

NEA NEWSLETTER

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C O V E R — Election Primary (August 1944) Burlington, VT Ward 6. From the James Detore Photograph Collection.

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I N S I D E — NEA elections are coming soon. See the candidates' statements and biographical sketches.

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From the Editors

-Daniel Daily

The January issue of the *Newsletter* represents two departures from the past. First, Steve Culp, of Stephen Culp Art + Design (East Bridgewater, MA), is now designing and laying out the *Newsletter*. He is carrying on the fine work of Rosemary Miller. Second, at the request of the Board, we are carrying the candidates' statements and biographical sketches. The Nominating Committee has established a strong slate of candidates. Take time to read their statements and VOTE.

We are very pleased that Fall 2001 Keynote speakers, Professor Emeritus Gaddis Smith, of Yale University, and Steve Hensen, of Duke University, were willing to share their addresses with the *Newsletter*. I am sure you will find their perspectives thought-provoking, humorous, and insightful.

NEW ENGLAND ARCHIVISTS

People

Sanford and Horn Receive New England Archivists Distinguished Service Award

D.Gregory Sanford and David Horn will receive the New England Archivists' Distinguished Service Award at the NEA Annual meeting in March. This award recognizes exemplary service to the archival profession and archives in New England.

Sanford, a resident of Marshfield, VT, has long been recognized as a major figure in the archives and public records community in New England. He has served as state archivist of Vermont since 1982. During that time he has been active in the profession through writing on Vermont history and serving in numerous capacities at the state and regional levels. Sanford is a member of a number of archival and historical organizations and has contributed to or authored a number of publications centering on the history of Vermont.

As state archivist, Sanford has been a driving force behind historical records programs, having participated in or directed a number of major public records projects in the state. His efforts have also involved service on the executive committee and editorial board of the Center for Research on Vermont, the editorial board of the Vermont Historical Society and on the executive board of the Vermont Statehood Bicentennial Commission. He has also been director of the Vermont Historical Records Advisory Board and chairman of the state's Public Records Advisory Board. He has been twice recognized (1975 and 1985) for the best article appearing in *Vermont History* and in 1989 received an Award of

Merit from the American Association for State and Local History.

"I was surprised, pleased and humbled to receive the New England Archivists' Distinguished Service Award. The NEA has long served the region's archivists with outstanding service; to be, in turn, recognized by the NEA is an honor not only for myself, but for my staff. That we, one of the smallest state archives in the country, have received such recognition is a tribute to the staff's professionalism, dedication and creativity in finding ways to promote archival management despite limited resources. The Distinguished Service Award is a wonderful example of how the New England Archivists, as a regional organization, can offer recognition to individuals, and archives, who might otherwise go unnoted.

The DSA provides more than peer recognition; it also gives weight to our on going efforts to promote the archives as an important tool for the effective management of government and for providing context to our public dialogues. To the extent that the DSA recognizes our efforts to link records of continuing value to the continuing issues of government and governance, it contributes to the broader understanding and appreciation of archival management," he said.

Sanford received a B.A. from Washington College in Chestertown, MD, and a master of arts in history from the University of Vermont. He has also served the profession through his work on numerous committees and in appointed and elected positions. Sanford has served on the executive committee for New England Archivists from 1984-1990, including terms as vice-president in 1987-1988 and president in 1988-1989.

Continued on page 34

Keynote Address

Indispensable Frustration: Archival Adventures in Writing Yale History

Gaddis Smith, Larned Professor of History Emeritus at Yale University.

The phrase "indispensable frustration" in my title has two meanings. First, it is indispensable that historians be frustrated to some degree when searching the archival record for understanding. If there were no frustration, if archives told the whole story, there would be no need to ask questions, to explore alternative explanations, to press for better archives and fuller and more timely access, no need indeed for historical scholarship. Frustration is thus an indispensable goad to curiosity, skepticism, and the instincts of the detective. Second, I refer to the increasing but unfortunately indispensable need of those who generate records—whether in the Central Intelligence Agency, the White House, or university offices—to frustrate the researcher by deliberately refraining from leaving a full record and extending the years when certain records are closed—in some cases forever.

The changing legal and cultural environment since the 1960s has tended to make the content of preserved records increasingly bland and to close records for very long periods—for example, student records protected by university policy and the Buckley amendment and files on faculty members and other employees. This is a good thing from the point of view of individual privacy, civility, protection against lost lawsuits, and national security at the government level. On those grounds I approve but as an historical storyteller I regret how many interesting things are filtered out.

That said let me offer a confession. A few years ago in a talk in Australia at a conference of university administrators I criticized their growing faith in distance and virtual education—where interactive distance learn-

ing would make face to face contact and expensive campuses unnecessary. One vice chancellor denounced me as a "nostalgist". I accepted the label and wear it without apology. So let me give a few instances of the kind of the kind of material being lost, based on my adventures in the Yale archival record and focused on the middle part of the last century.

1933. In the 1920s Yale applied a quota and other invidious measures to limit the number of Jewish students. But in 1933 President James R. Angell wanted more to be done. Noting statistics on the large number of Jewish students from Connecticut cities, he made a sick joke in a note to the head of admissions: *"it seems quite clear that, if we could have an Armenian massacre confined to the New Haven district, with occasional incursions into Bridgeport and Hartford, we might protect our Nordic stock almost completely."*¹ This, of course, was before the Holocaust and some allowance should perhaps be made for Angell's warped sense of humor—but even sick jokes are revealing.

In 1945 the University was opposing a bill in the Connecticut legislature to prohibit discrimination on the basis of race, religion, and national origin in admissions to private colleges. Yale's legal counsel prepared a brief to use in Hartford. He extolled Yale's absolute openness to all applicants and perfect record of non-discrimination. The legislation, Yale said, was unnecessary and would amount to interference with academic freedom. The president asked Provost Edgar S. Furniss for comments. Here is what Furniss replied in a handwritten note: *"One fatal measure is that we do discriminate against well qualified applicants solely on racial grounds. Examination of our admission proce-*

*dure with all its tests, interviews etc. would prove this."*² Imagine the consequences of that statement being "discovered" in a lawsuit today.

Also in 1945 the right-wing network radio columnist Fulton Lewis, Jr., learned that the Law faculty had recommended professorships for Thomas Emerson, Abe Fortas, and Harold Lasswell—all of whom he considered dangerous radicals.³ With U.S.-Soviet relations freezing into Cold War, Lewis's report was widely heeded and disturbing to conservative Yale alumni. A shaken Yale Corporation and President—that is, the board of trustees—tabled the recommended appointments for further consideration, although they came with unanimous faculty support. Corporation fellow Dean Acheson was busy in the State Department handling the Russians, but his closest friend and colleague on the Corporation, Wilmarth Lewis (no relation to Fulton) rallied support for the appointments: *"we must meet it squarely. Woodbridge Hall [housing the offices of the President and Secretary of the University] has been pelted with letters from our reactionaries. . . The officers are cowering in the corner, green with fright."*⁴

In 1950 the Corporation was searching for a new president. A leading candidate was William C. DeVane, dean of Yale College since 1938. He was soft-spoken and even-tempered, a man of old-fashioned dignity, and he enjoyed strong student and faculty support. An inner circle of trustees including Acheson and Lewis, already mentioned, thought he lacked sufficient energy and interest in science—but DeVane's candidacy was hard to derail. Lewis Weed, member of the inner circle and a medical doctor, used his medical contacts to get

confidential information without DeVane's knowledge. The doctor reported DeVane's blood pressure was so high that he could never get life insurance and *"even if he should live a goodly number of years, there would be great likelihood of his becoming an impatient, irritable and inascible individual."*⁵ That took care of DeVane who, incidentally, lived for another 15 years and never showed the symptoms the doctor predicted. The Corporation then voted for the inner circle's favorite, a young professor of history, A. Whitney Griswold.

1956. One of Griswold's priorities was to work with city hall on the redevelopment of New Haven. The first step was to bulldoze the Oak Street area from Church Street west to Dwight Street—where the Oak Street connector now runs. In place of thousands of poor people in crowded tenements, the plan called for a multi-laned highway, office buildings, and high rise apartments for Yale graduate students and young faculty on several blocks to be purchased by Yale. Yale's confidential intention was to build the apartment buildings as taxable property, but when their useful life was over, say in 40 years, the university would be free to convert the acreage to laboratories, classrooms, or other tax exempt educational purposes. When the board of alderman sniffed this out, it insisted that the purchaser must commit to keeping the property permanently on the tax roles.

Griswold was spending that summer of 1956 on Martha's Vineyard, as always, when he learned of the aldermanic monkey wrench from Yale's negotiator, Norman S. (Steve) Buck. Griswold wrote back:

Upon reading yours of June 28, I felt like jumping in the Vineyard Sound. So I did! Then I felt better and read the letter again. Then I cussed for approximately twenty five minutes. I mostly cussed lawyers though I let fly some pretty good ones at politicians. Perhaps you heard the dis-

tant rumbling and thought it was thunder or maybe jets breaking the sound barrier...

...I will communicate with the Mayor and give him to understand that he must be more bold in representing Yale's true position in all his city planning activities, or we will withdraw from that position, pull in our horns, strike our tents, take ourselves out of the field as a potential investor and generally speaking, assume a passive not to say isolationist position in local affairs."⁶

Yale bid on the property anyway, but dropped out when the bidding for the ten acres reached \$1,140,000.

1968. My last example comes from personal experience and illustrates what does not get into archives. In 1968 the Federal government was just beginning to concern itself with questions of racial and other improper prejudice against applicants for admission as students. I was director of graduate studies in History with the responsibility of organizing the review of applicants to the Ph.D. program and transmitting the Department's recommendations to the Dean of the Graduate School. The faculty were divided into subcommittees for different areas of history and were asked to comment on worksheets.

We recommended about one applicant in five and rejected the other four. But during this year one applicant filed a complaint that she had been rejected because of gender and national origin—she was Dutch. The government investigator asked to see all the records for the admission process. I knew the woman had been in a masters degree program and had done badly—but on a worksheet I found that a colleague had scrawled *"this dreadful bitch gets admitted over my dead body."* I suggested to the dean that we turn over my letter listing the admissions and the rejections and not the scrawled notes on the worksheets. The government investigator did not

press the point. The woman's grievance was not pursued. I then told all my colleagues never to commit anything to writing that would be difficult to defend in public or in court. The subcommittees stopped using the worksheets and simply ranked the applicants without written comments.

The successors of Yale officers Angell, Furniss, Griswold and trustee Wilmarth Lewis and my colleague in the History Department would not put comparable thoughts on paper—at least not in a situation where they could end up in an archive. I would like to think that they would not hold such views in the first place—but another reason is that being prudent officers they know that nothing is protected anymore from potential disclosure in the event of litigation. As a citizen I generally applaud the numerous laws enacted since the 1960s holding universities to account in matters of invidious discrimination, research on human subjects, facilities for those with disabilities, etc. But as an historian I long for the days of unrestrained comment.

ORAL HISTORY

A time-honored method of breaking through the reticence of the written record is oral history. Mark me as a moderate enthusiast for oral history, [with] my enthusiasm tinged with skepticism because my work on the Yale history has intensified my awareness of the limits of memory. I include my own memory. Except for three years teaching at Duke I have been at Yale as student and faculty member since 1950. Through most of that time I kept a diary. Today I recall things with brilliant clarity—until I check them with the diary. Time and again I catch myself from overdramatizing or other distortions.

In my Yale research I have turned often to a remarkable collection of transcribed interviews conducted in the early 1990s by Geoffrey Kabaservice with over 200 individuals who were connected with Yale in the

presidencies of A. Whitney Griswold and Kingman Brewster, Jr.—that is from 1950 to 1977. This is wonderful stuff reflecting the interviewer's careful preparation. He asked informed questions, reminded those he was interviewing of the sequence of events, and frequently asked them to comment on things they had said or written in the past. But as with all recollections people get it demonstrably wrong or recall things unverified by any other source. For example, the wife of President Griswold said forty years later he was seriously considering closing the Yale Medical School, but the written record—including minutes of the Yale Corporation—show that he was working hard to save the school and end the deficit under which it was operating.

Another example comes from a memoir essay published by Richard L. Walker, an historian of modern China denied tenure in the 1950s. The contemporary record shows that the senior faculty believed, quite accurately, that Walker was more a journalist than an historian. Furthermore, the History Department and higher officers wanted to appoint some fully established major figures in the field. But in later years Walker said he was cut off because of his support for Chiang Kai-shek and criticism of the Chinese Communists.⁷ In my book manuscript I note his later statement in a footnote while emphasizing that there is no contemporary supporting evidence.

Another example involves two recollections about the turbulent events of May Day 1970 here in New Haven—when many feared that the university and the city might suffer terrible damage perhaps even with loss of life. Sam Chauncey, the chief of staff to President Brewster, told me he was tipped off by Harvard of three busloads of violence prone radicals heading from Boston for New Haven for May Day. Sam says he arranged to have the regular bus drivers replaced by undercover agents. Somewhere near Sturbridge the three buses myster-

iously broke down. The drivers looked at engines, pulled off distributor caps and jumped into a waiting van and sped off—leaving the radicals to bake in the sun of a hot spring day in rural Massachusetts. Another recollection from a senior member of the Physics department is that [the radicals] were collared just before pouring gasoline into the ventilator system of the nuclear reactor building. In neither case have I found any confirmation.

Universities and other institutions should do more not less oral history because it does capture aspects of personality and context sometimes otherwise undiscoverable. It also provides historians with leads which might otherwise be missed and which can be verified. But it is not a substitute for the full range of sources an historian must use. I try to follow advice I have given to students for over forty years: never base an assertion of fact on an oral history source unverified by the contemporary record. If you use an oral history source by itself be sure to say that you are dealing with what so and so remembered X number of years later.

INFORMATION TECHNOLOGY AND THE FUTURE

All of the unpublished archival material I have used was generated before the modern age of information technology—although along with all researchers I do not know how I managed before the miraculous labor-saving of computer searching and retrieval of printed texts, legal materials, government documents, basic factual information, library holdings, bibliographies and directories.

I have not contemplated in any depth what the revolutions in information technology will mean for the future. I do know that you as professional archivists have been studying these issues both collectively and in your own institutions—and working to establish viable protocols. But as a nostalgist who prefers the age before typewriters and the telephone, much

less before e-mail and web sites, I have some questions with which I will conclude my remarks.

1. I assume that the text of newspapers and other texts will continue to be preserved and searchable. But what of web sites where the content is frequently changed? It is certainly technically feasible to capture and preserve at now great cost all the web sites of an institution at a single moment and to repeat the process every year or so. In that fashion much of the material which is temporarily available online and then deleted by the webmasters or which disappears altogether when a site is closed down, will be preserved.

2. How will e-mail messages and other electronic working data collections be preserved, separated into open and closed categories, and searchable? The other day Richard Brodhead, the dean of Yale College, remarked that when he became dean in 1993 he didn't use e-mail at all. Today almost all his correspondence is by e-mail—replacing both old fashioned mail and the telephone. What does he do with that material? Does a secretary print it out for filing the old way? Are important items saved electronically and assembled in subject files or left all lumped together? I also began using e-mail in the early 1990s and my practice, both as an administrator and faculty member, and now retired from teaching is to delete almost everything after the subject has been resolved. I save only material likely to be necessary in the future. That isn't good archival policy—but I am not a significant historical actor.

Another aspect of computer composition is a boon to the writer but a frustration to the historian—namely the ease of revising a document and leaving no trace of the original. Historians and literary critics delight in studying successive drafts and learning how ideas developed and were modified. The record of changes in drafts is a good window on the dynamics of policy. We are losing that today.

A more significant issue is likely to be the tension between privacy and permeability of records—by hackers or by authorized investigators in an age of heightened insecurity. Just as every prudent university official knows that anything on paper can be brought out in a legal proceeding, he or she knows that there is no real privacy in e-mail or in how the internet is used. Over the last five years the careers of two Yale faculty members have been seriously injured—with one pleading guilty to a criminal charge and losing tenure—because in each case e-mail messages or the record of downloaded material did them in. One response to permeability is encryption. Cops do it, spies do it, diplomats and lawyers do it. Will the electronic record remain encrypted or will a plain text be preserved for the archives?

I will not even speculate on the resistance of electronic records to the

degradation of aging or accident. We preserve our most valuable paper records in fireproof vaults. How good will our electronic vaults be?

I leave it to younger historians to work with you the archivists in confronting these issues. As soon as my Yale book is published and as a confirmed nostalgic, I am turning to some research in 18th and 19th century maritime history.

References

¹ I agree with the observation of Dan Oren, *Joining the Club: A History of Jews and Yale* (New Haven: Yale University Press, 1985, p. 63) that "This was New Haven, not Heidelberg, but in retrospect. . . Angell's reference to the earliest example of modern genocide loses its humorous tone and appears more a tragic comment on the American intelligentsia."

² Furniss attachment to draft memorandum by Frederick Wiggin, March 1945, Yale University Archives, Papers of President

Charles Seymour, Record Group 2-A-15, box 51: 448.

³ Emerson, a graduate of Yale College (1928) and the Law School (1931), was a New Deal lawyer and supporter of groups and causes on the left of the American political spectrum. Fortas had gone to Washington after his two years as an assistant professor. Harold Lasswell was not a lawyer, but an iconoclastic political scientist known for his studies of the manipulative power of words and psychological roots of behavior.

⁴ Wilmarth S. Lewis to Dean Acheson, January 3, 1946. Papers of Wilmarth Sheldon Lewis, Lewis Walpole Library, Yale University.

⁵ Weed to Lewis, January 2 and January 8, 1950, *ibid.*

⁶ Griswold to Buck, July 3, 1956, Records of the Provost, Record Group 3-A, box 48:472.

⁷ Richard L. Walker, "China Studies in McCarthy's Shadow: A Personal Memoir," *The National Interest*, Fall 1998, pp. 94-101. Walker became a professor of history at the University of South Carolina and in the 1980s served as United States ambassador to South Korea. ♡



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Keynote Address

When Worlds Collide Or Dr. Schellenberg, Meet ISO 8879¹

Steven L. Hensen, Director of Planning and Project Development, Duke University Special Collections Library.

I am very pleased to be here today for a number of reasons. First, this is a kind of homecoming for me. My real professional career started right here at Yale over 30 years ago; though when I say “real” career you understand that I am glossing over my years toiling at student and support staff positions at the University of Chicago and the State Historical Society of Wisconsin (and anyone who glosses over their experience at Wisconsin does so at their own risk). As is neatly outlined by Phil Eppard in the history of NEA on your home page, this organization was founded in 1972 at the 36th annual meeting of the Society of American Archivists (SAA), held in Columbus, Ohio. That meeting “featured a session focusing on this new regional activity. Inspired by the work of their archival colleagues around the country, a group of New Englanders met in a hotel room in Columbus to discuss forming a similar regional association for the six New England states. That meeting, on November 2, 1972, began the process that led to the formal creation of New England Archivists. Richard W. Hale Jr., archivist of the Commonwealth of Massachusetts, acted as the chair for this foundational meeting.”²

My currently dubious distinction as a “New Englander” notwithstanding, I was among those who gathered in that hotel room to help lay the foundation of NEA. In 1975, it held its Spring meeting in New Haven and had, as its plenary speaker, the eminent Charles Lee, then Director of the South Carolina Department of Archives and History, and relatively immediate past president of SAA. When I first accepted this invitation, my memory was that the New Haven meeting was the *first* meeting of NEA and that Charles Lee was *current* pres-

ident. Would that I had been in the South long enough to bring to y’all the same baroque, rolling Southern accent with which Dr. Lee graced us back then. While that wistful scenario would have provided a tidy symmetry for my appearance here this year, all I can say in these, my days of an increasingly fanciful and unreliable memory, is thank God for the record!

You will not be surprised to hear that I have chosen to speak on the evolution of archival standards. Several weeks ago, I was tempted to try and give some perspective on the unspeakable tragedies of last September 11. Many of you have already read the statement I issued on behalf of SAA in the immediate wake of those events (those of you who haven’t can go to the SAA web site or see it in the next *Archival Outlook*). I am no closer to making any sense of those events and, as dedicated as I am to the calling that your and my presence here represents, I still have difficulty putting the archival implications of all of this into a context that does not trivialize the more immediate issues of the enormous loss of life and human suffering. There will be a session at the SAA meeting next summer in Birmingham where a group of individuals who have dealt more directly with the impact the tragedy on archival and cultural resources issues in New York City will help all of us to understand these events and our place in them and I urge you to attend.

I also thought that it might be provocative and interesting to hold forth on the unspeakable outrages against intellectual freedom being perpetrated upon libraries and archives and the general public by the publishing and entertainment conglomerates in the name of “copyright;” or in a more *au courant* or cutting-edge vein,

to ponder the mysteries and future of digital access to archives; I figured that, as much as *I* would be interested in such talks, I should probably stick with something I know.

While it’s hardly a tale of heroic or epic proportions, I believe the story of the collision between the heretofore traditionally idiosyncratic and disorderly world of archives and manuscripts and the larger, more tightly controlled world of standards development and maintenance is fascinating not only for the enormous impact it has had upon the daily work of increasing number of archivists, but also on the accessibility and visibility of that work and, by extension, the profession. The very fact that archivists from around the world are now openly, even eagerly, working with such organizations as NISO (the National Information Standards Organization), ANSI (the American National Standards Institute), and ISO, and actively participating in standards-based projects and activities is at the same time startling as well as a sign of substantial mutual maturity.

It was a mere dozen years ago when things started to change; the archival world was an entirely different place than it is today. Although there were then emerging new and increasingly stable standards, those of us involved in the work felt like we were sometimes walking on egg shells. The standards that were then being applied to archival work were largely based and had, as their chief *raison d’être*, the sharing of summary descriptive information in bibliographic information systems, such as RLIN and OCLC and in a growing host of local on-line catalogs. I suspect these arguments were not compelling enough for many in the broader cultural resources community:

there were too few advantages and too many compromises with the registrarial and curatorial responsibilities as then defined for their respective institutions. Mixing museum and art objects with books and manuscripts seemed somehow inappropriate.

Today, however, the rapid growth of the Internet and the World Wide Web makes an increasingly clear case for a “seamless web” approach to cultural information resources. This approach, which I first posited in the pre-web, Jurassic period of the late 1980s, maintained that the insinuation of archival and manuscript materials into what had heretofore been bibliographic utilities, such as the RLIN and OCLC, had the transformative effect of changing the very nature of these systems (and I should add parenthetically here that “utilities” was an entirely appropriate word: just as water, sewer, and electric utilities provide the basic infrastructure of modern society, so too, did these systems provide libraries with the very essence of their existence — catalog cards). Instead of serving essentially as pipelines for distributed cataloging (which, after all, had no relevance for archives and manuscripts), they instead were growing into cultural information systems — however unwittingly.

In the truly interdisciplinary spirit of much of today’s scholarship and research, these systems promiscuously commingled information about books, serials, motion pictures, manuscripts, archives, photographs, art, and museum objects in a single system, which employed, more or less successfully, basic bibliographic standards and access terms. It turned out that many researchers were actually more interested in *what* information on their subject of interest there was and *where* that information might be than in what particular physical form it might take.

None of this would have been possible without some broad-based understanding of and agreement over

standards. Today’s World Wide Web environment has taken the concept of “cultural resources database” to new and heretofore unimagined levels. Not surprisingly, the use and application of standards is even more important now. Now before I get into the meat of my discussion wherein I am going to attempt to draw some modern lessons from some of the archival standards developments in which I have been involved, permit me to make several broad generalizations regarding standards:

- First, the best thing about standards is that we have so many to choose from.
- Second, if you are responsible for maintaining a private internal research collection which you have no intention of providing either information about or research access to, then standards are of no concern to you. Standards only apply when you start sharing information. If you’re not going to share, you can go happily along your idiosyncratic way untroubled by the outside world. Apart from the obvious questions such a scenario raises with respect to responsible stewardship, I will tell you from personal experience that no matter how marginal or specialized your collection might seem, there is almost certainly somebody out there who will want or need access to it. The big lesson of RLIN as a cultural resources database and now of the Internet, is that there are ineluctable and elusive connections between a wide variety of cultural materials and increasingly our job is anticipating this and trying to make sense of it.
- Third, do not reject out-of-hand standards that may have emerged from a different community of interest or expertise. If there is any lesson to be learned from the past 20 years of descriptive standards activities, it is that all cultural artifacts share a number of

important characteristics in common, and this commonality provides a basis for collaboration and cooperation. It is very difficult to develop an entirely new standard on your own and the more comparable it may be to existing standards, the less credible it becomes.

- And fourth, standards nearly always make your work easier not harder. This may not seem to be the case at first when you’re converting from an eccentric legacy system into one that is standards-based. Applying standards means that you’re not reinventing the wheel every other week and that you are not directly responsible for the myriad details that go into developing and maintaining a standard. In short, you have help from others in your area who have a serious self-interest in the long-term vitality of the standard.

But I’m getting ahead of myself. These fundamental truths were not always so self-evident. The evolution of the development and approval of standards in the archival world bear some resemblance to the classic five stages of grief: Denial and Isolation; Anger; Bargaining; Depression; and Acceptance. Thankfully, we did not have to confront these issues with every effort; it has been an incremental process with the lessons from one stage or activity carrying over to the next.

Thus, I’m going to focus here today on several of the significant standards-focused projects with which I’ve worked over the past twenty years in an attempt to make some connection in your mind with these standards and to point out that, however unintentionally fortuitous, much of this work did in fact progress in a logical and orderly fashion. While the historical aspects of this work are fascinating (at least to me), I hope not to bore you too much with those. Instead, I want to focus on the broad issues surrounding each effort, the lessons learned therein, and the impact of the work, both internally and externally.

The story began in the Smithsonian Institution in 1977 with a project which may safely be characterized as “being in, but not of” its host. I am referring to the Society of American Archivists’ National Information System Task Force, otherwise known as “NISTF.” This project, which was funded through an NEH grant to SAA, was actually housed in the Arts and Industries Museum, by virtue of the office of its Project Director, Richard Lytle, who was then serving as Director of the Smithsonian Institution Archives and its project manager and chief Svengali, David Bearman, who was hired specifically for this project.

NISTF AND THE MARC AMC FORMAT

The work of the National Information Systems Task Force (NISTF)³ actually started as an attempt to reconcile a territorial dispute between the *National Union Catalog of Manuscript Collections*, published by the Library of Congress and the *Directory of Archives and Manuscript Repositories in the United States*, published by the National Historical Publications and Records Commission. Not surprisingly, it quickly became clear that there were larger descriptive issues at stake—this was, after all, the National Information Systems Task Force. The work of the task force was a lengthy and often contentious process. Among the difficult issues with which NISTF grappled was the apparent hostility felt by many in the archival community towards anything that smacked of librarianship, and the firm belief that since archives were unique, they required unique approaches, and standards (especially library standards) could thus never be applied. Add to this mix the sentiment that the methodologies and principles of archivists were somehow fundamentally different than those employed by their more library-oriented “manuscript curator” colleagues—perhaps a vestige of the “archives-historical man-

uscripts” dichotomy dating back to Sir Hilary Jenkinson in the early 20th century. This was the “denial and isolation” stage. As I just noted, our collections were unique; we knew them better than anyone and we knew what our users required. In many cases, we had developed long-standing internal systems for the administration and use that seemed to work just fine and the idea of other archivists—let alone librarians—telling us how to work was plainly impertinent and unacceptable.

Thus, NISTF had to address this resistance by first determining whether there was any substance in the long-standing dispute between “archivists” and “manuscript curators” over various matters of theory and practice—this was our internal struggle. Towards this end, Elaine Engst of Cornell University conducted a thorough study of descriptive practices in a wide variety of repositories. Her unpublished report, “Standard Elements for the Description of Archives and Manuscript Collections,”⁴ clearly demonstrated that there was no significant difference between the descriptive approaches of these two groups and that, in the words of Tom Hickerson, “there are common methods of archival description which could be integrated into a broadly applicable set of standards.”⁵ More importantly, however, Engst’s report helped lay an essential foundation for the subsequent development of a unified data elements dictionary, which was the first step on the road to adapting the MARC format for the purpose of describing (or, more specifically, “cataloging”) archives and manuscripts. At the time this work was going on, it was not altogether clear to the members of the task force that it was possible or desirable to describe these materials in the same systems used for describing other library materials, but it was already obvious that the superstructure used by the library (the MARC formats) could easily be adapted to archival purposes. The result was the USMARC Format for

Archival and Manuscripts Control (MARC AMC).⁶ It was here that archivists got seriously into the “bargaining” stage, through nearly endless negotiations with the Library of Congress (LC), the American Library Association (ALA), and the bibliographic utilities on what this new format would look like and what it could accommodate.

No matter how well suited the MARC AMC format was to archival descriptive needs, it was, however, simply an empty vessel—a “data structure standard,” as we now understand these things.⁷ To make MARC AMC usable inside the framework within which most MARC records were created, a companion “data content standard” was also required. Once again, the forces of serendipity were at work for archivists. The second edition of the *Anglo-American Cataloguing Rules* (AACR2) was published in 1978.

ARCHIVES PERSONAL PAPERS AND MANUSCRIPTS

Although the publication of AACR2 per se cannot be said to have had much impact on the archival world, the archival response to it certainly has. Most of the archival world took little note of AACR2, but this was not the case in the Manuscript Division of the Library of Congress where I was then employed as Senior Manuscript Cataloger. As the Library was one of the principle partners in the development of AACR2, I was more or less obliged to use it. However, a brief review revealed that the rules were written with no obvious input from anyone in the manuscripts or (even more so) the archives community. I, for one, went through a considerable “anger” stage at this point. How could AACR2 presume to tell manuscripts and archivists how to describe their materials without consulting them? This was made worse by the fact the first edition of AACR actually worked pretty well.

The specific problems which ren-

dered AACR2 essentially unusable for archival cataloging have been described elsewhere⁸ and would be tedious to recite once again. The Manuscript Division's response was to develop an alternate set of rules consistent with sound archival principles while retaining as much as possible the overall spirit and structure of AACR2. These alternate rules were subjected to a thorough review within the Library, by an editorial committee drawn from the American archival community, and by a number of commentators from around the country. The result was the first edition of *Archives, Personal Papers, and Manuscripts (APPM)*.⁹ It should be noted here that many of the same problems that AACR2 held for manuscripts and archives were also present for graphic materials and archival films. Thus, at the same time that the first edition of APPM was produced at LC, they also published *Graphic Materials: Rules for Describing Original Items and Historical Collections*,¹⁰ by Betsy Betz Parker and *Archival Moving Image Materials: A Cataloging Manual*¹¹ by Wendy White-Hensen. As far as I know, these manuals have both been or are in the process of being revised and are still in wide use.

APPM, which is now in its second edition,¹² has been widely accepted by the American archival community as the standard for the cataloging of archives and manuscripts—especially in an automated environment. It is important to understand that this is *not* a manual of general archival description, nor is it a guide for the construction of archival finding aids (though its rules and principles are based upon the existence of such finding aids and upon a general presumption of standardized data elements).

APPM's success is based, first of all, on the fundamental premise that archival cataloging is simply one facet of a larger descriptive apparatus. As noted earlier, the preparation of a variety of internal descriptive finding aids is central to the mission of most

archival repositories; no archive or manuscript repository could long survive without such tools and this manual does not in any way supplant or replace this process. APPM clearly states that "in such a system, a catalog record created according to these rules is usually a summary or abstract of information contained in other finding aids."¹³ This approach is based upon the assumption that, however effective traditional finding aids might be for describing and controlling our holdings, they are (or were anyway, until EAD) a cumbersome way to share information in a broader information retrieval environment which also includes non-archival materials. If archival repositories were ever going to share data with the broader research community, summary descriptions or cataloging records, were, at the time, the most effective way to do this.

Perhaps most important, however, is the fact that APPM assumes the legitimacy of archival material as part of the larger universe of cultural artifacts. The introduction to the first edition states that:

a fundamental and compelling rationale for this attempt to reconcile manuscript and archival cataloging and description with the conventions of AACR2 lies in the burgeoning national systems for automated bibliographic description. If these systems, which are largely based on the descriptive formats for books and other library materials outlined in AACR2, are to ever accommodate manuscripts and archives a compatible format must be established. This manual is based on the assumption that, with appropriate modifications, library based descriptive techniques can be applied in developing this format.¹⁴

Underpinning this is the conviction that it is both appropriate and desirable to catalog and describe archival materials as a part of those systems which describe more tradi-

tional library materials such as books, films, serials, maps, sound recordings, graphics, etc. It is thus now axiomatic from the point of view of access to research information that there are logical, vital, and inextricable relationships among all of these materials, and that it is important to show those relationships in a bibliographic context.

Thus, the acceptance of APPM is based upon the ways in which it synthesizes basic archival principles into the broader framework of bibliographic description, fine tuning that framework to transform it into a vehicle for specifically *archival* cataloging.

The superstructure provided by MARC AMC and APPM for the description and control of archival and manuscript materials would have remained an untested abstraction without some concrete evidence that it actually worked. As noted earlier, many archivists in the United States were still deeply suspicious of the library origins and essentially "bibliographic" structure of MARC AMC. (I will add, having just returned from an ICA meeting in Reykjavik, that these prejudices are still very much alive in most of Europe). Fortunately, however, even before NISTF had completely finished its work, several university libraries that were members of the Research Libraries Group were urging RLG and the National Endowment for the Humanities to support a project that would truly test the viability of this new approach. This early project, led by Larry Dowler, who was then at Yale, involved Yale, Cornell, and Stanford and quickly proved not only to the archival community, but also to a skeptical RLG and the larger library world, that MARC AMC and APPM could be used successfully to integrate archival materials into heretofore strictly bibliographic databases. The attendant tectonic consequences to these systems I spoke of earlier became apparent almost immediately

Today, some 750,000 records

later, one would have to judge these efforts a success. Remember, most of the materials that are now described in these internationally accessible databases are for materials that were, in various degrees, fugitive, unknown, or just plain difficult to identify and locate. In addition, these efforts contributed towards similar developments in Canada with their *Rules for Archival Description* (RAD) and the International Council on Archives' *General International Standard Archival Description* (or ISAD(G)). Moreover, archivists in the U.S. and Canada have developed working committees for the ongoing maintenance of their standards and are active participants in the larger arena of which these standards are now an important part. This includes direct SAA participation and membership in the ALA committees which have principal responsibility for revisions to both the MARC format and AACR. Moreover, there is currently a project afoot which would create a new manual of description reconciling RAD, APPM, and ISAD(G) which will, we hope, produce a full-blown, multi-media, multi-level manual for describing archival material regardless of original format or descriptive output. We have come far from being "rude trespassers" to respected colleagues.

Thus, the principle lessons of the NISTF and the APPM work and its subsequent ramifications were as follows:

- The broader archival community had much in common with each other and much more internal harmony than had previously been supposed (however cranky we might prefer to be seen on the outside!)
- Library standards for the description and communication of descriptive (or, if you must, *bibliographic*) information could be easily adapted to the needs of archives to create high level summary metadata (or *catalog records*, if you prefer).

- The integration within bibliographic systems of descriptions for a wider variety of cultural materials created interrelationships between these materials that constituted a kind of serendipitous synergy wherein the whole truly became larger than the sum of the components.
- A corollary of this was a decrease in the isolation and marginalization of archivists as they started to assume their rightful place in the larger cultural resources and information universe.
- Standards making and maintenance are complex and important enterprises and both must be done in a collaborative and collegial environment in which all stakeholders are represented and respected.

One of the direct results of this early activity was the formation in 1988 of the SAA Working Group on Standards for Archival Description (or WGSAD) through the good graces of a grant from the NHPRC. Led again by the inestimable Larry Dowler, who was by then at Harvard, this group came together under the premise that now that the archival profession had had its conscienceness raised on the question of standards and were developing and adopting/adapting various descriptive standards, there must be others out there that were relevant. The goal of the group was "to promote the importance of standards for archival description and create a process for evaluating and maintaining them within the Society of American Archivists."¹⁵ In the course of this process WGSAD identified nearly 250 standards that had some potential for use within archival description (in a separate project over 550 were identified as having some relation to archival work in all its various aspects). These standards are detailed in *Standards for Archival Description: A Handbook* which was published by the SAA in 1994. It is currently out of print, but is available

in a slightly amended and updated version at the SAA web site; also, at the 2000 SAA annual meeting in Denver, the Standards Committee resolved to maintain the accuracy and timeliness of this manual.

Apart from this manual, however, I believe the most important thing that WGSAD did was to develop a definition for archival description that was all-encompassing. Undoubtedly their most important conclusion was their recognition of the essential pre-eminence of description in all archival practice and processes. Their definition of archival description as "...the process of capturing, collating, analyzing, and organizing any information that serves to identify, manage, locate, and interpret the holdings of archival institutions and explain the contexts and records systems from which those holdings were selected"¹⁶ was groundbreaking. This definition at once and forever moved all discussion of archival description away from *products* and clearly defined it in terms of *process*.

An examination of the aforementioned handbook will reveal a host of standards that may seem on first blush to have no connection to archival description. One that I recall as being especially perplexing at the time it was first introduced into the discussions in 1988 is found on page 97 of the handbook: ISO 8879:1986, Information processing—Text and office systems—Standard Generalized Markup Language (SGML). I distinctly remember wondering what in the world David Bearman was talking about when he brought this up—or maybe it was just the way he brought it up—and how this seemed to be the most tangential and peripheral to our discussions.

I am today eating those thoughts with gusto (after all, I was the one in Library School who hated cataloging as well as the emerging automation of the late 60's and I am used to a diet of crow). Most of us have either heard of SGML or at least are acutely aware of

at least one of the Document Type Definitions (or DTDs) built upon SGML. I am speaking here of Hyper-Text Markup Language (or HTML) which we all know is the essential lingua franca of the World Wide Web. However, as an archivist, and particularly an archivist who was deeply involved in the creation of a more specifically archival DTD, I am also speaking of Encoded Archival Description (EAD). The development of EAD and its impact not only on the archival profession, but on cultural information management in general is perhaps most germane to the focus of this symposium.

EAD and Archival Standards

The history of the development of EAD and its significance have been well documented elsewhere. I particularly recommend the monograph *Encoded Archival Description: Context, Theory, and Case Studies*,¹⁷ which combines into one volume all of the articles from a special double issue of the *American Archivist*. There is also valuable background information in the EAD documentation: the *Encoded Archival Description Tag Library* and the *Encoded Archival Description Application Guidelines*. But to summarize briefly: EAD emerged directly from a group of individuals assembled in Ann Arbor, Michigan, in 1995 under the auspices of the Bentley Library Research Fellowship Program in Modern Archives. The focus of this group was to discuss and examine an SGML-based DTD for archival finding aids that had been developed by Daniel Pitti at the University of California-Berkeley as part of the so-called Berkeley Finding Aids Project. The purpose of this original project was to determine whether an SGML encoding standard for archival finding aids would be both feasible and desirable for creating an Internet accessible database of such finding aids. And further, whether this approach offered any distinct advantages over the then-emerging Gopher and WAIS technology.

In any event, this group met for a week in Ann Arbor and effectively dissected and reassembled the original DTD to come up with EAD and the rest, as they say, is history. What is important here is not the history of this development or its details (there's a two-day workshop on the subject that SAA has now given over 40 times in the last 3 years). What is critical is the manner in which this development used and elaborated upon existing standards and how the "care and feeding" of this now internationally used approach will depend on a careful adherence to internationally accepted standards maintenance procedures. This currently brings us to the "depression" part of the grief cycle analogy I drew earlier. The success of EAD, while enormously gratifying has caught the SAA somewhat off-balance. The on going maintenance of this standard (to say nothing of active participation in deliberations on other standards of interest and relevance to archivists) is going to be expensive—all the more so because it must be internationally inclusive and representative. These are matters beyond the normal experience and capacity of SAA and we are hard at work to resolve them.

As I noted earlier in my discussion on the emergence of MARC AMC, the success of the format and the cataloging rules was in large part due to the incorporation and integration of fundamental archival principles and the ability to do so in an essentially "bibliographic" environment that relied on carefully developed and maintained data structure and data content standards for description of and access to bibliographic materials. Thus it was with EAD. The original DTD, called, fittingly enough, "find-aid" was simply an amalgam of archival descriptive and finding aid practice that Daniel Pitti had gathered from numerous institutions. He was making no judgements on what he received at the time (after all, he was still officially an "authorities librarian!"); his aim was to be essentially

inclusive. The Bentley group then took that DTD apart and then spent a full week shaping it to what was then the group's collective understanding of archival "best practice," knowing at the same time that practically speaking, the DTD would have to accommodate legacy data in a generous and forgiving way. We also understood full well that EAD had within it the potential not only to standardize archival finding aids and inventories, but also to utterly alter the very nature of access to cultural resources. We initially kept quiet about this; archivists tend to get nervous in the presence of "revolutions."

I mentioned earlier in my discussion of APPM and WGSAD that it has always been recognized that the real focus of archival work has always been in description. Further, an essential reality of archival description is that it is hierarchical or "multi-level." Which is to say that the description follows and reflects the natural internal hierarchy that lies at the very heart of most bodies of archival material; at the same time the tools we employ are also hierarchical in their relationship to each other: with topical or other access points pointing to a catalog record, which in turn points to a finding aid, which in a specifically hierarchical method moves the user from generalized information about the collection or fonds through successively more detailed layers of description ultimately arriving at a description of the item which was sought in the first place. It has always been thus (though the mediating standardized cataloging record is, as we have noted, a relatively recent phenomenon).

Before the World Wide Web and EAD this process was manual and haphazard to say the least. On the Internet, a potential user can seamlessly follow the links from a high-level subject search to a specific description of the item (or, if they're really lucky, to a digital surrogate of that item) without leaving the Internet.

Admittedly, doing serious research on the web has numerous drawbacks (not the least of which is the fact that the dreams of digitizing entire collections are highly unrealistic at this time), but at the very least, this functionality ought to minimize unnecessary research trips.

The real beauty of the web and SGML for archivists in particular, is that they seem almost to have been custom designed for us. As one non-archivist SGML expert wrote in the early days of EAD:

The EAD demonstrates how a simple and elegant SGML model can result in a complex but consistently workable functional document. Interestingly, one reason for that simplicity of this mapping is that the work of processing (“arranging and describing”) an archival collection is very similar to the work of document analysis and markup involved in creating an SGML text. To arrange a collection is to analyze the collection and discern what logical arrangement of its parts best provides rational, controlled access while simultaneously doing justice to the materials themselves in the “original order”.... Like determining a tag set for SGML markup, arranging a collection involves recognizing or defining a hierarchical arrangement, and then developing a methodology to implement that arrangement consistently (which almost always means moving from larger to smaller structures).¹⁸

The strength of the EAD phenomenon and its many attendant complexities has caught many of us who were involved in its development somewhat unawares. Not only is the technology rapidly evolving as both SGML and HTML have moved towards XML, but international acceptance and implementation is spreading widely and even, dare I say, wildly. The implications for this are profound and should be of particular interest to us as organized archivists.

Standards are, by definition, collaborative efforts; the broader the collaboration, the more effective are the standards. Thus, we need to remember as we embark on “new” standards efforts, that much of this work may have already been done. The real question may be to become a part of that process and how it adapts existing standards for its own work.

Are there object lessons in these new patterns? Of course. Permit me to offer you another crow-eating observation of the “good news-bad news” variety. The bad news is that after spending the better part of my career admonishing archivists away from item-level description and towards a more collection-focused approach, I find that the exigencies of on-line image databases (and here we must include any digital surrogate of a document, since they look the same in the dark of the binary bit-streams as more pictorial sources) are such that a considerable amount of item-level description is not only necessary, but is virtually required—though only if you’re actually creating digital surrogates. There is nothing more useless than a digital image of something on the web with no descriptive metadata. The image itself consists of nothing more than binary gibberish. Without some technical and content-based description and context it will be found only by accident and then puzzled over.

The good news is that this item-level description is easier to do than ever. There is almost never the need to go through the entire MARC-AACR minuet with each item; much of the descriptive process can be automated or scripted; and, most important, the requirements of EAD are such that most of this fine-level detail will be fully contextualized within the hierarchy of the larger collection of which the item may be a part. So, the news is not all that bad: you still have to do your work at the collection or fonds level to make the items fully comprehensible; once that’s done, you can go to work on the items with a

clear conscience and sense of purpose. What? You thought that this would be labor saving and that automated and automatic were the same thing!? Like everything else these days, we have only made it easier to do more.

Some final thoughts: remember that we are all stewards of various aspects of our national cultural heritage and that one of our most solemn responsibilities in this is to provide access to those materials to the scholars and citizens of this country and the world. The web, for all its flaws, has been a wonderfully democratizing wake-up call for many libraries and archives, used to living under the isolationist delusion that their collections were the sole province of a select group of scholars, researchers, or bureaucrats.

With respect to our other digital collections I am continually astonished by the e-mail we get from the most unlikely quarters expressing appreciation for and interest in them. It is now a widely accepted truism that the web has changed everything and nowhere is this more true than in libraries and archives. It has certainly changed our perceptions of our potential audience for the collections of the Rare Book, Manuscript, and Special Collections Library. We now regularly include in project plans and grant proposals, provisions to provide a “multi-lensed” approach to using our collections. We do this because we know that there are different levels of users, ranging from K-12 schoolchildren to the general public to sophisticated scholars and researchers and that these different users will require different tools for accessing and interpreting the collections. We also do it because my University has an official policy regarding outreach to at least the Durham K-12 community and because federal granting agencies are increasingly emphasizing the importance of broader access or “repurposing,” as it is sometimes called, for the digital collection projects they fund.

But, guess what? None of this

could be done without having firm standards in place. The same standards environment that allows us to telephone someone on the other side of the world, ride a train across the country, or to exchange the Firestone tires on our Ford Explorer for some Goodyear tires is equally important in the world of information exchange. Although, many of us on the bleeding edge of library digitization have been flying by the seat of our pants, we are much more savvy when it comes to the standards process. We have internationally agreed-upon standards for description in data structure, data content, and data value; in addition, we have emerging standards on digitization and encoding. These standards work and make possible the nearly painless integration of the holdings of our collections with similar collections from around the world.

Returning to my “stages of grief” trope, we have thus arrived at the point of serene acceptance of our collective role and place in the world of standards. We are no longer isolated from the larger world of cultural resources; we are happy that our perspective can be accommodated through full collaboration in the standards process (call it “bargaining,” if you will), and rather than feeling depressed, we are exultant that the full glory of our collections can now be shared with a world-wide interdisciplinary community of users.

In conclusion, let me share a few words from Daniel Pitti on the subject of standards:

Why insist on the development of a standard? The success of AMC itself should obviate any need to argue the necessity of standards to the archival community, but recent experience has shown that the lure of simple techniques can lead us to ignore lessons already learned. In an era of tightening budgets, it can be difficult to remember that we exploit the new information frontier best if we bring enduring value to it. In the

current atmosphere, it is critical to remind ourselves of the importance of standardizing our own time-honored practices rather than rushing to embrace ephemeral digital fashions that will not stand the test of time.¹⁹

Thank you, Daniel. And thank *you*.

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- ⁵ H. Thomas Hickerson, “Archival Information Exchange: Developing Compatibility” (Paper presented at “Academic Libraries: Myths and Realities,” Proceedings of the Third National Conference of the Association of College and Research Libraries, Seattle, Washington, 4-7 April, 1984).
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- ⁷ Distinctions such as these were first identified in an archival context through the work of The Working Group on Standards for Archival Description (WGSAD). The reports of this group can be found in: *American Archivist* 52 (Fall 1989), pp. 431-537 and in *Standards for Archival Description; A Handbook* (Chicago: Society of American Archivists), 1994.
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- ¹³ APPM2, Rule 0.7, p. 4.
- ¹⁴ APPM, p. 1.
- ¹⁵ Walsh, Victoria Irons, compiler, *Standards for Archival Description: A Handbook*, (Chicago: Society of American Archivists), 1994, p. xi. Currently out of print, but available at www.archivists.org/catalog/stds99/index.html
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- ¹⁹ Pitti, Daniel. “Encoded Archival Description: The Development of an Encoding Standard for Archival Finding Aids,” in, Dooley, Jackie, editor, *Encoded Archival Description: Context, Theory, and Case Studies* (Chicago: Society of American Archivists), 1988, p.12. ☛

Inside NEA

From the President

-Bill Ross

Izzy and Hibbah - Years ago, when I was University Archivist and Special Collections Librarian at Washington's American University, I had the real pleasure of getting to know I. F. Stone, the progressive and very independent investigative journalist. He lived near campus and as he found it harder to get around, he adopted our library as his "public" library. To repay us for our troubles, he gave the library his books. The collection was a treasure trove of monographs that mirrored Izzy's various interests and journalistic crusades. Being the self-centered, twenty-something librarian that I was (hard to picture isn't it?), I went through the gift shelves to see how much of it might find a home in Special Collections. I was particularly drawn to a paperback edition of Che Guevara's textbook on guerilla warfare. It turned out to be the first edition, in Spanish. I turned to the title page and found an inscription: "Para Izzy, Che." Suffice it to say, that book now resides in Special Collections at American University.

Years later, I became more involved in the archival half of my job. While Izzy went on to write an improbable best seller about the trial and death of Socrates, I struggled to do my job, assisted by two or three students and a part-time assistant. It was the late eighties and tensions in the Middle East were once again a notch or two beyond simmer. To make my life more interesting, I hired two new student assistants, both young women. One was a Zionist from Long Island and the other was a Shiite Muslim from Lebanon. There were no fisticuffs, but for the few hours a week they worked together, the tension was palpable.

One spring morning I looked up from my perennially cluttered desk. Izzy stood at my office door. His book on Socrates was still on the best seller list, but Izzy was already prospecting for a new project. He had decided to write a book on Diderot's monumental encyclopedia. I pulled our set from the stacks and brought it to him in our reading room. I left, but later discovered that even when Izzy positioned himself with his stooped back against the window, his eyes could not make out the text. I was in the midst of putting together some information for the president's office when he reappeared at my door.

"Do you have someone who reads French?" he asked. "I can't read this."

Given that I was on deadline, I looked to my students. As much as Deborah, the student from Long Island wanted to assist him, she was struggling to keep up in Spanish. Hibbah, however, had taken part of her education in Paris and spoke fluent French. She kindly volunteered to read for

Izzy and did so for the rest of her shift.

As it turned out, the experience led Izzy to decide that the research was too much for him. Regardless, he died a few weeks later of a heart attack at the age of 81.

Although I never saw I. F. Stone again, the picture in my mind of that day will last forever: that of this elderly son of Russian-Jewish immigrants, listening intently to a young Lebanese woman, reading from an eighteenth-century French encyclopedia. The experience even transformed my staff. From that day forward, it seemed that Deborah and Hibbah sought common ground; the tensions that existed between them before seemed to evaporate.

While I've always cherished that moment, it seems all the more powerful since the events of September 11, 2001. I like to think that it represents the healing power of the written word, the information that we handle and take for granted on a daily basis. Sure, our work can seem dreary, but there is always the wonderment and revelation that exists when we or one of our patrons turn the next page or open a file folder.

We may not be firefighters and policemen, but what we do is important. We have at our hands the power to merge words and ideas with people. Information may be used as a weapon, but I think it has even greater power as a salve.

It also reminds us that although we may feel dwarfed and overwhelmed by recent horrors, we still have important jobs to do. Just this week, SAA President Steve Hensen wrote in response to a recent executive order granting the President of the U.S. the right to close access to presidential papers:

Free and open access to information is the cornerstone to modern democratic societies around the world. For such access to be curtailed or abrogated by an executive process not subject to public or legislative review or scrutiny would violate the principles upon which our nation was founded—all the more troubling at a time when we should be holding the beacon of freedom higher than ever.

Izzy held that beacon, and whether we agreed with him or not, we all flourished in its light. He made his career by finding information that others considered nonexistent or hidden away, but he would be first in line to echo Steve's strong words. He understood better than most the power of information, and just as important, the problems that stem from the lack of information. The latter, he lampooned in this self-abstract of his life: "When you are younger you get blamed for crimes you never committed and when you're older you begin to get credit for virtues you never possessed. It evens itself out."

Thanks, Izzy.

Executive Board Meeting Report

-Secretary Diana Smith

Items of business handled at the October 26, 2001 meeting of the Executive Board are summarized below. The text of the motions acted on by the Board is given at the end of this column. Complete minutes are available on the NEA web site or from Secretary Diana Smith, 20 Short Hill Road, North Haven, CT 06473; or email <diana.smith@yale.edu>.

Officers' Reports

President: President Bill Ross thanked Vice President Joan Krizack for her work at the SAA meeting organizing the NEA gathering, which was this year co-sponsored by Simmons GSLIS. At the SAA meeting, officers from NEA met with their counterparts in MARAC to discuss the joint meeting next fall in Poughkeepsie. President Ross has signed a contract with MARAC, which specifies that income from the meeting will be distributed according to the number of attendees from each organization.

Vice President: Vice President Joan Krizack reported on her work with the NEA gathering at SAA, and recommended that this joint event with Simmons GSLIS be institutionalized. She also staffed the NEA booth at SAA and thinks that this activity can be dropped due to the low volume of visitors. She believes that copies of the newsletter and the membership brochure can be left on the information table and be just as effective. She also reported working with local and program committees for upcoming meetings, including the 30th anniversary meeting which will take place in Spring 2003.

Secretary: Secretary Diana Smith reported that the Board voted on nine issues via email between the July and October board meetings:

1. To remove Ellen Doon from the Membership Committee and appoint her as *Newsletter* editor.
2. To appoint Ron Patkus Fall 2002 Local Arrangements Co-Chair.
3. To appoint Gregory Sanford Fall 2003 Program Committee Chair.
4. To approve the addition of Polly Darnell to the Spring 2002 Program Committee.
5. To approve the slate of candidates proposed by the Nominating Committee.
6. To approve Stephen Culp Art + Design as the new vendor for the desktop publication of the *NEA Newsletter*.
7. To approve the July Board meeting minutes.
8. To approve Beth Carroll-Horrocks as Membership Committee Chair.



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9. To replace Selene Colburn with Marjorie Strong on the Fall 2002 Program Committee.

Treasurer: Treasurer Liz Andrews reported on the state of the NEA investments. NEA's financial advisor has informed Andrews that the NEA account is too small to work with and has asked that the account be closed. The money involved (\$12,000) is not a full year's budget. The Board discussed two options: open a money market account or a certificate of deposit or a combination of the two. The Board approved moving the money currently invested with Financial Strategy Associates into a money market account with Fidelity. The Board also reviewed the proposed budget for next year, and approved a budget with a loss of no more than \$2,000. Andrews stated that this year NEA made a \$5,000 profit from the Dartmouth meeting. She also presented a document that she and Clerk Jean Berry created: "Federal & State Government Forms & Documents" which should make clear to Board members and future Treasurers and Clerks all the forms that need to be filed by NEA.

Immediate Past President: Immediate Past President and Chair of the Nominating Committee Aimée Felker posed several questions to the Board concerning NEA ballots. The Board decided to change the date by which a member is considered a paid up member and eligible to vote to January 25. This was done in order to accommodate the earlier than

usual date of the Spring Meeting and to anticipate possible delays with the mail due to bioterrorism. The Board decided against allowing e-mail votes for this election. Task Force for Organizational Efficiency Chair Susan von Salis asked to include a non-binding referendum question on the ballot postcard concerning voting for officers by email and receiving candidate information by email. Felker announced that the Distinguished Service Award Committee had met and that the award will be presented at the Spring meeting.

Meetings

Fall 2001 (New Haven/Yale): Rutherford Witthus, Program Committee Co-Chair, reported that there were no last minute changes to the program and that his final report will be presented in November. Local Arrangements Co-Chair Diane Kaplan reported that as of Friday morning, there were 177 people registered for the meeting.

Spring 2002 (Newport): Donna Longo DiMichele, Program Committee Chair, reported on the proposed program, and discussed the idea of door prizes to encourage members to stay for the closing reception. Possible prizes at this point include: a one night stay or dinner at Vanderbilt Hall in Newport, passes for Shelburne Museum, Rhode Island specialties food basket, and one night at the Newport Marriott. Jane Ward, Co-Chair of the Local Arrangements Committee, reported that the Friday night reception would take place at the Newport Historical Society, and reviewed an approximate budget for the meeting, which will take place at the Newport Marriott.

Fall 2002 (Poughkeepsie): The Board reviewed the request of Barbara Austen, Program Committee Co-Chair, to offer an honorarium to the keynote speaker at this joint meeting with MARAC, despite MARAC's policy of not offering honoraria. The Board approved up to \$300 for an honorarium. See also the President's report above.

Spring 2003 (Boston): The Board reviewed Program Committee Chair Kathryn Hammond Baker's report. The proposed theme for the program is "Convergence." The program will begin with a session and keynote before the Friday night reception at the Massachusetts Historical Society.

Committee and Coordinator Reports to the Board

Development Coordinator: Coordinator Jane Ward reported that she had obtained six vendors for the Yale/New Haven meeting. The exhibitors have ads in the *Newsletter*, and in addition, a new vendor, Systematics has placed a half-page ad. Ward reports that the *Newsletter* is a very helpful tool in "selling" NEA to vendors. Ward was commend-

ed for her work getting vendors for the fall meeting.

Education Committee: Chair Karen Spicher reported that the Friday workshops were full or nearly so: "Arrangement and Description" with 24 registrants, and "Planning for EAD in an XML World" full at 20 registrants. Barbara Austen has agreed to teach "Caring for Historical Records" at the spring 2002 meeting, and the committee is planning to schedule one additional advanced workshop for spring 2002.

Haas Award Committee: The Board reviewed Haas Committee representative Lois Hamill's report, which states that the committee is attempting to identify new contacts for publicizing the Haas Award.

Membership: Co-chair Leah Weisse reported that the Archives/RM Internship Open House was held September 12th. The committee has a supply of new NEA brochures, which may be obtained from Debbie Richards. Weisse also reported that Beth Carroll-Horrocks will be the next chair of the committee.

Membership Secretary: Secretary Deborah Richards's report stated that the number of members is currently 634, with 27 new members since July.

Newsletter Committee: The Newsletter Committee reported that there are two new editors: Ellen Doon and Chris Burns. Starting with the January 2002 issue, the Newsletter will be working a new graphic designer: Steve Culp of Stephen Culp Art + Design.

Outreach Committee: Chair Susan von Salis discussed the committee's work on New England Archives Week, timed to culminate with the NEA meeting. She showed proclamations obtained from several New England governors proclaiming New England Archives Week. She stated that the committee had printed a bookmark rather than a poster in order to save money as requested by the Board. Von Salis noted that next year the committee would like to start earlier, to have the bookmarks available by the Society of American Archivists annual meeting and to give organizations more advance notice in order to plan events for the week. Von Salis also reported that the committee held an Archives on the Road event and is planning more events in the next few months.

Public Relations Coordinator: Coordinator Dan McCormack reported that he publicized the NEA gathering at SAA, the fall NEA meeting, and Archives Week. Von Salis thanked McCormack for his work with small local newspapers for the Outreach Committee's Archives on the Road events.

Task Force on Organizational Efficiency: Chair Susan von Salis reported that the committee is working on a draft of the final report, which will be submitted to the Board in November with discussion at the January meeting. The

committee believes that major changes should not be made without soliciting feedback from the membership.

Web Committee: Glynn Edwards, Co-Webmaster, stated that the committee continues to update the web site and is working on obtaining an image from Rhode Island for the front page. President Ross thanked the Web Committee for its fine job in creating and maintaining the site.

Old Business

The Board decided to table discussion of Rick Stattler's proposal for a "Champion of the Archives Award" and discuss it via e-mail before the next meeting. The Board reviewed the job descriptions of the President, Vice President, Immediate Past President, and Secretary.

New Business

A discussion concerning electronic records and the NEA Archivist was tabled until the next meeting.

The following motions were acted upon:

1. to approve Jessica Steytler as co-chair of the Outreach Committee
2. to approve Heidi Marshall as a new member to the Outreach Committee
3. to approve moving the money currently invested with Financial Strategy Associates into a money market account with Fidelity
4. to pass the budget with the amendments as discussed with a loss of no more than \$2,000
5. to approve the appointment of Melissa Watterworth to the Education Committee
6. to approve the members of the Spring 2003 Local Arrangements Committee: Claire Goodwin, Rachel Wise, Anne Vosikas, Vivien Goldman, Douglas Stark, and Nora Murphy
7. to approve up to \$300 for an honorarium for the keynote speaker at the Fall 2002 meeting
8. to appoint Kelcy Shepherd and Gabriel Daniels to the Membership Committee
9. to accept changes to the Vice President, President, and Immediate Past President job description
10. to accept changes made to the Secretary's job description

The next meeting of the Executive Board will be held on January 11, 2002 at the Northeast Document Conservation Center in North Andover, Massachusetts. The snow date will be January 14, 2002.



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NEA Fall Meeting 2001 Session Reports

Anniversary Celebrations

– Suzy Taraba

Richard Szary, Carrie S. Beinecke Director of Manuscripts and Archives and University Archivist at the Yale University Library, and Peter Knapp, Trinity College Archivist and Anne Knapp, Archival Associate at Trinity, gave an excellent panel presentation on recent major anniversary celebrations at their institutions. Szary focused on using anniversary celebrations to distill and showcase work that the archives is already doing. He discussed ways that the Yale University Archives in particular played a central role in planning and carrying out the festivities, ensuring that the extensive tercentennial celebration was as memorable and historically accurate as possible. Szary stressed the importance of using anniversary celebrations as opportunities for building on existing strengths rather than developing new programs (except when those new programs are natural outgrowths of those already in place).

Peter and Anne Knapp's carefully orchestrated joint presentation highlighted Trinity's recent 175th anniversary, with special emphasis on the book they wrote, *Trinity College in the Twentieth Century: a History* (Hartford, 2000). The Knapps stressed the need for extreme care in accuracy for both text and illustrations, as well as the challenges and benefits in working with a board. Peter Knapp elaborated on the importance of objectivity in preparing any institutional history, strongly suggesting that subjective analysis or political points of view belong elsewhere.

A lively question and answer period, moderated by Suzy Taraba, Wesleyan University Archivist and Head of Special Collections, ensued. Participants shared their experiences from other anniversary celebrations that they had undertaken, as well as consulting on plans for upcoming events.

Collecting Women's History

– Lisa Long

This session, led by Nanci Young, Archivist of Smith College, focused on recent efforts to collect materials documenting the lives of three distinct groups of women. The panelists were Cally Gurley from the Maine Women Writers Collection (MWWC) at the University of New England; Kathleen Banks Nutter, a project director of the Valley Women's History Collaborative (VWHC); and Jennifer Sartori, Research Associate at the Jewish Women's Archive (JWA). Each participant reported on the process of developing or enhancing their programs and discussed issues unique to collecting women's history.

The Maine Women Writers Collection is well established and has been collecting materials from women writers, either natives or residents of Maine, since 1959. While the MWWC collection may be an established one, Cally stressed the importance of communicating the value of these materials and of making them known to the public. Cally reminded the audience that an archives might have wonderful materials but if people do not know about the collections they might as well not be there. Cally reported that the MWWC staff brought new life to the Maine Women Writers Collection by making the collection more accessible through enhanced records and putting the finding aids online.

Kathleen Banks Nutter reported on the collaborative effort to document the lesbian and feminist communities of Franklin, Hampshire, and Hampden Counties of Massachusetts. This multi-faceted volunteer program has taken the approach of identifying potential donors and helping them to transfer materials to a repository in the area. They have created a donor guide and established a network of repositories that are willing to acquire materials. They have amassed a long list of donors and now have the arduous task of completing the transfer of the materials. Kathleen reported that some donors were hesitant to let go of their materials due to the sensitive nature of the content of the materials. Eventually the VWHC will produce a comprehensive guide to the collections.

Jennifer Sartori works as a historian and researcher for the JWA, a virtual archives program. This is a non-traditional archives in that it does not actually collect materials. It collects information about materials either in public institutions or in private hands and then makes the information available over the web. Users may browse the collection database of repositories, look at online exhibits about individual women, and eventually will be able to submit information about collections in their holdings. Jennifer pointed out that the JWA chose a virtual approach because women are often conflicted about where to place collections. For example a woman might identify herself as a woman, as Jewish, a medical professional, or an alumna. Because of these multiple identities the logical placement for the collections could be many places. The JWA avoids this problem by making it possible to search in one place for materials that reside in many places.

To reach NEA officers, please see
contact information on the
NEA web site at:
<www.newenglandarchivists.org>

Teaching and Learning: a Documentary Role for Archivists

– *Rutherford Witthus*

During Dr. Gaddis Smith's talk at the plenary session, he mentioned that teaching and learning in higher education were not well documented. Luckily, one of NEA's distinguished members, Helen Samuels, provided us with some background on the problem of higher education documentation and enlightened us with examples of experiments intended to document education. Samuels is known widely as the author of *Varsity Letters: Documenting Modern Colleges and Universities*. In her talk, she emphasized the importance of documenting more than administrative functions in higher education and the necessity of concentrating on the process of teaching and learning. "Educational technology gives us the rare opportunity to document the teaching and learning process." Samuels spent time demonstrating interactive learning environments, particularly the Technology Enabled Active Learning Environment (TEALE) at MIT. Our goals and those of educational assessment professionals come together in these educational technology settings.

Archives in the Curriculum

– *Paula Kimsky*

Anna Roelofs of Primary Source described a program for teachers to encourage use of archival material in K-12 social studies curricula. In this program, "Black Yankees", inaugurated in 1997, selected teachers are given archivists' support, archival resources and organizational materials for a self-chosen research project. The teachers, who receive graduate credits for participation in the program, are then paired with a librarian/archivist and a mentor to assist them with their project. The teachers are then asked to prepare a lesson plan incorporating the research, which includes objectives, a copy of the primary documents used, learning activities, a bibliography, and a student assessment plan. The teachers make presentations of the students' work and responses to the curriculum.

Richard Fulton, an administrator and history teacher at Boston Latin School who participated in the Primary Source "Black Yankees" Institute, said the materials he designed inspired a great deal of excitement in his classroom of eighth graders. He described his voyage of discovery with his source document for research, a newspaper with an obituary of a relation of Frederick Douglass. He provided examples of the course curriculum he designed. Fulton also included subsequent research he had undertaken to expand on the concept of the Institute. Among his most interesting exhibits were photographs of his own family during a western migration in the 1880s and his connection of the pres-

ent to the past by tracking back a current newspaper story to its original source materials.

The Institute's program has pointed to ways that archivists can collaborate with schools to engender interest in their collections and to ways in which teachers can partner with archives to enrich their curriculum; it is the very essence of sharing.

Student Papers Forum

– *Kate Bowers*

The first speaker, Debra Pond, an archivist at the City of Boston Archives and a recent graduate of Simmons College Graduate School of Library and Information Science, presented her paper, "Going Straight to the Source: Teaching History Using Primary Sources." With Boston City Clerk Rosaria Salerno, Ms. Pond established pilot teaching units based on primary resources contained in the City of Boston Archives. She presented the reasons why the City Archives embarked on this project, explained how best to approach such a project (identifying themes, selecting and packaging material), and identified means of getting the materials to teachers.

The second speaker, Eliot Wilczek, who is currently a student at Simmons College Graduate School of Library and Information Science and is working at the Brandeis University Archives, presented "Shaping the Future of Archival Description: A Survey of Expectations for Using EAD to Describe Electronic Records." His paper presented the results of a survey of institutions to offer insight into the future trends toward the use of EAD for description of, and access to, electronic records. Mr. Wilczek queried repositories which currently use EAD to determine whether they plan to utilize the standard to describe their electronic records.

Electronic Records in an Educational Setting

– *Rutherford Witthus*

Tom Ruller started the program with an overview of student records projects, stressing the opportunities for archivists to become partners in these new endeavors. Years of past experience in records practices can be used to leverage an archivist into decision-making roles. Betsy Pittman described the process of enlightening university administration to the complexities of records management activities through initial planning grants through the use of a consultant to produce a plan. The plan is available at <www.lib.uconn.edu/DoddCenter/ASC/pages/records/StrategicPlan.htm>. Nancy McGovern outlined Cornell's Student Records Systems Project, emphasizing the collaborative aspects of such a project. The project report is available at <rmc.library.cornell.edu/online/studentRecords/>.

Using EAD in Small Repositories

- Nanci Young

This session brought together two individuals who are producing EAD encoded finding aids for their institutions. The first presenter, Kelcy Shepherd of Five Colleges Inc., discussed the project she is directing: the Andrew Mellon Foundation funded, Five Colleges Finding Aid Access Project, which involves encoding of finding aids in EAD; creating collection-level MARC format catalog records; and a cross-searchable database for finding aids from five academic institutions in the Pioneer Valley: Amherst, Hampshire, Mt. Holyoke, Smith, and UMASS/Amherst. Kelcy discussed the desire of the Five Colleges to provide access to finding aids on the web; the steps involved with identifying standard fields for all finding aids; and the time involved to bring the finding aids of five institutions together both retrospectively as well as

for future creation. Kelcy noted that the strength of this specific project was its collaborative nature, and the strong desire of the archives and special collections units to provide access to this information. Without this collaboration, it is highly unlikely that these institutions would be moving towards making their finding aids available on the web in this manner.

Susan Pyzynski of Brandeis University discussed the nature of working on EAD projects in a small archives at a large university. Susan stressed the need for anyone working on an EAD project to 'get to know their Systems people well', whether in the Library, or on campus. She strongly suggested contacting institutions already engaging in projects as a way to network and understand 'what you're in for.' She also encouraged those beginning to think about using EAD to gain support from their local funding sources, because as she analogized: 'this project will require maintenance, like a card catalog.' ☺

Treasurer's Report

-Elizabeth Andrews

Item	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2001YTD	2001 budget	2000 budget actual
Receipts							
Dues		\$1,660.00	\$760.00	\$260.00	\$9,305.00	\$11,500.00	\$9,955.00
Semi-Annual meetings		5,675.00		1,400.00	9,075.00	16,500.00	16,139.00
Meeting vendor (totaled into Semi-Annual meeting)			2,000.00				
Education workshops		782.50		500.00	1,282.50	2,025.00	2,175.00
Interest	20.15	59.21	25.48		104.84	250.00	108.24
Mailing lists			100.00		100.00	25.00	50.00
Advertising	40.00		575.00		615.00		
Donations	200.00	200.00	170.00		570.00		2,250.00
Haas Award donations		90.00			90.00	25.00	135.00
Hale Award donations		60.00		10.00	70.00		525.00
Miscellaneous							255.00
Total Receipts	\$6,885.15	\$8,526.71					
Disbursements							
Meeting Facilities & Equipment post-2001 meetings		\$1,500.00		\$5,154.97	1,500.00	\$2,000.00	
Meeting Honoraria and Travel	30.13	1,200.00			1,230.13	2,600.00	1,189.00
Education Workshops	250.00	250.00			500.00	1,650.00	1,052.96
Newsletter	3,978.20		2,081.85	1,968.32	8,028.37	8,500.00	7,093.81
Membership	20.00	415.19	1,373.19		1,808.38	2,000.00	256.18
Board							
Fees & Dues	738.50		35.00	15.00	788.50	1,000.00	815.00
Accountant Fees		900.00			900.00	1,000.00	970.00
Mileage Reimbursement						200.00	
Other Board Expenses	100.00	46.60	350.00		496.00	700.00	1,011.93
Nominating Committee	350.00	263.76			563.76	675.00	350.00
Public Relations						190.00	
Haas Award	250.00				250.00	250.00	250.00
Hale Award							
Development officer			68.71		68.71	100.00	
Outreach			41.28	698.25	739.53	3,400.00	11.99
Total Disbursements		\$4,575.55		2,681.57			
Cash surplus+ or (-deficit)	(-3986.75)		(-319.55)	(-511.57)	(-816.01)		\$7,226.46

New Members*- Deborah A. Richards*Please visit us online at www.newenglandarchivists.org for more information about becoming a member of the NEA

Tamar Granovsky
MIT Lincoln Labs
Lexington, MA

Kelcy Shepherd
University of
Massachusetts,
Amherst
Amherst, MA

Christopher Carden
Carriage House
Montclair, NJ

Anthony P. Massarelli
Yale University
New Haven, CT

Copeland H. Young
Henry A. Murray Research
Center, Radcliffe Institute
for Advanced Study
Cambridge, MA

Paula Krinsky
The Gunnery
Washington, CT

Vivien Goldman
Boston Psychoanalytic
Society
Boston, MA

Timothy Young
Beinecke Library, Yale
University
New Haven, CT

Christine Allen
Gaylord Bros.
Syracuse, NY

Tina C. McCusker
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Brighton, MA

Shady Hill School
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Sister Irene Fortier
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Framingham State College
Framingham, MA

Jennifer Speelman
Mystic Seaport Museum
Mystic, CT

David Gunning
Lovell, ME

John Doll
CVS Pharmacy
Cranston, RI

Steven Lytle
Hartford Hospital
Hartford, CT

Stacey Betts
NASPE
Natick, MA

Larry Raftery
Quinnipiac School of
Law Library
Hamden, CT

Katja S. Triplett
Marblehead, MA

Nighat Saleemi
The Hotchkiss School
Lakeville, CT

Heidi Marshall
NE Province of the Society
of Jesus Archives
Worcester, MA

Samantha Grantham
Beverly Historical Society
Beverly, MA

Leslie Tobias Olsen
University of Rhode Island
Kingston, RI

Michael Rush
Massachusetts Historical
Society
Boston, MA

Sharon Blair
Consultant
Ridgefield, CT

Tara Hurt
Eastern Connecticut State
University
Willimantic, CT

Wheelock College Library
Boston, MA

Jeff Stevens
Simmons College – GSLIS
Roslindale, MA

Marian Walker
Amherst College
Amherst, MA

William Johnson
Essex National Heritage
Commission
Salem, MA

Kristen Jensen
Historical Society of the
Town of Greenwich
Cos Cob, CT

Sara Streett
Smith College
Northampton, MA

Michael Strom
Yale University
New Haven, CT

Alex Rankin
Boston University
Boston, MA

Nathaniel Parks
Boston University
Boston, MA

Ryan Hendrickson
Boston University
Boston, MA

Gary Barnes
Assoc. for Genealogical
Studies
Florence, KY

Naomi Gray
The Stephen Phillips Trust
House
Salem, MA

Michael Chesnes
University of Rhode Island
Kingston, RI

Danelle Moon
Yale University Library
New Haven, CT

Sheau-Hwang Chang
Bridgewater State College
Bridgewater, MA

Susan Bennett
Bedford Historical Society
Bedford, MA

Valerie Komor
New York Historical
Society
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Sherene Quinlan
Frederick Law Olmstead
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Anne Harris Woodrum
Harvard Medical School
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Thomas Connors
University of Maryland
College Park, MD

Elizabeth Scott
Saint Michael's College
Colchester, VT

Mary Ellen Higgins
University of Rhode Island
Kingston, RI

Nicole Bouche
Yale University Beinecke
Library
New Haven, CT ☘

NEA 2002 Elections

The NEA Nominating Committee, with the approval of the Executive Board, presents the following six candidates for office. The candidates' information is printed in the *NEA Newsletter* and posted on the NEA web site so NEA members will be better prepared to cast their ballot next month. A postcard ballot will be mailed to all current (i.e. paid up) members in late February.

Please note: because the 2002 Annual Meeting is earlier than usual this year — March 23, to receive the ballot, dues must be received by the NEA Membership Secretary by January 15, 2002.

Your vote is very important; many NEA elections have been decided by fewer than 3 votes! If you have any questions about the election, please contact Aimée Felker at (202) 623-9368 or <afelker@imf.org>.

From the NEA Bylaws, IV.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 percent 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 no 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.

The Nominating Committee of New England Archivists asked the candidates to submit an autobiographical summary and to address the following question:

A number of major issues with serious implications for the future of our profession face archivists today. For instance, a significant portion of document creation and dissemination as well as general communication is now carried out electronically. Steps need to be taken to ensure that the archival record is not lost. How can NEA assist itself and the archival profession in addressing the issues that may radically change record keeping practices and how archivists perform their work?

CANDIDATES FOR VICE PRESIDENT / PRESIDENT



Paul R. Bergeron

Education:

University of New Hampshire, B.A. (1972) and M.A. (1974);

Additional graduate studies at Texas A&M University and Cambridge College.

Employment:

City Clerk, Nashua, NH

Service to New England Archivists:

1998 Richard Haas Award recipient; panelist Spring 2002 NEA conference; planning committee Spring 2003 NEA conference; member NEA since 1996.

Service to the archival profession:

Vice Chair, Government Records Section, Society of American Archivists (2001 - 2002); Advisory Committee member to Northeast Document Conservation Center, Andover, MA (1998 - present); Chair, Information Management Committee, New England City and Town Clerks Association; national leader, Local Government Industry Group, Association of Records Managers and Administrators (ARMA) (1999 - 2001).

Response to the Candidate Question:

The speed with which electronic documents are created, altered, and disposed of requires that archivists partner with information technology departments and records managers in helping to establish institution standards for hardware, software, communications, and image management. NEA needs to include educational opportunities within its traditional professional development programs and publications that will assist members in staying current with changes and developments relating to electronic document technology and digital preservation, and to strengthen management skills that will enable us to be proactive in facilitating these partnerships. The profession must be knowledgeable about digital benchmarking, system building, image processing, metadata, and quality control if it is to ensure that the end products delivered to our archival collections arrive in formats that will ensure long-term preservation.

If you have not paid your dues by **January 15, 2002**, you will not be able to vote.



Rutherford W. Witthus

Education:

B.A. & M.A. in Philosophy, University of Denver;

M.A. in Librarianship and Information Management, University of Denver.

Employment:

Curator of Literary and Natural History Collections and Coordinator of Technical Services and Automation, Archives & Special Collections at the Thomas J. Dodd Research Center, University of Connecticut Libraries

Service to New England Archivists:

2000-2001 Co-chair of the Fall 2001 Program Planning Committee for the Annual Fall Meeting of the NEA in New Haven, CT; 21 October 2000: "Essential Elements of a Collection Development Policy for Archives and Special Collections," a workshop co-presented with Betsy Pittman at the New England Archivists Fall Meeting in Worcester, MA; 10 April 1999: "Creating an Archives Management System with Microsoft Access," a presentation at the Spring New England Archivist Meeting, Lowell, MA; 1998-1999 Member of Spring 1999 Program Planning Committee for the Annual Spring Meeting in Lowell, MA.

Service to the archival profession:

2001-2003 SAA Representative on Joint ALA/SAA Committee on Archives & Library Relationships; 2001-2002 Chair of the 2002 Program Planning Committee for the Annual Meeting of the Rare Books and Manuscripts Section of the Association of College & Research Libraries in Atlanta, GA; 1995 Member of Blue Ribbon Panel established by the president of SAA on the National Information Infrastructure; 1995 Participant in Berkeley Finding Aids Conference, Berkeley, CA; 1993-1998 Official representative of the Society (SAA) to the US MARC Advisory Committee of the American Library Association (MARBI); 1992-1994 Vice-Chair/Chair, Reference, Access & Outreach Section of SAA; 1989-1992 Editor of *Occasional Papers*, Society of Colorado Archivists; 1988-1990 President-Elect/President, Society of Colorado Archivists.

Response to the Candidate Question:

Only technology can solve the problem of the permanence of electronic records. Professional organizations can provide a forum for archivists not yet familiar with the issues and for archivists who are on the edge of technology to come together in a learning environment. If we had the time and luxury to contemplate the changes in contempo-

rary technology and culture, we could make informed decisions about the future and practice of archives based on an understanding of the past. However, the rapidity and complexity of the changes seem like a raging river, often requiring us to stay afloat by making immediate decisions with little deliberation. While this may at first appear to be an unfortunate circumstance, it can also be seen as an opportunity to move swiftly forward. The fragility and mutability of the electronic record is a problem when viewed from the perspective of permanent storage. But that same mutability is what will excite and astound our users by providing robust access to electronic records in the form of indexes and databases. Understanding our users and providing innovative access to archival materials is one way we can be part of the radical changes in our profession. If we are willing to be patient while the technology solves the problem of permanence, we can immediately jump into the rapids and enjoy the ride. Don't forget your life jacket.

CANDIDATES FOR SECRETARY



Tara L. Hurt

Education:

M.L.S. Southern Connecticut State University;

B.S. University of Connecticut.

Employment:

University Archivist, Eastern Connecticut State University Jan. 2001 – Present; Reader Services Coordinator, University of Connecticut Archives & Special Collections Aug. 1994 – Jan. 2001

Service to New England Archivists:

Member, Fall 1998 Local Arrangements Committee; Member, Spring 2002 Local Arrangements Committee.

Service to the archival profession:

Volunteer Archivist, St. James Episcopal Church 1999-Present; Member, IMLS Connecticut History On Line Project 1999-2001.

Response to the Candidate Question:

On a daily basis information is created and disseminated at a high rate of speed. As archivist/record managers, it is our responsibility to keep pace with information and how it is preserved within each of our institutions. In order to ensure

that archival records are not lost, we, along with the help of the New England Archivist (NEA) group, need to keep pace with the changes that are occurring in record creation and record storage. NEA can be a leader in the creation, storage and preservation of records, by offering education on the current resources available for record keeping and by offering members the opportunity to see, first hand, what projects are underway. NEA has always provided the opportunity to learn and to meet and gather with colleagues. In the coming years NEA can serve as a valuable resource by organizing sessions and discussions about what initiatives are currently taking place and by creating avenues for everyone to share their work. Whether in person, through on-line discussions, or through hands on workshops, we can all continue to collaborate and gain the skills we need to adjust to changes in work flow and changes in records preservation. I see NEA serving as a portal for colleagues to share their successes and their failures, in order for us to all move closer to standards and guidelines that can answer many of the current questions about electronic records. As NEA Secretary I would work with the NEA Board to ensure that NEA provides its members with the tools they need to master the issues surrounding records management.



Sherene Quinlan

Education:

B.A. from the University of Massachusetts in Art History.

Employment:

Preservation Technician / Special Projects Assistant for the Frederick Law Olmsted Archives Processing Lab through a cooperative agreement with the Northeast Document Conservation Center since 1997

Service to New England Archivists:

Member since 1998; NEA Fall Meeting Session Chair 2001.

Service to the archival profession:

Co-coordinator for Connecticut River Archives Group since 1998; Archives volunteer for the Springfield Armory National Historic Site, and the Wistariahurst Museum, Holyoke 1998-1999; Member of New England Museum Association 1998-2001.

Response to the Candidate Question:

The actual job of archivists as record keepers will not change. The technology of how the work is performed may change but the integrity of the record and its essence will

remain. To help with the changing technology, NEA should take a leadership role in setting and implementing standards for the archival profession. Standards and guidelines should be established for the emerging field of electronic recordkeeping. New issues in electronic recordkeeping practices can be explored through committees to help advise and make recommendations for those in the profession. By setting standards, NEA will help to ensure that records will not be lost. NEA must continue to educate its members about new technologies through workshops and newsletters. NEA must continue to reach out to new members. With new members come new ideas and fresh insight on how to preserve our records.

CANDIDATES FOR REPRESENTATIVE AT LARGE



Bridget Carr

Education:

B.A., English, University of New Hampshire, Durham, NH, May 1981;

M.L.S., Simmons College, July 1985.

Employment:

Boston Symphony Orchestra: Archivist, January 1991 to present; Massachusetts State Archives: Processing Archivist, 1988-1990; Massachusetts Institute of Technology: Assistant Archivist, 1986; Project Archivist, 1986-1988; Houghton Library, Harvard University: Library Assistant, in Acquisitions Department, 1984-1986; Staff Assistant in Manuscript Department, 1981-1984

Service to New England Archivists:

Editor, *NEA Newsletter*, 1993-1995; Member, Program Committee for Spring 1991 meeting; Speaker Spring 1987, Spring 2000.

Service to the archival profession:

Participated in a series of presentations called "Appraising Records in Higher Education" with Helen Samuels and Elizabeth Sandager at the following conferences: Midwest Archives Conference, October 1987; SAA, New York City, September 1987; Bentley Fellows, Ann Arbor MI, July 1987; and New England Archivists, Portland, Maine, May 1987. Other Presentations: "Documenting Performing Arts Organizations and Functional Analysis," SAA, Indianapolis, IN, September 1994; "Appraising Audiovisual Materials," at New England Archivists Meeting, Lowell, MA, April

2000; "Preserving the History of the Boston Symphony Orchestra," Music Librarians Association, Boston, MA, February 1998; "The Boston Symphony Orchestra's plans for celebrating the Centennial of Symphony Hall," New England Music Librarians Association, Boston, MA, Spring 2000.

Response to the Candidate Question:

The archival profession faces considerable challenges in preparing archivists to carry out the traditional functions of collecting, preserving and accessing records with enduring value in this electronic age. Many of us who received our archival training in the pre-Internet years find ourselves faced with giving advice and drafting policies on how to preserve and provide access to e-mail and other electronic records such as databases. We are also challenged with dealing with archival "information" in various formats, including recorded sound materials and audio/visual materials in analog and digital formats. NEA can assist its members by continuing to offer a broad range of sessions and workshops at its biennial meetings to give archivists the tools necessary to fulfill their archival responsibilities in this electronic and technology-laden environment. NEA program committee members should be encouraged to seek out representatives from allied professions to participate in our meetings. NEA members who are active in other professional associations should continue to be encouraged to share information to promote the cross-fertilization of ideas. The *NEA Newsletter* and web site should also continue to disseminate and share information about projects, issues, and resources. Many NEA members are also active members of other professional associations and we should continue to encourage them.



Peter Nelson

Education:

Modern Archives Institute, Washington, DC. 1993; M.L.S. (Archives), School of Information Science and Policy, University at Albany, SUNY, 1991; M.A. (Germanic Studies), Cornell University, 1986; A.B., Hamilton College, Summa cum laude, 1982. ACA Certification, 1996 (not renewed).

Employment:

Assistant Archivist, Amherst College Archives & Special Collections, Amherst, MA, 2001-; Curator of Special Collections, Jones Library, Amherst, MA, 1999-2000; Project Director, Five College Archives Digital Access

Project, 1996-1999; University Archivist/Special Collections Librarian, Thomas Jefferson University, Philadelphia, PA, 1993-1996; Project Archivist, Buffalo & Erie County (N.Y.) Historical Society, 1991-1993

Service to New England Archivists:

Local Arrangements, NEA-MARAC joint meeting, Fall 2002; Newsletter, 1997-2000; Program Committee, Fall 1997 and Fall 2000 meetings.

Service to the archival profession:

Archives Review Committee, Massachusetts Historical Records Advisory Board, 1999-2000; Planning Committee and newsletter editor, Delaware Valley Archivists Group, 1995-1996; Steering Committee, Science, Technology & Health Care Roundtable, SAA, 1994-1996.

Response to the Candidate Question:

While it is true that electronic records pose a significant challenge to the archival profession, we must first recall that the telephone, too, was a technology that brought about the loss of many kinds of information formerly available in written form. Archivists must respond to the challenge by accepting the inevitable sea-changes in the information environment and concentrating on their core mission, which remains unchanged: identifying, preserving and making accessible comprehensible, comprehensive, reliable and authentic records regardless of format. To do this at a time of the widespread use of large-scale electronic systems for the creation and storage of records will require an understanding of the evolving definition of records as well as new methods and approaches to managing and preserving them. For the latter, archivists need to demonstrate a familiarity with current technology and a persistent willingness to raise issues from an archival perspective whenever they are unacknowledged. But how can they hope to do this when advances in technology now render our academic training out of date so very rapidly?

This is where NEA plays a critical role, namely, in continuing professional education. NEA must seek every opportunity it can to prepare its members to position themselves as responsible and informed professionals who can speak authoritatively and work cooperatively to preserve records in the changing digital frontier. NEA does this best by providing for its members practical, affordable education workshops, relevant program sessions, and informative feature articles in its newsletter. ♡

NEA Spring 2002 Meeting

"Collaborative Adventures in Archival Endeavors"

March 22-23 • Newport Marriot, Newport, RI

News and Notes

New England Regional Research Fellowships

The New England Regional Fellowship Consortium, a collaboration of sixteen major cultural agencies, will offer at least nine awards in 2002-2003. Each grant will provide a stipend of \$5,000 for eight weeks of research at participating institutions. Applications are welcome from anyone with a serious need to use the collections and facilities of the organizations. For the next fellowship cycle, the postmark deadline will be February 1, 2002. The Consortium's grants are designed to encourage projects that draw on the resources of several agencies. Each award will be for research at a minimum of three different institutions. Fellows must stay at each of these organizations for at least two weeks.

Participating Institutions: Baker Library, Harvard Business School; Boston Athenæum; Colonial Society of Massachusetts; Connecticut Historical Society; Francis A. Countway Library of Medicine; Harvard Law School, Special Collections; Historic Deerfield; John Nicholas Brown Center for the Study of American Civilization at Brown University; Maine Historical Society; Massachusetts Historical Society; Mystic Seaport; New England Historic Genealogical Society; New Hampshire Historical Society; Rhode Island Historical Society; Schlesinger Library; Vermont Historical Society.

For more information, please see the "Get Involved" section of the Massachusetts Historical Society's web site: <www.masshist.org>.

CONNECTICUT

Thomas J. Dodd Research Center Travel Grants

Archives and Special Collections at the Thomas J. Dodd Research Center, University of Connecticut is pleased to announce the availability of travel grants to support research in the manuscript and archive collections housed in the Center. Grants are awarded twice each year, on a competitive basis, to promising graduate students and to established scholars who plan to conduct research at the Dodd Center. Awards up to \$500 are made to graduate students and post-doctoral students; established scholars are eligible for awards of up to \$1,000. Approximately \$3,000 in grants is available each year. The application deadline for travel occurring between July-December 2002 is February 1, 2002. The application deadline for travel during January-June 2003 is September 1, 2002.

Full descriptions of the awards, selection, responsibilities and application information is located in the "Policies and Forms" section of the Dodd Center web site: <www.lib.uconn.edu/DoddCenter/ASC/index.htm>. For

more information please contact Thomas Wilsted, Director of the Dodd Center at <tom.wilsted@uconn.edu>.

New Guide for Processing Manuscript Collections

The Connecticut State Archives is pleased to announce the availability of the highly useful *A Guide for Processing Manuscript Collections* by Assistant State Archivist Bruce P. Stark. Copies of this manual have been distributed to attendees at workshops on "Arrangement and Description: An Introduction to Manuscript Processing" offered by the New England Archivists and taught by Stark. The Guide includes sections on collection analysis, series and subseries arrangement, steps in manuscript processing, problem materials, foldering and description, and numerous sample pages from finding aids. Copies are available from the Connecticut State Library for \$12. Anyone interested in ordering a copy should write the author at Connecticut State Library, 231 Capitol Avenue, Hartford, CT 06106. Checks should be made out to the Connecticut State Library. All proceeds go to a State Archives preservation fund.

Historic Documents Preservation Program Holds Awards Reception for First Round of Grants to Town Clerks

On August 7, 2001, the Connecticut State Library held a reception in Memorial Hall for the recipients of the first round of grants to town clerks. Funds for this program come to the State from a fee of \$3.00 laid on each land record recording (see Public Act 00 – 146). The Public Records Administrator administers this program and makes all decisions about funding. There are two grant cycles every year. In this, the very first cycle, the State Library received applications from 105 of the 169 towns and awarded \$332,384 in grants. On August 7, approximately one hundred persons from the towns gathered in Memorial Hall in the Connecticut State Library and Supreme Court Building in Hartford to hear remarks from the State Librarian, Public Records Administrator, and State Archivist and to pick up their checks. For more information, see the State Library web site at <www.cslib.org> and click onto the Public Records Administrator.

State Library and State Historical Records Advisory Board Hold Archival Training Workshop for Public Librarians

On September 11th, forty-two public librarians in charge of administering historical collections attended a workshop at the Farmington Public Library. The workshop was sponsored by the State Library's Division of

Library Development and the Connecticut State Historical Records Advisory Board using funds from a grant awarded by the National Historical Publications and Records Commission. This project was a follow-up to a two year archival education project involving the Connecticut Town Clerks Association and the Connecticut League of History Organizations. Prior to the workshop, the project had surveyed public librarians about their "critical records needs," assembled a curriculum of "best practices" and had planned the workshop. Entitled, "You Mean I'm an Archivist, Too?," the workshop was held on a very tumultuous and sad day, but attendees and presenters saw the class to its end. The project received attendee evaluations and has made recommendations regarding revisions. For further information, contact Dr. Mark H. Jones, State Archivist and Historical Records Coordinator at <mjones@cslib.org> or Phone at (860) 757-6511.

State Library Holds Second Training Workshop for Town Clerks

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

MAINE

Recon at the Maine Historical Society

This past summer the Maine Historical Society began a major retrospective conversion project, in which they are converting their card catalog to an on-line catalog. Using the MINERVA shared catalog, the records will be available on the web at <ursus2.ursus.maine.edu>, and also through the MHS web site: <www.mainehistory.org>.

This project is made possible by a grant from the Maine Info Net Project, and will be funded for 1 1/2 years. The work is being done in-house by a diligent and fearless crew, led by Nancy Noble, Project Director. The project staff is made up of project catalogers Ginny Ouellette and Juan

He, with assistance from Simmons library school student Anna Brandenburg.

MASSACHUSETTS

Research Fellowships at the Massachusetts Historical Society

Long-Term Fellowships: thanks to the support of the National Endowment for the Humanities, the Massachusetts Historical Society will award either one long-term grant of six to twelve months or two of a maximum of five months. The stipend will be up to \$40,000 for a term of six to twelve months and smaller amounts for shorter terms. Tenure must be continuous. Within the constraints of NEH guidelines, the Society will supplement each stipend with a housing allowance of up to \$500 per month. MHS-NEH fellowships are open to U.S. citizens and to foreign nationals who have lived in the United States for at least the three years immediately preceding the application deadline. Applicants must have completed their professional training; NEH-sponsored fellowships are not available to graduate students. The awards committee will give preference to candidates who have not held a long-term grant during the three years prior to the proposed fellowship term. Postmark deadline for applications for the 2002-2003 year is January 15, 2002.

Short-Term Fellowships: the Massachusetts Historical Society offers approximately 20 fellowships each year for researchers who need to use the collections to complete a major project; typical applicants include but are not limited to independent scholars, advanced graduate students, and college and university faculty in all disciplines. Each of the fellowships includes a stipend of \$1,500 for four weeks of research. Some fellowships target specific topics, such as African-American studies, women's history, art history, documentary editing, the life and times of Paul Revere, and colonial New England. Postmark deadline for applications for the 2002-2003 year is March 1, 2002.

For more information, please visit the "Get Involved" section of the MHS web site at <www.masshist.org>.

Stonehill Industrial History Center Moves to New Space

In October the Stonehill Industrial History Center at Stonehill College in North Easton moved from the Basement of Donahue Hall to three floors of the newly renovated Cushing-Martin Hall. The Center encompasses several special collections including the Arnold B. Tofias Industrial Archives and the Ames Family Collection. To facilitate use of and preserve the significance of these nationally recognized collections, the new Cushing-Martin building design includes a museum quality exhibition area,

collection storage areas, a research room and a preservation workshop. A centennial display case, constructed for the Ames Company in 1876 to showcase the Ames shovels, is also on public display in the building's main lobby. A glass-block viewing wall provides an opportunity to see the extent of the unique shovel collection.

The Ames collection includes over 1,500 linear ft. of correspondence and records of the Ames Company from the late eighteenth through mid-twentieth centuries. Documents include diaries, payroll records, sales ledgers, memos, account books, catalogs, company store and company housing records. Artifacts include over 800 original Ames shovels and shovel components and 1,000 letterpress printing plates.

The Industrial History Center will reopen to the public in December. For more information contact Greg Galer, Curator, at (508) 565-1403 or email, <ggaler@Stonehill.edu>. Or visit <www.stonehill.edu/archives>.

Whaling Crew List Index Project

The New Bedford Free Public Library has initiated a five-year project to construct and make available on the Internet a comprehensive index to whaling Crew Lists of the New Bedford Custom District from 1809 to 1925. The first year of this project is supported in part by a grant from the Massachusetts Historical Records Advisory Board and the Secretary of the Commonwealth, William Francis Galvin. The New Bedford Free Public Library Archives Department is coordinating the project. The City of New Bedford Management Information Systems Department constructed and maintains the Internet database. In this first year the database indexes information from Crew Lists and Whalemen Shipping Papers in the New Bedford Free Public Library's Archives Department collection, covering the period from 1810 to 1855. Information from collections of cooperating institutions, the National Archives in Waltham and the New Bedford Whaling Museum/Kendall Institute, will also be included.

This index is searchable through five search templates: Crew Men, Vessel, Port of Registry, Whaling Ground, and Crew Supplemental Information. This last search option allows searching on a crewmember's physical description, rank, residence, or keyword in Remarks field. The Remarks field is significant as it contains information from original attachments, or supplemental information registered with Custom House agents at ports visited throughout the voyage. Information such as discharges, desertions, enlistments, promotions, deaths, mutinies, arrests, etc. are recorded on attachments then signed and dated by the Customs Agent of the indicated port.

The Crew List Index is available free of charge through the New Bedford Free Public Library's home page and can be

accessed 24 hours a day, seven days a week. For more information, contact <crewlist@www.ci.new-bedford.ma.us>.

Statewide Veterans Oral History Project

At the Fourth Annual Community Forum on Historical Records, "Telling Our Stories," held on May 11, 2001, the Massachusetts Historical Records Advisory Board (MHRAB) determined that there is currently a high intensity of interest in capturing veterans' oral histories, but few tools, methods and standards for nascent projects. Therefore, MHRAB has established an advisory board to plan, develop, and implement a statewide veterans oral history project. The advisory board is composed of veterans' agents, librarians, educators, videographers, and the Massachusetts Department of Veterans Affairs. Recently the advisory board mustered on board the USS *Massachusetts* battleship. At this meeting the board created a formal mission statement and prioritized goals, objectives and activities.

For more information please visit the MHRAB homepage at <www.state.ma.us/sec/arc/arcaac/aacintro.htm> or contact Bill Milhomme, at (617) 727-2816 x257, <william.milhomme@sec.state.ma.us>.

Documentary Heritage Grant Program 2001-2002

The Massachusetts Historical Records Advisory Board (MHRAB) plans to continue its Documentary Heritage Grant Program, which was funded by the National Historical Publication and Records Commission in 1999-2000. MHRAB has drafted legislation (Senate Bill 1537) requesting an appropriation of \$150,000 to fund a competitive local records grant program. The legislation was filed by the Secretary of State, and is currently under review by the Senate Committee on Ways & Means. MHRAB has also submitted a re-grant application to NHPRC for 2001-2002.

For more information please visit the MHRAB homepage at <www.state.ma.us/sec/arc/arcaac/aacintro.htm> or contact Bill Milhomme, at (617) 727-2816 x257, <william.milhomme@sec.state.ma.us>.

WGBH Media Archives to Preserve "Ten O'Clock News"

Mary Ide, Director of the WGBH Media Archives & Preservation Center, has announced that the WGBH Media Archives received a grant from the Preservation and Digitization Program of the Institute of Museum and Library Services (IMLS) to preserve four hundred seventy six "Ten O'Clock News" programs and stories. The programs and stories were broadcast between 1974 and 1991,

and all focus on the issues and concerns of Boston's African-American community. The project will also create an innovative web guide to the collection with one minute streaming video clips for each "Ten O'Clock News" story. In addition, fifty of the clips will be "enhanced" for access by people with hearing and visual disabilities. This project is intended to be a model of extended accessibility to archival collections.

The Institute of Museum and Library Services (IMLS) is an independent federal agency that fosters leadership, innovation, and a lifetime of learning by supporting the nation's museums and libraries. For more information about the WGBH project, email Mary Ide at <mary_ide@wgbh.org>.

Research Inventory Grants

The Bay State Historical League and the Massachusetts Foundation for the Humanities announce their Research Inventory Grant Program. Recognizing the difficulty of planning research projects or public programs that rely on uncatalogued collections, the sponsors will fund inventory projects that have been designed with specific research questions in mind. Applicants may request up to \$1,000. Deadlines are January 1, March 1, May 1, July 1, and September 1. Historical organizations in Massachusetts with operating budgets of under \$50,000 are eligible; under special circumstances, libraries that own and exhibit historical materials may also be considered. Contact Kristen Farmelant, Executive Director, Bay State Historical League at (781) 899-3920 to discuss possible projects. Or see <www.masshistory.org>.

RHODE ISLAND

NEA Spring 2002 Meeting in Newport

Teamwork and collaboration are highly valued behaviors in contemporary America. Come to the Spring 2002 NEA meeting to learn how to build these qualities into your archival programs and activities. Educational workshops and a meeting program on the theme "Collaborative Adventures in Archival Endeavors" will take place March 22 and 23. Keynote speaker, Robert S. Martin, Ph.D., archivist and Director of the federal Institute of Museum and Library Services, will address partnerships and collaboration in the field. The Newport Historical Society's historic Seventh Day Baptist Meeting House (1730) is the setting for the Friday night reception. The meeting program will take place at the Newport Marriott.

Newport, "America's First Resort", takes pride in ensuring that everyone finds something that appeals to him or her. While you are in town for the meeting, take a walking tour, a harbor cruise, a drive on breathtaking Ocean Drive,



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or a stroll on the Cliff Walk. Or visit one of the many museums and historic sites. Check the NEA web site for meeting details and look for the mailer in mid-January.

OUTSIDE NEW ENGLAND

SAA Participates in National Task Force on Emergency Response

The Society of American Archivists sent two high-level representatives to a meeting of the National Task Force on Emergency Response held September 18, 2001 in Washington, D.C. The purpose of the meeting was to share information concerning the status of New York cultural institutions in the area of the September 11 attack. Maygene Daniels, past president of SAA, is SAA's designated representative to the Task Force. Tom Connors, SAA Council member, also attended. The Task Force identified three goals: to gather information on collections affected by the disaster to help the Federal Emergency Management Agency with relief and recovery; to be prepared to provide information to institutions about disaster recovery; and to educate the general public about how to retrieve and clean personal photographs, papers, and works of art. A numerical breakdown of cultural institutions in the area below 14th Street was given. In the affected area there are 42 museums, 57 archives and libraries and 245 outdoor sculp-

tures. The Small Business Administration will make loans and/or grants available to private nonprofit groups for repair and rebuilding and also for restoration of collections. NYU is providing workspace for resource groups. For more information, see the SAA web site: <www.archivists.org/news/emergencyresponse.htm>.

NYSHRAB World Trade Center Disaster Recovery Web Site

The New York State Historical Records Advisory Board has established a web site to assist New York City repositories affected by the events of September 11, 2001. It includes status reports on the institutions in the affected area and information about how you can help. See: <www.nyshrab.org/WTC/wtc.html>.

Library of Congress Publishes New Set of Guides to African and Middle Eastern Collections

The Library of Congress has recently published *Library of Congress African and Middle Eastern Collections: Illustrated Guides*. The three-volume set includes individual illustrated guides to the Library's Africana, Hebraic and Near East Collections. Prepared by award-winning designer Robert L. Wisner, they narrate the growth of the Library's extensive and comprehensive holdings of the intellectual heritage of more than 70 countries and countless peoples, lands and cultures of sub-Saharan and North Africa, Israel and the Middle East.

The Library's African and Middle Eastern Division (AMED) was established in 1978. In her foreword to each illustrated guide, Beverly Gray, chief of AMED, traces the establishment and transition of each of the division's three sections—the African, Hebraic and Near East—into the Library's African and Middle Eastern collections. "We hope readers will glean from these works the depth and breadth, as well as the sheer beauty of our holdings," said Ms. Gray. "These materials have been gathered for use by the United States Congress as well as to assist scholars and researchers with their work."

Made possible by a grant from the James Madison Council, a national, private-sector advisory council dedicated to helping the Library of Congress share its unique resources with the nation and the world, the illustrated guides to the Library's collections feature materials in various formats. Each volume contains between 55-65 visually appealing reproductions of items from the collections, including rare books, manuscripts, cuneiform tablets, textiles, maps, artwork and photographs.

Library of Congress African and Middle Eastern

Collections: Illustrated Guides—a boxed three-volume set totaling 200 pages, including 176 illustrations—is available for \$37 from the Library Of Congress Sales Shop (phone orders: (202) 707-0204) and from the U.S. Government Printing Office (stock number 030-001-00179-2).

Fall in Poughkeepsie: New England Archivists Fall 2002 Joint Meeting with the Mid-Atlantic Archives Conference

Mark your calendars now for the weekend of October 24-26, 2002 and join your colleagues at the Grand Hotel in Poughkeepsie, New York for the joint meeting of MARAC and NEA, and stay late to explore the rich history of the Hudson River Valley. Involving speakers from both regions, the joint meeting will provide a wider perspective than either group might be able to offer on its own. Topics under consideration include training and planning for the development of digital collections, community outreach, the SAA code of ethics, searching for your first archival job, environmental monitoring, fire suppression, and manuscript collections housed in public libraries. The Hudson River Valley offers hiking, fishing, canoeing, golf, vineyards, historic inns, and charming towns to explore. The museum-minded can visit Washington Irving's Sunnyside or the Rockefeller estates at Kykuit and Hyde Park. The Culinary Institute whips up sumptuous meals in its kitchens, but be sure to make your reservations early. For additional information, please contact the program co-chairs, Barbara Austen at the Connecticut State Library, (203) 757-6509, or Alison Oswald, National Museum of American History Archives Center, (202) 357-3780.

SAA Annual Meeting Scheduled for Birmingham, AL in 2002

The Society of American Archivists (SAA) looks forward to welcoming you to Birmingham, AL, August 19-24, for an exciting blend of speakers, tours, workshops, exhibits, social events, and a liberal dose of Southern hospitality. The 2002 program theme is "Archival Roots: Our Foundation and Our Future." The opening plenary session will feature a distinguished scholar of slavery and the struggle of African Americans in shaping the American identity, who will share his thoughts about his work with archivists and archives. The closing plenary session will feature an internationally recognized expert on emerging information technologies, who will share his vision of what the future may hold for us. The meeting will also feature "Archives Unplugged," an archival basics track comprised of six seminars, taught by acknowledged experts in the field. One seminar will be presented during each of the program session time slots. The seminar topics and respective instructors are:

- Fundamentals of Archival Acquisition and Appraisal: Mark Greene, Henry Ford Museum and Greenfield Village.
- Fundamentals of Archival Description: Kathleen Roe, New York State Archives and Records Administration.
- Issues in Preservation of Archival Materials: Mary Lynn Ritzenthaler, National Archives and Records Administration.
- Fundamentals of Archival Reference: Mary Jo Pugh, National Park Service.
- Visual Materials in Archival Collections: Waverly Lowell, University of California, Berkeley.
- Fundamentals of Electronic Records Management: Tom Ruller, New York State Education Department.

For more details about what is shaping up to be one of the most engaging annual meetings ever, stay tuned during the coming year to the SAA newsletter, *Archival Outlook*, and to the SAA web site: <www.archivists.org>.

Reviews

Townshend, Sean, Cressida Chappell and Oscar Struijve. *Digitising History: A Guide to Creating Digital Resources from Historical Documents*. Oxford: Oxbow Books for the Arts and Humanities Data Service, 1999. 46 pp. \$18 ISBN: 1-90018-869-4.

— Peter Nelson, Amherst College

Available on the web at <hds.essex.ac.uk/g2gp/digitising_history/>.

The title of this rather obscure British booklet, part of a series called “Guides to Good Practice in the Creation and Use of Digital Resources,” seems to imply that it will address the practical aspects of digital imaging projects involving archival materials. One might expect a book called “Digitising History” to present useful advice on selecting records for digital conversion; addressing the preservation issues of scanning; determining the many variables of bit depth, resolution, file format, and so on; and grappling with the complex issues of metadata. But this book is actually concerned with something else: the “computerization of historical source documents” in a range of settings “from student projects through to large-scale research projects.” Still haven’t got it? I myself was well into the third chapter before it became clear what the authors mean by “computerization.” It is, more precisely, the kind of abstracting statistical information gathering undertaken by historians working in vast archival fonds such as church records, census tables, immigration records and port books — records that conform well to the structure of a relational database.

Projects of this sort often yield extremely valuable, multi-faceted products useful for acquiring a quantitative grasp of history (one example from my own experience: an in-house index to eighteenth and nineteenth century craftsmen of the Connecticut Valley that had been compiled by a predecessor got heavy use by many grateful local history researchers). While this is a subject entirely worthy of a guide to good practice — a valuable resource for historians, graduate-level history students, and archivists alike — it is indicative of the authors’ muddled and theory-laden prose that its precise nature only emerges halfway through the

book. This guide sets out to be thoroughly generic and theoretical, presupposing very few specific conditions, referring only to “data creation situations” and vague project management concepts. To be sure, discussions of database structure, data entry and transcription as well as recommendations concerning error checking, backups, and validation will, by their nature, make for dry reading, but mainly these are common-sense concepts expressed in unremittingly abstract language. Almost nowhere do the authors provide anything like a case study or even a fleeting reference to a hypothetical research context. Instead, the book wallows in the general and obvious (“The choice of inappropriate software can severely hamper any type of project”; “The time and resources invested in [the] creation [of historical digital resources] can only be fully realised if they are suitable for re-use”). *Digitising History* presents a no-win situation: for beginners it is too abstract and baffling, while for experienced practitioners it is too superficial and obvious.

Stuart D. Lee. *Digital Imaging: A Practical Handbook*. New York: Neal-Schuman Publishers, Inc. 2001. 194 pp. ISBN 1-55570-405-0.

— Peter Nelson, Amherst College

Despite the generally empowering, democratic aspect of personal computing in the last twenty years, the phenomenal growth of digitization projects in the last ten has, in fact, largely been a story of top-down initiatives driven by considerable political will: witness the National Digital Library Program led by the Library of Congress (with generous corporate funding) and the Clinton administration’s emphasis on developing the “National Information Infrastructure.” The 1990s saw a lot of research and development projects at major research libraries that explored standards and benchmarks in digital imaging and its potential as an alternative, or counterpart, to microfilm for preservation. Meanwhile, the top-down phenomenon played out in other ways: administrators at smaller libraries and archives discovered how “cool” scanners could be, and how seemingly affordable. Archivists and librarians soon saw — or were made to see — that the web could be used for more than merely giving out information about their holdings; that it offered an unprecedented opportunity to share them. But implementing an even moderately ambi-

tious digitizing project proved to be a complex undertaking involving a team of subject specialists and technical experts in preservation, cataloging, image quality and IT. Failing to recognize this, many small digitizing pilot projects ended in failure; some others achieved modest success as stand-alone resources; and very few indeed resulted in the establishment of an ongoing digitization program.

If small-scale archival digitization projects failed at a high rate in the last decade, I believe it was due to the inexperience of project leaders who were thrust into these projects, and a shortage of truly practical literature to guide them. One of the earliest efforts of this kind, Besser and Trant's *Introduction to Imaging* (Getty AHIP, 1995), was a brief (48-page) introduction of basic imaging and networking concepts to an implied audience of museum curators. Around the same time, Anne Kenney and Steve Chapman of Cornell University published a much meatier and more relevant book for archivists, *Digital Imaging for Libraries and Archives*. It and a recently published work by Kenney and Oya Rieger, *Moving Theory into Practice: Digital Imaging for Libraries and Archives* (RLG, 2000) [see review in October issue] offer a wealth of technical information for practitioners in the field. Similarly, Frey and Reilly's *Digital*

Imaging for Photographic Collections (Image Permanence Institute, 1999) is one of several outstanding technical resources, but aimed primarily at those already well versed in photography and imaging.

Stuart Lee's *Digital Imaging: A Practical Handbook* answers the need of library students, administrators and practicing archivists for an all-around, well-reasoned, sufficiently detailed and useful guide to digital imaging projects. It is an introduction to digitization that is neither overly technical nor frustratingly superficial. Lee covers the entire project life-cycle from instigation of the project to selection, assessment, preparation, scanning, cataloging, delivery and maintenance. Throughout the book he presents helpful management-proven flow charts and decision matrices to guide one through selection, budgeting and workflow patterns. All concepts are presented concisely and free of jargon. While Lee admirably covers the important planning stages of any project, post-digitization stages are also thoroughly considered; especially impressive is the extensive discussion of the numerous metadata options available (SGML, HTML and XML; TEI and EAD, in particular, are rendered intelligible). This book is an outstanding and long overdue contribution to our field. ☺

Continued from page 3

People

Distinguished Service Award, cont.

David Horn, a resident of Natick, MA, has long been recognized as a major figure in the fields of archives and records management in New England. He has served as head librarian for archives and manuscripts at the John J. Burns Library at Boston College since March. Prior to Boston College, he was corporate records manager and corporate archivist at NSTAR Inc., assistant manager of office systems and services at Faxon Company in Westwood, MA, as well as positions in archives at DePauw University, Montana State University, the University of Oregon and at Newman Preparatory School in Boston.

During his career Horn has been active in the profession serving in numerous capacities at the local, state, regional and national levels. His work has helped to bring the fields of records management and archives closer. He has chaired committees for the Society of American Archivists, most notably the Code of Ethics Committee. He has served as a board member and treasurer of the Boston chapter of the Association of Records Managers and Administrators (ARMA) and as president of the Society of Indiana Archivists.

Horn has also made significant contributions to records management and archival practices through

his writings and by serving as a mentor to students. For twenty years he taught basic workshops in archives for SAA and has been a frequent speaker at local, regional and national meetings. He has produced articles for *American Archivist* and *Library Journal* in addition to occasional columns, articles and editorials. Previously he was honored by the Boston ARMA chapter as its Member of the Year in 1993 and by its Distinguished Service Award in 1998. He has also served as a mentor to a large number of students as well as beginning archivists and records managers.

"I am delighted to receive this award from the New England Archivists. The NEA is an outstanding organization; its members have made and continue to make significant contributions to the identification, retention and use of historically valuable documents. I have been a member of the NEA for twenty years, and I have enjoyed contributing to and benefiting from its many activities," Horn said.

Horn received an A.B. from St. Anselm's College, Manchester, NH, an M.A. in history from Boston University, and an M.L.S. with a concentration in archives from the University of Oregon. He is both a Certified Archivist and a Certified Records Manager and has earned the Master of Information Technologies Designation from the Association for Information and Image Management. ☺

Calendar



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

December 1 2001-February 23, 2002. Exhibit "Comfort & Joy: Quilts, Toys and Winter Pleasures" at the Maine Historical Society. Quilts, mittens, mufflers, dolls, toys, sleds, and many other artifacts paint a picture of life long ago during the many cold winters of Maine's past. Monday-Saturday 10-5. Maine Historical Society, 485 Congress St., Portland, Maine. For more information, contact Nancy Noble at (207) 774-1822.

January 16, 2002. Exhibit "Family Stories, Family Sagas" opens at the Connecticut Historical Society. This multimedia exhibition explores the remarkable histories of six contemporary New England families. Scattered from the Canadian border to the Connecticut coast and of diverse ethnic background - Native American, Yankee, French-Canadian, Portuguese, African American, and Laotian - these families share a powerful tradition of storytelling to preserve their heritage. For more information, visit <www.chs.org>.

January 18-23, 2002. American Library Association Midwinter Meeting. New Orleans, LA.

January 18, 2002. ACRL workshop: "Digital Reference: Trends, Techniques, and Changes." New Orleans, LA. Contact: (800) 545-2433 or e-mail <acrl@ala.org>.

January 20-27, 2002. National Genealogical Society. NGS Research Trip to Salt Lake City, UT. For more information contact <ngs@ngsgenealogy.org>.

January 28-February 8, 2002. Modern Archives Institute, Washington, DC. This two-week program, sponsored by the National Archives and Records Administration and the Library of Congress, is designed to introduce participants to archival theory and practice and the responsibilities of archival work. Also offered June 3-June 14. For more information, call (301) 713-7390, x 260, or send e-mail to <maryl.rephlo@nara.gov>

February 1, 2002. Deadline for "Public Programs for Libraries, Museums, or Special Projects" Grants from the National Endowment for the Humanities. For more information visit <www.neh.fed.us>.

February 8, 2002. Deadline for submissions for the April issue of the *NEA Newsletter*. Send submissions in electronic form to <ellen.doon@yale.edu>, or mail to NEA Newsletter Editors, c/o Massachusetts Archives, 220 Morrissey Boulevard, Boston, MA 02125.

March 20, 2002. Closing date for "Popular Resorts: Grand Hotels of the White Mountains," the current exhibit at the New Hampshire Historical Society. Come delve into the history of New Hampshire's impressive hotel era. A wealth of images from prints, photographs, and paintings reflects both the hotel buildings and the activities that guests engaged in while staying there. Rare documents also help tell the story, including hotel business records, travel accounts, and menus. Hours: Tuesday-Saturday, 9:30 a.m. to 5 p.m. NHS Tuck Library, 30 Park Street, Concord, NH. Contact: (603) 228-6688.

March 22-23, 2002. NEA Spring Meeting. Newport Marriott, Newport, RI.

March 20-April 19, 2002. New Hampshire Local Records Education Project two-day workshops. Various locations in New Hampshire. Contact <Julie.R.Blain@dartmouth.edu>.

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

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

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

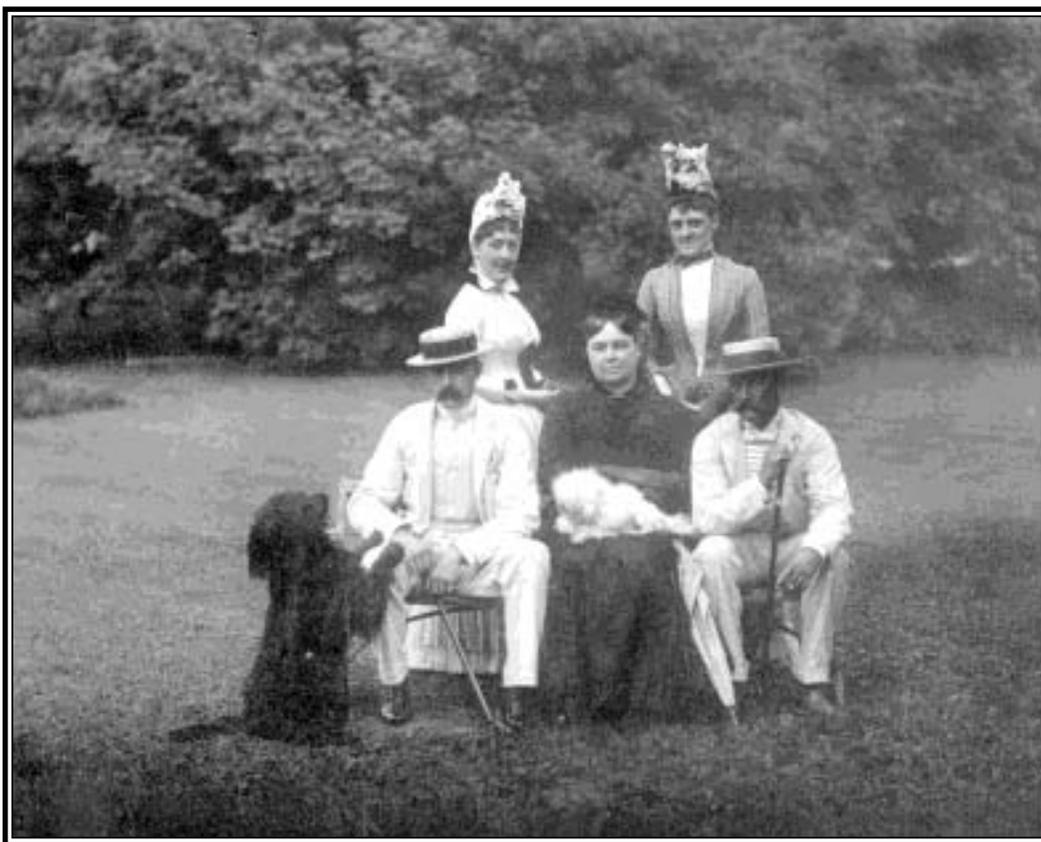
May 18-20. Mid-Atlantic Archives Conference, Semi-annual conference. Towson, MD. For more information visit <www.lib.umd.edu/MARAC/marac-hp.htm>.

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

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

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Experience "America's First Resort" for yourself at the Spring 2002 NEA Meeting in Newport!
Writer Edith Wharton "On the lawn at Newport" with family and friends, ca. 1884. Standing: Miss
Edgar (E.W.'s cousin) and Edith Wharton. Seated: Mr. Hoyt Gould, Lucretia Jones (E.W.'s mother), and
Teddy Wharton. *Yale Collection of American Literature, Beinecke Rare Book and Manuscript Library.*