

NEA Spring 2006 Meeting, March 10-11, 2006 at Boston College
“All Together Now: Archivists Learning from Each Other”

REGISTRATION FORM

Your check must be received by the Registrar no later than February 24, 2006, to avoid the \$15.00 late fee. *If your check will be arriving after that date please be sure to add the late fee.*

Name (for name badge): _____

Institution (for name badge): _____

Address: _____

Telephone (circle one: home/work): _____

Fax: _____ Email: _____

WORKSHOPS, Friday, March 10, 2006, Fulton Hall, Boston College (Lunch on your own)

->*Describing Archives: A Content Standard* (8:30a.m.-5:00p.m.)

Participants must register directly with SAA; this cannot be done through the NEA registration form. To register, go to: <http://www.archivists.org/prof-education/workshop-detail.asp?id=1646>

Early bird (on or before 2/8/2006): SAA member, \$185.00; non-member, \$235.00

After 2/8/2006: SAA member, \$225.00; non-member, \$275.00

NEA members who are not in SAA will receive a \$25 discount off the non-member fee by entering NEA DACS in the promotional code.

->*Identifying and Handling Photographs* (9:00a.m. – Noon) NEA member \$20.00 \$ _____
 *Non-member \$50.00 \$ _____

->*Caring for Historical Records* (9:00a.m.-4:30p.m.) NEMA/NEA member \$40.00 \$ _____
 *Non-member \$70.00 \$ _____

*Includes NEA Membership for the year; may register for the meeting at the member's rate

SPRING 2006 MEETING, March 11, 2006

Fee includes Friday's reception and Saturday's continental breakfast, coffee, lunch and closing reception.

Please indicate session preference on the other side of this form.

NEA member or NEMA member Registration	\$50.00 \$ _____
Non-Member Registration (includes 1 year NEA membership)	\$80.00 \$ _____
NEA Membership Renewal Fee or New Membership	\$30.00 \$ _____
Student	\$25.00 \$ _____
Late fee (received after February 24)	\$15.00 \$ _____
Donation to Hale Award fund	\$ _____
Donation to Haas Award fund	\$ _____

TOTAL ENCLOSED: _____

Payment must be made by cash, check or money order, payable to New England Archivists. No credit cards or purchase orders are accepted.

PLEASE COMPLETE PART 2 ON THE OTHER SIDE.

REGISTRATION FORM – Part 2

To assist us with planning please check the sessions and activities you are likely to attend.

Friday, March 10:

_____ 4:00-6:00 pm Reception

Saturday, March 11:

_____ 8:15-9:15 am Continental Breakfast

_____ 8:15-9:15 am New Member Breakfast

9:15-10:30 am Concurrent Sessions I

_____ Conscious Design: Acquiring Architectural Records

_____ Recruiting and Supervising Volunteers for the Archives

_____ Corporate Culture and the Archives

_____ Discussion Group: Academic Archivists

_____ Online Collaboration at any Level – How the NEA Web Site can work for you
(participation limited to first 21 registrants)

11:00 am-12:15 pm, Concurrent Sessions II

_____ State Archivists Roundtable

_____ Doctors to Monsters: ALA Traveling Exhibits, Opportunities for Archives

_____ PowerPoint Reform School (participation limited to first 21 registrants)

_____ Putting it Online: Intellectual Rights and Planning of Digital Museum Collections

2:30-3:45 pm, Concurrent Sessions III

_____ Institutional Repositories: It's Not Just the Technology

_____ Interns in the Archives

_____ Graduate Student Papers

_____ Donors: ...Can't Live Without Them

_____ Online Collaboration at any Level – How the NEA Web Site can work for you
(participation limited to first 21 registrants)

_____ 3:45-4:30 pm, Closing Reception

Check here _____ if you would like a receipt in your packet.

Check here _____ if you have special dietary restrictions and we will contact you.

Send registration form and payment to:

David Horn

Burns Library, Boston College

140 Commonwealth Avenue

Chestnut Hill, MA 02467-3801

Questions: Contact David Horn at (617)552-3698 or horndc@bc.edu.

NEA SPRING 2006 MEETING
 BOSTON COLLEGE
 CHESTNUT HILL,
 MASSACHUSETTS
 MARCH 10-11, 2006



“All Together Now: Archivists Learning from Each Other”

When deciding on a theme for the meeting the Program Committee thought it would cut to the chase and make it clear that the reason we even have these NEA meetings is to learn and to teach, to support and advise, and to keep each other’s chin up when times are rough. There are more reasons, but you get the point. As a sign of respect towards the venue of the meeting, on the Boston College campus and at the Burns Library of Rare Books and Special Collections with its emphasis on Irish archives and traditions, we were first tempted to have as the catchphrase “Ag obair as lámha a chéile agus ar scáth a chéile,” a Celtic proverb that literally means “Working out of one another’s hands and in each other’s shadow.” Happily we came to our senses and decided on the English “All Together Now” which best represents our collegiality, the respect we hold for our profession and each other, and the spirit in which we gather twice a year around our beautiful New England. The NEA Board and the Local Arrangements and Program Committees look forward to seeing you at Boston College as we learn from each other.

Friday, March 10, 2006

8:00 A.M. – 5:00 P.M. Registration, Foyer of Fulton Hall, Boston College

Workshops

Lunch is on your own for all workshop participants.

8:30 A.M. – 5:00 P.M.

Describing Archives: A Content Standard (DACs)

Co-sponsor: Society of American Archivists

Instructors: Bill Landis, Metadata Coordinator, California Digital Library

Kelcy Shepherd, Five College Project Archivist, University of Massachusetts, Amherst

Practical DACs Implementations - get an in-depth, practical consideration of the key concepts and descriptive elements in *Describing Archives: A Content Standard*, the new U.S. standard. Explore strategies for incorporating this standard into workflows for accessioning, arrangement, and description through discussions and hands-on work with a variety of case studies. This workshop focuses on application of DACs rules and concepts to repository processes and print-based descriptive outputs, serving as a basic introduction to the standard. This workshop does not address outputting a DACs-based description to MARC21 or EAD, but will provide the basic preparation for workshops focused on those output standards. *Limited to 35 registrants.*

Participants must register directly with SAA; this cannot be done through the NEA registration form. See directions on page 1 of registration form.

9:00 A.M. – 12:00 M.

Identifying and Handling Photographs

Instructor: Martha R. Mahard, Visiting Assistant Professor, Simmons College

For the archivist who is faced with managing photographic materials but has no formal training, knowing one process from another can mean improvements in the care and preservation of important historical visual documents. This workshop is an introduction to two important aspects of managing photograph collections: identification and handling. Participants will gain a general

knowledge of the basic principles inherent in all photographic images and learn how to identify and date photographic processes, the rules to follow when handling photographs, the types of storage solutions and their advantages and disadvantages, and sources for further information on the care of photographic collections. Participants are encouraged to share anecdotes and to bring questions and problems they have experienced when managing photographs in their own collections. *Limited to 25 registrants.*

9:00 A.M.– 4:30 P.M.

Caring for Historical Records: An Introduction (Co-sponsor: New England Museum Association)

Anne Ostendarp, Archives and Records Manager, Riverside County, California

James Roth, Archivist, John F. Kennedy Presidential Library

If you are responsible for the care of historical records, or interested in developing a historical records collection, this workshop is for you. It is especially useful for staff and volunteers working in libraries, museums, historical societies, or municipal governments who have responsibility for archival materials but no formal training in archival practice. Through a combination of lecture, group discussion, and exercises, participants will get an overview of the fundamentals of archival organization, including the basic principles and practices of identification, acquisition, preservation, arrangement, and description of historical records. The topics of access, reference, and outreach will also be explored. This full-day workshop will help participants develop policies, forms, and procedures to manage archival collections. *Limited to 25 registrants.*

12:00 M.- 4:00 P.M. Board Meeting, Burns Library

4:00 P.M.– 6:00 P.M. Reception, Burns Library, Boston College

Just in time for St. Patrick's Day, be sure to join your colleagues at the Burns Library of Rare Books and Special Collections for a reception that will include some Irish Music.

Saturday, March 11, 2006

8:00 A.M.–3:00 P.M. Registration, Foyer of Fulton Hall, Boston College

8:15 A.M.–9:15 A.M. Continental Breakfast, Foyer of Fulton Hall, Boston College

8:15 A.M.–9:15 A.M. New Member Breakfast, Corcoran Commons, Boston College

Incoming President Nora Murphy and 2005 Distinguished Service Award winner Joan Krizack welcome new members and discuss NEA's benefits.

8:15 A.M.–3:00 P.M. Vendor Showcase, Foyer of Fulton Hall, Boston College

9:15 A.M.–10:30 A.M. Concurrent Sessions I

-> *Conscious Design: Acquiring Architectural Records*

Mary Cooper, Consultant

Maureen Jennings, Property Information Resource Center, Harvard University

Lorna Condon, Historic New England

Architectural collections are rich resources that document the historical structures and landscapes of New England, and they can be significant, well-used additions to your archives. What issues should you consider when a collection of architectural records is offered to your institution? How are architectural collections different from manuscript collections? The panelists will describe the architect's usual work process and the various types of records a firm creates; offer advice on selection and appraisal decisions; and elaborate on the variety of legal, ethical and practical issues to consider when accepting a collection and providing access to it.

-> *Recruiting and Supervising Volunteers for the Archives*

Polly C. Darnell, Shelburne Museum, Shelburne, Vermont

Jenny Rosenzweig, Upstate History Alliance, Oneonta, New York

It is a universal truth that our institutions are understaffed and underfunded. Often we recruit and train volunteers to assist us with our work, and if all conditions are right these workers may become extremely valuable to the organization. In the best cases this may become a stepping stone for a volunteer to officially enter the profession. Yet sometimes volunteers create more work and stress for us and our understaffed institutions. This session will explore ways to recruit, train, manage and retain volunteers who provide useful support and feel that their contributions are valued. It will also look at how to utilize short-term volunteers most effectively.

-> *Corporate Culture and the Archives*

Susan Keats, Fidelity Investments, Boston

Cynthia Swank, Inlook Group

Thomas Wilsted, Dodd Research Center, University of Connecticut

Should an archives or cultural institution be structured to behave in the same way as a for-profit business? What would be the benefits, and drawbacks, to working in this type of environment and how would this affect us as workers? How are the many types of archives facilities – academic, non-profit historical societies, as well as business archives – pressured to function in this manner? Would we provide better service to our users and be more productive workers if we lived in the same climate as those in the corporate world? Join the speakers as they consider the implications of the growing impetus to mimic the corporate model.

-> *Discussion Group: Academic Archivists*

Facilitator: Jeff Marshall, University of Vermont

On the theme of archivists helping each other, this discussion will focus on professional development for academic archivists. What are the challenges to professional advancement? How can we help each other, within and across institutional boundaries, to achieve our professional ambitions?

-> *Online Collaboration at any Level – How the NEA Web Site can work for you*

Facilitators: Jonathan Penyak and Aimée Primeaux, NEA Web Committee Members

New web-based tools currently in development will be available to members through the NEA Web site this spring. These tools will allow members to form internal interest groups, create blogs, and design Web pages for presenting project ideas and results, and aim to help members network with and learn from one another – making it easier to collaborate with others in our profession online. The presentation will include an introduction to the new tools available to members, followed by a hands-on workshop where members can begin using the tools themselves. All skill levels are welcome, although some basic understanding of HTML and Web page use and design will be helpful. Note: This session is also offered at 2:30-3:45. Participation is limited to 21. Please indicate your interest on the registration form.

10:30 A.M.–11:00 A.M. Coffee with Vendors, Foyer of Fulton Hall, Boston College

11:00 A.M.–12:15 P.M. Concurrent Sessions II

-> *State Archivists Roundtable*

Moderator: Paul Carnahan

Speakers: Mark Jones, Connecticut; Jack Warner, Massachusetts; Frank Mevers and Brian Nelson Burford, New Hampshire; Gwenn Stearn, Rhode Island; Gregory Sanford, Vermont

Join the region's state archivists as they discuss what they see as important issues in government archives at the state and local level.

-> *Doctors to Monsters: ALA Traveling Exhibits, Opportunities for Archives*

Kathryn Hammond Baker, Countway Library of Medicine at Harvard Medical School

Jennifer Gunter King, Mount Holyoke College

The traveling exhibit program of the American Library Association (ALA) can be a wonderful opportunity for archival repositories to host well-researched exhibits that complement and bring attention to their collections. In the fall of 2006, two Massachusetts libraries are hosting the traveling ALA/National Library of Medicine exhibit on Women in Medicine, "Changing the Face of Medicine: Celebrating America's Women Physicians," which was developed by the Exhibition Program of the History of Medicine Division of the National Library of Medicine in collaboration with the American Library Association Public Programs Office. It will be hosted by Harvard Medical School from March 8 to April 21, 2006, and Mount Holyoke College from August 23 to October 6, 2006. The session speakers will discuss the opportunities and challenges present for archival outreach through the traveling exhibit program and offer a case study about outreach, demonstrating that the "right thing to do" depends upon context and the environment in which a repository operates. To learn more about the exhibit, visit: <http://www.nlm.nih.gov/changingthefaceofmedicine/>

-> PowerPoint Reform School

Instructor: Craig Thomas, Massachusetts Institute of Technology

Sure, we can all slam text into a PowerPoint slide, but some presentations look crisp and professional, while others look like amateur hour. What are the telltale signs of a not-ready-for-prime-time presentation -- and how can you fix them? Join us for a short stretch in PowerPoint Reform School. In this hands-on session, we will haul a delinquent presentation into lockup, enumerate its crimes, and rehabilitate it, using PowerPoint 2003. (Note: This session is not for PowerPoint beginners; at least a little experience is necessary.)

Participation is limited to 21. Please indicate your interest on the registration form.

-> Putting it Online: Intellectual Rights and Planning of Digital Museum Collections

Emily Novak, Historic New England, Boston

India Spartz, Peabody Museum of Archaeology and Ethnology, Harvard University

Lynne Spichiger, Pocumtuck Valley Memorial Association, Deerfield, Massachusetts

All archivists deal with copyright and reproduction issues, especially when assembling digital collections and exhibits. These issues are compounded for museum archivists who must balance institutional pressures to digitize items and also administer intellectual property rights for their collections. Panelists, including a museum archivist, librarian, and online projects director, will discuss intellectual property procedures and the planning and creation of digital museum collections.

11:00 A.M.–3:00 P.M. Open House, Burns Library, Boston College

12:15 P.M.–2:30 P.M. Lunch with Business meeting, Corcoran Commons, Boston College

Speaker: Thomas O'Connor, University Historian of Boston College and Professor of History, Emeritus.

Topic: "Archival Research from the Dark Ages to the Present."

2:30 P.M.–3:45 P.M. Concurrent Sessions III

-> Institutional Repositories: It's Not Just the Technology

Tom Rosko, Massachusetts Institute of Technology

Eliot Wilczek, Tufts University

Managing, preserving, and providing access to the intellectual output and records of universities and research centers are enormous tasks for these institutions. Many have implemented repository applications such as D-Space, Fedora, DigiTool, or ContentDM to manage these digital assets. However, picking and installing an application is a small part of operating a successful institutional repository. Establishing, implementing, and maintaining a viable institutional repository involves a myriad of troublesome aspects including institutional culture, legal issues, access, participation, sustainability and funding, and ongoing repository development. In discussing these issues, the speakers will draw on their own experiences with institutional repositories at MIT and Tufts.

-> *Interns in the Archives*

Elizabeth Andrews, Massachusetts Institute of Technology

Jeannette A. Bastian, Graduate School of Library and Information Science, Simmons College

Sean M. Fisher, Massachusetts Department of Conservation and Recreation

Donna Webber, Simmons College

Krista Ferrante, Simmons College student

Michael Gill, Simmons College student

What makes a good internship? What are the prevailing expectations for students? What are the pitfalls for both supervisors and students? How can students and supervisors work together to make the internship a good experience for everyone? The speakers have investigated these issues and more for their up-coming book *Internships for Archivists: A Complete Guide for Students, Faculty, Sites and Supervisors* and will highlight their findings. The session will include a panel of students and previous supervisors, focusing on their experiences.

-> *Graduate Student Papers*

Students in local archival programs will present papers based on research they have undertaken during their studies. As the newest members of the profession, these graduate students offer fresh perspectives on a range of archival topics.

-> *Donors: ...Can't Live Without Them*

Brenda Lawson, Massachusetts Historical Society

William Massa, Yale University

Tracy Messer, Crotched Mountain, Greenfield, New Hampshire

Every institution needs donors to develop and strengthen its collections. Some donors come to us happily, generous in the donation of their treasures. Others we must seek out and expend an inordinate amount of persuasion, persistence, and offers of incentives to get them to relinquish their collections. This session will focus on effective techniques to cultivate and motivate donors, offering ideas on ways to be proactive in finding those who privately hold collections that would benefit our researchers and advice on how to develop the savvy, social skills, and patience needed to deal with donors of all varieties.

-> *Online Collaboration at any Level – How the NEA Web Site can work for you*

This session is also offered in the concurrent sessions scheduled for 9:15-10:30; see description of the session there. Participation is limited to 21. Please indicate your interest on the registration form.

3:45 P.M.–4:30 P.M. Closing Reception, Foyer of Fulton Hall, Boston College

WHERE TO STAY

Rooms have been reserved for NEA people on Friday and Saturday nights at **The Courtyard by Marriott Hotel (aka Courtyard Boston Brookline)**, 40 Webster Street, Coolidge Corner, Brookline, MA, 02446, 1-866-296-2296. When you call them, be sure to mention NEW ENGLAND ARCHIVISTS and BOSTON COLLEGE. Call by Friday, February 17, 2006. Rate is \$119. single or double.

At the hotel there will be information about how to get to Boston College, whether you drive or take public transportation (taxi or subway). It is a 10-minute drive or 40 minutes by subway (trolley). Other places with BC rates: www.bc.edu/offices/reslife/offcampus/areainfo/lodging/

GETTING TO BOSTON COLLEGE

The best directions and maps are on the Boston College (BC) website:

<http://www.bc.edu/about/maps/s-approach/>

For details and maps of public transportation: www.mbt.com

IN BRIEF: From I-95 (Route 128), take exit 24 and go east on Route 30 (Commonwealth Avenue) for about 5 miles. On your right is the striking, towered edifice known as the Burns Library, and near it is a gate.

Public transportation: the best route is the **“B” BOSTON COLLEGE** line, one of the green lines of the subway system (which includes above-ground trolleys). At the end of the line, cross the street toward St. Ignatius Church (Maginnis & Walsh), and walk up the hill to the gate near the Burns Library.

As you enter the gate, Gasson Hall, with its large tower, is straight ahead, and Fulton Hall is in back of Gasson.

PARKING

The NEA Board have chosen the dates of March 10 and 11 for this meeting solely because they come during spring break, so that there will be parking available. We still urge people to share rides if driving and to come by public transportation if possible.

If you must park: try to enter the Commonwealth Avenue gate by the Burns Library. If you are not allowed to park there (Middle Campus), the guard will direct you to the Commonwealth Avenue garage (on Lower Campus).

\$\$\$? Currently there is no charge for parking, but BC might implement parking charges. Never travel without cash.