

New England Archivists Fall 2010 Meeting

Looking Inward/Looking Outward: Changing Roles and Expectations in Archival Settings

**Keene State College, Mason Library and Lloyd P. Young Student Center
Keene, New Hampshire
November 5-6, 2010**

Friday, November 5, 2010

8:00am - 4:00pm Registration, Mason Library

Workshops

9:00am-5:00pm: What's in your Stacks? An Introduction to Identifying and Caring for your Audio-Visual Materials

Instructor: James DaMico, Graphics Project Archivist, Rhode Island Historical Society

Workshop Description:

Within the last 150 years, we have witnessed an unprecedented technological revolution that has enriched the written word and added to the collective cultural memory. Beginning with Joseph Nicéphore Niépce's invention of photography in 1826, Thomas Edison's phonograph in 1877, the Lumiere brothers' Cinématographe in 1895 and Valdemar Poulsen's Telegraphone in 1900, society has been able to capture human emotion, history, tradition, cultural identity, and evidence of wrong doing and accomplishment in a richer, fuller way.

The development of civilizations has taken place because of the human need to document and preserve those documents for future generations to learn from. Unlike paper documents, which have a life expectancy of at least one hundred years, audio-visual material recorded on magnetic tape has approximately a fifty-year life span.

In this workshop, the archivist will learn how to, in hands on practice, identify audio and videotape formats, causes of decay and physical changes to the media. The storage and handling of tape, choices of reformatting, and resources to consult for further information will also be addressed.

Who should attend? This workshop is for archivists who have little to no experience with audio-visual material and are looking for an introductory course.

9:00am-5:00pm: Introduction to Archivists' Toolkit

Instructor: Kate Bowers, Collection Services Archivist, Harvard University Archives

Workshop Description:

The Archivists' Toolkit (AT) is an open-source software solution for archival management with modules for accessioning, description, collection assessment, digital objects, locations, and controlled names and subjects. Workshop participants can expect to leave with both hands-on experience and some understanding of the administrative and technical issues to consider when implementing AT. To get the most out of the workshop, participants are encouraged to bring selected real-world accessions information, collection assessments, and finding aids (paper, electronic, and/or existing EAD) from their repositories to the workshop.

9:00am-5:00pm: Advanced Reference and Access

Instructor: Nora Murphy, Reference Archivist, MIT Archives and Special Collections

Workshop Description:

Regardless of your responsibilities in the archives, someone will want to mine your knowledge of your collections. In the course of this full-day workshop participants will discuss the skills, knowledge and resources that are important to have in order to provide good reference services, the needs of the user, and how an archivist can anticipate those basic needs and respond appropriately. Policies and procedures, daily activities, and best practices will be addressed. Participation is encouraged, and participants are welcome to share questions with the instructor in advance of the workshop.

5:30pm Reception: Cheshire County Historical Society, Keene, New Hampshire

Speaker: Reception & Film Screening, *When Lincoln Paid* (1912) directed John Ford, Guest Speaker Professor Larry Benaquist, Film Studies, Keene State College; *When Lincoln Paid* considered a "lost" film until was discovered in a barn in Nelson, New Hampshire. The film was restored through a grant from National Film Preservation Foundation.

Saturday, November 6, 2010

8:30am – 9:30am Registration, Young Student Center, Madison Street Lounge

8:30am – 9:30am Continental Breakfast, Madison Street Lounge

9:30am – 10:30am Keynote Address: Digital Natives in the Archives

Speaker: Richard Sweeney, University Librarian, New Jersey Institute of Technology, Newark, New Jersey

Keynote Description: Can archives be designed to be more engaging, fun and useful to Millennials, those born 1979-1994? What specific archivist services might fit into the lifestyle of Millennials? Rich will explain Millennial behaviors and characteristics and then describe his vision for an interactive university archives at New Jersey Institute of Technology. He will use this as an example to generate discussion of how the preservation goals of archives might integrate with crowd sourcing, interactive imaging, social networking and viral marketing that might lead to luring Millennials and discovering additional funding sources.

Biography: Richard Sweeney has served as the University Librarian at the New Jersey Institute of Technology in Newark, New Jersey since 1995. Before his appointment as university librarian, Mr. Sweeney was the director of the library at Polytechnic University in Brooklyn and also held positions as

the director of public libraries in Columbus, Ohio, Flint, Michigan and Atlantic City, New Jersey. Mr. Sweeney primarily studies the Millennials (born 1979 to 1994) and the impact that this large, quite different, generation will have upon government, libraries, academic institutions, companies, consortia, organizations and the workplace. He has conducted over sixty panels (focus groups) in front of live audiences in over twenty five states, New Brunswick, CA, Alexandria, Egypt, and Guatemala City, Guatemala. Richard Sweeney is also pursuing a research project that incorporates how technology in higher education can be used to accelerate human learning while maintaining a comparable or even increased level of understanding.

10:30am – 11:00am Coffee with Vendors and Poster Sessions

Poster Session One: W. E. B. Du Bois Digitization Project: Getting 100,000 Items from Paper to Web!

Poster Description: Special Collections and University Archives (SCUA) at the W. E. B. Du Bois Library, UMass Amherst has embarked on a journey to bring the entire manuscript collection of sociologist, historian, social activist and author, W. E. B. Du Bois into the 21st century. This digitization project will produce a free, online interface that will allow unlimited access to over 100,000 items of great historical importance by keyword or selected field.

The project team has developed a sound process for digitization and description. A best practices document for describing manuscripts using MODS was created to support the unique demands of the collection. As of June 2010, the mid-point of original funding from the Verizon Foundation, the project team has scanned over 40,200 items and created 14,300 metadata records. With additional support from the National Endowment for the Humanities, SCUA will be able to make the entire digital collection available online by the end of 2013.

This poster will illustrate the project work flow from re-boxing and scanning to presentation on the web in our digital collection interface. This diagram will include item examples, job descriptions, implemented standards, samples of MODS templates, quality control methods, and screen shots of the online digital interface.

Presenters: Abigail Baines and Jeremy Smith, Metadata Specialists, Special Collections and University Archives, UMass Amherst

Biographies: Jeremy Smith is a Metadata Specialist for the W. E. B. Du Bois Digitization project at the Special Collections and University Archives at the University of Massachusetts. He is a 2009 graduate of the Simmons College Graduate School of Library and Information Science. Before earning his MLS he was a producer/editor at the Media Education Foundation (MEF), a non-profit video production company specializing in educational videos. MEF videos explore contemporary social messages through the lens of the mainstream media.

Abigail S. Baines is a Metadata Specialist for the W. E. B. Du Bois digitization project in Special Collections and University Archives at the University of Massachusetts Amherst and a Library Assistant for The Goodwin Memorial Library in Hadley. She is a 2010 graduate of the Simmons College GSLIS program in Archives Management. Prior to Simmons, Abigail studied Communication and Psychology at UMass Amherst and worked in Technical Services at the Jones Library in Amherst.

Poster Session Two: The Historic Watertown Photograph Collection: Digitized and Searchable

Poster Description: The Historic Watertown Photograph collection, with the majority of the photographs shot before the 1950s, and digitized within the past decade, have no rhyme nor reason, and no order. While categorized by topic, the topics are difficult to search, and not easily accessible for research or browsing. By implementing the use of tagging, and organizing the photographs by recognized LCSH and easy-to-use access points, the hope is to create a usable collection for researchers, scholars, and casual browsers alike. The project also makes use of Dublin Core.

Presenter: Stefanie Maclin graduated from Simmons College in May 2010, with a degree in the Archives track. She developed keen interests in art documentation, digitization, rare books and manuscripts, and photographic preservation. She spent her summer cataloging Jewish Ephemera at Harvard University. She's been volunteering at the Watertown Public Library for two years, and in addition to the Historic Watertown Photograph Collection, her other major project has been transcribing church sermons in the Convers Francis Collection. In addition, to her career in libraries and archives, she is also a poet, and has a number of publications to her credit.

11:00am-12:15pm Concurrent Morning Sessions

Option A:

Title: Email Archiving

Session Description: This session will explore the different ways university and government archives document the e-mails of their respective institutions. Wendy Gogel and Ginny Hunt will speak about the Harvard University's archival processing system for born-digital content intended for long term preservation. Using e-mails as the pilot project, Wendy and Ginny will address various issues including security, controlled vocabulary, appraisal and processing workflow, policy analysis and selection of metadata. Bill Dow, Deputy City Clerk of Keene, NH, implemented the Google Postini (<http://www.google.com/postini/>) service to manage the City of Keene's e-mails. After using Google Postini for over a year, Bill will be able to talk about the pros and cons of using this contracted service and what standard policies had to be implemented in order to meet state retention requirements. When Lincoln Laboratory decided to Implement Symantec's Enterprise Vault as their long-term storage management system for e-mails, Tamar Granovsky was invited to participate in conversations with the Lab's IT department.

Panel Members:

1. **Giordana Mecagni**, Acquisitions Archivist at the Center for the History of Medicine, Countway Library at Harvard (Chair)

Giordana Mecagni is the Acquisitions Archivist at the Center for the History of Medicine, Countway Library, Harvard Medical School. Previously she was Project Archivist at the Archives for Women in Medicine at the Center for the History of Medicine; Reference Assistant at the Schlesinger Library, Radcliffe Institute; and Manager of the Resource Center for Philanthropy at Associated Grant Makers. She recently wrote a case study for a forthcoming publication on archival outreach for the Society for American Archivists. In her spare time, she manages a community garden in East Boston and is a typist with the Boston Typewriter Orchestra. www.bostontypewriterorchestra.com.

2. **William Dow**, CRM, Deputy City Clerk of Keene, Keene, New Hampshire

As Deputy City Clerk, Bill implemented the Google Postini (<http://www.google.com/postini/>) service to manage the City of Keene's e-mails. After using Google Postini for over a year, Bill will be able to talk about the pros and cons of using this contracted service and what standard policies had to be implemented in order to meet state retention requirements.

Bill Dow has over 20 years of experience in the Records Management field. He received a Bachelors of Arts Degree from Franklin Pierce University and Records Improvement Certificate from Northeastern University. He has been a member of ARMA International and the ARMA Boston Chapter since 1989. In January 2005, he became a Certified Records Manager (CRM). He is also a member with AIIM and NAGARA. He has been employed with the City of Keene, New Hampshire since January 2000 as the Records Manager/Deputy City Clerk. His direct responsibilities are to develop, implement, manage and enhance a comprehensive records management and archives program for the municipal records of the City of Keene. He is also responsible for establishing policies, responding to and coordinating access for all right-to-know requests received by the City.

In 2003, Mr. Dow oversaw the design and construction of the City of Keene's state-of- the-art Records Storage and Archives facility. He is directly responsible for supervising the daily operations of this facility, which includes records management services for over 20 municipal departments as well as storage and delivery services for contracted non-profit organizations and local governmental agencies. In the absence of the City Clerk, Mr. Dow assumes all of the responsibilities and legal obligations of the Office of the City Clerk. Mr. Dow often provides assistance with legislative activities, vital records and local, state and federal elections.

3. **Virginia Hunt**, Associate University Archivist for Collection Development, Harvard University Archives

Ginny Hunt is the Associate University Archivist for Collection Development at the Harvard University Archives. Prior to this appointment, Ms. Hunt was assistant archivist and curator for the Warren Anatomical Museum at the Center for the History of Medicine at Harvard Medical School's Countway Library. Previously, she worked as an archivist and preservation specialist at the Congregational Library in Boston, and was a consultant for the Massachusetts Historic Records Advisory Board. She holds an M.S. in Library and Information Science from Simmons and an ALM in Museum Studies at the Harvard Extension School.

Ginny is serving on the Core Group of the Harvard University Library email archiving project. The Core Group work with project staff to carry out the policy and workflow analysis, advise on documentation and infrastructure requirements, and test the system by providing email collections to ingest and process during the pilot project. Ginny will speak about the curatorial aspects of developing the system including policy analysis and creation, appraisal and processing workflow, and selection of metadata elements to facilitate searching, retrieval and processing email in the system.

4. **Wendy Marcus Gogel**, *Manager of Digital Content and Projects* in the Harvard University Library Office for Information Systems (HUL-OIS)

Wendy Marcus Gogel is *Manager of Digital Content and Projects* in the Harvard University Library Office for Information Systems (HUL-OIS). Wendy manages a group of librarians who provide professional services to the Harvard community and within HUL-OIS for management of digital and electronic content. The Digital Content and Projects group consists of two teams: Digital Projects and E-resource

Management and Licensing. Wendy is the project manager for Harvard's email archiving project. Harvard University Library is implementing an archival processing system for born-digital content intended for long term preservation. As part of the email archiving project begun in January 2009, email is the first content that will be processed using the system. As manager of the project, Wendy will speak about some of the challenges being addressed including security, controlled vocabulary, scale, scope and the requirement to be able to process collections after deposit to the preservation repository.

5. **Tamar Granovsky, Head Archivist, Lincoln Laboratory, M.I.T., Lexington, MA**

When Lincoln Laboratory decided to Implement Symantec's Enterprise Vault as their long-term storage management system for e-mails, Ms. Granovsky was invited to participate in conversations with the Lab's IT department.

Tamar Granovsky has been the Head Archivist at MIT Lincoln Laboratory since 1997. She began her career in the archives' field, in the mid-1980s, working at a part-time job in Montreal's Jewish Public Library Archives while pursuing a degree in Fine Arts. She is a graduate of Simmons College's GSLIS.

Option B:

Title: Managing Volunteers

Session Description: This session will speak on issues regarding quality management/control, reliability, project development for volunteers/student workers, etc., from a variety of institutional perspectives including a government agency, an academic setting, a local historical society and museum.

Panel Members:

1. **Penni Martorell**, Curator of Collections, Wistariahurst Museum, Holyoke, Massachusetts (Chair)

Penni Martorell, a local history enthusiast and professional archivist, is curator of collections at Wistariahurst Museum and Holyoke's City Historian. She received her undergraduate degree in art history from Mount Holyoke College, earned an MLS with a concentration in Archives Management from Simmons College, and attended Rare Book School at University of Virginia. She recognizes the integral role that volunteers/interns play in most institutions, and has developed several programs that have grown and enhanced these arrangements by emphasizing the value of the relationship for both parties. As the resident Master Printer at the Massachusetts Center for Renaissance Studies at UMASS Amherst, as well as proprietor of The Martorell Press her passion is letterpress printing, printing history and book arts.

2. **Martha Clark**, Curator, Massachusetts State Archives, Boston, Massachusetts

Martha Clark is the Curator of the Massachusetts Archives, a position she has held since 2002. As Curator, she is responsible for the day-to-day management of the holdings of the State Archives, including the coordination of the volunteer/intern program. She also works closely with the staff of the Commonwealth Museum, where a new permanent exhibit draws heavily on the collections of the Archives. Martha has worked at the State Archives since 1980 in various capacities, including Reference Supervisor and Special Projects Archivist. She is also the archivist for a small local history center in the town of Boxford. She holds a BA from Wells College and an MA in American History from Binghamton University.

3. **Amy Greer**, Archivist of the Feminist Theory Papers at the Pembroke Center of Brown University and Manuscript Librarian of the Brown Family Papers, Providence, Rhode Island

Amy has been involved with establishing, growing, and making accessible these exciting collections. Amy received her B.A. from Wheaton College in 2001, her Master's in Theatre and Performance Studies from the University of Pittsburgh in 2005, and her Master's of Archives Management from Simmons College in 2008. In 2009, Amy joined the LIS PhD program at Simmons College with a focus in archives. Along with her academic and professional work, Amy is an active member of Society of American Archivists, the International Council on Archives, and Association of Library and Information Science Education. In the New England Archivists, Amy sits on the Programming Committee and serves as the Chair of the Local Arrangements Committee, both for the Spring 2011 Meeting.

4. **Mark C. Wilkins**, Director of the Atwood House Museum/Chatham Historical Society, Chatham, Massachusetts

Mark will discuss how important volunteers are for running the Chatham Historical Society. He manages between 50-75 volunteers who provide unique strengths and challenges to the organization. He is currently working on a volunteer training program that would give all volunteers on Cape Cod a uniform baseline of training which he hopes will minimize the "unevenness" in training that can be so problematic at times.

Option C:

Title: Managing Unconventional Collections

Session Description: This session will introduce archivists to procedures in the care and management of unconventional or unusual mediums, outside of the comfort zone of those who deal with traditional paper based collections. The session panel will include archivists, curators and registrars whose hands on experience lends to such mediums as zoology, audio/ visual materials and the culinary arts. This session will attempt to answer the age old archival question of "what do I do with this?"

Panel Members:

1. **Renée DesRoberts**, Reference & Archives Librarian, McArthur Public Library, Biddeford, Maine (Chair)

Renee has worked and interned in academic, federal, and state archives in Maine and Massachusetts, and has worked in a public library since 2007. She has a B.A. in History and an M.S. from Simmons GSLIS. After many an expedition to her library's attic and vaults, she has been heard to mumble "What do I do with *this*?"

2. **Dr. Paula T. Work**, Registrar & Curator of Zoology at the Maine State Museum, Augusta, Maine

Dr. Work holds a B.S. in Biology from the University of Wisconsin at La Crosse, and a Ph.D. in Geology (Quaternary Studies) from the University of Iowa. Dr. Work has been instrumental in developing state-wide collections care initiatives, and has been an active advocate for the preservation of natural history collections in Maine.

3. **Christine Crawford-Oppenheimer**, Information Services Librarian & Archivist, Culinary Institute of America, Hyde Park, New York

Crawford-Oppenheimer holds an MLS from the University of Pittsburgh and a graduate certificate in archives from Long Island University. On weekends, she is a genealogist; she has written several articles about food and about genealogical research, and a book, *Long Distance Genealogy*.

4. **David S. Weiss**, Co-Founder & Executive Director of Northeast Historic Film, Bucksport, Maine

Since 1989 Weiss has served as a member of the Maine Historical Records Advisory Board and is a founding member of the Association of Moving Image Archivists. He graduated from Brown University in 1978 with a BA in Semiotics; the theoretical, historical and practical study of film arts, communication and language. Since its founding in 1986 NHF has built collections including more than 10 million feet of film and 5,000 hours of videotape. The facility includes a newly constructed (2003) moving image vault building, technical services section, study center and theater.

2:15pm-1:30pm Lunch, Zorn Dining Commons

New Member Table, Zorn Dining Commons

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

Option A:

Title: Donor Relations

Session Description: This session will explore how various types of institutions create and maintain donor relations programs.

Panel Members:

1. **Rob Cox**, Head of Special Collections & University Archives, University of Massachusetts, Amherst – (Chair)

Rob Cox became Head of Special Collections and University Archives at UMass Amherst in 2004 after stints as Curator of Manuscripts at the American Philosophical Society and the William L. Clements Library at the University of Michigan. A graduate of Haverford College and former paleontologist and molecular biologist, he has an MLS (archives) and PhD (history) from the University of Michigan and is author or editor of two books: *Body and Soul: A Sympathetic History of American Spiritualism* (Charlottesville, 2003) and *The Shortest and Most Convenient Route: Lewis and Clark in Context* (Philadelphia, 2004).

Rob will lead the discussion of how donor relations have changed over time and provide insight about his own thoughts related to donor relations and de-accessioning materials.

2. **Jennifer Jacobsen**, Harvard University Archives, Cambridge, Massachusetts

Jennifer Jacobsen is a Collection Development/Appraisal Archivist at the Harvard University Archives. Prior to this appointment, Ms. Jacobsen was lead records analyst/appraisal archivist in Records Management Services at the Archives. She has also worked as a reference archivist at the Massachusetts Archives at Columbia Point. She holds a BA in Spanish from Central College in Pella, Iowa, an MA in Applied Linguistics from the University of Illinois at Urbana, an MA in Spanish Literature from Boston College and a MLIS from Simmons College.

Jenn will discuss the process that the staff at the Harvard Archives has implemented to assist donors in getting their materials into the collection. Jenn works with the Associate University Archivist for Collection Development to provide information to potential donors including students, student groups, alumni and families of alums to discuss possible donations.

3. **Jamie Roth, Deputy Director/ Archivist at the JFK Museum and Library, Boston, Mass.**

James Roth is the Deputy Director of the John F. Kennedy Presidential Library and Museum. His duties consist of managing the daily operations of the building, including assessing and coordinating technical programs and procedures and human resources management, and overseeing budgets and facility management issues including security, maintenance, and construction projects. Other duties include overseeing the Digital Initiative and other various issues related to the Archives and Museum divisions. He has published articles, given presentations, and taught classes and workshops. He has published articles in *American Archivist*, *Prologue*, and *The Hemingway Review*. James has covered the fundamentals of a wide range of archival activities including appraisal, acquisitions, arrangement, description, reference, and access. As an Adjunct Faculty member at Simmons College he teaches LIS 438-Introduction to Archival Methods and Services. He has taught basic archives workshops for the Society of American Archivists (2007-), New England Archivists (2006-) and the New Hampshire Archives Group (2005).

Jamie will provide information about donor relations at the JFK Museum and Archives which will highlight the complexities of working with donors in a dual museum and library setting and that has public and private funding.

Option B:

Title: Digitizing and Marketing Images

Session Description: Session will inform organizations about digitizing collections for publication, and the process of publishing and marketing their work. Panelists will cover the process from start to finish, discussing topics such as: digitizing for publication, the process of selection and writing for publication, working with a publisher, and marketing the work.

Panel Members:

1. **Kathy Amoroso**, Director of Digital Projects, Maine Historical Society, Portland, Maine (Chair)

Kathy Amoroso is the Director of Digital Projects at the Maine Historical Society in Portland, Maine. She started at MHS as outreach coordinator for the Maine Memory Network project in 2001 and as digital needs grew, became the Dir. of Digital projects in 2006. She has a BS in Communications and Psychology

from the University of Miami in Florida. Before joining the Maine Historical Society, she worked for nine years as a video and website project manager, later focusing on website usability. In her spare time, she's a family historian and amateur sports photographer.

2. Erin M. Rocha, Senior Acquisitions Editor, Arcadia Publishing, Portsmouth, New Hampshire

Erin M. Rocha is the Northeast publisher for Arcadia Publishing, the largest regional and local history publisher in the United States. A graduate of the University of New Hampshire, Erin worked in the Portsmouth, New Hampshire, branch of Arcadia Publishing for more than four years before relocating to the company's headquarters in Mount Pleasant, South Carolina in October 2009

3. Jeff Saraceno, Commissioning Editor, The History Press, Charleston, South Carolina

The History Press is a book publishing company based in Charleston, SC, that specializes in preserving local and regional history in communities across the country. He previously worked as an Associate Publisher for Twin Lights Publishers of Rockport, MA. He earned an MA in English from Simmons College and bachelor's degree from Endicott College.

4. Alan F. Rumrill, Author and Executive Director of the Historical Society of Cheshire County, Keene, New Hampshire

Rumrill has been Executive Director of Historical Society of Cheshire County since 1983 and Director of the Davis Public Library in Stoddard, New Hampshire from 1976 to 1984. He has a BA in History from Keene State College and his MLS from the University of Rhode Island. He has written five books on regional art and history, including the recent History Press release *Monadnock Moments: Historic Tales From Southwest New Hampshire*.

Option C:

Title: Collection Management Systems

Session Description: Participants will discuss their experiences working using a variety of collection management systems including Archivists' Toolkit, PastPerfect and Archon.

Panel Members:

1. **Kat Stefko**, Director of Muskie Archives and Special Collections Library, Bates College, Lewiston, Maine (Chair)

Kat Stefko received her MSLIS from Simmons College and her MA in art history from the University of Texas at Austin. Since October 2004, she has served as Director of Archives and Special Collections at Bates College, and previously held archives positions at Harvard University, the Philadelphia Museum of Art, and the Cambridge Historical Society. Over the past fifteen years, she has worked with a variety of commercial and open source collections management systems, including the AT, Re:discovery, Microsoft Access, and Documentum. She is currently serving on the Archivists Toolkit Roundtable Steering Committee. She has worked with her own database and Archivists' Toolkit.

2. **Kate Bowers**, Collections Services Archivist, Harvard University Archives, Cambridge, Mass.

Kate Bowers is the Collections Services Archivist in the Harvard University Archives, where she has served since 1996. Over the years, she has designed, shepherded, implemented, or provided functional requirements for three generations of the University Archives' collection management systems and for university-wide public discovery and delivery systems. These systems have handled tasks such as: accessioning, location and storage of archival materials, patron registration, circulation, online delivery of finding aids, and online delivery of page-turned digital objects. She is currently a member of the University's Digital Content Systems Working Group, which focuses on Harvard's digital repository and online delivery of digital content, and she is Chair of the Archivists' Toolkit working group, which oversees configuration and design of plug-in enhancements for Harvard's AT database. AT is now implemented in seven of Harvard's archival repositories.

3. **Marge Smith**, Executive Director, Kent Historical Society, Kent, Connecticut

Marge graduated from Lafayette College with a BA in history in 1975. Unable to find a paying job in her chosen field, she worked as a professional landscape gardener for 25 years, running her own business for 20 of those years. In the mid 1990s she volunteered her crew to help the 92 year old president of the Kent Historical Society clean up the gardens at Seven Hearths, the 1751 house museum owned by the society. Talking history with Miss Hopson while they pulled weeds proved fruitful, and Marge is now the Executive Director of the Kent Historical Society. She occasionally gets to use her college degree when not answering phone calls and emails, greeting visitors, planning programs, sending out press releases and struggling to raise money. She is also the Assistant Director, Curator and Archivist at the Sharon Historical Society where she happily plays with the collection while her boss does the other stuff. She will discuss her experiences with Past Perfect.

4. **Linda Hocking**, Curator of Library and Archives, Litchfield Historical Society, Litchfield, Connecticut

Linda holds a B.A. in political science and history from Marist College and an M.S. in library and information science from the University of Illinois. She has been curator of library and archival collections at the Litchfield Historical Society since November 2002. She is a board member of the Connecticut League of History Organizations and serves as chair of the Publications Committee. She was admitted to the Academy of Certified Archivists in 2005 and is currently serving on the Connecticut State Historical Records Advisory Board. She will discuss her experiences with Archon.

Concurrent Sessions 3:15pm – 4:30PM

Option A:

Title: Born Digital

Session Description: Processing born digital materials can be a daunting task, but even small institutions can start the process. From techniques for surveying your digital holdings to writing metadata schemas, this session will explore approaches to digital processing. Topics will include researching storage options, assessing file types, documenting decisions, and developing workflows in reference to best practices in this evolving field.

1. **Ed Desrochers**, Interim Academy Librarian and Academy Archivist at Phillips Exeter Academy, Exeter, New Hampshire (Chair)

Ed has served as Secretary and President of NEA as well as numerous NEA committees and programs. He has been at Exeter since 1975 and the Academy Archivist since 1977.

2. **Veronica Martzahi**, Records Archivist in the Digital Collections and Archives, Tufts University, Medford, Mass.

Veronica co-taught the NEA workshop, "Living to Fight Another Day: Basic Stabilization Techniques for Digital Accessions." She has an M.S. in Library and Information Science and an M.A. in History from Simmons College.

3. **Jennifer Phillips**, Digital Collections Archivist in the Digital Collections and Archives at Tufts University, Medford, Mass.

Jennifer co-taught the NEA workshop, "Living to Fight Another Day: Basic Stabilization Techniques for Digital Accessions." She has an M.S. in Library and Information Science from Simmons College and Ph.D. in French Literature from Yale University.

Option B:

Title: Maine Heritage Project: Focus on Collaboration

Session Description: The MCHP is an innovative program from Maine Historical Society in collaboration with the Maine State Library that fosters partnerships between local schools, historical societies, and public libraries through the exploration of local history. It is supported by a National Leadership Grant from IMLS. Each team participates in an intensive one-year process that mobilizes its community around the exploration, gathering, and sharing of local history by creating a community website on the Maine Memory Network (MMN), hosted by Maine Historical Society. This session will explore the planning and implementation of MCHP, from grant proposal to finished product, including assigning roles and responsibilities at the community level, managing project logistics, and a show-and-tell of the completed community websites now available on the Maine Memory Network.

1. **Steve Bromage**, Assistant Director of Maine Historical Society (Chair)

Steve Bromage is Assistant Director of the Maine Historical Society where he has worked since 2001. In that role, he helps lead institutional planning, oversees public, educational, and online programming, and works closely with partners throughout Maine's cultural community. Steve has helped guide the development of the Maine Memory Network (www.mainememory.net), a statewide digital museum that has received national recognition for its innovative approach to providing access to historical resources and engaging communities in local, state, and national history. He and the MHS staff work closely with Maine Memory's network of 200+ contributing partners on issues related to outreach, digitization, interpretation, and community partnerships. Previously, Steve was Associate Director of the online *Disability History Museum* (<http://www.disabilitymuseum.org/>) and helped produce the award-winning NPR documentary *Beyond Affliction: The Disability History Project*.

2. **Larissa Vigue Picard**, Community Partnership Coordinator

Larissa Vigue Picard runs Maine Historical Society's Maine Community Heritage Project, which fosters collaborative local history research and digitization of historical items by historical societies, public libraries, and schools. Formerly, she was Director of Community Programs for Vermont Humanities

Council, for which she oversaw literature, history, cultural-heritage, and grant programs for the general public. She holds B.A. and M.A. degrees in English Literature from Bates and Middlebury Colleges, respectively, has been a freelance writer, and has taught in the community college system.

3. **Sam Webber**, Hallowell, Maine, MCHP team member

Sumner "Sam" Webber graduated from Middlebury College in 1960 with a AB degree in American History and taught Social Studies and U.S. History at Hall-Dale High School in Farmingdale, Maine, from 1963 to 1996. He was Secretary of the Maine Archaeological Society in the late 1960s and early 1970s, Curator of Fort Western Museum in Augusta, Maine, from 1973 to 1981, and has been a member of the Maine State Archives Advisory Board since 1990, for which he is presently chairman. In addition, he is a member of Maine's State Cultural Affairs Council and has been Hallowell's City Historian since 1997, where he is also a trustee of the Hubbard Free Library. It was in those two capacities that he served as a team member during Hallowell's participation in the Maine Community Heritage Project during the 2009-2010 year.

4. **Ellen Dyer**, Executive Director of Montpelier, The General Henry Knox Museum, Thompson, Maine

Ellen Dyer is the executive director of Montpelier, The General Henry Knox Museum. She trained as an archivist at Simmons College, and since then has held positions including archivist at the Camden (Maine) Public Library, an outreach consultant for the Maine Memory Network, and as curator and education director for Montpelier. She was the team leader for the Thomaston team that worked with the Maine Community Heritage Project, through the Maine Memory Network.

Option C:

Title: COSA: Emergency Preparedness Project

Session Description: Preparing for emergencies that affect records and recordkeeping systems requires cooperation and coordination among archivists and records managers, chief information officers and technology staff, and emergency and continuity of operations (COOP) managers. The Council of State Archivists (CoSA) is leading the Intergovernmental Preparedness for Essential Records (IPER) project which is developing training on how to protect records before, during, and after disasters and other emergencies. The three-year project (2008-2010) is supported by \$2.6 million from the Federal Emergency Management Agency (FEMA). The IPER curriculum will be based on existing National Archives training with adaptations designed to address the requirements and circumstances of state and local governments. Session speakers will discuss the details of this program.

Panel Members:

1. Lizette Pelletier, Public Records Archivist, State of Connecticut, Hartford, Connecticut

Lizette has a BA in American History, Archives and Records Management from the College of St. Benedict, and an MA/MLS in American History and Archives and Records Management from the University of Maryland College Park. She served as the Assistant State Archivist of Connecticut from 1988 to 1998 and has served as an archives consultant and most recently is the Public Records Archivist for the State of Connecticut. Source: Excerpted from Linked In website

2. Gregor Tinkaus-Randall, Preservation Specialist, Massachusetts Board of Library Commissioners, Boston, Mass.

Gregor Trinkaus-Randall received his BA and MAs in History and Library Science/ Archives Administration from the University of Wisconsin-Madison and is a graduate of Yale University's NEH-funded Preservation/Conservation Internship. He has also attended the training institutes in "All-Hazards: Preparedness and Response," "All Hazards: Recovery and Mitigation" and "Hurricanes: Preparedness and Response" at FEMA's Emergency Management Institute in Emmittsburg, MD, and "Digital Preservation Management: Short-Term Strategies for Long-Term Problems" at Cornell University. He is a member of the Academy of Certified Archivists, the Society of American Archivists, the Midwest Archives Conference, and the New England Archivists, and he was elected a Fellow of the Society of American Archivists in 2006.

He is currently the Preservation Specialist at the Massachusetts Board of Library Commissioners where he is responsible for implementing the statewide preservation program, the MBLC's Emergency Assistance Program, and its Environmental Monitoring Program, and for maintaining the Massachusetts Special Collections Directory on the MBLC Web site. He is a member of the NEDCC's Advisory Committee, the Massachusetts Emergency Management Team, the Massachusetts Recovery Alliance, and an ex-officio member of the Digital Commonwealth's Executive Board. He has spoken widely on preservation, disaster preparedness, archival, and security topics, including the USA PATRIOT Act. He has run numerous disaster preparedness, repair, security, and other preservation as well as archival workshops for librarians and archivists. Gregor was installed as Vice President of SAA during the organization's annual meeting in August 2010.

He is the author of *Protecting Your Collections: A Manual of Archival Security*, published by the Society of American Archivists (1995), "Library and Archival Security: Policies and Procedures to Protect Holdings from Theft and Damage," in *Management of Library and Archival Security: From the Outside Looking In* (New York: The Haworth Press, 1998) and "The USA PATRIOT Act: Archival Implications" in the *Journal of Archival Organization*, v. 3, no. 4 (2005). He also contributed a chapter on security concerns to *Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers* (SAA, 2009). Source: Excerpted from the Society of American Archivists website

4:30pm – 5:00pm Closing Reception - Young Student Center, Madison Street Lounge