

# SGA Newsletter

Volume 39, Issue 2, Summer 2007

A Publication of the Society of Georgia Archivists

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## Education Special: Archival Education in the Southeast

### Introduction

*The American Archivist* published its findings from the A\*CENSUS survey in the Fall/Winter 2006 issue and revealed archival education and generational shifts in those performing archival work as some of its focal points. 28 percent of all archivists surveyed expect to retire within 10 years and, while the number of replacements is steadily growing, the shift of knowledge to the next generation is a growing concern. Facilitating the passing of knowledge from one generation to the next is an integral part of our work, but is passing knowledge about our own archives from one generation of archivists to the next a priority? Graduate archival education is one of the greatest boons to our profession in the 21st century and there are a growing number of young, eager archivists who have the classroom and textual knowledge to do their jobs well. Yet A\*CENSUS reports that without mentors and guides to pass on both explicit and tacit information about individual archives and their nuances, the brain drain caused by retirement will leave a gap in our professional historical record. Who are the next generation of archivists looking for jobs and what is their educational background? What follows are profiles of graduate archival education programs in the Southeast in order to give those in a position to hire a basis of reference and to present some educational options to individuals who may be contemplating furthering their archival education.

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Audrey Cook, a student from Michigan, attends the Public History program at the University of

West Georgia. Audrey will graduate from UWG in May of 2008 and hopes to

pursue a career in archives.

Photograph by Steven Broome, University of West Georgia, 2007.

## Auburn University

The Auburn University Archival Studies Program has been educating archivists since the History Department began offering archival courses in 1973. Auburn University students currently hold professional archival positions at a wide variety of historical repositories, including the Baldwin County Department of Archives and History, The Alabama Department of Archives and History, The U.S. Air Force Historical Research Agency at Maxwell Air Force, and the Tuskegee University Archives, for a few examples.

The Archival Studies Program at Auburn University is composed of a concentration of archival courses within the graduate history program. The program allows students to combine the specialized archival courses increasingly required for employment in professional archival positions with traditional historical training. Most students in the Archival Studies Program enroll in the archives concentration while pursuing either an M.A. or a Ph.D. in history. Students that already possess a history graduate degree (or a Masters of Library and Information Science) are able to enroll in archival courses through general graduate school admittance without matriculating toward a further graduate degree.

The Archival Studies Program concentration is a four course sequence. All archival studies students are required to take the introductory course (Fundamentals of Archival Theory and Practice) and an internship. The practicum can be taken at a variety of archival repositories. Auburn University students have recently conducted internships at the Auburn University Archives and at the Alabama Department of Archives and History. Auburn archival studies students have access to a wide variety of specialized archival courses from which to select

their two elective classes through our participation in the Southeast Archives Education Collaborative (SAEC). (SAEC is described elsewhere in this issue.) The elective courses include Oral History, History of Archives and Record Keeping, Archival Appraisal and Selection, Electronic Description of Archival Materials, Management of Electronic Records, Public Programming for Historical Organizations and Archives, and Audio/Visual Archives.

Students interested in the studying archival management or learning more about Archival Studies Program at Auburn University should visit:

[http://media.cla.auburn.edu/history/gs/archival\\_program.htm](http://media.cla.auburn.edu/history/gs/archival_program.htm), or contact, Dr. Joseph Turrini (334-844-7638; [turrijm@auburn.edu](mailto:turrijm@auburn.edu)). For more on admission to the graduate program in the History Department at Auburn University , students should visit:

<http://media.cla.auburn.edu/history/gs/index.htm> . For more on general admittance to the graduate school, students should visit: <http://www.grad.auburn.edu/prospective.html> .

*Joseph M. Turrini*

## East Tennessee State University

Students interested in archival studies can further their education at East Tennessee State University . The Master of Arts in Liberal Studies offers both a full master's degree with a concentration in archival studies and a graduate certificate in archival studies. The degree program consists of a forty-credit cross-disciplinary program of study that is consistent with the recommendations of the Society of American Archivists, while the certificate program consists of an eighteen-credit course of study. Both programs are cross-disciplinary.

In the degree concentration program, students take core courses in both liberal studies and archival studies. Elective courses come from three categories: library science; management; and subject fields. A practicum at a local repository is an elective option. The core archival studies courses consist of archives history and issues; archives theory and practice; conservation; and information and records management. The core liberal studies courses consist of foundations in liberal studies; introduction to interdisciplinary study; seminar in interdisciplinary research; thesis research or project research; and either information networks-resource sharing or managing content on the internet.

The four archival core courses are all offered online, with the exception of one week of sessions (three sessions) for the conservation course. The conservation course is offered during the three-week Summer pre session that falls between the end of Spring semester and the beginning of the first Summer term.

The graduate certificate is designed for individuals who need or want archival education, but for whom the full degree program is not necessary. Employees of a historic site, a museum, or business, may benefit from the certificate program, as may those who have responsibility for maintaining family or church records, for instance. Certificate students must take the three archival studies courses, as well as three courses selected from an approved list. Included as course options are management, computer science, information and records management, and history courses. The archival practicum also may be taken as an elective course. The graduate certificate may be pursued as an online program or as a mix of online and on-ground courses. An online student may pursue a practicum at a repository located near the student.

For more information on both programs, please contact Dr. Marie Tedesco, Director, Master of Arts in Liberal Studies. Email is best: [tedescom@etsu.edu](mailto:tedescom@etsu.edu).

*Marie Tedesco*

## **Kennesaw State University**

Public History programs, at the certificate, undergraduate, or graduate level, are often housed within schools of humanities and are hidden gems within universities. The most effective programs build goodwill in the communities they serve, generate revenue for the college or university, and prove to be a fertile training ground for the next generation of museum, archives, or preservation professionals.

The certificate program that I coordinate at Kennesaw State University helps students develop the skills to think critically about the preservation and public presentation of history and culture. Classroom and fieldwork deliver theoretical and practical understandings of memory and history, preparing them for careers in historic preservation, community documentation, museums, and cultural program development. Students take 18 hours of coursework in public history, including courses such as "Historic Preservation," "Documentation and Interpretation," "Museum Studies," "Oral History," and "Fundraising in Non-Profits." Under the category of "Special Topics," additional courses, such as "Collections Management" are often available. Students in each class engage in hands-on projects that might include curating an exhibition, documenting the history of a neighborhood, helping to catalog an archive, creating a radio documentary, or writing grants. The typical student that enrolls in KSU's certificate program is a history major, who sees the program as helping them define their career paths. When they complete the program, they are well trained in both theory and practice and qualified for an entry-level museum job or further graduate training. As a faculty member, I rely on partnerships on and off campus to get them there.

One of the first partnerships I developed involved the newly organized Kennesaw State University Archives. Under the able leadership of Tamara Livingston, students enrolled in my "Museum Studies" class began researching and curating an exhibition entitled "Student Life at Kennesaw." Over a fifteen-week period, the students spent much of their time in the archives, researching photographs, documents, and artifacts that would help illustrate the story they wanted to tell about their university. Though KSU does not yet offer an "Archives Management" course, Dr. Livingston provided an excellent overview of the policies and procedures that make an effective archive accessible to researchers. The students opened the exhibition in April to much fanfare. As a result of this partnership, numerous Public History students have completed internships at the campus archives, as well as other facilities in the Atlanta area. The hands-on experience they gained in the course helped inspire several to consider graduate work in archives and records management. The key to a successful partnership is good planning. Universities need to determine which local museums or cultural resources are engaged in a project that could easily involve students. Museums, archives, or historic sites need to find faculty members at the university who are engaged in historical research that is focused on local history and community outreach. Finding the right project can be a rewarding experience, one that often promises long-term benefits for everyone involved.

For more information about KSU 's Public History Program or developing effective partnerships, please contact her at [clewis1@kennesaw.edu](mailto:clewis1@kennesaw.edu) or visit [http://www.kennesaw.edu/history/public\\_history/PublicHistoryWebsite/intro.htm](http://www.kennesaw.edu/history/public_history/PublicHistoryWebsite/intro.htm)

*Catherine Lewis*

## University of Kentucky

The School of Library and Information Science at the University of Kentucky offers two core courses in the area of archival education on an annual basis: Archives and Manuscripts Management (LIS 643) and Preservation Management (LIS 653). In addition, students considering professional careers in archives or special collections often take Professional Field Experience (LIS 675) and Independent Study (LIS 695). Students participating in these courses have been placed in special collections, historical societies, museums, special libraries or corporate archives throughout the state. Recent projects have included conducting oral history interviews involving a dispute over land use, designing and devising an information data base for primary source materials at a small museum, studying solutions for digitizing a large historical society's manuscript collection's finding aids, and the creation of a preliminary inventory for a collection of personal papers housed in a museum dedicated to the history of the horse. The University of Kentucky also participates in the SAEC-- a consortium of five institutions ( Indiana University , Auburn University , Middle Tennessee State University , and Louisiana State University ) which cooperate in offering archival and records management education classes across all campuses through compressed video. Courses offered through SAEC include electronic description of archival materials, the management of electronic records, oral history, the history of archives and record keeping, audio-visual archives, advanced archival appraisal, management of archives and museum collections, and public programming for archives and museums. The Society of American Archivists also has a student chapter at the University of Kentucky . For further information, please contact Dennis Carrigan, Assistant Director of the School of Library and Information Science, at (859) 257-3316 or at [carrigan@uky.edu](mailto:carrigan@uky.edu).

*William Marshall*

## Middle Tennessee State University

Usually when I write about what sets the archives program at Middle Tennessee State University apart I talk first about the breadth of the courses we can offer because of our membership in SAEC. However, readers of this newsletter will learn about SAEC elsewhere in these columns, so I will focus instead on the unique educational opportunities that we can make available as an archives curriculum within a public history program in a history department.

All public history students receive a solid grounding in an academic discipline by taking the same core courses as master's students in history and a course in the theory and practice of public history. The archival curriculum consists of a comprehensive course in archives management complemented by six hours of practice-based courses designed to prepare students for work in a variety of specialties and professional settings.

An MTSU master's degree in history with an emphasis in public history can be broad or focused,

technical or humanistic, depending on the needs and interests of an individual student. Some of our courses like collection management for archives and museums cut across practice fields. Others like administration of historical agencies focus on skills needed in all areas of public history. Through SAEC we offer in-depth study of archival topics as varied as electronic records and advanced appraisal. All students gain professional experience through project-based practica and internships.

The MTSU doctoral curriculum in public history combines coursework in four fields of public history (archives, historic preservation, museum studies, and cultural resources management) with study in a student-defined field of history and an interdisciplinary minor. This curriculum culminates in a professional residency in which students undertake a research or service project under the guidance of a professional mentor.

Masters and doctoral students are eligible for departmental assistantships at two on-campus special collections, the Rutherford county archives, and the University's Center for Historic Preservation, which administers the state-wide Tennessee Civil War National Heritage Area. Master students may also serve as teaching assistants in history classes.

For more information about either of these programs visit our website at <http://www.mtsu.edu/~pubhist/> or contact me at [egarriso@mtsu.edu](mailto:egarriso@mtsu.edu).

*Ellen Garrison*

## **North Carolina State University**

The Public History program at NC State University is among the oldest and most successful in the nation. In the late 1960s, the Department of History initiated an M.A. "minor" in archival management as a joint enterprise with the North Carolina Department of Archives and History. In 1982, the program expanded into a full M.A. degree in archival management. Today, complimented by a track in museum studies, the track in archival management produces leaders in the Public History field. With an alumni employment rate of over 80 percent, the program has a proven record of placement and success.

The department offers two annual assistantships in the university archives. The program also offers a dual M.A. program with the School of Information and Library Sciences at the University of North Carolina at Chapel Hill, and shares courses with the School of Library and Information Sciences at North Carolina Central University. Students perform internships at institutions across the nation; for example, recent graduates performed practica at the National Baseball Hall of Fame in Cooperstown and the Country Music Hall of Fame in Nashville.

A real strength of the Public History and archival program for NC State is its location, benefiting by the close proximity of the State Archives, the NC Museum of History, and other components of the Office of Archives and History such as Historical Publications and Historic Sites. Students have opportunities to do research at the Archives and have the potential for internships providing hands on experience in these archival and historical programs. Likewise, the existence of the Southern Historical Collection and the NC Collection at UNC-Chapel Hill and the rare books, special collections, and Center for Documentary Photography at Duke University creates unique opportunities and resources for students at NC State. Students in the



archival courses, for example, visit the Special Collections shop, have discussions about manuscript program administration with the staff at Duke, and engage historical photography and photograph preservation.

The State Archivist of North Carolina leads a team of instructors drawn from the North Carolina State Archives and archives at Duke University , the University of North Carolina , and NC State University. Their research interests range from historical photography to history of paper and printing to archival automation.

*Craig T. Friend*

## **Southeast Archives Education Collaborative**

The Southeast Archives Education Collaborative (SAEC), founded in 2002, now consists of five graduate programs in library science or public history: Auburn University (AU), Indiana University (IU), University of Kentucky (UKy), Louisiana State University (LSU), and Middle Tennessee State University (MTSU). The SAEC partners share faculty and students in archives management. Through compressed video (like closed TV) the instructor and students at one of the partner schools interact with students at the other four sites in live audio and video exchanges that come very close to the traditional classroom experience. The collaborative offers three courses each semester. The courses offered include electronic records, oral history, EAD, advanced appraisal, public programming, history of archives and records keeping, AV archives, and records management. Each of the courses is taught by a specialist in the topic, some with national and international reputations for their expertise.

IU, LSU and UKy's archives programs originate in their schools of library and information science, providing an MLIS; AU and MTSU programs originate in the Department of History, providing a history degree. By combining the SAEC courses with on-campus courses each partner school offers a very different program from the others. If a student enrolls in one partner school, he or she can attend all partner schools through compressed video, but the savvy student will choose which school to enroll in by the total program each partner offers. SAEC courses cost the same as home-campus courses, and earn home-campus credit.

Here's what some students and graduates have said about the program.

"Through SAEC I have access to material and professors that I would otherwise not be able to take advantage of, thereby expanding my archival education."

"I found communicating with persons from different schools an asset to my learning. The other students had different perspectives that contributed to my education."

"[Compared to a web-based course, the compressed video class] had a lot more information."

Find out more about the SAEC by going to [www.archiveseducation.info](http://www.archiveseducation.info) or contact Dr. Elizabeth H. Dow at [edow1@lsu.edu](mailto:edow1@lsu.edu).

*Elizabeth Dow*

## University of West Georgia

Begun in 1998, the Public History program at the University of West Georgia is a graduate program that specializes in museum studies, archival training, and general public history. We are currently the only program in Georgia that offers a graduate Museum Studies Certificate, a program jointly sponsored by UWG and the Atlanta History Center. Students may come to West Georgia to pursue an M.A. with a concentration in public history or to add a fifteen-hour graduate certificate in Public History or Museum Studies to a graduate degree.

Our archival training includes several courses, including Introduction to Archives, Archives Arrangement and Description Practicum, and a Public History Internship in an archival setting. Students pursuing this track must also take the Introduction to Public History and one additional elective, such as Administration of Museums and Historical Organizations, Museum Exhibits, Museum Collections Management, or Oral History and Community History Research Methods. Other electives from our program may be substituted based on the interests of the student.

The program offers excellent opportunities for students to gain practical experience. Graduate Research Assistantships provide hands-on learning experiences for students to work on archival and other public history projects at the Annie Belle Weaver Special Collections, the Center for Public History, and the Georgia Music Hall of Fame, among others. In exchange for working fifteen hours a week in one of these settings, students receive a tuition waiver and monthly stipend. Our classes also provide a blend of theoretical discussion and practical experiences, requiring students to perform many of the activities and tasks that they need to know to be successful in an archives or public history career. We are fortunate to be close to Atlanta and to have access to a wide variety of archival settings for internships.

Students pursuing an M.A. with a concentration in public history must complete either a thesis or an applied thesis project and essay. Those interested in archives have completed archival projects, ranging from organizing and creating a finding aid for a video collection at the Jimmy Carter Library to creating and archiving oral history collections at the Center for Public History to developing on-line exhibits on archival collections.

West Georgia graduates have pursued archival positions at the National Archives; state archives in Georgia and Alabama; university archives such as Delta State University and the University of Mississippi; historical organizations, including the Atlanta Historical Society; and in records administration for local governments. Even those who do not work in an archive have found their positions involve some aspects of archival work.

Program faculty include Drs. Ann McCleary and Joe Anderson, public historians on the UWG history department faculty; archivists at the University of West Georgia Ingram Library; and professional staff from the Atlanta History Center.

*Ann McCleary*



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## ***About Us***

### **Calendar of Events**



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**Tim Pennycuff**  
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### **Internet Corner**



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### **Membership Spotlight**



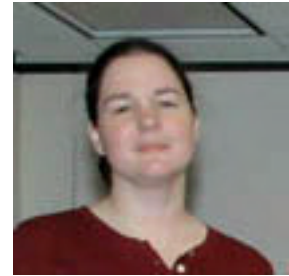
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**Renna Tuten**  
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## **Writer Needed**

Many thanks go out to Leigh Ann Ripley for her hard work putting the **Membership Spotlight** together. If you are interested in taking over the column, please contact newsletter at [soga.org](http://soga.org) for more information.

## **Specifics Regarding the SGA Newsletter**

The Society of Georgia Archivists is a nonprofit 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 **March 30th, June 29th, September 28th, and November 30th.**

For article submission and advertisement information, contact:  
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Richard B. Russell Library for Political Research and Studies  
University of Georgia Libraries  
Athens, GA 30602-1641  
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## ***Calendar of Events***

This calendar includes exhibits and events at archival repositories and other institutions that could interest SGA members. Remember that schedules can and do change. Call ahead to confirm dates, times, fees, etc. Please send calendar items to Marie Force [marie.force@delta.com](mailto:marie.force@delta.com)

### **EXHIBITIONS**

Through August 11, 2007. **The Design Prescription**, Museum of Design Atlanta, <http://www.museumofdesign.org/#exhibitions>. Examines how better urban planning, the built environment and the products used in our environment can positively affect public health.

Through September 28, 2007. **Parallel Journeys: World War II and the Holocaust through the Eyes of Teens**, Kennesaw State University Center, [http://www.kennesaw.edu/arts/CALENDAR\\_MASTER/2006-07/](http://www.kennesaw.edu/arts/CALENDAR_MASTER/2006-07/)

Through Oct 14, 2007. International traveling exhibit **Benjamin Franklin: In Search of A Better World**, Atlanta History Center, [www.atlantahistorycenter.com](http://www.atlantahistorycenter.com)

Through November 17, 2007. **"This Great Nation Will Endure": Photographs of the Great Depression**, National Archives Southeast Region (Atlanta), Morrow, GA, <http://www.archives.gov/southeast/>

### **EVENTS**

August - October 2007, second Tuesday of each month, **Lunch and Learn Series**, Georgia Archives, Morrow, GA. For more information call 678-364-3700 or visit [http://www.sos.state.ga.us/archives/want\\_to\\_be\\_involved/Public\\_Programs/default.htm](http://www.sos.state.ga.us/archives/want_to_be_involved/Public_Programs/default.htm)

- July 10 - **Exploring and Interpreting Handwriting**, Sandy Boling, The Georgia Archives
- August 14 - **Grave Intentions: Preserving Historic Cemeteries in Georgia**, Christine Neal, Historic Preservation Division, Georgia Department of Human Resources
- September 11 - **Protecting Memories: Caring for Family Scrapbooks and Photo Albums**, Tina Mason Seetoo, The Georgia Archives
- October 9 - **Writing Our Lives: Diaries, Letters and Memoirs**, Valerie Frey, The Georgia Archives

October 2007. **Georgia Archives Month**, <http://www.soga.org/aw/index.php>

## **SOLINET CLASSES**

See Preservation News for information regarding SOLINET class offerings.

## **CONFERENCES AND WORKSHOPS**

July 20, 2007. SGA Summer Workshop **Managing Electronic Records in Archives**, Georgia Archives, Morrow, GA, <http://www.soga.org/ce/erc2007.pdf>

August 28 - September 2, 2007. **SAA Annual Meeting**, Chicago, IL, <http://archivists.org/>

September 5-8, 2007. **American Association for State and Local History (AASLH) Conference**, Atlanta, GA, <http://www.aaslh.org/anmeeting.htm>

## **DEADLINES**

August 15, 2007. Application deadline for the **Larry Gulley Scholarship**, <http://www.soga.org/scholarships/gulley.php>

October 1, 2007. Application deadline for NHPRC grant applications. <http://www.archives.gov/nhprc/>

## **SAVE THE DATE**

November 8-9, 2007. Society of Georgia Archivists Annual Meeting, Columbus, Georgia.

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## ***Archivists' Toolkit:***

### **Testing and Implementation at Georgia Tech**

**By: Christine de Catanzaro, Jody Thompson, and Kent Woynowski**

The Georgia Tech Archives has been busy testing and implementing the Archivists' Toolkit, an open source application that supports management and description of archival collections. The Toolkit, according to official website at <http://www.archiviststoolkit.org>, is "the first open source archival data management system to provide integrated support for accessioning, description, donor tracking, name and subject authority work, and location management for archival materials." The Archivists' Toolkit is funded by a Mellon Foundation grant and was designed and created by a team of programmers and archivists from the University of California San Diego Libraries, New York University Libraries, and the Five Colleges Libraries. The project was developed and implemented in 2004 and was ready for beta testing in the summer of 2006.

Nineteen institutions, including Harvard University, the Brooklyn Museum, Nationaal Archief of the Netherlands, and Georgia Tech participated in the beta testing in the summer of 2006. During the testing, the institutions were given weekly assignments. Participants were asked to test all functions of the application, such as the creation of accession records with names and subjects, and the ingest and export of Encoded Archival Description (EAD). Their input helped shape the Toolkit into a refined tool for managing archives, developed by and for archivists. The community of institutions using,

testing, and designing the Toolkit has grown by leaps and bounds since the initial beta testing, and has developed into a valuable resource for technical support. The Toolkit design team impressively responds in a timely manner to all questions and comments submitted to the Archivists' Toolkit User Group's listserv.

The Toolkit consists of two main modules: an accessions module for tracking accession records and inventory management, and a "resources" module for arrangement and description of processed collections. In addition, the Toolkit provides support for name and subject authority records, user management, and general repository information. It can export EAD, 2002, MARC XML, METS, MODS, and Dublin Core records and includes a variety of reporting options.

## **Accessions Module**

A common problem among archives, whether they are run by a lone arranger at a church archives or a large staff at a research institution, is the lack of a consistent method to track accessions. Left to figure out their own inventory management systems, many archives have yet to experience full advantage of an authority-controlled, standardized accessions database. The Archivists' Toolkit includes an accessions module that provides archives, large or small, a convenient and effective software solution for managing the accessions in their repository.

The Toolkit's accessions module offers support for managing the entire archival workflow, from the first acquisition through to final processing. The standard "out of the box" configuration of the Archivists' Toolkit contains a basic metadata set for accession records, including name and subject authorities, rights and donor tracking, and shelf location. In addition, the fully customizable interface allows institutions to develop their own specific metadata to meet the specialized needs of their collections.

Importing legacy data is done via a batch import of a tab-delimited text file. Our accessions database at Georgia Tech consisted of a MySQL database and a PHP web interface, and it was easy to export all of our metadata into a file that could be manipulated with a spreadsheet editor such as Microsoft's Excel. The most time-consuming part of the import process was sorting through years of name records with no authority control. There will be fields that we will have to clean up by hand, but we lost no information in the transfer. We were aided in the import process by one of the application developers from the Systems Department, but we were able to set up a complete installation of the Toolkit, as well as import our records, on a laptop which we used for demonstrations without the aid of our IT personnel.

## **Resources Module**

In addition to the accessions module, the Archivists' Toolkit provides a straightforward



way to create finding aids in its resources, or description, module. Processing archivists can easily maneuver between four sections to enter collection-level descriptive information. The "Basic Description" section provides fields for collection title, resource identifier, inclusive and bulk dates, and extent. Subject headings and corporate or personal names can be added or linked in the "Names and Subjects" section. The "Notes and Deaccessions" section allows entry of arrangement, biographical/historical note, scope and contents, restrictions, and other basic components of collection-level description. The fourth and final section, "Finding Aid Data," contains fields for metadata about the finding aid itself, such as unique identifier and location, processing date, and author of the finding aid.

Creating series, sub-series, and box/folder lists is similarly straightforward. The Toolkit uses the analogy of family generations with its child and sibling terminology to reflect the hierarchical nature of archival collections. At the collection level, for example, clicking on the "Add Child" button causes a new component screen to appear. Users can set the level to "series," "sub-series," "file," or "item," and enter the information appropriate to that level. Using the "Add Sibling" button allows for the creation of another component at the same level. For example, clicking on a series and selecting the "Add Sibling" button will cause a new series to appear. At all times, archivists can view the hierarchy of the collection at the left of the screen as they are creating it.

Perhaps the most anticipated feature of the Archivists' Toolkit is its ability to export EAD-encoded finding aids as well as MARC XML records with the push of a button. This feature is particularly beneficial for archives without the financial wherewithal and technical expertise to produce EAD or MARC from scratch. In addition, the Toolkit can export METS, MODS, and Dublin Core records for the description of individual digital objects.

## **Other Features**

Other smaller but exceedingly useful features of the Archivists' Toolkit include source and donor tracking, rights management, and name and subject authority control. The Names and Subjects module enables even resource-strapped small archives to take advantage of an authority-controlled system. The Toolkit allows for on-the-fly entry of local name records, and includes detailed metadata for recording address and contact information for donors. In addition, the Toolkit is able to create several useful reports, including accession container lists, shelf listings, and restriction lists.

Another impressive feature of the Toolkit is the user management system. The Toolkit uses classes of user accounts, ranging from a super-user administration account to a beginning data entry staff account down to a read-only basic account. These classes allow student assistants to do some minimal data entry, without giving them full access to change everything in the description record. A read-only account can be used for reference desk staff, allowing them to reap the benefits of an integrated search of an

Archives' holdings, without the danger of accidental losses of data.

At the time of writing this article, the staff at the Georgia Tech Archives are working with the Systems Department and the developers of the Toolkit to improve the EAD import function, to enable us to import 250 EAD finding aids without loss of data. We hope to be fully implementing the Toolkit at Tech when we have the EAD import and export function working smoothly. We have fully implemented the accession module, and believe that the benefits that it alone provides are worth the minor headaches that are caused when moving an entire operation to a new system.

Please contact the Georgia Tech Archives ([archives@library.gatech.edu](mailto:archives@library.gatech.edu) or 404-894-4579) for more information on using the Archivists' Toolkit.

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# ***SGA***

# ***Newsletter***

**Volume 39, Issue 2, Summer 2007**

**A Publication of the Society of Georgia Archivists**

## ***Annual Meeting Update***

### **Columbus Here We Come!**

The 2007 Society of Georgia Archivists Annual Conference will take place on November 8th and 9th at the Columbus Marriott Hotel, located in downtown Columbus, Georgia. Reagan Grimsley (Columbus State University) is working hard taking care of local arrangements, and he is excited to have the conference at this unique hotel. The Columbus Marriott was built around a restored cotton mill that began operating in 1861. It boasts free parking and is within walking distance of a number of interesting sites, including Columbus State University's RiverCenter for Performing Arts (where the SGA reception and auction will take place), the Springer Opera House (built in 1871) and the 15-mile-long Riverwalk along the Chattahoochee River.



The events begin on Wednesday November 7th with the pre-conference workshop, to be held at the Columbus Marriott. The workshop will explore the hot topics of digitization and digital preservation, and will sure to be informative for all. Toby Graham and Sheila McAlister of the Digital Library of Georgia will conduct the workshop.



Elizabeth Russey (Emory University) and her team have developed a diverse and informative array of sessions and speakers

incorporating suggestions from attendees of previous conferences. This year's Annual Meeting offers an exciting group of sessions that focus on archival standards, new archival software, grants, digitization, and education. Come hear Helen Zinkum of the Library of Congress talk about how to handle photographs in collections. Learn about the new software management programs Archon and Archivist's Toolkit from the archivists who developed them. Refresh your knowledge of archival descriptive standards in a session on DACS implementation. These are just a few of the sessions that you will find at this year's conference. Be sure to check the SGA website in coming months for a full description of all the sessions.

The SGA reception and the auction (back by popular demand!) will be held at the beautiful RiverPark Center of Columbus State University's downtown campus. Look for registration information and details about the conference and workshop soon. We hope to see you all in Columbus!

Tamara Livingston, 2 nd Year Director  
Elizabeth Russey, 1st Year Director  
Reagan Grimsley, Local Arrangements

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# ***SGA***

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## ***Announcements***

### **Copeland Receives Mercer Spirit Award**

Arlette Copeland, Archives Associate in the Special Collections department of Mercer University's Jack Tarver Library, was named the 2007 recipient of the Mercer Spirit Award. The award was announced as part of the university's annual Retirement and Recognition Ceremony on April 11. One full-time university staff member receives the prize each year in honor of their "distinctive and extraordinary contributions" to the school. Arlette received an engraved Mercer Spirit Distinguished Performance Award plaque and a cash gift.

### **Russell Library Archivist Receives Travel Grant to Attend ARSC**

Craig Breden, Audio-Visual Assets Archivist at the Richard B. Russell Library for Political Research and Studies, was awarded one of two available travel grants to attend the annual ARSC (Association for Recorded Sound Collections) conference held this year in Milwaukee, Wisconsin. He attended the pre-conference workshop: "A Workshop on the Preservation of Audio in the Digital Domain." Although it was dominated by the large project undertaken at the Archives of Traditional Music at Indiana University, there were several speakers who presented methodologies for scaling some of Indiana's solutions to smaller archives. He also attended the following conference sessions:

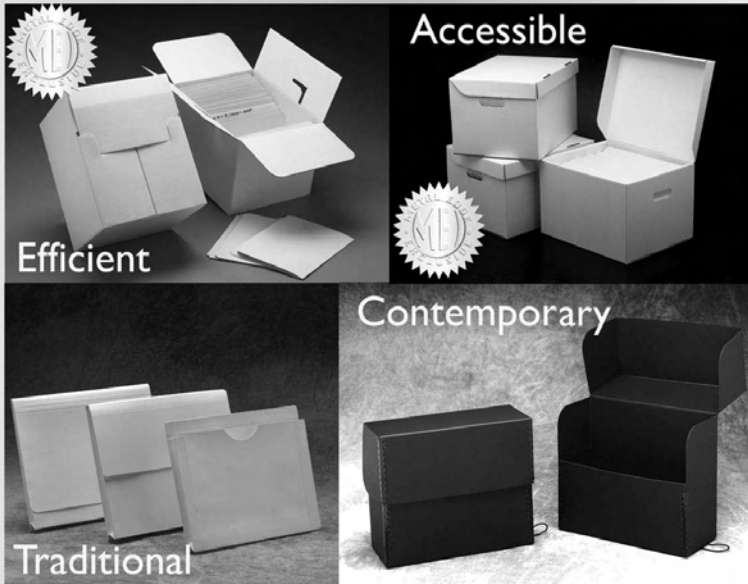
- "Opening Session," which included Cary Ginell's paper on Jack Teter, a Milwaukee musician active from the 20s to the 60s.

- "Small Scale Audio Preservation Storage and Management Issues and Solutions," which included presentations by Andy Kolovos from the Vermont Folklife Center and John Spencer from BMC/Chace. There was an interesting concept put forward, of the use of the transitional repository (read: vendor) while building one's trusted repository (which by definition, many would argue, is transitional anyway).
- "Frontiers of Digitization," which included Alan Burdette (once at UGA, now at Indiana) talking about preservation of and access to ethnographic field video, and more technical information on the audio project at Indiana.
- "New Approaches to Recorded Sound," which included a great presentation by Brandon Burke on "King Tubby, Dub Reggae, and the Roots of Sampling." Also an interesting paper on using voice recognition software to appraise and transcribe oral history tapes.
- "Technical Topics," including a presentation on tape degradation factors by tape guru Richard Hess, a demonstration by Seth Winner of the CEDAR Retouch system for digitally restoring disc records, and a paper by Doug Pomeroy on "How to Play a Record."

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# **SGA**

# ***Newsletter***

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## ***Internet Corner***

**by Pamela Coleman Nye**

### **Digital User Studies**

Many institutions are placing entire collections online, not just the finding aids to these collections. Now that many researchers are aware of what specific collections hold, they are eager to see the material itself. However, the experience of viewing records online and in person often turns out not quite as expected. As the providers of these digitized materials, how can institutions gauge if their users are pleased or unhappy with what is available? Here are a few case studies among many that are freely available.

#### **Florida Center for Library Automation**

<http://www.fcla.edu/FCLAINfo/stats/txtclass/index.htm> (Textual Collections Use)

<http://www.fcla.edu/FCLAINfo/stats/fel/index.htm> (Digital Archive Use)

Publication of Archival, Library & Museum Materials (PALMM) is a cooperative initiative of the public universities of Florida to provide digital access to important source materials for research and scholarship. PALMM projects create high-quality virtual collections relevant to the students, research community and general citizenry of Florida. The data to generate usage statistics for Textual Collection materials has been collected from a log file written by the TextClass Server. Other than a static report for

2005, the other options provide a dynamically create report of statistics. While not including the user experience, the report does give the raw data on how much particular collections are being viewed and used.

### **User Evaluation of the Montana Natural Resource Information System (NRIS): In-Depth Evaluation of Digital Collections Using Snowball Sampling and Interviews**

D-Lib Magazine (July/August 2003)

<http://www.dlib.org/dlib/july03/peterson/07peterson.html>

This article describes an evaluation technique used to assess the services of the Montana Natural Resource Information System (NRIS). With the goal of improving NRIS services, and after considering several evaluation options, the choice was made to conduct a user survey based on a combination of non-random stratified and snowball sampling in order to discern patterns of use. The authors conclude that this type of evaluation may be valid for other digital collections that serve as clearinghouses for specific types of digital information. The Appendix to the article is a blank copy of the survey that was used in the study.

### **Early Canadiana Online (ECO): Listening to Users (2003)**

<http://www.canadiana.org/static/en/helsinki.html>

Early Canadiana Online (ECO) is a digital collection providing more than 1,300,000 pages of Canada's printed heritage and growing by 250,000 pages each year. It features works published from the time of the first European settlers to the early 20th century. MARC records, document metadata and searchable full-text facilitate access to digitized documents. The article reflects on user surveys, focus groups, user interface assessment, server logs, user consultation and advice, and includes a section on factors that drive and restrain user evaluation, such as learning what users value, but also the problem of not having enough time to thoroughly integrate lessons learned. A modest bibliography of further resources is also helpful, including articles on the use of statistics and actual methodologies.

### **Evaluation of Digital Library Impact and User Communities by Analysis of Usage Patterns**

D-Lib Magazine (June 2002)

<http://www.dlib.org/dlib/june02/bollen/06bollen.html>

In this article, the authors have outlined a methodology for the generation of networks of document links from user retrieval patterns recorded in digital library server logs. The generated networks can be analyzed to assess document and collection impact, and analyze the properties of a specific digital library user community. While written for a computer science audience analyzing the usage of digitized journals, there is much food-for-thought in relating this to a digital archives collection.

## **Usage and Usability Assessment: Library Practices and Concerns (January 2002)**

<http://www.clir.org/pubs/reports/pub105/pub105.pdf>

This report offers a survey of the methods that are being deployed at leading digital libraries to assess the use and usability of their online collections and services. Focusing on 24 Digital Library Federation member libraries, the study's author conducted numerous interviews with library professionals who are engaged in assessment. The report describes the application, strengths, and weaknesses of assessment techniques that include surveys, focus groups, user protocols, and transaction log analysis. The report includes an extensive bibliography on more detailed methodological information, and descriptions of assessment instruments that have proved particularly effective.

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# **SGA**

# ***Newsletter***

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## ***Scholarships***

### **Announcements**

The SGA Scholarship Committee is pleased to announce that Keith Hebert, of Auburn University, was chosen as the 2007 recipient of the Carroll Hart Scholarship to attend the Georgia Archives Institute, and Rosemary Fischer, of Clayton State University Archives, was chosen as the 2007 recipient of the Edward Weldon Scholarship to attend the Society of American Archivists' annual meeting.

### **Larry Gulley Scholarship**

***Purpose:*** To attend the SGA Annual Meeting in November 2007

***Deadline to apply:*** applications must be received by August 15, 2007

Each year, the Society of Georgia Archivists (SGA) awards a scholarship for attendance to the organization's annual meeting and for one year of membership in SGA. Named for Larry Gulley, a dedicated member of SGA who served the organization in many capacities, the scholarship is designed to enhance archival education, membership, and participation in the profession. SGA's 2007 conference will be held in Columbus ,

Georgia , November 8-9, 2007. for more information about the conference, visit <http://www.soga.org/am/index.php>.

## Eligibility

Individuals eligible to compete for the Larry Gulley Scholarship are those engaged in compensated or volunteer archival work at any level in an institution in the state of Georgia, graduate students preparing for a career in archives at a college or university in Georgia, and SGA members (including those employed outside the state of Georgia and student members studying outside the state of Georgia). Preference will be given to applicants who do not have access to institutional support for attending the fall annual meeting. Individuals may apply or be nominated by a supervisor or instructor.

## To Apply

To apply for the Larry Gulley Scholarship, please visit <http://soga.org/scholarships/intro.php> and download the on-line application and instructions. Mail the completed application and all required supplemental materials to the SGA Scholarship Committee by August 15, 2007 (application packets must be received by August 15, 2007 to be considered). For more information, please contact:

Luciana Spracher, SGA Scholarship Committee  
City of Savannah, Research Library & Municipal Archives  
P.O. Box 1027  
Savannah, GA 31402  
[lspracher@savannahga.gov](mailto:lspracher@savannahga.gov)

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# SGA Newsletter

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## Membership Spotlight

If you know someone who should be profiled in the Membership Spotlight or if you want a piece of the spotlight for yourself, email newsletter @ sogas.org

### Membership Spotlight by Leigh Ann Ripley

Many thanks to Leigh Ann Ripley for her hard work writing the Membership Spotlight! If you are interested in taking over the Membership Spotlight column from Leigh Ann, please email newsletter at sogas.org.

Name: Mandy Mastrovita

SGA Member since: 2006

Job Title: Digital Imaging Coordinator

Place of Employment: Digital Library of Georgia, University of Georgia Libraries

Years in Current Position: less than 1

**Job Description:** Providing imaging services that extend scholarly access to non-circulating materials by working directly with the staff of our special collections libraries, providing digital imaging services and graphic support for Digital Library of Georgia collections and projects.

**Education:** B.A., Tufts University, 1992 (Art History); B.F.A., School of the Museum of Fine Arts, Boston, 1992 (Studio Art); M.F.A., University of Georgia, 2001 (Printmaking & Book Arts); currently enrolled in University of Alabama's M.L.I.S. program (degree expected in 2008).

**Professional Memberships:** Society of Georgia Archivists (SGA), Visual Resources Association (VRA)

**Most Enjoyable Aspect of Your Job:** Getting to look at so much interesting material; good project diversity; always learning new things; working with lots of funny and friendly people in the UGA Libraries.

**Alternate Career Path if not in Archives:** Graphic design; fine art printmaking...pet weddings!

**Comments on the profession today:** I appreciate the collaborative spirit of the archives community, and





am especially appreciative of their advocacy efforts.

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# ***SGA Newsletter***

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## ***Georgia News***

### **Thomaston-Upson Archives wins award**

The Thomaston-Upson Archives and the Upson Historical Society have won the 2007 Roger K. Warlick Local History Achievement Award in Programs. The award recognizes outstanding achievement in the field of public history by Affiliate Chapters of the Georgia Historical Society. The joint project focused on a first annual Veterans Appreciation Day and Living History Video interviews of World War II veterans. The Living History program is an ongoing project which is expanding to those on the homefront and all other wars.

### **The Coca-Cola Company Archives Celebrates Official Grand Opening of Our New World of Coca-Cola Museum**



(L to R) Jamal Booker, Shari Jackson, and Ted Ryan of The Coca-Cola Company Archives lounge in the American Idol

couch at the new World of Coca-Cola Museum after creating exhibits throughout the building.

The new World of Coca-Cola Museum officially opened its doors to the public on May 24, inviting visitors to explore the rich past, present and future of the world's best-known brand. The Archives Department at Coca-Cola have worked on the new attraction for the past several years - helping exhibit design firms to understand and illustrate the story of the world's most recognizable brand.

Archival highlights of the new World of Coca-Cola include

- **The Coca-Cola Loft** which includes a treasure trove of international collectibles from the Archives,
- **Milestones of Refreshment** - a showcase chronicling key milestones in the Company's history through rare artifacts and interactive elements,
- **Perfect Pauses Theater** where guests can revisit iconic advertising that has been located and restored by the Archives and then donated to the US Library of Congress,
- **Pop Culture Gallery** , which celebrates brand Coca-Cola's role as a popular culture icon by showcasing the work of Andy Warhol and features an entire section of paintings by Haddon Sundblom, who created the Coca-Cola Santa.

Additionally there is an opening film that takes you inside a vending machine, a 4D film that takes you in search of the Secret Formula for Coca-Cola, and a Taste Lounge where you can sample over 70 brands from the US and abroad.

The new World of Coca-Cola is approximately twice the size of the original one at 92,000 square feet. It features more than 1,200 artifacts from around the world. Only about 50 artifacts from the previous World of Coca-Cola made the short trip to the new location.

The new World of Coca-Cola is open seven days a week from 9 a.m. to 5 p.m. ET ; the last entry is at 5 p.m. From June through August, the attraction is open 8 a.m. to 6 p.m. ET. In observance of U.S. national holidays including Easter, Thanksgiving and Christmas, the building will be closed. For more information, please visit [www.worldofcoca-cola.com](http://www.worldofcoca-cola.com).

## **Archives Month 2007**

The purpose of Archives Month is to celebrate the value of Georgia's historical records, publicize the many ways historical records enrich our lives, and recognize those who maintain our communities' historical records. This is the ideal time to call attention to your organization or local government and its work in preserving Georgia's documentary heritage. We encourage you to think of ways in which your organization or local government can celebrate Archives Month in your community. Your activity does not have to be directly related to the theme, but does need to focus on the importance of archival records. Ideas include creating exhibits, hosting receptions, giving tours, writing articles, or developing special programs. For more information, visit <http://www.soga.org/aw/index.php>.





## Georgia History: Stay Tuned Georgia Archives Month 2007

**What is Archives Month?** The purpose of Archives Month is to celebrate the value of Georgia's historical records, publicize the many ways historical records enrich our lives, and recognize those who maintain our communities' historical records. This is the ideal time to call attention to your organization or local government and its work in preserving Georgia's documentary heritage.

**Publicity** The celebration will be publicized across the state through proclamations, a poster, newspaper articles, and events at various repositories. If you will provide information on your planned activity, we will be happy to help publicize your event on the Society of Georgia Archivists' (SGA) web site. See information below on how to submit information about your event.

**Events** We encourage you to think of ways in which your organization or local government can celebrate Archives Month in your community. Your activity does not have to be directly related to the theme, but does need to focus on the importance of archival records. Ideas include creating exhibits, hosting receptions, giving tours, writing articles, or developing special programs. The scheduled activities for 2007 and images from activities will be posted on the Web site. For ideas, please see the 2006, 2005, 2004, 2003, 2002, 2001, or 2000 activities pages. In addition, other states' Archives Week or Archives Month activities can be found on the Council of State Archivists' (COSA) Archives Week directory.

**Need help?** To help you, an Event Planning Guide (last updated in 2001) has been created. The guide is available in PDF (Portable Document Format), and can be read using the free Adobe Acrobat Reader. If you do not have access to the Internet or are unable to view the Event Planning Guide, a copy may be printed out for you. Please contact Sara Saunders at 404-865-7155; or send an e-mail to: archivesweek at soga dot org.

**For Additional Information** For additional information or to provide information on your planned activity, please contact: Sara Saunders at 404-865-7155 or Sallie Loy at 770-421-2117 ext. 107; e-mail: archivesweek at soga dot org.

### Georgia Archives Month is Sponsored by:

The Georgia Historical Records Advisory Board | The Georgia Archives |  
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The Georgia Historical Society | The Georgia Library Association |  
The Georgia Records Association | The Walter Hopkins Company |  
The Digital Library of Georgia | The Metal Edge, Inc. Company |

Image credit: Photograph of one of Ed. L. Cowan's homemade radio sets, Conyers, Rockdale County Georgia, between 1920 and 1922. Ed Cowan was an amateur radio operator and inventor, and is said to have had the first radio in Conyers.  
Courtesy of the Georgia Archives, 5800 Jonesboro Road, Morrow, GA 30260.

## Exhibit at the National Archives Southeast Region

# “THIS GREAT NATION WILL ENDURE” Photographs of the Great Depression





For those born after the 1930s, the Great Depression is something that can be visualized only through photography and film. Certain images have come to define our view of that uncertain time: an anxious migrant mother with her three small children; a farmer and his sons struggling through a dust storm; a family of sharecroppers gathered outside their spartan home. Remarkably, many of these familiar images were created by one small government agency established by President Franklin D. Roosevelt as part of the New Deal: the Farm Security Administration (FSA). Between 1935 and 1943, FSA photographers produced nearly 80,000 pictures of life in Depression-era America, capturing the lives and struggles of school children, tenement dwellers, church members, factory workers, and small merchants. "This Great Nation Will Endure" features over 150 FSA photographs. Together, they affirm FDR's determined words in his First Inaugural Address: *"This great nation will endure as it has endured . . . the only thing we have to fear is fear itself."*

**When:** June 16 to November 17, 2007

**Hours:** Tuesday—Saturday, 8:30 a.m. to 5:00 p.m.

**Where:** National Archives Southeast Region, 5780 Jonesboro Road, Morrow, GA

**Contacts** 770-968-2100 [morrow.resources@nara.gov](mailto:morrow.resources@nara.gov) [www.archives.gov/southeast/](http://www.archives.gov/southeast/)

**Admission:** Free

To schedule a group viewing or a tour for students and educators, please contact Mary Evelyn Tomlin, Public Programs Specialist, at 770-968-2555 or [mary.tomlin@nara.gov](mailto:mary.tomlin@nara.gov).

*"This Great Nation Will Endure" was created by the Franklin D. Roosevelt Presidential Library and Museum and is sponsored by the Franklin and Eleanor Roosevelt Institute with generous support from the Dyson Foundation and the Wallace Genetic Foundation.*

## Georgia Historical Records Advisory Board Update on Activities

### When Will GHRAB Have Another Grant Cycle?

GHRAB grants provide financial assistance to local organizations to help preserve and provide access to Georgia's historical records. GHRAB has applied for NHPRC funds to conduct a local government re-grant program in 2008 - 2009. The Board should receive word about approval in January 2008. Look for further news after that date.

### When Was the Last Grant Cycle?

In 2006, GHRAB awarded 31 grants to local organizations in 26 counties. Most projects will terminate July 2007. Several can serve as a model for organizations interested in renovating jail cells into records storage space, processing records from re-housing to DACS-compliant (Describing Archives; A Content Standard) written finding aids and their entry into the Online Computer Library Center (OCLC), developing a system-wide records management program and centralized storage area, or how a small library can promote the identification, preservation, and use of historical records. Two projects will have statewide impact on improving disaster preparedness for superior courts and counties.

### **Can I Apply for a Circuit Rider Archivist Visit?**

An application date will be set in 2008 for the Circuit Rider Archivist Program, which provides free on-site consultation visits from a professional archivist who can give advice and assistance in the care of historical records. GHRAB has just approved 52 organizations against the April 1st deadline to receive visits from July to December 2007. With support from the Georgia Archives and Clayton State University , the Board will continue the program through June 2010.

### **Is Your Organization Represented in Georgia 's Online Directory?**

The Directory of Historical Organizations, which is maintained on the Georgia Archives website, has been improved to give organizations the ability to update their own information. Fields have been added that will allow the Georgia Archives to respond more quickly in the event that your organization faces a disaster. In addition, we are working to get all organizations in the Directory included in GEMA's GIS (Geographic Information System) mapping of Georgia 's sites and institutions with cultural heritage collections.

### **Who Won GHRAB Awards This Year?**

GHRAB will announce the winners of the 2007 Outstanding Archives Awards Program in September. Over 70 organizations and individuals have been honored through this program. By publicly recognizing excellent archives and records work in Georgia, the Board hopes to inspire others. The next nomination deadline is June 1, 2008.

To obtain more information , contact GHRAB at [ebarr@sos.state.ga.us](mailto:ebarr@sos.state.ga.us) or 678-364-3718.

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# ***SGA Newsletter***

**Volume 39, Issue 2, Summer 2007**

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## ***SGA News***

### **SGA at SAA**

SGA is holding office hours at the Society of American Archivists Annual meeting on Friday, August 31 from 12:30 to 1:30.

### **The SGA Nominating Committee Needs You**

The SGA Nominating Committee requests your input. This autumn we will be electing members for the following offices:

#### **Vice-President/President-Elect**

This officer serves a three-year term. The first year (2008), as Vice-President, he or she serves as Chair of the Membership Committee. The second year (2009), this officer serves as president. Both the Vice-President and President are voting members. The following year (2010), as Past President, this person chairs the Nominating Committee and serves as an ex-officio (non-voting) board member.

#### **Director**

This officer also serves a two-year term. The first year (2008), as First Year Director, he or she serves as Chair of the Local Arrangements Committee for the SGA Annual Meeting and also attends meetings of the Annual Meeting Program Committee. The next year (2009), as Second Year Director, this member serves as Chair of the Program Committee for the SGA Annual Meeting. Directors are voting board member.



## **Treasurer**

This officer, who serves a two-year (2008-2009) term, establishes or maintains bank accounts, pays bills, deposits income, reimburses expenses, prepares financial reports and statements, develops the annual budget proposal, and maintains accurate records. The treasurer is a voting board member.

## **Nominating Committee Member**

Two SGA members who are not serving on the board are elected each year to serve on the Nominating Committee. The Committee selects a slate of candidates to present for membership votes, provides information about each candidate for the ballot, prepares and files the ballots electronically, tallies the election results, and announces the results at the annual meeting. The Committee is chaired by the past president who attends the board meetings. The other two Nominating Committee members do not attend board meetings.

For a complete description of duties for each office, please see the Administrative Handbook on the SGA webpage ([www.soga.org](http://www.soga.org)) under "About." All candidates must be members in good standing of the Society of Georgia Archivists. If you know someone that you feel would make a reliable contribution to SGA in one of these offices, please contact the Nominating Committee by August 31, 2007 at [nominating@soga.org](mailto:nominating@soga.org).

## **SGA and SLA: Getting to know you, part II**

Members of the Society of Georgia Archivists are invited to mix and mingle with Atlanta-area Special Libraries Association members at Apres Diem for happy hour on Thursday, August 9 from 6PM to 8PM. Apres Diem is located in the Midtown Plaza Shopping Center, at 931 Monroe Drive Suite C-103. Directions can be found at <http://www.apresdiem.com/directions.html>. Members unable to make it are invited to begin their own social hour in their respective cities. For more information, contact Morna Gerard, SGA Membership Committee Chair, at [libmjg@langate.gsu.edu](mailto:libmjg@langate.gsu.edu) for more information.

## **SGA Summer Workshop: "Managing Electronic Records in Archives"**

The SGA Education Committee is pleased to announce this year's summer workshop, "Managing Electronic Records in Archives," which will take place on Friday, July 20, 2007, at the Georgia Archives in Morrow. Geoffrey A. Huth, Director of Government Records Services at the New York State Archives, will present the one-day workshop.

Archivists continue to wonder how best to manage the electronic records in their collections. Often, they have even avoided adding these records to collections. Many believe that managing electronic records is beyond them, but there are a number of simple techniques that all archivists can learn to gain control of these records. This

workshop will focus on the basic electronic records skills that archivists need to manage today's records.

The workshop will discuss all archival activities from appraisal through access, provide simple technical details on file formats and media, and end with an exercise to help the participants plan for their own electronic records program.

Geof Huth, our presenter, is very experienced as an instructor on this topic. Prior to his current position at the New York State Archives, Huth served in several positions in records management in New York State, including Manager of Records Advisory Services, a regionally-based program of archives and records management advisory services. He comes with excellent recommendations from those who have experienced his teaching.

SGA offers its members the special price of only \$50 for registration for this workshop. Full-time student members pay only \$40. The price for non-members is \$75, or non-members may join SGA (yearly dues are \$25; \$10 for students). A registration form is available in PDF format via the link below. For further information on membership and registration, visit the SGA website at [www.soga.org](http://www.soga.org).

## Registration Form

### **Copies of *Provenance* needed**

Reagan Grimsley, *Provenance* editor, and Jody Lloyd Thompson, *Provenance* subscription manager, are asking that SGA members assist them in providing back issues of *Provenance* for an indexing project. Currently, only copies from **1993** and **2006** are needed. To donate your older copies of *Provenance*, please contact Jody Lloyd Thompson at 404-894-9626 or [jody.thompson@library.gatech.edu](mailto:jody.thompson@library.gatech.edu). Once a cost effective way of reproducing past years of *Provenance* is found, donated copies will be replaced.

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# ***SGA***

# ***Newsletter***

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**A Publication of the Society of Georgia Archivists**

## ***Preservation News***

Preservation News is a quarterly column intended to disseminate timely and newsworthy information about preservation in libraries and archives. News items are collected from printed sources (newsletters, journals, press releases), information gathered at conferences and meetings, electronic mailing lists, and websites. Priority is given to items of particular interest to archivists and librarians in the Southeastern United States . Topics include reports on developments in the field, training opportunities, new publications and services, and information on funding sources and grant deadlines. Please submit your preservation news to Kara McClurken at 404-592-4876, or [kmccclurken@solinet.net](mailto:kmccclurken@solinet.net).

**by Kara M. McClurken**

### **Trustworthy Repositories Audit & Certification: Criteria and Checklist**

The Center for Research Libraries (CRL) and the Online Computer Library Center (OCLC) have published version 1.0 of the audit and checklist for digital repository certification. These criteria were developed to measure digital repositories that have responsibilities for long-term access and preservation of their digital content, to assess their ability to store, migrate and provide access to digital collections over the long-term. For more information and to download the checklist, go to <http://www.crl.edu/content.asp?l1=13&l2=58&l3=162&l4=91>.

## **Final Issue of RLG DigiNews**

The final issue of RLG DigiNews in its current form is now available at [http://www.rlg.org/en/page.php?Page\\_ID=21033](http://www.rlg.org/en/page.php?Page_ID=21033) For 10 years this bi-monthly web-based newsletter has provided a wealth of information regarding digital imaging and digital preservation. Featured articles include: " Digital Imaging - How Far Have We Come and What Still Needs to be Done?" by Steve Puglia and Erin Rhodes as well as "A Digital Decade: Where Have We Been and Where Are We Going in Digital Preservation?" by Nancy McGovern.

## **NHPRC Offers New Grant Opportunity for Preservation of Archives**

The National Historical Publications and Records Commission (NHPRC) grant announcement for Archives Projects has two new categories Archives: Basic Projects and Archives: Detailed Projects. Please note that there are subcategories under Basic Projects to support backlog processing and collections cataloging, phased preservation, collections development, and establishing archives. Applications for Archives Projects are due on October 1, 2007, and optional drafts can be submitted through August 1, 2007.

## **New British Publication Available, "Specifying Library and Archive Storage"**

The National Preservation Office of the British Library has just published 'Specifying library and archive storage', the latest title in its Preservation in Practice series of guidance leaflets. Written by Jonathan Rhys-Lewis, consultant in preservation and collection management, the leaflet provides guidance for the design and procurement of storage furniture for library and archive material. The publication can be downloaded from the NPO website at [www.bl.uk/services/npo/publicationsleaf.html](http://www.bl.uk/services/npo/publicationsleaf.html).

## **SOLINET's Summer Schedule**

The following are face-to-face preservation classes located in Georgia:

**New!** Audiovisual Preservation:

Demystifying Moving Images and Recorded Sound Materials

SOLINET, Atlanta, GA, August 7, 2007

Advanced Book Repair

Georgia State Archives, Morrow, GA, August 8-9, 2007

The following are online classes:

Caring for Originals during the Scanning Process, July 13, 2-4

Caring for Scrapbooks, Aug 16, 2-4

Developing a Disaster Plan, Aug 2, Sept 11, Sept 25, 2-4

**New!** Hurricane Preparedness, Aug 29, Sept 12, Sept 26, 10-noon

Introduction to Grants for Preservation, Aug 31, 2-4

**New!** Introduction to Institutional Repositories, Aug 9, 2-4

Metadata for Digitization and Preservation, July 23, 2-4 or Sept 5, 2-4

Preservation of Photographic Materials, Sept 14, 10-noon

Preservation and Salvage of Audiovisual Materials, July 27, 2-4

Preserving Oral Histories, July 25, 2-4

In addition, SOLINET is now offering self-paced classes. Participants can take the class at any hour during the three weeks the class is available. In July, SOLINET is offering a new class on Risk Management: Knowing Your Responsibilities.

For more information on SOLINET classes, please see <http://www.solinet.net/workshops/Inventorylist.cfm#Preservation>

## **SAA's Electronic Records: Preservation Options of PDF (Online/On-Demand)**

This session was originally created as a web seminar in February 2007. It is now available online for up to two months. Topics covered include the use of PDF/A as a preservation format; the limitations of PDF; the ISO PDF/A standard; processes for converting electronic documents to PDF; quality control procedures and general preservation management for PDFs. To register or for more information, go to <http://www.archivists.org/prof-education/workshop-detail.asp?id=2251>

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# ***SGA***

# ***Newsletter***

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## ***Alabama Update***

Alabama Update reports on notable events involving the Society of Alabama Archivists for the benefit of interested readers of the Society of Georgia Archivist's newsletter. If you are interested in learning more about archival work in Alabama, or any of the news items mentioned in this column, please contact the author, Tim Pennycuff, at [tpenny@uab.edu](mailto:tpenny@uab.edu).

### **Tim Pennycuff**

### **Society of Alabama Archivists (SALA)**

The 2007 meeting for the Society of Alabama Archivists is scheduled for Thursday and Friday, October 25-26 and will be held at Troy University - Dothan Campus. The meeting is being hosted by the Archives of the Wiregrass History and Culture at Troy University - Dothan . The meeting begins with a pre-conference workshop on outreach grants by the Alabama Humanities Foundation and an opening reception on Thursday 25 th and continues Friday 26 th with panel sessions, paper presentations, and the annual SALA business meeting. The special guest speaker for this year's meeting will be Elizabeth W. Adkins, the 2006-2007 president of the Society of American Archivists. In addition to her duties as current president of SAA, Adkins is Director of Global Information Management at the Ford Motor Company.

Information will be posted to the SALA website as details for the 2007 meeting in Dothan are finalized. Check <http://www.alarchivists.org/> for additional information.

## **Trenholm State Technical College (Montgomery)**

Trenholm State Technical Archives submitted an NEH proposal to seek underwriting funding for its "'Movement' Traveling Trunk" that will accompany presentations in public venues, especially those in middle or high school. The trunk is a popular approach to share Civil and Voting Rights archival artifacts, replicas of documents, leaflets and posters. The NEH proposal also requests support to enlarge original photographs from the 1930-1960s of Montgomery's pioneer activists as a back-drop for displaying on torso-form bases the actual clothing worn during historic "movement" events (e.g., "1966 March Against Fear" and "1957 Montgomery Bus Boycott Victory Dance"). The archives also submitted a proposal and received a grant to reformat 80 audio tape interviews into hard-copy transcriptions and 200 VHS interviews into DVDs. *Gwen Patton*

## **University of South Alabama (Mobile)**

The University of South Alabama is acting as the host institution for the upcoming Gulf South History and Humanities Conference, to be held in Mobile on October 11-13. This year's theme focuses on the places and sources available for research into the history of the Gulf South Region, but the Gulf South Historical Association also welcomes paper, panel, performance, roundtable discussion, and workshop proposals that explore all aspects of the histories and cultures of the Gulf South and the Caribbean Basin. The host hotel for the event is the newly-renovated Riverview Plaza Hotel, located in historic downtown Mobile. Reservations for the conference must be made by September 10. Call 866-749-6069 and refer to code 34191 to receive the special rate of \$119. Further information can be obtained by emailing Carol Ellis at [cellis@jaguar1.usouthal.edu](mailto:cellis@jaguar1.usouthal.edu).

*Carol Ellis*

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# **SGA**

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## ***Washington Beat***

Washington Beat is a collection of news items gathered by Clemson Archivist Jim Cross for the benefit of interested readers of the Society of Georgia Archivist's newsletter. If you are interested in learning more about archival work in our nation's capitol, or any of the news items mentioned in this column, please contact the author at [jcross@clemson.edu](mailto:jcross@clemson.edu).

### **By Jim Cross**

**NATIONAL ARCHIVES BUDGET:** On June 28, 2007 the House approved H.R.2829, an appropriations bill that includes \$315 million for the National Archives. This is \$2.1 million more than President Bush's request and an increase of \$35.7 million over last fiscal year. The additional funds are to be used to restore evening and weekend reference hours; for additional space to house archival material; and to hire additional archivists to help process requests for access to historic materials. The Electronic Records Archive program receives \$58 million--the same amount the President requested--which is an increase of \$12 million over last fiscal year. The NHPRC, zeroed out in the President's budget, is funded at \$10 million, with \$8 million of that amount to go to the grants program. This is a \$2.5 million increase from fiscal year 2007. The Senate has yet to mark up its version of the bill.

**OTHER ARCHIVES NEWS:** The Richard Nixon Library and Birthplace will be legally transferred to the National Archives on July 11, 2007. At that time, the Library will open about 78,000 pages of additional material for research. About 58,000 pages will come



from the Special Files, which include the President's personal and office files and the files of Charles Colson, John Dean, John Ehrlichman, and H. R. Haldeman. The rest of the material is from the White House Central Files. In addition 11.5 hours of tape-recorded conversations will be released. An additional 800 hours of material that was removed under the auspices of the Presidential Recordings and Materials Preservation Act of 1974 are being donated to the Archives. ... On June 4, 2007 the Archives announced the opening of its Electronic Records Vault in Suitland, Maryland. It will allow temporary electronic records of federal agencies to be serviced and stored. Another vault was opened in Fort Worth, Texas, for electronic records west of the Mississippi. ... Robert M. Warner, the Sixth Archivist of the United States (1980-1985) died on April 24, 2007. He was Archivist at the time when the Archives achieved independent agency status, splitting from the General Services Administration of which it had been a part. ... The Nazi War Crimes and Japanese Imperial Government Records Interagency Working Group (IWG) finished its work on March 31, 2007. The largest single-subject declassification effort in government history, the efforts of IWG resulted in the opening of 8 million pages of material for research.

**LIBRARY OF CONGRESS NEWS:** On June 7, 2007 the papers of the National Endowment for Democracy were donated to the Library. The Endowment was created in 1983 to strengthen democracy through non-governmental efforts by making grants to support pro-democracy groups around the world. The papers concentrate on the founding of the organization and its early years and consist of correspondence, photographs, speeches and other materials. ... Several initiatives were undertaken by the Veterans History Project. On April 17, 2007 the program launched an educational outreach program with PBS and Ken Burns to encourage the collection of first-person accounts of men and women who served the United States during wartime. The program will coincide with the broadcast of "The War" (on World War II) in September 2007. As part of this effort the Project launched a new web resource on its web site ([www.loc.gov/vets](http://www.loc.gov/vets)) and updated its field kit. The program also added digital collections, including firsthand accounts, to its web site in May 2007 to document the contributions of those who served in World War I and in Asia and the Pacific in World War II, the Korean War, the Vietnam War, and the Iraq wars. ...The Library received the original manuscript of "Quintet for Strings," a musical composition created by 15-year-old Jay Greenberg on April 27, 2007; took custody of the 1507 Waldseemüller Map--the first document where the name "America" appears--on April 30, 2007; and the works-in-progress manuscript for the lyrics of his song "Graceland" from Paul Simon in May.

**DECLASSIFICATION AND FOIA:** In April the Senate Judiciary Committee cleared a FOIA reform bill that is similar to the one passed by the House in March. It strengthens the requirement that agencies respond to requests within 20 days, provide tracking numbers of requests to requesters and other services to make it easy for the requester to find out the request's status, tightens agency reporting requirements, and creates a new FOIA ombudsman to help resolve problems. ... On June 13, 2007 the Senate Homeland Security

and Governmental Affairs Committee approved H.R.1255 and S.886, the Presidential Records Act Amendments of 2007 and has sent the bill for consideration of the full Senate. The House had passed its version of the bill on March 14, 2007. The bill would establish a deadline for the review of records, limit the authority of former Presidents to withhold records, require the President to make executive privilege claims personally and eliminate such claims for Vice Presidents.

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