
Manuscript Repositories Newsletter

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

Fall 2013

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From the Chair

Chris Burns
University of Vermont

The fall always marks a new beginning for Sections and Roundtables in SAA. New leadership has been elected and plans for the year's work are being hatched. This year, we welcome Joe Anderson, Cheryl Oestreicher, and Laura Starratt to the Steering Committee. They will be joining returning members, Mario Ramirez, Florence Turcotte, and Kate Colligan. We say thanks and farewell to steering committee members Jackie Dean and Melissa Watterworth Batt, who provided invaluable contributions over the last couple of years. We also say farewell to Elizabeth Russey Roke, who served on the steering committee and then as vice-chair/chair/immediate past chair, moving the Section forward on some important issues. We're thrilled that Elizabeth Wilkinson is making the transition from steering committee member to vice-chair/chair-elect. Tara Laver is now chair of the Section, and is already doing some great work, leading us through the annual meeting session endorsement process and putting the pieces in place to start our Jump In, Too/Two initiative. Rounding out our team, we are glad to have Laura Carroll back as our web liaison and to be working again with Bill Landis as our Council liaison.

The steering committee is very proud of the work we have been doing the last few years, but we are also excited to improve upon that work and take on some new challenges. Last year was a productive year for the Section with the culmination of the brochure revision project and the launching of the Jump In initiative. These were group efforts and I want to again thank all of the brochure revision committee members, the steering committee of the Section, and all of the individuals who participated in the Jump In initiative. The brochures are now available through the SAA Bookstore and they look fantastic. The Jump In initiative had twenty-three participating institutions last year and culminated with an excellent panel discussion at the annual meeting, moderated by Ricky Erway from OCLC and featuring five Jump In panelists and some great audience discussion. Ricky Erway posted this [summary](#) of the panel on the OCLC Research Hanging Together blog. I also would like to call attention to a paper written by a recent UNC SILS graduate, Courtney Bailey - [Bridging the Gap: Handling Born-Digital Records in Manuscript](#)

[Repositories](#). Courtney interviewed seven Jump In participants as part of her research into institutions who were beginning to work with born-digital records.

You can also read more about last year's Jump In initiative and this year's Jump In, Too/Two in a forthcoming article in *Archival Outlook* written by Tara and myself. By no means did we feel that we had reached everyone that needed a little encouragement to take their first steps toward managing born-digital content, so we quickly decided to run the Jump In initiative again. You can find more details about the initiative elsewhere in the Newsletter and also on the Section website. We again rely on the great work done by OCLC Research with their [Demystifying Born Digital](#) reports.

If you would like to play an active role in helping the Section continue this work or begin work in a new area, do not hesitate to be in touch. We are always looking for good ideas, and we are always looking for potential leaders within the Section. I will be chairing the Nominating Committee this year and we will be looking to fill three steering committee positions as well as electing a new vice-chair/chair-elect. It's never too early to express an interest in running for one of these positions, send me an email if you are interested or have any questions about what these positions entail – chris.burns@uvm.edu. We welcome archivists that are new to the profession and we encourage self-nominations.

2013 Section Meeting Minutes

Friday, August 16, 12:30-2:30
New Orleans, La.

- I. Welcome and Introductions (Chris Burns)
- II. Reports
 - Nominating Committee (Elizabeth Russey Roke)
 - Brochure Revision project (Ellen Doon)
 - Report from Council (Bill Landis)
 - RBMS (Matthew Leo Beacom, SAA Representative, ACRL/ALA Liaison Committee)
 - OCLC Research (Ricky Erway)
- III. Section Program - Jump In Initiative
 - Introduction (Chris Burns)
 - Panel discussion
 - Ricky Erway, OCLC Research (Moderator)
 - Krystal Thomas - Strozier Library, Florida State University
 - Tim Binkley - Bridwell Library, Perkins School of Theology, Southern Methodist University
 - Pamela Nye - Director of Archives, The Westminster Schools
 - Ashley Todd-Diaz - Emporia State University
 - Gloria Gonzales - UCLA Library Special Collections
 - Question/Answer period
- IV. Breakout groups

- Jump In
- Literary Archives

I. Welcome and Introductions

Section Chair Chris Burns opened the meeting by welcoming members and introducing the 2012-2013 steering committee, including the following: Tara Laver, Vice Chair/Chair-Elect; Elizabeth Russey Roke, Immediate Past Chair; members Melissa Watterworth Batt, Kate Colligan, Jackie Dean, Mario Ramirez, Florence Turcotte, and Elizabeth Wilkinson; and Laura Carroll, Web Liaison. He recognized outgoing members Roke, Batt, Wilkinson, and Dean and thanked them for their service.

Burns gave a quick overview of the year's activities including the Jump In initiative (covered more fully below), completion of the donor brochure revision project (a joint initiative by the Electronic Records, Acquisition and Appraisal, and the Manuscript Repositories sections, which was represented on the committee by Ellen Doon, Liz Wilkinson and Jackie Doon; covered more fully below), and ongoing conversations about the role the section should play in the area of literary archives (supported by the later break-out session).

II. Reports

Nominating Committee (Elizabeth Russey Roke)

Roke thanked the slate of candidates, reported the fairly low voter turnout of 20%, and announced the new members of the steering committee: Elizabeth Wilkinson (Purdue), vice-chair, chair elect, and members R. Joe Anderson (American Institute of Physics), Cheryl Oestreicher (Boise State University), and Laura Starratt (Emory University). She concluded by encouraging everyone to run and to vote.

Brochure Revision project (Ellen Doon)

Through a joint project of the Electronic Records, Acquisition and Appraisal, and Manuscript Repositories sections and chaired by Doon, the three brochures published by SAA, "Deeds of Gift," "Donating Your Personal or Family Papers," and "Donating Your Organizational Records" were revised. The publications had been written in the 1990s and needed to be updated. The group's goals were to include language that accounted for electronic records and terminology more compliant with DACS, and to invoke a friendlier tone. The revised brochures are available in the SAA Bookstore onsite and by order. A Spanish version will be published later this year. Doon thanked the committee.

Report from Council (Bill Landis)

Landis focused on two main points:

1. Council is in the process of writing a charge for a new standing committee on advocacy and public policy. The new group will have a broader scope than the current Government Affairs Working Group. Council has high expectations of the committee because advocacy is a focus of the strategic plan. Look for a call for volunteers in September or October.
2. Council is also in the process of finalizing a draft of a strategic plan for the organization. It will include action items to be worked on by SAA and the component groups (committees, sections, roundtables, etc.). In general Council is looking for component groups to become more active. It will be finalized after the comment period, which is in process. In relation to the strategic plan, Landis encouraged the section to think about what action items dovetail with the section's

interests and to consider what the section can do. In addition, he asked that we let him know if we have ideas not reflected in the plan.

He concluded by complimenting the section for initiating the Jump In initiative, especially Chair Chris Burns for his leadership. Landis has used it as an example in Council of what component groups can do to meet the needs of members. He encouraged the section to think about how to work with other groups to continue and expand the project.

RBMS (Matthew Beacom, SAA Representative to the ACRL/ALA Liaison Committee)

- Reported that SAA Council has formally endorsed the [ACRL/RBMS guidelines](#) for interlibrary loan of special collections materials.
- The [RBMS Joint Taskforce on Metrics and Assessment](#) has sent its recommendations to SAA Council.
- The “Descriptive Cataloging of Rare Materials” (DCRM) suite will be available for free online once finalized. A draft has been completed and there will be a hearing at ALA Mid-winter to provide feedback.
- SAA has representation on ALA’s Committee on Cataloging: Description and Access, the group that authored and maintains RDA.
- The 2014 RBMS Preconference will be in Las Vegas, June 24-27. The program’s focus will be on the obligation of collecting institutions when documenting living cultures, metadata, the impact of RDA, engagement with linked data, mentoring, and integrating primary sources in education.

OCLC Research (Ricky Erway)

Current projects include ArchiveGrid, interlibrary loan and special collections, building links with Wikipedia, updating the 2010 survey of Special Collections, [Taking Our Pulse: The OCLC Research Survey of Special Collections](#), in relation to a similar survey done in the UK and Ireland, linked data, and demystifying born digital records. In the latter category, a new report [Walk This Way: Detailed Steps for Transferring Born-Digital Content from Media You Can Read In-house](#) is now available. It is a follow up to the 2012 report [You've Got to Walk Before You Can Run: First Steps for Managing Born-Digital Content Received on Physical Media](#), which figured prominently in the section’s Jump In initiative.

III. Section Program

Burns introduced the program with a brief overview of the Jump In Project. He reminded members that we had lightning rounds last year during the section meeting on acquisition and appraisal of electronic records, and that the 2012 meeting roughly coincided with the publication of Ricky Erway’s “You’ve Got to Walk Before You Can Run: First Steps for Managing Born-Digital Content Received on Physical Media.” “Jump In” invited archivists to use Erway’s report as a guide to survey a collection or collections in their repositories for computer media and submit a short report about their results. Twenty-three repositories ultimately participated, including colleges and universities of all sizes and types, religious and corporate archives, a presidential library, and an archive at a

private K-12 school. Their reports are available on the section website at <http://www2.archivists.org/groups/manuscript-repositories-section/jump-in-initiative-2013-results>.

The Jump In project aimed to provide incentive for archivists to begin to take first steps to deal with digital content in their collections, and it did this through offering a raffle for free registration for a DAS course and SAA publications. He thanked Nancy Beaumont, Bill Landis, Carlos Salgado, Rene Mueller, and Teresa Brinati for their assistance in securing those prizes and helping with publicity. Through Jump In, we also sought to build a community of those just starting the process. To that end, we started a list-serve for those who participated and are having this panel here today to provide a forum for discussion and feedback. To make it fun, at the meeting this year we are offering badge ribbons, gummy frog candy, and frog-themed Mardi Gras beads. He then called on participants to stand up and be recognized and be presented with their beads, while Van Halen's "Jump" played in the background.

Burns then introduced Ricky Erway, moderator of the panel, and the panelists (listed above). Their presentations were followed by an active question and answer session. Some discussion continued in a breakout session focused on the topic. Attendees also had the option of participating in a breakout group on literary manuscripts.

Attendance: approximately 80.

Submitted by Tara Laver

Section News

Jump In, Too/Two

As has been described elsewhere in the newsletter, last year the steering committee of the Society of American Archivists' Manuscript Repositories Section introduced the Jump In initiative. The response to and interest in the project was so positive that we have decided to organize a second round of the initiative. If you thought about participating in the previous round but the timing wasn't right, now is your chance to make good on your best intentions!

In the first go-round we invited archivists to use the 2012 OCLC 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](#)" as a guide to survey a collection or collections in their repositories for computer media and submit a short report about their results. Those taking part had the chance to win free tuition for a one-day SAA Digital Archives Specialist (DAS) course. Twenty-three repositories ultimately participated ([see results](#)), and five speakers selected from that group presented an informative, interactive, and well-attended session moderated by Erway at the section meeting in New Orleans.

The terms and requirements are much the same in this iteration. Pledging to participate and submitting your survey and 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), provided again with the generous support of SAA and Nancy Beaumont. Selected contributors will also be invited to present their experiences in a lightning-round format panel at the Section's business meeting at the 2014 annual meeting in

Washington D.C. Those who pledge to complete the project will have access to a list-serv of others participating for additional support.

Participants should focus on surveying materials in their holdings. The assessment may be of 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.

The completed survey should accompany an essay about the overall efforts and findings. Essays must be a minimum of 400 words. To assist in writing the reports, consider including the following elements:

- Brief description of how you addressed digital content before this project
- What you chose to survey and why you chose it
- Who was involved with conducting the survey of the materials
- Brief description of the survey process and how long it took
- Overall picture of what you found (formats, number and storage capacity, date range of digital content, state of labels and identification, etc.)
- Challenges encountered and other surprises
- Potential next steps and your take away from the project

(Please note these are simply suggestions and guidelines, not required elements of the essay.)

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. The follow-up publication from OCLC "[Walk This Way: Detailed Steps for Transferring Born-Digital Content from Media You Can Read In-House](#)," co-authored by Julianna Barrera-Gomez and Ricky Erway (2013), provides useful guidance for these next steps.

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, 2014, of their intent to participate.
- Participants must submit an essay describing their efforts, their completed survey, and photographs of both the person who conducted the survey and the objects surveyed. Essays should be a minimum of 400 words and will be posted on the Section website.

Timeline

January 15, 2014: Deadline for pledge to participate.

May 1, 2014: Due date for essays.

May 15, 2014: Deadline for notification of raffle winner.

June 1, 2014: Selected entrants notified of invitation to speak at Section meeting in Washington D.C.

Contact Information

Entries and questions should be addressed to Tara Laver, Chair of the Manuscript Repositories Section, at tzachar@lsu.edu.

News from Members

Schlesinger Library Provides “Maximum Access” with Backlog Project

Anne Engelhart

Schlesinger Library, Radcliffe Institute

The Schlesinger Library at the Radcliffe Institute for Advanced Study (RIAS), Harvard University, announces the completion of a five-year project to address its backlog of uncataloged print, manuscript, and audiovisual material.

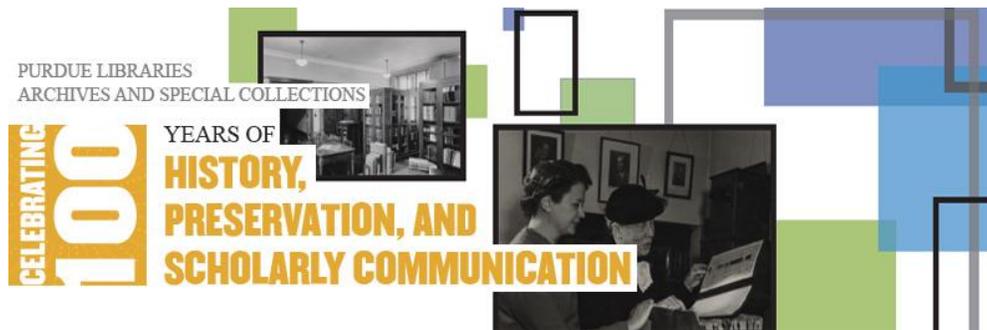
Part of the Library’s five-year strategic plan set forth in January 2007, this initiative was funded by RIAS and resulted in the cataloging of the entire print backlog (12,813 titles in addition to 17,675 volumes currently received), in the processing of 207 manuscript collections (6412.49 linear ft., or 80% of the manuscript backlog), and in the processing of 8479 unpublished audiovisual items (or 60% of the audiovisual backlog).

Unexpected discoveries include a videotape of the last concert of the Chicago Women’s Liberation Rock Band in the early 1970s; a 1778 manumission of a female slave named Elizabeth; and spirit writings in chalk dating from spiritualist meetings in the early 20th century.

Among the collections now available to research are the records of a number of national organizations: Lamaze, National Abortion Rights Action League, Legal Momentum, and Concerned United Birthparents, as well those with a more local focus: Fishermen’s Wives of Gloucester (Mass.) Association, Harvard Union of Clerical and Technical Workers, Mautner Project for Lesbians with Cancer, and Silent Spring Institute. Other manuscript collections document the lives of transgender individuals (International Foundation for Gender Education, Mark Ethan Smith, and J. Ari Kane-Demaios) as well as women who were active in the Republican Party (Anna Chennault, Mary Dent Crisp, and Mildred Jefferson). Also included in the project are the papers of National Organization for Women activists Toni Carabillo, Judith Meuli, and Patricia Ireland; lawyers Florynce Kennedy and Catharine MacKinnon; singer Holly Near; writers Barbara Ehrenreich and Ellen Willis; advocate for the poor Kip Tiernan; and sex educator Shere Hite. For a complete list of newly available manuscript collections, see <http://guides.library.harvard.edu/MaximumAccess>.

Newly cataloged print material includes monographs and serials issued by Radcliffe College; Radcliffe College undergraduate theses; the Sontheimer Foundation culinary collection; much of the Sophie D. Coe collection including community cookbooks issued by small groups or organizations usually in order to raise funds; foreign language material; and large numbers of grey literature (those more ephemeral items typically not issued by commercial publishers), documenting 20th century women’s history.

Newly described audiovisual collections include those of writers June Jordan and Eve Merriam; Julia Child; feminists Alix Dobkin and Andrea Dworkin; outtakes from *The Life and Times of Rosie the Riveter*; and recordings from the National Women’s Political Caucus, the Boston Women’s Health Book Collective, and Boston Women’s Community Radio.



Exhibition Commemorates Centennial of Purdue Libraries, Archives, and Special Collections

David M. Hovde

*The Virginia Kelly Karnes Archives and Special Collections Research Center
Purdue University Libraries*

On June 10, 1913 Purdue University dedicated its first free standing library. William Hepburn, the librarian at that time, had advocated the construction of a modern academic library for a number of years. The library was designed by Patton & Miller, a Chicago based firm famous for being the most prolific designer of Carnegie libraries.

The new library had all the features of a modern academic library designed to fulfill Hepburn's student centered approach, faculty research, and community outreach. During Hepburn's remarks on that day he spoke of the value of the library and asked all the alumni present to send any work of historical interest they might compile, or publications they might write, as it is the purpose, as far as possible, to have a historical museum, keeping all records of the university for the future historian of Purdue. Now the University had a facility that could support the development of archives and special collections. With that statement by William Hepburn the ground work was laid for what would eventually become known as the Purdue University Library Archives and Special Collections Division.

The Purdue Libraries is celebrating this centennial with an exhibit that chronicles the development of special collections. Entitled "Purdue Libraries Archives and Special Collections: Celebrating 100 Years of History, Preservation, and Scholarly Communication," the display begins with examples of the early acquisitions, covers some of the major collections, a display of the current collecting priorities, and ends with a video describing current web archiving activities and the need to preserve born digital materials. The exhibit highlights some of the [rare book collections](#) such as the Charles Major Collection, the Bruce Rogers Collection, and the Goss Library of the History of Engineering. Publications that resulted from scholars using the collections, and a history of the means of accessing the collections beginning with catalog cards in "library hand" and printed finding aids transitioning into online records are also featured.

The display covers both material visitors might expect to see as well as material rarely seen. Items include a glove worn by Eugene Cernan on the moon during the Apollo 17 mission, Neil Armstrong's Apollo 11 Lunar Excursion Module ascent card and class notes from his days as a Purdue student, Amelia Earhart's flight helmet, and material from the Frank and Lillian Gilbreth, George Ade, and John T. McCutcheon collections.

Other material includes Jimmy Johnson's photo album. Johnson was one of America's first test pilots and trained many of the American pilots who fought over France in World War I. Additional items on display include letters from U.S. presidents Theodore Roosevelt and Richard Nixon, a Bible passed down for one hundred years to all of the University's deans of women students, various laboratory and class notebooks, and an example of a student's scrapbook. The display will be available for viewing through the end of December 2013.

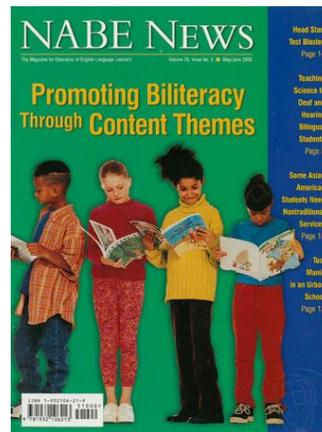
UTSA Libraries Receives Gift of National Association for Bilingual Education Records

From news release

The University of Texas at San Antonio Libraries

The National Association for Bilingual Education's history now can be found where it was partially rooted. Dr. Albar A. Peña, the first director of the Department of Bicultural-Bilingual Studies at The University of Texas at San Antonio, helped start the association and became its first president in 1975. Now, nearly four decades later, the association's records are being preserved at the university.

NABE recently donated 61 boxes of correspondence, administrative files, legislative lobbying documents, audio-visual materials, photographs and conference records. The association is an advocate for bilingual and English language learners, and cultivates a multilingual, multicultural society by supporting and promoting policy, programs, pedagogy, research and professional development. The collection constitutes 43 years of history that represent the work many individuals have carried out to advance bilingual education in the U.S., said Rossana Ramirez Boyd, Ph.D., immediate past president and current member of NABE.



“We are pleased to know the UTSA Libraries will make the information available to the public,” she said in a statement. “This is particularly important to the new generation of scholars and policy makers who have been searching for NABE’s history to write their thesis, dissertations and articles on bilingual education.”

Belinda Bustos Flores, Ph.D., chair and professor for UTSA’s Department of Bicultural-Bilingual Studies, said when Boyd contacted her she wanted to do everything possible to make sure the materials were housed at UTSA.

“When I heard about the possibility, I thought it has to be here,” she said. “There are historical roots and reasons for UTSA having the NABE archives. Dr. Albar Peña had a long history of advocacy and vision. ... When I was approached, I said, ‘Yes, we can do it.’”

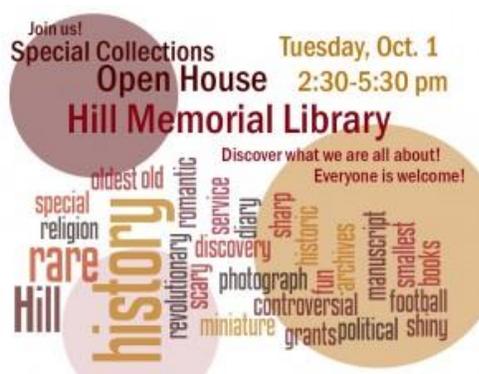
Flores said she knew the university had the capacity to preserve the materials. She added that there were people who had a vested interest in bringing the association’s history back to where it started. “I knew that UTSA wanted to capture some of its history,” she said. “What a better way to capture its history and legacy than by bringing the NABE archives here.”

After many conversations between Flores, UTSA Libraries Dean Krisellen Maloney, then Head of Special Collections Mark Shelstad and NABE's executive board, the association voted to donate the materials. Shelstad said NABE was looking for a location with a reputation of strong collections, and services that included organizing and making the collection available for research while providing onsite and remote reference services. The collection is available [online](#) or by request to students, policy analysts, teachers and others who are interested in the instruction and legislative efforts around bilingual education.

For more information, contact Anne Peters, Director of Library Communications, UTSA Libraries, anne.peters@utsa.edu.

LSU Libraries Special Collections Marks Archives Month with Open House

Jessica Lacher-Feldman and Tara Laver
Louisiana State University



In honor of 2013 Archives Month, the LSU Libraries Special Collections hosted an open house event on October 1. The event provided an opportunity for students, faculty, staff, and the general public to stop by and visit the Hill Memorial Library, meet the faculty, staff and students who work here, and learn more about what goes on behind the scenes and what the repository holds.

Spread out over the two public floors of the library, the open house featured demonstrations of some of the work we do, including minor conservation work such as making enclosures; processing and cataloging archival collections and published materials; digitizing and microfilming efforts including a National Digital Newspaper Project grant to digitize newspapers from microfilm and a collaborative NEH grant to digitize materials relating to Louisiana's free people of color; as well as information about and the demonstration of projects from the T. Harry Williams Center for Oral History and the *Civil War Book Review*, both of which also fall under Special Collections.

In addition, we showcased some of our favorite things from the collections, allowing visitors to see rare and unique items, and to talk with curators and other staff about our holdings and how the materials at Hill can help further research and scholarship at every level. The event provided an opportunity to share some of the 'special collections superlatives' such as our oldest, smallest, largest, and most intriguing items. Though the items shown gave just a small sampling of what is available to all in Special Collections, it was a fun way to show off some select interesting rare and unique materials.

A central focus of the open house was to get the word out to students that they can use Special Collections, as recently-appointed Head of Special Collections, Jessica Lacher-Feldman emphasized in a new release about the event. "Special Collections is open to *all* — all of the time. This library is here for everyone, and we welcome everyone to come and take advantage of the infinite resources available in Hill. We thought that this Open House would be a good way to share some interesting things about the collections and the work that we do in a new way," she said. "I see this as a unique opportunity to engage users and potential users in a casual way. I feel it's important to know that you don't always need a reason or need to see something specific to visit special collections. Come in, look around, and talk to us. I am looking forward to meeting new people from across campus during the Open House, and

hope it will spark further interest in using the collections for research, projects, and in creative and new ways. Come in to see what's *special* about Special Collections. The answer, in a nutshell, is *everything!*"

Section Leadership

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

Steering Committee Members

Joe Anderson
Kate Colligan
Cheryl Oestreicher
Mario Ramirez
Laura Starratt
Florence Turcotte

The deadline for the Spring Newsletter is **March 1, 2014**.