

***THE ACADEMIC ARCHIVIST***  
***Newsletter of the College and University Section***  
***Society of American Archivists***

<http://www.archivists.org/saagroups/cnu/>

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**FROM THE CHAIR**

As I write my inaugural column as your section chair, I struggle to capture in words the energy, enthusiasm, and creativity that I witnessed at our meeting in Boston. If you were unable to attend the section meeting, I hope that this newsletter and the breakout session summaries will give you a flavor of the range of issues covered. Since we have several interesting projects either planned or in progress, this looks to be another productive year for the section.

First, I want to report on two transitions in leadership: Anke Voss of Illinois Wesleyan University has agreed to fill our one vacant spot on the steering committee. After two terrific years of leading the section, Claude Zachary will continue his support of the section as our webmaster. The section website contains such useful information as section leadership contact information and back issues of *The Academic Archivist*; I would encourage you to visit the site at: <http://www.archivists.org/saagroups/cnu/index.asp>.

Second, two important section sponsored publications are well underway. As reported in Boston, Chris Prom and Ellen Swain of the University of Illinois at Urbana-Champaign continue to keep the *College & University Archives Reader* on schedule. Articles by contributors will be due in March 2005 and will cover such topics as outreach, appraisal and legal issues. Chris and Ellen plan to have this volume ready for submission to SAA by the end of the summer 2005. Kate Bowers of Harvard also continues to make progress with the thesaurus of terms for use in college and university archives. She hopes to have a draft ready by our meeting in New Orleans.

Third, at our meeting in Boston, Mott Linn spoke about the membership survey. I would like to extend a special thanks to Mott, who put much effort into designing the survey and in compiling the received data. Unfortunately, only 40 members responded to the survey. Therefore, we did not have a large enough sample size from which to extrapolate data about trends and issues. In New Orleans, we may revisit the survey in order to see if it contains information that would be important to pursue, perhaps, within a shorter questionnaire.

Finally, it is time again for us to review the "Guidelines for College and University Archives," which was last updated in August of 1999. We have traditionally reviewed and updated this document every five years. We are looking for volunteers to work on the task force or to serve as reviewers for any revisions. If you would like to assist in this revision process, please email me at: [tim.pyatt@duke.edu](mailto:tim.pyatt@duke.edu). We hope to present the findings of this task force in the newsletter and at the New Orleans meeting. In conclusion, if you have any concerns or issues you would like to see the section address, please contact me. I look forward to serving as your chair.

Tim Pyatt  
Duke University

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## MINUTES

### College and University Archives Section Business Meeting Boston, Massachusetts, August 5, 2004

**Call to Order:** Claude Zachary called the meeting to order at 10:00 AM.

**Approval of Minutes:** Minutes from the 2003 Section Meeting were approved as submitted.

#### Reports:

**Chair:** Claude Zachary outlined the course of the section meeting and thanked the membership for their support over the past two years.

**Vice Chair:** Tom Rosko described the breakout sessions that would occur during the second part of the meeting.

**Newsletter Editor:** Chris Laico reported that over the past year two issues of *The Academic Archivist* were produced totaling 16 pages. He also noted that starting in the fall 2004 the newsletter will be available to section members only in electronic format at the SAA College and University Section Homepage: <http://www.archivists.org/saagroups/cnu/>

#### Section Projects:

**College and University Reader (Reader):** Chris Prom reported that the Reader had been approved by the SAA publications committee. The Reader, in turn, will be ready for submission to the SAA by the end of the summer 2005. (See also, pg. 1 at ¶ 3.)

**Thesaurus for Use in College and University Archives (Thesaurus):** Kate Bowers stated that she is in the process of creating an editorial board for the purpose of setting policy and reviewing terms. She is also soliciting contact information from anyone who has an interest in the project and from those who wish to contribute terms. (See also, pg. 1 at ¶ 3.)

**Survey Project:** Mott Linn discussed the Membership Survey Project. He also delineated some of the more interesting results of the survey. (See also, pg. 1 at ¶ 4.)

#### Election of New Chair:

**Nominating Committee:** Tamar Chute thanked everyone who stood for the office of Chair: G. David Anderson (George Washington University), Aaron Purcell (University of Tennessee) and Tim Pyatt (Duke University). Heather Briston and Rob Sherer were the tellers for this election.

## **Announcements:**

SAA Council Liaison: Elaine Engst addressed the section membership.

Fred Honhart (Michigan State University) spoke about the upcoming 2005 Annual Seminar of the International Council on Archives/Section on University and Research Institution Archives (ICA/SUV), which will take place at Michigan State University in East Lansing, Michigan on 6-9 September 2005. For more information about this seminar, please see: <http://archives.msu.edu/icasuv/>. *See also*, "Call for Papers" at pg. 9.

Helen Samuels (MIT) outlined the details of the First Annual NHPRC Electronic Records Fellowships Symposium which will be held on November 19th, 2004. At the symposium, Prof. Samuels will speak about her proposal: "New Approaches to Documenting Teaching and Learning in Higher Education: An Exploration of the Archival Potential of Educational Technology". For more information about this symposium, please see: <http://ils.unc.edu/nhprcfellows/>. *See also*, the agenda for the 2004 NHPRC Electronic Records Research Fellowships Symposium at: <http://www.ils.unc.edu/nhprcfellows/symposium.htm>.

Helen Tibbo (University of North Carolina) spoke about the Andrew W. Mellon Foundation project grant that will lead to archivists recording and interpreting accurate data about who uses their collections. The grant, "Developing Standardized Metrics for Assessing Use and User Services for Primary Sources," is being carried out with colleagues Wendy Duff from the University of Toronto and Helen Tibbo from the University of North Carolina. The project website is located at: <http://ils.unc.edu/metrics/intro.html>.

**Report of the Nominating Committee:** Tim Pyatt was elected the new Chair.

## **Breakout Session Summaries**

### **1. Breakout Session #1: Managing Multiple Description Access Points**

**Summary:** Most of the discussion pertained to making finding aids available on the web.

#### **a. Creating Online Finding Aids:**

In creating online finding aids, archivists are utilizing a wide variety of methods: EAD DTD and XML markup in order to put finding aids in local and national union databases, direct HTML markup in order to post on a repository's web site, PDF conversion in order to post on an archive's website, and the creation of finding aids as separate databases with each linked individually to a repository's web site.

Some repositories use multiple means of providing on-line access to finding aids. This discovery led to a discussion of the management costs associated with maintaining multiple formats. A few people commented on out-sourcing electronic conversion and the markup of paper finding aids. There was a consensus that this method works best with careful preparation. Otherwise, so

much post-conversion work is required that the costs outweigh the benefits. Other people commented on their success with OCR versus re-keying (not much success with OCR).

**b. Locating Finding Aids on the Web:**

With many finding aids now available on the web, archivists are concerned about how researchers locate them. Depending on the kind of system a repository uses, searches in Google™ and other frequently-used search/index systems may or may not turn up useful results. Google™ apparently does not index on-the-fly web pages; commercial sites will end up at the top of hit lists, while archival entries will be near the bottom. Some archivists are hoping that the implementation of meta-searching tools will assist in providing access to such scholarly resources as finding aids. In this regard, the Association of Research Libraries (ARL) Scholars Portal Project was mentioned as a potentially useful tool. For more information about the ARL Scholars Portal Project, please see: <http://www.arl.org/access/scholarsportal/>.

**c. Deciding on which Finding Aids to Convert:**

- Should archivists strive for perfect finding aids before posting them to the web?

The general consensus was no, some information, however imperfect, is better than none.

- What criteria do people use when deciding which finding aids to convert?

People cited the content as a deciding factor. If the finding aid is too vague or messy, then it is not worth the time and effort to convert it. Another factor is the confidentiality of the information. A debate ensued regarding whether to describe confidential material if it will not be available to researchers and whether such descriptions represent a breach of confidentiality. This last point would be a good basis for either a future C&U section meeting breakout session or a SAA annual meeting session.

*(Submitted by Robin McElheny, Associate University Archivist for Programs, Harvard University Archives, Pusey Library)*

**2. Breakout Session #2: Archives vs. Records Management: Memory vs. Evidence**

This session saw a lively discussion about the challenge facing archivists, who operate within small to large repositories, in assisting their institutions in the management of administrative electronic information.

Participants were asked whether archivists should be involved in the early life-cycle of electronic records, irregardless of whether at the time of creation their long-term historical value had been determined, or whether a records management function such as the management of administrative electronic records deters us from meeting the historical needs of our institution.

As with any type of administrative record, group members recommended some involvement in the life-cycle of records as being generally desirable. However, most participants lamented their lack of time to monitor *any* records management program. In particular, those programs affecting electronic records. In fact, many institutions still operate without any formal records management program. Indeed, those present saw assisting with electronic record-keeping as an

opportunity to make us more relevant to our institutions. This type of support could lead us to open the door to addressing the campus-wide need for records management at many academic institutions. This assistance, in turn, may even be welcomed by the records creators, because it would introduce a more efficient records creation process.

Several participants suggested that archivists, who are considering becoming more engaged in the management of administrative electronic records, should view their involvement as an opportunity to collaborate and partner with other campus units such as IT, internal audit and legal departments. Archivists, for example, could assist legal counsel in determining both the administrative and legal value of records, including their retention for accreditation purposes and their aid in building an electronic records repository. Finally, group members agreed that when it comes to managing electronic records and instituting a records management schedule, it is particularly necessary for those working as “lone arrangers” to reach out and create partnerships.

Some of the other specific electronic records experiences that archivists shared as posing challenges included the growing reality that the traditionally print-only publications at their institutions are being produced increasingly only in electronic format. The archival solution to this problem still remains to create a print copy for permanent retention. With regard to the issue of gaining intellectual control over what is being created and saved, the difficulty of multiple campus servers was also discussed by the group. Finally, the dilemma of campus photographs was addressed as yet another set of records transferred to the archives traditionally in relatively small and selective quantities, but which arrive now in large, frequently unselected and unidentified sets of electronic files.

*(Session moderated by Anke Voss, Archivist & Special Collections Librarian, Illinois Wesleyan University. Session minutes by Jennifer Gunter King, Head of Archives and Special Collections, Mount Holyoke College.)*

### **3. Breakout Session #3: Dealing with Offsite Storage**

Although participants represented repositories of varying sizes, they often expressed similar views on many of the issues associated with offsite storage. The group cited, for example, the “expandable nature” of offsite storage as a distinct advantage. Archivists with offsite facilities felt that the appraisal of potential collections could be done more objectively without the questions of “do I have room to take this?, and if I take this will I have space in the future for something else that may be of greater significance?” Many archivists, in turn, brought up an issue that has had renewed emphasis in the post 9/11 world – physical security. Parent organizations are now focused on the physical security of archival holdings. In this regard, these institutions were working to protect geographically separate storage areas by instituting operating plans. As a result, offsite storage is now seen as a desirable part of “disaster” planning. Session members perceived another advantage to be the utilization of specialized storage areas for different media formats in order to optimize the preservation of fragile non-text media.

Disadvantages of offsite storage were voiced by archivists responsible for reference service. To illustrate, the lack of onsite browsing capabilities has meant an increased dependence on detailed finding aids and the parallel need for a considerable amount of appraisal work during the initial accession period in order to create effective virtual access tools. These stark realities of the

present offsite storage environment, in turn, could be contradictory to the new efforts and proposals proffered to minimize collection processing time. Other group participants raised concerns about how best to create a seamless and positive online look for their users and to avoid the prevailing negative sentiment that archival materials were distant and not immediately accessible.

*(Session moderated by Elizabeth Andrews, Associate Head, Collections and Records Management, Institute Archives and Special Collections, Massachusetts Institute of Technology.)*

#### **4. Breakout Session #4: Finding Money**

Joan Krizack (Northeastern University) led the discussion, which attracted more than 20 C&U archivists concerned with how to identify extra funding sources for their archives. Joan has been successful in leading several efforts for financial support at NU including a successful NHPRC grant for the records of under documented communities in Boston.

She noted that there are several funding sources available to archivists: federal money, state money; institutional advancement (development), internal institution grants, and sales.

**Federal Funding:** Several group members indicated how willing NHPRC is to work with applicants and provide them with assistance and advice during the proposal process. It was also suggested that it is also helpful for applicants to work with their State Historical Records Advisory Board [SHRAB]. The viability of securing funds from NEH was questioned, but it was generally agreed that NEH funds are harder to obtain than those from NHPRC and that NEH tends to look for projects of a more national significance.

**State Funding:** There may be state funds available, and SHRAB may have knowledge of local funding sources.

**Institutional Advancement / Development:** Since most Libraries have a dedicated development officer, it was recommended that archivists should be proactive in working with them – ‘do lunch’ and tell the officer what Archives has done and can continue to do for them. Archivists need to convince Development that they are a potential location for incoming money – that what we need is processing time, not just money to purchase more material. Suggestions for ideas included: use the Archives as a source to bring in money; offer a gift to donors if they donate money to the Archives; sell naming rights to the Archives; present Development with proposals for funding ideas; in short – use nostalgia as a hook and prove that we are useful to our institutions!

Development should also have connections to foundations that might bring money in to the Archives.

**Internal Grants:** It was suggested to find out what kinds of internal sources might exist at an institution. As an example, Northeastern offered Centennial Grants to go along with their one hundredth anniversary. The Archives also received a diversity award for their efforts on documenting the history of black activism on campus. It was also recommended to work with the Provost's Office and to stay in touch with library friends' groups.

**Sales:** A number of interesting ideas were recommended including partnering with the bookstore to sell reproductions; reproducing posters, football program illustrations, postcards or sets of historic photographs. There was also discussion about selling duplicates of rare books and ensuring that the Archive receives the fees from the rights for their use.

**Additional Discussion:** There was additional discussion about such related areas as reciprocal internal charges. To illustrate, the Physical Plant charges for its services. Therefore, should the Archives charge for the some services as well?

Questions were also raised about how to ensure that money received goes to the Archives and not into the general library fund, and that Archivists need to solicit money along with collections.

In closing, the most important idea seemed to be that when looking for funding sources you need to identify the most appropriate and the best possible source for your proposal

*(Session moderated by Joan Krizack, Northeastern University. Session minutes by Ed Galvin, Syracuse University.)*

**Adjourn:** The meeting was adjourned at 12:00 PM.

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## IN THE NEWS

### **Florida: Embry-Riddle Aeronautical University Announces the Launch of WebArchives**

In 2002, Embry-Riddle Aeronautical University (ERAU) founded the Heritage Project in an attempt to document its 76-year institutional evolution and its pioneering role in aviation history. As part of this project, ERAU established the University Archives to preserve its documentary heritage and to act as its corporate memory. Since November 2002, the archives staff has created, from the ground-up, a university archives serving two residential campuses in Daytona Beach, FL and Prescott, AZ and an Extended Campus with over 130 teaching centers throughout the United States and Europe.

Through a new online archival catalog called WebArchives, the public may search the holdings of the University Archives including over 1200 digital images. WebArchives is unique in several ways. First, the application acts as a completely automated archival information system. All functional requirements, for example, are met through a single application from accessioning and donor records to reports and online description. Second, the application is web-based and live, meaning that at the moment a staff member saves a new record, the description is available online. To illustrate, on a daily basis, archival personnel are able to add such holdings as textual records and photographs immediately after their proper arrangement and description. Third, WebArchives allows access to the entire collection, regardless of media type through a single search. Fourth, files of any type may be added to the descriptive record, including digital images, mpegs, or wav files. Finally, using the power of a relational database, WebArchives maintains the archival hierarchy of all records and permits the user to navigate seamlessly from item to file to series to record group.

We invite the archival community to visit our website <http://www.erau.edu/er/heritage/index.html>.

*(Submitted by Alex Richmond, University Archivist, Embry-Riddle Aeronautical University)*



## **Iowa: University of Iowa Archives Receives Grant to Restore Historic Art Thesis**

In 1969, University of Iowa graduate student Michael Eilenfeldt wanted to do something different for his master's thesis. The M.F.A. candidate, enrolled in the School of Art, arranged a series of street art performances, or "happenings" as they were known at the time, and recorded each onto videotape.

Unfortunately, no one has been able to see Eilenfeldt's thesis in years because it was recorded on a videotape format that is no longer widely used. Although the tape has been stored in the University Archives, the type of equipment required to play back the tape is no longer available, replaced long ago by VCRs and DVD players.

This situation will change soon. The National Television and Video Preservation Foundation (NTVVPF) has awarded a grant to the University Archives to restore and produce reference copies of Eilenfeldt's thesis. In 2003, the NTVVPF was launched to fund the restoration of at-risk videos produced by scholars and independent filmmakers. The University of Iowa Archives is among the first group of grantees.

"While we had many applications to preserve the work of video artists, [The University of Iowa's] was the only material that was a master's thesis from a university archive," according to the April 4 grant notification letter. "The panel felt that ['Environmental Works'] is just the kind of video that the Foundation was established to help preserve."

The University of Iowa, located in Iowa City, was the first public institution in the United States to accept creative works in lieu of written theses for fulfillment of graduate-level degree requirements. In 1940, following the founding of the renowned Iowa Writers' Workshop, it also awarded the first Master of Fine Arts (M.F.A.) degrees in the United States. Eilenfeldt's thesis is believed to be the first at Iowa to utilize videotape.

*(Submitted by David McCartney, C.A., University Archivist, Dept. of Special Collections, The University of Iowa Libraries)*

## **Pennsylvania: Lincoln University Completes the *Lincoln News/Lincolnian* Preservation-Microfilming, Digitization and Online Access Project**

*News from Lincoln University of PA Archives and Special Collections:* we have completed preservation microfilming and digitization of our student newspapers, the *Lincoln News* and the *Lincolnian* (1925-2003). Our original plan was for the newspapers to be accessible online from our website, but after an SAA workshop sensitized me to potential copyright concerns, we decided to restrict access to inside the library building. We are doing this by means of a password, because the files themselves are on the OCLC server. The software, developed specifically for newspapers, is Active Paper by Olive. For more information about this project, please contact Ms. Susan Pevar, Archivist Assistant, Lecturer at: [spevar@lincoln.edu](mailto:spevar@lincoln.edu).

*(Submitted by Ms. Susan Pevar, Archivist Assistant, Lecturer)*



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## CALL FOR PAPERS

The 2005 Annual Seminar of the International Council on Archives/Section on University and Research Institution Archives (ICA/SUV) will take place at Michigan State University in East Lansing, Michigan on 6-9 September 2005.

The Program Committee is now seeking proposals for papers for the 2005 Annual Seminar. The theme of the 2005 Meeting is the comparison of Central, North, and South American college and university archives with other university archives around the world. Subthemes of the conference include multi-cultural archives, collecting materials across borders, collecting non-university material, science and technology, and athletics. The deadline for submissions is 31 January 2005. Persons wishing to submit proposals should send a brief description to:

Fred Honhart, Director  
University Archives and Historical Collections  
Michigan State University  
101 Conrad Hall  
East Lansing, MI 48824  
Fax: 517-353-9319  
E-mail: [honhart@msu.edu](mailto:honhart@msu.edu)

For more information about the ICA/SUV Annual Meeting, the themes of the conference, meeting headquarters and Michigan State University, please see our website at: <http://archives.msu.edu/icasuv/>.

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## PEOPLE ON THE MOVE

**MASSACHUSETTS:** Paige Roberts has been named College Archivist at Springfield College in Springfield, MA.

**TEXAS:** Southern Methodist University (SMU) is pleased to announce that Joan Gosnell has accepted an appointment as the University Archivist. For the first time in over 10 years, SMU will have a full-time professional archivist to organize, build, and promote SMU's historical collections. Joan comes to SMU after working with the J.C. Penney corporate archives, first in New York and then in Dallas. In addition to a decade of work in archives, Joan holds an MA in history from The College of William & Mary and an MLS from the University of North Texas. At J.C. Penney, she helped the company prepare for its centennial in 2002 by identifying and publishing key materials from the archives, and with SMU's centennial approaching in 2011, a major part of her new job will be to prepare the University for its 100th birthday.

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*Please transmit your newsletter submissions to:*

Christopher M. Laico, Archivist, Arthur W. Diamond Law Library,  
Columbia University Law School at: [claico@law.columbia.edu](mailto:claico@law.columbia.edu)

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