

Local Arrangements Committee: Cally Gurley, Maine Women Writers Collection, UNE; Leah Weisse, WGBH, Boston; Chris Beam, Edmund S. Muskie Archives, Bates College; Jane Ward.  
Education Committee: Elizabeth Slomba, University Archivist, University of New Hampshire  
Program Committee: Anne Ostendarp, Consulting and Project Archivist; Fran O'Donnell, Harvard Divinity School; Michelle Light, Northeastern University Archives; Marija Sanderling, Hampton (NH) Public Library; Jordan Berson, WGBH, Boston; Nancy Noble, Maine Historical Society; Lois Hamill, College of the Holy Cross.  
Contact Information: Cally Gurley, Maine Women Writers Collection, UNE; (207) 797-7688 x4324; Fax: (207) 878-4893; UNE-WCC Library, 716 Stevens Avenue, Portland, ME 04103; cgurley@une.edu

## Program Schedule

### NEA Fall 2004 Conference: " *Theory and Practice*"

Friday, October 15, 2004

9:00-4:00: Registration, DeCary Hall Lobby

#### Workshops

9:00-12:30. Workshop #1: Identifying and Handling Photographs. *Instructor: Kristin Eshelman, University of Connecticut Libraries Thomas J. Dodd Research Center.* For the archivist who is faced with managing photographic materials but has no formal training, knowing one process from another can mean improvements in the care and preservation of important historical visual documents. This workshop is an introduction to two important aspects of managing photograph collections, identification and handling. Participants will gain a general knowledge of the basic principles inherent in all photographic images, how to identify and date photographic processes, rules to follow when handling photographs, types of storage solutions and their advantages and disadvantages, and sources for further information on the care of photographic collections. Participants are encouraged to share anecdotes and to bring questions and problems they have experienced when trying to manage photographs in their own collections.

9:00-4:00. Workshop #2: Caring for Historical Records. *Instructor: Barbara Austen, Connecticut Historical Society.* 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 management 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.

#### Friday Afternoon Sessions

1:00-2:45 (double session)

Maine's New Century Community Program: A Lesson in Collaboration:

*Session Chair: Jim Henderson, Maine State Archives. Presenters: Erik Jorgensen, Maine Humanities Council; Renny Stackpole, Maine Cultural Affairs Council.* In 1998, seven Maine cultural agencies (Maine Arts Commission, Maine Historic Preservation Commission, Maine State Library, Maine State Museum, Maine Historical Society, Maine State Archives, and Maine Humanities Council) began a coordinated effort to obtain State funding for a joint program. In 1999 the Maine Cultural Affairs Council (representing the agencies), with the support of the State Legislature, launched the New Century Community Program, a major cultural programming initiative that funded hundreds of projects in more than 200 communities. This initiative has been hailed as a major success by the Pew Foundation and as one of the top 100 innovations in state government by the Institute for Government Innovation at Harvard University. A panel of participants in this effort will recount how this happened and how the struggle for continued funding has fared.

### 1:00-1:45

Identifying Legal Records. *Presenter: David Ferris, Harvard University Law Library.* Deeds, probate records, and estate settlement case files are just a few of the formats used to record legal transactions and correspondence in nineteenth- and early twentieth-century America. In this session, you will be introduced to actual examples of different forms of legal records and learn the varied ways these documents can be used to support research.

An Introduction to Scanning (or Dude, Where's the "On" Button?): Part I. *Presenter: Kathleen Amoroso, Maine Historical Society.* Ever wonder about the basics of scanning images but were afraid to ask? This two-part session is designed for the novice wanting to digitize images. It will include demonstrations and discussions of how to scan different types of visual material (color or black and white prints, negatives, slides, fragile or oversized items, etc.) for different purposes (web sites, preservation, publications, etc.). Addressing issues such as image capture, resolution, file formats, scanning standards, image correction, and quality control, the session will provide a broad overview of the techniques, vocabulary, and available options for your scanning projects. The session will also consider how to manage your digitized images and what features to consider when purchasing scanners or imaging software.

### 2:00-2:45

Identifying Business and Financial Records. *Presenters: Laura Linard and Nicole Hayes, Harvard University Baker Library Historical Collection.* Daybooks, journals, and copybooks are just a few of the formats used to record business transactions and correspondence in nineteenth- and early twentieth-century America. In this session, you will be introduced to different forms of business records, the information they typically contain, and learn the varied ways these documents can be used to support research.

An Introduction to Scanning (or Dude, Where's the "On" Button?): Part II. *Presenter: Kathleen Amoroso, Maine Historical Society.* A continuation of the earlier session.

### 3:00-3:45

Transcribing Documents and Difficult Handwriting. *Presenter: Maria Bernier, Mystic Seaport.* Now that you've scanned those manuscripts and posted the images on your Web site, can your patrons actually read them? How do they search through all those images to find the exact images they want? Transcripts are incredibly useful enhancements to any digitization project. This session will look at transcription and digitization based on an initiative at Mystic Seaport. This multi-stage project employed staff and volunteers to create a significant online resource of images and searchable text. Aspects of the project such as staffing, equipment, logistics, OCR software, and transcription will be explored.

Housing Difficult Materials: Part I. *Presenter: Ellen Dyer, The General Henry Knox Museum.* Focusing on the needs of smaller institutions, this session deals with those odd-sized and other pesky materials that surface in all collections but do not fit neatly into acid-free folders and manuscript boxes. Strategies for handling scrapbooks, oversized and framed documents, magnetic media, non-paper photographs, and other difficult formats, will be discussed.

Creating and Reading a Budget. *Presenter: Thomas Wilsted, University of Connecticut Libraries Thomas J. Dodd Research Center.* Monthly statement? Debit entry? Allocation? Establishing and developing an archival program is about applying fiscal resources to archival work. This session will provide an introduction to the budgeting process for archival programs as well as for grants and special projects.

### 4:00-4:45

Indexing for Beginners. *Presenter: Denise Hamilton, Indexer, Freelance writer, Librarian.* Large indexing projects can often be daunting tasks, especially for first-time indexers. With thorough planning and implementation, your indexing project can be a smooth and rewarding experience. This session offers beginning indexers the direction and courage to tackle potentially overwhelming projects. Join us for indexing basics, guided practice, and some tricks of the trade.

Housing Difficult Materials: Part II. *Presenter: Ellen Dyer, The General Henry Knox Museum.* A continuation of the earlier session.

Photographic Fees and Services. *Presenter: Christine S. Albert, Maine Historical Society.* The balancing act of charging for photographic duplication services, keeping collections accessible, and getting your collection "out there" is a tough act. Many of us have been simply passing on the "cost" of making reproductions from our collections to patrons or worse yet absorbing that cost into our shrinking budgets. Participants will receive a brief overview of how to find the real costs involved with photographic duplication services and how to turn a service that generally loses money to one that is self-sustaining. Participants are encouraged to bring questions or problems they are facing at their own institutions in regards to photographic or reproduction services.

5:00-6:00 Reception, St. Francis Room, Jack S. Ketchum Library

All registrants, speakers, and NEA members are welcome.

## Saturday, October 16, 2004

8:15-9:15 Registration and Continental Breakfast, Alford Lobby

8:15-3:00 Vendor Showcase, Alford Lobby

MII Sessions: 8:15 - 9:15; 9:15 - 10:00; 11:00 - 12:15; 1:30 - 2:45

Membership Information Input (MII). NEA Planning Sessions, St. Francis Room, Library: Each conference attendee is requested to attend a short informational gathering session on NEA's future during any one of the four focused 45-minute sessions held throughout the day, and managed by NEA officers and members. Conference registrants will be asked in advance to sign up with NEA Board President Mary Ide to attend a specified Membership Information Input session; participation may result in registrants missing part of regular sessions. The intent, however, is to get every conference attendee to contribute 45 minutes of their valuable time and ideas relative to the future of the New England Archivists.

Concurrent sessions 9:15-10:00

Advocating Your Archives: Lessons from the World of Public Relations. *Introduction: Anne Ostendarp, Consulting and Project Archivist; Presenter: Andrea R. Williams, Dartmouth-Hitchcock Medical Center Public Affairs & Marketing.* Archivists and others working with historical records understand the value of advocating their programs but may not be familiar with the tools commonly used in public relations and marketing settings. Learn the core principles of marketing and how you might apply them to your program.

Speak Your Mind about Continuing Education. *Presenters: Jaimie Quaglio, Open Collections Program, Harvard University Libraries; Tamar Granovsky, Massachusetts Institute of Technology Lincoln Laboratory.* Ever wonder how the NEA Education Committee develops workshops? Are there workshops you would like NEA to offer? What continuing education opportunities are you looking for? Come and discuss all these issues and more with members of the NEA Education Committee, Tamar Granovsky and Jaimie Quaglio. During this session, members can discuss continuing education needs for archivists, learn more about the Education Committee, and speak with Committee members and other colleagues about the issues and challenges facing archival professionals.

Book Discussion Group: *Playing Darts with a Rembrandt* by Joseph L.L. Sax (Ann Arbor, University of Michigan Press, 1999). *Discussion Leader: Donna Webber, Simmons College Archives.* For a change of pace from the traditional NEA session, come prepared to discuss this intriguing book with your fellow archivists. The publisher describes it as follows: "*Playing Darts with a Rembrandt* explores abuses of ownership of cultural treasures in a wide range of settings, including material of historic and scientific interest as well as art and antiquities. It examines the claims made on behalf of the public for preservation, protection, and access to important artifacts, balancing those claims against proprietary and privacy interests, and discusses the proper role of institutions such as museums and libraries that act as

repositories.... The fascinating stories that comprise the bulk of the book, ranging from dinosaur excavations and the Dead Sea Scrolls to the fate of presidential papers and the secrets held by the Library of Congress, will be of interest to a wide range of general readers. The extensive discussion of collectors and their role should commend the book to those in the art world, as well as to those professionally associated with museums, libraries, and archives." The book is available in paperback from major booksellers.

## 10:00-11:00 Coffee with the Vendors, Alford Lobby

Take this opportunity to network with vendors and with your colleagues. Take a moment to thank the vendors for their hospitality and the coffee!

## Concurrent Sessions 11:00-12:15

*How to Make a Brochure. Introduction: Anne Ostendarp, Consulting and Project Archivist; Presenter: Andrea R. Williams, Dartmouth-Hitchcock Medical Center Public Affairs & Marketing.* Every organization has a need for brochures and various pieces of collateral such as flyers and handouts. How do you decide what to include when the responsibility of developing an effective piece falls to you? An experienced publications manager will describe the essentials of creating brochures and other simple communications that meet the needs of your intended audience. Content and its organization will be the major focus with some consideration to production or printing (especially as they relate to budget).

*Voices of Experience: Coping with Layoffs. Session Chair: Paige Roberts, Springfield College Archives. Presenters: Robert Johnson-Lally, Archdiocese of Boston Archives; Barbara Austen, Connecticut Historical Society.* Managers as well as individual employees grapple with difficult emotions such as anxiety, resentment, and anger during downsizing or restructuring processes. In this session, two archivists who have faced layoffs in the past will discuss their experiences and what they have learned with hindsight. They will offer advice and recommendations for how to assess job situations realistically, prepare for eventual layoffs, handle complex emotions, leave jobs gracefully, build professional connections, and find other employment. Discussion will be encouraged.

*Publishing Historical Material: How to Make it Happen. Session Chair: Fran O'Donnell, Harvard Divinity School. Presenters: Elizabeth Slomba, University Archivist, University of New Hampshire; Virginia Spiller, Old York Historical Society; Peter Randall, Peter E. Randall Publisher.* This session will focus on steps to get the historical material from your collection published. It will also discuss some pitfalls in this process. Elizabeth Slomba will describe her experience getting a book on the history of hockey at the University of New Hampshire published. Virginia Spiller will discuss her experience publishing a book to mark the 350th anniversary of York, Maine. Peter Randall will discuss the various steps needed to produce a book of history, including use of illustrations, copyediting, indexing, design, and printing.

## 12:30-1:30 Lunch, Cafeteria, DeCary Hall

Enjoy an informal lunch with your colleagues...tickets provided in registration packets.

## Concurrent Sessions 1:30-2:45

*Digital Asset Management. Session Chair and Presenter: Susan C. Pyzynski, Brandeis University Archives & Special Collections Department; Presenter: Thom Shepard, WGBH Educational Foundation.* If you are interested in hearing about real-world experiences with digital asset management, this session is for you. Discussions will delve into the impact of digital asset management on institutional archives, including the challenges of designing metadata models for shared multimedia resources. Speakers will also provide insight into the changing roles of the archivist in the brave, new world of digital preservation and will touch on new skill sets required to grapple with the challenges of digital integrity.

*Future Colleagues: Graduate Students and Former Interns Speak. Session Chairs: Jeannette Bastian, Simmons College; Donna Webber, Simmons College Archives; Panelists: Alison Bozzi; Jenni Matz; Katie McCormick; Aimée Primeaux; Jennifer Snider.* Host institutions and graduate archival students may have differing expectations about appropriate internship projects as well as the quality and quantity of work that students can accomplish. More definition, realism, and better communication can contribute to more successful internship experiences on both sides. Come join this forum designed to facilitate discussion, and cultivate understanding between students, recent graduates, and professionals. Student panelists will compare expectations with the realities of their internship experiences.

The Future and Past of Collecting Faculty Papers. *Participants: Liz Andrews, Massachusetts Institute of Technology; Betsy Pittman, University of Connecticut Libraries Thomas J. Dodd Research Center; Sylvia Kennick-Brown, Williams College Archives and Special Collections; Nanci Young, Smith College Archives.* Academic archivists do and will deal with research and teaching materials that are no longer created in hard copy, or are accessible through a digital 'information commons' at their institution. These initiatives make it increasingly important for archivists to work with faculty and administrators who create and sustain these records and record-keeping environments. Two of the panelists will discuss their efforts to solicit faculty papers that include and/or are entirely composed of electronic records, some of which may be housed in digital repositories. The third panelist will speak about 'the cult of the professor', and working with faculty members and the foundations associated with them. The fourth panelist will discuss issues of access to faculty papers when 'the private is the professional.'

3:00 – 4:00: Snacks with Sneakers: Brown Bag Snacks in Alfond Lobby

3:00 – 4:00: Nature Hike on the Campus. Meet in Alfond Lobby

Hotel Information: To receive the special conference rates at the Hampton Inn and the Holiday Inn Express you must contact the hotels yourself by the deadline: September 15, 2004. The exceptional rates for the Hampton Inn will probably sell out quickly so **DON'T DELAY!**

Hampton Inn Saco/Biddeford - 48 Industrial Park Rd., Saco, ME 04072. The New England Archivists Conference has reserved blocks of 30 rooms guaranteed for Friday, October 15th at \$69.95 each and 15 rooms guaranteed for Saturday, October 16th at \$69.95 each, Tel: 1-207-282-7222 or Fax: 1-207-282-7333. Hampton Inn Saco is located at Exit 36 of the Maine Turnpike.

url: <http://www.hotelchains.cc/hamptoninn/maine.html>

Holiday Inn Express Hotel & Suites 352 North Street, Saco, ME: The Conference has reserved blocks of 15 rooms guaranteed for Friday, October 15th at \$99.99 each and 15 rooms guaranteed for Saturday, October 16th at \$99.99 each, Tel: 1-877-286-9600 (toll free), 1-207-286-9600 or Fax 1-207-286-9696.

url: <http://www.ichotelsgroup.com/h/d/ex/1/en/hd/scame>

New England Archivists Fall 2004 Meeting, "Theory and Practice"  
October 15-16, 2004 at the University of New England's Biddeford, Maine Campus

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REGISTRATION FORM

Name (for name badge):

Institution (for name badge):

Address:

Telephone: (circle one: home work ) \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

NEA Member? Yes \_\_\_\_\_ No \_\_\_\_\_

Check here \_\_\_\_\_ if you do NOT want your contact information shared with conference attendees.

WORKSHOPS (Lunch available ON YOUR OWN at the University cafeteria)  
Friday, October 15, 2004:

<i>Caring for Historical Records</i> (full-day workshop)	\$40.00 _____
<i>Identifying and Handling Photographs</i> (half-day workshop)	\$20.00 _____

2004 FALL MEETING, October 15-16, 2004

Fee includes all sessions as well as Friday's reception, Saturday's continental breakfast, Saturday's lunch and the "Sneaker Snack". *Please indicate session preferences on reverse*

Meeting Registration Fee	\$40.00 _____
NEA Membership/Renewal Fee*	\$30.00 _____
Student Registration Fee	\$20.00 _____
Onsite Registration Fee**	\$55.00 _____

Donation to Hale Award fund \_\_\_\_\_

Donation to Haas Award fund \_\_\_\_\_

TOTAL ENCLOSED \_\_\_\_\_

*Payment must be made by cash, check or money order payable to NEW ENGLAND ARCHIVISTS. No credit cards or purchase orders accepted. NO REFUNDS AFTER OCTOBER 1, 2004.*

Check here \_\_\_\_\_ if you would like a receipt in your packet.

Check here \_\_\_\_\_ if you have special needs (e.g., someone to sign) and we will contact you.

*NEA members are requested to put aside 45 minutes during the Conference to participate in data collection and discussion exercise about NEA's future. More information will be sent to you after registration.*

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\* New memberships received after Sept. 1, 2004 are valid through Dec. 31, 2005.

\*\* Registrations that have not been received by October 15 will be treated as onsite registrations.

Please complete Part 2 on the next page

New England Archivists Fall 2004 Meeting, " *Theory and Practice*"  
October 15-16, 2004 at the University of New England's Biddeford, Maine Campus

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REGISTRATION FORM - Part 2

To assist us with planning and ordering, please check the sessions and activities you plan to attend.

FRIDAY, October 15, 2004

- 1:00 PM - 2:45 PM    \_\_\_\_\_ 1. Maine's New Century Community Program
- 1:00 PM - 1:45 PM    \_\_\_\_\_ 2. Identifying Legal Records  
                                 \_\_\_\_\_ 3. Introduction to Scanning **Part I**
- 2:00 PM - 2:45 PM    \_\_\_\_\_ 4. Identifying Business and Financial Records  
                                 \_\_\_\_\_ 5. Introduction to Scanning **Part II**
- 3:00 PM - 3:45 PM    \_\_\_\_\_ 6. Transcribing Documents and Difficult Handwriting  
                                 \_\_\_\_\_ 7. Housing Difficult Materials: **Part I**  
                                 \_\_\_\_\_ 8. Creating and Reading a Budget
- 4:00 PM - 4:45 PM    \_\_\_\_\_ 9. Indexing for Beginners  
                                 \_\_\_\_\_ 10. Housing Difficult Materials: **Part II**  
                                 \_\_\_\_\_ 11. Photographic Fees and Services
- 5:00 PM - 6:00 PM    \_\_\_\_\_    **Reception**

SATURDAY, October 16, 2004

**Membership Information Input (MII).** NEA members are requested to put aside 45 minutes during the Conference and participate in data collection and discussion exercises about NEA's future. More information will be sent to you after registration.

\_\_\_\_\_ 8:15-9:15            \_\_\_\_\_ 9:15-10:00            \_\_\_\_\_ 11:00-12:15            \_\_\_\_\_ 1:30-2:45

- 8:15 AM - 9:15 AM    \_\_\_\_\_    Registration and Continental Breakfast
- 9:15 AM - 10:00 AM Concurrent Sessions  
                                 \_\_\_\_\_ 1. Advocating Your Archives: Lessons from the World of Public Relations  
                                 \_\_\_\_\_ 2. Speak Your Mind about Continuing Education  
                                 \_\_\_\_\_ 3. Book Discussion Group: *Playing Darts with a Rembrandt*
- 10:00 AM - 11:00 AM \_\_\_\_\_    Coffee with Vendors
- 11:00 AM - 12:15 PM Concurrent Sessions  
                                 \_\_\_\_\_ 4. How to Make a Brochure  
                                 \_\_\_\_\_ 5. Voices of Experience: Coping with Layoffs  
                                 \_\_\_\_\_ 6. Publishing Historical Material: How to Make it Happen
- 12:30 PM - 1:30 PM    \_\_\_\_\_    Lunch
- 1:30 PM - 2:45 PM Concurrent Sessions  
                                 \_\_\_\_\_ 7. Digital Asset Management  
                                 \_\_\_\_\_ 8. Future Colleagues: Graduate Students and Former Interns Speak  
                                 \_\_\_\_\_ 9. The Future and Past of Collecting Faculty Papers

3:00 PM - 4:00 PM Nature Hike \_\_\_\_\_

Make checks payable to *New England Archivists*

and send registration form and payment to:

Cally Gurley, Curator, Maine Women Writers Collection

UNE-WCC Library, 716 Stevens Avenue, Portland, ME 04103

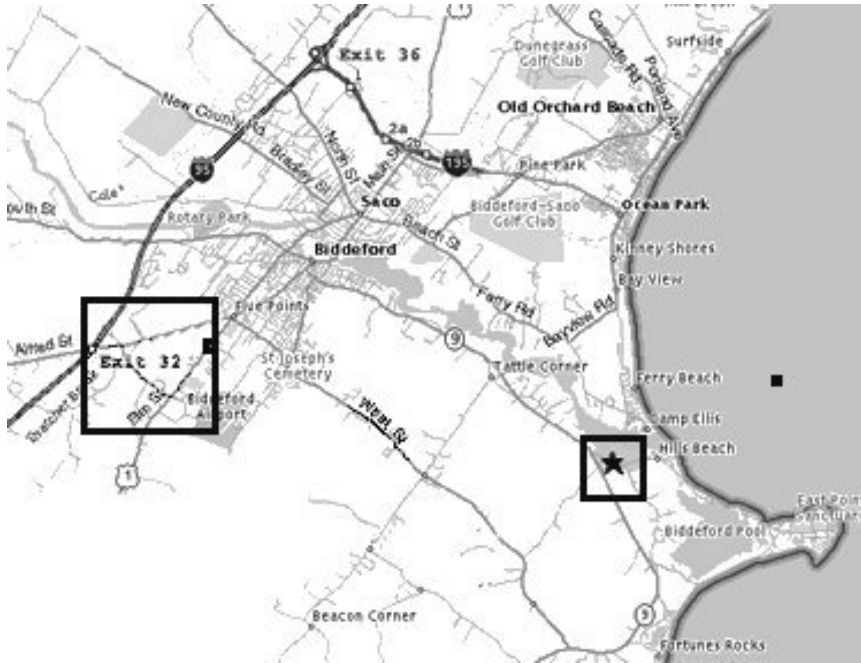
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The University of New England The University Campus of UNE is in Biddeford on the coast of Maine, 20 miles south of Portland and 90 miles north of Boston.

From the North and South Take the Maine Turnpike (I-95) to Exit 32 (Biddeford). After the tollbooth, turn left at the traffic light intersection onto Route 111 (Alfred Street). Staying right, follow Route 111 through the intersection of Route 1 and continue to the next traffic light. Turn right onto Route 9/208 (Pool Street). Follow Route 9/208 approximately 4 miles to the University of New England sign on your left. Turn left at the sign to enter the campus.



To Park at University

Campus Locations please visit <http://www.une.edu/directions>  
Turn left at the main entrance sign onto Hills Beach Road to enter the campus. (Your parking permit will be waiting for you at the conference registration site.) Use our printable University Campus map and University Campus parking map to easily find your destination on campus.

Travel Times by Car:

Bangor 2 1/2 hours; Boston 1 3/4 hours; Hartford 3 1/4 hours; Manchester 1 3/4 hours; New York City 6 hours; Worcester 2 hours.

Address and Phone:

University Campus, 11 Hills Beach Road, Biddeford, Maine 04005, 207-283-0171

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