

9/28/2018

Internship Report

For collection processed at Brooklyn
Public Library



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DUE DATE: SEPTEMBER 28, 2018
FACULTY: HUMANITIES & EDUCATION

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Introduction

Fieldwork Internship as a library and information studies student is an invaluable experience. It is a very important part of the journey as it helps to give a first-hand glimpse of what to expect in the real world when we are at that stage. Even more so, as an Archives and Records Management student, it is an essential component as it brings to the fore, theories and methods that one learns in class and gives us the opportunity to put these theories in practice. Additionally, fieldwork also assists with one's personal development. This is echoed by Penn State College of Education as they state that "internship assists with career development by providing real work experiences that provide students with opportunities to explore their interests and develop professional skills and competencies" (Penn State University)

The Brooklyn Public Library's Central Branch located at 10 Grand Army Plaza, Brooklyn New York, was chosen as the institution for which this practicum study was undertaken. It was done over the course of six weeks (June 25-August 2) where under the tutelage of the Manager of the Special Collections (Natiba Guy-Clement) and the Senior Archivist on staff (Diana Bowers-Smith), I was tasked with the responsibility of processing, arranging, and describing the Martha Gayle Collection. Over the course of those six weeks, I would delve into the life of Martha Gayle, trying to arrange and describe the materials; while doing so, try to see if there were any genealogical links that could be made with any living relatives. Martha Gayle was a Jamaican immigrant who came to the United States in the mid-1920s. She started out as a domestic worker renting. Having established a good footing in the United States, Gayle was able to accommodate and help many of her other relatives. She also eventually owned three apartment buildings. It was through the rental income of these properties that she was able to transition from domestic work to self-employment as landlord. The collection was donated to the Brooklyn

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ARCM 6005

Public Library in February 2016 by George Camarda who found the material in the basement of a property he purchased that was once owned by Gayle.

Background of the Brooklyn Public Library

The foundations for Brooklyn Public Library were laid long before their doors were eventually opened. As far back as 1889, The Brooklyn Park Commission was authorized to select a location for the library (Brooklyn Public Library). Sixteen years later in 1905, the choice of the area selected for construction 'Grand Army Plaza' was legalized by legislature (Brooklyn Public Library). It was not until 1912 however that ground was broken on the site that was selected for the library on architect Raymond F. Almirall's Beaux-Art Design (Brooklyn Public Library – Central Library). A culmination of events resulted in the slowing down of construction which eventually led to a cease in operation. At that time, the country was experiencing financial problems due to their participation in World War 1 and the Great Depression. All that was able to be constructed up to that point (late 1920s) was a single unfinished wing of the current building that sat empty on Flatbush avenue for almost twenty years (Brooklyn Public Library). It is also said that another reason for the slow movement was that Mayor John F. Hylan refused to support further appropriations for the building's construction (Brooklyn Public Library). In 1935 however, constructions resumed as the library received the financial backing needed and six years later on February 1, 1941, the Brooklyn Public Library opened its doors to the public for the first time (Brooklyn Public Library).

An interesting feature in relation to the design of the Central Library is that it features an open book design (See fig 9). Interestingly, this was not intentional as when quizzed by myself I was told that was not an intended part of the initial design.

Today, Brooklyn Public Library is the United States fifth largest library system with sixty (60) branches across the city of Brooklyn, serving over 700,000 active cardholders. Its governing body is the Board of Trustees consisting of thirty-eight (38) members all in non-salaried positions. The board of trustees sets policies while also controlling and managing the property for the BPL(Public Library Systems). At the head of this organization is President and CEO Linda E. Johnson who was appointed in 2011 and oversees the running of the finances, operations, and programs of all branches (Brooklyn Public Library).

Funding and services offered

The Brooklyn Public library is one of the largest publicly funded civic institutions in New York City. According to website of Brooklyn Public Library, it functions on annual operating budget of \$119 million. Additionally, another critical area in which the library gets its funding is through foundations where various donors contribute. According to Brooklynlibrary.org, foundations and fundraising events provide a crucial funding to support core library resources; they also contribute to new and existing programs and services (Brooklyn Public Library).

The Brooklyn Public Library's mission to ensure preservation and transmission of society's knowledge, history, and culture to the people of Brooklyn is something that the library also does through their various departments and services that are available. The following are some of the departments that are located within BPL: Art and Music, Brooklyn Collection, Business and Career Center, Central Learning Center, History Biography and Religion, Information Commons, Language and Literature, Popular Library, Society, Science and Technology and finally, the youth wing that caters to children (Brooklyn Public Library). The services that they provide on the other hand are:

- Reference Services
- Outreach Services
- Adult Learning
- Wired and Wireless internet access for patrons
- Inter Library Loan
- Reprographic Service
- Workshops
- Exhibitions
- Passport Service and help with Immigration tests
- Small Business and Entrepreneur Service
- Business and Career Services

Physical Facilities

The Brooklyn Public Library on approach has a very striking and attractive entrance. On both sides when entering there is a 50-foot entry with bronze sculptures embedded on either side of the building. There are three doors on which one enters, an automatic door for elderly and persons who may have difficulty to either push or pull. They enter by pressing a button, the second door is a normal push or pull and the third is a turnstile door. The Building has three floors with the ground floor being the first a library user would interact with as that is where the reference desk is located, as well as the Internet Commons and Youth Wing. There are two steps on either side along with two escalators and an elevator that brings users and staff to each floor. Below the reference desk there are also three levels below the ground floor that also serves as an area for the collection. Each level below is referred to as Deck 1 ,2 or 3. Within that area as well

is the Brooklyn Collection Morgue. The Morgue received its name from the Brooklyn Daily Eagle as a large percentage of Central Library's collection comprises of it. This area is also the home of Brooklyn Public Library's Archives and the only one located within all branches. This is the area that I spent most of my six weeks.

Staffing

Based on my observation, as it relates to staffing, most of the persons employed at the Central Branch of the Brooklyn Public Library are Librarians. There are also some Library Assistants on staff, as well as Summer Volunteers. In the specific area that I was placed (Brooklyn Collection), there were five Librarians and three Archivists. With two of the three archivists being the ones who supervised me on the project I was undertaking.

Collection

The collection of the Brooklyn Public Library is a very diverse one that mainly focuses on the city of Brooklyn. According to its website, "Brooklyn Public Library's collection includes more than 5000 books on Brooklyn's history which ranges from yearbooks, historical maps, atlases, and newspapers from dozens of local high school. (Brooklyn Public Library)," Additionally, a large part of the collection also comprises of materials from the Brooklyn Daily eagle which ranges from newspaper clippings, to pictures, some of which are located on microfilm. These are materials that are accessed on a daily basis from many of their patrons who seek to further their knowledge on the city of Brooklyn.

Description of your reception and orientation

I was placed at the Central Branch of the BPL for my six weeks (June 25- August 3) of fieldwork internship. On the first day, I reported to the library approximately 8:30 am. I was half an hour early and the guard whose name was Sean kindly told me that I could come in at 9 am. When that time arrived he pointed me in the direction that I should go. Three days prior to my arrival, I was emailed by Mr. Mark Jeffrey Deans (DLIS Librarian) and was told that the Human Resource Generalist at BPL Jenica Holder would not have been in that day and I should meet with Mr. Lloyd Middlebrooks. Mr. Middlebrooks is a senior executive in charge of recruiting. He led me to his office where I met another intern by the name of Alexis who was doing her MLIS; she was from New York. Mr. Middlebrook gave us both our projects that we would be working on during our respective times at the library. After reading through the project, we were then led to an area where both our pictures were taken so that we could have an intern staff ID. I tried to speak to Alexis to have an idea of what it is she does and we both spoke about our respective programs. We were then led to separate areas where she was transferred to the Eastern Parkway Library branch and I was then led to the area where I would be spending the next six weeks.

I then met the Manager of Special Collections in the Brooklyn Collection Natiba Guy-Clement, and Senior Archivist who I mostly worked with; Diana Bowers Smith (see fig3) I was then introduced to the other members of that department who were: Deborah, Julia, N'Dada, Jen, Sarah, Maribel, June and Yulia (see fig 1). They all wished me well and gave me a very warm reception that made me feel welcomed. I was given a desk to work from as well as pencils, pens, overalls, gloves, and water bottles with BKLYN Public Library labels on them. I was then introduced to Jessie Montero- Managing Librarian and Central Library Director who welcomed

me, wished me all the best and I was then given an overview of the BPL system. After that, Diana and I then went to the Morgue (Archives section see fig6) and I was shown the collection that I would be working with. We then had a meeting where we discussed what time I would come in, what days, how long lunch will be, as well as how many hours I would spend each day. I was also give a key to take home so that If I came in early I could go to the areas I needed to without any hassle. After that was discussed, I spent the rest of that day making myself familiar with at the collection, looking on the specifics of what was asked of me as it relates to processing the collection. I then went back upstairs where the rest of the team was getting to know them and spent the rest of the day at the desk until it was time to leave at 3pm.

Moreover, as it related to my orientation, on Thursday July 282018,there was a session for Librarians and new persons on staff where it was an information sharing session coupled with an orientation. To make things interesting, Natiba organized a research scavenger hunt. Persons were paired in groups of four and asked certain questions. Based on the questions they were asked, they had to use theresources of the library to find the answer to that question whether it is consulting maps, newspapers, pictures or files. We were also given a tour of the facility and when that orientation session concluded, they had refreshments for everyone. I was able to connect with a few persons who were fascinated by the project I was tasked with as well as me being from Jamaica.

General and Specific Duties

The bulk of my work and time that I spent with the BPL was done in the Morgue, when I clocked in at the start of the day and at the end of the day, I was generally in one place for most of that day. As it relates to my general and specific duties, during the majority of the duration I was at Brooklyn Public Library, my

specific duty was to arrange and describe the Martha Gayle Collection (see fig 8, 10). In arranging the collection physically, I was able to identify and discern certain aspects of Martha's life that Diana and Natibawould not have readily pick up on and this was part of the reason the latter said that she gave me this collection to do; because of the Jamaican connection. Another specific duty that was required of me was to do genealogical research where Martha was concerned. We were able to make the link with certain relatives in the collection to establish relationships, we were unsuccessful however to make that link with any living relatives. Additionally, another specific duty required of me to do was to draft a finding aid for the Martha Gayle Collection upon completion (see finding aid link in reference).In drafting the finding aid, I also had to do an intellectual arrangement to ensure that the document was as seamless as possible. Finally, I was also required to write a blog that would detail my experience doing the Martha Gayle Collection, my initial thought when I was first given the collection, and what I learned from doing it as well as any challenge that I encountered (see blog link in reference.

The general duties that I did while I was at Brooklyn Public Library included, the labelling of drawers in the Morgue (Archives holdings), the setting up and cleaning of the area that I worked each day, as well as to sign in the time that I arrived as well as the time I left each day.

Correlation between theory and practice

The Martha Gayle Collection that I processed was a collection that in its entirety was comprised of seven document boxes; six of those being letter size boxes with one being a half (see fig8).

The collection consisted mostly of textual based records with the bulk of those being correspondence and financial documents. The archival standard that Brooklyn Public Library uses is Encoded Archival Description (DACS). This was a different standard from what I am familiar with, nevertheless it was an opportunity to learn something new to add to what I already

know in ISAD(G). Much of what I had learnt in the past two semesters I had to rely on, as never before have I been in the field to apply the knowledge that has been imparted. The link between theory and practice then is an essential component. If one does not have the knowledge beforehand in a theoretical sense, then challenges would inevitably arise when one is in the field of practice. During the past year, we as students have learnt several theories in the field of archival science. As it relates specifically to Appraisal, the two main persons that come to the fore where this theory is concerned are Sir Hilary Jenkinson of England (1882-1961), and Theodore Shellenberg (1903-1970) of the United States. Both were leading archivists and theorists in their respective field of work, however, they had slightly different views on certain aspects of archiving. When I was at Brooklyn Public Library's Central branch, I was tasked with processing an entire collection. In doing this task, some level of appraisal work had to be done as not everything that was found in the collection was deemed to have archival value. Appraisal is defined as the process of identifying materials offered to an archive that have sufficient value to be accessioned (Society of American Archivist). The link here then between theory and practice can be made as it relates to archival theory. It can be said that the way in which I went about doing that had some shades of Shellenberg's teachings. Though impartiality was evident in me and my supervisor's selection process, we nevertheless had to select as well as to do so based on the record's value. This is in stark contrast to Jenkinson's belief. He was of the opinion that archivists are keepers and should not select archives (Cook). Shellenberg on the other hand saw the need to do so as he believed in a more pragmatic approach to selecting records (Appraisal). So essentially, the theory that was learnt in class here (appraisal) is also a theory that was utilized in a practical sense to aid in processing the Martha Gayle Collection. We can then see how

important the lessons that were taught are as they can easily be transferred outside of the classroom.

Additionally, appraising was not the only theory that was learnt in class and used in practice as I also had to arrange and describe the records in the collection. Arrangement can be defined as the organization and sequence of items within a collection, while description can be defined as a written account of the physical characteristics, and informational content contained in a record series (Society of American Archivists). Both arrangement and description play a very critical role in the processing of a collection. Chief among the critical role that arrangement plays is that it establishes intellectual as well as physical control (Simmons,4). This is an important step as doing so helps to bring some form of organization to the body of the collection of records. In processing the Martha Gayle Collection, much of what I had learnt as it relates to arrangement of records as well as the description process was heavily relied upon. One clear example of this is when we were given a project to do and we used a database by the name Access to Memory (ATOM). This database allowed us as students to get a feel of exactly how we would go about describing certain aspects of a collection, ranging from fields such as content, scope, extent, related field area, biography, among others. When I was at Brooklyn Public Library the database we used was Archivist Toolkit and having had the experience to use Atom this helped me greatly as I was able to transfer that knowledge and experience I had previously garnered in theory and apply that in the field of practice.

Furthermore, I was also able to be exposed to another archival standard which was Encoded Archival Description. This was the standard by which archival materials were governed at Brooklyn Public Library, whereas in class and during my studies I learned the standard of

ISAD(G). Moreover, principles such as *Provenance* and *Original Order* were also aspects of archiving that were taught throughout both semesters and were aspects that had to be applied when processing the Martha Gayle Collection as these were important framework during the entire processing of the collection.

All in all, Appraising and Arrangement and Description, are two important theories in archiving that based on what was taught (in theory), played a critical role in the processing of the collection that I had to do. It was the foundation and teachings of these theories that aided me in successfully carrying out the duties that were required of me to process the collection using the archival standards and theories that were learnt. Appraisal helped in the selection process, deeming what was archival and what may not have been, while arrangement helped to organize the records by subject area and or how the records were classified such as by series. Description equally played a pivotal role as this process displayed the outcome of an “accurate representation of the archival material” (Simmons, 24). This description also helped with creating a finding aid. All in all, the correlation between theory and practice is very close as it helped me significantly to have a greater understanding and a deeper appreciation for the work of an archivist and the profession itself.

Two specific aspects that interested you the most, Professionally and why?

In processing The Martha Gayle Collection, there were many things that aroused my interest in it and to a larger extent, that of archiving. One of those interests is the role that archivists play in society as it relates to materials and the accessibility of those materials. More often than not, the role that archivists play in society is a crucial one. While many may not see the role or value that they contribute to society, their worth cannot be understated as they play a

pivotal part in a society or a person's memory. This aspect, the role that an archivist plays interested me because on a professional level, archivists play an important role in unearthing certain collections and information. While this specific collection may have been a 'found collection', it was through the work and the eyes of archivists that the importance of this collection came to the fore. It was through the work of archivist that we came to establish the work, worth, and life of the Martha Gayle Collection. Others may see this as just a 'box of stuff' that someone left behind. But in the eyes and the mind of an archivist, it is a treasure trove of records and memories that details the past of someone, giving them a glimpse of how they lived and what they did while they lived. Without archivist and archiving, the details that we discovered about Martha Gayle may not have been discovered at all as not everyone would see the value and importance that these records possess. Consequently, this aspect interested me greatly; it has also increased my appreciation and furthered my understanding of the discipline that is Archiving. Furthermore, archivists enable access to collections, they can be seen as that bridge of what is remembered and what is not, because what they choose to keep will be and what they don't will be forgotten. It can clearly be seen why this specific aspect interested me, because it spoke to the importance of the profession and professionals.

Secondly, I was just as interested as it relates to the fact that there was no right or wrong way to process a collection; as long as you had a sound reasoning behind each decision made. This was something that I learned more about during my time at Brooklyn. There were often times when faced with a particular issue, myself, Natiba, or Diana would have a different view as to the step that should be taken. What I was told was as long as I have a good argument and reasons to support my view, then there would be no reason why it could not be done that way. Essentially there is no hard and fast rule to some aspects of archiving. One should not be led to

think that there are not certain rules and standards that should be followed. While that is true, there are certain areas where some form of flexibility and initiative can be exercised. An example of this is as it relates to creating series. One may choose to create a series based on that type of record or group of records that are available. If one was to come across more records that are somewhat similar, one has the option to either create another series or to make a subseries of a previous series. Essentially, the point being made here once again shows the flexibility of archiving.

All in all, the role that archivist play as it relates to collection and accessibility to the collection, as well as the fact that archives have some level of flexibility were two of the main aspects that interested me professionally the most

Two problem areas at the Brooklyn Public Library (Central Branch)

No organization that exists is does so without problems. The Brooklyn Public Library's Central branch is the only one out the sixty (60) branches to have an archive holding. Essentially, any archival collection or material that is deposited, donated, or processed throughout the city of Brooklyn is then passed on to the Central Branch where it is then housed in the Morgue (Archive Holding see fig6). The problem that this now poses is one that is not necessarily unique only to Central Branch, but rather, one that is common feature cultural institutions. That problem is the issue of space. This is a problem that for many years continues to be a thorn to many cultural organizations. Archives may seek to do outreach and collect materials from individuals and organizations based on their mandate. However, the space that an archive has will be an important factor determining how much they can collect. It is for this reason that the literature suggests that active archives collection is being limited through insufficient staff capacity and

physical storage space (HM Government, 12). One can only imagine being the only one of sixty branches to have an archive holding, at some point in time, space will inevitably be an issue. From my time at the Central Branch based on the area that I was situated, there is a bit of shelving space for collections; but in time, it is my belief that with the limited spacing that is available, and the rate at which collections are being donated and sought after that this space will run out. This was further backed up by the Senior Archivist on staff Diana Bowers- Smith as she pointed out that they have been lobbying for an additional area elsewhere in the building to assist with this issue of space. It is not a guarantee that they will however get this space that they are lobbying for and with that in mind we can evidently see how much of an issue spacing is to the Central Branch. Without adequate space it affects how much can be collected as well as how well what is collected is taken care of.

Equally as important as the issue of space that the Brooklyn Public Library faces is the issue of staffing. Brooklyn Public Library is an institution that has many librarians and many departments in which librarian's work. However, as it relates to archivists, there are not many archivists that are on staff based on what I was told and what I had seen. As previously mentioned, Brooklyn Public Library's Central Branch is the only of the many branches that they have that have an archive holding. That being said, there is only one senior archivist that was on staff at the Central Branch (Diana) and one reference archivist (Sarah see fig2) who also helped with the processing of collections. That adds up to two persons who man the archival collections of the entire Brooklyn Public Library. With such a large system of libraries one can imagine how overwhelming the task can get. It is for this reason that I believe that staffing is an issue as it relates to archivists being employed at Central Branch as processing collections do take time and having only two persons on a job to do so is not enough. Moreover, they are both also librarians

as well and often times have to tend to other areas of the library. As a result, if a collection is being processed it may take a while to do so as they do both the job of a librarian and Archivist. It is my belief that if they are to seek to add more personnel in this area (archivist) then it would alleviate some of the pressures that they face as they would have more persons to work on the collections in their holdings. Being an archivist is a specialist skill, having more people dedicated to do that job would only improve their collections and Central Branch to a larger extent.

In final analysis, the problem of space is a problem that many archives and even libraries face today. How we go about solving that problem will be key in the survival of documents. If more attention and support is given to these organizations then the issue of space would slowly be eradicated. Storage space also impacts preservation which in turn speaks to the life of documents in our possessions. Staffing much like spacing is an area that also needs attention as with additional staff then records and collections can be processed at a much quicker rate which will allow easier and quicker access to collections. If these steps are taken, then I believe the Central Branch would not see this problem in the future.

Personal Assessment – Development of professionalism

My fieldwork internship at the Central Branch of the Brooklyn Public Library was an amazing experience, one that I believe has changed, shaped and developed my professionalism in different ways. One such way was my interpersonal relationship with others. I was able to meet persons from different backgrounds, persons who had a different story. I was able to connect with each person on an individual level. We exchanged stories, got to know a bit more about each other. One such person was Natiba, who was the Manager of the Special Collections. I learned a great deal from her, lessons that I will take with me for a long time. Outside of that I

was able to relate and connect with her learning of her experience being here in the U.S and how she ascended to where is currently. I was also able to interact and connect with other members of the department as their friendly nature not only helped me to feel more at home, but also gave me the confidence to be relaxed, share my experience thus far and be more open. I believe this experience added to improving my interpersonal relationship with others as I was able to also interact seamlessly with others from different departments who were equally fascinated as I was with their experience.

Another way that this experience helped to develop my professionalism was as it related to my time management. Time management is an essential component to any working professional, it is just as important as the work itself. Being tasked with processing the Martha Gayle Collection, I was given a time frame as to when this work should be completed. While keeping in mind how many hours per day per week I needed to be at Central Branch. This helped me to manage my time effectively as I was in a new organization working in a fast-paced environment. This definitely helped with my professionalism as I knew that every minute counted and knowing that I needed to meet certain weekly deadlines improved how I managed my time tremendously.

Additionally, this experience also contributed to my professional skill and personal development. I was able to be placed in an environment where I could actually do things that I had learned about in theory. This helped me greatly as it improved my knowledge and understanding of archival work in this regard. This also gave me much more of an appreciation for the discipline and reminded me of the importance of archivists and the work that we do. Furthermore, working alongside such accomplished persons in the field of archiving allowed me

to increase my work ethic while also enabling me to establish a networking relationship between myself and the persons of that department.

All in all, the experience of being at the Central Branch allowed me to develop my professionalism as it relates to interpersonal relationships, improved my time management skills, developed my professional skills, improved my personal development as well as to establish good networking.

Learning Experience Gained

My placement at Brooklyn Public Library's Central Branch was an enlightening experience for me; one that has opened my eyes and gave me a valuable learning experience that I believe will make me a better student and, in the future, a great archivist. I was grateful for the opportunity for the partnership with the University of the West Indies's DLIS department and the Brooklyn Public Library. I was happy that I was able to be a good bearer of the department's standards. The experience of being in another country, in another archive/library system I believe has aided my learning experience as it broadened my horizon. It allowed me to see archives in a different light to that of a Caribbean perspective. This I believe is a plus as this view adds to my adaptability, and dynamism which is part of the learning experience that was gained. This was my first time putting into practice all that I have learnt in theory. By all accounts, I represented myself and the Department of Library (MONA) as I was able to successfully process an entire collection. This I believe speaks to the learning experience that I gained, one that I will always carry with me.

Practice using initiative and experience

During my time at the Brooklyn Public Library I was placed in the archives for the majority of the duration of my stay. I spent most of my time processing the Martha Gayle Collection under the supervision of Senior Archivist Diana Bowers- Smith. I was able to however on numerous occasions use my own initiative in doing certain aspects of this project. It was through the use of my own initiative that I was able to bring to light two important issues that at first were not seen. The first was the exact date that Daisy Parnell died (Martha Gayle's niece and business partner) and the second was unearthing data to confirm when exactly Martha Gayle arrived in the United States. Finding both information was not a part of processing the collection, these were information that I used my initiative to discover. I was also told by Diana that I would be given the chance to do so and I was grateful for the opportunity for her confidence in me to trust me to use my initiative. In addition, in using my initiative, I was also able to use my experience and knowledge of working in a library setting. This knowledge was also required for certain aspects of the internship such as using Worldcat, indexing and other related duties.

Finally, using my initiative and experience was something that I was able to do and had to do to process the collection. I was given the opportunity to do so and was thankful for it as it demonstrated to me the confidence in my ability to do so and on the part of my supervisor; the trust and faith in me that I had earned. Many times, I had to be left on my own, but that was never an issue as I was able to do what was required of me and do so in a professional manner.

PRACTICE IN DEVELOPING TECHNIQUES FOR GOOD HUMAN RELATIONS

Good Human relations can be defined as "relations with or between persons, particularly in a workplace or professional setting" (Saylor.org). Good human relations in any organization is an

important factor that ensures good interpersonal relations. At the Central Branch this was evident in everyday work as being there from day one I felt involved and a part of the team. Where I was stationed, I was the only male in the department. Nevertheless, with each member of that department I was able to have a good relationship with and each helped me to feel at home in the department. Apart from my supervisor, there was one person in particular who was very nice and tried her very best to ensure that I was doing well and comfortable. Her name was Deborah, a librarian within the department. The experience of being at Brooklyn helped me in many ways as it relates to developing good Human relation techniques. One such way was as it relates to working in a team. That was the culture at Brooklyn Public Library and developing good relations with each member of staff allowed me to become a member of this team where I was able to work with and get along with each member of staff. This is a critical part of being in any organization as social skills and the ability to interact positively and effectively with others is essential (saylor.org). Furthermore, I was able to further develop certain areas such as my listening skills and being even more attentive. This is an important area as working in a fast-paced environment does not offer one the chance of not paying full attention or making mistakes. This area of my development was sharpened. Additionally, my communications skills were also enhanced as doing so effectively is part of having good human relations; whether written or verbal.

Finally, I do believe that my techniques for developing good human relations were indeed improved on. Listening, learning, social interaction, the ability to work in a team and as a team member, while communicating with persons from different backgrounds was an amazing experience that I believe made the work I was assigned to do an easier task, while also giving me the opportunity to connect with amazing persons who imparted on me knowledge and

experience that is an invaluable asset. At the end of my tenure at BPL, I was also thrown a surprise party (see fig 5) and was told that it is the first they had done so for any intern. I believe this is a testament to how well I was able to work with others and that human relation technique was well learnt and improved on.

Glossary

Appraisal- The process of identifying materials offered to an archive that have sufficient value to be accessioned

Archival – Records having enduring and or permanent value

Archivist- An individual with responsibility for management and oversight of an archival repository or of records of enduring value.

Arrangement- The organization and sequence of items within a collection.

Collection - Materials assembled by a person, organization, or repository from a variety of sources; an artificial collection.

Description- A written account of the physical characteristics, informational content, and functional purpose of a records series or system

Encoded Archival Description - A standard used to mark up (encode) finding aids that reflects the hierarchical nature of archival collections and that provides a structure for describing the whole of a collection, as well as its components.

Finding Aid- A description of records that gives the repository physical and intellectual control over the materials and that assists users to gain access to and understand the materials.

Intellectual Control- The creation of tools such as catalogues, finding aids, or other guides that enable researchers to locate relevant materials relevant to their interests.

ISAD (G)- A standard published by the International Council on Archives that establishes general rules for the description of archival materials, regardless of format, to promote consistent and sufficient descriptions, and to facilitate exchange and integration of those descriptions.

Morgue – Area within Central Branch that houses their archives

Original Order- The organization and sequence of records established by the creator of the records.

Physical Control- The function of tracking the storage of records to ensure that they can be located

Processing - The arrangement, description, and housing of archival materials for storage and use by patrons.

Provenance -Information regarding the origins, custody, and ownership of an item or collection.

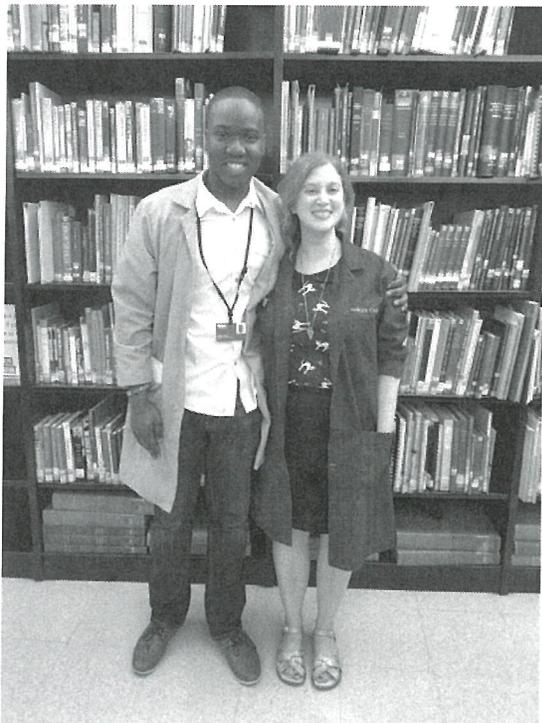
Appendices

Highlights of my time at Brooklyn Public Library



From left Deborah, Maribel, Demar, June&Yulia.

Fig1



Demar and Sarah

Fig 2

Demar Ludford

ARCM 6005



Fig 3

Diana Bowers- Smith, Demar, Natiba GuyClement



Fig 4

Inside Brooklyn Public Library



Fig 5

Send off Party that was organized on my last day

Brooklyn Public Library Central Branch Archives Collection Morgue (Archives)



Fig 6

Demar Ludford

ARCM 6005

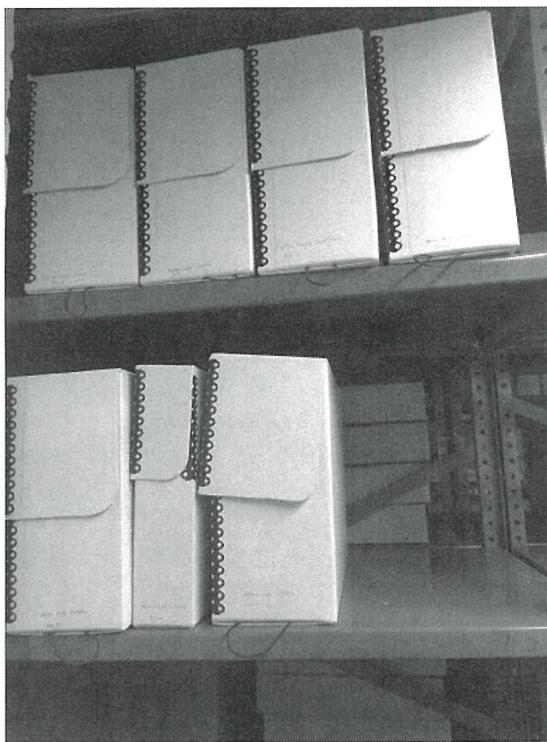
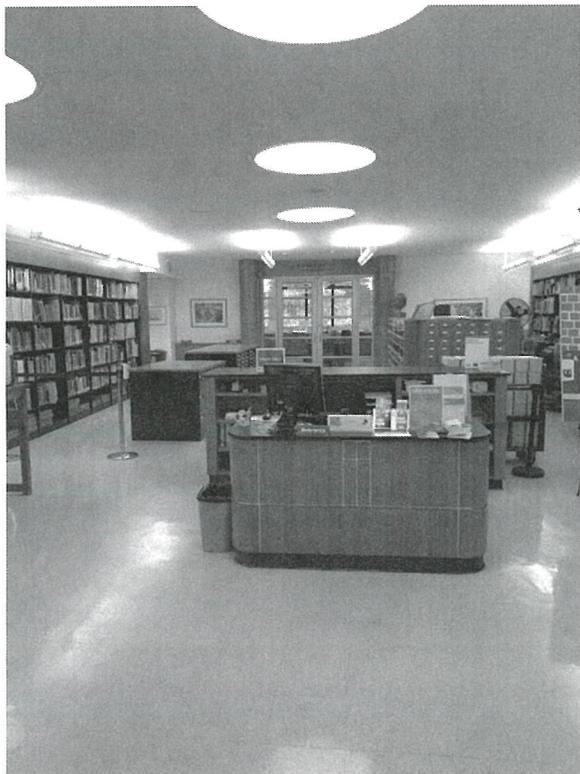
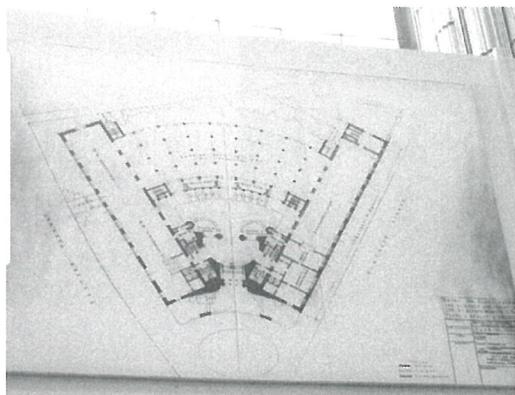


Fig 8

Brooklyn Collection Fig 7A finished Processed collection



Open Book Design (Fig 9)

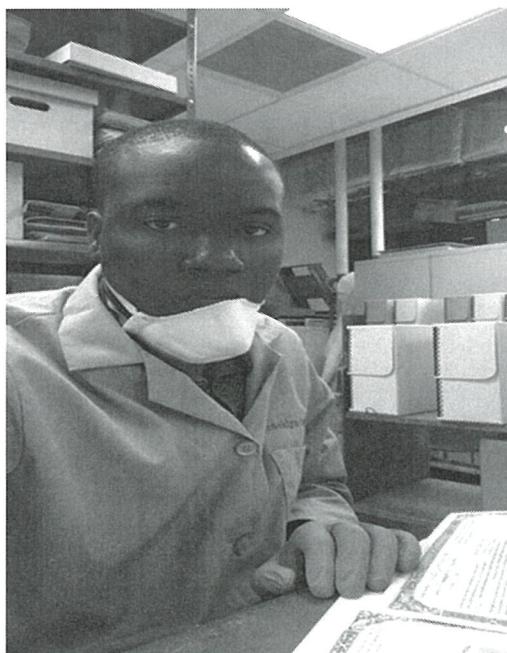


Fig 10

Processing the Martha Gayle Collection

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