



# *The Ohio Archivist*

Autumn 2007, Volume 38 Number 2

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## Fall's Back!

Yes, it's time to get ready for the students to return to the classroom – and before you know it, the cold weather will return too. And even though Fall is the time to turn our clocks back one hour (November 4th!) it's also the time to look ahead to many exciting events for Ohio archivists. Here are just a few:

**Archives Month – Oct. 1 thru 31** – This year's theme is “Reunions: Together at the Archives.”

**Geneological Librarians' Seminar – Oct. 12** – an educational gathering for professionals who work in the genealogy and local history field in Ohio's libraries. (see pg 3 for more info) <http://www.ogs.org/librarians.php>

**Academic Library Association of Ohio Conference – Oct. 25, 26** – “Innovation Generation: Tools, Techniques, Transformations” at the Greater Columbus Convention Center, for more information visit <http://www.alaoweb.org/conferences/conf2007/index.html>

**SOA Fall Workshops and Planning Session – Nov. 1 & 2** – Workshops on basic archival skills, wikis, blogs and more! (see pg 2 for details)

**Statehood Day – March 1, 2008** – This is an opportunity to lobby the legislature to raise awareness of issues effecting Ohio history (archives, museums, preservation, etc.). For more information visit <http://www.ohiohistory.org/about/lu/sd.html>

In addition to looking ahead, this issue also looks back at the MAC/SOA joint conference held May 3-5, 2007 in Columbus. Inside you'll find a list of the people who helped organize this wonderful event. You'll also find reports that provide a glimpse of the sessions presented there. What a great way for archivists to network and learn together. Kudos to all of the organizers and participants!

--Beth A. Kattelman, editor

## SOA Fall Workshops

The Society of Ohio Archivists will hold its fall workshops and strategic planning session on Nov. 1-2, 2007. All events are at the Holiday Inn, French Quarter, located at 10630 Fremont Pike (US20 @ I-75 exit 193), Perrysburg, Ohio. See [www.hifq.com](http://www.hifq.com) for information on hotel rates. Lunch is included with all sessions. Please join us!

### **Thursday, Nov. 1: Strategic Planning Session**

*10:00-5:00 (Registration begins at 9:45); Free, Pre-registration Required.*  
Get involved! All current SOA members are invited to a strategic planning session on Nov. 1. This event will be the first of three sessions that will result in a strategic plan for the organization by April 2008. Facilitator J.D. Britton of the Ohio Historical Society will lead the group through SWOT (strengths, weaknesses, opportunities, threats) analyses for both SOA and the field of archives. This is an excellent opportunity to shape the future of SOA and learn more about how to do strategic planning at the same time.

### **Friday, Nov. 2: Archives 101 Workshop**

*9:00-5:00 (Registration begins at 8:30); \$30 SOA Members/ \$40 Non-members Sponsored by the Ohio Historical Records Advisory Board (OHRAB)*  
This workshop examines the challenges of the archival profession. Participants learn basic information and skills needed to collect, appraise, process, describe and service archival collections. This one-day workshop is great for new archivists or people responsible for caring for archival collections. Participants will receive a CD containing the workshop and reference materials. *Limit: 20 Participants.*

### **Friday, Nov. 2: Wikis, Blogs, Flickr, Zoho, and More: Demystifying Web 2.0 in Your Archives/Library**

*9:00-4:30 (Registration begins at 8:30); \$35 SOA Members/ \$45 Non-members*  
We may have heard about blogs, wikis, social networking, photo sharing, and folksonomies, but what is Web 2.0 and why do archivists and librarians need to know about it? This workshop will explore the opportunities and challenges that Web 2.0 offers to archivists and librarians and offer simple tips on how you can implement Web 2.0 tools in your institution. Familiarity with the Web is a plus, but technical expertise is not required for this workshop. Sessions include:

- *Exploring Libraries (...And Our Users) In The Web 2.0 Realm*
- *Second Life 101*
- *Archives 2.0: A Survey Of Library, Archives And Museum Projects Using Web 2.0*
- *Web 2.0: Getting Your Archives/Library On Board*

### **For More Information:**

Visit [www.ohioarchivists.org](http://www.ohioarchivists.org) for more information and to register online. Contact: Erik Mayer, Program Co-Chair, at (614) 764-6072; E-mail [mayer@oclc.org](mailto:mayer@oclc.org).

## **Ohiolink EAD Task Force – Update**

submitted by Amy McCrory, The Ohio State University

The OhioLINK DMSC EAD Task Force (EAD TF) continues its work on an EAD Finding Aid Repository for institutions in the state of Ohio. EAD Task Force members have developed specifications for collection-level data, and are currently working on component-level (“container list”) specifications. The end product will be a Web-based inputting Application, which will simplify the creation of EAD finding aids for archivists at institutions statewide. Dave Gaj, Systems Analyst Programmer at Kent State University Libraries, is providing the programming for this Application. Many thanks to Dave for his hard work! Meanwhile, initial testing has been conducted on an EAD search engine.

Originally, OhioLINK had hoped to make the EAD Repository, with the Application and search engine in place, available by April 30 of this year. However, due to development of multiple projects impacting libraries statewide, the schedule for 2007 has shifted. The likeliest scenario is that the EAD Application and search engine will be ready for testing early next year. Testing will be conducted by archivists throughout the state.

The Task Force will be offering an update and previewing the EAD Application at the ALAO Conference to be held in Columbus, Ohio on October 25th and 26th.



Academic Library Association of Ohio (ALAO)  
33rd Annual Conference  
Greater Columbus Convention Center  
October 25-26, 2007

<http://www.alaoweb.org/conferences/conf2007/index.html>

## **Genealogical Librarians' Seminar**

submitted by Tom Neel, Ohio Historical Society

The Ohio Genealogical Society will offer its 4<sup>th</sup> Genealogical Librarians' Seminar on Friday, Oct. 12<sup>th</sup>, 2007, from 9:30 AM to 3:00 PM at the OGS Library, 713 South Main Street, Mansfield OH. In celebration of Family History Month, the event is an educational gathering for professionals who work in the genealogy and local history field in Ohio's libraries. The fee is just \$15.00. Add \$10.00 if a box lunch is desired.

Gwen Mayer, Archivist at the Hudson Library, will explore "Decisions for the Local History Room Archivist". Angela O'Neal, Digital Projects Manager at the Ohio Historical Society, will give us an "Introduction to Digital Projects". Judy James, of the Akron-Summit County Public Library will advise us on "How They Lived: Social History and Genealogical Research." This will be followed by six mini-topics – among them, "What is Most Helpful to Purchase in Serving the African American Community's Research Needs?" and "Having Second Thoughts about Census Records as the new Standard in Genealogy Again?"

After the event, the OGS Library will be open for research until 5:00 PM. Contact OGS for a reservation form, menu, and directions – 713 S Main St, Mansfield OH 44907; Phone 419-756-7294; Email [tneel@ogs.org](mailto:tneel@ogs.org); or Web – [www.ogs.org](http://www.ogs.org).



## Read Graduate Assistantships, Kent State University Libraries

Submitted by Cara Gilgenbach, Kent State

The Department of Special Collections and Archives in the Kent State University Libraries recently appointed its first Read Graduate Assistants. The assistantships, made possible by a generous donation from the Dr. Gerald H. and Victoria C. T. Read family, are intended to provide intensive pre-professional experience in special collections and archives to students enrolled in the School of Library and Information and Science (SLIS). The awards, the first-ever graduate assistantships offered by the Kent State University Libraries, are merit-based and include a stipend plus a tuition scholarship.

**Celia R. Halkovich** is enrolled in her second year of study in SLIS. She is a 1996 graduate of the University of Pittsburgh where she earned a bachelor of arts majoring in Spanish, with a minor in sociology. While at Pittsburgh she also participated in a summer study abroad in Puebla, Mexico, at the Universidad de las Américas. She is a member of the Society of Ohio Archivists, Society of American Archivists, and the Special Libraries Association.

**Robin M. Katz** will be entering the SLIS program starting in Fall 2007. She is a 2006 *summa cum laude* graduate of Brandeis University where she completed a double major in English and American Literature and European Cultural Studies, and minored in Near Eastern and Judaic Studies. While at Brandeis, she also participated in a study abroad program at the University of Leeds. Prior to her appointment at Kent State, she was an English language assistant at the Lycée Kléber, Strasbourg, France, and a tutor of English at McDonogh 35 High School in New Orleans, Louisiana.



(left-right) Stephen Paschen, University Archivist, with Read Assistants Robin Katz and Celia Halkovich  
(photo courtesy of Cara Gilgenbach)

## **A Few Words from Katy L. W. Klettlinger 2007 Continuing Education Scholarship Winner**

Attending my first MAC/SOA conference was a tremendous experience. It is difficult to describe in just one page, but three words come to mind: tension, knowledge, and inspiration.

The tension of making a good professional impression as a young archivist can be overwhelming. There is the possibility of potentially meeting your future employer, bumping into someone you will collaborate with on a project or even work with in professional organizations. Being able to network at the conference and meet archivists and graduate students from other states, as well as Ohio, was very beneficial. At the conference I made eight new contacts with Ohio institutions and met five graduate students from three different universities for the first time. It has always been said that networking is a professional's most powerful tool. I now consider myself more connected to Ohio archivists and have even made a few new friends.

The conference's theme was Brain Food, and the amount of knowledge offered equaled a Thanksgiving dinner! Ample learning opportunities were given to provide me with further information about what is currently happening in the field. Sessions topics ranged from the business lives of archival consultants to the implementation of email retention systems. All sessions were presented by individuals with thorough knowledge and experience in that area. Also, the plenary session of the conference featuring speaker, Katherine Jellison, provided me with new historical knowledge on rural farming life in the twentieth century. I was even able to talk with experienced archivists during the mixer to get advice on what could improve my institution. During these discussions, we were entertained by archivists singing karaoke. Some of the participants even wore their signature "Ohio sunglasses." Now that made learning for me entertaining!

Most importantly, despite some of the silly moments, this event has given me the inspiration to make a difference in my field. For me, attending the conference was like jump starting a car. That jolt of energy I experienced has helped me go back to my job refreshed and ready to work even harder.

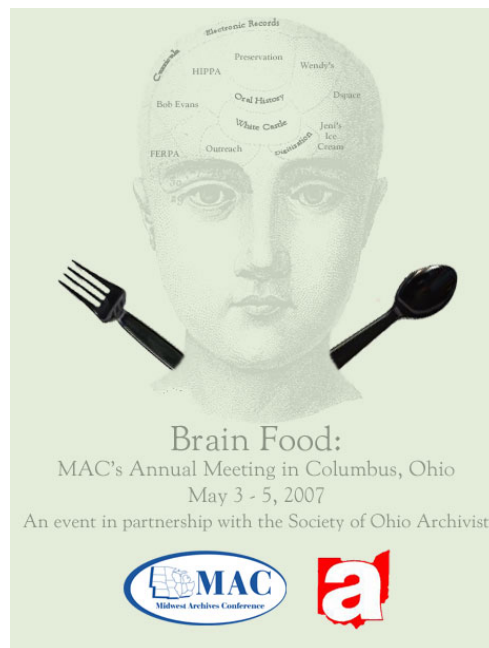
I brought back fresh, innovative ideas to apply to my institution's operations. Some include methods to reformat our existing oral histories, procedures for providing professional consultation for smaller historical societies, and how to use open source software in organizing our holdings. While not all of them may work, I know that at least one of them will be a success at Peninsula Library.

Overall, attending the MAC/SOA conference was a valuable experience. I wish to express my sincere thanks to all members of SOA and to this year's council members who made this continuing education scholarship available to those who are in need of funding. It has aided my professional growth, and I hope it is available to members for many years to come.

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# MAC/SOA

## Annual Meeting Recap



### Local Arrangements Committee co-Chairs

Judith Cobb, OCLC - Online Computer Library Center, Inc.

Judith Wiener, The Ohio State University

### Program Committee Co-Chairs

Angela O'Neal, Ohio Historical Society

Stephen E. Towne, Indiana University-Purdue University Indianapolis



### **Local Arrangements Committee Members**

George Bain, Ohio University  
Kimberly Hieronimus Brownlee, University of Toledo  
Janet Carleton, Ohio University  
Shari Christy, AFRL/HO General Dynamics, IT  
Jelain Chubb, Ohio Historical Society  
Tamar Chute, The Ohio State University  
Carrie Daniels, University of Louisville  
Michelle Drobik, The Ohio State University  
Kathleen Feeney, University of Chicago  
Adam Groves, Illinois Fire Service Institute  
Kevlin Haire, The Ohio State University  
Kristine Kinzer, Archivist/Librarian  
Stacia Kuceyeski, Ohio Historical Society  
Erik Mayer, OCLC, Online Computer Library Center, Inc.  
Chad Owen, University of Louisville  
Eric Schnittke, Ohio Historical Society  
Cathy Stanley, Battelle Memorial Institute

### **Program Committee Membership:**

Charlie Arp Battelle, Columbus, Ohio  
Randy Bixby Southern Illinois University, Carbondale  
Michele Christian Iowa State University, Ames  
Laurie Gemmill OCLC, Columbus, Ohio  
Monica Ralston Minnesota Historical Society  
Deirdre Scaggs University of Kentucky, Lexington  
Matthew Schaefer Herbert Hoover Presidential Library, Iowa  
Alison Stankrauff Indiana University-South Bend  
Martin Tuohy National Archives and Records Administration-Great Lakes Region,  
Chicago



**Special Acknowledgments**

Special thanks to volunteers who served as notetakers for session reports:

Kim Brownlee (University of Toledo)

Michelle Drobik (The Ohio State University)

Laurie Gemmill (OCLC)

Kevlin Haire (The Ohio State University)

Gillian Marsham-Hill (Greene County Archives and Records Center)

Beth Kattelman (The Ohio State University)

Matt McCrery (Ohio Historical Society)

Tom Neel (Ohio Genealogical Society)

Angela O'Neal (Ohio Historical Society)

Fred Previts (Ohio Historical Society)

Eric W. Schnittke (Ohio Historical Society)

Alison Stankrauff (Indiana University-South Bend)

Stephen Towne (Indiana University-Purdue University Indianapolis)

Martin Tuohy National Archives and Records Administration-Great Lakes Region,

Lisa Wood (Ohio Historical Society) Kiffany Francis (Ohio University)

Special thanks go to Tanya Zanish-Belcher, the MAC VP, for her help in coordinating the work of the PC and the LAC.

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**Plenary**

Professor Katherine Jellison of Ohio University spoke on her work titled, "Home on the Range and a Range in the Home". Her work on the effect of modern conveniences on farm households was extremely interesting, and provided a touch of "local flavor" for the conference. Dr. Jellison also held a book signing following the plenary session which was very well-received.

## Session Reports

**Thursday, May 3**

**1:30-3:00**

### **Session 1: Chef For a Day: The Consulting Archivist as Hired Help**

*Pam Hackbart-Dean* (Southern Illinois University–Carbondale) opened the session with a presentation titled, “Consulting Archivist as Expert.” She emphasized the positive aspects of hiring consultants, including the fact that consultants can often have very specific areas of expertise that can be helpful on certain projects. It is important to choose a consultant whose expertise fits in with the project you are working on. She also focused on the importance of a needs assessment and a contract before beginning work. A contract should include a work plan, progress reports and a final report.

*Noraleen Young* (Indianapolis, Indiana) then spoke on “Becoming a Consulting Archivist.” Her talk focused on how to start an archival career as a consultant and the opportunities associated with working with people in various kinds of organizations. Some of the different consulting opportunities include digitization and film projects, gathering records and training in base archival procedures.

Finally, *Jane Kenamore* (Chicago, Illinois) spoke on “Working as an Independent Archivist.” She discussed some of the challenges regarding determining what fees to charge, the lack of benefits such as vacation and sick leave. On the benefits side, however, you work your own hours and do not have to deal with institutional/office politics. Ms. Kenamore also spoke on the details of becoming a consultant, including registering with the Secretary of State’s Office, getting your own insurance and managing employees.

**Thursday, May 3**

**1:30-3:00**

### **Session 2: Frozen Food: Cold Storage as Modern Convenience**

Moderator *Wes Boomgarden* (*The Ohio State University*) introduced the topic of storage conditions with a brief discussion of the environmental factors that archives try to control, such as temperature, humidity and air circulation. He noted that all archivists and conservators wish that they could get “flat lines” on their instruments when measuring temperature and humidity fluctuation in collection storage areas. The question is can we do it? If we can not achieve the ideal, what can we do instead? What fluctuations in temperature and relative humidity are acceptable?

*Ann Jenks, Bowling Green State University Center for Archival Collections*, shared her experience dealing with every repository's worst nightmare. The chiller on their building gave out and they were without air conditioning for months during summer in Ohio. Explained how their staff used portable fans to circulate air in the stacks; their conservator vigilantly monitored the stacks for signs of problems; and they compiled extensive documentation of the temperature and humidity conditions in the stacks to share with their administration. She also shared photographs of truly poor storage conditions in which she found local government records kept.

*Kazuko Hioki University of Kentucky*, described a project to collect and analyze data on the environmental conditions in four library buildings at the University of Kentucky for two years. The buildings monitored were the William T. Young Library, the main campus library which houses general collections; the King Library, the home of special collections and archives; the Little Library, home of film, video and painting collections; and the Kentucky Underground Storage Facility (KUSI) which is 32 acres of limestone caves. They used data loggers that could record temperature and humidity readings 24 hours a day, seven days a week and downloaded the data into the "Climate Notebook" software. They were able to see temperature fluctuations in the four facilities monitored over spans of months and compare the conditions in each facility, and surprised to find that KUSI, which has no air conditioning, had the most consistent temperature. The next step was to try forging a closer relationship with the staff at the physical plant to make HVAC systems and Liebert Units function better. Conducted a survey to find out how other repositories dealt with environmental storage problems. Top responses included fixing machinery; working with maintenance staff; removing collections; getting portable machines to improve space; and renovating storage space.

Attendees had specific questions about the equipment and software used at the University of Kentucky and general comments about their own efforts to improve their storage spaces, including miserable tales of trying to convince maintenance staff that there were problems.

### **Thursday, May 3**

**1:30-3:00**

#### **Session 3: Tea and Sandwiches: Presenting Archival Materials in Museum Exhibits**

Notes: Mona Chapin was unable to present. Instead Sylvia Verdun Metzinger, formerly of the Rare Books and Special Collections, Public Library of Cincinnati and Hamilton County, served as a presenter.

*Betsy Butler (Miami University)*, session moderator, began with a brief introduction sharing a couple of examples of museum exhibits that incorporate library and archival material. She concluded her introduction with four tips for connecting museum objects:

- 1). Archivists should share their discoveries with museum curators.
- 2). Archivists should suggest ways that archival items or information from items can be integrated into museum settings.
- 3). Archivists should make contact with curators and watch for collection items that would interest them.
- 4). Archivists should offer ideas for future exhibits or programs.

*Sylvia Verdun Metzinger (Public Library of Cincinnati & Hamilton County)* spoke on “Collaborative Approaches to Presenting Library and Archival Material in Museum Exhibits.” Sylvia began her talk by discussing the advantages of including archival material in museum exhibits, including the fact that books can be actually handled by visitors, as opposed to most museum artifacts. Furthermore even just a few books on display as part of a museum exhibit could lead to increased visitation to the archives. Sylvia then gave an overview of some of the collaborative projects she was involved at the Rare Books and Special Collections of the Public Library of Cincinnati and Hamilton County. She emphasized that they loaned material not only to museums but to other libraries as well. Sylvia concluded her presentation by suggesting some basic guidelines for loan agreements.

*Julie Aronson* of the Library and Archives Materials in Art Displays at the *Cincinnati Art Museum* presented an overview of three exhibits at the Cincinnati Art Museum that incorporated archival material. The first, *Perfect Likeness: European and American Portrait Miniatures from the Cincinnati Art Museum* included books such as manuals on painting portrait miniatures. These archival materials both provided context to the miniatures as well as provided visitors a visual-break from just looking at miniatures. The second exhibit, *Natural Moderns: Georgia O’Keeffe and Her Contemporaries*, included a display case of archival materials including brochures, magazines, and a letter from Georgia O’Keeffe to the Cincinnati Art Museum. The third exhibit is the permanent exhibit *The Story of Art in the Queen City*. This exhibit incorporated archival material into text panels and object labels, as well as video displays.

*Bill Mahon (Ohio Historical Society)* spoke on “Building a Strong Foundation Using the Collections and Archives.” Bill used examples from Ohio Historical Society exhibits to show how archival materials could be incorporated into museum exhibits. In the exhibit *Kilroy was Here* in order to present a large amount of information in a very small space a variety of different techniques were employed, including layering information, using slide presentations and films, and providing visitors access to booklets with more information on some of the objects. The second Ohio Historical Society exhibit Bill discussed was the *Moments in Time* exhibit. Bill demonstrated how photographs were not only displayed safely in large frames but they were made more accessible by being mounted at a lower level so they would be easier for children to see. The Ohio Historical Society also provided larger reproductions of the smaller tintypes. Bill next discussed how the exhibits at the Fort Meigs and Adena sites used archival material to tell a story. At Fort Meigs accounts from period letters were included in the exhibit to provide additional context to the artifacts. At Adena letters and photographs were used to compile

scrapbooks on the Worthington children which were made accessible to visitors. The final example Bill used was the exhibit *Ohio's Garden Path: the Flowering of Our Landscape* which displayed some of the gardening books that provided some of the images used in the exhibit.

**Thursday, May 3**

**1:30-3:00**

**Session 4: Wining and Dining: How to Win Friends and Influence People: Successful Management of Electronic Records**

*Rai Goerler* (The Ohio State University) spoke on the long term impacts of being involved in projects such as the Data Warehousing Project. He sees it as a springboard into Electronic Records management issues such as developing expertise and valuable partnerships such as with IT staff. This project has also lead them to work on general ER issues such as what is a record – what are the retention considerations – especially in a system such as PeopleSoft which is not a records keeping system, and does not manage records within a lifecycle as traditional records are.

*Joanne Kaczmarek* (University of Illinois at Urbana-Champaign) focused on one of their current electronic records projects. Several interested members were able to form a working group – this had lead to partnership building. The project offered the opportunity to focus on content creators and build archival support. As part of their project they realized they would need hard data. They conducted a survey; the results were helpful in gaining insight into document and image management on campus.

*Nancy Kunde's* (University of Wisconsin – Madison) presentation focused on the recent approval of the first [E?] records management policy for University of Wisconsin. The process has taken about 2 years. She encouraged others to pursue getting policies approved and provided a few tips including: policy should be brief and high level, institutions should form a representative team (6-7 people) to focus. The policy was an official expression of principles – with this policy the electronic records are considered records. It also provided the opportunity to recast roles and gain archival involvement earlier on in the process – it includes archivists at the table early on.

*David McCartney's* (University of Iowa, Iowa City) presentation focused on preserving websites. They began a project in the 90s to try to capture these fleeting records. They now capture websites on a rolling basis in January and July. They are in the process of evaluating various systems including Internet Archive and plan to produce a report this summer.

*Becky Schulte* (University of Kansas) recounted in the past, the library has not been involved with digital projects. However, this year a major project began as a result of grant funding that would involve many archival records. The library was only informed when a paid consultant came to library in search of resources about the campus. While few of the resources are already digitized or available electronically, the staff was able to take advantage of the opportunity to work with the project and get more involved build relationships so that in the future the library will be more involved in the planning stages of projects involving records.

*Brian Williams* (University of Michigan, Ann Arbor) discussed two electronic records projects – Deep Blue and mblog. Deep Blue is an Institutional Repository. They have used D-Space to create this repository, which provides 3 different levels of preservation support, depending on the file formats used. More info is available at: <http://deepblue.lib.umich.edu/> The library has also been involved in the creation and management of blogs – created a service called mblog, more info available at: <http://www.lib.umich.edu/help/mblog>. The library has been involved at the very “front-end”, so that when blogs are created, archiving is an option provided to the creators.

Commentator *Phil Bantin* (Indiana University – Bloomington) appreciated the speaker’s updates on various ER projects and commented on the timeliness of the presentations. Archivists have been discussing theory for a long time, and stated that now is the time for case studies such as the ones discussed in the session. He saw several signs in regards to ER field. Some optimistic ones were: Rec management and ER programs are increasing, compliance is improving and standards are evolving. Some pessimistic signs including that archivists still don’t have enough resources, email management is appalling and most of the activities regarding ER are reactive and not proactive yet.

#### **Friday, May 4**

**8:15-9:45**

#### **Session 1: Coffeehouse Chatter: Delivering Oral History Online**

*Kathleen Medicus* (Kent State University) discussed the Kent State May 4 Oral History Project, a collection of interviews with students who were eyewitnesses to the 1970 shootings. She showed how the project came about, what was included and how it is being used today. Issues that came up along the way, including copyright and tape quality were discussed. She also reported that the interviews are being digitized by OhioLINK’s Digital Media Center.

*Sarah Duncan* (Ball State University) presented on delivery oral histories online. She discussed various issues that should be kept in mind when starting a project, from transcription to what to include in your online project. She encouraged participants considering oral history projects to think about how they fit into your mission statement and ensure that staff are available for web design and cataloging before undertaking a project.

*Doug Boyd* (University of Alabama) and *Caroline Daniels* (University of Louisville) presented on using CONTENTdm software for oral histories. Daniels discussed the University of Kentucky’s project to deliver oral histories online using CONTENTdm. They focused on the challenges and opportunities offered by CONTENTdm software. She encouraged those in the audience to not overdo the scope of their first project and not to expect a lot of bells and whistles. Boyd talked about how Kentucky Historical Society used CONTENTdm but customized its project to take advantage of a database system already in place.

**Friday, May 4**

**8:15-9:45**

**Session 2: Finger Food: Two Approaches to Digital Preservation**

Moderator *Judith Cobb (Judith Cobb, OCLC Online Computer Library Center, Inc)* opened the session.

*Daniel W. Noonan (The Ohio State University)* discussed the capture and maintenance of electronic records and the digital preservation actions taken to ensure the reliability and trustworthiness of those records over time. He spoke about the challenges of storing and preserving technology-dependent records. Noonan also discussed some of OSU's upcoming programs.

*Rachel Howard and Delinda Buie (University of Louisville)* presented on the MetaArchive of Southern Digital History. This collaborative project, funded by the Library of Congress, is a model for secure, distributed digital preservation for each of the five participating institutions' intellectual products related to the American South. They provided an update on the results of the first two years of this three-year partnership. They also focused on the use of LOCKSS principles for preservation.

**Friday, May 4**

**8:15-9:45**

**Session 3: Pizza and Root Beer: Students Documenting Their Culture and Community**

From program description:

Students are most interested in archives when they can connect historical materials to their own experiences. By studying and documenting local history, they gain an appreciation and life-long interest in the past. Students also pass on this interest to friends and family. This session features the experiences of a county archives working with K-12, home-schooled, and university students on local history projects; a university archives partnering with a cross-discipline campus initiative, Ethnography of the University; and a student project to write a photographic history of student life at one Midwestern university.

Moderator: Kimberly Butler, North Central College, Naperville, Illinois

Presenters: Matt Borowicz, Southern Illinois University–Carbondale  
Ellen Swain, University of Illinois at Urbana-Champaign  
Anke Voss, Champaign County Historical Archives, Urbana, Illinois  
Jim Whistle, Southern Illinois University–Carbondale

**Friday, May 4**

**8:15-9:45**

**Session 4: Table Manners: Practical Skills for Promoting the Archives**

*Beth Kattelman*, (The Ohio State University) presented on “Public Speaking.” Beth, with her background in theater, had plenty of practical advice and tips to help the nervous public speaker. She started by saying that speakers should write out a mission statement—the main message they wished to convey—and make sure that they felt comfortable and competent to talk on the topic. While admitting that nobody gets over “butterflies” before a talk entirely, she emphasized the importance of practicing—in front of a mirror, in front of a friend, with a tape recorder or a video recorder, and with chaos, that is with distractions and things going wrong. All this practice can help the prospective speaker recognize irritating mannerisms or speech patterns and learn how to deal with them. She also demonstrated some voice exercises to loosen the vocal chords and help with projection. Beth warned speakers to stay within their allotted time and to plan for a question and answer period. She finished by saying that they should remember that their audience wants them to succeed too, and that even if they don’t do so well, and the talk goes badly, life will go on.

*Alice Sneary* (OCLC) the spoke on Marketing. Alice gave advice on how to market your archives. She challenged people to find out who their audience is. Especially if your institution has a limited budget, she said, you should concentrate on getting your message to the people who care and who you are able to serve. You should make your archives visible and promote your value to the community. You should take a hard look at your facility through the eyes of those coming to do research there. Is the physical space appealing and comfortable? Is it welcoming? She recommended taking a field trip to other institutions—even retail stores—to see how others present themselves and attract people. She also suggested improving your brand image online. You should track how people use your website and ask for open ended feedback, for qualitative suggestions, and also to take statistics and have measurements for quantifiable results. Marketing—the matching of people with products—Alice demonstrated, is as relevant for archival institutions as it is for other businesses.

**Friday May 4**

**10:15-11:45**

**Session 1: Say Cheese: A Fundamental Guide to Photo ID and Preservation**

*Michael McCormick*, Maryland State Archives, described the physical characteristics and chemical make up of all major photographic processes that are commonly found in archival collections from daguerreotypes to card photographs to Polaroids. To show attendees how to identify the processes he brought examples that were passed around the room. He also discussed common physical problems with each format and methods for stabilizing or reformatting them.



**Friday May 4**

**10:15-11:45**

**Session 2: Byte Sized Crunchy Bits: Dspace**

Note: Shelly Xiaoli Zhu, Youngstown State University did not speak.

*S. Victor Fleischer (Youngstown State University)* opened the session with a discussion on the background of DSpace and the implementation at Youngstown State. The Youngstown Project's goals were: 1) preserve materials for the upcoming centennial celebration, 2) manage university records 3) manage faculty publications. Fleischer later spoke at the project workflow, document selection, and use of DSpace for marketing.

*Jeffrey Trimble (Youngstown State University)* discussed the selection of DSpace as the university's institutional repository. Three systems were evaluated: 1) CONTENTdm, 2) Fedora and 3) DSpace. According to the YSU staff, DSpace was the easiest to submit information to and required the simplest installation. DSpace is an institutional repository that handles many file types, checks data integrity and indexes everything in a ll files (pdfs, jpegs, etc.). Trimble also discussed costs and hardware and software requirements.

*Thomas Bell (Youngstown State University)* discussed the centennial of the music school at YSU, explaining that the staff wanted to serve the public and promote the music school faculty. They looked into how all of the unaccessible tapes—data, reel-to-reel, etc.—could be shared with the public and put together a system to digitize the tapes. These files were then put into DSpace.

**Friday May 4**

**10:15-11:45**

**Session 3: Pea Soup: Privacy Concerns in Records**

*Alan F. January (Indiana State Archives)* spoke on "Managing and Accessing State Hospital Records: The Indiana Experience." Alan began by providing a brief history of state mental hospitals in Indiana. He then discussed transferring the hospital records to the State Archives. Alan said that before the State Archives agreed to take the records it insisted that hospital employees would physically pack the records and create an electronic database for the records. Furthermore the state would pay to microfilm the records.

Alan then outlined the basic steps the Indiana State Archives takes to protect the information. This includes staff training on HIPAA (Health Insurance Portability and Accountability Act of 1996); securely storing both the paper records and any databases that contain protected health information; and requiring consent forms to access patient information. Alan said that for patients still living, medical records could only be released with the written consent of the patient or legal guardian. If the patient had died, access to the records is granted to the legal representative of the estate; the spouse; and responsible members of the patient's family. All requestors though must complete the state archive's consent form and must provide proof of death and proof of relationship.

Alan concluded by discussing some of the effects HIPAA has had on the Indiana State Archives. This includes restricting the records permanently under HIPAA whereas in Indiana before HIPAA patient records could be opened 75 years after the patient's death.

*Erik A. Moore (University of Minnesota)* presented, "Hiding Information or Providing Access in Archives (HIPAA): Protected Health Information in University Archives." Erik began with an overview of HIPAA's Privacy Rule, including what information is considered private and what types of institutions are covered by HIPAA. He then described the University of Minnesota's situation in regards to HIPAA. While the University's Academic Health Center is covered by HIPAA, the University Archives isn't. However the Archives does follow the University's privacy policy which is more stringent than HIPAA. Erik next discussed possible approaches that archives could take with HIPAA material and the benefits and pitfalls of each approach. He concluded his talk offering advice to archives dealing with HIPAA protected records. Erik suggested that archivists should treat protected health information similar to how they treat copyrights. Archivists should not be afraid to question whether information labeled as protected should really be protected or not, just as some material marked as copyrighted might actually be in the public domain. He also said that since HIPAA is lacking in guidelines archivists should look for precedents set by the U.S. Department of Health & Human Services.

**Friday May 4****10:15-11:45****Session 4: Bubble Gum and Jaw Breakers: Archives in Social Studies Curricula**

*James Sheehan (Miami University)* discussed using Ohio Academic Content Standards to hook teachers of all levels into using primary sources in their lessons. He stressed uniqueness of every archival collection and encouraged participants to use your best stuff to get teachers' attention and show them how they can benefit from using archives. Sheehan also read Chad Doll's paper, since Doll was unable to attend the conference.

*Frans H. Doppen (Ohio University)* discussed the importance of exposing students to local history and talked about how he developed his methodology course for social studies teachers. Doppen also mentioned using the standards to see what is required to be taught at various ages. He assigns his students to make five lesson plans using primary/archival resources and connect global event to local responses. He also showed some of the feedback he has received from students.

**Friday May 4**

**1:30-3:00**

**Session 1: Session Leftovers of History: Women's Collections in Archives**

*Christine Schmid (American Jewish Archives)* studied the question in practical and theoretical terms of whether or not it is effective to separate the study women's history from the larger study of history in her presentation titled, "Effectiveness of Specialized Archives for Women's Papers." She described first the significant shift that has taken place in the field of history as a whole in the late 20<sup>th</sup> century. What topics are worthy of historical study was questioned and the study of social history, including women's history, legitimized. She looked at the collections of her own institution and found very few female oriented materials in the accession log – exactly one collection of a woman's papers and a divorce record for a woman. However, she is happy to report that the situation is changing and current collecting efforts include obtaining the papers of the first generation of female rabbis. Next she looked at the viability of physical repositories and virtual repositories serving specific groups, such as the Jewish Women's Archives. Her conclusion is that they are viable and necessary. She believes that there will continue to be a need for these repositories because men's and women's stories are different.

*Melinda McMartin (Ferris State University)* presented "The Other Mrs. Ferris, Real Women in the Archives." She began her remarks by describing her experience trying to exhibit the portrait of the second wife of her institution's founder. She was told that the second Mrs. Ferris 'upset people' and she should do an exhibit on the first Mrs. Ferris despite a lack of primary or secondary material documenting her activities. Though she has not yet succeeded in hanging the portrait, McMartin described her successful efforts to tell the second Mrs. Ferris' personal story and the story of many other women in the University's history. This is in spite of the fact that the smallest record group in the university archives is for the Dean of Women – it consists of five sheets of paper. She has extensively mined all of the records groups for glimpses into the experiences of women on campus and recommends keeping a record of where information can be found on female students, staff and faculty so you are always prepared to participate in campus events.

*Marian Matyn* spoke on "If You Come Bring a Teacup, Challenges Using Women's Manuscripts." The title for her remarks is quoted from a remarkable letter written by a woman who immigrated west to a female relative residing back east. She describes her challenge to find more information about these two women and how important the female perspective on historical events is to preserve, even if it is just one letter. She does not doubt that women's papers were marginalized in archives for many years because women's role in society as a whole was marginalized. There were a few institutions, such as Radcliff College and Smith College that collected women's papers earlier, but for many institutions 1970 was the turning point at which they began to consider collecting women's papers as more important. Matyn searched archival literature from 1938-2007 and found just six articles about women archivists and only three about women's papers. Fortunately, she did find articles about women and records for women's papers easier to find in databases such as American History and Life and World Cat. Additionally, she feels that

women's collections are valued at her institution now and described her success in identifying the creator of a glass plate negative collection as a woman who worked as a professional photographer

**Friday May 4****1:30-3:00****Session 2: Recipe for Success: E-mail Management Systems**

*Dan Jones (Honda of America Manufacturing)* presented "An E-mail Management Case Study." Dan described how a workable e-mail management system has been put in place at Honda of America Manufacturing. Their IS department wanted to save server space, their Legal department wanted to improve compliance, especially during litigation, and the Records Management department wanted to apply the retention schedules. They already had a good paper records management system in place and the users were familiar with the definitions of a business record and a records series. They therefore had already mastered the most difficult part of e-mail management—the classification and analysis of records. Honda started with a small pilot exercise, expanded to a much larger pilot exercise, and finally went company wide two years ago. Using Lotus Notes, they did all the work in-house, and provided a computer based training module to assist people. Folders are provided within Lotus Notes for people to transfer e-mail records with retentions of one year, two years, three years, or five years. There is also an on hold folder for records in litigation. When retention folders are eligible for destruction, the record holder is notified before they are deleted. Other e-mails, that are not Honda business records, are deleted after thirty days. Dan admitted that they do not yet have a way of dealing electronically with records of permanent value but, as these represent a very small proportion of the records they hold, they advise that they are printed and filed as paper. After a lively question and answer period, Dan finished by saying that their system is working for them. It might not be perfect, but it has the very real advantage of being easy to understand and people actually use it. The session provided useful knowledge for all of us regarding the challenging matter of e-mail management.

**Friday May 4****1:30-3:00****Session 3: Take-Out: Bringing Collections Into the Classroom**

*Jody Blankenship (Ohio Historical Society)* opened the session with a discussion on statewide outreach efforts in Ohio. He spoke about professional development such as the Ohio Social Studies Resource Center (OSSRC) and History Day. He also discussed connecting teachers across Ohio and how they can use local historical societies for research.

*Betsy Hedler (Ohio Historical Society)* explained how to determine what a primary source is and how primary sources can be used in the classroom. She also touched on local connections and how to engage students' imaginations.

*Stacia Kuceyski (Ohio Historical Society)* presented on the Near East Side Community History Project, which involved working with students and teachers to create oral histories and place a historical marker in the community. She emphasized training students to conduct interviews and teaching them to do research.

*Tutti Jackson (Ohio Historical Society)* focused on the Congressional Academy grant awarded to the Ohio Historical Society. The project focuses on American history and civics. OHS supplies the expertise and documents, while student-teacher teams create projects.

#### **Friday May 4**

**1:30-3:00**

#### **Session 4: Tang: Mission Control and the Archival Enterprise**

*Dianne Brown (Proctor and Gamble)* introduced the P & G Archive and corporate mission. She gave an overview of P & G brands and shared the archives' mission statement. Brown then surveyed the archival collections at P & G and shared examples of outreach and marketing, including "Lunch & Learn" sessions using the Max Factor Collection to piggyback on the premiere of "The Aviator." Other ideas included creating a touring exhibit, giving tours of the heritage center and writing articles.

*Melissa Gottwald (Iowa State University)* spoke on the connection between regional heritage and land-grant institutions. She gave an overview of Iowa State's special collections and discussed how the community influences the way an archive functions and develops. She introduced the land-grant mission: practical and affordable education and public service. Her talk focused on how the archiv supports this mission.

*Craig Wright (Herbert Hoover) Presidential Library* moderated the session.

#### **Saturday May 5**

**8:30-10:00**

#### **Session 1: Go Fish: The Minnesota Reflections Online Image Database Project**

*Daardi Sizemore (Minnesota State University–Mankato)* described the inception of the Minnesota Digital Library in 2001. Minnesota Reflections, launched in 2005, provides online access to more than ten thousand images and documents shared by more than 60 cultural heritage organizations across the state. This LSTA-funded project was created by the Minnesota Digital Library Coalition (MDLC). The database can be browsed by contributor, institution or region. Much of the work was done by volunteers. She also discussed a study that was implemented to find out how they could make the database more accessible to educators. They created a Powerpoint plug-in, online lesson plans and other resources for teachers. They are also developing learning objects using Pachyderm, a multi-media authoring tool.

*Ben Leonard (Nicollet County Historical Society)* discussed the variety of partners that have been involved with the Minnesota project. He got involved with the project to increase usage of his institution's collections, increase society contacts and for the potential revenue reasons that come from image purchases. He spoke on image selection requirements, scanning standards and marketing the website.

**Saturday May 5****8:30-10:00****Session 2: Happy Hour: Programs to Increase Interest in Your Archives**

*Jacky Johnson (Miami University)* discussed the broad cross-campus and external collaborations in planning a national celebration of the life of composer Edgar Stillman Kelley. She also discussed their work with a records management database to organize this collection and place it on-line. *Amy Bergseth (Miami University)* went on to explain more about the Kelley collection, including details about the Kelley family, processing the collection and creating a database.

*Louise Jones (Ohio Historical Society)* discussed the efforts of the Ohio Historical Society to promote its Archives/Library through a family reunion program, genealogy workshops, and blogs. Regarding the family reunion program, Jones advised participants to be sure to have conversation areas outside the archives for family to talk, as well as other activities for family members who may not want to do research. She also advised against doing collection development in conjunction with a family reunion program.

**Saturday May 5****10:30-12:00****Session 1: Hey: This Menu is in French: Perceptions of Student Users**

Description from program:

For students first learning how to use archives and research collections, the experience can be compared to ordering dinner for the first time in a French restaurant. How do students learn to identify source materials appropriate to their research topics and to use our complex systems? Have Web tools altered their research methods, and what can we learn from their perceptions and experiences? Siefert will address these questions based on the experience of undergraduates who have won research grants. Hoogland will discuss strategies developed to help middle and high school History Day students, and Marks will speak about student needs from the reference side of the desk.

Moderator: Lisa Carter, University of Kentucky, Lexington

Presenters: Tim Hoogland, Minnesota Historical Society, St. Paul  
Alexis Braun Marks, University of Wisconsin–Madison  
Stephanie Siefert, Indiana University East

**Saturday May 5****10:30-12:00****Session 2: Sharing A Piece of the Pie: Access to Archives for Users with Disabilities**

*Barbara Floyd (University of Toledo).* With the newly added humanities-based Disabilities Studies program at the University of Toledo, the Ward M. Canaday Center developed the Regional Disability History Archive Project to support new research interests. These collections highlight the Disabilities Rights Movement and are important for the historical identity of the disabilities community. One of the obstacles in managing these types of collections is making them available and accessible to the interested communities. Their collections contain Braille documents, require special equipment, and they noted difficulty in making photographs available to the blind. It was also challenging to effectively communicate to potential donors of materials, especially those in the deaf community.

*Kim Brownlee (University of Toledo).* Brownlee outlined some of the collections that make up the Regional Disability History Archive Project including *Assistance Dogs*, *Bittersweet Farms*, *David's House*, *Josina Lott Day School*, *Easter Seals program*, and collections of personal papers.

*Chikako Mochizuki (University of Kansas).* Ms. Mochizuki is a blind doctoral student at the University of Kansas who frequently uses archives for her research. She stressed that archival materials should be equally available for all users. Mochizuki described her experiences in using different archives and noted that obtaining a read was most important given the limitations with technology at the present. The reader assists with reading potential materials and makes copies of relevant materials. In order to review relevant articles, Mochizuki must have someone read and record each article. The experience of access has gotten better in past years with the use of the assistive technology, JAWS, which reads browser content and helps with accessing online finding aids.

*Jennifer Harp (Mount St. Mary's University, Maryland).* Harp spoke about the Americans with Disabilities Act (ADA) and how it applies to public and private entities. According to the ADA, a disability is "a physical or mental impairment that substantially limits one or more of major life activities." In the United States, 18.1% of people have some level of disability, with 11.5% of Americans having a severe disability. Archives have a social responsibility to provide equal access to their archives in a way that promotes independence among their users. Archives that are found in violation of the ADA may face fines from \$50,000 to \$100,000. She encouraged archives to develop an action plan that may include alterations to the website, physical building, reference interview, physical materials, and public programming.

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