

Spring Meeting 1996: *Program*

"Automation in the Archives"

**April 26-27, 1996, Babson College, Babson Park (Wellesley),
Mass.**

Co-sponsor: New England Chapter of the Museum Computer Network

Saturday, April 27, 1996

Note: although the NEA meeting has already passed, the program will remain on the web for a brief period so that people can see what they missed!

8:00 - 9:00 Registration, Center for Executive Education

8:00 - 9:00 Registration

9:00 - 10:30 Morning Sessions

Title:

ELECTRONIC RECORDS: PARTNERSHIPS IN THE ELECTRONIC ENVIRONMENT

Description:

In an electronic environment, archivists must develop partnerships, including those with non-traditional entities outside the archives, in order to effectively address electronic records. The speakers will describe forging partnerships within a university to better identify and manage business processes which are increasingly done electronically, building partnerships with the federal government through an inter-governmental records project which in turn shaped how a partnership was forged with municipal government, and how functional analysis within a state government helped identify non-traditional partners in creating an electronic records program. In contrast, the session moderator will discuss the role of manuscript curators in the electronic age and offer a challenge to his manuscript colleagues: if institutional archivists are building alliances and taking other steps to address new information technologies, what are manuscript curators doing?

Speakers:

Kathryn Hammond Baker, Assistant Archivist for Records Management and Acquisitions, Massachusetts Archives

Helen Samuels, Institute Archivists and Head, Special Collections, Institute Archives, MIT

Gregory Sanford, State Archivist, Vermont State Archives

Moderator:

Philip Cronenwett, Special Collections Librarian, Dartmouth College Library

Title:

ARCHIVES, MUSEUMS AND MULTIMEDIA

Description:

Interactive multimedia provides new and challenging possibilities for the use of archival and museum collections. The development of an application, whether it's a stand-alone CD-ROM or an exhibit on the World Wide Web, requires a cooperative effort and interdisciplinary teamwork between archivists, curators, educators, scholars and programmers. In this session, speakers will offer their different perspectives on planning for and developing multimedia applications and discuss, as well as demonstrate, the use of archival and museum resources in documenting the subjects of their projects: Native American culture, the art and architecture of ancient Greece, and the history of technology.

Speakers:

Kathy Jones-Garmil, Assistant Director, Peabody Museum of Archaeology and Ethnology, Harvard University

Maria Daniels, Visual Collections Curator, The Perseus Project, Tufts University

Joyce Bedi, Historian, Lemelson Center for the Study of Invention and Innovation, National Museum of American History

Moderator:

Kara Schneiderman, Collections and Information Systems Manager, The MIT Museum

Title:

LEGAL ISSUES IN PHOTOGRAPHIC COLLECTIONS: RIGHTS AND REPRODUCTIONS

Description:

The development of photographic reproduction policies and procedures for the use of visual collections in archives and museums is a topic of much debate, with questions frequently arising as to licensing arrangements, use agreements and appropriate fee structures. Session speakers will discuss photographic reproduction policies for outside use of collections at their respective institutions, provide general suggestions for how these policies can be developed, and present an overview of the Museum Education Site Licensing Program, which focuses on the educational use of museum images and information on college and university campus-wide networks. Session attendees who would like to bring 30-50 copies of their own reproduction policies and related forms for distribution are encouraged to do so.

Speakers:

Lorna Condon, Curator of Library and Archives, Society for the Preservation of New England Antiquities

Mary Anne Stets, Director and Curator of Photography, Mystic Seaport Museum

Andrea Notman, Associate Registrar, Harvard University Art Museums

Moderator:

Ruth Thomasian, Executive Director, Project SAVE

10:30 - 11:00 Business Meeting

11:00 - 2:00 Vendor Showcase

- Boyle Associates
- Boston Photo Imaging
- Bridgeport National Bindery
- Cuadra Associates, Inc.
- Digital Collections, Inc.
- Hollinger Corporation
- New England Archives Center
- Spaulding Company, Inc.

11:30 - 12:30 MINI-WORKSHOP: INTRODUCTION TO THE INTERNET I

In an hour-long workshop, instructors will introduce participants with little or no Internet experience to the wonderful world of cyberspace. Find out exactly what the Internet is and where it can take you. Workshop participants will learn the basics of Internet addresses, electronic mail, telnet, file transfer, gopher, and the World Wide Web. This hands-on, intensive session will also provide time to browse archival and museum resources on the World Wide Web. Previous Internet experience is not necessary; however, a basic knowledge of computers is required. Enrollment is limited to 8 participants per workshop. **The workshop will be repeated at 1:15 and 4:15.**

Instructor: Richard Voos, Assistant Director of Quality, Training & Development, Office of Quality, Babson College

12:30 - 1:30 Luncheon buffet

1:30 - 2:15 Tour of Babson Map and Globe Museum

1:15 - 2:15 MINI-WORKSHOP: INTRODUCTION TO THE INTERNET II

Instructor: George Hart, Instructional Services Librarian, Horn Library, Babson College

2:30 - 4:00 Afternoon Sessions

Title:

AUTOMATED ACCESS TO FINDING AIDS

Description:

The MARC AMC Format is an accepted archival standard and using it is often the first step institutions of all sizes take toward automation, even if they don't have their own MARC database. Using Standard Generalized Mark-up Language to tag the full text of finding aids could become standard practice, but what is SGML and how does it work? This session will attempt to address the needs and interests of archivists of repositories of all sizes and technological capabilities. One speaker will discuss the Vermont Archives Network's shared database of MARC AMC records and VAN's related projects. Two

others, from the Harvard Digital Finding Aids Project, will unravel some of the mystery surrounding SGML. Participants in other MARC AMC and SGML projects are encouraged to attend and bring information about their work.

Speakers:

Polly Darnell, Shelburne Museum

Jean Cargill, Reference and Archives Librarian, Botany Libraries, Harvard University

Susan von Salis, Schlesinger Library, Radcliffe College

Moderator:

Kim Brookes, UMass Boston/Schlesinger Library, Radcliffe College

Title:

THE ETHICS OF ELECTRONIC ACCESS

Description:

This roundtable session will provide a forum for archivists to take part in a discussion of the different ways in which professional ethics are called into play when dealing with the worlds of electronic access and particularly the internet. How do archivists manage the seeming clash between their professional goal of making information widely available on the net and the increasingly restrictive uses of copyright law in electronic media? How does electronic access affect our understanding of privacy rights? Then there are the broader questions raised by "access to access." As the gap between archivists and researchers who have access and those who do not widens, archivists face a new array of problems in their roles as information managers. How do we cope with this increasing electronic inequality, both with our researchers and among ourselves? And, given the cost in both time and funds of electronic access, how do we make wise decisions about the extent of our Internet commitments? Each member of the panel will briefly address one or more of these questions. The panel encourages audience members to bring to the discussion concrete examples of how they are struggling with - and coping with - these questions, and hopes to have a frank discussion of the problems as well as the rewards of electronic access.

Speakers:

Bruce Stark, Thomas J. Dodd Research Center, University of Connecticut

Additional speakers to be announced

Speaker to be announced

Moderator:

Diane J. Ducharme, Beinecke Library, Yale University

Title:

LEGAL ISSUES IN PHOTOGRAPHIC COLLECTIONS: COPYRIGHT

Description:

Legal issues that come into play in the management of photographic collections are plentiful, especially in the area of copyright. And as visual collections find more and more usage in digitization projects, both within the repository and outside, additional

complexities arise. The speakers will provide a general overview on copyright in the context of photographic collections from the point of view of a librarian, lawyer and library school instructor, and discuss copyright issues encountered in putting digital images on the Internet.

Speakers:

Arlene Bielefield, Assistant Professor, Southern Connecticut State University
Peter Nelson, University Archivist/Special Collections Librarian, Thomas Jefferson University

Moderator:

Barbara Austen, Librarian/Archivist, Fairfield Historical Society

4:15 - 5:15 MINI-WORKSHOP: INTRODUCTION TO THE INTERNET III

Instructor: George Hart, Instructional Services Librarian, Horn Library, Babson College

4:15 - 5:15 ARCHIVAL AND MUSEUM SHOWCASE

The Archival Showcase provides a unique opportunity to see demonstrations of current automation-related projects being undertaken by NEA and NEC of MCN members. Talk one-on-one with archivists and curators about their HTML and SGML projects, World Wide Web sites, electronic records programs, and use of the MARC Format.

- Liz Andrews, Institute Archives and Special Collections, MIT: World Wide Web Home Page and Online Faculty Meeting Minutes
- Kim Brookes, Schlesinger Library: FileMaker PRO Tri-Part Photograph Cataloging Database
- Greg Colati, Bowdoin College Archives: Creating HTML and Bibliographic Electronic Records with Minaret
- Doug Handy, Information Services, Mystic Seaport: Mystic Seaport World Wide Web Site
- Lee Ann Kalwat, Peabody Museum of Archaeology and Ethnology, Harvard University: World Wide Web Site and Online Exhibits
- Stuart Kohler, Norwich University: Learn MARC AMC, A Call for Collaboration
- Betsy Lowenstein, Simmons College GSLIS: Massachusetts Library and Information Network World Wide Web Site
- Marilyn Lutz, University of Maine, Fogler Library, Special Collections, Manuscript Collection: Migrating from a Proprietary Image Database to an SGML Database
- TBA, University of Maine, Fogler Library: MARC AMC and Format Integration
- Peter Nelson, University Archivist/Special Collections Librarian, Thomas Jefferson University: World Wide Web Archival Image Database
- Frances Overcash, Supreme Judicial Court Archives/MIT Museum: The University of Idaho's Repositories of Primary Sources World Wide Web Site
- Angela Reddin, Simmons College GSLIS: New England Archivists World Wide Web Site
- Susan von Salis, Schlesinger Library, Radcliffe: SGML on the World Wide Web

4:15 - 5:15 TOURS

Horn Library tours and online services demonstrations.
Babson Museum and Babson Map and Globe Museum

5:00 CLOSING RECEPTION IN THE HORN GALLERY

Multimedia exhibit, "Michael Angelo Giorgio: Art by Design," on display.