
Manuscript Repositories Newsletter

A newsletter from the Manuscript Repositories Section of the Society of American Archivists

Fall 2012

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From the Chair

Elizabeth Russey Roke

Happy New Year! Ok, it's a bit early for that, but this newsletter does mark a new year for the leadership of the Manuscript Repositories Section. Each year at the Annual Meeting we welcome a new group to Section leadership, bringing an infusion of ideas and energy to the Steering Committee. This year, Kate Colligan, Mario Ramirez, and Florence Turcotte will be joining returning Steering Committee members Jacqueline Dean, Melissa Watterworth Batt, and Elizabeth Wilkinson. Chris Burns will be taking over as Chair and newly-elected Tara Laver will serve as Vice Chair.

I'd like to thank the outgoing members of the Steering Committee for their hard work over the past year: Ellen Doon, Renna Tuten, and Anke Voss. We were able to accomplish a number of new initiatives including beginning the revision of the SAA brochures as well as planning the Annual Meeting, which couldn't have been done without the dedication of the Steering Committee members. I'd especially like to thank Fernanda Perrone, outgoing Chair, who completed her third year of service to the Section.

This coming year promises to be one filled with lots of activity. The Steering Committee has already started planning for next year's Annual Meeting. The SAA brochure project is nearing completion and we will hopefully have revised brochures available this summer. We are also continuing into the second year of our exploration of electronic records. If the thought of tackling electronic records fills you with dread, never fear! Read below in this newsletter to learn about *Jump In*, a new initiative of the Manuscript Repositories Section designed to help and encourage repositories that have not yet begun to work with their electronic records holdings. And as an added incentive, participants have the chance to win free registration to a DAS course of their choice.

A final plug: I'll be serving as Chair of the Nominating Committee next year. The Steering Committee is a chance to help plan the Annual Meeting, develop session proposals, and work on special projects. If you've ever thought of running for Steering Committee or Vice Chair of the Section, please consider it! Contact me (erussey@emory.edu) to submit your name or ask any questions about the process or the work of the Steering Committee.

Minutes from Section Meeting

August 10, 2012
San Diego, CA

Section Chair Elizabeth Russey Roke convened the meeting at 1:00 p.m. She introduced the section leadership and thanked the outgoing members of the Steering Committee.

Nominating Committee

Nominations Committee Chair and Immediate Past-Chair Fernanda Perrone announced the winners of the Steering Committee elections and thanked the Nominating Committee. Perrone noted that there were 229 ballots cast, an increase from the previous year. The following individuals were elected:

- Tara Laver, Vice-Chair/Chair-Elect
- Kate Colligan
- Mario Ramirez
- Florence Turcotte

Brochure Revision Project

Ellen Doon gave an update on the work of the Brochure Revision committee. The group is working on revising three SAA brochures: *A Guide to Deeds of Gift*; *Donating Your Personal or Family Papers to a Repository*; and *Donating Your Organizational Records to a Repository*. The group is looking particularly at adding information about the acquisition and appraisal of electronic records. Ellen reminded section members that they would be holding an open meeting at the end of the Section program as a breakout session.

2013 Session Proposals

Melissa Watterworth Batt and Renna Tutten gave an update on work they led for the Steering Committee to provide assistance for section members looking to create proposals for the 2013 annual meeting. They have placed some information about creating session proposals on the section website, including a helpful tip sheet. They reminded section members that they would be available to meet with interested individuals at the end of the Section program.

Report from Council

Bill Landis, SAA Council Liaison, reported on the following developments:

- Council has been engaged with planning work, a new round of strategic planning starts in 2014.
- Council has developed an advocacy agenda, a framework for issue briefs. Bill encouraged members to take a look at it and engage with it. Council is looking for groups to collaborate with on issue briefs.
- Council is looking at the data from the membership survey.

Jennifer Schaffner from OCLC Research gave an update on the ALA/ACRL Rare Books and Manuscripts Section Activities. RBMS has a Metrics and Assessment Task Force, which is charged with examining current practices for gathering and reporting information to demonstrate the value and impact of special collections and archives. They will issue a final report in 2013. The fall 2012 issue of *RBM* is devoted to the topic of assessment. RBMS has developed a Diversity Recruitment Toolkit, which is available on their website <http://www.rbms.info/committees/diversity/index.shtml>. RBMS has revised their *Guidelines for Interlibrary and Exhibition Loan of Special Collections Materials*. They will be bringing the guidelines to SAA for possible adoption as a standard.

Jennifer also provided an update on OCLC Research Activities. ArchiveGrid has been reconfigured and a beta version is freely available for use and testing <http://archivegrid.org/>. OCLC Research continues to work on its Demystifying Born Digital project and is pleased to announce the upcoming publication of a new report authored by Ricky Erway, *You've Got to Walk Before You Can Run: First Steps for Managing Born-Digital Content Received on Physical Media* <http://www.oclc.org/research/publications/library/2012/2012-06r.html>. OCLC Research continues its work in the area of Linked Open Data and Authority Work and is working with a Wikipedian-in-Residence at OCLC, in part to explore technical integration possibilities between OCLC and Wikipedia.

Section Program – Acquisition and Appraisal of Electronic Records – Lightning Talks

Mahnaz Ghaznavi from Loyola Marymount University spoke about SAA's Digital Archives Specialist (DAS) Curriculum and Certificate Program. Mahnaz explained the program requirements, going over the core competencies and examination process. The certificate needs to be renewed once every five years. There is a lot of information about DAS on the SAA website <http://www2.archivists.org/prof-education/das>. They have 1100 course registrants so far and 370 archivists pursuing the certificate.

Nancy Melley from the National Historical Publications & Records Commission (NHPRC) spoke about some of their grant opportunities in the areas of digitizing historical records and electronic records. Their electronic records grants are intended for capacity building, more preservation, and more access. Information about their grant programs can be found online <http://www.archives.gov/nhprc/apply/program.html>.

Susan Thomas spoke about the Born Digital Acquisitions Working Group (b-dacqs), which is comprised of ten people from six institutions, four in the United States and two in England. Their audience is any steward, which could be donors, creators, dealers, etc. They have developed a high-level guidance document and some sample case study questions.

Glynn Edwards spoke about AIMS: An Inter-Institutional Model for Stewardship. The AIMS project was a collaborative project that was funded by the Mellon Foundation. Their final product was a white paper that proposed a framework for collection development, accessioning, arrangement and description, and discovery and access. They also made a recommendation for a tool that would do arrangement and description and discovery and access. A prototype tool has been developed, Hypatia.

Cal Lee, from the UNC Chapel Hill School of Information and Library Science spoke about his work with born digital manuscript materials, noting that there has been a lack of focus on manuscript materials within the electronic records community. He noted a number of related streams of activity such as a personal archiving web site from the Library of Congress, and the BitCurator project, which aims to bring forensics tools to archives and libraries. He also spoke about his recent book, *I Digital: Personal Collections in the Digital Era*, and the growing community of practice in this area. There is a significant amount of innovation happening in this area right now, and LIS students are passionate about these issues.

Erika Farr spoke about acquisition policies at Emory University, stating that collaboration is a vital component. They are increasing communication with donors, and have implemented pre-acquisition surveys. Emory is working on web-based content acquisition and email. All collections have had email that they have acquired. Emory is prioritizing appraisal and work with donors to identify what they can and can't have. They are also asking the question of how do they ultimately want to provide access to these records?

Kathryn Lawrie, spoke about her graduate student poster on born-digital social communities. She noted that these communities were not being documented and she was looking at ways to empower them. Her case study was a message board community. There were significant appraisal issues around privacy and access to sensitive materials, and various user ideas about appraisal. She designed a set of guidelines, including appraisal policies. In setting up the archive, the community users disregarded the archive and ignored appraisal decisions.

Break-out Group Discussions

The Section then broke out into 3 small groups: Brochure Revision; 2013 Meeting Proposals; and Electronic Records in Manuscript Collections.

Respectfully submitted,
Chris Burns
Section Chair

Jump In

The steering committee of the Society of American Archivists' Manuscript Repositories Section introduces a new initiative encouraging archivists and their institutions to *Jump In* to managing born-digital content.

Building on the recently released OCLC research report, "[You've Got to Walk Before You Can Run: First Steps for Managing Born-Digital Content Received on Physical Media](#)," the initiative is looking to help archivists take some of those first steps this year. Pledging to do so and submitting a short report about your experience will enter you into a raffle to win tuition to a one-day SAA Digital Archives Specialist (DAS) course (\$185 value). Selected participants will also be asked to discuss their experience at the Section's business meeting held at the SAA Annual Meeting in New Orleans in August, 2013. Time will be set aside at the Section meeting for all participants to meet with a group of electronic records specialists to discuss their experience.

Participants should focus on surveying materials in their holdings. The survey could be of their entire holdings, a group of collections, or just a single collection. Drawing from the OCLC report, the survey should take the following steps:

- Locate computer media in any physical form.
- Record the location, inventory number, type of physical medium, and any identifying information found on labels or media such as creator, title, description of contents, and dates. If no identifying information exists, indicate this.
- Record anything that is known about the hardware, operating systems, and software used to create the files.
- Count the number of each media type, calculate the total maximum amount of data stored in each medium, and then calculate the overall total for the collection.

It is not a minimum requirement, but participants are encouraged to take the additional steps of prioritizing collections for further treatment and begin the technical steps for dealing with readable media.

Rules

- Participants must be from an institution without an electronic records program in place.
- Participants must be members of SAA, but do not need to be members of the Manuscript Repositories Section.
- Participants must let the Section know by January 15, 2013 (**deadline has been extended from December 1, 2012**), of their intent to participate.
- Participants must submit an essay describing their efforts along with a photograph of the person who conducted the survey and a photograph of the objects surveyed. Essays should be a minimum of 400 words. Essays will be posted on the Section website.

Timeline

- January 15, 2013: Deadline for pledge to participate. **Deadline has been extended from December 1, 2012.**
- May 1, 2013: Due date for essays.
- May 15, 2013: Deadline for notification of raffle winner.
- June 1, 2013: Selected entrants notified of invitation to speak at Section meeting in New Orleans.

Contact Information

Entries and questions should be addressed to Chris Burns, Chair of the Manuscript Repositories Section, at chris.burns@uvm.edu

Resources

See the Manuscript Repositories website (<http://www2.archivists.org/groups/manuscript-repositories-section>) for a survey tool and a bibliography of helpful resources.

News from Members

Michael Rumaker Papers Now Available for Research at the Thomas J. Dodd Research Center

Melissa Watterworth Batt

Archives & Special Collections at the Thomas J. Dodd Research Center, University of Connecticut

The literary manuscripts of writer Michael Rumaker, who is best known for his short stories and chronicles of the American gay experience, are now available for research at the Thomas J. Dodd Research Center. Together with the publication of new and expanded editions of several of his books in 2012, the opening of the Rumaker Papers is timed to support increasing scholarly interest in Rumaker's contributions to post-war American literature.

Born in South Philadelphia in 1932, the fourth of nine children, Michael Rumaker grew up in National Park, N.J. and attended the school of journalism at Rider College in Trenton before transferring to Black Mountain College, a small experimental arts college in the foothills of western North Carolina, in September 1952. His writing breakthrough came with "The Truck," written for the poet Charles Olson's writing class in October 1954. "After two years of confused false starts and superficial scratchings, I wrote my first real short story, although, in what was to become usual for me, I didn't know it till after the fact," he has said. He had "reached back" into his adolescence in the mid-1940s and a street gang he knew in Camden, N.J. "to get it." Olson's response was enthusiastic, and he suggested that Rumaker send the story to Robert Creeley for the *Black Mountain Review*. "After that, I went on to work with abandon and increased energy and wrote a half dozen or so additional stories in rapid succession, working consistently up to the end of the 1954 winter term and into a winter-break spent in New York City," Rumaker said. In September 1955, Rumaker graduated from Black Mountain College with an honors degree—one of only two or three students to have graduated from the college in its final years.

In addition to a prolific life of publishing in little magazines and periodicals, Michael Rumaker is the author of 12 books, including the memoirs *Black Mountain Days* and *Robert Duncan in San Francisco* and the novels *Pagan Days* and *The Butterfly*.

The Michael Rumaker Papers consist of manuscripts, letters, notebooks, audio recordings, and related personal papers from 1950 to 2010, including personal journals and family photographs. The archive, which the University of Connecticut began collecting in 1974, represents the entirety of the writer's creative output including short stories, plays, poems, essays, reviews, and memoirs. The richness of the unpublished manuscripts and personal documentation offers students and researchers ample source material for exploring Rumaker's life and literary affiliations. Charles Olson, whose papers are also held in the Dodd Research Center, is among Rumaker's correspondents, along with Robert Duncan, Robert Creeley, John Wieners, and Allen Ginsberg.

Michael Rumaker received an M.F.A. in creative writing from Columbia University in 1969 and has taught writing at the New School for Social Research, City College of New York, the State University of New York at Buffalo, and Rockland Center for the Arts. Today he lives in South Nyack, New York.

Details about the collection can be viewed online at:

<http://doddcenter.uconn.edu/asc/findaids/rumaker/MSS19970007.html>

William Pahlmann Collection Officially Opened for Research

Lynn Catanese

Hagley Museum and Library

Hagley Museum and Library is pleased to announce that the William Pahlmann Collection has been officially opened for research. In 2010, the National Historical Publications and Records Commission (NHPRC) awarded Hagley a two-year grant of \$112,000 to process the collection. Pahlmann (1900-1987) was a renowned interior designer during the twentieth century and his clients included corporations, stores, restaurants, hotels, and private homes. The collection (1927-1976) is a rich resource for research in the history of design, the business of operating a design firm, and material culture.

The Pahlmann processing project lasted for two years, beginning in October 2010. During that time project archivists processed 1,200 linear feet of correspondence, client files, sketches, financial records, and publicity materials. The collection also includes extensive samples of wall coverings, flooring, and textiles for window treatments, furniture, and carpeting. Archivists worked with researchers to provide limited access to the collection during processing.

The detailed finding aid is available at

<http://www.hagley.org/library/collections/manuscripts/pahlmannabst.html>

Hagley is very grateful to the NHPRC for providing financial support to provide access to this important collection. For more information, please contact Ask Hagley at <http://www.hagley.org/library/askhagley.html>.



Rendering for Trianon Ballroom, New York Hilton at Rockefeller Center, New York, NY, 1961
Courtesy Hagley Museum and Library

Connecticut Historical Society Completes NHPRC-Funded Backlog Project

Barbara Austen

Connecticut Historical Society

The Connecticut Historical Society (CHS) in Hartford, Connecticut, is pleased to announce the successful completion of the second two-year NHPRC-funded grant to catalog the backlog of manuscript collections. The CHS was founded in 1825 and has been collecting since 1839. The cataloging for manuscript collections was uneven at best--some collections at item level, some not at all. There were

amazing collections the public would not know about if they searched OCLC or WorldCat. It was all in our card catalog, or in previous archivists' heads.

With funding from NHPRC (National Historical Publications and Records Commission), and making careful use of MPLP (More Product Less Process), we hired a Project Archivist, Jennifer Sharp. Jennifer did the bulk of the work, assisted by the Archivist, Barbara Austen, and some dedicated volunteers. In the past two years, they were able to catalog more than 3,200 collections and items, more than meeting the stated goal of 3,024. Although measuring use of the newly cataloged collections is difficult, in at least one instance, the scholars working on the Yale Indian Papers Project discovered at least two collections they had never known existed until they were cataloged as part of this project. Two scholars funded by the New England Regional Fellowship Consortium will also have access to collections they would not have know about when they wrote their proposals more than a year ago. One of our volunteers was able to distribute and reunite the majority of 32 boxes of "miscellaneous letters" to their appropriate collections, making them miscellaneous no more. This would not have been possible before the cataloging project.

Thanks to the NHPRC, scholars and genealogists have easier access to many more collections at the Connecticut Historical Society.

Franklin Martin Papers: Archival Description Now Available!

Susan Rishworth

American College of Surgeons

After a 10-year effort, the American College of Surgeons (ACS) archivists have completed a 54-page archival description of the 95 boxes of papers of ACS founder, Franklin Martin, MD, FACS, and his wife Isabelle.

The downloadable pdf description on <http://www.facs.org/archives/> includes:

- Materials from Dr. Martin's early career, such as casebooks (1891–1917) and records of the Chicago hospitals and medical schools with which he was associated
- Martin's diaries and scrapbooks (1901–1934), which the Martins called their "Memoirs," including 10 volumes documenting his experiences as Medical Director of President Woodrow Wilson's civilian arm of the Council of National Defense
- Descriptions of Martin's correspondence and hundreds of sympathy notes from after his death

Also on the History and Archives page are links to our Digital Collections samples; all existing presidential addresses presented at the annual Clinical Congresses, including their dates and locations; Distinguished Service Award recipients; monthly highlights from the Archives featuring notable individuals or documents found in the archives; a brief history of the College, and more. Just click on "Online Resources."

We hope that after viewing the Digital Collections you will return to the History and Archives page to

complete a one-minute Web survey. Your feedback is important to us.

Contact Susan Rishworth, Archivist, at srishworth@facs.org for more information.



Franklin H. Martin in Military Uniform
Courtesy American College of Surgeons

NHPRC Grant Reveals Collections; Project Has Opened Access to Collections at Northwest Liberal-Arts Colleges, Helped Participants Advocate for Programs

Jodi Allison-Bunnell

Northwest Digital Archives at Orbis Cascade Alliance

Funded by a \$123,188 grant from the National Historical Publications and Records Commission (NHPRC), the granting arm of the National Archives and Records Administration, the Emergent Archival Programs Grant is assisting seven small liberal-arts colleges in Oregon and Washington with archival program development and exposing basic information about their collections to researchers. The project has achieved or exceeded all of its objectives.

Under the auspices of the project, participating institutions completed advocacy and program development plans with the goal of garnering long-term support. Several participating institutions have already seen an increase in resources as a result of this project. Linfield College was able to hire its first

archivist, and University of Puget Sound just completed the hiring process for its first archivist. Others have seen continuation of support or made new inroads through a newly formalized team-based approach.

Additionally, each institution has worked with a consulting archivist to complete collection surveys of approximately 5,783 linear feet of materials at all seven institutions, produce catalog records and finding aids for collections, and make those catalog records and finding aids available to researchers in library catalogs and through the NWDA database (nwda.orbiscascade.org). The consulting archivists are also working with participating institutions to effectively advocate for archival program development.

By revealing collections important to regional history held by these institutions and giving each institution a baseline of information about their holdings, the project has equalized the availability of these collections with those of other Northwest Digital Archives members. Institutions participating in the project created finding aids for 309 collections--90 more collections than they had originally promised. All project participants now have the tools they need to continue to produce standards-compliant descriptions and to make them available through the NWDA database, <http://nwda.orbiscascade.org/>. As a result of expanded availability, institutions have all reported expanded use of collections in person and online.

Institutions participating in the project are Concordia University, George Fox University, Linfield College, Pacific University, Seattle University, Seattle Pacific University, and the University of Puget Sound.

Northwest Digital Archives is a program of the Orbis Cascade Alliance, a consortium of academic libraries in Oregon and Washington. The Alliance provides the popular Summit union catalog that allows students, faculty, and staff to easily search and request library materials owned by member libraries. To provide fast, efficient delivery, the Alliance maintains a courier service providing daily pick-up and delivery of library materials at libraries in Oregon, Washington, and Idaho. The Alliance also provides cooperative purchasing opportunities for databases, electronic journals, and other digital library services. www.orbiscascade.org

For more information, contact Jodi Allison-Bunnell, Northwest Digital Archives Program Manager, Orbis Cascade Alliance, 406-829-6528, jodiab@orbiscascade.org

Ferdinand Praeger Collection of Scores available at University at Buffalo Music Library

John Bewley

Music Library, University at Buffalo

Ferdinand Praeger (1815-1891) is best known today as the author of *Wagner, As I Knew Him*, a book that stirred considerable controversy when it was published in 1892. But Praeger was also a talented pianist, pedagogue, music critic, and composer. The University at Buffalo Music Library acquired a collection of Praeger's music manuscripts in 1984 and a preliminary inventory was created in 1985, presumably based on information supplied by the vendor. The collection contains close to 500

compositions, making it the largest of three major collections of Praeger's works, the other two being the British Library and the Moldenhauer Archives at Northwestern University.

The collection has now been fully cataloged at the item level in OCLC. The cataloging has revealed many new details about the musical and extra-musical content of the collection, including an inscription by Praeger's wife, Leonie on a solo piano piece titled *Volkslied*: "The last piece written by Ferdinand Praeger after which he took to what proved to be his death bed".

The bibliographic records were harvested to form the basis for the container list in the EAD finding aid available at: <http://purl.org/net/findingaids/view?docId=ead/music/ubmu0046.xml>
Forty-nine scores have been digitized to date and the digital copies are available through links provided in the container list.

Praeger's music has been the subject of two dissertations (1969, 1978) and a master's thesis (2012) by the cataloger of the collection, Jessica Nay. She also created an exhibit about the collection, *Rediscovering Pieces of the Past: the Manuscript Scores of Ferdinand Praeger*. The summary of the exhibit is available online at:
http://libweb1.lib.buffalo.edu:8080/xtf/data/pdf/music/exhibits/ubmu_pdf_praeger2012/ubmu_pdf_praeger2012.pdf

Section Leadership

Chris Burns, Chair
Tara Laver, Vice Chair/Chair-Elect
Elizabeth Russey Roke, Immediate Past Chair
Laura Carroll, Web Liaison
Bill Landis, Council Liaison

Steering Committee Members
Melissa Watterworth Batt
Kate Colligan
Jackie Dean
Mario Ramirez
Florence Turcotte
Elizabeth Wilkinson

The deadline for the Spring Newsletter is **March 1, 2013**.