

Volume 35, Number 1 • January 2008

N E A

NEWSLETTER

NEW ENGLAND ARCHIVISTS



C O V E R -- The entrance to the University of Vienna Archives, August 2004. This image, courtesy of William J. Maher, was taken by him when he attended the 2004 International Congress of Archives Meeting. Read about Maher's closing plenary speech at the NEA Fall 2007 Meeting under *Session Reports* (page 19).

I N S I D E -- Jeffrey Mifflin shares his experience organizing an archive as consulting archivist for the Wakefield Charitable Trust. Learn how he came across a remnant of Martha Washington's ball gown (*Archival Insight*, page 4). View the *Fall 2007 Meeting Session Reports*, including summaries of the highly successful discussion assemblies (page 11).

TAKING THE PAST INTO THE FUTURE



New England Archivists

TAKING THE PAST INTO THE FUTURE

**WPI Archives and Special Collections
Gordon Library
100 Institute Road • Worcester, MA 01609
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Notices of archival events should be sent to: NEA c/o WPI Archives and Special Collections, Gordon Library, 100 Institute Road, Worcester, MA 01609, or electronically to <michael.forstrom@yale.edu>.

The *NEA Newsletter* is published quarterly in January, April, July and October. The contents of the *Newsletter* may be reproduced in whole or in part provided that credit is given.

Articles and **News** of interest to archivists, historical society members, historians, and other NEA members should be sent to: *NEA Newsletter* Editors, c/o WPI Archives and Special Collections, Gordon Library, 100 Institute Road, Worcester, MA 01609, or <newsletter@newenglandarchivists.org>.

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November 15 for January issue February 10 for April issue
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Newsletter design by Culp Design <www.culpdesign.com>



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From the Editors

-Sheila Spalding

The New Year is a time of renewal. We have epitomized that ideal in this issue of the *NEA Newsletter*. The editors have worked over the past year to develop a look for the newsletter that would reflect the new NEA logo and update the appearance of the publication. This issue marks the premiere of the new design and we hope that you enjoy it.

In *Archival Insight*, Jeffrey Mifflin, shares with us his experience as an archival consultant for the Wakefield Charitable Trust. Those of you who were unable to attend the Fall 2007 Meeting in Storrs, CT, can read about the discussions and sessions that were held on a myriad of topics pertaining to University and School Archives, based around three core themes: collecting and collaborating,

changes in curriculum and teaching, and resources for the archives. *This Season in New England History* features an historic image of ice cutting on the Saco River, courtesy of the McArthur Public Library in Biddeford, Maine.

The January 2008 issue of *NEA Newsletter* marks the end of the tenures for Michael Forstrom and me. It has been a rewarding experience for both of us and we look forward to serving NEA again in other capacities.

The editors wish to welcome Cynthia Harbeson, Reference Librarian at the Connecticut Historical Society, as *Inside NEA/This Season in New England History* editor. We also welcome Lacy Schutz, Archivist of the Sterling Francine Clark Art Institute, as *Session Reports* editor. Finally, the reigns of senior editor have been handed over to Maryalice Perrin-Mohr, who will continue on in a new role as *News/Notes* and *Calendar* editor. ■

2008 RICHARD W. HALE, JR. PROFESSIONAL DEVELOPMENT AWARD

The Hale Award of \$1000 is given annually by the New England Archivists to promote the professional development of archivists in the region. Individual members of NEA are invited to apply for the award. Applicants may propose participating in an educational program or workshop, preparing a paper for possible publication or oral presentation, attending a professional meeting, or any other activity promoting professional development. The award cannot be used to purchase supplies or equipment. Recipients are expected to submit a report on their project upon completion to the *NEA Newsletter*.

The Hale Award Committee, which reviews the applications and chooses the recipient, is made up of the four Representatives-at-Large on the NEA Executive Board. Elected board members are not eligible for the award during their terms of office and for one year after they leave the board.

The award honors Dr. Richard W. Hale, Jr., who was Archivist

of the Commonwealth of Massachusetts from 1961-1976 and a founding member of the New England Archivists.

The deadline for applications is February 15, 2008.

For further information, contact:

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Representative-at-Large, New England Archivists
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Your application should include your name, address, institutional affiliation, telephone number, date, and signature. On separate paper, please explain the activity the award would support, the expected benefits of the activity, how the award would be used, and a timeline for completion of the project. Also, please attach a copy of your resume.

ARCHIVAL INSIGHT

The Wakefield Archives Project: Coming to Grips with Historical Papers on a Private Estate

Jeffrey Mifflin, Consulting Archivist, The Wakefield Charitable Trust

In addition to regular positions as an archivist at universities and hospitals in New England, I have worked periodically as a consulting archivist. This has often required six or more days per week, but the extra income was welcome, especially during the impecunious years following graduate school. Moonlighting is well suited to my disposition in that it provides incentive and justification for reading a great deal about a wide variety of subjects. I absorbed, for example, plenty of information about Sigmund Freud and psychoanalysis before and during my stint at a New England-based psychoanalytic society. I learned a lot about stocks, bonds, and mutual funds before assuming my responsibilities as archives consultant at a Boston-based investment management firm.

In 2006 I entered in discussions with the Wakefield Charitable Trust, which administers the buildings, grounds, and fortune left by Mrs. Wakefield (née Binney), who lived on a twenty-one acre estate in a semi-rural section of a prosperous Boston suburb. Mrs. Wakefield, an heiress, a talented landscape architect and an active advocate for environmental causes, died at an advanced age in 2004. The trust hired me on a consulting basis in February 2007 to conduct a survey of manuscripts, books, periodicals, and other paper-based materials scattered throughout the estate's many buildings and provide advice about how to take care of them. Major buildings include a sprawling Federal/Georgian mansion house (ca. 1794), a farmhouse (ca. 1707), and a carriage barn (ca. 1866) used for many years to store books and papers as well as horses, carriages, assorted livestock, and motor vehicles. Smaller buildings include an eighteenth century carpenter's workshop, and early twentieth century structures such as the "Red Cottage," sheep shed, henhouse, gazebo, staff cottage, root cellar, and mist house. The papers I found on the estate were varied, voluminous, and thoroughly disorganized. Many, including eighteenth and nineteenth century documents, were endangered by poor storage conditions. Only a small percentage had been kept in ways that enabled adequate access to the information they contained.

Mrs. Wakefield's will stipulated that she wanted her property (buildings and grounds as well as liquid assets) to be used for educational purposes. The exact terms were vaguely defined, but she did indicate that she wanted gardens and an arboretum to be maintained. Distinct horticultural areas on the estate include lawns, terraces, pasture,

meadows, a rose garden, an apple orchard, and a dogwood grove in addition to woodlands punctuated by groves of black walnut, beech, hemlock, and red cedar. There are two ponds, a number of paths, some old rock walls, and other interesting landscape features. Deer, turkeys, rabbits and other wild animals are frequent visitors.

The mission statement I drafted for the archives has not yet been formally approved, but is, I believe, a good reflection of Mrs. Wakefield's intentions: "The mission of the Wakefield Archives is to serve the purposes of the trust in accordance with the provisions of Mrs. Wakefield's will. The trust, created in memory of her family, aims to preserve the houses and grounds of the Wakefield Estate for the education and appreciation of members of the public who are interested in the historical and horticultural significance of the property. The specific goal of the archives is to document the history of the estate and the people who were a part of that history through identifying, collecting, and preserving historically significant papers and records. The archives will serve and promote the interests of the trust by appraising, collecting, organizing, preserving, and providing physical and intellectual access to documents in a responsible manner according to established guidelines. The archives will promote the educational purposes of the trust, strive for good public relations, and foster social and environmental responsibility by means of publications, exhibits, tours, and other appropriate educational measures."

The trust has funded several worthwhile programs in addition to the Archives Project. The Preservation Studies Program at Boston University brings Ph.D. candidates

to study buildings on the estate. Students submit research reports for the advancement of historical knowledge as well as educational experience. The Boston University Department of Archaeology has similarly undertaken studies of the grounds. It seems likely that a prehistoric site exists somewhere on the property because of its proximity to a river, the availability of many lithic resources, and the fact that there are well-documented Native American trails nearby. Paleo-Indian (ca. 12,000 years ago) and Archaic (ca. 10,000 to 3,000 years ago) sites have been discovered in neighboring areas. The trust also hired a landscape historian to study and work with gardens, trees, ponds, stonewalls, and other outdoor features. One of the main objectives of the landscape education initiative is to restore plantings or other landscape features created by Mrs. Wakefield but since overgrown or otherwise neglected. Students from local high schools have been enlisted for trimming, weeding, and gardening, earning money while they learn about horticulture.

The trust places a heavy emphasis on education, and I have accordingly integrated MSLIS candidates (in training to be archivists) into as many aspects of the Archives Project as feasible, including planning as well as hands-on surveying and processing. The project complements the other educational initiatives in that it aims to improve access to an assortment of plans, blueprints, drawings, photographs, bills, estimates, etc., relating to the buildings and grounds. Preserving and improving access to relevant biographical and genealogical documents is an equally important component. Many other materials of less immediate interest pertain to Mrs. Wakefield's work with garden clubs, horticultural societies, environmental groups, and the Colonial Dames of America.

Simmons Library School student Moses Carr and I completed an initial survey of paper-based materials in the spring of 2007 by tireless digging and systematic note taking in cluttered crawl spaces, attics, basements, storage rooms, closets, cupboards, drawers, desks, boxes, baskets, and trunks. We assigned numbers to each container, shelf, or pile of books, papers, or periodicals. The numbers ran from 1 to 309. Each numbered survey entry included the name of the room in which the materials were found (e.g., "Mansion – Sewing Room – Box 199;" or "Farmhouse – Pantry – Shelf 302"), a summary of contents, and the estimated quantity.

I used the resulting survey list to select priority categories for inclusion in the initial phases of an ambitious processing campaign, starting with materials documenting buildings and grounds and the biography and genealogy of families who had lived on the estate or had been affiliated with them. To that end I reviewed the list to select boxes (etc.) containing relevant documents and asked the estate's caretaker to have the boxes moved to a designated processing workspace in the farmhouse. I next removed targeted documents from their containers and presented them to interns to be more carefully identified and re-housed in acid-neutral folders and boxes. Even though original order meant little in this context, we were careful to insert removal slips into each container, indicating what had been extracted. We also recorded (in pencil at the bottom of each newly-created folder) the number of the container from which the papers had come.



Simmons Library School students Alina Morris and Mikki Simon confer in the Archives processing room in the 1707 Farmhouse on the Wakefield Estate. *Photo courtesy of Jeffrey Mifflin.*

The Archives Project recently completed its third semester. Two interns per term have been processing collections one or two days per week. Simmons Library School students Mikki Simon and Alina Morris worked during the summer, and Elizabeth Galoozis and Alina Morris continued in the fall. Participants, known as “Wakefield Fellows,” receive a monthly paycheck (as I do) from the trust.

I can declare with confidence that “original order” was not a significant factor in existing storage on the estate. Typical piles or containers jumbled nineteenth-century family correspondence with late twentieth-century color photographs, paperback books, cancelled checks, modern horticultural notes, and newspaper clippings about topics ranging from animal welfare to knitting. We protected existing order wherever we found evidence of systematic organization by Mrs. Wakefield or her predecessors. We did not, for example, separate the contents of folders or envelopes considering the possibility that the association of materials may have been meaningful to the creator or compiler. I made exceptions, however, for artifacts that seemed to have been squirreled away with documents unrelated to them simply because both happened to be old and important. A remnant of Martha Washington’s embroidered ball gown, for example, was extracted from the envelope in which it was found and transferred (with the old handwritten note identifying it) to the caretaker, who is working on a catalogue of artifacts. Paper money from the eighteenth century and other objects were similarly treated.

The Archives Project is especially gratifying because of the opportunity to bring together, preserve, and improve access to documents, such as planting charts and maps, elevations, blueprints, and aerial photographs, that are likely to be used quickly and efficiently for an important purpose. Moreover, the insights gained into the laughter and grief of historical human experience, including love, birth, discord, lawsuits, death, and other events, are riveting. The students and I have grown closer to some of the people documented in the collections, especially when faceless names in the record can be paired with photographic portraits, and vice versa. Several of the interns took a special interest in the epistolary romance of a young Civil War doctor (John McLean Hayward, or “Mac”) and his fiancée (Katharine Cobb, or “Kitty”). I was more drawn to Mac’s letters detailing army camp life.

On March 8, 1862, for example, he wrote that: “[W]e went to Harpers Ferry and encamped about two miles beyond the town without tents or anything to eat. The men were put into some old houses that had been deserted and I found when I had got through the duty of looking after the sick that there was no place for me...All the places that were not filled by the men were taken up by the officers... [S]elfishness is the order...I thought I would go sleep with my horse Billy who would keep my back warm at least... and gave him part of my supper which was only some hard bread...”

I sympathized with Mrs. Wakefield’s ancestor, John Binney, who received several extortionate letters in December 1824, which must have been more than slightly alarming: “Tomorrow evening you will be called upon between 7 & 9 of clk. by a person with an order (signed by me as Secretary) for 1,250\$ which pay without hesitation or you will not live to see 1825...I will tell you what we are – There are ten of us...bound by powerfull ties & strong oaths...We have agreed that a contribution be taken from certain rich men in Boston and that he who refuses his portion shall die...”

I thought I had explored every reasonable location for historical papers when one day, six months into the project, the caretaker asked me if I had seen the steamer trunks in the henhouse. As I soon discovered, these trunks from the 1930s were full of women’s clothes, now mildewed, and bundles of moldy letters from the same era, once belonging to Mrs. Wakefield’s deceased husband’s first wife. Mrs. Wakefield was constitutionally incapable of throwing anything away. I infer, however that she asked her servants to sequester the first wife’s trunks in the chicken coop at some indeterminate time after Mr. Wakefield’s death.

A well-considered Archives Program includes processing, as well as carefully planned space, preservation activities, and a person carefully trained in archival methods to devise and administer policies, answer reference questions, and oversee other essential activities.

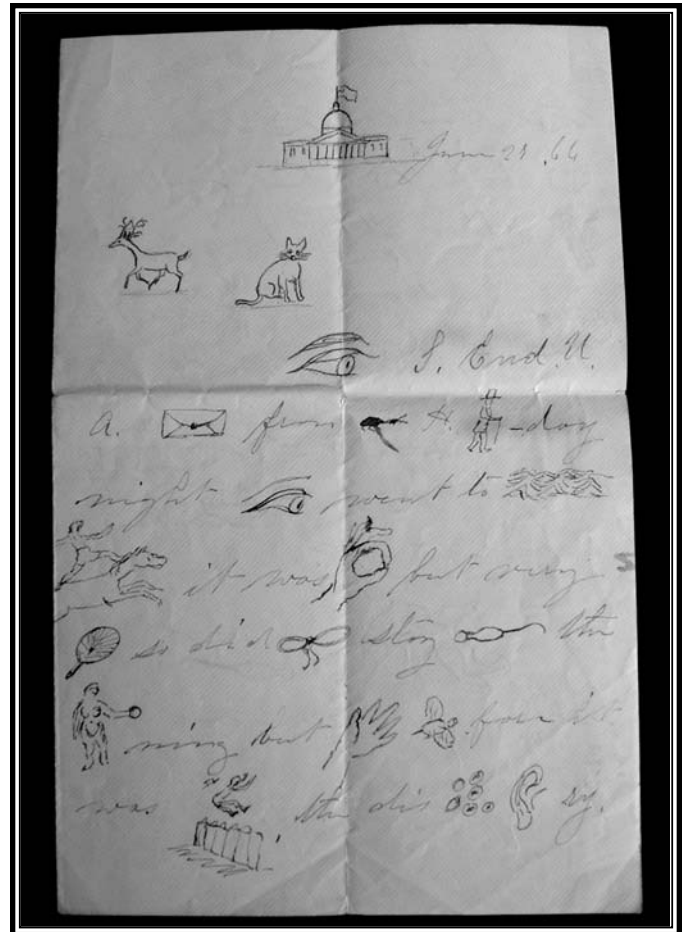
I drafted guidelines and recommendations for establishing an on-going program, which the trustees are currently considering. My report indicates that the two rooms of farmhouse space now being used as processing and storage areas are adequate for present purposes, but

advises that the trust should consider securing improved, permanent space, hiring a part-time, professional archivist to oversee the work of students, and maintaining well-appointed facilities for providing reference services and accommodating on-site research.

Climate controls, accessibility, lighting, security, and ventilation are all factors that need to be considered when choosing or designing archival facilities. Planting such facilities in historic buildings is a task complicated by intrinsic difficulty. The nature of old farmhouses and other venerable buildings makes it important to consider how much weight their creaking floors can sustain. It is necessary to achieve a balance between the need for efficient use of floor space, the need that students of historic preservation have for access to walls, and the load capacity of joists. Too much weight in the middle of a room could lead to structural damage or even collapse. Shelves placed too close to exterior walls may expose boxes to unacceptable levels of dampness. My report recommends that the trustees consider rented options off-site, such as a suite of rooms near Harvard Square in Cambridge or Kenmore Square in Boston, locations attractive for student workers and convenient for researchers.

Archivists bring with them a multiplicity of concerns, priorities, and perceptions that are not always shared by others. The vocabulary we use does not translate well to non-archivists without careful explanation. State-of-the-art archival practices and the amount of money that managers are willing to spend are frequently at variance. But such circumstances present a consulting archivist with excellent opportunities to educate trustees and directors

about what we do and why. Being an archivist on a private estate calls for flexibility and degrees of situational adjustment. More often, however, than not, the archivist's efforts are rewarded by cooperation, accomplishment, and the satisfaction of shaping historical insight. ■



A rebus sent by "Mac," a Union Army doctor during the Civil War, to his wife, "Kitty," in 1866. Photo courtesy of Jeffrey Mifflin.

Promote your photograph collections by sharing an image of an historic event, place, or person with the NEA community.

The *NEA Newsletter* is seeking submissions from repositories in New England for back cover pictorial features in *This Season in New England History*. Send submissions in JPG or TIFF format, along with a caption detailing the subject of the photograph, to: <cynthia_habeson@chs.org>. Photographs must be scanned at 600 dpi or better.

Inside NEA

FROM THE PRESIDENT

- *Chris Burns*



My first official role in NEA was as a newsletter editor, and it was through that activity that I became fully cognizant of the talent and dedication of the members of this organization. I had the opportunity in my final days as a newsletter editor to work on a proposal with Ellen Doon for a compilation of past newsletter articles. The compilation unfortunately never came to be, but the writing that has appeared in our non-refereed regional organizational newsletter has been extraordinary. Keynote addresses have been reprinted from such noted individuals as John Fleckner, Max Evans, and Robert Martin. Fairly often, I think back to Peter Hirtle's remarks and article on how the PATRIOT ACT related to archives.

From NEA members, there was Michelle Sampson and Laura Peimer's "Building Bridges: Documenting Minority Communities," which grounded collection development theoretically, making the important distinction that "the archivist's role is to document the historical evidence of a culture rather than the culture itself." Eliot Wilczek, in "Speculation on the Future of Finding Aids," rethought our descriptive tools for this new technological era, suggesting the possibility of and even demand for finding aids customizable to the needs of different types of users. Diane Kaplan and Bill Massa described the successful implementation at Yale of an Internet-based user education tutorial.

An article that I found particularly inspiring was Gregory Sanford's essay "Upon this Gifted Age..." where he reminded us that:

Within our vaults are centuries-long dialogues about the nature and limits of dissent; about the impact of, and responses to, epidemics; about the changing nature of New England communities; or about our evolving awareness of the environment. There is a desperate need for better sharing that

knowledge and the context it provides. Informed dialogue is the essence of our democratic society. Who better to provide the tools for that dialogue than those who claim to hold society's most valuable records?

The *NEA Newsletter* continues to be a vital component of the organization, serving as a primary venue for sharing ideas and news. As this is their last issue as editors, I would like to thank Michael Forstrom and Sheila Spalding for all of their work over the last three years. In addition to guiding four quality issues a year out the door, Michael and Sheila, along with their colleagues, have overseen a redesign of the newsletter to bring it into line with our new logo, and have put back issues online dating to 2002. They leave the newsletter in good hands with Maryalice Perrin-Mohr, Susan Earle, Lacy Schutz, and Cynthia Harbeson. Please let them know if you have any news or would like to write an article for submission, as the editors are always on the look out for new material.

Of course, another important venue for sharing information within the organization is our meetings. Our next meeting will be in Newport, Rhode Island at Salve Regina University on March 28-29, 2008. Maria Bernier and the local arrangements committee have been hard at work preparing for our arrival for many months now. The program, "Our Digital Footprint: Archives in the Digital Age," is being pulled together by Jay Gaidmore and the Program Committee, and it looks excellent. Be sure to check the NEA Web site for details. See you in Newport. ■

EXECUTIVE BOARD MEETING REPORT

- *Elizabeth Slomba*



The business handled at the October 12, 2007 meeting of the Executive Board is summarized below. All **VOTING** is in bold. Complete minutes are available on the NEA Web site or from the secretary.

The meeting was called to order at 8:45 AM by Chris Burns. Minutes from the June 11, 2007 Board Meeting were presented. **All members voted to accept the June 11, 2007 Board Meeting Minutes as amended.**

OFFICERS' REPORTS

President

Chris Burns discussed at length the possibility of NEA funding a scholarship for a NEA member to attend the Archival Leadership course to be held at the University of Wisconsin next year. Attendees discussed how to fund the scholarship, what the scholarship would fund, whether to use the Hale Award fund and how to encourage NEA members to apply to the Archival Leadership course. In addition, he mentioned the new chairs of the Membership Retention and Recruitment Committee, Debbie Richards and Rodney Gorme Obien, and the need to recruit a chair for the Membership Committee.

Vice President

Kathryn Hammond Baker discussed the plans for the Fall 2008 and Spring 2009 Meetings. The Fall 2008 Meeting will be held at Simmons and will have preservation as the theme. All members voted to appoint Donia Conn, NEDCC, and Anne Sauer, Tufts University, as co-chairs of the Fall 2008 Program Committee. She discussed the general plans and possible dates for the Spring 2009 Meeting.

Immediate Past President

Nora Murphy discussed recruiting candidates for the Vice-President, Secretary, and Representative-at-large offices. She urged people to send in nominations for the Archival Advocacy Award and Distinguished Service Award.

Treasurer

Nova Seals discussed filing the annual report with the Secretary of State's Office in Massachusetts and transferring the Citizens Bank account to a non-profit business account. There was a discussion about the benefits of transferring the Hale Award account to a money market account. All members voted in favor that the Hale Award savings account be moved to a money market account.

She then went over the proposed 2008 budget and discussed how she formulated the budget. There was a brief discussion about the bulk mail account and the impact of increased postage costs. Attendees discussed at length the need and cost of replacing the Secretary's laptop and proposed committee budgets, especially the Education budget. There was continuing discussion about likely income from the Spring and Fall 2008 Meetings. It was noted that NEA is doing well income-wise. Attendees conferred about the

estimated parts of the proposed budget and if there would be continuing expenses regarding the online membership directory. They also discussed whether publicity costs for conferences and committees should be accounted as part of the Public Relations Coordinator budget or as part of the conference and committee budgets. All members voted in favor to pass the 2008 budget as amended.

MEETINGS

Fall 2007 Program and Local Arrangements

Both Local Arrangements and Program Committees reported that the conference was running smoothly.

Spring 2008 Program and Local Arrangements

The Spring 2008 Program Committee is creating a program on the theme of Archives in the Digital Age. All members voted in favor to appoint Russell Franks, Providence College, to the Spring 2008 Program Committee. The plenary speaker will be Paul Miller, Curator of the Preservation Society of Newport County. Maria Bernier gave an update regarding local arrangements, arrangements and locations for workshops, receptions and sessions, and the conference budget.

COMMITTEE REPORTS

Education Committee

Changes to the Workshop Proposal form and the Workshop Contract were presented. All members voted to approve the Education Committee forms as written by the education chair. The board suggested that the education chair write out the proposed changes mentioned in the Education Committee Report for inclusion in the Policies and Procedures Manual.

Newsletter Editors Report

The Newsletter Committee recommended one design from a group of proposed redesigns to be adopted. All members voted in favor to approve the redesign of the newsletter to be adopted starting in 2008.

Sheila Spalding and Michael Forstrom will be stepping down from the committee; Maryalice Perrin-Mohr will become the senior editor and the new editor of the News and Notes section. All members voted in favor to appoint Lacy Schutz, Sterling and Francine Clark Art Institute, to a

three year term, January 2008 through January 2011, as a newsletter editor. The board thanked the Newsletter Committee on their work on the redesign and offered thanks to Michael Forstrom and Sheila Spalding for their work as editors.

Outreach Committee

All members voted in favor to appoint Kristy Sharpe Pasquariello, JFK Library, to a three year term on the Outreach Committee.

Membership Secretary

Rodney Gorme Obien discussed the latest membership numbers and noted that membership numbers went down during 2004 through most of 2007, but recently started going back up again. There was a discussion of the benefits of changing the membership year and how this would affect members' eligibility to vote in elections in a positive way.

Membership Recruitment and Retention Task Force

The task force recently completed a survey of non-renewing members and are interested in creating a focus group to explore why they did not renew membership. They are considering an online survey for members and non-members to comment on membership. There was discussion about making the renewal process easier, such as online renewal or changing the time when members renew membership. The task force is considering sending postcards to targeted groups to encourage membership and using ECensus to learn about demographics and the membership in New England. Attendees discussed funding for the task force for their proposed mailing and focus group.

New Business

Attendees explored the idea of having a strategic plan discussion at the January Board Meeting. There was a discussion of having strategic goals, of how to do strategic planning or thinking, and of prior planning initiatives.

Next Meeting Date

The next quarterly board meeting will take place at Holy Cross, date to be determined in January 2008. ■

Please visit us online at
www.newenglandarchivists.org
 for more information about
 becoming a member of NEA

New Members

- Rodney Obien

Individual Members

Nancy L. Adgent

Rockefeller Archive Center

Alison Anderson

Harvard University

Kelliann Bogan

Simmons College

Peter R. Boucher

Dupont Systems

Stephanie Call

Simmons College

Keith Chevalier

Saint Anselm College

Joyce Clifford

Simmons College

Pat Donoghue

Harvard University
Archives

Zachary Enright

City of Boston Archives

Nancy Y. Gilpin

Gilman School

Regine Heberte

Fairfield Museum &
History Center

Amy Horton

Simmons College

Debra Kimok

SUNY Plattsburgh

Juliana Kuipers

Harvard University
Archives

Robert J. McFadden

Gordon-Conwell
Theological Seminary

Diane Pierce-Williams

Richard Teller

The Williston
Northampton School

Bonnie Woelk

Calgary University

Institutional Members

Harvard University Art
Museums Archives

Fall 2008 Meeting Session Reports

I. Digital Here Now and Maybe Forever: Collecting and Collaborating

- *Michael L. Forstrom*

The first discussion session at the Fall 2007 NEA Meeting was given by Robert Spindler, University Archivist and Head, Archives and Special Collections, Arizona State University Libraries. Spindler, University Archivist since 1988, brought his two decades of academic archives experience to bear on the topic of collaboration in the preservation of electronic or born-digital records. Spindler introduced this topic by offering reasons why university and college archivists can't manage the preservation of digital objects on their own; issues for discussion with creators of electronic records; and motivations of various record creators. He then went on to discuss three recent case studies from ASU: electronic theses (2001), learning management systems (2003), and enterprise systems (2006). In all three cases Spindler identified the collaborators, including librarians, IT staff, faculty and university administration, and the peculiarities of the projects. And in all three cases, we learned, the projects "failed" as groups disbanded or university authorities chose not to act on their recommendations. So what should we take from these efforts at ASU? The projects were ambitious in nature, from which Spindler concluded the following: one, keep trying; two, be strategic in identifying and pursuing projects; and three, seek the support of individuals or offices with a stake in your efforts (i.e. provosts, counsel, auditors, deans, and CIOs).

Choosing a Digital Asset Management System that's Right for You

- *Karen Adler Abramson*

This session was led by Deborah Kaplan, formerly the Digital Asset Management Librarian at Brandeis University and currently the Digital Resources Archivist at Tufts University. While at Brandeis, Kaplan oversaw the process of selecting and implementing a digital asset man-

agement system (DAMS), an intensive, one-year effort which yielded many insights that Kaplan shared with the group.

Kaplan opened the session by talking about key components of the DAMS selection process. She noted the importance of narrowing the DAMS' scope from the outset while also remaining flexible in considering future assets that it might hold. Such scoping would, in turn, assist in developing key business and functional requirements of the DAMS. Kaplan indicated that it was important to develop an inclusive list of requirements, since one cannot assume that all asset managers meet the same "basic" requirements. This comprehensive list should then be winnowed to include only the most important functional requirements. According to Kaplan, Brandeis started with a list of 252 requirements that were ultimately streamlined to twenty-two essential ones. An asset manager would be chosen based on its ability to meet all, if not most, of these key requirements.

After combing the literature and speaking with users of various asset managers, Kaplan selected five DAMS for testing. In the end, Brandeis chose DSpace, primarily for the following reasons: the community's commitment to working with open source products; the university's proximity to MIT, which developed DSpace; strong buy-in from other institutions using DSpace; the active support community among DSpace users; the product's new customizable interface (Manakin); and the ease of maintaining the system without the need for deep technical expertise.

Discussion among group participants raised other important issues for consideration. For example, hosted vs. local solutions were deemed best for institutions with limited onsite technical support. Additionally, discussants agreed that the roles of archivist and system administrator were distinct and should not be intertwined, as they often are. Moreover, archivists must take the lead in broadening traditional definitions of "collections" and advocate for expanded funding of digital collections in their institutions' collection development budgets. Kaplan noted that digital collections benefit all academic communities and will ultimately help to lower institutional costs.

Planting the Seeds for a Successful Institutional Repository: The Role of Archivist as Manager, Designer, and Policy-maker

-Valerie Gillispie

This discussion session was facilitated by Joan Krizack of Northeastern University. She suggested that everyone look at the strategies suggested in David W. Lewis's "A Strategy for Academic Libraries in First Quarter of the 21st Century," (*College & Research Libraries*, September 2007).

A wide range of topics were discussed at this session. One of the major issues mentioned was the need to let others in the institution (librarians, administrators, faculty, etc.) know that archivists have knowledge that can be useful in collaborating on an institutional repository (IR)—for example, archivists are experienced in donor relations, selection, and appraisal. It is critical that archivists understand their unique institutional context and find a way to be part of the decision-making process. Another way the archivists can work with IRs is to help people think about material and how it is organized—there is a tension between item level vs. collection level description. Archivists need to actively participate in this discussion to keep IRs from getting bogged down in metadata input. They also need to help others think about the long-term preservation of electronic data.

Because there is broad interest outside the archives in what IRs can do, it can be a great opportunity to collaborate in new ways and demonstrate the importance of archives to others in the institution. It may also highlight other departments that may be able to assist the archives on certain projects. Communication can be difficult, but take the time to understand what others are saying. It is important to get key decision-makers on board with an IR to ensure its long-term success.

The issue of where archivists report was also discussed. Some report to the head librarian, while others report to the administration. Each has pros and cons, but one advantage of reporting to administration is the perception that the archives is a campus-wide resource, more apparent to administrative departments. However, most IRs are established through the library rather than the administration.

Few IRs are being applied to electronic records content,

but this is an important next step. After all, the IR is broadly supported and offers a reliable infrastructure. It's important to include university records into the IR. It was noted that it's hard to get a server only for records management, but leveraging faculty and administration for other content in the IR can make it possible to use the same server for records management.

One participant noted that there are three occasions when the importance of history becomes especially apparent to administrations: anniversaries, audits, and accreditations. These are ideal times to propose new solutions to preserving the historical record.

Working Together: Campus Digital Partnerships

-Amy Braitsch

This discussion, facilitated by Eleta Exline, Digital Librarian at University of New Hampshire, focused on the challenges of working in the digital era and selecting and forging project partnerships. Participants shared tales of experiences with both successful and frustrating digital initiatives. We agreed that among the challenges of working in the digital realm are the scale, complexity, impermanence, and variety of files and storage media; the difficulty of approaching appraisal and arrangement tasks; the challenge of selecting standard and sustainable file formats while embracing new technologies; and, certainly not least of all, the expense and time-consuming nature of doing this work. Common experience suggested logical partners on campus are the photo services and the public relations offices, as well as faculty members.

Successful partnerships have been forged when the archives can serve as problem-solver. Archivists can assist offices with continued, reliable, and quick access to files through added metadata and file management. Archivists can also have a role as translator, mediating between interested parties with differing technical expertise, and as teacher, explaining the difference between backing up files and preserving them through selecting sustainable formats, migration, and file management. Communication and policies are crucial in creating successful partnerships and initiatives. In many cases, projects were more successful when there were established personal relationships to rely upon.

When providing access to images digitally, archivists in this discussion group have experimented with Web-based tools (e.g. Flickr) as well as digital object managing software (e.g. DigiTool). Flickr has the advantage of being easy to use and familiar to both student employees, who do the data entry and “tagging,” as well as student patrons, who access the images for coursework. This familiarity means less instruction. Also, the archivist can dictate the permissions for accessing the Flickr site. Drawbacks of this approach include duplication of data entry and use of non-standard access terms. Further, it is a short-term solution for images only. Meanwhile, DigiTool has the benefit of being a long-term solution, which cooperates with other library systems and accommodates digital materials other than images. However, some find it expensive and somewhat difficult to use.

The concluding thought of the group was that there is a lot of work to do, but there are opportunities for archivists to forge meaningful and long-lasting partnerships.

Laying the Groundwork for an Electronic Records Management Program

- *Edouard L. Desrochers*

Skip Kendall, facilitator, presented an overview of Harvard's efforts to align electronic records with traditional records management concepts and practices that have been in place for some time for paper records. He spoke of the challenge of trying to help staff understand that retention schedules must be driven by the content of the record, not the format. It is particularly challenging to standardize and apply traditional principles in an environment of at least fourteen independent IT organizations. At least two graduate schools maintain their own record management programs. In addition, there is simply no common funding source to address the records issues all over campus.

He spoke of ongoing attempts to provide general advice regarding traditional concepts like email management and filing, as well as developing efforts to manage other electronic records and the preservation issues they present. He emphasized the importance of collaborating with individuals in various offices on the campus, like the CIO and Information Security, and IT personnel, particularly in the earliest possible stages of programs in order to develop best practices and guidelines. He spoke of the importance of

helping records creators understand that better records management practices will increase efficiency, insure legal and regulatory compliance, and result in the transfer of archival records to the archives.

The discussion focused on the difficulties of dealing with the various types of electronic records and what is being done with them; tracking electronic records within new accessions; and developing systems to capture Web pages. Finally, the group stressed the importance of finding ways of applying established records management practices in the digital environment wherever possible, and developing standards and guidelines for new electronic formats as they evolve. At Harvard, like in most institutions, they are beginning to focus some of their work on records that are born digital.

In response to questions from the participants, Kendall explained that colleges and universities are often reluctant to share their retention schedules because of possible liabilities, but materials for many of the Powerpoint presentations and workshops they offer are available on the Harvard records management Web site.

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Harvard is beginning to develop ways to handle specific record types, such as Excel spreadsheets and relational databases, which are “flattened out” to XML databases. Kendall emphasized that no promises are being made regarding the preservation of the records, despite the fact that they are currently developing a home-grown digital repository. Although storage is getting cheaper, and search capabilities are always getting better, it was still noted that the overall organization of the material is important, and that records creators must be reminded of their own responsibility to good record-keeping practices. When asked if Harvard simply accepted everything that was offered to them, Kendall noted that only records that are covered by a retention schedule can be transferred. Records not found on the retention schedule are appraised prior to transfer.

II. More than Chalk, Textbooks and a Lectern: Changes in Curriculum and Teaching

- *Melissa Watterworth*

Mathew Ouellett, Director of the Center for Teaching at the University of Massachusetts at Amherst, began the lively and engaging presentation with an exercise. He asked audience members to recall a learning experience that worked for them and to describe to one another the attributes of that experience. Audience members then shared their personal stories with the room. Ouellett explained that research and literature has revealed remarkable new knowledge and theories in last twenty years. Effective learning is today understood to be “learning that takes place across and retained for a lifetime.” Research shows we teach from our own preferences and experiences with learning. Teaching to address a variety of learning styles therefore requires us to be conscious and self-reflective and to acknowledge the social aspect and relationships inherent to a successful learning experience. Following a brief overview of models of good teaching, Ouellett took questions from the audience. When asked, “if given one hour with students (for example when providing an orientation of archival materials), what can one expect to be learned?” the presenter replied “the goal then is to be dynamic and to establish a rapport so that those same students come back again.”

Letting Your Garden Grow: Faculty and Archivist Collaborations for Integration of Archival Resources into College and University Courses

- *Frances O'Donnell*

Nancy Rich, consultant for the Curricular Enhancement Program at Smith College Botanic Garden, facilitated this session. There were about twenty people present, and after introductions, we had a general discussion of how to make connections among faculty, students, and staff at our institutions. We all agreed that there is a need for archivists to be more proactive about promoting collections, and not to wait for people to come to us.

We had an in-depth discussion about the relationship between archivists and faculty members. We discussed how important it is to understand the faculty and their needs. It was mentioned that junior faculty seem more responsive to working in archives than tenured faculty are, because they are focused on acquiring tenure and therefore interested in using the archives for their publishing efforts. Also, they are in a new environment and open to what it may have to offer. One person mentioned that his institution offers receptions for new faculty, which provides an opportunity to tell them about the collections in the archives. A couple of people mentioned that their institutions offer stipends for faculty doing work in the archives. For example, the Botanic Garden Curricular Enhancement Program provides stipends and course funds to faculty in any discipline for the use of the Botanic Garden in developing courses. Other strategies were also discussed, such as using the course catalog to identify courses that complement holdings, and contacting the faculty members who are offering these courses to make them aware of what is available. We discussed the use of e-mail in general, especially something like a Dean's e-mail listserv for faculty, as a good way to make collections known to faculty members.

We also discussed how to promote collections with students. Yale University offers a prize to a senior in any department for an outstanding essay based on research done in the manuscripts and archives department. A second prize is awarded to a senior in any department for an outstanding use of primary resources for an essay on Yale. The prizes each carry a cash award of \$500.

We encouraged each other to think of different ways in which collections could be used, and to promote them creatively. This was a productive session, and participants came away from it with some fresh ideas.

Portals, E-journals, Grey Literature, Web Publishing: What do These Mean to the Archivist?

- *Michael L. Forstrom*

In this session, Anne Sauer, Director, Digital Archives and University Archivist, Tufts University, introduced and facilitated discussion of the impact of changes in scholarly communication on university and college archives. These changes include rising subscription costs, changes to copyright law, and the emergence of various technology-based resources, including alternative publishing venues (such as e-journals), but also class wikis, electronic courseware (such as WebCT), and digital repositories. Several attendees asked questions and shared institutional examples, and discussion focused on issues relating to faculty papers in electronic form. Sauer, for example, discussed the potential for introducing appraisal into the administration of courseware, in part because faculty tend to over-write class documentation, and she advocated for outreach with faculty, many of whom are unaware of the fact that they are forfeiting rights to work published in journals and journal services.

Archivists as Educators: Integrating Primary Sources into the Curriculum

- *Barbara Heck*

Peter Carini of Dartmouth College facilitated this session focused on the expanding role of archivists as educators at the undergraduate level. The attendees shared their experiences of teaching individual sessions and courses to undergraduate students and encouraging faculty members to consult them about integrating archival materials into their classes.

Several expressed concern that students, particularly history majors, were not receiving enough exposure to primary sources as an integrated part of the curriculum from

high school through the undergraduate years. One attendee from a high school recounted her success in introducing students to Civil War period primary documents and stressed the importance of having students produce a tangible item (a book or library display for example).

A college level instructor spoke about how he oriented students to the archival experience—he would stress to them how it was like a good detective story with evolving action and twists and turns that might make your original assumptions invalid. He also cautioned students that they might feel frustrated, since primary source research was very different than the computer aided research they were used to performing. Students would need extra support as they define their inquiry, attempt to locate evidence (documents, maps, etc.), evaluate individual items, and determine if the evidence supports their original hypothesis or not.

The discussion turned towards the lack of faculty interest in the archives. One participant commented that individual faculty members may not have had enough exposure themselves to primary materials to understand their importance. Several commented on their own initiatives—speaking at a faculty meeting before the beginning of the semester, reviewing course catalog descriptions and contacting instructors about available source materials, establishing yourself as a liaison between the department and the archives, and establishing “office hours” to informally build contacts and answer faculty questions.

Finally, the group reflected on our future needs and a “wish list” for archivists. Everyone agreed that it was important to have a dedicated space within the archives for instructional purposes rather than constantly re-arranging the “reading room” or other office space. In addition, participants needed assistance and support for their instructional assignments. Some had never taught before and would need help in working up to teaching a class of undergraduates. Everyone agreed that there were not enough curriculum resources for archivists. The group thought that informal support groups and a NEA workshop geared towards individual lessons (the first archival experience, primary sources for history majors, etc.) would be helpful.

Documenting the Classroom: New Formats and Collections

- *Timothy Driscoll*

Well before the introduction of Web-based course platforms, archivists of academic institutions have sought to document the unique perspective of student experience through routine collecting of printed course catalogs and evaluation guides, curriculum records, and faculty papers, as well as through donations of student notebooks, memorabilia, and visual records relating to curriculum development and support.

In an engaging discussion session about the impact of emerging courseware media, twenty archivists joined facilitator Kathryn Hammond Baker to identify commonality and differences among current practices and policy being developed in archives of higher education and secondary schools. Discussion focused primarily on the role and responsibilities of archivists in appraising contemporary classroom teaching and curricula records, appropriately planning for their final disposition, and being more proactive with their institutions in developing courseware systems that assure transfer and long-term preservation required by the institutional archives program.

The discussion group considered how institutional archivists must maintain a balance between appraising archival value of the content of these records and assessing the long-term retention of the format. With the potential for course platforms to collect everything from traditional syllabi and lecture schedules to class members' blogs, and even recordings of complete class lectures and discussions, the central question of the morning was whether and how our professional responsibility for documenting the classroom has changed because of the variety of content now so much more easily accessible to the archives.

The group considered a "best of all worlds" scenario, where technical resources and digital storage space were not financial or practical obstacles. In this world, should we be capturing more just because we can? Or are there other compelling reasons to collect more broadly from the classroom experience? If so, why? And, for whom would we be expanding our collection scope?

This focus led to a consideration of our various institu-

tional collection goals and the kinds of information and documentation we are aiming to collect now – disregarding format as a factor – to identify new types of documentation that are being introduced by the courseware systems that may warrant additional appraisal.

The discussion concluded with archivists more acutely aware of the major challenge presented by course platforms used by our institutions: how we can best maintain the core evidence of contemporary student culture documented uniquely by course platforms – as a whole – while remaining true to our collection policies and retention periods.

III. Resources for Archives: Developing Collections, Constituents, Colleagues and Capital

- *Molly Brown*

Ben Primer, Associate Librarian for Rare Books and Special Collections, Princeton University, opened the third theme of the meeting. With enthusiasm, wit, and wisdom, he engaged the audience on the subject of fundraising – a topic that may not be "sexy", but is vital for any institution's existence.

A successful archive, according to Primer, is used. And success is based above all on excellence. In order to do an excellent job, we must engage the public, be excited about the job we do, and make others want to fund our institution.

What makes an institution great? The answer is collaboration with stakeholders: the press, the university community, and the general public. An outstanding staff whose focus is service is vitally important. Make your facilities look appealing, even if you have to do the work yourself. Most importantly, believe in your work, be aligned with your institution's mission and values, and strive for excellence in all you do. Institutions tend to think of archives as a luxury; it is our job, Primer reminded us, to convince senior administration that we are vital.

Who is crucial to know at your institution in order to get on the money radar? The Development Office is a vital resource – they can steer donors your way. Get to know the President and other high-level administrators – you want

them to know who you are. Faculty, students, trustees, Friends of the Library and alumni are all core constituents of your archive. Service is the key to fostering relations with these groups. Most importantly, get out of the office. Becoming a recognizable figure on campus assures your archive is identifiable.

What are fundraising avenues? Primer touched on grant writing and private fundraising. When preparing a grant, he stressed that proposals should have reasonable budgets, good rationale, and a detailed plan of work. Be clear and make sure to follow up once the proposal has been submitted. When discussing private fundraising, Primer suggested anniversaries as a good time to raise the question of money with your institution. He stressed never to go after a private donation without the green light from the Development Office, but to keep in mind there are many people with money who are not being pursued by that office, so don't be afraid to initiate a conversation. Archives are kept small because they represent a direct cost to the larger institution. It is our job to find ways in which we can keep growing without depending solely on our institution for funding.

Primer ended the discussion with three morals: be nice to people, as it can pay off later; persistence is important, so don't give up; and donors want to be part of your success. He reminded us that we can't ask for money if we don't believe in what we do, and we can't be afraid to ask for money. It isn't just going to come to us.

Pulling Together Resources Towards an Electronic Records Program

- Peter Rawson

Ed Desrochers introduced the session as a discussion of what different archival programs are doing to bring various constituencies within institutions together to coordinate an effective electronic records management program. He discussed the efforts of Phillips Exeter Academy that began in 2004 when a Committee on Digital Asset Preservation was assembled to evaluate this issue. The committee consisting of the Library Director, the Archivist, the Catalog Librarian, the Systems Librarian, the Assistant to the Archivist and a staff person from IT, surveyed sixty-nine offices, and asked what is being created and in what formats.

After this initial phase, Exeter reconstituted the committee and changed its name to the Committee on Critical Digital Asset Preservation. The new committee included the Archivist, the Library Director, the Head of IT, the Project Manager on the library staff, the Immediate Past President of the Board of Trustees, the HR director, the Director of Studies and two faculty members. This new committee began to work to have records creators understand the challenges of electronic records preservation, to see it as an institutional issue, not just an issue for archivists and records managers. The committee also connected digital records management with general records management. One lesson that emerged was that the big question for archivists should be: Who in the institution is concerned about this?

As the discussion opened up to the group as a whole the following points surfaced. IT is one critical player and should be included in a collaborative manner. Questions to ask are: What should be kept and for how long? What should the standards be? Emphasis should be on the content of records, not the format.

When presenting electronic records management to people in the institution, the following should be kept in mind. The proper role of the archives is to provide structure and guidance, not to actually do the work. Ask staff about their problems, work flow, and objectives. Remind them that the archives is there to help emphasize the value of their work and why it should be documented. Also point out that proper records management facilitates smooth transitions between personnel and that standardized procedures across the institution enable a consistent structure that all staff can easily understand. Accrediting bodies can be an ally in this and perhaps archivists should work to have these practices integrated into the accreditation process. These practices also contribute to emergency preparedness as well. The overall key is to emphasize collaboration with records creators and to be with them during the initial phase of records creation.

Creative Revenue-Generating Ventures for College, University and School Archivists

- Melissa Watterworth

At this break-out session, facilitated by Thomas Wilsted, Director of the Thomas J. Dodd Research Center at the

University of Connecticut, attendees shared experiences for raising funds for and visibility of their institutions. Ideas for generating income included public programming sponsorship, capital campaigns, development for endowments, development for topical collecting areas, grants from private foundations, and reproductions and rights management. Using digitization as a funding opportunity was also explored. Successful fund-raising and donor relations are often the result of serendipity and unexpected opportunities. Those in attendance who had established positive and productive relationships with donors and administration attributed some of their success to being entrepreneurial. They recommended a few rules of thumb: be ready to respond and nimble when opportunities present themselves (keep funding priorities and grant proposal ideas at hand); regularly and personally interact with your user community and development staff (consider taking development staff with you when you visit a potential donor); and express your passion, knowledge, and loyalty (“tell your stories”) about the collections in your care every chance you get.

Fostering Effective Collaborations Across Your Institution

-Timothy Driscoll

During an afternoon discussion session, archivists joined facilitator Beth Bower to consider ideas and examples of how archival programs can be more effective in raising their institutional visibility through participation and collaboration in core outreach events. The discussion focused on three factors an institutional archives must consider to embark on an increasingly visible outreach program: research/self-knowledge, reaching out, and sustainability.

The group considered the means through which an archives outreach program should be based on a keen self-knowledge of the program mission and of the larger institution it serves. Archivists should understand their institution’s strategic plan and the archives’ own connections to that plan. Archivists also should be sure to know about and to connect with key institutional initiatives, such as cross-over IT/archives initiatives, institutional exhibits, and development initiatives. Finally, archivists should identify and cultivate ongoing relationships with key agencies and offices where the outreach role will be most valued.

In “reaching out,” archivists should be aware of institutional reporting lines and be sure to communicate and collaborate appropriately within their institutional context without competing or interfering with other departments and without creating a redundancy of institutional effort. The proactive archivist must look for appropriate forums in which the archives can contribute something unique and pertinent to the effort in such a way that the archives program will reap benefits.

Examples were shared of some more innovative outreach efforts undertaken by archivists. Cases were described in which outreach participation opened an important collection development door for one archives program, and for another program, a commemorative artifact produced by one archivist for a campus event took on a life of its own, evolving into to a brand new university tradition. These and other examples conveyed the long-lasting benefits of strategic participation in institutional outreach when archivists keep their eyes open for the right event and stay open-minded about how their collections can be adapted to contemporary interests and needs.

Sustainability was discussed last with an emphasis that archivists be realistic when planning and proposing participation in larger institutional events. The scope of an outreach program must be based on the size and budget of the archives and on its institutional place. Archivists must be careful to participate in projects for which they can afford expenses, staff time, and – potentially – be able to meet expectations of follow-up projects and ongoing programs. The archives program only should be strengthened by its participation in institutional outreach, and archivists have a responsibility to foresee and avoid potential disadvantages.

When the Resources are Human: Managing Staff, Students, Ourselves

- Barbara Heck

The discussion about new directions in management began with the facilitator, Nancy Lyon, asking the attendees about their experiences in employing students in the archives. The attendees felt that students were worth the time and money spent by managers and some said that student labor was essential to their departments. Several mentioned the importance of establishing a good interview

process in which the manager informs the student about the particular job and departmental constrictions. For example, many potential employees have never been to an archive and would not be familiar with security procedures which curtail the hours and tasks that they may perform. Students employed in the “reading room” would not be able to read their own materials during work like they may be accustomed to in other work study jobs. Some archives were able to pay their students more than other student library workers to help offset the restrictions and encourage trained students to remain.

In addition to student employment, general staffing issues were discussed, including employee performance appraisals. A properly conceived and implemented process affords both the manager and employee with an opportunity to evaluate the worker’s current status and to plan the employee’s professional development. Given the declining or fixed budgets of most departments, it is important to recognize and reward an employee’s accomplishments in non-monetary ways, such as increased schedule flexibility, paid time off for training, and public recognition ceremonies.

The attendees discussed the generational differences between younger and older workers. Although younger workers are generally more adept with computer technology, one participant said that you should not assume that the younger worker would be able or willing to act as a technical troubleshooter for the department. Rather, the staffer should be asked what competencies they do have and if they would be willing to help others in the department on a limited basis.

Finally, the group focused on the characteristics of a good manager. The individual needs to develop the trust and respect of superiors and direct reports. Consistent communication is necessary to establish a good relationship with employees and other departments. Managers have to be enthusiastic and positive about their programs and set the tone for their departments. Most archival institutions need to place a stronger emphasis on and provide money for training good managers.

Creating a Place at the Table: Getting on the Right Committees and Task Forces at Your Institution

- *Nanci Young*

This discussion was led by Sarina Rodriguez Wyant, Acting Director of Special Collections and Assistant Professor at the University of Rhode Island. Ms. Wyant started off the discussion with a few stories about her efforts at outreach within the URI community, which enabled her to capitalize on relationships between materials in her collection and a community of administrators, scholars, and others. The bottom-line on all the stories was that one had to be proactive in establishing relationships, in putting the archives and collections out in front of different audiences at your institution, which would ultimately get you recognition as someone who should be “at the table.” This was no time to be a wallflower!

Several discussants noted that they were not in positions of authority within their organization to take proactive steps. The group discussed what steps could be taken even if a person was not in a position of authority. Good public service was described as the main way to let people know of the significance and importance of the archives. One individual mentioned that even though she was not a manager, she took the initiative to create a committee within her organization to review policy/procedures that weren’t working. A lot of possibilities will depend on your particular organization.

The general sense of the group was that archivists need to be flexible and open to all sorts of opportunities that would lay the groundwork for them to be “at the table” at the right time. This might take a longer time, and be hard work—but in the end, it would have positive effects on the archives.

Closing Plenary- Reflections on the Profession

- *Veronica Martzahl*

The Fall 2007 NEA Meeting concluded with a Closing Plenary by William J. Maher, University Archivist at the University of Illinois at Urbana-Champaign. Maher took the audience back thirty years to review the tensions

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and controversies regarding the expanding roles of college and university archivists in the 1970s. Many of the tasks that once seemed beyond the scope of the profession are now part and parcel of the archivist's daily duties. Moreover, time has not stood still. Changing trends in higher education are putting new demands on archivists to expand further their view of what a university archivist is and what he or she should be doing. Among these trends are digital collaborations, institutional repositories, electronic records management programs, and a host of other activities that take us away from processing the paper and onto the computer, into the classroom, or on task forces.

University and college archivists can not simply throw up their hands in despair. Maher pointed to the advice of Ernst Posner from more than half a century ago, "unless the archivist undertakes the delicate job of volunteering advice in matters of current record administration . . . the future user will find altogether too many gaps in the records, while on the other hand he will be overwhelmed by the plethora of valueless material." It is therefore the professional obligation of the archivist to be involved in the changing landscape of records creation and management.

This is not to say that today's archivist can do it all. Some aspects of the profession that we have long prided ourselves on may have to be put aside and new priorities set. It is better that we set our own priorities, rather than waiting for someone outside the archive to set them for us. Maher suggested the use of strategic planning and encouraged staggering goals over a three to five year cycle. It does not do any good to try to implement all your plans at once, only to be overwhelmed and fall short on them all. Additionally, he encouraged building alliances and collaborations across your institution, and providing others with the tools and support to be their own archivists as well. A portion of our new priorities will also need to address the fragility of electronic records. Paper materials may have to wait unprocessed or be given only a basic collection level description as we find ways to create electronic infrastructures.

Finally, Maher pointed out that archivists are in the unique position of seeing the big picture of their institutions. We are professionals and, guided by our professional ethics and training, we will continue to juggle the conflicting demands of our jobs and our institutions. (The PowerPoint presentation for this session is available at <<http://web.library.uiuc.edu/ahx/workpap/MaherNEA2007.pdf>>.) ■

People

Jane Callahan is the new Archivist/Records Manager in the Harvard University Art Museums Archives. Her responsibilities include records management, reference, staffing the study room, and cataloging.

Callahan has served as a cataloging assistant at HCL's Fine Arts Library, creating original cataloging for digital images and slides of ancient art and architecture, and at Tozzer Library, performing cataloging and acquisitions duties. Her previous museum experience includes an internship in the archives of the Isabella Stewart Gardner Museum and work at the Museum of Fine Arts, Boston, where she aided collections care specialists and curators in moving and rehousing the Classical Art collection in storage.

In addition to an MSLIS from Simmons, she holds a BA in Art History and Classics from Brandeis University and was the recipient of the Panofsky Fellowship at the Institute of Fine Arts in 2004. Though her research interests lie mainly in the representation of Greek and Roman mythology in art, she has also performed extensive research on Monet and the effects of cataracts on his later work in connection with the Web site <www.webexhibits.org>, a project funded by the US Department of Education.

Insley Julier was recently hired by the Harvard University Art Museums (HUAM) Archives as a Records Processor. She will undertake the rehousing of ca.1,500 linear feet of archival materials as part of a project, funded by IMLS and the Getty Foundation, to process the major collections of the HUAM Archives.

Julier previously served as Archival Assistant to the Reference Archivist in the HUAM Archives. She holds a BA in History from Skidmore College and plans to enroll in a graduate program in Library and Information Science next fall.

Richard Ring has been appointed as the Special Collections Librarian for Providence Public Library in Providence, Rhode Island. Previously he was Reference and Acquisitions Librarian at the John Carter Brown Library in Providence. ■

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For those interested in sightseeing on Friday afternoon at 2 PM, there will be tours of the Redwood Library and Athenaeum, the oldest lending library and the oldest library building in continuous use in the United States, and the Breakers, the summer cottage of the Vanderbilts. We are also working on having tours arranged of the International Tennis Hall of Fame and the Newport Art Museum. Conference registrants are only allowed to choose one tour but are encouraged to visit the sites they missed on Sunday.

Friday's reception in the McKillop Library will feature wines from local vineyards as well as other Rhode Island delicacies.

On Saturday, hear the plenary speaker talk about Newport's Mansions and explore the effects of modern technology on the traditional archival tasks of preservation, arrangement and description, as well as reference and outreach in sessions that will cover:

- Technological basics for the lone arranger
- Archival education in the digital age
- Balancing digital projects with other priorities
- Preserving and making accessible digital materials that are part of manuscript collections
- Digital documents worth preserving
- Getting support for electronic records management and digital preservation
- Preserving the context of digital materials
- The future of the reference archivist
- Retrospective conversion projects for both OPACs and EAD
- How the Archivists' Toolkit is being implemented
- Copyright and privacy issues
- How digital information changes our cultural memory

Also on Saturday, enjoy lunch in the great hall of a French Flamboyant Gothic mansion designed by Richard Morris Hunt in 1888. In between sessions, take time to stroll part of the nearby Cliff Walk or wander the exquisitely landscaped Salve Regina campus.

Consider extending your stay through Sunday to experience the numerous entertainments offered by the city of Newport.

Rooms are reserved at The Newport Harbor Hotel and Marina for a special meeting rate of \$99 plus tax (single/double) for Thursday, Friday, and Saturday nights. Reservations: 800-955-2558 or 401-847-9000, or online at <www.thenewport-hotel.com> (enter promotional code 0803salver). For information about other accommodations and activities in Newport, visit <www.gonewport.com>. March is Newport Irish Heritage Month.

News and Notes

CONNECTICUT

Historic Documents Preservation Program

The Historic Documents Preservation Program is now in its seventh year and has awarded over \$8 million in grants to Connecticut municipalities for the preservation and management of historic documents. In FY2008 Cycle 1, ninety-one towns received targeted grants totaling \$762,000 and nine towns received competitive grants totaling \$379,847. Targeted grants are awarded in the categories of Inventory & Planning, Organization & Indexing, Program Development, Storage & Facilities, and Preservation & Conservation. Competitive grants are awarded in the categories of Archival Management and Records Management. The program also offers disaster recovery grants to towns for records-related expenses. Further information about the Historic Documents Preservation Program is available online at <www.cslib.org/publicrecords/histdoc/>.

State Library Publishes Next Two Volumes of the Public Records of the State of Connecticut

In October, the Connecticut State Library published Volumes 18 & 19 of the Public Records of the State of Connecticut. The two new volumes continue a series begun in 1894 with the publication of Volume 1, 1776-1778. Volume 18, 1816-1817, covers the last session of the General Assembly under the Charter of 1662. This session called for a state constitutional convention. Volume 19, 1818, covers the convention and the ratification debate. For the past five years, Dr. Douglas M. Arnold, who edited recent volumes, has overseen this project. The State Library utilized money from the Historical Documents Preservation Program to fund the project. Copies of both volumes will be distributed to public and academic and selected special libraries statewide. The volumes are also available for purchase from the State Library. For additional information see <www.cslib.org/archives/pubrecs18and19.htm>.

Two Hundred State Archives Finding Aids Available Online

State Librarian Ken Wiggin recently announced the successful completion of a project in the State Archives to make 200 finding aids, 120 of which cover records for town governments, available online. Most of the State Library record groups had previously been described in paper finding aids available only at the History and Genealogy Unit at 231 Capitol Ave. in Hartford. Archivist Paul Baran revised the finding aids prior to encoding them in EAD (Encoded Archival Description). Publishing finding aids on the State Library's Web site makes them accessible through Google and other Internet search engines. "For the first time," Wiggin emphasized, "information about the rich treasure trove of historical records in the State Archives will be accessible over the Internet, a simple click away for the researcher. What he/she will find are guides to the records of state agencies, some created in the twentieth century and some in the colonial era; local government records from across Connecticut; and gubernatorial records, such as the records of the recently deceased Judge Thomas J. Meskill. This is a major step forward for the State Archives and the entire library in fulfilling its mission of providing the public with access to historical materials for research." Baran stated that this posting is only the beginning. Next he will deal with large record groups, such as the Military Department, for which the State Archives has hundreds of cubic feet of records that are in high demand by researchers. One can examine the 200 finding aids at <www.cslib.org/archives/FAIndexes>.

MAINE

Maine Historical Society Awarded National Leadership Grant

The Institute of Museum and Library Services (IMLS) has awarded Maine Historical Society (MHS) a National Leadership Grant of \$852,000 over the next three years. The grant will enable MHS, in partnership with the Maine State Library, to launch the Maine Community Heritage Project in sixteen towns and cities around the state. This is the largest programmatic grant MHS has ever received, and the largest competitive grant awarded by this agency in Maine.

“The Maine Community Heritage Project will foster working partnerships among local libraries, historical societies, teachers and students—all toward the end of creating vital online presentations of community history and culture,” noted Richard D’Abate, Executive Director of Maine Historical Society. “Out of this project will come a number of new models: for community partnership, for the innovative use of technology, for engaging youth and building intergenerational cooperation, and for using local history as a community development tool.”

The mission of IMLS is to create strong libraries and museums that connect people to information and ideas. To learn more about IMLS, go to <www.imls.gov>.

Maine Historical Society preserves the heritage and history of Maine: the stories of Maine people, the traditions of Maine communities, and the record of Maine’s place in a changing world. For additional information, please contact Steve Bromage, Assistant Director, MHS, at <sbromage@mainehistory.org> or visit the society’s Website at <www.mainehistory.org>.

The Bowdoin College Archives Launches a New Image Management System

The Bowdoin College Archives (Brunswick, Maine) has launched an advanced image management system to catalog, retrieve, and display its digital assets. The college employs Luna Imaging Insight software to manage the 3,000 plus images currently in the system; these images primarily document the college campus and academic and student life at Bowdoin from the mid-nineteenth century to the present. Powerful searching tools, quick response from search queries, rapid loading of image files, user-centered bundling of selected objects, and nimble pan/zoom viewing all contribute substantially to improvements over the Archives’ previous HTML-based Web image gallery.

There were some road bumps along the way toward implementation. The Bowdoin College Archives worked closely with the college IT department to create a “collection” template, establish a protocol for the migration of existing image metadata into Luna, and to make the collection “live” on the Web. Challenges were well worth the effort, however, and we anticipate adding much more content in the near future, both from the College Archives and

from selected manuscript collections. Please visit the site by clicking on the “Bowdoin College Archives Image Gallery” link at: <<http://library.bowdoin.edu/arch/carm.shtml>>.

M A S S A C H U S E T T S

Amherst College Archives Announcement

Amherst College Archives and Special Collections announces the opening of the Henry Steele Commager Papers, 1920-1998. The papers (eighty-five linear ft.) document the professional life and career of Henry Steele Commager, twentieth century historian, public intellectual, and engaged citizen, and they reflect a wide variety of issues of twentieth century American society, including the U.S. role in Europe, civil liberties, academic freedom, the loyalty oath, nationalism, the American military in Vietnam, the expansion of executive power, changing views of foreign policy, and the purpose and role of education in society. The papers include his extensive correspondence with historians, congressmen, educators, journalists, jurists, and publishers, as well as former students and the general public. Commager’s writings and public appearances reflect his active professional life as well as his influence within the profession. A link to the finding aid can be found at <<http://asteria.fivecolleges.edu>>.

The one-year arrangement and description project was supported by former students, friends, and family of Professor Commager. The project’s conclusion was celebrated on October 27, 2007 with a symposium in his honor. For more about the project and the concluding event, go to <www.cms.amherst.edu/alumni/conversations/commager/>.

Congregational Library Workshops

The Congregational Library, located at 14 Beacon Street in Boston, is announcing two workshops. The first workshop is a half-day session on records management for church records. Though the workshop is geared towards Congregational church records, individuals responsible for maintaining church records of any kind may find it helpful. The presentation will include suggestions on evaluating records, basic processing steps, and preservation concerns. Limit: 10 people per session. Dates: Friday, January 25, 9:30-12 and Saturday, April 5, 9:30-12. Cost: \$10.

The second workshop will provide an orientation to research at the Congregational Library. This is a full day workshop. Topics will include the following: an introduction to American Congregational history; what makes up church records (seventeenth century to present) in a Congregational Church; the library's strongest collections; best methods for using collection; and suggestions on where to look for records outside the library. Limit: 10 people per session. Dates: Thursday, February 28, 10-4:30 and Thursday, April 17, 10-4:30. Cost: \$20, with lunch provided.

Questions about these programs should be directed to: <info@congregationallibrary.org>.

Harvard University Art Museums Awarded IMLS Grant

Thanks to a Museums for America grant from the Institute of Museum and Library Services (IMLS), the Harvard University Art Museums will continue to analyze and catalog much of its archival collection. The Art Museums' archives contains an estimated 1,500,000 documents that capture historical information in the form of records of significant events and the perspectives and opinions of key cultural figures of the twentieth century, pertaining to art history, art collecting, museum theory and practice, and social history. Under the direction of the curator of archives, this project supports the Art Museums' efforts to establish intellectual control over a vast collection that, when fully surveyed and properly described, will present scholars in the humanities and social sciences, museum historians, artists, students, and members of the public with an historical resource of great value.

"The grant supports not only the archives' collection of correspondence, artists' papers, architectural drawings, scrapbooks, and many other primary source materials, but also helps us to fulfill our mission as a leading center for research and teaching in the visual arts. This essential funding provides us with the ability to catalog the archives and provide improved access for students, scholars, and members of the public," said Thomas W. Lentz, Elizabeth and John Moors Cabot Director of the Harvard University Art Museums.

Museums for America is IMLS' largest grant program for museums, providing more than \$17 million in grants to support the role of museums in American society to sustain cultural heritage, to support lifelong learning, and to be cen-

ters of community engagement. These grants strengthen a museum's ability to serve the public more effectively by supporting high-priority activities that advance the institution's mission and strategic goals.

The Institute of Museum and Library Services is the primary source of federal support for the nation's 122,000 libraries and 17,500 museums. Its mission is to grow and sustain a "Nation of Learners." Through its grant making, events, research, and publications, the Institute empowers museums and libraries nationwide to provide leadership and services to enhance learning in families and communities, sustain cultural heritage, build twenty-first century skills, and increase civic participation. To learn more about the institute, please visit <www.imls.gov>.

The Harvard University Art Museums are one of the world's leading arts institutions, comprising the Fogg Art Museum, Busch-Reisinger Museum, Arthur M. Sackler Museum, Straus Center for Conservation, Center for the Technical Study of Modern Art, HUAM Archives, and the U.S. headquarters for the Archaeological Exploration of Sardis. These institutions are distinguished by the range and depth of their collections, their groundbreaking exhibitions, and the original research of their staff.

The Harvard University Art Museums receive support from the Massachusetts Cultural Council.

WGBH Grant Announcement

The WGBH Media Library and Archives (MLA) recently received a National Leadership Grant for Libraries from the Institute of Museum and Library Services (IMLS) as part of the Building Digital Resources initiative. The grant will build upon the Open Vault Web site <<http://open-vault.wgbh.org>> to create a digital library of material relating to the 1983 series *Vietnam: A Television History*. Scholars, academics, and the general public will be able to access original interview materials, stills, and a selection of the stock footage gathered for the series. Entire interviews, some previously not accessible, will stream online and link to interactive transcripts, allowing users to explore an interview at any point. Online note-taking will enable social networking among worldwide users. The project will be a model partnership between the WGBH Media Library and Archives, the University of Massachusetts/Boston (UMB),

and the Columbia University Center for New Media Teaching and Learning (CCNMTL). Karen Cariani, Director of the WGBH Media Library and Archives, will serve as project director. Karen Colbron, WGBH Digital Archives manager, will serve as the project manager. Completion date is projected for late 2010.

R H O D E I S L A N D

Naval Historical Collection Acquisitions

The Naval War College's Naval Historical Collection in Newport recently received two manuscript collections and one collection of photographs that document World War II. The William E. Garfield Papers consist of letters dating from Garfield's service as a quartermaster in the Navy, 1943-1945. The letters describe boot camp experiences at the Naval Training Station in Newport and training at the Motor Torpedo Boat Base in Melville, R.I. Garfield served in PT Boats 192 and 150 in the Pacific and saw action at the Battle of Surigao Strait. William P. Raimo was on the merchant ship SS Lawrence D. Tyson as a member of the Naval Armed Guard during 1944-1945. His reminiscences describe his training at Sampson, N.Y. and the perils of protecting merchant ships in wartime. Included are a certificate of commendation and lists of Merchant Marine ships. Seventy-one photographs of World War II aircraft carriers and destroyers were also acquired from the files of The San Francisco Examiner Archives.

Rhode Island Historical Society Launches New Catalog

NETOP, a museum/library catalog is now available to provide public access to the diverse holdings of the Rhode Island Historical Society (RIHS). Researchers can now use NETOP to locate materials relating to the history of Rhode Island, including books, manuscripts, film, newspapers, maps, museum objects, paintings, textiles, furniture, and more, through a single interface. The catalog can be accessed through the RIHS Web site at <www.rihs.org>. While NETOP currently describes only a portion of the RIHS holdings, new items will be added daily. This is a huge first step toward a complete migration in the future of the RIHS paper card catalog--which originated over 185 years ago with the founding of the society in 1822. The project

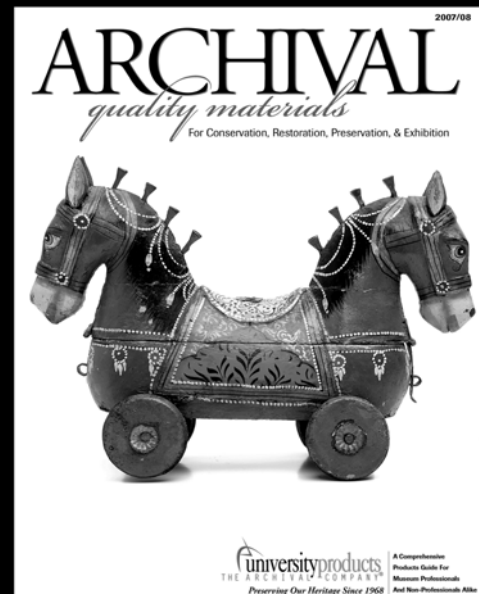
was made possible by a Museums for America grant from the Institute of Museum and Library Services.

V E R M O N T

Historical Society Awarded 2007 National Medal for Museum and Library Service

The Vermont Historical Society is one of five museums and libraries that were awarded the 2007 National Medal for Museum and Library Service, the nation's highest honor for the extraordinary public service provided by these institutions, announced Anne-Imelda M. Radice, Director of the Federal Institute of Museum and Library Services. The National Medal for Museum and Library Service (previously known as the National Award) recipient institutions will be awarded a newly-minted medal in recognition of their extraordinary civic, educational, economic, environmental, and social contributions. Each organization will also be honored in a special ceremony in Washington, D.C. and receive a \$10,000 award. For a full press release visit <www.ims.gov/news/2007/110607.shtm>.

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News from the Vermont State Archives

A volunteer, collaborative effort has been launched to provide guidance on the management of records and information. Known as iSTART (Information Strategies: Taskforce on Archives, Records, and Technology), the core participants are the Vermont archival and record management programs and the Enterprise Project Management Office of the Department of Information and Innovation. The goal of the taskforce is to provide a forum for identifying and addressing common concerns and to offer consistent advice on records and information management, including electronic records. To learn more about iSTART, including accessing its newsletter, see <www.vermont-archives.org/records/iSTART/index.htm>.

Legal issues have emerged concerning “ancient roads.” These are old public rights of way that fell into disuse over the last couple of centuries, but which were never legally discontinued. New home and property owners are discovering public rights of way that crisscross their land or houses. To simply enact a blanket discontinuance, however, would eliminate ancient roads that could potentially provide towns access to remote areas. Act 178 of 2006 provided funding to assist towns in locating ancient roads. The laying out of early roads often referenced original lots (property). The State Archives has provided online access to copies of its lotting plans. See <vermont-archives.org/lottingplans.asp>. ■

Reviews

O’Toole, James M. and Cox, Richard J. *Understanding Archives & Manuscripts* (Archival Fundamentals Series II) (Chicago: Society of American Archivists, 2006) ISBN 1-931666-20-2. \$35.00 (SAA members); \$49.00 (nonmembers).

- Cynthia G. Swank, *Inlook Group*

For those readers wondering whether to update their reference collections with this edition of *Understanding Archives and Manuscripts*, the answer is “yes.” The origi-

nal 1990 edition (part of Archival Fundamentals Series I) and this new one provide in the first four chapters an overview of records and recordkeeping; the history of archives and the archives profession; the knowledge and values expected of archivists; and archivists’ tasks and duties. O’Toole in the first edition, and O’Toole and Cox in the new one, have accomplished this daunting endeavor in an engaging manner.

Although the text of the four chapters has changed or been expanded only slightly, the footnotes (now *Notes* in this edition) have increased exponentially. Likewise, the original edition’s five page *Bibliographic Note* has grown into a forty-six page *Bibliographic Essay*. The *Notes* and *Bibliographic Essay* make the book an almost indispensable tool for readers wishing to augment their knowledge about particular subjects touched upon in the text.

It is easy to see this book as an important resource for archives students and educators. The chapters lend themselves to discussion and the supplemental readings suggested in the *Bibliographic Essay* and *Notes* can provide much fodder for thought. I hope the book also will find itself in course syllabi for allied disciplines, especially public history and records management. It deserves a wider audience than only archivists.

There are a couple of quibbles. I missed some of the illustrations present in the first edition, and wished there had been more Web site citations. The authors explain in the *Bibliographic Essay* that they avoided such citations because of their transitory nature.

The authors added a new concluding chapter, *Archivists and the Challenges of New Worlds*, in which they discuss a variety of topics under the headings: *Postmodernism, Internet Time, Ethics and Security, Symbolism and Technology, Advocacy and the Archival Mission, Recordkeeping in the Digital Era, and Professionalism*. The earlier chapters might have been enriched if these observations had been incorporated within the original text but gathering these challenges into a last chapter increases their impact upon the reader.

The book remains an impressive achievement and excellent introduction to the world of archives and manuscripts. ■

Calendar of Events



Press releases and other announcements of upcoming activities to be published in the *Newsletter* should be sent to NEA, c/o WPI Archives and Special Collections, Gordon Library, 100 Institute Road, Worcester, MA 01609, or sent via e-mail to <mperrin-mohr@newenglandconservatory.edu>. Please provide the date, time, place and a brief description of the event and the name, address and telephone number of the person to be contacted for information.

Feb 28, 2008. Deadline for SAA awards nominations and SAA fellow nominations (except Theodore Calvin Pease Award). For additional information and forms see <www.archivists.org/recognition/>.

Mar 10, 2008. SAA Workshop, “Applying DACS to Single-Item Manuscript Cataloging,” New Haven, CT. Co-sponsored by the Beinecke Rare Book & Manuscript Library, Yale University. For details and registration information see <www.archivists.org/prof-education/workshop-detail.asp?id=2338>.

Mar 13 - 14, 2008. SAA Workshop, “Understanding Archives: An Introduction to Principles and Practices.” San Antonio, TX. Co-sponsored by Briscoe Library at University of Texas Health Science Center. For details and registration information see <www.archivists.org/prof-education/workshop-detail.asp?id=2333>.

Mar 14, 2008. SAA Workshop, “Project Management for Archivists.” Chicago, IL. Co-sponsored by National Archives & Records Administration, Great Lakes Region. For details and registration information see <www.archivists.org/prof-education/workshop-detail.asp?id=2334>.

Mar 28 – 29, 2008. NEA Spring Meeting, “Our Digital Footprint: Archives in the Digital Age.” Salve Regina University, Newport, RI. For additional information see <www.newenglandarchivists.org/activities/meetings/index.html>.

Apr 10-11, 2008. SAA Workshop, “Understanding Photographs: Introduction to Archival Principles and

Practices.” Baltimore, MD. Co-sponsored by The Bryn Mawr School. For details and registration information see <www.archivists.org/prof-education/workshop-detail.asp?id=2270>.

Apr 21 - 22, 2008. SAA Workshop, “Encoded Archival Description.” University Park, PA. Co-sponsored by Paterno Library, Pennsylvania State University. For details and registration information see <www.archivists.org/prof-education/workshop-detail.asp?id=2330>.

Apr 24 - 25, 2008. SAA Workshop, “Style Sheets for EAD: Delivering Your Finding Aids on the Web.” University Park, PA. Co-sponsored by Paterno Library, Pennsylvania State University. For details and registration information see <www.archivists.org/prof-education/workshop-detail.asp?id=2331>.

May 19, 2008. SAA Workshop, “Building Digital Collections.” University Park, PA. Co-sponsored by Paterno Library, Pennsylvania State University. For details and registration information see <www.archivists.org/prof-education/workshop-detail.asp?id=2335>.

May 31, 2008. Deadline for nominations for SAA Theodore Calvin Pease Award. For additional information and forms see <www.archivists.org/governance/handbook/section12-pease.asp>. ■

NEA Web Committee News

Updates continue on the Web site but we are still looking for pictures, events and feedback. If you have any new content or suggestions for the Web site, please contact the Web coordinator, Krista Ferrante (ksferrante@yahoo.com). Aimée Primeaux and Julia Collins have resigned from the Web committee. We would like to thank them very much for their years of service to the New England Archivists. Cheryl Ostrowski will be joining the Web committee.

THIS SEASON IN NEW ENGLAND HISTORY



Ice cutting as it was done on the Saco River in southern Maine, 1912. The horse-drawn cutter first scored the ice, and then large hand saws were used to make a perpendicular cut to finish off the blocks. The saw man here can be seen in the rear right of the image. The rest of the men broke the blocks away and floated them to a ramp leading up to the ice-house on the river bank. This view, from the Biddeford side of the river, was taken by local photographer Charles E. Moody.

Image courtesy of the McArthur Public Library, Biddeford, Maine.