

# **“You Want to Copy my What?” PAIMAS in Action: Protocols for Digital File Transfers of Personal Papers**

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**Abstract:** Although we have been negotiating transfers and accessioning personal paper collections for decades there seems to be a difference when it comes to doing the same with digital material. This paper will outline the concerns of patrons and of archives, provide insight to these concerns, propose language and protocols to deal with the PAIMAS functions, and share current resources for action.

Using practical experience of working with donors and archivists in the process and practice of transferring digital material for personal paper collections, I will share areas of concern when negotiating through PAIMAS prior to Ingest. These areas cover language describing how the archives takes a copy that becomes the record copy or master / original copy. Also language to explain rights such as access and copyright and how they might be conceived of with digital material. I will describe our experiences participating in the Harvard-MIT Digital Faculty Archives research project and what we learned from the AIMS and the Donor / Dealer information for Born-Digital Collections guidance. Finally I will share the protocols we have developed at MIT Archives as a starting point for talking with donors (both personal and Institute) about transferring their digital files to the Archives prior to accessioning.

## **About the author:**

Kari R. Smith is Digital Archivist at Massachusetts Institute of Technology, Institute Archives and Special Collections within the MIT Libraries. She has been working with digital materials for over 20 years first as an electronic records manager, then as a digital and digitized projects archivist, and as a manager and capacity builder for digital archives practice and research.