



*Preserving the Documents of the Past and Making Them Accessible to the Future!*

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January 2015

## Candidates for the 2015 Election

The Nominating Committee of Daardi Sizemore (chair), Meg Miner, and Jackie Shalberg announces the following members who have agreed to run for office in the upcoming election:

### **President (one position)**

Jennifer Johnson, Cargill Inc. (MN)

Josh Ranger, University of Wisconsin–Oshkosh (WI)

### **Secretary (one position)**

Michael Doylen, University of Wisconsin–Milwaukee (WI)

Dina Kellams, Indiana University–Bloomington (IN)

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## Fall Symposium Looks at Oral History Beyond the Transcript

Archivists have long been concerned with access, and especially which descriptive practices and technologies will enhance discovery and even characteristics of the original object itself. Oral history interviews, however, present unique challenges; accessibility and digital preservation planning must take into account their time-based, audiovisual nature, the large amount of information they contain, and the time-consuming and costly transcription required to make them discoverable and accessible. As many of us

can attest, digitizing and describing oral histories like any other archival collection often do not suffice in meeting researcher needs. Researchers are not only interested in reading a transcript but also in locating specific moments in an interview, as well as being able to find them relatively quickly and understanding the context in which

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*Presenter Doug Boyd enlightens the audience with the finer points of oral history description.*

## Update from the 2015 Annual Meeting Program Committee “MAC in the Bluegrass State” Lexington, Kentucky, May 6–9, 2015

In the last issue of the *MAC Newsletter*, you learned about what the Local Arrangements Committee has in store for the 2015 Annual Meeting. If that wasn't enough to entice you, here are some tidbits from the Program Committee.

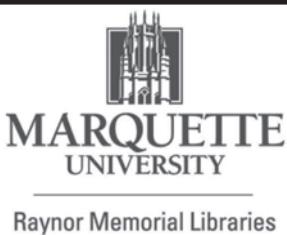


They have engaged Joel Pett, a Pulitzer Prize-winning editorial cartoonist, as the meeting's plenary speaker. Pett has been with the *Lexington Herald-Leader* since 1984, and his cartoons have appeared in hundreds of newspapers and magazines nationwide. He is known for his dynamic and witty presentations and will include cartoons in his talk, which is tentatively titled "What's So Funny about Free Speech?"

The Program Committee has also been busy scouring over your session proposals and ideas to engineer a set of sessions that are sure to please. With a wide variety of topics covered, including management, electronic records, and audiovisuals, they hope there will be several topics that will spark your interest.

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# President's Page



January 2015

Dear MAC Members,

This time of year always makes me think of the poem “Chanson d’automne” by Paul Verlaine—*Les sanglots longs / Des violons / De l’automne / Blessent mon Coeur / D’une langueur / Monotone*. And from my Milwaukee desk on a cold and dreary November day, it does seem like the wind is playing a heart-rending tune. What I didn’t know about this poem is its use as a signal to the French Resistance for the start of D-Day operations in 1944—an interesting little aside for you as we all face down another Midwest winter!

Random musings aside, it’s been a good fall for MAC. MAC members were treated to an early September Fall Symposium, “Oral History, Archives, and Innovation.” Held at the University of Illinois at Urbana-Champaign, the symposium was a terrific success. Doug Boyd, director of the Louie B. Nunn Center for Oral History at the University of Kentucky, gave the audience some very interesting and practical information. We owe our gratitude to Co-chairs Anke Voss and Bethany Anderson, and all other members who worked so hard to welcome us to Urbana-Champaign and to provide yet another high-quality fall program!

On the Wednesday prior to the symposium, Council met and addressed a number of issues. You can see Secretary Michael Doylen’s full report of minutes in this issue of the *Newsletter*. As you’ll see in David McCartney’s report from the vice president, we were able to consider several issues about meeting locations. We’ve started to work more closely with our meeting service provider at AMC to help us identify meeting locations and then set up the work of identifying LAC and PC members. It’s a bit of a shift, but the process seems to be working, and we look forward to making our meeting location and committee selection process more diverse. Also pertaining to meetings, we have added our Statement of Values to our homepage at [www.midwestarchives.org/mac-statement-of-values](http://www.midwestarchives.org/mac-statement-of-values). This statement reflects MAC’s commitment to social responsibility as well as its commitment to MAC membership. Please be sure to review our values statement.

At the Council meeting, we also began the process of replacing our graphic designer. For those of us who have worked on the *Newsletter*, *Archival Issues*, the Nominating Committee, or on meeting committees, we all know our graphic designer, Aleda Downs. Aleda has been working with MAC for more than 20 years, and we have all benefited from her talent and skill. Just prior to the September Council meeting, Aleda informed me that she will be retiring. This is Aleda’s last issue of the *MAC Newsletter*. After a call for proposals, which were reviewed by a subcommittee of Publications and Council members, we have asked Holly Blesser, in Chicago, to take over as our new graphic designer. Fortunately, Holly and Aleda have worked together and will provide a smooth transition. Aleda, you have had such a significant impact on MAC, and I’m sure that I speak for everyone who has been involved in our publications in thanking you, and in wishing you all the best on your retirement!

This issue of the *Newsletter* also brings us the slate of candidates for our spring 2015 elections, and I want to thank Nominating Committee Chair Daardi Sizemore and the committee members for their hard work. Thank you, too, to the candidates who have agreed to run for office in the coming year. We can never take

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### Vice President's Column: MAC Meetings and Symposia Update

By David McCartney, University of Iowa



Springtime in Kentucky sounds mighty fine right now. As I write this in early November, the weather prognosticators are predicting the arrival of our first winter freeze in about two days. Knowing that our next Annual Meeting will be held in the Bluegrass State in May—coupled with recent repairs to our not-that-old furnace—make another impending Iowa winter a bit more bearable in our house.

Along with the Annual Meeting, we also have updates about the Fall 2015 Symposium and beyond. Read on.

#### **Annual Meeting, “MAC in the Bluegrass State,” Lexington, Kentucky, May 6–9, 2015**

The hard-working Program Committee, led by Co-chairs Stephanie Bricking and Lisa Sjoberg, is now reviewing program session proposals for the 2015 Annual Meeting at Lexington. In addition to traditional panel sessions, committee members hope to schedule sessions embracing other types of formats designed to encourage greater audience engagement. Our reception will be held at the lovely Carrick House in the historic Third Street Corridor in downtown Lexington, with area tours, including the Buffalo Trace Distillery, also on tap. Many thanks to the Local Arrangements Committee, co-chaired by Heather Fox and Deirdre Scaggs, for arranging these sure-to-please events.

#### **Fall Symposium, “Hard Skills for Managing Digital Collections in Archives,” Minneapolis, Minnesota, September 17–19, 2015**

Born-digital materials in our repositories—not to mention what we have accumulated in our own homes over the years—present escalating challenges to archivists and records managers. But you don’t need to press the “panic” button. This practical symposium will help you sort through current, and chronic, issues surrounding electronic records. Bertram Lyons, senior consultant for AVPreserve and archivist and digital assets manager of the American Folklife Center at the Library of Congress, will lead this two-day seminar at the historic Depot Renaissance Hotel in downtown Minneapolis. Topics will include using open source tools to help us manage datasets, setting up basic digital preservation workflows, and using spreadsheets to manage digital content. Registration

information will be announced by midsummer but, for now, save the date and plan to attend this useful presentation.

#### **Annual Meeting 2016, Milwaukee, Wisconsin**

Yes, MAC returns to Brew Town in spring 2016! The Program Committee and Local Arrangements Committee are being established at this writing, and while we don’t yet have the venue and exact dates confirmed, we do know that Milwaukee’s many cultural treasures, fine ethnic cuisine, and other attractions will make this an ideal setting.

#### **Annual Meeting 2017, Omaha, Nebraska**

MAC heads west in 2017, returning to Omaha for the first time in a dozen years. We’re already thinking the Old Market, the award-winning Henry Doorly Zoo, and the Lauritzen Botanical Gardens. More information in the months to come!

#### **Fall Symposia, 2016 and 2017**

We are reviewing topic suggestions gathered at last spring’s Annual Meeting at Kansas City to determine our Fall Symposium topics for 2016 and 2017. Two possibilities are current copyright laws and practices, and using social media at your repository. We’re open to other ideas—and venue suggestions—as well. Please contact me at [david-mccartney@uiowa.edu](mailto:david-mccartney@uiowa.edu) with your thoughts.

#### **MAC Statement of Values**

As President Cary notes in her column elsewhere in this issue, MAC’s Statement of Values, adopted by MAC Council in 2013, is now online. Go to MAC’s website at [midwestarchives.org](http://midwestarchives.org) and, from the About MAC dropdown menu, choose MAC Statement of Values. A working group consisting of the past vice president, Menzi Behrnd-Klodt; Secretary Michael Doylen; Council member Erik Moore; and myself is working to ensure that this statement is fully implemented in MAC’s guidelines. If you have suggestions of how we can accomplish this, please feel free to contact one of us with your ideas. We look forward to hearing from you.

## Fall Symposium

(Continued from page 1)

these moments occur. Oral history interviews contain many subtleties—how words are said, to whom they are said, facial expressions, intonation, body language. Without tools to help researchers locate, explore, and understand content, digital oral histories might as well be in a dark archives, inaccessible, unknown, and undiscoverable. But how do we quickly and efficiently connect researchers with the content they seek, and how do we make that experience useful and meaningful?

The 2014 Fall Symposium, “Oral History, Archives, and Innovation,” presented MAC members with the opportunity to explore the multifaceted nature of oral histories as they are captured, curated, and disseminated, and the role technologies can play in helping researchers identify those meaningful moments. Held in the Illini Union at the University of Illinois at Urbana-Champaign, the symposium drew attendees from Illinois, Indiana, Michigan, Kentucky, Ohio, Wisconsin, Missouri, Iowa, and North Dakota. Over a day and a half, Dr. Doug Boyd, director of the Louie B. Nunn Center for Oral History at the University of Kentucky Libraries, discussed oral history transcription, collection management, metadata and descriptive practices, dissemination, digital exhibits, legal and ethical issues, digitization, and digital curation and preservation strategies.

As we rethink oral history curation and dissemination, Boyd demonstrated how a tool like OHMS (Oral History Metadata Synchronizer) can play a pivotal role in facilitating access to online oral histories. OHMS ([www.oralhistoryonline.org](http://www.oralhistoryonline.org)) is a free, open source, web-based application that connects textual searches to the corresponding moment in audio and video recordings. While OHMS was developed with oral histories in mind, Boyd pointed out it can be used for any time-based media, and thus its utility for archives with audiovisual collections is multifaceted. In addition to OHMS, he talked with attendees about other free and easy to use tools and systems that can be integrated into curation workflows, such as MediaInfo to collect technical metadata and the use of YouTube for providing access.

As important as the technologies we use to curate and make oral histories discoverable, Boyd noted, is the delicate balance between providing enough description to create access and ensuring that privacy and restricted content are safeguarded. Indeed, we need to be aware that the descriptive metadata we use could potentially give away why an interview is restricted. Throughout the program,



*Attendees enjoy the Fall Symposium's reception at the Spurlock Museum.*

Boyd answered attendees’ questions about which recorders and microphones to use, as well as the importance of developing and implementing long-term preservation strategies, understanding file formats, and monitoring file integrity over time.

On day two, the program featured a local oral history projects showcase that explored curation and access issues and workflows in academic, community, and public radio environments. Noah Lenstra, graduate student in the University of Illinois Graduate School of Library and Information Science, talked about eBlackCU, a project that connected university and high school students with institutional archives to build a website and public programs focused on oral histories of African American history and culture. Creating a collaborative and participatory oral history environment was the focus of the presentation by U of I archivist for Electronic Records, Joanne Kaczmarek, who described her work with Ellen Swain on the Evolving Archives Initiative (EvA) to capture university history. In his presentation, Jack Brighton, director of New Media and Innovation at WILL (Illinois Public Media), discussed curating oral history interviews and the specific ways in which public radio initiatives can be broadly utilized in digital preservation workflows for audiovisual materials.

On Friday evening, symposium attendees enjoyed a catered reception at the Spurlock Museum and toured the museum to a serenade by the talented special collections colleagues and musicians Scott Schwartz and Marten Stromberg. All in all, attendees learned a great deal and had their oral history questions answered. One attendee reported:

The overall perspective was important in framing efforts to make materials available—in other words, values and ideas about what's important, and how to think about oral history informed the process. This was very helpful! I appreciated the time offered by the presenters to freely discuss any aspect of the work, both during the official time slots and informally before and after.

Symposium cochairs Bethany Anderson and Anke Voss had the opportunity to work with a stellar group of colleagues who comprised the organizing committee (Rory Grennan, Joanne Kaczmarek, Ellen Swain, Cara Bertram, Sherrie Bowser, Jameatris Rimkus, Joyce Meyer, and Noah Lenstra). The symposium cochairs and organizing committee members are also grateful to the many donors who provided support and made this event possible, including the University of Illinois Library, the University of Illinois Graduate School of Library and Information Science, Northern Micrographics, the Illinois State Archives, the Champaign County Convention and Visitors Bureau, and the U of I Records and Information Management Service (Urbana-Champaign, Chicago, and Springfield). Without this generous support and collaboration, the symposium would not have been the great event that it was!

## **President's Message**

*(Continued from page 2)*

for granted the talent and commitment of the people in this organization.

In closing, let me make one reminder. As you know, the spring 2015 Annual Meeting will be held in Lexington, Kentucky, May 6–9. During the Member's Meeting, we will be considering motions to bring clarity to the definitions of voting members of Council and the establishment of a quorum during a business meeting to our Bylaws and Constitution. You will see these proposed revisions in this *Newsletter*. Please take a moment to read them through

## **2015 Annual Meeting**

*(Continued from page 1)*

Another meeting favorite is the student and new professional posters. A call went out in November, with a deadline of January 15, 2015. If you have something to offer, please visit the MAC website at [www.midwestarchives.org](http://www.midwestarchives.org) to find out more and submit your proposal.

The Annual Meeting Program Committee is composed of Co-chairs Stephanie Bricking and Lisa Sjoberg, along with members John Faundeen, Matt Gorzalski, Sasha Griffin, Brad Houston, Jamie Martin, Shane Molander, Lisa Rickey, Carrie Schwier, Heather Stone, and Marcella Wiget.



*This Joel Pett cartoon is sure to resonate with archivists.*

and be prepared to vote on this proposal in the upcoming Members' Meeting. You will also see appropriate announcements via the MAC Blast.

As always, don't hesitate to contact me if you have questions or concerns about MAC. I look forward to seeing you all at the spring meeting in Lexington!

My best wishes to you all,

Amy Cooper Cary  
President, Midwest Archives Conference

## **Minutes of the MAC Council Meeting Illini Union in Urbana, Illinois**

**September 11, 2014**

*Submitted by Michael Doylen, Secretary*

President Amy Cooper Cary called the regular meeting of the Council of the Midwest Archives Conference to order at 8:30 a.m. on Thursday, September 11, at the Illini Union in Urbana, Illinois.

Council members in attendance: President Cooper Cary, Secretary Michael Doylen, Mary Ellen Ducey, Jennifer Johnson, Daria Labinsky, Vice President David McCartney, Erik Moore, Treasurer Joel Thoreson, Jennie Thomas, and Anne Thomason. A quorum was present.

The agenda was amended to include discussion of online access to *Archival Issues*. It was moved and seconded to approve the agenda as amended. Council unanimously passed the motion with all members voting.

It was moved and seconded to approve the minutes of the April 24, 2014, Council meeting as presented. Council unanimously passed the motion with all members voting.

### **President's Report**

President Cooper Cary reminded Council that the current strategic plan ends in 2015. Council agreed to review the plan at its spring 2015 meeting, identifying items that have been accomplished and recommending items to pursue in the future.

Her written report is forthcoming.

### **Vice President's Report**

Vice President McCartney summarized the reports of the Program Committee and Local Arrangements Committee of the 2014 Annual Meeting, focusing on recommendations for improvement. Council discussed ways to handle “third-party space requests” (i.e., room requests by non-MAC groups who wish to meet during the Annual Meeting). Council recommended that LACs set a deadline by which groups submit their requests. Requests could be solicited via e-mail blasts or a Google Drive doc or some other way. Groups that fail to make their requests by the deadline must make their own arrangements. Council agreed that MAC could not be expected to incur additional expenses to accommodate these requests.

Cooper Cary asked McCartney to remind LACs that Council agreed to pilot a guest ticket option for nonmem-

bers to attend receptions at the 2015 and 2016 Annual Meetings and Fall Symposia.

McCartney reviewed comments from meeting attendees. Comments were generally satisfactory or very satisfactory. Negative comments concerned the lack of wifi and overcrowding at some sessions.

McCartney then discussed the 2014 Fall Symposium. Registration is currently 55 people. The Organizing Committee decided not to distribute print brochures due to robust early registration numbers. Revenue is projected to be \$1,973.

McCartney then introduced the topic of the 2015 Annual Meeting and referred Council to the LAC report, which projects a \$7,900 profit. Discussion is underway with the Carrick House, the reception site, which wants to be held harmless for any liability issues. This request is unusual and may expose MAC to risk. McCartney is investigating whether Carrick House has liability insurance, which may resolve the issue. Session proposals will be accepted through next Friday.

Cooper Cary introduced a request from the Education Committee that Council vote on registration rates for workshops. It was moved and seconded to set rates for MAC workshops during the 2015 Annual Meeting at \$45. Discussion followed concerning past registration rates and whether rates typically vary between “basic” and “advanced” workshops. Council unanimously passed the motion with all members voting. Council recommended that the Education Committee consider rates of \$50 in the future and that it distinguish between “basic” and “advanced” workshops in program materials, as appropriate.

McCartney introduced discussion of the 2015 Fall Symposium. He reminded Council that this is MAC’s first effort to arrive at venue selection with AMC assistance. The president and vice president seek input from the membership about potential meeting locations and then discuss those possibilities with AMC based on criteria such as geographic diversity. The Organizing Committee for the 2015 Symposium has not yet been assembled. Johnson volunteered to do a walk-through of the hotel at

AMC's request. Moore asked if the hotel will charge MAC a surcharge if we exceed the wifi comp allowance. McCarty will investigate. Moore also recommended that promotional materials note Bertram Lyon's (the speaker's) employment as product manager at AVPreserve, so there is no perceived conflict of interest.

Council discussed the following site options for the 2016 Annual Meeting: Milwaukee, Wisconsin; Omaha, Nebraska; and Traverse City, Michigan. Ducey indicated that Omaha will celebrate its 150th Sesquicentennial in 2017. Council expressed concerns about the accessibility of Traverse City for an Annual Meeting, although it might be appropriate for a Fall Symposium site.

It was moved and seconded to select Milwaukee, Wisconsin, as the site for the 2016 Annual Meeting, dates to be determined. Council unanimously passed the motion with all members voting.

It was moved and seconded to select Omaha, Nebraska, as the site for the 2017 Annual Meeting, dates to be determined. Council unanimously passed the motion with all members voting.

### **Secretary's Report**

Doylen summarized the schedule for the 2015 election. The election will open on Monday, February 2, and conclude on Saturday, February 28. Council discussed the schedule for reminders and agreed these should be sent on Tuesday, February 17; Monday, February 23; and Friday, February 27. Regarding membership renewals, Doylen noted that MAC will no longer provide a form or return envelope for individuals paying by check.

Doylen has submitted the annual paperwork to maintain MAC's not-for-profit status in Illinois. Becky Tousey has served as MAC's registered agent since at least 1997 and requests to be relieved of this responsibility. (The registered agent receives paperwork from the Illinois secretary of state and forwards it to the secretary.) It was moved and seconded to appoint Joel Thoreson as MAC's registered agent in the State of Illinois. Council unanimously passed the motion with all members voting. Doylen will register this change with the Illinois secretary of state.

Doylen summarized the report from the MAC archives at the University of Wisconsin–Milwaukee Libraries. He will update the secretary's manual to define responsibilities for interacting with the archives, specifically for gathering official records from the Council forum on MemberClicks.

Doylen then introduced two proposed amendments. The proposed amendment to the Constitution seeks to clarify the requirement for a quorum at the Members' Meeting.

**PROPOSED AMENDMENT 1:** To amend Article VII of the Constitution by adding the phrase "of the membership" to the first sentence.

If amended, the sentence will read: *"At least five (5) council members, one of whom shall be the Conference president or vice president; and one-fourth (1/4) of the voting membership, or fifty (50) voting members, duly present, whichever is the smaller number, shall constitute a quorum of the membership at any regular or special meeting noted in this constitution and/or bylaws. A majority of the legal votes cast shall be required to take action unless otherwise specified."*

It was moved and seconded to amend Article VII of the Constitution by adding the phrase "of the membership" to the final sentence. Discussion followed whether Council should define a specific procedure for establishing a quorum of the membership. It was decided that this level of detail was unnecessary in governing documents. Council unanimously passed the motion with all members voting.

Doylen then introduced the proposed amendment to the Bylaws. The amendment seeks to do the following: 1) harmonize language regarding quorum at Council meetings with language in the Constitution, 2) permit "virtual" attendance by voting members of Council at Council meetings, and 3) state explicitly Council voting procedures.

**PROPOSED AMENDMENT 2:** To amend Article VI, Section 3 of the Bylaws by replacing "A majority of the members of council" with "At least five (5) council members, one of whom shall be the Conference president or vice president"; and by inserting the phrase "either physically or by teleconference or videoconference," in the first sentence; and by adding the sentence "A majority of the legal votes cast shall be required to take action unless otherwise specified."

If amended, the section will read: *"A majority of the members of council At least five (5) council members, one of whom shall be the Conference president or vice president, present, either physically or by teleconference or videoconference, and entitled to vote shall constitute a quorum at a council meeting. A majority of the legal votes cast shall be required to take action unless otherwise specified."*

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## **MAC NEWS—Continued**

### **Daria Labinsky, Assistant Editor**

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It was moved and seconded to amend Article VI, Section 3 of the Bylaws as indicated above. Council unanimously passed the motion with all members voting.

#### **Publications**

[At this time, Jennie Thomas joined the meeting.] Publications Coordinator Johnson summarized her written report. She and Paul Eisloeffel are developing recommendations of *Newsletter* content that might be moved to the website. Council will have the opportunity to review and discuss.

With the webmaster and the events calendar manager, Johnson is exploring ways to make the events calendar on the website more prominent.

Cooper Cary reported that the search for a graphic designer to replace Aleda Downs is underway. Downs has agreed to assist MAC through the fall. Cooper Cary will forward a list of prospective candidates to Council. She recommends undertaking an RFP process. Council discussed setting a mid-October deadline to receive submissions. Council then discussed possible changes to the graphic designer contract. Regarding candidate statements, Council agreed that layout services are no longer needed. Cooper Cary will ask the webmaster to create a template in MemberClicks to provide a format for candidate statements. Council also agreed to dispense with design services for the pocket program. In sum, graphic design services will be retained for promotional materials, meeting programs, *Archival Issues*, and the *Newsletter*.

Cooper Cary will draft a resolution to acknowledge Aleda Downs's service to MAC.

Cooper Cary introduced the topic of providing online access to *Archival Issues* under the subscription-only model and as a benefit of membership. She noted that MAC has already made arrangements to provide online access via JSTOR and MINDS@UW, the UW System institutional repository. Full discussion was deferred until later in the day.

Council reviewed the report of the *Newsletter* editor. There was no discussion.

Council then took up the report of the Online Publications Working Group. Council accepted the recommendation to continue publication of the full meeting program only as a PDF. It likewise accepted the recommendation to use Sched.org to create and print a more readable pocket program. Council agreed to dissolve the working group and direct future questions about online publications to appropriate

leaders, such as the publications coordinator, and standing committees, as needed. It was moved and seconded to dissolve the Online Publications Working Group. The motion passed unanimously with all members voting.

#### **Nominating Committee**

On behalf of Daardi Sizemore, chair of the Nominating Committee, Cooper Cary reported that the slate for the 2015 elections is forthcoming. Becky Tousey will continue to serve as teller on a year-to-year basis. Moore advised documenting the teller's responsibilities for future reference. Cooper Cary will follow up with Tousey.

#### **Public Information Officer**

Daria Labinsky reported that Mary J. Wallace has been selected as the PIO-in-training. Council discussed planning for MAC's presence at SAA in 2015 (Cleveland, Ohio) and ways to engage our members. Labinsky will develop the task force roster.

Council discussed ways to encourage individuals to post their presentations from MAC meetings to the forum. Very few individuals do this currently. This would be optional, not required.

#### **Treasurer's Report**

Joel Thoreson provided an update of the 2014 budget. He is optimistic that the fall membership renewal campaign will help MAC reach its budgeted amount for memberships. Royalties from JSTOR are higher than anticipated. He discussed significant overexpenses in credit card fees. The MemberClicks expense is consistently underestimated and will be adjusted in 2015. The switch to digital has saved some printing and mailing costs associated with the *Newsletter* and the journal.

Thoreson led a discussion of the 2015 budget, which projects a deficit of \$10,322. Council discussed the possibility of raising meeting registration fees. Such an increase would help recoup fees and charges currently incurred by MAC that are related to meetings (such as AMC meeting services, credit card fees, etc.). It was proposed to encourage LACs to include such expenses, when they can be identified, in their budgets and set registration fees and fund-raising goals accordingly. Council also recognized that some of these costs need to be borne by MAC and not passed to meeting registrants. Council deferred making a decision until more information can be gathered and coordination of vendor and development duties are worked out. Cooper Cary will form a task force composed of the

vendor coordinator, the development coordinator, and Heidi Hornaday (who raised funds for the 2014 Annual Meeting) to investigate the latter issue.

Council also discussed periodically reviewing our contracts to identify areas to renegotiate terms more favorable to MAC. Cooper Cary and Doylen will develop a plan.

### **Documentation Working Group Report**

McCartney, chair of the working group, reviewed progress and discussed plans to incorporate MAC's Statement of Values into the leadership manuals. Council agreed to his recommendation to post the Statement of Values on the website.

Council had a lengthy discussion about whether MAC should endorse or adopt the Code of Conduct approved by the Society of American Archivists in July 2014. The code would help MAC outline expectations for collegial behavior during meetings and elsewhere. Council charged the working group with reviewing source documents used by SAA and developing a Code of Conduct specific to MAC.

### **Ex Officio and Standing Committee Reports**

Council reviewed all reports submitted by coordinators, committee chairs, and others. Discussion noted below.

Cooper Cary introduced the topic of the Coalition to Advance Learning in Archives, Museums, and Libraries. This group works across organizational boundaries to devise and strengthen sustainable continuing education and professional programs that will transform the library, museum, and archives workforce in ways that lead to measurable impact on our nation's communities. Lisa Sjoberg serves as MAC's representative to the group.

Council reviewed the roster of the Emeritus Scholarship for First-Time MAC Meeting Attendees Committee. It was moved and seconded to extend Cheri Thies's term as chair for an additional year (until 2017) to stagger the membership. The motion passed unanimously with all members voting.

Council discussed ways to increase the number of submissions for the Emeritus Member Award. We received no submissions in 2014. How do we identify people who would be eligible? Council suggested reviewing past leadership lists and determining who has retired. Doylen will follow up with the MAC archives. It was also suggested to review the membership database for leads and to issue a call via social media and Facebook.

Council discussed Natalie Morath's role as mentoring coordinator on a three-year trial period. Council also commended Alexis Braun Marks for her work on the lapsed membership survey.

Cooper Cary will follow up with Miriam Kahn on issues raised in her vendor coordinator report. Council discussed whether MAC should drop its Thursday half-day at the vendor exhibit (i.e., change to Friday only). It was recommended to survey the vendors for their preference. Cooper Cary will pass this recommendation to Kahn and consider budget implications.

Council reviewed the report of the webmaster. The secretary and MAC archivist will work with Brad Houston to identify official records on the website that need to be retained in the MAC archives and review content that is not currently scheduled. The PIO and publications coordinator will work with him on architectural issues.

### **New Business**

McCartney introduced a discussion about possible topics for the 2016 Fall Symposium. He proposed either copyright (especially around digital content) or social media management. Other ideas shared by Council included digital humanities, disaster planning, and development/fund-raising.

Council then discussed options for providing online access to current issues of *Archival Issues* as a benefit of membership and by subscription only. As stated above, MAC already provides free access via MINDS@UW, the University of Wisconsin System institutional repository, and subscription access via JSTOR. Council discussed the possibility of delivering current issues via a password-protected part of the website and embargoing content on MINDS@UW and JSTOR platforms. Doylen will investigate the current terms of embargo on each platform. Cooper Cary will convene a meeting with the *AI* editor, the publications coordinator, webmaster, and MAC archivist (who manages *AI* on MINDS@UW).

There being no further business to come before the meeting, it was moved and seconded to adjourn. Council unanimously passed the motion with all members voting. The meeting adjourned at 3:45 p.m.

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### **Council Actions from September 12 through November 30, 2014**

- On October 16, 2014, Council unanimously passed the motion to approve the slate of candidates for the 2015 election as submitted by the Nominating Committee. All members voted, except Michael Doylen and Jennifer Johnson, who recused themselves.
- On October 22, 2014, Council unanimously approved the minutes of its fall 2014 meeting as amended with all members voting.
- On October 27, 2014, Council unanimously passed the motion to offer Holly Blessen a contract as MAC's graphic designer with all members voting, save Erik Moore.

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### **Treasurer's Report**

*By Joel Thoreson,  
Evangelical Lutheran Church in America Archives*

#### **Overall Finances**

As of mid-October, our financial picture for 2014 looks good, with membership renewals in December expected to put us close to our anticipated income for the year. Both the Annual Meeting and the Fall Symposium were successful, generating a small surplus in revenue. Your generous contributions to the Student Meeting Scholarships allowed a number of students to attend the Annual Meeting. As you renew your membership this year, remember that even small donations to that fund and to the general operating fund can help.

#### **2015 Budget**

A budget for 2015 was adopted at the MAC Council meeting held this September. That budget anticipates an \$8,000 shortfall. Our cash reserve investment accounts help us to weather annual deficits of this sort, but the more we are able to go green and receive our publications in electronic formats only, the more we are able to save on printing and mailing costs.

### **DID YOU RENEW YOUR MAC MEMBERSHIP FOR 2015?**

If you haven't already renewed, you must do so by January 30 to ensure your eligibility to vote in the upcoming spring election. You can do it online to make sure you meet the deadline.

Thanks to your involvement, MAC benefits its members in many ways and at a very affordable price. Membership allows you to keep in touch through the *MAC Newsletter*, *Archival Issues*, the Annual Meeting, the Fall Symposium, and other services.

If you haven't already, consider going green by making the switch to electronic-only delivery of MAC publications. On your renewal form, check off the "online only" option for the delivery of the *MAC Newsletter* and *Archival Issues*. You will be notified by e-mail when the new publication is available on the MAC website. Changes will only be made to your delivery choices during each renewal period.

Renewing online is even easier this year, with the option to pay by credit card *or* check. Go to the MAC website, click the login icon in the upper right-hand corner, and enter your personalized login information to gain access to the Members' Only homepage. From there you will be redirected to a renewal form with your personalized information. Confirm or update the information before submitting and receiving directions to select your payment type. If you are paying by check, print out your confirmation page and mail it along with your check to the address listed on the form.

Thank you again for your continued support of MAC. We look forward to your continued involvement in 2015!

**2015 Election***(Continued from page 1)***Council (one position)**

Janet Carleton, Ohio University (OH)

Michele Sweetser, Marquette University (WI)

Wes Wilson, DePauw University (IN)

**Nominating Committee (two positions)**

Bethany Anderson, University of Illinois at Urbana-Champaign (IL)

Jeremy Brett, Texas A&amp;M University (TX)

Michele Christian, South Dakota State University (SD)

Meagan Kellom, Minnesota Historical Society (MN)

Voting will take place electronically via the MAC website from February 2 through February 28, 2015. If you need a paper ballot, please contact MAC secretary Michael Doylen at [doylenm@uwm.edu](mailto:doylenm@uwm.edu). The candidates' biographical information and statements will be posted on the MAC website prior to the election at [www.midwestarchives.org](http://www.midwestarchives.org).

The elected officers will begin their terms at the conclusion of the Annual Members' Meeting in May 2015.

**Speakers Bureau Update**

Work on the Speakers Bureau continues in earnest with some great offerings coming in spring 2015!! The committee continues to compile a speakers' resource list which will be an online listing of speakers throughout the region who are willing to give workshops. Ellen Swain ([eswain@illinois.edu](mailto:eswain@illinois.edu)) and Tanya Zanish-Belcher ([zanisht@wfu.edu](mailto:zanisht@wfu.edu)) head up the effort—contact them for more information.

**Do you love MAC?**

Why not share your love of MAC and the Annual Meeting with a new meeting attendee and/or new member? The MAC PALS program is in need of MAC members to serve as guides to new meeting attendees. Meet them at a prereception event to talk shop, speed-mentor, and share your must-dos for the Annual Meeting.

Interested in becoming a PAL? Not sure if you qualify, but might be interested? Please contact the MAC pals coordinator, Natalie Morath, at [macpalsprogram@gmail.com](mailto:macpalsprogram@gmail.com).

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## MAC Seeks Applicants for 2015 Scholarships

Like the good steward it is, MAC likes to pay it forward. We excel at engaging, encouraging, and mentoring students of our trade and our younger cohorts. One way we do this is through scholarships. MAC offers three: the Louisa Bowen Memorial Scholarship, the Archie Motley Memorial Scholarship, and the Emeritus Scholarship for First-Time MAC Meeting Attendees. We're seeking applicants for these valuable awards.

### **Louisa Bowen Memorial Scholarship**

The annual MAC Louisa Bowen Memorial Scholarship is designed to provide financial assistance to a resident or full-time student pursuing graduate education in archival administration. The award is comprised of a \$750 scholarship and a one-year membership to MAC.

To be eligible for a scholarship, the applicant must 1) be a resident of or full-time student residing in one of the MAC member states; 2) be currently enrolled in or accepted into, a graduate, multicourse program in archival administration. (If the program is not listed in the SAA *Directory of Archival Education* [[www.archivists.org/prof-education/edd-index.asp](http://www.archivists.org/prof-education/edd-index.asp)], the applicant must provide proof of the multicourse standard by submitting copies of course descriptions from the institution's current departmental catalog); and 3) have a grade-point average of at least 3.0 (on a 4.0 scale) in his or her academic program.

Complete application information is available on the MAC website at [www.midwestarchives.org/bowen](http://www.midwestarchives.org/bowen) or from Bowen Scholarship Committee Chair Elizabeth Wilkinson, Georgetown University Library, Center for Special Collections, 37th and O Streets, NW, Washington, DC 20057-1174, or at [ew543@georgetown.edu](mailto:ew543@georgetown.edu). Applications must be received electronically or postmarked by March 1, 2015.

### **Archie Motley Memorial Scholarship**

The Archie Motley Memorial Scholarship is designed to provide financial assistance to minority students pursuing graduate education in archival administration and to encourage ethnic diversification of the MAC membership and of the archival profession as a whole. Two \$750 scholarships, accompanied by one-year memberships in MAC, will be awarded.

To be eligible, the applicant must 1) be of African, American Indian, Asian or Pacific Islander, or Latino descent; 2) be a student currently enrolled in or accepted in a graduate, multicourse program in archival administration; and 3) have a grade-point average of at least 3.0 (on a 4.0 scale) in his or

her academic program. As with the Bowen Scholarship, if the graduate program is not listed in the SAA *Directory of Archival Education*, the applicant must provide proof of the multicourse standard by submitting copies of course descriptions from the institution's current departmental catalog. Unlike the Bowen award, applicants need not be residents of or attend school in the MAC region.

Applications are available from the MAC website and Archie Motley Memorial Scholarship for Minority Students Committee Chair Alison Stankrauff, Archivist and Associate Librarian, Franklin D. Schurz Library, Indiana University South Bend, PO Box 7111, South Bend, IN 46634, or at [astankra@iusb.edu](mailto:astankra@iusb.edu). Applications must be electronically submitted or postmarked by March 1, 2015.

### **Emeritus Scholarship for First-Time MAC Meeting Attendees**

The MAC Emeritus Scholarship was envisioned by emeritus member Tim Ericson, and initial funding was provided by other MAC emeriti. The award provides a one-time travel stipend of up to \$500, or two \$250 stipends, to graduate students or practicing archivists who have not previously attended a MAC meeting. The award may be used to cover registration, travel, lodging, workshop fees, and any other meeting expenses. MAC membership is not required, nor must applicants reside in the MAC region.

Applications for the scholarship may be downloaded from the MAC website. Applications must include an essay of no more than 500 words and one letter of support. Applications and supporting documentation may be submitted either electronically or by postal mail and must be received by February 1, 2015. Electronic submissions are preferred. Please send all submission information to Cheri Thies, chair of the selection committee, at the Minnesota Historical Society, 345 Kellogg Blvd. West, St. Paul, MN 55102, or at [cheri.thies@mnhs.org](mailto:cheri.thies@mnhs.org).

All scholarship recipients are also expected to write an essay for the October *MAC Newsletter* on their experiences at the meeting and its importance to their professional development.

All awards will be announced at the 2015 Annual Meeting.

And MAC members, don't forget: we keep these important programs going through your generous donations. Consider a pledge to the scholarship funds next time you renew your membership!

## **Nominations Sought for Emeritus Member Award**

Each year, the MAC Membership Committee solicits nominations from the MAC membership for candidates to the status of Emeritus Member. Nominees must be retired from archival work and have been MAC members for a minimum of 10 (not necessarily consecutive) years. More important, nominees must have made a significant and substantial contribution to MAC during their archival careers.

The Emeritus Membership Award and special membership status of Emeritus Member were created to recognize retired members who contributed to the success, growth, and visibility of MAC through committee work, programming, outreach, and governance. The award

intends to recognize those who work behind the scenes for MAC, as well as those who have been honored by election to office.

The deadline for nominations is January 31. Click on Awards at the MAC website, [www.midwestarchives.org](http://www.midwestarchives.org), and download the Emeritus Award nomination form. Send the completed form to Alexis Braun Marks, CA, University Archivist, Eastern Michigan University, Bruce T. Halle Library, 310, Ypsilanti, MI 48197, or at [abraunma@emich.edu](mailto:abraunma@emich.edu).



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INTERDISCIPLINARY our mindset 

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# News from the Midwest—Troy Eller English, Wayne State University, and Alison Stankrauff, Indiana University South Bend, Assistant Editors

Please submit *News from the Midwest* items for Illinois, Iowa, Michigan, Nebraska, North Dakota, and Ohio to Troy Eller English at [au2050@wayne.edu](mailto:au2050@wayne.edu), and items for Indiana, Kansas, Kentucky, Minnesota, Missouri, South Dakota, and Wisconsin to Alison Stankrauff at [astankra@iusb.edu](mailto:astankra@iusb.edu). Submissions must be 150 words or less.

## ILLINOIS

### Decatur Public Library

Construction is underway at the Decatur Public Library on a new 3,700-square-foot Local History Room. The new area will include a reading room, a work area for staff and volunteers, and a much larger storage area, giving the archives space for future growth. The new space should be open to the public by the end of January 2015. See [www.decaturlibrary.org/local-history](http://www.decaturlibrary.org/local-history).

### Great Lakes Naval Museum

The US Navy's Great Lakes Naval Museum hired the museum's first archivist in July 2014. The museum accepts donations of historically valuable personal papers, boot camp company photographs, letters, diaries, rare books, and other nonrecord documentary materials about enlisted sailors in the US Navy. The museum welcomes referrals for possible donations about US Navy enlisted sailors worldwide since 1775. Museum staff recently compiled and shared a first-ever research pathfinder for Chicago Metro History Fair student researchers. See [www.history.navy.mil/museums/greatlakes/index.htm](http://www.history.navy.mil/museums/greatlakes/index.htm).

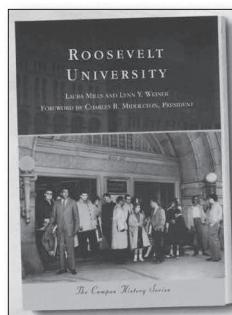
### National Archives at Chicago

The National Archives at Chicago is pleased to announce the completion of a long-term finding aid project to document over 90 cubic feet of admiralty cases heard in the US District Court, Cleveland. Documenting maritime events on the Great Lakes from 1855 through 1966, the admiralty case files include both mundane litigation as well as significant

maritime cases detailing events such as the tragic fates of the freighters *Cedarville* and *Carl D. Bradley* and the vessels *Pewabic* and *Noronic*. See [www.archives.gov/chicago](http://www.archives.gov/chicago).

### Roosevelt University

The Roosevelt University Archives has acquired the City Club of Chicago's 800 program videos featuring such prominent Chicago politicians and leaders as Rahm Emanuel, Jesse White, Anita Alvarez, Karen Lewis, Mark Kirk, Pat Quinn, Toni Preckwinkle, Arne Duncan, and a young Senator Barack Obama. And, in other news, with over 200 still images from the archives, *Roosevelt University, The Campus History Series* from Arcadia



Publishing details the university's groundbreaking founding and historical influence on racial and religious inclusivity.

### Wood Library-Museum

The American Society of Anesthesiology's newly expanded Wood

Library-Museum offers an in-depth look at the history of pain relieving surgical anesthetics and the profession of anesthesiology. Housing the most comprehensive collection of anesthesiology-related publications and artifacts in the world, the 70,000-square-foot facility displays actual medical devices and artifacts along with electronic media presentations and graphics. See [www.woodlibrarymuseum.org](http://www.woodlibrarymuseum.org).

## INDIANA

### Ball State University

The Ball State University Libraries recently digitized selected correspondence from the Clark Wissler Papers, 1897–1979. Wissler was curator of anthropology at the American Museum of Natural History from 1907 to 1942 and a professor at Yale University from 1924 to 1940. This digital collection features over 6,000 letters between Wissler and prominent American and British anthropologists, psychologists, paleontologists, museum curators, publishers, and members of his family from 1906 to 1947. For more, visit [libx.bsu.edu/cdm/landingpage/collection/WsslrClrk](http://libx.bsu.edu/cdm/landingpage/collection/WsslrClrk).



*The American Society of Anesthesiology announces its new exhibit area at the Wood Library-Museum.*

## NEWS FROM THE MIDWEST—Continued

Troy Eller English and Alison Stankrauff, Assistant Editors

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### Columbus Indiana Architectural Archives

The Columbus Indiana Architectural Archives (CIAA) presented the exhibition *Dan Kiley Landscapes* at the Bartholomew County Public Library in Columbus, Indiana, from July to October 2014. In mid-October, Tricia Gilson started as CIAA's new archivist and curator.

### Indiana State Archives

The Indiana State Archives has been awarded an LSTA grant to migrate electronic records from obsolete media. "The State Archives is fortunate to have received this grant to help cover the costs of an electronic records forensics lab to migrate and reformat electronic records from the 1970s forward—primarily from unstable 8-inch, 5.25-inch, and 3.5-inch floppy and Zip disks and CDs onto newer media, with the intent of both preserving and making accessible the content for future generations," said Director Jim Corridan, adding, "ICPR hopes to make this service available to all Indiana governments, sometime in 2015." This project is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered by the Indiana State Library.

### Willard Library

Willard Library in Evansville, Indiana, was one of 14 libraries in Indiana to receive a Library Services and Technology Act (LSTA) 2014 Digitization Sub-Grant. The funding will enable the continuation of the project begun last year to digitize thousands of the library's most significant photographic images, which will be accessible through the Indiana Memory website. This project is made possible by a grant from the US Institute of Museum and Library Services, administered by the Indiana State

Library. Library officials have also announced that the grand opening for Willard's expanded archives will be held on February 7, 2015. The new 8,000-square-foot addition will house offices, a storage facility, a research room, and an exhibit gallery that will also be used for public programs.

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### IOWA

#### Iowa State University

*Reflections on ISU Extension* is a new digital collection available through the Digital Collections at Iowa State University Library. Created in conjunction with the 100th anniversary of the passage of the Smith Lever Act in 1914 establishing the Extension Service at the national level, the digital collection focuses on early Extension work at Iowa State (1900–1924). A Silos and Smokestacks National Heritage Area grant provided funding for a student intern to work on the project this past summer. See [www.add.lib.iastate.edu/preserv/cdm/isuext.html](http://www.add.lib.iastate.edu/preserv/cdm/isuext.html).

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### KENTUCKY

#### Filson Historical Society

The Filson is excited to announce the launch of a new phase in user access to its collections. The Filson's card catalog has long been the best point of access to its manuscript collections, providing detailed, subject-level description. Though the Filson uses MARC records and finding aids to provide remote access to the public, it had been unable to do so with the same granularity of the card catalog. Early in 2014, working with Underground Vaults and Storage and Louisville Geek, it began a project to scan the card catalog, run OCR on the images, and use the text to populate a keyword-searchable database. The beta test for the project, which sampled one large collection's cards, the Bullitt

Family Papers—Oxmoor Collection, has been completed and is now active via the Filson's website ([filsonhistorical.org/finding-aids-research-tools/bullitt-family-papers](http://filsonhistorical.org/finding-aids-research-tools/bullitt-family-papers)). It is anticipated that the remainder of the project will go live in phases throughout 2015.

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### MICHIGAN

#### Detroit Public Library

The Detroit Public Library (DPL) recently launched its Digital Collections portal to showcase more than 67,000 rare and unique images from the library's Burton Historical Collection, National Automotive History Collection, E. Azalia Hackley Collection of African Americans in the Performing Arts, Ernie Harwell Sports Collection, and the Rare Book Collection. Donors to the project include the National Automotive History Collection's Board of Trustees, Detroit Public Library's Friends Foundation, and Nicolas and Diane Quintana. Additionally, DPL was fortunate to receive a generous grant in June 2014 from MotorCities National Heritage Area. See [digitalcollections.detroitpubliclibrary.org](http://digitalcollections.detroitpubliclibrary.org).

#### Michigan State University

Interns at the Michigan State University Archives and Historical Collections (UAHC) indexed magnetic media, created a manual for handling and processing, indexed the film collection, replaced rusty canisters, and checked acetate degradation. UAHC also began setting up a video and audio digitization lab and identifying player equipment. In April 2014, a special fund was created to raise money for the AV collections, with advertising targeted to alumni. The first phase of the Spartan Archive digital repository went live in June 2014. UAHC had

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## NEWS FROM THE MIDWEST—Continued

Troy Eller English and Alison Stankrauff, Assistant Editors

(Continued from page 15)

received funding from NHPRC to develop a preservation environment for four series of database records from MSU's Office of the Registrar as a prototype for a trusted digital repository for born-digital institutional records: [spartanarchive.msu.edu](http://spartanarchive.msu.edu). MSU's records management program, administered by UAHC, recently added a university records manager and assistant records archivist to complete a full revision of the existing university records retention schedules. UAHC underwent much-needed renovation and expansion in 2014, with new movable shelving and an air handler for collection storage areas installed. UAHC will expand into the space next to its current office for a larger reading room, additional workspace, and a secure collections area. See [www.archives.msu.edu](http://www.archives.msu.edu).

### Mid-Michigan Digital Practitioners

The third Mid-Michigan Digital Practitioners (MMDP) meeting was held at Central Michigan University in September 2014. Michigan State University Libraries and University Archives and Historical Collections formed MMDP in summer 2013 to bring together professionals engaged in creating and curating digital collections in mid-Michigan and the surrounding region. The next scheduled meeting is in Ann Arbor in spring 2015. Information about past meetings may be found at [archives.msu.edu/about/conferences.php?about\\_conferences](http://archives.msu.edu/about/conferences.php?about_conferences).

### Northern Michigan University

In July 2014, the Central Upper Peninsula and Northern Michigan University Archives received a new full-time record analyst, Sara Kiszka, to conduct a comprehensive records survey of official university records and to renew record management practices across all

academic departments, programs, and administrative offices. The archives recently acquired the Central Upper Peninsula Planning and Development Regional Commission (CUPPAD) records through the local records depository program. The CUPPAD records provide detailed information about economic and community development in six Upper Peninsula counties.

### University of Michigan

The History of Art Department's Visual Resources Collections, until very recently, had never made its archival holdings public. With the aid of Encoded Archival Description (EAD) files, it is now able to provide access to finding aids and inventories of its primary resources online, connecting researchers with its vast resources of images of art, architecture, and artifacts. See [quod.lib.umich.edu/v/vrc](http://quod.lib.umich.edu/v/vrc).

### Wayne State University

The Walter P. Reuther Library has opened several exciting new collections, including the papers of poet, folk singer, and activist U. Utah Phillips. In addition to papers and audiovisual materials documenting the progression of his creative work, the 32-linear-foot collection also records Phillips's involvement in social and political causes, including veterans' peace movements, hobo and homeless advocacy, environmentalism, and his own 1968 US Senate bid. See [reuther.wayne.edu/node/12357](http://reuther.wayne.edu/node/12357).

### MINNESOTA

#### General Mills Corporate Archives

The General Mills Corporate Archives welcomes two interns, Jessica Faucher and Joyce Lopez for the 2014–2015 academic year. Both are current MLIS students at Saint Catherine's

University, St. Paul, Minnesota. They are working alongside the company's archivist, Susan Wakefield. Jessica Faucher received her undergraduate degree from the College of St. Benedict, St. Joseph, Minnesota, and will graduate with her master's in spring 2016. Joyce Lopez will graduate in spring of 2015 with her master's degree in library and information science. She received her undergraduate degree at Hamline University in St. Paul, Minnesota.

### Hamline University

Hamline University recently launched a blog of correspondence from the mid-1880s. Found at [huarchivesblog.wordpress.com](http://huarchivesblog.wordpress.com), letters exchanged by Henry L. "Harry" Osborn and Euphemia Miller "Effie" Loag, a then recently engaged couple, are being posted on the dates that they were written 130 years ago. Harry had just left for his first faculty position at Purdue University, leaving Effie behind in New York City, and their letters cover day-to-day details of their lives, politics, and the arts, among many other subjects. Harry subsequently became Joseph Dean Professor of Biology and Geology at Hamline in 1887 and stayed there



Joyce Lopez, Jessica Fletcher and friends.

## NEWS FROM THE MIDWEST—Continued

Troy Eller English and Alison Stankrauff, Assistant Editors

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in various capacities until his retirement in 1933. Effie gave lessons to Hamline students. After their deaths in the 1940s, the Henry L. Osborn and Family Papers were donated to the university. The collection also includes the correspondence of other family members, travel journals, lecture notes, sketches, and photographs.

### MISSOURI

#### **Missouri Southern State University**

The Missouri Southern State University (MSSU) Archives hosted the Missouri Association of Museums and Archives, October 24–25, 2014, in Joplin, Missouri. The MSSU Archives received a signed copy of *Real Peace* by Richard M. Nixon, the 37th president of the United States on October 27, 2014. The archives also received a letter to former congressman Gene Taylor that President Nixon initialed, detailed in the book. This letter was donated by former state senator Gary Nodler, who served as aide to former congressman Gene Taylor. The MSSU Archives also holds the Gene Taylor Congressional Papers in its Manuscript Collections.

### OHIO

#### **Greene County Archives**

Staff recently updated the repository's website and established a Facebook page to educate the public on the archives' holdings. They promoted both by sponsoring an "I Found It in the Archives" essay contest at the local level, showcasing how the information found in the repository has touched peoples' lives. Read the winning entry at [www.co.greene.oh.us/index.aspx?nid=1003](http://www.co.greene.oh.us/index.aspx?nid=1003).

#### **Society of Ohio Archivists**

The Society of Ohio Archivists (SOA) 2015 Spring Conference, "Archives Amplified," will be held Friday, May 15, in the OCLC Conference Center General Session Room in Dublin, Ohio. Keep an eye on SOA's website for more information at [www.ohioarchivists.org](http://www.ohioarchivists.org).

### WISCONSIN

#### **La Crosse Public Library**

The Archives Department at the La Crosse Public Library has recently been awarded a grant from the Wisconsin Humanities Council to bring the popular downtown walking tour of the seedier side of La Crosse history to the stage. During three performances in January 2015, local history experts from the archives will share stories about the unwholesome side of La Crosse's history in *Dark La Crosse Tour: The Radio Show*. Drawn from primary source materials in the archives, the stories explore themes of lumbering, prostitution, murder, the paranormal, the Great Depression, Prohibition, and La Crosse's only lynching.

#### **Marquette University**

In conjunction with American Archives Month in October and in support of the Wisconsin theme of *Sharing Our Very Best*, the Department of Special Collections and University Archives invited the Marquette community to tag their best photos of Marquette. Students, staff, alumni, and others affiliated with the university were to post a photo of a great experience or one of their favorite things about Marquette using the hashtag #MyBestMU in various social media. The tagged items were captured by archivists and posted

to the "My Best" Marquette board on Pinterest at [www.pinterest.com/marquetteraynor/my-best-marquette](http://www.pinterest.com/marquetteraynor/my-best-marquette).

#### **Ward Irish Music Archives**

The Ward Irish Music Archives of Milwaukee, Wisconsin, is the recipient of an Award of Merit from the American Association for State and Local History (AASLH) Leadership in History Awards for its Irish Sheet Music Archives website ([irishsheetmusicarchives.com](http://irishsheetmusicarchives.com)). The Irish Sheet Music Archives website is the online home of the sheet music collections found in the Ward Irish Music Archives of Milwaukee Irish Fest. Users can browse and search over 5,000 pieces of Irish and Irish American themed sheet music, and they can view full scans of sheet music in the public domain. For more information visit [irishsheetmusicarchives.com/About-Us/News/Ward-Irish-Music-Archives-Wins-2014-AASLH-Award-of-Merit.htm](http://irishsheetmusicarchives.com/About-Us/News/Ward-Irish-Music-Archives-Wins-2014-AASLH-Award-of-Merit.htm).

#### **Wisconsin Historical Society**

The Connecting to Collections grant, funded by the Institute of Museum and Library Services, is well underway. This \$237,000 grant has allowed the society to provide extensive preservation training to the state's cultural heritage institutions. Three hands-on disaster planning workshops presented by the Midwest Art Conservation Center were provided in five locations across the state. A preservation self-assessment tool was created, and training for this tool was provided to over 200 people as part of the Council for Local History's Regional Meetings. Additional preservation training and resources have been delivered through webinars, conference presentations, and the new disaster preparedness

(Continued on page 18)

## NEWS FROM THE MIDWEST—Continued

Troy Eller English and Alison Stankrauff, Assistant Editors

(Continued from page 17)

listserv, CHEDR. For this grant, the Wisconsin Historical Society has been partnering with Wisconsin Federation of Museums, Department of Public Instruction, and the Wisconsin Library Services. For more information, visit the website at [rl3.dpi.wi.gov/svc\\_connecting\\_collections](http://rl3.dpi.wi.gov/svc_connecting_collections).

### Wisconsin Veterans Museum

The Wisconsin Veterans Museum was recently awarded an Institute of Museum and Library Services grant to digitize approximately 1,700 Civil War-era images from its processed archival holdings. The scope of the project will include digitizing

original images, preserving the digital files, and creating metadata for each digitized image. The grant will also allow for the creation of an online searchable database that will provide patron access through the museum's website.

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**NEWS FROM THE MIDWEST—Continued**

Troy Eller English and Alison Stankrauff, Assistant Editors

***Does your backlog date back several years?***

***Do you have projects but not enough funding?***

***Do you have collection formats you cannot access?***



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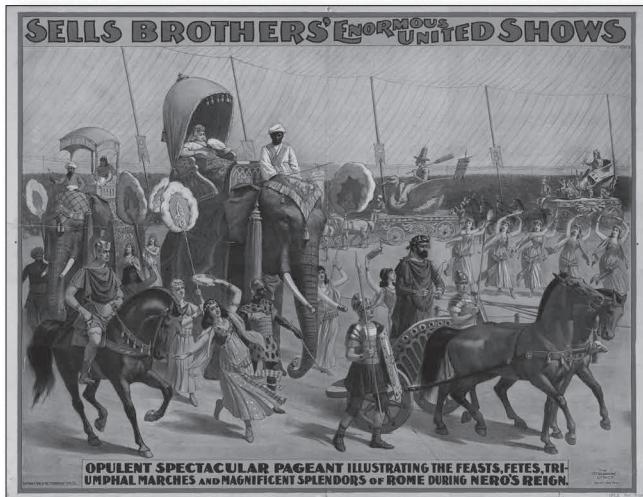
# Archival Resources on the Web—Eric Willey, Assistant Editor, Illinois State University, Normal

Contact Eric Willey at [ericwilley@gmail.com](mailto:ericwilley@gmail.com) if you would like to guest author a column or have a good idea to share.

## THE BIG TOP ONLINE: CIRCUS DIGITAL RESOURCES

By Pete Shrake, Robert L. Parkinson Library and Research Center, Circus World

The history of the American circus reveals a unique community filled with its own culture and language. It is a rich history representing a way of life that, in many respects, is a reflection of the audiences it strives to entertain. It is a subject that has, in recent years, attracted the attention of academic historians and graduate students who have come to see the circus as an opportunity to gain insights into the social history of a number of different time periods. It is a history that attracts the keen eye of model builders; curious genealogists seeking data on their ancestors; musicians enthralled with the stirring sounds of Sousa-like marches, fanfares, and gallops; collectors looking to expand their knowledge of material culture; and performers studying the acts of others who have gone before.



This 1893 Sells Brothers Enormous United Shows lithograph from Circus World's collections (CWi-19734) is typical of the variety of digital resources that are now available online through the websites referenced in this article.

Several organizations, including the Circus Historical Society, Circus Fans of America, Windjammers Unlimited (a historical society of enthusiasts who study and perform circus music), and the Circus Model Builders of America, cater to these user groups. These organizations, or their members, in turn produce serial publications and numerous books throughout the year. Despite this varied audience, only a handful of institutions around the United States maintain substantial research materials and serve these patrons. Of these institutions, even fewer have significant online resources.

Listed in this article is a selection of important online catalogs of research materials regarding the American circus. The list presented here is separated into two categories. The first category, Major Collections, presents websites that contain multiple collections and/or large numbers of images. The second category, Small Collections, describes websites that include a few hundred items or a single finding aid.

Though small in number, several common threads connect the different websites. The vast majority of online resources focus on images, specifically lithographic posters and photographs. Folder-level manuscript finding aids are limited, however, several collections do contain extensive book records. The subject matter is also limited. Whereas many of the resources do provide a wealth of information on such matters as transportation, advertising, performers, and business records, most online catalogs are dominated by materials related to the Ringling Brothers and Barnum and Bailey Circus, or its predecessors (The Ringling Brothers Circus and the Barnum and Bailey Circus). This is not surprising since the Ringling circus has been the dominant circus in the United States since the 1930s. Yet there were once hundreds if not thousands of different circus shows of all sizes, and finding documentation on many of these other shows can be difficult at best. Also significantly absent in nearly all the repositories, online or otherwise, are the personal papers of circus employees.

Today fewer than 10 circuses still travel the country. Ever since the emergence of radio, motion pictures, and television, the circus has steadily declined and has all but disappeared from the public consciousness. The websites presented here represent the work of a limited number of collecting institutions that provide a window into a quickly disappearing cultural form.

### Major Collections

The Special Collections Department of the **Milner Library, Illinois State University** ([library.illinoisstate.edu/unique-collections](http://library.illinoisstate.edu/unique-collections)) contains an extensive collection of circus books that can be searched through the main library online catalog. Also at the Milner Library is the **Circus and Allied Arts Collection** ([library.illinoisstate.edu/unique-collections/circus-allied-arts](http://library.illinoisstate.edu/unique-collections/circus-allied-arts)), a website of digitized

## ARCHIVAL RESOURCES ON THE WEB—Continued

### Eric Willey, Assistant Editor

The screenshot shows the homepage of the Milner Library Circus and Allied Arts digital collection. At the top, there's a banner with the text "Circus and Allied Arts". Below the banner, there's a large black and white photograph of a woman, identified as Aerialist Antoinette Concello, wearing a sequined costume. To the right of the photo, there's a section titled "Recent Additions" featuring five smaller thumbnail images, each labeled "Circus Parade". On the left side of the main content area, there's a sidebar with sections for "About this collection" and "Browse Slide Project". The "About this collection" section contains text about the collection's history and content. The "Browse Slide Project" section has dropdown menus for filtering by performer, circus, location, stage name, and subject.

The website of Illinois State University's Milner Library includes Kodachrome slides from its Circus and Allied Arts Collection.

Kodachrome slides from the 1940s and 1950s. The site also contains additional black-and-white photographs that date back into the 1930s. The images illustrate a broad range of subject matter including loading scenes, personal snapshots, back lot scenes, and performers.

**The John and Mabel Ringling Museum of Art** ([www.ringling.org](http://www.ringling.org)) is one of the largest online circus resources. It includes nearly 378 color slides, over 4,000 lithographic posters (the largest collection currently found online), and wardrobe design drawings.

**The Robert L. Parkinson Library and Research Center** at Circus World ([circus.pastperfect-online.com/30070cgi/mweb.exe?request=ks](http://circus.pastperfect-online.com/30070cgi/mweb.exe?request=ks)) is perhaps the most recent addition to the online community. The online catalog, established in 2011, contains over 6,000 records, including photographs, lithographs, and smaller advertising materials such as heralds and couriers. The online catalog also contains folder-level finding aids and over 3,000 book records.

The **American Antiquarian Society** ([catalog.mwa.org/index.html](http://catalog.mwa.org/index.html)), which focuses its collecting activity on pre-1876 materials, maintains an online catalog of over 500 records relating to both circuses and menageries, and is perhaps the single most important resource relating to pre-Civil War shows. This online resource does not contain any digital imagery nor does it contain folder-level finding aids, but it does maintain a searchable online catalog which references books, handbills, print ephemera, and manuscript materials.

No other online resource attempts to be as comprehensive as the website of the **Circus Historical Society** (CHS, [www.circushistory.org/index.htm](http://www.circushistory.org/index.htm)). The society does not collect physical archival or library materials, but its website still remains a significant research resource. The CHS website contains a “virtual library,” which includes indexes to *Bandwagon*, the historical journal of the CHS, as well as

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## ARCHIVAL RESOURCES ON THE WEB—Continued

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other serial publications such as *Circus Report* and *Circus Fan Fare*. The site also contains select digitized copies of historical publications such as *The Billboard*, route books, newspaper advertisements, and biographical information on numerous performers and other personalities.

### Small Collections

The online catalog of the **Wisconsin Historical Society** ([www.wisconsinhistory.org](http://www.wisconsinhistory.org)) contains over 200 photographs, numerous newspaper clippings, architectural and historic inventory records, and posters.

Indiana University–Bloomington houses the collection of **Charles W. Cushman** ([webapp1.dlib.indiana.edu/cushman/index.jsp](http://webapp1.dlib.indiana.edu/cushman/index.jsp)). Though the vast majority of the 14,500 Kodachrome color slides bear no relation to the circus, the collection does contain 179 color images from 1941 through 1965 of the Ringling Brothers and Barnum and Bailey Circus during its many performances in Chicago, Illinois.

Princeton University boasts two circus collections. The **McCaddon Collection of the Barnum and Bailey Circus, 1871–1907** ([findingaids.princeton.edu/collections/TC040.pdf](http://findingaids.princeton.edu/collections/TC040.pdf)) consists of 85 cubic feet of papers of the

Barnum and Bailey Circus in the years leading up to its purchase by the Ringling Brothers in 1907. The collection includes scrapbooks, advertising materials, lithographs, correspondence, and photographs. A second finding aid, **Circus Posters Collection, circa 1850–1973** ([findingaids.princeton.edu/collections/TC093.pdf](http://findingaids.princeton.edu/collections/TC093.pdf)) describes a collection of circus posters from the Ringling Brothers and Barnum and Bailey Circus as well as other miscellaneous circus shows.

The online catalog of Tufts University contains the finding aid for the **P. T. Barnum Papers** ([dl.tufts.edu/catalog/ead/tufts:UA069.001.DO.MS002](http://dl.tufts.edu/catalog/ead/tufts:UA069.001.DO.MS002)), which includes correspondence, photographs, news clippings, and other memorabilia documenting the career of P. T. Barnum.

The Missouri Historical Society holds the records of the **Parker and Watt Circus** ([shs.umsystem.edu/manuscripts/invent/2307.pdf](http://shs.umsystem.edu/manuscripts/invent/2307.pdf)), a midsized truck show from the mid-twentieth century. The collection contains general business records, employee and general correspondence, newspaper clippings, and photographs.



# Electronic Currents—Joanne Kaczmarek, Assistant Editor, University of Illinois

Contact Joanne Kaczmarek at [jkaczmar@illinois.edu](mailto:jkaczmar@illinois.edu) if you would like to guest author an Electronic Currents column or share a good idea.

## Kicking the Habit (of Resistance to Digital Preservation)

By Meg Miner, Illinois Wesleyan University

In 2001 I decided (for the fourth time) to get serious about quitting smoking. By then I realized the myth of the magic pill I'd been waiting for. All of us who try to rid ourselves of a long-held habit eventually admit it will take deliberate thought and time to develop confidence in the life changes that follow—and a lot of deep breathing. This process is much smoother if you have external support from people you trust and who care about your success.

This article makes the case that starting a digital preservation (DP) program is a lot like kicking bad habits. We all know we need to do it, but our lack of confidence and fear of the unknown hold us back. We want someone to deliver a quick and easy solution—a magic pill, even—to take our troubles away. By 2008, after completing initial digital preservation steps (collection inventory and securing a better storage environment), it still seemed impossible to proceed on my own. And then I accepted an opportunity to work with people outside my university who were experiencing the same difficulties.

By fall 2011, my institution was one of five participating in a National Leadership Grant from the Institute of Museum and Library Services (IMLS). Together we became the Digital POWRR (Preserving digital Objects With Restricted Resources) Project. We all lacked funding for anything "extra," and we were all uncertain of how to make DP work in our environments.

Our goal was to investigate scalable and practical solutions that would make access to digital preservation processes a reality for smaller or underresourced institutions. We all needed to move beyond understanding the need for digital preservation and toward effective stewardship of digital collections.

### Our Process

The IMLS requested we form a Board of Advisors with expertise in digital curation and preservation. We used our advisors' knowledge of DP on larger scales to understand how to reduce the variety and complexity of solutions without compromising core DP principles.

Six public and private sector professionals<sup>1</sup> met with us by phone and in person over the next two years. We arrived at a case study approach that involved a gap analysis of our institutions and compared where we were to our desired paths of progress. This exercise provided insights we used as we explored technologies to meet our needs.

We generated a list of almost 100 preservation tools and then narrowed it to over 60 that we evaluated at a surface level, meaning we did not download and install these products. We simulated what many people would do in exploring these possibilities: we looked at product web pages and attempted to contact someone when necessary. We examined product support (fee or community based), information currency, pricing, relative "openness," and what each product claimed it could do. We mapped out our evaluations on a colorful grid<sup>2</sup> that represents the intersection of the Digital Curation Centre's Curation Lifecycle Model<sup>3</sup> and the OAIS Reference Model.<sup>4</sup>

We chose six tools—Archivematica, Curator's Workbench, DuraCloud, Internet Archive, MetaArchive, and Preservica—to examine in depth for workflow impact and their compatibility with our existing resources, such as:

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	Copy	Fuzzy Check	Virus Scan	File Dedupe	Auto Unique ID	Auto Metadata Creation	Auto Metadata Harvest	Manual Metadata	Rights Management	Package Metadata	Auto SIP Creation	Public Interface	Auto DIP Creation	Auto AIP Creation	Reliable, Long-term Bit	Preservation	Redundancy	Data Storage Model	Geographically Dispersed	Exit Strategy	Migration	Monitoring	Monitoring	Auto Recovery
	Ingest					Processing					Access			Storage			Maintenance							
Archivematica	X	X	X			X	X	X	X	X	X			X	X						X			
Curator's Workbench	X	X				X	X	X	X		X	X												
MetaArchive	X	X			X	X				X		X	X			X	X	X	X	X		X	X	
DuraCloud	X	X			X	X	X	X	X	X				X			X	X	X	X	X		X	X
Internet Archive	X	X				X	X	X	X	X		X	X	X	X	X	X	X	X	X				
Preservica	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
DukeDataAccessioner	X	X				X	X	X	X		X	X												

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- outdated technical infrastructure,
- little to no budget (e.g., for licensing fees, additional equipment),
- little or no access to staff with technical skills (e.g., server administrators, programmers, metadata librarians),
- limited personal technical skills, or
- “lone arranger” staffing environments.

With the exception of Preservica, the fully examined tools are not complete products; they could not be used for end-to-end object preparation and storage. We looked at a full spectrum of options because we understood that scalability, or at least flexibility in approaches, might be best for some institutions. Only one other end-to-end product was available at that time, and we could not secure a limited license for testing it.

As our case studies show, each partner institution had a different experience evaluating these tools. Readers can review these reports on our wiki and compare their situations with ours to determine how best to proceed.

What became clear toward the end of this project was that most storage systems for bit-level preservation still need technical information that human processors may not have the time or depth of knowledge to create. There is no pill we can take to become metadata experts, and many of us won’t be able to hire professionals who are.

Since the metadata creation tools we tested were not easy to set up and use, our project adopted an open source metadata creator: Duke DataAccessioner (DA).<sup>5</sup> This tool creates accession checksums and a technical metadata record stored as an XML file that we recommend storing with the *master* copy of the digital object. An *access* copy can be stored elsewhere, but good stewardship is achievable by protecting the master and the XML files in the best way we can manage in our current institutional settings.

It is possible to use the XML file for project management by collecting information like file types, quantities, and cumulative sizes per type. Currently a separate tool is needed for aggregation,<sup>6</sup> but integration into DA is planned. If we add this information to our existing accessioning documentation, we can track our rate of collection growth and use the information to build support for acquiring tools that will normalize files in stable formats (formats that are likely to persist over time and be reliably migrated to new formats) and store them with bit-level monitoring.

Digital preservation programs involve more than just tools. They involve technology, organizational support, and resources,<sup>7</sup> so we devoted a portion of our project to creating simple messages about the need for DP. We created “communication one-pagers,” templates for handouts that convey the need for DP to different stakeholders to build capacity for funding. We also explored workflows in a collaborative MetaArchive model and created a multi-institution legal agreement for cooperative LOCKSS arrangements.

### **Kicking the Habit in Your Shop**

Unless an institution can commit to ongoing costs associated with a full-service digital preservation platform or to the technical knowledge and support needed for robust, open source tools, many archivists will need to develop a DP program gradually. If you are facing the forces of fear and inertia in getting a DP program going in your institution, take advantage of our work and kick the habit with the steps that follow.

### **Thoughtful Planning**

Start your own DP journey with the complete documentation and fuller explanations of our processes on our website and wiki. Our white paper<sup>8</sup> summarizes this work and provides recommendations based on institutional types and resources compared to the tools, services, and collaborative solutions that we examined in depth.

### **Confidence in Increments**

Minimally, track your rate of digital object growth to demonstrate these needs to your community and gather the recommended metadata in XML so it can be reused. We don’t have to understand every line of the code, just keep it! DataAccessioner, or tools with similar functionality, offers a low-tech, no-cost, approach to technical metadata you can use in conjunction with your regular accession workflows.

### **Breathe Deeply**

You will likely face people who don’t believe digital preservation is an issue worth paying attention to. By now we’ve all experienced format obsolescence or storage media failures. Use this information to develop a list of horror stories from real people in your work world. Nurture these people as allies! And when everyone agrees “this is important but...” (fill in the blank: there’s no time, no money, no staff, etc.), take a breath, document your efforts, and look for opportunities to secure your collections just a little more than in the past with a resource like NDSA’s Levels of Digital Preservation tool.<sup>9</sup>

### **Find Friends**

Never think that everyone has figured this all out except you. The options available today are drastically different from when we started just three years ago. Everyone is a learner in this environment, and current emphasis in the cultural heritage community is on collaborating to make the most of our strengths across institutions.

This last point holds true for everyone on the Digital POWRR project. We are all willing to talk through any details of our work that need clarification and to serve as a sounding board as you work toward a digital preservation program in your world.

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#### Notes

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9. NSDA Levels of Digital Preservation, accessed 1 November 2014, [www.digitalpreservation.gov/ndsa/activities/levels.html](http://www.digitalpreservation.gov/ndsa/activities/levels.html).

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# Preservation Essentials—Sara Holmes, Assistant Editor, NARA

Contact Sara Holmes at [sara.holmes@nara.gov](mailto:sara.holmes@nara.gov) if you would like to guest author a *Preservation Essentials* column or share a good idea.

## Health and Safety Concerns When Working with Mold

By Sara Holmes, National Archives at St. Louis

Mold is a common concern in archives. Using HEPA vacuums and performing surface cleaning using brushes or “sponge” erasers such as Absorene and Gonzo can help remediate mold on documents, but mold is a health hazard that can cause allergic reactions, infections, and irritations to eyes, skin, throat, and lungs. If working with mold-contaminated collections, you owe it to yourself and other staff members to protect yourselves as much as possible. It’s best to find professional assistance from qualified health and safety specialists who can consult with you on your particular needs to ensure that you conform to safety standards. In larger institutions, such as colleges and universities, you can likely reach out to health and safety staff who can assist in setting policies and procedures for staff members working with mold.

Mold-contaminated materials should be separated from other collections. If you are cleaning mold yourself, an isolated room away from other collections is the ideal space to perform the work. Work surfaces need to be cleaned when work is finished. Dormant mold, which is dry, can bloom again if moisture levels are sufficiently elevated. Be sure to keep moldy materials in spaces that are dry and cool.

If you decide to complete surface cleaning of mold in-house, keep in mind these considerations in protecting the health of staff performing the work. Use appropriate PPE (personal protective equipment) when working with mold. This includes using latex or nitrile gloves and disposable aprons or other coverings so clothing is not contaminated. Using respiratory protection will decrease your exposure to fine particulates, but misuse or inappropriate selection of respirators can harm not help. It’s important to understand the basics and seek out assistance when needed, especially if required under OSHA guidelines. Fit testing of respirators and medical clearance must be done by qualified specialists, but knowing the basics of respiratory protection can help you determine how to approach dealing with that moldy collection:

- Be sure that you have medical clearance from your doctor or an occupational health specialist to use a respirator. People with chronic health issues such as heart or lung conditions may not be good candidates for wearing a respirator.
- When used in the workplace, the Occupational Safety and Health Administration (OSHA) requires that respi-

rators be fit tested. Be sure to refer to OSHA’s standard for respiratory protection (29 CFR 1910.134) at [www.osha.gov](http://www.osha.gov).

- Use a NIOSH-approved respirator. Surgical masks and dust masks do not qualify. Look for an adjustable-fitting N95 respirator in safety supply or hardware stores. An N95 respirator filters 95% of airborne particulates and is appropriate for use with mold. They can be found as disposable respirators or as plastic or rubber half-face masks.
- Read the manufacturer’s instructions for using the respirator and getting a tight seal when worn. If the respirator does not seal, you will not be protected.
- Always check the fit of the respirator by checking for leaks by sharply exhaling. If there are leaks, readjust the respirator.
- If using half-face respirators, follow manufacturer guidelines for cleaning, maintenance, and replacement of filters. (If not regularly using a respirator, you may prefer the ease of disposables.)
- You may need to try different styles or brands of respirators to find a good fit.
- People with beards or other facial hair may not be able to get a sealed fit.
- If you have trouble breathing at any time while wearing a respirator remove it immediately and seek medical help.
- Remember to use respiratory protection when emptying your HEPA vacuum contents!
- Always clean work surfaces when finished to remove mold spores. You may use a diluted bleach solution (1 part bleach to 10 parts water), or a surface disinfectant product such as Envirocide, which is a nonirritating cleaner commonly used in hospitals.

For more information that may help you understand how to develop procedures for working with collections with mold, be sure to check the following sources:

- Occupational Safety and Health Administration on Molds: [www.osha.gov/SLTC/molds/](http://www.osha.gov/SLTC/molds/)
- Centers for Disease Control and Prevention: [www.cdc.gov/mold/faqs.htm](http://www.cdc.gov/mold/faqs.htm)
- Arts, Crafts and Theater Safety provides free information on health, safety, and industrial hygiene to cultural resources: [www.artscraftstheatersafety.org](http://www.artscraftstheatersafety.org).
- And check with your own state’s department of health for information or assistance.

# Mixed Media: Working with Audio and Visual Materials—

Heather Fox, Assistant Editor, University of Louisville

Contact Heather Fox at [heather.fox@louisville.edu](mailto:heather.fox@louisville.edu) if you would like to guest author a Mixed Media column or share a good idea.

## One Hot Day in July: The True Story of an Archival Freezer Failure

By Asia Harman, Indiana University Moving Image Library

On a sweltering day in late July 2013, an alarm went off at the Auxiliary Library Facility (ALF) at Indiana University–Bloomington, indicating that the temperature in the archival film freezer was climbing—quickly. The outdoor walk-in freezer is home to nearly 3,000 severely deteriorated films belonging to the Indiana University Libraries Moving Image Archive (IULMIA). It normally maintains a temperature of -2 degrees Fahrenheit but the freezer had stopped working. Inside, the walls and film cans were

thick with moisture, pools of murky water were collecting on the floor, the hottest part of the day had yet to arrive, and the temperature was already above freezing. After a quick bout of panic, a plan of action was put in place immediately. Thawing too quickly can cause condensation to form on the film inside the cans and must be avoided. With the help of the ALF staff, the IULMIA staff donned summer clothes, aprons, and gloves and moved the films over the course of

*Relative humidity indicator strips are taped around film cans*

the day into the two nearby on-site freezers owned by the Preservation Department.

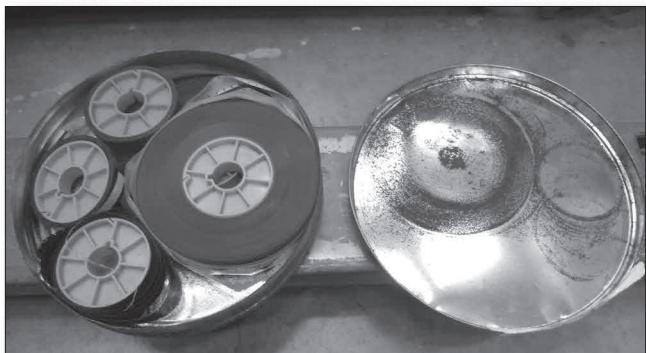
By the end of the day, our freezer was close to 80 degrees. The other two freezers saved our films on that very hot day, but are used regularly by the paper conservation staff at ALF, and we knew they could only serve as a temporary solution. When comparing the healthy Preservation Department's freezers and the IULMIA freezer, the first thing we noted was that ours smelled akin to a jar of pickles. Not only did our olfactory senses alert us that something was wrong, but the pipes were visibly rusty and corroded. We were later informed that the motor had deteriorated. For



*Upon completion of the project, each film was neatly organized and every shelf received an alphanumeric label.*

reasons described below, between 2010 and 2013, films were kept in loosely tied, thin trash bags, which allowed the pernicious vapors to escape from the cans but still be trapped inside the freezer. Essentially, gaseous acetic acid emitted by the films had been working hard for many years to decay the inner workings of the freezer. Shortly after it broke, our freezer was repaired and the motor was replaced. The stinky films were ready to be returned from whence they came, but only after we dealt with them first.

In 2010, the newly created IULMIA took custody of nearly 50,000 films, the core of which were comprised primarily of 16mm educational films distributed and



*These decayed films have vinegar syndrome.*

produced by the defunct IU Audio-Visual Center from the 1930s to the 1990s. The collections had been stored in various locations around the IU campus in Bloomington, Indiana, for several years in less than ideal conditions. The IU Libraries decided these films should be preserved at the film-friendly vault at the ALF.

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## MIXED MEDIA: WORKING WITH AUDIO AND VISUAL MATERIALS—Continued

Heather Fox, Assistant Editor

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Using acid-detecting (A-D) strips made by the Image Permanence Institute (IPI), every film was tested for vinegar syndrome before entering the vault at ALF, which maintains a constant 50 degrees Fahrenheit and 30 percent relative humidity. Vinegar syndrome is a form of deterioration that affects acetate-based film and earns its name from the similarly strong odor of the common household item. The scale used for A-D strips ranges from 0 to 3, or good to critical, respectively.<sup>1</sup> Of all of the films, nearly 3,000 tested were in critical condition and were housed in the aforementioned freezer.

As the project manager, I worked with the director of the IULMIA, Rachael Stoeltje, and film archivist Andy Uhrich to create a workflow that best suited our budget and timeline. To save our freezer from future catastrophic failure, we followed the National Park Service's guidelines for cold storage of film-based materials, which is based on the Critical Moisture Indicator packaging method.<sup>2</sup> These recommendations involve double-bagging films to protect them from unwelcome fluctuating changes in relative humidity.<sup>3</sup> This procedure also creates a vapor barrier to prevent the release of acetic acid into the environment. The films needed to be slowly acclimated before being processed to avoid condensation from forming, a task that

involved pulling batches of about 100 films at a time from the freezer and allowing their temperature to rise over the course of 24 hours in the climate-controlled vault before bringing them into the room-temperature working area.



Jacob Shelby vacuum packs the films in bags.

A large portion of this project was dedicated to creating a precise list of every title and assigning each a unique alphanumeric location coordinate to establish physical control over the collection and to ensure easy retrieval of films from the freezer. Before this project, films in the freezer were not barcoded, and there



Before the project, films were stored in loosely sealed bags.

was no complete inventory of what was inside. When IULMIA initially received the film collection, Stoeltje was the archive's only full-time employee and due to the brief window of time available to transfer materials to the ALF, the collection had been neither double-bagged nor barcoded. As is the case with many archival projects, there is a delicate balance between following best practices and the reality of available resources.

Predetermining the location for each film was much more pleasant in our working area as opposed to the cold confines of the freezer. For this, we taped off an area of a table to the exact dimensions of the freezer shelves and mapped out the exact location of each title before it was processed. Our naming sequence for location was devised by shelf bay, location in the front or back of the shelf, numerical stack, and then order from the top down within each stack. Once we determined the location for a particular title, we entered this unique ID into our spreadsheet and later double-checked the information before returning it to the freezer. We then taped around the opening of each film can, which acted as the first of two vapor barrier layers. We taped a relative humidity indicator strip to the outside of every can so we could monitor the moisture level inside each bag and included a silica desiccant pack as an added barrier against humidity.

To ensure that we maximized the amount of space available in the freezer, films had to be stackable after being bagged. The film cans in the freezer range from a capacity to hold 400 feet of film (about 7 inches in diameter) to 2,000 feet of film (roughly 16 inches across), and because no plastic bag is one-size fits all, we used three variously sized bags. We discovered that leaving the excess part of the

bag hanging loose took up too much space, and we needed to figure out a way to remedy this. Our solution was to vacuum seal the bags the good old-fashioned way—with a vacuum. After testing three kinds of vacuums, we settled on one with a quarter-inch hose attachment that allowed us to suck out the air quickly and leave a small hole that could be sealed without allowing air to get back in. Then we neatly folded the excess part of the bag and taped it down along the edge of the can so that the films could still be stacked.

Each film then received a sticker with the title and barcode printed on it so that it could be seen more easily on the outside of the bag. Each location was then handwritten on the label. After every film had been bagged, barcoded, and labeled, we returned them to their initial placement on our taped-off shelf layout. In groups of three or more, each stack was transferred, in order, to its corresponding place within the freezer.

Over the course of two months and with the help of eight library and information science graduate student workers, we successfully barcoded, double sealed, and mapped out the location of all 3,000 films. What started off as a potential disaster and loss of materials, actually turned into a solution for gathering information and gaining control of this collection. Several of the films we saved during this project have been digitized and are available online at [collections.libraries.iub.edu/IULMIA/about](http://collections.libraries.iub.edu/IULMIA/about), and some have been projected at our local bimonthly film screening. Today, films can be quickly and easily located and the freezer smells exactly how it should, just like a freezer and not a noxious mixture of vinegar and rust.

It has now been one year since we completed the freezer project, and we are still discussing the future of the 3,000 freezer films. Considering the time and resources that we put into saving the freezer films, it is crucial not to just shelve them out of sight and out of mind. Archivists must be conscious of why we delegate our resources to specific collections. This project forced us to take a hard, close look at this collection and assess the level of prioritization it needed. We were extremely fortunate to have the time and resources available to remedy the situation. In the end, the moral of the story is to monitor your freezers closely, because you never know if a vinegary film collection is just a ticking time bomb waiting to go off.

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#### Notes

1. James M. Reilly, “IPI Storage Guide for Acetate Film” (1996), accessed October 27, 2014, [www.imagepermanenceinstitute.org/webfm\\_send/299](http://www.imagepermanenceinstitute.org/webfm_send/299).
2. National Park Service, U.S. Department of the Interior, “Cold-Storage: A Long-Term Preservation Strategy for Film-Based Photographic Materials,” accessed October 27, 2014, <http://www.nps.gov/museum/coldstorage/html/index.html>.
3. Mark H. McCormick-Goodhart, “On the Cold Storage of Photographic Materials in a Conventional Freezer Using the Critical Moisture Indicator (CMI) Packaging Method” (July 31, 2003), accessed October 30, 2014, [www.wilhelm-research.com/subzero/CMI\\_Paper\\_2003\\_07\\_31.pdf](http://www.wilhelm-research.com/subzero/CMI_Paper_2003_07_31.pdf).

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# Up-and-Comers: News for Student Archivists—Justin Seidler, Assistant Editor

*This is Justin Seidler's last effort as assistant editor for the Up-and-Comers column (thanks for your great work, Justin!). If you would like to join the staff of the MAC Newsletter and work with this important column, please contact Editor Paul Eisloeffel at paul.eisloeffel@nebraska.gov.*

## The Lone Arranger

By Justin Seidler, Albion College

The term “lone arranger” is frequently and lovingly tossed around in our professional literature and in the archival community at large. It identifies a unique position that arises usually from the budgetary constraints of small institutions that require the skill sets of a varied range of information science professionals. These skill sets may include, but are not limited to that of an archivist, records manager, digital asset curator, special collections librarian, rare books and manuscripts curator, preservation specialist, conservation specialist, genealogist, teacher, supervisor, event planner, secretary, receptionist, sorcerer, and psychic. This may seem like a job predicated on overcoming insurmountable odds and doing the impossible with very few resources, because that is exactly what it is. At times it seems that no mere mortal can possibly shoulder the daunting list of responsibilities that characterize this infamous position, but someone needs to do it—and that someone can and should be you, the up-and-comer.

The challenges that face a single archivist and special collections librarian will, in effect, provide a more profound and enduring education than any archival master’s program could ever hope to provide for its students. The education generally begins by breaking the individual down to a quivering mass of nothing, then rebuilding the person with eyes wide open to the realities of the position. The most important and effective tool any up-and-comer can possess is a positive attitude and a sense of adventure. Accordingly, it is at this time that one must remember: it is not an adventure if everything goes according to plan. Take a deep breath and expect the unexpected.

### The Job Description

The archivist and special collections librarian, hereafter referred to as the “lone arranger,” is responsible to the library for the administration of the college archives and special collections. This includes appraisal, preservation, and management of historical materials and records relating to the history and function of the college, its faculty, staff, administration, and students (i.e., photographs, inactive administrative files, artifacts, copy and research, and any and all items of historical significance). You, the lone arranger, will work with the library director to develop

and enforce policies for access and care of the archives and its materials, as well as develop and/or review collection development policies and procedures.

The lone arranger must work with donors to bring new collections to the archives, organizing by agency, subject, and medium. Backlogged materials must be reviewed with regard to physical condition and relevance to the collection development policy. Accordingly, materials must be arranged, described, preserved, and carefully documented with archival software such as Archivists’ Toolkit. EAD finding aids must be created according to *DACS (Description: An Archives Content Standard)* and other archival best practices.

Preservation of the institution’s collection means understanding and dealing with curatorial care, mending operations, and reformatting of materials. The lone arranger will maintain storage systems and exhibition practices appropriate to the collections while being mindful of the research needs for particular media.

In addition to the above, one must understand records management to properly maintain a program whereby records necessary to the function and historical documentation of the institution are created, retained, and destroyed according to a standardized, scheduled process. The lone arranger will also be responsible for working with library staff to establish and maintain a digital repository, exhibitions, outreach programs, and web development.

The lone arranger juggles all of the above all at the same time—and regardless of how large or small the budget is. It remains the case for all of us that there is never enough money to go around.

### The Complications

It is one thing to look at the job description and say to one’s self, “All of this was covered in my master’s program. I can tell you all about it!” It is, however, quite another thing to actually juggle the responsibilities that the institution needs to have undertaken and maintain some semblance of sanity. Complications arise as a normal part of the job; they involve event planning, committee work, faculty meetings, supervising and managing of students and

volunteers, and sometimes damage control or even theft. It is precisely these recurring moments that require of the lone arranger a supremely positive attitude.

No necessary project was ever attempted that did not first require multiple preliminary projects. Those projects, in turn, require their own necessary conditions, and so forth. The result can seem like a paradox fit for Zeno, when the chances of starting anything seem infinitesimally small. For example, oversized collections are cluttering your work environment, virtually burying your desk and computer. The collections need to be rehoused and placed in proper oversized storage shelves. First, however, the repository needs proper shelves to house the materials. Before that can happen, though, space needs to be made for the shelves by moving furniture out of the research room. Before that can happen, however, space needs to be made elsewhere in the building for the furniture, which requires the consent of at least one committee, which requires a well-written proposal, which is difficult to produce because the desk and computer are buried under all of the oversized collections.

The previous example is actually based on a uniquely complicated situation in the Archives and Special Collections of Albion College in Albion, Michigan. In her will, written in 1909, Madelon Stockwell Turner, an Albion alumnus and daughter of the first principal of the college, did bequeath the majority of her property to the college so that it might erect a building in memory of her father and mother. In



*Nineteenth-century parlor furniture is housed in Albion College Special Collections by stipulation of the donor's last will and testament.*

a number of other personal items that belonged to the family. The furniture is now displayed in the reading and research room of Albion College Archives and Special Collections, due to its climate-controlled environment and UV filtering windows, occupying space that might otherwise

be used for the proper storage of Albion's ever-growing collections.

Every archives is a breeding ground for complications, challenges, curveballs, and problems in need of solutions; the difference here being that the lone arranger is working with a skeleton crew of one. Even in the event that student workers or volunteers help lighten the load, those people require training and supervision, which can often generate more work than it saves. All of these things, however, should be considered part of the job and taken in stride. It is important to remember that no matter how isolating the position may feel, you are rarely alone.

### **The Light at the End of the Tunnel**

Even the loneliest arranger's work does not exist in a vacuum. Not only is there a network of professionals that make up the institution that the archives supports, there is also an entire network of professionals in the archival community at large. For example, one should never underestimate the beauty of the listserv. Listservs are an invaluable source of information right at your fingertips. The modern technological age makes it possible to maintain a constant connection with communities in very specific areas of information science. Seemingly every group from students to directors has its own listserv full of people asking and answering questions that can only be addressed by that specific community! The reference librarian may not be able to provide any guidance when it comes to sixteenth-century vellum manuscripts, but there is at least one listserv or roundtable just waiting to spark up a debate about proper preservation techniques.

Certainly, no education can compare to the trial-by-fire of shouldered responsibilities facing the lone arranger. To say that such a prospect is overwhelming is truly an understatement. Even in the event that one is able to receive assistance from faculty and staff of an institution, it is still up to the archivist to make the tough decisions and stick to them. All of these responsibilities, however, produce a rather unexpected and positive effect, namely, a dramatic boost in professional ability and self-confidence. It is truly amazing what we as human beings can do when we have to and even more amazing to look back at our own accomplishments as individuals and say, "I overcame seemingly insurmountable odds to accomplish something I never expected to accomplish." Therein lies true adventure; reflecting upon the tumultuous journey that led us to where we are now. The position of lone arranger, though daunting and overwhelming, is nevertheless an invaluable challenging experience to make a true veteran out of any up-and-comer.

## People and Posts—Alexis Braun Marks, Assistant Editor, Eastern Michigan University

*The MAC Membership Committee invites members to share positions, appointments, and honors in the People and Posts column. Please send items to Alexis Braun Marks, abraunma@emich.edu.*

**Kim Anderson** joined the staff of the Special Collections Department at Iowa State University in August. She will help lead the department in establishing a digital records program.

**Edward Benoit III, PhD**, former adjunct instructor at UW–Milwaukee, defended his dissertation in August and joined the faculty in the School of Library and Information Science Louisiana State University as an assistant professor and is coordinating the archival studies program.

**Alexis Braun Marks, CA**, was promoted to the rank of assistant professor at Eastern Michigan University in Ypsilanti, Michigan, where she serves as the university archivist.

**Heidi Butler** recently returned to the United States and her home state of Michigan after four years as a university archivist in Dubai, United Arab Emirates, to accept a position as the local history librarian for the Capital Area District Libraries in Lansing, Michigan.

**Stefanie Caloia** joined the staff of Wayne State University as the Reuther Library's new American Federation of Teachers (AFT) project archivist. She will be conducting both MPLP and folder-level processing of backlogged AFT records.

**Sasha Griffin** has joined Denison University in Granville, Ohio, as the university archivist and special collections librarian. Griffin recently left Luther College in Decorah, Iowa, after four years as project archivist, digital archivist, and interim college archivist.

**Eric Hillemann**, former Carleton College archivist, has taken on a new role as senior associate in the archives

where he will be working on special projects and focusing more on writing about the history of the college.

**Dennis Meissner** is now serving as the interim deputy director of the Minnesota Historical Society. Previously, Meissner served as head of the society's collections management department.

**Natalie Morath, CA**, was appointed archivist and media specialist at the General Motors Design Archive and Special Collections in October 2014.

**Allison Neely**, previously with both the Wisconsin Historical Society and the Wisconsin Center for Film and Theater Research, joined the processing staff at the Minnesota Historical Society this past August as an archival collections cataloger and will focus on the arrangement and description of photographs and sound and moving image collections.

**Erik Nordberg** returned to his metro-Detroit roots in October as the director of Walter P. Reuther Library's Archives of Labor and Urban Affairs and University Archives at Wayne State University. Most recently the executive director of Michigan Humanities Council, Nordberg previously served many years as the university archivist and head of

archives at Michigan Technological University's Van Pelt Library.

**Danelle Orange** recently accepted a position at Carthage College in Kenosha, Wisconsin, where she will work with special collections, digital preservation, records management, and instruction. Orange previously worked at Dakota Wesleyan University in Mitchell, South Dakota, and the University of North Texas in Fort Worth.

**Alexandra Orchard**, formerly Walter P. Reuther Library's Service Employee International Union archivist at Wayne State University, is now serving as technical and metadata archivist leading the Reuther's transition to ArchivesSpace.

**Erin Platte**, 2013 University of Michigan School of Information graduate, is currently assisting with archival projects and creating a series of EAD finding aids at the university's Visual Resources Collections.

**Deborah Rice** transitioned to an audiovisual archivist position to help Wayne State University Walter P. Reuther Library's AV department meet growing researcher demand for its collections.

### In Memorium: Nancy Marie Deromedi

*November 9, 1961 – October 13, 2014*

Nancy Deromedi, archivist and long-time MAC member, passed away at her home in Ann Arbor last fall. A Michigan native, Nancy studied at the University of Michigan, earning a master's from the School of Information in 1997. She started at the Bentley Historical Library and rose through the ranks to her most recent position of associate director for curation. She was an expert on digital archives, designing a series of valuable best practices. Long interested in historic preservation, she also helped cultivate important architectural design collections for the Bentley. Nancy is survived by her husband David, her parents, siblings, and extended family.

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