



Montana Historical Society Archivist Retires



Ellie Arguimbau bid farewell to the Historical Society on August 1st. A native of Massachusetts, Ellie came to the Society in 1979 and fell in love with the state's rich history...and its many outdoor recreational opportunities. Processing over 300 collections, many of which are hundreds of feet in size, Ellie was a processing master. Her proudest accomplishments include the processing of the Anaconda Mining Company Records (800 linear feet). Although the archives staff at the Montana Historical Society will miss her dearly, we wish her all the best in retirement!

OCTOBER IS ARCHIVES MONTH!

"Archivists bring the past to the present. They're records collectors and protectors, keepers of memory. They organize unique, historical materials, making them available for current and future research."

Lisa Lewis, associate archivist for the Catholic Diocese of Baton Rouge & 2007 winner of SAA's "Best Elevator Speech" contest.

What a terrifically succinct statement of what we do...and a great reminder that advocacy for our profession can be very simple and not terribly time consuming! Take some time in October, Archives Month, to celebrate us! Stumped for ideas? The Society of American Archivists has assembled a ton of resources to draw from. They have created pamphlets to give to students describing the profession; talking points on the value of archives; event planning guides; advice on effectively using the media; and much much more.

Take a look to see what other states are doing, get a few ideas for yourself...and later share what you did.

For more information see:

<http://www.ARCHIVISTS.ORG/INITIATIVES/AMERICAN-ARCHIVES-MONTH>

HISTORIC PRESERVATION DEGREE OFFERED AT SALISH KOOTENAI COLLEGE IN 2012-2013 SCHOOL YEAR

Salish Kootenai College, the tribal college on the Flathead Indian Reservation in Western Montana, is introducing an exciting new major this fall. Beginning in September, SKC will offer an Associates of Arts and a Bachelors of Arts in Tribal Historic Preservation, the first of its kind in the nation. The THP curriculum is a unique, multidisciplinary program based in Native American studies, Anthropology, History and Native Language Studies. Courses includes numerous offerings in Native American arts, crafts, oral tradition, culture, tradition, language and technologies emphasizing the importance of American Indian heritage, stewardship and historic preservation and will emphasize hands-on experience in collections management, cultural resource management, archaeological analyses, historic preservation law, conservation, fieldwork, exhibit design and historic research. SKC is one of the largest and most diverse tribal colleges in the nation (SKC enrolled students from 69 federally recognized tribes in the 2011-2012 academic year) and the THP program will play a pivotal role in training the next generation of highly trained, community-based historic preservation professionals.

Upcoming Events, Conferences and Training Opportunities

September 20-22, 2012

Helena, Montana, 39th Annual Montana History Conference

September 23-25, 2012

Chicago, IL, ARMA Annual Conference

October 19-22, 2012

Buffalo, New York, National Preservation Conference

Oct. 30 to Nov. 3, 2012

Spokane, WA, National Preservation Conference

March 21-23, 2013

Havre, Museums Association of Montana Annual Conference

April 17th - 20th, 2013

Missoula, Montana Library Association Annual Conference

2012 Student Archivist Project



As reported in the last newsletter, the 2012 Student Archivist awardees were Yellowstone Gateway Museum and University of Wisconsin at Milwaukee graduate student Anneleise Warhank. Over the course of her internship, Ms.

Warhank processed nearly 60 linear feet of records and scrapbooks. Many of the latter had not been fully accessioned or cataloged. As well as creating inventories and catalog entries, Ms. Warhank was also able to do some preservation work on the scrapbooks. The work included cleaning, interleaving, sleeving photographs, removing loose materials, and creating customized phase boxes for more sturdy storage. Anneleise also gave a public presentation regarding archival quality scrapbooks; providing instruction in proper storage and handling of historic scrapbooks, and presenting resources to purchase supplies and tools to maintain and create new archivally sound scrapbooks.

In her final report about the experience Ms. Warhank described her excitement in learning more about the history of her home state:

“Processing the Tommy Ray collection was an excellent project... it allowed me to learn more about a World War I, a war which often times gets overshadowed by its successor. Through the letters, photographs, and objects, I was able to piece together the young soldier’s journey through basic training outside Helena, to his final battle at Saint-Mihiel in September of 1918, to the return of his body to the U.S. in 1920.”

And the effect the internship has had on her professional development:

“This internship allowed me to gain substantial experience in accessioning, cataloging, arrangement and description, conducting a preliminary inventory, preservation, public outreach, constructing a finding aid, and at least attempting reconciliation of records. I am very grateful for this opportunity and know the skills and knowledge I gained ... will greatly aid me in my final year of schooling and future positions I hope to hold in the field of archival science.”

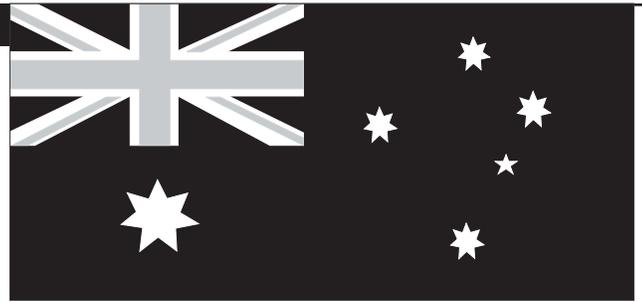
Intrigued by the idea of having an archival student assist with your backlog? Look for the 2013 application announcement of the Student Archivist Project in the winter newsletter. This year we will offer two internships!!



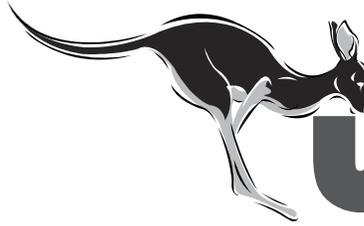
COSA GAINS FUNDING FOR ELECTRONIC RECORDS EDUCATIONAL PROGRAM

In July 2011, the Council of State Archivists launched an initiative focused on improving efforts to manage, preserve, and provide access to state government electronic records nationwide. The State Electronic Records Initiative will focus on four main platform goals: developing and offering education and training; promoting awareness of electronic records; addressing governance issues within states; and gathering best practices, tools, and implementation strategies. The initiative is aimed at archivists in government settings initially, but hopes the training will ultimately be applicable to all heritage repositories with responsibility for preserving electronic collections/content. On June 25, CoSA's State Electronic Records Initiative (SERI) has been awarded a \$490,000 Laura Bush 21st Century Librarian Program grant from IMLS. The grant, which begins October 1, 2012, focuses on electronic records related education and training. See the CoSA website for details about the goals of the initiative. <http://www.statearchivists.org/seri/>

Features



ARCHIVES DOWN UNDER



Kim Allen Scott

On August 21, 2012 I attended the International Council on Archives congress at Brisbane, Australia. This was easily the largest archival conference I have ever attended, with hundreds of delegates from all over the globe and it was most impressive to be able to meet members from the profession whose dedication and talent are shared beyond the borders of their native lands.

This was truly an “archives” meeting, with few presentations dealing with the complexities of subject collecting and it really struck me how in our country we have so freely incorporated the duties of the manuscript curator under the title of “archivist.” Since most of the delegates represented government repositories, the presentations centered on electronic access to allow citizens convenient and open perusal of government records.

My own presentation centered on what I believe will be the coming responsibility of archives (and manuscript repositories) to assume the duties of book custodianship that libraries are so rapidly abandoning. Other than some critical comments from the only other American in the room, I believe the audience appreciated my speech and about five people crowded around me afterwards to affirm their support. In all, it was a wonderful experience, and I am very thankful that I was selected to present at the congress.

Web Archives at the University of Montana-Missoula



Sam Meister

Collecting and preserving records documenting University of Montana-Missoula governance and activities as well as publications by UM departments and other entities is a target focus of collection development at the Maureen and Mike Mansfield Library Archives and Special Collections department. For some time now, UM-related published content is produced for and made available directly through the World Wide Web. Often this digital form is the only version produced, increasing the risk that it will be lost due to the ephemeral nature of the Web.

To ensure important and valuable University content does not disappear without a trace, Archives and Special Collections is actively collecting and preserving web content via Archive-It, a web archiving service from the Internet Archive. This subscription service helps organizations harvest, build, and preserve collections of digital content.

Since December 2010, we have been capturing and building a web archives collection that now includes over 7 million web documents. As with any archival collection this process began with the appraisal and selection of websites with university content. Content published on official university websites was evaluated as well as unofficial sources, such as blogs or other social media websites. After determining the list of websites to be included in the collection, we configured settings within Archive-It to ensure each website is properly captured. Once captured, websites are reviewed for quality to determine if any issues may have occurred during the capture process.

This new and ever-expanding collection is a valuable addition to our existing university materials and contributes to our efforts to document the people, activities, and impact of the University of Montana over time. The starting point for searching our web archives collection can be found at: <http://www.lib.umt.edu/asc/webarchives>



Montana History Conference to be held in Helena:

Opportunity for All? Homesteading Next Year Country



Ac 90-87 21-D
Homesteaders at
Cabin Creek. July
13th, 1913
Photograph by Evelyn
Cameron
Credit: Montana
Historical Society
Research Center
Photograph Archives,
Helena, MT



2012 marks the 150th anniversary of America's first Homestead Act.

Born of the same political discord that led to the Civil War and signed into law by President Abraham Lincoln during the early years of that conflict, the act provided for the transfer of 160 acres of public land to each homesteader upon payment of a nominal filing fee and five years of "proving up." The original proponents of the Homestead Act envisioned the settlement of the West by individual farmers with an almost utopian fervor, and today, our cultural mythology most often portrays homesteading as a symbol of the most American of ideals. For more information see brochure at <http://mhs.mt.gov/museum/historyconference2012.asp>

Society of American Archivists offers fall and winter workshops

- 10/3/2012 – 10/5/2012: Business Archives... Establishing and Managing an Archives, Minneapolis, MN
- 10/8/2012: Basic Electronic Records University of Minnesota, Minneapolis, MN
- 10/12/2012: Preserving Digital Archives: Concepts and Competencies Webster State University Ogden, UT
- 10/15/2012: Advocacy, Archives, and Archivists Workshop, University of Wyoming Laramie, WY
- 11/30/2012: Privacy and Confidentiality Issues in Digital Archives, Carleton College Northfield, MN
- 2/11/2013: Copyright Issues for Digital Archives, University of Minnesota, Minneapolis, MN
- 2/12/2013: Privacy and Confidentiality Issues in Digital Archives, University of Minnesota Minneapolis, MN

NEDCC OFFERINGS 2012

(WWW.NEDCC.ORG/EDUCATION/TRAINING.CALENDAR.PHP)

October 11, 16, 2012: FUNDAMENTALS OF DIGITIZATION: This webinar offers an introduction to key metadata concepts, with a focus on understanding the different metadata schema. By the end of the webinar, participants will understand the basic types of metadata and the importance of metadata in terms of access, interoperability, and longevity.

October 30, 2012: Care and Handling of Scrapbooks Live online webinar: This live, online webinar will cover the issues to be addressed in order to provide the best level of care for scrapbook collections. The webinar introduces the structure of scrapbooks, types of materials commonly found in them, methods of attachment, and the implications for preservation and conservation. Low-cost, in-house preservation approaches are discussed

November 6, 2012: FUNDAMENTALS OF DIGITIZATION: Copyright. Live online webinar: This introductory webinar is designed for those working in cultural institutions who are digitizing collections and need a basic understanding of copyright and its impacts on digitization for access.

November 15, 2012: FUNDAMENTALS OF DIGITIZATION: Workflow for Digital Projects. Live online webinar: This introductory webinar is designed for those digitizing collections who are interested in learning how to improve workflow and efficiency.

November 27, 2012: FUNDAMENTALS OF DIGITIZATION: Handling Collection Materials During Digitization. Live online webinar: Digital reformatting improves access to your collections but shouldn't endanger the physical condition of the originals. This webinar will introduce participants to safe handling techniques for the digitization of collection materials. Techniques include: Removing fasteners, Handling fragile bound volumes, Handling very brittle materials, Handling photographs and negatives. Appropriate digitization equipment will be discussed as will questions to ask vendors when forming a new working relationship.

December 4, 2012: FUNDAMENTALS OF DIGITIZATION: Digital Disaster Planning Live online webinar: Disaster plans are just as important for digital collections as they are for analog collections. This webinar will introduce the elements of a disaster plan for digital collections and the issues to be considered when conducting a risk assessment.





2013 MODERN ARCHIVES INSTITUTE

The National Archives and Records Administration, in cooperation with the Library of Congress, present two sessions of the Modern Archives Institute each year (January 28–February 8, 2013, June 3–June 14, 2013). The institute introduces participants to archival theory and practice and the responsibilities of archival work. The two-week program provides an introduction to archival principles and techniques for individuals who work with personal papers, as well as those who work with the records of public and private institutions and organizations. It is intended to help archivists acquire basic knowledge about caring for archival materials and making them available. Participants usually have limited archival experience and represent a wide variety of archival repositories, large and small, public and private.

For more information see the website at:
<http://www.archives.gov/preservation/modern-archives-institute/>

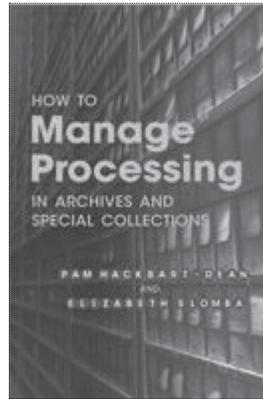
SHRAB Publication Available Online

Montana SHRAB's manual, Preferred Practices for Historical Repositories is available see http://mhs.mt.gov/research/library/Best_Practices.pdf. This publication is a checklist and self-assessment manual and provides information on a wide variety of management and preservation topics related to archives and museums.

Resources

How to Manage Processing in Archives and Special Collections

Pam Hackbart-Dean and Elizabeth A Slomba



Every archives strives to have an active, well-planned processing program, but achieving this is no easy task. *How to Manage Processing in Archives and Special Collections* breaks down what you need to know to establish or revitalize your processing program, delivering effective methods to help you succeed. This resource is packed with information about:

- Creating a framework for a processing program, including developing processing policies, priorities, and strategies;
- Managing the day-to-day work of processing assessment techniques;
- Implementing best practices and standards;
- Administering a patron-based approach to managing processing;
- Effectively assessing the demands for descriptions and item-level cataloging to make collections available more swiftly; and
- Applying standards in the adoption of trends and new concepts in processing and in handling outside demands.

ARMA Releases New Reports

ARMA's International's Standards Development Program has released two new ANSI-registered technical reports on social media and mobile communications. Mobile Communications and Records and Information Management provides RIM-related advice for the use of mobile communications technologies, such as smartphones and tablets, in the organizational setting. Using Social Media in Organizations offers advice on implementing social media within the context of accepted RIM best practices.

Humanities Montana See <http://www.humanitiesmontana.org/Grants/grants.php>:

<i>Applications for \$5000 and less</i>	20th of November
<i>Applications over \$5000</i>	20th of December
<i>Book subvention applications</i>	20th of December
<i>Fellowship applications</i>	20th of December
<i>Opportunity grants (\$1000 max)</i>	At least two weeks prior to program

SHRAB Offers Scholarships

The Montana State Historical Records Advisory Board (SHRAB) is pleased to announce the availability of \$1000 worth of scholarship funds. Scholarship funds are available to paid and volunteer staff of Montana’s cultural heritage institutions to support training, educational workshops, or courses on topics related to the management and/or preservation of historical records. Each scholarship may cover registration fees, travel costs, lodging and per diem (for food). Funding may also be used to bring recognized experts into an institution for consultation related to the management, accessibility, or preservation of the historical records in its care. The scholarships are made possible through a grant from the National Historical Publications and Records Commission (NHPRC). See application form insert.

2012-2013 MONTANA SHRAB PROFESSIONAL DEVELOPMENT SCHOLARSHIP

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Board Members

- Jodie Foley**, Helena
- Kim Allen Scott**, Bozeman
- Ellen Crain**, Butte
- Judy Ellinghausen**, Great Falls
- Anne L. Foster**, Gardner
- Jon Ille**, Crow Agency
- Sam Meister**, Missoula

Scholarship recipients will be notified within 15 business days of receipt of the application.

Please send your complete application to

Montana State Historical Records Advisory Board
Montana Historical Society
P.O. Box 201201
Helena, MT 59620-1201

Telephone: (406) 444-7482
Fax: (406) 444-5297
Email: jofoley@mt.gov

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Helena, MT 59620-1201

Telephone: (406) 444-7482
Fax: (406) 444-5297
Email; jofoley@mt.gov

*PLEASE FILL OUT EITHER THE APPLICATION FOR TRAINING/WORKSHOP ATTENDANCE
OR THAT FOR ON-SITE ASSISTANCE, NOT BOTH*

APPLICATION FOR TRAINING/WORKSHOP ATTENDANCE:

Applicant Name: _____ Institution: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

Are you a paid employee of a library/museum/archives? Yes No

If yes, what is your title and how many hours per week do you work? _____

Are you a volunteer at a library/museum/archives? Yes No

If yes, how many hours per week do you volunteer? _____

What is your institution's annual budget? _____

Does your institution pay for professional training? Yes No

Name of workshop/conference/training you wish to attend: _____

Amount requested: Registration fee(s): _____ Travel/per-diem: _____ Total amount: _____

What are your reasons for attending this training, workshop, conference, etc.? How do they fit your professional goals? How do they fit your institutions goals? _____

Briefly outline your experience with historical records and any related special projects that you have worked on or are currently involved in. _____

2012 MONTANA SHRAB Student Archivist Program

Institutional Application

The Montana State Historical Records Advisory Board (SHRAB) is pleased to announce a new on-site assistance program to cultural heritage institutions in Montana whose duties include the care and preservation of historical records. A student archivist from the Western Washington University Archives and Records Management Program or University of Wisconsin at Milwaukee Library and Information Sciences program will provide 320 hours of assistance to one Montana heritage institution over the summer of 2011. Students will provide assistance based on specific goals set by the institution and may include archival surveying, processing, cataloging, basic conservation, training and creation of finding aids.

This program will be made possible through a grant from the National Historical Publications and Records Commission (NHPRC).

Application DEADLINE: March 15, 2012.

APPLICATION FOR ON-SITE ASSISTANCE: (limit responses to 2-pages total)

Applicant Name: _____

Institution: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

What is your institution's annual budget/ _____

How many FTE (full time equivalent) paid employees does your institution have? _____

How many FTE (full-time equivalent) volunteers does your institution have? _____

What assistance would the student archivist provide your institution? How does this fit your institutions goals/mission?

Briefly outline your institution's experience with historical records. Include any related special projects that your institution has worked on or is currently involved in. _____

Please complete and attach a one-page project description that includes specific goals to be accomplished by end of the students stay. (This may include but are not limited to linear feet processed or inventoried, finding aids completed, guidelines and procedures established, and/or cataloging entries created).

Hike at the Gates of the Mountains, Big Belt Mountains
Photo by Laurie gigerre McGrath



the montana archivist

Big Sky. Big Land. Big History.
Montana
Historical Society

225 North Roberts
PO Box 201201
Helena MT 59620-13301