

Archives Association of British Columbia & the Documentary Heritage Community Program: A Partnership of Success

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AABC Mission Statement & Objectives

Our mission is to foster the development of the provincial archival community in order to better preserve and promote access to British Columbia's documentary heritage.

The Archives Association of British Columbia is committed to the following goals in support of its mission:

- To provide services to increase the capacity of archives throughout the province to preserve and provide access to B.C.'s documentary heritage;
- To build and maintain the provincial catalogue in support of the national catalogue and;
- To provide the infrastructure to support networking opportunities for members.



AABC Background

- ▶ The AABC was established in 1990 through the amalgamation of the Association of British Columbia Archivists and the B.C. Archives Council.
- ▶ Current membership includes 86 individual members and 108 institutional members throughout the province.
- ▶ Role of Education & Advisory Services (EAS) Coordinator
 - ▶ Distance education courses & workshops & webinars
 - ▶ Site visits and custom onsite training
 - ▶ Email & telephone advising services



A Timeline of DHCP Partnerships

- ▶ 2015-2016 “Archives Advisory Clinics Program”
- ▶ 2016-2017 “Digital Preservation Capacity Building in BC”
- ▶ 2016-2018 “Community Regional Training & Development Clinics” (2 year)
- ▶ 2018-2020 “Indigenous and Community Capacity Building: Archival Regional Training and Development Clinics” (2 year)

2015-2018 DHCP-Funded Clinic Statistics





2015 – 2018 Clinic locations in BC



2015 – 2018 Site visit locations in BC

What Did We Do In Our Archival Workshop?

- Review of archival theory, managing archives, acquisition strategies, appraisal and deaccessioning, best practices for care and handling of textual records, photographs and negatives, audio-visual materials and oversized records
- Arrangement and description and “RAD Refresher”
- Preventative conservation and disaster planning
- Records management and digitization strategies
- Questions, practical examples and breakout exercises!



Managing Archives: A Checklist

- Write **MANDATE STATEMENT** and develop an **ACQUISITION POLICY**
- Have **MANDATE** and **ACQUISITION POLICY** approved by Board/Governing Body
- ACQUIRE** archival material using approved mandate and acquisition policy as a guide
- APPRAISE** archival material using acquisition guide
- ACCESSION** archival material as it come into Archives
- ARRANGE** archival material and appraise for selection
- STORE** archival material in acid-free enclosures
- PRESERVE** archival material in an environmentally controlled facility
- DESCRIBE** archival material using Rules of Archival Description (RAD)
- Print **FINDING AID** to provide access to archival material
- Provide **ACCESS** to researchers by having regular opening hours
- Provide **ACCESS** to researchers by having knowledgeable staff and volunteers
- Provide **OUTREACH** to the local community



Benefits

- DHCP funding allowed AABC to offer FREE workshops and site visits.
- Enabled networking and in-person learning opportunities and discussions with participants who normally work alone, with volunteers, or in archives/heritage centres far from other organizations.
- Fostered confidence in participants to implement professional standards and best practices in their organizations.
- Renewed relationships with our Regional Reps and their regional members throughout province.
- Support of GLAM partnerships - our colleagues in the heritage community were invited to participate in workshops (many were non-AABC members).
- Pre and post workshop surveys identified educational needs, concerns and issues for future AABC planning and outreach.



Workshop Feedback

- “Excellent workshop. Great information and I like how Lisa took the time to answer questions and encourage audience participation.”
- “So wonderful to have workshops offered in the region. It can be difficult, expensive, and even dangerous to travel from Northwest BC we appreciate the opportunity to have you teach us in Northwest BC!”
- “Excellent introduction to Managing Archives. I learned a lot and Lisa is very interesting with lots of great real life examples which are so important to put it all in perspective. Thanks so much!”
- “Great workshop and very helpful. Excellent place to meet others in the field.”
- “Thank you very much. I can hardly wait to get home and share what I’ve learned.”
- “Thank you for another delightful workshop. It is great to get more theory and hear and share actual experiences. This is especially valuable, as it is more of a challenge to network in the archival community as an archives assistant. Thanks Lisa!”
- “Loved the interaction - questions and ideas from others.”

Digital Preservation Capacity Building in BC

- ▶ 3 day intensive DPM workshop led by Nancy McGovern & Kari Smith in Vancouver (29 participants) & seminar “*Digital Preservation in Action: Building Sustainable Programs and Effective Workflows*” (60 participants) held in Victoria, BC
- ▶ 2 hour DPM live webcast roundtable hosted by AABC, Nov. 2016, aprox. 50 viewers, interactive via Twitter <https://aabc.ca/events/webcast-roundtables/>
- ▶ Creation of new section in AABC’s **Archivist’s Toolkit** on Electronic Records & DPM <https://aabc.ca/resources/archivists-toolkit/>
- ▶ Email cohort created, 4 follow-up online Q&A sessions
- ▶ DPM software company presentations



The AABC Archivist's Toolkit: Digital Preservation Management



The goal of this page is to present resources and background materials that can help your organization start to plan for, or further your digital preservation management program for electronic and born-digital records. Resources will be updated as new best practices are shared and scholarly publications are made available on this topic. If you know of additional resources or digital preservation links that should be added to this site, please contact the AABC.

Planning, frameworks and policy development

Resources:

Digital Preservation Management workshop tutorial: <http://dpworkshop.org/>
Digital Preservation Coalition Handbook: <http://www.dpconline.org/advice/handbook-2>
Reference Model for an Open Archival Information System (OAIS)
Preserving Access to Digital Information (PADI), National Library of Australia
Checklist for Cloud Service Contracts, InterPARES Trust

Example policies:

Simon Fraser University Digital Preservation: <https://www.sfu.ca/archives/digital-repository.html>
Scholars Portal Trusted Repository planning: <https://spotdocs.scholarsportal.info/display/OAIS/Home>
Harvey, Ross. Digital Curation, a How-to-do-it manual (review of book you can order)



Archives 101: Archival Practice for Indigenous Organizations (2018-2020)

- ▶ 6 workshops to be offered in 5 regions throughout the province.
- ▶ Respecting protocols and building partnerships with Indigenous communities.
- ▶ Workshop content developed in consultation with participants and customized to the needs of the region.
- ▶ 12 associated site visits in First Nation communities to offer hands on training on how to implement archival best practices discussed during workshops. A chance to discuss concerns or issues further in a more comfortable setting.
- ▶ Site visit report prepared after meeting will offer guidance, steps, and resources that can be acted upon. Used as a planning or foundation report to develop a new archive.



Concluding Thoughts...

Our DHPC partnership has enabled the AABC to:

- Build archival capacity in heritage organizations throughout BC.
- Support archival capacity building in Indigenous communities.
- Help the AABC identify the needs of our members and the greater BC heritage community so that we can respond in a proactive and collaborative manner when planning future events, webinars, workshops, networking and educational opportunities.