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N E A

NEWSLETTER

NEW ENGLAND ARCHIVISTS



C O V E R -- The Cambridge Memorial Room, 1889. The Cambridge Memorial Room in the Cambridge Public Library, was founded by trustee Thomas Wentworth Higginson in 1887.

I N S I D E -- Brian Stevens writes an informative article on the expansion of the Archivists' Toolkit into ATReference, an embellishment that allows archivists to register and track patrons online. James DaMico, 2011 Richard L. Haas Memorial Award recipient, reports on his experience attending the DigCCurr Professional Institute on Curation Practices for the Digital Object Lifecycle, at the University of North Carolina, Chapel Hill in May. Alyssa Pacy takes us *Around and About* to look at the renovation of the Cambridge Public Library's Cambridge Room, home to the Archives and Special Collections.

TAKING THE PAST INTO THE FUTURE

N E A

New England Archivists

TAKING THE PAST INTO THE FUTURE

Office of Medical History and Archives
The Lamar Soutter Library
University of Massachusetts Medical School
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<www.newenglandarchivists.org>

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Notices of archival events should be sent to: Michael Dello Iacono at <mdelloiacono@suffolk.edu>.

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Articles and **News** of interest to archivists, historical society members, historians, and other NEA members should be sent to: Juliana Kuipers at <juliana.kuipers@gmail.com> or to NEA Newsletter Editors, c/o Office of Medical History and Archives, The Lamar Soutter Library, University of Massachusetts Medical School, 55 Lake Avenue North, Worcester, MA 01655.

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From the Editors

- Judy Farrar

It's Autumn again in New England, and many of us are back to the busy routine of the academic year. In this issue of the newsletter, we are pleased to offer an abundant harvest of New England riches. Alyssa Pacy's article on the newly-renovated Cambridge Room of the award-winning Cambridge Public Library building offers reflection on the current and future importance of unique materials held by archives in the digital age. As I read through the abundance of submissions by members to the News and Notes section, I couldn't help but agree that libraries of the future will be distinguished by their unique and valuable archival resources. Regionally we boast abundant new acquisitions, have received a number of prestigious grant awards, and actively pursue ways to present topical archives through various initiatives. We are a busy group; no wonder New England is called "America's Attic."

To aid us in providing better service and access to these unique resources, turn to Brian Steven's report on ATReference,

the beta release of the embellishment to the Archivist's Toolkit that enables users to register and track patrons. James DaMico, recipient of the 2011 Richard L. Haas Award, reports on his experience at DigCCurr, the Professional Institute on Curation Practices for the Digital Object Lifecycle. His thoughtful and thorough report will most certainly encourage members to consider whether to attend or not.

News and Notes contributors report a number of interesting new digital projects emanating from repositories in the region, which range from Harvard University's online guide to 17th and 18th century records, to UMass Amherst's comprehensive digital catalog, Credo. See also Susan Martin's description of the Massachusetts Historical Society's Online Adams Catalog in Internet Tidbits. And last but not least, Cynthia Swank provides a review of Elena S. Danielson's book, *The Ethical Archivist*.

If you have completed an interesting project, or have some news to share with your colleagues, please consider contacting one of the editors. We rely on the membership for the newsletter content. Happy Fall and I hope to see you at the NEA Meeting in Hanover, New Hampshire! ■



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ARCHIVAL INSIGHT

Further Expansion of the Archivists' Toolkit™ into the ATReference

by Brian Stevens, Archivist & Special Collections Librarian, Western Connecticut State University

In May 2011, the Rockefeller Archive Center (RAC) released a beta version of its embellishment to the Archivists' Toolkit™ called ATReference that allows archives to register and track patrons and their usage of Resources. The ATReference will install as simply as an update to the Archivists' Toolkit™ and provides the first steps toward a robust patron tracking tool within archives in the Archivists' Toolkit™ framework.

I worked as one of the two archivist/analysts involved in the development of the open-source Archivists' Toolkit™ v.1.0 from 2004-2007, and implemented it in 2008 at the repository I oversee. Having been both under the hood and an Archivists' Toolkit™ adopter, it has been a pleasure to see this open-source application so widely adopted and to see first-hand how the Archivists' Toolkit™, or the AT as it has become known, can help streamline archival workflows. It has been a significant improvement over the home-made systems for accessions, authority control, location management, and EAD production that were in place here in the Western Connecticut State University Archives.

While there are some aspects that could use improvement, it works and works well. One aspect of the AT that does not need improvement is that it is free and is open to the community to improve and embellish. Since version 1, the AT has improved substantially and it has been the hope of many in the archives community that this trajectory would continue. Unfortunately, recently some confusion has arisen out of the third phase of the AT's "official" development.

The Archivists' Toolkit™ is the self-described:

... first open source archival data management system to provide broad, integrated support for the management of archives. The main goals of the AT are to support archival processing and production of access instruments, promote data standardization, promote efficiency, and lower training costs.¹

Additionally, the AT on its introductory page promises that: "Future functionality will be built to support repository user/resource use information..."²

The number of downloads and AT implementers is no longer published on the AT site but it is safe to say that its user base is significant and, in as much as it has been adopted so widely, one can say it has been a success. The future of the project or at least the direct lineage of the administration, development and improvement of the AT has stayed with New York University and the University of California San Diego. However, rather than continuing to improve the existing AT, the decision was made to refocus development of the AT and they have called this refocusing effort archivesSpace. ArchivesSpace endeavors to marry the Archivists' Toolkit™ to the University of Illinois' Archon. Archon, like the AT, has a large user base. The archivesSpace project is described as follows:

We are archivists and librarians working together to plan a state-of-the art archives collection management system that builds on the strength of the Archivists' Toolkit and Archon open source products, and that incorporates the best of the innovative technical and archive functions. We are funded by the Andrew W. Mellon Foundation to develop an architectural framework, a maintenance and transition plan for the existing two tools, as well as a community governance and sustainable business model for the new unified tool.³

So rather than development continuing on the AT and Archon individually, archivesSpace has become the focus for both applications' administrators. It is important to note that what the archivesSpace group is undertaking is a plan that could turn into a product, and not the building of a product. Any development will take place after a plan is delivered and someone turns that plan into code. Unfortunately, the planned development of a unified product that would abandon the core AT (and Archon) model,

has created confusion in the user community. While it seems like the goals of the archivesSpace project are worthy and congruent with those of AT and Archon, there are those in the archives community that have invested much time, effort and resources into adopting the AT (and Archon), therefore the prospect of a migration into an entirely new and untested system like archivesSpace does not immediately seem practical or appealing. For these archivists further development of the existing AT is quite preferable.

The most appealing development for the AT would be the user/resource use information that had been promised. The AT's lack of patron registration capability is significant if its stated goal is to improve efficiency. While being able to dispose of locations and accessions databases when implementing the AT at this repository, it is still necessary to maintain a separate database for patron registration, reprographics services, and use statistics. Though not prohibitively difficult to maintain, it is preferable to maintain one less silo of data and be able to link a Resource component in the AT to a patron directly. In conversations with other archivists, they have been looking forward to added patron functionality in the Archivists' Toolkit™ and it has been a disappointment that further development of this functionality was not forthcoming from the AT's "official" project team.

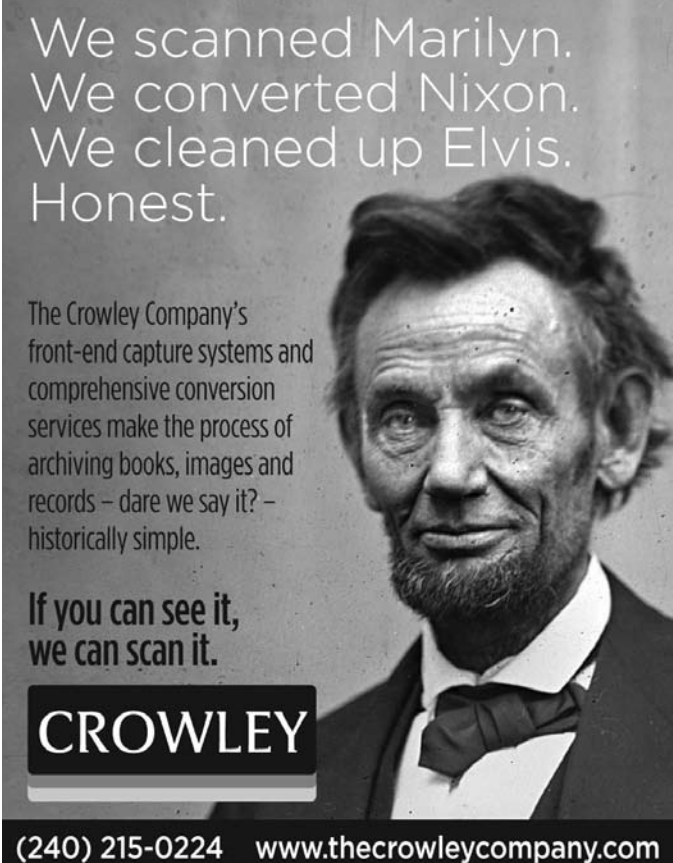
AT into ATReference

In keeping with the spirit of open-sourced projects, in early 2009 the user community responded to the need for AT user/resource use functionality. The RAC had made the decision to adopt the AT, but had reservations about the AT's capabilities of that time. User/resource use information tracking was needed and when it became apparent that this functionality was not going to be added to the existing AT by its "official" development team and administrators, the RAC decided to assemble their own team to develop user/resource use functionality and share what was developed with the community. Because other repositories that have developed useful plug-ins for the AT, the RAC's decision to undertake its own development had precedent in the history of the application.

Marisa Hudspeth, lead archivist of the digital program at the RAC, contacted the AT's original developer/programmer, Lee Mandell, and one of the AT's former archival analysts, Sibyl Schaefer, to help spec out and build this

user/resource functionality. Together, they developed a very ambitious five-phase plan that would: replace the RAC's implementation of Re:discovery™ for managing patron registration and duplication services; consolidate multiple paper and electronic patron registration systems; and streamline and automate data capture of researcher services. These phases were described as: 1. patron registration; 2. duplication services; 3. retrievals and use tracking; 4. reference requests and reading room scheduling; and 5, design of a web interface with personalized user accounts. Completion of the five-phase project was scheduled to be accomplished by July 2012.⁴

Through 2010 and 2011, Mandell has been building functionality onto the AT that accomplishes the first and some of the second phase of development delineated by Hudspeth and the RAC. The project was formally announced at SAA in August last year and each new version leading up to the beta release has been posted on the code-sharing site, github <<https://github.com/RockefellerArchiveCenter/ATReference>>. Along the way, I was brought in to help with testing and creating reports.



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What does ATReference do?

This beta release looks and feels just like the latest version of the AT but the ATReference's (ATR) menu items contain new functionality visible to upper-level users (those with more user privileges).

One already familiar with the AT will find that the ATR's data listings behave, search, and sort just like other functional areas in the AT. Additionally, with the release of the ATR beta, the RAC has compiled a manual that covers the new functionality <www.rockarch.org/publications/guides/ATReferenceManual_v6.pdf>. However, most regular AT users will find the Patrons area fairly intuitive.

The ATR installs identically to the AT and the maintenance software downloaded with ATR can be used to upgrade an existing AT-configured database. Archivists will want to try the ATR out before upgrading their production database to accommodate it, but installation is identical to the AT – install the ATR client; create a blank database; run the ATR's maintenance program against the blank database to configure it; start the client and point to that newly configured database.

The first change you will see is in the branding graphics upon starting the client. The more substantive changes are apparent in the menu items. First, in the import menu, one will see the option to import patron data as shown in figure 1:

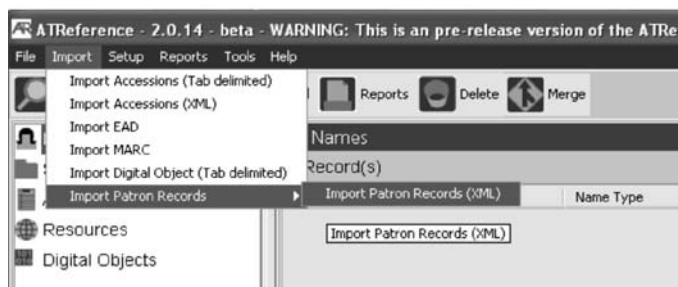


Figure 1

In the paradigm of other AT data imports, the ATR will import patron data in XML that is mapped to fields in the ATR.

The other difference is in the "Tools" menu where one will find an option to view "Patron Records," "Services,"

"Subject Reference Report," and "Patron Visit Summary," as shown in figure 2.

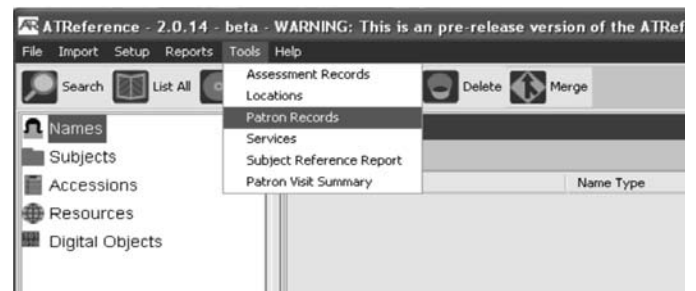


Figure 2

First, the "patron records" option opens to a patron's name and contact information (figure 3):

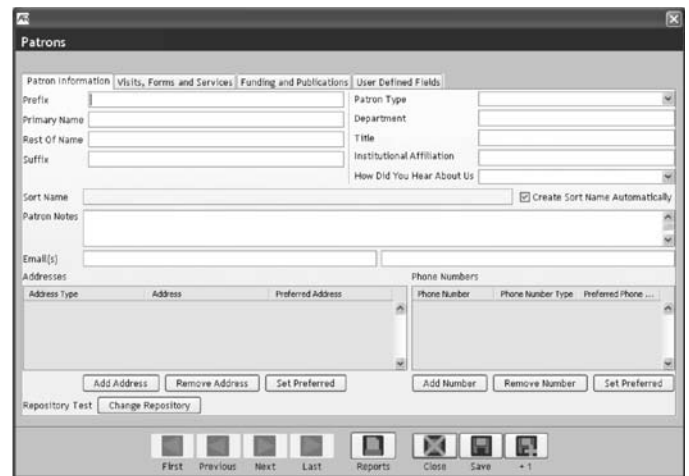


Figure 3

A Patron record looks very similar to a Name record in the Names area of the ATR; a Patron record holds much of the same data contained in an ATR Name record but with different behaviors. A Patron cannot be linked to a Resource or Accession like a Name. At the database level, Patrons are in their own table. For example, if your repository has a patron that also has the role of creator of a Resource, two records for that person would exist in the ATR, one in the Names area of the ATR that would link to the Resource as a Name with the role of "creator" and one record in the Patrons area to describe that person as a patron. A reason for this "complication" is that Patron publications and Patron visits may be linked to Subjects and Names (as subjects); therefore, there was the potential for a more perplexing complication of Names linking to other Names and then the issue of blocking Patrons information from users who are viewing Names records. The solution was to split off Patrons from Names.

In the Patron record, there are tabs that allow entries related to visits and services, funding and publications, and a section devoted to user defined fields. Patron visits allow tracking of research topics, date of visit, and the reference archivist associated with a visit. It also allows one to record forms a patron may have filled out (permissions forms, duplication forms, etc.). The services section will allow the linking of visits to services like digitization and reprographics; however, that functionality has not been finished for this beta release. The third tab provides entry points for noting Patron funding, such as grants received for their research and the date of that funding. Also in the third tab is an area to enter data on publications associated with that patron's research.

The tools menu item "Services" provides areas for entry of data on the category of service provided, description of that service, units, cost per unit and way to limit the number of units per calendar year for repositories who may, for example, only allow 100 photocopies per patron. While this area is visible in the beta release, it is not yet usable, but is slated to be functional in the next release of the ATR.

The other options in the tools menu provide users with statistics related to patron visits within a specified range of dates. This was designed in particular for cutting and pasting into annual reports. The "Subject Reference Report" provides a list of subjects and who and how many patrons were associated with that subject within the specified period. The "Patron Visits Summary" provides simply the number of visits within a specified period.

Reports associated with the patrons area provide a formatted export of the patron record or records, an address list, email list, and a patron bibliography.

The newest revision will allow linking of "Visits" to "Resources" and in later iterations we will see the ability to link "Resource Components" to a "Patron Visit"; this functionality will be the piece that will realize the use-tracking ability that the ATR really needs. The ability to link these types of data will have obvious benefits for creating annual reports and in security, but also in guiding patrons to resources; if a patron is researching, for example, "railroads," then the archivist may at the push of a button direct another railroad-researcher to all the resources that the previous railroad-researcher called. This ability would be particularly helpful in an archive like this one where undergraduates often have similar topics to research every year.

This beta release of the ATR provides a lot of added functionality to the AT and future releases promise to address the entire issue of user/resource use functionality, a downloadable beta version of the ATR client is provided on the ATReference github⁵ site at <<https://github.com/RockefellerArchiveCenter/ATReference/wiki>>.

The RAC is inviting archivists to participate in the development of the ATR by opening up communications with the community on their github wiki. The RAC hopes that this project will provide an innovative solution for archives and further encourage wider adoption of the Archivists' Toolkit™. By significantly increasing the AT's functionality and taking the open-source model to heart, this endeavor may serve as a national model for contributing to open-source technology across the archival community. It may also signal a trend in the way open-sourced projects may be sustained in the future.

It will be interesting to see how the archives community responds to this new turn in the story of the AT and to see if the RAC's encouragement of AT repositories to test and provide feedback on the ATR bears fruit. It is the RAC's goal to make the ATR adhere as much as possible to the needs of the community while still satisfying its own local requirements.

It should be the goal of archivists to see that projects such as this get support so that other proprietary solutions do not insinuate themselves in their place. It is a positive development in the profession that this bit of software created and maintained by archivists for archivists in an open-source and collaborative environment has thrived and grown. It is not unreasonable to expect that this trend will continue not only with this project but also with further developments in projects like archivesSpace and Archon. ■

1. Archivists' Toolkit "Introduction to the Archivists Toolkit". 2009. Archivists' Toolkit. 28 Apr 2011< <http://archiviststoolkit.org/node/96>>.

2. Ibid.

3. ArchivesSpace "About". 2010. ArchivesSpace. 28 Apr 2011< <http://archivesspace.org/about.html>>.

4. Hudspeth, Marisa and Sibyl Schaefer. Presentation at the Archivists' Toolkit and Archon Roundtable, SAA (2010). ATRM SAA 2010.ppt, <http://www2.archivists.org/sites/all/files/ATRM%20SAA%202010.ppt>

5. Github is a code-sharing service where source code may be easily reviewed and/or contributed to.

Internet Tidbits

- Susan Martin

This summer, the Massachusetts Historical Society (MHS) launched the Online Adams Catalog (OAC), a comprehensive catalog of the papers of John Adams, Abigail Adams, John Quincy Adams, and other family members, as well as their extended network of correspondents, from the 17th to the 19th century. The culmination of four years of work by a cross-section of MHS staff and documentary editors at the Adams Papers Editorial Project, this searchable database contains over 110,000 records describing all known documents written by or to members of the Adams family. The catalog is available at <www.masshist.org/adams/catalog/catalog.php>.

For the last 50 years, editors of the Adams Papers Editorial Project, responsible for publishing documentary editions of the papers of the family—including diaries, correspondence, political papers, and more—have meticulously cataloged all Adams documents at the MHS, as well as at repositories and in private collections around the world. The editors established a color-coded system of paper slips for tracking individual items. The OAC was designed to convert this cumbersome in-house file of paper slips (also known as the “slip file”) into an online database. The project was funded by grants from the National Historical Publications and Records Commission (NHPRC) and the Packard Humanities Institute.

The launch of the OAC marks the first time this information has been so easily available to the public. Vast amounts of interrelated data are now retrievable with the click of a mouse. Researchers can search by author or recipient, date, keyword, holding institution, special category (e.g., type of document), or any combination of these elements. All of the information about a document is pulled together and displayed in a single record, including the name of the institution holding that document and where, if anywhere, it has been printed. In many cases, individual records also contain links to digital images and/or transcriptions of manuscripts at the MHS website. These include over 1,100 letters between John and Abigail, the diplomatic correspondence of John and John Quincy Adams, and other items available as part of the Adams Papers Digital Editions, the Adams Family Papers

Electronic Archive, and the Diaries of John Quincy Adams Digital Collection. The search form allows researchers to limit their results to only those items viewable at the MHS website.

The OAC was also designed with a second, dynamic interface for use by Adams Papers staff. This interface dramatically streamlines the publication process by allowing editors to create and revise individual records digitally. Information in the catalog can be constantly updated as Adams volumes are published, descriptions are refined, and new documents are discovered or acquired by the MHS.

The OAC project has already served as a prototype for another data conversion project: the Saltonstall Online Catalog (SOC), which describes documents in the Saltonstall family papers at the MHS (<<http://balthazaar.masshist.org/cgi-bin/Pwebrecon.cgi?BBID=141309>>). Although much smaller and simpler, the SOC was also built from a pre-existing paper “slip file” and has been modeled on the OAC.

For more information about the Online Adams Catalog, see <www.masshist.org/adams/catalog/about.php>. ■

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.

Inside NEA

FROM THE PRESIDENT

- Nova Seals



Opportunities are everywhere... The fall meeting is just around the corner. The location, Dartmouth College in Hanover, New Hampshire, is idyllic (particularly for the fall foliage leaf-peepers) and the program, teaching with primary sources, promises to be engaging and the workshops interesting and helpful. I hope you plan to attend. Attending the meetings is not only an opportunity for professional development; it's a wonderful opportunity to find out what your colleagues are doing. The bi-annual meetings also offer an excellent opportunity to see what NEA is doing for you, as a member of the organization.

If you are really interested in the inner working of the organization and you have the time to spare, I encourage you to attend the executive board meeting. While we have four board meetings a year, the board meetings that run concurrent with the bi-annual meetings offer convenience for open attendance. We will be discussing many things at the Fall meeting in October such as online registration, diversity, and the annual budget. If you have thoughts to share on these topics, come to the meeting or pass along your suggestions or concerns to a board member. It's an opportunity to have your voice heard.

In addition to the work that the NEA Executive Board and committee chairs are working on to serve its membership, I wanted to mention the newest opportunity for professional development and education that NEA is working to bring to you. NEA is collaborating with SAA to bring its Digital Archives Specialist (DAS) curriculum to archivists working in the New England region. The first course offering will occur at the fall NEA meeting, "Managing Electronic Records in Archives and Special Collections." It will be the first of many that span a 24-month period to help archivists

adopt informed practices for appraising, capturing, preserving and providing access to electronic records. If you are interested in finding out more about the DAS program or its curriculum, please visit SAA online: <www2.archivists.org/prof-education/das>. We are still looking for sites to host other seminars in the series. If you are interested in hosting please contact our Education Coordinator, Alyssa Pacy.

Finally, I wanted to say thank you to the members who have taken the time and initiative to volunteer their services or their institutions to assist in meeting the goals of NEA. We have an excellent new Diversity Committee, an enthusiastic new web team, and we are, as always, working to put together great programming at exciting locations across the region to present further opportunities for professional development to the membership. While our rosters for various standing committees are full, we are constantly looking for people to serve on local arrangement committees and program committees for meetings that are being planned. If you are interested in helping to make a meeting happen, please contact the NEA vice-president, Paige Roberts.

If you are interested in volunteering with NEA and aren't sure where to start, contact me or any of the board members; we will be happy to help direct your skills and enthusiasm! There are always opportunities to serve. ■

EXECUTIVE BOARD MEETING REPORT

- Silvia Mejia



The business handled at the June 17, 2011 meeting of the Executive Board is summarized below. All VOTING is in bold. Complete minutes are available on the NEA website or from the secretary.

The meeting was called to order at 10:32 am.

MEETINGS

Fall 2011

Local Arrangements: The Board went over the preliminary

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<www.newenglandarchivists.org>

schedule and decided that the registration fees will be approved by an online vote.

Program Committee, Fall 2011

The theme is on teaching from primary sources. The Communications Committee is working on identifying some organization of teachers in the region that might be interested in attending the meeting.

Spring 2012 - Committee Appointments

Local Arrangement

The meeting will take place March 21-22 at Wesleyan University, in Middletown, CT. A hold has been put on the rooms.

Ellen Doon moved to appoint Andrea Benefiel, Beinecke Library, Yale University; Leith Johnson, Knights of Columbus; Jennifer Lanzing, Mohegan Tribe; Jennifer Miglus, Hartford Medical Society Historical Library; Suzy Taraba, Special Collections & Archives, Wesleyan University and Jessica Tanny, Schlesinger Library, Harvard University (as ex-officio) to the Spring 2012 Local Arrangements Committee. **All members voted in favor of the appointments.**

Program Committee,

Joanie Gearin motioned to appoint Heidi Benedict, Roger Williams University Archives; Karen Spicher, Beinecke Library, Yale University; Jeannette Bastian, GSLIS/Simmons College; Julie Bartlett, Calvin Coolidge Presidential Library and Museum, Forbes Library; and Valerie Gillispie (as ex-officio member) to the 2012 Program Committee. **All members voted in favor of the appointments.**

COMMITTEE REPORTS

Committee/Task Force/Coordinator Appointments

Membership Secretary

Silvia Mejia moved to appoint Kristine Reinhard of UMass Medical as Membership Secretary from June 2011 to June 2014. **All members voted in favor of the appointment.**

Membership Committee

Ellen moved to appoint Hanna Clutterbuck as a member of the Membership Committee for a term of three years from June 2011 to June 2014. **All members voted in favor**

of the appointment.

Diversity Task Force

The Board had a brief discussion regarding adding more members to the Task Force, including the appointment of a student.

Jessica Steytler moved to appoint Karen Adler Abramson (as chair), JFK Presidential Library; Michelle Gachette, Harvard University Archives; Rebecca Meyer, GSLIS/Simmons College; Debbie Richards, Smith College Archives; Sara Smith, MIT and Amherst College as a member of the Diversity Task Force. **All members voted in favor of the appointments.**

Development Coordinator

Jessica moved to reappoint Jane Ward as Development Coordinator for a period of three years from June 2011 to June 2014. **All members voted in favor of the appointment.**

Listserv Coordinator

Paige Roberts moved to appoint Kristen Albert, Yale Divinity School Library, as listserv moderator for a term of three years from June 2011 to June 2014. **All members voted in favor of the appointment.**

Strategic Plan Updates

The Board went over the NEA Strategic Plan as a way to remind committees and tasks forces about assignment deadlines.

EDUCATION

Education Coordinator Position Review

The Board discussed the updated job description and took into consideration the Education Committee appointments.

Jessica motioned to approve the revised Education Coordinator job description. Nova motioned to appoint Alyssa Pacy as Education Coordinator for three years from June 2011 to June 2014. Jessica Steytler moved to appoint Stephanie Call, American Jewish Historical Society; Michael Lotstein, Yale Archives; and Anastasia Weigle, New Hampshire Institute of Art to the Education Committee for a three-year term from Summer 2011 to Summer 2014. Jessica moved to appoint Kristen Schuster to the Education Committee as student member from Summer 2011 to

Summer 2012. Joanie motioned to approve that Joyce Clifford (Spring 2011 - Spring 2014) and James DaMico (Spring 2010 – Spring 2013) split the responsibility as co-chairs of the Education Committee. **All members voted in favor of the appointments.**

Website Discussion

The Board discussed the updated job description and recommended that a line specifically addressing the work between third party members and committee chairs be added. The Board also recommended that the Web Coordinator and Assistant be two separate job descriptions.

Online Registration Task Force

Silvia moved to approve the proposal for an Online Registration Task Force. **All members voted in favor of the proposal.**

Policy and Procedures Manual

Joanie asked that each committee look at the policies and procedures available online, update them as much as possible and submit a draft to her to aid with the updating of NEA's manual by August 1, 2011.

Next Meeting Date

The next quarterly board meeting will take place on Friday, October 14, 2011 at Dartmouth College, from 1-5 pm. ■

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 Judy Farrar at <jfarrar@umassd.edu>. Photographs must be scanned at 600 dpi or better.

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

New Members - Kristine Reinhard

Student

Katherine Suzzette
 Leach
 Massachusetts
 Historical Society

Lindsey Kathryn Fresta
 Simmons College

Kate Elizabeth Bradley
 Simmons College

Jennifer Lynne Wochner

Regular

Lynn Kloter Fahy
 Ellington Historical Society

Jacob Ratliff
 National Fire Protection
 Association Library

Kerry Sclafani
 Greater Hudson Heritage
 Network

Margaret B. Smith
 Episcopal Diocese of
 Connecticut

Daniel Joseph Lavoie,II
 Consultant

Gregory Colati
 University of Connecticut

Jessica Branco Colati
 NEDCC

Howard P. Lowell
 NARA-retired

Kate Wells
 Fitchburg State University

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.

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

NEA 2011 Annual Business Meeting

April 2, 2011, Pembroke Center at Brown University, Providence, RI.

Call to Order

Elizabeth Slomba called the meeting to order and welcomed conference attendees to the annual business meeting.

NEA Announcements

Elizabeth Slomba announced that members can now join and renew their membership online. She thanked the Membership Committee, Membership Secretary, Acting Treasurer and Web Coordinator for their hard work with the online process.

Approval of 2010 Annual Business Meeting minutes

The Annual Business Meeting minutes of March 20, 2010 were approved.

Treasurer's Report

Acting Treasurer Maria Bernier presented the NEA's balance sheet for 2010. Overall, NEA's financial status is in good condition with total assets of \$81,313.25. The new income/expense sheet reflects each committee expense. NEA paid \$7,286 to Appleseed to implement the online membership directory and the first half of the online renewal costs. Starting with the Fall 2011 meeting, registration and renewal will be two separate financial transactions. Credit card payment is now available for online renewal.

All members voted to approve the Treasurer's Report

Presentation of Hale Award Winner

Joan Gearin announced the winner of the Hale Award for 2011. Rachel Donaldson Muse, Records Analyst at the Vermont State Archives and Records Administration (VSARA) will use the award to attend the joint annual meeting of the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Archivists (COSA) in July 2011.

Announcement of Election Results

Peter Carini reported the results of the election. President:

Paige Roberts, Treasurer: Maria Bernier, and Representative-at-Large: Joan Gearin.

Elizabeth Slomba thanked Peter Carini for all his work and service to the Board this year as his term for Immediate Past President concludes.

Remarks from Incoming President (Nova Seals)

Elizabeth Slomba introduced Nova Seals as the incoming president.

Nova Seals began her remarks by thanking members for giving her the opportunity to serve as their new president. She talked about the importance of archival work, and how the value of our work is being recognized more and more by other professionals and how our institutions' anniversaries provide an opportunity for exhibits featuring archival materials demonstrating their value. She mentioned that NEA is working hard to meet the membership interest in having more organizational administration to occur online. As a result the new online membership directory was made possible, the electronic ballots are now distributed online and soon conference and workshop registrations will be done online.

Nova mentioned "service," particularly service to our organization. She encouraged members to volunteer for a committee, to teach a workshop or to volunteer their institutions as meeting sites. She closed by saying "Ask not what NEA can do for you – ask what you can do for NEA."

Adjournment

The Annual Business Meeting adjourned at 1:26pm. ■

Editors Wanted

Do you have keen literary skills and an eye for detail? If so, join us on the NEA Editorial Team. Four editors serve for three year terms to produce the quarterly NEA Newsletter. Layout is done by a professional - we want your eyes, ideas and energy. We are currently looking for one editor to serve from July 2012 - July 2015, covering Reviews. Email Juliana Kuipers <juliana_kuipers@harvard.edu> or Michael Dello Iacono <mdelloiacono@suffolk.edu> for details and visit the NEA website for the job description.

People

Darwin Stapleton (UMass-Boston) gave a talk, "Transforming Archives in the Digital Age," to 75 members of the Hong Kong Library Association, Hong Kong archivists, and guests, at the Hong Kong Central Library, on June 9, 2011. The event was co-sponsored by the Library of the Hong Kong Baptist University and the Modern History Research Center of Hong Kong Baptist University.

Karen Eberhart joined the Brown University Library as the Manuscripts Processing Archivist in July. Karen was previously employed by the Rhode Island Historical Society where she held the position of Special Collections Curator in the RIHS Library. An active member in the Consortium of Rhode Island Academic & Research Libraries (CRIARL), Karen represented the RIHS in the Rhode Island Archival and Manuscript Collections Online (RIAMCO) project. She will now represent Brown on the RIAMCO Board of Directors.

The University of Connecticut Libraries announced that **Greg Colati** has been appointed to the position of Director of University Archives & Special Collections at the Thomas

J. Dodd Research Center. Greg has spent the last five years as the Digital Initiatives Coordinator at the University of Denver's Penrose Library. Prior to that he was the Head of Special Collections and University Archives at George Washington University and the Director of Digital Collections and Archives at Tufts University.

Bridgewater State University has hired **Orson Kingsley** as the new Head of Special Collections and Archives. He was previously Assistant Director & Archivist at the Slate Valley Museum in Granville, NY before coming to BSU. Prior to this he was the Archivist for three years at the Henry Sheldon Museum in Middlebury, VT.

Vermont Secretary of State **Jim Condos** has been appointed co-chair of the National Association of Secretaries of State's Heritage Committee which works with NAGARA, CoSA and other archival groups.

On August 8, **Mariessa A. Dobrick** joined Vermont State Archives and Records Administration's archives unit. Mariessa holds a Masters from the University of Wisconsin-Madison in Library and Information Sciences and has been at the Wisconsin Historical Society in various capacities since 2006, most recently as Digital Project Assistant. ■

Richard W. Hale, Jr. Professional Development Award

The Hale Award of \$1,000 is given annually by the New England Archivists to promote the professional development of archivists in the region. Individual members of the NEA are invited to apply for the award. Applicants may propose participating in an educational program or workshop, preparing a paper for possible publication or oral presentation, attending a professional meeting, or any other activity promoting professional development. The award cannot be used to purchase supplies or equipment. Recipients are expected to submit a report on their project upon completion to the *NEA Newsletter*.

The Hale Award Committee, which reviews the applications and chooses the recipient, is made up of the four Representatives-at-Large on the NEA Executive Board. Elected Board members are not eligible for the award during their terms of office and for one year after they leave the Board. The award honors Dr. Richard W. Hale, Jr., who was Archivist of the Commonwealth of Massachusetts from 1961-1976 and a founding member of the New England Archivists.

The deadline for applications is February 15 each year. For further information, contact: Karen Adler Abramson Representative-at-Large, New England Archivists, JFK Presidential Library and Museum, karen.abramson@nara.gov, 617.514.1653. Your application should include your name, address, institutional affiliation, telephone number, date, and signature. On a separate sheet of paper (use more if necessary), please explain the activity the award would support, the expected benefits of the activity, how the award would be used, and a timeline for completion of the project. Also, please attach a copy of your resume.

News and Notes

CONNECTICUT

UConn Libraries Receives Grant to Digitize 19th Century Collection of Civil Court Documents from Puerto Rico

University of Connecticut Libraries was awarded \$15,000 by the Center of Research Libraries' LAMP (formerly known as Latin American Microfilm Project) program to digitize the Puerto Rican Civil Court Documents Collection. This collection was acquired in 2000 and it is housed at the Thomas J. Dodd Research Center's Archives and Special Collection at UConn's Storrs campus. The digital project has already started, and the library was able to digitize and, after post-production, upload the files into the Internet Archives, which allows users to start reading and downloading the records as they are made available online. You can see what they have done already at <http://tinyurl.com/628ndxd>.

To learn more about this project read the article, "Shedding Light on Life in 19th Century Puerto Rico", in *UConn Today*, visit <http://today.uconn.edu/blog/2011/07/shedding-light-on-life-in-19th-century-puerto-rico/>. In addition, Univision New England came to UConn to do a small piece about the project. You can see the video at <http://www.wuvntv.com/noticia/2011/07/29/274681-documentos-puertorriquenos-uconn.html> (in Spanish).

MASSACHUSETTS

Collecting Transcendentalism

Curator Leslie Wilson of the Concord Free Public Library's William Munroe Special Collections sends notice of the library's forthcoming fall/winter exhibition and lecture series "Collecting Transcendentalism," a collaboration with the Joel Myerson Collection of Nineteenth-Century American Literature at the University of South Carolina. The display will be on view in the CFPL gallery between October 28, 2011 and January 31, 2012, and will explore why and how research collections develop by focusing on subject strengths of the two participating institutions, including materials related to Thoreau. It will be free and open to the public during library hours. The four

accompanying lectures will each be held in the library lobby at 5:00 p.m.: Joel Myerson (Carolina Distinguished Professor of American Literature, Emeritus, USC) offering a scholar-collector's perspective on October 30; David Wood (Curator, Concord Museum) on collecting material culture on November 19; Mark Stirling (proprietor, Up-Country Letters) providing a dealer's perspective on December 10; and Leslie Morris (Curator of Modern Books and Manuscripts, Houghton Library) speaking from a curator's perspective on January 21. Like the exhibition, the lectures are all free and open to the public. A permanent online version of the exhibition will be available on the CFPL website www.concordlibrary.org.

Textile Collection Opened in Holyoke, MA

Wistariahurst Museum in Holyoke, Mass., the former home of silk manufacturer William Skinner, and listed on the National Register of Historic Places, has recently completed item-level processing of its extensive textile collection. Comprised of clothing, hats, shoes, and personal accessories ranging from the mid-nineteenth to the late-twentieth centuries, with an emphasis on Skinner's Silk and many a wedding gown made thereof, the collection's 900 items were measured, photographed, described, re-housed when necessary, and entered into the repository's PastPerfect database by Simmons intern Emily Toder, under the supervision of Collections Curator Penni Martorell, in the Spring/Summer of 2011. Next steps involve producing an online finding aid, print and/or virtual catalogue, and possibly coordinating an exhibit.

Congressional Papers Acquired at Bridgewater State University

Bridgewater State University has recently received the personal manuscript collection of Hastings Keith (1912-2005), a representative of Southeastern Massachusetts for seven terms in the House of Representatives in Congress. Keith first became involved in politics in 1952, and was associated with numerous presidential figures, including Eisenhower, Kennedy, Johnson, and Nixon. He was instrumental in the formation of the Cape Cod National Seashore in 1961, and an outspoken advocate of national energy reform and federal pension reform. www.bridgew.edu/library/speccoll.cfm.

Raising the Curtain on Vaudeville History at Emerson College

The Emerson College Archives recently acquired the Variety Protected Materials Department Collection. The collection contains correspondence, photographs, drawings, scripts, and other materials related to Vaudeville, radio, and other creative acts from the first half of the 20th Century. The Variety Protected Materials Department provided a way for artists and writers to prove copyright ownership of their ideas. Individuals mailed sealed envelopes containing a written or illustrated record of their ideas to Variety. If an artist needed to assert their copyright ownership of an idea in the future, they needed only to consult their sealed file at Variety to prove the date of creation for their idea. Most of the envelopes in this collection have not been opened since they were sent to Variety. The collection is being processed and will be available this fall.

For more information, please contact Christina Zamon, Head of Archives & Special Collections, at <christina.zamon@emerson.edu>.

The Harvard University Archives Launches an Online Exploration of the Early Documentary History of Harvard

Recently, the Harvard University Archives launched an online guide to the 17th- and 18th-century records of the oldest institution of higher learning in the United States. Harvard in the 17th and 18th Centuries <<http://hul.harvard.edu/huarc/h1718/>> provides an online key to locating thousands of items - diaries, commonplace books, correspondence, legal documents, university records, drawings, maps, student notebooks, scientific observations, and lecture notes - that form the early documentary history of Harvard. Harvard in the 17th and 18th Centuries is now online at <<http://hul.harvard.edu/huarc/h1718>> thanks to generous support from the Arcadia Fund <www.arcadia-fund.org.uk> and from the Sidney Verba Fund.

In preparing the new web-based guide, Harvard University Archivist Megan Sniffin-Marinoff comments that, "These vital materials have long been available to researchers who could visit Harvard. But early library catalogs which historically enumerated published books did not fully account for these unique manuscript materials.

What we have launched today is a highly specialized guide to 17th- and 18th-century items. The guide is linked to descriptive documentation, including catalog records and finding aids, and, where possible, to digitized content. It is a huge step forward."

"Harvard University was established under the auspices of the earliest class of emigrants to Massachusetts Bay," noted Harvard President and one-time Boston Mayor Josiah Quincy in 1836. "It was, from the first, intimately connected with political and religious opinions and events. In every period, its destinies have been materially affected by the successive changes, which time and intellectual advancement have produced in political relations and religious influences."

Quincy's comments reflect the broad range of research possibilities available in Harvard in the 17th and 18th centuries. By exploring the catalog records and finding aids, as well as the 13,000 digitized pages that the site delivers, users can gain insight into Harvard's early history and development. At the same time, these unique and generally



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unpublished records cast important light on the material culture of colonial life, the legal and social concerns of citizens, the costs of goods and services, and the books that influenced thought, education, and other aspects of material and intellectual life in New England.

According to Robert Darnton, Carl H. Pforzheimer University Professor and University Librarian, “Harvard in the 17th and 18th Centuries opens up one of Harvard Library’s richest veins of material and makes it available to anyone who is curious about the origins of education in America and the origins of America itself. It gives glimpses of an aspect of history that has increasingly intrigued historians and that should fascinate everyone: the daily life of ordinary people, the way they dressed, the food they ate, the books they read, their rhythms of work and play, and the objects that surrounded them in their everyday activities. With the support of the Arcadia Fund, we are proud to offer this online preview of crucial materials from Harvard’s 17th- and 18th-century collections.”

Arcadia is the charitable foundation of Lisbet Rausing and Peter Baldwin. Since its inception in 2001, Arcadia has awarded grants in excess of \$192 million. Arcadia works to protect endangered culture and nature. For more information please see <www.arcadiafund.org.uk>.

New Exhibit at Baker Library, Bloomberg Center, Harvard Business School

Knowledge and Library Services announces the opening of “Railroads and the Transformation of Capitalism,” running through February 4, 2012 in the North Lobby, Baker Library, Bloomberg Center, Harvard Business School. In 19th-century United States, a vast railroad system was created, making possible an unparalleled level of commerce. This system, unprecedented in its size and complexity, became a model on which modern business would be based. The new exhibit draws from historical materials to explore the role of railroads in creating not only the foundations of modern business, but also a system of modern capitalism. Visit <www.library.hbs.edu/hc/railroads/> to learn more about the railroads and capitalism, to find materials that could support further research, and to view some of the items featured in this exhibition. Please contact Baker Library Historical Collections at <histcollref@hbs.edu> for a copy of the exhibition catalog.



Baldwin Locomotive Works from the Illustrated Catalogue of Locomotives. Philadelphia: Lippincott, [1871?]. Trade Catalog Collection. Baker Library Historical Collections. Harvard Business School.

For more information about Baker Library Historical Collections visit <www.library.hbs.edu/hc/>.

Schooner Ernestina/Effie M. Morrissey Collection

The Massachusetts Department of Conservation and Recreation (DCR) and its Schooner Ernestina Commission and the University of Massachusetts Dartmouth announce the transfer of a collection of historical materials pertaining to the 1894 vessel Ernestina, formerly the Effie M. Morrissey, to the UMass Dartmouth Library Archives and Special Collections. As the Ernestina, the ship was owned and operated as a Cape Verde packet, transporting cargo and Cape Verdean immigrants to and from the United States between 1948 and 1970. As the Effie M. Morrissey (1926-1946), she was renowned as an arctic exploration schooner, under Captain Robert A. Bartlett (1875-1946).

The Ernestina/Effie M. Morrissey was a gift to the Commonwealth of Massachusetts from the nation of Cape Verde in 1982, and has been berthed in New Bedford since that time. The collection documents both eras, including its 1982 voyage to the United States. Of equal importance are the records of several friends groups who from the 1970s-1990s advocated for the preservation and educational use of the Ernestina. For additional information contact Sean Fisher at the DCR <sean.fisher@state.ma.us> or Judy Farrar at UMass Dartmouth <jfarrar@umassd.edu>. For additional information about the Ernestina, visit the website for the current friends group,



Crew of the Schooner Ernestina, 1954. Schooner Ernestina/Effie M. Morrissey Archives, UMass Dartmouth Archives and Special Collections.

the Schooner Ernestina-Morrissey Association, Inc. at www.ernestina.org.

Northeastern University Libraries, Archives and Special Collections Department Receives IMLS Grant

The MBLC has awarded a two-year IMLS grant of \$30,000 to Northeastern University Libraries, Archives and Special Collections Department. The award is for a project to digitize and make available via the Internet the entire Chinese Progressive Association Collection, comprising 12 cubic feet of historical material, including documents, posters, photographs, negatives, and audio and video tapes, dating from 1976-2006.

Founded in 1977, the Chinese Progressive Association was established to advocate “for full equity and empowerment of the Chinese community in the Greater Boston area and beyond.” The collection documents the Association’s

work on tenants’ rights, immigrants’ rights, minority rights, political empowerment, local Chinatown issues, and organizing community support for victims of racial violence, bilingual education, and workers’ rights. This grant continues Northeastern University Libraries’ dedication to preserving and making accessible the history of Boston’s Chinese community. For a list of all the department’s special collections, see: www.library.neu.edu/archives/collections/manuscript_collections/.

Updates from the Peabody Essex Museum in Salem, MA

The Phillips Library at the Peabody Essex Museum in Salem, Massachusetts is proud to announce that it is the recipient of one of 19 grants for archival projects awarded by the National Historical Publications and Records Commission (NHPRC) for 2011. Chaired by the Archivist of the United States, the 15-member body was established by Congress in 1934 to preserve and make accessible historic records and archives.

This award will support the processing of 74 collections of national significance, totaling 334 linear feet. Collections chosen for this grant span three categories: military manuscripts, which include documents pertaining to the Revolutionary War, the Civil War, the Spanish American War, World War I, and World War II; maritime manuscripts, which include the papers of ship owners, ship captains, ship masters, and the papers of people who contributed to maritime trade, navigation, and sea travel throughout the world; and the papers of notable Americans, which include 18th and 19th century family manuscripts that record the history of this country and Essex County’s importance to that history.

Collections will be processed to the folder level, existing MARC records for each collection processed will be enhanced to include all relevant subject headings, and EAD finding aids will be created for each collection, providing extensive search options for library patrons. Processing these collections will begin in October 2011 and continue through October 2013.

The Phillips Library would also like to announce a recently processed collection: The Pickering Family Papers (1662-1887) include business, legal, and personal

papers of five generations of the Pickering family of Salem, Massachusetts. Approximately half the papers belong to Colonel Timothy Pickering (1745-1829), a prominent statesman. Many others belong to his son John Pickering (1777-1846), a lawyer and gifted linguist and scholar. Also represented in the collection are personal and business papers of thirteen other family members. In addition, papers of Pickering relatives and in-laws are included in the collection. These papers document the evolution of a family in Salem from modest beginnings as skilled laborers and farmers to a distinguished, successful family, whose members have included statesmen, scholars, lawyers, and merchants.

Digitization Efforts at Roxbury Community College

The Roxbury Community College Library recently signed an agreement with Lyris to take part in their Mass Digitization Collaborative program. This program will allow the library to digitize a number of publications from the College Archives, including yearbooks, student

handbooks, course catalogs, and commencement programs. Once digitized, the items will be available on the Internet Archive for viewing and downloading at <www.archive.org/details/roxburycommunitycollelibrary>.

Roxbury Community College is one of only two community colleges nationwide currently participating in this program.

Credo: Online Repository at UMass Amherst

The UMass Amherst Libraries announces the official launch of Credo, an online repository containing the digital collections of Special Collections and University Archives (SCUA). SCUA presently houses more than 30,000 linear feet of archives and rare books, the vast majority of which are available only to users who are able to visit the Du Bois Library. In an effort to make these unique materials more widely and freely accessible, the Libraries began to develop Credo in 2009, with the goal of making the repository a central hub for exploring SCUA's collections from anywhere at any time.



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With the generous support of the Verizon Foundation and the National Endowment for the Humanities, SCUA embarked upon the massive project of digitizing the complete papers of the African American intellectual and activist, W.E.B. Du Bois. More than 40,000 digital objects from the Du Bois Papers are now available, with the remaining 60,000 items to follow in the next two years. To access Credo, go to <<http://credo.library.umass.edu>>.

VERMONT

Vermont State Archives Receives NHPRC Grant

The Vermont State Archives and Records Administration (VSARA) has received a grant from the National Historical Publications and Records Commission (NHPRC) to help process Vermont court records from three counties and establish processing models for the remaining eleven counties. The Vermont courts are beginning to transfer legal custodianship of their earlier records to VSARA for the first time. Scott Reilly, the head of the Archives unit, wrote the proposal and will direct the project.

VSARA's Record Analysis and Policy Development unit is also working with the Vermont Judiciary on updating its records management program. The outcomes of the work, being done under our Targeted Assistance Program, are new record retention schedules and standardized files management practices for paper and electronic records, which in turn will facilitate the systematic transfer of archival court records to VSARA.

VSARA recently added to its website a history of Vermont's access to public records law. The public records law has received a lot of legislative attention of late and is a major issue for Secretary of State Jim Condos. The presentation provides links from sections of the law to source documents including original acts, committee testimony, reports, and other documentation. It is a work in progress and VSARA hopes that citizens and others can help identify additional records to add. The site may also be of use to a legislative study committee charged with examining the public records law with a specific focus on exemptions to the law. The site is one of VSARA's "continuing issues" and can be found at: <<http://vermont-archives.org/govhistory/governance/PublicRecords>>.

VSARA continues to provide training and outreach to public records custodians and Vermont citizens. The "Got Records? Now What!" course was "sold out" in July while VSARA's open houses for records officers are giving our agency partners opportunities to visualize records management beyond their own activities and offices. Secretary of State Jim Condos will be conducting a "Transparency Tour" in the fall to discuss public record issues with state and municipal officials and interested citizens.

OTHER NEWS

Call for Washington-Related Manuscript Material

The Papers of George Washington is a documentary editing project at the University of Virginia that has been engaged since 1968 in publishing a comprehensive edition of Washington's correspondence. Letters written to Washington as well as letters and documents written by him are being published in their volumes. In order to take advantage of recent acquisitions and new archival technology, they are currently conducting a document search to update their holdings.

Since the original comprehensive document search, changes in technology have aided historians and archivists in their ability to find recently acquired or previously unknown documents. Now that archives are more aware of their holdings, and are more able to search those holdings, the university is conducting this new search for Washington documents. They have already contacted repositories that have provided documents in the past, but would like to reach out to as many archives as possible that may hold Washington-related manuscript material they might be missing. These documents are vital to the success of the project, and the University of Virginia would be very grateful to any repository that might provide help in this process. Contact Erica B. Mitchell, Research Assistant, University of Virginia at 434.243.2271 or <ebm3q@virginia.edu>. ■

Visit NEA online at:

<www.newenglandarchivists.org>

HAAS AWARD REPORT

2011 Richard L. Haas Memorial Award
Award Recipient Report

by James DaMico, Graphics Project Archivist, Rhode Island Historical Society

As recipient of the 2011 Richard L. Haas Memorial Award of \$1,000, I attended the *DigCCurr Professional Institute: Curation Practices for the Digital Object Lifecycle*, held at the University of North Carolina, Chapel Hill from May 15-21, 2011. The award covered the cost of registration and room for the week.

My goals in attending the workshop were to build a foundation of knowledge in digital curation that is becoming increasingly important for all information professionals, establish connections with new colleagues from other institutions and understand what further professional development I need to pursue in order to manage digital objects. I was also interested in learning how small, non-profit organizations with limited staff and financial resources could implement a digital curation program.

This DigCCurr was the third in a series of IMLS funded workshops and consisted of one full week of classroom lectures, small group assignments and hands-on lab work. The workshop was team-taught by Professors Cal Lee, Carolyn Hank, Helen Tibbo, Nancy McGovern, Richard Marciano, Seamus Ross and Manfred Thaller.

Institutions both small and large are creating vast quantities of digital data, some of which will need to be preserved and maintained for the foreseeable future and some that will need to be discarded. In addition to this deluge is the rising tide of born digital content arising from future donors to the archives. Most of us are still trying to deal with the 20th century's obsolete technology such as audio-visual material on magnetic tape.

So how do institutions begin to deal with the waves of digital data lapping at our shores? One way is through learning about digital curation. According to the Digital Curation Centre, digital curation is defined broadly: "The active management and preservation of digital resources...for current and future generations of users."¹

Throughout the week, an emphasis was placed on ways to establish a trusted digital repository.² While not every institution will develop a trusted digital repository, the steps and procedures that we learned for getting to that stage were beneficial. Every institution that holds digital objects

and is serious about long-term preservation of their holdings will need to take a very close look at their organization and its commitment to the life cycle of digital preservation.

At its heart, digital curation ensures the authenticity and readability of digital objects over the long term. A good place to start is by going through the Trusted Repositories Audit and Certification (TRAC) checklist.³ Think of this as your institution's wax seal. TRAC has three criteria that your institution must evaluate in order to be considered a trusted digital repository: 1. Organizational Infrastructure; 2. Digital Object Management; and 3. Technologies, Technical Infrastructure and Security.

Another step that an institution will need to take is to assess its risk, and this can be done using the online tool, DRAMBORA.⁴ The user navigates through the interactive website selecting from drop down menus to determine the institution's risk level in managing digital objects for the long term. To ensure that digital objects are preserved, understandable and accessible to generations to come, a compliant Open Archival Information System (OAIS) will be required.

Institute Overview

Day one was a broad overview of what digital curation is, including a historical summary, related activities such as care and properties of physical media, digital forensics, and the twenty-four high level and four Meta functions that comprise digital curation. Examples of a high level function are *Advocacy & Outreach* and *Selection, Appraisal & Disposition*. An example of a Meta function is *Analysis & Documentation of Curation Functions*.⁵ Additionally, we covered digital curation program development and the core professional principles for digital curation.

Day two began with defining submission agreements and policies. In establishing a digital curation program it is important that policies are in place, implemented and vetted.

Examples of policies range from mission and governance to format support.⁶ Tools such as OpenDOAR (Directory of Open Access Repositories), allow a user to create policies for these functions. Next we learned that a Submission agreement is defined by PAIMAS (Producer-Archive Interface Methodology Abstract Standard) as: "...reached between an Open Archival Information System (OAIS) and the producer that specifies a data model for the data submission session... and that there are nine mandatory elements that must be filled out."⁷ Examples of mandatory elements are contact information, dataset description information and change management.⁸ We then had an overview of digital preservation and discussed issues of preserving meaningful information, the nature of digital objects, technology obsolescence, significant properties and technical strategies.

One of the many challenges in digital preservation is bridging the gap between memory and interpretation and the context in which something is created. Information professionals attempt to bridge this in many ways including adding metadata either at the point of creation or into the system, selection and disposition as well as arrangement and description. When refreshing or reformatting digital bits, ensuring the integrity of the bit stream is of utmost importance. Without this integrity check, the trustworthiness of a digital object will be questioned. Our next subject was what makes an institutional repository, and for our purposes we discussed only university based ones. Examples of university-based repositories are MIT's DSpace and Tuft's Digital Collections and Archives use of Fedora.

Day three was spent bashing bits and bytes, learning about new research into automated genre classification and metadata extraction and how automation is the only way to handle the stream of data coming through the door. Rounding out the day we looked at identifying technological trends and how they impact your digital curation program, and who does digital curation and what are their roles and responsibilities. Lastly, we learned how to identify, with tools such as MD5 checksum and FTK Imager, that pile of unidentified bits and bytes sitting on the hard drive a donor just handed you.

Day four was centered on the user, characterizing digital objects, writing policies that can be expressed as rules, and analyzing server logs. Day five wrapped up the week with a session on ethics, and evaluating the digital curation workflow and its attendant software options.

In summary, attending DigCCurr taught me to think of digital curation as a lifecycle and the importance of taking a holistic approach to managing digital objects rather than in a piecemeal fashion. The Institute provided me and my colleagues the foundation tools needed to begin thinking about establishing a digital curation program, an understanding of what is needed to ensure the long term success of a digital curation program and the importance and urgency of preserving our institutions' digital objects. One of my observations was the makeup of the class. Of the 32 participants, there was only one corporate archivist, three government archivists and three from non-university special collections libraries. The overwhelming majority came from the university realm. What this tells me is that perhaps the smaller, non-profit institutions such as historical societies are not thinking about how to manage born-digital or electronic records for the long term and if this is not addressed soon then there could be dire consequences. The mere fact that institutions, both large and small, expend countless staff hours and make significant financial investments creating

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SAVE THE DATES!

Thomas J. Dodd Prize

Thomas J. Dodd Prize in International Justice & Human Rights will be awarded to the Center for Justice and International Law (CEJIL) on Monday, October 3, 2011 at 4:00pm at the UConn School of Law in Hartford, CT. Sponsored by the Thomas J. Dodd Research Center, University of Connecticut. <<http://doddprize.uconn.edu>>. The Dodd Prize is awarded biennially to an individual or group who has made a significant effort to advance the cause of international justice and global human rights.

Home Movie Day

This year's Home Movie Day is Saturday October 15, 2011. Home Movie Day events provide the opportunity for individuals and families to see and share their own home movies with an audience of their community, and to see their neighbors' in turn. It's a chance to discover why to care about these films and to learn how best to care for them. For more information about the event and locations, please visit <www.homemovieday.com>. If one isn't happening near you, consider hosting one!

AROUND & ABOUT

A New Space for an Old Collection: The Cambridge Public Library Opens its Archives and Special Collections

by Alyssa Pacy, Archivist, Cambridge Public Library

“The book is dead” is a phrase heard almost as often as “libraries are obsolete” in the debates currently raging around the future of publishing and the role of libraries in the digital era. Even though many of us know that such thinking is inaccurate as evidenced by our busy research rooms, impressive statistics on reference requests, and growing collection use both online and in reading rooms, it is an excellent opportunity for archivists to embrace an inevitable outcome of this debate that leans in our favor: uniqueness will take on new meaning. As information and knowledge gathering begin to trend towards the digital, and therefore the ubiquitous, the materials under the care of archivists and special collection librarians will become more highly sought after and valuable. Some of the more radical visions of the library of the future predict that local history collections will save it from extinction. Whether or not that will be the case, it is certainly true that the way people use libraries is changing as more information is distributed digitally. Yet as some traditional library services are declining, such as reader’s advisory or reference interviews, the use of special collections is increasing. The Cambridge Public Library Archives and Special Collections is a perfect case study in this new theory of library use, particularly within public libraries. After being closed to the public for five years, during which the library was being renovated, the 122-year old collection recently re-opened to the public, staffed for the first time by a professional archivist, with some surprising results.

The Cambridge Room, Archives and Special Collections’ reading room, quietly opened to the public one Tuesday morning in July. A few interested patrons wandered in to browse the reference shelves or to look at the striking bronze samurai helmet donated to Cambridge by its Japanese sister city, Tsukuba. Overall opening day was quiet, uneventful even. But by Wednesday, researchers were lined up outside the door, waiting for the room to open. At the front of the line stood Fahim Sinha, the Cambridge Room’s first official researcher and a senior at Cambridge Rindge and Latin High School, who was visiting the library’s archives to conduct research for the *Profiles in Courage* student essay contest organized by the John F. Kennedy Presidential Library and Museum. Sinha was considering writing his essay on a political figure from his native Cambridge and thought the library would be the best place to start. Another researcher was on a genealogical mission and pulled out Charles Henry Pope’s *The Pioneers of Massachusetts*, published in 1900, and was taking copious notes. And yet another wanted to look at and photograph the architectural drawings by William Rawn and Associates of the 2009 award-winning Library renovation. In the few weeks since the Archives and Special Collections opened, a diversity of researchers – from anthropologists to local historians; from curiosity seekers to genealogists; and from students as close as

Harvard University and professors as far away as the Universidade de Lisboa – have visited the Cambridge Room to use the collections. Such success has been well beyond expectations, perhaps proving true the predictions of library use trending towards the unique. The collections fill a very particular research niche that draws all kinds of people, professional and novice alike.

The Cambridge Public Library opened its doors in 1858 as part of the wave of first public libraries in the United States. Originally called the Dana Library after the man who donated the parcel of land on which it stood, the library took on the novel mission of welcoming everyone who entered, including children, making services and books as accessible as possible - even going so far as publishing book lists in the *Cambridge Chronicle* to encourage use. Although the library quickly outgrew its small space, a building which doubled as a city hall, nearly thirty years passed before another benefactor, Frederick H. Rindge, donated land and money to build a library befitting its popularity and ever-growing collection. In 1887, construction began on the tract of land boarding Broadway, where the library stands today. Architects Van Brunt and Howe of Boston designed an arched and towered structure in the Romanesque tradition complete with an ample reading room, a large book delivery room,

and innovative fireproof iron stacks with an 80,000-volume capacity – an impressive edifice that to this day holds the admiration of the Cambridge community.¹

It was during this time that the chair of the Library's Board of Trustees, Thomas Wentworth Higginson, a very interesting man in his own right, founded the Cambridge Memorial Room, a collection of materials documenting the cultural history of the city. Higginson, one of the most radical and influential men of his time, who stopped short of nothing in pursuit of his lifelong passions: abolition, women's rights, and literature, donated many of his activist and literary works and curated books and manuscripts by his fellow Cambridge authors, including Margaret Fuller, Oliver Wendell Holmes, and Henry Wadsworth Longfellow. Higginson appealed to the public to donate materials and among the first additions were the bound records of three of the city's literary associations – the Social Library of 1827, the Franklin Library Association of 1843, and the Irving Literary Association – "all preserving in their recorded addresses, proceedings and debates, an indestructible memorial of the studies and aspirations of the last generation and its predecessors."² The Library Trustees believed that these unique records would have no better home than in the Cambridge Memorial Room, whose mission would be to "possess more completely than anywhere else, the memorials of men of note."³ When the new library opened to the public in 1889 it did so with its special collections available to any member of the public who wished to view them.

Throughout the twentieth century the Cambridge Memorial Room collection grew to include books and manuscripts on the history of Cambridge, books and manuscripts of Cambridge authors and artists, and a large local history collection. During the latter half of the twentieth century, the library began collecting the political history of the city. Eventually "Memorial" was dropped from its name and the collections were moved to the conical red-tiled tower that so distinguishes the library's architecture. Although the tower lended an air of mystery and drama to those using the collection, the room suffered from extreme swings in temperature and leaking windows. It started to become apparent that the collection, which was not under the supervision of an archivist, was in danger. When the Library began talking about renovating in 1994, the future of the Cambridge Room and its collections was high on the priority list. The Library successfully petitioned City Hall to hire a full time, permanent archivist for the first time in the

city's history and asked the Cambridge Archives Committee, a group formed by members of institutions around the city, to advise the architects on the design of the reading room and storage facility, ensuring that archival standards were met. When the library reopened in 2009 after its five-year renovation, the citizens of Cambridge were welcomed by a sun-filled, eco-friendly contemporary new structure and the renovated Van Brunt and Howe historic building, complete with WPA-era murals illustrating the history of paper making and printing, quadrupling the size of the original library's footprint. And although it was still closed to the public pending the hiring of an archivist, the Cambridge Room was very much a part of the excitement of the new building as the people of Cambridge would finally have a modern space to research their city's history.

Situated in a prominent location on the second floor of the new building, the Cambridge Room's design reflects the careful coordination of archival standards and contemporary aesthetics. Upon entering the reading room, which is bound by a wall of glass at the entrance and floor to ceiling windows at its rear, filling the room with indirect northern light, patrons are greeted by the original bronze bust of Henry Wadsworth Longfellow sculpted by Daniel Chester French of Lincoln Memorial fame. Individual lockers are available and patrons can sit at sleek tables with recessed electrical outlets for computer connectivity. All the room's furniture and shelving is a modern design of light blond maple that contrasts elegantly with the slate colored rug. The reading room has approximately 500 linear feet of reference shelves along with space for small exhibitions. A small glass cube within the reading room serves as the archivist's office, allowing a full view of the front entrance



The Cambridge Public Library when it was newly built, circa 1889, after outgrowing its former shared home.



The new Cambridge Public Library, 2009, © Robert Benson Photography.

and patrons' movements, while at the same time offering the archivist a measure of privacy to work – a foresight in design, knowing as the architects did that the room will be minimally staffed. Behind the reference shelves is a door leading to a 750 square foot storage facility with 600 linear feet of compact shelving and plenty of room for growth. Deep within the storage room is a secure vault. The design of the Cambridge Room, not to mention the entire library, follows function and form beautifully, creating a usable space for patrons, staff, and collections both rare and circulating. In recognition of the formal beauty of the building, its building science, sustainable design, materials, programs, and the “vibrant activity and undisputable joy within,” the library received the prestigious Harleston Parker Medal for the “Single Most Beautiful Building” built in the metropolitan Boston area in the past 10 years, from the Boston Society of Architects this past April.⁴

Despite the beauty of the building and the bustling activity of the library, when I joined the team last summer as archivist, the Cambridge Room was closed to the public and the collection was in disarray. After being in storage for five years during the library's renovation, the collection was unpacked in no discernible order, leaving the first months of my tenure making my way through hundreds of boxes and thousands of books and talking with those involved with the collection's care, including Patsy Baudoin, an archivist at MIT, who had been hired as a consultant to process a portion of the collection while the Cambridge Room was closed. Focusing primarily on the history of Cambridge, the collection consists of approximately 4,000 books, 40 manuscript collections, a 50-piece object and artwork collection, and a 70 cubic foot vertical file, a small but robust collection of materials, the majority of which needs processing and cataloging. Highlights include a collection of glass plate negatives depicting early 19th century Cambridge street scenes and a full run of the *Cambridge Chronicle*, the oldest continually published weekly newspaper in the

United States. In addition, the Cambridge Room is the only public repository for city publications, such as street listings, annual budgets from various city departments, and environmental reports, which get a lot of use by researchers. Once the collections are fully processed, books are cataloged and cleaned, and the *Cambridge Chronicle* is digitized – a project that will be completed in the coming months – the real joy and challenge will be to get out in the Cambridge community to curate appropriate materials to add to the collection - to uncover those long forgotten papers of little known Cambridge activist groups and boxes of records of long defunct businesses hidden in basements and attics city-wide that are surely awaiting preservation.

There are real advantages to being a small archives integrated within an urban public library system well beyond having access to support services like communications and IT. There is a tendency to be less isolated from the discussions the library world is having around issues that will eventually trickle down to the realm of special collections for archivists to shoulder. Next to funding, e-books are among public librarians favorite topic of discussion. Having serious discussions about whether or not the Kindle will kill the library or why Harper Collins' decision to limit e-book circulation may not be an archivists' number one concern but it is crucial to be aware of technology trends as they both change the way researchers use our collections and add to the growing list of digital assets that we will be responsible for preserving in the future. Being an archivist who is part of the decision-making process in a large public library whose challenges, such as the complicated process of circulation or the politics of patron interaction, not only allows for a new perspective on vision and planning within the archives but also enables a better understanding of the



The Cambridge Room, the Cambridge Public Library's Archives and Special Collections, 2011.

needs of those visiting the collection, a community of users who more often than not have never visited an archival repository. There is nothing quite like working in a public library and those who do often remark on the amazing number and diversity of patrons served, a statement that is equally true in the Cambridge Room. Allowing the use of rare materials that are either unavailable elsewhere or sometimes difficult to access in private institutions to any member of the public who walks through the door is an incredible service to be able to provide. If a patron wants to look at the Cambridge Town Scales and Hay Book from 1835, no credentials are asked for, nor is a reason for the request, it matters not if he is a professor or if he is homeless. As long as the archives' rules are followed and the material requested is not fragile, it is his to use.

All across the country the use of libraries is up despite cutbacks in funding, yet libraries, in particular public libraries, have been targeted for obsolescence in the era of digital technology. Digitization functions as an enhancement to access while at the same time changes the traditional role of librarians – something that archivists know very well. It will be interesting to see how the uniqueness factor that archives bring to libraries will play out in the future. Will

the rare materials housed in archives and special collections drive more people to use the library or will there be no impact at all? Perhaps an increased demand for the use of local history collections will reverse the trend of characteristically low employment of archivists in public libraries. Perhaps more traditional librarian positions will be replaced by those that require the knowledge and expertise to care for and provide access to the irreplaceable collections institutions house. As for the Cambridge Public Library, its desire to professionally staff and provide access to its 122 year-old archival collection illustrates a recognition and embracing of the rare and historically valuable. For its own part, the Cambridge Room, as it grows and makes more collections publicly available, will offer an interesting look at the changing use of libraries and the new positioning of the unique in our society. Libraries are far from becoming obsolete and archivists and special collections librarians have an opportunity to shape the new library of the future. ■

1. Doyle, Edward G., *A Commemorative History of the Cambridge Public Library*, (Cambridge, Mass.: The Cambridge Public Library, 1989).

2. *Annual Documents of the City of Cambridge, Report of Trustees of Public Library*, (Cambridge, Mass.: The City, 1889), 171.

3. *Ibid.*

4. 2010 Harleston Parker Medal Jury Report, 2010.

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Reviews

Elena S. Danielson, *The Ethical Archivist*. Chicago: Society of American Archivists, 2010. 440 pp. Soft cover. \$49.00. ISBN 1-931666-34-2.

- Marika Cifor, Simmons College

In this highly readable introductory-level monograph Elena S. Danielson addresses the particular ethical challenges and dilemmas faced by practicing archivists in their daily tasks. Danielson is a consultant and an Archivist Emerita of the Hoover Institution at Stanford University. Her scholarship focuses on issues of access, privacy, restitution, and authenticity in archives. Her list of publications reveals a long-term engagement with the examination of the ethical dilemmas of archival practice, the focus of this monograph.

Danielson masterfully connects the daily tasks of the archivist from acquisition to arrangement and description to equitable access to disposition and deaccessioning with broader concerns regarding the role of archives and archivists in terms of social responsibility, authenticity and the construction of the historical record, and the preservation of cultural heritage. Her methodology is a combination of the analysis of actual cases and the Socratic method of the posing of theoretical questions in order to allow archivists to form for themselves customized ethical practices and decision making strategies suited to the needs and demands of their positions, institutions, and particular ethical concerns, considerations and dilemmas. She begins with an introduction to the larger nature of ethics, the purpose and role of professional ethics codes, the place of ethics in the archives in relation to collective memory and human rights, and the ethical concerns in terms of archives' roles in social accountability. She then skillfully examines in-depth detailed discussions: ethics codes, appraisal and acquisition, disposition, access, privacy issues, forgery, and displaced records. While Danielson's analysis of case studies is strong, it would have benefited from more diverse and internationally focused examples.

Danielson is adept at objectively drawing attention to the contradictions and opaque areas of archival practice, such as the shifting nature of privacy in the digital age. Archivists will find her clear and concise analysis of ethics codes and legislation regarding privacy concerns highly useful. Danielson successfully meets her goal of providing background and perspective on archival ethics allowing for the development of more informed professional practices. However, practicing archivists may be dissatisfied with the open-ended nature of much of her discussion. Indeed as she states from the beginning, "this book will raise more questions than answers." ■

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everything from databases and finding aids to digitization projects should be enough of an impetus to begin the process of establishing a digital curation program. Bits and bytes are not eye-readable and therefore cannot be subjected to benign neglect.

Coming from a small non-profit, I see first hand why thinking about digital preservation is essentially put on the back burner: lack of staff, scarce funding resources, lack of a robust IT infrastructure that is maintained, buy-in from administrators, trustees, etc. I can see that one possible solution to some of these challenges is to begin forming collaborative partnerships with local universities, and other non-profits to create a central repository that would be open on a membership basis. In the New England region, the Rhode Island Manuscripts Collaborative (RIAMCO) could be used as a model. ■

1. Digital Curation Centre. "What is Digital Curation?" <http://www.dcc.ac.uk/about/what/>

2. Defined as "a mission to provide reliable, long-term access to managed digital resources to its designated community, now and into the future" (RLG/OCLC Working Group on Digital Archive Attributes, Research Libraries Group, and OCLC. 2002. *Trusted digital repositories attributes and responsibilities: an RLG-OCLC report*. Mountain View, CA: RLG. <http://www.rlg.org/longterm/repositories.pdf>).

3. Center for Research Libraries (U.S.), and OCLC. 2007. *Trustworthy repositories audit & certification (TRAC) criteria and checklist*. Chicago: Center for Research Libraries. <http://bibpurl.oclc.org/web/16713>.

4. Welcome to DRAMBORA Interactive: Log in or Register to Use the Toolkit. <http://www.repositoryaudit.eu/>

5. Cal Lee. Overview of Digital Curation Definition, Scope and Main Functions. DigCurr Professional Institute May 15-20, 2011 & January 4-5, 2012, Chapel Hill, North Carolina. May 16, 2011. [digcur-overview-slides](#). PDF

6. Hank, Carolyn. Defining Submission Agreements and Policies. Slide 9. May 18, 2011. [slides_tues-17may2011_hank_submission-agreements.ppt](#)

7. Ibid. Slide 12.

8. Ibid. Slide 24.

Visit NEA online at:

www.newenglandarchivists.org

Calendar of Events



Press releases and other announcements should be sent to Michael Dello Iacono at <delloiacono@gmail.com>. 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.

Catch-22 Exhibit

Material from the Joseph Heller collection at Brandeis University is currently on display in the Archives & Special Collections Department in the Goldfarb Library to mark the fiftieth anniversary of the publication of Heller's seminal novel *Catch-22*. The exhibit includes pages of the original autograph manuscript—showing extensive editing—as well as other drafts, planning materials for the novel, photographs, correspondence, and more.

October 11-13; 27-28 2011. Maine Archives & Museums presents “21st Century Skills Workshop” at varying Maine

archives and museums. See <www.mainemuseums.org/conferences.asp> for details.

October 20-22, 2011. MARAC Conference, “Moravians, Music, Metal, and Metadata”, Bethlehem, PA. <www.marac.info/mc/page.do?sitePageId=93941>.

October 14-15, 2011. NEA Fall Meeting, “Teaching with Primary Sources,” at Dartmouth College in Hanover, NH. For details see <www.newenglandarchivists.org/meetings/meetings.html>.

October 17-19, 2011. ARMA International Conference & Expo in Washington DC. For details see <www.arma.org/conference/2011/WashingtonDC.aspx>.

November 16-19, 2011. AMIA (Association of Moving Image Archivists) Conference in Austin, TX. For details see <www.amiaconference.com>.

November 16-18, 2011. NEMA (New England Museum Association) Annual conference, “Museums in the Mirror: Reflecting Relevance in a Diverse Society,” in Hartford, CT. For details see <<http://www.nemanet.org/conference.htm>>. ■



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THIS SEASON IN NEW ENGLAND HISTORY



Sadie Hawkins Dance Participants, November 15, 1952

Brandeis University students do their best hillbilly impersonations for a Sadie Hawkins Dance in 1952. The Sadie Hawkins Dance is traditionally held in November and the girls are supposed to do the inviting, contrary to prevailing custom. This was a popular event in American high schools and colleges throughout the 1950s, and is based on a character from the comic strip that would become Li'l Abner. In the strip, Sadie Hawkins and other unmarried women took to chasing the town's men who were forced to marry them if caught.

This photo is among thousands documenting University history from the Robert D. Farber University Archives & Special Collections Department, Brandeis University.

Courtesy of the Robert D. Farber University Archives & Special Collections Department, Brandeis University.