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# NEWSLETTER

NEW ENGLAND ARCHIVISTS



**C O V E R** — Snow rolling in Vermont, early 1900s. There was a time when it was easier to pack the snow on the roads than to remove it, especially when sleighs were the principal mode of transportation in the winter. Pictured here is a very large snow roller in front of the Pavilion Hotel next to the State House in Montpelier, Vermont. Sitting on the roller are Colin C. Roberts (right), Superintendent of Streets for the City of Montpelier, and Edward Witham (left), who would succeed him in that position. This photo is undated, but was probably taken in the early 1900s. *Courtesy of Vermont Historical Society.*

**I N S I D E** — Jessica Farrell discusses reconceptualizing archives (page 4); NEA President Ellen Doon calls for advocacy (page 7); Anna Clutterbuck-Cook introduces members to the new Inclusion and Diversity Committee (page 12); session reports covering “Infinite Conversation” from the Fall 2017 Meeting (page 15); a new short feature series “Around the Table” starts off with the Community Archives Advocates Roundtable (page 22); and news from fellow NEA members, roundtables, and repositories (page 8).

**TAKING THE PAST INTO THE FUTURE**

N E A

# New England Archivists

TAKING THE PAST INTO THE FUTURE

45 Skehan Street • Somerville, MA 02143

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

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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)>.

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# From the Editors

- *Betts Coup*

Welcome to the January issue of the NEA Newsletter! With a new year starting, I'm sure we're all looking ahead to getting together to "Rise Up" at the Spring meeting, and this content-packed issue starts up some of the conversations we can hope to continue there.

Jessica Farrell discusses issues of reconceptualizing archives for a better and more open future in the digital age (page 4).

President Ellen Doon calls on archivists to advocate for themselves, to come together as a profession, and describes NEA's commitment to inclusion and diversity (page 7).

In her final "Who's Missing from this Table," Anna Clutterbuck-Cook introduces us to the members of the new Inclusion and Diversity Committee (page 12).

The Fall Meeting's Session Reports covering our "Infinite Conversations" had back in October cover a broad range of topics (page 15).

We are starting a new column, "Around the Table," giving NEA roundtables the chance to share more about their mission and activities, as well as topics relevant to their membership and the wider profession. We start the series off with the Community Archives Advocates Roundtable (page 22).

As always, we also have the latest news from NEA members, roundtables, and repositories around New England on offer (page 8), and check out upcoming events and conferences on our calendar (page 23). ■

## Look for the NEA Board Meeting Minutes online!

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

**#NEAARTSP18**

**RISE UP**

**NEA / A.R.T. SPRING 2018 JOINT MEETING  
MARCH 22-24, 2018 | NEW HAVEN, CT**

Join the New England Archivists (NEA) and the Archivists Round Table of Metropolitan New York (A.R.T.) for a joint Spring 2018 Meeting. At "Rise Up," we will explore the personal, professional, and political implications of archival advocacy, particularly with regard to social justice efforts, community engagement, economic challenges, activist tactics, and career sustainability for individuals in the archival field.

In addition to our sessions, the schedule will include repository tours, a community work day, and the chance to meet up with colleagues from across New England and metropolitan New York.

Early bird registration opens in January. For up-to-the-minute details, visit: [www.newenglandarchivists.org/Spring-2018](http://www.newenglandarchivists.org/Spring-2018)

## ARCHIVAL INSIGHT

## Re-Conceptualizing the Archive: A Survival Skill

By Jessica Farrell

If calls for proposals, job postings, and educational offerings are any indication, digital archives are hot—hot enough to entice many non-archivists to care about their fate. Today, many developers and scholars are doing interesting and impactful technology development outside of libraries, aiming to tackle preserving digital culture and thus call what they’re creating (and facilitating the creation of) archives. It’s both frustrating and terrifying for archivists to realize that many of these projects lack long-term preservation plans and frequently conflate preservation with regular back-ups or even just storage and retrieval.

For example, many projects<sup>1</sup> rely on the Internet Archive to provide preservation: the IA’s Archive-It service is transparent about not providing full digital preservation services<sup>2</sup>, and for other files uploaded to the IA, content providers are promised, “We store two copies online and are working with partners to have redundant copies in other locations. Partners can also request a copy of their data for local use and preservation to be shipped either on a hard drive or over the internet.”<sup>3</sup> This speaks nothing of data integrity monitoring, and implies that if you want digital preservation, you’ll need to manage a copy yourself.

Findability is another issue altogether. As Meredith Broussard recognized in her article in *The Atlantic*, “The Internet Archive will allow you to find a needle in a haystack, but only if you already know approximately where the needle is.”<sup>4</sup> Broussard’s article captured the precariousness of our current digital output, noting that most journalism relies on celebrity internet pioneers like Vint Cerf and Tim Berners-Lee to tell the story of digital preservation. These men are not archivists, and they’re largely unaware of decades of archivists’ work in this field. These technologists’ strategy for saving the digital world seems to be to capture now and build a community invested in distributed digital preservation to ensure long-term access. While this is a reasonable plan, few non-archivists understand that the Internet Archive and similar projects that tout saving digital content do not necessarily result in digital preservation.

However, we can imagine an efficient collaboration: using the pathway for capture created by technologists, combined with archivists’ skills to ensure the long-term preservation of material they’re trying to save. This means technologists should be reaching out to archivists as early

as possible in their development plans, but archivists have a much more complex culture change to contend with. We risk alienating ourselves from potential collaborators by adhering to ideas about how an archive can or should be formed. The resistance to changing our concept of what archives are perpetuates systemic imperialism and impedes us from adopting post-custodial practices.

I recognize that the intellectual contributions of archivists and librarians have not been adequately acknowledged and I want this to change.<sup>5</sup> The problem of this invisibility in the non-LIS scholarly and public record and the public perception has resulted in the rampant co-opting of the word “archive” when really meaning save or capture or “curate” when really meaning chose from a list of possible options or items. It doesn’t help that the word “archive” has also been co-opted by the enterprise IT field to define a much less complex, strategic, and staff-intensive practice.

Our failure to be visible in both scholarly and public discussions and ensure that the world adopts our correct definition of archives is also due to a lack of resources and support, and I cannot imagine a future where archivists get more support than they have in the past or present. I am equally concerned that our advocacy strategy is not relatable to the records creators, social technologists, and administrators with whom we need to collaborate to successfully preserve long-term a broad representation of human culture. As a profession we’ve failed to emphasize the communication and outreach skills that facilitate our connections to communities and stakeholders in favor of developing technical expertise and getting collections processed. This is important, but the emphasis our profession has on this ignores the reality that we won’t have collections to process, or we won’t have a diverse

set of collections to process, if we continue the types of collection development and description practices upon which our profession was founded.

Stakeholder research that answers, “What is an archive?” is important but should be flexible, casual, and depend on the archivist’s relationship to that community. Our advocacy time and energy is better spent adapting to the reality that some popular conceptions of the archive might have to be met to achieve the promise of the archive, rather than trying to educate communities on what archives are or have traditionally been—a concept which may not have been rooted in reality in the first place.

As support continues to wane for traditional archival practices and services, we must strive for a balance of intellectualism, accessibility, and advocacy to ensure the continuation of the profession. As archivists begin to see ourselves as partners and facilitators rather than gate-keepers, we must redefine and relax our methodologies in the name of moving forward with partners with whom we’ve struggled to work or simply ignored in the past. To flexibly change our orientation at will—being accessible to the non-archivist, but also staking out our place in the scholarly record, and appealing to administrators for basic needs—is a complex position to be in, but is necessary for the profession’s survival.

Achieving these goals requires recognizing that our profession was founded on practices that are in many cases unsustainable and unethical by today’s standards, and working toward new or different methodologies that attempt to correct inefficient and unethical practices. Dismantling the imperialist roots of the archival profession is a long-term goal that, if worked toward, might help us better frame ourselves non-hierarchically within society and collaborate with non-archivists. These changes are difficult for me, so it’s no surprise that they’re difficult for professionals have been leading us for decades. As survivalists wanting this field to persist over time, we have to embrace rather than resist this reality, where embracing means changing how we operate, and resisting means insisting that the way we’ve functioned is a correct-enough path forward.

The archives field was established on an often-critiqued foundation of imperialism. Former archivist Jarrett Drake has deconstructed the colonial/imperial nature of the concept of provenance, and others have illuminated the rampant problematic description employed to describe and contextualize

archives to the public.<sup>6</sup> For institutions founded prior to the late twentieth century, imperialist collection development practices are often self-evident. While many may argue that the gathering of treasures from around the world was an earnest attempt to preserve them, especially during times of destruction and political upheaval, some of these curatorial practices were more akin to pilfering. Indeed, many collections from the American colonies and later periods are assemblies of pilfered history, with the presumptuous idea that we might be more equipped to preserve material correctly than the originating community. Today, some curators and collection development professionals still don’t perceive these realities, and others downright deny their existence. Whether they come to the conclusion from a resourcing or ethical perspective, many archivists realize that imperialist collecting practices simply aren’t convenient anymore. Content is proliferating more quickly than ever and archivists are struggling to maintain the appraisal chops and crystal balls required to forecast what will be most useful in the future. People who have historically been unrepresented in the written record can now have a digital voice, growing the pool of what can be collected. As our backlogs grow, we cannot imagine having the resources to travel around the world gathering up important pieces of history to preserve. Thankfully, collection development is the one area of archives where imperialism is dying the quickest, and like most progressive decisions in history, the change is more likely resource-related than moral in nature.

Simultaneously, we have more efficient access to the world’s cultural output than ever before through our networked systems, so keeping imperialism at bay while ensuring preservation will continue to be a struggle. Most of all, and most threatening to the survival of our profession, we forget how deeply imperialism is embedded in our practices. We forget it while we’re arranging, preserving, and providing access to collections of pilfered material because it is crucial to understanding our cultural history; it’s already in our repositories and repatriation would be a pain. What administrator would approve a project when it takes away from other work and is great for public relations or connecting with donors? We forget about it when we write finding aid front matter that venerates donors by including the celebrated details about their lives and omitting the ones the records truly reflect. We forget about it when we allow provenance to erase communities and people who historically haven’t had the privilege to create and own. We also forget about it when we are competitive about what repository gets to take ownership of a collection, rather than ensuring that material is pre-

served somewhere. This practice is an artifact of imperialism and impedes effective long-term preservation of increasingly larger and more representative collections.

This is an incomplete list of the ways imperialism permeates archives and the standards by which we must abide to be considered professionals. Given the scope to which these ideas have embedded themselves in our practices and outlook, could it be that we also forget about imperialism when we feel that we own the definition of archive? When we think that others should get on the same page as us, and understand how complex the archival process is, and how much more support we need to live up to our imperialist professional standards? Is that where our advocacy time should be spent—advocating for people to understand what archive means to us a tiny sliver of the population? What kind of collaborations might open up if we stopped feeling slighted by our invisibility and started earnestly working with individual and communities who have an interest in preservation but no professional background?

As we continue to reconceptualize archives as post-custodial for practical and ethical reasons, here are a few specific suggestions for how digital archivists might transform our practices and work with non-archivists to achieve digital preservation:

- Re-prioritize some of your time to do simple outreach. Hear of a great social technology/digital capture project that doesn't mention preservation anywhere? Ask them about it and see what kind of conversation it starts. If they're interested in long-term preservation and you don't have the resources to help them, try to connect them with a different repository.
- Be a resource, but don't consider yourself the expert. We have much to learn from post-custodial archival studies about how our assumptions are rooted in imperialism. No matter how interesting and historically useful a set of data or digital files might be, we all have the right to be forgotten, and different records custodians have very different needs. Standardization can erase this fact and be problematic in our relationships with non-archivists.
- Learn how to organize for power. Whether your frustration is the absence of archivists' voices in projects and the media, or the imperialist nature of our work, use that to fuel action. Cultural changes require broad coalitions of people, many of whom have been afraid to speak up or didn't believe that their opinion was shared until a coal-

tion was formed. Learning organizing skills from unions and other professional organizing entities will help us build broad networks to get things done while raising awareness and building a stronger and more diverse advocacy base.

Interested in learning more? Attend the New England Archivists' Spring 2018 meeting, Rise Up, which will strive to provide a space for archivists to continue exploring the practical manifestations of this transition to a post-custodial theory of archives. Whether attending this year's meeting or not, I urge us all to be constantly self-reflective in our methodologies and increasingly social in our work: these are 21st century survival skills for archivists. ■

1 For one example see <<http://amberlink.org/>>. "Amber is a tool for blogs & websites to keep linked content accessible." AMBER. Accessed November 20, 2017. <<https://perma.cc/J9KP-LEY4>>.

2 Bailey, Jefferson, and Maria LaCalle. "State of the WARC: Our Digital Preservation Survey Results." Archive-It Blog. January 5, 2016. Accessed November 20, 2017. <<https://archive-it.org/blog/post/state-of-the-war-c-our-digital-preservation-survey-result/>>.

3 "Frequently Asked Questions." Internet Archive Frequently Asked Questions. Accessed November 20, 2017. <<https://perma.cc/K2XN-KFL7>>.

4 Broussard, Meredith. "The Irony of Writing Online About Digital Preservation." *The Atlantic*. November 20, 2015. Accessed November 20, 2017. <<https://perma.cc/YGQ2-ZGWS>>.

5 Caswell, Michelle L. "'The Archive' Is Not an Archives: On Acknowledging the Intellectual Contributions of Archival Studies." *Reconstruction: Studies in Contemporary Culture* 16, no. 1. <<https://escholarship.org/uc/item/7bn4v1fk>>.

6 Drake, Jarrett M. "RadTech Meets RadArch: Towards A New Principle for Archives and Archival Description." Medium. April 06, 2016. Accessed November 20, 2017. <<https://perma.cc/3K5W-B3J7>>.



Jessica Farrell is the Curator of Digital Collections at Harvard Law School Library. She's passionate about digital preservation and born-digital collection management, currently through the lens of inclusive collecting, labor issues, and decolonizing description. She received her BA from the College of Charleston in 2008 and MLIS from the University of South Carolina in 2011.

# Inside NEA

## FROM THE PRESIDENT

- Ellen Doon



**I**t's a new year, and NEA continues to move forward. Congratulations to our newly elected members of the Board! I also heartily thank all who ran in this election; we are a fortunate organization to have so many talented members willing to serve.

The past year has challenged our profession, as it has many others. We have seen shifts in public culture and discourse that call into question the very nature of truth and abjure respect for difference of any kind. As custodians of cultural memory and the public record, archivists have an essential role to play in the undoubtedly difficult times ahead, as we maintain and affirm authenticity of the record of the past, and collect and preserve the record of our complicated present. The theme of our upcoming Spring Meeting, "Rise Up," offers a timely and essential opportunity to explore all aspects of archival advocacy. Let's gather together with the Archives Roundtable of New York City and share ideas, tools, and strategies for making our voices heard in our institutions and in the world at large, and for bringing a broader representation of human experience into the record for the future.

An important facet of NEA's advocacy strategy is outreach to the non-archival communities around us to increase public appreciation and understanding of archives. For some time, we have not been as active as we need to be in this area, but we now renew our focus with a volunteer position called Community Engagement Coordinator. The work will involve crafting communication and programs that will engage various audiences outside our profession with the ideas and principles that guide our work, and with the archive's role as a vital component of society and democracy. The position calls for passion and creativity, and I hope many of you will consider putting yourselves forward as soon as this opportunity is posted on the NEA website.

Visit NEA online at:

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

In these increasingly uncivil times, NEA holds firm in its commitment to inclusion and diversity. I'm pleased to announce that Rose Oliveira and Rosemary K. J. Davis have been appointed co-Chairs of the new Inclusion and Diversity Committee. They will continue the work begun by Anna Clutterbuck-Cook, NEA's inaugural IDC Coordinator whose term ended in November, and who established a firm foundation and wide support for inclusivity throughout every aspect of our organization. We carry the effect of these efforts within NEA out into our workplaces and into our lives, which are better for it.

I look forward to seeing many of you at the Spring Meeting in New Haven, March 22-24. The program committee, led by Rachel Chatalbash for NEA and Bonnie Saur for A.R.T., has created a strong slate of sessions and activities, and it promises to be an event that will not only fortify us to rise up and speak up, but provide some fun as well. While you are in town, try New Haven's wonderful restaurants, see great theatre, and visit a multitude of exhibits in museums and libraries. I can't wait to see you all here. ■

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# News and Notes

## CONNECTICUT

### CTDA Celebrates Four Years

On November 13, 2017, the Connecticut Digital Archive (CTDA) celebrated its fourth year of providing services for the preservation of and access to digital assets inherent to the research, information, and educational missions of its participating institutions in Connecticut. Its first major collection, comprised of over 28,000 pages, was trial documents of the post-World War II Nuremberg Trial, held in the Thomas J. Dodd Papers. This collection is heavily used by students and scholars and was an obvious choice for the digital repository's inaugural collection. Since its launch in 2013, the CTDA, a joint effort of the University of Connecticut and the Connecticut State Library, has grown to over 650,000 digital objects, including photographs, maps, audio, video, ephemera, and more, and is growing in leaps and bounds by the month. The CTDA community consists of educational, cultural, and memory institutions based in the state and, in addition to the two hosts, includes over thirty Connecticut-based libraries, archives, galleries, museums, and other memory institutions that aim to preserve and make available historically valuable resources and records.

For more information about the Connecticut Digital Archive visit <<http://collections.ctdigitalarchive.org/>>. Contact us if you're interested in becoming a participant, at <[ctda@uconn.edu](mailto:ctda@uconn.edu)>.



Arthur Seyss-Inquart addressing the Tribunal, dated 1945-1946. *Courtesy of the Connecticut Digital Archives.*

### New Collections Open for Research at Gilmore Library

The staff of the Irving S. Gilmore Library at Yale University would like to announce that the following archival collections are now open for research:

- **Shepard Goddard Lieberman Papers MSS 69**

Goddard Lieberman (1911-1977) was president of Columbia Records from 1956-1975. He spearheaded a number of recording projects for Columbia, and was the inventor of the LP (Long-Playing record).

- **Thomas Z. Shepard Papers MSS 112**

Shepard produced Broadway and classical recordings for Columbia and RCA Victor.

- **Slam Stewart Papers MSS 59**

Leroy Elliott "Slam" Stewart (1914-1987) was a pre-eminent jazz double-bass player. His well-known signature technique was bowing and humming a melody simultaneously.

- **Ezra Laderman Papers MSS 133**

Ezra Laderman (1924-2015) was a prolific composer and professor at the Yale School of Music.

For more information, visit <<https://guides.library.yale.edu/MusicSpecialCollections>> or contact Emily DiLeo, at <[emily.ferrigno@yale.edu](mailto:emily.ferrigno@yale.edu)>.



Slam Stewart, MSS 59, The Slam Stewart Papers, Box 8 Folder 72. *Courtesy of the Gilmore Library.*

## Archives on the Radio! UConn Archives & Special Collections Presents *d'Archive*

The Country Blues, LSD Meditations, Spoken Word, Fight Songs, Vegan Straight Edge Hardcore, Kid's Sing Along, and Oral Histories make up just a few of the featured audio collections airing on the University of Connecticut's college radio station WHUS 91.7 FM Storrs. *d'Archive* is a weekly show curated by the Archives & Special Collections, UConn Library, to broadcast sound recordings from within collections and interviews conducted amongst archivists, researchers, librarians, and music aficionados. This project was established to promote unexpected collections in everyday spaces throughout the campus and surrounding community. Spinning from vinyl LP, audio cassette, compact disc, and digitized audio formats, *d'Archive* has helped to connect themes and sounds across collecting areas housed within the archives. A podcast version of each episode is being archived through the Connecticut Digital Archive (CTDA) and is currently available on iTunes, UConn Archives website, and <whus.org>.



*d'Archive* Logo by Melica Bloom.

## MAINE

### The Walter and Laura O'Brien Collection

The Walter Alphonsus, Jr. and Laura Mae Manchester O'Brien collection (Coll. 2962) is now available for researchers at the Maine Historical Society. This collection contains the manuscript papers, business records, printed materials, FBI records, correspondence, photographs, genealogical research, newspaper articles, sound recordings, and several objects that tell the story of Walter and Laura O'Brien. While Walter (1914-1998) had a long and varied career, he is best known for his connection to the Kingston Trio's MTA song. Part of the collection is also about the O'Briens' friend Florence Hope Luscomb, a fellow member of the Progressive Party. Florence was one of the first woman graduates of the Massachusetts Institute of Technology in 1909 and a life-long activist for women's rights, civil rights, labor rights and civil liberties.

For more information, read our blog posts at <<https://mainehistory.wordpress.com/>>, visit our website at <[www.mainehistory.org/](http://www.mainehistory.org/)>, or contact us at <[info@mainehistory.org](mailto:info@mainehistory.org)>.

## MASSACHUSETTS

### Paul Whiteman Collection Processing is Underway

Big band leader Paul Whiteman first donated his papers to Williams College in the 1930s. Over the decades, the collection has grown to include photographs, personal files, contracts, music scores, scrapbooks, audio recordings, and even a piano, which is part of a larger group of artifacts. The Paul Whiteman collection now totals nearly 600 linear feet, and is being fully processed for the first time by Project Archivist Laurel Rhame. The project will conclude in October of 2018, and its progress can be followed through the finding aid <<http://archivesspace.williams.edu:8081/repositories/2/resources/194>> or on Twitter <<https://twitter.com/LibrarEphs>> and Instagram <<https://www.instagram.com/williamscollegelibraries/>>.

For more information, contact Laurel Rhame at <[ler3@williams.edu](mailto:ler3@williams.edu)> or 413-597-2526.

### Explore Wing's Workshop in Old Sturbridge Village's Visual Resource Library

More than fifty years ago, Old Sturbridge Village received not only the contents of furniture-maker Samuel Wing's workshop—tools, patterns, furniture parts, and finished products—but also primary source material, including account books, letters, paint recipes, and receipts documenting the livelihood, output, and shop practices of the Sandwich, Massachusetts craftsman. Interior images of the workshop, now part of the Village's Visual Resource Library and taken at the time of donation, invite scholars to explore the mechanics of an early nineteenth-century rural craftsman's workshop.

A recent article in *Mortise & Tenon Magazine* and a new cabinetmaking exhibition at the Village utilize documentary and physical evidence to situate Wing in the canon of New England furnituremakers at the turn of the nineteenth century. These scholarly avenues reveal how curators rely on the Village's remarkable collection of historic objects and



Interior of Samuel Wing's Workshop, Sandwich, Massachusetts, November 1964. *Courtesy of Old Sturbridge Village Research Library.*

the rich holdings of the extensive Research Library to inform their fresh and unique scholarly approaches.

For more information visit <[www.osv.org](http://www.osv.org)> or contact Amy Hietala at <[ahietala@osv.org](mailto:ahietala@osv.org)>.

## Perkins School Remembers the Halifax Explosion

The Perkins School for the Blind Archives has curated an online exhibit to commemorate the 100th anniversary of the Halifax Explosion. On December 6, 1917, two ships collided in the Halifax Harbor, resulting in a devastating explosion. The online exhibit focuses on the story and work of Perkins' director, Edward E. Allen, who was named chairman of the American Red Cross Committee on Eye Victims of the Halifax Disaster. The Archives has also made its entire Halifax Disaster Collection available on the Internet Archive and has a collection of fully transcribed news clippings available on Flickr. The Halifax Disaster Collection contains telegrams, correspondence, clippings, and reports covering topics such as rehabilitation and the demographics of eye clinic patients. You can see the exhibit and find links to the other resources at <[www.perkins.org/history/halifax](http://www.perkins.org/history/halifax)>.

## Natick Historical Society Relocates

The Natick Historical Society has moved its staff headquarters and archives from their former location at the Society's museum in the Bacon Free Library building

to 207 Union Street, Natick, MA. The archives' new home provides a welcomed increase in space for collection storage, processing, and use. For more information, please contact Marya Van't Hul, curator, at <[curator@natickhistoricalsociety.org](mailto:curator@natickhistoricalsociety.org)> or 508-647-4841.

## Gutman Library Special Collections Temporarily Closes

As of November 1, 2017, the Gutman Library Special Collections of the Harvard Graduate School of Education was closed and materials will not be available for at least one year due to the building renovation. The library will be updating its catalog holdings to reflect this change and relevant information is posted on their website and special collections' research guides. Throughout this renovation project, librarians will continue to provide research support to special collections' researchers and will work to refer users to other education archives and special collections where they may find relevant, related, or duplicate materials. Contact <[special\\_collections@gse.harvard.edu](mailto:special_collections@gse.harvard.edu)> with questions or visit <[www.gse.harvard.edu/library/collections/special](http://www.gse.harvard.edu/library/collections/special)> to learn more.

## NEW HAMPSHIRE

### UNH Library Honors Former U.S. Poet Laureate Donald Hall

The University of New Hampshire Library honored former U.S. Poet Laureate Donald Hall on November 9, 2017, with a reading and reception. Author of numerous books of poetry and prose, Hall is a longtime resident of New Hampshire. He served as New Hampshire poet laureate from 1984-1989 and 1995-1999 before being named the 2006-2007 U.S. poet laureate.

Milne Special Collections and Archives houses the Donald Hall Collection, containing more than 600 cubic feet his correspondence, manuscripts, photographs, and ephemera, along with his library of 7,000 volumes of modern poetry. It also maintains over 18,000 linear feet of rare books, manuscripts, photographs, sound recordings, and other materials related to the university and the Granite State.

For more information, contact Head of Special Collections and Archives Bill Ross at <[bill.ross@unh.edu](mailto:bill.ross@unh.edu)> or visit <[library.unh.edu/find/special](http://library.unh.edu/find/special)>.

## Phillips Exeter Academy Student Newspaper Archive Now Online

The entire backfile of *The Exonian*, the student newspaper of Phillips Exeter Academy, has recently been digitized and is available at <archive.the-exonian.com>. *The Exonian*, founded in 1878, is the oldest continuously running secondary school newspaper in the United States. The backfile comprises 6,625 issues, 35,335 pages and 208,252 articles. It was created in partnership with Digital Library Consulting using their Veridian software. Visitors to the site can search for keywords across the entire range of articles, or just headlines, and can employ sophisticated Boolean searching and date limits. Additional features, such as crowdsourced text correction, tagging, and annotations, are also available for registered users. Most of the newspapers were digitized from microfilm copies or were exported from electronic publishing software.

For more information, contact Peter Nelson at (603)-777-3562 or <pnelson@exeter.edu>. ■

## NEA Roundtable Updates

The Records Management Roundtable met up with colleagues in the Boston area at a networking reception on November 7, 2017, at the College Club of Boston. This lovely reception was sponsored by Yale University's Office of the President and co-sponsored by NEA, and it was organized and hosted by the roundtable chair, Andrea Belair. She introduced Jennifer Williams of Emerson College as a proposed co-chair for the roundtable, a decision which will be voted on during the NEA Annual Meeting. On a cool, rainy evening, it was a nice chance to meet colleagues for warm conversation with a bite and a drink. Please join the Google group or the Records Management Roundtable if you'd be interested in being a part of future events, and contact <andreabelair@gmail.com> if you'd like to be added.

We will be having records-management-themed workshops and sessions at the Annual Meeting in March, and in April we will have a workshop to celebrate Records and Information Management Month. ■

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## WHO'S MISSING FROM THIS TABLE?

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

Welcome Our New Inclusion and Diversity Committee

*By Anna J. Clutterbuck-Cook*

It is my pleasure to dedicate this column to introducing our new Inclusion and Diversity Committee to the NEA membership! Rosemary Davis and Rose Oliveira will be serving New England Archivists from December 2017 to December 2020, and they will be supported in this work by committee member Samantha Strain. Without further ado, here are Rose, Rosemary, and Samantha in their own words.



**Rosemary K.J. Davis, Co-Chair (December 2017 - December 2018).** After working to help develop the NEA Code of Conduct in 2016, I became more acutely interested in contributing my energies and expertise toward cultivating supportive professional environments that fully represent

the complete spectrum of people performing archival labor and memory work in our region. The opportunity to serve as Co-chair for NEA's Inclusion and Diversity Committee provides an invaluable chance for me to collaborate with other individuals striving to deconstruct oppressive systems and to take part in a concerted effort to ensure that transparency, safety, and empathy are built into this organization's operations on every level possible.

The committee must stay dedicated to increasing opportunities for attendance and participation with the NEA community, not only through support of the existing Inclusion and Diversity conference session and Travel Assistance Scholarship, but through careful analysis of barriers that create limitations for involvement. I see this committee as a mechanism to make space for the critical examination of factors within our profession that have an impact on whose work is seen and valued, who gets hired, and how power is wielded in our field. In that spirit, making visible the stories, opinions, and needs of the entire NEA membership is paramount. The IDC should strive to lift up the voices of those marginalized in or by our profession

in an effort to demonstrate that our organization can be a positive resource for advancement, education, and community-building.

"Inclusion and diversity" is an easy descriptive shorthand that can quickly fall short in practice if not supported by many hands and many voices. Striving to illuminate meaningful differences alongside shared strengths often means stepping outside the comfortable boundaries of our lived experiences in order to acknowledge the economic, social, and historical rifts that prevent equality, perpetuate myths of neutrality, and passively or actively de-center social justice work as it relates to the archives profession.

I look forward to the work ahead. It is my hope that the Inclusion and Diversity Committee will continue its earnest endeavors to establish clear and trustworthy communication with a wide variety of individuals and organizations, to promote equitable and ethical treatment for each NEA member, and to make this professional organization an accessible platform for all who seek to be part of our community.



**Rose Oliveira, Co-Chair (December 2017 - December 2018).**

My name is Rose Oliveira and I am the Linda Lear Special Collections Librarian at Connecticut College in New London. I am excited to be co-chair for the Inclusion and Diversity Committee for the next three years. I have long been an active member of NEA. Since joining the organization in 2014, I have served as a student liaison in the Roundtable for Early Professionals and Students, helping to organize events like the Day of Service. I served on the committee that drafted NEA's Strategic Plan in 2015. I participated as a mentee, and now currently serve as a mentor, in the Mentoring Program. I am also serving on the 2018 Spring Con-

ference Programming Committee. As part of my conference work, I am helping to coordinate a panel on inclusion and diversity, and I am organizing a service project at the New Haven Pride Center. At my home institution, I have organized events for International Women's Day; last year, I ran a Wikipedia edit-a-thon. I also run a reading group on James Baldwin's *Notes of a Native Son*, in which students, staff, and faculty discuss race and sexuality in the United States.

We cannot make changes to issues that we do not face. So I am excited to be part of a committee charged with addressing issues relating to inclusion and diversity. I am thankful for the work Anna Clutterbuck-Cook has done in her role as Inclusion and Diversity Coordinator. For the past three years, she has helped to implement new programs and events that address these issues. She has laid the foundation that the committee will build upon. I look forward to continuing her work with the committee.

**Samantha Strain, Committee Member (October 2017 - October 2018).** As a recent graduate of the MLIS program at Simmons SLIS in December, I consider serving on the NEA Inclusion and Diversity Committee to an ideal opportunity for me to contribute to the betterment of an organization I respect.

As a student in SLIS's Cultural Heritage concentration, my studies emphasized recognition of multiple ways of knowing; centered the need to interrogate and dismantle structures of oppression inherent in our profession; and elevated the potential transformative power of archives and allied fields. As a volunteer processing archivist at The History Project (THP, Boston's LGBTQ Archives), I've

been a part of work to make marginalized records more accessible to information seekers. By participating in outreach efforts at THP—I proposed and co-run @BostonLGBTQHistory on Instagram—I've worked to help address historical silences and to uplift queer archival collections to wider audiences.

As a queer-identifying woman—and also as white and able-bodied—I have a strong desire to be part of the work that needs to be done in order to make the archival profession a more welcoming and inclusive environment for all marginalized and underrepresented identities. I hope to contribute positively to this work as a part of the NEA Inclusion and Diversity committee. ■



**Anna Clutterbuck-Cook** served as the Inclusion and Diversity Coordinator for New England Archivists from 2014-2017. She earned her BA in women's studies and history at Hope College and her MA/MLS in history and archives management at Simmons GSLIS. She serves as reference librarian for the Massachusetts Historical Society and can be found online at <thefeministlibrarian.com>.

reference librarian for the Massachusetts Historical Society and can be found online at <thefeministlibrarian.com>.

## People

As of October 2017, **Paul Caserta** began his role as Digital Archivist at the Museum of Fine Arts, Boston, as part of the Department of Intellectual Property. Previously, Caserta was the Processing Archivist for the Preservation Society of Newport County for fourteen months on a contract and the Archivist for the Clambake Club of Newport for four months on a contract. The new position is for nine months to process digital objects to create further accessibility of the museum's collections online through the museum's website <<http://mfa.org/collections>>, with the intended goal of the position continuing past that time. ■

### NEA Invites You to Start a Roundtable!

NEA members are encouraged to start a Roundtable—a new, more informal way to get involved with NEA and the archival community, and to connect with others around your interests and needs as a professional. Roundtables organize workshops or events, develop conference sessions, and work with NEA committees on specific initiatives. Take your discussion online through Twitter, Facebook, a blog, or an e-mail list, or make recommendations to the NEA board based on the experience of Roundtable members.

Visit NEA online at:

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



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# Fall 2017 Meeting Session Reports

## 1.1 Archival Advocacy at Work

- Amy Hietala

**Facilitators:** Abigail Malangone & Stacey Chandler, John F. Kennedy Presidential Library & Archives

In this session, what began with introductions explaining who we are, what problems we face, and why we need to advocate became a discussion of the difficulties many of us face and the failures we have encountered, and the successes we have had. There was discussion about budgets and security from non-profit, for-profit, and government agencies as well as advocacy in records management and time management for lone arrangers. One suggestion was the “Advocacy Development Worksheets” created by the American Library Association. These work sheets help organize one’s thoughts by asking questions like ‘what are your goals, objectives, strategies?’ and ‘why should your target audience care?’.

Our facilitators gave examples of their own successes and failures. They discussed adapting a presentation for their staff members so non-archives coworkers could understand what is in the collection and how to find items. To gain their backing, influential people need to know what you have, how to access it, and what you do and need. The idea of sales experience and customer service was presented: if you can convince employees how the archives can help them enhance their jobs, they will be more likely to give support. The goal is to “sell it” in order to get what is needed in return. Using metrics and organizational records in order to track use can also be helpful in gaining allies.

There were many suggestions on how to deal with failures. A common complaint is not being listened to especially as a woman in male-dominated groups, with a ‘plant’ in the meeting who will repeat or expand on what is being said. Board members maybe more apt to listen. Another way to flip failures is to continue the conversation by finding someone empathetic to your situation. Always remain calm and neutral and do not give anyone fuel that can be used against you. Also, review what you are asking for and

saying—are you explaining yourself in a way others can recognize? Use common terminology or definitions when speaking with those not in the field.

Finally, educate people about the profession, keep others informed about what you are doing and why it is important. You can write a blog, provide reference help to staff members, or use a situation that can help them relate. Once they are able to visualize what you are saying they will be more able to help. You also have to address anti-advocacy, when there is too much help or help that does not have the experience to be beneficial. Knowing your own situation and what will be helpful is the key to identifying what help you can use. Don’t be afraid to take risks, get your ideas out there, find support, and make sure your organization knows what you are doing and how you can help.

## 1.2 Archivists Working with Activists: Considerations for Success

- Katie Nash

**Facilitators:** Maggie McNeely, Brandeis University; Andrew Elder, University of Massachusetts, Boston

This session focused on the role archivists play when working with activists: what challenges archivists face and what strategies tend to be successful. There were a small number of attendees, including individuals from colleges and universities, historical societies, state libraries, current and recent graduate students, and retirees. The initial discussion pertained to archivists holding a position of power and how this impacts user and donor relations, especially when working with activists. The different types of power archivists hold were discussed, including access to collections and knowledge of information within collections. The group discussed the potential sensitive nature of records from activists and how to honor these sensitivities while still upholding archival principles, setting parameters regarding access, and educating activists regarding other issues surrounding sensitive records. A graduate student noted how sometimes institutional records are treated as personal records. The group discussed the power dynamics at institutions and how these dynamics play a role in providing access to institutional and personal records.

Participants mentioned various policies and procedures in place at archival repositories and the role an archivist plays within these regulations, especially when work-

ing with activists. The group agreed that it is important to recognize our own and our institutions' biases, but work to create accurate histories. As archivists, we like to capture both sides of a story and we discussed the often difficulty of capturing both sides due to factors that are often out of our hands.

Finally, the group described the differences between working with activists versus working with other donors and particular skills one needs when working with activists. A couple of people mentioned how activists are often more demanding and typically know exactly what they want done with their materials, which is not always a bad thing. Archivists need to learn how to let go of some control and try to be more flexible with activists (not at the sacrifice of archival principles), and allow activists to work with their materials and help describe and catalog them. Inviting activists to help arrange and describe their materials can be good teachable moments to discuss archival principles, codes of ethics, and best practices. The group discussed student activism and how it's often difficult to capture records of student activists because the energy and involvement is often short-lived and the students typically don't realize that what they are producing and doing would be of interest to the archives. The attendees shared stories regarding what worked and didn't work when working with student activists.

### 1.3: Presenting Archival Collections to the Public

- Adam Mazel

**Facilitator:** Margaret Peachy, Tufts University

This session offered attendees the opportunity to exchange ideas about how archives can better present collections to researchers, enable access to their holdings, and appeal to users. The facilitator began by soliciting topics for discussion from the nearly thirty attendees, which included government archivists, academic librarians, graduate students, and even a Harvard geneticist. The suggestions were wide-ranging, extending from how to best use social media to solicit interest in archives to how to track user experience of display platforms.

Ultimately, three focal points were chosen for discussion. The first was how to present collections to the public, with emphasis on evaluating software for collec-

tion display and access. A number of repository platforms were mentioned, such as ArchivesSpace, Archivematica, Digital Commons, Fedora, and Omeka. As the list grew, attendees collectively bemoaned the lack of a standard platform, as having to learn multiple systems increases user difficulty. Participants mentioned that, like archives, different types of users also need different repository platforms, and then shared ways that user experience could be tracked. An archivist from Connecticut College encouraged informal conversations with users to gauge the quality of their interaction, while a Simmons graduate student encouraged more formal means of measuring satisfaction through a brief online survey. While it was agreed that improving user experience is necessary, all lamented how difficult it is to change systems to meet user needs.

Next, participants shared ways to reach and grow audiences. The conversation began with strategies for and shortcomings of promotional tools, such as social media and exhibitions. A poll during the session revealed that only half of the session attendees use social media to promote their collection. This led to a discussion of which social medium to use to generate interest, given that different social media have different audiences and benefits. Twitter was seen as helpful for announcing new collections, while Instagram enabled showing elements of collections, and tags and teasers could further stimulate interest. A Simmons graduate student suggested that archivists should solicit travel and lifestyle websites to post about upcoming exhibitions and link to their archives' website. The conversation then shifted to exhibits, which were considered archives' strongest tool for outreach because they enable users to experience the collection in new ways and spaces, including digital spaces. Interesting exhibition topics stimulate user interest and exhibits. Lastly, fundraising methods were considered, two of the more successful forms being friends groups and archive tours.

The conversation concluded with an exchange of strategies to engage non-traditional users of archives—how to appeal not only to faculty and graduate students but also to undergraduates and high schoolers. YouTube was mentioned as exciting these potential users about archival holdings, as was generating projects with faculty to introduce students to the archive, such as having students colorize black-and-white photos.

## 1.4 Whose History? Community Outreach and Partnerships to Cultivate Representation and Diversity in Our Collections

- Anne Britton

**Facilitators:** Erik Bauer, Peabody Institute Library; Barbara Austen, Connecticut State Library; Michelle Chiles, Rhode Island Historical Society; Claire Lobdell, Greenfield Community College

This session addressed the questions: Do your collections represent your community? How do you ensure that collections are inclusive? Does your organization target or focus outreach on specific demographics of your community? How do you determine where to focus your outreach? Do you feel that your programming and exhibit offerings represent your community equally? Are there gaps? Have you ever received any criticism from outside individuals or groups about your inclusiveness and how did you address that?

The group discussed strategies for filling gaps in archives. The Hip-Hop Archive at University of Massachusetts, Boston originated with community input, which automatically built trust for subsequent collecting and programming. The city of Providence, Rhode Island, placed adhesive stickers on bus terminals asking people to share their memories of the city in general, and of specific themes, such as food. StoryCorps in Worcester, Massachusetts, operated directly in much-frequented community sites within the city, rather than hoping participants would come to a central program office.

Archivists mentioned several successful outreach efforts, including Instagram exhibits and on-demand digitization. The Houghton Library of Harvard University used jargon-free language in its social media outreach in order to seem less intimidating to newcomers unfamiliar with scholarly academia.

The element of surprise can be useful in programming, too. Several mentioned transforming spaces usually associated with “dead white men,” such as house museums, by mounting exhibits on unexpected, underrepresented themes. In Philadelphia, the Champions of Empty Rooms pop-up program put art exhibitions in empty storefronts.

As for addressing criticism about inclusiveness, archivists recommended being prepared and anticipating prob-

lematic areas. Critiques can be opportunities to solicit help, find new leads to gap-filling acquisitions, and start conversations with the underrepresented.

## 1.5 Ethical Dilemmas in the Archives

- Rosemary Davis

**Facilitators:** Mary Yearl, McGill University; Samuel Howes, Maine State Archives

This session began with a round-robin of introductions—there was a mixture of new professionals, non-archivists working in archival contexts, and current students taking part in the discussion. The facilitators noted their own training as historians and how that affected their work in libraries and archives. Participants delved into a discussion of the ethics of accessibility, particularly in regards to how people working in archives and libraries can effectively perform moral acts of service that support collections and patrons.

Privacy versus transparency was a through-line for conversation, resulting in a raft of knotty questions. As archivists and librarians, are we protecting people's privacy or protecting the reputation of institutions that pay our salaries? Who are we serving and who are we hurting when we impose access restrictions on materials? Are historians and memory workers complicit in oppressive systems when they accidentally or intentionally obscure elements of the historical record? Digitization projects that reveal personal information can bring many of these questions to the fore. One example was the “Alien Registrations” project, produced by the Maine State Archives, which collected around 35,000 alien registrations from the 1940s. These digitized registration cards, along with correspondence and legal documents, include vital statistics and personal information about individuals living in Maine without established American citizenship. While conflicted about the appropriateness of making this information public, the Maine State Archives consulted with the originating agencies responsible for the registrations and deemed that access to these materials would provide an important resource for scholars, genealogists, and historians.

Another topic of discussion concerned the variation of expectations surrounding the concept of access. The struggle to define access across a spectrum of contexts—

within an institution, in donor relations, on a day-to-day basis in the reading room—presents itself over and over again for many professionals in the field. These competing and simultaneous pressures of internal and external expectations frequently put those individuals working to provide access to materials in conflicting positions. Again, many questions arose as participants talked through their experiences. When does suppression transition from a perceived state of protection into a form of objective oppression? Should we care about the feelings of people who have already died when it comes to ethical decisions about their archives? What is the sustainability of consistently and equitably applying censorship or restrictions to materials that document detestable acts (e.g. racism, genocide, misogyny)? How do archivists push back against pressure to gloss over or restrict interaction with the often ugly realities of the past? The messy tangle of humanity is laid bare in archival collections, putting those stewarding materials in the role of deciding what's appropriate, what's discoverable, and what's remembered as part of the human experience.

Administrative issues complicate ethical decisions in archives and libraries, as well. Participants talked about topics including HIPAA compliance, disputed donor agreements, obligatory thesis deposits in digital repositories, copyright violations, restricted and hidden collections, and myths surrounding institutional and individual neutrality. The enforcement of moral or responsible rules surrounding the acquisition, description, and usage of archival materials is frequently hampered by divergent understandings of what it means for an institution to steward collections in service of the public. How do donor agreements safeguard materials after they pass from the hands of the creator/donor? Who decides what can be digitized? Who profits and who is harmed when materials are licensed for financial gain?

More questions than answers surfaced over the course of this session. There are considerable obstacles facing individuals and institutions striving to perform ethical memory work that serves donors, patrons, and all who wish to engage with history. Hence, working towards a more productive discourse surrounding archival work—one which includes increased transparency, detailed workflows, and consistent confrontation of oppressive power structures that limit access on every level—is necessary to keep ethics centered in the work done within our field.

## 2.1 Laboring in the Archives: A Conversation about Ourselves as Workers

- Amy Hietala

**Facilitator:** Anna J. Clutterbuck-Cook

We all often answer the question “What is an archivist?”. This discussion instead asks us to take a step back and address the simple question: why we do what we do?

Archivists tend to do their job for the love of the work. In other words, we have watched parents, spouses, and friends work in jobs that are tolerable but are really just jobs. As archivists, we lean more toward enjoying and loving our work despite the difficulties we face. If you are doing the job for the love of it, why not work extra unpaid hours. Is there a way to set boundaries so we are not taken advantage of?

Facilitator Anna Clutterbuck-Cook created an interactive environment where attendees were encouraged to discuss our jobs and why we chose the field. The discussion began with introductions and where we felt we obtained our workplace identity. Many reported beginning work in a family business and seeing parents working hard, but that often role models did not have a happy work environment. Throughout the discussion, there was reference to wanting more than our parents had, that it was better to be in our profession making less money than be in a high stress stagnant profession. Although this field is often self-directed and active, there is a concern with the balance of work and home and how often we tend to overwork. We discussed gender and the differences of working women vs. working men. In a time when most households have multiple members working, women tend to dedicate more time to work, then go home and have a second job as wives, mothers, and caregivers. Women are often judged poorly if they complain about setting up boundaries while men feel less guilt about work distribution. Other social inequalities include being overwhelmed with the extent of the job. When men work extra hours, they tend to be considered dedicated and hard working. However, women are often expected to do a lot and take on multiple jobs without complaint. One reason may be confidence. Women can second-guess and wonder if they are up to the task.

We can address this by evaluating how we handle situations and learning to control self through controlling emotions. There was also discussion about treating others how we would like to be treated and being aware of how our actions are interpreted and taken.

The biggest take-away was the need to educate others who are not in the profession about what we do by documenting our accomplishments and letting people know the extent of the job. Once others realize how long a task takes and how difficult it can be to execute, validation and respect can be earned. The fact that archives are not a unified field and can branch into many different genres—academic, historical, corporate—it is important to stand up and acknowledge the work that is done. To continue the conversation, follow #NEAFall2017Labor.

## 2.2 Intermediate Topics in Records Management: After the Retention Schedule

- Jessica Steytler

**Facilitators:** Jennifer William, Emerson College; Rebecca Parmer, Connecticut College; Michael Dello Iacono, Suffolk University

The facilitators and attendees introduced themselves and shared what their current records management landscape was like. Overarching themes included implementing programs and getting buy-in, and the session was focused on sharing ideas about how to achieve goals for the topics discussed.

The first major discussion covered compliance and how to use the authority of a policy to depersonalize gaining compliance and reducing defensive justifications. Records management is a “field of relationships,” and compliance depends on relationships. Get contacts in every department you work with, as high up in that department as possible. Administrative assistants are frequently the best allies, as they are most tuned-in to the inner-workings of their department. The more people feel like they understand where you are coming from, the more likely they will be to participate in the program. Another recommendation is to establish a records committee, possibly made up of administrators from each department. “Plants” from your departments who see the value in a records management program can be useful; they can re-

peat key phrases or strategies to reinforce an idea and attain solidarity. No matter what, find out how your work helps other departments, and frame compliance as a way to make their lives easier. Find ways to compromise to get closer to compliance. Money can be a motivator, and any procedure or paperwork needs to be easy to use, or it won’t be used at all.

Email can and should be included in a records management program, even if it’s just another version of correspondence. It’s a place where people feel a lot of ownership, but it contains critical aspects of an institution’s decision-making and workflow. For those institutions that use Microsoft Outlook with a shared server, one method for getting access to critical correspondence is to set up a shared folder. Material can be erased from user side, but kept on server. Some tools were also discussed, particularly ePADD, Laserfiche, and the POWRR grid.

ePADD <<https://library.stanford.edu/projects/epadd>> is an open-source software that was developed at Stanford to allow archivists to process email. Some key features include the capacity to redact information, remove personal information like social security numbers and bank information, and it has a public interface. Laserfiche <<https://www.laserfiche.com/>> is a content management system that has been useful, particularly for municipalities. For those who are interested in finding a content management system, a very useful tool is the site, POWRR <<http://digitalpowrr.niu.edu/>>, and stands for Preserving Digital Objects With Restricted Resources. The project has many resources, particularly the tool Grid <<http://digitalpowrr.niu.edu/digital-preservation-101/tool-grid/>> which compares different content management softwares.

## 2.3: Make an Impact: Marketing and Communications for Archives

- Katie Nash

**Facilitator:** Katy Sternberger, University of New Hampshire

The conversation, which focused on marketing archival collections and sharing information about what marketing outlets are successful, began with discussion regarding how we should communicate the value of our profession and what we have in our collections. The answer to this

depends on who your audience is, what role one has at an institution for communication, and how communication happens at an institution. This was followed by a lengthy discussion about methods of delivering communication, specifically print versus digital. Again, the consensus was that it depends on your audience and what are you trying to communicate. A lot of people in the room use a combination of print and digital marketing tools such as newsletters, newspaper articles, social media, TV and radio, and face-to-face programming.

For marketing collections and services, participants discussed using statistics to an institution's advantage. Archivists often don't do a very good job of capturing statistics, so marketing collections could be a motivating factor to begin capturing stats and presenting them in unique ways. Then the conversation turned to incorporating the concept of fun into marketing. We often take a scholarly and research-heavy approach to marketing, but several people recommended striking a balance and having fun with marketing initiatives. There was discussion about various social media tools, such as Twitter, Facebook, Tumblr, YouTube, and Flickr. To figure out what is best for your institution, it's a good idea to look at what others at similar institutions have done with social media and how users responded.

Several people mentioned different audiences with whom they've developed relationships and partnerships to assist with marketing, such as working with students and interns to develop marketing documentation, and local teachers and getting K-12 students to participate in programming events. Developing relationships with a local newspaper or chamber of commerce and connecting with local businesses to host or participate in programming-related events can also be helpful.

Decide what collection(s) to market and/or highlight, with the view that if you find it interesting, then others will find it interesting. Also, it's always a good idea to connect a collection or item to a local or national event. Deciding what collection(s) or item(s) to market is important, but one also has to recognize how successful one can be if competing with several other libraries, departments, archives, etc. within the same institution to reach a wider audience.

Everyone finished by sharing resources in which one can learn more about marketing and advocacy. These resources can be found in this Google Doc: <[goo.gl/ptGJEF](https://goo.gl/ptGJEF)>.

## 2.4 Commemoration of Historical Anniversaries in Archives

- Anne Britton

**Facilitator:** Samuel Howes, Maine State Archives

This session explored the following questions: How do archivists commemorate anniversaries of significant events? How do archivists use their holdings to celebrate anniversaries of historical events? How we can add to these types of events? Participants shared a variety of commemoration activities, such as exhibitions, both online and in person, show-and-tell presentations on and away from university campuses, formal lectures, conferences, crowd-sourced transcription, and social events.

When considering any of these options, attendees developed the following best practice guidelines: (1) Plan far in advance. Both Massachusetts General Hospital and MIT planned about ten years in advance for recent major institutional anniversaries. Budget a bit of extra time to handle unexpected topics or problems that may arise. (2) Set realistic goals given constraints of budget, labor, or subject. (3) Proactively digitize plenty of even vaguely relevant materials. Amherst College, for example, anticipated interest in a broad range of anniversary related items and digitized as much as possible well in advance of the anniversary date. (4) Collaborate with partners who have complementary expertise. McGill University has benefited from the public relations skills of its anniversary collaborators. (5) Strategically schedule fundraising and donor cultivation. The Massachusetts Peace Action group plans to launch a major fundraising campaign on the occasion of a key anniversary. (6) Market via social media. The John F. Kennedy Presidential Library & Museum identified and joined ongoing social media conversations in order to introduce archives-related information.

## 2.5 Documenting Digital Student Life


- Will Gregg

**Facilitators:** Micha Broadnax, Jessica Farrell, and Jane Kelly, Harvard University Law School Library

The genesis of this session was the award of a grant to gather more records from students and student activist

Continued on page 23

# Aeon is not another front end system. Really.

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Since Atlas introduced Aeon in 2008 it has been widely accepted in the archives and special collections communities. But there still seems to be some confusion over what Aeon is—and isn't.

## Other systems are about description and discovery. But Aeon is about fulfillment.

Some systems help you catalog and make objects discoverable within your institution or on the web. Others manage the creation of the repositories in which objects can be digitally stored, searched, and found.

## Aeon makes the pieces work together for you and your researchers.

Aeon unites these systems to help meet the challenges of delivering better service to researchers, improving collection security, and gathering meaningful statistics to support the assessment needs of today's institutions.

Aeon focuses on workflow of special collections and archives—allowing requesting from your ILS or finding aids, tracking reading room interactions including check-out and re-shelving of materials, and handling digitization requests.



To see how Aeon fits the pieces together, sign up for a free web demo at [www.atlas-sys.com/demo/](http://www.atlas-sys.com/demo/). Or, email us at [aeon@atlas-sys.com](mailto:aeon@atlas-sys.com).



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# Around the Table

## Community Archives Advocates Roundtable In Action

- Rebecca Morin, Holyoke Community College; Andrew Elder, University of Massachusetts, Boston; Katie Nash, Williams College; Sonia Pacheco, University of Massachusetts, Dartmouth

The Community Archives Advocates Roundtable was established in January 2017 and serves to discover, share, and collaborate with community archives projects that exist outside of what have been defined as “traditional” archival collections or institutions, throughout the New England area. Additionally, the mission is 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.

Since the Roundtable was established, the steering committee has been busy. We began collaboratively building a bibliography that includes useful books, articles, and resources pertaining to community archives; created a directory of known community archives projects throughout New England; and began discussions about starting a website or interactive blog in order to communicate activities and resources of the Roundtable to the NEA community and beyond.

Additionally, the steering committee has spent a significant amount of time discussing and creating action items to meet the goals and objectives set forth at our inception. In order to learn and share various approaches, characteristics, ideas, and methods of the community archives movement, we plan on bringing together a wealth of information that can be found in one central place. It quickly became apparent that a vocabulary list would be helpful in order to provide clarity around terms that are often misused or used interchangeably. We hope to present on these findings at conferences in the future.

Through our talks and initial research, we found that it would be best to explore community archives projects and/or collections that exist within traditional archives or libraries, as well as community archives that function on their own as separate organizations. It is the nature of com-

munity archives to be unique in their approaches and methods and it is important to address their existence under both circumstances. In order to directly engage with each type of community archive, we plan on having a place on our website for people to submit their projects and/or affiliated organizations to our collective directory—hoping to highlight a variety of types of collections and collecting efforts.

We furthermore seek to create a space for collaboration and communication between community archives, as well as between community archives and archivists. This space for communication could open up many possibilities for partnerships, collaborative exhibitions or projects, volunteer opportunities, workshops, tours, and education.

If you are new to the ideas of community archives or community archiving, or are interested in learning more about the necessity of this type of collecting, we suggest beginning by reading two poignant and inspiring pieces. First, Bergis Jules’ keynote address at the National Digital Stewardship Alliance annual meeting in November of 2016. The address is titled: “Confronting our failure of care around the legacies of marginalized people in the archives” <<https://medium.com/on-archivy/confronting-our-failure-of-care-around-the-legacies-of-marginalized-people-in-the-archives-dc4180397280>>. Jarrett M. Drake’s co-keynote address delivered at the very first Community Archives Forum hosted by UCLA in October 2016; titled: “Liberatory Archives: towards belonging and believing” (Part 1 & Part 2) <<https://medium.com/on-archivy/liberatory-archives-towards-belonging-and-believing-part-1-d26aaeb0edd1>>. Both of these pieces allow the archivist to be challenged in thinking of what it means to serve the community and how we can assist in the stewardship of everybody’s histories and stories, not just those that have been previously deemed worthy.

To become a member of our Roundtable, please email <[communityarchivists@gmail.com](mailto:communityarchivists@gmail.com)>. ■

## Promote your photograph collections!

The *NEA Newsletter* is seeking submissions from repositories in New England for back cover pictorial features in *This Season in New England History*. Submissions should be in digital format at 300 dpi or better, along with a caption detailing the subject of the photograph. Please email submissions to <[sally.blanchard-o'brien@sec.state.vt.us](mailto:sally.blanchard-o'brien@sec.state.vt.us)>.

# 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.

**January 26, 2018, 7:30am – 4:00pm.** National Association of Government Archivists and Records Administrators (NAGARA) Winter Regional Forum in Austin, Texas. See <www.nagara.org> for more information.

**February 9-13, 2018.** American Library Association Midwinter Meeting and Exhibits in Denver, Colorado. Visit <http://www.ala.org/conferencesevents/> for details.

**March 22 - 24, 2018.** “Rise Up” - New England Archivists (NEA) and the Archivists Round Table of Metropolitan New York (A.R.T.) joint Spring Meeting at the Omni New Haven Hotel at Yale in New Haven, Connecticut. For more information, visit <https://newenglandarchivists.org/Spring-2018>.

**May 4, 2018, 7:30am – 4:00pm.** National Association of Government Archivists and Records Administrators (NAGARA) Spring Regional Forum in Providence, Rhode Island. Check <www.nagara.org> for updates.

**May 9-10, 2018.** 2018 Annual Meeting, Archivists and Librarians in the History of the Health Sciences (ALHHS) and Medical Museums Association (MeMA) in Los Angeles, California. See <www.alhhs.org/> for more information. ■

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groups at Harvard. In pursuing those goals, archivists dealt with the difficult question of how to document digital student life. So much of student activity is carried out digitally, yet the way to solicit and preserve these records remains an open question. The attendees shared their experiences in hopes of taking away insights into this growing problem.

Participants discussed some of the challenges and solutions they have found for archiving born-digital content. No single tool exists that can document all kinds of student records. While Archive-it works well with Twitter, it does less well with Facebook and Instagram. Other tools, like Webrecorder, have similar limitations. Thus the archivist must master and use a variety of tools—a time-consuming process. While some archives have had luck in securing a regular transfer of files on student groups’ Google drives, these records often pose organizational challenges. In addition, some members of the group see legal challenges with Google drive because of the high rate of student turnover. One archivist found through a survey that students were concerned about the copyright of their digital records. Some have found a solution by working with students to find an appropriate creative commons license. In general, participants note that student groups are more willing to share digital records than donate physical ones. Students feel that sharing a Google drive is a less permanent than handing over physical docu-

ments. Participants also highlighted the relative ease and benefits of documenting student radio stations.

Outreach is both a solution to these problems and a challenge in itself. Students who conceive of archives in a traditional sense—as a repository for physical records—are less likely to realize that the digital records they are generating are of value. Students see the value of leaving behind records when they become alumni, but by that time many of their digital records will be lost. Participants highlighted the need to find ways of making the archives resonate with students. One suggested attending the meetings of groups whose records you are interested in collecting or sending a student worker as a proxy. Some ensure the regular transfer of digital and physical records by asking students groups to designate an official historian. It also helps to talk to student groups directly about what sort of records they are generating in order to better collect them. There are archives, like the University of Massachusetts, Boston, that set up a roadshow in a community with scanners and other digitization tools. Participants speculated on the application of this idea to born-digital records on campus.

If you would like to share your experiences documenting digital life, the moderators invite you to collaborate at <osf.io/c6q9u>. ■

## THIS SEASON IN NEW ENGLAND HISTORY



**Christmas Party, 1949**

The Women's Association of Suffolk University celebrates the holidays at their annual Christmas party in 1949.  
*Courtesy of Moakley Archive and Institute, Suffolk University.*