

SGA Newsletter

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Former Georgia Archives Director Carroll Hart Dies

Allie Carroll Hart, who served as Director of the Georgia Department of Archives and History for eighteen years and was a founding member of the Society of Georgia Archivists, died in Madison on July 23, 2003.

Hart was a pioneer in the profession and is credited with transforming Georgia's archives program into a model for the nation. She established a records management program for state documents, a statewide county records microfilming program, and a publications program for the addresses and public papers of several Georgia governors. She was instrumental in establishing the Georgia Archives Institute in conjunction with Emory University and assisted in establishing the Jimmy Carter Presidential Library. The best known of her many outreach efforts is the "Vanishing Georgia" project to preserve historical photographs from private collections around the state. This program resulted in the publication of the "Vanishing Georgia" book in 1982 and is the source of a database being developed to make these resources available online. She was a Fellow of the Society of American Archivists and a founding member of several state and local organizations, including the Society of Georgia Archivists and the Georgia Genealogical Society.

In 1989 Hart was named Director Emeritus by Secretary of State David Poythress, and her portrait was hung in the Georgia Archives building. A Proclamation by Governor Joe Frank Harris stated, "Under

See Carroll Hart on page 3

2003 Annual Meeting Architecture of Archives: Tools of the Trade

Mark your calendar for November 5-7, 2003! The 34rd Annual Meeting of the Society of Georgia Archivists will take place in Savannah at the Coastal Georgia Center.

Sessions and the business luncheon will be held at the Center which is next door to Savannah's Visitor Center. The conference hotel, Courtyard by Marriot, is also next to the Visitor's Center.

The meeting will begin with a half-day preconference workshop, "ARCHIVAL DIPLOMACY: DONOR RELATIONS," on Wednesday, November 5th from 1:00 to 5:00 pm, at the Coastal Georgia Center. This workshop will take participants through the process of identifying donors, making the initial approach, and tips for negotiating for the transfer of collections. The instructor is Alfred E. Lemmon, Curator of Manuscripts and Director of the Williams Research Center of The Historic New Orleans Collection.

Thursday and Friday will be filled with an exciting and informative program which includes sessions on assessment, customer service, Web-based finding aids, online photograph collections, and dealing with

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Specifics Regarding the *SGA Newsletter*

The Society of Georgia Archivists is a non-profit organization established to provide an effective means of communication and cooperation among all individuals employed in archives and manuscript repositories in the state; to promote the preservation and use of the manuscripts and archival resources of the state; to increase the knowledge of archival theories and practices; to encourage the publication of finding aids; and to cooperate with professionals in related disciplines.

The *SGA Newsletter* is issued four times a year. All subscriptions are for

the calendar year and are based on membership dues to the Society of Georgia Archivists.

Members of SGA and related associations are encouraged to send in announcements of jobs, workshops, conferences, or other information to share. Appropriate and newsworthy notices will be printed as space permits.

The *SGA Newsletter* invites advertisements for archival products and services as space permits and at the editor's discretion. Ads must be accompanied by a check made

payable to the Society of Georgia Archivists. Deadlines for submissions for articles and camera-ready advertisements are Feb. 1, May 1, August 1, and October 1.

For article submission and advertisement rate information, please contact:

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Email: newsletter@soga.org ❖

Carroll Hart *from page 1*

Carroll Hart's direction, with support of the late Secretary of State Ben W. Fortson, Jr., the Department of Archives and History saw unprecedented growth and development in program effectiveness and outreach, becoming one of the nation's premier state archives."

Hart received numerous honors and awards, including the Faithful Service Award from Governor Jimmy Carter, the Outstanding Achievement Award from the Georgia Trust for Historic Preservation, the Brenau Alumni Hall of Fame, and the Juliette Low Society Award from the Girl Scouts of Northeast Georgia. The Carroll Hart Scholarship, given by SGA each year to enable a student to attend the Archives Institute, is named in her honor (see related story, page 3.)

After her retirement, Hart returned to her native Madison, where she was very active in the community. She was a founder of the Morgan

County Historical Society and the Morgan County Landmarks Society. She particularly enjoyed birdwatching and participating in G.O.S.H. (Girls Over Seventy, Honey!), a club to keep older women active, which she founded in 1999.

Hart was born June 28, 1913 in Madison, Morgan County, Georgia. She was the daughter of Joseph Martin Hart and Maud Atkinson Hart. She was a graduate of Madison High School, Class of 1931 and Brenau University, Class of 1935. She received an MA in history from the University of Georgia in 1939. She did graduate study in Library Science at Columbia University and received a Diploma in Preservation and Archives from the American University, Washington, D.C., in 1958.

Hart taught first grade and journalism in Madison, worked as a librarian at the University of Georgia Libraries, and began work at the Department of Archives and History in Atlanta as assistant director in 1957



Carroll Hart interviewing a resident of Sapelo Island in the 1960's (photo: GA Division of Archives and History)

under Director Mary Givens Bryan. After the death of Bryan in 1964, Hart was named Director. She served in that capacity from 1964 to 1982.

Hart was preceded in death by her parents and sister, Dr. Josephine Hart Brandon. She is survived by a brother-in-law, Howard R. Brandon of Madison, GA and several nieces and nephews. ❖

(Compiled from articles published in *The Atlanta Journal Constitution*, July 26-27, 2003.)



Hart Scholarship Recipient Attends Archives Institute

by Jean O. Turn

I entered the meeting room at the Carter Center not knowing what to expect. As the recipient of the Carroll Hart Scholarship and the librarian at the Clay County Library in Fort Gaines, I had come to the Archives Institute hoping to acquire information that our community can use as we work to establish a Clay County Archives. We needed direction on collecting, preserving, and providing access to documents and photographs of local history.

Our class was a highly diverse and highly motivated group of fourteen. Many of us were just getting started in archival work, and although we all had varying degrees of experience, most of us had little formal training.

Our instructor, Dr. Gregory S. Hunter is an Associate Professor in the Palmer School of Library and Information Science at Long Island University. He directs graduate-level certificate programs in archives and records management. Greg has also served as Manager of Corporate Records for ITT Corporation and as Director of Archival Programs for the United Negro College Fund. He is also the author of "Developing and Maintaining Practical Archives", the book we used during the Institute.

Greg covered an enormous amount of material in a short time. We went through Surveys and Appraisal, Acquisitions and Accessioning, Arrangement, Description, MARC and EAD, Security and Disaster Planning, Reference, Access and Outreach, Audiovisual and Digital Records, Reformatting, and Professional Development and Ethics, not only going over the theory of each topic but also working through case studies. He was knowledgeable and engaging with a wry sense of humor. We had many questions, and the conversations often spilled over into lunch and even dinner.

The reception on Thursday evening in McElreath Hall at the Atlanta History Center was in honor of Martin Elzy on

See Hart Recipient on page 8

Internet Corner



Internet Corner

is submitted by Tammy Wyatt.
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Finding the Fat in Lean Times: Funding Digitization Projects

As we continue to encounter budget cuts, we find that much of our resources become devoted to basic supplies. As a consequence, new projects, such as digitization, may take a back burner. One solution is to find new sources of funding. So, why not apply for a grant?

The following web sites offer information about a few of the grants available at through those specific organizations. However, this is not a comprehensive list of funding entities. Keep in mind that many organizations require institutions to match funds, which may often be done through staff salaries and volunteers.

NATIONAL ENDOWMENT FOR THE HUMANITIES <http://www.neh.gov/grants/guidelines/pcahc.html>

NEH awards many different types of grants, including Preservation and Access Grants, which may encompass digitization projects. The amount awarded for projects beginning in May 2004 ranged from \$50,000 to \$200,000. Application materials and guidelines for the next grant period will be available spring 2004.

INSTITUTE OF MUSEUM AND LIBRARY SERVICES <http://www.ims.gov/grants/>

IMLS awards the National Leadership Grants for Libraries, which may be applied to preservation and digitization projects. Past recipients in Georgia include University of Georgia (1999), State Botanical Garden of Georgia (1999), University of Georgia (2000), and Georgia Department of Archives and History (2000). Awards range from \$15,000 to \$500,000, and may be used for up to three years. The deadline for the next grant period is February 1, 2004 for preservation and digitization.

Annual Meeting *from page 1*

disaster (The recent fire at the UGA library will be discussed.) Keynote speaker will be Charles J. Johnson, Jr. a New York lawyer turned local historian, who will discuss his recent book "Mary Telfair the Life and Legacy of a Nineteenth-Century Woman."

The business meeting will be held at lunch on Thursday. Later in the afternoon, there will be free time to enjoy a tour of historic downtown Savannah. The reception and auction for SGA Scholarship Funds will be held that evening at The Red Gallery, Jen Library, Savannah College of Art & Design at 6:30 pm. Items to be donated for the auction can be dropped off at the auction table during registration.

Don't miss this opportunity to meet with colleagues and enjoy one of Georgia's most beautiful and historic cities.

For more information, see the SGA Web site at www.soga.org ❖

NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION <http://www.archives.gov/grants/>

NHPRC offers grants for projects related to providing access to materials through digitization and preserving and accessing electronic records. Some grants may be as much as \$1,000,000. The primary focus of these grants is toward documenting sources that are significant to the history of the United States; however, they do not provide grants to materials that are considered Federal records. The next deadline for application is June 1, 2004.

MACARTHUR FOUNDATION <http://www.macfound.org/>

The MacArthur Foundation provides funding to projects in many areas. One of the latest initiatives is *Intellectual Property and the Public Domain*, for which the foundation expects to award \$1,000,000 over a three year period.

THE ROBERT W. WOODRUFF FOUNDATION

<http://www.woodruff.org/>

This foundation offers grants to charitable, non-profit and some government agencies for projects in human services, education, civic affairs, and other areas. Grants generally range from \$25,000 to \$10,000,000. Proposals may be submitted any time of year and will be considered at the following board meeting. ❖

Calendar of Events

EXHIBITIONS

September 11 - November 9, 2003 – **Crowns: Portraits of Black Women in Church Hats**, High Museum of Art, Atlanta

September 15 - December, 28, 2003 – **Through the Eyes of the Goat: Chagall for Kids ... & Everyone Else** couple with **Varian Fry, Assignment: Rescue 1940–1941**, William Breman Jewish Heritage Museum, Atlanta

September 20, 2003 - April 04, 2004 – **The Undiscovered Richard Meier: The Architect as Designer and Artist**, High Museum of Art, Atlanta

October 6 - December 4, 2003 - **Southern Arts League Juried Show**, Annette Howell Turner Center for the Arts, Valdosta

October 12, 2003 - January 18, 2004 - **Our World Observed: Photographs from the Permanent Collection**, The Columbus Museum, Columbus.

November 2-15, 2003 - **All- State Festival of Art and Design Exhibit**, Brenau University, Gainesville.

November 1, 2003 - April 18, 2004 - **Gone With the Girdle: Freedom, Restraint and Power in Women's Dress**, Atlanta History Center, Atlanta



Calendar of Events

is submitted by Wesley Chenault. He can be reached at wjchenault@akamail.com Call ahead to confirm dates, times, and fees.

November 23, 2003 - **Nigerian Christmas Tree Lighting**, Tubman African American Museum, Macon

WORKSHOPS AND TRAINING

November 20, 2003 - **Grant Writing** (SOLINET workshop), Atlanta

December 12, 2003 - **The USA PATRIOT Act** (Solinet workshop), Atlanta ❖

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Preservation News

NEDCC ANNOUNCES NEW PUBLICATION

Assessing Preservation Needs: A Self-Survey Guide is a new practical resource designed to aid institutions in conducting preservation needs assessments. The intended audience is small and mid-sized organizations with limited expertise in preservation and small budgets. Yet these institutions often house important historical records and desire information to help them take the necessary steps to ensure the longevity of their collections. The 96-page guide includes worksheets and step-by-step instructions to aid in surveying varying formats such as bound volumes, documents, manuscripts, photographic materials and audiovisual collections. NEDCC, working in partnership with Amigos Library Services, Inc. of Dallas, Texas, and OCLC of Dublin, Ohio, also produced a 30-minute video highlighting themes of this new publication, which will be available soon through Amigos. To order a copy of

Assessing Preservation Needs: A Self-Survey Guide, send a check made out to NEDCC for \$15.00 to the Northeast Document Conservation Center, attn: Juanita Singh, 100 Brickstone Square, Andover, MA 01810; The cost includes UPS Ground shipping and handling within the continental U.S. All payments must be made in U.S. dollars. Include your name, mailing address, and email address or use an order form that is now available at www.nedcc.org.

PRESERVATION AND CONSERVATION STUDIES ACCEPTING APPLICATIONS

The Preservation and Conservation Studies program (PCS) of the University of Texas at Austin School of Information is now accepting applications for academic year 2004/05. Since 1981, PCS has set the standard for the training of professionals in the field of preservation



Preservation News

is submitted by Christine Wiseman. She can be reached at cwiseman@sos.st.ate.ga.us

and conservation of library and archival materials. By providing graduate education for students from diverse backgrounds, PCS prepares people to accept one of society's great challenges: preserving and maintaining access to information.

To learn more about Preservation and Conservation Studies, please visit <http://sentra.ischool.utexas.edu/programs/pcs/>. For admission requirements, visit <http://sentra.ischool.utexas.edu/programs/pcs/admissions.php>. To be considered for an academic award, applicants must submit all necessary paperwork to UT Austin by February 1, 2004. ❖



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Washington Beat

SOUTHEAST REGION RECORDS CENTER:

On August 27, 2003 the National Archives announced its selection of Highwood Properties of Raleigh, NC as the developer for the Southeast Region Records Center. The Center will cover 350,000 square feet, store nearly 1.75 million cubic feet of records, and house 75 employees and up to 100 visitors and researchers. It will also include an electronic records project/services room, a special project room, and separate rooms for records containment, treatment, and recovery. It will consolidate the holding of three current facilities in Georgia and Alabama.

NATIONAL ARCHIVES RECEIVES GIFT:

On August 21, 2003 the Foundation for the National Archives announced that it had received a \$5 million leadership gift from the William G. McGowan Charitable Fund for the *National Archives Experience*, an educational program on

archives and their role in daily life. The money will be used to create a 294-seat theater, named for Mr. McGowan, which will be used for public programming and an annual forum on communication, technology and government. The theatre will open in 2004. This is the second component of the *National Archives Experience*, the first being the newly renovated Rotunda. Other portions of the program will include exhibit spaces, multi-lingual audio tours, a learning center, and a web site.

BILL OF RIGHTS STATE COPIES:

Delaware's copy of the Bill of Rights will return to the state on December 7, 2003 and stay until July 4, 2004. The state negotiated a 25-year loan with the National Archives, which stipulated that the document return to Washington every year for four months for storage



Washington Beat

is submitted by Jim Cross. He can be reached at jcross@clemsun.edu

and evaluation. Bids were accepted in September 2003 for a special case to house the document. It will cost \$35,000-\$70,000 to meet federal standards for its display and \$5,000 per year for shipping. On August 11, 2003 a federal judge heard motions concerning North Carolina's copy of the Bill of Rights, which was seized by federal marshals on March 18, 2003 from Wayne Pratt, who has appeared as a guest appraiser on the program "Antiques Roadshow." Mr. Pratt contends that the document is his, while the state maintains that it was stolen in 1865 by a Union soldier and, as stolen property, should be returned to North Carolina. No ruling has been made in the case. ❖

Employment Opportunities

ATLANTA HISTORY CENTER'S KENAN RESEARCH CENTER COLLECTIONS MANAGER

With more than 3.5 million items, the holdings of the Kenan Research Center contain resources for the study of Atlanta and southern regional history and culture, including 33,000 volumes; a visual collection of 1.5 million historic photographs, prints, maps and architectural drawings; and nearly 1,000 cataloged manuscript collections comprised of business records, private papers, documents, newspapers and microfilm.

KEY RESPONSIBILITIES:

Reporting to the Senior Archivist, responsibilities include: Conducts the daily operations of collection development, including acquisitions, security,

inventory control, and care of the collection. Manages and maintains all documents relating to archival material (including accession, deaccession, loan forms, condition reports); and assists in monitoring and maintaining climate control, security, and emergency preparedness. Will also assist with research, development, and installation of exhibits. Administers Outreach Activity Requests. Assisting in AHC Reading Room with general reference requests

QUALIFICATIONS:

Position is open to candidates with a Bachelors Degree with an academic background in archival or museum studies, history, or related disciplines. Successful candidate should have some archival experience, be proficient in

Microsoft Office, Argus. Ability to pay close attention to detail, excellent communication and interpersonal skills. Must be able to work well alone or in a team and able to lift 40 lbs.

COMPENSATION:

This is a full time position in the Kenan Research Center: hours 9:00-5:30 Tuesday- Saturday with a salary range in the low \$20,000. Full time staff receive an excellent benefit package.

TO APPLY:

Application Deadline is November 14, 2003. Submit Resume to: Atlanta History Center, Human Resources, 130 West Paces Ferry Road, NW, Atlanta, GA 30305. Fax: (404)814-4164. Email: jobs@atlantahistorycenter.com ❖

Hart Recipient *from page 3*

his retirement from the Carter Library as well as for students of the Archives Institute. This was an opportunity to meet other archivists in the Atlanta area, to ask more questions, and to tour the History Center archives.

Our second week of the Institute began at the new Georgia State Archives building. Monday was a full day of instruction on the finer points of preservation by Hillary Kaplan of the National Archives. We had just enough time at the end of the day for a much too short tour of the new facility. All Georgians should be proud of the staff, the building and the state-of-the-art technology.

Emory University, Atlanta University Center, Georgia State University, Atlanta History Center, the Carter Library, and the Georgia Archives were host institutions for a three-day practicum, our last leg of the Institute. This practicum enabled us to contrast the theory to which we had been exposed with real world archival operations. I was one of two students assigned to the Atlanta History Centers. Sara Saunders, archivist of the manuscript collections and Paul Crater, Archivist of the Visual Culture Collection were kind enough to include us in all aspects of their jobs. In addition to processing two small collections for Sara, I attended

several meetings: a collections meeting, in which staff members discuss donations for appraisal, a regular staff meeting, and a visit to a non-profit association interested in transferring materials to the Center.

Because the Atlanta History Center is a large-scale model for what I hope we will do in southwest Georgia, I was grateful for the time given me by Sara and the rest of the staff. Sara explained the History Center's logistics of acquiring and processing a collection, development and use of finding aids and their online catalog, Terminus. Paul explained visual materials processing, cataloging, and finding aids. I even spent a few hours at the reference desk in the reading room, observing the Center's procedures for requesting materials and responding to questions. The class reassembled at the Carter Center on the last day of the Institute to share our practicum experiences. We all agreed that the "field" work solidly reinforced our week of classroom instruction.

The members of SGA who were responsible for the Institute are to be commended for their hard work. Thanks to these people, the program ran smoothly and delivered as promised. If you haven't yet been through the Archives Institute, I urge you to find a way to attend. ❖



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Society of Georgia Archivists

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