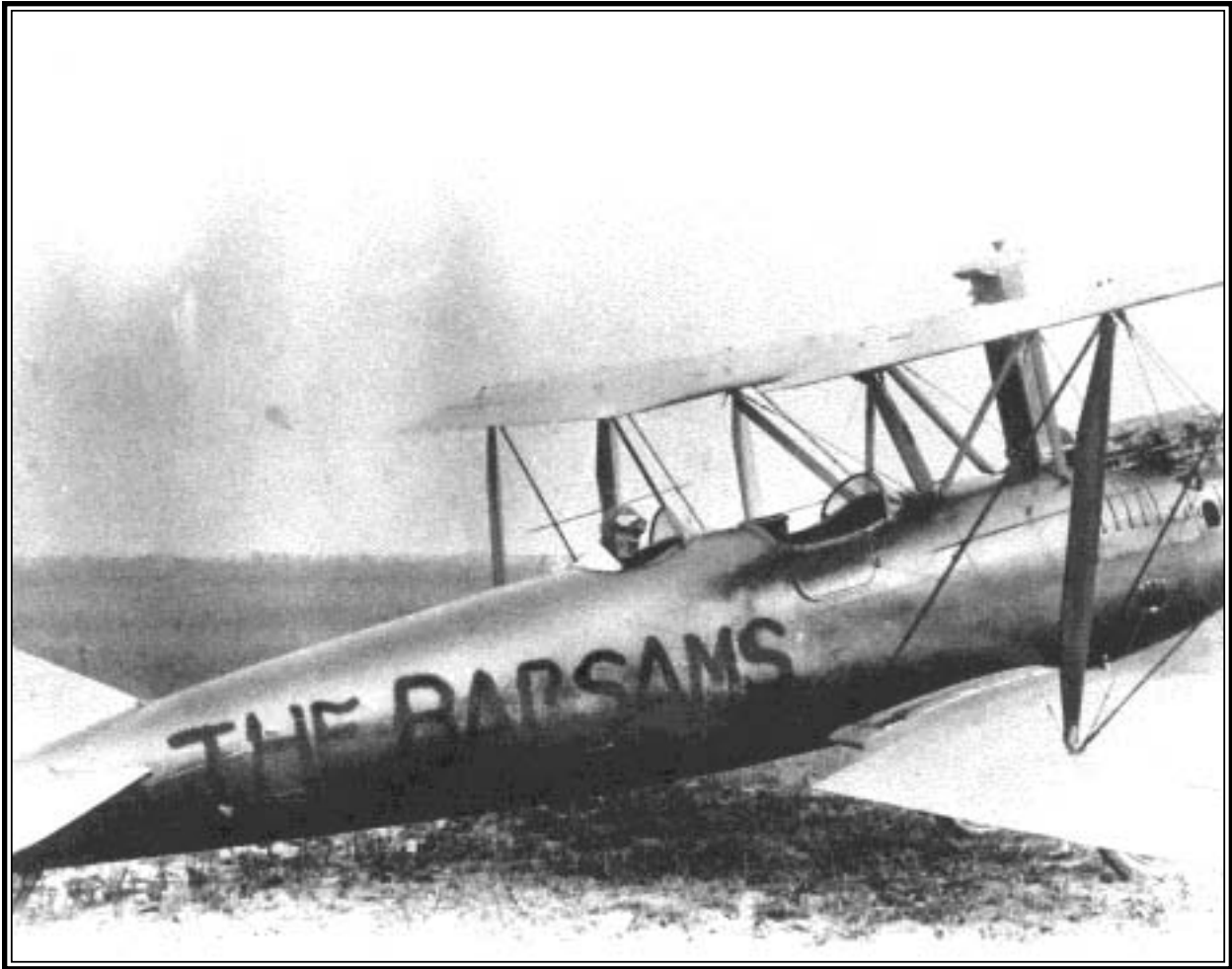


N E A N E W S L E T T E R

Volume 29, Number 3 • July 2002



C O V E R — Glen Curtiss Mountain Oriole, The Balsams, Dixville Notch, NH, 1923. *Courtesy Cradle of Aviation Museum, Hammondsport L.I., NY.*

I N S I D E — IMLS Director Robert Martin's keynote speech from Spring 2002 Meeting (*Archival Insight*, page 4); The Mountain Oriole and the Archivist of Dixville Notch (*Around and About*, page 21).

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

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

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November 15 for January issue
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From the Editors

-Chris Burns

This issue of the *NEA Newsletter* features two articles that investigate the meaning of archives and archivists. Barbara Miles profiles Stephen P. Barba, President and a Managing Partner of the Balsams Grand Resort Hotel. Barba has gone to great lengths to collect, preserve, and provide access to materials documenting the history of the Hotel and the Balsams-Garden City Aero Corporation. Miles makes it abundantly clear in her article that Barba is to be commended for the fantastic job he has done in creating an archives that meets appropriate professional standards while working outside of the traditional archival community.

In his remarks to the NEA Spring Meeting reprinted in this issue, IMLS Director Robert Martin challenges cultural heritage professionals to build bridges across traditional institutional boundaries. Exploring the question of “What is a document?”, particularly his memorable example of an antelope in a zoo, Martin implores us to take advantage of technological developments to creatively redefine who we are and what we do. We’re confident that you’ll find both of the featured articles stimulating and as always we welcome your comments and contributions. ☺

☪ NEW ENGLAND ARCHIVISTS ☪

Save the Date! MARAC-NEA Joint Meeting in Poughkeepsie, October 24-26, 2002

New York’s beautiful Hudson River Valley is the home of The Culinary Institute of America, The FDR Home, Library and Museum, The Vanderbilt Mansion, The Samuel F. B. Morse Historic Site, Rockefeller’s Kykuit and Washington Irving’s Sunnyside, The United States Military Academy at West Point and Vassar College.

From **October 24-26**, the Hudson Valley will also be home to a joint meeting of the Mid-Atlantic Regional Archives Conference (MARAC) and New England Archivists, to be held at the Grand Hotel in Poughkeepsie. The meeting will provide a rare opportunity to exchange ideas, concerns, solutions, and new approaches with colleagues from repositories throughout the Northeast.

Some of the sessions planned for the program include:

- The development of digital collections
- Security in archival institutions
- The job search for recent graduates
- Documenting the environmental movement
- Manuscript collections housed in public libraries
- Using archives as teaching tools
- Archivists in the movies (special presentation Friday evening)

The meeting also will be an opportunity to tour some of the above-mentioned sites. Tours are being arranged for the Morse site in Poughkeepsie, Huguenot Street in New Paltz, and a local winery. The MARAC/NEA reception will be held at the museum galleries of the Franklin D. Roosevelt Library in Hyde Park. The MARAC/NEA luncheon speaker will be Edward Tenner, an independent writer and consultant affiliated with Princeton University. Tenner is the author of *Why Things Bite Back: Technology and the Revenge of Unintended Consequences*. Mark your calendars now for the weekend of October 24-26 and join your colleagues at the Grand Hotel in Poughkeepsie, the heart of the Hudson Valley, for the joint meeting of MARAC and NEA—and stay late to explore the cultural and culinary delights the area has to offer.

For more information, contact one of the co-chairs of the local arrangements committee: Christine Crawford Oppenheimer, Culinary Institute of America, at (845) 451-1757 e-mail: <c_crawfo@culinary.edu> or Brian Keough, University at Albany, SUNY, at (518) 437-3934 e-mail: <bkeough@csc.albany.edu>. ☺

Archival Insight

Blurring the Boundaries: Collaborating to Serve a Nation of Learners. New England Archivists Conference, Newport, Rhode Island, March 23, 2002

Robert S. Martin, Ph.D., Institute of Museum and Library Services

Thank you for that splendid personal introduction. I am very pleased to be here at the New England Archivists conference. As you learned from that introduction, I started my career in archives, and I have been active in regional archival associations in the past. I am delighted to have been asked to come to speak to you today about the changing roles of museums, libraries and archives in serving the needs of our society.

Before I go into detail on that theme, I need first to digress for a moment to tell you a little bit about the Institute of Museum and Library Services. While I know that many of you in this audience know what IMLS is and what we do, many do not. I have discovered since I became Director of the IMLS last July that there are a surprising number of librarians, archivists, and museum professionals who do not know. It is my responsibility to make sure that you do not leave here today in ignorance.

IMLS is an independent Federal agency that is the primary source of federal grants for the nation's libraries and museums. IMLS was created in 1996 by the Museum and Library Services Act, which merged the Federal programs for supporting the nation's museums and libraries, transferring the library programs out of the Department of Education and grafting them on to what had been the Institute of Museum Services. Funding for the IMLS in fiscal year 2002 is \$224.5 million. That total can be divided into three categories: \$168 million for library programs funded

under the Library Services and Technology Act, \$27 million for museum programs funded under the Museum Services Act, and \$29 million in directed appropriations.

Our grants to museums and libraries build institutional capacity, support core library and museum services, encourage excellence, and leverage substantial local, state and private resources. We take an active part in championing the role libraries and museums play in our society. As a federal agency we have a responsibility to place a national spotlight on the outstanding work that libraries and museums do and on the enormous contributions they make in building communities. We do this in a number of ways: through conferences, through encouraging best practices, through our web site, through our National Awards program, by offering training on outcome based evaluation and through our publications.

The majority of our funding for libraries is distributed in formula grants to the state library administrative agency in each state. So while you may not be aware of IMLS's role, the funding we provide to your state library may be very important to the services that libraries provide in your community. We also provide substantial funding through competitive grant programs called National Leadership Grants. These grants to institutions foster innovation and creativity and develop best practices.

The FY2003 Budget Request that President Bush sent to Congress on February 4 proposed an increase of

\$15,765,000 for IMLS core programs. Part of that is an additional \$10 million for IMLS to support recruitment and education for the next generation of librarians. If Congress appropriates the funds in accordance with the President's request, a new era in Federal support for library education will begin. We will be working with the library profession in the next several months to gather input that will shape and structure this program.

Finally, I should mention that the Museum and Library Services Act is up for reauthorization in 2002. Already broad-based coalitions in both the museum and library communities have hammered out consensus language for a reauthorization bill. The bill to reauthorize MSLA is HR 3784. It was introduced last month in the House of Representatives with broad-based bipartisan support. We hope that the stakeholders and beneficiaries of these important programs will communicate their support for reauthorization to their Congressional delegations.

In all of the leadership activities that IMLS undertakes, we endeavor to establish that libraries and museums are essential educational institutions. Libraries and museums of all types provide a broad range of resources and services for the communities they serve. They preserve our rich and diverse culture and history and transmit it from one generation to the next. They provide social settings for numerous community activities. They support economic development. They provide extraordinary opportunities for recreation and enjoyment. And they serve as

a primary social agency in support of education, providing resources and services that complement the structures of formal education.

For some years now I have been repeating a refrain (to the point that it has become almost like a mantra) that the boundaries are blurring. Originally I used this phrase when I was Director of the Texas State Library to refer to the blurring boundaries between and among the different types of libraries, to help explain the imperative for multitype resource sharing consortia. Subsequently it became apparent to me that the same observation applied to the boundaries between libraries and other types of cultural agencies, especially archives and museums. From my current perspective as Director of IMLS, this now seems so apparent that it needs no explication. I imagine, though, that there are many in the library, archives and museum professional community for whom it is not so clearly obvious, so let me explain.

Before we can discuss the blurring of the boundaries between and among these type of agencies, however, it is probably a good idea to look carefully at the nature of the agencies and examine the boundaries in question. Let us pause then to reflect on what libraries, museums and archives are, and what are the differences between them.

There are many definitions of libraries, archives and museums. For the purposes of the discussion today, I would like to restrict myself to simple, heuristic definitions that focus attention on the essential characteristics and purposes. Accordingly, let me offer the following definitions:

- A library is a collection of documents that have been purposefully selected and organized to support education, research and/or recreation. The documents

libraries collect are generally one copy of many.

- A museum is a collection of objects and artifacts that have been selected and organized for education, research and/or recreation. Items in museum collections are usually (but not always) unique.
- An archives is a collection of documents that bear an organic relationship to an organization and that contain evidence of transactions carried out by that organization. Documents in archives may be unique, but are not always.

Admittedly these are very simplistic definitions, but I believe they are accurate. And it is obvious from them that the essential common characteristic of all three types of institutions is that they are collection-based. The most obvious difference is that the collections comprise different types of materials—libraries collect documents of various kinds (books, journal, maps, etc); archives collect documents of a specific kind (those containing a specific kind of evidence); and museums collect objects.

Yet we know from history that these distinctions have not always been evident. The earliest libraries known to history were in fact archives. What are often called “temple libraries” or “palace libraries” were in fact collections of texts (usually cuneiform tablets) that documented the official religious activities of the temple or the government transactions of the palace court. Later, collections of other kinds of texts were in fact called “museums,” in that they were buildings dedicated to honoring the muses. The great library of Alexandria, for example, was in fact called the Museon, a temple to the muses. In practice, there was little practical differentiation between

library, museum and archives until the early modern period, when the development of typographic printing resulted in a dramatic increase in the volume of texts available, and these were differentiated from the collection of objects, library from museum. The practice of separating official records from other kinds of documents also arose around the same time, developing from the rational bureaucratization of governments.

My point is simply that the distinctions we now accept as common between library, museum and archives are really a matter of convention. And that convention appears to be unraveling under the impact of networked digital information technology.

In the past two decades, libraries, museums and archives alike have begun to use digital information technology as a valuable tool to carry out the central work that each does. The most dramatic use of this technology, beginning almost forty years ago, has been to centralize some of the work that libraries do in organizing their collections, and simultaneously enhancing dramatically access to information about those collections. The work of bibliographic utilities like OCLC transformed not only the process of cataloging library collections, but also access to bibliographic information.

More recently, digital technology has enabled the creation of large-scale digital surrogate collections, which has again dramatically enhanced knowledge about, and access to, library collections. This has had an especially noteworthy effect on access to unique materials held in rare book, manuscript and special collections.

Archives have been somewhat slower to adopt the new technology, but in recent years, with the advent of the MARC AMC format for cata-

logging archival materials, bibliographic information about archival materials has been significantly increased. Recent development of the Encoded Archival Description format for archival finding aids has ushered in a new era of access to information about archival materials. And now archives have joined libraries in creating digital surrogates of some of the most important and/or popularly used records series.

Museums have been slower still to adopt new technology, but they too have recently joined the procession. Museum information systems are now used to register and track collections. And museums too are now creating not only on-line exhibitions, but in fact digital representations of their collections, including even three dimensional objects.

With this increasing development of digital surrogate collections accessible through the World Wide Web, a transformation in the use of materials from library, archival and museum collections has occurred. People who formerly used such materials on-site in the respective institutions are now frequently (if not exclusively) consulting them on-line. Even more important, large numbers of individuals who heretofore made little or no use of these materials—who perhaps were even unaware of their existence—are now frequent users of the digital collections. And these new users do not care, and may not even be aware, whether the original materials are in a library, an archives, or a museum. The boundaries are indeed blurring.

If we step back from the discussion and take a different perspective, this development should not be surprising. David M. Levy has focused much of his career, first at Xerox PARC and now at the University of Washington iSchool, on trying to

make sense of the document in the digital environment. In his recent book *Scrolling Forward: Making Sense of Documents in the Digital Age*, Levy notes that the term “document” is a versatile word. Our traditional notion of a “document” is bound up with writing and paper. But now in the digital environment we are using the word “document” to refer to all kinds of other things, like text files, audio files, image files, even multimedia presentations and web pages. The old concept of a document no longer makes sense. Levy goes on to assert that we need to define our notion of what a document is. “Doing so,” he says, “requires looking at relevant technologies ... in such a way that we aren’t fixated on them, that we don’t fetishize them. Most of all, it requires immersing ourselves in the social roles these technologies play.” Levy then offers a simple but profound definition of documents. “They are, quite simply, talking things. They are bits of the material world—clay, stone, animal skin, plant fiber, sand—that we’ve imbued with the ability to speak.”

Other writers go further. In his *JASIS* article “What is a Document?” Michael Buckland described the early debates among the European documentalists, the forerunners of information scientists, over the definition of a document. He recounts how the French librarian Suzanne Briet asserted that a document is “any physical or symbolic sign, preserved or recorded, intended to represent, to reconstruct, or to demonstrate a physical or conceptual phenomenon.” Even an antelope could be construed as a document, Briet asserted. An antelope in the wild was not document; but once it had been captured and placed in a zoo, it could be a document because it then became evidence. This striking example seems especially relevant to me, since the universe of institutions

served by IMLS includes those with living collections, like zoos, aquaria, and arboreta.

If one accepts the arguments of Briet and other documentalists, then the distinctions we have drawn between libraries and museums based on the kinds of things they collect, seem even more artificial. They are all ultimately documents.

I should add, in passing, that Levy does not accept this argument. He asserts that there is an important distinction between artifacts and documents in that the latter have been intentionally created to speak, whereas while artifacts (and antelopes) may indeed have interesting stories to tell, they were created for another purpose. I personally find his argument on this point unpersuasive. And when we move from the physical to the digital world, it seems to me, the distinctions diminish even further. In the digital world, all of the objects that we can access via the web have been imbued with the ability to speak. Whether the object in question is a text file, an audio file, an image file, or a web page—all have the ability to speak. They all carry a message of some significance. In converting them from physical to digital form, we have expressly delegated to them the ability to speak, undercutting Levy’s reservation.

This leads, in my view, to the inescapable conclusion that, in the digital environment, the distinctions between libraries, museums and archives that we take for granted are in fact artificial. These distinctions are not conceptual; they are conventional. If our distinctions between library and museum and archives are based on the nature of the materials they collect, and if that nature is transubstantiated in the digital environment, then the distinctions cease to have meaning.

To be sure, there are real differences between libraries and museums and archives. But those differences, it seems to me, are matters of governance and funding and structure, organizational culture and professional practice, not matters of concept and function and social role. In the digital world, the boundaries between the types of institutions do not merely blur—they disappear.

In 1930 Paul Tillich made the trenchant observation that “the boundary is the best place for acquiring knowledge.” So what can we learn from our disappearing boundaries? What are the implications for the practice of the information professions? First and foremost, it seems to me, that we must anticipate a convergence, not only of terminology and practice, but also of values. We must, in short, learn from each other. At IMLS, we have a strong conviction

that the primary characteristic that museums and libraries hold in common is that both are social agencies that support public education. Both are about the critical work of creating and supporting learners. Both institutions invite purposeful use and forge links to the world beyond their walls. They are both embedded in their communities and frequently acknowledged as trusted content and knowledge providers. Archives share some of these same characteristics.

In conversations with both fields, IMLS has developed a long and impressive list of assets that museums and libraries bring to the growing national and international conception of 21st century society as a learning society—or a learning culture.

Museums and libraries—and archives—offer authenticity and authority. They offer real objects and

artifacts, authentic and firsthand experiences and their authority is widely regarded as trustworthy. Both, for example, have long had rigorous protocols for collection building, enabling them to direct users to resources of quality and authenticity.

Museums and libraries—and archives—have a diverse and broad user base and the ability to work across all ages. Libraries especially, have built on a long history of free and equitable access, so that they stand as a core democratic institution with the capacity to meet the needs of everyone from new immigrants to preschool toddlers. Museums have developed an impressive history of educational programming within their collections, likewise sharing an expertise at building relationships between various consumer groups and the ideas inherent in their collections.



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As resources for lifelong learning, all three institutions can facilitate learning for all ages and across time and place. They share an interest and ability to provide congregate spaces for intergenerational learning—among those few spaces where families can expect to learn together.

They are effective knowledge navigators—skills and structures in place to provide access to information. The library profession especially has a large and well established infrastructure with a broad, shared understanding of organizational systems, devices and standards. Libraries and museums—and archives—are centers for research and scholarship.

Museums and libraries are both skillful teachers of learning skills: object-based or critical thinking skills that are so important in today's world of information overload. They are masters at facilitating inquiry-based learning—the kind of learning that is becoming more vital everyday in this new century. Archives too have a role in inculcating and reinforcing these important skills.

What emerges from this list is a remarkable set of resources—well-trusted and well-positioned to become more essential and vital resources in meeting and responding to the needs of learners across a lifetime. This is a learning age—a knowledge age. Fueled by change at an unprecedented rate, we all must have access to information and learning and we are equally compelled to redefine the educational system that delivers that access.

So for us at IMLS, it is important for us to foster collaboration between museums, libraries and archives. This is collaboration that is not so much a joined at the hip partnership, but a recognition of intersecting nodes of interest, activity and mission. Let me give you a few examples of the kinds

of partnerships that we think are models for future development. They can be loosely grouped into two categories, the traditional and the technological.

In the first group are collaborative projects that extend the capacities of both partners to serve their communities. One splendid example is the partnership between the Houston Public Library and the Houston Children's Museum. With IMLS support, Houston PL established a branch library within the Children's Museum, providing the materials and the staff. Families using the museum can go directly from the excellent exhibits and unstructured educational experiences to a branch library collection developed specifically to support and extend those experiences. Books and other learning materials suitable for all ages can be used on-site or checked out to take home. And it doesn't stop there. Directly adjacent to the "Tot Spot" is a parenting library, where parents can find materials and assistance to support their developing parenting skills.

There are similar collaborations in a number of communities. There is a branch of the Enoch Pratt Free Library in the Port Discovery Museum. There is a branch of the Hillsborough County Public Library in the Museum of Science and Industry in Tampa. Other examples can be found in Indianapolis and in Providence. Each of these partnerships creates synergies that dramatically increase the impact of both institutions in their communities.

On the technological side, there are even more outstanding examples, funded in part by the IMLS National Leadership Grants programs. One of the best known is the Colorado Digitization Project. Funded by IMLS and the Colorado State Library, this

project adopts a statewide approach to enhancing access to materials that document local history. Libraries, museums of all types and all sizes, along with several archives, contribute materials that build a superb virtual collection of materials of all kinds and formats. The project provides rich interpretative information and assistance to teachers who actively use the collections in the classroom.

Another similar project is Connecticut History Online, a partnership between the University of Connecticut, the Connecticut Historical Society, and Mystic Seaport. The project was developed from the ground up to support teaching in the classroom. Teachers have been actively involved in electing materials and developing lesson plans. The impact of the resources and services on the teacher in the classroom is phenomenal.

Last fall IMLS hosted a conference in Washington on the 21st Century Learner. That event was focused on exploring partnerships in communities that can enhance the support for the free-choice, independent learner. Almost 400 participants braved the vicissitudes of post 9/11 travel to come. It was an amazing experience. We heard many inspiring stories of local efforts, some funded by IMLS, some not.

I left the conference with a sense of an approaching critical mass. I believe that collaboration is emerging as the strategy of the 21st century. It is aligned with how we are thinking about our communities as "holistic" environments, as social ecosystems in which we are part of an integrated whole. At IMLS we are proud of what we contribute to fostering the growth of the collaborative spirit, and we are committed to continuing that good work. ☺

Inside NEA

From the President

-Joan Krizack

I would like to take this opportunity to thank you for electing me president. I am honored, and I will do my best to maintain the trust you've placed in me.

NEA is an exceptional organization. Without the benefit of paid staff, NEA holds two large conferences a year, publishes an outstanding quarterly newsletter, maintains a superb web site, promotes archives, raises funds to support meetings, and gives out several awards. All of this is accomplished on a shoestring budget and by archivists who have other professional and personal obligations and interests. And, as most of you know, NEA has been going strong for almost 30 years.

It is not a startling revelation that since NEA's inception nearly 30 years ago, the world has changed radically. While it is undeniable that things change significantly within any 30-year period, the change that has happened during the most recent 30 years has had a particularly significant impact on our profession. Web sites, word processing, email, electronic databases, digital imaging, the Internet—all of these terms had no meaning just a few years ago.

Today, we draft long-range plans that include activities such as providing historical content on our web sites, adding digital images to our web-based finding aids, and creating on-line multi-media exhibits. Technology has changed not only the way we work, but also what we are able and obliged to do. Through technology, archivists have become much less isolated; everyday we can consult other archivists—virtually (!) cost-free—via email and the Archives and Archivists Listserv. In the recent past, archives and archival issues were seldom seen in the news, but in today's *New York Times* (both the paper and the electronic versions) you might readily find reference to the fate of Rudy Guiliani's mayoral records, Executive Order #13233 on presidential papers, the location of the George Bush presidential library, *and* the destruction of Enron and Anderson records.

The point I'm getting to is that we need to consider what this change means for NEA. Until fairly recently, many archivists were isolated. The plight of the "lone arranger" was often pondered at sessions and workshops both regionally and nationally, and one of NEA's primary

roles was to facilitate communication and networking within the region. Now that we can communicate effortlessly with our colleagues and patrons worldwide, NEA's role may need to shift slightly to provide more content, most notably helping archivists take full advantage of new technologies.

Certainly, NEA's mission to offer educational opportunities, to provide opportunities to exchange ideas and share experiences, and to increase public awareness will remain for the foreseeable future. What most likely will change is not so much what we do, but the way in which we do it. Given enough time, some of NEA's educational offerings might be provided via the Internet, conferences might be webcast, and NEA may choose to communicate with its members via electronic means. NEA needs to help us keep pace with our changing profession at the same time that the organization keeps pace with the changing society.

What I will strive to do during this year is to work with the board and membership to consider how NEA can continue to evolve, how NEA can capitalize on developments in technology to move both the organization and its members forward. I hope you will join me in this effort. There is more than enough opportunity for everyone to participate, so please contact me or any other board member with your suggestions or offers of assistance.

Early in my archival career, a co-worker nicknamed me Joan of Archives. Although I don't ride a horse well, nor do I hear voices—at least not yet—I will boldly attempt to lead NEA into the future. I only hope I won't be burned at the stake.

[Delivered at the Spring NEA meeting, 23 March 2002 in Newport, RI.]

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

<www.newenglandarchivists.org>

Executive Board Meeting Report

-Secretary Tara L. Hurt

The business handled at the March 22, 2002 meeting of the Executive Board, is summarized below. All **MOTIONS** are in bold and italics. Complete minutes are available on the NEA web site <www.newenglandarchivists.org> or from the secretary.

Officers' Reports

President: President Bill Ross reported that he had shepherded through a number of e-votes of the Board, written his final president's column for the *Newsletter*, signed necessary tax forms, and put together a Task Force on Meetings to propose to the Board.

Vice President: Krizack reported that she has made great headway in planning for the spring 2003/30th anniversary meeting, securing funding and other support from a variety of sources. In an addendum to her report Krizack noted that the Massachusetts Historical Society will donate space and food for a reception for the 30th anniversary meeting up to \$500. In addition, in a **MOTION** made by Felker and seconded by Krizack, Mary Caldera and Betsy Lowenstein have been added to the fall 2003 program committee. Krizack also reported that she had been working on a cost savings report on how NEA could get its budget back on track but since Andrews' report presented the accurate dollars, the Board need not be as alarmed about NEA's financial situation as was previously thought. Possible approaches suggested in Krizack's report included: raising dues, reducing the size of the directory, reducing the size/frequency of the *Newsletter*, reducing the amount of honoraria per meeting, holding meetings at non-profit sites (not hotels), cutting back on NEA activities, increasing fundraising activities, and increasing meeting costs. The Board agreed to examine the following ideas:

- raising dues for 2004 to \$25/40;
- take action (Carroll-Horrocks) on reducing the cost of the directory;
- investigate issues with the *Newsletter* by soliciting member feedback via a member survey;
- instruct the task force on meetings to visit the issue of honoraria and to keep in mind the issue of non-profit meeting sites;
- attempt to increase membership and fundraising; and
- table the issue of increasing meeting fees.

The Board authorized Krizack to appoint someone to chair a committee to do a membership survey, which will include a member from each standing committee and input

from the Board. There was concern that a survey focusing strictly on whether people have Internet access is insufficient. The survey should include questions that ascertain how easy it would be for members to use the Internet for NEA-related purposes, e.g. do members face restrictions on their use of the web, such as from employers, slow modem connections, or ISP rules. The report is due in spring 2003.

Secretary: Due to the fact that the secretary was in the midst of moving to England, no secretary's report was presented. Approval of the January Board meeting minutes was accomplished via e-vote prior to the meeting.

Treasurer: Liz Andrews reported that she made eight deposits between Jan. 1 and March 11, 2002, totaling \$18,647.34. Income sources included dues, meeting and workshop fees, and vendor donations. Andrews reported that the total assets of the organization stand at \$69,363.09. She indicated that the books for 2001 closed with a surplus of \$6,000 and that NEA received approximately \$10,000 in contributions from vendors or in-kind donations. The accountant completed preparing tax forms, which were filed appropriately. Andrews is in the process of moving NEA's books to *Quickbook* software.

Immediate Past President: Immediate Past President and Chair of the Nominating and Distinguished Service Award Committees Aimee Felker reported that 417 ballots were mailed on February 7; completed ballots represented a 29% return rate. The results of the election were: Rutherford Witthus, President; Tara Hurt, Secretary; Bridget Carr, Representative-at-large. Felker noted, at the suggestion of members, for the next election the President may want to have a set-up in which members names are not printed on the back of each ballot. Members are concerned about the confidentiality of the votes.

Felker noted that Distinguished Service Award certificates are being prepared and will be ready for presentation to Sanford and Horn at the March 23, 2002 Annual Business Meeting. Felker also noted that she will be working with Ross, Ward, and Stattler to encourage NEA members to attend the joint meeting with MARAC.

Meetings

Spring 2002 (Newport, RI): Local Arrangements Committee Co-chair Ward reported that there were some unexpected expenses, but there was also an unexpectedly high registration rate and we expect that we will be in a good financial position when everything is tallied up.

Fall 2002 (Poughkeepsie, NY): Program Committee Chair Barbara Austen submitted an excellent draft of the program and the committee is currently finding chairs for each session.

Spring 2003 (Boston, MA): Program Committee Chair Baker reported that the committee plans to meet March 23, 2002 to continue developing sessions. Von Salis agreed to inform Baker about the copyright term ending in January 2003 and to propose some sort of event to observe it.

Fall 2003: The Westbrook campus of the University of New England probably does not have enough space for a meeting. Alternative sites in Maine and in Vermont will be investigated.

Committees Reports to the Board

Haas Award: Lois Hamill reported that one application for the award had been received but that the committee had not yet met to review it. Hamill requested clarification on her term and submitted a copy of the award announcement and application form. The Board responded that it was at the request of the Haas Award committee that the term of the NEA representative on the committee remain fluid, as terms on that committee change regularly (the number of NEA and ARMA members serving changes from one year to the next). The Board agreed that Joan Krizack should ask Lois Hamill to continue to serve on the committee. Board feedback on the award announcement was that prospective applicants should be able to secure the award application from either organization, not just ARMA, and that it should appear on NEA's web site and in membership and some outreach committee handouts. Feedback on the application form noted that #3 has a typo (New England Archivist should be plural possessive: New England Archivists').

Hale Award: There are no applications so far this year; the Board again discussed ways to raise awareness about the award. Gurley offered to contact past recipients for either an article in the *Newsletter* or brief quotes to be used in other publicity about the award.

Development Coordinators Report: Ward reported that there will be nine vendors at the meeting in Newport. Two vendors will have ads in the July issue of the *Newsletter* and Ward received an inquiry from an additional business in southeastern Massachusetts.

Education Committee: Spicher reported that two of the workshops scheduled for the spring meeting are confirmed (Caring for Historical Records and Leaky Pipes and Broken Windows), but that one (Planning for EAD in an XML World) had to be cancelled due to the illness of the instructor. The committee is investigating workshops for the fall meeting but has not yet made any decisions; an SAA workshop is a possibility. MARAC plans to hold three half-day workshops.

The Board had a discussion about expenses of workshops, specifically comparing audiovisual expenses and



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packet expenses. The posed question is as follows, "If there are AV needs that represent a significant additional expense, why are AV costs not passed on to workshop attendees (as with instructor packet costs)? The answer was two-part; first the request for the AV material came in too late to budget for, and secondly it was noted that a packet is a tangible tool that an attendee can bring home with them, while a video is a one-time viewing opportunity.

Membership Committee: Carroll-Horrocks reported that there would be a new members reception table at the registration area and that there would be a New Members table at the luncheon. Board members were asked to make their presence known to members as much as possible. Carroll-Horrocks noted that she had purchased some plexiglass document holders on behalf of the committee for signage. Edwards requested that Carroll-Horrocks send an updated committee member list to her for the web site. The Board urged the committee to work hard to increase membership. It was suggested that they look over NEA's Long Range Plan, as there are many good ideas for initiatives in that document. The Board asked specifically that the

Membership Committee send membership brochures to archival educators in New England.

Outreach Committee: Outreach Committee Co-Chair Susan von Salis reported that the "Archives on the Road" events are becoming very popular; there are currently five scheduled for 2002. In addition there is one Speakers' Bureau event scheduled, and the committee is working on plans for New England Archives Week to be observed this fall, in the week prior to the fall meeting. The committee plans to improve its visibility on the NEA web site. The committee asked for approval of a new member, Sue Kriegsman; the *MOTION* to approve made by Krizack and seconded by Stattler, passed unanimously. Von Salis noted that she will be stepping down as co-chair at the end of her term in April, but that she intends to stay on as a "working member" of the committee. Jessica Steytler will become the Chair of the Outreach Committee when von Salis steps down as co-chair in April.

Web Committee: Tim Hughes was unanimously approved as Web Coordinator. Edwards reported that in addition to updating and maintaining the site, the co-webmasters updated the volunteer list and links supplied by Krizack and met with Tim Hughes, the new Web Coordinator. It was decided that the Membership Committee chairperson should serve as the contact person for those wishing to volunteer and that their name will be on the volunteer web page. The Board agreed that the four Representatives-at-Large should work to develop the volunteer page and will investigate adding links to vendors who support NEA from the "schedule of events" page on the meetings section of the website. The Board also agreed with the recommendation of co-webmasters Edwards and Brookes that the volunteer page not appear as a permanent link off the NEA home page, there are many other sub-pages where such a link would make sense.

Coordinators Reports to the Board

Archival Advocacy Award: Stattler has the current information on the award; he will send it to Edwards.

Membership Secretary: Richards reported that current membership stands at 520. She noted *Newsletter* exchanges with 4 organizations have been initiated. Richards mailed out two sets of mailing labels.

Newsletter Editor: Joan Gearin, senior editor of the *Newsletter* reported that she had a discussion with Vice President Joan Krizack about possible ways to cut costs associated with the *Newsletter*. The editors agreed that they have very strong reservations about cutting out further portions of the *Newsletter*, even if they are made available on the NEA website. The Board agreed that the *Newsletter* is one tangible benefit of membership; most Board members feel it is important to maintain in as complete a form in its paper format as possible.

Print Coordinator: Diana Yount's submitted report noted that the cost of the 2002 ballot was \$96 for printing and \$87.96 for postage. The spring meeting announcement was mailed to 716 recipients at a total printing and mailing cost of \$917.02.

Public Relations Coordinator: Dan McCormack's written report indicated that he sent out press releases about the spring meeting, including posting it to some listservs.

New Business

Task Force on Future Meetings: President Ross proposed creating this committee to investigate issues such as why do fewer people come to meetings; why are there so few junior archivists involved in NEA; and why does the "old guard" stop coming. The task force will be encouraged to investigate holding different types of meetings, meetings on different days of the week, etc. The composition of the committee will be Bill Ross, Chair, and the membership will be Rutherford Witthus, Karen Spicher, Jane Ward, Donna Longo DiMichelle, and possibly Lois Hamill, in addition to someone from outside the Board. The task force should hold a number of meetings and report back to the Board in spring 2003. The *MOTION* to appoint the task force was made by Susan von Salis, seconded by Joan Krizack and passed unanimously.

Job Descriptions for Local Arrangements and Program Committee: This order of business was put on hold until the Task Force on Meetings creates a new meeting handbook.

The next meeting of the Executive Board will be held at NEDCC in Andover, MA on June 24, 2002.

NEA Spring Meeting 2002 Session Reports

Conservation in Context

- Donna Webber

Conservation in Context was given by Steve Dalton of the Northeast Document Conservation Center. Dalton discussed the differences between preservation and conservation. He described the three levels of conservation care, comparing Level One to proper nutrition, sanitation, and vaccinations for a child. Facilities maintenance, environmental control, storage and handling, emergency preparedness, housekeeping, binding and mass deacidification, and staff and user education all contribute to preventive measures to protect collections. Level Two includes basic repairs, and reformatting. Level Three focuses on the treatment of individual objects and the intervention of the conservator. Dalton talked about what materials warrant con-

servation treatment, how to carry out a conservation project, how to find a conservator, and how to work effectively with a conservator. His talk ended with slides illustrating conservation projects, and there was time for a few questions from his appreciative audience.

Dealers, Donors and Archivists: Partners in Developing Collections

- *Peter Nelson*

This session explored the interrelationships between manuscript dealers, donors and archivists/curators. Polly Darnell, chair of the session, introduced three presenters from each domain. Tom Wilsted of the University of Connecticut offered general observations about the common interest of each party in building cohesive, comprehensive, useful and authentic collections and preserving them for the future. Donors, often being serious collectors, may first enter into relationships with curators as researchers, as fellow members of an interest group, as visitors to an exhibition, or as participants at a conference. Strong and (eventually) productive relationships only develop gradually, as each party gains faith in the other. A donor must feel confident that there will be sufficient resources available in a repository (skills, staff, supplies, money) for her collection to be made accessible and cared for, so that researchers will make profitable use of it.

Curators and dealers frequently work together to produce storied results; however, as with donors, strong relationships require time and effort. A trusted dealer can act as an indispensable scout for new collections, often serving as an intermediary between a collector and a repository. In order to do this, the curator must clearly articulate the repository's collecting policy.

Children's book collector Billie Levy provided valuable observations from a donor's perspective. Her enthusiasm for her field of interest was apparent as she described how she began collecting at an early age and grew to love the "treasure hunt" aspect of it. Owning a substantial private collection, she attended an exhibition of children's books at the University of Connecticut. After speaking to the library director there, she agreed to place her collection – initially on deposit for five years as a precaution ("I felt as if my children had been taken away from me," she said). Now her collection comprises over 20,000 volumes. Several years ago Ms. Levy asked book illustrators to consider donating their works as well. "I know donors can sometimes be a pain," said Ms. Levy, "but they can be the biggest boosters a repository can have." She reminded us that collectors usually have fellow collectors as friends, and that attention to donors will pay off in the end.

The third speaker, Michael Ginsberg, has been a rare book and manuscript dealer since 1956. He reviewed the

ways dealers can serve collectors and curators in purchase, sale and trade as well as doing specialty searches and insurance appraisals. Dealers can be especially valuable as representatives at auction: inexperienced curators enter this marketplace "like lambs to the slaughter." The 1.5 - 3% commission charged by dealers to bid for libraries at auction, Ginsberg said, is well spent. Ginsberg pointed out that no special credentials are required of antiquarian booksellers; however, most reputable dealers are members of the Antiquarian Booksellers Association of America, which holds its members to strict ethical standards. This touched on the unifying theme of the session, which is trust and communication in the development of respectful and productive long-term relationships among collectors, curators and dealers in the interests of building outstanding collections.

New! New England Regional Initiatives

- *Gwenn Stearn*

Bill Ross, Special Collections, University of New Hampshire (UNH) moderated the session and also spoke about the Center for New England Culture at UNH. As initially envisioned, the Center's mission would document everyday life and non-traditional cultures, including an emphasis on "Global New England." The UNH application to the National Endowment for the Humanities (NEH) proposed research, documentation and preservation of cultural and historical resources, outreach, publication, life-long education, civic renewal, cultural conservation, collaboration and connecting regions, including Canada. The 2000 election and a change in leadership led NEH to terminate the Regional Centers initiative. As a consequence, UNH must scale back its plans. Ross contended that the setback highlights, more than ever, the need for cooperative efforts.

Bill Milhomme of the Massachusetts State Archives and the Massachusetts Historical Records Advisory Board (MHRAB) spoke of the broad spectrum of programs in Massachusetts. Beginning with and building on the 1999 MHRAB strategic plan, the Board sponsors an annual stakeholders' forum to explore various aspects of historical documentation. In addition, Documentary Heritage Grants to local governments and non-profit organizations promote the documentation, preservation, and use of historical records. Seen as seed money, the grants can attract more or continuing local funding. An annual appropriation for such grants has been sought from the legislature. On a regional basis, members of the six New England Historical Records Advisory Boards will meet in September 2002 and 2003 to share ideas and to explore and develop cooperative projects that might also attract National Historical Publications and Records Commission funding.

The final speaker, Dan Daily of Dartmouth College, outlined on-going efforts of the collaborative New Hampshire Local Records Education Project. The project aims to assist communities in caring for their own records through educational workshops and selected follow-up consulting services. Arming public library staff, town clerks, historical society and church members with knowledge and skills, will connect records to the community. The overarching goal of the project is to create a network of “community archivists.”

Given that local, state, and regional needs are widely recognized and well defined, Ross succinctly stated that collaboration and cooperation can no longer be viewed as ideals—they are a necessity.

Crossing Boundaries: Collaboration Between Museums, Libraries and Archives

- *Ellen Stone*

Archival work often overlaps with the work of professionals in other fields. This session examined collaboration between librarians, archivists, and museum professionals from three alternative approaches, first within one institution, next between two independent cultural institutions, and finally a state-wide initiative of cooperation.

Kim Brookes discussed a project of internal institutional cooperation between librarians, archivists, and curators, resulting in the development of Visual Information Access, (VIA), an on-line database project of the Harvard University Visual Resources Task Group. This project was developed to reach across the boundaries of the more than one hundred museums, libraries, and archives operating independently within Harvard University. VIA has become the on-line database providing shared access to visual image material for all of Harvard. Kim now holds the position of Director for Information Technology at the Radcliffe Institute for Advanced Study, Harvard University and is also the founding webmaster for NEA.

Karen Reilly and Jolene de Verges described a cooperative project of shared management between two independent institutions within the city of Worcester, MA. Bridges to Art was a grant funded project which brought together the bibliographical and image collections of the College of the Holy Cross Library and the Worcester Art Museum, using the Data Research Associates (DRA) library system. This project has brought students and the public access to 2,000 visual images and associated bibliographic information from these independent cultural institutions. Karen Reilly, Associate Director/Head of Technical Services at the College of the Holy Cross in Worcester, MA, described her participation as Project Director from 1997-2001. Jolene de Verges, Digital Images Cataloger at Smith College in

Northampton, MA, served as Bridges To Art Project Coordinator from 1998-2001. Jolene cataloged the bibliographic records, and scanned and cataloged the 2,000 images presented on the web site. She also coordinated production of the web site, brochures, and teaching manual. For an in depth description of this project see “V-WAM: A Dynamic Model of Museum and Academic Library Cooperation at Meetings of the Association of College and Research Libraries/Eastern New York and the Visual Resources Association”, co-authored by Karen and Jolene, published in *College & Undergraduate Libraries*, Vol. 8 (1) 2001.

Paige Lilly’s discussion described a state-wide cooperative initiative between professional organizations in Maine. The Society of Maine Archivists and the Museum Association of Maine evolved from smaller state-wide cultural groups. Their merger subsequently resulted in the founding of Maine Archives and Museums (MAM). <www.mainemuseums.org>. Shared resources in planning and personnel has brought MAM success in lobbying efforts on behalf of cultural resource projects and resulted in an increased success rate in obtaining grant funding. Paige is currently archivist for the William S. Cohen Papers at the Folger Library of the University of Maine.

Reaching the Researcher

- *Selene Colburn*

This session, chaired by Jeffrey D. Marshall, Acting Director for Research Collections of the Bailey/Howe Library at the University of Vermont, looked at new collaborative initiatives that take a pro-active approach to getting researchers engaged with archival collections, either on-site or in the on-line environment.

Conrad Wright, Ford Editor of Publications at the Massachusetts Historical Society, described the newly formed New England Regional Fellowship Consortium (www.masshist.org/nerfc.html), a partnership between 16 institutions, which awards annual fellowships of \$5,000 for researchers to work in at least three of the participating repositories. The goal of the project is to promote the scholarship of New England history. The Consortium recently announced their second round of eight awards, supported by member pledges. Possibilities for the future include an increase in the number of fellowships awarded, an annual seminar that unites the fellows, a parallel consortium of New England journals, and the creation of an endowment.

Nancy Finlay, who is the Curator of Graphics at the Connecticut Historical Society and Director of the Connecticut History On-line, discussed the evolution of Connecticut History On-line <www.cthistoryon-line.org>, a web site created by the Connecticut Historical Society,

Mystic Seaport, and the Thomas J. Dodd Center at the University of Connecticut and initially funded by an Institute of Museum and Library Services Leadership Grant. In Phase I of this project 14,000 digital images of Connecticut were created from photographs, prints, and drawings in the partners' collections. Although the database was originally designed for an audience of middle and high school teachers and students, once the pilot was up a new broader audience emerged that included genealogists, amateur historians, and professional picture researchers, and transformed the user profiles of the participating institutions. The teachers who were working with Connecticut History On-line needed more assistance with the huge amounts of raw data available to them, even with web site content which included sample lesson plans and facilitated 'journeys' through subtopics within the major themes represented. Phase II of the project will focus even more on the educational component, and will feature special workshops on how to use the web site effectively.

Kathy Amoroso spoke about another on-line collaboration, the Maine Memory Network <www.mainememory.net>, which was developed with initial funding from the State of Maine and the Department of Commerce. The Maine Memory Network is an on-line database, created with an image database software vendor, that allows participating institutions to input digitized files (text, images, sound, and audio) and catalog records representing items in their collections. The database allows users to search and browse by subject and genre and to store and manipulate selected images in less traditional ways (e.g. sending electronic postcards or creating on-line albums and slide shows comprised of stored images and captions). Amoroso talked about the challenges of working with multiple institutions with varying resource bases. She finds that they have to knock down as many obstacles as possible to make participation possible for smaller historical societies, who sometimes don't have access to a computer or scanner. This may involve on site training, the loan of equipment, facilitating collaboration between participants, or taking responsibility for completing some of the cataloging work. All three panelists stressed solutions to reaching new audiences that also fostered ongoing relationships between partnering institutions, with many resulting benefits.

Collaborations between Records Managers and Archivists

- *Paul Bergeron*

Chair Paul Bergeron introduced five speakers who gave entertaining 10-minute descriptions of the life cycle of records, and how records managers and archivists can work together to make the management of all records and the preservation of archival records most effective. David Horn of Boston College discussed the creation of records, and the

benefits that accrue to archivists who are involved in the creation of forms in particular. Peter Parker of Inlook Group discussed distribution and use, and Tara Hurt of Eastern Connecticut State University looked at issues of storage and maintenance. Betsy Pittman of the University of Connecticut examined retention and disposition and suggested that archivists who also work as records managers are particularly effective at ensuring records of enduring value end up in the Archives. Sheri Alova of Tufts University rounded out the presentations, reaffirming that archives and records management are parts of the same program and archivists and records managers should work together whenever possible.

Getting It from Here to There: Strategies for Moving an Archives

- *Jeffrey Makala*

In this well-attended and informative joint presentation, Bruce Stark of the Connecticut State Library and Nancy Shader of the Seeley G. Mudd Library, Princeton University (formerly of the Connecticut State Library) described their efforts in planning for a major collections move to an off-site storage facility. At the time of the presentation, the move was actively taking place, giving attendees an up-to-the-minute progress report and reflections on the results of their extensive planning efforts.

The Connecticut State Library building which houses the state archives is a 1910 structure containing 32,000 cubic feet of archival storage space. It has been filled to capacity, and archivists have been forced to refuse records from state agencies for lack of space. The newly-leased structure is a former insurance company records storage center located two miles away, and offers an ideal space. It consists of 35,000 cubic feet of storage space and will be sixty-five percent full at the completion of the move, allowing for five to ten years additional growth and much relief at the main building.

Some procedural and collections issues faced by the move planners included the need to close collections for two weeks before the move and several weeks afterward; collections inventories; an internal shift of non-moved collections to consolidate space; and deciding which criteria to use in choosing collections to move off-site.

Nancy Shader was responsible for collections management before the move. Her starting questions were: What do we have and where is it? How do we track collections during the move? When can the collections be opened again after the move? What information does the mover need? Her main conclusion after asking these questions was "We need a database to track collections and their locations that is constantly updated." Creating such a database allowed her to identify collections to be moved internally, external-

ly, or not at all, and then to track locations as each shift occurred. In addition to the collections database, a spreadsheet was made to calculate the extent of boxes moved and their locations. These totals were used together with the collections database to double-check accuracy. Floor plans of both buildings (color-coded to show collections to be moved or shifted) were drawn up on Microsoft Publisher. Copies of all three documents were distributed to everyone involved in the move. Nancy's final piece of advice was to have a second set of eyes check any inventory document for accuracy – there will always be mistakes that can be caught by someone else.

Bruce Stark offered some lessons learned and impressions of the move thus far. His main piece of advice was, "Plan, plan, plan: you cannot spend too much time to prepare for the process." For example, elevators and staircases need to be figured into plans, hallways cleared of junk and

furniture, and detailed logistics of the routes were needed to educate both the movers and the administration, since in this case the building's library and museum facilities would be in use during the move. A final maxim offered was "Maintain flexibility in the face of inevitable glitches." As an upside, some "missing" collections were even found during the move!

Both presenters stressed the need to hire a professional library/archives mover, not a commercial mover. There are several companies in the Northeast with considerable experience—they speak "our" language and will work closely with you. These companies will also do consulting, inventorying, and space planning down to the box if you cannot afford them for the move itself. A "pre-bid walkthrough" with the movers is crucial to fully explain the complexity of the task, and also to potentially scare away any movers not up to the job. ☛

New Members

- Deborah A. Richards

Please visit us on-line at www.newenglandarchivists.org for more information about becoming a member of NEA

Barbara Laughlin Adler
Lutheran Church MI
District Archives
Arbor, MI

M.A. "Ann" Ashley
Simmons College - GSLIS
Cambridge, MA

Sally Barkan
Pittsburgh, PA

Julie Bartlett
Simmons College - GSLIS
Sterling, MA

Amy Braitsch
Quincy, MA

Eileen Comparetto
The Providence Center
Providence, RI

Christopher A. Coyle
Athol, MA

Allison Cywin
Rhode Island Historical
Society
Providence, RI

Jose de Bernardo
Cordoba, Spain

Elena Demetriades
Fidelity Corporate Services
Boston, MA

**Essex National Heritage
Commission**
Salem, MA

Martha Foley
American Bible Society
New York, NY

Judith Carberry Garner
American Jewish
Historical Society
Waltham, MA

Mary Rita Grady, CSJ
Boston CSJ Archives
Brighton, MA

Steve Grimes
R.I. Supreme Court
Judicial Archives
Pawtucket, RI

**Harriet Beecher Stowe
Center**
Hartford, CT

Cat Holbrook
American Jewish
Historical Society
Waltham, MA

Roberta H. Johnson, CMC
Town Clerk, Town of
Coventry
Coventry, RI

Victoria Kalemari
Simmons College - GSLIS
Brookline, MA

Maura Kenny
West Hartford, CT

Sue Kriegsman
Harvard University Library
Cambridge, MA

Bob Kudlay
Springfield College
Springfield, MA

Kate Lowenstein
State Library of Mass.
Boston, MA

**Maryknoll Mission
Archives**
Maryknoll, NY

Marilyn Massaro
Museum of Natural
History
Providence, RI

Mary Rhineland McCarl
McCarl & Associates
Gloucester, MA

Jean Morrow
New England Conservatory
Boston, MA

Janet E. Olson
Town of West Greenwich
West Greenwich, RI

Peter Rawson
Harvard Medical School
Boston, MA

Rachel Saliba
Holderness School
Plymouth, NH

Pam Shaffer
Simmons College - GSLIS
Framingham, MA

Andrea E. Still
Simmons College - GSLIS
South Boston, MA

Denis Sullivan
Mass. College of Art
Boston, MA

Blaithin Sullivan, CSJ
Boston CSJ Archives
Brighton, MA

Elizabeth Sweeney
Boston College
Chestnut Hill, MA

Mark Vassar
Cambridge Historical
Society
Cambridge, MA

Loren Webber
Webber, Jacobs,
Murphy & Huran
West Hartford, CT

Judy Wild
City of Warwick
Warwick, RI

David Williams
Bedford, MA ☛

News and Notes

CONNECTICUT

Mystic Seaport and the Library of Congress Launch New On-line Collection

The G. W. Blunt White Library at Mystic Seaport is proud to announce the addition of “Westward By Sea: A Maritime Perspective on American Expansion, 1820-1890” to the American Memory web site at the Library of Congress. This multi-format digital collection was funded by an award from the Library of Congress/Ameritech National Digital Library Competition.

From the days of Lewis and Clark, part of whose mission was to discover an all-water route to the Pacific, maritime endeavors were critical to the progress of American westward expansion. The “Westward by Sea” collection is an on-line resource of nineteenth-century materials focused on the topic of how and why people made their way to such places as California, Texas, Hawaii, and the Pacific Northwest, and what they did once they got there. The collection touches upon a wide variety of themes, including whaling, life at sea, shipping, women at sea, and native populations. The materials are drawn from the manuscript and imprint collections of the G. W. Blunt White Library at Mystic Seaport. Together, the items comprise a rich look at the events, culture, beliefs, and personal experiences associated with westward expansion from the maritime perspective.

Please visit the collection at memory.loc.gov/ammem/award99/mymhihtml/mymhihome.html. A companion site, “American Maritime Westward Expansion,” is currently under construction at Mystic Seaport.

MAINE

Maine Historical Society Awarded Grant From Maine Community Foundation

The Maine Historical Society has been named one of three Maine non-profit organizations awarded an Organizational Capacity Building Grant from the Maine Community Foundation. The goal of this new program is to strengthen the impact of Maine non-profit organizations engaged in community building work in Maine. The Maine Historical Society will use the \$20,000 grant to develop two fee-based research services that will help underwrite the Society’s public programs, exhibits, and other activities.

The first is a Family History Research Center that will serve individuals who are interested in researching their family’s history but who don’t have the time or are unable to visit the Maine Historical Society in person. More than

10,000 people visit the Maine Historical Society’s Research Library each year in search of their families’ Maine roots. The Society will also develop a Digital Image Reproduction Service that provides individuals, scholars, and businesses reproductions of historical images from the Society’s vast collection. The Service will fill custom orders for research and reproductions and also offer prints and posters of popular images from Maine history. These two services will complement and help underwrite the free reference and research support that is provided to visitors to the MHS facilities.

The Center For Maine History Presents Longfellow Exhibit

The exhibit “Longfellow: The Man Who Invented America” opened at the Center For Maine History Museum at Maine Historical Society on April 12th and runs through the end of the year. The exhibit includes fresh images of Henry Wadsworth Longfellow, memorabilia, and objects that explain how the 19th century poet still connects Americans to their history and influences American life. The myths Longfellow created with *Hiawatha*, *Evangeline*, *The Courtship of Miles Standish*, and *Paul Revere’s Ride* set cultural trends that even now adhere in American life.

The museum exhibit complements the restoration of the historic Wadsworth-Longfellow house, the childhood home of the poet, which is adjacent to the exhibition. Built in 1786 by the poet’s grandfather, the house now serves as a memorial to his famous grandson. Henry Wadsworth Longfellow was born in 1807 in Portland, Maine, where he is honored as its native son and America’s best-loved poet. Longfellow was the most widely read and respected poet of his generation, his readership spanning social levels and classes, from schoolchildren to Queen Victoria.

The Center For Maine History Museum at Maine Historical Society is located at 489 Congress Street, Portland, ME. Tel. (207) 774-1822. Open Monday-Saturday: 10:00 a.m. 5:00 p.m., Sundays: Noon - 5:00 p.m. The Wadsworth-Longfellow House is open June 1–October 31.

MASSACHUSETTS

Records Management

Dr. John D. Warner Jr., State Archivist, announces the release of two informational documents for state agencies. The first document, “What is a Record?” attempts to address commonly asked questions about public records. What are public records? To what extent are electronic records public records? How are exempted public records

defined and handled? Who has oversight authority over records and record-keeping? What is the scope and nature of that authority? Also considered are the records of state contracted service providers, quasi-state agencies, and records whose dispositions are defined by statute.

The second document, "Guideline for the Documentation of Record-Keeping Systems," is a slight departure from other guidelines, focusing on the documentation of systems rather than on the system itself. It serves as both an outline for producing documentation as well as a checklist of elements of the system. The rationale is that documentation provides the clearest view of what a system has or does not have and provides measurable performance baselines for records managers, systems auditors, and the courts.

For more information, contact William Cleveland, Assistant Archivist for Records Management, Massachusetts Archives, 220 Morrissey Blvd., Boston, MA 02125, 617-727-2816, <bill.cleveland@sec.state.ma.us>. The documents are on the Web at <www.state.ma.us/sec/arc/arcrmu/rmuidx.htm>.

Radcliffe Institute Receives Grants

The Radcliffe Institute for Advanced Study is delighted to announce that the National Endowment for the Humanities recently awarded grants to two Institute projects. The Schlesinger Library was awarded \$232,344 for "The Second Wave: Documenting the Post-World War II Women's Movement in the United States." During the two-year "Second Wave" project, Schlesinger staff will arrange, describe, and make accessible eight collections that will chart the far-reaching influence of the women's movement upon contemporary America. The project will enable scholars to document the rapid growth of the women's movement in the 1960s, establish why, how, and from what quarters of American society the movement gained momentum through the 1970s, and chart its response to internal challenges and outside opposition during the 1980s and 1990s. The eight collections include the records of the National Organization for Women and the Boston Women's Health Book Collective and the papers of artist/activist Judy Chicago. Together they will provide not only an unparalleled wealth of essential documentation for the study of the second wave women's movement, but valuable primary sources for the study of the sociology of organizations, the politics of health care, legal and legislative history, sexuality, and popular culture.

The NEH also awarded \$169,038 to the Radcliffe Institute to support the completion of the print edition of Volume Five of the noted biographical reference work, *Notable American Women*, which is housed at the Schlesinger Library. Volume Five will be published by the

Harvard University Press in the fall of 2004. It will include essays on approximately 500 women from over 50 fields who died between January 1, 1976 and January 1, 2000, representing the diversity of American women's contributions across race, class, and region.

Kennedy Library Opens Personal Papers of Arthur Schlesinger

The John F. Kennedy Presidential Library has processed and made available for research four additional series of the Personal Papers of Arthur M. Schlesinger. Arthur M. Schlesinger served in the Kennedy Administration as Special Assistant to the President and is the author of *A Thousand Days* and *Robert Kennedy and His Times*.

The Personal Papers of Arthur Schlesinger—Classified Subject File is now open for research. This series covers the period 1961 to 1963. Highlights include folders on disarmament, British Guiana, Cuba, and the United Nations. Classified portions still remain closed; withdrawal sheets describing the closed materials will allow the researcher to request additional review. Also open is the Personal Papers of Arthur Schlesinger—Classified Chronological File, which consists of once classified onion skin copies of memoranda and correspondence written by Arthur Schlesinger to President Kennedy and other members of the staff from 1961 to 1963. The Personal Papers of Arthur Schlesinger—Memoranda to the President File is also now available for research. This series consists of memoranda written to President Kennedy by Arthur Schlesinger on various topics from 1961 to 1963. The Personal Papers of Arthur Schlesinger—Remarks for the President File is also now open. It consists of speech and statement drafts written for President John F. Kennedy by Mr. Schlesinger.

The collections are available for research use in the Library's Research Room. The hours of operation are Monday-Friday from 8:30 a.m.-4:30 p.m., and appointments may be made by calling (617) 929-4534.

French Maritime Exhibit at Peabody Essex Museum

This summer the Peabody Essex Museum showcases one of Europe's finest collections of maritime art and history with "Rendezvous with the Sea: The Glory of the French Maritime Tradition." This spectacular exhibition from the Musée national de la Marine in Paris represents a rare chance for visitors to experience France's thrilling maritime heritage through its most superb examples of art and innovation from the seventeenth century to the present. The exhibition opens to the public July 12 and is on view through October 14.

“Rendezvous with the Sea” invites visitors to navigate through some two hundred masterworks from the esteemed French institution, including thirty-three immense, meticulously created ship models. Particularly striking is the model of *The Ocean*, made in 1790. It was a favorite of Napoleon I, who installed it in a gallery of model warships at Versailles. There are also paintings, engravings, sculptures, maps, navigational instruments, objects, and other items linked to life at sea. Renowned French painters such as Claude-Joseph Vernet and Eugene Isabey are well represented. So too are figures from French history such as Marie Antoinette, whose pleasure craft was adorned with a sensuous, neo-classical figurehead that is featured in the exhibition. “Rendezvous with the Sea” even includes Jacques Cousteau’s early diving equipment.

Heir to many great national collections, the Musée national de la Marine is one of the oldest maritime museums in the world. It is a museum of art and history, of science and techniques, and of human adventures and popular traditions. While the French institution is undergoing major renovations, it organized the exhibition jointly with the Musée de la civilisation in Québec City. This is the first time the collection has been shown in North America.

NEW HAMPSHIRE

Manchester Historic Association Receives Grant

The Manchester (New Hampshire) Historic Association has been awarded a second grant from the Samuel P. Hunt Foundation to continue a project of cataloging the Association’s photograph collection. Beginning in March, 2001, Chris Steele, Project Archivist, began cataloging and digitizing the photographs using PastPerfect software. At the end of the first year the Association’s entire collection of glass plate negatives had been cataloged including 1500 images of the Amoskeag Manufacturing Company, 400 images of Manchester city scenes and a few smaller collections. The new grant provides the funds to continue the project for a second year, and to begin work on the photographic print collection. Currently the photo database is available at the Manchester Historic Association Research Library but long-term plans include making the collection available through the Association’s web page at <www.manchesterhistoric.org>.

NH Local Government Records Management Improvement Program Becomes Law

HB 1440-FN-L, “an act establishing a New Hampshire local government records management improvement program and fund,” has been signed into law by New Hampshire Governor Jeanne Shaheen. The legislation

establishes a full-time local government records management component within the state records management and archives division and, if additional funding is secured, creates the framework to manage a re-grant program to local communities for records management improvement projects.

Sponsors of the legislation reviewed materials from local government records management programs in Missouri, New York, Delaware, Virginia, Texas, Rhode Island, and Connecticut. Common components in those programs include training and field support, preservation microfilming projects, and/or re-grant programs for preservation projects or facility enhancements. In its original form, HB 1440 requested an appropriation of \$250,000 per year to support a similar program. During the legislative process, the House removed the appropriation, but did stipulate that, “beginning July 1, 2003, the local government records manager position shall be included in the operating budget of the department of state.” Anticipating that additional funding could be secured, the legislation created the mechanics whereby grants could be awarded to local governments for records management improvements or for hiring consultants.

The NH Municipal Records Board will oversee the program, and will appoint a separate Grants Review Committee composed of five members: two members of the Municipal Records Board, one city or town clerk, one city or town tax collector, and one person who holds the combined office of Town Clerk and Tax Collector.

Paul R. Bergeron, Nashua (NH) City Clerk, who has actively promoted the creation of a local government records management program since 1996, credits the success of this year’s legislation to the support of its House sponsors, Representatives Dokmo, Leone, Zerba and Major. During legislative hearings, the bill received support from the NH Division of Records Management and Archives, the NH City and Town Clerks Association’s Executive Committee, the NH Municipal Association, and a number of individuals involved in managing their communities’ historical records.

RHODE ISLAND

Rhode Island School of Design Celebrates 125th Anniversary

To celebrate the 125th Anniversary of its founding, the Rhode Island School of Design (RISD) hosted a Founders Day Symposium, “Daughters of Invention,” on March 20, 2002. The event was co-chaired by RISD Archivist Andrew Martinez and included eight speakers who delivered presentations based upon their research in the RISD Archives and other regional archives and special

collections on the historical, cultural, and political climate of Providence in the late nineteenth century. Historic images from the Archives were also incorporated into a multi-media presentation for the symposium. Plans are underway to produce an illustrated publication incorporating the Founders Day presentations. Press coverage from the event has prompted members of the general public to donate several historical items to the RISD Archives. RISD will continue its 125th Anniversary celebration with events through June 2003. Additional information on RISD's 125th anniversary can be found at <www.risd.edu/125.cfm>.

OUTSIDE NEW ENGLAND

A New Deal For Visitors: Henry A. Wallace Center at FDR Library

The National Archives and Records Administration broke ground for a new visitor, education and conference center on May 19, 2002 at the Franklin D. Roosevelt Presidential Library and the Home of Franklin D. Roosevelt National Historic Site in Hyde Park, New York. Named in honor of the Secretary of Agriculture (1933-1940) and Vice-President during Franklin Roosevelt's third term, the Henry A. Wallace Center will offer visitors an array of new and expanded services at the Franklin D. Roosevelt Presidential Library and Museum, the Home of Franklin D. Roosevelt, National Historic Site and surrounding historic venues. Facilities will include orientation exhibits and a film to welcome the public to the "world of the Roosevelts." The new building will also offer multipurpose rooms designed for conferences, school groups, and special programs; a café; state of the art audio-visual facilities; an auditorium and a new museum store.

At the same time that the Wallace Center is being constructed, the original Library building will be renovated to create a new 3,000 square foot special gallery. That gallery will be named for long-time president and chairman of the Franklin and Eleanor Roosevelt Institute, William J. Vanden Heuvel. The Vanden Heuvel Gallery will allow the Library to show more of its historical collections (ninety-five percent of which are currently in storage), and develop educational programming related to exhibits. It will also allow nationally important traveling exhibitions to be shown to Hudson Valley audiences for the first time.

The Wallace Center and Vanden Heuvel Gallery project is the result of a successful partnership between the National Archives and Records Administration, the Franklin and Eleanor Roosevelt Institute, and the National Park Service.

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Abraham Lincoln Presidential Papers On-line

The National Digital Library Program and the Manuscript Division of the Library of Congress announced this spring the final release of the Abraham Lincoln Papers on its American Memory Web site. This release of 20,000 documents, comprising 61,000 digital images and annotated transcriptions of approximately 11,000 documents, completes the on-line presentation of Abraham Lincoln Papers at the Library of Congress. An introductory release of approximately 2,000 documents was made available in February 2000. This was followed by the first formal release in February 2001 of approximately 17,000 documents. Both the introductory and the first release contained descriptive document titles and annotated transcriptions that were "works in progress." This final release in 2002 includes updates of those "works in progress" as well as the remaining 3,000 documents and 7,500 transcriptions. The papers are available on American Memory at <www.loc.gov>.

The Library of Congress also announces its acquisition of the Washington diary of U.S. patent examiner and Lincoln associate Horatio Nelson Taft, 1861-65. This diary is also available on the American Memory web site. ☺

Around and About

The *Mountain Oriole* and the Archivist of Dixville Notch

Barbara D. Miles, Archivist, The Library and Archives of New Hampshire's Political Tradition

On June 23, 1923, four years before Charles A. Lindbergh's transatlantic flight, thirteen years following the first flight in New Hampshire at the Rochester Fair and only twenty years after the first, fixed wing, powered flight at Kitty Hawk, North Carolina, The Balsams Grand Resort Hotel in Dixville Notch became the first corporate airline in the Granite State. The Balsams-Garden City Aero Corporation with a fleet of three bi-planes, three pilots and two mechanics provided delicacies and necessities of the city to visitors in the fresh, cool air of the North Country.

Airborne by the earliest light of day, the C6 *Mountain Oriole* designed and manufactured by Glen Curtiss and one of the first aeroplanes to be marketed with the name of a bird, lifted from her grass field at Hampstead, Long Island and followed the Connecticut River upstream through Lebanon with a northeast heading to Dixville Notch. Touching down on the polo field at the Balsams Hotel filled with her cargo of newspapers from Boston, New York City and Philadelphia, and an occasional guest, the *Mountain Oriole* arrived at the Balsams in time for breakfast. By mid-morning the finest polo players in the country broke from their sport as the second of three daily flights delivered fresh cut flowers for the dining room and fruit to compliment the noon cuisine. To the delight and expectations of the distinguishing palate, fresh fish and produce were carried on the mid-day flight arriving before the evening meal. This 350-mile, four-hour flight from New York through the North Country in an open cockpit bi-plane was a pioneer course in aviation and required the piloting skills of World War One aviator veterans, innovative

mechanics and the support of the resort hotel owners and staff on both sides of the route.

The mornings and engines were cold. Pilots were layered with cotton, silk and leather to protect them from exposure to weather. Although only three days of scheduled daily flights were lost to fog and dangerous weather during the Balsams-Garden City Aero Corp period, pilots struggled to stay clear of clouds so they could maintain visual contact with treetops and mountains. In 1923 there were no global positioning systems, no radar and no radio communication. Pilots relied on dead reckoning and accurate pilotage. If they could not see, they could not fly. Constant attention was directed to the velocity and direction of the wind so as not to be blown off course. A pilot's intimate knowledge of landmarks including factory smoke stacks, rivers, lakes, farms and mountains was critical for directional guidance.

If weather deteriorated during flight preventing visual orientation, the journey was abruptly ended. With no instruments to guide aircraft, pilots trusted their instincts with great intensity, making in-flight decisions to either continue or turn around and find the nearest field safe for landing. The slogan "Flying by the seat of your pants" originated as early pilots risked their rear ends getting from one place to the next without the benefit of navigational aids. Rain, fog and wind were and still are the adversaries of pilots. The airways between New York and New Hampshire were and still are replete with these weather conditions. Prior to the development of airports, grass fields (rare in the North Country) were a pilot's main hope for survival in case of bad weather or engine failure. Considering the rocky

terrain of northern New Hampshire and mechanical limitations of early aircraft, it is remarkable that only one of the Balsams' planes crashed during the transport service.

How do we know this obscure but significant bit of New England's aviation history? Through the diligence of inquiry, aggressive collection philosophy, cordial hospitality and the collaborative spirit of Stephen P. Barba, President and Managing Partner of the Balsams Grand Resort Hotel. This 44 year employee of the Balsams is diligent in asking those who remember the early years to provide information about the history of the hotel, aggressive in acquiring historical evidence of the Balsams' character, cordial in providing hospitality and staff support when scholarly research opens a window of the Balsams' prominent past, and collaborative in seeking advice from professional conservators and historians toward attaining the highest quality of conservation and preservation for the Balsams' special collections.

Barba's lifelong engagement in the Balsams is expressed in an external array of administrative and representative responsibilities on the local, state and national level. In contrast, Steve Barba's love for the Balsams is as internal as decorating one's own home. As a guest to the Balsams with particular interest in archives and history, walking through the hallways was an experience to cherish. Pausing at each image to savor the museum quality preservation of hundreds of photographs and manuscripts, as well as studying the moments of history each image portrayed, I sighed with satisfaction in the Balsams gallery of art which encompasses the entire facility. A deeper understanding of the resort's

integrity raised my interest in its aviation history with as much pleasure as being lifted by the cool morning air in my 1946 BC-12D Taylorcraft. In addition to the personally signed card, maple syrup, flowers and fruits that greeted me in my room which looked directly out to the Notch, I learned that Steve had prepared for my visit by asking his staff to locate any and all photographs that featured aircraft. Among the hundreds to be viewed, there were three in which vintage airplanes were seen. Two of these provided the information I needed to conduct research with primary materials.

As career archivists, we know the time, skills and endurance required to administer collections that are in one stage or another of development or have been neglected in storage for long periods of time before we rescued them. Few of us have had the opportunity to create a new archive. For those of us who have, our challenges of arranging, describing, conserving and preserving range from inspirational to down right nightmarish. Without the training and support of the professional archival community Steve Barba joins with the founders of archives by having endured the entire gamut of moving from a disparate and sparse collection to a repository worthy of commendation. I was flushed with appreciation for Steve's collection management as he showed me Mylar album after Mylar album filled with brochures, correspondence, corporate records, newspaper articles, pamphlets and programs. Each revealed an earlier layer of the Balsams' history and of course, the one he was looking for featuring an

Oriole in flight, eluded him. I laughed out loud as I shared with him the curse of missing materials. Who among us has been able to produce every conceivable document possible in our collections except the one for which we were looking. That was the moment I knew that I was in the company of a true caretaker of history, even the nymphs of archival nuance have graced his repository.

Leaving Steve's office I was bound for a snowshoe hike to the polo field

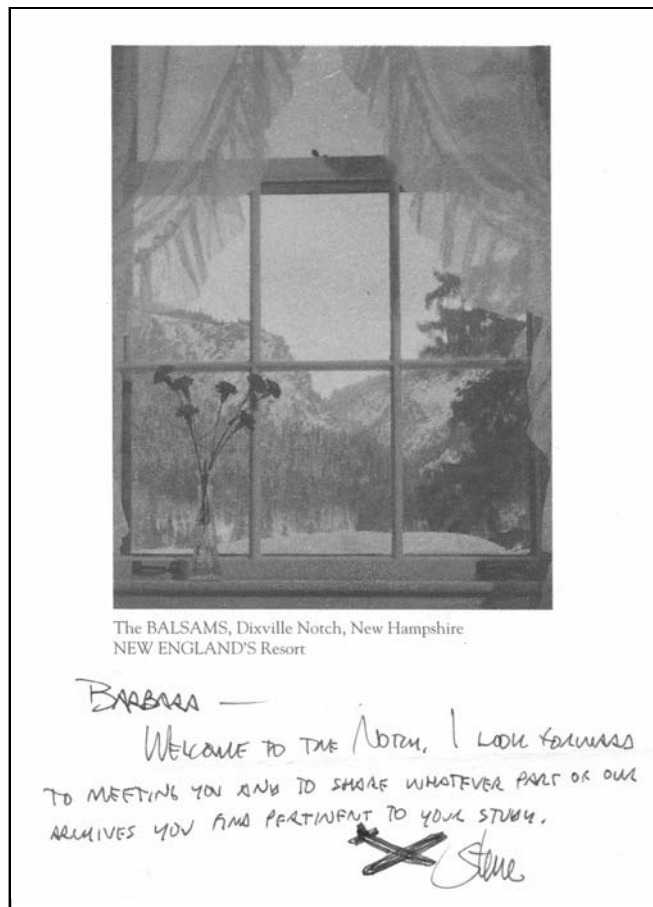
ground where 79 years ago, many guests to the Balsams would have their first opportunity to see an aeroplane.

We who have heard pilots break the sound barrier with jet engines, witnessed men walking on the moon in pressurized and oxygenated flight suits as well as followed astronauts to and from space, find it out of our experience to understand the endeavors, excitement and fears of those who flew and those who watched flight in fragile wooden and fabric aircraft during the first two decades of aviation. Here, on this tiny spit of land, history was made. People and supplies were delivered to the Balsams before most Americans could conceive of flight as a practical means of transportation.

This polo field, this landing field has now become the Coashauke Golf Course, but its historical identity has not been abandoned. We should not be surprised to learn that the archivist of Dixville Notch has decided to name hole #3 "The Landing Strip." Complete with an interpretive sign for golfers to read during their game. The field encourages contemporary players to look around at the height of the mountains surrounding the course, gaze through Dixville Notch and imagine the approach of the *Mountain Oriole* just as

Polo players and guests in 1923 gathered to observe her landing.

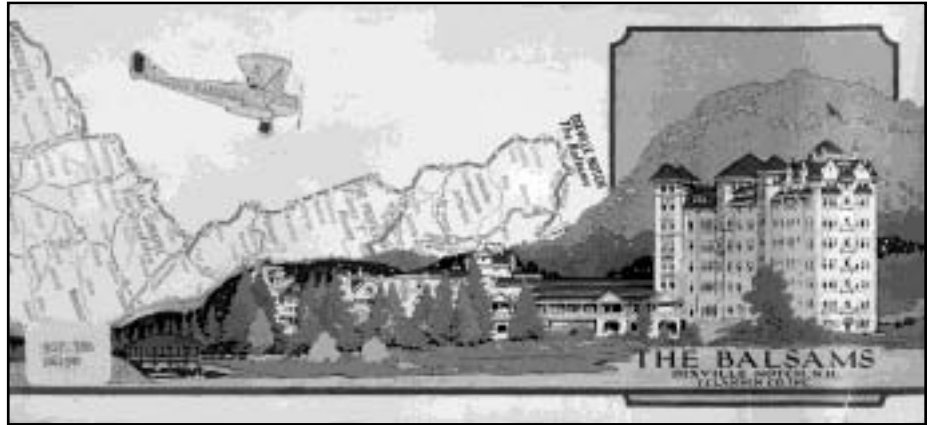
As the North Country wind determines the distance of a golf ball, perhaps players will ponder how far humans have flown. With the encouragement of Steve Barba's historical notation, they may recall the quote of



Courtesy Barbara D. Miles.

(now golf course) where the Curtiss Orioles arrived and departed in 1923. Trudging down a still snow-covered but visibly long (approximately 1500 feet) and flat stretch of real estate, I broke new trail to hole #3. It was not only the chill of the brisk winter wind that brought goose bumps to my flesh, it was the realization that I stood on

Neil Armstrong in July 1969. As the lunar lander set down on the surface of the moon; Captain Armstrong proclaimed, "The Eagle has landed." Equal in stature for their accomplishments in early aviation, the voices of Egbert P. Lott, Andrew H. Heermance and William Sharp can still be heard in the wisp of the White Mountain Forest upon lighting down on the polo field of the Balsams; "The Oriole has landed." 🐦



View to the Dixville Notch from my room at the Balsams Resort Hotel. *Courtesy of the New Hampshire Historical Society Manuscript Collection.*

People

John W. Mayer is the new Curator of the Museum at the Maine Historical Society. He will manage the vast Maine history collection owned by Maine Historical Society, and research and develop interpretive exhibitions of these collections for the Center for Maine History Museum and the historic Wadsworth-Longfellow House. Mayer comes to Maine Historical Society from Strawberry Banke Museum, Portsmouth, NH, where he served as curator. He brings more than twenty years of professional experience in a variety of museum positions to the Maine Historical Society.

Megan Sniffin-Marinoff will become the Deputy Director of the Schlesinger Library beginning in July 2002, the first person to serve in this newly defined post. She will give administrative direction and leadership to the Library and report to Faculty Director Nancy F. Cott. Sniffin-Marinoff comes to Radcliffe from MIT, where she is head of the Institute Archives and Special Collections. Prior to that she was an assistant professor in the Simmons College Graduate School of Library and Information Science, where she developed its archives concentration into one of the best in the nation. A past president of NEA, she currently serves on the Council of the Society of American Archivists, the Commonwealth of Massachusetts Archives Advisory Committee, the City of Boston Archives Advisory Committee, and the International Council on Archives. 🐦

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

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

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

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

Internet Tidbits

-Jackie Dean

Women, Enterprise and Society: A Guide to Resources in the Business Manuscripts Collection at Baker Library <www.library.hbs.edu/hc/wes/> is a web-based publication that "identifies materials in the Business Manuscripts Collection at Baker Library that document women's participation in American business and culture from the eighteenth through the twentieth century." The site can be browsed by broad subject classification; the collections are grouped into five categories: Women at Work: Manual Labor; Women at Work: Professional Labor; Women, Finance, and Investment; Women and the Law; and Women at Home and Abroad. These categories are broken down into more specific subjects, for example the sub-categories under Women, Finance and Investment are: Business Ownership, Property Ownership, Financial Management, and Household Accounts. Clicking on one of these sub-categories results in a list of collections that have materials on the subject, with a short descriptive blurb about the materials relating to women and business. Clicking on a collection name leads to an in-depth description of the materials along with the box and folder information for the items in the collection. Also, there is a link to the catalog record for the collection. Along with the broad subject classifications, the site indexes the collections by date and location, subject headings, and collection name. There is also an introduction to the site with project summaries written by the project managers, images which serve as examples of the items from the various collections, and a users' guide that explains the structure of the site and the different ways the site can be used.

The web site of the Massachusetts Historical Society now features a new section for primary school teachers and students. *Educating Youth: The Massachusetts Historical Society* <www.masshist.org/educatingyouth/index.html> will feature projects developed by teachers using materials from the Historical Society's manuscript collections. The first on-line project, "One President's Adolescence: Featuring Ordinary and Extraordinary Letters, Diary Entries, and Parental Advice from John Quincy Adams's Early Years," was prepared by Robert Baker, a history teacher at Needham High School in Needham, MA. This curriculum is divided into ten units, each featuring facsimile images of documents written by or to John Quincy Adams when he was a teenager, background information, and study questions prepared by Baker. This site does a great job of presenting difficult materials in an engaging manner. All organizations that have faced the awkward task of displaying transcriptions of manuscripts alongside legible images of originals should note the creative solution employed here. ☛

Reviews

Norton on Archives: The Writings of Margaret Cross Norton, edited by Thornton W. Mitchell. Chicago: Society of American Archivists, 2001. 288 pp. \$25.00 ISBN 0-931828-17-1.

-Tracey L. Croce, Rhode Island State Archives


Part of SAA's *Archival Classics Reprints Series*, *Norton on Archives* is a compilation of essays on archival and records management. In the preface Ernst Posner writes of their selection by the editor, Thornton W. Mitchell, as a "compendium" of articles "selected because they dealt with the concepts, principles, and techniques of archival economy." Thornton explains his selection based on the timeless nature of the information contained in Margaret Cross Norton's works. The result is an excellent tome full of concrete examples and useful advice as relevant today as it was when Norton penned them over fifty years ago.

Originally published in 1975, the volume is an anthology of some of Norton's most relevant works, divided into thirteen chapters, covering the basic themes of archival administration. She addresses records management, the differences between archives and historical collections (manuscripts), the physical properties of archives (including a useful section on inks and papers), preservation, micrographics, description, records disposition, disaster planning and the handling and repair of fragile documents. The succeeding chapters offer examples of the archivist's experiences relative to these themes.

As the state archivist of Illinois, Norton outlines the qualifications and skills necessary to effectively administer a public archives. The first chapter, "The Scope and Function of Archives," describes the archivist as "a public official whose first interest is business efficiency and only secondarily should be interested in history." She further states, "If public records are cared for in a way that preserves their proper provenance, this historian not only of today but also of tomorrow will be as well served as the public official." Norton stresses the role of the archivist not only as a keeper of records but an effective manager and proponent of establishing relationships with government records creators.

As someone working in a public archives, many of the themes presented offered examples of experiences familiar to this reviewer. As I pored over the chapters I experienced a level of excitement that comes with the realization that shared experiences are sometimes the most useful form of education. Although this work does not address the current issues that face archivists (e.g. management of electronic records), the principles and concepts described demonstrate a core curriculum for any archivist considering employment or presently employed in a governmental archives. ☛

Calendar



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

July 10-13, 2002. National Association of Government Archives And Records Administrators (NAGARA) Annual Meeting, Denver, Colorado. For more information see <www.nagara.org/>.

July 12-October 14, 2002. Exhibit "Rendezvous with the Sea: The Glory of the French Maritime Tradition," Peabody Essex Museum, Salem, MA. Open Monday-Saturday, 10:00-5:00, Sunday noon-5:00.

July 14-26, 2002. 16th Annual Western Archives Institute at the University of Redlands in Redlands, California. This intensive, two-week program provides integrated instruction in basic archival practices. For more information contact: Administrator, Western Archives Institute, 1020 O Street, Sacramento, CA 95814. Phone: (916) 653-7715. E-mail: <ArchivesWeb@ss.ca.gov>. Or see <www.calarchivists.org>.

July 16, 2002. Vermont Historical Society re-opens for research in its new facility in Barre, VT.

July 23-24, 2002. SAA workshop, *Encoded Archival Description*, Pratt Institute, Brooklyn, NY. For details and/or to register see <www.archivists.org/prof-education/seasonal_schedule.asp>.

July 25-26, 2002. SAA workshop, *Style Sheets for EAD*, Pratt Institute, Brooklyn, NY. For details and/or to register see <www.archivists.org/prof-education/seasonal_schedule.asp>.

July 15-20, 2002. National Institute on Genealogical Research, National Archives, Washington, DC. The program is geared to experienced researchers (genealogists, historians, librarians, archivists). For more information see <www.rootsweb.com/~natgenin/>.

July 29-August 1, 2002. UCLA/Getty program "Museums, Libraries, and Archives: Summer Institute for Knowledge

Sharing." Los Angeles, CA. For more information call (310) 825-6880, or write to <cscott@gseis.ucla.edu>.

August 4-9, 2002. International Association of Music Libraries, Archives and Documentation Centres, Annual Conference, Berkeley, CA. For more information see <www.staff.uiuc.edu/~troutman/berkeley.html>.

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

August 15, 2002. *NEA Newsletter* deadline for October issue. Send News & Notes and Calendar submissions in electronic format to <ellen.doon@yale.edu>.

August 18-24, 2002. International Federation of Library Associations and Institutions (IFLA), Annual Conference and Council, Glasgow, Scotland. For more information see <www.ifla.org>.

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

August 19-20, 2002. SAA pre-conference workshops, Birmingham, AL:

- *Beyond the Static Finding Aid*, August 19-20.
- *XML for Archivists and Librarians*, August 20.
- *Archival Perspectives in Digital Preservation*, August 19-20.
- *Genealogy: Echoes of the Old South*, August 19.
- *User Studies*, August 19.
- *Holdings Maintenance: Basics of Housing and Storage*, August 19.
- *Preservation Management of Machine-Based AV Collections*, August 20.
- *Copyright: The Archivist and the Law*, August 20.
- *Encoded Archival Description*, August 19-20.

For details and/or to register see <www.archivists.org/prof-education/seasonal_schedule.asp>.

August 21, 2002. Academy of Certified Archivists examination. New York, NY; Birmingham, AL; Salt Lake City, UT; Milwaukee, WI; Seattle, WA. For more information see <www.certifiedarchivists.org>.

August 23, 2002. Academy of Certified Archivists annual luncheon and business meeting, Birmingham, AL.

September 1-6, 2002. International Congress, International Institute for Conservation of Historic and

Artistic Works: "Works of Art on Paper, Books, Documents and Photographs: Techniques and Conservation," Baltimore, Maryland. <www.iiconservation.org>.

September 25-28, 2002. The American Association for State and Local History (AASLH), 62nd Annual Meeting, Portland, OR. For more information see <www.aaslh.org/annualme.htm>.

September 26-27, 2002. SAA workshop, *Style Sheets*, Washington, DC. For details and/or to register see <www.archivists.org/profeducation/seasonal_schedule.asp>.

September 29-October 2, 2002. ARMA Annual Conference, New Orleans, LA. For more information, see <www.arma.org>.

October 7-8, 2002. SAA workshop, *Archival Cataloging as a Component of Description*, Blacksburg, VA. For details and/or to register see <www.archivists.org/profeducation/seasonal_schedule.asp>.

October 9-12, 2002. Midwest Archives Conference, Fall Conference, Rapid City, SD. For more information see <www.midwestarchives.org>.

October 16-18, 2002. SAA workshop, *Business Archives*, Minneapolis, MN. For details and/or to register see <www.archivists.org/profeducation/seasonal_schedule.asp>.

October 19, 2002. Close of exhibit, "One Woman's Work: The Visual Art of Celia Loughton Thaxter," at the New Hampshire Historical Society's Tuck Library, Concord, NH.

October 19, 2002. Genealogical Society of Vermont fall meeting. For more information see <www.rootsweb.com/~vtgsv/>.

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

October 24, 2002. SAA workshop, *Copyright: The Archivist and the Law*, Poughkeepsie, NY. For details and/or to register see <www.archivists.org/prof-education/seasonal_schedule.asp>.

October 28-November 1, 2002. Preservation Management Institute, Session I, at Rutgers, New Brunswick, NJ. A series of three week-long sessions, for managers of libraries and archives and preservation specialists. For more information and details about NEH scholarships see: <www.scils.rutgers.edu/programs/pds/pmi.jsp>.

November 1-2, 2002. The Deerfield/Wellesley Symposium on the History of American Culture: "The Past in the Present: How Museums Interpret History." White Church, Historic Deerfield. For more information see: <www.historic-deerfield.org>.

November 13-15, 2002. New England Museum Association (NEMA) Annual Conference, Manchester, NH. For more information call (617) 242-2283 or see <www.nemanet.org>.

December 31, 2002. Close of exhibit: "Longfellow, The Man Who Invented America," Maine Historical Society. Open daily Monday-Saturday 10 a.m.-5 p.m., Sunday noon-5:00.

April 7-11, 2003. Preservation Management Institute, Session II, at Rutgers, New Brunswick, NJ. See description of Session I, above.

September 15-19, 2003. Preservation Management Institute, Session III, at Rutgers, New Brunswick, NJ. See description of Session I, above.

November 6-9, 2003. New England Regional Genealogical Conference, "New England: America's Melting Pot." Sea Crest Resort and Conference Center, North Falmouth, MA. For more information, see: <www.rootsweb.com/~manergc/index.htm> ♡

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

Please complete and send this form to: Joan Krizack, NEA President
Special Collections Department
92 Snell Library
Northeastern University
Boston, MA 02115
E-mail: <j.krizack@neu.edu>

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

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Join us for the MARAC/NEA joint meeting reception at the museum galleries of the Franklin D. Roosevelt Library in Hyde Park, NY . See page 3 for more details.

Courtesy Franklin D. Roosevelt Library, Hyde Park, New York.