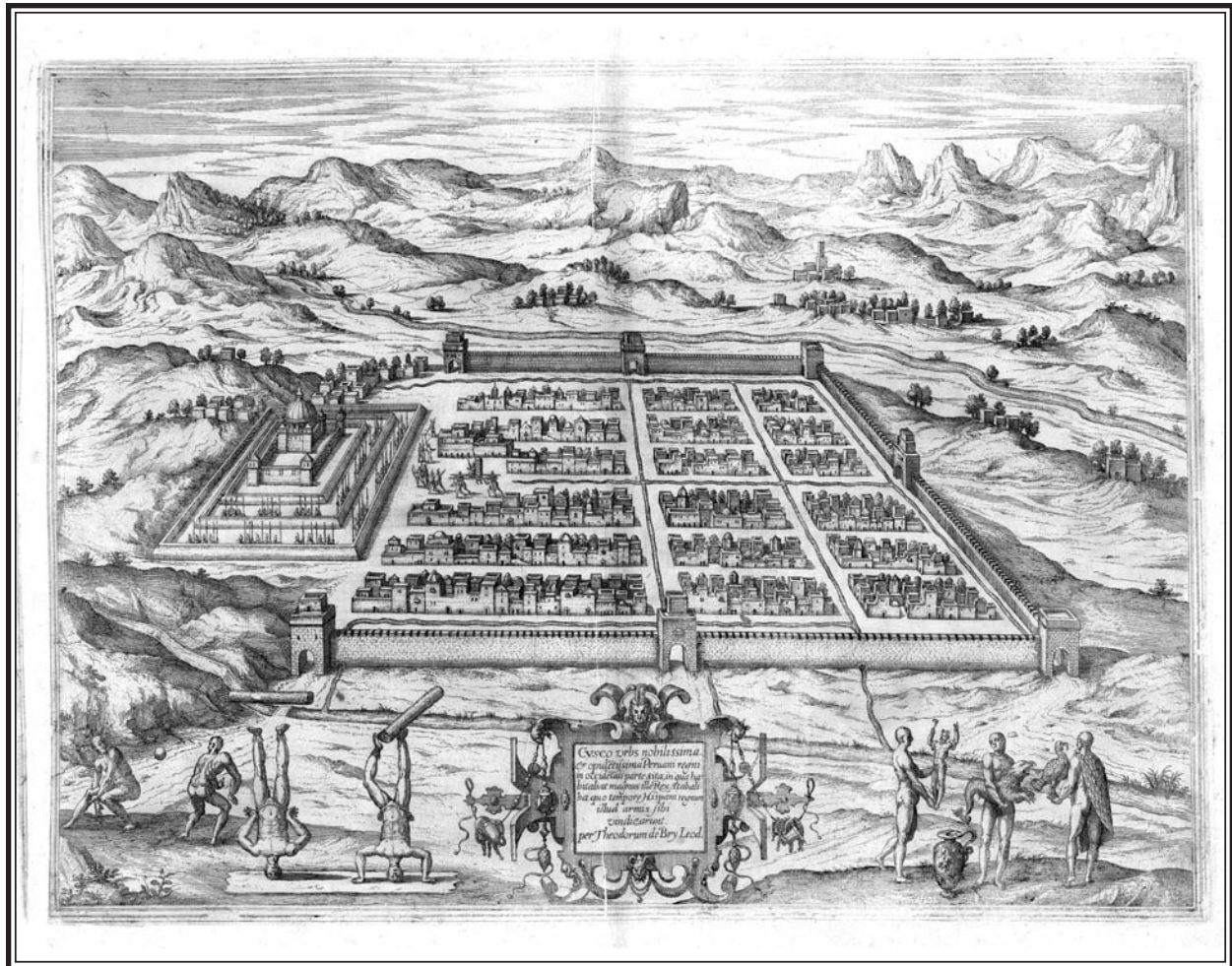


# NEW ENGLAND ARCHIVISTS NEWSLETTER

Volume 32, Number 4 • October 2005



COVER — Cusco urbs nobilissima & opule[n]tissima Peruan[um] regni in occide[n]tali parte sita... From Theodor de Bry's [America. Pt 6. Latin], Frankfurt am Main, 1596. A view of Cuzco (present-day Peru) showing Atabalipa [Atahualpa], the last independent Incan ruler, being carried on a litter. *Courtesy of John Carter Brown Library. (Internet Tidbits, page 7).*

INSIDE — "Report of the Branding Committee of the New England Archivists" (*Archival Insight*, page 4); "URI Opens the Senatorial Papers of John H. Chafee" (*Around and About*, page 20).



new england archivists

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**Notices** of archival events should be sent to: NEA c/o WPI Archives and Special Collections, Gordon Library, 100 Institute Road, Worcester, MA 01609, or electronically to <[michael.forstrom@yale.edu](mailto:michael.forstrom@yale.edu)>.

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

**Articles** and **News** of interest to archivists, historical society members, historians, and other NEA members should be sent to: *NEA Newsletter* Editors, c/o WPI Archives and Special Collections, Gordon Library, 100 Institute Road, Worcester, MA 01609, or <[newsletter@newenglandarchivists.org](mailto:newsletter@newenglandarchivists.org)>.

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#### Deadlines for submitting materials are:

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## From the Editors

-Michael L. Forstrom

The April 2005 issue of the *Newsletter* carried Mary Ide's report on the Membership Input (MII) Sessions at the 2004 Fall Conference. This issue of the *Newsletter* highlights recent efforts by NEA members to address particular trends and relationships identified at the MII sessions.

In early 2005 the NEA Executive Board created a Branding Committee "to review the graphic identity of the organization." *Archival Insight* features the Branding Committee report drafted by committee member Valerie Wingfield. The report summarizes committee activity during the first half of the year to develop a graphic identity for the organization. Their work has already resulted in revision to NEA's mission statement and plans for design of a new NEA logo.

Inside NEA includes President Paul Carnahan's report, the June meeting reports, and the Special Board Meeting Report. The revised NEA mission statement may be found in Paul Carnahan's report, the Special Board Meeting Report, and the Report of the Branding Committee. The Special Board Meeting Report also introduces a proposal for two

new non-voting board positions and calls for reconsideration of the bi-annual NEA conference schedule. Due to the recent board and member attention to the identity and future of NEA, we have also included the NEA By-Laws.

In this issue's *Around & About*, Mark Dionne, archivist at the University of Rhode Island, provides an introduction to the newly opened papers of Senator John H. Chafee. Dionne's article charts Chafee's service in political office from the Rhode Island House of Representatives (1957) through his tenure in the Senate (1977-99).

In July the *Newsletter* featured its first photograph from a member institution in our *This Season in New England History* series. In this issue the back cover features the 1921-22 season string choir principals of the Boston Symphony Orchestra.

Maryalice Mohr, archivist at the New England Conservatory of Music, has joined the editorial staff as the new Session Reports Editor. Please join us in welcoming Maryalice to the *NEA Newsletter*. ☺

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**Promote your photograph collections by sharing an image of a historic event, place, or person with the NEA community.**

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

# Archival Insight

## Report of the Branding Committee of the New England Archivists

*Valerie Wingfield, New York Public Library*

New England Archivists “is a regional organization of people who organize, describe, preserve, and provide access to historical records in a variety of formats. It offers educational opportunities and provides venues for professional and volunteer archivists to gather and share experiences with colleagues.” In existence for over thirty years, NEA operates for the benefit of archivists, educators, related professionals, and students. The *Articles of Incorporation* state two important objectives: NEA strives “to promote cooperation among individuals in New England having original records in their custody and those in related disciplines having an interest in such record,” and “to provide a forum for matters in common by disseminating information on research materials and methodology, conducting periodic workshops and seminars and actively cooperating with similar organizations.”

In 2005 the NEA Executive Board created a Branding Committee to review the graphic identity of the organization. The committee members are: Tracy Messer and Tara Hurt (Co-chairs); Mary Ide (Immediate Past President); Paul Carnahan (President); Rodney Obien, Kelcy Shepherd, and Lianne Kearney (Membership Committee); Anne Ostendarp (Outreach Committee); Karen Spicher (Educational Committee); and Michael Rush, Phyllis E. Steele, Cynthia Swank, Valerie Wingfield, and Nanci Young (Members-at-Large).

The committee’s discussions have

focused on arriving at a definition of graphic identity, determining NEA’s target audience, approving NEA’s new logo (designed by Kelcy Shepherd and Rodney Obien), and determining ways to gather membership feedback on the organization’s graphic identity. The focus of discussion has been on the following questions:

- Is a graphic identity a subset of identity?
- Is our organization’s name still relevant?
- Should we develop a tag line?

While most committee members felt that a graphic identity is a part of the identity of the organization as a whole, the second question generated additional questions. Perhaps we need to reevaluate the name of our organization? Does it still support our mission and regional identity? These are serious questions. Tracy Messer proposed that the committee present the board with a set of recommendations on graphic identity that address these broad issues and touch upon specific items such as tag lines and branding.

The committee agreed to the following definitions of graphic identity and branding formulated by Mary Ide, Tara Hurt, Kelcy Shepherd, and Cynthia Swank:

- Graphic identity encompasses the organization’s name, its acronym, perhaps a graphic (image), and perhaps a tag line that reflects the

mission of the organization. These components will use a standard color available on most computers, and possibly a graphic design saved as a jpg/pdf/other image for easy insertion/logo creation. There will be color and grayscale versions, and variations for different types of communications pieces.

- Branding is the concerted effort of the organization to project consistently its graphic identity, mission, purposes, and attributes to its members, potential members, allied professionals and allied professional organizations, resource allocates, media, and government.

The committee also discussed the organization’s name, how to differentiate NEA from other organizations with the same acronym, NEA’s mission statement, and technical considerations regarding the creation of a graphic identity. Paul Carnahan asked whether a suggestion that we drop “New England” in favor of “Northeast” is part of an effort to appeal to our neighbors in New York. The committee decided to revisit this issue. Tara Hurt and Kelcy Shepherd’s concerns regarding color, typeface, and software considerations in the creation of graphic identity proved important as the committee moved forward with its mission.

By early April 2005 the committee had reviewed the mission statements of NEA and several other organizations, including The Midwest Archives Conference (MAC), Mid-Atlantic

Regional Archives Conference (MARAC), Maine Archives and Museums (MAM), New England Museum Association (NEMA), and the Society of American Archivists (SAA). This task gave the committee a broader perspective on comparable organizational mission statements, and proved beneficial as the committee drafted a revised statement.

While in the process of reworking NEA's mission statement, Mary Ide asked several pointed questions. Who is NEA's intended audience? Who do we want to know about and attract to NEA? Will our target audience influence the decisions we make regarding our name and mission? The Branding Committee realized that there were many interrelated issues to discuss, and a conference call was arranged for April 11th.

The April conference call built upon issues under discussion and allowed the committee to expand its discussion on branding. Extracting from meeting minutes prepared by Tracy Messer, salient points include the following actions and recommendations:

- The committee recommends that the NEA board establish a policy to review the mission statement every three years to ratify or revise wording.
- The committee recommends that NEA does not change its name at this time.
- The committee identified its core audience (in rank order) as professional archivists, librarians, volunteers, and town clerks tied with records managers.
- To arrive at consensus regarding

NEA's "top five markets," further discussion is necessary.

- The committee agrees to continue to use the interim logo, which appears on the NEA Web site and on the new membership brochure.
- Committee members will try to come up with different words, images, or symbols that represent the essence of the organization.
- The committee is open to the idea of engaging the service of a professional designer. Mary Ide agreed to explore this option.

Following the conference call, the Branding Committee focused on brainstorming essence ideas and tag lines. In preparation, the committee examined approximately twenty-five logos from domestic and foreign institutions. One example of a proposed tag line is Michael Rush's "*NEA: Speaking to those who preserve the voices of the past.*"

Cynthia Swank summed up our essence ideas into two groups: images and tag lines. Under images we considered colors like blue-green, red, green, and gold, and characteristics like knowledge and security (lock and key). The idea of using a stylized logo was endorsed by Nanci Young and Phyllis E. Steele. Any use of color will need to take into consideration how it would reproduce on paper and on the Web site.

Continuing to move forward on the committee's recommendations, Mary Ide attended the WGBH Branding Seminar on April 21st and met with Doug Scott, a graphic designer at WGBH. The WGBH sem-

inar de-emphasized the importance of a logo, trademark, or symbol and stressed that "brand identification" was more important. Doug Scott expressed interest in working with the committee and suggested that, while the NEA name has its own power, the committee should consider altering the acronym in order to distinguish it from the National Endowment for the Arts and other organizations with identical acronyms.

The committee met again, prior to the April NEA board meeting, to synthesize its work and findings. In attendance were Mary Ide, Paul Carnahan, Phyllis E. Steele, and Kelcy Shepherd. Several conclusions emerged from this meeting. Committee members agreed that they liked the mission statement and that it was important to keep the conversation going. The committee would also work on a tag line and further identify NEA's target audiences. The group also considered the idea of referring to ourselves as "information trustees."

Mary Ide reported back to the committee that the board requested a report for its May 25 meeting. Cynthia Swank prepared the report based upon the recommendations of the committee. Committee members agreed that NEA's name not change, that a tag line could wait, and that the board should review and act upon the mission statement.

Mary Ide, Kelcy Shepherd, Paul Carnahan, and Anne Ostendarp attended the May meeting, where the board approved the committee's definitions of branding and graphic identity. It also approved a revised mission statement:

### Revised and Approved Mission Statement:

New England Archivists represents individuals and institutions responsible for acquiring, preserving, and making accessible records of continuing value. NEA serves as a forum for its members to educate themselves and others about archival theory and practice, to collaborate with other archival and related professional organizations, and to advocate for the importance of archival records and archival work to the public.

The board decided that the committee should work with Doug Scott (WGBH), choose graphics without the colors red, gold and green, due to color blindness, stay away from symbolic images, and use the term documents instead of records, as it is a more generic and understandable word.

The revised mission statement will be posted to the NEA Web site and to the NEA Discuss Listserv. During the summer, the committee continued its work to select three graphic images and tag lines for review on the NEA Web site and NEA Discuss Listserv by September. Updated information on

the continuing work of the committee will be part of a report presented to the board in October 2005.

The committee thanks Tara Hurt for preparing a spreadsheet to track committee progress, Cynthia Swank for preparing the report to the board in May, Tracy Messer for preparing a spreadsheet for "Needs/Services/Benefits" for the NEA audience, and all committee members for their participation. ©

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## Internet Tidbits

- Kathleen J. Barker

*The Archive of Early American Images* is a superb body of contemporary representations of the New World drawn from the holdings of the John Carter Brown Library at Brown University. This work-in-progress currently includes over 2,500 images of the colonial Americas printed or created between 1492 and ca. 1825; the *Archive* will ultimately contain 6,000 images. Many of these images come from obscure publications and have never before been reproduced in any form. The *Archive* can be reached through the Library's Web site at <[www.jcbl.org](http://www.jcbl.org)> by clicking on "Online Resources" on the main menu.

The Web site uses the Insight browser developed by Luna Imaging. Visitors who have never used this software can click on the "How to use Insight 5.1" link for helpful instructions. Visitors can search by keyword, the most comprehensive way to search for images, or by selecting one of the other drop-down menu options: subject area, geographical area, or data fields. The subject areas include indigenous peoples; artifacts, industry and human activity; geography, maps, and city views; flora and fauna; and portraits. The geographic areas range from the Arctic to the Pacific Ocean. The data field option allows visitors to search specific fields from the image data record, such as creator, image date, and Library of Congress subject headings. Visitors can combine search terms and categories to refine their searches.


After performing a search and selecting an image, such as the view of Cuzco (present-day Peru) published in 1596 (see front cover), visitors can click on the "image data" icon to learn more about the image and its source. Use the magnification tools to zoom in on details like the Inca temple or the native men standing on their heads juggling logs. Visitors

can also print low-resolution versions of the entire image with or without its data. The *Archive* features many other colorful and intricate images, including the Zodiac published in the *Atlas of Portolan Charts* (Venice: 1543-1545?) by Battista Agnese. This beautiful work (prepared in ink, color, and gilt on vellum) features a map of the world and a fanciful border of dolphins, hedgehogs, butterflies, and birds. The Web site also includes representations of indigenous peoples from different parts of the world. For example, *Savvages Groenlendois*, an engraving published in Paris in 1647, depicts native Greenlanders in their hunting garb, along with representations of their spears, kayaks, and intended prey (seals and narwhals).

Whether you are a scholar of the period, an armchair traveler, or a connoisseur of fine images, you will find something to pique your interest in the *Archive*. Be sure to visit the Library's other online resources, including the *Codigo Brasiliense*, an interesting introduction to a collection of laws and other documents from colonial Brazil, and *A Checklist of John Carter Brown Library Holdings Relating to Saint-Domingue and the Haitian Revolution, 1735 to 1834*. ☺

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

### From the President

- Paul Carnahan

During the last two board meetings, the officers and representatives of this organization have made several changes to better position us to flourish in the future, with more still in the works.

First, the board adopted a new mission statement. Although the organization has a rather stiff “statement of purpose” as part of its articles of incorporation, it has never had a punchy mission statement for public consumption. The new Branding Committee presented the text of a proposed mission statement to the board at its special May 2005 Meeting. After lively debate over several sections, we adopted a revised statement. I am happy to report that your organization’s mission statement now reads:

*New England Archivists represents individuals and institutions responsible for acquiring, preserving, and making accessible records of continuing value. NEA serves as a forum for its members to educate themselves and others about archival theory and practice, to collaborate with other archival and related professional organizations, and to advocate for the importance of archival records and archival work to the public.*

Other exciting initiatives that the Branding Committee has undertaken are detailed elsewhere in this issue. Most important is their search for a new graphic identity for our organization. Be sure to look for design displays at the fall meeting in Burlington, Vermont.

The board has also decided to add at least one new, non-voting member to the body. At its June meeting, board members voted to create the position of Archives Student Representative for a two-year trial period. We hope that this ambassador position will help foster a stronger relationship between NEA and the student community—one that will build strong future leaders. We will be recruiting a student from the Simmons College archival program to fill this position on a trial basis. If the board decides to make the position permanent, it will be open to any archival student in the New England region.

The board is currently discussing the possibility of creating a parliamentary or policy coordinator position to give the organization better continuity in its operations over the long run, and to make sure that board meetings run efficiently. This topic will be discussed further at the board’s October meeting.

In the same vein, the board is very interested in posting procedures for various parts of the organization on the Web site—especially for the Program and Local Arrangements committees. Procedural notebooks have not been well maintained or passed on to new committee members. We hope that by putting this information in a central place (i.e., the Web site), everyone can access or update the procedures at any time, thus improving our organization’s operations.

The board spent considerable time at its special May meeting discussing its twice-yearly conference offerings without coming to any conclusions for fundamental change. As one meeting participant put it, “We like things the way they are, but we want change!” The group, which included several past Program and Local Arrangements chairs, recognized that frequency of meetings was essential for giving members educational opportunities and for networking within the profession. Several people felt that single yearly conferences would not be as convenient for members who may end up missing several years of meetings because of scheduling conflicts. On the other hand, everyone present recognized the immense effort that is required of this volunteer organization to put on substantial meetings twice a year.

The board will continue with conferences as in the past, but with the charge to future committees to try new formats and approaches. The board will attempt to be more engaged in giving committees ideas for future meetings. The next two meetings, fall 2005 and spring 2006, will embody changes in several ways. The fall meeting will include times for professional sections to gather to discuss issues of common concern. The spring meeting will include two-hour long sessions that will encourage discussion from audience members as well as panelists.

The next conference in Burlington promises to be an exciting one with two significant speakers and twelve sessions. I look forward to seeing everyone in Vermont October 13 through 15! ☺



# Special Board Meeting Report

-Elizabeth Slomba

The business handled at the May 25, 2005 meeting of the Executive Board is summarized below. All **VOTING** is in bold. Complete minutes are available on the NEA Web site or from the secretary.

Paul Carnahan called the meeting to order at 10:00 am.

## Mission Statement and Branding Committee Report

The board discussed a proposed mission statement and the work of the Branding Committee. The Branding Committee has reviewed the mission statement, organization name, and intended audience. They proposed a revised NEA mission statement for the board's approval. The board reviewed the proposed mission statement and suggested some changes. **It was moved that the mission statement be approved as proposed taking out "their" from "their institutions;" "best" and "s" from "best practices;" and "describing" from "acquiring, describing, preserving, and making accessible."** Six members voted in favor of the motion; 2 voted against. The motion passed.

The revised mission statement now reads as follows: *New England Archivists represents individuals and institutions responsible for acquiring, preserving, and making accessible records of continuing value. NEA serves as a forum for its members to educate themselves and others about archival theory and practice, to collaborate with other archival and related professional organizations, and to advocate for the importance of archival records and archival work to the public.*

Doug Scott, the graphic designer at WGBH, offered to help create designs for the graphic look and feel and to work on developing tag lines for a proposed NEA graphic identity. The board decided to accept his offer.

The board reviewed the Branding Committee report and suggested some changes and additions. The board agreed that the Branding Committee should get comments from the membership on the graphic identity. Graphic identity options would be available for review by September and displayed on the Web site. The committee would post

announcements on the listservs, write a report for the October newsletter issue, have a table at the Fall 2005 Conference with the options for the membership to review, and have a final report by the January board meeting.

## Student Representative and Parliamentarian

Issue to be addressed: shall the board be expanded to include a Student Representative and Parliamentarian? (Items I.4 and I.5 on the Future Planning Document)

Mary Ide proposed an idea from the Fall 2004 membership input sessions. The membership suggested that a student board representative would reach out to new members and help nurture new membership. The board discussed various aspects of this new position; including a trial period of two years and non-voting status. Additionally, a representative-at-large would monitor the position and serve as a board mentor. The board also discussed ways to recruit for the position, appointing a representative from the Simmons archives program at first, then opening the position to students from other programs. Aimée Primeaux, Susan von Salis, and Mary Ide will develop the proposal for the student representative in time for the June board meeting.

Mary said the idea for a Parliamentarian came from her need for parliamentarian help at board meetings during her term as president. She suggested that the position be a non-voting board member to keep track of the bylaws, parliamentary procedures, and previous votes and to offer assistance to officers and committees regarding board procedure. It was also mentioned that the role of the Parliamentarian was strictly separate from the role of the Secretary, especially in regards to communications to the board and committees. Mary offered to refine the Secretary/Parliamentarian job description in time for the June board meetings.

## Conferences

Issue to be addressed: Shall the NEA continue with twice-yearly conferences or adopt a different conference structure? (Item III.1 on the Future Planning Document)

Nora Murphy mentioned possible changes to the current conference structure. NEA is required to have one annual business meeting. The board discussed a variety of

different conference structures, as well as suggestions to move away from “talking head” sessions, with some attendees noting membership preferences for workshop/interactive sessions. Attendees debated whether the board should have input in the meeting planning and offer more advanced planning and more directions for conference planning.

Karen Spicher described the role of the Education Committee in planning workshops for conferences and the committee’s interactions with Local Arrangements and Program committees in their planning and execution of workshops. The Education Committee faces many challenges during their planning, including limitations as to how far they can plan ahead, facilities and resource availability at conferences, and finding instructors for the workshops. The committee is developing a workshop schedule, which it plans to have on the NEA Web site, at least for the rotating workshops.

The board discussed the challenges for a volunteer organization in planning two conferences a year. It was asked if there should be a member survey regarding confer-

ences. The board discussed the need for a successful survey, collecting the membership’s opinions on conferences, and information expected from the A\*CENSUS survey. Attendees mentioned the feeling that the membership is looking for something different and commented on how well SAA’s special sections meetings work for their membership. It was suggested that NEA try to plan future conferences to include sessions for smaller groups of archivists to meet over common topics. Attendees also discussed ways to encourage attendance at and publicity for conferences.

The board agreed that the Program and Local Arrangements committees should continue to try different meeting structures. Nora would communicate the board discussions and ideas to upcoming conference committees to encourage planning and creative approaches to programming. It was also noted that there is a need for membership information, a financial analysis of conference costs and income, and a need for A\*CENSUS information. The board agreed that a program committee could be named before a location was chosen and that the Education Committee should be brought in as early as possible.

**Honoraria**

Shall the NEA revise its policies on granting honoraria and expenses to speakers? (Item III.3 on the Future Planning document)

Paul Carnahan discussed the current honoraria policy and mentioned specific points in the policy, such as no travel, meals, or hotels. The board discussed the purpose of the policy and administration of honoraria. **All members voted that the total cap of honoraria for conferences be raised to \$1500, effective for the Fall 2005 Conference.** The board discussed equitable payment for honoraria recipients, honoraria for keynote speakers, and the need for flexibility in offering honoraria. The board agreed that all outside speakers will be offered equal amounts of honoraria and that keynote speakers may be offered a higher honoraria amount. **All members voted that the limit for honoraria for keynote speakers be raised to \$500, effective for the Fall 2005 Conference.**

**Wrapup**

Paul reviewed the meeting’s accomplishments and adjourned the meeting at 2 pm. ☺

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## Executive Board Meeting Report

- Elizabeth Slomba

The business handled at the June 29, 2005 meeting of the Executive Board is summarized below. All **VOTING** is in bold. Complete minutes are available on the NEA Web site or from the secretary.

Paul Carnahan called the meeting to order at 10:10 am. Minutes from the April 29, 2005 Board Meeting were presented. **All members voted to accept the April 29, 2005 Board Meeting Minutes.**

## Officers' Reports

### President

Paul Carnahan discussed his efforts to get the Local Arrangements and Program Committee manuals on the web. He also urged the committees to communicate ideas and encouraged committee chairs to attend board meetings as soon as they are appointed.

### Immediate Past President

Mary Ide announced that there would be an article in the fall newsletter on the Branding Committee. The proposed graphic design for NEA is expected to be ready in September and available for membership review in October. She then discussed issues surrounding the offering of the Distinguished Service Award.

Mary presented a proposed job description for a Student Representative. The position will have a two-year trial period and will be a non-voting board position; the term will run from September to June, based on the academic year. The board discussed filling the position with a student from the Simmons archives program, then opening the position to students from other programs. The board also discussed whether the newsletter could accommodate a column submitted by the Student Representative, in which case the column could be posted on the NEA Web site. **All members voted that NEA create an Archives Student Representative position for a two-year trial period, as outlined in the job description with suggested changes.**

Mary presented a proposed job description for a Parliamentarian/Policy Coordinator position. The position

will have a two-year trial period and be a non-voting board position. The board discussed the need for this position. **All members voted to table discussion on the Parliamentarian/Policy Coordinator for further discussion at the Fall 2005 Board Meeting.**

### Treasurer

Lois Hamill is preparing the NEA budget for the next board meeting and requested that board members submit budget requests in time. The board reviewed the budget and saw that NEA is actually under budget so far this year.

## Meetings

### Spring 2005 Conference

The board discussed response to the Spring 2005 Meeting. In response to membership requests at this meeting, the Fall 2005 Committee will develop an onsite meeting program with session descriptions. Paul thanked all members of the Spring 2005 Program and Local Arrangements committees.

### Fall 2005 Conference Program

Jeff Marshall reported on the progress of the program and noted that Greg Sharrow will be the lunch speaker. Jeff also announced that special discussion sessions have been organized; discussion sessions were organized by job and institution type.

### Fall 2005 Conference Local Arrangements

Chris Burns presented the proposed budget for the Fall 2005 Conference, room arrangements for the conference, parking, and the Friday evening reception and speaker. He also discussed specific parts of the budget, especially the Education Committee workshop budget. The budget for the meeting is projected to be \$8725. The board discussed the likely attendance numbers for the conference and actual per person cost of the conference. **All members voted that the Fall 2005 Conference registration fee be set at \$45. All members voted to accept the Fall 2005 Local Arrangements budget.**

### Spring 2006 Conference

The theme of the Spring 2006 Conference is "Learning from Each Other." The Program Committee is developing a program emphasizing interactive sessions and communication among archivists. They are planning for discussions on better communication and coordination between museum staff and archivists with similar responsibilities.

## Committee Reports to the Board

### Membership Secretary

Paul noted that the membership numbers increased from 411 members in April 2005 to 446 members in June 2005.

### Newsletter Report

**All members voted to appoint Maryalice Mohr as Session Reports Editor for a term to run from October 2005 to October 2008.**

### Membership Committee

The Membership Committee members are continuing their work on the membership directory. A letter will be sent out to the membership in July with a 30-day reply period for people to respond, while Jonathan Penyack and Rodney Obien work with Skybuilders on the directory and moving information. They expect to have the membership database up by the Fall 2005 Meeting. **All members voted to accept the Membership Directory Use Agreement.** The New Members Breakfast, first held at the Spring 2005 Meeting, will be an annual event.

### Education Committee

There will be three workshops at the Fall 2005 Conference: Film Preservation, Textiles, and Descriptive Methods. The committee is starting to plan for the Spring 2006

Conference. The committee is also working on scheduling floating workshops.

### Outreach Committee

The committee will be meeting in mid-July to tackle its next issues and will be taking an inventory of NEA bookmarks. **All members voted to appoint Molly Wheeler, Rick Statler, and Megan Friedel to the Outreach Committee.**

### Public Relations Coordinators

The issue of who is responsible for camera work at events was referred back to the coordinators for further consideration.

### Nominating Committee

**All members voted to appoint Christie Carter to the 2006 Nominating Committee.**

### Print Coordinator

There was a discussion about the longer ballot format and ballot mailing costs. There will be a revised timeline for mailing ballots for the next NEA elections since the Spring 2006 Conference is much earlier than usual.

### Development Coordinator

**All members voted to appoint Jane Ward to another three-year term as Development Coordinator.**

### Hale and Haas Award

Brenda Lawson reported on the Haas Award Committee discussions about income and fundraising for the Haas Award and the desire to raise the award amount. The board agreed that if there is not enough money for the award at \$1000 for the next year, then the award can be offered every other year. **All members voted to approve a change in the amount of the Haas Award to be awarded in 2006 from \$500 to \$1000.**

Anne Sauer discussed the need to change the deadline for the Hale Award; the March 2006 conference date is earlier than usual and the committee needs time to review the applications. The issue was referred back to Anne for consideration of a February 1 deadline for award applications.

### Next Meeting Date and Adjournment

The next quarterly board meeting will be from 1 pm to 5 pm on October 14, 2005 at the University of Vermont. ©



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**New Members**

- *Rodney Obien*

**Michael Baron**

Bellamy Association/  
 Chicopee Historical Society

**Larry Raftery**

Quinnipiac University,  
 School of Law Library

**Madeline Newell**

**David Reed**

Kiwi Enterprises

**Anne Howe**

Historic Harrisville, Inc.

**Kimberely Reynolds**

Northeastern University

**Linda Kent**

**Kelly Shorrel**

**Lyme Historians**

**Jessica Sims**

**Honor Moody**

Simmons College

**Three E-Mail Lists at a Glance**

**NEAboard:** Established in February 2001, this is an unmoderated list that facilitates communication of the NEA Executive Board. However, it is also open to all current NEA members. Scope of messages is limited to discussion of issues that come before the NEA Board; electronic votes may also be taken via the list at the discretion of the President.

**NEAannounce:** Intended to facilitate communication about NEA-sponsored events, programs, and elections. It is open to all current NEA members, who will automatically be subscribed. However, messages may be posted by members of the NEA Board and committees only.

**NEAdiscuss:** An open forum for NEA members to communicate about items of common professional interest. Open to all members, and moderated by the E-mail Coordinator for content.

For more information, go to [<http://groups.yahoo.com/group/neaboard/>](http://groups.yahoo.com/group/neaboard/).

# NEA By-Laws

## I. NAME

The name of this organization is NEW ENGLAND ARCHIVISTS. It is incorporated as a nonprofit organization under the laws of the Commonwealth of Massachusetts.

## II. PURPOSES

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

## III. MEMBERSHIP

- 1) Membership is open, upon payment of dues, to any individual or institution concerned with or interested in accession, administration, organization, preservation, or use of archival and manuscript material.
- 2) There are two categories of membership: Regular and Institutional.

## IV. OFFICERS AND GOVERNMENT

- 1) The officers shall be a president, president-elect who shall serve as vice-president, secretary, and treasurer. The terms of office of the president and president-elect shall be one year, and of the secretary and treasurer, two years. No officer shall serve more than two consecutive terms in the same office. Each officer shall have duties usually associated with the office.
- 2) Four representatives-at-large shall be elected, each for a term of three years. No representative-at-large shall serve more than two consecutive terms.
- 3) The president, with consent of a majority of the voting members of the executive board, shall appoint a Massachusetts resident as corporation clerk to serve

at the pleasure of the board. The president may also, with consent of a majority of the voting members of the board, appoint persons to undertake such other responsibilities as the board may from time to time deem appropriate; the president may, with such consent, designate such persons as members of the executive board without vote.

- 4) The executive board shall consist of the president, president-elect, secretary, treasurer, the representatives-at-large, and the immediate past president, as voting members; and as ex officio, non-voting members, the corporation clerk and such other persons as shall have been appointed to undertake responsibilities pursuant to section 3 of this article, and shall have been so designated. The executive board is empowered to conduct business between annual meetings within general policies approved by a majority of its voting members. All decisions shall be by majority vote of those board members present. All executive board meetings shall be open to members.
- 5) The president, with consent of a majority of the executive board, shall appoint a program committee, and other appropriate committees.
- 6) Officers and representatives-at-large shall be elected by mail ballot of a majority of those members voting, from a slate presented by the nominating committee. Nominees must be members of New England Archivists. At least two candidates shall be slated for each office. The slate shall include the name of any member nominated by a petition signed by not less than ten per cent of the membership and received by the chair of the nominating committee not later than sixty days in advance of the annual meeting. The ballot shall contain space for write-in candidates for each office. Ballots shall be mailed to members at least thirty days in advance of the annual meeting. To be counted, ballots must be returned to the chair of the nominating committee postmarked not later than ten days in advance of the annual meeting, and received by said chair not later than the second day before the annual meeting.
- 7) In the event of a tie vote for any office, the successful candidate shall be determined by re-balloting the membership using the same mailing list as for the original ballot.

- 8) Any vacancy in the executive board shall be filled by the board until the next election when candidates shall be nominated to fill any unexpired term.

## V. MEETINGS

- 1) New England Archivists shall hold at least one meeting a year to transact any business brought before the meeting and to provide a program of general interest. This annual meeting shall be held in the spring.
- 2) Special meetings may be called by the president, with consent of a majority of the executive board, or at written request of ten percent of the members addressed to the executive board through the president or the president-elect.
- 3) The membership shall be notified at least ninety days in advance of an annual meeting and thirty days in advance of a special meeting. Those members present and voting shall constitute a quorum.
- 4) The executive board shall meet as necessary. Five voting members, one of whom must be the president or vice-president, shall constitute a quorum.

## VI. FINANCES

- 1) The treasurer shall record the financial transactions of New England Archivists so as to ensure that the membership may have a sound basis for evaluating the management of its funds; that the board may have adequate information on which to plan the activities of the organization; and that its financial practices conform to applicable accounting standards. The treasurer shall maintain such records, for accounting purposes, on a cash basis.
- 2) The president shall, with the approval of the executive board, from time to time, but no less frequently than every third year, appoint a professional accountant to examine the financial records of the organization and to report his/her findings to the board consistently with generally recognized accounting practices.
- 3) Annual dues for regular membership may be changed at an annual meeting by a majority vote of the members attending.
- 4) Life membership category shall be abolished as of

January 1, 1995. Individuals who have paid for a Life Membership prior to September 1, 1994 will remain Life Members and will receive full membership benefits.

- 5) The fiscal and membership years shall run from January 1 to December 31.
- 6) Institutional membership dues shall be \$10.00 more than the current membership rate. An institutional member shall receive one (1) copy of each NEA publication which is distributed to the general membership free of charge. It shall be entitled to all other publications at the membership rate and employees of the institution may attend workshops and meetings at the member rate. The Institution is not entitled to vote in the annual election nor shall it hold elected or appointed office.

## VII. DISPOSITION OF ASSETS AND RECORDS

- 1) As the records of the organization become non-current, those of enduring value shall be donated to an archival repository selected by the board to be preserved under a formal agreement which shall address the needs of both the officers and members of New England Archivists and the general public for access to the records in accordance with the normal policies and practices of the repository.
- 2) If it becomes necessary to dissolve the organization, its assets shall be turned over to an historical or archival organization selected by the board.

## VIII. PARLIAMENTARY AUTHORITY

The latest edition of Sturgis's Standard Code of Parliamentary Procedure shall govern the proceedings of the organization, except as otherwise provided by these bylaws.

## IX. AMENDMENTS

Amendments to these bylaws must be proposed in writing and filed with the secretary at least sixty days prior to an annual meeting. Copies shall be mailed to all members at least thirty days in advance of the annual meeting. An affirmative vote by a two-thirds majority of voting members present shall constitute passage. ☺

## News and Notes

### CONNECTICUT

#### Court Records Finding Aids Available on the Web

The Connecticut State Archives has recently made seven finding aids to records of the Litchfield County Court and New London County Court available on its Web site in PDF format. The National Historic Publications and Records Commission (NHPRC) and the Connecticut Historic Documents Preservation Fund funded this project to preserve and improve access to a portion of the State Archives' huge collection of Connecticut court records. The finding aids, which contain detailed information on the research value of county court records, are listed below:

- Litchfield County, County Court, Files, 1751-1855
- Litchfield County, County Court, Papers by Subject, 1750-1855
- Litchfield County Minorities Collection, 1753-1854
- New London County, County Court, Files, 1691-1774
- New London County, County Court, Papers by Subject, 1685-1855
- New London County African Americans Collection, 1701-1774
- New London County Native Americans Collection, 1698-1774

Due to the great research interest in African Americans and Native Americans, project staff also established three databases to track information found in the records of these two counties. The databases are searchable by court session, town, surname, case name, subject, and tribe.

At the time the grant ended, processing of New London County Court records had not been completed. Since that time, considerable progress has been made, and final versions of the finding aids should be available in a few months.

### MAINE

#### Maine Historical Society Awarded IMLS Grant

The Institute of Museum and Library Services (IMLS) has awarded Maine Historical Society (MHS) \$122,682 through its Museums for America grant program. The Institute received 543 applications requesting over \$50 million, and awarded \$16,859,240 to 169 museums across the country.

The IMLS grant will allow MHS to convert the remaining card-based collections catalog to a digital collections management system; thanks to a previous grant, one-half of the records of MHS are already accessible through Minerva, a shared online catalog. This project will enable MHS to provide access to collections through Maine InfoNet, a statewide Web-based database.

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

### MASSACHUSETTS

#### \$1.5 million Portuguese-American Archives Endowment

In April 2005 the University of Massachusetts Dartmouth announced the creation of the Affonso "Ferreira Mendes" Mendes Portuguese-American Archives Endowment. The principal gift was made by Ms. Otilia Ferreira whose father, Affonso "Ferreira Mendes" Mendes, was one of the founders of Portuguese-American radio back in the early 1930s. Additional contributions came from Anthony Andrade, Frank B. Sousa, Elisia Saab, Luis Pedroso, Maria Furman, and the Luso-American Foundation of Lisbon.

The Archives will include letters, manuscripts, diaries, photographs, periodicals, organizational records, films and videos, recorded music, oral history recordings, and other materials. The UM Dartmouth Archives already house important Portuguese language materials, including *Diário*

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*de Noticias* (1919-70), records of the Portuguese Alliance Benevolent Association, photographs, family and personal papers, and oral history interviews.

Details are available on the University Library's Archives and Special Collections Web site at <www.lib.umassd.edu>. For more information, please contact Judy Farrar, Archives and Special Collections Librarian, University of Massachusetts Dartmouth Library, at <jfarrar@umassd.edu> or (508) 999-8686.

## Collaborative Action for Historical Records

On June 16, 2005, William Francis Galvin, Secretary of the Commonwealth, announced the awards for the 2005 Documentary Heritage Grant Program. The grant program funds projects that preserve and promote the use of historical records. The total award for the grant program is \$100,000.

Twenty-two projects meet the funding criteria. The projects are:

- American Congregational Association, Preserving Congregational Records in Massachusetts
- Beverly Public Library, Beverly Archives Project
- Boston Police Department Strategic Planning & Resource Development, The Boston Police Media Project
- Franklin Historical Commission, Strategic Plan for Franklin
- George C. Gordon Library, Worcester Polytechnic Institute, Print Worcester: Documenting Worcester's Printing Industry
- Gould Farm, Inc. (Monterey), Accessing Local Records
- Hanson Historical Commission, Discovering Hanson
- Holbrook Community Development Office, Evaluation & Promotion of Holbrook's Archival History
- Lexington Historical Society, Lexington: Revolution and Commemoration
- Littleton Historic Society, The Key to Littleton's Legacy
- Lowell High School, Archiving Lowell High School History
- Middleton Historical Commission, Middleton Archives Project
- Mount Wachusett Community College, Gardner Furniture Industry Documentary Project: Phase II
- Norwood Historical Society, Industrial History of Norwood, ca.1850-1950
- Sandwich Historical Commission, Sandwich Documentary Heritage Program
- Sandy Bay Historical Society, Rockport Archives Project: Plan for Preservation & Access
- Swampscott Historical Commission, Swampscott Historical Commission Historical Records Project
- Town of Brookline, Brookline Historic Archives Project
- University of Massachusetts Boston / Mass Studies Project, Mass Memories Road Show Planning Project
- Weston Historical Commission, Weston's Archives: Assessment & Master Plan
- Weymouth Historical Commission, Weymouth Historical Records Assessment
- Wilbraham Public Library, Wilbraham & Hampden: A Virtual History

The Documentary Heritage Grant Program is sponsored by the Secretary of the Commonwealth and the Massachusetts Historical Records Advisory Board. The program is made possible through a grant from the National Historical Publications and Records Commission.

## Harvard Launches New Conservation Program for Photographs

With the October 1 arrival of Brenda Bernier as senior photograph conservator in the Weissman Preservation Center (WPC), the Harvard University Library will officially launch a University-wide photograph preservation program. The University's photographic holdings, estimated at more than 7.5 million items in 48 Harvard repositories, date back to the emergence of photography in the 1840s.

The new photograph preservation initiative, made possible through a \$2.1 million grant from the Andrew W. Mellon Foundation, complements ongoing preservation programs for Harvard's 15 million books and millions of manuscripts, printed documents, maps, prints, drawings, disks, tapes, and other media. The Mellon Foundation has played a leadership role in the field of photograph conservation for almost a decade, investing in training and the establishment of positions for photograph conservators in the US. With support from Mellon, a second conservator and two conservation technicians will join a project team at Harvard under Bernier's direction, staffing the new program for its first five years. In addition, a photograph cataloger will work under the direction of Steven Riel, preservation cataloger and projects manager in the Weissman Preservation Center.

According to Jan Merrill-Oldham, the Malloy-Rabinowitz Preservation Librarian in the University Library and the College Library, Harvard's photograph preservation program promises to be challenging and multifaceted. "We hope to advance the care of Harvard's photograph collections, and to work with other institutions to further shape and define this relatively new aspect of materials conservation. We intend to offer education and training throughout the University in areas such as identification of photographic types and emergency planning; to expand the



Brenda Bernier, senior photograph conservator in the Weissman Preservation Center (WPC).

monitoring of building environments and explore the need for specialized photographic storage; improve housing through enveloping, boxing, and replacement of deteriorated enclosures; conserve aging and damaged photographs so that they can be studied and exhibited; and catalog photographs and reproduce and disseminate them largely through digitization."

Brenda Bernier comes to Harvard from the National Archives and Records Administration (NARA), where she joined the staff as senior photograph conservator in 2001. At NARA she was responsible for assessing the nature and condition of the agency's vast photograph collections, performing conservation treatments, developing plans and guidelines, preparing storage specifications, conducting original research related to the deterioration and treatment of photographic materials, monitoring the work of conservation interns and junior conservators, and serving on NARA's Emergency Response Team. Bernier represented NARA on the International Standards Organization working group responsible for the preservation of photographic materials.

Previously, Bernier served as photographic materials and paper conservator at the United States Holocaust Memorial Museum. There she treated early to mid-20th-century photographic materials and paper-based documents and works of art, and performed a wide range of associated activities. Bernier is a graduate of Virginia Commonwealth University and earned an M.S. in Conservation of Photographic Materials from Winterthur/University of Delaware Program in Art Conservation. She completed conservation internships at the National Gallery of Art, the Baltimore Museum of Art, NARA, the Holocaust Memorial Museum, and the Virginia Museum of Fine Arts.

The Weissman Preservation Center, named in honor of Paul M. Weissman, AB 1952, and Harriet L. Weissman, enables the libraries at Harvard to conserve the University's most valuable collections of unique and rare books, manu-

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## New England Archives Week November 6-12, 2005: The Perfect Opportunity for Outreach and Advocacy

- Mary Caldera, Chair, NEA Outreach Committee

New England Archivists has been actively promoting Archives Week for several years. The purpose of Archives Week is twofold: outreach and advocacy. It is a time to celebrate the value of New England's historical records, publicize historical records and their cultural utility, and recognize the archivists, town clerks, and volunteers who care for our recorded heritage. It is a perfect time to call attention to your institution and its work in preserving New England heritage.

The NEA Outreach Committee promotes Archives Week and encourages institutions to publicize who they are, what they do, and what they have. The committee distributes promotional bookmarks, holds specially scheduled Archives on the Road (AOR) programs, and works with the State Historical Records Advisory Boards to solicit Archive Week proclamations from state governors.

Activities run the gamut and are limited only by a sponsor's creativity and resources. They include exhibits, AOR programs, archives fairs, lectures, and promotional posters. If you are planning an activity, please contact the Outreach Committee and we will add it to NEA Archives Week Web page at <[www.newenglandarchivists.org/activities/programs/archives\\_week/](http://www.newenglandarchivists.org/activities/programs/archives_week/)>.

For more information on Archives Week, visit the Council of State Historical Records Coordinators Web site at <[www.coshrc.org/arc/archweekbkgd.htm](http://www.coshrc.org/arc/archweekbkgd.htm)>. See also the Society of Georgia Archivists Archives Week planning guide at <[www.soga.org/aw/2002/EventGuide.pdf](http://www.soga.org/aw/2002/EventGuide.pdf)>. ☺

### New Member/Change of Address/Directory Information

Name \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  Home  Business

Fax number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please mail to New England Archivists: **Rodney Obien**  
WPI Archives & Special Collections  
Gordon Library  
100 Institute Road, Worcester, MA 01609  
<[robien@WPI.EDU](mailto:robien@WPI.EDU)>

scripts, photographs, maps, drawings, prints, and other materials. The Weissman Preservation Center works hand in hand with Preservation and Imaging Services in the Harvard College Library to manage programs and services dedicated to preserving and reproducing library collections so that they are available for study, teaching, and research.

To learn more about Harvard's collections, see A Directory to Photographs at Harvard at <<http://preserve.harvard.edu/photographs/directory.html>>.

### **New England Conservatory of Music Announces Publication of *Guide to the Archives at NEC***

New England Conservatory of Music is pleased to announce the publication of *Guide to the Archives at NEC*, made possible through the generous assistance of the National Historic Publications and Records Commission (NHPRC). Interested institutions may obtain a copy at no cost by contacting Maryalice Mohr, Archivist/Records Manager, 33 Gainsborough St., Boston, MA 02115.

## **NEW HAMPSHIRE**

### **Exhibition Takes Us Back to “Old-time New England”**

Nationally renowned photojournalist Verner Reed, whose photographs appeared in *Life*, *Fortune*, *Time*, *Yankee*, *Vermont Life*, and other publications, captured life in New England in the years following World War II. A new exhibition at the New Hampshire Historical Society, *A Changing World: New England in the Photographs of Verner Reed, 1950-1972*, features Reed's work.

The exhibition, on loan from Historic New England (the Society for the Preservation of New England Antiquities) and sponsored by White Mountain Investment, a division of Cambridge Trust Company of New Hampshire, will be on view at the Historical Society's library through December 31, 2005.

The society will host two lectures in conjunction with the exhibition: *The Fifties: Getting There and Being There*, presented by Lawrence Douglas, retired faculty of

Plymouth State University, and *A Changing World: New England in the Photographs of Verner Reed, 1950-1972*, presented by John Stomberg, Associate Director of Administration and Programs at Williams College Museum of Art. The lectures are scheduled for 2 p.m. on November 13th and December 11th respectively. The New Hampshire Historical Society is also presenting a new exhibition showcasing its decorative arts collections. *Treasures of New Hampshire*, on view at the Museum of New Hampshire History through June 4, 2006, will help visitors see decorative arts objects in new ways and find greater meaning in the things that surround all of us in our daily lives.

The Historical Society began collecting family heirlooms and personal memorabilia within a few years of its founding in 1823. Today the decorative arts collection, which includes furniture, quilts, clocks, silver, pewter, ceramics, and glassware, numbers more than 6,650 items. Over the years the society has offered a number of exhibitions focusing on New Hampshire furniture, ceramics, clocks, silver, quilts, and modern crafts. Decorative arts objects from the society's collections have also been featured in other types of exhibitions, such as the *Grand Resort Hotels of the White Mountains* and *Highways and Hotels: On the Road in New Hampshire*. Not since 1973, however, when the society celebrated its 150th anniversary with a major decorative arts exhibition, has such an extensive array of the museum's decorative arts objects been on display in a single exhibition.

## **OUTSIDE NEW ENGLAND**

### **Library of Congress Receives \$40,000 Grant from Mellon Foundation for Photo Conservation Study**

The Andrew W. Mellon Foundation has awarded a \$40,000 grant to the Library of Congress to undertake a comprehensive assessment of the Library's photograph collections, create and evaluate a database structure to use as an assessment tool related to the conservation of those collections, and recommend actions to address the needs identified in the survey.

A comprehensive survey of the library's approximately 14 million photographs will allow photo conservators to

plan and conduct photo preservation activities more effectively and efficiently than has been possible in the past, because of limited staff and resources, and will provide a model that can be used to survey other photograph collections in large research institutions. The project is expected to take fifteen months.

Several recent initiatives have converged at the library to make this an opportune time to undertake an overall assessment of the particular needs of its photograph collections. In the past three years the Conservation Division has begun two projects supported by Congress: one involves the stabilization treatment and rehousing of large collections, another is devoted to the preparation of collections for transfer to a new storage facility.

The photograph collections at the Library of Congress contain both fine art photography and visual documentation of politics, society, and daily life in the United States as well as around the world. Photographs have been part of the library's collections since the early 1850s. Today the

Prints and Photographs Division holds approximately 12.5 million photographs, ranging from the earliest days of photography in 1839 to contemporary color art works.

Transfers from the Copyright Office (incorporated into the Library of Congress in 1870) and from various federal agencies over the years form the core 19th century holdings of the Prints and Photographs Division. Since the early 20th century, the division has also actively acquired collections by photographers such as Alfred Stieglitz, Mathew Brady, Clarence White, Gertrude Kasebier, F. Holland Day, and Toni Frissell. The division also holds documentary collections, including the Pictorial Archives of Early American Architecture, the National Child Labor Committee (photographs taken by Lewis Hine), the Farm Security Administration, and the Office of War Information.

More information about the Library's preservation activities can be found on its Web site at <[www.loc.gov/preserv](http://www.loc.gov/preserv)>. ©

**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:

Paul Carnahan, NEA President  
Vermont Historical Society  
60 Washington St.  
Barre, Vermont 05641-4209  
Email: <[pcarnahan@vhs.state.vt.us](mailto:pcarnahan@vhs.state.vt.us)>

Proposed by: \_\_\_\_\_

Institution: \_\_\_\_\_

Mailing address \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

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.

## Reviews

*Lester J. Cappon and the Relationship of History, Archives, and Scholarship in the Golden Age of Archival Theory*, edited with an introduction by Richard J. Cox. Chicago: The Society of American Archivists, 2004. 234 pp. Soft cover, \$35 (SAA members) and \$49 (nonmembers). ISBN: 1-931666-07-5.

- Meg Moughan

In this volume, Richard, J. Cox, professor of archival studies at the University of Pittsburgh and a Fellow of the Society of American Archivists, has compiled eleven essays written by Lester J. Cappon (1900-1981) between 1952 and 1982. Cappon, who had a long and illustrious career in the archival world, started out as an archivist around 1930 after having received an undergraduate degree from the Wisconsin Conservatory of Music and advanced degrees in history from the University of Wisconsin at Madison and Harvard University. While he worked for many years as an archivist, he also held positions as a historical administrator, assistant professor of history, and documentary editor. His professional experience made him particularly well suited to discuss the relationship between historians and archivists. Cappon may be remembered by historians for his editorship of the *Atlas of Early American History*. Cox believes that Cappon should be known to archivists for the “intriguing array of essays he wrote on archival theory, history, and practice from the mid-1950s until his death” in 1981.

With this collection of essays Cox sheds new light on the career and writings of Cappon. Cox selected the eleven essays based on Cappon’s main interests: archival theory, archival collecting and appraisal, the relationship between archivists and historians, and documentary editing. This volume provides an introduction to these writings and should become required reading in archival programs.

The book is divided into four sections: archival theory, archival collecting, archivists and historians, and archivists and documentary editors. Cappon was largely concerned with the relationship between archivists and historians. Interestingly, Cappon wrote many of these pieces when the archival profession was on the cusp of change. As society was moving from manuscripts in limited quantity to mass-produced, printed documents, it seemed the future of the profession was at risk. Archivists now wonder about the future of the archival profession in these days of e-books,

digitization, and email. In many ways, this collection of essays is particularly timely... once again.

In the section on archival theory, Cappon’s essays reflect his belief in the importance of provenance. He also maintained the distinction between “archives,” as documents that provide a historical framework for historical narrative, and “manuscripts,” as documents that provide personal motivation and offer explanation for events. He discussed the nature of written versus printed documents—comparable to discussions regarding printed versus electronic documents. Because something is printed does not mean it is not or will not be archival in nature. Cappon questioned whether the archivist is a scholar or a civil servant responsible for keeping records. He maintained that the archivist was a scholar, and that it was the responsibility of the archivist to publish and promote the holdings of his or her institution.

In the section on archival collecting, Cappon stressed the importance of acquisitions, accessioning, and appraisal. He contended that the archivist cannot be a passive collector; rather, he or she must be proactive in collecting and in building collections. He identified autograph collector Walter R. Benjamin as the type of collector who is interested both in preserving the past and in profiting from it. While Benjamin and others like him have preserved manuscripts, professional collectors and dealers were and are often interested in purchasing items rather than entire collections. As a result, provenance and original order have been disrupted. Archivists must be concerned with preserving entire collections. Therefore, it is important that archivists seek out manuscript collections. Cappon pointed to the seminal works of F. Gerald Ham (“The Archival Edge,” *American Archivist* 38, 1975) and Frank G. Burke (“The Future Course of Archival Theory in the United States,” *American Archivist* 44, 1981), and maintained that archivists must remain “out on the edge” of the profession where they have the “best view” for collecting, accessioning, and appraising holdings.

In “Archivists and Historians” Cappon discussed the role the Society of American Archivists and the National Archives played in shaping the archival profession and the role historians played in establishing these entities. He contended that under the watchful eye of the historian, both SAA and the National Archives were established to preserve the past—albeit the distant past. It was up to succeeding generations of archivists to step out of this box and to preserve contemporary or active documents. Thus was born the

records manager. Records management, according to Cappon, did not always appeal to the scholar of history; historians, after all, did not want to study what was produced two hours ago. Yet the importance of good records management cannot be underestimated for the role it played in encouraging proactive collecting of records.

Lastly, Cappon looked at the role of the documentary editor and the relationship that exists, once again, between archivist and historian (historian as documentary editor). For many years documentary editing fell to historians. In time some archivists undertook this work. This underscored the role of archivist as scholar and forced the archivist to employ the skills and careful scholarship of the historian in editing manuscript collections. In this area, in particular, Cappon held that archival education programs needed to

step up to the plate. He was adamant about the importance of education as it applied to the task of historical editing. He maintained that a background in the social sciences and humanities was necessary to interpret manuscripts, and relate them to other documents and printed works, and to aid in establishing effective collection development programs. Cappon saw archival education as very theoretical in nature. He pushed for rigorous training in history; recalling Ham's essay, Cappon believed that a strong archival education with a focus on history produced an archivist capable of thriving on the archival edge—one who was capable of developing, promoting, and publishing the collections. Cappon envisioned the proactive archivist working alongside the proactive historian: a notion that still holds true today. ☺

## Big House, Little House, Back House, Barn: Archival Approaches for Everyone's House



Billings Library Looking North, *Courtesy of Special Collections, University of Vermont.*

Fall 2005 NEA Meeting  
University of Vermont  
Burlington, Vermont  
October 14-15

Please join us for the Fall meeting at the University of Vermont on October 14th and 15th. An opening reception will take place Friday night from 5-8 pm in the Billings Student Center, former home of the UVM Library. Katherine Paterson, the author of fourteen novels for young people and 1998 recipient of the most prestigious international award for children's literature, the Hans Christian Andersen Medal, will discuss writing historical fiction. The reception is co-sponsored by NEA, the Center for Research on Vermont, and the Friends of Special Collections (UVM). The event is open to registrants, speakers, and members of all three organizations. Registration information is available on the NEA Web site at <[www.newenglandarchivists.org/activities/meetings/index.html](http://www.newenglandarchivists.org/activities/meetings/index.html)>.

## Around and About

### URI Opens the Senatorial Papers of John H. Chafee

*Mark Dionne, University of Rhode Island*

On March 15, 2005, the University of Rhode Island's Special Collections unit made available for research over 1,200 linear feet of John H. Chafee's political papers. Chafee's record was highlighted by his ability to lead bipartisan efforts towards passing far-reaching legislation. In Congress he worked through consensus and cooperation in order to make progress on important bills that greatly affected the budget, tax policy, environmental protection, health care, and civil rights. As a result of his many accomplishments, some consider Chafee the most successful and endeared Republican politician in Rhode Island history.

John Hubbard Chafee was born October 22, 1922, in Providence, Rhode Island, and later attended Providence Country Day School and Deerfield Academy in Deerfield, Massachusetts. He enrolled at Yale University in 1940, but left during his sophomore year to join the U.S. Marine Corps. He was among the first wave of American forces at Guadalcanal. In 1945 he returned to Yale University and completed a bachelor's degree. In 1950 he went on to Harvard University to study law.

In 1951 the Marine Corps recalled Chafee to active duty. He spent the next two years serving as a rifle company commander in the Korean conflict. Upon returning from Korea in 1953, Chafee gained employment as an attorney in a Providence law firm. He served in the Rhode Island House of Representatives from 1957 to 1963,

during which time he was elected minority leader for the Republican Party for three years and nominated as the party's candidate for governor in the 1962 elections.

In 1962, at the age of 39, Chafee was elected to the office of Governor of Rhode Island. He won by an extremely narrow margin, but was reelected in 1964 and 1966 by the largest margins in the state's history. After losing the 1968 gubernatorial race to Frank Licht, Chafee was appointed Secretary of the Navy by President Richard Nixon in January 1969. Upon resigning from that position, Chafee entered the 1972 senatorial race, which he lost to incumbent Democrat Claiborne Pell.

In 1976 Rhode Island Senator John O. Pastore announced he was retiring. Chafee decided to run for the seat against Richard P. Lorber, who beat Governor Philip Noel by a hundred votes in the Democratic primary. Chafee won the election by a comfortable margin, carrying every town in the state and capturing 58% of the vote. He was the first Republican from Rhode Island elected to the Senate since 1930.

The John H. Chafee political papers are now located in the Special Collections unit in the University of Rhode Island Library. The collection covers over thirty-seven years of twentieth-century United States history and documents Chafee's political career as Governor of Rhode Island, Secretary of the Navy, and Senator.

The records were received from 1993-2001, some of which were retrieved from a hayloft in a barn at Chafee's home in North Kingstown. The processing of the gubernatorial, Secretary of the Navy, and 1972 senatorial campaign papers began in the fall of 1999 and was completed in 2001. The register for these papers can be found on the Special Collections Web page by following the "Rhode Island Political Papers" link at <[www.uri.edu/library/special\\_collections/political\\_papers\\_list.htm](http://www.uri.edu/library/special_collections/political_papers_list.htm)>.

The Senatorial Papers of John H. Chafee occupy 1,080 linear feet of shelf space and are divided into three sub-groups: Providence Office, Washington Office, and Multi-Media. The records in the Providence Office sub-group consist of constituent case work, memoranda, speeches, notes, bills, correspondence, publications, news articles, and photographs. Subjects include the environment, labor market, immigration, campaign finance, and grant applications. Topics also include gun control legislation, women's issues, and historic preservation regarding the Blackstone River Valley and Rhode Island Cranston Street Armory. Chafee's most successful legislative accomplishments were concentrated in environmental protection. He established the Coastal Barriers Resources System (1981-1990) that designated over 800,000 acres of coastal areas and wetlands in the United States. He also authored open space legislation that protected important wetland areas in Rhode Island, including Pettaquamscutt



Cove, Trustom Pond, Card's Pond, and Narrow River. Chafee also wrote amendments into the Clean Water and Clean Air Acts that expanded the government's power to regulate emissions, ocean dumping, and other previously unregulated practices.

The records in the Washington Office sub-group consist of memoranda, speeches, notes, bills, correspondence, publications, news articles, maps, charts, and photographs. Subjects in this group of papers include foreign policy, health care reform, welfare reform, budget management, environmental protection, education, and Rhode Island issues. Subjects also include international issues and the United States involvement in the Israeli-Palestinian conflict, Nicaraguan war, and human rights violations in East Timor. The Health Care/Welfare Reform series is the largest series in the collection, and contains records relating to health care reform and social security, as well as the tobacco industry, AIDS research, and Medicare/Medicaid reform legislation.

Chafee also served on the Senate Finance Committee for twenty of his twenty-two years in the Senate. This series contains records regarding the Foreign Corrupt Practices Act, Tax Payer Relief Act, and Low Income Housing Tax Credit legislation. Chafee was concerned with the widening national budget deficit and many of the records in the Senate Finance Committee series deal with his efforts to address that problem. Records found in the senatorial papers that date prior to 1976, when Chafee was elected to the senate, were most likely used as research materials during his senatorial campaigns. Records in the



Virginia Chafee, widow of the late Senator John H. Chafee, browses through the senator's papers, which are now available online. At left is archivist Mark J. Dionne.

Washington Office sub-group also include artifacts such as campaign bumper stickers, buttons, and an American flag.

Congressional, government, and non-governmental publications found in the series that were not integral to the understanding of the documentation on a specific subject were removed from the series and located separately; a separate listing of publications from the twenty-two series can be found in the register. Publications were organized under two broad categories: Congressional and government/non-government. Congressional publications consist of bills, resolutions, amendments, and congressional reports published by the Government Printing Office. These publications are arranged chronologically by congressional session. Government/non-government publications consist of printed matter from government agencies, organizations, and individuals, and include private sector reports, studies, monographs, brochures, pamphlets, magazines, photograph books, and travel books.

The last sub-group, Multi-Media, was created to house non-textual records from Chafee's Washington and Providence offices. The records consist of photographs, 16mm motion picture film, video cassettes, reel-to-reel audio tape and audio cassettes, and computer discs. Records include films of campaign ads, Chafee radio show audio, video of Chafee appearing on news programs, and digital copies of correspondence, memoranda, and press statements. Topics cover issues regarding health care, defense, immigration, economic issues, and the environment. Recordings include press conferences regarding foreign policy issues pertaining to the Persian Gulf War, defense contracts, collapse of communist governments in the Soviet Union and Eastern Europe, Israeli-Palestinian conflict, Chafee's foreign trips, aid to Contra rebels, and global warming. The press conferences also cover domestic issues pertaining to budget deficits, environmental issues, gun control, health care, campaign finance, capital punishment, taxes, social security, and trade legislation. Most, if not all, of the subjects and issues contained in this series can also be found in other series in the textual records of the Chafee Senatorial Papers.

The records in the Photographs series consist of pictures from Chafee's trips to foreign countries, conferences, groundbreakings, meetings with government officials, campaign fundraisers, and graduation ceremonies. Some folders contain negatives and/or spreadsheets of positive prints. Oversize records include framed photographs, portraits, posters, and constituent photographs mounted on cardboard folders.

The Electronic Files series contains files that were moved from various staff member's computers onto computer disks. The data on these disks was converted from an archaic Word Perfect format into Windows Office XP Word format using Conversion Plus software. Some files were created in formats not supported by Conversion Plus; they cannot be converted at this time. The disks con-

tain a total of 17,073 files and reside in 1,077 folders. Records include memoranda, correspondence, reports, press releases, and congressional floor statements. These files have also been copied to CD.

Special Collections staff are currently in the process of digitizing the audio-visual material in the collection. The entire audio series, with the excep-

tion of a few broken tapes, has been transferred onto new cassette tapes and digitally recorded onto hard drives and CDs. Selected audio tapes are already available for listening from the register on the special collections Web site. Both audio and audio-visual records are expected to be available online by spring 2006. ☺

## ARCHIVES ON THE ROAD!!

**Are you interested in sharing your archival expertise with average Jane Public? Consider volunteering with the NEA Outreach Committee's Archives on the Road program!**

Archives on the Road is a free program that offers the opportunity for people to talk to archivists about how to care for their personal scrapbooks, diaries, letters, photographs, and other documents. The goal of the program is to provide people outside the archival community with a better understanding of the historical value and preservation options for their family papers—and, by extension, of the value of archives in society.

Historical societies, library friends groups, genealogical societies, churches, and community organizations have hosted highly successful Archives on the Road events. The format is flexible and varies with the size of the turnout and type of event. At many sites, the audience receives a brief orientation to preservation basics and then is encouraged to 'show-and-tell' their treasured documents. In other forums, the participants arrive for drop-in sessions with the available archivists.

### **What can you do?**

#### **Volunteer as a participating archivist**


The NEA Outreach Committee is looking for volunteer archivists to participate in our upcoming Archives on the Road programs for Fall 2005 and Spring 2006. Volunteers must be willing to share their expertise and, most of all, their enthusiasm for archival preservation with local community groups. We will add your name to our list of volunteers and contact you as Archives on the Road programs are scheduled.

#### **Host an Archives on the Road program**

If your institution would like to host an Archives on the Road event, let us know! The host is asked to provide publicity, an audience, and a venue for the event. The NEA Outreach Committee will provide volunteer archivists, handouts for the participants, and, for the local host, sample press releases to advertise the program. There is no charge for the Archives on the Road program.

To volunteer or host an Archives on the Road event, please contact organizers Anne Ostendarp or Megan Friedel at <anneostendarp@hotmail.com> or <mfriedel@masshist.org> respectively. A list of past Archives on the Road programs is available on the NEA Web site at <www.newenglandarchivists.org/activities/programs/archives\_on\_the\_road/previous\_aotr.html>.

## Calendar



Press releases and other announcements of upcoming activities to be published in the *Newsletter* should be sent to NEA, c/o WPI Archives and Special Collections, Gordon Library, 100 Institute Road, Worcester, MA 01609, or sent via e-mail to <Michael.forstrom@yale.edu>. Please provide the date, time, place and a brief description of the event and the name, address and telephone number of the person to be contacted for information.

**October 20-21, 2005.** SAA Workshop, "MARC According to DACS: Archival Cataloging to the New Descriptive Standard." Houston, TX. See <[www.archivists.org/prof-education/seasonal\\_schedule.asp](http://www.archivists.org/prof-education/seasonal_schedule.asp)>.

**October 21-22, 2005.** SAA Workshops, "IT Training for Practicing Archivists Series." Half-day sessions: Basic PC Hardware and Software, Introduction to Databases, Delivering Databases via the Web, and Use of Markup Languages. Atlanta, GA. See <[www.archivists.org/prof-education/seasonal\\_schedule.asp](http://www.archivists.org/prof-education/seasonal_schedule.asp)>.

**October 28, 2005.** SAA Workshop, "Describing Archives: a Descriptive Standard (DACs)." Seattle, WA. See <[www.archivists.org/profeducation/seasonal\\_schedule.asp](http://www.archivists.org/profeducation/seasonal_schedule.asp)>.

**October 28, 2005.** SAA Workshop, "Oral History: From Planning to Preservation." Tucson, AZ. See <[www.archivists.org/profeducation/seasonal\\_schedule.asp](http://www.archivists.org/profeducation/seasonal_schedule.asp)>.

**November 1, 2005.** Deadline for the Modern Archives Institute. Washington, DC. Contact: Modern Archives Institute, Professional Development and Training (PDT), National Archives and Records Administration, Room 3110, 8601 Adelphi Road, College Park MD 20740-6001.

**November 2-4, 2005.** SAA Workshop, "Business Archives... Establishing and Managing an Archives." Atlanta, GA. See <[www.archivists.org/prof-education/seasonal\\_schedule.asp](http://www.archivists.org/prof-education/seasonal_schedule.asp)>.

**November 3-4, 2005.** SAA Workshop, "Copyright: The Archivist and the Law." Columbia, MO. See <[www.archivists.org/profeducation/seasonal\\_schedule.asp](http://www.archivists.org/profeducation/seasonal_schedule.asp)>.

**November 3-4, 2005.** SAA Workshop, "Archival

Perspectives in Digital Preservation." Richmond, VA. See <[www.archivists.org/profeducation/seasonal\\_schedule.asp](http://www.archivists.org/profeducation/seasonal_schedule.asp)>.

**November 7, 2005.** SAA Workshop, "Understanding Archives: An Introduction to Principles and Practices." Frankfort, KY. See <[www.archivists.org/prof-education/seasonal\\_schedule.asp](http://www.archivists.org/prof-education/seasonal_schedule.asp)>.

**November 7, 2005.** SAA Workshop, "Describing Photographs in the Online Environment." New York, NY. See <[www.archivists.org/prof-education/seasonal\\_schedule.asp](http://www.archivists.org/prof-education/seasonal_schedule.asp)>.

**November 16-18, 2005.** New England Museum Association (NEMA) Annual Conference. Burlington, MA. See <[www.nemanet.org/conf05.html](http://www.nemanet.org/conf05.html)>.

**November 30 – December 3, 2005.** Association of Moving Image Archivists (AMIA) Conference. Austin, TX. See <[www.amianet.org](http://www.amianet.org)>.

**March 8, 2006.** SAA Workshop, "Describing Archives: A Content Standard (DACs)." Minneapolis, MN. See <[www.archivists.org/profeducation/seasonal\\_schedule.asp](http://www.archivists.org/profeducation/seasonal_schedule.asp)>.☺

### NEA Needs You - Please Volunteer!

Opportunities for volunteer participation in New England Archivists activities abound. NEA is a volunteer-run organization; without the participation of its members, NEA would cease to function. There are many committees, offices, and projects that need assistance from members.

Professionals in the archival field already possess skills and experience needed to support and advance New England Archivists. The opportunity to meet, converse, and do meaningful work with colleagues is of great professional and personal benefit. In addition, service to a professional organization such as NEA adds an important dimension to a professional resume.

If you are interested in volunteering for a committee, contact either Membership Committee Co-chair, Kely Shepherd <[kshepherd@library.umass.edu](mailto:kshepherd@library.umass.edu)> or Rodney Gorme Obien <[robien@wpi.edu](mailto:robien@wpi.edu)>.

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### This Season in New England History



#### **String Choir Principals, Boston Symphony Orchestra, 1921-1922**

String Choir Principals, Boston Symphony Orchestra, 1921-1922 season. Left to right (seated): Georges Fourel, 1st viola; Richard Burgin, concertmaster; Jean Bedetti, 1st cello; and Albert Holy, 1st harp. Left to right (standing): Max Kunze, 1st bass; Julius Theodorowicz, 2nd concertmaster; and Fernand Thillois, 2nd violin. *Photograph by Horner, courtesy of Boston Symphony Orchestra Archives.*