

Volume 38, Number 2 • April 2011

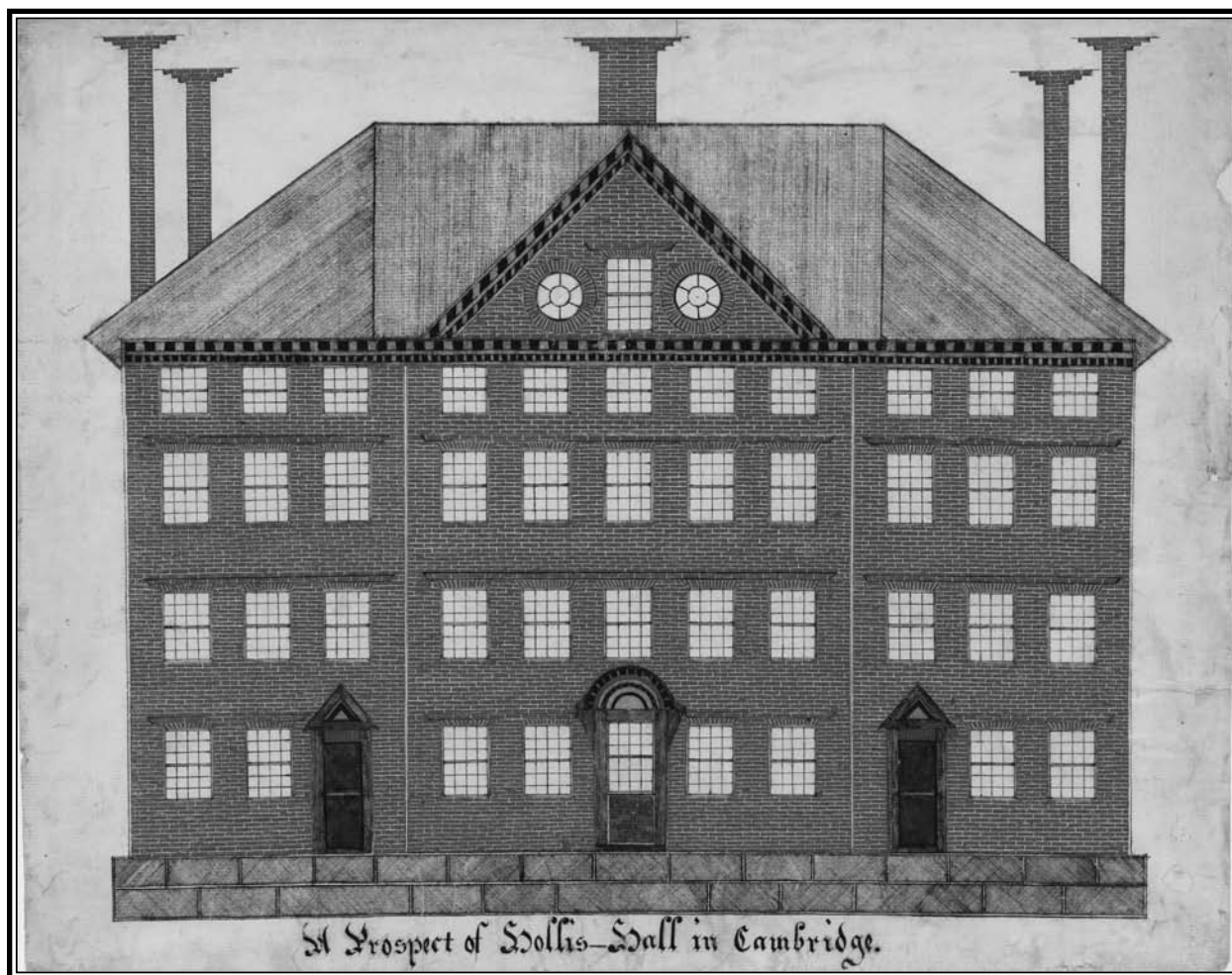
N

E

A

NEWSLETTER

NEW ENGLAND ARCHIVISTS



C O V E R -- "A prospect of Hollis Hall in Cambridge," was created circa 1800 at Harvard University in Cambridge, Mass. by an unknown artist. Hollis Hall, a Harvard dormitory, was built in 1761 with an appropriation of 3,000 £ from the Massachusetts General Court. It is named for the Hollis family of London, whose gifts to Harvard have been well-described over the last year by the Harvard University Archives as part of a project sponsored by the Arcadia Fund to process the Archives' 17th and 18th century holdings.

I N S I D E -- 2010 Hale Award winner Maria Bernier shares her experience attending Rare Books for Archivists (*Archival Insight* page 4). Jennifer Pelose discusses the Arcadia Fund sponsored processing project at the Harvard University Archives (*Around and About* page 18).

TAKING THE PAST INTO THE FUTURE



New England Archivists

TAKING THE PAST INTO THE FUTURE

College Archives & Special Collections
Wallace E. Mason Library • Keene State College
299 Main Street • Keene, NH. 03435
<www.newenglandarchivists.org>

NEA Executive Board

President:	Elizabeth Slomba
President-Elect:	Nova Seals
Past President:	Peter Carini
Secretary:	Silvia Meija
Treasurer:	Maria Bernier
Representatives-at-Large:	Karen Adler Abramson
	Ellen Doon
	Joan Gearin
	Jessica Steytler
Clerk:	Jean Nielsen Berry
PR Coordinators:	Tracy Messer
	Tara Hurt
Development Coordinator:	Jane Ward
Newsletter Editors:	Sally Barkan
	Michael Dello Iacono
	Juliana Kuipers
	Judy Farrar
Web Coordinator:	Krista Ferrante

Membership in *New England Archivists, Inc.* is open to all.

Dues of \$30/year (\$40 for institutions) should be sent to: Rodney Obien, College Archives & Special Collections, Wallace E. Mason Library, Keene State College, 299 Main Street, Keene, NH. 03435.

Notices of archival events should be sent to: Michael Dello Iacono at <michael.delloiacono@hms.harvard.edu>.

The *NEA Newsletter* is published quarterly in January, April, July and October. The contents of the *Newsletter* may be reproduced in whole or in part provided that credit is given.

Articles and **News** of interest to archivists, historical society members, historians, and other NEA members should be sent to: Juliana Kuipers at <juliana.kuipers@gmail.com> or to NEA Newsletter Editors, c/o College Archives & Special Collections, Wallace E. Mason Library, Keene State College, 299 Main Street, Keene, NH. 03435.

Contributions to the NEA Web site should be sent to: <webcoordinator@newenglandarchivists.org>.

Deadlines for submitting materials are:

November 15 for January issue	February 10 for April issue
May 15 for July issue	August 15 for October issue

Advertising Policy:

There will be no fee to list position openings. Advertisements for archival products will be accepted as space permits. Advertising should be submitted to Jane Ward, (978) 459-2129 or <jane.ward@comcast.net>.

Rates: Full page: \$125; half page: \$75; quarter page: \$40. Payment is requested at the time the ad is submitted. All checks should be made payable to *New England Archivists*.

Newsletter design by Culp Design <www.culpdesign.com>



Table of Contents

From the Editors	3
Archival Insight	4
Birds of a Feather Flock Together: Rare Books for Archivists	4
Inside NEA	7
From the President.....	7
Executive Board Meeting Report.....	7
New Members	9
News and Notes	10
Connecticut.....	10
Maine.....	10
Massachusetts	11
New Hampshire	12
Rhode Island.....	12
Vermont	13
Internet Tidbits	15
NEA By-Laws	16
Around & About	18
Rediscovering Harvard in the 17th and 18th Centuries: More Process, More Product	18
Review	22
People	23
Calendar	23

From the Editors

- Juliana Kuipers


It may have been a long, cold winter, but this issue is proof that your fellow NEA members have not been hibernating! Instead, they have been busy exploring new methods for traditional archival work and investigating unfamiliar territory. We hope you find their experiences inspiring.

Maria Bernier, the 2010 recipient of the Hale Award, writes about attending a SAA sponsored workshop on rare books for archivists in *Archival Insight*. As the University Archivist and Special Collections Librarian at Salve Regina University, Bernier recently found herself responsible for several hundred books in Special Collections and wanted to learn more about how to care for them. In *Around & About*, Jennifer Pelose describes a recent grant-funded project to process the 17th and 18th century collections at the Harvard University Archives. The project offered an opportunity for the Archives to rethink their approach to

arrangement and description, focusing on content rich description and preparing for digitization within the processing workflow.

Marilyn Johnson's *This Book is Overdue!*, reviewed by Linda Morrison, discusses the roles librarians and archivists have played in increasing public access to digital materials, while Susan Martin's *Internet Tidbits* explores Google News Archive, a feature of that ubiquitous search engine archivists may find useful.

The Newsletter Committee would like to thank Cyndi Harbeson and Alyssa Pacy for their dedicated service to the newsletter, and to welcome Judy Farrar, the new Inside NEA/This Season in New England History editor, and Sally Barkan, the new Session Reports/Internet Tidbits editor. The Committee would also like to note that, due to a lack of submissions this February, the Student Writing Prize, open to current student members of NEA, will be awarded later this year. The new deadline will be May 10; visit the NEA web site for more information. ■



Cuadra STAR® Knowledge Center® for Archives

- Make your collections visible and provide for searching across and within collections
- Save time and staff resources by generating EAD finding aids, deeds of gift, MARC records, and more from your catalog records
- Get out from under your processing backlog by using software designed to help you manage your archives more efficiently

Contact us today for a demonstration or more information!

Cuadra Associates | 800/366-1390 | sales@cuadra.com | www.cuadra.com/skca

ARCHIVAL INSIGHT

Birds of a Feather Flock Together: Rare Books for Archivists

by Maria Bernier

Jack of all trades and master of none. As a “lone arranger,” I know a little bit about a lot of things. Since September 2006, I have been the first full-time, professional University Archivist at Salve Regina University in Newport, RI, where I have all the usual archives-related responsibilities, including acquisition, processing, reference, and collection management. The collections that get the most use are on paper, but I also care for photographs and audio-visual materials produced by the University.

After a reorganization, my job expanded to include the Special Collections, which consist of several hundred books, two discrete collections on the Middle East and Sinclair Lewis, a few manuscript collections, and a hodgepodge of pamphlets and ephemera. My MLS coursework covered archives and manuscripts, but I was out of my depth with the rare and special books. I didn’t know how to determine rarity, I didn’t have a collection policy, and I was pretty sure that most of my collection was neither rare nor special. What should I do with it?

There’s only so much that you can learn from professional literature, phone conversations with colleagues, and reviews of other libraries’ policies online. Sometimes you just need face time with an expert. I began to look for workshops and continuing education classes where I could learn about rare books from a professional. Coincidentally, the Society of American Archivists advertised a new workshop called “Rare Books for Archivists” taught by Michael Laird, who is an adjunct professor at the University of Texas at Austin and owns his own rare book company. The workshop was being offered for the first time in May 2010, but in Utah. With registration, flight, car, and hotel, it would easily cost \$1,000 to attend.

Knowing that my travel funds at work would not stretch far enough, I applied for NEA’s Richard W. Hale, Jr. Professional Development Award. (Application guidelines are available on NEA’s web site, and the deadline for applications is February 15 each year.) I was very fortunate to be selected as the recipient, and I received the Hale Award at the Spring 2010 NEA meeting.

Don’t count your chickens before they’re hatched.

Later that week, I visited SAA’s web site to register for my intended workshop, only to find that it was full. I

asked to be placed on the waiting list, but with two people ahead of me, I knew my chances of getting in were slim. I inquired whether the class size might be increased from only 15 attendees to a more reasonable 20 but received a negative response.

Then Solveig De Sutter, SAA’s Director of Education, threw out a suggestion: if I could find an institution closer to home that was willing to host the workshop SAA would be happy to schedule it for the fall. How about October in New England?

Necessity is the mother of invention.

Unsure of how to proceed, I emailed the Hale Award committee, comprised of NEA’s representatives-at-large, and explained my problem. During the few days I corresponded with them, Solveig’s suggestion began to take root. Why not bring the workshop to New England?

I had learned from hosting other SAA workshops at Salve Regina that the logistics were fairly simple. The host institution would provide a space and some beverages at break times, and SAA handled almost everything else, including travel arrangements with the instructor, printing and shipping instructional materials, finding hotel recommendations, and advertising. And since New England has some of the best libraries and rare book collections in the country, this region seemed like a natural fit. The Hale Award committee liked the idea too.

The next step was to find a location and include the NEA Education Committee. Conveniently, Ellen Doon, one of the members of the Hale Award committee, works at the Beinecke Rare Book and Manuscript Library at Yale University. She coordinated with the administrators there and with Alyssa Pacy, NEA’s Education Committee chair,

who also communicated with SAA. Picking a date was tricky, as the workshop needed to be held during a break in the academic year, but the space and instructor were both available on December 16-17. The details were finalized at the end of July, and I registered for the workshop on August 3.

Don't judge a book by its cover.

(You knew that adage would be here somewhere, didn't you?)

On the appointed day, fifteen visiting archivists descended on the Beinecke Library shortly before 9 am. Fourteen of us drove in from various New England towns from Connecticut to Maine, and we were joined by one former New Englander who was recently transplanted to California. After a greeting and introduction, our instructor, Michael Laird, talked about the differences between archival practice and rare book librarianship. He also showed us several exemplar books to demonstrate changes in printing and binding practices over the years.

As we learned from Michael, books were originally issued from the printer as a group of stitched-together pages that would be bound by a professional binder according to the buyer's preferences. Other books may have been rebound when they were sold to new owners. In more recent centuries, the printer and binder became one company, and books were sold with the text block adhered into a prepared case.

Michael pointed out frequently over the course of the workshop that as the amount of information constantly increased over time, the quality of materials decreased. Book pages were made from work-intensive vellum, then cheaper rag paper, then transitory wood pulp paper. Bindings, originally hand-tooled leather custom-fitted to pages, began to incorporate cheaper boards and less leather, and finally became all cardboard and paper.

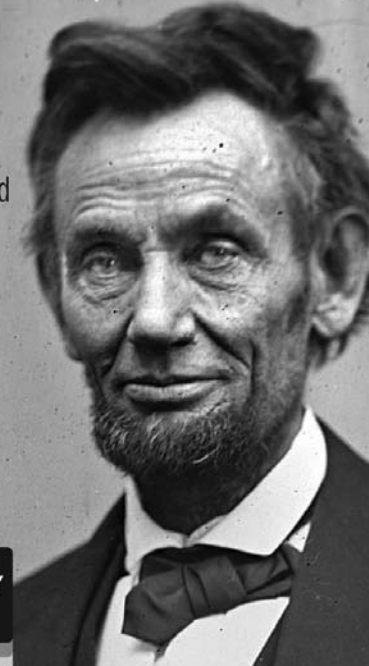
Michael also addressed collection development policies and working with donors and dealers. With prospective donors, we can make our case that a book will be used more in a library than if it were sold into private hands. We can also refine our collections by deaccessioning items that don't fit our collection policy. In these cases, books should be sold openly through a dealer or auction house with the clear understanding that proceeds will benefit the acquisi-

tions fund. We also examined some used book web sites, such as Vialibri and Abebooks.

One man's trash is another man's treasure.

Taking advantage of local expertise, Michael invited Beinecke staff members to meet with us. Guest speaker Christine McCarthy, Chief Conservator, talked about preservation and conservation of rare books. She began with a brief overview of a book's structure and explained how that structure creates vulnerabilities over time, such as joints and hinges that break from use and boards that warp from humidity. Christine also gave pointers on environmental control, microclimates, and book cradles. She recommended that when we choose a repair method for damaged books, we should consider their intended future use and realize that it's okay *not* to treat some items.

E.C. Schroeder, Head of Technical Services, and Thomas Bolze, Catalog Librarian, gave us a whirlwind overview of rare book cataloging. As in archives, there is always a cataloging backlog, and catalogers have to set priorities based on requests from curators, users' needs, exhibit schedules, digitization programs, and numerous other factors. Tom com-



We scanned Marilyn.
We converted Nixon.
We cleaned up Elvis.
Honest.

The Crowley Company's
front-end capture systems and
comprehensive conversion
services make the process of
archiving books, images and
records – dare we say it? –
historically simple.

If you can see it,
we can scan it.

CROWLEY

pared catalog records for the same book using two standards, Descriptive Cataloging of Rare Materials (Books) and AACR2, in order to highlight their differences. DCRM(B), which includes more transcription and less abbreviation than AACR2, was developed for books printed before 1820. E.C. reminded us that nothing was written in stone – while we probably wouldn't recatalog a book, we certainly could if circumstances warranted it.

Over the course of the workshop, we were able to reinforce our lessons by examining the Beinecke Library's teaching collection, which contained books from several different printing eras with a variety of bindings. In the context of Salve's modest rare book collection, the items in the teaching collection would be treasures. However, when compared to the Beinecke's expansive and deep permanent collection, those books simply don't measure up. They may be in poor condition or may duplicate items already cataloged in the main collection. Instead, the books in the study collection serve a wonderful alternate purpose for students, who can pore over details of binding and printing with greater freedom and less self-consciousness.

More fun than a barrel of monkeys.

Yes, if you put fifteen archivists in a room with a cart of old books and free rein, it's a good day.

As a special treat on our last afternoon, Michael showed us one of the Beinecke's copies of *The Works of Geoffrey Chaucer* printed in 1896 by William Morris at the Kelmscott Press. This book, which Morris designed meticulously and embellished with elaborate woodcuts, is considered to be a masterpiece of hand press printing. The vellum pages were immaculate, and the workmanship was breathtaking. It was almost compelling enough to convert an archivist into a rare books librarian. Almost.

Maria Bernier is the University Archivist and Special Collections Librarian at Salve Regina University in Newport, RI. She thanks Joanie Gearin for inspiring the organizing principle of this article. ■

Visit the NEA online at:

<www.newenglandarchivists.org>

Volunteer with NEA

Opportunities for volunteer participation in New England Archivists activities abound. NEA is a volunteer-run organization; without the participation of its members, NEA would cease to function. There are many committees, offices, and projects that need assistance from members.

<www.newenglandarchivists.org/join/volunteer_with_nea.html>

Professionals in the archival field already possess skills and experience needed to support and advance New England Archivists. Willing volunteers should jump in and identify a role that suits them among varied opportunities. The opportunity to meet, converse, and do meaningful work with colleagues is of great professional and personal benefit. In addition, service to a professional organization such as NEA adds an important dimension to a professional resume.

**When it comes to
library movers...**



...we stand out from the crowd

For over 20 years, the dedicated staff at National Library Relocations has moved some of the largest and most prestigious collections in North America. It's what we love to do. In fact, it's the only thing we do. We're dedicated to all aspects of library moving. We handle it all so you don't have to.

Give us a call today at **1-800-486-6837** or visit us online at
www.nlrbookmovers.com



NATIONAL LIBRARY RELOCATIONS

Inside NEA

FROM THE PRESIDENT

- Elizabeth Slomba



The New England Archivists Executive Board is continuing to address issues from the *Strategic Plan* and recent membership surveys. At the recent winter board meeting, the treasurer and the Membership Committee provided updates about online membership renewal and a possible bridge rate for members. The board has been investing in web services to support new services such as online membership renewal. In the short term this has meant more expenses for the web site, but in the long term this investment will allow us to respond to what the membership wants.

The Communications Committee will be presenting their *Comprehensive Communications Plan* at the next board meeting in April. Committee members have been hard at work looking at the recent *Strategic Plan*, membership surveys, and information gathered from recent meetings to develop a plan and a vision of how NEA can communicate with members and other archival communities about what NEA has to offer.

During the past year, the board has consistently affirmed a strong belief that NEA should present value for the membership fee paid by members. We believe that board should keep costs low and be willing to invest money to support and create new services, but be realistic about our finances. The *Strategic Plan* identifies several initiatives that would require a shift in how we spend our income or spending additional monies to implement. Over the past two board meetings, we have created the new Financial Planning Committee that will be looking at long-term financial planning for NEA in order to carry out these initiatives and preserve the core mission of NEA: serving NEA members.

The Haas and Hale Award committees have sent out notices about applying for their awards. The Newsletter Committee is running a student paper competition for a second year. But also, please consider donating to the Haas

and Hale Award funds. The awards have helped many archivists to pursue training, education, and other opportunities to promote archives. A donation today will help fund future awards and support your archival colleagues.

I hope to see you at the upcoming spring meeting at the Pembroke Center at Brown University on April 1-2, 2011. We will be having an action-packed business meeting and urge you to attend. ■

EXECUTIVE BOARD MEETING REPORT

- Silvia Mejia



The business handled at the January 28, 2011 meeting of the Executive Board is summarized below. All **VOTING** is in bold. Complete minutes are available on the NEA web site or from the Secretary.

The meeting was called to order at 10:16 am. Approval of minutes from Nov. 5, 2010 meeting was delayed to an online vote.

Spring 2011 Program and Local Arrangements Committee

The Program Committee provided an update about the local arrangements including speakers, fees, and budget. All seems to be moving smoothly. Four student volunteers were recruited to serve at the registration desk, as room monitors, and as session write-ups. **All members voted in favor to appoint Deanna Hauck as Registrar of the Spring 2011 meeting.**

Fall 2011 Meeting

The Fall 2011 meeting will be on October 14-15, 2011 at Dartmouth College, NH. Member selection for the program committee is still in process and a liaison to Local Arrangements is still needed.

Organizational Efficiency Update

The group is working to update and standardize NEA job descriptions.

Haas Award

There was a discussion on the Haas Award fund being

low at about \$700. For the fund to have enough money for this year it was agreed to add the money retroactively. ***All members voted in favor to move funds into the Haas Award to cover retroactively and currently the budget between 2006 and 2011, \$1,425, and retroactive member donations.***

Treasurer's Report

Maria Bernier updated the board on the Fall 2010 meeting budget. She said overall the meeting was very successful and ran a \$4,000 profit because costs were kept low. The budget is showing a deficit of \$600 for last year but overall NEA is fine. NEA has invested significantly in work to set up the membership directory and online registration and on upgrades to web site components. Maria noted that we now need to start budgeting and planning for costs related to online registration.

Online Membership Update

Google checkout is now communicating with Appleseed through a SSL certificate system. Members will be able to sign up online and the information will be sent automatically to the database.

Bridge Rate

The Membership Committee presented an initial proposal regarding the bridge rate. The initial proposal is that the bridge rate will be offered to members who self-identify as unemployed and who had been a regular member the previous year. The Board discussed a variety of issues regarding the bridge rate: how the bridge rate would work, who would qualify for the rate, whether it was a membership benefit or a type of membership that requires a by-laws change; how to administer and monitor the use of the bridge rate; would a bridge rate help the membership or should it be expanded to cover conference registration as well? The Board referred these issues to the Membership Committee for further exploration and response.

Education Proposal

The Education Committee presented a proposal to increase the reimbursement rate for instructors and day-of representatives for stand-alone workshops. It was the sense of the board to increase reimbursement to preserve the quality of the workshops. ***All members voted in favor to increase the reimbursement rate for instructors from \$150 to \$175. All members voted in favor to reimburse Education Committee representatives' day-of atten-***

dance to cover mileage and accommodations up to a maximum of \$175.

Web Report


There was a discussion about the current structure of the Web Committee and duties of the web coordinator, the purpose of the NEA web site; and who is responsible for delivering content, and who is responsible for updating the Board information on the web site. The conversation moved toward having committees responsible for web content and timelines. This issue will be discussed at the April meeting.

Next Meeting Date

The next Quarterly Board meeting will be on April 1st in Pembroke Hall at Brown University. ■

It's Your Newsletter: Contribute!

The *NEA Newsletter* always needs news from your archives and other archives in New England, about NEA members, and about upcoming events. We also need people to write reviews, long articles, and session reports for NEA meetings. If you have any ideas for articles, etc., please contact an editor.



VideoTransfer
@ NATIONAL BOSTON

www.vtiboston.com

Converting Video to
File and File to Video
All standard and HD formats

- Film to Tape transfers -16mm/35mm
- DVD Authoring and Duplication
- International Standard Conversions
- Archival Consultation and Management

Contact: Jim Trafidlo jtrafidlo@vtiboston.com

115 Dummer Street, Brookline MA - 617•487•6188

Please visit us online at
www.newenglandarchivists.org

for more information about becoming a member of NEA

New Members *- Rodney Obien*

Student

Erik Bauer
 Salem State University

Anthony Belz
 University of Rhode Island

Etsuko Benton
 Simmons College

Christopher Carter
 Simmons College

Andrea Cronin
 Simmons College

Ed Kalas
 Simmons College

Taylor Kalloch
 Simmons College

Keith Pendergrass
 Simmons College

Cary Saunders
 Simmons College

Megan Schwenke
 Simmons College

Stephanie Satalino
 Simmons College

Regular

Michael Courtney
 Archdiocese of New
 Orleans

Suzanne Denison
 Harvard University

Elaine M. Grublin
 Massachusetts Historical
 Society

Amy Horton
 Keene State College

James F. Keenan
 Billerica Public Library

Merlyn Liberty
 Dyer Memorial Library

Michael Lotstein
 Yale University

Elizabeth Roscio
 New England Historic
 Genealogical Society

Richard Leon Rosen
 American Jewish Historical
 Society

Laura Tatum
 Yale University

Margaret Tivnan

Colin Woodward
 Smith College

Institutional

MassBay Community
 College

 **universityproducts**
 THE ARCHIVAL COMPANY®

517 main street, p.o. box 101
 holyoke, ma 01041-0101
 www.universityproducts.com

BOSTON
PHOTO IMAGING
 DIGITAL SOLUTIONS

Precision Digital Capture

Film (any size)
 Transparencies/ Negatives
 Broadsides, ephemera
 Photographic prints
 Books
 Lantern slides
 Glass plate negatives
 Posters

**If you can see it,
 We can scan it!**

355 Boylston Street Boston, MA
 617 267-4086
 bostonphoto.com



Announcing Our

Archiving Partner Program

Including:

- Free Online Database Hosting
- Discounted Digitizing Services

info@thedigitalark.com

401.228.6480

THE DIGITAL ARK
 WWW.THEDIGITALARK.COM

News and Notes

CONNECTICUT

News from the Connecticut State Library

Transfer of Probate Court Records

The Connecticut State Library has partnered with the Probate Court Administration to ensure that historic probate records are preserved. During its September 2009 Special Session, the General Assembly passed Public Act 09-01, **An Act Concerning the Recommendations of the Probate Redistricting Commission**, effective January 5, 2011, consolidating the number of probate districts in the state from 117 to 54. Courts that will soon be serving multi-town districts are in most cases unable to store all of the previous districts' records in the new court locations. To ensure the preservation of these records, the State Archives has agreed to take in record books dating prior to 1921 and probate files closed prior to July 1, 1976. Though the State Archives already holds probate files from 91 probate districts, dating mostly to the early twentieth century, this project will greatly expand the library's collection of both probate files and record books. To date the State Archives have accessioned 1,500 record books and 625 cubic feet of files from 50 probate districts.

Transfer of Former Governor's Records

The State Archives has also accessioned the records from the administration of Governor M. Jodi Rell. Since October 2010, State Archives and Governor's Office staffs worked together to complete the transfer of 800 cubic feet of records by the time the Governor left office on January 5, 2011. To help accommodate these large accessions, the State Archives is replacing a section of fixed shelving with mobile shelving that will increase storage capacity by 5,100 cubic feet. The project started in early November 2010 and is on track to be completed in early February 2011.

Collection Documents the Revolutionary War through the Colonial Revival

The Litchfield Historical Society is pleased to announce the availability of an online finding aid for the Deming, Perkins, and Quincy families' papers at <www.litchfiel-

dhistorical society.org/archon/index.php?p=collections/controlcard&id=9>. Emancipation papers, commissary accounts, international trade, the Countess Mary von Waldersee - this one has it all. The collection documents several generations of Litchfield, Conn. residents from the late 18th to early 20th centuries. The patriarchs earned wealth through their activities as merchants, traders, and investors, enabling them, and members of subsequent generations, to live lives free from financial concern, if not outright luxury. The collection also provides evidence of their servants and slaves.

The remarkable papers, notable both for the span of time they encompass and the considerable writings of women they include (addressing everything from issues of religious conversion, race relations, and political matters to family affairs), are now open to researchers. Papers created prior to 1840 have been thoroughly processed, and all of the papers in the collection have been listed in this finding aid. Staff will continue to add description for later materials. Processing this collection has been made possible by several granting agencies including the Council on Library and Information Resources, the Connecticut Humanities Council, and the National Historical Publications and Records Commission.

MAINE

Northeast Historic Film, George Eastman House, Queens Museum of Art Collaborate to Describe Amateur Films of 1938-1940

Northeast Historic Film, the moving image archives in Bucksport, Maine, is pleased to announce a collaboration with the Queens Museum of Art and The L. Jeffrey Selznick School of Film Preservation at George Eastman House International Museum of Photography and Film. The group's project, "Moving Images 1938-1940: Amateur Filmmakers Record the New York World's Fair and Its Period," will catalog amateur 16 mm. and 8 mm. films and make the new descriptive records available to the pub-

Visit the NEA online at:

<www.newenglandarchivists.org>

lic. The work is coordinated with the National Building Museum's exhibition, *Designing Tomorrow: America's World's Fairs of the 1930s*, which runs in Washington, D.C., through July 2011, then plans to travel to Chicago, Miami, and New York. Deborah Sorensen, a member of the curatorial team of the exhibition, will assist the cataloging project as a content scholar along with the Queens Museum of Art's Louise Weinberg.

Scholars and all those interested in researching the moving image history of the period will be invited to seek out film collections in the repositories for further research. The project is supported by a Cataloging Hidden Special Collections and Archives grant from the Council on Library and Information Resources, with the support of generous funding from The Andrew W. Mellon Foundation.

Collections to be cataloged relate to the New York World's Fair (1939–1940) and amateur filmmaking during that era. Materials include original 16 mm. and 8 mm. film reels produced by members of the Amateur Cinema League. Architect Stephen F. Voorhees, who served as ACL president and as vice president of the New York World's Fair, wrote, "The New York World's Fair depends upon your camera and your eye to tell other generations that here, in 1939, men and women of good will from all over the earth had the courage to set up a tribute to the ways of peace and the hope of perfection" (ACL Movie Makers, June 1939).

The descriptive cataloging will be carried out in customized open source software, CollectiveAccess for Moving Images, supporting the creation of archival finding aids following Describing Archives: a Content Standard (DACS), with reel-level description using the PBCore data standard created specifically for moving images. Interested parties may inquire about two workshops to be offered in 2011 providing moving image cataloging training in DACS and PBCore using CollectiveAccess, free open source software: one workshop for people with no background cataloging audiovisual materials (summer in Boston, Mass.), the other workshop for experienced catalogers (autumn in Austin, Texas). Northeast Historic Film is very pleased that Brian Graney, MLS, joins the initiative as media cataloger. Graney brings over a decade as a moving image archivist with experience at the UCLA Film and Television Archive and at the New Mexico State Records Center and Archive. For updates and to receive information as the collections are described, please contact project director Karan Sheldon,

Northeast Historic Film, <karan@oldfilm.org> or media cataloger Brian Graney, <brian@oldfilm.org>.

MASSACHUSETTS

Beyond The Textbook: Incorporating Archival Documents into Course Syllabi

Archivists at Suffolk University have been expanding the use of archival documents by students and faculty through classroom instruction, the creation of online subject guides, and other outreach efforts. The goal is twofold: get collection materials into the hands of undergraduates and demonstrate to students and faculty that textbooks aren't the only way to learn about a subject.

Collaborating with a government professor, archivists helped redesign a legislative politics course to use archival documents as assigned readings. During the semester, students accessed over 800 primary sources from two congressional collections online via Blackboard and by visiting the archives for a research assignment. Textbook concepts came alive through a campaign advertisement video, budget strategy notes, photographs, congressional committee correspondence, party strategy outlines, speeches, oral history interviews, and informal inter-office memos. Students enjoyed the break from "typical" class readings and the experience of seeing firsthand how Congress operates. For more information please contact Nicole Feeney at <nfeeney@suffolk.edu>.

News from the Schlesinger Library (Radcliffe Institute, Harvard University)

Staff continues to attack the backlog as it carries out the Maximum Access Project, recently processing the records of **9 to 5, National Association of Working Women (U.S.), Milwaukee Chapter** (1973-2005); the **Massachusetts Chapter of the National Organization for Women (NOW)** (1970-2006); addenda to **Boston N.O.W.** (1970-2005); and the **Women's City Club of Boston** (1913-1992), an organization to promote solidarity among women interested in the welfare of Boston and the Commonwealth. In addition they processed the papers of religious seeker, teacher, and writer **Eloise Cummings Simpson** (1895-1993); **Jeanne Mager Stellman**, research scientist in the field of occupational health and safety (1971-

1990); **Ruth S. Morgenthau**, professor of international relations at Brandeis University and an expert on African studies, sustainable development, and world food issues (1925-2006); and **Patricia Ireland**, National Organization for Women (NOW) past president, feminist activist, and lawyer (1972-2005). Also completed was an unusual collection of images that document women's experiences in different cultures around the world and challenge conventional notions; collected by independent picture researcher, editor, writer, and collector **Sally Fox**, images from 1575 to 2005 are included. Electronic finding aids are available on Harvard's OASIS web site at <www.oasis.lib.harvard.edu>.

Simmons College GSLIS Developing Cultural Heritage Informatics Courses and Digital Curriculum Lab

Thanks to grant support from IMLS and NHPRC, the Simmons College GSLIS program is developing the means to train future information professionals for cultural heritage institutions. The course "Concepts in Cultural Heritage Informatics" was launched in fall 2010, and introduced students to convergence of mission and practice in libraries, archives, and museums. Students were assigned to one of six partner sites to create institutional profiles and identify potential projects for upcoming internship. The partner sites are the Peabody Essex Museum, the Connecticut Historical Society, the Concord Free Public Library, the American Textile History Museum, the Shelburne Museum, and the Gropius House of Historic New England. During the spring 2011 semester, students will be completing practicum projects for the partner sites. These projects, as well as the new course "Digital Stewardship," will be supported by the Digital Curriculum Lab. The Digital Curriculum Lab is an online assemblage of content, exercises, scenarios, and open-source applications for digital asset management. This digital workspace will make it possible for students to get the hands-on experience they will need as future information professionals in the digital age. The applications have been carefully selected to reflect the various goals and challenges of digital asset management. The Digital Curriculum Lab features Alfresco, Collective Access, Resource Space, Archon, Archivist's Toolkit, DSpace, Eprints, Fedora, Greenstone, and Omeka. The lab will be further tested in "Introduction to Archives and Records," also offered this spring. For more information about the Digital Curriculum Lab, please visit

<www.calliope.simmons.edu/dcl/lab>. For information about the project in general, please visit <www.calliope.simmons.edu/dcl/culturalheritage>.

Archives Certificate Program Offered at UMass Boston

The History Department at UMass-Boston is pleased to announce that it has instituted a 15 credit-hour *Certificate in Archives* within its graduate program. Prospective students who already have graduate training, or who have significant archival experience, may prefer this to the Archives Track in the History Department's M.A. program. Professor Darwin Stapleton, Director of the Archives Track (darwin.stapleton@umb.edu), welcomes inquiries regarding the Certificate and the Archives Track.

NEW HAMPSHIRE

"Conservation License Plate" Grant Program

The New Hampshire State Library has announced its 2011/2012 Conservation License Plate grant program for paper documents. For guidelines and an application packet visit <www.nh.gov/nhsl/services/librarians/moose/index.html>. Since its inception in 2003, the program has awarded over \$1.5 million to conserve important New Hampshire cultural assets. For more information or questions about the application process, or to discuss project activities, potential applicants are encouraged to call Janet Eklund at 603.271.2393.

RHODE ISLAND

Naval Aviation Exhibit

An exhibit on the 100th anniversary of naval aviation was recently installed in the Naval War College's Naval Historical Collection, Newport, Rhode Island. On January 18, 1911, Eugene Ely landed a Curtiss Pusher on a jury-rigged deck of the armored cruiser USS Pennsylvania in San Francisco Bay—the first time a U.S. Navy plane landed on a ship. The story of naval aviation has come a long way since those early days and is one of triumph and tragedy both in war and peace. The exhibit displays

articles, monographs and books, the most recent being *A Hundred years of U.S. Navy Air Power* by Naval War College faculty member Dr. Douglas Smith. Included is a list of nine Naval War College presidents who were aviators.

The College will be celebrating this anniversary throughout the year. The Naval War College Museum has mounted an exhibit on naval aviation, and Captain Robert Rubel, USN (Ret.), an aviator, presented the Naval Heritage lecture entitled *A Hundred Years of U.S. Navy Airpower*.

Rhode Island Historical Society presents a Silent Film Series

Before Hollywood there was Providence. Rhode Island film companies ruled movie screens during the 1910s. Even though the feature film industry lasted for only a decade in Rhode Island (1914-1924), they created a large opus of work. Sadly, only two dozen films are currently known to have survived. The Rhode Island Historical Society showcased a selection of them during a Silent Film Series shown over three Saturdays in January, February and March. Most of the films had not been seen on the silver screen in over 90 years. Boston-based pianist Peter Freisinger provided an authentic silent film viewing experience by accompanying the films on piano. To learn more about the film collections at the RIHS visit the Film Archives page of the RIHS web site at <www.rihs.org/grcollfilm.htm>; call the library at 401-273-8107 x10; send an email to <reference@rihs.org>; or visit the RIHS Research Library, 121 Hope Street, Providence, RI 02906.

VERMONT

Vermont Historical Society Purchases Early Map

The Vermont Historical Society has acquired an important map from the conflict between New York and New Hampshire in the early 1770s over land that would later become Vermont. The map, in clear black ink on vellum, was drawn in 1771 by surveyor Benjamin Stevens to delineate plots of land in the town of Newbrook that had been parceled out to members of the gentry by Lt. Gov. Cadwallader Colden of New York. It is an example of New

York's attempts to lay claim to land that was already granted by New Hampshire's governor, actions that eventually led to armed conflict in the disputed territory. The map covers what is today the town of Barre, location of VHS's library.

Activities at the University of Vermont's Center for Digital Initiatives

HISTORIC PHOTOS: The Center recently completed the McAllister Photographs, which includes over 9,000 images of historic Burlington, VT. They will continue to add to the Porter C. Thayer collection, a collaboration with the Brooks Memorial Library of Brattleboro, VT. Coming soon are photographs of Vergennes, VT, a collaboration with the Bixby Memorial Free Library.

CHILDREN'S ART AND WRITING: The Prospect Archive of Children's Work documents the unique pedagogical methods of the Prospect Center for Education and Research. The School started in 1965 in North Bennington, VT and closed in 1991.

VERMONTERS IN THE CIVIL WAR: Celebrate April's sesquicentennial with digitized letters from UVM and the Vermont Historical Society, and a privately-owned diary. Look for timelines and TEI transcriptions.

The Center is also working on two audio collections from the Vermont Folklife Center and a Long Trail Photographs iPhone app. See for yourself at <www.cdi.uvm.edu>

News from VSARA: Vermont State Archives and Records Administration

During the first week of Governor Peter Shumlin's administration VSARA was invited to talk about public record issues with the Governor's immediate staff. Governor Shumlin is supporting VSARA in training executive branch employees not only in public record mandates but also in records management. Similarly VSARA staff has also begun working with the Governor's staff on the indexing and appraisal of his records.

Jim Condos is now Vermont Secretary of State. Secretary Condos is an advocate for open meetings and

records and is working with the House Government Operations Committee on a bill (H. 73) that seeks to ease access to public records.

The Vermont court system is undergoing consolidation. One consequence is that the courts agreed to begin transferring the legal custodianship of certain pre-1945 court records to VSARA. Archivist Scott Reilly has accessioned the records from two probate courts and is developing plans for tackling the near term transfer of potentially thousands of cubic feet of other court records.

As the Legislative Apportionment Board begins the process of reapportionment, Reilly added a history of reapportionment to VSARA's "continuing issues" web presentation. The goal is to provide archives-based context for government and citizen alike as reapportionment deliberations take place over the next year and a half. We hope, through user input, to add to the site: www.vermont-archives.org/govhistory/governance/leg-apportionment/index.htm.

Kent Family Papers Organized

The Vermont Historical Society has reprocessed and cataloged its largest manuscript collection, the Kent Family Papers. The collection is now organized in nine series and stored in 39 archival containers; it can be accessed through a 42-page finding aid at www.vermonthistory.org/documents/findaid/kentfamily.pdf. The history of the Kent family of Calais is in many ways the history of Vermont itself. The patriarch Remember Kent was born in Rehoboth, Massachusetts, a year before the American Revolution. When he was 23 years old he moved to Vermont, settling at a crossroads in Calais that would later bear his family's name.

Over the years, Kents Corner prospered thanks to numerous Kent family pursuits: general store, tavern, post office, livery stable, shoe shop, brick kiln, sawmill, and starch factory. Remember Kent's great-grandson, Ira "Rich" Kent, went to college in Boston and established a very successful publishing career in that city. He married Louise Andrews, a member of Boston society, who in turn developed her own successful writing career, becoming "Mrs. Appleyard," author of cookbooks and chronicler of Vermont folkways. ■



HUDSON MICROIMAGING

DIGITAL CONVERSION SERVICES

High Resolution Color Scanning, Pre-press management, Digital Photo Enhancement
Microfilm, Photographs, 35mm Slides, Glass Plate Negatives, Manuscripts,
Documents to CD/DVD, CD/DVD based retrieval systems, OCR, Rekeying

PRESERVATION MICROFILM SERVICES

Manuscripts, Bound Volumes, Fragile Collections
Microfilm Duplication Services, Re-master Existing Reels

HYBRID SOLUTIONS

Preservation Microfilm with Digital Use Copy
Digital Images to 35mm or 16mm Preservation Quality Microfilm

Phone (845) 338-5785

E-mail: info@hudsonmicroimaging.com

Website: www.hudsonmicroimaging.com

Internet Tidbits

- Susan Martin

Google News Archive <<http://news.google.com/archivesearch>> is a news aggregator that works a lot like its parent, Google News. However, Archive search results include not only recent articles and websites, but also historical articles from a variety of print sources, such as newspapers, magazines, news archives, and legal archives. Print articles have been scanned and indexed in partnership with publishers, repositories, and copyright holders via the News Archive Partner Program. While these sources cover many time periods and regions, they are far from comprehensive; as one caveat on the Help page reads, "Many historical archives are still completely offline." But the Google News Archive is very easy to use and has some great search and browse features that make it a helpful tool for research. And ranking both print and online news sources together on one results page is a terrific way to track the coverage of a story over time, both pre- and post-Information Age.

I ran a sample search on "Great Pyramids" and received about 7,000 results. The results page included an automatically generated timeline illustrating, as a bar graph, the number of articles related to that subject printed over time. This feature allows you to narrow your search to a specific date by clicking on successively more specific timelines. My search showed a large spike in articles written in the late 20th century, so I drilled down to the specific decade (the 1980s), year (1986), and month (February) and found 70 articles about riots occurring near the Great Pyramids that month. This is just one of many ways to limit your search by date.

The Google News Archive aggregates both free and pay content, and articles requiring a fee are clearly indicated on the search results page. Advanced Search allows you to limit your search to free articles. From the results page, you can also click over to "recent news results" (a standard Google News search) without re-entering your search terms, or you can view a second timeline generated by a dynamic keyword search of the Web. Results come from Google Books, online articles, and web sites related to your subject.

Digitized images of individual articles can be manipulated in many ways: panned, zoomed, or enlarged to full screen. A viewing pane on the right displays a larger image of the printed page with the selected article in context. Use your cursor to scroll through the pages or move the detail window around to view other sections. You can also browse other issues of the same publication as chronological columns of thumbnail images. Unfortunately, articles from the News Archive Partner Program cannot be downloaded or printed, but they do offer the option of emailing direct links to articles.

The Google News Archive generated a lot of controversy a few years ago when it purchased the "Paper of Record" digital archive. Historians worried about a loss of access and control. (For information about the controversy, see: <<http://blog.historians.org/news/771/paper-of-record-disappears-leaving-historians-in-the-lurch>> and <www.insidehighered.com/news/2009/04/22/record>.) Despite this dispute, when it comes to convenience and usability, the site has a lot to recommend it. ■

STUDENT WRITING PRIZE

Enter to win \$200

Rules for the Student Writing Prize:

1. The prize is open to all current student members of NEA.
2. One entry per person.
3. Essays should be between 1,500 and 2,000 words in length and must be the entrant's own previously unpublished work. Submitting work originally created for a class assignment is acceptable as long as it meets the other criteria.
4. Submissions will be judged by the NEA Newsletter Committee on the following: originality, clarity of ideas, grace of expression, and relevancy to the archival profession.
5. The winner will be awarded \$200 and the winning entry will be published in the NEA Newsletter.
6. Entries should be emailed in an attachment to Juliana Kuipers (juliana.kuipers@gmail.com). Please include your name, address, phone number and email address. Entries must be received by **May 10, 2011**.
7. NEA is not responsible for late or misdirected entries or technical malfunctions.

NEA By-Laws

1. NAMES

The name of this organization is NEW ENGLAND ARCHIVISTS. It is incorporated as a nonprofit organization under the laws of the Commonwealth of Massachusetts.

2. PURPOSES

New England Archivists is an organization established to foster the preservation and use of records of enduring value in New England, public and private, corporate and individual, and to improve the management and the public awareness and understanding of such records, by providing pre-professional and continuing education in archival theory and practice; a forum for the exchange of information among individuals and institutions having responsibility for records of enduring value in the region; and appropriate means of communication and cooperation with other archival organizations at the local, regional, and national levels, and with individuals and groups representing allied professions.

3. MEMBERSHIP

1) Membership is open, upon payment of dues, to any individual or institution concerned with or interested in accession, administration, organization, preservation, or use of archival and manuscript material. 2) There are three categories of membership: Regular, Institutional, and Student.

4. OFFICERS AND GOVERNMENT

1) The officers shall be a president, president-elect who shall serve as vice-president, secretary, and treasurer. The terms of office of the president and president-elect shall be one year, and of the secretary and treasurer, two years. No officer shall serve more than two consecutive terms in the same office. Each officer shall have duties usually associated with the office. 2) Four representatives-at-large shall be elected, each for a term of three years. No representative-at-large shall serve more than two consecutive terms. 3) The president, with consent of a majority of the voting members of the executive board, shall appoint a Massachusetts resident as corporation clerk to serve at the pleasure of the board. The president may also, with consent of a majority of the voting members of the board, appoint persons to undertake such other responsibilities as the board may from time to time deem appropriate; the presi-

dent may, with such consent, designate such persons as members of the executive board without vote. 4) The executive board shall consist of the president, president-elect, secretary, treasurer, the representatives-at-large, and the immediate past president, as voting members; and as ex officio, non-voting members, the corporation clerk and such other persons as shall have been appointed to undertake responsibilities pursuant to section 3 of this article, and shall have been so designated. The executive board is empowered to conduct business between annual meetings within general policies approved by a majority of its voting members. All decisions shall be by majority vote of those board members present. All executive board meetings shall be open to members. 5) The president, with consent of a majority of the executive board, shall appoint a program committee, and other appropriate committees. 6) Officers and representatives-at-large shall be elected by mail ballot of a majority of those members voting, from a slate presented by the nominating committee. Nominees must be members of New England Archivists. At least two candidates shall be slated for each office. The slate shall include the name of any member nominated by a petition signed by not less than ten per cent of the membership and received by the chair of the nominating committee not later than sixty days in advance of the annual meeting. The ballot shall contain space for write-in candidates for each office. Ballots shall be mailed to members at least thirty days in advance of the annual meeting. To be counted, ballots must be returned to the chair of the nominating committee postmarked not later than ten days in advance of the annual meeting, and received by said chair not later than the second day before the annual meeting. 7) In the event of a tie vote for any office, the successful candidate shall be determined by re-balloting the membership using the same mailing list as for the original ballot. 8) Any vacancy in the executive board shall be filled by the board until the next election when candidates shall be nominated to fill any unexpired term.

5. MEETINGS

1) New England Archivists shall hold at least one meeting a year to transact any business brought before the meeting and to provide a program of general interest. This annual meeting shall be held in the spring. 2) Special meetings may be called by the president, with consent of a majority of the executive board, or at written request of ten percent of the members addressed to the executive board through the president or the president-elect. 3) The membership

shall be notified at least ninety days in advance of an annual meeting and thirty days in advance of a special meeting. Those members present and voting shall constitute a quorum. 4) The executive board shall meet as necessary. Five voting members, one of whom must be the president or vice-president, shall constitute a quorum.

6. FINANCES

1) The treasurer shall record the financial transactions of New England Archivists so as to ensure that the membership may have a sound basis for evaluating the management of its funds; that the board may have adequate information on which to plan the activities of the organization; and that its financial practices conform to applicable accounting standards. The treasurer shall maintain such records, for accounting purposes, on a cash basis. 2) The president shall, with the approval of the executive board, from time to time, but no less frequently than every third year, appoint a professional accountant to examine the financial records of the organization and to report his/her findings to the board consistently with generally recognized accounting practices. 3) Annual dues for regular membership may be changed at an annual meeting by a majority vote of the members attending. 4) Life membership category shall be abolished as of January 1, 1995. Individuals who have paid for a Life Membership prior to September 1, 1994 will remain Life Members and will receive full membership benefits. 5) The fiscal and membership years shall run from January 1 to December 31. 6) Institutional membership dues shall be \$10.00 more than the current regular membership rate, and student membership dues shall be 50% of the current regular membership rate. An institutional member shall receive one (1) copy of each NEA publication which is distributed to the general membership free of charge. It shall be entitled to all other publications at the membership rate and employees of the institution may attend workshops and meetings at the member rate. The Institution is not entitled to vote in the annual election nor shall it hold elected or appointed office.

7. DISPOSITION OF ASSETS AND RECORDS

1) As the records of the organization become non-current, those of enduring value shall be donated to an archival repository selected by the board to be preserved under a formal agreement which shall address the needs of both the officers and members of New England Archivists and the general public for access to the records in accordance


with the normal policies and practices of the repository. 2) If it becomes necessary to dissolve the organization, its assets shall be turned over to an historical or archival organization selected by the board.

8. PARLIAMENTARY AUTHORITY

The latest edition of Sturgis's Standard Code of Parliamentary Procedure shall govern the proceedings of the organization, except as otherwise provided by these bylaws.

9. AMENDMENTS

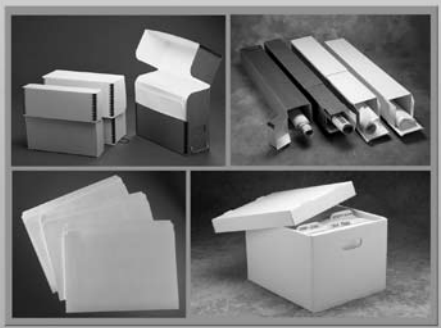
Amendments to these bylaws must be proposed in writing and filed with the secretary at least sixty days prior to an annual meeting. Copies shall be mailed to all members at least thirty days in advance of the annual meeting. An affirmative vote by a two-thirds majority of voting members present shall constitute passage. ■



HOLLINGER METAL EDGE

Archival Storage Materials

The Choice for Archival Storage Solutions



THE QUALITY SOURCE

www.hollingercorp.com - 1-800-634-0491
www.metaledgeinc.com - 1-800-862-2228

AROUND & ABOUT

Rediscovering Harvard in the 17th and 18th Centuries: More Process, More Product

by Jennifer Pelose with Diann Benti and Laura Morris

In February of 2010, with the generous support of the Arcadia Fund, the Harvard University Archives embarked on an ambitious project to improve access to all of our 17th and 18th century collections. The project offered an opportunity for us to revise our decidedly minimal 20th century descriptive practices to meet the needs of 21st century researchers, who invariably begin their research on the internet.

From the outset, we saw the project as a chance to rethink our approach to arrangement, description, and access in three ways: returning to archival basics by untangling artificial collections, reestablishing provenance, and reevaluating earlier classification of these collections as University records or personal papers; shifting from format-based Harvard-centric descriptions with minimal historical analysis to content-rich descriptions emphasizing the broader cultural contexts in which these materials were created; and anticipating future online access by preparing the collections for digitization as part of the processing work flow, including physical stabilization and conservation. The challenges we faced at the outset were the gaps in our knowledge about these early collections: What did we really have? How much did we have? Where did the collections come from? What did they document?

Preparation for the project began in October 2009, four months before our two project archivists arrived. The first challenge was to identify all items within the project's scope. Archivist Juliana Kuipers and Project Manager Jennifer Pelose conducted a survey of the Archives' vault, where most of the Archives' 17th and 18th century holdings are stored. During the survey, conservators from Harvard's Weissman Preservation Center assisted Archives staff to identify at-risk items needing conservation treatment and categories of items that could be safely digitized. By the end of the two-month survey, we had identified 1250 items, ranging from student diaries, notebooks, and poems to commonplace books, drawings, deeds for Harvard property throughout New England, and numerous bound volumes of early University administrative records. With the assistance of Collections Services Archivist Kate Bowers, the survey information was converted to an MS Access database, enabling staff to search, browse, and create reports. When project archivists Diann Benti and Laura

Morris arrived in February 2010, the database proved invaluable for tracking day-to-day activities, as well as for tracking temporary collection locations, processing status, and indicating which items were flagged for conservation treatment.

Once processing began, project staff collaborated with other Archives staff members to assemble collections for processing, including searches of HOLLIS, Harvard's OPAC, and shelf lists for items missed in the vault survey. Public Services staff helped to find appropriate sources of background information to inform arrangement and description. Project archivists evaluated the provenance of each collection, determining acquisition information when available and creating control files when needed. They frequently discovered that collections had been misidentified as University records when they were actually personal papers, and vice versa. Rectifying these errors required title, author, and call number changes which were carefully noted in each MARC record and finding aid, as well as in the shelf lists. In addition, MARC records were upgraded with additional subject headings more accurately reflecting collection content, such as "Food habits," "Cost and standard of living," "Inheritance and succession," and "Surveying -- Pictorial works," along with the added project title "Harvard in the Seventeenth and Eighteenth Centuries." EAD finding aids were created for collections with extensive holdings or complex historical background. After description was complete, Holdings Management Associate Colin Lukens ensured proper housing and location control.

Not only was the Arcadia project one of our first grant-funded initiatives, it was our most complex collaboration with Harvard's Weissman Preservation Center. A paper conservator and a book conservator worked exclusively on

project holdings. Items treated included a suite of letters to and from onetime Harvard treasurer John Hancock and notebooks from Samuel Williams, who was known for his innovative teaching techniques and developing the theory of climate change in the late 1700s. The conservators also cleaned and mended over 400 mathematical theses: large-format drawings and diagrams by Harvard undergraduates. To minimize handling, a lab was set up in the Archives' stacks for the conservators to clean these fragile materials on site. Roughly one hundred theses received more complex treatment at the Weissman conservation lab. In addition to stabilizing project collections, the conservators also provided guidance on collection storage and handling. Bi-weekly meetings with conservators and other project staff provided an opportunity for updates on processing status and conservation progress, to arrange transfer of items to/from the conservation lab, and to discuss treatment proposals.

From the project archivists' perspective, bringing the Harvard of the 17th and 18th centuries into the present required a time machine. In addition to dealing with 19th century scrapbook tendencies, they had to ignore the transcription-is-best policies of the early 20th century, and avert their eyes from the "More Product, Less Process" approach used for modern institutional records. Unraveling the provenance of some collections required extensive detective work. Earlier methods of physical arrangement and storage – not to mention description – were often puzzling and sometimes exasperating.

One of the most difficult tasks for the project archivists was to deconstruct artificial collections assembled during the 19th and early 20th centuries into their original components and restore their primary documentary roles and contexts. Some collections had been organized by topic to facilitate research access, while others had been organized by format to accommodate storage space. Few had been organized according to archival principles. 17th and 18th century records which for many years had been described as University records were found by project staff to be collections of personal papers or records of external organizations. As collections were re-described, each decision was documented, including superseded call number lists in finding aids and processing notes in MARC records, to help researchers and reference staff to follow citations and locate legacy collections. This process prompted Archives staff to revisit core archival principles of arrangement,

description, and provenance and to rethink processing strategies for all collections.

One example is a small, parchment-bound notebook that includes entries from 1686 to 1741 in the hand of two men. Aaron Bordman (1649-1702/3), Harvard College Steward from 1687-1703, used the notebook in the late 1680s to enter room and board charges accrued by Harvard students. A decade later, his nephew Andrew Bordman (1670-1747) used the book to record purchases made for the family's Cambridge store and saddling business. Sporadically, the volume took the place of a family Bible for recording births, sicknesses, and deaths, including four children born to the Bordmans' slave Rose between 1718 and 1733. The journal was cataloged as part of the administrative and financial records of the Steward, thereby obscuring its research value as a resource for studying African Americans in Massachusetts, the cost and standard of living in colonial New England, and the activities of local merchants in Cambridge. Nor was there a reference to the eight annotated almanacs kept by Andrew Bordman between 1736 and 1745 and held elsewhere in the Archives. The multiple, varied ways Aaron and Andrew Bordman used the pages of that small journal vanished in the sparse, Harvard-centric description applied to it. The volume, along with the almanacs, was ultimately re-classified as the Papers of the Bordman family.

Archives staff used the project as an opportunity to abandon such format-based, Harvard-centric archival descriptions with minimal subject or historical analysis in favor of rich content description to reveal historical trends beyond Harvard's gates, to provide greater subject access to the collections, and to enhance online discovery of archival materials. As Jackie Dooley emphasized in her address to New England Archivists in the spring of 2010, the more names, terms, and other keywords included in archival descriptions, the more likely researchers are to discover archival materials. For the 17th and 18th century collections, two graduate students in early American history were hired as content specialists to assist with historical analysis and to review project finding aids for subject clarity and historical accuracy. Project archivists flagged diaries, notebooks, and other holdings for further review by the graduate students to clarify references from the period vernacular and to identify content with broader social trends beyond Harvard. By concentrating on the collections' informational content, we unexpectedly discovered that in

addition to the expected topics of education and religion, a high percentage of our 17th and 18th century holdings documented college wit and humor, student mischief, and the creative use of payment in kind (livestock, poultry, grain, and shoes were all accepted for tuition). University accounts of student unrest revealed hidden details of day-to-day life including the presence of watermelon (the rinds of which were thrown at faculty), wine (which was mentioned in a humorous poem by then-student John Quincy Adams in 1787), and “women of bad fame” (who lived in nearby taverns).

Prior to the Arcadia project, insufficient—and misleading—cataloging limited access to these collections. The papers of Samuel Shapleigh, described in the Archives’ shelf list as part of the “chronological miscellany” of the Harvard College Library, were not even included in Harvard’s OPAC. The only way that the collection could be found was through consultation with the Archives’ reference staff, and its description as Library records rather than personal papers made its discovery by researchers interested in 18th century daily life and material culture highly unlikely. Although Shapleigh *did* serve as College Librarian from 1793 until his death in 1800, these papers have little relation to the Library or to his work there. Rather, they contain bills and records from his years as a Harvard student, personal papers related to family property in Maine, legal documents, and extensive financial records covering a period of almost twenty years. The financial records provide an unexpected (and previously well hidden) window into Cambridge life and culture during the late 18th century. Through them, we learn that Shapleigh paid for room and board with Sally and Sarah Chadbourn, Nathaniel Jarvis, Joseph Moody, Phebe Paine, Stephen Sewall, and Mary Thacher. We learn that Susanna “Sukey” Morse did most of his washing and mending, and that he paid her for “tending at [his] chamber” on multiple occasions. We learn that he subscribed to several publications, including *The Federal Orrery*, *The Columbian Centinel*, and *The Mercury*. We learn that he liked to eat plumcake, bacon, peas, and gingerbread, and that he had his hair cut by John Goodwin, a barber operating in the vicinity of Harvard Yard. We learn, among many other things, that he purchased a bed and bedding from John Thornton Kirkland, who would later become Harvard’s president. Shapleigh’s meticulous records of such daily expenses provide information about the costs and availability of food, services, and everyday items in late 18th century Cambridge, and

about the web of relationships which existed among people of various socioeconomic status. Without the attention they received through the Arcadia project, they would have languished indefinitely as part of the College Library’s “miscellany.”

The project also prompted the processing of collections to support future digitization, as online access plays an increasingly important role in historical research. Finding aids were created as the access points for digitized content, with front matter and item descriptions enhanced to provide deeper historical context in anticipation of more users discovering the collections. Descriptive standards were established to maintain physical control of the original materials while anticipating online access to corresponding digital versions. Formal titles and dates were assigned to items, folders were labeled to match finding aids, and each container was assigned a unique control number to accommodate its digital counterpart.

So far, the two project archivists have processed over 370 collections, and have produced 52 finding aids available in OASIS, Harvard’s online finding aid system. Although we worried that the collections within the project’s scope exceeded the project’s schedule, the project staff exceeded all expectations by successfully processing over 80% of the collections within ten months. To complete the project, other members of the Archives’ staff are processing several complex collections of University records.

What started as a project to process the Archives’ 17th and 18th century holdings has grown into a processing initiative that has transformed the Harvard University Archives’ archival processing methods and descriptive framework. Successful collaborations with graduate students in Harvard’s history department and the Weissman Preservation Center have established a blueprint for future partnerships. Now that archival description at the Harvard University Archives is content focused, with catalog records and finding aids that include historical background information to place the collections in the broader social, political, and economic context of their time, we are eager to see how researchers respond to this new approach. ■

Visit the NEA online at:

<www.newenglandarchivists.org>

It's about time. Your time. Your researchers' time.

Time for software that works for *you* and *your users.*

Aeon:
Managing Special Collections



"If Atlas can make Aeon work for us (and they have), it will work for any institution that wants to maintain better control of its special collections and improve service to researchers."

See us at:

NEA Spring Conference
Providence, RI • April 2, 2011

SAA Annual Conference
Chicago, IL • August 22-27, 2011

Or schedule an online demo at www.atlas-sys.com



**ATLAS
SYSTEMS**

Promoting Library Excellence Through Efficiency

Reviews

Johnson, Marilyn, *This Book is Overdue! How Librarians and Cybrarians Can Save Us All*. New York: HarperCollins, 2010. ISBN 978-0-06-143160-9

- Linda Morrison, LWV Newton Archives Project

In *This Book is Overdue!* Marilyn Johnson sets out to inform the public about the major role librarians --now information specialists--have taken in broadening public access to computer technology and digital access to the many troves of information catalogued or processed by archivists and librarians. Using lively and colorful language-- "librarians... wrangle paper history and digital information," (ix)-- and tales of heroic interventions and initiatives by many of our colleagues, she paints a very jazzy picture. "Library 2.0, where librarians prowl the untidy streets of the internet" (26)--is one of her major themes. She explores a number of librarian blogs from the *biblioblogosphere* (51), devotes a whole chapter to virtual recreational universes constructed by librarians and other information specialists ("Hypatia Déjavu", 142), and overall describes our corner of the universe as a place on the frontiers of digital evolution. Although some of the blogs she mentions are dormant, Johnson's roundup of "Librarian Avengers" and "Free Range Librarians" and her report on the work of "Radical Reference" groups (105-107) demonstrate nicely her theme of how animated and vibrant our community is.

Johnson profiles professionals such as Jeannette Moodie, who performs both library and archival functions in Deadwood, S D, Judith Krug, who dreamed up "Banned Books Week," Henriette Avram who automated the Library of Congress catalog, thereby developing the first MARC code, and other pioneers and advocates of the fusion/partnership librarians and archivists are creating to supply digital access to our common heritage. Her term "Cybrarian" identifies all those forging ahead to find ways of mediating between people and our continually growing information universe. She describes the strong stand librarians have taken to protect privacy from government over reach, and by putting into lay language a World Cat search, she explains how difficult it is to retrieve information unless you know the search terms programmed into the digital world. "You can only go so far without human help," (20) she reminds her readers.

Johnson's chapter on archives, "What's Worth Saving?" could stand on its own as an introduction to archives work for the puzzled public. She attends an archival workshop and describes the real-life challenges of figuring out how to organize and describe manuscript collections, while creating pathways into the collection for future users. As examples, she mentions the papers of Toni Morrison, those of Sci-fi writer Joe Hamburger, and the "great boxing archives" that has found a home in Brooklyn thanks to an archivist with an interest in the sport. Guidelines for amateur and family archivists round out the chapter.

No archivist needs a copy of *This Book is Overdue!* on his or her institution's shelves. But I highly recommend the book for passing out to friends and relatives who have trouble understanding what archivists and librarians do, or who consider our fields utterly dull, dull, dull. The marvelous jacket illustration by Ross MacDonald features a hybrid Superman/Digital Librarian rising out of a messy pile of exploding books on a mission to save us all from drowning in the superabundance of knowledge and information surrounding us. For the general public, this work is a lively and amusing introduction to the work of information specialists--including archivists. ■

Archival Certification: *Validate your achievements, knowledge and skills*

The 2011 Certified Archivist examination will be held August 24 in Chicago, Columbia (SC), Dallas, Pittsburgh and Seattle -- and wherever 5 or more candidates wish to take it.

*For more information and
a 2011 application, go to
www.certifiedarchivists.org or
contact the Academy of Certified
Archivists (aca@caphill.com
or 518-694-8471).*

*The application deadline
is May 15, so don't wait!*



Calendar of Events



Press releases and other announcements should be sent to Michael Dello Iacono at <delloiacono@gmail.com>. Please provide the date, time, place, and a brief description of the event and the name, address, and telephone number of the person to be contacted for information.

May 18, 2011. New Hampshire Archives Group Spring Meeting at the NH State Archives, in Concord, NH. Keynote speaker will be Brian Nelson Burford, State Archivist. The program will include tours of the facility, and speakers addressing “Moose Plate” grants and the “Connecting-to-Collections” initiative. For details see <www.nharchivesgroup.org/home.htm>

May 19-20, 2011. Amigos Member Conference, “Mobilizing Libraries, Designing Experiences,” (online). Free to Amigos members. See <www.amigos.org/node/670> for details.

May 2011. 45th annual Association for Recorded Sound Collections (ARSC) Conference in Los Angeles, CA. The conference will be hosted by the UCLA Ethnomusicology Archive in honor of their 50th anniversary. For details see <www.arsc-audio.org/conference>

June 21-24, 2011. Rare Books and Manuscript Section (RBMS) of the Association of College and Research Libraries (ACRL) Pre-conference in Baton Rouge, LA (just prior to the ALA Annual Meeting, which will be held in New Orleans). For details see <www.rbms.info/conferences/index.shtml#preconference2011>

August 22-27, 2011. SAA Annual Meeting, *ARCHIVES 360°*, at the Hyatt Regency in Chicago, IL. See <www.archivists.org/conference> for details.

November 16-18, 2011. NEMA Annual Conference, *Museums in the Mirror: Reflecting Relevance in a Diverse Society* in Hartford, CT. For details or to submit a proposal, see <www.nemanet.org/conf11/index.htm> ■

People

The Vermont Press Association recognized State Archivist **Gregory Sanford** with its Matthew Lyon Award. The award acknowledges a long term commitment to the First Amendment and to the people’s right to know about their government.

Rachel Muse of the Vermont State Archives and Records Administration took the lead in working with the departing administration of Governor James H. Douglas. Starting in the spring of 2010, Rachel met weekly with the Governor’s legal counsel to identify records for transfer to the archives, including databases of the Governor’s correspondence and phone messages; digital copies of white papers and reports; and a copy of the administration’s web page. The records were transferred to VSARA in early January, including certain records that will be closed under executive order for six years. Scott Reilly, the staff archivist, has added the records to the archives online record series database <www.vermont-archives.org/research/database/series.asp>.

Darwin Stapleton, Professor and Director of the Archives Track in the History Department at the University of Massachusetts, Boston, was interviewed on Boston’s FOX 25 TV morning program on January 25, 2011, on the opening of the papers of prominent individuals (it can be viewed at <www.myfoxboston.com/dpp/morning/rfk-papers-should-they-be-released-20110125>). On February 26, 2011 he and **Donna Stapleton** gave an invited presentation on preserving personal and family documents to a meeting of the VTV Family Outreach Foundation, meeting in Centerville, VA.

Connecticut Public Records Administrator **LeAnn Power** and State Archivist **Mark Jones** attended a press conference at the Hartford Public Library on November 17 marking the transfer of 900 boxes of Hartford city records dating from 1639 to 2005 from City Hall to the Hartford History Center at the library. These treasured documents, stored in the town and city clerk’s vault for more than 90 years, will be preserved in a climate-controlled facility and made accessible to the public. Archival consultant Wilson Faude processed the records and uncovered a treasure-trove of priceless documentation. The project was funded by four competitive grants through the Historic Documents Preservation Grant Program. ■

THIS SEASON IN NEW ENGLAND HISTORY



May Processional, Lawrence, Massachusetts, 1940s

For many decades the Catholic churches in Lawrence celebrated the Queen of Heaven in a May processional. During the month of May --a month both for and dedicated to Mary-- Catholics have long honored her by placing a crown on her image. The tradition in the United States and other countries involved school children participating in a "May Crowning" ceremony, with a procession, pretty dresses, and a wreath of fresh flowers that one child gets to place on the statue. This image most likely depicts students from St. Patrick's School and Church in the 1940s. It was taken by photographer Anthony Ciofalo, and is from a collection of 60 black and white and color photographs taken in the Lawrence area, now in the Special Collections of Lawrence Public Library. Ciofalo was a popular Lawrence photographer and owner of Anthony's Studio on Parker Street in South Lawrence. For additional information see <<http://queencityma.wordpress.com>> .

Courtesy of the Lawrence Public Library Special Collections, Lawrence, Massachusetts