

**NEA Spring 2007 Meeting, March 30-31, 2007  
Radisson Hotel & Suites, Chelmsford, Mass.**

Registration Form

Your check must be received by the Registrar no later than March 16, 2007 to avoid a \$15 late fee. If your check will be **arriving** after March 16, 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 30, 2007, Radisson Hotel & Suites  
(Snacks will be provided. Lunch is on your own.)

*Arrangement and Description: An Introduction to Archival Processing (9:00 am - 5:00 pm)*  
NEA member \$65.00 \_\_\_\_\_  
\*Non-NEA member \$95.00 \_\_\_\_\_

*Introduction to Archives: Caring for Historical Records (9:00 am - 5:00 pm)*  
NEMA members may register at the NEA member rate.  
NEA member \$50.00 \_\_\_\_\_  
NEMA member \$50.00 \_\_\_\_\_  
\*Non-NEA member \$80.00 \_\_\_\_\_

(\*Includes NEA membership for one year)

Spring 2007 Meeting, Saturday, March 31, 2007 - Registration includes Friday reception, Saturday continental breakfast, lunch, and closing reception. Please indicate session preference on reverse.

NEA member registration	\$60.00	_____
Non-NEA member registration (includes one year membership)	\$90.00	_____
Student registration	\$30.00	_____
Late fee (received after March 16, 2007)	\$15.00	_____
NEA membership renewal fee	\$30.00	_____
Donation to Hale Award fund		_____
Donation to Haas Award fund		_____
Donation to NEA		_____

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. No refunds after March 16, 2007.**

To assist us with planning, please check the sessions and activities you plan to attend.

Friday, March 30, 2007

\_\_\_\_\_ 5:00 pm - 7:00 pm -- Reception, Radisson Hotel & Suites Chelmsford

Saturday, March 31, 2007 -- All Saturday events take place at the Radisson Hotel & Suites, Chelmsford

\_\_\_\_\_ 8:00 am - 9:00 am -- Continental Breakfast

9:00 am - 10:15 am -- Concurrent Sessions

\_\_\_\_\_ Rain, Snow, Fire & Brimstone  
\_\_\_\_\_ Different Spaces, Different Views?  
\_\_\_\_\_ The Challenges of Audio-Visual Materials in Collections

10:30 am - 11:30 am -- Discussion Groups

\_\_\_\_\_ Researchers' and Archivists' Visions of the Ideal  
\_\_\_\_\_ Collection Management Software Choices  
\_\_\_\_\_ *Eat My Words: Reading Women's Lives through the  
Cookbooks They Wrote*

11:30 am - 12:45 pm -- Committee Meetings, Vendor Showcase, Networking

\_\_\_\_\_ 12:45 pm - 2:15 pm -- Lunch and Annual Business Meeting

2:15 pm - 3:30 pm -- Concurrent Sessions

\_\_\_\_\_ Food in the Archives  
\_\_\_\_\_ The Great Outdoors in New England  
\_\_\_\_\_ Blogging for Archivists

\_\_\_\_\_ 3:30 pm - 4:30 pm -- Closing Reception

Send registration form and payment (made payable to "New England Archivists") to:

NEA Registration  
Attn.: Paul Bergeron  
Office of the City Clerk  
229 Main Street  
Nashua, NH 03060

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

Check here \_\_\_\_\_ if you do not want your contact information published in the Meeting Directory.

Check here \_\_\_\_\_ if you have special needs (e.g., someone to sign) and we will contact you.

Radisson Hotel & Suites Chelmsford  
10 Independence Drive  
Chelmsford, Massachusetts 01824



**NEA Spring 2007 Meeting**  
**March 30-31, 2007**

***Taking the Past Into the Future***

**Friday, March 30, 2007**

**8:00 am - 5:00 pm: Registration, Ballroom Foyer, Radisson Hotel & Suites**

**Workshops**

Workshop registration includes coffee and a light snack served during the breaks. Lunch is on your own.

**9:00 am - 5:00 pm: *Arrangement and Description: An Introduction to Archival Processing***

*Instructor: Bruce P. Stark (Assistant State Archivist, Connecticut State Library)*

A full-day workshop intended for those with some archival training, such as NEA's "Caring for Historical Records" workshop. This intermediate-level workshop will focus on day-to-day decisions in arranging and describing archival and manuscript collections that have minimal order. It includes discussion of finding aid design, elements of finding aids, guidelines for establishing series and subseries, basic conservation practices, handling problem materials, restrictions, sensitive subject matter, and guidelines for appraisal and weeding. Registrants are encouraged to bring processing questions. The workshop fee includes the cost for a copy of *A Guide for Processing Manuscript Collections*, written by the instructor.

**Maximum: 25 registrants**

NEA members: \$65

Non-NEA members: \$95 (includes NEA membership for one year)

**9:00 am - 5:00 pm: *Introduction to Archives: Caring for Historical Records***  
**Co-sponsored by the New England Museum Association**

*Instructors: Daria D'Arienzo (Head of Archives and Special Collections, Amherst College) and Anne Ostendarp (Project Archivist, Amherst College)*

If you are responsible for the care of historical records, or interested in developing an historical records collection, or need to respond to the accumulation of records, 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 be explored. This full-day workshop will help participants develop policies and procedures to manage archival collections.

**Maximum: 20 registrants**

NEA members: \$50

NEMA members: \$50

Non-NEA members: \$80 (includes NEA membership for one year)

**1:00 pm - 5:00 pm: NEA Executive Board Meeting  
Chelmsford Room, Radisson Hotel & Suites**

**5:00 pm - 7:00 pm: Reception, Hawthorne Room, Radisson Hotel & Suites**

Join your colleagues as we hear from Karen Herbaugh, Curator at the American Textile History Museum, who will talk about sewing diaries in the textile museum's collections. Herbaugh gave this presentation at the most recent Dublin Seminar for New England Folklife and has been asked to submit her paper for publication. **Cash bar.**

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**Saturday, March 31, 2007**

**8:00 am - 2:30 pm: Registration, Ballroom Foyer, Radisson Hotel & Suites**

**8:00 am - 9:00 am: Continental Breakfast, Hawthorne Foyer, Radisson Hotel & Suites**

**8:00 am - 3:00 pm: Vendor Showcase, Hawthorne Foyer, Radisson Hotel & Suites**

**9:00 am - 10:15 am: Concurrent traditional sessions**

**1. Rain, Snow, Fire & Brimstone: Preparing for a Disaster in New England**

**Presenters: Aimée Primeaux, NEDCC  
Gregor Trinkhaus-Randall, MBLC  
Lisa Long, Redwood Library & Athenaeum**

Preparing for a disaster at your institution can be a daunting task, but spring rains, nor'easters, and the fragility of historic buildings make preparedness a necessity for New England institutions. This panel will discuss lessons learned, regional initiatives, and an online tool for libraries and archives. Lisa Long will speak about her experience with the Artex storage facility fire in Dedham, Mass. in Dec. 2005;

Gregor Trinkaus-Randall will discuss regional emergency preparedness initiatives; and Aimée Primeaux will introduce dPlan™, NEDCC and MBLC's online disaster-planning tool for archives and libraries.

**2. Different Spaces, Different Views?: Archives, Museums, and Libraries**

**Presenters:** Kristin Parker, Isabella Stewart Gardner Museum  
Susan von Salis, Harvard University Art Museums Archives  
Susan Steinway, Boston Children's Museum

The presenters attempt to bridge gaps between archivists, museum curators, and librarians from the perspectives of a museum archivist who was formerly the museum's registrar, an art museum archivist in an educational institution, and a museum librarian. They will discuss various approaches to traditional archival functions (such as description, appraisal, collections management, exhibit preparation, and educational outreach) and their experiences reaching common ground among the three professions.

**3. The Challenges of Audio-Visual Materials in Collections: Two Case Studies**

**Presenters:** Karen Abramson, Brandeis University  
Tim Hawkins, Naropa University

As archivists accession more modern collections, we are finding ourselves responsible for the preservation, cataloging and use of various media for which we might not know the best ways to handle. How many of us have lamented 'I really should do something about that audio-visual collection?', or 'I wish I could make that collection more available to researchers,' but find that it often falls low on our priorities because of lack of knowledge, time, or resources? This session will provide you with two examples of reformatting projects (one small, one large) that were completed in the last few years. Karen Abramson will speak about her experiences reformatting ten early, televised political broadcasts from the Morse Communications Research Center. Tim Hawkins will speak about the Naropa University Writing and Poetics Collection and will provide examples of how these items have been used or are expected to be used in the future.

**10:30 am - 11:30 am: Discussion Groups**

**4. Group Discussion: Researchers' and Archivists' Visions of the Ideal:  
Commentary on "My Dream Archive"**

**Leader:** Kim Nusco, John Carter Brown Library, Brown University

Christopher Phelps's recent essay in the *Chronicle of Higher Education* elicited a number of comments on the Archives Listserv. How wide is the gap between researchers' wish lists and our own? Join the discussion and share your thoughts. (Copies of the article will be available for those of you who haven't had a chance to read it yet.)

5. **Group Discussion: Collection Management Software Choices**  
**Leaders:** Margaret Jessup, “DB/Text works” at Sophia Smith Collection, Smith College  
Jennifer Gunter-King, “Archivists Toolkit” at Mount Holyoke College  
Kat Stefko, “Re:discovery” at Bates College  
Barbara Rimkunas, “PastPerfect” at Exeter Historical Society

There are many options for collection management software available to archivists, librarians, and curators at institutions of different sizes. The participants in this group discussion will speak about their experiences using different software programs and answer questions you might have about them.

6. **Book Discussion:** *Eat My Words: Reading Women’s Lives Through the Cookbooks They Wrote* by Janet Theophano.  
**Leader:** Jeannette Bastian, Professor of GLIS, Simmons College

*Eat My Words*, by folklorist Janet Theophano, explores women's history as revealed by the cookbooks they wrote, used, and in many cases created, through adding and annotating recipes as well as family and historical memorabilia. Beginning in the seventeenth century and bringing us to the present, Theophano examines cookbooks as repositories of female identity. For archivists this book has particular resonance since cookbooks are shown to be personal repositories, sometimes diaries, and often expressions of an era through a woman's eyes. This is an engaging and very readable book.

**11:30 am - 12:45 pm: Committee Meetings, Vendor Showcase, Networking**

A number of NEA committees will be meeting during this period, while other folks can chat with the vendors and catch up with colleagues.

**12:45 pm - 2:15 pm: Lunch and Business Meeting, Merrimack Room, Radisson Hotel & Suites**

**2:15 pm - 3:30 pm: Concurrent Group Discussion and Traditional Sessions**

7. **Group Discussion: Food in the Archives**  
**Leader:** Barbara Wheaton, Culinary Historian, Schlesinger Library

Reading room prohibitions notwithstanding, food lurks in most of our archives and manuscript repositories, from menus and recipes to letters, diaries, newsclippings, and local histories. Share your insights regarding the historical importance and research potential of these materials with your colleagues and Barbara Wheaton, veteran researcher and Honorary Curator of the Culinary Collection at the Schlesinger Library.

**8. The Great Outdoors in New England**

**Presenters: Peter Carini, Dartmouth College Archives  
Jeff Leich, New England Ski Museum  
Chris Burns, Bailey-Howe Library, University of Vermont**

The splendors of the New England landscape have long inspired enthusiasm for outdoor activities. This session will focus on three collections that document different aspects of this enthusiasm, from wilderness exploration to tourism and sports. Peter Carini, Jeff Leich, and Chris Burns will give illustrated presentations about their collections and will discuss the types of research for which these collections have been used.

**9. Blogging for Archivists**

**Presenter: Karen Mellor, Rhode Island Office of Library and Information Services**

Weblogs ("blogs") are powerful tools that empower libraries and archives to share news and information over the Internet quickly and easily. Blogs require no special technology skills or resources and provide a no-cost/low-cost solution to the challenge of promoting services and collections to a wide audience in a world where information acquisition is changing radically. In this session, Karen Mellor, Library Program Specialist at the RIOLIS, will explore the many practical benefits of using blogs for information dissemination. She will also explain the basics of creating and maintaining a blog.

**3:30 pm - 4:30 pm: Closing Reception, Merrimack Room, Radisson Hotel & Suites**

Questions about registration? Contact Paul Bergeron at 603-589-3004 or email him at [bergeronpaul@gmail.com](mailto:bergeronpaul@gmail.com).

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**Where to stay**

NEA has blocked a section of rooms at the Radisson Hotel & Suites Chelmsford ([www.radisson.com/chelmsfordma](http://www.radisson.com/chelmsfordma)) for meeting attendees. A deluxe guest room, single or double occupancy, is \$79 per night. A suite (includes a queen-size bed, queen sleep sofa, table and chairs, refrigerator and microwave) is \$99 per night. You must reserve your room by March 10, and specify that you are attending the New England Archivists conference to get these rates. Call 1-978-256-0800 to make a reservation.

Other options:

Best Western Chelmsford Inn  
187 Chelmsford Street (Route 110)  
Chelmsford, Mass. 01824  
978-256-7511

Courtyard by Marriott  
30 Industrial Avenue  
Lowell, Mass. 01851  
978-458-7575

**Getting to the Radisson Hotel & Suites Chelmsford, 10 Independence Drive, Chelmsford, Mass.:**

Chelmsford, Mass., is located approximately 30 miles northwest of Boston, at the junction of Routes 3 and 495, next door to historic Lowell, Mass. The hotel is easily accessible by car, and commuter rail service is available to Lowell.

By Car: From Route 495, take Exit 34 and turn WEST on Route 110 (Chelmsford). You will see an entrance to the hotel almost immediately but ignore it and proceed on Route 110 to the first traffic light you come to, at Alpine Lane (the Ampet gas station will be on the right-hand corner). Turn right onto Alpine Lane and follow it to the end; the hotel is directly in front of you. There is ample free parking at the hotel. Use the Conference Center entrance if you're not checking in the hotel to stay overnight.

From Route 3, take exit 31 and turn WEST on Route 110 (Chelmsford). Go straight through the traffic lights at the Eastgate Plaza (on your right), Kohl's/Staples (on your left) and at the Best Western/Ground Round (on your left). Once you pass under Route 495, go up to the next traffic light and turn right on Alpine Lane as outlined above. You will be on Route 110 for approximately 1.5 miles.

By Train: Commuter rail service is available from Boston to Lowell via the MBTA. Consult <http://www.mbta.com> for schedule and ticket information. The train station in Lowell is approximately 3.5 miles from the Radisson Hotel.

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