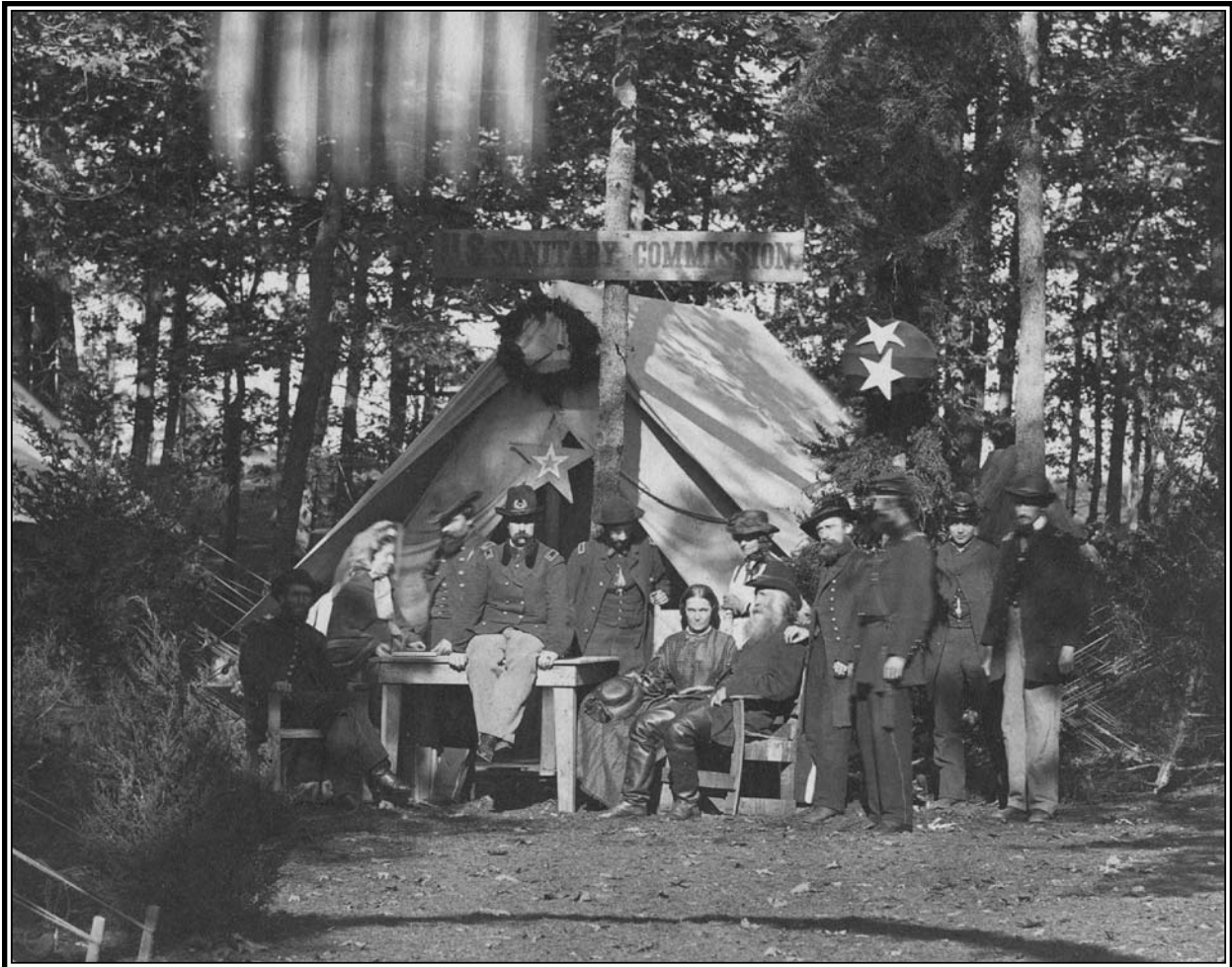


N E A N E W S L E T T E R

Volume 29, Number 2 • April 2002



C O V E R — Headquarters of the U.S. Sanitary Commission, near Gettysburg, PA, ca. 1863. *Courtesy Manuscripts and Archives Division, New York Public Library.*

I N S I D E — New England history resources in the Manuscripts and Archives Division of the New York Public Library (*Around and About*, page 18); Researcher education via the Internet (*Archival Insight*, page 4).

**New England Archivists
Massachusetts Archives
220 Morrissey Boulevard
Boston, MA 02125
<www.newenglandarchivists.org>**

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

Articles and **News** of interest to archivists, historical society members, historians, and other NEA members should be sent to: *NEA Newsletter* Editors, Massachusetts Archives, 220 Morrissey Boulevard, Boston, MA 02125, or <archives@sec.state.ma.us>.

Contributions to the NEA web site should be sent to: <kbrookes@radcliffe.edu>.

Deadlines for submitting materials are:

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From the Editors

-Ellen Doon

This issue of the *NEA Newsletter* makes a departure from New England proper to explore our region's history as it is documented in the New York Public Library's Manuscripts and Archives Division. Valerie Wingfield's *Around and About* article focuses on several specific collections in the NYPL's holdings that contain information on New England and New Englanders. The article is a useful resource for those interested in making the trip to New York to use the collections, but it also serves to remind us all that local history is often found far from our local repositories.

We also feature in this issue a thoughtful *Archival Insight* article by Diane Kaplan and Bill Massa about the on-line research tutorial they developed at Yale University's Manuscripts and Archives. They offer useful speculation about the future of researcher education in the rapidly changing research environment that the Internet and other technological advances have brought about. The editors are sure you will enjoy the issue, and, as always, we welcome your comments and contributions.

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Fall in Poughkeepsie: Joint Meeting of NEA and MARAC, October 24-26, 2002

Poughkeepsie, New York, in the beautiful Hudson River Valley, is the site for the Fall 2002 joint meeting of the Mid-Atlantic Regional Archives Conference and the New England Archivists. The meeting will provide opportunities to exchange ideas, concerns, solutions, and new approaches with colleagues from repositories throughout the Northeast. Some of the sessions planned for the program include the development of digital collections; community outreach; security in archival institutions; the job search for recent graduates; documenting the environmental movement; fire suppression; and manuscript collections housed in public libraries. The luncheon speaker will be Edward Tenner, an independent writer and consultant who is affiliated with Princeton University.

Join your colleagues at the Grand Hotel in Poughkeepsie, New York for the joint meeting of MARAC and NEA, and stay late to explore the rich history of the Hudson River Valley. The area offers hiking, fishing, canoeing and golfing for those who enjoy outdoor activities. The museum-minded can visit Washington Irving's Sunnyside and relive the terror of Ichabod Crane, or sample the elegant lifestyle of the Rockefeller families at Kykuit and Hyde Park. The Culinary Institute whips up sumptuous meals in its kitchens, but be sure to make your reservations early, because this is a very popular place! The area is also home to the Vanderbilt Mansion, the Samuel F. B. Morse Historic Site, the U.S. Military Academy at West Point, and Vassar College. Explore the area's vineyards, historic inns and charming towns while you enjoy the fall foliage.

Tours will be arranged for the Morse site in Poughkeepsie, Huguenot Street in New Paltz, and a local winery. The MARAC/NEA reception will be held at the museum galleries of the Franklin D. Roosevelt Library in Hyde Park.

For more information see: <www.lib.umb.edu/newengarch/>.

Archival Insight

Via the Internet: Researcher Education When They Want It

Diane E. Kaplan and William R. Massa, Jr., Manuscripts and Archives, Yale University Library

Archival repositories are committed to making the materials they collect and preserve available, to either the general research public or a more limited subset of users. Along with the production of finding aids and the provision of reference assistance, we need to accept responsibility for researcher education as an integral component of our mission. With the almost universal availability of the internet, archivists must be thinking about how to provide researcher education electronically.

For many years, the Manuscripts and Archives department in the Yale University Library offered a series of introductory workshops to orient patrons to its holdings. The workshops required hours of staff preparation but yielded frustratingly low attendance, so we began to wrestle with suggestions for improving researcher education. After the fall 1996 orientation, we began discussing an on-line tutorial for instruction.

Within a year, we brought this idea to fruition. Two professional staff members (the authors of this paper) spent four months drafting text that was then critiqued by other department staff. A student assistant with a background in web design spent eighty hours during the summer marking up the text and adding illustrative material. With a grant of \$640 from the library for the student's wages, we produced the first archival on-line tutorial and moved from an era of handouts to hands-on.

Initially, we thought the tutorial would take the place of our annual orientation sessions for the Yale community, in which we lectured on how to find sources both at Yale and elsewhere. Each attendee received a sheaf of paper containing examples of

NUCMC and RLIN entries and finding aids. We then walked them through the research process, giving tips on searching strategies. Participants would spend part of the time gathered around a small screen at a terminal in our reference center to watch a demonstration of how to use commands to locate sources. We felt we had made a technological breakthrough when we finally had equipment that allowed us to project from the computer onto a larger screen.

As we thought about what to include in the new tool, we were thinking of its primary users as those who traditionally attended these workshops, mainly Yale students and new faculty. While Yale students needed to learn methods for locating primary source material both on campus and elsewhere, students and faculty at other institutions could use the tool if they planned a research visit to Manuscripts and Archives. The information provided on finding sources elsewhere would make the tutorial more generally applicable. We also thought about another group of patrons, those not associated with academic institutions, who asked us for information about Yale history or their Yale-related family members. We wanted the tutorial to answer their frequently asked questions about what materials were available to them.

Though the on-line tutorial has changed the character of our orientation sessions, we continue to provide on-site researcher education. From the very first screen, we encourage those with specific requests to contact the reference staff. Our web site informs faculty that Manuscripts and Archives offers instruction sessions for classes and groups upon request. The sessions can include specialized instruction in locating materials on specific topics or

areas of interest.

Since its premiere in the fall of 1997, we have revised the tutorial once, in 2000. In less than three years, much of the content needed to be overhauled as new tools and technology increased the researcher's ability to search on-line. Our on-line catalog's web interface made remote searching much easier, and the Yale University Library was providing access to more databases for finding archival sources outside of Yale. Numerous institutions were making finding aids available on the internet, and RLG's new Archival Resources provided the capability of searching across finding aids for any name or topic. Changes in technology enabled us to provide clearer demonstrations of actual searches. Even as technological advances—such as a stronger library management system, a developing in-house image database, and electronic sites for Yale historical information—are forcing us to contemplate yet another set of changes, we urge other institutions to follow our example.

Not that long ago, many of us would receive letters that had probably gone to hundreds of repositories, searching for the existence of a certain set of papers. Now researchers often start off by telling us that they have searched our web site but have determined that the finding aid to a given collection is not yet available on-line. Trained scholars, who in previous years may have flipped through a published guide, picked up the telephone, or composed a letter, now go to the internet as the starting point for a new project. Students, history buffs, and genealogists are finding their way to archival resources through web search engines as well. The trained scholar may be contacting us at a more

advanced stage in a project, while the less experienced researcher may not even understand the implications of the search results. As we create better electronic tools and digitize more of our holdings, researchers no longer need to interact with the reference staff to begin their projects. If we make more of our actual holdings available digitally, in the not too distant future many of these researchers may not even contact us at all.

Changes in researcher behavior will not lessen the need for researcher education; on the contrary, increased technological sophistication makes it more necessary for us to engage in instruction. At the same time, the anonymity of the electronic researcher makes the undertaking more time-consuming, harder to evaluate, and less personally rewarding.

The sheer array of people seeking information about primary sources and the variety of skill levels they pos-

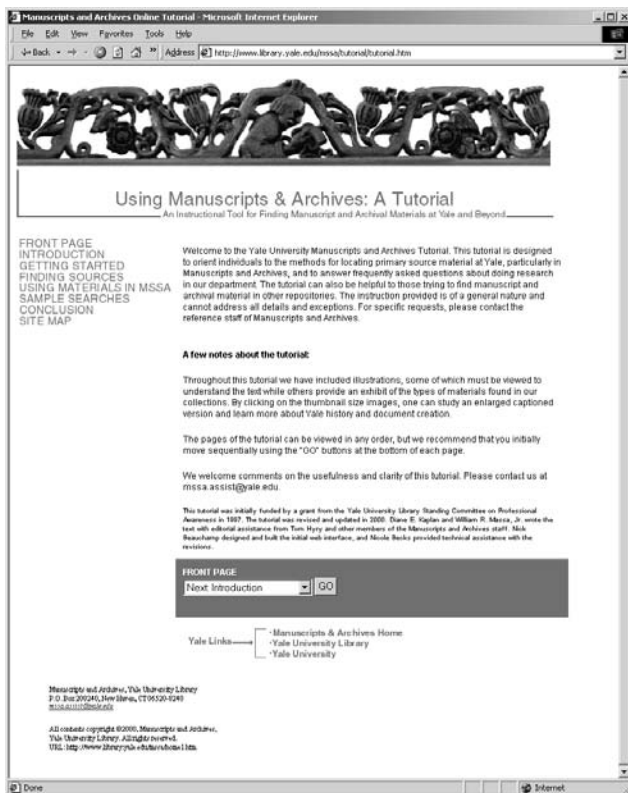
sess add to the complexity. At one end of the spectrum is a professor who addressed the 2000 Manuscripts Repositories Section at the Society of American Archivists' meeting in Denver. He admitted that he had never used electronic databases such as RLIN and knew very little about them; he continues to rely on published citations and the intervention of reference librarians to identify materials. At the other end of the spectrum is the faculty member who called last year wanting to know why she could not find all of our finding aids on-line. She is like many researchers who expect to find everything by browsing the internet with standard search engines. They may only communicate with reference staff to voice their frustration when they cannot locate what they want.

With the web, we have the opportunity to reach researchers, both locally and at a distance, and for them to learn at their convenience. On-line instruction can be more comprehensive and detailed than most in-person orientations; archivists can provide general instruction, course-specific material, or training to develop focused skills. As archival practice becomes more standardized, we can imagine a generic tutorial, though we cannot predict who might be responsible for creating it. There could, for example, be instruction on archival parlance, on the difference between a summary record and a finding aid, and on searching the more comprehensive databases such as today's NUCMC, Archival

Resources, OCLC, and ArchivesUSA. The widespread availability of such a tool would free repositories from investing resources in reformatting basic information. Rather, each could develop instructional tools specific to the needs of its clientele, as the National Archives does for genealogists.

We think of our tutorial as empowering: providing researchers with a basic understanding gives them the foundation from which to construct more complicated or focused questions. Researchers who have a foothold in the world of archival research will be less frustrated and less intimidated. But the archival institution can also benefit by adding an electronic component to its traditional researcher education program. It can bring a repository's rich resources to the attention of independent scholars, teachers, students, alumni, the tax-paying public, and resource allocators in any organization. For the reference archivist, it can reduce the amount of time needed to repeatedly convey information one on one and can serve as a temporary surrogate for reference assistance when on-site researcher demand overwhelms the available staff.

Demand only continues to increase. A skyrocketing number of e-mail requests for reference assistance from beyond the campus has made us more aware of the needs of the broader audience. When we consider what obligation we have to provide education for all potential users, we must evaluate the benefits and drawbacks for us. While we want to be as inclusive as possible, we are most concerned with the needs of our academic community. In striving for comprehensiveness, we do not want the tutorial to become too dense or tedious. It has to contain enough basic information without suggesting that we are talking down to our audience. We consciously avoid using jargon such as "information literacy" and "competencies" in describing our work. These terms may suggest that we are thinking of a pop-



Manuscripts and Archives Research Tutorial, Introduction: www.library.yale.edu/mssa/tutorial/tutorial.htm.
Courtesy Manuscripts and Archives, Yale University Library.

ulation that is illiterate or incompetent. Members of the academic community are neither; if they are ignorant about archives, the tutorial makes it possible for them to learn what they need to know when it becomes important for them to know it.

For researcher education to be effective, it must reach its targeted audience. We direct our efforts towards our primary clientele and publicize the tutorial with local and national e-mail lists and links from our library's instruction page and departmental web site. We encourage students who participate in on-site instruction to review the tutorial's contents before and after the session. We know we are not reaching all who might benefit from this information, and those who are unaffiliated with a research institution are those most likely to have difficulty locating it.

We would like to learn about the use and usefulness of the tutorial as an approach to researcher education but have had difficulty determining whom we are reaching and how much is being learned from it. From collected

raw usage data, we know that we have a wide audience. In a two-week period at the beginning of a new semester, over ten percent of requests came from Yale addresses. From week to week we see hits, as high as fifty percent, from numerous other educational addresses, as well as from commercial (twenty percent) and foreign (seven percent) addresses. We see large numbers of requests from particular institutional addresses and can only speculate that a course is directing students to the site. Are these students in information science programs learning about the archival profession or are they students in a research methods class? The raw numbers do not answer that type of question, nor do they help us to evaluate the tutorial's success in teaching about research strategies. Researchers in recent years, for instance, have started asking about finding aids on-line. The fact that they know the term "finding aids" and that these are necessary to their research suggests that some learning has preceded their inquiries. We do not know what role, if any, our tutorial has played in prompting their question, nor can we

compare the research behavior of tutorial users and non-users.

Library literature suggests that tutorials should include active learning with exercises so that the users can test their comprehension of the processes. It is hard for us to conceive of anything beyond some very rudimentary exercises, such as locating a restriction note in a catalog record or a box number in a finding aid. Far more difficult would be to design exercises to test our readers' abilities to apply searching principles to their unique situations. Structuring a search strategy is an art, and few of us would contend that there is only one way to develop it. We could wish it were otherwise, for it would make the task of researcher education much more straightforward.

Reader comments could also be helpful in assessing utility. We include a comments form at the conclusion of the tutorial, but since its inception we have received fewer than a dozen responses and none of them included suggestions for substantive changes. Only occasionally has a telephone caller or an in-person researcher



The Cowles Reference Center in Yale University's Manuscripts and Archives. *Courtesy Manuscripts and Archives, Yale University Library.*

remarked on using the tutorial. Professional colleagues have advocated user studies as a method for evaluating patron needs. Our impression is that developing user studies is time-consuming, expensive, and requires expertise we feel we do not have. User responses can only be collected on a voluntary basis, and given that tutorial users have not availed themselves of the comment section at the end of the tutorial, we are not convinced that such a study would yield meaningful results.

To design, publicize, and analyze the results of a researcher education program requires a choice to invest staff time and money. Since electronic tools and resources are not static, if you decide to create an on-line tool for researcher education, you must be prepared to supplement this initial venture with an investment of time for frequent revision. You may feel like you are sacrificing the personal touch,

but that disadvantage may be balanced by the positive availability of the latest information on demand. You will have to think about what users may be doing in the near future and what further investment your institution is making in technology upgrades. For example, the increasing number of electronic finding aids may make the research process more efficient or more complicated. Will they be used just as on-line text or is the searching potential inherent in them going to require more detailed direction? In either case, you will need to understand the implications and design ways to assist readers in negotiating the terrain. Will you be developing or enhancing local databases specific to some portion of your holdings? How will the researcher know when these are relevant to the project at hand? We are already seeing electronic records as part of new accessions to the university archives, but no

one has yet determined how we will provide access to them. Once we know, we can decide what documentation will be required to make meaningful and efficient use of these records.

Working from the assumption that researchers want to be self-sufficient, archivists should see researcher education as the means to give people the skills to be as independent as they choose to be. We will not be successful with those who expect total self-sufficiency; they will continue to be frustrated until all tools and collection material are available on-line. Our task is to educate them about what is and is not currently on the web and why this is, so that they can become our allies in seeking support for future developments. Though our tutorials, like the published guides before them, have an inherent obsolescence, we need not despair like Sisyphus; our work is neither hopeless nor futile. ☺

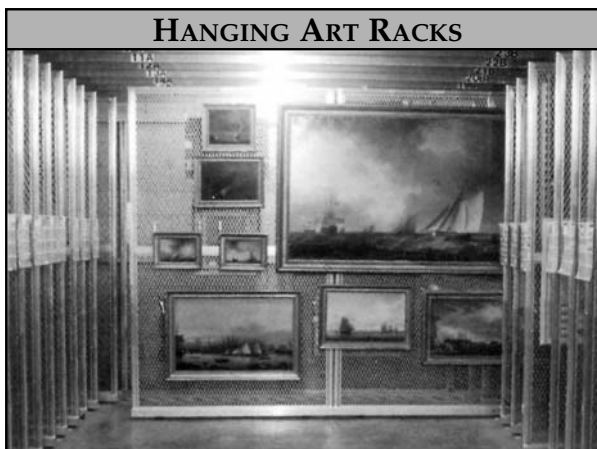


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Inside NEA

From the President

-Bill Ross

Meeting of Minds

A couple of weeks ago, in preparation for a class I am teaching here at the University of New Hampshire, I re-read the presidential address John Fleckner gave at the fifty-fourth annual meeting of the Society of American Archivists. It was published in the *American Archivist* a year later in 1991. That address, entitled "Dear Mary Jane," consisted of three letters to a recent college graduate who was considering becoming an archivist.

Twelve years ago, Fleckner's words hung with me as I flew back from Seattle to Boston, in part because his experience in becoming an archivist so closely mirrored my own. We all know that the percentage of entering college freshman who plan to become archivists is preceded by a decimal point and at least one zero. We can take heart in the fact that a slightly larger percentage of college freshmen know what an archivist is. Nevertheless, the part of his address that struck me the most was the third letter, which reflected on the shared "values and commitments" held by members of the archival community.

Fleckner's words and our common experience make us aware that we are part of an important, yet undervalued professional community. We speak a common language and tend to write professionally for each other and, oh yes, we've taken it upon ourselves to be the custodians of our culture's informational heritage. Pretty daunting, huh, especially if we happen to go it alone? The reality is that there are many "lone arrangers" among our number, and even those of us in academia or larger institutions are frequently marginalized or misunderstood by more mainstream information professionals.

In my professional career, which is well into its third decade, I have found professional meetings to be a welcome relief from the relative isolation and sometimes numbing lack of closure that we all feel at one time or another. We do speak a common language and are bound by our own Sisyphean tasks. So meetings should be an occasion for learning new things, sharing experiences, and just plain kicking back in the company of folks who understand what it is we do.

Unfortunately, only about a quarter to one third of NEA members attend a given meeting. And yes, there are really good reasons for not attending, chief among them personal and professional conflicts and the need to be elsewhere. The board has tried to make sure that cost is not an

issue by keeping meeting fees as low as possible. Distance should not be an issue, unless we decide to hold a meeting in Presque Isle. Program Committees and Local Arrangements Committees work hard to construct meaningful sessions and provide us with commodious meeting locations, yet healthy numbers of young, middling and senior archivists choose not to attend.

In an effort to address the Board's concerns over this issue, I am establishing a Task Force on Meetings, which I will chair. I want to look at all aspects of meetings, from location to format, in order to respond to the ever-changing needs of our diverse membership. I believe that a sense of community is what makes any professional association stronger and more relevant to its constituents. Therefore, if any NEA members out there have ideas or opinions on this matter, please send me an e-mail at <wer@cisunix.unh.edu> or give me a call at (603) 862-0346.

We just met in the beautiful city of Newport, Rhode Island and this fall, we will meet with our colleagues from MARAC in Poughkeepsie, New York. This joint meeting is long overdue and it should provide us with even greater opportunities for professional community building. Yes, I can hear the folks in Pawtucket, who pack a bag to go to Westerly: "But Poughkeepsie is in New York, not New England." I have it from a reasonable source (www.mapquest.com) that the distance from downtown Boston to Poughkeepsie is a shade under 200 miles with an estimated driving time of three hours, forty-four minutes. We all know that folks who regularly drive 128 can shave an hour off of that.

So please join us at the fall meeting and at NEA meetings thereafter. As Fleckner wrote in his last paragraph to Mary Jane: "If this is your calling, I assure you lifelong challenges, a sense of community through participation, good friends, and more than a few good times. Let me know; I expect to follow this path for a good while longer. I hope you will come and walk with us."

To reach NEA officers, please
see contact information on the
NEA web site at:

<www.newenglandarchivists.org>

Executive Board Meeting Report

-Secretary Diana Smith

Items of business handled at the January 11, 2002 meeting of the Executive Board are summarized below. The text of the motions acted on by the Board is given at the end of this column. Complete minutes are available on the NEA web site or from the incoming secretary.

Officers' Reports

President: President Bill Ross reported that he had signed the agreement between NEA and the Mid-Atlantic Regional Archives Conference (MARAC) to hold a joint meeting 24-26 October 2002 in Poughkeepsie, New York. He also wrote a letter to Congressman Stephen Horn in respect to Executive Order 13233 and encouraged all board members to write letters to their Congressmen if they had not done so already.

Vice President: Vice President Joan Krizack stated that she had taken over President Ross's duties in the wake of his mother's passing, and had attended to a few other internal board business items.

Secretary: Secretary Diana Smith reported that the Board voted on three issues via e-mail between the October and January meetings:

1. To approve the question for candidates running for NEA office.
2. To approve the addition of Tamar Granovsky and Nighat Saleemi to the Education Committee.
3. To approve the minutes of the October Executive Board meeting.

Treasurer: Treasurer Liz Andrews reported that total deposits into the general account were \$50,316.36 for fiscal year 2001, and total disbursements from that account were \$43,638.13. These numbers include the receipts from the fall meeting but not disbursements. If expenses for the fall meeting exceed \$6,678, then the budget for fiscal year 2001 will have been in deficit.

The Board discussed the Richard Haas Memorial Fund Award and what might be required to make the Haas Award self-sustaining. Andrews reported that she had spoken to Mark Robinson, the ARMA Treasurer, who stated that the award account held a balance of \$8,316.74 as of December 12, 2001. He projected needing a total balance of \$24,900 for the award to become self-sustaining based on a withdrawal of \$500 per year, at today's low interest rates. The NEA Board agreed that this issue warranted further investigation.

Immediate Past President: Immediate Past President and Chair of the Distinguished Service Award Committee



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Aimée Felker announced that no new nominations for the Distinguished Service Award had been received.

Meetings

Fall 2001 (New Haven/Yale): The Board reviewed Local Arrangements Committee Chair Diane Kaplan's report which stated that Yale Catering Service has not yet presented the bill for the Saturday lunch. She also submitted a tabulation of the (mostly favorable) evaluation forms received.

Spring 2002 (Newport): Program Committee Chair Donna DiMichele reviewed the program, themed "Collaborative Adventures in Archival Endeavors." She stated that they currently have three door prizes for the final reception, and would welcome other ideas for door prizes.

Fall 2002 (Poughkeepsie): The Board reviewed Program Committee Co-Chair Barbara Austen's report, which contained proposed session descriptions.

Committee and Coordinator Reports to the Board

Education Committee: Chair Karen Spicher announced that three workshops were scheduled for Spring 2002:

Caring for Historical Records (Barbara Austen), Disaster Preparedness (Gregor Trinkaus-Randall), and Planning for EAD in an XML World (Timothy Young). The Board discussed questions of maximum reimbursement for instructor mileage and lodging expenses, policies of raising workshop fees to cover high photocopying or other materials expenses, and budgeting for break food during workshops. The Board instructed Spicher to keep the cost of workshops to \$20 for a half-day workshop and \$40 for a full day workshop, and to add a separate workshop fee for photocopying at the Education Committee's discretion.

Membership: Chair Beth Carroll-Horrocks reported that the Committee is working on ways to improve the open house for archivists and Simmons students, as well as current methods for welcoming new members.

Membership Secretary: Membership Secretary Deborah Richards reported that the total membership is currently 329, with 62 new members since October 2001. The current membership number is low because of outstanding renewals.

Newsletter Committee: Senior Editor Joan Gearin reported that the last issue of the newsletter was longer than usual due to the candidates' statements, and cost \$2,185.15.

Outreach Committee: Co-Chair Susan von Salis reported that the December Archives on the Road event was cancelled because of a room conflict at Boston College. Vice President Joan Krizack noted that so far all of the Archives on the Road events have taken place in Massachusetts. Von Salis explained that despite widespread publicity for the On the Road events, so far the only interest has come from individuals and organizations in Massachusetts.

Public Relations Coordinator: Public Relations Coordinator Daniel McCormack reported that he prepared a release for the two upcoming Distinguished Service Award honorees. The Board commented that they had seen and heard news stories about the Distinguished Service Award in several different places.

Task Force on Organizational Efficiency: The Board reviewed the final report of the Task Force on Organizational Efficiency, written by Chair Susan von Salis. The Committee investigated a number of ways to improve fiscal efficiency, and also examined some ways to improve organizational efficiency. The specific initiatives investigated were:

- A. Should NEA put the Newsletter on the web?
- B. Should the board establish a set meeting fee for a number of meetings into the future?
- C. Can the organization move to greater communication via electronic formats?
- D. Should NEA raise cost of workshops?

E. Should NEA reduce meetings from two to one a year?

F. How can NEA improve board communication?

G. Would there be any benefit to initiating an NEA records manager position?

H. Can we reduce the cost of the accountant?

I. Can the organization afford to initiate NEA scholarships (to attend spring and fall meetings)?

J. Can NEA begin to conduct business with the use of credit cards?

K. Should NEA try to increase membership (and thereby income)?

The Task Force concluded that for the most part, NEA is "already doing many tasks in the most efficient, financially responsible, and/or useful manner." The Board discussed the recommendations made by the Task Force for each point above, with the exception of letters H-J, which needed the input of the Treasurer, who was busy with other NEA matters and could not contribute to the Task Force. Ideas that arose from the discussion include: doing a member survey to determine the number of members who have web access, reducing the number of Newsletter issues to three, looking for meeting sites which are cheaper, arranging meetings which will be targeted for more experienced archivists, and other meetings targeted to newer archivists, holding workshops in addition to those at fall and spring meetings, undertaking initiatives to increase NEA's membership, putting a "ticker" on the home page with constantly updated information for members, keeping a copy of all the policies set in meetings in the Secretary's administrative handbook, and having a records manager in addition to an archivist. Von Salis will write up a summary of the discussion that took place, and Krizack agreed to head up an implementation team.

Web Committee: Co-Webmaster Glynn Edwards reported that the committee is currently looking for a new Web Coordinator, and welcomes nominations for the position.

Old Business

Representative-at-Large Rick Stattler presented the proposed Champion of Archives Award guidelines. Discussion ensued as to whether there should be a rule that it should be awarded at least once every five years, and whether the Immediate Past President should chair the award committee. Stattler will revise the guidelines, circulate them via e-mail, and will call for a vote to approve them at that time. The Board also reviewed the job description of the Representative-at-Large.

New Business

Discussion of the NEA Archives and electronic records was tabled, as the topic will be pursued as part of the implementation of the recommendations of the Task Force for Organizational Efficiency.

The following motions were acted upon:

1. To increase the maximum reimbursement for mileage and lodging for instructors to \$100.
2. To set the registration fee for the Spring 2002 meeting at \$55 for NEA members, \$75 for non-members, and \$27.50 for students.

3. To approve the addition of three new members to the Local Arrangements Committee: Douglas Doe of the Rhode Island School of Design, Mary Ellen Higgins, of the Willett Free Library in Saunderstown, and Cally Gurley, University of New England.

4. To accept the Representative-at-Large job description as amended.

The next meeting of the Executive Board will be held at the Redwood Library in Newport, Rhode Island on March 22, 2002. ☺

Treasurer's Report

-Elizabeth Andrews

Item	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2001YTD	2001 budget	2000 budget actual
Receipts							
Dues			\$760.00				\$9,955.00
Semi-Annual meetings		\$5,675.00		\$7,882.50	\$13,557.50	\$18,325.00	16,139.00
Meeting vendor (totaled into Semi-Annual meeting)			2,000.00	1,000.00	3,000.00		
Education workshops		782.50		1,560.00	2,342.50	2,025.00	2,175.00
Interest	20.15	59.21	25.48	46.16	151.00	250.00	108.24
Mailing lists			100.00		100.00	25.00	50.00
Advertising	120.00		575.00		695.00		
Donations	200.00	200.00	170.00		570.00		2,250.00
Hale Award Donation					125.00		135.00
Hass Award Donations					205.00		525.00
Miscellaneous							255.00
Total Receipts		\$8,376.71					
Disbursements							
Meeting Facilities & Equipment				70.00	\$5,224.97		
Spring 2002 Meetings					1,500.00	\$2,000.00	
Meeting Honoraria and Travel	30.13	1,200.00			1,230.13	2,600.00	1,189.00
Education Workshops	250.00			685.00	935.00	1,650.00	1,052.96
Newsletter	3,978.20		2,081.85	2,698.32	8,758.17	8,500.00	7,093.81
Membership	20.00	415.19	1,373.19	308.77	2117 3/20	2,000.00	256.18
Board							
Fees & Dues	738.50		35.00	25.00	813.50	1,000.00	815.00
Accountant Fees		900.00			900.00	1,000.00	970.00
Mileage Reimbursement						200.00	
Other Board Expenses	100.00	46.60	350.00	200.00	696.00	700.00	1,011.93
Nominating Committee	350.00	263.76			563.76	675.00	350.00
Public Relations				87.13	87.13	190.00	
Haas Award	250.00				250.00	250.00	250.00
Hale Award					75.00	75.00	
Development officer			68.71		68.71	100.00	
Outreach			41.28	703.25	744.53	3,400.00	11.99
Total Disbursements		\$4,325.55		4,777.47			
Cash surplus+ or (-deficit)	(-3,986.75)		(-319.55)			(-5,460.00)	

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- Deborah A. Richards

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News and Notes

CONNECTICUT

Association for the Study of Connecticut History Announces Two Awards

The Association for the Study of Connecticut History (ASCH) invites nominations for the Homer D. Babbidge, Jr. Award and the Betty M. Linsley Award for 2002. The Babbidge Award is given for the best work on a significant aspect of Connecticut history published in 2001. Eligible works include monographs, articles, edited works, exhibitions, films, television programs, etc. The Linsley Award is given for the best work on a significant aspect of Connecticut history created by, for, or on behalf of a Connecticut historical society or organization in 2001. Eligible works include monographs, articles, exhibitions, television programs, cassette tapes, finding aids or guides to manuscript collections, subject bibliographies, etc. This award honors Betty M. Linsley, ASCH Treasurer, history teacher, librarian, archivist, and genealogist, for her work promoting the study and preservation of Connecticut history.

For both awards, the ASCH will also consider persons and organizations whose achievements as a whole, rather than one specific work, merit recognition. A work will be considered only if nominated by someone other than the author, and a copy of the work must accompany the nomination. Send nominations to Patricia Thevenet, 88 B North Shore Road, Voluntown, CT 06384. The deadline for nominations is August 31, 2002.

Lojeri Productions Awarded Grants for Collaboration with Museums

Lojeri Productions, Inc., of East Hartford has received two grants towards the production of six half-hour programs for the award-winning series, *The Museum Insider*, and five orientation videos. The American Savings Bank Foundation awarded \$8,600 and the George A. and Grace L. Long Foundation awarded \$2,000. Other grants are pending.

This project is a collaboration with seven Hartford area museums: the Connecticut Firemen's Historical Society and Fire Museum (Manchester); the New England Air Museum (Windsor Locks); the Hill-Stead Museum (Farmington); the Noah Webster House (West Hartford); and the Wethersfield Historical Society, the Webb-Deane-Stevens Museum, and the Buttolph Williams House (Wethersfield). After production is complete in early 2003, the programs will air on cable access stations throughout Connecticut and surrounding states, and will be available for purchase through Lojeri Productions and the participating museums.

The museums will use the videos for in-house and outreach educational purposes.

The *Museum Insider* series was created in 1995 to promote cultural heritage tourism and educate the public about the museum profession. Lojeri Productions is a nonprofit company that produces educational and promotional films for and in conjunction with historical and cultural organizations and other nonprofit groups. For more information, visit <www.lojeriproductions.org>, or call (860) 291-0180.

Temporary Closing of Most Archival Collections at the Connecticut State Library

Due to a major move of most twentieth-century archival collections to a new off-site storage facility, substantial portions of these records will be closed to researchers between February 18 and April 22, 2002. The State Library will remain open during the time of the moving project. A limited number of heavily used archival collections will remain available and can be accessed through the History & Genealogy Unit of the Library. Researchers should consult the Library's web site for further information: <www.cslib.org/>.

About 20,000 cubic feet of archival records will be moved from six locations in the State Library at 231 Capitol Avenue in Hartford and three off-site locations to the new Van Block Storage Facility in Hartford. The new facility is designed exclusively for storage of archival, print, and newspaper collections. Once the move is completed and the materials have been inventoried, the collections will again be made available to the public in the 231 Capitol Avenue building.

Connecticut State Library Announces Grants to Connecticut Towns

The Connecticut State Library announces twenty-eight grants totaling \$92,531.00 from the Historic Documents Preservation Account to Connecticut towns. Award letters were sent to the recipients in mid-December, 2001. This second round of grants ends the first year of the grant program: during 2001, the State Library awarded one hundred thirty-three grants totaling \$424,915.00 to one hundred thirty-two towns. The awards ranged from \$2,500 to \$7,500, depending on the town's population and the amount requested.

The grant program, funded by a portion of a \$3.00 fee paid on all land record documents filed with Connecticut town clerk's office, helps municipalities enhance or improve the preservation and management of historic documents. The fund also supports disaster recovery grants for emergencies. Last year a disaster recovery grant was made to one

of the towns that received a preservation grant.

Each town may apply for one preservation grant annually. The total amount of grant funds available depends on the number of documents recorded each year.

State Library Holds Second Training Workshop for Town Clerks

The Office of the Public Records Administrator used administrative funds from the Historic Documents Preservation Program for a second training workshop for town clerks. Entitled "Preservation Technologies: Options for Preserving Historic Records," the class was held at the Holiday Inn at Cromwell, CT. Steve Dalton, Director of Field Service of the Northeast Document Conservation Center in Andover, MA, was the presenter. The workshop covered the brittle paper problem, the role of preservation technologies in a preservation program, mass deacidification, paper splitting, preservation photocopying, choosing items for reformatting, preservation microfilming, and digital imaging. For more information, contact Eunice G. DiBella, Public Records Administrator, at <edibella@cslib.org>.

MAINE

Maine Historical Society to launch Maine Memory Network

The Maine Memory Network is a statewide digital museum and educational service designed to make rare and often inaccessible materials available to the public at large. Based on the many-to-many model of information sharing, it is a unique innovation in internet technology. Initially conceived by the Maine Historical Society as a way to share the Society's own vast wealth of resources, the project quickly expanded to include the potential participation of all collecting/interpreting institutions in Maine—museums, archives, libraries, historical societies, and more.

Thanks to seed funding from the Maine State Legislature and the New Century Community Program, the project has been in development for over a year with help from Aurora and Quanta Productions, a Portland-based new media development firm. The Maine Historical Society was recently awarded a Technology and Opportunities grant for \$375,000 from the National Telecommunications and Information Administration, United States Department of Commerce. This will allow the project to enter partnerships with historical and cultural institutions across the state, to select, digitize, upload and catalog documents for inclusion in the Maine Memory Network. The Maine Memory Network will be available at <www.mainememory.net>.

Bowdoin Dedicates George J. Mitchell Department of Special Collections & Archives

Bowdoin College celebrated the dedication of the newly named George J. Mitchell Department of Special Collections & Archives on February 8, 2002, in honor of Senator Mitchell, Class of 1954, whose papers were donated to the College in 1995. Renaming the department coincided with rededication of Hawthorne-Longfellow Library, which underwent extensive renovations during 2000 and 2001. Special Collections & Archives facilities were completely remodeled during the project.

Mitchell was born on August 20, 1933, in Waterville, Maine. He served as U.S. Senator (D-Maine) from 1980-95, and was Senate Majority Leader from 1989-95. He played a central role in the Northern Ireland peace process leading to the Belfast Agreement of 1998, and he was chairman of the Sharm el-Sheikh International Fact-Finding Committee on the crisis between Israel and the Palestinian Authority. Recently he was named overseer of the American Red Cross Liberty Fund, which provides relief for September 11 attack victims and their families. The George J. Mitchell Papers, which occupy over 1,000 feet of shelving, document this extraordinary career of public service to Maine, to the nation, and to the world.

MASSACHUSETTS

MIT Archives Reading Room Hours and Service Temporarily Reduced

Early in February, 2002, the Institute Archives began a special one-year project to organize important research material in its collections. To free up staff to carry out this project in a concentrated time-frame, the reading room will be open to the public only two days a week February through May, and July through the following January. It will be open five days per week for the month of June to allow scholars significant uninterrupted time for projects involving use of the collections.

For the one-year period of the special project, services to those from outside MIT will be reduced. The Archives will not provide e-mail, telephone reference, or research service to remote users, and all forms of copying will be limited. There will be no access to the unprocessed collections. For the convenience of the public, the Archives will post a list of collections that can be used on its web site: <libraries.mit.edu/archives/>.

It is anticipated that in the course of the year, the Archives staff will process a considerable number of collections, making them accessible for those seeking factual information or research resources about MIT and its history. The MIT archival collections are among the most significant records in the history of science and technology in

the United States. It is likely that many important yet never-used documents will be "discovered" in the process. For further information, contact Megan Sniffin-Marinoff: <msniffin@mit.edu>, or (617) 253-5690.

Museum and Library Archives Institute

The fifth annual Museum and Library Archives Institute will be held at the Wilbraham & Monson Academy on June 21-22, 2002. The Institute is sponsored by the Monson Free Library and Reading Room Association, the Massachusetts Board of Library Commissioners, the New England Archivists, the New England Museum Association, and the Worcester Historical Museum.

The Institute consists of two parallel programs: the Introductory and the Special Topic. The Introductory Program is designed for those who have responsibility for museum and library records and special collections, but limited experience with archival methods and procedures. This year's Introductory curriculum covers collecting, accessioning, appraising, arrangement and description, reference and access, oral history, and photography. The Special Topic track goes beyond the introductory level and focuses on a particular archival issue in depth. The 2002 Special Topic will address how to operate an archives on a shoestring.

The Institute is hosted by the Wilbraham & Monson Academy, a 197 year-old co-educational boarding school located in Wilbraham, Massachusetts, in the heart of the Pioneer Valley. For more information, contact Theresa Rini Percy, Director, Monson Free Library, 2 High Street, Monson, MA. Tel: (413) 267-3866. Fax: (413) 267-5496. E-mail: <tpercy@cwmars.org>.

"Women and War" On-line Exhibit at the Schlesinger Library

The Schlesinger Library on the History of Women in America invites you to visit "Women and War", an on-line exhibit drawing on the Library's photograph, manuscript, ephemera, and book collections. The exhibit documents the involvement of American women in the many facets and faces of war, from the Civil War through the Vietnam Era. It features women in the armed forces, on the home front, and as nurses, overseas aid workers, victims, and war production workers. The on-line exhibit is a representative sampling of the larger in-house exhibit, mounted by photograph curator Marie-Helen Gold, that was on view at the Library from November 15, 2001 through February 15, 2002. The on-line exhibit, launched by Joanne Donovan and Glynn Edwards of the Manuscript Department, includes a selection of digitized photographs, pamphlets, and book covers, as well as excerpts from letters

and diaries, arranged by topic. Please visit the on-line exhibit at <www.radcliffe.edu/schles/newsevt/exhibits/war/index.htm>. Comments are welcome.

Baker Library Launches Innovative Web Guide: Women, Enterprise and Society

In 1999, Baker Library initiated a survey of the Business Manuscripts Collection to identify materials that would be useful to the study of the historical role of women in business and the economy. This three-year survey uncovered a significant economic record in financial and legal documents, and unexpectedly rich resources for social and cultural history in a wealth of personal writings. Among the manuscript sources are account books, credit reports, payrolls, time books, employee registers, letters and diaries, as well as advertising ephemera and photographs.

All the materials identified by the survey are described in an innovative, web-based guide entitled *Women, Enterprise and Society: A Guide to Resources in the Business Manuscripts Collection at Baker Library*. The guide contains detailed descriptions of resources located in approximately two hundred manuscript collections and incorporates links to full collection records in the Baker On-line Catalog. The web format likewise provides the infrastructure for future updates as additional materials are identified and acquired. The guide is available at <www.library.hbs.edu/hc/wes>.

For further information, please contact the Historical Collections Department at (617) 495-6411 or at <histcollref@hbs.edu>.

John J. Burns Library's Archives & Manuscripts Department Produces New Virtual Exhibits

Over the last several months, Boston College's Burns Library has assembled and mounted two on-line exhibits: "Teams of Destiny: the First Fifty Years of Football at Boston College" and "Thomas P. O'Neill, Jr. and Boston College." The first exhibit examines and highlights the achievements of the 1899, 1920, 1928 and 1940 teams. They were four of the most outstanding football squads of Boston College's first half-century of collegiate football (the program began in 1893). The second exhibit examines Boston College's most celebrated political son, the late U.S. House Speaker Tip O'Neill (Boston College Class of 1936). It describes O'Neill's life and accomplishments, emphasizing his connections to his alma mater.

The exhibits provide textual information with accompanying images. They use materials from the Burns Library's collections and make particular use of the holdings from the University Archives. Easy to navigate, these sites endeavor to

document Boston College's rich history and make people aware of the interesting materials housed in the Burns Library. Both exhibits are accessible at: <www.bc.edu/bc_org/avp/ulib/Burns/virtualexhibits.html>

Historical Records Forum: Documenting Underdocumented Populations & Communities

The Fifth Annual Community Forum on Historical Records, "Documenting Underdocumented Populations & Communities," will meet on Friday, June 7, 2002 at Bridgewater State College, Bridgewater, MA. Secretary of the Commonwealth William Francis Galvin and the Massachusetts Historical Records Advisory Board are co-sponsors of the forum.

The plenary speaker will be Thomas O'Connor, Professor of History Emeritus at Boston College. He is the author of *The Hub: Boston Past and Present*; *The Boston Irish: A Political History*; *Civil War Boston: Home Front and Battlefield*; *Boston Catholics: A History of the Church and Its People*; and *South Boston, My Home Town: The History of an Ethnic Neighborhood*. Dr. O'Connor will speak on his experience and research methodology as a scholar of immigrant and community history, with attention to future historians and the availability of historical documentation for research.

Forum session topics include: methodology & research, federal & state records, education & teaching, churches & religious communities, exhibits & programs, documentation projects, preservation issues, and cultural awareness. Session participants include Arab Americans, Gypsies, Armenians, Cape Verdeans, Portuguese, Brazilians, Chinese, Southeast Asians, Latinos, African Americans, Somalians, Native Americans, Swedes and Lithuanians.

For more information, please visit the MHRAB homepage at <www.state.ma.us/sec/arc/arcaac/aacintro.htm> or contact Bill Milhomme, at (617) 727-2816 X257, <william.milhomme@sec.state.ma.us>.

VERMONT

Vermont State Archives Updates "Continuing Issues"

In response to sustained public discussion over the role of judicial review and the use of the veto, the Vermont State Archives added overviews of those issues to the "Continuing Issues" section of its web site. The goal of "Continuing Issues" is to link the concept of records of continuing value to the idea that there are continuing issues of government



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and governance. That link fosters better understanding of the institutional role of archival management. The two new entries include overviews of the issues and links to each case in which the Vermont Supreme Court decided that legislation did not pass constitutional muster, and to each veto message. Visit the web site at: <vermont-archives.org/governance/govern.htm>.

VHRAB and Vermont State Archives Offer Programs Under NHPRC Re-Grant

The Vermont Historical Records Advisory Board (VHRAB) and the Vermont State Archives recently completed, under an NHPRC re-grant, a series of workshops on photograph care and on planning digital projects. Under the re-grant, VHRAB has been encouraging collaboration among local repositories and is currently funding six such efforts. In one effort, a group of municipal clerks is developing archival management plans based on on-site needs assessments. Several other projects involve town clerks, local historical societies and local churches working together to address common needs.

Copy of the Vermont Constitution Available for Travelling Display

The Vermont State Archives exhibit on the 225th anniversary of the State's first constitution, in the Statehouse in January-February, included a carbon-inked, art quality reproduction of the 1777 Vermont Constitution. This reproduction will eventually be available for traveling display in the schools, courthouses, and other public buildings of the state. The exhibit was a partnership between the State Archives, the Vermont Judicial History Society, and Archival Image, a private firm working with repositories to digitize archival photographs for art quality reproductions.

OUTSIDE NEW ENGLAND

Library of Congress Publishes New Guide to Women's History Resources

American Women: A Library of Congress Guide for the Study of Women's History and Culture in the United States was recently published by the Library of Congress in cooperation with University Press of New England. This latest addition to the Library's series of resource guides provides a blueprint for research in the field of American women's history and culture using the Library's vast collections, in various disciplines and formats.

With twelve chapters, nearly three hundred illustrations, and five topical essays, *American Women* is designed to help researchers mine the wealth of information on women in the Library's unparalleled collections. The five essays, written by area specialists, demonstrate how to conduct interdisciplinary research using the Library's twenty-one reading rooms. Topics include the woman suffrage parade of 1913; the campaign to ratify the Equal Rights Amendment; woman as symbol; women's westward movement to California; and the life and work of Marian MacDowell.

Selected items illustrated in the guide are on display in the "American Treasures of the Library of Congress" exhibition in the Thomas Jefferson Building and on-line at www.loc.gov/exhibits/treasures. The guide is available for \$35 at major bookstores, through the University Press of New England, and from the Library of Congress Sales Shops: (202) 707-0204.

Gilder Lehrman Fellowships in American Civilization

The Gilder Lehrman Institute of American History invites applications for short-term fellowships in American Civilization, in two categories. The categories are

Research Fellowships, for post-doctoral scholars at every rank, and Dissertation Fellowships, for doctoral candidates in their final year before submission of the dissertation. The Fellowships support work in one of four archives: the Gilder Lehrman Collection, on deposit at the Pierpont Morgan Library; the Library of the New-York Historical Society; the Columbia University Rare Book and Manuscript Collection; and the New York Public Library. The application deadline is May 1, 2002. For more information, visit www.gilderlehrman.org.

Job Announcements

For more job announcements, visit the NEA web site at www.lib.umb.edu/newengarch/htm.

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Around and About

Focus on New England: The Manuscripts and Archives Division of the New York Public Library, the Humanities and Social Sciences Library

Valerie Claire Wingfield, Manuscripts Specialist, the Manuscripts and Archives Division, New York Public Library

When a researcher is seeking material on the history of New England and its residents, the New York Public Library may not be the first repository that leaps to mind. Archives, libraries, and historical societies throughout New England provide rich collections for historical research on New England. However, researchers would do well also to consider the holdings of the New York Public Library's Manuscripts and Archives Division.

The Manuscripts and Archives Division is among the eight divisions and collections that form the Special Collections within the Humanities and Social Sciences Library. The Humanities and Social Sciences Library is one of the New York Public Library's four research libraries in the borough of Manhattan. The other three research libraries are the New York Public Library for the Performing Arts, the Schomburg Center for Research in Black Culture, and the Science, Industry and Business Library. The Library also administers eighty-five branch libraries in the Bronx, Manhattan and Staten Island.

The Manuscripts and Archives Division holds approximately 29,000 linear feet of material, including cuneiform clay tablets, a collection of medieval and renaissance manuscripts, publishers' archives, family papers, literary papers, and collections focusing on political, economic and social his-

tory. There is also an assortment of artifacts. While the bulk of the Division's holdings focus on New York City history, a small percentage relate to New England, and there are many interesting resources for research in New England history.

New England history in the Manuscripts and Archives Division is found in diaries, family papers, collec-

hundred seventy diaries (arranged in one series, chronologically) dating from the seventeenth to the twentieth centuries. New England diaries represent approximately ten percent of the collection, and are mainly from the seventeenth, eighteenth, and nineteenth centuries.

The majority of the diaries by New Englanders and visitors to New England were written by white males during the nineteenth century. Many of the diaries were kept by preachers, travelers, mariners, and merchants. One of the earliest New England diaries is that of Thomas Shepard, minister at Cambridge, Massachusetts, written from 1640 to 1644. There are few diaries by women in the collection. Hannah Blaney Thacher Washburn writes in her diaries (1861-1870) of social and current events, life at home, apple picking and other activities around her home near Woodstock, Vermont.

Premier among the Division's family papers is the Gansevoort-Lansing Collection. The existence of this collection is largely due to the preservation efforts of a family member, Catherine Gansevoort Lansing, who bequeathed the collection to the Library in 1919. The Gansevoorts and the Lansings were original Dutch settlers of upstate New York in the Hudson and Mohawk Valleys. This outstanding collection of letters and documents focuses pri-



Album page from the Gansevoort-Lansing Collection, showing the sons of Maria Gansevoort and Allan Melville. The writer Herman Melville is in the upper right corner. *Courtesy Manuscripts and Archives Division, New York Public Library.*

tions documenting the role of New Englanders in the Revolutionary War, and the records of the United States Sanitary Commission from the Civil War era, which had many famous New England participants.

The Division's diary collection developed over the years as donors routinely bequeathed diaries. The Division holds approximately three

marily on the seventeenth through the nineteenth centuries. Of particular interest to a researcher of New England history are the Melville family papers in this collection.

Several letters and literary manuscripts by Herman Melville are included. Melville's letters (1837-1889), were written to family, friends and acquaintances. Further material acquired in the 1980s sparked renewed interest among Melville scholars. The notable acquisitions include a letter written by Herman to his brother Allan in 1849 mentioning the birth of Melville's first child, Malcolm, and thirty pages of the first draft of *Typee* in Melville's hand, consisting of Chapters 12-14 of the Northwestern edition, 1845.

The Duyckinck Family Papers are heavily used by researchers, mostly for their rich literary history. The collection mainly reflects the work of two brothers, Evert Augustus Duyckinck and his younger brother George Long Duyckinck, mid through late nineteenth century biographers of New York City residents. The collection contains correspondence, diaries, notebooks, manuscript writings, memorabilia, and legal, financial, and business papers. Researchers are particularly attracted to the literary correspondence, which contains letters to the brothers in their capacity as editors of *Arcturus*, *The Literary World*, and *The Cyclopaedia of American Literature*. Prominent literary figures represented include Nathaniel Hawthorne, Ralph Waldo Emerson, Henry Wadsworth Longfellow and Henry David Thoreau. Nathaniel Hawthorne is prominently represented with twenty-

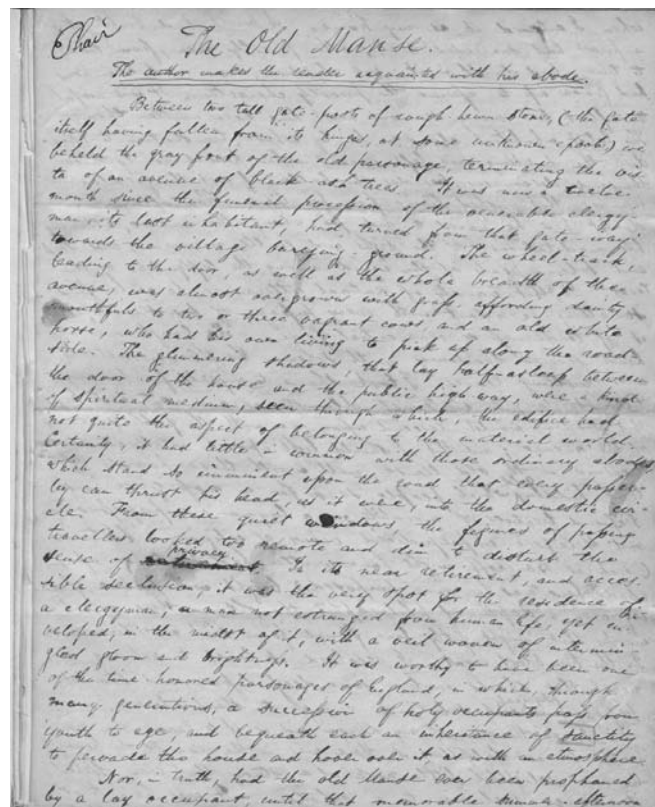
five letters dated 1841-1857, along with his manuscript of *The Old Manse*.

The Adams-Slocum Family Papers document the lives of New England working women during the nineteenth century. This small collection contains the correspondence of Susan Adams, her sister Charlotte Adams Slocum, and her brother-in-law Christopher Slocum, all of Medway, Massachusetts. There are a few letters of Esther Slocum Pennell, who was a teacher in Providence, Rhode Island, before her marriage to

other domestic professionals. These letters reveal the bonds of family and friendship among women separated by great distances.

The Division also curates collections that document New England's participation in the American Revolution. Foremost is the Division's George Bancroft Collection, spanning the seventeenth through the nineteenth centuries. George Bancroft (1800-1891) was born in Worcester, Massachusetts, and had a distinguished career as an historian, diplomat and public official. Bancroft's background as an historian led him to collect manuscripts pertaining to the history of the United States. Prominent in this collection are the Connecticut Papers, which contain the letters of Jonathan S. Johnson and others on colonial matters and events leading to the American Revolution; Massachusetts records containing the writings of the Boston Committee of Correspondence, 1772-1774; and the papers of American patriot Samuel Adams. The Samuel Adams Papers, 1635-1826, consist mainly of letters to Adams—many from prominent individuals that document Adams' political and private life. Also included are transcripts of papers of Samuel Adams, 1768-1771, Massachusetts public documents, and articles submitted by Adams under a pseudonym.

The Division also holds the records of one of the most important volunteer organizations that operated during the United States Civil War to provide relief to the Union soldiers and officers—the United States Sanitary Commission. Henry W.



Nathaniel Hawthorne's manuscript of *The Old Manse*, from the Duyckinck Family Papers. Courtesy Manuscripts and Archives Division, New York Public Library.

the Reverend Lewis Pennell. The collection's most interesting correspondence belongs to Susan Adams. The letters, written between 1809 and 1834, detail the social and economic conditions of women in Massachusetts and Rhode Island who were employed in private homes as spinners, weavers, housekeepers and

Bellows, a native of Massachusetts, founded this organization. Another prominent individual serving in the Commission was Frederick Law Olmsted of Connecticut, and later of Brookline, Massachusetts. Olmsted, the landscape architect famous for creating New York's Central Park and Boston's Emerald Necklace, served as general secretary of the Commission. This collection documents New England's relief efforts, particularly the records of the New England Women's Auxiliary Association, and the Executive Committee of Boston Associates Archives. Other sections of the collection yield information on New England troops, their health, camp conditions, and related information. In 2000, the Research Libraries received a \$250,000 federal "Save America's Treasures" matching grant to conserve and process sections of the collection; therefore, parts of the Commission records may not be available during the years 2001-2003. Conservators in the Library's Barbara Goldsmith Conservation Laboratory are currently humidifying, flattening,

and cleaning the documents.

Another division of the Special Collections, The Henry W. and Albert A. Berg Collection of English and American Literature, overlaps partially with the Manuscripts and Archives Division with regard to New England and New Englanders. This collection is recognized as one of America's exceptional holdings of first editions, rare books, autograph letters and manuscripts. Dr. Albert A. Berg (1872-1950), surgeon and trustee of the Library, established the collection in memory of his brother Dr. Henry W. Berg.

For information on other subject areas, researchers should refer to the Manuscripts and Archives Division's finding aids. There are three major access points: the Dictionary Catalog of the Manuscripts Division (2 vols., G.K. Hall & Co., 1967), the Division's card catalog (records are current until the mid 1980s) and the on-line resource CATNYP (available on the web at <catnyp.nypl.org/>). Guides to some of the archival and

manuscript collections are available on-line as part of the Digital Library Collection. The Division continues to upgrade its on-line resources.

The Manuscripts and Archives Division's holdings are maintained in a climate-controlled environment in the Bryant Park Stack Extension. Due to the distance of the collections from the reading room, and to avoid delays, researchers are advised to make their request for the use of the material in advance of their visit.

The Manuscripts and Archives Division, 5th Avenue and 42nd Street, New York, N.Y., is open Tuesday through Saturday; Tues.-Wed. 11:00-5:45, Thurs.-Sat., 10:00-5:45. Rules for access and electronic finding aids are available on the Library's web site: <www.nypl.org/research/chss/spe/rbk/mss.html>. Contact information: (212) 930-0801 or e-mail <mssref.nypl.org>. For further information about the Henry W. and Albert A. Berg Collection, call (212) 930-0802. ☺

Apply for the Richard W. Hale Jr. Professional Award

The Hale Award for \$1,000 is given annually by the New England Archivists to promote the professional development of archivists in the region. Individual members of NEA are invited to apply for the award. Applicants may propose participating in an educational program or workshop, preparing a paper for possible publication or oral presentation, attending a professional meeting, or any other activity promoting professional development. The award cannot be used to purchase supplies or equipment. Recipients are expected to submit a report on their project upon completion to the *NEA Newsletter*. The deadline for applications is July 1.

For further information, contact Cally Gurley, Curator, Maine Women Writers Collection, University of New England, 716 Stevens Avenue, Portland, ME 04103-2670, (207) 797-7688 x4324, fax (207) 878-4893, <cgurley@mailbox.une.edu>. Your application should include your name, address, institutional affiliation, telephone number, date, and signature. On a separate sheet of paper (use more if necessary), please explain the activity the award would support, the expected benefits of the activity, how the award would be used, and a timeline for completion of the project. Please include a copy of your resume. ☺

Reviews

Cox, Richard J. *Documenting Localities: A Practical Model for American Archivists and Manuscript Curators*. Lanham, MD: SAA and Scarecrow Press, 2001. 182 pp. \$27.50. ISBN 0-8108-4010-3 (paper).

-Daniel Daily, Dartmouth College

First published in 1996, the 2001 paperback edition of *Documenting Localities* is worth noting and reading as there are continuing emphases on local history and collaboration among archival repositories. These emphases are now, at least, in their second decade at the national level. As these emphases in archival management mature, *Documenting Localities* provides archivists with a framework for the never-ending task of ensuring that the historical record does not end up in the dustbin of history.

Richard Cox provides a framework by making a cogent, well-stated case for the theory of documentation strategy. *Documenting Localities* is not a how-to book for developing collection development policies. Rather, Cox synthesizes a broad spectrum of literature in archival science, history, and the social sciences to argue that American archivists must move away from reactive, uncoordinated collecting strategies to proactive documentation plans. Cox, Associate Professor of Archival Studies at the University of Pittsburgh, does succeed in arguing for the theory of documentation strategy. He is less convincing when it comes to the practice of documentation strategy.

A key element of documentation strategy, as defined by Cox, is that archivists should ask what the ideal documentation of topic or locality would look like before even examining a series of records or a manuscript collection (p.80). Achieving ideal documentation for a locality or even a plan for attaining such an ideal has to be cooperative. No single institution can collect and manage a comprehensive and representative record of a locality. In defining locality, Cox borrows from Carol Kammen's work on local history: local history is the study of the past, both people and events, in a given geographic region. Cox further maintains that the motivation behind capturing local history is that the individual identifies with a geographic region for several reasons, including socioeconomic reasons (p. 9).

Moving from definitions and a brief review of local history in American historiography, Cox maintains that traditional approaches to collecting historical records in a locality are insufficient. He states that acquisition policies are plagued by unrealistic collecting scopes, imprecise definitions of localities, the lack of institutional archives, competition rather than cooperation among repositories, and archivists' own subjectivity (p. 43). Identifying the ideal documentation of a locality, a focus on appraisal of records for their evidential value, the encouragement of institutional archives, and cooperation are all corrections to the above

problems and components of Cox's documentation strategy model. Cox has stated his case well. Moreover, his advocacy for identifying the ideal documentation of a topic or locality is sound and appealing.

Nevertheless, Cox is less convincing in proving the applicability of the documentation strategy (Chapter Three). His real life case study was inconclusive. Cox, who directed the Western New York documentation strategy case study (1980s) sponsored by the New York State Archives, admits the results were inconclusive. There is nothing wrong with that *per se*. Experimentation requires more than one attempt. Furthermore, he reflects on outstanding questions from the project. Still, the reader is left wondering if the theory is generally applicable. This question is better left for the end of the book. Thus, Chapter Three should appear as an appendix. This would allow Cox to move, without disruption, from the concept of documentation strategy to his useful and practical outline for implementing the model. The way the book stands, Chapter Three is a distraction.

Documenting Localities leaves the reader pondering over how to better achieve archival documentation, presents a reasonable model, and leaves a path for testing the theory. For these reasons, archivists and manuscripts librarians will benefit from reading Cox's work. ©

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NEA By-Laws

I. NAME

The name of this organization is NEW ENGLAND ARCHIVISTS. It is incorporated as a nonprofit organization under the laws of the Commonwealth of Massachusetts.

II. PURPOSES

New England Archivists is an organization established to foster the preservation and use of records of enduring value in New England, public and private, corporate and individual, and to improve the management and the public awareness and understanding of such records, by providing pre-professional and continuing education in archival theory and practice; a forum for the exchange of information among individuals and institutions having responsibility for records of enduring value in the region; and appropriate means of communication and cooperation with other archival organizations at the local, regional, and national levels, and with individuals and groups representing allied professions.

III. MEMBERSHIP

- 1) Membership is open, upon payment of dues, to any individual or institution concerned with or interested in accession, administration, organization, preservation, or use of archival and manuscript material.
- 2) There are two categories of membership: Regular and Institutional.

IV. OFFICERS AND GOVERNMENT

- 1) The officers shall be a president, president-elect who shall serve as vice-president, secretary, and treasurer. The terms of office of the president and president-elect shall be one year, and of the secretary and treasurer, two years. No officer shall serve more than two consecutive terms in the same office. Each officer shall have duties usually associated with the office.
- 2) Four representatives-at-large shall be elected, each for a term of three years. No representative-at-large shall serve more than two consecutive terms.
- 3) The president, with consent of a majority of the voting members of the executive board, shall appoint a

Massachusetts resident as corporation clerk to serve at the pleasure of the board. The president may also, with consent of a majority of the voting members of the board, appoint persons to undertake such other responsibilities as the board may from time to time deem appropriate; the president may, with such consent, designate such persons as members of the executive board without vote.

- 4) The executive board shall consist of the president, president-elect, secretary, treasurer, the representatives-at-large, and the immediate past president, as voting members; and as ex officio, non-voting members, the corporation clerk and such other persons as shall have been appointed to undertake responsibilities pursuant to section 3 of this article, and shall have been so designated. The executive board is empowered to conduct business between annual meetings within general policies approved by a majority of its voting members. All decisions shall be by majority vote of those board members present. All executive board meetings shall be open to members.
- 5) The president, with consent of a majority of the executive board, shall appoint a program committee, and other appropriate committees.
- 6) Officers and representatives-at-large shall be elected by mail ballot of a majority of those members voting, from a slate presented by the nominating committee. Nominees must be members of New England Archivists. At least two candidates shall be slated for each office. The slate shall include the name of any member nominated by a petition signed by not less than ten per cent of the membership and received by the chair of the nominating committee not later than sixty days in advance of the annual meeting. The ballot shall contain space for write-in candidates for each office. Ballots shall be mailed to members at least thirty days in advance of the annual meeting. To be counted, ballots must be returned to the chair of the nominating committee post-marked not later than ten days in advance of the annual meeting, and received by said chair not later than the second day before the annual meeting.
- 7) In the event of a tie vote for any office, the successful candidate shall be determined by re-balloting the membership using the same mailing list as for the original ballot.

- 8) Any vacancy in the executive board shall be filled by the board until the next election when candidates shall be nominated to fill any unexpired term.

V. MEETINGS

- 1) New England Archivists shall hold at least one meeting a year to transact any business brought before the meeting and to provide a program of general interest. This annual meeting shall be held in the spring.
- 2) Special meetings may be called by the president, with consent of a majority of the executive board, or at written request of ten percent of the members addressed to the executive board through the president or the president-elect.
- 3) The membership shall be notified at least ninety days in advance of an annual meeting and thirty days in advance of a special meeting. Those members present and voting shall constitute a quorum.
- 4) The executive board shall meet as necessary. Five voting members, one of whom must be the president or vice-president, shall constitute a quorum.

VI. FINANCES

- 1) The treasurer shall record the financial transactions of New England Archivists so as to ensure that the membership may have a sound basis for evaluating the management of its funds; that the board may have adequate information on which to plan the activities of the organization; and that its financial practices conform to applicable accounting standards. The treasurer shall maintain such records, for accounting purposes, on a cash basis.
- 2) The president shall, with the approval of the executive board, from time to time, but no less frequently than every third year, appoint a professional accountant to examine the financial records of the organization and to report his/her findings to the board consistently with generally recognized accounting practices.
- 3) Annual dues for regular membership may be changed at an annual meeting by a majority vote of the members attending.

- 4) Life membership category shall be abolished as of January 1, 1995. Individuals who have paid for a Life Membership prior to September 1, 1994 will remain Life Members and will receive full membership benefits.
- 5) The fiscal and membership years shall run from January 1 to December 31.
- 6) Institutional membership dues shall be \$10.00 more than the current membership rate. An institutional member shall receive one (1) copy of each NEA publication that is distributed to the general membership free of charge. It shall be entitled to all other publications at the membership rate and employees of the institution may attend workshops and meetings at the member rate. The Institution is not entitled to vote in the annual election nor shall it hold elected or appointed office.

VII. DISPOSITION OF ASSETS AND RECORDS

- 1) As the records of the organization become non-current, those of enduring value shall be donated to an archival repository selected by the board to be preserved under a formal agreement which shall address the needs of both the officers and members of New England Archivists and the general public for access to the records in accordance with the normal policies and practices of the repository.
- 2) If it becomes necessary to dissolve the organization, its assets shall be turned over to an historical or archival organization selected by the board.

VIII. PARLIAMENTARY AUTHORITY

The latest edition of Sturgis's Standard Code of Parliamentary Procedure shall govern the proceedings of the organization, except as otherwise provided by these bylaws.

IX. AMENDMENTS

Amendments to these bylaws must be proposed in writing and filed with the secretary at least sixty days prior to an annual meeting. Copies shall be mailed to all members at least thirty days in advance of the annual meeting. An affirmative vote by a two-thirds majority of voting members present shall constitute passage. ©

Internet Tidbits

-Jackie Dean

At the last Society of American Archivists Convention in Washington, D.C and at the October NEA meeting in New Haven, CT, there was much talk on the topic of standards and how they apply in our archival practices. Talking about all the various types of standards out there can be confusing. Fortunately, a comprehensive guide to standards is available on the SAA web site. The on-line version of *Standards for Archival Description: A Handbook* <archivists.org/catalog/stds99/index.html> ". . . describes technical standards, conventions, and guidelines used by archivists in describing holdings and repositories." This handbook gives an introduction to standards and a history of the archival community's participation in standards; there is even a section on coping with acronyms. The handbook includes descriptions of data structure standards like MARC AMC, data content standards such as APPM, thesauri and authority control files like AAT and LCSH, as well as international standards such as ISAD-G and RAD among others. There is information on how to obtain the text of the standard (including a link if the standard is available on-line), a description of the development, approval, and maintenance of the standard, its scope and structure, its

archival applications, and a list of related standards.

Ready, 'Net, Go!: Archival Internet Resources

<www.tulane.edu/~lmiller/ArchivesResources.html> is an index of archival indexes or a "meta-index" maintained by the Special Collections at Tulane Libraries. The sites are arranged into five general categories: master lists of archives, tools for archivists, archival search engines, professional resources, and searching resources. There are approximately six to ten sites in each category. Each entry is annotated with a paragraph explaining who is responsible for the site, what the site contains, and how it can be helpful to archivists. The searching resources category is especially interesting because the annotations explain the differences among common internet search engines such as Google, Hotbot, Alta Vista, and Northern Light.

Object of the Month:

Every month, the home page for the MIT Institute Archives and Special Collections <libraries.mit.edu/archives/index.html> highlights an object from its collection with an image of the object and a brief description. Past Object of the Months dating from September 1999 can be viewed at <libraries.mit.edu/archives/mithistory/exhibits-object.html> ☺



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People

Paul R. Bergeron, City Clerk in Nashua, NH, has been appointed by the Governor and Executive Council to the New Hampshire State Historical Records Advisory Board for a term to expire on January 2, 2005.

Nancy Cott began her appointment as Carl and Lily Pforzheimer Foundation Director of the Schlesinger Library and Professor of History in the Faculty of Arts and Sciences at Harvard on January 1. She was previously Sterling Professor of History at Yale, where she had been a history faculty member since 1975 and had chaired the Women's Studies and American Studies programs.

Sarah R. Demb, formerly the Museum Archivist for the Peabody Museum at Harvard University, has joined the staff of the National Museum of the American Indian (NMAI) at the Cultural Resource Center in Suitland, MD, as Lead Assistant Archivist. She was also recently appointed editor of MARAC's DC Caucus Quarterly newsletter. Sarah served as co-editor of the *NEA Newsletter* from 1998-2001. She can be reached at the NMAI at (301) 238-6624.

Ian Graham, Special Collections & Archives Assistant at Bowdoin College Library, has been awarded the Colonial Dames Scholarship to attend the Modern Archives Institute at the National Archives and Records Administration in Washington, D.C. This national award financially assists two archivists each year to attend the National Archives' Modern Archives Institute. Mr. Graham has worked in Special Collections & Archives at Bowdoin College Library since February 2001.

Guy McLain is the new Director of the Connecticut Valley Historical Museum at the Quadrangle, in Springfield, Massachusetts. McLain previously headed the Genealogy and Local History Library and Archives at the Quadrangle, from 1988-95, and was most recently special collections librarian at the Springfield Library.

James Matarazzo, dean of the Simmons College Graduate School of Library and Information Science, is retiring on August 31 after eight years as dean. He will be on sabbatical leave in the fall of 2002 and will return to teach part-time beginning in January 2003.

Nancy Richard, Director of the Library and Special Collections at the Bostonian Society and former Special Projects Coordinator in the Northeastern University Archives, and **Joan Krizack**, University Archivist and

Head, Special Collections Department (Northeastern University), have been awarded the David B. Gracy Award for their article, "Preserving the History of Boston's Diversity." The award recognizes a superior contribution to *Provenance*, the journal of the Society of Georgia Archivists. Named for the founder and first editor of *Georgia Archive*, the predecessor of *Provenance*, the award is judged by the Provenance Editorial Board.

Jason Wood is the new Records Manager/Assistant Archivist at Simmons College Archives in Boston. A graduate of the Simmons Graduate School of Library and Information Science, he earned his B.A. from the University of Maine. Wood's recent experience includes the Harvard Law School Special Collections Department and the Forsyth Institute Library. ☺


Does your repository have a great photograph you want to share?

The New England Archivists web site is always looking for images to display on the site. Each photograph will appear on the site for at least one month and will include a caption and either a link to the archives' web page or contact information.

If you are interested in attracting attention to your collections or web site by submitting a photo, please use these guidelines:

- Please send us 2 to 3 images and try to pick ones that are not too busy. Horizontal images work best.
- Submissions should be attached to an e-mail, preferably in GIF format at 72 dpi. Send the e-mail to: <gedwards@radcliffe.edu>.
- They can be any size as we will adjust them to fit the page. If you would like to adjust the size yourself, the width should be 200 pixels.
- We also need a caption (collection and item numbers if you use them) and a letter of permission for use of the photograph on the NEA web site. The letter of permission should be sent to: Glynn Edwards, NEA Co-Webmaster; c/o Schlesinger Library; 10 Garden Street; Cambridge, MA 02138. ☺

Calendar



Press releases and other announcements of upcoming activities to be published in the *Newsletter* should be sent to NEA, c/o Massachusetts Archives, 220 Morrissey Boulevard, Boston, MA 02125. Please provide the date, time, place and a brief description of the event and the name, address and telephone number of the person to be contacted for information.

April 11-14, 2002. Annual meeting of the National Council on Public History, "Overlapping Diasporas: Encounters and Conversions." Washington, D.C. For more information call (812) 855-7311 or e-mail <meetings@oah.org>.

May 2-4, 2002. Midwest Archives Conference. Minneapolis, MN, University of Minnesota Libraries and Special Collections. MAC will offer two and a half days of sessions on topics pertinent to archives, special collections, records management, several pre-conference workshops on May 1, 2002. The workshop topics will be the EAD cookbook and implementation of EAD; introduction to records management; local history; disaster recovery planning; and metadata. For further information see: <www.uwec.edu/muirh/mac2002/index/htm>, or contact <Lynn.Leitte@mnhs.org>.

May 15, 2002. *NEA Newsletter* deadline for July issue. Send submissions in electronic format to <ellen.doon@yale.edu>.

May 15-18, 2002. National Genealogical Society. NGS 2002 Conference in the States, Milwaukee, WI. For more information contact <ngs@ngsgenealogy.org>

May 18-20, 2002. Mid-Atlantic Regional Archives Conference, Semi-annual conference. Towson, MD. For more information visit <www.lib.umd.edu/MARAC/marac-hp.htm>.

May 20-25, 2002. Annual Conference of the Association of Canadian Archivists. Vancouver, BC.

May 30-31, 2002. Conference: "Off the Wall, Online: Putting Museum Collections Online." Museum of Our National Heritage, Lexington, MA. For more information contact <www.nedcc.org>.

June 1, 2002. Vermont Historical Society Library reopens in the new Vermont History Center in Barre, VT.

June 3-14, 2002. Modern Archives Institute, Washington, DC. A two-week program, sponsored by the National Archives and Records Administration and the Library of Congress, designed to introduce participants to archival theory and practice and the responsibilities of archival work. For more information, call (301) 713-7390, ext. 260, or send e-mail to <mary.rephlo@nara.gov>

June 6-11, 2002. 30th Annual Meeting of the American Institute for Conservation. Miami, FL.

June 7, 2002. Community Forum on Historical Records: "Documenting Underdocumented Populations & Communities." Bridgewater State College, Bridgewater, MA.

June 11-14, 2002. Rare Books and Manuscripts Section (ALA) Pre-conference, "New Occasions, New Duties: Changing Roles and Expectations in Special Collections." Atlanta, GA.

June 13-20, 2002. American Library Association Annual Conference. Atlanta, GA.

June 20-22, 2002. The Maine Women Writers Collection sponsors "The Complex Web of Women's Friendships: an Interdisciplinary Conference." University of New England, Westbrook College Campus, Portland, ME. For more information call: (207) 797-7688.

June 21-22, 2002. Museum and Library Archives Institute, Wilbraham, Massachusetts.

July 14-26, 2002. Western Archives Institute at the University of Redlands, Redlands, CA. An intensive, two-week program providing integrated instruction in basic archival practices. Contact: Administrator, Western Archives Institute, 1020 O Street, Sacramento, CA 95814. Phone: (916) 653-7715. E-mail: <ArchivesWeb@ss.ca.gov>. Or see: <www.calarchivists.org/>.

August 4-16, 2002. A second Western Archives Institute at the University of Utah in Salt Lake City. See description above.

August 19-25, 2002. Society of American Archivists Annual Meeting. Sheraton Birmingham Hotel, Birmingham, AL.

October 24-26, 2002. NEA joint meeting with Mid-Atlantic Regional Archives Conference (MARAC). Poughkeepsie, NY. ☺

**NEA is always looking for ideas for sessions at the fall and spring meetings.
Your suggestions are invited!**

Please complete and send this form to:

William Ross, NEA President
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18 Library Way
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Please provide a brief description of the session you'd like to see offered at an NEA meeting. If possible, include the overall purpose and a general description of the session, and its intended audience (including skill level and topic category). If you have ideas for potential speakers for this session, please include their names and institutional affiliations.

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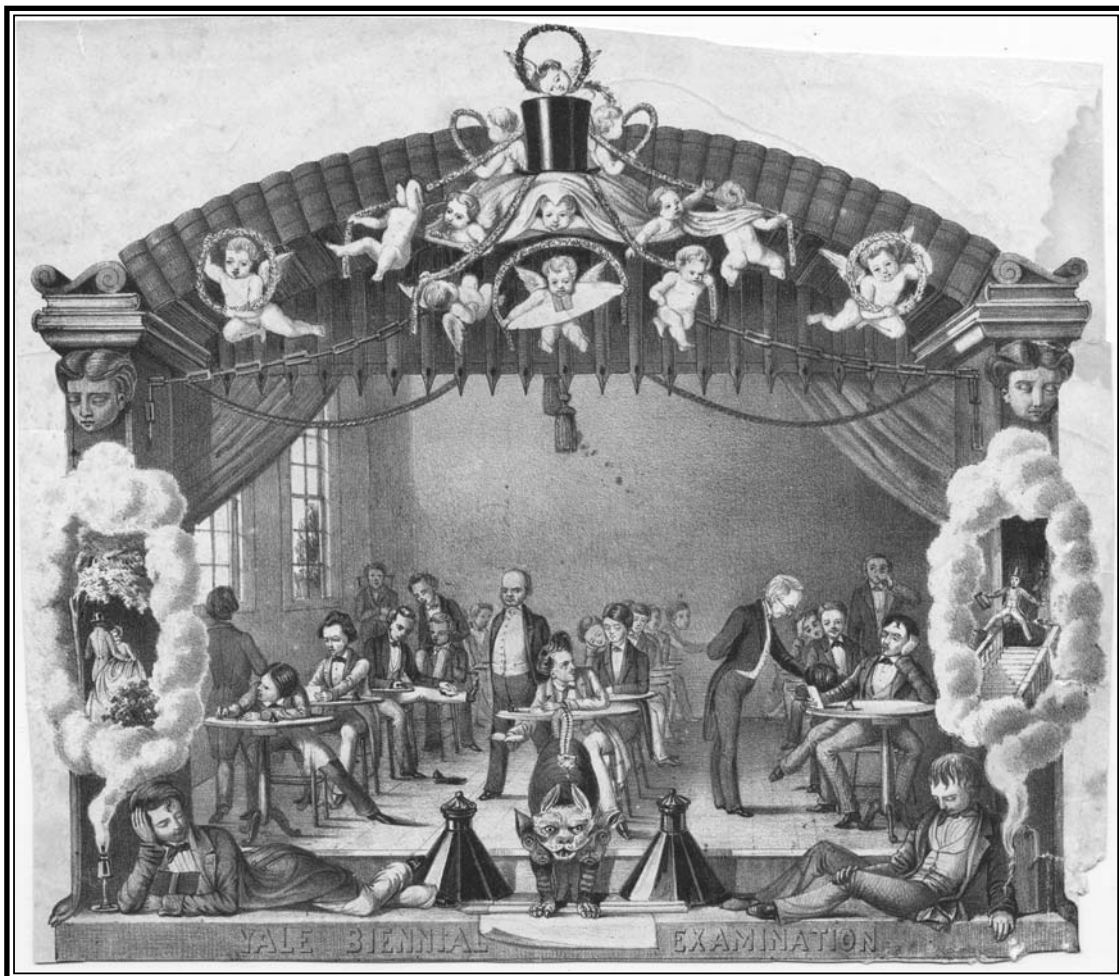
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