

Museum Archivist

**Newsletter of the Museum Archives Section
Society of American Archivists**

Volume 16, Issue 2

July 2002

FROM THE CHAIR

Dear Section Members:

As I sit here baking in the heat and humidity of my first DC summer, it's hard to think of anything except a refreshing swim.... However, I would like to thank the section for my wonderful experience as Chair; you have all been stellar committee members, session proposers, colleagues, and friends. I hand over the reins to Anthony Reed of NPS Olmstead this August in Birmingham. The section meeting will take place in the hotel pool. (Just kidding.)

We are now in the final stages of editing the 2nd edition of the Museum Archives Manual and expect it to be in press by 2003. Send your photos (you don't have to be a chapter author) to Photo Editor Laura Peimer, Brooklyn Museum of Art, at lpeimer@hotmail.edu.

Our Museum Guidelines have been approved by the Board subject to some minor changes. Hopefully, this means that they will go to Press later this fall. Au revoir, all – see you in Birmingham.

--Sarah Demb, Museum Archives Section Chair

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MUSEUM ARCHIVIST is issued twice a year by the Museum Archives Section of the Society of American Archivists. News items, letters to the editor, and comments from the archives community are welcome. An online version of this newsletter is also available (*see page 3 for details*).

Deadlines for submissions are the 1st of June and the 1st of December. Please send all submissions to the newsletter editor, Sammie Morris, at Smorris@dm-art.org.

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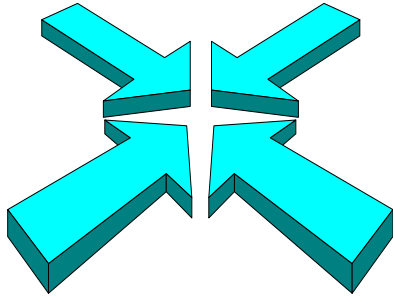
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The editor wishes to thank the following individuals who contributed to this issue: Sarah Demb, Lorraine Stuart, and Bart Ryckbosch.



GETTING CONNECTED...
Access to the Museum Archives Section

Museum Archivist Online

The newsletter is available online at:

<chin.gc.ca/Resources/Forum/e_forum.html> under “Feature Articles” for 15 days. After 15 days, it moves to “Newsletters” under the heading “Resources.”

The Museum Archives Listserv

An individual can join the email distribution list by sending a message to:

LISTSERV@SIVM.SI.EDU

Leave the subject line blank, and in the body of the email, type:

sub SAAMUS-L@SIVM.SI.EDU [First Name Last Name]
//eoj

Messages may be posted to: SAAMUS-L@SIVM.SI.EDU

To unsubscribe, send the following message to LISTSERV@SIVM.SI.EDU:

signoff SAAMUS-L@SIVM.SI.EDU

MUSEUM ARCHIVES SECTION MEETING
Society of American Archivists Annual Conference
Thursday, August 22, 8am-10am
The Sheraton Birmingham Hotel
Birmingham, AL

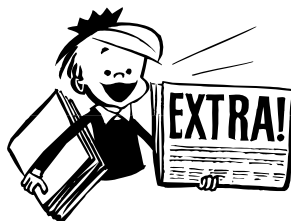
The Museum Archives Section annual meeting will include updates on section activities and projects such as the Museum Archives Manual, the Museum Archives Directory, the Museum Archives Guidelines and our recommendation on the SAA-ALA Joint Committee on Library-Archives Relationships. Session proposals for SAA 2003 will also be proposed.



WORKING GROUP MEETING
MUSEUM ARCHIVES SECTION
Society of American Archivists Annual Conference
Wednesday, August 21, 1pm-3pm
Birmingham, AL

TOPIC: Artifact Provenance in the Archives—Paper and Electronic Trails

This year's working group topic will address the roles which museum archives play in making artifact provenance known. Speaker Bernadette Callery, Carnegie Museum of Natural History, and National Park Service archivists will lead a structured discussion based on their experiences linking artifact provenance information in the archives to collections managers and information systems. Bring your art, history, science and other museum perspectives.



MUSEUM ARCHIVES SECTION NEWS

MFA, H Archives Welcomes New Staff

In April, Jill H. Wood joined the staff of the Museum of Fine Arts, Houston Archives as Processing Archivist. Jill obtained a B.F.A. and a Masters in Library and Information Science from the University of Texas at Austin. She has come to the MFA, H from UT's Harry Ransom Humanities Research Center and has worked as a consultant for the Amigos Library Services' Department of Imaging and Preservation. While in graduate school, Jill completed an internship at the MFA,H Archives.

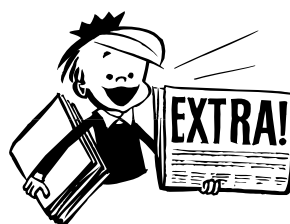
DMA Archives Receives Conservation Grant

In May, the Dallas Museum of Art Archives received a \$1,000 grant from the Dallas Association of Young Lawyers Foundation to hire a professional conservator to repair and restore 10 founding documents for the Museum, early Museum exhibition catalogues, the Museum's first acquisitions logs, and select early printed material. Grant funds will be used to prepare archival materials for use in the DMA's centennial celebration activities and exhibitions in 2003.

TAM Offering Session on Museum Archives

The Texas Association of Museums will present a session on Museum Archives at their annual conference in Houston in March 2003. Section members Lorraine Stuart and Sammie Morris have been asked to participate as speakers for the session, which is being planned by Carolyn Spears of the Stone Fort Museum in Nacogdoches and chaired by Rebecca Huffstutler, Curator of Archives and Registrar for the Witte Museum in San Antonio. The session will address how archival records differ from other museum records, how long certain types of records should be kept, the goals and functions of a museum archives, steps for getting started, justification for a museum archives, and archives policies and procedures.





NEWS & NOTES

NARA Develops New General Records Schedule

As required by statute (44 U.S.C. 3303a(d)), the National Archives and Records Administration (NARA) issues General Records Schedules (GRS) to provide disposal authority for temporary administrative records common to several or all agencies of the Federal Government. The GRS include records relating to civilian personnel, fiscal accounting, procurement, communications, printing, and other common functions.

NARA has developed a new General Records Schedule, Information Technology Operations and Management Records, to provide disposal authority for certain administrative records generated in or acquired by agency components responsible for developing and operating network infrastructure and systems.

NARA invites public comments on this proposed new general records schedule, as required by 44 U.S.C. 3303a(a). Because of the widespread interest in the management of electronic records, NARA is publishing the full text of the schedule with additional information on each item. The proposed rule is in the June 27, 2002 Federal Register at page 43350. Comments are due on August 26, 2002.

A link to the proposed records schedule is available at:

http://www.archives.gov/about_us/opportunities_for_comment/opportunities_for_comment.html

NHPRC Reissues Call for Fellowship Applications

The National Historical Publications and Records Commission (NHPRC) is reissuing its call for applications for the 2002-2003 academic year from archival professionals interested in applying for the NHPRC Fellowship in Archival Administration.

The Commission views the fellowship as an opportunity for professional archivists with two to five years experience to gain new or additional experience with archival administrative procedures and problems. The fellow will participate in a wide variety of archival administrative experiences, as well as formal management or supervisory training, during the nine to twelve months the fellow will be associated with the program.

The fellow's stipend is \$35,000, with a benefit payment of \$8,750. Host institutions are awarded \$1,500, to interview prospective applicants and to use for the fellow's professional travel during the fellowship year. Applications should be received by July 31, 2002.

The host institution for the year 2002-2003 is the Jacob Rader Marcus Center of the American Jewish Archives (AJA) in Cincinnati, Ohio. Located on the Cincinnati campus of Hebrew Union College, the AJA preserves nearly 8,000 linear feet of records relating to American Jewish history. Those interested in reading more about the history of The Marcus Center and the holdings of the AJA are encouraged to visit its website: www.americanjewisharchives.org.

The Commission encourages those interested to contact the Commission staff to discuss their applications. Application forms are available from: National Historical Publications and Records Commission, National Archives and Records Administration, room 111, 7th and Pennsylvania Ave. NW Washington, D.C 20408.

The forms are also available on the Commission's web-site:
http://www.archives.gov/nhprc_and_other_grants/education_programs/education_programs.html

Applications may also be sent directly to Ms. Ina Remus, The Jacob Rader Marcus Center of the American Jewish Archives, 3101 Clifton Ave., Cincinnati, OH 45220.

For further information, please contact Michael T. Meier of the Commission staff at (202) 501-5610, ext. 252 or e-mail at: michael.meier@nara.gov

Arts Group Issues Economic Report

According to a report issued June 10, 2002 by Americans for the Arts, a Washington-based advocacy group for arts organizations, the arts community generates \$134 billion in economic activity annually and employs some 4.85 million full-time-equivalent jobs. Arts activities also generate a total of \$24 billion in tax revenue. The report, "Arts and Economic Prosperity: The Economic Impact of Nonprofit Arts Organizations and Their Audiences" suggests that arts and humanities activities are a far more significant contributor to prosperity than previous believed. For more information about the report, visit: <http://www.artsusa.org/EconomicImpact/>.

CUSTARD Creates Statement of Principles for Archival Description

The third meeting of CUSTARD (Canada-US Task Force on Archival Description) was held in Washington, D.C. on 26-28 April 2002. The group is developing rules for the description of archival holdings, which reconcile RAD and APPM within the structure of ISAD(G) and ISAAR(CPF). It is also expected that the resulting standard will form the basis of a content standard for EAD.

The production of this new standard is a joint effort of the Society of American Archivists and the Canadian Council on Archives. Funded by a grant from the National Endowment for the Humanities, the work will be accomplished through the efforts of a Steering Committee, an Editor/Project Manager, and an editorial and consultative group, consisting of equal representation from Canada and the U.S.

Since the second meeting in December, the Editor/Project Manager has prepared a Statement of Principles (now available on the SAA and CCAD websites), successive revisions of key elements for the description of archival materials, and a first draft of the principal sections relating to archival authority records (an introduction, choice of access points, and the administrative/biographical history).

Much of the third meeting was spent reviewing drafts of the Title and Date elements, which are required elements in archival description. In the course of this review, the group made a number of key decisions regarding the structure of the rules for all elements. Each element will be organized in four parts: Introduction (including purpose, scope and sources of information), general rules (including rules for describing artificial collections where required), media-specific rules (where required), and specialized rules, which are used only occasionally (where required).

After reviewing a draft of key sections of the rules for archival authority records, the group revisited its earlier decision to present the rules in three parts. Instead the rules will be presented in two parts: rules for describing material, and rules for archival authority records. The rules for the formation of authorized names for persons and corporate bodies will remain very similar to those in AACR2.

The group also discussed a number of ways of working toward an established and secure process for ongoing maintenance of the new standard.

It is expected that a complete draft of the rules will be available for comments by the community in June 2003. Once comments from the community are reviewed, final changes to the standard will be incorporated and the publication process will occur. It is expected that the published standard (tentatively titled *Describing Archives: A Content Standard*) will be available in early 2004.

Further information may be obtained from Kris Kiesling of the SAA Standards Committee (kiesling@mail.utexas.edu) or Bob Krawczyk of the Canadian Committee on Archival Description (archivist@sympatico.ca).





EDUCATIONAL OPPORTUNITIES

Museums, Libraries and Archives: Summer Institute for Knowledge Sharing

UCLA/Getty, July 29-August 1, 2002, Los Angeles

The fourth annual Summer Institute for Knowledge Sharing is an intensive four days of instruction and dialogue for professionals involved in creating, sharing, and preserving electronic information in museums, libraries, archives, and other cultural heritage institutions. Invited are information specialists, registrars, librarians, archivists, curators, researchers, and educators with responsibility for managing and disseminating collections information on line. Participants attend sessions in which they work closely with leading professionals, UCLA professors, and fellow attendees from around the United States and abroad. Through a combination of lectures, group discussions, and exercises, participants will be immersed in the issues and decision points that institutions face in the acquisition, management, and preservation of digital collections. Special attention will be paid to the increasing convergence between, and contributions of, museum, library, and archive perspectives in the digital environment. Sessions will include:

- *Introduction to Collections Digitization Projects*
- *Funding Challenges, Strategies and Opportunities*
- *Thinking Through Digitization Projects: Planning, Users, and Usability*
- *Creating Digital Resources: Tools and Methods for How We Work Today, Metadata and Vocabularies*
- *Improving Collaborations Using Appreciative Inquiry*
- *Managing Collections Digitization Projects: Workflow, Asset Management, and Preservation*

In addition to coursework, participants will take part in a number of events designed to complement their workshops including, an introductory continental breakfast, collegial luncheons, an opening night reception, time to visit to the J. Paul Getty Museum, and a closing reception at the Getty Center. Sessions and events will be held on the UCLA campus, July 29-31, and at the Getty Center, August 1.

Registration Fees: \$750 (by June 30, 2002); \$850 (after June 30, 2002). For more information go to: <http://dlis.gseis.ucla.edu/si>.

Managing Preservation: A Series of Five Coordinated Workshops Presented by the Northeast Document Conservation Center

NEDCC has designed a cycle of workshops to provide systematic preservation training to staff of small to mid-sized museums, historical organizations, archives, libraries, and records repositories. As a series, the workshops will provide the information needed to design, implement, and maintain an effective preservation program for documents, books, photographs, and other paper-based materials. The program is designed for the full-time professional with part-time preservation responsibilities. Institutions may be small to mid-sized archives, museums, historical organizations, records repositories, or public, academic, or special libraries with paper-based materials of enduring value for research. The series is not designed to address the specific needs of general circulating collections or large academic research libraries. Topics include Fundamentals of Preservation (September 11-13, 2002); Collections Maintenance (December 11-13, 2002); Emergency Preparedness (March 26-28, 2003); Preservation Technologies (June 5-6, 2003); and Preservation Administration (September 11-12, 2003).

Faculty include Steve Dalton, NEDCC's Director of Field Service; Lori Foley, NEDCC's Field Service Representative; Jane Hedberg, Preservation Program Officer, Harvard University Library; Janet Gertz, Columbia University; Wes Boomgaarden, Ohio State University Libraries; Barbara Lilley, New York State Library.

The cost of the full series is \$600. Each participant is expected to attend all sessions. Lunches will be provided. Transportation, lodging, and other meals are the responsibility of participants. Full payment is required upon notification of acceptance. All sessions will be held at NEDCC's facility in Andover, Massachusetts. If you require accommodations, a block of rooms has been reserved for each session at the Andover Inn (978- 475-5903), approximately 2 miles from NEDCC. Participants are responsible for their own reservations. The Managing Preservation series is limited to twenty participants selected based on their applications. Application information and a more detailed agenda are posted on NEDCC's web site at www.nedcc.org.

If you have questions, contact Lori Foley, <lfoley@nedcc.org>, at the Northeast Document Conservation Center, 100 Brickstone Square, Andover, MA 01810; 978 470-1010.

SOLINET Summer Preservation Workshops

DISASTER PREPAREDNESS AND RECOVERY

Tuesday, August 20, 2002 at Roanoke City Public Library, Roanoke, VA, 9:00 am - 4:00 pm.

Libraries and archives are vulnerable to a variety of disasters ranging from fires and flooding to roof leaks and mold outbreaks. To prevent unnecessary loss of materials, librarians and archivists

must be prepared to handle both minor incidents and large scale emergencies. Through lecture, group exercises, and demonstration, this workshop will provide the training necessary to plan, organize, and execute a disaster plan and salvage operation.

Cost is \$105 SOLINET members (\$95 early bird, \$130 late registration); \$145 Non-SOLINET members (\$135 early bird, \$165 late registration). Any institution within Virginia qualifies for the member rate.

PRESERVATION MICROFILMING: THE SILVER STANDARD

Monday-Tuesday, September 16-17, 2001 at the University of Kentucky, Lexington, KY from 8:30am - 5:00 pm. Optional Q&A session until 6:30 on Monday.

Libraries continue to be challenged by crumbling 19th century book and paper collections. Digital technology is the choice to enhance access, but the Council on Library Information Resources considers preservation microfilming "the gold standard" for preserving the intellectual content of brittle, endangered materials. The two-day session will cover planning projects, selection and preparation for filming, microfilm technology and equipment, standards and quality control including demonstration and hand-on activities.

This workshop is designed for staff in all types of libraries and archives who manage or work with microfilming projects, preservation administrators, and collection managers.

Cost is \$195 SOLINET members (\$185 early bird, \$220 late registration), \$235 Non-SOLINET members (\$225 early bird, \$260 late registration. Price includes lunch on both days. Any institution within Kentucky qualifies for the member rate.

Archive Impact Presents: Visual Indexing and the Basics of Media Asset Management (MAM) Workshop

Wednesday, July 31, 2002

Michigan Building, 220 Bagley, Detroit MI 48226.

<http://www.archiveimpact.com/workshops/index.htm>

Morning Session: Visual Indexing

The strength of an organizational system lies in the accuracy of its descriptive terms and categories. Participants will walk away with an understanding of how to analyze still and motion imagery. Attendees are encouraged to participate in the intensive work groups and experience for themselves the different ways that people see the same imagery. You will learn to reach consensus and consistency through thought provoking group discussion.

Afternoon Session: The Basics of Media Asset Management

Choosing a computer system to manage your digital assets is a complex process. Participants will learn common terminology, how to pick a MAM tool and what to expect from a MAM vendor. Attendees will see an overview of features and compare various systems. The workshop promises theory, practice, and discussion.

If coming from out of town, you may elect to stay at The Atheneum Suite Hotel 1000 Brush Street, located in Detroit's historic "Greektown." Reservations can be made at 800-772-2323. Other places of interest in walking distance include the Fox Theater, Detroit Opera House, and the Renaissance Center.

Early registration* Whole Day \$275.00

Early registration* Visual Indexing \$160.00

Early registration* Basics of MAM \$150.00

Late registration and on-site Whole Day \$325.00

Early registration* for two or more people of the same organization

Whole Day \$225.00 per person

Late registration and on-site for two or more people of the same organization

Whole Day \$300.00 per person

*Early registration deadline: July 22, 2002. Any registrants after this date are subject to pay late registration. Lunch is included with morning and whole day sessions.

To register, call 313-879-0044 ext. 201 or go to the Archive Impact website and download a printable/faxable form

<http://www.archiveimpact.com/workshops/index.htm>

3-Day Course in Document Imaging and Document Management Summer 2002, Fall 2002

This document management and document imaging course is available free for self-study on the Internet in the form of these whitepapers and slides, which are available at [<http://www.ArchiveBuilders.com/whitepapers>]. The in-person course is free to graduate students in library science and to persons traveling from Africa. If you would like to attend in person, the course is taught as a three day class four times per year in the Los Angeles area; with details at the website above.

This course is designed to assist managers to be more effective in bringing the immediate and long term benefits of document imaging and document management to their organizations and to their organizations' clients, customers, and constituents. Students will gain an understanding of how document imaging can be used and managed in both small and large-scale organizations. Students will learn about the technology of scanning, importing, transmitting, organizing, indexing, storing, protecting, searching, retrieving, viewing, printing, preserving, and authenticating documents for document imaging systems, and archives. System design issues in hardware, software, networking, and workflow will be covered. Emerging technologies such as the DVD Digital Video Disc, HDTV (High Definition TV), and very high speed Internet, intranet, and extranet links, Internet protocol stacks, and Internet 2 will be presented. This course is designed for non-technical professionals. Several system designs will be done based on system requirements provided by the students. There is no hands-on use of scanning equipment. The course is designed to improve the ability of non-technical managers to participate in, and to direct, technical discussions. Instructional techniques include storytelling, iconic objects, and videos. Interaction between students is considered an important part of the learning experience.

Instructor: SteveGilheany@ArchiveBuilders.com, BA CS, MBA, MLS Specialization in Information Science, CDIA (Certified Document Imaging System Architect), CRM, Sr. Systems Engineer, 20 years of experience in digital document imaging.

The next class is Friday, July 26, 2002, 8:00 AM to 6:00 PM, Saturday, July 27, 2002, 8:00 AM to 5:00 PM, and Sunday, July 28, 2002, 8:00 AM to 5:00 PM at the downtown Los Angeles Marriott Hotel, Conference Room 312. There will also be a free visit to an archives and records center on Monday, July 29, 2002, 8:00 AM to 11:00 AM. Beginning and ending times may change slightly. See the website for the course description and location.

Sample course materials are available at: <http://www.ArchiveBuilders.com>

Steve Gilheany, CRM
Contact: SteveGilheany@ArchiveBuilders.com
<http://www.ArchiveBuilders.com>





CAREER OPPORTUNITIES

PROJECT ARCHIVIST, ART INSTITUTE OF CHICAGO

The Art Institute of Chicago's Ryerson & Burnham Libraries hold a significant collection of American architects' and artist' papers of the 19th - 20th centuries. Funding from the Andrew W. Mellon Foundation will support a 4-year project to arrange and describe uncataloged collections; write finding aids for these collections and review and edit existing find aids; convert findings aid to EAD format; stabilize and conserve collections as necessary and digitize images from the collections for the museum's Web site.

PROJECT ARCHIVIST, reporting to the Lead Project Archivist, will survey and process archival collections; write finding aids; review and edit existing finding aids and vendor's EAD conversion of finding aids; identify, document and resolve copyright issues; digitize images from collections. Initial salary: \$30,000 plus benefits. Qualifications: MLS or graduate degree in related field, minimum two years experience in processing archives; knowledge and experience in EAD XML/SGML markup and delivery; familiarity with established and emerging metadata standards (Tei, Dublin Core, etc); strong oral and written communication skills. Knowledge of American art and/or architectural history and experience with XmetaL, scripting languages and digital imaging projects preferred.

GENERAL INFORMATION: Appointment will not exceed November 30, 2004. The position is a full-time, 35 hours/wk. Ability to lift, move and shelve packed record storage boxes weighting up to 40 lbs. is required.

TO APPLY: Send letter of application, including curriculum vitae and the names of three references, to M/C793 The Art Institute of Chicago, 111 S. Michigan Ave., Chicago, IL 60603, aic.jobs@artic.edu or fax 312.857.0141. Please include an appropriate sample of professional writing or work.