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N E A

# NEWSLETTER

NEW ENGLAND ARCHIVISTS



**COVER — “War Protest”** This photo shows Suffolk University student protest leaders talking with Boston Mayor Kevin H. White at the “Moratorium to End the War in Vietnam” rally and march on the Boston Common in 1969. The rally was a gathering of antiwar protesters from all over the country and was one of the largest demonstrations in Boston’s history. *Courtesy of the Suffolk University Moakley Archive and Institute.*

**INSIDE —** Genna Duplisea describes Project ARCC’s actions at Boston science and climate marches (page 4); New NEA president Ellen Doon pens her inaugural *Inside NEA* column (page 6); Repositories from Connecticut, Maine, and Massachusetts share their news (page 7); and we bring you twenty session reports from the 2017 NEA spring meeting (page 12).

TAKING THE PAST INTO THE FUTURE

N E A

# New England Archivists

TAKING THE PAST INTO THE FUTURE

**Milne Special Collections and Archives**  
**The University Library, University of New Hampshire**  
**18 Library Way, Durham, NH 03824-3592**  
[www.newenglandarchivists.org](http://www.newenglandarchivists.org)

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

**Dues** of \$35/year (\$45 for institutions) should be sent to: Elizabeth Slomba, Membership Secretary, New England Archivists, Milne Special Collections and Archives, The University Library, University of New Hampshire, 18 Library Way, Durham, NH 03824-3592, or join online at [www.newenglandarchivists.org](http://www.newenglandarchivists.org).

**Notices** of archival events should be sent to: Sean Parke at [parke.sean@gmail.com](mailto:parke.sean@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 for consideration to: Sean Parke at [parke.sean@gmail.com](mailto:parke.sean@gmail.com).

Contributions for inclusion on the NEA website should be sent to: [webmaster@newenglandarchivists.org](mailto:webmaster@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](mailto:jane.ward@comcast.net).

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# From the Editors

- Claire Lobdell

Happy summer and welcome to the July 2017 issue of the Newsletter! As with every July issue, this one is chock full of session reports from the spring meeting in Hyannis, Massachusetts: Changing the Tides (page 12). These sessions covered a wide range of topics from the theoretical to the practical and demonstrate anew the breadth and richness of this profession.

Genna Duplisea writes about Project ARCC's involvement in the March for Science and People's Climate Mobilization for this month's installment of "Who's Missing from This Table?" (page 4).

As this issue goes to press, the federal budget for FY 2018 has not yet been finalized and the funding on which so many of our repositories (and our jobs) depend is still uncertain. The Institute of Library and Museum Services and National

Endowment for the Humanities are still in jeopardy. Ellen Doon's first "Inside NEA" column during her tenure as president (page 6) is a call to action and advocacy.

We also bring you our usual news updates from repositories around New England (page 7) and our calendar of events (page 27). We hope you enjoy the issue and that you find this summer to be a time of renewal and reinvigoration. ■

## Look for the NEA Board Meeting Minutes online!

NEA's Executive Board Minutes are now exclusively online at <[newenglandarchivists.org](http://newenglandarchivists.org)>.

Visit NEA online at:

<[www.newenglandarchivists.org](http://www.newenglandarchivists.org)>



# NEA FALL 2017 MEETING

## INFINITE CONVERSATIONS

MASSACHUSETTS INSTITUTE  
OF TECHNOLOGY  
SATURDAY, SEPTEMBER 23, 2017  
9:00 AM - 1:00 PM

NEA's Fall 2017 Meeting will offer archivists and associated professionals a chance to talk with each other. We are keeping it simple at this half day meeting and hope to draw strength from each other in small facilitated discussions about the work we do and we would like to do. Let's talk!

- Listen and share ideas about our profession, reflect, discover opportunities, and learn from your colleagues.
- Connect with each other through conversations, whether new to the profession or a veteran, and empower ourselves to thrive in our professional environment.
- Build community – this is a meeting for everyone.







## WHO'S MISSING FROM THIS TABLE?

About the dynamics of inclusion and exclusion, social justice, and diversity within the archives profession and NEA.

Standing Up for Science & the Climate:  
Project mARCCCh in Boston

*By Genna Duplisea*

I called it “baby’s first organizing attempt.” This spring, I volunteered through Archivists Responding to Climate Change (Project ARCC) to help organize archivists (and other library, archive, and museum folks) for the Boston legs of the March for Science and People’s Climate Mobilization, held April 22 and 29 respectively. Project ARCC started an initiative dubbed Project mARCCCh to encourage professional representation of archivists at both events. The group is a network of archivists addressing climate change through such activities as data preservation, reducing carbon footprints, and collecting environmental materials <<https://projectarcc.org/>>.

Eira Tansey, an archivist at the University of Cincinnati, created a map on the Project ARCC website with the contact information of archivists who had volunteered to organize. On a conference call in March, a handful of archivists from across the country discussed their plans to participate in their community’s demonstrations. Everyone was welcome to put as much effort and coordination into organizing archivists as they were willing and able to do.

Decentralized efforts that facilitated simple participation made Project mARCCCh achievable. Since I felt a bit like the meme of an alarmed-looking dog in front of a computer thinking “I have no idea what I’m doing,” I wanted to share a few strategies that were effective in pulling together archivists for these two events in Boston.

### **Have a Clear Communication Plan.**

After the map and social media posts about Project mARCCCh went out, fellow Boston organizer Pam Hopkins and I received a few emails from people interested in coming together for this effort. Since I do not live in Boston, but southern Rhode Island, remote organization was necessary. I set up a Google group to reach out to everyone for a few days before the event to organize a meeting point, event and weather updates, and useful details—such as what I look like! It was useful to have a way that we could all talk to each other and share contact information. Know how you want to talk to other demonstrators, too; consider how you want to articulate the purpose of your group and its goals.



Demonstrators gathered around the Parkman Bandstand on Boston Common during the People’s Climate Mobilization. *Photo by Genna Duplisea.*



### Review and Share the Event Guidelines.

The March for Science declared itself a nonpartisan event; the People's Climate Mobilization was the opposite. Each event communicated guidelines for safety, such as prohibiting signs on wooden stakes. Review safety and logistics guidelines communicated by the event and discuss them with your group.

### Keep Your Scope Manageable.

Attending a demonstration does not require costumes, synchronized chants, or time-consuming preparation. Pam Hopkins had great Project ARCC signs printed, and made Project mARCCh buttons designed by Tufts student Fatima Niazy. At the March for Science, Hopkins also distributed buttons designed a few years ago by Erin Faulder (currently Digital Archivist at Cornell University) reading "Yours for Science," a quote from *Laughing Their Way: Women's Humor in America* by Martha Bensley Bruère and Mary Ritter Beard. We represented ourselves simply. I recommend that anyone only take on what one is able to accomplish. A group of people standing together for a cause is enough. Do not count yourself out if you do not have the time or resources to craft a perfect visual or performative representation of your views. That said...

### Go For It.

If you do have the capacity to coordinate an elaborate effort, embrace your ideas and commit to something big. At the March for Science I saw a woman dressed as Ms. Frizzle from *The Magic School Bus* and countless hilarious, thought-provoking, and insightful signs and banners.

### Have a Protest Parent.

I have been a race mom for friends running races before, carrying supplies and giving rides. For the marches, I filled my bag with hand sanitizer, sunscreen, bandages, tissues, and the like, just in case.

### Welcome Everyone.

In my invitations and Google group postings, I made it clear that Project mARCCh was not just about archivists, or even just about library/archive/museum folks. Not everyone who turned up to join us was an archivist. Sometimes all someone needs is a group to help them feel comfortable at a massive event like a demonstration. Organizing a group means providing a gathering place—not just a physical location, but the promise of congeniality and inclusivity.

Before I close, I would like to note that many of the demographics I represent are *not* missing from the table. I hope that in taking up space in this column I have made it a little easier to help more of us build the tables around which we congregate. ■



**Genna Duplisea** is a Project ARCC member and currently the Archivist and Special Collections Librarian at Salve Regina University in Newport, Rhode Island. Many thanks to Anna Clutterbuck-Cook for the invitation to write this column, to Pam Hopkins and Eira Tansey for organizational prowess and feedback, and to everyone who demonstrated or supported the Project mARCCh effort.



One of the buttons designed for Project mARCCh. Photo by Genna Duplisea.

Visit the NEA online at:

**<[www.newenglandarchivists.org](http://www.newenglandarchivists.org)>**

# Inside NEA

FROM THE PRESIDENT

- Ellen Doon

*Adapted from remarks made at the NEA Annual Business Meeting, March 25, 2017.*



When I joined NEA it was, as now, a talented community of professionals dedicated to supporting the region's archivists and promoting the archival enterprise. It has not remained static: during the past two decades, I have both witnessed and participated in NEA's evolution into the dynamic organization we enjoy today. Our well-defined strategic plan; our strong commitment to diversity and inclusion now formalized in the Code of Conduct; and the flourishing of new roundtables are all evidence of a robust and mature institution. NEA is strong because you, its members, have made it so. To sustain its health, we must sustain our collective commitment. Even with our high level of service, there is still ample scope to get involved, wherever your interest lies. You may also contribute by supporting our expanded scholarships and awards. Throughout 2017, NEA will match your gift, up to \$1,000 per award. We hope to encourage a broad base of investment—not just financial investment—in building a solid future for encouragement and recognition.

We are a healthy organization. I can't speak to you today, however, and not acknowledge the uncertain environment around us. NEA recently issued a statement concerning proposed actions of the federal government, including dramatic budget cuts that pose a serious challenge to our mission as archivists. This federal budget is still just a proposal. Now is the time for advocacy—at the organizational level, certainly, but also at the individual level.

As I sent NEA's statement to my representatives in Congress, I took care with my brief cover note, hoping to catch the attention of the intern who reads the mail. But as part of the online submission process, I was compelled to choose a single category into which to pigeonhole my concern. The categories differed slightly for each official, leading me to choose variously "arts," "arts and humanities," and "other." None seemed sufficient to contain the problem. As I considered these drop-

down lists, I thought about how preservation of and access to archives suffuse almost every possible "issue of concern," from "civil rights" to "education" to "social issues" to "science and technology." In this condensed view of public culture, archives are everywhere, and yet nowhere. The reason, of course, is that archives are the civic and cultural bedrock on which we stand—but they are, like bedrock, mostly invisible in the landscape. Our challenge in advocating for archives begins here, at, or even below, ground level, with basic visibility and awareness.

As an organization, NEA is committed to advocate for archives and archivists. But this is something we can all do, as individuals, and to create real change, something we must all do. We all understand the centrality of archives to democracy. We know that broad access to the historical record is what keeps us, as a society and a nation, accountable to our own ideals. We know the importance of public funding to archival repositories in maintaining authenticity and access. We understand the importance of public support for those who use our collections—the historians, journalists, artists, and others, who distill and disseminate the truths and lessons found in the raw material of history. We all need to take responsibility for making sure that it's not just archivists who understand and can articulate these connections. If, as individuals, we can collectively raise the general awareness above bedrock, and then above ground level, then we help to make organizational advocacy efforts—whether regional or national—that much more effective.

So, I challenge each of you to do your part. Do write to Congress, but also seize everyday opportunities to raise awareness. When a call goes out to participate in career day at your child's school, step up. Each time someone asks what you do for a living, don't take the shortcuts we often use, but take the extra moment to say why you love what you do and why it's important. Each of us knows our own worth, and the vital necessity of the work that we do. We must each share that knowledge, every chance that we get to do so.

NEA is a healthy organization. We stand on a strong record of supporting archivists in New England, and we stand prepared to work with other organizations to insist upon public support for archives and archival work. As a community of archivists, let us also support each other in our individual efforts to remind not just our elected officials, but our colleagues, our neighbors, our families, and our friends that the work we do every day makes our democratic and civil society possible. ■

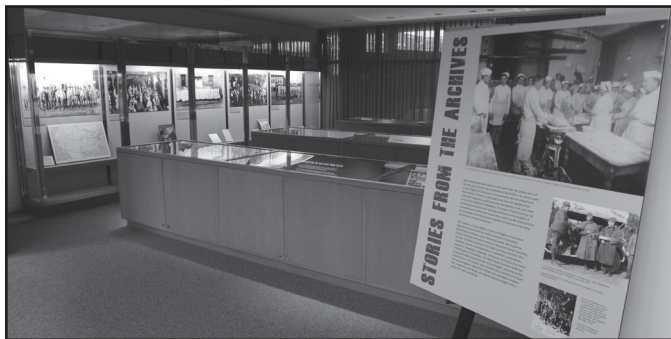
# News and Notes

## CONNECTICUT

### New Knights of Columbus Museum Exhibit, *World War I: Beyond the Front Lines*, Marks War's Centennial

The exhibit provides a historical retrospective of World War I and includes interactives, visuals, and artifacts from the museum's collections as well as many borrowed items from other museums and private lenders. In addition to Knights who served as soldiers, the organization was active in war relief efforts, managing highly successful fundraising drives, and providing hospitality to servicemen in America and abroad through recreation centers or "huts," with the motto "Everybody Welcome; Everything Free."

The Library Gallery features "Stories from the Archives" which provides great insight into the work of the Order. Photo enlargements of images from the Knights of Columbus Multimedia Archives capture various types of



Overview, Library Gallery featuring *World War I: Beyond the Front Lines* – *Stories from the Archives*.



Reproduction trench, complete with light and sound effects, from the Knights of Columbus Museum's *World War I: Beyond the Front Lines*.

war relief work. The photos are enhanced by documents and artifacts that expand the stories they tell.

The Knights of Columbus Museum, located at 1 State Street in New Haven, is open from 10 a.m. to 5 p.m. daily with free admission and parking. For more information call 203-865-0400 or visit <kofcmuseum.org>.

## MAINE

### Mass Digitization Project Complete at Bowdoin College

The three-year, grant-funded Howard Papers Digitization Project is now complete at the George J. Mitchell Department of Special Collections & Archives of the Bowdoin College Library. The nineteenth-century manuscript collections of Civil War General Oliver Otis Howard and his brothers, Charles and Rowland, are now available online in their entirety. Over the course of the project, twenty-six student employees scanned nearly 180,000 images. Indexes of O.O. Howard's roughly 80,000 pieces of correspondence are also now available through the collection finding aid and include links to the digitized version of each letter. Faculty at Bowdoin and elsewhere are making use of the Howard images and indexes. Last fall, students in an interactive data visualization course used the indexes to geographically visualize where Howard and his correspondents were writing from and how that changed over time. The digitization project was generously funded by the National Historical Publications and Records Commission and the Morton-Kelly Charitable Trust. Learn more about the Howard project at <<https://library.bowdoin.edu/arch/oliver-otis-howard/>>.

## MASSACHUSETTS

### American Textile History Museum Closing its Doors

The American Textile History Museum (ATHM), founded in North Andover, Massachusetts, in 1960 and located in Lowell, Massachusetts, since 1997, has closed its doors permanently, due to a significant financial deficit. By the end of July 2017, all collections will have been transferred to other institutions.



The Osborne Library at ATHM comprised a premier collection of more than 90,000 textile-related books, manuscripts, prints, maps, photographs, cloth labels, trade literature, and serial publications.

The bulk of the Osborne Library has been moved to the Cornell University Library in Ithaca, New York. Cornell has accepted all the books, periodicals, prints, photographs, cloth labels, postcards, stereocards, and about seventy percent of the manuscript collections from the Osborne Library. For more information on Cornell libraries, visit <library.cornell.edu>.

Information on the transfer of other portions of the Osborne Library collections will be released when final agreements are completed. A number of the remaining manuscript collections have been moved to individual institutions, including the Baker Library at the Harvard Business School, the New Bedford Whaling Museum, the University of Massachusetts Lowell, the Fall River Historical Society, and others. For more information on the closure, visit <www.athm.org>.

### PHSNE is Seeking Article Submissions

The Photographic Historical Society of New England (PHSNE) is interested in publishing material about New England archives of image collections, photographers, photographic businesses, processes, camera equipment, and related items. NEA members interested in contributing to *The Journal* are encouraged to contact PHSNE via email at: <journal-editor@phsne.org> or by mail: The Journal, c/o PHSNE, 47 Calvary St., Waltham, MA 02453.

### Nursing History Committee of the Massachusetts General Hospital (MGH) Digitization Project Update

In 2015, the Nursing History Committee of the Massachusetts General Hospital (MGH) initiated a digitization project with <archive.org>. Founded in 1873 as the Boston Training School for Nurses (later the MGH Training School for Nurses), the School's alumnae association began to publish a quarterly bulletin in 1911. The MGH School of Nursing closed in 1981, but the MGH Nurses' Alumnae Association continues to publish an annual maga-

zine. These were the first publications to be successfully digitized. A few months ago, the MGH School of Nursing yearbooks (published between 1928-1981) were also digitized, and plans are underway for Internet Archive to scan scrapbooks kept by graduates in the early years of the twentieth century. The project's landing page can be found at <<https://archive.org/details/mghschoolofnursingarchives&tab=about>>. Since the nursing history collection is housed in more than one off-site facility, digitization is the optimal way to share the ever-growing holdings. For more information contact Martha Stone at <mstone@partners.org> or 617-724-2780.

### Women's History in the Kindergarten for the Blind Correspondence Collection

This spring, Kiley Bickford began digitization of the Kindergarten for the Blind Correspondence Collection at Perkins School for the Blind Archives. Bickford, who has just completed the Simmons College dual degree program in History and Archives Management, digitized the first eleven volumes of bound correspondence. The collection documents the United States' first Kindergarten for the Blind, established in Jamaica Plain, Massachusetts in 1887. The correspondence, which begins in 1880, was known to include letters from notable nineteenth-century figures Isabella Stewart Gardner and Lucy Wheelock. Two other nineteenth-century women caught Bickford's attention in this collection: American author and African explorer, May French-Sheldon, and Isabel Barrows, the first female stenographer employed by the U.S. State Department and Congress. In a blog post, Bickford discusses her experience digitizing this collection and ruminates on the vital role women played in the creation and support of the Kindergarten. To read this post, with links to the digitized correspondence, please visit the Perkins Archives Blog: <<http://www.perkinsarchives.org/archives-blog/womens-history-in-the-kindergarten-correspondence>>

For questions, please contact Jen Hale, Archivist at the Perkins School for the Blind, <Jennifer.Hale@Perkins.org>.

### Newton Talks

The Newton Free Library, Historic Newton, and the Newton Senior Center have partnered together to

conduct an oral history, Newton Talks, for the City of Newton, Massachusetts. Interviews began in March 2016 and twenty-six veterans, relatives of veterans, and immigrant experiences have been recorded since. Each year the project plans to expand participant groups. Recently, the project was awarded funds through SHRAB's Preservation Grants for Veterans Collections, Monuments and Memorials. Funding will provide for the transcription of interviews, new equipment, cloud storage, and some audio restoration. Interviews are on Youtube <<http://bit.ly/2oH3N5H>> and the project has a libguide on Newton Free Library's website with documents and interview information <<http://guides.newtonfreelibrary.net/newtontalks>>. Interviews will be uploaded to Internet Archive eventually, and we expect that transcripts will be on the library's Digital Commonwealth page once completed. For questions or more information about our experience, please contact Kim Hewitt, Newton Free Library, at 617-796-1360 or <[khewitt@minlib.net](mailto:khewitt@minlib.net)>.

## Beneath Massasoit

In preparation for Massasoit Community College's fiftieth anniversary, Robby St. John created a display about its history. While researching, St. John came across "Beneath Massasoit," an article written by Tim Trask in the 1998 *Massasoit Voice*. Trask wrote about the history of the land on which the Brockton campus is now built. It had existed as a pig farm during the first half of the twentieth century. Trask also wrote about finding pig bones there. Being an archivist, St. John was curious if she could retrace his steps, but the area Trask described had been paved over. However, beyond the pavement were mounds of dirt,



Pig bones on shovel (August 2016). Photo Courtesy of Beth Stewart.

and St. John wondered if the bones had been moved. Luckily, she was able to find a pig jaw bone, along with several others. The jawbone is currently in our display case, and the rest are in our collection. Moral: If you want to excite an archivist, let her play in the dirt. For more information visit <<http://library.massasoit.edu/archive/welcome>> or contact <[bambos@massasoit.mass.edu](mailto:bambos@massasoit.mass.edu)>.

## Cataloging Nitrate Negatives from the Kennedy Family Collection

The John F. Kennedy Presidential Library is pleased to announce that it has begun a large-scale project to preserve and make accessible approximately 1,700 nitrate photographic negatives from the Kennedy Family Collection. This project is part of the Centennial Digitization Initiative to commemorate the hundredth anniversary of President Kennedy's birth. Last summer, preservation scanning began at the Northeast Document Conservation Center, and now, with generous grant funding from the Fund II Foundation, archivists have begun cataloging the images and publishing them to the Kennedy Library's digital archives. The nitrates represent a subset of the photographic materials in the collection and include snapshots of John F. Kennedy, family members, and family friends, originating from before his birth to the early 1950s. Similar to all family photo collections, this collection tells stories of daily home life, vacations, holidays, and other celebratory occasions. To learn more about the project, visit the Library blog at <<https://tinyurl.com/k6h6q7d>>.

## Harvard University Archives Recently Processed the Katharine Fowler-Billings Lantern Slide Collection

The Harvard University Archives recently processed the Katharine Fowler-Billings lantern slide collection, which captures her 1937 expedition to Russia and Japan for the seventeenth International Geological Conference. The collection came to the Archives from the Department of Earth and Planetary Sciences with the papers of Fowler-Billings's husband, Harvard geology professor Marland Pratt Billings.

Completing her PhD at Columbia in 1930, Fowler-Billings had a long career as a geologist, successfully asserting herself in a male-dominated field and disguising herself as

a man to gain entry to sites, when necessary, to pursue her field work. Alongside teaching at Wellesley College and Tufts, Fowler-Billings spent most of her research career specializing in New England geology.

The eighty-eight lantern slides include maps and Fowler-Billings' photographs of Siberia, the Black Sea, Japanese villages and volcanoes, and Russian archaeological sites, people, and landscapes.

The collection is open for research and the finding aid is available in HOLLIS, Harvard's online catalog. The Harvard University Archives can be reached at <archives.reference@harvard.edu>.

### **Harvard University Archives announce that fifteen items from collections will be featured in exhibition**

The Harvard University Archives is excited to announce that fifteen items from its collections will be featured in a Harvard Art Museums exhibition *The Philosophy Chamber: Art and Science in Harvard's Teaching Cabinet, 1766–1820*. Included among the items loaned for the exhibition are six early nineteenth-century drawings of Hominidae skulls by Harvard professor of natural history William Dandridge Peck, and six late eighteenth- and nineteenth-century illustrated mathematical theses. The exhibition is a recreation of Harvard's Philosophy Chamber, a room which housed a large collection of paintings, drawings, plant and animal specimens, instruments, and artifacts used for teaching and demonstrations. The collections of the original chamber were dispersed in 1820 with the expansion of the college library. The exhibition is on display May 19 through December 31, 2017, in the Special Exhibitions Gallery at the Harvard Art Museums. For more information on the exhibition, please visit <<http://www.harvardartmuseums.org>>.

### **“Concord, Which is My Rome”: Henry Thoreau and His Home Town**

The Concord Free Public Library will commemorate the two hundredth anniversary of the birth of Henry David Thoreau with the first major exhibition of its kind, “Concord, which is my Rome”: Henry Thoreau and His Home Town.

The exhibition explores Thoreau's life, work, and thought within the context of his lifelong home, through materials from the library's permanent collection. These include manuscript materials, documents, letters, photographs, maps, surveys, engravings, first editions, record and account books, and related artwork that together tell the story of Thoreau's sometimes complicated relationship with his home town.

The public is invited to the July 14 opening of the exhibit, which will feature a lecture by renowned Thoreau scholar Laura Dassow Walls. Programming continues with talks by Elizabeth Hall Witherell, Robert Thorson, Robert Gross, and Robert Hudspeth.

For more information on the exhibit, related programming, or attending the opening, please see the library's website at <[www.concordlibrary.org](http://www.concordlibrary.org)>.

### **“Made in Cambridge,” A Benefit for the Cambridge Historical Society, Celebrating Making in Cambridge, Past and Present, and Featuring Four Cambridge Archivists.**

The Cambridge Historical Society held its annual Spring Benefit at the MIT Museum on May 3, 2017, celebrating the Society's 2017 theme, asking “What does Cambridge Make?”. The event featured Cambridge makers Pedja Kostic of Iggy's Bread, Angela Sawyer of WeirDo Records, and Jeremy Spindler of Spindler Confections, to discuss their arts and share their experiences of making it as small businesses in Cambridge.

In a show of archival collaboration, four local archivists answered questions about Cambridge and what it makes, in a special feature affectionately titled “Stump the Archivists.” Irina Sandler, of the Cambridge Historical Society; Emily Gonzalez, of the Cambridge Historical Commission; and Alyssa Pacy, of the Cambridge Public Library all answered guests' questions. Tim Mahoney, of Harvard Business School's Baker Library Special Collections was also on hand to discuss Polaroid's history—in conjunction with exhibits currently on view both at the MIT Museum, and at the Baker Library's “Polaroid: At the Intersection of Science & Art” exhibit. Alyssa Pacey and Emily Gonzalez showcased their archival blogs, while Irina Sandler introduced Cambridge Historical Society's new brand and website, <[cambridgehistory.org](http://cambridgehistory.org)>. ■





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We have worked with many prominent universities including Harvard University, Brown University, University of Michigan and the U.S. Naval War College.  
References available upon request.

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# Spring 2017 Meeting Session Reports

## 1.1 “But That’s Not My Job”: Collaborating in an Age of Archival Anxiety

- Martha E. Meacham

**Speakers:** Moderator Mary Margaret Groberg, Norwich University; Deborah Rich, Sandwich Public Library; Sam Howes, Maine State Archives; Blake Spitz, University of Massachusetts, Amherst Libraries

This session looked at how archivists handle situations when they are called upon to do work that is outside their job descriptions. Moderator Mary Margaret Groberg noted that the least helpful contribution you can make is saying, “that’s not my job.” Archivists are called upon to be jack-of-all-trades.

Blake Spitz talked about how she became involved in teaching as part of the Honors Department at University of Massachusetts, Amherst. She worked to incorporate primary source readings and redo the syllabus for a course. Spitz noted that teaching had been a peripheral part of her job but has not become central. Deborah Rich spoke about taking over for an archivist who had a focus on genealogy. She now often gets people who expect her as the archivist to do genealogical research for them. Rich has found that it is best to point people to resources but maintain professional distance. She is working to educate her patrons that archivists can help find information but can’t do research for them.

Sam Howes recalled the challenges he faced when working with court records. He had to learn the needs and practices of records managers and institutions. Howes admitted that working with these types of documents has meant not being able to focus on other areas; there is always something that has to give, but he enjoys the work.

The final presenter was Mary Margaret Groberg, who discussed her project with the alumni relations department to take on a five-year-long initiative in celebration of Norwich University’s bicentennial. She echoed Deborah Rich’s point that she had to help alumni understand the boundar-

ies of what research the archivist will do. Groberg is now integrated into the process of content creation for the bicentennial efforts, but she noted that it does take up a large majority of her time.

The speakers emphasized that it is important to find balance in the requirements of the job and what is being asked of the archivist. Learning to say no is very important. Humor and education goes a long way in working with people.

## 1.2 Making the Quiet Voices Loud: Oral Histories, the ADA@25, and the Deaf Catholic Archives

- Michelle C. Sigiel

**Speakers:** Keith Ludden, Oral History and Folklife Research, Inc.; Rev. Joseph Bruce, College of the Holy Cross; Lisa Villa, College of the Holy Cross

The presenters emphasized the importance of documenting individuals and organizations involved in disability rights advocacy, research services, and empowerment of the deaf and disabled communities. Both Oral History and Folklife Research, Inc., under the stewardship of Keith Ludden, and the Deaf Catholic Archives, under the stewardship of Rev. Joseph Bruce and Lisa Villa, accomplish these endeavors in slightly different ways due to the nature of the records they keep.

Keith Ludden focused on the historic importance of advocacy work by disability rights activists in Maine, with oral history podcasts commemorating the twenty-fifth anniversary of the American Disability Act (ADA). He also showed videos of current projects by Oral History and Folklife Research, Inc. (Augusta, Maine) such as Immigrant Voices, an oral history project involving recent immigrants to the state. These oral histories become tools for advocacy and document the social history of disability rights movements in Maine. For more information on the projects, see: <[www.oralhistoryandfolklife.org](http://www.oralhistoryandfolklife.org)>.

Rev. Joseph Bruce and Lisa Villa, both of College of the Holy Cross, told the story of the Deaf Catholic Archives from its founding in 1974 to the present. The archive collects newsletters for deaf Catholic services from across North America, as well as some from South America and other parts of the world. This special collection is commit-

ted to providing access to a wide spectrum of users while preserving the history of deaf culture. The participants discussed some of the challenges of processing the archive. These included the classification of records and the choice of language that would not privilege hearing users over deaf users. This presentation forced participants to consider how arrangement and description practices can indicate bias and marginalize certain user groups if processing is not done with consideration of these issues.

### 1.3 Changing the Flow: Implementing Digital Processing Workflows

- Katy Sternberger

**Speakers:** Alice Prael, Beinecke Rare Book & Manuscript Library; Rebecca Fraimow, WGBH; Keith Pendergrass, Baker Library, Harvard Business School; Liam Sullivan, Baker Library, Harvard Business School

As archival repositories become increasingly responsible for managing digital content, they also face the challenge of integrating this content into traditional pro-

cessing workflows. This panel session focused on the workflows and tools that Yale University Library, WGBH, and Harvard Business School have implemented to facilitate the preservation and accessibility of digital media.

Alice Prael described her role in defining a centralized model for digital accessioning across nine special collections units at Yale. The goal was to eliminate the backlog of digital media without loss of integrity. She outlined the workflow for capturing content, with tools such as Kryo-Flux, Forensic Toolkit Imager, and BitCurator, and then preparing it for ingest into Preservica. The centralized model standardizes practices for content capture and description of physical media; at the same time, it decentralizes arrangement, description, and access, meaning that processing is put back in the hands of the unit from which the media originated. Documentation is available at <http://guides.library.yale.edu/borndigital>.

The American Archive of Public Broadcasting is a collaboration between the Library of Congress and WGBH. With 40,000 hours of digitized materials, it is a focal point for discoverability of historical public media.

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Rebecca Fraimow explained how processing workflows originally had been designed around the workflows of the vendor. However, the institution moved toward a centralized model in order to work with multiple vendors and adapt to changes in media formats. Now WGBH can determine how the workflow can be streamlined by improving the quality of metadata received from donors and documenting procedures.

Keith Pendergrass and Liam Sullivan discussed Harvard Business School's team-based approach to digital processing. The team consists of one manager and three processing archivists who each lead a particular area: audiovisual, born digital, or web archiving. They use free, open-source tools, such as Archive-It for capturing born-digital content, BitCurator and DROID for creating technical metadata, and Fixity for checksum verification. As the processing archivist for web-archived content, Sullivan described the iterative process of testing and fine-tuning the procedures. He realized how digital material complements, and should be integrated with, print material. While developing a workflow may result in some failures, effective communication as a team will reveal areas for improvement.

## 1.4 State Historical Records Advisory Boards Summit

- K.H. Kobialka

**Speakers:** Dan McCormack, Mass Municipal Archives (chair); Heather Moran, Maine SHRAB; Tanya Marshall and Chris Burns, Vermont SHRAB; Lizette Pelletier and Linda Hocking, Connecticut SHRAB; Maria Bernier, Rhode Island SHRAB; Gregor Trinkaus-Randall, Dr. John Warner, Veronica Martzahl, Rachel Onuf and Rob Cox, Massachusetts SHRAB. Kathleen Williams, NHPRC also joined the session.

The care of historical records in each New England state is promoted by a State Historical Records Advisory Board (SHRAB), which serves as the central advisory body for historical records planning and for NHPRC-funded projects within each state. This NEA session was an overview of the projects underway in the New England, along with discussion of grants, preservation programs, and collaboration.

Rhode Island brought up their search for a state archivist and their new facility, also mentioning disaster

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preparation and emergency response programs and how they are trying to encourage more participation in those programs. Connecticut talked about their training grants for small repositories. Maine talked about their Digital Maine Transcriptions Project. For more on that, please see the report for session 1.6 on crowdsourcing. 2020 is the Maine bicentennial, so they are doing a survey of materials and holding preservation workshops for smaller organizations.

Tanya Marshall from Vermont discussed her state's success with capitalizing on public interest in cold cases to generate interest in their programs and to illustrate the importance of records. Chris Burns talked about Vermont's regrant projects, notably processing at St. Johnsbury. Gregor Trinkaus-Randall mentioned an upcoming NEH grant to fund disaster preparation workshops, co-taught by the Mass Fire Academy and the City Clerk education program, which could become national through SAA. Rachel Onuf talked about the work of the Roving Archivist in assisting small repositories to assess and plan their programs. Veronica Martzahl discussed several Massachusetts SHRAB programs including hands-on archives training, assessment grants, policy development and processing grants and re-grants for supplies. Rob Cox talked about the Commonwealth Historical Collaborative <<http://chc.library.umass.edu/about-chc/>>, a "catablog" directory where smaller repositories can enter their information and be known. This is the product of a wide Massachusetts collaboration.

One major theme was partnerships. Most SHRAB personnel mentioned important collaborations in which they were participating and collaborations among SHRABs were proposed. SHRAB programs see the same people participating, so how can they engage others? Is it possible that there is an even earlier step for emerging repositories that has not yet been considered by the SHRABs? Kathleen Williams of NHPRC spoke about their recent strategic planning initiative, the creation of a class of smaller grants with a smaller cost share, and infrastructure challenges.

## Session 1.5 Teaching Disability History With Primary Sources

- Kristen Weischedel

**Speakers:** Laurie Block, Executive Director, Disability History Museum (chair); Graham Warder, Associate Professor of History, Keene State College; Deborah Thomas, World Geography Teacher, Barnstable High School; Laura Lovett, Associate Professor of History, University of Massachusetts Amherst

Laurie Block of the Disability History Museum, <[www.disabilitymuseum.org](http://www.disabilitymuseum.org)>, gave an overview of disability history and standard problems in researching this topic. One major obstacle researchers have is the change of disability terms over time, as primary source materials often include the terminology of the time of creation, not the terminology of today. Block emphasized the importance of historical metadata, so both modern and outdated terms are included.

Graham Warder, a cultural historian, described his research on the Civil War and Disability and his use of primary sources. Again, he emphasized the change in meaning and experiences, even including the issue of what is considered a disability over time and how that affects our understanding of both disability history and the history of the Civil War.

Deborah Thomas discussed teaching students with disabilities and teaching about disability history. She integrates primary source photographs as examples of how people with disabilities are treated in her teaching, though finding sources that are both easy to understand and free of copyright restrictions is difficult. She often draws from the Library of Congress <[www.loc.gov/teachers/classroommaterials/primarysourcesets/](http://www.loc.gov/teachers/classroommaterials/primarysourcesets/)>. The ways her students interpret these sources vary, and prompt discussions on disability history.

Finally, Laura Lovett discussed her use of primary sources to get history students hooked on history, using Helen Keller as a primary figure in this quest. While teaching about those with disabilities, Lovett tries hard to avoid focusing on solely the disability. Instead, she offers other information about Helen Keller, such as her FBI file, which details Keller's interest in socialism. These sources encourage students to interact with disability history not as separate from other parts of history, but as concurrent with those histories.

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<[www.newenglandarchivists.org](http://www.newenglandarchivists.org)>

During the question period, the importance of good modern and historical metadata became apparent. Further, the historian panelists emphasized the importance of information literacy while approaching these materials, and urged archivists to consider these while cataloging and digitizing disability history sources.

## 1.6 Do-It-Yourself Crowdsourcing

- K. H. Kobialka

**Speakers:** Heather Moran, Samuel Howes, and Kate Herbert, Maine State Archives

The presenters from the Maine State Archives (MSA) discussed the launch and progress of the Digital Maine Transcription Project: <<http://www.digitalmaine.net/projects/>>. In this collaboration between the Maine State Archives and the Maine State Library, documents from the history of Maine are online for members of the public to transcribe, provided they open free accounts on the site.

The drive to make more historical materials available electronically has resulted in scanning, but there isn't enough time for archivists to transcribe. Site members can contribute to the accessibility of documentation in exchange for their time and expertise reading old fashioned handwriting. Transcriptions may not be one hundred percent accurate, but a simple first transcription is a good place to start. This project is making difficult-to-read documents available on the web and will enable full-text searching and other enhanced accessibility for the visually impaired. On the website there is a leader board to which folks can aspire.

MSA used Omeka and Scripto to create the transcription site internally without IT support. Kate observed that they gained new skills but that doing it on your own takes longer. Presenters discussed the response following their launch, when they gained 300 users in a month. Archivists review the transcripts, which bogs down the progress. A discussion of possible strategies to streamline the review process brought up precedent projects, including one at the Smithsonian Institute. It was suggested that two members could transcribe a document, with the archivist only called to participate when a difference is found between the two versions. The possibility for community service or transcribe-a-thons were suggested.

## 1.7 Preserving Cape Cod History: How Two Towns Keep Their Histories Alive

- Martha E. Meacham

**Speakers:** Dorothy Schofield, Sandwich Glass Museum/Sandwich Historical Society; Deborah Rich, Sandwich Town Archives/Sandwich Public Library; Katy Sternberger, StarWrite

Cape Cod history was on full display during this session, in which the speakers interwove stories about the Cape Cod towns of Sandwich and West Falmouth and the Sandwich glass industry. Images, artifacts, and historical documents brought the stories to life. Deborah Rich read a first-person account of Sandwich history. Dorothy Schofield then gave a detailed history of the glass making industry in Sandwich. This industry built and sustained the region for most of the nineteenth and well into the twentieth century.

While the first half of this session was dedicated to Sandwich history, the second half shifted to discussion of how Rich and Schofield are working to preserve this history. By collaborating, they have been able to grow a network of individuals and institutions across Cape Cod. Researchers are now referred to other relevant organizations, the researchers' use of and access to information. Because of the limited resources of some Cape organizations, they were unable to properly care for or provide access to materials alone; collaboration allows these materials to be placed more advantageously.

Katy Sternberger detailed her work with the West Falmouth Library. When she arrived there were sixty boxes and a filing cabinet of materials. She wrote policies, procedures, and created strategies for making this hidden collection accessible. Sternberger noted that lone arrangers must balance the need for policies and procedures with wanting to start arranging and describing right away. She also suggested that even though institutions are all different, archivists don't need to re-invent the wheel. They should work with others for policies, procedures, and work plans. Sternberger promoted the archives with a brochure, ensured the archives were featured on the library website, and created an oral history program. The highlight of the project was a video showcasing some of the oral histories with West Falmouth residents.



## 1.8 Archives and Artifacts: A Library and Museum Collaborate to Create the P. T. Barnum Digital Collection

- Mehrdad Kermani

**Speakers:** Adrienne Saint-Pierre, Meghan Rinn, and Susan G. Luchars, Barnum Museum; Elizabeth Van Tuyl, Bridgeport Public Library

This session discussed how a museum and an archive collaborated through a National Endowment for the Humanities (NEH) grant to establish the P. T. Barnum Digital Collection. The Barnum Museum and Bridgeport Public Library discussed the planning process, the challenges inherent in working with two different organizations, and the opportunities they discovered. Since both the museum and library held materials pertaining to P. T. Barnum (1810-1891) and due to their physical proximity in Bridgeport, Connecticut, the project benefited researchers and staff at each institution by providing a fuller understanding of the holdings at each location, reunifying many items, and creating access to many fragile objects that would otherwise have limited exposure to on-site researchers.

The project lasted eighteen months and included the digitization of over 1,000 diverse record types, including manuscripts, photographs, paper ephemera, carriages, furnishings, clothing, and even Tom Thumb's wedding cake from 1863. The project took one year to plan with consultants, scholars, vendors, and employees from both the museum and library. An important aspect of the planning phase was identifying knowledge gaps among the staff and identifying where consultants and vendors could be of assistance.

Serendipitously, the Connecticut Digital Archives (CTDA) had just been founded when the digitization project was beginning, which helped with the project's preservation goals. Since one of CTDA's mission is to help preserve digital assets for Connecticut institutions, the Barnum Digital Collection utilized CTDA's services to host the collection website and manage future formatting conversions of the digital objects, which helped keep costs low.

A major challenge was that each institution had its own mandate, which the project manager had to navigate to meet the project's objectives. Further, they had to deal with different cataloging systems at each institution, but the team managed to create a workflow that merged data successfully. Other cataloging issues that had to be ironed out for standardization included different file naming conventions, the granularity of metadata, and the level of the collection at which description was created.

NEH currently uses the P. T. Barnum Digital Collection grant as an example on their website, which is available to view at [https://www.neh.gov/files/grants/barnum\\_museum\\_planning\\_to\\_digitize\\_the\\_collections.pdf](https://www.neh.gov/files/grants/barnum_museum_planning_to_digitize_the_collections.pdf). The P. T. Barnum Digital Collection itself can be viewed at <http://collections.ctdigitalarchive.org/islandora/object/60002%3APTarnumDigitalCollection>.

### 2.1 Academic Omissions

- Sarah Towne

**Speakers:** Kathleen Carter and Desiree Alaniz, Simmons College

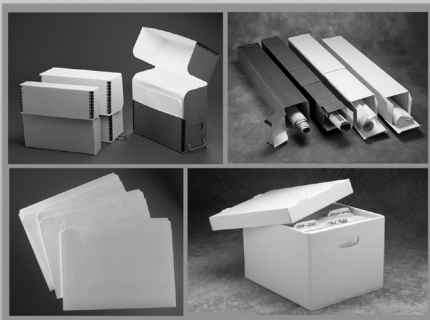
This presentation and group discussion focused on the academic training and potential blind spots of archival professionals. The presenters began with a history of the archival profession and how training moved from on-the-job to



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course offerings within history or library science programs in the 1960's. They discussed the shift of archival knowledge from part of the library or history fields into its own profession. The presenters examined the "Graduate Studies in Archival Programs" guidelines published by the Society of American Archivists (SAA), last updated in 2015, noting that the SSA does not accredit programs. They noted what SAA defines as core curriculum and complementary knowledge, remarking that library and information science are listed as complementary knowledge despite many archival degrees being housed within such programs. However, the SSA Archivist does not list history as complementary knowledge for archival professionals. Following this, presenters led attendees in a discussion with questions addressing the representation, targeting, and accuracy of the standards.

The group reconvened and discussed concerns raised about recent graduates' knowledge and experience. Presenters discussed their study of current archival programs across the United States and how programs are preparing graduates for the archival profession, following examinations of SAA's directory of archival graduate programs and other publicly available information. Presenters looked into departmental organization, required coursework, and research potential at each institution. Presenters emphasized that within the last twenty years, there seems to have been a greater shift to standalone archival programs housed within library science departments, suggesting a trend in archival specialization. The presenters also examined the lack of consensus on the design of archival education programs, and how every program differs on the number of required core archival courses, internships, or capstone requirements. Presenters stated their next step in research is to thoroughly examine the syllabi from a variety of programs to understand what is being taught and how these learning objectives match the SAA guidelines for a graduate-level degree. The presentation concluded with discussion among attendees over what core courses were central to the attendees' own archival educations, what skills they learned on the job, and if current educational programs are keeping abreast of current demands.

## Session 2.2 "Presenting Your Moving Images to the Public: Opportunities and Choices"

- Andrea Belair

**Speaker:** Fred Pond, Vermont Historical Society and the University of Vermont

Fred Pond, of the Vermont Historical Society and the University of Vermont, shared his experiences as a volunteer working with the moving image collections of the Vermont Historical Society in a session that allowed audience members to comment on their experiences working with film.

Mr. Pond introduced the collections of the Vermont Historical Society. He explained the Society's method of publicizing their collections, which were digitized in a grant-funded project. They can be accessed at <<http://vermonthistory.org/virtual-vhs/film-and-video-collection>>. The content was added to the Internet Archive <<https://archive.org>>, which hosts the footage and tracks views. He discussed choosing a hosting site as a platform for making moving images available to the public.

Mr. Pond discussed opportunities for the public to interact with online moving images, including publicizing film for crowdsourcing purposes, where the public could help identify people and places with the use of timecodes. He recounted the Society's showing of *A Vermont Romance*. Showing and publicizing the film led to the discovery of a producer's diary from 1916. He offered solutions for sharing responsibility for film collections amongst other organizations with similar interests, thereby sharing the chain of custody and process in exchange for copies of possibly rare footage.

After the body of the session, the presentation was opened to a lively discussion, including about the most effective ways to generate interest and financial contributions. Some members of the audience wondered about technical issues such as file formatting in the digitization process, or how to deal with copyright, and Mr. Pond offered feedback. Present in the audience was Tanya Marshall, the Vermont State Archivist and Director, who answered one query about Preservica as a digital repository and some preservation practices. Dartmouth College Archivist Peter Carini contributed knowledge of the Library of Congress tool BagIt. The session closed with a showing of some recently uncovered footage of Herbert Hoover at the White House from an article in the Washington Post.

To view presentation slides from the session, visit the University of Vermont repository at <<http://scholarworks.uvm.edu>>.

## 2.3 Clearing the Channel: Collection Reappraisal and Deaccessioning

- Martha E. Meacham

**Speakers:** VivianLea Solek, Knights of Columbus Supreme Council Archives; Erik Bauer, Peabody Institute Library; Elysia Hamelin, Haverhill Public Library; Tom Doyle, Woburn Public Library and Museum

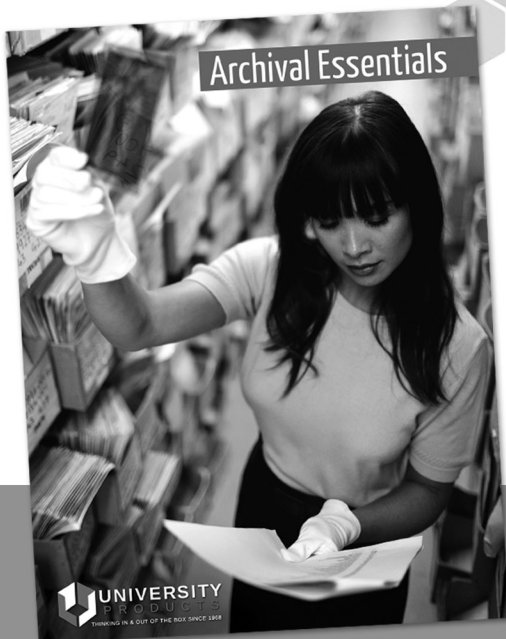
The goal of this session, as related by chair VivianLea Solek, was to make the work of reappraisal and deaccessioning real and practical. Elysia Hamelin spoke about the steps in the process—prepare, reappraise, and decide. Hamelin advised that determining why you are reappraising and deaccessioning is important. There should be a collection policy or clear criteria for what is being kept or not. Create a deaccessioning worksheet that details the decision-making process. This can be approved by the board of directors or other stakeholders, and will be important for record keeping. Once started, the process should be systematic and transparent, with everything documented.

Tom Doyle spoke about the unique challenge of deac-

cessioning several hundred museum objects. The Woburn Library and Museum had accumulated a large number of paintings, busts, stuffed birds, and other objects. A renovation project proved to be a good time to reevaluate the collection. Some objects were given to other institutions. Most items were given away, while some were sold at auction.

Erik Bauer talked about what to do with deaccessioned items. Provenance or legal aspects should be determined. Bauer also emphasized documentation and transparency. Bauer discussed some options for deaccessioned items. They can be sold, which adds funds, but funds usually have restricted use. Items can be transferred or gifted to other institutions. Always get a transfer agreement, and make it clear that neither side is selling or buying the item. If possible, items may be returned to the original owner. Use the deed of gift as a guide. Sometimes items can be repurposed as teaching aids or added to an educational collection. Finally, if it can't be disposed of in any other way, items can be destroyed. Make sure that someone else witnesses the destructions, and that the destructions are well documented.

The session concluded with VivianLea suggesting that archivists look at what the museum field is doing. She



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also noted that once you have gone through the deaccession process, make sure work isn't being undone by taking things that are outside collection policy.

## 2.4 Making ArchivesSpace Work for You: Customizing ArchivesSpace for Smaller Institutions

- Erin Weinman

**Speakers:** Moderator: Jessica Steytler, Congregational Library & Archives; Taylor McNeilly, Congregational Library & Archives; Cristina Prochilo, Historic New England (formerly of Congregational Library & Archives);

This session explored the implementation of ArchivesSpace by the Congregational Library & Archives. What happens when an archive with limited staff decides to switch over to ArchivesSpace <[www.archivesspace.org](http://www.archivesspace.org)>? In 2012, the decision to switch to the platform was made in order to be more efficient. A private grant was secured in 2014 to implement the process. The decision was going to be a challenge, as migration would require a massive clean-up of data of over a thousand records.

Without a systems librarian, the Congregational turned to LYRASIS as a web host. Here they had to make their first decision. The cost was going to be high, but would include hosting, maintenance, migration, and data storage. Higher payoff led them to agree to move forward with the transition, and they took on the migration in a team effort. In 2015, the first round of cleanup began within the OPAC to create consistency in the records. Cleanup is a major task for any institution going through this process. By splitting up the task between three employees, the work became a team project and a top priority for the institution. The group decided to take on the basics, including only boxed archival collections. 1,819 records ultimately migrated to LYRASIS. ArchivesSpace implementation came with trial and error. The team created a staff manual and tested the new platform using interns, with an emphasis on the basics. Ultimately, Congregational Library & Archives found the transition worth the trouble. Moving forward, Congregational looks to create a fully integrated public-user interface to provide access via their ArchivesSpace records.

The staff had recommendations for similar cases. Be mindful for how ArchivesSpace works without forcing the system,

and make mistakes to figure out how the system works. There will be unavoidable migration bugs, which lead to new rounds of cleanup. By making the transition a top priority and dedicating time, focus, patience, flexibility, and money, it will be successful. Small institutions, including those with just one staff member, can implement the program. Don't be afraid to get assistance from other institutions, start off easy, and create goals.

## 2.5 Everything You've Ever Wanted to Know About a Collections Survey But Were Afraid to Ask

- Karen Bailor

**Speakers:** Jennifer Betts and Jordan Jancosek, Brown University

Jennifer Betts and Jordan Jancosek discussed the ongoing two-year Special Collections Survey Project at Brown University's John Hay Library. Three major goals of the project are to create accurate catalog descriptions, to address storage density concerns, and to coordinate better with technical services staff. According to Betts, the survey project is aimed more broadly at implementing comprehensive collection management and enhancing visibility of, and access to, rare materials. Betts listed multiple motivations for the project, including access difficulties stemming from a lack of intellectual control over the materials, collection integration problems, out-of-date location information, cataloguing issues resulting from a card catalog retrospective conversion, and cataloguing quality control issues arising from well-intentioned global changes.

Jancosek offered advice for conducting a successful survey, stressing the importance of devoting time to the planning process and setting attainable but aggressive goals within the specified time frame. Jancosek also described project successes to-date, including using acid-free slips to attach item information to books and using pastel-colored acid-free flags to mark any items missing slips, in need of conservation, or requiring additional attention. The presentation concluded with discussion of next steps, including the potential to deaccession damaged materials or those outside of the collection policy. Discussion centered on securing funding for non-digital projects, using conservation-grade toner for slipping and flagging projects, and integrating additional work that may result from a collections survey into future workflows.

The speakers provided links to previous projects at Brown University for reference, including the Rhode Island Archival and Manuscript Collections Online (RI-AMCO), the Brown Digital Repository <<http://repository.library.brown.edu/studio>>, and the online Hall-Hoag collection <<http://apps.library.brown.edu/hall-hoag>>. Betts also suggested the “Everything in Its Place” backstage webinar <[www.bslw.com/presentations/inventory](http://www.bslw.com/presentations/inventory)> as a resource for those considering a collections survey. A project blog with updates and insights on the survey will soon be accessible from the blog list on the Brown Library website <<https://library.brown.edu/>>.

## 2.6 Archives and Access: A Complicated Relationship

- Erin Weinman

**Speakers:** Alex J. Daverede III, National Archives; Kristina Lilico, Library and Archives Canada.

This session explored ways the public can access classified information through national archives. The National Declassification Center (NDC) is in charge of the declassification of federal records, following review, evaluation, quality check, withdrawal and indexing. The goal of the agency is to create public access to federal records, as permitted under the Freedom of Information Act. Created in 2009 under E.O. 13526, the NDC assists in the transition of classified information and to help with a four million-page backlog (as of 2009). NDC begins the process with a review by an evaluation team, a quality assurance review team, and a Kyl-Lott (nuclear weapons information review) evaluation team. Each team assesses documents, sampling twenty percent of material, and moves on to withdrawal and indexing. Through review and indexing, NDC has increased public access to historical collections such as the Pentagon Papers and World War II Katyn Massacre. However, there are still problems including inexperienced reviewers and too many classified records. NARA recognizes the need for a dialogue and change in the form of an executive order to get the proper support required to function.

Canada faces similar issues since the 1983 Access to Information Act. Holding around 150 linear miles of material, the staff worried about access to information. Library and Archives Canada implemented a block review method that has successfully released over a million records to the public. Beginning in the 1990s, a panel reviewed a sample of work

but was short-lived due to other responsibilities. The block review was revitalized with a new approach: analyze block review, keep it funded, and no longer slowly react to public requests. The archives ultimately decided to take a risk rather than spending money on storage for inaccessible records. Criteria include age, enduring security exemptions, and common enduring exemptions. By determining the creator, reviewing the function of the document, and analyzing all the components, the archival assessment process assists in the sampling process. In 2016, a formalized process was enacted that allows entire scopes of records to be examined and a higher number of records to be released. There have been no slip-ups to date. The archives are willing to have some potential for risk in order to release more information to the public.

## 2.7 From the Trenches: Approaching Transition and Grief in Acquisitions Work

- Martha E. Meacham

**Speakers:** Carolyn Hayes, Joan Ilacqua, and Heather Mumford, Center for the History of Medicine, Countway Library, Harvard Medical School

Three speakers from the Center for the History of Medicine at Countway Library gave a presentation on a facet of acquisitions work not often talked about or taught in library school. Carolyn Hayes, Joan Ilacqua, and Heather Mumford came together after all questioning how archivists could work with and gain the trust of donors in grief or transition. The fundamental question they posed during this session was: How can archivists balance empathy and purpose when working with donors in transition or grief? Each speaker detailed the process they had gone through to learn about grief and transitions and then applying that knowledge to their practical work. They discussed reaching out across a number of different disciplines, such as the medical and spiritual, to build a well-rounded basis of information and research. They learned that grief is about change and a reaction to loss. People don't always react negatively. It can be physical, psychological, behavioral, social, or spiritual.

The speakers highlighted real-world situations and concerns. Tips included: be prepared before a meeting by understanding the donor and their specific transition; set clear expectations; and be aware of any legal issues. At the meeting, establish trust by breaking the ice and trying to find shared interests, but always be a good listener.

Unique records or situations call for extra understanding. Institutional records may have policy and schedules, but organizational dynamics can create trauma. Oral histories present another unique situation. Emotional investment is often more demanding, but there is the opportunity to record different and underrepresented experiences. The archivist should be empathetic of the narrator's limits, helping them feel comfortable and safe. Ultimately, in any situation, the speakers advised to interact and react, read the room, give the donor/narrator control, and give yourself permission to be human. When dealing with those in grief or transition there can be burnout, compassion fatigue, or vicarious trauma. The speakers recommended that archivists take care of themselves. This includes knowing your own boundaries, connecting with colleagues, asking for help, taking space, and developing a good work/life routine.

## 2.8 Big-Reels, Floppies, SyQuest, and All That Jazz!

- Michelle C. Sigiel

**Speakers:** George Blood and Chris Muller, George Blood Audio/Video/Film/Data

This session focused on cultural and scientific data languishing on various formats ranging from big reels to floppy discs from the past few decades, and how George Blood and Chris Muller are working to rescue the data. Blood and Muller, who run the data rescue business George Blood Audio/Video/Film/Data, recounted stories of how they began participating in data rescue several decades ago, and emphasized how librarians and archivists can make preserving data in defunct formats easier.

Over the past few decades, both Blood and Muller have become involved in the debates within ALA over digital preservation definitions and practices. Both emphasize the importance of an activity most archivists hold dear: documentation.

In instances where little documentation of the content on floppies and other formats exists, even more work will need to be put into retrieving data and identifying it. Thus, archivists should do their best to preserve any accompanying documentation of the contents of the records, making note of the structure of the data and hardware type if such information is known. When information is not available, Blood

and Muller look at the sectors and tracks to determine the format and at the code patterns to infer what the data structure might be. They then try to locate the directory through interpretation of the code, looking for common patterns.

During their years of work, Blood and Muller have encountered a variety of challenges. One of the more interesting data rescue projects involved an unknown format of floppy that contained a dictionary of the Penobscot language gathered by an amateur scholar in the 1990's. After many trials, they managed to recover the data from this project. Today, they frequently work on data rescue in other countries—one recent project included rescuing Bangladeshi census information from tape reels that were physically damaged by humidity and poor storage conditions.

## 2.9 1919 Boston Police Strike Project: Community Volunteers Research the Men Behind the Strike

- Kyle Boyd

**Speakers:** John Gallagher and Margaret Sullivan, Boston Police Department; Caroline Littlewood and Joanne Riley, University of Massachusetts, Boston

The Boston police strike occurred on September 9, 1919, when 1,100 officers walked out. None of the men who went on strike worked for the Boston Police Department again. The Boston Police Strike Project is a collaboration between the Boston Police Department Archives, University of Massachusetts Boston, and volunteers. The project commemorates the men who went on strike by creating a biographical profile for each officer before the hundredth anniversary of the strike. Speakers discussed the 1919 strike, the goals of the project, the challenges of working with a team of volunteer researchers, their workflow, and the next steps of the project.

The Records Center in the Boston Police Department has roster cards for each of the 1,100 men, which states their name, rank, division, and was stamped "Abandoned Duty" when the men went on strike. The first step of the project was to digitize and transcribe these cards so that they could serve as the starting point for genealogical research on each officer.

After working with a pilot group of citizen researchers, a workflow was designed that was not dependent on spe-



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cific technology, had clear-cut expectations, had multiple entry points for differing skills or availability, and had several rounds of quality control.

After signing up as a researcher and being trained, volunteers claim an officer and download their worksheet. Each worksheet has information from the duty roster cards and the 1919 street listing. The worksheet has a row for different sources. For each source, researchers are asked to provide a link, a citation, specific data points from that source, additional information, explain their reasoning, and add any notes. Once a volunteer has completed a worksheet, another volunteer reviews it before it is finalized.

After genealogical information for all the men is collected, the team will enter the information into an online database, create a biographical profile for each officer, and celebrate the centennial of the Boston police strike on September 9, 2019.

To learn more or to get involved, go to <<http://blogs.umb.edu/bpstrike1919/>>.

## 2.10 The METRO Fellowship

- Rosalie Gartner

**Speaker:** Katherine Martinez, The Metropolitan New York Library Council (METRO)

Katherine Martinez began session 2.10 with a brief description of The Metropolitan New York Library Council, the organization that provided her with the fellowship opportunity she discussed. METRO “is a non-profit organization that provides services to over 250 library and archives professionals in New York City,” working to support innovative projects that push the field forward.

METRO fellowships arose out of ideas submitted by member libraries, resulting in four common areas: 1. Community Lab; 2. Linked Open Data/Crowdsourcing; 3. Transforming Workflows, Procedures, and Organizational Culture; and 4. Inclusivity and Diversity. Applicants to the fellowship frame their project proposals around one of the four themes, with three fellows selected. Karen Hwang’s project “Interlinking Resources, Diversifying Representation” focuses on the second, linked data; Molly Schwartz’s

project “Designing a Media Studio @599” focuses on the first theme, community lab; and Katherine Martinez’s project “Email as an Archive: Degrees of Access” represents theme three, transforming workflows.

This session focused on Martinez’s project on transforming the electronic records management workflows, the Guggenheim Museum and the Brooklyn Academy of Music. Martinez completed an in-depth assessment of each site, evaluating their workflows, retention schedules, and digital preservation capabilities. She described email as “our first online social network,” with several users describing email as their own personal search engine. To illustrate this point, she displayed a visualization of her personal email using a tool called Immersion <[immersion.media.mit.edu](http://immersion.media.mit.edu)> to display the different networks that appear.

Appraisal of emails was an arduous task, involving many conversations with creators. These discussions revealed a lot of anxiety about emails, both over the contents as well as a fear of loss of access. Martinez decided to follow the NARA Capstone approach to email archiving, preserving the accounts of those community members that would make large-scale, foundational changes to the institution, in addition to executive email accounts.

Martinez concluded by discussing her next steps, including a way to create shared access to email accounts, a request from several of the employees she interviewed. Currently, she is investigating EPadd as a way to create password-protected access to these accounts. She is also reviewing archival file formats, as well as addressing other platforms on which permanent records reside.

## 2.11 Author-Archivist Collaboration: Making Blood Brother Come to Life

- Stephanie Krauss

**Speakers:** Rich Wallace, author; Brantley Palmer, Colby-Swyer College (formerly of Keene State College); Mylynda Gill, Keene State College

For the author-archivist collaboration panel, Wallace, Palmer, and Gill, discussed Wallace’s new publication, *Blood Brother: Jonathan Daniels and His Sacrifice for Civil Rights*, published by Calkins Creek in

2016. Wallace summarized Jonathan Daniels' short life. Daniels was born in 1939 in Keene, New Hampshire. He attended Harvard, then pursued ordination at the Episcopal Divinity School in Cambridge. In August of 1965 he answered Martin Luther King, Jr.'s call for help in the fight against racial discrimination in the American South. In the middle of a protest, Tom L. Coleman shot at seventeen-year-old civil rights activist Rudy Sales. Daniels blocked Sales from the fire and was killed. Coleman was exonerated of all charges.

Wallace discussed how he started his research at the archives at Keene State College, where Brantley Palmer had processed collections on Daniels. One collection included Daniels' writings, correspondence, and artifacts, while the other contained DVDs, VHS, and transcripts of interviews from the documentary *Here I am, Send Me*, a short film about Daniels. The preservation of these materials, particularly the interview transcripts, allowed Wallace to continue his research throughout the South, where he interviewed many of Daniels' friends and compatriots.

The panel then moved to a discussion of the nature of author-archivists collaborations. Brantley commented

that he felt passive during the research process, but Wallace insisted that the archives had been nothing but helpful. Wallace noted the importance of following archival guidelines, and both parties stressed trust within the archivist-author relationship. Gill mentioned that Wallace will donate his research collection to the archive. With the addition of these materials, the archive will house a more complete picture of Daniels' life.

The audience asked about the importance of secondary source research, the problems of preserving videotaped interviews, and how archivists might improve upon their relationships with authors. Lastly, the audience inquired about the network of relationships in the Civil Rights Movement and whether it is possible for institutions that continue Civil Rights collections to collaborate digitally. While the panelists were unaware of any current projects, collaboration is certainly a possibility in the future.

### **Session 2.12 "The Challenges of Managing the Records of Cultural Institutions: How to Take Better Care of Your Own Stuff"**

- Andrea Belair

**Speakers:** Irina Sandler, Cambridge Historical Society; Mary Yearl, Wellesley College; Katherine Isham, Beinecke Library, Yale University

In this session, the panelists discussed the records management aspect of their professions. The speakers represented institutions of different budgets, sizes, and stages of records management, and the panel was organized as three separate case studies to illustrate challenges, strategies, and outcomes.

Irina Sandler discussed records management at the Cambridge Historical Society. She spoke of our role as curators—we must curate the history of our own institutions. Records management, stated Ms. Sandler, is not glamorous, but, it is necessary, and without it we fail our system at large.

Mary Yearl of Wellesley College discussed a project that Wellesley College undertook to account for and differentiate between personal and college property in the president's house. The project, she told the audience, is currently

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# NEA Roundtable Updates

## Records Management Roundtable (RMRT)

The Records Management Roundtable had a great session, as well as an informal networking meet-up, at the Spring 2017 Meeting in Hyannis. At the meeting, the roundtable helped organize a records-management-related panel, “The Challenges of Managing the Records of Cultural Institutions.” We are in the planning stages for a panel at Simmons with SCoSAA in the fall, as well as planning more meet-ups and networking events. Our Google Group is up and running, so please reach out to the roundtable chair, Andrea Belair <andreabelair@gmail.com> if you’d like to be added as a member to the group, or if you have questions or concerns. We are hoping to hear from members of all stag-

es of the profession and all of New England so that we can make this roundtable as helpful as possible

## Community Archives Advocates

Community Archives Advocates would like to thank the NEA Board and members for all of the support and encouragement provided in order to make this Roundtable possible! Our purpose is to seek, discover, share, and collaborate with community archives projects that exist outside of traditional archival collections or institutions throughout the New England area. Through events and projects, it is our mission to connect NEA with these important initiatives, provide partnerships where and when we are needed, and advocate for communities that are marginalized by our institutions and/or whose voices have been silenced in our collections. The Steering Committee is currently working on some specific action items that will address the goals and objectives of our Roundtable. If you would like to become a member of this Roundtable, please contact us at <communityarchivists@gmail.com>, and we will add you to our google group! We are excited for all of the possibilities this roundtable will encompass in relation to the theory and mission of community archives projects. ■

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stalled because of issues with funding and responsibility for completion. She presented lessons learned, emphasizing risk, such as preservation issues, lack of intellectual control, and legal issues with sensitive information. One example was a piece of 1940’s wedding cake stashed amongst the records, which causes obvious preservation issues.

Katherine Isham has put a records management system in place at the Beinecke Library at Yale University, and she discussed the methods and outcomes of her project. Still unresolved issues include maintaining the records management system after her departure.

One member of the audience suggested the use of legal channels or general counsel to gain support for records management by posing the risks of not having a proper system in place. Before ending the session, there was some discussion of proper communication between library and administrative staff, as well as the need to educate the population about the need for record management in the health of an institution as a whole. ■



Two young girls look at a “No Swimming” sign at Magazine Beach in Cambridge, Massachusetts. The photo was taken around 1949, when the beach closed down. *Courtesy of the Cambridge Historical Commission.*

# Calendar of Events



Press releases and other announcements should be sent to Sean Parke at <parke.sean@gmail.com>. Please provide the date, time, place, a brief description of the event, and an internet link for contact information and/or registration.

**July 7 – October 30, 2017.** “Concord, which is my Rome”: Henry Thoreau and His Home Town, exhibition at the Concord Free Public Library Art Gallery. Visit <concordlibrary.org> for details.

**July 12 – 15, 2017.** The National Association of Government Archives and Records Administrators (NAGARA) Annual Conference and the Council of State Archivists (CoSA) Annual Meeting will be taking place in Boise, ID. For more information visit, <https://www.nagara.org/2017AnnualConference> or <statearchivists.org/>.

**July 23 – 29, 2017.** SAA Annual Meeting at the Oregon Convention Center in Portland, OR. For more information, visit <http://www2.archivists.org/am2017>.

**September 16, 2017, 2:00-3:00 pm.** “Russia in the Great War,” Dr. David Stone. For more information, see <kofcmuseum.org/km/en/exhibits/upcoming/index.html>.

**September 23, 2017, 9:00 am – 1:00pm.** Infinite Conversations, NEA Fall Meeting at Massachusetts Institute of Technology.

**October 21, 2017, 2:00– 3:00 pm.** “Father William Davitt: Knight of the Doughboy,” lecture by Dr. Steve O’Brien. For more information, see <kofcmuseum.org/km/en/exhibits/upcoming/index.html>.

**November 10, 2017.** Maine Archives and Museums 2017 Fall Conference & Annual Meeting at Thomas College.

**November 11, 2017, 2:00-3:00 pm.** “The Rise and Fall of the Great Powers,” lecture by Dr. Paul Kennedy. For more information, see <kofcmuseum.org/km/en/exhibits/upcoming/index.html>. ■



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## THIS SEASON IN NEW ENGLAND HISTORY



### **"Summertime Wading"**

Kids romp in the wading pool at Sennott Park, Cambridge, Massachusetts, sometime in the late 1940s or early 1950s. This park, lying along Broadway, has been and continues to be an active center for the community. *Courtesy of the Cambridge Historical Commission.*