



Museum Archivist

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

Volume 17, Issue 1

February 2003

FROM THE CHAIR

Distinguished Museum Archives Section Folks:

Greetings and welcome to 2003's first Museum Archives newsletter and my inaugural message! I'll be brief. I promise. But don't get used to it.

First off, I want to offer an immense thanks and congratulations to Ms. Sarah Demb. Sarah, you've led wisely and professionally, all with a certain flair, panache and grace. Kudos, Madame! First round of martinis is on me! Secondly, I'd like to pay homage to her predecessors, from the founding forebears of this group to the most recent leadership; I will be consulting with a number of you for advice and guidance! Any suggestions and words of wisdom in advance are welcome.

At the risk of co-opting a perfectly fine saying for lesser purposes, I just wanted to throw out a theme that I heard back in college and have been enamored of ever since. Just prior to the 20th century, the National Association of Colored Women formed in Washington D.C. with the motto "Lifting As We Climb" to represent the interconnection between individual mobility and group achievement (this simplification does justice to neither the complexity of the group and its work, nor to my source, "What Gender Perspectives Shaped the Emergence of the National Association of Colored Women, 1895-1920?" by Thomas Dublin, which can be found at this website: <http://womhist.binghamton.edu/nacw/intro.htm>). Removing that sentiment- just for the moment - from the substantial discussion of racial uplift and the advancement of people of color, it's a pretty cool concept on its own.

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Knowing that each of us and each of our institutions come from some place of lesser advantage than we currently occupy, we have all risen from somewhere. Looking behind us, there are smaller institutions with fewer resources, there are junior staff who are just beginning their professional experience, there are groups that have less opportunity to promote their events or process their collections. With whatever piddling resources we operate, with whatever malnourished budgets and understaffed collections, many - if not most - of us have, in fact, some budget, staff and collections. We who have it, owe it to those who haven't.

(Another saying I'm fond of is "To each, according to their need; from each, according to their ability," which vaguely sounds a little more socialist, which I'm fine with, but I couldn't find as clean a citation.)

I'm looking forward to the coming year and to hearing from you, my constituents, ideas of how I can serve you and how we can serve one another. (In the short run, MusArx may be looking for an editor for our newsletter; more details to follow but those with an interest can contact me.)

Save the date for this year's meeting, August 18 - 24, 2003 (earlybird deadline July 1st, 2003) in Los Angeles, California, just north of my boyhood home and future site of the C. Anthony Reed Memorial Library and Museum Archives Research Center (opening in 2069). Next year: Boston, baby! On that note, and looking way ahead: keep in mind that the Democratic National Convention begins July 26, 2004 while SAA runs August 2 - 8, 2004, and both are being held in Boston; more importantly than ever, plan early!

See? Brief, like I said! Feel free to drop me a note, email me or give me a ring.

--Anthony Reed, Section Chair

GETTING CONNECTED...
Access to the Museum Archives Section

Museum Archivist Online

The newsletter is available online at:

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

Please don't forget the second line—the “//eoj” is necessary to subscribe!

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

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MUSEUM ARCHIVIST is issued twice a year by the Museum Archives Section of the Society of American Archivists. News items, articles, 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, preferably by email, to the Newsletter Editor.

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The editor wishes to thank the following individuals who contributed to this issue: Anthony Reed, Laura Peimer, and Bart Ryckbosch.

**ANNUAL MEETING MINUTES
MUSEUM ARCHIVES SECTION
Society of American Archivists Annual Conference
Thursday, August 22, 2002, 8:30am-10:00am
Sheraton Downtown
Birmingham, Alabama**

Officers: Sarah Demb, Retiring Chair; Anthony Reed, Incoming Chair; Laura Peimer, Recording Secretary; Sammie Morris, Newsletter Editor; Bart Ryckbosch, Newsletter Publisher.

Museum Archives Manual, 2nd ed.

Deborah Wythe reported on the status of the *Manual*. She explained that she took over the editorship last February and recently distributed a draft of the latest version of the Manual to all the contributors for review and edits. The deadline for submission to SAA is October 30 and the Manual may be available by next year. October 1st is the contributor deadline.

She described the types of chapters and noted that the publication was aimed at beginning archivists who had never worked in a museum and museum personnel who were unfamiliar with archival theory and practice.

Illustrations for the manual are still being collected and Deborah requested participants to send in images. She also noted that she will send a copyright release from SAA to image contributors.

Publications Committee Liaison Laurie Baty suggested that soon after the Manual is available (maybe in 2 years) we should do a session on the publication at AAM.

Museum Archives Directory

A discussion commenced over the on-line Directory of Museum Archives. It was suggested that perhaps the Smithsonian could host the website.

The Directory would require periodic updating. Marisa Bourgoïn remarked that maintenance could be reduced by listing archives' general phone numbers and not individual names of museum archivists.

Laurie Baty suggested thinking about the audience for this type of service –museum archivists or archivists who work in other environments. A user survey could help identify the audience and what information would be useful to include.

Deborah Wythe proposed putting the Resource Guide from the Manual on the website with the Directory. This would make the Guide a dynamic page that could be periodically updated.

A planning committee for the Directory website was informally created that includes: Lori Ann Lindberg, Sammie Morris, Bernadette Callery.

Museum Guidelines

Andrew Martinez reported on the status of the museum guidelines. He mentioned that the Standards Committee approved the guidelines. However, the SAA Council has not yet approved the document due to a point of clarification - whether the guidelines are designed just for the archives of independent museums or also for museums within larger institutions. Council felt that the guidelines should be directed towards the former. Andrew Martinez, Anthony Reed, and Sarah Demb will continue to work on the language. Andrew said that they could e-mail copies of the guidelines for section members to view although people can also access them online through the Canadian Heritage Information Network (CHIN) website where the Museum Archivist newsletter is available: <http://www.chin.gc.ca/English/News/index.html>. Just go to "Newsletters," and then scroll down to "Museum Archivist."

Other Business

Bart Ryckbosch mentioned that for years now the Art Institute of Chicago has been printing and mailing the Museum Archivist, and due to the increasing expense, he would now like to pass on this responsibility. Sammie Morris thought that SAA could possibly mail it and Council Rep Thomas Battle agreed. It was suggested that to make the newsletter less bulky and therefore less expensive to mail they could change layout and print it double-sided and/or make it available as an electronic version. It is already available on the web at the CHIN website.

Maygene Daniels stressed that a hard copy should still be produced. Printing out the electronic version can be a hassle and a hard copy is more useful for outreach to audiences outside museum archives.

Sammie, Sarah, and Anthony will identify another institution that is willing to absorb the cost of mailing the hard copy of the newsletter. At the same time, they will send an e-mail survey asking Section members whether they want to receive an electronic or hard copy. A nominal fee could possibly be charged to those who want a hard copy.

Session Proposals

Janice from SAA's Program Committee discussed proposals for the SAA conference 2003 in L.A., August 18-24: "Spotlight on Archives: Showcasing the Diversity of the Archival Enterprise." She reminded members of the following issues to keep in mind when putting together session proposals:

- Make sure that proposals are complete when submitting them and that speakers have agreed to participate.
- A speaker can participate in only one session.

-
- Endorsements from the section are helpful when the Program Committee is making its decision.
 - Chair Anthony Reed may rank proposals for the Program Committee to assist the Committee in selection.
 - Carefully consider using A-V equipment – it is expensive.
 - Complimentary registration is available for speakers who are not archivists or who are international.
 - SAA Deadline for proposals is October 7.

Session proposal ideas from members:

1. Version of this years Working Group regarding interrelatedness of collections documentation and database systems.
2. Facility expansion session: “New facilities. Old plans.” Through records such as architectural plans, show building visions that haven’t been realized fully and/or how new construction can harmonize with collections. Maybe co-sponsor with architectural records section.
3. Impact of television & movie crews on museums. For example, discuss the effect of crews coming into a house museum to create a movie or educational program. Topics could include how television/media interprets history; how archivists deal with film crews; and the impact on the archives and collections once the film or program is released.
4. Use of movie memorabilia in theme restaurants.
5. Profiling film studios that have archives. Good contact for this: moving image archivists.
6. Highlighting research in collections.
7. “Lost L.A.” or “Hollywood Archaeology.” Focusing on historical sites/objects that no longer exist such as movie sets buried under Los Angeles highways.
8. Storage facilities. A session on selecting storage options. Issues of conservation in facilities, impact on access, commercial vs. private storage, insurance issues. Session could include someone from the library world. Could possibly have a tour of a facility during the conference to complement the session. Anthony offered to chair the session.
 - a. Advantages or disadvantages of having archives facilities in the building or in a separate site.
 - b. Retrofitting museum space to serve archives.

--Laura Peimer, Recording Secretary





EDITOR'S CHOICE: MUSEUM ARCHIVES WEBSITES

Having worked recently on creating a new section on our museum's website for our archives department, I have conducted research on the content, navigation, design, and flow of museum archives websites. I was surprised at how many non-museum archives sites came up with the results of simple searches using the terms "museum archives," even using a sophisticated search engine such as Google (www.Google.com). Many of the results were also repetitious, citing the same sites multiple times in the results.

Using my results, I began to compile information that I felt should be included in a good museum archives website. I looked at my search results, ranking each website on content, design, and ease of navigation. I placed more emphasis on content than on the other criteria, although I did rank sites with more visual images such as archival photographs or digitized archival materials higher than sites without such images.

I found that the aspects of a good museum archives website, in my opinion, include all or most of the following: 1) General information regarding hours and location of the archives; 2) Contact information for the archivist, preferably with an email link from the site for reference requests; 3) A description of the major holdings of the archives; 4) Research policies and procedures; 5) A history or timeline of the museum; 5) Finding aids, inventories, or a database that allows for searching of the archives collection and 6) Attractive images, such as archival photographs. Based on these criteria, I present the following English language websites (in no particular order) that I think serve as good examples of what a museum archives site should be. Please keep in mind that there are probably thousands of good museum archives websites out there that just simply did not show up in my search, probably relating to how each institution has chosen to index their site with the major search engines. I apologize in advance for any terrific sites I may have missed.

EDITOR'S CHOICE FOR TOP 10 MUSEUM ARCHIVES WEBSITES:

- 1) GLENBOW MUSEUM (<http://www.glenbow.org/archives.htm>)
- 2) WHITEHERN MUSEUM ARCHIVES (<http://www.whitehern.ca/index.php>)
- 3) NATIONAL HEISEY GLASS MUSEUM (<http://www.heiseymuseum.org/archives/>)
- 4) AUSTRALIAN MUSEUM (<http://www.aronline.net.au/archives/>)
- 5) UNIVERSITY OF PENNSYLVANIA MUSEUM
(<http://www.upenn.edu/museum/Collections/archives.html>)
- 6) THE SMITHSONIAN INSTITUTION-VARIOUS MUSEUMS (<http://www.si.edu/>)
- 7) IMPERIAL WAR MUSEUM (<http://www.iwm.org.uk/lambeth/refserve.htm>)
- 8) NORTH VANCOUVER MUSEUM (<http://www.dnv.org/nvma/collecti.htm>)
- 9) YARMOUTH COUNTY MUSEUM & ARCHIVES (<http://yarmouthcountymuseum.ednet.ns.ca/>)
- 10) THE BAKER-CEDERBERG MUSEUM & ARCHIVES
(<http://www.viahealth.org/archives/archivesindex.html>)

--Sammie Morris



MUSEUM ARCHIVES SECTION NEWS

Newsletter Editor Sought

Sammie Morris, our Newsletter Editor for the past 2 ½ years, has decided to retire from her position to focus more of her time on the centennial activities for the Dallas Museum of Art this year. Anyone interested in taking over this voluntary position, please contact Section Chair Anthony Reed: phone number 617-566-1689 x242; Email: anthony_reed@nps.gov.

NMAI Announces New Acquisition

The Archives of the National Museum of the American Indian (NMAI), Smithsonian Institution, is pleased to announce the accession of the Leuman Maurice Waugh (1877- 1972) Collection Records 1909-1963, n.d. in 2002. An active member of the Explorer's Club and Commodore of the Yachting Department of the New York Athletic Club, dentist Dr. L. M. Waugh volunteered to undertake Alaskan studies on caries research among the Inuit for the U.S. Public Health Service. In 1929, the service appointed him Dental Director (Reserve) at the rank of Colonel. Waugh was apparently inspired by a lecture he heard as a student in 1908 from Dr. Ales Hrdlicka, Smithsonian Curator of Physical Anthropology at the Institute of Dental Pedagogics, on the dental conditions of human populations. Waugh privately carried out a Labrador study between 1921 and 1927 over the course of five summers. Under the (sometimes partial) aegis of the U.S. Public Health Service, Waugh also studied 12 Alaskan Inuit communities between 1929 and 1938. He was the first dental officer in the U.S. Public Service ever assigned to the Coast Guard cutter *The Northland's* cruise area of the Bering Sea and Alaska Arctic regions. During his trips, Waugh compiled data on the teeth, mouth and diet of indigenous communities, and shot many photographs and films of both dental subjects and indigenous communities.

The collection consists of 3 linear feet (5 document boxes and 1 map case drawer) of raw dental data and community census information, professional and personal correspondence, clippings and essays, reports and lectures, and logistics and trip planning documents; 2000 photographic items including prints, negatives and tinted glass plate negatives; and 80 field films by Waugh. Some health and census information may be restricted to comply with health and privacy legislation.

The materials detail Waugh's dental methodologies as well as his personal attitudes towards the individuals and communities he worked with, and reveal the complexities of missionary, anthropology, and other "Lower 48" institutional interactions with indigenous Arctic communities.

A finding aid to the Waugh Papers will be available from the museum in 2003, and we hope to have it on-line later that year.



EDUCATIONAL OPPORTUNITIES

TAM Offering Session on Museum Archives

The Texas Association of Museums will present a session on Museum Archives at their annual conference in Houston on March 28, 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. For more information, see the TAM website: <http://www.io.com/~tam/>.

Session on Use of Anthropology Toward Political & Foreign Policy Goals

Alan L. Bain, Archivist (Smithsonian Institution Archives), will be giving a brief presentation and chairing a session, "*Use of Anthropology Toward Government Political and Foreign Policy Goals*," at the annual conference of the American Association for the Advancement of Science, Pacific Division. The session will be held in the afternoon of June 16, 2003, at San Francisco State University (for further information or changes in schedule, please see <http://pacific.aaas.org>).

The speakers will be Nancy Parezo, Professor of American Indian Studies (University of Arizona), "Government Policy and Scientists: Bureau of Indian Affairs and Bureau of American Ethnology, Anthropologists Researching Native Americans;" Yoko Genka, Archivist (Okinawa Prefectural Archives and PhD. Candidate, George Mason University), "American Anthropology: Exhibitions and Collections from the Ryukyu Islands and United States Foreign Policy in the 1960-1970s;" Chun, Kyung-soo, Professor, Department of Anthropology (Seoul National University), "Japanese Colonialism: Anthropology in Korea and Taiwan;" and Gretchen E. Schafft, Applied Anthropologist in Residence (American University), "Anthropological Scientism in Support of Racism and Genocide during the Nazi Occupation of Poland."

The session looks at the science of anthropology and explores how it has been used to support government policy. Two of the speakers review United States national and foreign policy, government anthropology and relations with Native American Indians; and the transfer, storage, and exhibition of cultural artifacts from the Ryukyu Islands as a reflection of a foreign policy goal to break the Islands away from mainland Japan and indirectly support the policy itself. The third speaker talks about Japanese anthropology in Korea and Taiwan and the use of anthropologists to support Japanese foreign policy in those regions during the Colonial period. And, the fourth speaker examines German and Austrian anthropology in Poland during World War Two and how Nazi anthropologists' certification of racial status to individuals and entire villages consigned people of occupied countries to farm or slave labor, military service, the "swamps of the Ukraine" or extermination.



EDUCATIONAL OPPORTUNITIES

Museum and Library Archives Institute, Wilbraham, Massachusetts, June 20-21, 2003.

The sixth annual Museum and Library Archives Institute, sponsored by Monson Free Library and Reading Room Association, Massachusetts Board of Library Commissioners, the New England Archivists, the New England Museum Association, and the Worcester Historical Museum, will be held at the Wilbraham & Monson Academy, Wilbraham, Massachusetts, on June 20-21, 2003.

This Institute consists of two parallel programs: the Introductory and the Special Topic. The Introductory Program is designed for those who have responsibility for museum and library records and special collections, but limited experience in archival methods and procedures. This year's curriculum includes topics such as collecting, appraising, arrangement and description, reference and access, oral history, and copyright.

Instead of the Introductory Program, participants may choose the Special Topic Program. This track provides an opportunity to go beyond the introductory level and focus on a particular archival topic or issue in a comprehensive, in-depth manner. The 2003 topic will address the issue of creating and renovating archives facilities to maximize storage and access potential.

The Institute will be hosted by the Wilbraham & Monson Academy, a co-educational boarding and day school for students from the 6th grade through post-graduate year. The 198 year-old school is located in Wilbraham, Massachusetts, a scenic town in the heart of the Pioneer Valley within a ten mile radius of Springfield, Massachusetts.

For information contact Theresa Rini Percy, Director, Monson Free Library, 2 High Street, Monson, Mass. 01057. Tel. 413-267-3866. Fax 413-267-5496. email: tpercy@cwmares.org.

17th annual Western Archives Institute, San Francisco State University, June 15-27, 2003.

The intensive, two-week program provides integrated instruction in basic archival practices to individuals with a variety of goals, including those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education, those who have expanding responsibility for archival materials, those who are practicing archivists but have not received formal instruction, and those who demonstrate a commitment to an archival career.

The Principal Faculty Member will be Randall Jimerson, Professor of History and Director, Graduate Program in Archives and Records Management at Western Washington University. He teaches archives administration and records management courses in the university's graduate education program. He has also worked as Supervisory Archivist developing an archival program for Mount Rainier National Park Archives. Previously, he was the University Archivist and Director of Historical Manuscripts and Archives for the University of Connecticut. He has been a consultant for businesses, colleges and universities, museums, and nonprofit organizations concerning starting an archives, archival strategic planning, archival



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education, records management, and organization of manuscripts and archives. Joining Dr. Jimerson on the faculty will be distinguished working professionals noted for selected fields of archives education.

The program will feature site visits to historical records repositories and a diverse curriculum that includes history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, automation, outreach programs, and managing archival programs and institutions.

Tuition for the program is \$550 and includes a selection of archival publications. Housing and meal plans are available at additional cost. Admission is by application only and enrollment is limited. The application deadline for the 17th Western Archives Institute is March 15, 2003. For additional information and an application form, contact Administrator, Western Archives Institute, 1020 O Street, Sacramento, CA, 95814; Phone: 916/653-7715; Fax: 916/653-7134; Email: ArchivesWeb@ss.ca.gov

The application package is available online on the websites of the Society of California Archivists at <www.calarchivists.org> and the California State Archives at <www.ss.ca.gov/archives/archives.htm>.

Museums and the Web 2003, Charlotte, North Carolina, March 19-22, 2003 **<http://www.archimuse.com/mw2003/>**

The MW2003 Preliminary Program is now available. Join us at the seventh annual Museums and the Web conference – the premier international venue to review the state of the Web in arts, culture, and heritage. The MW2003 program will be web-related issues for museums, archives, libraries and other cultural institutions. If you are working with the web in these areas plan to join us.

The formal program of Museums and the Web 2003 consists of two plenary sessions, eighteen parallel sessions, 60 museum project demonstrations, dozens of commercial exhibits, seven full-day and 6 half-day pre-conference workshops, and ten one-hour mini-workshops combined with a day-long usability lab, a day-long design "Crit Room", and the Best of the Web awards.

The informal program involves full-day pre-conference tours, evening receptions each night of the meeting, a dozen Birds-of-a-Feather breakfast meetings, and hours of discovery and debate with hundreds of colleagues from more than 35 countries. All papers presented at MW2003 are peer reviewed. Full session descriptions, and lots more details are online at <www.archimuse.com/mw2003/>. Papers will be published online before the conference begins. Selected Papers will be available in print.

Join us at the largest international gathering about cultural heritage online. Register online at <http://www.archimuse.com/mw2003/register/>. We hope to see you in Charlotte the spring! For more information, email: info@archimuse.com.



CAREER OPPORTUNITIES

Project Manuscripts Processor Erie County Historical Society & Museums, Erie, PA

Project Manuscripts Processor sought for PHMC-funded full-time grant position processing Sanford-Spencer Papers, developing finding aid; compiling how-to-guide for Erie County Bar Association title searches collection; preparing MARC entries. A majority of time will be spent on the Sanford-Spencer Papers. Laura Sanford, first published woman historian in Erie County, collected many historically significant manuscripts for her book, published 1862 and revised 1894.

Duration of project: January-October 2003.

Requirements: M.A./M.L.S. with archives concentration; experience arranging and describing larger collections, preparing formal guides; excellent research, writing, verbal and interpersonal skills. Proven ability to work efficiently, meeting project goals, deadlines. Familiarity with northwestern Pennsylvania history. Knowledge, experience, commitment to high standards of performance while maintaining sense of humor. Familiarity with Appleworks, Pagemaker software a plus. Candidates within 100 radius of Erie strongly encouraged to apply. Send resume, 3 current references, addresses and phone numbers. Review of applications will begin January 22, 2003 and will continue until position is filled.

Salary: \$13.00 per hr. No benefits provided. Relocation expenses not available.

To apply, contact: Annita Andrick, Erie County Historical Society & Museums, 419 State Street, Erie, PA 16501; 814/454-1813; fax 814/452-1744; echs@eriecountyhistory.org; <http://eriecountyhistory.org>

Archivist Corning Museum of Glass, Corning, NY

The Rakow Research Library of the Corning Museum of Glass, the world's premier collection of informational resources on the art, history and early technology of glass, invites applications for the position of archivist. Responsibilities include developing policies and procedures for processing, preserving and accessing the library's archival collections; organizing and creating finding aids for the collections, and contributing the archivist perspective to library-wide issues and projects. Successful candidate will possess ALA-accredited M.L.S. degree, minimum two years' professional archival experience and experience with computer applications for archival collections. Knowledge of one or more foreign languages desired.

Excellent compensation and benefits. An Equal Opportunity Employer.

To apply, contact: Ellen Corradini, Corning Museum of Glass, One Museum Way, Corning, NY 14830; 607/974-8309; fax 607/974-8470; corrained@cmog.org; www.cmog.org.