

NEA Fall 2005 Meeting, October 14-15, 2005 at the University of Vermont
Big House, Little House, Backhouse, Barn:
Archival Approaches for Everyone's House

REGISTRATION FORM

Your check must be received by the Registrar no later than September 30, 2005 to avoid the \$15 late fee. If your check will be arriving after that date, *please be sure to add the late fee.*

Name (for name badge): _____

Institution (for name badge): _____

Address: _____

Telephone: (circle one: home work) _____

Fax: _____ Email: _____

WORKSHOPS, Friday October 14, 2005, Sheraton Hotel
(Lunch available ON YOUR OWN in the Sheraton)

<i>Standards for Arrangement and Description</i> (9:00am – 12:30pm)	NEA Member	\$20.00	_____
	Non-member*	\$50.00	_____
<i>Managing Textile Collections in Archives</i> (9:00am – 12:30pm)	NEA Member	\$30.00	_____
	Non-member*	\$60.00	_____
<i>Film Preservation Basics</i> (9:00am – 4:30pm)	NEA Member	\$40.00	_____
	Non-member*	\$70.00	_____

2005 FALL MEETING, October 15, 2005

Fee includes Friday reception, Saturday's continental breakfast, coffee, lunch, and closing reception.
Please indicate session preference on reverse

NEA member	\$45.00	_____
Non-member (Includes NEA membership for the year)**	\$75.00	_____
Student	\$22.50	_____
Late Fee (received after September 30, 2005)	\$15.00	_____
Donation to Hale Award fund		_____
Donation to Haas Award fund		_____
TOTAL ENCLOSED		_____

Payment must be made by cash, check or money order payable to NEW ENGLAND ARCHIVISTS. No credit cards or purchase orders are accepted.

* Includes NEA Membership for the year. May register for the Meeting at member's rate.

** New memberships received after September 1, 2005 are valid through December 31, 2006.

Please complete Part 2 on the other side.

REGISTRATION FORM – Part 2

To assist us with planning, please check the sessions and activities you plan to attend.

Friday, October 14:

_____ 5:00 pm – 8:00 pm **Reception and Katherine Paterson address**

Saturday, October 15:

_____ 8:15 am – 9:15 am **Registration and Continental Breakfast**

9:15 am – 10:30 am **Concurrent Sessions I:**

_____ Academic Archives and Student Papers

_____ Preserving Folklore Collections

_____ Access to Restricted Records in Government Archives

_____ Discussion Group: Museums, Local Libraries and Historical Societies

11:00 pm – 12:15 pm **Concurrent Sessions II:**

_____ Reaching Out Around New England: Outreach to the Public

_____ Getting Your Historical Stuff Together

_____ Managing Digital Assets: Notes from the Field

_____ Discussion Group: Government Archivists

_____ 12:30 pm – 1:45 pm **Lunch and Greg Sharrow address**

2:00 pm – 3:15 pm **Concurrent Sessions III:**

_____ The Archivist's Toolkit

_____ Book Discussion

_____ Archives in Public Libraries

_____ Discussion Group: Academic Archivists

_____ 3:15 pm – 4:00 pm **Closing Reception and Raffle**

Send registration form and payment to:

Special Collections

Bailey/Howe Library

NEA Registration

University of Vermont

Burlington, VT 05405

Check here _____ if you would like a receipt in your packet.

Check here _____ if you have special needs (e.g., someone to sign) and we will contact you.

Questions?

Contact Chris Burns at 802-656-2631 or Chris.Burns@uvm.edu

**NEA FALL 2005 MEETING
BURLINGTON, VERMONT, OCTOBER 14-15, 2005
Big House, Little House, Backhouse, Barn:
Archival Approaches for Everyone's House**

The New England countryside features a unique architectural phenomenon: farmhouses structurally connected to barns and outbuildings, each structure serving particular functions but all linked together to serve the needs of the farm family. New England's archival community shares many similarities with the "big house, little house, backhouse, barn" model. Our repositories vary greatly in size, function, technology, and services, but we all share the common goal of preserving historical records and making them accessible to a variety of user communities. The Fall 2005 meeting offers workshops and sessions for those who oversee archival collections of all kinds and all sizes. For the first time, the program includes peer discussion groups for those who work in three loosely-defined areas: academic archives; government archives; and libraries, museums, and local historical societies. A facilitator for each group will lead a discussion on the following theme:

Do you feel pressure to offer more services with fewer resources? How do you meet the needs of your collections and users with the funding, personnel, equipment, technology, and expertise you have available? How do you maximize your archives' resources?

The purpose of these discussion groups is to promote networking and shared problem-solving on issues of common interest. Everyone is encouraged to participate in one of the discussions.

Friday, October 14, 2005

8:00-10:00 Registration, Sheraton Hotel

Workshops

9:00-12:30 Standards for Arrangement and Description *Instructor: Kate Bowers, Collection Services Archivist, Harvard University Archives.* This workshop will provide participants with an introduction to and overview of various archival descriptive standards. Data content standards such as ISAD(G), DACS, AACR2, as well as standards for data interchange, such as EAD and MARC, will be outlined with reference to the systems that use them. Participants will review processing methods and case studies, and engage in group, hands-on activities. Pre-workshop readings will be required and available on the Internet: <http://hul.harvard.edu/~kate/NEAworkshop/Standards.htm>. Please come prepared so that we can have a fruitful discussion and the best hands-on experience possible. Maximum number of participants is 20.

9:00-12:30 Managing Textile Collections in Archives *Instructor: Camille Breeze, Museum Textile Services.* This workshop will present the basics of caring for textiles for archivists. Sample collections management policies will be reviewed and tools for writing a collections policy provided. Low-cost storage guidelines and materials will be discussed, and participants will be introduced to proper handling and packing for a variety of textiles. Textile identification and cataloging will be addressed. Workshop fee includes supplies. Maximum number of participants is 25.

9:00-4:30 Film Preservation Basics *Instructors: David S. Weiss, Executive Director; Rob Nanovic, Collections Manager; and Donna Ellithorpe, Technical Services Director, Northeast Historic.* What do you do when you encounter film in a collection? This workshop will provide an overview of methods for identifying, handling, and assessing the condition of film in a variety of formats. Preservation concepts will be discussed, and processes for duplication, conservation and restoration will be reviewed. Audio, video and digital formats and storage will be addressed. Maximum number of participants is 20.

5:00-8:00 Reception, Billings Student Center, University of Vermont

Speaker: Katherine Paterson, author

Katherine Paterson, the author of fourteen novels for young people and 1998 recipient of the most prestigious international award for children's literature, the Hans Christian Andersen Medal, will discuss writing historical fiction. Paterson is the author of several works of historical fiction, including *Lyddie* and *Jip: His Story*, and is perhaps best known for her novel *Bridge to Terabithia*, the first of her two Newberry award winners.

This event is co-sponsored by NEA, the Center for Research on Vermont, and the Friends of Special Collections (UVM). The event is open to registrants, speakers, and members of all three organizations. Appetizers will be provided and there will be a cash bar.

Saturday, October 15, 2005

8:15-3:00 Registration, John Dewey Lounge, Old Mill

8:15-9:15 Continental Breakfast, John Dewey Lounge, Old Mill

8:15-3:00 Vendor Showcase, John Dewey Lounge, Old Mill

9:15-10:30 Concurrent Sessions:

Academic Archives and Student Papers

Chair: Chris Beam, Edmund S. Muskie Archives, Bates College

Keith P. Williams, Registrar, University of Vermont

Elizabeth Slomba, University of New Hampshire

Sylvia J. Bugbee, University of Vermont

The presence of student papers and other materials in academic archives presents a dilemma: can they be used by the public for research purposes, and if so, how can one address issues of copyright and confidentiality? Are student honors theses and seminar papers subject to FERPA regulations? How should we handle student papers found among the collections of faculty members? Session participants will be invited to share ideas and perspectives.

Preserving Folklore Collections

Chair: Andy Kolovos, Vermont Folklife Center

Maggie Holtzberg, Folk Arts & Heritage Program Manager, Mass. Cultural Council

Wini Lambrecht, Folk/Traditional & Community Arts, RISCA

Lynn Martin Graton, Traditional Arts Coordinator, NH State Council on the Arts

Lynne Williamson, Institute for Community Research (Hartford, Conn.)

Since the late 1970s folklorists in New England working under the auspices of public arts agencies and private non-profit organizations have conducted extensive research projects

into the traditional arts and cultural heritage of New Englanders. Their work has resulted in rich, multi-format archival collections that form unique historical records of the communities and individuals they document. This panel will explore five such collections from the Connecticut Cultural Heritage Arts Program, the Massachusetts Cultural Council Folk Arts and Heritage Program, the New Hampshire Folk and Traditional Arts, the Rhode Island Council on the Arts Folk and Traditional Arts Program, and the Vermont Folklife Center.

Access to Restricted Records in Government Archives

Chair: Jeffrey D. Marshall, University of Vermont

Mark Jones, Connecticut State Archivist

Tanya Marshall, Vermont Judicial Records Program

Paul Gillies, Attorney

Government archives typically hold many series of records that contain personnel, health, adoption, and other confidential information. In most cases, these records are permanently closed, despite compelling arguments for loosening restrictions. Three panelists, representing a state archives, a state judicial records program, and the lawyer's perspective, will speak on the challenges and possibilities for greater access to these records.

Discussion Group: Museums, Local Libraries and Historical Societies

Facilitator: Anne Ostendarp, Consulting and Project Archivist

Archivists, curators, and librarians who work with collections of historic records in museums, local public libraries, and historical societies will meet in an informal arena to discuss these challenges, sharing problem-solving initiatives and ideas.

10:30-11:00 Coffee with Vendors, John Dewey Lounge, Old Mill

Take advantage of this opportunity to chat with vendors of archival products and services who have provided support for our meeting.

11:00-12:15 Concurrent Sessions:

Reaching Out Around New England: Outreach to the Public

Chair: Elizabeth B. Scott, St. Michael's College

Paul Carnahan, Librarian, Vermont Historical Society

Susan von Salis, Harvard University Art Museums Archives

Aimée Primeaux, Field Representative, Northeast Document Conservation Center

Many repositories have outreach programs designed to promote their own collections, but what about promoting the idea of preservation and primary resources to the general public? Archivists around New England participate in programs designed to promote public awareness of primary resource materials and educate on preservation principles. Three panelists will discuss their activities in reaching out to the public, including an overview of NEA's own Outreach Committee activities, a look at NEDCC's Field Services program and an overview of the Vermont History Expo.

Getting Your Historical Stuff Together

Chair: Diana Senturia, Peacham Historical Association

Lynn Bonfield, Labor Archives and Research Center, San Francisco State University

Karen Lewis, Agilent Technologies Foundation and Archives

Lorna Quimby, Peacham Historical Association

"Boxes of stuff in a damp unheated building. What should we do with it?" This is a case study of the process of creating an archival program for the Peacham, Vermont, Historical Association from the hiring of professional archivists in 1980, the establishment of

systematic policies and procedures, to the training of local archivists who still are carrying on the work twenty-five years later. This session is designed to provide an overview and frank assessment of the challenges that face a local historical association with limited resources and a strong collection.

Managing Digital Assets: Notes from the Field

Chair: Sylvia Kennick Brown, Williams College

Leah Prescott, Mystic Seaport, G.W. Blunt White Library

Speaker to be arranged

Andrew Wentink, Middlebury College

Many recent workshops have concentrated on educating us in our roles as selectors, developers and supporters of our institution's digital asset management system. Hear from three archivist/librarians, using ContentDM, Ex Libris' DigiTool, and Endeavor's ENCompass, who have balanced the various pressures inherent in the selection process, and weathered the vicissitudes of implementing a system.

Discussion Group: Government Archivists

Facilitator: Paul Bergeron, City Clerk, Nashua, New Hampshire

Archivists, records managers, and clerks who work with federal, regional, state, and municipal public and government records will meet in an informal arena to discuss these challenges, sharing problem-solving initiatives and ideas.

12:30-1:45 Lunch, Cook Commons, Billings Student Center

Speaker: Greg Sharrow, Vermont Folklife Center, "Archives, Memory, and History."

2:00-3:15 Concurrent Sessions:

The Archivists' Toolkit

Chair: Danielle Kovacs, University of Massachusetts, Amherst

Kelcy Shepherd, Five College Project Archivist

Lee Mandell, Design Team Manager, Archivists' Toolkit

The Archivists' Toolkit is a two-year collaborative project of the University of California, San Diego; New York University; and Five Colleges, Inc. Funded by the Mellon Foundation, the project's goal is to develop an integrated archival management system that streamlines workflows and standardizes archival information. The Toolkit will be made available to the archival community as an open source application. This session will provide an opportunity to learn more about the project and provide feedback on the functionality of the Toolkit. Speakers will outline the project methodology, discuss characteristics of the system, and preview an early prototype of selected features.

Book Discussion

Chair: April Hagins, Massachusetts Historical Society

Leith Johnson of the Wesleyan Cinema Archives will facilitate a discussion of Jose Saramago's *All the Names* (New York: Harcourt, 1999). Participants should read the book (widely available in inexpensive editions) and be prepared to discuss it.

Archives in Public Libraries

Chair: Susan Zeigfinger, Vermont Law School

Marjorie Strong, Vermont Historical Society

Louise Sandberg, Lawrence (Mass.) Public Library

Karol Bartlett, Morse Institute Library (Natick, Mass.)

Public librarians often find themselves in charge of manuscript collections, scrapbooks, photographs, and other unique materials that they have neither the training nor the staff to handle properly. Three librarian/archivists will discuss how they have dealt with archival collections in public libraries.

Discussion Group: Academic Archivists

Facilitator: Peter Carini, College Archivist, Dartmouth College

Archivists working in colleges, universities, and high schools will meet in an informal arena to discuss these challenges, sharing problem-solving initiatives and ideas.

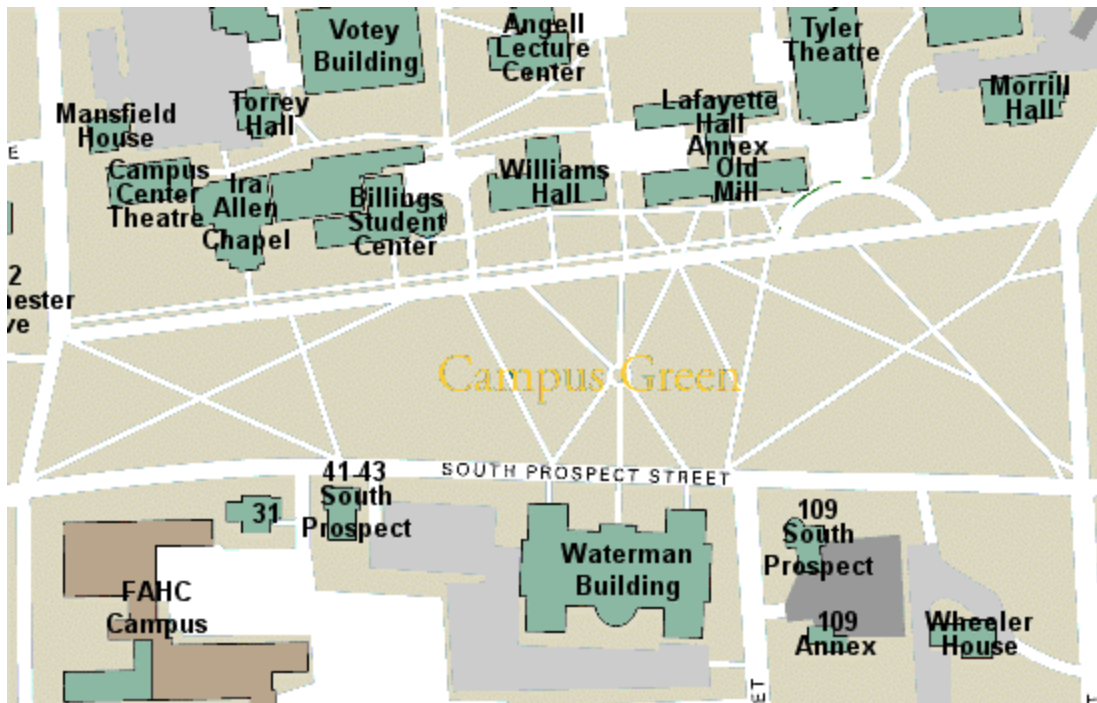
3:15-4:00 Closing Reception and Raffle, John Dewey Lounge, Old Mill

Directions to UVM and Parking

From I-89 North or South: Take Exit 14W. Proceed 1 mile west on Route 2 (Williston Road, which becomes Main Street) to campus.

From Burlington International Airport: From airport grounds, turn left onto Airport Drive. At next stoplight, turn right onto Williston Road/Route 2 West. Drive 4-5 miles west to campus.

Parking - Turn right onto South Prospect Street. Take first left onto College Street. Take first left into visitor parking lot or first right into Waterman lot. Campus parking is free after 6:00 PM on Friday and all day on Saturday. The closest lots are the Visitors' (below 109 South Prospect on the map) and Waterman (surrounding the Waterman Building) lots. The Visitors' lot should be used for the Friday reception. Signs will lead you to Billings Student Center and Old Mill.



**NEA FALL 2005 MEETING
BURLINGTON, VERMONT, OCTOBER 14-15, 2005**

Hotel accommodations - Reserve early!

The meeting will be at the height of leaf-peeping season and rooms may be hard to find.

NEA has booked a block of rooms at the Sheraton Hotel in Burlington for \$109 per night for October 13-15. **This rate is available until September 14, 2005.** A Web site has been created for those attending the fall meeting. Guests can access the site to learn more about the event and to book, modify, or cancel a reservation from June 14, 2005 to October 18, 2005.

<http://www.starwoodmeeting.com/StarGroupsWeb/res?id=0506145405&key=F3C08>

In addition to the conference hotel, there are many other places to stay in the Burlington area. For chain hotels, go to InnVermont.com: <http://www.innvermont.com/>

For a wider variety, including bed & breakfasts, motels, and additional chain hotels, go to the Greater Burlington Chamber of Commerce site: <http://www.vermont.org/visiting/index.html>.

Special Collections
Bailey/Howe Library
NEA Registration
University of Vermont
Burlington, VT 05405