

Archives Management Roundtable Newsletter

PRESENTATION ON OFFICE POLITICS

At our meeting in Boston on August 7, 2004, Casey Greene, chair, spoke on "Give the People What They Want! An Alternative Strategy for Handling Office Politics." Utilizing the book *The Platinum Rule: Discover the Four Basic Business Personalities and How They Can Lead You to Success* as a basis, he spoke on varying work styles, the inevitability of workplace conflict, and ways to minimize it. People clash with each other because they have different needs and expectations toward work. In a general sense, they vary in their directness, as well as how open or guarded they are in expressing themselves. Once one has a better understanding of another person's frame of reference, he or she can tailor an approach that will sit comfortably with that individual. The audience discussed several issues, including how a team leader should select a diversity of members of his or her team and ways to achieve maximum productivity by tailoring work assignments to fit each person's work style. By practicing the Platinum Rule, which posits that we should treat others the way *they* wish to be treated, the archivist becomes an effective negotiator by giving people what they want most in work relationships.

In This Issue:

Meeting Report

*Institutional
Spotlight:
Marianist
Archives, Eastern
Region*

*Join us at the
next meeting*

Institutional Spotlight: Marianist Archives, Eastern Region

The Marianist Archives, Eastern Region, serves the Society of Mary, a Roman Catholic men's religious order dedicated to education. The archives administers the records of the order for the Eastern half of the United States. We are one of three Marianist Archives centers in the United States, the other centers being located in California and Texas.

Members of the Society of Mary arrived in Dayton, Ohio in 1849, founding the American Province. In 1908 the Province split into the Cincinnati and St. Louis Provinces. The Cincinnati Province officially established an archive in Dayton in 1938. Unfortunately our records for the period of 1849-1938 are quite limited. The archives moved to Roesch Library at the University of Dayton in 1977. In 1998 the archives expanded, tripling our available space. At that time, we assumed management of the New York Province Archives. In 1961 the New York Province and archives was founded in Baltimore, Maryland. By 2002 four Marianist Provinces existed in the United States. On July 1 of that year the provinces merged, forming the Marianist Province of the United States. The small administrative archive for the new province is currently housed in St. Louis. Archivists travel from Dayton to manage the collection on an as needed basis.

The Marianist Archives, Eastern Region, is open to all researchers during business hours. In reality, most researchers access the archives through e-mail or phone calls. Our primary researchers are Marianists or Provincial staff members, genealogists, university staff, alumni of Marianist schools, and some scholarly researchers and students.

The four member archives staff consists of a director (a Marianist and former history professor), two 2 professionally trained archivists, and one Marianist assistant or "intern" who is exploring the possibility of an archival career.

Our budget is largely for salaries. Besides two professional salaries, we are responsible for paying the religious stipend for the Marianists in our employ. Our budget also includes rent paid to the University of Dayton for our office space, supplies, professional travel, continuing education, and other expenses.

For more information contact Jennifer Gerth, Senior Archivist, at 937-229-5305 or jennifer.gerth@notes.udayton.edu

PLEASE JOIN US AT SAA 2005

The Archives Management Roundtable will meet from 4:00 to 5:30 p.m. on Thursday, August 18, 2005. Lois Hamill, College of the Holy Cross, and Casey Edward Greene, chair, will co-present "Short and Simple: Effective Presentation Skills for Archivists." The second half of our meeting will be devoted to developing session proposals for the 2006 Annual Meeting.

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.