

What Does an Archivist Do



The Ulster County Archivist **stores, arranges, describes, preserves, and shows** all the special things or records of the Ulster County government that are kept in the Archives.

STORE



To **store** records means to put things away safely.



The Ulster County Archives are stored in a building.

The building is locked.



The building has no windows so sunlight won't

make the special things fade.

The building is kept clean and free of pests like mice.



ARRANGE



To **arrange** is to put things in order.



That could be in physical order like neatly on
a shelf.

Or alphabetical order...like following you're

a, b, c, s.



Or chronological order by date...like the dates
on a calendar.

Or numerical order by number...like

1, 2, 3

and so on.

DESCRIBE



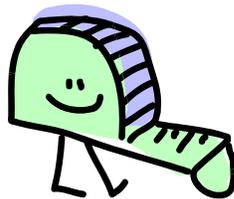
To **describe** means to write down everything you know about the thing you are describing.



We look for a name to give it.
That's called a "**title**".



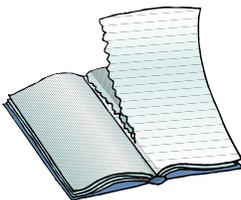
We look to see what year it was made.
That's called the "**date**".



We measure how big it is.
That's called the "**volume**".



We think about what the thing says.
That's called the "**content**".



And we look for rips or tears or how fragile the record is.

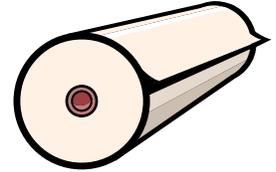
That's called "**condition**".



PRESERVE

To **preserve** means to do things that will make sure the special thing lasts forever.

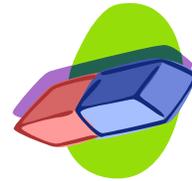
We wrap the thing in good clean paper.



We use pencils when writing or working

around the things because if we accidentally make a

mark, the marks can be erased.



We make copies sometimes so the original will not get damaged.



And we treat and repair broken or damaged things. This is done by trained conservators. They are like doctors for objects.





SHOW

We show the things in the Archives so people can

come and see what they look like.



We add our descriptions into computers

so we can study the information.



And we post the information on our website so people can read about it all over the world.

