

REGISTRATION FORM

**New England Archivists
2005 Spring Meeting:
LOOKING FORWARD INTO THE PAST:
THE FUTURE OF ARCHIVES
April 28 - 30, Simmons College, Boston, MA**

**Your check must be received by the Registrar no later than April 15, 2005 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 29, 2005 (lunch not included with workshops):

Digital Asset Management Systems for Archivists: The Basics (9:00am – 12:30pm)

NEA member \$20 \$ _____

Non-member * \$50 \$ _____

"It is Not Every Question that Deserves an Answer": Beginning Reference Workshop (9:00am – 4:30pm)

NEA member \$40 \$ _____

Non-member * \$70 \$ _____

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

2005 SPRING MEETING, April 29-30, 2005:

Fee includes Friday reception at Simmons College, Saturday coffee, luncheon and reception

Indicate session preference on verso

NEA member \$45 \$ _____

Non-member (incl. 1 year NEA membership) \$75 \$ _____

Student \$22.50 \$ _____

Late Registration Fee (received after April 15th) \$15 \$ _____

NEA dues renewal \$30 \$ _____

Donation to Hale Award fund \$ _____

Donation to Haas Award fund \$ _____

TOTAL ENCLOSED \$ _____

**[] Check here if you will require parking for either day
[please see last page of program for more information]**

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.

REGISTRATION FORM – Part II

To assist us with planning and ordering, please check the sessions and activities you plan to attend:
All events will be held at Simmons College

Friday, April 29:

_____ 5:00 pm – 7:00 pm **Welcome Reception**

Saturday, April 30:

_____ 8:30 am – 9:30 am **New Member Breakfast**

_____ 9:30 am – 10:30 am **Keynote Address: Abby Smith, Director of Programs,
Council on Library and Information Resources (CLIR)**

10:45 am – 12:00 pm **Concurrent Sessions:**

_____ Partnerships for the Future: Archivists in the Classroom

_____ Digital Frontier: Going Digital?

_____ To Certify or not to Certify: Archival Certification and the Future

_____ 12:00 pm – 1:30 pm **Lunch & Business Meeting**

1:45 pm – 3:00 pm **Concurrent Sessions:**

_____ Partnerships for the Future: Archivists on the Network, Partnering with IT Professionals

_____ Digital Frontier: Collaborative Digitization Projects

_____ Book Discussion with David Wallace: *Archives and the Public Good*

3:15 pm – 4:30 pm **Concurrent Sessions:**

_____ Partnerships for the Future: Archivists, Genealogists and Documentary Filmmakers

_____ Digital Frontier: From Pilot Project to Program

_____ Appraisal: New Directions in Theory and Practice

_____ 4:30 pm – 5:30 pm **Closing Reception**

[] Check here if you have special needs or dietary restrictions and we will contact you

**NOTE: PARKING ON-SITE AT SIMMONS COLLEGE WILL NOT BE AVAILABLE.
If you require special accommodations or assistance, please contact Jason Wood at 617-521-2441.**

Send registration form and payment to:

Simmons College Archives

NEA Registration

300 The Fenway Boston, MA 02115

Questions? Contact Jason Wood at 617-521-2441 or jason.wood@simmons.edu

**New England Archivists
Spring 2005 Meeting
LOOKING FORWARD INTO THE PAST:
THE FUTURE OF ARCHIVES**

April 28th – 30th, Simmons College, Boston, MA

Thursday & Friday, April 28-29, 2005

9:00 am – 5:00 pm

Workshop: Room TBA

Archival Perspectives in Digital Preservation

Instructor: Paul Conway, *Duke University Libraries*

Time: 9:00 am – 5:00 pm

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.

Co-sponsored with the Society of American Archivists.

For more information or to register, visit www.archivists.org

Friday, April 29, 2005

8:00 am – ongoing

Registration: College Center

9:00 am – 4:30 pm

Workshops: Rooms TBA

**Digital Asset Management Systems for
Archivists: The Basics**

Instructor: Susan Pyzynski, *Brandeis University*

Time: 9:00 am – 12:30 pm

Archivists are frequently being asked to participate in the creation and/or management of digital assets, digital collections, and institutional repositories at their institution. One of the challenges facing archivists is an understanding of the technical infrastructure that is critical to providing access and longevity for digital assets. This workshop will introduce archivists to digital asset management systems (DAMs). In brief, a DAM is the technological infrastructure that allows for the storage, retrieval and access to digital files. This workshop will provide an overview of the hardware, software, and components to a DAM. The topics covered will include open-source vs. vendor-based systems, standards, metadata, rights management, indexing and retrieval, and preservation. We will discuss what role(s) the archivist plays in a DAM and strategies in how to be effective in that role at your institution.

Target Audience: Archivists whose institutions are considering a digital asset management system, or may be in the future. Also, any archivist interested in learning more about the topic.

Workshop Goals:

- 1) Develop a basic understanding of what a digital asset management system is.
- 2) Identify your institution's requirements for selecting a digital asset management system.
- 3) Gain confidence in your role in selecting, developing and supporting a digital asset management system.
- 4) Understand how a digital asset management system can benefit you, the archivist.

"It is Not Every Questions That Deserves an Answer": Beginning Reference Workshop

Instructor: Nora Murphy, *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 include discussion of policies and procedures, setting priorities, and the realities of how to improve personal skills as well as integrate reference services into your institutions program. Attendees will participate in discussions and share their experiences.

12:30– 5:00 pm

**NEA Executive Board Meeting:
Student Activities Conference Center**

5:00 – 7:00 pm

Reception: Paresky Conference Center

Join old friends, new members, speakers, vendors, and invited guests.

Saturday, April 30, 2005

8:00 am – ongoing

Registration: College Center

8:30 am – 3:30 pm

Vendor Showcase: College Center

Check out new products and services at the vendor showcase.

8:30 – 9:30 am

**New Member Breakfast:
Student Activities Conference Center**

9:30 – 10:30 am

Keynote Address: Abby Smith, Director of Programs, Council on Library and Information Resources (CLIR)

10:45 am – 12:00 pm

Concurrent Sessions: Rooms TBA

**Partnerships for the Future:
Archivists in the Classroom**

Chair: *Rachel Wise, Massachusetts Historical Society*

Discussants:

Kathleen Barker, Massachusetts Historical Society;

Stuart Culy, National Archives & Records Administration, Northeast Region;

Joanne Riley, Massachusetts Study Project;
Jay Satterfield, Dartmouth College

What role do archivists play in the classroom? Come to this session and learn about successful partnerships between educators and teachers – partnerships that provide classroom teachers with access to archival resources, and, in turn, bring teachers into the archives. This session will explore several regional partnerships including the Massachusetts Studies Project, NARA's Teachers Workshops, and teacher fellowships provided by the Massachusetts Historical Society.

Increasingly, the duties of a university or college archivist include teaching in the classroom. Come learn about innovative approaches to this growing responsibility, and hear archivists discuss their experiences teaching at the primary, secondary, and post-secondary levels.

Digital Frontier: Going Digital?

Chair: *Peter Carini, Dartmouth College*

Discussants:

Nancy Heywood, Massachusetts Historical Society

Stephen Nonack, The Boston Athenaeum

Currently, there is a great deal of pressure on archives to digitize their holdings. This pressure comes from administrators, librarians, donors and researchers. Regardless of an institution's size and

available resources, taking this step is complex and costly. In this session, three speakers will discuss a range of issues that archivists must consider before embarking on digitization. Drawing from their own experiences, they will discuss issues related to cost, copyright, metadata, technology, digitization on demand, planning for digitization and the selection process.

To Certify or Not to Certify: Archival Certification and the Future

Chair: *Karen Adler Abramson, Brandeis University*
Discussants:
Connell Gallagher, University of Vermont;
Russell Gasero, Reformed Church of America;
*Anastasia S. Weigle, Dyer Library/Saco
Museum*

Since 1989, archivists in the United States have had the opportunity to earn professional certification through the Academy of Certified Archivists (ACA). Since that time, more than 1000 archivists have passed the ACA exam, and archival institutions are increasingly requiring ACA certification of their applicants. Is certification necessary to prove one's qualifications as a professional archivist? Does the exam accurately measure a practitioner's skills and knowledge base? Are there viable alternatives to certification by examination? Do certain regions of the country value certification more than others, and if so, why? What does the certification process say about the growing professionalization of the archival community? Please join us for a lively and thoughtful discussion about these and other issues surrounding the certification debate.

12:00 – 1:30 pm Lunch and Business Meeting Paresky Conference Center

1:45– 3:00 pm Concurrent Sessions: Rooms TBA

Partnerships for the Future: Archivists on the Network, Partnering with IT Professionals

Chair: *Peter Carini, Dartmouth College*
Discussants:
Lee Mandell, Harvard University;
Anne Sauer, Tufts University;
Stephen Yearl, Yale University

Increasingly, archivists are pursuing computer-dependent projects. These might take the form of creating an in-house collections management system, implementing a digital asset management system or multi-media project. A number of libraries have found themselves merged with their computing counterparts in new administrative structures. A panel of two archivists and one IT professional will lead a discussion based on a series of questions including how can archivists and IT professionals work toward developing a common vocabulary? How can archivists understand what IT professionals need to do their work? What do archivists need to do to give IT professionals good direction? What do archivists need to do to develop positive, productive relationships with IT partners?

Digital Frontier: Collaborative Digital Repositories

Chair: *Steve Butzel, Nashua Public Library*
Discussants:
Kathy Amoroso, Maine Memory Network;
*Kathleen Foulke, Mystic Seaport Museum/
Connecticut History Online*
Nanci Young, Smith College

The cost of creating and maintaining a digital repository is enormous. Experts have noted that collaboration may be the only feasible long-term solution – even for large institutions. The panelists will address many of the issues archivists must grapple with when planning and participating in collaborative archival digital projects. For example, what are the most effective ways to attract project participants and to acquire necessary financial support? What policies and best practices need to be established and how should they be determined? Program

attendees will be encouraged to share lessons learned from their own collaborative projects. The program will conclude with a discussion about how NEA can play a role in promoting collaborative digital repositories.

Book Discussion with David Wallace: *Archives and the Public Good*

Join David Wallace, co-Editor of *Archives and the Public Good*, for a discussion of his book, described by the publisher as “widening the perspective of the roles that records play in society. As opposed to most writings in the discipline of archives and records management, which view records from cultural, historical, and economical efficiency dimensions, this volume highlights one of the most salient features of records: the role they play as sources of accountability.”

3:15 – 4:30 pm

Concurrent Sessions: Rooms TBA

Partnerships for the Future: Archivists, Genealogists & Documentary Filmmakers

Chair: *Priscilla Foley, John F. Kennedy Library and
Museum*

Discussants:

Mary Ide, WGBH Boston;
*Liz Uzelac, National Archives & Records
Administration, Northeast Region*

Genealogists and documentary filmmakers have long been active users of archives and are the mainstay of many archival institutions. Like many long-term relationships, the relationship between archivists and their most loyal users has been rocky, at times. How can archivists address these built-in tensions effectively? What are some examples of fruitful collaborations among archivists, genealogists, and documentary filmmakers? In what ways might archival theory and practice inhibit the development of successful partnerships among these inter-dependent communities? How will archivists embrace and service these traditional researchers in new and creative ways? Come hear a panel discussion on new approaches to working with old friends.

Digital Frontier: From Pilot Project to Program

Chair: *Steve Butzel, Nashua Public Library*

Discussants:

Karen Cariani, WGBH Boston;
Stephen Chapman, Harvard University;
Susan Pzyznski, Brandeis University

Many institutions have begun the walk down the digital path in recent years. Most of these projects have been initiated and even maintained with grant funding. As we look toward the future, we recognize that grant funding is a good place to start, but at some point, institutions must make a commitment to continuing and maintaining the work begun. Panelists will provide insight into the challenges archivists face when managing the transition from a digital project to an ongoing program. What financial, technical, human and intellectual resources must be harnessed, and how can archivists incorporate these needs into the planning process? Attendees will be encouraged to share lessons learned from their own experiences.

Appraisal: New Directions in Theory & Practice

Chair: *Jeannette A. Bastian, Simmons College*

Discussants:

Mary Caldera, Yale University;
Robin McElheny, Harvard University;
Katherine Gray Kraft, Schlesinger Library

It has been almost 50 years since T.R. Schellenberg wrote *The appraisal of modern records* and more than 10 years since F. Gerald Ham wrote *Selecting and appraising archives and manuscripts* for the SAA archival fundamental series. Archival management theory suggests that an appraisal policy is critical to the administration of any archival institution. However, few repositories have clear, well-documented appraisal policies and of those that do, even fewer revisit their policies to ensure that they account for new record formats and, when applicable, to new directions in appraisal theory. A panel of speakers from various types of repositories will discuss appraisal issues in their respective institutions.

4:30 – 5:30 pm

Closing Reception: College Center

Accommodations

The MidTown Hotel

220 Huntington Avenue 617/262-1000

Special NEA rate if reserved by March 29th:

\$ 119.00 \$139.00

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>.

Directions to the Landmark Parking Garage:

From North via Route 93 South:

Route 93 south to Central Artery to exit 26B, Storrow Drive. Go Storrow Drive West, for approximately 2.0 miles. Take the exit for Kenmore Square/Fenway. This exit is a left exit off Storrow Drive. Keep to the left, Fenway, once on overpass bridge keep to the right, bear right going onto Boylston St. (Outbound), for .8 mile (5th set of traffic lights) to the intersection of Boylston St., Park Drive and Brookline Ave. The Landmark Center is on the right. Go right onto Brookline Ave., first left is Fullerton St.. The Landmark Center parking garage is located on the left. If you miss the left exit coming off Storrow Drive proceed straight ahead through both sets of traffic lights up the ramp to Boylston St. (Outbound). Follow the above directions.

From the South:

Route 93 north via Southeast Expressway to exit 17-18 Berkley St. / Roxbury. Go up exit ramp, stay in the left lane to the second traffic light. Go left, travelling along the Melnea Cass Blvd. (1.5 miles) to Tremont St. Go left on Tremont St., the 2nd traffic light is Ruggles St. Go right on Ruggles St. (approximately 1.0 miles to LMC). Cross Huntington Ave. (landmarks are Wentworth and Northeastern Universities) to Louis Prang St.. At the next set of traffic lights (two sets close together) the road will bear to the left, follow the road and keep to the right; at the split bear right and then bear left, Park Drive. Once on Park Drive keep to the right. At the next set of traffic lights you will see the Landmark Center. At this traffic light bear to the right (2nd right) onto Brookline Ave. (a hard right is Boylston St.). The Landmark Center parking garage is located on Fullerton St., the first left on Brookline Ave.

Important Parking Information

Due to construction at Simmons College, on-site parking will not be available for Conference attendees.

Attendees with physical disabilities in need of accessible parking should contact Jason Wood at 617-521-2441 for arrangements.

Special daily parking rates of \$15.00 at Landmark Center will be available to Conference attendees.

If you will be requiring parking at the Landmark Center, you MUST INDICATE that on your registration form; someone will be in contact with you shortly.

Landmark Center, located at the corner of Park Drive and Brookline Avenue, is about a 10-minute walk from Simmons College; volunteers will be available to assist Attendees.

If possible, traveling by Public Transportation is strongly encouraged.

For more information, contact Jason Wood at 617-521-2441.

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