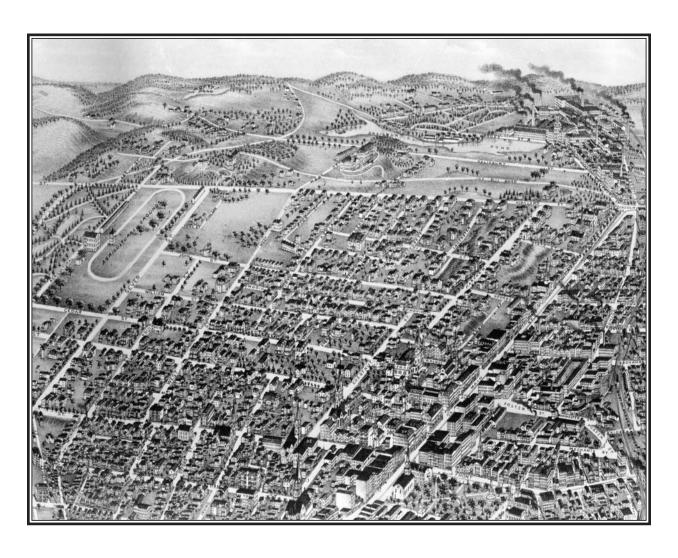# NEA NEWSLETTER

C O V E R — "The City of Worcester, Massachusetts, 1878," drawn and published by O.H. Bailey & J.C. Hazen, Boston. The NEA spring meeting will take place on March 26-27, 2004, in Worcester, Massachusetts. Please see the announcement on page 3 for more information. *Courtesy of the University Archives & Special Collections, George C. Gordon Library, Worcester Polytechnic Institute.*

I N S I D E — "The Archival Time Machine: A Closet Engineer Looks at Our Profession" (*Archival Insight*, page 4); "Building a Dynamic, Searchable Web Site of EAD Finding Aids" at the 5 Colleges (*Around & About*, page 28); NEA 2004 Elections (page 23).

❧ NEW ENGLAND ARCHIVISTS ❧

Table of Contents

From the Editors

- Meg Moughan

Archives are permanent institutions with permanent collections, and, as archivists, it is our responsibility to assure the preservation of our collections for present and future researchers. How we go about promoting the use of collections is an exciting and ever-evolving process.

In his keynote speech at the fall meeting, included here as the *Archival Insight* article, Max Evans encourages archivists to think differently about how we provide access to our holdings. We preserve the past for the future. This never changes; but how we do it evolves, in part, through something akin to archival engineering. We need to engineer new ways of doing things by rethinking how we utilize resources offered by the Internet, EAD, and digitization.

Kelcy Shepherd's *Around and About* article focuses on the work that the 5 College Finding Aids Access Project is doing to provide access to the collections of Amherst, Hampshire, Mount Holyoke and Smith Colleges and the University of Massachusetts Amherst by publishing online finding aids marked up in XML according to EAD standards. What they are doing is exactly what Max Evans referred to in his speech: the project is reengineering the ways in which we share and access information.

In his *From the President* column, Rutherford Witthus states that the spring "conference will be concerned with managing change in our lives as archivists." The meeting's format is also different, as it will take place in two locations in one city, the College of the Holy Cross and Worcester Polytechnic Institute.

We hope you enjoy this issue of the *Newsletter* and, as always, welcome your comments and contributions. ❧

❧ N ew E ngland A rchivists ❧

ERRATA NOTICE

Due to an error in the final proof of the October 2003 issue, text on page 23 was duplicated and rearranged. The editors apologize for this oversight and direct readers to the NEA Web site, at <www.newenglandarchivists.org>, for the corrected text of Ellen Dyer's article, "Maine Memory Network: The Challenges of Digital Collaboration."

New England Archivists Spring Meeting
March 26 & 27, 2004 • Holy Cross and WPI, Worcester, MA

Something different! That is what the combined Program and Local Arrangements Committee offers you this March. Two days, two locations, one great city. The price is right, with more for your money, so come on down to Worcester. Slogans aside, the conference theme is **Managing Change** and change permeates this conference. A change in format—two days with enough free time to visit the cultural jewels of the Worcester area: the Worcester Art Museum, the American Antiquarian Museum, Old Sturbridge Village. A format with drop-in, plenary and break-out sessions. A change in content—not just our usual look at the archivist's primary duties like description or preservation, but aspects like marketing, management, and balancing one's personal and professional life.

Managing Change is about stretching, growing, reaching. Come see the information table filled with materials about related professional associations. Share information about your newest collections or job postings. Bring deaccessioned material to swap with your colleagues.

Come and check us out. Give us a try and let us know what you think of change. The Spring Program and other details will be posted on the NEA Web site. Please be sure to check there.❧

Archival Insight

The Archival Time Machine: A Closet Engineer Looks at Our Profession
Max J. Evans, Executive Director, NHPRC
Keynote address (edited version), New England Archivists Fall Meeting, October 18, 2003

We frequently use the power of metaphor to leap awkward barriers of definition. Archives as memory, as dust, as imaginary animals, even as food![1] I want to suggest yet another way to think of archives: as *time machine*.

The fantastic notion of time travel has been a popular science-fiction theme since H. G. Wells wrote his celebrated novel *The Time Machine* in 1895. The 1985 movie, *Back to the Future* starring Michael J. Fox (the actor, not the archivist) and Christopher Lloyd is one of many popular examples. Marty, the film's hero, is a teenager with an eccentric friend, Doc Brown. By chance, Marty is sent back in time to the 1950s in a time machine built by Doc and accidentally interrupts his parents' first meeting, thereby endangering his own existence. While Doc works to bring him back to 1985, Marty attempts to bring his parents together, otherwise they will never marry and produce a son who will go back in time and . . . well, you get the picture.

The film uses an idea familiar to archivists: when Marty's family picture begins to fade, then so does the family from which he comes—in his case, a future family. Similarly, when the photos and other documents in our collections fade, when the images and words on the documents disappear, or when the documents themselves disappear, then, too, does our collective past. In this sense, archives are time machines. They convey the past to the present and the present to the future. Edward Tenner wrote that each "archive[s] is . . . a manifestation of a[n] indispensable aim: that we can give generations that we will never meet, under circumstances that we cannot foresee, what they will want to know about us."[2]

Is an archival time machine just a metaphor? Perhaps, but appraisal, as suggested by the above quote, requires that archivists take fanciful trips to the future. Like the past, the future is also a foreign country,[3] a place to visit in the imagination, hoping to make reasonable appraisal decisions. Or maybe not. Perhaps archives *are* real machines designed to convey the past to the present and the present to the future. Our professional language suggests machine-like, assembly plant steps or processes, some of which we call "processing." We begin with raw materials, add value, and produce goods and services. It is exactly what industrial machines do. Like them, archives are socially constructed institutions, existing in political and economic climates, and reconstructed, or reengineered, each generation.

Recently I was surprised to hear the phrase "archival engineering." The surprise came not because the idea was new to me. To the contrary, it was one I had secretly harbored for years; I thought of myself as an archival engineer. But I never imagined the idea would have currency in a profession so thoroughly imbued with people from the humanities. My degrees are in history and I, too, think of myself as a humanist; however, I started my academic career at Utah State University studying engineering. There I learned that engineers affect society as a whole, unlike, say, dentists who treat one patient at a time. I also learned that the etymology of "engineer" is "ingenuity," suggesting to my eighteen-year-old mind that engineering need not be boring. These two ideas—affecting society and creativity—are not bad ideals for any profession.

Archives, of course, affect society. The stuff of archives, in a free society, preserves the rights of individuals, assures that governments and other institutions perform in the public interest, and conveys culture from one generation to the next. An archivist's business is keeping, for extremely long periods, information produced by others. Archivists hold this in common with other information professionals and sometimes behave as they do: as historians, curators, conservators, and reference librarians. When are we strictly archivists, you might ask? What do archivists do that is enough different from what other information professionals do to justify their existence as a separate profession? My answer is not *what* they do, but *how*. It is the methods American archivists have engineered to manage (notice I did not say "solve") the Gemini of the modern world: the curse and blessing of "…an Age of Abundance."[4] The American archival contribution to the questions of selection, acquisition, arrangement, description, preservation, and delivery

of large masses of material has been to engineer methods for dealing with the *aggregate*. American archivists have resisted the impulse and the pressure of "itemitis."

Archivists appraise and schedule the disposition of masses of records without item-by-item review. They describe large units—record groups, series, and files—but rarely individual documents. Preservation focuses on facility-wide environmental controls and security, rather than labor-intensive page-by-page bench-work. Access requires users to comb large collections, using as discovery tools collection-level catalog entries and generalized finding aids, not item-by-item descriptions. No one is entirely satisfied with these methods. Archivists wish they had the time and resources for item-level cataloging and page-level indexing to their holdings. So do customers. Likewise, archivists would love to apply a finer sieve to appraisal and to give all documents full conservation treatment.

The American approach to archives is rooted in the history of the National Archives of the United States. Our American archival forefathers and -mothers were faced with a large backlog and a rising tide of recorded information. They needed tools to manage the flood; these pioneer archivists invented the entirely reasonable and practical modern archival methods used today, as well as the underlying theoretical bases. American archival theory finds virtue in necessity.

Not much has changed. Just as surely as the mass of information will increase and the forms and media it comes in will grow in number and

complexity, society's commitment to supporting long-term preservation and use will continue to be lukewarm, at best. I hope I am wrong and that efforts at archival advocacy will be wildly successful. The most effective advocacy is when archival programs deliver what they promise and what is expected.

Archivists, to be as effective as possible, must continually reengineer processes with the aim of enhancing the value of services and increasing the use of archival holding by all citizens. The essence of engineering is to be ingenious. The MS-Word thesaurus provides the following synonyms for "ingenious": " clever, resourceful, inspired, imaginative, and 'nifty'." I think we should all be proud to be archival engineers. *Call me nifty*. Archival practice requires flexibility, not a one-size-fits-all approach. Archival institutions engineer their practices to fit economic and political environments, yet follow certain principles and standards for conveying information about holdings. A recent conference, sponsored by the Association of Research Libraries on "Exposing Hidden Collections," began with an archives-like assumption: "[M]ost believe that it is better to provide some level of access to all materials, than . . . comprehensive access to some materials and no access at all to others."[5] I propose that we reengineer, not to reduce costs as an industrial operation might, but to get more from what we all know is too little in the way of resources.

Here are some ideas for archives. Most are not new, but perhaps might be applied more thoughtfully to archival issues. One approach is to apply a varying range of solutions to

different parts of the collections. Not all record groups, collections, and series need the same level of treatment; however, all collections must have a minimum level of description, even if detailed processing is not possible. This is necessary, if not for access, then at least for administrative, legal, and fiscal control over the holdings.

The "Hidden Collections" conference addressed this with a proposed recommendation: we should create a bibliographic record at the collection level, available on an OPAC, or, better, in national systems, where all collections are described, even those unprocessed, restricted, or unavailable for research. Many archives have been doing this for years. But here is, perhaps, a new idea: minimum description can lead to processes that focus on *market forces*. We should not just describe collections, but set up methods that explicitly seek feedback from potential customers and then use the feedback in decision-making.

What are the feedback mechanisms? Currently, they are informal at best. But why not make this catalog record a link to a formal request-to-process function? Exactly how it would work is up to the *real* engineers and systems developers, but the policies supporting it would be institution-specific, set by the archives staff. It is not hard to imagine a link from a catalog record that opens a request form that is completed by a patron and sent to archives managers. Decisions about processing priorities might take these requests into account, giving them whatever weight the policy requires. Or, the requests could become work orders for just-in-time processing: "I'll be at your repository in two weeks and expect to use the Jones collection. I

hope it will be ready for me." What could be more democratic and customer oriented, than to set priorities this way?

Thinking in these terms may lead to other ways to use customer feedback and requests. Dare we ask for input about collecting or appraisal? We sometimes publish appraisal recommendations and ask for comments. Should we make Internet comment forms available for this purpose? I think so. The more we engage users, the better we will respond to their needs, and the more they will give their support. A recent article in the *American Archivist* suggests how a customer-based feedback mechanism might work with the archival finding aid.[6] It proposes a method to give users opportunity to add value by recording comments and impressions. I think the idea has great potential. More later.

Archives are in the middle of a social change that is likely to have a great impact on their work: the Internet. As the Internet gets ever larger, its users' expectations rise accordingly. They expect to find everything (or at least everything *they* want) online. Archivists are playing catch-up. Only in the past twenty-five years have they provided collection-level descriptions of their holdings online and, only more recently, finding aids using EAD and other tools. Now they feel great pressure to deliver more: item descriptions as well as images or transcripts. This pressure is not new, of course; for years customers have wondered out loud why they cannot instantly find the very document with just the name or information they need. We have successfully ignored them, but the Internet makes it difficult to continue to ignore these expectations.[7]

The issue is that archivists in general oppose item-level description or indexing. They know that every hour spent on the labor-intensive process of item-level description is an hour ignoring our processing backlog of collections that remain completely inaccessible. Our profession has chosen the forest; let others describe the trees, a position the NHPRC has taken for digitization. Still, we know that some collections deserve item-level description. Just as an engineer employs a cost-benefit analysis, archivists must determine which collections demand more than the usual aggregate-level treatment, and which, by providing more detail, reduce the amount of work, overall.

The NHPRC is in that business with documentary editions. Before the advent of widespread microfilming, scholars did not have ready access to the most important documents of our American experience. The solution: turn them into books, published and distributed throughout the country. That is why Congress created the NHPC (without the "R") in 1934. Even when microfilming became available, we continued to support publishing projects for some of America's most important documents, the end of a continuum that extends from collecting and keeping marginal records of purely local interest, all the way to the very crown jewels of our documentary heritage.

In the past, microfilm editions filled the middle ground between collections described at the aggregate level and available only in the archives and documentary, transcribed editions, available in many libraries. With microfilm, we may publish important primary documents, in their raw

unedited form, for use by more people, at a reduced cost.

Today's logical replacement for microfilm is digitization and Internet publication. Thousands of documents from archival collections have been digitized and published on the Internet. Granting agencies including the NEH, IMLS, and the Library of Congress sponsor some of this work. Increasingly, archival institutions themselves, or regional or statewide consortia, continue to digitize. Experience with these projects demonstrates that they are costly and, unless carried out by institutions committed to long-term preservation of the digital objects, may not persist.[8] Many produce digital exhibits, where the archivists cherry-pick[9] from their collections the documents that best illustrate a theme, and then place them into an historical framework with much descriptive information about each document. In the words of one such curator, they "contextualize" the documents.

I want to propose some ways to think about digitizing archives that avoid high costs and rationalize selection. First, I propose that we look to microfilming as the model, taking the best features, and avoiding the worst. Clearly, we do not want to produce digital collections that are difficult to navigate and barely legible, as is the case with much microfilm. However, microfilming, as a *set of processes* done correctly, can serve as a model.

An archival microfilm edition is comprehensive and includes everything in a series or collection, not just the best or most important documents. A good microfilm edition represents a thoroughly processed collec-

tion, with documents in definitive order. It makes good use of logical targets marking beginning and ending points for each of the various subdivisions within the collection and sometimes noting exceptions or changes in technical detail. It comes with a descriptive guide containing information about the collection as a whole and the people, organizations, processes, and topics represented in its documents. The guide includes a container list, reflecting the organization and numbering of the microfilm and its frames.

Using this as a model, we might create microfilm-like comprehensive sets of digital objects. Since "creating metadata is more expensive than is the actual scanning, it is necessary to take advantage of existing metadata. . . ." [10] Therefore, I propose that we provide for each image only enough technical and administrative metadata to assure preservation and enough other metadata to facilitate navigation. Furthermore, we should be able to automate the processes of populating metadata in much the same way we make microfilm targets. We should import data from EAD finding aids, to create the functional equivalent of targets, where the item- and page-level data are inherited from higher-level data.

The result, from the customer's point-of-view, improves on microfilm. Customers become global, using collections wherever computers and the Internet are found, and navigation is easier. From the archival finding aid, the user selects a logical unit (likely a folder) and then may browse images of its full content, instead of cranking through a thousand feet or more of film. Users, in fact, would find the

experience much like a virtual reading room:[11] find what you think you might want from the catalogs and finding aids, request the folder, then browse it, document by document.

This approach, of course, may not provide searchable access to each document in the collection. Remember, only technical, administrative, and navigational metadata are required, so such things as dates, names, places, and subjects may not be searchable. It improves access to these collections, but only for those who are willing to find their way through the archival hierarchy. The engineer in me says if we can do this much, and without a vast infusion of funds, good. We should do it, even if we cannot take the next step yet. Is it perfect? No, but remember, the perfect is sometimes the enemy of the good.

The approach I outlined is just one step in a processing continuum. What is the next step? Add more value. Add data elements (i.e., dates, names, etc.), perhaps for only some digitized collections, or only parts of others. Perhaps some of this work is appropriate for volunteers; give them the tools—a template—where they might extract simple information in a form that populates the metadata for each image. We might also persuade scholars to transcribe and annotate handwritten texts. They would be assisting those who follow them, using a yet-to-be-engineered tool to make their work easier. The tool might include an electronic magnifying glass with the ability to adjust contrast, along with an on-screen window with a word processor to capture the text. Scholars in one step then save the file to the archives and to their own workstations. This is an extension of the "annotations" idea

mentioned earlier.[12] Instead of annotating the finding aid, cooperating scholars add value by transcribing, abstracting, and/or annotating the digitized document.

While we are at it, we should pay attention to cutting-edge research in the fields of character recognition and pattern matching. Perhaps, some day, even images of holographs may have data automatically harvested with some accuracy. None of this is possible, of course, unless we begin to selectively digitize archival units from our collections. Again, I do not believe we will make much headway if we insist on thoroughly describing and indexing every image. Let us settle for minimum metadata. What is important is that we begin the entirely democratic process of making at least images of documents available in rational systems. At the same time, we can look ahead and begin to build upon these systems, to make better systems, with the goal of improving access and use of our collections.

In short, we should plan to engineer processes to produce digital *archival* sets at a reasonable cost. Provided, of course, that each carefully selected collection clearly justifies such treatment. As with microfilm, not all collections require digitization.[13] How then, should we make these selections? There may be many answers. Archivists will continue to write grant proposals that focus on themes in American history. We should collaborate with colleagues and pick the minds of staff or seek advice from users and faculty advisory boards in decision-making. We might convene focus groups. All are reasonable methods. A recent report produced by the Council on Library and Information Resources

(CLIR), *Strategies for Building Digitized Collections*, addresses these and similar selection methods. The CLIR report indicates that a "great deal has been written on the subject of selection for digitization…"[14] and gives several pages to describing them. "Some libraries have decided that they will digitize collections only in response to explicit user-driven needs."[15] Divining these "needs" with accuracy is, of course, the challenge.

I suggest another option, continuing to use my market-driven model. By that, I mean direct methods, not merely the inferential. An example of one such method comes from the Missouri State Archives. Instead of making photocopies of each requested document from a heavily-used collection, they responded by scanning and putting images on the Internet. After a time, a large number were available, thus reducing the number of requests. Digitization on demand: it is not a new idea, but it has not been widely applied.

To generalize this approach beyond one collection, imagine an archival finding aid serving as a kind of Internet menu. Choose the folder you wish to study. If the content is online, then it is a fast food menu: the link orders a virtual folder, as described above. If the content is not available, the customer communicates with a virtual waiter, who takes the request—or order. Customers willing to pay to have the entire file scanned will provide a credit card with the order. The repository scans, then posts the documents on the Internet, and notifies the customer. The next user to come to this folder will see the scanned file. Eventually, an anonymous communi-

ty of scholars will employ market forces, collectively causing the digitizing of that warranted by use. It is an archival version of Adam Smith's "Invisible Hand." If the customers are not willing to pay the price, they may still place a request. The number and type of such requests will help the repository determine what to scan, *pro bono*, next.

We should also find ways to use our descriptive systems to deliver more choices to our customers. In addition to search engines, we should make systems function as online reference interviews. Finding aids systems based on EAD should interface with expert systems and pattern matching programs to help researchers find pertinent collections. Such systems might accumulate knowledge about requests and their results as they interact with descriptive systems. They should also provide statistical data to improve descriptive systems and other processes.

We must maintain the archival principles that have guided our profession for many years. They provide both a rational and practical approach to the seemingly overwhelming challenges of a society drowning in a sea of information. That means we must be inoculated against the disease of *mindless* itemitis.[16] I also believe that we must wed our practices and principles to new techniques, methods, and theories brought to us by the emerging field of information science. At the same time, we must continue to seek ways to make the best uses of information technology. Archivists should act like engineers, to make pragmatic choices to achieve the most good with available resources. This requires organizational and individual change, never easy and often

unpleasant, but necessary. New techniques and tools are not the answer: people are.

I remember a College of Engineering banner at a homecoming parade those many years ago: "Four years ago I couldn't even spell engenier, and now I are one." It suggests the famous Pogo cartoon, "We Have Met the Enemy and He Is Us." Are we our own enemy? Maybe, unless we learn to thoughtfully, deliberately, and *strategically*, plan for a future that not only serves the American people, but *engages* them. If Marty McFly had paid attention in *Back to the Future II*, I believe he would have made this report: the success of archives of the future will be measured by *how they are used*, not by what they *have*.

References

1   See: Barbara L. Craig, "Selected Themes in the Literature on Memory and Their Pertinence to Archives, *American Archivist,* 65 (Fall/Winter 2002), p. 278-288; Carol Steedman, *Dust: The Archive and Cultural History,* (New Brunswick, NJ: Rutgers University Press, 2002); Trudy Peterson, "An Archival Bestiary," *American Archivist,* 54 (Spring 1991), 192-205; Committee for Space Data Systems, *Reference Model for an Open Archival Information System (OAIS)* (Washington, DC: CCSDS Secretariat, 2002).

2   Edward Tenner, "A Continuing Education in the Value of Archives," *The Chronicle of Higher Education*, August 15, 2003.

3   David Lowenthal, *The Past is a*

Foreign Country, (Cambridge University Press, 1985).

4 F. Gerald Ham, "Archival Choices: Managing the Historical Records in an Age of Abundance," *American Archivist* 47 (Winter 1984), p. 11-22.

5 Barbara M. Jones, compiler, "Hidden Collections, Scholarly Barriers: Creating Access to Unprocessed Special Collections Materials in North America's Research Libraries" (A White Paper for the Association of Research Libraries Task Force on Special Collections, June 6, 2003).

6 Michelle Light and Tom Hyry, "Colophons and Annotations: New Directions for the Finding Aid," *American Archivist* 65 (Fall/Winter 2002), p. 216-30.

7 Trudy Peterson, "Reading, 'Riting, and 'Rithmetic: Speculations on Changes in Research Processes, *American Archivist* 55 (1992), 414-19.

8 Abby Smith, *Strategies for Building Digital Collections*, (Washington, DC: Digital Library Federation and Council on Library and Information Resources, 2001) p. 7.

9 Smith, p. 18.

10 Smith, p. 19.

11 Smith, p. 20-21.

12 Light and Hyry, p. 216-30.

13 Of course, as with microfilm, archivists must address copyright and privacy issues.

14 Smith, p. 4.

15 Smith, p. 10.

16 Peterson, *American Archivist 55* (1992), anticipated more item-level access. ☞

SAA in Boston: Looking Back …

SAA last met in Boston from October 19-22, 1982, at the Park Plaza Hotel. A joint meeting of NEA and SAA, it was SAA's largest meeting to date. NEA co-sponsored five sessions about the New England region and the documentation of textiles, tourism, maritime archives, and the use of historic records in historic preservation. SAA offered a single workshop at this meeting: its Microforms Workshop.

During its business meeting that year, SAA passed a resolution to call upon the President and Congress to adopt an agreement between the United States and the Soviet Union, "for the mutual, verifiable cessation of the testing and production of all nuclear armaments and for the reduction and eventual abolition of present stock supplies of such weapons," arguing that nuclear weapons would cause indiscriminate destruction of people and the records of people, and that one of the primary purposes of SAA was to preserve the nation's documentary heritage.

As SAA comes to the Park Plaza in Boston again August 2-8, 2004, many things have changed in our profession and the world we are charged with documenting and recording. Issues in Iraq and the support of statewide archival programs have been the topics of recent public statements and resolutions made by SAA.

Why come to SAA in 2004

• Take advantage of this opportunity to broaden your knowledge of archives and archival issues by attending a national conference right here in New England.
• Choose from at least a half-dozen pre-conference workshops.
• Choose from more than 75 sessions where you will hear colleagues from all over North America speak on traditional and cutting-edge archival topics.
• Connect with other archivists who share similar interests at one of 36 section and roundtable meetings.
• Find out more about SAA's 68th Annual Meeting in Boston, August 2-8, 2004 at the SAA Web site: <http://archivists.org/conference/>. ☞

Inside NEA

From the President

- Rutherford W. Witthus

In his keynote address at the Fall 2003 New England Archivists Meeting at the University of Connecticut, Max Evans gave the following advice: "Archivists should act like engineers, to make pragmatic choices to achieve the most good with available resources. This requires organizational and individual change, never easy and often unpleasant, but necessary. New techniques and tools are not the answer; people are." Resources, people, and change. Many of us working within organizations, whether large or small, are asked to consider these three elements in many of our decisions. With this in mind, I would like to give a preview of an exciting NEA meeting scheduled for next spring in Worcester.

The conference will be concerned with managing change in our lives as archivists. From re-engineering finding aids and digital capture to writing promotional materials and indexing newspapers, the planners of the conference have brought together experts in their respective fields to talk about the practical aspects of change. Nuts and bolts kind of stuff. You will have the opportunity to ask EAD practitioners some practical questions about encoding, style sheets, templates, and other aspects of EAD implementation. You will have an expert on the Patriot Act available to talk about how this legislation affects your work in the archives.

Continuing the theme of practicality, experts in the use and maintenance of newspapers, those pesky preservation nightmares that reside in every archives, will be on hand to provide useful information for those of us in the field. And records management. This increasingly important aspect of archival work will be discussed in the context of religious archives. Another session will focus on the practical strategies for maintaining and sustaining descriptive tools in multiple data formats and standards. And more.

The organizers of this meeting have bravely decided to change the usual format of the meeting. We will meet in two locations (both in Worcester) over a period of two days. Details will be forthcoming in the new year but I hope you will support these efforts to try something new. While the standard meeting format continues to work well for session presentations, this new format allows slightly more flexibility in pro-gramming and attendance. The good thing about change is that it can also change.

Executive Board Meeting Report

- Tara Hurt

The business handled at the October 17, 2003, meeting of the Executive Board, is summarized below. All ***VOTING*** is in bold and italics. Complete minutes are available on the NEA Web site, <www.newenglandarchivists.org>, or from the secretary.

President Witthus called the meeting to order at 1:10 PM.

Joan Krizack moved to accept minutes from last meeting. Paul Carnahan seconded. ***All members voted in favor of the minutes as submitted.***

Officers' Reports

Immediate Past President Report (Appendix G)
The Nominating Committee (Chris Burns, Betsy Pitman, and Joan Krizack) is working to identify a slate of candidates. The candidate statements with photographs will appear in the January *Newsletter*.

President (Appendix H)
Rutherford has been working on policy issues for the last few months. There is some confusion on what policies are set and where those policies are listed/posted. Rutherford met with the Web Committee to talk about adding a search feature and possibly a FAQ section to our Web page. A search feature would help to quickly reference the policy and standards sections. The Board will discuss the set up and make up of the Web Committee at the winter meeting. Liz noted that a new set of guidelines for the Web Committee may need to be created: we have focused on electronic communication but we may need to have a paper guide for members. Thank you Jessica, Peter and Kathleen for staying on until the Board can reconstitute the committee.

Vice President (Appendix I)
Mary has been working with Chris Beam about locations in Maine for the next meeting. Chris will be the Local

Arrangements contact. Mary has talked with Chris about having a different style meeting: a meeting with some sessions but also with a retreat component that deals with communication within the field. Mary talked with Nancy Beaumont on a possible workshop/session/retreat style conference. Two suggested locations: Kennebunkport, Maine, or University of New England in Biddeford, Maine. Mary asked if Board agrees to use NEA Discuss to get ideas on this type of idea. The Board raised the issue of getting younger archivists involved: drawing them in by having them attend Board meetings before coming to a retreat to learn more about what it takes to run a volunteer agency. Paul noted that this is the same time frame as SAA in Boston so in August members would have an option to do panel type sessions. Two retreat themes that have been shared are NEA as organization and Archivist as profession. Kennebunkport, Maine is the preferred location of the Board.

Joan moved that Chris Beam be the Local Arrangements Fall 2004 Committee Chair. Bridget seconded the motion. ***All members voted in favor of Chris Beam as Chair***. Cally Gurley will also help out and is close to Kennebunkport, Maine. Jane will also get Mary more names of local people. Joan raised the issue that it is very helpful to have people close to the conference location on the local arrangements committee.

Treasurer (Appendix J)
The bank holding NEA checking and Hale savings changed hands, and new account numbers have been issued, which required making changes in our files/stamps. Main item: draft budget prepared, and sent to board to prepare for discussion and vote.

2004 budget will absorb Hale Award again because interest is low. Budget will leave us with a positive balance (first in several years). Liz noted that we may want to do a usability study so we can review what we spend money on, what is our direction, and are there ways we can re-allocate money.

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

<www.newenglandarchivists.org>

Joan made a motion to accept budget with addition of $1200.00 for brochure and Web Committee addition of $1000.00 (Net $1,942.00). Paul seconded. ***All members voted in favor of budget***.

Meetings

2003 Fall Meeting Program (UConn) (Appendix Q & R)
Some confusion over honorarium has been encountered and Rutherford let Gregory know that at the winter meeting the Board will flesh out the honorarium award amounts and usage. Gregory expressed consistency would be good.

In order to finalize the allocation of an honorarium to be given to NHPRC at the request of a speaker, Gregory tracked money within the gift fund of NHPRC: there is a legacy fund for NHPRC but this is currently used for 'higher good." Joan moved to donate the honorarium to NHPRC. Seconded by Tara. Discussion followed. The policy (as voted by NEA) is that we do not write honorarium checks to organizations. It was the overall consensus of the Board that the Board does not want to change current policy or make exceptions before first reviewing and understanding the current policies. Due to the many issues behind honorarium the Board will review honorarium policies at our January 2004 meeting. Rutherford will write the presenter a letter thanking him for his time and service to NEA.

2004 Spring Program/Local Arrangements (Worcester) (Appendix S)
Program has been set up and is ahead of schedule. There is a short distance from lunch to tours. It was noted that Karen Spicher plans on doing just half-day workshops for the 2004 meeting. The all day SAA workshop will be offered at a future meeting. Registration packet will be mounted on line as well as postal mail (not actual registration form but packet will be online).

Committee is asking to pay the keynote extra $50.00 ($300.00 instead of $250.00). Paul moved to pay keynote $300.00 Tara seconded. ***All board members voted in favor***.

2004 Fall Program
No report at this time.

2004 Fall Local Arrangements
No report at this time.

Committee Reports to the Board

All members voted in favor of accepting the following reports (no action needed).
Print Coordinator **(Appendix A)**, Development Coordinator's Report **(Appendix B)**, Secretary Report **(Appendix C)**, Membership Secretary **(Appendix D)**, Outreach Committee **(Appendix E)**.
Joan moved to accept reports. Paul seconded.
All members voted in favor of accepting reports.

Education Committee (Appendix F)

Karen reported that the workshops were well attended. The committee is looking at offering workshops outside of meetings in order to meet demand. NEA will be co-sponsoring a NELINET workshop and the Board would like to see brochures and bookmarks handed out at the workshop. NELINET has sent out announcements and we will be announcing the workshop on list serves. The issue of whether to raise the honorarium was discussed: the Board will further discuss this issue at the winter meeting in January of 2004. Paul sent congratulations to Karen and noted we have about 50 members taking advantage of workshops. Karen noted Elizabeth Slomba and Betsy Pittman did a lot of work to get the programs arranged for the conference.

Web Committee (Appendix K)

Currently Jessica, Kathleen and Peter are maintaining the Web Committee responsibilities but at the winter Board meeting the Board will be addressing Web Committee issues and finding a new make up for the committee members.

Public Relations Committee (Appendix L)

Beth reviewed the report and the Board had no additional comments, suggestions or questions.

Membership Committee (Appendix M)

Rodney reported that there are 415 subscribers to NEADiscuss and 505 subscribers to NEAAnnounce. The Board needs to decide on format of new membership directory. The biggest concern about membership directory is if we include emails then the emails will be available to public. Discussion followed. The Membership Committee will be designing a new membership form and on it there will be a section to let people provide what fields (like email) they would like to appear in the directory. The Board agreed NEA will not publish a paper version: a temporary directory will be compiled, updated information will be solicited and then the directory will be posted on the Web.

Newsletter Editors (Appendix N)

Newsletter was mailed last Thursday (October 9, 2003). The January issue is shaping up rather nicely.

Haas Award (Appendix O)

Nothing to report at this time.

Hale Award (Appendix P)

Deadline for the award is February 15, 2004. Fall 2003 Local Arrangements Committee included information in this packet, advertisement will be placed in the *Newsletter*, an announcement will go on list serves.

Old Business

NEA Directory

Already discussed above in Membership Report.

Program Planning Notebooks

The Board will work on updating and disseminating the notebook information the winter meeting; will discuss having all information online.

New Business

NEA presence at SAA

Joan moved to vote on donating $1500.00 to support SAA in Boston. Seconded by Jane. Ask Outreach Committee to have extra presence at the meeting: table at meeting as well. *All members voted in favor of $1500.00 to SAA.*

Vendors on NEA programs

This issue will be discussed at winter meeting.

NEA Awards

No report and no discussion.

Archival Insights compilation

The idea of an Archival Insight compilation has been floated to the board. *Newsletter* editor Ellen Doon will get in touch with Kathy Marquis, who proposed the idea. Ellen

New Members

- Deborah A. Richards

> Please visit us online at **<www.newenglandarchivists.org>** for more information about becoming a member of NEA

Molly B. Alexander
Simmons College - GSLIS
Boston, MA

Bridget Bower
Ithaca College
Ithaca, NY

Heather Gunsalus Corey
Mary Baker Eddy Library
Boston, MA

Nelia Dunbar
Retired
Boston, MA

Matthew Landau Friedman
Hudson, OH

Anna Greene
Simmons College -GSLIS
Montague, MA

Sarah Keen
Smith College, Sophia
   Smith Collection
Northampton, MA

Philip Kiley, S.J.
Boston College
Chestnut Hill, MA

James Z. Kyprianos
Simmons College - GSLIS
Boston, MA

Karen Lesiak
St. Thomas Seminary
Bloomfield, CT

Chris Lubicz-Nawrocki
Radcliffe Institute,
   Schlesinger Library
Cambridge, MA

Mary Jane MacGuire
Landmark College
Putney, VT

Lorraine Madway
Cambridge, MA

Veronica Maher
Roger Williams University
Bristol, RI

Janice Marks
Consultant
Newton, MA

James J. Mellen
Easton Congregational
   Church
Easton, CT

Russell Miller
Simon's Rock College
Great Barrington, MA

Martha Moore
Independent Information
   Consulting
Lancaster, MA

M. Louise Motta
Simmons College - GSLIS
Boston, MA

Jonathan Penyack
Social Law Library
Boston, MA

Catherine Reynolds
Herman Melville's
   Arrowhead
Pittsfield, MA

Tom Rosko
Massachusetts Institute of
   Technology, Institute
   Archives
Cambridge, MA

Holly Snyder
Brown University
Providence, RI

Catherine Flanagan Stover
Town of Nantucket
Nantucket, MA

Jill Crook Trebbe
Frederick Law Olmstead
   Historic Site
Brookline, MA

Louise Tucker
Connecticut State Library
Hartford, CT ✎

APPLY FOR THE HAAS AWARD

   The Richard L. Haas Award is sponsored jointly by New England Archivists (NEA) and the Association of Records Managers & Administrators—Boston Chapter (ARMA).

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

   The $500 award is not limited just to members of NEA, ARMA or even the New England area. Anyone, especially students and educators, is encouraged to apply. The successful candidate has up to a year to use the award after its announcement in April-May.

   Applicants should submit a form obtained from the chair of the Award Committee and send it to the same address by **March 1st**: Terry French, Chair, Richard L. Haas Award, Records Analyst, Archives at Columbia Point, Records Management Unit, 220 Morrisey Blvd., Boston, MA 02125, (617) 727-8216, fax: (617) 288-8429, <terry.french@secstate.ma.us>.

   Award recipients will provide a financial report of how the money was spent. They will also be responsible for writing an article for publication in the ARMA and NEA newsletters. ✎

will report back to NEA Board whenever more information is available.

Asked for Volunteer List

A list of institutions/organizations that are available for internship opportunities was requested. The Board discussed this issue and feels that due to the fact that a list would constantly be in flux (staffing issues, fluctuations with semesters, etc) it would not be time well spent by volunteer NEA members. However, the Board does highly support students contacting NEA members and beyond to inquire about internship opportunities.

ARMA meets in Boston, SAA meets next summer (August)

Aimee Felker wants to know if anyone can help at ARMA booth (at Hynes Convention Center). It was agreed that this opportunity can be placed on NEAAnnouce: if people want to volunteer then they can respond to the list and Rutherford can forward along the information to ARMA.

Email about survey by Nancy Beaumont (SAA executive director)

The Board agreed that they will appoint a member to IMLS group to do archival needs assessment in US. Rutherford will work on this and keep us up to date.

Joan motioned to adjourn the meeting: Peter seconded. Meeting adjourned at 4:45 PM.

**The next Board Meeting will take place
January 12, 2004 at NEDCC 10:00 – 2:00 PM.
Snow date January 15, 2004.**

NEA Fall Meeting 2003 Session Reports

Archives in the News

- Bill Milhomme

Betsy Lowenstein, Chief of Special Collections, State Library of Massachusetts, chaired this session. The presenters were Lesley Pitts, Manager of the Archives for the Mary Baker Eddy Library for the Betterment of Humanity, and Chris Graff, Bureau Chief, Associated Press, Vermont Bureau.

Lesley Pitts presented an overview of the "mechanics of getting the word out" with the media in publicizing the September 2002 opening of the new Mary Baker Eddy Library for the Betterment of Humanity and its programs. Pitts emphasized that the goal of the planning and action strategy was for the media "to tell the correct story." The challenge of Pitts and the archive staff was to overcome a long-standing impression of a "secretive" archive to one where the "archives comes alive." She stated that an informed and motivated staff (everyone on the same page, everyone offering similar answers/comments) promotes a successful action plan, one that is in line with the institution's mission statement. The new, welcoming Mary Baker Eddy Library is modeled after a Presidential Library with exhibits, programs and fellowships. The media strategy offered by Pitts included: developing user-friendly press packets, hosting press conferences, developing speaking points that highlight the intrinsic/research value of the collections, creating exhibits that highlight the breadth, depth, and potential of the collections, and staging/creating "photo opportunities" for the media. Finally, and importantly, Pitts suggested establishing links that foster collaborative community service.

Chris Graff provided an insider's perspective on how archives can best interest the media. His advice focused on how to create a working relationship with the press based on his experience working with the Vermont State Archives. Graff began his presentation stating "If you have things worth saving, then you have things worth telling stories about." His advice was first to recognize that there are several different levels of media involvement and that marketing is being proactive and is an important element in all levels. He stated that what the media wants is information that is "quick, brief and no nuances." Graff emphasized the importance of understanding the "reason" for media involvement, i.e. to publicize an event or create a perspective. Also, do not necessarily set your sights on the major media venues (*Boston Globe*, Associated Press, etc.). Smaller, more local media venues may be more appropriate and appreciative of the news. He encouraged archivists to promote professional relationships with media with a constant flow of information/press advisories. Reporters many times may seem to be silent but most appreciate the information. Graff offered one final piece of advice: "reporters make decisions that are very subjective with little rhyme or reason as to why reporters make decisions."

Connecticut Court Records: Issues of Access and Use

- Paul Baran

This session showcased the court records project in progress at the Connecticut State Library. All three presenters, Bruce P. Stark, Debra Pond, and Allegra Hogan, agreed that these records contain information that cannot be found elsewhere, especially regarding marginalized groups such as women, the poor, African Americans, and Native Americans.

Bruce P. Stark, Assistant State Archivist at the Connecticut State Library and the project manager, acted as session chair and also gave the first presentation. Stark set the stage by explaining the structure of the Connecticut court system, the record types associated with court cases, and the reasons for choosing New London and Litchfield County Courts as the subjects of the project. The records in their current condition can be difficult to use because they lack an index, material for a single case may be in several places, and the records themselves are folded and bundled, with many in poor condition. Stark offered examples of cases from colonial New London County, a commercial center at the time, to illustrate the amount of biographical information available concerning thousands of men and women, merchants and trade, religious dissent, and African Americans.

Project archivist Debra Pond began her presentation by suggesting that records pertaining to rural areas can match those of larger population centers for historical information. Pond provided examples of cases on four topics from eighteenth-century Litchfield County. First, she pointed out that suits for debt could be a source of data on material culture as summonses were often annotated with a listing of attached property. Second, she explained how lawsuits for building construction could contain verbatim contracts that do not survive in their original form. Third, she spoke about court records as a source of women's history, as women could be found as both the victims and perpetrators of crime. Pond emphasized the detailed information on childbirth that could be found in court records as unmarried women sued men for support. She ended by giving examples of how the slander and gossip reported in court cases might affect a person's reputation.

Allegra Hogan, a Ph.D. candidate in history at Yale University, gave a historian's perspective on the topic. She described her use of New London County Court records in the research of her dissertation, a dual biography of a white farmer, Joshua Hempstead, and his slave, Adam Jackson. Court records provided details of Jackson's life that could not be found in any other public record. Additionally, cases involving blacks generally offered insight into what Jackson's life might have been like. Hogan commented that depositions found in court records can come close to a record of oral expression, allowing the historian to "see and hear people in action."

Digital Institutional Repositories

- Michelle Light

This session featured speakers from four universities that either have implemented or are considering implementing a "digital archive" or "institutional repository" (IR): Kevin Glick from Yale University, Tom Rosko from the Massachusetts Institute of Technology, Eliot Wilczek from Tufts University, and Joan Krizack (chair) from Northeastern University.

Kevin Glick's presentation, "Institutional Repositories: Issues for Archives to Consider," provided an overview of an IR and its importance to archivists. While Yale has not yet built an IR, Glick has investigated a number of options for Yale. A concept from the digital library community, Glick explained, an IR preserves the digital intellectual output of a university or scholarly community, with a focus on facilitating and documenting the research process. It operates on an open-access model and provides a centralized space for the capture, description, access, and preservation of digital content. Glick argued archivists can offer the digital library community many solutions to the challenges of building and maintaining an IR. In order to build trust in an IR, archives offer experience in maintaining the authenticity and integrity of records. Moreover, archivists have considered the cost implications in appraising, preserving, and providing long-term access to records. Finally, archivists' experience with negotiating deposit and gift agreements may provide useful models for dealing with the ownership of an IR's content.

Tom Rosko described the DSpace initiative at MIT. He explained that DSpace is a scalable digital archive that

preserves and provides access to the intellectual works of MIT's faculty and researchers. MIT communities (such as a department or a school) manage their own policy decisions, including who can contribute and access material in the archive, and even supply their own metadata for the content they submit. There are currently seven communities with collections posted, available at <http://dspace.mit.edu>. Rosko also speculated on the impact of DSpace on the MIT Archives, for example, on appraisal, when communities determine the content of the digital archive, or on managing collections with both digital and paper content. While Rosko emphasized that DSpace was not a place for all of MIT's digital products, it may eventually include the university's administrative records and digitized archival collections.

Eliot Wilczek discussed Tuft's implementation of FEDORA (Flexible Extensible Digital Object and Repository Architecture), developed at Cornell. FEDORA is an open architecture system that provides management tools for accessioning, indexing, and storing digital content; however, Wilczek explained, it is not a plug-and-play system and has required a high technological overhead. Tufts' IR includes its born-digital archival records and its digitized collections. Describing how FEDORA fundamentally changes records management processes at Tufts, Wilczek provided diagrams showing the "ingestion" process, which encompasses the accessioning, description, and appraisal of new digital content. Although ingested material will be saved indefinitely, depending on the quality of the metadata and the native format of the digital content, Tufts will offer various levels of support for its continuing readability. Wilczek also speculated how users could assign metadata and perform records management from their desktop.

Joan Krizack, the session chair, offered another perspective about how an archives or library with few resources or little technological expertise might approach implementing an IR. Northeastern University is partnering with Innovative Interfaces to develop out-of-the-box software for an IR. Unlike DSpace but similar to Tufts, Northeastern's IR will include the historically significant digital assets of the university.

A question-and-answer period followed, and the presenters clarified and elaborated upon their work on IRs at their respective institutions.

GIS Records: A Short History?

- Jim Henderson

The session was chaired by Jim Henderson, Maine State Archivist. Presenters were Liz Ruth, Harvard Planning, Allston Initiative; Jim Nelson, Harvard Planning, Allston Initiative; Patrick McGlamery, Director, Map and Geographic Information Center, University of Connecticut; Jessica Branco, Tufts University ("Boston Streets" Project).

Jim Nelson began the session with an example of the practical uses of Geographical Information Systems in the context of Harvard University planning. A major objective was to provide "visualizations of GIS information" to assist decision-makers. With finite resources, this implies 1) short lived, significant production rate, which is dynamic, with too little staff and time for preservation; 2) production files are retained through an organized file structure for later operational retrieval; and 3) long-term preservation is left to the discretion of the client (paper and electronic image format). His presentation illustrated the integration of spatial information (maps, plans) with databases containing features such as addresses, land use, hydrology, etc.

Liz Ruth followed focusing on the challenges of appraising GIS records. She suggested the following appraisal guidelines: Accurately reflect unit functions by providing descriptions of all records created, and through the retention and disposition of electronic records. Involve appraisers, records creators, departmental goals, and, specifically in this case, the Harvard University Records Management Office. Use appraisal as tool for the collection with an eye towards control of records. Ensure preservation of appropriate material, and specify disposition options.

Managing Connecticut's Map And Geographic Information Center (MAGIC) is the responsibility of Patrick McGlamery. The merger of non-electronic media (maps, aerial photographs) with digital data requires clear procedures. He especially emphasized the important role of standards (both open and proprietary) in long-term access to, and retention of, GIS records. They are required in file construction, file naming, image compression, and use of Library of Congress subject conventions.

Jessica Branco concluded the presentations with a review of the "Boston Streets Project," which will digitize eleven Boston city directories from 1865 to 1955 to incorporate contextual information about geographic locations featured in digital images of photographs using a geographic information system. The digital content is being developed using the Dublin Core and Library of Congress standards.

A lively question-and-answer period ensued with apparent consensus that a) creators must deal primarily with client needs, given limited time and resources available for preservation, b) proper appraisal and medium-term retention is relatively expensive, c) inclusion of meta-data and use of existing standards will prolong the life of the records, and d) given changing technology and "standards," no clear options exist for long-term preservation.

Integrating Access to Cultural Heritage Resources

-Kelcy Shepherd

This session, chaired by Melissa Watterworth of the Connecticut History Online project based at the University of Connecticut, reported on efforts to provide seamless access to different types of research materials within a single interface. Participants discussed technical and descriptive issues, the challenges of integrating varied materials in a single system, and the need to support user behavior when building these resources.

Amira Aaron, Manager for Projects and Analysis, Office for Information Systems at the Harvard University Library, explained that user-oriented thinking has been the driving force behind Harvard's efforts to provide integrated access across formats and repositories. She stated that it was their desire to avoid punishing the user by requiring them to use a number of different systems, and described a variety of projects that support this goal. The Visual Information Access (VIA) system, at <http://via.harvard.edu:748/html/VIA.html>, was the first collaboration of Harvard's libraries, archives, and museums. The database includes information about slides, photographs, objects and artifacts. The Cross Catalog search, currently in production, will allow users to search archival finding aids, images from the VIA collection, the Harvard libraries' catalogs, and Geographic Information Systems (GIS) data from the Geospatial Library in a single interface. South Central China and Tibet:

Hotspot of Diversity, at <www.arboretum.harvard.edu/library/tibet/expeditions.html>, takes a subject-based approach to integrated access. A collaboration of multiple repositories and institutes from Harvard and the Chinese Academy of Sciences, the site gives users access to images, finding aids, correspondence, maps, books, journals, and specimens documenting this region.

Fran Pollitt, Project Cataloger for the Maine Memory Network, at <www.mainememory.net/>, spoke of the challenges and opportunities of working with a broad range of institutions, including archives, historical societies, libraries, museums, and even local fire departments. Through training programs and Internet tools that allow for distributed input to the site, the project has been able to reduce barriers for small repositories to provide access to their collections online. She described the Maine Memory Network as a resource discovery tool, not a library catalog or collection management system, pointing to the need for establishing parameters in such projects. Pollitt also discussed the benefits of studying the behavior of the users of these Internet resources. As an example, staff at the Maine Memory Network analyzed keyword searches that were being used to query the site, and realized that they weren't always likely to be successful. To provide another means of finding relevant content, a browsing feature was added.

Native American Tribal Issues and Your Archives

-Suzy Taraba

Moderator Donna Long DiMichele introduced the focus of the session, the Native American Graves Protection and Repatriation Act (NAGPRA) and its effect on archives. She pointed out that while archivists are sometimes perceived as gatekeepers who stand between native peoples and the documentary evidence that can result in repatriation of cultural artifacts, the archivist in fact often turns out to be the hero or heroine of the search for records.

Eve Jacobs-Carnahan, Assistant Attorney General for the State of Vermont, spoke about her experience using archives to prepare legal documents in the case of the Abenaki seeking tribal acknowledgment. Using archival examples, Ms. Jacobs-Carnahan showed how she went about establishing evidence to support or deny each of the criteria involved in tribal acknowledgment. In addition to such

obvious types of useful records as diaries, cemetery surveys, and census rolls, she shared some examples of hidden, surprising, or seemingly tangential records and how she used them to establish her case. Ms. Jacobs-Carnahan stressed the importance of talking at length with the archivist to learn about less readily accessible materials in addition to using finding aids and other standard research tools. She also spoke about the need for confidentiality in legal matters and how archivists could help to assure researchers that their inquiries remained private.

Lauren Sieg, Archaeologist, New Jersey State Museum, presented an overview of her work in helping government agencies comply with NAGPRA. Like Ms. Jacobs-Carnahan, she spoke about a variety of different types of records and how they might support NAGPRA research. Ms. Sieg emphasized the issues of tribal access to non-tribal archives and potentially sensitive information in the archives, and offered some possible ways of addressing these issues. Tribal members are often unaware of the resources available in non-tribal archives and how they might be used. Ms. Sieg stressed the importance of offering online finding aids and digitized collections whenever possible, as well as outreach to tribal members and the possibility of financial support to enable them to travel to use archival materials. She highlighted several examples of records often found in archives that tribal members might find sensitive or inappropriate, such as protected knowledge (including ceremonial songs and dances), records that reveal the locations of sacred sites or archaeological materials, and, in some cases, names of individuals. Ms. Sieg suggested ways of identifying this material and preparing tribal members for their encounters with it in the archives without unduly restricting access to it.

After the presenters finished their talks, there was a lively discussion of the issues raised.

New England SHRAB Collaboration

- Bill Milhomme

Bill Milhomme, Field Archivist for the Massachusetts Archives, chaired this session. The presenters were Stuart Culy, Director of Archives, National Archives, New England, and Sam Lowe, Institute for Asian Studies, University of Massachusetts Boston.

Milhomme presented an outline of the New England State Historical Records Advisory Boards (SHRAB) collaborative planning grant to identify potential areas for regional collaborative projects. The project is funded through a two-year grant from the National Historical Publications and Records Commission. He reported that the areas and activities selected by the NESHRAB for regional collaborative projects are: (1) an electronic clearinghouse for education and training resources; (2) linking of finding aids and access information regarding similar record collections, i.e. naturalization records; (3) linking of disaster preparedness information and training efforts; (4) collaborative documentation of under-represented groups/communities.

Stuart Culy presented an overview of the New England branch of the National Archives' efforts to promote collaboration among the New England historical record communities and institutions. Recent accomplishments listed by Culy include a newly designed and distributed brochure that highlights the historical collections; greater participation in National History Day projects and teacher/student curriculum resources; cooperative projects with the Chinese Historical Society of New England and the Greater Boston History Project. He stated that ideas for future collaboration include greater accessibility to the agency's expertise in archival education and training, records management, preservation, and research methodology. Culy also mentioned that the National Archives at Waltham has meeting space and is open to making their resources available, including the microfilm research room, after hours.

Sam Lowe described the mission and focus of the Asian Americans in New England Research Initiative to explore the lives and experiences of Asian-American communities in Massachusetts, Connecticut, Rhode Island, Vermont, New Hampshire, and Maine. The aim of the initiative is to document the diverse historical, sociological, cultural, and political dimensions of the Asian-American experience in New England. Lowe stated that the essential element of this effort is to work with individuals and institutions from throughout the region to study and better understand the experiences of Asian-American communities in New England. The project's goals are to identify available sources of information and data on Asian Americans in New England, to establish an inventory of studies and other work that has been completed, and to support and encourage scholars to conduct further research in this area. ✍

News and Notes

CONNECTICUT

RBMS Annual Preconference

The 45th Annual Preconference of the Rare Books and Manuscripts Section of the Association of College and Research Libraries of the American Library Association will be held Monday, June 21 to Thursday, June 24, 2004. The conference will take place on the campus of Yale University in New Haven, Connecticut, prior to the ALA Annual Conference in Orlando, Florida. Entitled *Ebb and Flow: The Migration of Collections to American Libraries,* the preconference will focus on the history and current issues surrounding the movement of collections from the four corners of the earth into American repositories.

Librarians, archivists, curators and collectors are responsible for the flow of cultural artifacts across oceans and continents, both into and out of American repositories. This conference will explore how and why these materials have crossed and re-crossed shifting international and cultural boundaries while also drawing useful lessons from that history for future collecting and improved public access. Plenary sessions will address a variety of topics ranging from broad issues of his-

tory and ethics to more practical concerns, such as the negotiation of international contracts and the role of technical services and digital technology in improving international access to materials.

MAINE

Maine Historical Society Awarded IMLS Grant

Over the next two years, the Maine Historical Society will further develop its Maine Memory Network, at <www.mainememory.net>, thanks to a $149,110 grant from the federal Institute of Museum and Library Services (IMLS). The Maine Memory Network is one of the first statewide online museums/archives in the country, providing educators, students, and the general public with unprecedented access to Maine's historical collections and exhibits. Organizations across the state can upload and manage digital copies of photographs, paintings, letters, diaries and museum objects from their collections into one centralized, Web-accessible database.

"The IMLS funding will allow Maine Memory Network to advance its capacity to serve a wider and more diverse public through education, community partnership and technology," noted Maine Memory Network Director, Dan Kaplan. "These funds will provide for ongoing outreach to schools statewide and improved historical content development for the site."

The Camera's Coast: Historic Photographs of Maritime New England

A new exhibit of extraordinary maritime photographs will open in the museum of the Maine Historical Society (MHS) on Friday, February 20, 2004. Called "The Camera's Coast: Historic Photographs of Maritime New England," the exhibit features over sixty historic images chosen by renowned Maine scholar Bill Bunting from the collections of the Society for the Preservation of New England Antiquities (SPNEA). In addition, historic artifacts such as ship models, nautical instruments, paintings and other materials from the collections of MHS will be on view.

Taken between the 1870s and 1920s, the photographs provide a vivid look at maritime activities that were common during this period when ships and the sea were a vital part of

the New England economy. Included are views of dock-workers and fishermen unloading their catch from Grand Banks fishing schooners from Portland, Gloucester and Boston; shipwrights and carpenters repairing and building vessels; and steam-powered ferries, three-masted ships, fishing schooners, and trawlers. The exhibit, organized by SPNEA, is made possible at the Society by the generous support of H.M. Payson, and runs through May 30. The Maine Historical Society Museum is located at 489 Congress Street, Portland, ME; (207) 774-1822. For more information, visit <www.mainehistory.org>.

MASSACHUSETTS

NEDCC Posts Self-Survey Guide on Web

The Northeast Document Conservation Center (NEDCC) announces the online availability of its latest publication, *Assessing Preservation Needs: A Self-Survey Guide*. The purpose of this empowering new resource is to help small- to medium-sized institutions with limited preservation experience and budgets to design a program ensuring that their historical collections survive in usable condition as long as possible. In an effort to make this important information available at no cost, NEDCC has posted the text on its Web site. This exciting multi-media project was funded by a Library Leadership Grant from the Institute of Museum and Library Services (IMLS). NEDCC also receives major funding for its Field Service Program from the National Endowment for the Humanities.

Working in partnership with NEDCC, Amigos Library Services, Inc. of Dallas Texas, has also produced a 30-minute video entitled: *The Preservation Survey: A First Step in Saving Your Collections* which highlights the themes of this new publication. It vividly illustrates both the dangers to collections and offers best practices in examining an institution's policies for preserving its general and special collections materials. Information about ordering the video can be found at <www.amigos.org/video_form.html>.

To order the hardcopy edition of *Assessing Preservation Needs: A Self-Survey Guide,* send a check made out to NEDCC for $15.00 to Juanita Singh, Northeast Document Conservation Center, 100 Brickstone Square, Andover, MA 01810. The cost includes UPS ground shipping and handling within the continental U.S. Include your name, mail-ing address, and e-mail address, or use the order form available at <www.nedcc.org/pubs/apnord.htm>.

New Online Exhibits from Northeastern's Social Justice Collections

"We Raise Our Voices: Celebrating Activism for Equality & Pride in Boston's African American, Feminist, Gay & Lesbian, & Latino Communities." This exhibit showcases selected documents from the social justice collections of the Northeastern University Libraries Archives and Special Collections Department. It features photographs, posters, flyers, stickers, letters, scripts, and other historical materials documenting the history of Boston's grassroots organizations, including the Women's Educational Center in Cambridge, La Alianza Hispana, the National Center for Afro-American Artists, and the Theater Offensive, among many others. The exhibit is now on display in the lower level of the Snell Library and on the Web at <www.lib.neu.edu/archives/voices>.

"The Freedom House: A Legacy Preserved." This exhibit highlights selected historical documents from the Freedom House collection in the Northeastern University Libraries Archives and Special Collections Department. The Freedom House was established in 1949 in Upper Roxbury

and became a major force in promoting racial harmony, urban renewal, school desegregation, and education. This exhibit was on display between 1999 and 2002 in the Snell Library, but is now available on the Web with additional content at <www.lib.neu.edu/archives/freedom_house>.

Two New Collections Acquired by Schlesinger Library

With the help of the W.E.B. DuBois Institute for African and African American Research at Harvard, the Schlesinger Library recently acquired the papers of poet, essayist, and activist June Jordan. Jordan, who died in 2002, was a prolific and prize-winning writer whose poetry and prose explored topics ranging from love, self-awareness and abuse to broader social issues raised by conflicts in Nicaragua, Africa, the Balkans and elsewhere. Her writing was often political, always literary and infused with the emotion of human experience. Her most recent book of poetry is *Kissing God Goodbye: Poems, 1991- 1997* (1997); recent essays include *Affirmative Acts: Political Essays* (1998); and she wrote the libretto for *I Was Looking at the Ceiling and Then I Saw the Sky* (1995), an opera with music by John Adams. The large collection of Jordan papers, currently unprocessed, includes correspondence with many significant artists and feminists, such as Adrienne Rich and Alice Walker.

A collection in good taste: late this summer the Schlesinger Library acquired the papers of British food writer Elizabeth David from her long-time editor, friend, and literary trustee Jill Norman. The collection documents David's career and includes correspondence, diaries, travel records, research files, handwritten recipe files, and business records. The David Papers, combined with previous acquisitions from Julia Child and M.F.K. Fisher, form a powerhouse of collections from the three women considered the leading English-speaking food writers of the late twentieth century. David's exacting standards and quest for historical accuracy are evident in her frank correspondence with other writers, editors, and publishers. Long-time professional and personal friendships with notaries such as Julia Child, Williams-Sonoma founder Chuck Williams, and "Father of American Cooking" James Beard are richly documented. While the papers are unprocessed, some parts of the collection will be available for research in the coming months.

Note: The Schlesinger Library will be closed Jan. 19 through Feb. 9, in preparation for major renovations. Access to collections will resume on a limited basis beginning Feb. 10.

NEW HAMPSHIRE

"Moose Plates" Award Given to Manchester Municipal Archives

The Manchester Municipal Archives has received a grant award of $6,682.00 from the New Hampshire State Library to restore the records of the Manchester Common Council, 1856-1915. The Manchester Common Council, together with the Mayor and the Board of Aldermen, administered the fiscal, prudential and municipal affairs of the City of Manchester beginning in 1846. In essence, the Council provided a third tier of government. This arrangement was unusual and the first of its kind in New Hampshire. The restoration of the seven volumes will allow their use by researchers interested in development of Manchester city government in the nineteenth and early twentieth centuries.

In 1998, the New Hampshire State Legislature passed the Conservation License Plate Program to supplement the existing state conservation and preservation programs. Vehicle owners purchase "moose" plates, and a portion of the funds raised is allocated to the Department of Cultural Resources and the Conservation Grant Program. The goal of the Conservation Grant Program is to promote the use and conservation of cultural resources in New Hampshire and to preserve its cultural heritage.

OUTSIDE NEW ENGLAND

Baldwin Library Opens at Maryland Historical Society

The H. Furlong Baldwin Library is now open at the Maryland Historical Society after four months of renovation and features greatly expanded and enhanced research facilities. The Walter Edgar Rhodes Reading Room is restored to its original 1917 appearance with improvements including historic light fixtures, wireless computer networking, and greatly expanded seating. The new Alexander A. McIlvain Special Collections Reading Room doubles the

available seating. Two new galleries are dedicated to the exhibition of Library materials: the Willard C. Hackerman Gallery will showcase treasures from the Library's Special Collections, while the Mary Washington Marr Newhall Gallery will exhibit selections from the society's extensive print collections. The H. Furlong Baldwin Library is located at 201 West Monument Street in the Mount Vernon Cultural District of Baltimore, Maryland. For more information, please call (410) 685-3750.

Guide to Civil War Manuscripts at Rutgers

A Guide to Civil War Manuscripts in the Special Collections and University Archives of Rutgers University Libraries, by Donald A. Sinclair, contains 880 entries of unique manuscript sources relating to the Civil War in New Jersey and the surrounding region. There are detailed descriptions of text and letters written by soldiers and wartime civilians; records of military organizations; soldiers' diaries and journals; communications, orders, and reports of military agencies; records of veterans' organizations; papers concerning bounties, pensions, and pay; and other related materials. The guide includes a detailed subject and name index, and represents one of the largest works of its kind. Copies are available for purchase from Rutgers University Libraries at <www.scils.rutgers.edu> or Special Collections and University Archives, Archibald S. Alexander Library, Rutgers, The State University of New Jersey, 169 College Avenue, New Brunswick, NJ 08901-1163.

American Folklife Center to House the Storycorps Archive

The American Folklife Center at the Library of Congress will house the recorded archives of StoryCorps, a groundbreaking oral history project that kicked off October 23, 2003, in New York City.   StoryCorps is a national initiative to instruct and inspire Americans to record one another's stories in sound. The project is the brainchild of MacArthur Fellow Dave Isay and his award-winning nonprofit documentary company, Sound Portraits Productions (SPP). It has the potential to become one of the largest documentary oral history projects ever donated to the Library of Congress, and it will be one of the first "born-digital" collections to come to the American Folklife Center.

StoryCorps will build soundproof booths across the country where, for a nominal charge, Americans can bring relatives or friends to conduct broadcast-quality oral history interviews with the guidance of a trained facilitator. The facilitator will help create a list of questions and handle all of the technical aspects of the recording. At the end of the 40-minute session, the participants will be able to keep a CD of their interview. With their permission, a second copy will become a permanent part of the American Folklife Center's archives at the Library of Congress. The Library's folklife specialists will be responsible for ensuring that the collection is preserved in digital form, appropriately indexed and cataloged, and then made accessible to the public at the American Folklife Center and on the Library's Web site at <www.loc.gov>.

The opening of the first StoryBooth in New York City's Grand Central Terminal launched StoryCorps' multiyear program. In New York City, StoryCorps has partnered with WNYC, New York public radio, which will broadcast the best material recorded in the New York City StoryBooths. Selected segments may also air nationally on National Public Radio's (NPR) "All Things Considered" and be compiled onto "Best of StoryCorps" CDs. StoryCorps is made possible by the Rockefeller Foundation, the Corporation for Pubic Broadcasting and the Carnegie Corporation. WNYC Radio is the public radio sponsor of StoryCorps-Grand Central. ◉

NEA 2004 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 members.

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 contact Joan Krizack at (617) 373-8318 or <j.krizack@neu.edu>.

> **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:

> If elected, what would you do to ensure NEA meets member needs now and into the future?

Candidates for Vice President / President

Name: Paul Carnahan

Education: MA in Library Science, University of Chicago, 1986; BA in History, Swarthmore College, 1981.

Employment: Librarian, Vermont Historical Society, 1990-present; Electronic Reference Services Librarian, Brandeis University, 1989-1990; Reference/Systems Projects Librarian, Brandeis University, 1986-1989; Archives Assistant, University of Chicago, 1983-1986.

Service to NEA: Representative-at-Large, NEA Board, 2000-present; Member, Communications Survey Implementation Task Force, 2003; Presenter, "Moving an Archives," MARAC/NEA Meeting, Poughkeepsie, NY, 2002; Discussion leader, "Using Volunteers in Your Repository," NEA Fall Meeting, Worcester, MA, 2000; Panelist, "Primary Sources on the Web," NEA Fall Meeting, Storrs, CT, 1998; Co-Chair, Local Arrangements Committee for the NEA Fall Meeting, Montpelier, VT, 1997; Moderator, "Archives from the Bottom Up," NEA Fall Meeting, Burlington, VT, 1991.

Service to the Archival Profession: Member, Vermont Public Records Advisory Board, 1995-present; Member, Vermont Archives Network, 1993-present; Member, Northeast Document Conservation Center Advisory Committee, 1990-1998; Member, Committee for a New England Bibliography, 1996-present; Archivist, Vermont Library Association, 1995-present.

Response to Candidate Question: If elected president of New England Archivists I will work to keep the organization relevant to its members' professional needs by continuing to provide diverse educational and "networking" opportunities for members. First, I will be open to new ideas for educational topics and formats. Vice President Mary Ide is already working on an alternative format for the fall 2004 meeting and the Education Committee, to which I am the current board liaison, is developing ideas for educational opportunities outside of the traditional biennial meeting schedule. I will support these efforts and search for new opportunities. Second, I will continue to use technology to listen to members' needs and concerns. I was one of the people who developed the new NEAannounce and NEAdiscuss listservs. I will use these two services to communicate with the mem-

bership and listen to members' ideas about what they want their organization to do.   Ultimately, the NEA is only as strong as its members. I will continue to provide opportunities for members to step forward and volunteer to ensure that the organization is meeting their needs.

Name: Susan von Salis

Education: M.A.   History/Public History, Northeastern University; B.A., Smith College.

Employment: Harvard University Art Museums, 2003-present; Schlesinger Library, Radcliffe Institute, 1986-2003.

Service to NEA: Member, 1986 - present; Outreach Committee, April 1997 - present (Chair, April 1997 - April 2002); Chair, Task Force on Organizational Efficiency, 2001-2002; Representative-at-Large, January 1994 - April 1997; Membership Secretary, 1988-1993. Presentations: "Archivists in Transition: Managing Change," October 2003; "The Role of the Practicum in Archival Education," April 2000; Co-instructor, "EAD Workshop: Hands-on Markup," October 1997; "EAD in Action," April 1996.

Service to the Archival Profession: Member, SAA, 1989-present; Co-developer and instructor of Harvard University Encoded Archival Description workshops, 1998 – present. Papers presented at SAA: "Serving the Public While Protecting Privacy: The Archivist's Conundrum," August 2002; "Negroes, Inverts, and Friendship: Headings or Headaches?" September 1994. Papers presented to affiliated organizations, 1996-present: Research Libraries Group Forum, Toronto, Canada; Berkshire Conference on the History of Women, Rochester, N.Y.; New England Historical Association, Boston, MA.; International Association of Marine Science Libraries and Information Centers, Woods Hole, MA.

Response to Candidate Question: It seems to me that "meeting members' needs" is a two-way street, one that focuses on communication. To be truly successful such an effort requires not only NEA officers and committees' diligence in connecting with members to solicit opinions, but also NEA members' willingness to consider, and communicate, what they need from and can contribute to their regional archival organization. Of course, the response to all this information-gathering must include developing strategies

for responding to these needs. Over the past few years NEA's leadership has relied increasingly on the Internet as a communications medium, most recently establishing a listserv for NEA members and expanding the information available on our Web site. These efforts build upon more "old fashioned" communications methods such as member surveys and soliciting letters to the *Newsletter*.

As part of the leadership team of NEA, I would work to ensure that the Board continues to provide a variety of communications means, and continues to solicit input from members. I would also work with the Board to ensure that once a member has taken the time to offer feedback, the proper officer or committee chair is notified and responds appropriately. I would propose expanding the role of the representatives-at-large, whose purpose, as stated in their job description, is "To serve as a representative of the general membership.…" The Board should explore ways in which the role of the representatives could include both improving two-way communication with NEA members, and proposing appropriate measures to respond to members' concerns.

Candidates for Secretary

Name: Tara L. Hurt

Education: M.L.S.   Southern Connecticut State University; B.S. University of Connecticut.

Employment: University Archivist and Head of Archives & Special Collections, Eastern Connecticut State University, January 2001 – Present; Reader Services Coordinator, Archives & Special Collections, University of Connecticut, August 1994 – January 2001.

Service to NEA: Secretary, Spring 2002 – Spring 2004; Member, Spring 2002 Local Arrangements Committee; Registrar, Spring 2002 Local Arrangements Committee; Member, Fall 1998 Local Arrangements Committee.

Service to the Archival Profession: Instruction, Local Area High Schools, 2002-present; Archivist, St. James Episcopal Church, 1999-present; Member, IMLS Connecticut History On-Line Project, 1999-2001.

Response to Candidate Question: Meeting members'

needs, in my opinion, is a continually changing process that can only be accomplished, now and in the future, by always working to establish and practice successful communication. I feel that communication is the key to keeping NEA in touch with its members' needs. Just as the creation of information is ever expanding so are the needs of NEA members. In the past two years, I have been able to better understand the inner workings of NEA; by re-nominating me to the position of Secretary, you would be ensuring that I will have the opportunity to streamline our lines of communication and help to ensure that as NEA moves forward we use the Web as a primary source for information: services, resources, policies, procedures, training, professional development. A central location for information (our Web site) will make a consistent information base available to everyone in the quickest way possible. I think that the NEA Board should continue to make all its decisions based on users' needs and in a fashion that best communicates what NEA has to offer. In the past two years, I have had the opportunity to be part of an NEA Board that works with committees to explore new opportunities and venues for members. I hope to have the opportunity to work with the NEA Board for another term, in order to explore the needs of all of our members and grow with an organization committed to the highest level of communication.

Name: Elizabeth Slomba

Education: B.A. Latin and Greek, Mount Holyoke College, 1991; M.A. Classics, University of Virginia, 1993; M.L.S. Archives Concentration, University of Maryland, College Park, 1998.

Employment: University Archivist, Milne Special Collections and Archives, Dimond Library, University of New Hampshire, 1999-present; Project Supervisor, Special Collections Department, Alderman Library, University of Virginia, 1997.

Service to NEA: Education Committee, 2001-present; Program Committee, Fall 2002; Local Arrangements Committee and Registrar, Fall 1999.

Service to the Archival Profession: Society of American Archivists Boston 2004 Host Committee; New Hampshire Archives Group, President, 2003-present, Vice-President,

2001-2003; Newsletter Editor, 2000-2003; Northeast Document Conservation Center Advisory Board, 2001-present; New Hampshire Local Records Education Project consultant, 2002-2003.

Response to Candidate Question: The function of the Secretary is to record, facilitate and distribute information of the actions of the Executive Board to the membership. Serving in that position, I would seek to record these activities in the most accurate way possible and clearly describe decisions and actions so that the membership would have the best understanding of what the Executive Board is doing to meet member needs. As NEA reviews its future directions and plans for the future of the organization, it will be necessary to communicate to the membership the issues facing the organization, ongoing discussions, possible courses of actions, and the decision-making process. It will also be necessary to make such deliberations transparent and understandable. I would advocate for better and consistent communication between the membership and the Executive Board. And while charting the future of the organization the Executive Board needs to collaborate with the membership in developing plans for NEA to reflect current trends in the profession and to meet the needs of a diverse archives community in programming and meetings, the newsletter, and in providing professional education.

Candidates for Representative-at-Large

Name: Joanie Gearin

Education: MS in Library and Information Science with a concentration in Archives Management, Simmons College Graduate School of Library and Information Science, 1994; BA in International Relations, Simmons College, 1985.

Employment: Archivist, National Archives and Records Administration – Northeast Region, Waltham, MA, 2000 – present; Assistant Archivist and Records Manager, Simmons College Archives, Boston, MA, 1994 – 2000.

Service to NEA: *NEA Newsletter* Editor, 2000 – 2003; Program Committee member, Spring 2003 meeting; Task Force on Fiscal Efficiency, member, 2001.

Service to the Archival Profession: Greater Boston History Project; Society of American Archivists, member.

Response to Candidate Question: What are the needs of NEA's members? A setting in which to meet other archivists; a group of colleagues and peers with whom to discuss ideas; continued exposure to archival trends; and a feeling of community within the profession. It could be argued that these needs are met by the following as stated in the NEA By-laws: ". . . providing pre-professional and continuing education in archival theory and practice; a forum for the exchange of information among individuals and institutions . . . and appropriate means of communication and cooperation with other archival organizations . . . ".

Of these important and valuable services, what I have always most appreciated about NEA is the feeling of community with my fellow archivists that I have gained by attending meetings, working on the *NEA Newsletter*, and serving on a Program Committee. I think that the "community" is a result of good communication among the NEA membership, and of members feeling that they are participating in a vibrant, worthwhile organization.

I believe that the key to continuing to ensure that NEA members' needs are met is maintaining good communication between members and the NEA Board, as well as promoting an involved membership. As a representative-at-large, I would work to be responsive to members' needs by soliciting their advice and input, encouraging their active participation in NEA, attending bi-annual meetings and Board meetings, serving on committees, and keeping abreast of archival trends and issues.

Name: Tom Hyry

Education: M.I.L.S., School of Information, University of Michigan, 1996; B.A., Carleton College, 1993.

Employment: Head Archivist for Arrangement and Description, Manuscripts and Archives, Yale University Library, 2000-present; Archivist, Manuscripts and Archives, Yale University Library, 1997-2000; Archives Assistant, Bentley Historical Library, University of Michigan, 1996-1997.

Service to NEA: Member since 1997; Program Committee, Fall 2001 meeting; Local Arrangements Committee, Fall 2001 meeting; Presentation on electronic records in manuscript collections at Spring 2003 meeting.

Service to the Archival Profession: SAA involvement including: member since 1996; Manuscripts Repositories Section Steering Committee, 2003-2005; Program Committee for 2001 annual meeting; Acquisitions and Appraisal Section Steering Committee, 2000-2002; Co-authored two articles and authored one book review published in *American Archivist*; Presentations at various annual meetings on appraisal of faculty papers, preservation of electronic records in manuscript collections, and the development of an online instructional tutorial. Other: Member of the Connecticut State Historical Records Advisory Board, 2000-present; Member of the Executive Board of the Greater New Haven Labor History Association, 2001-present; Member of the Midwest Archives Conference, 1997-2001.

Response to Candidate Question: The greatest strength of the New England Archivists also provides one of its greatest challenges. NEA is blessed with a talented and engaged membership that constitutes a very diverse slice of the archival profession. Keeping the organization both focused enough to accomplish its work and flexible enough to accommodate the needs of various constituencies poses a demanding task for the NEA leadership.

Leadership within an organization such as NEA requires superb communication skills. Representatives of the organization should be in a position to both listen to the needs and concerns of the membership and to articulate the direction of the group. If elected, I will be a visible presence at NEA meetings and will welcome dialogue with members about NEA business and the archival profession in general throughout my term. I will also actively seek out the advice and counsel of a variety of members of the organization in a way that reflects our diverse concerns. Using these discussions with members as a basis for action, I will work in a cooperative fashion with the board to build consensus about the direction of the organization and to preserve and enhance NEA's unique ability to provide services to our diverse set of constituencies. Leadership that focuses on open communication, flexibility, and cooperative decision-making will provide NEA with an effective means for meeting our current and future challenges.

Name: Lianne E.H. Keary

Education: BA in History, Mount Holyoke College, 1994; M.S. in Library Science with concentration in Archives Management, Simmons College, 1997; Member of Academy of Certified Archivists, 2001.

Employment: College Archivist, Colby-Sawyer College, New London, NH, 1996-present.

Service to NEA: Member since 1997.

Service to the Archival Profession: Two-term Secretary/Treasurer for New Hampshire Archives Group, 1999-2003; Consultant for New Hampshire Local Records Education Project, 2002-03; Preservation consultant for New London [NH] Historical Society, 2002; Various presentations/lectures.

Response to Candidate Question: NEA plays a vital role in providing continuing education to records custodians from all types of institutions. Seminars, workshops, and forums to exchange ideas are essential in bridging the gap between smaller versus larger institutions. These meetings not only need to remain relevant, but need to remain affordable in order to be the most effective for the majority of members. NEA has done a good job at this in the past, and I would like to help it continue in this tradition.

However, I think there is an opportunity for NEA to be more proactive in its advocacy of archives and archivists. With television programs like "History Detectives", there is a growing interest and curiosity among the general public in historical research which a group like NEA could use to further promote the profession.

Name: Brenda Lawson

Education: Dual degree in archives management, Simmons College (MLIS, 1988; MA, History, 1996); BA, Williams College, 1985.

Employment: Massachusetts Historical Society: Associate Librarian/Curator of Manuscripts, 1994-present; Curator of Manuscripts, 1989-1994; Manuscript Cataloger, 1988-1989; Simmons College, Assistant Archivist, 1987-1988.

Service to NEA: Task Force on Research and Development (Chair), 1993-1996; Representative to the Society of American Archivists Committee on Regional Archival Activities, 1992-1994; Printing Coordinator, 1990-1993; Program Committee, Spring 1992; Local Arrangements Committee, Spring 1985, Spring 1991. Member since 1985.

Service to the Archival Profession: NHPRC Archival Research Fellowship Program, co-founder and project director, 2001-present; Society of American Archivists: Host Committee for 2004 Annual Meeting, 2003-2004; Ethics Committee, 2002-present; IT for Archivists, planning board member for a series of technology workshops aimed at archivists, 2002-present. Member since 1988.

Response to Candidate Question: I believe NEA should focus its activities in three primary areas: to provide continuing educational opportunities to its members through workshops and program sessions; to provide a forum for the exchange of ideas and experiences for its members; and to advocate for the archival profession. These are not new ideas. NEA has done a remarkable job achieving these goals for more than thirty years and I believe it should continue to focus on what it does best. There have been calls for the organization to broaden its scope and purpose in the past, but I believe NEA must remain focused.

The success of NEA depends entirely on volunteers who serve the organization on their own time. In order to serve the archival community in New England well, we must use our limited resources effectively. We should continue to solicit participation and expertise from throughout New England from both long-time members, as well as those new to the profession.

I believe that NEA should once again explore the idea of offering some of its meetings on weekdays to attract members who are reluctant or unable to attend a Saturday meeting. We also should address the question of whether two meetings per year make it too difficult for program committees to come up with new ideas. NEA should continue to explore partnerships with other organizations like SAA to offer workshops on both new and proven topics such as the most recent workshop on appraisal offered in conjunction with NELINET. ❦

Around and About

Five College Archives & Manuscript Collections: Building a Dynamic, Searchable Web Site of EAD Finding Aids

Kelcy Shepherd, Project Director, Five College Finding Aids Access Project

Five College Archives & Manuscript Collections is a recently developed Web site of Encoded Archival Description (EAD) finding aids from the archives and special collections of Amherst, Hampshire, Mount Holyoke, and Smith Colleges, and the University of Massachusetts Amherst. The site, at <http://asteria.fivecolleges. edu/index.html>, is a product of the Five College Finding Aids Access Project, funded by the Andrew W. Mellon Foundation. The project's goals are to encode approximately 1,100 finding aids using the EAD standard; make these finding aids available on the Internet in a single, searchable union catalog; create a MARC record for each uncataloged collection that will link to the online finding aid by using the 856 field or update existing catalog records to include the 856 field; and establish a methodology that will be sustainable after the project has ended.

This discussion will focus on the second goal: the development of a Web site that dynamically delivers EAD finding aids and provides the ability to do both full-text and field-specific searching of those finding aids.

Project Background

When the Five College project began in 2001, the EAD standard was well documented, particularly the aspects related to the encoding of finding aids. Numerous articles had been published in the archival literature outlining best practices and procedures for converting finding aids to EAD. The EAD Cookbook was available, providing tools, guidelines, and instructions for encoding. Most training opportunities also focused particularly on marking up finding aids. Understanding the EAD standard, establishing a template for encoding the Five College's finding aids, and creating tools to efficiently convert our finding aids into EAD was not difficult.

But project participants agreed that the ability to encode finding aids was not in itself sufficient for a meaningful implementation of EAD. The project's goals specifically stated that each institution's finding aids be delivered on the Internet in a unified searchable form, and we wanted to develop a Web site that made use of XML's ability to generate content dynamically and support powerful, field-specific searching. Before we could even attempt such a goal, we needed to overcome a number of barriers, not the least of which was learning what exactly this accomplishment would require in terms of tools and expertise. Early EAD adopters had primarily implemented Standard Generalized Markup Language (SGML), though it was clear that eXtensible Markup Language (XML) was eclipsing SGML, and would therefore be the sensible solution for new projects such as ours. Information about delivering and developing searchable access to XML documents on the Internet was difficult to find. The EAD Application Guidelines provided an overview of software solutions, but was already out of date.

Many of the tools mentioned were developed for SGML. Others were no longer being supported. Little else had been written about the Web development aspects of EAD, and there were no training opportunities in the archival community at the time.

Within the Five Colleges, little work with SGML or XML had been done. A small project to mark up two books using the Text Encoding Initiative (TEI) standard had been completed in May 2000, but the librarian who had led the project and the programmer who had provided technical support were no longer working at the library. Systems staff were hoping to adopt the Oracle relational database management system as a standard platform for digital library projects, and Oracle was beginning to tout its capabilities for handling XML. Project staff were uncertain, however, of its suitability since Oracle's XML features were at that time limited. One of Oracle's XML solutions was to translate the XML document into a relational database model, a model that does not easily accommodate the often complex hierarchical relationships of data in a finding aid. Oracle's other method for handling XML documents was to store the full text of the documents, using its built-in search engine to index them. Using Oracle simply as an XML search engine seemed an overly complex solution. In addition, the number of other digital library projects being supported by a small systems department indicated that project staff would need to take a lead in exploring XML.

Learning About XML and Web Development

It was clear that the project's staff needed to discover more about implementing this relatively new technology. Research provided us with a high level of understanding. We learned that solutions for searching XML documents include XML search engines, XML-enabled databases, and native XML databases. An XML search engine is capable of creating indexes that retain information about the context of the indexed term, so that users can search within specific elements. XML-enabled databases offer tools for transferring data in and out of an XML format, but either break up the XML document into a relational data structure, or simply store the document as text without recognizing the inherent data structure of the XML. Native XML databases are specially designed to store and manipulate XML data. They maintain the XML document as the fundamental storage unit and utilize XML-related standards to access data. At the time of the project's inception there were few true native XML databases available, but this area has since grown.

There was also a wealth of information available about the various software packages available in each of these categories, but developing a more detailed understanding of how any of these software applications could be implemented was more difficult. Before developing the Five College's finding aids Web site and choosing software, project staff needed to learn what skills and expertise would be required to implement these solutions, and what kind of time would be involved.

A workshop sponsored by the Association of Research Libraries, *Web Development with XML*, provided the first opportunity for the project director to gain actual hands-on experience with these kinds of tools. The week-long course covered the XML basics, XSLT stylesheets used to transform XML to HTML, and components for developing a dynamic, searchable Web site of XML documents. Though ultimately the tools used in the course were not the ones project staff selected for the Five College project, the workshop provided a better understanding of the pieces necessary to deliver and develop searching features for XML documents on the Web. It also demonstrated that the development of an XML-based Web site was within the project's grasp. Site visits and discussions with other EAD implementers helped to expand our understanding. Through these conversations we gathered information about specific products being used, learned more about the amount of time and expertise other implementers devoted to their efforts, and began to explore different models for sustaining EAD.

Developing an XML Solution for the Five Colleges

Implementation of the Five College Archives & Manuscript Collections Web site relied primarily on the project director, a part-time project assistant, and some additional support from the UNIX systems administrator at the University of Massachusetts Amherst library. The project director, an archivist, directs and supervises all aspects of the Web development and holds direct responsibility for HTML content and development of XSLT stylesheets for display of the finding aids. The project assis-

tant, a graduate student in computer science with Perl and Java programming skills, installs, configures, and troubleshoots software used in the site and develops additional stylesheets that support the search interface. The systems administrator assists with installation and troubleshooting and maintains the server that houses the Web site.

The project director and assistant researched a few specific products, including the DLXS system offered by the University of Michigan and the Tamino native XML database. Both are in use by other EAD implementers. The amount of time and expertise needed for each of these systems was more than we were willing to commit, given that the finding aids project was then the only effort that would benefit from the software and skills. We decided to focus on developing an initial system as rapidly as possible, using the system to learn more about XML Web development, and then evaluating the system and its use over time. If the Five College libraries develop additional XML content, it may be possible to migrate to a more robust system that would be shared by a number of digital library projects, but in the meantime a more straightforward and easily executed approach is desirable.

Given these parameters, we chose to implement a system consisting of the Cocoon XML publishing suite and the Lucene search engine, both no-cost, open source products of the Apache Software Foundation. With these tools we were able to acquire, install, and develop the software rapidly. And, because the underlying source code is available to users, the project assistant was able to modify Lucene's Java code to customize index-

ing for our finding aids. In addition, the tools are based on XML and its related standards, so the stylesheets and other tools developed for the Web site can be migrated to a different XML-compliant system in the future if necessary.

Considerations for Other EAD Implementers

The challenges the Five Colleges faced in developing the expertise necessary to build a Web site of dynamic, searchable EAD finding aids are not unique. For smaller institutions, these challenges will likely continue to be insurmountable barriers for some time. There are signs, such as the recent development of advanced training courses, that the archival community is beginning to address some of the issues we faced. The adoption of XML by libraries may also provide opportunities for some archivists to benefit from the technical expertise of systems staff or other colleagues. Other repositories may develop collaborative projects, as we did, in order to gain the necessary support.

The Cocoon/Lucene implementation chosen by the Five Colleges will not be the model for every EAD project. Evaluation of the many options for delivering XML on the Web requires an assessment of the individual situation. Important administrative questions include:

- What technical expertise is available? Do you have a programmer or database administrator to assist you?

- How much money for software is available?

- How much time do you have to develop and customize? Are you looking for an out-of-the-box solution or are you willing to build something from different components?

- Are there similar efforts underway at your institution on which to build?

- What searching and display features are necessary, or desired?

- Are you interested in delivering only finding aids, or will you need a system that handles other forms of XML as well, for example metadata for digitized images?

These administrative questions are very important, but there will also be technical considerations such as the operating platform, performance needs, scalability, etc. If possible, work closely with those providing technical support to evaluate these kinds of concerns. Talk to others implementing EAD to get their impressions of the software they're using and learn more about implementation time and expertise. If training funds are available, attend workshops that cover XSLT stylesheets and other aspects of Web development for XML, for example, the *Publishing EAD Finding Aids* course now offered at the University of Virginia's Rare Books School, or the Society of American Archivists *Stylesheets for EAD* workshop.

Future of EAD at the Five Colleges

With the Finding Aids Access Project in its last year, participants face new challenges as we plan for the sustainability of the Web site. The decision to rely on project staff to complete the bulk of Web development work was an effective one in terms of meeting the project's goals on schedule. Additional planning and training will now be required to ensure that the Five Colleges have the expertise necessary to maintain and continue development of the Web site once the project has ended. Ideally, the skills necessary to support the archives' XML implementation would also be used to develop additional XML projects in other areas of the Five College libraries.

The project may provide new opportunities as well. The Five Colleges are considering implementation of a federated searching system, an interface that would allow users to enter a single search that returned results from the library catalog, commercial databases and full-text resources, and local electronic resources. Because the finding aids are available online with a searchable interface, they are ready to be included in a federated searching system. This would allow us to integrate the finding aids with the full range of print and electronic resources available in the Five College libraries, improving access to the Five College's primary sources beyond what we had envisioned at the project's inception. ✎

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, or sent via e-mail to <ellen.doon@yale.edu>. 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.

January 9, 2004. Association for Library Collections & Technical Services (ALCTS) hosts three symposia at ALA Midwinter Meeting, San Diego, CA. "Taming the Electronic Tiger," "Successful Fundraising in Turbulent Times," and "Preparing the 21st Century Cataloging and Metadata Professionals: A Workshop for Educators and Trainers." For more information see <www.ala.org/alcts/events>.

February 15, 2004. Application deadline for NEA Richard W. Hale, Jr. Professional Development Award.

February 20, 2004. Exhibit, "The Camera's Coast: Historic Photographs of Maritime New England" opens at Maine Historical Society.

March 1, 2004. Application deadline for NEA Richard L. Haas Memorial Award.

March 15, 2004. NEA "Archives on the Road" event, Leicester Historical Society, Leicester, MA (contact Heidi Marshall, (508) 793-3023).

March 25-28, 2004. Organization of American Historians Annual Meeting. Boston, MA, <www.oah.org>.

March 26-27, 2004. NEA Spring Meeting. Worcester, MA.

Through March 28, 2004. Exhibit: "First Stop: The New Hampshire Primary," at the Museum of New Hampshire History in Eagle Square, Concord, NH.

June 20-24, 2004. Rare Books and Manuscripts Section (ACRL/ALA) Preconference at Yale University, New Haven, CT.

June 24-30, 2004. American Library Association Annual Conference, Orlando, FL.

August 2-8, 2004. Society of American Archivists Annual Meeting and Conference, Boston, MA.

October 20-22, 2004. New England Library Association Meeting, Manchester, NH.

November 8-13, 2004. Archives Week in the NEA region. ☙

Richard W. Hale, Jr. Professional Development Award

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

The Hale Award Committee, which reviews the applications and chooses the recipient, is made up of the four Representatives-at-Large on the NEA Executive Board. Elected board members are not eligible for the award during their terms of office and for one year after they leave the board.

The award honors Dr. Richard W. Hale, Jr., who was Archivist of the Commonwealth of Massachusetts from 1961-1976 and a founding member of the New England Archivists.

Applications - The deadline for applications is **February 15**. For further information, contact Bridget Carr, Boston Symphony Orchestra Archives, Symphony Hall, Boston, MA 02115, (617) 638-9434, fax: (617) 638-9433, <bcarr@bso.org>. ☙

Shown are the participants in the Five College Finding Aids Access Project. Seated, from left, Nanci Young, Smith College Archives; Daria D'Arienzo, Amherst College Archives and Special Collections; Peter Carini, Mount Holyoke College Archives and Special Collections. Standing, from left, Kelcy Shepherd, project director; Margaret Jessup, Sophia Smith Collection; Peter Nelson, Amherst College Archives and Special Collections. (*Around and About*, p. 28)