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MAC Newsletter (Vol. 41, No. 3)

Midwest Archives Conference

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MAC and Cheese: So Satisfying

There is a joke in Packers Country. If you counted all the people who claimed to have been present at the 1967 “Ice Bowl” NFL championship game (where the Packers beat the Cowboys in blizzard conditions), there would have been more than a million people in attendance. It’s the Woodstock of the Northwoods.

Someday, the same thing will probably be said about the 2013 MAC Fall Symposium.

“I was there,” some old-timers will brag, “when MAC packed eight experts into one-and-a-half days to discuss strategic improvements to archival websites and web-based services.” Others, no doubt, will claim to have tasted the fabled “kneecap” pastries of northeastern Wisconsin offered at the Thursday lunch. And there no doubt will be hundreds upon hundreds who will tell of the time MAC and the University of Wisconsin (UW)–Milwaukee School of Information Studies held a reception at storied Lambeau Field, home to the world-famous Green Bay Packers. “ Heck yeah, I toured the stadium,” they’ll reminisce, “and just a half-hour later I was drinking a Leinenkugel with a tray piled high with bratwurst and fried cheese curds as I stood right next to four shining championship trophies in the Packers Hall of Fame.”

Let them brag; those who were really there know who they are—and they have the Cheesehead coaster to prove it.

The 2013 Fall Symposium was indeed a great success, as a solid program and great local arrangements came together with some glorious autumn weather. Held in the Hyatt on Main at the KI Convention Center in Green Bay, the meeting provided both the MAC and the cheese. Suzanne Chapman of the University of Michigan Library’s User Experience Department began the program with detailed information regarding testing, analyzing, and improving public-facing library and archival websites. Brave volunteers allowed attendees to critique their sites in one of several exercises that got conversations flowing. Eric Larson of the University of Minnesota and independent developer Ben Brumfield also got technical with specific presentations on adaptive web design and crowdsourced transcription projects, respectively.

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Dear MAC Members,

As I write this, the weather is turning chilly, and we’re hearing about the first snowfall (or early blizzard!) in some of our MAC states. Winter isn’t far away, and by the time you see this, we’ll be through the holidays and facing the cold of January. But MAC isn’t going into hibernation! Fresh from our Fall Council Meeting and Symposium, MAC members are preparing to work through the winter months.

Let me first thank the Council for a very productive meeting in Green Bay. In spite of having to deal with a president who was in the full bloom of a nasty cold, the Council worked through a tremendous amount of business during its annual day-long meeting, held on the Wednesday prior to the Symposium. Of note, we welcomed Miriam Kahn as MAC’s new vendor coordinator, approved the establishment of stand-alone subscriptions to *Archival Issues*, and held an annual review of the organization’s budget. You can read Secretary Michael Doylen’s summary of the meeting in this issue. If you have questions, please don’t hesitate to ask.

In particular, I would like to thank the MAC Newsletter Redesign Task Force, chaired by Jennifer Johnson, for its thorough report at the Council meeting. The task force developed and conducted a survey about the newsletter in the spring of 2013, and results were posted to MAC Forums. Council discussed this report at length during the meeting. The task force having completed its work, Council appointed Johnson to the position of publications coordinator, to work with a small group of individuals to address the recommendations made in the report. Look for more information as this work gets under way.

The Fall Symposium, “Refining the Digital Presence of the Archives,” was a resounding success. Attendees enjoyed a reception at Lambeau Field’s Green Bay Packers Hall of Fame and were treated to fantastic weather in a wonderful, welcoming city. The program content was fascinating and thought provoking, with discussions of user-centered design, web analysis, crowdsourcing (my personal favorite), using *Wikipedia* and *Omeka*, and scan-on-demand reference. The speakers were terrific, and an engaged audience participated in stimulating discussion. Our thanks are due to Deb Anderson, Josh Ranger, and all other committee members who worked so hard to bring us a successful Symposium!

This issue of the newsletter also provides the slate of candidates for our spring elections, and I want to thank the Nominating Committee and Chair Josh Ranger for their hard work. Thank you to the candidates who have agreed to run for office in the coming year. MAC’s strength rests in its membership, and giving back to the organization by running for office is a true gift of service. It’s not, however, the only way! If you’re interested in serving in any capacity in MAC, please go to www.midwestarchives.org and click on the link on the left-hand side to Volunteer with MAC. We regularly review these submissions and seek ways to involve people who are interested in working with the organization. If you don’t see an opportunity listed but would like to offer your time, please don’t hesitate to contact me directly to inquire about opportunities.

Finally, let me remind you to save the date for the MAC Annual Meeting, which will take place in Kansas City, Missouri, April 24–26, 2014. Check the main page for the meeting at midwestarchives.org/2014-annual-meeting for regular updates and look for more meeting information to come!

My best wishes to you all,

Amy Cooper Cary
President, Midwest Archives Conference
MAC and Cheese

(Continued from page 1)

On Friday, reference and interpretation were on the docket, as Sharon Leon of George Mason University Skyped with Erik Moore of the University of Minnesota to show the possibilities of the Omeka digital exhibit platform. Lori Byrd Phillips and Jennifer Noffz then told tales of Wikipedia and how it has been used by the Children’s Museum of Indianapolis to promote and share collections. Finally, Erik Moore returned to discuss the University of Minnesota’s scan-on-demand and scan “in-demand” programs, which have filled its institutional repository with easily accessible and wonderfully useful archival materials documenting the university. Throughout the program, Wisconsin Historical Society director of information technology Paul Hedges helped connect the dots, reminding the group that the user should always be foremost in our thoughts as we refine the digital presence of our archives.

And, of course, squeezed into the program was a reception that featured tailgate-inspired food and drink, served in room upon room of Packers history. Many of the Symposium attendees took part in a tour of Lambeau and learned, among other things, how the Packers keep their unique sod/turf blend so green during the northern autumn (the secret: grow lights on wheels).

Left to right: Matt Schaefer, Karen Mason, Daria Labinsky, and Amy Cooper

Cary strike the Heisman pose at the Fall Symposium reception inside the Packers Hall of Fame.

Joshua Ranger and Deb Anderson served as Symposium cochairs and, with help from Erin Dix, were happy to welcome MACers to the not-yet-frozen tundra of Green Bay. Their success with the event was due in large part to the many regional sponsors who were proud to welcome MAC back to Wisconsin. MAC is grateful to supportive Wisconsin companies, such as Johnson Controls, Northwestern Mutual, and Northern Micrographics. Other sponsors included the libraries and archives of the Wisconsin Historical Society, UW–Oshkosh, UW–Green Bay, UW–Milwaukee, and Michigan Technological University, as well as the UW–Madison School of Information and Library Studies. Special appreciation goes to the Wisconsin Historical Society for additional support for our speakers. And, of course, the UW–Milwaukee School of Information Studies helped make the reception one for MAC’s own “Hall of Fame.”
MAC NEWS—Continued
Adriana Cuervo, Assistant Editor

**Did You Renew Your MAC Membership?**

Did you renew your Midwest Archives Conference membership for 2014? Thanks to your involvement, MAC benefits its members in many ways and at a very affordable price. Renewing your membership ensures your eligibility to vote in the upcoming spring election and keeps you in touch through the *MAC Newsletter*, *Archival Issues*, our Annual Meeting, Fall Symposium, and other services.

This year, go green! For the second year in a row, MAC is asking members to consider electronic-only delivery of MAC publications. On your renewal form, please consider checking off the “online only” option for 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. For resource planning purposes, MAC will only make changes to your delivery choices during each renewal period.

Renewing online is easy. Go to MAC’s website (midwestarc.memberclicks.net), click the log-in icon in the upper right-hand corner, and enter your personalized log-in information to gain access to the Members’ Only homepage. Prefer to pay with a check? You can still renew that way too. Just download, print out, complete, and postal mail the renewal form linked from www.midwestarchives.org/renewal. Instructions are included on the form.

Thank you for being part of MAC, and we look forward to your continued involvement!

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**Program Committee Update**

The 2014 Annual Meeting Program Committee of cochairs Jeremy Brett and Michelle Sweetser and members Ann Hanlon, Harrison Inefuku, Jeff Jenson, David McCartney, Peter Shlake, and Alison Stankrauff is pleased to report the following:

We have agreed upon and confirmed the 2014 Annual Meeting Plenary Speaker: Charles J. Haddix, director of the Marr Sound Archive at the University of Missouri–Kansas City. Haddix is a noted authority on jazz music and history as well as the host of *Fish Fry*, a music program on KCUR radio. He has been a record-shop owner, a producer of the alt-weekly *Penny Pitch*, a contributor to a number of video and recording projects, and an author of numerous articles and books. His most recent work, *Bird: The Life and Music of Charlie Parker*, was published in September 2013.

As an archivist and an authority on the history of American jazz, Haddix makes a perfect plenary speaker for this year’s Annual Meeting in Kansas City, which is one of the major birthplaces of jazz. We expect him to offer many interesting insights into both sound archiving and the colorful history of jazz and Kansas City.

The Program Committee voted in early November on the 18 sessions and the graduate posters for this year’s Annual Meeting. We are pleased with the number and quality of the proposals and foresee a quality program that will be of interest and professional benefit to all the attendees.

Visit the MAC website, www.midwestarchives.org, for updates on the program.

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**MAC Bids Farewell to Member ID Numbers**

We have streamlined MAC’s membership services even further. Now, every MAC member uses a unique username to log in. This username replaces the former “member ID” number that appeared with your address on the back of your copy of the *MAC Newsletter*.

Our transition to MemberClicks, starting in 2008, made the “member ID” number unnecessary as new members joined MAC, so we have now dropped that number entirely. As always, members may use their usernames and passwords when they log in at www.midwestarchives.org to renew, access the directory and newsletter, participate in forums, or find out about upcoming events.

For any membership-related questions, please e-mail our membership coordinator, Alexis Braun Marks, at membership@midwestarchives.org.
Candidates for the 2014 Election

The Nominating Committee of Chair Joshua Ranger, Ann Kenne, and Paul Eisloeffel announces the following members who have agreed to run for office in the upcoming election:

**Vice President (one position)**
- David McCartney, University of Iowa
- Portia Vescio, Michigan State University

**Treasurer (one position)**
- Daardi Sizemore, Minnesota State University, Mankato
- Joel Thorson, Evangelical Lutheran Church in America

**Council (two positions)**
- Carrie Daniels, University of Louisville
- Alison Stankrauff, Indiana University South Bend
- Jennie Thomas, Rock and Roll Hall of Fame and Museum
- Anne Thomason, Earlham College

**Nominating Committee (two positions)**
- Harrison Inefuku, Iowa State University
- Jamie Martin, Archivist
- Meg Miner, Illinois Wesleyan University
- Jackie Shalberg, National Model Aviation Museum

Voting will take place electronically via the MAC website from February 3 through March 3, 2014. If you need a paper ballot, please contact MAC secretary Michael Doylen. The candidates’ biographical information and statements will be posted on the MAC website prior to the election at www.midwestarchives.org.

The elected officers will begin their terms at the conclusion of the annual Members’ Meeting in April 2014.
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 career.

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

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MAC NEWS—Continued
Adriana Cuervo, Assistant Editor
Applicants Sought for Louisa Bowen Memorial Scholarship

MAC 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 2014.

To be eligible for a scholarship, an applicant must
1. be a resident of, or a full-time student residing in, one of the following states: Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin;
2. be currently enrolled in, or accepted into, a graduate, multicourse program in archival administration. If the program is not listed in the Society of American Archivists (SAA) “Directory of Archival Education” (www2.archivists.org/dae), the applicant must provide proof of the multicourse standard by submitting copies of course descriptions from the institution’s current departmental catalog;
3. have a grade point average of at least 3.0 (on a 4.0 scale) in his or her academic programs.

Application information is available on the MAC website at www.midwestarchives.org/bowen or from the Bowen Scholarship committee chair:

Helen Conger
Case Western Reserve University Archives
20 University West
10900 Euclid Avenue
Cleveland, OH 44106-7229
216-368-6774
hconger@case.edu

Applications must be received electronically or postmarked by March 1, 2014. Awards will be announced at the 2014 Annual Meeting.

Emeritus Scholarship for First-Time MAC Meeting Attendees

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/mac-emeritus-scholarship. Applications must include an essay of no more than 500 words and one letter of support. Applications and supporting documentation may be submitted either electronically or by postal mail and must be received by February 1, 2014. Electronic submissions are preferred. Please send all submission information to Lydia Lucas, chair of the selection committee:

Lydia Lucas
1493 Grandview Ave. E.
Maplewood, MN 55109
651-777-4964
lydialucas@usfamily.net

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.
Archie Motley Memorial Scholarship Applications Solicited

MAC is soliciting applications for the 2014 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 into 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," www2.archivists.org/dae, applicants 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 from the MAC website, www.midwestarchives.org/motley, or the Archie Motley Memorial Scholarship for Minority Students committee chair:

Alison Stankrauff
Archivist and Associate Librarian
Franklin D. Schurz Library
Indiana University South Bend
P.O. Box 7111
South Bend, Indiana 46634
574-520-4392
astankra@iusb.edu

Applications must be postmarked by March 1, 2014. Awards will be announced no later than June 1.

Presidents' Award Update

At the annual fall meeting of the Landsat Science Team, the Presidents’ Award Committee presented Landsat Team 2006–2011 with the award bestowed upon them earlier this year. Nomination of the team was made by John Faundeen of the Earth Resources Observation and Science Center (EROS) outside of Sioux Falls, South Dakota. The award was accepted by Dr. Tom Loveland, chair of the Landsat Science Team, research geographer at EROS, and director of the USGS Land Cover Institute. Dr. Loveland leads an international team of scientific researchers responsible for providing guidance to the Landsat program, the longest continuous record of changes of the Earth’s surface as seen from space. The 2006–2011 team influenced several key decisions, including changes to access policies that positively impacted global research. The team was very enthused by the presentation, which had been kept secret and conducted as a special event to open their meeting.

South Dakota chair of MAC’s Presidents’ Award Committee, Liz Thront, presents the 2013 award to Dr. Tom Loveland, chair of the Landsat Science Team, during the team’s annual meeting in October 2013.
Summary of the Minutes of the Midwest Archives Conference Council Meeting
September 25, 2013, at Hyatt on Main, Green Bay, Wisconsin

Below constitutes a summary of the Council meeting. For the full minutes and all submitted reports, please visit the MAC website or contact Michael Doylen at doylenm@uwm.edu.

MAC Council met on September 25, 2013, at the Hyatt on Main in Green Bay, Wisconsin, with all Council members present, save Mary Ellen Ducey and Erik Nordberg.

President Amy Cooper Cary opened the meeting by reviewing votes taken by Council during special meetings since the regular meeting in Indianapolis. She also reported that past president Ellen Swain was removed from the Chase Bank account and that both she and Secretary Michael Doylen were added. Going forward, the secretary has responsibility for keeping current the names on the account.

Cooper Cary reported that Nicole Garrett offered her resignation as vendor coordinator. Council discussed reshaping the position to include two individuals serving staggered terms to ensure consistency. Council unanimously approved a motion to appoint Miriam Kahn to an interim term of one year, during which time Kahn would work with the Local Arrangements Committee for the 2014 Annual Meeting and the organizers of the 2014 Fall Symposium. Council also established a task force to investigate options for reshaping the vendor coordinator position.

Cooper Cary provided an update on progress to establish a Regional Archival Associations Consortium within the Society of American Archivists (SAA). MAC will be one of three multistate regional organizations with a representative serving in the group. It will also include representatives from SAA, state organizations, and local organizations. Council designated Cooper Cary as MAC’s representative through the SAA 2014 Annual Meeting and incoming public information officer (PIO) Daria Labinsky as the representative thereafter.

Vice President Menzi Behrnd-Klodt updated Council on the 2013 Fall Symposium and upcoming Annual Meetings. Attendance at the Fall Symposium was lower than anticipated but consistent with past Symposiums held in Dayton and Sioux City. Behrnd-Klodt will take steps to extend MAC’s administrative and meeting services contracts with DMN/AMC through the end of the year. Council briefly revisited the topic of establishing a cancellation/refund policy for Annual Meetings and Symposia.

Given the low number of proposals for meeting sites and Symposium topics, Behrnd-Klodt suggested that Council consider a different process for choosing meeting sites. The ensuing discussion focused on investigating services provided by DMN for which MAC is already paying but may not be using to its full advantage. For instance, MAC might request DMN to provide Council with a list of potential cities for Annual Meetings, and then Council, after selecting a site, would form the Local Arrangements Committee. Council discussed factors that would influence site selection and affirmed its openness to receiving additional proposals from the membership. Council felt that site proposals and topics for Symposia should continue to come from the membership.

Secretary Michael Doylen provided an overview of membership numbers and reported that past secretary Joshua Ranger had transferred all Council meeting records from 2009 to 2013 to the MAC archives at the University of Wisconsin–Milwaukee.

Joshua Ranger, chair of the Nominating Committee, updated Council on efforts to complete the slate of candidates for elected positions before October 18, which would leave time for approval by Council and publication in the January newsletter. He anticipates no (or only negligible) costs related to the election.

Jennifer Johnson, chair of the Newsletter Redesign Task Force, presented the final report of the group, which included results from a survey conducted in April. The Task Force recommended that MAC continue producing both print and PDF versions of the newsletter, but with some content adjustments; using branded HTML templates for web-based communications with members; and further investigating a complete online news model with e-mail newsletters. After extensive discussion, President Cooper Cary appointed Johnson to the position of publications coordinator— which has been vacant since fall 2012—and charged her to work with a small group of individuals to review the Task Force report and make recommendations for implementing them gradually.

Joshua Ranger, chair of the Online Publications Working Group, reported on progress made with DMN to accept subscriptions to Archival Issues independent

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of membership. Although this subscription option will likely lead to a decrease in the number of MAC institutional members—as some libraries will opt not to renew membership and instead receive Archival Issues on a subscription basis only—MAC stands to save money by not printing and mailing the newsletter and other materials to these members. Council discussed a proposal by the 2014 Annual Meeting Local Arrangements Committee (LAC) to use Sched.org to publish the full program online and to create a printed pocket program for the Kansas City meeting. Council agreed to provide $100 to the LAC to explore use of Sched.org but felt that the program should continue to be published in PDF form at least in 2014. It postponed deciding on the use of Sched.org to create the pocket program until it has more information.

PIO Adriana Cuervo reported on activities since the last Council meeting and introduced Daria Labinsky, who will assume PIO responsibilities following the 2014 Annual Meeting.

Treasurer Daardi Sizemore presented her report on the 2013 budget. She explained that administrative costs were much higher than projected, largely because scholarship awards were included under this budget category. The profit from the 2013 Annual Meeting was higher than anticipated, and the 2013 Symposium is also projected to cover its expenses.

Following the recommendation of the Financial Advisory Committee, Sizemore transferred $20,000 of $25,000 in surplus cash to the Motley Scholarship Fund at Lincoln Investments to achieve MAC’s investment goal. She will transfer the remaining $5,000 after making payments for the 2013 Symposium. Per Council’s directive, Sizemore authorized Lincoln Investments to change the investment mix of the Bowen Fund to match that of the Motley Fund. She is currently soliciting a quote from MAC’s insurance carrier for this year and is expecting a 3 to 5 percent increase. She is also investigating the cost of potentially increasing our coverage amounts.

Sizemore reported that at least two Local Arrangement Committees have asked her about state tax-exempt status as a possible way to hold down costs. MAC previously held tax-exempt status in Missouri and applied for, but was denied, tax-exempt status in Illinois. She informed Council that the requirements for tax-exempt status vary by state and that each state requires an application and fees. Our accountants estimate that it would cost $2,000 to $4,000 to pursue tax-exempt status in all MAC states plus Florida ($150–$300 per state). Council voted to explore tax-exempt status up to $1,500 in five states.

Sizemore reported that projected income for 2014 is $99,000; expenses are $111,000; and the deficit is $12,000. In response to this, Council agreed to take a more conservative approach to exploring tax-exempt status and amended its previous action to authorize exploration of tax-exempt status in Kentucky and Missouri up to $600.

Council reviewed reports submitted by chairs, assigned items for follow-up action, and adjourned.

Between-Meeting Council Actions

Council passed the following motion via e-mail on October 24, 2013, with all members voting, save Daardi Sizemore: To approve the slate for MAC’s spring 2014 elections as submitted by Nominating Committee chair Josh Ranger.

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Treasurer’s Report
Daardi Sizemore, Treasurer, Midwest Archives Conference

Overall Finances
Although the overall MAC finances remain in good shape, the 2013 fiscal year will end reflecting a net loss. We did expect a deficit, but at this point it is projected to be smaller than budgeted. (Please note: This report was written in late October 2013, and not all budget numbers were final at that time.) Yay, MAC! This is a result of a number of things, including the MAC campaign to “Go Green,” changes to service providers, solid membership numbers, and a profitable Annual Meeting and Fall Symposium.

The MAC cash reserves continue to be strong, which is why we can have an unbalanced budget. As of October 31, 2013, our checking account balances totaled $53,474.47, and our investment accounts totaled $241,285.47. About half of the investment funds are for MAC’s two endowed scholarships.

Those paying attention to our checking account balances will notice a significant decline in the balances since the last time they were reported. That was intentional. Under the direction of the MAC Financial Advisory Committee (FAC) and the approval of Council, I moved $20,000 from savings accounts (that were not making much, if any, interest) to our Lincoln Financial Investments accounts. The funds were added to the Motley Scholarship Fund.

Financial Advisory Committee
The FAC provides advice to the treasurer and to MAC Council concerning all financial matters, including investments, savings, income, and expenses. Since the 2014 Annual Meeting, the FAC has been busy. In addition to the above, the FAC has recommended changing how the Bowen Fund is invested to increase the annual income to that account and switching the names of the Invested Reserve and Program Initiative accounts. This will give the Program Initiative Fund the income it needs to implement the Speakers Bureau and other new initiatives MAC develops. These proposals were adopted by Council and have been implemented.

2014 Budget
At our fall meeting, Council carefully reviewed the proposed 2014 budget. After thoughtful discussions, we adopted a 2014 budget that still includes a planned deficit. It is a much smaller deficit than in previous years but is nonetheless a deficit. You may be saying to yourselves, “I thought the dues increase was supposed to eliminate the deficit.” The dues increase is part of the solution. Together with the various initiatives to reduce costs and raise income, the dues increase is helping us work toward a balanced budget. We believe that a balanced budget is possible with the dues increase and continued fiscal responsibility and barring any unforeseen changes in our immediate financial environment. We appreciate your patience and support as we work together to get MAC in a better financial position.

Upcoming MAC Meeting Sites and Dates
Annual Meeting, 2014
Kansas City, MO
April 24–26, 2014

Fall Symposium, 2014
Champaign-Urbana, IL
September 12–13, 2014

Annual Meeting 2015
Lexington, KY
May 6–9, 2015
The snow may be flying, and you may be in the midst of the new semester when you read this column, although as I write Halloween is right around the corner and so are the little goblins and ghouls who are trick or treating! Not too many tricks from the VP this time though! MAC’s 2013 Fall Symposium in Green Bay, Wisconsin, in September was a great success, and our Local Arrangements and Program Committees are working hard to make sure members have lots of treats at upcoming meetings as well.

Annual Meeting, Kansas City, Missouri, Westin Crown Center Hotel, April 24–26, 2014, The Syncopeations of History

Cochairs Jennifer Audsley Moore and Audrey Coleman of the LAC report that they hope to host the reception at the American Jazz Museum; final details are still to come. The 2014 Annual Meeting has been advertised via a postcard distributed at SAA, the MAC Fall Symposium, and the Kansas Museums Association meeting. We hope you had a chance to get one and are planning to attend! The LAC is also busy planning more marketing and fund-raising. The Program Committee and Co-chairs Michelle Sweetser and Jeremy Brett received some terrific session, workshop, and graduate student poster proposals, and as I write this the committee is making its final decisions and choices. You won’t want to miss this meeting, and since April will be here before we know it, be sure to get the Annual Meeting dates on your calendar now!

Fall Symposium, Illini Union Hotel, University of Illinois at Urbana-Champaign, Champaign-Urbana, Illinois, September 12–13, 2014, Oral History, Archives, and Innovation

Organizing Committee cochair Eric Fair moved out of the MAC area and left the committee in August—MAC is grateful for all of your help, Eric, and sends best wishes for the future! We are pleased to welcome back Anke Voss as cochair with Bethany Anderson. We have a great Organizing Committee team, and plans are moving ahead, so be sure to check the MAC website for more information about the Symposium soon.

Annual Meeting, Lexington, Kentucky, May 6–9, 2015

The 2015 Annual Meeting will be held in the beautiful Hilton Lexington Downtown Hotel. Check out its location and amenities at www.lexingtondowntownhotel.com! Costs of a single or double room will be $139/night. LAC co-chairs are Deirdre Scaggs and Heather Fox, and Program Committee co-chairs are Stephanie Brick and Lisa Sjober. This would be a great meeting to plan your family’s vacation around, so save the dates!

Fall Symposium, 2015

Annual Meeting, 2016

Where would you like MAC to meet? MAC is open for proposals, suggestions, and comments, and we need your help in deciding this part of MAC’s future. Gather your colleagues to prepare a proposal to share what you love about your archives and areas. Send ideas and proposals to me at Menzi@xythe.com. We would love to hear from you!

On behalf of MAC Council, I also want to invite you to volunteer for a MAC position! Personally, every fall and New Year, I get re-energized to try something new and get involved with a new project. (This fall, it’s beginning Italian lessons for me—buongiorno!) If you feel the same way, you may consider contributing to MAC. As an organization run by volunteers, MAC depends on its members and especially welcomes new archivists and those with fresh and forward-looking ideas. MAC committees and working groups benefit from your service. Please check out the descriptions of MAC standing committees at www.midwestarchives.org/mac-committees-positions and consider volunteering for future service. Visit www.midwestarchives.org and click on Volunteer with MAC.

You’ll be glad you did—and so will MAC!!!
Riding the Rails: Trains and Railroads on the World Wide Web

By Emily Symonds Stenberg, Washington University at St. Louis

Just as train tracks cross the United States from north to south and east to west, repositories throughout the country curate archival resources on the railroads. These collections document the history of the railroads and the people who helped build them, providing perspectives on business and industry, style, transportation, technology, and more.

The United States Department of Transportation Library’s Online Digital Special Collections provides access to the ICC (Interstate Commerce Commission) Historical Railroad Investigation Reports, ntl1.specialcollection.net/scripts/ws.dll?websearch&site=dot_railroads, from 1911 through 1994. Users click on the year then the railroad name to view a small table that includes the file number, railroad, date, location, and accident type. Users can click on a PDF to read the original report. Below the table is a transcription of the original document.

The University of South Carolina offers the South Carolina Railroads Photograph Collection, library.s.c.edu/digital/collections/Railroads.htm. This online resource is a collection of collections held by the South Carolina Library with images of train stations, engines, and rail yards, as well as railways used in the mining and lumber industries. The collection of more than 800 images can be browsed or searched by keyword, with results narrowed by facet. Users can also browse within three broad categories: Locomotives, Depots, and Industrial Lines. Locations are identified within the images, and a Google Map has been created, allowing users to view photographs by town.

The Railroad History Archive, railroads.uconn.edu/digital.htm, at the University of Connecticut’s Thomas J. Dodd Research Center is another collection of collections. Its digital holdings on the history of the railroad in Connecticut include Connecticut: New Haven Railroad Valuation Maps, a set of maps from 1915 showing the New Haven Railroad system’s property information. An index of the maps can be found at magic.lib.uconn.edu/mash_up/ynnhrr_index.html. Other available collections are Connecticut History Online, with images of Connecticut railroad stations; the Steam and Electric Locomotives of the New Haven Railroad Digital Project, featuring 460 images of locomotive equipment from the early 1900s; and the Connecticut Historic Preservation Collection, which includes archaeological and architectural surveys of railroad stations and other properties. The Railroad History Archive website also includes descriptions of other related collections not available on the Internet.

The University of Pittsburgh presents Photographs from the Pittsburgh and Lake Erie Railroad Company Collection, 1886–1972, digital.library.pitt.edu/images/pittsburgh/plerr.html, a comprehensive look at one company’s records and activities. The complete collection contains over 16,000 images and 2,000 feet of 16mm motion picture film, as well as administrative records, business documents, and annual and monthly reports for the Pittsburgh and Lake Erie Railroad Company. The 2,055 images in the online photograph collection depict the branch lines controlled by New York Central and Penn Central, in addition to urban and rural scenes of Western Pennsylvania. Photographs such as these capture both the industry of railroads and the activities and styles of the time. The finding aid for the complete collection is also available online.

Farther west is Southern Methodist University’s Railroads: Photographs, Manuscripts, and Imprints, DeGolyer Library, digitalcollections.smu.edu/all/cul/rwy. This contains one of the most comprehensive railroad collections in the country, originally collected by Evert L. DeGolyer. It contains over 15,000 photographs and negatives of railroads arranged by line. Other materials accessible through the digital collection are maps, timetables, personal papers, and 56 volumes of the Baldwin Locomotive Works Engine Specifications, 1869–1938, which detail the specifications of locomotives built for US and international railroad companies.

To travel from east to west, trains had to cross the heartland, and Midwest institutions have documented those journeys in their collections. As part of CARLI digital collections, Railroads in the Midwest: Early Documents and Images (Knox College), collections.carli.illinois.edu/cdm4/index_knx_rail.php?CISOROOT=/knx_rail, highlights the early history of railroads in the Midwest, with a focus on Illinois. A detailed collection description provides historical context for the materials.

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items include images of the CB&Q (Chicago, Burlington & Quincy) fast mail train, which started running in the 1870s from Chicago west to deliver mail. Many of the CB&Q photographs were taken by Knox College alumnus Allen A. Green, who also developed a trigger device to show trains in motion that allowed a train to take its own picture. The collection includes images and documents through 1933.

Behind the railroads were the people who built the tracks, operated the trains, and ran the companies. The Michigan State University Libraries recently published the Biographical Directory of Michigan Railway Officials, 1830–1917, www.lib.msu.edu/branches/dmc/collection/browse/?coll=130&par=0, as part of the Michigan State University Digital Collections. Written by Graydon M. Meints, this two-volume collection, divided A–J and K–Z, is in a searchable PDF format, allowing users to find the names of and key details about more than 7,000 people. The Biographical Directory of Michigan Railway Officials, covering the years 1830 to 1917, documents owners, directors, managers, and other key railroad officials. The information is drawn from a number of sources, including Michigan Commissioner of Railroads and Michigan Railroad Commission annual reports, the Biographical Directory of the Railway Officials of America, and Standard and Poor’s reports.

Another comprehensive resource can be found at Cleveland State University Libraries’ Cleveland Memory Project. The Cleveland Union Terminal Project, www.clevelandmemory.org/cut-coll/index.html, is a web exhibit featuring archival materials on the construction of the landmark site, including Terminal Tower, the passenger station, railroad infrastructure, office buildings, a post office, and a department store. The exhibit highlights more than 5,000 construction photographs from 1926 to 1929, film of the terminal from 1928, etchings, and images of a plaster model of the project. Each of the collections within the exhibit can be viewed separately. The larger collection of photographs is searchable, and results can be narrowed by date, subject, or other categories. On the main search page, users can also search within indexes of images of four key landmarks: the Cuyahoga Viaduct, Higbee’s Department Store, the Medical Arts and Transportation Building, and Terminal Tower. The Cleveland Union Terminal Project exhibit links to related collections, including the Cleveland Union Terminal records description in the Fred Harvey Hotels Collection, 1896–1945, at the University of Arizona.

Cleveland Memory also includes a pathfinder of railroad history holdings at www.clevelandmemory.org/exhibits/railroads.html, featuring the Cleveland Union Terminal Project, the Nickel Plate Railroad Collection, and the Wheeling and Lake Erie Railroad Collection. The pathfinder lists related archival collections and online photograph collections.

At the University of Nebraska–Lincoln is the Digital History Project: Railroads and the Making of Modern America, railroads.unl.edu, which documents and offers interpretations of the impact of the railroad on the United States in the nineteenth century. The project explores 10 topics, including Slavery and Southern Railroads; Railroad Work and Workers; Land Sales, Migration and Immigration; and Tourism and Mobility. Within each topic are historical documents and Views, which are interpretive historical presentations; these may be databases, maps, charts, animations, GIS images, or other formats. A Student Projects section links to projects developed by students using the materials of the Railroads Project, and a teaching section provides ideas, plans, and materials for classroom use.

While riding the rails may not be as common as in years past, researching their history, whether of freight or passenger trains, has become even easier with online access to these and other collections.
News from the Midwest—Troy Eller, Wayne State University, and Alison Stankrauff, Indiana University South Bend, Assistant Editors

Please submit News from the Midwest items for Illinois, Iowa, Michigan, Nebraska, North Dakota, and Ohio to Troy Eller at troy.eller@wayne.edu, and items for Indiana, Kansas, Kentucky, Minnesota, Missouri, South Dakota, and Wisconsin to Alison Stankrauff at astankra@iusb.edu. Submissions must be 150 words or less.

ILLINOIS

Newberry Library
The National Endowment for the Humanities (NEH) has awarded the Newberry Library two grants valued at nearly $340,000 to host programs encouraging the use of maps and other visual evidence in teaching and research. “Mapping Nature across the Americas: An NEH Summer Institute for College and University Faculty” will be a five-week program during which 20 participants will explore connections between mapping and environmental knowledge in the Americas from the contact period to the twenty-first century. “Bridging National Borders in North America” will be a four-week seminar for 16 college and university faculty, focusing on the history of borderlands in North America. Both programs will be held at the Newberry in summer 2014.

INDIANA

Evansville Vanderburgh Public Library
The Evansville Vanderburgh Public Library (EVPL) received a Library Services and Technology Act (LSTA) grant for $17,297. The Karl Kae Knecht digitization project is a collaborative effort between the EVPL; the Evansville Museum of Arts, History, and Science; and the University of Evansville. Approximately 3,700 original Knecht drawings will be scanned. Knecht was a nationally recognized cartoonist. These unique images offer commentary on day-to-day life and public sentiment in Evansville during some of the biggest events of the twentieth century, such as World Wars I and II, health and safety campaigns, and politics.

Indiana State Library
The Indiana State Library Rare Books and Manuscripts Division recently acquired correspondence from well-known Indiana resident and politician Schuyler Colfax. The correspondence includes a handwritten letter from Colfax to David Turner, the appointee for commissioner of the Internal Revenue Service dated June 24, 1862. Colfax was elected to the House of Representatives from Indiana in 1854 and appointed speaker of the House of Representatives in 1863. He was a lifelong abolitionist, announcing the passage of the 13th Amendment in 1865. As the Republican nominee for vice president, he was elected on the ticket headed by General Ulysses S. Grant in 1868. For more information about the Schuyler Colfax Manuscript Collection at the Indiana State Library, please contact Rare Books and Manuscripts at 317-232-3671.

Mennonite Historical Library
Goshen College’s Mennonite Historical Library in Goshen, Indiana, has received a $12,023 grant to digitize and provide online access to over 200 unpublished and informally published works of John Howard Yoder, a prominent Mennonite theologian of the twentieth century. Partners in this collaborative grant include the Mennonite Church USA Archives and the Anabaptist Mennonite Biblical Seminary. Digitized materials will be made available online through the Private Academic Library Network of Indiana (PALNI) and Indiana Memory websites. The grant was awarded in July 2013 by the Institute of Museum and Library Services (IMLS) under the provisions of the LSTA, administered by the Indiana State Library.

Society of Indiana Archivists
The Society of Indiana Archivists hosted a very successful workshop on October 4 at the Indiana State Museum (ISM). Over 60 archivists from Indiana and Illinois attended Artifacts for Archivists: Tricks of the Trade from Museum Professionals. Sally Childs-
(Continued on page 16)
Helton of Butler University presented an overview of what archivists need to know to incorporate artifacts into their collections responsibly, and ISM head conservator Gaby Kienitz demonstrated how to care for, store, and exhibit artifacts. The highlight of the day was a tour of the ISM’s stacks and conservation lab. To the best of the education committee’s knowledge, this was the first workshop on the topic offered in the United States.

Archivists visit the conservation lab.

A "smoking doll" in the Indiana State Museum collection.

The world’s largest RCA Nipper in the Indiana State Museum collection.

IOWA

University of Iowa

Archivists and former civil rights workers from across the state have established the Historical Iowa Civil Rights Network (HICRN), an effort to document the experiences of Iowans who participated in civil rights–related activism in the South during the early to mid-1960s. The State Historical Society of Iowa, the African American Museum of Iowa, Grinnell College, the Iowa Women’s Archives, Cornell College, Drake University, and the University of Iowa Archives are among the participants. HICRN will partner with the Civil Rights Project of the American Folklife Center, administered jointly by the Smithsonian and the Library of Congress. For more information, contact David McCartney at david-mccartney@uiowa.edu.

KANSAS

Kansas State University

As part of its sesquicentennial celebration, Kansas State University has published *Generations of Success: A Photographic History of Kansas State University, 1863–2013*. Coauthors of the book are Tony Crawford, curator of manuscripts, and Cliff Height, university archivist in the Morse Department of Special Collections of Hale Library at Kansas State. The book is available at www.k-state.edu/150/merchandise.html. Please contact Tony Crawford at arcford@ksu.edu should you need more information.

KENTUCKY

Filson Historical Society

The Filson is proud to announce the recipients of its H. F. Boehl Internship: Wade "Trey" Richardson and Danielle DiGiacomo. Additionally, the Filson has received a National Film Preservation Foundation Basic Preservation Grant to digitize three 16mm films from its Judge Arthur E. Hopkins Collection. Hopkins was a prominent Louisville, Kentucky, attorney and judge; a 1941
mayoral candidate; an amateur film enthusiast; and the president of the Louisville Board of Alderman at the time of his death in 1944. The Hopkins Film Collection reflects his life of travel across the United States as well as Europe during the early part of the twentieth century. The three films selected for digitization include New York Scenes, 1933; Travel and Newreels of Kentucky, 1935; and New Orleans, circa 1930.

University of Kentucky
The University of Kentucky's (UK) Special Collections celebrated American Archives Month and Kentucky's 2013 theme with an exhibition entitled "Notions and Potions: Folklore and Superstition in Medicine and Infectious Disease. The exhibit highlighted UK's rich heritage of medical research blended with curiosities, misconceptions, and historical shifts in science and culture—as well as the spooky, the weird, and the strange. Highlights included materials related to the 1833 Lexington cholera outbreak, the effects of the 1918 flu epidemic on UK's campus, tuberculosis in Kentucky, home remedies, medical book oddities, and a model torso. The exhibit was on display through November.

Ursuline Sisters of Mount Saint Joseph
The Ursuline Sisters of Mount Saint Joseph, Kentucky, are proud to announce the debut of their Oral History Project. Since February 2013, interviews have been conducted with the sisters about their childhoods, vocation discernments, ministries, and related information about the community. This project also includes the Ursuline Sisters from Belleville and Paola, who merged with Mount Saint Joseph in 2005 and 2009, respectively. These interviews will give listeners knowledge and insight to the good works done by these women. The link to the interviews can be found at ursulinesmsj.org/about-us/archives/oral-history-project.

MICHIGAN

Historical Society of Michigan
First published in 1970, the Historic Michigan Travel Guide is the state's only publication to promote travel to Michigan's history museums, historic sites, and related destinations. Sponsored by the Rollin M. Gerstacker Foundation, Meijer, and Consumers Energy, the sixth edition, released last fall, is available for purchase at the Historical Society of Michigan online store at www.hsmichigan.org/store/books.

Michigan State University
The Michigan State University Libraries have published two new reference books related to Michigan history. Michigan Imprints, 1851-1876 completes the Michigan portion of the WPA American Imprints Inven-
tory and was compiled and edited by LeRoy Barnett, a longtime scholar of Michigan history. The Biographical Directory of Michigan Railway Officials, 1830-1917 gathers together widely dispersed biographical and employment data on more than 7,000 men—and a few women—who owned and managed Michigan's railroads. The Biographical Directory...
Wayne State University
The Walter P. Reuther Library staff selected 14 paintings by the American artist John Z. Gelsavage for exhibit in the library's atrium. The 1957 series This Union Cause was commissioned by the United Auto Workers (UAW) Education Department, and its colorful, vivid, and detailed paintings depict pivotal moments and important figures from the American labor movement, spanning the period from the early nineteenth century to the mid-twentieth century. In September 2013, the Reuther hosted the Wayne State University Symposium on Scholarly Editing and Archival Research, an interdisciplinary conference inviting new perspectives on current practices in the editing and presentation of literary texts in all media. Former American Federation of State, County, and Municipal Employees (AFSCME) archivist Johanna Russ and social sciences librarian Steven Putt jointly presented on “Physical Materials and their Digital Surrogates: The Role of Archivists and Librarians in the Research Process.” Follow the Reuther on Facebook at www.facebook.com/reutherlib and Twitter at twitter.com/ReutherLibrary.

MINNESOTA
Concordia College
During Concordia College’s homecoming weekend last fall, the College Archives and the History Department proudly cosponsored the first-ever Concordia History Harvest. The History Harvest event invited alumni to participate in a unique community-based history project. Alumni were encouraged to share memorabilia and stories from their years at the institution. A total of 79 items, including documents, oral histories, images, and objects, were digitized and added to the Concordia Memory Project, a digital archives. The goal of the Concordia Memory Project is to create an interactive resource through which users can see how the rich and diverse experiences of Concordia students connect to the college, community, state, and nation.

Minnesota Historical Society
The Minnesota Historical Society is using LibGuides software to update its library research guides geared toward students and to create tutorials for research in a variety of topics. Library research guides help users locate information on popular topics, including house and building history, legislative history, political history, and famous Minnesotans. New library research guides can be found at libguides.mnhs.org.

Red Wing Shoe Company
The Red Wing Shoe Company has been selected to receive a Minnesota Preservation Award from the Preservation Alliance of Minnesota. The Red Wing Shoe Company was recognized because of its sustainable contribution to the economic development of downtown Red Wing, Minnesota. Red Wing Shoe Company has worked diligently to preserve the historic integrity of five historic properties in the downtown district, including the original factory built in 1905. All properties have been renovated and restored, the most recent being the corporate office, which is home to over 250 employees. While most buildings are closed to the public, the Red Wing Shoe Store and Museum is open seven days a week.

St. Cloud State University
In partnership with the Minnesota Digital Library, the St. Cloud State University Archives digitized six short silent black-and-white and color films of earlier days on the campus. These films, which date from the late 1930s to the mid-1950s, document homecoming parades, freshmen camping at a central Minnesota lake, the demolition of the Old Main campus building, and the October 4, 1952, visit of Republican presidential candidate Dwight D. Eisenhower. On the steps of the historic Stearns County courthouse, Eisenhower crowned the St. Cloud State homecoming queen and then delivered a campaign speech.

Stearns History Museum
The Stearns History Museum (SHM) has recently become a Smithsonian Affiliate, the first in the state of Minnesota. This collaborative partnership gives the Stearns History Museum access to Smithsonian artifacts, scholars, educational programs, and professional development opportunities. SHM has been building its social media presence. SHM now has a Facebook page at www.facebook.com/StearnsHistoryMuseum, a
Twitter account at twitter.com/StearnsMuseum, and a Pinterest page at www.pinterest.com/stearnsmuseum. Follow SHM to see how it shares its collections with the public.

MISSOURI

American Truck Historical Society
The American Truck Historical Society (ATHS), located in Kansas City, Missouri, has been selected to participate in the Museum Assessment Program (MAP). Through guided self-study and on-site consultation with a museum professional, participation in MAP will empower ATHS to better serve patrons by meeting and exceeding the highest professional standards of the museum and library fields.

Over There: Missouri in the Great War
Several Missouri organizations have partnered to develop a digital archives documenting the state's role in World War I. They are digitizing more than 4,700 pages of WWI letters for the website, slated to launch by early 2015. Historical artifacts, photographs, and films will be included. Read the project's blog at www.missourioverthere.org and follow it on Facebook at www.facebook.com/pages/Over-There-Missouri-in-the-Great-War/115055121986490. Over There: Missouri in the Great War is made possible by an LSTA Digital Imaging Grant funded by the IMLS and coordinated by the Missouri State Library.

National Archives at St. Louis
In observance of last October as American Archives Month, the National Archives at St. Louis and its Preservation Program installed a large exhibit at Lambert-St. Louis International Airport that highlighted the facility's records and preservation work. The exhibit featured two large showcases. One highlighted the extensive collection of personnel records in the holdings, notably the official military personnel files and official personnel folders of former civil servants of the United States. The second showcase illustrated the painstaking work of the Preservation Lab to care for and treat the personnel folders burned in the 1973 fire. The National Archives at St. Louis and Preservation Program staff worked tables to explain their operations and how researchers can use the holdings to learn about the past.

Wildwood Historical Society
The Wildwood Historical Society is a local historical society whose area covers Meramec Township, including, but not limited to, the current City of Wildwood in West St. Louis County, Missouri. The society is pleased to announce that it will be opening its museum and library by spring 2014. The museum and research library has thousands of items, photos, books, and family histories that reflect the immigrants who settled the area. Currently, the museum and library—located on a historic property—are open by appointment only. Visit www.wildwoodhistoricalsociety.org.

NEBRASKA

Send us your news!

NORTH DAKOTA

State Historical Society of North Dakota
The Archives Division of the State Historical Society of North Dakota has been awarded a second National Digital Newspaper Program (NDNP) grant of $285,000 from the National Endowment for the Humanities (NEH). This grant will enable the State Archives to digitize another 100,000 pages of word-searchable newspapers to be made available online at no charge to users. A joint effort between the NEH and the Library of Congress, the NDNP aims to provide public access to historic newspapers published between 1836 and 1922 via the Library of Congress's Chronicling America website. New historic titles from North Dakota will be added to those currently available: Bismarck Tribune, Jamestown Weekly Alert, Ward County Independent, Weekly Times-Record from Valley City, and the Williston Graphic. Visit the website at chroniclingamerica.loc.gov.

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Ohio Historical Records Advisory Board

The Shaker Heights Public Library and the City of Shaker Heights Landmark Commission have been awarded the Ohio Historical Records Advisory Board’s 2013 Archives Achievement Award for their work in improving access and building community through historicshaker.com. The project scanned and indexed over 10,000 building cards. Photos, maps, historical documents, and oral histories were combined on the site. The smartphone app contains a virtual walking tour. Also nominated were the Lloyd Library and Museum and the Western Reserve Historical Society.

Sandusky Library

The Sandusky Library hosted the premiere presentation of Under the Batton: Music at Old Cedar Point on November 1, 2013. A documentary program about the history of musical performance at the resort in its early years, the television premiere was aired on November 14 on Toledo PBS station WGBH. Using resources from the library’s Archives Research Center, the program was produced by library staff, Museum Administrator Maggie Marconi, and Reference Director Dennis McMullen. The library’s collection of locally composed sheet music inspired the project, when staff members mused about how the music would sound today. Visit the project website at www.sandusky.lib.oh.us/adult_programs/UTB.php.

Wright State University

The Wright State University Special Collections and Archives is now accepting research requests for materials from the Dayton Daily News Archive, containing over 2,000 cubic feet of twenty-first-century photographs, negatives, and news clippings generated by the Dayton Daily News and Journal Herald. Donated in 2008, basic processing of the collection was made possible through a two-year, $129,694 grant awarded in 2010 by the National Historical Publications and Records Commission (NHRP). For more information, visit the Dayton Daily News Archive blog at wwwlibraries.wright.edu/special/ddn_archive. Stay connected with the archives on Facebook at www.facebook.com/wrightstatearchives and on Twitter at twitter.com/WrightStArchive.

SOUTH DAKOTA

Send us your news!

WISCONSIN

American Girl Corporate Archives

The American Girl Corporate Archives was awarded the 2013 Governor’s Archives Award by the Wisconsin Historical Society. The award was presented last October to celebrate American Archives Month. American Girl is the first business archives to receive the award, which recognizes archives in the state of Wisconsin that have either made an outstanding contribution to the archives profession in general or have added significant value to an archives’ community. The American Girl Corporate Archives provides support to employees from both American Girl and Mattel, Inc. In addition to collecting and preserving traditional paper and digital assets, the archives actively collects all American Girl products, including but not limited to the dolls, their accessories, and all the book publications that have accompanied them since the company’s founding in 1986.

Mount Mary University

The Archives and Special Collections Department coordinated the exhibition The Mount Mary College Story: A Centennial Celebration Exhibit, which was made possible by the generous financial support of the Mount Mary University Alumnae Association. The exhibition was a collaborative effort that included members of the Art, Fashion, History, and English Departments, as well as the Alumnae Relations and Mission and Identity Offices. Ann McIntyre, archivist, researched and created large photo boards presenting the university’s history through archival photographs. A centennial mural and a mosaic created by alumnae of the Art and Design Division, historic videos, artifacts, and historic costumes were also included in the exhibition.

MAC Advertising Information

For more information concerning advertising with MAC, and exhibits and sponsorships during conferences, please contact MAC vendor coordinator Miriam Kahn, MBK Consulting, 60 N. Harding Rd., Columbus, OH 43209; phone: 614-239-8977; e-mail: mbkcons@netexp.net; or visit MAC’s website at www.midwestarchives.org.
The Minnesota Historical Society/State Archives has been involved in many grant projects over the years that addressed electronic records in one way or another. This paper briefly describes how the State Archives transferred lessons learned from one such project into developing a workflow that addresses the preservation of digital materials.

Background
From January 2008 to December 2011, the Minnesota Historical Society/State Archives was the lead partner on the Library of Congress’s National Digital Information Infrastructure and Preservation Program (NDIIPP) grant titled “A Model Technological and Social Architecture for the Preservation of State Government Digital Information.” Working with partners in 10 states, this grant focused on learning and exploring ways to preserve and provide access to government digital information, including testing preservation repositories.

The Center for Archival Resources on Legislatures¹ was created as the final product of the grant and pulls together research information and other resource documents produced and collected during the grant period. The Resource Center is divided into four categories: Foundations, Access, Preservation, and Authentication, which will help to explain records and responsibilities, discuss options for providing access, and examine information about methods and tools for preservation as well as authentication of digital materials.

Unfortunately, forward movement after completion of a grant often stalls or slows down due to lack of funding, staff reassignments, and other institutional priorities. However, if one thing was learned from the project, it is that to better preserve digital materials, immediate action must be taken. Digital materials cannot be put into a box and placed on a shelf to be addressed at a later, more convenient date.

So the question was how to move forward.

First Steps: Documentation and Inventory
Knowing that the State Archives was not able to currently support a preservation repository like the ones tested during the NDIIPP project, digital preservation issues that could be addressed were. On the administrative side, documenting requirements for a digital preservation environment and drafting a digital preservation framework were the foci. As for addressing the digital content, identifying what the State Archives had and determining how it was going to be cared for were the starting points.

Research and practical hands-on experience with preservation repositories during the NDIIPP project assisted the State Archives in drafting a list of requirements for a digital preservation environment. Requirements centered on functions such as ingest, preservation activities, authentication, security, access, data management, search functionallity, metadata collection and recording, reporting, documentation, and system administration. Collaboration with both internal and external stakeholders was done to understand a variety of use cases and develop a sound but practical set of requirements. As they stand, the requirements help keep the State Archives focused on key digital preservation activities.

In addition to documenting the requirements for a digital preservation environment, a digital preservation policy framework is under development. This document will be used to educate others within the organization about the importance of digital preservation; touching on the ever-changing environment and how it is important to move forward now. A key component of the document will be to define roles and responsibilities across the organization as there is a need for a systematic, consistent approach to managing digital content. The digital preservation policy framework will help define this.

To address the digital content itself, a full-time employee was dedicated to digital preservation activities.

The first step was to conduct an inventory of the digital files after which decisions were made on how to proceed. The inventory helped answer questions such as how much digital content was in the State Archives and Manuscript collections, what file formats they were in, what types of collections they represented, and what information about the records should be collected to assist with long-term management of the files. After the inventory was complete, the State Archives was in a much better position to develop a preservation plan. Using Excel, an initial preservation plan was drafted that recorded the information that needed to be captured and documented for the long-term management and preservation of the files.

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By working through the digital backlog one collection/record series at a time, the State Archives was able to see where the initial plan worked and where it needed to be modified. As new types of record series or content types were addressed, changes were immediately made to the entire preservation plan if necessary. One major change was moving from using Excel to document the preservation plans to Microsoft Access, as fields could more easily be sorted and filtered and customized reports could be created.

A manual was created that documents the entire workflow from content appraisal to conducting an annual review of the preservation plan. The manual includes instructions for completing a preservation plan as well as step-by-step documentation on how to collect metadata using various programs. It is important to keep in mind that the entire workflow is important, not just the preservation-specific activities.

The Process

Appraising content should always be the first step as it may not be feasible or necessary to preserve all of the digital content that exists. The manual prompts thinking from various angles during the appraisal—for example: is the content unique? Is the information captured elsewhere in the collection? Can the records be printed? Is there a legal mandate to preserve the content? What is the likelihood of being able to preserve the files over time? If, after appraisal, the content will be preserved in digital form, the fields of the preservation plan are then filled out, and programs run against the files to collect information including technical metadata and checksum values.

Working from desktop computers and sharing bandwidth with the rest of the institution to access files on remote servers, staff uses various programs to manually collect information about the files that a digital preservation system would most likely do automatically. Some programs capture file properties including file size, file format, size and number of files in a folder, date created, date last modified, and directory structure. Other programs are run to create baseline checksum values and, if necessary, programs are used to perform file format migrations/transformations. For more information on various programs reviewed but not necessarily used by the State Archives, please see www.mnhs.org/preserve/records/tools.htm.

The manual processes of collecting metadata and checksum values and of creating a preservation plan for each collection or record series that contains digital materials are time-consuming and require a lot of attention to detail. At the current rate that it is receiving digital records, the State Archives has been able to keep up with demand, although that may not be the case in the future. However, this process has proven to be immediately valuable to records management and file preservation. In one instance, comparing the number of master files to the number of access files revealed that 20,000 master files were missing—these were immediately recovered from a tape backup. The process can also identify duplicate files; identifying and removing identical files is a way to free up server space. In one collection alone, more than 50 gigabytes of duplicate files were removed. Working through the collection on an individual basis has led to better understanding of content and assisted with defining the workflow process.

Next Steps

As part of the workflow, the preservation plan for each collection/record series undergoes an annual review. The review process verifies the authenticity of the files, evaluates the preservation risk of file formats, requests additional backups, documents any changes, and supports long-term file preservation/management.

As the State Archives staff works to inform others about the importance of digital preservation, the manual that was created is being used to train other staff members on how to care for their digital assets. State and local government agencies often contact the State Archives to discuss the creation and retention of digital records, but currently only a handful of record sets in the State Archives collection contain a large amount of digital records. With the increased use of born-digital records, this is expected to change over time, and when it does, the State Archives’ forethought and preparation means it will be ready with a method to address digital records. That is not to say that things will always go smoothly or that the current practice is scalable for the long term. But in the ever-changing landscape of digital preservation/records management, archivists must be willing to change to keep up with evolving technology and standards and to keep moving forward.

Notes

MACers interested in writing a column for Preservation Essentials are encouraged to contact Sara Holmes at sara.holmes@nara.gov.

Preservation Essentials—Sara Holmes, Assistant Editor, NARA

Caring for Books in Archival Collections

By Sara J. Holmes, NARA

Books in archival collections can be challenging to deal with. When part of a collection, they may not readily store in folders and Hollinger boxes alongside documents. Whether it is a diary in a manuscript collection or some well-worn reference books, here are a few tips on preserving bound materials in an archives.

Cleaning Dust and Dirt
A mini-vac can be used to dust head edges (tops) of books. The suction from this type of vacuum is not as strong and can be more suitable for fragile books, but it will also take more time to clean. Books with stable text blocks can be vacuumed at the head edge with a vacuum attachment. Place cheesecloth or screening over the opening of the attachment in case any parts of the binding (such as labels or decorative headbands) become loose while vacuuming so that they will be easily retrievable. Art brushes with soft bristles can also be used to brush dirt from hinges on the front and back flyleaves.

Leather Books
Cleaning and treating leather should be avoided unless direction and assistance from a conservator is available. Always keep in mind that many treatments, such as saddle soap or consolidants such as Klucel G or Cellugel, can alter the appearance of the book. Introducing moisture can blacken the leather and cause cracking! For a leather book that has started to deteriorate, wrap the book in tissue and keep it inside a box. This will prevent further light damage and reduce exposure to pollutants.

How to Lose that Musty, Smoky, or Mildewy Smell
Isolate untreated, odor-offending books until they are treated. MicroChamber paper contains a proprietary zeolite that can remove and reduce pollutants. Interleave the paper in intervals throughout the book. For larger amounts, a homemade zeolite chamber can be created using pure zeolite or material containing zeolite. Common materials with zeolite include nonclumping kitty litter and filter additives for aquariums. A chamber can be created inside a tub that can be sealed with a lid. Plastic lighting diffusers (“egg crating”) can be used to lift the books up from the zeolite at the bottom of the tub. With either method, the length of time needed can vary depending on the type and strength of odor.

Uncut Pages in Books
The first challenge of a book with uncut edges is to determine whether it is appropriate to leave the book as it is or cut open the pages. If it is determined that the pages should be opened, do so with a dull knife. With the book on a flat surface, hold the knife parallel to the page and slide the knife out and away from the book.

Mending Torn Pages
As with loose documents, pages of books can be mended. The trick, however, is supporting the structure of the book while mending. The page being mended needs to lie flat. Blocks, other books, and weights can help support the book by keeping it open without causing stress to the binding. Mending with Japanese tissue and starch paste is safe and reversible. Be aware that tapes marketed as “archival” may not be safe for use over years. Seek out training from a conservator to learn appropriate techniques for mending books.

Custom Housings
Custom housings have come down in price dramatically with computerized box-making systems. Two companies that offer KASEBox enclosures are CMI at archivalboxes.com and the HFGroup at archival-boxes.com. These are often more cost effective than making phase boxes in-house.

Book Support Systems
Book support systems reduce strain on a binding while open. A variety of supports are available from archival and library suppliers, including several based on the design developed by conservator Christopher Clarkson. The Clarkson supports include wedges that can be adjusted to accommodate various openings. Adjustable systems made from Clarkson’s design can be found at bookmakercatalog.com, Hollinger Metal Edge, and Conservation Resources. Be aware that preferential openings can develop when a book is placed on exhibit opened to a certain page for a long period of time. This kind of damage can result in distortion of the spine and loosening of pages or sections of the text.

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How to Learn More
To learn more about caring for the books in archival collections, courses and workshops are offered regularly around the country, or a local conservator may be willing to teach staff basic repair skills. The Campbell Center (www.campbellcenter.org) offers both a hands-on Maintenance and Repair course as well as a course on Care of Book Collections; while Amigos Library Services (www.amigos.org) offers Basic, Intermediate, and Advanced Book Repair workshops. The Guild of BookWorkers (www.guildofbookworkers.org) also offers meetings and workshops.

Archival Certification: Validate your achievements, knowledge and skills
The 2014 Certified Archivist examination will be held August 13 in Madison (WI), Albany (NY), Phoenix (AZ), Tuscaloosa (AL) and Washington (DC) -- and wherever 5 or more candidates wish to take it.

The 2014 application and more information will be available January 1 at www.certifiedarchivists.org or contact the Academy of Certified Archivists (aca@caphill.com or 518-694-8471).

The application deadline is May 15, so don't wait!

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Let’s Learn about Audiovisual Archives! (Some Reasons It’s Not That Simple)

By Aaron Rosenblum, Filson Historical Society

Recently, I attended a series of webinars on audiovisual preservation. I did so in part to hear the content on the subjects of film and video, but with my own strong background in audio preservation, I was also there to see what is being taught in this area and what the needs of the attendees might be.

I was interested in what level of information—broad vs. granular, basics vs. technical minutiae—would be presented and what responses the presentations would elicit. Despite a wealth of good information introduced by instructors with impressive backgrounds, I was sad to see that at times the content seemed to pass over the heads of many attendees, sowing confusion rather than confidence. The consistent, respectful chatter and questions about basic concepts voiced in the webinar chat window supported my observations.

The instructors did their best to answer both simple and complex questions that arose during the webinars, but I was left feeling that there is not just a gap in knowledge between audiovisual experts and everyday archivists (this gap is inevitable), but a more basic gap needing to be filled. Both the instructors and the audience for such training may lack an understanding of what they themselves can offer or need and of what to expect from each other.

I come to this conversation from somewhere between the poles. I have been fortunate to work on audio preservation project planning within an institution; with a vendor, performing digitization transfer services; and on academic and government-sponsored research on standards and practices. I am also a musician and sound engineer, and was once a film projectionist. As such, I came to the field with knowledge of historical audio and film/video formats, and delved further from there. Plenty of other archivists have similar backgrounds—in music, film, photography, and so on—and are able to use their pre-existing knowledge of media as a jumping-off point. But like a lot of archivists, even those with a strong interest or background in audiovisual materials, I work primarily with manuscripts, fitting in work with my institution’s audiovisual materials only as resources and time allow.

In several institutions, I have worked with bright, talented archivists of all ages and have been disheartened by my colleagues’ frustration when confronting the complicated processes of audiovisual preservation. It is no criticism to say that these skilled archivists were apprehensive about making decisions on audiovisual preservation because they did not feel comfortable with the materials. Nor is it a criticism of educators, vendors, or researchers. My purpose here is only to explore means by which these groups might better understand each other, communicate, and work together to accomplish the daunting task of preserving our audiovisual heritage.

Despite there being many trustworthy vendors and numerous trustworthy sources of information on audiovisual preservation, it certainly seems unwise for archivists to simply trust everything to consultants and vendors. But it may also be unrealistic to expect that archivists without an audiovisual background will be able to “catch up” in a short period of time. The latter is of course not due to any lack of ability, but to the constraints on time and resources we all face. If time and resources are limited, it is important to tease out what intellectual resources are needed. What does the archivist need to know about audiovisual preservation: a list of facts about historical formats; every facet and variable of the digitization process; the latest developments from the Library of Congress and other research agencies?

The answer in all cases is an unsatisfying “maybe,” but that doesn’t mean the conversation is over. There’s nothing wrong with not knowing the infinite number of theoretical and physical parts of an archival audio preservation plan, or of the related hardware and software systems required at each stage. What is important is to ask yourself which concepts need to be mastered to get the work done or plan to have the work done.

Make no mistake—the minutiae matter in this process, and following standards and best practices will add to the longevity of your digital assets. But, instead of striving to learn every facet of a published standard, perhaps it is enough to know that standard exists and is accepted within the field, so that you can ask your vendor to follow it. Meanwhile, a vendor who sends a complex specifications sheet to an institution that may hold limited audiovisual

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collections should not assume it will be completed. They will get a quicker, more confident response if they take the time to make sure the purchaser of their services understands the decisions that need to be made.

We all need to speak up for ourselves and for our own levels of knowledge. Many attending the webinar mentioned above did so, having decided not to be ashamed and to be tireless in asking for clarification, until they understood. Perhaps webinars, for all their strengths, are not the best venue for communicating complex topics to user groups with highly varied skill levels and backgrounds. Audiovisual preservation education may be better presented to small groups, possibly in person, so that the scope of a presentation can be changed on the fly, examples can be shown, and questions can be answered as they arise.

Because it is hard for archivists without knowledge of the subject area to know what they need to know, we must demand sensitivity and consideration from those with extensive knowledge of audiovisual preservation, be they vendors, researchers, or educators. Those programming webinars or in-person seminars might question whether the person who knows the most about a field is best suited to teach those who know substantially less. I believe that vendors and educators are prepared to meet archivists wherever they’re coming from in terms of knowledge, but those archivists need to be willing to speak up, do a little homework to bring knowledge to the table, and expect the process of learning about audiovisual preservation to be a long-term, ongoing task.

This column does not answer the urgent question I have heard constantly throughout my fairly short career as an archivist: “What should I do with my audiovisual materials?” I apologize for that. It is, however, a call for persistence, advocacy, and forethought among archivists approaching audiovisual preservation, and for sensitivity and patience from preservation educators, vendors, and researchers.
Organized labor and the fight for civil rights were pivotal issues that shaped the city of Detroit in the twentieth century. Battles were fought in the streets, on the overpasses, and throughout the institutions of government. Horace Sheffield Jr. stood firmly at the intersection of these two movements. Although best known as a civil rights activist and labor leader, Sheffield was involved in a number of organizations and unions. His affiliations included everything from the UAW to the United Way. The Charles H. Wright Museum of African American History (CHWMAAH) is currently processing the records left behind by this crusader for equality. The initial collection was donated by the Sheffield family, with smaller donations added subsequently by Horace Sheffield III.

The Sheffield Collection has a complicated history. Significant processing work and inventory were carried out in previous years; however, the archivist who spearheaded the effort passed away suddenly. She completed a significant amount of reorganization within the collection, but the inventory she left behind had not yet been updated to reflect the changes. Materials were listed in detail on the inventory, but the corresponding box/folder indications did not match up. Although the inventory was excellent and very detailed, it would have been much more time-consuming to update it to match the collection’s current state than to carry out a new inventory. Additionally, a significant amount of material donated by Sheffield III since this work was done needed to be folded into the collection. The refolding undertaken by the previous archivist was extremely diligent; however, this diligence meant that creating a new inventory entailed, more or less, engaging in item-level description, as many of the folders contain only one or two items. This is one of the largest collections the CHWMAAH has taken in to date, although in certain boxes, the folders occupied more space than the materials themselves.

Ultimately, time constraints and the collection’s potential for significant use by a variety of research interests meant skipping initial plans to drastically weed the materials during this processing phase. Civil rights, labor, community outreach, and Detroit history all intersect in this collection. Sheffield Jr. interacted with luminaries of all sorts. The collection contains materials related to several presidents (including John F. Kennedy, Lyndon B. Johnson, and Jimmy Carter), Michigan governors and Detroit mayors, Martin Luther King Jr., Coretta Scott King, and popular icons such as Jackie Robinson and Frank Sinatra.

During initial processing, the decision was made to leave the materials in their existing folders. The level of detail was deemed an advantage for researchers, who often search for materials related to a specific topic or institution. The level of detail was also a huge advantage when highlighting items that would be meaningful in the collection’s online exhibition. This identification work was a major focus during initial processing. In addition to general historical significance and research potential, it was of paramount importance to select items that meshed with the themes and overall mission of the CHWMAAH. The collection itself will ultimately be open for users, but the online exhibition will represent the CHWMAAH as much as it will Sheffield Jr. himself.

A major boon to the processing of this collection is the significant and ongoing interest of the donor, Horace Sheffield III. LaNesha DeBardelaben, head archivist at the CHWMAAH, and Lisa Schell, corporate archivist and outreach coordinator for Allied Vaughn, have been and will continue to be excellent resources for donor relations. They keep Sheffield III apprised of the collection’s progress and are instrumental in providing direction for the project’s interns, especially with regard to special donor requests during processing.

2013 marked the sixtieth anniversary of the civil rights marches in Detroit and Washington, DC. Sheffield Jr. was heavily involved in these events, and Sheffield III required related materials from the collection to use in the documentary video series *His Dream, Our Stories*. It was disheartening to find that the photographic materials were in no discernible order. Many of the folders were overstuffed and contained photographs varying widely in date and content. Of course, this is all too common in raw archival collections. However, several hours of intense scouring revealed an entire folder of prints from the March on Washington. They cover a broad range of

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vantage points: wide shots of crowds on the Mall, close shots of specific groups and individuals, and shots of civil rights and labor leaders, including Walter Reuther, marching arm-in-arm. There is also a fantastic photograph of Sheffield Jr. with Martin Luther King Jr. on stage at Cobo Hall during the events surrounding the Detroit Walk to Freedom. The photos were rapidly digitized to be readily available for potential use. This process to search, identify, and digitize took just two weeks.

On a separate occasion, Sheffield III indicated that he planned to give a talk related to several topics that appear in the collection. Once again, materials needed to be quickly pulled from the semiprocessed collection. Sheffield Jr. was the pioneer of an effort called the Detroit Plan, an education initiative designed to prepare low-income Detroiters for jobs in the construction industry. Sheffield was also a key official in the Trade Union Leadership Coalition (TULC), which provided support for this initiative. Several folders contain materials directly related to the Detroit Plan, and these were relatively simple to find using the existing inventory. However, records related to TULC were voluminous. It was then necessary to cross reference the year of the Detroit Plan’s inception with the TULC records to find additional materials that shed light on this project.

When the public is eventually able to access the Sheffield Collection, both in person and online, it will be thanks to the tireless efforts undertaken and hundreds of hours spent by a devoted group of archivists, university interns, and volunteers—even high school students volunteering at the CHWMAAH were afforded the chance to participate in data entry during the inventory process. The history of the collection is complicated, and the road to access has been long and winding; however, the dedication of those who recognize the inherent potential in this collection is without question. Additionally, the issues of the collection’s past have been integral to the current work. A detailed report on the state of the collection and information pertinent to future work accompanied the end of the first stage. Although those involved in this stage will continue to serve as resources for the CHWMAAH, work could proceed without them, if necessary. University interns will continue to carry out the bulk of the hands-on work with this collection, which highlights the importance of effectively “passing the torch.”

In the archival world, anything can happen, and the history of the Sheffield Collection is stark evidence of that fact. Those involved in processing the collection have labored diligently to establish a system that will allow work on the collection to continue no matter what. To the credit of all those at the CHWMAAH, this valuable collection is no longer sitting on the shelf. Researchers and historians will no doubt find ample material to break new ground in the analysis of the organized labor and civil rights movements, both in Detroit and nationwide. Educators of all types will be able to incorporate the efforts of a prominent figure in the push for labor equality simply by using their computers. Through this instruction, students will be better able to contextualize this battle within the broader civil rights movement. There is still work to be done, and the CHWMAAH has committed wholeheartedly to follow through to the end. The unwavering dedication of all those involved in this project will ultimately realize the potential of this unique collection.

SAA’s Best Practices for Internships as a Component of Graduate Archival Education

Shortly after Amy Cooper Cary’s response to the November 2013 Up-and-Comers article was written (see page 31), the Society of American Archivists put out a call for member comment on a draft document entitled “Best Practices for Internships as a Component of Graduate Archival Education.” The draft was written by four SAA Council member-volunteers—Tanya Zanish-Belcher, Geoffrey Huth, Elisabeth Kaplan, and Lisa Mangiafico—following a Council discussion in September 2013 about the potential benefits of providing members with a set of guidelines or best practices for internships as a component of graduate archival education. Following the comment period (which ended on November 22, 2013), a draft incorporating appropriate revisions will be reviewed by the SAA Standards Committee and presented to the SAA Council for adoption at its January 22–24, 2014, meeting. For more information, see www2.archivists.org/news/2013/call-for-member-comment-best-practices-for-internships-as-a-component-of-archival-education.
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, University Archivist, Eastern Michigan University, Bruce T. Halle Library, Archives and Special Collections, 955 W. Circle Drive, Ypsilanti, MI 48197; 734-487-2594; abraunma@emich.edu.

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PEOPLE AND POSTS—Continued
Alexis Braun Marks, Assistant Editor

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On Volunteering: From the Instructor and the Archivist

By Amy Cooper Cary, Marquette University

I've had the good fortune to be involved with volunteers in the archives for many years, so I read “On Volunteering: A Personal Account” in the October 2013 issue of this newsletter with interest. I agree with the anonymous author of this piece on many points. Clearly, volunteer positions have both benefits and drawbacks. In a highly competitive job market, I will still argue that volunteer positions can give newly minted professionals an advantage in their job search. The ability to gain actual archival experience, the opportunity to garner a strong reference from a fellow professional, and the ability to learn archival practice beyond the classroom are all benefits that can't be had outside of the workplace. I also agree with the author and editors of the piece that it is important for new professionals to commit to a project, to fully participate in the experience, and to realize that the experience itself will be what you make of it. A volunteer is trading time and effort for experience and recognizes that monetary exchange is not at the crux of this relationship. As the author notes, it can be a “dicey situation.”

This, however, is where the perspectives of instructor and archivist serve me well. While teaching at UW—Milwaukee's School of Information Studies, I arranged hundreds of volunteer opportunities for our students. Now, as head of Special Collections at Marquette, I work with student volunteers. These experiences allow me to see this relationship from a slightly different angle. I'm sure that many archival professionals share this perspective. Volunteering—and I include both students who are doing work for the purposes of course credit as well as students and new professionals who are honing skills—is a collaborative effort. To encourage mutual respect, the professional who welcomes a volunteer must accept a hefty responsibility. Volunteers must have specific tasks, a set schedule, and the opportunity to ask questions and explore areas that will enhance their professional development. If the only work available is a series of menial tasks, professionals need to be honest about that and be ready to accept that a volunteer may be looking for a different kind of experience. Both the volunteer and the professional should take the time to negotiate the tasks before making an agreement. And, as a volunteer is selecting a specific repository, the professional too should be selective about who to bring in. I'd disagree with the argument that a repository can or should “take whatever help they can get.” Volunteers should “fit,” and a quick interview will determine if you can provide them with the experience they're looking for and whether they are willing and able to commit to and accomplish the work you have in mind. This step will save both parties frustration down the road.

I would argue that it is incumbent on professionals to provide our “up-and-comers” with meaningful work and realize that accepting volunteer help—especially from those who are in archival studies programs or have finished their degrees—entails a commitment to ongoing education. Volunteers are often trying to learn something. Anonymous noted that he/she “...found myself in the uncomfortable position of creating more work for the people I was trying to help...” In fact, professionals working with new archivists as volunteers must be prepared to answer questions and provide training as well as reap the benefits of “free work.” Seasoned professionals should be ready to explain to new professionals not only what task they are doing, but why it is important and what kind of contribution they expect it to make to the overall function of the repository. While volunteers do have limited autonomy, professionals must accurately judge skill level, provide the opportunity for autonomy where it is appropriate, and give guidance where it is needed. The responsibility for accuracy of work and integrity of the project always lies with the professional. Credit for the work done is always given to the volunteer.

Professionals must always honor their volunteers’ needs—a set schedule provides structure, but if the volunteer can't come in, that is entirely his or her decision. Volunteers decide their availability. Because of this, professionals must be prepared to have regular conversations with volunteers about project status, how their volunteer time is fitting into their schedule, when to expect delays in the project, and how outside factors (job search, school, family commitments) will impact their project status. I'm always prepared for a volunteer to make the decision to end his or her work. The best relationship is one that ends because the volunteer has succeeded in landing a job—not one where the volunteer leaves in frustration.

It's true that archivists hear the word “volunteers” and think of the arm-long list of projects that might possibly get done with their help. Our eyes sparkle at the thought

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Plan for (Teaching) the Past! Reach Out Now to Middle and High Schools
Gearing Up for National History Day
By Doris Malkmus, Pennsylvania State University

Archivists have embraced National History Day (NHD)—America’s “history fair” organized as district, state, and national competitions for middle and high school students. The Reference, Access, and Outreach (RAO) Section of SAA created an online toolkit about NHD specifically to inform and support archivists and teachers. The site links to a wealth of resources: nhdarchives.pbworks.com/w/page/37898361/National%20History%20Day%20and%20Archives.

National History Day is of special interest to archivists because it helps train future researchers—students—in high-quality in-house and online archival research. It inspires students to create brilliant projects using archival sources. Students have a lot of fun “doing history” and learn to love it.

If your archives is already collaborating with NHD projects, this is the time to prepare for the 2014 competition. If your repository is just considering some form of outreach to K–12, this is a good time to discover whether NHD is an option for you. To find out if teachers in your area are involved with NHD, contact the regional or state NHD coordinator at www.nhd.org/coordinators.htm and ask which, if any, teachers are participating this year or participated last year. Teachers are the gateway to any outreach to schools, but they are essential for student involvement in NHD. Teachers volunteer to incorporate NHD projects into their teaching for the year, which requires significant preparation and commitment on their part. If teachers sign on, they must prepare classes for research and help students choose topics and formats. Students can choose to write formal papers, prepare exhibits, do performances, create documentaries, or build websites. Projects are judged as either individual or group efforts.

The theme for the 2014 contest is “Rights and Responsibilities in History.” See the NHD Theme Sheet for more information at www.nhd.org/images/uploads/397079_2014_NHD_ThemeSheet_FNL.PDF.

Local history projects are encouraged and local instances add color to big topics and make them significant for students. Archivists can begin by reviewing their holdings to see what might be appropriate for the theme of rights and responsibilities in history. Some topics are no-brainers—civil and human rights, treaty rights, suffrage, temperance, anti-immigration, antiwar, labor, prisoner treatment, and animal rights all raise issues that engage students. Also consider collections that document conflicts over environmental impact, land development, water and property rights, and farm practices. The theme is deliberately broad, and archives contain abundantly eclectic collections.

Archivists should pay particular attention to nontextual resources. Students use images, maps, and audio files when they create exhibits, websites, and documentaries. They may use only one of your images—don’t despair!—students can combine it with others they find online. Diversity of sources provides evidence of thorough research.

Examples include:

- Broadside, prints, and documents about labor
- Courtesy manuals and student handbooks that outline changing ideas of men's and women's normative behavior
- Documents that illustrate the evolution of responsibility for environmental justice
- Photographs of uniformed women in WWI that illustrate the changing ideas of military duty

It takes relatively little time and effort to offer teachers ideas about documents and images in collections. A small effort may bring students into the archives and introduce them to archival research in a nonthreatening, positive, and age-appropriate way. The structure of NHD provides one of the very best approaches to promoting excellence in research practices. As primary sources become more available online and ubiquitous in classroom environments, National History Day may provide a ticket to the future. As special collections become more important to the teaching mission of colleges, starting with outreach to schools may enhance the preparedness of your future students.
Lone Arranger Regional Contacts

Do you ever feel like you have no one to talk to who can relate to your situation as a lone arranger? Do you wish you had someone nearby with whom to discuss archival issues in a small shop? The Society of American Archivists Lone Arrangers Roundtable’s regional contact list is just the place to go to make a connection!

The archivists listed in this directory welcome the opportunity to touch base with other lone arrangers in their area. They can be a valuable source of information as well as a supportive ear as you work through a perplexing archival issue. To find a contact in your area, visit the SAA Lone Arrangers’ Roundtable page at www2.archivists.org/groups/lone-arrangers-roundtable/lone-arrangers-roundtable-membership.

Are you interested in becoming a contact for lone arrangers in your area? Some states and regional organizations are still without contacts. If you would like to volunteer your time and talents to assist other lone arrangers, please contact Ann Kenne at amkenne1@stthomas.edu.

On Volunteering

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of backlogs falling away. We can very easily set up high expectations—especially for trained volunteers—not recalling that this is a training ground and an opportunity to learn and practice skills before moving on. If it’s incumbent on volunteers to fully participate in the volunteer experience, it’s also incumbent on professionals to fully participate and accept the responsibility of providing volunteers with a good experience. This means recognizing the responsibilities and limitations that come with accepting volunteer work. I know that coaching and hosting volunteers have made me aware of the need for good experiences for our students, have benefited my repository, and, ultimately, have made me a better advocate for new professionals. It’s not too much to say that when both volunteers and professionals work together, the benefits of a strong and collaborative volunteer program send ripples through the profession.

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MAC offers advertisers easy and effective ways to market products, services, and announcements. These outlets include its newsletter, journal, Annual Meeting program, and website. The newsletter, journal, and Annual Meeting program reach more than 900 individual and institutional members in the Midwest and across the United States; more than 16,000 people visit the MAC website annually.

For more information concerning advertising with MAC, and exhibits and sponsorships during conferences, please contact MAC vendor coordinator Miriam Kahn, MBK Consulting, 60 N. Harding Road, Columbus, OH 43209; phone: 614-239-8977; e-mail: mbkcons@netexp.net; or visit MAC’s website: www.midwestarchives.org.

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