

**NEA SPRING 2008 MEETING  
MARCH 28-29, 2008  
SALVE REGINA UNIVERSITY, NEWPORT, RI**

**OUR DIGITAL FOOTPRINT:  
ARCHIVES IN THE DIGITAL AGE**

**FRIDAY, MARCH 28, 2008**

**8:00 am – 4:00 pm: Registration, Young Building, Salve Regina University**

**Half-day and Full-day Workshops**

Workshop registration includes coffee and a light snack served during the breaks. Lunch is on your own.

**9:00 am – 12:00 pm: Caring for Historical Records: An Introduction**

*Instructor: Mark J. Vassar, Commonwealth Museum.*

Location: Young Building

The workshop will discuss basic preservation techniques for paper-based collections (of varying formats, including photographs), focusing on storage and display of historic records and possible dilemmas that may occur from improper storage and/or display, environmental conditions, etc. A basic digital component will be included in which the storage of electronic records will be discussed, especially digital photographs and issues involved in maintaining these records over time. The workshop is designed for non-professionals looking for a basic preservation overview and will include many physical examples (provided by instructor) of damage caused by the improper storage of materials. Maximum: 35 registrants

NEA or NEMA members: \$25

Non-members: \$55 (includes NEA membership for one year)

**10:00 am – 5:00 pm: Using the Archivist's Toolkit: An Overview**

*Instructors: Kate Bowers, Harvard University Archives, and Melanie Wisner, Houghton Library, Harvard University.*

Location: Electronic Classroom, McKillop Library

The Archivists' Toolkit is an open-source software application designed to help archivists manage and describe their collections. This workshop will provide a comprehensive overview of the AT and provide hands-on experience for learning its basic functionalities, including modules on accessioning, description, name and subject authority management, and producing descriptive outputs such as EAD. Maximum: 20 registrants.

NEA or NEMA members: \$50.00

Non-members: \$80 (includes NEA membership for one year)

**10:00 am – 5:00 pm: EAD and Paper-Based Finding Aids**

*Instructors: Robert S. Cox and Danielle Kovacs, University of Massachusetts, Amherst.*

Location: Young Building

Over the past decade, EAD has emerged as the standard for presenting manuscript and archival finding aids over the internet, however, many repositories, small and large, still find EAD a challenge. In this workshop, we hope to address both technological and practical barriers to preparing for EAD implementation and demonstrate that the hardest part of the work actually resides in something we are all familiar with: description. We will present a strategy for thinking about finding aids that will provide better intellectual control and better preparation for when you make the decision to implement EAD, and we will offer both suggestions and tools to make EAD a reality. Maximum: 35 registrants.

NEA or NEMA members: \$50  
 Non- members: \$80 (includes NEA membership for one year)

**1:00 pm – 5:00 pm: NEA Executive Board Meeting, Special Collections Room, McKillop Library.**  
 All are welcome to attend.

**2:00 pm: Guided tours of local cultural attractions** (by pre-registration only). *Meet at each site.*

- **The Elms**, 367 Bellevue Avenue. Rooftop and Behind-the-Scenes Tour with Preservation Society tour guides. Explore both the public and behind-the-scenes operations of a grand house of the Gilded Age. Weather permitting, your tour will take you onto the roof for a spectacular view of the estate and Newport Harbor. This is a special opportunity since The Elms is closed to the public for the winter season. Maximum: 30 registrants. Discounted admission of \$10 per person.
- **Newport Art Museum and Art Association**, 76 Bellevue Avenue. Tour of Storage Areas and Exhibitions with Nancy Grinnell, Curator. Visit the museum's storage areas, including the print and art storage and the small archives storage for scrapbooks and museum correspondence. Then see the Members' Art Exhibition and hear Nancy discuss her research on Maude Howe Elliott. Maximum: 15 registrants. Discounted admission of \$5 per person.
- **Redwood Library & Athenaeum**, 50 Bellevue Avenue. Tour with Lisa Long, Head of Special Collections. Visit the oldest lending library in continuous operation in America and learn about the building's recent improvements. Maximum: 25 registrants.

**5:00 pm – 7:00 pm: Reception, First floor atrium, McKillop Library**  
 Join us for a sampling of local Aquidneck Island wines and other Rhode Island delicacies.

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**SATURDAY, MARCH 29, 2008**

**8:00 am – 1:30 pm: Registration, O'Hare Academic Building, Salve Regina University**

**8:00 am – 3:00 pm: Vendor Showcase, O'Hare Foyer**

**9:00 – 9:45 am: Keynote Address, Auditorium**

*Speaker: Paul Miller, Curator, Preservation Society of Newport County.*

Paul will present a brief historical overview of the eleven house museums of the Society which collectively summarize 250 years of American domestic architecture. He will highlight the role of archives in the documentation, education, restoration and reinterpretation activities of the organization.

**Concurrent Sessions:**

	<b>Concurrent Sessions I 9:45 – 11:00</b>	<b>Concurrent Sessions II 1:30 – 2:45</b>	<b>Concurrent Sessions III 3:00 – 4:15</b>
<b>Track 1: General Themes</b>	Discussion session: The balancing act	Archival education in the digital age	The first-time digitizer
<b>Track 2: Preservation</b>	Preserving the volatile: Archiving digital documents	Managing born-digital materials in manuscript collections	Getting support for an electronic records management program
<b>Track 3: Arrangement and Description</b>	Preserving the context of digital materials: Metadata and levels of description	Retrospective conversion projects	Discussion session: How is the Archivists' Toolkit working for you?
<b>Track 4: Reference and Outreach</b>	The future of the reference archivist	Copyright and privacy issues in the digital age	Discussion session: Digital information and cultural memory

## 9:45 – 11:00 am: Concurrent Sessions I, Rooms TBA

### Discussion session: The balancing act

*Moderator: Jessica Steytler, Congregational Library & Archive.*

It seems like a lot of institutions have caught Digital Fever. You may be rather keen on it yourself, but sometimes management, board of directors, and administrators lose track of the Archives' other priorities in favor of digital projects. You're not alone on this issue. This discussion group is focusing on how to keep a balanced work load. Find out what some common issues are; what solutions have our peers found; brainstorm for new solutions either unusual problems or the same old chestnuts.

### Preserving the volatile: Archiving digital documents

*Speakers: Regine Heberlein, Fairfield Museum and History Center (chair); Anne Sauer, Digital Collections and Archives, Tufts University; Eliot Wilczek, Digital Collections and Archives, Tufts University; Christopher Day, Phillips Memorial Library, Providence College.*

Archivists and records managers are observing rapidly increasing proportions of digital collections in their care. The relative fugitivity of digital data, due in part to quick format obsolescence and delicate data carriers, presents a considerable challenge for the long-term preservation of digital collections. Join our panel of digital archivists for a discussion of how to manage scanned and born-digital collections. Presentations will address digitizing manuscript collections, managing digital images, and managing electronic records.

### Preserving the context of digital materials: Metadata and levels of description

*Speakers: Amy Benson, Schlesinger Library, Harvard University (chair); Chrissy Watkins, John F. Kennedy Library; Chris Burns, Bailey/Howe Library, University of Vermont; Fran Pollitt, Project Cataloger, Maine Memory Network.*

Digitization can be a great way to make our holdings accessible to a broader audience, but scanning is only the beginning. How much information does an institution need to capture in its descriptive metadata to make sure that the intellectual context of its material is retained? How do we ensure that we can take the time to create rich metadata for everything we digitize? At what level should we describe our digitized material? In this session, three panelists will discuss their experience creating metadata for archival digitization projects.

### The future of the reference archivist

*Speakers: Kristy Pasquariello, John F. Kennedy Library (chair); Susanne Belovari, Digital Collections and Archives, Tufts University; Nora Murphy, MIT Institute Archives and Special Collections; Donna Webber, Simmons College.*

With our archival holdings increasingly available to researchers online, what will the future role of the reference archivist be? Will mass digitization largely negate the need for us, or will it substantially increase our workload? Will digitization significantly change the ways in which users as well as archivists find information? Are reference archivists being included in digitization plans? Will we have to serve as technical support for users who are trying to find information online? In this session, three college and university reference archivists will discuss how digitization has affected their work thus far, and how they expect their role to change in the future.

## 11:00 – 11:30 am: Coffee break with vendors, O'Hare Foyer

## 11:30 am – 12:15 pm: NEA Annual Business Meeting, Auditorium

## 12:15 – 1:15 pm: Buffet lunch, Ochre Court

## 1:30 – 2:45 pm: Concurrent Sessions II, Rooms TBA

### Archival education in the digital age: New skills for the digital era

*Speakers: Jennifer Betts, Brown University (chair); Jeannette Bastian, Program Director, Archives Management Concentration, Simmons College; Philip B. Eppard, Professor, Department of Information Studies, University at Albany; Peter Wosh, Director, Archives Program, New York University.*

In 2006 the colloquium New Skills for a Digital Era posed the question "What are the practical, technical skills that all library and records professionals must have to work with e-books, electronic records, and other digital materials?" Join our panel of archival educators to hear their thoughts on the technical skills archivists need to manage archival collections in the digital age.

### **Managing born-digital materials in manuscript collections**

*Speakers: Tom Hyry, Beinecke Rare Book and Manuscript Library, Yale University (chair); Michael Forstrom, Beinecke Rare Book and Manuscript Library, Yale University; Melissa Watterworth, Dodd Research Center, University of Connecticut.*

This session will focus on the management of born-digital or electronic materials in personal papers and small press records. Speakers will present case studies from the Beinecke Rare Book & Manuscript Library at Yale University and Archives & Special Collections at the Dodd Research Center at the University of Connecticut. In their case studies, speakers will also discuss how they applied (or tried to apply) traditional archival theories of appraisal, transfer, arrangement, preservation, and access to born-digital records in their collections.

### **Retrospective conversion projects**

*Speakers: Russell Franks, Phillips Memorial Library, Providence College (chair); Valerie Gillispie, Special Collections & Archives, Olin Library, Wesleyan University; Kirsten Hammerstrom, Rhode Island Historical Society; Regine Heberlein, Fairfield Museum and History Center.*

This session will focus on the issues institutions encounter when conducting OPAC and EAD retrospective conversion projects. Whether you are a local history center on a shoestring budget seeking a collaborative effort with other local institutions to bring their finding aids to the Web, a university archives faced with converting legacy finding aids to EAD, or a historical society implementing an Online Public Access Catalog for the first time, the challenges can be many and oftentimes daunting. Each presenter will discuss their experiences, the pitfalls, the lessons learned, and what they envision for future improved access to their archival collections.

### **Copyright and privacy issues in the digital age**

*Speaker: Wendy Seltzer, Visiting Assistant Professor, Northeastern University School of Law and Fellow, Berkman Center for Internet & Society, Harvard Law School*

While the Internet and the Digital Age have made once-obscure collections more accessible, the related copyright issues threaten to lock them up tighter. What is the state of current copyright law, how does it apply to the realm of archives and libraries, and how can archivists help preserve the collections we want for the future? Wendy Seltzer is a lawyer and law professor, teaching Copyright, Intellectual Property, and Internet Law. She is not only an expert on the subject, but one whose work is shaping the field through projects such as the Chilling Effects Clearinghouse. Prof. Seltzer will talk about digital challenges to libraries and archives, including technical protection measures and contractual conditions, as well as new opportunities in open-access journals and networked, user-generated resources.

**2:45 – 3:00 pm: Coffee break, O’Hare Foyer**

**3:00 – 4:15 pm: Concurrent Sessions III, Rooms TBA**

#### **The first-time digitizer**

*Speakers: Heidi Benedict, Roger Williams University (chair); Gregor Trinkaus-Randall, Massachusetts Board of Library Commissioners; Renée DesRoberts, McArthur Public Library, Biddeford, ME; Susan D’Entremont, Capital District Library Council, Albany, NY.*

This session is aimed at the archivist with minimal or no experience in creating digital collections. Speakers will discuss planning for a digitization project, from selection to project management. They will also address scanning basics and issues related to researcher access and share their own experiences as first time digitizers, highlighting challenges faced and lessons learned.

#### **Getting buy-in and support from the right people for an electronic records management program**

*Speakers: Maureen Jennings, Harvard University Planning Office/PIRC (chair); Amy E. Gray, Bose Corporation; Cristina Prochilo, Harvard University Planning Office/PIRC; Terry French, Massachusetts Archives; George Despres, The MITRE Corporation.*

The age of the electronic document has arrived, and it, too, has a life cycle. You’ve updated your institution’s records management policies, but getting the record creators to adapt to the realm of electronic records management may not be so easy. How do you encourage participation in a successful RM program? Hear from our panel of special, corporate, and governmental archivists as they share their strategies and experiences on these topics and more: how electronic RM programs differ from the more traditional paper-based programs (or do they?); the challenges of getting buy-in for an electronic records management

program, and strategies for overcoming them; the influence of local culture on participation in the records management program.

**Discussion session: How is the Archivists' Toolkit working for you?**

*Moderator: Liz Andrews, Institute Archives and Special Collections, Massachusetts Institute of Technology.*

Have you played in the Archivists' Toolkit sandbox? Are you successfully using the Archivists' Toolkit? How is it working for you? Share your experiences in this lively discussion.

**Discussion session: Digital information and cultural memory**

*Moderator: Regine Heberlein, Fairfield Museum and History Center.*

Daniel Traister, Curator of Research Services at the University of Pennsylvania's Rare Book and Manuscript Library, starts his 1999 essay "You must remember this...; or, Libraries as Locus of Cultural Memories" with the provocative statement "Memories—cultural memories—are anything you can find in books, in libraries."

Authors from other disciplines take a broader view; for example, Egyptologist Jan Assman includes the archaeological record in his definition of cultural memory. The arguments rest on the shared perception that memory is that which is permanent. Join us for a discussion of how, in your experience, the digital age affects cultural memory. Do you perceive a collective memory loss caused by the volatility of digital media, or by the acceleration of online information delivery? Have you observed changes in how patrons use your collections? Would you argue that information consumerism changes the permanence of memory? Come and share your observations and thoughts on how the digital record impacts what and how we remember.

**4:15 – 5:00 pm: Closing Reception, O'Hare Foyer**

Join us for a final send-off and raffle.

**ACCOMMODATIONS**

Rooms are reserved at the Newport Harbor Hotel and Marina, 49 America's Cup Avenue, for Thursday, Friday, and Saturday nights. A special NEA rate of \$99.00 plus tax per night (single/double) is available until February 28<sup>th</sup>. Reservations: 800-955-2558 or 401-847-9000, or online at [www.thenewport-hotel.com](http://www.thenewport-hotel.com) (enter promotional code 0803salver).

Information on other accommodations in Newport is available from [www.gonewport.com](http://www.gonewport.com).

**DIRECTIONS TO SALVE REGINA UNIVERSITY**

Driving directions are available on the university's Web site at [www.salve.edu/directions.cfm](http://www.salve.edu/directions.cfm), and a campus map is available at [www.salve.edu/virtualtour/SRU-CampusMap.pdf](http://www.salve.edu/virtualtour/SRU-CampusMap.pdf).

**THINGS TO DO IN NEWPORT**

Consider extending your stay through Sunday to experience the numerous entertainments offered by the city of Newport. For information about other activities and cultural attractions in Newport, visit [www.gonewport.com](http://www.gonewport.com). March is **Newport Irish Heritage Month**.

On Sunday, take advantage of this special offer from the Newport Mansions: present your NEA name badge at the Breakers, Rosecliff, or Marble House for a discounted admission for yourself (\$12 Breakers/\$9 Rosecliff/\$9 Marble House). Additional family members will receive the standard admission rate.