ACA EXAM

Study Guide

# About

This guide is to help you study for the Academy of Certified Archivist Certification Exam. This guide includes important archival terms and concepts that maybe found on the ACA Exam. This guide has been divided into sections based on the Role Delineation Statement for Professional Archivists (RDS). Keep in mind that this study guide will not include all items that maybe found on the ACA Certification Exam. You consider it as a guide to helping you prepare for the exam.

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# General Domain

## General Knowledge Statements

Archivists know and apply knowledge about:

* the impact of social, cultural, economic, political, and technological factors on the evolution and characteristic of archival materials and their
* the origins, development, and definitions of archival concepts, terms, principles, practices and methods.
* the development of archival institutions and programs in
* the similarities and differences in the administration of institutional archives, personal papers, and manuscript
* the physical and technological characteristics of archival materials and how these characteristics influence their appraisal, acquisition, preservation, and
* archival theory, methodology, and practice appropriate for archival materials on all media including working together and with other professionals to ensure the longevity of those materials in analog or digital
* the standards and accepted professional best practices that apply to archival work, including their rationale and
* the concepts of the life cycle of records and the records
* the relationship between accepted professional policies and practices and institutional applications of these policies and
* 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 materials.
* the types of institutional settings where archival programs exist and the implications of placement within a particular
* how the administration of archival programs 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, museum studies, historic preservation, historical editing, and oral
* how archival theory, methodology, and practice are influenced and affected by evolving electronic and other.

## General Domain Key Terms

|  |  |  |
| --- | --- | --- |
| **TERM** | **Definition** | **Source** |
| **Record** |  |  |
| **Archive** |  |  |
| **Provenance** |  |  |
| **Archival Standards** |  |  |
| **Records Management** |  |  |
| **Life Cycle of Records** |  |  |
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## General Domain Concepts

|  |  |  |
| --- | --- | --- |
| **Concepts** | **Explanation** | **Source** |
| **Origins of Archives** |  |  |
| **Importance of Archives** |  |  |
| **Value of Archives** |  |  |
| **Archival Legal Issues** |  |  |
| **Administration of Archives** |  |  |
| **Functions of Archives** |  |  |
| **Records Management VsArchives** |  |  |

## General Domain Sources

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## General Domain Notes

# Domain 1: Selection, Apprasial, and Acquisition

## Domain 1: tasks

Task 1: Identify sources of archival materials by applying knowledge about subjects, individuals, organizations, and others that create, receive, and accumulate archival materials appropriate for acquisition.

Task 2: Establish, maintain, and keep a record of communication(s) with creators and/or potential donors of archival materials.

Task 3: In determining the acquisition of archival materials, identify and evaluate record characteristics.

Task 4: Appraise archival materials for their enduring value and long-term retention.

Task 5: Implement disposition recommendations or decisions through legal instruments such as retention schedules, deeds of gift, purchase contracts, and deposit agreements.

Task 6: Promote cooperative acquisition and disposition strategies.

## Domain 1: Knowledge Statements

Archivists know and apply knowledge about:

* how the mission and holdings of archival repositories relate to selection, appraisal, and acquisition.
* techniques for locating and surveying potential acquisitions.
* the evolution, nature, and variety of recordkeeping systems and practice
* factors in determining official records or record copy through appraisal techniques and retention scheduling.
* factors that should be considered when defining, collecting or accessioning areas and developing an acquisition or collection policy.
* solicitation and negotiation techniques, including ways of educating document creators about the importance of preserving archival materials.
* laws, policies, regulations, procedures, legal instruments, and ethical standards relating to acquisitions and disposition.
* the evidential, informational, administrative, legal, fiscal, and intrinsic values of archival materials
* the past, current, and potential uses of archival materials
* appraising, inventorying, retention scheduling, deaccessioning, and disposition techniques
* selection, sampling, re-appraisal, weeding, and other volume reduction techniques.
* selection and appraisal methodologies, including documentation strategy and functional analysis.
* the characteristics of archival materials such as trustworthiness, authenticity, reliability, usability, and comprehensiveness, as well as form, uniqueness, and quantity.

## DOMain 1: Key Terms

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| --- | --- | --- |
| **TERM** | **Definition** | **Source** |
| **Appraisal** |  |  |
| **Macro-appraisal** |  |  |
| **Functional Analysis** |  |  |
| **Acquisition** |  |  |
| **Selection** |  |  |
| **Deaccessioning** |  |  |
| **Documentation Strategy** |  |  |
| **Collection Development Policies** |  |  |
| **Accessioning** |  |  |

## DOmain 1 Concepts

|  |  |  |
| --- | --- | --- |
| **Concepts** | **Explanation** | **Source** |
| **Differences among appraising types of records (Public, private, business)** |  |  |
| **Methods for dealing with electronic records** |  |  |

## Domain 1: Sources

|  |  |
| --- | --- |
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## Domain 1: Notes

# Domain 2: Arangement and Description

## Domain 2: TasK

Task 1: Analyze the existing arrangement and description of archival materials and make decisions about any further arrangement and description that may be necessary.

Task 2: Design and implement an arrangement plan to either perfect the existing arrangement or establish a new one.

Task 3: Design and implement a descriptive plan to identify and explain the structure, context, and content of archival materials to promote their accessibility.

## Domain 2: Knowledge Statements

Archivists know and apply knowledge about:

* the complementary principles of provenance and original order
* the history and variety of recordkeeping systems and practices for all media
* the role of access and retrieval in making arrangement and description
* the concept of hierarchical levels of arrangement
* the distinctions and relationships between physical and intellectual control of archival
* the impact of technology on policies, practices, and methods for archival arrangement and description
* the levels, types, and components of finding aids within an overall description program
* the availability and applicability of descriptive standards
* how the descriptive process may begin at or before records creation and continue throughout the life of the archival materials

## Domain 2: Key Terms

|  |  |  |
| --- | --- | --- |
| **TERM** | **Definition** | **Source** |
| **Arrangement** |  |  |
| **Description** |  |  |
| **Metadata Standards** |  |  |
| **Provenance** |  |  |
| **Respect Du Fonds** |  |  |
| **Original Order** |  |  |
| **Description Standard** |  |  |
| **Levels of Arrangement** |  |  |
| **Finding Aids** |  |  |
| **MPLP** |  |  |

## Domain 2: Concepts

|  |  |  |
| --- | --- | --- |
| **Concepts** | **Explanation** | **Source** |
| **Major Components of Finding Aids** |  |  |
| **Minimal Description**  |  |  |
| **Types of Standards** |  |  |
| **Hierarchical Systems of Arrangement** |  |  |

## Domain 2: Sources

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| --- | --- |
| **Title** | **Read** |
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## Domain 2: Notes

# Domain 3: Reference Services and Access

## Domain 3: Tasks

Task 1: Define the informational needs of users and keep abreast of current research trends and strategies.

Task 2: Develop policies and procedures designed to serve the information needs of various user groups, based on evaluation of institutional mandates and constituencies, the nature of the collections, relevant laws and ethical considerations, and appropriate technologies.

Task 3: Respond appropriately to user requests by providing information about and from archival materials and providing access to archival materials, making copies, referring to other sources, or providing an explanation for denying the request.

Task 4: Create, maintain, and periodically review records of user requests for self-evaluation and planning purposes.

## Domain 3: Knowledge Statements

Archivists know and apply knowledge about:

* issues and elements regarding user services, including policies and procedures governing access, reference services, and reproduction
* laws, regulations, and ethical principles governing copyright, digital rights, freedom of information, privacy, confidentiality, security, and equality of access
* research strategies, current and past interests, and trends of a wide variety of user groups
* understanding user needs to frame reference strategies for varying formats and media
* the subject areas of an institution’s holdings, and how they relate to holdings in other repositories
* developing policies and procedures for safeguarding physical and electronic archival records and materials while in use, based on accepted best practices, which provides security and accommodates reasonable researcher needs within research rooms
* techniques for effectively handling repeat requests on the same or similar topics using established tools
* techniques for evaluating the effectiveness of reference services.

## Domain 3: Key Terms

|  |  |  |
| --- | --- | --- |
| **TERM** | **Definition** | **Source** |
| **Reference Interview**  |  |  |
| **Reference** |  |  |
| **Digitization** |  |  |
| **Use Permissions**  |  |  |
| **“Permission to publish”** |  |  |
| **Exhibits** |  |  |
|  |  |  |

## Domain 3: Concepts

|  |  |  |
| --- | --- | --- |
| **Concepts** | **Explanation** | **Source** |
| **User’s Information Needs**  |  |  |
| **Archival Advocacy** |  |  |
| **Public Programming**  |  |  |
| **Social Media and Archives** |  |  |
| **Digital Archival Access**  |  |  |
| **Reference in Digital Environment**  |  |  |
| **Access Policy and Procedures** |  |  |
| **Access Restrictions** |  |  |

## Domain 3: Sources

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## Domain 3: Notes

# Domain 4: Preservation and Protection

## Domain 4: Tasks

Task 1 Analyze the current physical condition of archival materials including the devices and media on which they are preserved to determine appropriate preservation priorities and actions.

Task 2 Develop and adopt strategies and proper technologies for preservation; make and implement appropriate preservation and conservation decisions about reformatting, handling techniques, laboratory treatments, and referrals to technical experts.

Task 3 Apply best practices for long-term storage of archival materials using proper containers, encasements, shelving, storage facilities, and environmental controls.

Task 4 Ensure the security of archival materials regardless of format from damage, destruction, theft, and other forms of loss.

Task 5 Prepare and implement procedures for disaster prevention, response, and recovery.

## Domain 4: Knowledge Statements

Archivists know and apply knowledge about:

* the nature of materials’ treatment and current preservation techniques
* the causes and consequences of the deterioration of various media and formats, including the factors that influence the stability and durability of electronic records
* the elements of preservation management and preservation planning, including environmental monitoring, disaster preparedness, in-house conservation, reformatting, data migration, data conversion, and services available through outside vendors
* the elements of security management and risk assessment, including threats and vulnerabilities of electronic records
* when to preserve archival materials in their original format or structure, and when to replace originals with reproductions in the same and/or different media or format
* the range of preservation options and the application of each to archival materials on different media

## Domain 4: Key Terms

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| --- | --- | --- |
| **TERM** | **Definition** | **Source** |
| **Preservation** |  |  |
| **Conservation**  |  |  |
| **Restoration** |  |  |
| **Inherent vice**  |  |  |
| **Disaster Planning**  |  |  |
| **Emergency Preparedness**  |  |  |
| **Environmental Controls**  |  |  |
| **Handling Procedures** |  |  |
| **Reformatting** |  |  |
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## Domain 4: Concepts

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| --- | --- | --- |
| **Concepts** | **Explanation** | **Source** |
| **Preservation Management**  |  |  |
| **Non-digital materials preservation**  |  |  |
| **Digital Preservation**  |  |  |
| **OAIS Reference Model** |  |  |
| **Factors that Impact Preservation in Archives**  |  |  |
| **Preservation Program Elements**  |  |  |
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## Domain 4: Sources

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## Domain 4: Notes

# Domain 5: Outreach, Advocay and Promotion

## Domain 5: Tasks

Task 1: Promote the use of archival materials through public and educational programs.

Task 2: Develop an understanding of, and support for, the archival program among resource allocators, key constituents, potential donors, allied professionals, and other internal and external stakeholders to the archives’ parent organization.

Task 3: Develop and participate in programs that draw directly on archival materials to support such activities as exhibitions, conferences, publications, and editorial projects.

Task 4: Develop and participate in efforts to publicize archival collections and repositories.

Task 5: Develop relationships with internal and external partners in order to broaden and diversify outreach and promotional activities.

## Domain 5: Knowledge Statements

Archivists know and apply knowledge about:

* the variety of uses of archival materials, the benefits of such uses, and methods of imparting this information to potential users
* the range of approaches to advance public understanding of archival work and programs
* methods of presenting archival materials, or information from or about them, in the most effective and efficient manner
* methods of articulating to resource allocators the benefits of the establishment and continued support of an archival program in an organization
* methods of collaborating with other units within the archives’ parent organization or with other institutions to enhance and promote archival work.

## Domain 5: Key Terms

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| **TERM** | **Definition** | **Source** |
| **Outreach** |  |  |
| **Advocacy** |  |  |
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## Domain 5: Concepts

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| **Concepts** | **Explanation** | **Source** |
| **Public Programming** |  |  |
| **Archival Advocacy** |  |  |
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## Domain 5: Sources

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## Domain 5: Notes

# Domain 6: Managing Archives

## Domian 6: TAsks

Task 1: Develop a strategic vision for an archival program, establish priorities, continually assess progress toward that vision, and make adjustments as environments and resources change.

Task 2: Assess staffing needs, recruit appropriate personnel, and train staff; support professional development; and ensure that the staff works together to fulfill the archives’ mission.

Task 3: Participate fully in budget processes and assess financial performance.

Task 4: Identify facility and equipment needs, and prepare and implement plans to meet those needs.

Task 5: Create policies, standards, and procedures that define and facilitate the range of activities in archival programs.

Task 6: Use appropriate technologies to manage archival programs and collaborate with the varied departments in parent institutions and other professions to ensure that the archival record is preserved..

## Domain 6: Knowledge Statements

Archivists know and apply knowledge about:

* planning models and assessment tools, and their role in archival programs
* institutional structures, cultures, and values, and the role of archival programs within institutions
* management principles and procedures
* current archival education standards for graduate and continuing education, as well as other professional development opportunities and certification programs
* budgeting and financial planning techniques
* legal requirements that affect the management of archival programs
* facilities, space, personnel, and resource management
* the application and impact of evolving technologies and information systems on archival programs
* methodologies for gathering and evaluating data about archival functions within one’s own program and programs of other institutions
* sources of professional and technical advice and assistance
* internal and external funding sources

## Domain 6: Key Terms

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| **TERM** | **Definition** | **Source** |
| **Space Planning**  |  |  |
| **Archival Administration**  |  |  |
| **Human Resources**  |  |  |
| **Budgeting**  |  |  |
| **Grant Writing**  |  |  |
| **Project Management**  |  |  |
| **Archival Policies and Procedures** |  |  |
| **Mission and Vision Statements** |  |  |
| **Donor Relations** |  |  |
| **Assessment**  |  |  |
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## Domain 6: Concepts

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| **Concepts** | **Explanation** | **Source** |
| **Defining Appropriate Staffing** |  |  |
| **Lone Arrangers** |  |  |
| **Interpersonal Communications** |  |  |
| **new program develop** |  |  |
| **program continuation** |  |  |
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## General Domain Sources

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| **Title** | **Read** |
| Dearstyne, Bruce. Leading and Managing Archives and Records Programs. New York: Neal-Schuman Publishers, Inc., 2008. |[ ]
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| Slate, John H. and Lanning Minchew. Managing Local Government Archives. Lanham, MD: Rowan & Littlefield, 2016. |[ ]
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## Domain 6: Notes

# Domain 7: Professional, Ethical, and Legal Responsibilities

## Domian 7: TAsks

Task 1: Maintain professional awareness of current issues in the field of archival history, theory, and practice by reading professional literature, attending conferences, and participating in continuing education and professional exchanges.

Task 2: Contribute to the development of the archival profession by research, publishing, presentations, and advocacy.

Task 3: Distinguish between statutory or other legal authorities and standards sponsored by self- governing professional societies and act appropriately with respect to archival materials.

Task 4: Conform to professional and ethical standards and promote best practices..

## Domain 7: Knowledge Statements

Archivists know and apply knowledge about:

* international, national, regional, and sub-regional organizations whose activities include archival concerns
* research and resources relating to archival history, theory, methodology, and best practices
* social, cultural, economic, political, academic, records management, and legal systems that inform and affect archival work across the records continuum
* laws, regulations, and ethical considerations governing loans, deposits, exchanges, and gifts to institutions, including tax consequences
* responsibilities and professional limits with respect to appraising archival materials for tax purposes and property transfers
* laws, regulations, and ethical considerations governing reference services and access to archival materials, including but not limited to, copyright, freedom of information, privacy, confidentiality, security, and equality of access
* the uses of archival materials as legal evidence in courts, and the standards applied for legal admissibility
* responsibilities to ensure archival materials and collections are maintained intact and preserved by appropriate organizations and countries
* laws, regulations, and policies defining archival materials and governing their retention, accessibility, integrity, formats, and disposition
* archival and information professional codes and standards, including but not limited to the Code of Ethics of the Society of American Archivists (SAA) and the SAA/ALA[1] joint statement on Standards for Access to Research Materials in Archival and Manuscript Repositories, the ARMA[2] Code of Professional Conduct, the ICRM[3] Code of Ethics, and International Council on Archives (ICA) standards

## Domain 7: Key Terms

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| **TERM** | **Definition** | **Source** |
| **Ethics** |  |  |
| **Statutory Law** |  |  |
| **Case Law** |  |  |
| **Copyright** |  |  |
| **Fair Use=** |  |  |
| **Privacy** |  |  |
| **Legal Definition of Records** |  |  |
| **Legal Discovery** |  |  |
| **Spoliation** |  |  |
| **Contract Law** |  |  |
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## Domain 7: Concepts

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| **Concepts** | **Explanation** | **Source** |
| **Donor Privacy**  |  |  |
| **User Privacy** |  |  |
| **Privacy for Non-Donors** |  |  |
| **Fair Use in Archival Setting** |  |  |
| **Laws Governing Archives** |  |  |
| **Important Cases Governing Archival Records**  |  |  |
| **Approaches for Fair Use in Archives** |  |  |
| **Archival Ethics** |  |  |
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## Domain 7: Readings

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| **Title** | **Read** |
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| Danielson, Elena S. The Ethical Archivist. Chicago, IL: Society of American Archivists, 2010. |[ ]
| Hirtle, Peter, Emily Hudson, and Andrew T. Kenyon. Copyright & Cultural Institutions: Guidelines for Digitization for U.S. Libraries, Archives & Museums. Ithaca, NY: Cornell University Library, 2009. |[ ]
| Lipinski, Tomas A. Libraries, Museums, and Archives: Legal Issues and Ethical Challenges in the New Information Age. Lanham, MD: Scarecrow Pres, Inc., 2002. |[ ]
| Peterson, Trudy Huskamp and Gary Peterson. Archives and Manuscripts: Law. Chicago: Society of American Archivists, 1985. |[ ]
| U.S. Copyright Office website: http://www.copyright.gov |[ ]
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## Domain 7: Notes