

NEA Fall 2006 Meeting

University of New
Hampshire
Durham, New Hampshire
October 20-21, 2006



Passionate About Archives

“The passions are the only advocates which always persuade. They are a natural art, the rules of which are infallible; and the simplest man with passion will be more persuasive than the most eloquent without.”

François de la Rochefoucauld (1613-1680)

Friday, October 20, 2006

8:00 am – 5:00 pm **Registration**, Milne Special Collections and University Archives,
Dimond Library

Workshops

8:30 pm – 5:00 pm – ***Describing Archives: A Content Standard (DACS)***

Co-sponsor: Society of American Archivists

Instructor: Kelcy Shepherd, Five College Project Archivist, University of Massachusetts Amherst

Practical DACS Implementations - get an in-depth, practical consideration of the key concepts and descriptive elements in *Describing Archives: A Content Standard*, the new U.S. standard. Explore strategies for incorporating this standard into workflows for accessioning, arrangement, and description through discussions and hands-on work with a variety of exercises, culminating in a DACS-based analysis of existing finding aids. This workshop, a basic introduction to the standard, focuses on application of DACS rules and concepts, which participants can apply to repository processes and descriptive outputs. *Limited to 35 registrants.*

Participants must register directly with SAA; this cannot be done through the NEA registration form. NEA members who are *not* members of SAA will receive a \$25.00 discount off the non-member rate. Please enter “NEADACS1006” into the promotional code on the online registration form in order to take advantage of this discount.

9:00 am – 4:30 pm – **Preservation Management Basics for Paper-Based Holdings**

Instructor: Anne Ostendarp, Archives and Records Manager, Riverside County, CA

This full-day workshop will introduce participants to the characteristics of paper-based collections, and will help them develop sound preservation policies and procedures. Topics to be explored include the nature of paper; “archival evils” in the physical environment; collection stabilization; and (re)housing, assessment and planning. The focus will be set on needs of the small repository. *Limited to 15 registrants.*

1:30 pm – 4:30 pm – Digital Institutional Repositories: They Aren't Just for Faculty Research

Instructor: Joan D. Krizack, University Archivist and Head, Special Collections Department, Northeastern University

This half-day workshop will discuss digital institutional repositories from archival and managerial (not technical) perspectives, emphasizing how archivists can use these repositories to preserve and provide access to their institutions' historical administrative records in addition to faculty research and student theses. Topics covered will include types of institutional repositories, developing an institutional repository team, framework for considering software options, collecting guidelines, long-term preservation, policy development, services offered, budget planning, and marketing and attracting content.

Limited to 25 registrants.

Attendees are urged to read two articles before attending the workshop:

1. The Case for Institutional Repositories: a SPARC Position Paper prepared by Raym Crow, SPARC Senior Consultant (Washington, DC: The Scholarly Publishing & Academic Resources Coalition, 2002): http://www.arl.org/sparc/IR/IR_Final_Release_102.pdf
2. Institutional Repositories: Essential Infrastructure for Scholarship in the Digital Age, Clifford Lynch. *ARL Bimonthly Report*, 226 (2003): <http://www.arl.org/newsltr/226/ir.html>.

1:00 pm – 5:00 pm Board Meeting, Dimond Library, Room 343

5:00 pm – 7:00 pm Reception, "Taste of Dover," Milne Special Collections and Archives, Dimond Library

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**Saturday, October 21, 2006**

**8:00 am – 3:00 pm Registration**, outside Richards Auditorium, Murkland Hall

**8:00 am – 9:00 am Continental breakfast**, outside Richards Auditorium, Murkland Hall

**8:00 am – 3:30 pm Vendor showcase**, Murkland 102

**9:00 am – 9:30 am Keynote Address: Simple Gifts: Advocating for Archives, Kathleen Roe**

Many archivists are indeed "Passionate about Archives," yet we often struggle to convey the message about the value of archives to our legislators, administrators, users, the public, and even our friends and families. The archival community needs to stretch beyond the familiar boundaries of process and practice and find ways to demonstrate this simple truth: archives matter.

*Kathleen Roe is the Chief of Archival Services for the New York State Archives and a tireless advocate for the profession.*

**9:45 am – 11:00 am Concurrent Sessions I**

**1) Office Hours for the National Historical Publications and Records Commission (NHPRC) – With Kathleen Williams, NHPRC, Deputy Director**

The NHPRC, a statutory body affiliated with the National Archives and Records Administration, supports a wide range of activities to preserve, publish, and encourage the

use of documentary sources, created in every medium ranging from quill pen to computer, relating to the history of the United States. NHPRC staff members implement the Commission's policies and recommendations, advise the NHPRC on grant proposals, and provide advice and assistance to potential applicants and grantees.

Stop in to talk with the Commission's Deputy Director for some one-to-one consultation to learn how *you* can apply for grants to collect, preserve, and publish. You can also use this time to talk with Kathleen Williams about your passion for archives.

## **2) A Conversation with the Development Officer: Building Partnerships for Success**

Raising money for special projects takes a good relationship with a development partner. The session will use an example project, in this case the idea of digitizing a collection, from the idea phase to the financing phase to final product. The audience will be presented with a typical "case statement" document like those prepared for major gifts officers when they are about to go out to visit a "key prospect." The session will end with a question and answer period in which participants can discuss process, tactics, and other issues.

*Chair: Ed L. Desrochers, Asst. Librarian and Academy Archivist, Exeter Academy*  
*Presenter: Ronald Suduiko, Regional Director for Major Gifts, Exeter Academy*

## **3) Update on the Archivist Toolkit EAD Project – Reaching the Goal**

The Archivists' Toolkit is a two-year collaborative project of the University of California, San Diego; New York University; and Five Colleges, Inc. Funded by the Mellon Foundation, the project's goal is to develop an integrated archival management system that streamlines workflows and standardizes archival information. The Toolkit will be made available to the archival community as an open source application by the end of 2006. This session will provide an opportunity to learn more about the project and how it has been modified as a result of public comment and formal testing by partner institutions such as Bates College. Speakers will demonstrate a prototype, outline the beta test process, and relate beta test experiences.

This session is a follow-up from a session offered at the Fall 2005 meeting and gives NEA members the opportunity to learn how the project has evolved. Didn't attend the session in 2005? Come to this one to hear the latest on an innovative project.

*Chair: Jennifer Betts, Brown University*  
*Presenters: Bradley D. Westbrook, Project Manager/Lead Analyst, Archivists' Toolkit; Lee Mandell, Design Team Manager, Archivists' Toolkit; Katherine Stefko, Director of Archives and Special Collections, Bates College*

## **4) The Passion and the Glory: Using Exhibits to Bring Out the Best of Your Collections**

We use exhibits as educational tools and as a way to highlight the collections at our institutions. Despite the great amounts of time and effort that go into their implementation, they are often taken for granted. How can we be assured that the work we put into constructing an exhibit will achieve our objective of promoting the materials to the audiences we want to target? How can we best maximize the value of our exhibits and use them as an advocacy tool? This session discusses ways to conceive, prepare and implement exhibits that show materials under our care in their best light.

*Chair: Sarina Wyant, Assistant Archivist and Special Collections Librarian, University of Rhode Island Library*

*Presenters: Laura Katz Smith, C.A., Curator for Business, Railroad, Labor and Ethnic Heritage and Immigration Collections, Archives & Special Collections at the Thomas J. Dodd Research Center, University of Connecticut and Geri Solomon, Asst. Dean of Special Collections/University Archivist, Hofstra University*

### **5) Rights and Reproduction in a Visual World: What is an Archivist to Do?**

How does an archivist/curator manage a Rights and Reproduction program? What types of policies and procedures are needed? How does an archivist/curator balance the needs of the patron (often a third party) with the rights of the copyright holder (the creator, the donor, the archive or the public)? How does an archivist manage these confusing and often contradictory issues? Practical management advice, along with general U.S. Copyright provisions, will be explored in this session.

*Chair: Allison J. Cywin, Visual Curator at University of Massachusetts Dartmouth*

*Speakers: John Ottaviani, Partner, Edwards, Angell, Palmer and Dodge, LLP; Jennifer Riley, Manager of Media and Reproductions, Museum of Fine Arts, Boston; and Louisa Alger Watrous, Intellectual Property Manager, Mystic Seaport, The Museum of America and the Sea*

### **11:00 am –11:30 pm Break**

Visit the vendors during the break between sessions – be sure to thank them for their support for NEA meetings!

### **11:30 am –12:30 pm Concurrent Discussion Groups**

Join your NEA colleagues for discussions on issues that are relevant to your work or that you just want to know more about. Baffled by the choices? Then, check out “topic” 4. If the conversation really gets going, groups can continue their discussion during the lunch break that follows the session!

| <b>DG Topic</b>                                                               | <b>Discussion Group Moderator (DGM)</b>                                                                                            |
|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| DG 1) Talking with the information technology specialists                     | <i>DGM: Sarina Wyant, University of Rhode Island</i>                                                                               |
| DG 2) Forever backlog: share successful strategies and learn new ones         | <i>DGM: Lisa Long, Redwood Library and Athenaeum (RI) and Tom Hyry, Yale University, Beinecke Rare Book and Manuscript Library</i> |
| DG 3) Queer Collections in the Archives: Access, Outreach, and Privacy Issues | <i>DGM: Suzy Taraba, Wesleyan University</i>                                                                                       |
| DG 4) Open forum – you choose the topic(s)                                    | <i>DGM: Tamar Granovsky, Lincoln Laboratory Archives, MIT and Silvia Mejia, MIT Archives</i>                                       |
| DG 5) Boards and their demands “suggestions”                                  | <i>DGM: Paige W. Roberts, Springfield College</i>                                                                                  |
| DG 6) Be careful what you wish for: coping with success                       | <i>DGM: Diane Kaplan, Yale University and Erin Edwards, MIT Archives</i>                                                           |
| DG 7) Ethical questions in archives: everyday occurrences                     | <i>DGM: Ellen S. More, Ph.D., Lamar Soutter Library Office of Medical History and Archives, U. Mass. Medical School</i>            |

**12:30 pm – 2:00 pm Lunch and Plenary Session, Granite State Room, Memorial Union Building (MUB)**

*Plenary speaker: Kathleen Williams, NHPRC, Deputy Director*

How do we cultivate an atmosphere of support for archives, both in our communities and the nation as a whole? In her talk, "A Passion for Public Service," Kathleen Williams will discuss the challenges we face in advocating for archives, especially at the federal level, and will share a "fundamentals" list of archives advocacy lessons from her experiences both inside and outside of Washington.

## **2:15 pm – 3:30 pm Concurrent Sessions II**

### **6) If It Doesn't Fit Into a Folder: How to Store Paintings and Realia**

Often library and archival collections include items that cannot be housed in the typical file folder, document box or record center box. In processing collections archivists and record keepers may find themselves dealing with the preservation and storage of spectacles, elephant tails, Barbie dolls and portraits of any size and medium. In this session conservator Alexandra Allardt will demonstrate the proper storage for paintings and realia. Using materials that can be obtained through archival and art supply catalogs Ms. Allardt will back a painting and prepare it for storage. In a second demonstration she will create storage boxes for a clay pipe, porcelain tea cup and saucer and a ladies purse. Along the way she will discuss preservation issues related to the storage of these types of objects.

*Chair: Lisa C. Long, Special Collections Librarian, Redwood Library and Athenaeum*

*Presenter: Alexandra Allardt, Conservator, Art Care Resources, Newport, Rhode Island*

### **7) When Students Take Control: Working with Undergraduates to Create and Maintain Archives**

In this session, participants will explore several case studies of undergraduate-generated archival collections. How can archivists involve undergraduates in documenting their own college experiences in a meaningful way? What are the triumphs and the pitfalls encountered when students collect, organize, and maintain their own materials? How can archivists help to shape students' enthusiasm for documenting their own organizations while remaining true to archival principles and procedures? Bring your own examples of successes and challenges for a lively discussion.

*Presenter: Suzy Taraba, University Archivist and Head of Special Collections, Wesleyan University*

### **8) Design Sense 101: Creating a Winning Brochure**

Papers of a world leader, the fly-tying collection of a nineteenth century fisherman, or a treasure trove of comic books from the fifties—each collection has an audience. How do you reach that audience in an engaging and cost-effective way? Today, technology puts you in the driver's seat when it comes to marketing — direct mail, fliers, posters, brochures, even Web pages — are within your realm of possibilities and within your budget. Michael Jones, director of Editorial and Creative Services at the University of New Hampshire, has been in higher education marketing and communications for 25 years and he knows how to stretch a marketing budget to produce award-winning materials. He will offer a primer in getting the most of your marketing time, energy, and resources. Participants are encouraged to bring along samples of their promotional materials as well as questions on upcoming projects and challenges for real-time critique and advice.

*Chair: Donna Longo DiMichele, RI Office of library and Information Services*

*Presenter: Michael J. Jones, Director, Editorial and Creative Services, University of New Hampshire*

## **9) Managing the Digital University Desktop: Opportunities and Lessons Learned**

Tim Pyatt, co-investigator for the NHPRC-funded three year study of Duke and University of North Carolina electronic records and email management practices, will share research results and related training tools from the Managing the Digital University Desktop (MDUD) project. Strategies for training employees to manage their email and other electronic records based on evidence from MDUD research findings as well as how to utilize the tools developed by project staff will be covered.

*Chair: Liz Andrews, Associate Head and Collections and Records Management Archivist, Massachusetts Institute of Technology*

*Presenter: Tim Pyatt, University Archivist, Duke University*

**3:45 pm – 5:00 pm Reception** Richards Auditorium, Murkland Hall

**Sessions are Over! : Share your experiences while you grab a snack at the reception!**

The closing reception is the perfect opportunity to share what you learned and catch up on the news with colleagues before you set off on the continuing adventures of a New England archivist!

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## **Getting to UNH**

### **By Car**

UNH is located off NH Route 4

From I-95 South (Maine), take Exit 5 (in NH) to the Spaulding Turnpike (Route 16N), then take Exit 6W (Route 4 West) towards Durham to the Exit for Route 155A.

From I-95 North (Mass.), take Exit 4 (in NH) (left hand exit) to the Spaulding Turnpike (Route 16N), then take Exit 6W (Route 4 West) towards Durham to the Exit for Route 155A.

From the West, take route 101 East to Exit 7 (Route 125 North). Follow Route 125 North to the traffic circle. Take Route 4 East to the Durham Exit (2 miles) (Route 155A).

At the end of the off-ramp, follow the signs to the UNH campus. You have reached campus when you cross over the rail road tracks; you will be on Main Street.

### **By Bus**

C&J Trailways services Durham. The bus departs from South Station in Boston and the bus stop in Durham is the Whittemore Center, near the Dairy Barn and train station. For schedule and ticket information, check out <http://www.cjtrailways.com/>.

### **By Train**

The Amtrak Downeaster stops in Durham. For schedule and ticket information, click on <http://www.thedowneaster.com/>.

*Questions about registration and the program? Contact Eleta Exline at 603-862-4352 or [eleta.exline@unh.edu](mailto:eleta.exline@unh.edu).*

**NEA Fall 2006 Meeting, October 20-21, 2006 at the University of New Hampshire**  
**Passionate About Archives**

Registration Form

Your check must be received by the Registrar no later than October 6, 2006 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): \_\_\_\_\_

Institution (for name badge): \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Workshops, Friday October 20, 2006, Dimond Library  
(Snacks will be provided. Lunch is on your own on campus or in Durham.)

*Describing Archives: A Content Standard (DACS)*

Participants must register directly with SAA; this cannot be done through the NEA registration form. To register, go to <http://www.archivists.org/prof-education/workshop-detail.asp?id=1809>. Early bird (on or before 9/20/2006): SAA Member – \$185; Nonmember – \$235; Regular (after 9/20/2006): SAA Member – \$235; Nonmember – \$285. NEA members who are not members of SAA will receive a \$25.00 discount off the non-member rate by entering “NEADACS1006” into the promotional code line on the online registration form.

Preservation Management Basics for Paper-Based Holdings (9:00 am – 4:30 pm)  
NEA member \$50.00 \_\_\_\_\_  
Non-member \$80.00\* \_\_\_\_\_

Digital Institutional Repositories: They Aren't Just for Faculty Research (1:30 pm – 4:30 pm)  
NEA member \$25.00 \_\_\_\_\_  
Non-member \$55.00\* \_\_\_\_\_

(\* Includes NEA membership for one year)

Fall 2006 Meeting, October 21, 2006 – Registration includes Friday reception, Saturday breakfast, lunch and closing reception. Please indicate session preference on reverse.

|                                                               |         |       |
|---------------------------------------------------------------|---------|-------|
| NEA member registration                                       | \$45.00 | _____ |
| Non-member registration (includes one year membership in NEA) | \$75.00 | _____ |
| Student registration                                          | \$22.50 | _____ |
| Late fee (received after October 6, 2006)                     | \$15.00 | _____ |
| NEA membership renewal fee                                    | \$30.00 | _____ |
| Donation to Hale Award fund                                   |         | _____ |
| Donation to Haas Award fund                                   |         | _____ |
| <b>TOTAL ENCLOSED</b>                                         |         | _____ |

Payment must be made by cash check or money order, payable to New England Archivists.  
No credit cards or purchase orders are accepted.

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

Friday, October 20

\_\_\_\_\_ 5:00 pm – 7:00 pm Reception, “Taste of Dover”

Saturday, October 21

\_\_\_\_\_ 8:00 am – 9:00 am Continental Breakfast

\_\_\_\_\_ 9:00 am – 9:30 am Keynote address: Kathleen Roe: Simple Gifts: Advocating for Archives

9:45 am – 11:00 am Concurrent Sessions I

- \_\_\_\_\_ NHPRC Office Hours with Kathleen Williams
- \_\_\_\_\_ A conversation with the development officer
- \_\_\_\_\_ Update on the Archivist Toolkit EAD Project – Reaching the goal
- \_\_\_\_\_ The passion and the glory: Using exhibits to bring out the best of your collections
- \_\_\_\_\_ Rights and reproduction in a visual world: What is an archivist to do?

11:30 am – 12:30 pm Concurrent Discussion Groups

- \_\_\_\_\_ Talking with the information technology specialists
- \_\_\_\_\_ Forever backlog: share successful strategies and learn new ones
- \_\_\_\_\_ Queer collections in the archives
- \_\_\_\_\_ Open forum
- \_\_\_\_\_ Boards and their ~~demands~~ “suggestions”
- \_\_\_\_\_ Be careful what you wish for: coping with success
- \_\_\_\_\_ Ethical questions in archives: everyday occurrences

\_\_\_\_\_ 12:30 pm – 2:00 pm Lunch and Plenary Speaker: Kathleen Williams address

2:15 pm – 3:30 pm Concurrent Sessions II

- \_\_\_\_\_ If it doesn't fit into a folder: How to store paintings and realia
- \_\_\_\_\_ When students take control: Working with undergraduates to create . . .
- \_\_\_\_\_ Design Sense 101: Creating a winning brochure
- \_\_\_\_\_ Managing the digital university desktop: Opportunities and lessons learned

\_\_\_\_\_ 3:45 pm – 5:00 pm Closing Reception

Send registration form and payment to:

Eleta Exline  
NEA Registration  
Dimond Library  
18 Library Way  
Durham, NH 03824

Questions?  
Contact Eleta Exline at 603-862-4352 or  
eleta.exline@unh.edu

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

Check here \_\_\_\_\_ if you need parking on October 20.

Check here \_\_\_\_\_ if you do not want your contact information published in the Meeting Directory.

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



## Parking on campus

On Friday October 20, attendees for workshops and board meeting will need to park in the Elliot Alumni Center Parking Lot on Edgewood Road (marked Lot D on the accompanying map). Please let us know if you will need parking that Friday; if you are staying at the New England Center, you can park there during the day on Friday.

On Saturday October 21, conference attendees can park in any lot on campus for free. We recommend parking in Lot H and Lot D.



## **Where to stay**

Conference blocks have been set up at two local hotels: The New England Center and Holiday Inn Express in Durham (formerly Hotel New Hampshire).

The New England Center is centrally located on campus: 15 Strafford Avenue, University of New Hampshire, Durham, NH 03824, 603-862-2801, <http://www.newenglandcenter.com/>. The New England Center features a full-service restaurant, lounge and handy parking. The room rate is \$119 per night, plus tax and ask for the New England Archivists rate. Reservations must be made by September 22, 2006 and cancellations must be made seven days in advance.

Holiday Inn Express is located in downtown Durham: 2 Main Street, Durham, NH 03824, 603-868-1234, <http://www.hotelnewhampshire.net/>. The Holiday Inn Express features a continental breakfast and is in walking distance to the University. The room rate is \$109 per night and ask for the Archivists rate. Reservations must be made by September 22, 2006.

There are other local hotels, inns and bed-and-breakfasts in the area. For more information, check <http://admissions.unh.edu/visit/hotels.html>.

## **NEA Fall 2006 Meeting**

**University of New  
Hampshire  
Durham, New Hampshire  
October 20-21, 2006**

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