

Conducting Research in the National Anthropological Archives & Human Studies Film Archives:

Online Search Guide and Information Packet

Last updated November 2019





ANTHROPOLOGY ARCHIVES

The National Anthropological Archives and Human Studies Film Archives collect and preserve historical and contemporary anthropological materials that document the world's cultures and the history of anthropology.

FUN FACTS ABOUT THE NAA

- Holds collection relating to the four fields: cultural/social anthropology, archaeology, physical/biological anthropology, and linguistics.
- Is the oldest archives in the Smithsonian, dating to the 1879 founding of the Bureau of American Ethnology and its archives.
- Holds 13,000 cubic feet of collections, including over 1,000,000 photographs, 4000 sound recordings, over 5000 works of art, and over 7000 collections of anthropological manuscripts, personal papers, and organizational and institutional records.
- Holds the world's largest archival collection of Indigenous North American linguistic materials.

FUN FACTS ABOUT THE HSFA

- Holds 7,050,000 feet (over 3,000 hours) of archival original film, 1,500 hours of video tape, 250,000 still images—if you count frames of film, it's more like 14 billion.
- Oldest film: Dixon-Wanamaker Expedition to Crow Agency, 1908.
- Most unusual video format: 9.5mm widely used in Europe as an amateur film format.
- Biggest single collection: John Marshall Ju/'hoan Bushman Film and Video Collection, 1950-2000, 714,405 feet (332 hours) of archival original film and 391 hours of original video.

LOCATION

The NAA & HSFA are located in the Smithsonian Institution's Museum Support Center in Suitland, Maryland, the primary collections and research center for the National Museum of Natural History.

VISITING

The NAA & HSFA are open to researchers by appointment Tuesday-Friday from 9:00am to 4:30pm, and staff are available to assist researchers remotely via email and telephone.

National Anthropological Archives 4210 Silver Hill Road Suitland, MD 20746

CONTACT US

Email: <u>naa@si.edu</u> Website: <u>https://naturalhistory.si.edu/research/</u> <u>anthropology/collections-overview/</u> <u>anthropology-archives</u>

Phone:

301-238-1310
301-238-1330
301-238-1322
301-238-1315
301-238-1315

Tips for searching our online catalog: collections.si.edu

Try searching for keywords: individual names, places, regions, cultural groups, etc. When you find records you're interested in make sure to note the **"Cite As"** field shown in the image on page 6)–this is the most important piece of information for our archival staff.

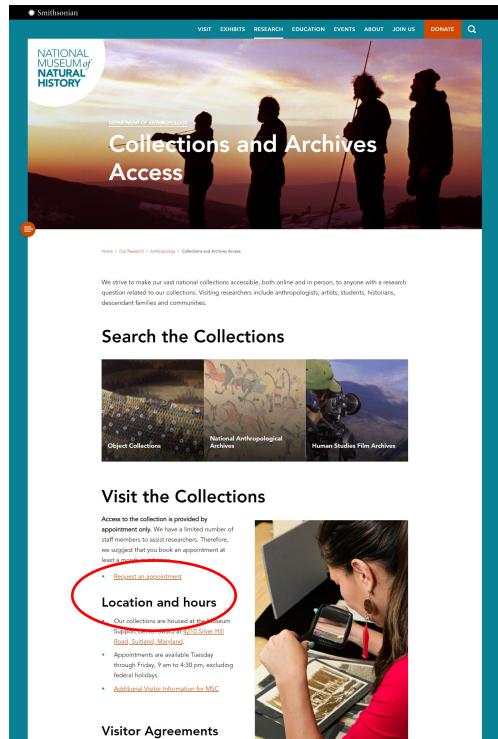




Visiting the NAA and HSFA

The NAA and HSFA welcome visitors by appointment only. Please submit appointment request forms at least 10 business days in advance and complete separate forms for each visitor in your group.

More information about visiting the collections is available at: <u>https://naturalhistory.si.edu/research/anthropology/collections-and-archives-access</u>







Visiting the NAA and HSFA

Research appointments for the NAA and for the HSFA can be made using this form:

https://naturalhistory.si.edu/research/anthropology/collections-and-archives-access/ anthropology-collections-appointment-request

Once an appointment request has been submitted, you will receive a confirmation email from NAA/HSFA staff within 3 business days.

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		Anthropology Collections Appointment Request				
	Form					
	Home / Our Research / Anthropology / Collections and Archives Access / J	Anthropology Collections Appointment Request Form				
	Contact Information					
	Your Name					
	First Name *	Last Name *				
	- Position / Job Title	Affiliation *				
	Are you a Smithsonian employee, intern, fellow,	e.g. University, Business, First Nation/Tribe, Museum or volunteer?				
	○ Yes ○ No					
	City *					
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	Country *					
	- Select - State	•				
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	Zip/Postal Code					
		■• +1 201-555-0123				
	none@no.com Email *	Telephone Number *				

ARCHIVE



Conducting NAA and HSFA Research Onsite: FAQ

How do I get to the NAA?

The NAA is located at the Museum Support Center (address on page 2 of this guide) in Suitland, MD. You can reach the MSC by car (free parking onsite), Metro (it's about a 15 minute walk from the Suitland metro stop on the Green Line), or complimentary Smithsonian shuttle from the Natural History Museum in DC (about a 25 minute ride; contact us for a schedule and shuttle pass).

Do I need to check in when I get to the Museum Support Center?

Yes, tell the front gate guard (if you're driving or walking from the metro) that you're here to research at the NAA at MSC (it is the gray building straight and to the left). You'll then need to check in with the front desk guard at MSC. You'll need to present an ID to receive your visitor badge, and you'll need to sign in any electronics or cameras you bring with you. The guard will then call staff at the NAA to come meet you.

Is there a place to eat at the MSC?

Yes. MSC has a cafeteria that is usually open from 8:00am-2:00pm. Microwaves and a refrigerator are also available if you would like to bring your own lunch.

What should I prepare before my research visit?

It's always a good idea to come prepared with a research question and a general idea of the materials you'd like to see (you may have already provided this information in your appointment request form). Sending this kind of information ahead of time will allow NAA staff to check on any access restrictions, request offsite materials, and gather additional information on related collections. See pages 7-12 this guide for online searching tips.

Are all NAA archival materials open to research?

No. Some of the NAA's collections hold varying levels of access restrictions based on a number of factors: privacy concerns, cultural sensitivity, legal restrictions, copyright issues, preservation concerns, etc. Catalog records and finding aids will note if and how a collection is restricted, but NAA staff will also discuss any relevant access restrictions with researchers. Please contact the NAA for further information.





Conducting NAA and NAFC Research Onsite: FAQ

What can I bring with me? Is there a place to store my things while I'm re-searching?

There are lockers in the NAA's research room for your belongings. You can bring notes, notebooks, cameras, cell phones, pencils, and laptops to the research table, but pens, bags, cases, tripods, scanners, highlighters, post-it notes, and food and drink are not allowed. These restricted items can be stored in your locker while you're researching.

Is there a research orientation or required researcher forms?

Yes. Once your belongings are stored in a locker, the NAA's Reference Archivist will meet with you to go over regulations and research procedures, including the items you can and can't have at the research table, what materials are available to you in the research room (scrap paper, magnifying glasses, book cradles, etc.), and how to fill out request forms for archival materials. There are also 2 forms that the Reference Archivist will give you to read and sign before beginning your research: the NAA's *Visitor Agreement Form* and the *Digital Camera Use Form*. These forms outline rules and regulations for conducting research in the NAA, handling materials, taking digital pictures, and using/sharing reproductions. The Reference Archivist is also available to discuss your research project in depth, suggest related NAA holdings, and assist with navigating collections.

Can I take pictures of archival materials?

Yes. As long as the collection you're interested in carries no reproduction restrictions (NAA staff will alert you if this applies) and you read and sign our Digital Camera Use Form (which outlines rules and regulations for taking and sharing digital photographs of archival materials), researchers are encouraged to take pictures of archival materials.

Can I make photocopies of archival materials?

No. The NAA does not allow researchers to scan or photocopy archival materials them-selves. Researchers can request low-resolution pdf scans (no physical photocopies) of the NAA's collections. PDF scans are \$0.50/page, with a maximum page count per request of 150 pages. Contact NAA staff for more information or for questions related to high-resolution or audio-visual reproductions.



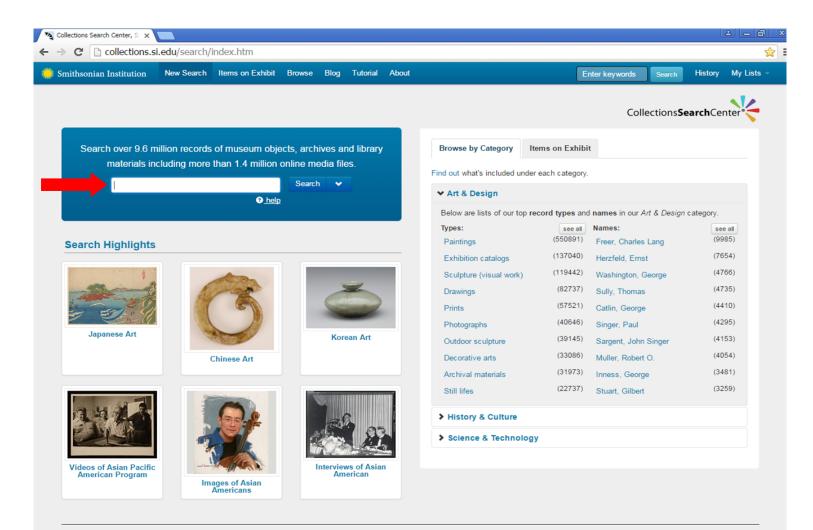


The Smithsonian's millions of books, manuscripts, museum objects, artifacts, artwork, photographs, sound recordings, and film are searchable online through two online databases: **Collections Search Center (CSC**; collections.si.edu) and the **Smithsonian Online Virtual Archive (SOVA**; sova.si.edu). Searching online is a great place to start, as it can give you a sense of what materials are available, if they are available digitally, where they are physically located, and who to contact to learn more information.

Collections Search Center : collections.si.edu

Enter desired keywords (collection names, individuals' names, cultural groups, region, etc.) and hit "search".

TIP: start broad, and then use the menu bar on the left side of the results page (see the next page of this handout) to narrow down your results.



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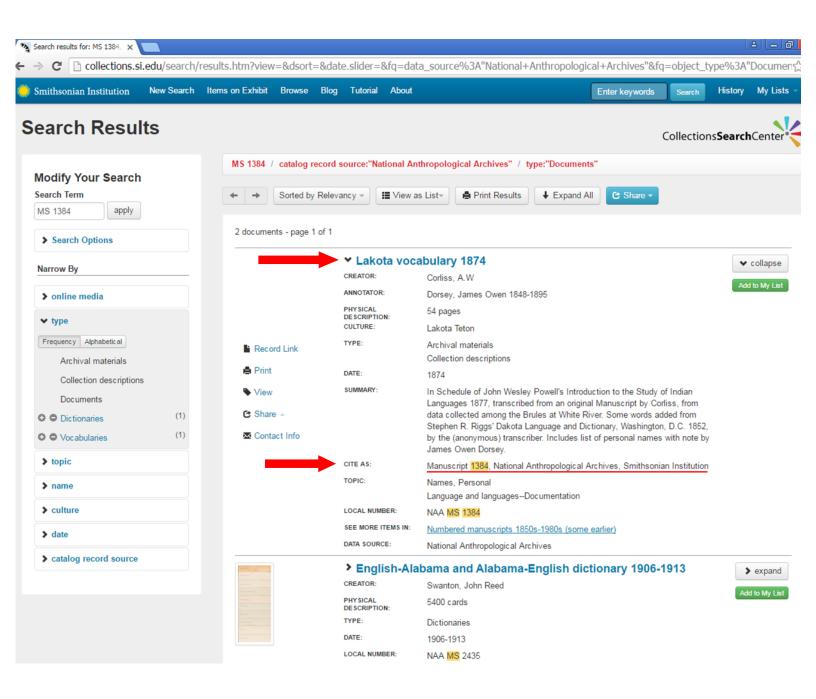
Search results will be from all Smithsonian museums, libraries, archives, and research centers, so you can limit them to the "National Anthropological Archives" or the "Human Studies Film Archives" by selecting the repository name in the "catalog record source" tab in the left bar menu (shown below). You can also limit your results by type (photographs, documents, etc.), date, culture, place, etc. Your search path will show above the results list.

Search results for: National / × → C	du/search/re	sults.htm?a=&a='	National+Anth	ropological+Archives"&fq=data_source%3A"National+Anthropo	ological+Archives"&date.slider:@
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Modify Your Search Search Term "National Anthrop: apply		+ + Sorted by	Relevancy *	w as List* A Print Results Expand All C Share *	
Search Options		5826 documents - pag	e 1 of 292		
			> John Pea	abody Harrington papers: Alaska/Northwest Coast, 1910, 1933-1957	> expand
Narrow By		Online	CREATOR:	Harrington, John Peabody 1884-1981	
> online media		Finding	PHYSICAL DESCRIPTION:	28.88 linear feet (78 boxes)	Add to My Li
▼ type		Aid	TYPE:	Field notes	
Frequency Alphabetical			DATE:	1910	
			LOCAL NUMBER:	Accession #1978-95	
Archival materials			DATA SOURCE:	National Anthropological Archives	
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Collection descriptions		Online	CREATOR:	Harrington, John Peabody 1884-1981	Add to My
Sound recordings	(1310)	Finding	PHY SICAL DESCRIPTION:	12.5 linear feet (34 boxes)	
Photographs	(819)	Aid	TYPE:	Field notes	
O O Vocabularies	(384)		DATE:	1916	
O O Manuscripts	(241)		LOCAL NUMBER:	Accession #1978-95	
O O Songs	(224)		DATA SOURCE:	National Anthropological Archives	
 Narratives (document genres) 	(222)		> Fragmen	ts of Lakota texts by George Bushotter, 1887	> expar
O O Field notes	(173)	Digital Content	CREATOR:	Bushotter, George 1884-1892	Add to My
See All		(PDF format)	PHY SICAL DESCRIPTION:	17 pages (1 folders)	Add D My
			TYPE:	Folklore	
> topic			DATE:	1887	
> name			LOCAL NUMBER:	NAA MS 4800: (3.1.1.3) [103, 2832]	
 autom 			DATA SOURCE:	National Anthropological Archives	
> culture			> John Pea	abody Harrington papers: Southwest, 1907-1957	> expar
> language		Online	CREATOR:	Harrington, John Peabody 1884-1961	
> place		Finding	PHYSICAL DESCRIPTION:	56.75 linear feet (128 boxes)	Add to My I
		Aid	TYPE:	Dictionaries	
> date			DATE:	1907	
✓ catalog record source	-		LOCAL NUMBER:	Accession #1978-95	
National Anthropological Archives			DATA SOURCE:	National Anthropological Archives	
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		Finding	PHYSICAL DESCRIPTION:	11.33 linear feet (35 boxes)	Add to My I
		Aid	TYPE:	Vocabulary	
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			LOCAL NUMBER:	Accession #1978-95	
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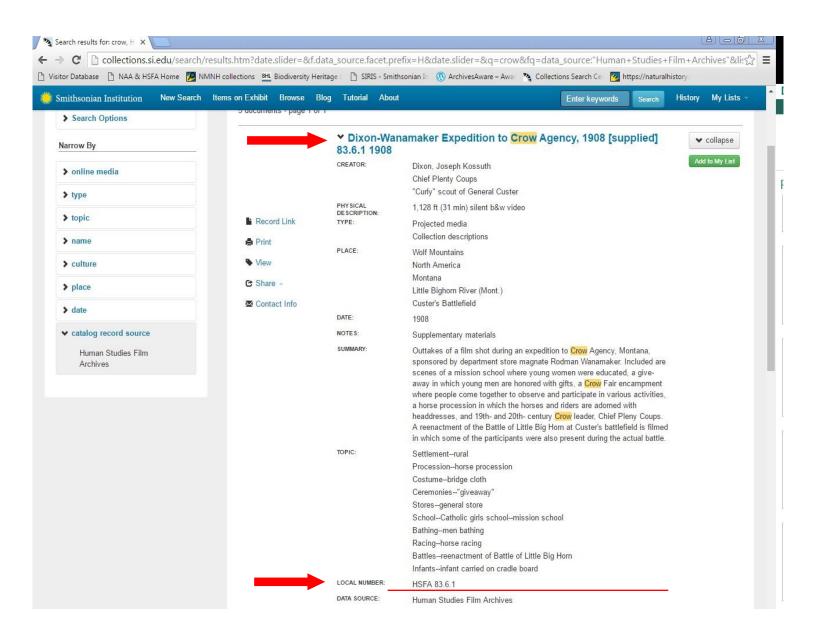
If you are interested in learning more about a particular item or collection, it's best to note down the information located in the **"Cite As"** field of the catalog record, along with the title of the material (in blue). These are the most useful pieces of information needed for staff at the <u>NAA</u> to locate the materials you are interested in:







The "local number" field and blue record title are the most useful pieces of information needed for staff at the **HSFA** to locate the moving image materials you are interested in:





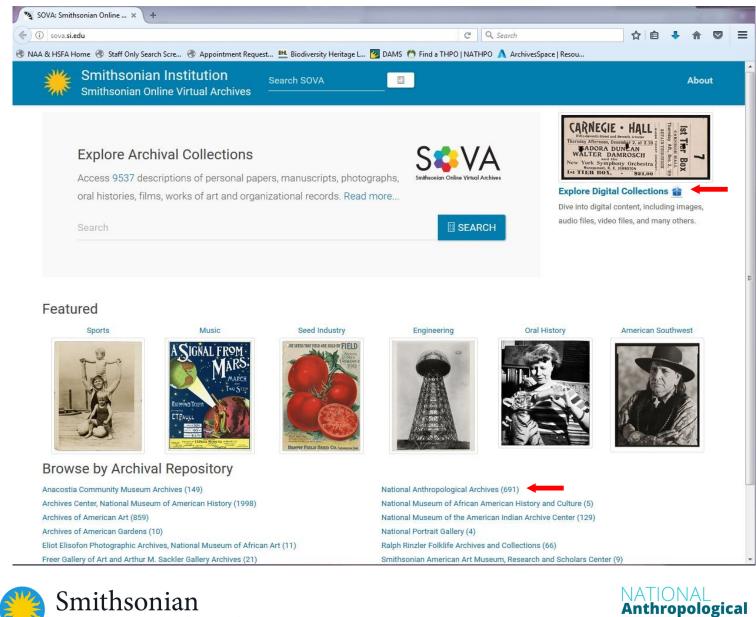


Exploring SI Collections Online through SOVA: Smithsonian Online Virtual Archive

sova.si.edu

Results in SOVA are from Smithsonian archival units only (not object collections or libraries). In SOVA, researchers can search within finding aids for archival collections. Enter desired keywords (collection names, individuals' names, cultural groups, region, etc.) and hit "search." You can also explore digitized material (either generally or within each collection) by clicking on the blue box icon in SOVA and within each collection.

You can also view all the finding aids available online at an individual SI repository by clicking the name of the archive from the list below (see red arrow for the NAA).



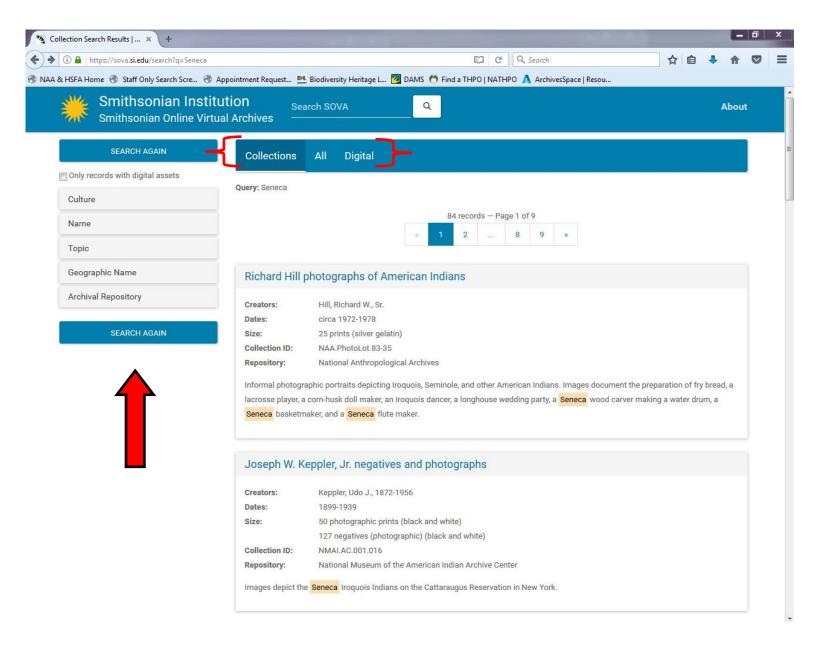
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Exploring SI Collections Online through SOVA: Smithsonian Online Virtual Archive

<u>sova.si.edu</u>

Once you initially search for materials in SOVA, the next results page will allow you to narrow your findings further. Using the left blue menu bar, you can limit your results by culture, name, topic, geographic name, or archival repository. The large blue bar at the top will allow you to limit your results to "Collections" (meaning collection-level records), "All" (meaning both collection-level records and materials catalogued at the item level), or "Digital" (meaning only digitized content).







Use Guidelines: Can I Share This?

Please observe the following rules for file **sharing of scans or digital photographs** of archival materials. These rules are intended to help protect the integrity of the material and associated information.

- Do not incorporate material into a publicly accessible database or website without checking with the National Anthropological Archives (NAA).
- Do not post whole manuscripts to a social media site, such as a blog, Facebook page, Twitter feed, etc.
- Do not modify or obscure the source information or copyright notice included in the material.
- If you deposit the material in a tribal library or resource center, make sure that the library or resource center knows the source of the original material and is aware of these rules. Please let the NAA know where material is deposited so that we can guide community members to it.

Material found in the **public domain** (i.e. images digitized and found online in Collections Search Center or SIRIS), can be shared as long as a proper citation is included. Please use the following citation format: *Item Name, Folder Title (if applicable), Box # (if applicable), Collection Name, National Anthropological Archives, Smithsonian Institution.*

When in doubt, ask an archivist at naa@si.edu or 301-238-1310.

The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, archives and libraries are authorized to furnish photocopies or other reproductions of copyrighted works. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use" the user may be liable for copyright infringement. The National Anthropological Archives reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.



