

REGISTRATION FORM

New England Archivists 2003 Spring Meeting: *Convergence* April 11 & 12, Simmons College, Boston, MA 30th Anniversary Meeting

Your check must be received by the Registrar no later than March 28, 2003 to avoid the \$15 late fee. If your check will be arriving after that date, *please be sure to add the late fee.*

Name (for name badge): _____

Job Title: _____

Institution (for name badge): _____

Address: _____

Telephone: (circle one: home work) _____

Fax: _____ Email: _____

WORKSHOPS, Friday April 11, 2003 (lunch not included with workshops):

<i>Introduction to Digital Preservation</i> (9:00am – 12:30pm)		
NEA member	\$20	\$ _____
Non-member *	\$40	\$ _____
<i>Building a Visionary Archives</i> (9:00am – 4:30pm)		
NEA member	\$40	\$ _____
Non-member *	\$60	\$ _____
<i>It's 10PM! Do You Know Where Your Collections Are? Library & Archival Security</i> (9:00am – 12:30pm)		
NEA member	\$20	\$ _____
Non-member *	\$40	\$ _____
<i>Introduction to Oral History</i> (9:00am – 4:30pm)		
NEA member	\$40	\$ _____
Non-member *	\$60	\$ _____
<i>Providing Reference Services: Who, What, When, Where, and Why?</i> (9:00am – 4:30pm)		
NEA member	\$40	\$ _____
Non-member *	\$60	\$ _____

* Includes NEA Membership for the year. May register for the Meeting at member's rate.

2003 SPRING MEETING, April 11-12, 2003:

Fee includes Friday reception at Massachusetts Historical Society, Saturday coffee, luncheon and reception

Indicate session preference on verso

NEA member	\$65	\$ _____
Non-member (incl. 1 year NEA membership)	\$85	\$ _____
Student	\$32.50	\$ _____
Late Registration Fee (received after March 28 th)	\$15	\$ _____
NEA dues renewal	\$20	\$ _____
Donation to Hale Award fund		\$ _____
Donation to Haas Award fund		\$ _____

TOTAL ENCLOSED \$ _____

***Payment must be made by check or money order payable to NEW ENGLAND ARCHIVISTS.
No credit cards or purchase orders are accepted.***

Please complete Part 2 on the other side.

New England Archivists
Spring 2003 Meeting: *Convergence*
April 11 & 12, Simmons College, Boston, MA
30th Anniversary Meeting

Convergence: Coming or drawing together; concurrence of operations, effects, etc.
-- Oxford English Dictionary, 3rd ed.

The theme of NEA's 30th Anniversary meeting is *Convergence*-- the growing tendency of archives and records management tasks and functions to migrate to other areas of professional practice, and vice versa. Accelerated by technology, the economics of information, the trend towards broader access and public education, convergence is experienced by archivists in several ways: the integration of records management, archives, and other information and management functions. The integration of record keeping and business functions. The integration of a wide variety of resources in collections, including records, artifacts, textiles, digital objects, and specimens. The integration of "fringe activities" such as oral history, museum exhibits, and education, in which archivists engage. Meeting sessions have been designed in tracks to address several of these areas of convergence: technology, professional education and practice, rights and obligations, artifacts and museum activities.

This theme is appropriate as we come together to celebrate the 30th anniversary of New England's largest archival organization concurrently with the 100th anniversary of the Bay State Historical League and the 30th anniversary of the North East Document Conservation Center.

Friday, April 11, 2003

8:00 am – ongoing

Registration

Simmons College, College Center

9:00 am – 4:30 pm

Workshops

Simmons College

Introduction To Digital Preservation

Instructors: Steve Chapman, *Preservation Librarian for Digital Initiatives, Weissman Preservation Center, Harvard University Library*;
Stephen Abrams, *Digital Library Program Manager, Office for Information Systems, Harvard University Library*;
Sue Kriegsman, *Digital Library Projects Manager, Office for Information Systems, Harvard University Library*;
Kate Bowers, *Processing Archivist, Harvard University Archives*

Time: 9:00 am – 12:30 pm
Limited to 25 registrants

This half-day session will be an introduction and overview of the issues of digital preservation. It will cover a description of digital preservation, why it is necessary, current trends, examples of hardware and software used for a digital repository, management decisions, standards, and outsource options. The information will be supported with examples. This session will not cover digital asset management or records management. Some knowledge of digitization projects is recommended in order to fully engage in this session.

Building A Visionary Archives

Instructor: Tom Wilsted, *Director, Thomas J. Dodd Research Center, Univ. of Conn. Board of Library Commissioners*

Time: 9:00 am – 4:30 pm
Limited to 20 registrants

This workshop will focus on developing leadership skills with a specific focus on: planning; fundraising and development; managing resources; managing in uncertain times; teams and teaming. The workshop will use a combination of exercises, lecture, and group discussion using real-world tactics and approaches.

It's 10:P.M.! Do You Know Where Your Collections Are? Library And Archival Security

Instructor: Gregor Trinkaus-Randall, *Preservation Specialist, Massachusetts Board of Library Commissioners*

Time: 9:00 am – 12:30 pm
Limited to 25 participants

Do you have a security plan? What are your internal security arrangements? What are the security issues for your special collections? What is your relationship with your police and fire departments? Security is an area that many librarians and archivists tend to think of as an add-on to their normal day-to-day activities such as reference, technical services, processing, and circulation. However, like preservation, security needs to be part and parcel of any repository's daily concerns. This workshop will discuss general library and archival security needs; security policies and procedural steps that can be taken to enhance the security of collections; what the library, archives, and/or historical society can do to decrease theft and vandalism; physical security systems; and policies and actions for the security of special collections.

Introduction To Oral History

Instructor: Fred Calabretta, *Associate Curator of Collections and Oral Historian, Mystic Seaport*
Time: 9:00 am – 4:30 pm
Limited to 25 registrants

The workshop will address the benefits of oral history and provide registrants with an overview of the oral history process. Specific topics include project planning, interviewing, recording equipment selection, processing, preservation and access, videotaping oral history, and an assessment of newer recording and preservation formats.

Providing Reference Services: Who, What, When, Where, And Why?

Instructor: Nora Murphy, *Reference Archivist, MIT Institute Archives and Special Collections*
Time: 9:00 am – 4:30 pm
Limited to 20 registrants

Every archives carries out reference, be it internal or external. Mission and collecting policies guide whom you serve but why, when, and how reference is conducted can supplement your knowledge of your collections, win supporters, increase your profile and incoming reference questions, as well as wreak havoc with your day. Regardless of size, all archives have similar concerns about policies for access, security, duplication, staffing, and statistics, as well as outreach. This full-day workshop will address ways in which reference, access and outreach services can be developed and integrated into your program. Attendees will participate in discussions and share their experiences.

12:30– 5:00 pm
NEA Executive Board Meeting
Simmons College

1:00 – 2:30 pm
Warren Anatomical Museum
Tour & demonstration, Virginia Hunt
Countway Library, Harvard Medical School
10 Shattuck Street, Boston, MA

The Warren Museum's collections of specimens, medical instruments, bones, and artifacts comprise a unique resource for medical education and the history of medicine. Established in 1847, the collection includes the skull of Phineas Gage, Phrenological Collection of Johann Gaspar Spurzheim, and the Oliver Wendell Holmes microscope collection. Curator Virginia Hunt will provide a tour and hands-on discussion of the Museum's education programs.

3:00 – 4:30 pm
Isabella Stewart Gardner Museum,
Textile Conservation Lab
Tour & demonstration, Bonnie Halvorson
2 Palace Road, Boston, MA

The Gardner Museum's world famous collections include paintings from Titian to Whistler, objects in marble, wood, and silver, furniture, tapestries, lace, and more. Tour the Museum's textile lab and talk with Senior Conservator of Textiles Bonnie Halvorson.
Pre-registration required by April 5th; no registration permitted on the day of the tour. Limited to 15 persons.

Shuttle service for Friday conference attendees between Simmons College and the Massachusetts Historical Society (1154 Boylston Street, Boston) will operate from the Simmons College parking lot.

5:30 – 6:30 pm
Massachusetts Historical Society
Keynote address: Michael E. Bell, Ph.D.,
folklorist and author of *Food for the Dead: On the Trail of New England's Vampires*, "Books, Bones and Beliefs: Rethinking Resources for Historical Interpretation."

1154 Boylston Street, Boston, MA
In his book, Dr. Bell explores the vampire practices of eighteenth- and nineteenth-century New England in which recently deceased family members were exhumed and examined in a desperate attempt to halt the spread of consumption. Drawing upon diverse strands of evidence, including eye witness accounts, family stories, local legends, newspaper articles, local histories, town records, journal entries, unpublished correspondence, genealogies, gravestones, and even actual human remains, Bell interprets the interweaving of belief, legend, and historical fact.

6:30 – 7:30 pm
Massachusetts Historical Society
Reception

1154 Boylston Street, Boston, MA
Join old friends, new members, speakers, vendors, and invited guests in a special celebration of NEA's thirtieth anniversary. Music, hors d'oeuvres buffet, wine, and good conversation are promised. This event is sponsored by the Massachusetts Historical Society and NEA.

Saturday, April 12, 2003

- 8:00 – ongoing Registration**
Simmons College, College Center
- 8:00 – 3:30 Vendor Showcase**
Simmons College, College Center
Check out new products and services at the vendor showcase.
- 9:15 – 10:00 Welcome: Michele Cloonan, Ph.D.,**
Dean of the Simmons Graduate School of Library and Information Science;
Opening speaker: Gregory Sanford,
State Archivist, Vermont State Archives: **“A meteoric shower of facts . . . unquestioned, uncombined”**
Simmons College, C102

10:00 – 10:15 Break

10:15 – 11:45 Concurrent Sessions I

1. Documenting a Paperless World, Part I: The Archivist’s Role in Electronic Records Management

Chair: *Nanci Young, College Archivist, Smith Collage, Northampton, MA*

Participants: *Susan Chapdelaine, Consultant, Records Improvement Institute, Providence, RI; Kris Kobi, Research Project Manager, Global Electronic Records Association (GERA, Inc.), Woburn, MA; Phil Eppard, Ph.D., Dean, SUNY/Albany, School of Library and Information Science, Albany, NY*

A significant portion of document creation and dissemination, as well as general communication, is now carried out electronically. Over the past several years, electronic records projects and practitioners have sought to develop a body of theory and practices to guide us in preserving archival electronic records. How should the archival profession address the issues that may radically change record-keeping practices and how archivists perform their work? What are the roles of the records manager, the archivist, the IS manager, and the end-user? How can we develop quality electronic records programs that will ensure the preservation of authentic records?

2. Descriptive Primer: Metadata

Chair: *Christopher Burns, Archivist, University of Vermont, Burlington, MA*

Participants: *Candy Schwartz, Ph.D. Professor, Simmons Graduate School of Library and Information Science, Boston, MA; Paul Bain, Ph.D., Information Research and Development Specialist*

and Project Director, Biomedical Image Library, Countway Library, Harvard Medical School, Boston, MA; Amy Benson, Program Director, NELINET Digital Services, Southborough, MA

The modern day archivist is faced with an increasing number of acronyms which in one way or another have something to do with metadata. There's MARC, EAD, TEI, XML, METS, ISAD, RAD, APPM, CUSTARD, DACS, DC, OAI, OAIS. Where will it all end? What do they all mean? How do they relate to each other? Which ones are going to last? What is metadata, how is it developing, and how is it being used? The session includes a case study of a specific metadata implementation.

3. The “Stuff” of History: Textiles and Objects in Archival Repositories

Chair: *Virginia Hunt, Curator, Warren Anatomical Museum, Countway Library, Harvard Medical School, Boston, MA*

Participants: *Richard Candee, Ph.D., Director, Preservation Studies, American and New England Studies Program, Boston University, Boston, MA; Laurel Thatcher Ulrich, Ph.D., Department of History, Harvard University, Cambridge, MA; William LaMoy, Director of Library Collection Development and Publications, Peabody Essex Museum, Salem, MA; Paula Richter, Curator of Textiles and Costumes, Peabody Essex Museum, Salem, MA*

Notable historians will discuss their experience working with archivists and curators to find objects (and corresponding paper records) and how they have used them in their research and teaching. Experienced curators will explain the ins and outs of how they collect, describe, and provide access to, artifacts in their institutions.

4. Access Versus Security in Post-911 America

Speaker & Chair: *Stuart Culy, Director of Archival Operations, National Archives and Records Administration, Waltham, MA*

Participants: *Sean Fischer, Archivist, Metropolitan District Commission, Boston, MA*

In 2001 and 2002, a spate of federal government directives have sought to restrict the accessibility and distribution of government records. These include the Executive Order on Presidential Records, changes in FOIA implementation, review and withdrawal from public view records that might assist terrorists. What is our role? What is the impact on our work?

5. Balancing Act: Short Term Realities and Long Term Goals

Chair: *Brenda Lawson, Associate Librarian and Curator of Manuscripts, Massachusetts Historical Society, Boston, MA*

Participants: *Connell Gallagher, Director of Research Collections, University of Vermont, Burlington, VT; Diane Kaplan, Archivist, Manuscripts and Archives, Yale University, New Haven, CT*

A forum examining the wide range of issues archivists must consider when making career and educational choices, and how these issues have changed over time. What's needed in the way of technology skills? How do you get new skills? How much do you adapt your skill set to the job you are in? Is the cost of technology and over-specialization a loss of subject knowledge? With so many knowledge bases and skills considered desirable for archival work, how can archivists building careers prioritize opportunities for professional development? Should you become certified? What is the relationship between libraries and archives, or archivists and manuscript curators? Diane Kaplan will describe a new program she is developing with Christine Weideman to provide technology training to archivists in mid-career. Connell Gallagher will reflect on his career as an archivist, the role of subject knowledge, certification, and continuing education.

**12:00 – 1:45 Lunch and Business Meeting
Simmons College Conference Center**

2:00 – 3:00 Concurrent Sessions II

6. Documenting the Paperless World, Part II: Life in the Trenches

Chair: *Nanci Young, College Archivist, Smith Collage, Northampton, MA*

Participants: *Denise Pullen, Senior Records Analyst, National Archives and Records Administration, Waltham, MA; B. Kevin Lau, Head of Instructional Technology & Library Information Systems, Harvard Graduate School of Design, Cambridge, MA*

How do archivists cope as records move from paper to electronic-only? Graphic and design records, government filings and publications, curriculum resources, core business records are often archival or have long term legal value and will soon need to be managed in their electronic form. What practices must change? What remains the same? How do we survive “in the trenches”?

7. Women’s History Repositories: 21st Century Directions

Speaker & Chair: *Karen Mason, Ph.D., Director, Iowa Women’s Archives, University of Iowa, Iowa City, IA*

Participants: *Nancy Cott, Ph.D., Director, Schlesinger Library, Radcliffe Institute for Advanced Study, Cambridge, MA; Sherrill Redmon, Director, Sophia Smith Collection, Smith College, Northampton, MA*

The directors of three prominent women’s history repositories will discuss their repositories’ futures, how they will remain leaders in the field of documenting women’s history, and whether the directions they set for the future are influenced by non-specialized repositories that are also documenting women’s history.

8. Privacy in the Database Nation

Chair: *Eliot Wilczek, University Records Manager, Tufts University, Medford, MA*

Participants: *Simson Garfinkel, author of Database Nation: The Death of Privacy in the 21st Century, Cambridge, MA; Ramona Oliver, Office of the General Counsel, National Archives and Records Administration, College Park, MD*

Technology journalist and author Simson Garfinkel will discuss the issues he laid out in his 2000 book, *Database Nation: The Death of Privacy in the 21st Century*. He will present a history of data protection issues in the United States, starting with the push in the 1960s to create a national database, the development of the Fair Information Practices and their codification into U.S., European and Canadian Law. He will discuss how development of the Internet and related technology has both improved and hurt privacy, and close with an analysis of the Bush Administration's Total Information project. Ramona Branch Oliver, FOIA & Privacy Act Officer in the Office of the General Counsel of the National Archives and Records Administration, will present an archivist's perspective on the issue of individual privacy in an electronic records environment. Ms. Oliver will explore Federal government information access policy and address the complex and competing interests of public access and privacy as it relates to the availability of electronic records.

9. ADA Issues in Web and Digitization Projects

Chair: *Diane Ducharme, Yale University, New Haven, CT*

Participants: *Mike Paciello, Paciello Group, Nashua, NH; Andrea McCarty, Project Archivist, The Ten O'Clock News Project, WGBH, Cambridge, MA; Michelle Dozier, Asst. Web Program Manager,*

*National Archives and Records Administration,
College Park, MD*

The Americans with Disability Act promotes practices that tend to lessen the differences between the able and the differently-abled. How can we develop electronic outreach and descriptive practices that are ADA-compliant? What have been the experiences of archivists who have sought to present digital content?

10. **Soft Money, Cold Hearts**

Speaker & Chair: Kelcy Shepherd, Archivist, Five Colleges Inc., Northampton, MA

Participants: Selene Colburn, Project Archivist, St. Johnsbury Archives Collaborative, St. Johnsbury, VT; Anne Ostendarp, Archivist/Outreach Coordinator, Franklin Pierce College, Rindge, NH

Soft money jobs. Should you take one? Should you offer one? A look at the pros and cons of short term funded jobs, from the perspective of both employer and employee. Soft money jobs have their advantages (focused task, less administrative work, short term commitment) and disadvantages (lack of job security, potentially unrealistic workload) for employees. These jobs also have advantages (completing work that would otherwise would not get done, high public relations value, way to investigate new approaches and design new processes) and disadvantages (employees may leave before the end of the grant, the money will run out) for the employer.

3:00 – 3:15 Break

3:15 – 4:15 Concurrent Sessions III

11. **Electronic Records in Manuscript Collections**

Chair: Jeannette Bastian, Ph.D., Professor & Director of the Archives Program, Simmons College Graduate School of Library and Information Science, Boston, MA

Participants: Tom Hyry, Archivist, Manuscripts and Archives, Yale University, New Haven, CT; Kevin Glick, Electronic Records Archivist, Manuscripts and Archives, Yale University, New Haven, CT

Manuscript repositories may be late comers to the idea that electronic records will influence their future acquisitions and curatorial programs... the future is now. What should manuscript curators consider when a collection that contains electronic records is offered to them? What are the options for preservation and use of these records? What has been the experience of a repository that has acquired electronic records in manuscript collections?

12. **Advocacy Outside the Organization**

Chair: Kristen A. Petersen, Ph.D., Executive Director, Bay State Historical League, Waltham, MA

Participants: Melissa Bingmann, Director of Education and Public Programs, Rhode Island Historical Society, Providence, RI; Steve Kenney, Director, Commonwealth Museum, Boston, MA; Kendall Wiggin, State Librarian, Connecticut State Library, Hartford, CT

How can archivists learn to be advocates for their programs and profession? The panel will examine successful advocacy initiatives here in New England and discuss programs and approaches that succeeded, those that didn't – and the reasons behind both. Attendees will come away with ideas for, and a better understanding of, community programming, cooperative educational ventures, and the realities of political advocacy.

Speakers will discuss the development and impact of notable advocacy efforts. These are: Rhode Island Historical Society's community education activities that garner exposure for the institution and raise funds for the Society; the Commonwealth Museum's endeavor to teach students the basic principles of interpreting primary sources, developing a hypothesis from that data, and presenting conclusions, and Connecticut's PA 146, a law that imposes a \$3.00 fee recorded land documents, a fee that is dedicated to document preservation at the local and state level.

13. **Exhibits On and Off the Web**

Chair: Virginia Hunt, Curator, Warren Anatomical Museum, Countway Library, Harvard Medical School, Boston, MA

Participants: Cynthia Robinson, Museum of Our National Heritage, Lexington, MA

Staging exhibits can be a frustrating experience and time-consuming activity for archivists. Viewing documents and books in glass cases can be a dull experience for visitors. Learn how to avoid these pitfalls through a logical and easy planning process that results in visually attractive and meaningful displays. This workshop will cover creating an intellectual framework, writing text, and exhibiting documents, books, and graphics safely and effectively.

14. **Evidence Management**

Chair: Elizabeth Bouvier, Supreme Judicial Court, Archives and Records division, Boston, MA

Participants: Robert Feldman, Testa, Hurwitz & Thibeault, LLP and representative of the New England Innocence Project, Boston, MA; Donna Wells, Archivist, Boston Police Department, Boston, MA; Ron Mason, Evidence Manager Boston Police Department, Boston, MA

Failure to manage evidence properly can jeopardize the appeal process, increasing the chances of

innocent people serving time or being executed. Core issues in evidence management are authenticity and preservation of the chain of custody and ensuring against improper destruction, issues with which archivists and records managers are familiar. The Innocence project revisits evidence to help get the innocent off death row.

15. Student Papers

Chair: *Ellen Dyer, Maine Memory Network, Portland, ME*

Participants: *TBA*

Students from archival programs all over New England have been invited to share their research with our professional organization. This is an opportunity for NEA members to discover what the hot topics and issues are for the next wave of professional archivists, as well a chance to welcome them to the profession.

4:15 – 5:00 **Closing Reception
Simmons College, College Center**

**The program and registration form
for the NEA Spring 2003 Conference
is also available on the Web at
<http://www.newenglandarchivists.org>**

Accommodations

The MidTown Hotel

220 Huntington Avenue 617/262-1000

Special NEA rate if reserved by March 12; \$129.00 for either a single or a double room.

**For additional listings of local hotels and guest houses,
visit <http://www.newenglandarchivists.org>**

Directions to Simmons College

By Public Transportation

Boston is easily accessible by bus or train. Once in Boston, take MBTA Green Line "E" train marked outbound Heath Street/Arborway to the Museum/Ruggles stop. Exit train, walk to the right on Louis Prang street past the Gardner Museum to 300 The Fenway, Simmons College. For further public transportation options, visit <http://www.mbta.com>.

From the Massachusetts Turnpike (I-90)

Remain on the Mass Pike until the Prudential Center/Copley Square Exit, #22. Take Prudential Center (left lane) exit onto Huntington Avenue, westbound. Go 1 mile (8 lights). You will pass Northeastern University and the Museum of Fine Arts (on your right). One block past the Museum, at the traffic light, make a right onto Louis Prang Street. Continue straight through the light. The street name will change to The Fenway. Pass the Isabella Stewart Gardner Museum and the Main Building of Simmons College at 300 The Fenway on your left. Bear left onto Avenue Louis Pasteur (you will have to turn at this point, as the oncoming traffic is one way only). Look for Simmons on your left.

From the South/I-93 & from the North/I-93, Route 1

Take Storrow Drive west. Take the exit marked "The Fenway, Route 1 South." After the Fenway, Route 1 South exit, take exit marked "Boylston Street, outbound." Bear right. At light, turn left onto Park Drive. Follow Park Drive until it intersects with Brookline Avenue (about 0.6 miles). Cross Brookline Avenue. To continue onto Simmons after crossing Brookline Avenue, bear left and follow signs to the Fenway. Cross Brookline Avenue again to the Fenway. Take first right onto Avenue Louis Pasteur. Look for Simmons on your left.

Parking

Conference parking will be available but **very limited**.

For information on parking arrangements and locations, please visit the NEA web site: <http://www.newenglandarchivists.org>

**For more information on transportation options,
area attractions and events,
and additional hotels and accommodations,
visit the Greater Boston Convention & Visitors' Bureau at
<http://www.bostonusa.com>**