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N E A

NEWSLETTER

NEW ENGLAND ARCHIVISTS



C O V E R -- Photograph from the Children's Hospital Boston. Pictured is a patient at The Wellesley Convalescent Home of Children's Hospital, circa 1895.

I N S I D E -- Sheila Spaulding shares her experience creating a history walking tour at the Children's Hospital Boston (*Around and About*, page 4). Read *Session Reports* from the Fall 2010 Meeting in Keene, NH (page 16). Candidate statements for the upcoming election are included for your review (*NEA 2011 Elections*, page 24).

TAKING THE PAST INTO THE FUTURE



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>**

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Notices of archival events should be sent to: Michael Dello Iacono at <michael.delloiacono@hms.harvard.edu>.

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Articles and **News** of interest to archivists, historical society members, historians, and other NEA members should be sent to: Michael Dello Iacono at <michael.delloiacono@hms.harvard.edu> or to NEA Newsletter Editors, c/o College Archives & Special Collections, Wallace E. Mason Library, Keene State College, 299 Main Street, Keene, NH. 03435.

Contributions to the NEA Web site should be sent to: <webcoordinator@newenglandarchivists.org>.

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- February 10 for April issue
- May 15 for July issue
- August 15 for October issue

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From the Editors

- Cyndi Harbeson

"We will open the book. Its pages are blank. We are going to put words on them ourselves. The book is called Opportunity and its first chapter is New Year's Day."

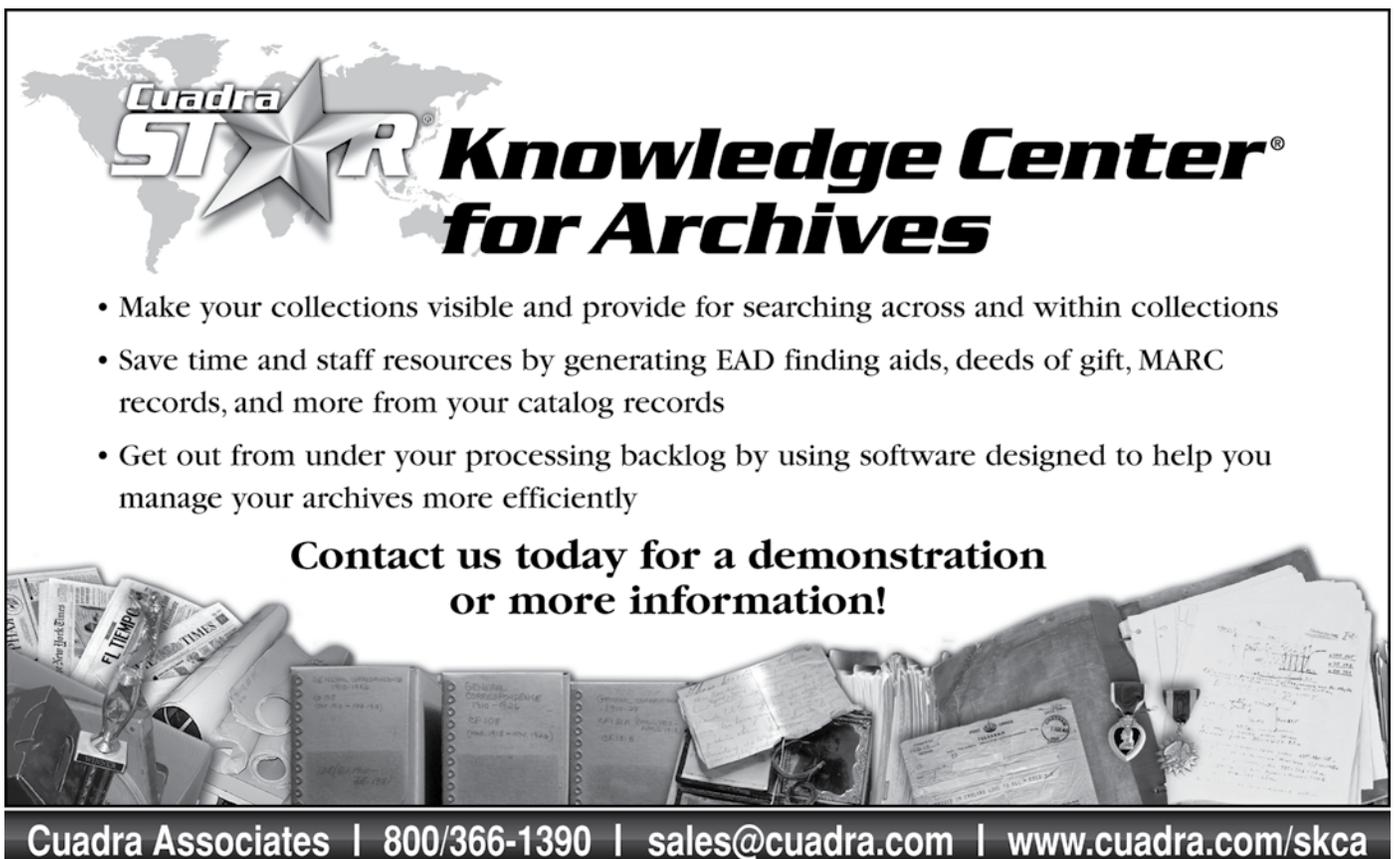
-Edith Lovejoy Pierce

In the midst of another New England winter, curl up by the fire on a snowy evening with a cup of hot cocoa and take a few minutes to enjoy the January issue of the *NEA Newsletter*. For those of you who were unable to attend the Fall meeting in Keene, New Hampshire, peruse the Session Reports and read about managing volunteers or unconventional collections and collection management systems as well as learning about born digital materials, archiving email, donor relations and much more!

Sheila Spaulding will share her experiences creating a history walking trail in *Around & About*. The history walking trail has helped to promote the archives at the Children's Hospital Boston and has been an important marketing tool as well. Outreach is such an important part of any archivist's job and Sheila has developed a creative way to promote her collections in a very visible and effective way.

Election time is once again upon us and we urge you to vote for the candidates of your choice. In order to make an informed decision, please read through the candidate statements and get to know those individuals who will be on our Board. We have an excellent slate of candidates so I'm sure the decision will be a difficult one. Check your email soon for more information about the upcoming election.

On behalf of the Newsletter Committee, I would like to wish you all a very happy and productive 2011. ■



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AROUND & ABOUT

The Making of a History Tour

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

Archivists are always looking for ways to connect with our community. From exhibits to Web sites to lectures and slideshows, the work of outreach can seem never-ending. An excellent way to bring your collections to life is with a history trail. History trails advertise the “who what when and where” of our organizations in a manner with what exhibits and computers cannot compete. People connect to a space in time or an event when they can stand in it, read about what happened there and discuss it. For those of you considering a history trail at your organization, I highly recommend it.

At Children's Hospital Boston, the Archives Committee completed a walking trail that has a brochure for a self guided tour. Our project started in 1998, as a result of a few other projects. The committee was working with a design firm to create an historic timeline display in a hospital corridor. Talks about this project led to several “baby steps,” including designing a permanent exhibit case, publishing an *Images of America* book with Arcadia, featuring archival photographs and installing a time capsule in the hospital lobby to be opened on the bicentennial in 2069. A committee member was inspired by the history trail at Massachusetts General Hospital and suggested we create one of our own.

Signs for the time capsule and exhibit case became the basis for the walking history trail. Committee members brainstormed significant events in the history of the hospital at this location. They looked at a map of the campus and plotted where they would put signs for these events. The aim was to have the tour be on a single level in a circuit that would be simple to navigate. The committee came up with several events to feature and work on the first batch of signs began. As the Archivist for the hospital, I selected photos and drafted text for each sign. Committee members helped make the final selection of images and edits to the text. This was extremely helpful in navigating the political landscape of the institution and ensuring that if anything was left out, the Archives Committee could take the heat for it.

Signs were fabricated by a design firm and installed by hospital engineers who provided approval of our map for the tour, ensuring that the signs would not interrupt the flow of traffic or impede in underground sprinkler systems, etc. The Archives Committee saved money by having hospital facilities engineers install the signage; we did not have to pay travel costs or worry about relocating

a sign because it was in the wrong area.

Once the signage was installed, I drafted a brochure for the tour. Fortunately, a member of the Archives Committee is a graphic designer in the Department of Public Affairs. He agreed to help design the brochure if we would agree to publish a portion of it in the next hospital magazine. So we planned the brochure to incorporate an introduction and map in the center pages, which could be printed in the magazine. We designed the brochure to be the size of a standard magazine and had it printed by the same printer who handles hospital publications, thus saving money on printing costs. The brochures are double folded and open to the map, guiding visitors through the tour of eighteen signs. I made sure that the text of the brochure does not repeat the text and imagery of the signs; it complements them. The brochure is available online at: <http://www.childrenshospital.org/about/Site1394/Documents/HistoryTour%20brochure.pdf>.

Once the tour brochure was complete, I began giving informal tours to friends and colleagues in order to pull together a script. I found that people do not want to hear every little detail about an event and could see eyes glaze over if I spoke for too long at a certain stop. So I honed my script down to little sound bites of information about each stop such as: “This is the site of the former Carnegie Building. Sidney Farber conducted his research with chemotherapy here and went on to found what is now Dana Farber. John Enders cultured the polio virus here and won the Nobel Prize for his work.” If people are curious as to the details, they ask and I explain further. People often ask about the anecdotal history and we get into great discussions about how history is recorded.

To publicize the tour, I contacted the Department of Human Resources and encouraged them to place an order for brochures to include in the employee welcome packet they distribute. They were happy to order 2,500 and have since continued using them, placing several more orders. I sent copies to the development office and put brochure bins outside the offices of our CEO and our CFO. I also placed bins in the lobbies of our main buildings and ran an advertisement on the hospital intranet page. We monitor the bins to ensure that they are always full.

I started giving guided tours on a monthly basis or by appointment for visiting VIPs and hospital departments. These tours have helped to publicize the archives program and the hospital's history like no other project. I have met numerous individuals from varying departments and have been able to spread the word about what I do and why it is important to them. I end each tour down in the Archives, showing off the treasures we have collected and explaining the services we offer. As a result of these tours, the archives have received several new accessions, networked with other departments and collaborated on projects that have resulted in recognition for the program. The donations we have received from tour attendees have helped us recoup our expenditure for the project.

When the Children's Hospital Boston Archives Committee began its work on a historic walking trail, we had no idea how

much work was in store for us. The Archives Program at Children's needed an opportunity to publicize itself. A history tour featuring information and photographs from the hospital archives collections seemed like an ideal solution. The trail is now complete and we have learned many lessons along the way.

If I were to create another history tour, I would practice giving the tour before finalizing the brochure and signage. This would ensure that the tour flows smoothly. I would leave a few signs out of the guided tour because once I walked through it, I realized they are off the circuit and disrupt the flow of the tour. If your archives is considering a tour, I recommend that you have a policy in place as to how many tours you will give. Our tour has increased in popularity and we have a waiting list of people who are interested in taking it. We now provide up to two one hour long tours a week.

The history trail project has had a tremendously positive impact on our program. It is our number one outreach tool. Working at a hospital with approximately 10,000 employees, everyone doesn't know my name but I welcome the occasional "hello archives lady!" because it tells me that the program is gaining recognition and my face is known.

For more information about the Children's Hospital Boston Archives Program, visit us online at: <www.childrenshospital.org/archives> ■

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>.

Inside NEA

FROM THE PRESIDENT

- Elizabeth Slomba



The Board is continuing to work on items from the Strategic Plan. At the November Board meeting, we voted to form a Financial Planning committee made of members from the Board. This committee was proposed by the Budget Taskforce in response to items in the Strategic Plan (such as developing strategies for increasing revenue). The Planning Committee will be looking at Board-driven initiatives and how NEA will fund those initiatives. We expect that long-range financial planning will support the services requested by members, keep our costs realistic and encourage NEA growth.

At this recent Board meeting, the Board explored issues for an Organizational Efficiency Taskforce and a Diversity/Advocacy/Outreach Group. These are action items that are from the Strategic Plan. The Reps-at-Large are involved in exploring how we can address these issues and what actions the Board needs to take. The Organizational Efficiency Taskforce will be looking at updating NEA job descriptions, procedure manual, and succession planning. The Diversity/Advocacy/Outreach Group is researching how NEA can address the items in the Strategic Plan regarding diversity, advocacy, and outreach, especially since the Outreach Committee has now been disbanded.

Conference planning continues and over the winter, we will be putting together the Summer with NEA program in 2011. If you have comments, proposals, ideas, and so on for Summer with NEA, please contact Nova Seals, Vice-President.

The recent Fall 2010 conference at Keene State College drew over 200 attendees for workshops and programs. We are looking forward to going to the Pembroke Center at Brown University in Providence on April 1-2, 2011 for Spring Conference 2011. Hope to see you there! ■

EXECUTIVE BOARD MEETING REPORT

- Silvia Mejia



The business handled at the November 5, 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.

Approval of July 16, 2010 Minutes:

There were some name changes to be made and the secretary will amend the minutes accordingly. Elizabeth then moved to accept the July 16, 2010 amended minutes. Jane Ward seconded. No discussion. **All members voted in favor.**

Appointment, Board motions

Peter Carini made a motion to accept the slate of candidates and the candidate question for the upcoming election in 2011. **All members voted in favor, two absentia.**

Elizabeth moved to appoint Rodney Obien for a term as membership secretary to run from spring 2011 to Spring 2013. **All members voted in favor.**

Elizabeth moved to have the membership secretary serve as an ex-officio member of the membership committee. **All members voted in favor.**

Elizabeth moved to appoint Jodi Goodman to the Education committee for the term of one year. Peter Carini seconded. No discussion. Elizabeth called for a vote: **All members voted in favor.**

Elizabeth moved to appoint Jessica Sedgwick the co-chair of the membership committee with a term of Fall 2010 to Fall 2013. **All members voted in favor.**

Membership Committee presentations

Valerie Gillispie summarized the results of the NEA 2010 member survey. There were 147 responses. The survey showed that members are in favor of combining both NEA listservs. Members favored single yearly conferences with supplementary programs and favored offering a reduced rate for archivists that are unemployed. The most popular areas of the web page are meetings, workshops, events and membership directory. The discussion then turned to listservs and merging the two NEA lists NEAannounce (507 subscribers) and NEAdiscuss (525 subscribers). It was

the general sense of the board to keep the list with Yahoo Groups.

Elizabeth moved to make NEAdiscuss our main listserv and that we eliminate NEAannounce. **All members voted in favor.**

The survey showed that there is strong support for a bridge rate and the membership committee will be working on this in the next few months. Changes to rates will require policy changes. The by-laws state that amendments to the by-laws must be proposed in writing and filed with the secretary at least sixty days prior to an annual meeting. The membership committee will have the January meeting to present and file changes with the secretary.

Spring 2011 Report

Eliot Wilczek and Amy Greer presented their report. The committee did not need as much money for speakers and the budget has been adjusted to reflect this. However, some of the speakers are outside NEA and the money may need to be put back in the budget. Amy estimated the cost to be no more than \$1,500. The number of Friday seminars is not known yet. The Board suggested the numbers be estimated with the Boston conference numbers of 225. As the program develops, the committee will get in touch with the web and communications committees to get the word out.

Eliot Wilczek briefly walked the Board through the report and encouraged board members to comment on the schedule. The sense of the board was to have a poster session at this meeting. There was a brief discussion on having the vendors late in the afternoon. It was suggested that the breaks be removed and have the vendors and poster session from 10:30-11:00. A second poster session could happen in the afternoon from 3:00-3:30. A resume review session was also suggested for this slot. Eliot will be sending a revised version of the report.

Elizabeth mentioned that the board will be voting on conference fees at the January meeting.

Summer with NEA report

Elizabeth presented a summary report. Overall NEA did very well. She was not anticipating making money on this program but we did. There was a loss of \$18 on the "Afternoon of Sound and Literary Archives" and the program scheduled for July had to be canceled. Elizabeth stated that overall there was a lot of networking that happened at the two programs. In response to a question about whether or not it was worth having a summer program, Elizabeth answered that it really depended on who was involved and

how experienced with NEA planning they were. She feels it would work best if the host also works with the program planning.

Joint MARAC/NEA discussion

Elizabeth explained that a MARAC/NEA joint meeting came out of the NEA 2009 member survey and it was also mentioned during the strategic plan. Elizabeth talked to Mary Mannix, MARAC's current vice president, who liked the idea of a joint meeting. Elizabeth said that at the last joint meeting, NEA had agreed to have a three-day meeting to follow MARAC meeting structure. Elizabeth went on to say that MARAC has been completely priced out of DC and NYC markets. MARAC will be interested to come to western Connecticut or western Massachusetts. MARAC generally does hotel meetings and for a joint meeting they will explore using a company to set it up. If we decide to do a joint meeting, will take place during the fall of 2012.

It was the general sense of the board to favor the joint meeting in western Connecticut or western Massachusetts. Elizabeth will contact MARAC and tell them that NEA would like to pursue a Fall 2012 joint meeting.

Communications Committee report

Lisa Long Feldmann presented her report. Since the last meeting the committee has met twice to iron out the ongoing work and plan for the communications committee plan. The committee is also working on integrating themselves into the meeting programming by working with local arrangement and programming chairs on marketing issues. The committee assisted with the marketing for the Fall. Lisa will talk to Eliot to see how they can help in the coming months. During the April board meeting, the committee will present the first draft of the communications program. The committee split into two groups one in charge of the marketing and the other working on the draft of the communication plan. Lisa encouraged people to contact the committee for marketing or communications issues.

Treasurer's Report

Maria Bernier, acting Treasurer, presented her report. She said that NEA is running a loss because the \$8,000 made on the fall meeting has not been included. Once included, the budget will have a profit. For next year, Maria will create a report to show income/expenses by committees and cumulative expenses to show the overall expenses. She will still be able to provide break down reports as needed. Because she is still taking budget requests for next fiscal year she proposed putting a draft budget that she can circulate to the board via email for questions and comments. She will then refine the budget and submit a final version that the board can vote on. Maria also

explained that having the books audited will cost \$5,000. The accountant mentioned that NEA does not need to have audits that frequently because it does not receive federal or state money. There was a brief discussion on Fidelity Investment and procedure of signing over permissions.

All members voted in favor to approve the Fidelity Corporate Resolution.

Financial Planning Committee proposal

Liz Andrews presented her report. She explained that four past and present treasurers worked on the proposal. She added that the work of the committee is not to interfere with the work of the treasurer but to compliment it. The treasurer will be a member of the committee. It was suggested to try the proposal for a year. This committee will consist of five current NEA members (three appointed members of the board and two appointments) who will look at the reports coming out the accounting tools once or twice a year. Liz recommended that the president and the treasurer have the authority to pay bills up to \$500 over the approved budget.

All members voted in favor to create a financial planning committee.

Elizabeth thanked the Budget Task Force for their work on these issues. **All members voted in favor of dissolving the Budget Task Force.**

Diversity/Outreach initiatives

The subcommittee was charged with looking at the strategic plan diversity/outreach/advocacy issues and to research ways that NEA can be effective in carrying out these initiatives and reporting back to the board on a regular basis with their recommendations. The group will be headed by Karen. There was a discussion about whether or not to reconstitute the Outreach Committee. Ellen Doon said that figuring out the line between communications and outreach is important before the board reconstitutes the Outreach Committee. According to the strategic plan the Outreach Committee was charged with raising the profile of NEA within the region while the role of the Communications Committee at this point is to keep up the contacts, provide information, be a support network, and provide continuity for the program. There was further clarification on what each group does. Outreach promotes archiving and communications promotes NEA.

Organizational Efficiency: charges for subcommittee

The subcommittee headed by Joanie was charged with bringing together job descriptions. A second charge would

be to look at how NEA does its business and what will be an effective way to help NEA do its business. The issue of a central repository for our administrative documents and internal communications was discussed as well as how to overcome the issues of transitions.

New Business

The location for the January board meeting has not been determined and Elizabeth asked for suggestions. Amy suggested Providence and Wheaton College. Jane suggested Holy Cross. Peter recommended that affordable parking be considered when choosing a location. Elizabeth will also look into Attleboro as a location.

Lisa is looking for information on the founding of NEA. A history was written for the 30th anniversary of NEA and published in the NEA newsletter a few years back. ■

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>

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.

Please visit us online at
www.newenglandarchivists.org

for more information about becoming a member of NEA

New Members *- Rodney Obien*

Student

Brian Baldi
Simmons College

Sara Beneman
Simmons College

Stephanie Bennett
Simmons College

Alexandra Bisio
Simmons College

Megan Brantley
Simmons College

Molly Bruce
Simmons College

Patricia Condon
Simmons College

Amber M. De Angelis
Simmons College

Meagan Doyle
Simmons College

Emily Gonzalez
Simmons College

Kayleigh Hinckley
Simmons College

Jessica Holden
Simmons College

Anne Holmer
Simmons College

Alison Koberiski
Simmons College

Derek Jackson
Simmons College

Amanda Martinson
Simmons College

Christine Moynihan
UMass Boston

Christine Myaskovsky
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Randolph Pfaff
Simmons College

Stephanie Reiches
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Timothy Roche
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Helen Schubert
Simmons College

Andrew Sewell
Simmons College

Emily Toder
Simmons College

Jessica Wallis
Simmons College

Angela White
Simmons College

Regular

Laurie Austin
JFK Library
Eileen Ballou
Amherst College

Allison Bjorndahl

Anne Britton

Brian Burford
NH State Archives

Robin Katz
University of Vermont

Leith Johnson
Litchfield Historical
Society

Tara Lincoln
Freeport Community
Library

Rosemary O'Donoghue
Wester New England
College

Tracy Potter
Massachusetts Historical
Society

David Read
Independent Information
Professional

David Rowntree
Archival Media Consulting

Richard Steinmetz
Ropes & Gray LLP

Katelynn Vance

Hugh Wilburn
Harvard University
(Retired)

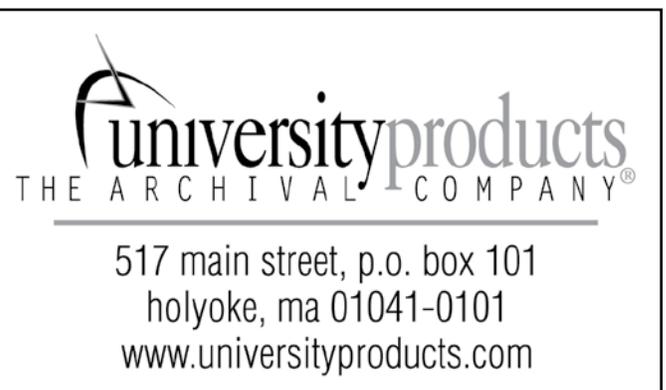
Institutional

AYA Training and
Consulting

Episcopal Diocese of
Western Massachusetts

Lasell College

Northeast Historic Films



News and Notes

MAINE

Maine Historical Leads Effort to Keep Banners in Maine

Maine Historical Society (MHS) is pleased to announce that on August 26 a consortium of Maine museums led by MHS prevailed at auction and was able to keep an extremely important historic collection in Maine and accessible to the public. The collection of 17 linen banners was created by members of the Maine Charitable Mechanics Association in 1841 as part of a lavish celebration of skilled craftsmen held in Portland. The banners are significant for many reasons. Each is a unique, beautiful work of art in its own right, and each represents and honors a different trade—ranging from blacksmiths to shipwrights to furniture makers. Collectively, they provide a window into the vibrant social, political, and artistic life of workingmen in Portland in the mid-19th century.

The effort to save the collection was also supported by the Smithsonian Institution which has long been interested in the banners' long-term preservation. The Smithsonian's National Museum of American History was glad to support the effort to keep together this important collection of artisan banners. The beautifully illustrated banners recall the ideals of a community based on values of productive citizenship and industry. "They are a true national treasure," said Harry Rubenstein, chair of the museum's Division of Political History. "I can think of no better result than having them preserved and remain in the state. We look forward to future collaboration with the Maine Historical Society and other consortium partners."

The collection was purchased for \$125,350 and will be owned by and stored at MHS. The consortium of museums that worked together to purchase the banners is currently assessing the condition of the banners, conservation needs, and opportunities for exhibitions. For more information

about the historic banners, contact Richard D'Abate, Executive Director at (207) 774-1822, rdabate@mainehistory.org

MASSACHUSETTS

Danvers Archival Center Receives Grant from the Annenberg Foundation

About a year ago Danvers, MA Town Archivist Richard A.B. Trask was told that a small documentary team from California was to visit the Salem area in order to research and film the story of 1692 Salem witchcraft. They were interested in visiting the Danvers Archival Center, a department of the Peabody Institute Library of Danvers, which houses an important collection of local history documentation and witchcraft-related materials.

Over the years, various documentary crews have contacted Trask and visited Danvers for film locations and interviews concerning the notorious witchcraft events of the 1692 Salem Village. This particular crew, however, was a bit different. Arriving at the Archival Center was a team from Explore, a signature project of the Annenberg Foundation. The team included Charles Annenberg Weingarten, director of Explore and Vice President of the Annenberg Foundation, as well as producer Cynthia Scrima, camera operator Marissa Becker, and Weingarten's dog Lucky. The visitors were all enthusiastic about being at the Archives except Lucky, who mainly slept. They employed the *cinéma-vérité* style of filming, using a hand-held camera with Weingarten and Trask conducting an extemporaneous, rolling conversation in the Archives. The crew remained in the Archives filming and talking for several hours, followed by Trask escorting them to the Salem Village Parsonage Archaeological Site off Centre Street, the location where the witchcraft outbreak began in 1692, and to the 1992 Witchcraft Victims' Memorial on Hobart Street. It was a lovely autumn day and all three Californians just loved the bright New England fall colors and experiencing history in an intimate manner.

The visit was also very satisfying to Trask, who enjoyed the crew's enthusiasm and friendliness, and he chalked it up as another pleasant day serving as Town Archivist and history resource person. Then, out of the blue several months later, Trask was contacted by the Annenberg Foundation and told that Charles Weingarten would like to

Visit the NEA online at:

www.newenglandarchivists.org

make a contribution to the Danvers Archival Center of \$25,000 over a two-year period in the support of the continued work of the Archives. The offer was happily accepted and the first installment has just arrived.

Besides the potential impact of such a significant cash gift to a relatively small local entity, the Annenberg Foundation, through its gift, gives recognition to the importance of such a local endeavor, for which Archivist Trask, Library Director Douglas Rendell, and the Trustees of the Peabody Institute Library are most appreciative. We thank the Annenberg Foundation for its impactful gift and will be thoughtful of how best to use the grant money for the benefit of our collections and of the public. For more information, contact Richard Trask at <trask@noblenet.org>.

The American Jewish Historical Society-New England Collections Moves to New Home

The American Jewish Historical Society's collection of Boston and New England archival holdings has relocated from Hebrew College in Newton, MA to the New England Historic Genealogical Society (NEHGS) in Boston. The New England Archives of the American Jewish Historical Society will remain a part of the national AJHS in New York City. For more information, contact Judi Garner, Head Archivist, at 617.226.1245 or <judi.garner@ajhsboston.org>

News from the Schlesinger Library (Radcliffe Institute, Harvard University)

Staff has recently completed processing the papers of **Beatrice Sobel Burstein** (1915-2001), judge on New York's District, Family, and Supreme Courts; stage actress, suffragist, radio commentator, and politician **Izetta Jewel** (1883-1978); history professor and feminist activist **Judy Mann DiStefano** (1945-1986); journalist and radical feminist **Ellen Willis** (1941-2006); the **Poor family** of New England (addenda, 1778-2008); the **Richardson family** of Massachusetts (1824-1999); social and political activist **Kip Tiernan** (1926-); poet, playwright, director, lyricist, and feminist **Eve Merriam** (1916-1992); Methodist minister, missionary, and author **M. Madeline Southard** (1877-1967); and author and actress **Lorraine Huling Maynard** (1897-1971).

Also recently processed were records of **Delta Sigma Theta Sorority, Boston Alumnae Chapter** (1942-1995); public policy and public affairs consulting firm **Bass and Howes, Inc.** (1957-2002); the **Women's State-Wide Legislative Network of Massachusetts** (1982-2003); and the **League of Women Voters of Massachusetts** (addenda, 1918-2001). Electronic finding aids are available on Harvard's OASIS web site at <<http://oasis.lib.harvard.edu>>.

New Public Health Collections Opened at Countway Library

Since the *Foundations in Public Health Policy* project began in February of 2007, staff at Harvard Medical School's Center for the History of Medicine at the Countway Library have processed a number of public health manuscript collections. The **Allan Macy Butler Papers**: Butler, an academic, pediatrician, researcher, and political activist, was Chief of the Children's Medical Service at Massachusetts General Hospital, Boston and Professor of Pediatrics at Harvard Medical School from 1942 to 1960. The **Leona Baumgartner Papers**: Baumgartner was the first woman commissioner of the New York City Department of Health, 1954 to 1962, and was later a national advocate and adviser to the federal government on the expansion of public health efforts in maternal health, preventive medicine, and international aid. The **Howard Hiatt Papers**: Hiatt was the first Herrman L. Blumgart Professor of Medicine at Harvard Medical School and Physician-in-Chief at Beth Israel Hospital in Boston from 1963 to 1972. Staff also processed a separate archival collection of records from Hiatt's time as dean of the Harvard School of Public Health from 1972 to 1984. The **David D. Rutstein Papers**: Rustein headed the Harvard Medical School Department of Preventive Medicine from 1947 to 1971 and hosted a television program on WGBH, *The Facts of Medicine*, one of the first uses of television to inform the public about local and national health concerns and current research. Also available are the papers of epidemiologist **Alexander Langmuir** (1953-1972), the class notes of Harvard School of Public Health student **Irma S. Jarcho** (1944-1945), the papers of **James L. Whittenberger** (1933-1963), who studied the physiology of respiration and effects of air contamination on respiratory diseases, and the papers of **Richard Pearson Strong** (1911-2004), who was the first Professor of Tropical Medicine at Harvard, and between 1913 and 1934 made several expeditions to afflicted

areas in South and Central America and Africa to investigate diseases and obtain material for his laboratory and teaching work. For more information on these collections, and links to online finding aids and digitized content, see <www.countway.harvard.edu/fphp> .

Cary Library Receives Grant to Catalog Local History Materials

Cary Memorial Library has been awarded a federal IMLS/LSTA grant from the Massachusetts Board of Library Commissioners to organize, catalog, preserve, and make accessible the non-book materials in the Edwin B. Worthen Collection. Donated to Cary Memorial Library in 1976, the Worthen Collection includes manuscripts, pamphlets, photographs, slides, maps, scrapbooks, correspondence, research notes, vertical file materials and memorabilia documenting life in Lexington primarily in the late 19th and early 20th centuries.

“Organizing the Worthen Collection non-book materials requires the expertise of specialists,” explains Connie Rawson, Library Director. “The ‘Manuscript Arrangement & Description’ grant lets us retain trained archivists to help catalog the collection and create online tools that will make the materials more accessible to patrons and researchers.”

The grant is part of an ongoing initiative to care for Cary Library’s local history materials. A recent preservation survey identified improvements in storage, handling, and preservation; future projects will include the digitization of materials. The long-term goal is to provide online access to as much of the collection as possible.

Amherst College Archives & Special Collections receives NHPRC grant

Amherst College Archives & Special Collections has received a grant from the NHPRC to process the personal papers of three notable figures in 20th century international politics and diplomacy: Charles R. Kades, Karl Loewenstein, and Willard R. Thorp. These men played key roles in the economic and political reconstruction of belligerent nations after World War II. Kades helped to draft Japan’s Constitution, perhaps the most important element in that country’s social and economic success in the

decades after World War II. Loewenstein, an internationally recognized legal scholar who taught political science at Amherst College for 25 years, was instrumental in developing a postwar constitution and civil administration in Germany. Thorp (Amherst College class of 1920) was Assistant Secretary of State for Economic Affairs under President Truman and was, among other things, one of the principal architects of the Marshall Plan. The 12-month project began in October, with Eileen Crosby-Ballou as project archivist.

R H O D E I S L A N D

Naval Historical Collection Receives VADM John H. Hoover Papers

The Naval Historical Collection recently received the papers of VADM John H. Hoover that were deposited by his grandson and namesake. VADM Hoover was born in 1887 and was a 1906 graduate of the U.S. Naval Academy. During World War II, he was Commandant of the Caribbean Sea Frontier and Commandant, Tenth Naval District from 1941-1943. Later, he became Commander, Forward Area Central Pacific and Commander, Marianas, 1943-1944, and Deputy Commander-in-Chief of the Pacific Fleet under Admiral Chester W. Nimitz, 1945. He was one of Nimitz’s trusted and closest associates. During his naval career, Hoover was an aviator, a submariner, and a line officer with expertise in gunnery and weaponry. He was a 1932 graduate of the Naval War College. Hoover retired from the Navy in 1948, after forty-two years of service.

His papers include naval orders, 1903-1952; correspondence from the World War II, 1941-1945; subject files from the USS Cushing, USS Sigourney, USS Cummings, USS Wright, and USS Farquar; aviation logs, 1911-1915; a personal journal, 1907-1914; a navy film on Operation Crossroads, 1946 (the detonation of the atomic bomb on

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.

Bikini Atoll); and career photographs, citations, certificates, rosters, a night order book, and publications. This is a large collection of an important but lesser known naval officer whose contributions to improvements in the design of torpedoes and submarines as well as his wartime service were significant.

V E R M O N T

News from the University of Vermont's Center for Digital Initiatives

The CDI recently launched four collections:

Kake Walk at UVM, which documents a blackface tradition which ended in 1969; **Prospect Archives of Children's Work**, containing student writing and artwork, and describes the School's unique methodology; **A Tourist's Album of Japan**, for the Fleming Museum's *Shadows of the Samurai* exhibit; and the **Maple Recipe Collection**, from historic and local cookbooks.

Five collaborative collections are in-process: **Vermonters in the Civil War** (with Vermont Historical Society); two audio collections with Vermont Folklife Center; and two photograph collections with Bixby Memorial Free Library & Brooks Memorial Library. We are developing an iPhone application to view Long Trail photographs on the go (or in the field). We are seeing our vision of an "open, collaborative environment" take shape. We have added two student workers, two undergraduate interns, and a library school intern. Classroom users and community partners are on the rise. See for yourself at <www.cdi.uvm.edu>!

News From the Vermont State Archives and Records Administration (VSARA)

In October archivist Scott Reilly supervised the transfer of the remaining archival records at the State Archives' old location to the new facility in Middlesex. These records included core 18th and early 19th century records, including the 1777 Vermont Constitution. The online database to the archival record series is now being updated to reflect the move. The database is at <www.vermont-archives.org/research/database/series.asp>.

Governor Jim Douglas proclaimed October Archives Month. As part of its celebration the VSARA solicited brief "archival moment" stories from archivists, researchers, and others. An archival moment included finding the answer to a long sought inquiry; opening a new line of inquiry; documenting a right; filling in a genealogical gap; or just one of those ah ha! moments. The stories are available online at: <www.vermont-archives.org/research/archmonth.htm>.

After twelve years as secretary of state, Deborah Markowitz did not seek re-election. Secretary Markowitz was a strong advocate for archival management and was the 2002 recipient of the NEA's archival advocacy award: <www.newenglandarchivists.org/resources/aa-award-2002.html>. Under her administration the state archives gained statutory recognition; the records management program became part of the archives, creating the Vermont State Archives and Records Administration; and a new facility housing VSARA was opened in Middlesex, just outside Montpelier. Her many contributions—and her friendship—will be missed. We look forward to working with her successor, Jim Condos, who will take office in January.

O T H E R N E W S

The Spring 2011 NEA Conference will take place on April 1-2, 2011 at Brown University, Providence, RI. The conference is entitled "The Future of Archives." Explore and discuss the future of the archives through four tracks of seminars on Description, Preservation, Records Creators, and Archival Education and the Profession. Rooms reserved at the Radisson Hotel Providence Harbor (1-800-395-7046; reference "New England Archivists"). For more information, visit the NEA website <www.newenglandarchivists.org> ■

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: <juliana.kuipers@gmail.com>. Photographs must be scanned at 600 dpi or better.

Fall 2010 Meeting Session Reports

Email Archiving

Session Chair: Giordana Mecagni, Harvard University

Speakers: William Dow, City of Keene, N.H.; Virginia Hunt, Harvard University; Wendy Gogel, Harvard University; and Tamar Granovsky, Lincoln Laboratory

- Su Ciampa, Simmons GSLIS and Schlesinger Library

What is the state of email archiving? In the words of presenter Tamar Granovsky: "We're working on it." Each of the panel members addressed the fact that email archiving is a problem - or rather, a challenge - that only recently is being discussed and addressed. Why archive emails? The main reasons are storage, disaster recovery, and compliance with federal regulations. The Lincoln Laboratory at M.I.T. in Lexington, MA is addressing the issue by using Symantec Enterprise Vault (SEV) as a vendor. Email archiving is slowly being implemented in the lab. Success has come in the form of freed up server space and discovery made easier, while the challenge is to archive emails lab-wide. Overall, SEV is an efficient way to store email.

The City of Keene, NH, as indicated by speaker William Dow, started email archiving in 2007. First, they established policies recognizing electronic records as records and as such are subject to discovery under the Sunshine Laws (FOIA and state-specific right-to-know regulations). Their solution was cloud computing using Google postini to store archived email. The cost was predictable and relatively low so they could afford to put all staff on the archive. The downsides, all addressed with the vendor and reduced, included security concerns, physical location of the data, and bandwidth cost. They pay \$45 per user and have up to 10 years of storage (approximately 600 GB). Cloud computing is easy to implement and user friendly.

Wendy Gogel and Virginia Hunt of the Harvard University Library developed a hybrid (print and born digital) pilot project of email archiving using "test" subjects and plan to release the program in September 2011. They have partnered with three other Harvard insti-

tutions. Some of the issues they have had to deal with include confidentiality, such as obeying HIPPA (the Countway Library of Medicine is one of their partners). They had some trouble convincing people that an email is a record and had to differentiate between intellectual property and physical custody. There is also the challenge that everything is digital -- all types of content -- and the amount of content is increasing every day. Overall, e-mail archiving continues to be a challenge, whose solutions are still at an early stage, and will be explored by every institution at some point.

Managing Volunteers

Session Chair: Penni Martorell, Wistariahurst Museum

Speakers: Martha Clark, Massachusetts State Archives and Amy Greer, Brown University

- James Massery, Holyoke Public Library

This panel discussed the opportunities and challenges while seeking and managing interns and volunteers.

Penni Martorell, Curator of Collections at Wistariahurst, described proper recruitment methods, application processes, and how to approach training and project assignments. Martorell emphasized the importance of drafting a manual which outlines the policy of the institution's volunteer program and also acts as a reference tool to aid volunteers in training.

Amy Greer, Archivist at the Pembroke Center at Brown University, highlighted the types of interns and volunteers available to archival institutions, and the varying degrees of motivations, challenges, and skills associated with each. She also discussed the appropriate techniques and expectations when managing paid and unpaid labor, and the positive aspects of collaboration among archival institutions in a poor economy.

Martha Clark, Curator of the Massachusetts State Archives, explained the two programs at her institution, that greatly depend on the work of volunteers and interns. The first project involves volunteers editing and entering data from 18th and 19th century immigrant passenger lists into a searchable web-based application. The project, which began in 1996 and is still on-going, is a testament to the importance and dedication of volunteers and the

archives' successful management. The second is a co-op program with Northeastern University allowing students to combine classroom education with practical hands-on experience in the archives. These interns provide customer service in collaboration with the reference staff and also produce educational exhibits for the museum.

Managing Unconventional Collections

Chair: Renee DesRoberts, McArthur Public Library

Speakers: Paula T. Work, Maine State Museum; Christine Crawford-Oppenheimer, Culinary Institute of America; and David S. Weiss, Northeast Historic Film

- Marta Crilly, Simmons GSLIS

The three panelists presented their experiences with unconventional collections. Christine Crawford-Oppenheimer of the Culinary Institute of America opened the session by detailing her work processing and digitizing the Culinary Institute's menu collection. The collection initially contained 12,000 unprocessed menus housed in an old wooden cabinet. With the help of a Documentary Heritage Grant from the New York State Archives, the Institute bought materials for re-housing, including shelves. Using a simple numbering system, Oppenheimer and her assistants assigned each menu a unique numeric identifier. Each menu's number was sequential and indicated the collection to which the menu belonged. Oppenheimer discussed some of the problems that she and her workers encountered, but emphasized that they achieved their goal of implementing a system that would enable them to find the menus. Also, she explained the process of digitizing the menus and demonstrated how a researcher could easily find and access a digitized menu using the Institute's OPAC.

David Weiss of Northeast Historic Film continued by showing a selection of film clips from his collection. He discussed common myths and concerns about film, highlighting film types that archivists might find in their collections. Weiss also addressed preservation issues common to film. He emphasized that an archives does not necessarily need a trained film technician to manage films in their collection and noted that many resources exist to assist archivists who find themselves in the possession of film.

Work finished the session by commenting on the muse-

um and archives world, arguing that the two should do more than just co-exist. Work offered practical advice for archivists who find three dimensional objects in their collection, suggesting that they first examine their institutions' mission and ascertain whether they have the ability to care for the objects. For repositories that keep objects, Work presented information on accessioning, values assessment, user groups, and other topics. Work finished by emphasizing the need to "keep the dialogue going" between archives and museums.

Donor Relations

Chair: Rob Cox, University of Massachusetts, Amherst

Speakers: Jennifer Jacobsen, Harvard University and Jamie Roth, JFK Library & Museum

- Karen H. Canary, Westfield State University

Jennifer Jacobsen, Harvard University Archives, started the session by focusing on her experiences with donors. She recommended that archivists need to be ready for anything when surveying a collection. Sometimes collections can be in dirty attics or basements. Jacobsen cautioned archivists to wear appropriate clothing and bring supplies such as rubber gloves, aprons, and masks to the site. She stressed the importance of paying attention to what the donor is telling you. Will the donor want too many restrictions placed on the collection? Does the donor have rights to the collection? Explaining procedures, such as a deed of gift form or how long it will take to process a collection, may be necessary.

Rob Cox, Head of Special Collections and University Archivist at the University of Massachusetts, Amherst, explained the importance of donor relations in terms of building constituencies, trust, and confidentiality. It is important to tell the donor how one's repository will make collections accessible.

At the JFK Library and Museum, archivists interact with major and minor donors. A donor could be a member of the Kennedy family or the donor could be a person who has one item that they wish to give. If the one item fits the Library's mission, they will accept it. Jamie Roth, Deputy Director/Archivist at the JFK Library and Museum, stressed that active negotiation with donors continues over time. He also recommended that archivists be prepared to offer hospitality services to donors and potential donors. Roth said that archivists need to be careful about what they say they will accept before

they see it. The items may not fit into the scope of an institution's collections.

Digitizing and Marketing Images

Chair: Kathy Amoroso, Maine Historical Society
Speakers: Erin M. Rocha, Arcadia Publishing; Jeff Saraceno, The History Press; and Alan F. Rumrill, Historical Society of Cheshire County

- Molly Bruce, Simmons GSLIS

This session's four panelists discussed digitizing image collections, the process of publishing, and the relationship between the organizations possessing historic photographs and the authors and publishers who publish those photographs. The chair of the session, Kathy Amoroso, is the Director of Digital Projects at the Maine Historical Society in Portland, where she manages the Maine Memory Network, a state-wide digital library. Erin M. Rocha is Senior Acquisitions Editor at Arcadia Publishing, the United States' largest publisher of local and regional histories. From Charleston, South Carolina, Jeff Araceno is Commissioning Editor at The History Press, also a publisher of local and regional histories. Finally, Alan F. Rumrill, is both an author and the Executive Director of the Historical Society of Cheshire County in Keene, NH. Together the panelists provided numerous perspectives and insights on repositories and the publishing process.

The panel considered how authors and publishers locate images. Rocha and Araceno agreed that authors are primarily responsible for collecting images, either by drawing from their own personal collections or through partnering with repositories. Sometimes an author will host a "scanning day" at a local library or other public space, where members of the community can provide relevant photographs for scanning. Mr. Rumrill added that he often found images in historic and national repositories, private collections, and Flickr Commons. He recommended that authors prepare a questionnaire for repositories they approach for material. Both Arcadia Publishing and The History Press require original images or professional high-quality prints. The image requirements of particular publishing houses can usually be found on their Web sites.

Next, the panel discussed the role of repositories in this process. Rocha, Araceno, and Rumrill agreed that they

look for partnerships with repositories willing to get involved to help the author locate materials and ensure historical accuracy. The two publishing editors on the panel suggested that repositories consider alleviating permission costs by waiving reproduction fees in exchange for the publicity offered by the publication of a book using their materials. All of the panelists stressed the importance of archives and historical societies drawing a clear policy for reproduction and use of items in their collections. These policies should outline reproduction fees, accepted use of images, any copyright issues, limitations on use, and whether the repository expects to receive copies of the book. Usually repositories do not possess the copyright for all the materials they house, and permission policies often state that it is the author's responsibility to cite her sources and acquire any necessary release forms. Amoroso explained that the Maine Historical Society has a lengthy use policy with details including one-time use of materials, non-exclusive rights, and prohibition of the alteration of images unless specified (i.e. a cropped image must note "detail"). The Maine Historical Society negotiates with authors and publishers and adjusts costs to meet the needs of their budgets, but Amoroso noted that it is not really practical to give resources away free of cost. Rights have to be specified, and there are always costs associated with providing access to images. She added that having a staff member who is skilled in negotiation and understands copyright law is a great asset for repositories engaged in the publication process.

Finally, Amoroso described the Maine Memory Network and Vintage Maine Images projects. The Maine Memory Network (<www.mainememory.net>) is a state-wide digital museum with over 200 organizations contributing almost 20,000 documents and images. Contributors can opt to provide their images for purchase through Vintage Maine Images (<www.vintagemaineimages.com>), a separate Web site powered by the same database. Users can search images by keyword or town, and each record includes a brief description, title, date, geographic location, LC subject headings, and contact information for the repository holding the photograph. To determine the price of images, buyers are prompted to answer questions regarding intended use (personal or nonprofit) and distribution (Maine, regional, national, or international). The Maine Memory Network and Vintage Maine Images Web sites give repositories across the state tremendous exposure.

Collection Management Systems

Session Chair: Kat Stefko, Bates College

Speakers: Kate Bowers, Harvard University Archives;
Marge Smith, Kent Historical Society; and Linda Hocking,
Litchfield Historical Society

- Rebecca Meyer, Simmons College, GSLIS

Choosing a collection management system (CMS) can be challenging and confusing. Should you invest in a proprietary system, or is there an open-source system that has the functionality you need? What software best meets the needs of the institution? The speakers at this session shared their experiences with three different CMS programs and offered insights into what to consider when choosing a program.

Kate Bowers began the session by noting that it is essential to consider the characteristics of the institution, since a system that may work well in one setting may not meet the needs of another. For instance, the Archivists' Toolkit (<http://www.archiviststoolkit.org/>), an open-source system, has worked well for the Harvard University Archives since the institution has a programmer who can adjust and enhance the software. The Archivists' Toolkit

requires a back-end database. This means that it is excellent for information that needs to be internal. Bowers recommended consulting the 2009 report by Lisa Spiro, "Archival Management Software: A Report for the Council on Library and Information Resources," available at <http://clir.org/pubs/reports/spiro2009.html>.

Marge Smith talked about her experience using PastPerfect, the one proprietary CMS discussed in the session. Smith has found that PastPerfect is a very useful and easy-to-use system with excellent technical support, making the investment cost well worth it for smaller institutions without IT staff. PastPerfect has excellent query features and allows for keeping track of members and supporters, which is useful for targeted marketing.

Linda Hocking provided a perspective on using an open source CMS in the context of a historical society. Archon (<http://www.archon.org/>) does not have reporting features, but it does provide web content that can be accessed through a web browser. Hocking reported that this feature has greatly increased research requests. Although Archon requires initial set-up, it is easier than Archivists' Toolkit for an institution with little or no IT support.



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Bowers and Hocking noted that Archon and Archivists' Toolkit will be combining to create a new CMS, called ArchivesSpace (<<http://archivesspace.org/>>). The combined strengths of these two systems should negate the drawbacks of each individual system.

Born Digital

Speakers: Veronica Martzahl, Tufts University and Jennifer Phillips, Tufts University

- Moira O'Connell, MIT Lincoln Laboratories

The simplest way to begin processing born digital materials is to survey one's current digital holdings. If not in the habit of doing so, archivists should start collecting accession data to track digital materials as they arrive in the archives in order to best plan handling and to determine current and future storage needs. Consider where the files are stored (servers, discs, on obsolete media) and how they will be accessed for processing. What kind of file type is it? (If the file type is unknown, the website <<http://www.digitalpreservation.gov/formats>> can assist archivists in determining file type, stability issues, and obsolescence dangers.) What is the content? Who will use the files?

Repositories must determine the best way to store the digital data; options include CD-ROM / DVD (this is not recommended but is better than nothing), hard drive, networked servers, and cloud storage. Costs can be controlled by budgeting appropriately for digital storage: take into account costs for multiple copies, refresh data technology (as file types become obsolete it is important not to forget about a collection stored on outdated media), and regular system back up.

Metadata may seem like a daunting task when faced with a slew of digital files but effectively constructed metadata is both an integral part of processing digital accessions and also invaluable to users wishing to access the data. Because the nature of a digital file may not be immediately obvious, users will depend heavily on metadata to understand the file's significance. As always, end user expectations should help direct documentation and accessibility.

At the minimum, digital metadata should include the following: description (details on the content of a file, i.e.,

photos and publications), administrative (details on how the file was produced and by whom, i.e., institutional records), and technical (what system or software is needed to access the data, i.e., databases and course-management packages).

Quick tips!

- Standardize file names and employ a naming convention.
- Digital does not degrade with use, therefore it is not necessary to keep multiple copies for use and preservation.
- There is no need to keep floppy discs or other media storage once the data has been transferred.
- Don't convert "lossy" formats into bulky files just to have a preservation copy.
- Use the same standards of appraisal and selection for digital files and traditional archival media.
- Proprietary formats change over time and may become inaccessible.
- **Start now – don't wait!**

COSA: Emergency Preparedness Project

Chair: Lizette Pelletier, State of Connecticut

Speaker: Gregor Trinkaus-Randall, Massachusetts Board of Library Commissioners

- Kelly L. Shand, Simmons GSLIS-West

The panelists in the COSA session, which stands for Council of State Archives, described ways to protect cultural heritage and essential governmental records in the case of natural and manmade disasters.

Gregor Trinkaus-Randall, from the Massachusetts Board of Library Commissioners, spoke of COSTEP, an emergency management program that includes archivists, librarians, and museum personnel in the planning for disasters in a community. He explained how government records need to be protected in order to stabilize a community after a disaster. A town's cultural sites give the community a unique identity, and a point of pride, so they, too, need protection. Communication and lack of cooperation between the library community and government response teams has resulted in a significant loss of heritage in the past few years. However, COSTEP is helping to reverse the trend by working with broader emergency response teams to save government records and community heritage sites. COSTEP team members receive training so that in case of disasters, they

will be available to save lives, property, and history. Trinkaus-Randall emphasized that this program has created a command structure for cultural communities to protect and preserve their records and heritage.

Like Trinkaus-Randall, Lizette Pelletier, Public Records Archivist of the state of Connecticut, also spoke about the importance of protecting and preserving government records. In the past, response teams and agencies have not considered records and cultural heritage sites as high priorities during disasters. There is a need to educate people about the importance of government records in order to prioritize them during disasters to prevent lost tax revenues, destroyed court evidence, and the inability to prove property ownership. Connecticut began a COSTEP committee that encompasses cultural and state institutions, municipal governments, Homeland Security, and emergency response personnel, and is training state employees on the basics of records and information management as well as disaster preparedness and emergency response. Having a plan like this in place allows the committee to act quickly to save government records and the state's cultural history.

Maine Memory Network: Focus on Collaboration

Chair: Steve Bromage, Maine Historical Society

Speakers: Larissa Vigue Picard, Maine Historical Society; Sam Webber, Maine Historical Society; and Ellen Dyer, Montpelier, the General Henry Knox Museum

- Lori Shemanski, John J. Burns Library, Boston College

In this session, the four members of the panel presented their perspectives on working on a unique collaborative project which brought together museums, historical societies, libraries, and schools in several communities throughout Maine.

Steve Bromage, Assistant Director of the Maine Historical Society, gave an overview of the Maine Memory Network project, which was built to enable other historical societies throughout the state to upload information to a central database. The network provided technical infrastructure and training to both empower local organizations and to help users engage with the collections. Through a grant from the Institute of Museum and Library Services, the network was able to hire outreach

staff to travel to historical societies throughout Maine to demonstrate the many uses of the Network. In addition, the Network received funding to bring historical materials to schools to engage students. This work helped create a dialog between students and the community, even leading to preservation efforts.

Larissa Vigue Picard described the goals of the Maine Memory Network as a means to provide access to collections, engage students and older generations with collections, bring organizations and the community together, and build social capital. She continued by describing the work of member contributors who head up the network. Members were required to attend a two-day orientation as well as monthly meetings. Additional deadlines were developed for the second year of the project, as it was found that the structured nature of the project was part of its success.

Sam Webber of the Hubbard Free Library discussed his participation as part of the Hallowell community effort. In addition to creating a Hallowell Granite exhibit, 70 middle school students were recruited to do research around a theme of their choice, which was disasters, both national and manmade. Through outreach to the community, the library was able to obtain interviews, scan photographs, and receive monetary donations to purchase memorabilia to add to existing collections.

Ellen Dyer, Executive Director of Montpelier, the General Henry Knox Museum, described the Thomaston community efforts, which occurred in the first year of the project. She acknowledged that while the financial assistance provided an incentive, the structure of the project really helped narrow their focus and also brought in the school as a partner. Positive outcomes included building a community vibe and place-based education. It also gave the museum an opportunity to do research.

The panelists concluded that successful projects offer structure with flexibility, balance of power, and respect for local knowledge. Tips for planning community history projects can be found at <<http://www.mainememory.net/mchp/resources>>.

Visit the NEA online at:

<www.newenglandarchivists.org>

Internet Tidbits

- Susan Martin

The Paul Krot Community Darkroom and the Special Collections Department of the Providence Public Library (PPL) recently collaborated on the “Glass Negative Project,” a showcase of approximately 1,250 of the PPL’s collodion glass-plate negatives “of regional, historical significance, from scenes of pre-Depression era Newport Beach to the scenic White Mountains of New Hampshire.” All of the negatives, taken between 1890 and 1920, were cataloged, digitized, and rehoused over the course of several months. The purpose of the project was not only to provide access to these turn-of-the-century images and protect the originals, but also to generate revenue by allowing users to request prints or enlargements directly from the website.

For an introduction to the project, read the description at <http://www.as220.org/darkroom/glass-negative-project.html> and then select “Glass Negative Gallery” in the sidebar to start browsing. The negatives are arranged into 6 albums according to size. Most of the images are of rural scenes, though a small number of portraits and interior shots are included. Among the subjects are homes and other buildings; landscapes and towns; cemeteries; ships; cars and carriages; and men, women, and children at school, work, and play. Though many of the negatives are blurry or overexposed, most reproduce very well on the site’s black background, particularly the scenic views: winter landscapes, lakes and rivers, waterfalls, and rocky beaches. The site also includes some interesting shots of people working on farms, playing football, ice skating, beachcombing, or marching in a parade.

Navigation of the site is very easy. Click through each of the gallery’s nine thumbnails one at a time or scroll through the images individually. Breadcrumbs near the top of the page help track your location, and a sidebar at the left indicates which negative you are currently viewing. Each image page also lists detailed photo properties, including type of camera, shutter speed, compression, etc. Very few of the negatives are identified, however, or include captions and subject tags so far; hopefully more of these will be added. While it may be impossible to identify specific people or places, broad descriptors are help-

ful in searching for more general subjects.

For a short video about the project, see “A Collection Comes to Light” at http://www.youtube.com/watch?v=EG_5843Uqxs featuring PPL Special Collections Librarian Richard Ring, as well as some volunteers working with the original glass-plate negatives.

Another new resource out of Rhode Island is “The Atlas of the Rhode Island Book Trade in the Eighteenth Century” by the Rhode Island Historical Society, available at <http://www.rihs.org/atlas/>. This site maps printers, booksellers, and other members of the book trade “in both space and time.” Scroll through the timeline, and pointers will appear on the map representing individuals or companies active at that time. Click on a pointer to retrieve full details and historical information about the Providence Library Company, the Rising Sun Paper Mill, or the auctioneer, engraver, post rider, rag collector, or stationer of your choice. ■

Membership Directory is now online!

The Membership Committee is very pleased to announce that the online Membership Directory is 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 or Membership Committee Co-Chairs Maria Bernier maria.bernier@salve.edu or Valerie Gillispie 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.

Reviews

Michele F. Pacifico and Thomas P. Wilsted, eds., *Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers*. Chicago: Society of American Archivists, 2009. 191 pp., index, bibliography.

- Darwin H. Stapleton, Department of History, University of Massachusetts-Boston

This volume should be on the shelf of any archivist who has responsibility for facilities. It provides clear guidelines for best practices in the construction or renovation of facilities, and also will be very useful in the management of existing facilities.

In addition to their own contributions, the authors have solicited contributions from experienced archivists and architects who can speak with authority about the requirements for best-practice facilities. The result is a clearly organized, carefully-worded reference work.

The editors and contributors begin with the recognition that “unlike the situation in nations ranging from Australia to Finland to France, no generally accepted national standards exist for archival facilities in the United States”. While not intending to remedy the situation fully, this volume does provide a set of guidelines that could well be adopted by the Society of American Archivists in lieu of national standards. Given that 59% of archives, museums and libraries surveyed in 2005 “lacked adequate space to house their collections,” many archivists will find that consulting these guidelines will be an essential first step in planning additions, renovations or replacement buildings.

In reading this volume I was impressed by the enormous range of information required to provide acceptable archival environments. Environmentally-sound paints, criteria for air quality, locations of loading docks, storm drainage – all of these must be thought about and decided on before construction is begun. The authors have done us great favors by doing vast amounts of necessary background research.

Clearly, reviewing the information and numerous recommendations in this volume will force facilities planners to consider many issues that otherwise might not come to

the forefront in early stages of planning, and would have to be remedied (or regretted) later in the process. In chapter 8, for example, Michele Pacifico suggests ideal heights and depths for archival shelving, a matter to be carefully considered in each archival situation. I can vouch for having visited numerous facilities where I have heard rueful expressions of regret about inadequate planning for efficient shelving of archival materials.

In my view this volume has only two defects. First, and not surprisingly, some recommendations are not consistent with others. For example, security recommendations in chapter 5 tend to emphasize minimum fenestration (“archival facilities should have as few windows as practically possible”, while the lighting suggestions in chapter 6 emphasize the importance of maximizing natural light in non-archival areas both for energy savings and for human comfort. This is also an indication of the second defect: factors relating to human beings generally are held secondary to the requirements for preservation of archival materials. While one should consider that the archival materials are in the buildings constantly, and human beings only intermittently (especially in dedicated storage areas), virtually all archival facilities have considerable human occupation and usage.

A very thoughtful and thorough chapter by David Carmichael on “Functional Spaces,” which provides the bulk of the information about people space, reflects a level of uncertainty about how to accommodate humans that the other chapters do not evidence when they discuss the importance of properly storing, preserving, and accessing archival materials. Actually, I think that Carmichael’s greater hesitation on this subject is appropriate: anticipating and planning for human need is more complex and less susceptible to algorithms than planning for archival materials, and requires considerable forethought to get right (probably equivalent in time and planning to what is devoted to archival materials). Another book on that subject probably should be prepared.

I highly recommend this book. It is an excellent starting point for anyone beginning facilities planning, and could serve well as a review for anyone given responsibility for managing facilities. Its appendices (“Prohibited Materials,” “Glossary,” and “Bibliography”) add significantly to its value as a reference work. A majority of archivists will benefit from close acquaintance with *Archival and Special Collections Facilities*. ■

NEA 2011 Elections

The NEA Nominating Committee, with the approval of the Executive Board, presents the following eight candidates for office. The candidates' information is printed in the NEA Newsletter and posted on the NEA Web site so NEA members will be better prepared to cast their ballot next month. A postcard ballot will be mailed to all current members.

Your vote is very important; many NEA elections have been decided by fewer than 3 votes! If you have any questions about the election, please contact Kathryn Hammond Baker at (617) 432-6205 or <kathryn_baker@hms.harvard.edu>.

From the NEA Bylaws, IV.6: Officers and representatives-at-large shall be elected by mail ballot of a majority of those members voting, from a slate presented by the Nominating Committee. Nominees must be members of New England Archivists. At least two candidates shall be slated for each office. The slate shall include the name of any member nominated by a petition signed by not less than ten percent of the membership and received by the chair of the nominating committee not later than sixty days in advance of the annual meeting. The ballot shall contain space for write-in candidates for each office. Ballots shall be mailed to members at least thirty days in advance of the annual meeting. To be counted, ballots must be returned to the chair of the nominating committee postmarked no later than ten days in advance of the annual meeting and received by said chair not later than the second day before the annual meeting.

The Nominating Committee of New England Archivists asked the candidates to submit an autobiographical summary and to address the following question:

“The current economic situation is continuing to have an impact on archival institutions and is likely to continue to affect them for at least the next two years. In this climate, archivists are called upon to do more with less, and to demonstrate the value of their programs. In its strategic plan, NEA has committed to creating an Advocacy Plan. Discuss how you think this plan will help the organization's members weather the current challenges facing archives.”

Candidates for Vice President



Name: Paige Roberts

Education: MLIS, Simmons College; Ph.D., American Studies, George Washington University; BA, Bates College.

Employment: Head of Special Collections, State Library of Massachusetts, Boston; College Archivist, Springfield College Archives & Special Collections; Archives Assistant, Northeastern University Archives & Special Collections; Executive Director, Beverly (Mass.) Historical Society; Executive Director, Immigrant City Archives, Lawrence, Mass.

NEA Service: Fall 2009 Program Committee, 2009. Membership Committee, 2004-. NEA listservs moderator, 2005-. Served as speaker at several meeting sessions. Member since 2003.

Service to the Profession: Member, Society of American Archivists, 2004-present. National Council for Strawberry Banke Museum, Portsmouth, NH, 2007-. “Memory” essay for the Encyclopedia of New England Culture, eds. Burt Feintuch and David Watters (New Haven: Yale University Press, 2005). Preservation Advisory Committee, Massachusetts Board of Library Commissioners, 2000-2002. Authored book reviews in *Historical New Hampshire* (1998) and *The Public Historian* (2004). Co-moderator H-Public listserv, National Council on Public History, 1998-2000.

Response to Candidate Question Based on member feedback built into the Strategic Plan, the NEA Board will be pursuing more advocacy. At its fall meeting, the NEA Board set up a task force to look at advocacy in the context of outreach and diversity, two other areas prioritized in the Strategic Plan. NEA's Bylaws indicate several ways in which the organization can and should expand its advocacy role: outreach and building collaborations with our professional colleagues.

A number of allied associations are similarly advocating on behalf of archives and archival issues in the public policy arena. SAA's Issues and Advocacy Roundtable actively explores issues related to the financial and pro-

fessional issues that archivists face. I would argue that NEA should support and build on some of SAA's national advocacy initiatives as well as refine them to coincide with the needs and circumstances of our region. Particular advocacy projects that could be pursued were discussed at the SAA meeting in August 2010. These include several outreach, diversity, and more conventional advocacy efforts: advocacy for individual archivists and/or repositories in danger of losing positions and/or funding; advocacy for small repositories and/or lone arrangers, of which there are many in New England; advocating for diversity in the archives profession and accessibility for those with disabilities in archives; and advocating for the federal Preserving the American Historical Record (PAHR) bill; and traditional marketing through getting our users to advocate for us as well as ongoing support for American Archives Month (October). In addition, I would like to see NEA follow through on its longstanding desire to cooperate in meaningful ways with our library and museum colleagues, thereby better leveraging valuable resources.

The success of NEA depends entirely on volunteers so the organization must both continue to focus on its core mission and expand our base of volunteers to help us meet the challenges of managing archives during tough economic times.



Name: Peter Nelson

Education: M.L.S., The University at Albany; M.A., Cornell University; B.A., Hamilton College

Employment: Archivist, Amherst College, 2001-present; Curator of Special Collections, Jones Library, Amherst, Mass., 1999-2001; Project Archivist, Five Colleges, Inc., 1996-1999; University Archivist and Special Collections Librarian, Thomas Jefferson University, 1993-1996; Project Archivist, Buffalo and Erie County Historical Society, 1991-1993. Numerous consulting archivist positions, 1993-present.

NEA Service: Communications Committee, 2010-present; Electronic Communications Survey Committee, 2002; Newsletter Editor, 1997-2000. Program and Local Arrangements committees, 1996, 1997, 1999, 2002, 2010.

Service to the Profession: Board member, Porter-Phelps-

Huntington Museum (2008-present) and Amherst Historical Society (1999-2001); Archives Review Committee, MHRAB, 1999-2002; Planning Committee, Delaware Valley Archivists Group, 1994-1996 (newsletter editor, 1995-1996).

Response to Candidate Question: "Doing more with less" is of course nothing new in archives. NEA has the perpetual responsibility to be vigilant in advocating on behalf of our professional community and the historical record. This is only more critical at times like these, when state and local governments are running deeply in the red and non-profits are struggling to survive. Silence=Death! Therefore we should continue urging lawmakers to vote responsibly regarding funding that supports our work (as we did earlier this year regarding NHPRC); we should also redouble our efforts to publicize the essential value of archival access and preservation. (During Archives Month, how about funding a coordinated series of "local heroes" radio features and advertisements to celebrate the work of archivists?) I also support the ideas in the Advocacy Plan to explore collaborations (including grants) with allied professional groups, NAGARA, SAA and other archives regionals. Advocacy must take place in the area of individual services to the membership as well. In this time of downsizing, one of NEA's top priorities in the next few years should be career guidance for un- or underemployed archivists: let's continue to offer résumé review services, mentoring, and various forms of financial encouragement that would allow those of our colleagues in need to enhance their professional development.

Candidates for Treasurer



Name: Maria Bernier

Education: M.B.A. candidate, Salve Regina University. M.S. in Library Science with a concentration in archival management, Simmons College. B.A., Amherst College.

Employment: University Archivist and Special Collections Librarian, Salve Regina University, September 2006-present. Ships Plans Librarian, Mystic Seaport, September 2002-September 2006. Digital Imaging Supervisor, Mystic Seaport, September 1999-September

2002. Project Archivist, MIT Museum, August 1998-August 1999. Ships Plans Cataloger, Mystic Seaport, September 1994-June 1998.

NEA Service: Acting Treasurer, October 2010-present. Co-chair of Membership Committee, March 2008-November 2010. Local Arrangements committee, 2011 and 2008 (chair). Program committee, 2006. Panelist: Summer with NEA “Lone Arrangers Celebration,” 2010; workshop “Advanced Grant Writing,” 2010; session “Transcribing Documents and Difficult Handwriting,” Fall 2004. Session chair: “The Intangibles: Tips for Job Hunting and Interviewing in the Archives Field,” Spring 2010; “Conscious Design: Acquiring Architectural Records,” Spring 2006; “Innovative Volunteer Projects,” Spring 2004. Recipient of Richard W. Hale, Jr. Professional Development Award from the New England Archivists, 2010.

Service to the Profession: Supervise interns from Salve Regina, URI GSLIS, and Simmons GSLIS, 2007-present. Member of SAA, NEMA, AASLH, ACRL-NEC, and Fellows of the G.W. Blunt White Library at Mystic Seaport. Founder and catalyst of Rhode Island Archivists Group, November 2006-present. Member of Advisory Committee for New England Document Conservation Center, September 2009-present. President of Westerly Historical Society, June 2008-present. Panelist, “Creative Ways to Put Volunteers to Work,” MARAC meeting, 2005.

Response to Candidate Question: NEA’s future Advocacy Plan should explain to the region in general what archivists do, what archives are, and why archives are important. Some of the methods for increasing NEA’s profile might include expanded communications about NEA activities, Archives on the Road or NEA presence at history day gatherings, expanded relationships with affiliated professions, and improved communications with government leaders.

In order to support this plan, NEA needs to strengthen its organizational structure by investing in the new Communications Committee and perhaps constituting an Advocacy Committee to replace the Outreach Committee. As an organization and a profession, we need to become better at tooting our own horns.

In addition, NEA should support our members in their professional growth. The Membership Committee is working to institute a bridge-rate membership category for

unemployed members. Also, NEA should continue to support the Summer with NEA regional programs, continue to offer low-cost professional development through conferences and workshops, and work toward offering scholarships to conferences.



Name: Hanna Clutterbuck

Education: Simmons College Graduate School of Library and Information Science, G.S.L.I.S. (Archives Management), January 2010; M.A. (History), January 2010. Marlboro College, B.A. (History),

May 2002.

Employment: Northeastern University Archives and Special Collections (2006-present); Countway Library Center for the History of Medicine (January 2010-present).

NEA Service: None to date.

Service to the Profession: See above, but you have to start somewhere!

Response to Candidate Question: Archivists do important work and we do what we can to convey our enthusiasm to our patrons, our administrators, and anyone else who will listen, but we can’t continue to do our work without funding. For many repositories, outside funding in the form of grants is critical to their work, particularly to their ability to expand online and establish of digital collections.

The NEA’s commitment to creating an Advocacy Plan indicates an understanding of the importance of developing a unified communications strategy for spreading the word about the importance of archival repositories to those in a position to affect funding directly. As advocates for the profession, the NEA can seek to do more than “preach to the choir” about the importance of archives and our collections. We can cultivate new allies and reach new constituencies as well as establish our presence at the table for those individuals and funding organizations who are already familiar with our work. This advocacy on the part of the NEA could be of particular importance to smaller repositories and “lone arrangers” who might not have the budget or time to devote to self-publicizing.

Equally, expanding the awards program can help to bring attention to innovative use of archival resources, bringing repositories much-needed public notice, not to mention encouraging our patrons for their use of our collections.

Evaluation of both these processes will be of critical importance, however: are we reaching out to the right constituencies? Is our message coming through as we would like it to? Establishing goals and benchmarks for our implementation of the Advocacy Plan will be a key step in the process.

Candidates for Representative at Large



Name: Joanie Gearin

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

Relations, 1985, Simmons College.

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

NEA Service: Representative at Large, 2008-2011; NEA Newsletter Editor, 2000-2003, Senior Editor, 2002-2003; Program Committee member, Spring 2003 meeting; Task Force on Fiscal Efficiency, member, 2001; Membership Committee, member, 1999-2000.

Service to the Profession: Greater Boston History Project, 2003-2004; Mentoring archives, history, and public history interns, 1994 – present; Society of American Archivists, member.

Response to Candidate Question: There are short term and long term needs for advocacy in the archives field in New England. In the short term, archives need to demonstrate the value of their programs and cope with straitened financial conditions. In the long term, NEA needs to raise awareness of archives, the archival profession, and the

New England Archivists among the public, government, and political leaders, and funding entities in a planned, sustained fashion.

NEA can help in the short term by writing letters of support when specific archives are threatened with cuts or closures (as in the case of the Massachusetts State Library); by providing grant writing workshops in different locations in New England to aid (in particular) smaller institutions; by facilitating collaborative grants; and by creating new outreach programs for the public.

In the long term, NEA can help raise awareness through a variety of efforts, including courting allies and fostering alliances in New England legislatures with state representatives and state senators who have been supportive of historic recordkeepers and historic sites in the past; supporting legislation such as the Congressional bill Preserving the American Historical Record (PAHR) or other state level legislation; attending career day events at high schools and colleges to promote careers in archives to students; and reinvigorating the Archival Advocacy Award by identifying higher profile recipients (perhaps politicians or others) who might welcome the publicity.

All of these efforts will be greatly aided by the new Communications Committee, which will be instrumental in marketing NEA's advocacy efforts.

A higher public profile for archives, the archival profession, and NEA is crucial so that the general public, not just politicians and government entities, are aware of how important archives and archivists are to our society. This greater awareness may result in more support when we call upon our allies during times of need.



Name: Kelli Bogan

Education: MS in Library Science, Simmons College, MA in English Literature, Boston College, BA in English Literature, University of Vermont

Employment: College Archivist, Cleveland Colby Colgate Archives, Colby-Sawyer College, February 2008-present
Photo Archives Assistant, National Baseball Hall of Fame,

Summer 2007 Archives Intern, John J. Burns Library, Boston College, September 2006-May 2007

NEA Service: Member since 2008

Service to the Profession: Presenter at the New Hampshire Library Association, June 2009; Presenter at Librarians of the Upper Valley, March 2010; Presenter at the American Association of Colleges and Universities, November 2010

Response to Candidate Question: As budgets continue to shrink and archivists' requests fall on deaf ears, regional organizations like NEA can provide a stronger, louder voice. The advocacy plan, which is part of NEA's strategic plan, is being developed to increase the regional awareness of the archival profession through communication with regional political leaders, expansion of existing awards programs, and grants that support professional goals and objectives.

Communicating with political leaders and expanding award programs are both excellent opportunities for exposure, collaboration, and new archival advocates. Making our leaders aware of the value of archives may lead to the protection of archives dependent upon state funding. And as archives staff shrink from several archivists to one archivist we can hope that such exposure would prevent the possibility of there being no archivists. Instead, new groups, people, and organizations will be aware of the opportunities for collaboration and the importance of protecting our institutions. We need the voices outside of our community to recognize the value of archives and speak up at the meetings that we do not attend. This needs to be done on a regional level. Finally, grant opportunities will provide financial support for projects and collaborations that our own institutions cannot provide. As we move forward we have to consider what we can do to support each other as a united front of archivists, not individual institutions.



Name: Jennifer Pelose

Education: M.S., Library and Information Science (Archives concentration); M.A., History, Simmons College, Boston, Mass.; B.A., History, B.A., Modern Languages (French), Union College, Schenectady, N.Y.

Employment: Processing Archivist/Project Manager, Harvard University Archives, August 2008-Present; Collections Services Archivist, 2007-2008, Processing Archivist, 2006-2007, Assistant Archivist for Manuscripts, 2002-2006, Project Processing Assistant, 2000-2002, Center for the History of Medicine, Francis A. Countway Library of Medicine, Harvard Medical School

NEA Service: Member, 2002-present; Member, Education Committee, 2007-2010; Session panelist, Fall 2009 meeting; Author/book reviewer, NEA newsletter, Fall/October 2009; Member, Local Arrangements Committee, Fall 2008 meeting; Member, Program Committee, Spring 2006 meeting.

Service to the Profession: Member, Society of American Archivists, 2000-present; Simmons GSLIS archival internship supervisor, 2002-2009; Member, Archivists and Librarians in the History of Health Sciences, 2006-2008

Response to Candidate Question: In this harsh economic climate, developing an Advocacy Plan is crucial for NEA to remain a strong archival organization. Implementing an Advocacy Plan will raise the organization's profile, and contribute to attaining several goals outlined in the Strategic Plan including increasing membership and strengthening collaboration with allied organizations, goals which could financially benefit NEA.

The Advocacy Plan would call for aligning ourselves with local and regional officials to promote the value of maintaining records. Publicizing our mission through these strategic alliances which may issue press releases highlighting our work or publicly acknowledge our contributions heightens the public awareness of our organization, archivists, and repositories, and also raises the possibility of capturing the attention of an unexpected funding source committed to championing our cause. This is similar to us, as archivists, creating finding aids for personal papers collections, and not knowing whom we may reach...perhaps a colleague with additional items to donate, a genealogist with additional biographical information, or, as many of us hope, a donor to fund the digitization of the collection.

Creating these alliances may help us reach potential new members and enhance our name recognition with allied organizations. Increasing our membership expands the networking possibilities for members to establish connec-

Calendar of Events



Press releases and other announcements should be sent to Michael Dello Iacono at < 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.

April 1-2, 2011. NEA Spring 2011 Meeting at Brown University's Pembroke Center. For details see < www.new-englandarchivists.org/meetings/meetings.html >.

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 >.

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 >.

tions for collaborative projects, such as grant funded processing initiatives, digitization projects, educational opportunities, which could raise the profiles of repositories and contribute to the professional development of archivists, while minimizing single institutional costs.

With recent staff cuts and limited professional development budgets, increasing partnerships with local allied associations is key for NEA. Allied organizations offer professional development opportunities which often complement archivists' skill sets; partnerships could lead to reciprocity or discounts for members attending programs. Not only do these organizations provide networking opportunities, but they also give NEA members chances to hear speakers with innovative ideas to share at our meetings. ■

June 21-24, 2011. Rare Books and Manuscript Section (RBMS) of the Association of College and Research Libraries (ACRL) Pre-conference in Baton Rouge, LA (just prior to the ALA Annual Meeting, which will be held in New Orleans). For details see < www.rbms.info/conferences/index.shtml#preconference2011 >.

November 16-18, 2011. NEMA Annual Conference, Museums in the Mirror: Reflecting Relevance in a Diverse Society in Hartford, CT. For details or to submit a proposal, see < <http://www.nemanet.org/conf11/index.htm> >. ■

STUDENT WRITING PRIZE

Enter to win \$200

Rules for the Student Writing Prize:

1. The prize is open to all current student members of NEA.
2. One entry per person.
3. Essays should be between 1,500 and 2,000 words in length and must be the entrant's own previously unpublished work. Submitting work originally created for a class assignment is acceptable as long as it meets the other criteria.
4. Submissions will be judged by the NEA Newsletter Committee on the following: originality, clarity of ideas, grace of expression, and relevancy to the archival profession.
5. The winner will be awarded \$200 and the winning entry will be published in the NEA Newsletter.
6. Entries should be emailed in an attachment to Juliana Kuipers (juliana.kuipers@gmail.com). Please include your name, address, phone number and email address. Entries must be received by **February 1, 2011**.
7. NEA is not responsible for late or misdirected entries or technical malfunctions.

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THIS SEASON IN NEW ENGLAND HISTORY



Horses pulling a snow roller, 1900

There was no time for horsing around when it came to snow removal in the Danville area of Vermont at the turn of the last century. This photograph from the Tennie Toussaint Photograph Collection at the University of Vermont depicts four horses pulling two men on top of a snow roller, in order to pack the snow on a road.

Photo courtesy of Special Collections, University of Vermont