



Beth Kattelman, Editor  
George Bain, Features Editor

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## 2011 SPRING CONFERENCE WILL FOCUS UPON SUSTAINABILITY

The 2011 Annual Meeting will be held on April 15th at the Conference Center at OCLC in Dublin, Ohio. This year's theme is *Sustainability: The Capacity to Endure*. Sessions will explore concepts of viability, durability, renewability, continuing, saving and reusing resources and funding sources, collaboration, sustaining enthusiasm and interest in archives, surviving and planning for downsizing and relocation projects. Graduate student poster presentations will also be part of the event. For the latest information on the conference program and registration please visit: [http://ohsweb.ohiohistory.org/soa/index.php?title=Annual\\_Conference](http://ohsweb.ohiohistory.org/soa/index.php?title=Annual_Conference).

### Our Keynote Speaker, Scott Sanders

The keynote address, entitled *Antiochiana: the Antioch College Archives and its Capacity to endure Antioch College*, will be given by **Scott Sanders**, Archivist of Antioch College, Yellow Springs, OH. Scott holds a BA in American history and a MA in archival and historical administration both from Wright State University. He has worked for Antiochiana, the Archives of Antioch College and University for 17 years, with a brief hiatus when the college and his department closed. He was the first employee to be hired by the newly-organized, independent Antioch College. Scott is a frequent lecturer for historical societies and other local organizations and has contributed numerous articles and essays of local and institutional history. He is the author of *Antioch: An Episodic History*, and is working on a more comprehensive narrative of Antioch College, due out later this year.



***The following people are working diligently to put together this conference. Thanks a bunch!***

#### Program Committee

Jacky Johnson (Chair)  
Gillian Hill  
Jennifer Long  
Sandra Stewart  
Suzanne Maggard  
Nathan Tallman  
Matthew Peek  
Leni Anderson

#### Conference Committee

Suzanne Maggard  
Stephanie Bricking  
Jillian Carney  
Katy Klettinger  
Judy Cobb  
Judith A. Wiener

I cannot help but feel nostalgic as I write my final "President's Message" to you. SOA has been an integral part of my professional life since I began my first job at the Ohio Historical Society many years ago. One of the first things I did as a new archivist was to attend the Fall SOA meeting. Little did I know that SOA would be such an important part of my ongoing professional world.



As you might expect, SOA has provided learning and networking opportunities. But, more importantly, it has given me the chance to "give back" to the profession. My "give back" was not always glamorous or fun. Sometimes it was getting to the conference early to make the coffee, or spending an afternoon stuffing envelopes, or making sure a registration database is ready so nametags can be printed. Sometimes it was scheduling meetings and calls, or writing up notes, or reporting at the annual business meeting. "Give back" is the stuff that makes meetings happen and organizations run.

I would like to thank outgoing Council members Christine Engels and Beth Kattelman who have served SOA well for the last two years; as well as Emily Lockhart who put together SOA's fall workshop at the University of Akron. And, I would like to give a special thanks to SOA secretary Gillian Hill. Gill has served on SOA Council as either treasurer or secretary for ten years now always with the utmost of professionalism and good humor. These four women and countless other archivists through the years have given back to SOA in countless ways.

SOA needs more of its members to "give back." SOA is our organization; it rises and falls based on the work that we put into it. Please invest some of your time and energy and creativity back into SOA. SOA needs you.

Judy Cobb  
President  
Society of Ohio Archivists

Following is the slate of candidates to be considered for election to the Society of Ohio Archivists Council this year. Voting will take place during the annual meeting portion of the Spring Conference which will be held April 15, 2011 at the Conference Center at OCLC in Dublin Ohio. The statements of the candidates will be provided at the annual conference. For additional information, please visit: [http://ohsweb.ohiohistory.org/soa/index.php?title=Annual\\_Conference](http://ohsweb.ohiohistory.org/soa/index.php?title=Annual_Conference)

**President**

Kimberly Brownlee – University of Toledo  
Christine Schmid Engels- Cincinnati Museum Center

**Secretary**

Gillian Hill – Greene County Records Center  
and Archives

**Vice President**

Katy Klettlinger- Licking County Records Center  
Judith Wiener – Ohio State University

**Council (2 seats)**

Benjamin Blake- Youngstown State University  
Rachel DeHart – University of Dayton  
Jeremy Feador – Baldwin Wallace  
Jennie Thomas – Rock and Roll Hall of Fame

## PROPOSED CHANGE TO THE SOA BYLAWS

### *From the SOA Secretary, Gillian Hill:*

Below is the wording as it presently stands in our Bylaws, under Duties of the Officers, item 3. Following that, I have the wording with changes we would like to make. The changes are for SOA members' approval at the annual Business Meeting. I have italicized the words to be changed in both paragraphs. The changes are being requested because of our agreement with OHS.

#### **Current wording:**

3. The treasurer shall follow the budget presented by the president and approved by the council, shall have ***custody*** of all monies belonging to the Society and pay them out only upon the authority of the council, shall ***collect*** the membership dues, and shall keep an accurate list

of all members. At the annual meeting the treasurer shall present a financial report, and make a report on the membership status of the Society.

#### **Proposed wording:**

3. The treasurer shall follow the budget presented by the president and approved by the council, shall have ***responsibility*** for all monies belonging to the Society and pay them out only upon the authority of the council, shall ***manage*** the membership dues, and shall keep an accurate list of all members. At the annual meeting the treasurer shall present a financial report, and make a report on the membership status of the Society.

This change will be discussed and voted on at the annual business meeting to be held as part of the Spring Conference at OCLC on April 15th.

## by Sasha Griffin, 2009 Spring Conference Scholarship Recipient



Sasha Griffin

While as a student in Kent State University's SLIS program, I was awarded a scholarship to attend the Society of Ohio Archivists' Spring Conference in 2009. Excited to expand my knowledge of archival practices and issues while also meeting professionals in the field, I was armed with a willingness to learn and to network.

With a focus on archival accessibility and digital projects, the conference really inspired me to pursue innovative solutions to issues of access. During a workshop about digital projects at The Ohio State University, I met Laura Kissel, the Polar Curator with the Byrd Polar Research Center Archival Pro-

gram. Excited about her work publishing materials online, I approached Laura about a practicum project for the following fall semester. She mentioned that there was a project that would be great for a practicum student and over the following months, we made plans to begin work that autumn.

From August to December 2009, I spent my time photographing, describing, and electronically publishing artifacts and objects through OSU's homegrown Media Manager software. Our initial goals were surpassed within the first month, reaching over 160 items on the Internet by the end of the semester. Many discoveries were made within the collection, such as uncovering a book of paintings privately published by the Wright Aeronautical Corporation in 1928 titled "Flights: Unforgettable Exploits of the Air." We soon realized that this project was not only for the benefit of the end user, but also for the collection and curator.

After seeing strong success with the practicum, I was fortunate to be hired on a part-time, contract basis in order to continue digitizing artifacts following graduation. By the end of my contract in September 2010, there were over 400 searchable artifacts

online from the Papers of Admiral Richard E. Byrd and the Papers of Sir George Hubert Wilkins.

In addition to the fantastic working experience I had at The Ohio State University Archives, I also met wonderful friends who supported me in my job search towards the expiration of my contract. A position opened at Luther College in Decorah, Iowa, that was a perfect match for my interests and skills, and thanks to recommendations from Tamar Chute and Dan Noonan, I got my foot in the door for an interview. The first interview led to a second, third, and fourth and in December, I began work as the college's Project Cataloging Archivist. Now, I am responsible for implementing an NHPRC grant focused on creating, describing, and publishing finding aids, inventories, and access points through Archon for the collections at Luther College and Vesterheim Norwegian-American Museum.

With Spring 2011 right around the corner, I am thankful for the opportunities that I have been afforded over the last two years. Through the SOA conference and my digital project at OSU, I found that I really en-

*Continued on the next page*

by Emily Lockhart

The Society of Ohio Archivists annual Fall Workshop was held on October 8, 2010. The workshop drew 38 attendees to The University of Akron campus to learn about digitization and copyright. With a new workshop format, attendees could either choose the morning or afternoon session or both depending on their schedules and interests.

The morning session, "Digital Projects 101: Developing a Digital Library", was presented by the Digital Services Team of the Ohio Historical Society. The session provided an overview of selecting items for digitization, choosing scanning equipment, performing scanning procedures, and creating metadata. The afternoon session, "Navigating through the Copyright Maze for your Library, Museum, and Digi-

tal Projects," was presented by Michelle Deis of Inspire Information Services, LLC. Michelle provided a wealth of information on copyright law, including copying and preserving copyrighted materials, sharing materials with others, and obtaining permissions of use.

SOA would like to thank the Digital Services Team of Ohio, including Jillian Carney, Aaron O'Donovan, and Phil Sager; and Michelle Deis for their workshop presentations.

SOA Council is gathering ideas for future Fall Workshop topics. Is there a topic or archival issue you would like to learn more about? Please send your ideas to Emily Lockhart at [erlockh@uakron.edu](mailto:erlockh@uakron.edu) or any SOA Council member.



**Michelle Deis**  
Inspire Information  
Services, LLC

*Emily Lockhart  
([erlockh@uakron.edu](mailto:erlockh@uakron.edu)) is the  
Archives Associate Senior at  
The University of Akron.*

## A SPRING CONFERENCE SUCCESS STORY, CONTINUED

joyed focusing on archival access through technology and I knew that I wanted to continue working in this area. I thank many of my OSU friends, especially Laura Kissel, for helping and encouraging me during the beginning stages of my professional development. And, most importantly, I am so grateful that I was given

the ability to attend the 2009 Spring Conference as a scholarship recipient. The Society of Ohio Archivists gave me tools and the environment that jump-started my career. I hope that the organization can continue offering these scholarships to students and recent graduates. Likewise, I hope the award re-

cipients will continue to take advantage of this amazing opportunity to meet others in the field and to learn more about themselves and their own career paths.





The 25th annual Western Archives Institute will be held at U.C. Berkeley in Berkeley, California, July 10 – 22, 2011. The Western Archives Institute is an intensive, two-week program that provides integrated instruction in basic archival practices to individuals with a variety of backgrounds, including those whose jobs require a fundamental understanding of archival skills, but who have little or no previous archives education; those who have expanding responsibility for archival materials; those who are practicing archivists but have not received formal instruction; and those who demonstrate a commitment to an archival career.

The Institute also features site visits to historical records repositories and a diverse curriculum that includes history and development of the profession,

theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, outreach programs, and managing archival programs and institutions.

Dr. David Gracy has graciously agreed to serve as Principal Faculty Member for the 2011 Institute. Gracy is the Governor Bill Daniel Professor in Archival Enterprise, University of Texas at Austin School of Information. He is the author of *Archives and Manuscripts: Arrangement and Description*; of *The State Library and Archives of Texas: A History, 1835-1962*, and of *Moses Austin: His Life*. This will be the fifth time Gracy has served as Principal Faculty Member of the Western Archives Institute.

Tuition for the Institute is \$700 and includes a selection of archival publications. Other non-negotiable fees, including program transportation, facility fees, opening dinner, and luncheon at the closing program will be available in early February. Housing and meal plans are available at additional cost.

The application deadline for the 2011 Western Archives Institute is April 1, 2011. For additional program information, see: <http://www.calarchivists.org/Default.aspx?pageId=704191>, or contact:

Administrator  
Western Archives Institute  
1020 O Street  
Sacramento, CA 95814  
Telephone: 916/653-7715  
Fax: 916/653-7134  
E-mail:  
[ArchivesWeb@sos.ca.gov](mailto:ArchivesWeb@sos.ca.gov)

The Western Archives Institute is co-sponsored by the Society of California Archivists and the California State Archives. The application package is available at <http://www.sos.ca.gov/archives/wai/>, or <http://www.calarchivists.org/Default.aspx?pageId=704191>.

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Ellen Jarosz  
Associate Administrator  
Western Archives Institute



Individual and Student-level members receive special rates at conferences and workshops, voting rights at the annual business meeting, and listing on the SOA membership roster. Patron and Sponsor-levels include all Individual membership benefits plus providing support for SOA special projects. Institutional-level members receive discounts for up to two employees to attend the annual meeting. If you did not receive a membership renewal letter in the mail, please download the membership brochure from the SOA website, fill it out, and send it with payment to:

Emily Lockhart  
SOA Treasurer  
1805 Brookshire Road  
Akron, OH 44313

## NEWS

Christine Engels is now the Acting Archives Manager at the Cincinnati Museum Center. Congratulations to Christine! (Photo courtesy of Stephanie Lowe).



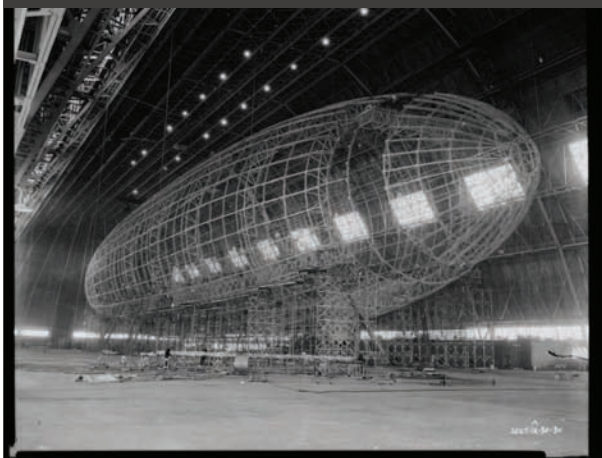
## UNIVERSITY OF AKRON AWARDED NEH GRANT

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by S. Victor Fleischer and Emily Lockhart



**National Air Races**  
**September 4, 1934 (nitrate negative)**  
 Archival Services, The University of Akron



**USS Akron Construction**  
**December 30, 1930 (nitrate negative)**  
 Archival Services, The University of Akron



**Graduate Student Charlotte Palmer**  
**re-houses acetate negatives**  
**from the Goodyear Tire & Rubber Company**

In May 2010, the National Endowment for the Humanities (NEH) awarded The University of Akron's Archival Services, a division of University Libraries, a two-year \$303,000 Humanities and Collections Resources Grant. The funds are being used to process, preserve, and digitize over 23,000 photographic negatives from the Goodyear Tire & Rubber Company, including the earliest at-risk images (1912-1951) on glass plates and nitrate and acetate film.

The photographic negatives visually document the fascinating history of one of the world's largest and most influential rubber companies. It includes seldom-before-seen images that depict factory scenes, tires and other rubber products, and company events. The images also provide historic documentation of lighter-than-air flight, including blimps, dirigibles, and balloons. Goodyear donated the negatives, which are valued at more than \$1.1 million, to UA in 2008.

Since the grant was awarded, Archival Services hired and trained three undergraduate and two graduate students from the Department of History at The University of Akron to organize the negatives by format and size and re-house them in acid-free enclosures for preservation. Students are also creating an inventory of the entire collection of approximately 250,000 folders (1912-1984) for greater access and search capabilities.

The project created a unique learning opportunity



for these five students. It provides hands-on experience using primary resources and an opportunity to learn about historic people, places, and events significant in American history. By working with archival professionals, the students are being trained to process, preserve, digitize, and catalog rare archival materials. The skills they have acquired will greatly assist them as they continue to pursue their academic and professional careers. A [video highlighting](#) the project and the students' work premiered during University of Akron President Luis Proenza's State of the University Address on October 26, 2010.

The Northeast Document Conservation Center in Andover, Massachusetts, has already digitized more than 7,000 nitrate negatives. Metadata is being created and the digital images will be uploaded to the OhioLINK Digital Resource Commons, where they will be fully searchable and accessible worldwide.

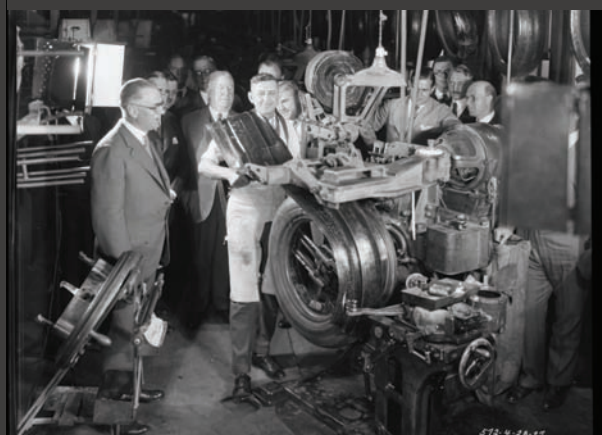
The project has been designated a "We the People" project, which is an NEH program designed to encourage and enhance the teaching, study and understanding of American history, culture, and democratic principles.

[Archival Services](#) collects, preserves, and makes accessible materials relating to The University of Akron, the history of the Akron area, and other special collections.

*S. Victor Fleischer is the University Archivist & Head of Archival Services at The University of Akron, and Emily Lockhart is the Archives Associate Senior at The University of Akron*



**Student assistant Greg Voorhees re-houses a glass plate negative from the Goodyear Tire & Rubber Company**



**Construction of the 100,000,000 tire April 28, 1927 (nitrate negative)  
Archival Services, The University of Akron**



**Inspecting Cured Tires (Plant 2), September 26, 1928 (nitrate negative)  
Archival Services, The University of Akron**

## CLEVELAND STATE AND MONTGOMERY COUNTY WIN OHRAB'S FIRST ACHIEVEMENT AWARDS

In Fall, 2010 the Ohio Historical Records Advisory Board (OHRAB) presented an Achievement Award to two archival centers in Ohio. Recipients of the first awards were the Cleveland State University Michael Schwartz Library Special Collections Department and the Montgomery County Records Center and Archives. The awards, the first made, were announced during Archives Month in Ohio.

According to OHRAB, the purpose of the award is to recognize "significant accomplishments in preserving and improving access to historical records in any format by an Ohio archival institution."

Its criteria for the award include accomplishments for recent special projects or on-going programs that:

- *Build significant collections*
- *Implement successful preservation strategies*
- *Enhance access to archives*
- *Develop effective digitization programs*

OHRAB adds that preference is to be given "to projects or programs that can be adapted for use by other institutions." Institutional departments with representatives on the Awards Committee are not eligible for the award.

The Achievement Award citations state that:

Cleveland State's Special Collections Department has led the Cleveland Memory Project since its beginning in 2002. Institutions as diverse as the Cuyahoga County Engineer's Office, Berea Children's Home, Rocky River Public Library, Hathaway Brown School, and Lakewood Historical



Society have contributed materials from their collections to Cleveland Memory. Project partners have made more than 42,000 images and other historic items available online. Practicum and internship opportunities provide real world experience to students while bringing fresh from the classroom perspectives to practitioners. Cleveland Memory is a model of multi-institutional collaboration melding local collection knowledge, shared infrastructure, and professional development opportu-

nities. OHRAB congratulates Cleveland State University and its partners for expanding access to Ohio's historic resources.

In 2006 the Montgomery County Records Center and Archives faced every archivist's nightmare. Active mold, cracked spines on bound volumes, and inadequate storage threatened the existence of the county's historic records. Through a systematic program of compliance with neglected records disposal schedules, environmental improvements and monitoring, and conservation treatment, Montgomery County Records Center and Archives staff have demonstrated that even monumental problems can be mitigated if approached with determination and creativity. The results of their efforts include reduced storage costs, improved access, and the confidence that the early records of Montgomery County will survive. OHRAB recognizes the Montgomery County Records Center and Archives for preserving Ohio's public history records.

Both repositories were presented with a plaque, a facsimile of which may be seen on the [OHRAB Website](#). OHRAB also presents a National History Day award to participants who "best use Ohio's historical records" in a NHD project.

## by Holly Deakyne

The Ohio University Libraries is in the middle of a NHPRC-funded project to make all Manuscript and University Archives collections in the Robert E. and Jean R. Mahn Center for Archives and Special Collections available online using OhioLINK's EAD Finding Aid Creation Tool and Online Repository, the EAD FACTORY.

In order to post finding aids online with the EAD FACTORY, existing and legacy finding aids must be optimized to conform to Describing Archives: A Content Standard (DACS). The Project Archivist creates new finding aids for all of the unprocessed collections. These collections are minimally processed: minimal processing is done as intellectual organization and description at the collection or series level. The finding aids do not include box or folder lists and materials are not rearranged.

First, the Project Archivist reviews and optimizes the existing finding aids to ensure they are compatible with the EAD FACTORY. This is accomplished by inserting all of the information into a finding aid template created to include all of the fields required by EAD FACTORY. Be-

cause of the way the Archives and Special Collections units at Ohio University are structured, there are two templates: one for Archives and one for Manuscripts. The template is also written with instructions so that student workers with nominal archives training can easily use it to process collections.

The Project Archivist enters the data from the existing finding

aids into the template. When necessary, required information that is missing is acquired by review of the collections. Information in the legacy finding aid that do not fall into the defined parameters of the project's minimal processing requirements, such as folder lists, are omitted in order to make sure the project's timeline could be met.

*Continued on page 12*

\* items are required

\*COLLECTION OVERVIEW/DESCRIPTIVE SUMMARY

Repository:	Ohio University.
Creator:	
Title:	
Collection ID/Call Number/Unit ID:	
Dates:	[inclusive] (bulk [bulk])
Physical Extent/Volume:	
Scope and Content Abstract:	
Language:	The collection is in English.

\*ADMINISTRATIVE INFORMATION

Arrangement:	
Access Restrictions:	The collection is unrestricted.
Use/Copyright Restrictions:	Requests for permission to publish material from this collection should be discussed with the University Archivist of the Mahn Center for Archives and Special Collections.
Author of Finding Aid:	

BIOGRAPHICAL/HISTORICAL NOTE  
 <!-- Only use if needed. Delete these directions before saving finding aid.-->

--

BIBLIOGRAPHY  
 <!-- Goes along with Biographical Note. Only use if needed. Delete these directions before saving finding aid.-->


\*SCOPE AND CONTENT <!-- Biographical and historical information does not belong here. If you do not know what goes into a scope and content note, please ask. Delete these directions before saving finding aid.-->

--

SERIES DESCRIPTIONS  
 <!-- Use series if needed. Copy for as many series as needed. Each series should get its own container list. If series are not needed, delete and have container list directly follow collection description. Delete these directions before saving finding aid.-->

Series Name:	
Dates:	
Physical Extent/Volume:	

Holly Deakyne (deakyne@ohio.edu) is Project Archivist at the Ohio University Libraries. She was previously Project Archivist with the Solomon R. Guggenheim Museum in New York City. She received her MILS degree from the Pratt Institute in 2008.



*Continued from page 11*

For the second stage of the project, student workers have entered information from the optimized finding aids into the EAD FACTORY based on the Project Archivist's instruction manual and some rudimentary training on how to properly enter data into

the tool.

The student workers encountered some problems entering data into the tool. For example, they were initially confused about the difference between "Author" in the EAD Header and "Origination" in the Summary of the Collection. Because the Manuscripts template

followed closely the original form of finding aids that were created by the Manuscripts unit, the terminology used has not always matched the EAD FACTORY. Tables in the finding aid instruction manual show which fields from the finding aids match up with the EAD FACTORY.

After entering the first "Title" and saving the new finding aid, you will get this screen. Click on "EAD Header\*" to continue entering the finding aid information.

Then click on the pencil to begin editing.

**COMPONENTS TABLE (in the order in which you will encounter them in the wizard)**

#### EAD Header

EAD WIZARD	MANUSCRIPT (MSS)	UNIVERSITY ARCHIVES (UA)
Title preface	Finding aid for the	Finding aid for the
Title	Title	Title
Authors	Processing	Enter "Ohio University Archives"
Creation	-Auto completes-	-Auto completes-
Year encoded	-Auto completes-	-Auto completes-
Languages of the Finding Aid	Language	Language

#### Collection Level: Summary of the Collection

EAD WIZARD	MANUSCRIPT (MSS)	UNIVERSITY ARCHIVES (UA)
Origination	Author	Creator
Inclusive Dates	Date	Dates
Bulk Dates	** only enter if available	** only enter if available
Extent	Quantity	Physical Extent/Volume
Default is "linear feet"	Change to "cubic feet"	Change to "cubic feet"
Empty box next to "cubic feet"	Enter any additional info that appears in parentheses; do not	Enter any additional info that appears in parentheses; do not



Although the EAD FACTORY instructions discourage cut-and-paste data entry, the Project Archivist determined that this method works and can be used to effectively complete records. The spell check application built into the EAD factory does not work for Ohio University log-ins, though this is still under review by OhioLINK. Cutting and pasting from Word ensures that there are fewer typographic errors during the transfer of the information. As of the publication of this article, there has been only one XML issue due to cutting and pasting, and it was easily identified and remedied.

The final issue is that the student workers do not enter the controlled access heading. As you can see in the image above, EAD FACTORY enables many selections for the heading's source. The Ohio University Libraries use: "Library of Congress Subject Headings," "Library of Congress Name Authorities Files," and "Locally controlled list of terms." Teaching student workers about the complexities of the Library of Congress Subject Headings proved not to be an effective use of time and resources, so the Project Archivist completes these entries.

After the finding aids are entered including the controlled access

headings, the Project Archivist uploads to OhioLINK if there are no problems found during validation. Then the Project Archivist downloads a binary MARC record to save into a folder for the Cataloging Department to use to enter each collection into the Ohio University Libraries' online catalog.

The deadline for project completion is November 2010, and the project is well ahead of schedule. This is largely due to the advantages brought to the project by the EAD FACTORY. Without this tool, the Ohio University Libraries would not have been able to make its collections available as quickly.

**EAD**  
Encoded Archival Description

Username: Holly Deaknye Repository: Ohio University

Home  
Create/Edit Finding Aid  
Validate, Preview, or Submit Finding Aid  
EAD Header\*  
Collection Level\*  
Summary of The Collection\*  
Biography or History  
Scope and Content\*  
Arrangement\*  
Preferred Citation\*  
Controlled Access Headings\*  
Separated Material  
Related Material  
Other Finding Aid  
Restrictions on Access  
Restrictions on Use  
Acquisition Information

**MSS#45: Lancaster Lateral Canal Company ledger**

Controlled Access Term - Hocking Valley (Ohio) -- History

Finding Aid Identifier	OUN0001
Type of Term <input checked="" type="checkbox"/>	Subjects
MARC Encoding <input checked="" type="checkbox"/>	Subject
Source*	Library of Congress Subject Headings
Controlled Access Term*	<ul style="list-style-type: none"> <li>Art and Architecture Thesaurus</li> <li>Religion indexes: Thesaurus</li> <li>Thesaurus for Graphic Materials: TGM II Genre and Physical Characteristic Terms</li> <li>International Standard for Archival Authority Record for Corporate Bodies, Persons, and Families</li> <li>Index terms for Occupations in Archival and Manuscript Collections</li> <li>Library of Congress Name Authorities File</li> <li><b>Library of Congress Subject Headings</b></li> <li>Thesaurus for Graphic Materials: TGM I Subject Terms</li> <li>Locally controlled list of terms (use for terms from lists developed at your institution)</li> <li>Medical Subject Headings</li> <li>Moving Image Genre-Form Guide</li> <li>NAL Agricultural Thesaurus</li> <li>NASA Thesaurus</li> <li>NIMA Cartographic Subject Categories</li> <li>Revised Nomenclature for Museum Cataloging</li> <li>Occupational Outlook Handbook</li> <li>Political Science Thesaurus II</li> <li>Binding terms: A Thesaurus for Use in Rare Book and Special Collections Cataloging</li> <li>Genre Terms: A Thesaurus for Use in Rare Books and Special Collections Cataloging</li> </ul>

\* Required Fields

Save Changes

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Questions? Comments? P

## MISSION

*Founded in 1968, the Society of Ohio Archivists' mission is to exchange information, coordinate activities, and improve professional competence in Ohio's archives and manuscript repositories. Membership in the society is open to the public, and we invite anyone with an interest in archives and manuscripts to join.*



[www.ohioarchivists.org](http://www.ohioarchivists.org)

## SOA COUNCIL

### COUNCIL OFFICERS

#### **President**

*2009-2011*

Judith Cobb  
Product Manager  
Digital Collections Services  
Online Computer Library Center  
(OCLC)

#### **Secretary**

*2009-2011*

Gillian Marsham Hill  
Records and Information Manager/  
Archivist  
Greene County Records Center  
and Archives

#### **Vice President**

*2010-2011*

Judith A. Wiener  
Head Curator  
Assistant Professor  
Medical Heritage Center  
The Ohio State University

#### **Treasurer**

*2010-2012*

Emily Lockhart  
Archives Associate Senior  
Archival Services  
The University of Akron

### COUNCIL MEMBERS

*2010-2012*

Jillian Carney  
Electronic Records Archivist  
The Ohio Historical Society

*2009-2011*

Beth Kattelman  
Associate Curator  
The Jerome Lawrence and Robert E.  
Lee Theatre Research Institute  
The Ohio State University

*2009-2011*

Christine Schmid Engels  
Assistant Archivist  
Cincinnati Museum Center

*2010-2012*

Lonna McKinley  
Museum Manuscripts Curator  
National Museum of the United  
States Air Force/MUA

### EX-OFFICIO

#### **Editor, *The Ohio Archivist***

Beth Kattelman  
Associate Curator  
The Jerome Lawrence and Robert E.  
Lee Theatre Research Institute  
The Ohio State University

#### **Past-President**

*2009-2011*

Angela O'Neal  
Director of Collections Services  
Ohio Historical Society