MICHIGAN TRADITIONAL ARTS PROGRAM

Path to Archives

(For MSU Museum projects* generating collections to be archived)

1. Fieldworkers

Turns all originals over to Curator/Project Manager (person at the MSU Museum who is responsible for project):

Field notes

Audio & videotapes   *[NOTE: If videotapes done by MATRIX staff, they make audio tape, DVS cam dupe, and VHS copy, then digitize edited version of DVS cam dupe].*

Photographs

Ephemera

Artifacts

Logs

Artist data sheets

Object forms

Release forms

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2. Curator (could be same person as fieldworker)

Makes sure all forms are completed

Turns over all materials except objects to Archivist and indicates to Archivist if any newspaper clippings or magazine articles need to be retained as originals (otherwise clippings and articles will be scanned and originals discarded)

Turns over objects and object data form to Collection Manager

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3. Archivist

Assigns accession number and catalogues collection

Makes dupes of audiotapes for transcribing and gives to project Curator

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4. Collections Manager

Coordinates accession number with Archivist

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5. Photographer

Makes digital and/or film image of object(s) for documentation

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6. Curator

Gives dupes to Transcriber

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7. Transcriber

Makes transcriptions, sends electronic files to Curator, and gives hard copies and, if requested, electronic files on disks or CDs to Curator

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8. Curator

Reviews transcriptions, makes obvious corrections, and sends electronic transcript and hard copy file to Archivist who accessions them. If appropriate or necessary, sends transcriptions to informant or

fieldworker for additional corrections. Receives corrected transcript from informant or fieldworker. Then sends revised electronic file and hard copy of corrected transcript to Archivist.
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9. Curator

Reviews Argus records for newly accessioned objects and makes any necessary corrections which are forwarded to Collections Manager
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10. Archivist
Digitizes as needed or as requested by Curator
Notifies Curator that cataloguing is complete and gives Curator catalogue numbers

FINISHED!

*Any research, exhibit, or educational project (including ongoing projects such as FOLKPATTERNS, MTAAP and MHA) that generates original materials