



CUMBERLAND COUNTY HISTORICAL SOCIETY  
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## **The Warren and Reba Lummis Genealogical & Historical Research Library Archival Internship**

### **Background Information:**

The Lummis Library is the research library that is part of the Cumberland County Historical Society located at 981 Ye Greate Street Greenwich, NJ 08323. At the library, visitors can do both historical and genealogical research. It houses documents and manuscripts that pertain to individuals, events, and places within Cumberland County, NJ. The resources date from the 17<sup>th</sup> to the 20<sup>th</sup> century.

### **Project Details:**

The Lummis Library possesses a series of folders titled “historical files.” They house miscellaneous documents and paper records on a variety of different topics around Cumberland County. Some of these topics consist of several folders.

The project will consist of organizing the topical historical files into different collections. Once the collection is created the intern will then create a finding aid for each of the collections that they process.

### **Learning Objectives:**

- Processing/Organizing
- Original Order vs. Imposing Order
- Finding Aid Creation
- Accessibility
- Some Archival Theory

### **Resources:**

Elizabeth Yale, “The History of Archives: The State of the Discipline,” *Book History*, Volume 18, 2015, pp. 332-359

Antionette Burton, “Introduction: Archive Fever, Archive Stories,” in *Archive Stories: Facts, Fictions, and the Writing of History*, (Duke University, 2005)

Kathryn Harvey, “From Bags and Boxes to Searchable Digital Collections at the Dalhousie University Archives,” *Journal of Canadian Studies*, Vol. 40 No. 2, Spring 2006, p. 120-139

Mark A. Greene and Dennis Meissner, "More Product, Less Process: Revamping Traditional Archival Processing," *American Archivist* (2005),  
<http://www.archivists.org/prof-education/pre-readings/IMPLP/AA68.2.MeissnerGreene.pdf>

Archives Processing Manual,  
[https://drive.google.com/file/d/1lpYjwrXHu\\_0aF1bbRCrpNZ0tCxDbPYW6/view](https://drive.google.com/file/d/1lpYjwrXHu_0aF1bbRCrpNZ0tCxDbPYW6/view)

Finding Aid Sample, <https://www2.archivists.org/usingarchives/appendix>

**Schedule & Compensation:**

Spring Semester 2024 (January to May 1, 2024)

100 hours total for a \$1000

Flexible Schedules will be discussed with the intern.

\*\*Internships can be altered to fit college requirements for the intern.

**Apply:**

To apply please submit a cover letter with a CV/Resume to [brittlp48@gmail.com](mailto:brittlp48@gmail.com) by October 1, 2023.