

SGA Newsletter

A newsletter of the Society of Georgia Archivists

President's Message

By Courtney Chartier

Welcome to Spring!

I am excited to share that we are seeing new growth in SGA. Our January Board meeting was extremely productive, and there is a lot to look forward to for the rest of 2014.

Our first educational opportunity of the year was held on March 14th. For the second year, Richard Pearce-Moses offered "A Guerrilla Approach to Digital Archives" at Clayton State University. This has proven to be a very popular offering in SGA's professional development program. Stay tuned for more announcements from Education Chair Heather Oswald as more workshops are planned.

Plans for the annual meeting in Athens, Georgia, are progressing. The theme is "Plans and Strategies for the Future of Archives"; the call for papers is available at <http://soga.org/annualmeeting>. Sessions at the annual meeting will be held at the Classic Center, with rooms available just across the street at the Hilton Garden Inn. Workshops and the reception will be held in the Richard B. Russell, Jr. Special Collections Libraries Building on the campus of the University of Georgia.

I was personally very excited by the news that Governor Nathan Deal has requested additional funds for the Georgia Archives in the 2015 budget. The request includes funds to increase the number of days the Archives is open, hire additional staff, and properly adjust the salaries of current staff. The proposal also includes an allocation for building maintenance. To learn more about Deal's proposal, and find out what you can do to keep this issue alive in the Georgia House and Senate, please visit the SGA blog, <http://tinyurl.com/patrue>.

This year SGA will embark on new initiatives, for ourselves and for the communities we

serve as archivists. SGA has agreed to partner with the National History Day Mentoring Program at LaGrange College. National History Day is a nationwide program with the goal of engaging middle and high school students in the historical process. Each year, students receive a theme, choose a topic, and spend the school year doing research on their topic, which is then shared at National History events all over the country. The LaGrange College program is calling for a Georgia-wide National History Day "Research Round-Up" to be held in October, during Georgia Archives Month. This is a day where Georgia heritage institutions would open their doors to students involved in the program and assist them in their research. Throughout the year, you will see information over the SGA list and on the website, about how you and your institution can get involved. For more information on the LaGrange program, please visit <http://www.lagrange.edu/academics/history/nhd/index.html>

And finally, this year SGA will be casting our eye inward. At the January Board meeting, I proposed a Strategic Planning Task Force, with the goal of assessing SGA's current programs and structures, and casting an eye to our future development. My concern was not that SGA isn't a well-run and vibrant organization with great member benefits, but that in order for SGA to grow well, we must grow strategically. The Board approved this proposal, and I am happy to say that the work of the Task Force has already begun. The other members of the Task Force are Lynette Stoudt (Georgia Historical Society), Sarah Quigley (MARBL, Emory University), Brittany Parris (NARA, Jimmy Carter Library), and Ryan Rutkowski (NARA, Jimmy Carter Library). You will hear more from us, and be asked for your feedback, as the year progresses.



**The Society of Georgia Archivists:
preserving the past
for the future.**

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The Society of Georgia Archivists' Program Committee proudly announces the theme for the 2014 annual meeting:

The Committee invites you to attend the meeting, to be held at The Classic Center in Athens, Georgia, November 5-7, 2014.

Plans and Strategies for the Future of Archives pushes archives professionals to reflect on the various theories, strategies, and the preparations that go into the new and innovative approaches we take in conducting our work.

For the 2014 annual meeting, the Program Committee is seeking presentations on the following topics:

- Unfinished projects or those still in the planning stages, discussing ideas and theories that were or are being discussed, or completed projects in which there was a significant and interesting strategies and paths that were pursued.
- Plans and ideas on how best to tackle issues that face archives and archivists, thoughts on best practices and reviewing standards whether it be new approaches to processing, offering access, or advocacy. How are archivists being innovative and are there better ways to use our resources.
- Digital projects, virtual reference, changes to meet user needs, new considerations, and thoughts on how to create better ways to interact with users. How are archivists molding technology to our own needs and to those of our users?

Please direct questions to the SGA Program Committee chair, Laura Starratt (lstarratt@gmail.com), and we look forward to seeing you in November!

SGA Membership Changes

By Sarah Quigley

In light of the recent by-laws change moving the membership fee schedule to 12-months from join date, the Board has re-evaluated how membership status is managed in Wild Apricot, our content management system. In the past, when everyone's fees were due in December, personal reminders were sent out notifying members of past due balances and unpaid members were purged from the system in March. Now that membership fees will be due throughout the year, we've decided to set up new rules in Wild Apricot to manage both reminders and past-due accounts.

Going forward, members will receive a 30 day grace period after their renewal due date

to pay their dues. After 45 days, they'll be considered lapsed. They'll automatically get two reminder emails from Wild Apricot before the renewal date, 1 on the due date, and 2 overdue messages (one during the grace period, and one notifying them they're lapsed).

Lapsed members will be removed from the list-serve and will not be eligible for membership benefits such as discounted registration for the annual meeting. Members at the Patron level will receive a 45/60 day grace period as a courtesy for their increased support. This time frame will allow ample time for folks who still renew by check, and will also build in some extra reminders and hopefully make managing membership a little easier for us.



Now Accepting SGA Fellows Nominations!

By Lynette Stoudt

The Nominating Committee is now accepting nominations for SGA's 2014 Fellows award. This award recognizes outstanding contributions by individuals to the preservation of Georgia's documentary heritage. In selecting those who will receive the award, special weight will be

given to archival activities that have a broad, long-term effect and may include, but are not restricted to the following criteria: 1) involvement and work in SGA; 2) education, leadership, advocacy and/or scholarly activities; 3) impact of the nominee's work in the Georgia archival community. Candidate contributions will be measured by their broad distribution

across all categories and/or an exceptional contribution in one particular area. For further information, procedures, and the nomination form please see the SGA Fellows webpage: <http://soga.org/membership/fellows>. Nominations are due to the Chair of the Nominating Committee by April 30, 2014.



Washington Beat

By James Edward Cross

NATIONAL ARCHIVES BUDGET:

On January 17, 2014 President Obama signed the Consolidated Appropriations Act of 2014 which funds the federal government until the end of FY2014.

The National Archives received \$386.6 million, a 4% increase over FY2013. The NHPRC received \$4.5 million which is a 5% decrease from FY2013.

The Obama administration presented its FY2015 budget request on March 4, 2014. Under this budget the National Archives would receive \$377 million, a 2% reduction from FY2014. The NHPRC would receive \$5 million, an 11% increase from FY2014.

NHPRC GRANTS:

The NHPRC is proposing major changes to its grant-making process. It has developed draft grant announcements in six categories: Access to Historical Records; Literacy and Engagement with Historical Records; Online Publishing of Historical Records; Publishing Historical Records Online; Transition Support; State Board Programming Grants; and State Government Electronic Records. More detailed information on the changes can be found at <http://blogs.archives.gov/nhprc/>.

Comments on the proposed changes are being accepted until March 31, 2014.

OTHER ARCHIVES NEWS:

The results of the annual "Best Places to Work in the Federal Government" survey were released in December 2013. The National Archives scored 22 of 23 among mid-size agencies. NARA scores in all but one category dropped from where they were in 2012; more respondents felt that their supervisors were providing effective leadership. The most significant drops in scores among the categories were in fairness and training and development.

Also in December 2013 the Franklin D. Roosevelt Library announced the launch of

FRANKLIN, a virtual research room and digital repository created in conjunction with Marist College, which hosts the Library's website. The site currently has 350,000 pages and 2,000 photographs available as well as access to the Library's finding aids.

On January 20, 2014, documents at the George W. Bush Presidential Library became subject to Freedom of Information Act requests.

On January 23, 2014 the Archives announced that Search Technologies of Virginia had been awarded a \$6.34 million contract to build a new search system for the Archives' Online Public Access system. The company also has contracts with the Government Printing Office, the Library of Congress, and the Office of the Law Revision Council.

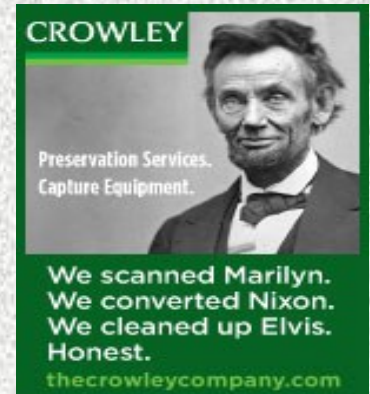
Two workers at the National Personnel Records Center in St. Louis, MO were sentenced on January 30 and February 7, 2014 for illegally dumping, destroying or losing 4,000 documents.

On February 18, 2014 the Finca Vigia Museum in Havana, Cuba announced that over 2,000 documents relating to Ernest Hemingway had been digitized and sent to the John F. Kennedy Presidential Library in Boston, MA. It joins 3,000 digital images donated by the Museum to the Library in 2008.

The William Clinton Presidential Library and the National Archives began releasing 33,000 documents previously withheld from research use on February 28, 2014. The 4,000 pages released that day were first in a series of releases that took place over a two week period.

On March 11, 2014 the National Archives announced that it was closing the Anchorage, AK archival facility and would be consolidating facilities in Philadelphia, PA and Fort Worth, TX as part of ongoing budget adjustments. The 12,000 cubic feet of records in Anchorage would be moved to the National Archives facility in Seattle, WA where they will be digitized to provide access to Alaskans via the internet.

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Washington Beat (continued)

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The consolidations in Fort Worth and Philadelphia entail the closure of “storefront” facilities and the move of records and functions to the records center and archives facilities in both cities.

LIBRARY OF CONGRESS NEWS:

The Library of Congress and the Association of Research Libraries released updated cataloging guidelines for describing graphic material on January 9, 2014.

Descriptive Cataloging of Rare Materials (Graphics), otherwise known as *DCRM(G)*, is available online as a PDF at rbms.info/dcrm/dcrmg or as a hypertext document from the Library’s “Cataloger’s Desktop” at desktop.loc.gov.

On January 27, 2014 the Library announced the acquisition of jazz legend Max Roach’s collection of personal papers, music, photographs, and sound and video recordings. Roach, one of the early founders of the bebop style, not only collaborated with such jazz greats as Dizzy Gillespie, Charlie Mingus, Thelonius Monk, Charlie Parker, and Nina Simone but was an activist in the civil rights movement and worked with the NAACP, SNCC, Maya Angelou, and associates of Malcolm X.

All of this activity is reflected in the more than 100,000 items in the collection which includes 80,000 manuscripts, 7,500 photographs, 1,000 music manuscripts, and hundreds of sound and video recordings.

The Library launched the “Songs of America” online resource (www.loc.gov/collections/song-of-america) on February 5, 2014. It contains 80,000 items including biographies, essays, curator talks, guides for educators, maps, recordings, sheet music, and videos which can be searched by time period, location, and format. Highlights include an illustrated sound recording of World War I’s “Over There,” the first music textbook published in America (1744), a handwritten lyric sheet for

“God Bless America” by Irving Berlin, and sheet music by Stephen Foster.

On March 6, 2014 the Library announced that the World Digital Library (WDL) had reached the 10,000 items available milestone. The latest addition was a set of manuscripts from the Walters Art Museum in Baltimore, MD. The WDL now includes 10,037 items comprising about 500,000 images.

DECLASSIFICATION AND FOIA:

On March 10, 2014 the Center for Effective Government released *Making the Grade: Access to Information Scorecard 2014* which rated fifteen agencies responsible for 90% of all FOIA requests. Agencies were rated on performance in three areas: processing requests for information, establishing rules for information access, and creating user friendly websites. No agency earned an “A” grade, and only eight earned a “passing” grade. Among the agencies receiving a failing grade was the National Archives, although it did receive a “B-” in the last criteria. The report suggested that agencies streamline processing workflows, use proactive disclosure, make use of information technology more effectively, update and improve the clarity of disclosure rules, and create user-friendly interactive websites (although this area tended to receive the highest marks).

OTHER:

MeriTalk (a public-private partnership for improving government technology) and Iron Mountain, Inc. released a report entitled *Federal Records and Information Management: Ready to Rumble* on December 16, 2013. The report was based on a survey of one hundred federal government records and information managers in October 2013. It found only 54% believed that they would be able to meet the December 31, 2013 deadline of the 2012 Presidential Directive on Managing Government Records to improve records management practices. Nearly 70% report that

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Washington Beat (continued)

(Continued from page 4)

they have made little progress in electronically managing permanent records and email and 92% believe that their agency will need to take further steps to meet the Directive's requirements. More than half felt that better-trained records management personnel and dedicated funding to meet the deadlines. On December 17, 2013 the diary of Alfred Rosenberg—prominent Nazi racial theorist, Reich Minister for the Occupied Eastern Territories, and war criminal—was turned over to the U.S. Holocaust Museum. It was lost when Nuremberg prosecutor Robert M. W. Klemptner, contrary to proper procedure, took the diary home with him. After his death in 1993 the diary eventually came into the hands of a scholar in New York from whom the government procured it. The diary has been digitized, transcribed in German, and is available on the Museum's website.

On February 5, 2014 archivists at the Naval History and Heritage Command conducting a collections survey as part of a renovation project discovered 150 glass-plate negatives from the Spanish-American War. The photo-

graphs were taken by Douglas White, a special correspondent for the San Francisco *Examiner*. The Command plans to digitize the photographs and make them available on its website.

Senator Lamar Alexander of Tennessee announced on February 7, 2014 that the Department of the Interior has approved funding to complete the \$4.3 million Joint Curatorial Collections Facility at the Great Smoky Mountains National Park. The Facility, whose construction should begin this summer, will preserve 422,000 artifacts and 450,000 archival records, including President Andrew Johnson's presidential papers. At least five parks and recreation areas will use the facility.

On February 24, 2014 the U.S. Naval War College announced the availability of Fleet Admiral Chester Nimitz's operational diary online. The diary, called the Nimitz Graybook, covers the period December 7, 1941 to August 31, 1945 and records activities and correspondence of the Pacific Command, illuminating the operations and planning process in the Pacific Theater during World War II.



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SGA 2014 Scholarship Committee

By Kim Norman

SGA has awarded two scholarships already this year; the *Brenda S. Banks Scholarship* to fund registration for an SGA Spring/Summer workshop and the *Carroll Hart Scholarship* to fund one participant for the Georgia Archives Institute this summer.

Our award-winner of the Banks Scholarship is Ryan Smith of The Black Archives in Miami, FL.

The Hart Scholarship recipient is Greer Martin of the Digital Public Library of America in Athens, GA. Congratulations to both winners!

The next scholarship opportunity from SGA is the *Edward Weldon Scholarship*, an award to provide the registration fee for an SGA member to attend the Society of American Archivists (SAA) annual meeting, held this year in Washington, DC.

Details about this and all awards for 2014 can be found on the SGA website: <http://soga.org/>



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SGA ARCHIVISTS ADDRESS SGA RECORDS



Jones, Traci Drummond, Courtney Chartier, Laura Starratt, and Valeria Baker. Each member brought valuable insights to the task at hand. Along the way we gathered up more revisions and ideas for maintaining the SGA archival records in the future, fine tuning the retention schedule, and considering changes to the finding aid.

The event in itself reminded me once again that SGA is all about its members working together in the field with one another, sharing new ideas and reinvigorating new processes and methodologies collaboratively.

The processing party was a great success. Weeding against the retention schedule, it became evident that many of the records could be discarded.

On the following Saturday I inventoried all the remaining records and made the transmittal for the remaining 1.5 cubic feet of records to the Georgia Archives. If you have served on the Board in the past, and still maintain copies of SGA materials, I want to continue to accept these materials. Please feel welcomed to share what you have. Your submission of these records helps us to continue to maintain good records of SGA activity, membership, and history.

By Meredith E. Torre, SGA Archivist

On a cold Saturday morning on February 22, a few hours before the library opened its doors to the public, six archivists gathered together on the first floor of the Georgia State University Library parking deck. Undaunted and prepared, Traci Drummond, Archivist for the Southern Labor Archives, was armed with a flat cart to help load the 5 and a half record center boxes of SGA records which made up part of a burgeoning backlog passed down from each SGA Archivist over the years, forming nearly a decade's worth of unprocessed records.

When I received the records for the SGA Archives as the incoming Archivist in 2013, I discovered that there was a significant backlog. Ideally the SGA Archivist maintains only the records from the past two years, all other records being processed and transmitted to the Georgia Archives where the records are deemed on permanent transfer. The last transmittal on record occurred in 2005.

At the SGA board meeting, board members and I discussed forming a processing party to help address the SGA records backlog. As the current SGA Archivist, I wanted to prevent another backlog from reaching a successor Archivist.

Traci Drummond graciously offered to host the event at her institution. During the processing

party, I outlined a processing plan to the group which piled into a work room at the GSU. Traci began taping index cards labeled with series at each table while we began unloading the carts.

The group of archivists consisted of myself, newly appointed SGA archival assistant Stacy



SGA ARCHIVISTS ADDRESS SGA RECORDS BACKLOG (continued)

WHERE ARE THE SGA RECORDS KEPT? HOW DO I ACCESS THEM?

The SGA Archives has currently transferred 21.75 cubic feet of records to the Georgia Archives. All records are deeded on permanent transfer to the Georgia Archives. The SGA Archivist only retains the most current records.

Anyone needing to access the records or research those records can do so by contacting the SGA Archivist or by visiting the Georgia Archives and asking for:
SGA Archives collection #19870014M.

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PO Box 520 / 701 S. Columbia Dr.
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Seeking Mentors and Mentees for SGA's Mentoring Program

By Lynette Stoudt

The SGA Mentoring Program is designed to contribute to the success of SGA members by encouraging individual growth, creating a sense of community within the profession, promoting thoughtful and meaningful engagement with issues, and helping participants develop competencies that strengthen the position of individuals, organizations, and programs. Mentoring goes beyond the traditional teacher-student relationship as effective mentors serve as advisers, coaches, teachers, sounding boards, and critics all rolled into one. Mentors give those with less experience an opportunity to improve their understanding of practices, discuss problems, and analyze and learn from mis-

takes in an atmosphere that is collaborative, constructive, and confidential.

If you are interested in participating in the program, either as a mentee or as a mentor, visit the SGA Mentoring Program webpage for more information: <http://www.soga.org/involvement/mentoring>.

Applications are accepted on a rolling basis and mentees and mentors at all stages of their career are encouraged to share and grow with us.



National History Day Needs You! Submit Your Topic Ideas and Host a Round Up

By Wendy Hagenmaier

National History Day (NHD) engages K-12 students in history through hands-on experiences, project-based learning activities, presentations, and competitions.

The NHD Mentoring Program at LaGrange College, in association with the Georgia Humanities Council, is organizing the first ever NHD Round Up in the state of Georgia. They are encouraging archives, museums, local historical societies, and libraries to open their doors to local NHD students during Saturdays in October. On "Round Up Saturdays," these institutions will introduce NHD students to their facilities and holdings and assist them as they engage in research.

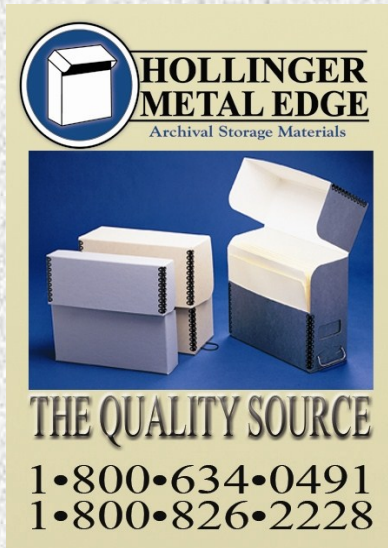
How your archives can get involved:

1) To help students develop topics, the NHD Mentoring Program is asking participating

institutions to prepare a list of local and regional history topics relevant to their collections. The 2015 NHD theme, "Leadership and Legacy in History," is particularly well suited to local and regional history topics. Your list should include both topics and the collections that address those topics.

2) Consider whether, in addition to providing a topic/collection list, your institution would be willing to host a Round Up day for NHD student researchers during the month of October. Saturdays are best, but if your institution isn't open on Saturdays, you can designate a regular business day for the Round Up.

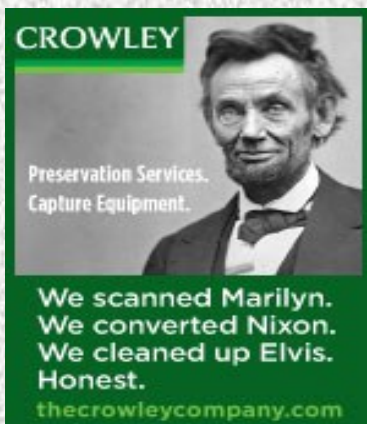
3) Email your institution's topic/collections list and chosen Round Up date by July 15 to NHD Mentoring Program coordinator Dr. Kevin Shirley (kshirley [at] lagrange.edu), who will post them on the program's website: <http://www.lagrange.edu/nhd>.



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Atlanta Symphony Orchestra Receives ARSC

By Bob Scarr

In March, 2014, the Atlanta Symphony Orchestra was awarded a \$10,000 grant from the Association for Recorded Sound Collections (ARSC) to support our efforts in preserving concert recordings from the Robert Shaw years. This contribution will help to

preserve a legacy of beautiful music, civic pride, cultural diplomacy, and artistic achievement. We are also honored to dedicate this project to the memory of Richard Warren Jr., long-time chair of the ARSC Grants Committee. We are truly grateful for this support.

Society of Georgia Archivists Preservation News

By Alix Bentrud

FEMA has a new campaign – America's PrepareAthon

April 30th, 2014 will be the first National Day of Action and will revolve around drills, group discussion and exercises focusing on the actions to prepare for tornadoes, wildfires, floods, and hurricanes.

The goal is for individuals, organizations

and communities to work together toward mutual preparedness.

For more information go to <http://www.ready.gov/prepare>

NEH Preservation Assistance Grant Proposal Deadline May 1st, 2014

This is just a reminder that the deadline for applications for Preservation Assistance Grant proposals is May 1st, 2014.

Preservation Assistance Grants help small and mid-sized institutions improve their ability to preserve and care for their significant humanities collections. Awards can be up to \$6,000. Details about the grant and guidelines for proposals can be found at:

www.neh.gov/grants/preservation/preservation-assistance-grants-smaller-

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Society of Georgia Archivists Preservation News (continued)

institutions

Preservation Week April 27-May 3, 2014

American Library Association's Preservation Week is coming soon. A number of resources have been created to help institutions create and promote their own Preservation Week activities. The website has an Event Toolkit that includes templates, artwork and handouts. There is also a Preservation Toolkit with information and resources. If you have an event, class or exhibit, be sure to add it to the event map.

<http://www.ala.org/alcts/confevents/preswk>

Don't forget Heritage Preservation's May Day.

"Do one thing for emergency preparedness." Heritage Preservation encourages cultural heritage organizations to use the month of May to participate in MayDay. Check out the website for MayDay ideas.

www.heritagepreservation.org/mayday/

LYRASIS Preservation Town Hall Meeting:

The Accidental Digital Curator: Acquiring and Preserving Digital Archives May 7th, 2014

Cultural heritage institutions are acquiring digital archives. They come from faculty and researchers, authors and artists, organizations and others. Along with this digital content comes the responsibility for identifying, extracting, describing, providing access to and preserving these important born-digital collections, and these new digital curation responsibilities present some new challenges.

The reality is that most collections arrive on a variety of hardware, implicitly requiring a variety of operating systems, hardware, software, and digital archaeology/forensics skills not available in most institutions. This is especially difficult for smaller institutions that may lack the infrastructure and support for open source options created for managing digital content.

This Town Hall meeting will open up the concepts and processes, and relay the lessons learned related to these challenging collections. It will be held at Reaching Across Illinois Library System (RAILS) in Burr Ridge, IL, and will include a live web stream for those who wish to participate online.

<http://tinyurl.com/ppyj8xu>



Internet Corner: Yearbooks

By Pamela Nye

Yearbooks are a staple in schools, no matter the age level. In the 19th century, they resembled printed versions of traditional scrapbooks, but often contained much more text than today's yearbooks. Every yearbook chronicles the events and the essence of the year, and expressed what was important to the school as well as to the student body. It is interesting to see what was chosen to be printed.

Today, yearbooks are created entirely online using proprietary programs, and

allow for a wider variety of "look and feel" to the physical yearbooks. Some vendors are introducing the concept of a digital time capsule or yearbook so that the hundreds of photographs which may not fit inside the printed book may be available "in perpetuity" through this digital yearbook. The photographs can be organized by event or activity and the people in the photograph can be tagged by name and grade.

It will be interesting to see how this plays out in the future, as it is not yet clear what safeguards are being made against link rot or authorized access.

Privacy concerns are also an issue. An institution may choose to digitize the yearbook collection for easier reference and access in-house, but may not choose to make the yearbooks available online, even behind a firewall. Some of the questions which need to be asked when creating remote access policies would include:

- 1) How recent is the information
- 2) What are the ages of the students
- 3) Who will the audience be
- 4) Will the information be password-

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Internet Corner: Yearbooks (continued)

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protected.

That said, there are many institutions digitizing their yearbook collections either in-house or through a third party vendor because these collections are so popular with researchers. Current students like to look up their parents, alumni visit their past, and yearbook staff often refer to these volumes for ideas. Genealogists and historians may also end up using the yearbooks for research projects that the original creators could have never imagined. Here is a link for a recent story:

<http://thejournal.com/articles/2014/01/06/historic-houston-high-school-digitizes-yearbooks-for-online-access.aspx>

Having the collection digitized certainly increases the speed with which school stories or specific alumni have been found, and decreases the wear and tear on the original books. Requests for copies of pages are much easier and faster to fulfill, and sometimes there are pleasant surprises, such as when a student ends up being much more active in his or her high school career than originally supposed. One current student at my school found out that her grandfather was crowned "The Jazz King" at one point.

Internet Archive (<http://www.archive.org>):

Many yearbooks can be found within the Internet Archive, such as those from Agnes Scott College and Tubman High

School in Georgia. Available to be read in various types of formats, this is a good starting place to search for online yearbooks. Much of the scanning is done through

the LYRASIS Digitization Collaborative.

Digital Library of Georgia (<http://dlq.galileo.usg.edu>):

The term "school yearbooks" yields over 300 hits from a few institutions throughout Georgia, including Agnes Scott's and Savannah State University's collections in the Internet Archive.

Digital Public Library of America (<http://dp.la/>):

The same term returns over 3000 hits

from all over the United States, most of which are from North Carolina. As with the Digital Library of Georgia, many of these are stored in the Internet Archive.

HathiTrust (<http://www.hathitrust.org>): Using "school yearbooks" as a specific subject search term yields over 250 entries, which separates out the books available *about* yearbooks and yearbook creation. Included here are the yearbooks from Cornell and the University of Illinois High School, among others. Some of the various yearbooks are freely available, while others require a partner login, such as those for Albion College.

Digitization Guidelines

For those of you looking to digitize your yearbook collection, you have the choice of in-house or hiring out to a vendor. Here are a few general guidelines for the digitization of yearbooks (or other materials), although there are many more examples online as well:

- Georgia: <http://dlq.galileo.usg.edu/AboutDLG/DigitizationGuide.html>
- Illinois: <http://www.carli.illinois.edu/yearbook-digitization-project>
- North Carolina: <http://www.digitalnc.org/about/policies/digitizationguidelines/>
- National Archives: <http://www.archives.gov/digitization/strategy.html>

There are also many third party vendors out there who have taken school yearbooks, which have fallen into the public domain or those that do not contain a specific copyright notice, digitized them, and made them available for a fee. The information contained may or not be the full yearbook, and may or may not have permission from the school to do so.

I would love to hear about your yearbook collection or plans to reformat them.

Please contact me at pamelanye@westminster.net.

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Membership Spotlight on Andy Carter

By Mary Katherine Barnes



Name: Andy Carter

How long have you been an SGA Member? 5 Years

What attracted you to the archives profession?

Attracting me to the profession was the aura around archival materials and the perverse idea of permanence against inevitable neglect and decay. I also realized that I was never going to be a fireman or an astronaut (took a while).

Most importantly, though, was the possibility of being able to work 'in' history but 'with' technology. The 'digital' part of my job title provides a certain stimulus (and novelty) that keeps the work fresh.

Where do you work, and what's your current position?

I work for the Digital Library of Georgia (DLG), at the University of Georgia Libraries in Athens. I am a Digital Projects Archivist.

How long have you been at your institution, and what roles have you had there?

I have worked for the DLG since 2008. Initially, I was hired to work on Georgia HomePLACE (Providing Library and Archives Collections Electronically) projects. Through HomePLACE, the DLG was able to help public libraries digitize their local archival and genealogical materials. I facilitated scanning of these materials and created metadata records for this materials' inclusion in the DLG portal.

In 2010, I became involved in the GALILEO Knowledge Repository (GKR) initiative. This was a federally funded grant project to create a statewide network of institutional repositories.

My areas of responsibility steadily grew as my involvement with the project deepened. I became chair of the GKR's Content and Metadata Committee and also helped to launch UGA's own repository, Athenaeum.

I now deal with scholarly communications issues, and open access scholarship, as a regular part of my work. Beyond administering Athenaeum, I am responsible for promoting it to UGA faculty. The DLG has also dipped a toe in the water of open access journals. Using the Open Journal Systems (OJS) platform, we have successfully transitioned a peer-reviewed print journal at UGA into an online, open access journal. I provide OJS technical support and training for the editorial staff of the *Journal for Higher Education Outreach and Engagement*.

What is your favorite part of your job?

Change. I am fortunate to work in an environment where the projects regularly change and where there are opportunities for learning new skills. My own work has morphed from archivist to metadata librarian to repository manager to scholarly communications and open access evangelist. Each skill set carries through and informs/improves my current work. I also want to say that I work with an amazingly talented

and interesting collection of friends at the DLG. It makes work feel a lot less like work, and that is important.

What's the most interesting piece that you have come across while processing?

I had the opportunity to select items for scanning from the Frank Holloman collection while working in the archives at the Memphis Public Library. Holloman was the Fire and Police Director in Memphis in 1968. He kept a small notepad by his phone at home. On April 4th, 1968, he received a call notifying him of Martin Luther King Jr.'s assassination. He recorded the first reported facts of the case on this notepad, which is included in the collection (and can be viewed in the DLG's Civil Rights Digital Library): "Died of a bullet wound in the neck which travelled from the front right to the back and slightly downward."

Did you have an alternative career path (if so please elaborate)?

I had no career path for many years. After a period of time that I'll refer to as "wandering humanities grad," I decided to enroll in a Masters of Library Science program: part out of interest, part out of hope.

What are your hobbies or favorite past times?

I am a published poet, and avid consumer of books/text. I spent significant time traveling in Mexico and South America during my 'wandering humanities grad' period; I retain the desire to travel even as it becomes increasingly hard to secure sufficient time and money.

My first art installation (created with friend and co-worker Mary Willoughby), "Waffle Lounge," will premiere in March as part of a local art festival known as Slingshot.

(Continued on page 12)



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Membership Spotlight on Andy Carter (continued)

(Continued from page 11)

What advice do you have for new members just coming into the profession?

Say "Yes" to every opportunity. You cannot predict the way in which your career will unfold.

Education

- Certified Archivist, 2011, Academy of Certified Archivists
- Master of Library Science, 2006, Emporia State University, Emporia, Kansas
- Bachelor of Arts in Spanish, 1997, Kansas State University, Emporia, Kansas

Work Experience

- Digital Projects Archivist, University of Georgia, Athens, Georgia, 2008-present
- Digital Projects Manager, Memphis Public Library & Information Center, Central Branch, Memphis, Tennessee, 2007-2008
- Digitization and Content Specialist, University of Tennessee, Knoxville, Tennessee, 2006-2007

Publications

- Carter, Andy. "Civil War in the American South." *Beyond the Pages*, 14: 29, Fall 2011
- Carter, Andy. "Come one, come all! The Georgia State Fair archive is available online!" *Beyond the Pages*, 10: 31-32, Fall 2010
- Carter, Andy. "African-American funeral programs from the East Georgia Regional Library." *Beyond the Pages*, 10: 30, Fall 2010
- Conner, Tiffani, Middleton, Ken, Feltner-Reichert, Melanie, AND Carter, Andy. "Volunteer Voices: Tennessee's Collaborative Digitization Program." *Collaborative*

Librarianship [Online], 1: 19, Nov 2009

Presentations

- *Electronic Records Preservation: Case Studies*. A panel discussion I organized on behalf of the Society of Georgia Archivists. With Beth Shields and Tom Johnson, moderated by Richard Pierce-Moses. Society of Georgia Archivists Annual Meeting, St. Simons Island, November 8, 2012
- *GKR: GALILEO Knowledge Repository*. With M. Givens and D. Skinner. GaCOMO Conference, Macon, GA, October 4, 2012
- *Digitizing for the GALILEO Knowledge Repository Grant*. Cooperative Curation Symposium and Workshop, Atlanta, GA, August 9, 2012
- *GALILEO Knowledge Repository Metadata*. With M. Givens, C. Downey, R. Fay, S. Parham, Cooperative Curation Symposium and Workshop, Atlanta, GA, August 9, 2012
- *Athenaeum: UGA's Institutional Repository*. Professional Development and Research Committee, University of Georgia, Athens, GA, October 11, 2011
- *Digital Piles in the Humanities Classroom*. THATcampSE, Emory University, Atlanta, GA, March 5, 2011
- *Reliable Facts from Unreliable Figures: Comparing Statistical Packages in DSpace*. With B. Anderson, S. Fuchs, and C. Helms. Open Repositories 2011, Austin, TX, June 11, 2011
- *Metadata & Interoperability*. Online for Cataloging the Web class at Valdosta State University, December, 2010
- *Digital Library of Georgia: Georgia Historic Newspapers*. Online for GALILEO resource training, November, 2010

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- March 17
- June 16
- September 15
- December 15

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