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**FROM THE CHAIR**

As the annual meeting in New Orleans approaches, I thought I'd let you know what the Section has been up to since last meeting in Boston.

**ARL Statement:**

In June of 2004, ARL published its statement, "Recognizing Digitization as a Preservation Reformatting Method," <http://www.arl.org/newsltr/236/digpres.html>. Suzy Szasz, then editor of *Microfilm & Imaging Review*, gave Vice-Chair Gregor Trinkaus-Randall and myself the opportunity to comment on the statement in a special issue devoted to ARL's statement. Responses were submitted from the U.S., Singapore, Australia, and the Netherlands. To view the array of positions on the matter, check out the Fall 2004 issue of the journal.

**Preservation Publication Award:**

Each year, SAA considers North American works published during the previous calendar year that treat preservation related issues of particular interest to the archival community. The award, established in 1993, recognizes the author(s) and editor(s) of works that advance preservation theory and practice. Recent past recipients include Anne Kenney and Nancy McGovern's *Digital Preservation Management: Implementing Short-term Strategies for Long-term Problems* (2004), Robert E. Schnare, Jr.'s *Bibliography of Preservation Literature, 1983-1996* (2002), Gregory S. Hunter's *Preserving Digital Information: A How-To-Do-It Manual* (2001), Eléonore Kissel's and Erin Vigneau's *Architectural Photoreproductions: A Manual for Identification and Care* (2000), and James M. Reilly's *The Storage Guide for Color Photographic Materials* (1999). After soliciting the section membership for nominations for this prestigious award, I was honored to serve in an ex-officio capacity on the subcommittee charged with selecting the recipient of this

award. The 2005 recipient will be announced at the awards ceremony from 6:00 to 7:00 pm Friday evening, August 19. I hope you'll join us as we honor this year's recipients.

Section Elections:

During this year's section elections, we will be electing new section leaders: Vice-Chair/Chair Elect, one Member-at-Large, and two positions on the Nominating Committee as Linda Overman will be leaving her post early. In order to encourage greater participation in the section election, we have received permission to administer this year's election using an online survey tool as a pilot study. Once ballots are prepared, I will send an email notifying you that the ballots will be sent in the near future. Soon after, you will receive an email with the link to the survey site. A paper ballot will be distributed to section members who have not provided an email address to SAA. I'd like to encourage your feedback on the election process this year so that we can evaluate its effectiveness for future years. The winners of the election will be announced at the business meeting.

Preservation Programs at the Annual Meeting:

The New Orleans program also includes five preservation-related sessions and two workshops (see the guide elsewhere in the newsletter). In addition to these sessions, the section will hold its annual steering committee meeting as well as its business meeting. I will announce the time and location of the steering committee meeting, to which you are all cordially invited, over the section listserv. The business meeting which will feature committee reports, election results, an update on regional preservation organizations and preservation funding opportunities as well as a special program. Please watch for details.

I look forward to seeing you all in New Orleans!

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**ANNUAL BALLOT**  
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Hello Preservation Section members:

Summer is here and, before we know it, it will time for the annual meeting in New Orleans. There are some exciting opportunities coming available in the Preservation Section that may interest you, or someone you know.

As the Chair of the Nominating Committee, I wanted to solicit the Preservation Section membership for nominees for the 2005 ballot. The two positions that will become vacant are the Vice-Chair/Chair Elect and one Member-at-Large position. The following are descriptions of the position responsibilities from the Section's Bylaws:

Vice Chair

The Vice Chair is elected as the Vice Chair/Chair Elect by the membership through a mail ballot and holds the position for one year. The responsibilities of the Vice Chair are as follows:

Assist the Chair in carrying out the work of the Section.  
Preside over the Section business meeting at the SAA annual meeting in the absence of the Chair.  
Prepare minutes of the Section business meeting and Steering Committee meetings, and submit these to the newsletter editor after review by the Chair.  
Assist newsletter editor in soliciting material for Infinity.

#### Members-at Large

The two members-at-large serve staggered two-year terms and are elected by the Section membership through a mail ballot. The responsibilities of the members-at-large are as follows:

Provide additional perspective to the Steering Committee.  
Represent the membership.  
Undertake special tasks as needs arise.  
Provide links to other communities.

Please let me know if you know of anyone (including yourself) who might be interested in either of these positions no later than June 17! We need to get the ballot ready so there is plenty of time to mail ballots and cast votes before the SAA annual meeting.

I look forward to hearing from you.

Susan DuBois  
skidubois@comcast.net

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### **PRESERVATION SECTION 2005 ANNUAL MEETING AGENDA**

Preservation Section will meet **Friday, August 19, 2005** from 8:00 AM-10:00 AM.

Our annual Section meeting will include committee reports, election results, updates from regional preservation organizations, details of current preservation funding opportunities, and discussion of potential sessions for 2006. A featured program will follow section business. Here's a preliminary agenda:

- Welcome (Sheila McAlister) 8:00-8:15
- Welcome to new Chair, Gregor Trinkaus-Randall
  - Welcome to new Vice-Chair
  - Preservation at SAA in 2005
  - Section accomplishments and thank yous
  - Call for volunteers

SAA Diversity Committee (Michael Doylen) 8:15-8:20

Welcome from Council (Christopher Paton) 8:20-8:25 [awaiting confirmation]

Committee Reports

- Education Committee (Sue Koutsky & Rebecca Hatcher) 8:25-8:30
- Nominations Committee Elections Report (Sheila McAlister for Susan DuBois) 8:30-8:35
- Outreach Committee/Webmaster (Julie Graham) 8:35-8:40
- Publications Committee (Elli Bambakidis) 8:40-8:45
- Program Committee (Pat Morris) 8:45-8:50
- Newsletter Committee (Sheila McAlister for Anne Rothfeld) 8:50-8:55

Regional Alliance for Preservation (RAP) Update (Rebecca Hatcher, NEDCC) 8:55-9:05

Funding Available for Preservation Projects (Tom Claerson, OCLC Online Computer Library Center, Inc) 9:05-9:15

Update on DPLAN (Gregor Trinkaus-Randall) 9:15-9:20

Special program 9:20-9:50 [awaiting confirmation]

Session brainstorming, questions, announcements 9:50-10:00

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**List of workshops and sessions at the 2005 annual meeting:**

Preconference Program #0601: Becoming a Film-Friendly Archivist  
Monday, August 15, 2005, 9:00am – 5:00pm

Katie Trainor, Film Preservationist  
*Museum of Modern Art*

Snowden Becker, Public Access Coordinator  
*Academy Film Archive*

***Upon completion of this workshop you'll be able to:***

- Perform basic identification of film materials and evaluate their condition and contents;
- Set preservation priorities for film materials and get accurate estimates for preservation work;
- Identify sources of preservation funding and discuss methods for integrating motion picture materials into access, exhibition, and outreach efforts;
- Begin thinking about film as an essential and approachable part of your collection, as well as the historical and cultural record archivists work to preserve; and
- Regard future acquisitions of film with confidence and a positive attitude.

Preconference Program #0605: "Security in Archives & Manuscript Repositories  
(EXPANDED)

Monday, August 15, 2005 - Tuesday, August 16, 2005, 9:00am - 5:00pm

Richard Strassberg, Associate Director, of the Martin P. Catherwood Library at Cornell University and Director of its special collections unit, the Kheel Center for Labor-Management Documentation and Archives

Mary Boone Bowling, Consulting Archivist

Upon completing this workshop you'll be able to:

- Staff and researchers;
- Storage and reading room design;
- Techniques of processing;
- Collection management;
- Exhibit policies; and
- Choose security policies and procedures that make it easier to avoid theft or loss.

Session no. 101: "Three Working Models of Digital Archives"

Thursday, August 18, 2005, 9:45am - 11:15am

Mark Conrad, Chair  
*National Archives and Records Administration*

Richard Marciano  
*San Diego Supercomputer Center, "The Persistent Archives Testbed Project"*

William LeFurgy  
*Library of Congress, "Building Partnerships with States to Develop a National Digital Preservation Strategy"*

Kirsten Neilsen,  
*UCSF Tobacco Control Digital Library, "A Tale of Two Archives"*

A variety of archival institutions are developing approaches to preserving digital content. These efforts include undertaking assessment and planning initiatives, building institutional repositories, exploring multi-institution partnerships, and developing advanced technologies. The speakers present three models with different strategies, goals, resources, content, and audiences. They demonstrate that preserving digital content is technologically viable. And they discuss the choices, surprises, and challenges that an institution will face and the expertise and assets needed for success.

Program no. 202. "PDF-Archive: The Development of a Digital Preservation Standard"

Thursday, August 18, 2005, 12:45pm - 2:15pm

Betsy Fanning, Chair  
*Association for Information & Image Management*

Melonie Warfel  
*Adobe Systems, Inc*

Stephen Abrams  
*Harvard University Library*

Susan Sullivan  
*National Archives and Records Administration*

The proposed ISO PDF-Archive (PDF/A) standard specifies how to use the Portable Document Format (PDF) 1.4 for long-term preservation of electronic documents. It also illustrates the importance of archivists' involvement in the standards development process. In this session, four members of the ISO Joint Working Group on PDF/A describe the specification, the three-year, inter-professional effort to create the standard, and its potential impact on digital preservation.

Program Session no. 201: "Destruction and Preservation of Archives in Wartime: The Balkan Wars of the 1990s and Iraq"  
Thursday, August 18, 2005, 12:45pm – 2:15pm

Molly Wheeler, Chair  
*The Josef and Anni Albers Foundation*

András Riedlmayer, *Documentation Center of the Aga Khan Program for Islamic Architecture, Harvard University*  
"Killing Memory: Destruction and Preservation of Archives and Cultural Memory in the Balkan Wars of the 1990s"

Keith Watenpaugh  
*Institute of Peace Studies, LeMoyne College*  
"The Politics of Mnemocide: Libraries, Archives, and the Future of Iraq's Past"

Wars and political conflicts exact a terrible human cost, but they also result in the irreparable loss of cultural heritage. Only by examining the deliberate and accidental destruction of archives, libraries, and museums can we learn how to avoid such profound loss in the future. This session explores the causes and consequences of such attacks during wartime and the archival community's role in establishing widespread awareness, archival solidarity, disaster planning, and preservation initiatives. Readings : [www.albersfoundation.org/SAA05](http://www.albersfoundation.org/SAA05).

Program Session no. 306: "ARCHIVES UNPLUGGED: Preservation Fundamentals"  
Thursday, August 18, 2005, 2:30pm – 4:00pm

Jill Rawnsley  
*Conservation Center for Art and Historic Artifacts, Philadelphia*

What does a preservation program actually encompass? If you're a new archivist or want a refresher on our preservation responsibilities, this "Unplugged" is for you! Rawnsley reviews the components of a preservation program for your archival collection, including holding maintenance activities, assessing preservation needs, disaster planning, fund raising, and working with conservators. She'll also discuss resources and training opportunities that will help you on your way.

Program Session 503. "Archival Theft, Recovery of Documents, and Security: How to Deal with the Unthinkable"  
Friday, August 19, 2005, 4:15pm - 5:45pm

Bruce Stark, Chair  
*Connecticut State Library*

Lynne Richardson  
*Federal Bureau of Investigation*

The idea that someone would steal materials is often unthinkable, but unfortunately it does happen. One of the best weapons against theft is education, thus the importance of learning what resources are available and what steps you can take to protect your collections. Richardson helps archivists identify potential thieves and discusses the FBI's newly expanded Art Theft Program, one that includes agents assigned to work with cultural institutions.

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**Preservation Section Steering Committee Meeting Minutes**  
**August 5, 2004**  
**SAA Annual Meeting, Boston**

Present: Susan DuBois, Sheila McAlister, Tom Clareson, Rebecca Hatcher, Sue Koutsky, Shelby Sannett, Clark Center, Gregor Trinkaus-Randall, Julie Graham, Doris Hamburg, Barabra Rust

Susan DuBois called the meeting to order at 12:05.

Business Meeting Agenda:

The meeting began with a review of the agenda for the Section's business meeting scheduled for August 6 at 8:30am. Susan informed the Committee that she had added Nadina Gardner of Heritage Preservation to the agenda to say a few words about Heritage Preservation and provide an update of the Heritage Health Index. Gregor

suggested that we ask Nadina to say a few words about the Alliance for Response program as well. There were no other suggestions for the agenda

#### Program Committee Chair:

Susan relayed to the Committee that Patricia Morris, Faculty Director, Preservation Department, and University Libraries, University of Colorado at Boulder, emailed her expressing interest in the Program Committee Chair position. Susan forwarded the email to Linda Overman, current Program Committee Chair, who was very interested in Pat's response. The Committee approved Pat becoming Chair of the Program Committee.

#### Volunteers:

Susan informed the committee that she received a number of responses to her email call for Preservation Section members to become active in the section. Emails were received from:

Katherine Seeburger-O'Neil, MLIS student at Wayne State University  
Joan Schwartz, Queen's University, Ontario  
Jennifer Gregory, Northern Kentucky University  
Ellen Belcher, John Jay College  
Judy Kearney, Bishop Museum  
Kara McClurken, Smith College

Susan sent an email back to all of these individuals thanking them for their interest, and promising them that the Steering Committee will be in touch with them soon. Tom Claeson suggested that this "wave" of volunteers be mentioned at the business meeting--and used to encourage others to become involved. Sheila also commented that we should make it clear that there is a place for everyone, regardless if they are new to the section or new to preservation.

Discussion regarding appointing a new Editor for Infinity was deferred until Clark Center, the current Editor, could be present.

#### Preservation Section Discussion Lists:

The Committee discussed the two Preservation Section discussion lists: Yahoo and the SAA announcement list. Susan sent out an email on the SAA list and received an excellent response. There were some comments that the Yahoo list was mostly "spam." It was agreed that the Yahoo list should be deleted, and Sheila offered to delete the list. Susan expressed some concern that the SAA list is not a true discussion list because only the Steering Committee can post to it. A suggestion was made that we contact SAA to see if we could appoint a moderator to the list and do occasional grouped postings. Susan said she would check with Brian Doyle, who was the contact for the SAA list, about making the Preservation Section list a moderated list.

#### Electronic Records Section Petition:

Susan shared with the Committee the petition emailed to her by Rosemary Flynn, Chair of the Electronic Records Section. In brief, the document was created to petition SAA Council to create standard operating procedures for both the section endorsement and

ranking process. It also called for more "institutional and functional" diversity on the Program Committees each year. Gregor Trinkaus-Randall and Julie Graham (both on the 2004 Program Committee) explained how the Program Committee works and gave the Steering Committee some insight into how some proposals succeed, and others are rejected. Susan expressed her frustration regarding the process and the hard work that went into reading a dozen proposals and then ranking them--only to have two sessions approved. Tom Claeson also expressed that he would like to have seen more communication between the Preservation Section and the Program Committee to help us understand why some proposals did not succeed. Julie mentioned that this year the Program Committee put together a fact sheet "Tips on Strengthening SAA Session Proposals." It is available at the registration desk and on the SAA website. There was also an unplugged session on how to create a strong session proposal at this year's meeting. The Program Committee hopes that this will help demystify the process.

Susan commented that, although she like the idea of standardizing the procedures for endorsements and ranking, she did not feel comfortable making the petition available at the Preservation Section Business Meeting because of the diversity issue included in the petition. Gregor commented that action might be taken on the issue at the SAA Annual Business meeting. Susan asked Gregor to let her know if this was the case. Sheila suggested we ask our Council Liaison, Chris Paton, to comment on the petition. It was agreed that this was a suitable approach. [At the business meeting the next morning, Gregor reported to Susan that it was not brought up at the Business Meeting and he had heard that most sections were not even bringing up the petition at their business meetings. Sheila and Susan decided at that time not to ask Chris Paton to comment on the petition.]

#### Association of Research Libraries Request:

Susan shared with the Committee an email she received from the Association of Research Libraries (ARL). The email announced that its newly released report, "Recognizing Digitization as a Preservation Reformatting Method" would be reprinted in *Microform & Imaging Review*. In addition to reprinting the report in full, ARL plans to provide commentaries--both pro and con--"in order to give this important topic the full attention it deserves." ARL has invited the Preservation Section to submit a piece for the Fall 2004 issue commenting on the report. The deadline for submission of final copy is October 15, 2004. The Committee agreed that it will solicit comments from the Section membership and Sheila, Gregor, and Susan will compile a cohesive statement for ARL. Susan will send a post to the Section (via. the SAA distribution list) requesting comments be sent to Sheila. Julie also recommended that Susan forward the ARL email to Nancy Beaumont and Rand Jimerson, which she agreed to do.

#### 2005 Session Proposals:

The Committee discussed ideas for 2005 session proposals. Recommendations included:

A session discussing new areas of disaster preparedness. Steve Dalton is developing something on this for ALA Mid-Winter meeting. Other possible speakers: Lori Foley & MJ Davis. Sue Koutsky recommended that we consider taking this proposal to the

SAA/ALA/AAM Joint committee. Sue is a part of this Presidential Committee. They like to see programs developed that can be taken to all professional meetings.

"Unplugged" Session on Preservation Planning. Speakers?

Resubmit Pat Morris' 2004 proposal on Planning and Construction--ask her if she would expand to include concerns re: disaster. The discussion expanded this idea to include a session on construction and working with architects and another session on pre-planning for construction and seeing plans through.

A session focused on training volunteers at different institutions. Possible speakers: Julie Page (student volunteers), & Sean Fisher (2004 proposal on using volunteers).

Developing policies and procedures for digital repositories. Florida Center for Library Automation received an IMLS grant. Possible speakers: Anne Kenney, Nancy McGovern, Peter Hurdle, and Steve Chapman.

A panel discussion on digitization standards. Possible speakers: Phil Gosling, Sherry Burne, Carlos Montorie (sp?) Julie will follow up on this idea.

Preservation Section Elections:

The Committee discussed future Preservation Section elections since the newsletter will no longer be produced in hard copy. Some committee members felt we should now ballot at the business meeting every year. Clark stated that the section discontinued this practice because it excluded those who cannot attend the meeting. Susan suggested that we make a mail in ballot available on the Section distribution list for those who cannot attend the annual meeting. Julie mentioned that members could vote more than once this way. The idea of electronic voting was discussed and Susan agreed to contact Brian Doyle at SAA to see if this could be arranged.

Clark brought up the concern that we have had uncontested ballots for several years now. The Committee agreed that it would like to see this change. Susan and Sheila agreed that, in the coming year, an emphasis will be put on getting the membership active. The new volunteers that stepped forward in response to Susan's pre-meeting email are encouraging.

Newsletter Editor:

The Committee discussed the volunteers for the Editor of Infinity position. Susan read the credentials sent to her by Stephanie Adams (The History Factory) and Anne Rothfeld (NIH/NLM). Christine Abe (Wayne State University) also expressed interest, but did not send any more information on her background. Clark commented that no credentials were required to be Editor in the history of the Section. He also said that the newsletter was created in Word at the request of SAA, and that the format could change now that it is going electronic. The Committee decided to contact the volunteers and suggest they become Co-Editors of Infinity. It was also suggested that we give them ideas on how to split the duties. Clark reiterated that he will pass on the boilerplates he has, as well as his resources for information.

Susan thanked the Steering Committee for attending the meeting and closed the meeting at approximately 1:45.

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**Preservation Section Meeting Minutes, Society of American Archivists**  
**Friday, August 6, 2004 8:30-10:30 am**  
**Cambridge Room**

Chair Susan DuBois called the meeting to order at 8:35a.m.

She thanked the 2003-2004 steering committee for their assistance during her tenure as chair and in particular, thanked former chair, Tom Clareson. DuBois then thanked those who responded to her email on the Section listserv soliciting volunteers for the Section's committee. She encouraged others to volunteer to become more involved.

DuBois then welcomed new Chair, Sheila McAlister [Digital Library of Georgia, University of Georgia], who has been involved in the section for several years and new Vice-Chair, Gregor Trinkaus-Randall [Massachusetts Board of Library Commissioners]. Next, DuBois thanked retiring committee chairs, Clark Center [University of Alabama] and Linda Overman [Alabama State Archives]. Center had been editor of Infinity, the Section's newsletter and shepherded the Section's last hard copy of the newsletter through publication. Overman served the Section for six years as Program Committee chair. Unfortunately, Overman was unable to attend the meeting, but DuBois extended the Section's thanks to her. DuBois also thanked Cat Mundell, who stepped down as Education Committee chair last year, and thanked Sue Koutsky [University of Maryland] and Rebecca Hatcher [NEDCC] for stepping forward to replace her.

DuBois then outlined some of the major section activities for the past year. In September of 2003, Linda Overman, Susan DuBois, and Tom Clareson reviewed an approved twelve session proposals and one workshop proposal. Only two of the section-approved proposals made it onto this year's program; however, nine preservation-related sessions did appear on the 2004 program. DuBois did consult with 2004 Program Chair Mark Greene about the low acceptance rate. Several preservation-related workshops did appear as part of the program. In addition to Gregor Trinkaus-Randall's section-approved "Leaky Pipes and Broken Windows" workshop, "Oral History: From Planning to Preservation," "Preserving Digitally Signed Documents: Technical, Legislative, and Policy Responses," "Building Digital Collections," "Archival Perspectives on Digital Preservation," and "Administration of Photographic Collections" had significant preservation-related content. "Leaky Pipes" had an excellent response with eleven participants.

DuBois then reminded Section members of the Preservation Reception at Boston Public Library, graciously hosted by the North East Document Conservation Center (NEDCC) on August 6 from 5:45 to 7:00 p.m.

DuBois then welcomed Chris Paton, the Section's Council Liaison.

Paton welcomed the group and reminded the Section of the brief annual report of the Section's activities that is to be submitted to Council by the end of the year. She then informed the membership that subsequently all section and roundtable newsletters would be published electronically. She also informed the section that when fundraising for section activities, any request to an outside group for more than \$100 must be coordinated through the Executive Office.

After Paton finished her remarks, DuBois thanked her and welcomed Kathy Marquis, co-chair of next year's Program Committee. Marquis encouraged section members to submit proposals by October 8. The deadline for Chair endorsement is October 22. The committee has created a list of tips for strengthening proposals sheet that is available on the website and at the registration desk. Marquis encourage those who have an idea that's not fully formed to contact the section chairs or the program committee for assistance.

DuBois thanked Marquis, and the section committee reports began.

Education Committee (Sue Koutsky & Rebecca Hatcher):

Hatcher encouraged section members to become active, and Koutsky reported that the committee is planning to resume the publications fair. The University of Maryland has agreed to be the repository for the publications brought together by the committee during fair preparations.

Nominations Committee Elections Report (Tom Clareson):

Clareson thanked the committee, Glenda Stephens (University of Kansas) and Barbara Rust (NARA) for their hard work in putting together such a strong slate of candidates. The new 2004-2005 officers for the section are Gregor Trinkaus-Randall (vice chair/chair elect); Clark Center (Member at Large); and Linda Overman (Nomination committee). Because the newsletter will no longer be printed, election procedures will need to change. The steering committee will keep section members apprised of the situation.

Outreach Committee/Webmaster (Susan DuBois for Julie Graham):

Susan DuBois read Julie Graham's report in which Graham reported that she updated to newsletter to include new issues of the newsletter and to update the leader's list. She will put up last year's Selected Readings bibliography in the near future. Graham is also looking for those interested in assisting her with the Web site.

Publications Committee (Elli Bambakidis):

Bambakidis was unable to attend, but DuBois encouraged members to help create the annual bibliography.

Program Committee (Susan DuBois for Linda Overman):

Linda Overman was unable to attend the meeting, but emailed her report to DuBois, who read it to the section. In October 2003, on behalf of the SAA Preservation Section, Susan DuBois, Tom Clareson, and Linda Overman reviewed and agreed to endorse all twelve session proposals that we received for consideration for the 2004 SAA Annual

Meeting in Boston. Six of the proposals were generated by members of the Preservation Section. The other six, which had a preservation focus, were generated by members of other sections or roundtables.

The SAA Program Committee requested that the proposals be prioritized by November 7, 2003. This was the standard practice for the past three years. On behalf of the section, DuBois, Claeson, and Overman prioritized them.

In January 2004, DuBois was notified by one of the SAA Program Committee Co-Chairs that the two following sessions were accepted for this year's annual meeting: "Preservation Policies for Digital Resources" and "Preserving Moving Images: Assessing Risk and Value." In his email, the Program Committee Co-Chair stated that they had received a total of 106 proposals for only fifty program slots. In addition, he stated that five sessions, which relate to preservation, but were not proposed through our section, were accepted onto the program. They were "ERPANET: Seeking and Supporting Best Practices in Digital Preservation and Archiving," "Us, Them, and We: Strategies for Creating Successful Collaborations with Vendors for Sound Preservation Projects," "Digital Preservation in Institutional Repositories," "A Report on a Project to Collect, Describe, Preserve, and Make Accessible the Desegregation-Era Records of the Boston Public Schools," and "Materiality, Meaning, and Metadata: The Importance of Physical Form."

Newsletter Committee (Clark Center):

Center reported that two issues of the newsletter have been published this year and that from now on the newsletters will be available only in electronic form.

DuBois thanked the committee chairs for their reports and introduced Steve Dalton of NEDCC to deliver the Regional Alliance for Preservation (RAP) update.

Dalton began by mentioning the Alliance for Response forums, which involved RAP partners, NEDCC and AMIGOS. Alliance for Response is intended to "build partnerships between the stewards of cultural heritage and first responders and to strengthen emerging cultural heritage networks." The project was coordinated by Heritage Preservation. The four forums took place in Dallas (Dallas Museum of Art, November 13, 2003), in Boston (Museum of Fine Arts, November 17), in Cincinnati (Cincinnati Art Museum, December 12, 2003), and in New York (2004). Dalton then informed the section that RAP is extending its outreach efforts and will have an expanded Web site, [http:// www.rap-arcc.org](http://www.rap-arcc.org). RAP will meet in November in Washington, D.C.

In late October, Northeast Document Conservation Center, in partnership with Amigos Library Services, Inc., the Conservation Center for Art and Historic Artifacts (CCAHA), the Online Computer Library Center (OCLC), the Southeastern Library Network (SOLINET), and the University of Washington Libraries (UW) will present the Pacific Northwest Preservation Management Institute. Funded in part by a leadership grant from the Institute of Museum and Library Services (IMLS), the three week-long sessions will provide preservation management training to librarians,

archivists, curators, and records managers in Alaska, Idaho, Oregon, and Washington who have (at least) part-time preservation responsibilities but appropriate training. The second phase of the grant is to create distance education modules to those in the Pacific NW and maybe to those beyond in the future.

IMLS has funded a new initiative (not yet begun) under the Librarians in 21st century program. The project, spearheaded by NEDCC in partnership with Simmons College Graduate School of Library and Information Science, will “make preservation a basic part of the master's of library science curriculum through cooperation among regional preservation centers and schools of library and information science. The project goal is to arrive at consensus about content for a preservation course and to create an online curriculum with detailed lesson plans.”

The Massachusetts Board of Library Commissioners (MBLC) and NEDCC have created an online emergency preparedness planning tool, dPlan. dPlan provides online templates for creating a comprehensive disaster plan. The process allows staff to log-on to a Web site, complete those portions of the plan for which they have information, log-off to gather more information, and return to the site in the future. dPlan has undergone beta testing. While it is oriented to Massachusetts, the project partners hope to extend the program elsewhere in the future. The site is available at [http:// www.dplan.org](http://www.dplan.org).

NEDCC is also in its eighth month of an IMLS leadership grant to create tools for developing digital preservation planning surveys.

The School for Scanning will be held in Boston next year. It will be the 10th anniversary of the series of workshops. Additionally, NEDCC will be conducting “To Film or To Scan” in Bosnia at National Library in November.

DuBois thanked Dalton and introduced Tom Claerson of OCLC to speak about funding opportunities for preservation projects. Claerson distributed two handouts and began to provide information on the programs at IMLS and NEH. Both have changed their programs to include new kinds of activities and new directions. IMLS now has a tutorial available to assist those applying for National Leadership Grants. It is available at [http://e-services.imls.gov/project\\_planning/](http://e-services.imls.gov/project_planning/). The National Leadership Grant applications are due Feb. 1, 2005 and awards may range from \$25,000 to \$1 million for projects with terms of up to three years. The projects must have a national impact. This year's funding priorities are advancing learning communities, building digital resources, and research and demonstration. IMLS will make its updated digitization guidelines available this fall. The Librarians for 21st century grant applications are due December 15, 2004.

Claerson then turned to the NEH activities. He mentioned recent audio and visual preservation efforts funded by NEH including the Sound Savings conference, whose proceedings are now available on the ARL website at [http://www.arl.org/preserv/sound\\_savings\\_proceedings/](http://www.arl.org/preserv/sound_savings_proceedings/). There will also be a road show on audio preservation that will tour the country. Claerson mentioned several NEH programs including Preserving and Creating Access, due July 15, the Stabilization of

Resources grants which are now available to libraries and archives and proposals are due October 1, and the Preservation Assistance grants due May 15 and announced early December. Claeson then asked Barbara Paulson of NEH to comments further.

Paulson encouraged section members to stop by NEH's office hours where handouts about their granting programs would be available. She commented that the appropriations process is going on now, but NEH doesn't have a clear picture about what will happen yet. Paulson advised section members to consult the NEH's granting guidelines as they have changed considerably in the last few years. For example, NEDCC has will consider reformatting methodologies other than microfilming for its collections grants. Digitization, however, is still considered an access activity

NEH is soliciting proposals from institutions to participate in the development of a test bed for the National Digital Newspaper Program (NDNP). Ultimately, over a period of approximately 20 years, NDNP will create a free accessible, national, digital resource of historically significant newspapers from all the states and U.S. territories published between 1836 and 1922. For more information including content and technical guidelines, see their Web site, <http://www.neh.gov/grants/guidelines/ndnp.html>. NEH expects to award up to ten cooperative agreements (of up to \$500,000 each) for a two-year period.

Save America's Treasures (<http://www.saveameericastreasures.org/>), sponsored by the National Park Service and managed with the assistance of NEH, NEA, and IMLS, is strictly preservation-related. The deadline last year was in May. There may be revisions to the guidelines and deadlines.

Director of the Division George Farr is retiring at the end of August, and Deputy Director Jeff Field retired at the end of last June. NEH will have a new program officer starting this fall.

Paulson handed the floor back to Claeson who commented that Save America's Treasures program has changed its focus to include collections rather than just historic sites.

DuBois thanked Claeson and Paulson for their contributions and introduced Nadine Gardner of Heritage Preservation for an update on the Heritage Health Index. Gardner explained that Heritage Preservation is a non-profit centered in Washington, D.C. that promotes awareness of conservation and preservation. One of their programs is the Heritage Health Index, a nationwide assessment of the condition of cultural heritage materials at archives, historical societies, libraries, museums, and scientific organizations. This August, over 15,000 collecting institutions nationwide received the survey by mail; however, participants are encouraged to fill out the survey online. The project is administered by Heritage Preservation in partnership with the Institute of Museum and Library Services, with major funding from the Getty Grant Program, and additional support from the Henry Luce Foundation, Bay Foundation, Samuel H. Kress Foundation, Peck Stacpoole Foundation, and Gladys Kriebel Delmas Foundation.

Gardner also mentioned Heritage Preservation's role in the Alliance for Response Forums and informed the group that the Emergency Response and Salvage Wheel is now available in Japanese and will be distributed in Japan.

Heritage Preservation will also be updating and expanding its brochure on resources for recovery, which explains how to apply for federal aid post national disasters, with support from FEMA and NEA.

Gardner also informed the group that she will be leaving Heritage Preservation to join NEH's Preservation and Access division as their new Program Officer.

After Gardner's comments, Gregor Trinkaus-Randall reminded section members of state-level funding for preservation projects through NHPRC re-granting through the SHRABs and LSTA funding which is often available through one's state library.

DuBois thanked them both and introduced Doris Hamburg and Mary Lynn Ritzenthaler of the National Archives & Records Administration who delivered the featured program of the business meeting, "Assignment Baghdad: Preservation of the Iraqi Jewish Archive," in which they discussed their summer 2003 trip to Baghdad to assess water damaged records at Iraqi police department about the Jewish community in Iraq.

The records, amassed by Hussein's secret intelligence agency, were located in their headquarters, a building that was an early target of bombing. After the bombing, the first group into the building was made up of the military. Later, Judith Miller of the New York Times and Harold Rhode of the Dept. of Defense. After hearing reports on the discovery of a 7th century Talmud in the building. When they arrived, they found looters and discovered Jewish documents, books, scrolls, etc. strewn in basement in several feet of water. Private funds were contributed to remove the water and hire salvage workers. After the water was removed, the books and documents were taken out in sacks. Heroic efforts were needed to remove the materials from basement to another location where they were put out to dry. The weather was hot, but humid. They placed the materials on blankets on the ground. After drying and sorting, the documents, some still damp, were packed into 27 metal trunks. They trunks were taken to the coalition provisional authority.

In June of 2003, the Coalition Provisional Authority contacted Doris Hamburg and Mary Lynn Ritzenthaler to ask how the documents might be saved. Hamburg and Ritzenthaler advised them to freeze the documents. The CPA asked Hamburg and Ritzenthaler to come to Iraq to aid them.

Within a week, the two were on their way. Unsure of the working conditions, Ritzenthaler, Hamburg, and Archives staff gathered together materials for the trip. The documents were stored below freezing in a refrigerated truck near the Republican Guard palace. Unfortunately, the trunks had begun to rust, and the temperature in the truck was not constant (there was a freeze-thaw cycle in truck). Once they opened the trunks, they found that the frozen blocks of materials took longer to thaw than they

thought. Therefore, they decided to use the top layer of each trunk to survey the collection. They photographed trunks and described the conditions of materials. They found staining, distortion, mold damage, and fragments. Once the documents are dried and mold remediation has taken place, they will have better idea of content of the Jewish Archive.

On their return, they created a report on the conditions that they submitted to the CPA, available at [http:// www-oi.uchicago.edu/OI/IRAQ/mela/IraqiJewishArchiveReport.htm](http://www-oi.uchicago.edu/OI/IRAQ/mela/IraqiJewishArchiveReport.htm). As there were no local preservation or conservation resources, they arranged for the collection to be sent to U.S. NARA would take physical custody and oversight of preservation of collection.

DuBois thanked Ritzenthaler and Hamburg for their report and opened the floor up to discussion and questions.

Valerie Metzler (Altoona, PA), chair of the Preservation Publications Awards Committee, asked section members to submit nominations. The deadline is February 28. She also mentioned that MARAC will take place in Pittsburgh September 30 through October 2. There will be several preservation-related sessions.

Clark Center encouraged section members to submit their news items to the newsletter.

Mary Lynn Ritzenthaler informed the group that NARA will have its annual preservation conference in March 2005. The topic will be encasements and exhibitions of important treasures.

DuBois thanked the section members and adjourned the meeting.

Minutes respectfully submitted by Sheila McAlister.

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**NEWS AND ANNOUNCEMENTS:**

*National Archives and Records Administration (NARA) 19th Annual Preservation Conference:  
"Parchment and Titanium: Preserving the Charters of Freedom"*  
September 22, 2005, 8:30 a.m. - 5:30 p.m.  
National Archives, Washington, DC

The 2005 Preservation Conference will focus on the multi-year project undertaken by the National Archives to preserve and re-encase the Charters of Freedom. The conference will be of interest to archivists, historians, conservators, librarians, museum curators, exhibit designers and preservation specialists. Speakers will include senior NARA staff as well as other key contributors to the Charters re-encasement project.

Pre-registration is encouraged - The registration fee is \$75.00. Attendees can pay in advance by check and credit card. For additional information contact Richard Schneider, Conference Coordinator, telephone: 301-837-3617, email: [richard.schneider@nara.gov](mailto:richard.schneider@nara.gov).

*Professional Education Offering #0612: Archival Perspectives in Digital Preservation*  
Richmond, VA.

Thursday, November 03, 2005 - Friday, November 04, 2005

9:00 AM - 5:00 PM

Continuing Education Units (CEUs): 1.5

ACA Archival Recertification Credits: 10

#### REGISTRATION FEES:

Early bird (on or before 10/4/2005): SAA Member - \$225; Nonmember - \$295

Regular (after 10/4/2005): SAA Member - \$265; Nonmember - \$335

How do you make the connection between fundamental archival principles and the idea of "digital preservation" as it has evolved since 1996? Come to this advanced seminar to find out. Drawing on a growing technical literature defining digital preservation requirements, the seminar explores how concepts such as integrity, authenticity, and trust are embedded in specific digital preservation development programs, including the work of OCLC/RLG, InterPARES, and selected European initiatives.

Who should attend? Participants should be familiar with the basics of digital technology, the fundamentals of database design, and metadata creation in an archives or library context. Passing familiarity with XML and SGML would also be helpful. Attendance limited to 30.

Instructor(s):

Paul Conway, Director of Information Technology Services, Duke University Libraries

Hotel and Travel Information: TBD

*2006 Modern Archives Institute*

January 23 - February 3, 2006

June 5 - June 16, 2006

The 2-week program provides an introduction to archival principles and techniques for individuals who work with personal papers, as well as those who work with the records of public and private institutions and organizations. It is intended to help archivists acquire basic knowledge about caring for archival materials and making them available. The Institute concentrates on basic archival functions including preservation.

The program includes lectures, discussions, workshops, a full day of activities at the Library of Congress, and tours of various units of the National Archives and Records Administration. Continuing education units are offered. Participants will receive several archival publications as well as other materials.

The fee is \$675. This includes publications and instructional materials. Transportation, room, and board are not included. Payment is required before participants can be considered enrolled. Enrollment is on a first-come, first-served basis for persons currently working in archives or manuscripts.

For further information, please contact:

Modern Archives Institute  
Room 301  
National Archives Building  
700 Pennsylvania Avenue, NW  
Washington, DC 20408  
phone: 202-501-5390, ext. 279  
fax: 202-208-1903  
e-mail: [mary.rephlo@nara.gov](mailto:mary.rephlo@nara.gov)

For more information about SAA workshops, please contact Solveig DeSutter or Jodie Stauffer in the SAA Professional Education Department, 312/922-0140, [education@archivists.org](mailto:education@archivists.org).

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**PREMIS WORKING GROUP PUBLISHES DATA DICTIONARY FOR  
PRESERVATION METADATA; FINAL PRODUCT OF CONSENSUS-BUILDING  
EFFORT JOINTLY SPONSORED BY OCLC AND RLG**

DUBLIN, Ohio, USA, May 20, 2005—OCLC and RLG are pleased to announce the release of a comprehensive guide to core metadata for supporting the long-term preservation of digital materials. Data Dictionary for Preservation Metadata: Final Report of the PREMIS Working Group is the product of the foremost international consensus-building effort directed at preservation metadata, and it is likely to become the foundation for future work in this area.

Data Dictionary for Preservation Metadata and related materials can be viewed and downloaded at <http://www.oclc.org/research/projects/pmwg/>. Comments and questions on the data dictionary can be submitted to [premis@loc.gov](mailto:premis@loc.gov).

To read the full article, follow this link:

<http://www.oclc.org/research/announcements/2005-05-20.htm>

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**LIBRARY OF CONGRESS AND NATIONAL SCIENCE FOUNDATION  
ANNOUNCE RESEARCH AWARDS OF \$3 MILLION TO ADVANCE  
DIGITAL PRESERVATION**

The Library of Congress National Digital Information Infrastructure and Preservation Program (NDIIPP) and the National Science Foundation awarded ten university teams a

total of \$3 million to undertake pioneering research to support the long-term management of digital information. These awards are the outcome of a partnership between the two agencies to develop the first digital-preservation research grants program.

The winning institutions, their partner institutions and the subject area of the project:

Institutions: University of California San Diego, Scripps Institute of Oceanography and San Diego Supercomputer Center; Woods Hole Oceanographic Institution. Title: Multi-Institution Testbed for Scalable Digital Archiving. Summary: These two institutions will develop a multi-terabyte digital repository to preserve data from more than 1,600 oceanographic research projects. The collaborating institutions will test processes for automatic archival ingest (acquisition), metadata extraction, validation and access control, and will also explore methods for management of rights-protected data.

Institution: University of Maryland. Title: Robust Technologies for Automated Ingestion and Long-Term Preservation of Digital Information. Summary: This project will explore automated ingest and verification for distributed digital collections. It will also develop and test a preservation architecture that can “evolve gracefully” as technology changes and that is interoperable with different computer platforms.

Institution: Drexel University. Title: Digital Engineering Archives. Summary: This project will work with decades of three-dimensional Computer Assisted Design (CAD) engineering design and production data that currently have very limited preservation options. Researchers will use international standards to convert complex design data into more readily preservable content and will use the results to educate the engineering community about three-dimensional data preservation options.

Institution: University of California San Diego, San Diego Supercomputer Center. Title: Digital Preservation Lifecycle Management: Building a Demonstration Prototype for the Preservation of Large Scale Multimedia Collections. Summary: The project will demonstrate a preservation life cycle management process for video content. Researchers will develop and document a practical preservation process for mixed collection of both legacy and “born digital” video material.

Institution: University of Arizona. Title: Investigating Data Provenance in the Context of New Product Design and Development. Summary: This undertaking will investigate ways to automate metadata capture through an innovative partnership with Raytheon, a commercial defense and aerospace systems supplier. Methods to develop “self aware/self describing” production and design digital data will be explored.

Institution: University of Michigan. Title: Incentives for Data Producers to Create Archive-Ready Data Sets. Summary: The project will examine incentives for data producers to deposit “archive-ready” data sets. Focus will be on collaboration between producers and archives, including identification of a process for archives to adjust their deposit requirements to better suit producer needs.

Institution: Old Dominion University. Title: Shared Infrastructure Preservation Models. Summary: This project will evaluate existing shared Internet infrastructure elements (such as Simple Mail Transfer Protocol or SMTP) to determine if they are suitable for digital preservation purposes. Researchers will explore options to reduce digital preservation costs through use of cheap and widely deployed protocols.

Institution: University of Tennessee at Knoxville. Title: Planning a Globally Accessible Archive of MODIS Data. Summary: The intent of this project is to bring together leaders of the Moderate Resolution Imaging Spectroradiometer (MODIS) archive community with computer science researchers to discuss new distributed approaches to managing MODIS satellite data, which currently has a volume of about two petabytes.

Institution: University of North Carolina at Chapel Hill. Title: Preserving Video Objects and Context: A Demonstration Project. Summary: Development of rich descriptive terms and a process for applying them to digital objects is the focus of this study. Attention will also be given to demonstrating a cost-benefit methodology.

Institution: Johns Hopkins University. Title: Securely Managing the Lifetime of Versions in Digital Archives. Summary: This project will study technologies for secure deletion of information to protect personal privacy and provide a mechanism to ensure that no unwanted data is retained along with preserved data.

For the full test article, please follow this link:

[http://www.digitalpreservation.gov/about/pr\\_050405.html](http://www.digitalpreservation.gov/about/pr_050405.html)

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**NATIONAL DIGITAL NEWSPAPER PROGRAM AWARDEES, 2005**

The Library of Congress and the National Endowment for the Humanities (NEH) announced that six institutions have received more than \$1.9 million in grants in the National Digital Newspaper Program (NDNP). These two-year projects each will digitize 100,000 or more pages of each state's most historically significant newspapers published between 1900 and 1910. When completed, digitized newspapers will be made available through the Library of Congress website.

University of California, Riverside  
California Digital Newspaper Project -  
[http://cnp.ucr.edu/California\\_Digital\\_Newspaper\\_Project.html](http://cnp.ucr.edu/California_Digital_Newspaper_Project.html)

University of Florida Libraries, Gainesville  
Florida Digital Newspaper Library: National Digital Newspaper Project -  
<http://web.uflib.ufl.edu/digital/collections/fdnl/NDNP.htm>

University of Kentucky Libraries, Lexington  
Kentucky Test Bed: National Digital Newspaper Program -  
<http://www.uky.edu/Libraries/NDNP/>

New York Public Library, New York City  
NYPL Digital: National Digital Newspaper Project -  
[http://www.nypl.org/digital/projects\\_NDNP.htm](http://www.nypl.org/digital/projects_NDNP.htm)

University of Utah, Salt Lake City  
Digital Technologies at the Marriott Library - University of Utah  
<http://www.lib.utah.edu/digital/index.html> showcasing the Utah Digital  
Newspapers  
<http://www.digitalnewspapers.org>

Library of Virginia, Richmond  
<http://www.lva.lib.va.us/whatwehave/>

For additional information, please follow this link: <http://www.loc.gov/ndnp/>

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