

***Digital Projects Workshop to be Held***

The Montana State Historical Records Advisory Board (SHRAB) is pleased to present “Digital Project Planning and Introduction to Scanning: Workshops for Cultural Heritage Institutions” on June 6 and 7. These two full-day workshops are designed specifically for volunteers and staff of Cultural Heritage Institutions - including museums, libraries and archives - interested in learning how to put their resources on the Web. The Collaborative Digitization Program, previously known as the Colorado Digitization Program (CDP), has a long history of providing these workshops throughout the Rocky Mountain Region. More information about the CDP is available at <http://www.cdpheritage.org>.

The workshops will be held at the Renne Library at the Montana State University in Bozeman. The cost for the workshop is \$20 for one day or \$35 for both days. This significantly reduced registration fee is made possible through a generous grant from the Montana Committee for the Humanities. Registration is limited to 25 people each day. The deadline for registration is May 27 and the registration form is available at <http://www.lib.umt.edu/pdf/registration.pdf>. Attendees can receive Montana Library Certification Program continuing education credits and OPI renewal units.

The workshop is co-sponsored by the Maureen and Mike Mansfield Library of the University of Montana-Missoula, the Renne Library of the Montana State University; and the Montana Historical Society. For additional information and registration information please contact Donna McCrea, Head of Archives, Maureen and Mike Mansfield Library, The University of Montana-Missoula, at (406) 243-4403 or [donna.mccrea@umontana.edu](mailto:donna.mccrea@umontana.edu).

***Upcoming Events***

- April 14-16: Northwest Archivists annual conference, Las Vegas, NV
- April 23-26: Montana Library Association conference, Billings
- May 19-20: Understanding Archives Workshop, Seattle, WA
- June 22-23: Archives Management for Tribal Organization, Las Vegas, NV
- August 15-21: Society of American Archivists annual meeting, New Orleans, LA

## State Archives Bill Introduced in Legislature

In early January Senate Bill 180, a bill to allow the State Archives to charge an annual fee, was introduced in the Montana Senate by Senator Mike Cooney (SD40, Helena). This bill resulted from several years of research by Montana Historical Society staff for an acceptable way to fund the Montana State Archives. SB180, if passed, will allow the Historical Society, which houses the State Archives, to charge state agencies a fee based on the number of employees. The funds collected from this fee will allow the State Archives to hire two additional staff members to care for and provide access to historic records of the Montana state government. Currently, the bill has passed the Senate and is out of committee in the House of Representatives. If you or your institution is interested in supporting this bill or would like additional information, please contact Molly Kruckenberg at 444-7482 or [mkruckenberg@mt.gov](mailto:mkruckenberg@mt.gov).

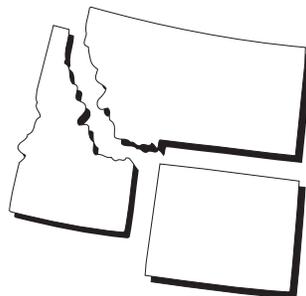
### ***Understanding Archives Workshop***

A workshop entitled "Understanding Archives: An Introduction to Principles and Practices" will be held in Seattle, WA, in May. This workshop will provide an overview of basic archival functions, including appraisal and accessioning, arrangement and description, preservation and reference. Though they have much in common with librarians and museum staff, archivists must use different practices to protect the integrity of historical records. This workshop is for people who have

responsibility for archival records, but little or no archival training. For details and to register, go to <http://www.archivists.org/prof-education/workshop-detail.asp?id=1321> or contact the Society of American Archivists at (312) 922-0140.

### ***New Listserv to Address Photograph Collections***

Staff at the University of Washington and the University of Missouri have created a listserv for issues related to managing photograph archives. Anyone is welcome to join. They would particularly like to reach those people who work in small archives who may wish to have help with issues in their collections. To subscribe, send an email to [listserv@listserv.umkc.edu](mailto:listserv@listserv.umkc.edu), with a blank subject line and the text "SUBSCRIBE PhotoArchives [your name]" as the text of the message. Postings to the listserv can be sent to [PhotoArchives@listserv.umkc.edu](mailto:PhotoArchives@listserv.umkc.edu).



### ***Joint SHRAB Meeting to be Held in West Yellowstone***

As a result of recent discussions between state coordinators, a joint meeting of the Wyoming, Idaho, and Montana SHRABs will be held in West Yellowstone, Montana, on May 19-20. The SHRABs will be discussing current activities sponsored in their own states as well as possibilities for future joint projects between the three states. Each board will meet individually on the 19<sup>th</sup>, with a group meeting to be held on the 20<sup>th</sup>. The Montana SHRAB's board meeting will be held on the afternoon of May 19.

## Archives Management for Tribal Organizations Workshop

Reserving the historical records of your tribe for future use is a massive, but manageable, responsibility. Tribal records hold enduring cultural value and may even provide the legal foundation for your tribe's government.

Creating and then maintaining a tribal archives is a large undertaking for most tribes. Not only does the facility need the monetary backing of the tribal council, but political autonomy to ensure that all documents are protected and available to everyone. Rules, regulations and standardization procedures must be created and implemented to help the archives run smoothly and maintain the condition of archival documents.

This class will help you carry out these responsibilities with confidence and ease. You'll learn to preserve the records you have and anticipate your archival needs in the face of continuing economic development as well as ways to start or expand your own archival program. Plus, you'll be able to apply the information learned in this class to help tailor your program to your tribe's needs. Best of all, you'll get a behind-the-scenes look at a state-of-the-art archives facility.



Indian artifacts photo courtesy of Montana Historical Society.

## NWDA Update

The NWDA is approaching the finish line for the first phase of this regional grant-funded project to provide enhanced access to archival materials in Oregon, Washington, Idaho, and Montana.

A color rack card brochure promoting the NWDA finding aids database to potential researchers is now available. Representatives of the NWDA provided information about the consortium and the finding aids database to potential users at the following conferences during the fall: Western

Literature Association (Big Sky, Montana); Western History Association (Las Vegas); and the Montana History conference.

The NWDA finding aids database topped the 2000 mark in early December at 2045 finding aids. All participating institutions are represented in the finding aids database. Five institutions have exceeded the number of finding aids they proposed for submission. It is expected that the database will include more than 2500 finding aids by the conclusion of this project phase at the end of December 2004.

A contract programmer developed a stylesheet for delivery of a "Printer-Friendly Finding Aid" following the finding aid format developed by the Northwest Archival Processing Initiative (NWAPI). This allows all institutions (as well as NWDA website users) to produce printed versions of EAD finding aids.

For additional information or to use the NWDA, please visit our website at <http://www.nwda.wsulibs.wsu.edu>.



## ***Training / Education Funds Available***

The Montana SHRAB is pleased to announce the continued availability of training and education funds to archivists around the state. Through a grant from the National Historical Publications and Records Commission, the SHRAB is offering scholarships of up to \$1,000 to attend training and/or educational workshops and courses on topics related to historical records. These funds can be used for any type of training or education as long as it is related to the management or preservation of historical records. The funds are available for local, statewide, regional, and national courses. For an application for these funds, please contact Molly Kruckenberg at 444-7482 or [mkruckenberg@mt.gov](mailto:mkruckenberg@mt.gov).

## ***Publications Still Available***

Copies of the Montana SHRAB's manual, *Preferred Practices for Historical Repositories* are still available, free of charge. 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. Copies are available from Molly Kruckenberg, 444-7482 or [mkruckenberg@mt.gov](mailto:mkruckenberg@mt.gov). Additional copies of the SHRABs other publications, including *So You Have a Box of Papers...* and the quarterly newsletter are also available.

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