Contemporary archivists daily face the challenges of how to preserve and provide access to the digital materials that are coming into our repositories at an increasing rate. Without proper attention, there is a real risk that future researchers will not be able to access these electronic texts, images, audio recordings, and videos. But the technical skills needed to manage and preserve these digital records were not covered during the professional training of many archivists.

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2015 Fall Symposium Recap: Digital Archiving

Joshua Ranger, left, and Bertram Lyons discuss digital archiving at the MAC Fall Symposium.

Candidates for the 2016 Election

The Nominating Committee, consisting of Chair Douglas Bicknese and members Bethany Anderson and Michelle Christian, announce the following members who have agreed to run for office in the 2016 election. The election opens on February 1, 2016.

Vice President:
- Daardi Sizemore—Minnesota State University, Mankato
- Erik Moore—University of Minnesota

Treasurer:
- Deirdre Scaggs—University of Kentucky
- Joel Thoreson—Evangelical Lutheran Church in America Archives

Update from the 2016 Annual Meeting Program Committee: “ArchivesFest in the City of Festivals”

Milwaukee, Wisconsin, April 27–30, 2016

Planning for ArchivesFest continues apace! As you read in the last issue of the MAC Newsletter, the Local Arrangements Committee has been busy arranging tours and events to provide us with opportunities to see the best of Milwaukee’s exciting highlights. The Program Committee, meanwhile, has selected a stellar lineup of archival professionals to provide inspiration, education, and a sense of celebration. Last month’s newsletter announced that Dennis Meissner (current SAA president, former MAC president, and longtime MAC member) will kick off ArchivesFest as our headliner and plenary speaker. Described in his nomination for SAA Fellow as both a “stimulating thinker” and “a proverbial island of sanity in an...”
Hello MAC Members,

I hope you had an enjoyable fall and a wonderful holiday season. The time between Thanksgiving and the New Year is always quiet at Cargill, so it’s a great period to focus on projects, conduct personal records management, and (ahem) clean my desk. We have also begun to craft a postanniversary strategy for Cargill’s archives focused on wider collecting and building an electronic records program.

The Fall Symposium, “Hard Skills for Managing Digital Collections in Archives,” held in Minneapolis, September 18–19, 2015, was a resounding success. Thank you to the Organizing Committee led by Daardi Sizemore and Ann Kenne for a well-organized event. And, thank you to our speakers, Bertram Lyons and Joshua Ranger, for leading attendees through practical tools and examples that will help us all accession, evaluate, and manage our electronic records better.

At its fall meeting, Council drafted a new strategic plan, which will take the organization to 2020. The plan is posted on the MAC website at www.midwestarchives.org/mac-council-minutes-reports. Over the next five years, the organization will be addressing a number of matters. 2015 was the tenth anniversary of MAC Symposiums; we will evaluate these programs and determine what factors will contribute to their success in the future. Our website is also 10 years old. We will take a look at all of our public-facing publications and products to ensure that we are doing our best to inform and grow the membership. We will address rising meeting and organizational costs, while continuing to make educational opportunities cost effective for members and ensuring adequate revenue for ongoing organizational functions. Last, we will define an advocacy role for the organization. These opportunities will keep MAC strong and focused on the development of its members into the future.

In February, I will send out a call for volunteers to serve on MAC committees. This is your opportunity to become involved in the organization in a non-elected position. A variety of committees serve MAC, such as membership, education, and awards, that need member volunteers. In particular, we are looking for a vendor coordinator apprentice. If this position interests you, please contact me.

We are entering another busy MAC season. If you have not renewed your MAC membership, please do so today. MAC relies on the support of its members. Elections begin this month, and we have an impressive slate of candidates thanks to the hard work of our Nominating Committee led by Doug Bicknese. Be sure to read their statements on the MAC website. And, soon, you will receive your program for our Annual Meeting in Milwaukee. I hope you are planning to attend “ArchivesFest in the City of Festivals,” April 27–30. I look forward to seeing you there.

Sincerely,

Jennifer Johnson
President, Midwest Archives Conference
2015 Fall Symposium Recap: Digital Archiving

(Continued from page 1)

At the 2015 Fall Symposium, “Hard Skills for Managing Digital Records in Archives,” 67 archivists from around the MAC region gathered at the Depot Renaissance Hotel in downtown Minneapolis to face this issue. Armed with their laptops filled with open-source software and sample data sets, participants were led through a study of digital archiving processes by Symposium speakers Bertram Lyons and Joshua Ranger from AV Preserve.

Friday morning provided an overview of the digital landscape and a brief look at the many tools available to help manage digital collections as a whole. The group then began to look more closely at the kinds of electronic files that make up collections. They explored some of the advanced functions available in Excel that can be useful in surveying and identifying the numbers, types, and sizes of electronic files in a collection. Then they moved on to an exercise using OpenRefine to assist in normalizing metadata associated with the sample files. The afternoon session brought a review of how electronic files are created (bits and bytes) and the types of metadata that are embedded in these files. Exercises followed using command line functions in ExifTool to extract and analyze this metadata.

The Saturday morning session featured a presentation focused on what to prioritize when starting a digital preservation program. Participants launching a digital preservation program were encouraged to do some basic tasks: identify the type and number of files in a collection, create checksums for the files, document the checksums and location of the files, place the files in a secure place, and check the files on a schedule to make sure they are there and have not changed. The participants worked on several exercises using the open-source software Bagger and Bag-It to perform many of these functions.

On Friday evening, the Organizing Committee arranged for a number of restaurant tours to several eateries in downtown Minneapolis. Participants were able to continue discussing what they learned that day over Nordic-inspired cuisine at the Bachelor Farmer or just unwind from the day’s instruction at the Red Cow over burgers and craft beers.

Symposium cochairs Daardi Sizemore and Ann Kenne worked with a fabulous group of Local Arrangement Committee members to pull together this event, including Ellen Holt-Werle, Meagan Kellom, Sarah Barsness, and Lara Friedman-Shedlov. The Organizing Committee is especially thankful to Nat Wilson and Carol Kusmann, who volunteered to serve as technology assistants during the Symposium, helping grateful participants work through various technological challenges.

The Organizing Committee is particularly grateful to the donors who provided support to the Symposium, including the Minnesota Historical Society, the Friends of the University of Minnesota Libraries, Bruce Bruemmer in honor of Mark Greene, Saint Cloud State University Library, Library Services at Minnesota State University—Mankato, the Twin Cities Archives Roundtable (TCART), the Charles Babbage Institute, Northern Micrographics, Saving Tape Media Conversion, and the University of St. Thomas. Their financial assistance was integral to making this year’s Symposium a success.

Candidates for the 2016 Election

(Continued from page 1)

Council (2 vacancies):
Anke Voss—The Urbana Free Library
Ann Kenne—University of St. Thomas
Sammie Morris—Purdue University
Harrison W. Inefuku—Iowa State University

Nominating Committee (2 vacancies):
Lae’l Hughes-Watkins—Kent State University
Katie Blank—Marquette University
Johna Picco—Filson Historical Society

Portia Vescio—Michigan State University

The candidates’ statements and biographies will be available on the MAC website in mid-January. And don’t forget to renew your membership, or you can’t vote. Watch for announcements!
increasingly chaotic world,” Meissner has tentatively titled his address, “Diversity, Inclusion, Value, Engagement: An Archival Agenda.” He will certainly invigorate and challenge conference attendees with his vision for our profession’s future.

The Program Committee was presented with an embarrassment of riches when considering proposals for the program. Indeed, we received more than twice the number of proposals than our meeting schedule can accommodate. The concurrent sessions will offer something of value to each and every MAC member, whether a recent graduate, an accidental archivist, or a seasoned professional. Sessions on collaboration, diversity in the archival profession, immigration history of the Midwest, and fandom collections balance offerings on more traditional topics, such as born-digital records, records management, and tried and true tricks of the trade. Four preconference workshops will focus on digital preservation, digital curation, career planning, and grant writing.

The student and new professional posters are also an important part of the program, offering a glimpse into the latest work in archives and public history graduate programs. A call for poster submissions went out in October, with a deadline of January 15. If you have something to contribute, please visit the MAC website at www.midwestarchives.org to find out more and submit your proposal.

The Annual Meeting Program Committee is composed of Co-chairs Amy Cooper Cary and Colleen McFarland Rademaker and members Anne Cox, Dana Gerber-Margie, Morgen MacIntosh Hodgetts, Russ Horton, Tom Lamb, Meredith Lowe, Alexis Braun Marks, Dan Noonan, Heather Stecklein, and Eric Willey. If you have questions for the committee, please e-mail the co-chairs at amy.cary@marquette.edu and crademaker@scls.org.

2016 Annual Meeting Update
(Continued from page 1)

Nominate a Special MACer for the Distinguished Service Award!

MAC’s Distinguished Service Award recognizes the otherwise unsung contributions of our MAC friends and colleagues who have given a great deal to the organization. Please take a moment to think of all the people you know who have been quietly contributing their time and talents to MAC: the people who offer to serve on committees and are ready to fill in as workshop leaders or session participants at the last minute, or those who will happily work at the registration table when they learn that someone has just canceled, or those who can whip up a quick article for the newsletter when you need to fill that last quarter-page. Now take a few minutes to put into words why MAC should recognize at least one of those people, and submit your description on the MAC Distinguished Service Award nomination form posted on the MAC website, www.midwestarchives.org/assets/documents/DSAform.pdf. The Distinguished Service Award was created to recognize individuals who give generously of their time and talent with little or no formal recognition and who likely have never served in an elected MAC position. Since its inception, MAC has made this award to a very small group of deserving individuals.

Please consider nominating someone for his or her dedication to MAC. The deadline for nominations is January 31, 2016. For guidelines, visit midwestarc.memberclicks.net/distinguished-service-award. For more information, contact Tanya Zanish-Belcher at zanisht@wfu.edu.
Workshops Coming to Milwaukee, Wisconsin

The Education Committee, in collaboration with the 2016 Program and Local Arrangements Committees, has an exciting lineup of workshops and open forums planned for the 2016 MAC Annual Meeting in Milwaukee. Two full-day workshops will be held on Wednesday, April 27. The first workshop is “From Theory to Action: A Pragmatic Approach to Digital Preservation Strategies and Tools,” led by Digital POWRR. This workshop will focus on the “how” of digital preservation and is geared for frontline practitioners who routinely complete collections processing work. Even better, this workshop is free! The second full-day workshop is “Digital Curation Planning and Sustainable Futures,” which will be led by Helen Tibbo. This course is one of the Transformation Courses of the SAA Digital Archives Specialist Program and will teach participants the core information needed to “develop, manage, and advocate for a digital curation program.”

Two half-day workshops will also be held Thursday morning, April 28. The “Career Planning for Archivists” workshop, taught by Tanya Zanish-Belcher and Beth Myers, will help beginning-to-midcareer archivists realistically assess their career situations and assume greater control over their professional development. “Grant Writing: An Introduction for Archives and Heritage Agencies” will provide an introduction to the grant writing process. Participants will not only receive an overview of various aspects of grant writing, but will also discuss the important work of operating a grant. Both of these workshops will provide opportunities for discussion and hands-on learning.

The MAC Education Committee is currently planning two open forums that will be held over the lunch hour on Friday, April 29. These open forums will provide time and space for attendees to participate in facilitated discussions about topics of interest to archival professionals. One forum will focus on needs assessments for collections management systems, and the other will concentrate on creating elevator speeches. There may possibly be a third forum on personnel management and supervisory skills.

Registration information and complete descriptions of these educational opportunities will be available in the 2016 MAC Annual Meeting Program. If you have any questions about the workshops or open forums, please contact the MAC Education Committee cochairs Lisa Sjoberg (sjoberg@cord.edu) and Ellen Swain (eswain@illinois.edu).

DID YOU RE-UP FOR 2016?

If you haven’t already renewed your membership in MAC, you must do so by January 31 to ensure your eligibility to vote in the upcoming spring election. Renew online to make sure you meet the deadline—you can renew online and pay by check or credit card and still be eligible.

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 for your continued support of MAC. We look forward to your continued involvement in 2016!
Minutes of the Council Meeting  
Midwest Archives Conference  
Thursday, September 17, 2015

President Jennifer Johnson called the regular meeting of the Council of the Midwest Archives Conference to order at 8:30 a.m. on Thursday, September 17, 2015, at the Depot Renaissance Hotel in Minneapolis, Minnesota.

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

The agenda was approved by general consent.

During the morning, Council drafted a strategic plan to cover the period 2016 to 2020. The draft will be reported separately from the minutes.

**President's Report**

President Johnson presented her report. She noted recent efforts to centralize recordkeeping of contracts by the secretary. Thus far, the secretary has received current contracts between MAC and AMC Source, EBSCO, and JSTOR.

Council considered whether it should comment on the US Copyright Office’s Orphan Works and Mass Digitization Report. As the opportunity to submit comments had passed, Council took no action. Council then considered whether to take a position on the US Copyright Office’s Copyright Protection for Certain Visual Works Report. Council agreed to review a position statement to be drafted by Johnson. Council then discussed its general approach to archival advocacy, noting that it generally reacts to prompts from the membership or follows SAA’s lead, but does not act proactively. Council discussed the desirability of having an advocacy policy and agreed to establish a working group to investigate further.

**Vice President’s Report**

McCartney presented the report of the 2015 Annual Meeting in Lexington, Kentucky. He noted that the meeting was financially successful and had 350 registrants. He noted areas in which MAC should improve communication with AMC, especially surrounding a/v costs. Future LACs should request a/v fee sheets from the Annual Meeting venues early in their budget planning process. Council had a general discussion about a/v costs, hotel room blocks, and workshop registrations. (None of the workshops at the 2015 Annual Meeting filled to capacity.) It came to light that AMC did not use session registration numbers to assign sessions to rooms, which likely contributed to overcrowding at some sessions. Council agreed that the Program Committee should assume more responsibility in assigning sessions to rooms, not leave it to AMC.

Daardi Sizemore and Ann Kenne, cochairs of the Organizing Committee for the 2015 Symposium, joined Council and shared their report. They solicited questions to include in the Symposium evaluation form. They reviewed planning logistics and the budget. There is concern about registration attrition, and it is unlikely that the Symposium will meet its room block with the hotel. A/v costs appear to be manageable, especially since the Organizing Committee is providing some of the equipment. The committee had assumed that AMC would be physically present at the Symposium, but discovered recently this is not the case. If future Organizing Committees would like AMC to be present, MAC will need to cover the cost. The Organizing Committee did not feel AMC’s presence to be essential.

Michael Doylen, cochair of the LAC for the 2016 Annual Meeting in Milwaukee, Wisconsin, shared his report. He noted that the LAC has raised $2,000 toward its $10,000 goal. President Johnson clarified that thank-you letters to sponsors may be sent under the cochair’s signature. Doylen noted that all sites are ADA accessible and free. The LAC will ask AMC to handle our contract with a transportation provider. Doylen noted that for the last several years, LACs have raised funds for student scholarships. He asked that this responsibility be moved elsewhere in the organization, beginning immediately. Council agreed to assign it to MAC’s general fund-raising efforts. Membership and Annual Meeting registration forms should note that donations can be made to support student travel to meetings.

McCartney presented the report of the Program Committee for the 2016 Annual Meeting. The PC has received only a few session proposals, but hopes to have a strong response closer to the deadline.

McCartney presented a Symposium proposal to be held in Ann Arbor, Michigan, in 2016. It was moved and seconded...
to approve Martha O’Hara Conway and Olga Virakhovskaya as Organizing Committee cochairs. Council unanimously passed the motion with all members voting. McCartney will share a revised Symposium description with Council by e-mail in the near future.

McCartney noted that planning for the 2017 Annual Meeting in Omaha, Nebraska, is still in its early stages. Mary Ellen Ducey, cochair of the Local Arrangements Committee, and Erik Moore, cochair of the Program Committee, presented brief reports.

Council considered a proposal to hold the 2017 Symposium in Columbus, Ohio. The proposed topic is exhibit planning. Johnson urged attention to the hotel room block, given the large number of archivists who reside in the vicinity and may not need hotel rooms. It was moved and seconded to approve the proposal. Council unanimously passed the motion with all members voting. It was moved and seconded to approve Tamar Chute and Erin Fletcher as Organizing Committee cochairs. Council unanimously passed the motion with all members voting.

**Secretary’s Report**

Doylen presented his report. He noted that MAC’s nonprofit status has been updated. He introduced a recommendation for the retention and disposition of restricted MAC election materials. It was moved and seconded to approve the recommendation as amended. Council unanimously passed the motion with all members voting. The amended records schedule reads:

*Written or electronic ballots, returns, spreadsheets, and other records that divulge the votes of individual members.* Materials are considered confidential, and access is restricted to individuals who need to work with these records in the scope of their official business (e.g., president, webmaster, tellers). Series does not include aggregate election returns, which should be shared with the membership.

Retain for 3 months after close of the election (last day of voting) and then destroy confidentially, unless returns are contested.

**Treasurer’s Report**

Thoreson presented his report on the 2015 budget. Income is stable. He noted that the 2015 Annual Meeting ran over budget. He continues to work with AMC and the hotel to resolve outstanding issues.

Thoreson presented the 2016 budget. He noted that it is too early to assess the impact of the membership dues increase. He adjusted income and expenses based on recent history. He made adjustments to journal expenses, created a separate line item of $4,000 for student scholarships, a 3 percent increase in membership contract services, $33,000 for meeting expenses, etc. It was moved and seconded to approve the 2016 budget as presented. Council unanimously passed the motion with all members voting.

Thoreson presented changes to our MemberClicks service proposed by AMC. Council agreed to move to an annual prepayment of MemberClicks fees to reduce costs to MAC. Council discussed the possibility of hosting a job resources board on its website. Johnson asked if MAC can do this better than SAA or Archives Gig, or fill a different niche? Council agreed to appoint a website task force to investigate this and other issues. Council also discussed hosting ads on its website. Moore reminded Council that few businesses participated in MAC’s past experiment with banner ads. Council agreed to refer this issue to a website task force, as well.

**Publications**

Jennie Thomas, publications coordinator, shared her report. The secretary has provided PDF back issues of *Archival Issues* and the *MAC Newsletter* to EBSCO. Council discussed procedures for ensuring that both EBSCO and JSTOR receive new issues of our publications on a timely basis. Council agreed to task Holly Blessen with this responsibility. Thomas will follow up.

Publications on the MAC website and the University of Wisconsin System institutional repository are also up to date. Content on the website is accessible to members and subscribers only, and content on the institutional repository (IR) is publicly accessible but embargoed for one full volume.

Thomas shared a request from a member to post an article she originally published in *AI* to the University of Nebraska at Omaha’s IR. Thomas distributed a draft permission form for Council to consider. Council discussed advantages of having a permissive policy instead of a form for individuals to sign and someone (who?) to manage. Council also agreed to review its current author agreement form and consider permitting authors to retain various rights. Moore recommended the Author’s Addendum of the Committee on Institutional Cooperation (CIC). Thomas will investigate both issues.

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Minutes of the Council Meeting
(Continued from page 7)

Council discussed updating the “look” of the journal. Thomas received a quote of $900 from Holly Blessen. Council supported Thomas working with John Fleckner and Blessen on designs.

Johnson presented the reports of the AI Editorial Board and the newsletter editor. Council approved a request by the newsletter editor to launch a campaign to identify potential contributors.

Nominating Committee
Johnson presented the report of the Nominating Committee. A slate of candidates is forthcoming.

Public Information Officer
Daria Labinsky presented her report. Council discussed whether MAC should have a regular presence at the SAA Annual Meeting and agreed that it is unnecessary. It should be considered when the meeting occurs within our region, however.

Documentation Working Group
McCartney described projects of the working group. Regarding the MAC Code of Conduct, he will draft a policy statement that identifies responsible parties for members to contact in case of concerns (president, cochairs of LAC). Council will consider this statement at its next meeting. Council discussed distributing the final version by social media.

McCartney noted that the working group was previously asked to incorporate the MAC statement of values into leadership manuals. He proposed including general language about the values statement in most manuals with a link to the full text online. A few manuals may require more specific language. Council agreed with this approach. McCartney will follow up with officers, ex officios, and others.

Doylen raised an issue about our management of these manuals. We currently lack a centralized location for the most current versions. Some manuals reside on public-facing pages of the website, others in the website forums, and others are downloaded and stored with personal files. In the interest of improving management of the manuals, Council agreed that the secretary should create a central location on the website forum for the most recent versions. Leaders should be responsible for uploading revised copies on a regular basis or at least at the end of their terms. Other locations should be discontinued to avoid versioning issues.

Ex Officio and Standing Committee Reports
Council reviewed reports submitted by coordinators, committee chairs, and others. Discussion is noted below.

Council discussed changes to the website proposed by the development coordinator, Carol Street. Council agreed that Street should work with the webmaster to develop examples for review. Council also discussed the proposal for a scholarship accounts fund-raising campaign. Council felt that the idea needed further development—scholarships for what?—and tabled the matter until it could have a more complete discussion about fund-raising and strategic planning. Council supported an expanded role for the development coordinator in supplementing the work of the LACs on an annual basis.

Council discussed the report of the Education Committee. Council agreed that registration rates and honoraria for the Annual Meeting workshops should be set on an annual basis and that Council should not be bound by rates set in 2013. As much as possible, proposed rates should reflect anticipated a/v expenses, and workshops should strive for full cost recovery. Council deferred setting 2016 workshop and honoraria rates until a/v and other anticipated expenses are better developed. Council also reviewed proposed changes to the Education Committee manual. Although it was generally in agreement with the changes, it noted that the time line should be adjusted to reflect that registration rates are set after a/v costs are better developed. Johnson will return the proposal to the committee for changes.

Council discussed the report of the Emeritus Committee. Council supports the request to have two emeritus members serve on the committee. It verified that such a requirement existed in an earlier version of the committee manual and surmised that it was omitted inadvertently in a later version. Council supported restoring the original language.

Council discussed the report of the Membership Committee. It agreed that the Annual Meeting registration form should state as clearly as possible the MAC Pals’ roles. Clarity is more important than brevity in this case.
Council discussed the report of the vendor coordinator. Johnson and Thoreson will ask AMC about annual billing for vendor advertising. Johnson reminded Council that it had decided not to pursue this issue with AMC a few years ago. However, we can revisit it. Johnson reiterated the importance of finding someone to apprentice under Miriam Kahn during her second and last term as vendor coordinator.

Council discussed the report of the webmaster. Council agreed that the current design of the website may obscure members’ and subscribers’ access to AI but did not make a recommendation for action beyond the need to review the website generally.

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 4:15 p.m.

Approval: Minutes approved on October 27, 2015.

Michael Doylen  
MAC Secretary

Treasurer’s Report

By Joel Thoreson,  
Evangelical Lutheran Church in America Archives

Overall Finances

As of mid-October, expenses for 2015 have largely been accounted for, putting us just over our anticipated expenses of $108,250. Our income projections look good, but much of our income comes in the final quarter of the year, as memberships and journal subscriptions are renewed. We will likely fall close to our anticipated income amount. Our 2015 budget forecast a deficit of $8,172. Hopefully, as members renew, they will carefully consider giving to one of our various funds. The General Operating Fund always can use support, while generous contributions to the Student Meeting Scholarship Fund help a number of students attend the Annual Meeting.

2016 Budget

The Council approved the proposed 2016 budget at its meeting in Minneapolis in September. The budget is cautiously optimistic in predicting a $1,000 surplus for the year. Printing and mailing costs for the newsletter and journal continue to decrease, as more subscriptions are digital only. We’ve also made some changes in our credit card processing that will reduce those fees. Since our dues increase happened fairly recently, we don’t have long-term data in that area as we try to predict that income. We still feel membership is a great value and hope everyone will renew their memberships.

Between-Meeting Council Actions

On October 21, 2015, Council unanimously approved the 2016 slate of candidates forwarded by Nominating Committee Chair Douglas Bicknese. All members voted, except Erik Moore and Joel Thoreson, who abstained.

On October 27, 2015, Council unanimously approved the minutes of the September 17, 2015, minutes as presented. All members voted.
I’m back from my annual trek to Nebraska’s Sand Hills country, a late fall ritual that began as a habit of “escape” about a dozen years ago, not long after I started working in my present position. It’s a chance to slow down for a few days, to seek solitude, to renew and reflect.

Usually, I head west from my office in Iowa City with noble expectations of accomplishing something. Catching up on work-related to-do lists, for example, or organizing and tossing out stacks of notes. In reality, of course, nothing of the sort happens. The days are filled instead with hiking, reading, taking naps. It’s a time to renew acquaintances and friendships in a part of the country that is far removed, yet only a day’s drive, from where I live. The yearly excursion is a welcome break, but it is also a professional exercise in its own way. Each year I notice changes in the landscape. The 1926 McPherson County Court House in Tryon (pop. 92), for example, is no more, replaced by a modern, single-story structure that is less costly to maintain. Other signs of change: rusted gas pumps that were last inspected in 1984, a vacant school and abandoned playground, a four-room motel I once stayed at regularly that is now closed because the friendly owners, an older couple, moved to North Platte to be close to medical services. I miss seeing them.

As archivists, we notice these subtle and obvious changes over time, and we are reminded of our roles as documentarians. The changes are, at times, unsettling, but we are also reassured when we note how others preserve community memory. For example, the Tryon Graphic, McPherson County’s weekly newspaper, closed in 2009 and merged with the newspaper in a nearby county, the Stapleton Enterprise. A popular feature is its Graphic archives column noting events of 20, 30, 40, 50, and 75 years ago. It is one reminder of how history matters to all of us.

Anyone up for a trip to the Sand Hills sometime?

Mark your calendars for MAC’s upcoming meetings in 2016 and beyond.


The City of Festivals hosts our upcoming Annual Meeting this spring. The Hilton Milwaukee City Center Downtown will be our venue, and it will be a great launching point to explore the fascinating history of a vibrant city. The Local Arrangements Committee, cochaired by Michael Doylen and Anna Stadick, promises to have some terrific activities lined up, including tours and a reception at the Harley-Davidson Museum. The Program Committee, cochaired by Colleen McFarland Rademaker and Amy Cooper Cary, is putting the finishing touches on a well-rounded schedule of sessions that will feature a wide range of topics in a variety of formats. Information about registration and hotel reservations will be available on MAC’s website (midwestarchives.org) soon.

2016 Fall Symposium, Ann Arbor, Michigan, October 7–8, 2016

Ann Arbor’s Hilton Garden Inn will be the setting for a useful and informative symposium on copyright law and its implications for archives and special collections. Melissa Levine, lead copyright officer at the University of Michigan, and Aprille McKay, lead archivist for University of Michigan Collection Development at the Bentley Historical Library, will lead the two-day program. The Symposium Organizing Committee cochairs, Martha O’Hara Conway and Olga Virakhovskaya, are coordinating the event. (Please note that there is no football game in Ann Arbor that weekend!)

2017 Annual Meeting, Omaha, Nebraska, April 5–8, 2017

Our Annual Meeting next year will be at the Hilton Omaha downtown, close to the Old Market and the Holland Performing Arts Center, and a short drive to the Henry Doorly Zoo. The Program Committee, cochaired by Erik Moore and Sasha Griffin, and the Local Arrangements Committee, cochaired by Amy Schindler and Mary Ellen Ducey, are starting to lay the groundwork for what promises to be a great meeting in the western reaches of the MAC region.

(Continued on page 11)
Winners of Margaret Cross Norton and New Author Awards

The Margaret Cross Norton Award recognizes the best article published in the previous two volumes (four numbers) of *Archival Issues*. The New Author Award recognizes work by an author not previously published in a juried professional journal.

**2015 New Author Award**

Colleen Hobbs’s article, “Finding Your Family in Federal Record Group 33.6: Navigating the Agricultural Extension Service Archives,” provided a refreshingly humanistic portrayal of the tribulations experienced by archives researchers like herself who frequently encounter limited online access to the primary source content found in the records of the Extension Service. Hobbs’s personal research perspective was interesting, insightful, and provided a compelling example of the various types of data that can be pulled from this unique body of records.

For one reviewer, Hobbs’s article was a reminder, in a way, of the Abraham Lincoln courthouse records project of many years ago, when records that had been “hidden in plain sight” for decades were mined for new information. This is an invigorating archival presentation that encourages readers to think more deeply about how genealogists, local historians, and those studying social, women’s, and agricultural history use governmental records.

**2015 Margaret Cross Norton Award**

Carol Street’s “Indiana Architecture X 3D: Archival Encounters of the 3-D Kind” is a well-written and exceptionally thoughtful article that documents her repository’s innovative use of computer 3-D printing technology, coupled with public engagement, identifying users’ needs, and working to fulfill them, as well as anticipating future research methodologies and interests associated with this technology. While 3-D printing as an engagement mechanism has been used in the fields of science, it has not been used for the presentation and exploration of humanities content.

Street’s article also pushes the concept of archival engagement to an entirely different level that has not been part of archives’ traditional outreach methodologies. The article was particularly appealing to the reviewers because the archivists have also applied this type of engagement strategy to elementary classes and students, a user population that rarely has the opportunity to work with primary source content found in archives and special collections.

While the “gee-whiz” aspect of this technology may raise quiet concern among some archival traditionalists, the reviewers firmly believe Street’s article will inspire archivists to innovate, be creative, think outside the box, and apply new technologies and engagement techniques to meet the needs of archives’ users who clearly are no longer the same old customers from decades past.

The 2015 *Archival Issues* Awards Committee consisted of Scott Schwartz (chair), Menzi Behrnd-Klodt, and Dean DeBolt. The authors receive a certificate and a cash prize of $250. Both articles were published in volume 36, number 2 (2015).

MAC Meetings and Symposia Update

*(Continued from page 10)*

**2017 Fall Symposium, Columbus, Ohio, date TBA**

Exhibits are a key component of any outreach program, whether we work with archival collections in a private business, a nonprofit organization, a college/university, or a governmental entity. This two-day workshop will be copresented by three experts from The Ohio State University: Tamar Chute, university archivist; Jenny Robb, curator of the Billy Ireland Cartoon Museum and Library; and Erin Fletcher, exhibitions coordinator of University Libraries.

**2018 Annual Meeting, Chicago, Illinois, or nearby suburb (tentative)**

Plans are now underway for MAC to return to Chicagoland in 2018! More details will be announced as they become available.
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, then download the Emeritus Award nomination form.

Send completed form to
Alexis Braun Marks, CA
University Archivist
Eastern Michigan University
Bruce T. Halle Library, 310
Ypsilanti, MI 48197
734-487-2594
abraunma@emich.edu

Louisa Bowen Memorial Scholarship

The Midwest Archives Conference is soliciting applications for its annual Louisa Bowen Memorial Scholarship for Graduate Students in Archival Administration. The scholarship is designed to provide financial assistance to a resident or full-time student of the MAC region pursuing graduate education in archival administration. One award, comprising a $750 scholarship and a one-year membership to MAC, will be presented in 2016.

To be eligible for a scholarship, the applicant must meet the following requirements:

1. Applicants must be residents of, or full-time students residing in, one of the following states: Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, or Wisconsin.

2. Applicants must 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, the applicant must provide proof of the multicourse standard by submitting copies of course descriptions from the institution's current departmental catalog.

3. Applicants must have a grade-point average of at least 3.0 (on a 4.0 scale) in their academic programs.

Complete application information is available on the MAC website at www.midwestarchives.org/bowen or from the Bowen Scholarship Committee Chair:

Elizabeth Wilkinson
Georgetown University Library, Center for Special Collections
37th and O Streets, NW
Washington, DC 20057-1174
202-687-7614
ew543@georgetown.edu

Applications must be received electronically or postmarked by March 1, 2016. Awards will be announced at the MAC Annual Meeting. Award winner(s) are also expected to write an essay for the MAC Newsletter on their experiences at the meeting and its importance to their professional development.
Wanted: Archie Motley Memorial Scholarship Applicants

MAC is soliciting applications for the 2015 Archie Motley Memorial Scholarship for Minority Students. The 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 to MAC, will be awarded.

To be eligible for a scholarship, the applicant must be of African, American Indian, Asian, Pacific Islander, or Latino descent; must be a student currently enrolled in or accepted in a graduate, multicourse program in archival administration; and must have a grade-point average of at least 3.0 (on a 4.0 scale) in his or her academic program. If the program is not listed in the SAA Directory of Archival Education, 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. Applicants are not required to be residents of or attend school in the MAC region.

Applications are available on the MAC website and from the 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
574-520-4392
astankra@iusb.edu

Applications must be postmarked by March 1, 2016. Awards will be announced no later than June 1, 2016. Award winner(s) are also expected to write an essay for the MAC Newsletter on their experiences at the meeting and its importance to their professional development.

Emeritus Scholarship for First-Time MAC Meeting Attendees

The February 1 deadline for applications for this scholarship is fast approaching! This early deadline enables the successful applicant(s) to receive the scholarship committee’s decision in time to make travel plans for the spring Annual Meeting. If you are contemplating attending your first MAC meeting this spring and would like some financial assistance, consider applying for this scholarship.

The MAC Emeritus Scholarship 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 do applicants need to reside in the MAC region. The scholarship was envisioned by Emeritus Member Tim Ericson, and initial funding was provided by other MAC emeriti.

Applications for the scholarship may be downloaded from the MAC website at www.midwestarchives.org. See “MAC Emeritus Scholarship” under Awards. 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 or postmarked by February 1. Electronic submissions are preferred. Please send all submission information to

Cheri Thies
Chair, MAC Emeritus Scholarship Committee
521 Nye Street
Hudson, WI 54016
651-246-4962
cheri.thies@gmail.com

The award will be announced at the Annual Meeting. Award winner(s) are also expected to write an essay for the MAC Newsletter on their experiences at the meeting and its importance to their professional development.
Regional archival associations have similar problems and share many of the same goals—to name a few, they want to promote themselves, they want to increase membership, and they want to address their members’ needs. The Regional Archival Associations Consortium (RAAC) was created in 2013 to help regional organizations communicate and collaborate with one another.

More than 60 regional—state and multistate, city and multicity—groups belong to RAAC, with each group assigning one member to the consortium. Since 2014, the MAC public information officer has been MAC’s designated RAAC representative. Each rep serves on one of six subcommittees, which meet primarily via conference calls and e-mails to work on developing and realizing annual goals.

Below are the subcommittees and their recently completed goals:

- The Grant Development Subcommittee compiled grant opportunities by region for a new online resource.
- The Education Subcommittee created a Governance Document Repository compiled from the regionals’ working documents. The repository collects examples of governing documents, such as mission statements, constitutions, by-laws, guidelines for advocacy and outreach, event planning forms, newsletters, and journals.
- The Disaster Planning and Recovery Subcommittee (currently chaired by the MAC PIO) created an online resource that provides information on regional, national, and international disaster planning and recovery resources.
- The Directory Subcommittee created a comprehensive list of archives groups in the United States and Canada. The directory makes it easy to see the breadth and scope of the regional community and includes contact information and a brief snapshot of each regional’s activities.
- The Public Awareness Subcommittee maintains a Facebook page, which profiles a different regional each month. Public Awareness also facilitates information sharing among regionals and publicizes the work of RAAC.
- With the help of the Society of American Archivists’ Issues and Advocacy Roundtable, the RAAC Advocacy Subcommittee is currently investigating how best to establish formal communication lines through which regionals can report local advocacy issues to SAA and ask for advocacy assistance.

In addition to the work of the subcommittees, Cochair Amanda Focke represents RAAC in the Coalition to Advance Learning in Archives, Libraries, and Museums. RAAC joins other archival organizations such as SAA and CoSA to represent the archival field on the coalition, whose purpose is to work in coordination across organizational boundaries to devise and strengthen sustainable continuing education and professional development (CE/PD) programs that will transform the library, archives, and museum workforce in ways that lead to measurable impact on our nation’s communities.

The RAAC meets annually at the Society for American Archivists Annual Meeting, and next year it will be hosting a symposium in collaboration with the Society of Georgia Archivists in Atlanta. RAAC is an SAA Affiliated Group, and its website is hosted by the SAA site.
ILLINOIS

Augustana College
The Thomas Tredway Library Special Collections Department has received a $3,094 grant to digitize materials from the John Henry Hauberg (1869–1955) papers. The hallmark of Hauberg’s collection is his photography, which includes approximately 8,000 glass-plate images. This project will target 1,500 of the most historically significant glass-plate images related to Native American culture and landscapes, Quad Cities scenes, the Rock Island Arsenal, Black Hawk State Historic Site, and the Denkmann-Hauberg West End Settlement in Rock Island. Many of these photographs are entirely unprecedented in the historical record. This grant was awarded by the Illinois State Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission.

Newberry Library
In September, Newberry Library archivists began a two-year project to arrange, preserve, and describe 13 of the largest unprocessed collections within the library’s Midwest Dance Collection. The project is made possible by a grant from the Gaylord and Dorothy Donnelley Foundation. Once processed, the materials will support research into the work of major contributors to Chicago’s vibrant dance culture, including Hubbard Street Dance Chicago, MoMing Dance and Arts Center, and the dancer and choreographer Ruth Page. In addition to enhanced research tools, the Newberry will host public programs, often in partnership with organizations like the Chicago Dance History Project. Visit newberry.org/midwest-dance-collection.

North Park University
The Swedish Council of America (SCA) awarded the F. M. Johnson Archives and Special Collections a grant to stabilize and digitize the parish registers and minutes (1849–1896) of St. Angsarius Episcopal Church. St. Angsarius was the first Swedish congregation in Chicago, and its records are significant to both the city and Scandinavian American history for the role the church played in the fledgling immigrant community and for their survival of the great Chicago Fire of 1871. Held in the Swedish-American Archives of Greater Chicago, the fragile records have been restricted from use until they receive treatment covered in part by the SCA grant. Archives staff will make the digital images freely available online through its website.

Southern Illinois University—Carbondale
Senator Paul Simon was a five-term Democratic congressman and a two-term senator from Illinois who ran unsuccessfully for his party’s presidential nomination in 1988. The Special Collections Research Center, working with the Paul Simon Public Policy Institute, has digitized and created YouTube playlists of Simon’s floor speeches, campaign videos, press conferences, special events, and public service announcements on issues such as direct federal loans to college students, programs to create jobs and national adult literacy programs, a constitutional balanced-budget amendment, and the North American Free Trade Agreement. See youtube.com/channel/UCN5DE7n0gQHZ5SHw6MVU4RQ/featured.

INDIANA

Indiana State University
The Cunningham Memorial Library Special Collections Department premiered the fall exhibit, Seasons of White and Blue: Exploring the Past and Present of ISU. Tied to the university’s Sesquicentennial Era celebration, the exhibit explored the history of ISU through clothing and culture. Curated by the university archivist, Katie Sutrina-Haney, and the data curation librarian, Kayla Siddell, the exhibit featured a collection of images and artifacts from the University Archives. The four main sections of the exhibit explored the expansion and diversification of ISU students, changes in sporting activities, the progression of ISU’s mascot, and cultural changes.

Morgan County Public Library
Heavy use of county probate records at the Morgan County Public Library grew the need to index the records to make them suitable for online viewing. That all the surnames that begin with the same letter were together but not in strict alphabetical order made accessibility a challenge. To remedy this, the genealogy librarian and a volunteer worked together to create an online portal for these files.

(Continued on page 16)
To date, records A through E are completed and accessible online. See morgancountylibrary.info/genealogy.

Purdue University
The Virginia Kelly Karnes Archives and Special Collections Research Center at Purdue Libraries is pleased to announce that the finding aid to Neil A. Armstrong’s papers is now available. A team of three staff members processed the 207-cubic-foot collection over two years. The papers document Armstrong’s grade school years, his participation in the Boy Scouts, his college years, his NASA career, his work on various commissions and boards, and hundreds of his written speeches. Several classes at Purdue have already made use of the papers. The Armstrong papers are part of the growing Barron Hilton Flight and Space Exploration Archives established at Purdue Libraries in 2011 with generous support from Barron Hilton and the Conrad N. Hilton Foundation. Visit collections.lib.purdue.edu/flight-and-space.

Riley Hospital
While the centennial for Riley Hospital for Children at Indiana University Health in Indianapolis does not happen until 2024, work currently is underway by the Riley Hospital Historic Preservation Committee to prepare for this milestone celebration and to establish a lasting foundation for collection, processing, and preservation of hospital history. Contact rileyhpc@IUHealth.org for more information.

Southwestern Indiana Collections Connection Association (SICCA)
SICCA announces the group’s third Annual Meeting on Monday, February 22, 2016, at the Old National Events Plaza in Evansville. The event is free to members and membership is also free. SICCA provides its members with a no-cost professional networking community on collections care, advocacy, and collaboration. SICCA membership draws from a variety of institutions in Indiana, Illinois, and Kentucky, including museums, libraries, historic homes, historic sites, archives, national parks, and governmental units. Contact agowen@vanderburghcounty.in.gov.

KANSAS
Kansas University
The Robert J. Dole Archives and Special Collections had a banner Archives Month celebration in October! It conducted an internal Dole Institute archives contest and participated in the Kansas State Historical Records Advisory Board’s passport project. One public program featured archival materials and an interview with Mo West, Senator Dole’s legislative assistant for disability during Congress’s consideration of the Americans with Disabilities Act. The Dole Archives received a 2015 Technology Award from the Kansas Museums Association for the web-based version of the new exhibit, Celebrating Opportunity for People with Disabilities: 70 Years of Dole Leadership, and launched a mini-exhibit on Dole and the Kansas City Royals, coinciding with the Major League Baseball playoffs.
The archives held several classes on the theme of disability, including two convening in collaboration with campus World War I commemorative events. Visit dolearchives.ku.edu.

Bethel College

The Mennonite Library and Archives at Bethel College transferred approximately 2,300 digital images to the Hopi Cultural Preservation Office in Kykotsmovi, Arizona, on March 23, 2015. The original nitrate negatives and glass lantern slides were taken by Mennonite missionary and ethnologist H. R. Voth from 1893 until about 1912, mostly at the Third Mesa villages. The archives at Bethel College houses Voth’s extensive papers. Placing the full set of the Voth photos in the Hopi archives returns the images to their place of origin where they will have the most relevance and use.

Kentucky

Kentucky Oral History Day

On October 21, 2015, the Kentucky Council on Archives collaborated with the Kentucky Oral History Commission and the Kentucky Historical Society to sponsor the first Kentucky Oral History Day during Archives Month. Over 10 institutions participated, ranging from large academic repositories to small historical societies. The goals of the day were to improve access to oral history collections and to promote awareness of oral history collection needs and strategies for collection management. At Eastern Kentucky University, for example, student workers indexed interviews using the Oral History Metadata Synchronizer OHMS. Participants engaged in a lively Twitter conversation using #OralHistoryDay to connect their efforts and share their experiences.

University of Kentucky

The University of Kentucky’s Special Collections Research Center kicked off its annual Learning Lab internship project in September 2015. Undergraduates in the year-long internship generally process collections and create scholarly research related to those collections and their research interests or specialties. This year, interns will be processing 10 cubic feet of blueprints from a Lexington, Kentucky, architectural firm and jointly working on scholarly projects that look at the economic development of Lexington through construction and development. Interns also attended a special “Description Camp” workshop to learn about proper handling of archival documents, ArchivesSpace, and describing collections with an archival mindset. Students will present their final projects in April 2016.
MICHIGAN

Capital Area District Libraries
The Capital Area District Libraries’ Forest Parke Library and Archives has launched its Local History Online catalog after a year of dedicated effort. Local history staff and volunteers are adding more content every day, with current highlights being a local postcard collection, area club and society papers, family history materials, death notice indices, a cookbook collection, biography and subject file indices, and automotive collections. Visit cadl.org/research-and-learn/local-history/forest-parke-library-and-archives-home.

Michigan Technological University
In 2015, the Michigan Technological University Archives and Copper Country Historical Collections received a Michigan Humanities Council Heritage Grant to document and exhibit African American heritage in the Copper Country. The archives also received a Keweenaw National Historical Park Advisory Commission Heritage Grant to fund an oral history project documenting the memories of copper miners and their families. In addition, Lindsay Hiltunen, senior archivist with the Michigan Tech Archives, has also renewed the department’s commitment to Michigan History Day, with targeted outreach to high school students and Saturday research workshops to encourage participants to create local, primary source–driven projects.

Mid-Michigan Digital Practitioners
Forty archivists, librarians, digital curators, and others met at Albion College in October 2015 as part of a Mid-Michigan Digital Practitioners event. The event included a half-day workshop funded by the Michigan Archival Association, where representatives from the University of Michigan Bentley Historical Library showed “Structured Data Wrangling” strategies and representatives from the Michigan State University Libraries shared techniques in “Leveraging Digital Humanities Methods and Tools in the Archive.” The second day included lightning talks, posters, networking and demos on open access, linked open data, Digital Public Library of America, electronic records transfer, institutional repositories, and disk recovery. The next meeting is scheduled for mid-March 2016 at Grand Valley State University. Visit archives.msu.edu/about/conferences.php?about_conferences.

Graham Hukill of Wayne State University Library System discusses "Augmenting Reference Services with Linked Open Data and APIs" at the October 2015 meeting of the Mid-Michigan Digital Practitioners.

Wayne State University
The Walter P. Reuther Library has created a HistoryPin tour featuring Detroit’s Eastern Market, the largest public market district in the United States. Using images from the Detroit News Collection, the online tour offers a unique glimpse into the everyday activities of the market between 1910 and 1981. Visit the site at bit.ly/1METGJx. In other news, the newly available Max M. Fisher Papers, comprising 185 linear feet of papers spanning from the 1950s through 2000, document Fisher’s life and career as a successful Detroit industrialist and investor, Jewish community leader, legendary philanthropist, and influential Republican Party fund-raiser and power broker. See reuther.wayne.edu.

MINNESOTA

University of Minnesota
The Immigration History Research Center Archives celebrated its 50th anniversary in fall 2015 with its colleague, the Immigration History Research Center. Activities included a reception with former curator and associate director Joel Wurl as featured speaker and the anniversary exhibit curated by Ellen Engseth and Daniel Necas, People on the Move: 50 Years of Documenting and Researching Migration Experiences at the Immigration History Research Center and Archives. Other activities included a fundraising campaign and participating in the “Immigrant America Conference: New Immigration Histories from 1965 to 2015,” an interdisciplinary conference marking the 50th anniversary of the 1965 Immigration Act.

Minnesota Historical Society
The Minnesota Historical Society (MNHS) was recently awarded its fourth National Digital Newspaper Program grant from the National Endowment for the Humanities to digitize an additional 100,000 pages of historic Minnesota newspapers. MNHS delivered 343,307 pages from 38 historic Minnesota newspapers to the Library of Congress’s website, Chronicling America (see chroniclingamerica.loc.gov). Additionally,
the Historical Minneapolis Tribune (1867–1922) is now available through a new platform provided by the Minnesota Historical Society in partnership with Minnesota State Library Services. Funding for the digitization and access to the newspapers was provided by the Minnesota Department of Education through a Library Services Technology Act grant from the Institute of Museum and Library Services. Visit newspapers2.mnhs.org/jsp/browse.jsp.

Minnesota State Colleges and Universities Project for Automated Library Services (PALS)

PALS is happy to announce that St. Cloud Technical and Community College and Winona State University joined the PALS Islandora Community during the summer of 2015. Islandora is an open-source digital asset management system supported by PALS. See islandora.mnpals.net for more information about our community support.

MISSOURI

Fontbonne University

The Fontbonne University Archives received a grant from the Fontbonne Community Connection (FCC) in 2015 to digitize its collection of student yearbooks. The digital images are now available for viewing on the archives’ website. The FCC is a women’s giving circle that funds projects proposed by Fontbonne University staff, faculty, students, and student organizations. The grant proposals are a compilation of priority goals that are beyond the scope of a current year’s budget.

A page from a Fontbonne yearbook

Kansas City Public Library

The Kansas City Public Library Missouri Valley Special Collections Department processed a massive collection of oversized blueprints, maps, architectural drawings, land abstracts, photos, and correspondence from the Kansas City Stockyards, one of the area’s most important industries. The two-year project was funded by a grant from the Council on Library and Information Resources as part of the Cataloging Hidden Special Collections and Archives initiative, which was supported by the Andrew W. Mellon Foundation. Visit www.kchistory.org.

National Archives–St. Louis and Kansas City

The 2016 Virtual Genealogy Fair hosted by the National Archives featured staff members from the National Archives at St. Louis and the National Archives at Kansas City. The presentations included topics such as military personnel-data records, preserving family records, Civilian Conservation Corps personnel folders, World War I–related personnel documents, women in civil service, and using bankruptcy records for genealogical research. The presentations are available on the National Archives YouTube channel, and handouts can be found at archives.gov/calendar/genealogy-fair/2015.

Webster University Archives

The Webster University Archives has provided support for various university centennial activities, including videos, an alma mater contest, a time-capsule project, a social media trivia contest, homecoming events, and the book, Webster University: A Century of Defining Moments, a photo-laden compilation of the college’s transition from its founding by the Sisters of Loretto, to being the first US Catholic college to become secular, to its current status as a global university with campuses on four continents. Visit webster.edu/wup/books/centbook.html.

OHIO

The Ohio State University

The Ohio State University Archives celebrated its 50th anniversary in May
2015 with an open house featuring historical film footage, artifacts, and stacks tours. To commemorate the anniversary, in September an endowment was fully funded to support the operations of the archives, including programming, special projects, and staff development. In addition, this past fall, the Byrd Polar and Climate Research Center Archival Program celebrated its 25th anniversary with several major events and an exhibit, *Mysteries in Ice*. The film, *Byrd 1933*, premiered in October, using archival films of Admiral Richard E. Byrd’s lecture series, preserved with a grant from the National Film Preservation Foundation. See byrd1933.com.

**SOUTH DAKOTA**

**Rapid City Library**
The Rapid City Library is creating a Local History Room to preserve and make available materials documenting the history, development, and identity of Rapid City. The Library Foundation was generous enough to fund the vision: honoring the past with a façade echoing that of the original city library building with the inclusion of stained-glass windows. Patrons will have the opportunity to access digitized materials, including oral histories, images from Black Hills history, and genealogical resources through one of the library’s many databases.

**South Dakota State Historical Society**
The South Dakota State Historical Society-Archives at the Cultural Heritage Center in Pierre recently uploaded new photographs from the R.C. Lathrop Collection to the South Dakota Digital Archives. Over 600 railroad-related photographs were added to the online photo archives, with a particular emphasis on railroad depots. Other images include scenes of elevators, roundhouses, tracks, rail yards, water tanks, and other railroad-related buildings from several South Dakota towns. The images date from the 1900s to the 1970s. Visit history.sd.gov/archives.

**WISCONSIN**

**Miller Brewing Company**
As part of its 160th anniversary celebration in September, the Miller Brewing Company unveiled four rotating displays of archives items, many rarely seen by the public until now. Each display tells the story of a period in the company’s history. Archivists Charlie Hosale and Erik Brooks led the effort, including building displays celebrating founder Frederick J. Miller and the growth of Miller High Life, which launched in 1903. The brewer also buried a time capsule to be opened on Miller’s 200th anniversary in 2055.

**Wisconsin Historical Society**
Wisconsin scientist Increase Lapham (1811–1875) was a pioneering scholar in natural history and one of Milwaukee’s founding fathers. Thanks to a generous grant from the Council of University of Wisconsin Librarians, his papers, totaling 40,000 pages of correspondence, diaries, scientific notes, and other records, will be digitized and made available online. Future additions may include museum objects and printed publications associated with Lapham. The project, headed by archivist Laura Farley, will last well into 2016. See whist.org/1HXZqF5.
Archival Resources on the Web—Eric Willey, Assistant Editor, Illinois State University, Normal

Contact Eric Willey at emwille@ilstu.edu if you would like to guest author a column or have a good idea to share.

World War I Ephemera for Everyone

By Rebecca Stowe, Illinois State University

With the centennial of World War I, museums and archives around the world are commemorating the event with exhibits in galleries both physical and virtual. Both online and offline, the way we look at World War I has shifted. World War I’s political and military significance is no longer the only scholarly focus; an interest is growing in the lives of the soldiers themselves, whether British or German, American or French. People want to know what daily life was like in the trenches, what sort of letters soldiers wrote home, and what soldiers listened to or read to pass the time. American and British archives have caught on and are calling for the general public to donate items and ephemera and to share their World War I stories. This is creating a more comprehensive academic understanding of those who were caught in one of the bloodiest wars in history.

While the Library of Congress (LOC) is known for having the second-largest collection of books in the world, it has moved with the times by digitizing dozens of its collections and putting them online. Three of the LOC’s online collections relate directly to World War I. The collection that provides perhaps the most insight into the lives of World War I soldiers is Stars and Stripes: The American Soldiers’ Newspaper of World War I, 1918–1919 (memory.loc.gov/ammem/sgphtml/sashml/sashome.html). Stars and Stripes was the newspaper of the American Expeditionary Forces (AEF), which consisted of American troops overseas. The paper was published in France and distributed to US troops through a network of trains, automobiles, and motorcycles. The eight-page weekly paper comprised updates on the war, accounts of German atrocities, tips for “Doughboys” (slang for American soldiers), poems, jokes, and cartoons. At its peak, the “official newspaper of the AEF, by and for the soldiers of the AEF” had a circulation of 526,000 readers. These readers were encouraged to submit their own art and writing. The complete 71-week run of the newspaper between 1918 and 1919 is available to view for free.

Another collection is World War I Sheet Music, the LOC’s assortment of over 14,000 pieces of sheet music, most of it from 1917 and 1918 (when the United States was actively involved in the war). Songs like George M. Cohan’s “Over There” and his “Give My Regards to Broadway” inspired American soldiers to fight for the homes they left behind. Other popular hits such as the peppy “K-K-K-Katy (The Stuttering Song)” and Irving Berlin’s humorous “Oh! How I Hate to Get Up in the Morning!” can be viewed at loc.gov/collections/world-war-i-sheet-music.

The LOC’s website also includes the Prints and Photographs Online Catalog, which features Posters: World War I. This collection consists of about 1,900 posters created between 1914 and 1920. World War I was one of the first wars during which mass propaganda was used to fight enemies in an entirely different way from the war on the battlefields. Posters became powerful tools that were informative, inspirational, and persuasive to both those in the trenches and those at home. The topics of posters in possession of the LOC range from recruitment to rationing, from advertisements to warnings. Among the most famous is the recruitment poster featuring Lord Kitchener staring down and pointing to the viewer, which later inspired the iconic Uncle Sam “I Want You” poster of World War II. Digital versions of these posters are accessible at loc.gov/pictures/collection/wwipos.

When the United States became involved in the Great War in 1917, all American males who were born between 1872 and 1900 had to register for the draft. The National Archives at Atlanta (NAA) has about 24 million of these registration cards that men were legally required to fill out. These draft registration cards are a boon for any academic researcher or genealogist, whether official or aspiring, since they list details about where the applicant lived, his occupation, his race, his immigration status, and his next of kin. The NAA’s records include cards from all 50 states and Puerto Rico. Digitized draft registration cards of “famous, infamous and intriguing people” can be viewed at archives.govatlanta/wwi-draft. Anyone can browse through draft cards of actors and entertainers (such as Jimmy Cagney, Charlie Chaplin, Harry Houdini, and Fred Astaire) or literary figures (such as Robert Frost, T.S. Eliot, Sinclair Lewis, and Edgar Rice Burroughs). Other pop culture figures include Louis Armstrong, Babe Ruth, and Al Capone.

(Continued on page 22)
The National Archives UK (NAUK) has an extensive number of service records, prisoner of war interview reports, crew lists, and other official military papers in its World War I collection at nationalarchives.gov.uk/first-world-war. As part of its centenary commemoration of the Great War, the NAUK is teaming up with the Imperial War Museum on an ambitious Zooniverse project. Operation War Diary (operationwardiary.org) aims to provide catalog descriptions of 1.5 million pages of diaries. By making individual pages available free of charge, NAUK intends to allow “citizen historians” to view them and to help transcribe them for archivists. With the assistance of these citizen historians, previously inaccessible information could eventually be made available to academics, researchers, and family historians worldwide free of charge, “leaving a lasting legacy for the centenary of the First World War.”

The illustrious British Library has almost 500 images and digital versions of photographs, lithographs, articles, maps, excerpts of letters (including a letter from the poet Siegfried Sassoon to his uncle), and a manuscript of Wilfred Owen’s poem “Dulce Decorum Est.” Unlike most of the online World War I archives mentioned so far, the British Library’s online collections feature items from the German side of the war, such as phrasebooks and a German cookbook for the trenches, which likely proved useful since most men were unaccustomed to preparing their own food, at the time considered “women’s work.”

Among the German ephemera is a digitized version of a children’s picture book from 1915 called Hurra! that tells the story of a little German boy named Willi and his Austrian friend, Franzl. Together, Willi and Franzl butcher French, English, Russian, and Serbian soldiers, securing success for their side. Another book aimed at German children was not meant for entertainment, but for schoolwork—a math book with war-based calculations for math problems. In one problem, the children are given a calculation using the statistic that two million prisoners of war had been taken by German troops. The problem then asks morbid questions such as “A) Calculate the distance if all prisoners were lined up, allowing a 0.75m (29.5 inch) space for each person” and determine “B) How many rows of prisoners can be made if they lined up along the Hanover to Berlin railway line (256km or 159 miles long).” All of these and more can be found at bl.uk/world-war-one.

The University of Oxford, often regarded as England’s most prestigious university, has two World War I archives accessible online. The Great War Archives (www.oucs.ox.ac.uk/ww1lit/gwa) consists of items submitted by the general public in 2008. The digitization of the donations offers a wide variety of ephemera such as postcards, letters, paintings, sketches, autograph books, maps, informative booklets, and hundreds of images. Online viewers can closely examine high-resolution images of memorial plaques inscribed with the deceased’s name and “He died for freedom and honor,” which were commonly referred to as “Death Pennies” or “Widow’s Pennies.” Other kinds of media include short films of marches in support of
soon and postcards from Wilfred Owen give intimate glimpses into their personal lives.

With the rise of social media and the advancement of technology in archival science, ordinary people with access to the Internet can find out more about what life was like for their relatives almost 100 years ago. They are also able to contribute their own family stories and pieces of history for everyone’s benefit. Online archival resources such as these encourage community engagement with historical ephemera that is unprecedented and certain to change our perspectives on archival and historical research.

ARCHIVAL RESOURCES ON THE WEB—Continued

Eric Willey, Assistant Editor

This sketch by David Jones is from the First World War Poetry Digital Archive, University of Oxford (www.oucs.ox.ac.uk/ww1lit); (c) The Royal Welch Fusiliers Museum/The David Jones Literary Estate.

This David Jones sketch, "Rats Shot," is from The First World War Poetry Digital Archive, University of Oxford (www.oucs.ox.ac.uk/ww1lit); (c) [The Royal Welch Fusiliers Museum / The David Jones Literary Estate].

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Does your backlog date back several years?

Do you have projects but not enough funding?

Do you have collection formats you cannot access?
ePADD is an open-source downloadable software package developed by Stanford University’s Special Collections and University Archives that harnesses and develops natural language processing (NLP) and other computational analytic methods to automate the process of reviewing e-mail archives and providing access to them. The public release of ePADD was made available through Github on June 30, 2015, following two years of development funded through the National Historical Publications and Records Commission.

A three-year IMLS grant beginning in November 2015 is funding a second phase of development for ePADD. This phase will focus on building out additional functionality that advances the formation of a National Digital Platform through expanding the program’s scalability, usability, and feature set. Special Collections and University Archives will undertake this work with partners at the University of California, Irvine; the University of Illinois Urbana-Champaign; Harvard University; and the Metropolitan New York Library Council (METRO).

Overview

E-mail has become a dominant instrument of modern communication. The archival e-mail collections of recent authors and public figures can provide unique windows into contemporary society, helping scholars uncover cultural trends and insight into those individuals’ self-expressions, collaborations, networks, and transactions. To date, however, it has been difficult for archival institutions to collect, process, and provide access to these e-mail archives due to concerns about privacy as well as the difficulty of processing large archives containing potentially hundreds of thousands of messages gathered over many decades.

ePADD provides donors, curators, and archivists with tools to help automate the process of screening these archives for confidential information and prepare them for analysis by scholars. Using the same tools on the public-facing side, ePADD supports browsing, searching, and visualization of e-mail archives, extending the ability of scholars to analyze these materials.

ePADD’s browse menu provides many ways for users to review and interact with an e-mail archive. ePADD website.

Underlying Functionality

ePADD relies in part on machine learning functionalities aligned with developments in natural language processing, which allow for the automation of many of the processes associated with traditional archival processing and research. One of the primary functionalities built into the first release of ePADD is the custom named entity recognizer (NER) designed to recognize people, organizations, and locations. Incorporation of the NER allows a user to browse and visualize an e-mail corpus by person, organization, or location. The NER also drives a comparative “query generator,” which permits the entity index for a currently browsed collection to be compared against the entity index of another text-based corpus such as the full text of a Wikipedia page, dissertation, or monograph.

Additionally, ePADD supports automated disambiguation and resolution of correspondents and named entities identified in the corpus to help indicate whether the Robert mentioned in one e-mail message is the same Robert mentioned in another. ePADD also supports reconciliation of correspondents and named entities with authorized headings using controlled vocabularies such as Library of Congress Subject Headings (LCSH) provided through OCLC Faceted Application of Subject Terminology (FAST).¹ In the case of ambiguous matches, ePADD indicates relative confidence levels in a given match by

(Continued on page 26)
comparing the extracted entity index for all messages within the e-mail archive containing the named entity in question with the DBpedia entry for a given entity. A high relative confidence level indicates a higher probability that the entities mentioned are the same. The ePADD NER takes advantage of the e-mail address book to better identify and disambiguate correspondents and weigh them more heavily in this ranking process.

**Screening E-mail Collections for Confidential Information**

One major challenge to repositories in making e-mail collections available for researchers is the difficulty of manually reviewing potentially hundreds of thousands of messages to screen for privacy issues and confidentiality concerns. For this reason, many archives are simply unable to open e-mail collections for research. In addition to integrating NLP functionality to support the donor, curator, or archivist in preparing the e-mail archive for use by researchers, ePADD supports automated screening of e-mail archives for confidential information, as well as the ability to place restrictions on content. ePADD screens e-mail for potentially sensitive regular expressions such as credit card numbers and Social Security numbers. ePADD also provides a customizable lexicon tool to aid in searching for and restricting or de-accessioning other types of confidential information.

Archivists can also upload a list of e-mail addresses and restrict access to (or de-accession) any messages associated with those addresses. In addition, ePADD supports the ability to review messages according to various criteria (such as the occurrence of certain correspondents, entities, or lexicon-matching terms) and restrict or de-accession those messages individually or collectively.

**Providing Access to E-mail Collections**

The same tools that in one context can assist donors, curators, and archivists with reviewing an e-mail archive to enact donor restrictions and manage privacy issues can also support advanced analytic research techniques for researchers.

To mitigate privacy concerns that might make repositories hesitant to make materials available online, ePADD is able to automatically redact from the e-mail archive contextual information including e-mail addresses, message headers, message attachments, and nonentities contained within the messages. Archivists can then generate a redacted copy of the corpus for search, browsing, and visualization on a public discovery website. This means a researcher at home or in the office can still search extracted named entities within a collection, even if the underlying message content is not online. This allows the researcher to determine whether a trip to the reading room to view the full e-mail corpus is warranted. Once a researcher has arrived in the reading room, he or she can access additional functionality within the application. This additional functionality includes the ability to create searchable and exportable annotations for individual messages; to view all image attachments (linked to their accompanying messages) within the application; and to create complex, tiered, thematic searches using the customizable lexicon tool. The lexicon tool enables users to easily perform sentiment analysis and other linguistic analyses across the e-mail corpus and supports visualization of the resulting data over time. Researchers can then add the annotated e-mail messages to a cart that can be requested from the repository depending on the terms of the collection and the policies of the institution. Exported messages can be natively delivered in MBOX file format, a ubiquitous format for e-mail, enabling a researcher to import the messages into a favorite existing e-mail application.

The research support features of ePADD provide a far more robust and interactive way for researchers to discover collection content than using traditional online finding aids. Typical finding aids provide minimal description of e-mail correspondence, such as “Box 5: E-mail correspondence on hard drive.”

This visualization charts the most prolific e-mail correspondents over time. ePADD website.

**What Comes Next?**

ePADD has been awarded a three-year IMLS grant to enhance its functionality. The grant begins in November
2015. The grant focuses on meeting two primary goals. The first goal is to make critical functional improvements to the Appraisal, Processing, Discovery, and Delivery modules. The second goal is to ensure broad and sustained community engagement.

To achieve Phase 2 goals, the ePADD development team and partners will:

1. Promote ePADD’s integration within an ecosystem of processes and workflows supporting e-mail ingest and preservation;
2. Build cross-collection and cross-institution discovery capabilities to improve accessibility of e-mail archives to all users in the United States;
3. Facilitate national access to processed e-mail archives approved for public release;
4. Advance ePADD’s support for restricting and releasing of materials;
5. Optimize ePADD for archives of up to 750,000 messages; and
6. Build out new features to augment functionality and performance, incorporating planned additional stakeholder interviews and user testing.

The ePADD development team also aims to ensure broad adoption of ePADD through additional user interface enhancements as well as by building partnerships and offering extensive opportunities for training, discussion, and other engagement by the community.

ePADD is now freely available and customizable for those institutions eager to explore how it can assist with appraising, processing, and providing access to e-mail collections. If you are interested in scheduling a webinar or demonstration to learn more about ePADD, or have any other questions, please contact the project team at epadd_project@stanford.edu. You can also follow us on Twitter at @e_padd.

Notes
Let’s examine this hypothetical scenario: a busy archivist needs to ship out unique collections materials. A patron has requested copies of material on 1-inch open reel video from a manuscript collection. Of course this means selecting a digitization vendor who can handle open reel video. A vendor located in Canada is chosen on the basis of good cost, good reputation, and relative proximity to your archives, given your location in the upper Midwest. The archivist packs up the open reel videos for expedited shipping via a common carrier (e.g., FedEx) and pictures in a total declared value of $500 for the video collection on the shipping label. Given the complexity of putting a monetary appraisal value on unique archival materials, the archivist’s main intent in exceeding the $100 standard declared value limit for the shipping carrier is to prompt the carrier to handle the package extra carefully. Many weeks later, instead of having the digital copies and the originals back in your collection, the package is under lock and key in the care of Canadian customs agents. So… what went wrong in this scenario?

**Customs**

First, let’s address the most obvious question. Why did the package get held up in Canadian customs? Import duty and/or taxes are due on certain goods being shipped to Canada valued over CA$20 or on certain services obtained by Canadian vendors. Objects of cultural heritage including “books, records, documents, photographic positives and negatives, sound recordings, and collections of any of those objects that have a fair market value in Canada of more than five hundred dollars” may be subject to specialized restrictions as well.² According to FedEx, “Customs officials use a shipment’s declared value or declared value for customs (the value the shipper declares on the goods being shipped), along with the description of the goods, to determine duties and taxes. It is important to ensure that the declared value is accurate and consistent with your air waybill. Inaccurate declared value is one of the most prevalent reasons for duty and tax disputes.”²

Navigating customs and duty tax are unusual in our daily work in archives. The book *Organizing Exhibitions: A Handbook for Museums, Libraries and Archives* offers a little pragmatic advice for the archivist who encounters such a scenario. It contains a brief appendix about “Customs, Import and Export,”³ although it is written from the perspective of institutions located in the United Kingdom. An archivist will want to be aware, at a minimum, that customs, taxes, and sometimes restrictions on heritage objects complicate international shipping of collections materials. In our hypothetical scenario, the digitization vendor turns out to be quite experienced in navigating these border issues with shipments from his US-based customers and helped the archivist resolve the customs issue. Common carriers, individual businesses called “international freight forwarders,” and art-handling firms will provide fee-based assistance to successfully navigate international customs as well.

**Declared Value vs. Insurance**

Our hypothetical archivist declared a value of $500 for the videos. But what is declared value and does it differ from insurance? The simplest explanation is that carriers generally limit their total liability in the event of damage to a package to some amount, usually on the order of 50 to 80 cents per pound. The maximum liability limitation can also be an amount per package rather than per pound, which is the case for FedEx and UPS. They each limit their liability to $100 per package. The US Postal Service (USPS) varies liability based on class of mail. Ultimately, declaring a value simply means that you are paying a fee for the carrier to raise its maximum amount of liability.⁴ But is this the same as having or purchasing insurance on the collections you are shipping? No, and the differences can be important for archivists to consider when shipping collections.

To make a successful claim for reimbursement against a common shipping carrier on the basis of declared value, you must prove that the carrier damaged the item. You also have to prove that the declared value matches the actual...
market value of the item. Finally, significant exclusions can be made on the basis of how you pack your items. Did you use the “wrong” thickness of tape? Declared value won’t cover your damage, as one very disappointed archivist discovered after dealing with 10 optical disc drives damaged during shipping. Did you use newsprint as extra cushioning within your packing box? This also excludes your package from coverage.

Using a Common Carrier

Common carrier shipping (e.g., FedEx, UPS) is the red-headed stepchild of the archives preservation world. These carriers are routinely employed for our materials, but little discussed in our preservation literature. A few published accounts describe problems stemming from common carrier shipments, like this one about collections from the Iowa State University Library.

A USPS mail truck carrying books for its interlibrary loan program caught fire. Hilary Seo, the preservation officer for the ISU Libraries, said this:

When I heard the news, I was a little surprised since I had never heard of a mail truck catching on fire. I wanted more details but could not find information on the USPS site or any local media so I simply used a third-party federated search engine (yes, I Googled it). There were more mail trucks catching on fire across the country than I would have guessed...

On the other hand, archives have, without a doubt, mailed countless packages via common carriers safely; certainly we have done so many times at the Wisconsin Historical Society Archives. Allied professionals in the often stricter museum sphere also allow for common carrier shipping. The Museum Registration Methods 5 handbook indicates that common carrier and USPS shipping is common practice for certain museum items that are bulky, not fragile, and relatively low value. Issues arising from common carrier shipping that are different from couriering and art handling and that are of import to an archivist are the practice of “cross-docking” or transferring the shipment from truck to truck; the extended length of time a shipment may take; lack of climate control while en route; lack of security (commercial art-handling services and couriering both allow someone to remain with a package at all times); and a general lack of control over how items are placed on the truck and protected from vibrations, crushing, or other shocks during their journey. Planning for shipments to go out early in the week can mitigate the length of time on the road by avoiding over-the-weekend delays. Good packaging practices can mitigate shocks and sometimes environmental factors such as swings in relative humidity.

Additional Resources

Sometimes called the “museum bible,” the MRM5 or Museum Registration Methods 5th Edition contains excellent and concise information on insurance and shipping methods for objects of cultural heritage.

The Northeast Document Conservation Center provides guidelines for its clients about “Packing and Shipping Paper Artifacts.” These instructions translate well for general packaging of archival material for shipment.

Notes


Happy New Year MAC-ers! Johna here. As your “Up-and-Comers” assistant editor, I thought the New Year an apt time to introduce myself and reflect on my first year (and a half) in the archival profession. As an up-and-comer—just like you—I’m learning as I go. The following paragraphs are glimpses into what I’ve learned, some advice, and what I’m looking forward to in 2016—and beyond.

Background

Education. As a graduate of Illinois’s Library and Information Science program (GO ILLINI!), I began my graduate degree online while living in Chicago. Not long into the program, I knew I wanted to be a residential student, so I packed my bags and moved to Champaign to complete my final year of study on campus. While at Champaign, I was able to secure work as a graduate assistant with GSLIS’s Advancement and Alumni Affairs. I also worked within Illinois’s Graduate College in the Career Services office. For me, working two jobs was ideal because it kept me financially afloat, but, more important, it helped me to use my time wisely. This isn’t to say this tactic is for everyone.

I didn’t begin graduate school knowing I wanted to be an archivist; I learned of my interest in archives somewhere around the middle of my studies and with the assistance of both course work and practicum participation. I found myself gravitating toward courses less about library science and more about history (history of the book, history of library buildings), as well as archival theory and practice and library architecture. I liked the hands-on aspect of the archives courses and the sense of accomplishment that I felt when finalizing an arrangement and description of a collection. Equipped with this knowledge as well as the understanding of where I wanted to live postdegree (my fiancé was living in Louisville while I studied at Illinois), I began searching for practicum and internship opportunities in Louisville.

Internships and Volunteer Opportunities. I was brought on at University of Louisville for a 100-hour practicum at the Ekstrom Library’s Archives and Special Collections. While working with the Ekstrom’s archives staff, I met the archivist of UL’s Kornhauser Health Science Library, Kathie Johnson, the archivist at the Kornhauser, also connected me with a local swim club that needed help processing its small archives as it prepared events commemorating its 90th anniversary. Next up was the H.F. Boehl Internship at the Filson Historical Society. The Filson internship was extended several times and then transformed into a full-time position. As I write this (November) it is exactly one year since I transitioned from the Boehl intern to an assistant curator. What is my point in sharing all of this? Well, a few things.

Foot in the Door

First, it’s the idea of using intern and volunteer experiences as a way to get your foot in the door. Now, I know there are a lot of different opinions on working for free and/or low wages, and some might argue with me on this topic, but let me emphasize that these experiences are intended to be temporary. As an intern and/or volunteer, you’ve got to know when enough is enough and when the time has come to move on. Not all internships will turn into a job. In fact, most won’t. Yet, it’s the connections you make that will help you get a job elsewhere. So, for me, while I didn’t land a gig at the University of Louisville, the folks who generously lent their time working with and teaching me were able to vouch for my work and my attitude.

Getting the Job

Cover Letters. Everyone knows the importance of a
well-written, tailored-to-the-position cover letter, yet, somewhere along the way, many have forgotten that the very same cover letter that highlights one’s talent and personality also needs to convey what the applicant can do for the employer. Your cover letter cannot be all about what you want out of a job. Rather, it needs to inform the employer how your presence will add value to the company and how your particular skill set can help the institution accomplish specific goals and metrics.

Negotiate, Negotiate, Negotiate. If you take one thing away from this essay, let it be this: don’t walk away from a job offer without having negotiated your salary. For many of us, this is the absolute last thing we want to add to our list of things to do, say, and remember during the interview process, but it is a must. This part of the process will take extra effort and a little bit of research, but, it will, literally, pay dividends. Utilize resources to find out commensurate salaries for the position for which you are applying, and prepare yourself to ask for a comparable salary. Of course, I am making this sound a lot simpler than it actually is and that is why I recommend everyone pick up a copy of *Ask for It: How Women Can Use the Power of Negotiation to Get What They Really Want.* Ignore the subtitle because Linda Babcock and Sara Laschever’s book has advice that is applicable for both women and men.

On the Job

Suck It Up. I imagine that my experiences at the Filson are similar in many ways to those of other archivists, that is, I have a lot of “nonarchival” tasks. In fact, I quickly came to understand this during my book publishing days, years before I became an archivist. That is, no matter where you go, tasks will be assigned to you that will have you biting your tongue hard in order to not blurt out “Wait, what? That isn’t my job. Ha! I didn’t go to college and graduate school to do that.” Because guess what? As it turns out we did. Yep. We did, in fact, pay a lot of money to schlep boxes and clean out super-dirty, abandoned museum spaces. Think of it as calorie burn and move on. You will get dirty. You will get annoyed. But for all of the *ehhh* tasks, there will be all of the *oooo*! projects that make the schlepping worthwhile. Trust me on this one.

Take a Backseat. Another thing I’ve learned both in the archival world and in my pre-archival book publishing days is this: no one likes a know-it-all. In fact, people really cannot stand them. Even more disliked than a run-of-the-mill know-it-all is a super-green-just-graduated-from-school-and-the-book-tells-us-to-do-it-this-way type of know-it-all. Word to the wise: best practices are just that. In reality, real-life roadblocks like miniscule budgets and lack of staff make those best practices difficult. I encourage you not to show up to your new job and begin telling your coworkers and superiors how to do things. Rather, take a backseat for a bit. Ask questions. Find out how things are done before deciding that things should all be done the way you learned them in school.

Ask Questions. Not only are we new to the job—we’re new to the field. That said, no one is expecting their new hires to be experts. Asking intelligent questions doesn’t reveal weakness, it reveals a willingness to learn and get the job done properly. Don’t ever feel bad for what you don’t know. Just ask.

Make Decisions. As important as it is to seek counsel when needed, it is equally as important to stand on your own two feet and make decisions independent of supervision. Learning to know when it is necessary to ask for permission and when it is permissible to act on your own takes time and emotional intelligence, but it’s a learned skill and it’s a necessary skill. There will be days when you doubt yourself, your skill set, and your preparedness for the job, but as they say: fake it ‘til you make it.

Create. One of the best parts of my job as an assistant curator at the Filson is proposing and executing projects. Only after I followed my own advice of taking a backseat and getting the lay of the land did I propose projects to my boss. One of those projects has been a monthly blog post* featuring a recipe from our archives. Not only does this keep me writing, it allows me to better understand our architectural collections and informed architects about our interest in collecting their work—I even sold a few books! Both of these examples included a great deal of collaboration with outside parties like Broken Sidewalk,* local and regional AIA chapters, as well as architects.

Have a Plan. Know where you want to go with your career, make a plan, set goals, and, along the way, recruit help as necessary. Don’t assume your employer will provide a framework for growth. It’s 100 percent possible that...
unless you carve out your own path, you may end up stagnant and dead-ended. Take control of your career and don’t apologize for doing so. Own your successes (and your failures).

Outside the Job

Get Involved. Join local, regional, and national archival organizations. But don’t just join—participate! A membership with the Society of American Archivists is more than just a good thing to have on your resume, it helps keep you informed and active in the community. Local and regional organizations are especially great because they are a smaller scale and make getting involved that much easier—for me, it’s MAC (of course), but also the Kentucky Council on Archives (KCA). These outlets have helped me meet other archivists on whom I can call with questions and who help me feel like I am a part of a community.

The #MintJulepMonth recipe was among Johna’s most popular blog posts.

Into the Future

The year ahead promises exciting happenings at the Filson, including the completion of our campus expansion project. Between the opening of the Owsley Brown II History Center and the re-energized direction and leadership provided by our new president and CEO, Craig Buthod, it’s a good time to be an archivist at the Filson. I look forward to increased—and encouraged—collaboration between departments, particularly programming and special collections. With our expanded facilities, I hope to finally process some of the larger architectural collections I’ve been forced to set aside, including Anne Bruce Haldeman and Jasper Ward’s records and drawings. Outside of work, I am exploring various leadership and community opportunities, like applying to participate in the Archives Leadership Institute (ALI) and serving on Louisville’s Historic Landmarks and Preservation Districts Commission. All in all, I’m grateful for the opportunities I’ve been afforded and all the help I’ve had along the way, and I hope what I’ve experienced is of use to others. And, as always, I’d love to hear from you—contact me with questions, comments, article ideas, and/or anything else. ’Til then, readers!

Notes

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 at abraunma@emich.edu. Submissions must be 150 words or less. Images are welcome!

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

Christina Bleyer has been appointed manuscript archivist for the Special Collections Research Center at Southern Illinois University Carbondale.

Steven Cox, previously the head of Special Collections and University Archives at the University of Tennessee at Chattanooga, was appointed curator of Special Collections and University Archive at Pittsburg State University, in Pittsburg, Kansas, in August 2015.

Cheri Thies retired from her work as archival collections cataloger at the Minnesota Historical Society (MNHS) on December 17, 2015. She began her work at MNHS as a grant employee in February 1977 and was actually able to “work with the records” throughout her career. Thies served MAC as public information officer, newsletter editor, Council member, and president, among other positions, but may be most proud of her role in helping to bring “Raiders of the Lost Archives” to life over and over again. She plans first to enjoy having no daily alarm clock or meetings, painting, writing, traveling, and playing with her husband, kids, and grandkids.

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The next Certified Archivist examination will be held August 3, 2016 in Boston, Atlanta, Chicago, Dallas, Seattle and Los Angeles -- and wherever five or more eligible candidates want to take it.

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Apply by February 15 and the exam fee is only $25 (reduced from the normal fee of $50) and it only takes three candidates to pick an additional exam location.

For the 2016 application and more information about the Certified Archivist examination, go to the ACA website (www.certifiedarchivists.org/get-certified) or contact the ACA office (518-694-8471 or aca@caphill.com).

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Kent State University  
Kent

James Damico  
Cincinnati Museum Center  
Cincinnati

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