

**NEW ENGLAND ARCHIVISTS  
FALL 2003 MEETING  
OCTOBER 17-18, 2003  
UNIVERSITY OF CONNECTICUT  
STORRS, CONNECTICUT**

**Theme – Dialogues**

Increasingly archivists must work with colleagues and other professionals outside their own repository. They must initiate and sustain dialogues across their institution, with other repositories holding related records, information technology experts, lawyers, the news media and other non-archivists. These dialogues shape our work in meeting the needs and expectations of our institutions and users, as well as providing essential information on the opportunities and special considerations provided by new technologies.

**PROGRAM**

Friday, October 17

**Registration - 8:00am-12:00pm**

**Full Day Workshops**

**9am-4pm**

Planning a New and Remodeled Archival Facility

For those archivists planning or hoping to plan a new facility, this workshop provides an introduction to such issues as facilities program planning, working with architects, and the purchase of equipment. The workshop will be taught with a combination of lectures, exercises, and the use of the Thomas J. Dodd Center as an illustration of positive and negative design issues. (The workshop is full day and will be limited to 20 persons.)

*Instructor: Tom Wilsted, Director, Thomas J. Dodd Research Center, University of Connecticut*

Maps in the Archives

Topics to be included: Processing—why, how many ways, indexing, classification and cataloguing and Preservation and Equipment—problems (sizes, inks, papers, infestation, handling, costs); preservation (lamination, encapsulation, reformatting); equipment (cases, shelving, tables, computers, copies). Workshop also covers maps as grey literature and a discussion of some of the digitization and geo-location work (CHAP) that is currently being done in MAGIC, and a tour.

*Instructor: Patrick McGlamery, Director, Map and Geographic Information Center, University of Connecticut*

Caring for Historical Records

If you are responsible for the care of historical records, or interested in developing a historical records collection, this workshop is for you. It is especially useful for staff and volunteers working in libraries, museums, historical societies, or municipal governments who have responsibility for archival materials but no formal training in archival practice.

The workshop will be taught with a combination of lecture, group discussion, and exercises. Participants will get an overview of the fundamentals of archival organization including the basic principles and practices of identification, acquisition, preservation, arrangement and description. Access, reference, and outreach will also be explored. The workshop will help participants develop policies, forms, and procedures to manage archival collections.

*Instructor: Polly Darnell, Librarian/Archivist Shelburne (VT) Museum*

### SAA Basic Electronic Records

**\*\*This workshop runs from 9am-5pm and must be registered through SAA at [ww.archivists.org](http://ww.archivists.org) \*\***

This workshop introduces the principles of preserving and providing access to records in digital formats. Upon completion of this workshop participants will have: identified goals and objectives for addressing electronic records within their institution's mission; discussed and examined various technical and organizational issues; and developed a tentative plan of action within their organization.

This workshop is intended for archivists who have a good understanding of archival principles and techniques but need basic training in how to apply those principles to records in electronic form. Participants will be asked to respond to a questionnaire to ensure that their specific learning needs are addressed.

*Instructor: Tom Ruller, Applications Area Coordinator, NY State Education Department, Division of Information Technology Services*

## **Half Day Workshop**

**12pm-4pm**

### Now Presenting, Local History: Options for Exhibiting Archives

In this hands-on workshop, participants will learn low cost methods for creating and displaying exhibits. The workshop will be a combination of lecture and hands-on work. The instructor will discuss why you should do exhibits, how to develop ideas from your collections, how to assemble a variety of materials for an exhibit, and how to mount and display materials. Concerns for displaying original materials and creative approaches for exhibit spaces will also be discussed.

*Instructor: MJ Davis, Vermont Museum and Gallery Alliance*

## **Reception – Thomas J. Dodd Research Center**

5:30pm-6:30pm

### Archives in the Movies Reloaded

6:30pm-7:45pm – Konover Auditorium, Thomas J. Dodd Research Center

Motion pictures influence our views of society, though what we think of as reality may be based only on what we have seen in the dark with strangers. Our perceptions of any number of professions—police, mobsters, Terminators, doctors, starship captains—have undoubtedly been shaped by what we have seen on the silver screen. What do films say about the archives profession? Using more than a dozen wide ranging films (some added since last fall), Leith Johnson, co-curator of the Wesleyan University Cinema Archives,

will show and discuss how archivists, curators, and institutions that preserve the historical record are portrayed, for better or for worse, in the movies.

# PROGRAM

Saturday, October 18

**Registration - 8:00am-9:00am**

**Vendor Showcase - 8:00am-3:00pm**

Boston Photo Imaging – [www.bostonphoto.com](http://www.bostonphoto.com)

The Hollinger Corp. - [www.hollingercorp.com](http://www.hollingercorp.com)

Hudson Microimaging - [www.hudsonmicroimaging.com](http://www.hudsonmicroimaging.com)

Metal Edge, Inc. - [www.metaledgeinc.com](http://www.metaledgeinc.com)

PIF Technologies - [www.piftechnologies.com](http://www.piftechnologies.com)

Safe Sound Archive - [www.safesoundarchive.com](http://www.safesoundarchive.com)

Space Saver (Storage Systems of Connecticut) – [www.spacesaver.com](http://www.spacesaver.com)

SPI Content Sciences - [www.spitech.com](http://www.spitech.com)

University Products - [www.universityproducts.com](http://www.universityproducts.com)

**9:15-10:00** Welcome and Keynote by Max Evans, Executive Director, NHPRC  
“The Archival Time-Machine: A Closet Engineer Looks at Our Profession”

**10:00-10:15 Break**

## **Concurrent Session I – 10:15-11:45**

1. Archives in the News: Archives and libraries are eager to inform the public of their holdings, activities, and events. One of the most effective methods of relaying information is through news coverage. In September 2002 The Mary Baker Eddy Library for the Betterment of Humanity opened its doors in Boston. Lesley Pitts will relate how the library interacted with the media in publicizing its program, describing the successes and disappointments in getting coverage. A second speaker, Chris Graff, Vermont Bureau Chief for the Associated Press, will provide an insider’s perspective on how archives can best interest the media. He will also give advice on creating a working relationship with the press based on his experience working with the Vermont State Archives.

*Chair: Betsy Lowenstein, Chief of Special Collections, State Library of Massachusetts*

*Presenters:*

*Lesley Pitts, Manager of the Archives for The Mary Baker Eddy Library for the Betterment of Humanity*

*Chris Graff, Bureau Chief, Associated Press, Vermont Bureau*

2. Opening a Window on Herman Melville's Library: Over the past two years, the Thomas J. Dodd Research Center has carried out a project funded by the Delmas Foundation to preserve and make accessible information contained in the Charles Olson Papers on the books held in Herman Melville's personal library as well as Melville's annotations within the text of the books. This material was gathered by poet Charles Olson during his research on Melville and was unavailable to researchers because of extensive water damage to Olson's note cards.

The session will focus on three areas: Issues connected with the preservation of the note cards and how the items will be digitized so that damaged items are available on the web, the scholarly importance and value of the collection and how the website will provide intellectual access to the collection, and the technical issues of developing the website, the digital images, and the metadata for the collection.

*Chair: Tom Wilsted, Chair, University of Connecticut*

*Presenters:*

*Rutherford Witthus, University of Connecticut*

*Dennis Marnon, Harvard University*

*Debora Mayer, Private Conservator*

3. Digital Institutional Repositories: There is a growing interest within academic communities to capture, preserve, and provide permanent access to digital assets. Digital assets might include the intellectual output of a single or multi-university community, administrative electronic records of enduring value to an institution, or the digitized content from libraries, archives, and museums within institutions. This session features speakers from three academic institutions (M.I.T., Tufts, and Yale) that are, or are considering, implementing digital institutional repositories, each with different scopes, strategies, and procedures. Speakers from M.I.T. and Tufts will provide an overview of their programs, discussing their collection policies, interactions with content contributors, technical principles, access and use, and future directions. The speaker from Yale University will provide some considerations for archives thinking about starting a digital institutional repository and will discuss available options.

*Chair: Joan Krizack, Northeastern University*

*Presenters:*

*Tom Rosko, Massachusetts Institute of Technology*

*Eliot Wilczek, Tufts University*

*Kevin Glick, Yale University*

**11:45-1:15 Lunch**

## **Concurrent Session II – 1:15-2:45**

4. Connecticut Court Records: Issues of Access and Use: Court records are difficult to use because relevant information is often found in several different places, the files are poorly organized, and the papers are often in poor physical condition. The archivist who was project manager for the Connecticut Judicial Records Preservation/Access Project will provide an overview of access and preservation issues and the historical value of county court records, while the former project archivist will focus on early court records as a tool in architectural history and historic preservation research, drawing on examples from Litchfield County Court files. A scholar who has used New London County court records for a study of Joshua Hempstead and his African-American servant Adam Jackson will discuss how they provided her with vital information that could not be found elsewhere.

*Chair: Bruce P. Stark, Connecticut State Library*

*Presenters:*

*Bruce P. Stark, Connecticut State Library*  
*Debra Pond, former project archivist, Connecticut State Library*  
*Allegra Hogan, Yale University*

5. Archivists in Transition, Managing Change: How can archivists engineer a successful, almost seamless transition into a new role at their institution or at a new place of work? What is needed to start moving at full speed as soon as possible after arriving either in a new role or institution? What elements are needed for successfully handing over new responsibilities and the transition from one archivist to another? Panelists who have either recently made transitions or overseen a transition will address these questions.

*Chair: Daniel McCormack, Municipal Archivist/Record Manager, Burlington, MA*

*Presenters:*

*Daniel McCormack, Municipal Archivist/Record Manager, Burlington, MA*

*Patricia Stark, Archival Consultant*

*Susan Von Salis, Associate Curator of Archives, Harvard Art Museums*

6. GIS Records: A Short History?: Current digital technology artifacts (hardware, operating systems, media, formats) have a limited life span, posing major challenges for archivists. Spatial data held in geographical information systems are particularly at risk because of their complex use of databases, images, and a variety of content standards. Much of that data undoubtedly should be retained permanently to follow geospatial trends, such as population movements, locations of roads, hazardous wastes, historic sites, etc. Several issues that must be addressed include accuracy standards, source documentation, coding standards, archival formats, descriptive standards, and much more. This session will hear from creators and custodians of geographic information system data who have considered these issues and have technical or organizational recommendations for archival preservation.

*Chair: Jim Henderson, Maine State Archivist*

*Presenters:*

*Liz Ruth, Harvard Planning; Allston Initiative*

*Jim Nelson, Harvard Planning; Allston Initiative*

*Patrick McGlamery, Director, Map and Geographic Information Center, University of Connecticut*

*Jessica Branco, Tufts ("Boston Streets" Project)*

7. Progress in Research, Research in Progress. An archival educator, a college archivist, and two archival students will explore new research in archives, as well as the role that research plays within the archival discipline, through discussions. Presentations will cover various types of research, such as user studies; how research impacts and affects the running of a repository; and the on-going research of two students. The students will describe their research projects; how research fits within their educational goals; and will seek audience feedback on their projects.

*Chair: Jeannette Bastian, Simmons College*

*Presenters:*

*Jeannette Bastian, Simmons College*

*Peter Carini, Archives & Special Collections, Mt. Holyoke College  
Students, TBA*

**2:45-3:00: Break**

### **Concurrent Session III – 3:00-4:30**

8. Integrating Access to Cultural Heritage Resources. Improved access has long been the promise of technology in archives. Recently users have begun to demand integrated access as well, whether it is the ability to locate archival materials like digital images, transcriptions, sound files, and film within a unified catalog, or to search across electronic resources from the library, archives, museum, and scholarly publishing communities using a single interface. As users come to expect "one stop shopping," the integration of archival materials with other cultural heritage resources provides opportunities and challenges. Highlighting two integrated access projects, this session will provide an overview of the technological and descriptive challenges, consider the implications for our users, and explore the resulting opportunities for building relationships within and among the institutions involved.

*Chair: Melissa Watterworth, Project Coordinator, Connecticut History Online, Thomas J. Dodd Research Center, University of Connecticut*

*Presenters:*

*Amira Aaron, Manager for Projects and Analysis, Office for Information Systems,  
Harvard University Library*

*Fran Pollitt, Project Cataloguer, Maine Memory Network*

9. Native American Tribal Issues and Your Archives: Native American tribes can petition for federal acknowledgement of their status as a tribe (commonly known as tribal recognition). The tribal acknowledgement process is rigorous and tribes must meet several criteria in order to be acknowledged by the government. Once tribes gain acknowledgement, they are empowered under the Native American Graves Protection and Repatriation Act (NAGPRA) to claim culturally affiliated human remains, funerary objects, objects of cultural patrimony and sacred objects for repatriation. In both circumstances, tribal members, lawyers, and researchers document their cases utilizing the archival record. However, many archivists do not realize that relevant materials may be housed in their repositories. This session provides overviews of the tribal acknowledgement process and NAGPRA. Speakers will describe what types of records are relevant to their research and how archivists can improve access to those records.

*Chair: Donna Longo DiMichele, Rhode Island Office of Library and Information Services*

*Presenters:*

*Eve Jacobs-Carnahan, Assistant Attorney General for the State of Vermont*

*Lauren Sieg, Archaeologist, New Jersey State Museum*

10. New England SHRAB Collaboration The New England state historical records advisory boards (SHRAB), through a two-year grant from the National Historical Publications and Records Commission, are exploring ways to enhance cooperation within the region. Cooperation ranges from improved sharing of grant products to possible

collaboration on educational programs, interstate record collections, and advocacy. This session will report on the work to date and seek audience input on how to best meet the needs and priorities of New England archivists.

*Chair: Bill Milhomme, Massachusetts State Archives*

*Presenters: TBA*

~~ REGISTRATION FORM ~~

(please detach & send to the address below)

Name \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

~ Friday Workshop Fee ~ \$ \_\_\_\_\_

NEA Member

\$40 full day/\$20 half day

Non-member\*

\$70 full day/\$50 half day

~ Saturday Registration Fee ~ \$ \_\_\_\_\_

\$45 NEA Member

\$75 Non-member\*

\$22.50 Student

Late Registration Fee—\$15.00 \$ \_\_\_\_\_

**(after October 3)**

NEA Dues Renewal—\$30.00 \$ \_\_\_\_\_

Donation to Hale Award Fund \$ \_\_\_\_\_

Donation to Haas Annual Fund \$ \_\_\_\_\_

**Total Enclosed** \$ \_\_\_\_\_

\* registration includes one-year membership to NEA

Please make check payable to:

*New England Archivists*

and return to:

Laura Smith

Thomas J. Dodd Research Center

University of Connecticut

405 Babbidge Road, Unit 1205

Storrs, CT 06269-1205

(860) 486-2516 -or- [laura.katz.smith@uconn.edu](mailto:laura.katz.smith@uconn.edu)

*Please note: to avoid late registration fee return with  
payment before October 3.*

*Refunds for meeting fees and workshops will be refunded if requested in writing to Laura Smith before October 3.*

**When registering please complete the session selection on the following page.**

~~ SESSION SELECTION ~~  
(please indicate the sessions you plan to attend)

**Friday, October 17**

Planning New & Remodeled Archival Facilities

Maps in the Archives

Caring for Historical Records: An Introduction

Now Presenting, Local History

**SAA Basic Electronic Records**

**\*\*Must be registered with SAA  
directly—[www.archivists.org](http://www.archivists.org)\*\***

Reception—Thomas J. Dodd Research Center

Archives in the Movies Reloaded

**Saturday, October 18**

Keynote—Max Evans, NHPRC

**Concurrent Sessions (10:15-11:45)**

1. Archives in the News
2. Opening a Window on Herman Melville's Library
3. Digital Institutional Repositories

**Lunch/Business Meeting (11:45-1:15)**

Are you a new member interested in sitting at the new member's table? Please check here to take advantage of this opportunity\_\_\_\_\_

**Concurrent Sessions (1:15-2:45)**

4. Connecticut Court Records: Access & Use
5. Archives in Transition, Managing Change
6. GIS Records: A Short History?
7. Progress in Research, Research in Progress

**Concurrent Sessions (3:00-4:30)**

8. Integrating Access to Cultural Heritage Resources
9. Native American Tribal Issues & Your Archives
10. New England SHRAB Collaboration

## Local Accommodations

### Nathan Hale Inn & Conference Center

855 Bolton Road  
Storrs, CT 06269  
(860) 427-7888  
www.nathanhaleinn.com

NEA Group Rate - \$99/single - \$109/double  
*(please signify NEA Group Rate at time of reservation)*

Located conveniently on campus, parking available

Directions: I-84 to exit 68/Route 195. Travel Route 195 South through the intersection with Route 32. At intersection of Route 195 and Route 44 continue straight-ahead approximately 1.5 miles to the Storrs Campus. Take a right onto Mansfield Road (large pond will be on your right). At the first stop sign take a left onto Gilbert Road. Take a left onto Gilbert Extension and the Nathan Hale Inn is straight ahead.

## Other Local Accommodations

### Hotels:

#### **Best Western Inn**

123 Storrs Road  
PO Box 258  
Mansfield Center, CT 06250  
(860) 423-8451  
-5 Miles from Campus

#### **Comfort Inn**

425 Hartford Turnpike  
Vernon, CT 06066  
(860) 871-2432

-11 Miles from Campus

#### **Quality Inn Hotel and Conference Center**

51 Hartford Turnpike  
Route 83  
Vernon, CT 06066  
1(800)235-INNS / (860)646-5700  
-16 Miles from Campus

#### **Sleep Inn**

327 Roby Road  
Willington, CT 06279  
1(800)SLEEP-INN 1(800)528-1234  
1(800)753-3746  
-7 Miles from Campus

### B&B's

#### **The Altnaveigh Inn**

957 Storrs Road/ Route 195  
Storrs, CT 06268  
(860)429-4490

The Altnaveigh Inn has 5 bedrooms,

#### **The Fitch House**

563 Storrs Road/ Route 195  
PO Box 163  
Mansfield Center, CT 06250  
(860)456-0922

The Fitch House has two bedrooms

some with private baths, ½ mile from campus  
from campus

**The Still Waters**

129 Summit Road  
Storrs, CT 06268  
(860)429-9798

The Still Waters has 2 bedrooms, private baths,  
2 minutes from UConn

**The Tolland Inn**

63 Tolland Green  
Tolland, CT 06084  
(860) 872-0800

The Tolland Inn has 7 bedrooms, private baths,  
hot tubs, fireplaces, 7 miles from UConn, ½ mile  
North of Exit 68

with private baths, 10 minutes

**The Empty Nest**

267 High Street  
Willimantic, CT 06226  
(860)423-7196

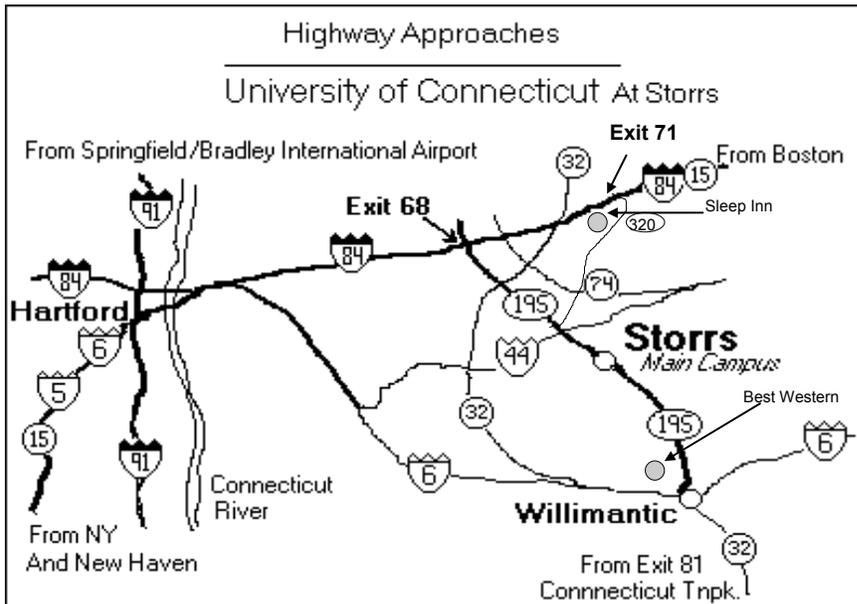
The Empty Nest has 10 bedrooms,  
one bath, 10 minutes from UConn

**Bird-In-Hand B&B**

2011 Main Street  
Coventry, CT 06238  
(860) 742-0032

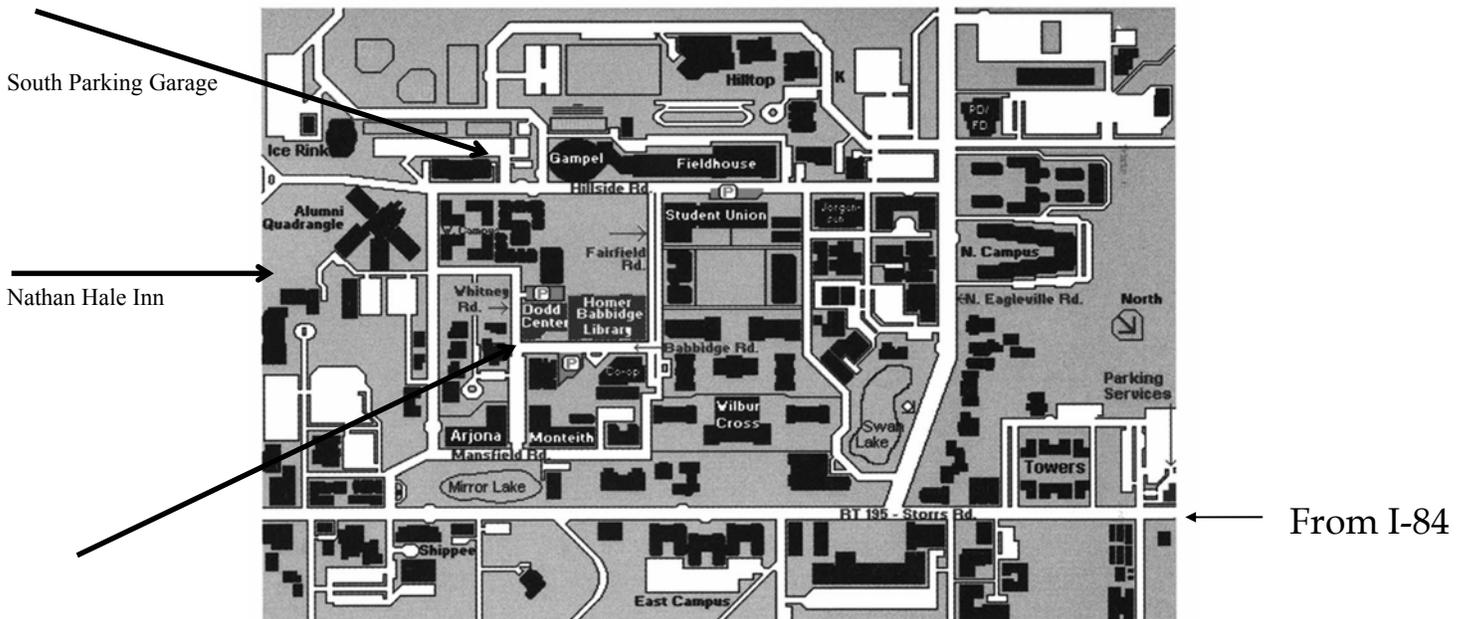
The Bird-In-Hand has 3  
bedrooms, private bath, and  
10 minutes from UConn

## DIRECTIONS



Take I-84 east/west to Exit 68. Travel south on Route 195 straight through the intersection with Route 32. At Mansfield Four Corners (intersection of Routes 195 and 44) proceed straight ahead approximately 1.5 miles to the Storrs Campus.

Follow 195 through campus pass Mirror Lake to the lights at Mansfield Road. Take a right onto Mansfield Road. At your second stop sign, take a left and the Dodd Center is 100 yards ahead.



For specific details, please contact the University of Connecticut's Web Site at: [www.uconn.edu](http://www.uconn.edu)

## **Parking Information**

Friday –

Parking is available in the South Parking Garage only. Parking around the building will result in a ticket. The hourly rates are as follows:

0 TO 1 HOUR \$1.00

1 TO 2 HOURS \$2.00

2 TO 3 HOURS \$2.75

3 TO 4 HOURS \$3.50

4 TO 5 HOURS \$4.00

5 TO 6 HOURS \$4.50

6 TO 7 HOURS \$5.00

7 TO 8 HOURS \$5.50

8 TO 9 HOURS \$6.00

MAXIMUM CHARGE: \$6.00 PER DAY

LOST TICKET CHARGE: \$6.00

Saturday –

Parking is available in the South Parking Garage for the hourly rates listed above. In addition, there is no restrictions or fees on parking spaces around the building.