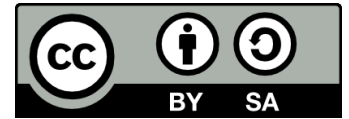May 20, 2015
Presented by Creighton Barrett
Digital Archivist, Dalhousie University Libraries

HUMANITIES & ARCHIVES

Research Bootcamp

DALHOUSIE UNIVERSITY

GOAL

- Provide information on using archival material for humanities research

LEARNING OBJECTIVES

- Differentiate types of archival institutions

- Understand how to use and cite archival material

- Examine challenges and opportunities of archival research in the humanities

- Develop search strategies

- Introduce the Dal Archives' catalogue

- Share tips for archival researchers

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AGENDA

- Introductions
- Types of archives
- Using and citing primary sources
- Challenges and opportunities
- Dalhousie University Archives' collections and services
- Dalhousie University Archives catalogue
- Research question exercise
- Tips for researchers
- Q & A

RESEARCH INTERESTS?

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May 20, 2015 | presented by Creighton Barrett
HUMANITIES & ARCHIVES | Dalhousie Libraries' Research Bootcamp

TYPES OF ARCHIVES

UNIVERSITY AND COLLEGE ARCHIVES

- Collect and preserve institutional memory
- Some have records management programs
- Materials in all formats
- Some have research collections (often called "manuscripts" or "special collections")
- Typically focus research collections on specific subject areas
- Examples: Dalhousie University Archives, Clara Thomas Archives and Special Collections, York University

GOVERNMENT ARCHIVES

- Municipal, provincial/state, federal records

- Public mandate

- Many have research collections (often called "manuscripts" or "special collections") relevant to their geographic location and scope

- Examples: Library and Archives Canada, Nova Scotia Archives, Halifax Municipal Archives

RELIGIOUS ARCHIVES

- Traditions and institutions of major faiths, denominations, or individual places of worship

- Varying degrees of public access

- Location of records depends on approach to archives management (consolidated or federated)

- Examples: Maritime Conference Archives, Presbyterian Church in Canada Archives, Shambhala Archives

COMMUNITY ARCHIVES AND HISTORICAL SOCIETIES

- Preserves history of a region, historical period, theme or subject

- Often managed by community volunteers or "lone arrangers"

- Examples: Canadian Lesbian and Gay Archives, Mahone Bay Settlers Museum, Duxbury Rural and Historic Society

MUSEUM ARCHIVES

- Museums and archives share similar goals but collect different types of material and use different standards and best practices

- Some museums include libraries and/or archives in addition to their collections of artifacts and/or artwork

- Some archives have museum objects in their archival collections

- Many museum archives in Nova Scotia

- Examples: Canadian Museum of History, Cole Harbour Heritage Farm Museum

(Schmidt, Using Archives: A Guide to Effective Research)

CORPORATE ARCHIVES

- Usually a department of a company that collects and preserves institutional memory

- Serve the needs of the company

- Varying degrees of public access

- Examples: ScotiaBank Archives, Siemens Corporate Archives

HOW TO FIND ARCHIVAL INSTITUTIONS

- [Directory of Archives](#) (Canadian Council of Archives)

- [Members' Map](#) (Council of Nova Scotia Archives)

- [Directory of Corporate Archives in the United States and Canada](#) (Society of American Archivists)

- [Directory of Archival Organization](#) (Society of American Archivists)

- Internet searches

USING PRIMARY SOURCES

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INTEGRATING PRIMARY SOURCES INTO ASSIGNMENTS

- Evidence to back up a statement that supports your thesis

- Compare and contrast information over time and space

- Enhance your project with historical photographs

- Research methodology involving critical and/or comprehensive examination of archival sources

INTEGRATING PRIMARY SOURCES INTO ASSIGNMENTS

- Document analysis
- Annotated bibliographies
- Understand creative/artistic process (draft manuscripts, production records, research material, etc.)
- Cite evidence of the evolution of an idea or way of thinking
- Sources for text/data mining
    - Text
    - Metadata (archival descriptions)

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Research topic/assignment	Primary sources
Influence of landlocked states on exclusive economic zones in "Law of the Sea"	UNCLoS III "series" in Elisabeth Mann Borgese fonds
Annotated bibliography of sources on conceptual art	Eyelevel Gallery fonds, Centre for Art Tapes fonds, <u>and</u>…
Significance of landscape in Atlantic Canadian literature	Thomas Head Raddall fonds, Donna Morrissey fonds, <u>and</u>…
Environmental activism in Nova Scotia	Ecology Action Centre fonds, M.O.V.E. fonds
Meta analysis of marine research on space shuttles	<u>Uncatalogued</u> videocassettes in Ron O'Dor fonds, <u>and</u>…
History of trigonometry	James Dinwiddie fonds, <u>and</u>…

CITING PRIMARY SOURCES

- You can't just download your citations…
- Use a style guide
  - Chicago Manual of Style
  - MLA Handbook
  - APA Publication Manual
- <u>Chicago:</u> Place the cited <u>item</u> first [in a note]
  - There is no general agreement on the sequence of the remaining elements in the citation
- Check your department for guidance
- Check the journal, publishing company, etc.
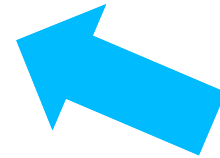
CITING PRIMARY SOURCES

- Be consistent throughout your work once you adopt a sequence

- **Note:** Correspondence from Henry Davies Hicks to the Annapolis County electorate, October 24, 1956, MS-2-511, Box 15, Folder 9, Henry Davies Hicks fonds, Dalhousie University Archives, Halifax, Nova Scotia, Canada.

- **Bibliography:** Henry Davies Hicks fonds, MS-2-511. Dalhousie University Archives, Halifax, Nova Scotia, Canada.

TEACHING WITH PRIMARY SOURCES

- "As a result of their reluctance to acknowledge the interrelationship between the text and its packaging, faculty and librarians have overlooked the pedagogical advantages of using rare materials and book history to further students' understanding of subjects within a variety of disciplines."

(Pugh & Rockenbach, 2011; Learn NC, Teaching with primary sources)

TEACHING WITH PRIMARY SOURCES

- Studies have shown that students are ready to engage with primary sources early in their university career

- Focus on course goals, learning objectives, and weekly schedule

- Use as examples for lectures and seminars

- Inquiry-based learning (start with questions, not "facts")

- Active learning techniques

- Primary source analysis worksheets

TEACHING WITH PRIMARY SOURCES

- Document analysis activities (research skills development)

- Brainstorming activities (start a new unit with a primary source)

- Cross-curricular activities (collaborate with colleagues)

- Current events ("what is past is prologue")

- Geography activities (context is everything)

- "Not-so-famous person report" (David Walbert)

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CHALLENGES / OPPORTUNITIES

ALBERTA OPPOSITION CONCERNED ABOUT DOCUMENT SHREDDING

X-RAY TECHNIQUE READS BURNT VESUVIUS SCROLL

LANGUAGE AND SCRIPTS

- Humanities research may require proficiency in multiple languages and/or scripts

- Archival collections often have multilingual material

- Cultural evolution of languages and communication

- <u>Paleography</u>: Study of ancient and historical handwriting

- Digitization and transcription of handwritten material is challenging and expensive but extremely rewarding

[ORDER OF PASSAGE ISSUED TO THE ELIZA OULTON BY THE OTTOMAN EMPIRE](), O'Brien Family fonds (MS-4-242, Box 2, Folder 3, Item 1)

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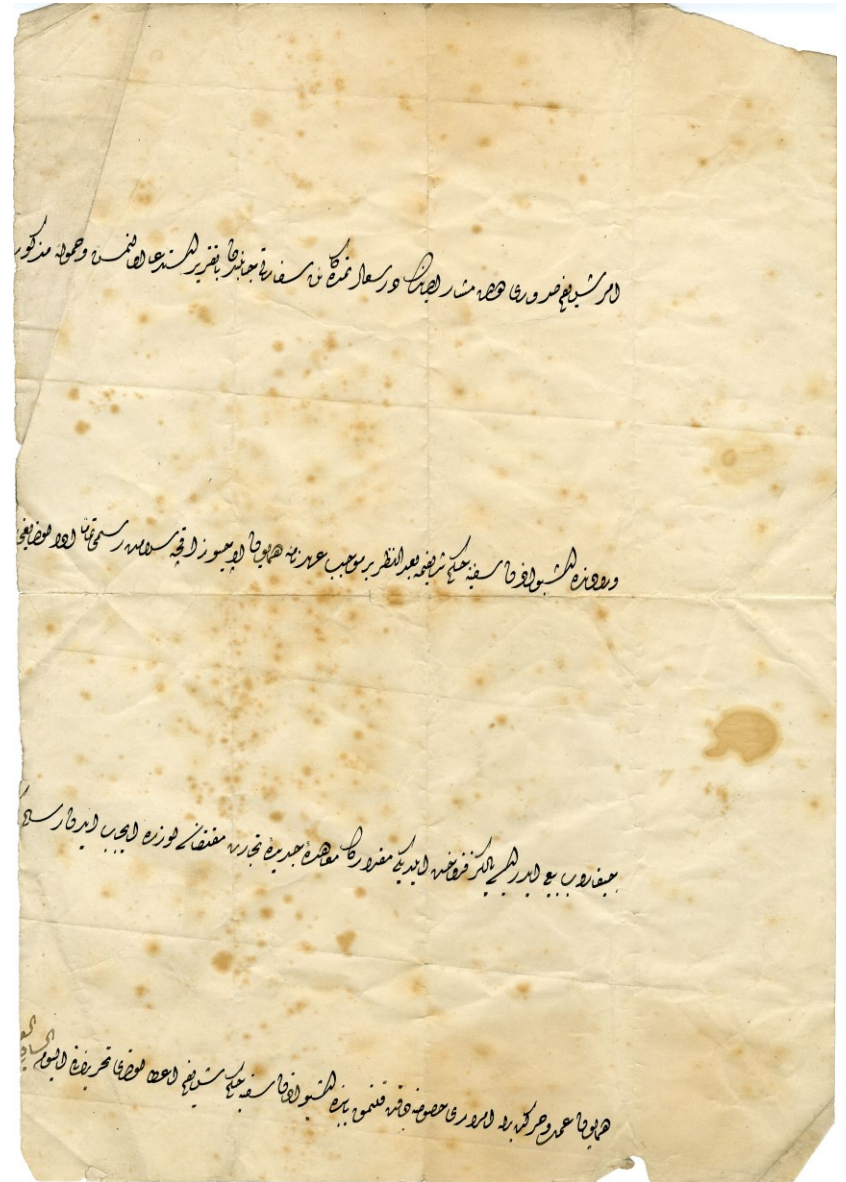
MATERIAL TYPE AND FORMAT

- Many documentary formats in archives
    - Text (papyrus, parchment, pulp, etc…)
    - Sound recordings (vinyl, cassette, etc.)
    - Moving images (film, video, etc…)
    - Still images (tintype, print, negative, etc.)
    - Technical drawings
    - Research data
- Archives may require advance notice for certain materials
- Surrogates or alternative sources may be provided

ACCESS RESTRICTIONS

- Donors can impose access or use restrictions
- Archivists can impose access or use restrictions
- FOIPOP requests
- Ethics agreements
- Access may be prohibited due to lack of equipment or preservation concerns
- Uncatalogued "backlog" is professionally unacceptable but exists virtually everywhere

"ONE OF A KIND" OPPORTUNITIES

- Archival materials can distinguish your work
- Primary sources enhance your usage of secondary sources
- Use archives to present new answers and perspectives
- Archives can facilitate cross-disciplinary research
- You may have a serendipitous "discovery"
- You may find a possible career path in archives, museums, or libraries

DIGITAL HUMANITIES

- Unprecedented access to archival materials
- Technology enables new research methodologies
- Data visualisation
- Data/text mining
- Digital mapping
- Statistical analysis
- Major advances in archival description standards and best practices

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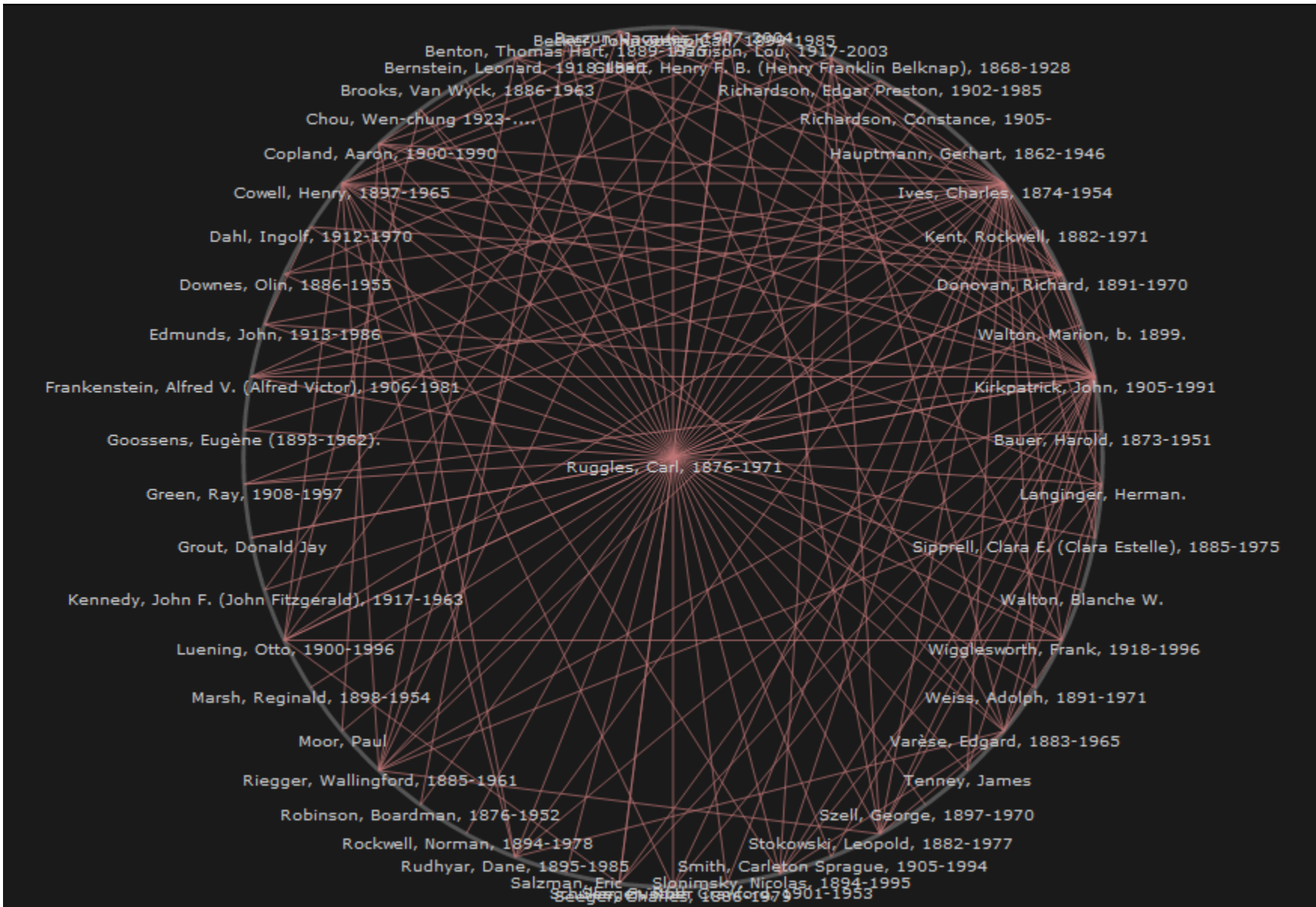
DALHOUSIE ARCHIVES

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DAL ARCHIVAL COLLECTIONS

- Almost 7 kilometres of physical records
  - Textual records
  - Sound recordings
  - Film and videos
  - Photographs
  - Technical drawings and plans
- Over 15 TB of digital records
  - Digitization projects
  - Born digital records
- Strengths in 19th and 20th century Maritime Canadian sources

DAL ARCHIVAL COLLECTIONS

Analog

Digital

- University records
- Faculty papers
- Theatre and culture / Literature
- Business archives
- Medical archives
- Labour archives / Citizen action groups
- Environment, oceans, and sustainability
- Maritime history archives
- Women's archives

GUIDE TO MAJOR RESEARCH COLLECTIONS

- Organizes collections into broad thematic areas
- Each page contains:
    - Summary of collection area
    - List of key subjects
    - List of featured collections
    - Citations for published research that references collections of interest

DAL ARCHIVES SERVICES

- Archives and Special Collections Reference Desk

  - Research assistance

  - Place materials on reserve

  - Photocopy and scanning requests

- [Guide to major research collections](#)

- [Archives catalogue and online collections](#)

- [Guide to archival research](#)

- Class instruction

- Support for archives assignments

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ARCHIVES CATALOGUE

ARCHIVES CATALOGUE

- Fully searchable database of "finding aids" to Dal Archives collections
- 155,000+ archival descriptions
- Digital archives embedded into catalogue records on an ongoing basis
- Map of collections
- Quality of data varies
- Feedback is strongly encouraged!

ARCHIVES CATALOGUE

- Browse by
  - [Title](#)
  - [Name (of creator)](#)
  - [Subjects](#)
  - [Geographic location](#)
  - [Digital object](#)
- [Basic](#) and [advanced search](#)
- Search facets

ARCHIVES CATALOGUE HELP

- Archives and Special Collections Reference Desk (902-494-3615)

- Archives email: archives@dal.ca

- Dal Archives "Guide to Archival Research"

  - Detailed instructions on searching and browsing the catalogue

- Council of Nova Scotia Archives (CNSA) MemoryNS YouTube video tutorials

- "Access to Memory" documentation

SEARCH STRATEGIES

FUNDAMENTALS

- Searching for archives is not like searching for journal articles
- Search for archives is just like searching for journal articles!
  - Focus your research question
  - Break your question into concepts
  - Identify subject headings/keywords for each concept
  - Manage your search results/citations
- Check other catalogues/websites
- Write an email, pick up the phone, drop by…

CONCEPTS IN YOUR RESEARCH QUESTION
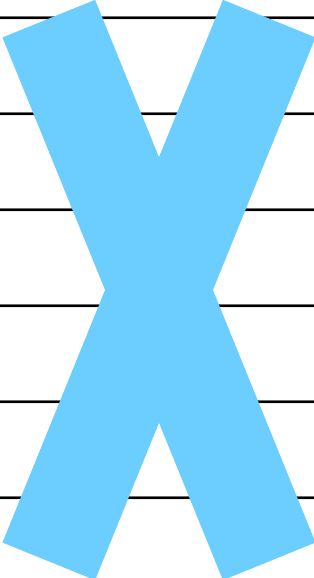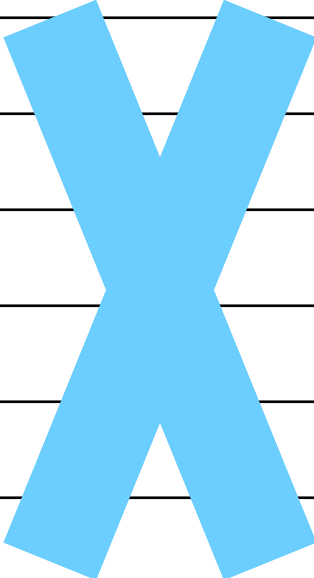
Example: How did <u>landlocked states</u> influence the <u>Exclusive Economic Zones</u> of the UN "<u>Law of the Sea</u>"?

	CONCEPT 1	**CONCEPT 2**	**CONCEPT 3**
Keyword			
Keyword			
Keyword			
Keyword			
Keyword			
Keyword			

CONCEPTS IN YOUR RESEARCH QUESTION

Example: Who wrote the <u>quotation</u> on <u>Eyelevel Gallery</u>'s webpage about **<u>R. Holland Murray</u>**'s 1983 exhibition?

	CONCEPT 1	**CONCEPT 2**	**CONCEPT 3**
Keyword			
Keyword			
Keyword			
Keyword			
Keyword			
Keyword			

CATALOGUE SEARCH EXERCISE

- Write down your research question

- Break your research question into concepts (back to the fundamentals!)

- Brainstorm keywords for each concept

- Start with simple search

- Use AND/OR in basic search box

- Use quotations to search for phrases

- Build searches using advanced search page

Tip: Refer to the Research Bootcamp Foundations, Part 1 slides and exercise sheet

TIPS FOR RESEARCHERS

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GENERAL TIPS

- Start with clear information about the type and scope of archival materials needed to support your project

- Spend time becoming comfortable with document analysis, paleography, languages and scripts, research methods, and other skills that will help you conduct archival research and use archival sources

- Consult with archivists during every phase of your project

NOTE TAKING TIPS

- Notes should include:
  - Name of institution
  - Manuscript collection/record group
  - Series and/or file title
  - Date(s) of material
  - Reference codes
  - Exact title or description of the item
  - Annotation of the information that interests you
- Make sure factual data and quotations that you intend to use are recorded in full

NOTE TAKING TIPS

- Record complete citations for all materials referenced, even the material you do not intend to use

- Consider writing summary notes for each collection you consulted

  - Chronological scope and arrangement

  - Whether all or only part was checked

  - Items which you plan to use

  - Those which are irrelevant

TIPS FOR RESEARCH TRIPS

- **P**lan every detail in advance
- **R**esearch the collections in advance
- **E**ngage the institution in advance
- **P**rioritize your research activities
- **A**djust your priorities accordingly
- **R**equest reproductions for key material
- **A**sk many questions while you are visiting
- **T**alk to your professors, advisors, mentors, etc.
- **I**magine yourself wishing you had access again
- **O**bserve habits of other researchers
- **N**otes, notes, notes, notes…

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RESEARCH GUIDES

- [Using Archives: A Practical Guide for Researchers](#) (Library and Archives Canada)

- [Using Archives: A Guide to Effective Research](#) (Society of American Archivists)

- [Determining Public Domain Status](#) (Dalhousie Libraries' Copyright Office)

- [Library Skills for the History Student](#) (Trent University Online History Workbook)

- [Archives Research Tutorial](#) (University of Manitoba Libraries)

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