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N E A

NEWSLETTER

NEW ENGLAND ARCHIVISTS



C O V E R -- Gillette Safety Razor Company in 1926, from "The Gillette Company: 1901 - 1976." Copyright 1977. Photo courtesy of The Gillette Company.

I N S I D E -- Amy Benson describes the challenges of handling digital material at the Schlesinger Library (*Archival Insight*, page 4) while Dory Codington reports on her adventures as the lone arranger of the Gillette Corporate Archives (*Around & About*, page 22).

TAKING THE PAST INTO THE FUTURE



New England Archivists

TAKING THE PAST INTO THE FUTURE

**WPI Archives and Special Collections
Gordon Library
100 Institute Road • Worcester, MA 01609
<www.newenglandarchivists.org>**

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

Articles and **News** of interest to archivists, historical society members, historians, and other NEA members should be sent to: Stephanie Schneider at <sschneider@nfpa.org> or to NEA Newsletter Editors, c/o WPI Archives and Special Collections, Gordon Library, 100 Institute Road, Worcester, MA 01609.

Contributions to the NEA Web site should be sent to: <webcoordinator@newenglandarchivists.org>.

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From the Editors

- Cynthia Harbeson

Hopefully, this issue finds you all back at work after an informative and fun NEA meeting in Boston! I was particularly looking forward to attending this meeting because I work with researchers almost daily. One of the hardest aspects of dealing with researchers is balancing preservation and access. In *From the President*, which discusses the closure of the Rose Art Museum, Kathryn Hammond Baker recognizes this issue as one of many hard questions presently arising as a result of this troubled economic time.

It is certainly a challenging time, but challenge is a word that never leaves an archivist's vocabulary. Amy Benson, Librarian/Archivist for Digital initiatives at the Schlesinger Library, writes about the challenges she faced (and overcame) in managing a digital conversion and management project.

Dory Codington also had to confront numerous challenges as she worked to process the archives of the Gillette

Company. She had the unique challenge of dealing with traditional archival material as well as artifacts such as razors and shaving cream. In her article, Dory describes how she took stacks of unprocessed boxes and created an archive.

In *Internet Tidbits*, Susan Martin spotlights the new online exhibit, "The Life and Work of Edward R. Murrow," created by Tufts University, and "Massachusetts Maps," the latest digital resource created by the Massachusetts Historical Society. Both projects are worth exploring and you will certainly be encouraged to do so after reading Susan's descriptions.

Finally, the Newsletter Committee would like to welcome its newest member, Juliana Kuipers from the Harvard University Archives, who takes over for Susan Earle as Reviews Editor. On behalf of the entire committee, I would like to thank Susan for all of her hard work and dedication over the past few years.

Look for the newsletter again in July when those of you who weren't able to attend the Spring Meeting will get to read all about it! ■

Apply for the Haas Award **Applications are due May 1, 2009**

The Richard L. Haas Memorial Award is sponsored jointly by New England Archivists and the Boston Chapter of the Association of Records Managers and Administrators (ARMA). The purpose of the award is to promote better understanding between the archival and records management professions. The award for 2009 is \$1,000.

The award is given to an individual who proposes a project that promotes increased cooperation, understanding, and knowledge between the archival and records management professions. Traditional examples of proposals include attendance at seminars or workshops, preparing articles of interest to both professions, and research projects. The award is not limited to these suggestions. This explanation is somewhat ambiguous in the hope that applicants will be creative with their proposals. Preference, however, will be given to those that integrate records management and archival issues.

The award is not limited to members of NEA or ARMA. Anyone, especially students and educators, is encouraged to apply. The successful candidate has up to one year to use the award. The award recipient must provide a financial report to the Haas Award Committee, and is also expected to write an article for publication in the ARMA and NEA newsletters.

For details, see the NEA Web site at www.newenglandarchivists.org or contact: Judy Huenneke, Chair, NEA Haas Award Committee, The Mary Baker Eddy Library for the Betterment of Humanity, 200 Massachusetts Avenue, Boston, MA 02115, (617) 450-7111, <huennekej@mbelibrary.org>.

ARCHIVAL INSIGHT

Adventures of a Digital Archivist

Amy Benson, Librarian/Archivist for Digital Initiatives, Schlesinger Library

I was hired at Schlesinger Library in October 2007 to take on the position of Librarian/Archivist for Digital Initiatives. The job was new, and challenges awaited me on many fronts. I had spent years studying the theory and best practices behind digital collection building and now it was time to put my knowledge to the test. In a world where all things are digital, it quickly became clear that my work would reach every department of the Library. I had to find workable solutions for the influx of digital content coming into the Library from all sides. I was fortunate not to have to go it alone. Schlesinger Library staff were willing and able to assist me in my efforts. Their knowledge of the library, its collections and history, helped me understand what it would take to get the job done.

My campaign progressed along three main fronts: the digital conversion of existing analog collections; management of incoming digital collections; and the collection of born-digital content from the Web.

I. Converting analog collections to digital.

One of my first priorities was to get up to speed on a digital conversion project that the Schlesinger Library had undertaken in partnership with the British publisher Adam Matthew. Adam Matthew offers numerous online teaching and research resources built around libraries' special collections. Schlesinger staff identified large pockets of travel-related materials in the archives - diaries and letters written by 19th- and 20th century American women that describe journeys across every continent by foot, train, car, and ship. Adam Matthew selected these travel writings for digitization and will add indexing, scholarly essays, and other contextual resources. The end product will be made available for purchase from Adam Matthew in a digital collection titled, "Travel Writing, Spectacle, and World History."

The selected materials came from fifty separate collections. In some cases, an entire collection was chosen; in others, only a single folder or chapter of a memoir was relevant to the theme. The project did not include the creation of new descriptions or finding aids, so the folder or single volume was the smallest unit of digitization. Sticking to this guideline meant that it would be possible to link the newly created digital files with appropriate descriptive sources such as a catalog record, or finding aid, without creating new metadata.

The project had an ambitious timeline. The final product would consist of roughly 25,000 scanned images, to be delivered in time for Adam Matthew to prepare and launch the digital resource by the end of 2009. The collections had to be recalled from the stacks, assessed for preservation issues, prepped for digitization, sorted by digitization workflow, and often re-housed before being transported to our digitization partner.

I was lucky to be able to work with Harvard's own Digital Imaging Group (DIG) on this project. The DIG has excellent facilities and has worked with the special collections of many Harvard libraries. They already had experience working with Schlesinger's collections in the Open Collections Program <<http://ocp.hul.harvard.edu/>>. They were able to offer practical assistance with logistics such as batch preparation, file naming, and deposits of the completed images into the Digital Repository Service (DRS). Together, the DIG staff and I also tackled the often thorny question of just what constitutes a digital object. In some cases, the physical items themselves and past processing decisions were at odds with what constituted an intellectual unit. The ability to link to digital objects from multiple locations in the various systems we use often made decisions easier.

One key feature to the success of the project was the creation of a database which listed and tracked all items to be digitized. It was kept scrupulously up to date so that public services staff, or anyone in the Library, could locate any item in the project. While there was a certain amount of upheaval due to parts of collections going in and out of the Library, we were able to accommodate several refer-

ence requests for the travel diary collections in the midst of the project, in one case even retrieving the collection temporarily from the DIG to assist a researcher who was in town for only two days. The project is on schedule and we expect to have the digitization completed by September 2009. Additional diaries may be added to the resource in a second phase.

II. Incoming Digital Content / Electronic Records

As we worked to create new digital content from our analog collections, Schlesinger was also receiving incoming collections containing digital content on a regular basis. Collections included all kinds of electronic files from Excel spreadsheets to HTML files for Web sites. The first concern upon receiving digital materials is how best to store them. As mentioned above, Harvard University does have a Digital Repository, but it is designed for materials that are intended to be a permanent part of a Library's collection. Currently, there is no provision for temporary or short-term storage of unprocessed digital files or collections. Much of the digital material that Schlesinger receives comes as part of collections that may not be processed immediately. While Schlesinger could keep the files on original media until such time as a collection is processed, there is an element of risk in waiting, which needs to be evaluated based on the amount of data, its value, the complexity of the content, and its storage medium. Storage media become obsolete when the technologies used to access them are no longer readily available. In today's world, it is difficult to find a computer that can read 5.25" diskettes anywhere but on eBay. Machines with drives for 3.5" diskettes are still available, but are disappearing rapidly. The problem is exacerbated when the full range of digital storage media is considered. Disks created on Macs, Zip disks, Sony MiniDiscs – all require special equipment to access the files stored on them.

At Schlesinger, our immediate concern is to preserve the digital content until it can be assessed along with the entire collection. Our current policy is to copy incoming digital files to a temporary networked storage location

until such time as the collection they belong to can be fully processed. At that time, the materials will be fully described and the files can be moved to the DRS for permanent retention.

III. WAX

A third frontier of digital collection building was also underway when I arrived at Schlesinger. The WAX (Web ArXiving) project began as a pilot in July 2006 to investigate the capture and archiving of Web resources. As online communication increasingly takes the place of traditional analog methods, collection managers have grown increasingly concerned about potential gaps in the documentation of our cultural heritage. Where people once wrote in diaries, many now blog. Web sites have supplanted many forms of printed material generated by organizations whose papers we collect. In this increasingly digital world, collection managers must continue to acquire the content that they have always collected regardless of format.

The goal of the WAX pilot was to understand the process required for the long-term archiving of Web content, including selection, capture, description, and management. Schlesinger was one of three partner libraries in the pilot. The University Library's Office for Information Systems (OIS) concentrated on the necessary technical infrastructure. They built the WAX system using several open source tools developed by the Internet Archive and other International Internet Preservation Consortium (IIPC) members. Schlesinger Library, the Harvard University Archives, and the Edwin O. Reischauer Institute of Japanese Studies each fielded a single collection to provide hands-on experience with every step of the process.

Schlesinger Library chose to collect women's voices as expressed through their blogs. The content mirrored collections we had traditionally collected in paper format. It was also felt that blogs might provide a window for future research into how women used this new technology in the early 21st century.

Schlesinger staff chose just over thirty blogs for the pilot, spanning a broad spectrum of women from conservative to liberal, and from all walks of life. When faced with content on the Web, Archivists find themselves with an unusual problem – choice. Unlike those rare collections from the past which managed to survive trash heaps, fires,

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<www.newenglandarchivists.org>

and pests, there is abundant material available online. While there is no cost for the content itself, other factors such as quality of content along with description, storage, and long-term maintenance costs are significant enough to require some careful thought before permanently adding Web resources to the collection.

Questions about scope and frequency were found to have a considerable impact on collection decisions. We had to decide whether to capture only the content created by “our” blogger, or to include content to which our blogger linked and which she may have commented on in a posting. Including a blog’s archives in a harvest made it possible to reduce the frequency of capture, saving storage without reducing access to valuable content. We were able to explore these questions and many others in our work on the pilot.

Although improvements to the technology occurred regularly, there are still some types of functionality found on Web sites that may not be captured or may not display properly in the archived version of the sites. It was necessary to review each blog harvest to determine if the capture displays sufficient functionality and quality to retain its research or historical value. In addition to monitoring the functionality of the blogs and their many widgets, the content has to be continually reviewed for cases in which a blogger shifts focus, presentation, or stops writing altogether.


The WAX crawler leaves a “calling card” after each crawl to let Web site managers know that it has visited. The WAX Web site includes clear instructions on how a site owner can prevent his or her site from being crawled. As part of the pilot we decided to take an extra step and contact the blog owners to seek their permission. In general, we found that most people were pleased to have their site included in our project.

It's Your Newsletter: Contribute!

The *NEA Newsletter* always needs news from your archives and other archives in New England, about NEA members, and about upcoming events. We also need people to write reviews, long articles, and session reports for NEA meetings. If you have any ideas for articles, etc., please contact an editor.

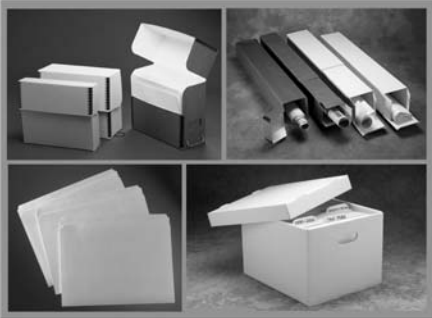
WAX transitioned from pilot project to production system on February 4, 2009 <<http://wax.lib.harvard.edu>>. As the system grows, we hope to expand the range and quantity of content we collect from the Web. Although much of the content we collect now will be available on the live Web for the foreseeable future, in the long-term, these materials could easily disappear. The material we choose to collect represents material that we feel belongs as a permanent part of the Schlesinger Library, material that we want to be able to make available to researchers of the future along with our analog materials.

Digital content in our collections is here to stay, and, I think it's safe to say, its presence will continue to expand. As we become comfortable managing digital images and PDFs, new types of content are waiting in the wings to challenge us. Harvard University has recently embarked on a project to investigate the long-term retention of e-mail. Future challenges include social networking sites such as Facebook and virtual worlds like Second Life. The adventure continues. Stay tuned... ■



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Inside NEA

FROM THE PRESIDENT

- Kathryn Hammond Baker

A Rose by Any Other Name Is... Us?



On January 26, 2009, the Board of Trustees of Brandeis University voted to close the university's renowned 48-year-old cultural icon, the Rose Art Museum. "Today's decision will set in motion a long-term plan to sell the art collection and convert the professional art facility to a teaching, studio, and gallery space for undergraduate and graduate students and faculty," said Brandeis president Jehuda Reinharz. The president's statement referred to the difficult economic times and the university's need to "initiate a strategy to replenish our financial assets."

The response was swift. In the ten days following the announcement, 7,226 people, many from outside the Brandeis community, joined a Facebook group that brainstormed ways to "Save the Rose Art Museum." Dozens of faculty members signed a protest letter. Major media, including the *Boston Globe*, *Wall Street Journal*, *Time*, and *The New York Times*, published hundreds of editorials and letters. Students held a 'funeral march.' The closure threat was covered on German TV. The International Council of Museums, Committee for Museums and Collections of Contemporary Art carried the news on its home page. The American Association of Museums condemned the Brandeis action saying, "Museums hold collections in the public trust. These collections are a part of our common heritage and belong, in a moral sense, to all of us. It is the museum's job to preserve them for future generations."

It's no surprise that the Rose closure has raised many hard questions for the archival community. First, what is the value of archives (or art or other cultural property) in our communities? In education? In society? How do we—and our funders and users—articulate that value? How do we align our mission and activities with those responses?

Second, how can we balance the interests involved in stewarding collections? The goals of the donor, curator, institution, and user may conflict; where does our loyalty lie: to the donor, the funding organization, the users that realize the value of the materials, or to the materials themselves? Under what circumstances is deaccession appropriate, even desirable?

Third, are we prepared to advocate for our collections and programs? Would the closing of our doors provoke an outcry? Who will advocate for us?

"Seeing the art in person really cements in my mind that these works were made in real time by real people," a student at the Rose 'funeral march' reported to a local newspaper. "They are not just detached images in a book." Archives, too, can inspire this personal connection, the transcendent moment when the materials become more than two-dimensional to the user, when the hand of the creator reaches beyond the surface of the document and touches another human.

But those responding to the Rose announcement are not solely, or even largely, museum visitors; with an annual gatecount of 12,000 to 15,000 people, it would appear that the Rose's constituent base is small. On the contrary, its advocates value the Rose and what it represents even though they are not defined as "users." How can we capture and communicate the value of our mission and collections to both users and to people beyond the clients we serve?

In the difficult days ahead, many other questions will arise. For some of us, the Rose closure hits painfully close to home. For all of us, the Rose closure is a thought-provoking call to action.

At the time of this writing, President Reinharz has apologized for his mishandling of the Rose announcement. He has assured the community that only a limited number of works will be sold and that the public will still be permitted some access. It isn't clear what will happen to the museum and its collection. In a way, this story—and our story—is just beginning. ■

EXECUTIVE BOARD MEETING REPORT

- Danielle Kovacs



The business handled at the January 23, 2009 meeting of the Executive Board is summarized below. All **VOTING** is in bold. Complete minutes are available on the NEA Web site or from the secretary.

The meeting was called to order at 10:39 a.m. by Kathryn Hammond Baker. Minutes from the November 14, 2008 Board Meeting were presented and two revisions were suggested. **All members voted to accept the November 14, 2008 Board Meeting minutes as amended.**

OFFICERS' REPORTS

President

Kathryn Hammond Baker recommended the Board continue to use the Clerk's address for state legal and tax filings and that volunteers continue to use their addresses for vendors and contracts. It was agreed that this procedure should be formalized so that future Boards can follow the same practice. **All members voted in favor of retaining the address of the clerk for legal and fiscal filings and using the addresses of volunteers for the vendors or contracts they oversee.**

Vice President

The Program Committee for the Fall 2009 meeting at UMass Boston and the Local Arrangements Committee for the Spring 2010 at UMass Amherst were approved. **All members voted to appoint Tom Blake, Boston Public Library; Sally Fellows, City of Manchester, NH; Danielle Kovacs, UMass Amherst and Local Arrangements Liaison; Valerie Love, UConn; and Tom Wharton, Phillips Exeter to the Spring 2010 Program Committee.**

Immediate Past President

The nomination process for upcoming Board elections was completed, the information about candidates is on the Web site, and the ballots will be mailed out soon. There were no nominations for the Distinguished Service and Archival Advocacy awards. An announcement about both awards will go into the April newsletter with the hope of attracting

nominees for the Fall meeting. Chris Burns will invite the newly elected members of the Board to an orientation at the Spring 2009 meeting.

Treasurer

Nova Seals announced that the Fall 2008 NEA meeting was very successful. The remaining financial statements for the 2008 calendar year indicate that NEA is financially sound. Nova also presented her proposal for position of Registrar, a position to be appointed by the Board for a term length of three years. The individual who fills the position will work with the treasurer and membership secretary to track meeting registrations and memberships initiated or renewed in the online environment. The Board was in favor of creating such a position, but recommended changing the title to Registration Coordinator so it would not be confused with workshop registrars. **All members voted to accept the job description with revisions for the Registration Coordinator position, which will be appointed by the Board prior to the registration period for the Fall 2009 meeting.**

MEETINGS

Spring 2009

The Local Arrangements Committee submitted their budget for the upcoming meeting in March. They do not expect to exceed the budget, rather they expect a surplus after all fees are paid. The meeting brochure was completed and will be mailed out to members soon. **All members voted to set the Spring 2009 meeting fees at \$50 for NEA members, \$80 for nonmembers, and \$25 for students.** The Program Committee is currently reviewing the program. When proofreading is completed it will be added to the Web site and the meeting will be publicized.

Fall 2009

The Local Arrangements Committee signed a contract with UMass Boston to secure rooms for the meeting itself, and Jane Ward will sign a contract with the JFK Library to secure a space for the Friday afternoon reception.

COMMITTEE REPORTS

Education Committee

Jaimie Quaglino recommended that the Education Committee be restructured in order to accommodate the work involved in organizing and offering stand-alone

workshops. Some suggestions included adding additional members to the committee, adding a co-chair, or adding a stand-alone workshop coordinator. A lengthy discussion about the work that is required to plan stand-alone workshops and about the possibilities for reducing or streamlining the workload followed. Jaimie decided that she would consider the Board's feedback and come up with a proposal to present to the Board at the next meeting in March. She would also like to survey the membership to see what kind of workshops they want in the future.

A revised job description for the program and local arrangements committees was presented. The proposed revisions include language that calls for coordination between these two committees and the Education Committee. Since other job descriptions should be reviewed and revised as well, Kathryn asked for a group of volunteers to go over all of the job descriptions and bring the revisions to the next Board meeting.

Membership Committee

Maria Bernier presented a proposal for a new membership category for students with a membership fee at 50% of the individual membership dues. Students will continue to receive 50% off registration fees and they will have all the same benefits of individual membership except students cannot hold elected office. Since the NEA by-laws state that there are only two categories of membership, NEA members must vote on the proposed change to the by-laws to include a third category of membership. **All members voted to approve the proposed amendment to the NEA by-laws to be voted on by the membership at the annual business meeting on March 28, 2009.**

Focus groups will be conducted during summer 2009 for members who did not renew their membership. The focus groups will seek to determine why these former members did not renew and how NEA can meet their needs in the future. There will be two focus groups planned for the summer: one located in the southern New Hampshire/Vermont area and the other in Connecticut.

Web Committee

The web committee continues to work on moving the Web site from skyBuilders to a new hosting site. A contract has been signed with a contractor from Appleseed, Inc. who will evaluate and select a new hosting service and CMS, and then move NEA content to the new service. After a

new hosting site and a CMS are selected and implemented, the next step will be to define clear benchmarks for the site along with a timeline for completing specific activities. The entire process could run into the next fiscal year. The initial site, however, should be moved by March 2009.

New Business

The Board reviewed Melissa Watterworth's report tracking the status of the planning action points identified on May 25, 2005. Many items were already addressed by the Board since the list was compiled; a few outstanding items include the creation of a web-accessible Board manual and the next phase of long-term planning for NEA. ■

The *NEA Newsletter* is seeking submissions from repositories in New England for back cover pictorial features in *This Season in New England History*. Send submissions in JPG or TIFF format, along with a caption detailing the subject of the photograph, to: <cynthia_harbeson@chs.org>. Photographs must be scanned at 600 dpi or better.



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for more information about becoming a member of NEA

New Members - Rodney Obien

Individual

Denise Anderson	Katie Chase State Library of Massachusetts	Sara Goldberg	Shana McKenna Isabella Stewart Gardner Museum
Christina Anderson	Robert A. Clemens	Melissa Goldberg Bard College	Andrea Medina-Smith Jewish Women's Archive
Karen S. Beck Boston College Law Library	Joyce Clifford	Vivien Goldman Digital Commonwealth	Brenda Mitchell-Powell Simmons College
Andrea Benefiel Simmons College	Hanna Clutterbuck Northeastern University	Jodi Goodman URI / Simmons College	Amber Moore Museum of African American History
Andrea Berger SCSU	Lee S. Cook	Joey Grant Simmons College	Alina Morris
Andrea Bernard Simmons College	Anna Cook Simmons College	Margaret Grant Bard College	Jesse Nachem Simmons College
Jessica Bitely Simmons College	Tifenn Judet de la Combe The French Library	Paige Griffith New York University	Nathaniel Otting Simmons College
Cheryl Ann Bliss	Heather Dean Yale University	Andrew Hempe JFK Library	Rebecca Parmer USS Constitution Museum
Barbara Bouquegneau The French Library	Christian de Torres UMass Boston	Elizabeth Henry Simmons College	Margaret Peachy Harvard Law School Library
Amanda Briggs Simmons College	Lindsay Dewar Simmons College	Delana Hirschy Harvard University	Travis Puller University of Vermont
Jessica Brody Simmons College	Katharine Dunn Simmons College	Paul L. Holmer	Jessie Howell Simmons College
Rachel Bross Simmons College	Rachel Dwyer Simmons College	Justine Hyland Boston College	Melanie Radik Simmons College
Aly Brown Simmons College	Jeff Eastman University of Southern Maine	Kirstin Kay Simmons College	Steve Robinson Williston Historical Society
Lee Bryars JFK Presidential Library	Todd Falkowski Simmons College	Stephen Kharfen	Beth Anne Royer City of Bridgeport
Stephanie Call Simmons College	Christine Fallo Simmons College/JFK Library	Laura Kitchings Simmons College GSLIS	Cynthia Rufo
Christopher Carr Simmons College	Kelly Francis JFK Library	Juliana Kuipers Harvard University Archives	Emily Rupp Simmons College
Laura Cass Simmons College	Ashley Gaunt Simmons College	Christa Lemelin	Lori Satter Simmons College
		Claire Lobdell Simmons College	Carol Schulman
		Colin B. Lukens Harvard University Archives	Rachel Searcy JFK Library & Museum
		Nicola Mantzaris Simmons College	Kelly Shand Simmons College
			Lori Shemanski Boston College

Internet Tidbits

- Susan Martin

"The Life and Work of Edward R. Murrow," Tufts University
<<http://dca.lib.tufts.edu/features/murrow/exhibit/index.html>>

Archivists at the Tufts University Digital Collections and Archives have put together a terrific digital exhibit celebrating the life and work of ground-breaking journalist Edward R. Murrow (1908-1965). Included are eight historical essays describing Murrow's early life, his student years, and his work with the Institute of International Education, CBS (in Europe and the U.S.), and the United States Information Agency. The Web site also highlights the work of Murrow's wife, Janet Brewster Murrow (1910-1998), and the team of foreign correspondents he assembled that came to be known as the "Murrow Boys." Spanning several decades and illustrated with a variety of photographs, artifacts, and documents from the Edward R. Murrow Papers, this Web site is a great resource for enthusiasts of broadcast journalism, politics, and 20th-century American history.

The Web site is attractive and easily navigable, and the text, written by Tufts archivist Susanne Belovari, is detailed and comprehensive, making good use of original quotations from Murrow and others. The arrangement of the essays into a timeline helps to put Murrow's work in historical context, and footnotes, credits, and annotated bibliographies give the Web site a professional polish. Click on "Research Guide" in the upper right corner to see a brochure and guide for the Edward R. Murrow Papers and a list of digital resources, including digitized photographs and audio recordings of Murrow's program "This I Believe," complete with transcripts.

"Massachusetts Maps," Massachusetts Historical Society
<<http://www.masshist.org/online/massmaps/>>

The Massachusetts Historical Society's latest digital resource highlights over a hundred rare maps of Massachusetts, including early manuscript maps of towns and counties going back to 1637, printed maps of Massachusetts and Boston, and the maps of Samuel Chester

Clough (1873-1949). Clough, a Boston draftsman, spent many years compiling information on Boston property owners from 17th- and 18th-century town, court, tax, church, and other records to create a complete topographical history of the city. Though the project was never finished, his maps and other papers are an invaluable resource for researchers interested in the history of Boston. (For more information on Clough and his collection, see the MHS finding aid at <<http://www.masshist.org/findingaids/doc.cfm?fa=fa0276>>.)

The Web site offers three options for viewing individual maps: select a specific town or region from an interactive map of Massachusetts and New England; go directly to Clough's 1798 atlases of maps and map plates and find specific locations in the index of streets; or browse through an alphabetical list of towns, counties, regions, and states. Each map has been beautifully reproduced and includes a detailed description and overview. Users can view high-resolution images or navigate around each map with the zoom tool. ■

New Members...from Page 10

Mikki Simon
MIT

Desiree Smelcer
South Hadley Public
Library

Abby Love Smith
Simmons College

Stephanie Spano

Melissa Stearns
Franklin Pierce University

Tierney Steele
Simmons College

Christof Strauss
Schlesinger Library

Bryan Sutherland
Harvard Medical School

Casey Swan

Jaime Taylor
Simmons College

Frederica Templeton
Buff and Burton Academy

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Elizabeth Walters
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Margaret Welch
Northeast Museum
Services Center

Christine White
Simmons College

Elizabeth Young
SUNY Oswego

Janice Zwicker
Waltham Public Library

Reviews

Dearstyne, Bruce W., ed. *Leading and managing archives and records programs: strategies for success. The archivist's and records manager's bookshelf*. New York: Neal-Schuman Publishers, Inc., 2008. ISBN: 978-1-55570-615-9

--Victoria K. Andrienas, Librarian, Northeast Museum Services Center, National Park Service

Bruce Dearstyne has edited a series of essays written by fourteen leaders in archives and records management in the United States and the United Kingdom. The book is the third in Neal-Schuman's *Archivist's and records manager's bookshelf* series. Dearstyne has gathered quite an impressive group of authors with leadership and management experience in corporate, state, university, and other non-profit archives; some set up new programs and others work in established repositories. The breadth of experiences included in the essays means the majority of readers will find something applicable to their individual situation whether they are new to a leadership role or a longtime leader looking for a new solution to a challenge.

Although the authors have different approaches to leadership, there are themes that appear in several essays. Articulating a clear mission for the repository and emphasizing its relevance to any parent organization, effective communication, and flexibility are a few of the skills that the authors identify as critical leadership skills.

Articulating a clear mission for the repository is a basic part of archival management; ensuring its relevance to any parent organization can be more political. A component of ensuring relevance is the need to understand the field(s) practiced by the parent organization. Eugenia Brumm argues that managers of corporate archives and records management programs must also understand the industry of their parent organization. Peter Emmerson discusses his experience creating a records management program for Barclays Bank while the organization was undergoing a change in focus and objectives. Christine Ward examines how the New York State Archives illustrated its relevance to the State Education Department, which is not a traditional parent organization for state archives, and worked to expand the use of historical records in the NYS curriculum.

Effective communication is another skill necessary for successfully leading a program. Carol E.B. Chosky makes the point that records managers deal with the majority of staff in the organization, not just archives and records management staff. Being able to explain the importance of all staff in executing a successful program and demonstrating the value of the program to the entire organization require different communication skills than managing employees within an archives or records management program.

Flexibility is a valuable skill for any leader but especially now as our profession continues to deal with the impact of electronic records and changing technology on the field of archives and records management and in the current economic climate. Being able to adapt to changes, such as new technologies, changing standards and requirements, or changing objectives of a parent organization (even a new parent organization as corporations merge), is a skill that we should all have. Leaders who can help employees and programs deal with these changes will help the field of archives and records management to fare well in the future. Effective communication skills and the ability to demonstrate value and relevance to a parent organization are also valuable leadership skills that can help leaders and staff deal with change.

Miller, Cynthia Pease, *Managing Congressional Collections. Chicago: Society of American Archivists, 2008. \$19.95. ISBN 1-931666-29-6.*

--Paige Roberts, Head of Special Collections, State Library of Massachusetts

This book is a remarkably well-written and well-organized manual for archivists responsible for acquiring, processing, and providing access to the personal papers of members of Congress. It is a very clear, straightforward, and specific how-to guide.

According to the book jacket, the author, Cynthia Pease Miller, was the assistant historian of the House of Representatives (1983-1999), where she developed retention guidelines for members' offices and compiled the award-winning *Guide to Research Collections of Former Members of the U.S. House of Representatives*. She has also served as staff archivist for three senators and a Senate

committee and is a founding member of the Society of American Archivists' Congressional Papers Roundtable.


In the book's introduction, Miller addresses the importance of Congressional collections, reviews the historical background of standards for Congressional collections, and examines the challenges of these special and unwieldy collections. Since 1976, six national conferences and publications, as well as the Congressional Papers Roundtable itself, have sought to improve all aspects of the management of public policy papers. A section on "A Model Congressional Collections Repository" describes the particular collection development, outreach, and administrative resources (staff, budget, facilities) necessary for a repository to successfully manage these materials. Miller goes on to discuss the details of administering, transferring, processing, and promoting a Congressional collection in subsequent chapters. These explain practical strategies and step-by-step decision-making processes, including for such challenges as electronic records.

Formerly a lone arranger in an academic archives, I am somewhat new to political papers. Although the State Library of Massachusetts does not collect Congressional materials, we hold the personal papers of more than fifty former legislators who have served in the Massachusetts General Court. To what extent are the details of Miller's recommendations uniquely relevant to Congressional col-

lections? There are several sections and strategies, such as guidelines for file disposition, specifically directed to those managing these collections. However, I have already found this manual to be of significant value in general. An early section on calculating costs, space, personnel, and budget accompanied by an administrative checklist would be helpful to any archivist appraising and planning for the acquisition and processing of a large, complex collection.

Based on a concern for materials deemed sensitive due to privacy or confidentiality in Congressional collections, Miller advocates a labor-intensive, conventional approach to processing that acknowledges yet ultimately ignores changes in arrangement and description recently proposed by Greene and Meissner. Another weakness of this volume is its limited discussion of outreach, especially in light of the infrequent use of political papers by researchers. More attention to how to encourage more use by a more diverse group of patrons using these collections would have been helpful. Regardless of this minor criticism, archivists at a variety of repositories and working on a variety of types of materials would find this book useful on a day-to-day basis. ■


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NEA By-Laws

Editor's Note: *The by-laws printed below are the ones in force at the time the newsletter went to print. Members voted on a proposed amendment on March 28, 2009. For more information, readers should visit the NEA Web site <www.newenglandarchivists.org>.*

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 postmarked 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 candidates 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 which 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. ■

News and Notes

CONNECTICUT

Litchfield Historical Society Receives Grant

The Council on Library and Information Resources has selected the Litchfield Historical Society to receive a ***Cataloging Hidden Special Collections and Archives*** grant of \$101,209 to create online finding aids for its archival holdings dating from 1776-1835. The Society was one of 15 organizations selected from 118 applicants. CLIR created the national project to identify and catalog hidden collections with funding from The Andrew W. Mellon Foundation. During the next two years, the Society will identify collections to include based upon research value; national or state historical significance; usefulness to future programming, research, and exhibition; and age and condition of materials. Staff will create online finding aids for the collections using the University of Illinois' Archon, an open source content management system which allows for the creation of descriptive records compliant with archival standards. For information about the project, or the Society's collections, please contact Linda Hocking, Curator of Library & Archives, at <archivist@litchfieldhistoricalsociety.org> or 860-567-4501.

MASSACHUSETTS

Center for the History of Medicine Receives Philip Leder 'Codon' Notebooks and David H. Hubel Papers

The Center for the History of Medicine recently acquired several collections of personal and professional records from Harvard Medical School faculty, including three laboratory notebooks created by geneticist Philip Leder (1934-) while he was a postdoctoral researcher working with Marshall W. Nirenberg (1927-). Leder and Nirenberg developed an experiment in 1964 to allow the mapping of tri-nucleotide sequences, or codons, with amino acids, and help to decipher the genetic code. Leder later received the prestigious Albert Lasker Basic Medical Research Award for his studies of the genetic basis of antibody diversity and the role of genetic rearrangement in carcinogenesis. The notebooks have been fully digitized and are now freely

available to researchers through the HOLLIS catalog.

The Center also acquired the collection of David Hunter Hubel, one of the founding faculty members of the HMS Department of Neurobiology. The Department, established in 1966 with Stephen W. Kuffler as Chair, was the first of its kind. The intent was to bring together members of different disciplines--physiologists, biochemists, and anatomists-- in order to understand the principles governing communication between cells in the nervous system. This interdisciplinary approach was revolutionary at the time, and the interdisciplinary theme has continued to permeate the evolution of the field of neuroscience ever since. The founding faculty and their students posed questions and made discoveries that helped define the field of modern neurobiology. Hubel, now the John Franklin Enders Professor of Neurobiology, Emeritus, won the Nobel prize in physiology or medicine in 1981, shared with Torsten Weisel and Roger W. Sperry, "for their discoveries concerning information processing in the visual system." Conducted at Harvard Medical School, Hubel and Weisel's work led to a greater understanding of the brain's physiology and function. Hubel initiated his collection at the Center with the gift of his teaching materials, research data, and photographs (1953-2003). Leder's codon notebooks and selections from the Hubel collection will be on display in the Countway Library through August 2009 in the exhibit "New Treasures: Recent Acquisitions at the Center for the History of Medicine."

Center for the History of Medicine at the Countway Library awarded \$217,000 from The Andrew W. Mellon Foundation for "Foundations of Public Health Policy" Initiative (December 2008)

The Center for the History of Medicine is pleased to announce that it was awarded a Council on Library and Information Resources grant for "Foundations of Public Health Policy," a project that will enable, for the first time, research in the manuscript collections of four influential leaders in public health: Leona Baumgartner, Alan Macy Butler, Howard Hiatt, and David Rutstein. The project was one of 15 selected from 118 applications submitted to the Council's "Hidden Collections" program, an initiative by the Mellon Foundation to increase access to critical historical resources currently unavailable to historical

research. The full press release and images can be found online at <www.countway.harvard.edu/lenya/countway/live/menuNavigation/historicalResources/chmPrograms/PublicHealth.html>

Suffolk University Launches SMART Online Catalog

The Suffolk University Archives, located at Suffolk University in Boston, is happy to announce the launch of a new online catalog. The Suffolk/Moakley Archives Research Tool, or SMART, employs Rediscovery Software's collection management software to connect researchers to our collections. Collections available through SMART include: the Congressman Joe Moakley Papers, the records of Suffolk University, the personal papers of University founder Gleason L. Archer and two oral history projects, the Suffolk University and John Joseph Moakley Oral History Projects. Through SMART researchers have access to finding aids, oral history transcripts, digitized images, digitized audio and video, narrative descriptions and lists of folders and items. More information is available at <www.suffolk.edu/archive/smart>.

Massachusetts State Archives Announces Workshops and Lectures

The Massachusetts State Archives has begun offering monthly workshops on a variety of topics. Recent workshops include court records, military records, and advanced genealogy. Upcoming workshops are:

- Wednesday, April 15th – Introductory Genealogy: 6:00 PM – 7:00 PM.
- Wednesday, May 20th – Introductory Genealogy: 10:00 AM – noon.
- Saturday, June 13th – Preservation and Organization of Family Records. Time: TBA.

All are workshops are held at the Massachusetts Archives and are free and open to the public. Reservations are required, and can be obtained by calling the Archives at 617-727-2816. The Archives is open to the public Monday - Friday 9:00 AM - 5:00 PM, and the second and fourth Saturday of the month 9:00 AM - 3:00 PM. Beginning in April and running throughout the summer, the Archives will remain open until 8:00 PM on the third Wednesday of every month. We have recently increased our efforts to

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provide outreach to the public by bringing our workshops and lectures to libraries across the state. If you work at a library, historical society, or other institution that would be interested in having an archivist from the State Archives come out for a visit, let us know. We can be reached at 617-727-2816 or <archives@sec.state.ma.us>.

State Library of Massachusetts Collections on Legislators

The State Library of Massachusetts Special Collections department holds records related to Massachusetts history, government, and politics including the personal papers of former Massachusetts legislators. With a new, minimal approach to processing, several legislative papers collections have recently been processed and are now open for research. These include the collections of the following legislators: Edward Kirby (a Republican from Plymouth), Paul Demakis (a Democrat from Boston's Back Bay neighborhood), George Rogers (a Democrat from New Bedford), Andrew Natsios (a Republican from Holliston), and Patricia Walrath (a Democrat from Stow). The collections include material relating to a wide array of topics of public concern including indoor air pollution, abortion rights and buffer zones for abortion clinics, Massachusetts turnpike air rights, domestic partnership (gay rights), Wampanoag casino, public education (including school construction, enrichment programs, and standardized testing), elderly affairs, home rule, taxation limitation, victims' rights, environmental issues related to hazardous waste, budgetary issues, public safety, and constituent issues. Collections date from 1970 to 2004. Researchers interested in seeing a guide to any of the collections should contact Special Collections staff at 617-727-2595 or <Special.Collections@state.ma.us>. Staff are working on posting finding aids for these and other collections on the State Library's new Web site. The collections are open for research Monday-Friday 9:00 a.m. to 5:00 p.m. at the State Library of Massachusetts Special Collections department, State House Room 55, Boston, Massachusetts. For more information about the State Library of Massachusetts Special Collections, see <www.mass.gov/lib/>.

Tufts Announces Online Exhibit on the Life and Work of Edward R. Murrow

The Digital Collections and Archives at Tufts University is pleased to announce the launching of its online archives exhibit, The Life and Work of Edward R. Murrow; <<http://dca.lib.tufts.edu/features/murrow/exhibit/index.html>>.

The exhibit's eight historical essays trace Murrow's life and work and showcase material from the Edward R. Murrow's papers at Tufts University. The exhibit was featured in The Scout Report for the week of February 6, 2009. <<http://scout.wisc.edu/Reports/ScoutReport/2009/scout-090206-geninterest.php#1>>.

Edward R. Murrow (1908-1965) is best known as a CBS broadcaster and producer during the formative years of U.S. radio and television news programs from the 1930s to the 1950s, when radio still dominated the airwaves although television was beginning to make its indelible mark, particularly in the U.S. Over the decades, numerous publications have portrayed Murrow as one of the architects of U.S. broadcast news, but in the political climate of recent years, he is increasingly viewed as a defender of rights against McCarthy-type witch hunts. The Life and Work of Edward R. Murrow is an online exhibit featuring Murrow's career from his student days to his work for USIA. Additional essays focus on his private life, on the accomplishments of his wife Janet Brewster Murrow, and on the 'Murrow Boys,' the war correspondents who produced many of the hallmark World War II broadcasts. Using photographs, artifacts, and documents from the Edward R. Murrow Papers at the Digital Collections and Archives at Tufts University, the exhibit describes known and lesser-known aspects of Murrow's work and life, placing them in the political and historical context of his career.

The Edward R. Murrow Papers, ca 1913-1985, consist of approximately 55 linear feet of documents, over 320 photographs, about 1,700 books, memorabilia as well as phonographs, and film and audio-tape reels of various formats. Dating largely from 1934 to 1965, the material includes correspondence, personal materials, work and activities-related files, audiovisual materials, memorabilia, books, and tributes to Murrow upon his death. The papers enable patrons to research Murrow's career at the International Institute of Education, at CBS, and at the

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USIA and to trace major developments in the history of broadcasting at CBS and in the U.S.

DCA is also proud to announce the successful launch of the DCA blog site at <http://blogs.uit.tufts.edu/digitalcollectionsandarchives/>. Each week a new entry highlighting Tufts' holdings and events is posted.

Editors Note: For more information about the Murrow exhibit, turn to Internet Tidbits on page 15.

Northeastern University Makes Freedom House Photographs Available Online

A digital resource of more than 2400 images, "Roxbury People, Places and Events, 1950-1975," is now available online at: www.lib.neu.edu/freedomhouse. Freedom House was founded in 1949 by social workers Otto P. and Muriel S. Snowden. The initial goal of Freedom House was to centralize community activism in the fight for neighborhood improvement, good schools, and harmony among racial, ethnic, and religious groups in Roxbury, Massachusetts. Freedom House went on to play critical roles in urban renewal in Roxbury and in the desegregation of the Boston Public Schools. A guide to the entire Freedom House Collection may be viewed at www.library.neu.edu/archives/collect/findaids/m16find.htm. The digitization of the images was made possible in part through a grant from the federal Institute of Museum and Library Services through the Library Services and Technology Act administered by the Massachusetts Board of Library Commissioners.

Records of the Bisexual Resource Center Available for Research

The historical records of the Bisexual Resource Center are now open for research. A guide to the collection is available online at: www.library.neu.edu/archives/collect/findaids/m144findprint.htm

The collection contains records generated by the BRC and materials collected for the organization's in-house resource library. The 11.5 linear feet of material dates from 1983-2002 and includes administrative materials, newsletters and magazines, scholarly papers, articles from the LGBT and mainstream media, conference packets, and

audiovisual materials. A highlight of this collection is the thorough documentation of the nationwide preparation for, participation in, and response to the 1993 March on Washington for Lesbian, Gay, and Bisexual Equal Rights.

The Bisexual Resource Center collection is open for research Monday-Friday, 9:00 a.m.-4:00 p.m., in the Northeastern University Libraries, Archives and Special Collections Department, 92 Snell Library, Boston, Massachusetts. For a list of all of the Department's special collections, see: www.library.neu.edu/archives/collections/manuscript_collections.

V E R M O N T

U.V.M.'s Consuelo Northrop Bailey Papers Open for Research

Special Collections at the University of Vermont has recently completed processing the personal and professional papers of Consuelo Northrop Bailey (1899-1976), a prominent legal and political figure in Vermont from the 1920s to the 1970s. Bailey's long career included service as a Prohibition-era state's attorney and several terms in the state legislature. She was the first woman lieutenant governor in the United States and the first Vermont woman admitted to practice before the U.S. Supreme Court. Bailey also served ten terms (1936-1973) on the Republican National Committee.

The Bailey collection consists of 109 linear feet of materials that document her political career. The correspondents include many of the most influential political figures in Vermont from the 1930s to the 1970s. This collection is a great source for the study of Bailey's personal political campaigns as well as many state and national Republican campaigns. The collection also includes personal and family papers that document Bailey's personal life as well as the lives of family members and friends. The Northrop Family papers are a particularly wonderful record of Vermont family and farm life throughout most of the twentieth century.

The collection was donated by Bailey's younger sister, Frederika Northrop Sargent, who also generously provided funds to arrange and describe it. The finding aid for the Consuelo Northrop Bailey Papers is available at <http://cdi.uvm.edu/findaids/collection/baileyconsuelo.ead.xml>.

U.V.M. Announces New Digital Collection of Family Letters

Thanks to a generous gift from Frederika Northrop Sargent, a new collection of nineteenth-century family correspondence is available through the University of Vermont's Center for Digital Initiatives <<http://cdi.uvm.edu/collections/index.xql>>.

The letters were collected by Vermonter Ruth Colton Fletcher (1810-1903) and are part of the Consuelo Northrop Bailey Papers. Many of the letters are from family members who moved west to New York, Ohio, Indiana, Illinois, Iowa and Kansas and sent reports full of interesting details about the people, economy, institutions, and activities to family back home. The correspondents recount the hard work they faced as they created and managed farms in new states and territories and often share meticulous lists of the prices of land, grains, stock, and groceries. Writers document the burdens of sickness and death that their families endured and often provide accounts of their medical treatments. Enos Fletcher and Charles Hogan write about their military experience during the Civil War, and other correspondents refer to the war and its effects on their communities. In one letter, Ruth's son Andrew describes the 1864 Confederate raid on the banks in the border town of St. Albans, where he was working.

The digital collection includes images of 148 letters, encoded and searchable transcriptions of the letters, and a collection overview with a list of the correspondents and their relationships.

OUTSIDE NEW ENGLAND

NAGARA Launches Online Document Library Where Users May Share Archives Publications

The National Association of Government Archives and Records Administrators has launched an online document library which allows users to share archives and records management publications. Subject categories include: accessibility, advocacy, electronic records, disaster preparedness, facilities, files management, grants, historical records, inactive records, local government records, microfilm, preservation, legal issues, retention, scanning &

digitization, security, storage, training, and miscellaneous. Located at <www.NAGARAResources.org>, the library currently houses nearly 300 documents and expands in content almost daily. As content grows, site administrators will add new subject categories and/or subdivide existing categories.

No registration is required to download documents, however users who wish to upload documents must be registered. That can be accomplished by selecting "Add Documents" in the toolbar and clicking on "Registration." Follow the steps outlined. Only documents in the public domain may be uploaded on this site, or copyrighted documents posted by the owner of the copyright.

The site was built in partial response to a 2008 recommendation of the Council of State Archivists' "Closest to Home" Task Force on Archival Programs for Local Governments to "develop a coordinated plan for a portal to provide access to web-based resources on local government archives," but as content expanded the site has proven to be of interest to archivists from other fields as well. ■



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AROUND AND ABOUT

History Comes to Me in Boxes:
The Story of the Gillette Corporate Archive

Dory Codington: Gillette Archivist 2006 - 2008
therazorqueen@gmail.com

The nature of history: The artifacts and ephemera of The Gillette Company. The Gillette Company collected things like a Yankee grandpa. The Company saved everything, but spending extra money to care for it was an extravagance. So while Coca-Cola built the World of Coke, Budweiser showed off its Clydesdales, IBM kept a growing record of every product it ever made, and breweries around the world showed off their old ads and gave visitors a sip, Gillette saved everything in factory basements, back offices, Iron Mountain, and a warehouse in Everett, MA.

When Procter & Gamble, which maintains a heritage space and archives that is accessible to sales staff, official visitors, and company employees, bought Gillette in 2005, the head archivist wanted to know what was in the various basements, warehouses and storage facilities that housed Gillette's collection of boxed materials. I was hired as an independent contractor to discover what was in the boxes and report back to P&G. Along the way, the "stuff" was to be processed into separate record groups and entered into a database. Not only was I expected to process the records of corporate public relations' various heads, but I was also expected to reconstruct and reassemble records that several authors and researchers had pulled apart and put back together as best as they were able.

The project began with a list of boxes and their potential contents, all deposited on the 44th floor of the Prudential Tower which had become excess space as Gillette downsized following its acquisition by Procter & Gamble. Alone in a series of back offices and empty cubicles, I had plenty of time to ponder the historical significance of this amorphous collection. So did the occasional visitor; once, as I sat among boxes that were half empty, surrounded by razors and personal care products trying to make sense of the collection, one of those rare visitors to the archive exclaimed: "There is so much history here!"

The real problem with so much unprocessed material is not the history that is here, but the history that is missed. No researcher could walk in and find what he was looking for, no answers could reveal themselves. Snippets of Gillette's history and of Gillette's impact on American and world history could be gleaned, but the whole story was difficult to discern from the unprocessed collection. It was

tempting to tell visitors to this collection, therefore, that "stuff" is not history, if only because it is unprocessed. On the other hand, a good part of American history is about "stuff" because this is a nation built on its manufactured products and the innovation behind them. A good part of the history of an American manufacturer such as Gillette is bound up in the "stuff" it has made over the past 107 years: millions of razors, miles and miles of razor blades, and a steady stream of personal grooming products. The "stuff" bought in drugstores and supermarkets and stashed on bathroom sink counters, behind bathroom mirrors, and on dressers, tells millions of personal stories, and the story—many stories, actually—of their manufacturer.

In his introduction to the book about the Henry Ford Museum of Dearfield, Michigan, Harold K. Skramstad of the Edison Institute calls the industrial material held there the "objects of American history" and I suppose that is what these boxes of personal grooming products contain: the products of Gillette history. Certainly every one of these boxes and tubes and bottles and razors is the product of someone's labor and the workers' stories form a good part of the Gillette's history.

Michel Foucault proposed that history is, metaphorically, the table on which the objects and the stories sit—that history is created when things interact on that metaphoric table. Using that as a starting point I realized that the history of The Gillette Company was created, or at least re-created, when Safety Razors, Dippity Doo jars, research notes, trademark violation lawsuits, and advertisements met, partly on my fold-up table and mostly on the floor. My random visitor wasn't wrong—there was indeed a lot of history on the 44th floor. It had come in more than 600 boxes and it needed to be processed.

Processing

I was hired for this unusual archive job right out of library school, but had some years as a history teacher, historical re-enactor, desk librarian, and an academic historian behind me. This was a new experience nonetheless—opening numbered boxes whose numbers corresponded to a list of what might be in them, sorting the material to find duplicates and irrelevancies, and finally processing the stuff into thirteen meaningful record groups that had been provided by the project's contractor.

Three months into the processing in November of 2006, the collection, including the remaining 70 unprocessed boxes from the initial accession and the new accessions that were being delivered to the archive almost daily, was moved from the 44th to the 40th floor. The new room had a lot of space. It had housed the entire Gillette Travel and Events Department, which had shrunk considerably after the Procter & Gamble acquisition and moved into smaller space down the hall. The new archive was a single large room with a southeasterly view of Boston.

I set up tables, had movers put the unopened boxes in neat rows and the sorted ones along the wall, and set to work. The processing of this chaos involved piling the contents of a box onto the desk and working through it until the desk was cleared off, and then beginning the process again. Often, of course, the floor was the only space large enough to handle the sorting. Through one of the strange quirks of archival fate, I was usually on the floor when visitors came by.

The title of the project, stamped onto every folder and printed on my time sheet, is the Gillette Corporate Archives, but it isn't actually a corporate archive. There are several reasons for this. First, Gillette is no longer a corporation; it is a subsidiary of Procter & Gamble, a division called "global grooming," as well as a brand. But although there is no longer an independent company known as Gillette, there was one. And within the archive are the corporate papers, ads, audits, letters, lawsuits, products, press releases, and photographs of independent Gillette's people, places and things. But the other reason that it is not a corporate archive is that no material in the archive is or was handed over by the records manager. This material was saved by Corporate Public Relations, which collected press releases and newspaper clippings, and by patent and trademark lawyers who saved products, ads and samples as proof of Gillette's innova-

tion and manufacture dates in case of future lawsuits. With the addition of the trademark library, salvaged from destruction after the entire department quit in the fall of 2005, and the discovery of the proxy battle and Revlon-Coniston takeover attempts and lawsuits of the 1980s, the legal files are the most complete part of the collection. The ads are extensive, but they still show gaps extending over many years, with salesmen's notebook sheets filling in for product pictures. Accessions since the archive was established fill in many of these gaps extensively and include sales, planning, and marketing materials.

Other than those few parts, the collection is unplanned. The collection includes, for example, photographs and sketches of King C. Gillette and his friends and fellow investors taken in 1906, but for the next 60 years there are no photographs or sketches of the successor managers and directors. There are also papers generated by lawsuits in which Gillette protected various trademarks, but probably not all of them. The papers suffice, in most instances, to link a lawsuit to a particular trademark and identify the issues that the suit raised; however, it is generally difficult to confirm that the papers are complete, and often the papers in the collection lack a final decision or settlement agreement and, therefore, do not show how the lawsuit in question was resolved, or even whether Gillette's efforts to protect a claimed trademark were successful.

Other holes in the company narrative healed, sometimes with the help of materials from different record groups. Over time the database would link a newsletter, a newspaper, magazine article or a press release. Still, there was no substitute for an informed archivist who could correlate what appeared at first (even to the database) to be disparate quantities of information. The urgency to retain company history eased once the database became more complete, but even then, the database never spent a lunch hour reading a company newsletter or annual report, and I had.



Reference

I was hired to process the material in the boxes, but almost as soon as my computer was set up in August 2006 I started receiving regular reference requests. The first one was the P&G archivist himself, who needed the history of the Gillette Company in Europe. I didn't notice it at the time, but these requests transformed a processing job into the unofficial position of company archivist. Soon reference questions were coming from all directions. For instance, an attorney who was defending P&G against an asbestos-related products liability suit needed a list of all Gillette-made hair dryers from the 1970s. Almost simultaneously, the District Attorney of Los Angeles County needed me to give testimony about the creation date of a Right Guard can shown in a photograph. I wanted to ask the DA why he needed information about a 47-year-old can of deodorant but, sadly, I could not.

With the enormous number of retirees leaving Gillette while I worked there, the newcomers from both P&G and Gillette wanted to know about the company's history. There were few people left in the company to ask. It helped that I had been a high school history teacher; on top of continuing to process the collection, I created posters of historic ads and displays of historical blades and razors to answer many of these questions. One question asked many times, often from overseas P&G offices, was "how Gillette advertising influenced and was influenced by world affairs." Unable or unwilling to make a trip to America, a Swedish newspaper asked me to find advertisements demonstrating Gillette's creation of the ideal of manliness over the course of the twentieth century. My first reaction was that people should do their own research, but then I found an ad explaining that "826 railroad men preferred the Gillette Safety Razor." I sent a copy to the Swedish newspaper.

But processing didn't end just because I had a new role as the company historian and the best view and most expensive archive per-square-foot in the world. Soon there was an accession of an additional 50 cubic feet of material from the basement of Gillette, UK at Isleworth, which was closing. This overseas collection included the auditors' reports of the company's European sales offices in the 1930s, unread and covered with coal dust. There were also boxes and boxes of blades and razors, adding to the boxes and boxes of blades and razors already on the 40th floor that still needed sorting. And there was still nobody who could tell me anything about them.

How to Tell a Razor

In most bathrooms, blades and razors, or modern shaving-cartridge systems, are the artifacts of daily life. I remember my grandfather's heavy rhodium safety razor and my dad's Super Speed, and it was indeed fun to meet them again in the archive. However, to the company that makes nearly 80% of the blades, razors, handles and cartridges sold worldwide, these are products, not artifacts. They were copied and counterfeited in battles for store shelf space and perhaps most importantly, they were patented, trademarked and protected in some of the most famous lawsuits of the century. These products were also promoted aggressively by advertising and sales teams that the trade regarded as top-notch in terms of devotion and enthusiasm. Even if there was no one left to help me identify the products they had promoted, I owed it to them to get nothing wrong.

Shave Prep

I ordered custom boxes to house the razors: they are the standard 12" x 12" boxes but with a height of only three inches because for the first seventy years of the company's history (from the 1901 introduction of the Gillette Safety Razor until the 1972 Trac II and the cartridge systems that followed), safety razors were heavy. Too many in a box make the box heavy, and with so many variations, the clutter makes it difficult to date them as well. Each acid-free, lignin-free cardboard box was lined with a full sheet of Dupont Intercept fabric to slow down the inevitable oxidation of the metals. The lighter blades and blade boxes were stored in 12" x 12" x 6" boxes, also with Intercept.

When I had the storage materials, it was time to date every one of those blades and razors. To do this I located dated ads, brochures and salesmen's pages with good pic-



tures of the historical products. I made a notebook of the images with notes. As I worked with these paper depictions of the products, I created a product name and date timeline in Excel. These were enhanced with data from newspapers, newsletters, and occasionally lawsuits as I came across them.

Many of the razors were in numbered bags. I also found a notebook with the numbers listed, along with reference notes. This work was prepared by a different archive company in the 1990s that had emptied and processed the drawers of the trademark department's razor library. Unfortunately, the only dates on the bags were the dates of accession, with an accession number that had nothing to do with production dates. Cross-referencing these numbers with the notebook only gave me a drawer number (1-40) and the year 1991— not at all helpful in identifying a razor that was manufactured before 1910.

Shaving

I emptied the labeled bags and saved them. Then I sorted the razors as to type, with teeth, without teeth, opening from the top with gears, unscrewing three different ways. Then using the ads and my product list, which included information such as “the first razor without teeth,” I began to put the razors in bags with their product name and date of manufacture. Eventually, I had 40 small boxes with one thousand neatly arranged and labeled safety razors, larger boxes with dividers filled with dated and labeled blades, and a growing number of cubic-foot boxes with cartridge systems.

I began a similar process for archiving the shaving creams, deodorants, shampoos and permanent wave solutions, aftershaves and body wash, but these were much easier to differentiate. The bottles and tubes containing these products were stored on the opposite side of the room to minimize chemical reactions with other materials in the archive. There was a very real concern, nonetheless, that out-gassing from hair products and the evaporation of alcohol from the aftershaves would adversely affect the razor metal. My training as an historian and archivist had not prepared me to address issues of chemical interaction among product components or hazardous material and safety issues involved in product storage, but the issue was particularly critical, not only in terms of protecting the collection from itself but in the context of archiving a potentially volatile collection on the 40th floor of a large office tower.

Aftershave

Once the products were organized, I returned to processing the paper files. These were sorted into 13 record groups, covering the corporate and industrial life of the company. The project manager once referred to the many razors spread out on the archive floor as “artifacts,” but that unduly minimizes their importance to the company and to the collection. The razors were central to the company's operations and history and they were therefore the only reason the materials for the other 12 record groups even existed.

Gillette's success was based upon the quality of its products and to the success of its marketing campaigns, many of which were sports-related, from the sponsorship of radio broadcasts of Friday night boxing in the 1930s and 1940s to televised baseball and football games starting in the early 1950s and continuing today, with expansion into other sporting events. Decades of sports-based marketing has generated a growing collection of collectible items, among them mouse pads, key chains, golf visors, NASCAR toys and historical stationery samples. I placed these into a separate record group, along with corporate stationery and commemorative toys as artifacts.

Finally, each paper file was stored with its record group, and its information was entered into an Access Database. We set Access to automatically generate a number, which I wrote on the top right of each paper file.

Eventually, the processed boxes were moved off the floor onto secured shelving, so only unprocessed materials filled the empty floor. By the time the processing project was completed, even the new accessions were processed and nearly everything had been entered into Access. There remains much to do if the collection is to become a fully-functioning corporate resource, not only in terms of preserving corporate history but also for responding to daily information requests, whether from in-house counsel or product-development and marketing teams. These archiving tasks require new projects and, thus, new corporate commitments to information management and access. However, I left with the knowledge that Gillette's history, including its products, advertising and even its litigation, was now organized and findable. What better foundation can an archivist leave behind? ■

Invitations for Award Nominations

Archival Advocacy Award

NEA grants the Archival Advocacy Award (AAA) to an individual or institution demonstrating extraordinary support of New England archival programs and records, either politically, financially or through public advocacy.

Criteria

The award may be given to any individual outside of the archival profession, or any institution other than libraries or archives. In selecting those who will receive the award, special weight will be given to support that has had a broad long-term effect and may include, but are not restricted to the following types of support:

- sponsorship of successful political initiatives which have directly aided archives;
- financial support of important archival programs;
- increasing public awareness and support for archival issues.

Procedures

- Nominations should be submitted to: Kathryn Hammond Baker, Countway Library of Medicine, Harvard University, 10 Shattuck Street, Boston, MA, 02115.
- A nomination must include a letter detailing why the nominator feels the candidate deserves the NEA AAA.
- Additional materials including, but not limited to a curriculum vitae (resume), publications, work products, course outlines and evaluations, may be submitted but are not required.

Nominations are due by May 15, 2009

For more information about the Archival Advocacy Award, please see http://www.newenglandarchivists.org/services/awards/aa_award/index.html

Distinguished Service Award

NEA grants the New England Archivists Distinguished Service Award (DSA) to individuals or institutions who are dedicated to the promotion of NEA objectives and who have made significant contributions to the profession, their institution, NEA and/or the archival community in New England. The award shall reflect the total experience of the awardee(s) and is based upon knowledge, leadership, participation and achievements in the profession.

Criteria

In selecting those who will receive the award, special weight will be given to archival activities that have had a broad long-term effect and may include, but are not restricted to the following criteria:

- involvement and work in NEA;
- education, leadership, advocacy and/or scholarly activities;
- impact of the nominee's work on the regional archival community.

The candidate's contributions will be measured by their broad distribution across all categories and/or an exceptional contribution in one particular area.

Procedures

- Nominations should be submitted to: Kathryn Hammond Baker, Countway Library of Medicine, Harvard University, 10 Shattuck Street, Boston, MA, 02115.
- A nomination must include a letter detailing why the nominator feels the candidate deserves the NEA DSA.
- Additional materials including, but not limited to a curriculum vitae (resume), publications, work products, course outlines and evaluations, may be submitted but are not required.

Nominations are due by May 15, 2009

For more information about the Distinguished Service Award, please see http://www.newenglandarchivists.org/services/awards/distinguished_award/index.html

Calendar of Events



Press releases and other announcements should be sent to Stephanie Schneider at <sschneider@nfpa.org>. 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 16-18, 2009. MARAC Spring Meeting, “Surveying Archives: Wild and Wonderful,” Charleston, West Virginia.

May 3-8, 2009. ICPSR Workshop. “Digital Preservation Management: Short-Term Solutions for Long-Term Problems” held at ICPSR, University of Michigan, Ann Arbor. See <www.icpsr.umich.edu> for details.

May 7-8, 2009. SAA Workshop, “Understanding Photos: Intro to Archival Principles and Practices.” Co-sponsored by the Archivists Roundtable and the New York Public Library. Held New York, NY. See <www.archivists.org> for details.

May 15, 2009. Deadline to apply to take the Academy of Certified Archivists archival certification exam; and to apply for “You Pick Your Site” examination location. Visit <www.certifiedarchivists.org> for details.

May 27-29, 2009. Digital Directions: Fundamentals of Creating and Managing Digital Collections. Three day conference by NEDCC. San Diego, CA.

June 5, 2009. National Historical Publications and Records Commission (NHPRC) grant application deadline for Electronic Records and Processing Projects. For detailed information see <www.archives.gov/nhprc/announcement/>.

June 14-26, 2009. 23rd Annual Western Archives Institute. U.C. Berkeley in Berkeley, CA.

June 17-20, 2009. 50th Annual RBMS Preconference, “Seas of Change: Navigating the Cultural and Institutional Contexts of Special Collections.” Charlottesville, VA.

June 19, 2009. SAA Workshop, “The Essentials of Digital Repositories.” Co-sponsored by Michigan State University. See <www.archivists.org> for details.

June 22, 2009. SAA Workshop, “An Introduction to Archival Exhibitions.” Co-sponsored by the Pennsylvania State University, Paterno. Held at University Park, PA.

July 19-25, 2009. 2nd Archives Leadership Institute held at the University of Wisconsin, Madison.

August 11-16, 2009. Society of American Archivists Annual Meeting, Austin. See <www.archivists.org> for details. ■

People

Emily R. Novak Gustainis was appointed Collections Services Archivist at the Center for the History of Medicine of the Countway Library. In her new role, Gustainis will oversee the descriptive program for the Centers archival and manuscript collections. Most recently, Gustainis served as librarian/archivist for Historic New England, where she worked on a wide variety of descriptive, reference, research, and public access projects. Prior to that, she worked as a photograph cataloger at the Schlesinger Library, Radcliffe Institute, for a digital access project funded by the Andrew W. Mellon Foundation and as an archivist for the Information and Archival Services Division of the Winthrop Group, Inc., where she arranged and described collections for a wide variety of corporate and nonprofit clients, including the Architectural Research Institute (Beverly Willis Papers Project), the United Nations, and WGBH. She holds both an MLS and a BA in English Literature and Teacher Education from the State University of New York at Albany. ■



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THIS SEASON IN NEW ENGLAND HISTORY



High Jump, Field Day 1914

The annual Field Day tradition began at Dana Hall in 1903 with each class competing in many forms of athletic endeavors for a silver cup. This is the day when class spirit, enthusiasm, and loyalty to Dana held complete sway from early morning to night. Class banners were hung from the porch of Dana Main and wholehearted cheers and songs could be heard from the girls urging their classmates onto victory.

Courtesy of the Genevieve Upjohn Gilmore Photographic Collection, 1914 at the Dana Hall Archives, Dana Hall School, Wellesley, Massachusetts.