

Society of Indiana Archivists' Annual Meeting

April 1-2, 2011



Indiana Historical Society's
Eugene and Marilyn Glick Indiana
History Center
Indianapolis, Indiana

Dear Fellow Archivists,

The Board of Directors of the Society of Indiana Archivists is pleased to invite you to attend the 2011 Annual Meeting, and Workshop, held on April 1 and 2. Our host will be the Indiana Historical Society in Indianapolis, Indiana. We are excited to be back holding our sessions at their Eugene and Marilyn Glick Indiana History Center once again. We are also excited to announce we will be offering ACA Recertification credits for both the Workshop (two credits) and Conference (three credits). Please check our website often for updates about possible LEU credits available.

This year's meeting theme is "Back to the Basics II – A Return to the Basics." Our program will once again take us back to the daily activities of our job, with more information about audio/visual collections and moving into the digital age with your collections.

There's no fooling you! We will begin with a pre-conference workshop, *Assessments for Archives and Historical Collections*, on the afternoon of Friday -April Fool's Day. Session presenters will describe preservation, conservation, and long term planning assessments and discuss grants they have received for their projects. Join us after the workshop for a night on the town for a taste of some of Indianapolis's finest German fare at the unique Rathskeller. (<http://www.rathskeller.com>)

On Saturday, April 2, there will be opportunities to learn so much: how to digitize a newspaper collection, what formats are in your recorded sound collections, a breakthrough in EAD implementation, how to handle and care for your fragile photographs and film, allowing publication of your materials, and managing your work as a lone arrangers or in your small repository (a two-part session!) There will also be an opportunity to tour the much-anticipated section of IHS's Indiana Experience exhibit, *You are There 1968: Robert F. Kennedy Speaks*. (<http://www.indianahistory.org/indiana-experience/you-are-there/1968-robert-f.-kennedy-speaks>)

Our keynote speaker, Christopher Prom, Assistant University Archivist and Associate Professor of Library Administration at the University of Illinois, will discuss born-digital collections, how to capture and preserve them, and how to make them accessible.

Please plan to travel to Indianapolis in April for another great annual meeting. We look forward to seeing you.

The SIA Board of Directors
www.inarchivists.org

We want to give a special thanks to the Indiana Historical Society for generously allowing us the use of their facility for this annual meeting.

Society of Indiana Archivists' Annual Meeting Schedule

April 1-2, 2011

Indiana Historical Society's
Eugene and Marilyn Glick Indiana History Center
Indianapolis, Indiana

Friday, April 1 - Day 1: Pre-Conference Workshop

12:30 pm-4:30 pm: Assessments for Archives and Historical Collections: The 2011 SIA Pre-Conference Workshop will give attendees the opportunity to hear from a panel of Hoosiers who have had varied experiences with preservation and conservation assessments. The Workshop will be from the point of view of those who have received funding via grants dealing with preservation and conservation, as well as for long-term planning assessment.

12:30 pm-1:00 pm: Check-in, registration, and networking

1:00 pm-1:15 pm: Welcome and Introduction

1:20 pm-2:15 pm: Collection Assessments with Noraleen Young. As a consultant, Noraleen has done several collection assessments for organizations seeking to preserve their own history. She will bring interactivity to her talk to show attendees how collection assessments might happen at their own shops.

2:15 pm-2:45 pm: Beverage Break/Networking

2:45 pm-3:15 pm: SHRAB Preservation Assessment Grant with Daniel Sarell.

Daniel's institution, Grouseland, recently received a Preservation Assessment Grant from the State Historic Records Advisory Board (SHRAB). He will talk about receiving this grant and what it has enabled them to accomplish.

3:30 pm-4:00 pm: Assessment and Funding with Karen Vincent. Karen will speak about Minnetrista's recent experience receiving a grant to do a collections assessment, work they have done to assess the historic buildings on their campus, and receiving NEH funding.

4:00 pm-4:30 pm: Speakers Panel. The Workshop will close with the panelists speaking collectively and interactively with the audience about their experiences with assessment of collections and their preservation.

Presenters: *Daniel Sarell*, Executive Director, William Henry Harrison's Grouseland Foundation, Vincennes; *Noraleen Young*, Owner, Past to Present Archival Consulting, Indianapolis; *Karen Vincent*, Director of Collections, Minnetrista, Muncie

Registration limited to 35. Please sign up as soon as possible. Special Fee: \$10.00

5:30 pm-7:30 pm: Dinner outing at The Rathskeller for networking and fun. All workshop and conference attendees (and their guests) are invited to dine. (<http://www.rathskeller.com/>)

Saturday, April 2 ~ Day 2: Conference

8:30 am~10:00 am* : Check-in, registration, and networking with coffee and pastries. (*Table will remain open through the first session for late registrations and check-ins)

9:00 am~9:50 am: Concurrent Sessions A/B

A) Accessing the Past, Preserving for the Future: Digitizing a Newspaper Collection. IPFW University Archives has begun a project to digitize over fifty years of student newspapers. This presentation will discuss questions and concerns encountered during the project, such as access and preservation needs and how to proceed with limited staff and funding. Other topics will include funding options, copyright issues, in-house vs. outsourced scanning and storage, and metadata requirements.

Presenters: *Denise Buhr*, Information Services and Instruction Librarian, Liaison to College of Visual and Performing Arts and Department of Communication, and Interim University Archivist, and *Jennifer Leone*, Digital Projects Coordinator, Indiana University-Purdue University, Helmke Library, Fort Wayne

-Or-

B) Acetates, Lacquers, and Glass, Oh My! An Introduction to Recorded Sound Collections. Many archivists, trained to work with paper and 3-dimensional artifacts, find themselves faced with sound recordings within their collections. How can you tell a lacquer disc from a vinyl LP? How do you begin to survey and preserve these items? This session will discuss the many formats in which audio has been recorded over the years, provide you with resources, and warn you about some of the pitfalls to avoid in a sound preservation project.

Presenters: *Susan Hooyenga*, Sound Directions Project Assistant, Archives of Traditional Music, Indiana University, Bloomington; *Lisa Lobdell*, Archivist, Michael Feinstein Foundation, Carmel

10:00 am ~ 11:00 am: Plenary Session: Building Digital Archives Capacity: Step by Step.

Developing a systematic program to capture, preserve, and provide access to 'born-digital' materials is arguably the greatest challenge facing many archives and manuscript repositories. In this wide-ranging talk, Chris Prom will describe a practical method that archivists can use to incrementally build the skills and support needed to become a 'trusted digital repository,' whatever their size or level of funding. The talk will provide examples of effective digital archives programs in 'small' repositories and will describe a set of steps that any archivist can take to become 'e-records savvy'.

About the Keynote Speaker: *Christopher Prom* is the Assistant University Archivist and Associate Professor of Library Administration at the University of Illinois, Urbana, IL. He is a Fellow of the Society of American Archivists, and his talk is based on research he conducted while a Fulbright Scholar at the University of Dundee, Scotland.

11:00 am ~ 11:30 am: SIA Members' Business Meeting

11:30 am ~ 12:50 pm: Lunch and networking (on your own, either at the Stardust Terrace Café or off-site)

Concurrent Sessions C/Tour

12:50 pm ~ 1:50 pm: Tour of Indiana Experience exhibit. (Cost: \$6, paid at Welcome Desk at beginning of tour. Visitors may start viewing exhibit as early as 12:30, latest start time recommended at 12:50.)

-Or-

1:00 pm ~ 1:50 pm: C) Kicking and Screaming Into the 21st Century: Transforming Legacy Data. This presentation is intended for archivists considering or preparing to update legacy data into a data management system or contemplating new archival software. Archival repositories large and small grapple with legacy data in a number of formats, from paper-based inventories to computer files to archaic archival management systems. As technology and patron expectations have changed, archivists struggle to bring discovery methods into 21st-century web environments. Supported by an NHPRC grant, the Michigan Tech Archives has embarked on a two-year project to improve the description of its historical collections and share more of this information across the web.

Presenters will discuss the goals of the program, the grant application and software evaluation and selection process, and the implementation of the cataloging project, highlighting the successes, challenges, and practical lessons learned by engaging in a project of this scope.

Presenters: *Julie Blair*, Assistant Archivist, and *Beth Russell*, Project Cataloging Archivist, MTU Archives & Copper Country Historical Collections, J.R. Van Pelt and Opie Library, Michigan Technological University, Houghton, MI

2:00 pm–2:50 pm: Concurrent Sessions D1/E

D1) The Balancing Act in a Small Shop –Part 1. This session is a two-parter, starting at 2:00 pm and continuing again after the break at 3:00. Presenters will discuss management strategies for those who work as lone arrangers or in small repositories. The speakers will share successful strategies used to balance traditional core archival duties – reference, processing, and preservation – with the necessary skills required to remain relevant in the information age – outreach, donor relations, and digital asset management.

Presenters: *Alison Stankrauff*, Archivist and Assistant Librarian, Franklin D. Schurz Library, Indiana University South Bend; *Jennifer Greene*, Archives & Reference Librarian at University of Southern Indiana, Evansville; *Anne Thomason*, Assistant Archivist, Earlham College Archives, Richmond; *Colleen McFarland*, Archivist, Mennonite Church USA, Goshen

~~–Or–~~

E) Time’s Relentless Melt: Care and Handling of Photographs and Film. For nearly 200 years, photographs have been a popular and evocative means of communication, documentation, and artistic expression; as a result, photographic materials are a vital component of most archival collections. The complex physical and chemical structures of photographic materials—including prints, negatives, microforms, and motion picture films—present unique preservation challenges for archivists. This session will provide information on the material structure of photographic formats, discuss their particular vulnerabilities to deterioration, and offer tips for handling, storing, and caring for the range of photographic materials in your collections.

Presenter: *Stephanie Gowler*, Conservator, Indiana State Library, Indiana Commission on Public Records, Indianapolis

2:50 pm–3:00 pm: Cookie Break/Networking

3:00 pm–3:50 pm: Concurrent Sessions D2/F

D2) The Balancing Act in a Small Shop – Part 2. A continuation of strategies used to balance traditional core archival duties with the necessary skills required to remain relevant in the information age.

Presenters: *Alison Stankrauff*, Archivist and Assistant Librarian, Franklin D. Schurz Library, Indiana University South Bend; *Jennifer Greene*, Archives & Reference Librarian at University of Southern Indiana, Evansville; *Anne Thomason*, Assistant Archivist, Earlham College Archives, Richmond; *Colleen McFarland*, Archivist, Mennonite Church USA, Goshen

~~–Or–~~

F) Navigating Permission to Publish Requests. Setting up an approval process for allowing publication of your archival materials can be a very challenging and ambiguous process. However, archives are moving more and more into digitization and capturing born digital items and as a result, it is becoming increasingly more common for an archives to receive requests to publish their materials. This session will discuss the many steps of negotiating permission to publish requests: identifying item’s copyright, analyzing how the image will be used, working with legal counsel or copyright librarians to draft a permission to publish contract, deciding on appropriate fees, and documenting each image request.

Presenter: *Shauna Berger*, Digital Collections Coordinator, Purdue Libraries, Archives, and Special Collections, West Lafayette

Meeting Location

The Indiana Historical Society's Eugene and Marilyn Glick Indiana History Center is located in downtown Indianapolis at:
450 West Ohio Street
Indianapolis, IN 46202-3269

For driving directions, go to IHS's website at <http://www.indianahistory.org/plan-your-visit/getting-here>

Parking

Parking at IHS is complimentary, but on a first-come, first-serve basis. Keep your ticket with you and have it validated at the Welcome Center.

Hotels

We do not have room blocks at hotels in the area, but here are a few hotels nearby:

The Courtyard Marriott
320 North Senate Avenue
46204

(317) 684-7733

(Located just around the corner from IHS)

<https://www.marriott.com/hotels/fact-sheet/travel/indcd-courtyard-indianapolis-at-the-capitol>

University Place Conference Center and Hotel
850 W. Michigan St.
46202

(317) 269-9000

On IUPUI Campus

<http://www.universityplace.iupui.edu/guestroom>

The Westin Indianapolis
50 South Capitol Ave
46204

(800) 937-8461

<http://www.westinindianapolis.com>

For more hotel choices, please see the Indianapolis Convention & Visitors Association website at <http://visitindy.com>.

Help Us Plan the Annual Meeting

Please indicate with a check mark which session or event you will be attending; it helps us determine room size and seating allocations, and will reserve your spot for dinner Friday night and a space at in the café for lunch. Please return this page with your registration form.

Friday, April 1

12:30 pm-4:30 pm

- Pre-Conference Workshop: Assessments for Archives and Historical Collections (\$10 special fee, registration on a first-come, first-serve basis)

5:30 pm-7:30 pm

- Dinner Outing at the Rathskeller (Check box to reserve your spot)

Saturday, April 2

8:30 am-10:00 am

- Check-in & registration (Coffee and pastries served)

9:00 am-9:50 am

- Session A. Digitizing a Newspaper Collection
- Session B. Introduction to Recorded Sound Collections

} Choose one

10:00 am-11:00 am

- Plenary Session: "Building Digital Archives Capacity: Step by Step"

11:00 am-11:30 am

- SIA Members' Business Meeting

11:30 am-12:50 pm – Lunch Break (price **not** included in registration)

- Stardust Terrace Café (Check box to reserve your spot)
- Off-site (A list of nearby luncheon spots will be provided the day of the conference)

} Choose one

12:50 pm-1:50 pm

- Tour of Indiana Experience exhibit (Tour fee assessed, visitors may start viewing exhibit as early as 12:30.)

-Or-

1:00 pm-1:50 pm

- Session C. Transforming Legacy Data

} Choose one

2:00 pm-2:50 pm

- Session D1. Balancing Act in a Small Shop (Part 1)
- Session E. Care and Handling of Photographs and Film

} Choose one

2:50 pm-3:00 pm

- Dessert break/Networking

3:00 pm-3:50 pm

- Session D2. Balancing Act in a Small Shop (Part 2)
- Session F. Navigating permission to publish requests

} Choose one

ACA Recertification Credits/LEU Credits

- Yes, I would like a certificate sent to me after the meeting to acknowledge the number of ACA Recertification credits I earned.
- Yes, if offered, I would like a certificate sent to me after the meeting to acknowledge the number of LEU credits I earned.

Society of Indiana Archivists

2011 Annual Meeting Registration Form



Complete the form below to register for the 2011 SIA Annual Meeting and Workshop.

If you are not an SIA member, you may join now and take advantage of the discounted SIA member registration fee.

Name: _____

Title: _____ Institution _____

Mailing Address: _____

Email: _____ Phone: _____ Fax: _____

Membership Dues (optional)

Individual Membership	\$10.00 _____
Student/Volunteer/Retiree Membership	\$ 5.00 _____
Institutional Membership	\$15.00 _____

Options: Do *NOT* include my contact information in the Membership Directory.
 Do *NOT* sign me up for the Society of Indiana Archivists Listserv.

Registration Fees

Annual Meeting, Saturday, April 2 *(does not include lunch)*

Early-Bird Registration (if postmarked by March 21):

SIA Member	\$25.00 _____
Student <i>Must include photocopy of current Student ID with completed registration form</i>	\$15.00 _____
Non-Member	\$35.00 _____

Standard Registration (If postmarked March 22 –March 25):

SIA Member	\$35.00 _____
Student <i>Must include photocopy of current Student ID with completed registration form</i>	\$25.00 _____
Non-Member	\$45.00 _____

On-site registration (Only option after March 25):

SIA Member	\$40.00 _____
Student <i>Must include photocopy of current Student ID with completed registration form</i>	\$30.00 _____
Non-Member	\$50.00 _____

Workshop, Friday, April 1 *Limited availability, Open to the first 35 registrants* \$10.00 _____

Donation *To help defray SIA meeting costs* \$ _____

TOTAL ENCLOSED \$ _____

Please make your check payable to: Society of Indiana Archivists
Mail your check, this form, and the "Help Us Plan the Annual Meeting" page to:
Jane E. Gastineau, Secretary-Treasurer, Lincoln Library, Allen County Public Library
PO Box 2270, 900 Library Plaza, Fort Wayne, IN 46801-2270

All registrants will receive an acknowledgment of their registration and receipt.
If you are registering as a student, please make sure you include a copy of your valid student ID with your registration form.