Descriptive Notes

FROM THE CHAIR   **Mark A. Matienzo**

It has been an extremely busy year for the Description Section. As we get deeper into summer our attention has shifted to our upcoming meeting in San Francisco and to the section's future overall. This has been a wonderful year to chair the section particularly because there have been so many things that will define the section's direction.

First, the Steering Committee has had to rewrite our bylaws to reflect changes made by SAA Council to the policies and procedures for sections and roundtables. Much of the legwork was done by our immediate past chair, Jane Rosario, and I commend her for her continued dedication to the section. As you might have seen, I have distributed a copy of the revised bylaws to the section's discussion list. In case you have not seen them, they are included in this issue of *Descriptive Notes*. Please look them over and submit any comments that you might have to me at mark@matienzo.org, no later than July 25, 2008. Following the comment period, we will be setting up an electronic ballot on the SAA Intranet to allow the section to ratify the new bylaws.

I have also served ex officio on both the Technical Subcommittee for Descriptive Standards and the C.F.W. Coker Award Subcommittee. I will provide a report on TSDS's activities over the past year at the section meeting. The Coker Award nominees were excellent this year, and choosing the recipient was not an entirely easy process. I wish to thank all the nominees for submitting such innovative descriptive projects for consideration.

Finally, with the change in bylaws -- and as leadership changes overall -- we will need to elect new members to assist in the leadership of the section. As in past years, we will be electing a vice chair/chair elect for 2008-2009. It has been a pleasure working with James Roth, our vice chair, over the past year. I am confident that he'll excel as chair. I suggest that anyone interested in running for vice chair to do so as you'd be working with someone with the best interests of the section in mind.

In addition to vice chair/chair elect, we will have three other open positions if our new bylaws are ratified. We will be electing a secretary, who will serve a two year term. The secretary's responsibilities will include taking minutes during the section's annual meeting, overseeing the section's elections, and working with SAA administration to assure the transfer and retention of the section's permanent records. In addition, we will be electing two Steering Committee members. Responsibilities for all Steering Committee members include reviewing session proposals for endorsement and contributing to the section's leadership discussions.

Finally, Michelle Light and Diane Ducharme are stepping down from their respective roles as newsletter editor and web liaison. Accordingly, we also seek nominees for these appointed positions. If you are interested in nominating someone, including yourself, for any of these elected or appointed positions, please submit the person's name, institutional affiliation and e-mail address to me (mark@matienzo.org) and James Roth (james.roth@nara.gov) no later than July 25, 2008. Following nominations, we will be putting together a slate of candidates and posting another online ballot for electing the leadership.

As Jane has done last year, I have encouraged representatives and liaisons reporting at the section meeting to provide reports in advance so that we may put them up on our website. Accordingly, the section membership will be able to read them beforehand, allowing us to keep close to our allotted meeting time. I look forward to seeing all of you in San Francisco - our meeting is Friday, August 29 from 12:00 to 2:00 PM. Thanks to all of you for your interest in descriptive practice!

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FROM THE VICE CHAIR   **James Roth**

SAA Description Expo 2008: The R/Evolution Begins

As the R/Evolution draws nearer to Archives/San Francisco, we are getting closer to the deadline for submissions for the section's annual Description Expo. As you may have guessed, this year's Description Expo follows the theme, "R/Evolutions in Archives," and I invite all of you to submit submit projects that involve description for digital archives/collections. Are you creating new ways to describe digital holdings? Have you documented these processes? We are looking for descriptions or the documentation associated with digital projects that are breaking new ground (Revolution) or utilizing and modifying traditional descriptive practices (Evolution).

As was the case last year, we will not have a staffed booth in the exhibit area. We will continue to have a table available with a poster and relevant materials in one of the common areas of the conference floor. We are currently negotiating with SAA staff as to exactly where our table will be. There also will be an online component to the Description Expo with rich content.

I hope that you will consider submitting your descriptive project to this year's expo. To submit your entry, please contact me at james.roth@nara.gov. Please submit your materials no later than August 15, 2008.

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DESCRIPTION SECTION MEETING AGENDA
Friday, August 29, 2008
12:00 PM - 2:00 PM

1. Welcome and Section Reports

    A. Election Results/Bylaws News
    B. Newsletter Editor
    C. Description Expo (Vice-Chair)
    D. Chair

2. Reports from SAA Committees, Liaisons, and Related Groups
    A. SAA Council Representative: Outgoing - Ben Primer, Incoming - ?
    B. DACS Working Group: Bill Landis
    C. ALA Committee on Cataloging: Description and Access (CC:DA): Lisa Carter
    D. ICA Section on Professional Standards and Best Practices: Claire Sibille
    E. Technical Subcommittee on Descriptive Standards (TSDS): Mark Matienzo (on behalf of Michael Rush)
    F. RBMS and OCLC/Research Libraries Group: Jennifer Schaffner
    G. OCLC: Susan Westberg
    H. DCRM-MSS: Diane Ducharme
    I. Canadian Committee on Archival Description: Gerald Stone
    J. Encoded Archival Context (EAC) Working Group: Kathy Wisser
    K. EAD Working Group & ALA Committee on Machine-Readable Bibliographic Information Committee (MARBI): Kris Kiesling
    L. 2009 Program Committee

3. New Business (including election of new Vice-Chair/Chair-Elect)
    A. Archon: Chris Prom
    B. Archivists' Toolkit: Sibyl Roud
    C. Comments from the Floor/Discussion of Future of the Description Section

4. Program - Gerald Stone, Library and Archives Canada

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PROPOSED REVISIONS TO THE DESCRIPTION SECTION'S BY LAWS

In mid-2007, SAA Council revised the policies and procedures for sections and roundtables in the SAA Handbook. Major revisions to the policies and procedures included adding requirements in several areas, including those for recognition by and reporting to SAA, as well as requirements for section and roundtable governance.

Accordingly, the Description Section Steering Committee has revised the section's bylaws to comply with the updated policies and procedures. We now require the Section's membership to ratify the revised bylaws. The revised bylaws are attached to this message and will be available on the Description Section's website.

Please submit your comments and any additional questions to Mark A. Matienzo, chair, at mark@matienzo.org no later than July 25, 2008. Following the comment period, an electronic ballot for ratification will be posted on the SAA Intranet, which will close the week prior to the 2008 SAA Meeting in San Francisco.

Bylaws of the SAA Description Section

Article 1. Name

The name of this section will be the Description Section of the Society of American Archivists (SAA), hereinafter referred to as the Section.

Article 2. Objectives

The Section will provide a forum for the exchange of information and ideas about all aspects of archival description among those responsible for, involved in, or interested in description projects, descriptive standards, and descriptive systems. The Section represents and promotes the interests and concerns of these archivists to the rest of SAA and may undertake activities as appropriate to promote awareness of descriptive issues within SAA and externally.

Article 3. Membership

Membership in the Section is open to any SAA member in good standing with an interest in archival description, descriptive standards, or descriptive systems.

Article 4. Officers

4.1   Elected and Appointed Officers

> **4.1.1 Elected**
> To guide the Section, the Section membership will elect a
> 4.1.1.a. Chair
> 4.1.1.b. Vice Chair/Chair-Elect
> 4.1.1.c. Secretary
> 4.1.1.d. Two (2) Steering Committee members at large
>
> **4.1.2   Appointed**
> The Chair, in addition, will appoint a
> 4.1.2.a. Newsletter Editor
> 4.1.2.b. Web Liaison

4.2   Terms of Office

4.2.1   Eligibility
Only members of the Section may serve as officers.

4.2.2   Chair and Vice Chair/Chair-Elect
The Chair and Vice-Chair/Chair-Elect will serve terms of three (3) consecutive years: one (1) year as Vice Chair/Chair-Elect, one (1) year as Chair, and one (1) year as Past Chair.

4.2.3   Secretary
The Secretary will serve a term of two (2) consecutive years.

4.2.4   Steering Committee Members (Two) (2)
The two (2) Steering Committee members will serve staggered terms of two (2) consecutive years each.

4.2.5   Newsletter Editor
The Newsletter Editor and Web Liaison, who are appointed by the Chair, will serve terms of three (3) consecutive years each.

4.3   Duties of the Officers

4.3.1   Chair
4.3.1.a.	The Chair will organize and preside over Section meetings, and with the advice and assistance of the other Section officers, Steering Committee, and Section membership, will direct the Section's activities.
4.3.1.b.	The Chair will serve as liaison with SAA in general, its Council, and other Sections and Roundtables.
4.3.1.c.	The Chair will serve as an *ex officio* member of the Technical Subcommittee on Descriptive Standards.
4.3.1.d.	The Chair will serve as a member of the Coker Award Subcommittee.
4.3.1.e.	The Chair will report to the Section membership at large on such matters as deemed pertinent or as identified by the Officers, Steering Committee, or membership.
4.3.1.f.	The Chair and Vice Chair/Chair-Elect will attend the annual SAA Leadership Forum.
4.3.1.g.	The Chair is responsible for selecting candidates to nominate for election as Section Officers in each year's Section election.
4.3.1.h.	The Chair will appoint Section members to fill Officer vacancies or to serve on *ad hoc* committees or task forces.

4.3.2   Vice Chair/Chair-Elect
4.3.2.a.	The Vice Chair/Chair-Elect will advise and assist the Chair in conducting the Section's business.
4.3.2.b.	The Vice Chair/Chair-Elect will arrange and preside at meetings of the Section and of its Steering Committee in the Chair's absence or inability to serve.
4.3.2.c.	The Vice Chair/Chair-Elect will be responsible for organizing and executing the Description Expo (formerly known as the Finding Aids Fair) at the annual meeting.

4.3.3   Secretary
4.3.3.a.	The Secretary will take minutes at the annual Section meeting, completing the minutes and submitting them to the Chair within one (1) week of the annual meeting.
4.3.4.b.	The Secretary will oversee Section elections, including, but not limited to: publishing the ballot, collecting mailed-in ballots and ballots at the annual meeting, validating ballots, tallying ballots, and reporting the results of the tally to the Section.
4.3.4.c.	The Secretary may ask the Section officers for assistance.
4.3.4.d.	The Secretary will assist the Web Liaison to make sure the Section's web site content is current.

4.3.4.e.   The Secretary will work with SAA administration to assure the transfer and retention of permanent records.

4.3.4   Newsletter Editor

4.3.4.a.   The Newsletter Editor is responsible for the production of the Section newsletter, including, but not limited to, soliciting content, editing content, formatting content, and disseminating content.

4.3.4.b.   The Newsletter Editor will produce two (2) newsletters each year, one in January, and one in late June/early July.

4.3.4.c.   The Newsletter Editor will work with the Section Web Liaison to ensure the Section's web site is current.

4.3.5   Web Liaison

The Web Liaison is responsible for maintaining the Section web site, and to work closely with the Section leadership and SAA administration to keep the web site current and correct.

4.3.6   Steering Committee

4.3.6.a.   Mandatory members of the Steering Committee are the Chair, Vice Chair/Chair-Elect, Secretary, two (2) elected Steering Committee members, Newsletter Editor, and Web Liaison.

4.3.6.b.   In addition, at large Steering Committee members may be appointed by the Chair as necessary to assist in advancing the Section's goals and objectives.

4.3.6.c.   The Chair of SAA's Technical Subcommittee on Descriptive Standards serves as an *ex officio* member.

4.3.6.d.   The Steering Committee is responsible for informing, advising, and guiding the Section leadership so that it remains useful and responsive to the need of its members.

4.4   Nomination and Election

4.4.1   Nomination

4.4.1.a.   The Chair will call for nominations three months before the annual meeting.

4.4.1.b.   Only members of the Section may serve as officers.

4.4.1.c.   Only individuals who have consented to nomination may be listed on the slate of candidates.

4.4.1.d.   Nominees will submit a statement of interest and a short biography to the Secretary at least six weeks before the annual meeting.

4.4.2 Election

4.4.2.a.   Only current Section members are eligible to vote in Section elections.

4.4.2.b.   The Secretary will publish the ballots electronically at least four weeks before the annual meeting. The ballot will include a provision for a write-in candidate.

4.4.2.c.   Ballots may be mailed in to the Secretary, but must be received at least one (1) week prior to the annual Section meeting, and mailed in ballots must follow this procedure for validation:

    4.4.2.c.i.   Voter prints out ballot, marks it, and places it into a small envelope.

    4.4.2.c.ii.   Voter seals the small envelope, signs his/her name across the seal and prints his/her name legibly below for validation.

    4.4.2.c.iii.   Voter places small envelope in larger mailing envelope and addresses and mails ballot to the Secretary to be received a date prior to the annual Section meeting.

4.4.2.d.   At the annual Section meeting, the Secretary, with assistance from the Vice-Chair/Chair-Elect and Newsletter Editor, will distribute, collect, validate, and count all ballots and report the results of any election at the annual Section meeting.

4.4.2.e.   The candidate with the highest number of votes received will be elected.

4.4.3 Vacancies in Office

4.4.3.a.   **Chair.** In the case of vacancy in the office of the Chair, the vice Chair/Chair-Elect will assume the office and duties of Chair.

4.4.3.b.   **Vice Chair/Chair-Elect.** In the case of vacancy in the office of the Vice Chair/Chair-Elect, the office will remain vacant until the next annual Section meeting, at which time a new Chair and Vice Chair/Chair-Elect will be elected. The Chair will assume duties of the Vice Chair/Chair-Elect in the interim, although the Chair may appoint a member of the Section to assist in fulfilling the duties of Chair-Elect.

4.4.3.c.   **Secretary, Newsletter Editor, Web Liaison, and Steering Committee members.** In the case of a vacancy in any of these offices the Chair will appoint a member of the Section to assume the duties until the next Section meeting and election of officers.

Article 5. Business

5.1   Decision Making
Decisions of the Section will be determined by a majority of members. All officers except the Chair may vote. The Chair votes only to break a tie. Where there is no majority vote, particularly in the case where more than two (2) members are up for election for a given office, selection will be made through a second ballot between the candidates who received the most votes on the first ballot.

5.2   Meeting Times

5.2.1 Annual Meeting
The Section will meet at least once a year at the time of the SAA annual meeting. The Secretary will publish the meeting time and place as soon as it is finalized.

5.2.2   Other Meetings
Additional Section meetings may be scheduled during the SAA annual meeting. The Secretary will publish the meeting time and place as soon as it is finalized.

5.2.3   Steering Committee Meetings
The Steering Committee should meet as a group at the annual meeting.

5.3   Other Communications

5.3.1   Allowed
Outside of the annual meeting, the Steering Committee will maintain contact to carry out its work program through e-mail, telephone, mail, and fax.

5.3.2   Prohibited
The Section cannot make official statements on behalf of the Society of American Archivists.

Article 6. Committees

The Chair may appoint and disband committees or working groups as needed for specific purposes. The size, duration, and terms of reference of these groups will be determined by the Steering Committee. Committees will report at the annual Section meeting.

Article 7. Parliamentary Authority

Roberts Rules of Order, latest edition, will govern the proceedings of the Section, except as otherwise provided for in the bylaws of the Section, or in the constitution, bylaws, or other special rules of SAA.

Article 8. Policy for Revision of Bylaws

8.1   Eligibility to propose amendments

Any member of the Section may propose amendments to these bylaws by submitting them in writing to the Chair at least three (3) months prior to the annual meeting.

8.2   Procedure for submission of amendments

8.2.1   Submission
Submit amendments in writing to Chair at least three (3) months prior to the annual meeting.

8.2.2   Notification
At least one (1) month prior to the annual meeting, the Chair notifies the membership of the proposed amendments.

8.2.3.   Ratification
Voting on amendments will occur during the Section's annual meeting.
8.2.3.a.   All members of the Section may vote.
8.2.3.b.   Voting at the annual meeting will be by secret ballot.
8.2.3.c.   A majority vote of those present at the meeting will be necessary to approve an amendment.

8.2.4   Effective Date
Amendment(s) to bylaws become effective immediately following approval at the annual meeting.

8.2.5   Authority
Bylaws approved at the 1999 Meeting of the Description Section in Pittsburgh, August 27, 1999, revised bylaws approved at the 2008 Meeting of the Description Section in San Francisco, California, XX/XX/XXXX.

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NOMINATIONS FOR DESCRIPTION SECTION LEADERSHIP

The Description Section will be holding elections will be held for the section's leadership. As in past years, we will be holding an election for a new vice chair/chair elect. This person will serve for one year as vice chair, heading up the Description Expo efforts and then proceed to serve as chair for the following year.

We will also have three other open positions in the section's leadership if the section membership ratifies our revised bylaws. We will be electing a secretary, who will serve a two year term. The secretary's responsibilities will include taking minutes during the section's annual meeting, overseeing section elections, and working with SAA administration to assure the transfer and retention of permanent section records. In addition, we will be electing two Steering Committee members. Responsibilities for all Steering Committee members include reviewing session proposals for section endorsement and contributing to section leadership discussions. In addition, we will be seeking nominees for the appointed positions of newsletter editor and web liaison.

Serving in a leadership position for a section or roundtable is a great way to learn about SAA and its governance, contribute to new directions for SAA, and work with other archivists on interesting projects. It is also a great way to serve the society!

If you wish to nominate someone for any of these positions, please submit the person's name, institutional affiliation, and e-mail address to Mark Matienzo, chair (mark@matienzo.org) and James Roth, vice chair (james.roth@nara.gov). Self-nominations are highly encouraged and requested. If you are submitting a self nomination, please also include a brief statement to be shared with the section membership.

Nominations will be accepted until July 25, 2008. Shortly thereafter, an online ballot will be made available on the SAA Intranet.

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2007-2008 LEADERSHIP LIST	**STEERING COMMITTEE**
Mark A. Matienzo, Chair	Christopher Burns
James Roth, Vice Chair/Chair Elect	Mary Lacy
Jane Rosario, Immediate Past Chair	C. Jerry Simmons
Diane Ducharme, Web Liaison	Claudia Thompson
Michelle Light, Newsletter Editor	Michael Rush, Ex-Officio

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NEWS & NOTES

DACS Working Group Office Hours in SAA Exhibit Hall
Bill Landis, DACS Working Group chair

Members of the DACS (*Describing Archives: A Content Standard*) Working Group will hold drop-in office hours in the Exhibit Hall at the SAA annual meeting in San Francisco. We'll be at the SAA tables in the Exhibit Hall (hopefully prominently labeled) during the Grand Opening/Happy Hour on Thursday, August 28 from 5:30 to 7:30 PM. During 2009 DACS will undergo its first 5-year review as our national description content standard. Feel free to drop by and share you experiences implementing DACS, and ideas about changes that you'd like to see in the standard or additional documentation and guidelines that you think would be helpful.

EAD at 10: a symposium

Sunday, August 31st, 9 am – 4 pm
Hilton San Francisco, San Francisco, CA

1998 was a year that saw the introduction of Viagra, the iMac, and Euro coins. John Glenn returned to space via the Space Shuttle. There was a 66-day-long blackout in Auckland, New Zealand. The U.S. government filed an antitrust case against Microsoft. Smoking was banned in all California bars and restaurants. The first XML specification was released, and Google, Inc .was founded as a company in Menlo Park, California by two Stanford Ph.D. candidates. U.S. embassies in Tanzania and Kenya were bombed. It was the year of the Lewinsky scandal. Professional wrestler Jesse Ventura was elected Governor of Minnesota. And Encoded Archival Description (EAD) was released to a world of eager archivists.

Please join us for a symposium to celebrate the 10th birthday of EAD. The day will feature talks from European speakers who will tell us how EAD has been taken up in their countries. We'll also hear from a group of innovative archivists, who will present their forward thinking (and sometimes provocative) views about what the next 10 years will bring. More details will be available soon. Save the date and plan to spend it with us as we hear how EAD has impacted the world of archival description and as we think about what's to come.

Contact Merrilee Proffitt (proffitm@oclc.org) or Kris Kiesling (kiesling@umn.edu) for more information.

San José State University Special Collections & Archives Receives NHPRC Grant
Danelle Moon, San José State University Special Collections & Archives

The San José State University Special Collections & Archives (SJSU), Martin Luther King, Jr. Library has been awarded a basic processing grant of $151,704 from the National Historical Publications and Records Commission (NHPRC) to make accessible all the permanent archival collections. The grant will support a full-time archivist to survey, catalog, and encode the collection inventories of 80 manuscript and university record collections. The finding aids will be published on the On-line Archives of California. http://www.oac.cdlib.org/.

SJSU has collecting strengths in local history, San José, Santa Clara County, the greater San Francisco Bay Area, Northern California, and the State of California. We actively document society and politics in the South Bay, and our collection strengths include papers of local and state elected officials and Congressional representatives, personal and organizational records, photographs, oral histories, and other non-text based materials. In addition, we preserve the collective memory of the university from its beginning in 1857 to the present. A few of the collections to be cataloged include the Norman Mineta Congressional papers; the Santa Clara Center for Occupational Health (SCCOH) and the Silicon Valley Toxic Collation (SVTC), which document environmental and public health concerns created by the high-tech industry in the region; the Ted Sahl Social Justice Photographic Collection, documenting the farm labor strikes in California; the Royal Chicano Air Force (RCAF) Art Poster Collection; and the World War I & II Poster Collection. In addition, this grant will allow us to process the SJSU University Archives (1862-2007). As the oldest public institution of higher education in California and the first campus of the CSU system (the nation's largest system of higher education) these records document the birth of higher education in California, teacher education in the West, and the creation of the California State University system.

The San José State University Library houses the SJSU Special Collections & Archives. The university library has partnered with the San José Public Library to provide a lifelong learning center for the entire community. The collections of the joint Dr. Martin Luther King, Jr. Library are not only available to the university's students and faculty, but also to every member of the community. The library's collections include more than 1.6 million books, as well as thousands of additional electronic books, journals, databases, microform, and other media material. With nearly 19,000 square feet of space, the archives benefit from a stable, secure, climate controlled environment, as well as a reading room staffed by paraprofessionals who provide access to the collection's non-circulating resources. In addition, SJSU Special Collections hosts a variety of exhibitions, lecture series, university programs, and we offer a comprehensive primary source instruction program.

The Claremont Colleges Digitize the Walter Lindley Scrapbooks
Lisa L. Crane, Claremont Colleges Libraries

Special Collections of The Libraries of the Claremont Colleges are pleased to announce that the first series of the Dr. Walter Lindley Scrapbooks is available online in the Claremont Colleges Digital Library, CCDL at http://ccdl.libraries.claremont.edu/col/lsc/.

The Lindley Scrapbooks were assembled by Dr. Walter Lindley (1852-1922), early resident of Los Angeles and prominent physician, and are a part of the Francis Haynes Lindley Memorial Collection housed in Special Collections, Honnold/Mudd Library for The Claremont Colleges. The Lindley Scrapbooks consist of 33 scrapbooks covering the period 1861 to 1921 and document through clippings, correspondence, and ephemeral materials, Dr. Lindley's professional and civic achievements. The first series to be made available through the CCDL covers his candidacy for mayor of Los Angeles. Among the other series to be digitized are the formation of the California Hospital, the development of the Whittier State School for Boys, the Los Angeles Public Library board, and the founding of a tuberculosis sanitarium in Idyllwild.

Digitization of this collection is made possible by a grant from the John Randolph Haynes and Dora Haynes Foundation. The Lindley Scrapbooks also are available for study in person in Special Collections, Honnold/Mudd Library during our Reading Room hours and by appointment.

NEH Funds Rhode Island Union Database of EAD Finding Aids

The Brown University Library in partnership with the John Carter Brown Library, Providence College, Rhode Island Historical Society, Rhode Island School of Design, Rhode Island State Archives, Roger Williams University, Salve Regina University, University of Rhode Island, and Westerly Public Library, has received a grant from the National Endowment for the Humanities to create a statewide union database of finding aids, entitled the Rhode Island Archival and Manuscript Collections Online (RIAMCO). Through the application of EAD, RIAMCO will collocate more than 300 dispersed but overlapping collections about the history of Rhode Island. The material documented in RIAMCO represents the history of Rhode Island from the colonial period to the present day and provides valuable insight into a range of topics including business, the Civil War, slavery, literature, church history, politics, diplomatic history, art and architecture, military history, labor, health and medicine, state and local government, higher education, and Native Americans. The RIAMCO project has been designated by NEH as a "We the People Project" for "promoting knowledge and understanding of American history and culture."

Funding for this two-year project will improve access to archival and manuscript collections throughout Rhode Island. This database will pull together disparate collections housed at various institutions, allowing researchers to find collections relating to their research through one comprehensive site regardless of their physical location. In many cases the papers of individuals and families are physically split among participating institutions and will now be intellectually reunited for the first time as a result of the online finding aids and the application of sophisticated search technologies developed in this project. For more information contact the project director, Jay Gaidmore at gaidmore@brown.edu.

The Website for the Hampton National Historic Site Now Features the Archives

The staff of Hampton National Historic Site is pleased to announce the addition of an Archives section to its website, available at http://www.nps.gov/hamp/historyculture/archives.htm. Hampton, a Georgian mansion completed just after the Revolutionary War, was home to a prominent Maryland family, the Ridgelys, for nearly two hundred years. It is located in Towson, MD, just north of Baltimore.

The new pages detail the holdings at Hampton, as well as Hampton and Ridgely related holdings at other institutions, and provide a comprehensive guide to collections, a unique tool for looking at the collections as a whole. The guide covers materials dating from 1664 to1990, and brings together archival descriptions of over 100 collections – regardless of their physical location.

Finding aids from all identified collections were analyzed and descriptions entered into a Microsoft Access database. The records were then organized into virtual series for each document creator and sorted by date, with descriptive detail from the original processing method. Subject-matter access was also established for several topics, including Accounts & Ledgers and Enslaved and Free and Workers. As part of this project, Hampton National Historic Site is, for the first time, publishing on the web its finding aids on Hampton's holdings.

The project, completed by Project Archivist Malissa Ruffner, was funded by a grant to Historic Hampton, Inc. (HHI) from Preservation Maryland. HHI contracted for its completion and co-managed the project with the National Park Service. For more information about the project, contact NPS Archivist Julia Lehnert at Julia_Lehnert@nps.gov.

Frederick Law Olmsted National Historic Site Releases Revised *Master List*
Anthony Reed, Frederick Law Olmsted National Historic Site

I'm pleased to announce a major release from the Frederick Law Olmsted National Historic Site (Olmsted NHS) and the National Association for Olmsted Parks (NAOP): *The Master List of Design Projects of the Olmsted Firm 1857-1979.*

Updated from the previous edition with hundreds of color images drawn from various archival repositories, it teeters on the line just between essential reference work and gorgeous coffee table publication, all in an affordable paperback edition! Chock full of hugely informative essays and hard data, this "Master List" includes quantity and date ranges of extant plans for each project and the date range of correspondence available from the Library of Congress and the Olmsted NHS (sort of a print version of the Olmsted Research Guide Online, available at www.rediscov.com/olmsted).

It was a huge effort by many hands and we're all really pleased with the outcome. Drop me a line if I can answer any questions about the Olmsted NHS, but purchase information can be directed to NAOP (www.olmsted.org).

Five New Archivists Join the Bancroft Library
Jane Rosario, The Bancroft Library, University of California, Berkeley

On Monday, February 4th, 2008, The Bancroft Library at the University of California, Berkeley, welcomed five new project archivists on two new grant projects:

Anastasia Karel earned her BA in American Studies from Franklin & Marshall College, and her MS in Library Science from the College of Information Studies, Drexel University. She just left a position as an archivist on the Wilson Processing Project at the New York Public Library to work on Bancroft Library's Borderlands Grant Project, funded by the National Historical Publications and Records Commission (NHPRC). Anastasia will be processing the papers of Herbert Eugene Bolton, George P. Hammond, and Abraham Nasatir and producing finding aids for publication on the Online Archive of California.

Marjorie Bryer earned her BA in Philosophy from the University of Rochester, her MA in European and British History from the University of Michigan, her Ph.D. in US History from the University of Minnesota, and her MLIS from San Jose State University. Marjorie has recently worked at the San Francisco Maritime National Historical Park, the Gay, Lesbian, Bisexual, Transgender Historical Society in San Francisco, the National Archives-Pacific Region in San Bruno, and worked as an intern at The Bancroft Library from 2005-2007. Marjorie is part of the Manuscripts Survey Project Team, which is funded by grants from the Andrew W. Mellon Foundation and the Rosalinde and Arthur Gilbert Foundation to survey the entire manuscripts collection of The Bancroft Library. Marjorie, along with her Survey Project colleagues, will be working the majority of time at the Northern Regional Library Facility (NRLF) at Richmond Field Station.

Amy Croft earned her BA in Art History and Psychology from UC Santa Barbara, and her MLIS from UCLA. She comes to work on the Survey Project from the University Archives at UCLA, having done some similar surveying work at that library. Amy has held internships at the Museum of Contemporary Art, Los Angeles, Clear Channel Outdoor, in Torrance, CA, and the Judah L. Magnes Museum in Berkeley.

Dana Miller earned her BFA in Film Studies and Production from the University of Nevada, Las Vegas, and her MLIS from Simmons Graduate School of Library and Information Science. Dana comes to the Survey Project from working as an Image Archivist from Friedmutter Group Architecture and Design in Las Vegas, and UNLV Special Collections.

Elia van Lith earned her BA in Mathematics at UC Berkeley, and her MLS from the School of Library and Information Science, Indiana University, Bloomington. Elia comes to the Survey Project from being the Archivist for the Chabot Space and Science Center in Oakland, CA, where she also completed survey work on CSSC's collection. Elia began her archival career as a student library employee at the Bancroft Library a few years ago.

Syracuse University Library Receives NHPRC Grant
Sean MacLeod Quimby, Syracuse University Library Special Collections Research Center

The Special Collections Research Center (SCRC), Syracuse University Library has been awarded a grant of $79,440 by the National Historical Publications and Records Commission to support the arrangement and description of the library's 134 unprocessed collections of original cartoon art. The funds will help support a full-time project archivist for a period of two years. The award to Syracuse was one of six "Detailed Processing Grants" awarded by NHPRC and the Archivist of the United States. Other recipients included Princeton University and the University of Chicago.

Syracuse's collection of original cartoon art is among the most comprehensive in America. It includes original work by approximately 173 artists (more than 20,000 items) and comprises more than 1,000 linear feet of material. Spanning the course of the 20th century, it includes both serial and editorial cartoons. Among the serial cartoonists represented are: Bud Fisher, whose *Mutt and Jeff* was the earliest successful daily comic strip; Mort Walker, whose *Beetle Bailey* anticipated the changing notions of American masculinity and militarism during the Cold War; Hal Foster, whose lavishly illustrated *Prince Valiant* elevated the artistic ambitions of the genre; and Morrie Turner whose *Wee Pals* was the first comic strip to chronicle the lives of racial and ethnic minorities in American life. The editorial and political cartoonists represented in the collection include: William Gropper, whose leftist political cartoons in the *Daily Worker* raised working class consciousness during World War II; F.O. Alexander, whose everyman alter-ego "Joe Doakes" experienced the turbulence of the 1960s in the pages of the *Philadelphia Bulletin*; and Carey Orr, whose editorial cartoons appeared in the *Chicago Tribune* for nearly fifty years straight.

The physical cartoons in Syracuse's collection are as wide-ranging and diverse as the artists that created them, assuming countless shapes, sizes, and media including pencil, pen, and gouache on paper. Over the next two years, the project archivist will take steps to ensure that the cartoons are housed in archival-quality containers. He or she will also draft online, searchable finding aids so that curious individuals all over the world can access them. The NHPRC grant is exciting news for scholars who specialize in the genre, casual fans, and, of course, for Syracuse University, which has held many of these collections since the 1960s.

With more than 100,000 printed works and 2,000 manuscript and archival collections, SCRC holds some of Syracuse University's most precious treasures, including early printed editions of Gutenberg, Galileo, and Sir Isaac Newton as well as the library of 19th century German historian Leopold von Ranke (1795-1886). SCRC's holdings are particularly strong in the 20th century; they include the personal papers and manuscripts of such luminaries as artist Grace Hartigan (1922-), inspirational preacher Norman Vincent Peale (1898-1993), author Joyce Carol Oates (1938-), photojournalist Margaret Bourke White (1904-1971), and architect Marcel Breuer (1902-1981). SCRC strives to be a "humanities laboratory" where librarians and scholars collaborate with the artifacts of history in an ongoing and vital learning process. Home to a new, state-of-the-art instructional seminar room, SCRC also regularly hosts exhibitions, lectures and classes focusing on its collections.

William L. Clements Library Launches New Website for EAD Finding Aids
Catalina Oyler, William L. Clements Library

The William L. Clements Library is pleased to announce the launch of a new website to provide access to finding aids of manuscript collections through EAD (Encoded Archival Description) at http://quod.lib.umich.edu/c/clementsmss. The Clements Library EAD project is an ongoing project and has received support from the Manuscripts Division staff, the Bentley Historical Library, Digital Library Production Services, and students at the University of Michigan School of Information. The project seeks to increase awareness of and access to the Clements Library's many important manuscript collections, including collections about colonial and revolutionary America, the Civil War, and many other topics. Over 200 findings have been converted to EAD and more are being added monthly. For more information about the Clements Library please visit http://www.clements.umich.edu/.

University of California Special Collections Departments Evaluate WorldCat Local
Michelle Light, University of California, Irvine

In May 2008 University of California campuses began a pilot evaluation of OCLC's WorldCat Local for its union catalog, Melvyl. Members of the special collections community at many UC campuses have encountered multiple problems with the archival catalog records.

The most egregious issue discovered is the loss of display of the 5xx note fields, including 506 (restrictions on access), 530 (additional physical forms), 533 (other reproductions), 540 (terms governing use and reproduction), 541 (immediate source of acquisition), 545 (biographical or historical information), 555 (index or finding aids note), 561 (ownership or custodial history), 580 (linking entry complexity note), and 584 (accumulation and frequency of use). This information is often vital to a researcher's understanding a collection's nature and content. Members of University of California Special Collections departments are encouraging OCLC to take better advantage of the content-rich data that already exist in the MARC records to support users. Other issues include the 7xx fields (author added entries) displaying as if the person or organization "authored" the collection, and default services offering interlibrary loan or "Buy This Book" from Amazon with a click of a button.

If your institution contributes records to OCLC, I encourage you to go to http://www.worldcat.org and search for your archival catalog records. Let OCLC know what you think.

Take a Survey Concerning Minimum Standards for Processing

Since the 2005 publication of Mark Greene and Dennis Meissner's article, "More Product, Less Process: Revamping Traditional Archival Processing" by *The American Archivist*, minimum-standards processing has been widely discussed among archivists. To date, however, no research has addressed how such an approach to processing is impacting professional practice. With your assistance, this study will gather initial information about the effects of minimum standards on processing programs, procedures, and products. Preliminary results will be presented at the Society of American Archivists' Annual Meeting in San Francisco.

 I invite archivists whose institutions have implemented minimum-standards processing, as well as those which have not, to participate in an online survey. If you choose to complete the survey, you will be asked questions related to your archival institution's use of minimum-standards processing. Your participation is voluntary, and you do not have to respond to any question which you are not comfortable answering.   There are no foreseeable risks associated with this research, nor are there any direct benefits to you. It is anticipated that the total time commitment for each respondent will be approximately 30 minutes. No personal information will be recorded, so responses will be anonymous.

The survey can be accessed at http://CTLSilhouette.wsu.edu/surveys/ZS80544 (no user ID or password is required). I appreciate your assistance with ensuring that only one response per institution is returned. The survey will be available through August 3, 2008. If you have any questions regarding this study, please contact me via e-mail at jmarshall@sc.edu.