

SOCIETY OF AMERICAN ARCHIVISTS

Archives Management Roundtable Newsletter

FEBRUARY, 2002

SPECIAL POINTS OF INTEREST:

- *Thank you for service*
- *Session Report*
- *Introduction of New
Chair*
- *Professional and Institutional
news wanted*

Thank you to Michael Kurtz

The Archives Management Roundtable would like to thank Dr. Michael Kurtz, for eleven years of services as roundtable chair. Michael stepped down as chair at the 2001 Society of American Archivists annual meeting in Washington D.C.

SAA Archival Management Roundtable Annual Report 2001

The SAA Archival Management Roundtable met on September 1, 2001, at SAA. Approximately twenty people were in attendance. Dr. Michael Kurtz, Chair, welcomed the audience and informed newcomers about the Roundtable. The first half of the meeting was devoted to a presentation by Casey Edward Greene, "Holding Sway or Giving Way: Managing Power in the Workplace." He reviewed various definitions of workplace power symbols. Greene also covered ways to exercise power, such as creating indebtedness among others and organizing and leading coalitions for change.

The business meeting took place during the second half. Dr. Kurtz spoke on his continuing role in revising the

the SAA manual on management. He led a discussion on developing various session proposals for SAA in 2002. Audience members proposed ~~developing various sessions~~ on managing an interview, re-engineering the archives, and communicating with non-archival administrators and professionals. Dr. Kurtz mentioned that he was stepping down as Chairperson after many years. He nominated Casey Greene as the new Chair. Greene in turn nominated Kerrie Cross as the new Newsletter Editor. The audience unanimously approved both nominations. Casey Greene concluded the session by recognizing Dr. Kurtz for his service to SAA and the archives profession.

Respectfully submitted,

Casey Edward Greene
Chairperson, Archival Management Roundtable
December 21, 2001

Introduction of the new chair of the Archives Management Roundtable:
Casey Edward Greene

Casey Greene is the Head of Special Collections for the ^{and} Rosenberg library in Galveston Texas. The Rosenberg Library serves as Galveston's public library ^{and} is also the flagship of the Galveston County Library System. The library traces its lineage to the Galveston Mercantile library that was established in 1870 and was the first public library in the state of Texas. Chartered by the state of Texas in 1900 the Rosenberg library opened in 1904 to the general public. It is a privately governed, non-profit entity that receives city, county tax money. The library also relies on grants, ^{and} private contributions and has an endowment. ^{and}

The Special Collections department consists of two units the Galveston and Texas History Center and Rare Books. The Special Collections Department is one of the nation's most significant repositories of early Texas history. The collection focus is Texas history from the Spanish period to end of the Civil War. Another collection area is material concerning all aspects of Galveston history from its incorporation in 1839 to the present. The archives contain a significant collection of manuscripts, photos, and architectural drawings. The rare book collection has 13,000 volumes.

The department served 3,500 people last year. Forty percent of the researchers were genealogists the remainder included historical preservationists, scholars, students, tourists and person interested in history.

Casey's staff include an archivist who has headed her own research center and has extensive training and experience in digitization and oral history, an archival assistant who has extensive office and management experience, a clerk III, an ~~archives project technician~~, and a part-time archival technician.

The Special Collections Department priorities include collection development, preservation, processing, indexing and reference services. They also participate in public programming, publications, oral histories and digitization.

Casey stated that he ^{first} became interested in management and leadership issues associated with the archives profession when he worked as assistant archivist for the Rosenberg library. During that time he observed how the department was run and organized and identified areas that could benefit by change. When he became the department head he put together a team of dedicated professionals. At the Rosenberg they question themselves constantly to be proactive. They decide the course of department rather than wait for someone to decide it for them.

Prior to being elected chair of the Archives Management Roundtable, Casey was the roundtable newsletter editor for six years. He loves to work with the roundtable because ~~we look beyond archival profession to improve ourselves.~~ ^{we look beyond archival}

Casey describes his management style as pushing ^a the bounds of the profession as far as will go and testing those limits. He believes that we work in profession that is not well known and that ^{they} gaining ^{building} credibility and awareness are two keys to gaining prestige and pay. He believes that the profession has much to learn from ^{military and business} on how to promote our profession and improve our operations. Archivists have many areas to borrow from such as, public relations, marketing, advertising, and public speaking.

Casey's goals as chair of archives management roundtable are to make the roundtable better known throughout SAA and the archival profession, increase membership, and sponsor or co-sponsor more sessions at the annual meeting. He believes that the roundtable will be fighting an uphill battle because most archivists do not identify themselves as managers. His message to archivists is that all of us are managers, even those who work as "lone arrangers" have to manage themselves to be successful.

Professional or Institutional News Wanted

Roundtable members are encouraged to submit professional accomplishments and institutional news items for inclusion in this newsletter. Please send submissions to Kerrie A. Cross, University Archivist, Albert Emanuel Hall Room 211, University of Dayton, Dayton, OH 45469-1360, or Kerrie.Cross@udayton.edu.