

# Archives and Artifacts—Key

Guidelines for teachers:

Questions	Archives	Artifacts
Are they primary or secondary sources?	Primary and secondary (They can be old without being primary sources: they must be created by someone who was there at the time or shortly after.)	Primary sources (Sometimes they are reproductions based on written or oral evidence.)
Give two examples of each.	Official government records, letters, maps, newspapers, bills, certificates, photographs, sketches, etc.	Pots and pottery, furs, tools, weapons, clothing, forts and parts of buildings, furniture, cloth, arrowheads, etc.
What information did these two examples contain?	<i>Will vary depending on items viewed by students</i>	
Why are they important?	First-hand information about the past, can check on claims made by secondary sources, shows how people thought about things in the past, etc.	Easier to help visualize/understand what life was like in the past, etc.
Note what you learned about preserving archives and artifacts.	<i>Will vary depending on items viewed by students</i> <i>Encourage students to note that there is an increasing trend toward creating digitized images of archives and artifacts so that more people can view them, and the items can still be preserved intact under special conditions without being handled by large numbers of people.</i>	
What do archives and artifacts have in common?	They are fragile, they are not replaceable; they contain information about the past, they can be used to verify theories about the past, they represent the material history and evidence of the past; they are usually preserved using special techniques and under special conditions in museums by archivists, curators and archaeologists; they often are of cultural, spiritual or genealogical importance to particular groups.	
How are they different?	Two-dimensional, usually on paper or film	Include two-dimensional and three-dimensional objects.
Develop two guidelines for the handling and treatment of archives and artifacts.	Treat with respect Observe carefully with minimal handling Do not photograph without permission	