

Archivists and the ACA

*What you need to know and why you
need to know it*



A little about me...

BA in Medieval Literature from Ohio State University
(2003)

MILS from University of Arizona (2006)

Archival Certification (2008)

Vice-Chair/Chair Elect: Lone Arrangers roundtable

Active member of the AMRT/RMRT Joint Working Group
on Accessibility in Archives and Records Management

SAA mentor

**GEEK
ARCHIVIST**

What do I do
and
where do I do it?

A Lone Arranger and special
collections librarian at Lincoln
Memorial University and the Abraham
Lincoln Library and Museum in
Harrogate, TN



What do I do?

Museum archives

Massive cataloging project

Creating collections

Exhibitions

Policy and procedures

Grant writing

Teaching



What do I do?

University Archives

Reorganization

Promotion

Advocacy

Teaching

Cataloging



A little about the ACA...

20 years and over 1000 members!

Participates in the definition and advancement of professional archival education, concepts, and issues

Identifies and promotes understanding of archival goals, ethics, and standards

Provides the only available standard by which employers are able to judge the qualifications of prospective staff members

Why get certified?

To show your commitment to a high level of ethical and professional excellence

To demonstrate mastery of a defined body of knowledge and skills necessary for successful archival practice

Allows the profession to speak a common language from a shared body of knowledge

How does the exam work?

100 multiple choice questions only

Covers topics including:

- History of the profession

- Technical issues

- Job-related situational issues

- Information sets

- Higher-level cognitive skills

How does the exam work?

Role Delineation Statement:

Defines the knowledge and skills necessary for archival work

General Knowledge Statements:

Archivists know and can apply knowledge about a number of job-related topics

Role Delineation Statement

These specifications for the certified archivist examination delineate the major domains of archival practice. Within each domain a series of tasks and related knowledge statements are defined. Together these elements encompass commonly accepted duties and responsibilities that professional archivists perform in the course of their work.

General Knowledge Statements

K-1 the impact of social, cultural, economic, political, and technological factors on the evolution and characteristic of archival records and materials and their management.

K-2 the origins, development, and definitions of archival concepts, terms, principles, practices and methods.

General Knowledge Statements

K-3 the development of archival institutions and programs in society.

K-4 the similarities and differences in the administration of organizational archives, personal papers, and manuscript collections.

K-5 the physical and technological characteristics of archival records and materials and how these characteristics influence their appraisal, acquisition, preservation, and use.

General Knowledge Statements

K-6 archival theory, methodology, and practice appropriate for archival records and materials on all media.

K-7 the standards and accepted professional best practices that apply to archival work, including their rationale and implications.

K-8 the concepts of the life cycle of records and the records continuum.

General Knowledge Statements

K-9 the relationship between accepted professional policies and practices and institutional applications of these policies and practices.

K-10 how the core archival functions (selection, appraisal, and acquisition; arrangement and description; reference services and access; preservation and protection; and outreach, advocacy and promotion) relate to each other and influence the administration of archival records and materials.

General Knowledge Statements

K-11 the different institutional settings in which archival programs may exist and the implications of placement within a particular institution.

K-12 how the administration of archives is related to, different from, and draws upon the theory, methodology, and practice of such allied professions and disciplines as: history, library and information science, records management, museology, historic preservation, historical editing, and oral history.

K-13 how archival theory, methodology, and practice are influenced and affected by evolving electronic and other technologies.

Role Delineations: General knowledge statements

Domain 1: Selection, Appraisal and
Acquisition

Domain 2: Arrangement and Description

Domain 3: Reference Services and
Access

Domain 4: Preservation and Protection

Role Delineations: General knowledge statements

Domain 5: Outreach, Advocacy,
promotion

Domain 6: Managing Archival
Programs

Domain 7: Professional, Ethical, and
Legal responsibilities

How is the exam created?

Item Writing Workshop

Item Bank

Current professionals

Current literature

One domain a year

Principles of writing questions

How to get registered

Exam is given once a year (August 24, 2011) at the SAA annual meeting or one of these locations:

Chicago, Illinois (SAA site)

Columbia, South Carolina

Dallas, Texas

Pittsburgh, Pennsylvania

Seattle, Washington

The ACA website has all the information about registering, including [an application packet](#)

What you need to sit for the exam

Option 1: Master's degree with at least 9 semester (or 12 quarter) hours of graduate archival administration plus at least 1 year of qualifying professional archival experience

Option 2: Master's degree without a concentration in archival administration plus two (2) years of qualifying professional archival experience

What you need to sit for the exam

Option 3: People who were once certified but have allowed their certification to lapse

Option 4: People whose certification is current, but are taking the examination for recertification

What you need to sit for the exam

Option 5: People who have previously been declared eligible to sit for the examination but failed the examination

Option 6: People who have previously been declared eligible to sit for the examination but had their application held

What you need to sit for the exam

Provisional Certification:

Master's degree with at least 9 semester (or 12 quarter) hours of graduate archival administration but does not yet have at least 1 year of qualifying professional archival experience

How to prepare

ACA Handbook

Listservs/online study groups

Current literature:

American Archivist

on JSTOR (1938-2006)

Archival Outlook

on the SAA website (2004-Sp 2010)

Rewards

You will be eligible to join the Academy of Certified Archivists and achieve the status of Certified Archivist

You receive a certificate and an awesome lapel pin

You have a way to prove your competency to potential employers and colleagues



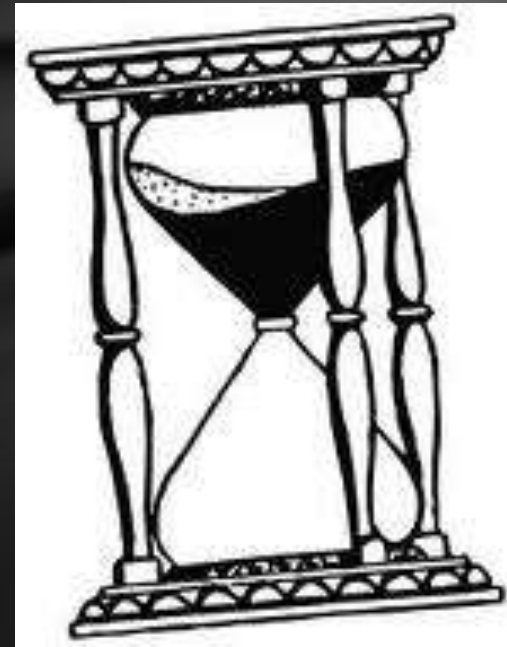
Certification maintenance

Recertify every 5 years

2 options:

retest

petition



Recertification by petition advantages:

Archival specialization

Academic archivists

Continuing education

For more information about recertifying by petition, please review "[Recertification Definitions, Special Instructions and Templates](#)".

Retrieved from [the ACA website](#)

Certification maintenance

Recertification by petition:

100 points needed

Attendance at archival meetings

Participation in workshops

Presentation of papers

Service on archival committees

Certification maintenance

Recertification by petition:

Qualifying professional employment

Continuing education

Professional participation and
outreach

Professional service

Writing, publishing, editing

My advice...

Focus on what you don't know

Review what you do know

Talk to your colleagues

Read the literature

Use the study guide



Need more information?

The ACA

www.certifiedarchivists.org/

Louis Jones: ACA Student Contact

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Me, Michelle Ganz

Michelle.ganz@Imunet.edu

Links

[Society of American Archivist](#)

[Academy of Certified Archivists](#)

[Archival Outlook](#): SAA newsletter

[Lone Arrangers Roundtable](#)

[Joint Working Group on Accessibility](#)

[Big Tent](#): Lone Arrangers social site

[SAA Annual Meeting](#): Chicago, 2011

Questions?

