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**Elizabeth Oxborrow-Cowan**  
Consultant Archivist

## **An Introduction to Archives Archival Collections – How to collect, work with and manage the archival collections in your care**

Archives provide a vital record of past decisions, actions and events. They are the cornerstone to understanding the past. Yet they are complex materials which can be difficult to manage. This one day course is designed for anyone with responsibilities, both technical and managerial, for archival collections but without any archival training. It will introduce you to the fundamentals of caring and providing access to your archive collections. It will guide you to best professional practice and introduce you to lots of practical examples and comparator projects. The course covers the following areas:

### **What are archives?**

- Defining what is an archive and why archives are important

### **Collecting archives**

- How archives collect – collection policies, including the National Archives Collecting Policy checklist
- Practical considerations in collection policies
- Appraisal and disposal including introduction to assessing significance

### **Managing content - cataloguing and standards**

- An introduction to cataloguing and other finding aids
- Standards for managing content

### **Storage and handling**

- Archival storage standards and practice – including a look at BS5454 Recommendations for the Storage and Exhibition of Archival Documents
- Handling techniques

### **Access**

- Why access matters
- Who are we trying to reach with archive collections
- Examples of how collections can be used in access including alongside other collection types

### **Learning outcomes**

- Ability to define what an archive is
- An understanding of the purpose and process of collecting archives
- A broad understanding of how the content of archives is managed
- An basic understanding of professional practice in the physical care of archives
- An awareness of the importance of providing access, some core access methods and key issues that need to be considered when undertaking access.

This intense course is run with no more than 12 delegates to ensure that you have the opportunity to discuss your own experiences and receive personal attention.



The course is delivered by Elizabeth Oxborrow-Cowan who is a very experienced Consultant Archivist and a seasoned trainer and facilitator. Elizabeth Oxborrow-Cowan Associates have been awarded the Seal of Recognition by the Chartered Institute of Library and Archive Professionals in recognition of the quality of the training courses provided.

For more information contact Elizabeth Oxborrow-Cowan at [elizabethoc.co.uk](http://elizabethoc.co.uk), 01939 234289.

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