

NEA NEWSLETTER

Volume 33, Number 3 • July 2006



C O V E R — The Reading Room of the Congregational Library, Boston, ca. 1898. (This library's automation project is the subject of *Around & About*, page 24). For more information about the Congregational Library, visit <www.14beacon.org>.

I N S I D E — From the Spring 2006 NEA Meeting at Boston College: Dr. Thomas O'Connor's keynote address, "From the Dark Ages to the Present" (*Archival Insight*, page 4); *Session Reports*, page 12.

N E A

New England Archivists

TAKING THE PAST INTO THE FUTURE

WPI Archives and Special Collections
Gordon Library
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From the Editors

- Maryalice Mohr

With the dog days of July upon us, we hope that you will include the *NEA Newsletter* on your summer reading list! The theme that pervades this issue can be summed up by the tag-line for the new NEA logo: "Taking the Past into the Future." In different contexts throughout the issue, this phrase can be applied to individual repositories, NEA as an organization, and the archival profession as a whole.

Archival Insight features renowned Boston historian Thomas O'Connor's address, "From the Dark Ages to the Present," which was presented at the Spring 2006 NEA Meeting at Boston College. This talk, written from O'Connor's perspective as a researcher, discusses how the process of conducting research has drastically changed during his academic career. Consequently, his words demonstrate how our professional role and duties as archivists have changed over time.

A perfect example of an individual repository taking its past and moving into the future can be found in this issue's *Around & About*. The topic is the automation project taking place at the Congregational Library, Boston, in which the library's antiquated card catalog is being converted into an online catalog. This article by Jessica Steytler and Claudette

Newhall, describes the entire process of automation including the selection of software and a retrospective conversion partner, funding of the project, cataloging obstacles, and finally, the overall impact it will have on the library.

In *Inside NEA*, new NEA President Nora Murphy addresses ways in which we as a professional organization can move forward in terms of achieving more visibility both for our individual repositories and our profession. She refers to the upcoming Archives Week in November as one way of pursuing this objective. Richard Cox's new book *Archives and Archivists*, reviewed in this issue by David Horn, addresses some of the same challenges for the future – how we define our professional identity and our role in this increasingly digital world, how we promote ourselves, and thereby educate others about what we do.

Finally, the editors would like to thank Kathleen Barker for her contributions as *Internet Tidbits* columnist over the past two years. She has introduced us to many fascinating Web sites and online exhibits. At the same time, we would like to welcome our new *Internet Tidbits* writer, Susan Martin, whose first column highlighting the Maine Memory Network's Web site appears in this issue. ☺

☺ NEW ENGLAND ARCHIVISTS ☺

NEA Needs You - Please Volunteer!

Opportunities for volunteer participation in New England Archivists activities abound. NEA is a volunteer-run organization; without the participation of its members, NEA would cease to function. There are many committees, offices, and projects that need assistance from members.

Professionals in the archival field already possess skills and experience needed to support and advance New England Archivists. The opportunity to meet, converse, and do meaningful work with colleagues is of great professional and personal benefit. In addition, service to a professional organization such as NEA adds an important dimension to a professional resume.

If you are interested in volunteering for a committee, contact either Membership Committee Co-chair.

Archival Insight

From the Dark Ages to the Present

Dr. Thomas O'Connor, Professor Emeritus & University Historian, Boston College (Keynote address, Spring Meeting, March 11, 2006)

I should make it very clear from the outset that the reference to the “Dark Ages” in the program introduction does not involve pre-historic history as such, but is a hopefully light-hearted attempt to describe the type of archival opportunities available to young researchers some fifty years ago. And if you think I am going to pine for those “good old days” in the groves of academe, you have another thing coming!

During my formative years as a graduate student in the field of American history, in the late 1940s and early 1950s, the emphasis in our courses on methodology was on the importance of written documents as the essential ingredients for proper historical research. Those were the times when most history was written, as they said, from “the top down,” reflecting the written sources set down by those who had the time, the money, the education, the power, the position, and the leisure time to prepare them. It was a familiar route I followed as an aspiring scholar, starting out with a study of the prominent textile manufacturers of Massachusetts – the Lowells, the Lawrences, the Appletons – people who left behind detailed and carefully preserved written records of their accomplishments.

And all this, of course, was done by traveling from one archives to another, filling out the proper forms, and sitting down in some poorly lit room with a stack of paper and a three-inch stub of a yellow pencil. Whatever information was accumulated was

turned into print on a sheet of white bond paper, backed by carbon paper and several sheets of so-called onion-skin paper, and banged off either on a clunky manual typewriter or one of the new electric models that had recently come onto the market. In either case, however, any substantial changes either in the spelling of words or in the numbering of the footnotes usually meant a complete re-typing of the entire chapter.

My work with the so-called Lords of the Loom led me, interestingly enough, to begin exploring the life of John Bernard Fitzpatrick, the third Catholic bishop of Boston, who corresponded with many of these Yankee mill owners about the welfare of Irish immigrants who were replacing the earlier Mill Girls who worked in their mills. Once again I had access to written documents not only from the well-to-do mill owners, but also from the bishop himself, who was a man of considerable culture and learning, and who conscientiously maintained a daily log-book that proved indispensable. Written records of this sort were generally plentiful and conveniently available – although they were also irremovable, making it necessary to actually go to the locations, pencil in hand – God forbid you entered any research library with a fountain pen, a ballpoint, or a mechanical instrument of any kind! But in Boston that was not that much of a hardship, having any number of truly outstanding libraries, historical societies, museums, and repositories, all available within walking distance

almost any day of the week.

By this time, an even greater technological advance had come into my academic life – the computer. This was something I totally rejected at first – ostensibly because I had only recently purchased a beautiful new electric typewriter that I thought would solve all my problems, but in reality because I was scared stiff about entering into a new realm of high-tech complexity I was absolutely sure that I could never master, never mind understand. The deans pressured me into trying the new method, gave me one to take home during my semester sabbatical, and hooked it up to the massive mainline frames that occupied the entire basement below us here at Gasson Hall. Slowly, painfully, and hesitantly, I made my way through the mysteries of this new high-tech universe, stopping at intervals to announce loudly that I had broken the thing! The gradual realization of what this new instrument could actually accomplish slowly dawned on me – especially involving the process of documentation. The fact that whole paragraphs could be moved around from one location to another, that a new footnote could be added or a new one deleted, that indicators could actually rearrange themselves automatically – all without getting a new batch of carbon paper and re-writing the entire chapter – was positively dazzling. I still looked longingly at my electric typewriter sitting there on the table, but more and more it was relegated to the task of addressing an occasional envelope.

As I closed the book on the good bishop, and described his funeral cortege in 1866 from downtown Boston, across the Dover Street Bridge to the peninsula of South Boston where he was buried in the historic St. Augustine Cemetery, I decided that I should find out more about South Boston – a blue-collar Irish-Catholic neighborhood where I was born and raised, but one about whose history, I must confess, I really knew very little. Once again I sought out the written records, and was able to find early histories of the Peninsula District that provided me with records, deeds, family land titles, and other documents. As I moved into the later parts of the nineteenth century, however, I found myself increasingly frustrated by an expanding Irish-Catholic community whose members seemed to be far more comfortable with the spoken word than the written record.

The Irish are often celebrated for their colorful stories, delightful anecdotes, and imaginative literature. Unfortunately, however, little of this

oral tradition provided much factual history. As a result of famine, depression, and despair, the Boston Irish left few detailed written records and personal memoirs so essential to the historian. For a young writer, the transition from Yankee documents to Irish documents (or the lack of them) was like stepping into space. The Yankees saved everything – string, Christmas wrappings, and old clothes—as well as remarkably detailed histories of themselves and their families. I have often speculated on the way in which the Puritans' carefully documented chronicles of their daily walk with God was transformed into the diaries that were so assiduously kept by their children. But with the Irish, it was different. Time after time in researching their political history, I found that the documents I wanted simply did not exist – even for significant political and ecclesiastical figures who guided and directed their immigrant communities into the 20th century. Or if they did exist, they were often discarded and thrown away because the annals of an ordinary people who often did not

consider themselves important enough, deserving enough, or influential enough to be considered a part of “real” history. I think we all have a tendency to feel that things that are familiar, recognizable, and ordinary are not really the stuff of history. I recall that when I finished my book about South Boston, I gave a copy to my uncle Bill, a man in his seventies, a skilled electrician, who had spent his whole life in the district. When I met him later, I asked: “How did you like the book, Uncle Bill?” “I knew all about that stuff,” he replied. “I knew all that! Why’d you have to go and write a book about it?” “I knew all about that stuff!”

But most people don't know all that stuff! And one way of uncovering the past is not only through traditional written sources and oral interviews, but also by collecting and analyzing those artifacts and “things”—that “stuff” — that so often we dismiss as so much trash, but which may actually contribute to reconstructing the past. Songs and stories, sermons and eulogies, photographs and cartoons,



Our Boston College hosts of the 2006 Spring Meeting (L to R): David E Horn, Head, Archives & Manuscripts, Burns Library; keynote speaker Dr. Thomas H. O'Connor, Professor Emeritus & University Historian; and Dr. Robert K O'Neill, Burns Librarian.

can provide keen insights into the attitudes and convictions of an era. Celebrations and holidays, rituals and ceremonies, popular entertainment and sports extravaganzas can tell us much about the ways in which people view their past and cherish their heroes. Costumes and clothing, toys and games, furniture and musical styles can provide different ways of seeing the evolution of family life and social activities. In recent years, archivists and librarians have become much more inventive, even ingenious, in locating all sorts of source materials with which to reconstruct the lives and accomplishments of those who were previously undocumented, and assumed to be people without a history at all.

In addition to recognizing and acquiring unwritten sources, however, archives, libraries, and historical institutions have also employed new technologies that cause my own tentative gropings with the computer to pale by comparison. In addition to those "older" technologies that provided us with such techniques as microfilm and microfiche to preserve our written records, and tape recorders and camcorders to help com-

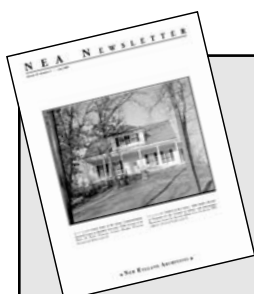
pile our oral histories, archivists are using even more complicated and elusive systems in this new age – an age in which vital information is being transmitted by fax machines and cellular phones, communicated by computers and e-mail, and sent through the ether waves by way of the internet.

Gone are the days when so many of my colleagues would have to wait until two or three weeks in the summer, or perhaps a period of sabbatical leave, when they could travel to archives in some other state or some other country. (In my case, working in Boston my "foreign travel" usually took me as far west as the Antiquarian Society in Worcester). As you know, it is now possible to access many materials, from any computer, located anywhere. This is a possibility made even more convenient by the online availability of guides and finding aids that not only provide an extensive listing of materials, but also the specific boxes and folders in which they are contained.

And behind the scenes, as we scribbled away at our tables, new systems of heating, ventilation, and air condition-

ing have been introduced, in addition to temperature and humidity controls so necessary to preserve priceless collections of documents. Many archives have constructed compact automated shelving to store an increasing number of materials in a much smaller space so as to provide more office and work space. (Am I the only one who fears being sandwiched between those monstrous shelves?) While pencils continue to be handed out to researchers, and sheets of paper are made available – although in colors other than white, for security reasons – laptop computers and digital cameras are increasingly being allowed. Indeed, not merely allowed, but one report I recently read stated (and I quote): "Lap-top computers are now welcome." Now isn't that a comforting expression!

As someone who has greatly benefited from the professional skills and organizational abilities of those of you who have brought us the results of these marvelous changes in archival work, bringing us from the Dark Ages to the high-tech era in less than fifty years, I would like to extend to you my personal gratitude and appreciation. ©



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Inside NEA

From the President

- Nora Murphy



With a refreshed mission statement, revised logo and new tag line, New England Archivists has a few more tools for promoting our work and our collections.

We need to draw non-archivists into a conversation, be they 'fundlers,' supervisors, the local community, or family and friends. Finding small ways to engage these 'others' in what we do can help us to articulate our message. Each of us has a passion for what we do – on most days anyway – and we need to share that passion. Maybe we shouldn't try to explain everything, but focus on one collection, fact, or 'find' at a time.

Archives Week (November 5th-11th) offers a regional way to publicize our work and it's not too soon to start planning ways to participate. It's an opportunity to show off what we have and what we do – even if it's just highlighting a single item from a collection because it's the most significant, or the oldest, or just plain 'cool.' If you plan an activity, share it with the NEA Outreach Committee so that they can add it to the online calendar of events <www.newenglandarchivists.org/activities/programs/archives_week/>.

Finally, the next NEA meeting will be held at the University of New Hampshire in Durham on October 20th and 21st. Entitled "Passionate About Archives," the theme of the meeting is advocacy – how we talk about ourselves, and how we promote ourselves - providing an opportunity to reflect on our promotional skills! ☺

To reach NEA officers, please see contact information on the NEA Web site at:
<www.newenglandarchivists.org>

Executive Board Meeting Report

- Elizabeth Slomba



The business handled at the March 10, 2006 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.

Paul Carnahan called the meeting to order at 12:00 pm. He thanked Past President Mary Ide and Representative-at-Large Anne Sauer for their service to New England Archivists.

Minutes from the January 17, 2006 NEA Executive Board Meeting were presented. **All members voted to accept the January 17, 2006 Board Meeting Minutes.** There was a brief discussion about various committee reports and the need to eventually replace the secretary's laptop. **All members voted to appoint Diana Yount to another term as print coordinator, to serve from Spring 2006 to Spring 2008.**

Officers' Reports

Vice-President

Nora Murphy mentioned that she hoped to find a location in Boston or nearby for the Spring 2007 Meeting and planned to name a Program Committee shortly. She also mentioned the budget deficit; the need to discuss a dues increase before October, and to start a discussion about standing expenses that will always be part of the budget. She encouraged board members to explore ideas about addressing these issues.

Treasurer

The board discussed at length why NEA should or should not send in a donation to the Coalition for History. Attendees discussed the coalition's advocacy and lobbying on behalf of historian and archivist organizations and mentioned that the coalition's email lists and other communications were an excellent way to follow news and government actions and information. The board briefly discussed the reconsideration of sending a contribution and whether it had been voted on before to send a contribution. Some

members mentioned that NEA advocacy should be for the New England region, not at a national level since SAA is the national archivist organization. A motion to not send a contribution was voted down and it was agreed to send the regular contribution.

Lois Hamill led a discussion concerning the current 2006 balance sheet, the accounting of unearned dues; retained earnings and net income lines in the balance sheet; current membership dues income and the profit and loss statement.

Conferences

Spring 2006 Local Arrangements and Program Committees

Laura Smith announced that the program was going well and that speakers were confirmed for sessions. David Horn discussed a variety of local arrangements issues and the reduction of costs for some items at the meeting. The total number of registrants for the meeting at Boston College will be close to 250 attendees.

Fall 2006 Local Arrangements and Program Committees

The Fall 2006 Meeting will be held at the University of New Hampshire. Meeting hotel blocks have been set up at the New England Center and the Hotel New Hampshire. The workshops and NEA Executive Board Meeting will be held at Dimond Library on October 20; the meeting on October 21 will be held in Murkland Hall. There was a discussion about a variety of local arrangements issues.

Donna Longo DiMichele announced the keynote and plenary speakers, Kathleen Roe and Kathleen Williams. Kathleen Roe will discuss advocacy at all levels; Kathleen Williams will talk about NHPRC as an advocate. Donna went on to discuss the proposed schedule, speakers and sessions, and the desire to get people to talk to each other and develop interest groups across types of archivists.

Reports from previous Program and Local Arrangements Committees have been posted on the Web site. A chart of the number of participants is available as well.

Committee Reports to the Board

Education Committee

Karen Spicher discussed the education workshops held at the Spring 2006 Meeting and the education planning for the fall meeting. The Education Committee will be holding summer workshops at the University of Connecticut. There was a discussion about publicity for the workshops, when to hold them and how many to have.

Nominating Committee

Mary Ide reported the election results: Chris Burns was elected president; Elizabeth Slomba, secretary; and Karen Adler Abramson, representative-at-large.

Hale Award

Nancy Noble will use the Hale Award to attend the Association of Canadian Archivists annual conference in Newfoundland.

Public Relations Coordinators

Tara Hurt reported on the development of the Public Relations Contacts List and the publicity done for the Spring 2006 Meeting. She and Tracy Messer are interested in hearing from members where they have seen information and news about NEA.

Membership

The Membership Committee reported on the current work on the online membership directory. Skybuilders continues to work on improving the membership directory and its functionality. There was a brief discussion about recruiting members while they are student archivists, student membership rates as an aid to recruitment and reaching out to students to encourage them to join.

Old Business

College and University Archivist Conference

Elizabeth Slomba mentioned the committee's current discussions, possible dates and location for the conference, and a marketing plan.

Ad Hoc Committee on Policy Review

Susan von Salis mentioned the membership of the committee and the discussions on formatting the committee's final report.

Please visit us online at
www.newenglandarchivists.org

Policies

Travel Reimbursement

The board discussed changing the wording of the proposed travel reimbursement policy and the pros and cons of reimbursing only the elected board members. It was suggested that the student reimbursement issue be separated from the whole policy. There was a review of the history of the reimbursement. **Members voted six in favor, one opposed to approve the policy on travel reimbursement as amended. All members voted in favor to approve travel reimbursement for the student representative.**

Policy on Travel Reimbursement

New England Archivists seeks to involve members throughout New England and from all sectors of the archival community in its leadership positions. Recognizing that travel expenses to NEA Executive Board Meetings may discourage some members from seeking elective positions, NEA will reimburse elected board members for mileage over one hundred miles round-trip when traveling to Executive Board Meetings not held at the time of the semi-annual NEA Executive Board Meetings at the federal rate in place at the time of the meeting. NEA will also reimburse (at the same rate as board members) Local Arrangements and Program Committee chairs to attend the Executive Board Meeting immediately prior to the meeting they are organizing. Board members and Local Arrangements and Program Committee chairs that can seek reimbursement from their employers are encouraged to do so. NEA will not reimburse other committee chairs mileage to attend board meetings.

The student representative who is not reimbursed by their institution for mileage may request reimbursement of up to 75 percent of total mileage for each Executive Board Meeting (including the board meeting at the semi-annual NEA meeting) at the federal rate.

Speakers Policy

The board discussed the policy, increasing the diversity of future Program Committee members, creating Program

Committees and how the same people tend to be appointed to committees. There was extensive discussion on how the honoraria limits might be harming the ability of Program Committees to recruit speakers and putting constraints on Program Committees, which may hurt recruiting speakers or Program Committee members. It was mentioned that the policy was proposed to counter the perception of seeing the same speakers and Program Committee members at conferences. It was suggested that the policy under discussion be tabled and it was. The board encourages solicitations of program ideas and would like the posting of Program Committee members on the Web site as soon as the committee is appointed.

Photocopying for speakers

There was a brief discussion about reimbursing speakers for photocopying, what other organizations do and whether there should be a policy. It was decided that the policy is not to reimburse speakers for photocopies.

Privacy Policy

Membership and Web Committees will continue to revise the privacy policy to address concerns and address specifically the areas regarding technologies used.

New Business

Endowment and Donations

There was a brief discussion about developing an endowment campaign for NEA and whether an all-volunteer organization can run such a campaign.

Next Meeting Date and adjournment

The next quarterly NEA Executive Board Meeting will take place on June 19, 2006 from 10:00 AM - 2:00 PM, at Northeast Document Conservation Center. The meeting adjourned at 4:10 PM. ☺

It's Your Newsletter: Contribute!

The *Newsletter* always needs news from your archives and other archives in New England, about NEA members, and about upcoming events. We also need people to write reviews, long articles, and session reports for NEA meetings. The editors have prepared information for contributors to help potential writers. If you have any ideas for articles, etc., please contact an editor.

New Members*- Rodney Obien*

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

Arman Arakelyan

Project SAVE

Patricia Heslin

Ethnic Heritage Center

Ann Clifford Newhall

Ethnic Heritage Center

Nathaniel Wiltzen

National Archives

Meghan Banach

Harvard Business School

Maureen JenningsPIRC, Harvard University
Planning Office**Cindy Ostroff**

Yale University

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Simmons College

Beth KauczkaMA Sons of American
Revolution**Jane Ploughman**

Henry Sheldon Museum

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Peter Rawson

Hotchkiss School

DAR Library**Katie Chase**

Mary Baker Eddy Library

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Ethnic Heritage Center**Amber Cushing****John J. McColgan**

City of Boston Archives

Anthony T. Vaver

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Mass. Historical Society

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MIT

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Name _____ Date: _____

Address: _____

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Fax number: _____ E-mail: _____

Please mail to New England Archivists: **Rodney Obien**
 WPI Archives & Special Collections
 Gordon Library
 100 Institute Road, Worcester, MA 01609
 <robien@WPI.EDU>

Internet Tidbits

- Susan Martin

The Maine Memory Network has put together another impressive online exhibit called “Eternal Images: Photographing Childhood.” Located at <www.maine-memory.net/exhibits_front.shtml>, this collection of early paintings and studio photographs of children is composed of images from the Maine Historical Society, the Bangor Public Library, Montpelier- the General Henry Knox Museum, the Abel J. Morneault Memorial Library, the Portland Public Library, and the Stanley Museum.

The collection is made up of twenty-eight items (most are photographs, but three paintings are included) spanning the years 1791 to 1933 and featuring the children of some leading Maine families. The exhibit is straightforward, informative, and easily navigated. A brief introduction provides some background information on early childhood photography in Maine, and captions throughout the exhibit supply additional historical context. Visitors to the site can choose to view the items as a thumbnail list or to click through them in slideshow format. When viewing an individual item, select “info” to get an enlarged image accompanied by bibliographic information.

Children have been popular photographic subjects since the birth of the medium, and some early studios, like the renowned F. E. Stanley portrait studio in the Lewiston area, specialized in portraits of children. Young subjects might have been posed in costumes with props and backdrops that reflected their interests or their family’s social status. The differences in posture, dress, and formality in these photographs attest not only to the flexibility of the medium, but also to changing attitudes toward children over time.

After touring the exhibits at the Maine Memory Network, be sure to follow the link at the left to the Henry Wadsworth Longfellow Web site at <www.hwlongfellow.org>. Developed by teachers at the Longfellow Institute in cooperation with the Maine Historical Society, the Longfellow National Historic Site, and Bowdoin College, this beautifully designed Web site offers a fascinating glimpse at the life and works of the popular nineteenth century New England writer. The site is dedicated to “recovering” Longfellow as a major American literary figure and exploring his “cultural impact and legacy.”

The site is divided into sections on Longfellow’s life (including a biographical timeline), his work, his family, and his homes, rounded off with a guide for teachers and an extensive bibliography. The text throughout is well written, comprehensive, and sprinkled with excerpts from Longfellow’s correspondence. The content is also liberally illustrated with images of archival documents, paintings, drawings, and photographs. Visitors interested in the prestigious Longfellow family will find three genealogical charts available in PDF format under “His Family.” Or click on “His Homes” to take a virtual tour of the Wadsworth-Longfellow House in Portland. The tour is illustrated with both modern and historic images, and the furnishings of each room are meticulously described. The Web site also features a database of Longfellow’s poetry, searchable by keyword and sortable by title, first line, publication name, or publication year. Just click on a poem’s title to read the full text. The Maine Memory Network has succeeded once again with this terrific resource for teachers, historians, and Longfellow aficionados. ☺

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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 Connecticut, Maine, New Hampshire and Vermont 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: <sheila.spalding@cityofboston.gov>. Photographs must be scanned at 600 dpi or better.

NEA Spring Meeting 2006 Session Reports

Doctors to Monsters: ALA Traveling Exhibits, Opportunities for Archives

- Amber Cushing

This session covered issues involved in bringing an ALA traveling exhibit to one's library/archives. Jennifer Gunter King of the Mount Holyoke College Archives and Special Collections and Kathryn Hammond Baker of the Countway Library of Medicine at Harvard Medical School are both hosting the ALA/National Library of Medicine exhibit on Women in Medicine, "Changing the Face of Medicine: Celebrating America's Women Physicians," in 2006. King and Baker walked through the process of bringing the exhibit to Harvard Medical School, which opened March 13th at the Countway Library. The knowledge King gained in assisting with the Countway opening will help her when the exhibit comes to Williston Memorial Library at Mount Holyoke on September 1st. In addition, Ellen More provided insight into her experience thus far in bringing the exhibit to the University of Massachusetts Medical School in Worcester, MA.

King began by explaining her interest in the exhibit and the completion of the application process. She walked us through the challenges she faced once approval was granted by ALA, such as garnering community involvement and excitement for the exhibit, as well as finding volunteers amongst the Mount Holyoke community and the broader academic community of Western Massachusetts.

Baker picked up where King left off, explaining last minute planning and finalizing - the exhibit was to open at her library three days after the session. Baker also spoke to the challenges one can face concerning space and the level of involvement library community members can offer with so much already on their agenda.

Finally, Ellen More from the University of Massachusetts Medical School, offered insight into how her professional experience as a medical historian aided her as she guided the exhibit committee at her library.

Baker, King and More all stressed the importance of leaving adequate time for planning before applying for an

exhibit date and the essential contributions members of the surrounding community can provide. Overall, each stated that the exhibit has brought positive attention to their institutional repositories and has been a rewarding experience.

PowerPoint Reform School

- Jill G. Thomas

Craig Thomas from MIT was asked to present some tips to help with PowerPoint presentations. He came prepared with a handout and an example presentation on each of the lab machines for the eleven session attendees to work through. Thomas highlighted the following points:

- Choose the appropriate slide design, watch out for the cliché.
- The font color and background color should contrast enough so you can read all of your points.
- Use a large enough font size.
- Each slide should include talking points, not the whole talk.
- The slide should have an overall composition that is not only visually appealing, but also allows the idea on the slide to come out.
- Watch out for problems with photos. Don't distort them and make sure they are not too blurry. A bad photo takes away from the whole slide. If necessary, take your own.
- Adjust the line and paragraph spacing as necessary.
- Use slide transitions and text animations when appropriate and try to stay with a standard that fits the decorum of the presentation.

At the end of the session the class took a look at a "fixed-up" version of the presentation they had received and were able to email both the "bad" and the "good" back to themselves for later review.

Online Collaboration at any Level - How the NEA Web Site Can Work For You

- Jonathan Penyack

This session, facilitated by NEA Web Committee members Jonathan Penyack and Aimée Primeaux, was

offered twice during the spring meeting. During both sessions Penyack and Primeaux presented tools which will hopefully be available to NEA members in the near future. Session attendees were given a sneak-peek at the Online Membership Database that will allow members to search for member information online in a secure area of the NEA Web site. Also previewed, with participants following along and providing excellent feedback, were tools that will allow members to publish Web sites, create blogs, and improve communication within committees. All of these tools are based online and built into the same system that runs the NEA Web site. The Web Committee's goal is to empower members to be in control of their own committee or interest groups' online content.

Graduate Student Papers

- *Rachel Onuf*

Three current students in the Simmons College GSLIS program presented papers that addressed several pressing issues in the archival world: acquisition of foreign materials, continuing education for archivists, and user studies in archives. Simmons adjunct professor Rachel Onuf chaired the session.

Eva Guggemos tackled the thorny legal, ethical, and cultural issues surrounding the acquisition of materials created in other countries in her talk, entitled, "Culture as Property: Problems in Importing Manuscripts to the United States." Legal restrictions on the manuscript trade are already preventing archives from acquiring collections of foreign material, especially from Western Europe. Though many of the ethical concerns that gave rise to these restrictions are justified, others have not been adequately considered. Guggemos examined some of the pitfalls of relying on national boundaries as stand-ins for responsible cultural stewardship. She suggested that cultural property concerns ought to be balanced with the need for accessibility, preservation, and intellectual coherence in manuscript collections, and asserted that it is possible, and in some cases desirable, for U.S. repositories to responsibly acquire and maintain archives of foreign material.

In her presentation, "Continuing Education in the Archival Profession: An Analysis of A*Census Data in Light of Current Publications," Jennifer Hawkes observed that

the nature and scope of continuing education is an ongoing problem for the archival profession as archivists work to further "professionalize" the field. Reviewing the archival literature relating to continuing education and analyzing the relevant data from the 2003 survey by SAA (A*Census), Hawkes identified several issues that must be explored in order to increase participation in continuing education within the field. Some recent publications state that continuing education should be targeted solely toward those who are professionals (like those with advanced degrees); while others claim that all practicing archivists (including volunteers) need educational opportunities. With either group, several barriers like cost, distance, and relevance of course offerings must be overcome before more people can participate. Thanks to the data gathered by A*Census, the profession can more adequately address the issues that archivists feel are most important to them.

In "User Studies in Archives: Are Finding Aids the Weakest Link?" Jennifer Miglus reviewed the history of user studies, focusing on four published studies targeting different groups who use archives: women's history scholars, university administrators, genealogists, and "expert" users of primary sources. Miglus discussed basic scientific experimental design, which should include an adequate sample size, an independent variable, and a dependent variable. Intrigued by the challenge of measuring the usefulness of finding aids for users of archives, Miglus then sketched out what an initial survey and actual study of the use of finding aids might include, citing Chris Prom's recent study of user interactions with electronic finding aids as a good model.

Conscious Design: Acquiring Architectural Records

- *Maria Bernier*

Three archivists with copious experience in working with architectural records passed on advice and lessons learned. The session was chaired by Maria Bernier of Mystic Seaport.

Mary Cooper of Cooper Information opened the session with points to consider when acquiring a new collection. She stressed that less is more. The archivist should weed out duplicate material and especially keep an eye out for prints of computer-aided design (CAD) documents that show only minor changes, but be sure to keep sketches that

show the development of the design concept in addition to schematic and as-built record drawings and system plans. She recommended that the archivist clarify legal issues with the donor beforehand, such as the transfer of copyright and ownership of other rights, whether the archivist can discard items when weeding, whether the donor can borrow things back, and under what conditions the archivist can make copies.

Lorna Condon of Historic New England gave a case study of the architectural collections there, explaining that part of the organization's mission is to preserve on paper things that will not survive in three-dimensional form, such as the built environment. She addressed the broad range of buildings and landscapes that are documented, the media and support on which the drawings were made, preservation and conservation challenges, the acquisition process, physical and intellectual access, and reproduction procedures. Condon noted that architects often don't make provisions for the long-term care of their collections – try to work with them when possible to educate them about preservation.

Maureen Jennings of Harvard's Property Information Resource Center (PIRC) wrapped up the session with an overview of the challenges in maintaining architectural records in a closed corporate archive. Some major issues include deciding when drawings transition from working documents to archival material, the fact that PIRC is restricted to seeking funding only within the university structure, and the severe limitations on scholarly access to the collections because of university policies and legal issues. Jennings' goals for PIRC are to be a resource for other offices, to encourage use of the collection, to work on outreach, to collaborate with other archives at Harvard, and to update the unit's technology so the staff needs less access to the physical documents.

Discussion Group: Academic Archivists

- *Edouard L. Desrochers*

Jeff Marshall, a member of the Professional Standards Committee at UVM, led the discussion. The focus of the discussion was professional development for academic archivists; how we are expected to keep up with teachers and contribute in professional ways to improve our

own credentials. The group discussed some of the obstacles of our profession given the limited venues in which we can publish.

It was suggested that archivists could conduct research that is focused on the experiences of our users with analysis of the effectiveness of our finding aids, but again, there aren't very many journals that would publish such studies. Few people in the room appeared to get support or encouragement for this kind of professional development from their institutions. Some said it simply wasn't even expected of them. But we must also strive to promote ourselves outside of our own circle. Many appeared to agree with the sense that institutions simply don't understand what we do, so they don't know how to evaluate us well. The group was reminded that presenting sessions at conferences demonstrates professional involvement. It was also suggested that perhaps the number of articles and books published by others from materials in our collections, the view that a well-done finding aid might be considered an acceptable expression of scholarly work, or the number of acknowledgments we have received in the publications of others might also be seen as possible criteria for evaluating our performance.

Some in the room indicated that current graduate programs had not really prepared them for what they actually do in their jobs. Individuals with specific examples of topics that they felt they lacked in their own training were encouraged to suggest topics for sessions and workshops to the NEA president, who could funnel them to appropriate NEA committees.

Recruiting and Supervising Volunteers for the Archives

- *Jon Ault*

The presenters for this session were Jenny Rosenzweig, Program Coordinator from the Upstate (NY) History Alliance, and Polly C. Darnell, Archivist and Librarian at the Shelburne Museum.

Jenny Rosenzweig began the session by discussing what she described as "volunteer basics." Before seeking volunteer staff, a repository should identify its remaining staffing requirements and develop corresponding job descriptions.

Several categories of people such as students, retirees, and friends and relatives of full staff members volunteer their time for a variety of reasons. These include a need to feel needed (the predominant motive), to be challenged, and to acquire relevant work experience. Rosenzweig recommended that all potential volunteers fill out job applications to determine their skills, experience, interests, hours of availability, and any special needs. A senior member of the full staff should then interview them, describe the repository and its collections, and present the candidates with choices of projects. A symbiotic relationship exists between a repository and its volunteer staff. To retain the volunteers the institution must publicly recognize and reward their efforts and, over time, must offer them a variety of challenging assignments. Occasionally, it will be necessary to terminate the relationship with a volunteer due to completion of the assigned work or unsatisfactory job performance.

Polly Darnell suggested the types of activities in which a volunteer might engage, depending on their experience and skill levels, such as reference duties, various processing tasks such as re-housing materials in archival containers, or photocopying materials onto acid-free paper. Again, one must vary the volunteer's assignments over time. When hiring student interns as volunteers, the repository's staff should contact the schools' internship departments to determine the nature of the work experience they seek. The student intern's tenure must be thoroughly documented: a written project description at the outset, progress reports, and, finally, a written evaluation and recommendation at the conclusion of the internship period.

Throughout the session Rosenzweig and Darnell elicited questions and comments from the audience.

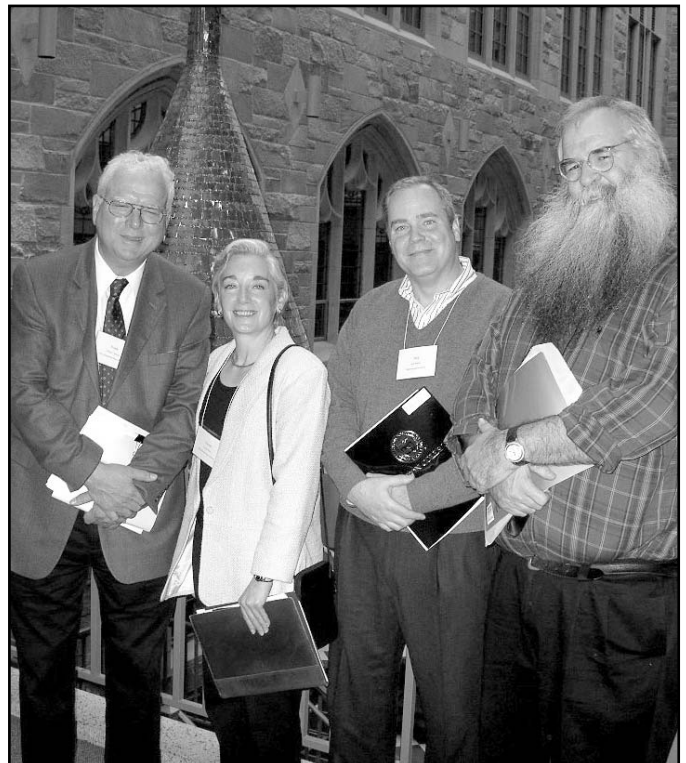
State Archivists Roundtable

- *Laura Katz Smith*

The State Archivists Roundtable was fortunate to have five of the six regional state archivists participate in this session. Attending were Mark Jones (Connecticut), Jack Warner (Massachusetts), Frank Mevers (New Hampshire), Gwenn Stearn (Rhode Island), and Gregory Sanford (Vermont), as well as New Hampshire State Records Manager Brian Nelson Burford. NEA President Paul Carnahan of the Vermont Historical Society moderated the session.

The session started off with each state archivist speaking briefly about the issues of predominant concern for his or her particular archive. This was followed by a discussion that included comments and questions from the audience. The issues that were discussed included:

- The preservation and storage of electronic records and born-digital materials
- The ever-changing issue of the permanence of records
- Records that cannot be de-accessioned without permission from the state legislatures
- Laws established for records retention
- Establishing the authority to collect pertinent state records, to "get a place at the table"
- Privacy vs. transparency
- Creating partnerships with other state agencies and institutions
- Encouraging young people, especially those of minority groups, to enter the field. With so many documents and records being generated by people of diverse ethnicities and races, there is a pressing need for new archivists who have a connection to and understanding of these cultures.



State Archivists attending the 2006 Spring Meeting include (L to R): Frank Mevers (NH); Gwenn Stearn (RI); Jack Warner (MA); and Gregory Sanford (VT). Not pictured: Mark Jones (CT).

Putting It Online: Intellectual Rights and Planning of Digital Museum Collections

- Jennifer Pelose

This session focused on copyright and digitization, two time-intensive issues that archivists confront on a regular basis. Speakers shared their personal experiences tackling copyright and digital projects at their respective institutions. Panelists included Lynne Spichiger, Online Projects Director from the Pocumtuck Valley Memorial Hall Association in Deerfield, Mass.; Emily Novak, Archivist/Librarian at Historic New England; and India Spartz, Senior Archivist at the Peabody Museum of Archaeology and Ethnology at Harvard University.

Lynne Spichiger discussed her experiences managing copyright while creating her institution's Raid on Deerfield Web site <www.1704.deerfield.history.museum>. In collaboration with over sixty colleagues, Spichiger acquired over one hundred images from forty-five locations to display in the project, and needed to maintain intellectual control over her institution's images, as well as attribute proper credit to the lending institutions. There was no formal copyright policy in place when the project began, forcing the staff to quickly learn about the intricacies of copyright. She consulted and highly recommends Daniel J. Cohen and Roy Rosenzweig's *Digital History: A Guide to Gathering, Preserving, and Presenting the Past on the Web* as a helpful resource for understanding online copyright. Spichiger noted that chapter 7 is particularly useful for constructing online projects and for settling issues of community sharing and property ownership.

Emily Novak presented Historic New England's involvement in the Boston African Americana Project, an Institute of Museum and Library Services/Library Services and Technology Act grant funded initiative launched in 2004 <www.bostonafricanamericana.org>. The project contains digitized graphic and textual materials relating to African Americans in the Boston area from 1770 to 1950. The Boston Athenaeum organized the project, and items were contributed by the Bostonian Society, Historic New England, and the Massachusetts Historical Society. Novak discussed Historic New England's copyright checklist, and how it was applied to images submitted to the project. Provisions in the checklist related to copyright criteria, including knowledge of the date and photographer and its importance to online display, edu-

cational image usage, and the institution's practice of "watermarking" or stamping its images online to maintain intellectual control.

India Spartz outlined her experiences planning digital photograph projects at the Peabody Museum. She recently oversaw a National Endowment for the Arts funded grant to digitize over 3,500 black and white negatives at her institution. Spartz presented her experiences from initial project planning to data storage migration, while covering topics including audience consideration, copyright and property rights management, and cataloged access to collections. Spartz advocated developing long-range plans for digital projects, including mapping out a "test project" training session/seminar for staff to properly ascertain time estimates and to set realistic project goals. She highly encouraged tackling physical preservation issues during the scanning process to minimize object handling and emphasized the importance of being willing to train or hire "someone smarter than you" to assist with the technology issues involved in digitization projects.

Institutional Repositories: It's Not Just the Technology

- Judith A. Huenneke

The speakers at this session emphasized the tremendous potential of institutional repositories, but it was equally clear that no archivist or records manager should undertake the construction of a system for the preservation of digital objects without a keen awareness of all that a digital repository entails.

The session began with Eliot Wilczek (Tufts University) emphasizing the numerous difficulties facing those who wish to preserve digital objects. Infrastructure, applications, data objects (records), as well as the institution itself all need study. One essential and helpful step is to define the requirements: Is a collection policy needed? What levels of service are required (for example, will the program handle both active and inactive records)? What are the expected responsibilities? What is the funding model? And what system will be handling the data objects?

Once an institutional repository has been created, it must be maintained and sustained. Policies and procedures must be reviewed and updated constantly. Levels of service must

be managed as well. And, of course, a strategy for the preservation (and future migration) of data is also critical.

Wilczek also pointed out that preservation isn't cheap – a consortium approach to an institutional repository can be effective and practical.

Tom Rosko (Massachusetts Institute of Technology) continued the session by discussing the DSpace@MIT experience. DSpace is, essentially, a place to access the research and teaching outputs of MIT. (He also discussed the use of the system for the preservation of MIT theses in PDF format.) The system captures, describes, distributes and preserves.

Rosko mentioned a number of issues that have come up in his DSpace experience: policies for submission of material, procedures to ensure a standard for metadata, multiple stakeholders, access fees and maintenance. Decision-making can be quite challenging with so many stakeholders. Finally, DSpace is maintained as an archive – items may not be withdrawn or removed from the repository.

Donors: ...Can't Live Without Them

- *Laura Katz Smith*

Every institution relies on donations to build and strengthen its collections. Some donors come to us willingly, happy to donate their treasures. Others we must seek out and expend an inordinate amount of energy persuading them to relinquish their collections. The speakers in this session recommended effective techniques they have used to cultivate and motivate donors, gave ideas on ways to be proactive in finding those who privately hold collections that would benefit our researchers, and offered advice on how to develop the savvy, social skills and patience needed to deal with donors of all varieties.

Brenda Lawson of the Massachusetts Historical Society spoke about situations where persistence and patience were needed to acquire desired collections. She said that often we need to take collections for political reasons and we should be prepared to accept a collection if our administration insists upon it. It is necessary to have a collection policy that is rigid enough to allow you to reject a collection that is not appropriate for your institution, but flexible enough to allow you to take what you want. We should be sensitive to the emo-

tional attachment people have to their materials and not be too pushy, which could throw off the donor to the possibility of any future donation. Other advice included being willing to make on-site visits to donors whenever possible and to never disparage other institutions but encourage donors to investigate the storage, preservation and access environments of any institution to which they might donate.

Tracy Messer of Crotched Mountain in Greenfield, New Hampshire, spoke about his institution, a school and rehabilitation center that serves individuals with disabilities and their families. Messer is in the early stages of establishing the archives for the center and tends to "save everything." He remarked that there is often a small window of opportunity to collect certain materials and we should be willing and able to solicit a collection with little advanced notice. He advises that in seeking out donors, archivists should set priorities, know what to look for, coordinate with other stakeholders at our institutions, make a good first impression, make it easy for donors to find you (at reunions or other special events at your institution, exhibits, or other proactive means), and expect the unexpected. He advised us to cultivate the virtues of savvy, patience, humor, discretion, integrity and polite persistence to acquire collections that are appropriate for our archives.

Bill Massa, Head of Collection Development at the Yale University Library, recommended that archivists educate potential donors about our institutions, give tours whenever possible; create exhibits to highlight what is already in our collections to let potential donors see examples of the types of materials we collect; and teach our donors about the papers they hold. If necessary, know when to say no and help the donor find another institution for their materials. Massa counseled that being proactive with material donations can also garner financial donations, either to the institution or to support the processing of the donated collection.

Corporate Culture and the Archives

- *Laura Katz Smith*

The three panelists, Susan Keats (Fidelity Investments), Cynthia Swank (consultant, Inlook Group), and Tom Wilsted (University of Connecticut), spoke about how necessary it is for archivists, whether they be situated in a not-for-profit historical society, academic library or a corporate

archives, to immerse themselves in their institutions and consider the archival collection they oversee as a product that can be marketed for its benefit. Keats encouraged all archivists to develop a business plan and be mindful of our obligation to promote our collections as proactively as possible. Swank addressed the need for archivists to speak the same language as their company's administrators, listen to what the organization is telling us, and keep current on any technological changes that affect how we work. Wilsted spoke of how companies exist to provide the highest profit possible, and archives often need to think in that same way to justify their existence. Several things work against the archives and the archivist in achieving this goal: archivists in general are process driven, so many of the ways we do things are at the expense of our users, such as limited access to our collections and restricting duplication of some items; our preservation mindset tends to make us risk-averse; we usually have little management or business training; and our staffs are small, which limits our ability to be entrepreneurial.

Interns in the Archives

- *Jessica Steytler*

This panel included two representatives from each aspect of an internship: Jeannette Bastian and Donna Webber, Professors (Simmons College); Elizabeth Andrews (MIT) and Sean Fisher (Massachusetts Department of Conservation and Recreation), supervisors; and Krista Ferrante and Michael Gill, Simmons students. Jessica Steytler (Congregational Library) served as moderator. The professors began the discussion, as they are writing a book on internships. The following is a summary of each person's observations.

Donna Webber - Internships have to be a balance between the obligations of the supervisor and the obligations to the student. Does the project demonstrate an aspect of the class curriculum and yet fulfill a need of the hosting organization? Does the host have enough administrative support and space for the intern to work? Students must consider an internship as more than just a project, but an opportunity to make good connections with professionals who will be mentors and references for future work. Professors must communicate the school's expectations, provide timely information about internship logistics, and keep the big picture in mind.

Jeannette Bastian - All three groups must be able to communicate what the goals and expectations are for themselves as well as incorporate the others' needs into their own practice. When goals are reached successfully, the students should be acknowledged and congratulated. It's critical for the intern to be ready to learn, act professionally, be flexible, and talk about problems as they come up, not after the internship ends. An ideal supervisor is flexible, sets clear expectations, and acts as a mentor. Professors must be able to share information in a timely manner and mediate problems if they come up.

Liz Andrews - Supervisors have a learning curve as well as the students. Supervisors must relate to the students and share the options for executing the core values of archive work, and also share day-to-day stories of how things get done: "tell everyone everything you know." Developing professional judgment and experiencing the methodologies explained in class is what an internship is all about. The intern's project should be manageable in relation to the time requirement.

Sean Fisher recommended that students be included in the supply ordering process so they understand the various options and have a practical application of budgeting for a project. Also, not all archival supplies are intuitive to use and managers should explain the best way to utilize the chosen tools of the trade.

Krista Ferrante - The best experience is a hands-on internship that augments readings from class. Being included among working professionals is an excellent networking opportunity. Supervisors should be reminded of the requirements for the current classes, particularly after there has been a change in the curriculum. Everyone agreed that in order for the internship to be a useful tool, it would have to be constructed so that both students and supervisors feel comfortable about giving constructive criticism.

Michael Gill - Clear goals make for a good internship. The mentoring aspect of a supervisor's role is acknowledged and appreciated. The internship provides useful practical experience and concrete examples of skills via finding aids, to future employers. The advanced course should challenge the newly learned material and provide a practical application. When possible, the supervisors should offer the opportunity to explore other aspects of archival work not normally covered by processing projects: copyright, legal issues, administrative duties, reference, reshelving, and retrieval. ☺

People

The Distinguished Service Award, NEA's most prestigious honor, was presented to **Megan Sniffin-Marinoff** of Charlestown, MA, in recognition of her lifetime achievements. Ms. Sniffin-Marinoff joined NEA in 1982, and has served as the organization's president and as an active member of many committees. She has demonstrated leadership in the profession as an educator, advocate, and scholar. Prior to becoming the University Archivist at Harvard University in 2004, she held leadership positions at the Arthur and Elizabeth Schlesinger Library on the History of Women in America, the Massachusetts Institute of Technology, and the Simmons College Graduate School of Library and Information Science. Ms. Sniffin-Marinoff received her bachelor's degree in Journalism from Boston University and her master's degree in American History from New York University. In nominating her, Brenda Lawson, Associate Librarian and Curator of Manuscripts at the Massachusetts Historical Society wrote "If one were to ask a room full of members of New England Archivists who they considered to be their mentor, I would venture to guess that at least half would answer Megan." The Distinguished Service Award may be granted to individuals or institutions who "are dedicated to the promotion of NEA objectives and who make significant contributions to the profession, their institution, NEA and/or the archival community in New England."



Past President Mary Ide, congratulates the 2006 Distinguished Service Award winner, Megan Sniffin-Marinoff, Harvard University Archivist.

Katherine Kraft, Archivist at the Schlesinger Library on the History of Women in America at the Radcliffe Institute for Advanced Study, has been honored with a 2006 Association of College and Research Libraries (ACRL) Women's Studies Section (WSS) Award for Significant Achievement in Women's Studies Librarianship. Kraft was presented with a \$500 award and a plaque during the WSS program at the 2006 American Library Association Annual Conference in New Orleans. The award, which is sponsored by Routledge and honors a significant or one-time contribution to women's studies librarianship, recognized Kraft's accomplishment as lead archivist of a twenty-two month National Endowment for the Humanities (NEH) grant to make some of the library's most significant holdings accessible to researchers. With funds from the NEH, Kraft and manuscript processors Cheryl Beredo and Johanna Carll processed twenty-three collections (800 linear feet) representing the post-World War II women's movement, including the records of the National Organization for Women, the Women's Equity Action League, and the Boston Women's Health Book Collective, as well as the papers of artist Judy Chicago and activists Catherine East, Wilma Scott Heide, and Marguerite Rawalt.

Katherine Paterson of Barre, Vt., the author of historical novels who spoke at the 2005 NEA meeting in Burlington, Vt., has won the Astrid Lindgren prize. Although not well known in this country, this award is very prestigious in the world of literature and children's literature. For more information see <www.alma.se/page.php>.

Jeff Marshall, Special Collections Librarian and University Archivist at the University of Vermont, is now a published novelist. His book, *The Inquest*, based on a document about a botched abortion, was published by the University Press of New England. The novel was reviewed by Nancy Graff in the Vermont Sunday Magazine, accessible online at <vermonttoday.com/apps/pbcs.dll/article?AID=/20060319/FEATURES/603190311/1002/vmsbooks>. ☺

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

News and Notes

CONNECTICUT

Litchfield Historical Society Receives Grant From the Connecticut Humanities Council

The Connecticut Humanities Council awarded a grant of \$3,744 to the Litchfield Historical Society to process the Mary Perkins Quincy Papers. The collection documents one family's experiences in Litchfield from the eighteenth through the early part of the twentieth century. Mary Perkins Quincy was a grande dame at the turn of the twentieth century and an avid traveler, visiting such places as Egypt, Greece, Russia, Scotland, Italy, France, Jerusalem, Palestine, Algiers, and Dresden. The papers contain photographs and postcards of these places, as well as correspondence with people she met while traveling. It is likely that processing will uncover other interesting travels and communications.

A descendant of the prominent Deming, Champion, Perkins, and Quincy families, Mary inherited a penchant for both local history and genealogy. She was an active member of the Daughters of the American Revolution, the Colonial Dames of America, the National Mary Washington Memorial Association, the Village Improvement Society, the Needle and Bobbin Club, the Litchfield Lawn Club, and the Litchfield Historical Society. The information the collection contains about these societies, architectural and civic history, women's history, class divisions, Miss Quincy's family members (many of whom had homes in Litchfield), and countless other topics will provide new opportunities for research, exhibition, and public programming.

The collection came to Litchfield Historical Society from Quincy and her heirs. The papers currently fill twenty-five standard document boxes and several oversized boxes, with only four boxes of materials cataloged on cards. The bulk of the collection, comprised mostly of Mary Perkins Quincy's personal papers, remains unprocessed. Archives assistant Nathan Koldys will work under the direction of Linda Hocking, the Society's archivist, to process the collection.

Visit the Society's Web site at <www.litchfieldhistorical.org> or the Helga J. Ingraham Memorial Library to

learn more about our holdings, and stay tuned for details of the processing project.

Connecticut State Archives Acquisitions Impeachment Committee Records

On Friday, January 6, the Connecticut State Archives received 315 boxes of records of the Select Committee of Inquiry to Recommend Whether Sufficient Grounds Exist for the House of Representatives to Impeach Governor John G. Rowland. Rowland eventually resigned on July 1, 2004, and Lt. Governor M. Jodi Rell took the oath of office as the next governor. One of the factors leading to Rowland's resignation was a State Supreme Court's decision that the governor had no special privilege and legally had to testify before the Select Committee of Inquiry. A large part of the accession consists of copies of documents subpoenaed by the committee from state agencies. Also included are summonses, subpoenas, transcripts and video tapes of depositions conducted by the committee; videos of committee hearings; administrative records, including rules adopted by the committee; agendas and minutes of committee hearings; exhibits prepared by the committee; copies of materials received by the committee with appropriate redactions pursuant to state and federal laws and regulations; and copies of complaints, answers, briefs, motions and documents received by or filed by the committee in connection with lawsuits to which the committee was a party. For additional information, contact Archivist Paul Baran at (860) 566-1100 ext. 302 or <pbaran@cslib.org>.

MAINE

Hilton Kramer Papers Open at Bowdoin College

The Hilton Kramer Papers at Bowdoin College have recently been opened for research. The collection, which consists of 28 linear feet of material dating from 1950-2002, documents the life and writings of Hilton Kramer, chief art critic for the *New York Times* (1973-1982) and co-founder of *New Criterion* magazine.

The Kramer Papers represent a significant collection of research and documentary materials related to American

art criticism during the latter half of the twentieth century. Kramer traveled throughout the United States and abroad during his career, and he commented critically on a number of the most important exhibits and artists of the time. Kramer's writings appeared in a number of exhibition catalogs, journals, and newspapers, including the *New York Times*, *New Criterion*, *Commentary*, *Modern Painters*, *Partisan Review*, the *New York Review of Books*, and others. He is also the author of several monographs, including *The Age of the Avant-Garde*, *The Revenge of the Philistines*, and *The Twilight of the Intellectuals*.

Notable correspondents in the collection include Ansel Adams, Robert Altman, Stanley Burnshaw, Daniel Curley, Joseph (Mike) Epstein, Josephine Herbst, Elinor Langer, James Lord, Gregory Masurovsky, Robert Motherwell, Aleksis Rannit, Howard Rogovin, Roger W. Straus, Jr., Jerry L. Thompson, and Eliot Wagner. The subject files, writings, newspaper clippings, and exhibition catalogs reveal Kramer's considerable research activities in social and cultural matters, especially in the realm of twentieth century art.

For a full collection description, please see <www.library.bowdoin.edu/arch/mss/hkg.shtml>.

Maine Historical Society Announces Museum Exhibition: *Passionate Pursuits - History in the Collectors Eye*

Passionate Pursuits - History in the Collector's Eye, an original exhibit presented by the Maine Historical Society, runs from June 30th to December 30th, 2006. The exhibit in the MHS museum gallery will feature selected groups of objects from the holdings of collectors across the state. Invited collectors were asked to select ten to fifteen specimens for display, write object labels, and provide a personal statement about why he or she became interested in a particular material, and how that material reflects Maine history.

Soda pop bottles from Maine villages, portraits of Maine-made ships, yardsticks from dry goods stores, industrial gauges from boiler rooms, and many other unusual and interesting groups of artifacts will be on view. Separately these collections record historical moments and personal stories. Together they show the changing nature of life in

Maine, and demonstrate how individual collectors play a vital role preserving our history.

For more information, visit the MHS Web site at <www.mainehistory.org>.

MASSACHUSETTS

Concord Free Public Library Features Renovation

The Concord Free Public Library William Munroe Special Collections reopened in January 2006 after an extensive library renovation. The beautifully redesigned area is over twice the size of the original space and features an expansive reading room, new shelving, furnishings, and computers for patron use. The renovation also provides exhibit space to display a selection of the library's art collection and highlights prized objects like the compass and tripod used by Henry David Thoreau for his work as a surveyor.

The William Munroe Special Collections documents the Colonial, Revolutionary, and literary history of Concord, Massachusetts. Included are manuscripts and archival materials by and relating to Ralph Waldo Emerson, Henry David Thoreau, Bronson and Louisa May Alcott, and Concord's nineteenth century transcendentalist community. A constantly expanding Web site, with more than one hundred finding aids and online exhibits, provides electronic access to the collection and related resources.

The completely revamped and updated space allows more room for researchers, education, and public programs.

NEW HAMPSHIRE

Conservation Grants Now Available Through the New Hampshire State Library

The New Hampshire State Library is offering conservation grants through the Conservation License Plate Program to non-profit or public institutions for the preservation and conservation of publicly owned cultural resources.

Grants are awarded for activities that will enhance access to resources and safeguard rare or endangered treasures.

The New Hampshire General Court passed the Conservation License Plate or “Moose Plate” initiative in 1998 as a way to supplement existing state conservation and preservation programs with funding through voluntary public purchases of the plates. The Conservation License Plate program supports the protection of critical resources in New Hampshire, from scenic lands to historic sites to wildlife. Revenues from the sale of the plate are distributed through five state agencies.

Applications are due on August 31, 2006 and grants will be awarded in October. For more information, please visit <www.nh.gov/nhsl/moose.html> or contact Janet Eklund at 603.271.2393 or at <jeklund@library.state.nh.us>. For more information on Moose Plates, visit <www.mooseplate.com>.

Rauner Special Collections Library at Dartmouth College Acquires the Brut Chronicle

The Brut Chronicle is the earliest prose chronicle in English: an historic/literary text that tells of the creation and history of Britain to 1333. It was one of the most popular secular literary pieces of Medieval England and it recounts the legend of Brutus, his conquest of Albion, and the naming of the land of Britain after him. King Lear, Merlin, and King Arthur also figure prominently in the story. The text, in Middle English, has inspired many authors including Shakespeare.

While there are approximately 180 known copies of the Brut Chronicle, there are only a few copies in the United States. The copy in the Dartmouth Library, an illuminated manuscript on parchment (ca. 1430), has been in private

hands and has not been studied by scholars. It contains a continuation of the original Brut Chronicle carrying the history to 1419.

The acquisition of the Brut Chronicle was made possible by the newly created William L. Bryant Foundation Library Fund, established by William J. Bryant, Class of 1925.

RHODE ISLAND

Envisioning a Rhode Island EAD Finding Aid Collaboration

Brown University Library’s Center for Digital Initiatives hosted an all-day forum on March 28, 2006 entitled “Envisioning a Rhode Island EAD Finding Aid Collaboration.” To open this dialogue, Brown invited twenty participants representing a cross-section of Rhode Island universities, public libraries, historical societies, and state-level agencies/consortiums/networks to discuss the feasibility of forming a Rhode Island consortium to create a union database of guides to archival and manuscript collections throughout the state. The finding aids would be encoded in EAD (Encoded Archival Description), a data structure standard endorsed by the Society of American Archivists and the Library of Congress, which allows searching across collections and institutions, and retains the hierarchical nature of each collection.

In the morning, CDI staff at Brown (Sarah Shaw, Jennifer Betts, and Patrick Yott) demonstrated consortia finding aid sites developed for other states and regions, and gave an overview of EAD. Kelcy Shepherd (Five College Project Archivist) was invited to speak on “Working within an EAD Consortium & an Update on the Archivists’ Toolkit.” This was followed by demonstrations of three existing Rhode Island finding aid Web sites at the Rhode Island Historical Society, Naval War College, and University of Rhode Island.

In the afternoon, the group discussed opportunities for collaboration and how a plan for effective collaboration might be developed. A smaller group was formed to develop and seek funding for a pilot project to encode a sample of thirty finding aids contributed from six Rhode Island institutions, to be posted on a consortium Web site entitled

Join NEAdiscuss: An open forum for NEA Members to communicate about items of common professional interest. Open to all NEA members and moderated by the email coordinator. Send subscription requests to: <proberts@SPFLDCOL.EDU>.

“Rhode Island Archival & Manuscript Collections Online.” The RIAMCO Pilot Project Group will be comprised of representatives from Brown University, Redwood Library and Athenaeum, Rhode Island Historical Society, Rhode Island State Archives, University of Rhode Island, and Westerly Public Library. Sarah Shaw (Digital Initiatives Librarian, Brown University) will facilitate meetings of the pilot project group. For further information, contact <sarah_shaw@brown.edu>.

Naval Historical Collection Acquisition

The papers of Rear Admiral Ronald F. Marryott (1934-2005) were recently deposited in the Naval Historical Collection by his wife Carol Marryot. Admiral Marryott was a 1957 graduate of the U.S. Naval Academy at Annapolis, where he later served as superintendent. He was president of the Naval War College in 1985-1986 and served as president of the Naval Academy Alumni Association from 1996-2000. The collection consists of correspondence, speeches, writings, media articles, photographs, and certificates documenting Marryott’s naval career from 1979-2005.

Captain Homer M. Doran’s papers were also recently acquired by the College. Captain Doran was a 1943 graduate of the U.S. Naval Academy and served in World War II. His papers consist of naval orders, fitness reports, correspon-

dence, naval commissions, the cruise book of the USS Wrangell (AE012), 1965-1966, and a U.S. Naval Academy commemorative book of 1968.

VERMONT

Legislative News

The Vermont House and Senate Institutions committees are reconciling their respective versions of the capital construction bill. Both versions include money for the design of a new State Archives and Research facility. The House and Senate Government Operations committees are reconciling their versions of a bill to eliminate common law deliberative process privilege as an exemption to Vermont’s public records/right to know law. The senate version calls for a summer study of Vermont’s exemptions to the public records law. The study is to be conducted by the Legislative Council in consultation with the State Archives. The State Archives has circulated for comment draft guidelines for developing Comprehensive Records Programs. The guidelines outline six steps for developing such programs, including archival appraisal at the point of creation. The archives is testing the guidelines through work with five state courts and the Division for Historic Preservation. ☺

NEA is always looking for ideas for sessions at the fall and spring meetings. Your suggestions are invited!

Please complete and send this form to:

Nora Murphy
Reference Archivist, Institute Archives
Massachusetts Institute of Technology
77 Massachusetts Avenue, Cambridge, MA 02139-4307

Proposed by: _____

Institution: _____

Mailing address _____

Phone: _____ Fax: _____

E-mail: _____

Please provide a brief description of the session you’d like to see offered at an NEA meeting. If possible, include the overall purpose and a general description of the session, and its intended audience (including skill level and topic category). If you have ideas for potential speakers for this session, please include their names and institutional affiliations.

Around and About

Congregational Library and Archives Automation Project

Jessica Steytler and Claudette Newhall

When organizations talk about the next big project, the trend is to talk about “digital” in regards to scanning photographs, art work, and widely in-demand texts. When grants are sought out, projects that produce these sorts of online and digital results are the ones most often funded. And yet, in the background are the stragglers who have yet to join the first level of digital access: the online catalog. Nevertheless, the Congregational Library is one of the small, specialized libraries/archives that falls into this latter category. The staff and governing board had considered putting our antiquated and idiosyncratic paper catalog into a modernized and more universally searchable format for many years. With a transfusion of new staff members in 2004 and 2005, this biblio rite of passage was undertaken. It has been a year since we launched ourselves wholeheartedly into the metamorphosis that will propel us into the larger researching world.

The goals of the automation project were improving library services to patrons worldwide, increasing staff productivity, and providing greater visibility and accessibility for the unique collections in the library and archive. The project would integrate the library and archive materials into one catalog and one search. In addition to improving overall access, an automated system allows us to accurately inventory collections, perform collection development activities that support the mission of the Congregational Library, and provide numbers needed to make budget and hiring decisions.

Our project plan began with the selection of the software to use for our new online catalog. Criteria for the selection included that the software be Web-based, hosted by the vendor, flexible, easy to use, and reasonably priced. It also had to allow for customization and offer excellent customer support. The software had to support records for all the types of materials held by the library and archive. After reviewing and evaluating products from six vendors, we selected Liberty3 ASP by SoftlinkAmerica. With this software, we were able to create records with the fields that we required for archive and library collections. Softlink customized both the fields we requested and the records in the OPAC. We also subscribed to BookWhere, a software package that allows the user to search hundreds of library databases via the Internet and capture MARC records using the Z39.50 protocol. Using BookWhere, we have downloaded thousands of records that we edited and to which we have added local holdings information.

While we were completing the selection of the catalog software, we began evaluating retrospective conversion partners. With a small staff, we knew that we needed help in entering the thousands of records for materials in the archive and library. The number 225,000 is frequently referenced as the total of our holdings, but it is possible that the collection is larger. We’ve found numerous pamphlets and sermons that do not have individual catalog cards. Pamphlet boxes may have one card, cards for all the items

in the box, or cards for some of the items in the box. In the case of the pamphlets in town history, a record is created for the box and each pamphlet is listed in that record. In the Congregational history and the sermon sections, each pamphlet is cataloged separately although each may have the box number as its class number. In other circumstances, we discovered single titles with multiple volumes, each volume having its own card and class number rather than a single card and a single class number with the volume numbers. Another variation is the title with multiple editions. In this case there could be one card listing all the various editions and a single class number. Only two of the four vendors that were sent sample records returned match results to us. After consideration of price, databases searched, and number of matches, we chose Backstage to convert 15,000 records for us by June 30, 2006.

This project also required funding. Money to purchase new computers, catalog software, off-site conversion, and additional staff was not available in the library budget. We wrote proposals to foundations. Our research of funding sources revealed that we were behind the curve for funding automated card catalogs and that more funds were available for digitization projects. Through personal contacts and persistence, our Executive Director was successful in obtaining three grants since March 2005. Our first grant was used to upgrade our hardware and software. This included new CPUs, flat panel screens, new

printers and scanners, and a digital camera. We purchased two additional computers for use by our part-time cataloger and our volunteers. The second grant is covering the first year for the Liberty3 ASP, the conversion of 15,000 cards, the part-time cataloger position, and travel grants for researchers. Our third grant is assigned to the annual fees from Softlink and BookWhere, the continuation of our part-time cataloger, and the conversion of an additional 10,000 cards.

Librarians or archivists who have been a part of a catalog conversion process probably have countless stories to tell about the little things that had to be done in order to achieve the goal. What is not obvious until the project is underway, is that any chinks in the cataloging armor must be addressed along the way. At times, it would appear that we have more chinks than armor; as a religious organization that until recently was very dependent on volunteers and informally trained librarians for the bulk of the staff, this is not surprising.

Our first cataloging hurdle was that our classification system was created specifically for the Congregational Library at some point between 1853, when the library was established, and the early twentieth century. Without the standardized guidelines that Dewey or Library of Congress provides, it was inevitable that now-long-dead catalogers would have made some confusing and radically contradictory choices. Since the collection and the clientele were rather small for the first few decades, the shelf list was not established until the 1930s. The earlier acquisitions were not retroactively included, and the list was inconsistently updated until at least

the 1950s when Library of Congress cards replaced the in-house produced cards, which were either written out by hand or typed. Finally, while we now are conscientious about our acquisition policy, it has only been in place for the past decade or two.

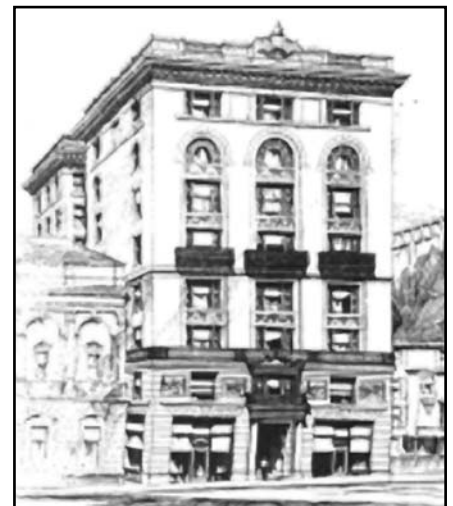
So, as we go along with transferring our cards into an electronic form, we are also refining and applying quality control on our classification system, verifying and completing the shelf list, and weeding the collection. All staff members excluding the Executive Director were trained to catalog. Jessica Steytler, Archivist, with the assistance of customer service at Softlink, downloaded the manuscript records from the Archive Access database into the catalog. Jessica continues to add images and other items from the archives to the catalog. Other staff members are responsible for periodicals, new books, and editing the converted records. If all goes according to plan, this whole process will be completed within five years of its start date. The faint of heart would cower at such a prospect, but the staff here, numbering six full time staff and numerous part-time staff/volunteers/interns have bravely and enthusiastically entered into this undertaking with no doubts and a growing enthusiasm.

Yet another offshoot of this larger project is the organization of local church history materials in the library. The library has collected local church history and related non-manuscript resources for over a hundred years. In reviewing this part of the collection in preparation for cataloging, we recognized that a different system was needed than our local call number classification. We have completed the first phase of surveying, organizing, arranging, and

creating catalog records for the histories of Boston churches. We have been assisted in this project by two Simmons records management interns.

Since May 2005 when our new online catalog was installed we have added over 23,000 title records into the catalog. We have entered records of books, serials, manuscripts, pamphlets, images, DVDs, CD-ROMs, and realia. Some of the records include attachments that you can click to open or have links to finding aids for archive collections, images, or tables of contents. Many records display a thumbnail picture of a book cover or image.

We all understand that by undertaking automation of the catalog, the entire character of the library and archive has started to shift. While the project will mean improved access to our patrons, the administration and staff are very aware that the demands of upkeep and new requests will require all of us to continue adapting and rethinking both daily activities and our long term goals. The adaptability that has kept us afloat during this first challenging year will bolster us as we make those changes. ☺



Congregational House, 14 Beacon Street, Boston. Built in 1898.

Reviews

Cox, Richard J., *Archives & Archivists in the Information Age*. New York: Neal-Schuman, 2005. \$85.00.

-David E. Horn, Head, *Archives & Manuscripts, John J. Burns Library, Boston College*

What? Another book by Richard J. Cox! How does he do it? The “About the Author” note (page 325) says Cox has “...written extensively...” and lists eleven books he has written or co-edited since 1990, while doing much other work, including contributing to and editing the Records and Information Management Report.

This book, *Archives & Archivists*, is the first volume in a series published by Neal-Schuman, for which Gregory Hunter is the series editor. The series is called *The Archivist's and Records Manager's Book Shelf*, and I hope that some day soon the first “s” will not be needed.

Why a new series? Hunter says in the foreword that new technologies as well as changes in “...compliance, outreach, finance, facilities, and more...” require a review of our work and justify this series (p. vii).

One explanation of Cox's impressive quantity of output is repetition, and he acknowledges in the preface that “...many of these chapters have been updated and revised from articles I originally wrote for Records and Information Management Report...” and this volume is intended to complement his earlier works on managing archives and records (pp. xi-xii).

Readers who own Cox's earlier works and Report might hesitate to purchase this volume. *Archives & Archivists* does a thorough and solid job in meeting its declared purposes. In 325 pages the author systematically lists all the administrative and managerial responsibilities of archivists and records managers, and he provides – sometimes in great detail – all the considerations that should influence the judgment of people he calls “records professionals.” Included among the ten chapter headings are: “Why Organizations Need Archivists,” “How Organizations Define Archival Positions,” and “Why Records Professionals Need to Explain Themselves.” On this topic I have always thought that describing what we do and – with more difficulty – explaining why we do it is an occupational hazard, but Cox

provides some helpful insights into the way people view our profession and how we can talk with them.

Other chapters are “Archival Credentials and Professional Identity;” “The Archivist in the Knowledge Age: What have We Become?” and “Records, Documents and Stuff in the Digital Era.” These topics provide opportunities to discuss the changing work and therefore the changing identities of archivists and records managers. Cox mentions these consequences but does not address them as thoroughly as we would expect from reading the stated purpose of the series.

I like anecdotes, examples, and cases. In the last chapter, “Putting it Altogether [sic – how could they?]: Case Studies of Four Institutional Records Programs,” Cox uses as his examples programs in a local government, a small municipal government, a diocesan organization, and a religious order. The lists of considerations – things we should really think about – are thorough, but the examples are not sufficiently varied. With more cases, wider variety, and more discussion, this chapter could by itself be a helpful publication.


Archives & Archivists could be helpful in the absence of earlier or similar books, and it might serve as a basis for discussion in a class on the management of archives. It has endnotes for chapters but, alas, no bibliography. ☹

Attention Amateur Photographers!



The Public Relations Committee seeks to compile a list of photographers to be made available to all NEA committees. Individuals with high quality digital cameras can help document the NEA organization by taking photographs of members, keynote speakers, leadership and committees at bi-annual meetings, special events, etc. To join the list of photographers, contact Tracy Messer at: <tracy.messer@crotchedmountain.org>. ☹

Calendar



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 <Michael.forstrom@yale.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.

July 30 - Aug 6, 2006. SAA Annual Meeting. Washington, D.C. For details and registration information see <www.archivists.org/conference/index.asp>.

Aug 1, 2006. SAA Workshop, "An Introduction to Archival Exhibitions." Washington, D.C. For details and registration information see <www.archivists.org/prof-education/workshop-detail.asp?id=1856>.

Aug 1, 2006. SAA Workshop, "Oral History: From Planning to Preservation." Washington, D.C. For details and registration information see <www.archivists.org/prof-education/workshop-detail.asp?id=1857>.

Aug 1, 2006. SAA Workshop, "Electronic Signatures: Technologies, Policies, and the Working Archivist." Washington, D.C. For details and registration information see <www.archivists.org/prof-education/workshop-detail.asp?id=1858>.

Aug 2, 2006. SAA Workshop, "Ethnographic Archives, Communities of Origin, and Intangible Cultural Heritage." Co-sponsors: American Folklife Center, Library of Congress; National Anthropological Archives and Human Studies Film Archives, Smithsonian Institution; Native American Archives Roundtable of SAA. For details and registration information see <www.archivists.org/prof-education/workshop-detail.asp?id=1859>.

Aug 19 – 24, 2006. Seminar, "Preserving Photographs in a Digital World." George Eastman House, Rochester, New York. Co-sponsored by the George Eastman House and the Image Permanence Institute, RIT. See <www.imagepermanenceinstitute.org/sub_pages/8page10.htm>.

September 2006. Mount Holyoke College Library Information and Technology Services (LITS) will host the exhibit "Changing the Face of Medicine: Celebrating America's Women Physicians." For further information see <www.mtholyoke.edu/lits/library/changingthefaceofmedicine/index.shtml>.

September 9-14, 2006. International Association of Sound and Audiovisual Archives (IASA) Annual Conference. Mexico City. See <www.radioeducacion.edu.mx/iasa/iasa.html>.

Oct 1, 2006. NHPRC deadline (for the May meeting). For guidelines and application forms see <www.archives.gov/nhprc/apply/program.html>.

Oct 5 - 6, 2006. SAA Workshop, "Understanding Photographs: Introduction to Archival Principles and Practices." Chicago, Il. Co-sponsored by the Chicago History Museum. For details and registration information see <www.archivists.org/prof-education/workshop-detail.asp?id=1908>.

Oct 10 – 14, 2006. Association of Moving Image Archivists (AMIA) Annual Conference. Anchorage, AK. See <www.amianet.org/>.

Oct 16, 2006. SAA Workshop, "Describing Archives: A Content Standard (DACS)." Haverford, Pa. Co-sponsored by the Haverford College Magill Library. For details and registration information see <www.archivists.org/prof-education/workshop-detail.asp?id=1808>.

Oct 20, 2006. NEA Workshop, "Describing Archives: A Content Standard (DACS)." Boston, MA. Co-sponsored by SAA. For details and registration information see <www.archivists.org/prof-education/workshop-detail.asp?id=1809>.

October 20-21, 2006. "Passionate About Archives" – Fall 2006 Meeting of the New England Archivists, University of New Hampshire, Durham, NH.

Oct 22 - 25, 2006. Association of Record Managers and Administrators (ARMA) International Annual Conference. San Antonio, Texas. See <www.arma.org>. ©

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This Season in New England History



Brown University Commencement, 1921

This image, from the Imago Brunoniana Collection at Brown University Archives, was taken outside of the Van Winkle Gates. The image will soon be launched as part of Imago Brunoniana: a Brown University Digital Collection. Meanwhile, one can view it directly at: <http://dl.lib.brown.edu/repository/repoman.php?verb=render&id=1117567148314831>.