

Volume 40, Number 1 • January 2013

NEA

# NEWSLETTER

NEW ENGLAND ARCHIVISTS



**C O V E R** -- A special outdoor broadcast of the Voice of Firestone radio show at the Cotton Carnival at Crump Stadium in Memphis, Tennessee on May 6, 1948. Howard Barlow is directing the Voice of Firestone orchestra; soloists are Eleanor Steber, soprano, and Christopher Lynch, tenor. (For more information, see News and Notes, page 9.) *Courtesy of the New England Conservatory.*

NEW ENGLAND  
ARCHIVISTS



FORTY YEARS AND  
NEW FRONTIERS

**I N S I D E** -- **NEA celebrates its 40th anniversary!**

Krista Miller shares a 40-year history of NEA based on research done in the NEA Archives at the University of Connecticut (*Archival Insight*, page 15.) Dan McCormack summarizes NEA's new roundtables proposal formulated by the Membership Committee (*Open Forum*, page 28.) Also in this issue are the session reports from the Fall 2012 Meeting, and news and notes from all over New England.

TAKING THE PAST INTO THE FUTURE

**N E A**

## New England Archivists

TAKING THE PAST INTO THE FUTURE

**Office of Medical History and Archives  
The Lamar Soutter Library  
University of Massachusetts Medical School  
55 Lake Avenue North • Worcester, MA 01655  
<[www.newenglandarchivists.org](http://www.newenglandarchivists.org)>**

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Membership in *New England Archivists, Inc.* is open to all.

**Dues** of \$30/year (\$40 for institutions) should be sent to: Kristine Reinhard, Office of Medical History and Archives, The Lamar Soutter Library, University of Massachusetts Medical School, 55 Lake Avenue North, Worcester, MA 01655, or join online at <[www.newenglandarchivists.org](http://www.newenglandarchivists.org)>.

**Notices** of archival events should be sent to: Heather Cristiano at <[Heather\\_Cristiano@hms.harvard.edu](mailto:Heather_Cristiano@hms.harvard.edu)>.

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

**Articles** and **News** of interest to archivists, historical society members, historians, and other NEA members should be sent to: Heather Cristiano at <[Heather\\_Cristiano@hms.harvard.edu](mailto:Heather_Cristiano@hms.harvard.edu)>, or to NEA Newsletter Editors, c/o Office of Medical History and Archives, The Lamar Soutter Library, University of Massachusetts Medical School, 55 Lake Avenue North, Worcester, MA 01655.

Contributions to the NEA Web site should be sent to: <[webcoordinator@newenglandarchivists.org](mailto:webcoordinator@newenglandarchivists.org)>.

**Deadlines** for submitting materials are:

November 15 for January issue	February 10 for April issue
May 15 for July issue	August 15 for October issue

### Advertising Policy:

There will be no fee to list position openings. Advertisements for archival products will be accepted as space permits. Advertising should be submitted to Jane Ward, (978) 459-2129 or <[jane.ward@comcast.net](mailto:jane.ward@comcast.net)>.

**Rates:** Full page: \$125; half page: \$75; quarter page: \$40. Payment is requested at the time the ad is submitted. All checks should be made payable to *New England Archivists*.

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## From the Editors

- Sally Barkan and Judy Farrar

NEA is forty! In 2013, the newsletter will mark this milestone by looking back – through both writing and images – to those early days and how our organization and profession have progressed in the time since. In this issue, Krista Miller reports on what she discovered about NEA's history through her research in our own archives at the University of Connecticut. Many thanks to the NEA Archivist, Laura Smith for providing us with images from the collection. From looking at our past, we transition into the present and future as Dan McCormack talks about the advent of a brand new NEA venture: the formation of roundtables in *Open Forum*.


We on the newsletter committee are going through some transitions, as well. Michael Dello Iacono has completed his term as 'News & Notes' editor, and we appreciate all his hard work and dedication over the past three years. Thank you, Michael! It has always been comforting to

know we could count on his steady, calm, and sensible judgment. As we fare Michael well, we welcome and look forward to working with new editor, Heather Cristiano. Kathryn Puerini is stepping down as well, after a short time as Reviews editor. She was offered her dream job in North Carolina, for which we wish her the best.

This issue includes session reports from the lively and very well-attended Fall Meeting in Boston in November, and in Internet Tidbits, Susan Martin reviews the 1940 Census web site, following the release of those records after the requisite 72-year waiting period.

We want to remind you of the approaching Hale Award application deadline of February 15th, and we would like to encourage current students to apply for our student writing prize, given out annually by the NEA Newsletter Committee. Submissions are due May 1st.

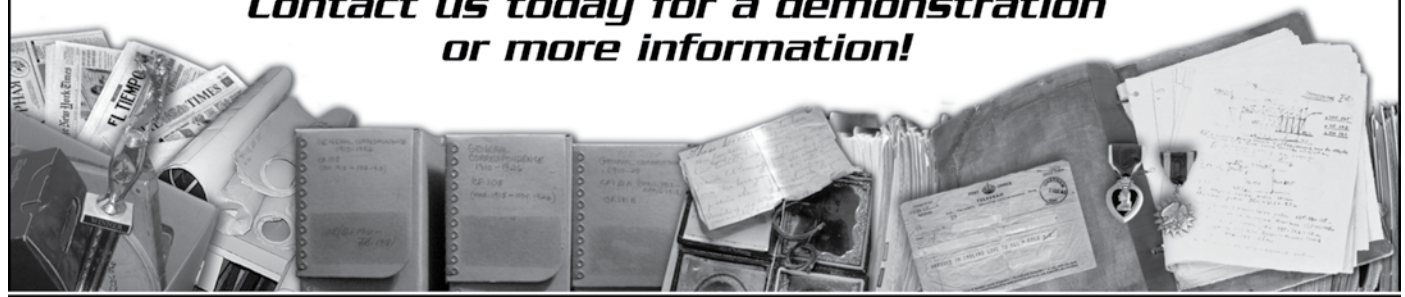
The Spring 2013 anniversary meeting, "Forty Years and New Frontiers," promises to be a special one. We hope to see you there! ■



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# Inside NEA

## FROM THE PRESIDENT

- Paige W. Roberts



**I**t was great to see so many familiar faces and NEA newcomers at the fall meeting at Simmons. I would like again to thank Jason Wood and Justin Snow of Simmons College Archives for hosting NEA yet again. They over-

saw all aspects of local arrangements including rooms, food, parking, registration and meeting budget. Beth Carroll-Horrocks and her Program Committee (Jennifer Fauxsmith, Janaya Kizzie, Michele Lavoie, Abraham Miller, Peter Nelson, Rachel Onuf, Margaret Peachy, Elizabeth Roscio, Amy Rupert and Jessica Steytler) worked hard to organize a relevant, interesting and timely program for the meeting. With 318 registrants, it was one of the most well-attended meetings in NEA history! I hope that you found the workshops and sessions to be engaging and useful.

We are eager to build on and celebrate the success of recent meetings by putting together a fantastic program of exciting speakers and discussions to commemorate the 40<sup>th</sup> anniversary of New England Archivists in March in Worcester. In addition to a traditional program of papers in sessions on Saturday, the Program Committee (co-chaired by Peter Rawson and Christina Zamon) is working closely with the 40<sup>th</sup> Anniversary Task Force, chaired by NEA Vice President Alyssa Pacy. Expanding on the work of the Three Day Task Force (chaired by NEA Board member Colin Lukens), the 40<sup>th</sup> Anniversary Task Force has nearly completed the schedule, which will offer robust programming on both Friday and Saturday. We will host an Oxford Style Debate on Friday. In addition, Tom Scheinfeldt, Director-at-Large of the Center for History and New Media at George Mason University, will discuss digital humanities, and George Church, Professor of Genetics at Harvard Medical School, will speak about archival storage using DNA. Organizers are also planning social events and terrific programs to mark this turning point in NEA history.

Finally, I am thrilled to see NEA members already taking advantage of the new opportunity to create roundtables

within NEA, and I encourage you to participate in one being established or create your own. Dan McCormack, who has worked for years to research, develop and explain roundtables within NEA, describes elsewhere in this issue of the *NEA Newsletter* the rationale for roundtables and how this initiative might benefit members and the organization as a whole.

As always, please feel free to contact me or any member of the Board with questions, comments or suggestions about NEA. This is your organization, and we are eager for your active participation! ■

## EXECUTIVE BOARD MEETING REPORT

- Silvia Mejia



The business handled at the November 2, 2012 meeting of the Executive Board is summarized below. All **VOTING** is in bold. Complete minutes are available on the NEA web site or from the secretary.

The meeting was called to order at 1:05 p.m. by Paige Roberts. Minutes from the June 1, 2012 Board Meeting were presented. All members voted to accept the June 1, 2012 Board Meeting minutes.

## MEETING UPDATES

### Fall 2012

299 registrants were reported for the meeting. It was expected to have over 300 on Saturday.

### Three Day Task Force

The task force recommended a trial period for the new meeting structure starting with a one-day meeting for Fall 2013 and a longer meeting in Spring 2014 (Thursday through Saturday). After the trial period is over the task force will survey the membership for feedback.

Nova moved to approve the 3DTF proposal as presented by

Visit NEA online at:

**<[www.newenglandarchivists.org](http://www.newenglandarchivists.org)>**

the task force with the amendment to extend the trial period through fall 2014. **All members voted in favor.**

#### **40th Anniversary Task Force**

The meeting will take place on Thursday, Friday and Saturday. There will be a speaker on Friday night and a keynote speaker on Saturday morning. StoryCorps will be conducting a total of nine interviews with 18 people during the 3-day period. NEA is partnering with Worcester area cultural institutions to identify groups from the community that can be interviewed. Completed interviews will go to the Smithsonian National Folk Life Museum, NEA and the Worcester Museum.

#### **Spring 2013 Local Arrangements**

Workshops will be on Thursday and a block of 40 hotel rooms will be reserved.

## FINANCES

#### **Budget FY 2013**

The NEA budget currently has a deficit of \$46,000. Since some of the expenses for 2013 will be one-time expenses to celebrate the 40<sup>th</sup> anniversary the board decided to run a \$20,000 deficit this year, leaving \$26,000 to be cut from the budget. The Board, with help from committee chairs, made budget cuts to every committee budget. The Education and Web committee budgets were significantly reduced.

## COMMITTEE UPDATES

#### **Web Committee**

The plan for the web site redesign is to do the work in the summer and have the new site ready for next September.

#### **Professional Archives Journal**

A request for sponsorship to start an academic journal for archives was presented to the Board. The journal will be peer-reviewed and it will provide a venue for students and young professionals to get their foot in the door. The Board asked that a formal proposal be submitted.

#### **Membership Committee**

The first "Social Get-Together" held in Cambridge was a success and was well attended. The committee is thinking of ways of having more events per year and having NEA members from different parts of New England host one.

#### **Education Committee**

The Education committee's budget for 2012 will be \$2,700 which will include \$1,000 for the curriculum development, up to \$500 for a one time honorarium and five workshops (four workshops and one floating). The Board requested that James DaMico ask the Board for authorization for an honorarium over \$300.

Nova moved to approve the Basic Archives Curriculum with amendments as submitted. **All members voted in favor.**

#### **Diversity Task Force**

The task force will be submitting a proposal for the Spring 2013 meeting and it has been endorsed by the Board. The task force has an email account and a web presence. Future plans include: a focus group, discussions for two forums and plans to do an additional survey of regional groups.

#### **Summit of Regional Archival Organizations at SAA**

Some recommended actions from the summit include: create a formal SAA committee charged with facilitating communications in a variety of efforts among the regionals and SAA, provide a listserv or an online presence to coordinate communications among regionals and SAA, create a formal committee charged with creating an advocacy tool kit, and create a clearing house for sharing and developing educational curriculum material.

#### **Adjournment and Next Meeting Date**

The meeting was adjourned at 4:52pm.

Date and place for next Quarterly Board meeting to be determined. ■

## NEA Invites You to Start a Roundtable!

NEA is pleased to announce that NEA members can now start or join roundtables! A new benefit offered by NEA, roundtables will offer opportunities for members to connect over shared interests, affiliations, backgrounds, occupational categories, practices and methodologies, and other areas of interest. For more information on how to start a roundtable, see the "Approved Proposal" or the "Roundtable FAQ" on the NEA web site at <[www.newenglandarchivsts.org](http://www.newenglandarchivsts.org)>.

Please visit us online at  
<[www.newenglandarchivists.org](http://www.newenglandarchivists.org)>

for more information about becoming a member of NEA.

## New Members - Kristine Reinhard

### REGULAR

Sophia Becerra-Licha Berklee College of Music	Jesus MacLean Brookline Historical Society
Zachary Enright New England Osteopathic Heritage Center/University of New England	Elizabeth McClelland American Academy of Arts and Sciences
David Freeburg The Mohegan Tribe	Betsy McGovern Cambridge Code Works
Caroline Geiger-Fessler Boston Marine Society	Brooke Elaine McManus Harvard Art Museums
Migyeong Geum Northeastern University	Raminta N. Moore Portland Public Library
Allyson Keiko Glazier Dartmouth College	Joanne Riley UMass Boston
Daniel H. Johnson Brown University	Stephen Trent Seames Maine Mineral & Gem Museum
Tamara Marie Jones UBS AG	Molly Stothert-Maurer Perkins School for the Blind
Insley Julier Martha's Vineyard Museum	Camille Torres MIT
Mary LaBombard W.B. Nickerson Archives, Cape Cod Community College	Olga Umansky Boston Psychoanalytic Society and Institute

### STUDENT

Rosalie Pearl Gartner  
Simmons College

Sarah Rose Gluck  
Simmons College

Emilie Lynn Hardman  
Harvard University

Jennifer Hornsby  
Simmons College

Kirby L. Lee  
URI

Doreen E. Mangels  
Simmons College

Martha Meacham  
Simmons College

Emma Elaine Paine

Dianne Rhee

Joy Rodowicz  
Simmons College

Megan Weinstein  
Simmons College

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**Now you can join and renew your NEA membership online!** Visit <[www.newenglandarchivists.org/join/join.html](http://www.newenglandarchivists.org/join/join.html)> to get started. Anyone may join! New England Archivists membership is open to individuals and institutions upon payment of annual dues. Payment received after September 1 is applied to the following year. A Google account is required to securely join or renew online with Google Checkout. If you do not already have a Google account, you will be redirected to a Google-hosted page and instructed to create one.

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## ACCEPTING APPLICATIONS FOR SUMMER & FALL 2013

### MASTER'S DEGREE

#### Archives Management Concentration

GSLIS now offers students the opportunity to complete an online Master's degree with a concentration in archives fully online. Online students have the same onsite and fully supported internship experiences as face-to-face students. Courses are delivered asynchronously. We will have cohorts beginning in Summer 2013 and Fall 2013.

### POST-MASTER'S

#### Digital Stewardship Certificate (DSC)

This post-master's certificate program teaches the con-

cepts and skills needed to create and manage a sustainable digital repository, library, or archive. It prepares graduates to manage digital objects over time through active, ongoing oversight of the total environment. This five course program can be taken in three or five semesters. The next DSC cohort will begin in Summer 2013.

### Continuing Education

GSLIS offers more than 60 online asynchronous workshops each year on a broad number of archives and LIS topics. Workshops are taught by experienced, well-known instructors—Simmons GSLIS full-time and adjunct faculty, Library Journal Movers and Shakers, authors, and practitioners—all with expertise in the subjects they teach.

For more information or to apply, please visit [simmons.edu/gslis/online](http://simmons.edu/gslis/online) or contact us at [gslisadm@simmons.edu](mailto:gslisadm@simmons.edu) or 617-521-2868.

# News and Notes

## CONNECTICUT

### John Cage Centennial Exhibition on View

Wesleyan University's Special Collections & Archives recently mounted an exhibition in conjunction with the John Cage Centennial in 2012. Although best-known as an avant-garde composer, Cage also wrote highly influential books. The exhibition, "John Cage Writes," on view until March 10, 2013, spotlights his literary endeavors. During his 37-year relationship with Wesleyan, he came to campus as a performer, visiting artist, and resident fellow; to attend performances of his compositions; and to participate in an international celebration of his life and works. Wesleyan University Press recognized Cage's unique vision and published five of his books, including *Silence*, hailed as one of the most important works on music by a 20th century composer. Cage donated the papers related to his writing to Wesleyan and the exhibition draws on these materials—including notebooks, manuscripts, photographs, and editions of his works—and features examples of his influence on writers and book artists.

## MAINE

### Weston Homestead Farm Corporation Collection Completed

Weston Homestead Farm Corporation collection (Coll. 2650) is completed! After a three year effort, the Weston Homestead Farm Corporation collection (1793-2011) is now ready for researchers. Letters make up the majority of the collection (33.75 linear ft.). The photographs (16.5 linear ft.) also comprise a large portion of the collection. Other materials (14.5 linear ft.) include diaries, journals/account books, school papers, printed materials (books, newspapers, pamphlets, catalogs), ephemera (calling cards, greeting cards, sewing patterns, broadsides, etc.) and some objects.

The Weston farm (approximately 600 acres) was settled in Madison, Maine, around 1786 by Deacon Benjamin. By the time Benjamin's grandson, Theodore, was running the farm around 1873, the family was raising hay, grain,

cattle and sheep, and selling cord wood and lumber. Later there was a dairy. In 1886 the family celebrated the centennial of the Weston Homestead (and in 1986 they celebrated their bicentennial). In 1974 seven of the heirs formed the Weston Homestead Farm Corporation, and in 1977 the Homestead was entered on the National Register of Historic Places. The farmstead is still owned by the family, who use it seasonally, as well as a setting for their annual family reunion/meeting held every August.

Overall, this collection is a rich representation of a 19th century farm in central Maine, and several generations of the family that lived there.

### New Grants Awarded to Maine Memory Network Community

Maine Historical Society recently awarded 10 new Maine Memory Network Community Mobilization grants to historical organizations and libraries around the state to support the digitization of historic collections and the creation of online exhibits about local history. The grants are designed to help local organizations—historical societies, libraries, and schools in particular—use participation in Maine Memory Network (<[www.mainememory.net](http://www.mainememory.net)>) to develop skills, build capacity, and expand collaboration with local partners. A total of thirty-nine grants have been awarded since the Community Mobilization program began in the spring of 2011.

These new grants support organizations in the towns of Berwick, Brunswick, Friendship, Greenville, Livermore, Monson, Norway, South Bristol, Westbrook, and Westport Island.

The next deadline for applications is April 1, 2013. For details, including program guidelines and applications, please visit <[www.mainememory.net/grants](http://www.mainememory.net/grants)>. The Community Mobilization Grant Program is supported by a National Leadership Grant from the Institute of Museum & Library Services.

For more information, see: <[www.mainehistory.org](http://www.mainehistory.org)> or <[www.mainememory.net](http://www.mainememory.net)>.



## Grant Funds Partnership to Share Local Experiences and Connections to Civil War

The Maine Humanities Council (MHC) and Maine Historical Society (MHS) have received a grant of \$348,946 from the National Endowment for the Humanities for “Maine in the Civil War: Making Connections through the Humanities and Digital History.” This three-year project will allow the two organizations to partner directly with 10 Maine communities as they explore and share local experiences and connections to the Civil War.

Each community will engage a diverse range of participants such as students, veterans, low-literacy adults, and the general public. Participating communities will read and discuss books and articles about the Civil War, interact with scholars, and use their community as a laboratory to explore connections between Maine and national themes and experience. Local teams will digitize historic items and create online exhibits related to their community’s experience during the Civil War and share them through the Maine Memory Network (<[www.mainememory.net](http://www.mainememory.net)>) where they will be accessible to an extensive audience of researchers, teachers, students, historians, and members of the general public in Maine and beyond.

Communities will be invited to apply to participate in the program beginning January 1, 2013, with a deadline of March 1, 2013. The project will also include a public symposium that explores Maine’s experience during the Civil War on April 27, 2013 at Hannaford Hall on the University of Southern Maine campus in Portland.

MHC and MHS look forward to partnering with cultural organizations throughout Maine as the state continues to mark the sesquicentennial of the Civil War. During the summer and fall of 2013, twenty-three Maine institutions will partner to present Civil War-themed exhibits across the state as part of the Maine Civil War Trail.

### Membership Survey Available

Results from this year’s Membership Survey are now available on the NEA web site through a link on the “About Us” page:

<<http://www.newenglandarchivists.org/about-us/about-us.html>>

## MASSACHUSETTS

### Institutional Repository Launched at New England Conservatory

New England Conservatory announces the creation of its Institutional Repository (IR) (<<http://ir.flo.org/nec>>) which provides online access to selected materials from the library’s Archives and Special Collections. These include NEC doctoral projects, archival collections of letters, photographs, and rare published and manuscript scores. Additionally, the IR contains NEC concert programs dating back to fall 2008 and an index to Jordan Hall recital programs from the years 1904-1932. The institutional collections in the IR titled “Finding aid supplements” and “Music collection inventories” provide more detailed access to archival and music collections listed on our NEC Web site: <[necmusic.edu/archives-special-collections](http://necmusic.edu/archives-special-collections)>. The IR is constantly a work in progress with new content appearing regularly, so keep checking back!

The Voice of Firestone radio and later television series, sponsored by the Firestone Tire and Rubber Company, was broadcast from the late 1920s through the early 1960s. The show featured the major opera singers of the day, including Jussi Bjoerling, Jerome Hines, Lauritz Melchior and NEC alumna, Eleanor Steber. In 1971, the Firestone Tire and Rubber Company donated this historic audio and video collection and related materials to NEC. Thanks to a generous grant from the Harvey S. Firestone Jr. Foundation, NEC was recently able to transfer all of the Voice of Firestone films to DVD and they are now available for viewing, by appointment, in Firestone Library. The collection materials associated with the radio/television show were processed by Andrea Brunner and Kiersten Paine and are available for research in the Spaulding Library.

For more information on the history and contents of this collection, please visit <<http://necmusic.edu/archives/voice-of-firestone>> and enjoy a virtual exhibit of photos and other collection materials on Flickr at <<http://flic.kr/s/aHsjBAnhWw>>. A complete inventory of the film collection is also available in the library’s Institutional Repository: <<http://ir.flo.org/nec/institutionalPublicationPublicView.action?institutionalItemId=36>>.

## Papers of 19th Century Author and Mill Worker Find a Home in the Sophia Smith Collection

The fully processed and newly opened Harriot F. Curtis Papers include thirty-five lengthy letters in her own hand, full typed transcriptions of each, her two novels, and a volume of her wisdom. These thirty-five letters she wrote between 1836 and 1845 to her suitor, Hezekiah Morse Wead, descended through his family, several members of which aspired to write a biography, a screenplay, or a work of historical fiction about Curtis' life and relationship with Wead.

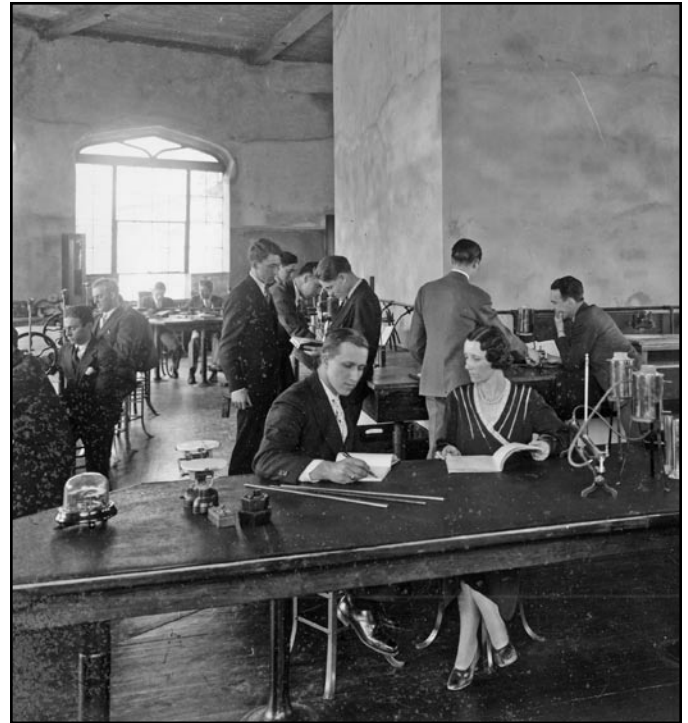
In an era that bound women to the domestic sphere, Curtis left her family's home against their wishes to undertake paid work in Lowell's textile and publishing industries. "It is the very height of enjoyment for me to show what a dunce I dare be, of what foolish folly I dare be guilty," Curtis wrote Wead in 1845, summarizing her thoughts on public opinion. She scoffed at marriage, turned down proposals, explored spiritual practices like Swedenborgianism, and "nearly rendered my mother insane" by threatening to join Shaker communes. Strikingly, Curtis also studied the discipline of phrenology under one of its leading proponents and developed a short-lived public career as a lecturer and practitioner of phrenology in the late 1830s and early 1840s.

Curtis' marriage-critical novels *Kate In Search of a Husband* and *Jessie's Flirtations*, though they went through many editions and were wildly successful in their own time, are now extraordinarily difficult to find in print. Their presence in the Harriot F. Curtis Papers, alongside her remarkable letters, will prove a valuable addition to scholarship on US women of the era, particularly of working class women, New England's mill girls, and female authors.

The Harriot F. Curtis Papers are a part of the Sophia Smith Collection at Smith College. For more information, visit the collection's blog: <http://www.smith.edu/libraries/libs/ssc/news/news.html>.

E-mail us your news!

[<Heather\\_Cristiano@hms.harvard.edu>](mailto:Heather_Cristiano@hms.harvard.edu)



Middlesex University classroom inside of the main medical building, 1930s. The building was a castle, designed by the Middlesex President Dr. John Hall Smith and built from 1928 to 1940. This photo features chemistry teacher Rosa Kubin, who was a German Jewish refugee with a Ph.D. from the University of Vienna. *Courtesy of Brandeis University.*

## Exhibit on Middlesex University's Medical and Veterinary School Now at Brandeis

The Robert D. Farber University Archives & Special Collections Department at Brandeis University features a current exhibit on the defunct medical and veterinary school Middlesex University. Middlesex presents a fascinating history as a medical school without quotas which challenged many preconceived notions of the medical establishment and which ultimately lost the battle for accreditation. This exhibit will be on view through January 2013. Call for details: 781-736-4686.

## R H O D E I S L A N D

### Naval Historical Collection Receives New Collections

The Naval War College's Naval Historical Collection recently received the papers of former Naval War College president Admiral Luke McNamee (1871-1952) and

his father-in-law Rear Admiral William T. Swinburne (1847-1928). McNamee was president of the college in 1933-1934. He served in the Navy for forty-two years, saw action during the Spanish-American War, was twice named Governor of Guam, served as the Navy representative to the Paris Peace Conference in 1919 and commanded the U.S. Battle Fleet. He lived in New York City and Jamestown, RI, where he died in 1952. His papers include personal photographs, scenes of the Middle East and China, scrapbooks of photographs, calling cards, news clippings, and invitations documenting his social life and prominence in New York and Washington society, books, a journal kept during the Philippine Insurrection, 1898, and news clippings, 1870-1943.

RADM William Swinburne was born in Newport, RI and joined the Navy in 1862. He served in the Civil War and the Spanish American War and was commander in chief of the Pacific Fleet from 1907-1909 when he retired. Swinburne's collection contains photographs of naval officers and ships, a photograph album of his daughter, Dorothy Swinburne, books on navigation, seamanship and steam engineering, news clippings, his last will and testament, certificates and menus, 1890-1928. Both of these collections were donated by Admiral McNamee's grandnieces.

## Graphics Inventory Project Completed

At 5:00pm on July 31st, 2012 the largest inventory of the Rhode Island Historical Society's Graphics collection in our nearly 200 year history was completed. A total of 7,800 new catalog entries were created and 257,524 items were surveyed. The Graphics Inventory Project was initiated with an eighteen-month grant from an anonymous donor and began in 2007. In 2009 the Society was awarded an (IMLS) "Museums for America" three-year grant to complete this project.

Of the total number of items surveyed, 42% are photographic prints. In addition, 82% of the collections need to be cataloged and 66% need some type of archival housing. A few rare items were rediscovered such as Ambrose Burnside's passport and a rare 1841 Dorr War broadside. Internal staff will be able to make more informed acquisitions decisions and prioritize processing projects.

The next step is to move the 7,800 previously uncata-

loged records into the Society's online catalog NETOP. (<<http://rihs.minisisinc.com/>>).

## Redwood Library Completes Renovation to Special Collections Wing

For several months in the latter half of 2012, the Redwood Library and Athenaeum in Newport underwent a renovation of its Alletta Morris McBean Special Collections wing in order to improve collection storage and make cosmetic changes to the exterior of the building.

Visitors to the library during the week of August 13 were met with towering boxes full of books and pathways of cardboard. Over the course of three and a half days, library relocation professionals from William B. Meyer moved about 3,435 linear feet of Special Collections materials out of the McBean Wing in preparation for the project.

Once structural details and floors were completed in November, Donnegan Systems installed Spacesaver compact shelving that more than doubled the storage capacity for Special Collections. This new shelving layout also permitted a reorganization of the collections to improve workflow and leave room for future acquisitions. Special Collections materials that had been stored in other parts of the library were finally brought into the fold and shelved properly.

The renovation was funded by the Alletta Morris McBean Charitable Trust. The Library expects to reopen the Special Collections for research use on April 1, 2013. ■



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## Reviews

*The Lone Arranger: Succeeding in a Small Repository* by Christina Zamon. Chicago: Society of American Archivists, 2012. 157 pp. \$69.95 (Softcover). ISBN: 1-931666-41-5

-Arabeth Balasko, *University of Massachusetts Boston*

Conjure up thoughts of a sole archivist laboring tediously in a musty basement. He or she is chaotically encircled by never-ending stacks of papers and an infinite array of Hollinger boxes. Is this a recognizable scene for those of you who are, or know, lone arrangers in the archival world? *In The Lone Arranger: Succeeding in a Small Repository*, Christina Zamon astutely depicts common trials and tribulations afflicting archivists who are single-handedly responsible for managing small repositories. Each chapter effectively discusses a range of situations that archivists encounter while managing their collections, and offers applicable and effective solutions as well as time-saving strategies for handling daily-challenges as the lone arranger. From dealing with a moldy or compromised collection, to having a disaster plan in place; from recruiting volunteers and interns for repository duties; to learning how to professionally network and promote your archives—no topic is off-limits for Zamon.

“What Is This Stuff?” Zamon’s chapter that focuses on the differing aspects of collections management reveals the fundamental responsibilities of a lone arranger. This brief, yet in-depth overview conveys ways in which lone arrangers can prioritize, organize, evaluate, and process their holdings by realistically concentrating on what can be done, instead of what should be done. This chapter also reminds lone arrangers that effective collecting should include both internal and external materials.

Furthermore, Zamon’s chapter, “How Do I Survive the Digital Age?” compellingly discusses the rapid digitization of the archival world, and provides insightful approaches for managing electronic collections. It also offers easy-to-follow approaches for adapting to present technological challenges archivists face. Zamon encourages her fellow lone arrangers to remember that even though several repositories routinely digitize their collections; it is not a practice for everyone. She stresses the importance of knowing what is right for you and your repository, staying true to mission goals, and focusing on maintaining the integrity of the docu-

ments while making them accessible to users.

Her final chapter, “How Am I Going to Pay for This?” emphasizes the importance of establishing a plan for your repository that works within your budgetary means. Additionally, her tips and strategies for grant writing, fundraising, and program development motivate lone arrangers when it comes to seeking and appropriating additional aid for their respective repositories.

The included compilations of real-life experiences from professional archivists, and the excellent use of appendices, which are full of outside tools and scholarly resources, enabled Zamon to compile a book reminiscent of a modern-day survival guide. She has not only created an informative text, but she has developed a reference work that is useful for those interested in developing long-range plans for small repositories. Through a “make-it-work” attitude, her encouragement to formulate professional connections, and a “something is better than nothing” approach, Christina Zamon effectively reassures her audience that even if you happen to be a lone arranger, you do not have to be lonely. ■

The NEA Newsletter editors are soliciting submissions for its annual student writing prize, worth \$200!

### Rules for the Student Writing Prize:

1. The prize is open to all **current student** members of NEA.
2. One entry per person.
3. Essays should be between 1,500 and 2,000 words in length and must be the entrant’s own previously unpublished work. Submitting work originally created for a class assignment is acceptable as long as it meets the other criteria.
4. Submissions will be judged by the NEA Newsletter Committee on the following: originality, clarity of ideas, grace of expression, and relevancy to the archival profession.
5. The winner will be awarded \$200 and the winning entry will be published in the NEA Newsletter.
6. Entries should be emailed in an attachment to Judith Farrar <jfarrar@umassd.edu>. Please include your name, address, phone number and email address. Entries must be received by **May 1, 2013**.
7. NEA is not responsible for late or misdirected entries or technical malfunctions.

## People

**Alina J. Morris** began as Hospital Archivist at Boston Children's Hospital in October 2012. Alina worked two years as Assistant Archivist at Boston Children's Hospital before accepting this new role. She has previously worked at the MIT Institute Archives and Special Collections, The Arthur and Elizabeth Schlesinger Library on the History of Women in America, and the Mary M.B. Wakefield Charitable Trust Archives in Milton, MA.

The MIT Institute Archives and Special Collections is pleased to welcome **Krista Ferrante** as Collections Archivist. Krista, who joined the staff in October, will focus on the acquisition, management, and description of archival materials in both analog and digital form, and coordinate records management activities.

**Michelle Chiles**, currently enrolled in the Simmons College Graduate School of Information and Library Studies MLIS program, joined the staff of the MIT Institute Archives and Special Collections in September. As Project Archives Collections Assistant, Michelle will provide much needed assistance with the transfer of Noam Chomsky's archives to the Libraries, and the initial description of the collection.

**Daniel Johnson** joined the Brown University Special Collections staff in September as a project archivist for the *The Gordon Hall and Grace Hoag Collection of Dissenting and Extremist Printed Propaganda*. It is a three-year appointment funded by Council on Library and Information Resources (CLIR) with support from The Andrew W. Mellon Foundation. Mr. Johnson recently relocated from Chicago to Providence where he worked as a digital archivist at The HistoryMakers African American Video Oral History Archive. Mr. Johnson has a B.A. in English and an MLIS from the University of Illinois Urbana-Champaign.

Mr. Johnson will guide this project, processing and describing 1600 cartons (2,400 linear feet 700,000 items) of pamphlets and leaflets, with some photos, audio-visual items, manuscripts, and monographs. This work will also include the creation of EAC-CPF records and a blog/web site. Updates will follow on the Brown Special Collections blog <[blogs.brown.edu/bulspecialcollections/](http://blogs.brown.edu/bulspecialcollections/)>. Send any questions to Daniel Johnson <[daniel\\_johnson\\_1@gmail.com](mailto:daniel_johnson_1@gmail.com)>. ■



*Susan von Salis, right, with partner Kim Brookes, left, and son Gus, middle.*

I am both honored and deeply saddened to write this tribute to our dear friend and colleague, **Susan von Salis**, who passed away on December 3, 2012.

Susan was a member of NEA for more than 25 years, officially serving as a Rep-at-Large, membership secretary, chair of the Outreach Committee, chair of the Task Force on Organizational Efficiency and a member of the Task Force on Policies and Procedures. She helped NEA in many other unofficial capacities.

Since 2003 Susan was the curator of archives at the Harvard University Art Museums where she was responsible for donor relations, acquisitions and cataloging, among other responsibilities. From 1986 to 2002, she worked as a manuscript processor and information systems administrator at the Schlesinger Library at Harvard.

According to Marilyn Dunn, Schlesinger Library director, Susan was particularly interested in archival education, and she developed and taught dozens of training workshops for the archival community since 1998; close to 400 archivists have benefited from her training. She also supervised nearly 100 archives student interns.

Susan received NEA's Distinguished Service Award in 2011, which in addition to citing her contributions to NEA, also highlighted her work nationally to promote, implement and teach EAD. The award also focused on her tireless promotion of museum archives (through her service to New England Museum Association) and LGBT-related archives.

We are so grateful for Susan's enormous contributions to NEA, generous mentoring of new archivists and passionate advocacy on behalf of archives. We extend our sincere condolences to her partner, Kim, her son, Gus and many friends and colleagues. Susan will be greatly missed.

*Paige Roberts - President, NEA*



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## ARCHIVAL INSIGHT

## The New England Archivists 1973-2013

By Krista Miller

The New England Archivists had a modest beginning as a gathering of twenty-one New England archivists at the annual convention of the Society of American Archivists (SAA) in Columbus, Ohio in late 1972. The group felt there was a need for a regional organization to educate and foster communication between local archivists. There was a general movement to the regional approach in the archival community at this time as many other regional organizations, including the Mid-Atlantic Regional Archives Conference (MARAC) and the Midwest Archives Conference (MAC) were established in the early 1970s.

The New England Archivists held a meeting at Bentley College in April 1973 in conjunction with an NEDCC conference on NEDCC and oral histories (Figure 1). The business meeting assigned a steering committee the task of setting up a general meeting later that year. At the end of the meeting, around 50 people paid temporary dues of \$2 to become members of this new regional organization. The next meeting, held at Providence College in October, adopted the bylaws of the organization and elected its first officers (Figure 2). The officers were: Sylvie J. Turner (President), Marlene B. Wallace (Vice President), John D. Kendall (Secretary), and Nancy Chudacoff (Treasurer). NEA was incorporated in Massachusetts on November 2, 1973 (Figure 3). One of the first actions of the young organization was a letter in support of the State of Maine Archives, which was in danger of being eliminated. NEA ended its first year of existence with just under 100 members.

The early mission of NEA was to promote cooperation among individuals having or having interest in original records and to provide a forum for disseminating information for matters in common (through workshops and seminars). Historians were intentionally excluded from the purpose, as their role as consumers of archives conflicted with archivists' roles as custodians of information. However, the purpose was kept broad to include a wide variety of information managers who might not hold the title of archivist. The bylaws were amended frequently in the 1970s as NEA found its footing and learned the best ways to run the organization. A focus was always kept on ensuring a high level of input from members and proceeding with a minimum of rules, keeping in mind the volunteer nature of the board.

NEA quickly began holding semi-annual meetings, a format that has survived to the present. Spring and Fall meetings were planned in locations all around New England. With an early focus on education, these meetings provided sessions and workshops aimed at the needs of local archivists. Topics reflected issues of the times, but also issues of continuing and current importance, and included finding aids, volunteers in the archives, documenting "forgotten" groups, reference, oral history, the nation's bicentennial, and microfilming. Several meetings were co-sponsored with other organizations such as the New England Historical Association and MARAC.

One of the first committees to be established within NEA, besides the Local Arrangements Committee and the Program Committee, both of which worked on planning the semi-annual meetings, was the Education Committee. In the late 1970s, the Education Committee recommended an emphasis on workshops to provide a hands-on approach that sessions with speakers were not providing, and a switch to providing concurrent sessions at meetings on a

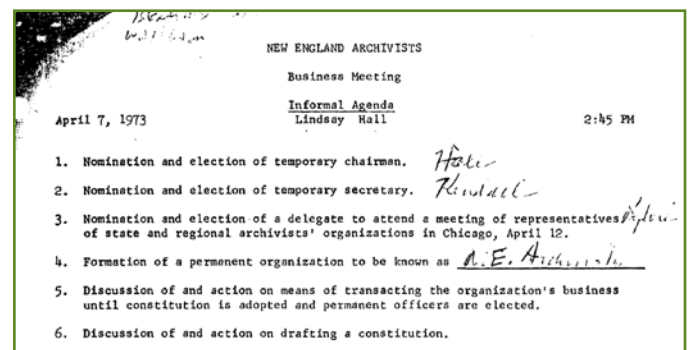


Figure 1: Part of the agenda for the initial organizational meeting of NEA, April 7, 1973. NEA Records, MSS19920012, UConn.

**NEW ENGLAND ARCHIVISTS**

Fall Meeting - October 26 & 27 College Union at Providence College  
River Ave. and Eaton, Providence, Rhode Island

Friday, Oct 26  
Registration 10:00 a.m.-12 noon  
Lunch 12:00 noon-1:00 p.m.  
Business meeting 1:00 p.m.-2:30 p.m.  
Workshops 2:30 p.m.-4:00 p.m.  
Cocktail hour 4:00 p.m.-5:00 p.m.  
Dinner 7:30 p.m.

Saturday, Oct 27  
Registration 9:00 a.m.-10:00 a.m.  
Workshops 10:00 a.m.-11:30 a.m.  
Lunch 11:30 a.m.-1:00 p.m.  
Tours 1:00 p.m.-5:00 p.m.

Coffee & doughnuts, compliments of Providence College.  
Exhibits of archival products.  
Movie about Letter Day Saints records program.

Buffet  
Discussion of Constitution.

I. Preservation & classification of photographs.  
II. Bibliography & terminology of archives & special collections.  
III. Problems of state & local records management.

At a local restaurant to be announced.  
Reservations not needed.

Repeat of Friday sessions.  
Providence College Archive and The Rhode Island Historical Society Library.

Registration form - Early return will be appreciated

Registration: \$2.00  
Registration & Friday buffet lunch: \$6.00

Enclosed is a check for \$\_\_\_\_\_ to cover the cost of my expenses for the fall 1973 meeting of the New England Archivists. I plan to attend \_\_\_Friday\_\_\_Saturday\_\_\_ Both days. (please check one)

Name: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Mail to: Nancy E. Peace, Librarian  
The Rhode Island Historical Society Library  
121 Hope Street  
Providence, RI 02906

Make checks payable to: New England Archivists

Figure 2: Registration flyer for the first official meeting of NEA, October 26-27, 1973. *NEA Records, MSS19920012, University of Connecticut.*

variety of topics to appeal to the wide interests of NEA members, especially those just beginning in the profession. The success of this implementation was seen at the 1980 Fall meeting where the number of workshops offered increased, as did member satisfaction with the meeting. Subsequent meetings moved to a schedule of workshops on Friday and speaker sessions on Saturday.

Striking a balance between the education of experienced archivists and those just starting out has been a challenge to NEA throughout its existence. In its first decade, NEA worked to improve its education of beginning archivists, or those managing records without archival training. This effort culminated in 1987 when NEA was awarded a grant from the National Historical Publications and Records Commission (NHPRC) for an eighteen-month project to extend basic archival education opportunities to records curators (particularly volunteers and part time workers) throughout New England. The “Archival Education Through Cooperation” project consisted of 15 two-day introduction to archives workshops held across New England, followed by several intermediate-level workshops on photographs, arrangement, and outreach.

The success of the NHPRC grant went beyond the expectations of grant administrators. Over 450 people attended the workshops and 90% of them were not NEA members, one of the most notable aspects of the project according to the Education Committee. A large part of this success was due to the work of Randall Jimerson, University of Connecticut Archivist at the time and past NEA president (1985-1986). Jimerson oversaw the administration of the grant, and Julie Bressor who was hired to be the education coordinator. Bressor created the curriculum for the workshops and ran the workshops with local co-teachers. Additionally, Bressor put together a manual for the care of archival material and provided follow up assistance to workshop participants. Overall, the grant achieved the goal of providing education at the grassroots level, and NEA's goal of broadening its educational program.

NEA also expanded its involvement in the community during the 1980s through its Outreach Committee. For many years NEA exposed a large audience to archives by hosting a table at the Big E, a multi-state exposition and fair that includes all of New England, in Springfield, MA. Additionally, the first New England Archives Week was held in 1986 to promote the history and archival holdings in the area. The first regional activity of its kind, New

## 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 deadline for applications is February 15, 2013. For further information on how to apply, you may visit <[www.newenglandarchivists.org/resources/hale-award.html](http://www.newenglandarchivists.org/resources/hale-award.html)>.



England Archives Week was a big success, and subsequent years included Archives Week kits to aid institutions in the promotion of the event. The early years focused on the celebration of the bicentennial of the U.S. Constitution. This celebration has continued to the present, although it has recently been wrapped up into the national celebration of Archives Week. In 1987, New England archives were featured in the fall issue of SAA's publication *American Archivist* (vol. 50, no. 4). Eva Moseley, a founding member of NEA and editor of the *NEA Newsletter*, served as guest editor for the issue, which was used to promote and celebrate New England history and its archival holdings. NEA reprinted the articles to create a booklet on New England archives and make it available for further use by members.

NEA's support of the archival profession and the education of its members continued in the 1980s with the creation of two monetary awards for its members. The Richard Walden Hale, Jr. Professional Development Award, named for the NEA founding member and former Massachusetts State Archivist, was established in 1983 and supports the professional development of archivists with a grant for educa-

tional purposes. The Richard Lynn Haas Award, established in 1987, was until this year a joint award with the Association of Records Managers and Administrators (ARMA). Its purpose is to promote cooperation and understanding between archival and records management professions. Haas was a longtime member of both NEA and ARMA.

NEA introduced the Distinguished Service Award in 1988 to recognize those who have made sustained contributions to NEA or the profession. This award has been given to 17 people, all of whom had an important role in the formation or growth of NEA. A full list of honorees can be found in the awards section of the NEA website. All of these awards serve to recognize and encourage the involvement of NEA members in the archival profession.

In 1989 NEA underwent an important revision of its bylaws, and, most importantly, its purpose. The board adopted the current mission statement at their meeting in April, 1989. The purpose now reads:

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

The change was made to align the organization with the “cardinal principles of archivy:” preservation and use, management, and public awareness and understanding. The revision reflects a movement towards the professionalization of archives across the country.

The 1990s witnessed an impressive growth in membership and increased responsibilities in the administration of the organization. Membership, which had held steady at around 500, increased to over 700 for the first time in 1993, and the budget increased by 231% between

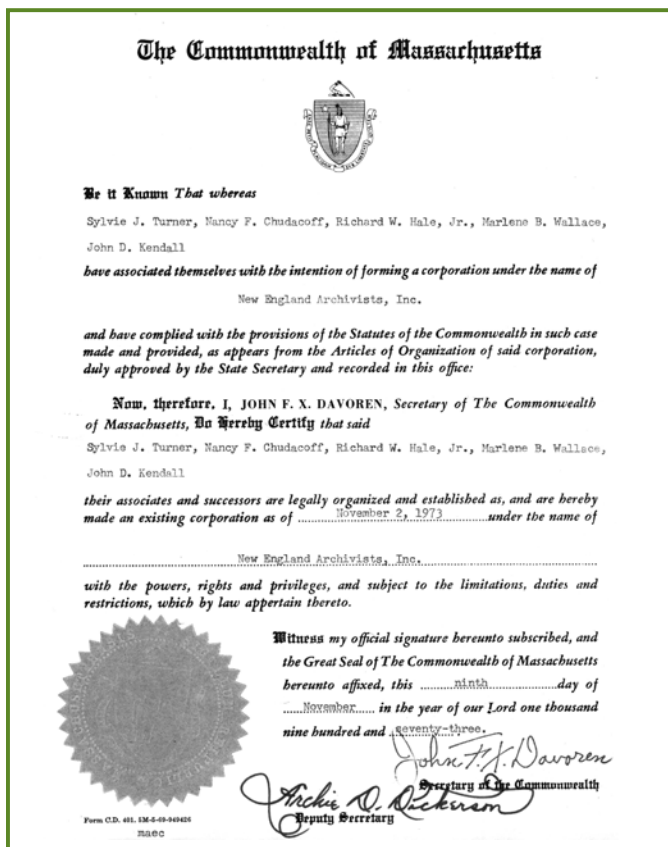


Figure 3: Certificate of incorporation for NEA, filed November 2, 1973. *NEA Records, MSS19920012, University of Connecticut.*

1991 and 1993. The 1993 Spring Meeting set an attendance record as the organization celebrated its 20th anniversary.

Managing the changing needs of its large membership was a challenge for the volunteer board and committee members so the board looked to the advice of the Long Range Planning Committee (LRPC). The LRPC looked to focus on outreach, membership, and education. To that end, the Education Committee reexamined its purpose and committed to providing educational opportunities to introduce principles of archives, increase knowledge of developments in archival administration and technology, and provide information about archival education opportunities in New England. The LRPC struggled to decide if NEA should focus its efforts on beginning archivists to the detriment of more experienced members. In the end, the committee realized that NEA has always endeavored to bring a standard of professionalism to the work of its smaller members while providing meaningful services to larger institutions.

Over the last ten years, the focus has been on electronic resources, both in how to manage them and how to use them to the benefit of NEA. The focus of many workshops has been educating members on the use and implementation of EAD and the preservation and management of digital records. NEA has explored ways to improve communication and outreach through the Internet. The membership database was put on the NEA web site for easy access by all members; a listserv was created to foster communication about common professional interest; and back issues of the newsletter were made available online. Throughout the changing landscape of archives, NEA has been committed to supporting and promoting its members and the archival community. NEA has set out a plan to continue this support with the adoption of a five year strategic plan in 2010 (available in the "About Us" section of the website). NEA is dedicated, as always, to the education of its members and the promotion of the profession. ■

NEW ENGLAND  
ARCHIVISTS



FORTY YEARS AND  
NEW FRONTIERS

## *Creative Collaborations*

*New England Archivists Meeting, March 21-23, 2013  
College of the Holy Cross, Worcester, MA*

*Celebrating the 40th anniversary year of New England Archivists*

This meeting will be a landmark in the history of the NEA offering an interdisciplinary program set within a three-day meeting format .

The main focus of the program will be on creative, and/or unexpected collaborations within and across institutional boundaries. Sessions will include an Oxford-style debate on important archival issues and forum discussions on the future of the archival profession. NEA will also host StoryCorps for this special meeting.

Featuring: Keynote Speaker - Tom Scheinfeldt, Director-at-Large of the Center for History and New Media and director of award-winning digital humanities projects THATCamp, and the September 11 Digital Archives. Plenary Speaker - George Church, Professor of Genetics, Harvard Medical School, proponent of archival storage using DNA, and author of *Regenesis* - the first book to be encoded into DNA.

Visit the NEA web page for more information.  
<[WWW.NEWENGLANDARCHIVISTS.ORG](http://WWW.NEWENGLANDARCHIVISTS.ORG)>

# Fall 2012 Meeting Session Reports

*The meeting's theme was "Proactive Archivists: Moving Our Profession Forward."*

## How to Talk to Strangers

Chair: Abraham Miller

Speakers: Karen Adler Abramson, JFK Presidential Library and Museum; Beth Carroll-Horrocks, State Library of Massachusetts; Laina Lomina, Credo Reference

- Ali Caron

**K**aren Adler Abramson, Chief Archivist of the JFK Presidential Library and Museum, opened the session by discussing the importance of networking. She described it as a vital tool for job hunting and a good way to develop professional skills.

Beth Carroll-Horrocks, Head of Special Collections at the State Library of Massachusetts, represented the "seasoned veteran." She identified three facets of networking: getting a job, keeping up with developments in the profession, and developing both personal and professional contacts. Beth suggested using network sites, such as LinkedIn, to keep track of your network and make new contacts. She also suggested joining professional groups, such as NEA, and volunteering within the organization. Beth spoke about the benefits of being in professional groups, saying the more involved you are the better off you will be professionally and personally. She also said attending local meetings and participating in social events are a great way to network and stressed the importance of never refusing an introduction.

Laina Lomina, Content Analyst at Credo Reference, was the new professional. She said she knew networking could be a daunting task, but it is a necessary one. Laina suggested going into a meeting with as much knowledge as possible. Being prepared to ask questions and coming armed with general knowledge about the people you are going to meet can lessen the stress of networking events. Laina also discussed how to follow up with a new contact. She stressed the importance of a timely follow up, saying

you should not wait more than one week to get in touch. When Laina meets a new contact, she makes notes of their interaction on the back of their business card. She said this was a useful way to keep track of who she had met and what they had discussed, providing her with a starting point for her second interaction. Laina said networking is something that happens all the time. A conference is a great building block for networking, but it can happen anywhere. She said you should not be afraid to meet new people and make new contacts. Above all, she said it was important to remain positive, confident, and enthusiastic.

Both Beth and Laina discussed using an "information interview" as a helpful networking tool. Don't be afraid to reach out to professional contacts, asking for an informational meeting. It's a great way to meet new people, develop new contacts, and learn more about a particular aspect of the profession. Most people in the profession are happy to help, but remember the worst anyone can do is say they are too busy. Karen said there was nothing wrong with being nervous when meeting new people, and often people will go out of their way to make you feel at ease. Each speaker said they hoped the session helped motivate participants to increase their own network and helped people overcome their hesitance when meeting new people.

## Grant Writing for the 99%

Chair: Rachel Onuf

Speakers: Angelina Altobellis, NEDCC; Joan D. Krizack, Consulting Archivist; Claire Calabretta, Mystic Seaport; Susan Kietzman, Mystic Seaport; Krystal Rose, Mystic Seaport

- Michelle Chiles

**A**ngelina Altobellis began the session with a discussion on the who, what, and when of grants. She gave an overview of multiple granting agencies including federal, state, and local commissions, and private foundations. Altobellis offered examples of typical grant projects at each level, explaining funding amounts, constraints, and strategies for success. She discussed what an institution should do to design fundable projects, including how crucial it is to follow the grant guidelines, work with a realistic plan, and focus on the impact of the potential project. Altobellis also talked about the importance of collaboration in the planning and drafting stages of the application process.

Joan Krizack was second to present. She stressed the importance of connecting the values, interests, and needs of your organization with the values, interests, and needs of the funding agency. She also shared information on different granting agencies and provided helpful tips on how to apply to each. Krizack mentioned collaboration, including utilizing the assistance offered by State Historical Records Advisory Boards during the grant application process. Krizack's conclusion reminded us that the grant process takes time, and that the first grant is the hardest to get. If you are unsuccessful, contact the agency to find out why, so that you can succeed in your next attempt.

Claire Calabretta and Susan Kietzman discussed grant writing from the viewpoint of a development office. Calabretta's overarching theme was collaboration and communication between all of the parties impacted by the grant. She understood that not all organizations had a development or fundraising office, but maintained that it is still important to involve administration or other departments as your allies in the grant seeking and application process. You can also look to your wider professional net-

work, to find advice and successful examples. Taking a different look at the grant process, Calabretta challenged us to think of applying for a grant as helping the funding agency do their job. Kietzman also offered her valuable experiences in working with grant writing. She discussed the importance of planning and its impact on the success of a grant. Kietzman concluded with the tip: If you are successful with a grant application, don't reinvent the wheel: recycle the language and planning that went into that project for your next application.

Krystal Rose concluded the panel with a case study involving a grant-funded project at Mystic Seaport. Rose worked closely with the development office of her organization to run this project, explaining the importance of good communication throughout the process. In addition to working closely with her in-house administration, Rose also recommended staying in touch with the funding agency. After successfully running the first grant project, the Mystic Seaport team applied for a second round of funding. Unfortunately, this was unsuccessful, but they are staying positive and will continue to apply.



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## Archival Software: What's the Best Fit for your Repository?

Chair: Elizabeth Roscio

Speakers: Sarah Shoemaker, Brandeis University; Rebecca Parmer, USS Constitution Museum; Kristen Swett, City of Boston Archives

- *Adrienne Marie Naylor*

Whether motivated by curiosity or desperation, seekers of software enlightenment filled every seat, lined the back wall, and cluttered up both stairways. The chair, Harvard's Susan Pyzynski, marveled at the different challenges facing decision-makers in each unique institutional environment. Rebecca Parmer told attendees about the USS Constitution Museum's transition to Re:discovery's collection management system, designed for museums with multifaceted collections and optimized for sharing sources via social media. Given that the Constitution boasts approximately 10,000 artifacts, over 500 linear feet of manuscript material, and a circulating research library of about 5,000 volumes, its keepers prefer using one flexible, customizable system. Despite Re:discovery's responsive and helpful customer service, users nonetheless struggle against a clunky interface and the impossibility of cross-module searching.

Kristen Swett of Boston's municipal archives revealed that only two archivists staff the young repository (est. 1988), which has already endured two moves. Unaware of Archon software when first shopping for a data management system, they chose the open source Archivists' Toolkit, taking advantage of its regular updates and eagerly awaiting ArchivesSpace, the forthcoming open source collaboration between Toolkit and Archon. In place of a digital asset manager, for which a budget does not exist, a flickr account stores and shares over 1,100 of the city's images.

Also awaiting ArchivesSpace, Sarah Shoemaker related that Brandeis University uses Archon, relishes flexibility, and makes use of free and low-cost tools to promote and disseminate their holdings. Their special collections page links to their blogs, facebook page, twitter feed, and flickr account. They use MailChimp to stay in touch with constituents, share finding aids on the imperfect but improving ArchiveGrid, and store files and slideshows on Dropbox.

While LiveGuide is not free, the cost includes support and training, and is useful for classes. All three underscored the necessity of publicizing their institution's holdings and choosing their tools accordingly.

## Revisiting Archive Internships

Chair: Jessica Steytler, Congregational Library

Speakers: Donna Webber, Simmons College Graduate School of Library and Information Science; Abigail Cramer, Northeastern University Archives and Special Collections; Jennifer Pelose, Harvard University Archives

- *Brooke McManus*

This session focused on the evolving nature of archives internships and how to ensure a successful collaboration benefiting both the student and the repository. Simmons GSLIS faculty member Donna Webber first gave an overview of archives internship programs past and present at Simmons. Previously, students in the archives concentration would complete two separate 60-hour internships as part of their coursework, mainly focused on small processing projects. Recently, Simmons abolished one of the 60-hour internships and implemented a 130-hour Archives Field Study requirement as a stand-alone course. Designed to be taken at the end of the archives program, Webber explained that this longer, more intensive internship helps students utilize all of the skills they have gained throughout their time at Simmons and allows them to tackle larger projects.

Webber said the feedback she has received thus far from both students and intern supervisors has been positive. Institutions have become more comfortable giving interns varied duties beyond processing, including reference, records management, and digital projects.

Jennifer Pelose, processing archivist and project manager at the Harvard University Archives, spoke next from the perspective of an intern supervisor. Her repository has hosted three 130-hour interns so far, and Pelose stressed the importance of planning ahead of time to develop a "shovel-ready" project the student can begin on the first day. She emphasized that the project should be realistic in terms of size, challenging but not overwhelming the intern. As an example, Pelose noted that last summer, a Simmons intern

processed “Occupy Harvard,” a hybrid collection consisting mainly of born digital items and social media. This was the first time the university archives had processed a mostly digital collection, Pelose said, and the student developed plans to preserve and arrange the materials.

Pelose suggested treating the interns as regular employees by inviting them to staff meetings and encouraging them to network with other departments. In addition to giving students valuable experience, internships offer a way for newer archives professionals to gain management experience and stay current on the curriculum being taught at Simmons, Pelose noted.

Lastly, Abigail Cramer, a Simmons graduate, described her experience with a 130-hour internship at the State Library of Massachusetts Special Collections. Cramer, who had previous archives experience in reference and processing at Colby-Sawyer College, was seeking an internship that would allow her to work with photograph collections, but instead was assigned to a project that mainly involved planning for a finding aid conversion. While it had not been her first choice, Cramer said she gained much more from the internship than she expected, including experience cross-walking DACS to MARC, and becoming accustomed to a different institutional culture. Echoing Pelose’s comments, Cramer noted a crucial benefit of her internship was the ability to attend staff meetings and network with other archives personnel, as well as the support and guidance of her supervisors.

## Swimming with the Tide of Electronic Records

Chair and Speaker: Abraham Miller, Merrill Corporation at DLA Piper

Speakers: Jill Snyder, NARA; Megan Wheaton-Book, Wheaton College

- *Krista Ferrante*

The speakers offered their personal experiences of dealing with e-records by offering specific examples from their organizations. General themes included policy making and ways to get creators involved in the process.

Jill Snyder spoke about the 2010 census and the fact

that the paper copies of the questionnaires were destroyed. The database and scans will be saved as the record copies. She emphasized that this was made possible through two important policy decisions:

1. A memorandum of understanding was created between the Census Bureau and NARA.
2. NARA actively worked with the software developers of the database to help them create appropriate outputs for preservation at NARA.

Abraham Miller talked about his experiences working in a law office and the challenges of working with busy people. He outlined who the various stakeholders interested in the records of the law firm are and described the various records creators. He talked about the importance of finding folks that can be cheerleaders of the records management program.

Megan Wheaton-Book spoke about the fledgling records management program at Wheaton College and her various outreach efforts. She talked about having a “Shred Day” event where she was able to build awareness of the program. She brought out bins and shredders for the event. She has also held one-on-one “coffee breaks” with office administrators to talk about their records.

Clearly it is important to keep up with technology, to be aware of how the records are being created, and get involved. But the main take-away was the need to first go back to basics and get to know the people creating the records, regardless of format.

## Archivists and Digital Curation

Chair: Elizabeth Roscio

Speakers: Ross Harvey, Simmons College; Nancy McGovern, MIT Libraries; Olga Umansky, Boston Psychoanalytic Society and Institute Archives

- *Caitlin Christian-Lamb*

Ross Harvey opened the panel by delivering a rallying cry: “Archivists and Digital Curation: Necessity, Not Choice.” Harvey emphasized that engaging in digital curation is no longer optional for archivists, and therefore, the more relevant question is: how do we, as a profession,

ensure that all archivists gain adequate and appropriate skills? Essentially, credentialing digital curation formally is one of the ways to ensure baseline knowledge amongst archivists while also beginning to develop specialists. Certificate programs in digital curation and stewardship are being developed, and archivists can also engage with the issues by taking continuing education seminars and through self-education. Harvey also spoke of the need to rethink the concept of “originals” and “copies” in terms of digital objects. He emphasized that many of the same principles apply to both paper-based and digital collections, particularly the concept of LOCKSS (Lots of Copies Keep Stuff Safe).

Both Harvey and the next speaker, Nancy McGovern, focused not just on the importance of digital awareness and education, but also stressed that one of the key components of digital curation is the management of data over time – essentially, that preserving a digital object is not something done once, but rather an ongoing process.

McGovern’s “Managing Research Data Over Time: Context and Issues” focused on some of the same issues as the previous speaker – developing digital preservation skills for archivists, including learning the terminology, and that this is a field that is changing and updating all the time. She emphasized that management is a key issue in preservation, and that the definition of management needs to be expanded to include data management. Planning is a key component of this movement, as well – treating all data as potentially “Big Data,” developing handshakes between different generations of technology, and including the digital in retention schedules are all vital ways of ensuring access over time.

The next speaker, Olga Umansky, brought a change of pace to the panel – her talk, “Small Archives, Big Initiatives” was the tale of bringing these theories and new tools to a small repository. Over the past few years, the archives of the Boston Psychoanalytical Society and Institute have undertaken a wealth of initiatives, and intend to do even more – future plans include archiving emails, integrating streaming audio and video into collections, creating teaching materials using archival sources, and designing a new website. Umansky emphasized the idea that her archive didn’t take on these projects or issues on their own – they are part of Digital Commonwealth, and have received grants and outsourced some of these tasks. Umansky’s

archive has also been host to more than a dozen graduate student interns over the years, and library committee members have also donated their time.

Overall, all three speakers highlighted the need for increased archival education and awareness surrounding digital curation, and the overwhelming positives of collaboration and innovation. The future of archives is increasingly a digital one, and those who do not engage in some way will be left behind. Let’s get out there and ensure our field stays relevant and exciting!

## Things They Didn’t Teach Me in Library School

Chair: Jessica Steytler, Congregational Library

Speakers: Janaya Kizzie, RBS Citizens Financial Group; Sam Smallidge, Converse Corporate Library; Marta Crilly, City of Boston Archives

- *R. Schuyler Selden*

After a brief introduction from Jessica Steytler, Janaya Kizzie, of the RBS Citizens Financial Group Archive, spoke on her duties as an archivist in the financial sector. While the actual details of the archives she works with are classified, Janaya’s presentation examined how to do archival work in less than ideal environments. These environments range from small local collections to highly secure vaults, and from clean to bug infested. Going beyond survey forms she shared her kit of materials for processing on the fly, a cross between camping gear and archeological tools. This kit included expected things like laptop, digital camera, gloves and more survival oriented items like headlamp, water, goggles, and plastic sheeting.

Lessons learned outside of school: Know your site, especially where the bathroom is. There are seldom clocks. Learn to “MacGyver” and get multiple uses from tools (e.g., using a digital camera as a flashlight to peer into hard to see places). Deal with basement fears and fear of gross things by bringing a partner such as music or some sort of safety blanket. Mind your own safety!

Marta Crilly, of the city of Boston Archives, focused on outreach and use of social media on a shoe string budget. In this setting time is a bigger issue than money, as time

spent on social outreach cuts into the time that could be spent processing. Making efficient use of social media requires getting your audience and your media to work for you. Fundamental to this is knowing your audience and targeting them appropriately. For example Twitter users tend to be younger, while Facebook users are older and typically check the site between 9am and noon. Lessons learned outside of school: Share things even if you personally don't find them interesting; Consult with other archivists and tweak their ideas when applying them to your institution; Engage patrons through social media by asking questions; Engage your audience and they will help do the promotion work for you.

Samuel Smallidge, of the Converse Corporate Library, spoke about the trials of inheriting a less than ideally managed corporate collection. The Converse archive he inherited suffered from random material selections and abusively poor storage. In addition, there was poor corporate culture in regards to the maintenance of a collection, indicated by a long history of employees "borrowing" materials. In addition to purchasing on eBay, Sam described an unexpected acquisitions process, i.e., the periodic return of items by company staff.

Lessons learned outside of school: If asked, an eBay seller can be a wealth of knowledge for provenance. Archives can be used to promote the company, not just as a historic record. You can adapt guidelines established by other institutions. The success of an archive hinges on the support it receives from both administration and staff.

## Promoting your Collections through Metrics

Chair: Rachel Onuf

Speakers: Kathryn Hammond Baker and Emily R. Novak Gustainis, Center for the History of Medicine, Countway Library, Harvard Medical School; Veronica Martzahl, Digital Collections and Archives, Tufts University and Massachusetts State Historical Records Advisory Board

- *VivianLea Solek, Manuscripts & Archives Division, Yale University Library*

**M**uch like a Swiss-army knife, the use of metrics is a multi-faceted tool for archivists. They can be used to drive processing projects, to write stronger, more suc-

cessful grant applications, and to fine tune and improve work flow. In this session, the presenters worked together from one PowerPoint presentation to present a strong case for the importance of gathering, analyzing, and utilizing metrics.

Emily R. Novak Gustainis began the presentation by defining what a metric is, namely a "measurement used to gauge some quantifiable component of an institution's performance. In other words, a metric is something you can count." She went on to define related terms such as inputs, processes, outputs, outcomes, performance indicators/performance measures, benchmarking, return on investment (ROI) and engagement. From here she moved to an explanation of how the Center for the History of Medicine has been using metrics to improve their processing workflow. She discussed how they evaluated such questions as "What might we want to know?" and their approach to tracking metrics. Gustainis explained the metrics database they developed in which archivists record time and labor data about processing manuscript and archival collections at the Center for the History of Medicine. The metrics database and additional information about how the data is used can be found at <https://wiki.med.harvard.edu/Countway/ArchivalCollaboratives/ProcessingMetricsDatabase>.

Veronica Martzahl presented information on the use of metrics in the grant writing process. Focusing on three key funders, NHPRC, IMLS and NEH, Martzahl explained that different funders have different expectations and use different language in their program guidelines as they relate to the use of metrics. They all require the use of metrics and evaluation of projects as an integral part of the grant, however. As an aside and as a member of the Massachusetts SHRAB, she encouraged institutions to send their grant drafts to the state board for review in order to make it as strong as possible before submitting it to NHPRC.

The final part of the program was a facilitated discussion, led by Kathryn Hammond Baker. In order to stimulate discussion, a blank questionnaire had been distributed as attendees entered the room. The facilitator ended up not having to utilize the questionnaire as the audience asked numerous questions. The discussion was lively and included a request for more information on the metrics database, which is freely available for use by others.



When tied to requests for funding and improving workflow and output, metrics are a powerful tool. This session did a great job of illustrating how metrics can be measured and the information utilized to inform processes that are, in the words of Kathryn Hammond Baker, “efficient and effective.”

## Creating Your Career: Alternatives to Traditional Employment

Chairs: Jennifer Fauxsmith and Abraham Miller

Speakers: Melissa Mannon, ArchivesInfo; Susan Chapdelaine, CCIM Consulting; Cynthia Swank, Inlook Group

- *K. H. Kobialka*

For the most part, this session was focused on consulting as an information professional. All three panelists shared the experiences of having their own companies. Before the session a handout was distributed with bios on the panelists and their advice.

Melissa Mannon opened the presentation with introductions, herself a consultant/municipal archivist, now shifting to become a High School information specialist. Susan Chapdelaine talked about her 20 years of experience as an RIM consultant and how her professional restlessness was quelled by her choice of a more flexible and less steady career. Cynthia Swank enjoyed her time as a business archivist before a hostile takeover led to a more independent role at the head of the records and archives management company she runs with her husband.

Melissa ran the rest of the session as Q & A. There were many questions, and there isn't space to include them all, but I've tried to isolate a few important themes (full disclosure: I have consulting experience):

1. You have to be flexible if you want to consult – flexible about demands on your time, flexible about your schedule, and flexible about finding solutions to the client's needs.
2. Working on your own doesn't excuse you from promoting your business; rather it may add additional responsibilities such as the need to *manage* your business!
3. It helps to have a few clients going at once, to keep the work, and the money flowing.

4. Melissa talked about her use of social media, which the other participants observed is a very clever way to add value, keep in touch with clients, network, and promote the business.
5. Use your past to inform your current work – your previous experience can help you carve out a niche and make you a specialist.
6. Collaborate with “related” service providers (grant writers or lawyers, for example). According to Susan they “take the pressure off” – you can take on a bigger client without having to get bigger yourself.
7. Work with organizational culture and the clients' existing challenges, rather than trying to get them to create a perfect facility.
8. Information management consultants are “interpreters,” we straddle the boundary between professional standards and the client's constraints and challenges, and do the best we can. Heck, maybe we are even ambassadors.

The three panelists also addressed setting rates (what the market will bear + resources on the New England Museum Association web site), a business plan (don't leave home without it), websites (vital though occasionally somewhat neglected), travel (gets old fast), and landing the first client (an activity that needs to be followed promptly by finding the second client).

In this not-surprisingly well attended session, we got to a lot of the ups and downs of working for yourself as an information professional, and it was nice to see successful independent workers share what it was that brought them to consulting in the first place and why they stayed.

## Peering though the Kaleidoscope: The Changing Landscape of Archival Education

Chair: Jeannette Bastian, Simmons College GSLIS

Speakers: Joel Blanco-Rivera, Martha Mahard, Kathy Wisser, all of Simmons College GSLIS

- *Jeff Eastman*

After a brief introduction by Jeannette Bastian, Director of the Archives Management Concentration at GSLIS, the three presenters spoke about some of their goals, methods, and approaches to teaching new archivists.

Joel Blanco-Rivera teaches archives from an international standpoint. He reminded us of the international nature of our field, from its origins in France through the Dutch Manual, to Jenkinson in Britain and Schellenburg in the U.S., and collaborations among archivists today around the world. He developed his course in international archives at the University of Pittsburgh, and one of his goals at Simmons is to establish a collaborative online course taught by instructors in the U.S., Britain, and Sweden.

Martha Mahard, whose work has concentrated on visual resources, naturally had a colorful presentation full of pictures. Graduate programs in cultural heritage fields, she says, exist in silos, but we can build bridges to explore areas of common practice, shared values, and shared goals. We must prepare professionals for interdisciplinary work in the future, Mahard contended. In some countries, the jobs of librarians, archivists, and museum professionals have melded, and although different programs may still have different curricula, concentrating on the common ground will be important to educating archivists in the future. She talked about the new IMLS-funded Cultural Heritage Informatics concentration at Simmons, which includes partnerships with six institutions with diverse collections and collecting practices.

Kathy Wisser, a metadata expert, believes that access and description are fundamental to the archives profession. One of the challenges in teaching the alphabet soup of standards is that the standards frequently change, evolve, and grow in number. For that reason, she tries to imbue her students with critical thinking skills: if students understand the unchangeable principles of metadata, then they will be able to keep up and adjust to the fluidity of standards as they change. The metaphor she uses is that anyone can cook if they follow a recipe, but she aims to produce chefs.

Among the topics covered in the Q&A that followed the presentations were the continuing education of professionals whose knowledge of the shifting archival landscape may be limited; the experience of teaching online courses; and the educators' responsibility toward their increasing

number of students vis-à-vis a shrinking job market. The point about the average age of a GSLIS student dropping to 24 from 34 over the last decade came up. What does that say about the level of experience of a typical GSLIS graduate? Although all of the panelists agreed that personal interaction in the classroom is an important feature of an education, translating that experience to the online environment forces instructors to consider very deeply what they want students to learn in the class and how to get them there most succinctly. The content of an online course is still paramount. Time will tell of their effectiveness, but the educators do have high hopes for them.

## Innovation in the Archives

Chair: Margaret Peachy

Speaker: Suzana Lisanti, Massachusetts Institute of Technology

*-Rosemarie Reynolds*

Harold Eugene "Doc" Edgerton, a MIT alum and later professor, also known as "the man who made time stand still" for his work in stroboscopic photography, was no stranger to innovation. He was dedicated to his work as both an innovator and educator.

When Suzana Lisanti, Director of Web Publishing Services at the Massachusetts Institute of Technology, was faced with the challenge of presenting a great innovator's collection in a web space, she took a creative approach using WordPress and crowdsourcing.

In this session, Lisanti showcased the Edgerton Digital Collection website <edgerton-digital-collections.org>, which was developed using WordPress. The site brings together materials from three separate repositories into one federated search. By combining the materials from each of the three repositories, visitors to the site are greeted by a more complete experience of Edgerton's work. This work began with the digitization of the items, including lab notebooks, slides, and photographs, along with the creation of a very basic metadata record for each page. With so much material, it would take a great deal of staff time, as well as funds, to provide transcripts of the notebook pages and other access points for researchers to utilize in the federated search interface.

NEA video content now available:

<<http://vimeo.com/newenglandarchivists>>

Lisanti decided that crowdsourcing, which had been successfully applied on other sites, mostly retail settings, would be a great way to engage the community and provide a vibrant resource. Visitors to the site were invited to transcribe Edgerton's lab notebooks, post personal stories, and identify the subjects in photographs. The resulting comments were approximately 40% of the "Oh Wow" variety, 40% rich anecdotal commentary or inquiry, and 20% scientific contributions and clarification, in addition to transcription of the lab notebooks. All contributions were reviewed by a staff member and added to the metadata records or responded to for clarification.

Lisanti shared some key points to achieving success with crowdsourcing that she discovered along the way:

1. Identify your audience, and target niches.
2. Offer a reason why your audience might participate, e.g., a set of shared values and interests.
3. Set goals to scale; do not expect one million posts if the target audience is much smaller.
4. Post frequent invitations on social networking outlets - the more casual you make it seem, the more participation you'll experience.
5. Active curating makes all the difference.

### **Wait - I'm an Archivist, Not a Manager!: How to be a Manager When You Weren't Expecting It**

Chair: Jennifer Fauxsmith

Speakers: Claudia J. Morner, University of New Hampshire; Mark Vassar, Schlesinger Library; Michele Lavoie, American Academy of Arts and Sciences

- *John Campopiano*

**J**ust because someone is a manager does not mean they can manage. Oftentimes, managers are given their positions of power based on the number of years spent with their institution or because they exhibit an understanding of their work. As all three participants in this session pointed out, however, managers must first and foremost possess an ability to mentor, lead, acknowledge their own weaknesses as leaders, and have the ability to identify and nurture the strengths of their staff. "A climate of trust" urged Claudia Morner, is the glue that

holds together a healthy, dynamic, and functional workplace and fosters strong working relationships between management and staff. So, what exactly are the components that make up this climate of trust? For Claudia, Michele, and Mark it very well may be leadership – something described by all three as a two-way street.

The two-way street, a theme that ran throughout the presentation and subsequent Q&A, suggests that managers can learn just as much from staff as staff can learn from managers – "managing up" and "managing down" respectively. As Mark thoroughly pointed out during his part of the presentation, this two-way street is perhaps most clearly visible in the giving and receiving of performance criticism between manager and staff. In Michele's experience, the two-way street analogy reared its head at a time when she was providing advice and instruction (i.e., managing) to someone who sat above her on the hierarchical ladder. For Claudia, her two-way street experience shone through during her reflections on the challenges of fully trusting staff to perform and execute their jobs effectively and not micro-managing them. With all three participants – and in three different ways – the two-way street theme crystallized this idea that managing is not about domination or control. Rather, it's about being open-minded and responsive to the ebbs and flows of the workplace or, as Claudia described, being an "energy giver" rather than an "energy taker." The energy givers will undoubtedly receive that energy back from someone else, thus keeping the two-way street open and running.

Of course any professional relationship between manager and staff is bound to come with its sets of challenges and potential roadblocks. Claudia, Michele, and Mark were pragmatic in the way they spoke about such challenges: "it ain't easy." Some of the challenges highlighted during the session were conflicting personalities, a fear of examining one's own flaws, maintaining a positive attitude in the workplace, knowing your work environment, and trusting staff and minimizing micro-management. Indeed, you may be "thrown" into a managerial position. You may also be managing and not know it. Michele referred to this as, "management creeping up on you." Ultimately, I think the big takeaway from this session was that in some way we all manage others, even if our job title says otherwise. ■

# OPEN FORUM

## NEA Roundtables

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*by Daniel McCormack, NEA Membership Committee*

When one considers the breadth of experience and knowledge found in the New England Archivists, there is seemingly no limit to what its members can do. Likewise, NEA has always served its members well, providing events, news and information that unifies and strengthens the region's community of recordkeeping professionals. NEA has grown by successfully melding the interests and expertise of its members with the greater needs of the profession. The recently enacted roundtables proposal is a new way to do that within the organization. Roundtables are a way for members to explore specific archival interests, develop leaders for NEA, and contribute their own special knowledge and passions for different aspects of archives to the organization. It's a necessary step in the continuing evolution and growth of NEA.

The roundtables proposal was formulated by the Membership Committee and, after lengthy study and discussion, was approved by the Board at its Spring 2012 meeting in Middletown, CT. More recently, a panel of NEA members discussed roundtables during a session at the Fall 2012 meeting at Simmons College. As of mid-November, members have begun forming their own roundtables and this early momentum is a positive sign of members taking the initiative, and reflects the way roundtables are supposed to grow and flourish.

### **What Are Roundtables?**

Roundtables will serve as a place for members to explore their own specific interests as archivists. As such, they are intended to support the greater needs of archives and archivists throughout New England, and the profession as a whole. They reflect the NEA of today and offer a glimpse into its future.

Briefly, roundtables are considered autonomous sub-structures within NEA. They were referenced in the Strategic Plan of 2005 and are intended to create a means for members to explore particular interests in a sanctioned group and to provide an opportunity for social interaction outside of regular meetings. A minimum of 30 members is required to form a roundtable. A vote of the Board upon receipt of the requisite number of names will officially create the roundtable. Roundtables will function autonomously; however, as roundtables will exist under official NEA sanction, the Executive Board will have a limited oversight role. The Board may also vote to create roundtables absent a petition from members.

Each will have its own rules and will be headed by a chairperson/liason and a three-member steering committee. Any individual NEA member can be a member of any roundtable. Any individual member can be a member of as many roundtables as they would like. The function of a specific roundtable is whatever its members want it to be. Participation in roundtables is not compulsory; and roundtable activity is not intended to serve as a substitute for membership in NEA.

They're not a new idea. Large professional organizations, such as the Society of American Archivists, offer members the opportunity to explore specific topics related to the larger field via their own special interest groups. It's no surprise that NEA's roundtables are based on, and closely resemble SAA's sections and roundtables, since SAA offers the most similarly relevant structure. An important difference is that SAA's sections have more of a service orientation, while NEA's roundtables combine both social and service elements.

### **How Will Roundtables Work?**

In their operation, roundtables are expected to be freer-form than traditional NEA activities. They will have their own goals and will likely incorporate a social function into their activities. They could hold events ranging from a lecture, to a picnic, to a field trip. They could meet regularly, or only once or twice a year. Meetings could be in a set location or online. As these groups grow, they will begin to develop their own identities as well as a leadership cadre for the larger organization. Roundtables will have a direct liaison to the board and will be eligible to seek funding for

activities and meeting space during NEA's regular spring and fall meetings. Two or more roundtables may seek to collaborate on events or programs of common concern, thereby taking advantage of the knowledge and expertise of their colleagues. While they will be responsible to the larger organization, their activities, focus, and overall direction are left to the members.

What might these roundtables look like? What might they do? Here are a few hypothetical examples:

- A roundtable for retirees. Those no longer working on a full-time basis in the field could offer their guidance and experience, mentor younger archivists, or provide missing institutional memory for the organization.
- A roundtable for archives educators. Composed of those members who are teaching, or who have taught archivists, they could be tasked with informing the organization on advances or trends in educating archivists, advising NEA on the effects of developments in the labor market, or possibly requested to outline a continuing education program for archivists at different stages of their careers.
- A roundtable on EAD and electronic finding aids. This roundtable could hear lectures on developments in tagging images, serve as a resource to a library or municipal clerks professional organization needing the advice of trained professionals, or be charged by a Program Committee with developing a session.
- An archives reading and discussion group. Such a group could select a specific classic or current title in archival literature to be discussed by the group at a later date. The group could also be tasked by the Newsletter editors with monitoring newly published works in the field.
- A Native American/Indigenous People's Roundtable. This roundtable could include – but would not be restricted to – members of Native American heritage, as well as those interested in, or having responsibility for, collections with a significant Native American presence. A roundtable such as this could provide support for Native American colleagues. Roundtable activities might include visiting a museum housing significant tribal collections or hosting an evening of discussions on topics of current concern to the group.

These are only a few examples. Identities, occupational settings, tools and methodologies, occupational categories – the potential types of roundtables are restricted only by the insight and imagination of members. As much as archivists bring knowledge to light, roundtables have the ability to focus attention even more precisely on those areas of archival endeavor best known to archivists themselves.

### **Why Do We Need Roundtables? What Will They Do For NEA?**

NEA represents an enormous reservoir of ability in all things archives. On a daily basis at work, and at conferences, in educational presentations, and in professional writing, members demonstrate tremendous knowledge of archival theory and practice. This becomes even more impressive when considered in light of the thousands of years of experience contributed by members to the field. Left untapped, the interests and abilities of members could rest and remain largely with the individual.

Rather than leaving the knowledge of members dispersed or unconnected, roundtables create a means for bringing the interests of members together. A roundtable will be a place to identify, combine and share common interests and concerns among members, and a means for the profession to benefit from members' experience, whether in discussion or directly in service to the organization.

Roundtables will function and thrive based on the initiative of members. Within their areas of interest, these new structures have the great potential to advance the work of the field. They will develop the ability to concentrate attention on subjects, challenges, and issues more precisely than a group with a less specific focus. In this way, they will be well positioned to support the larger goals of NEA and the profession in general by undertaking tasks affecting their area of interest.

The possibilities for roundtables are seemingly as limitless as the collections found in archives throughout the region. What they mean for members and for NEA in general is possibly even greater. The chairperson/liason and steering committee roles will help prepare the next generation of NEA leaders. With their focus on specific interests, roundtables can become valued and trusted sources of information on subjects of particular concern to NEA's overall membership. In time, individual roundtables may

# Internet Tidbits

- Susan Martin

The 1940 U.S. Census records were released by the National Archives on April 2, 2012, 72 years from date of their creation, as required by law. Full access to JPEG images of the census pages is available online at <http://1940census.archives.gov/>. According to the “Getting Started” page of the web site, the census “is made up of 3.8 million images, scanned from over 4,000 rolls of microfilm.” It goes without saying that census data is invaluable to historians, genealogists, and other researchers, but the 1940 census is particularly interesting to those studying the effects of the Great Depression. In addition to the usual questions of age, race, occupation, citizenship status, etc., the census that year specifically included questions about internal migration and work on New Deal programs.

Unfortunately, locating a specific individual can be tricky. The census has not been indexed by name, only by location, so a researcher has to search by address or enumeration district, then browse the resulting images. The Help and About pages contain links and tips—including a description of how the enumerators, i.e., census takers actually worked—but navigation is still very challenging.

I tested the site by searching for my great-grandparents. I entered the state, county, and city where they lived and retrieved 29 results, most of which were documents 20-30 pages long. The corresponding map and descriptions helped to pinpoint their enumeration district, but it still took a lot of paging through census forms to locate their names.

Even before the release of the 1940 census, the 1940 Census Community Project (<https://the1940census.com/>) was launched to address the searching problem. This crowd-sourcing project, sponsored by the National Archives,

Archives.com, FamilySearch.org, findmypast.com, and other organizations, consists of volunteers working together to create a name index by transcribing information from the census forms.

Others have also tackled the issue. Kenton McHenry and his colleagues at the National Center for Supercomputing Applications (NCSA) at the University of Illinois at Urbana-Champaign have designed what they call a “hybrid automated/crowd-sourcing system” to capture the text on the forms and provide searchable access to the data. Their approach uses both passive and active elements to make transcriptions as accurate as possible and includes techniques for using optical character recognition on handwritten text. Read more about this project at [spie.org/x57241.xml](http://spie.org/x57241.xml) and <http://www.archives.gov/applied-research/events/ncsa-poster.pdf>.

Challenges aside, the online 1940 census is a terrific resource. The high-quality reproductions of census records are fully navigable. Researchers can zoom in on an image, adjust the brightness and contrast, view the original negative microfilm image, and save, share, or download images to their own computer. ■

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be asked to formulate session proposals or to comment on current issues related to their members.

NEA has always excelled in representing archives and archivists throughout New England. As new technologies emerge, members embrace them and educate others about their use. As different methods and theories arise, members discuss and debate them. As NEA grows, it seeks better ways to serve its members and creates more ways for members to contribute their initiative, expertise and knowledge to the improvement of the field. As it approaches its 40<sup>th</sup> anniversary, roundtables are the latest step in this evolution.

Members seeking more information on roundtables are encouraged to visit the NEA home page at [www.newenglandarchivists.org](http://www.newenglandarchivists.org) for the text of the approved roundtables proposal, as well as a Frequently Asked Questions page on starting a roundtable. In addition, members are welcome to contact Daniel McCormack, from the Membership Committee, at (781) 270-1604, or [dmccormack@burlmass.org](mailto:dmccormack@burlmass.org) for any questions about roundtables. ■

## It's Your Newsletter: Contribute!

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

# Calendar of Events



Press releases and other announcements should be sent to at <Heather\_Cristiano@hms.harvard.edu>. Please provide the date, time, place and a brief description of the event and an Internet link for contact information and/or registration.

**January 28–February 8, 2013.** NARA and Library of Congress present two sessions of the Modern Archives Institute at the National Archives in Washington, D.C. For details or to apply, see <[www.archives.gov/preservation/modern-archives-institute/](http://www.archives.gov/preservation/modern-archives-institute/)>.

**February 1, 2013.** NEA and SAA Co-sponsored workshop, “Arrangement and Description of Electronic Records Workshop” at the Radcliffe Institute for Advanced Study in Cambridge, Massachusetts. For details or to sign up, see <[www2.archivists.org/daes/](http://www2.archivists.org/daes/)>.

**February 13, 2013.** Bi-monthly Records and Information

Discussion Group (BRIDG) Meeting at the McGowan Theater at the National Archives and Records Administration building in downtown Washington D.C. For details see <[www.archives.gov/records-mgmt/meetings/](http://www.archives.gov/records-mgmt/meetings/)>.

**March 11, 2013.** SAA workshop, “Encoded Archival Context - Corporate Bodies, Persons, and Families” at NARA in Washington D.C. For details or to sign up, see <[www2.archivists.org/daes/](http://www2.archivists.org/daes/)>.

**March 21-23, 2013.** New England Archivists Spring 2013 Meeting at the College of the Holy Cross in Worcester, Massachusetts. For details see <[www.newenglandarchivists.org/meetings/meetings.html](http://www.newenglandarchivists.org/meetings/meetings.html)>.

**April 17, 2013.** Bi-monthly Records and Information Discussion Group (BRIDG) Meeting at the McGowan Theater at the National Archives and Records Administration building in downtown Washington D.C. For details see <[www.archives.gov/records-mgmt/meetings/](http://www.archives.gov/records-mgmt/meetings/)>.

**May 8-10, 2013.** Association of Centers for the Study of Congress Annual Meeting at the National Archives, Washington, D.C. <[www.congresscenters.org/events/](http://www.congresscenters.org/events/)>. ■



## Certificate of Advanced Study (CAS)

# Archives and Records Administration

University of Wisconsin- Milwaukee CAS in Archives and Records Administration provides advanced course work for professionals who hold a MLIS or related Master's degree. Students develop their specialty through 15 credits of graduate coursework. *This Program may be completed on-site or entirely on-line.*

- ONLINE COURSES**
- No residency requirement
  - Students pay in-state tuition plus an on-line technology fee regardless of location

### FOR MORE INFORMATION CONTACT

Amy Cooper Cary Ph: 414-229-6929 E-mail: [sois-archivesinfo@uwm.edu](mailto:sois-archivesinfo@uwm.edu)

[www.uwm.edu/sois/programs/cas](http://www.uwm.edu/sois/programs/cas)

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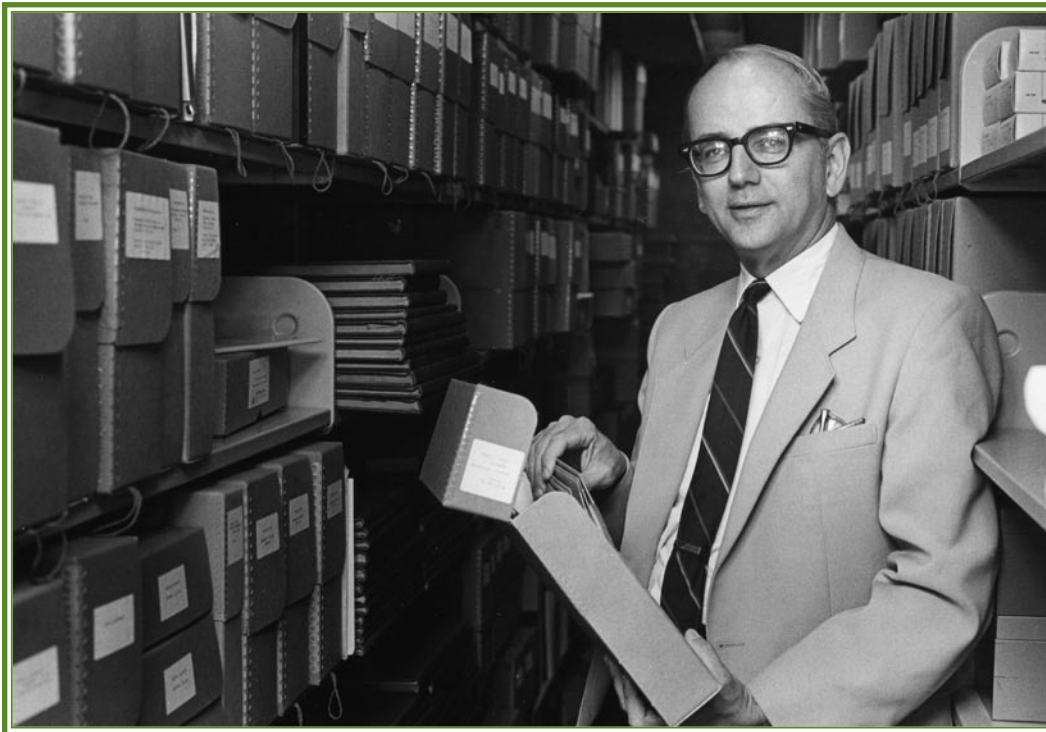
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TAKING THE PAST INTO THE FUTURE

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## THIS SEASON IN NEW ENGLAND HISTORY



### **William A. Koelsch, Archivist, Clark University, 1981**

William A. Koeslch was a charter member of NEA. This picture was submitted as part of NEA's "In Their Natural Habitats" project solicited by the NEA 20th Anniversary Committee in 1993. It was their goal at that time to compile a collection of photographs of the staffs of all repositories in the region. The photos collected were displayed at the Spring 1993 anniversary meeting, and subsequently became part of the NEA Archives at the University of Connecticut.

*Courtesy of the Thomas J. Dodd Research Center, University of Connecticut Libraries.*