

Upcoming Events, Conferences and Training Opportunities

Sept. 29-Oct. 1, 2010

Phoenix, Arizona, **Best Practices Exchange**

Sept. 30-Oct. 2, 2010

Helena, Montana, **Montana History Conference**
includes SHRAB sponsored
preservation workshop

Oct. 27-30, 2010

Austin, Texas, **National Preservation Conference**

Jan. 24-Feb.4, 2011

Washington, D.C., **Modern Archives Institute**

April 20-23, 2011

Helena, Montana, **Northwest Archivist's
Annual Conference**

June 6-17, 2011

Washington, D.C., **Modern Archives Institute**

Sept. 22-27, 2011

Chicago, **Society of American Archivist's
Annual Meeting**



Loss of Friend and Respected Colleague

Faith BadBear Bartlett, archivist of Little Big Horn College and member of the Montana SHRAB, passed on Saturday August 14, 2010 in Crow Agency Montana. Faith's impressive career included work for the Buffalo Bill Historical Society, the Science Museum of Minnesota, and as a consultant for the Smithsonian Institution's National Museum of the American Indian, the St. Louis Art Museum, Minnesota Historical Society and the Museum of World Culture in Sweden. She was known as a fierce advocate for the preservation of Native American cultural sites and collections. Her knowledge of records preservation was acknowledged in 2007 by Governor Schweitzer who nominated Faith to the State Historical Records Advisory Board. Members of the SHRAB will miss her expertise, her tremendous commitment to her community and its history, and her advocacy of Native American collections. We will also miss her gentle smile, dry wit and generous spirit. The state, the archival profession, and the SHRAB have lost a great friend.

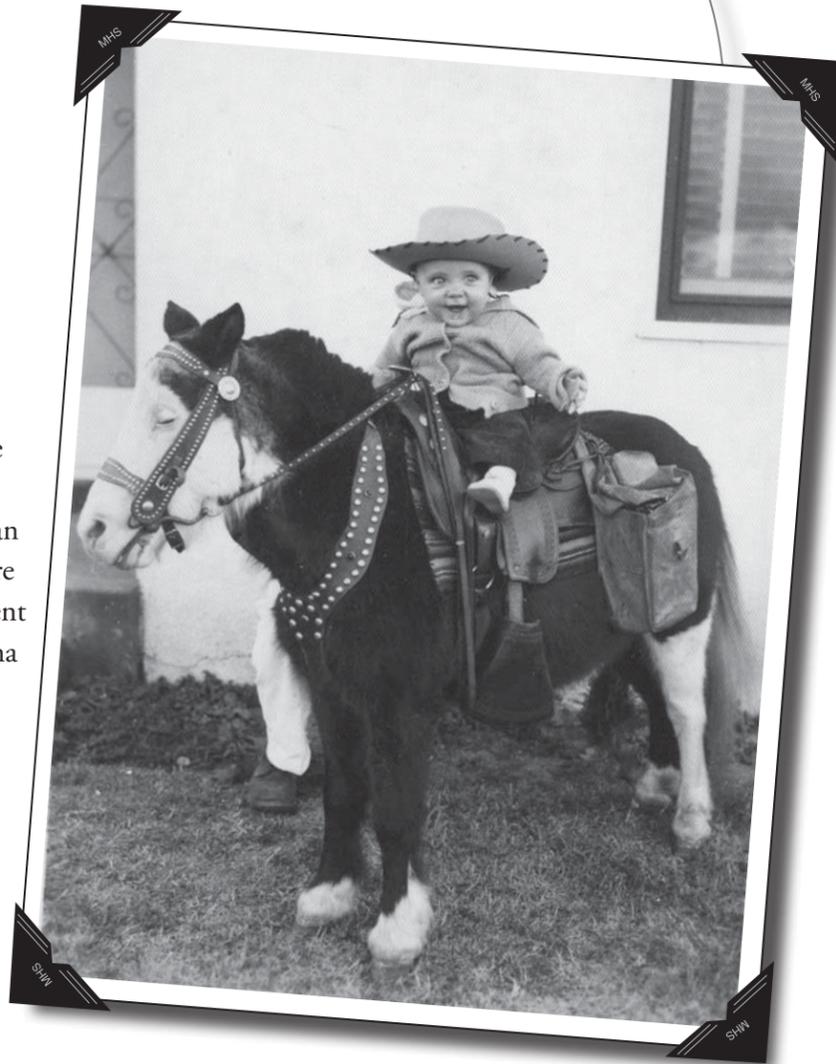
CELEBRATE ARCHIVES MONTH

American Archives Month is an opportunity to raise awareness about the value of archives and archivists. Every October archives across the nation celebrate the collections we hold in trust, and the work we do. Please take time this fall to celebrate. Host a lecture; organize an open-house, or invite students to write essays....whatever wonderful and creative way you can think of to advocate for archives! Additional ideas and resources can be found at <http://www.archivists.org/archivesmonth/>

We welcome articles about how you celebrated archives month. Please submit articles to jfoley@mt.gov for inclusion in a future newsletter.

SHRAB ARCHIVES MONTH POSTER CELEBRATES "THE FACES OF MONTANA"

Over the summer and spring of 2010 the Montana SHRAB gathered images for its 2010 Archives Month Poster. The result is an impressive visual representation of who we are and have been -- a colorful tapestry of different races, cultures, and individuals. The Montana Archives Month poster will be mailed to all newsletter recipients in October. Please display it with pride!



MONTANA TO HOST NWA!!! SAVE THE DATE!!!

Planning is underway for Northwest Archivists 2011 Annual Conference; to be held in beautiful Helena, Montana. We will host over 100 archivists and records managers from the region—including Oregon, Washington, Idaho, and Alaska. The conference will include great training opportunities, informative presentations, and an opportunity to network with colleagues from across the region. Join us!

See the NWA website for conference hotel, event schedule and registration information as it becomes available. <http://northwestarchivistsinc.wildapricot.org/AnnualMeeting>



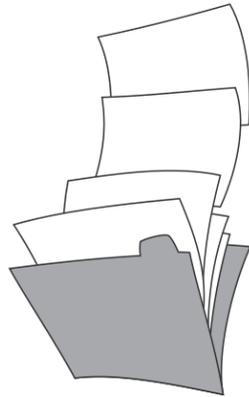
SHRAB Continues Student Archivist Project

Montana SHRAB received grant funding through the National Historical Publications and Records Commission to continue the traveling archivist project this summer. Heritage institutions were encouraged to apply to receive 320 hours of assistance from an Archives and Records Management graduate student from Western Washington University or University of Wisconsin at Milwaukee. Of the entrees, Petroleum County Clerk and Records Office was chosen to receive assistance. Kay Garsnett, University of Wisconsin graduate student, was chosen as the student archivist. After a week of training at the historical society, Ms. Garsnett and State Archivist Jodie Foley,

traveled to Winnett to get the project started. Kay worked with staff over the next week to establish her work goals which include completing a records survey, preparing records for microfilming, providing training on various records management issues, and making recommendation for improved access to and control over their records. Look in next issue of *Montana Archivist* for final reports from both the institution and the student archivist.

Funding for the summer of 2011 has been secured. Look for applications in January. Any Montana institution with significant archival responsibilities will be eligible to apply.

Montana SHRAB Offering Workshop at Montana History Conference



The Montana SHRAB will be hosting a workshop entitled Archival Collection Management: PastPerfect, in Helena, from 8:00 a.m. to 12:00 a.m. in conjunction with the Montana History Conference (<http://mhs.mt.gov/museum/historyconference2010.asp>) Attendees will learn the basics of archival cataloging, and share

techniques for using PastPerfect software for archival collection management. This workshop is suitable for anyone who currently uses or is contemplating using the PastPerfect “archives” module to accession, describe, and catalog archival collections. Attendees will receive instruction from current users and will be asked to share their experiences—good and bad. The workshop is made possible through funding provided by the National Historical Publications and Records Commission (NHPRC). Scholarship funding to support travel is available; see insert for application. For more information contact Jodie Foley at 444-7482, jofoley@mt.gov.

of broadcasting in **Montana** through both scholarships and grants for worthwhile broadcast productions. This collection consists of minute books, correspondence, grant files and award files for the annual Montana Radio and Television Awards, which the **Greater Montana Foundation** helped to create. During the course of the fellowship Mike and Monika, arranged and reboxed the 21 linear feet of records (1958-2007), created an in depth inventory (see <http://nwda.wsulibs.wsu.edu/>), a catalog entry in the Montana Shared Catalog, and a preservation plan for the audio and video materials.

Rachel Hillier was chosen as this summer’s Sobotka Intern. The August and Mary Sobotka Internship was established in 2004 to provide internship funds for college students to assist MHS with priority projects while providing a meaningful educational experience for the student. Rachel’s project this summer was to scan and prepare images of Prisoner Intake Sheets from the Montana State Prison in Deer Lodge from the years 1869-1955 which will be put up on the Montana Memory Project. This long-term project will ultimately result in an alphabetically searchable run of prisoner images in Montana from the inception of the prison until 1955. Rachel has also been working to add prisoner information to the database so things like ethnicity, religion, location of crime, aliases, gender and occupation will be key-word searchable. The project will take many more months to complete, but with Rachel’s help, we are on our way.

The internship program is a great resource for both the intern and MHS. In her final report, Monika Brandt stated “*My internship was a great learning experience....I received all the experience I had hoped for.... I want to thank the Greater Montana Foundation for funding my position this summer!*” Likewise Mike Folkerts wrote “*We [created] a finding aid and MARC catalog record...I learned how to use Xmetal and OCLC. I got the opportunity to digitize documents for the Greater Montana Foundation, which will be put online soon. I honestly could not be happier with the way my internship went.*” For MHS staff the interns provided much needed assistance and the opportunity to mentor talented students.

Montana Historical Society Hosts Interns

The Montana Historical Society hosted three student archivists this summer from Western Washington University’s School of Archives and Information Management.

Monika Brandt and Mike Folkerts were chosen as Fellows to process records of the Greater Montana Foundation. The Greater Montana Foundation (GMF), which provided funding for the fellowships, is a philanthropic group started by noted **Montana** radio and television station owner, E.B. Craney in 1958. The **foundation** is dedicated to the betterment



SHRAB Offers Scholarships Apply today to support travel to October workshop!

The Montana State Historical Records Advisory Board (SHRAB) is pleased to announce the continued availability of scholarships of up to \$1,000 to paid and volunteer staff of Montana’s cultural heritage institutions to attend 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 insert in this newsletter for application form.

Grant Opportunities

NHPRC: (<http://www.archives.gov/nhprc/apply/program.html>)

✓ Archives - Basic Projects

Activities included under Basic Projects may be basic processing, preservation planning, collections development, and/or establishing archives. Final Deadline: October 7, 2010

✓ Archives- Detailed Processing Projects

proposals should describe how the repository will process and create detailed descriptions at the series or file level. In the course of such processing, some selective re-foldering and basic cleaning may be needed, and applicants must explain whether any item level treatment will be necessary, including removing fasteners, opening envelopes, and flattening, copying, encapsulating, de-acidifying, and mending documents. Final Deadline: October 7, 2010

National Endowment for the Humanities

See <http://www.neh.gov/grants/guidelines/SCHC.html>

Sustaining Cultural Heritage Collections offers two kinds of grants: deadline November 16, 2010.

✓ **Planning and Evaluation Grants:** To help an institution develop solutions to complex preventive conservation challenges, grants of up to \$40,000 will support planning projects, which may encompass such activities as site visits, planning sessions, monitoring, testing, project-specific research, and preliminary designs for implementation projects.

✓ **Implementation Grants:** To help an institution implement a preventive conservation project, grants of up to \$400,000 are available. Implementation projects should be based on planning that has been specific to the needs of the institution and its collections within the context of its local environment.

How Archives are Using Web 2.0: A Quick Introduction

Kate Theimer



Sometime around 2004 the people who study the Web realized that it was undergoing a kind of transformation. Being computer people, they decided to call this new version of the web “Web 2.0,” following the method used by software developers to signify new versions of products. “Web 2.0” was used to signify that the Web had begun a fundamental change in the way people were able to use it.

There is no standard definition of Web 2.0. The term was not created by one company or type of software. Rather, it describes a confluence of changes in Web design and functionality that resulted in fundamental differences in the ways developers and users approach the Web. The most significant of these changes were openness in technical interfaces and standards; creation of syndicated content and use of “really simple syndication” (RSS); customized Web experiences for users; broad use of interactivity, such as commenting, tagging, ranking, making lists, and allowing many options for redistribution and sharing; the rise of user-created and published content; and the integration of user-to-user connections into many sites.

Taken together these changes have transformed the way people expect to access and interact with information on the Web. While initially many archives were reluctant to commit resources to these kinds of “frivolous” and “faddish” outlets, the permeation of sites like *YouTube*, *Flickr*, *Twitter*, *Wikipedia*, and *Facebook* into the public consciousness and the use of these tools by institutions such as the Library of Congress in the U.S. and the National Archives in the

U.K. have resulted in a rush of archives participating in social media. (For a listing of archives using Web 2.0 tools, see the Archives 2.0 Wiki at <http://archives2point0.wetpaint.com>.)

The Web 2.0 tools most commonly used by archives today for outreach are blogs, micro-blogging (*Twitter*), podcasting, image sharing (*Flickr*), video sharing (*YouTube*), social networking (*Facebook*), and wikis. Archives are using these different tools to achieve three different goals: sharing digital copies of holdings, sharing information about the archives, and interacting with users. Often, but not always, these goals overlap. For example, most archives who are blogging use their blog as a platform for sharing selected images from their collections, while writing about what’s going on in the archives, and they allow and encourage readers to share their own thoughts in comments.

In contrast, the constraints of the micro blogging site *Twitter* limit you to sharing only 140 characters in any single message or post (called “tweets”). This means that archives can only use *Twitter* to share links to digital content posted elsewhere. Archives have been successful in using *Twitter* to share short succinct pieces of information with followers, including links to blog posts, news items, and newly digitized collections. *Twitter* also allows archives to interact with users in an informal immediate way.

Podcasting allows for the sharing of audio and video information, usually in a series to which users can subscribe. Archives most commonly use podcasts

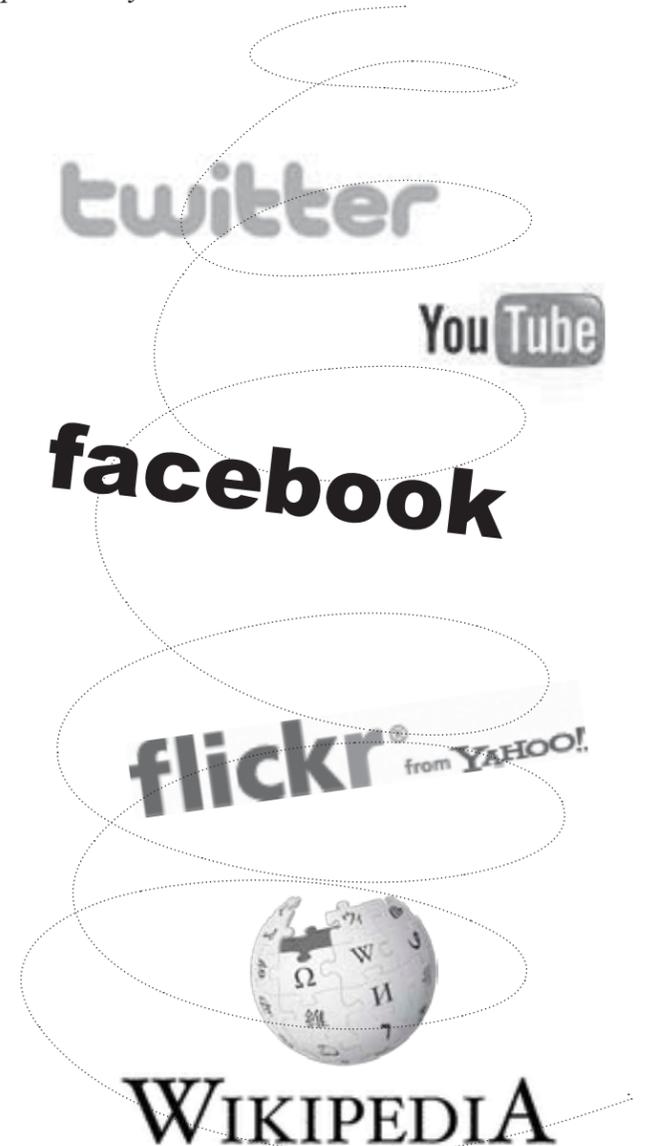
to share digitized archival audio and video content, but some also create new programs for podcasting or record and podcast events from their public program series. Unless combined with a blog, podcasting does not allow for audience interaction, which is one of the hallmarks of the *Flickr* and *YouTube* sites. The image-sharing site *Flickr* and the video-sharing site *YouTube* are among the most popular Web 2.0 applications for archivists, allowing for the easy posting and sharing of images and videos from collections in a venue that attracts millions of users from around the world.

The kinds of interaction with users seen on *Flickr* and *YouTube* are also common on social networking sites like *Facebook*, which allow archives to create “pages” and groups. On *Facebook* archives can post images or video from collections, create “wall posts” and notes to share information, post links to other web resources, and interact with the members and “fans” of their organization. *Facebook*, like many other Web 2.0 sites, can also import and share information with other sites like *Flickr*, *YouTube*, *Twitter*, and blogs. The kinds of communities archives are building on *Facebook* are similar in some ways to the communities that are needed to support a wiki that depends on user contributions. Wiki software, like that used to support *Wikipedia*, allows users to create and collaboratively edit individual web pages, creating web resources that can easily be updated and changed by a community of experts. Attracting such a community has been a challenge for many archives who want to capitalize on public contributions to wiki, and many have turned to largely (or entirely) staff-created wikis to build on information about their collections. Limiting or disabling public contributions to a wiki also means that moderation of changes or moderation of disputes is not necessary.

While concerns about issues such as intellectual property and copyright as well as limitations on staffing resources have made many archives hesitant about making an institutional commitment to these

new “social media” tools, the returns on an often small investment can be significant. Moreover, for an increasing number of our potential researchers and users, social media tools are becoming the primary way they communicate with each other, share information, and locate new online resources. While they may seem like “just one more thing to do,” using Web 2.0 tools should be an important part of any archives’ outreach program.

Kate Theimer is the author of the ArchivesNext blog, the Archives 2.0 wiki, and the book Web 2.0 Tools and Strategies for Archives and Local History Collections published by Neal-Schuman Publishers in 2009.



Conferences and Training Opportunities



Big Sky Country will host the 2011 Northwest Archivists Conference in Helena, Montana, April 20-23.

The meeting will be held at the Great Northern Hotel. Watch the NWA webpage for details (<http://northwestarchivistsinc.wildapricot.org/AnnualMeeting>)



Society of American Archivists Annual Conference: Next year's theme is "ARCHIVES 360". The conference will be held in Chicago, August 22-27, 2011.

See SAA website:
<http://www.archivists.org/conference/>



2011 Modern Archives Institute. January 24 - February 4, 2011; June 6 - June 17, 2011.

Participants usually have limited archival experience and represent a wide variety of archival repositories, large and small, public and private. Priority is given to persons who work with archives or manuscripts. Managers whose organizations include archival units, persons from other professions who require a basic understanding of archival work, and those who are preparing for a career in archives and manuscripts will be admitted on a space-available basis. The 2-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.

The Institute concentrates on the following basic archival functions:

- Acquisition of archival material
- Appraisal and disposition
- Arrangement and description
- Preservation
- Reference and access
- Public programs

Other topics include the management of archival institutions; administration of special types of archival materials, such as photographs and electronic records; funding; and ethics. The program includes lectures, discussions, workshops, a full day of activities at the Library of Congress, and tours of various units of the National Archives and Records Administration. Continuing education units are offered. Participants will receive several archival publications as well as other materials. See NARA website <http://www.archives.gov/preservation/modern-archives-institute/>



SAA Continuing Education Calendar for 2010/2011

- Describing Archives: A Content Standard (DACS) (September 30, Portland AND October 22, Dallas)
- Implementing More Product, Less Process (October 1, Gainesville, Florida)
- Archives Overview (October 8, Springfield, Illinois)
- Understanding Photographs: Introduction to Archival Principles and

Practices (October 25-26, College Station, Texas)

- Arrangement and Description of Manuscript Collections (November 4-5, Princeton, New Jersey)
- Metadata in Action (working title) WEB SEMINAR (November 22, 1-2:30 p.m. US CT)
- Understanding Archives: Introduction to Principles and Practices (November 12-13, Minneapolis)
- Electronic Records: Part II (working title) WEB SEMINAR (December 8, 1:30-2:30 p.m. US CT)



Tribal Archives, Libraries, and Museums, 2010-2012. Workshops, Institutes, and Conferences:

Tribal Museums/Cultural Centers Institute
Fort Lewis College, Durango, CO
April 2011

Leadership Development for Tribal Archives, Libraries, and Museums
Honolulu, HI October 2011

National Conference of Tribal Archives, Libraries, and Museums
Tulsa, OK June 2012

New Resources

SAA Publications

- The Ethical Archivist, Elena S. Danielson
- Illustrates how daily decisions made by archivists connect to larger issues of social responsibility and the need to construct a balanced and accurate historical record.
- How to Keep Union Records, Edited by Michael Nash
- Addresses building relationships with the unions, developing collecting policies that support current labor history scholarship, adapting appraisal theory to the unique challenges of labor union archives, and arranging and describing collections.

SHRAB Publication Available Online

Montana SHRAB's manual, Preferred Practices for Historical Repositories is available as a pdf online at 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.

Board Members

Faith Bad Bear-Bartlett, Crow Agency
Judy Ellinghausen, Great Falls
Jodie Foley, Helena
Peggy Gow, Deer Lodge
Donna McCrea, Missoula
Sami Pierson, Libby
Kim Allen Scott, Bozeman

2010 MONTANA SHRAB PROFESSIONAL DEVELOPMENT SCHOLARSHIP

The Montana State Historical Records Advisory Board (SHRAB) is pleased to announce the continued availability of scholarships of up to \$1,000 to paid and volunteer staff of Montana's cultural heritage institutions to attend 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).

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

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: _____

On a separate piece of paper please answer the following:

1. 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?

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

Newsletter Survey: Please let us know what you think!

1. **Newsletter:**
 Do you prefer receiving the newsletter in paper form? Yes / No
 Would you be interested in receiving it via email? Yes / No
 Would you prefer it posted on our website? Yes / No
2. **Email announcements:** Would you be interested in receiving updates about training opportunities, events and news via email? Yes / No
3. If so could you provide an email address? _____
4. Completed by: _____

Return to:

Montana Historical Society
 c/o Jodie Foley
 225 N Roberts
 Helena MT 59620

FORT PECK DAM, FORT PECK, MT
Photo by Laurie gigerre McGrath



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

225 North Roberts
PO Box 201201
Helena MT 59620-13301