

Protecting  
Indiana's  
Documentary  
Heritage  
since 1972.



# News and Notes

Fall 2007

Society of Indiana  
Archivists

## Celebrating the American Record October is National Archives Month



Next month has been designated Archives Month across America. Institutions all over the country are gearing up to celebrate the work we do, the treasures we hold and the people we touch. As a part of this effort the Society of Indiana Archivists would like to gather information on activities in celebration of Archives Month. We want to hear about your plans for celebrating Archives Month in October 2007! Please send us a list of any activities, such as lectures, workshops, exhibits, symposia, or other programs your institution will be hosting in October for Archives Month, along with dates/times for each activity and a contact person or website for more details. Your submissions will be gathered on an SIA web portal along with information and links to various other Archives Month activities in Indiana. Please submit your information for Indiana Archives Month activities via email to Ryan Lee at [rllee@indiana.edu](mailto:rllee@indiana.edu). We hope you will join us in creating a successful statewide portal to encourage attendance and support for Archives Month in Indiana!

### Founding Mission

The **Society of Indiana Archivists** was founded to serve *ALL* of those in Indiana with an interest in historic documents. This includes librarians, museum professionals, manuscript curators, university personnel and local historical society members. Today this expanded view is more important than ever. The number of people charged with the protection of our documentary heritage continues to grow as does the interest in our historical heritage. In light of these changes your Society of Indiana Archivists is reaching out to other related professions to join us. If you know someone who, through their work or their passion, would be a good member please share this invitation with them. SIA, through its programming and support of archival best practices is...

### Building Momentum!

*Photo courtesy of Robert T. Ramsay, Jr. Archival Center at Wabash College*

On the web at [www.inarchivists.org](http://www.inarchivists.org)

# Announcements

## Purdue, Historical Society collaborate to put famous artist's works online

Purdue University Libraries and the Tippecanoe County Historical Association are pleased to announce the completion of a project to digitize key works detailing Native Americans' encampments and councils before their forced removal from the Wabash region of Indiana.

The materials that have been digitized come from handwritten journals, manuscripts and artworks by one of the state's best-known artists, George Winter. His works cover Native Americans in Indiana from the 1830s to the 1870s. Most of the works that have been digitized are from the 1830s and 1840s and document the removal of the Miami and Potawatomi tribes. All of the works are owned by the Tippecanoe County Historical Association and have been made available in digital form by Purdue Libraries, which has created a Web site for the collection. The collection can be viewed online at <http://www.lib.purdue.edu/spcol/exhibits/winter/>

A grant from the Library Services and Technology Act administered by the Institute of Museum and Library Services and provided through the Indiana State Library covered the majority of the \$50,880 digitization cost.

"Students, teachers, researchers and historians have expressed ongoing interest in the collection, which contains striking visuals," said Sammie Morris, head of archives and special collections for Purdue Libraries who is serving as the project director. "The digitization effort is aimed at increasing accessibility while lessening the need for frequent handling of the fragile original materials."

Primary audiences for the online materials are students in grades 4-12; undergraduate and graduate students studying Indiana history and the history of Native Americans in Indiana and the United States; and those studying 19th century American artists. However, librarians and historians say the online collection will appeal to all ages and types of students and researchers, as well as the general public. Grant funds also enabled the creation of lesson plans for fourth-graders using the digital collection for Indiana National History Day class projects.

"The Tippecanoe County Historical Association has been extremely pleased with the many uses of the collection in the past for school projects, courses, publications, programs and other educational and research purposes," said Kathy Atwell, the association's interim executive director. "The online George Winter collection will only add to its appeal."

An extensive collection of Winter's works was donated to the Tippecanoe County Historical Association in 1986 by Mrs. Cable G. Ball, the widow of Winter's great-grandson.

## Couldn't be easier!

Often, as archivists, we are asked for advice. Usually these questions are fairly specific, but then there is the more general question and these are sometimes tougher. Have you ever been asked this question, "Our group (club, family, organization) wants to set up an archive, how do we do it?"

What a question!

To help you help others, as a part of the publications section on the SIA website, the many answers to this last question can be easily answered with a couple of mouse clicks.

Here is the path:

<http://www.inarchivists.org>

Click on Publications at the top of the page.

On the publications page under the heading,

"Occasional Publications"

Click on:

**From Attic to Archives: First Steps to Setting Up Your Archives**

This great summary offers practical advice to anyone who finds themselves charged with establishing an archives of any sort. It even includes links to suppliers of archival materials and associations.

So, the next time someone asks how to set up an archives, just point them toward the publications section of the SIA website. How easy is that?

## Share it here!

To have your news included in the Spring 2008 newsletter, please submit it to the newsletter editor by March 1 of 2008. email your news item to Beth Swift at: [swiftb@wabash.edu](mailto:swiftb@wabash.edu)

# Society of Indiana Archivists' Fall Symposium

*Friday, November 16<sup>th</sup> from 9-4:30pm*

**Sustainability: Business Planning for Cultural Heritage Repositories Digital Initiatives**  
**Instructor: Laurie Gemmill, OCLC**

## Context for Sustainability

Unit 1: Sustain

Unit 2: Business Planning Overview - What is it?

## Elements of a Business Plan

Unit 3: Mission, Vision, Values and Goals

Unit 4: Costing Analysis and Pricing Models

Unit 5: Marketing and Outreach

Unit 6: Needs Assessment and Evaluation

Unit 7: Creating Business Plans: Putting it Together

## Case Studies

Unit 8: Ball State University, John Straw

Unit 9: Wabash College, Elizabeth Swift



IUPUI University Library - Auditorium

755 West Michigan Street

Indianapolis, IN

**For registration forms and more information  
on parking in the area, hotels, etc. go to  
<http://www.inarchivists.org/fall2007/index.html>**

# Announcements

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## Get Published!

### ILF Journal seeking contributions on Archives

The Fall 2008 special issue will focus on Indiana archives, Indiana archivists, archives, museums, historical societies and the archival profession. Alison Stankrauff, Guest Editor, is actively looking for contributions. Please send questions or contributions to Alison at [astankra@iusb.edu](mailto:astankra@iusb.edu).

Alison notes that all sorts of articles would be welcomed in the Journal.

The deadline for submission is May of 2008. The ILF guidelines for authors to Indiana Libraries can be found at

[http://www.ilfonline.org/author\\_instructions.htm](http://www.ilfonline.org/author_instructions.htm)

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### SAA and St. Meinrad Oral History Workshop

St. Meinrad Archabbey is co-sponsoring this Society of American Archivists workshop entitled **Oral History: From Planning to Preservation** on Thursday, October 25, 2007 from 9:00 AM – 5:00 PM in St. Meinrad, Indiana.

#### From the SAA Education website:

There is a successful oral history interview or project in your future! When you attend this workshop you'll get a thorough overview of oral history, including its integration into archives. Topics include the value and uses of oral history, project development, recording equipment, interviewing, media storage, video interviews, and an evaluation of digital technology of particular interest to oral historians.

Upon completing this workshop you will have:

- Evaluated current recording formats, including optical and digital media;
- Learned about researching, framing, and conducting an oral history interview;
- Looked at ways to deal with narrators, transcriptions, and record keeping;
- Grasped the ethics and legal issues pertaining to oral history;
- Explored promoting the use of the oral history collection;
- Developed an appreciation of the uniqueness and value of oral history;
- Hear about the challenges of rapidly-changing technological options;

**Who should attend?** The workshop does not require prior oral history experience, and is designed for anyone interested in this subject. Attendees with a specific interest in management of oral history collections should have an understanding of basic archival practice.

Attendance limited to 35. St. Meinrad, IN

REGISTRATION FEES: Early-Bird (on or before 9/25/2007)

SAA Member – \$185; Nonmember – \$235

## SAVE THE DATE!

Midwest Archives Conference  
2008 Annual Meeting  
April 17-19  
Louisville, KY

**"Racing toward the Future  
(while distilling the past)."**

### Propose a program

MAC is now inviting proposals for presentations, sessions, roundtable discussions, workshops, and papers for its Annual Meeting to be held April 17-19, 2008 in Louisville, KY. The Program Committee is interested in proposals on all aspects of archives and archival work but is also seeking proposals that particularly focus on the theme of "Racing toward the Future (while distilling the past)." MAC believes that, like Kentucky's famous winning racehorses, archivists must not remain in the pack reacting to developments, but instead to take a lead from the post in order to save the treasures of society. We encourage creative and timely presentations that will engage archivists and records managers from all types of organizations. Proposals from professionals in allied fields and from graduate students are welcome. To submit a session proposal, go to the conference web site and follow the instructions.  
<http://www.midwestarchives.org/2008Spring/>



## Archives Security Workshop

A reminder that the deadline for early bird registration for the Society of American Archivists **Security in Archives and Manuscript Repositories workshop at the National Archives-Great Lakes Region in Chicago** is coming soon. The full two day workshop runs from Monday, October 22, 2007 through Tuesday, October 23, 2007. However, registrants can also elect to take only the basic workshop on Monday October 22, or the advanced workshop on Tuesday October 23.

Full information on the workshop as well as registration information is at <http://www.archivists.org/prof-education/workshop-detail.asp?id=2235> While some organizations cannot commit funds until October, it is still possible to reserve your seats now to get the early bird rate. However, you'll need to contact SAA to work out the arrangements now.

Archival theft continues to be Big Business! News of archival thefts is no longer restricted to professional literature but appears all too frequently in the mainstream media. What is stolen? Who steals? How can you fight back? This workshop explores all of these issues in depth through lectures, case studies, exercises, and discussion.

### Part 1 Basic Archival Security - Monday

You'll examine the problem; look at facility design and reading room management, including essential procedures, identification, patron department, and more; explore collection management, including methods of document and artifact identification, basic prevention procedures, post-theft response, and the three levels of cultural collection protection; and conclude with a group discussion.

### Part 2 Advanced Archival Security - Tuesday

You'll participate in exercises and group discussion to explore security program and policy design and insider theft. In the afternoon you'll learn more about advanced technology, how to

work with vendors and contractors, and exhibition security, including lending artifacts and records to other repositories. The workshop concludes with an assessment of actions you can choose regarding lobbying for changes, public relations and dealing with the media, and working with donors and trustees.

Upon completing Parts 1 and 2 of this workshop, you'll be able to: Evaluate existing policies and procedures for staff and researchers, storage and reading room design, techniques of processing, collection management, and exhibit policies, and choose security policies and procedures that make it easier to avoid theft or loss. Develop a repository security program, make informed choices on advanced security technology, work with vendors and contractors on a higher level, deal confidently with lending artifacts and records to other repositories, and advance your cause through lobbying, public relations, and donor/trustee relationships.

Who should attend? This workshop is appropriate for archivists and manuscript curators from every type of facility. It is especially relevant for archivists at the department-head level and administrators and managers who have the authority to modify procedures and policies in their institutions. Attendance is limited to 40.

Instructors: Richard Strassberg - Associate Director, Cornell University and Mary Boone Bowling - Consulting Archivist

The workshop will be held at the National Archives and Records Administration - Great Lakes Region located at 7358 South Pulaski in Chicago.

### *Registration Fees for Full Workshop - BOTH DAYS*

*Early-Bird (on or before 9/26/2007): SAA*

*Member \$285; Nonmember \$365*

*Regular (after 9/26/2007)*

*SAA Member \$335; Nonmember \$415*

### *Registration Fees for Day 1 OR Day 2 - ONLY*

*Early bird (on or before 9/22/2007)*

*SAA Member - \$185; Nonmember - \$235*

*Regular (after 9/22/2007)*

*SAA Member - \$235; Nonmember - \$285*

# Archives Endnotes

## SAA ARCHIVES 2008

### Archival R/Evolution & Identities

72nd Annual Meeting - San Francisco

Conference Dates: August 27-31

## Call for Program Proposals

The 2008 Program Committee invites submissions for session proposals for ARCHIVES 2008: Archival R/Evolution & Identities, the 72nd Annual Meeting of the Society of American Archivists in San Francisco, August 26-30, 2008. You are invited to participate in development of the meeting by 1) proposing sessions that will be of interest and value to the profession or 2) volunteering to share your own knowledge and expertise as a presenter.

Suggestions and tips for preparing a successful proposal are available on the SAA website at: [www.archivists.org/conference/proposals101](http://www.archivists.org/conference/proposals101).

For additional information, contact the 2008 Program Committee co-chairs:

Sheryl B. Vogt  
University of Georgia  
706-542-0619 [sbvogt@uga.edu](mailto:sbvogt@uga.edu)

Joel F. Wurl  
National Endowment  
for the Humanities  
202-606-8252, [jwurl@neh.gov](mailto:jwurl@neh.gov)

## Friends of the Indiana State Archives

The Friends of the Indiana State Archives, Inc., established in 1990, is a not-for-profit organization of citizens concerned with helping the Indiana State Archives fulfill its role as the permanent repository for official records of state and local government in Indiana. The Friends supports the management, preservation, and responsible use of Indiana's public records and serves as an advocate for the Indiana State Archives.

Through enlistment of volunteers and fundraising for special projects, the Friends is helping the Archives reduce processing backlogs and rescue historical papers at risk from the spoilage of time and the environment.

Volunteers are needed to work on a variety of projects, including: Processing of Marion County Wills, Data entry from Civil War Muster Cards, Verification of Vincennes Land Office Entries. More information available at <http://www.fisa-in.org/>

## Building Momentum in 2007-08

### Society of Indiana Archivists 2007-08 MEMBERSHIP

New member \_\_\_\_\_ Renewal membership \_\_\_\_\_

\_\_\_\_\_ \$15.00 Institutional \_\_\_\_\_ \$10.00 Individual Member (Employed as Archival Worker)

\_\_\_\_\_ \$5.00 Volunteer, Student or Retired Person \$ \_\_\_\_\_ SIA Continuing Education Fund

TOTAL \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Please make your checks payable to SLA and mail complete form and dues to  
Brenda L. Burk, SLA Secretary/Treasurer IUPUI University Library  
755 West Michigan Street Indianapolis, IN 46202

## Share your news



To submit an item  
for the early Spring  
newsletter email  
[swiftb@wabash.edu](mailto:swiftb@wabash.edu)

## MAC FALL SYMPOSIUM 2007

OCTOBER 12-13, 2007  
CARE, PRESERVATION, AND ACCESS FOR SCRAPBOOKS  
At Cranbrook,  
Bloomfield Hills, Michigan  
More info at the MAC Website

[www.midwestarchives.org](http://www.midwestarchives.org)