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How to Develop Church and Mission Archives

Martha L. Smalley
September 9–13, 2002

Seminar Outline

Course Description: This seminar will provide an overview of issues and processes for the retention and organization of institutional and personal records. Central to the seminar will be hands-on experience with unprocessed records from the Special Collections department of the Yale Divinity School Library. The seminar will provide practical operational guidelines for building an archives and will direct participants to sources of additional information and assistance.

Course Schedule:

Mon., Sept. 9	1:30 p.m. 2:00 p.m.	Registration Introduction: What are we preserving? Why is it important to preserve church and mission archives? Who uses archives and why?
Tues., Sept. 10	9:00 a.m. 9:30 a.m. 2:00 p.m.	Worship, led by Dr. Jonathan Bonk Overview of archival program components, covering areas such as Missions statement, Collection development policy, Access policy, Appraisal and Acquisition, Outreach Introduction to arrangement and description of archives; in-class assignment
Wed., Sept. 11	9:30 a.m. 2:00 p.m.	Discussion of assignment and reading. Tour of the Yale Divinity School Library and Special Collections Hands-on experience with unprocessed collection from Yale Divinity School Library Special Collections
Thurs., Sept. 12	9:00 a.m. 9:30 a.m. 2:00 p.m.	Worship, led by Paul Stuehrenberg, Yale Divinity School Librarian Discussion of groups of archival or personal records known to each participant; development of prototype findings aids Introduction to records management techniques
Fri., Sept. 13	9:00 a.m.	Preservation of materials; computer-related issues and options; denominational resources

Resource Person: Mrs. Martha Lund Smalley is Research Services Librarian and Curator of the Day Mission Collection at the Yale Divinity School Library. She was appointed as the first permanent archivist at YDSL in 1975 to carry on the work of the grant-funded China Records Project, and now also serves as the library's primary reference librarian. She has traveled widely to present workshops and papers related to archival records and other library topics.

Recommended Reading:

✓ Available for purchase at the seminar

- ✓ Smalley, Martha, *An Archival Primer*. Revised edition. New Haven: Yale Divinity School Library, 2000.
- Yakel, Elizabeth, *Starting an Archive*. Chicago: Society of American Archivists, 1994.
- A Heritage at Risk: The Proceedings of the Evangelical Archives Conference*, July 13–15, 1988.