

Volume 36, Number 4 • October 2009

N E A

NEWSLETTER

NEW ENGLAND ARCHIVISTS



C O V E R -- Bears, penguins and elephants (oh my!): a photograph featured in the Unidentified Photo Challenge section of the new web site of the Marion B. Gebbie Archives and Special Collections at Wheaton College. For more information, see News & Notes (page 15). *Courtesy of the Marion B. Gebbie Archives and Special Collections, Wheaton College, Norton, Massachusetts.*

I N S I D E -- Robert S. Cox and Danielle Kovacs describe the "catablog" of the Department of Special Collections and University Archives at UMass Amherst (*Archival Insight*, page 4) while Miriam Spectre reports on the new Archives and Research Center of the Trustees of Reservations (*Around and About*, page 18).

TAKING THE PAST INTO THE FUTURE



New England Archivists

TAKING THE PAST INTO THE FUTURE

College Archives & Special Collections
Wallace E. Mason Library • Keene State College
299 Main Street • Keene, NH. 03435
 <www.newenglandarchivists.org>

NEA Executive Board

- President: Peter Carini
- President-Elect: Elizabeth Slomba
- Past President: Kathryn Hammond Baker
- Secretary: Danielle Kovacs
- Treasurer: Andy Wentink
- Representatives-at-Large: Ellen Doon
Melissa Watterworth
Karen Adler Abramson
Joan Gearin
- Clerk: Jean Nielsen Berry
- PR Coordinators: Tracy Messer
Tara Hurt
- Development Coordinator: Jane Ward
- Newsletter Editors: Cynthia Harbeson
Juliana Kuipers
Alyssa Pacy
Stephanie Schneider
- Web Coordinator: Krista Ferrante

Membership in *New England Archivists, Inc.* is open to all.

Dues of \$30/year (\$40 for institutions) should be sent to: Rodney Obien, College Archives & Special Collections, Wallace E. Mason Library, Keene State College, 299 Main Street, Keene, NH. 03435.

Notices of archival events should be sent to: Stephanie Schneider at <stephanie.ann.schneider@gmail.com>.

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

Articles and **News** of interest to archivists, historical society members, historians, and other NEA members should be sent to: Stephanie Schneider at <stephanie.ann.schneider@gmail.com> or to NEA Newsletter Editors, c/o College Archives & Special Collections, Wallace E. Mason Library, Keene State College, 299 Main Street, Keene, NH. 03435.

Contributions to the NEA Web site should be sent to: <webcoordinator@newenglandarchivists.org>.

Deadlines for submitting materials are:
 November 15 for January issue February 10 for April issue
 May 15 for July issue August 15 for October issue

Advertising Policy:
 There will be no fee to list position openings. Advertisements for archival products will be accepted as space permits. Advertising should be submitted to Jane Ward, (978) 459-2129 or <jane.ward@comcast.net>.

Rates: Full page: \$125; half page: \$75; quarter page: \$40. Payment is requested at the time the ad is submitted. All checks should be made payable to *New England Archivists*.

Newsletter design by Culp Design <www.culpdesign.com>



Table of Contents

- From the Editors** 3
- Archival Insight** 4
 - Good Intentions: Whither That Road? 4
- Inside NEA** 7
 - From the President..... 7
 - Executive Board Meeting Report..... 7
 - Officers’ Reports..... 7
 - Meetings 8
 - Old Business 8
 - New Business 8
 - New Members..... 9
- NEA 2009 Annual Business Meeting** 10
- News and Notes** 12
 - Connecticut 12
 - Maine 12
 - Massachusetts 12
 - New Hampshire 15
 - Rhode Island..... 16
 - Vermont 17
- Around & About** 18
 - The Archives and Research Center of The Trustees of Reservations 18
- Internet Tidbits**..... 21
- Reviews** 22
- Calendar** 23
- People**..... 23

From the Editors

- Juliana Kuipers

Many of us get back into the swing of things during the fall months after summer rest and relaxation. However, that routine may be disrupted this year as members struggle with the impact of the economic downturn. The strength of NEA lies in its membership, and now is the time for that membership to come together and help one another. Peter Carini describes efforts the Board is taking to aid members in the President's Column.

For those of you who were unable to attend the spring meeting in Cambridge, the *Archival Insight* column expands upon the presentation by Robert S. Cox and Danielle Kovacs from the Department of Special Collections and University Archives of the University of Massachusetts Amherst. Their use of blogging software to create an online catalog or "catablog" may be an example for repositories that find budget crises impacting their ability to remain on the cutting edge of technology.

Around and About also provides some encouraging news: Miriam B. Spectre describes the new Archives and Research Center of the Trustees of Reservations. The Center provides a centralized archival facility for the collections of The Trustees. The issue also includes Jennifer Pelose's review of *Navigating Legal Issues in Archives* by Menzi L. Behrnd-Klodt, which addresses legal issues from ownership to copyright.

The Newsletter Committee would like to welcome Alyssa Pacy, University Archivist at Lesley University, as *Session Reports/Internet Tidbits* editor, and thank Lacy Schutz for her service in this role.

And finally, we hope to see everyone at the upcoming fall meeting on appraisal to be held at the University of Massachusetts Boston on November 6-7, 2009; the meeting will address appraisal in archival work from many different angles. ■

INFORMATION our focus
INTERNATIONAL our scope
INTERDISCIPLINARY our mindset



Certificate of Advanced Study (CAS)

Archives and Records Administration

University of Wisconsin- Milwaukee CAS in Archives and Records Administration provides advanced course work for professionals who hold a MLIS or related Master's degree. Students develop their specialty through 15 credits of graduate coursework. *This Program may be completed on-site or entirely on-line.*

- ONLINE COURSES**
- No residency requirement
 - Students pay in-state tuition plus an on-line technology fee regardless of location

FOR MORE INFORMATION CONTACT

Amy Cooper Cary Ph: 414-229-6929 E-mail: amyccary@uwm.edu

<http://www.uwm.edu/Dept/SOIS/academics/cas.htm>



ARCHIVAL INSIGHT

Good Intentions: Whither That Road?

by Robert S. Cox and Danielle Kovacs, UMass Amherst

Every morning I awaken to the sensation of two angels sitting on my shoulders, talking. Being archival angels, their conversation is not what it would be for civilians, the sort of back and forth about good and evil that one expects from heavenly beings. Instead these two are locked in a perpetual debate about where it is we think we are going as a profession and how best we should expend our evangelizing energies within the archive. On one shoulder, the angel of technology prattles on about the sweet hereafter of the digital future and the rewards that await those whose meta-data is sweet and pure; while on the other, an angel of an entirely different order insists that heaven is in the here and now and that we should make the most of it while we can. The angels rarely seem to persuade one another, and as the one rambles onward toward an ever receding future of digital bliss, the other insists that the hereness of the Now demands as much attention as the life ahead.

Two years ago, the Department of Special Collections and University Archives at UMass Amherst (SCUA) decided to intervene in this angelic dispute and lend our own still voice. As a land grant institution, we have long believed that it was part of our mission to make our intellectual resources available to the people of the Commonwealth -- a sort of extension to our history of extension services -- and we have been consulting with a variety of smaller, mostly local historical societies to learn about the problems they daily confront and to see what meaningful assistance we can provide to help them tend their collections. Among the first things we discovered was that while many historical societies now have at least basic web sites, relatively few have anything like an online catalog. While there are as many reasons for this state of affairs as there are angels on the head of an average pin, cost and complexity not the least among them, it occurred to us that we could assist our peers while assisting ourselves. (Corollary one: no good deed shall ever pass without the invisible hand of self interest.) Our goal became to develop a more dynamic interface for offering public information about our holdings, something that would present an intuitive interface that could replace the standard alphabetical or classified lists we had long provided on the web, that would accommodate a variety of research styles, and that would do so in a way that could be adopted by anyone of almost any skill level.

To make this not terribly long story short, we lit upon the idea of using blogging software to create an online catalog (or "catablog") that we call UMarmot <www.library.umass.edu/spcoll/umarmot/>, an acronym

that occasionally stands for UMass Archival Records, Manuscripts, and Other Things. Built on open source software and designed on the WordPress.org site as a proof of concept, the project was initially intended simply to harness the indexing capabilities built into blogging software to create a more efficient means for researchers to burrow into our collections. Blogs, we thought, could be turnkey-simple and yet flexible enough for us to create other forms of display to suit other research strategies. Most importantly, we hoped that the cost and technological barriers inherent in developing a catablog would be sufficiently low that any institution could adopt the model and adapt it to their local needs, and that even the smallest and least well capitalized archive, with or without significant technological support, would be able to participate. UMarmot, in other words, was an exercise in appropriate technology: technology that may not reach the technological heights of the angelic promised land, but that is well suited to the current technical and financial capabilities and the current cultural practices of its adopters. For those of us who work in the reeds and marshes, an appropriate solution to technology is one that is both more tractable at the start and more sustainable as we proceed.

Setting up a WordPress blog is a fairly simple endeavor, and the inner workings of UMarmot will be broadly familiar to bloggers or, for that matter, users of blogs. Perhaps the most important step is to have information about your collections to enter into the blog. SCUA was fortunate to have completed a comprehensive survey of our manuscript collections just before launching UMarmot, during which we generated uniform descriptive data for

each collection, and including a brief abstract and a suite of controlled vocabulary terms. These descriptions are entered into UMarmot as blog “posts” -- the daily entries that form the grist of most blog mills -- while we use “pages” to record more or less static information about the department and the services we offer. In addition to the basic descriptive information, each post is indexed under one or more “categories” which correlate with our major collecting areas (e.g. social change, the antinuclear movement, peace, or agriculture). With this system, researchers may view our collections by browsing alphabetically, selecting basic subject areas, or searching using the Google-like search box. In other words, we prefer to offer what we call layered access to our collections: many paths toward the same heavenly end.

In order to keep the entry bar low, we elected to minimize the number of modifications required to make WordPress function as a catablog. The general appearance of the site can be set simply by selecting from among dozens of off-the-shelf “themes” that range in appearance from insults to the eye to graceful austerity, and at the click of a mouse, most archives will be able to identify a theme that suits their institutional aesthetics. Perhaps the most “demanding” alteration required is to switch the default display for blog posts from reverse chronological order to alphabetical order. In most blogs, the most recent posts appear at the top of the page, with older posts following in sequence, while in UMarmot, we wanted to create a browsing list built on the alphabet, rather than date of entry. Beginning with these modifications, and a small handful of others, institutions can fairly easily begin to adjust the look and feel of their site and improve functionality by toying with the cascading style sheets (css) and the php templates that drive the site, adding plugins, or building additional functionality in other ways.

Even with our Spartan insistence on avoiding the

demands of higher tech solutions, we have found that UMarmot presents a suitable platform for enriching content. As the project has grown, we have begun to enter complete finding aids into UMarmot, and we now provide links to a variety of external resources, including audio and video files (servered through YouTube and Google Video), still images, and online exhibits. We have integrated our mission and collecting policies into the site and tied them directly to our collections and similarly, we have built in a handful of still rudimentary online subject guides. We continue to experiment.

The costs of building UMarmot have been surprisingly low. Many of our peers in historical societies are cash-strapped but volunteer-rich, a situation that fits well with a catablog model. The major expenses in developing a catablog are the labor-intensive steps of surveying and describing collections, rather than site development. A knowledge of xhtml or css is certainly helpful, but catablogging does not require significant programming skills: technically, an organization could build a site on WordPress.org at minimal cost and, if the archivist was willing to use a theme supplied, he or she could build a catablog for little more than the cost of staff time in data entry.

To be sure, WordPress has limitations, most particularly with respect to the impoverished search interface and relevancy ranking of result sets, and we recognize that a full-fledged content management system could offer additional features and flexibility, though only at a significant price. What we hear, though, is the angelic voices of morning calling. The beautiful voice of the angel of technology luring so many of our well-heeled institutions ever closer to heaven, while creating an ever increasing distance from our earth-bound peers whose collections and role in the community nonetheless remain vital. If not a response to the better angels of our nature, UMarmot is a means of lessening that digital divide. ■

Outreach Committee needs you!

The NEA Outreach Committee is gathering images for use in our promotional items for events such as Archives Week and Archives on the Road. Please submit interesting images from your collections so we can add them to our “library.” Images that can be used in a variety of formats will be most useful, as there may be a series of promotional items. Images that are graphically interesting as well as representative of either your collections and/or New England are most desirable. Please submit 300dpi jpgs to <escott@smcvt.edu> along with a very brief description of the image(s) and any necessary citation information.

Finally!

An online request system designed for special collections and archives, offering

- Superior patron **service**
- Automated reading room circulation
- Unparalleled **security** tracking
- Integrated digital image ordering, billing, and delivery
- Complete **statistics** and usage analyses



Aeon

Managing Special Collections

Aeon is request and workflow management software specifically designed for special collections libraries and archives.

- **The Aeon Web** Interface enables your patrons to request items directly from your online catalog and EAD finding aids for viewing in your reading room or ordering duplication and digital imaging services.
- **The Aeon Staff Client** permits your staff to manage every step of every transaction, from shelf to patron and back again, with full control and ease.
- **The Aeon Web Reports** and custom search features provide quick access to complete patron and item request histories and offer a wide array of usage analyses.

For more information, contact Aeon program director Christian Dupont at cdupont@atlas-sys.com or 757-467-7872 ext 215

See
live Aeon demos
at the Fall 2009
New England Archivists
Meeting & ALA Midwinter
Meeting in Boston on
January 15-18,
2010.

Learn more about Aeon and sign up for a web demo at www.atlas-sys.com/products/aeon

Available directly from the following Regional Networks



ATLAS
SYSTEMS, INC.

Promoting Library Excellence Through Efficiency

Inside NEA

FROM THE PRESIDENT

- Peter Carini



We are facing some difficult times for the archives profession and for professionals engaged in cultural organizations in general. As I noted in my remarks at the spring meeting, the economic crisis is having a negative effect on archives everywhere. In the last few weeks I have heard of several layoffs involving colleagues in New England. Others are facing furloughs, reduced hours, and lack of travel funds. While at the Society of American Archivists meeting in Austin, I attended the Issues and Advocacy roundtable on behalf of NEA. The Roundtable focused on the effects of the current crisis. Presidents and Chairs from all the regional archival organizations, as well as several state archival organizations, described seeing similar situations in their areas of the country (and in some cases much worse). Like NEA, all of these organizations are trying to find ways to assist their members (not raising dues, trying to keep meeting costs down, creating scholarships, waiving fees, trying to develop communication mechanisms for members whose jobs have been effected, etc.). SAA is also taking action with a new Advocacy Agenda that should be publicly available soon.

It is time for us to stand together. NEA is working to create a Ning, a social networking site, for people who have been laid-off, furloughed, or are new to the profession and are struggling to find their first job (check the NEA web site for more information). This site, while intended for NEA members, will be open to anyone who is interested, concerned or in need of assistance. We hope that the site will be a place for people to network, share volunteer opportunities and information about short-term consulting jobs, and provide resume reviews and other job-search strategies. The Board is considering other actions, too, such as resume review tables at meetings and scholarships or reduced rates for those in financial difficulty. Some of what we will be doing will require help from the membership. If you are willing to take on a volunteer so that someone who is out of work can keep their hand in the

profession, or are willing to review resumes, please let the Board know. Your colleagues need you, but as I said at the spring meeting: we can get through this if we work together. ■

EXECUTIVE BOARD MEETING REPORT

- Danielle Kovacs



The business handled at the July 23, 2009 meeting of the Executive Board is summarized below. All **VOTING** is in bold. Complete minutes are available on the NEA web site or from the secretary.

The meeting was called to order at 10:12 a.m. by Peter Carini. Minutes from the March 27, 2009 Board Meeting were presented. **All members voted to accept the March 27, 2009 Board Meeting minutes.**

OFFICERS' REPORTS

President

Peter Carini asked the Board to review the Five Year Goals that came out of the strategic planning retreat on June 5, 2009, and to add a brief description of each goal. The revised goals will be shared with the membership and their feedback solicited. The Board will hold a second strategic planning meeting in December.

Peter also asked the Board for ways in which NEA can play an advocacy role for members during this time of financial downturn. The Board endorsed moving forward with three efforts: creating a space on a social networking site where archivists can exchange information, resume review, and providing a clearinghouse for volunteer opportunities and short-term consulting jobs. Peter will submit a question to the NEA discuss listserv asking whether or not the organization should offer a scholarship opportunity for a member in need to attend a semi-annual meeting of NEA.

Immediate Past President

All members voted to appoint Julia Collins, Keith Chevalier, and Christie Peterson to the 2009-2010 Nominations Committee.

Treasurer

Andy Wentink reported that NEA is currently in good financial standing with total assets of \$86,225.40. Money was recently transferred out of the Hale account and moved into a CD where it will earn a modest interest. The Board discussed ways to use NEA's financial resources to help members, including possible use of the money reserved in the Hale account.

MEETINGS

Fall 2009

The Program Committee has finalized most of the sessions, but is still exploring two ideas: one on records creators and archivists working together on collections and the other on how repositories are responding to the economy. The Local Arrangements Committee organized tours of the JFK Library. Jane Ward asked the Board to hold off approving a registration fee for the meeting until August when more is known about vendor revenue.

Spring 2010

Jackie Dooley of OCLC Research agreed to be the keynote speaker on the condition it could be recorded and issued as a podcast by OCLC Research. Danielle Kovacs is investigating if the UMass Amherst Conference Center has the technological capability to record a podcast as well as the fees associated.

OLD BUSINESS

Job Descriptions

The Board is continuing its work on revising and updating all job descriptions for board and committee positions. Peter will make all of the corrections noted during the meeting and then distribute the newly revised job descriptions to committee chairs. After the chairs have made the final edits, the Board will approve them at the next quarterly meeting.

Web Site and Membership Directory

The demo site of the membership directory is nearly complete, but it will require a few more hours of work by the consultant before it can be evaluated. The cost of moving and redesigning the web site has already cost more than originally budgeted and the additional work now required will likely put NEA over budget. The Board felt that the membership was already promised a new and improved web site with increased functionality, and that completing the project was worth the added expense. **All members voted to commit both to the**

cost necessary to complete the demo site of the membership database and to the cost needed to make the demo site ready for public use during this fiscal year; the site will be ready for the January board meeting in advance of new membership registrations and the board will determine the best fiscal way to deal with the additional cost: checking account or money reserves.

NEW BUSINESS

Education Fee Question

All voted to charge \$65 for Bruce Stark's Arrangement and Description workshop, which includes the cost of his processing manual.

Newsletter Committee Essay

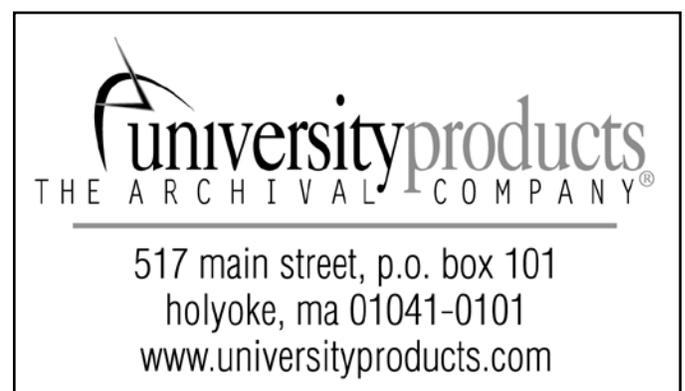
All voted that NEA establish a Student Writing Prize with a \$200 prize awarded to the winner to be administered by the Newsletter Committee. The deadline will be February 1, 2010, and the winner of the prize will be announced at the Spring 2010 meeting.

NEA/Simmons Reception

Some members have expressed a preference for a less formal NEA reception at the annual SAA meeting over the more formal joint reception hosted by NEA and Simmons. Maria Bernier will add a question to the upcoming membership survey seeking their opinion on the SAA reception.

Next Meeting Date

The next quarterly board meeting will be held at UMass Boston on November 6, 2009. ■



Please visit us online at
www.newenglandarchivists.org

for more information about becoming a member of NEA

New Members - Rodney Obien

INDIVIDUAL

Joan Abshire
Marlborough Historical
Society

Sophie Arnfield
Tabor Academy

Amy Benson
Schlesinger Library
Harvard University

Philip Blocklyn
Oyster Bay Historical
Society

Kate Bowers
Harvard University
Archives

Menachem Cohen
Idea Information Systems

Pamela Cooley
NY State Archives

Christine O. de Chaves
Schlesinger Library
Harvard University

Melissa Dollman
Schlesinger Library
Harvard University

Victoria Ellison

Elizabeth Falsey
Houghton Library
Harvard University

Nicole Feeney
Suffolk University

Phyllis Gilbert
Rauner Library
Dartmouth College

Holly Hendricks

Jennifer Jacobson
Harvard University
Archives

Nancy Johnson
SUNY Oswego

Jack Kabrel
NARA - Northeast Region

Barbara Kreiger
Rauner Library
Dartmouth College

Anne Krive
Moses Brown School

Miriam Leigh
Harvard University

Melissa Mamon
ArchivesInfo

Penni Martorell
Holyoke Public Library

Cathleen Miller
Historical Society of PA

Lauren Miller

Laura Muller
Suffolk University

Jessica Murphy
Harvard Medical School

Mary O. Murphy
Schlesinger Library
Harvard University

Rachel Muse

Maureen Richard

Malissa Ruffner
University of Maryland

Sibyl Schaefer
Archivists' Toolkit

Marjorie Strong
Vermont Historical Society

Jessica Tanny
Schlesinger Library
Harvard University

Marie Wasnock
Lincoln Public Library

Lee Wright
Marlborough Historical
Society

INSTITUTIONAL

McQuade Library
Merrimack College



*An easy and cost-effective solution
for hosting your digital collections...*

Digital Commonwealth of Massachusetts offers a repository service, managed by NELINET (soon to be Lyris), that is available to its members as a hosting option for digital content.

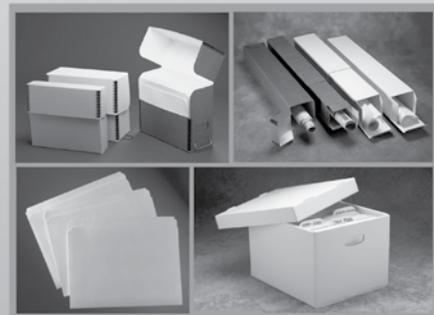
For more information, contact Erin Logsdon, Digital Solutions Consultant, 508.597.1946 or logsdon@nelinet.net



**HOLLINGER
METAL EDGE**

Archival Storage Materials

The Choice for Archival
Storage Solutions



THE QUALITY SOURCE

www.hollingercorp.com - 1-800-634-0491
www.metaleedgeinc.com - 1-800-862-2228

NEA 2009 Annual Business Meeting

Saturday, March 28, 2009, Schlesinger Library

Call to Order and Welcome

Kathryn Hammond Baker called the meeting to order and welcomed conference attendees to the annual business meeting.

Approval of Minutes

The Annual Business Meeting minutes of March 29, 2008 were approved.

Treasurer's Report

Nova Seals presented the NEA financial statements. She reported the financial status of NEA as very strong, especially given the current state of the economy. As of March 28, 2009, NEA had total assets of \$89,880.77.

All members voted to approve the Treasurer's Report.



HUDSON MICROIMAGING

DIGITAL CONVERSION SERVICES

High Resolution Color Scanning, Pre-press management, Digital Photo Enhancement, Microfilm, Photographs, 35mm Slides, Glass Plate Negatives, Manuscripts, Documents to CD/DVD, CD/DVD based retrieval systems, OCR, Rekeying

PRESERVATION MICROFILM SERVICES

Manuscripts, Bound Volumes, Fragile Collections
Microfilm Duplication Services, Re-master Existing Reels

HYBRID SOLUTIONS

Preservation Microfilm with Digital Use Copy
Digital Images to 35mm or 16mm Preservation Quality Microfilm

Phone (845) 338-5785

E-mail: info@hudsonmicroimaging.com

Website: www.hudsonmicroimaging.com

Nominating Committee

Chris Burns presented his report on the nominating committee. The past NEA election for officers was a successful one: 129 ballots were cast for 3 elected officers. Two positions were decided by the election.

Vice President/President elect: Elizabeth Slomba

Treasurer: Andrew Wentink

The position of Representative-at-Large resulted in a tie between candidates Karen Adler Abramson and Virginia Hunt. According to the bylaws there must be a re-balloting of the same membership in order to settle the tie. A second ballot will be distributed soon to decide the election.

Mr. Burns thanked all the candidates who ran and reminded everyone that we need volunteers in order to keep NEA going. He also thanked Jay Gaidmore and Marisol Ramos, both members of the Nominating Committee.

Awards

Joanie Gearin announced the winner of the Hale Award. Paige Roberts of the State Library of Massachusetts was selected to attend a Rare Books School course at the University of Virginia, "Introduction to the History, Collection, Description, and Use of Maps." Ms. Roberts's application made a compelling case as to how her attendance at this program would benefit her work at the State Library, home to many historic maps and atlases, as well as benefit NEA through an article in the newsletter.

President's Report

Kathryn Hammond Baker thanked the outgoing members of the Board: Chris Burns and Nova Seals. She also thanked everyone serving on the Board currently as well as all committee chairs and committee members.

Ms. Baker introduced the proposed changes to the bylaws to be voted on during the annual business meeting. Danielle Kovacs presented the proposed changes to the bylaws:

Section III. Membership

Current: 2) There are two categories of membership: Regular and Institutional

Proposed: 2) There are **three** categories of membership: Regular, Institutional, and **Student**.

Section VI. Finances

Current: 6) Institutional membership dues shall be \$10.00 more than the current membership rate.

Proposed: 6) Institutional membership dues shall be \$10.00 more than the current **regular** membership rate, **and student membership dues shall be 50% of the current regular membership rate.**

The floor was open for discussion. Maria Bernier, co-chair of the Membership Committee, commented on the importance of the new student membership category in helping NEA to attract and retain student members. She explained that the student membership category will be introduced in September and that students will receive all the same benefits as individual members but they will be able to join at half the membership dues. Peter Carini moved to accept the proposed changes to the by-laws. Jane Ward seconded. A discussion about the proposed changes followed.

One member asked what positive or negative impact this change in membership might have on NEA's finances. Ms. Baker responded that since we have few student members currently, the Board did not think it would have a negative impact on income. Indeed, the hope is that it will have the effect of encouraging students who have not joined NEA in the past to join now. Another member asked how we would define "students"? Do they have to be enrolled in a graduate program in library science or can they be taking one course? Ms. Bernier replied that it is expected that students will be enrolled in a degree granting program at any institution whether it is as a graduate student in library science or as a history student in an undergraduate program. The Membership Secretary will not check student status, though; we will operate on the honor system.

Kathryn Hammond Baker called for a vote on the proposed change to the bylaws. 56 members out of 59 present voted to approve the changes to the bylaws.

Remarks from the Incoming President

Kathryn Hammond Baker introduced Peter Carini as the incoming president.

Mr. Carini began his remarks by referring to Ms. Hammond's remarks as incoming president last year, saying it is still a good time to be an archivist, but that we are all facing a very different picture now given the challenges of the current economy. Recently news of lay-offs in the library, archives,

and museum communities have been reported in the media and open positions in these same fields have not been filled due to hiring freezes or elimination of the positions altogether. So while it is still a good time to be an archivist, it is also a difficult time in a cultural institution. As archivists, we know how critical the records we preserve and provide access to are to society. We are, in effect, the custodians of cultural memory, and that understanding of our pasts and imagining our future depends upon archives. In times like these, we need to be prepared to make the case for our collections. We should not feel like we have to do this alone, however, because we are surrounded by a community of like-minded professionals. NEA is the forum for this community, and over the next year the organization will continue to enhance communication among members with the launch of our membership directory. The Board will also begin a new strategic planning process and they will be seeking member input throughout. As a community we will get through these tough times, and hopefully we will be stronger than ever, enriched by new volunteers and new ways to work together.

There was no new business. The Annual Business Meeting adjourned at 1:35 p.m. ■



We're BACK!

VideoTransfer
Now at NATIONAL BOSTON STUDIOS

Converting Video to File
and File to Video
All standard and HD formats

- Film to Tape transfers -16mm/35mm
- DVD Authoring and Duplication
- International Standard Conversions

115 Dummer Street, Brookline MA 617•487•6200

News and Notes

CONNECTICUT

Yale University's Beinecke Rare Book and Manuscript Library Hosts Home Movie Day

Save the date! This year's Home Movie Day is Saturday October 17, 2009. Home Movie Day events provide the opportunity for individuals and families to see and share their own home movies with an audience of their community, and to see their neighbors' in turn. It's a chance to discover why one should care about these films and to learn how best to care for them. For more information about the event and locations, please visit <www.homemovieday.com>. If an event isn't happening near you, consider hosting one!

MAINE

The Davis Family Foundation Awards \$20,000 to Maine Historical Society for Longfellow Garden Restoration

Maine Historical Society has been awarded \$20,000 from the Davis Family Foundation to support the restoration of the Longfellow Garden, the final component of the Society's nearly completed \$9.5 million campaign to renovate and expand its library. Located behind the Longfellow House and adjacent to the Brown Library at MHS, the 20,000 square foot garden was demolished in 2007 to provide construction access.

Located on what had once been the domestic farmyard for the Wadsworth Longfellow family, the Longfellow Garden Club created the garden in 1926 - a Colonial Revival design by landscape architect Myron Lamb. Following preservation standards and Lamb's detailed drawings, the character and the historic significance of the garden have been preserved. The brick retaining wall has been completely rebuilt as it was before construction, and the paths, flowerbeds, a fountain and a birdbath have been restored to their original configuration.

The garden is open free to the public daily from May through October.

Bowdoin College's Archive Receives Visit from Former Senator

Former Senator George McGovern, D-S.D., recently visited Bowdoin College's George J. Mitchell Department of Special Collections & Archives to view items from the George J. Mitchell Papers and the Gordon Lee Weil Papers. Weil served as executive assistant during McGovern's unsuccessful 1972 presidential campaign, and Weil's papers include eight cubic feet of records documenting the campaign, including briefing notebooks, schedules, speeches, drawings from school children who supported McGovern's anti-war platform, and a poster depicting McGovern as Robin Hood. McGovern also inspected the Abraham Lincoln material held at Bowdoin College; McGovern has recently published a Lincoln biography in the American Presidents Series, edited by Arthur M. Schlesinger, Jr.

MASSACHUSETTS

Cambridge's Collections Dive into a Brave New World.

Anyone in Cambridge can tell you, you can't turn a corner in this town without running into something (or someone) historic. The town is overflowing with history, from the early Puritan founders to the industries of the 19th century, to the political activism of the past 50 years. However, accessing the records of this history or finding a repository for donating materials can be somewhat of a daunting task.

There is a new web site meant to help people navigate these issues. The site, <www.cambridgearchives.org>, is a collaborative project of the Cambridge Historical Society, the Cambridge Historical Commission, and the Cambridge Public Library, and will make much more information on historic collections available to the community. It is meant to help researchers interested in the history of Cambridge find the material they need, and guide those who want to find the most appropriate home for photographs, personal

Visit the NEA online at:

<www.newenglandarchivists.org>

papers, business records or other material they would like to donate.

The site describes the collection policies, collection strengths, and procedures for accessing the collections. The site lists the archival collections held by the participating groups, with links to finding aids when available, and a short description of each collection.

Cambridgearchives.org also has information and links to other organizations that have material related to Cambridge, such as the Schlesinger Library at the Radcliffe Institute, which collects material related to women in America, including many who lived and worked in Cambridge.

The Schlesinger Library Announces Newly Processed Collections

The Schlesinger Library (Radcliffe Institute, Harvard University) is pleased to report that the staff recently processed and opened for research the papers of the following women:

Polish-born **Elzbieta Ettinger** (1924-2005), professor, novelist, and biographer of Rosa Luxemburg and Hannah Arendt; social worker and domestic violence activist **Susan Schechter** (1946-2004); **Florynce ("Flo") Kennedy** (1916-2000), African American lawyer, feminist, activist, and civil rights advocate; **Irene Davall** (1916-2000), feminist writer, lecturer, and political activist; lesbian singer, songwriter, and activist **Alix Dobkin** (1940-); **Charlotte Curtis** (1928-1987), society reporter, editor, and weekly columnist for the *New York Times*; **Lucile Atcherson Curtis** (1894-1986), first woman appointed to the U.S. diplomatic service, and mother of Charlotte Curtis; journalist and author of *"It's a Great War!"* **Mary Lee** (1891-1982); French chef, cookbook author, and television personality **Dione Lucas** (1909-1971); author, lecturer, suffragist, and traveler **Rebecca Hourwich Reyher** (1897-1987); and photojournalist **Jessie Tarbox Beals** (1870-1942). Also processed and opened to use were the papers (1683-1985) of the **Stark family** of Dorchester, Massachusetts (including the Crouter family, all of whom were interned in a Japanese prisoner of war camp in the Philippines during World War II, and the Bellamy family of Cleveland, Ohio), and the records of **Sojourner**, a feminist periodical that evolved from a small MIT women's newspa-

per in 1975 to a national forum for feminist analysis of news, opinion, and the arts, as well as women's creative writing and poetry. Finding aids are online at Harvard's OASIS website: <<http://oasis.harvard.edu>>.

The Massachusetts Board of Library Commissioners (MBLC) Awarded IMLS Grant

The Institute of Museum and Library Services (IMLS) has awarded The Massachusetts Board of Library Commissioners (MBLC) a \$40,000 Connecting to Collections: Statewide Planning Grant to support library collections care in the Commonwealth. The MBLC will use the IMLS funds to train librarians, archivists, curators, and other staff in preservation activities. The MBLC also plans to conduct a survey to identify gaps in preservation efforts. Survey results will be used to create a blueprint for future initiatives.

The MBLC has been committed to the preservation of library and archival collections for over 20 years. The MBLC began a statewide preservation program in 1988,



Precision Digital Capture

- Film (any size)
- Transparencies/Negatives
- Broadsides, ephemera
- Photographic prints
- Books
- Lantern slides
- Glass plate negatives
- Posters

**If you can see it,
We can scan it!**

355 Boylston Street Boston, MA
617 267-4086
bostonphoto.com

which included a series of preservation workshops on topics such as care and handling of library archival materials, disaster preparedness and recovery, basic repair of library and archival materials, and collections security.

In 1998, the MBLC initiated the Emergency Assistance Program to assist organizations in disasters. Components of the program include training workshops, disaster supply caches at sixteen locations across the state, technical assistance through MBLC or the Northeast Document Conservation Center (NEDCC), and a “weather alert” email system. The MBLC also worked closely with the NEDCC to develop dPlan, an online disaster-planning tool, in 2001. This free resource is available for any library, archive, or museum and provides a template for organizations to create a disaster plan.

Project Whirlwind Collection Comes Home to MIT

In 1958, the MITRE Corporation, of Bedford, Massachusetts and spin-off from MIT’s Lincoln Laboratory, began to work on the SAGE air defense system. Employees who had worked on groundbreaking Project

Whirlwind computer research brought their files over to MITRE. Whirlwind pioneered air defense simulation and tracking, random core memory, and human-machine interaction, among other things.

In 2007, MITRE digitized selected reports and memos, securing public release of the whole collection through the Air Force. MITRE Corporate Archives is a restricted facility with limited public researcher support. Since the collection had been created under MIT before MITRE’s establishment, and since the Institute Archives and Special Collections is well equipped to service public research, the collection was transferred to MIT last year. The Institute Archives incorporated the digitized collection within its DOME repository. A formal transfer ceremony was conducted during a reunion of Whirlwind Researchers on June 30th.

The Duxbury Rural and Historical Society Announces Newly Processed Collections

The Duxbury Rural and Historical Society’s Drew Archives in Duxbury, Massachusetts recently completed the processing of three important collections.

The collection of Captains Amasa and Samuel Delano consists of over 300 items including log books, correspondence, legal papers and business material. The Delano brothers were master mariners and shipbuilders from Duxbury. Amasa’s narrative of his three circumnavigations of the globe was published in 1818 and became the basis for Herman Melville’s novella, *Benito Cereno*. The bulk of the collection was created by Captain Samuel Delano and includes the log book of the *Pilgrim* (1803-1805), the ship he took to the South Seas with his brother.

The J. Manville Lewis Collection is a fascinating glimpse into the life of a 19th century missionary to the Belgian Congo. Lewis was a carriage maker and salesman from Vermont who became a Baptist missionary to Africa for five years (1887-1892) until ill-health forced him to return home. The collection consists of his journals, scrapbooks, and numerous photographs, as well as letters published by the Vermont Journal.

A portion of the papers of suffragists Judith Winsor Smith and her daughter, Zilpha Drew Smith, can be found in the The Smith McLauthlin Collection (1814-1940). In

Saving Space & Preserving History



Conservation. Preservation. Security.

Did you know ... the National Archives are stored on Spacesaver Powered Mobile Storage Systems?



Let us show you why with a complimentary storage assessment.



contact:
Troy Bradford
Government Market Manager
T: 508-614-0767 F: 508-366-1307
E: tbradford@systematicsin.com

addition to material relating to Judith Winsor Smith, the collection contains the letters of other family members, including those of Capt. Jonathan Smith and his wife Zilpha Drew Smith of Duxbury written between 1814-1822, and over 150 photographs. Finding aids can be found on the DRHS web site <www.duxburyhistory.org>.

UMass Boston History Department to Offer Master's in Archives and Public History

The History Department at the University of Massachusetts Boston will initiate separate master's degree programs in archives and in public history, beginning with the 2010-2011 academic year. Representatives of the department and these programs will be attending the New England Archivists meeting at UMass Boston in November and will provide further information. Contact Darwin Stapleton (darwin.stapleton@umb.edu) for information on the archives program, or Professor James Green (james.green@umb.edu) in regards to the public history program.

Wheaton College Launches New Web Site

The Marion B. Gebbie Archives and Special Collections at Wheaton College in Norton, MA is pleased to announce the launch of its new web site. The revamped web site provides more opportunities for users to interact with collections through pages such as the "Unidentified Photograph Challenge" (<<http://blogs.wheatoncollege.edu/photo-challenge/>>). The web site also offers a venue for highlighting some of the most interesting collections as well as presenting information about Wheaton College's rich history through the "Online Exhibits" section (<<http://wheatoncollege.edu/archives/exhibits/>>). The web site caters to several different user groups and provides a variety of resources focusing on using primary sources for educational and research purposes. The new web site can be found at: <<http://www.wheatoncollege.edu/archives>>.

The Massachusetts State Historical Records Advisory Board Reactivated

The Secretary of State Office and the Massachusetts Archives is pleased to announce that the Massachusetts

State Historical Records Advisory Board (MSHRAB) has been reactivated. A State Historical Records Advisory Board (SHRAB) is appointed in each state and consists of at least seven members, including the State Historical Records Coordinator. The SHRAB serves as the central advisory body for historical records planning and for Commission-funded projects developed and carried out within the state, as a coordinating body to facilitate cooperation among historical records repositories and other information agencies within the state, and as a state-level review body for proposals as defined in the Commission's grant program guidelines.

The MSHRAB webpage is still in the process of being updated, but for your reference, the following is a list of current Board members:

John (Jack) Warner, State Archives;
Elizabeth Bouvier, Supreme Judicial Court Archives;
Lori Foley, NEDCC;
William Fowler, Northeastern professor;
Joan Krizack, Northeastern Archives;
Diane LeBlanc, NARA;
Kaari Mai Tari, Westford Town Clerk;
Veronica Martzahl, Tufts DCA;
Megan Sniffin-Marinoff, Harvard University Archives;
Gregor Trinkaus-Randall, MBLC;
Shawn Williams, Secretary of State Office

NEW HAMPSHIRE

Dartmouth College, Metadata Games -- An Open Source Electronic Game for Archival Data Systems

Mary Flanagan, the Sherman Fairchild Distinguished Professor in Digital Humanities, in collaboration with Peter Carini, College Archivist, and Rauner Special Collections Library, has received a National Endowment for the Humanities grant to develop an open source computer game for the Internet that would supplement library metadata on holdings in collections with descriptions provided by the public.

The premise behind the project is that archives generally lack the resources to process images to the item level. While computer applications can facilitate the

application of metadata elements common to a large group of images, the secondary elements in any image need to be applied via human interaction, a process that is costly and time consuming. In addition, some research materials in archives require a technical knowledge to bring out important secondary elements that go beyond the expertise of archives staff (names for geological formations, ethnic groups, scientific equipment). Without the proper descriptive elements attached to these images, directing researchers to the images is challenging and often impossible.

The teams will draw on many of the ideas behind social networks, computer games, and 'folksonification' to address archival needs. The aim of the project is to assist the archive with an open source tool that allows students, staff, visitors, and group members to collaboratively augment and improve the archival and research experience through what has been called 'crowdsourcing'—a way to solve problems across users to the system rather than through a top-down staff solution. The paradigm will be directly applicable to other college, university, and public archives. This solution can be applied to any archival

source presented in digital form whether an image, a page of an illuminated manuscript, or a written document.

R H O D E I S L A N D

Salve Regina University Receives Winslow Family Papers

The Special Collections at Salve Regina University is pleased to announce its most recent acquisition: a collection of papers written and accumulated by the ancestors of longtime Newport resident John Grenville Winslow. A significant portion of the collection is correspondence from the 1830s between Henry Brevoort, Jr. and his children, who were attending Emanuel Fellenberg's experimental school in Hofwyl, Switzerland. Other notable pieces in the collection are a 1778 letter by Alexander Hamilton in his role as Secretary and Aide-de-Camp to General Washington, letters to Henry Brevoort, Jr., from painter Rembrandt Peale and author James Fenimore Cooper, and an 1826 letter to Brevoort from Charles Carroll of Carrollton, last surviving signer of the Declaration of



Make the most of your resources with STAR/Archives

- Make your collections visible and provide for searching across and within collections
- Save time and staff resources by generating EAD finding aids, deeds of gift, MARC records, and more from your catalog records
- Get out from under your processing backlog by using software designed to help you manage your archives more efficiently

**Contact us today for a demonstration
or more information!**

Cuadra Associates 800/366-1390
sales@cuadra.com | www.cuadra.com/archives.html



Independence. This collection is open to the public by appointment. Contact information and hours are available at <http://library.salve.edu/archives/>.

Rhode Island Historical Society (RIHS) Holds the World's Largest Collection of Audiovisual Materials Produced in Rhode Island.

From maps dating to the 1660s to news footage of the now infamous Mayor of Providence, Vincent "Buddy" Cianci, the Rhode Island Historical Society (RIHS) holds the world's largest collection of audiovisual materials produced in Rhode Island. Thanks to a \$99,400 grant from the Institute of Museum and Library Services (IMLS), these materials documenting Rhode Island's unique history will soon be accessible to the public. The RIHS can now complete the final three years of a five and a half year project to create a detailed inventory of its audiovisual materials. Thus far, the inventory has identified over 155,000 individual items within 5,600 collections. The inventory will also generate statistics that will be indispensable for prioritizing future work and maximizing staff efficiency for years into the future. To learn more about the RIHS and its collections visit the web site at www.rihs.org or call 401-273-8107 x10.

V E R M O N T

News from the Vermont State Archives and Records Administration

Work has begun on the second phase of construction at our facility, funded by a \$6.8 million capital construction appropriation. The major effort is to renovate an existing vault area and to add new storage areas for archival records. Work is scheduled to be completed by January 2010.

VSARA has begun to host bi-monthly open houses for agency record officers and liaisons. The initial sessions have been well received and include an explanation of the new processes we have adopted and a tour of the facility. New topics for the open houses will be developed once the first cycle is completed.

Peacham Historical Association Awarded Funding From Vermont Humanities Council

The Vermont Humanities Council has awarded the Peacham Historical Association (PHA) funding to preserve, digitize, and publicize the account of Mark Wheeler, a Peacham Civil War soldier who spent several months as a prisoner at the Confederate Prison at Andersonville in Georgia. PHA holds in its collections his detailed reminiscences about his imprisonment, which he wrote in 1889. The manuscript consists of 55 two-sided, loose, handwritten pages.

During the first phase of the project, M.J. Davis, a paper conservator, treated the manuscript to repair broken edges and tears and to stabilize the document. In the second phase, the Northeast Document Conservation Center scanned the document and prepared two disks with 410 digital images. Concurrently, Michelle Sherburne, a Vermont writer, transcribed the text. Lynn Bonfield served as document editor. The goal is to make a searchable, digital version of this document available on PHA's web site (<http://peachamhistorical.org>). PHA will also work with the UVM Special Collections Department's Center for Digital Initiatives to "publish" the document on the Internet. The final phase in this project is a public program to be held in Peacham on September 17, 2009. The keynote speaker will be Vermont Civil War historian Howard Coffin, who will discuss the significance of the manuscript within the context of the history of Vermont in the Civil War. ■

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

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

AROUND AND ABOUT

The Archives and Research Center of The Trustees of Reservations

by *Miriam B. Spectre, Archivist*

The Trustees of Reservations (The Trustees) were founded in 1891 to preserve, for public use and enjoyment, properties of exceptional scenic, historic, and ecological value in Massachusetts. The world's oldest regional land trust, The Trustees were envisioned by Charles Eliot, a Boston landscape architect, as a way to protect and preserve open space. The organization was the model for the English National Trust (1895) and for several early American preservation groups, including the Hancock County Trustees of Public Reservations (1901), which became Acadia National Park, and the American Scenic and Historic Preservation Society (1895) in New York City.

Eliot named the non-profit organization "The Trustees of Public Reservations" to emphasize that the purpose of preserving the land was for public use. In 1954, to avoid the impression that the land was owned by the government, the word "public" was legally removed from The Trustees' name. There still remains some confusion about the word "reservation," which many people assume refers to land owned by Native Americans. The Trustees use the word "reservation" to indicate that the property is being set aside from development. Of The Trustees' 102 reservations, more than 30 have historic structures on them; five are National Historic Landmarks; seven are on the National Register of Historic Places; and one is a National Natural Landmark.

The Trustees are fortunate to possess their founding documents, one of which is a scrapbook that Eliot assembled starting in 1889, as he was thinking about establishing The Trustees. The scrapbook contains clippings about the land conservation movement and about the beginnings of The Trustees, as well as early mailings. When Eliot created the scrapbook, he emphasized the importance of documenting The Trustees' activities and properties, so that now, 118 years later, their long and continuing leadership in the land trust movement is detailed in their institutional archives. In addition, The Trustees' collections that pertain to their historic buildings and cultural landscapes, including manuscripts, photographs, books, decorative and fine arts, and sculpture, record how people have interacted with the land over centuries. These collections preserve the material culture of native groups, farmers, internationally famous landscape gardeners, wealthy industrialists and their household staff, naturalists, artists, authors, patriots, and many more.

In 1993, The Trustees formally established an Historic

Resources Department. The staff of five museum professionals, directed by Susan Edwards, created a strategic plan for collections management, and collections surveys were undertaken by Robert Mussey Associates. From 1995 to 1997, long-range conservation plans were funded through grants from the Institute of Museum and Library Services. Since 1995, there has been ongoing conservation work, including object treatment, in addition to upgrading make-shift storage areas for objects and archives. Conservation work has been undertaken by the Northeast Document Conservation Center, the Williamstown Art Conservation Lab, and the Textile Conservation Center in Lowell, as well as by private conservators.

Because The Trustees had no central research facility for historic collections, the materials were stored throughout the state at various historic sites. Although this worked well for staff using the collections for research and interpretation, it was difficult for outside researchers to access the collections, since they were not in a central repository, there was no centralized description of the materials, and there were no general policies that governed use across the state. Too often stacked in closets, attics, basements, or former bathrooms, these collections were inaccessible; some were ultimately at risk of permanent damage.

In 1999, a task force, working with consultants, undertook a formal needs assessment of all collections not on display in museum houses. The assessment clearly identified the need for a centralized collections and archival facility. The task force then visited museum storage facilities, including those of Historic New England; the Currier Gallery; Strawberry Banke; the Flynt Center at Historic Deerfield; and the Collections Research Center at Mystic

Seaport. In March 2001, The Trustees' board voted to proceed with plans for a collections and archival facility.

The following year, The Kendall Whaling Museum Trust, having recently merged its collections with the New Bedford Whaling Museum, offered to give The Trustees their former museum facility in Sharon, providing a climate-controlled environment where all Trustees collections not on permanent exhibit could be appropriately managed and conserved. In 2004, after considering the various structural, financial, and programmatic issues involved with accepting the former Kendall site versus constructing a new building, the task force recommended that The Trustees pursue the establishment of a collections care and research facility at the Kendall site, and the board voted to proceed with negotiations to secure the property as a gift and to raise start-up and endowment funds for the program and operation of the facility.

The fundraising effort, part of The Trustees' Capital Campaign, Landscapes and Landmarks, resulted in numerous gifts from individuals and foundations, including a \$450,000 "We the People" challenge grant from the National Endowment for the Humanities. Challenge grant funds were used to create an endowment to support operation of the facility and to endow the two positions of collections manager and archivist.

The former Kendall Whaling Museum, a stucco and concrete structure in an area of Sharon called Moose Hill, was built around 1916 on the campus of the Sharon Sanatorium for Pulmonary Diseases, established in 1891. Called the Children's Pavilion, the 15,000 square foot building was reserved for children ages 14 and under. The Sanatorium operated as a tuberculosis treatment center until 1938, when it also began accepting patients with rheumatic fever and rheumatoid arthritis. The Children's Pavilion was the last part of the Sanatorium to close, but by 1949 it was empty, and the Kendall family purchased it the following year. They converted the Children's Pavilion to museum use, opening The Kendall Whaling Museum in 1956.

In 2007, the facility officially became the Archives and Research Center (ARC) for The Trustees. Because the building had been used as a museum, it required minimal work to make it useable for our purposes. Cosmetic improvements were undertaken, as well as upgrades to electrical and mechanical systems. Three large windowless, climate-con-

trolled former galleries and adjoining smaller rooms provide approximately 7,500 square feet that is ideal for compact shelving.

The ARC was ready to open. Now it needed a staff. After a nationwide search, Mark Wilson was hired as ARC Manager. Mark's background, which spans twenty years, is in curatorial and collections management, most recently with the Nantucket Historical Association. Miriam Spectre, whose archival background includes the American Philosophical Society, Beinecke Library at Yale University, and Bryn Mawr College, was hired as Archivist. Both started work in January 2008.

Although the ARC was open, the building was still empty. It was a grassroots effort to acquire desks, chairs, computers, and supplies over the winter and then to initiate the transfer of collections from across the state. During the first week of work, Susan Edwards arrived with boxes of unprocessed manuscripts and framed photographs from Appleton Farms, a property in Ipswich that had been in the Appleton family from 1638 until it was deeded to The Trustees in 1998. I spent the winter and spring processing the Appleton Farms materials. Mark traveled around the state visiting staff offices and surveying collections. We met with compact shelving vendors to develop a plan for housing our collections. In the meantime, we acquired standard metal shelving from a local library that was renovating its stacks, and we were able to start bringing in collections. The first to arrive was additional material from Appleton Farms, including manuscripts, photographs, books, ceramics, objects, and fine art.

Fortunately, almost immediately, we had some help with this new collection. A Trustees all-staff meeting in May pro-



The Archives and Research Center (ARC) of The Trustees of Reservations, Sharon, Massachusetts.

vided an infusion of helpers to organize books, unpack dishes, and unframe photographs. It was a great way to introduce staff to the facility and to enable them to work firsthand with a collection. It was also an opportunity to meet colleagues and make connections that helped us later with bringing collections to the ARC. Throughout 2008, Mark made site visits using a Trustees van to transfer objects and archives to the ARC. By the summer of 2009, almost every property was represented at the ARC.

Most of the objects and some of the books had already been cataloged in PastPerfect by regional historic resources staff. Eventually, we plan to have our own web site linked from the main Trustees web site, where researchers will be able to search our PastPerfect database, as well as our finding aids. So far, there are a few finding aids for manuscript collections that were created in Word by volunteers and interns. These will eventually need to be revised and converted to EAD, and we will need to develop a plan for creating new finding aids in EAD.

The ARC was featured in the 2009 spring issue of *The Trustees' magazine, Special Places*, generating a great deal of interest. We were contacted by several people who wanted to volunteer their time. These volunteers have done an excellent job scanning photographs and entering data in PastPerfect. A student at the Graduate School of Library and Information Science at Simmons College has been working on a disaster preparedness plan, and he has also scanned numerous negatives that did not previously have prints. In addition, we have had a Boy Scout working on his Eagle Scout badge complete a project that involved unframing photographs from the Appleton Farms collection and scanning them.

There are opportunities and challenges in a large statewide organization. We have had to be proactive about contacting regional staff and promoting the usefulness of the ARC to their work. Gradually, as staff members contact us with reference questions, and we are able to give them timely assistance, they are adjusting to the benefits of a centralized facility. Our multiple scanners (large format, scanner/photocopier, and negative/slide scanners) allow us to copy items for regional staff and then either e-mail the scans, or put them on the statewide server for easy access.

A project that has allowed us to work closely with many staff is The Trustees' decision to apply for accreditation from the Land Trust Alliance. Part of the application pro-

cess requires us to address the storage and access of our institutional archives. Mark, Susan, and I have been working with multiple offices to transfer the records to the ARC, and then to set in place plans for arranging and describing the records and for duplicating portions of them for offsite access. These records detail the acquisition and stewardship of our properties and conservation restrictions around the state, thus documenting our land conservation activities from our founding through the present. Centralizing these records is a major task and an important one for documenting our history.

At present, the ARC is open on a limited basis for research use by appointment. Our main focuses currently include planning for the installation of compact shelving; continuing the process of transferring collections to the ARC; continuing to catalog collections in PastPerfect; and making information available on The Trustees web site. We are also planning conservation projects, including Charles Eliot's scrapbook, which will be stabilized and scanned so that our founding document will be available to researchers, both as a reminder of our past and as a connection to our future.

The Archives and Research Center marks a new era in the history of The Trustees, allowing us to rise to a new standard of stewardship in the care of our extraordinary collections. It also dramatically improves The Trustees' ability to interpret our properties, guide future conservation and preservation efforts, participate in exchanges with museums, and serve the community of scholars.

We have exciting challenges ahead in our process of making our collections more accessible. I feel very fortunate that I have the opportunity to work for an employer that I believe in – an organization that not only has a long and well-documented history, but is focused on preserving and documenting the special places of Massachusetts for future generations. ■



The scanning room at the ARC.

Internet Tidbits

- Susan Martin

“IN Harmony: Sheet Music from Indiana”

<<http://webapp1.dlib.indiana.edu/inharmony/welcome.do>>

This terrific online exhibit contains thousands of pieces of 19th- and 20th-century sheet music from the collections of Indiana University’s Lilly Library, the Indiana State Library, the Indiana State Museum, and the Indiana Historical Society. Included are works by Indiana composers, arrangers, lyricists, and publishers, as well as music about the state. Dating from 1800 to 1989, the exhibit features popular songs, ragtime music, motion picture music, marches, waltzes, gospel music, ballads, patriotic songs, and much more, including an 1840 campaign song for William Henry Harrison and several versions of “Take Me Out to the Ball Game,” written by Hoosier Albert Von Tilzer. Among the other composers represented in the collection are Irving Berlin, Hoagy Carmichael, Scott Joplin, Jerome Kern, and Cole Porter.

The “IN Harmony” home page contains thumbnails of featured sheet music, randomly generated for the casual user. Users can also browse or search for specific records by name, title, date, instrument, genre, subject, or holding institution. Searching the collection is easy: the web site includes a “search history” feature, and each search generates headings down the left side of the page for narrowing the results further. The “Help” link provides detailed tips on searching, retrieving, and printing results.

Click on any thumbnail to call up bibliographic information about an item, including publication information, subject headings, instrumentation, holding institution, and notes. The names of composers, lyricists, and performers are hyperlinked so that all the works of a single individual can be easily retrieved. Also hyperlinked are subjects (e.g. “homesickness”) and genres (e.g. “hymns”). Users can view and page through the sheet music in two sizes, download files as pdfs (though this option is not available for every item), and add records to “My Selections” for later e-mailing. The digital reproductions are beautiful, particularly the colorful front-cover artwork and photographs.

One of the most impressive features of this site is the extensive information about the planning and execution of the exhibit between 2004 and 2008. Accessible via the “Project Information” link, it includes a PDF of the original grant proposal; a bibliography of papers, presentations, announcements, and articles related to the web site; reports on user studies; and detailed descriptions of metadata creation, digitization, and technical implementation, complete with screen shots and diagrams. This information, not often included in web sites of this kind, is very helpful to other institutions planning their own digital exhibits.

The “IN Harmony” project was funded by a National Leadership Grant from the Institute of Museum and Library Services. ■

It’s Your Newsletter: Contribute!

The *NEA 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. If you have any ideas for articles, etc., please contact an editor.

Preserve • Organize • Distribute

Digitization Services

Online Collection Databases

E-Commerce Solutions

Preservation Photography

Call For A Quote or Visit Us Online

info@thedigitalark.com

THE DIGITAL ARK

WWW.THEDIGITALARK.COM

4 0 1 . 6 1 9 . 2 2 5 8

Reviews

Behrnd-Klodt, Menzi L. *Navigating Legal Issues in Archives*. Chicago: Society of American Archivists, 2008. ISBN: 1-931666-28-8. \$49.95 (SAA members); \$69.95 (nonmembers)

-Jennifer Pelose

With well-chosen archival examples from a variety of repositories, Menzi L. Behrnd-Klodt's *Navigating Legal Issues in Archives* is a versatile legal resource that would be useful for archivists working in any environment. From the lone arranger to the corporate archivist to the university archivist, readers will discover that the book addresses many of the most common archival issues which may require legal guidance. Behrnd-Klodt also highlights the importance of a basic understanding of the legal implications of archival work by professionals in technical services, public services, or administration.

Behrnd-Klodt divides *Navigating Legal Issues in Archives* into four sections addressing areas in which archives and the legal system intersect. Sections include "The Legal Framework," which advises archivists on working with legal counsel and includes an outline of the general legal process; "Acquisition and Ownership Legal Issues," which focuses on the legal implications of ownership of archival items and the importance of using gift agreements; "Access and Administrative Issues," which emphasizes the importance of maintaining privacy and access restrictions on sensitive records; and "Copyright and Intellectual Property Law and Considerations: Their Effects on Archivists and Archival Access and Use," which provides a thorough explanation of the direct impact of copyright law on archivists. Within the above sections, Behrnd-Klodt opens each chapter by outlining its legal importance to archivists and also identifies which particular archivists (e.g. processing, public services, records managers) may most benefit from its content.

Due to Behrnd-Klodt's training as an archivist and as a lawyer, the examples she cites are extremely helpful to archival professionals. Several chapters include detailed descriptions of archival cases that were decided in court. When the author recommends that repositories implement policies (e.g. for acquisitions, external loans, and reproduc-

tions), she carefully outlines how the policies should be developed, including considerations for both small and large repositories. She also includes several sample forms to serve as models. One of the most useful tools in this work is a detailed chart entitled Copyright Term and the Public Domain in the United States, which may easily be used as an access guide. Since copyright often is a tenuous matter, Behrnd-Klodt devotes several chapters to intellectual property, permissions, and explanation of copyright law with respect to archival collections.

Besides focusing much of her attention on archivists dealing with the public through reference or donor relations, Behrnd-Klodt also includes advice for processing archivists including guidelines for working with collections containing legal records, medical records, and student records; she carefully outlines the stipulations of the archival application of the Health Information Privacy and Portability Act (HIPPA) and the Federal Educational Rights and Privacy Act (FERPA). Corporate archivists and records managers may both benefit from her detailed summary and implications of the Sarbanes-Oxley Act, which mandates the retention of certain business and operational records in the wake of the Enron and Worldcom scandals of the late 1990s.

While *Navigating Legal Issues in Archives* is an instructive resource for archivists, novice or experienced, this text, as the author stresses, should not be used as a substitute for legal counsel. She recommends that each repository explore their access to legal counsel by making contact with their internal general counsel, consulting with a governing board for their legal counsel, or consulting with an intellectual property lawyer. Whether large or small, Behrnd-Klodt advises that all repositories are at potential risk for a legal issue, and education and formal policy development are the easiest defenses. ■

Visit the NEA online at:

www.newenglandarchivists.org

Calendar of Events



Press releases and other announcements should be sent to Stephanie Schneider at <stephanie.ann.schneider@gmail.com>. 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.

October 13, 2009. SAA Workshop, “Introduction to Web 2.0 in Archives...or What You Need to Know in a Nutshell.” Web Seminar. <www.archivists.org>.

October 23, 2009. SAA Workshop, “Implementing “More Product, Less Process.” Frankfort KY. Co-sponsored by the Kentucky Department for Libraries and Archives. <www.archivists.org>.

November 6-7, 2009. New England Archivists Fall Meeting, “Appraisal: New Ideas, New Media, and Old Successes.” UMass Boston. <www.newenglandarchivists.org>.

November 6, 2009. SAA/NEA Workshop, “Advanced Appraisal for Archivists.” UMass Boston. <www.newenglandarchivists.org>.

November 6, 2009. NEA Workshop, “Arrangement and Description: An Introduction to Archival Processing.” UMass Boston. <www.newenglandarchivists.org>.

November 6, 2009. NEA Workshop, “Living to fight another day: Basic Stabilization Techniques for Digital Accessions.” UMass Boston. <www.newenglandarchivists.org>.

November 17-21, 2009. National Association for Interpretation Workshops. Hartford, Connecticut. <www.interpnet.com>.

December 1, 2009. Deadline to enroll in the Winter Modern Archives Institute. Washington D.C. <www.archives.gov>.

December 11, 2009. SAA Workshop. “Achieving Email Account Preservation with XML.” Philadelphia, PA. Co-sponsored by Philadelphia Museum of Art and Delaware Valley Archivists Group. <www.archivists.org>. ■

People

Dr. Frank Mevers was sworn in for an eighth term as New Hampshire State Archivist by Secretary of State William M. Gardner in a special ceremony held at the State Archives, July 9, 2009. The ceremony marked the thirtieth anniversary of Dr. Mevers’ first oath of office, also administered by Secretary Gardner, on July 9, 1979. Dr. Mevers is New Hampshire’s first State Archivist and is believed to be the second-longest tenured State Archivist currently in office. The National Association of Government Archives and Records Administrators (NAGARA) honored Dr. Mevers with a resolution during the organization’s annual meeting in Seattle, in July, to recognize him “for his thirty year of service, ... for his leadership in developing a sound archives and records management program for the State of New Hampshire and... for his outstanding service to the profession.”

At the end of June, **Wilma Slaight** retired after 37 years as the Wellesley College Archivist. Slaight, a founding member and past president of New England Archivists, was Wellesley’s first archivist. ■



Dr. Frank Mevers’ oath of office, July 9, 2009. Pictured, left to right, are: New Hampshire Deputy Secretary of State David M. Scanlan; Dr. Frank Mevers, NH State Archivist and Director of the Division of Archives and Records Management; Brian Nelson Burford, State Records Manager; and NH Secretary of State William M. Gardner.

N E A
New England Archivists

TAKING THE PAST INTO THE FUTURE

College Archives & Special Collections
Wallace E. Mason Library
Keene State College
299 Main Street
Keene, NH. 03435

Non-profit Organization
U.S. Postage
PAID
Boston, Massachusetts 02205
Permit Number 56006

THIS SEASON IN NEW ENGLAND HISTORY



Moving Day

It's Moving In Day for students arriving at Salve Regina University for the fall semester. This back to school ritual has brought families with stuffed station wagons and vans to Newport, R.I., each September since the college enrolled its first class of 60 freshmen in 1947.

Courtesy of Salve Regina University Archives, Newport, R.I.