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ABSTRACTS

<u>Session 2 – Ethics in Practice</u>

Ethics in the archives: trauma-informed archival practice
Nicola Laurent and Kirsten Wright, University of Melbourne, Australia

University and research institutes' archives include a wealth of valuable materials for researchers and members of society, but what is not often considered in this environment is the emotional impact of providing access or gaining access to records - whether the people getting access are academics or members of the public.

To provide ethical access to archival records, it is critical to create a safe and empowering environment for all who interact with an archive. University collections can hold an array of items of great importance to many, but that people may also find traumatic to examine. Many people have noted the impact of archival research on them emotionally, sometimes to the point of causing trauma (Russell, 2018; Golding, 2017). As archivists, we have a moral obligation to respond to this knowledge and ensure ethical access to records is possible for all members of society.

Trauma-informed archival practice provides a holistic framework to review how archives do their work. It is based on the five principles of safety, trust and transparency, choice, collaboration and empowerment, and provides a people-centred approach to undertaking archival work. When viewing archival work through the lens of trauma-informed practice it provides a new way to consider how access is provided.

This paper will consider how trauma-informed archival practice can be used to make archives more accessible and ethical, in person and in the digital environment. It will discuss the moral obligations archivists have to ensure the release of records does not traumatise individuals. It will also consider how archival organisations can better support their staff in dealing with traumatic materials.

The lives of others and the right to be (in)visible
Venkat Srinivasan, National Centre for Biological Sciences in Bangalore, India

On July 30, 1990, Narayanbhai Karangia wrote a letter to the Bombay Natural History Society (BNHS) after reading their pamphlet titled, 'The Vanishing Floricans'. Karangia was then a farmer in western India. He talked about sighting the birds and offered to help in

conservation work. Today, his letter sits at the Archives at NCBS, as part of the papers of Ravi Sankaran Papers, an ornithologist who studied floricans.

The letter has an unlikely journey, from the private thoughts of a farmer in the fields of Gujarat to an acid-free folder in a climate-controlled public archive in Bangalore. And once visible, the object forces us to probe the past with new eyes (1). But every accession also brings with it questions of inclusivity, ethics and privacy. These are especially critical questions when an archive is just starting out, as is the case with the Archives at NCBS (https://archives.ncbs.res.in/), which is both a space for institutional records as well as a collecting centre for the history of contemporary biology in India.

Through examples from correspondence, oral histories, native digital files, its nascent accession and retention policies, and the challenge of a new campus COVID-19 archive, this paper is an attempt to show the conflicts and synergies at an institutional between a set of agents – creators and custodians, archivists, users and a set of ideas – diversity, privacy, and the ethics of a contemporary archive.

What enters the archive today is key to tomorrow's meaning making. Today, researchers rely on WhatsApp messages, marginalia on paper, and electronic logbook to communicate with their peers. All too often, the only persistent record for many marginalized in the sciences is their oral history interview (2). While a data protection bill is under review, India doesn't yet have a robust law that identifies the boundaries of data privacy. Karangia's letter can be seen as both a diversification of ecological histories and an affront to an individual's privacy. This paper is about a fledgling archive's struggles in laying bare the diverse lives of others even as they wonder about their rights to be invisible.

Starting from scratch: ethics questions & strategies on an unorganized university archive
Christos Chrysanthopoulos, Ioannis Drivas, Dimitrios Kouis and George Giannakopoulos, University of West Attica, Greece

In Greece, interest in university archives began in the 1990s and, despite efforts that have taken place since then, only a few universities have collected archives classified by date. The University of West Attica was founded in March 2018 by the National Law 4521. The foundation of the newly established University came from the merging process of the former Technological Educational Institute of Athens (founded 1970) and Piraeus University of Applied Sciences (founded 1983). In 2019, the National School of Public Health (founded 1929) joined the newly established university. It is, therefore, a historically important academic institution with several unique features.

At this stage, in the context of the administrative changes and the establishment of the new institution, it is crucial to pay more attention to its archival material and its history. The various administrative changes, the changes in the premises and the relocation of departments and administrative services, but also the emerging framework of the organization in relation to the archives in a single framework provide an opportunity to substantiate new possibilities and proposals that will improve the administrative function of the University and will utilize its cultural heritage and memory. The history of archive management in public administration in Greece has demonstrated that such administrative

changes have led to the loss or destruction of archival material that is important for scientific, historical, and administrative reasons.

Our research project focuses on the development of a strategic plan for the systematic preservation and classification of historical archival material, and the appropriate management of records at the University of West Attica (UNIWA). This paper will discuss the problems and the questions to be addressed during the elaboration of a strategy on ethics questions in relation to the collection and the access to the archival material.

<u>Session 4: Ethics and the digital world</u>

We're closed. Welcome!: Covid19 and the changing contours of archival access
Adria Seccareccia and Anna Dysert, McGill University, Canada

As archivists, how do we expect users to enter our professional "homes"? Do they need to be invited, or can they let themselves in? Do they need a guided tour, or can they show themselves around? The analogy is pertinent as the pandemic presents another moment in our profession's history that challenges the notion of the archivist as gatekeeper. As our users work from their own homes, archivists are called to facilitate access through the increased use of technology, such as document cameras and digitization, and new or unfamiliar forms of archival labour. In striving to provide remote access to collections, solutions such as using document cameras to leaf through boxes with users over Zoom quite literally place the archivist as an intermediary. The workload and labour involved in such initiatives may also complicate the balance between our responsibilities to ensure access to archives for individual users versus to users as a whole, considering that the pandemic has added new impetus for initiatives to digitize, describe, and make available collections metadata and digital surrogates in support of an increasingly autonomous approach to research.

This paper will discuss these shifting contours of the archivist's current role. We will present our experiences of welcoming researchers to McGill University's archives and special collections during a time when physical access is limited or impossible. We will reflect on our jobs' changing priorities and boundaries as well as consider the changing perception of research and the effects on future responsibilities and expectations post-pandemic.

Ethics and the balancing act: institutional requirements, access, and the challenges of web archives and social media
Virginia Hunt, Harvard University, USA

College and university archives have entered new frontiers: serving as data repositories, homes of massive web archives, platforms for innovative digital projects, and incubators for social justice collections documenting and embracing diversity and inclusiveness reflected in movements and initiatives in which our home institutions engage.   With our core work to collect and preserve the records of our institutions, at any given time the materials we collect are a reflection of the scientific, political, literary, and intellectual discoveries and innovations that could potentially have a profound impact on the way future citizens may eventually live, work, and understand the world. Educational institutions are also social

microcosms of the larger world we inhabit: artistic, cultural, and political demonstrations unfolding on campuses become incubators for larger movements leading to changes in national and international policy, laws, societal norms, and social justice. Our ability to connect the information in our own institutions' documentation and records with unfolding current or near future events allows us to raise awareness that the work we do to collect and preserve our institutions' collections and records provides unique insight into the foundations of influence on national and global actions that were conceived of at our colleges, universities, and research institutions.

Given the communities and individuals associated with universities, our archives hold the unique ability to "document the now" as it is happening. With the dramatic shift in archival use of the web and social media capture to document events, college and university archives have tremendous opportunities to serve as centers for preserving the history and culture of previously undocumented individuals and communities within their institutions. This documentation provides an important, if not always flattering, understanding of the history of the institution and its surrounding community. Web archives can also serve as witness to corruption, violence and crime as they are powerful advocacy tools and support community memory in moments of political and cultural change, social justice, artistic expression, or tragedy. At the same time, they can cause harm and facilitate surveillance and oppression. Thus, there exists an imperative for our institutions to engage in careful consideration of principled approaches to collecting and providing access to these materials, particularly in weighing the ethical risks and opportunities that they present to both those documenting and preserving these materials and those documented in them.

<u>Session 5: Ethics and communities</u>

Surveying as unsettlement: the protocols alignment survey at the University of Nevada, Reno Libraries
Jessica Maddox and Kimberley Anderson, University of Nevada, Reno, USA

This paper discusses a high-level collections survey based on the Protocols for Native American Archival Materials guidelines undertaken by the staff of the University of Nevada, Reno Libraries Special Collections and University Archives Department. As archivists at a Morrill Act land grant university, we recognize that our work is dependent on a complicated colonial history that, as Kaisha Esty notes, hinges on "a national acceptance of Native American erasure" that "was perpetuated at state and local levels." We work, live, and provide archival services on and about land that was wrested from Indigenous Peoples— people most frequently represented in records stewarded as academically interesting subjects rather than individuals and communities with sovereignty and agency. In addition to preparing the archives for further Protocols work, our aspiration is that surveying for specific tribes and cultural groups will assist Indigenous researchers and/or tribal representatives in finding materials more efficiently and accurately. We seek to transfer some of the burden of wading through the colonial recordkeeping apparatus to archives staff rather than Indigenous Peoples. Our goals are ultimately restorative access, discovery, and use that better serves Indigenous Peoples while continuing to serve non-Indigenous populations. The analysis of the Protocols alignment survey as a case study also offers insights about critical self-reflection and ways for non-Indigenous archivists to strive

towards social justice and Protocols alignment using existing discovery and description frameworks as a starting point.

Collective Inheritance in Records of Diasporic Communities: Ethical and Archival Responsibilities
Tanis Franco, Daniela Ansovini and Mahdi Ganjavi, University of Toronto, Canada

Can a 'home' be a site of collective inheritance and respond to the distinct histories of its occupants? This paper examines this question through two international fonds, each highlighting the far-reaching responsibilities of Canadian archival institutions to diasporic communities who have entrusted institutions with their records.

Through a discussion of the Amir Hassanpour fonds and the Chelvanayakam Family fonds, both held in repositories at the University of Toronto, this paper identifies common threads in understanding cultural context and the ethical and archival responsibilities of institutions working across differences with creators and communities, in particular referencing cultural competency frameworks by Ellen Engseth.(1) Beginning with the multilingual nature of the materials, the description of these collections necessitated a collaborative process amongst archivists, researchers, translators, and cultural mediators. These exchanges quickly expanded to encompass all aspects of archivy: collectively devising solutions for more inclusive forms of access,(2) recognizing politically sensitive material vulnerable to loss, and the innovative use of resources to support community-led initiatives.

Both collections reflect the linguistic, cultural, and political environments of which they are a part. The archival vision of Professor Amir Hassanpour served as a revolutionary act towards the preservation of Kurdish history and culture in face of state suppression. The Chelvanayakam Family fonds was safeguarded by a family member who immigrated to Canada in the 1970s and reflects contested and lost histories of the Sri Lankan Tamil community in the mid-20th century. As archival institutions begin to reckon with their own colonial legacies, this paper provides methods of cross-cultural dialogue that uncover elements of what it might be to serve as a 'home'.

Local cultures project: ethics of creating an archival description
Maryna Chernyavska, University of Alberta, Canada

I will report on the project that aimed to describe and make accessible a large archival collection consisting primarily of interviews, but also video, photographs, and fieldnotes, that were conducted as part of a research project. The goal of the project was to document everyday life and cultural variation on the Prairies before 1939. While processing this collection, the team encountered various ethical dilemmas, which will be analyzed in this presentation.

The first issue concerns researchers' fieldnotes, specifically their descriptions of the interviewees' style, which included notes on their behaviour. While these notes mostly highlighted good storytellers, in certain cases, the interviewees' behaviour was "patronizing," or they were telling "obscene jokes." These notes are important for the understanding of the records, and should be included into an archival description, as

providing contextual information. However, there are many reasons to exclude them from the publicly available finding aid. The second issue concerns the team that created indexes and used a subject taxonomy to enhance discoverability of the interviews. It consisted of scholars trained in different disciplines who often selected drastically different terms to describe the events. Where a historian heard disciplining, a feminist scholar heard domestic violence; where an anthropologist noted an ethnic joke, others saw a racist remark. How can these be reconciled and make their way into the description? The third issue concerns the team members' evaluation of the interviewers' style. They found certain interviews uninteresting, complained that the interviewer interrupted the interviewee when they wanted to tell a story unrelated to the questionnaire, repeatedly asked the same questions, even after receiving an answer.

All these actors: interviewees, researchers who collected interviews, and those who processed the collection contributed to the constructedness of this archival collection (Douglas 2016). How can their respective contributions be captured to create what Douglas calls a more honest archival description while remaining respectful and committed to ethical values? How can archivists engage with these difficult decisions from a place of empowerment?

Session 6: Codes of ethics and dealing with donors

The Portuguese Code of Ethics for Information Professionals and its applicability to university archives: the case of the University of Coimbra
Ana Margarida Dias da Silva, University of Coimbra, Portugal

Since 1992, the Ethics Committee for Information Professionals in Portugal has developed a long debate and presentation of proposals that justified the creation of a code of ethics. On December 10, 1998, on the occasion of the anniversary of the Universal Declaration of Human Rights, it is handed over by the Ethics Committee to the presidents of the Portuguese Association of Librarians, Archivists and Documentalists (BAD), the Portuguese Association for Information Management (INCITE) and the Association of Health Documentation and Information Professionals (APDIS) the preliminary draft of the code of ethics, which was to be adopted by the three associations on 25 June 1999.

The code of ethics for information professionals in Portugal is divided into three broad categories: intellectual freedom; privacy of users of information services; professionalism. The code has a procedural basis and is imbued with full recognition for the spirit emanating from the Universal Declaration of Human Rights.

Based on the analysis of the Portuguese code of ethics, the aim is to debate the impacts of ethical issues and access to information in university archives. In particular, examples will be demonstrated in relation to the University of Coimbra and its archives.

Codes of ethics: research, Co-creation and Implementation
Alexandrina Buchanan and David Mander, University of Liverpool, UK

This paper analyses the co-creation of a Code of Ethics for the Archives and Records Association (UK and Ireland), working between the association, its members and the Inter-disciplinary Ethics Applied centre at Leeds University. It addresses the following questions: what were the challenges of collaborative research and co-creation in an interdisciplinary and professional context? What specific areas of debate emerged and how were these addressed/resolved? By reflecting on the process as a case study, the authors aim to support future research on, and implementation of, professional ethics, particularly in a record-keeping context.

Existing research on codes of ethics is largely either historical, or theoretical. Inherent in some of the literature is a critique, either of existing codes or of the validity of the endeavour of ethical regulation and therefore acknowledgement of these debates was fundamental to our efforts. Some authors have linked theory to practice but we believe that our work has been the first to encourage the direct involvement of anyone who would be bound by the code in its creation, rather than simply by involving individuals as representatives or inviting comments on a draft. Whilst this cannot overcome all opposing voices, the aim was to foreground real life challenges and practical implementation within the process of the creation and ongoing revision of a living document.

The process of creation will be summarised as a timeline. Analysis focuses on three specific areas of concern: the definition of professionalism and its association with the public interest; understandings of impartiality and neutrality; and the rights and responsibilities of stakeholders. In each of these cases, we throw new light on the journey from our starting point (the original Code of Conduct) to the existing Code, identifying how thinking developed over the course of the project (and beyond).

Memento mori: donors, collecting, end-of-career, end-of-life
Rodney Obien and Taelour Cornett, Keene State College, USA

Many archivists eventually find themselves in a donor situation involving an end to a career or an end to a life. The situation might involve, for example, a university professor who is retiring after decades of service; an esteemed researcher who is in the last stages of cancer; or a grieving family of an author who died unexpectedly. For those involved—the donor, heirs, and archivists—these types of situations can be emotionally charged and psychologically traumatic.

This paper will examine the preparedness and impact of end-of-life and end-of-career donor circumstances on academic archivists. It will also review the current available literature and the related curricula in American graduate programs in archival and library & information studies. The paper will additionally include results of a survey of archivists in America's New England region concerning their background and experiences on the subject.

Session 7: Archives, ethics and civil society

Whose records are they anyway? Implications of public record keeping for civil society in South Africa
Gabriele Mohale, University of the Witwatersrand, South Africa

A functioning state generates records, for the purpose of its own administration, and for providing services to its citizen. A functioning state also has a state archive, in order to store those records and make them available. Lastly, a functioning state has an Archives Act that regulates and governs all these activities, giving the state's oversight and responsibilities for these records, as the creator and rightful owner. However, political developments in South Africa over the past two decades have increasingly shaped a landscape of poor accountability, ineffective services, and neglect, coupled with corruption and resulting elements of secrecy and cover-ups at all levels of Government. This trend has also filtered into the National Archive, having a negative effect on its basic functions. Responsible record keeping does not only affect the ways in which work is carried out efficiently by government departments and state-owned entities, but it is also crucial for its citizen on two levels: administrative justice and transitional justice. At the heart of both lies the Right of Access to Information. It is particularly for the latter, that government records increasingly find their way into independent, many of them University based, and civil society archives. The paper seeks to analyse how the Archives Act of South Africa of 1996, relates to the aspects of administrative and transitional justice in practice. It will also touch on the dilemma for independent and civil society archives in filling the gaps of public records keeping in South Africa.

Revolutionary remains: balancing archival access and discretion in post-2011 Egypt
Stephen Urgola and Ryder Kouba, American University in Cairo, Egypt

Egypt's 2011 Tahrir Square demonstrations leading to the downfall of President Hosni Mubarak, and the multiyear aftermath of Islamist and then military government, left a major historical legacy. Archivists at the American University in Cairo gathered remains like banners and signs, built crowdsourced photograph collections, and conducted hundreds of oral histories. As curators of the University on the Square: Documenting Egypt's 21st Century Revolution project archive, AUC's archivists found in following years that management of this material posed access and privacy challenges. The archivists found themselves navigating between service to researchers (plus, in a larger sense, to historical memory) and political and societal pressures in Egypt making remembrance or memorialization of the January 25 Revolution unwelcome and potentially harmful. For example, in 2013 a clampdown on political expression led to archivists' decision to anonymize the names of interviewees from the audio and transcripts of oral histories in the project's online digital library to protect interviewees from potential legal jeopardy. To shield the library from unwelcome exposure, artifacts like protesters' banners or political leaflets proudly put on display in the year after the revolution were later held back from public view (though still offered to academic researchers). Similarly, digital surrogates of such material were withheld from the digital library due to national laws banning written dissent, which made discretion seem wise. This presentation will discuss and analyze considerations and decisions like these that sought to balance the imperatives of

documenting major historical events and providing researcher access with the need to protect documented individuals and the archival repository itself.

Comparing the implementation of Protection of Personal Information Act by the University of Venda and University of Witwatersrand in South Africa
Sidney Netshakhuma, University of Mpumalanga, South Africa

Protection of personal information and access to universities' records requires establishment of records management division to handle personal information, yet little attention has been focussed on the roles and responsibilities of records management professionals, who enable management of personal information. The purpose of this chapter is to assess and compare the current state of the implementation of the Protection of Personal Information Act No 4 of 2013 in two South African universities, namely the University of Venda and the University of Witwatersrand. The chapter used a qualitative research approach. Secondary data were derived from literature search and primary data from interviews. Despite the enactment of the Act, privacy breaches continued to increase due to ineffective records management division dedicated on the management of personal information. Universities are to strengthen their internal process on personal information to comply with the General Data Protection Regulations (GDPR).

Accessing restricted records while protecting private data: an ethical balancing act
Cara Bertram and Jameatris Rimkus, University of Illinois at Urbana-Champaign, USA

For American academic institutions, the expectation of open access to archives for research is high and even more so for public universities, where transparency in records is required by law. However, university archives often need to navigate the conflicting needs of providing access while protecting personal and sensitive information. Many university archives contain a wide range of institutional records, personal papers, and manuscript collections. Such diverse collections can include sensitive, private, or culturally secret information in university administrative records, personal papers, oral histories, literary manuscripts, legal and health records, and research data.

While archivists should provide access whenever possible, they must take into consideration personal identifying information, the protection of research subjects, cultural secrets, and compliance with legal mandates. One policy cannot cover the multitude of records and privacy issues. Ethical access and protection must be achieved through multiple thoughtful strategies.

This paper will address the range of sensitive information possible in diverse university archives collections and practical solutions on protecting privacy and providing access to archives. It will examine the literature on access, privacy, and ethics in American university archives while drawing upon applicable examples of the creation of formal access policies, user agreements, and practical informal methods for accessing information. This paper will also consider limits on the effectiveness of access policies when facing legal, administrative, or political pressures. This research will provide useful solutions on the protection of private

information, complying with legal mandates for access and restriction, and fulfilling the ethics set by the archival profession.

<u>Session 9: Managing and collecting 'better' archives: medical and care home records</u>

"We are all in this together:" legal and ethical challenges of collecting patient and community archives
Polina Ilieva, University of California, San Francisco, USA

The decisions the archivists make in collection development impact what kind of primary sources will be available for researchers. One of the vital questions for the health sciences archives is how to build a balanced collection that reflects views, decisions, and struggles of all sides affected by and participating in healthcare.

This paper focuses on an approach to collection development adopted by UCSF Archives and Special Collections that generates holdings with the primary sources which facilitate creation of a historical narrative that incorporates all of those impacted: clinicians, researchers, patients, community, policy makers and allows for the examination of all facets of health care: political, social, economic, cultural, and biomedical. This approach aims to address "silences" and gaps that resulted from the physician-centered account of medical history (Porter, 1985).

This presentation addresses the ethical and legal aspects of partnership with the broader community of patients, their families, friends and advocates with the aim to correct the failure of numerous "mainstream repositories to collect a more diverse representation of society" (Caswell, 2016, p. 62). These stories represent diverse issues that communities are faced with: poverty, racial and socio-economic segregation, and health care inequalities.

How can archivists enable and empower often marginalized groups to make decisions about what should be collected? How to ensure that community members are equal partners on these projects? Even when individuals and communities make their experiences publicly accessible, what are the ethical practices to collect them? What are the challenges and solutions for reaching a goal of becoming a trusted repository for the preservation of lived experiences of patient communities?
These challenges previously reserved to health sciences institutions became applicable to a mainstream archival community at a time when it grapples with questions how to archive an ongoing pandemic.

Everyday records or living archives? Creating a new standard for record-keeping in residential care homes in Scotland and Germany
Karl Magee and Hugh Hagan, University of Stirling, UK

In spring 2021 a major research project will begin as part of a new UK-German collaborative research programme funded by the Arts and Humanities Research Project and the Deutsche Forschungsgemeinschaft. Back to the Future: archiving residential children's homes in Scotland and Germany will address issues relating to the creation and preservation of personal and institutional records of children in care. It brings together a multi-disciplinary

team of archivists and academics in information technology, social work, language and communication, and social pedagogy. The team incorporates partner agencies providing residential care in Scotland and Germany. Additional archival support will be provided by the National Records of Scotland, University of Stirling Archives, and the Landesarchiv Berlin.

The project follows a long period of examination and reflection centred around the extent and quality of record-keeping relating to the care of children in Scotland. In 2007 the Shaw Report, which examined historic cases of abuse, led the call for improved record-keeping. In 2011 the Public Records (Scotland) Act was approved by the Scottish Parliament, setting new statutory standards for the proper management of records.

This talk will introduce the aims of the project and trace the recent steps taken in Scotland towards recognition of the value and importance of records of care. It will reflect on the absences in the archive, the need for those in care to access their own personal histories, and the possibilities offered by digital record-keeping and social media to create new 'living archives' for children in care.

The paper will also consider how the project addresses the conference themes of access, personal information and creating, collecting and communities.