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N E A

# NEWSLETTER

NEW ENGLAND ARCHIVISTS



**C O V E R**—Photograph from the Unitarian Universalist Service Committee Audiovisual Records at the Andover-Harvard Theological Library at Harvard Divinity School. Pictured is the home for Spanish refugee children established by the Unitarian Service Committee in St. Goin, France.

**I N S I D E**—Fran O'Donnell, Curator of Manuscripts and Archives at the Andover-Harvard Theological Library, shares her experience working with the US Holocaust Museum to digitize and microfilm records from the Unitarian Service Committee during WWII (*Archival Insight*, page 4). Also, Jessica Steytler reports on working with Simmons College students at the Congregational Library (*Around & About*, page 24).

TAKING THE PAST INTO THE FUTURE

N E A

# New England Archivists

TAKING THE PAST INTO THE FUTURE

**College Archives & Special Collections**  
**Wallace E. Mason Library • Keene State College**  
**299 Main Street • Keene, NH. 03435**  
 <[www.newenglandarchivists.org](http://www.newenglandarchivists.org)>

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## From the Editors

- Michael Dello Iacono

*"Autumn is a second spring when every leaf is a flower."*

- Albert Camus

Autumn in New England is upon us once again, and along with it the October issue of the NEA Newsletter! Take a look at the *News and Notes* and *Calendar* sections to find out about newly opened and renovated repositories, and information on upcoming exhibits, meetings, and workshops. Several articles in this issue focus on archivists' experiences in partnering with outside organizations and students in processing their collections and attacking their backlogs. In *Archival Insight*, Fran O'Donnell of the Andover-Harvard Theological Library discusses a digitization project she conducted with the United States Holocaust Memorial Museum.

In *Around and About*, Jessica Steytler, Archivist at the Congregational Library in Boston, shares her experience working with Simmons college students on an extraordinary collection of institutional records from the Old South Church in Boston, dating back to the late 1600s. In *Open Forum*, Harley Holden, Harvard University Archivist, writes about the amazing legacy of Richard L. Haas, namesake of the Haas Award. Holden reminds us, nearly 25 years after Haas' death, of how the award was founded, and how it enables recipients to foster relationships, and share knowledge and understanding between the archives and records management professions.

Also, newly appointed Secretary Silvia Mejia reports on the Executive Board Meeting held in July in the *Inside NEA* column. ■



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## ARCHIVAL INSIGHT

## Holocaust Rescue and Relief: Digitized Records of the Unitarian Universalist Service Committee

by Fran O'Donnell, *Andover-Harvard Theological Library*

The letter came in July 2006, from an archivist at the United States Holocaust Memorial Museum (USHMM) in Washington, D.C. The archivist explained that the Holocaust Museum was interested in digitizing and micro-filming some of the records that our library held, in order to make them available at their research facilities. These were the records of the Unitarian and Universalist Service Committees, archived in the Andover-Harvard Theological Library (AHTL) at Harvard Divinity School.

As an archivist working with the official archives for the Unitarian Universalist Association, the Unitarian Universalist Service Committee, and their predecessor agencies (the Unitarians and Universalists merged in the early 1960s), I was very aware of the significance of these records. I had been contacted many times over the years by individuals seeking access to them in order to do scholarly and personal research. But few people know that the Unitarian and Universalist Service Committees worked tirelessly to assist people, both Jews and non-Jews alike, who were fleeing war-torn Europe during and after WWII, and much of this work is documented in great detail in these archives.

The original intent of the USC was to help intellectuals and artists, but in practice they assisted all kinds of people, including anti-Fascist working class Spaniards, Communists, Hungarian soldiers and other people of all social classes who were threatened by Nazism. They helped people navigate their way through myriad red tape in order to establish residence and employment in the United States. They established hospitals, orphanages, and food and clothing distribution centers in France, England, Germany, Portugal and other countries. They helped reconnect relatives and friends who were separated by the war by setting up a central location index service. Later on, they established medical missions to countries all over the world, in order to exchange information and to further international relationships with other countries. The collection is extensive – over 300,000 documents – and is largely the records of the Unitarian Service Committee, which was a bigger operation than the Universalist Service Committee. The records contain case files, which tell the personal stories of individuals who were victims of the Holocaust and those who were suffering its effects: reports from USC staff workers that describe the circumstances in

Europe after WWII, records from hospitals and orphanages, and over 3,000 photographs.

The letter went on to explain that the USHMM maintains the largest holdings of Holocaust-related personal papers, artifacts, government documents, etc. in the world outside of Israel. The letter also stated that the Museum, along with the Centre de Documentation Juive Contemporaine (CDJC), France, was prepared to fund the digitization and microfilming of our records in order to make them available at the Museum, free of charge, to a wide variety of researchers.

My first reaction was – this sounds like a great project, but there is no way I can do this! At the time, our manuscripts and archives department had one staff person – me. How could I take on such a massive project? However, I brought the letter to the attention of the head of the AHTL, and we began to explore the possibility of taking on this project. As we talked, it seemed that the opportunity to make these records available to people on such a wide scale just seemed too good to pass up. This project would also help us preserve these very valuable records, some of which were already crumbling and fading. However, there were many issues to consider. We had several preliminary meetings and conference calls with representatives from the USHMM. We decided that if we did the project we would request our own copies of the images, and store them in Harvard's Digital Repository Service (DRS), which is a storage, preservation and retrieval system for Harvard libraries' digital collections. They would then be viewed over the AHTL web site, and the Holocaust Museum would have a link on their web site to ours.

Some of the questions raised were: What would the storage costs be? Who would do the actual digitization?



Did we want tiff files, jpeg2000s, or some other format? What about copyright and privacy concerns? Should we do OCR on these records? Should we hire a project archivist? After quite a bit of discussion and consultation, we decided to go ahead with the project. In the fall of 2006 the archives office gained a staff position, so now there were two of us. Two other library staff members were recruited for the project and a representative from Harvard's Office of Information Systems became our technical advisor. Our brave little band forged ahead into what was to us the largely unknown world of digital projects. This project is now winding down, and we have digitized almost 238,000 documents, and about 3,000 photographs. This article will outline some of the steps involved with the project, just to give a barebones idea of what went into this endeavor:

- **Digitization:** We decided to have the records digitized by the Crowley Company, based in Frederick, Maryland. The USHMM had done work with them before and they felt comfortable with the quality of their work and their prices. Crowley produced tiff files for the USHMM, and we decided to have jpeg2000 files derived from the tiff files for our use. The jpeg2000s are less expensive to store, and they also provide more flexibility for use in Harvard's Page Delivery Service System.
- **Legal agreement:** This was drawn up with the assistance of Harvard's Office of General Counsel. It was decided that we needed to draw up two agreements – a collaboration agreement between the United States Holocaust Memorial Museum and Harvard Divinity School, and a services agreement between Crowley and Harvard Divinity School. These agreements laid out all the specifications for the project, and we referred to them all through the duration of the project.
- **Privacy and copyright concerns:** Most of these records are dated from the mid-1940s, so it will be a few years before they are in the public domain. And the collection contains case files which contain personal information about individuals who were assisted by the USC. I brought some case files over to Harvard's Office of General Counsel to get their opinion on the advisability of making these records available over the Internet. The lawyer I spoke to was very impressed with the historical significance of the files, and said that in his opinion that outweighed any possible privacy concerns. He suggested that if anyone objected to having a record online due to

privacy concerns, we could remove it as a courtesy to that individual. We agreed to do this. We also decided to remove any records that were objected to by copyright claimants.

- **Selection of records:** The archivist from the USHMM came to Cambridge to make her selection of records to be digitized. This process took about a week. Thirty-one collections were selected, though the total contents of each collection were not always included. We decided we would not digitize any item by itself – if the USHMM was interested in any individual item, then the entire folder which contained the item had to be digitized.
- **Preparation of records:** Once the collections were identified, we hired three Harvard Divinity School students to remove staples, flatten the records, and flag duplicate records with “skip” markers so documents would not be digitized twice. One of our staff members prepared hundreds of target sheets for microfilming, and they were placed inside the boxes. The finding aids also needed a fair amount of editing. The collections had been processed in the early 1990s, which was before the days of keyword searching. So we re-wrote many of the finding aids to provide more information. The finding aids were



Spanish refugees in a center established by the Unitarian Service Committee in Toulouse, France.

then encoded in Encoded Archival Description (EAD), and added to Harvard's Online Archival Search Information System (OASIS), which functions as a union catalog of Harvard's finding aids.

- **Transportation of the records to and from the vendor:** The final number of boxes shifted a few times, but ultimately 268 boxes of records were digitized. Most of these boxes were Hollinger boxes, .35 linear feet in size. We arranged to have insurance coverage for these print materials. We sent the records to Maryland in four batches of approximately 70 boxes each, via a professional art moving company. Each batch was broken up into three or four sub-batches, and as these sub-batches were digitized, they were sent to us on a hard drive via Federal Express. Our first batch went out to the Crowley Company in September 2008.
- **Test batch:** The first batch also included a test batch. The test batch included a variety of kinds of material, including hand-written correspondence, typed reports, telegrams, and photographs. We wanted to make sure that all these different kinds of documents would be treated cor-

rectly, and we wanted to view these items in Harvard's system before proceeding with the entire project. The test batch turned out to be a very valuable step. We tried OCR on some documents, and decided the results were not worth the effort it would involve. The test batch also clarified a number of points concerning how to handle the documents.

- **Providing access to records through the AHTL web site:** AHTL was not directly involved with digitizing the images, but it was considerable work for us to make them available over our web site. Here are the steps involved:

- We planned to have links from the finding aids in OASIS to the digitized images, using Harvard's Page Delivery Service (PDS) system. When we received a hard drive with the digitized images from Crowley, the images were copied onto a shared drive and checked for errors (checksums).
- Preliminary quality control (QC) was done in Adobe Bridge on the copied material.
- A QC report was created, and any problems were reported to Crowley. Corrections were made on the jpeg2000s and the tiff files that were created for the USHMM.
- An invoice was requested for each sub-batch from Crowley. We checked them for accuracy, and forwarded them to the USHMM.
- The images were deposited into the Digital Repository Service (DRS).
- Students created labels for the Page Delivery System (PDS).
- QC was done in the PDS.
- Links were created in OASIS to the digitized material.
- After an entire batch was finished and the print material was returned to us, QC was done on the print material. Any problems or issues were then corrected.
- The photographs were made available through Harvard's Visual Information Access (VIA) system.

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This involved a different workflow. We sent Crowley specific instructions as to how to handle the photographs. The naming scheme for them was different from the naming scheme used for the documents. Crowley received an Excel spreadsheet which included three numbers for each photograph, which were used in Olivia, the cataloging system for VIA. We did quality control on the digital images of the photographs when we received them on the hard drive, and then cataloged them in VIA. Once all the photographs are cataloged, they will be linked to the OASIS finding aids, and can be viewed in the same way the documents are.

- o We created a link on the AHTL web site to the collections in OASIS. The photographs will soon be added: <[www.hds.harvard.edu/library/collections/digital/service\\_committee.html](http://www.hds.harvard.edu/library/collections/digital/service_committee.html)>

This project went surprisingly well, considering the learning curve to be mastered by all the staff members involved. For the duration of the project, we had to put much of our regular work on hold, but we were able to handle reference questions as usual. The team work was essential, and all things considered, we worked together pretty well! Of course, we were extremely fortunate to have funding for this project, and to be able to use Harvard's resources, including the Digital Repository Service. A number of scholars are now using the records in Holocaust-related research, and others are using them to find relatives and friends. This has been a satisfying accomplishment, and I would say to anyone considering a large digital project that it really is doable, even if you are a total neophyte. The results are really worth all the effort! ■

## Apply for the Haas Grant

The Richard L. Haas Grant is sponsored jointly by NEA and the Boston Chapter of ARMA International (ARMA-Boston). The grant of up to \$1,000 is given in support of a project that promotes increased cooperation, understanding, and knowledge between the archival and records management professions. Traditional examples of proposals include attendance at seminars or workshops, preparing articles of interest to both professions, and research projects. The grant is not limited to these suggestions. This explanation is ambiguous in the hope that applicants will be creative with their proposals. Preference, however, will be given to those that integrate records management and archival issues.

The grant is not limited to members of NEA or ARMA. Anyone, especially students and educators, is encouraged to apply. The successful candidate has up to one year to use the grant after its announcement in the spring. The recipient must provide a financial report to the Joint Haas Grant Committee, and is also expected to write an article for publication on the ARMA-Boston Web site and in the *NEA Newsletter*.

Applications are due by **March 1, 2011**. To apply, submit a proposal of up to 500 words, a budget outlining how the money will be spent, and a current resume to Judy Huenneke, Chair, Joint Haas Grant Committee, The Mary Baker Eddy Library for the Betterment of Humanity, 200 Massachusetts Avenue, Boston, MA 02115, or <[huennekej@mbelibrary.org](mailto:huennekej@mbelibrary.org)>.

# Inside NEA

FROM THE PRESIDENT

- Elizabeth Slomba



Soon the air will turn colder, fall will return and New England Archivist thoughts will turn to the upcoming fall meeting at Keene State College. In the meantime, the Board has been busy over the summer working on projects prompted by the strategic plan.

One NEA activity over the summer included the debut of the Summer with NEA program, which was a series of small events. The series of programs included the Lone Arranger Celebration, Worth of a Book presentation, and An Afternoon of Sound and Literary Archives. Over the next year, the Board will be reviewing the series and evaluating whether to continue the programming. If you attended any of the programs or would like to comment on the series, please send us your comments, opinions and ideas about the series.

At the July Board meeting, the Board voted in some changes to facilitate future initiatives. These changes involve setting the membership year, setting non-member fees for NEA conferences and workshops, and adopting some changes regarding conference registration and membership renewal. These changes will help the planning and the implementation of online membership renewal.

The Board and the committees are continuing to work on projects and initiatives prompted by the Strategic Plan. We are now working on forming additional taskforces (Organizational Efficiency and Diversity) which were listed as action items. The Outreach Committee is currently on hiatus while the Board formulates new charges and directions for that committee based on ideas and initiatives coming from the recent strategic plan discussions.

For the Spring conference we will be going to the Pembroke Center at Brown University. But one very important annual event is coming soon – the Membership Committee annual membership survey. We used the information from last year's survey to guide our planning over the past year. We would love to hear from you – the more we know, the better we can serve you. ■

## EXECUTIVE BOARD MEETING REPORT

- Silvia Mejia



The business handled at the July 16, 2010 meeting of the Executive Board is summarized below. All voting is in bold. All complete minutes are available on the NEA website or from the secretary.

### Call to Order

Elizabeth Slomba called the meeting to order at 10:06 am. Minutes from the March 19, 2010 Board meeting were voted on. **All members voted to accept the Board meeting minutes for March 19, 2010.**

### Committee Appointments

#### (Membership and Communications)

Maria Bernier moved to appoint Pat Webber and Danielle Kovacs to the Membership Committee for a term of three years. **All members voted in favor to appoint Pat Webber and Danielle Kovacs to the Membership Committee.**

Elizabeth Slomba appointed Sarah Shoemaker and Peter Nelson to the Communications Committee for a period of two years. **All members voted in favor to appoint Sarah Shoemaker and Peter Nelson to the Communications Committee.**

Nova Seals appointed Valerie Gillespie for the spring 2012 Local arrangement Committee. **All members voted in favor to appoint Valerie Gillespie for the spring 2012 Local Arrangement Committee.**

## MEETINGS

### Fall 2010

Jennifer Tuleja presented the Program Committee report that included the line-up of confirmed speakers, program schedule and budget. A speaker for the Friday opening reception has been scheduled.

Maine Heritage Project: It was recommended that this be reconsidered and a person from Maine Heritage Project speaks at this session.



Jen noted that poster sessions are well received and offer a good opportunity for young archivists working on projects, Jen had three interested people who would like to present at a poster session. The idea of having a poster session for the Fall 2010 meeting was encouraged but no calls for posters have been made yet.

There was a concern of having three honoraria due to budget limitations but after a short discussion and clarification about honoraria Elizabeth felt that three honoraria were still within the budget.

It was agreed to go with a meal ticket and not increase the registration fee. It was suggested to have the meal ticket printed on name tags. Jen will look into this.

Proposal to have New Hampshire Archives Group (NHAG) members attend NEA conference at the same rate of NEA members for the fall 2010 was put on the table. **All members voted in favor of offering NHAG members the same rate of NEA members.**

### Spring 2011

Maria Bernier presented the Spring 2011 program committee report. The report included the propose location, schedule and tentative budget for the Spring 2011 meeting. So far most of the budget numbers are going into the space including set up and clean up. A speaker has been scheduled for the Friday night reception and 100 people are expected.

### Summer with NEA

Elizabeth Slomba mentioned that this year's Summer with NEA program included two events: one entitled Celebrations in the Archives scheduled for the end of July and the second entitled "An Afternoon of Sound and Literary Archives" scheduled for late August. Elizabeth commented on the positive response to these events. Elizabeth will have a more formal report at the November meeting.

## COMMITTEE REPORTS

### Communications Committee

Lisa presented the communications report. The committee has been set up and their first meeting took place on June 25. The committee has fleshed out goals and objectives and

is concentrating on the next 12 months to draft a Comprehensive Communications Plan (CCP), which will include branding, advertising and setting up calendars for programs. Lisa put a request to the board members to check with home institutions to see if a Comprehensive Communications Plan exists that can be shared with the committee for them to model after. The first draft is due to the Board on April 1, 2011 and the committee has another year to implement it. The committee is planning on being more proactive for the New Hampshire and Vermont areas and will be working with the Outreach Committee to see what techniques have been used in the past.

### Haas Award

Ellen Doon mentioned that the committee has two ARMA-Boston members this year and there seems to be some discrepancy between NEA and ARMA-Boston websites about what the award promises, one website says \$1,000 and the other says \$500. The committee would like to keep the award permanently at \$1,000. Also, two years ago the deadline was moved from March 1 to May 1 and the committee would like to move it back to March 1. **All members voted to keep the Haas award permanently \$1,000. All members voted to move the Haas award application deadline to March 1 each calendar year.**

### Membership Committee

**All members voted that NEA charge non-members a non-member fee in addition to regular NEA member cost for all NEA events/workshops/conferences and that the fee schedule be: additional \$25 per conference, additional \$15 per workshop; additional \$5 per event.** This will supersede the practice of the mandatory membership cost.

As a result of the above vote it was motioned that the registration costs for Fall 2010 conference be set at \$50 and fee schedule for the meeting be based on NEA policy for registration meeting costs. **All board members voted in favor, motion passes.**

There was a proposal to separate membership renewal from conference registration. There was significant discussion on this issue. The current system has created a lot of wear and tear for the membership committee, the treasurer and the registrar and keeping the transactions separate will help with bookkeeping and budget lines. On the other hand, members remember to register when registering for

conferences, making it convenient, some members favor this method because their home institutions pay for the renewal; and members have been accustomed to using this method. There was a motion that NEA treat conference registration and membership renewal as separate financial transactions. This will be effective with fall 2011 conference. **All members voted in favor, motion passes.**

Membership year: Because there is no membership year established (it is only understood) the Board was asked to establish one. It was suggested to wait on this but it was necessary that the current membership year be established at the meeting. It was motioned that the NEA membership runs from January 1 to December 30.

A last minute issue was put on the table regarding unemployment rates. If a new category is added the NEA bylaws will have to be changed. The issue will be included in the membership survey for members to weigh in.

Policies on handling online financial information need to be in place, the sense of the Board is that it will be a short policy but it was agreed to wait on these policies until we know how NEA will receive online payment.

Some accommodations will be required if the Board decides to move forward with this. The money distribution for different accounts could be taken care of through the only registration but there is still the issue of how to handle checks with payment to different accounts. It was suggested that question of preference between online registration and paper be posed to the members in the membership survey.

The above is closely tied to the Print Coordinator Report. One of the issues raised in the report is to continue the current meeting announcement (a one-sheet) mailer be changed to a postcard mailing which will include meeting theme, dates, and web site. The sense of the board is to continue current practice for the Fall 2010 meeting. Lisa will consult with Diana Young on prices for current mailer vs postcard and report back the recommendations.

The second issue has to do with changing the current practice for meeting announcement on member listserv. Under the current practice two-year lapsed members are included in the print mailing. However, it is believe that those lapsed members would not pick up information from

the listserv and/or most likely check the web site but because there hasn't been an analysis of response the Board decided to hold off from making a decision and to revisit the issue during the January Board meeting.

It was agreed to keep the line for awards and other donations in the conference registration as it is now.

The discussion about an online payment had been discussed before by the Board but had to be put on the back burner until the members database was set up. However, the Web Committee has specs and information regarding online payment; because of this the board felt that it was best to leave this issue in the capable hands of the Web Committee.

#### **Outreach Committee**

There was lengthy discussion on how to support outreach. The Board motioned to disband the Outreach Committee and to form a small committee to reevaluate outreach as a function of NEA and to come up with a new committee charge, purpose and activities.

#### **Simmons Reception Update**

Motion to have NEA make a one-time contribution of \$250 for the Simmons reception at SAA. **All members voted in favor. Motion passes.**

#### **Next Meeting Date**

Next Quarterly Board meeting will take place on January 21, 2011 (with a snow date of January 28, 2011), location to be determined. ■

## Editors Wanted

Do you have keen literary skills and an eye for detail? If so, join us on the NEA Editorial Team. Four editors serve for three year terms to produce the quarterly NEA Newsletter. Layout is done by a professional - we want your eyes, ideas and energy. We are currently looking for two editors to serve from July 2011 - July 2014, covering Inside NEA/This Season in New England History. Email Cynthia Harbeson <cynthia.harbeson@gmail.com> for details and visit the NEA website for the job description.

Please visit us online at

[www.newenglandarchivists.org](http://www.newenglandarchivists.org)

for more information about becoming a member of NEA

## New Members *- Rodney Obien*

### Student

Krystall Applah  
Brown University

Maurice Bouchard  
Simmons College

Karen Chmielewski  
Simmons College

Abigail Cramer

Rosemary K.J. Davis  
Pratt Institute

Mathieu Deschaine  
Simmons College

Molly Graham  
Simmons College

Amy Greer  
Brown University

Ryan LaLiberty  
Keene State College

Nicole Menchise

Colleen McGhee  
Simmons College

Katrina Morse  
Simmons College

Chris Schrepel  
Simmons College

Lori Shemanski  
Simmons College

Michelle Tom  
MIT Lincoln Laboratory

Sarah Wetherbee  
Simmons College

Megan Weaton-Book  
Simmons College

Caroline J. White

### Regular

Kristen Albert

Michelle Baildon  
MIT Libraries

Meghan Bannon  
Harvard Medical School

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### Institutional

Audio Video Recovery  
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## Volunteer with NEA

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.

[www.newenglandarchivists.org/join/volunteer\\_with\\_nea.html](http://www.newenglandarchivists.org/join/volunteer_with_nea.html)

Professionals in the archival field already possess skills and experience needed to support and advance New England Archivists. Willing volunteers should jump in and identify a role that suits them among varied opportunities. 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.

# News and Notes

## CONNECTICUT

### The South in Manuscripts and Archives

Yale University's Manuscripts and Archives department announces the opening of its new exhibit, "The South in Manuscripts and Archives." The exhibit, which was curated by teams of archivists and paraprofessional staff, highlights departmental holdings relating to the American South. It centers on a selection of approximately forty photographs from the Ulrich Bonnell Phillips Papers, which document the southeastern United States, especially South Carolina and Louisiana, during the first part of the twentieth century. Subjects depicted include African-Americans, taken both casually and at work; city and rural life; and work activity in cotton and sugar cane fields. Other collections included in the exhibit document slavery, Native Americans in the South, the Civil War, civil rights, Brown vs. the Board of Education, architecture, and industry. The exhibit is open to the public weekdays from 8:30 to 4:45 in the Memorabilia Room in Sterling Memorial Library, New Haven, CT, until the end of November.

## MAINE

### South Portland Historical Society Relocated

South Portland Historical Society celebrated the opening of its new permanent home and museum on July 4th. Known as the Cushing's Point House, the museum is the culmination of a four-year collaborative effort between the Society, Portland Pipe Line Corporation and the City of South Portland. The Society's archives are now housed in this climate-controlled, year-round facility and its museum features exhibits related to the World War II Liberty shipyards in South Portland, local lighthouses and their keepers, a Civil War training camp, the sardine-packing industry and other aspects of local history. This two-story

masonry building was relocated to its new site last year - the building is now situated on the grounds of Bug Light Park, adjacent to the Shipyard Memorial and Portland Breakwater Lighthouse, overlooking Casco Bay. The museum is open daily from 10am to 4pm. You can contact the Society at 207-767-7299 or <sphistoricalsociety@maine.rr.com>.

### Innovative Poetry Site Now Available

Colby College Special Collections is pleased to announce the completion of a WordPress exhibit of images, text and audio from the Wesley McNair Papers. McNair is an acclaimed Maine poet. Using McNair's newly-published collection, *Lovers of the Lost: New & Selected Poems* (David R Godine, 2010), we scanned and transcribed notebook pages showing the development of selected poems, presenting them online with the final published texts and related audio recordings. The exhibit is accompanied by teaching and learning tools, intended for use by educators and students in public school and college. In this way, we aim to use McNair's rich archival collection to increase understanding of and appreciation for the making of poetry. Please visit the site at <www.web.colby.edu/specialcollections/>. Questions and comments are welcomed: <patricia.burdick@colby.edu> or 207-859-5151.

### Old Orchard Beach a Staging Point for Early Transatlantic Flights

The Capt. Harry M. Jones Aviation Collection at the Harmon Museum in Old Orchard Beach, Maine is home to collections with many early flight history stories. Capt. Jones was born in Providence, R. I. on March 7, 1890. An avid adventurer, his love of flying began with an aero plane ride with Phil Page and Cliff Webster at the Burgess Co., in Marblehead, Mass. In May 1912, he signed up for a flying course at General Aviation Co. School in Saugus, Mass., and after a few rides, instructor Jack Freeman began teaching Jones how to fly. In 1913, at the age of 22, Harry M. Jones became Rhode Island's first aviator.

Captain Jones became famous in the New England region first for being the first and only pilot to land an airplane on Boston Common, and later for being the first pilot hired as a Special Air Parcel Post Carrier, flying from

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



Boston to New York with several stops along the way. His first postal flight took 56 days to complete due to bad weather and a couple of crash landings, which required repairs to his plane. In 1915, Captain Jones opened a flying school in Saugus, Mass., and began flying passengers over Boston. He soon became known as "The New England Aviator." After World War I, Captain Jones owned and operated his own flying school, and a very popular passenger carrier business, Hazzard Shoe Flying Company in Old Orchard and ran it until 1933. Capt. Jones would fly over thousands of passengers without a fatality. With his established airport on the beach in Old Orchard, it became a popular stopping-off point for trans-Atlantic flights. Between 1927 and 1929, trans-atlantic flights between Old Orchard Beach and Europe were a common occurrence with a few of those flights being lost at sea. <[www.harmonmuseum.org](http://www.harmonmuseum.org)>



"Trans-Atlantic Flyers" Capt. Harry M. Jones Scrapbook Collection, Courtesy of Harmon Museum, Old Orchard Beach, Maine.

## MASSACHUSETTS

### Du Bois Digitization Project Receives NEH Award

The Department of Special Collections and University Archives at the University of Massachusetts Amherst was awarded a National Endowment for the Humanities *We the People* grant of \$314,787 to continue its W.E.B. Du Bois Digitization project. W.E.B. Du Bois was a pioneer social activist and advocate for equal access to education. This digitization project will make it possible to provide free online access to the public to a collection of over 100,000 historic items.

In April 2010, at the mid-point of original funding from the Verizon Foundation, the project team has completed 35,000 item scans and created 11,000 metadata records. With support from the NEH, Special Collections will be able to make the entire digital collection available online by the end of 2013.

The department is open to researchers from 10:00 a.m. to 4:00 p.m. Monday-Friday, and can be reached by phone at (413) 545-2780 or email <[askanarc@library.umass.edu](mailto:askanarc@library.umass.edu)>.

### American Textile History Museum Receives IMLS Grant

The Osborne Library of the American Textile History Museum in Lowell, Mass., was recently awarded a two-year Institute of Museum & Library Sciences (IMLS) grant to catalog a portion of the library's paintings, print and photograph collections. The grant, in the amount of \$116,343, will enable the library to accession these items into the museum's database, catalog the items in OCLC, scan photos of the items, and download all information into the Chace Catalogue, the museum's online catalog, accessible through the museum's website at <[www.athm.org](http://www.athm.org)>. The grant, one of 178 proposals awarded out of 510 applicants, follows another IMLS grant two years ago that enabled the library to catalog large portions of its trade literature, including trade catalogs, trade sheets, trade cards, broadsides and cloth labels. The grant period runs for two years beginning August 1, 2010.

The American Textile History Museum's Osborne Library includes books, pamphlets, government documents, images, manuscript collections, and periodicals covering the textile industry primarily in America but also abroad.

### Center for the History of Medicine Launches New Blog

In the Spring of 2010, the Center for the History of Medicine (CHoM) at Harvard Medical School's Countway Library launched a WordPress blog, which focuses on the Center's activities as collector, custodian, and facilitator. The CHoM blog, primarily a community-building tool, encourages dialog on the value, meaning, use, and future of documentary resources in medicine, public

health, and the biosciences. Visit <[cms.www.countway.harvard.edu/wp](http://cms.www.countway.harvard.edu/wp)> to read about the Center's exhibits, events, collection discoveries and acquisitions, staff activities, and special announcements.

### **Norman Rockwell Museum Archives Receives NHPRC Grant**

**N**orman Rockwell Museum Archives is a recipient of the 2010 National Historical Publications and Records Commission Basic Projects Grant. Beginning in October of 2010, this two year basic arrangement and description grant seeks to reorganize the Norman Rockwell Museum Archival records at the collection-level to reveal "hidden" collections. The archivist, Jessika Drmacich, plans to generate collection-level MARC records for the approximately 700 cubic foot collection, creating portals of access into the archival holdings. These MARC records are part of the ProjectNorman digital initiative and will be available to the public on the museum's website.

Norman Rockwell Museum stewards the largest most significant collection of artworks by Norman Rockwell and the Rockwell Archives, and is becoming the nation's leading repository of the art of other notable American illustrators and of archival holdings relating to their lives and careers. The Museum's expanding Archives supports the Rockwell Center of American Visual Studies, the nation's first research institute devoted to American illustration, as well as research in American cultural history. <[www.nrm.org](http://www.nrm.org)>

### **Suffolk University Archives Opens Frederick Wilkins Papers**

**T**he Suffolk University Archives has processed and made available the papers of Frederick Wilkins, Suffolk University professor and Eugene O'Neill scholar. Wilkins, a native of Lynn, Massachusetts, graduated from Bowdoin College in 1957 and later pursued advanced degrees at the University of Iowa. From 1969 until his retirement in 2000, Wilkins was a member of the Suffolk University English department and its chairman from 1978 to 1996. One of Wilkins' research interests was modern American drama, particularly the life and works of Eugene O'Neill. He created *The Eugene O'Neill Newsletter* in 1977 and served as its editor until his retirement. Wilkins was also a founding

member of the Eugene O'Neill Society, an organization dedicated to studying and celebrating O'Neill's works. The Society sponsored three conferences at Suffolk University in 1984, 1986, and 1995, with Wilkins heavily involved in the planning and organization of each one.

The materials in this collection, documenting Wilkins' personal and professional life, consist of family papers, correspondence, photographs, book reviews, playbills, and Eugene O'Neill Conference materials. Of particular note are the audio recordings and photographs from the O'Neill conferences, which brought together O'Neillian scholars from around the world to discuss, debate, and further the study of the playwright. The finding aid is available at the Suffolk University Archives, 120 Tremont Street, Boston, MA; or online at: <[www.suffolk.edu/files/Archives/ms110\\_findingaid.pdf](http://www.suffolk.edu/files/Archives/ms110_findingaid.pdf)>.

### **Peabody Essex Museum Seeking Student Interns**

**T**he Phillips Library at the Peabody Essex Museum in Salem, MA offers unpaid internships for students enrolled in Archives Studies programs to perform detailed processing on their vast collection of maritime, military, and Essex County manuscript collections. They have many wonderful treasures just waiting to be made available to the public. Students are supervised by a trained archivist, who provides guidance in the creation of finding aids and catalog records for the collection. An intern position at the Phillips Library would be a great addition to your professional resume. For more information, contact Tamara Gaydos at 978-745-9500, ext.3010 or <[tamara\\_gaydos@pem.org](mailto:tamara_gaydos@pem.org)>

### **Internship Opportunity at Aigner Collins**

**A**rchivists and interns have been working on the organization and settlement of the work of Lucien Aigner, a pioneer of photojournalism among the generation of Robert Capa and Henri Cartier-Bresson. The archive includes thousands of vintage and contemporary prints, negatives, writings, and ephemera from Aigner's career in photojournalism. The collection contains photo-stories from Paris to Harlem, and includes notable figures from Albert Einstein to Marlene Dietrich and the young Lorin Maazel. The deCordova Sculpture Park & Museum in

Lincoln, MA will be exhibiting a selection of work from the archive beginning in January 2011, organized by guest curator Jennifer Uhrhan. For more information about the archive or for internship opportunities please contact <annemarie@aigercollinscollection.com>.

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

### Naval Historical Collection New Acquisitions

The Naval Historical Collection in Newport, Rhode Island recently received three World War II diaries kept by naval enlisted personnel. Anton Luken, a native of Germany and a resident alien, served as a gunner's mate with the Naval Armed Guard in SS Nelson Dingley, 1944-1945. The diary contains information on ports visited, his rating, and medals received. He was granted citizenship after the war. James Kelly was a navy diver and technical sergeant with the 1051<sup>st</sup> Engineers Port Construction and Repair Group in Palermo, Sicily and Naples, Italy, 1943-1944. The diary describes his work repairing port facilities for allied use. Hugh Moore joined the Navy in 1940 and was at the Battle of Midway in USS Trout (SS 566). His diary covers the years 1940-1944. The diaries are available for research.

### Statewide Finding Aid Database Is Launched

After two years of hard work, RIAMCO (Rhode Island Archival and Manuscript Collections Online) has over 200 EAD finding aids available online, with many more in progress. RIAMCO was started in 2008 by ten Rhode Island institutions in order to create a union catalog of finding aids for collections located in the state. The group received a two-year grant from NEH to create the RIAMCO website, provide EAD training for participating institutions, and perform outreach activities for RI cultural heritage institutions, teachers, and other relevant constituents. In upcoming months, the RIAMCO team will meet with prospective new members to continue training and promote their inclusion in the consortium. The RIAMCO site has become the gateway to information about archival collections in Rhode Island and will continue grow in years to come.

To view the website, please visit: <www.riamco.org> or email <contact@riamco.org>

### Rhode Island Office of Library and Information Services Awarded IMLS Grant

Rhode Island Office of Library and Information Services (OLIS) has been awarded a \$249,958 implementation grant by the Institute of Museum and Library Services (IMLS) as part of the Connecting to Collection: Statewide Planning and Implementation Grant program. California, Connecticut, Delaware, and North Carolina received similar grants

"We support Rhode Island's emergency preparedness project," said Marsha L. Semmel, IMLS acting director. "These first statewide implementation grants will test new models and best practices for collaborative conservation and preservation projects."

The Spring 2010 flooding in Rhode Island was a stark reminder that everyone needs an emergency plan, including cultural institutions. The Office of Library and Information Services will partner with the Rhode Island State Archives, Preserve RI, Rhode Island Preservation and Heritage Commission, Rhode Island Emergency Management Agency, the State Risk Manager, Federal Emergency Management Agency Region I and the Northeast Document Conservation Center to equip individual cultural and heritage collections throughout the state with the tools to create a disaster plan and training in their use.

"OLIS is looking forward to working with our partners to establish relationships among the various cohorts, foster local, statewide and regional networking and build strategic alliances among municipal, state and federal emergency authorities and cultural resource managers," said Howard Boksenbaum, OLIS Chief Library Officer.

The grant builds on a previous IMLS planning grant which developed RI.dPlan, a web-based disaster planning tool for libraries, museums and other cultural institutions. This new grant will continue to equip and train institutions on creating a disaster plan. It will also build strong strategic relationships between cultural institutions and emergency managers at the federal, state and local level. The project will also work to ensure that the State of Rhode Island includes cultural heritage institutions in its state emergency planning.

For more information about this grant please contact Donna Longo DiMichele at OLIS at 401-574-9303 or at <donnadm@olis.ri.gov>.

## V E R M O N T

### Vermont State Archives Opens Renovated Facility

On June 10, the renovated and expanded Vermont State Archives and Records Administration (VSARA) was dedicated in a ceremony featuring Governor Jim Douglas, Secretary of State Deb Markowitz, and the chairs of the legislative institutions committees. The new facility includes a reference room, record center, new and expanded archival vaults with a capacity for 26,000 cubic feet of records, and office space. The \$8.1 million project is a significant upgrade over the previous space and reflects the merger of the archival and records programs into VSARA back in 2008.

On May 4, the Center for Research on Vermont at the University of Vermont recognized State Archivist Gregory Sanford with its Lifetime Achievement Award. Connell Gallagher, Library Emeritus at the University and long time NEA member, provided remarks on Sanford's sustained contribution to Vermont research.

## O T H E R

### Collections Management Solution Enhances Productivity and Public Access

Cuadra Associates, Inc., a leading provider of knowledge management solutions, announced the release of STAR Knowledge Center for Archives (SKCA), a new, completely browser-based solution for archival collections management. The product builds on features from Cuadra's earlier collections management solution, STAR/Archives, and provides clients with additional ways to make their collections accessible and visible.

The centerpiece of this new release is a new public access module. Like the public access module that was part of STAR/Archives, the new one allows for searching within and across collections and for dynamic generation of finding aids with related digital resources. The module provides for ad-hoc reports and new report formats, including a relevancy-ranked report. In addition, reports can now be downloaded in .csv format (e.g., for use in a spreadsheet), saved as text, or saved as PDFs. Cuadra will begin upgrading its archives clients to SKCA this month.

For more information on Cuadra or any of its products, contact Ilene Slavick at 800.366.1390 or 310.591.2490. Or visit the company's Web site at <[www.cuadra.com](http://www.cuadra.com)>

### Cultural Heritage Collaborators: A Manual for Community Documentation

Melissa Mannon, Principal Consultant at ArchivesInfo, released a book entitled *Cultural Heritage Collaborators: A Manual for Community Documentation*, which is a practical guide for communities working to identify, preserve, and leverage their historical resources to promote cultural heritage. The book aims to show the pervasiveness of historical records within our civilization and how everyone can be a "cultural heritage collaborator" to ensure that a complete record of our society is kept for future generations. A major goal of the writing is to help archivists form collaboratives with the public, professionals in related fields, and non-professionals charged with caring for historical records. The text promotes the idea that establishing collecting partnerships within a community strengthens an institution's collections, programs, and visibility, while promoting cultural awareness and civic engagement. ■

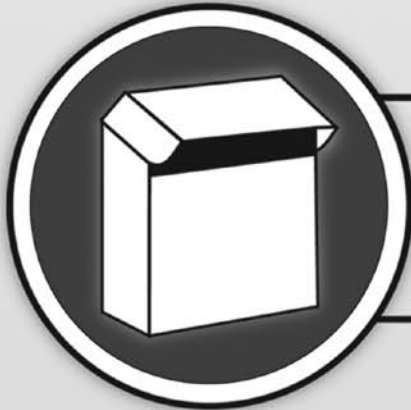
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### It's Your Newsletter: Contribute!

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





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## OPEN FORUM

## Richard L. Haas and the Haas Award

by Harley P. Holden, *Harvard University Archivist, retired*

Nearly a quarter century has passed since the death of Richard L. Haas on May 30, 1987, from AIDS-related complications. At the time, he was in his sixth year as the first Records Management Officer in the Harvard University Archives. As Harvard University Archivist in those years, I hired him and worked closely with him. It now may be appropriate to remind or to inform the archives and records management communities of who he was, what he did, and how the Richard L. Haas Award was formed as a joint award of the New England Archivists and the Boston Chapter of the Association of Records Managers and Administrators.

Richard Lynn Haas' professional career as an archivist and records manager spanned only nine years, but they were years of extraordinary activity and achievement within his dual professions. Born in Dayton, Ohio on September 27, 1956, Rick was educated in the public schools of Trotwood, a suburb of Dayton. He was graduated from Indiana University in 1978 with a Bachelor of Arts degree in anthropology/history. Over the next several years he did graduate work toward a Master of Arts degree at Wright State University and towards a Master of Business Administration at the University of Cincinnati and at Northeastern University.

Rick Haas began his professional career as university records manager at Wright State University in 1978, moved to the University of Cincinnati as university records manager from 1979-81, and concluded his career as records management officer in the Harvard University Archives from 1982-87. He served on the Society of American Archivists Committee on Records Management in 1979-80 and on the Local Arrangements Committee for the SAA's Cincinnati meeting of 1980. From 1985 until his death he served as treasurer of the New England Archivists and was an active participant in the Boston Area Archivists Group and in the Greater Boston Archives Forum.

In the area of records management, Rick Haas served on the Cincinnati Chapter Board of the American Records Management Association (ARMA) in 1980-81 and was elected vice-president from 1981-82. Before he could succeed to the presidency of the Cincinnati chapter, he moved to Boston and was elected Boston chapter secretary for 1982-83 and then was elected for two successive terms as chapter president in 1983-85. He also served as Boston Chapter newsletter editor from 1982-85.

At Harvard University Rick Haas became the first Records Management Officer, and within the framework of the University Archives, established an active and successful records management program. He also was closely involved with the planning and construction, and early management of the Harvard Depository, a facility for the remote storage of archives, records, and books. At Harvard Rick served on the University Library Preservation Committee, the Harvard Managers Exchange, the Harvard Depository Library Advisory Board, and the AMC Project Coordinating Committee. He was skilled at communicating ideas and concepts and lectured widely, conducted seminars, and wrote articles in areas relating to his chosen professions.

The preceding recital of facts about Rick Haas tells only part of the story. While keenly intelligent and purposefully directed, his exuberant and buoyant personality was a main reason for his success in his professions. In October 1981 Rick arrived from Cincinnati to be interviewed by my Associate, Clark Elliott, and me for the newly created position of Records Management Officer in the Harvard University Archives. As I learned later he had shaved his beard and bought a conservative grey suit for the interview. Rick was one of nearly fifty candidates for the position and the youngest of them all, although I did not learn that he was only twenty-five until somewhat later. He already had experience in records management at two universities and a sound knowledge of automation technology, but I think that what convinced me more than anything to hire him was the gleam in his eyes when I mentioned that the person hired for this position, had the opportunity to set Harvard's records house in order. Looking at my notes at the time of the interview, I found the phrase "probably will be a ball of fire."

Rick Haas was a ball of fire. Although his primary responsibility at the Harvard Archives was records management, he became involved in many of the other aspects of its operation. He possessed the unusual combination of activism and assertiveness tempered with diplomacy and kindness. No challenge was too great for Rick, he thrived on challenge. Present him with a problem and he would work out solutions, carefully weighing the effects of each solution in both the short term and the long term. He was always working and thinking and planning, turning out memoranda almost faster than Clark Elliott and I could read them.

Proud of his family back in Ohio, Rick talked about them frequently and was filled with stories about his father's role as mayor of Trotwood, his parents' experiences as school teachers, and stories of his younger sisters and the latest mischievous antic of his eleven year old brother DJ. He was raised with a respect for the value of money but was filled with a spirit of generosity and loved to give gifts. At Christmas there was a poinsettia for the Archives' reading room, at Easter a lily and there were often gifts to colleagues and employees as gratitude for work well done. His friendliness and generosity were genuine but he had the ingredients to become a consummate politician, had running for public office been his choice.

Rick kept files of jokes and other humor to use in talks and articles but his own sense of humor was spontaneous. He gauged his audience and intuited what level of humor was appropriate and would be humorously received. On one occasion there was a reception at the Harvard Archives late in the afternoon. Since I also was attending a formal dinner at the Tavern Club in Boston afterwards, I arrived at the Archives in my black tuxedo wearing the yellow waistcoat indicating the decade in which I had joined the Club. As I walked into the Archives Rick greeted me: "Harley, you look like a very large bumble bee." On another occasion I and several members of the staff attended the funeral of the parent of a colleague. We were the first car at the cemetery. There must have been a drought and water hoses were laid among the graves and over the roadway. As I drove in, Rick said "Watch out Harley, don't cut off their air supply!"

Rick once told one of his friends that he liked to work hard and to play hard, and he did plenty of both. I was told that he was a tireless dancer at Boston clubs. One of his

great passions was bridge and he played with two groups within the University and at least one outside. One of his friends presented his parents with a perfect bridge hand and it is buried with Rick.

I remember a great example of Rick and one-upmanship. When Umberto Eco's *The Name of the Rose* was all the rage several of us were discussing the book, and mentioned that Eco was really best known for his work in the field of semiotics, even though we know little about it. Much to our surprise this youth from the mid-west, with a grin on his face, spoke up and gave us a succinct definition of semiotics. He had taken a course in semiotics at Indiana University and Umberto Eco had been the lecturer.

Rick gave much to Harvard and to his professions and in his turn he absorbed much of what his surroundings offered, be it at Hasty Pudding Club shows, the Christmas Revels or at lectures and symposia. He loved being a Harvard Commencement Aide, with his cap, gown, baton and Indiana hood. In 1986 Harvard celebrated its 350th anniversary. On one of the days of celebration the professor in charge of the aides, unexpectedly assigned Rick briefly the task of entertaining Speaker of the House Tip O'Neill and Senator Ted Kennedy. Awed but rising to the occasion, Rick started to introduce the Speaker to several people. Not unkindly Rick reported, Tip O'Neill, who for decades had represented the Massachusetts Congressional District which included Cambridge, said to him: "Rick, I probably know more people here than you do."

Following Richard Haas' death several of his friends and colleagues, archivists and records managers, met to discuss how best to perpetuate his memory. The goal of ARMA and NEA in establishing the Richard L. Haas Memorial Award was to build upon the legacy of inspiration left to us by Rick. It was our expectation that the Award would provide support to records managers and archivists who submitted project proposals designed to foster mutual knowledge, understanding and respect between the two professions. We hope that colleagues will be inspired to take advantage of the opportunities offered by the Haas Award. Though I have not been associated closely with the Award for many years, I suspect that it could profit from more endowment, and urge you to contribute to its continuation of mutual respect and understanding between the professions of archives and records management. ■

# NEA 2010 Annual Business Meeting

**March 20, 2010, Campus Center, UMass Amherst**

## Call to Order and Welcome

Peter Carini called the meeting to order and welcomed conference attendees to the annual business meeting.

## Approval of Minutes

The Annual Business Meeting minutes of March 29, 2008 were approved.

## Treasurer's Report

Peter Carini presented the NEA's balance sheet for 2009 on behalf of Treasurer Andy Wentink. Overall, NEA's financial status is in good condition with a current balance of \$79,489.25 and overall assets of \$89,603.29. Despite the healthy financial well-being of the organization, NEA ran a deficit budget in 2009 and we are on track to do so again this year. The chief reason for the deficit budget is the added cost of reengineering the organization away from paper-based communication and toward online communication through services such as the membership directory, e-balloting, online membership renewal and meeting registration. Decreasing the cost of postage is saving NEA money, but the Board understands that it will need to raise funds to sustain the online presence in the future; one possibility is web sponsorship.

All members voted to approve the Treasurer's Report.

## Nominating Committee

Kathryn Hammond Baker presented her report on the Nominating Committee. This was the first year NEA conducted an e-election and it was very successful. Two lessons were learned: it is critical to keep email information of members up-to-date and e-balloting increases voter participation. Four positions were decided by the election.

- Vice President/President Elect: Nova Seals
- Secretary: Silvia Mejia
- Representative-at-Large: Ellen Doon & Jessica Steytler

Ms. Baker thanks all of the candidates for being willing to serve NEA as well as members of the Nominating Committee:

Keith Chevalier, Julia Collins, and Christie Peterson.

## Awards

Peter Carini announced the winner of the Hale Award for 2010. Maria Bernier of Salve Regina University will use the award to attend the "Rare Books for Archivists" workshop sponsored by SAA.

## President's Report

Peter Carini reported that the Strategic Plan is essentially finished and the Action Plan will soon be added to NEA's website. Mr. Carini called for a vote to accept the Strategic Plan. Two members abstained from voting and one member opposed the plan. The Strategic Plan was approved by the remaining members.

Mr. Carini thanked the Board for their service. In particular, he thanked Maria Bernier, Kathryn Hammond Baker, Anne Sauer, Kelcy Shepherd, Krista Ferrante, and Rodney Obien for all of their hard work over many years on the membership directory. Thanks also to the membership for their great feedback and contributions.

## Online Membership Directory

Maria Bernier reported on the recent release of the online membership directory. Members should have received email notification to access the directory. She reminded the membership of the importance of maintaining personal information, so that NEA can continue to reach all of its members. Ms. Bernier encouraged members to offer feedback on the directory including suggestions for added features.

The Board is currently working on the development of a privacy policy to ensure the protection of member's personal information. It will be added to the NEA website upon approval by the Board.

## Remarks from Incoming President

Peter Carini introduced Elizabeth Slomba as the incoming president.

Elizabeth Slomba began her remarks by describing what NEA meant to her. She referred to a recent disaster at her own library that resulted in the flooding of her office. She was able to respond to the disaster quickly and effectively due in large part to the training she has received at NEA workshops and sessions over the years. It is her hope that other NEA members have had similar experiences that have



called to mind the importance of NEA to them. While her recent disaster is just one dramatic example of the importance of the organization to her, Ms. Slomba could just as easily refer to similar lessons learned about improving access, reference, processing, preservation, digitization, new trends in archives, and a whole range of archival activities. NEA is embarking on a new strategic plan, compiled by the Board over the past year. Many of the objectives outlined in the plan are in response to members' requests and she hopes members will continue to offer feedback. NEA has also been working to improve communication with members. This year's e-election is one example and there will be others to come, such as online membership renewal and meeting registration. The Board will continue to keep members involved in and aware of the progress of the Strategic Plan. NEA is an organization made up entirely of volunteers; it is what makes our organization so wonderful. Ms. Slomba encouraged members to volunteer to serve NEA, because the organization needs input from all its members in order to remain vital and relevant.

### **New Business**

Cyndi Harbeson of the Newsletter Committee announced that the first annual student writing contest awarded its prize to Gabrielle Daniello. Nine essays were submitted and the winning essay will be printed in the next issue of the *NEA Newsletter*.

*Editors Note: The essay appeared in the April 2010 issue.*

The Fall 2010 meeting will be held at Keene State College in New Hampshire on November 5-6, 2010. The Spring 2011 meeting will be held at the Pembroke Center at Brown University on April 1-2, 2011.

### **Adjournment**

The Annual Business Meeting adjourned at 1:25 p.m. . ■

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## Reviews

Mackay, Nancy, *Curating Oral Histories: From Interview to Archive*. California: Left Coast Press, Inc, 2007. ISBN 978-1-59874-058-5

- Sheila R. Spalding, MLIS, Children's Hospital Boston Archives

This book is an excellent addition to one's professional reference collection. Most publications on oral history projects focus on the logistics of how to prepare for and do the oral history interview, neglecting an essential part of the process, managing the collection. Mackay's book provides an excellent overview of managing oral histories after the interview to ensure that they will be accessible to future researchers.

*Curating Oral Histories* is organized around the tasks that define an archivists' work and is arranged into nine chapters. There is a self study, a glossary and appendices providing sample forms, resource lists and a list of organizations with oral history projects underway. A companion web site <[www.nancymackay.net/curating](http://www.nancymackay.net/curating)> provides links to the resources mentioned in the book and other online resources. The text is easy to read and can be consulted as a reference guide. Each chapter ends with a summary and a list of useful forms provided in the appendices.

The book begins with a self study to assist oral history curators with assessing the needs of their particular collection. This page, along with the guide to interpreting your answers, will direct you on how best to consult this book. The first chapter provides an overview of curating the entire oral history process. It is a "must read," broaching the topics of record keeping, rights management, cataloging, interviews, professional standards, formats, preservation and access. Chapter two, titled "Archives Administration", covers the acquisition of oral history collections. Readers are encouraged to contemplate their responses to the self study as the chapter delves into setting up an oral history archive; appraising, acquiring and accessioning an oral history collection. The third chapter covers the legal and ethical issues raised by oral history projects. I found it to be the most helpful legal primer on this topic and I highly recommend it to any professional who deals with oral histories.

Chapters four through seven offer practical advice on the physical aspects of oral history projects: recording, transcribing, cataloging and preservation. The forms accompanying each of these chapters are excellent starting points for managing an oral history collection. I used information from these forms to create my own in-house database to manage the oral history collection at Children's Hospital Boston. The final chapters focus on oral histories on the Internet and the challenges of meeting user expectations in the digital age. It sheds light on issues raised by online oral histories and raises some good points about striking a balance between conventional wisdom and innovation.

This indispensable book is perfect for repositories that hold oral history collections or are considering an oral history project. ■

### Membership Directory is now online!

The Membership Committee is very pleased to announce that the online Membership Directory is now available from the NEA home page. This has been a long-term project to improve communication among members and allow everyone to network and share information more easily. Special thanks to the many dedicated individuals in NEA, past and present, who contributed to this project.

Each member should have received an email in March with a link to log in and set up a password. The Membership Committee encourages you to do so and update your contact information. If you have any difficulty, or if you didn't receive an email, please contact Membership Secretary Rodney Obien <[neamembership@gmail.com](mailto:neamembership@gmail.com)> or Membership Committee Co-Chairs Maria Bernier <[maria.bernier@salve.edu](mailto:maria.bernier@salve.edu)> or Valerie Gillispie <[vgillispie@wesleyan.edu](mailto:vgillispie@wesleyan.edu)>

The Membership Committee strongly recommends that members maintain an active email address in the directory, since NEA's communications and business transactions will increasingly be electronic.

## Internet Tidbits

- Susan Martin

The Image Permanence Institute (IPI) at the Rochester Institute of Technology has developed an impressive new resource for archivists, librarians, curators, and other information professionals who may need help identifying graphic material in their collections. The encyclopedic Graphics Atlas, available at <<http://www.graphicsatlas.org/>>, provides detailed information on a variety of pre-photographic, photomechanical, photographic, and even digital print processes. Whatever your level of familiarity with print identification, this site has something to offer.

The Graphics Atlas includes information, compiled from numerous sources, on more than 30 different print processes. Navigation can be challenging at first, but tutorials are available to help you use the site most effectively and to introduce you to the types of photographs, classifications, and terms you'll find. You can begin with one of three tabs—"Guided Tour," "Compare," or "Identification"—or use the search box to find specific attributes. The details page for each process contains information on its distinctive characteristics, including image tone, stability, format, mounts, years of prevalence, layer structure, deterioration, etc., as well as illustrations of typical examples and magnifications of paper fibers. The site even incorporates moving images, slowly rotating a photograph to demonstrate the reflection of light off its surface.

Any resource dealing with graphic material will have to delve, to some extent, into the technical aspects and historical development of each print process, but in the Graphics Atlas, descriptions are concise and clear. Some features are especially helpful. As you click from tab to tab, the site will remember your last search term and automatically populate the next search box with that term. The "Compare" feature helps to distinguish between two similar processes by presenting representative examples side by side. "Visual Browse" allows you to narrow your search by scrolling through a gallery of images and selecting the one that most resembles what you're looking for. Or you can use the color-coded timeline to identify a specific process by date, based on the years that process was in use. The site also includes general references on preservation, storage, and other graphics and media issues, as well as a link for user feedback.

In the words of the IPI, the Graphics Atlas "is a new online resource that brings sophisticated print identification and characteristic exploration tools to archivists, curators, historians, collectors, conservators, educators, and the general public." The designers of the site have succeeded in duplicating the real-world identification process as closely as possible, with a range of useful features such as moving images, close-ups, and side-by-side comparisons. It would be difficult to overstate how valuable this project will undoubtedly prove to be. ■

The *NEA Newsletter* is seeking submissions from repositories in New England 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: <[cynthia.harbeson@gmail.com](mailto:cynthia.harbeson@gmail.com)>. Photographs must be scanned at 600 dpi or better.



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## AROUND AND ABOUT

### Working with Simmons College Students at the Congregational Library

by Jessica Steytler

Sometimes when I am working with Simmons archive interns, I am able to provide an unusual project, one that goes beyond organizing a two to eight-box institutional or personal collection. This past December, the more extraordinary sort of work started to develop with our Old South Church collection.

First, a bit of exposition: our archive has a general rule to only accept institutional records from deceased groups. There are a few exceptions, one of those being Boston's Old South Church. The records in the archive range all the way back to the late 1600s and trickle out in the 1920s, 1940s, or 1980s, depending on the sub-section. Some records at the church are overdue to be transferred to the archive. The issue is that Old South is a large, active church. It is in everybody's best interest if the record keepers here and there get as much intellectual control as possible before making any major decisions:

- What subjects are kept where in the church?
- How much duplication is there?
- How many duplicates does the church wish to keep?
- What items should be transferred to the Congregational Library?

The sheer size of the collection held at the church (over 100 linear feet), the amount of work to be done to get accurate information on final disposition, the issue that it is a living church with need to refer to its historical records, and the potential large volume transferred to our repository all pointed me towards getting a small army to help me. I requested three interns to help generate a survey that would answer these questions and help provide the church with the basis for starting a records management program. I built in a few safety measures that did end up mitigating potential problems of working with a big collection off-site.

There was one experienced student, Jake Sadow, and two beginners, Derek Jackson and David Anderson. Jake had the advantage of having processed a few collections

before signing up for Old South. He frequently was able to answer general processing questions on-the-spot for his teammates that normally would have to be answered by the supervising archivist.

Another invaluable tool implemented before the survey even began was a wiki. None of the students had worked with church records before, so beyond providing the basic goals, schedules, and time sheets, I created a vocabulary list. The students added images and videos that they made while working. The wiki is currently still private, but I invited key members of the church to view it. The wiki provided transparency and proactive progress reports, smoothing any possible confusion and allowing the church to be part of the conversation.

Throughout the 10 weeks that the students worked, we would meet to discuss what had happened the week before and refine what would happen in the next work session. The students were also welcome to call while working on-site if there was an issue that needed immediate attention. However, having a separate meeting helped keep the project and the students focused.

When we started, I did not expect that the interns would complete the survey, establish a mirrored archival order for all the onsite records, and separate all the items to be transferred. After a combined 180 hours, we have a good idea about the general scope and content, but are still fine tuning how it is arranged. I expect to continue in the fall with two interns and see how much closer we can get to a transfer. ■

## Call for Service Award Nominations

### New England Archivists Distinguished Service Award Call for Nomination

NEA grants the Distinguished Service Award to individuals or institutions who are dedicated to the promotion of NEA objectives and who have made significant contributions to the profession, their institution, NEA and/or the archival community in New England. The award shall reflect the total experience of the awardee(s) and is based upon knowledge, leadership, participation and achievements in the profession.

1. Nominations must be submitted to the Immediate Past President by December 21, 2010.
2. Nominations and supporting materials may be submitted electronically or on paper.
3. Candidates may be nominated by more than one person.
4. A nomination must include a letter detailing why the nominator feels the candidate deserves the NEA DSA. Additional materials including, but not limited to a curriculum vitae (resume), publications, work products, course outlines and evaluations, may be submitted but are not required.

For more information on the DSA, please go to: [www.newenglandarchivists.org/resources/distinguished-award.html](http://www.newenglandarchivists.org/resources/distinguished-award.html)

### New England Archivists Archival Advocacy Award

The award may be given to any individual outside of the archival profession, or any institution other than libraries or archives. In selecting those who will receive the award, special weight will be given to support that has had a broad long-term effect and may include, but are not restricted to the following types of support:

- Sponsorship of successful political initiatives which have directly aided archives;
- Financial support of important archival programs;
- Increasing public awareness and support for archival issues.

#### Submitting Nominations

1. Nominations must be submitted to the Immediate Past President by December 21, 2010.
2. Nominations and supporting materials may be submitted electronically or on paper.
3. Candidates may be nominated by more than one person.
4. A nomination must include a letter detailing why the nominator feels the candidate deserves the NEA AAA. Additional materials including, but not limited to a curriculum vitae (resume), publications, work products, course outlines and evaluations, may be submitted but are not required.
5. Nominations may be resubmitted if not voted upon favorably by the AAA Committee.

For more information on the AAA, please go to: [www.newenglandarchivists.org/resources/aa-award.html](http://www.newenglandarchivists.org/resources/aa-award.html)

Please send nominations and supporting documentation via e-mail to [peter.carini@dartmouth.edu](mailto:peter.carini@dartmouth.edu) or mail to:

NEA Distinguished Award Committee  
 c/o Peter Carini  
 Rauner Special Collections Library  
 6065 Webster Hall  
 Dartmouth College  
 Hanover, NH 03755



## People

On the weekend of June 26th and 27th several NEA members traveled to Tunbridge, Vermont to represent NEA at the Vermont History Expo 2010. Now held biennially, “History’s Country Fair,” as it’s been dubbed, is a truly unique festival presented by the Vermont Historical Society. This year’s theme was “Back to the Land, Again.” The Expo is a celebration of all that is historical and includes exhibits from over 150 local historical societies, museums, and cultural heritage organizations using documents, artifacts, and photographs from their collections. Also featured are traditional crafts, games, local industry and agricultural presentations, heritage and rare breed animal demonstrations, living history encampments, a live country auction, a parade, documentary films, live music, and a Vermont history “Quiz Show.”

The Outreach Committee created NEA’s exhibit, which was part of the popular “Genealogy Resources and Archives Center” where Vermont’s largest archival repositories and genealogical organizations all exhibit in one building. Staff members from these institutions are on hand to demonstrate their latest projects and help guests with their research.

NEA provided information to fairgoers on how to care for their personal collections and family history materials. This included the “Archival Evils” display, which demonstrated how not to care for materials and the negative results of exposure to the wrong elements, e.g., tape, glue, staples and paper clips, PVC plastic, ink, exposure to water, light, fluctuations in temperature and humidity, and vermin.

NEA volunteers shared their expertise with visitors about how best to preserve their family photos and documents through proper storage and handling. They also made referrals to people interested in determining the value of their items, and their options for donation of personal collections. Some discussions at the booth were more basic, such as, what archivists do, and why the general public should care!

Augmenting the personal interaction, bookmarks and an array of handouts describing best practices and additional resources were handed out on topics such as digitization, preservation of books, photographs, and newspaper articles, and the importance and broad-ranging value of archives.

Liz Scott, Archivist at Saint Michael’s College in

Colchester, VT organized and oversaw NEA’s exhibit at the fair. Other volunteers were Cynthia Harbeson, Sally Barkan, Juliana Kuipers, and Colin Lukens.

The theme for the 2012 Vermont History Expo will be “Vermont in the Civil War.” For more information visit: <[www.vermonthistory.org/expo](http://www.vermonthistory.org/expo)>.

The Collection on Legal Change (CLC) is a group of collections at Wesleyan University that document changes in public policy and the law, ranging from issues like prohibition and abortion to the work of individual congressmen and legal leaders. These collections were acquired in the 1970s and 1980s by Professor Clement Vose, and printed registers were created for most of the collections.

In March 2010, Andrea Benefiel conducted a retrospective conversion of the CLC registers and created finding aids in Encoded Archival Description. This work was completed as an internship in the Archival Access course at Simmons College, in which she is pursuing a master’s degree in the Archives Management Program. Andrea’s work has greatly increased the visibility of these collections, and researchers from around the country are now discovering and using the collections for their scholarship. Learn more about the CLC at: <[www.wesleyan.edu/libr/schome/archives/clc.html](http://www.wesleyan.edu/libr/schome/archives/clc.html)>. ■

### It’s Your Professional Development and We Want Your Ideas

The Education Committee provides workshops on a variety of subjects to meet the needs of those seeking archival education. We are constantly updating our offerings based on your feedback. We’re looking for your ideas.

- Is there a particular skill you’d like to brush up on or a subject area you’d like to delve into more deeply?
- Do you have a great idea for a workshop?
- Do you know a great place to host a workshop?
- Are you interested in teaching a workshop?

Not only do we offer workshops at NEA’s semi-annual meetings, but we also can bring them to your institution anytime during the year. Please e-mail Alyssa Pacy, Education Committee Chair, at <[apacy@lesley.edu](mailto:apacy@lesley.edu)> with any comments or suggestions.

# Calendar of Events



Press releases and other announcements should be sent to Michael Dello Iacono at <[michael.delloiacono@hms.harvard.edu](mailto:michael.delloiacono@hms.harvard.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 29, 2010.** Maine Archives and Museums Annual Conference, “Ideas and Inspiration: A Celebration of Maine’s Museums and Archives” at the Dyer Library and Saco Museum in Saco, ME. For details see <[www.maine-museums.org/conferences.asp](http://www.maine-museums.org/conferences.asp)>.

**November 3-5, 2010.** NEMA Conference, “Museums Matter, Yes They Do – The Proof Is in the Pudding, too!” in Springfield, MA. For details see <[www.nemanet.org/conference.htm](http://www.nemanet.org/conference.htm)>.

**November 5-6, 2010.** NEA Fall Meeting at Keene State College in Keene, NH. For details see <[www.newenglandarchivists.org/meetings/meetings.html](http://www.newenglandarchivists.org/meetings/meetings.html)>.

**November 2-6, 2010.** Association of Moving Image Archivists and the International Association of Sound and Audiovisual Archives joint conference in Philadelphia, PA. For details see <[www.amiaconference.com](http://www.amiaconference.com)>.

**May 12, 2011.** New Hampshire Archives Group Spring Meeting at the Gale Library, in Laconia, NH. The topic is “Disaster Planning and Recovery” presented by Gregor Trinkaus-Randall. For details see <[www.nharchivesgroup.org/home.htm](http://www.nharchivesgroup.org/home.htm)>.

**May 2011.** 45th annual Association for Recorded Sound Collections (ARSC) Conference in Los Angeles, CA. The conference will be hosted by the UCLA Ethnomusicology Archive in honor of their 50th anniversary. For details see <[www.arsc-audio.org/conference](http://www.arsc-audio.org/conference)>. ■



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## THIS SEASON IN NEW ENGLAND HISTORY



**Girl harvesting potatoes, 1954.**

Verner Reed was a noted photographer of New England subjects taken in the 1950s and 60s. His subjects ranged from prominent politicians to quiet-town fairgoers, from Boston city life to serene snowfalls. Although his photographs were published in *Life*, *Vermont Life*, *Time*, and many smaller and foreign magazines, they have gone unseen since their original publication, forty years ago.

*Courtesy of the Maine Historical Society collections. Verner Reed, photographer.*