

Health Sciences Archives 101 – Further Reading and Resources

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Books and Articles

Basics from the Society of American Archivists (SAA)

-Archival Fundamentals Series III

<https://www2.archivists.org/archival-fundamentals-series-III>

-Trends in Archives Practice Series

<https://www2.archivists.org/publications/book-publishing/trends-in-archives-practice>

-Dictionary of Archives terminology <https://dictionary.archivists.org/>

Archives for Black Lives in Philadelphia Anti-Racist Description Working Group. "Archives for Black Lives in Philadelphia Anti-Racist Description Resources." Philadelphia, October 2019.

https://archivesforblacklives.files.wordpress.com/2019/10/ardr_final.pdf

Bastian, Jeannette A., Megan Sniffin-Marinoff, and Donna Webber. *Archives in Libraries: What Librarians and Archivists Need to Know to Work Together*. Chicago: Society of American Archivists, 2015.

<https://mysaa.archivists.org/productdetails?id=a1B0b00000e11APEAY>

Berhnd-Klodt, Menzi, and Peter J. Wosh. *Privacy and Confidentiality Perspectives: Archivists and Archival Records*. Chicago: Society of American Archivists, 2005.

<https://mysaa.archivists.org/productdetails?id=a1B0b00000e11BeEAI>

Craig, Barbara L. "Hospital Records and Record-Keeping, c.1850-c.1950, Part I: The Development of Records in Hospitals." *Archivaria* 29 (Winter 1989-90): 57-87. <https://archivaria.ca/index.php/archivaria/article/view/11609>

Greene, Mark A., and Dennis Meissner. "More Product, Less Process: Revamping Traditional Archival Processing." *American Archivist* 68 (Fall/Winter 2005): 208-263. <https://doi.org/10.17723/aarc.68.2.c741823776k65863>

Hackbart-Dean, Pamela S., and Elizabeth A. Slomba. *How to Manage Processing in Archives and Special Collections*. Chicago: Society of American Archivists, 2012.

<https://mysaa.archivists.org/productdetails?id=a1B0b00000e11AFEAY>

Hunter, Gregory S. *Developing and Maintaining Practical Archives: A How-to-do-it Manual*. 3rd ed. Chicago: Neal-Schuman Publishers, Inc., 2020.

<https://www.alastore.ala.org/content/developing-and-maintaining-practical-archives-third-edition-how-do-it-manual-librarians>

Kondratas, Ramunas. "The Preservation and Disposition of Hazardous Substances and Controlled Drugs in Museum Collections." *Caduceus* 7 (1991): 55-62. <https://pubmed.ncbi.nlm.nih.gov/1756404/>

Krizack, Joan. *Documentation Planning for the U.S. Health Care System*. Baltimore: Johns Hopkins University Press, 1994. <https://archive.org/details/documentationpla00kriz>

McCall, Nancy, and Lisa A. Mix. *Designing Archival Programs to Advance Knowledge in the Health Fields*. Baltimore: Johns Hopkins University Press, 1995.

Novak Gustainis, Emily, and Phoebe Evans Letocha. "The Practice of Privacy." In *Innovation, Collaboration, and Models: Proceedings of the CLIR Cataloging Hidden Special Collections and Archives Symposium* (March 2015): 163-176. <http://www.medicalheritage.org/wp-content/uploads/2016/09/Gustainis-Letocha.pdf>

Pacifico, Michele F., and Thomas P. Wilsted. *Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers*. Chicago: Society of American Archivists, 2009. <https://mysaa.archivists.org/productdetails?id=a1B0b00000e1A5EA1>

Santamaria, Daniel A. *Extensible Processing for Archives and Special Collections: Reducing Processing Backlogs*. Chicago: Neal-Schuman Publishers, Inc., 2015. <https://www.alastore.ala.org/content/extensible-processing-archives-and-special-collections-reducing-processing-backlogs>

Speaker, Susan L., and Christie Moffatt. "The National Library of Medicine Global Health Events Web Archive, Coronavirus Disease (COVID-19) Pandemic Collecting." *Journal of the Medical Library Association* 108, no. 4 (October 2020): 656-662. <http://dx.doi.org/10.5195/jmla.2020.1090>

Zulkey, Clare. "Collecting Coronavirus Stories: Librarians and Archivists Around the Country Ask Patrons to Document History in the Making." *American Libraries* 51, no. 11/12 (November/December 2020): 30-33. <https://americanlibrariesmagazine.org/2020/11/02/collecting-coronavirus-stories/>

Standards and Best Practices

SAA Standards Portal
<https://www2.archivists.org/standards>

Core Values and Code of Ethics for Archivists

<https://www2.archivists.org/statements/saa-core-values-statement-and-code-of-ethics>

Describing Archives: A Content Standard (DACS)

<https://saa-ts-dacs.github.io/>

Encoded Archival Description (EAD)

<https://www.loc.gov/ead/>

Guide to Deeds of Gift

<https://www2.archivists.org/publications/brochures/deeds-of-gift>

Protocols for Native American Archival Materials

<http://www2.nau.edu/libnap-p/protocols.html>

Professional Associations

Academy of Certified Archivists

<https://www.certifiedarchivists.org/>

Chicago Area Medical Archivists

<http://www.chicagoarchivists.org/cama>

Librarians, Archivists, and Museum Professionals in the History of the Health Sciences (LAMPHHS)

<http://iis-exhibits.library.ucla.edu/alhhs/index.html>

Medical Library Association (MLA) History of Health Sciences Caucus

<https://www.mlanet.org/p/cm/ld/fid=526>

Midwest Archives Conference

<https://www.midwestarchives.org/>

-Educational Resources

<https://www.midwestarchives.org/educational-resources>

Oral History Association

<https://www.oralhistory.org/>

Society of American Archivists (SAA)

<https://www2.archivists.org/>

-Continuing Education Programs

<https://www2.archivists.org/prof-education/continuing-education>

-Science, Technology, and Health Care Section

<https://www2.archivists.org/groups/science-technology-and-health-care-section>

-Privacy and Confidentiality Section

<https://www2.archivists.org/groups/privacy-and-confidentiality-section>

Library and Archives Resources

Documenting the Now

<https://www.docnow.io/>

Medical Heritage Library

<http://www.medicalheritage.org/>

National Archives and Records Administration (NARA)

<https://www.archives.gov/>

National Library of Medicine (NLM)

<https://www.nlm.nih.gov/>

-History of Medicine Division

<https://www.nlm.nih.gov/hmd/index.html>

Research Tools

<https://www.nlm.nih.gov/hmd/research-tools/index.html>

Finding Aids Consortium

<https://www.nlm.nih.gov/hmd/consortium/index.html>

-NLM Digital Collections

<https://collections.nlm.nih.gov/>

-Profiles in Science

<https://profiles.nlm.nih.gov/>

National Union Catalog of Manuscript Collections (NUCMC)

<https://www.loc.gov/coll/nucmc/>

Network of the National Library of Medicine (NNLM)

<https://nnlm.gov/>

-Greater Midwest Region

<https://nnlm.gov/gmr>

OCLC Research

<https://www.oclc.org/research/home.html>

Reopening Archives, Libraries, and Museums (REALM) project

<https://www.oclc.org/realm/home.html>

-Reopening Toolkits <https://www.oclc.org/realm/resources.html>

Funding Agencies

Council on Library and Information Resources (CLIR)

<https://www.clir.org/>

Institute of Museum and Library Services (IMLS)

<http://www.ims.gov/>

National Endowment for the Humanities (NEH)

<http://www.neh.gov/>

National Historical Publications and Records Commission (NHPRC)

<http://www.archives.gov/nhprc/>

National Library of Medicine (NLM)

<https://www.nlm.nih.gov/ep/Grants.html>

National Science Foundation (NSF)

<http://www.nsf.gov/>

Network of the National Library of Medicine (NNLM)

<https://nnlm.gov/funding>

See <https://www.grants.gov/> for information on applying for grants from all US federal agencies.

HIPAA and Illinois law

HIPAA

Department of Health and Human Services Summary of HIPAA Privacy Rule

<https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html>

Are you a covered entity?

<https://www.cms.gov/Regulations-and-Guidance/Administrative-Simplification/HIPAA-ACA/AreYouaCoveredEntity>

Emily Novak Gustainis and Phoebe Evans Letocha. "The Practice of Privacy."

<http://www.medicalheritage.org/wp-content/uploads/2016/09/Gustainis-Letocha.pdf>

SAA Issue Brief: HIPAA

<https://www2.archivists.org/statements/issue-brief-health-information-portability-and-accountability-act>

HIPAA Resources Page - from LAMPHHS and SAA's Science, Technology, Health Care section
http://iis-exhibits.library.ucla.edu/alhhs/hipaa_sthc_alhhs.html (some links are out of date)

Illinois

(410 ILCS 50/) Illinois Medical Patient Rights Act

<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1525&ChapterID=35>

Illinois Dept. of Human Services Guidelines on Medical Records

<https://www.dhs.state.il.us/page.aspx?item=40657>

State of Illinois Dept of Innovation & Technology Protected Health Information (PHI) Supplemental Policy

<https://www2.illinois.gov/sites/doit/support/policies/Documents/PHI%20Supplemental%20Policy.pdf>

Illinois Foundation for Quality Health Care - list of Illinois laws regarding privacy and confidentiality

<http://www.idph.state.il.us/hispc2/resources/Appendix6-Confidentiality.pdf>

Documenting COVID-19

Documenting in Time of Crisis: A Resource Kit (SAA)

<https://www2.archivists.org/advocacy/documenting-in-times-of-crisis-a-resource-kit>

Documenting the Now list of COVID-19 documentation projects

<https://bit.ly/doc-covid19>

NLM Global Health Events web archive

<https://archive-it.org/collections/4887/>

(article about it: <http://dx.doi.org/10.5195/jmla.2020.1090>)

PACSCL Archiving Covid-19

<https://pacsccl.org/pacsccl-covid-19-web-archiving-project/>

SAA Resources for Response to COVID-19 Health Crisis

<https://www2.archivists.org/resources-for-response-to-covid-19-health-crisis>