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Society of American Archivists

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FROM THE CHAIR

Spring, I hope, is almost here. And with it come the return of students from break, the last push toward finals and commencement, and a multitude of tasks that we undertake to wrap up another academic year before setting goals for the next. One of the goals I'd like to set for myself for the coming year is to figure out how to make the university's archives more of an integral piece of the whole. I believe most of us have done our bit to lure faculty and classes into the reading room, spent hours crafting exhibits and publications, made ourselves indispensable to the president's secretary, hosted receptions and served on anniversary celebration committees. However, I'd be very interested to hear from my colleagues about new and different approaches or ideas about how to make our institution's archives a part of the entire package, large or small. Is anyone involved in recruitment, admissions, marketing and publications or innovative instruction? Please let me know your ideas and I will report back what I collect.

Before you move on to read the more interesting announcements, please mark your calendars! The C&UA section meeting is scheduled for Friday, August 31, 2007 from 8:00AM to 10:00AM. At the meeting we will be electing a Vice-Chair. Gordon Daines (Gordon_daines@byu.edu) has agreed to chair the nominating committee for this important position. Please contact Gordon if you would like to nominate someone or volunteer yourself. A description of the position and its duties is available on the SAA website (<http://www.archivists.org/saagroups/cnu/cubylaws.txt>). I also hope to have an update on the revisions to the *Guidelines for College and University Archives* that has been under development. If there are any additional items you would like to suggest for the program in Chicago or if you are interested in serving in some capacity, please contact me at: betsy.pittman@uconn.edu. I hope to see you in Chicago!

Betsy Pittman
University Archivist
University of Connecticut

IN THE NEWS

Canada: University of Manitoba Archives Launches Collaborative Digitization Project – The Prairie Immigration Experience Website

The University of Manitoba Archives & Special Collections, the University of Saskatchewan Archives, and Oseredok, the Ukrainian Cultural and Educational Centre in Winnipeg, Manitoba are pleased to announce the launch of a collaborative digitization effort. The Prairie Immigration Experience website consists of over 15,000 digitized archival documents relating to the topic of immigration in western Canada. The digitized documents include correspondence, photographs, diaries, and audio and video recordings from several fonds within the holdings of these three institutions. The site will improve access to these items by making them available to anyone with an internet connection.

The archival documents detail the experiences of immigrants of various nationalities and ethnicities, from their arrival in Canada and their travel westward, to the hardships they faced settling in a new country, to the lasting effects immigration has had on Canadian society and culture. Several documents also examine the development of Canada's immigration policy. The Prairie Immigration Experience actually consists of three separate sub-sites: a combined collection of digitized material from the University of Manitoba and the University of Saskatchewan Archives, a site devoted to the Ukrainian immigration experience as told through a brief narrative accompanied by relevant images from the holdings of Oseredok, and an educational site aimed at students and teachers from the sixth grade.

The combined University of Manitoba/University of Saskatchewan site includes digitized material from 29 fonds pertaining to the immigration experiences of various nationalities and ethnicities including Czech, Danish, English, German, Icelandic, Irish, Jewish, Rumanian, Scottish, Turks and Caicos Islanders, and Ukrainian. The site is organized by these nationalities and ethnicities and then by the individual fonds. Several fonds detail the experiences of various ethnicities and nationalities while others focus on the development of Canada's immigration policy.

With regard to utilizing the website, it is important to note that the individual must disable the browser's pop-up blocker in order to view the site correctly. In addition to viewing a descriptive page containing the contextual information for the fonds, the user will be presented with thumbnail images of the digitized material in a new window. When one clicks on the thumbnail image, a larger image will open in another new window that also contains a toolbar. This toolbar will allow you to view the metadata for that particular image, as well as magnify the image to your liking and print. A search engine also allows the user to search the image descriptions through a number of fields, including by keyword. In addition to the thousands of wonderful photographs and textual records, the site also features audio recordings with pioneers and several film reels of a Ukrainian youth conference in Saskatchewan.

Oserdok's website, "Prairie Immigration Experience, 1900-1950 – Ukrainians in Winnipeg and Manitoba", focuses specifically on the experiences of Ukrainian immigrants in Manitoba. The historical narrative is divided into four subsections: Immigration, Rural and Small Town Manitoba, Winnipeg, and World War II. As users progress through the history in a linear fashion, they are presented relevant thumbnail images of material from Oserdok's archival holdings. If individuals click on the thumbnail image, a larger image is presented in a new window along with descriptive information. Highlights of this site include several wonderful photographs of Ukrainian immigrants arriving in Winnipeg and working on farms in Manitoba, as well as posters urging Ukrainians to immigrate to Canada.

The educational site consists of a historical narrative based on the history curriculum for grade six students, lesson plans for teachers, and a fun, educational, interactive game for students to test their knowledge. The section labeled, "The Illustrated History", consists of the aforementioned historical narrative, which is presented in a linear fashion and accompanied by relevant digitized archival material from all three participating institutions. The section titled, "Lesson Plans" obviously includes lesson plans for teachers but also contains a number of immigration-related activities for students. The section titled, "Play The Game" will open a new window featuring an interactive game for students to test what they have learned after completing the "Illustrated History" section. The premise of the game is that the fate of your steamship's voyage to Canada depends on how correctly and quickly you answer the trivia questions based on the "Illustrated History."

The website has become increasingly relevant in recent months due to the headlines in Canada and the United States on the topic of immigration. The site provides some historical context to an issue that has been debated for more than one hundred years, and continues to incite emotional responses today. By examining the documents on this site, one can begin to see historical patterns being repeated today, especially in the debates concerning immigration policy and in the hostile reactions towards immigrants.

This project was made possible through the Canadian Culture Online Program of Canadian Heritage, Library and Archives Canada and the Canadian Council of Archives. The Prairie Immigration Experience website can be accessed at: http://www.umanitoba.ca/libraries/archives/prairie_immigration. For further information, please contact Brett Lougheed at lougheed@cc.umanitoba.ca or (204) 474-8243

(Submitted by Brett Lougheed, University of Manitoba Archives & Special Collections, Winnipeg, MB)

Georgia: Henry County Board of Education and Clayton State Create McDonough School Museum

Clayton State University Archivist Rosemary Fischer has been working on a project in Henry County for over a year. An avid historian, she couldn't wait for the opportunity to get her hands into this community project and to give some of Clayton State University

history majors the opportunity to get some real-life experience creating a museum from scratch.

The project began as a dream of Sylvia Burch with Henry County Schools Community Development office. She wanted to preserve the history of the McDonough School, but didn't know where to start. With the help of Dr. Preston Malcom, administrator, she began to solicit donations and contacted Dr. Gordon Baker, director of Library Services at Clayton State. He put her in touch with Fischer and according to Burch she and intern, Amy Allen, became her "best friends" and helped her realize the vision she had for the museum.

Fischer sought the help of museum experts like Catherine Dixson of Avient Museum Services, Mary Evelyn Tomlin, National Archives and Records Administration, and Arden Williams, Georgia Humanities Council and former Clayton State adjunct professor.

Interns who worked on the project were Paul Arnold, Mario Driver, Gia Gillies and Allen. According to Fischer, Allen, an honor student who graduated last May ('06) with a B.A. in History and who has been hired part-time to serve as the museum's first curator, instantly became dedicated to the project.

"She discovered and learned the software necessary to design the text panels used in the displays, researched the history of the school and the people involved, and conducted all the oral history interviews – 14 in six months!" says Fischer.

Fischer and Allen did an inventory of the small collection of artifacts, looking for items that could be used for display. They contacted former students, staff members and teachers for oral history interviews, to answer questions, and to solicit additional artifacts to add to the museum collection; something they hope will be on-going.

Burch has resided in Henry County since 1972, working with the Henry County Board of Education since 1993. Her husband and his parents graduated from the McDonough High School and both of her sons attended school in the same building before it was transitioned into an administration building in 2002.

"When the building was saved, we all knew there needed to be a place where the history of the school and the public school system could be preserved for future generations," says Burch.

Burch calls the opening of the school room in the museum "Phase I" of the opening in hopes of getting support to preserve the school's gymnasium, built by the community and donated to the HCBOE in the 1950's.

"With the help of Arden Williams, we will write grants to help with the museum and to get funding," says Burch. "We are also accepting donations from the community."

“The project is far from over,” says Fischer. “We now have to do the nitty-gritty work of organizing the collection; transcribing the oral histories, editing oral history tapes and CD’s, acquiring more oral histories, building the collection, preserving and protecting the collection and designing and creating new exhibits.”

“I cannot tell you how proud I am of this museum room and it would not have been completed through this phase without the partnership of Clayton State University,” says Burch. “I am eternally grateful to Rosemary, Amy and Clayton State for a dream which holds such promise for our community and future generations. I can only say, thank you, thank you, many times over.”

Clayton State University, located in Morrow, is a state university of the University System of Georgia serving the Metro Atlanta region.

(Written by Leigh G. Wills, Clayton State University)

(Submitted by Rosemary Fischer, University Archivist, Clayton State University Library Archives, Morrow, GA)

Indiana: Indiana University Archives Unveils Board of Trustees Minutes Website

Indiana University-Bloomington Office of University Archives and Records Management is pleased to announce the launching of a new website that allows access to digitized versions of the minutes from the meetings of the Indiana University Board of Trustees. These minutes include official acts, resolutions, policies, agreements, and other business records pertaining to the governance of Indiana University. Since November 1987, the Administrative Action Reports of the university have been approved with the minutes. These monthly reports include the major administrative actions relating to construction, fiscal matters, personnel, and real estate. This site includes all minutes and Administrative Action Reports from 1982 to the present.

The Indiana University Board of Trustees minutes website is the result of a cooperative project between the Indiana University Digital Library Program, Office of University Archives and Records Management and the Board of Trustees office to provide access to a growing number of meeting minutes on the web. The minutes are encoded in XML using the Text Encoding Initiative (TEI) Guidelines (version P4). The TEI Guidelines allow for the encoding of the document structure and specific document features such as resolutions, policies, tables, and dates. Using the open source Extensible Text Framework (XTF) developed by the California Digital Library, this site allows full-text searching as well as searching within specific sections of the minutes such as policies and resolutions.

The Indiana University Archives houses the official paper copies of the minutes from 1835 to the present, except 1859-1883 which were destroyed in a campus fire in 1883. While the current website includes only the past 25 years of minutes, the site will be updated periodically as encoding progresses, with the goal of eventually encoding all available minutes, which document the majority of the university’s history. This

digitization project allows increased and more efficient access to a large body of historical records that will be valuable to both researchers and administrators of Indiana University.

Please visit the official project website at: <http://www.dlib.indiana.edu/collections/iubot/>. For additional information, please contact the Indiana University Archives at (812) 855-1127 or archives@indiana.edu.

(Submitted by Ryan K. Lee, Assistant Archivist, Office of University Archives and Records Management, Indiana University-Bloomington)

Michigan: The Clarke Historical Library Hosts David McCullough Presentation

David McCullough, author of *John Adams*, will be speaking at 7:30PM on Thursday, March 22nd, at Plachta Auditorium, Warriner Hall at Central Michigan University. This event is free and open to the public. Doors will open at 7:00PM. We anticipate that Mr. McCullough will also be signing books. However, details for the book signing have not yet been arranged.

Mr. McCullough's many books are well known to those interested in American history. *John Adams*, the Pulitzer-prize winning, epic biography of America's second president, is one in a long line of award-winning books published by Mr. McCullough. His other books include *The Johnstown Flood*, *The Great Bridge*, *The Path Between the Seas*, *Mornings on Horseback*, *Brave Companions*, *Truman*, and *1776*. Mr. McCullough's presentation is made available by the Clarke Library in conjunction with the library's current exhibit: "Celebrating Our Legacy: The Collections of the Clarke Historical Library".

The exhibit makes note of the over 101,000 cataloged items that are preserved today in the library's collections. The historical material in the Clarke Library ranges from 18th century French publications describing Michigan and the Great Lakes region to contemporary fiction set in Detroit and the rest of the state. The children's collection, named in honor of Lucile Clarke, includes items beginning with early New England primers from which colonial children "learned their letters" to an international collection of award-nominated contemporary, children's books. The exhibit will open February 1st and close April 15th.

Founded in 1954, the Clarke Historical Library collects documentation about the history of the state of Michigan, children's literature with an emphasis on those books that help young children learn to read, and serves as the archives of Central Michigan University.

For more information about the presentation or the exhibit contact the Clarke Library at (989) 774-3352 or view our website at www.clarke.cmich.edu.

(Submitted by Marian Matyn, Archivist, Clarke Historical Library, Central Michigan University, Mount Pleasant, MI)

Minnesota: The University of Minnesota and the Academic Health Center (AHC) Engage in Collaborative AHC History Project

The AHC History Project is a collaborative effort between the Academic Health Center, a regional and international leader in health science education, and the University Archives of the University of Minnesota. The goals of the project are to identify, collect, and provide access to the institutional and historical documentation of the AHC, its six schools and colleges of medicine, dentistry, nursing, pharmacy, public health and veterinary medicine, and its interdisciplinary centers. The outcome is to ensure that this valuable documentation is preserved over the long term and made permanently accessible for scholarly and administrative uses in the University Archives. The five year project is made possible by funding from AHC. Erik Moore is the project archivist and is keeping a blog to help disseminate information about the project, document the creation of the archives, and encourage transparency for the process. See, <http://special.lib.umn.edu/uarch/ahc/>.

(Erik Moore, Archivist, Academic Health Center, University of Minnesota, Minneapolis, MN)

Missouri: University of Missouri-Columbia Opens Collection of Watergate Documents

Preserved at the University Archives of the MU Libraries are nearly 140,000 papers, photographs and various other documents that belonged to Donald G. Sanders, an alumnus who served as Deputy Minority Council for the Senate Select Committee on Presidential Campaign Activities during Watergate. It was Sanders who asked Alexander Butterfield, former assistant to President Nixon, a question that changed the course of American history: Was there any reason for President Nixon to speak softly with White House counsel John Dean in the corner of the Oval Office? That pivotal inquiry led to the discovery that Nixon had an audio taping system in the White House.



Senate Select Committee on Presidential Campaign Activities, ca. 1973 (left to right) Donald Sanders, Howard Baker, unknown, Sam Ervin. (Collection – C:22/9/1, University Archives, University of Missouri-Columbia)

Sanders earned a law degree in 1954 and master's degree in history in 1991 from the University of Missouri-Columbia. He began his career in the United States Marine Corps before working briefly as a lawyer in Columbia in 1959. Later that year, he was accepted for training in the Federal Bureau of Investigation, where he served until 1969, when he was appointed Chief Counsel and Staff Director of the House Committee on Internal

Security. In 1973, he joined the Watergate committee. After Watergate, other appointments followed in Washington D.C., including four years on the Senate Select Committee on Ethics. In 1983, he returned to Rocheport, Missouri and served as County Commissioner for Boone County from 1989-1990.

In addition to the Watergate documents, the collection includes correspondence, memoranda, meeting minutes, notes, reports, publications and supporting material from Sanders associations with the FBI, Atomic Energy Commission, Department of Defense and Senate Select Committee on Ethics. Records from his work with the House Committee on Internal Security (HCIS), the successor committee to the famous House Committee on Un-American Activities, under the chairmanship of Missouri Congressman Richard Ichord, include documents from the committee's investigation of Jane Fonda, the Students for a Democratic Society, The Black Panther Party and various other underground groups and activities.



Department of Defense Travels in Egypt, 1975 (left to right) Donald Sanders, Anwar Sadat, Hosni Mubarak, and others (Collection – C:22/9/1, University Archives, University of Missouri-Columbia)

Among the more interesting items in the collection is a small pocket planner that appears meaningless at first glance. However, the planner is filled with details about an unprecedented period in American history, including the original notation for the July 13, 1973 meeting when Sanders asked the pivotal Watergate question.

These personal papers and documents offering Sanders' first-hand account of one of the most remarkable events in U.S. Presidential history were donated to the University of Missouri-Columbia Libraries by Sanders' widow, Dolores Mead, in 2004. Sanders died in 1999 at the age of 69. An online inventory to the collection is available at: <http://muarchives.missouri.edu/c-rg22-s41.html>.

(Submitted by Gary Cox, Public Services Archivist, University Archives, University of Missouri-Columbia)

New York: Rochester Institute of Technology's RIT Archive Collections Announces New Exhibition: The RIT Museum

Rochester Institute of Technology's RIT Archive Collections announces the opening of a new exhibition space called the RIT Museum. The RIT Museum was designed and built with a generous donation from an alumnus. The space features multiple exhibit cases and over 30 feet of wall space for hanging two dimensional objects. RIT Archivist Becky Simmons is launching a new exhibition program using existing collections in order to take advantage of the opportunities to make connections with students, faculty, staff, and alumnus.

RIT also finished a Getty funded project to create a finding aid for the Will Burtin Collection. A web site with a link to the finding aid is available at: <http://wally.rit.edu/depts/archives/willburtin/>.

(Submitted by Becky Simmons, RIT Archivist, RIT Libraries, Rochester Institute of Technology, Rochester, NY)

New York: The Rockefeller Archive Center and Smithsonian Institution Archives Pool Resources on Electronic Records Project

The Rockefeller Archive Center (RAC), which houses the Rockefeller University archive along with archives of other Rockefeller and non-Rockefeller organizations, and the Smithsonian Institution Archives (SIA) are collaborating to develop and implement methods and the necessary technology to preserve and ensure future researchers' access to information archived in electronic form. Launched in August 2005 and managed by Riccardo Ferrante, SIA Information Technology Archivist, the Collaborative Electronic Records Project (CERP) resulted from discussions between Dr. Darwin H. Stapleton, RAC Executive Director, and Dr. Edie Hedlin, former director of the SIA and a past president of the Society of American Archivists. RAC and SIA are parallel repositories in that both collect information with educational, scientific, and cultural subject matter. They differ, however, in their relationship to donors as well as in the scale of their operations.

As archives and their depositors face space limitations, rising costs, and governmental regulations, business practices will dictate that materials, particularly those "born digital," be archived in electronic form. E-mail records are the primary focus of the project because of the key role e-mail plays in today's organizations and because e-mail is especially susceptible to being lost from the historical record. During Phase One, CERP archivists, Nancy Adgent at RAC and Lynda Schmitz Fuhrig at SIA, conducted interviews with selected staff members at participating depositors' offices about their use of e-mail in documenting policy and program decisions and activities. Each archive selected three donor units for pilot tests consisting of e-mail capture, preservation, and analysis. Phase One's primary documentary product, e-mail "best practices" guidelines, is available on the RAC website, <http://archive.rockefeller.edu/CERP/>.

Currently, in Phase Two, CERP archivists are testing captured e-mail, making use copies, and drafting technical guidelines for transferring born digital records from depositors to archives. IT consultant Steve Burbeck is developing system requirements for a model digital archive to handle records assessment, transfer, classification, preservation, storage, and accessibility. The team recently reviewed its findings and summarized the issues in a presentation to the Archivists Round Table of Metropolitan New York. These findings are accessible on the CERP website: <http://siarchives.si.edu/cerp/cerpteam.htm>. During Phase Three, the technological infrastructure will be constructed and tested. The team will also propose solutions to any system problems encountered, prepare finding aids for records that are permanently transferred during the testing process, and refine a model business case including a cost-benefit analysis of various ways to manage electronic records. Throughout the project, team members are presenting their findings at conferences, on the project website, and via an e-newsletter. To be added to the "Friends of CERP" newsletter e-mail list, please contact Nancy Adgent at nadgent@rockefeller.edu. More information about the collaborating institutions is available from their websites: <http://archive.rockefeller.edu> and <http://siarchives.si.edu>.

(Submitted by Nancy Adgent, Project Archivist, Rockefeller Archive Center, Sleepy Hollow, NY)

Ohio: Kent State University Libraries and Media Services Receives \$943,000 Gift

Kent State University Libraries and Media Services has received a generous gift of over \$943,000 from the recently deceased Victoria C.T. Read and the late Dr. Gerald H. Read. Their gift will benefit the processing, housing, and accessibility of the archival collection of the Comparative and International Education Society (CIES), an organization co-founded by Dr. Read in 1956. CIES has as its goal "to foster cross-cultural understanding, scholarship, academic achievement and societal development through the international study of educational ideas, systems, and practices." This bequest will establish the Gerald H. and Victoria C.T. Read Archival Assistantship to provide future archivists with real-world training in the administration of archival materials. It will also make it possible to renovate the 10th floor of the University Library in order to expand the space available to its Department of Special Collections and Archives.

This expansion plan will also provide for a much-needed dedicated instructional space for Special Collections and Archives' librarians, who wish to offer students opportunities for hands-on exploration of rare books and archival materials.

(Submitted by Cara Gilgenbach, Head, Special Collections and Archives and Assistant Professor, Kent State University Libraries and Media Services, Kent, OH)

CONFERENCE

Connecticut: *Dialogues: New Directions for College, University and School Archives*, New England Archivists Conference (October 12-13, 2007)

The Thomas J. Dodd Research Center at the University of Connecticut will host the fall 2007 New England Archivists Conference. The conference will explore the new and old

challenges facing college, university and school archivists in the rapidly changing world of higher and secondary education. Come and join colleagues in discussions about new directions in our archives, how these directions affect us, how we are handling current struggles and what shape our archives will take in the future?

For further information, please contact Elizabeth Slomba, Program Chair:
eslomba@cisunix.unh.edu

PEOPLE ON THE MOVE

Rhode Island: In September 2006, Salve Regina University was pleased to welcome Maria Bernier as the new University Archivist, succeeding Sister Sheila O'Brien. Maria's primary task is to modernize the University Archives by updating practices and applying current archival standards to the collection. Records in the Archives span the University's 60 years of operation and document the growth of the institution from a small Catholic women's college to a coed university with a total of 2500 students. One particularly important archival collection consists of records of the University's historic properties, including the shingle-style William Watts Sherman House designed by Henry Hobson Richardson in 1874. Other collections document the daily life and administration of the University.

Maria came to Salve Regina after spending 12 years at Mystic Seaport, in Mystic, CT, where she was most recently head of the Ships Plans Library.

(Submitted by Maria Bernier, University Archivist, Salve Regina University, McKillop Library, Newport, RI)

Please transmit your newsletter submissions to:

Christopher M. Laico, Archivist, Center for Human Rights Documentation and Research, Rare Book and Manuscript Library, Columbia University at: CL880@COLUMBIA.EDU
