
Manuscript Repositories Newsletter

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

AUTUMN 2015

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FROM THE CHAIR

*Elizabeth Wilkinson, Immediate Past Chair
Georgetown University*

Welcome to autumn and the changing leaves. The changing of the leaves coincides with the changing of the Section leadership. This year we welcome Elisa Ho, Sean Benjamin, and Alison Clemens to the Steering Committee. They will be joining returning members Ashley Todd-Diaz, Jennifer Cole, and Elizabeth Novara. We also welcome back Jackie Dean as our Vice-Chair / Chair-Elect. We say goodbye and thank you for your service to outgoing Steering Committee members Joe Anderson, Cheryl Oestreicher, and Laura Starratt. We also say farewell with much gratitude to Tara Laver who most recently served as Vice-Chair/Chair/Immediate Past Chair, head of the Nominating Committee, and leader of *Jump In 2*. We also say thank you and farewell to Laura Carroll who has been our Web Liaison for several years. After much discussion by the Steering Committee it was decided that the Section no longer needs to have a web liaison. Anke Voss is now Chair of the Section and is already working on new initiatives.

The coming year will bring new objectives and challenges for us. We have enjoyed three wonderful years of *Jumping In*, but the Steering Committee feels it is time for us to move on and tackle new goals. We listened to the feedback we received from the spring section survey and also found inspiration from Sarah Bost's presentation at our section meeting and hope to pursue more teaching with primary sources opportunities. We also plan to pick up where we left off last year and pursue resources and training in reading/teaching cursive handwriting to patrons.

Please feel free to contact the Steering Committee if you have an interest or ideas in either of these two areas. We are always looking for good ideas and people to pitch in on new initiatives.

I will be serving as the chair of the Nominating Committee next year. We will be in need of three Steering Committee members and a new Vice-Chair/Chair-Elect. This is your opportunity to take a more active role in the Section and help shape our future.

Please feel free to contact me (ew543@georgetown.edu) to submit your name or ask any questions about the process or the activities of the Steering Committee. We welcome and encourage self-nominations. Please join in!

SECTION ANNUAL MEETING MINUTES

*Friday, August 21, 2015
Cleveland, Ohio*

Number of attendees: approximately 70

I. WELCOME

Section chair Elizabeth Wilkinson welcomed everyone and introduced the section leadership: Vice-Chair/Chair-Elect Anke Voss; Steering Committee Members Joseph Anderson, Jennifer Cole, Elizabeth Novara, Cheryl Oestreicher, Laura Starratt, and Ashley Todd-Diaz; Immediate Past Chair Tara Laver; and Web Liaison Laura Carroll. Wilkinson acknowledged those rotating off: Anderson, Oestreicher, Starratt, and Laver.

II. NOMINATIONS

Laver gave a report of the Nominations and Elections Committee. The election was held online and conducted by SAA. New officers are Vice-Chair/Chair-Elect Jackie Dean (UNC-Chapel Hill) and Steering Committee Members Sean Benjamin (Tulane), Alison Clemens (Yale), and Elisa Ho (Jacob Rader Marcus Center of American Jewish Archives in Cincinnati). Continuing are Anke Voss, Jennifer Cole, Elizabeth Novara, and Ashley Todd-Diaz. Laver thanked Cole, Novara, and Todd-Diaz for their service on the committee.

III. REPORT FROM COUNCIL (Amy Cooper Cary for Council Liaison Jim Roth) Sections and Roundtables

The Council-appointed Task Force on Member Affinity Groups has made the following recommendations, and members and affected groups are encouraged to provide comments by September 1.

Affinity Groups

Remove the distinction between sections and roundtables. All sections and roundtables would maintain their identity and come under the broader term “affinity groups.” One result of this change is that a members will be able to join as many affinity groups as opposed to the previous two section limit. The group’s status in the organization and established modes of communicating needs and concerns to Council and working within the organization would not change. Non-members will not be able to join. Affinity Groups would be required to have as members at least 4% of the total membership of SAA (currently 6,201) and would have two years to reach that threshold if they are shy of it now. The Council would refine this threshold membership level as needed in the future. Affinity groups that cannot meet the threshold would be permitted to continue as Virtual Community Groups.

Virtual Community Groups

Would be created as a means of lowering the barriers to participation and involvement in networks of shared professional interest. Non SAA members would be allowed to participate. These groups would receive SAA technology support but not be allocated space at annual meetings or be required to submit annual reports or have bylaws. Minimum requirement of 50 SAA members to form a Virtual Community, and if it meets the 4% membership requirement may petition to become an Affinity Group. (Additional information available at <http://www2.archivists.org/news/2015/council-seeks-comment-on-proposed-changes-in-member-affinity-groups>).

Council Policy on Advocacy Statements

Council has approved a statement drafted by the Executive Committee about when SAA will put out Advocacy Statements, the gist of which is that since the organization as a whole does not have the resources or knowledge of a consensus to comment or act on every social issue that emerges SAA will take a position, make a statement, or take other action only on issues that are related directly to archives and archival functions.

Arrangement and Description Certificate

Council approved the adoption of an Arrangement and Description Curriculum and Certificate that is based on the Digital Archives Curriculum and Certificate program. That will be coming online soon.

Archives and Archivists List-serv

Look for the release of new terms of participation.

Standards Subcommittees Combined

The Technical Subcommittee on Encoded Archival Description (TS-EAD), the Technical Subcommittee on Encoded Archival Context-Corporate Bodies, Persons, and Families (TS-EAC-CPF), and the Schema Development Team (SDT) have been combined into one group, the Technical Subcommittee on Encoded Archival Standards.

Proposed Dues Increase

Council discussed the briefing paper on a proposed dues increase of 3% over three years. The increase would allow SAA to grow in support of the organization's technology infrastructure, like a content management system for education offerings and advocacy activities. There will be discussion at the business meeting on August 22 and a referendum in the fall in which the entire membership will be able to participate.

IV. REPORTS FROM AFFILIATED GROUPS**National Historical Publications and Records Commission (Kathleen Williams)**

- NHPRC is drafting a new strategic plan so be on the lookout for that and the opportunity to comment.
- In terms of annual funding, it seems disbanding NHPRC is no longer a possibility.

OCLC Research (Jackie Dooley)

- *ArchiveGrid*: working on refining ways to determine relevant results and have added a contributor's page. They are also doing an experiment with linked data for named entities in *ArchiveGrid*. Jackie is looking at field occurrences in 4 million MARC records to review commonly accepted ideas about how we describe materials, which she expects to debunk.
- Open Finding Aids: Merrilee Proffitt is leading an effort to establish recommendations that will result in promoting a culture of sharing finding aid metadata that would allow the use and re-use of that metadata by patrons, consortia, aggregators, etc. See <http://www.oclc.org/research/themes/research-collections/finding-aid-metadata.html> for additional information.
- *Wikipedia*: Merrilee Proffitt is also looking at developing better relationships between *Wikipedia* and cultural heritage institutions, to allow archivists to add links to from *Wikipedia* articles to their relevant collections.

V. PROGRAM

The program was a combination of reports from the third go-round of the section's "Jump In" initiative and topics identified via an online survey of the membership.

"Jump In/Third Time's a Charm"

- Wilkinson reported that eleven institutions had participated in this year's effort to encourage members to begin dealing with born-digital records in their repositories by making survey of such materials in a collection or collections and submitting a short report about their results. Wilkinson recognized those institutions by name and those in attendance received initiative-themed buttons. Incentives to participate included a raffle for a scholarship to attend a DAS workshop and for SAA publications. Wilkinson announced the recipients: Sarah

Pinkard (SUNY Buffalo, scholarship) and Lynn Moulton (Northern Kentucky University), Samantha Crips (Augustana College), and Adrienne Pruitt (Boston College, now at Tufts).

- A panel discussion by the following participants was followed by Q & A:
 - Kimberly Anderson, Iowa State University (III)
 - Samantha Crisp, Augustana College (III)
 - Aly Jabrocki, Colorado State Archives (III)
 - Kristen Yarmey (Jump In Two/Too), University of Scranton (II)
 - Melanie Wisner, Harvard (I)

SUBJECT PRESENTATIONS

- Herbert Hartsook, South Carolina Political Collections, University of South Carolina, "Fund Raising with a Development Officer"
- Sarah J. Bost, Center for Arkansas History and Culture, University of Arkansas-Little Rock, "A Learning Pass to the Past: Introducing Archives to Middle School Students."

*Submitted by Tara Laver
Louisiana State University*

SECTION STEERING COMMITTEE MEETING MINUTES

*August 21, 2015
Cleveland Ohio*

Minutes: Elizabeth Wilkinson

Present: Elisa Ho, Jennifer Cole, Ashley Todd-Diaz, Elizabeth Wilkinson

Present via Skype: Jackie Dean, Sean Benjamin

Absent: Anke Voss, Elizabeth Novara, Alison Clemens

Call to Order

Elizabeth called the meeting to order and everyone introduced themselves. It was noted that Tara Laver took notes during the Section meeting and would be sharing them at a later date.

We began a discussion of how we thought the section meeting went and touched on the areas listed in point #1.

1. Jump In

- Discussion and evaluation of the 2015 Section meeting

- Brainstorming for 2016 meeting
- Goals and projects for 2015-2016

EW: Before I arrived at the steering committee meeting I had a brief discussion with Chris Burns and Tara Laver regarding their thoughts on continuing with the *Jump In* initiative. Both felt it had run its course, perhaps could be handed off to the Electronic Records section. Tara and Chris both mentioned how we had previously discussed looking at next steps in implementation of born digital programs. If there would be a Jump in 4 Tara suggested "Jump fourth my love" and Chris suggested "may the fourth be with you."

Those who were able to attend in person commiserated on the extremely low turnout to our section meeting (only about 77 people). We noted how there was only 30 minutes set aside for lunch, and even though box lunches were provided, it was such a lovely day it was easy to see why many people would leave for lunch and not return. Lunch locations were not nearby.

As a group we discussed the next to last speaker, Sarah J. Bost, *A Learning Pass to the Past: Introducing Archives to Middle School Students*, and that we could perhaps partner with the RAO's section standing committee Teaching with Primary Sources (TPS) to have a panel discussion/presentations on templates for teaching with primary sources at various grade levels.

Because there is a proposed change to the affinity groups we discussed what our purpose was at the conference each year. How could we remain relevant? Is there conference fatigue? We all noted that although there were plenty of sessions to choose from, perhaps there were too many choices and the schedule was becoming too packed? Hence the reason for only a 30 minute lunch/break on Friday. We considered talking to other section/roundtable leadership to get their thoughts.

We talked about having another survey and tweaking the language after the decision on the affinity groups is made. Perhaps moving away from the perspective of section meeting topics to general questions about the problems they are facing at work that they would want more information about. A question was posed to the Jump In panelists asking about how it has been (easy vs. difficult) working with their IT departments to get born digital preservation up and running. Perhaps a section meeting panel on how to talk with your IT department bringing in archivists and a rep from their IT department and how they have worked together. Considered exploring who would be local at next SAA and could easily be tapped (Emory, etc.) Also considered the topic of how do you talk with Lib administrators about your born digital needs and how those conversations have gone-tips, etc.

Jackie spoke about building on story telling, and building on the partnership theme

We also talked about handwriting and how we did not move forward on this proposed project last year. We thought this might be a good project to team up with RAO-TPS group on some possible resource creation.

2. *Office Hours at the 2016 Expo Hall? What would we want to do/have?*

We felt that we should ask Nancy if other sections or roundtables usually held office hours and if so, how were they using the time? What were they getting out of it? We thought we should have something to offer before we held office hours again.

3. *Section Bylaws & Procedures*

Web Liaison role

We agreed that if it is as simple to access and update the microsite as Laura explained, then we could eliminate the web liaison position and spread out the work amongst the Steering Committee Members.

Virtual Attendance

We agreed that virtual attendance to the Steering Committee meetings at SAA should be considered. We need to look at the by-laws and see if we need to officially put it to a section member vote to change the by-laws or if could just update them. Elizabeth mentioned that in the by-laws the incoming chair is designated to take notes at the section meeting and that would be difficult to accomplish virtually -- unless we change that rule.

Newsletter Format and Workflow

Since Jackie will be taking over the newsletter duties (with the spring 2016 issue) she will perform a scan of what the other sections and roundtables are doing and report back in November so that we can discuss possible changes and next steps.

New Business

We agreed that we would like to have a few virtual meetings over the course of the next year and that we should explore using *Google* Hangouts since we had trouble with *Skype*.

*Submitted by Elizabeth Wilkinson, Immediate Past Chair
Georgetown University*

NEWS FROM MEMBERS

Improving Access

Linda Hocking, Curator of Library & Archives
Litchfield Historical Society

The Institute of Museum and Library Services awarded a grant of \$24,750 to [the Litchfield Historical Society's](#) Helga J. Ingraham Memorial Library for a one-year project, Improving Access: *CollectionSpace* and *ArchivesSpace*. The project team will create a user-friendly public interface that will provide patrons with a single search portal for the Society's instances of *CollectionSpace* and *ArchivesSpace*.



Portrait Miniature - Col. Benjamin Tallmadge (1754-1835)

Currently, users who want to read Benjamin Tallmadge's papers and view portraits of him have to search in several places. Upon the completion of this project, users will be able to retrieve his pantaloons and his letter written in cipher in one fell swoop. In addition, they will be able to "tag" his powdered hair or his Sons of the Revolution medal using a new social tagging feature. Finally, rather than seeing the archivist's biography of him in one place, and the curator's in another, the project team will create a single source authority file that both databases will draw from. Users will see only one biographical note, minimizing confusion and maximizing staff time. Contact Linda Hocking, Curator of Library & Archives, with questions or comments lhocking@litchfieldhistoricalsociety.org 860.567.4501.

China Photograph & Negative Collection

Clay Stalls, Manuscripts Curator

Loyola Marymount University

The Department of Archives and Special Collections, of the William H. Hannon Library, Loyola Marymount University, Los Angeles, California, houses a historically important collection documenting Shanghai, China, during the war years from 1937 through 1949. This is the Werner von Boltensern Shanghai Photograph and Negative Collection (050), which consists of 621 negatives and 166 photographs. The format of the negatives includes gelatin dry plate, cellulose nitrate, cellulose acetate, sheet film, and roll film ranging from 35mm to 3.5 inches x 4.25 inches. All prints are black and white and from the negatives, and no larger than 4 inches x 5 inches. A world traveler and professional photographer, the Berlin-born von Boltensern (1904-1978) lived in Shanghai during these twelve years and made his living by photography. The result was this collection that he donated to Loyola most likely in 1967.

Shanghai Jewish Soccer Club, ca. 1939

Of great historical value in the collection is the large run of negatives and photographs -- almost half of the collection (435) -- that document the 17,000 member strong Shanghai community of European Jewish refugees from the Holocaust. Home to Sephardic Jews since the nineteenth century, and to Ashkenazi Jews after the Russian Revolution, Shanghai made a logical landing point for German and Austrian Jews fleeing the persecution of Nazi Germany in the



1930s, since no visas were required for admittance. Most Jews settled in the Hongkew area of the legally-autonomous International Settlement, which the Japanese military seized after Japan went to war with the United States in 1941. Japanese authorities considered the foreign Jews of Shanghai stateless, and in 1943, for reasons of security, forced them into an area of the International Settlement that became their ghetto. Mobility and economic life were restricted there — "shond khay" (a shame of a life) was the Yiddish phrase characterizing life in the Shanghai Ghetto under the Japanese. The images in the collection comprehensively cover life in the Shanghai Jewish community; they range from social life, to education, to business, to religion, to health. Specific images, for example, portray schoolchildren, soccer clubs, newlyweds, businesses, and cabarets. As historian Michael Berkovitz has observed, such images reveal the sympathetic view of Shanghai Jews that von Boltensern, the photographer, held.



Tabarin Nightclub, ca. 1939



Chinese Identity Card of Ernst Bienenfeld

The large number of photographs of official documents of Jews in Shanghai stands as noteworthy. These documents include, but are not limited to, medical degrees granted by European universities, birth certificates, marriage certificates, and personal identification cards. Ominously, the “Eighth Decree to the Reich Citizenship Law” is also among these documents. The Nazi government issued the “Eighth Decree” in 1939 to end Jewish participation in the professions, which was a deadly step on the way to the Final Solution. In short, the images of LMU’s Shanghai collection provide invaluable evidence for the history of Jews during the Holocaust.

The Chinese of Shanghai also constitute part of the collection. Images of Chinese life range from funerals, to glassblowing, to a school sports meet. Besides Jewish refugees, other foreign nationalities and their institutions, e.g., French schools, and Japanese soldiers and families, have a presence in the collection. The latter examples evidence how the collection documents the Japanese military occupation of Shanghai and consequently the city’s history during the Second Sino-Japanese War and World War II.

The Digital Library Program of the Hannon Library has digitized the collection; the landing page can be found [here](#). Digital Scholarship Librarian Melanie Hubbard, who is responsible for the project, started a [crowdsourcing project](#) for the collection, which has paid off. Scholars and staff from the University of London, the University of Wyoming, and the World Jewish Congress; former Jewish residents of Shanghai; and individuals related to former Shanghai Jews have reached out to Librarian Hubbard. In addition, [Asian Jewish Life](#) featured the collection in its June 2015 issue. In short, the digitization of the Shanghai photographs and negatives has resulted in what archivists hope for our on-line collections: successful outreach to, and use by, researchers outside the reading room.

Blackwell Family Papers Digitization Project*Jenny Gotwals, Lead Archivist**Schlesinger Library – Radcliffe Institute for Advanced Study**Harvard University*

The Schlesinger Library on the History of Women in America is pleased to announce the complete digitization of our collections of Blackwell family papers. The approximately 120,000 pages document the historic Blackwell family and their involvement in United States women's suffrage, abolition, prohibition, health care, and education reform movements in the 19th and 20th centuries. Blackwell family members include Elizabeth Blackwell (1821–1910), the first woman to obtain a medical degree in the United States; her sister Emily (1826–1910), also an early woman doctor and instrumental in promoting medical education for women; Henry Browne Blackwell (1825–1909), his wife Lucy Stone (1818–1893), and their daughter Alice Stone Blackwell (1857–1950), all known for their leading roles in the abolition, woman's suffrage, and prohibition movements; and Antoinette Brown Blackwell (1825–1921), the first woman ordained as a minister in the United States and an active social reform lecturer. The Blackwell family Papers offer researchers access to five generations of family diaries, correspondence, sermons, lectures, orations and political speeches.

The digitized material is linked directly from traditional collection finding aids. In addition, the Schlesinger Library has developed a web platform to deliver item-level access to the material, and to allow for advanced search and display capabilities.

<http://schlesinger.radcliffe.harvard.edu/onlinecollections/blackwell/>

Group portrait of members of the Blackwell family on a dwelling porch. (1902 Dec). Blackwell family. Papers of the Blackwell family, 1831-1981 [MC 411]



This platform is based on the Harvard Law School Library's "SuiteSpot" system. The two-year project was made possible by a grant from National Historic Publications and Records Commission (NHPRC). For more information about the project, the collection, and links to the documents please see: <http://www.radcliffe.harvard.edu/schlesinger-library/collection/blackwell-family>

Native American Culture and Landscapes

Samantha Crisp, Special Collections Librarian

Augustana College

The Special Collections department of the Thomas Tredway Library, Augustana College, Rock Island, Ill., has received a \$3,094 grant to digitize materials from the John Henry Hauberg papers. This grant was awarded by the Illinois State Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration.



Image 27.I-ME.gp.1.13: John J. Mitchell of the Meskwaki Nation (Tama, IA) at the Ft. Armstrong Centennial, 1916.

Image 27.I-ME.gp.1.36: A young girl hides behind a tree at the Meskwaki Settlement (Tama, IA), 1915.

John Henry Hauberg (1869-1955) dedicated much of his life to researching and photographing topics of historical interest to the Midwest region. The hallmark of Hauberg's collection is his photography, which includes approximately 8,000 glass plate images. This project will target 1,500 of the most historically significant glass plate images related to Native American culture and landscapes (primarily focusing on local Sauk/Fox/Meskwaki tribes), Quad Cities scenes, the Rock Island Arsenal, Black Hawk State Historic Site, and the Denkmann-Hauberg West End Settlement in Rock Island. Many of these photographs are entirely unprecedented in the historical record.

A New Phase in User Access

Jennifer M. Cole, Associate Curator of Special Collections
 The Filson Historical Society

The Filson is excited to announce the launch of a new phase in user access to our collections. The Filson’s card catalog has long been the best point of access to our manuscript collections, providing detailed, subject level description; although we use MARC records and finding aids to provide remote access to the public, we had been unable to do so with the same granularity of the card catalog. Early in 2014, working with Underground Vaults and Storage and Louisville Geek, we began a project to scan the card catalog, run OCR on the images, and use the text to populate a keyword-searchable database. The beta test for the project, which sampled one large collection’s cards, the Bullitt Family Papers – Oxmoor Collection is fully active via The Filson’s website (<http://filsonhistorical.org/finding-aids-research-tools/bullitt-family-papers/>). All of our new cataloging since March 2014 is also available. The full card catalog is becoming available in phases; A-F is currently available to be searched at <http://filsonhistorical.org/special-collections/manuscript-card-catalog/>. Please contact research@filsonhistorical.org with any questions.

Papers Highlight Printing History

Tamara Gaydos, Manuscript Processor
 The Phillips Library at the Peabody Essex Museum

The Phillips Library at the Peabody Essex Museum is continuing to process the papers of the Pingree family. We are just now reaching the turn of the twentieth century with the collection of James Wingate Sewall (1852-1905), a Pingree agent and attorney located in Bangor, Maine. The financial documents have expanded from the blue and beige paper of previous collections to include the colorful and graphic letterheads and billheads of this collection.



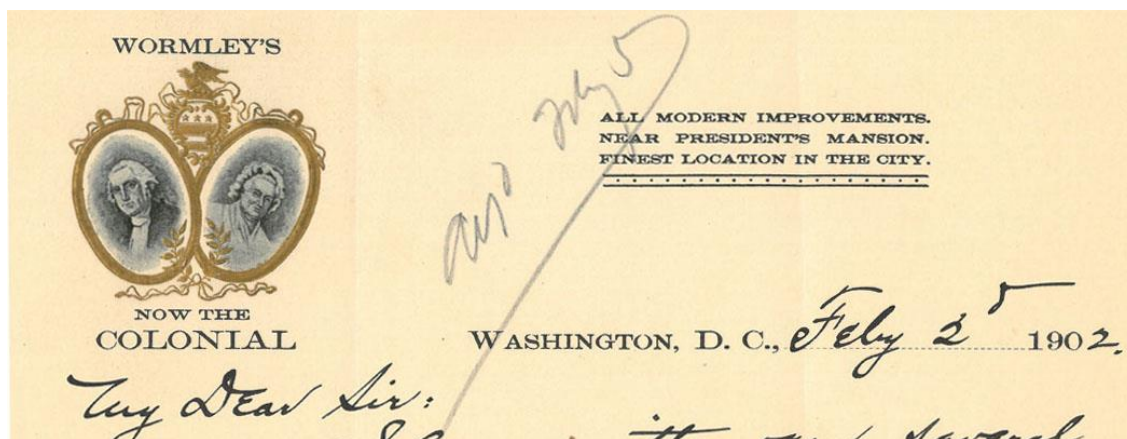
Collage of letterheads and billheads, 1900-1904, MSS 921.

Sewall graduated from Bowdoin College in 1877 with a degree in civil engineering. He was involved in multiple projects for planning and constructing sewerage works on the east coast. In 1880, with his brother Joseph, he established the [James W. Sewall Company](#), an engineering firm specializing in the surveying, appraisal, and mapping of forestlands. He surveyed townships for David Pingree and Eben S. Coe for many years. Sewall participated in the management of vast tracts of timber lands owned by Pingree, Coe and associates and their estates.

Printed documents had been around long before James Sewall. We all know of Gutenberg's development of movable typeface in the mid-1400s. The invention of lithography by [Alois Senefelder](#) in the 1790s also drastically affected the printing world. This process allowed for more affordable printing and became the foremost method for reproducing illustrations. Lithography also made it possible to print text and graphics simultaneously, making all the letterheads and billheads in this article much more affordable.

Print advertisements for businesses began in the late-1700s with the [trade card](#). Members of the upper-class had strict social protocols regarding correspondence and calling cards, the monograms of which conveyed importance.

As we all know, a frustrating part of processing papers is not being able to take the time and read each document. Sometimes though, our curiosity gets the best of us and we just have to stop and figure out the back story. Such was the case with "Wormley's, Now the Colonial."



Letter, February 2, 1902, MSS 921.

At first it was the portraits within the embossed design that grabbed our attention, but with a little research it was the hotel itself that became of interest. Wormley's was a popular hotel in Washington D.C., quite close to the White House, known for amenities such as the first hotel elevator in the city. Even more interestingly, it was owned by James Wormley a black man. His parents, with the help of their lawyer, Francis Scott Key, sued for their freedom around 1815. The hotel was run by Wormley from 1871 until his death in 1884. Operation then passed to his sons before it was sold a decade later. It was then demolished and replaced by the Union Trust

Company in 1906. While unable to emphatically confirm the portraits on the Wormley's letterhead, we do believe they are meant to represent George and Martha Washington.

The collection referenced in this article and all images in this article are from the James Wingate Sewall Papers, MSS 921. We are still working on the Pingree papers, but processed collections are accessible via our online catalog, [Philcat](#) and on the [Phillips Library Digital Collections](#) page. Highlighted collections can also be read about on our blog, [Conversant](#).

If you have any questions about this project, please feel free to contact Jennifer Hornsby, Assistant Manuscript Processor, Phillips Library, Peabody Essex Museum at 978.542.1801 or jennifer_hornsby@pem.org.

SECTION LEADERSHIP

Anke Voss, *Chair*

Jacqueline Dean, *Vice Chair / Chair-Elect*

Elizabeth Wilkinson, *Immediate Past Chair*

Amy Cooper Cary, *Interim Council Liaison*

Steering Committee Members:

Sean Benjamin

Alison Clemens

Jennifer Cole

Elisa Ho

Elizabeth Novara

Ashley Todd-Diaz

The deadline for the *Spring Newsletter* is March 1, 2016.