



# OHIO ARCHIVIST

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NEWSLETTER  
SPRING 2015

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## ARCHIVES AMPLIFIED! 2015 SOCIETY OF OHIO ARCHIVISTS ANNUAL MEETING

**By Suzanne Maggard, University of Cincinnati**

You are invited to attend the Society of Ohio Archivists Spring Conference 2015 on Friday, May 15, 2015 from 8:15am-4:15pm at the [Conference Center at OCLC](#) in Dublin, Ohio. This year's theme, *Archives Amplified*, will explore ways in which archivists are increasing outreach, challenging issues of space, and making digitized records more accessible to researchers.

To register, please visit <http://www.ohiohistorystore.com/soa/2015-annual-conference.aspx>. The fee is \$45 for members, \$65 for non-members, and \$30 for students. A continental breakfast and lunch are included in the cost of the conference. Please note that advanced registration ends Friday, May 8. Onsite registration is available but lunch is not guaranteed to those who register onsite. To see the complete program and session descriptions, visit the meeting website: [http://www.ohioarchivists.org/annual\\_conference/](http://www.ohioarchivists.org/annual_conference/).

Once again, SOA will be holding a Silent Auction to benefit student and new professional scholarships. Items in this year's auction include a family history kit courtesy of Gaylord, boxes courtesy of Hollinger Metal Edge, golf umbrellas courtesy of OSU Wexner Medical Center, and goodies from Greene County, the Ohio History Connection, NASA, Society of American Archivists, Wright State University, and more. Be sure to bring your check-book or some extra cash to bid on these items!



*Jenny Robb, The Ohio State University, will be this year's plenary speaker.*

We are pleased to announce that Jenny Robb will be this year's plenary speaker. Robb is Curator and Associate Professor of The Ohio State University Billy Ireland Cartoon Library & Museum, the largest academic research institution dedicated to cartoons and comics. Robb's talk is entitled *Building Stories: Amplifying the Billy Ireland Cartoon Library & Museum*. She will describe the 2013 opening of the Billy Ireland Cartoon Library & Museum's new \$14 million facility on Ohio State's campus and the launching of an ambitious muse-

*Annual Meeting continued on page 3.*

Dear SOA members,

The snow is melting, the birds are chirping, and once again it is time for us to focus on the wonderful spring conference developed by our hard-working educational programming committee! The annual meeting will take place on Friday, May 15, 2015, at the General Session Room at the OCLC Conference Center in Dublin, Ohio. Our theme this year is *Archives Amplified!* I hope you will join us for another year of quality professional development programming. I would like to thank OCLC for again being such a key partner in providing quality conference space and for helping keep registration costs low for our attendees.

During the conference, please take time to attend our annual business meeting and learn more about what council and our committee leadership have done over the past year. At the meeting, feel free to provide feedback on our current initiatives and where you would like to see us go in the future. I would particularly like to thank our outgoing council members, Nathan Tallman and Amber Bice, our outgoing vice president, Jillian Carney, and our long-term secretary, Gillian Hill, for their dedicated service, and all they have done for our council and for our overall membership.

Finally, as I close out my term as SOA president, I am filled with a sense of gratitude for all who have made the last two years so productive. I came into office with many goals in mind. I also received many great ideas from others. All of these aims and objectives stemmed from the energy created by our 45th anniversary celebration. We have put a lot of these plans into place. We strengthened our advocacy efforts and created a committee determined to campaign for the concerns of our profession, both in Ohio and beyond. In addition, we strengthened ties with like-minded organizations. In fact, I was elated to see the success of another conference collaboration with the Ohio Local History Alliance this past fall. We also looked at ways to reach out and support students, and new professionals. I am happy to note



that our silent auction continues to provide for many student and new professional scholarships. And it is great to report that many are applying for and taking advantage of these opportunities.

All of these activities count on the time, talent, and dedication of many of our members, all with their own separate busy jobs and personal lives. They take the time to give back to their profession through active participation in the Society of Ohio Archivists and I couldn't be more grateful for all they have done to support our causes, and activities, over the past two years. I am thrilled also by all of the new professionals and students who are becoming active attendees of our programs. I would like to encourage them, along with everyone else, to become active participants in the growth and development of our professional organization. This can be done by volunteering for a one-time task, participating on a committee, or by running for a leadership position as many of our colleagues will this year. Active member participation in SOA has been a constant and great, joy during my career and I look forward to this continued work with all of you in the years to come!

Judith A. Wiener  
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um exhibition program designed to increase engagement with its extensive collection of art and archives. Robb will explain how the story of this successful project, and the challenges encountered along the way, provide a backdrop for discussing the importance of building long-term relationships and connections – both inside and outside each organization.

This year's conference and sessions will take place in OCLC's General Session Room and Training Room 4. This is a different area of the conference center than in past years, and it will provide SOA attendees with more space for networking and discussion. Wifi will be available throughout the facility. Directions are available on OCLC's website: <http://conference-center.oclc.org/map-and-directions.html>.

Concurrent sessions will address a wide range of topics from outreach to collaborative digitization projects to storage facilities. If you're curious about researcher access to digitized records, attend a session by our colleagues at the Ohio History Connection and learn how they made 2,000,000 digitized Ohio death certificates available to patrons for research. If you are trying to think of new ways to make digitization projects possible. Don't miss Lisa Rickey, Ryan O'Grady and William McIntire's discussion of their collaborative Wright Brothers Newspaper Digitization Project which involved both Wright State University and the Dayton Metro Library.

Outreach and work with students will also be a topic of interest during this year's conference. In the session "Focusing on Field Trips & Hands-On History" presenters will describe projects at Wright State University and at the Cummings Center for the History of Psychology at the University of Akron to collaborate with K-12 students and educators on workshops and field trips. For those interested in the intersections of higher education and instruction, "Creating Digital Stories and History Harvests for Outreach and Instruction" will give some insight into the use of technology in archival instruction with undergraduates.

If you are seeking new opportunities to apply your archival skills within your institution, attend "The Value-Added Archivist." In this session, three University of Cincinnati archivists will describe their active partnership in research and publication. Like many archivists, you may be dealing with a lack of storage space. If so, Camila Tessler and Karen Glenn of The Ohio State University Libraries will discuss the transfer of significant portions of physical materials to an offsite storage facility. Their solutions to the common problems in these types of moves will be applicable to any size repository.

Looking for an opportunity to network with other archivists and cultural heritage professionals in Ohio? If so, don't miss the Speed Networking session. Members of SOA's council and committees, along with members of MAC and SAA and archivists who have expe-

rience writing grants, hiring new professionals, and dealing with electronic records, will be available to answer your questions.

Four professional posters will be presented at the Spring 2015 conference. Learn about the Ohio Digital Hubs Project, the history of the archives profession in Northeast Ohio, the American Theatre Archives Project, and the progress of the Ohio EAD FACTORY. There will be opportunities throughout the day to talk to the poster presenters.

Stick around for the SOA business meeting at the end of the day and enjoy some scrumptious desserts as you learn the results of the silent auction and SOA's Spring elections, and hear about what is going on with SOA Council and committees.

The SOA's Educational Programming Committee has been hard at work planning this year's conference. 2015 Spring Conference Committee members are Amber Bice, Lily Birkhimer, Jillian Carney, Amy Dawson, Natalie Fritz, Robin Heise, Jacky Johnson, Liz Plummer, Cate Putirskis, Jenni Salamon, Suzanne Maggard Reller (co-chair), and Kristin Rodgers (co-chair). If you have any questions about the conference, please contact Suzanne Maggard Reller at [Suzanne.maggard@uc.edu](mailto:Suzanne.maggard@uc.edu). We look forward to seeing you on May 15!





*State Senator, Joseph Uecker, 14th District, holds up the Archives Month poster along with State Archivist, Fred Previts and SOA's George Bain.*

The SOA Archives Month group in the Advocacy and Outreach Committee is, at deadline time, in the process of determining the specific focus of this year's Archives Month in Ohio theme.

The theme, however, will feature a Local/Global combination that will include persons, events or places that have importance in Ohio as well as nationally or internationally. Plans are expected to be complete by the time of the spring conference.

The group also intends to have more programs during October and to have more repositories serve as host sites for the "I Found it in the Archives" (IFIITA) program. The virtue of IFIITA is that repositories can connect their best users and promote their collections across the entire state.

The 2014 theme of "Ohio in the Depression" highlighted the Clermont County community of Utopia, Ohio. SOA members met in particular with the legislators representing Utopia, Senator Joseph Uecker and Representative Douglas Green, who posed for photographs.

"Having more Archives Month activities is important," states Outreach Sub-Committee chair George Bain. "We connected well with legislative offices when distributing posters last fall. But we would like to reinforce those contacts by telling the legislators and aides of events going on in their home districts as well."

Stay tuned for more information that will be appearing on the SOA web site in the coming months.



*State Representative, Doug Green, 66th District, stands in front of the Utopia, Ohio historical marker.*

## 2014 SOA FALL JOINT MEETING RECAP: ENGAGE, EDUCATE, EMPOWER: TAKING YOUR ORGANIZATION TO THE NEXT LEVEL

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**By Jillian Carney, Ohio History Connection**

The 2014 Society of Ohio Archivists fall meeting, "Engage, Educate, Empower: Taking Your Organization to the Next Level," in partnership with the Ohio Local History Alliance, was held Friday, October 3<sup>rd</sup> – Saturday, October 4<sup>th</sup> in Worthington, Ohio. This was SOA's third year partnering with the Alliance to offer the fall meeting. Twenty-five SOA members were in attendance.

The SOA sponsored sessions were offered on Friday, October 3, 2014. The track featured a hands-on preservation workshop, "Simple Custom Enclosures for Cultural Heritage Collections," as well as three sessions: "Showing Off: Creating Online Exhibits," "Sharing Treasures from the Archives," and "Ask an Archivist." More information on each of the sessions can be found in the [Ohio Archivist Fall 2014](#) newsletter.

During the luncheon, Ken Grossi, chair of the *I Found it in the Archives* contest, presented Deborah Clark Dushane with the 2014 *I Found it in the Archives* award, for her entry "If He Hadn't Shot the Town Sheriff..." Clark Dushane was one of three contestants who shared personal stories about the discoveries they made using historical records found in archival collections at the Ohio History Connection, University of Akron Center for the History of Psychology, and Greene County Archives.

SOA would like to thank the presenters; the Educational Programming Committee for coordinating and moderating the sessions; the Ohio History Connection for managing the conference registrations; and the Alliance for once again offering SOA the opportunity to partner with them on their fall meeting.



*SOA leaders. Standing L-R: Andrew Harris (council member), Janet Carleton (newsletter editor), Jillian Carney (vice president), Seated, L-R: Suzanne Maggard Reller (council), Judy Wiener (president), Gillian Hill (secretary), Society of Ohio Archivists & Ohio Local History Alliance Meeting, October 10, 2014.*



*Sandra Enmil, Director of the Copyright Resource Center at OSU Libraries, shares insights on the basics of copyright law. Left, Attendees make enclosures in a session led by Miriam Nelson. . Society of Ohio Archivists & Ohio Local History Alliance Meeting, October 10, 2014.*



Sunday, March 1, 2015, was Statehood Day for Ohio. On Wednesday, March 4, SOA took part in the annual Statehood Day advocacy event which was held in the atrium of the Ohio Statehouse. There were over 200 people in attendance. When not petitioning legislators or listening to presenters, attendees could visit several information tables and see numerous items associated with Ohio's statehood on exhibit by the State Archives staff.

Attendees were encouraged to discuss legislative priorities with their respective state representatives and senators. This year's priority themes were:

- Boosting Economic Development
- Enhancing Quality of Life
- Preparing Ohio Citizens for the Future

Specific priorities included:

- Supporting the TourismOhio budget
- Maintaining the General Assembly's support of the job-creating state historic rehabilitation tax credit
- Restoring state funding to the Ohio History Connection Budget to 12 million annually
- Providing funding of \$150,000 for a statewide needs based assessment of Ohio's historic court-houses
- Prioritizing social studies education in Ohio schools by offering competitive grants to schools for classroom resources and professional development to aid in the study of Ohio history

- Supporting legislation loosening restrictions on closed historical records (100 years or older)

The Keynote speaker for this year's event was Mary Cusick, Director of TourismOhio. After Cusick's address, State Senator Frank LaRose (R-Akron) was awarded the Ohio History Leadership Award. And later, surprising many attendees, Governor John Kasich made an impromptu visit and delivered a short speech.

The event concluded with the announcement of this year's History Fund grant awards. These grants are made possible through the donations of taxpayers across the state who donate some portion of their state tax refund to Ohio History. This year, "tax check-off" contributions to the History Fund provided 13 grants of more than \$130,000. **For a list of this year's recipients**, please see the "Grant News" section of this newsletter.

The annual Statehood Day advocacy event is a joint effort among the following organizations: Ohio History Connection, the Ohio Local History Alliance, Heritage Ohio, the Ohio Travel Association, the Ohio Archaeological Society, the Society of Ohio Archivists, the Ohio Academy of History, Preservation Ohio, the Ohio Council for Social Studies, the Capitol Square Review and Advisory Board, the Ohio Historical Records Advisory Board and the Ohio Genealogical Society.

## CONNECT WITH SOA

Get the latest news about SOA and the archivist profession in Ohio! Join us on the SOA [Listserv](#), [Facebook](#) group, and [LinkedIn](#) group.

Meeting photos from both 2014 meetings are on Flickr at <http://www.flickr.com/photos/ohioarchivists/>! What are Ohio archives doing online? Come see on the SOA Pinterest page at <http://www.pinterest.com/ohioarchivists/>! Have you seen the SOA website? Visit at [www.ohioarchivists.org/](http://www.ohioarchivists.org/).





Last year the Archives Month Committee conducted the first "I Found it in the Archives" state-wide contest to promote archives in Ohio. In August the winning entries from three repositories, the Ohio History Connection, the University of Akron's Center for the History of Psychology, and the Greene County Archives, were posted on the SOA website for public vote for the best essay. Receiving 46% of the total 1257 votes, Deborah DuShane of Michigan won for her entry, "If He Hadn't Shot the Town Sheriff...." Deborah was recognized at the Fall Society of Ohio Archivists meeting. There she presented the background story of her essay in the "Sharing Treasures from the Archives" session and was given a VIP tour of the Ohio Statehouse.

The Archives Month Committee is consulting with SOA Council on plans for a second contest this year. Check the "I Found it in the Archives" [http://www.ohioarchivists.org/archives\\_month/i-found-it-in-the-archives-contest/](http://www.ohioarchivists.org/archives_month/i-found-it-in-the-archives-contest/) web page for the "I Found it in the Archives" kit to hold your own contest and hear the latest news for the state-wide contest.



*Deborah DuShane at the Fall Meeting, 10/4/2015.*

## MEMBERSHIP RENEWAL REMINDER

Need to renew your membership for 2015? There's still time! [Renew online](#) through the Ohio History Connection secure History Store, or [download the invoice](#) and mail with check or money order to the address on the form.

Individual and Student members receive discounts at events and voting rights at the annual business meeting. Patron and Sponsor receive Individual benefits plus provide additional support for SOA special projects. Institutional members receive discounts for up to two employees to attend the annual meeting.

Your membership dues directly impact archives in the state of Ohio. During 2014, SOA provided:

- education and networking at the Spring Annual

Meeting and the joint SOA/OLHA Fall meeting

- design and distribution of the Archives Month poster, "Ohio in the Depression"
- scholarships for two high school students at Ohio History Day
- access to *The Ohio Archivist*, the society's online newsletter
- recognition to two outstanding organizations through the Merit Award
- support to the National Coalition for History through an organizational membership

SOA 2015 SLATE OF CANDIDATES

The following statements were given by the slate of candidates seeking election as officers or council members to the Society of Ohio Archivists in 2015. Voting will take place during the business meeting portion of the annual meeting to be held May 15th. Candidates were asked to respond to two questions: *What skills and experiences can you offer to SOA? And what are some of the most important themes/issues the SOA should address in the next 5-10 years?*

President

Jillian Carney

Vice President

Lonna McKinley

Secretary

Nathan Tallman

Council (2 Seats)

Michael Bloom  
Jennifer Brancato  
Robin Heise  
Kristin Rogers

President

Jillian Carney

Manager, Digital Services  
Ohio History Connection



If elected to serve as SOA Council President for the 2015 – 2017 term, I would draw upon my experience working within the archival profession as well as my previous work with the Society of Ohio Archivists (SOA) to help me successfully lead the organization.

When I first joined SOA, I knew that the best way to gain a better understanding of the importance of the issues facing the archival field was to become active with the programs and activities of the organization. So, upon review of the list of committees, I jumped headfirst into working with the Educational Programming and Archives Month committees. I quickly found myself assisting with the annual spring program and fall workshop as well as with the creation of the annual archives month poster. These committees provided me with an excellent opportunity to network with professionals throughout the state, gain an understanding of the organizational structure of SOA, and interact with various members of SOA’s diverse membership.

I also have had the pleasure of serving as a member of SOA Council for one term and currently have the honor of serving as the Vice President. Through my work with the dedicated and hardworking members of Council, I have learned a great deal about the organization’s traditions, infrastructure, and membership. This knowledge will greatly benefit me as I look to guide the organization over the next two years.

Outside of my involvement with SOA, I am also an active member of the Ohio Electronic Records Committee and Ohio Digitization Interest Group. I recently was selected to serve as a member of the Society of American Archivists Host Committee for the 2015 conference in Cleveland. As a northeast Ohio native, I am very excited to showcase our great state, and Cleveland, in particular, to our colleagues from across the nation! I am also a graduate of the Developing Leaders @ SHA program, Class of 2014, administered by the American Association of State and Local History. Through my work at the Ohio History Connection (formerly the Ohio Historical Society) I have had the unique opportunity to interface with a broad range of communities and organizations including all varieties of cultural heritage institutions, Ohio’s K-12 community, genealogists, and local government agencies. This insight has provided me a first-hand account of the many issues, opportunities and trends that face our profession.

As we think strategically about the next five to 10 years, I would suggest three main themes that SOA should look to actively address: advocacy, collaboration, and education. With the recent formation of the Advocacy and Outreach committee, SOA has developed



a resource for the membership to engage in regular advocacy on local, state, or federal policies that affect archives. As this committee continues to develop, it will provide visibility for the importance of Ohio archives. SOA should also continue to seek and encourage collaborative partnerships both with our membership and with professionals in related fields. SOA's recent partnership with the Ohio Local History Alliance to offer the fall workshop has offered the membership new opportunities to network and engage with other cultural heritage professionals; provided SOA a new avenue for expanding our membership base; and serves as a model for how we can work with other statewide organizations. The third main theme the organization should continue to address is the development of educational opportunities for the membership. SOA should look to cultivate professional development opportunities that are both economical and address the educational needs of the membership.

It would be an honor and a privilege to serve as SOA president. Thank you very much for your consideration.

**Previous Positions:** Electronic Records Archivist, Ohio History Connection, 2009 – 2010; Assistant Curator, Ohio History Connection, 2008 – 2010; Circulation Services Assistant, Ohio Dominican University, 2008 – 2009

**Education:** M.L.I.S., Kent State University, 2009; B.A., Communication and Business Administration, The Ohio State University, 2007

**Professional Associations:** Society of Ohio Archivists, 2008-Present; Ohio Electronic Records Committee, (2009-Present); Ohio Digitization Interest Group, 2013-Present; Society of American Archivists, 2014-Present; Developing Leaders @ SHA, 2014; ILEAD, 2015

#### **Vice-President**

##### **Lonna McKinley**

Museum Manuscript Curator

National Museum of the U. S. Air Force

I have served as the Museum Manuscript Curator for the National Museum of the U.S. Air Force for over 18 years. During this time I have overseen and implement-

ed several improvements to the Research Division Archives. I have restructured the donation acceptance procedures; developed a Collection Policy and a Procedures Manual; directed a relocation of the entire archival collection – over 9,000 linear feet, and improved preservation capabilities of the Archives with the creation of an archival processing lab and a cold storage film vault.



In addition to these organizational skills and my experience with preservation, I have worked with and mentored undergraduate and graduate history, and library science students, for over 20 years. I also have taught numerous classes within the Air Force History and Museums Program, and through various archives and museums organizations. Class topics have ranged from Intellectual and Physical Control of Archival Materials, to Database Management, Disaster Preparedness, Collection Relocation, and the Uniqueness of Archives within Museums.

Currently, I am completing a Master of Library and Information Science (MLIS) degree with a specialization in Digital Preservation. With this degree, I am not only learning many new and vital skills, but I am also learning the Library world. SOA's membership comes from both Public History and Library environments. I feel confident now that I can speak to and understand each side. As Vice President, I would put these skills and experiences to work for SOA.

While pursuing the MLIS over the past few years, my involvement with SOA has waned. Much has changed and SOA has grown to serve its membership. I am excited to have the opportunity to reconnect and be of service again. I believe in the next 5-10 years SOA should continue to increase collaboration with other organizations through opportunities such as co-hosting the fall meetings and supporting other educational en-

## SOA 2015 SLATE OF CANDIDATES

deavors. We should foster growth and development in new technologies while continuing to support the fundamentals of the archival profession. We can continue to support students and new professionals while also focusing on continuing education. SOA is an excellent organization, and I look forward to the opportunity to be its advocate. Thank you for your consideration.

**Previous Positions:** Assistant Curator, Carillon Historical Park, Dayton, OH, 1991 – 1996

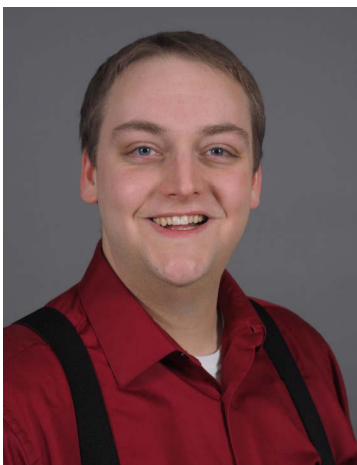
**Education:** M.L.I.S., Currently pursuing, Kent State University; M.A., Museum and Archival Administration/Public History, Wright State University, B.A., 1996; History (Specialization in Historical Preservation), Michigan State University, 1990

**Professional Associations:** Miami Valley Archives Roundtable (MVAR), 1995-; Chair 1999 – 2001; SOA member since 1997, Council Member 2010-2012; Archives Week Poster Committee Chair, 2004-2006; Midwest Archives Conference (MAC) 1997-; Society of American Archivists, 1997-; American Library Association, 2012-; Ohio Preservation Council; Ohio Digitization Interest Group; Wright State University Public History Advisory Board, 1999-

### Secretary

#### Nathan Tallman

Digital Content Strategist  
University of Cincinnati



Contributing back to the greater community is important for all professionals. When we become ingrained in our own institutions, it is easy to forget that there is a wide community of practitioners around you. Engagement with others in the field promotes best practices and spreads innovative ideas. It is also helpful from a

personal perspective, to know that others face many of the same issues you do.

For over ten years, I have served in leadership roles within professional associations. While in these positions, I have worked alongside local and state governments to further the respective missions of these organizations. The role of secretary is one I have served in several times. I am experienced in cogently and succinctly documenting the free flow of ideas and many voices expressed during meetings. In addition, I have become very familiar with Robert's Rules of Order and parliamentary procedure.

The ever growing role of digital records in our repositories will only continue as time moves forward. One day, the prefix 'digital' will be dropped as digital records become part of every archivist's job. I think this will be reflected in future SOA sessions and programs. Digital preservation is a complex task. And even though we try to make decisions using the best available information, our practices are still new. It is our duty therefore as archivists to be vigilant in our methods and to document the long trail, so that in the future we can confidently say our practices are proven.

**Previous Positions:** Associate Archivist, The Jacob Rader Marcus Center of the American Jewish Archives, 2010-2013; Processing Assistant, University Archives, State University of New York at Buffalo, 2007-2010

**Education:** MLS, State University of New York at Buffalo, 2009; B.S. in Business Administration, State University of New York at Buffalo, 2005

**Professional Associations:** Society of Ohio Archivists (currently serve on Council and liaison to the Advocacy and Outreach Committee, 2010-Present; Ohio Digitization Interest Group; Academic Preservation Trust (serve on the Content Advisory Group), 2013-Present; Society of American Archivists (member of the Collection Management Tool Roundtable Steering Committee), 2006-Present

## Council

### Mark Bloom

Archives Associate, Senior  
The University of Akron Archival Services



I am honored to have been nominated to run for SOA Council. I first became aware of archives and special collections while an undergraduate at Bowling Green State University. In 2004 I returned to school for my MLIS to work toward my goal of someday becoming an archivist. I was very fortunate when one of my

professors connected me with the Archives of the History of American Psychology at the University of Akron to do an arrangement and description assignment. I enjoyed it so much, I volunteered to finish processing the collection and was later hired to process a number of other collections.

In 2008, I began work at Archival Services at The University of Akron as a part-time library associate. Splitting my time between processing collections and helping at the reference desk helped me work on prioritization and time management. Shortly after starting there I accepted the responsibility of working as the B-26 Marauder archivist. Through that experience I got a taste of digitization, working with various media formats, and donor relations and outreach. I am currently employed as the Archives Associate, Senior in Archival Services, and am honing my skills at project management, maintaining an online presence, and learning how to preserve and access varying media formats. I enjoy working as part of a team, communicating and collaborating with others, completing tasks and ensuring we are moving toward our institutional goals.

I joined the SOA while still in graduate school and have served on several committees including the Awards Committee in 2013 and the Membership Committee, 2013-present. As a professional organization with a di-

verse membership, SOA should continue to focus on the open exchange of information and to provide opportunities for its members to improve our professional competencies through networking, workshops and conferences.

I would be honored to have the opportunity to serve on the SOA Council for the next two years.

**Previous Positions:** The University of Akron Archival Services, Library research assistant, 2008-2011; Archives of the History of American Psychology, Contract Processing Archivist, 2007-2008

**Education:** MLIS, Kent State University, 2006; B.A., History, Bowling Green State University, 1985

**Professional Associations:** Midwest Archives Conference, 2012-present; Society of American Archivists, 2004-present; Ohio Digital Interest Group, 2014-present

### Jennifer Brancato

University Archivist & Special Collections Coordinator  
University of Dayton

As a newcomer to Ohio I was delighted to see the number of archivists involved at all levels – local, regional, state, and national. I am pleased to be a member of SOA. Over the next few years, I would like to see outreach and advocacy and digital preservation addressed by the council. SOA does a great job dealing with outreach

and advocacy, however we should always keep this high on our priority list because archives matter. SAA President Kathleen Roe's "The Year of Living Dangerously for Archives" has inspired me to continue my past advocacy work. I established and managed the "I Found It In the Archives!" contest at my previous positions with the East Texas Research Center (ETRC). Three of our local





## SOA 2015 SLATE OF CANDIDATES

winners won the national contest. I also instituted ETRC's Community Collections. This digital collection was a way for us to involve the community in preserving their own history not only for themselves but also future researchers. In addition, at the University of Dayton (UD) I participated in #AskAnArchivist Day and promoted the Robert Koepnick papers in a library exhibit.

During the past decade, archivists have seen a shift in how we make our material accessible as well as the type of material we accession. Archivists understand how to make their collections accessible online but there is still a need to help archivists understand how to preserve digitized and born-digital material. I am currently working on putting a digital preservation plan into action at UD. This plan includes preserving the ever-changing website as well as born-digital records. While there is still plenty to learn and accomplish, my Digital Archives Specialist certificate from SAA has provided me with a good foundation.

I was thrilled to learn of my nomination for SOA Council and I believe my enthusiasm for archives will help shape the future of SOA.

**Previous Positions:** Assistant Director & Digital Archivist, Stephen F. Austin State University, 2010-2013; Archivist, Stephen F. Austin State University, 2008-2010

**Education:** M.A., Public History, Stephen F. Austin State University, Nacodoches, TX, 2008; B.A., History, Stephen F. Austin State University, Nacodoches, TX, 2005

**Professional Associations:** Academy of Certified Archivists, 2014-Present; Miami Valley Archivist Roundtable, 2013-Present; Phi Alpha Theta, 2005-Present; Society of American Archivists, 2008-Present; Society of Ohio Archivists, 2014-Present

### Robin Heise

Records Manager/Archivist  
Greene County Records Center and Archives

My path to the archival world has had a few more twists and turns than your average person. I received a B.A. in Anthropology and Psychology and an M.A. in Higher Education Administration at the Ohio State University. After spending fourteen years working in administrative positions within higher education I decided that it was time

for a change and time to pursue my love of history. I enrolled in the Public History graduate program at Wright State University and received a master's degree in Public History in June, 2012. My past work experience has provided me with a unique combination of administration, records management, and archival experience that would be beneficial to SOA.



My first real experience in working in an archival setting was as a volunteer at Antiochiana, the archives for Antioch College. I then began work at the Greene County Archives in 2011 as an intern. This internship turned into an intermediate position and later a part-time position. At this time, I also worked part-time at the Greene County Room in the Xenia Community Library. I was promoted to a full-time position as the Public Outreach Coordinator for the Greene County Archives in January, 2014 and in January, 2015, I was promoted to Records Manager and Archivist for Greene County, Ohio. My unique background has provided me with a variety of experiences ranging from reference work to processing, as well as a solid foundation in records management.

Over the last year, I have had an opportunity to participate in the former Archives Month Committee, the "I Found It in the Archives" Committee, the Conference Planning Committee and am currently serving as co-

chair of the recently established Advocacy and Outreach Committee. Serving on these teams has provided me with an understanding of the overall SOA structure and decision making process. These skills will be very useful as a member of SOA Council.

In the last year and a half, I have worked diligently to create and maintain a social media presence for the Greene County Archives. This presence has made the public more aware of the Greene County Archives and of our role in preserving Greene County records. Additionally, it has made some of the historical records more readily available to the public. My role in keeping up-to-date on current trends in social media as well as how it can be used as a part of an institution's outreach activities will be a valuable asset to SOA.

With the increasing use of social media and its inherent technology, there is an ever-growing expectation from the public that more of our records be accessible online. I feel that it is important for SOA to continue to provide programs on the most effective use of social media as a method of public outreach. Additionally, as technology continues to advance, we need to be continuously mindful of ensuring that data is not lost as we move to new technologies and formats. SOA plays a vital role, in educating the Ohio archival community on the newest technologies and the best means of ensuring the preservation and migration of electronic data.

I am honored to have been nominated for an SOA Council position and would be privileged to work with other archival leaders throughout the State of Ohio.

**Previous Positions:** Antioch College, Director of Financial Aid, 2004-2008; Wright State University, Assistant Director of Financial Aid, 2008-2011; Greene County Library, Local History Librarian, 2012-2014; Wright State University, Graduate Assistant, 2011-2012

**Education:** M.A. Public History, Wright State University, 2012; M.A. Higher Education Administration, The Ohio State University, 1999; B.A. Anthropology & B.A. Psychology, The Ohio State University, 1997

**Professional Associations:** ARMA International, 2015; County Archivists and Records Managers Association, 2012-present; Greene County Chapter of the Ohio Genealogical Society, Corresponding Secretary, 2014-present; Miami Valley Archives Roundtable, 2011-present; Society of Ohio Archivists, 2014-present, Society of American Archivists, 2014-present

### **Kristin Rogers**

Curator

Health Sciences Library Medical Heritage Center

Working in a special collections at The Ohio State University affords me a unique perspective. The Medical Heritage Center has a staff of 1.3 employees. I am the one in the 1.3, so in many ways I am a lone arranger but with the benefit of working at a larger institution with a range of expert colleagues who I can go to when I need assistance.

My resourcefulness in this respect is the greatest asset I bring to the archival profession.



**Previous Positions:** Project Archivist, Medical Heritage Center, 2006-2007

**Education:** B.A., History of Art, The Ohio State University, 2005; M.L.I.S. with Archival Studies Specialization, University of Pittsburgh, 2006

**Professional Associations:** Society of American Archivists; Society of Ohio Archivists

## ENCRYPTION: IT'S NOT JUST FOR SPIES ANYMORE

### Digital:

Digital Guidance,  
Information, Tips,  
and Lingo



Daniel Noonan, editor  
e-Records/digital resources archivist  
The Ohio State University

**By Daniel Noonan, The Ohio State University**

As an editorial deadline loomed for this issue of the Ohio Archivist, I pondered, "What digital topic should we discuss this spring?" Well, I happened to be listening to an audiobook version of Julia Keller's 2012 murder-mystery, *A Killing in the Hills*, set in rural West Virginia. At the beginning of chapter seven the killer for hire, Charlie "Chill" Sowards, stares at a picture ripped from a newspaper. It was his next assignment. And while folding and unfolding the picture, Chill wishes that "this whole process was a little bit slicker, more techno, like the things he saw in James Bond movies. Why couldn't he be issued a sleek black laptop, say, or one of those iPads, and why couldn't the picture be sent to him in some kind of encrypted file—he loved the word "encrypted"—instead of this stupid [expletive deleted] way?"<sup>1</sup> Suddenly, I had my topic—encryption!

The word "encryption," or variant words such as "encrypted" or "cryptography," have always resonated with me too. Maybe it is the exotic sound; that it is spelled with a "y" instead of an "i;" that it is often associated with spies, or that it implies a secret (hopefully, it is not because I'm secretly a homicidal maniac, like Chill). So what is encryption and why is it important not just to spies, but increasingly to archivists?

The defines cryptography as "the art or practice of writing in code or cipher; the science of encryption." While the practice is ancient, the term, as defined in the dictionary, originates in the 17th century. Encrypt (to convert data, a message, etc. into cipher or code, esp. in order to prevent unauthorized access) and encryption (the process of encrypting) on the other hand, are

much more modern words that came into usage in 1950 and 1960 respectively.<sup>2</sup>

Encryption is a benefit to record creators as it forms a barrier to unauthorized access to information and its use. In addition, it may protect a creator's privacy as well. Encryption is a double-edged sword for archivists. It can provide for the trustworthiness<sup>3</sup> of a document through the use of a digital signature and its provided protection for unauthorized access if that is the donor's wish, or required by law. Conversely it can provide the aforementioned barrier to accessioning and processing records, documents, manuscripts, audiovisual files, or other electronic or born-digital objects that have been encrypted.

There are several points in the archival process where archivists should be concerned with encryption:

- The earliest instance would occur when an archivist is working with donors and record creators, and discussing the necessity for a digital media inventory and/or how to manage digital files. This would happen preferably as one is cultivating the donor. Unfortunately, however, today this more than likely happens as a transfer is imminent. This conversation may include a discussion of the need for encryption to protect privacy, as well as the necessity of an archivist's access to a list of passwords, and other encryption related information to assist in the accessioning and processing of the collection. Both the AIMS<sup>4</sup> and Paradigm<sup>5</sup> projects have useful documentation to assist archivists in this activity.
- There may be a need to encrypt files during the transfer, accessioning and processing activities, should the collection include restricted and/or protected data that needs to be identified, removed, or just redacted for user access. Further, additional donor restrictions may mandate the need to encrypt the records for a given amount of time.
- As we are still in the developmental stage of our evolving digital competencies, it is more likely we have been accessioning collections without the benefit of having had a "digital discussion" with our do-



nors/record creators. Encrypted files, storage media and hardware may provide a barrier to the archivist's ability to process the collection, let alone make it available to researchers. However, the encryption may indicate a potential restriction to use of the collection based upon the inclusion of protected and/or other sensitive information that had not been previously identified. In this instance, it is hoped the donor/record creator is still with us and may have the information to "unlock" these files.

Encryption, it is not just for spies anymore. While archivists do not need to be cryptographic experts, we do need to have a familiarity with and be conversant in the topic. We need to be able to explain to our donors and records creators the importance of encryption, and when it may be appropriate. Further, we need the ability to work with digital collections that have been encrypted and the ability to encrypt collections when necessary in a manner that still allows long term access. The more we do now to understand and be conversant in this topic, the better positioned we will be in dealing with our donors and record creators, and with enlisting assistance from our information technology partners.

Unfortunately, there is not enough room in this column for an in-depth discussion of the "ins and outs," and details of encryption, but I have found a useful, accessible resource "How Encryption Works" at [howstuffworks.com](http://howstuffworks.com).<sup>6</sup> And if you have the desire to explore the history of cryptography, I strongly encourage you to read Simon Singh's *The Code Book*. This treatise is as engaging as its subtitle "The Evolution of Secrecy from Mary, Queen of Scots to Quantum Cryptography" suggests.<sup>7</sup>

## NOTES

1. Julia Keller, *A Killing in the Hills* (New York, NY: Minotaur Books, 2012): 62.
2. *Oxford English Dictionary*, accessed March 19, 2015, <http://www.oed.com>
3. "We use trustworthiness to describe information system accountability. We use the words reliable and authentic when we talk about the information and records that the information system creates. Reliability indicates a record's authority and is established when a record is created. Authenticity ensures that a record will be reliable throughout its life..." Ohio Electronic Records Committee, *Ohio Trustworthy Information Systems Handbook* (2000):7, accessed March 24, 2015, [http://ohsweb.ohiohistory.org/ohioerc/?page\\_id=181](http://ohsweb.ohiohistory.org/ohioerc/?page_id=181)
4. University of Hull, Stanford University, University of Virginia and Yale University, *AIMS Born-Digital Collections: An Inter-Institutional Model for Stewardship*, accessed March 25, [http://www.digitalcurationervices.org/files/2013/02/AIMS\\_final.pdf](http://www.digitalcurationervices.org/files/2013/02/AIMS_final.pdf)
5. Paradigm, "Workbook on Digital Private Papers > Working with record creators," accessed March 25, 2015, <http://www.paradigm.ac.uk/workbook/record-creators/index.html>
6. Jeff Tyson, "How Encryption Works," accessed March 25, 2015, <http://computer.howstuffworks.com/encryption.htm>
7. Simon Singh, *The Code Book* (London: Harper Collins, 1999) <http://simonsingh.net/books/the-code-book/>



### OHRAB 2015 Grant Awards

The Ohio Historical Records Advisory Board (OHRAB) has recently awarded a total of \$15,457 to eleven Ohio institutions through a regrant program funded by the National Historical Publications and Records Commission (NHPRC).

To further its mission OHRAB has created a grant program to help Ohio historical records repositories obtain funds for smaller projects that may not qualify for funding under larger grant making agencies. Using funds awarded by the National Historical Publications and Records Commission (NHPRC), OHRAB is offering grants to Ohio historical records repositories to develop and/or implement projects to identify, preserve, and provide access to historical records in Ohio.

The institutions listed below are this year's recipients, project descriptions and award amounts. For more information, please see the OHRAB website at [www.ohrab.org](http://www.ohrab.org).

- **Delaware County Historical Society**, Delaware, OH -- \$1552 for microfilming up to five years of the Delaware Gazette newspaper 1928-1933
- **Franciscan Sisters of the Poor Congregational Archives**, Cincinnati, OH -- \$1016 for processing the St. Mary / Providence Hospital (Cincinnati) collection
- **Huron Historical Society**, Huron, OH -- \$739 for a photograph digitization project
- **Kent State University Libraries**, Kent, OH -- \$2000 for providing digital access to the Kent State shootings audio archive
- **Lakeside Heritage Society**, Lakeside, OH -- \$1339 for enhanced preservation of newspapers and other documents
- **Marion County Historical Society**, Marion, OH -- \$1270 for processing the Richard Carey collection of historic records
- **Milan-Berlin Library District**, Milan, OH -- \$534 for preserving and providing access to the library's photograph collection
- **Payne Theological Seminary**, Wilberforce, OH -- \$1960 for the arrangement and description of the Payne African Methodist Church Archives
- **Rodman Public Library**, Alliance, OH -- \$1394 for preservation and digitization of Alliance's historical documents
- **Stan Hywet Hall and Gardens**, Akron, OH -- \$1653 for processing the Irene Seiberling Harrison Collection
- **County of Summit Records Center**, Akron, OH -- \$2000 for preservation of Edwin Shaw Tuberculosis Sanatorium scrapbooks

### OHRAB Achievement Award: Greene County Records Center and Archives 2014

In November of 2014, the Greene County Records Center and Archives was the recipient of the 2014 OHRAB Achievement Award recipient. Since its establishment in 1996, the Greene County Records Center and Archives has been committed to both preserving and providing access to its public records of enduring historical value.

In 2011, the archives building housing records for Greene County was condemned as unsafe. Through joint efforts of the archives staff and other county departments, a new, convenient, environmentally sound location was selected and all records were carefully moved to the new location. The records have been newly inventoried and re-shelved, ensuring and improving public access that has remained a priority for

the Greene County Records Center and Archives. Public outreach has now been added as a focus in order to call more attention to its collections and the valuable resources that local government records provide.

"The Greene County Records Center and Archives demonstrated painstaking, diligent effort in its successful removal and installation of valuable historic documents into a new archives location," said Pari Swift, who led this year's OHRAB achievement award committee in its search. "The exceptional commitment by dedicated staff to safely and quickly secure a new permanent location for its archives material could not be overlooked."

The new location of the Greene County Records Center and Archives is 535 Ledbetter Road, Xenia, Ohio 45385. Or visit the website here: [Greene County Records Center and Archives](#).



*OHRAB members present the 2014 Achievement Award to Greene County Archives, December 16, 2014. L to R: Alan Anderson (County Commissioner), Bob Glaser (County Commissioner), Galen Wilson (OHRAB), Gillian Hill (Archivist/Records Manager), Dawne Dewey (OHRAB), Robin Heise (Public Outreach Archivist), Tom Koogler (County Commissioner).*

### **The 2015 History Fund Grant Recipients**

The History Fund grants were announced at the annual Statehood Day event on Wednesday, March 4, 2015. This year, "tax check-off" contributions to the History Fund provided 13 grants of more than \$130,000. The 2015 History Fund Grant winners are:

- Mahoning Valley Historical Society
- Wyandot County Historical Society
- Cleveland Urban Design Collaborative, Kent State University
- Rock and Roll Hall of Fame and Museum
- Junior League of Columbus / Kelton House Museum & Garden
- Southington Township Board of Trustees
- Massillon Heritage Foundation

- Center for Holocaust and Humanity Education
- The City of Olmsted Falls
- Fayette County Historical Society
- Dairy Barn Arts Center
- Belpre Historical Society
- Union Literary Institute Preservation Society

For more information on specific projects and award amounts, please see the Ohio History Connection's History Fund website here: [Ohio History Fund Grant Awardees](#).





## OPPORTUNITIES

### Ohio Humanities (OHC): Heritage Tourism Grant

Grant Application Due: 1st business day of every month

Ohio Humanities considers applications for tourism projects designed to explore the history, highlight the culture, and foster the appreciation of local assets. Proposed projects should work toward enhancing community life and focus on tourism as a learning opportunity for travelers and local residents. Planning Grants (max \$2,000): These support planning activities that help communities convene stakeholders to assess potential projects, consult with humanities professionals, and identify regional themes. Implementation Grants (max \$10,000): These are available to help build sustainable cultural tourism initiatives.

<http://www.ohiohumanities.org/grants1.html>

### OHC: Quarterly Grant

Grant Application Draft Due: Friday, Jul 24, 2015

Grant Application Due: Saturday, Aug 15, 2015

Applicants should plan to submit a draft up to three weeks before the final deadline. Applicants will be notified within six weeks after the final deadline.

<http://www.ohiohumanities.org/grants1.html>

### OHC: Monthly Planning Grant

Grant Application Due: Monday, June 1, 2015

Ohio Humanities considers mini grants on a monthly basis. The deadline for a completed application is the first business day of the month at least eight weeks before the start date of a program. For example, the completed proposal for a project starting no earlier

than March 1 would be due to Ohio Humanities by January 1. Applicants will be notified of the funding decision within three weeks of the submission date.

<http://www.ohiohumanities.org/grants1.html>

### OHC: Media Grant

Grant Application Draft Due: Monday, Jun 1, 2015

Grant Application Due: Wednesday, Jul 1, 2015

Ohio Humanities defines media as documentary projects with humanities content that are produced for public distribution. Ohio Humanities considers media grants twice each year. Applicants should plan to submit a draft one month before the application deadline. Applicants may only apply at the media production grant deadlines. See website for deadlines.

<http://www.ohiohumanities.org/grants1.html>

### OHC: Major Grant

Grant Application Draft Due: Monday, Jun 15, 2015

Grant Application Due: Wednesday, Jul 15, 2015

Ohio Humanities considers major grant proposals twice a year. See website for deadlines. Applicants for all major grants should plan to submit a full draft to Ohio Humanities staff one month prior to the deadline. Applicants are notified of funding decisions within three months of the submission date.

<http://www.ohiohumanities.org/grants1.html>

# NEWS & NOTES

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Lisa Rickey, editor

Archivist for Digital Initiatives & Outreach

Wright State University

Send news items to [lisa.rickey@wright.edu](mailto:lisa.rickey@wright.edu)

## INDIVIDUAL NEWS

### Virginia (Martin) Krumholz, 1931-2014

Virginia earned a bachelor's degree in journalism (U. of Missouri, 1952), raised a family, and completed the archives program at Case Western Reserve University (CWRU) under Ruth Helmuth in 1975. She augmented formal classwork with the annual CWRU Archival Administration Workshops and continuing education from the American Records Managers and Administrators (now ARMA) in the 1970s.



*Virginia (Martin) Krumholz, 1931-2014. Photo courtesy of the Archives of the Cleveland Museum of Art.*

Her career was concurrent with the rise of archives in Cleveland. She established one of them and upgraded others to professional status. She worked in the CWRU University Archives from 1974 to 1979.

Then she was engaged by the Catholic Diocese of Cleveland to organize its records, stored in the Chancery since 1870, and to train a new archivist. She left in 1982, returning in 1984 as director of the Corporate Records Project for the Catholic Press Union (including three local Catholic newspapers). She simultaneously organized an archives consortium for the Associated Colleges of Cleveland, consisting of the five diocesan colleges.

Virginia established an archive at the Cleveland Museum of Art in 1988, partly resulting from its 75th anniversary celebration. She carried out the original organization of the collections, making possible two published histories, and set up the nationally recognized records management program.

Virginia worked at the Cleveland Museum of Natural History from 1997 to 2003, placing the archives on a firm footing. Her successor compiled a handbook, "Pearls from Virginia," emphasizing the three main things Virginia believed an archive should do: facilitate research, ensure the validity of the archival holdings, and preserve their context.

The Episcopal Diocese of Ohio had had an archive for a century, but not a career archivist. Replacing the retiring head of archives, Virginia remained there until her final illness.

Virginia followed strict rules for admitting researchers and for the release of archival information. She also used terms and definitions with care and swiftly corrected sloppy terminology. Her strong personality left no doubt about where she stood on any topic, and her loyalty to the institution for which she worked was unassailable. She left an indelible impression on archives in Cleveland.

**Collette McDonough** is now a full-time archivist and regular employee at the Kettering Foundation in Dayton, Ohio, effective January 2015. Previously, Collette had been a part-time contract employee at the Foundation since 2010. Collette now also serves on the committees for digital initiatives and the oral history project at the Foundation.

**Elise Kelly** is the new Public Outreach Coordinator for the Greene County Records Center and Archives. She received her B.A. in Art History and Religious Studies from the University of Dayton and an M.A. in Public History from Wright State University. She is very excited to be working for the Records Center and Archives, and she looks forward to communicating about the rich history of Greene County. Check out Greene County Archives on [Facebook](#), [Twitter](#), and [Historypin](#)!

**Robin Heise** has been promoted to Records Manager and Archivist at the Greene County Records Center and Archives. Before entering the Public History program at Wright State University, Robin spent four-

Send news items to [lisa.rickey@wright.edu](mailto:lisa.rickey@wright.edu)

Due to the generosity of the Cummings family, the next phase of renovation will increase exhibit space on the first floor from the current 1700 sq. ft. to 6000 sq. ft. The museum will exhibit content rarely on public display, and multi-media and interactive exhibits will provide a



complete museum experience. The museum will be organized around three broad themes of psychology as a science, the practice of psychology, and psychology as an agent of social change. This tripartite theme will provide a venue for the exhibition of materials that will educate the public and raise awareness of the role psychology in everyday life, including mental health.

The second floor will be fully dedicated to research space and will include an expanded reading room, increased collection storage space, and staff and student work space. The larger reading room will allow for increased programming and educational opportunities for class visits.

The CCHP also announces the following outreach activities: The exhibit "The African American Experience in Psychology: Black Psychologists and the American Dream" can be seen March through September 2015, hosted by the Dr. Shirla R. McClain Gallery of Akron Black History and Culture in the Buckingham Building at The University of Akron. On May 18, 2015, Dr. Elizabeth Loftus will give the 3rd annual Ludy T. Benjamin, Jr., Distinguished Lecture in the History of Psychology.

### **Cincinnati Museum Center**

A new exhibit, "*Queen City Baseball: Diamonds and Stars*," opening March 28 in the Ruthven Gallery, will feature baseball related-materials from the early days of Cincinnati baseball in the 19th century through the modern era. Artifacts and archival documents, video, and sound will have you calling for the peanut man as you step into the gallery and onto the field. Items in the exhibit include 19th century players' contracts and payment records, autographed base-

balls, bricks from Redland/Crosley Field, and baseball cards from the early 20th century. Relive the 1919 World Series and the infamous "Black Sox Scandal" through archival newsreel footage, and listen to one of the famous rain delay broadcasts of Reds play-by-play announcer Waite Hoyt. "*Queen City Baseball: Diamonds and Stars*" is free to the public and open through July 26.

Opening May 15th as the fourth installment of Cincinnati Museum Center's Treasures series, "*Treasures of Our Military Past*" showcases the depth of Cincinnati's contributions to military action from the late 18th century to the modern era. Through uniforms, weaponry, medical instruments, supplies, photographs, and documents, the exhibit honors the courage and sacrifice of men and women who served during military campaigns. Such military efforts include Fort Washington, the War of 1812, the Mexican-American War, Civil War, both World Wars and post-World War II military action in Korea, Vietnam, the Cold War, and more recent conflicts. There also will be a tribute wall where you can honor veterans in your life. Please visit <http://www.cincymuseum.org/> for more information.

### **Dayton Metro Library**

The Dayton Metro Library has taken another step toward construction at the Main Library by moving the Genealogy Collection to temporary quarters at 359 Maryland Avenue. Library staff moved collections, equipment, and other materials over a three-day period in January 2015, requiring temporary suspension of genealogy services.

The Dayton Metro Library Genealogy Center reopened on January 27,

2015, at Maryland Avenue, offering collections and services during regular Library hours: 9:30 a.m. – 8:30 p.m. on Monday, Tuesday, and Thursday; 9:30 a.m. – 6:00 p.m. on Wednesday, Friday, and Saturday. (There are no Sunday hours at this location.)

The Main Library's Local History Room also closed on January 24. Special Collections and other archives have been moved into temporary storage and will have limited availability throughout the renovation and expansion of the Main Library, which is expected to be completed in summer 2016. Specific items of interest to researchers can be retrieved with special arrangements by contacting [History@DaytonMetroLibrary.org](mailto:History@DaytonMetroLibrary.org) or by calling 937-496-8654.

Popular magazines and newspapers are now located on the first floor of the Main Library and will be fully accessible until the building closes for renovations in May 2015. At that time, the Main Library will operate with limited services and collections at its Operations Center, 120 S. Patterson Boulevard (the former Hauer Music building).

"While we anticipate some inconvenience, we will do our best to provide the high quality services our patrons expect," said Jamie McQuinn, Manager of Special Collections. "We're excited about the changes taking place and eager to see the progress." Call the Dayton Metro Library at 937-463-BOOK for further information.

### **Mahoning Valley Historical Society (Youngstown)**

The Mahoning Valley Historical Society is pleased to announce that it

## NEWS & NOTES

■ ■ ■ ■ ■ ■ ■ ■ ■ ■  
Lisa Rickey, editor

Archivist for Digital Initiatives & Outreach

Wright State University

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has received a grant of \$4,526 from Ohio's History Fund. MVHS will digitize 18 rolls of 35mm microfilm to provide access. Vendor Hudson Archival will provide the digitization services. Digitization of the microfilm will result in increased accessibility, and aid in preservation of the original artifacts through decreased handling. The resulting images will be accessible on-site as well as through our website.

Seventeen of the rolls were created by Republic Steel Corporation, circa 1948-1953, and are original artifacts, with no user copy available. Republic Steel Corp. was incorporated in 1899 with expansion occurring as early as 1911. During the 1930s-1940s steel production peaked. In the late 1960s and 1970s, with the downfall of the major steel producers, Republic held on until finally phasing out its Youngstown plants by 1982. The drawings on the microfilm potentially date from 1882-1969 documenting the most critical time period for the development and economic activity within Republic's history. As such, they represent a valuable primary resource in the study not only of industry but also economic development of the region and the United States in general through the era of "big steel."

The eighteenth roll of microfilm to be

digitized contains two scrapbooks compiled for Mayor Charles P. Henderson, 1947-1953. This microfilm version is a duplicate of the original scrapbooks held by MVHS. A native of Youngstown, Charles P. Henderson earned a law degree from the University of Michigan and began to practice law in 1935. Henderson was elected Mayor of Youngstown on the Republican ticket, serving three terms as mayor from 1947-1953 and earning national recognition due in part to his crackdown on organized crime in the city. The two scrapbooks cover this part of his professional career, the first scrapbook focusing on 1947-1949; the second, 1950-1953.

The steel industry and the study of organized crime are both ongoing topics of interest for the general public and researchers alike. The evolving story of the steel industry as it impacted every facet of life in the Mahoning Valley is served by additional access to the materials through this project. The efforts to control crime and corruption are dramatically documented by the Henderson scrapbooks.

The Mahoning Valley Historical Society's Digitization of Microfilm Project made possible in part by a grant from the [Ohio History Connection's History Fund](#). The History Fund is supported exclusively by voluntary donations of Ohio income tax refunds and designated gifts to the Ohio History Connection. MVHS is grateful for the support Ohio's tax payers have provided through the History Fund program and look forward to completion of this project.

### **Proctor & Gamble Heritage & Archives Center (Cincinnati)**

The Proctor & Gamble Heritage &

Archives Center in Cincinnati will be hosting SAA's "Business Archives... Establishing and Managing an Archives" course on June 17-19, 2015. Class size is limited to 28 people. Register at the [Society of American Archivist's education page](#). Taught by Phil Mooney (retired VP of Coca-Cola Heritage Communications) and Bruce Bruemmer (Director of Cargill Archives), this course will provide instruction to archivists tasked with maintaining corporate collections. It is a popular course that has not been offered in a few years, and it has never been hosted in Ohio previously.

### **Wright State University Public History (Dayton)**

Public History at Wright State University celebrated its 40th anniversary with an alumni symposium and reception on Friday, October 17, 2014. Sessions featured stories from the founding of Public History at WSU and alumni presenters speaking about public history in the community, in museums, and in archives. In 1974, before "public history" became a recognizable term among historical scholars, the Wright State University History Department perceived this professional trend and created graduate curriculum in Historical and Archival Administration. Public History at WSU is one of the oldest and most respected programs in the country, attracting students nationwide, and its graduates number over 250. WSU Public History graduates work in major universities, corporations, historical societies, government record centers, national museums and archives, museums, libraries, and at National Park sites across the country and around the world. Special Collections and Archives in the Wright State University Libraries

serves as the learning laboratory for the program. The Archives along with the history community in Dayton and the Miami Valley create a vast network of learning opportunities for graduate students in the field of Public History.

The 4th annual Public History Graduate Symposium, "History Through a Prism: Untold Stories," was held on Friday, March 13, 2015. The Symposium featured presentations of student research and a keynote address by Emmy-winning aviation filmmaker Adam White. White graduated from Wright State University's film program in 1995 with a degree in Motion Picture Production. He has won regional Emmy awards for several PBS documentary films. His Cleveland-based company Hemlock Films specializes in commercial film, aviation video, and Steadicam. According to White, aviation cinema means great storytelling; to dive deep into a story's true nature and reveal its details and emotion.

### **Wright State University Libraries, Special Collections & Archives (Dayton)**

Special Collections and Archives recently hosted David McCullough and a crew from "CBS Sunday Morning" for an interview on the historian's forthcoming book, *The Wright Brothers*. A two-time winner of the Pulitzer Prize, McCullough visited the Special Collections and Archives last fall to conduct research for his book using Wright State's world-renowned [Wright Brothers Collection](#). During the March 31 interview with CBS, McCullough discussed several items from the collection and the significance of the events they depict. He also read short passages from his book *The Wright Brothers*. He emphasized the importance of photo-

graphs as valuable yet often overlooked sources of information for historical research. "CBS Sunday Morning" has also filmed McCullough at several other Wright brothers-related sites in Dayton and elsewhere for the segment. The interview is scheduled to air on May 3, and [The Wright Brothers](#) will be released May 5.

Special Collections & Archives also recently had eighteen reels of 16mm home movie films from the Ivonette Wright Miller Collection professionally digitized. Born in 1896, Ivonette was a niece of the Wright Brothers. The 3.5 hours of footage, spanning 1931-1952, provides glimpses into the family's interests, interactions, and social pastimes. The footage also uniquely shows the fun-loving nature of the whole family, from adults acting silly on a beach, to the children playing leapfrog. So far, the films have brought a smile to the face of every viewer. Orville Wright appears in a few of the home movies, watching his great nieces and nephews sledding at his Dayton

mansion, Hawthorn Hill; holding his great niece Marianne (Ivonette's daughter) at the 1940 dedication of the Wright Memorial at Wright Brothers Hill in Dayton, Ohio; and surrounded by family as he opens a Christmas gift in 1947. However, the films center around Ivonette's whole family, including her husband Harold Miller, who was the executor of Orville Wright's estate; their son Jack, who passed away from a long illness at age 13; their daughter Marianne; and their extended family on both sides. The films include family camping trips and vacations to Gettysburg, Cedar Point, Florida, Cuba, the Grand Canyon, and the Caribbean, among others. For many years, Ivonette was best known as the Wright family representative. One of the films captures Ivonette christening the Navy Aircraft carrier, the U.S.S. Wright in 1945. All of the film footage is available for research through Special Collections & Archives. The original films are in frozen storage for long-term preservation.



*Author, David McCullough and Head of Special Collections and Archives at Wright State, Dawne Dewey, peruse Wright Brothers images in advance of the Author's interview for CBS Sunday Morning.*

**NEW  
Feature**

## Newcomers

The idea for “Newcomers” started with former SOA newsletter editor, Janet Carleton. While catching up at a recent conference, she mentioned to me that the newsletter could use a place for students and new professional voices. Since, in the recent past, I myself was new to the profession, I definitely saw the value of providing others, new to the field, an opportunity to contribute.

The goal for this inaugural column is to highlight three student internships across Ohio. By doing so, we not only hope to give students an idea of what types of internships are available to them, but also to give established archivists ideas for the types of internship opportunities they can offer. After reading about these three projects, you will see that the future generations of archivists are doing great things!

### OXFORD COLLEGE FOR WOMEN COLLECTION, MIAMI UNIVERSITY

**By Lauren Morgan, Kent State University**

Since January 2015, I have been interning at the Miami University Archives, in Oxford, working with supervisor Jacky Johnson on the Oxford College for Women collection. Oxford College was founded in 1830, originally as a school for missionaries’ daughters. Through the course of its history this

qualification relaxed significantly, and though considered a secular school, Oxford College never forgot its religious beginnings. The College was never the epitome of financial stability, and after an insurmountable setback in June 1928, it shut down. After being closed for a year, the College

merged with Miami University, who absorbed their building, equipment, and students. Even after this merger, the college maintained an active alumni program well into the 1950s.

As a Miami alumna, I may be more biased than others regarding my interest in the history of the area. I never heard of Oxford College during my four years here, likely because it closed nearly 90 years ago and all alumnae are long deceased. However, the school was open for a century and amassed plenty of records and other archival materials, both before and after its merger with Miami. It is fascinating to see these papers in the larger context of the history of the time: we have materials that date to the Civil War, World War I, and Prohibition. Female education during this period is also important to consider: the women of Oxford College were receiving an education superior to that of their peers, before they were given the right to vote.



*Oxford Class of 1866.  
Courtesy of Miami University Archives*

The previous archivist of Miami University, Bob Schmidt, retired during the processing of this collection. and so I continued where he left off. About a third of the collection had been processed when I took over creation of the finding aid. For those parts of the collection that had not yet been indexed, I needed to read through the materials and describe the contents—for some items the label on the outside of the box was the deepest level of description we had. All of the materials had been organized and physically boxed, but occasionally it was a rough sort and I needed to rearrange materials into a more workable structure.

The Miami University Archives recently merged with the Western College for Women archives (Western was another female college in the area around the same time period as Oxford College), so Jacky has been making an effort to publicize the Oxford College and Western Collections. I have been



participating in some of these activities as well: I wrote and edited part of a pamphlet, organized a display for our reading room, and at the time of this writing am working on creating records in ArchivesSpace, an online records management tool, for public access.

This was my first practical experience working in an archival setting, and I have learned a lot. Though I had completed an introduction to archives course, it was completely different actually participating in all of the practices instead of simply reading about them in a textbook. The biggest takeaway I gained from the experience was familiarity in archival arrangement and processing. I have worked with parts of this collection from scratch, and I have been able to gain a deeper understanding of how collections are organized in

order to facilitate access and understanding. In terms of practical skills, I have learned how to handle fairly delicate materials, as most of the collection is very old. I am also learning about ArchivesSpace, a wonderful way to increase public awareness and access to the collections.

### **THE RALPH MACPHAIL, JR. HOWDY DOODY COLLECTION, THE OHIO STATE UNIVERSITY**

**By Olivia Spencer, Rutgers University**

The Ralph MacPhail, Jr. Howdy Doody Collection at The Ohio State University contains many original pieces, and fans of the show and of early television history will likely enjoy many of the artifacts and documents. The research opportunities for the collection are fascinating and topics range from the history of television, and children's programming, to the history of puppetry and 1950s America, among many other themes.

When processing started, there were approximately forty-four 1.2 cubic foot cartons, and roughly half were filled with ephemera. The collection is unique in that regard. Archival collections might have some ephemera, but to have a collection that is composed of such a large amount of ephemeral items is not common. When I started to unpack and sort the boxes, I quickly realized that most of the ephemera came in the form of dolls, figurines, Christmas ornaments, and marionettes. The specific subject of these

three dimensional objects is Howdy Doody, a cowboy marionette and former star of the groundbreaking television show "The Howdy Doody Show" which ran from 1947 through 1960. For someone of the millennial generation, the show is foreign to me, though I distinctly remember my dad singing the opening of the show, "It's Howdy Doody Time," when I was a child. I never realized it was a famous theme song until I started to do some background research for my current project.

And here was Howdy Doody in the flesh—or wood and cotton stuffed pieces with remnants of puppet operating attachments. There are hand puppets, traditional marionettes, alarm clocks, and a large lamp consisting of a large Howdy Doody head with the bulb inside. There is even a set of Howdy Doody slippers—complete with a Howdy Doody plastic bust standing up from the toe region of the footwear!

Most of the papers in the collection are magazine, journal, and news articles, as well as correspondence and many photographs. Going through the correspondence has arguably been even more entertaining than the ephemera—which I did not expect as a new archival processor. The correspondence between Edward Kean, a songwriter for "The Howdy Doody Show," and Ralph MacPhail, Jr., the donor of the collection, is incredibly amusing and intelligent. They write about Kean's girlfriends, his dog (this dog has his own stationary from which Kean writes letters as Pepi Shakespaw), various songs from "The Howdy Doody Show," among other life events and Howdy Doody happenings.



*The Ralph MacPhail, Jr. Howdy Doody Collection, The Ohio State University*


**NEW  
Feature**

## *Newcomers*

This is my first processing project as an archival student processor in the Special Collections Description and Access Department at The Ohio State University Libraries. The process of going through the collection, detailing the physical qualities of the ephemera, and finding storage options for housing the collection is all new to me.

My role in the project has included physical processing and documentation of each item in the collection, as well as sorting and organizing the items for storage. Cate Putirskis, my supervisor, narrowed down my archival work in this way: "You're basically organizing...in an intellectual way." We go through the documents, identify them, describe them, make documentation, and then organize and store materials with other similar items in the collection in the best way possible. The goal is to make the collection easily accessible for potential research. For me, this is the most difficult, but rewarding part of the project as an archival assistant, because while processing the collection requires attention to detail and a lot of preparation and organizational planning, seeing the results is incredibly rewarding. Transforming a large collection of various pieces into a sensible order that can easily be interpreted and utilized has a calming effect.

### **Jerry Tarver Collection of Elocution, Rhetoric and Oratory, The Ohio State University**

**By Erin Fleak, Kent State University**

For the completion of my M.L.I.S. degree through Kent State University, I am interning with The Ohio State University Special Collections Description and Access Department at Thompson Library. Honestly, the opportunity to complete an internship versus writing a thesis is welcomed, especially knowing just how valuable experience is in today's job market. At OSU, I am working specifically with the Jerry Tarver Collection of Elocution, Rhetoric and Oratory.

Jerry Tarver is a retired Professor of Speech Communication from Richmond, Virginia who has donated his collection of rhetoric, oratory and elocution ephemera to the Rare Books and Manuscripts Library. The collection is comprised of ephemera, dating from the mid- to late 19th and early 20th centuries and relates to the training, schooling, performance and contests of elocution, rhetoric and oratory. The goal of my internship is to re-create a finding aid for the collection in ArchivesSpace, which will better organize the items included in the previous finding aid as well as add the new acquisitions to the finding aid and existing collection.

Because the collection is comprised of ephemera, some of the items have present challenges, especially when it comes to fitting them into a particular series. In some cases, new series are created in the ArchivesSpace version of the finding

aid in order to accommodate some of these items and to avoid a "miscellaneous" series title. In addition to writing the hierarchy and taking into consideration the variety of items involved, the items are being organized at item level.

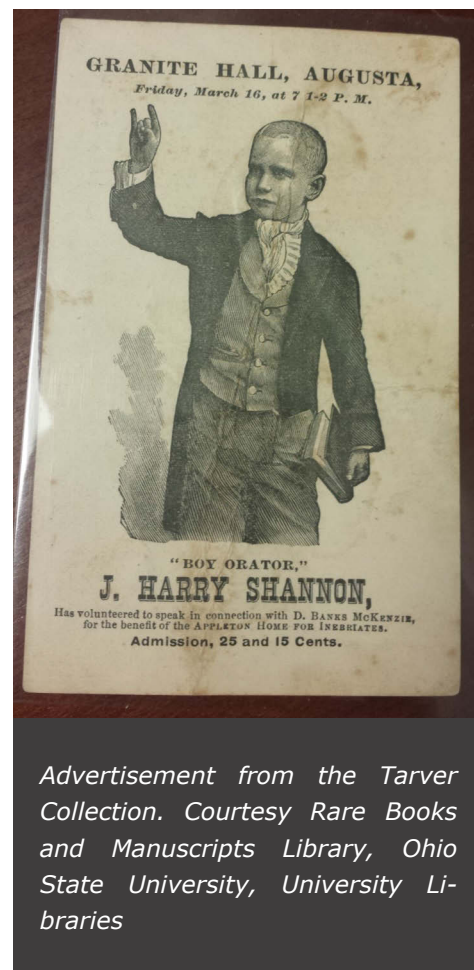
The previous organization often had many items in a folder with no particular order. The user would need to compare the contents of the folder with the finding aid description and match the items to the finding aid to see what it was they were looking at. My courses on "Indexing and Abstracting" and "Organization of Information" have been extremely useful here. I really needed to think about the words used in both titles and series as not to create any potential access issues.

What is somewhat problematic, and potentially confusing, is that ArchivesSpace does not provide search results with the most relevant results displayed first. Thus, those familiar with the hierarchical nature of archival description may find search results unclear. Recently, though the collection is still being processed, an English class was allowed to access the Tarver Collection. Reference requests are made with the original finding aid and locating them in the in-process *new* finding aid has proven to be a challenge and a learning experience.

For example, I noticed on the administrative side of ArchivesSpace that the item's location is not part of the search result data. The user must open the record in the search result before the item location can be seen. Again, from the

administrative side, it is not easily possible to search or narrow the search to a specific collection. This has been a hindrance when trying to locate the requested items. Not all of the items in this collection have a unique identifier, or accession number assigned to them. As a result, a title search may return twelve or more pages of results because the program is searching the entirety of Ohio State's collections in ArchivesSpace. As ArchivesSpace continues to develop, I hope to see things like the possibility of searching a specific collection taken into consideration. I have communicated some suggestions, related to searching, to the ArchivesSpace staff and have appreciated our e-mail communication regarding these issues and suggestions. I cannot imagine the development of such a system has been an easy task.

Although my internship is not yet complete, it truly has been an appreciated and valued experience. I have enjoyed being able to apply many skills and concepts learned through Kent State and skills from my previous education in History, Latin and Greek. As I complete my internship and graduate this spring, I would like to find a career in special collections since it encompasses so many of my skills and previous educational experience. I look forward to the completion of the new finding aid for the Tarver collection, and I look forward to seeing the further development and implementation of ArchivesSpace, and programs like it.



*Advertisement from the Tarver Collection. Courtesy Rare Books and Manuscripts Library, Ohio State University, University Libraries*

*Do you have an idea for an upcoming "Newcomers" column or would like to contribute? Contact Stephanie Bricking at [Stephanie.Bricking@cincinnatilibrary.org](mailto:Stephanie.Bricking@cincinnatilibrary.org).*

## EDITOR'S NOTE

As the new editor of the Ohio Archivist, I would like to take this opportunity to say "thank you" to the newsletter's previous editor, **Janet Carleton**. As many of you know, Janet is one of the hardest working women in our profession; she lives, eats, drinks and breathes archives. So when I agreed to take her place, I felt somewhat like I was replacing Keith Richards as the new guitarist in the Rolling Stones. I can only imagine the horror of fans everywhere! That said, the machine Janet left in place is a well-oiled one and with her help the transition has been smooth. Under her leadership

over the last three years she has broadened the scope of the Ohio Archivist to include assistant editors, and many more features, columns and news items. It is a stronger publication because of her. I look forward to serving the SOA in the same capacity and carrying on the tradition that not only she, but also, the Ohio Archivist's other former editors, **Beth Kattelman** and **Judith Cobb**, have well established.

--Gino Pasi



# Feature Article



George Bain  
Features Editor

## SCARY STUFF: PREPARING FOR HAZARDOUS MEDICAL AND SCIENTIFIC MATERIALS IN ARCHIVAL COLLECTIONS

By Judith A. Wiener, MA, MLIS and Kristin R. Rodgers, MLIS

### Introduction

The Medical Heritage Center (MHC), located within The Ohio State University Health Sciences Library, is home to the type of stuff that haunts us in horror movies and in memories of horrible diseases once thought incurable. The Center's mission is to preserve, promote, teach, and celebrate the health care legacy of central Ohio as the essential foundation from which the future of the health sciences is born. Our artifact collection includes medical equipment used as early as the 1800's and ranges from those now perceived as quackery to those that were truly innovations of their time.

The MHC collection area, containing over 4,000 artifacts, is filled with a wide array of curiosities and oddities, from trephined skulls to swamp root folk patent medicines, from amputation kits to early radiological equipment. These artifacts depict the evolution of medical and health care knowledge and serve as a visual reminder of how far we have come. Curating and sharing such a collection is deeply satisfying in that it is universally engaging and enlightening. This is because everyone has likely had a health care experience and can relate to various materials and stories depicted by the items within the collection. However, along with this curatorial satisfaction comes the very real possibility that there may be health dangers lurking

within the materials.

Although the MHC specializes in health sciences history artifacts, medical equipment and health-related collections, potentially hazardous collection materials may be present within other types of special collections. Special collections professionals with such materials in their collections should be aware of the special challenges and threats these collection materials potentially have to the health and safety of staff as well as the collections. The purpose of this article is to alert the reader to common medical and scientific materials that may be present within any collection, specify guidelines that work safety and precautionary steps into everyday work flows, and guide professionals in preparing for an emergency response in the event a hazardous discovery is made. Online resources detailing where you can go for further information is also provided.

### Common Medical and Scientific Materials

Medical equipment and devices can be found in a wide variety of set-



MHC Artifact Storage Area

tings, from a private home to a local physician's office. There is a good likelihood that such materials may be found within many special collections or museum organizations, especially if the scope of their collections development policy is more general in nature. Common medical and scientific materials that can be present in any archival collection include medications, medical equipment and devices, radium, and human and animal remains and samples.

Medications that may be prevalent include folk, over the counter, and prescription. They should be monitored, as some now could be illegal, classified as controlled substances, or have become unstable over time, such as ether. Folk medicines often were a blend of herbs in a concen-

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*MHC Drug Cabinet*

tration of alcohol. One such medicine was Dr. Kilmer's Swamp Root Kidney Liver and Bladder Cure All, which contained a blend of the sixteen different herbal and botanical ingredients in a 10% alcohol base. A special collections institution could be in possession of a number of illegal substances without realizing it as cannabis and opium vials were part of homeopathy kits and could be found within medical bags. Another common occurrence for a special collections unit is receiving an unmarked bottle containing an unknown powder or liquid medication.<sup>1</sup>

A very common hazard one encounters in medical equipment is mercury. In addition to thermometers, blood pressure cuffs, especially ones contained within a case, are a major source of mercury leaks over time as the components holding the mercury in the tube degrade. Mercury is not a substance one can clean by oneself given its nature to spread but more importantly because it is classified as a biohazard. A special vacuum is used by a professional to clean a mercury spill.

Although not often discussed as a hazard, wood and other porous materials such as leather, have their own risks. Specifically, older medical and amputation kits often contained metal surgical instruments that were made with wooden handles. As wood cannot be sterilized, these handles are likely still a source for germs and viruses. Also, as natural materials are quite porous, they can easily absorb chemical and other hazardous contamination and should strongly be considered for disposal if exposed to such environments, regardless of its value.<sup>2</sup>

Radioactive materials may also be a common hazard found within general collections. As surprising as it may be to us today, radium was once considered a medical cure-all and, at the turn of the 20th century, products were actively promoted as containing the radioactive element as a virtue of its effectiveness and safety.<sup>3</sup> Physicians used the radioactive element and others in shockingly high doses to treat tumors, arguably causing more harm than good to the patient and medical staff. Radium sources were also considered a valu-

able commodity and there were instances of people hoarding such sources in bank vaults and receiving large inheritances of the element. "Quack " medical devices, pharmaceutical, and even radium-infused water were sold to the public, promising effective cures for ailments and boasting general properties such as good health, energy, and even an effective aphrodisiac.<sup>4</sup> Even after the ill effects of radium exposure were widely recognized, laboratory safety regulations remained lax through the early 20th century and it was not uncommon for researchers to freely transport radioactive samples with them between labs, offices, and even to private homes. This is how active Radium E made it out of the laboratory and into the collections of a prominent nuclear medicine physician's archival and artifact collection, where it was discovered by staff at the MHC.<sup>5</sup>

Although the wide-spread use of radium is certainly a fascinating and colorful part of history, it is important to note that collecting such materials can pose significant risks to the health and safety of those who interact with these materials. This is because radium has an incredibly long half-life (approximately 1600 years) and, thus, has lost little of its activeness over time. Artifacts containing radium, therefore, are almost as potent today as they were at their creation.<sup>6</sup> Therefore, collecting items containing radium is often highly discouraged and, once discovered, professional and immediate disposal of the source and any other contaminated objects should be a priority.

## FEATURE ARTICLE: SCARY STUFF, CONTINUED.



*Dr. William Myers working in his lab (note the lack of protective equipment and gear). Courtesy of the Medical Heritage Center, Health Sciences Library, The Ohio State University.*

liquid may look interesting and be a point of fascination to visitors, but the risks of handling them outweighs the reward of keeping them in most cases since one can never know exactly what the preservation liquid is. If that preserved specimen was to leak or the

Federal agencies to return certain Native American cultural items -- human remains, funerary objects, sacred objects, or objects of cultural patrimony -- to lineal descendants, and culturally affiliated Indian tribes and Native Hawaiian organizations.<sup>7</sup>

### Awareness and Preparation

The old adage, "an ounce of prevention is worth a pound of cure," certainly applies to preventing disasters from hazardous materials and objects in special collections. A little preparation can go a long way. One effective way that the MHC currently addresses concerns up front is within our collection development policy, which implicitly states that we do not collect such materials. Often, those who possess such items are also looking for a safe way to dispose of them and addressing this issue up front makes it clear that the institution will not take on that responsibility but can still help guide them to appropriate resources for disposal or storage.

One of the best ways to combat hazards before they become problematic is to take precautions during the inventory stage of a collection. If medical or scientific artifacts are expected to be within the donation (such as with a doctor's office or researcher's office or lab), it may be helpful to conduct an on-site pre-inventory to assess the materials before they come into your institution and guide what you can and cannot accept. When opening a box that is known to contain medical or scientific-related items, one should

In the medical past, syringes as well as other equipment like scalpels were considered reusable products. Though sterilization did occur over time, the degree to which these items may have been sterilized cannot be known. Therefore, sharps, broken glass and scalpels pose their own inherent risks to an archivist. As archivists we are all accustomed to getting paper cuts, but when one gets a cut from a medical item immediate medical attention is required as one can never know what substances live on that item. Taking the item with you to the hospital is also recommended as it may be possible to test it to determine your treatment course.

Another type of hazard is human and animal remains and samples. Samples contained within a jar of

jar was to break, cleanup should be handled by a biohazard professional. Other types of these items include teeth, microscope slides, ashes, and skeletal remains. The MHC has teeth, microscope slides and skeletal remains. All pose their own unique challenges in terms of storage, but from a hazard perspective there is minimal risk. However, gloves should always be worn and proper hand washing employed when one does.

Another key point when in possession of human and skeletal remains to keep in mind is the origin of such objects. An institution does need to familiar themselves with the Native American Graves Protection and Repatriation Act (NAGPRA), which is a Federal law passed in 1990 that provides a process for museums and

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*The inside of old Doctors' bags contain many hazards.*

stop immediately and put on gloves. Depending on what one sees or what aroma is coming from the box, a mask should also be worn or hazardous experts called. Then processing or unpacking the contents within a contained environment, such as a cart with a lip, is the best way to proceed.

Knowing the signs of danger is also the key to preventing larger issues. Loose mercury pools together and looks like small silver ball bearings. Much like mold found in paper based materials, if anything one encounters medical related has a powder on the outside or rim, particularly liquid medications, that is a red flag that the item is unstable. Another key sign of danger is actually a sign. Warning labels that indicate a scientific or radiation warning should be taken at face value. Those labels, especially radiation warning labels, are a flashing red stop light to an archivist to halt what one is doing and to call in environmental safety experts with a Geiger counter to de-

after handling the items.

Finally, properly preparing for a potential hazardous materials situation can mean the formalization of a hazardous materials plan within the overall disaster preparation document. This can be even a small section added to the institution's existing disaster preparation plan. Depending on the known hazards already present within one's collection and the inclusiveness of one's collection development policy, it can be brief or highly detailed. At the very least, the inclusion of expert contacts, the identification of known hazards within the collection, and information on how to identify, isolate, contain, and dispose of known or likely hazards can be very beneficial. If the threat of such hazards is large enough, one may also consider the creation of a hazardous materials preparation kit to accompany other disaster preparation materials on hand. Common materials to have in such a kit include disposable gloves and clothing, duct tape, plas-

tic sheeting, caution tape, and emergency and expert contact information.<sup>8</sup>

Also, as simple as it may seem, in our opinion, the number one preventative measure one can take when dealing with medical related items is to thoroughly wash one's hands before and

after handling the items.

It is recommended that one identify local expert contacts prior to any disaster occurring to establish a relationship, make them aware of your institution's collections and purpose, and seek individualized advice on materials to have on hand in the case of a hazardous materials problem. Based upon your collection and organization, this could be the local fire department or a university environmental safety department similar to the one that is often contacted by the MHC staff. Knowledge of these experts can also be helpful in providing resources to potential donors that have materials unsuitable for your collection but need to be handled or disposed of in a responsible manner.

## Conclusion

Although those with primarily medical or scientific collections deal with the special challenges posted by the artifacts contained within their collections, hazards may exist within any special collections. Curating such materials however doesn't need to be a scary proposition. Knowledge about common yet potentially-dangerous materials, combined with proper precaution and prevention can lessen the fear, and allow curators to both collect and provide access to such materials in a safe and informed manner.

## Online Resources

The online resources listed in this section can help with the identifica-



## FEATURE ARTICLE: SCARY STUFF, CONTINUED.

tion, care, and management of any hazardous materials you may find in your collection. They can also help guide the development of emergency planning for such materials. In addition to these online sources, it is suggested that readers identify and contact local experts, such as the fire department, local university researchers, and medical and emergency responders who can provide immediate assistance in case of an immediate threat.

- The American Association for State and Local History Hazardous Artifacts in Museum Collection Leaflet: <http://resource.aaslh.org/view/the-handling-and-exhibition-of-potentially-hazardous-artifacts/#sthash.iTbxJU8x.dpuf> (Note that this resource has fees to download)
- *Caduceus: A Museum Journal for the Health Sciences*. Safety Issues in Medical Museums, vol. 7 no. 2 Autumn 1991: <https://archive.org/details/caduceusmuse721991unse>
- Canadian Conservation Institute Notes Leaflets: <http://www.cci-icc.gc.ca/resources-ressources/ccinotesicc/index-eng.aspx>
- The Museum and Galleries of NSW Hazardous Materials Fact Sheet: <http://mgnsu.org.au/>

[media/uploads/files/Fact\\_sheet\\_hazardous\\_materials\\_in\\_museum\\_collections.pdf](media/uploads/files/Fact_sheet_hazardous_materials_in_museum_collections.pdf)

- The National NAGPRA resource page of the National Park Service: <http://www.nps.gov/nagpra/FAQ/INDEX.HTM>
- National Park Service Conserv-O-Grams: [http://www.nps.gov/museum/publications/conservogram/cons\\_toc.html](http://www.nps.gov/museum/publications/conservogram/cons_toc.html)
- Occupational Safety and Health Association (OSHA) Safety and Health Topics Website: <https://www.osha.gov/SLTC/index.html>
- SHARE Museums East Guide to Hazards in Museum Collections: [http://sharemuseumseast.org.uk/shares/resource\\_120.pdf](http://sharemuseumseast.org.uk/shares/resource_120.pdf)

### NOTES

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2. Paul Frame, "Radioactive and Radium Sources in Medical Museums," *Caduceus: A Museum Journal for the Health Sciences* 7, no. 2 (1991): 51.

3. Taylor Orci, "How We Realized Putting Radium in Everything Was Not the Answer," *The Atlantic*, March 7, 2013, <http://www.theatlantic.com/health/archive/2013/03/how-we-realized-putting-radium-in-everything-was-not-the-answer/273780/>.
4. Frame, 49-53.
5. Judith A. Wiener, "The Element of Surprise: Preparing for the Possibility of Hazardous Materials Within Archival Collections," *The Journal of Archival Organization* 5, no. 4 (2007): 34-36.
6. Frame, 48.
7. National Park Service National NAGPRA, "Frequently Asked Questions," National Park Service, U.S. Department of the Interior, Accessed February 2, 2015, [http://www.nps.gov/nagpra/FAQ/INDEX.HTM#What\\_is\\_NAGPRA](http://www.nps.gov/nagpra/FAQ/INDEX.HTM#What_is_NAGPRA).
8. Wiener, 48-49.

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## 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)

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