



March 23-24, 2012

Wesleyan University, Middletown, CT

WELCOME

Welcome to the NEA Spring 2012 Meeting! Our theme, “DIY Archives,” will focus on the practical application of archival techniques. Sessions will cover the Do-It-Yourself aspects of preservation; fundraising and grant writing; interacting with the community; archivists as volunteers; handling ethical issues; smart marketing and publishing; online exhibits; and more.

We want everyone, from the very experienced archivist to the recently graduated, to come away this spring with some new ideas.

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Chair: Jessica Tanny, Manuscript Cataloger/Processor, Schlesinger Library, Radcliffe Institute

Jeannette Bastian, Associate Dean, Professor, and Director of the Archives Management Concentration, Simmons College

Heidi Benedict, Archives Specialist, Roger Williams University

Russell Franks, Librarian for Special and Archival Collections, Providence College

Karen Spicher, Archivist, Beinecke Rare Book and Manuscript Library, Yale University

Kat Stefko, Head, Technical Services, Rubenstein Library, Duke University

Christina Zamon, Head of Archives & Special Collections, Emerson College

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Co-Chair: Suzy Taraba, Head of Special Collections and University Archivist, Wesleyan University

Andrea Benefiel, Archives Assistant, Yale University

Leith Johnson, Multimedia Archivist, Knights of Columbus

Jennifer Lanzing, History Librarian, University of Connecticut

Jennifer Miglus, Librarian, Hartford Medical Society Historical Library

SCHEDULE-AT-A-GLANCE

FRIDAY MARCH 23, 2012

8:00am-5:00pm

Registration: *Usdan University Center, 1st floor*

9:00am-5:00pm

WORKSHOPS

- a. SAA: Implementing "More Product, Less Process": *Usdan, Room 110*
- b. SAA: [DAS] Digital Repositories: *Usdan, Room 108*
- c. IMAP: Digital Preservation for Videotape: *41 Wyllys, Room 114*

1:00pm-5:00pm

NEA Board Meeting: *41 Wyllys, Room 113*

5:00pm-7:00pm

Reception featuring "Archives in the Movies" with Leith Johnson:
Usdan 300, Daniel Family Commons

SATURDAY MARCH 24, 2012

8:00am-12:00pm

Registration: *Fayerweather, 1st floor*

8:00am - 3:00pm

Vendor Showcase: *Fayerweather 202, Beckham Hall*

8:00am-9:00am

Continental Breakfast: *Fayerweather 202, Beckham Hall*

9:00am-10:00am

Keynote address: Snowden Becker, Center for Home Movies

"Five Easy Steps, Five Good Reasons: Turning Benign Neglect into Radical Control"
Fayerweather 202, Beckham Hall

Using motion picture film as an example, and drawing on lessons learned over more than a decade of working with families and institutions who have been studiously ignoring their historic home movies, Becker will inspire you to actually tackle the tough stuff in your collection--to DO IT YOURSELF--instead of just wishing it would go away. (Note: Archivists who are looking for further excuses to neglect audiovisual media in their collections should not attend this session!)

SCHEDULE-AT-A-GLANCE

SATURDAY MARCH 24, 2012 (cont)

10:00am-10:30am

Coffee break with the vendors and resume review: *Fayerweather 202, Beckham Hall*

Have your copy of *The Lone Arranger, Succeeding in a Small Repository* signed by author Christina Zamon. There will be a limited number of copies for sale at the SAA member rate of \$49.95.

Outside Fayerweather 202, Beckham Hall

10:30am-11:45am

CONCURRENT SESSIONS (3 sessions)

- a. Born Digital Archives: Strategies for Acquisition and Access (Part I):
Usdan 300, Daniel Family Commons, Usdan University Center
- b. The Preservation Cooking Show: *Usdan, Room 110*
- c. Strategies for Engaging Your Constituents: *Usdan, Room 108*

11:45am-1:30pm

Lunch and annual NEA business meeting: *Fayerweather 202, Beckham Hall*

1:45pm-3:00pm

CONCURRENT SESSIONS (4 sessions)

- a. Born Digital Archives: Strategies for Acquisition and Access (Part II):
Usdan 300, Daniel Family Commons
- b. Archival Ethics: Balancing Privacy and Access: *Usdan, Room 110*
- c. Start the Presses! Publishing to Promote Your Archives: *Usdan, Room 108*
- d. With a Little Help From My Friends: Building Community Archives with Volunteers:
41 Wyllys Room 110

3:00pm-3:15pm

Break

3:15pm-4:30pm

CONCURRENT SESSIONS (3 sessions)

- a. Technology and Social Innovations: *Usdan, Room 108*
- b. Funding Your Archives Project: Money Does Grow on Trees!: *Usdan, Room 110*
- c. Online Exhibits: *Usdan 300, Daniel Family Commons*

4:30pm-5:00pm

Closing reception: *Fayerweather 202, Beckham Hall*

FRIDAY WORKSHOPS

Implementing “More Product, Less Process” (co-sponsored with SAA)

Backlogs don't have to weigh as heavily as they do! Focus on implementing concrete strategies for increasing processing rates and reducing backlogs as outlined in the Greene-Meissner article, “More Product, Less Process: Revamping Traditional Archival Processing,” and learn as you share information and experiences with your fellow workshop participants. Topics include appraisal, arrangement, description, digitization, and preservation, as well as development of processing plans, policies, and benchmarks.

Instructors: Daniel A. Santamaria, Princeton University
Jennifer Meehan, Yale University

Digital Repositories - DAS (co-sponsored with SAA)

Truly a Digital Repositories 101 course! Participate in knowledge-building discussions and activities that focus on defining, selecting, and implementing digital repositories (DRs) as well as a review of basic decisions that must be made before and during the development of a digital collection and digital repository program. The instructors address the role of the archivist in DR construction and deployment; the standards, best practices, and realities of content and metadata deposit; the strategies for developing administrative structures; policies; the long-term preservation concerns; and marketing your repository.

Instructor: Gregory Colati, University of Connecticut

Digital Preservation for Videotape (Independent Media Arts Preservation)

If content on analog videotape is to survive for the long term, the tapes must be digitized and moved from the unstable magnetic media on which the content is currently held, into the digital realm where -- in theory -- they can be preserved indefinitely and migrated forward as files rather than physical objects. Digitization, however, means more than simply selecting a destination file format. It requires a series of decisions that will determine the long-term viability of files created -- and thus of the valuable video content.

Instructor: Kara Van Malssen, Independent Media Arts Preservation

Co-Sponsored by: IMAP, New England Archivists, Yale University Library Manuscripts and Archives, Fortunoff Video Archive for Holocaust Testimonies, Olin Library at Wesleyan University, Watkinson Library at Trinity College, Weissman Preservation Center at Harvard Library

SESSIONS 10:30am-11:45am

a. Born Digital Archives: Strategies for Acquisition and Access Part I

In part I of this session, presenters discuss workflows and procedures established for digital records. Melissa Watterworth Batt and Kristin Eshelman will discuss how they used case studies, collaborations, and serendipity in successfully implementing a basic workflow to process personal digital archives. With NHPRC funding, Mount Holyoke College has established basic workflows and procedures for archiving electronic records from four campus offices. Jennifer Gunter King will describe the workflow they developed using several professional open-source tools.

Jennifer Gunter King (speaker and chair), Hampshire College

Melissa Watterworth Batt and Kristin Eshelman, University of Connecticut

b. The Preservation Cooking Show

In the format of a cooking show, preservation specialists will demonstrate how to perform simple preservation techniques on a small budget and in a small space. Donia Conn will show how to construct a humidification chamber for humidifying and flattening rolled paper materials and how to make a sink mat for storing and protecting glass plate negatives. Stephanie Wolff will demonstrate how to construct a clamshell box for protecting special collections, archival materials, and other fragile items.

Jessica Steytler (chair), Congregational Library

Donia Conn, Northeast Document Conservation Center (NEDCC)

Stephanie Wolff, Dartmouth College Library

c. Strategies for Engaging Your Constituents

Lone arrangers often struggle with communicating the importance of their archives to their various constituencies due to time constraints and heavy workloads. In this session, three speakers will discuss their efforts to educate and engage their constituents using the archives. Louise Sandburg will discuss events, an exhibit, a symposium and several other activities she planned as part of a yearlong centennial celebration. Linda Hocking will discuss programming successes, failures, and new ideas using examples from the Society. Erika Wolfe Burke will discuss her efforts to educate elementary school students using primary sources and demonstrate one station: Henry Crandall and the Logging industry.

Christina Zamon (chair), Emerson College

Erica Wolfe Burke, Crandall Public Library

Linda Hocking, Litchfield Historical Society

Louise Sandburg, Lawrence Public Library

SESSIONS 1:45pm-3:00pm

a. Born Digital Archives: Strategies for Acquisition and Access Part II

In part II of this two part session, speakers will discuss various tools and procedures developed to archive born digital records. Veronica Martzahl will demonstrate the Transfer Agreement Tool created by Tufts University to regularize the submission and accession of electronic records. Kelli Bogan will discuss solutions developed to maintain Colby-Sawyer College's student newspaper when they moved to a digital format; including a demonstration of Archive-It, the digital collections archiving service from the Internet Archive. Michael Forstrom will talk about Yale's role on the Born Digital Collections: An Inter-Institutional Model for Stewardship (AIMS) project and the new collection guidelines they've developed based on AIM's recommendations.

Veronica Martzahl (speaker and chair), Tufts University

Kelli Bogan, Colby-Sawyer College

Michael Forstrom, Yale University

b. Archival Ethics: Balancing Privacy and Access

Sensitive and private information can be found in many archival collection. In this session, speakers will discuss ways archivists can mediate sensitive and personal information found in collections. Jenny Gotwals will address ways archivists can protect the privacy of lawyers and their clients while still providing access to records of historical importance. Nora Murphy will discuss how the MIT reference staff screens collections for privacy issues and have experimented with ways to avoid screening any folder more than once. James Roth will talk about common legal issues faced by archivists and how the JFK Presidential Library deals with classified, confidential, and sensitive information and interprets SAA's Code of Ethics.

Michael Comeau (chair), State Archives of Massachusetts

Jenny Gotwals, Schlesinger Library, Radcliffe Institute

Nora Murphy, MIT

James Roth, JFK Presidential Library

SESSIONS 1:45pm-3:00pm

c. Start the Presses! Publishing to Promote Your Archives

This session explores the ways archivists can affordably and effectively promote their collections and work through a variety of publishing options. Robert Hubbard, author of two local history books, will discuss how to effectively partner with a publisher to produce a successful book without a large budget. Drawing upon her experience as community partnership coordinator at the Maine Historical Society, Larissa Vigue Picard will consider how to use a variety of social networking tools, e-newsletters, and book clubs to brand and promote an archives. Dominic McDevitt-Parks, the first ever Wikipedian-in-Residence at the National Archives, will demonstrate how to leverage the power of Wikipedia and Wikimedia to provide wide access to archival materials.

Kat Stefko (chair), Duke University

Robert Hubbard, Albertus Magnus College

Dominic McDevitt-Parks, Wikipedian-in-Residence, NARA

Larissa Vigue Picard, Maine Historical Society

d. With a Little Help From My Friends: Building Community Archives with Volunteers

How can volunteers create and sustain an archives? What kinds of archives can they create? And how can archives generally benefit from volunteerism? This session examines these questions from the perspectives of three very different community archives that were created through the efforts of volunteers. Occupy Boston Archives (A to Z Library), The Papercut Zine Library, and the Modern Poetry Collection at Keene State College were all initiated and are managed primarily by volunteers. These three grass-roots archives, personifying community activism and community-building through archives and records, will share their experience and suggest strategies for maximizing volunteer efforts.

Jeannette Bastian (chair), GSLIS, Simmons College

Clai Lasher-Sommers, Keene State Archives

Adrienne Marie Naylor, Papercut Zine Library

Frances Harrell, Occupy Boston Library and Archives

Stacy Williams, Occupy Boston Library and Archives

SESSIONS 3:15pm-4:30pm

a. Technology and Social Innovations

This session will focus on ways for librarians and archivists to make their collections more accessible to a wider audience using innovative and cost-effective technology. Heidi N. Abbey will provide an overview of the Penn State Harrisburg Library's efforts using geocaching, Facebook, and Flickr to promote their unique collections. Russell Beauchemin will demonstrate how to use smart phones and augmented reality to connect and share archival collections with the public. Tracey Kry and Elizabeth Pope will cover the technical aspects of creating a blog, including how to determine what to write about, finding ways to keep content fresh and creative, and what benefits can be gained.

Janaya Kizzie (chair), Archivist, Citizens Bank

Heidi N. Abbey, Penn State University

Russell Beauchemin, Roger Williams University Library

Tracey Kry and Elizabeth Pope, American Antiquarian Society

b. Funding Your Archives Project: Money Does Grow on Trees!

Does the prospect of applying for a grant appear overwhelming? This session will present useful tips, ideas, and practical knowledge on the ins and outs of securing those much needed project funds. Linda L. Carroll will explain the process her library went through in applying for an archival grant. Gwenn Stearn will discuss what grant reviewers look for in a grant application. And finally, Giordana Mecagni will illustrate how outreach and advocacy may just be your best source for finding funds for that special project.

Russell Franks (chair), Providence College

Linda L. Carroll, Cary Memorial Library

Giordana Mecagni, Countway Library, Harvard Medical School

Gwenn Stearn, Rhode Island State Archives

c. Online Exhibits

Online exhibits offer archivists a chance to publicize their collections to a wide audience. This session will focus on creating successful web exhibits, from the basic to the more advanced, with little technical support and a minimal budget. Jessica Frankenfield will share her experiences using Omeka to create an online exhibit featuring the W.E.B. DuBois papers at UMass Amherst. Jaclyn Penny will discuss the design, implementation, and collaboration involved in creating the American Antiquarian Society's upcoming online exhibit celebrating its bicentennial. Mark Caprio will highlight a range of technologies used at Providence College to support the building of collection-focused websites that aggregate locally created and remote resources.

Veronica Maher (chair), Roger Williams University Library

Mark Caprio, Providence College

Jessica Frankenfield, UMass Amherst

Jaclyn Penny, American Antiquarian Society

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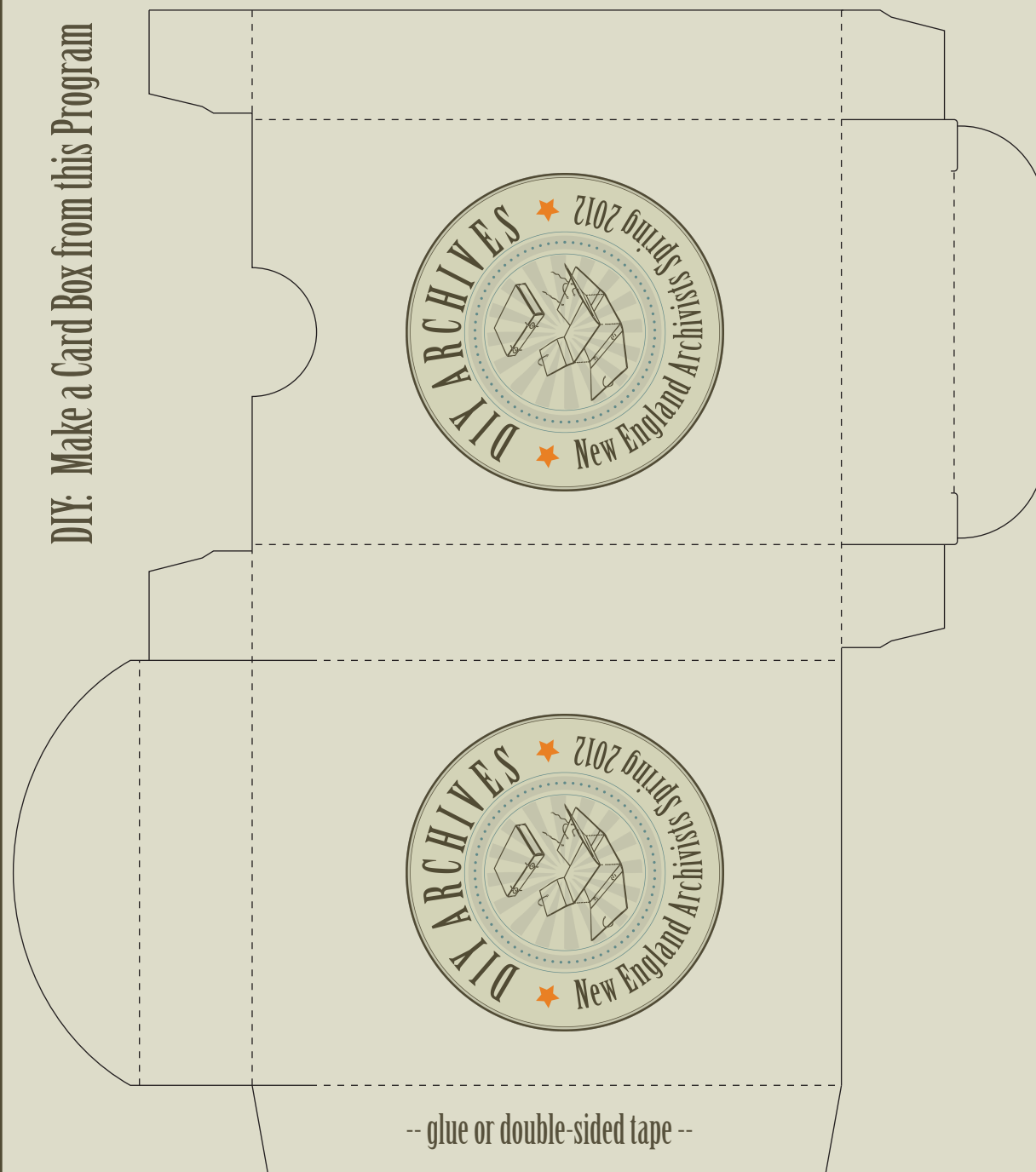
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DIY: Make a Card Box from this Program



DIY: Make a Card Box from this Program

Materials Needed:

- scissors
- bone folder
- adhesive such as glue or double-sided tape

Instructions

- Cut along the edges of the solid lines.
- Fold along the edges of the dotted lines.
- Glue or use double-sided tape along the edge and tuck inside to adhere.