

What is An Archivist?

Find out more about the common misconceptions about the work we do!

What is an Archivist?

- Special training in caring for and preserving original materials (primary sources)
 - Most have advanced degrees in history/public history, library and information science, or similar field of study
 - Have knowledge on proper care for many types of materials
- Making materials accessible to the public
- Strong research and analytical skills



What Does an

Archivist Do?

Duties of an Archivist

- Five main duties of an Archivist:
 - Store – proper storage to prolong the life of records
 - Arrange – create order and arrangement based on how records are created and brought into the facility
 - Describe – document details of the record, including names, dates, titles, size, content, and condition
 - Preserve – clean, repair, copy/image, and store in archival quality materials
 - Access – create databases, indexes, and catalogs to make accessing records easier for the public.
- Without proper storage, arrangement, description, and preservation, we would not be able to make records accessible!

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“Archivists bring the past to the present. They’re records collectors and protectors, keepers of memory. They organize unique, historical materials, making them available for current and future research.”

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Lisa Smith, Associate Archivist

Catholic Diocese of Baton Rouge