

Section 1: Multiple Choice

- 1) The principle that archives of a given records creator must NOT be intermingled with those of other records creators is called:**
 - a) Provenance
 - b) Continuous Custody
 - c) Evidential Value
 - d) Original Order

- 2) An acquisition/collection development policy serves as a basic document to:**
 - a) Determine cooperative digital projects and repositories with similar collections
 - b) Plan preservation priorities by determining areas of importance to the repository
 - c) Assess potential donations and inform donors looking for a suitable repository for their records
 - d) Develop public programming and prepare long-term strategic planning

- 3) What do archivists consider the minimal level of acceptable description, capturing core information about the archival materials they are describing?**
 - a) Series level
 - b) Collection or record group-level
 - c) File-Unit
 - d) Item

- 4) You receive a large collection and your initial survey quickly determines that photographs are filed throughout the collection. Your institution takes care to store formats separately, to ensure their best long-term preservation. What do you do with the photographs?**
 - a) Keep them in the order you found them until you can examine the collection further and determine the context of the photographs.
 - b) Separate out all the photographs so these more fragile formats are properly stored together
 - c) Select and separate out only those photographs which you have determined to have high evidential value.

- 5) A university archivist receives from a professor a carton of correspondence, news clippings, broadsides, and annotated Faculty Senate reports, all concerning campus unrest during the Vietnam War era. The archives already holds materials on this subject in the personal papers of another professor and in a series of records titled "Student Protests" in the President's Office record group. The preferred procedure would be to:
- Combine the papers of both professors, weeding out duplicate items for the vertical file
 - Arrange and describe the new materials as a separate collection
 - Combine all the materials relating to student protest in one collection
 - Place the broadsides in the Broadside Collection, add the Faculty Senate reports to the Faculty Senate record group, and then process the remaining papers as a separate collection
- 6) In what order do the following processing stages typically occur?
1. _____ 2. _____ 3. _____ 4. _____ 5. _____
- Sort the collection into series
 - Prepare the finding aid
 - Develop and get approval for processing plan
 - Survey/Inventory the entire collection without rearranging
 - Complete the final physical arrangement
- 7) What is the order of the following archival activities?
1. _____ 2. _____ 3. _____ 4. _____ 5. _____
- Accession
 - Appraisal for Selection
 - Arrangement
 - Appraisal for Acquisition
 - Description
- 8) A donor is ready to transfer her personal papers and manuscripts to your archives. She has indicated that she intends to transfer both the physical and intellectual property to you. You have drafted the following document for her to review and sign:
- Deposit Agreement
 - Deed of Gift
 - Retention Schedule
 - Accession Log

Section 2: Identifications (In a 3-5 sentence description, identify and explain the significance of the following term or concept)

1) Respect des Fonds

2) Original order

3) Evidential Value vs. Intrinsic Value

4) Collecting Archives

5) Series

6) Accessioning