

SIA ANNUAL MEETING

ON THE BANKS OF ARCHIVAL SUCCESS AND FAILURE

Clabber Girl Museum | Terre Haute



Society of
Indiana
Archivists

Preserving Indiana History

Pre-Conference
Workshop
April 25, 2019

OFFICIAL PROGRAM

Annual
Meeting
April 26, 2019

THANK YOU TO OUR 2019 PROGRAM SPONSORS



SCHOOL OF INFORMATICS AND COMPUTING
Department of Library and Information Science



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SCHOOL OF INFORMATICS AND COMPUTING
**DEPARTMENT OF
INFORMATION AND LIBRARY SCIENCE**
Indiana University Bloomington

President's Welcome



Welcome Colleagues,

We are kicking off the 2019 Annual Meeting with a pre-conference workshop on Thursday, April 25th. Danielle Spalenka from the Northeast Document Conservation Center (NEDCC) will be providing a day-long workshop focused on digital preservation strategies and solutions. The workshop is based on the Digital POWRR Project and is geared towards smaller organizations with fewer than \$500 to devote to digital preservation efforts. If you've always wanted to attend a POWRR Institute, but couldn't – this is your chance. After the workshop, join us for a behind-the-scenes tour of Indiana State University's Archives and Special Collections at the Cunningham Memorial Library.

This year's annual meeting theme is On the Banks of Archival Success and Failure. We will have four concurrent sessions, during which our colleagues will share some of their recent projects and learning moments. Our plenary speaker this year is S. Chandler Lighty, the executive director of the Indiana Archives and Records Administration. Chandler also happens to be my boss, so I can attest that this is a keynote you won't want to miss - I have seen firsthand the level of thought and strategy that he brings to our field. Chandler will share his insights about history relevance and its application at our institutions.

The Clabber Girl Museum will provide the setting for our conference and it is a draw in its own right. Take some time to tour the large-scale exhibit spaces and art gallery and peruse the gift shop and café.

It takes a lot to make this conference happen. I would like to thank our sponsors, SHRAB, IUPUI, IU-Bloomington, Vigo County Public Library, and the Terre Haute Convention & Visitors Bureau as well as the members of the Program Committee, Local Arrangements Committee, and Education Committee: Bethany Fiechter (SIA Vice President), Amy Christiansen, Lisa Lobdell, Lauren Patton, Jackie Shalberg, Kelley Brenneman, Lori Lindberg, Chris Marshall, Stephanie Schmitz, Lydia Spotts (SIA Board Member), Tony Barger (SIA Board Member), and Denise Rayman.

Claire Horton

SIA President

LEU/ARC Credit

If you're interested in receiving LEU/TLEU and ARC credits, please email Bethany Fiechter at bfiechter@library.in.gov with a list of sessions you attended. LEU/TLEU forms will also be available at the registration desk.

Tweeting SIA 2019

Use **#SIASP19** to tag your tweets.



Pre-Conference Workshop

Digital Preservation for Smaller Institutions: POWRR<500 with Danielle Spalenka



Danielle Spalenka of the Northeast Document Conservation Center (NEDCC) will be providing a one-day workshop based on the widely successful and popular Digital POWRR Project. The NEDCC has partnered with the Digital POWRR Project to develop a workshop with a focus on practical tips and activities for small organizations that have fewer than \$500 annually to devote to digital preservation efforts. Participants will gain confidence to move from digital preservation theory to practice by understanding the different policies and tools needed to approach building a digital preservation program.

The workshop will have several activities, including how to assess digital preservation using the NDSA Levels of Preservation and will have hands-on experience with basic digital preservation tools that can be used even at institutions with limited budgets. Danielle emphasizes that this is not a workshop on how to digitize materials but rather this will be instructive on how to implement a digital preservation plan into a digitization project.

Date: Thursday, April 25, 2019, from 9:00 a.m. - 3:30 p.m.

Location: Clabber Girl Museum, Rex Room

Cost: \$40 for members; \$30 for students; \$60 for non members

(Lunch suggestions on page 13)

Each participant will be required to bring a laptop (PC or Mac) for this workshop.



NORTHEAST
DOCUMENT
CONSERVATION
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Photograph courtesy of the
Indiana State University
Archives and Special Collections

Post-Workshop Tour

Join us after the pre-conference workshop for a behind-the-scenes tour of the Indiana State University Archives and Special Collections.

Date: Thursday, April 25, 2019, from 4:00-5:00 p.m.

Location: Indiana State University

Cunningham Memorial Library

510 North 6 1/2 Street, Terre Haute, Indiana 47809

Indiana State University Archives and Special Collections is less than a mile away from the Clabber Girl Museum. Visit for an open tour of their stacks, reading room and holdings, specifically historical University records, Eugene V. Debs correspondence and Indiana Federal Writers Project material.

Schedule at a Glance

Sessions listed as category A will be located in the *Rex Room* on the 1st floor. Sessions in category B will be in the *Large Conference Room* on the 2nd floor.

8:30 - 8:50 a.m. **Registration**

Large Conference Room

8:50 - 9:50 a.m. **Concurrent Sessions**

- 1A: The John A. Curry Architectural Works Digitization Project: A Blueprint for Success
- 1B: A Friend in Deed: Why Deeds of Gift are Vital to Your Archives' Success

10:00 - 11:00 a.m. **Plenary Session**

S. Chandler Lighty, Executive Director, Indiana Archives and Records Administration
Large Conference Room

11:00 - 11:45 a.m. **SIA Business Meeting**

Large Conference Room

11:45 a.m. - 12:30 p.m. **Lunch Break**

Large Conference Room

12:30 - 1:30 p.m. **Concurrent Sessions**

- 2A: Spinning Plates: Striking a Balance between Technical and Public Services in an Archive
- 2B: Out with the Old? Archiving Web-Based Content for Institutional Memory

1:40 - 2:40 p.m. **Concurrent Sessions**

- 3A: An Introduction to Project STAND (Student Activism Now Documented)
- 3B: Archives from Scratch: Lessons in Advocacy and Strategies for Building Archives Programs from the Ground Up

2:40 - 2:55 p.m. **Afternoon Break**

Large Conference Room

3:00 - 4:00 p.m. **Concurrent Sessions**

- 4A: Who, What, When, Where: Creating and Implementing a Campus-Archives Interactions Database
- 4B: Tired of the Outreach Guessing Game: Assessing Public Engagement in Archives through Visitor Tour Evaluations

Program Schedule

8:30 - 8:50 a.m.

Registration - (*Large Conference Room*)

Network with colleagues over a light breakfast.

8:50 - 9:50 a.m. Concurrent Sessions

Session 1A – (*Rex Room*)

The John A. Curry Architectural Works Digitization Project: A Blueprint for Success

Sean Eisele, Special Collections Librarian, Vigo County Public Library

Seth James, Special Collections Manager, Vigo County Public Library

Haley Smith, Metadata Specialist, Vigo County Public Library

The Vigo County Public Library (VCPL) Archives discuss their successful grant application to digitize thousands of architectural drawings from a Terre Haute architectural firm. The drawings will be available through Indiana Memory and represent 262 individual architectural projects. The VCPL team discuss the architectural drawings provenance, what led to the decision to apply for an LSTA grant, the process of digitization and creating metadata.

Session 1B – (*Large Conference Room*)

A Friend in Deed: Why Deeds of Gift are Vital to Your Archives' Success

Sally Childs-Helton, Ph.D., Special Collections Librarian/Professor, Butler University

Lisa Lobdell, Archivist, The Great American Songbook Foundation

Deeds of gift are often overlooked in the success or failure of an archives' collections, and in the quality of donor relationships. A well-written deed of gift is more than just a legal document giving your repository certain rights of ownership—it is also an educational tool for the donor, and can go a long way toward creating long-standing trust and goodwill between donors and your repository. A poorly written deed of gift is an invitation to disaster both legally and for donor relations. A clearly-defined deed of gift creates an understanding between your repository and a donor so that both parties have a clear set of expectations. Further, deeds of gift should be reviewed and updated regularly.

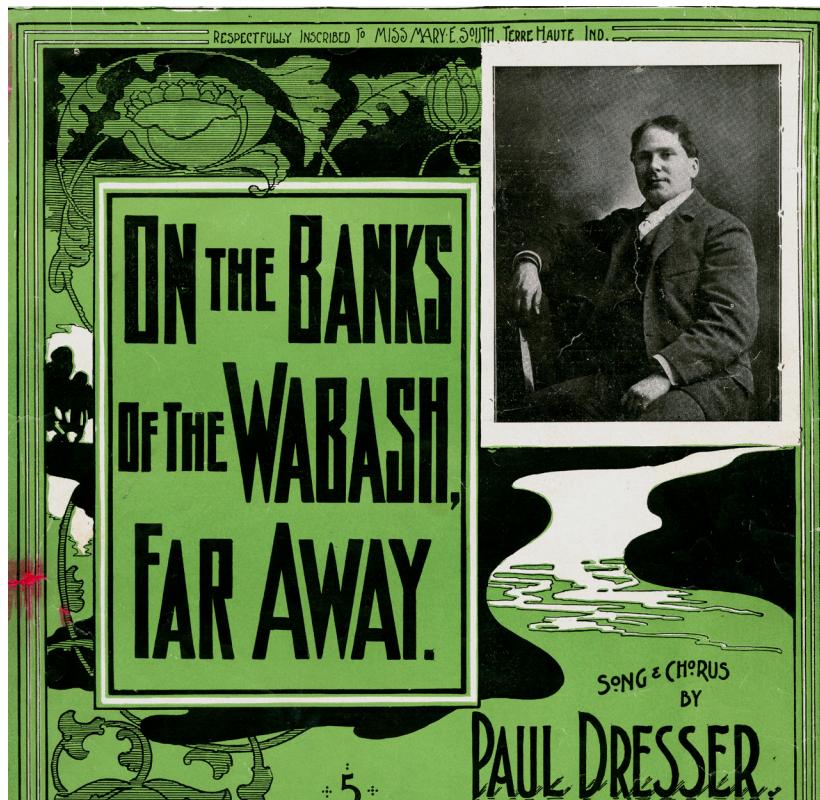
Program Schedule

8:50 - 9:50 a.m. Concurrent Sessions

Session 1B – (Large Conference Room)

A Friend in Deed: Why Deeds of Gift are Vital to Your Archives' Success

This panel will examine the importance of a well-written, lawyer-vetted deed of gift; the parts of a deed of gift, why each is important, and strategies for educating your donors about the importance of each part. Presenters will demonstrate how the deed of gift is linked to all other aspects of archival work from acquisitions to digitization. Case studies will be incorporated, with special focus given to intellectual property issues and restrictions imposed by donors, by law, and by the repository. The goal of the panel is to offer a common-sense and practical approach to creating or updating a document that is vitally important to your repository. Attendees will leave with increased confidence and resources to create or update their own deeds of gift.



Photograph courtesy of the
Indiana State Library

Plenary Session

10:00 - 11:00 a.m.

Plenary Session - (Large Conference Room)

S. Chandler Lighty, Executive Director, Indiana Archives and Records Administration



In August 2018, Governor Eric Holcomb appointed S. Chandler Lighty as the executive director of the Indiana Archives and Records Administration (IARA). Although not an archivist by training, Lighty has worked for and used archives throughout his twenty-year career in public history. His archives-related work includes his time as an archives associate at Wabash College's archives and five years as a full-time researcher in the U.S. National Archives, working for the Papers of Abraham Lincoln. Prior to joining IARA, Lighty served as director of the Indiana Historical Bureau, where he expanded the number of state historical markers installed annually, initiated an oral history of the Indiana General Assembly, and oversaw the creation of an American Association for State and Local History (AASLH) award-winning podcast, Talking Hoosier History. While working for the Indiana State Library from

2012-15, Lighty oversaw the development of Indiana's digitized historic newspaper repository, Hoosier State Chronicles, which received the 2015 Outstanding Bicentennial Collaborative Project from the Indiana Historical Society. Also in 2015, he won the Thornbrough Award for his Indiana Magazine of History article that reexamined the origins of basketball in Indiana.

Lighty began his public history career working at the General Lew Wallace Study and Museum in his hometown of Crawfordsville. He earned a M.A. in United States History from Miami University and a B.A. in History from Olivet Nazarene University. He is a 2017 graduate of the History Leadership Institute, sponsored by AASLH. He also serves on the boards of the Indiana Association of Historians, the Indiana Magazine of History, the General Lew Wallace Study and Museum, and the Indiana Historic Preservation Review Board.

In his keynote, Lighty will reflect on his career and share some of the critical challenges that he and his team face. He will also offer some thoughts on how he seeks to apply the History Relevance Campaign's Value of History Statement to the work of Indiana's state archives.

Program Schedule

11:00 -11:45 a.m.

SIA Business Meeting - (*Large Conference Room*)

11:45 a.m. - 12:30 p.m.

Lunch Break - (*Large Conference Room*)

Catered lunch provided by the Clabber Girl culinary team.

12:30 - 1:30 p.m. Concurrent Sessions

Session 2A - (*Rex Room*)

Spinning Plates: Striking a Balance between Technical and Public Services in an Archive

Allison McClanahan, Collections and Cataloging Librarian/Assistant Librarian,
Archives of Traditional Music

Many archives are no stranger to the concept of a “lone arranger”. The Archives of Traditional Music, one of the largest ethnographic sound recording archives in the United States, is also no stranger to the “lone librarian”. In this presentation, Librarian Allison McClanahan will talk about the challenges and opportunities that are present when a single individual is in charge of managing both the public and technical services of an archival library, and how those opportunities can translate to other institutions of any size and number of personnel. Topics discussed will include outreach and instruction, cataloging and description, student supervision, and project management.



Photograph courtesy of the
Indiana State Library

Program Schedule

12:30 - 1:30 p.m. Concurrent Sessions

Session 2B - (*Large Conference Room*)

Out with the Old? Archiving Web-Based Content for Institutional Memory

Samantha Norling, Digital Collections Manager, Indianapolis Museum of Art at Newfields

Institutional websites, blog and social media posts, dashboards and microsites—these and other web-based content contain a wealth of information about our institutions. Documenting everything from public programs and special events to organizational structure and governance, content created and shared by organizations on the web forms a vital part of the institutional memory shared by staff, audiences, and the communities of which it is a part.

While we'd like to think that web-based content and applications will live forever, the reality is that they often have a predetermined (or worse, unexpectedly shortened) active life on the web. Whether tied to a temporary exhibition or event, superseded by more current content, replaced by newer technologies, or fallen to technical obsolescence, retired web-based content can and should be archived for continued access to information in context.

This session will provide an overview of the web archiving landscape (best practices, available tools and resources, relevant initiatives). Web archiving activities of the Newfields Lab--in collaboration with Newfields Archives--will serve as case study. To date, the Newfields web archives include the now-re tired imamuseum.org, a variety of blogs, the IMA Dashboard, and exhibition-related interactives and microsites--content which now serves a variety of important uses as archives.

1:40 - 2:40 p.m. Concurrent Sessions

Session 3A - (*Rex Room*)

An Introduction to Project STAND (Student Activism Now Documented)

Rich Bernier, Processing and Public Services Assistant, Purdue University Libraries

This session will provide an overview of Project STAND, an online clearinghouse where academic institutions can provide researchers a centralized access point to historical and archival documentation on the development and on-going occurrences of student dissent. Rich Bernier, Processing and Public Services Assistant, will provide a quick overview of the history, purpose, scope, and activities of the initiative. He will also explain how academic institutions can join and become a participating member.

Program Schedule

1:40 - 2:40 p.m. Concurrent Sessions

Session 3B - (Large Conference Room)

Archives from Scratch: Lessons in Advocacy and Strategies for Building Archives Programs from the Ground Up

Lydia Spotts, Associate Archivist/Librarian, Indianapolis Museum of Art at Newfields

Joseph Coates, University Archivist, Purdue University Northwest

Alan Rowe, Archivist, Indiana University Health Archives

Starting an archives can be simultaneously exciting and overwhelming. The magnitude of work and competing demands can overshadow any delight staff may derive in being the first to impose order and set policy. Following a brief review of literature, the common impetuses for establishing archival programs, and standard advice for planning and advocacy, three case studies will be presented.

Panelists from university, corporate, and hospital archives will share both successful strategies for building capacity or furthering goals of a burgeoning program as well as challenges. As the case studies demonstrate, while many nascent programs face similar growing pains, varying institutional context, culture, and stakeholders call for distinct advocacy approaches. Additionally, panelists will share compromises and difficult choices, such as deferring some aspects of archival management while leveraging others to gain support.

- 1) In 2016, Purdue University Calumet and Purdue North Central merged. Both had informal record keeping, but when Purdue University Northwest became an entity, a professional archive was established. The challenge was creating three different repositories at two locations with one archivist. While leadership believes in the importance of an archive, how do we sell the idea to people who don't have any experience and how do we pursue continued growth after establishment?
- 2) Allison Transmission, a corporation with origins tied to the Indianapolis Motor Speedway and a long history of engineering, aircraft engine and transmission production approached its 2015 centennial and decided to do something about their historic records in summer 2013. Hear how a "lone arranger" made compromises and to do something about their historic records in summer 2013. Hear how a "lone arranger" made compromises and pursued projects to meet executive expectations.
- 3) The IU Health Archives origin story begins with a research request regarding the insulin clinical trials held at the Methodist Hospital of Indiana in 1922. From the date of that research inquiry in 2014 to the present, a whirlwind of corporate decisions were made to establish an internal archives program, hire staff, and secure a location and funding. Now with its first full-time archivist on board, the program must find ways to continue the momentum of its founding if it is to become a fully integrated, supported, and meaningful part of a vast statewide healthcare system.

Program Schedule

2:40 - 2:55 p.m.

Afternoon Break - (Large Conference Room)

Beverages available. Stop by the Bake Shop Cafe to purchase a dessert!

3:00 - 4:00 p.m. Concurrent Sessions

Session 4A - (Rex Room)

Who, What, When, Where: Creating and Implementing a Campus-Archives Interactions Database

Adriana Harmeyer, Archivist for University History, Purdue University Libraries

Purdue Archives and Special Collections developed a Campus-Archives Interactions Database (CAID) to efficiently record and internally access information related to departments, groups, and offices across Purdue University. This information may include records transfers, data from a university records survey, historical information about early or prominent faculty or alumni, and names and email addresses of departmental contacts. Before CAID, this information was scattered among the emails of individual staff members, handwritten notes, reports, and collection files, leading to confusion and inefficiency, but is now compiled in a single digital location.

With assistance from Purdue Libraries IT, Archives and Special Collections installed SuiteCRM, a highly customizable open-source customer relationship management system. Though SuiteCRM and similar databases are designed for business use, the underlying structure translated well to the needs of the archives. By relabeling data fields, suppressing unnecessary sales-related modules, and adding new archives-specific fields, Purdue successfully developed a new form of archives-focused interactions management database using an existing tool and limited technical knowledge. This presentation will discuss the planning and implementation of CAID, the variety of functions it serves, and its potential to help streamline organizational, donor, or community group information at other institutions.



Photograph courtesy of the
Indiana State Library

Program Schedule

3:00 - 4:00 p.m. Concurrent Sessions

Session 4B - (*Large Conference Room*)

Tired of the Outreach Guessing Game: Assessing Public Engagement in Archives through Visitor Tour Evaluations

Arielle Petrovich, Outreach and Instruction Archivist, University of Notre Dame

Too often archivists rely on shared assumptions of public interest and perception of archives when developing outreach programming. The stereotype of the dull, dusty repository is one all archivists struggle to dispel. Many of us go the extra mile to shape an engaging archival experience but can only guess at how successful our efforts are through body language, offhand comments, and future attendance. This presentation will examine the use of a visitor tour assessment survey to identify what about the archives most appeals to the public, gain insight into public expectations and impressions of the archives, and improve the ways archivists articulate their value and labor. This session will also explore how visitor feedback can expand our notions of what the public finds engaging about the archives and reaffirm the value of archival labor.



Photographs courtesy of the
Clabber Girl Museum



Scholarship Announcement

2019 Thomas Krasean Student Scholarship

The Society of Indiana Archivists will award the Thomas Krasean Student Scholarship to attend the 2019 Society of Indiana Archivists Annual Meeting, held on April 26, 2019. The scholarship recipient will receive a complimentary registration to the Annual Meeting and \$150.00 to cover the expenses associated with attending.

Application Deadline: April 12, 2019

Eligibility Requirements: An applicant must be either a graduate student enrolled in a Master of Library and Information Science (MLIS) program, Master of Arts (MA) in History or Museum Studies program, or a related graduate program – OR – a recent graduate from one of the previously listed programs with five or fewer years of post-graduate work experience.

Recipient must be able to attend the annual meeting on April 26, 2019, where they will receive the check.

To Apply: Submit a statement of interest stating why you want to attend the annual meeting and how it will benefit you. Include in your statement a brief outline of your archival education and any work history, along with a description of your long-term professional goals. Please include your contact information (name, mailing address, phone, and e-mail) as well as contact information for your institution or employer. Statements should be no more than 200-400 words.

Additionally, the recipient is expected to write a brief (150-300 word) reflection about their experience attending the annual meeting and submit it along with a photograph to be published in SIA's News and Notes newsletter.

Please submit the information stated above via email to Claire Horton at chorton@iara.in.gov. The award recipient will be announced through the SIA listerv prior to the meeting.

Lunch Suggestions

Chava's Mexican Grill

669 Wabash Avenue
4 min. walk / 1 min. drive

J. Gumbo's and Ok Bayou

665 Wabash Avenue
4 min. walk / 1 min. drive

Cackleberries

303 South 7th Street
9 min. walk / 2 min. drive

Parking Options

Parking is available at the Clabber Girl Museum visitor parking lot on the southwest corner of Cherry and 9th Streets. Additional parking, if needed, is available in the parking garage on the northwest corner of Cherry and 8th Street.

The SkyGarden Parking Facility at 662 Ohio Street is available for \$8.00 per day; \$1.50 per hour.

Hotel Options

Hilton Garden Inn Terre Haute

750 Wabash Avenue
3 min. walk / 1 min. drive

Candlewood Suites Terre Haute

721 Wabash Avenue
3 min. walk / 1 min. drive

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