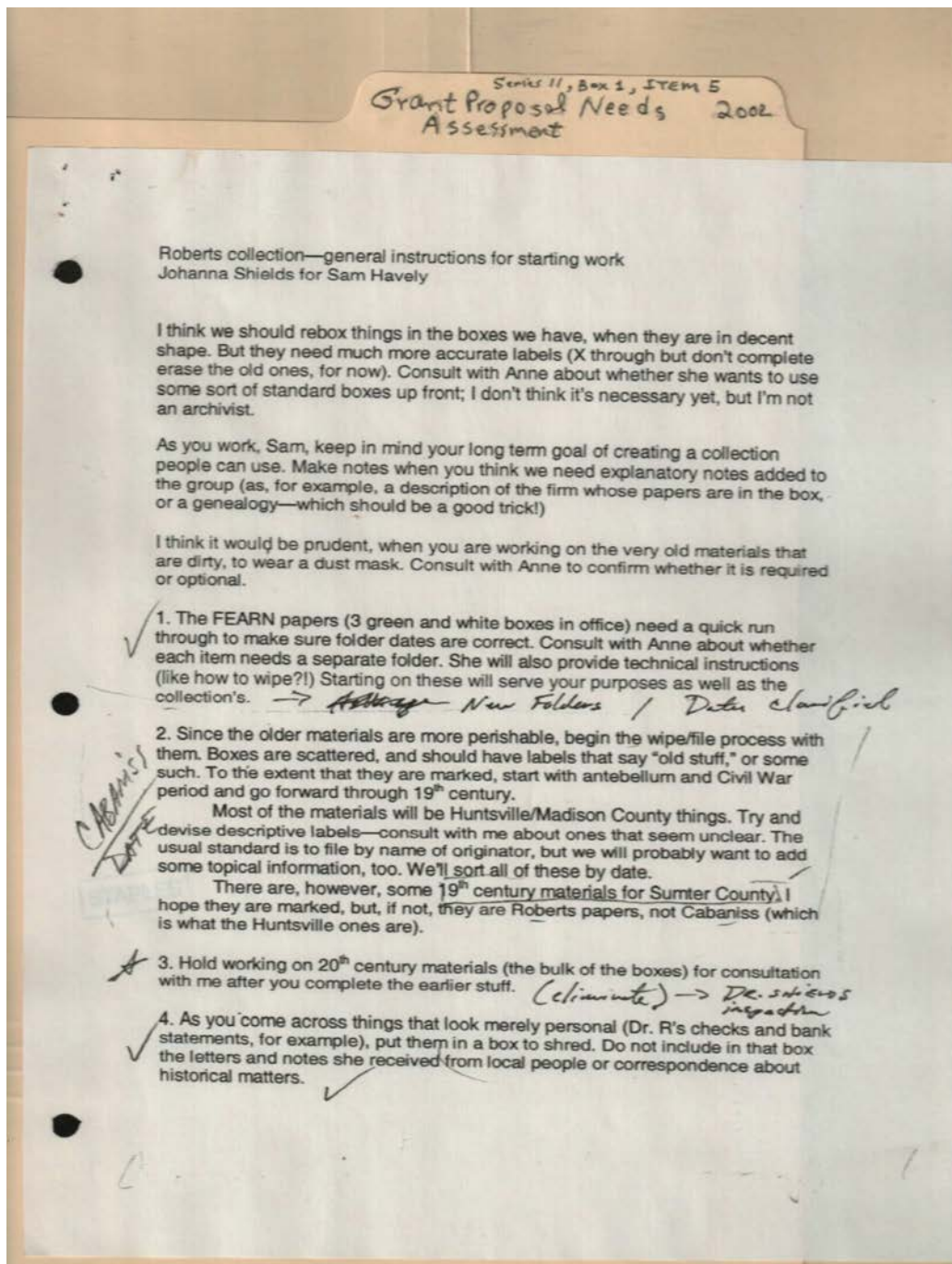


Frances Cabaniss Roberts Collection: Series 11, Box 1, Item 5

Grant Proposal Needs Assessment and Directions, 2002

Image 1 r11\_01-00-005-0153 [Contents](#) [Index](#) [About](#)



Roberts collection—general instructions for starting work  
Johanna Shields for Sam Havelly

I think we should rebox things in the boxes we have, when they are in decent shape. But they need much more accurate labels (X through but don't complete erase the old ones, for now). Consult with Anne about whether she wants to use some sort of standard boxes up front; I don't think it's necessary yet, but I'm not an archivist.

As you work, Sam, keep in mind your long term goal of creating a collection people can use. Make notes when you think we need explanatory notes added to the group (as, for example, a description of the firm whose papers are in the box, or a genealogy—which should be a good trick!)

I think it would be prudent, when you are working on the very old materials that are dirty, to wear a dust mask. Consult with Anne to confirm whether it is required or optional.

✓ 1. The FEARN papers (3 green and white boxes in office) need a quick run through to make sure folder dates are correct. Consult with Anne about whether each item needs a separate folder. She will also provide technical instructions (like how to wipe?!). Starting on these will serve your purposes as well as the collection's. → *Arrange New Folders / Dates clarified*

*Cabaniss DATE*  
2. Since the older materials are more perishable, begin the wipe/file process with them. Boxes are scattered, and should have labels that say "old stuff," or some such. To the extent that they are marked, start with antebellum and Civil War period and go forward through 19<sup>th</sup> century.

Most of the materials will be Huntsville/Madison County things. Try and devise descriptive labels—consult with me about ones that seem unclear. The usual standard is to file by name of originator, but we will probably want to add some topical information, too. We'll sort all of these by date.

There are, however, some 19<sup>th</sup> century materials for Sumter County. I hope they are marked, but, if not, they are Roberts papers, not Cabaniss (which is what the Huntsville ones are).

\* 3. Hold working on 20<sup>th</sup> century materials (the bulk of the boxes) for consultation with me after you complete the earlier stuff. *(eliminate) → Dr. Shields' inscription*

✓ 4. As you come across things that look merely personal (Dr. R's checks and bank statements, for example), put them in a box to shred. Do not include in that box the letters and notes she received from local people or correspondence about historical matters. ✓

Names:

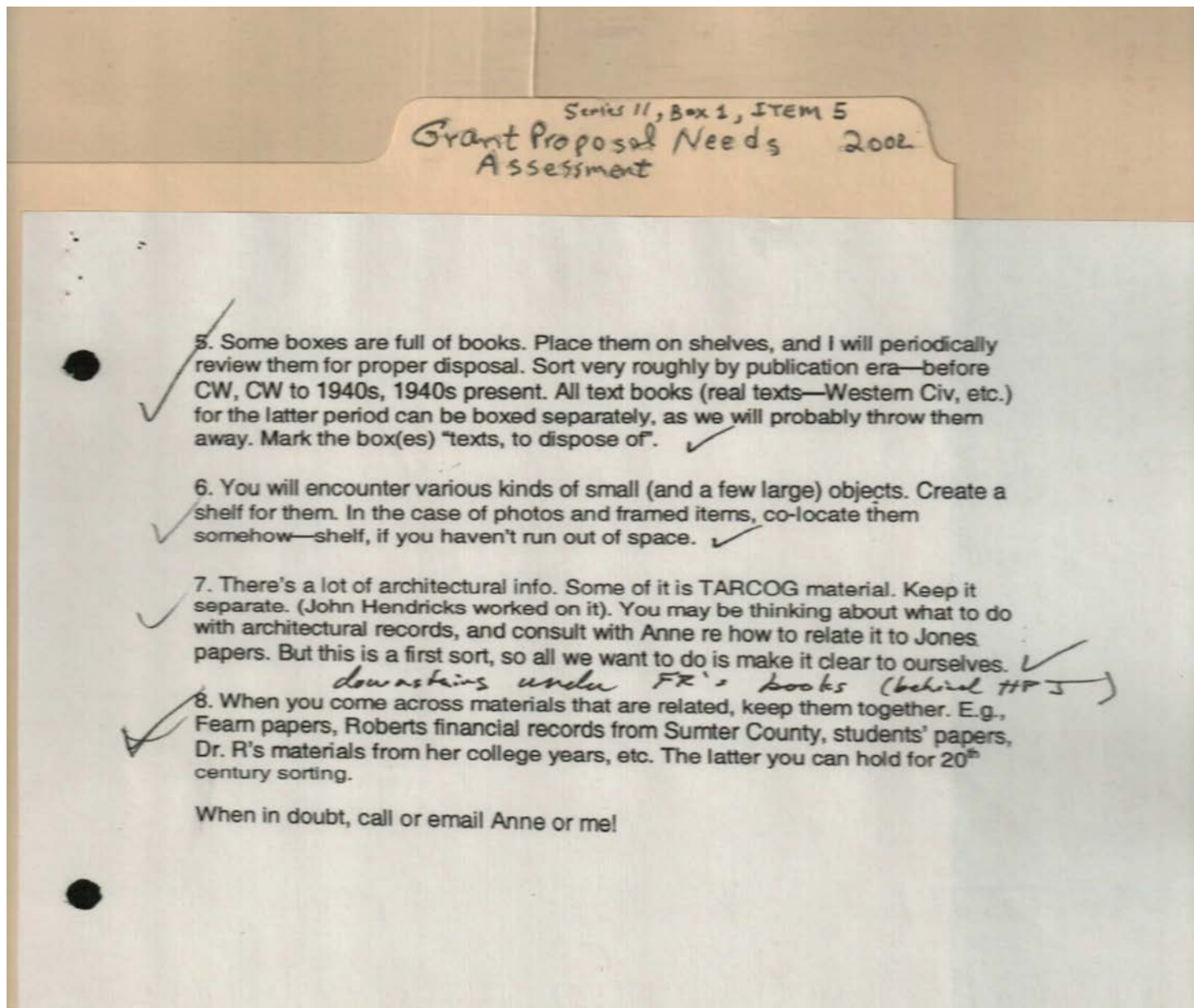
, Anne  
Cabaniss,

Fearn,  
Havelly, Sam

Roberts Collection  
Shields, Johanna

Types:

instructions



**Names:**

, Anne  
Fearn,

Hendricks, John  
Jones,

Roberts, Dr.

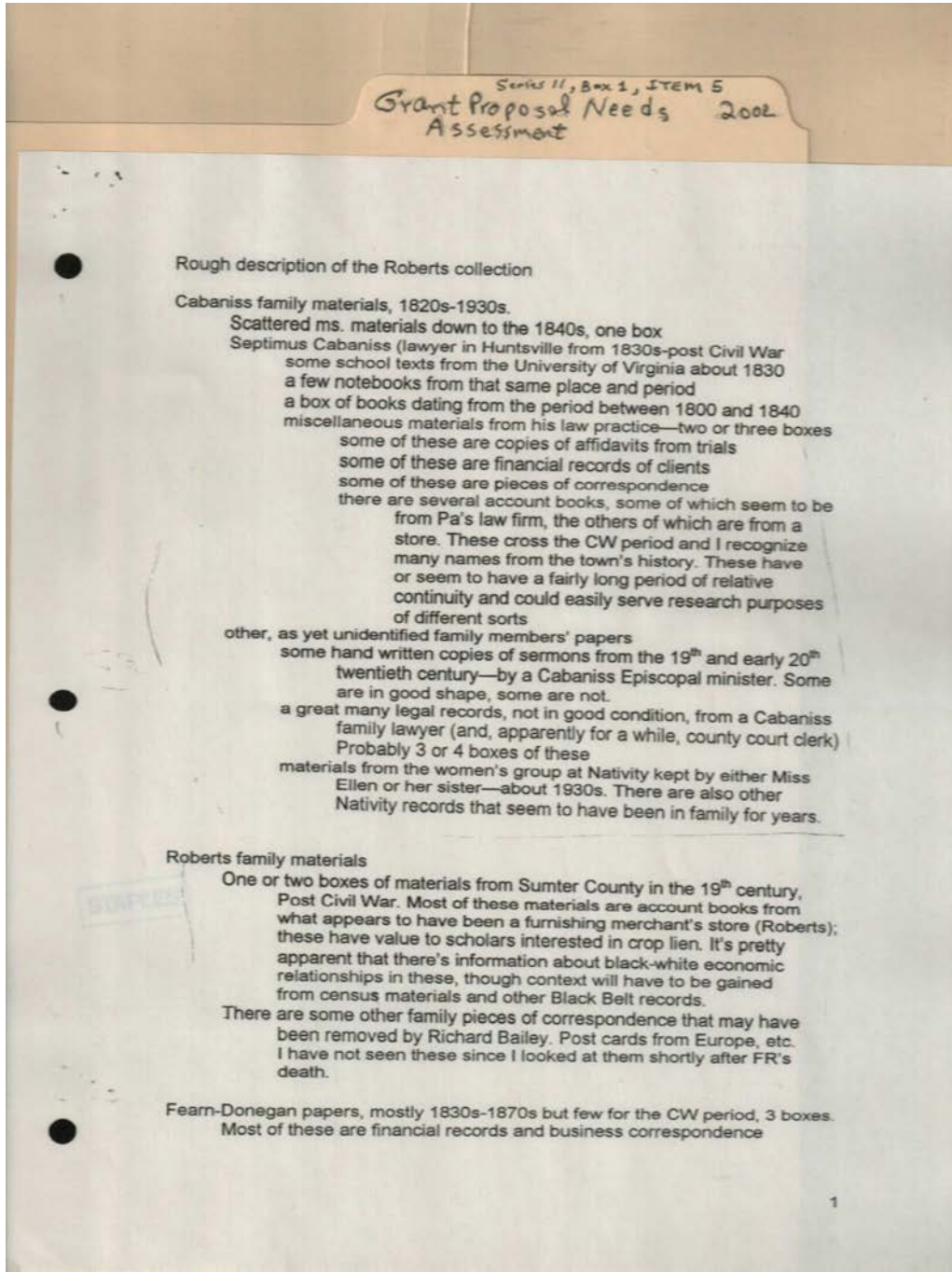
**Types:**

instructions

Frances Cabaniss Roberts Collection: Series 11, Box 1, Item 5

Grant Proposal Needs Assessment and Directions, 2002

Image 3 r11\_01-00-005-0155 [Contents](#) [Index](#) [About](#)



**Names:**

, Ellen, Miss  
Bailey, Richard

Cabaniss, Septimus  
Donegan,

Fearn,  
Roberts,

**Types:**

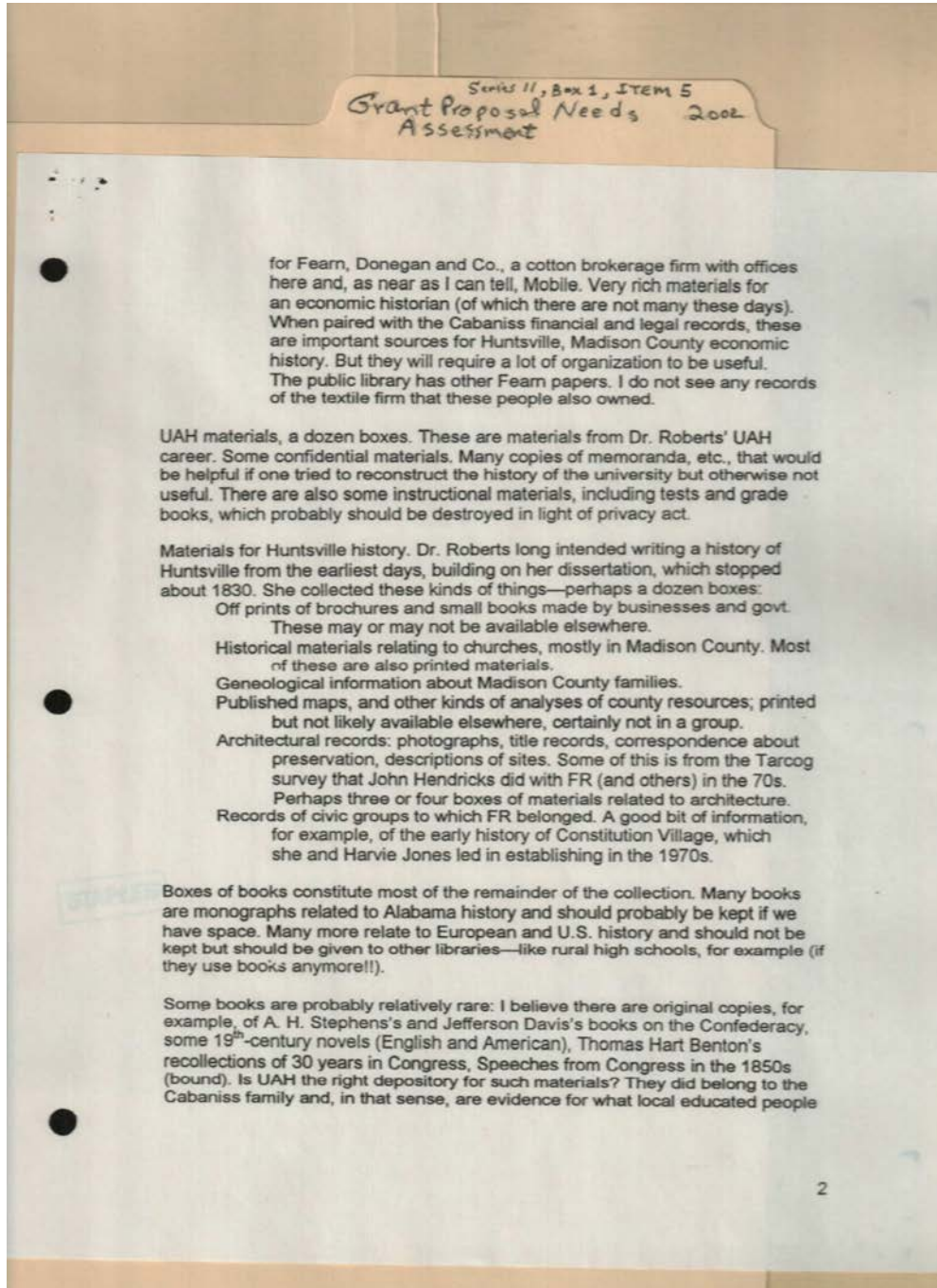
description



Frances Cabaniss Roberts Collection: Series 11, Box 1, Item 5

Grant Proposal Needs Assessment and Directions, 2002

Image 4 r11\_01-00-005-0156 [Contents](#) [Index](#) [About](#)



**Names:**

Benton, Thomas Hart  
Cabaniss,  
Davis, Jefferson

Donegan,  
Fearn,  
Hendricks, John

Jones, Harvie  
Roberts, Dr.  
Stephens, A. H.

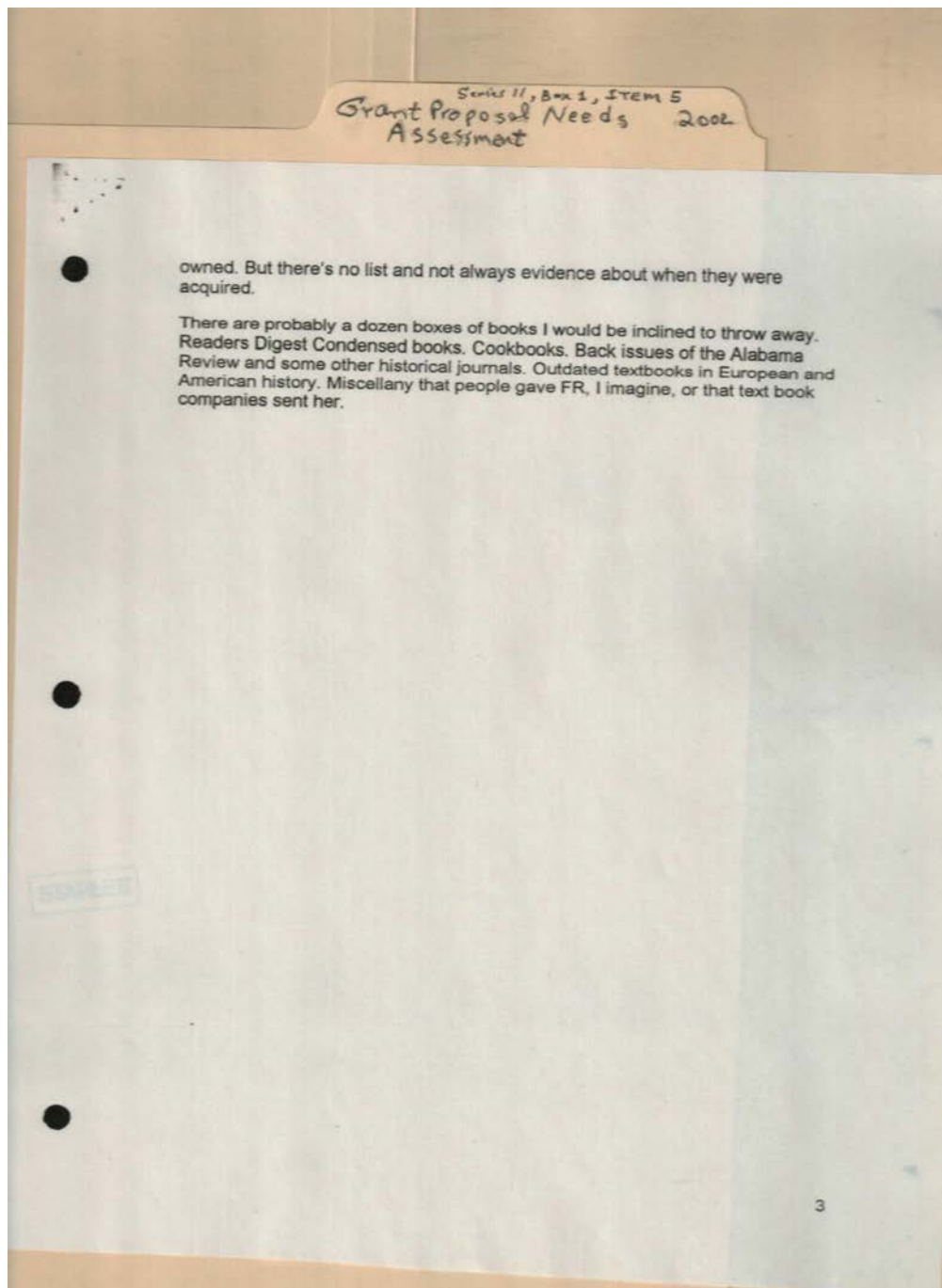
**Types:**

description

Frances Cabaniss Roberts Collection: Series 11, Box 1, Item 5

Grant Proposal Needs Assessment and Directions, 2002

Image 5 r11\_01-00-005-0157 [Contents](#) [Index](#) [About](#)



**Names:**

Roberts, Frances

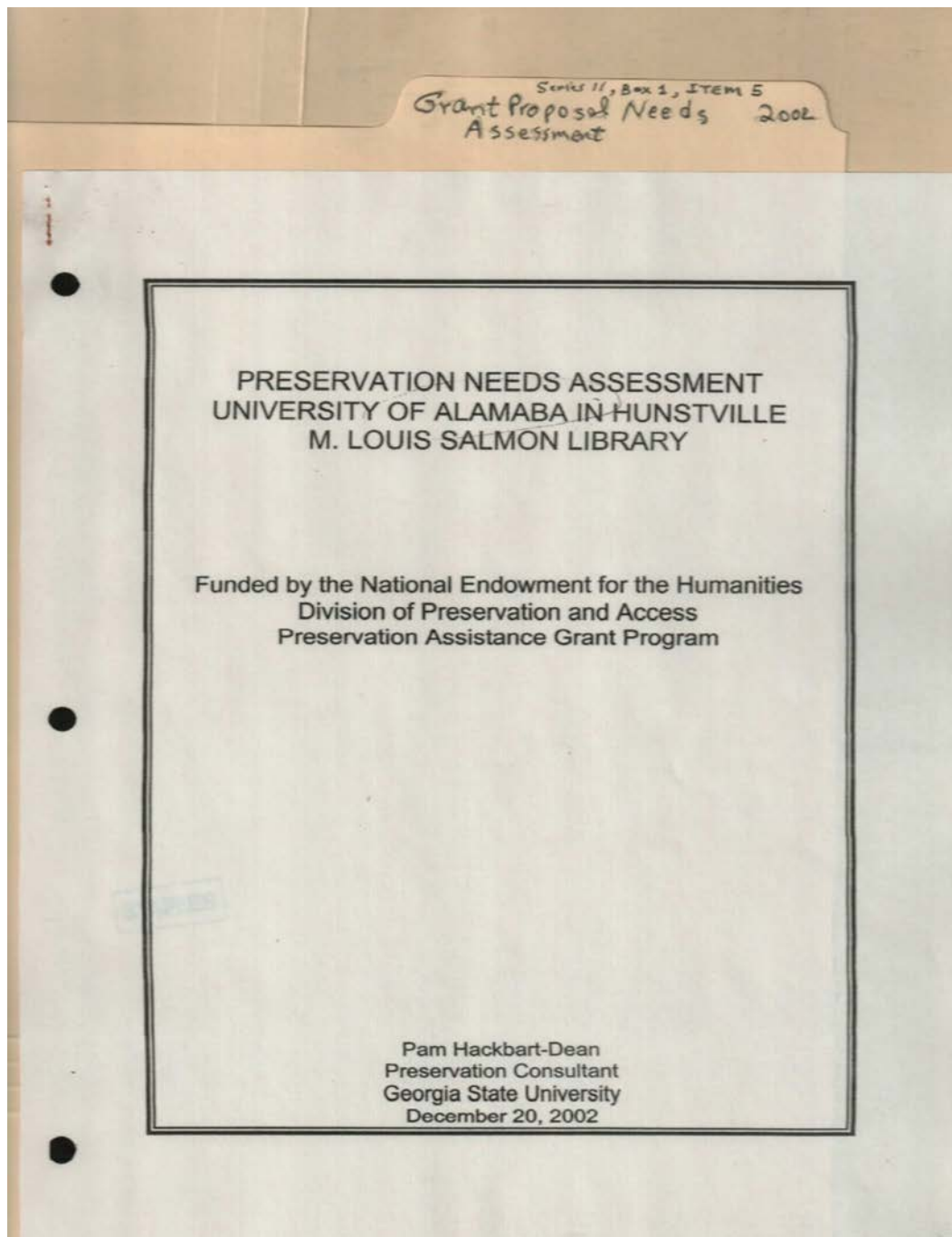
**Types:**

description

Frances Cabaniss Roberts Collection: Series 11, Box 1, Item 5

Grant Proposal Needs Assessment and Directions, 2002

Image 6 r11\_01-00-005-0158 [Contents](#) [Index](#) [About](#)



**Names:**

Hackbart-Dean, Pam

Salmon, M. Louis

**Places:**

Huntsville, AL

**Types:**

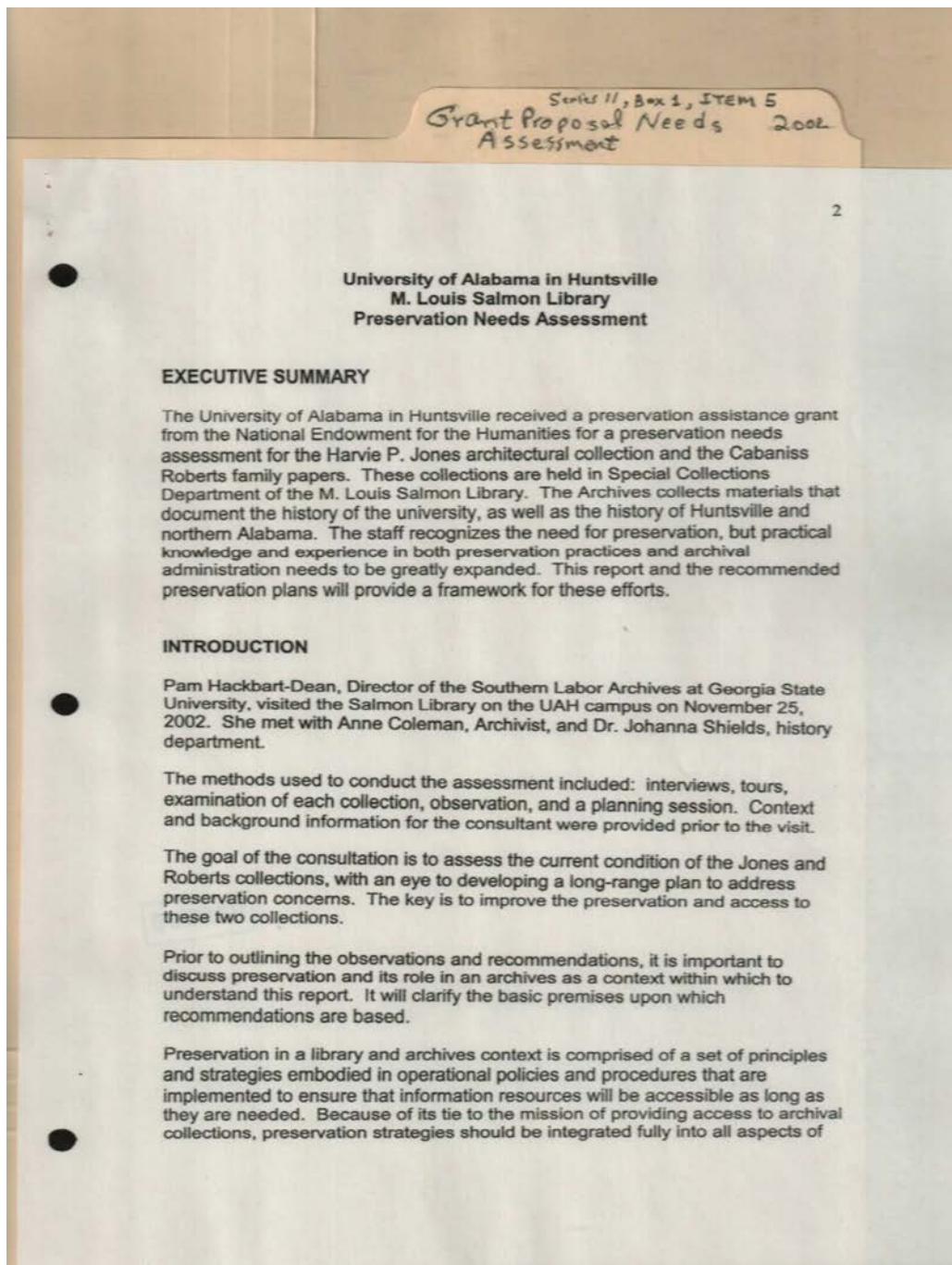
preservation needs

**Dates:**

Dec 20, 2002

Frances Cabaniss Roberts Collection: Series 11, Box 1, Item 5  
Grant Proposal Needs Assessment and Directions, 2002

Image 7 r11\_01-00-005-0159 [Contents](#) [Index](#) [About](#)



**Names:**

Cabaniss,  
Coleman, Anne

Hackbart-Dean, Pam  
Jones, Harvie P.

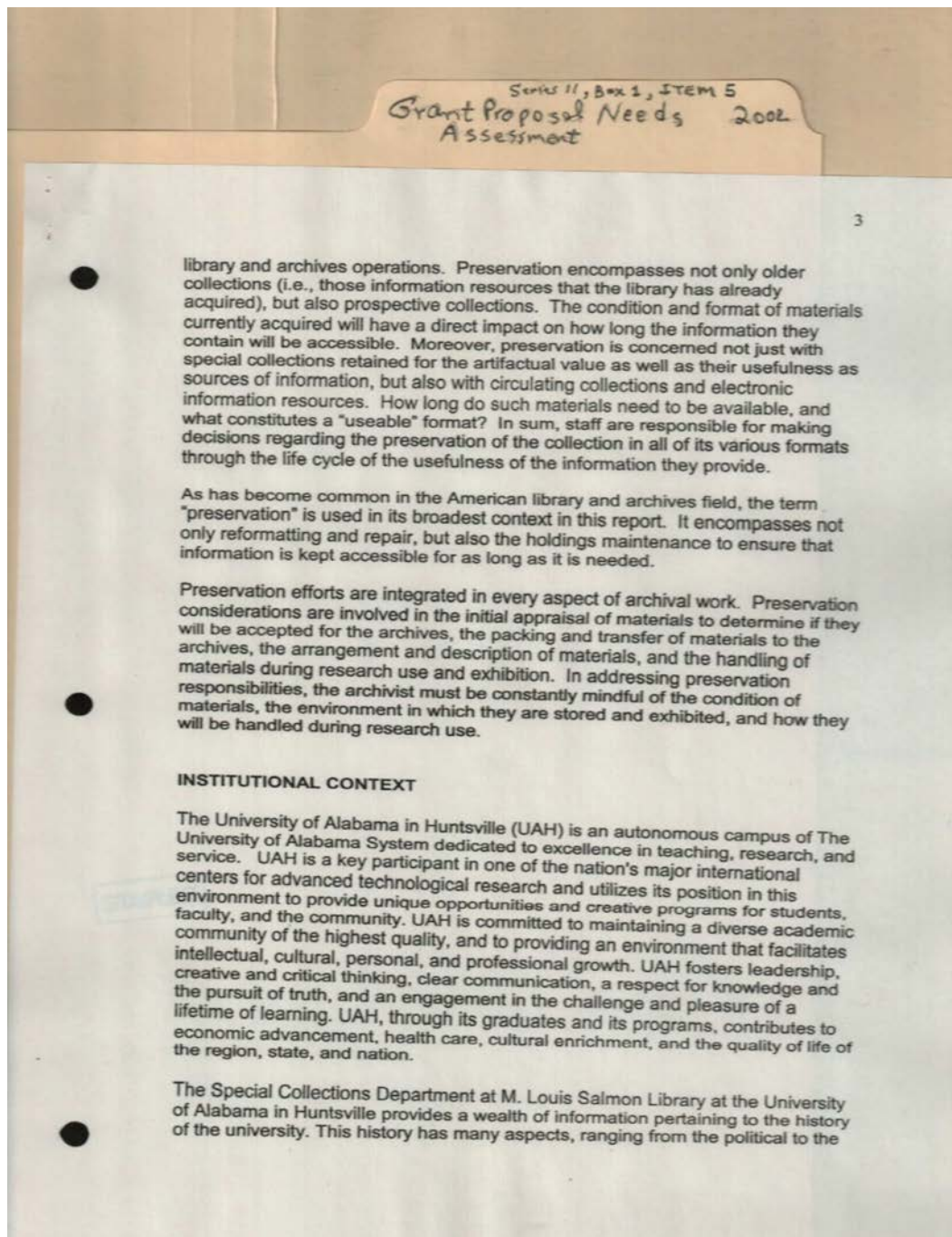
Roberts,  
Salmon, M. Louis

Shields, Johanna

**Types:**

preservation needs





library and archives operations. Preservation encompasses not only older collections (i.e., those information resources that the library has already acquired), but also prospective collections. The condition and format of materials currently acquired will have a direct impact on how long the information they contain will be accessible. Moreover, preservation is concerned not just with special collections retained for the artifactual value as well as their usefulness as sources of information, but also with circulating collections and electronic information resources. How long do such materials need to be available, and what constitutes a "useable" format? In sum, staff are responsible for making decisions regarding the preservation of the collection in all of its various formats through the life cycle of the usefulness of the information they provide.

As has become common in the American library and archives field, the term "preservation" is used in its broadest context in this report. It encompasses not only reformatting and repair, but also the holdings maintenance to ensure that information is kept accessible for as long as it is needed.

Preservation efforts are integrated in every aspect of archival work. Preservation considerations are involved in the initial appraisal of materials to determine if they will be accepted for the archives, the packing and transfer of materials to the archives, the arrangement and description of materials, and the handling of materials during research use and exhibition. In addressing preservation responsibilities, the archivist must be constantly mindful of the condition of materials, the environment in which they are stored and exhibited, and how they will be handled during research use.

#### INSTITUTIONAL CONTEXT

The University of Alabama in Huntsville (UAH) is an autonomous campus of The University of Alabama System dedicated to excellence in teaching, research, and service. UAH is a key participant in one of the nation's major international centers for advanced technological research and utilizes its position in this environment to provide unique opportunities and creative programs for students, faculty, and the community. UAH is committed to maintaining a diverse academic community of the highest quality, and to providing an environment that facilitates intellectual, cultural, personal, and professional growth. UAH fosters leadership, creative and critical thinking, clear communication, a respect for knowledge and the pursuit of truth, and an engagement in the challenge and pleasure of a lifetime of learning. UAH, through its graduates and its programs, contributes to economic advancement, health care, cultural enrichment, and the quality of life of the region, state, and nation.

The Special Collections Department at M. Louis Salmon Library at the University of Alabama in Huntsville provides a wealth of information pertaining to the history of the university. This history has many aspects, ranging from the political to the

**Names:**

Salmon, M. Louis

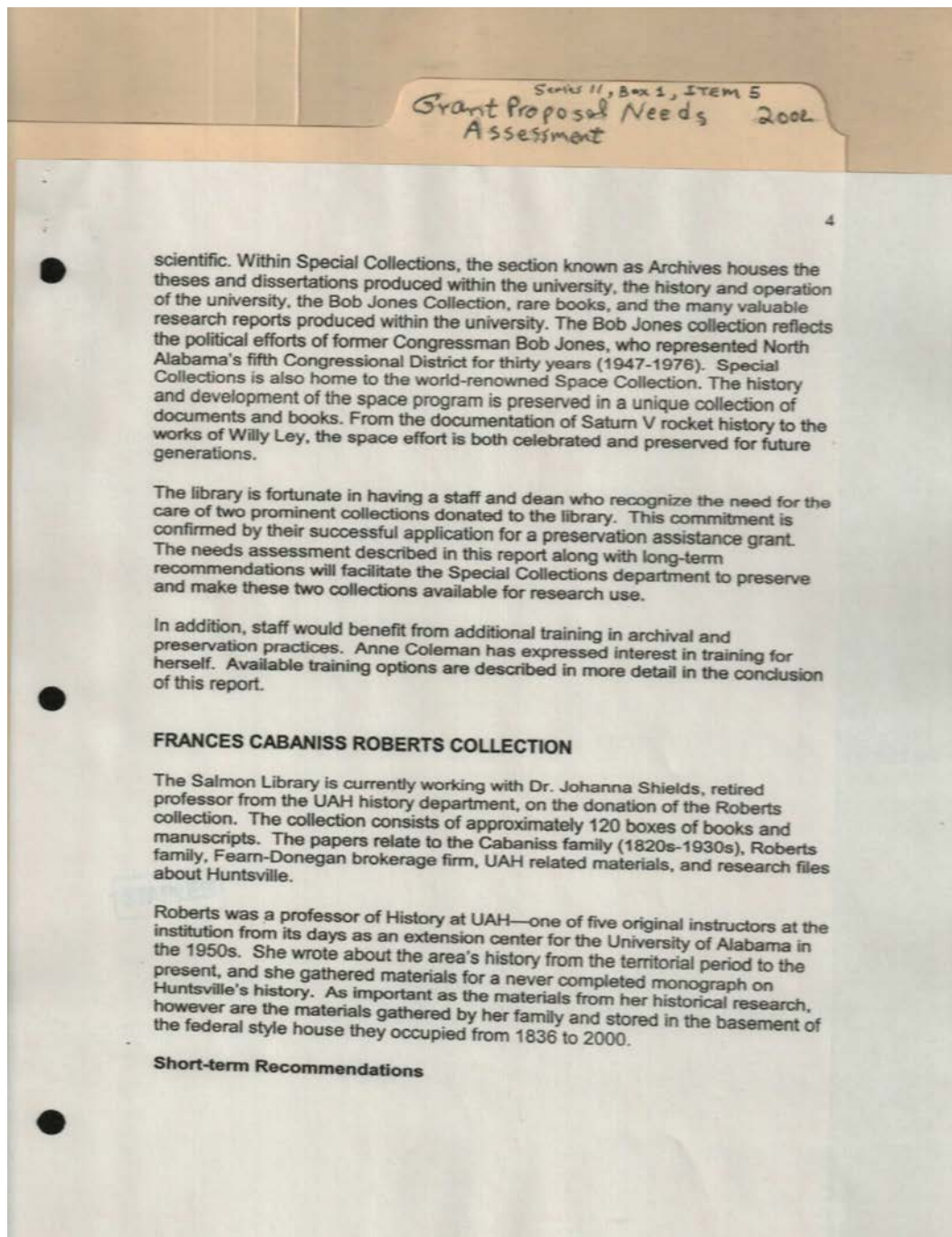
**Types:**

preservation needs



Frances Cabaniss Roberts Collection: Series 11, Box 1, Item 5  
Grant Proposal Needs Assessment and Directions, 2002

Image 9 r11\_01-00-005-0161 [Contents](#) [Index](#) [About](#)



**Names:**

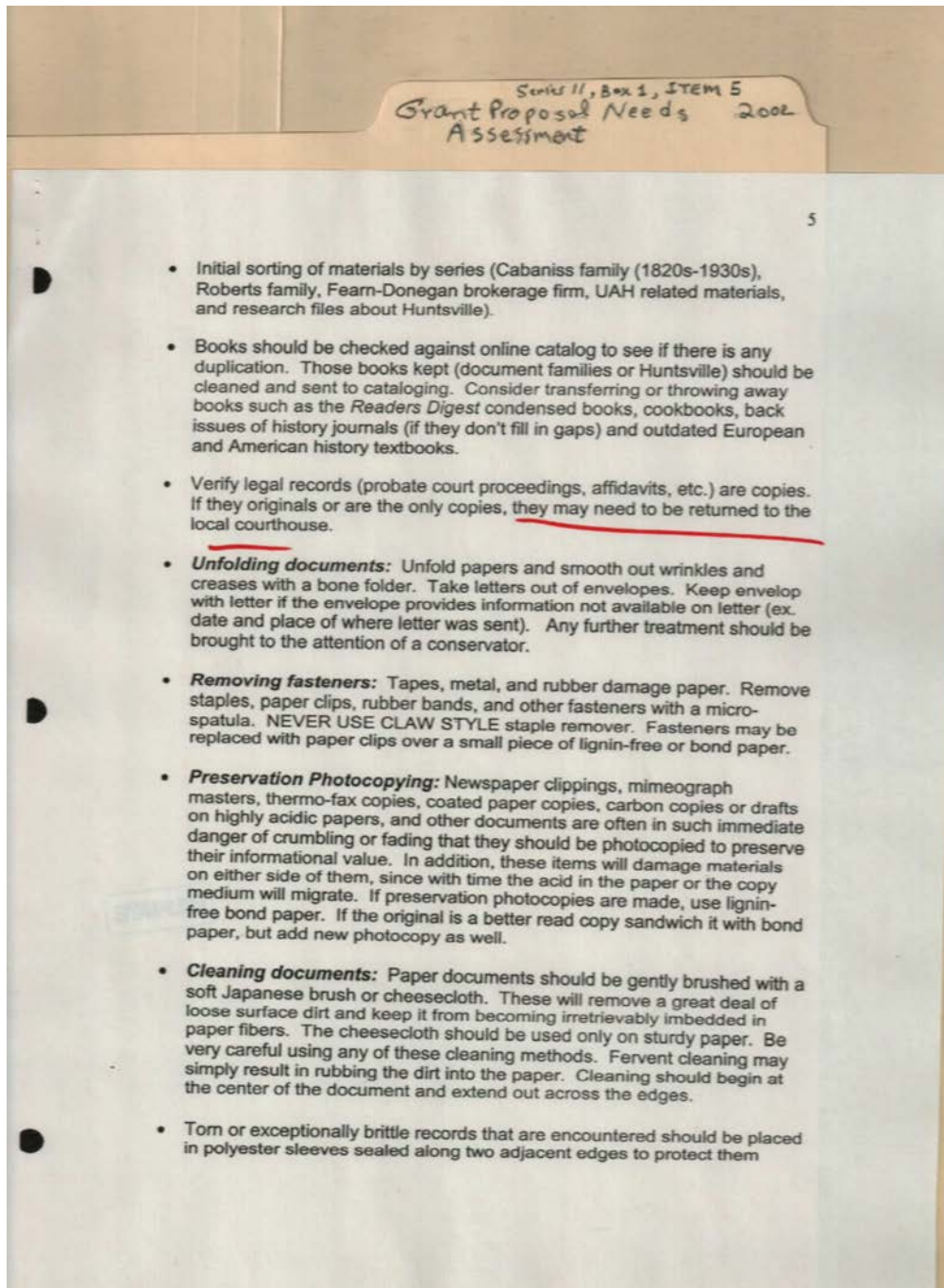
Cabaniss,  
Coleman, Anne  
Fearn-Donagan

Jones, Bob,  
Congressman  
Ley, Willy

Roberts,  
Shields, Johanna

**Types:**

preservation needs



**Names:**

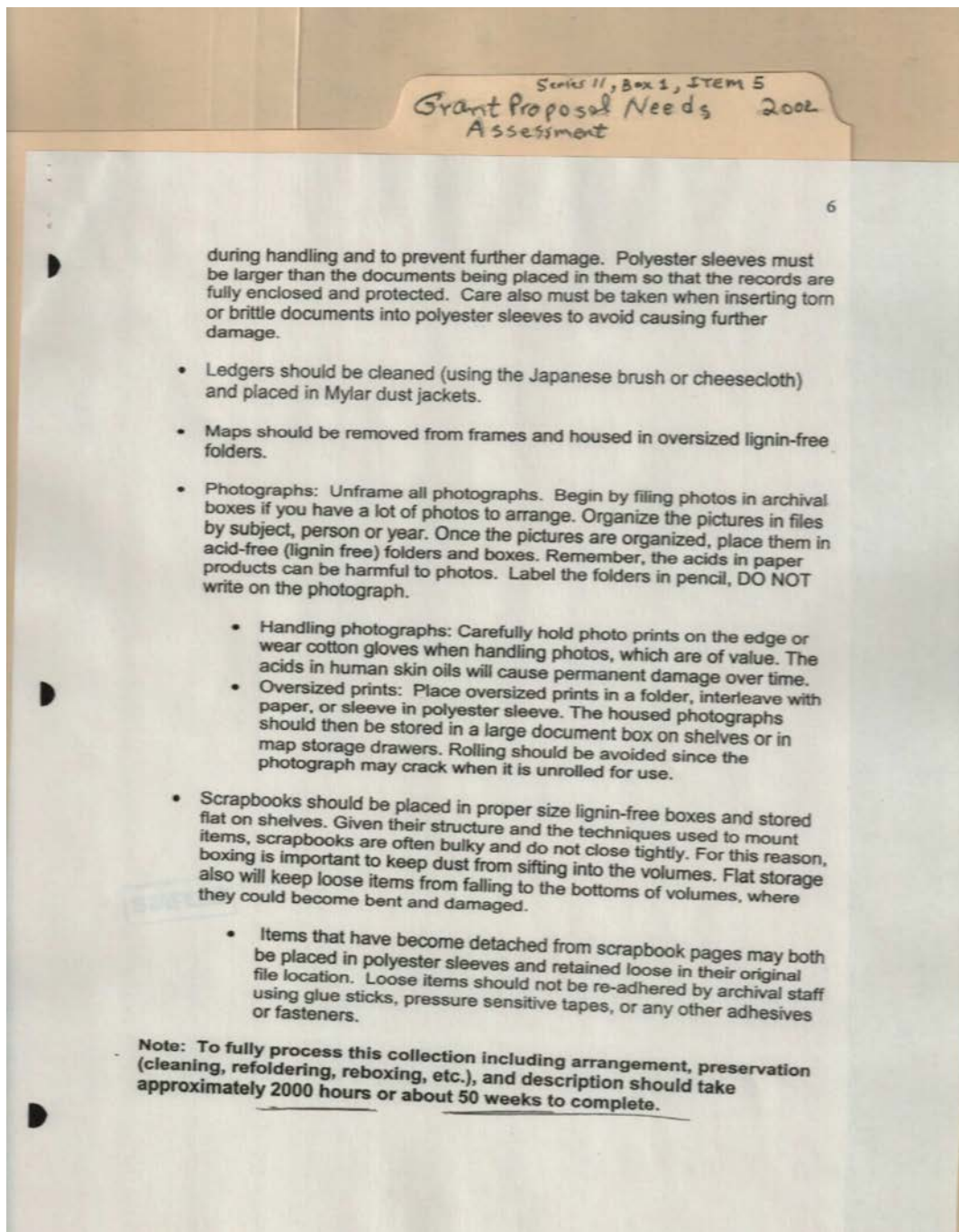
Cabaniss,

Fearn-Donagan

Roberts,

**Types:**

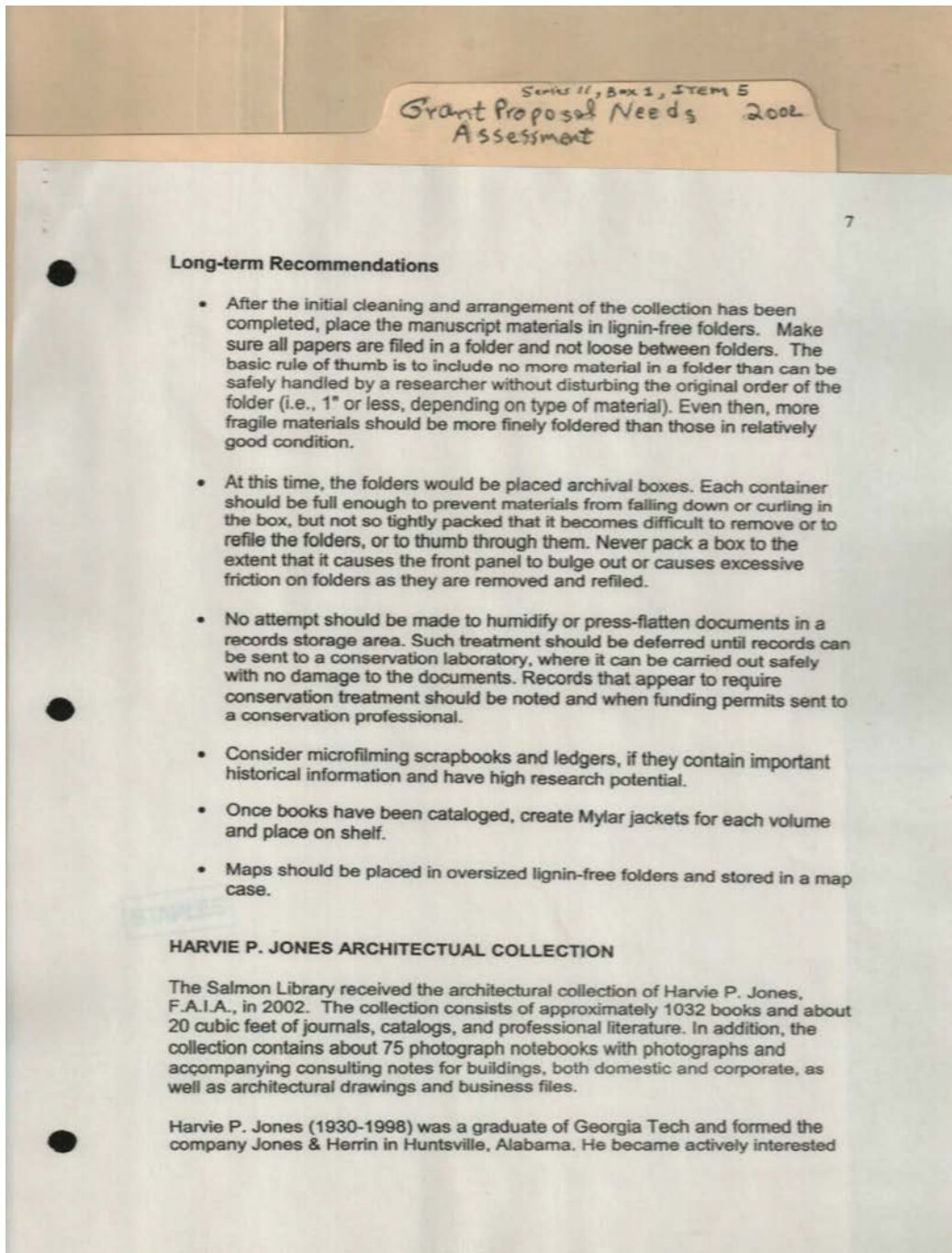
preservation needs



**Types:**

preservation needs



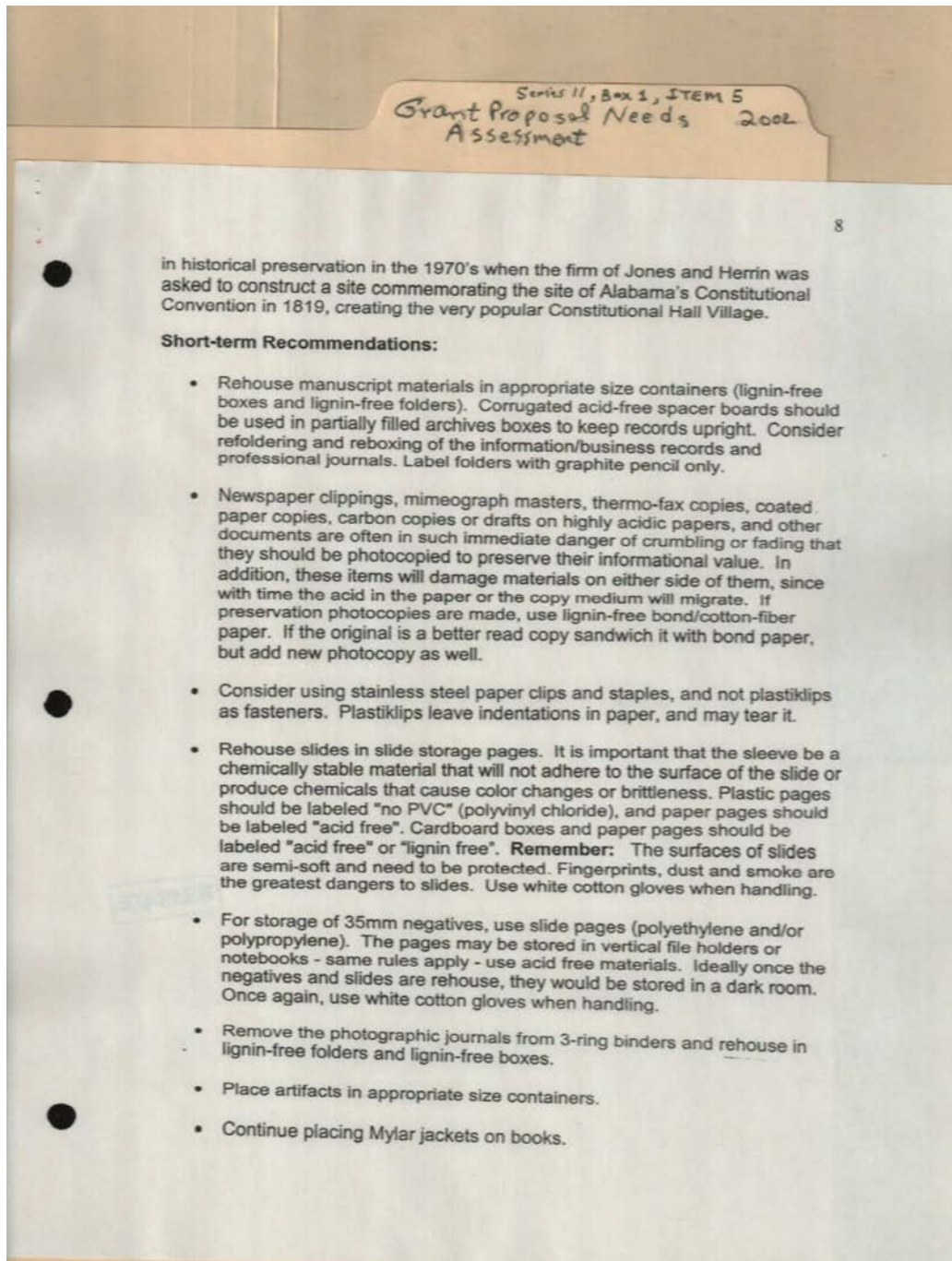


**Names:**

Jones, Harvie P.

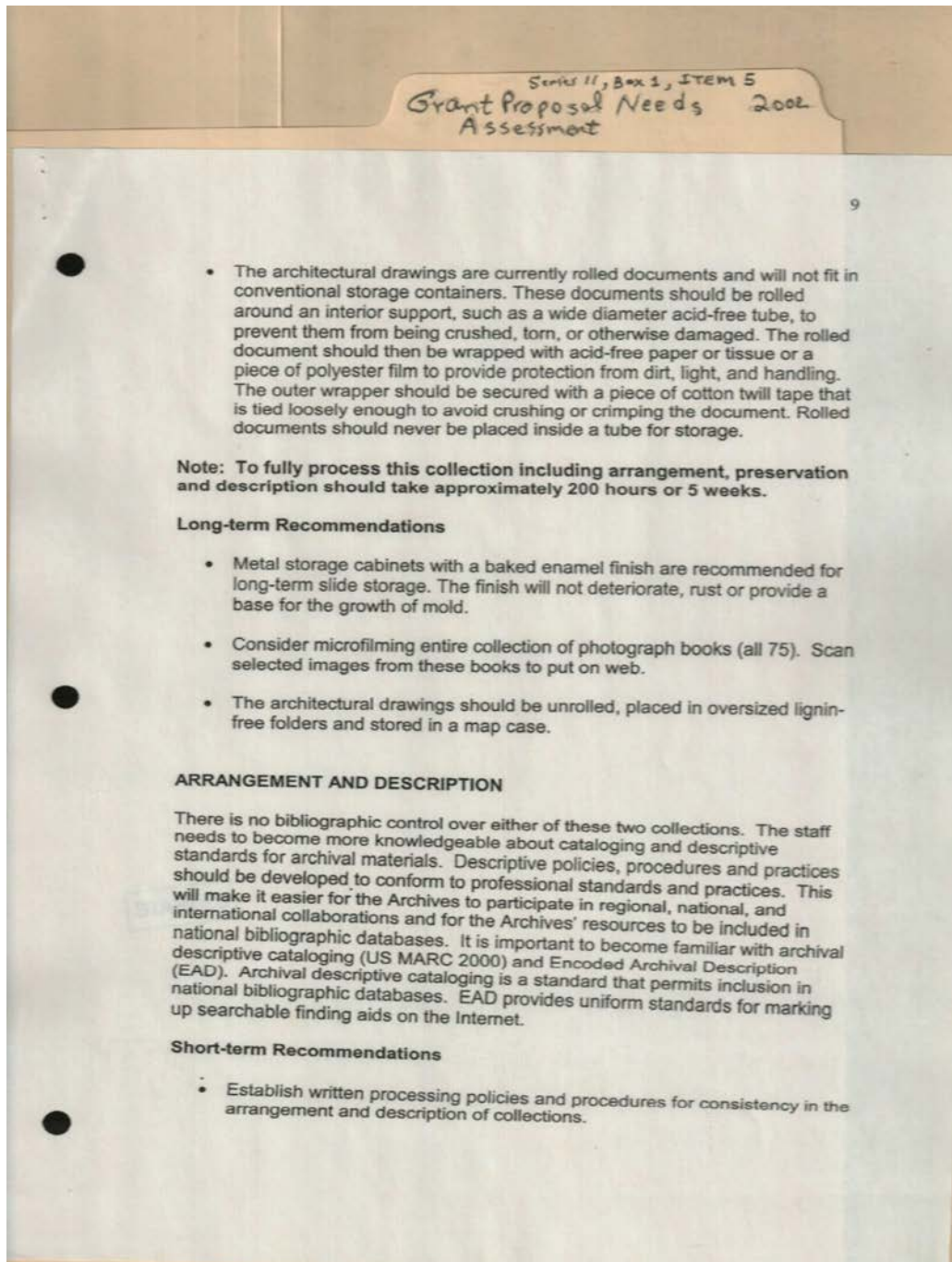
**Types:**

preservation needs



Types:

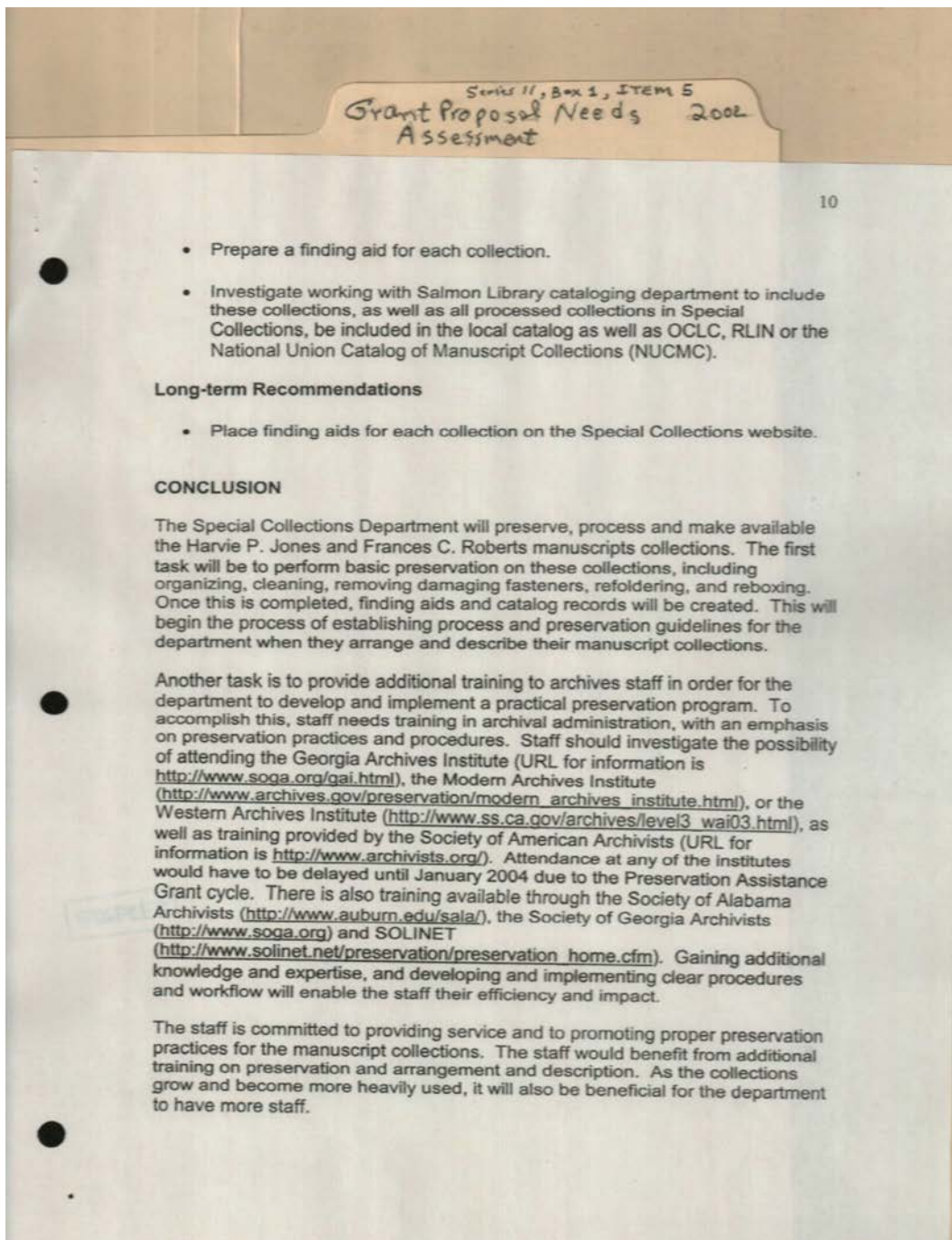
preservation needs



Types:

preservation needs





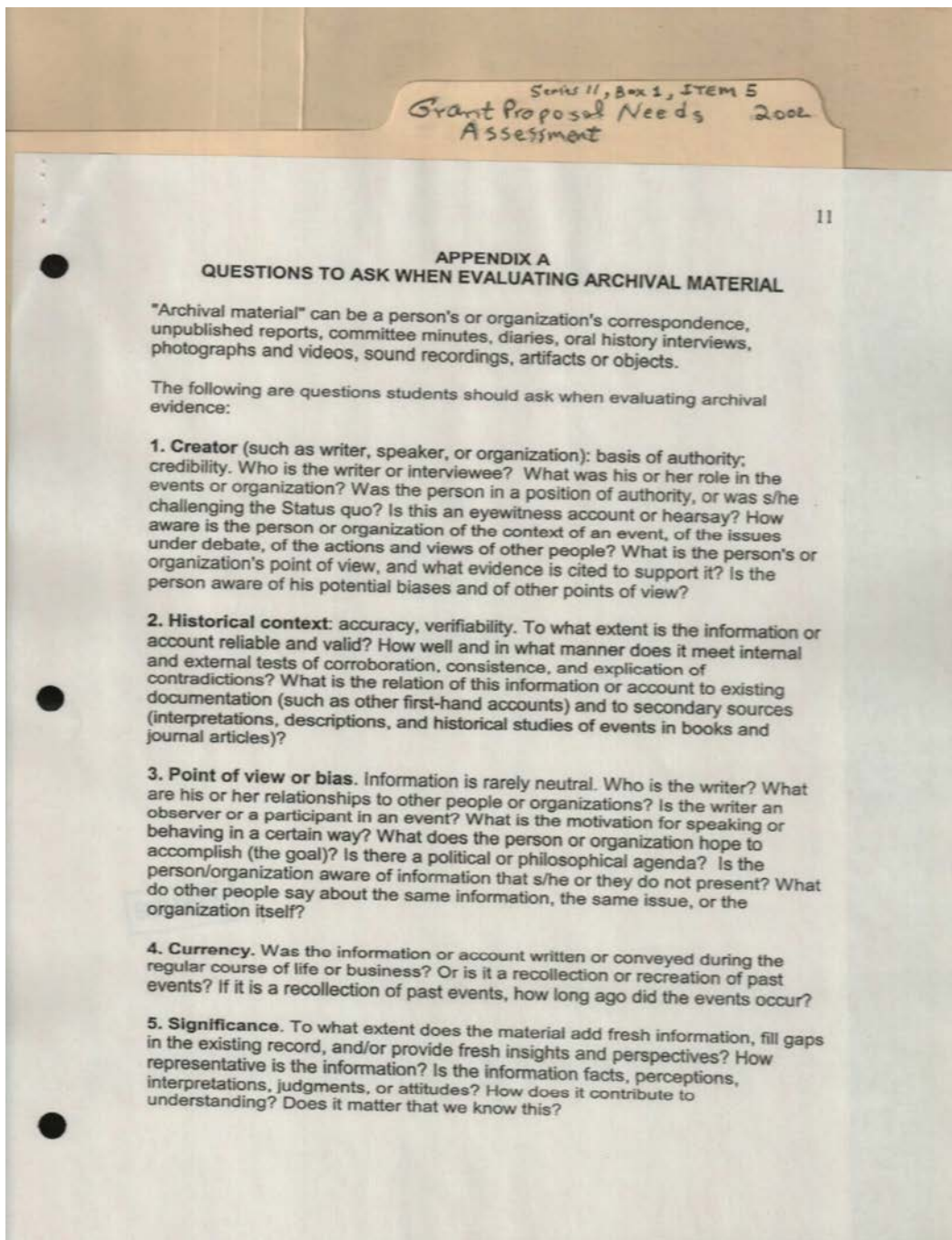
**Names:**

Jones, Harvie P.

Roberts, Frances C.

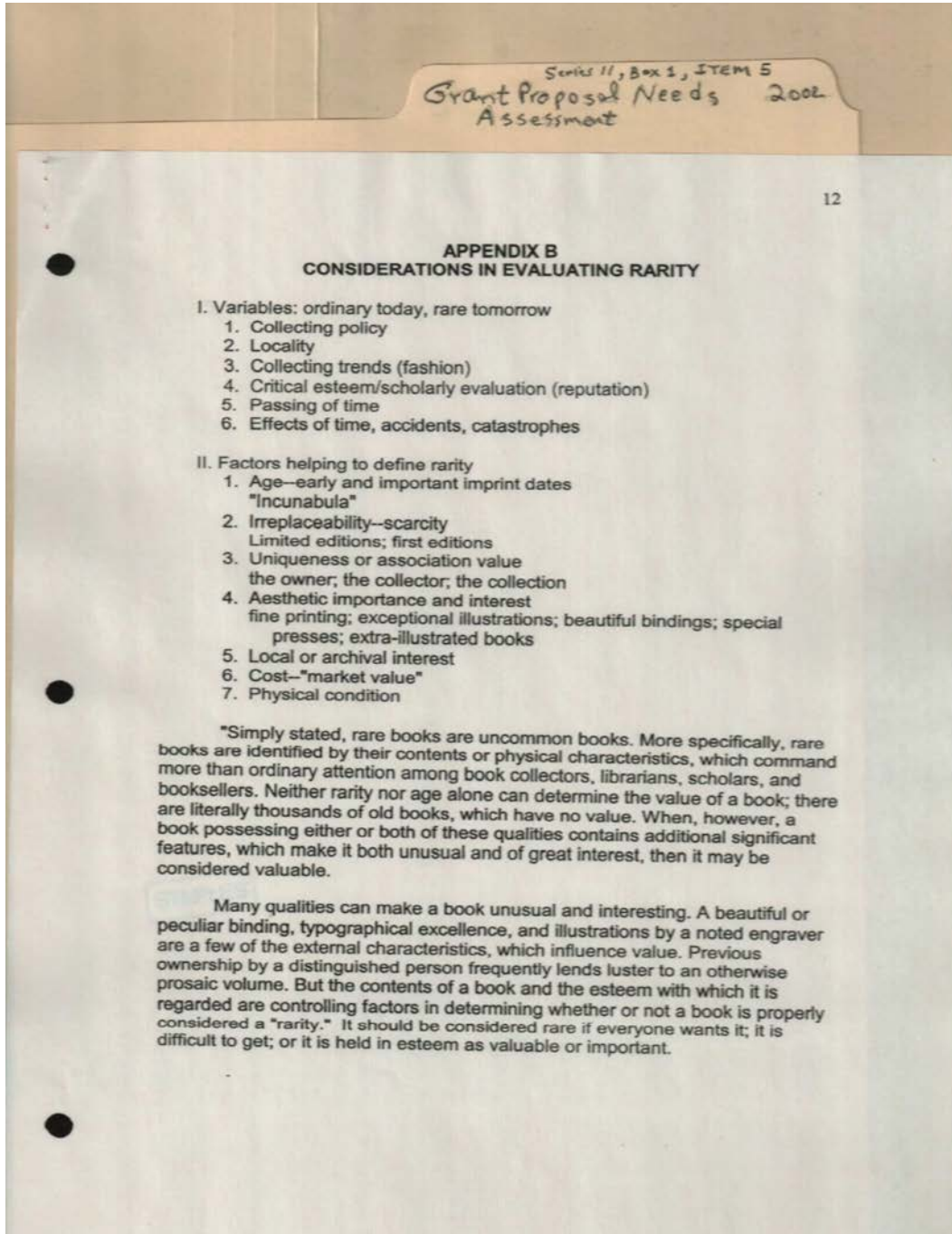
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preservation needs



**Names:**  
evaluation

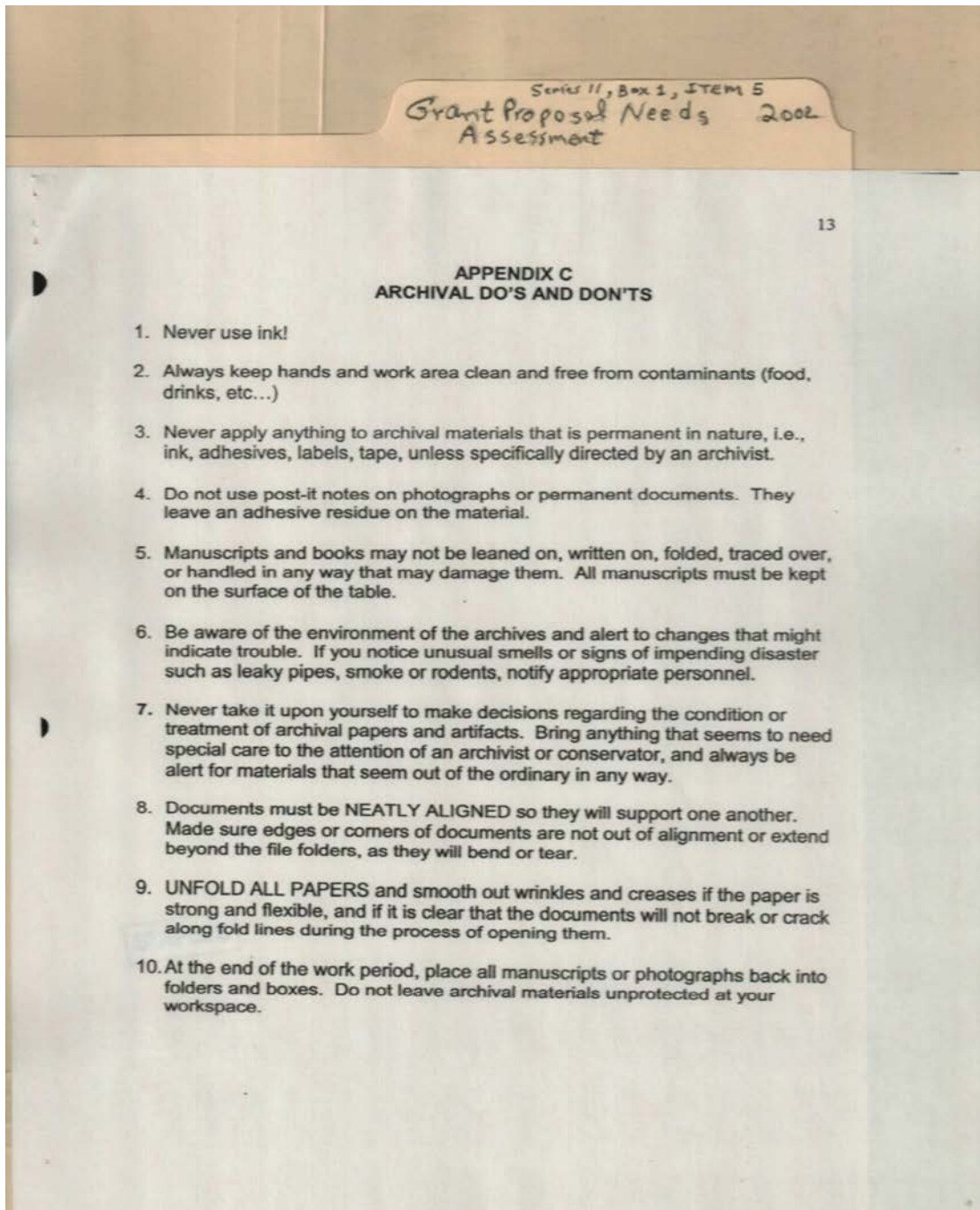
**Types:**  
form



**Names:**  
evaluation

**Types:**  
form



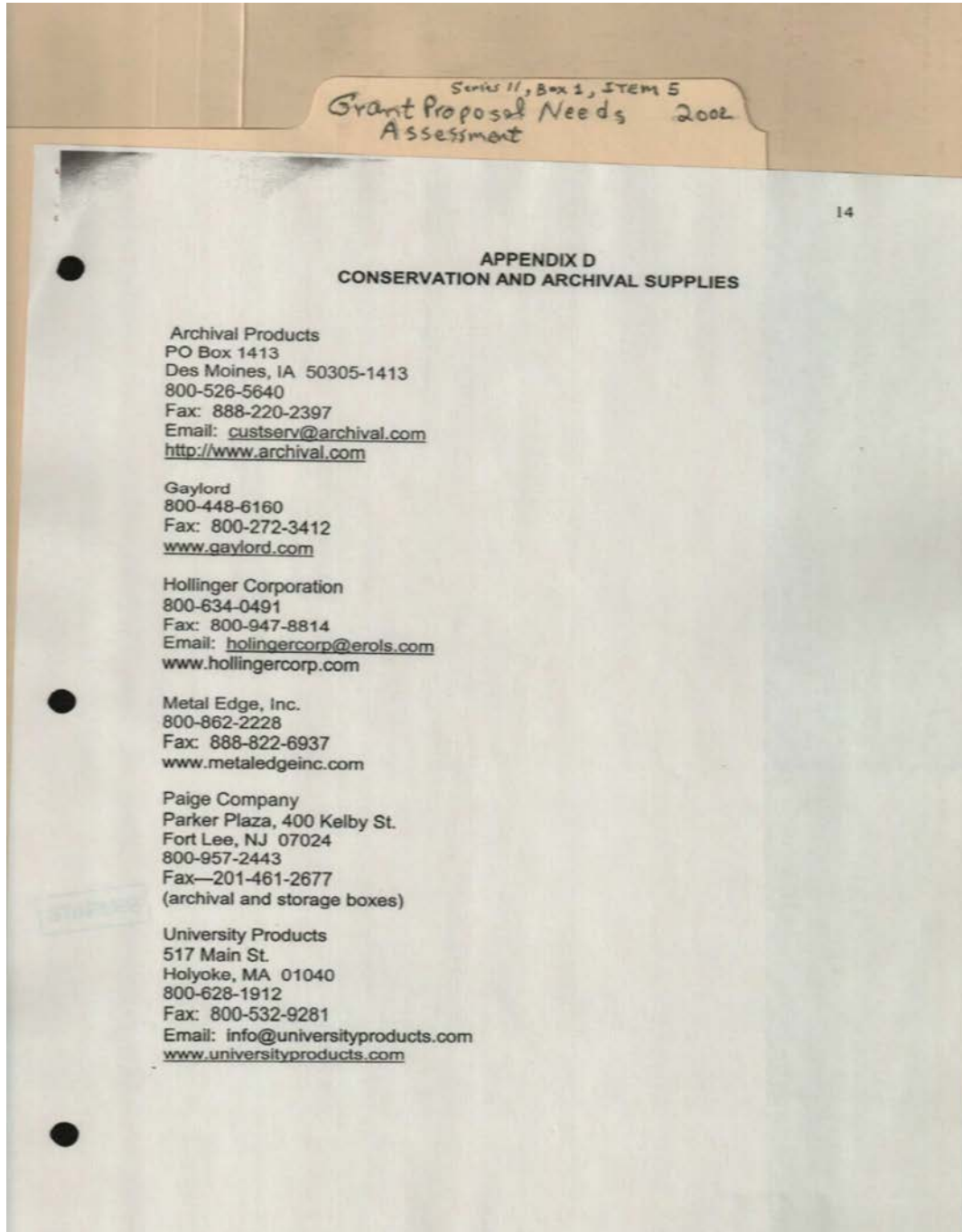


**Names:**

Archival Rules

**Types:**

list



**Names:**

Conservation &  
Archival Suppliers

**Types:**

list

**Frances Cabaniss Roberts Collection: Series 11, Box 1, Item 5**  
**Grant Proposal Needs Assessment and Directions, 2002**

[Contents](#)   [Index](#)   [About](#)

**Table of Contents**

[Image 1](#) (r11\_01-00-005-0153)

[Image 2](#) (r11\_01-00-005-0154)

[Image 3](#) (r11\_01-00-005-0155)

[Image 4](#) (r11\_01-00-005-0156)

[Image 5](#) (r11\_01-00-005-0157)

[Image 6](#) (r11\_01-00-005-0158)

[Image 7](#) (r11\_01-00-005-0159)

[Image 8](#) (r11\_01-00-005-0160)

[Image 9](#) (r11\_01-00-005-0161)

[Image 10](#) (r11\_01-00-005-0162)

[Image 11](#) (r11\_01-00-005-0163)

[Image 12](#) (r11\_01-00-005-0164)

[Image 13](#) (r11\_01-00-005-0165)

[Image 14](#) (r11\_01-00-005-0166)

[Image 15](#) (r11\_01-00-005-0167)

[Image 16](#) (r11\_01-00-005-0168)

[Image 17](#) (r11\_01-00-005-0169)

[Image 18](#) (r11\_01-00-005-0170)

[Image 19](#) (r11\_01-00-005-0171)

[Table of Contents](#)

[Name & Place Index](#)

[About the Collection](#)



**Frances Cabaniss Roberts Collection: Series 11, Box 1, Item 5**  
**Grant Proposal Needs Assessment and Directions, 2002**

[Contents](#) [Index](#) [About](#)

**Name & Place Index**

, Anne [1](#), [2](#)  
, Ellen, Miss [3](#)  
Archival Rules [18](#)  
Bailey, Richard [3](#)  
Benton, Thomas Hart [4](#)  
Cabaniss, Septimus [3](#)  
Cabaniss, [1](#), [4](#), [7](#), [9](#), [10](#)  
Coleman, Anne [7](#), [9](#)  
Conservation & Archival Suppliers [19](#)  
Davis, Jefferson [4](#)  
Donegan, [3](#), [4](#)  
evaluation [16](#), [17](#)  
Fearn, [1](#), [2](#), [3](#), [4](#)  
Fearn-Donegan [9](#), [10](#)  
Hackbart-Dean, Pam [6](#), [7](#)  
Havely, Sam [1](#)  
Hendricks, John [2](#), [4](#)  
Huntsville, AL [6](#)  
Jones, Bob, Congressman [9](#)  
Jones, Harvie P. [7](#), [12](#), [15](#)  
Jones, Harvie [4](#)  
Jones, [2](#)  
Ley, Willy [9](#)  
Roberts Collection [1](#)  
Roberts, Dr. [2](#), [4](#)  
Roberts, Frances C. [15](#)  
Roberts, Frances [5](#)  
Roberts, [3](#), [7](#), [9](#), [10](#)  
Salmon, M. Louis [6](#), [7](#), [8](#)  
Shields, Johanna [1](#), [7](#), [9](#)  
Stephens, A. H. [4](#)

# Frances Cabaniss Roberts Collection

**Preferred Citation:** Frances Cabaniss Roberts Collection, Archives and Special Collections, M. Louis Salmon Library, University of Alabama in Huntsville, Huntsville, AL.

**Collection Scope and Content:** The Collection of 114 Linear ft. includes a total of 156 Archival Boxes. The Frances Cabaniss Roberts collection covers the historical records of the Cabaniss Roberts family. This collection contains extensive correspondence records of the Cabaniss Roberts family circa 1830 to 1930.

**Archives/Special Collections Access Restrictions:** None

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**Provenance:** Gift of Johanna Shields on October 28, 2006.



THE UNIVERSITY OF  
ALABAMA IN HUNTSVILLE

**The UAH Archives and Special Collections  
M. Louis Salmon Library**