

# the montana archivist

## October Is American Archives Month!

**It's time to celebrate and promote archives and archivists!!  
We are the keepers of the American Memory and deserve to toot our horns!!**

Stuck for ideas on how to promote your collections and the worthwhile work you do? Take a look on the Society of American Archivists webpage for inspiration (<http://www2.archivists.org/initiatives/american-archives-month>). The site contains public relations packets, event descriptions from other states, and much more. Take advantage of this great resource today!

## MPMA Mountain-Plains Museum Association Conference in Montana

**The Mountain-Plains Museum Association** (MPMA) will hold its 2011 annual conference October 17-21 in Helena. The event draws museum professionals from a 10-state region in the heartland of America, and is open to any interested people in Montana. It will be one of the largest museum conferences ever to be held in Montana.

The Montana Historical Society and other cultural organizations in Helena and nearby towns will help host the conference which is expected to attract over 300 museum professionals from Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas and Wyoming.

"The MPMA Conference has not been held in Montana for decades, and we are especially pleased to have this organization meet in our state," said Robert M. Brown, Executive Director of the Historical Museum at Fort Missoula in Missoula and one of the general conference chairs. "It will be a superb opportunity for museums and local historical societies to attend a conference which focuses on museum issues."

The conference is designed for anyone who works, volunteers or is interested in museums.

Hundreds of folks from art, history, science, tribal and local museums as well as zoos and botanical gardens with paid and volunteer staffs are expected to attend the conference. Companies providing services and products to museums are encouraged to participate in the Exhibit Hall.

"Many of those museum issues," according to Jennifer Bottomly-O'looney, Curator of Art at the Montana Historical Society and a Conference Co-Chair, "will feature the arts and Tribal museums." There will be tours of the Holter Museum of Art, the Archie Bray Foundation for the Ceramic Arts and the C.M. Russell Museum. There will be sessions on Tribal perspectives and Montana's Indian Education for All curriculum.

Topics that will be covered during the conference include programs for K-12 students, collection conundrums, moving a collection, art museums and Generation Z, family history, fundraising plans, social media for beginners, Cloud Computing and smart phones, pest management, barcoding objects, managers versus leaders, museum stores, traveling trunk programs, thefts in your museum, interim directors, installing exhibits, conservation of objects, facility security, collections storage, strategic planning, video and webcasting, exhibits on a shoestring, controversial

*continued on page 2*

exhibits, cultural landscapes, evaluating programs, opportunities in this economic downturn, retaining volunteers, creating partnerships on projects, teaching public history, documents as collections, how to write RFPs, dealing with hazardous materials in a collection, risk management, creating programs for an exhibit, orphan works (no copyright) and more.

Presenters and keynoters will come from all over the country as well as from Montana.

Keynoters include Dr. Ford Bell, President of the American Association of Museums, Washington, DC; William Marcus, host of the very popular PBS series, *Backroads of Montana*; the children of historian Stephen Ambrose: Hugh Ambrose and Stephenie Ambrose Tubbs; and Henry Real Bird, Montana's Poet Laureate and cowboy poet who will do a poetry reading with well-known Indian educator Mandy Smoker Broaddus. Montana's Lt. Governor, John Bohlinger, will welcome attendees at the General Session.

Local experts will lead tours of museums and historic sites in Helena, Great Falls, Deer Lodge and Butte. The opening reception will be held at night at

the State Capitol. Other local sites that will be visited include the Montana Historical Society, Exploration Works Children's Museum, Governor's Mansion, the Montana Club, historic Fort Harrison and the St. Helena Cathedral.

Ten workshops will be held, covering topics such as Interpretive Writing 101 and 201, Oral Histories in the Digital Realm, Grant Writing, Changing Negative Workplace Behavior, Records Management, Dealing with Difficult Volunteers, Museums Helping Youth, Teaching about Water Resources, and Secrets from Exhibit Designers.

**For registration information and to get a copy of the Conference Program, visit [www.mpma.net](http://www.mpma.net). Or call MPMA at 303-979-9358 or by email at [mountplains@aol.com](mailto:mountplains@aol.com).**



## Upcoming Events, Conferences and Training Opportunities

**September 22-24, 2011**

*Missoula, Montana*, Montana History Conference, "No Ordinary Time: War, Resistance, and the Montana Experience".

**September 23-26, 2011**

*Honolulu, Hawaii*, The Association of Tribal Archives, Libraries, and Museums/Western Museum's Association joint conference

**October 17-21, 2011**

*Helena, Montana*, Mountain-Plains Museum's Association Conference.

**October 20-22, 2011**

*Lexington, Kentucky*, Best Practices Exchange.

**January 23 – February 3, 2012; June 4-15, 2012**

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

**March 22-24, 2012**

*Bozeman, Montana*, Museum's Association of Montana

**April 11-14, 2012**

*Big Sky, Montana*, Montana Library Association Annual Conference

**April 26-28, 2012**

*Salem, Oregon*, Northwest Archivists/Oregon Heritage Conference. "Fertile Ground: Planting the Seeds for Restoration, Innovation and Collaboration"

**October 19-22, 2012**

*Buffalo, New York*, National Preservation Conference

# Web Resources for Archivists

By Kim Allen Scott

Who is that guy? How did he get here? How did he create or collect all of this stuff? Why should anyone care? These are just some of the questions that archivists must ask themselves as they approach a body of documentary material. Understanding the creator, finding out details of his life to put the documents in context, and presenting enough information to establish an authoritative form of his name is our responsibility, and fortunately we have the tools available to do a good job. We know we have the tools because we describe them almost every day to the dozens of genealogists who darken our door looking for that ultimate historical tidbit on their ancestors. The same tools we can recommend to these specialists are easy to use, and in some cases, easy to find. Lets consider a couple here:

## Montana State Death Registry Index

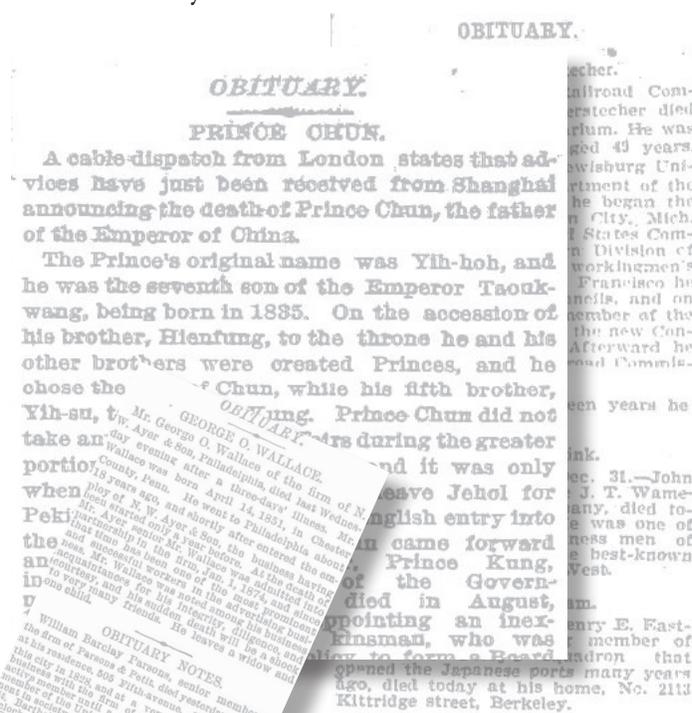
This is an interesting site maintained by the commercial genealogy company "Ancestry.com," through their RootsWeb division. The Montana Bureau of Vital Statistics and the Montana State Genealogical Society established a joint venture to computerize the Pre-1954 death indexes, and what a job they have done. By scouring the old Montana state and county records and spending thousands of hours keyboarding, these folks have give us a tool that in most cases gives the Last Name, First Name, Middle, Sex, Age, Location, County Number or County Name, Item Number, Day, Month, Year, and Date of Death. Check it out at: [http://www.rootsweb.ancestry.com/~mtmsgs/death\\_records.htm](http://www.rootsweb.ancestry.com/~mtmsgs/death_records.htm)

## The Social Security Death Index

This is another handy tool for anyone trying to get information on a past subject. Again the tool is sponsored by Ancestry.com and made freely available by their RootsWeb division. There are a few web sites that offer a searching tool for Social Security data, but none are actually presented by the United States Government. Private vendors are using the government information and making it available in various formats, but I like this one the best. It allows both a simple and complex search platform and has really helped me track down some pretty enigmatic people whose papers remained in Montana, but who died out of state. I invite your inspection of the tool at: <http://ssdi.rootsweb.ancestry.com/>

These are just two web based items in the archivist's toolkit that will allow a starting point for investigating the most obscure subjects, and help us in our charge to provide the best creator information for cataloging and name authority work.

Old Official in V...  
Richmond, Va., Jan...  
Seaton G. Tinsley, wh...  
urer of Richmond for...  
tonight. He had been...  
but expired suddenly. Mr...  
sixty-five years old, and a popu...  
He was in the treasury department of...  
confederacy during the war



# 2011 Student Archivist Project Completed



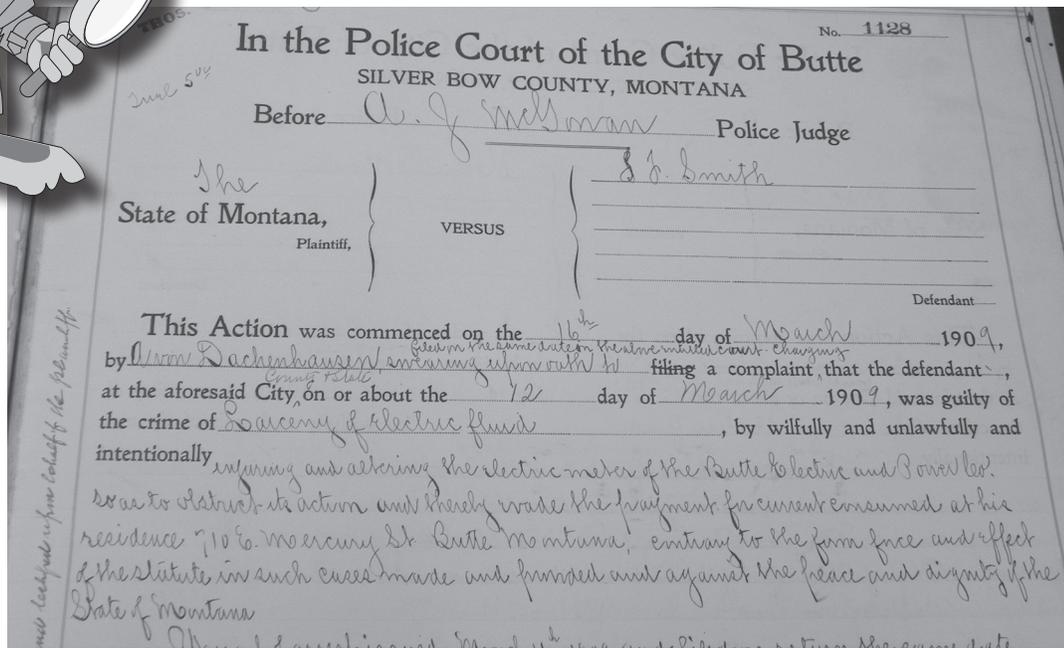
Kyle Davis

Montana SHRAB received grant funding through the National Historical Publications and Records Commission to continue the Student Archivist Project this summer. Heritage institutions from across the state 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. Any Montana institution with significant archival responsibilities was eligible to apply.

The 2011 Student Archivist, Kyle Davis, a graduate student from the Western Washington University, spent seven weeks working with Butte Silver Bow Archives. During his stay Davis reviewed two collections, Police/City Court and Justice Court. He inventoried court records dockets; noting dates, types of cases, and determining the relationship between dockets. As a result 300 linear feet of records were reviewed and inventoried.

The work was almost immediately of assistance to reference staff. The improved access helped Davis answer a research request that previously would have been very difficult to answer:

“A man was searching for information as to why his immigrant ancestor was denied US citizenship in 1917. He knew ... that his ancestor got into trouble with the law, but did not know the circumstances or exact date. ... his ancestor arrived in the US (circa 1910), so a time period





## UPCOMING CONFERENCES AND TRAINING OPPORTUNITIES

### September 22-24, 2011

*Missoula, Montana*, Montana History Conference, “No Ordinary Time: War, Resistance, and the Montana Experience”. Includes SHRAB sponsored workshop “What to Keep: The fundamentals of Archival Appraisal”. See <http://mhs.mt.gov/museum/historyconference2011.asp> for more information.

### September 23-26, 2011

*Honolulu, Hawaii*, The Association of Tribal Archives, Libraries, and Museums/Western Museum’s Association joint conference. See <http://www.atalm.org/>

### October 17-21, 2011

*Helena, Montana*, Mountain-Plains Museum’s Association Conference. Includes workshop “Basic Records Management for Museums” (see article above) <http://www.mpma.net/accurrent.php>

### October 20-22, 2011

*Lexington, Kentucky*, Best Practices Exchange. Managing and preserving digital assets. <http://www.bpexchange.org/2011/>

### January 23 – February 3, 2012; June 4-15, 2012

*Washington, D. C.*, Modern Archives Institute. The National Archives and Records Administration (NARA), in cooperation with the Library of Congress, presents two training sessions each year. The purpose is to introduce participants to archival theory and practice and the responsibilities of archival work.

Participants usually have limited archival experience and represent a wide variety of archival repositories. Priority is given to persons who work with archives or manuscripts. 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 NARA. Continuing education units are offered. Participants will receive several archival publications and other materials. See NARA website <http://www.archives.gov/preservation/modern-archives-institute/>

### March 22-24, 2012

*Bozeman, Montana*, Museum’s Association of Montana. <http://www.montanamuseums.org/>

### April 11-14, 2012

*Big Sky, Montana*, Montana Library Association Annual Conference. <http://www.mtlib.org/Conferences/default.html>

MISSOULA, MT • HONOLULU, HI • HELENA, MT • LEXINGTON, KY • WASH

**April 26-28, 2012**

**Salem, Oregon**, Northwest Archivists/Oregon Heritage Conference. “Fertile Ground: Planting the Seeds for Restoration, Innovation and Collaboration” <http://northwestarchivistsinc.wildapricot.org/annualmeeting>

**October 19-22, 2012**

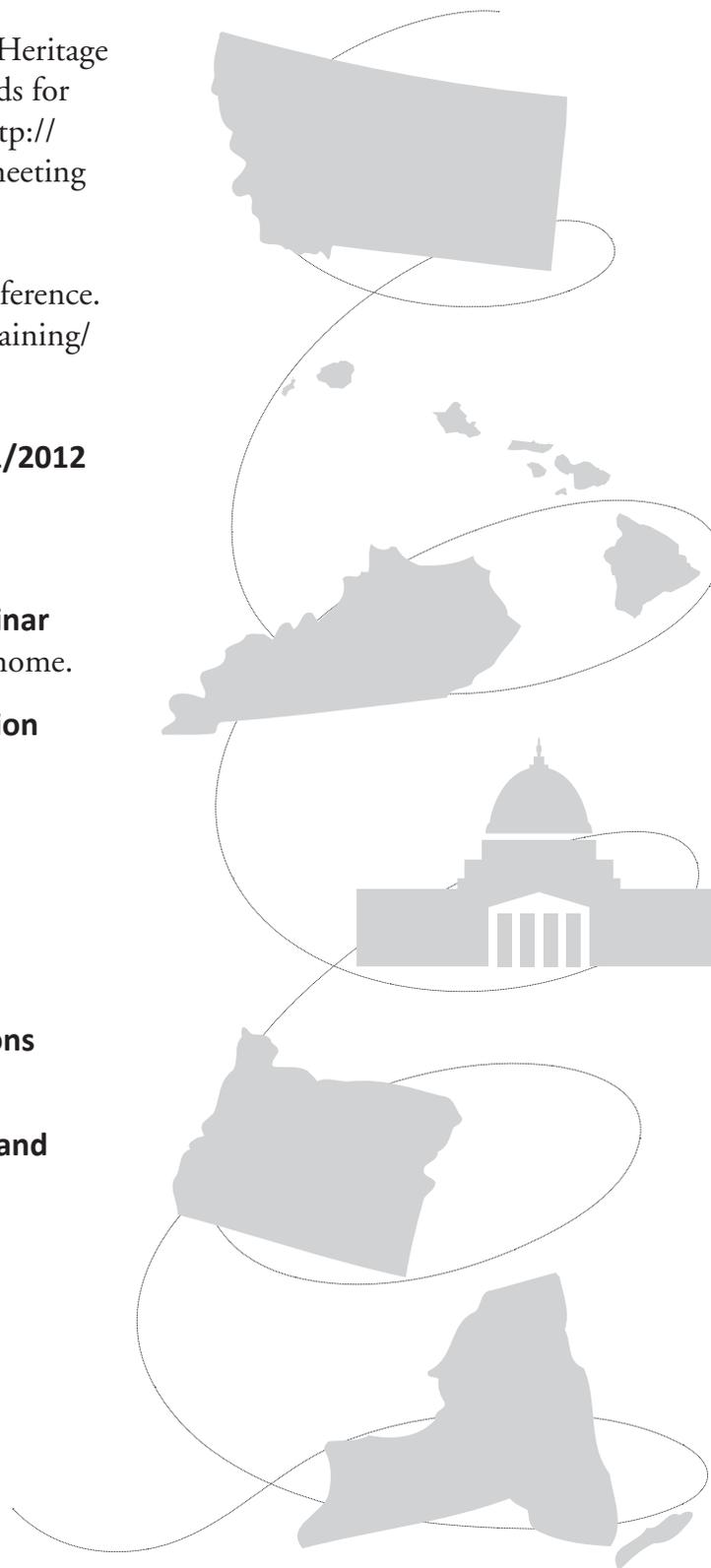
**Buffalo, New York**, National Preservation Conference. <http://www.preservationnation.org/resources/training/npc/>

**SAA Continuing Education Calendar for 2011/2012**

[www.archivists.org](http://www.archivists.org)

SAA offers 22 Fall Workshops including:

- **Standards for Digital Archives [Web Seminar]**  
September 29 in your office, classroom, or home.
- **Oral History: From Planning to Preservation**  
October 3 in Bismarck, NorthDakota
- **Describing Archives: A Content Standard**  
October 14 in Seattle
- **An Introduction to Archival Exhibitions**  
October 14 in Austin, Texas
- **Visual Literacy for Photographic Collections**  
November 4 in San Jose, California
- **Managing Electronic records in Archives and Special Collections**  
December 15-16 in Pasadena, California



## **The Small Museum Toolkit is Now Available to Pre-Order**

As a small museum staff person, you are responsible for a lot, including areas outside of your expertise or training. You need a quick reference that (Embedded image makes the process of becoming a sustainable, valued institution less moved to file: overwhelming. **The Small Museum Toolkit** is a collection of six books that serve as a launching point for small museum staff to pursue best practices and meet museum standards. Each brief volume, written in a friendly tone by experienced museum professionals, helps you define the questions you should be asking, gives you tools to achieve your goals, and guides you where to go for help.

About the Editors, *Cinnamon Catlin-Legutko* is chief executive officer at the Abbe Museum in Bar Harbor, Maine. She was the founding chair of the AASLH Small Museums Committee and serves as a peer reviewer for the American Association of Museums. *Stacy Klingler* is assistant director of Local History Services at the Indiana Historical Society. She serves as chair of the AASLH Small Museums Committee and is a member of the Field Services Alliance.

**Use promo code BESLH11  
Pre-order through AltaMira Press  
(1-800-462-6420 or online at  
[www.altamirapress.com](http://www.altamirapress.com)).  
Paper Retail Price: \$150.00 Pre-Order  
Promo Ends October 20, 2011.**

## **Connecting to Collections Online Community**

This interactive resource will connect staff at small museums, archives, and libraries with each other and top-flight information about collections care. Heritage Preservation is pleased to announce the public launch of the Connecting to Collections (C2C) Online Community at **[www.connectingtocollections.org](http://www.connectingtocollections.org)**. The Community's goal is to help smaller museums, libraries, archives, and historical societies locate reliable preservation resources, and to engage with each other and top professionals in the field. Heritage Preservation moderates the Connecting to Collections Online Community in cooperation with the American Association for State and Local History and with funding from the Institute of Museum and Library Services.

See **<http://www.connectingtocollections.org/about/>**

### **The features of the site include:**

- a Meeting Room which regularly hosts free Webinars with leading conservation professionals (click here to view recordings of past events);
- a Featured Resource that highlights new or particularly helpful information resources--the feature changes approximately every two weeks;
- a Discussion Forum where online community members can post questions and assist one another;
- a Calendar with announcements of upcoming C2C Online Community events, online preservation training opportunities, and grant deadlines; and
- an Archive of past C2C Online Community discussions and presentation sorted by topic.

## **SAA Publications**

(see <http://www2.archivists.org/> )

### ***Public Relations and Marketing for Archives***

Edited by Peter J. Wosh and Russell D. James

Learn how to successfully promote your collections and programs to a rapidly expanding pool of potential users, donors, and collaborators. This manual provides a helpful introduction to public relations basics, from writing good press releases to evaluating PR services to working with internal public relations offices. There is step-by-step guidance for using archival collections as PR tools, such as writing press releases, publicizing photographs, and writing newsletters, as well as guidance for collaborating and connecting with educational and community groups, college students, historical organizations, donors, and media outlets.

Also included is a section to help you make the most of Web 2.0 tools, such as blogs, websites, and podcasts to further outreach efforts. This manual features customizable templates, sample documents and programs, and screenshots to help you put your marketing plan into practice as quickly as possible. Whether you work in an academic institution, a corporate archives, a public library, or a historical organization, this manual gives you the tools essential for creating a first-rate marketing campaign for your archival collections. Co-published by Neal-Schuman Publishers, Inc. and Society of American Archivists (2011)

**List Price: \$80.00, Member Price: \$70.00**

### ***A DIFFERENT KIND OF WEB: New Connections Between Archives and Our Users*** Edited by Kate Theimer

Come explore how archives are using the web to reach and interact with users, old and new, as well as serve their own management needs. Thirteen case studies illustrate archival practitioners' own experiences in creating blogs, wikis, and interactive websites, and contributing to sites such as Flickr, YouTube, Wikipedia, and Second Life. The themes in these case studies are framed by longer analytical essays that reflect on the larger implications of social media for archives -- the "different kind of web" archivists are forming with their users. Learn how social media are changing how archivists conduct outreach, how the concept of authority is adapting and evolving, and the opportunities social media present for enhancing and streamlining traditional archival processes.

In addition, a series of short essays present the viewpoints of some of the primary users -- historians, educators, students, and genealogists. The volume concludes with a group of reflections on the larger implications of social media for archives, including the impact of Web 2.0 on diversity in the archival profession and the archival record.

This book is for practitioners looking for reports on real-world implementations of social media tools; students in archives and history programs interested in implementation and management issues, and the broader theoretical and systemic issues raised by the use of social media; and historians, history faculty, professionals in related fields, such as libraries and museums, and those who study the use of the web will find an encapsulation of the current approach of the archival profession.

**List Price: \$69.95, Member Price: \$49.95**

## Grant Opportunities

### National Historical Publications and Records Commission (NHPRC):

#### Archives Leadership Institute

The National Historical Publications and Records Commission seeks proposals from organizations to continue the Archives Leadership Institute.  
Final Deadline: October 6, 2011

#### Documenting Democracy: Access to Historical Records

The National Historical Publications and Records Commission seeks proposals that promote the preservation and use of the nation's most valuable archival resources. Projects should expand our understanding of the American past by facilitating and enhancing access to primary source materials.  
Final Deadline: October 6, 2011

### National Endowment for the Humanities

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

Digital Humanities Implementation Grants: This program is designed to fund the implementation of innovative digital-humanities projects that have successfully completed a start-up phase and demonstrated their value to the field. Such projects might enhance our understanding of central problems in the humanities, raise new questions in the humanities, or develop new digital applications and approaches for use in the humanities. The program can support innovative digital-humanities projects that address multiple audiences, including scholars, teachers, librarians, and the public. Applications from recipients of NEH's Digital Humanities Start-Up Grants are welcome.

Unlike NEH's start-up grant program, which emphasizes basic research, prototyping, experimentation, and potential impact, the Digital Humanities Implementation Grants program seeks to identify projects that have successfully completed their start-up phase and are well positioned to have a major impact.

Proposals are welcome for digital initiatives in any area of the humanities. Digital Humanities Implementation Grants may involve

- implementation of computationally-based methods or techniques for humanities research;
- implementation of new digital tools for use in humanities research, public programming, or educational settings;
- efforts to ensure the completion and long-term sustainability of existing digital resources (typically in conjunction with a library or archive);
- studies that examine the philosophical or practical implications of the use of emerging technologies in specific fields or disciplines of the humanities, or in interdisciplinary collaborations involving several fields or disciplines; or
- implementation of new digital modes of scholarly communication that facilitate peer review, collaboration, or the dissemination of humanities scholarship for various audiences.

### Humanities Montana

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

#### Applications for \$5000 and less

20th of Feb, May, August, and Nov

#### Applications over \$5000

20th of April, August, and Dec

#### Film and digital production

20th of August

#### Book subvention applications

20th of December

#### Fellowship applications

20th of December

#### Opportunity grants (\$1000 max)

At least two weeks prior to program

## 2012 MONTANA SHRAB PROFESSIONAL DEVELOPMENT SCHOLARSHIP

The Montana State Historical Records Advisory Board (SHRAB) is pleased to announce the availability of \$1000 in scholarship funds for 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: \_\_\_\_\_

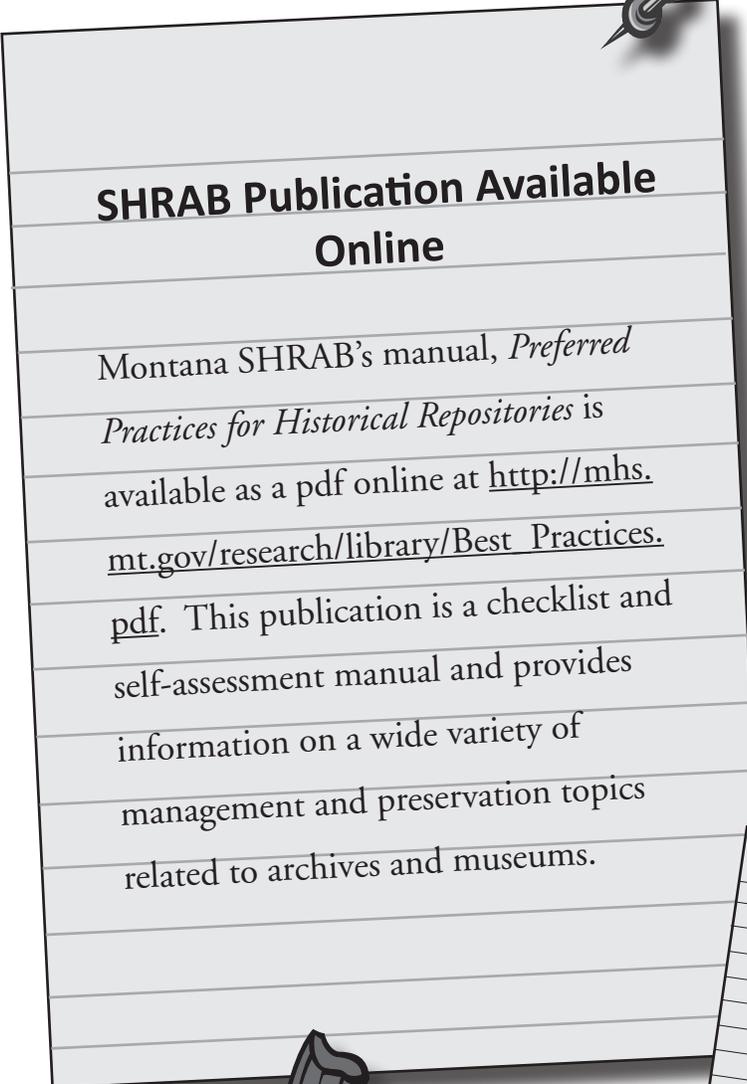
What are your reasons for attending this training, workshop, conference, etc.? How do they fit your professional goals? How do they fit your institutions goals? \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_





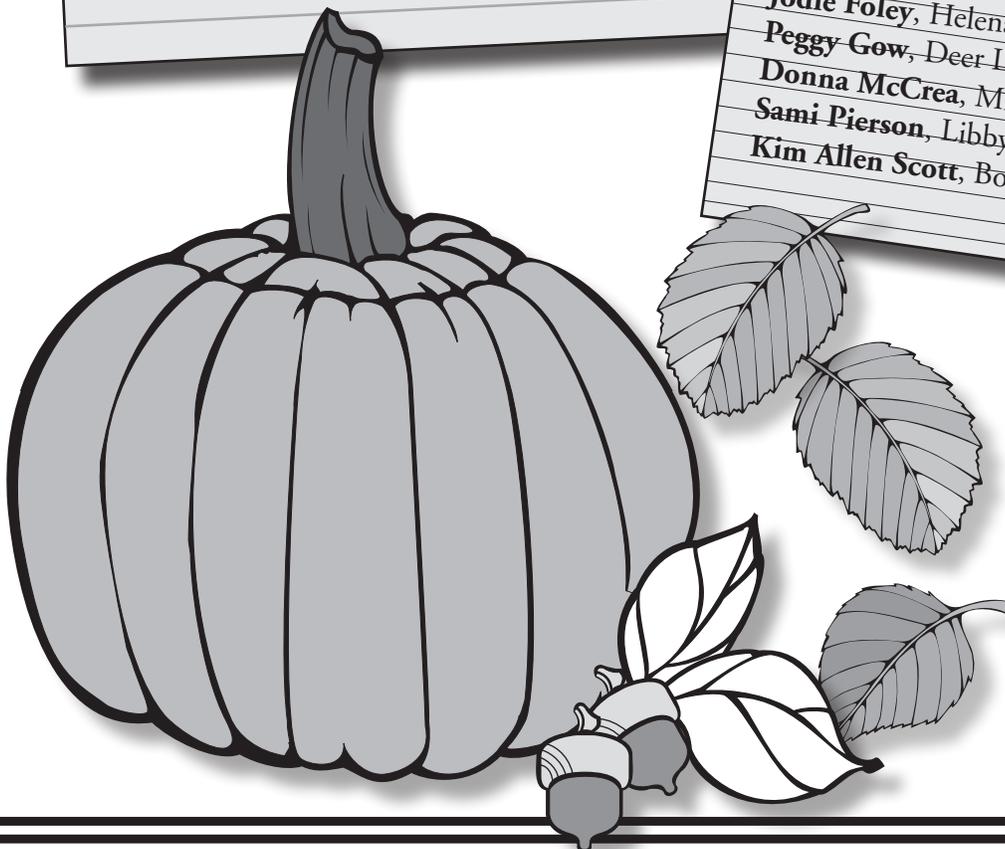
## SHRAB Publication Available Online

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](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.



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

225 North Roberts  
PO Box 201201  
Helena MT 59620-13301