAZINES FOR MARINES AT QUANTICO-PHOTO BY HARRIS & EWING

SENDING YOUR RECORDS

Contact the Archives prior to shipping your boxes

- The Archives has limited space for storing unprocessed accessions, so _always_ notify the ALA Archives before sending a box over.

- If you are sending anything in a single legal size envelope or smaller, prior notice is not necessary.

A small office and processing space makes communication about accessions critical.
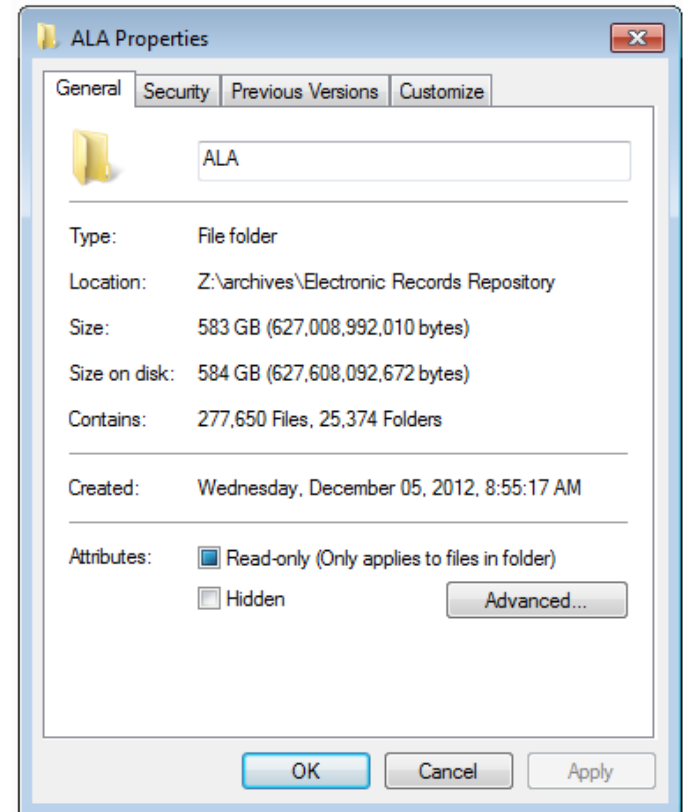
ELECTRONIC RECORDS

No need to print those records! The ALA Archives happily accepts, preserves, and provides access to electronic records.

- Electronic records can be transferred on CDs, DVDs, flash drives, email or via a Box or Dropbox account.

- Have legacy media formats (floppy disks, zip disks, data tapes, etc.)? We can get your records off of those!

- Contact the Archives about more options for transferring your electronic records.

Your records will be stored in a secure preservation server, and, if appropriate, also made available online to researchers. We accept materials in all file formats.

If your materials are appropriate for public access, consider using ALAIR:

ALA Properties

General | Security | Previous Versions | Customize

ALA

Type:	File folder
Location:	Z:\archives\Electronic Records Repository
Size:	583 GB (627,008,992,010 bytes)
Size on disk:	584 GB (627,608,092,672 bytes)
Contains:	277,650 Files, 25,374 Folders
Created:	Wednesday, December 05, 2012, 8:55:17 AM
Attributes:	☑ Read-only (Only applies to files in folder)
	☐ Hidden Advanced...

OK   Cancel   Apply

277,650 files and growing!

ALAIR

ALAIR is an open-access digital repository, running on the DSpace platform.

What to Deposit:

E-Records that are appropriate for open access can be deposited into ALAIR, such as:

- Official records: constitutions, by-laws, minutes, transcripts, rosters, reports, agendas

- Historical files documenting policies, decisions, committee reports, speeches, events

- Publications: programs, articles, newsletters, press releases, journals

- Audio-visuals: images, photographs, videos, and sound recordings

ALAIR American Library Association Institutional Repository

What Not to Deposit:

- Records that have sensitive information that should not be open access, records with copyright concerns, correspondence and case files with privacy concerns, and records with complex office or personal file structures.

  - *Ask yourself: Would you put this on your unit's website?*

Contact the Archives for more details on uploading your records into ALAIR.

HOW DO YOUR RECORDS GET USED?

- Used to answer questions from ALA staff and members about our history, legal questions, or just finding photographs of people

- Heavily used by Library Science graduate students preparing theses and dissertations, both from the school on our own campus (UIUC GSLIS) and from students from other schools

- Used by historians and scholars writing about library history – the recently published *When Books Went to War* used ALA records from WWII

- Documenting your history matters!

CONTACT INFORMATION

All inquiries about accessioning, reference, electronic records, ALAIR, and general questions can be directed to:

ALA Archives
Email: ALA-Archives@library.illinois.edu
Phone: 217-333-7841
Fax: 217-244-4300

Always working to make information accessible to ALA units and researchers! Except over the weekend, we're closed then.